



Jefferson School ELAC Meeting Minutes

September 19, 2023 at 9:00 a.m.

ELAC AGENDA ITEM MINUTES

1. Opening/Roll Call : Meeting called to order at 9:04 a.m.

Members present:

Principal	Teachers	Other	Parents
Ana Rivera	N/A	Daniela Baltazar, APL	Maria Solis, EL Parent
		Nora Ramirez, SFC	Adriana Palafox, EL Parent
			Gilda Navarro, EL Parent

Members absent:

Principal	Teachers	Other	Parents
	N/A		Yoselin Martinez, EL Parent

Visitors Present

Quorum: __X__Yes ___No

2. Reports

2.1 DELAC Report

Mrs. Baltazar reported that the first meeting was taking place on October 11, 2023 via Zoom.

2.2 SSC Report

Mrs. Baltazar reported that the first SSC meeting was taking place on September 26, 2023 at 8:00 am in the Parent Center. She invited the committee members to attend the first SSC meeting.

2.3 [ELAC Meeting Dates](#)

The 23-24 ELAC meeting schedule was reviewed by the committee.

3. New Business

3.1 Purpose of ELAC - explanation and review of Legal Requirements (box below)

The Legal Requirements of ELAC were reviewed and discussed by the ELAC members.

3.2 [Establish Membership](#)

Mrs. Baltazar reported that this was the second year of the two year term for Ms. Solis, Ms. Palafox, Mrs. Ramirez, and herself. That this was the first year of the two year term for Ms. Navarro and Ms. Martinez. Ms. Rivera, principal, is assigned to serve as a permanent, voting member on the committee. The membership information was projected on the screen for review.

Ms. Ramirez reported that a hard copy of the ELAC parent nomination form was sent home to parents on 8/17/23. A hard copy of the ELAC parent ballot form was sent home to parents of EL students only on 8/24. Election results were published in the school webpage, Parent Square and the school newsletter on 8/31/23.

3.3 [Review ELAC Bylaws](#)

A copy of the 2023-2024 ELAC By-Laws was distributed 72 hours prior to the meeting for initial review. At the meeting the members reviewed and discussed the updated Bylaws. Ms. Palafox made the first motion to approve the ELAC Bylaws. Ms. Navarro seconded the motion. Verbal vote taken, all in favor. Motion carried

3.4 Training - [Parliamentary Procedures/Officer Responsibilities](#)

A copy of the Parliamentary Procedures and Office Responsibilities was distributed 72 hours prior to the meeting for initial review. At the meeting the members reviewed and discussed the Parliamentary Procedures and Officer Responsibilities.

3.5 Election of Officers: Chairperson, Secretary, and DELAC Representative & Alt.

Ms. Navarro nominated herself for the office of Chairperson. There were no further nominations. Ms. Rivera made the first motion. Ms. Palafox seconded the motion. Verbal vote taken, all in favor. Motion carried.

Mrs. Solis nominated herself for the office of Vice-Chairperson. There were no further nominations. Mrs. Ramirez made the first motion. Ms. Navarro seconded the motion. Verbal vote taken, all in favor. Motion carried.

Mrs. Ramirez nominated herself for the office of Secretary. There were no further nominations. Mrs. Baltazar made the first motion. Ms. Navarro seconded the motion. Verbal vote taken, all in favor. Motion carried.

Ms. Solis nominated herself for the office of DELAC Representative. There were no further nominations. Mrs. Ramirez made the first motion. Ms. Rivera seconded the motion. Verbal vote taken, all in favor. Motion carried.

Ms. Navarro nominated herself for the office of DELAC Alternate. There were no further nominations. Mrs. Baltazar made the first motion. Mrs. Ramirez seconded the motion. Verbal vote taken, all in favor. Motion carried.

3.6 [Home-School Compact](#)

A copy of the 2023-2024 Home-School Compact with proposed revisions was distributed to all members 72 hours prior to the meeting for initial review. At the meeting the members further reviewed and discussed the compact and proposed revisions. Mrs. Baltazar informed the members that the compact would be shared with our parents and families by posting it on our school webpage, sharing it via Parent Square, sending a copy home with students on or before October 31, 2023. In addition, teachers would also be distributing and discussing the Compact with parents that attend the Parent Teacher Conferences in October. Ms. Palafox made the first motion to approve the updated Home-School Compact with proposed revisions per discussion. Ms. Navarro seconded the motion. Verbal vote taken, all in favor. Motion carried.

3.7 [School Family and Community Engagement Policy](#)

A copy of the 2023-2024 School Family and Community Engagement Policy with proposed revisions was distributed to all members 72 hours prior to the meeting for initial review. At the meeting the members further reviewed and discussed the policy and proposed revisions. Mrs. Baltazar informed the members that the policy would be shared with our parents and families by posting it on our school webpage, sharing it via Parent Square, sending a copy home with students on or before October 31, 2023. In addition, teachers would also be distributing and discussing the policy with parents that attend the Parent Teacher Conferences in October. Mrs. Baltazar made the first motion to approve the updated School Family and Community Engagement Policy with proposed revisions per discussion. Ms. Navarro seconded the motion. Verbal vote taken, all in favor. Motion carried.

3.8 Single School Plan - What are the goals and objectives for English Learners

The EL 23-24 goals and objectives were projected on the screen. The members reviewed and discussed them.

4. [Approval of Minutes from April 17, 2023](#)

A copy of the April 17, 2023 minutes was distributed 72 hours prior to the meeting for initial review. The minutes from the April 17, 2023 meeting were read and approved. Ms. Navarro moved to approve the minutes. Ms. Rivera seconded the motion. Verbal Vote taken, all in favor. Motion carried.

5. Upcoming Events/Announcements

- 5.1 DELAC Meeting- October 11, 2023, 9:00-11:00 a.m., Via Zoom
- 5.2 [ELAC Meeting](#)- December 18, 2023, 9:00 a.m., Parent Center
- 5.3 SSC Meeting- September 26, 2023, 8:00 a.m., Parent Center

6. Public Comment

There was no public comment

7. Adjournment

Meeting adjourned at 9:46 a.m. Motion made by Mrs. Baltazar and seconded by Ms. Navarro. Verbal vote taken, all in favor. Motion Carried.

Respectfully submitted,

ELAC Secretary

Principal