



English Learners Advisory Committee (ELAC) Victoria Elementary

Meeting Date: Friday, May 9th, 2025 | **Time:** 8:45 AM

Location: MPR Room

Attendance – See attached list.

-Parents: 11 | **-School Staff:** 2 | **-District Staff:** 00 | **-Guests:** 01

MINUTES

Legal Requirements/ Training Covered:		
Check topic(s) covered at this meeting and reflected in minutes.		
☐	1	ELAC parent members have been elected by parents or guardians of English learners (EL). Parents or guardians of English learners must constitute at least the same percentage of the ELAC membership as their children represent of the student body.
☐	2	Elect at least one member to the District English Learner Advisory Committee (DELAC).
☐	3	Training (including receipt of materials) for ELAC members that will assist them in carrying out required advisory responsibilities. Training shall be planned in full consultation with committee members.
☐	4	Advise the principal and staff in the development of a site plan for ELs as part of the Single Plan for Student Achievement (SPSA).
☐	5	Administration of a Districtwide needs assessment on a school-by-school basis to parents of all English learners.
☐	6	Review school results of the EL needs assessment.
☐	7	Administration of the school's Annual Language Census; share relevant English learner schoolwide data.
☐	8	Promote ways to make parents aware of the importance of regular school attendance.
X	9	Provide input on the Local Control Accountability Plan (LCAP) actions, services, and expenditures as they impact English learner students and families.

I. Call To Order/ Welcome and Introductions

The meeting was called to order at 8:45 am by Chairperson Cristina Razo she welcomed all present to the 5th meeting for the School English Learners Advisory Committee and asked everyone to introduce him/herself.

II. Approval of Minutes

After the minutes were reviewed; It was moved by Karla Hernandez and seconded by Cristina Razo that the minutes from the meeting on April 18th, 2025, be approved as written (or as corrected/amended).

III. District English Learners Advisory Committee (DELAC) Report

DELAC Representative, Karla Hernandez read the report from the May 7th, 2025, meeting.

IV. Legal Requirements - The following is a summary of discussion/action(s), parent input or comments taken on any of the four above-described Legal Requirement(s) – (What and by Whom)

1. **Election of ELAC:** the election took place during the 1st meeting
2. **Election of DELAC representatives:** the representatives are serving their 2nd term.
3. **ELAC Responsibilities:** the training took place during the 1st meeting
4. **Single Plan for Student Achievement (SPSA) Input:** completed during our 2nd meeting
5. **Needs Assessment Administration:** completed during our 2nd meeting
6. **Needs Assessment Results:** completed during our 2nd meeting.
7. **EL Data Review:** completed during our 3rd meeting.
8. **Importance of School Attendance:** completed our 3rd meeting.
9. **Local Control Accountability Plan (LCAP) Input:** This topic was reviewed at our meeting of May 9th, 2025.

V. Other Presentations or Guest Speakers

Ross Minion treasurer for Victoria PTA met with the parents to discuss the Spring Fling event to be held Friday, May 16th, 2025, in the school grounds.

V. Resources, Training Materials, and Handouts Distributed

Elac agenda/presentation, flyers and Spring Fling event information were handed out during the meeting

VII. Follow-up on Topic(s): Action by whom?

1. There was no topic to follow-up on.

VIII. Questions/ Comments/ Evaluations

10. There were no questions/comments/evaluations

IX. Adjournment

ELAC Meeting was adjourned at 9:30 am The next ELAC meeting will be at 8:45 AM on TBD
Minutes submitted by: Paula Gordon – School Community Facilitator