



**Jefferson School ELAC Meeting Minutes**

December 4, 2023 at 9:00 a.m.

**ELAC AGENDA ITEM MINUTES**

1. Opening/Roll Call : Meeting called to order at 9:07 a.m.

**Members present:**

Principal	Teachers	Other	Parents
Ana Rivera	N/A	Daniela Baltazar, APL	Gilda Navarro, EL Parent
		Nora Ramirez, SFC	

**Members absent:**

Principal	Teachers	Other	Parents
	N/A		Maria Solis, EL Parent
			Adriana Palafox, EL Parent
			Yoselin Martinez, EL Parent

**Visitors Present**

Christine Campas, FACE	
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**Quorum:** \_\_\_X\_\_\_Yes \_\_\_No

2. Approval of Minutes from September 19, 2023  
 A copy of the September 19, 2023 minutes was distributed 72 hours prior to the meeting for initial review. The minutes from the September 19, 2023 meeting were read and approved. Ms. Rivera moved to approve the minutes. Ms. Navarro seconded the motion. Verbal Vote taken, all in favor. Motion carried.

3. Reports

3.1 DELAC Report  
 Ms. Solis, DELAC Representative, was not present. The members reviewed the synopsis from the November 8, 2023 meeting.

3.2 SSC Report  
 Mrs. Baltazar reported that during the November 14th SSC meeting the grade level teacher from 1st grade, 2nd grade, and 4th grade had provided a report in regards to their school funded field trip. 1st grade students went to the Fresno Zoo, 2nd grade students went to Murray Family Farms and 4th grade students went to the Kern County Museum. The members had also reviewed and discussed the role/responsibilities of the Academic Program Leader, Academic Coach, and Specially Funded Clerk. The members had also reviewed, discussed, and approved the 23-24 budget revisions and re-allocation (True Up) of funds as needed to meet the needs of our students.

3.3 FACE Report  
 Mrs. Campas reported that the December calendar was shared via ParentSquare last week. In addition, a hard copy will be sent home. She also reported on the events that will be taking place during the month of December.

3.4 Attendance- Review data, school goals, [Attendance Works](#) handout, and document input for improving school attendance.

Ms. Rivera reported that our Average Daily Attendance as of today is 94.7%. We are 2.8% points up from this time last year. Our goal is 96.4%. She provided an additional breakdown of our Average Daily Attendance: R-FEP students at 97.3%, English Learner Students at 95.8%. English Only Students at 93.7%, and School Overall 94.7%.

Our Chronic Absences as of today are at 21.3%. We are 14.3% points down from this time last year. Our goal is 11.2%. She provided an additional breakdown of our Chronic Absence: R-FEP students at 8.7%, English Learner Students at 12.6%. English Only Students at 27%, and School Overall 21.3%.

The Attendance Works handouts were shared with our members 72 hours prior to our meeting for initial review. The members reviewed and discussed the handouts.

4. Unfinished Business- none

5. New Business

5.1 [Needs Assessment for ELAC Input form](#)- Share Needs Assessment survey and get input from parents about adding/editing questions

A copy of the Needs Assessment survey was distributed 72 hours prior to the meeting for initial review. The members reviewed and discussed the Needs Assessment questionnaire. Mrs. Rivera reported that upon approval, the Needs Assessment questionnaire will be shared with all of our EL parents for their input on our current EL program. Input will then be shared with ELAC during our March meeting.

Ms. Rivera suggested adding a sentence to questions # 2 and 3 to explained what is Designated English Language Development Program and Integrated Language Program.

Ms. Navarro suggested adding a return date to the bottom of the form. Also, to send the form to parents in an envelope and addressed to them, with the hope to increase our response results.

Mrs. Ramirez moved to approve the Needs Assessment questionnaire with the proposed revisions. Ms. Navarro seconded the motion. Verbally voted taken, all in favor. Motion passed.

5.2 Programs for English Learners- Review ELD program and schedule

The screen was shared and the members reviewed and discussed the 23-24 ELD schedule, reclassification data, and ELD program. Mrs. Baltazar reported that 42% of our students are English Learners (approximately 217 students). So far this year 8 students have been reclassified, we also have 15 students who could possibly be re-classified if they meet the necessary requirements.

Ms. Rivera added that this year Mrs. Baltazar met with the 15 candidates to go over the requirement that they must meet to be re-classified, what it means for them to be re-classified, their scores, and a parent letter was also sent home.

Members had no additional questions or input at this time.

5.3 ELAC Input on 2024-2025 Projected Budgets & Staffing

The 24-25 Projected Budgets were presented on the screen for the ELAC members to review and discuss. Ms. Baltazar reported that the projected 2024-2025 budget allocations are as follows: Title I \$ 268,925, Title I parent \$ 4,401, and LCFF \$383,800. The members reviewed and discussed the Title I, Title I parent, and LCFF 24-25 projected allocations. .

The ELAC Input Form Form was presented on the screen. The members reviewed and discussed the proposed 24/25 staffing. Mrs. Baltazar reported that schools may spend up to 85% of each budget on staffing and fixed costs. Currently we are at 74% under Title I and 82% under LCFF. She explained that the proposal is to retain all the current categorical positions; Academic Program Leader 8hrs, Academic Coach 8hrs, Specially Funded Clerk 8hrs, and Teacher Tutor 5 hours. With the exception of the Teacher Tutor, 3 hr. The proposal is to Surplus this position due to us not having enough funds to retain this position.

The members had no additional questions or input in regards to the 24-25 projected budgets and proposed staffing at this time.

Ms. Rivera moved to approve the 2024-2025 Projected Budgets and proposed Staffing. Ms. Navarro seconded the motion. Verbal vote taken; all in favor. Motion passed. The 2024-2025 Projected Budgets and proposed Staffing were approved.

6. Upcoming Events/Announcements

6.1 DELAC Meeting- December 13, 2023, 9:00-11:00 a.m., District

6.2 ELAC Meeting- March 13, 2024, 9:00 a.m., Parent Center

6.3 SSC Meeting- December 5, 2023, 8:00 a.m., Parent Center

6.4 Winter Break-Winter Break- December 25-January 5, 2024-NO SCHOOL

7. Public Comment

There was no public comment

8. Adjournment

Meeting adjourned at 9:42 a.m. Motion made by Ms. Balthazar and seconded by Ms. Rivera. Verbal vote taken, all in favor. Motion Carried.

Respectfully submitted,

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ELAC Secretary

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Principal