**Del Paso Heights Elementary English Language Advisory Council (ELAC)**

**Oct. 18th, 2023**

**3:30PM**

**Del Paso Heights Elementary, Room 32**

|  |  | **Parent and Community Members** |
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| **Principal: Mwongeli Mutua** |  | **Chairperson**: |
| **Staff: Mwongeli Mutua** |  | **Co-Chairperson**: |
|  |  | **Secretary:** |
|  |  | **DELAC Representative:** |

**Time – Person - Topic**

| 1.0 Call the meeting to order and Introductions | 5 minutes – Ms. Mutua |
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| 2.0 Approve minutes from [9-27-23](https://docs.google.com/document/d/1So1JP6ydqsX2UXPBIP9EVKU4KeZm02Vz/edit?usp=sharing&ouid=117354407589073205194&rtpof=true&sd=true) | 5 minutes- Ms. Mutua |
| 3.0 ELAC/DELAC presentation  [ELPAC 101 for Parents](https://docs.google.com/presentation/d/1rpY19sJo3xszNE-ajJG86BkDNQqS03Wc-eQZnyVqMno/edit?usp=sharing) | 10 minutes – Ms. Mutua |
| 4.0 Requirements, Duties and Selection:  **Chairperson**: must be a parent member of the committee and retains the right to vote.  **Co-Chairperson:** must be a parent member of the committee and retains the right to vote. Assists the facilitator and fills in if the facilitator isn’t present.  **Secretary:** The secretary must be a member of the committee, but does not need to be a parent of an English Learner. The Secretary maintains all written records of the committee, including all correspondence, a register of the addresses and telephone numbers of the committee members and copies of the minutes and agendas.  **Representative To DELAC**: The DELAC representative and/or alternate represents the site ELAC and transmits to the site ELAC information provided at the DELAC monthly meetings. | 10 minutes – Ms. Mutua |
| 5.0 Meeting, Dates and Times | 5 minutes – Ms. Mutua |
| 6.0 The importance of Attendance  [Attendance Matters](https://docs.google.com/presentation/d/1G4s3m-JD-dRgI_pis7Fex9ZSGpBh3HFk/edit?usp=sharing&ouid=117354407589073205194&rtpof=true&sd=true) | 5 minutes – Ms. Mutua |
| 7.0 SPSA review/[School Compact](https://docs.google.com/document/d/1PiMeUr6GHZ62UJTpy4zlrnX0zTGh8_IX/edit?usp=sharing&ouid=117354407589073205194&rtpof=true&sd=true) & [Parent Involvement Policy](https://docs.google.com/document/d/1f9p24ouYoDXmTu58mhI9gSmVE3wh5Jw3Zycr4rcPaVY/edit?usp=sharing) | 10 minutes – Ms. Mutua |
| 8.0 Open Discussion of parent and community  Items of interest for future meetings. Review of SWUN Math, technology you can use at home, etc. | 10 minutes – Ms. Mutua |
| 9.0 Adjournment  **2023-2024 Proposed Meeting Dates** |  |
| | **ELAC: DPH** | **DELAC: District Office (9:00-10:30 AM)** | | --- | --- | | **Oct. 18th** |  | | **Nov. 29th** | **~~Oct. 10~~~~th~~** | | **Jan 31st** | **Dec. 12th** | | **March 20th** | **Feb. 27th** | | **May 22nd** | **April 23rd & May 21st** |   Interpreters in Spanish provided  Questions: English Learner Department at 566-1600 ext. 50184 |  |