ELAC MEETING MINUTES
Thursday, November 13, 2025
@ 8:45a.m.

* Meeting Called to Order @ 8:52a.m. By: Mrs. Renoj

I. Review of Past Minutes

- Mrs. Braden Gutierrez reviewed the ELAC Roles and Responsibilities by displaying the ELAC Check Sheet, in English and Spanish, with dates of achievement.
- Mrs. Braden Gutierrez distributed the minutes of the last meeting date on October 9, 2025, for review. Mrs. Braden Gutierrez called for a motion to approve the minutes. 1st Motion: Mrs. Renoj, 2nd Motion: Mrs. Briceno. A vote was taken verbally & by raising of hands, which unanimously approved the minutes.
- 3 parents & 4 staff members attended the meeting.

II. ELPAC Update

- Mrs. Braden Gutierrez is currently monitoring EL Students & analyzing 1st Trimester data to see which English Learners are ready to reclassify as English Proficient (RFEP) according to 1st Trimester Data.
- Mrs Braden Gutierrez will continue to administer Initial ELPAC & conduct Initial Conferences as new students, with primary languages other than English, enroll at BCMS.
- Mrs. Braden Gutierrez is planning an EL Parent Workshop on supporting students with progress on ELPAC & CAASPP at home.
- Mrs. Braden Gutierrez is planning Extended Hour ELD Professional Development for staff.

III. DELAC Update

- The last DELAC Meeting was Thursday, October 30, 2025, @ 9:00a.m. Mrs. Briceno attended the DELAC Meeting & represented BCMS since neither Mrs. Renoj or Mrs. Ferenandez were able to attend. At the DELAC Meeting they reviewed the DELAC Bylaws & Training. They also discussed the EL Levels, parent support, Comprehensive Needs Assessments, EL Roadmap & EL Master Plan. The next DELAC Meeting is scheduled for Thursday, December 4, 2025, @ 9:00a.m.

IV. Single Plan for Student Achievement (SPSA)

- Mrs. Braden Gutierrez reminded parents of the 2025-2026 Comprehensive Needs Assessment which was approved at the last ELAC Meeting on October 9, 2025, and that the Comprehensive Needs Assessment is used to create the Single Plan for Student Achievement (SPSA). Mrs. Braden Gutierrez reminded parents of the SPSA input given at the last meeting on EL Parent Workshops on supporting students at home and ELA ELD After School Classes. Mrs. Braden Gutierrez presented & reviewed the EL Sections of the 2024-2025 Single Plan for Student Achievement (SPSA) from last year & ELPAC Data & asked for additional parent input. Mrs. Braden Gutierrez proposed a need for translation technology used for non-digital documents & sources and parents agreed. Mrs. Briceno asked about what happens if students do not reclassify prior to High School. Mrs. Braden Gutierrez informed parents that students who do not reclassify before High School will still be identified as ELs, will still need support classes, will still have to take the ELPAC Test, & may have additional college criteria. Mrs. Fernandez asked about what happens with EL students once they have Reclassified as Fluent English Proficient. Mrs. Braden Gutierrez informed parents that EL students who have been Reclassified as Fluent English Proficient will no longer take the ELPAC test but their progress will continue to be monitored for 4 more years. Mrs. Braden Gutierrez emphasized the importance of parent involvement and Mrs. Renoj commented on how some parents just stand outside the school talking instead of attending meetings. Mrs. Vasquez suggested parents invite the other parents to join them when attending Parent Meetings. Mrs. Fernandez recommended raffle incentives to entice parents to attend Parent meetings. Mrs. Braden Gutierrez mentioned she already rewards students with PAWS Tickets & Kickboard digital points for their parents attending her meetings but will start having a reminder announced to students in the morning announcements. Mrs. Renoj recommended posting upcoming paper flyers on a Billboard next to the front office door. Mrs. Braden Gutierrez mentioned the continued need for the hiring of a Special Projects Aide and parents agreed. Mrs. Braden Gutierrez called for a motion to approve the additional input on the EL Sections of the 2025-2026 Single Plan for Student Achievement (SPSA). 1st Motion: Mrs. Fernandez, 2nd Motion: Mrs. Renoj. A vote was taken verbally & by raising of hands, which unanimously approved the additional input on the EL Sections of the 2025-2026 Single Plan for Student Achievement (SPSA).

- Mrs. Braden Gutierrez informed parents that even the BCMS Administrators & Support Staff have been working hard on the 2025-2026 Single Plan for Student Achievement (SPSA) that it is not finished & not yet ready to be approved. Thus, an additional ELAC Meeting needs to be scheduled to approve the final EL Sections of the 2025-2026 Single Plan for Student Achievement (SPSA). Mrs. Braden Gutierrez called for a motion to approve scheduling an additional ELAC Meeting on Thursday, December 11, 2025, to approve the final EL Sections of the 2025-2026 Single Plan for Student Achievement (SPSA). 1st Motion: Mrs.Renoj, 2nd Motion: Mrs. Fernandez. A vote was taken verbally & by raising of hands, which unanimously approved the additional input on the EL Sections of the 2025-2026 Single Plan for Student Achievement (SPSA).

V. Information ELAC wants to share with School Site Council:

- ELAC advises SSC on additional input for the 2025-2026 SPSA EL Sections of translation technology for non-digital documents & sources, hiring an ELSP Aide, and increasing parent involvement with raffle incentives & flyer display billboard next to front office door.

VI. Future ELAC Meeting Date:

An additional ELAC Meeting has been scheduled for Thursday, December 11, 2025 @ 8:45a.m. to approve the finalized EL Sections of the SPSA.

The remaining originally scheduled ELAC Meetings are as follows:
- Thursday, April 16, 2026, @ 8:45a.m.
- Thursday, May 14, 2026, @ 8:45a.m.
- Thursday, June 4, 2026, @ 8:45a.m.

VII. Comments:

- 1st Trimester Report Cards = Friday, November 7, 2025.
- Start of 2nd Trimester = Monday, November 10, 2025
- STEM & Literacy Night = Thursday, 11-13-2025, @ 5:30-6:30 (Star Gazing 6:30-7:30 if weather permits.)
- SSC = Friday, November 14, 2025 @ 8:30a.m. in Library
- DELAC = Thursday, December 4, 2025, @ 9:00a.m. at HSD Learning Center Rm 5
- BCMS High School Night = Thursday, November 20, 2025, 5:00 to 6:00p.m. in BCMS Gym
- HPA = Tuesday, January 13, 2026, @ 9:00a.m.

* Meeting adjourned @ 10:10a.m. by Mrs. Renoj.