



Aspen Meadow Public School
English Learner Advisory Committee (ELAC) &
District English Learner Advisory Committee (DELAC) &

9/25/25
In-Person Meeting: 3:30 pm

AGENDA

3:30 pm	Welcome & Sign-In	Lisa Taylor, Principal
3:40 pm	ELAC Committee Information Handouts & Q&A Voting Ballot Master Plan For English Learners 2024-2029	Lisa Taylor, Principal
4:30 pm	Adjourn	Lisa Taylor, Principal

Minutes

(recorded by __Pete Lugo Staff Member____)

__2__ parents attended (See Sign-in Sheet) and __4__ staff members (Lisa Taylor, principal, Nicole Rivera, Chief Academic Officer, Beatriz Andrisani, Community Schools Staff Member, Pete Lugo, Community Schools Coordinator)

Please document who is speaking and a brief description of what was discussed.

Welcome and Team Introductions

- Began with introductions.
- Record notes on what is covered in the agenda:
 1. Overview of the ELAP Committee
 - Responsibilities task: Advising the principal and staff on programs and services for english learners
 - A review process will be determined to see who is interested in the committee.

- Aspen meadow is required to have a DELAC Rep. (Will represent to share with the Board on updates and plan)
 - Training will be provided
 - Our Goal this year is to increase parent involvement.
 - Reviewed what ELAC is.
 - Elected Representative officers will be encouraged.
 - Important reminder shared: Elac is not the principal's meeting. Elac is the parents' meeting.
 - Green Act – Defined its purpose, explained why it is in place, and emphasized that sharing the agenda is a priority.
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2. Review of Rules
- **Key Roles** – Explained each position along with its responsibilities: -Chairperson, -Vice Chairperson, -Secretary, and -DELAC Representative.
 - **Qualities for Effectiveness** – Defined the qualities we seek in ELAC officers, highlighting the expectations for representation and the characteristics needed in each of their roles.
 - **Parent Participation** – Parents are not required to serve as chairpersons or representatives; they have the option to participate as team members.
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3. Voting Rights
- Voting Ballot – A template was shared and reviewed.
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4. Review of the Master Plan
- Master Plan – The English Master Plan was printed and shared. Its purpose was explained: to prepare students for college and career readiness, ensure full access to learning, and connect to the Learners Roadmap, aligned with the California Department of Education’s roadmap.
5. Outreach Plans
- First: Analyze parent engagement data.
 - Second: Conduct a phone banking session.
 - Location: Aspen Community School Office
 - Time: 9 am-10 am
 - Date: October 21st, 2025
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 - Third: All updates and data will be shared at the next meeting.
 - Event Request Needs to be submitted: Lisa Taylor
 - Reclasificación parent planning meeting
 - Date: November 12, 2025
 - Time: 4:45-5:45 pm
 - Location: Aspen Meadow
 - Childcare:
 - Location: Aspen Community School
 - Light Snack
 - Movie and Activity
 - Staff Lead Claire Doles

