

English Learner Advisory Committee  
Minutes 3rd 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.**

English Learner Advisory Committee  
Minutes 3rd Quarter

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Meeting Date

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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:**

English Learner Advisory Committee  
Minutes 3rd Quarter

---

Meeting Date

---

**5. Report of Officers, Standing & Special Committee**

**6. Unfinished Business:**

English Learner Advisory Committee  
Minutes 3rd Quarter

---

Meeting Date

---

**7. Required Items for New Business:**

English Learner Advisory Committee  
Minutes 3rd Quarter

---

Meeting Date

---

**7.a Required Items for New Business, cont.**

English Learner Advisory Committee  
Minutes 3rd Quarter

---

Meeting Date

---

**8. Additional New Business**

English Learner Advisory Committee  
Minutes 3rd Quarter

---

Meeting Date

---

**9. Public Comment**

English Learner Advisory Committee  
Minutes 3rd Quarter

---

Meeting Date

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**8.a Public Comment cont.**

English Learner Advisory Committee  
Minutes 3rd Quarter

Meeting Date

**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