ESOL Contact Meeting

Wednesday, October 9, 2013
New River Middle School
Thursday, October 10, 2013
Adobe Connect

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

<table>
<thead>
<tr>
<th>Elementary</th>
<th>Country Hills</th>
<th>Forest Hills</th>
<th>Lloyd Estates</th>
<th>Park Springs</th>
<th>Silver Lakes</th>
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<td>Coast View</td>
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<td>Fox Trail</td>
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<td>N. Broward Academy-5161/5371</td>
<td>Somerset Hollywood &amp; East-5391/5419/387</td>
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<td>Flagler High 5032</td>
<td>Imagine @ Weston/ West 5111/5042</td>
<td>Obama &amp; Red Shoe 5431/5434</td>
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VBS/SU: jas10/24/13
Private
Lycee Franco American International

Present from the Department:

Administrators:
Vicky Saldala • Samantha Uribe • Celina Chavez-Charter School Support

Instructional Facilitators:
Miriam Acevedo • Stephanie Bustillo • Sonia Rodriguez • Melinda Jones • Annette Ramos • Rosie Richard

ESOL Resource Facilitator:
Jacqueline Alvarez-Sepulveda

The information below is a brief recap of the meeting. For detailed information please refer to the PowerPoint slides found at http://www.quia.com/pages/browardesoltraining/page21. The recorded link for the Adobe, October 10th meeting is http://browardschools.adobeconnect.com/p9t3h4c8art/.

I. Welcome and Introductions (slides 1-6)
   • Broward County Demographics; there is a big change in the number of languages recognized; many languages were being categorized as “Other”; TERMS is now capturing individual languages (slide 3)

II. Available Resources (slides 4-8, 24)
   • CAB Conference
   • ESOL Department Website
   • ESOL requests (esolrequests@browardschools.com)
     o Request for Oral Interpreter
     o Request for Written Translation
     o Request for Assessment (KTEA or Pre-IPT)
     o Request more ELLSEP folders
   • At a Glance (Oct./Nov.) emailed to all contacts and posted on CAB conference
   • Brainshark presentations available on Department website; developing additional presentations for sections of the ESOL Department Handbook; please refer to ESOL Department Handbook for detailed information and procedures
   • Entry to Exit Flowchart and ELLSEP Folder Document Checklist (slide 24)

III. Updates on DEUSS (slides 9-15)
   • All students from this point forward must have a DEUSS date; if the parent does not provide a DEUSS date, then the first day of school in BCPS is the DEUSS date (slide 9)
     o Make sure the registration form is filled out properly; talk to your registrar about getting this information from parents (slide 10)
   • DEUSS is used:
     o For accountability: the Elementary and Secondary Education Act (ESEA) waiver requires Florida to include all English language learners with at least 1 year of instruction in the U.S. in its accountability system (slides 12-13)
     o To identify students who need REEVALs
     o To identify which students are eligible for Good Cause Promotion (slide 13)
     o For Immigrant Information (slide 14)
       • If there is a DEUSS date, use this date for bullets mentioned above regardless of
when the student started in BCPS or regardless of the Date of Entry in the ESOL program  
- If there is no DEUSS or 00/00/0000 in TERMS this means the student started in BCPS before 2012, use Date of Entry in ESOL for bullets mentioned above  
- Data Warehouse Reports have been updated to reflect the DEUSS (slide 15)  

IV. Review of Identification and Placement Procedures (slides 16-25)  
- Identification (slide 18)  
  - Make sure that your registrar provides the registration form in parent’s home language (if applicable); this will help to ensure that the Home Language Survey is filled out accurately  
  - Do not assess students who have already been tested at another Broward school; check TERMS to see if they have a language classification/A23 panel  
  - Assess students within 20 days (if you miss the deadline, send home Appendix B and test as soon as possible)  
  - LY students receive funding for 12 FTE periods (identify students who may have had interruption of services in order if they are still eligible for Program 130)  
  - LY students who are beyond 12 FTE periods are no longer eligible for funding; however, it is still the school’s responsibility to provide appropriate services  
  - ELLs who leave the state or country for 90 or more school days must be reassessed; do not discard the original ELLSEP folder; update information on TERMS and conduct REEVALs as needed (slide 25)  
- Assessments (slide 19)  
  - IDEA Oral Proficiency Test I (IPT-I) – Form G - Grades K-5 or IDEA Oral Proficiency Test II (IPT II) – Form E – Grades 6-12  
    - Used to determine program eligibility for ESOL program services  
    - Used for annual progress monitoring  
    - Used for REEVALs after October 1st  
  - IPT Reading and Writing- IPT I-Grades 2-3; IPT II- Grades 4-6; IPT III- Grades 7-12  
    - Used for REEVALs after October 1st  
  - KTEA- Reading/Writing assessment used for students in grades 3-12 who score FES on IPT Oral  
- FES Grades 3-12 (slides 20-21)  
  - If a student scores FES and does not meet the criteria for D/ZZ or E/ZZ, request a KTEA from the ESOL Department (esolrequests@browardschools.com)  
  - Students who score 32%ile or below on both the Reading and Writing sections of the KTEA II will qualify for ESOL Program Services.  
  - For students who score 33%ile or above in either Reading or Writing, an ELL Committee meeting must be convened to determine placement  
- Parent Notification Form (slide 22)  
  - Send home annually for continuation of services  
  - Indicate ESOL Program model recommendation  
- Programmatic Assessment (slide 23)  
  - Complete in ELLSEP folder  
  - Review all available records and report cards and interview parents and students to ensure proper placement  

V. Updating TERMS and ELLSEP Folders (slides 26-32)  
- TERMS and ELLSEP Folders (slides 27, 28, 30, 31)
• ELL Committee is the only option for exiting students at this time; you cannot use CELLA and FCAT scores
• Conduct all Annual Reviews (2nd and 3rd year students)
• Conduct REEVALs (ELL Committee meetings and necessary assessment for 4th year and beyond students)
• Change LF students to LZ (after 2 year monitoring period)
• Refer to Appendix V, ELLSEP Folder Document Checklist
• For IPT Reading and Writing, enter reading scores (NER, LER, or CER) and writing scores (NEW, LEW, or CEW) in TERMS and under appropriate REEVAL ELL Committee on ELLSEP

-Program 130 (slide 29)
• Program 130 is automatically entered on the A10 panel for LY students for WFTE eligible courses
• Program 130 will be removed from students who are beyond 6 years in the program (according to their ENTRY or DEUSS date); be sure to check for students who may have left the state or country at some point and are still eligible for funding

VI. Testing Accommodations (slides 33-35)
• Make sure that accommodations are being used for classroom, district, and statewide assessments
• Appendix O must be completed annually and filed in each student’s ELLSEP
• Appendix P must be sent home once annually if student is using Flexible Setting accommodation
• LF students who have exited the ESOL Program and are being monitored are NOT eligible for testing accommodations

VII. Upcoming Important Dates? (slides 36-41)
• ESOL Parent Leadership Council Meeting @ K. C. Wright, October 16, 2013, 6:30 – 8:30 p.m.
• CELLA administration window: March 3 – April 4, 2014
• New ESOL Contact Professional Development @ ESOL Department Office, October 30, 2013, 8:00 a.m. – 3:00 p.m.
• ESOL Academic Competition, Location: TBA, May 17, 2014
• ESOL Contact Meetings (slide 41)

Questions & Answers

Q: Does every ELL get a DEUSS date even if they were never in a school outside the U.S.?
A: Yes. Every child entering the ESOL program will have a DEUSS date.

Q: What is Good Cause Promotion?
A: Refer to policy 6000.1 for information about Good Cause Promotion.

Q: The DEUSS date and ENTRY date for a PreK student are the day the student started PreK. Do the DEUSS and ENTRY date change when he/she enters kindergarten?
A: Yes. The DEUSS, ENTRY, and PLAN dates are all updated to the first day of kindergarten.

Q: Does the DEUSS date include private schooling or is it when they were in public schools only?
A: DEUSS represents any school in the US.

Q: If a student was in a Broward school last year and was not classified as ESOL but we think he should be, can we assess him?
A: You should honor the original Home Language Survey; however, if there are any questions, you can contact the parent and convene the ELL Committee to discuss whether placement in the ESOL Program is appropriate.

Q: Do we give IPT Oral for REEVALs, too?
A: Yes. You must administer IPT Reading, Writing, and Listening/Speaking.

Q: What is the turn around time when requesting the KTEA-II?
A: Once you submit the KTEA request, an ESOL Department assessor will contact you within 24 hours to schedule the assessment.

Q: When a student re-enters from another country beyond 90 days, do we test him with just the IPT Oral or do we need to give the Reading and Writing, as well?
A: If the student is due for a REEVAL (the student is entering his/her 4th year or beyond in the program), then you will have to administer all of the tests, including IPT Reading and Writing. If it is only the 2nd or 3rd year in the program, you only need to administer the IPT Oral.

Q: A parent called after I sent home Appendix H indicating initial ESOL eligibility. The parent said that the child only speaks English. Is the phone call enough for me to change the student’s ESOL status from LY to ZZ?
A: No. ESOL is not an opt-out program. If there are concerns about the child’s placement, you must convene the ELL Committee. If the ELL Committee decides to exit the child, make sure to document 2 of the 5 state-approved criteria.

Q: If we notice that we have a student who speaks another language in the home and was not tested (2 or more years ago), what should I do?
A: You should honor the original Home Language Survey. If the parent answered “Yes” to any of the questions on the HLS, then you must test the child. Remember to include the 20 day letter (Appendix B) on our website.

Q: Where can we get conference forms in the other languages?

Q: What if a student came to us from another school and should have had a REEVAL in January. Should I do the REEVAL now?
A: Yes. You should complete the REEVAL and use the current date. Remember that the student will probably need another REEVAL in January of 2014 as he/she enters a new year in the ESOL Program.

Q: Do kindergartens need the Accommodations Checklist?
A: You must generate an Accommodations Checklist for all LY students. Make sure that you consider the grade level and individual student when selecting appropriate accommodations.

Q: What do you classify a student if he/she is FES pending K-TEA?
A: You should wait until the KTEA is administered before you can determine the language classification.

Q: What should I do when schools do not send the green folders even after several requests?
A: If you have waited and have not been able to obtain the ELLSEP, you can create a replacement folder for the student. Make sure that the information you include on the folder matches the original dates in TERMS and follow the procedures outlined in Section 3 of our ESOL Department Handbook.
Q: If the ELL Committee determines that a student should be exited, do I still have to test the student or is the Committee and at least 2 valid explanations enough?
A: You are required to administer the IPT Reading, Writing, and Listening/Speaking before convening the ELL Committee. This data must be available in order for the ELL Committee to conduct the REEVAL and make an informed decision.

Q: I have a new student from Dade County. Do I make a new folder and use the dates from Dade?
A: Yes. A new ELLSEP folder must be created. Try to obtain as much information as you can from Dade and use their REFDTE, CLASS, ENTRY, and DEUSS dates. You must test the student with the IPT in order to determine his/her language classification because a different assessment is used in Dade.

Q: What grade levels should the Flexible Setting Accommodation letter be sent home for?
A: The letter is sent home with any ELLs that are pulled out of the classroom for testing.