

	<b>English Learner Advisory Committee</b> <hr/> School Name  <b>COMITÉ CONSEJERO ESCOLAR          para ALUMNOS QUE ESTAN APRENDIENDO          INGLÉS</b>	
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Date

**MINUTES**

**I. Opening**

\_\_\_\_\_, President, called the meeting to order at \_\_\_\_\_ (time).  
 Officers, faculty present and members of the audience introduced themselves.

**II. Guest Speakers**

\_\_\_\_\_-\_\_\_\_\_ Information provided by guest speaker.  
*Name Program*

**III. Approval of Minutes**

Members reviewed minutes from previous meeting. Motion was made by \_\_\_\_\_ to approve minutes as presented or as amended. The motion was seconded by \_\_\_\_\_. The members voted to (not) approve the minutes. The minutes were approved by the majority as written (as amended).

**IV. Officer Reports**

\_\_\_\_\_-\_\_\_\_\_ Information shared by officer.  
*Officers Name Position*

**V. Old Business**

Old business that was previously discussed. (Narrative)

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**VI. New Business**

New business that was discussed. (Narrative)

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**VII. School Reports/ Comments and /or Concerns**

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**VIII. Adjournment**

The motion was made to adjourn the meeting by \_\_\_\_\_ from \_\_\_\_\_ school. It was seconded by \_\_\_\_\_ from \_\_\_\_\_ school. The meeting was adjourned @ \_\_\_\_\_.

