

English Language Advisory Committee (ELAC) Meeting Minutes

1. Meeting Details

- **School Name:** West Park Charter Academy
- **Date:** January 26, 2026
- **Time:** 5 - 6 pm
- **Location:** WPCA Fresno Center and Zoom
- **Facilitator/Chairperson:** Melodia De La O
- **Recorder/Secretary:** Melodia De La O

2. Attendance

- **ELAC Members Present:** Costantino Abarca, Alma Galeana, Guadalupe Castrejon, Melodia De La O and Randy Randolph
- **ELAC Members Absent:** Salvador Witrago
- **Other Attendees (Staff, Parents, Community Members, Guests):** Thuy Tran

3. Call to Order

- **Time:** 5:03 pm
- **Person Leading the Meeting:** Melodia De La O

4. Approval of Agenda & Previous Meeting Minutes

- Motion to approve the agenda made by: Melodia De La O
- Seconded by: Alma Galeana
- **Outcome:** Approved
- Motion to approve previous meeting minutes made by: Melodia De La O
- Seconded by: Costantino Abarca
- **Outcome:** Approved

5. Public Comments - *None*

6. Discussion Items

- **Topic 1: Summative English Language Proficiency Assessment for California (ELPAC)**
 - We reviewed information about the Summative ELPAC, testing dates and the importance of the exam. We discussed the importance of students getting plenty of rest, eating breakfast and arriving on time for their scheduled testing appointments. We also discussed ways parents can help their students prepare for the various portions of the exam at home by encouraging them to read, write, speak and listen to the English language as often as possible.

- **Topic 2: WPCA's EL Program Updates & Reclassification Criteria**
 - We reviewed the four criteria for reclassification, emphasizing the importance of scoring a 4 on the Summative ELPAC to qualify for reclassification. We also discussed the test preparation that has been done with EL students over the past several months to prepare them for the Summative ELPAC. The preparation included, but was not limited to students taking practice tests (Interim Assessments) to prepare for the exam.
- **Topic 3: Reclassification Recognition**
 - We discussed that in the past that students who meet the criteria for reclassification and hence reclassify from an English Learner (EL) to Redesignated Fluent English Proficient (RFEP) received the following recognition last school year: Recognition at the school's awards assembly with a certificate of achievement and a certificate for a free pizza at Me n Eds. This year, we would like to continue recognizing students at the awards assembly with the certificate of achievement and a voucher for a free meal, however we also would like to give them a t-shirt that acknowledges their accomplishment.

7. Action Items

- **Action Item 1: RFEP Recognition to include: Certificate of achievement, voucher for a free meal and a t-shirt.**
 - Motion made by: Melodia De La O
 - Seconded by: Costantino Abarca
 - **Outcome:** Approved

8. Announcements

- Summative ELPAC testing begins February 2, 2026. Students need to be sure to attend all their testing appointments on time, get plenty of sleep and eat a healthy breakfast.

9. Adjournment

- **Meeting Adjourned at:** 5:40 pm
- Motion to adjourn made by: Melodia De La O
- Seconded by: Costantino Abarca
- **Outcome:** Approved

10. Signatures (*If required by district policy*)

- **ELAC Chairperson:** _____ Date: _____
- **Recorder/Secretary:** _____ Date: _____