

# ELAC Information Meeting

September 2, 2025



## Desired Outcomes:

1. Families leave with a clear understanding of what ELAC is, why parent representation matters, and how the election process works.
2. Families will understand the election timeline, voting eligibility, nomination process, and what will be expected if they choose to serve.

## Resources:

1. [ELAC Election Application Form](#)
2. [ELAC Feedback Form](#)

Facilitator	Duration	Agenda
Brenda	5 min	<b>Welcome and Purpose</b> <ul style="list-style-type: none"><li>● Facilitator Introductions</li><li>● Meeting norms</li><li>● Purpose of Today's Meeting</li></ul>
Brenda	7 min	<b>ELAC Responsibilities</b> <ul style="list-style-type: none"><li>● What is ELAC?</li><li>● Purpose of ELAC</li></ul>
Brenda	3 min	<b>Why Your Participation Matters</b> <ul style="list-style-type: none"><li>● Representing the Voice of ELs and their families</li><li>● Program and Resource Improvement</li></ul>
Brenda	10 min	<b>ELAC Nominations and Elections</b> <ul style="list-style-type: none"><li>● What are ELAC elections?</li><li>● Who can be nominated?</li><li>● Timeline of Elections</li></ul>
Brenda	10 min	<b>Next Steps and Closing</b> <ul style="list-style-type: none"><li>● How to Stay Involved</li><li>● Tentative ELAC Dates</li></ul>
Brenda	10 min	<b>Questions</b>

# Attendees

Date

Name	Connection to MWA
<b>Example:</b> <i>Bryann Fitzpatrick</i>	<b>Example:</b> <i>Staff</i>

# Notes

Date

## Discussion

Below, list key points that were brought up in the discussion and any details that you'd like to include with them.


Key Point	Detail

## Takeaways

What were some of your takeaways from the discussion?

- 1.
- 2.
- 3.

## Evidence

What kinds of evidence did you discuss in this meeting? Did you talk about events, PD, clubs, specific test scores, student assignments, family surveys, etc.? Please submit the evidence below in the  [WASC Submission Form](#) or add it to the "evidence needed" document.

Discussed	Submitted?

## Next Steps

After this meeting, is there anything you need to follow-up on?

Who is Responsible	Task
