ESOL Contact Meeting

Face-to-Face
Whidden Rogers Education Center
Wednesday, January 11, 2012
Elementary: 3:00 p.m. – 4:00 p.m. and Secondary 4:00 p.m. – 5:00 p.m.

Adobe Connect Sessions
Thursday, January 12, 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 attended the face-to-face meeting and participants that entered their name and school information on the login screen of the Adobe Connect sessions are included below.

Elementary
• Atlantic West • Banyan • Beachside Montessori • Boulevard Heights • Broadview • Castle Hill • Coconut Creek • Coconut Palm • Colbert • Collins • Cooper City • Coral Cove • Coral Park • Coral Springs • Country Hills • Cresthaven • Cypress • Deerfield Park • Discovery • Drew, Charles • Driftwood • Eagle Point • Embassy Creek • Endeavor Primary • Everglades • Flamingo • Foster, Stephen • Fox Trail • Gator Run • Griffin • Hallandale • Hawkes Bluff • Hollywood Central • Hollywood Hills • Hollywood Park • Indian Trace • Lake Forest • Lakeside • Larkdale • Lauderdale Manor • Liberty • Lloyd Estates • Manatee Bay • Maplewood • Miramar • Mirror Lake • Morrow • Nob Hill • North Andrews Gardens • North Lauderdale • Northside • Nova Blanche • Nova Eisenhower • Oakland Park • Oakridge • Orangewood • Oriole • Palm Cove • Park Lakes • Park Trails • Parkside • Pembroke Lakes • Pembroke Pines • Peters • Plantation • Pompano Beach • Quietwaters • Ramblewood • Riverglades • Riverland • Sanders Park • Sandpiper • Sea Castle • Sheridan Hills • Sheridan Park • Silver Palms • Silver Ridge • Silver Shores • Sunset Lakes • Sunshine • Tamarac • Tedder • Tradewinds • Tropical • Village • Watkins • Welleby • Westchester • Westwood Heights • Wilton Manors

Middle
• Arthur Ashe • Bair • Coral Springs • Deerfield Beach • Driftwood • Falcon Cove • Forest Glen • Indian Ridge • Lauderhill • Margate • McNicol • Millennium • New Renaissance • New River • Olsen • Parkway • Perry, Henry D. • Pines • Pioneer • Ramblewood • Rickards • Silver Lakes • Silver Trail • Westglades • Westpine

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

Centers
• Hallandale Adult • Seagull • The Quest
Vocational/Technical
• McFatter

Charter
• Ben Gamla Academica-5410 • Ben Gamla S. Broward-5392 • Broward Community-5315 • City of Coral Springs-5091 • City of Pembroke Pines East-5051, West-5051, Central-5051 • City of Pembroke Pines MS Central-5081, MS West-5081 • City of Pembroke Pines High-5121 • Dolphin Park High-5331 • Eagle’s Nest Academy-5231 • FL Intercultural Academy-5361 • FL Intercultural Academy West-5422 • Franklin Academy-5012, 5010 • Imagine Schools @ N. Lauderdale-5171, 5261 • Imagine Schools @ Weston-5111 • International School of Broward-5416 • Lauderhill High-5351 • N. Broward Academy of Excellence-5371 • North University High-5341 • Paragon EL-5375 • Paragon Academy-5375, 5381 • Parkway Academy-5181 • Pompano Charter Middle-5395 • Rise Academy III-5420, 5389 • Smart School Middle-5071 • Somerset Academy-5141 • Somerset Academy High-5221 • Somerset Miramar-5007 • Somerset Miramar Central-5405 • Somerset Academy E. Prep—5406 • Somerset Pines Academy-5030 • Somerset Academy Prep HS @ N. Lauderdale-5006 • Somerset Academy Prep @ N. Lauderdale-5003 • Somerset Village Academy and MS-5004, 5002

Present from the Department:

Administrators:
• Vicky Saldala • Celina Chavez • Jenna Moniz • Yvette Fernandez

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

Informational Management Technician: Martha Villa

Multicultural Resource Facilitator: Jackie Alvarez-Sepulveda

Clerk Specialist: Brunilda R. Chico

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

The purpose of the meeting was to inform ESOL Contacts of updates from the State for the 2011-12 school year and to review procedures for closing out the school year.

I. ESOL & Title III Monitoring Visit Feedback (5 schools audited)

• ESOL:
  • The State expressed the need for Heritage language paraprofessionals per the META Consent Decree. The school must identify one staff member, dedicated and available to provide heritage language support, once 15 students speaking the same language have been identified.
  • The ELLSEP Plan date must be updated regularly and students must be exited when necessary.
  • Enrollment in the Language Arts through ESOL and DLA ESOL Reading courses cannot exceed 25 students in a classroom.
  • They also recommended that schools have better communication with parents.

• Title III:
  • The State reported no findings during the 2012 State Monitoring Visit.
  • They determined that there was evidence of Title III materials being utilized at
schools, and that the District is providing timely and supportive responses to schools.

- They recommended that the Parent Outreach Program for the 2012-13 school year be expanded.

II. Survey 3 FTE – February 13th-17th, 2012

- TERMS information must be current and accurate.
- Title III funding for the 2012-2013 school year will be generated from FTE Survey 3.
- All information in TERMS must be documented on the ELLSEP folder.

III. Annual Reviews/Reevaluations:

- For 2nd and 3rd year ELLs:
  - Annual reviews must be completed on or before (within 30 days of the anniversary - entry- date). The anniversary date is the date the student entered the ESOL Program.
  - An ELL committee is not required but the ELLSEP folder must be updated as well as the plan date updated on TERMS.
  - Appendix H (Parent Notification of Placement/Continuation of Services in the English for Speakers of Other Languages (ESOL) Program) must be sent home for all students continuing to receive ESOL services. The form should be sent for initial placement and on anniversary dates if the student will continue to receive ESOL Program services. The form is available on the ESOL department website: www.broward.k12.fl.us/esol
  - A copy of the form must be placed in the ELLSEP folder for documentation.

- For 4th, 5th or 6th year and beyond: (REEVAL)
  - New procedure for 2012-2013 for REEVAL was discussed. An assessment that measures Reading, Writing, Listening and Speaking must be administered for extension of services/REEVAL. Data used must be “current” (defined as 30 days by the State). Therefore, administration of the new IPT Aural/Oral, Reading, and Writing assessment is required.
  - CELLA and FCAT scores may be used prior to October 1, 2012. After October 1, 2012, administer IPT (R/W).
  - An ELL committee must be convened to make appropriate recommendations for ESOL Program services.
  - All placement decisions must be completed before February FTE Survey.
  - REEVAL dates must be entered on TERMS (A23 panel) and plan date must be updated.
  - Appendix H (Parent Notification of Placement/Continuation of Services in the English for Speakers of Other Languages (ESOL) Program) must be sent home for all students continuing to receive ESOL services. (Follow same guidelines as above).

IV. CELLA 2012:

- Comprehensive English Language Learning Assessment (CELLA):

  **CELLA Administration:**
  - CELLA memo has been approved and will be distributed.
  - CELLA testing window is March 5th through April 6th

  **GROUP Administration:**
  - March 19th through March 23rd
  - Schools may administer group sessions as early as March 5th.
Please note: Spring Break is in the middle of the CELLA testing window and schools are closed on April 6th.

CELLA Workshops have been scheduled for February 15th - 17th
- An Adobe Connect session will be offered to include administration, updates and the logistics of the assessment on February 17th.
- Attendance is mandatory for all CELLA Contacts and will be recorded.
- Please send the name of your school’s CELLA Contact to Sally Diaz at sally.diaz@browardschools.com on or before February 3rd.
- NEW CELLA Contacts, will attend a face-to-face workshop on February 15th or 16th.

V. IDEA Proficiency Test (IPT):
- Schools may begin ordering the new IPT. We will not administer it to students until school year 2012-2013. Training for the new IPT will be offered during the Spring and Summer. Information will be forthcoming.
- When ordering the IPT, please keep in mind that BCPS will continue to use the Oral/Aural assessment for identification and placement of all new students for extension of services and for Spring administration to update language classification and report language proficiency progress. The Reading and Writing assessment will only be required for extension of services for students with an anniversary date after October 1st.

- Spring IPT Administration:
  - All students must be administered the IPT during the Spring of 2012 as long as the last administration was more than 4 months prior.  Ex. A student up for re-eval in Dec. 2011 was administered the IPT and will need an updated Spring IPT in May or June 2012.
  - Students who are administered the IPT I/II after February FTE (Feb. 13 - 17) do not require the IPT in the Spring.
  - For successful scheduling of ELLs classified as A1-A2 in the proper required Reading coursework for the 2012-13 school year, it is crucial that assessment data be accurate and current. The IPT must be administered and recorded in TERMS no later than April 27, 2012 for all 5th-11th grade students currently classified as A1-A2.
  - Administering the IPT will enable schools to plan for 2012-2013 by determining:
    a. The ELLs who will be required to take Developmental Language Arts ESOL-Reading in lieu of Intensive Reading, and
    b. The ELLs who will be scheduled into other courses.

Suggestions:
- Elementary schools should begin assessing the 5th graders and Middle schools should start with the 8th graders.
  a. Run updated reports to help you: LEP Student Report from the Downloads folder and LEP Roster Summary.
  b. Identify students that were assessed this school year to make sure that their last IPT administration was more than 4 months ago.
  c. Start testing the A1 and A2 students.

VI. District & State Assessments/Testing Accommodations:
- English Language Learners participate in all district and statewide assessments. District and statewide assessments are used to establish baseline data and to determine growth.
  - FCAT
  - BAT
  - CELLA
• **Testing Accommodations:**
  • Testing Accommodations for ELLs include:
    a. English to heritage language or heritage language to English dictionaries
    b. Bilingual Support
    c. Flexible Scheduling
    d. Flexible Setting
    e. Flexible Timing

  • These accommodations should be offered throughout the year. The use of the
dictionaries should be included in day-to-day instruction, not just in time of
testing.
  • These accommodations must be documented on the Accommodations Checklist
for active ELLs (Appendix O of the ESOL Department 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 since the beginning of
the year.
  • Flexible Setting accommodation requires parent notification. A Flexible Setting
Accommodation Letter is available on the Handbook page of our website for this
purpose in English, Haitian-Creole, Portuguese and Spanish (Appendix P of the
ESOL Department Handbook). A copy of the letter must be placed in the ELLSEP
folder.

* Request for Assessment-New Procedure:
  • The Request for Assessment is now a writeable PDF available on the “Forms”
page of the ESOL Department’s website. The form allows you to create a
digital signature for all future forms. The form can also be saved for your
records. When creating a digital signature, follow the steps specified in the
ESOL Contact Meeting power point. When the form is complete email it to:
esolrequests@browardschools.com

VII. Exit Procedures & Criteria (effective June 2012)

• **Grades K-2 (CELLA)**
  • Students must be proficient at the applicable grade level on each subtest of CELLA.
(Listening/Speaking, Reading, Writing) to exit the ESOL program. There is no
longer a “Total Score.”
  • IPT is no longer a measure for Exit Criteria from the ESOL Program.

• **Grades 3-9: (CELLA and FCAT)**
  • Students must be proficient at the applicable grade level on each subtest of CELLA.
(Listening/Speaking, Reading, Writing) and an achievement level of 3 or higher on
FCAT Reading.
  • An ELL Committee is always an option when a student meets one of the subtest
proficiency scores (but does not meet Exit criteria), however, it is no longer required
to convene an ELL committee if a student meets one subtest criteria and not the
other(s). Remember, recommendation must include at least two current sources of
data to support the recommendation. A list of acceptable sources of data can be
found in the ESOL Department Handbook.

• **Grade 10 -12 (CELLA and FCAT)**
  • Student must be Proficient at the applicable grade level on each subtest of CELLA
and receive a score on the 10th grade FCAT in Reading or an equivalent concordant
score that meets graduation requirements.
  • Please note: the only way to exit a student at this time is through an ELL committee.
After spring IPT administration, update language classification (A1-C1) on TERMS. The ELL code remains LY pending FCAT and CELLA scores.

- Once FCAT and CELLA scores are available:
  - Exit students who meet exit criteria, the ELL code changes from “LY” to “LF”.
  - The student is monitored for 2 years. Monitoring information is documented on the ELLSEP folder.
  - LF students do not receive accommodations nor do teachers have to document ESOL strategies.
  - At the end of 2 years of monitoring, the ELL code changes to LZ.

VIII. Upcoming Events

- **IPT Training:**
  - January 25, 2012 @ Somerset Academy Miramar
  - Participants must register on ESS (search by title: *IDEA Proficiency Test IPT Administration*). Four in-service points will be awarded for workshop upon completion.
  - Flyers have been posted on our website with location and registration information.

- **FCAT Live:**
  - February 23rd and 24th for all Testing Coordinators.
  - The ESOL Department will share ELL testing accommodations.
  - Location: Dillard High School.

- **2012 Bilingual Parent Institute:**
  - Saturday, February 25, 2012 at Signature Grand.
  - A full day of workshops on how to secure a better future for students.
  - Intended only for parents of students in grades 8-12. (No childcare will be provided).
  - For more information, contact Yvette Fernandez, ESOL Parent Outreach Program Specialist, 754-321-2951.

- **ESOL Curriculum Contact Meeting:**
  - April 12, 2012 Adobe Connect sessions only.
  - 10:00 a.m. or 3:00 p.m. (Elementary and Secondary)

- **2012 ESOL Academic Competition:**
  - Saturday, May 19, 2012, Location-TBA
  - We are still in need of a location. If your school is willing to host the Academic Competition, please contact our office at 754-321-2981.
  - Contacts are urged to send the name of your school’s Academic Games Coordinator to Jackie.alvarez@browardschools.com so that we may relay pertinent information regarding the Competition.
  - The theme for this year’s Competition is “Within Our Strengths Are Our Differences”.
  - ESOL Academic Competition Handbook is forthcoming.
  - Judges are needed for the Competition. If you know someone who might be interested in volunteering as a judge, relay the information and have them contact Jackie Alvarez at 754-321-2981.
IX. Additional Information:

• Parents K12:
  • Online tutorial information for students to reinforce academics at home was shared with schools.
  • If you are interested in registering your students and have additional questions, contact Yvette Fernandez at 754-321-2951.

• Florida Kid Care:
  • Please help us to share this healthcare resource with students and parents who might benefit from the cost effective insurance.

Q&A

Q: How often do we administer the IPT?
A: Currently the IPT is administered for initial placement and every spring to update Language Classification. NEW this year, the IPT will be administered for re-evaluations for students’ with an anniversary date (date of entry) after October 1st.

Q: Is an ELL committee required for inconsistent data?
A: No longer required but always an option when considering exiting a student.

Q: When is the CELLA window period?
A: March 5th – April 6th is the window period. Schools may begin group administration as early as March 5th. Please note that Spring Break falls in the middle of this window and schools are closed on April 6th.

Q: How are Title III funds allocated?
A: All schools in Broward County receive Title III funds. The ESOL Department purchases supplemental materials and provides supplemental services for ELLs and parents. If you would like a list of materials that have been sent to your school or for more information please contact Ms. Sotolongo, Title III Coordinator, at 754-321-2965.

Q: When can Pre-K students be administered IPT-1?
A: You can begin administering the IPT-I to students that are registering for Kindergarten in May.

Q: Can I exit a student that scores FES on the spring IPT administration?
A: No, the only way to exit a student at this time is via an ELL committee. For students that score FES on Spring IPT the language classification code is updated to C1 and LY code remains pending FCAT and CELLA scores.

Q: What forms need to be completed for Spring IPT administration?
A: IPT classifications are recorded on the ELLSEP folder and TERMS, no forms are required at this time.