



El Capitan Middle School
English Learner Advisory Committee (ELAC) Meeting
1st Quarter

Date of Posting: 9/22/2022

Meeting Date: 9/26/22

Location: Library

Starting Time: 3:00PM

Ending Time: 4:00PM

Outcomes: Participants will be able to:

- Explain the purpose of ELAC
- Explain the roles and responsibilities of the ELAC members
- Elect officers and DELAC representative
- Determine meeting dates and times
- Receive information on UCP, EL Master Plan, assessment results, ELPAC, By-laws, SPSA , LCAP
- Explain services offered to English Learners at EL Capitan

Representatives & Staff: ELAC members: Patricia McCurley, Heather Martinez, Mary Vang, Arlette Gonzalez, Elizabeth Gamez-Luna. All staff, parents, and members of the public are invited to attend the meeting.

Agenda Item	Action Requested	Responsible Person(s)	Time Limit
Call the Meeting to Order	None	Principal	2 minutes
Roll Call—establish quorum	None	Principal	1 minute
Changes/Additions to the Agenda	Approval/Modification of the agenda	Principal	1 minute
Secretary's Report	Approval/Amendments	Principal	0 minutes
Report of Officers, Standing & Special Committees	TBD	Principal	0 minutes
Public Comment (This is an opportunity for members of the public to provide information to the school site council) 2 minutes per person	Under the open meeting law, no action related to public comment may be acted upon at the meeting. Issues raised at this meeting may be scheduled for another school site council meeting.	Principal	10 minutes
Unfinished Business	TBD	Principal	0 minutes
New Business a. Review the purpose of the ELAC. b. Bylaws c. Review the duties of ELAC members. d. Review the roles and responsibilities of ELAC officers. Nominate and elect ELAC officers: o Chairperson o Vice-chairperson o Secretary o DELAC representative o DELAC alternate e. Uniform Complaint Procedures f. EL Master Plan g. SPSA EL goals & Blueprint for Academic Success h. Review Site EL numbers, languages, and	Information & Training Information & Training Information & Training Discuss & Elect Information Information & Input Information & Input	Principal	45 minutes

demographics i. LCAP j. English Learner Services k. Discuss future meeting dates & agenda items	Information Information Information Review & Discuss		
Evaluation (ways to improve the meeting) and Adjournment	Meeting input and approval to adjourn	Principal	1 minute

List of handouts: ELAC Bylaws, Evaluation Form

Thank you for coming*