English Learners Advisory Committee (ELAC) Informational Meeting

I. **Welcome and Introductions**

II. **ELAC Purpose and Requirements -** *(Go over the ELAC Purpose and Requirements).*

III. **ELAC Committee Membership** – *(Encourage parents of EL students to become part of your ELAC).*

IV. **Nominations for ELAC Representatives (President, Vice President, DELAC)**. *ELAC Elections must be held before Meeting #1 is held.*
- Election Timeline

V. **Meeting Dates and Times for ELAC and DELAC** – *(Provide parents with the ELAC and DELAC dates for the current school year).*

VI. **Public Comments** – (*Allow participants to make comments and/or ask questions).*

VII. **Meeting Evaluation –** *(Have participants complete the meeting evaluation).*

VIII. **Adjournment –** (*Make a motion to adjourn the meeting. State the time).*

Materials Provided:
- ELAC Overview
- ELAC Membership form
- ELAC Dates Flyer
- DELAC Dates Flyer