

English Learner Advisory Committee (ELAC)

School Name: Rancho Cotate High School

Minutes of ELAC Meeting of 4/13/23

DATE

MEMBERS PRESENT: 3 parents, 2 students, 3 school staff,
 guests, and *See attached list of attendees.*

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

x	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.
	2. Development of the school's Needs Assessment.
	3. Administration of the school's Annual Language Census (R30 Report)
	4. Ways to make parents aware of the importance of regular school attendance.

The meeting was called to order at 6:10 **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 Master Plan: Angie Scardina presented the school's safety plan which includes information on attendance and school improvement plan etc. She included the interventions as well. Timeline of the safety plan was explained. It will be reviewed every May. Our campus officer, also stated her role at school.

6. Open Forum

- grading was discussed and the safety conversation continued as we discussed what the in class drills look like etc. Parents appreciate the open communication.

Meeting Adjourned at 7:25

Minutes recorded by Christina Grace

