## ELAC TIMELINE 2010-2011

### For All ELAC meetings
- Create agenda with ELAC Chairperson or ELAC leadership
- Prepare fliers with agenda for meetings and post 72 hours in advance
- Maintain ELAC binder w/ meeting documents: fliers, agendas, minutes, sign-in sheets, by-laws and keep in public place

- At a minimum, schedule four ELAC meetings throughout the year and address four ELAC tasks. Monthly ELAC meetings recommended.

<table>
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<th>Month</th>
<th>Tasks</th>
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| September | - School prepares for elections  
- Refer to existing ELAC by-laws  
- Post notification and invite EL parents to informational meeting on ELAC  
- Send out ELAC election /nomination letter  
- Prepare ELAC ballot  
- Distribute ballot to EL parents  
- Hold elections |
| October  | - ELAC elections finalized |
| November | - Announce ELAC members  
  Publicize (e.g., school newsletter, bulletin board, school event)  
- ELAC meeting / training with new officers  
  - Train officers on respective duties and responsibilities and elect DELAC representative  
  - Schedule ELAC tasks and create calendar  
- Align tasks to offer advice to School Site Council (SSC) on the following topics  
  - Balanced Score Card/Single Plan for Student Achievement (BSC/SPSA)  
  - EIA/LEP budget (Economic Impact Aid/ Limited English Proficient) |
| December | - ELAC December and January agendas  
- DELAC General Assembly January 19, 2011 |
| January  | - ELAC provides advice and assists in development of School Plan (BSC/SPSA)  
- DELAC General Assembly March16, 2011  
- ELAC provides advice to SSC on EIA/LEP budget for 2011-2012 |
| April    | - ELAC April agenda |
| May      | - DELAC General Assembly May 18, 2011 |