

**Day Middle School ELAC Minutes**

**Date: 1/15/20**

**Location: Room 304**

**Time: 1:30 pm**

**Prepared by: April Zickefoose**

| <b>Topic/ Presenter</b>   | <b>Discussion Points</b>   | <b>Parent input</b> |
|---|--|---------------------|
| <b>DELAC Report</b>   | <b>District Survey Results<br/>Reclassification<br/>Presentation</b>   | <b>N/A</b>          |
| <b>Legally Required Topic:<br/>The Importance of School<br/>Attendance</b>  | <b>Impact of attendance on<br/>academic success</b>  | <b>N/A</b>          |
| <b>Parent Needs/Interests:</b>  | <b>N/A</b>   | <b>N/A</b>          |
| <b>Site Needs:<br/>Dashboard Data<br/>Presentation - Input on<br/>Actions to Improve EL<br/>student Group Performance</b> | <b>EL students identified as<br/>struggling in mathematics<br/>and with Chronic<br/>Absenteeism - Discussed<br/>refinement of EL progress<br/>monitoring process,<br/>utilization of EAs (providing<br/>additional training)</b> | <b>N/A</b>          |
| <b>Other: Input for LCAP</b>  | <b>Continue provision of LCAP<br/>counselor who provides<br/>support to ELs; Provide Duo<br/>Lingo access to assist with<br/>language development</b>  | <b>N/A</b>          |

**Suggestions for Next Meeting:**

| <b>Item/Action</b> | <b>Responsibility</b> | <b>Timeline</b> |
|--------------------|-----------------------|-----------------|
| <b>N/A</b>         |                       |                 |

**\*\*\*Prepare ELAC Report for DELAC\*\*\***

Meeting adjourned at: \_\_\_\_\_ 2:18 pm \_\_\_\_\_

| <b>Date Accomplished</b> | <b>Reference of Legal Requirements</b><br><i>(You do not need to cover all of them in every meeting. However, all need to be covered by May.)</i>   |
|--------------------------|---|
| 10/2/19                  | <ul style="list-style-type: none"><li>• Election of DELAC representative (if applicable)</li><li>• Election of parent members to serve on ELAC and subcommittees by the parents and guardians of English learners</li></ul> |
| 10/2/19                  | Training of members / officers on their responsibilities  |
| 10/2/19                  | ELAC shall assist the school in the development of the School's Needs Assessment  |
| 1/15/20                  | ELAC shall assist the school in ways to make parents aware of the importance of regular school attendance   |
| 10/2/19; 1/15/19         | Parents review and advise the principal and staff on programs and services at the site for English learners   |
| 10/2/19; 1/15/19         | Advise the SSC (4 elementary schools) on the SPSA and/or LCAP site meeting on the needs of English learners   |
| TBD                      | Training on Uniform Complaint Process (UCP) and Williams Act  |