English Learner Advisory Committee (ELAC)
Meeting # 1-Agenda

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

V. Reading and approval of the minutes
VI. New Business
   A. ELAC Basics
      a. ELAC Norms
      b. Purpose of the ELAC
      c. Parliamentary Procedures
         i. Bylaws
         ii. Robert's Rules
      e. Roles and responsibilities of ELAC officers
      f. 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
   D. New Parent Notification Letter
   E. Conduct a Needs Assessment
      i. Review the survey questions & have parents complete the survey
   H. ELAC Calendar

VII. DELAC Representative Report
VIII. Dual Language Instruction Program Promotion & Announcements
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.)
September, 24, 2018
Called meeting to order at 5:40 pm

Mrs. Saucedo welcomed everyone and explained that ELAC needed to elect and vote for new board members.

Mrs. Saucedo talked about ELAC’s last meeting that took place on May 15, 2018. Parents read the minutes and approved them. Everyone introduce themselves.

Mrs. Saucedo--Lincoln Vice Principal
Ms. Maria Maya--Special education teacher & ELAC Representative for certificate staff
Mr. Pieter Peruch--Parent of 4
Mr. and Mrs. Elena--Parent of 1
Mrs. Rosaura Rivera--Parent Resource Center Assistant
Mrs. Ivonne Flores Parent of 3
Mrs. Maria Teresa Flores--parent of 1

Ms. Maya read and explained the ELAC NORMS in English and Spanish

Mrs. Saucedo explained the purpose of the ELAC committee, they advice the principal, and the school site for EL student achievement:

1. ELAC Survey
2. English date report (ELPAC) testing results
3. Ways to make parents aware of student attendance
4. Hold Elections
5. Provide trainings
6. Facilitate ELAC meetings
7. Ensure all is done legally
8. Facilitate correspondence between ELAC /DELAC
9. Keep minutes/Notes of ELAC meetings

DELAC
District English Learners Advisory Committee--each school site has 1 representative on DELAC

Mrs. Saucedo mentioned that we need 2 representatives for DELAC 1 official and 1 backup.
ELAC Meeting dates:
Sep. 24, 2018
Nov. 6, 2018
Feb. 5, 2019
Apr. 9, 2019

Public Input:
* Our Parent Resource Center and Lincoln Elementary will have their Posada on December 14th from 5:30-8:30pm
* Mr. Peruch mentioned that parents should put an effort to learn English so they can benefit their students. Mrs. Ivonne Flores said that she knew that it is important to learn English, but this is hard for some parents. Mrs. Rivera answered that by law the school must translate this meeting and any document/communication that school sends home for parents. She explained that any language other than English, once a school has 15% of population enrolled, the school needs to provide translation for that language.

Meeting was adjourned at 6:35pm
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