



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

School: McKinley Elementary School  
Date of ELAC meeting: 09 / 7 / 2022

**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 type="checkbox"/>	7. Other

I. **The meeting started at** 6:00pm

Attendance was taken. Present at the meeting was Fei Fei Dai (EL Parent), Maryam Sadr (EL Parent), Simona Popovic (EL parent), iPhone (did not introduce self), Noelle Sandoval (SOS and Translator), and Dr. Ashley Benjamin (principal). All parents of ELs were sent an email invite, and the meeting agenda and notice was blasted to the whole community.

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 about who is considered an EL, EL supports, the purpose of ELAC, roles of officers, and ELAC legal Responsibilities. Dr. Benjamin explained the ELPAC assessment and EL levels.  
Elections Occurred. Fei Fei self-nominated as President, Maryam as Vice President, and Simona as a member. Fei Fei said he would attend DELAC meetings as the rep, and Maryam would be the alternate. Secretary role is vacant. The President and VP roles are filled by parents of ELs. A zoom poll was conducted and 100% of voters voted in favor, so members were elected to the positions.

IV. **ELAC Discussion /Recommendation**

EL parents wondered when initial ELPAC results would be mailed. Principal will find out and will email the parents who attended the meeting with the information. Principal asked preference for meeting time and format. One member preferred evenings on zoom, other two are flexible. Principal will adjust next meeting date to be on zoom on an evening.

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: 6:52pm**

**submitted by Ashley Benjamin**

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