

English Learner Advisory Committee
Minutes 2nd Quarter

Meeting Date _____

Total Number of ELAC Members

_____ ELAC parents/guardians of English Learners

_____ ELAC parents/guardians of other students

_____ School Staff

ELAC Attendance for this meeting included:

_____ ELAC parents/guardians of English Learners

_____ ELAC parents/guardians of other students

_____ School Staff

A quorum of members must be present in order to conduct business. The number of committee members in attendance is _____

Has been met

Has not been met

Topic Addressed ✓(completed)	Legal Requirement/Training Topics (By the end of the year, all topics must be addressed)
	Advising the principal and staff in the development of a site plan for English Learners and submitting the plan to School Site Council for consideration of inclusion in the School Plan for Student Achievement.
	Assisting in the development of the schoolwide needs assessment.
	Ways to make parents aware of the importance of regular school attendance.
	Each English Learner Advisory Committee (ELAC) shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC)
	Advising the principal and staff on the Masterplan for English Learners, Reclassification criteria, site ELAC By-laws, Parent Engagement Policy, Home School Compact, School Plan for Student Achievement and the Local Control Accountability Plan.
	ELAC training and training materials, planned in full consultation with committee members, appropriate to assist members in carrying out their legal advisory responsibilities
	Training on district's Uniform Complaint Procedures, Robert's Rules, Brown & Green Act and William's requirements.
	Advising the principal and staff of EL assessment data

This first page is the cover for the minutes **NOTE: Copies of all distributed materials should be attached to the secretary's official minutes. These minutes should be maintained for three (3) years.**

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1. Call the Meeting to Order.

2. Roll Call – Establish Quorum – list EL Committee Members present

3. Changes/Additions to the Meeting Agenda: (If none, indicate by stating the following: No changes were made.)

4. Secretary's Report/Review Minutes:

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5. Report of Officers, Standing & Special Committee

6. Unfinished Business:

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7. Required Items for New Business:

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7.a Required Items for New Business, cont.

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8. Additional New Business

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9. Public Comment

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8.a Public Comment cont.

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9.Evaluation/Adjournment:

Adjourned:

Scan the QR code to complete the ELAC Evaluation



ParSec Goal 2 Real Survey



List of handouts (if any)

Respectfully submitted by: _____

Title: _____

Date Submitted/Revised: _____

Translated by: (print your name)

Date Translated