



## English Learner Advisory Committee (ELAC) Meeting Minutes Template

School: McKinley Elementary School  
Date of ELAC meeting: 11 / 18 / 2022

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

<input type="checkbox"/>	1. Assist in the development of school-wide need assessment.
<input checked="" type="checkbox"/>	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
<input type="checkbox"/>	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 type="checkbox"/>	5. Receive training to assist members in carrying out their legal responsibilities.
<input type="checkbox"/>	6. Elect representative(s) for the District English Learner Advisory Committee
<input type="checkbox"/>	7. Other

I. **The meeting started at** 9:00am

Attendance was taken. Present at the meeting was Fei Fei Dai (EL Parent), Maryam Sadr (EL Parent), (EL parent), Analuz Gonzalez (EL parent), Noelle Sandoval (SOS and Translator), and Dr. Ashley Benjamin (principal). The meeting agenda and notice was blasted to whole community in the weekly newsletter and posted on the website.

II. **MEETING MINUTES:** Were shared. No questions or comments.

III. **ELAC Mandated Topic(s) :**  
Dr. Benjamin provided a training about the federally mandated topic of attendance. She shared about the importance of attendance, school/district policies and attendance process, district and school data about attendance, and what parents can do to help improve attendance.  
Supports for EL needs were shared. Data about school and EL student achievement was shared. EL Needs Assessment Form was shared.

IV. **ELAC Discussion /Recommendation**  
ELAC discussed the 21-22 attendance data showing higher percentage of chronic absences at the high school level. Discussed when and how EL intervention occurs.

V. **DELAC Report:** *(The following is a brief summary of the DELAC report)*  
DELAC Rep Fei Fei said he attended the first DELAC meeting and elections for DELAC officers occurred.

VI. **Other presentation(s)(Summary)**  
None

VII. **Announcements: (Summary)**  
None

**The meeting was adjourned at: 9:30am**

**submitted by Ashley Benjamin**

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