

School:

**English Learner Advisory Committee (ELAC)
Agenda**

Date:

<input type="checkbox"/>	1. Advise the School Site Council and assist with the development of the Single Plan for Student Achievement.
<input type="checkbox"/>	2. Development of the district and school's Needs Assessment.
<input type="checkbox"/>	3. Assist with the school's efforts to make parents aware of the importance of regular school attendance
<input type="checkbox"/>	4. Election of an ELAC representative to the District English Learner Advisory Committee (DELAC).

1. Call to Order
 - Roll-Call (sign-in sheet)
 - Self introductions of all present
 - Discuss how the minutes for each meeting will be taken
2. Review of minutes from previous ELAC meeting
3. ELAC Training
 - Read and discuss guidelines and requirements for English Learner Advisory Committee
 - Explain the responsibilities of being an ELAC Member
 - Explain the responsibilities of being a DELAC Representative
 - Review and/or establish By-laws
4. Review *Master Plan for English Learners* – Programs and Services to EL Students
5. Election of Officers to the ELAC and DELAC
 - Explain and discuss Procedures for Electing Parent Members

Elect the following:

 - Chairperson
 - Vice Chairperson
 - Recording Secretary (site choice)
 - DELAC Representative (Parent of EL Student)
6. Future ELAC Meetings
 - Discuss and establish dates, place, and time for future ELAC Meetings
 - Complete ELAC meeting dates and membership form to submit to Director of Educational Services
 - Determine through needs assessment: Topics for Future Meetings
7. Public Input
8. Adjournment