

English Learner Advisory Committee (ELAC)

School Name: Rancho Cotate High School

Minutes of ELAC Meeting of 5/8/25

DATE

MEMBERS PRESENT: 7 parents, 4 students, 2 school staff,
1 guests, and See attached list of attendees.

Legal Requirement/Training Covered: (Check topic(s) covered at this meeting and reflected in minutes)

	1. Development of a detailed Master Plan for English Learner education for the individual school and submission of plan to district Board of Education for its possible consideration and inclusion in the district's Master Plan for English Language Learners.
x	2. Development of the school's Needs Assessment.
	3. Administration of the school's Annual Language Census (R30 Report)
x	4. Ways to make parents aware of the importance of regular school attendance.

The meeting was called to order at 6:05 p.m.

by Chairperson Christina Grace. S/he welcomed all present to the School English Learner Advisory Committee and asked everyone to introduce him/herself.

Legal Requirements: The following is a summary of discussion/action(s) taken on any of the four above-described Legal Requirement(s) – (What and whom)

If any of the following requirements are discussed, a guest speaker addresses the topic, and/or any action is taken regarding that topic, summarize briefly here. Otherwise delete that section from these Minutes.

1. School's Needs Assessment: The needs assessment QR code was shared online and in the meeting. Parents filled it out in the last 15 minutes of the meeting.

The outcome:

- want more information on: gang prevention, literacy, bullying, university path, and parenting.
- Overall positive feedback about school communication, student learning outcomes.
- Needed improvement feedback: quality of counseling, enforcing school rules equally, and meeting times.

2. Importance of School Attendance:

We went over next year's calendar and discussed our 90 min period and 4x4 schedule. We also discussed how to excuse absences.

6. Open Forum

- Allison Palmer from the Sonoma County Library shared many free resources they offer to help students and parents during the summer and next year. Parents were particularly happy about the free tutoring link, and that the library has language help.

Meeting Adjourned at 7:00

Minutes recorded by Christina Grace