



Los Angeles Unified School District
Harbor City Elementary STEAM Academy
English Learner Advisory Committee



Comprehensive Needs Assessment, UCP, SPSA Minutes
October 20, 2025 at 8:15 am **Room 28 / Parent Center**
Zoom ID: 861 7476 2679 **Passcode: room24**

1.	Welcome/Call to Order , Alejandra Meza, , Vice-Chairperson, greeted the committee and called the meeting to order at 8:23 am
2.	Flag Salute Alejandra Meza, Vice-Chairperson, called for a volunteer to lead the pledge. Rodis Berganza led the pledge.
3.	Public Comment • 3 comments, 1 minute each • No Public comments were made
4.	Roll Call (Action Item) • Establish quorum • The roll call was taken by Jacqueline Zarate, secretary. • 7 out of 7 voting members are present • 2 SCHOOL REPRESENTATIVE non-voting members: Molly Kilcullen/ EL Designee, Kimberly Reems/Principal, and 1 District Translator are present. • Alejandra Meza, Vice-Chairperson, says quorum is MET with 7 out of 7 voting members.
5.	Approval of ELAC Minutes/Notes (Action Item) • ELAC Training of Members • ELAC Training of Officers <i>Members were given the meeting notes and time to review for corrections or clarifications</i> • Gergina España, Chairperson, asks for any corrections or clarifications. • <i>Clarifications were made on the following topics:</i> ◦ None were made • Gergina España, Chairperson, calls for a motion. She recognizes Sylvia Lira. • Sylvia Lira made the motion to approve the notes/minutes as presented. • Gergina España, Chairperson, calls for a second. She recognizes Heidy Rodriguez. Heidy Rodriguez seconds the motion. • Gergina España, Chairperson, calls for a vote to approve the minutes. • 7 out of 7 votes were “yes”. 0 out of 7 were “no”. 0 out of 7 abstained or were absent. • Gergina España, Chairperson, recognizes that the votes have PASSED.
6.	Principal's Update • “State of the Union” was rescheduled for 11/18 at Narbonne High School • Tunk or Treat Reminder • Inviting ELAC to Visit the classrooms for ELA. • STEAM Night for Art Thursday at 4:30 pm

7.

Presentation (s)

1. Evaluation of the School Plan for Student Achievement 2024-2025: Focus on English Learner Program and Engagement and Collaboration

California Dashboard Goal - English Learner Progress

- The school aimed to move from the *Orange* to the *Yellow* band on the CA Dashboard by increasing English Learners making progress from **52.9% to 55.9%**.
- **Result:** Current data (from 2024) shows **53.3%**—some improvement, but final results for the 2025 Dashboard are still pending.
- The 2023 data reflected the *Orange* band at 52.9%. Growth to 53.3% shows positive movement, though the full goal cannot yet be evaluated until 2025 results are available.

Professional Development Goal

- **Goal:** 90% of teachers of ELs will attend a minimum of three on-site PD sessions on Comprehensive ELD instruction.
- **Result: Goal met and exceeded—100% participation.**
- Teachers engaged in ongoing professional learning focused on Comprehensive ELD, SDAIE, and language development strategies, ensuring consistent instructional implementation across grade levels.

Reclassification Goal

- **Goal:** Increase reclassification rate from **27% to 30%** by June 2025.
- **Result: Goal met—reclassification reached 30% (33 students).**
- The combination of data monitoring, Learning Lab support, and individualized student/parent conferences contributed to this success.

PLTEL Goal

- **Goal:** Decrease PLTEL rate from **27% to 24%** by June 2025.
- **Result: Goal exceeded—rate decreased to 17%.**
- Progress monitoring, small-group instruction, and individualized student goals helped move students out of PLTEL status.

Attendance Goals

- **Goal 1:** Increase *Proficient/Advanced Attendance* from **44% to 47%**.
 - **Result: Goal met—attendance improved to 49%.**
- **Goal 2:** Decrease *Chronic Absenteeism* from **28% to 20%**.
 - **Result: Goal not met—current rate 27%.**
 - Attendance interventions will continue, emphasizing parent communication and early intervention.
- Clarifications from ELAC:
 - “Jump the Band” what that means for attendance

- What does the school do?-- attendance calls daily starting at 8:30 am, messages on DOJ0, incentives for the chronic absentees and home visits.

Parent & Community Engagement Goals

- **Goal 1:** Support all new parents to register for **Parent Portal** during student enrollment.
 - **Result: Goal met--successful onboarding of new parents throughout the year.**
- **Goal 2:** Maintain 100% of parents registered on **Parent Portal**.
 - **Result: Nearly met--current rate 99%.** Continued follow-up will focus on reactivating inactive accounts and supporting returning families.

EL Reclassification Criteria Overview (For Parent Information)

- Students reclassify by meeting all of the following:
 - **ELPAC:** Overall level 4 (proficient).
 - **Report Card:** Grade of 3 or 4 in ELA.
 - **Academic Measures:** i-Ready or SBA showing grade-level or approaching-level performance.
- Teachers and coordinators use this data to identify students ready for reclassification and plan targeted supports.

Supports Provided to Meet English Learner Needs

Parents:

- ELAC meetings, parent workshops (ELPAC, biliteracy, home language support), and help accessing Parent Portal.

In School:

- Designated and Integrated ELD, Learning Lab interventions, newcomer support, and teacher PD on ELD, SDAIE, and CLRP.

Extra Supports:

- High-Dose Tutoring (year-long), Saturday and after-school interventions (spring semester), biliteracy and reclassification celebrations, and family cultural events.

Successful strategies discussed:

Consistent PD, data analysis, and Learning Lab interventions supported ELD growth. Teachers used ELPAC and i-Ready data to monitor progress and adjust instruction. Collaboration with support staff and strong parent engagement helped improve outcomes.

Next steps:

Next year's focus will include strengthening parent engagement in attendance and academic progress, improving coordination among support staff for consistent follow-up, and ensuring supplemental funds are fully utilized for outreach, incentives, and interventions. Early monitoring of attendance and academic data will also be prioritized to sustain growth and meet measurable objectives.

2. Comprehensive Needs Assessment

Review of student achievement data for English learners, including English Language Proficiency Assessment for California (ELPAC) pass rate, reclassification rates, and Long-Term English Learner data.

Continuous Improvement Cycle / Ciclo de Mejora Continua

The committee reviewed the Continuous Improvement Cycle, which includes analyzing data, developing SMART goals and strategies, implementing those strategies, and monitoring progress to ensure measurable growth.

Data Sources / Fuentes de Datos

Harbor City uses multiple data systems to guide decision-making, including:

- **State:** ELPAC, California School Dashboard
- **Internal:** MiSiS, Focus Dashboard, MyData, Whole Child, and i-Ready.
These sources provide ongoing information about student progress, attendance, and achievement.

Language Classification / Clasificación por Lenguaje

Data showed language group distribution for 2023-2026:

- English Only (E0), Initial Fluent English Proficient (IFEP), Reclassified Fluent English Proficient (RFEP), and English Learners (EL).
The number of reclassified students increased from 69 (2023-24) to 85 (2024-25), showing strong progress in reclassification efforts.

i-Ready Data

i-Ready results indicate most students are progressing but many are still performing below grade level, especially English Learners. Staff will continue to provide targeted reading and language interventions through Learning Lab and small-group instruction.

- Noticings from ELAC:
 - Overall, the IFEP scores better than the E0
 - Students do better when fluent in more than one language
 - Significantly smaller numbers when comparing 24 to 203

ELPI Levels and Data / Niveles y Datos de ELPI

Students are distributed across ELPI levels 1-4, showing ongoing progress toward English proficiency. Data will continue to guide instruction and intervention plans.

School Experience Survey (SES) / Encuesta de Experiencia Escolar

100% of parents participated in the 2024-2025 School Experience Survey, reflecting strong family engagement. Results will help identify areas for improvement in school climate, communication, and academic support.

Training (s)

1. **Uniform Complaint Procedure (UCP) rights and procedures (BUL 5159.14)**

The Uniform Complaint Procedure (UCP) was reviewed. The policy allows students, parents, staff, and community members to file a formal complaint if they believe there has been a violation of laws or educational rights—such as discrimination, harassment, bullying, or misuse of funds. Complaints must be submitted in writing to the LAUSD Office of Student Civil Rights. All complaints are investigated, and a written response is provided within 60 days. Complainants have the right to appeal the decision to the California Department of Education (CDE) within 30 days. The District ensures confidentiality and prohibits retaliation against anyone involved in the complaint process.

8. **New Business (Action Item)**

Provide written advisement to SSC

1. Provide written advice to the SSC regarding the School Plan for Student Achievement, programs, and services for English Learners
2. Provide written advice to the SSC regarding the Needs Assessment, focusing on programs and services for English Learners

The English Learner Advisory Committee (ELAC) recommends that the School Site Council (SSC) continue to support and fund actions that promote English Learner progress and motivation.

Specifically, ELAC recommends:

- Continuing **Saturday School** and **tutoring programs** focused on **Emerging Bilingual (EB)** students.
- Maintaining **Learning Lab intervention groups** and **small-group instruction** within classrooms to strengthen language development and reading comprehension.
- Continuing **home visits** and family outreach to build stronger connections with parents and increase participation in school activities.
- Expanding **parent engagement strategies**, including raffles and incentives to encourage attendance and involvement.
- Exploring **student motivation activities**, such as classroom celebrations, popcorn parties, or field trips, to recognize students who demonstrate growth or advancement in their English Learner levels.

These actions are intended to sustain language progress, strengthen family-school partnerships, and celebrate student achievement.

	Burning question: How do we get the parents more involved in the support and activities that are offered at school?
9.	Announcements • View ELAC Vision Statement • Trunk or Treat- School Function • ART STEAM Night • Volunteer Training • Next meeting 11/10/25
10.	Adjournment (Action Item) Chairperson Georgina España adjourned the meeting at 9:39 a.m. with a motion by Rodis Berganza and a second by Gisela Ponce. The motion passed with 7 votes in favor.