

## SDWIHS ELAC Meeting Minutes, 8/15/22

Start Time: 11:05 am

1. Welcome
  - a. Principal introduction – Amanda Clark
  - b. Regional Director Federal and State Programs – Joy Taylor
  - c. ELD Leads – Olga Contreras, Eloy Pelayo
  - d. Lead Teachers - Michelle Hunt, Thomas Browning
  - e. Members and the partners who are going to help with ELAC this year, ACCESS classes are going to be starting again this year
2. Discuss the purpose of the ELAC
  - a. **Purpose:** The English Language Advisory Committee (ELAC) is a school-level committee comprised of parents, staff, and community members who help advise the school on English Learner programs and services.
  - b. **ELAC Members:** All parents of English Learners are provided the opportunity to be a part of the ELAC and to vote for ELAC Officers. Other members may include the principal, teachers, paraprofessionals/tutors, and community members.
3. Overview of member responsibilities
  - a. **ELAC members responsibilities**
    - i. Follow the school Bylaws
    - ii. Send and receive information about the school
    - iii. Advising the school in the develop of the English Learners plan and the Local Control and Accountability Plan (LCAP).
    - iv. Participate in school feedback surveys
    - v. Review and comment on the LEA’s reclassification procedures.
    - vi. Review and comment on the written notifications required to be sent to parents and guardians.
  - b. **School responsibilities**
    - i. Hold and facilitate quarterly ELAC meetings
    - ii. Hold elections and provide training to the ELAC officers.
    - iii. Ensure that all legally required functions of the ELAC are completed each school year.
    - iv. Provide ELAC members with advance notice of the meeting time, agenda, and virtual or in-person information.
    - v. Post ELAC agendas 72 hours in advanced.
    - vi. Facilitate communication between the ELAC and Parent Advisory Committee (PAC).
    - vii. Maintain meeting agendas, minutes, and record of attendance for all ELAC meetings.
    - viii. Support ELAC meetings: Establish convenient meeting times, provide translation of all notices, provide translation during meetings, and provide childcare, as needed.
4. Election of Chairperson, Vice-Chairperson, and Secretary
  - a. **Elections and voting rights:** The parents/guardians of English Learners shall elect the members of ELAC. Parents/guardians of English Learners and community members shall be provided the opportunity to vote in the election.
  - b. **ELAC officers and duties:** The officers of the ELAC are a chairperson, vice-chairperson and secretary. The chairperson, vice-chairperson, should be parents of EL students or a community member.
  - c. **Group of chair people presiding over the committee.**

Role	Duty
Chairperson	<ul style="list-style-type: none"> <li>• Presides over all ELAC meetings, may sign letters, reports, and other communications from the committee.</li> </ul>

Vice-Chairperson	<ul style="list-style-type: none"> <li>Assists the chairperson and performs the duties of the chairperson in their absence.</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>Maintains all written records of the meetings.</li> </ul>

5. **Place of Meetings:** Meetings may be conducted virtually or in person, when available. Attendance and minutes of the meeting will be taken.

6. **Mission/Vision/Student Learner Outcomes**

- a. Mission: At Innovation High School, we provide a safe, compassionate, and respectful learning environment to empower lifelong learners through personalized instruction, community involvement, and student advocacy.
- b. Vision: All students will graduate with the resilience, confidence, and 21st-Century Skills needed to thrive in their careers, be engaged with their communities, and lead meaningful lives.
- c. Student Learner Outcomes
  - i. Critical Thinkers: Think critically about the world around you; utilize skills to be more prepared for careers and college; develop metacognitive skills demonstrated through higher-order thinking.
  - ii. Determined: Achieve educational and professional goals despite personal, academic, and environmental obstacles; use available resources to reach long and short-term goals.
  - iii. Self-directed Learners: Take an active role in your education and decision-making; monitor and evaluate your progress as indicated by the timely completion of assigned coursework; take charge of your academic and career goals by seeking out resources and support.

7. **School goals and plans**

a. **LCAP**

- i. Increase academic performance
- ii. Students will gain skills for college or career readiness
- iii. Increase student retention
- iv. Increase stakeholder engagement

b. **Title I**

- i. Improve academic achievement for English Language Learners, foster youth, and low-income students
- ii. Implement a well-rounded instructional program to meet the academic needs of all students
- iii. Schoolwide
  - 1. Intervention programs and personnel to support students.
  - 2. Helping homeless students
  - 3. Parent Engagement

**End Time: 11:15 am**

**Question: Are there more ways we can be involved with the school?**