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.

**Elementary**

Atlantic West  Cresthaven  Hunt, James  Oakridge  Riverglades  Tradewinds  
Bayview  Dania  Lake Forest  Orange Brook  Riverside  Tropical  
Bennett  Davie  Larkdale  Palmview  Sawgrass  Walker  
Broadview  Deerfield Beach  Liberty  Park Ridge  Sea Castle  Watkins  
Broward Estates  Dillard  Lloyd Estates  Park Springs  Sheridan Hills  West Hollywood  
Central Park  Driftwood  Manatee Bay  Pasadena Lakes  Sheridan Park  Westchester  
Coconut Creek  Endeavor  Margate  Pembroke Lakes  Silver Palms  Westwood Heights  
Coconut Palm  Flamingo  Miramar  Pembroke Pines  Silver Ridge  Wilton Manors  
Collins  Fox Trail  Nob Hill  Perry, Anabel C.  Silver Shores  Winston Park  
Coral Cove  Gator Run  North Andrews  Peters  Sunset Lakes  
Coral Park  Gulfstream  North Side  Pines Lakes  Tamarac  
Coral Springs  Harbordale  Nova Blanche  Plantation Park  Tedder El.  
Country Hills  Hollywood Central  Oakland Park  Ramblewood  

**Middle**

Coral Springs  Indian Ridge  Olsen  Sunrise  
Dillard  Lyons Creek  Parkway  Tequesta Trace  
Driftwood  Mc Nicol  Pioneer  Westglades  
Falcon Cove  Millennium  Pompano Beach  Young, Walter C.  
Glades  New River  Rickards  

**High**

Coconut Creek  Dillard  Hollywood Hills  Stoneman Douglas  
Coral Glades  Ely, Blanche  Miramar  Taravella, J.P.  
Cypress Bay  Everglades  South Broward  Western  
Deerfield Beach  Flanagan  South Plantation  

**Centers**

Pine Ridge  
Whiddon Rogers  

**Vocational/Technical**

Atlantic  Excelsior CH Broward 5393  Renaissance 5020, 5048  
McFatter  Flagler High 5032  Rise Academy 5420  
Sheridan  Franklin Academy 5037, 5010  SunEd CH High 5060  

**Charter**

Andrews High 5009  Excelsior CH Broward 5393  
Atlantic Montessori 5164  Flagler High 5032  
Atlantic Montessori 5029  Franklin Academy 5037, 5010  
Avant Garde Academy 5015  Greentree Prep 5130  
Ben Gamla South Broward 5392  Hollywood Academy 5325, 5362  
BridgePrep Academy 5116  Imagine CH 5024, 5111  
CH School of Excellence 5031, 5271, 5026, 5394, 5281, 5397, 5201, 5291  Innovation Charter 5177  
Championship L5422, 5361  International School 5416  
City of Coral Springs 5091  Lauderhill High & Panacea 5351  
City of Pemb. Pines 5051, 5121  N. University High 5341  
Dolphin Park High 5331  Paramount Charter 5109  
Eagles’ Nest 5355, 5356  Pathways Academy 5372  
Everest CH School 5407  Pivot CH School 5322  

SB/VBS 10/10/16
Present from the Department:

Administrators:  
*Stephanie Bustillo & Melinda Jones*

Instructional Facilitators:  
*Jennifer Desmidt, Annette Ramos, Eric Rosenauer*

Professional Development Course Organizer  
*Jeanie Mesler*

Data Processor:  
*Martha Villa-Rosa*

The information below is a brief recap of the meeting. For detailed information please refer to the PowerPoint slides found at [https://www.quia.com/pages/browardesoltraining/page27](https://www.quia.com/pages/browardesoltraining/page27). The recorded link for the September 28th meeting is [http://browardschools.adobeconnect.com/p8op95jemeb/](http://browardschools.adobeconnect.com/p8op95jemeb/).

I. Welcome and Agenda (slides 1-8)  
- What’s New  
- Updates  
- What needs to happen before October FTE?  
- Resources  
  - New Registration Form (slide 3)  
    - Ensure your location is utilizing the new registration form. It can be accessed on the ESOL website at esol.browardschools.com under the ESOL Forms tab.  
  - ELLevation – Reminder (slide 4)  
    - 48 hour processing time is needed for data to update from TERMS to ELLevation.  
  - ACCESS for ELLs 2.0 - Individualized Student Report - ISR (slide 5)  
    - KG ISR should be filed in the ELL folder. Duplicate and translated ISRs can be printed in WIDA-AMS. Principals have access to WIDA-AMS.  
    - ISRs for grades 1-12 should be sent home.  
  - Language Classification-Proiciency Levels (slide 6)  
    - Please share this resource with all Instructional staff at your location. It is crucial to inform Teachers and Instructional staff about the updated Language Classifications.  
  - DEUSS date (slide 7-8)  
    - DEUSS date is the 1st date entered school in any United States School.  
    - Note: Puerto Rico is a Commonwealth  
    - Not Eligible for IMMIGRANT because PR is a US territory.

II. Essential Updates for FTE (slides 9 - 23) and before October 1st  
- Exit ELLs who have met the state criteria  
- Update PLAN dates for active ELLs (LY) to their first day of school  
- Conduct Annual Reviews: Make recommendations for ELLs entering years 2 and 3 (Continue or Exit)  
- Conduct ELL Committee Meetings for Extension of Services (REEVALs) for ELLs entering years 4, 5, 6, and beyond  
  - What’s the difference? Annual Reviews versus REEVALs (slide 10)  
    - Annual Reviews
- **Recommendations for continued placement for ELLs entering years 2 and 3**
- **ELL Committee Meeting is not required**
- **TERMS: Update PLAN date**
- **ELLevation: “Me, Myself & I” meeting on ELLevation**

**Rangevals after October 1st (Extension of Services)**
- Recommendations for ELLs entering years 4, 5, 6 and beyond
- IPT assessment (L/S/R/W) **must** be administered
- ELL Committee IS required and must substantiate 2 out of 5 state approved rationale
- **TERMS: Update PLAN and REEVAL dates (date of ELL Committee Meeting, if applicable)**

### Meetings and Decisions (slide 11-13)

- **Convene ELL Meetings for:** Annual Reviews, REEVALS, Monitoring (LFs) and Any time program decisions must be made
  - Hold meeting
  - Document decisions
  - Finalize
- Generate meeting minutes and reports.
- Obtain signatures and file in ELL Folder
- Give IMT/IMS ELL PLAN DATE to update on A03 and REEVAL Date to enter on the A23. For REEVALs, the PLAN DATE, REEVAL DATE and MEETING DATE shall be the same.
- Generate Student Meeting Report at time of meeting. Generate ELL Plan once all dates and scores are updated on TERMS.

### What will the IMT update on TERMS? (slide 14)

- **Annual Meetings:** On A23 panel, update ELL PLAN DATE
- **REEVAL Meeting:** On A23 panel update PLAN DATE, REEVAL DATE and MEETING DATE are the same.

### Functions of the ELL Committee (slide 15)

- **Members (minimum of 4)**
  - Administrator or designee
  - ESOL teacher
  - Home language teacher (if applicable)
  - Classroom/subject area teacher(s)
  - School counselors, school social workers, school psychologists
  - Other educators as appropriate
- **Main Function**
  - Resolve any issues that affect instructional program of an ELL
  - **Parent/Guardian MUST be invited**
  - May make program placement recommendations

### Exiting ELLs (slides 16-21)

- **Identifying ELLs for Exit**
- **Identify students in Exit Center**
- **Generate a list of students ready to exit**
  - Review student Data*
    - Be mindful of retained 3rd grade ELLs
  - *Review their data using 3rd grade criteria (ACCESS 2.0 for ELLs and level 3 on FSA).
• **Exit Center on ELLevation (slides 18-19)**
  - **Step 1:** Identify ELLs in the Exit Center who met exit criteria.
  - **Step 2:** Generate and Export a list of ELLs eligible to exit
  - **Step 3:** Provide list of ELLs who are exiting to IMT/IMS for processing in TERMS. Once the exit date is entered in the A23 panel, ELL will become LF in TERMS
  - **Step 4:** Wait 48 hours for ELL status to update to ELLevation
  - **Step 5:** Print 2 copies of Notification of English Program Exit Letter
  - **Step 6:** Send home one copy of the Notification of English Program Exit Letter to parent, and file 2nd copy in the ELL Folder (Letter should be generated in English and Home Language)

• **Communication with IMT (slide20)**
  - Use Classification/Update Exit form available on www.esol.browardschools.com under ESOL Forms tab.

• **Monitoring After Exit LF students (slide 21)**
  - *Monitor during a 2-year period:*
    - First Report Card
    - End of First Semester
    - End of First Year
    - End of Second Year
  - After satisfactory performance during 2-year monitoring period, ELL Code Changes from LF to LZ

• **Immigrant Students (slide 22-23)**
  How can we identify Immigrant students at our location?
  This information is already filtered in ELLevation using the Export Wizard function by following the below steps:
  - **Step 1:** Toggle over the Reports tab.
  - **Step 2:** Select the Export Wizard drop down.
  - **Step 3:** Select the Active ELLs report.
  - **Step 4:** Run Report
  - **Step 7:** Filter Report
  - *Filtering the report can be completed by:*
    - Highlighting the row
    - Selecting Data tab then selecting filter.
    - Once filtered, filter by ascending.
    - Any student whose DEUSS date is within the last 3 years qualifies as an Immigrant student.

III. **ELL Student Identification/ Reminders (slides 24 - 34)**

• **Who is an English Language Learner (slides 24)**
  - Were not born in the United States and whose native language is a language other than English; or
  - Come from home environments where a language other than English is spoken; or
  - Are American Indian or Alaskan native, who come from an environment where a language other than English has had a significant impact on his or her level of English language proficiency; and
  - Have sufficient difficulty speaking, reading, writing, or listening to the English language
Assess all new students to Broward County that answered “YES” on the Home Language Survey
Before assessing students who transfer from another Broward School or any district in Florida, check with the previous school for ESOL status
Keep in mind when potentially identifying an ELL student the school location has 20 school days to assess the student.
If you are unable to assess within 20 days of registration, send home the Parent Notification Letter of 20 days Oral Language Assessment Expiration to the parent or legal guardian
The letter is located on the ESOL website under the ESOL Forms and is NOT available on ELLevation
Assess all new students to Broward County if “YES” is marked on the Home Language Survey
If you do not assess within 20 days of registration, send home the “Parent Notification Letter of 20 days Oral Language Assessment Expiration” (on esol.browardschools.com)

- **Initial Classification Assessment Form. (slide 25)**
  - Ensure the trained assessor is using this form during the assessment process.

- **Parent Letters (slide 26-29)**
  - Notification of English Language Program Placement or Continuation (After initial assessment/placement. Upon completing annual reviews and REEVAL meetings for continuation of services).
  - Notification of English Language Program Exit (For students that met established state exit criteria and for students that are exited via ELL Committee Meeting).
  - Please *wait until* EXIT data (EXIT Date on the A23 Panel) is updated and accurate on TERMS before generating parent letter.
  - **Generate Letters:**
    - Upon initial placement in the ESOL Program
    - Annually for continuation of services
    - Generated on ELLevation

- **Generating ELL Plans (slides 30-32)**
  - *At the beginning of the school year for all LY students.*
  - *Anytime there is a:*
    - ELL Meeting
    - Change in Program Services
    - After students that met exit criteria have been exited on TERMS.
    - *Please wait until all data is updated and accurate on TERMS before generating ELL Plans*

- **Scheduling (slide 33)**
  - Please refer to Section 4 of the ESOL Handbook to verify appropriate ELL course models are being utilized
  - ELLevation can be used to validate program 130 for ELLs by reviewing the student schedule

- **ELLevation: ELL Student Plan (slide 33)**
  - Program 130, accommodations, plan date, and test scores should be updated before printing.
  - File the plan in the ELL folder
IV. **Title III Updates** (slides 35-37)

- Language Enrichment Camp (LEC) for 2016-17 School Year
  - Further information will be available in late October/early November
- Supplemental Materials Orders
  - Further information will be available in late October/early November
- Professional Development Offerings:

### Upcoming Professional Development:

<table>
<thead>
<tr>
<th>Title</th>
<th>Audience</th>
<th>Dates</th>
<th># of Days</th>
<th>Location - Room #</th>
<th>Trainers/Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESOL Building Foundations for ELA K-5</td>
<td>Educators of K-5</td>
<td>Day 1: Tues, October 11, 2016 Day 2: Tues, October 18, 2016 &amp; Day 3: Tues, October 25, 2016</td>
<td>3 days; 24 points</td>
<td>Rock Island Professional Development Center (RIPDC) Room #1203</td>
<td>A. Johnson &amp; B. R. Richard/</td>
</tr>
</tbody>
</table>

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>ESOL Bridging Language &amp; Literacy in DLA</td>
<td>Educators of DLA &amp; Reading</td>
<td>Day 1: Thurs, October 6, 2016 Day 2: Thurs, October 13, 2016 &amp; Day 3: Thurs, October 20, 2016</td>
<td>3 days; 24 points</td>
<td>Walter C. Young MS Room 917</td>
<td>D. Hernandez, B. Conception</td>
</tr>
</tbody>
</table>

- Paraprofessional PD will be re-offered.
- IPT Training & ESOL Building Language & Literacy in DLA Professional Development scheduled for Thursday October 6th will be rescheduled due to Hurricane Matthew, this information is forthcoming.

- **ESOL Program IPT (slide 37)**
  - 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)
  - 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
- **ESOL Parent Leadership Council Meetings, 6:30 p.m. – 8:30 p.m. (slide 38)**
  - *Indian Ridge Middle School: 1355 Nob Hill Road, Davie, FL 33324*
- Wednesday, September 28, 2016
- Wednesday, November 16, 2016
- Wednesday, January 18, 2017
- Wednesday, March 15, 2017
- Wednesday, May 17, 2017

- Bilingual Parent Resource Centers (slide 39)
- Follow us on Social Media (slide 40)
  - Twitter (@BrowardESOL)
  - Facebook (Broward Bilingual ESOL Department)
  - Pinterest (Broward ESOL)
- ESOL Website: www.esol.browardschools.com (slide 41)
- ESOL Program Handbook (slide 42)
- ESOL Leadership Team (slide 43)

Questions & Answers

Q: Is a date required for all parent letters?
A: Yes. The mailing date should represent the date the letter was sent to the parents. If the date was excluded while generating letters in ELLevation, you may manually record the mailing date and sign the letter for validation of the change.

Q: Is WIDA for everyone?
A: Yes. WIDA Standards are for K-12.

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 for students who did not have ACCESS Scores prior to October 1st. REEVALs conducted after October 1st require the full battery of the IPT.

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 the ELL is entering the 2nd or 3rd year in the program, only administer the IPT Oral.
**Please note:** If the student has a current Language Classification based on ACCESS for ELLs 2.0, the IPT assessment is only entered in the A21 panel of TERMS. The student’s Language Classification remains (1,2,3,4,5) based on ACCESS for ELLs 2.0 assessment. If the student was assessed with ACCESS for ELLs 2.0 during the interruption of services (time at another county), please contact the previous county in order to secure the student’s current Access for ELLs 2.0 scores (current Language Classification).

Q: A parent called after I sent home Notification of Placement Letter 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: 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 2016 as he/she enters a new year in the ESOL Program.

Q: Do kindergarteners receive accommodations?
A: You must assign accommodations on ELLevation 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 ELL Folder, you can create a replacement folder for the student. Most of the information is located in ELLevation. Follow the procedures outlined in Section 3 of the 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 ELL folder must be created. Try to obtain as much information as you can from Dade and use their REFDT, 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.

Please note: If the student has a current Language Classification based on ACCESS for ELLs 2.0, the IPT assessment is only entered in the A21 panel of TERMS. The student’s Language Classification remains (1,2,3,4,5) based on ACCESS for ELLs 2.0 assessment. If the student was assessed with ACCESS for ELLs 2.0 during the interruption of services (time at another county), please contact the previous county in order to secure the student’s current Access for ELLs 2.0 scores (current Language Classification).

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.