



English Learner Advisory Committee (ELAC) Meeting Minutes Template

School: McKinley Elementary School
Date of ELAC meeting: 3 / 10 / 2023

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

<input type="checkbox"/>	<input 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
<input checked="" 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)
		5. Receive training to assist members in carrying out their legal responsibilities.
		6. Elect representative(s) for the District English Learner Advisory Committee
	<input checked="" type="checkbox"/>	7. Other: Parent and Family Engagement Policy and Compact Input

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

Attendance was taken. Present at the meeting was Maryam Sadr (VP), Miguel Valverde (BCL), and Dr. Ashley Benjamin (principal). The meeting agenda and notice was blasted to whole community in the weekly newsletter and posted on the website. The meeting agenda and invite was also emailed directly to all EL parents by the BCL.

II. **MEETING MINUTES:** Posted on the website

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

Dr. Benjamin presented on the Federally Mandated Topic: SPSA

- McKinley Goals and Data
- School Site Allocations and Brief Review of Prior ELAC presentation regarding Title I
- Proposed Expenditures/Strategies to Achieve Goals (Draft SPSA)
- Proposed Family Engagement Policy and Compact
- Questions and Answers
- EL Needs Assessment
- Feedback and Input from ELAC members on SPSA and FE Policy and Compact
- Resources

IV. **ELAC Discussion /Recommendation**

The proposed SPSA expenditures/activities were reviewed and discussed. ELAC member present voted in favor of approving the proposed budget and SPSA as presented. No recommendations or changes. Member said she appreciated the details, and finds all the items useful for the school. She found it interesting to know that SMEF received less donations so the budget is smaller, and asked how to best divide up donation to SMEF and PTA. Principal suggested half and half.

The Title I Parent/Family Engagement Policy, Compact, and Signature pages were reviewed for input. No recommendations or changes.

V. **DELAC Report:** *(The following is a brief summary of the DELAC report)*

No Report

VI. **Other presentation(s)(Summary)**

None

VII. **Announcements:** (Summary)

The meeting was adjourned at: 10:00am

submitted by Ashley Benjamin