



Quimby Oak Middle School ELAC Meeting

**March 12 & April 2, 2020 - Combined Meeting held on March 24, 2020
Meeting Minutes [DRAFT]**

I. Call to Order

A. Members emailed agenda and meeting minutes at 12:38pm on Tuesday, 3/24/2020

B. Members were shared the following information:

1. *Hello ELAC Committee,*
2. *As we hold our meeting digitally today, first let me say Thank You for being willing to participate in this format. While these are challenging times, we can accomplish much when we work together.*
3. *As you read through the meeting agenda, you will notice a few things: 1) the minutes are open to your edits. Please feel free to type your motions, etc. directly on the document. 2) there are two different color highlights. The yellow colors denote an action on your part in completing the meeting. I have written instructions in the comments to help you navigate these areas. The second color, blue, are highlights that I will use to finalize the meeting minutes once all yellow actions have been taken. Please feel free to add your comment boxes with comments/questions to any item as needed. I will be online to respond to those throughout the day, but will respond no later than 3pm.*
4. *Thank you again for your cooperation. Best wishes for continual health,*
5. *Ms. Doxie*

II. Attendees Sign in & Welcome

A. Approval of [January 30, 2020 Meeting Minutes](#)

1. Motion to Approve the Minutes made by: Claire Herbert
2. 2nd Motion by: Marena Doxie
3. Approved by:
 - a) Ms. Doxie - Aye
 - b) Ms. Herbert - Aye
 - c) Ms. Lopez - Not Present
4. Motion Passes

III. Matters from the Public

A. None

IV. New Business (*Ms. Doxie*)

A. QO School Plan: The School Plan is Quimby's goal for improving student achievement in both 7th & 8th grades. The Plan identifies overall school goals as well as department goals for addressing specific student needs and how funding will be used to meet those needs. For the purposes of ELAC we will be looking at the goals for our English Learners (EL). Attached you will find the current draft as well as its related funding. Goals were developed by school staff based on current practices, EL data, and department discussions of next steps on improving learning experiences for our EL students.

1. Review of EL Goals: Summary

- a) The School Plan [[DRAFT EL Goal](#)]: Attached for your review.
- b) The School Plan [SUMMARY EL Goal]: *In supporting our EL students, QO staff will continue to provide ample opportunities for our English Learners to acquire, practice, and become proficient in the English Language. Students will be able to utilize a variety of tools and resources to support their acquisition of English, including online software and collaborative student groups. Opportunities for supplemental learning will also be offered after school. Staff will continue to receive professional development to support teaching EL students across the content areas. Estimated Budget: \$5,044.00*

(1) Ms. Herbert commented: Strategy/Activity 5- Must the

funding of this activity be spent on GLAD training and expenditures? According to teacher input, we would rather see funding put toward new curriculum such as supplemental textbooks to the core materials.

(2) Ms. Doxie responded: Per department goals, there is \$1250 under the ELA goal for books and supplies, which includes curriculum, another \$750 of Title II funds for books and supplies (see note below), for a total of \$2000 set aside for curriculum purchases. The PD here includes those who have received GLAD training as well as whole staff training.

(3) Ms. Herbert accepted the response.

(4) Ms. Doxie updated the total amounts based on actuals in the School Plan on 3/24 at 4:46pm to represent \$5,044.00 on the ELD Plan and \$2,450.00 in the ELA Plan

c) *Additional Expenditures totaling \$2,450 designated under the ELA and Special Services goals for continued professional development and classroom supplies.*

d) *Total Budgeting Expenditure: \$7,494.00*

(1) Ms. Doxie commented that Part of this funding is \$750 designated for books and supplies.

2. Approval of the EL Goals within the School Plan

a) Motion to Approve made by: Claire Herbert

b) 2nd by: Marena Doxie

c) Approved by:

(1) Ms. Doxie - Aye

(2) Ms. Herbert - Aye

(3) Ms. Lopez - Not Present

d) Motion Passes

B. DELAC: 2/26/2020

1. The main topics of the meeting were LCAP and an update on the Dual Immersion Program offered by the District

a) [LCAP is the Local Control Accountability Plan](#)

(1) The District sent out a survey requesting parent input; 364 parents completed the survey. The results of the survey were reviewed with attendees and district performance data shared.

(2) Table groups discussed site data regarding performance of EL students as reported from the AR assessment. Students at Quimby are reading at, on average, a 4th-grade reading level for both 7th and 8th grade.

(3) Quimby is utilizing its after school intervention program, Lobos Ignite, to support EL students' language acquisition; we are looking for increases in these performance levels by the end of the year.

b) A Dual Immersion program will be implemented at Holly Oak Elementary School. The program will begin in the primary grades with the goal of adding a grade-level each year. A long-term goal is to eventually continue the program through the middle school level.

V. Announcements

A. **Out of an abundance of caution in an effort to eliminate potential spread of COVID-19 among all stakeholders, and in compliance with federal, state, county, and city policies, future ELAC in-person meetings will be suspended until further notice. Members will receive emails from the staff regarding any meeting updates or changes. Updates on meetings and agendas will be periodically updated on the QO website in compliance with EdCode.**

VI. Adjournment

A. Motion to close the meeting by: Claire Herbert

B. 2nd by: Marena Doxie

C. All in favor:

1. Ms. Doxie - Aye

2. Ms. Herbert - Aye

3. Ms. Lopez - Not present

D. Meeting adjourned at 3:00pm on 3/25/2020