

**English Learner Advisory Committee (ELAC)**

**School Name:** Rancho Cotate High School

**Minutes of ELAC Meeting of** 2/16/23

DATE

**MEMBERS PRESENT:** 4 parents, 3 students, 4 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.
x	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** 6:00 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:

We discussed the ELPAC and Redesignation process. Parents were concerned that Mica Hayden will be out doing the 1-1 speaking for 2 to 3 months and want her back in the classroom as soon as possible to get students the help they need.

We also looked at student transcripts and discussed graduation requirements and supports offered at the school: Paper tutorial, counseling appointments,

2. Needs Assessment:

Parents stated their wants: Parent English classes, Parenting classes for raising teens, How to's for getting Adult GED, more student 1-1 tutoring offered.

They are very impressed with the tech we've been able to give our students.

3. R-30 Report:

4. Importance of Regular School Attendance:

5. Election of Officers

6. Open Forum

**Meeting Adjourned at** 7:45

**Minutes recorded by** Christina Grace