

## English Learner Advisory Committee

October 11, 2022

[Via Google Meet](#)

5:00pm-6:00pm

Agenda

School: Carter High School

Date: 10/11/2022

Items	Actions	Notes/ Follow-up
1. Welcome and Introductions	<ul style="list-style-type: none"> <li>a) Introduction of all present</li> <li>b) Review of sign-in procedures</li> </ul>	
2. Review of Agenda	<ul style="list-style-type: none"> <li>a) Brief explanation of each item</li> <li>b) Requests for additional items</li> </ul>	
3. Home Language Survey	<ul style="list-style-type: none"> <li>a) Discuss entrance criteria</li> </ul>	
4. Presentation of the Purposes of the ELAC*	<ul style="list-style-type: none"> <li>a) Review purposes</li> <li>b) Clarify as needed</li> </ul>	
5. Presentation of the Duties of the ELAC Members*	<ul style="list-style-type: none"> <li>a) Review duties</li> <li>b) Clarify as needed</li> </ul>	
6. Presentation of the ELAC School Responsibilities*	<ul style="list-style-type: none"> <li>a) Review responsibilities</li> <li>b) Clarify as needed</li> </ul>	
7. Review of the Roles of the ELAC Officers* and Seek Nominations	<ul style="list-style-type: none"> <li>a) Present the roles of the officers</li> <li>b) Seek nominations to constitute a viable group</li> <li>c) Explain election procedures to be used at the school: general election or ratification</li> </ul>	
8. Hold Election of DELAC Representative	<ul style="list-style-type: none"> <li>a) Review duties of DELAC representatives</li> <li>b) Request volunteers or take nominations</li> <li>c) Conduct election through secret ballot or acclamation</li> </ul>	
9. Report out previous years needs assessment.	<ul style="list-style-type: none"> <li>a) Site EL Presentation</li> <li>b) Discuss findings</li> </ul>	
10. Announce Future Meeting Dates	<ul style="list-style-type: none"> <li>a) Provide a calendar</li> <li>b) Set meeting date and times</li> </ul>	
11. Adjournment	<ul style="list-style-type: none"> <li>a) Announce when minutes will be available</li> </ul>	

