



innovation

HIGH SCHOOL

English Learner Advisory Committee (ELAC) Quarter 3 Meeting Notes

Meeting Link: [Google Meet](#)

Date: March 6, 2025

Time: 5:30 PM – 6:02 PM

I. Welcome

Start Time: 5:30 PM

The meeting commenced with a warm welcome from Mr. Pelayo. He introduced Mr. Browning, who provided translation services throughout the meeting. Attendees were invited to sign in using a Google Doc Form.

Mr. Pelayo provided an overview of the **English Learner Advisory Committee (ELAC)**, explaining its purpose and role in supporting English learner (EL) students and their families. He highlighted that ELAC is a committee composed of parents, school staff, and community members designated to advise school officials on programs and services for English learners. The committee helps ensure that the school meets the needs of EL students by discussing relevant policies, providing feedback, and facilitating parent involvement in decision-making processes.

II. Public Comments

Parents and stakeholders were invited to share concerns, questions, or feedback regarding ELAC initiatives and school programs. No major comments were raised at this time.

III. Approval of Minutes

The minutes from the previous ELAC meeting were reviewed and approved by attendees.

IV. Local Control and Accountability Plan (LCAP) Updates

Mr. Pelayo provided an update on the LCAP, emphasizing its importance in improving educational outcomes for students. The discussion focused on the following goals:

A. Review of Goal 3: Increase Student Retention Rate and Attendance

- Encouraging students to attend school at least twice a week.
- Providing tutoring appointments for additional academic support.
- Offering resources such as meals and support services for student parents (HOPE Program).
- Strengthening student-teacher communication to foster engagement.

B. Review of Goal 4: Increase Stakeholder Involvement (Parent Engagement)

- Enhancing participation in **Parent Advisory Committee (PAC) & ELAC** meetings.
- Conducting parent surveys to gather feedback and improve school services.
- Organizing parent-student conferences to discuss academic progress.
- Promoting teacher office hours as an accessible communication channel.

V. Discussion on the Importance of School Attendance & Teacher-Parent Communication

Mr. Pelayo stressed the significance of consistent student attendance and the role of effective communication between teachers and parents in student success. Parents were encouraged to maintain open communication with educators regarding their student's progress.

VI. Overview of Services for English Learner (EL) Students

The school's services for EL students were outlined, covering:

- **A. Identification of EL students** through the **Home Language Survey**.
- **B. ELPAC (English Language Proficiency Assessments for California) Testing:**
 - **Initial Test:** Administered when a student enrolls in a California school for the first time.
 - **Summative Test:** Conducted annually to measure language proficiency.
- **C. Reclassification Procedure:** Process for determining when a student is proficient enough to be reclassified as fluent in English.

Parents were invited to provide input on EL student data and express any concerns regarding the support provided to EL students.

VII. Important Upcoming Events

- **A. Report Cards & Parent Conferences**
- **B. CAASPP State Testing:** Begins **March 24, 2025**, for **11th & 12th graders**.
- **C. Spring Break:** **April 14-18, 2025**.
- **D. Next ELAC Meeting:** **Thursday, May 29, 2025, at 5:30 PM (online)**.

VIII. Adjournment

End Time: 6:02 PM

The meeting concluded with a reminder to stay engaged and participate in future meetings. Mr. Pelayo thanked all attendees for their time and contributions.