

Donn B. Chenoweth Elementary

English Learner Advisory Committee (ELAC) Meeting Minutes

September 15, 2026

I. Call to Order

The ELAC meeting was called to order at 3:45 p.m.

Members Present: Ms. Failing, Ms. Mercado, Ms. Kaur, Ms. Diaz, Ms. Sakoda, and Ms. Moradi.

Members Absent: None.

Quorum: A quorum was established.

II. Approval of Agenda

There was no discussion regarding the previous Agenda. Ms. Sakoda made the motion to approve the Agenda, and Ms. Jody seconded the motion. The motion passed with six yes votes and zero no votes.

III. ELAC Roles and Responsibilities

The committee reviewed the roles and responsibilities of ELAC, including opportunities for parents to participate in decision-making. Members also reviewed ELAC responsibilities and meeting procedures.

IV. School Plan for Student Achievement (SPSA)

The committee reviewed the School Plan for Student Achievement (SPSA) and discussed supports for student achievement, including attendance, family wellness, and family engagement.

V. Attendance and Family Resources

The committee discussed the importance of regular school attendance and reviewed the school's current attendance rate of 96.1%.

Parents were provided information about free tutoring opportunities, including Treehouse Tutoring and Community Center and Mathnasium/The Math Learning Center. Some parents remained after the meeting and received assistance with registering their students for tutoring services.

VI. Adjournment

The meeting was adjourned at 4:15 p.m. Ms. Sakoda made the motion to adjourn, and Ms. Jody seconded the motion. The motion passed with six yes votes and zero no votes.

Next ELAC Meeting: November 17, 2026.

DONN B. CHENOWETH ELEMENTARY
ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)
MEETING AGENDA
September 15, 2026

I. Meeting Called to Order

- a. In Attendance: _____
Members Absent: _____
- b. Establish Quorum
- c. Public Comments

II. Approval of Meeting Agenda (Action Item)

Discussion:

Motion by: _____ Second by: _____ Ayes: _____ Noes: _____

III. ELAC Purpose, Roles, and Responsibilities

Discussion:

- a. Role of ELAC in advising the principal and School Site Council
- b. Opportunities for parents/guardians of English Learners to participate in school decision-making
- c. Review of member responsibilities and meeting procedures

IV. School Plan for Student Achievement (SPSA)

Discussion:

- a. Review of the 2026-27 SPSA goals
- b. Supports for student achievement, attendance, wellness, and family engagement
- c. ELAC input and recommendations related to the needs of English Learners

V. Attendance and the Importance of Regular School Attendance

Discussion:

- a. Review attendance expectations and available supports
- b. Family outreach and resources for students experiencing attendance challenges

VI. Family Engagement and Parent Training

Discussion:

- a. Parent workshops and opportunities to support learning at home

VII. Questions, Comments, and Recommendations

Discussion:

VIII. Adjournment

Motion by: _____ Second by: _____ Ayes: _____ Noes: _____

Next ELAC Meeting: _____