

**English Learner Advisory Committee (ELAC)  
UTT Middle School**

DATE of POSTING: 09/23/19

**Agenda: Meeting # 1**

Date: 09/26/19

Location: Library

Start Time: 8:00 am

Proposed End Time: 9:00 am

*All staff, parents/guardians, and members of the public are invited to attend the ELAC meeting. Each person will be required to sign-in. Childcare and translators will be provided.*

- 1. Call to Order and Roll Call**
- 2. Changes/Additions to the Agenda**
  - a. Approval of Proposed Agenda
- 3. Secretary's Report**
  - a. Approval of Minutes
- 4. Committee Reports**
  - a. ELAC Report from SSC
  - b. DELAC Report
  - c. Other Committee
  - d. Other Committee
- 5. Public Comment**

This is an opportunity for members of the public to provide information to the ELAC. Please limit comments to 2 minutes.
- 6. Unfinished Business**
- 7. New Business**

**a. Committee Training**

- Review the purpose of the ELAC
- Review the duties of ELAC members.
- Review the roles and responsibilities of the ELAC officers.

**b. Nominate and Elect ELAC Officers:**

- Chairperson
- Vice-chairperson
- Secretary
- DELAC representative
- DELAC alternate

**c. Distribute Bylaws**

**d. Greene Act**

**e. District's Uniform Complaint Procedure**

**f. District's Parent Involvement Policy**

**g. Annual Notices Rights and Responsibilities**

**h. SPSA EL Program Annual Evaluation Input - Advise on SPSA Improvement Plan for English Learners**

**8. Meeting Evaluation**

**9. Adjournment**

**Materials Provided to ELAC members:**

- List of ELAC members
- Information about purpose of ELAC and the roles and responsibilities of members (*Committee Training* PowerPoint presentation slides)
- Bylaws
- Uniform Complaint Procedures – Policy, Regulations, and Forms
- District's Parent Involvement Policy
- Annual Notices Rights and Responsibilities
- Meeting Dates for the Year
- SPSA Improvement Plan for English Learners