

Del Paso Heights Elementary English Language Advisory Council (ELAC)

September 20, 2023

3:30 PM

Del Paso Heights Elementary, Room 32

	Parent and Community Members
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										
2.0 Approve minutes	1 minutes- Ms. Mutua										
3.0 ELAC Role (Help develop SPSA regarding EL programs and do needs assessment) & Bylaws	10 minutes - Ms. Mutua										
<p>4.0 Requirements, Duties and Selection (By Laws):</p> <p>Chairperson: must be a parent member of the committee and retains the right to vote.</p> <p>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 is not present.</p> <p>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.</p> <p>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.</p>	15 minutes - Ms. Mutua										
5.0 Meeting Dates, times, and location	5 minutes- Ms. Mutua										
6.0 SPSA review	10 minutes- Ms. Mutua										
7.0 Open Discussion of parent and community Items of interest for future meetings. Review of SWUN Math, technology you can use at home, Combine with SSC. etc.	10 minutes - Ms. Mutua										
<p>8.0 2023-2024 Proposed Meeting Dates</p> <table border="1" style="width: 100%;"> <tr> <td>ELAC: DPH</td> <td>DELAC: District Office</td> </tr> <tr> <td>Oct. 18</td> <td>Oct. 10</td> </tr> <tr> <td>Dec 13</td> <td>Dec. 12</td> </tr> <tr> <td>April 24</td> <td>Feb. 27</td> </tr> <tr> <td></td> <td>April 23</td> </tr> </table>	ELAC: DPH	DELAC: District Office	Oct. 18	Oct. 10	Dec 13	Dec. 12	April 24	Feb. 27		April 23	5 minutes - Ms. Mutua
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9.0 Adjournment											
<p>Interpreters in Spanish provided</p> <p>Questions: English Learner Department at 566-1600 ext. 50184</p>											

