

**SAMPLE SCHOOL MEETING MINUTES FOR
ENGLISH LEARNER ADVISORY COMMITTEE (ELAC) AND
SCHOOL SITE COUNCIL (SSC)**

Los Angeles Unified School District
Name of School Committee/Council
Minutes (*Sample*)
Date of Meeting

I. WELCOME/CALL TO ORDER

- a. (Name), (title), welcomed the committee/council.
 - i. *(The principal/designee or Chairperson usually offers greetings.)*
- b. The meeting was called to order at (time) by (name), (title).

II. FLAG SALUTE

- a. The Pledge of Allegiance was led by (name), (title).

III. PUBLIC COMMENT

- a. An opportunity was given for members of the public to present to the committee/council.
- b. The public was allowed a limit of two minutes per speaker to address the committee/council.
- c. There were (number) people making public comments, or not members of the public addressed the committee/council.

IV. ROLL CALL

- a. Roll call was conducted by (name)
- b. The quorum was established/not established.

V. MINUTES

- a. The minutes were read aloud by (name), member.
- b. The members were given time to read the minutes in silence.
- c. The following changes/additions were made to the minutes, or no changes were made.
- d. The motion to accept the minutes was made by (name), member.
- e. The motion was seconded by (name), member.
- f. The results were (number of members) in favor, (number of members) opposed, and number of members) abstentions.
- g. The motion carried/motion failed.

Vi. PRINCIPAL'S UPDATE

- a. The principal spoke about the following topics: _____
- b. The principal gave a school update or shared information about the following topics: .

- c. The principal discussed the following and asked for feedback: _____
- d. Information was provided, and handouts were available to the members and the public.
- e. A “question and answer” session followed.

VII. UNFINISHED BUSINESS

- a. The committee/council discussed the following unfinished business, or there was no unfinished business.
- b. There was a decision to refer the unfinished business to an ad hoc committee. The motion was made by (name), member, and seconded by (name), member. The results were (number of members) in favor, (number of members) opposed, and (number of members) abstentions. The motion carried/motion failed.

VIII. PRESENTATION ON SCHOOL PLAN FOR STUDENT ACHIEVEMENT AND RELEVANT DATA

- a. (Name), member, introduced new items of business to the committee/council. He/she proposed the following subject for the next meeting: _____.
- b. The following information is one of the legal mandates of the committee/council: _____.
- c. Information was provided through a verbal report or a handout that was made available to all members and to the members of the public.
- d. A “question and answer” session followed the presentation.
- e. He/she provided the committee/council with his/her contact information.

IX. NEW BUSINESS

- a. (Name), member, introduced new items of business to the committee/council. He/she proposed the following subject for the next meeting: _____.
- b. A vote was taken on the items of business. The motion was made by (name), member, and seconded by (name), member. The results were (number of members) in favor, (number of members) opposed, and (number of members) abstentions. The motion carried/motion failed.
- c. No action was taken on new business.

X. AGENDA RECOMMENDATIONS

The advisory committee moved a motion to send a written recommendation to the SSC regarding programs and services to support students’ academic needs. The motion was made by (name), member, and seconded by (name), member. The results were (number of members) in favor, (number of members) opposed, and (number of members) abstentions. The motion carried/motion failed.

XI. ANNOUNCEMENTS

- a. (Name), (title), announced the following items: _____.

- b. He/she gave information about the following event: _____.

XII. ADJOURNMENT

- a. A motion to adjourn the meeting was made by (name), member.
- b. The motion was seconded by (name), member.
- c. The results were (number of members) in favor, (number of members) opposed, and (number of members) abstentions.
- d. The motion carried/motion failed.
- e. The meeting was adjourned at (time).

ADD TO THE BOTTOM OF ALL MINUTES DOCUMENTS.

- ▶ These minutes were submitted by (print name), secretary, have been posted on the school website and were distributed to every member.
- ▶ Minutes are signed and dated by the secretary.