



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

School: McKinley Elementary School  
Date of ELAC meeting: 09 / 15 / 2023

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

<input type="checkbox"/>	1. Assist in the development of school-wide need assessment.
<input 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 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
<input checked="" type="checkbox"/>	7. Other- Information about EL Terms, EL Identification, reclassification, ELD instruction and more EL information

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

Attendance was taken. Present at the meeting was Ufuk Tuna (EL Parent), Maryam Sadr (EL Parent), Katya Sterlyagova (EL Parent), Daniele Trussardi (EL Parent), Lahcen El Herd (EL Parent), Lorena Garcia (EL Parent), Olha Syndorenko (EL Parent), Simona Popovic (EL parent), 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:** As this was the first meeting of the year, prior meeting minutes were not read. Prior meeting minutes are posted on the website.

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

Dr. Benjamin provided a training all about ELs: Term to know, CA Seal of Biliteracy, Steps to being identified an EL, EL levels, ELPAC score reports, reclassification criteria, ELD standards, stages of language acquisition, Types of instruction for ELs, Integrated and designated ELD, EL supports. Dr. Benjamin provided information about the purpose of ELAC, ELAC meeting info, roles of officers, and ELAC legal responsibilities.

Elections Occurred. Ufuk Tuna self-nominated as President, Maryam is in her second year as Vice President, and Katya Sterlyagova as DELAC rep. Maryam would continue to be the alternate DELAC rep. Secretary role is vacant. The President and VP roles are filled by parents of ELs. Hands were raised and all were in favor, so members were elected to the positions.

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)*  
No report Provided

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

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

---

**The meeting was adjourned at: 9:45am**

**submitted by Ashley Benjamin**