

**REGULAR MEETING OF English Learner Advisory Committee (ELAC)/  
District Learner Advisory Committee (DLAC)**

**Roberto Cruz Leadership Academy  
RCLA ELAC/DLAC Meeting #1**

**Location:** 14281 Story Rd, San Jose, CA 95127

**Date:** Monday, September 22, 2025

**Time:** 4:45 PM

**AGENDA & MINUTES**

**START OF MEETING:** \_\_\_\_\_ pm

**1.01 Roll Call of ELAC/DLAC Members (1 Minutes).**

Designation	Name	Attendance
Principal	Claudia Moreno	Attendance ▾
Teacher #1	Mario Diaz	Attendance ▾
Parent/Guardian/Student #1	Virginia Garcia	Attendance ▾
Parent/Guardian/Student #2	Alexandra Gamez	Attendance ▾
School Staff	Cynthia Plancarte	Attendance ▾

**2.01 Public Comment.**

Individuals wishing to address the English Learner Advisory Committee (ELAC) on agenda items and/or other items may do so at this time. There will be a 2-minute limit per person, and the total allotted time will not exceed 15 minutes.

Starting time: \_\_\_\_\_ PM

Ending time: \_\_\_\_\_ PM

**3.01 Welcome and Introductions (5 mins)**

- Opening remarks
- Introduction of members

**4.01 Review of Meeting Agenda (4 minutes)**

- Overview of the agenda items
- Adjustments or additions to the agenda

**4.02 Approval of Agenda for ELAC Meeting September 22, 2025 (1 Minute).**

- Motion to Approve: \_\_\_\_\_
- Second: \_\_\_\_\_

- In Favor: \_\_\_\_\_

**4.03 Review and Approval of Previous Meeting Minutes (5 minutes)**

- [Review of minutes from previous meeting](#)
- Approval of minutes
- Motions to Approve: \_\_\_\_\_
- Second: \_\_\_\_\_
- In Favor: \_\_\_\_\_

**5.01 Overview of Roles and Responsibilities of ELAC/DLAC Members (10 minutes)**

- Purpose of ELAC
- Explanation of individual roles and responsibilities
- Discussion on member expectations and contributions

**6.01 Review of ELAC Annual Plan (5 min)**

- Discuss key goals for the year and upcoming meeting schedule.
- Recommendations for SPSA/LCAP

**7.01 Unfinished business**

- Review of action items and unfinished assignments
- Summary of decisions and next steps
- Next meeting will be on October 20, 2025

**8.01 New business/Open Forum (10 minutes)**

- Opportunity for members to raise additional topics or concerns

**9.01 Announcements**

**10.01 Adjournment (5 minutes)**

- Closing remarks
- Meeting adjournment
- Motion to adjourn: \_\_\_\_\_
- Second: \_\_\_\_\_
- In Favor: \_\_\_\_\_
- **End of Meeting: \_\_\_\_\_ PM**