



Berenda Elementary

“Home of the Broncos”

26820 Club Drive, Madera, CA 93638
Ph: 559.674.3325 Fax: 559.674.5617

Carsten Christiansen - Principal
Michelle Watson - Vice Principal

English Learner Advisory Committee (ELAC)

Minutes

September 1, 2022

.Welcome and Introduction

Parents and staff signed in. Welcome and introductions were made.

I. Call the meeting to order

Mrs. Castanon called the meeting to order at 3:15pm. Those present introduced themselves. No one joined the meeting via Zoom; all attendees joined the meeting in-person.

II. Call for additions/deletions of agenda items

Mrs. Castanon called for any additions/deletions to the agenda. There were none.

III. Public Input

Mrs. Castanon asked if anyone needed time for public input. No one needed to give input.

V. Reading and approval of the minutes

-Mrs. Castanon read and reviewed minutes from last meeting. Mrs. Simpson motioned to approve the minutes and Mrs. Kubota provided the second.

.New Business

A. ELAC Basics

-Mrs. Castanon explained purpose of ELAC and its norms. ELAC committee must contain parents that have EL students. She reviewed the parliamentary procedures, bylaws and Robert's rules. ELAC Norms were presented via a slide presentation. Mrs. Castanon explained the purpose of the ELAC committee and the roles and responsibilities of ELAC officers.

-Mrs. Watson reviewed responsibilities for each officer. Chairperson attends all ELAC meeting and helps prepare agendas and follows duties by ELAC bylaws. Vice-Chairperson attends meetings and helps chairperson conduct meetings. Secretary attends all meetings, takes notes, maintains names and phone numbers, types minutes and signs.

Mrs. Castanon explained that there were officer positions open and asked if there were any nominations for vice-chairperson, secretary and/or DELAC alternante. There were none.

B. MUSD's Uniform Complaint Procedures, including William's requirements

-Mrs. Watson reviewed the procedures for complaints and provided parents with the Complaint Procedure Form. She said that it's always a good idea to start with the principal first if there is a problem.

-Mrs. Watson also informed parents about the Williams Act. It makes sure the class is in good order, clean, and ensures every student has books.

A. Initial student identification & ELPAC Testing

Mrs. Watson then explained ELPAC testing and initial student identification. ELPAC consists of 4 domains: Reading, writing, listening, and speaking. TKs,



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Kinders and students from other countries that speak a language other than English are initial tested. Mrs. Watson explained there is also annual testing given in spring for all EL students.

-CAASPP information was provided. Parents were informed results and info is sent in the mail.

A. New Parent Notification Letter

Mrs. Watson explained the Parent letter for initial testing is sent home at the beginning of the school year.

A. Conduct a Needs Assessment

Those in attendance agreed it would be best to send the needs assessment home via backpack since there were very few parents in attendance and because we had a good return last year when that procedure was followed.

H. ELAC Calendar

-ELAC and DELAC calendar was provided.

-Mrs. Watson announced it's very important to attend DELAC meetings because Berenda will get a voice or vote in district decisions. LCAP meeting is also important, they discuss where funding goes.

VII. DELAC Representative Report

Mrs. Castanon gave her DELAC report.

VIII. Dual Language Instruction Program Promotion & Announcements

Mrs. Watson explained the DLI program.

IX. Next Meeting

-November 16th

X. Adjournment

-Meeting adjourned at 4:17pm

Date Posted: _____

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.