San Diego Unified School District  
University City High School  

**English Learner Advisory Committee (ELAC) Meeting – MINUTES & Advice Form**  
Advises the Principal and staff on the school’s effort to make parents aware of the importance of regular school attendance.  
**Date:** Thursday, February 22, 2024  **Time:** 8:30am

### Legal Task(s) and Training(s) Covered: (Check all that apply):  
Advises the school principal and staff on:
- the development of a site plan for English Learners and submitting the plan to the School Site Council (SSC) for consideration of inclusion in the School Plan for Student Achievement (SPSA).  
- the school’s efforts to make parents aware of the importance of regular school attendance.  
- Assist in development of a schoolwide needs assessment

<table>
<thead>
<tr>
<th>Meeting was called to order at 8:35 am</th>
<th>List participants present: Hall, Gonzalez, Breeding (see sign in )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minutes from January 9, 2024 meeting were read and approved by members.</td>
<td>Notes: Motion to approve; Breeding. Seconded; Gonzalez. All approved 3–0–0</td>
</tr>
<tr>
<td>Legal Task Addressed Advises the Principal and staff on the school’s effort to make parents aware of the importance of regular school attendance.</td>
<td>Notes: See Powerpoint presentation</td>
</tr>
</tbody>
</table>

### Training and Information Session

### Other School Topics to Be Addressed: NA

### DELAC Report from November 30 and January 18, 2024 DELAC General Meeting  
Notes: slides available for both meetings. Went through the information

### ELAC Advice to Site/Administration regarding Legal Task Addressed: Advises the Principal and staff on the school’s effort to make parents aware of the importance of regular school attendance.  
Notes: NA

### Meeting was closed at 9:00am  
Notes