

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

- I. Welcome and Introduction**
- II. Call the meeting to order.** *(A motion is not necessary.)*
- III. Call for any 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 Responsibilities** (Appropriate training and materials to assist each member carry out his or her legally required advisory responsibilities.)
    - a. Review the purpose of the ELAC
    - b. Review the duties of the ELAC members
    - c. Review the roles and responsibilities of ELAC officers
    - d. Nominate and elect ELAC officers: chairperson; vice-chairperson; secretary; DELAC representative; and DELAC alternate
  - B. Election for member to participate in the DELAC**
  - C. MUSD's Uniform Compliant Procedures, including William's requirements.**
  - D. Title III Parent Notification Letter**
  - E. 2016 CELDT testing** (inform parents of upcoming testing and it's importance)
  - F. CELDT Parent Notification Letter**
  - G. Conduct a Needs Assessment**
    - 1. Review the survey
    - 2. Discuss ways to encourage parents of English learners to complete and return the survey
    - 3. Discuss timelines
  - H. ELAC Calendar**
- VI. Announcements**
- VII. Next Meeting**
- VIII. 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.)*