I. Welcome and Introduction

II. Call the meeting to order (A motion is not necessary)

III. Call for additions/deletions of agenda items

IV. Public Input
(Any meeting held by a council or committee specified in subdivision (b) shall be open to the public and any member of the public shall be able to address the council or committee during the meeting on any item within the subject matter jurisdiction of the council or committee. 15 minutes is allocated for public input.)

V. Reading and approval of the minutes

VI. New Business
A. ELAC Basics
(Appropriate training and materials to assist each member carry out his or her legally required advisory responsibilities.)
   a. ELAC Norms
   b. Purpose of the ELAC
   c. Parliamentary Procedures
      i. Bylaws
      ii. Robert's Rules
   d. Roles and responsibilities of ELAC officers
   e. Nominations & Elections for ELAC officers:
      i. Chairperson
      ii. Vice-Chairperson
      iii. Secretary
      iv. DELAC representative
      v. DELAC alternate representative
B. MUSD's Uniform Complaint Procedures, including William's requirements
C. Initial student identification & ELPAC Testing (inform parents of upcoming testing and its importance)
D. Conduct a Needs Assessment (see sample in handbook)
   1. Review the survey questions & have parents complete the survey
      (if time is limited- please provide a timeline for parents to return the survey)
H. ELAC Calendar

VII. DELAC Representative Report
IX. Next Meeting

X. Adjournment

Date Posted: __________________________________________

(Notice of the meeting shall be posted at the school site, or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon. Copies of all distributed materials must be attached to the secretary's official minutes. These minutes must be maintained for 3 years.)