

**ELAC Minutes**

**School** \_\_\_\_\_

**Date** \_\_\_\_\_

**1. WELCOME**

\_\_\_\_\_ welcomed parents and teachers to the meeting.

**2. AGENDA AND MINUTES**

\_\_\_\_\_, ELAC President, read the agenda. Then, \_\_\_\_\_, ELAC Secretary, read the minutes from the last meeting. The minutes were approved by the committee members present.

(If there are amendments)

The minutes were approved with the following amendments: \_\_\_\_\_

\_\_\_\_\_

**3. \_\_\_\_\_**

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**Comments and suggestions from the parents:** \_\_\_\_\_

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**Comments and suggestions from the parents:** Those present asked questions about \_\_\_\_\_

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**Comments and suggestions from the parents:** Those present asked questions about \_\_\_\_\_

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6. \_\_\_\_\_

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**Comments and suggestions from the parents:** Those present asked questions about \_\_\_\_\_

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7. OTHER

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**Comments and suggestions from the parents:** \_\_\_\_\_

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5. **ADJOURNMENT** – The ELAC meeting ended at \_\_\_\_\_ Members were thanked for attending and were invited to the next meeting which will take place \_\_\_\_\_.

**Members present:**


Minutes prepared by: \_\_\_\_\_