



English Learner Advisory Committee (ELAC)

AGENDA

Date (First Meeting)

<u>Agenda Items</u>	<u>Person Responsible</u>
1.0 Welcome/Opening	<i>Chairperson</i>
2.0 Reports	
2.1 DELAC Report (N/A @ 1st meeting)	<i>DELAC Representative</i>
2.2 SSC Report (N/A @ 1st meeting)	<i>SSC Representative</i>
3.0 New Business	
3.1 Purpose of ELAC - explanation and review of Legal Requirements (box below)	<i>Principal</i>
3.2 Form Membership - only EL parents may vote to elect members (refer to sign-in sheet)	<i>Principal</i>
3.3 Training- Parliamentary Procedures and Officer Responsibilities	<i>Principal</i>
3.4 Election of Officers -Chair, Vice, Secretary, DELAC Representative & Alt.	<i>Principal</i>
3.5 Review ELAC Bylaws	<i>Principal</i>
3.6 UCP Notification	<i>Principal</i>
4.0 Upcoming Events/Announcements	<i>Principal</i>
5.0 Public Comment	<i>Group</i>
6.0 Adjournment	<i>Chairperson</i>
Date Covered	Legal Requirement to be covered at this meeting
	Parent members are elected by parents or guardians of English learners. (5 CCR 11308[b]); EC 62002.5)
	Parents of English learners constitute at least the same percentage of the committee as their children represent of the student body. (EC 62002.5, 52176[b])

	The ELAC has advised the School Site Council on the development of the Single School Plan for Student Achievement. (EC 64001[a])
	The ELAC has advised the principal and staff on the school's program for English learners. (EC 52176[c], 62002.5)
	The ELAC has assisted in the development of the school's: <i>1) Needs Assessment,</i>
	<i>2) Language Census (R-30LC Report)</i>
	<i>and 3) Efforts to make parents aware of the importance of regular school attendance.</i> (EC 62002.5, 52176[c])
	The ELAC has received training materials and training, planned in full consultation with committee members, to assist members in carrying out their legal responsibilities. (EC 35147[c]; 5 CCR 11308[d])
	The ELAC has the opportunity to elect at least one member to the DELAC or has participated in a proportionate regional representation scheme when there are 31 or more English learner parent advisory committees in the district. (5 CCR 11308[b])