

ELAC- ELL Services
(School name)
English Learners Advisory Committee

Minutes

(Date)

For the 1st meeting, make sure you identify which of the parents are EL parents and which are not. **ELECTION FOR ELAC MEMBERS MUST OCCUR IN FIRST MEETING.** Have parents raise their hand if they want to be members and note it in the minutes. For following meetings (after membership has been formed) change the title to “**Members Present**” and identify the members (i.e. Chairperson, Vice-Chairperson, Secretary, Member, etc.)

1.0 Opening/Role call:

Meeting called to order at *(time)*. The meeting was held in *(place)*.

Parents/Staff present:

Jenny Jones, Parent
Terry Toon, EL Parent
Debbie Dunn, EL Parent
Frank Ford, EL Parent

Kelly Kline, Principal
Patty Petunia, Parent
Jake Jelly, EL Parent

Betty Brown, APL
Larry Loopy, EL Parent
Sally Sea, EL Parent

Guests:

John Doe, District Administrator

Jane Doe, District Clerk

James Doe, School Secretary

2.0 Approval of Agenda

3.0 Approval of Minutes

The minutes from the *(date)* meeting were read.

Mr. /Ms. _____ moved to approve the minutes. Mr. /Ms. _____ seconded the motion. Motion carried.

4.0 Reports *(this category includes reports from the DELAC representative, School Site Council, or other)*

5.0 Old Business

(Items in old business are items that were tabled or not completed at a previous meeting. If there is nothing to present, write “None”).

6.0 New Business

7.0 Upcoming Events/Announcements

8.0 Public Comments

9.0 Adjournment

Mr. /Ms. _____ moved to adjourn the meeting. Mr. /Ms. _____ seconded the motion. Motion carried.

Meeting adjourned at _____.

Respectfully submitted,

ELAC Secretary

ELAC Chairperson

**Remove yellow highlighted areas before utilizing this form*