The School Board of Broward County, Florida
ESOL Department

ESOL Contact Meeting

Adobe Connect Sessions
Wednesday, April 11, 2012
10:00 a.m. and 3:00 p.m.

MINUTES

• School Participation:
The list of schools represented below may not be all-inclusive. Only participants that entered their names and school information on the login screen of the Adobe Connect sessions are reflected. Participants who viewed the recorded sessions are not reflected below.

Elementary
• Atlantic West • Beachside Montessori Village • Bennett • Bethune • Boulevard Heights • Broadview • Castle Hill • Chapel Trail • Coconut Palm • Cooper City • Coral Park • Coral Springs • Country Hills • Cresthaven • Croissant Park • Cypress • Dania • Discovery • Dolphin Bay • Drew, Charles • Driftwood • Eagle Point • Endeavor Primary Learning • Everglades • Flamingo • Floranada • Forest Hills • Foster, Stephen • Gator Run • Griffin • Hallandale • Hawkes Bluff • Heron Heights • Hollywood Central • Hollywood Hills • Hollywood Park • Indian Trace • Lakeside • Larkdale • Lauderdale Manors • Liberty • Lloyd Estates • Manatee Bay • Maplewood • Margate • Marshall, Thurgood • McNab • Mirror Lake • Morrow • Nob Hill • Nova Blanche • Nova Eisenhower • Oakland Park • Oakridge • Orangeflock • Palmview • Panther Run • Park Lakes • Park Ridge • Park Springs • Park Trails • Parkside • Padadena Lakes • Pembroke Lakes • Pembroke Pines • Perry, A.C. • Peters • Pinewood • Pompano Beach • Quiet Waters • Ramblewood • Riverglades • Riverland • Sea Castle • Sheridan Park • Silver Palms • Silver Ridge • Silver Shores • Sunset Lakes • Tamarac • Tedder • Tradewinds • Tropical • Watkins • Westchester • Westwood Heights • Wilton Manors

Middle
• Apollo • Arthur Ashe • Beachside Montessori Village • Coral Springs • Crystal Lake • Driftwood • Falcon Cove • Forest Glen • Indian Ridge • Lauderhill • Lyons Creek • Margate • McNicol • New Renaissance • New River • Nova • Perry, Henry D. • Pines • Pioneer • Plantation • Pompano Beach • Rickards • Seminole • Silver Lakes • Silver Trail • Sunrise • Tequesta Trace • Westglades • Young, Walter C.

High
• Coconut Creek • College Academy @ BCC • Coral Glades • Coral Springs • Cypress Bay • Dillard • Ely, Blanche • Everglades • Hallandale • Hollywood Hills • McArthur • Miramar • Monarch • Northeast • Piper • Pompano Beach • Stoneman Douglas • Stranahan • Western • West Broward


Centers
• Dave Thomas • Hallandale Adult • Seagull • Whidden Rogers • Whispering Pines

Vocational/Technical
• McFatter

Charter
• Ben Gamla Academica-5410 • Ben Gamla High-5005 • Ben Gamla Hallandale-5025 • Broward Community Charter-5315 • Central. Charter-5041 • Charter School of Excellence-5281 • City of Coral Springs-5091 • City of Pembroke Pines C/W-5081 • City of Pembroke Pines High-5121 • Dolphin Park High-5331 • Eagles Nest AcademyEL/MS-5355/5356 • Excelsior Charter-5393 • FL. Intercultural Academy-5361 • Florida Intercultural Academy W-5422 • Henry McNeal Turner-5418 • Hollywood Academy of Arts & Science-5325 • Imagine Schools @ Broward-5415 • Imagine Schools @ N. Lauderdale-5171 • Imagine @ N. Laud MS-5261 • Imagine @Weston-5111 • International School of Broward-5416 • Mavericks High N. Broward-5009 • N. Broward Academy of Excellence-5371 • Plantation Charter • Renaissance Charter @ Coral Springs-5020 • Rise Academy II-5420 • Rise Academy @Tamarac-5389 • Smart School Middle-5071 • Somerset Academy-5141 • Somerset Academy @Davie-5211 • Somerset Miramar Central-5405 • Somerset Academy @W. Davie-5211 • Somerset East Prep-5406 • Somerset Pines Academy-5030

Present from the Department:

Administrators:
• Vicky Saldala • Celina Chavez • Jenna Moniz

Instructional Facilitators:
• Mercedes Egues • Deborah Benitez-Rosa • Annette Ramos • Melinda Jones • Miriam Acevedo • Rosie Richard • Gerardo Cuneo • Barbara Day

Informational Management Technician: Martha Villa

Multicultural Resource Facilitator: Jackie Alvarez-Sepulveda

Welcome/Introductions:
Celina Chavez, ESOL Educational Specialist, began the meeting by introducing staff and also informed ESOL Contacts that the meeting information would be posted on the Department’s CAB Conference and website.

The purpose of the meeting was to share updates and reminders for the end of the school year.

I. End of the Year Testing

• IDEA Oral Proficiency Test (IPT)
  • All students, in K-12, classified LY, will need an updated Spring IPT. This data is reported to the State for progress monitoring.
• All ELLs, classified as A1-A2 in grades 5-11, must be assessed by April 27th to ensure proper placement for the 2012-2013 school year. A report will be generated to identify students who have not yet been tested and will be forwarded to Area Offices, per their request. A memo was sent to Principals on March 1, 2012.
• Students who were administered the IPT I/II after February 1st do NOT require an updated IPT test for Spring 2012.
• Remember that the IPT assessment is to be administered no sooner than four months before the last administration.
• Students in grades K-12 who score FES will have their language classification updated to C1-LY pending CELLA and/or FCAT scores.

II. Pre-Kindergarten Students classified as LY-T must be assessed with IPT I upon registration for Kindergarten

• Schools may begin assessing LY-T pre-K students no earlier than May of 2012.
  o The ELL code for students who were tested with the IPT I before the start of the school year and score NES or LES will remain LY. Assign an A1-B2 language classification code, update plan date, and change date of entry to the first day of Kindergarten on TERMS. Create an ELLSEP folder if you do not already have one. File the IPT test booklet along with the Initial Language Classification Assessment Form (Appendix F) in the ELLSEP folder.
  o Students who are tested with the IPT I before the start of the school year, but no earlier than May 2012, and score FES, must have their ELL code changed from LY to ZZ. Assign a language classification code of C2, D or E. File the IPT test booklet in the cumulative folder along with the Initial Language Classification Assessment Form (Appendix F).

• If schools wait until after the beginning of the school year to assess LY-T Pre-K students the procedure is different for students that score FES:
  o An ELL committee is convened to determine placement. If the recommendation is to place the student in the ESOL Program, a C1/LY classification is assigned. Change date of entry to first day of Kindergarten and update plan date.
  o If the recommendation is not to place student in the ESOL Program, assign a C2/LF classification. Enter exit date and update plan date. Monitor student for two years.

III. Comprehensive English Language Learning Assessment (CELLA)

• Thank you for another successful CELLA administration!
• According to the State, CELLA scores should arrive at schools in May. Schools will receive two copies of the CELLA Score Reports. One copy must be sent home and one must be filed in the ELLSEP folder along with all assessment information for ELLs.
• CELLA Proficiency Scores are available in Section 6 of the ESOL Handbook. Remember to look at the tested grade cluster when determining if students met proficiency.

IV. Testing Accommodations

• In preparation for FCAT, EOC, etc., ensure that testing accommodations are in place for all LY students. Remember that accommodations are not provided to LF students.
• Accommodations must be provided all year for LY students to maximize effectiveness: English to Heritage Language/Heritage Language to English Dictionaries, Bilingual Support, Flexible Scheduling, Flexible Setting and Flexible Timing.
• These accommodations must be documented on the Accommodations Checklist for Active English Language Learners (ELLs) (Appendix O of ESOL Handbook) and placed in the ELLSEP folder. Since accommodations are to be implemented all year, a checklist should have been included in the ELLSEP folder at the beginning of the year. Flexible setting accommodations require parent notification. An accommodation letter is available for this purpose. (Appendix P of ESOL Handbook). A copy of the letter must be placed in the ELLSEP folder.

V. Exit Criteria as of June 2012:

• K-2: CELLA Proficiency on Listening/Speaking, Reading and Writing
• 3-9: CELLA Proficiency on Listening/Speaking, Reading and Writing AND FCAT Level 3
• 10-12: CELLA Proficiency on Listening/Speaking, Reading and Writing AND FCAT Level 3 OR Concordant scores on ACT and/or SAT
• Parent Notification of Exiting Letter from the ESOL Program (Appendix N of ESOL Handbook) must be sent home for all students that met exit criteria.

VI. Updating EXIT Documentation on TERMS

• Basis of Exit Codes
  o K-2: H
  o 3-9: I
  o 10-12: J
  o K-12: L (ELL Committee)
  o For those students who exit the program, the ELL code changes from “LY” to “LF”.
  o The exited student is monitored for 2 years. Monitoring information is documented on the ELLSEP folder.
  o LF students do not receive accommodations nor do teachers have to document ESOL strategies.
  o At the end of 2 years of monitoring, the ELL code changes to LZ if the student has performed satisfactorily.
• Please note that the only way to exit an ELL at this time of the school year is through an ELL committee. After Spring IPT administration, update language classification (A1-C1) on TERMS. ELL code remains LY pending FCAT and/or CELLA scores.

VII. Resources for exiting students
• Data Warehouse report in the TEST Folder: CELLA /FCAT Test
• Report can be saved as an excel file to sort the data

VIII. Grading ELLs
• The following documents and resources are essential for grading ELLs:
  o School Board Policy 6000.1, which can be found on the BCPS website: http://www.broward.k12.fl.us/sbbcopolies/index.asp
  o ELL Grading Guidelines, which can be found in Section 4.15 of the ESOL Handbook.
  o Alternative/Authentic assessments must be implemented for ELLs in order to differentiate for all language proficiency levels.
  o Document all concerns and immediately contact parents if there is a concern about a student’s progress.

IX. Getting Ready for 2012-2013
• IPT Assessments
  o There is a new IPT Aural/Oral Form that must be ordered. A Memorandum with the purpose and ordering information was sent to all schools on March 1, 2012. The aural/oral IPT purposes and procedures have not changed.
  o Reading & Writing data for REEVAL: For ELLs that are entering years 4 and beyond of the ESOL Program, the school must show data in the areas of Listening, Speaking, Reading, and Writing to substantiate continuation in the ESOL Program. For students with an anniversary date that falls in August or September, the school is able to use CELLA and FCAT Scores. For students that have an anniversary date past October 1, CELLA and FCAT scores will be considered ‘old’ by the State. Therefore, the school will administer the new IPT Reading and Writing assessments to any REEVAL student with an anniversary date of October 1st and after in order to determine continuation in the ESOL Program.
  o There will be half-day professional development sessions offered May 22, 23, and 24, 2012 to learn about the new assessment. An elementary session and a secondary session will be offered each day. Two members of the school are invited to attend. One of the two attendees must be instructional. Registration is now available through ESS and 4 in-service points will be awarded.

• Resources available:
• Data Warehouse Reports – “Downloads” Folder LEP Student report
• ESOL Handbook

• What must be completed before October 2012 FTE?
  o Exit all students that met exit criteria.
  o An ELL committee is no longer mandatory for students that met one of the exit criteria but can ALWAYS be convened to discuss continuation in ESOL Program or any other academic issues.
  o Identify students that have been in the ESOL Program for 12 FTE periods and remove Program 130 from A10 panel. However, schools must continue providing services for students that remain LY regardless of funding.
  o Schedule ELL committee meetings for students that are entering years 4 and beyond in the ESOL Program (REEVAL) with August – mid-November anniversary date (on or before anniversary date but within 30 days) to determine continued placement.
  o Complete Instructional Program Recommendation on ELLSEP folder for all LYs at the beginning of the school year and print the A10 panel. Ensure that any TERMS screens printed are date stamped. If they are not date stamped, then a date and signature must be recorded on the print out for each student.
  o Update the Plan Date on the A23 panel to indicate the most current schedule and program recommendation for LY students.
  o Administer the IPT to any students that enter new to Broward County within 20 days of registration.

• Parent Notification of Student Placement/Continuation in the English for Speakers of Other Languages Program (Appendix H of the ESOL Handbook) must be sent home to LY students on their anniversary date.
  o Parents must be kept informed of ESOL Program placement decisions at:
    ▪ initial placement;
    ▪ for continued placement;
    ▪ and at re-entry (for students who leave the country for 90 schools days or more or students who are reclassified).
  o These forms must be completely filled out including data used for determining placement.

X. Guidelines for students who left and return

• Students who leave the country or state for 90 school days or more must be reassessed for English language proficiency due to an interruption of ESOL services upon their return.
  o Please note that the original ENTRY date may not be modified. Update the plan date and print the A07 panel and file in the ELLSEP folder to document interruption of ESOL services.
  o Send home Parent Notification of Student Placement/Continuation in the English for Speakers of Other Languages Program (Appendix H of ESOL
Handbook) and file a copy in the ELLSEP folder.

- Students transferring from another Florida school district should not have interruption of services. Every effort should be made to obtain the ESOL Program information from the other district. Procedures for documenting prior school data are documented in the Database Handbook. Review data from other county before assessing. Remember that the original ENTRY date may not be modified.

XI. Scheduling according to the K12 ESOL Plan

- Ensures proper student placement
- Maximizes effectiveness of Supplemental Materials and Home Language Support required by META Consent Decree

XII. Upcoming Events & Resources

- **Parents K12** is a web-based resource for parents and students (Elementary –Middle) that offers online instructional support in all content areas. Support is offered in English, Spanish, and Haitian Creole. Share this resource with students and parents. It is free to all ELLs. [http://portal.parentsk12.com/broward](http://portal.parentsk12.com/broward). Username: Student’s 10-digit student ID number. Password: Broward

**Follet Digital Readers** are another web-based resource for teachers and students. Students are able to log in at [http://www.broward.k12.fl.us/learnresource/](http://www.broward.k12.fl.us/learnresource/) and virtually check out literature from a vast library of informational and literary texts. Student login: esolbroward. Password: esolbroward. There are also professional books available including resources for the RtI process and ELLs, and brain-based strategies for ELLs.

- **ESOL Academic Competition**
  - Saturday, May 19th at Stranahan High School. This year’s theme is: *Within Our Differences are Our Strengths.*
  - We need volunteers! Contact Jackie Alvarez at 754-321-2918 for more information.

- **Summer Professional Development Opportunities**
  - Register through ESS for: *Academic Achievement for ELLs* June 13th and June 14th. This is a 2-day workshop. Participants are required to attend both days in order to receive inservice points.