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
   d. Roles and responsibilities of ELAC officers
B. MUSD’s Uniform Complaint Procedures, including William’s requirements
C. Initial student identification & ELPAC Testing
D. Summative ELPAC results
E. New Parent Notification Letter
F. Conduct a Needs Assessment
   1. Review the survey questions & have parents complete the survey
G. 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.)