



English Learner Advisory Committee (ELAC)

Costa Mesa Middle/ High School

Meeting Date: 9/11/2025

| Time: 6:00 pm

Location: 2650 Fairview Rd, Costa Mesa, CA 92626

Attendance – See attached list.

-Parents: 22 | **-School Staff:** 11 | **-District Staff:** 00 | **-Guests:** 00

MINUTES

Required Topics/ 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 (ELs). Parents or guardians of English learners must constitute at least the same percentage of the ELAC membership as their children represent the student body.
☒	2	Elect one to two members 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 School Plan for Student Achievement (SPSA). ☐ Review current year SPSA/Annual Evaluation ☐ Mid-Year SPSA Progress Report ☐ Advise on next year's 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.
☐	9	Provide input on the Local Control Accountability Plan (LCAP) actions, services, and expenditures as they impact English learners and families.

I. Call To Order/Welcome and Introductions

The meeting was called to order at **6:08 PM** by SCF, Irasema McAllister. She welcomed all present to the first English Learner Advisory Committee. Carmen Ramirez, Co-President, introduced everyone.

II. Approval of Minutes

Minutes were read from the 4/16/2025 meeting. It was moved by **Patricia Aburto** and seconded by **Maribel Osorio** that the minutes be approved as written (or as corrected/amended).

III. Required Topics - *The following is a summary of discussion, parent input or comments, and action(s) taken on any of the above-described required topics.*

1. Election of ELAC: The following parents are continuing their second term:

Carmen Ramirez: Was elected Co-president

Maria Gonzalez: Was elected Co- vice president

Natalia Ramirez: Was elected as secretary

Mayra Yañez: Was elected Co- secretary

2. Election of DELAC Representative(s):

Natalia Ramirez: Middle School Representative

Carmen Ramirez: High School Representative

Maricela Lopez: High School Representative

3. ELAC Training of Responsibilities: Mr. Giles provided the ELAC training, explained the composition and structure of the ELAC, the purpose and responsibilities of the committee.

4. Importance of School Attendance: Dr. Lara-Ledón spoke about the importance of attendance and how consistent attendance improves academic progress. Parents have three days to report absences; the Raptor system tracks tardiness for the first and second periods. Middle school students are not allowed to leave campus.

V. Other Presentations or Speakers

Principal's report: Mr. Giles introduced himself as the new principal for Costa Mesa Middle/High School. He also introduced the school admin team for middle school and high school and explained what grade each admin would be helping during this new school year. He also introduced the school community facilitators and their grade assignments for the new school year. Mr. Giles then introduced the school counselors and also explained how this year each counselor rotated on their assigned single grade level.

Mr. Giles explained the MESA WAY and school expectations. He explained the new communication flow chart so parents know where to start when seeking help. During his Principals report, Mr. Giles talked about different events, sports activities, and communications from school through his Friday newsletter that is sent out through ParentSquare.

Mr. Giles, reported on expenditures and goals for Title I funds/ LCAP. Funds were allocated to hiring a full-time High School counselor, college and career specialist and towards Read 180, Learning Lab, AVID Excel, and Co-teach ELA/Math, and WEB.

Matt Mason: New Assistant Principal , introduced himself and shared a bit about himself and his educational background.

Gabrielle Schreiner: New ELD teacher introduced herself and shared a bit about her educational background.

Dr. Jeffrey Lara-Ledón, spoke about the importance of attendance at school, the start times for middle school and high school students as well as the protocol for parents when reporting an absence.

Edgardo Aguilar provided information on how to contact academic counselors, staying connected, and the support available to students. He also provided important dates for the next two months before winter break.

VII. Questions/Comments/Evaluations

Comment(s):

1. A parent commented on the teacher playing music during class and causing a distraction to their son and other students. Parents shared that it would be helpful to share with teachers so that they are aware of how playing music affects the learning environment.
2. A parent commented about the school's requirement for Yondr pouches, concerns were shared about what students are able to do in order to communicate with their families during an emergency.

Question(s):

1. A parent had issues with their son during summer school and asked who was in charge of summer school?
 - a. The principal shared that summer school admin is determined by the school district office and isn't always Costa Mesa staff and similarly if summer school admin is not resolving the issue there are district directors who can help.
2. A parent questioned school investigation protocol during on campus incidents, the parent shared that her daughter experienced distress while waiting for the admin to finish their investigation during this time parents had not yet been contacted and the student was left waiting in a room for over an 1. The parent shared concerns for this procedure because it created anxiety for her daughter and the parent shared she is frustrated with the lack of communication from admin to parents

when incidents happen on campus. She questioned why this procedure is in place and what can be changed?

- a. Mr. Giles responded that during an on campus investigation admin requires time to interview students and gather all the necessary info about the incident prior to determining next steps. This is done so that admin can identify what students were involved, where the event took place, and determine appropriate consequences. Once the admin has all the information they need they contact parents so that only pertinent information is shared.
3. Parent asked what supports are offered for students who are long term English learners in order to help them reclassify before they graduate
 - a. ELD teachers responded with procedures for determining reclassification for ELD students. She emphasized the importance of class work, homework, additional tools such as Read 180, translation tools, and preparation for LPAC

VIII. Adjournment

The ELAC Meeting was adjourned at **7:43 PM**. The next ELAC meeting will be at **6:00 PM** on **11/17/25**, in the library.

Minutes submitted by: **Karla Luna (School Community Facilitator)**