

Site ELAC Meeting Mandated Topics & Timeline

Timeframe	Topic
Sept./Oct.	<p>Receive training materials and training, planned in full consultation with committee members, to assist members in carrying out their legal responsibilities.</p> <ul style="list-style-type: none"> o Establish ELAC/elect members o Elect at least one ELAC member to the District English Learner Advisory Committee (DELAC) o Elect ELAC officers (including DELAC representative) o Train on duties and responsibilities o Review ELAC bylaws o Nominations for ELAC officers and DELAC representative o Distribute Needs Assessment
Nov./Dec.	<p>Advise the principal in the development of a site plan for English Learners. Submit recommendations for inclusion in the SPSA.</p> <ul style="list-style-type: none"> o Review EL student data (ELPAC, CAASP etc.) o Review programs, goals and objectives for EL students (SPSA) o Review LCAP goals related to ELs o Gather recommendations from ELAC Needs Assessment to share with the Site Council (to inform the site EL plan/SPSA)
Jan./Feb.	<p>Assist in the development of the school-wide needs assessment and ways to make parents aware of the importance of regular school attendance.</p> <ul style="list-style-type: none"> o Discuss ideas for promoting attendance o Discuss EL needs assessment, timeline & outreach to families o Agendize review of results with ELAC
March/April	<ul style="list-style-type: none"> o Review language census data and impact on site o Discuss EL needs assessment results o Gather recommendations from ELAC to be shared with the Site Council (to inform the site EL plan/SPSA) o Review effectiveness of ELAC activities (current school year) o Plan for next school year

Annual Checklist & Certification

<p>Evidence to be maintained at the school site:</p> <ul style="list-style-type: none"> o ELAC input to the Site Council (SSC minutes demonstrating ELAC input on the development and approval of the SPSA). o Meeting sign-in sheets for each site (student names redacted). o Rosters that identifies members (EL, RFEP, EO, staff member etc.) o Meeting materials (ballots, presentations, handouts) 	<p>Evidence to be maintained on website:</p> <ul style="list-style-type: none"> o Annual Meeting calendar o Meeting notifications o Meeting agendas o Meeting minutes
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I certify that all the ELAC mandated topics were discussed. Evidence available upon request.

Site Name

Principal Signature

Date