

# AVI ELAC Meeting Agenda 9/13/21

3:00 PM

689 W. 2<sup>nd</sup> St. San Bernardino

1. **Welcome-** introduction of EL teachers, support staff, parents, and admin
2. **Discuss the purpose of the ELAC-** advise all on programs/services for ELs
  - 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: At Alta Vista 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-** Was held 4-20-2021. The goals are to:
  - i. Increase Student Retention
  - ii. Increase Credit Completion
  - iii. Improve Computer Literacy
  - iv. Improve College/Career Readiness
  - v. Increase Stakeholder Involvement
- 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. Complete survey to provide feedback and state interest in an ELAC position**

**9. 2021 – 2022 School Year ELAC Meeting Dates and Times:**

- a. 9/13/21, 11/08/21, 02/07/22, and tentatively 5/09/22
- b. Start time 3:00 pm