

# Agenda 1

School: Portola High School

Meeting Date: 9/12/24

[Meeting Slides](#)

Items	Actions	Notes/ Follow-up
1. Welcome and Introductions	a) Introduction of all present b) Review of sign-in procedures	
2. Review of Agenda	a) Brief explanation of each item b) Requests for additional items	
3. ELAC Training Presentation	a) State Definition of English Learner b) Advise the principal and school staff on the programs and services provided to English learners <ul style="list-style-type: none"><li>- English learner achievement</li><li>- ELD instruction</li><li>- Enrichment and intervention</li></ul> c) Assist with the school's efforts to make parents aware of the importance of regular school attendance d) Overview of EL Support Structure at PHS	
4. Explanation of DELAC	a) DELAC: District English Learner Advisory Committee b) DELAC Meeting Dates: (Zoom 4-5:30pm) <ul style="list-style-type: none"><li>i) 10/8</li><li>ii) 1/14</li><li>iii) 3/4</li><li>iv) 5/6</li></ul> c) DELAC Representative: Attends DELAC Meetings on Behalf of Portola High School	
7. Hold Election for officers	a) Conduct election through secret ballot <ul style="list-style-type: none"><li>- President</li><li>- Vice President</li><li>- DELAC Representative</li><li>- Secretary</li></ul>	

8. Review Needs Assessment Results	a) Parents share input for felt student needs b) Review EL Progress and changes from 23-24 school year	
9. Announce Future Meeting Dates	a) Future Meetings - Meeting 2: 1/23/25 6:00-6:30pm - Meeting 3: 5/8/25 6:00-6:30pm	
10. Other Items:		
11. Adjournment	a) Minutes will be available tomorrow (sent via email)	