



WPCS English Language Advisory Council (ELAC)

Sept. 20, 2023
4:00 PM via Zoom

	Parent and Community Members
Principal: Danielle Fee	Chairperson:
Staff: Melissa Deis	Co-Chairperson :
	Secretary:
	DELAC Representative:

Time – Person - Topic

1.0 Call the meeting to order and Introductions	5 minutes - Danielle Fee
2.0 Introductions	5 Minutes - Danielle Fee
3.0 ELAC Role (Help develop LCAP regarding EL programs and do needs assessment) Overview of Bylaws	10 minutes- Danielle Fee
4.0 Requirements, Duties and Selection (By Laws): Chairperson: must be a parent member of the committee and retains the right to vote. Co-Chairperson: must be a parent member of the committee and retains the right to vote. Assists the facilitator and fills in if the facilitator is not present. Secretary: The secretary must be a member of the committee, but does not need to be a parent of an English Learner. The Secretary maintains all written records of the committee, including all correspondence, a register of the addresses and telephone numbers of the committee members and copies of the minutes and agendas. Representative To DELAC: The DELAC representative and/or alternate represents the site ELAC and transmits to the site ELAC information provided at the DELAC monthly meetings.	15 minutes - Danielle Fee
5.0 Meeting Dates, times, and location	5 minutes- Danielle Fee
6.0 LCAP review	10 minutes- Danielle Fee
7.0 School Compact & Parent Involvement Policy	10 minutes - Danielle Fee
8.0 Open Discussion of parent and community Items of interest for future meetings. Review of SWUN Math, technology you can use at home, etc.	10 minutes - Danielle Fee
10.0 Adjournment	
2023-2024 Proposed Meeting Dates	

ELAC: WPCS	DELAC: District Office (9:00-10:30 AM)	
Sept. 20th	Oct. 10th	
Oct. 18th	Dec. 12th	
Dec. 20th	Feb. 27th	
Apr. 24 th	Apr 23 rd / May 2 nd	

Interpreters in Spanish and/or others as needed

Questions: English Learner Department at 566-1600 ext. 50184