

**Pittsburg Unified School District
District English Learners Advisory Committee Meeting - DELAC
1/14/2019**

Present:

Foothill: Aideé Cisneros, Adriana Medina
Heights: Martha Torres, Virginia Martínez,
 Yazmin Cano
Highlands: María Rosales
Los Medanos: Evelyn Costacurta
Parkside: María Vázquez
Willow Cove: Miriam Trejo,
 Yaneth Samperio, Miguel Alvarado
Stoneman: Martha Carabantes

Marina Vista: Dalia Medina, Laura Rodríguez
Hillview JH: María Rosales, Martha Torres,
 Martha Rodríguez, Yazmin Cano
Rancho Medanos JH: Mirtha Rivas, Adriana
 Medina, Elvia Gracían
MLK, Jr. JH: Laura Rodríguez, Ana Pérez
Pittsburg High: Martha Torres, Martha
 Rodríguez, María Rosales
Ed Services: Sandra Guardado, Lorena Asdourian

Welcome: Mrs. Rosales, our DELAC president, welcomed everyone, and the meeting was called to order at 5:37 p.m.

Approval of Minutes: Time was given to parents to read the minutes and they were also sent to them via email. Mrs. Rosales requested a first motion to approve the minutes. The first motion was done by Mrs. Dalia Medina of Marina Vista and the second motion was made by Mrs. Laura Rodriguez of MLK, Jr. JH. The committee agreed to approve the minutes of the December 10, 2018 meeting.

School Attendance: Mrs. Sandra Guardado showed a table that included the schools and the number of students per school and the whole school district. She explained that these were the enrollment numbers for each site as of January 14, 2019. Mrs. Guardado proceeded to explain that districts receive funding based on their student enrollment and the state takes into account the Average Daily Attendance (ADA).

| School Site | TK | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 14 | Grand Total |
|-----------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|------------|------------|------------|-----------|--------------|
| Foothill Elementary | 10 | 94 | 91 | 95 | 85 | 83 | 112 | 3 | | | | | | | | 573 |
| Heights Elementary | 24 | 88 | 94 | 103 | 106 | 82 | 115 | | | | | | | | | 612 |
| Highlands Elementary | 17 | 70 | 81 | 98 | 96 | 86 | 82 | | | | | | | | | 530 |
| Los Medanos Elementary | 26 | 115 | 106 | 115 | 119 | 114 | 125 | | | | | | | | | 720 |
| Marina Vista Elementary | 22 | 95 | 106 | 111 | 108 | 99 | 97 | | | | | | | | | 638 |
| Parkside Elementary | 19 | 80 | 104 | 96 | 97 | 136 | 105 | | | | | | | | | 637 |
| Stoneman Elementary | 20 | 92 | 93 | 97 | 107 | 108 | 106 | | | | | | | | | 623 |
| Willow Cove Elementary | 13 | 112 | 96 | 114 | 102 | 102 | 106 | | | | | | | | | 645 |
| Hillview Junior High | | | | | | | | 294 | 359 | 298 | | | | | | 951 |
| Martin Luther King Jr Junior High | | | | | | | | 209 | 250 | 238 | | | | | | 697 |
| Rancho Medanos Jr High | | | | | | | | 280 | 325 | 299 | | | | | | 904 |
| Pittsburg High School | | | | | | | | | | | 1078 | 820 | 808 | 674 | | 3380 |
| Black Diamond High School | | | | | | | | | | | | 17 | 123 | 102 | | 242 |
| Pittsburg Independent Lrng Cntr | | | | | | | | | 2 | 3 | 13 | 19 | 35 | 25 | | 97 |
| Black Diamond Opportunity | | | | | | | | | | | 5 | 15 | | | | 20 |
| PUSD Adult Education (CBI-50) | | | | | | | | | | | | | | | | 27 |
| Non-Public School | | | | 1 | 1 | 3 | 3 | 3 | 4 | 2 | 2 | 3 | 3 | 3 | 3 | 31 |
| Grand Total | 151 | 746 | 771 | 830 | 821 | 813 | 851 | 789 | 940 | 840 | 1098 | 874 | 969 | 804 | 30 | 11327 |

It is extremely important that students attend school daily to receive instruction and services but also to ensure that our district can receive all of the ADA possible. Increasing our school attendance has been one of our top priorities this year to the extent that parents have participated in the meetings with Mrs. Leticia Gomez Preciado (Coordinator of Parent Involvement). As a group of parents, they have come up with ideas and initiatives of how to improve daily attendance at each of the school sites.

Mrs. Sandra Guardado reviewed the information on the table, looking at the number of students by school; she then distributed another handout with the 2018-2019 ADA Overviews by Month. She explained that this document shows the percentage of daily attendance by month at each of the sites. Our goal is to have 97% average daily attendance each month by site.

**PUSD
2018 - 2019 ADA
Overview by Month**

| ELEMENTARY | Month | | | | | | | | | | | YTD |
|-------------------|-------|-------|-------|-------|-------|---|---|---|---|----|----|--------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| Foothill Elem | 97.65 | 97.30 | 96.30 | 95.68 | 93.97 | | | | | | | 96.32% |
| Heights Elem | 96.80 | 96.92 | 96.21 | 95.88 | 95.33 | | | | | | | 96.30% |
| Highlands Elem | 95.27 | 96.24 | 95.60 | 94.49 | 94.69 | | | | | | | 95.33% |
| Los Medanos Elem | 97.38 | 96.91 | 95.96 | 95.27 | 95.04 | | | | | | | 96.21% |
| Marina Vista Elem | 96.62 | 96.45 | 95.32 | 95.27 | 94.15 | | | | | | | 95.65% |
| Parkside Elem | 96.95 | 96.37 | 95.12 | 95.09 | 95.13 | | | | | | | 95.79% |
| Stoneman Elem | 95.42 | 95.48 | 95.15 | 93.67 | 94.18 | | | | | | | 94.87% |
| Willow Cove Elem | 96.70 | 97.65 | 96.52 | 95.51 | 94.37 | | | | | | | 96.28% |

| JUNIOR HIGHS | Month | | | | | | | | | | | YTD |
|--------------------------------|-------|-------|-------|-------|---|---|---|---|---|----|----|--------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| Hillview Jr High | 96.52 | 96.54 | 96.23 | 96.15 | | | | | | | | 96.37% |
| Martin Luther King, Jr Jr High | 95.08 | 96.84 | 96.03 | 95.76 | | | | | | | | 95.94% |
| Rancho Medanos Jr High | 96.86 | 96.47 | 95.99 | 96.09 | | | | | | | | 96.37% |

| HIGH SCHOOL | Month | | | | | | | | | | | YTD |
|----------------|-------|-------|-------|-------|---|---|---|---|---|----|----|--------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| Pittsburg High | 95.50 | 92.55 | 94.46 | 94.74 | | | | | | | | 94.28% |

| | Month | | | | | | | | | | | YTD |
|--------------------|-------|-------|-------|-------|-------|---|---|---|---|----|----|--------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| Black Diamond High | 90.27 | 92.10 | 93.31 | 92.03 | 89.79 | | | | | | | 91.60% |

Mrs. Guardado explained that we have 13 schools represented in this report, 8 elementary, 3 Junior Highs, 1 High School and 1 Continuation High School. As you can see on the table, each number represents the month. We have eleven school months. She explained that the percentages for Month 1 represent the average daily attendance for the month of August, the first month of school. Hence, Month 2 represents the attendance in September. She emphasized that our average daily attendance starts to drop on Month 4 (November) and takes a dip on Month 5 (December). Then the last column labeled YTD represents the total average yearly percentage of attendance by site, which takes into account all 5 months of schools.

Mrs. Guardado proceeded to highlight, as you can see all the sites are below 97%. Given that we need to increase our daily attendance, we are going to take some time to discuss and give ideas/suggestions of how we as a district can help improve our attendance.

A member stated that she noticed that our attendance goes down in month 4 and 5, our winter months. She shared that when it is really cold it is difficult to take kids to school because the students have to stand outside in the cold and wait in line until they open the school or are able to go to class. She and other members suggested that during the cold months we encourage our schools to open a little early and allow the students to go in to the cafeteria or stand in the hallways so they do not have to be outside in the cold and help prevent them from getting sick.

Another member shared that during the winter months a lot of students get sick with cold/flu and it makes it hard to send sick kids to school. Mrs. Guardado explained that if students are sick they are encouraged to stay home and get well before they return to school especially if they are running a fever or have flu like symptoms.

Mrs. Rosales, our DELAC president mentioned that in Highlands Elementary, the principal, always, keeps the students inside if it is raining or cold. It is very important that she takes care of the students and protects them from the elements.

Mrs. Rosales commented it looks like it depends on the principals. Please have communication between the district and the principals to have the students inside when they are lining up to go to schools if possible depending on the school. Sometimes it is very cold or foggy and the students are outside. The schools should do everything they can to help protect the students from the cold and rain.

Multiple members shared that the response they receive from the sites and principals regarding being able to allow the students into the cafeteria or hallways during cold or rainy mornings is that the “district does not allow the sites to open their sites earlier.

Mrs. Elvia Gracián mentioned some schools have hallways and some schools do not have any hallways, but schools should look for ways to protect the students.

Mrs. Guardado explained that in order for the schools to be able to open the cafeteria or hallways for the students it requires additional supervision for the students. She explained that this might be a reason as to why some of the sites do not make these locations available.

Mr. Alvarado suggested maybe the district can hire individuals to help with morning supervision to help keep the students inside the schools. Is that something that the district would allow?

Mr. Alvarado commented that if we talk money, you would save more money just hiring individuals that can help supervise the students in the morning to have them inside in a warm space rather than out in the cold or rain. Protecting students from the weather will help reduce the number of students who get sick from being out in the cold. He also suggested that maybe each school can have parent volunteers help with this in the morning especially those really cold rainy mornings. Each school site should have a list of parents that are willing to help with supervising students in the morning. Mrs. Guardado reminded the committee that in order for parents to be able to help supervise it will require them to complete the Volunteer Application process to ensure that we protect our students. Mrs. Guardado stated that she really liked this idea.

Mrs. Ana Pérez, Parent & Family Liaison of MLK, Jr. JH commented. We are focusing on illnesses but sometimes absences are because the students do not want to wake up or parents do not get up early to take them to school. These are the behaviors that we can change, if a student is sick then there is a valid reason why they are absent. She stated that we need to find ways to help those parents who have a difficult time getting their students to school because the students do not want to get up.

Members asked about making transportation more accessible to students who need it. The suggestion was also made regarding public transportation being an option as long as it is explained to parents and students who can access it and what routes specifically to take. More parents need to be informed of this option. A suggestion was made that the district needs to work on providing Free Bus Fare for students to access public transportation.

Mr. Alvarado shared that in his program School Smarts, a group working with Leticia Preciado, the suggestion was made to have a list of parents that are willing to transport other students but that liability was discussed and although it sounds like a great idea, it would not work.

Mrs. Ana Pérez mentioned that the Dual Language Immersion program had transportation in the past. She wondered why this is not an option anymore and why parents do not have the right to pay a fee to receive school transportation.

Mrs. Costacurta asked how the district receives these funds. Mrs. Guardado explained that the money is dispersed in allotments throughout the year and the amount distributed is based on the average daily attendance (ADA) of that reporting period.

Mrs. Guardado commented that tomorrow some of our administrators would go to Sacramento to the State Department of Education to learn what the new governor will do to help the districts. It seems that he is focusing on the early childhood education programs and community colleges.

Members asked if tardies impact the daily attendance and if tardies are reflected in these monthly and yearly averages. Mrs. Guardado explained that tardies do impact attendance especially if they are 30+ minute tardies which can accumulate to count as a full day absence.

A member commented, sometimes the students are not absent, and parents receive phone calls that the student is absent but the student was just late and the teacher does not go back to make the correction from absent to tardy.

Mrs. Ana Pérez mentioned it is important that you check on the Parent Portal Aeries every day and check on your student's attendance. It is extremely important if your student is absent because after three days they cannot change the absence.

Mrs. Virginia Martinez commented that she got a call telling her that child was absent and she was not. If we call and talk to someone in attendance they fix the absence but it has to be done that same day.

ELPAC: The ELPAC testing window is soon approaching as it starts on February 1st – May 31st. We are currently getting ready to send home a letter to inform parents that their student(s) will participate in the ELPAC summative administration. The letter will include resources of things parents can do to help prepare their students for the ELPAC exam.

The testing administration this year for the elementary sites will be similar to last year. This year the ELPAC will be administered in 4 days, 1 day for Listening, 1 day for Reading, and 2 days for Writing. All TK, Kinder and 1st grade students will be administered the test in a one-on-one setting. While 2nd – 12th grade will participate in group administration for the sections of Listening, Reading and Writing. The Speaking section will be administered in a one-on-one setting.

Mrs. Gracián commented. A parent gave me information that parents can go in to a website to practice. Mrs. Guardado then walked the members through the process of accessing the ELPAC website, www.elpac.org to access the Practice Tests that are available for students to use. Mrs. Guardado encouraged the parents to take some time to review the importance of this test with their students.

Mrs. Ana Pérez mentioned that we need to do a better job in explaining the importance of this test to the students especially those in the upper grades. She mentioned that she has participated in school rallies to help

motivate students to do well on the state tests. She said that we should do something similar for our EL students to understand and be motivated to do well on this test.

Mr. Alvarado suggested that parents need to be given this information multiple times a year and in multiple formats. It is important that the information is explained in a simple form for parents to understand and be able to have conversations with their students. Parents need to know why this test is important. Mr. Alvarado suggested creating a comic strip or cartoon like graphic to help explain the importance of this test to the parents. He feels like the information needs to be simplified for parents to understand it and be able to encourage their students to do well.

Mrs. Costacurta supported Mrs. Ana Perez' comment and said that students need to know why this test matters and why they should try their best.

Mrs. Rosales, in my child's elementary school, the teacher, on Back to School night, she always, shows the goals for the year. She gives us material, for us to work in house. In the parent conference and the report card she tells us what the child needs. We could ask for a parent meeting to hear from the teacher how our student is doing and how they are progressing with their English.

ELAC Reports:

Foothill. Mrs. Aidee Cisneros reported.

- Discussed the importance of reading and motivating students to use Imagine Learning over the two week winter break. Students are encouraged to use Imagine Learning 3-5 hours during the break to enter the Imagine Learning Winter Break Contest.
- Discussed the importance of upcoming exams (standardized state testing).
- Had a Christmas celebration with all the members.
- The next meeting will take place on Thursday, January 17.

Heights. Mrs. Martha Torres reported.

- Were given information regarding the Imagine Learning Winter Break Contest.
- Discussed the importance of reading and were encouraged to keep a reading log over break.
- We had the Christmas party.

Highlands. Mrs. Rosales reported.

- No meeting in December. Next one will be in February.
- Our teachers, principal and vice principal are motivating the students to read during the winter break. Information regarding how to access Imagine Learning and RazKids was sent home with log-in and password information. Students that read 220 minutes or more over the break will have the opportunity to win prizes like "free dress day = no uniform."

Los Medanos. Mrs. Evelyn Costacurta reported.

- The meeting will be held this Wednesday, January 16.

Parkside. Mrs. María Vazquez reported.

- No meeting in December.

Willow Cove. Mr. Alvarado reported.

- The school notified parents that the meeting was cancelled.

Marina Vista. Mrs. Laura Rodríguez reported.

- Was unable to attend the meeting because of lack of notification, did not receive a flyer or phone call.

Stoneman. Mrs. Martha Carabantes reported.

- Meeting held on December 11th, 10 people attended.
- Planned the reclassification ceremony for 66 students, will be on February 1st.
- Discussed ways to continue to support ELs to help them get reclassified.

Hillview JH. Mrs. Martha Torres reported.

- The December meeting was cancelled.
- The next meeting will be on January 22nd.
- Will have reclassification ceremony.

Rancho Medanos, JH. Mrs. Elvia Gracián reported.

- The December meeting was cancelled.
- The next meeting will be on Friday, January 18th.

MLK, Jr. JH. Mrs. Laura Rodriguez reported.

- No meeting in December. It will be this Thursday, January 17.
- Mrs. Ana Pérez, Parent Family Liaison. Reported that this Thursday, they will talk about school attendance and also about the ELPAC exam.
- On Friday, January 18th we will have an Assembly in honor of Dr. Martin Luther King, Jr. and on January 21st we will have a day of service in his honor.

PHS. Mrs. María Rosales reported.

- Meeting held on December 18th.
- The counselors presented information regarding the “a-g” graduate requirements for 4 year colleges/universities.
- Discussed the differences between UC/State/private colleges/universities.
- Gave information regarding all the opportunities that Los Medanos Community College has to offer students and how they help students transfer to a 4 year college/university.
- Next meeting will be tomorrow, January 15.

Next meeting will be Tuesday, February 12th with DAC.

The meeting was adjourned at 7:03 pm.