

Assurance Learning Academy Meeting Minutes, 9/30/21

1. Call to order & 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 part of the ELAC and to vote for ELAC Officers. Other members may include 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 development 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 agenda 72 hours in advance.
- 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. Seek nominations

- b. 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.

- c. 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"> • Presides over all ELAC meetings, may sign letters, reports and other communications from the committee.
Vice-Chairperson	<ul style="list-style-type: none"> • Assists the chairperson and performs the duties of the chairperson in their absence.
Secretary	<ul style="list-style-type: none"> • Maintains all written records of the meetings

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:** To provide students seeking an alternative school setting with a personalized approach to learning that empowers them to take responsibility for their education and to graduate with the skills they need to become responsible citizens and lifelong learners.
- b. **Vision:** The mission of ALA is to provide students seeking an alternative school setting with a personalized approach to learning that empowers them to take responsibility for their education and to graduate with the skills they need to become responsible citizens and lifelong learners.
- c. **Student Learner Outcomes:**
 - i. Goal-Oriented: All students will be self-directed in school and beyond.
 - ii. Responsible: All students will be responsible members of the community.
 - iii. Academically Focused: All students will improve their reading, writing and math skills.
 - iv. Diploma Bound: All students will prepare to earn a high school diploma.

7. School goals and plans

- a. **Local Control and Accountability (LCAP)**
 - i. Our LCAP goals specifically focus on increasing academic progress by providing English Learners with support staff, interventions, and materials.
- b. **Title I**
 - i. **For ALA ONLY - Please mention that there will be more information shared in the PAC meeting, but we are very excited about a literacy intervention for our Targeted Title 1 students. MISSION VIEW NOT TITLE 1 THIS YEAR.**
- c. **ELO Grant**
 - i. Our ELO goals focus on providing extended instructional learning time, accelerating progress to close learning gaps with EL specific support.

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

- a. <https://forms.gle/Biui4kUoYNZ6M9Ed8>

9. Next ELAC meeting: Thursday, November 4th

