



English Learner Advisory Committee (ELAC) Meeting Minutes Template

School: McKinley Elementary School
Date of ELAC meeting: 11 / 18 / 2023

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 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 checked="" type="checkbox"/>	7. Other- Information about reclassification, EL programs, and State Seal of Biliteracy

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

Attendance was taken. Present at the meeting was Ufuk Tuna (EL Parent-president), Maryam Sadr (EL Parent-VP), Katya Sterlyagova (EL Parent-DELAC Rep), Michael Munoz (BCL), Michelle Soria (CREST), and Dr. Ashley Benjamin (principal). All parents of ELs were sent an email invite, and the meeting agenda and notice was blasted to whole community and posted on the website.

II. **MEETING MINUTES:** Prior meeting minutes were reviewed. Prior meeting minutes are posted on the website.

III. **ELAC Mandated Topic(s) :**

Dr. Benjamin provided information about the importance of attendance, longterm impacts of missing school, attendance reporting procedures, SART/SARB and A2A letters process reviewed, 2022 Dashboard attendance scores, chronic rates by school in 2022, and what parents can do to help improve attendance.
The SMMUSD criteria for reclassification was reviewed (SMMUSD criteria chart posted on the district website).
Dr. Benjamin reviewed some of the EL programs and supports at McKinley such as LLI and supplemental ELD for LTELs, afterschool AVT intervention, integrated and designated ELDs, RTI, progress monitoring assessments, and academic discourse school site focus. The criteria to earn a CA Seal of Biliteracy were reviewed and the asset-based philosophy of being multilingual was shared. The criteria is expected to be updated by the CDE in December/January.
Secretary role is still vacant so Dr. Benjamin is taking the minutes.

IV. **ELAC Discussion /Recommendation**
Members did not have any questions or comments.

V. **DELAC Report:** *(The following is a brief summary of the DELAC report)*
DELAC rep reported that the first DELAC meeting was held. At the DELAC meeting info was shared about the ELPAC, reclassification criteria, that there are 162 ELs currently in the district, and that ELPAC scores can be found for students in the Aeries parent portal. Dr. Benjamin shared that students' attendance and state test scores are also viewable in the Aeries parent portal.

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

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

The meeting was adjourned at: 9:40am

submitted by Ashley Benjamin

