

Palmdale School District
_____SCHOOL

ENGLISH LEARNER ADVISORY COMMITTEE (ELAC) MEETING

AGENDA MINUTES

Date: _____

Date Agenda posted: _____
(72 hours prior to meeting)

Annual Required Items – Check if on Agenda

Training of Responsibilities	<input type="checkbox"/>	School Attendance	<input type="checkbox"/>
Elect Officers	<input type="checkbox"/>	Assist with development of Needs Assessment	<input type="checkbox"/>
Elect DELAC Representative	<input type="checkbox"/>	Advise SSC on Single Plan	<input checked="" type="checkbox"/>
Advise: EL Programs	<input checked="" type="checkbox"/>		<input type="checkbox"/>

Number of Committee Members present:

Call to Order _____ am/ pm

- Introductions & Attendance
- Review of Agenda
- Approval of Minutes
 - Moved by _____
 - Seconded by _____
- Report from DELAC Representative
- English Learner Identification Process
- Initial ELPAC resumed
- Great Shakeout Plan
- PSD Website Resources
- CABA P2I
- Response from SSC (previous meeting)
- Advice to SSC (use district template)
- Other Items (Parent or School Additions)

Closing

- Next meeting: _____
- Adjournment
 - Moved by _____
 - Seconded by _____

Notes for Presenter

- A meeting with the ELAC officers needs to be held to review agenda. ELAC Officers should be running the meeting with the support of PCL or EL Leader.
- ALL meetings must follow Bylaws and Roberts Rules of Order.
- ALL agendas and minutes must be posted to your school website. Agendas must be posted at least 72 hours prior to the meeting. Submit a tech work order and attach agenda/minutes.
- VERY IMPORTANT – Auditors look for comments/questions/suggestions/ made by parents. Please be sure to document parents' names and their comments within your minutes.
- ALL documentation will need to be uploaded in Title 1 CRATE. This needs to be completed MONTHLY.
- **Introductions & Attendance** – You should ask parents to type in their full name into the Chat. Print the chat as evidence of attendance or sign-in sheet. Determination of whether quorum is present. Present any new members or results of Election (if you had any vacancies).
- **Review of Agenda**
- Approval of Minutes – use the minutes of your last formal ELAC meeting.
 - Moved by
 - Seconded by
- **Report from DELAC Representative**
- **English Learner Identification Process** – Please share the English Learner Identification Chart. Explain the process and allow for Q&A. Please stress the importance of reclassify students at the right time. If a student is reclassified too early, they may fall behind because they do not continue to receive the EL services that they need. If a student is reclassified too late, then they miss other opportunities that they are entitled to receive such as two electives in middle schools and high school. This could also negatively affect their motivation and interest toward school.
- **Initial ELPAC resumed** – We resumed Initial ELPAC testing at the Parent Center on September 21st. We have tested over 200 students so far. We are about half way done. This is a state requirement. It is imperative that parents keep their appointment. We are following all social distancing guidelines from the Health Department and test administration guidelines for the ELPAC test.
- **Great Shakeout Plan** – Reach out to your site administrator for information. It would be great if the site administrator could present this information.
- **PSD Website Resources** – Navigate the PSD website and share all the resources available for parents. Tech support, For Parents section, Parent Classes section, Parent Portal, etc. Also, please demonstrate how to change the page from English to another language.
- **CABE P2I** – Project 2 Inspire workshops are being offered to DELAC representatives on Wednesdays from 2:00-3:30. This is a great opportunity. If your site DELAC reps cannot participate, please invite ELAC Officers or members. This group cannot be open districtwide and it is more personalized and requires a weekly commitment.
- **Response from SSC (previous meeting)**
- **Advice to SSC (use district template)**
- **Other Items (Parent or School Additions)**