

Pershing Elementary School
Madera Unified School District
English Learner Advisory Committee (ELAC)
Meeting # 1-MINUTES

Zoom link: [ELAC meeting #1 Link](#)
October 7th, 2021 @ 3:37PM-4:42PM

- I. Welcome and Introductions** - *Members Present: Rosa Benitez-Teacher, Laura Ruiz-Parent, Robert Joya-Parent, Mary Pacheco-Parent, Norma Sanchez-Parent, Yahaira Sanchez-Teacher, Christina Riche'-VP, Esther-Parent, Sara Reyna-Parent, Catalina Diaz-Parent, Javier Hernandez-Parent, Lisa DeLaPeña-Principal*
- II. Call the meeting to order @ 3:37pm and meeting norms reviewed**
- III. Call for additions/deletions of agenda items** - *none presented*
- IV. Public Input** - *none presented*
(Any meeting held by a council or committee specified in subdivision (b) shall be open to the public and any member of the public shall be able to address the council or committee during the meeting on any item within the subject matter jurisdiction of the council or committee. 15 minutes is allocated for public input.)
- V. New Business**
- A. ELAC Basics**
- a. ELAC Norms - *Mrs. Riche' referenced how norms had been discussed*
 - b. Purpose of the ELAC - *School responsibilities and definition of ELAC provided by Mrs. Riche. Additionally, she explained the purpose of DELAC and how the two work committees work in conjunction.*
 - c. Parliamentary Procedures
 - i. Bylaws - *Pershing ELAC By-Laws presented and reviewed by Mrs. Riche'*
 - ii. Robert's Rules - *reviewed by Christina Riche'*
 - e. Roles and responsibilities of ELAC officers - *explicitly defined and described by Mrs. Riche'*
 - f. Nominations & Elections for ELAC officers: *Mrs. Ruiz expressed the importance of parent voice for their child.*
 - i. Chairperson - *Christina Riche' nominated. Lisa Delapeña made the motion, Mrs. Benitez seconded it.*
 - ii. Vice-Chairperson - *Laura Ruiz was nominated. Christina Riche' motioned to elect Mrs. Ruiz, Mrs. Delapeña seconded it.*
 - iii. Secretary - *Christina Riche' nominated Lisa Delapeña. Lisa Delapeña respectfully declined. Norma Sanchez nominated herself; Delapeña entertained the motion to elect Norma Sanchez, seconded by Christina Riche*
 - iv. DELAC representative - *Mrs. Ruiz asked if she could hold both positions as DELAC Rep and ELAC Vice Chairperson. After that was confirmed, Mrs. Riche' nominated Mrs. Ruiz for DELAC Rep and Mrs. Delapeña seconded it.*
 - v. DELAC alternate representative - *Norma Sanchez was nominated as the alternative. Mrs. Riche' motioned to elect Mrs. Sanchez, seconded by Mrs. Ruiz.*
- B. MUSD's Uniform Complaint Procedures, including William's requirements** - *A description of the process and procedures regarding UCP was presented by Mrs. Riche'. This included how William's requirements are integrated into the process.*
- C. Initial student identification & ELPAC Testing** - *Mrs. Riche' explained how students are identified as English Learners. Additionally, she described the ELPAC Test and the language areas that are assessed: Listening, Speaking, Reading & Writing. Finally, she informed parents of upcoming testing and its importance.*
- D. Needs Assessment Survey** - *Mrs. Riche announced that the Needs Assessment Survey would be sent to parents on Oct. 8th. Results will be presented at the next meeting on November 18th.*
- E. New Parent Notification Letter** - *The letter was displayed on the screen. Mrs. Riche' shared that*

Pershing had 13 Fourth-Sixth Graders reclassified in the 1st Quarter. Also reviewed was ELPAC results & student program placement.

F. ELAC Calendar - Dates for the year's meetings was displayed: 11/18/21, 2/17/21, 3/3/21, 4/7/21

At this time, the DLI Teachers, Mrs. Benitez & Miss Sanchez, were invited to describe the DLI Program. They introduced a parent whose child is in the program who commented on her current experience for her as a parent and for her child. Additionally, the teachers described the activities got Hispanic Heritage Week.

Mrs. Ruiz then asked what is conducted during the 45 minutes of ELD. Discussion followed and teachers contributed to their daily ELD routine. Additionally, she requested any tips for parents to assist their children at home. Discussion followed with helpful ideas and suggestions.

VI. Next Meeting November 18th - After the next meeting date was announced a raffle proceeded. The winners of prizes were Laura Ruiz, Catalina Diaz and Sara Reyna.

VII. Adjournment @ 4:32pm

Pershing Elementary
Distrito Escolar Unificado de Madera
Comité Consejero de Aprendices del Inglés (ELAC, por sus siglas en inglés)
Reunión # 1-Agenda
Enlace de Zoom: Enlace de la reunión # 1 de ELAC
7 de octubre a las 3:30 PM

I. Bienvenida e Introducción

II. Llamar la reunión al orden (*Una moción no es necesaria*)

III. Llamado para cualquier adiciones/omisiones de asuntos en la agenda

IV. Comentarios del Público (cualquier reunión hecha por el concilio o comité especificado en la subdivisión (b) debe ser abierto al público y cualquier miembro del público puede dirigirse al concilio o comité durante la reunión en cualquier artículo dentro de los asuntos de la jurisdicción del concilio o comité. 15 minutos están apartados para los comentarios públicos.)

V. Asuntos Nuevos

A. Conceptos básicos de ELAC (capacitación y materiales apropiados para ayudarles a cada miembro a cumplir sus responsabilidades consejeras requeridas legalmente)

a. Los reglamentos de ELAC

b. El propósito de ELAC

c. Procedimientos Parlamentarios

i. Estatutos

ii. Reglas de Robert (Robert's Rules)

d. Funciones y Responsabilidades de los oficiales de ELAC

e. Nominaciones y elección de los oficiales ELAC

i. presidente

ii. vicepresidente

iii. secretario

iv. representante oficial de DELAC

v. representante alterno de DELAC

B. Procedimiento Uniforme de Quejas de MUSD, incluyendo los requerimientos Williams

C. Identificación inicial de estudiantes y el examen ELPAC (*si es aplicable-* informar a los padres de los exámenes y su importancia)

D. La evaluación de necesidades

E. Nueva carta de notificación para los padres

F. Calendario de ELAC

X. Próxima Reunión 18 de Noviembre

IX. Terminación

Fecha que se Publicó: **4 de octubre - Parent Square**

(Las notificaciones de las reuniones deben ser puestas en la escuela o lugares apropiados accesible al público, a lo menos 72 de horas antes del tiempo de la reunión. Los avisos deben especificar la fecha, horario y lugar de la reunión y contener una agenda describiendo cada artículo de los asuntos que serán discutidos o desempeñarán. *Las copias de todos los materiales distribuidos deben ser adjunto a las minutas oficiales de la secretaría. Estas minutas se deben guardar por 3 años.*)