

## DVE ELAC Meeting Agenda, 9/9/21

1. Welcome
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.

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: The mission of DVE is to promote a safe and student-centered environment by providing meaningful relationships, wrap-around services to meet all the academic levels and needs through rigorous and relevant instruction.
- 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. Students will have the foundational skills needed to apply English and math in the world of work and be better prepared for meeting the graduation requirements and college-level coursework.
  - ii. Students will be engaged with their school community.
  - iii. Students will be independent learners who actively seek out and utilize technological and educational resources.

## 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

### c. ELO Grant

- i. Extended instructional time
- ii. Closing the learning gap
- iii. Integrated student supports
- iv. Providing students with adequate technology
- v. Supporting credit deficient students
- vi. Professional development for staff on social-emotional health and academic needs

## 8. Honor Roll, Principals List, Credit Crushers, and Teacher Awards immediately following this meeting

## 9. Please complete the Google survey to provide feedback and state interest in an ELAC position

- a. <https://forms.gle/EFui8GB9A3v391s48>

## 10. 2021 – 2022 School Year ELAC Meeting Dates and Times:

- a. 9/9/21, 11/18/21, 3/3/22, 5/12/22
- b. Start time: 5:30 pm

Join Zoom Meeting

<https://zoom.us/j/3062138823?pwd=cXBXaHM4ekR4TlkwRDdoR3pCajNVQT09>

Meeting ID: 306 213 8823

Passcode: AJ44