



Desmond Middle School

26490 Martin Street

Madera, Ca 93638

ELAC Meeting

(English Language Acquisition Committee)

You are invited to Desmond Middle School's ELAC meeting! The committee will meet to advise the school regarding the English Learner program at Desmond and ways to better serve the needs of the English Learner students. This meeting, we will discuss attendance and tardies. Please plan to attend!

Date: Thursday, September 12, 2013

Time: 6:00pm to 7:00pm

Place: At Desmond Middle School's Library

*Raffle and snacks

Future Meetings:

December 5, 2013

February 6, 2014

March 27, 2014

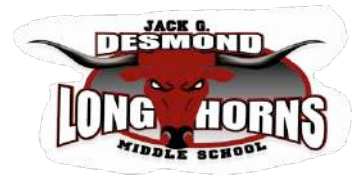
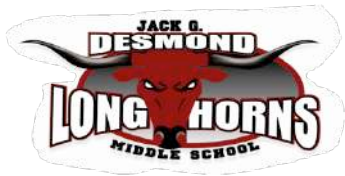
May 22, 2014



Madera Unified School District
School Letterhead

English Learner Advisory Committee (ELAC)
Agenda-Meeting #1

- I. Welcome and Introduction**
- II. Call the meeting to order.** *(A motion is not necessary.)*
- III. Call for any additions/deletions of agenda items.**
- IV. Public Input** *(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. Reading and approval of the minutes.**
- VI. New Business**
 - A. ELAC Responsibilities** *(Provide appropriate training and materials to assist each member in carrying out his or her legally required advisory responsibilities.)*
 - a. Review the purpose of the ELAC
 - b. Review the duties of the ELAC members
 - c. Review the roles and responsibilities of ELAC officers
 - d. Nominate and elect ELAC officers: chairperson; vice-chairperson; secretary; DELAC representative; and DELAC alternate
 - B. Election for member to participate in the DELAC**
 - C. MUSD's Uniform Compliant Procedures, including William's requirements.**
 - D. Title III, Annual Measurable Achievement Objective Parent Notification Letter** *(if applicable)*
 - E. 2013 CELDT testing** *(inform parents of upcoming testing and importance)*
 - F. CELDT Parent Notification Letter** *(Initial letter)*
 - G. Conduct a Needs Assessment Survey**
 1. Review the survey questions and rating rubric
 2. Distribute the survey for parents to complete at the meeting
 3. Discuss ways to encourage parents of English learners that did not attend to complete and return the survey
 4. Share with parents how the survey will provide the school with the information necessary to allocate services as indicated in the Needs Assessment Survey



H. 2013-14 ELAC Calendar (Provide copy of the meeting dates)

- VII. Announcements**
- VIII. Next Meeting**
- IX. Adjournment**