



**Nishimoto Elementary School**  
26460 Martin Street  
Madera, CA 93638  
(559) 664-8110 Fax: (559) 664-8343

*Erin Falke, Principal*

*Katie DeLeon, Vice Principal*

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English Learner Advisory Committee (ELAC)  
Minutes

Friday, September 5, 2024 – 5:30 pm

- I. Welcome and Introductions
  - A. Mrs. DeLeon, VP, and Lorena Lopez, interpreter, introduced themselves.
- II. Call Meeting to Order- 5:40
- III. Call for any additions/deletions of items
  - A. None
- IV. Public input
  - A. None
- V. New Business
  - A. ELAC Basics
    - i. Mrs. DeLeon explained the purpose of ELAC
    - ii. Parliamentary Procedures –
      - a. Robert's Rules of Order
        - a. This was not reviewed
    - iii. Roles and Responsibilities of ELAC officers
      - a. Mrs. DeLeon explained the various roles. Parents may be interested in having a role, president and vice president. Mrs. DeLeon will follow up next week.
    - iv. Nominations and Elections for ELAC officers
      - a. This did not occur
  - B. MUSD's Uniform Complaint Procedure – Williams requirements and review
    - i. Mrs. DeLeon explained the process and will send the document via Parent Square to parents.
  - C. ELPAC Test
    - i. Mrs. DeLeon explained the what, who, when, and why of the Initial and Summative ELPAC test
  - D. Parent notification letter



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- i. Mrs. DeLeon shared a sample of the 2-23-24 PNL and told parents they will receive the score report in October.
  - E. Annual Needs Assessment
    - i. Both parents completed this in paper.
    - ii. Mrs. DeLeon will send out a Google Form to parents of ELL's.
  - F. CCSPP- CA Community Schools Participation Program
    - i. Mrs. DeLeon gave a brief overview of CCSPP. She focused on the student advocate, Playworks, and Parent Resource Center.
      - a. She showed parents how to access the Parent Resource Center
  - G. Next Meeting- October 23, 2024
  - H. Adjournment: 6:17