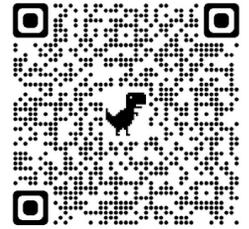




**El Capitan Middle School**  
**English Learner Advisory Committee (ELAC) Meeting**  
**1<sup>st</sup> Quarter**



Date of Posting: September 11, 2023

Meeting Date: September 14, 2023

Location: El Capitan Library

Starting Time: 5:00PM

Ending Time: 6:00PM

**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
- Review ATSI/CSI status and progress (if applicable)
- Receive information on UCP, EL Master Plan, EL assessment data, ELPAC, By-laws, SPSA , LCAP
- Determine future meeting dates, times and training schedules
- Review English Learner services at El Capitan

**Representatives & Staff:** ELAC members McCurley/Martinez, Vang, Gonzalez. 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/Designee	2 minutes
Roll Call—establish quorum	None	Principal/Designee	1 minute
Changes/Additions to the Agenda	Approval/Modification of the agenda	Principal/Designee	1 minute
Secretary's Report	Approval/Amendments	Principal/Designee	0 minutes
Report of Officers, Standing & Special Committees	TBD	Principal/Designee	0 minutes
<b>Public Comment</b> (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/Designee	10 minutes
Unfinished Business	None	Principal/Designee	0 minutes
<b>New Business</b> <ol style="list-style-type: none"> <li>a. Review the purpose of the ELAC.</li> <li>b. Review the duties of ELAC members.</li> <li>c. Review the roles and responsibilities of ELAC officers. Nominate and elect ELAC officers:               <ul style="list-style-type: none"> <li>o Chairperson</li> <li>o Vice-chairperson</li> <li>o Secretary</li> <li>o DELAC representative</li> <li>o DELAC alternate</li> </ul> </li> <li>d. Receive information on UCP, EL Master Plan, EL assessment data, ELPAC</li> <li>e. Receive information on By-laws, SPSA, LCAP</li> </ol>	Information & Training Information & Training Discuss & Elect	Principal/Designee	45 minutes

f. Review English Learner services g. Determine future meetings dates, times and training schedules	Information Discuss & Approve		
<b>Evaluation (ways to improve the meeting) and Adjournment – See QR code</b>	Meeting input and approval to adjourn	Principal/Designee	1 minute

List of handouts: ELAC Bylaws, Evaluation Form, Tutoring Schedule

*\*Thank you for coming\*\**



English Evaluation



Spanish Evaluation



Punjabi Evaluation