I. Mrs. Sauceda welcomed everyone and introductions took place: Alma Miranda, Ivonne Flores, Maria Teresa Flores, Maria Maya, Jennifer Sauceda, y Rosaura Rivera.

II. The meeting was called to order at 6:11 p.m.

III. Call was made for any additions/omissions of issues on the agenda, which there were none.

IV. Public Comments: Mrs. Ivonne Flores (DELAC Representative) gave notice that she will not be able to attend some of the meetings in the coming months. It was discussed who will attend instead.

V. Reading and approval of the minutes

VI. New Issues: The rules of the board and the responsibilities of ELAC members were read, as well as the purpose of both committees (ELAC & DELAC)
   A. The basic concepts of ELAC were reviewed
      a. ELAC regulations were read
      b. The purpose of ELAC was explained
      c. The Parliamentary Procedures were discussed
         i. Statutes
         ii. Robert's Rules: the mandatory actions that must take place at each meeting.
      d. The Roles and Responsibilities of the ELAC officers were explained
      e. Nominations and election of the following ELAC officers were discussed
         i. president — Maria Teresa Flores
         ii. Vice President — Sabina Elena
         iii. secretary — Jose Delgado
         iv. DELAC official representative — Ivonne Flores
         v. alternate representative of DELAC — Maria Elena Gomez

   The possibility of adding the position of a time monitor was discussed to respect everyone's time and for everyone to have the opportunity to express themselves. Ivonne Flores asked if a flyer had been sent home and when. Ms. Maya replied that the flyer had barely been sent today. Phone calls will be made by committee members for the next meeting to invite our parents to attend meetings.

   B. The Uniform Complaint Procedure of MUSD was explained, including the Requirements of the Williams Act. It was shared that it is our duty to inform our parents that this is the law in all schools.

   C. It was explained how the initial identification of students and the ELPAC exam are carried out.

   D. The ELPAC Exam was discussed. It begins the first time the student enters school for the first time or if they are new to the state of California.

   E. It was said that the new notification letter for parents should have arrived by now. If they have questions, they can bring it and staff can help them process the information.

   F. Parents present completed the Needs Assessment. Mrs. Flores informed that in DELAC it was said that the Needs Assessment must be completed by all EL parents, not only by those present at the meetings. This will be sent home as soon as possible.
      1. A brief discussion took place on ways to encourage parents of English Learners to complete and return the surveys, and set an appropriate date for them to return them to school.

   G. The ELAC calendar was shared: 11/19, 1/21, 3/17 and possibly December 13.

VII. DELAC representative report

VIII. There was a brief Promotion of the instructional program in two languages

IX. Announcements: There were no none.

X. Next Meeting: November 19 at 6:00 p.m.

XI. Meeting adjourned at 7:05 p.m.; Ivonne Flores seconds the motion.