



English Learner Advisory Committee (ELAC) Meeting Minutes Template

School: MES

Date of ELAC meeting: 10 / 10 / 19

Mandated Topics: (Check the topic(s) covered)

<input checked="" type="checkbox"/>	1. Assist in the development of school-wide need assessment.
	2. Assist with efforts to make parents aware of the importance of regular school attendance.
<input checked="" type="checkbox"/>	3. Advise on the school's program for English Learners
	4. Advise the principal and staff in the development of a site plan for ELs and submit plan to the school council for consideration of inclusion in the Single Plan for Student Achievement (SPSA)
<input checked="" type="checkbox"/>	5. Receive training to assist members in carrying out their legal responsibilities.
<input checked="" type="checkbox"/>	6. Elect representative(s) for the District English Learner Advisory Committee
	7. Other

- I. The meeting started at 5:10 pm
- II. MEETING MINUTES: Secretary NA read the minutes of the previous meeting.
_____ made a motion and _____ seconded the motion to approve the minutes as presented (or with changes). It was our very first ELAC. Secretary elected today!
- III. ELAC Mandated Topic(s): See Attached President " "
- IV. ELAC Discussion /Recommendation VP " "
- V. DELAC Report: (The following is a brief summary of the DELAC report)
- VI. Other presentation(s)(Summary)
- VII. Announcements: (Summary)

Bianca is President
Josy is Delac + VP
Antonia is Secretary

The meeting was adjourned at: 6:00 pm

Minutes submitted by

Chin Harty Principal 10-10-19
ELAC Secretary

Site ELAC Meeting Mandated Topics & Timeline

Timeframe	Topic
Sept./Oct.	<p>Receive training materials and training, planned in full consultation with committee members, to assist members in carrying out their legal responsibilities.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Establish ELAC/elect members <input checked="" type="checkbox"/> Elect at least one ELAC member to the District English Learner Advisory Committee (DELAC) <input checked="" type="checkbox"/> Elect ELAC officers (including DELAC representative) <input type="checkbox"/> <input checked="" type="checkbox"/> Train on duties and responsibilities <input checked="" type="checkbox"/> Review ELAC bylaws <input checked="" type="checkbox"/> Nominations for ELAC officers and DELAC representative <input checked="" type="checkbox"/> Distribute Needs Assessment
Nov./Dec.	<p>Advise the principal in the development of a site plan for English Learners. Submit recommendations for inclusion in the SPSA.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review EL student data (ELPAC, CAASP etc.) <input type="checkbox"/> Review programs, goals and objectives for EL students (SPSA) <input type="checkbox"/> Review LCAP goals related to ELs <input type="checkbox"/> Gather recommendations from ELAC Needs Assessment to share with the Site Council (to inform the site EL plan/SPSA)
Jan./Feb.	<p>Assist in the development of the school-wide needs assessment and ways to make parents aware of the importance of regular school attendance.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss ideas for promoting attendance <input type="checkbox"/> Discuss EL needs assessment, timeline & outreach to families <input type="checkbox"/> Agendize review of results with ELAC
March/April	<ul style="list-style-type: none"> <input type="checkbox"/> Review language census data and impact on site <input type="checkbox"/> Discuss EL needs assessment results <input type="checkbox"/> Gather recommendations from ELAC to be shared with the Site Council (to inform the site EL plan/SPSA) <input type="checkbox"/> Review effectiveness of ELAC activities (current school year) <input type="checkbox"/> Plan for next school year

Annual Checklist & Certification

<p>Evidence to be maintained at the school site:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ELAC input to the Site Council (SSC minutes demonstrating ELAC input on the development and approval of the SPSA). <input type="checkbox"/> Meeting sign-in sheets for each site (student names redacted). <input type="checkbox"/> Rosters that identifies members (EL, RFEP, EO, staff member etc.) <input type="checkbox"/> Meeting materials (ballots, presentations, handouts) 	<p>Evidence to be maintained on website:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Annual Meeting calendar <input type="checkbox"/> Meeting notifications <input type="checkbox"/> Meeting agendas <input type="checkbox"/> Meeting minutes
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I certify that all the ELAC mandated topics were discussed. Evidence available upon request.

Site Name _____

Principal Signature _____

Date _____