



English Learner Advisory Committee (ELAC)

Costa Mesa Middle/ High School

Meeting Date: 11/17/2025

| Time: 6:00 pm

Location: 2650 Fairview Rd, Costa Mesa, CA 92626

Attendance – See attached list.

-Parents: 14 | **-School Staff:** 05 | **-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 **6:15 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 **9/11/2025** meeting. It was moved by **Carmen Ramirez** 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. 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

1. Mr. Giles explained what the School Performance Student Achievement (SPSA) Plan is and how it addresses student needs by setting goals for the entire school. Among the goals for academic success, AVID classes have been implemented for English language learners, reading support classes, "Tutor Corps" classes, and the "Learning Lab" in the library. In terms of socio-emotional/mental health and student wellness goals, students have access to the Wellness Space, an additional counselor in middle school, administrative interns, and PBIS initiatives.

IV. Other Presentations or Speakers

Principal's report: Mr. Giles gave parents the following information about the upcoming FAFSA family night on December 3rd. He also told parents about Finals week December 15-18th and to check parent square for information about the school hours for that week. Mr. Giles also talked about the WASC visit and how it went really well.

Karla Luna, School community facilitator, gave parents an update on the Spanish attendance line and the steps to take to report an absence.

Jackie Gonzalez, 12th grade counselor, gave parents information regarding Senior 411 Meetings, Destination Success Presentations for high school students, Community College Application Workshops, Junior Jumpstart Presentations, Sophomore Transcript Evaluation Presentations, Freshman Signs of Suicide Presentations, CTE Pathway Presentations and Freshman Meet Your Counselor.

A brief ParentSquare and Schoology workshop was presented by the school community facilitators so that parents could stay in communication with the school and stay up to date with their children's grades. The school community facilitators emphasized to the parents the importance of having these applications, especially ParentSquare because it is a district wide application that will be the primary source of communication between the district/school to the families of NMUSD.

VII. Questions/Comments/Evaluations

Comment(s):

1. A parent commented on the lack of campus safety roaming around campus. The parent stated that there have been multiple times when she had walked into the school main office and she observed the campus safety personnel just hanging around the front office.

Question(s):

1. A parent had concerns over the campus security cameras and wanted to know how many cameras were on campus
 - a. The principal shared that there was a new system being installed on campus and there would be over 80 cameras all around campus.
2. A parent questioned school safety in regards to a fight that had happened recently and was shared on social media and what the school protocol is when videos are posted on social media?
 - a. Mr. Giles responded that since that question pertained to confidential student/parent information he could speak to the family directly.
3. A parent questioned the school counselor asking if it was customary to call a family the week before graduation to let them know their child was at risk of not graduating?
 - a. Mrs. Gonzalez, school counselor, stated that a student might have passing grades leading up to the graduation, but if grades drop, even a week before graduation then they have to inform the parents. This is why it is crucial to stay up to date with student grades because anything can change at the last minute.

VIII. Adjournment

The ELAC Meeting was adjourned at **7:36 PM**. The next ELAC meeting will be at 6:00 PM on **1/26/26**, in the library.

Minutes submitted by: **Karla Luna (School Community Facilitator) & Natalia Ramirez (ELAC Secretary)**