

**SAMPLE SCHOOL MEETING AGENDA**  
**For ELAC**

**NOTE: Agenda must be posted at least 72 hours before ALL meetings.**

**Los Angeles Unified School District**  
**(Insert School Name)**  
**(Insert Committee/Council Name)**  
**AGENDA**  
**(Insert Date)**

- |   |                   |
|---|-------------------|
| <b>I. Welcome/Call to Order</b>   | Chairperson       |
| <b>II. Flag Salute</b>  | Member            |
| <b>III. Public Comment(s)</b><br>Specify the number of persons and time limit for each speaker<br>Announce at the beginning of the meeting  | Parliamentarian   |
| <b>IV. Roll Call</b>  | Secretary         |
| <b>V. Minutes (Action Item, if items require vote)</b>  | Chairperson       |
| <b>VI. Principal’s Update</b>   | Principal         |
| <b>VII. Unfinished Business (Action Item, if items require vote)</b><br>Item(s) must have a motion from the previous meeting  | Chairperson       |
| <b>VIII. Presentation(s)</b>  | Name of Presenter |
| <b>IX. New Business (Action Item, if items require vote)</b><br>Item(s) should have been introduced/agreed to during agenda planning.<br>Item(s) must contain specific details relevant to program, needs, and funding.<br>The agenda items which require voting should be labeled as “Action Items.” | Chairperson       |
- ELAC agendas must include:
    - Provide written advice to the SSC regarding the School Plan for Student Achievement, programs, and services for English learners
    - ELAC must advise on the annual review/evaluation of the School Plan for Student Achievement in writing

- Items related to the school’s program for English learners, including the School Plan for Student Achievement, needs assessment, student attendance
- Review of student achievement data for English learners, including English Language Proficiency Assessments for California (ELPAC) pass rates, reclassification rates, and Long-Term English Learner data
- Items related to parent involvement, including parent education classes to support their children’s progress in English and overall achievement

**X. Agenda Recommendations (Action Item)** Vice-Chairperson  
Include items of “unfinished business” supported by a motion  
Include items that are “new business” supported by a motion

**XI. Announcements** Parliamentarian

Visitors’ parking is limited. Please make plans to carpool or to arrive early. To review obtain copies of materials, please visit the main office of XXXXXXXXXXXX School. To request a disability-related accommodation under the Americans with Disabilities Act (ADA), please call XXXXXXXXXXXX at (XXX) XXX-XXXX or email her/him at [XXXXXX@lausd.org](mailto:XXXXXX@lausd.org) at least 24 hours in advance. Individuals wishing to speak under the Public Comment section on sign up by \_\_\_\_\_ and should plan to arrive early, as they can no longer register after the Public Comment section on the agenda passes.