



**Los Angeles Unified School District**  
**Harbor City Elementary STEAM Academy**  
**English Learner Advisory Committee**  
**Officer Elections Meeting Minutes**



**September 22, 2025 at 8:15 am**

**Room 28 / Parent Center**

**Zoom ID: 861 7476 2679**

**Passcode: room24**

<b>1.</b>	<p>Welcome/Call to Order</p> <p>Molly Kilcullen, TSP Coordinator/EB Designee, welcomed the participants at 8:26 am and informed participants that the election meeting was being recorded. Participants reviewed the norms and were invited to explore their ELAC Binder with the agenda and other relevant paperwork for our meetings.</p>
<b>2.</b>	<p>Flag Salute: Molly Kilcullen, TSP Coordinator/EB Designee, led the flag salute in English and Heidy Rodriguez led the salute in Spanish</p>
<b>3.</b>	<p>Public Comment</p> <ul style="list-style-type: none"> <li><i>An opportunity was given for members of the public to present to the committee/council.</i></li> <li><i>The public was allowed a limit of two minutes per speaker to address the committee/council.</i></li> <li><i>There were no people making public comments, or non-members of the public addressed the committee/council.</i></li> </ul>
<b>4.</b>	<p>Roll Call (Action Item)</p> <p>a. Roll call was conducted by Molly Kilcullen, TSP Coordinator/EB Designee</p> <p>b. The quorum was established. 6 members were present in person and one on zoom</p>
<b>5.</b>	<p>Approval of ELAC Membership Election Minutes/Notes (Action Item)</p> <ul style="list-style-type: none"> <li>The members were given time to read the minutes in silence.</li> <li>The following changes/additions were made to the minutes, or no changes were made. – year dates were corrected to 25-26 and padre was changed to madre in spanish version</li> <li>The motion to accept the minutes was made by Jacqueline Zarate, amember.</li> <li>The motion was seconded by Georgina España, a member.</li> <li>The results were 7 in favor, 0 opposed, and number of 0 abstentions.</li> <li>The motion carried.</li> </ul>
<b>6.</b>	<p>Election of Officers:</p> <p>Chairperson</p> <p>Molly Kilcullen, TSP Coordinator/EB Designess, electioneer declared that only ELAC members can nominate and vote for Chairperson, and only EL Parent/Legal Guardians members of the committee can be nominated as Chairperson. The floor was open for nominations. The following EL Parent/Legal parent/legal guardians self-nominated or were nominated:</p> <p>Georgina España</p> <p>The electioneer asked three times if any other EL parent of the committee was interested in nominating him or herself, or if an ELAC member would like to nominate someone else. Hearing none, he/she asked an ELAC member to make a</p>

motion regarding the closing of nominations and accepting the nominees as candidates. He/She recognized Alejandra Meza.

Motion: Alejandra Meza made the motion to close the nominations and accept the nominees as candidates. The electioneer repeated the motion and asked for a second. He/She recognized Gisela Ponce .

Gisela Ponce seconded the motion to close the nomination and accept the nominees as candidates. The electioneer displayed the Excel sheet with the motion and explained what a "Yes" vote meant and what a "No" vote meant. She reviewed the list of ELAC members present in the room and asked if any ELAC member's name was missing. *Seeing none, she reminded the ELAC members to state their full names and verbally announce "Yes" or "No," and that if a participant did not reveal their name, that their vote cannot be accepted.* She stated there were #7 ELAC members present. She visibly tallied the votes and announced the following results. #7 Yes and #0 No. The motion passed..

Georgina España received the most votes and was elected as ELAC Chairperson. The electioneer congratulated Georgina España and reminded her/him that she/he would be seated provisionally pending verification.

Vice-Chairperson:

Molly Kilcullen, TSP Coordinator/EB Designee, electioneer declared that only ELAC members can nominate and vote for the Vice-Chairperson, and only EL parent/legal guardian members of the committee can be nominated as the Vice-Chairperson. The floor was open for nominations. The following EL parents/legal parents/legal guardians self-nominated or were nominated:

- Alejandra Meza
- Sylvia Lira

The electioneer asked three times if any other EL parent of the committee was interested in nominating him or herself, or if an ELAC member would like to nominate someone. Hearing none, he/she asked an ELAC member to make a motion regarding the closing of nominations and accepting the nominees as candidates. He/She recognized Heidy Rodríguez who made the motion.

Heidy Rodríguez made the motion to close the nominations and accept the nominees as candidates. The electioneer repeated the motion and asked for a second. He/She recognized Gisela Ponce.

Gisela Ponce seconded the motion to close the nomination and accept the nominees as candidates. The electioneer displayed the Excel sheet with the motion and explained what a "Yes" vote meant and what a "No" vote meant. She reviewed the list of ELAC members present in the room and asked if any ELAC member's name was missing. *Seeing none, she reminded the ELAC members to state their full names and verbally announce "Yes" or "No," and that if a participant did not reveal their name, that their vote cannot be accepted.* She stated there were #7 ELAC members present. She visibly tallied the votes and announced the following results.#7 Yes and #0 No. The motion passed.

If more than one person was nominated for the position:

Since more than one person was nominated for the position of ELAC vice-chairperson, the electioneer gave each candidate one (1) minute to state why they would like to be an ELAC vice-chairperson. He/She introduced them to the participants and reminded each ELAC member that they will be voting for one (1) candidate and that the candidate with the highest votes will be seated provisionally pending verification. The electioneer led a roll call vote. The vote results were as follows:

- Alejandra Meza 5 VOTES
- Sylvia Lira 2 VOTES

Alejandra Meza received the most votes and was elected as ELAC vice-chairperson. The electioneer congratulated Alejandra Meza and reminded him/her that he/she would be seated provisionally pending verification.

Secretary:

Molly Kilcullen, TSP Coordinator/EB Designee, electioneer, declared that only ELAC members can nominate and vote for secretary and that any ELAC member can be nominated for the position of secretary. The floor was open for nominations. The following ELAC members self-nominated or were nominated:

Jacqueline Zarate

The electioneer asked three times if any other ELAC member was interested in nominating him or herself, or if an ELAC member would like to nominate someone else. Hearing none, he/she asked an ELAC member to make a motion regarding the closing of nominations and accepting the nominees as candidates. He/She recognized Sylvia Lira, who made the motion.

Motion: Sylvia Lira made the motion to close the nominations and accept the nominees as candidates. The electioneer repeated the motion and asked for a second. He/She recognized Alejandra Meza.

Alejandra Meza seconded the motion to close the nomination and accept the nominees as candidates. The electioneer displayed the Excel sheet with the motion and explained what a "Yes" vote meant and what a "No" vote meant. She reviewed the list of ELAC members present in the room and asked if any ELAC member's name was missing. *Seeing none, she reminded the ELAC members to state their full names and verbally announce "Yes" or "No," and that if a participant did not reveal their name, that their vote cannot be accepted.* She stated there were #7 ELAC members present. She visibly tallied the votes and announced the following results. #7 Yes and #0 No. The motion passed.

Since the motion passed, and there was only one nominee for the position of ELAC secretary, a vote by acclamation was cast by Jacqueline Zarate. The candidate was congratulated as the new ELAC secretary, was reminded that he/she would be seated as secretary provisionally pending verification, and was given the floor to introduce him/herself to the participants.

Jacqueline Zarate received the most votes and was elected as ELAC secretary. The electioneer congratulated Jacqueline Zarate and reminded him/her that he/she

would be seated provisionally pending verification.

Parliamentarian:

Molly Kilcullen, TSP Coordinator/EB Designee, electioneer, declared that only ELAC members can nominate and vote for parliamentarian and that any ELAC member can be nominated for the position of parliamentarian. The floor was open for nominations. The following ELAC members self-nominated or were nominated: Sylvia Lira

The electioneer asked three times if any other ELAC member was interested in nominating him or herself, or if an ELAC member would like to nominate someone else. Hearing none, he/she asked an ELAC member to make a motion regarding the closing of nominations and accepting the nominees as candidates. He/She recognized Gisela Ponce who made the motion.

Motion: Gisela Ponce made the motion to close the nominations and accept the nominees as candidates. The electioneer repeated the motion and asked for a second. He/She recognized Heidy Rodríguez.

Heidy Rodríguez seconded the motion to close the nomination and accept the nominees as candidates. The electioneer displayed the Excel sheet with the motion and explained what a "Yes" vote meant and what a "No" vote meant. He/She reviewed the list of ELAC members present in the room and asked if any ELAC member's name was missing. *Seeing none, he/she reminded the ELAC members to state their full names and verbally announce "Yes" or "No," and that if a participant did not reveal their name, that their vote cannot be accepted.* She stated there were #7 ELAC members present. She visibly tallied the votes and announced the following results. #7 Yes and #0 No. The motion passed..

Since the motion passed, and there was only one nominee for the position of ELAC parliamentarian, a vote by acclamation was cast by Sylvia Lira. The candidate was congratulated as the new ELAC parliamentarian, was reminded that he/she would be seated as parliamentarian provisionally pending verification and was given the floor to introduce himself/herself to the participants.

Sylvia Lira received the most votes and was elected as ELAC parliamentarian. The electioneer congratulated Sylvia Lira and reminded him/her that he/she would be seated provisionally pending verification.

The electioneer presented the newly elected ELAC officers to the participants and reminded them that they were seated provisionally pending verification.

The election process came to a close.

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ELAC Meeting Location for 2025-2026 (Action Item)

1. Hybrid in person and zoom
2. Mondays at 8:15 except on Holidays (moved to Tuesdays)
  - o October 20, November 10, December 8
  - o January 20, February 9, March 9
  - o \*\*\*\*April 13, May 18 \*\*\*\*

	<p>Motion Regarding Location, Days, and Times: Heidy Rodríguez made the motion to hold hybrid meetings for the 2025-2026 on Mondays at 8:15 am. Sylvia Lira Seconds the motion. Moción sobre el lugar de la reunión: Heidy Rodríguez hizo la moción de realizar reuniones híbridas para el año escolar 2025-2026 los lunes a las 8:15 a.m. Sylvia Lira secundó la moción.</p> <p>Electioneer stated there were #7 ELAC members present. She visibly tallied the votes and announced the following results. #7 Yes and #0 No. The motion passed.</p>
9.	<p>Presentation (s) (Action Item)</p> <ul style="list-style-type: none"> <li>• ELAC Training of Members</li> <li>• ELAC Training of Officers</li> <li>• A Quick Introduction to the School Plan for Student Achievement (SPSA)</li> <li>• ELAC must advise on the annual review/evaluation of the School Plan for Student Achievement in writing (before October 31, 2025)</li> </ul>
10.	<p>Announcements</p> <ul style="list-style-type: none"> <li>• Trunk or Treat- Parent Event- Reminder that first planning meeting is October 1 in room 24 @ 2:30 pm</li> <li>• Workshops upcoming</li> <li>• Create a Vision Statement as new ELAC- attempted and will be confirmed in next meeting</li> <li>• 10/14 Spicer meeting at Narbone High School @10:00 am</li> </ul>
11.	<p>Adjournment (Action Item)</p> <p>Georgina España, Chair person, the meeting was adjourned at 9:36 a.m.</p>