



## English Learner Advisory Committee (ELAC)

Agenda-Meeting #1

October 22, 2020 @ 6:30pm thru ZOOM

**Date posted: October 19, 2020**

- 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-N/A
- VI. New Business ([ELAC English Forms link](#))
  - A. ELAC Basics (Appropriate training and materials to assist each member carry out his or her legally required advisory responsibilities.)
    - a. ELAC Norms
    - b. Review the purpose of ELAC
    - c. Parliamentary Procedures
    - d. Bylaws-[District Sample](#)
    - e. Robert's Rules of Order
    - f. Review the roles and responsibilities of ELAC officers
    - g. Nominate and elect ELAC officers: chairperson; vice-chairperson; secretary; DELAC representative; and DELAC alternate-[voting form](#)
  - B. MUSD's Uniform Complaint Procedures, including William's requirements.
  - C. Initial Student Identification and ELPAC Testing (*inform parents of upcoming testing and its importance*)
  - D. New Parent Notification Letter (*ELPAC results & student program placement*)
  - E. 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
  - F. [ELAC & DELAC Calendar](#)
  - G. CSI Furman Standing-discuss student needs and get parent/guardian insights
  - H. Learning Expectations during Virtual Distance Learning
- VI. DELAC Representative Report
- VII. Announcements
- VIII. Next Meeting : November 17, 2020@6:00pm via zoom
- IX. Adjournment