Burbank High School English Learner Advisory Committee (ELAC) Meeting Minutes

Date: September 9, 2026 | Location: Burbank High School | Facilitator: Jenna Stewart

Next Meeting: November 3, 2026 – BHS Room 1144

I. Welcome and Introductions

Jenna Stewart welcomed ELAC members and participants and provided an overview of the purpose and importance of the English Learner Advisory Committee (ELAC) within the school community. The committee discussed the shared goal of ensuring that every English Learner has the support needed to succeed. The importance of multilingualism was also emphasized, with multilingualism recognized as a strength and asset for students and families. Anna Yegiyants from Burbank Adult School provided information regarding programs and opportunities available to adult learners.

II. Call to Order

Jenna Stewart called the meeting to order. Kevin Adamson approved.

A. Approval of Previous Meeting Minutes

The committee addressed approval of the previous meeting minutes.

B. Approval of Proposed Agenda

The committee addressed approval of the proposed agenda.

III. Committee Reports

There were no committee reports.

IV. Legal Requirements

Jenna Stewart reviewed ELAC legal requirements and related areas of support.

A. Effective Communication with Parents

The committee discussed resources available to support effective communication with parents and families.

B. English Learner Program Design/Development

The committee reviewed information related to the English Learner program, including an overview of the ELPAC and key components of the assessment process.

V. Unfinished Business

A. Review of Previous Action Items

Previous action items were reviewed.

B. Family Communication and Newcomer Support

The committee followed up on family communication and support for newcomer students.

VI. New Business

A. ELPAC Overview

The committee reviewed the four domains of the ELPAC: Speaking, Listening, Reading, and Writing.

B. Road to Reclassification

The committee discussed the reclassification process and the use of multiple measures when determining whether an English Learner is ready for reclassification.

C. Student Support Pillars

The committee discussed four key areas of student support: Academics, College & Career, Technology, and Wellness.

D. Upcoming Events and ELAC Calendar

Upcoming events and the ELAC calendar were reviewed.

VII. Action Items / Follow-Up

Continue communication with EL families regarding available school and community resources; continue providing information and support related to ELPAC and the reclassification process; continue supporting newcomer students and families; share information regarding upcoming ELAC events and meetings.

VIII. Next Meeting

Date: November 3, 2026
Location: Burbank High School, Room 1144.

IX. Adjournment

The meeting was adjourned.