

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

AGENDA  
 10/11/23

1. Welcome to our English Learner Advisory Committee Meeting
2. Review of minutes from previous ELAC meeting
3. Report from DELAC representative
4. Agenda Items:
  - a. Train new ELAC members on roles and responsibilities
  - b. Provide training materials
  - c. Seek parent feedback on ways to make parents aware of the importance of regular school attendance
  - d. Advise principal and staff in the development of site plan for English Learners and submit the plan to the SSC for consideration of inclusion in the SPSA
5. Unfinished Business
6. New Business
7. Public comments for items not on the agenda
8. Upcoming Events:
  - a. Next ELAC Meeting: 1/17/24
  - b. Next DELAC Meeting: 1/9/24 (9:00am-11am) at the Family Engagement Center (FEC) in Room 25
9. Adjournment

<b>Topics covered at this meeting</b>	
	Election of ELAC members by parents or guardians of English learners.
X	Training and training materials to assist members in carrying out their legal responsibilities.
	Election of a DELAC member
X	Ways to make parents aware of the importance of regular school attendance
	Assist in development of school-wide needs assessment
X	Advise principal/staff in development of site plan for ELs (submit to SSC for consideration of inclusion in the School Plan for Student Achievement)