

Multilingual/Multicultural & Equity, Access and Achievement Department
 Sacramento City Unified School District

English Learner Advisory Committee Minutes Template

School: _____

Meeting Date: _____

Check and date the box next to the Legal Requirement when you have covered it in your ELAC meeting.

<i>Date when Accomplished</i>	Reference of Legal Requirements <i>(You do not need to cover all of them in every meeting. However, you do need to cover all of them by June.)</i>
	1. Election of members
	2. Selection of DELAC representatives
	3. Training of members on their responsibilities
	4. Completion of the School's Needs Assessment
	5. Parents review and comment on programs and services for English Learners
	6. Recommended actions to support regular school attendance
	7. Administration of the School's Language Census (R-30 Report)
	8. Advise the School Site Council on the Single Plan for Student Achievement

Names of Elected ELAC Parent Members (Please include the phone numbers.)	Names of Committee Members (site staff, site administration, community members and other parents)	Guest/Presenters: (Include Affiliation)
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	Oral Interpreter(s) (Name and Language):
7.	7.	1.
8.	8.	2.
9.	9.	3.
10.	10.	4.
11.	Were the handouts translated? (If yes, state the languages of translation.)	Child Care Provider(s):
12.	<input type="checkbox"/> No	1.
13.	<input type="checkbox"/> Yes (languages)	2.

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Summary of discussion/action(s) taken *(Make sure to document the presentation and who is giving input.)*

Item	Discussion/Action	Parent Advice/Comments
DELAC Report (every meeting)		
School Site Council Report (every meeting)		
Legal Requirement (every meeting)		
Legal Requirement (every meeting)		
Parent Needs (every meeting)		
Site Needs (every meeting)		

Suggestions for next meeting:

Item/Action	Responsibility	Timeline

Prepared by: _____

Both pages were sent to MMEAA, Box 727, Attn: Leticia Magallán, on _____