

**Chino Valley Unified School District**  
School Name: Butterfield Ranch Elementary School  
English Learner Advisory Committee (ELAC) Meeting #1

MINUTES  
10/11/2023 @ 8:30 a.m.

1. The meeting was called to order at 8:30 a.m. by Jeanette Kwon
2. Minutes from the first EL meeting parent meeting were reviewed.
3. The DELAC representative shared information discussed at the DELAC meeting on 10/4/22. The topics discussed were:

From Hyosun Yang: At the meeting they encourage that children speak different languages and let us know how we can help children. They gave examples: read a book, ask questions after.

They also went over how to read written scores, what programs and goals district has, and about reclassification. We can check all the information on the district web page.

If you have other suggestions or things you would like to add, she will share it at the next DELAC meeting.

4. Agenda Items:
  - a. The EL coordinator trained new ELAC members on their roles and responsibilities.
  - b. All ELAC members were provided with training materials (ELAC training presentation provided by Access & Equity).
  - c. The EL coordinator discussed current attendance policies and procedures. The current attendance rate and goals were shared. ELAC was asked to provide feedback on ways to make other parents aware of the importance of regular school attendance. The following suggestions were offered: Set a regular bedtime, Prepare for school the night before, If your child rides the bus, know the pick-up time, Be involved in school, Inform school of any changes to address, Read with your child daily, Communicate with doctor about time missed, If needed, work with doctor and school to set up a medical plan, Monitor and limit screen time, Ask for help if you are concerned with student behavior, Be a good role model  
This information will be shared with the principal and school site council.
  - d. The EL coordinator shared the site plan for English learners. ELAC was encouraged to provide the principal and school site council with any feedback on the development of the site plan for English Learners to be considered for the SPSA. They did not offer any suggestions.

5. Unfinished Business-There was not unfinished business from the previous meeting.
6. There *were no* public comments for items not on the agenda
7. Upcoming Events: The next ELAC meeting is on 1/17/24. The next DELAC meeting is on 1/9/24 (9:00am-11am) at the Family Engagement Center (FEC) in Room 25.
8. The meeting was adjourned at [8:50 a.m.](#)