Bilingual ESOL Department

Touch Base Tuesday

Tuesday, February 4, 2020

10:00 a.m. or 3:00 p.m.

Established 1915
BROWARD
County Public Schools

Agenda

- State Updates
- Department Updates
- Compliance Reminders
- Question and Answer

Enrollment Summary

BILINGUAL ESOL DEPARTMENT

Total Enrollment (PK-12)	Number of Students	
District	268,243	100%
ESOL		
LY (Active ELL - Grades KG -12)	30,133	11.2%
LY-T (PreK)	1,586	0.6%
LF (Former ELL- Years 1 and 2)	13,378	5.0%
LA (Former ELL - Years 3 and 4)	9,722	3.6%
Total (LY + LY-T + LF)	45,097	16.8%
Foreign Born	39,163	14.6%
Recent Immigrants (KG-12)		
Entered U.S. school in the 2019-20 SY	5,318	2.0%
Enrolled for less than three academic years	19,051	7.1%
Hispanic	95,707	35.7%

District	*N*
Number of languages represented	153
Number of countries represented	176

State Updates

2019-2020 ACCESS for ELLs

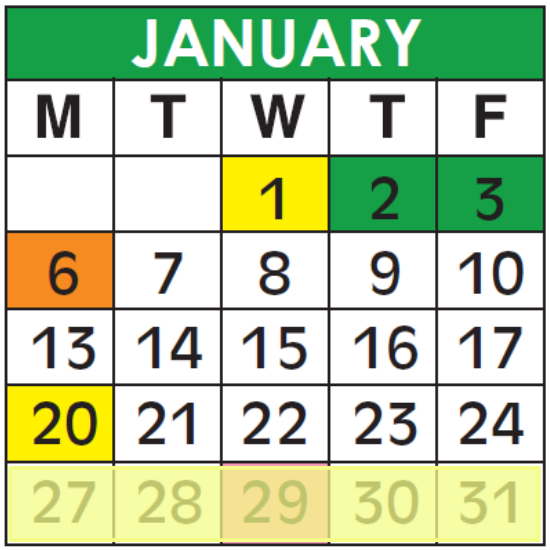
Certification must be completed by **December 13th ***

Testing Window :
1/27/2020 – 3/20/2020

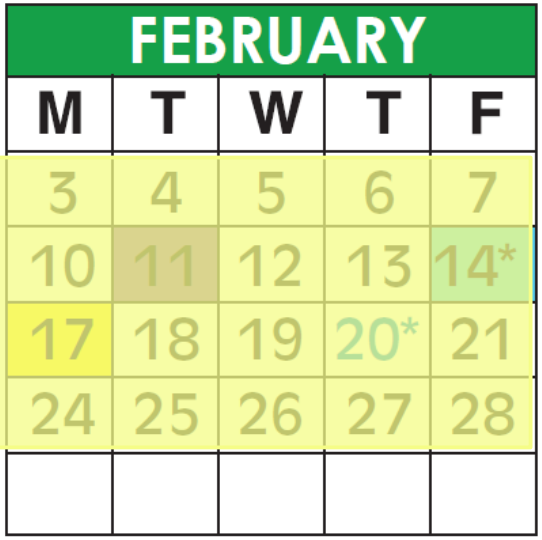
*** If you have not completed the certification requirements, complete ASAP**

https://wida.wisc.edu/login

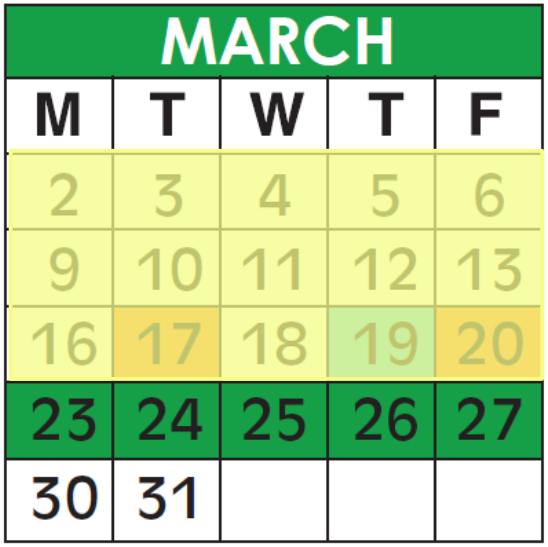
2019-2020 ACCESS for ELLs



JANUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31



FEBRUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14*
17	18	19	20*	21
24	25	26	27	28



MARCH				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

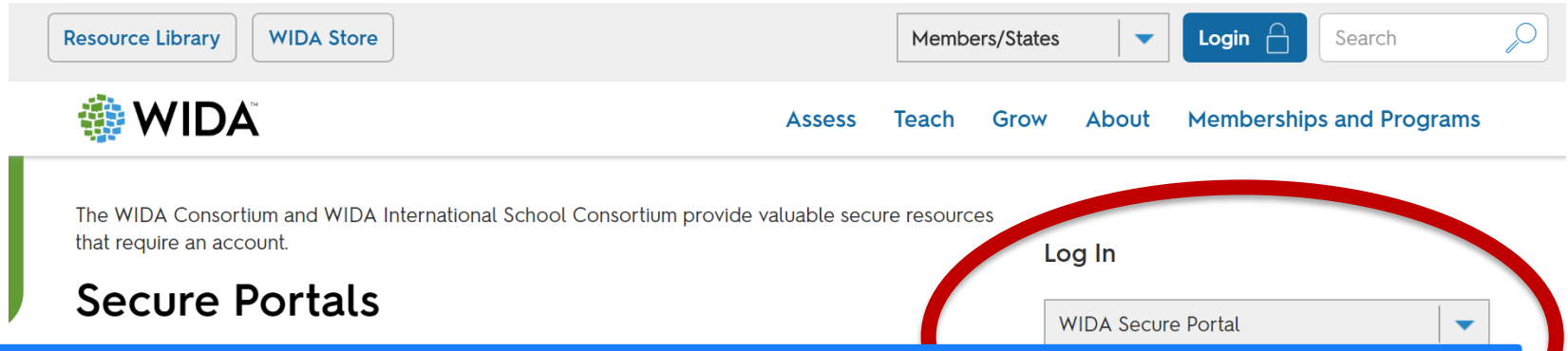
2019- 2020 Testing Window:

1/27/2020 – 3/20/2020

(8 weeks)

https://wida.wisc.edu/

2019-2020 ACCESS for ELLs Certification



Requests for **New Accounts** will be processed by the Student Assessment and Research Department by completing the following form: https://forms.office.com/Pages/ResponsePage.aspx?id=y7Ws7nBTWEOpaqN4PJXUli3jMbzAfQFJhXe-raDqJJZUQUQ4UElUVldOV09RQzZUVVAwNVJQWUQwOC4u

Once the account is created you will receive an email from WIDA with your username (see image below). Follow the instructions in the email to complete your WIDA Secure Portal Account Setup.

https://wida.wisc.edu/

Tier Placement

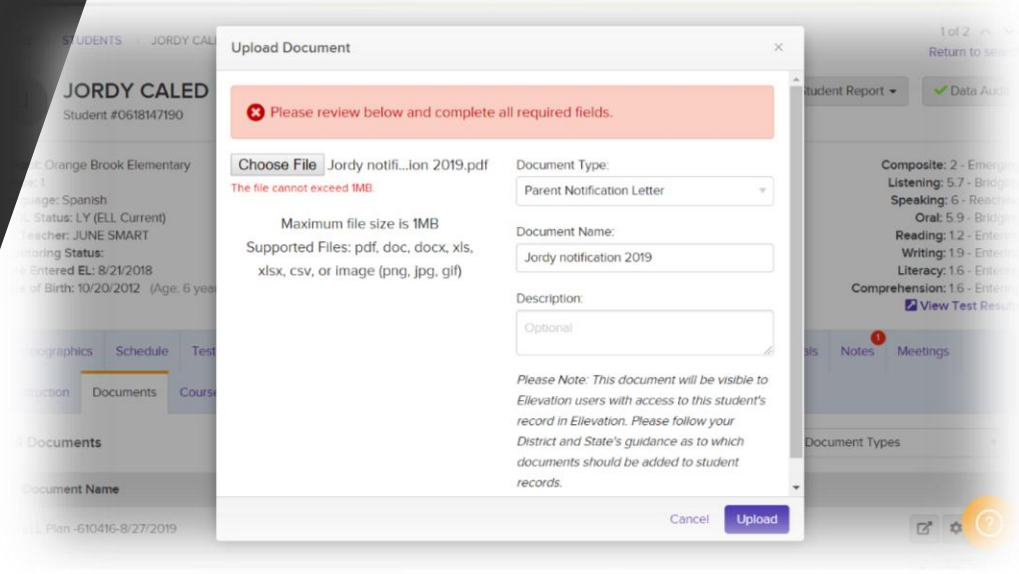
TIER PLACEMENT (TERMS A23 PANEL)	2018-19 ACCESS FOR ELLs 2.0 Overall Proficiency Scores	Date Entering U.S School (DEUSS)
A	1.0-2.0	07/01/2019 or after
B	2.1-3.0	Between 07/01/2017 and 06/30/19
C	3.1-6.0	Before 07/01/2017

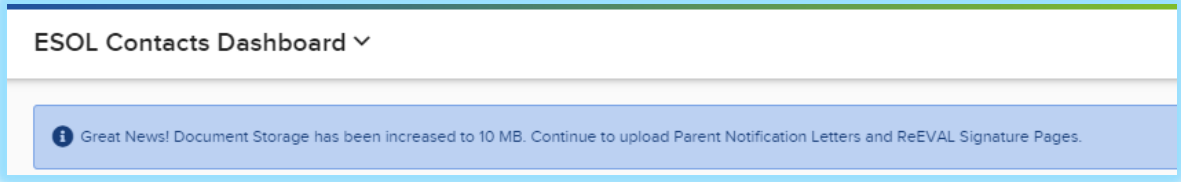
TIER for Pre-K, KG & LF = **"Z"**

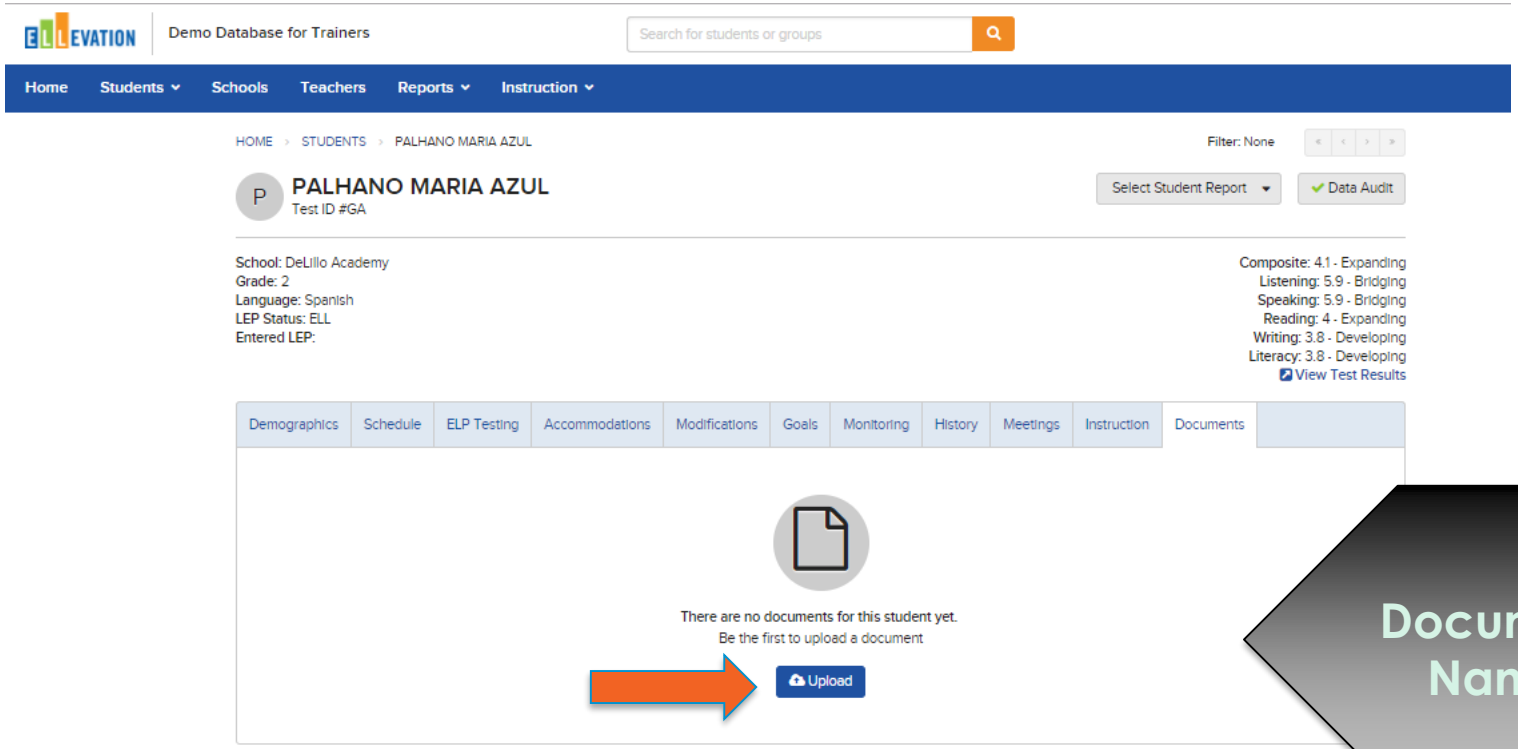
Department Updates

Generate, Print, Save, Upload and File

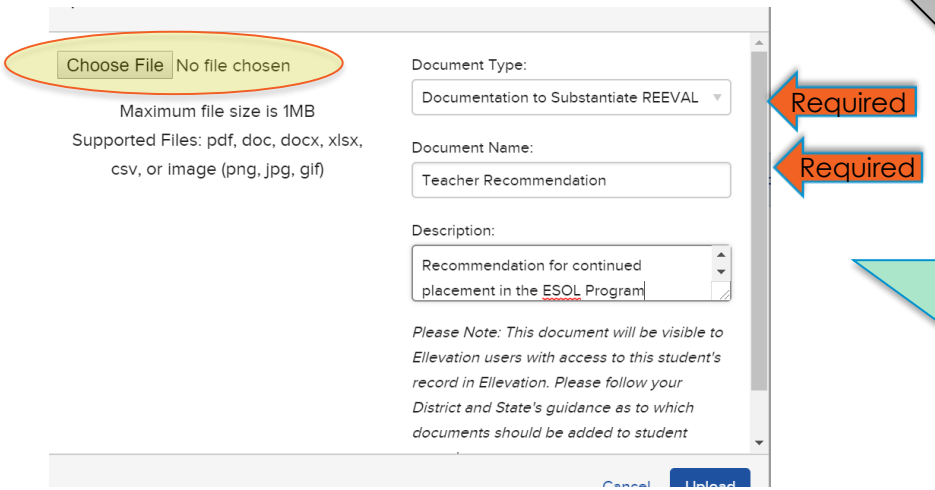
- **<u>Required for 2019- 2020 SY:</u>**
- Parent Letters (Placement, Continuation & Exit)
- ELL Student Meeting Report signature page







Document Storage Naming Guide

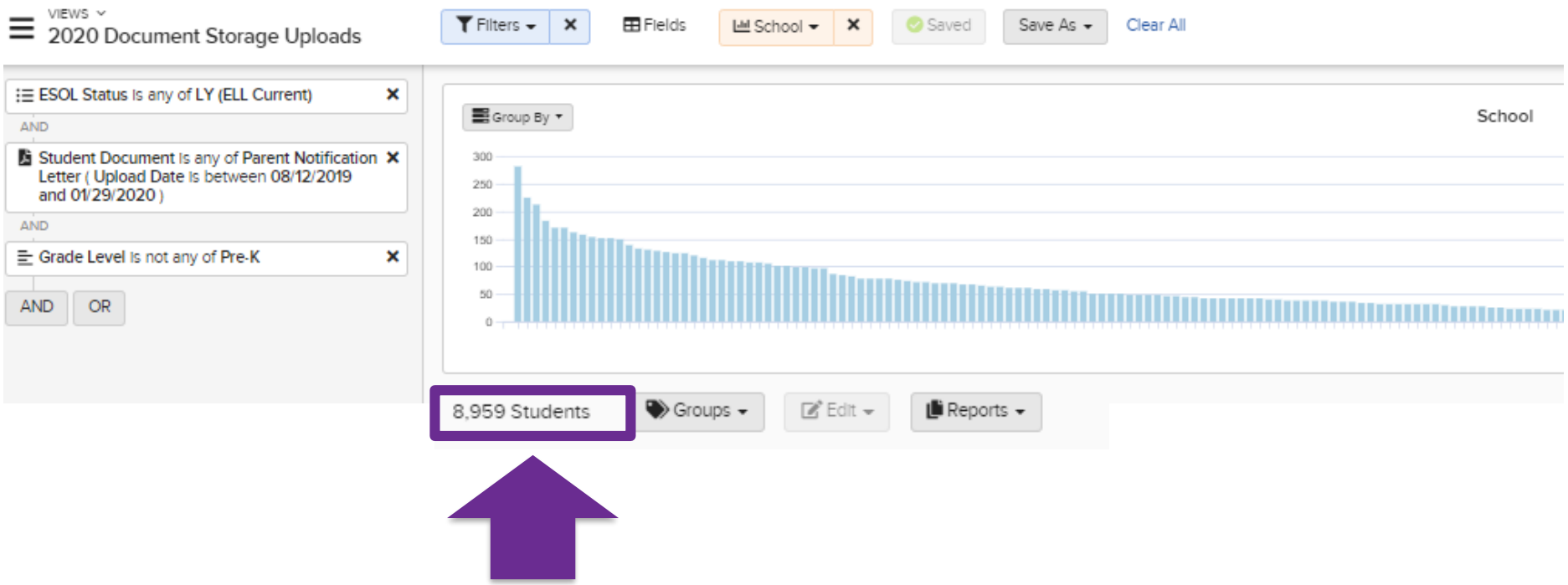


Required

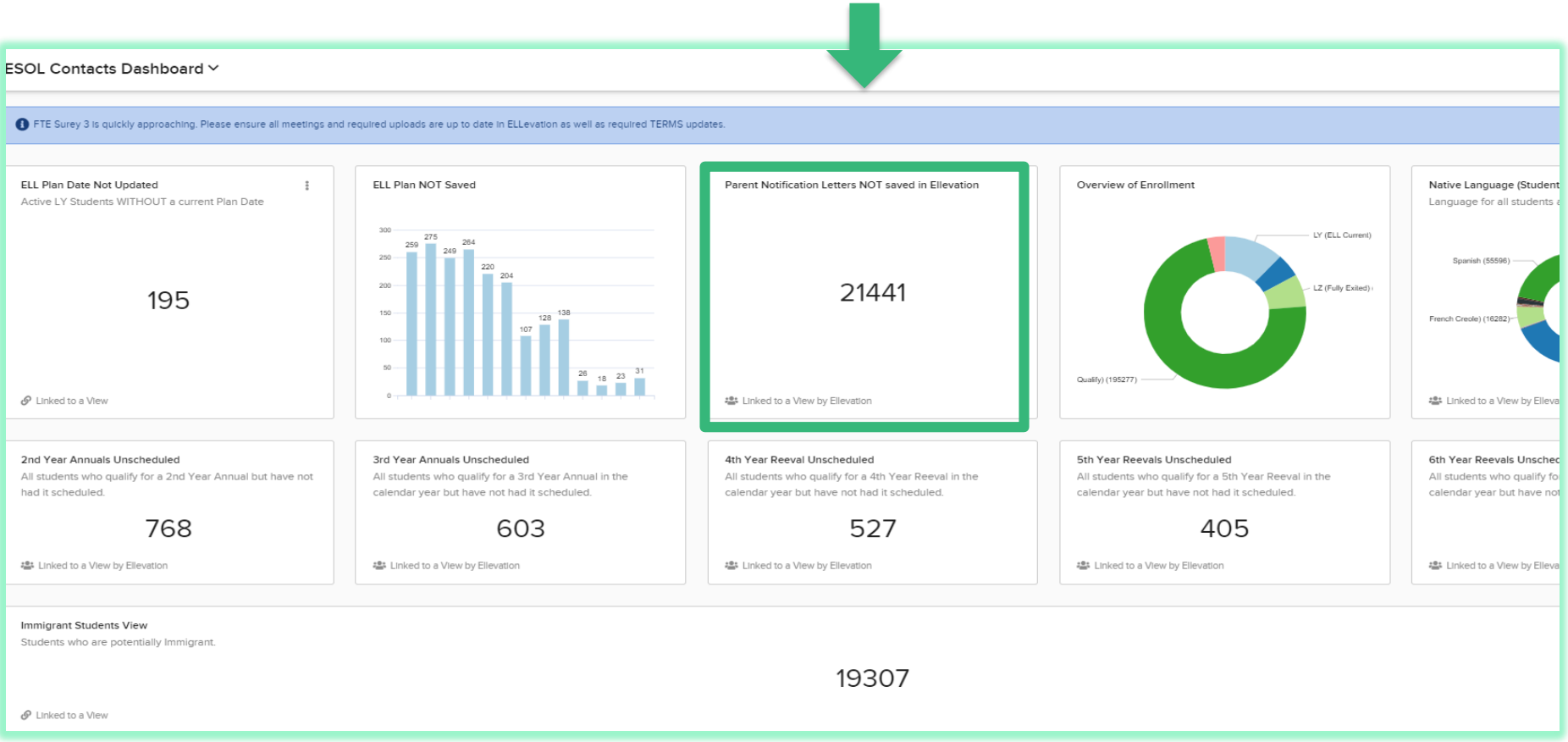
Required

Example:
2019-2020 Placement Letter JP

Parent Notifications uploaded to ELLevation



Parent Notification Letters **Not saved** in ELLevation



Reminders

At a Glance

February

- ☐ Registration: Testing & Placement Procedures (A03, A21, A23) All Plan dates are updated based on DEUSS
- ☐ Annual *Reviews* (DEUSS Feb. 2018 and 2019)*
- ☐ Re-Evaluations* *(DEUSS Feb. 2017 and before)* Requires ELL Committee Meeting* and L/S/R/W Assessment
- ☐ Send home Notification of Placement/Continuation letter* and file in ELL Folder within 30 days of DEUSS
- ☐ Generate, Save, Print and File Updated ELL Plans* based on DEUSS Date
- ☐ FTE Verification Survey 3 - Run ELLevation Reports* to verify Data Entry
- ☐ Plan for Testing (Dictionary, glossary, extended time, setting, etc.)

Monthly ESOL Compliance
2019-2020

August/September	October	November/December	January
☐ Follow procedures for students meeting EXIT criteria ☐ Registration: Testing & Placement Procedures (A03, A21, A23) All Plan dates are updated to the beginning of the School Year ☐ Generate/Update ELL Folders for LY students (Assign Accommodations, Check schedules, ELL PLAN*) ☐ Annual Reviews* (DEUSS Aug./Sept. 2018 and 2017) ☐ Re-Evaluations* (DEUSS Aug./Sept. 2016 and before) ☐ Send home Notification of Placement/Continuation letter* and file in ELL Folder within 30 days ☐ Generate, Save, Print and File Updated ELL Plan* based on DEUSS Date ☐ Generate ELLevation Reports* to verify Data Entry	☐ Registration: Testing & Placement Procedures (A03, A21, A23) All Plan dates are updated based on DEUSS ☐ Annual *Reviews* (DEUSS Oct. 2018 and 2017)* ☐ Re-Evaluations* *(DEUSS after Oct. 1, 2016 and before)* Requires ELL Committee Meeting* and L/S/R/W Assessment ☐ Send home Notification of Placement/Continuation letter* and file in ELL Folder within 30 days of DEUSS ☐ Generate, Save, Print and File Updated ELL Plans* based on DEUSS Date ☐ FTE Verification Survey 2 - Generate ELLevation Reports* to verify Data	☐ Registration: Testing & Placement Procedures (A03, A21, A23) All Plan dates are updated based on DEUSS ☐ Annual *Reviews* (DEUSS Nov/Dec 2018 and 2017)* ☐ Re-Evaluations* *(DEUSS after Oct. 1, 2016 and before)* Requires ELL Committee Meeting* and L/S/R/W Assessment ☐ Send home Notification of Placement/Continuation letter* and file in ELL Folder within 30 days of DEUSS ☐ Generate, Save, Print and File Updated ELL Plans* based on DEUSS Date ☐ Generate ELLevation Reports* to verify Data Entry	☐ Registration: Testing & Placement Procedures (A03, A21, A23) All Plan dates are updated based on DEUSS ☐ Annual *Reviews* (DEUSS Jan. 2018 and 2019)* ☐ Re-Evaluations* (DEUSS *Jan. 2017 and before)* Requires ELL Committee Meeting* and L/S/R/W Assessment ☐ Send dated Notification of Placement/Continuation letter* and file in ELL Folder within 30 days of DEUSS ☐ Generate, Save, Print and File Updated ELL Plans* based on DEUSS Date ☐ Generate ELLevation Reports* to verify Data Entry ☐ Begin planning for ACCESS admin. Verify Tier levels (A-C, Z)
February	**March/April**	**May/June**	
☐ Registration: Testing & Placement Procedures (A03, A21, A23) All Plan dates are updated based on DEUSS ☐ Annual *Reviews* (DEUSS Feb. 2018 and 2019)* ☐ Re-Evaluations* (DEUSS *Feb. 2017 and before)* Requires ELL Committee Meeting* and L/S/R/W Assessment ☐ Send home Notification of Placement/Continuation letter* and file in ELL Folder within 30 days of DEUSS ☐ Generate, Save, Print and File Updated ELL Plans* based on DEUSS Date ☐ FTE Verification Survey 3 - Run ELLevation Reports* to verify Data Entry ☐ Plan for Testing (Dictionary, glossary, extended time, setting, etc.)	☐ Registration: Testing & Placement Procedures (A03, A21, A23) All Plan dates are updated based on DEUSS ☐ Annual *Reviews* (DEUSS March/Apr. 2018 and 2019)* ☐ Re-Evaluations* (DEUSS *March/Apr. 2017 and before)* Requires ELL Committee Meeting* and L/S/R/W Assessment ☐ Send home Notification of Placement/Continuation letter* and file in ELL Folder within 30 days of DEUSS ☐ Generate, Save, Print and File Updated ELL Plans* based on DEUSS Date ☐ Generate ELLevation Reports* to verify Data Entry	☐ Registration: Testing & Placement Procedures (A03, A21, A23) All Plan dates are updated based on DEUSS ☐ Annual *Reviews* (DEUSS May/June 2018 & 2019)* ☐ Re-Evaluations* (DEUSS *May/June 2017 and before)* Requires ELL Committee Meeting* & L/S/R/W Assessment ☐ Send home Notification of Placement/Continuation letter* and file in ELL Folder within 30 days of DEUSS ☐ Generate, Save, Print and File Updated ELL Plans* based on DEUSS Date ☐ Review BASIS, RtI Data to schedule Retention Meetings*	Please refer to the Bilingual/ESOL SharePoint website for detailed procedures located in the ESOL Program Handbook CANVAS https://browardschools.instructure.com/courses/598658 SHAREPOINT https://browardcountyschools.sharepoint.com/sites/Intranet/Academics/learning/ELL/Pages/default.aspx For Support Contact Bilingual/ESOL Dept. 754-321-2590

*To be completed on ELLevation

SB/CC/AP/MM 05/31/2019

Survey 3 FTE: FEBRUARY 3 – 7, 2020

All **LY's and LF's** are accurately classified on TERMS and ELLevation

Document Storage

Generate, Print, Save, Upload and File Parent Letters (Placement, Continuation & Exit)

ELL Student Meeting Report signature page

Annual Reviews are up to date on TERMS and ELLevation
(For ELLs entering years 2 or 3)

REEVALS (Extension of Services) are up to date on TERMS and ELLevation.
(For ELLs entering year 4 or beyond)
**ELL Committee Meeting Required

Program 130 updated to reflect ESOL status

Most up-to-date **Student ELL Plan** for each LY is **saved** and filed in the blue ELL Folder

REMINDER: ELLEVATION REFLECTS UPDATES IN TERMS AFTER 48 HOURS

Essential Updates for FTE

- 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
- UPDATE PLAN DATES FOR ACTIVE ELLS (LY) TO THE DAY OF THE MEETING FOR ANNUAL OR REEVAL (WITHIN 30 DAYS OF THE DEUSS DATE)

Use Suggested IMT Forms

Total Education Resource Management System (TERMS)

All information entered by IMT/IMS must correlate with information on ELL folder and ELL Plan

Panels containing ELL information

A03: Demographics and Language Classification (DEUSS, LC, IM, ELL Status, Language Survey)
A10: Schedule and Code 130
A10 Detail: Instructional Model Codes
A07: Academic History
A21: Test Scores
A23: Special Programs Panel (Dates: CLASS, ENTRY, PLAN, REEVAL, TIER)

Information Required for ESOL

ESOL Contacts will provide IMT/IMS with the required dat ments throughout the school year. Based on feedback, forms h eated to assist in communicating effectively to be i .

Note:

- Doubl student attended another Broward school before testing.
- As a sug for Inter county transferring at the time of registration please attach the A07 pane from TERMS to the form .

Funding Sources

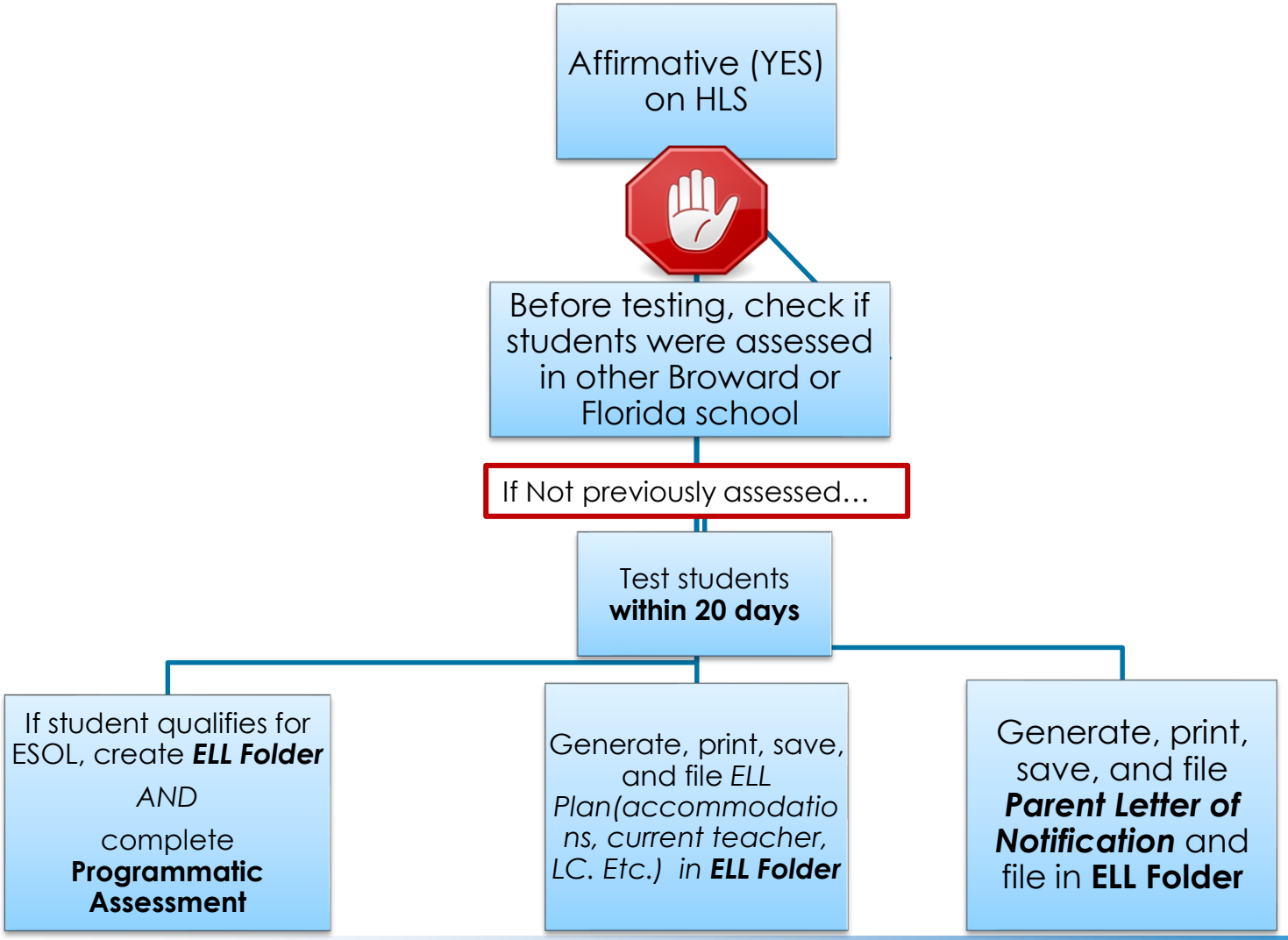
WFTE

- Generated by active ELL students (LYs)
- Part of General Funds – Program 130
- Managed by the School Administrator

Title III, Part A

- Calculated based on projections
- Federal Grant Funding
- Managed by Bilingual/ESOL Department

Where to begin with **NEW** students



Where to begin with **LY** students

Generate an Active ELLs view from Student List on ELLevation

- Analyze the data to prioritize

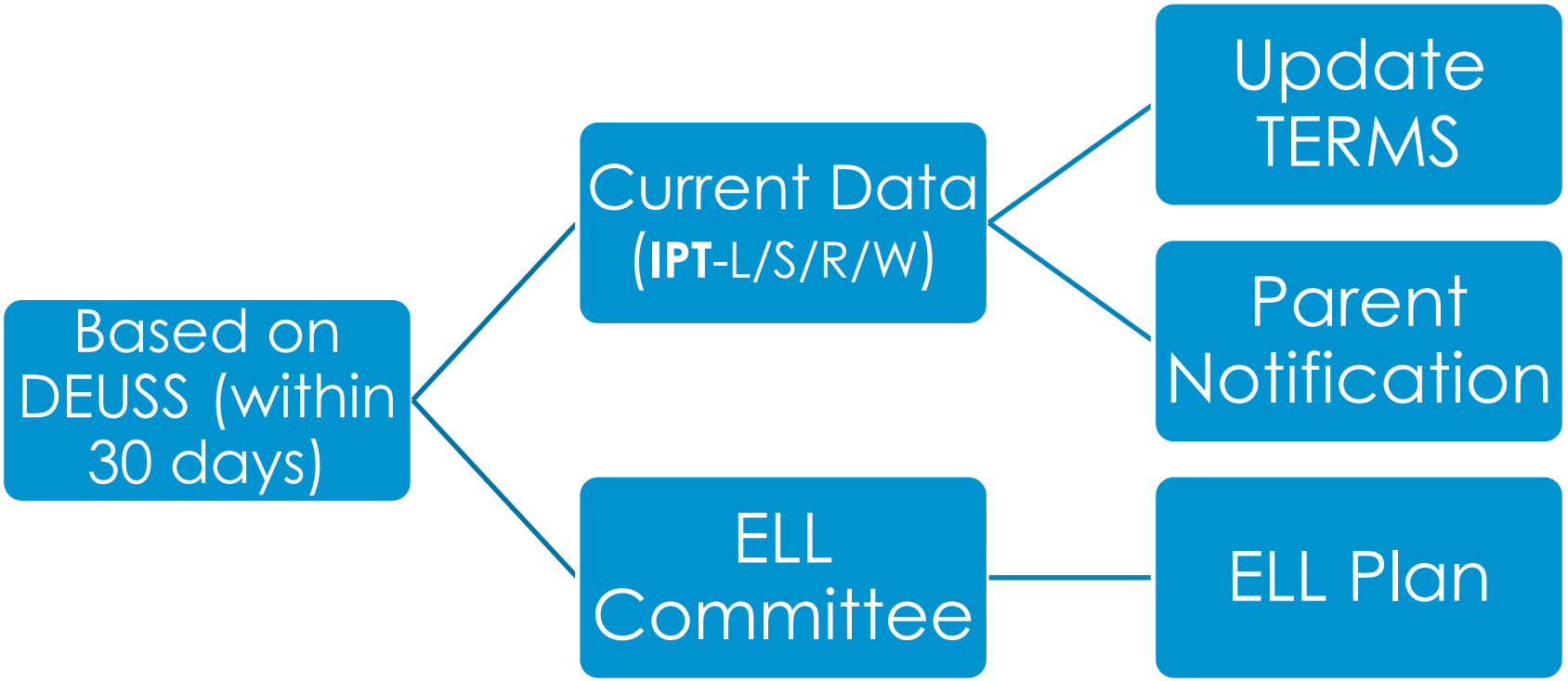
Locate an ELL folder for each student on your list

- Contact schools if missing folders

Identify students due for ANNUAL Reviews/REEVALs in August

- Schedule REEVAL Meetings
- Complete Annual Reviews using ACCESS and FSA data

Extension of Services (REEVALs)
For students entering years 4, 5, and 6



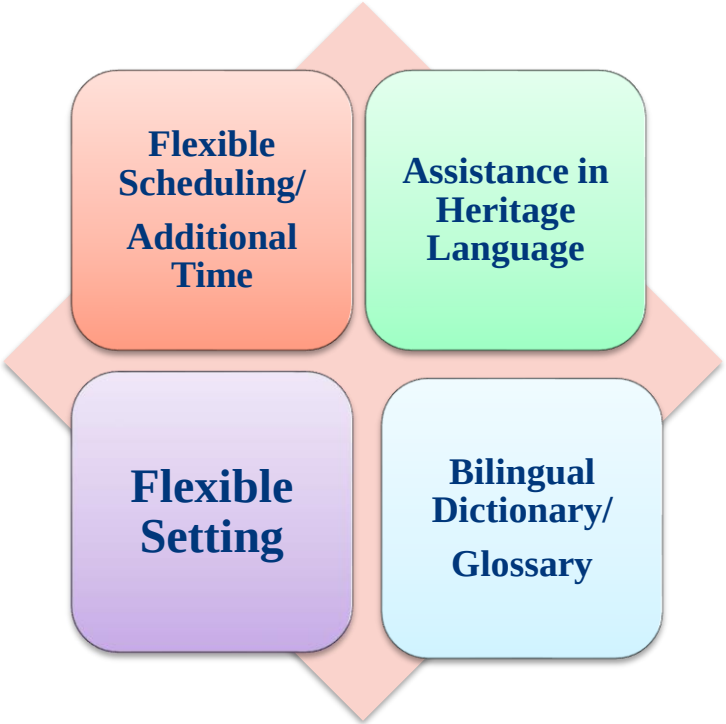
Generate, save, print, and file student meeting report

Active LY View

- Run **Active LY View** from the New Student List
- Download file in Excel
- **Sort** by DEUSS Date (Oldest to Newest)
- Analyze Data for students needing **REEVALs, Annual Reviews, updating PLAN dates**, etc.
- Check for possible **errors** (Language CLASS, Basis of Entry, DEUSS Date)

Accommodations

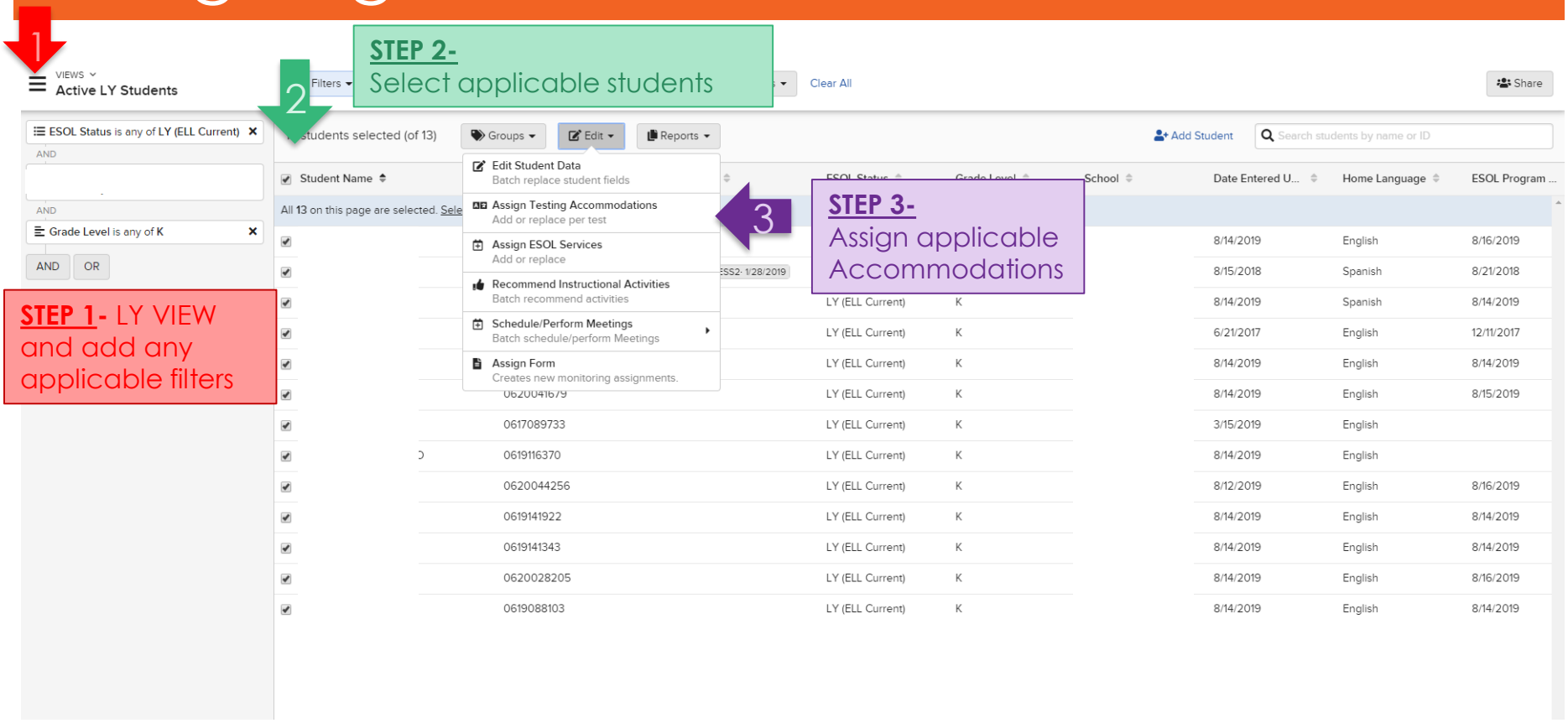
ELLs (LY and LF) receive accommodations during statewide assessments AND daily instruction



An **approved glossary** is defined as **word-to-word** and may include **content specific vocabulary**

Free Printable Content Glossaries:
https://steinhardt.nyu.edu/metrocenter/resources/glossaries

Assigning Accommodations- ELLevation



Exiting Students after October 1st

MUST CONVENE AN ELL COMMITTEE MEETING

Functions of the ELL Committee Effective July 1, 2018

Function

- Resolve any issues affecting instructional decisions of an ELL
- May make program placement recommendations
- Meeting must be performed on ELLevation

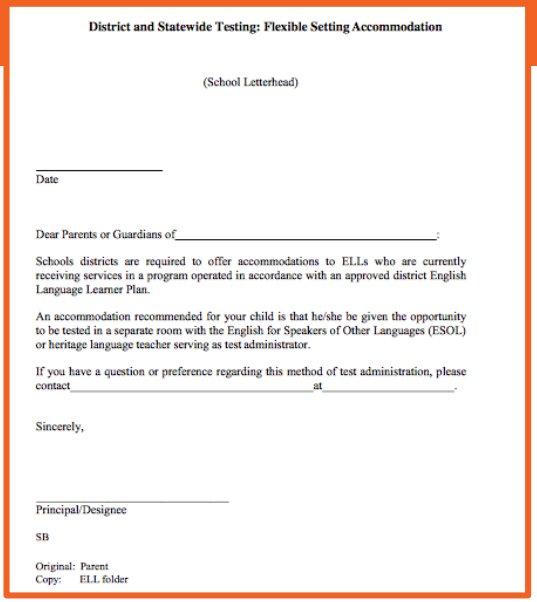
Members

Minimum of 3 School Personnel

- 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

Parents must always be invited to attend
(Dated Parent Invitation letter)

*Signatures in blue or black ink are required for all participants including administrators. Parent(s) and/or guardians are always invited, however, if they do not attend, the meeting still take place. The outcome of the meeting is made available to parents in writing via the Parent Notification Letter in their native language and filed in the ELL Folder.



District and Statewide Testing: Flexible Setting Accommodation

(School Letterhead)

_____
Date

Dear Parents or Guardians of_____:

Schools districts are required to offer accommodations to ELLs who are currently receiving services in a program operated in accordance with an approved district English Language Learner Plan.

An accommodation recommended for your child is that he/she be given the opportunity to be tested in a separate room with the English for Speakers of Other Languages (ESOL) or heritage language teacher serving as test administrator.

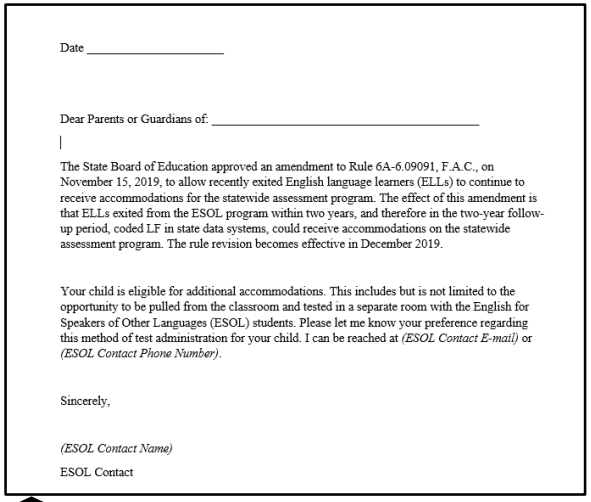
If you have a question or preference regarding this method of test administration, please contact_____at_____.

Sincerely,

_____
Principal/Designee

SB

Original: Parent
Copy: ELL folder



Date _____

Dear Parents or Guardians of: _____

The State Board of Education approved an amendment to Rule 6A-6.09091, F.A.C., on November 15, 2019, to allow recently exited English language learners (ELLs) to continue to receive accommodations for the statewide assessment program. The effect of this amendment is that ELLs exited from the ESOL program within two years, and therefore in the two-year follow-up period, coded LF in state data systems, could receive accommodations on the statewide assessment program. The rule revision becomes effective in December 2019.

Your child is eligible for additional accommodations. This includes but is not limited to the opportunity to be pulled from the classroom and tested in a separate room with the English for Speakers of Other Languages (ESOL) students. Please let me know your preference regarding this method of test administration for your child. I can be reached at *(ESOL Contact E-mail)* or *(ESOL Contact Phone Number)*.

Sincerely,

(ESOL Contact Name)

ESOL Contact

Flexible Setting Letter

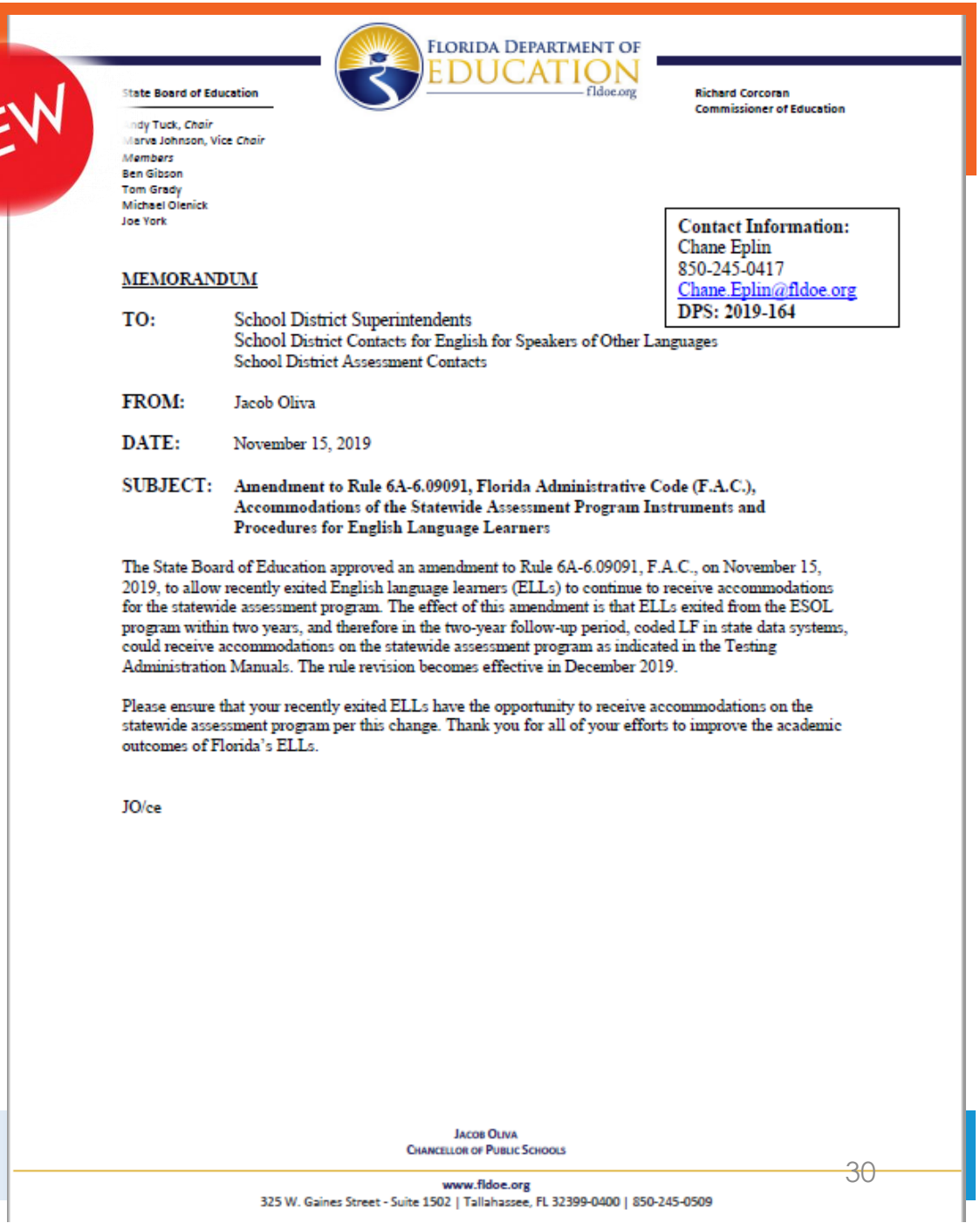
- **Found on Canvas or SharePoint:**
- **https://browardschools.instructure.com/courses/598658**
- **https://browardcountyschools.sharepoint.com/sites/Intranet/Academics/learning/ELL/Pages/default.aspx**

Amendment to Rule 6A-6.09091

NEW

MEMO HAS BEEN POSTED AND DISTRIBUTED

- **INCLUDES:**
  - Q&A Guide
  - ELLevation how-to Guide



FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

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Joe York

Richard Corcoran
Commissioner of Education

Contact Information:
Chane Eplin
850-245-0417
Chane.Eplin@fldoe.org
DPS: 2019-164

MEMORANDUM

TO: School District Superintendents
School District Contacts for English for Speakers of Other Languages
School District Assessment Contacts

FROM: Jacob Oliva

DATE: November 15, 2019

SUBJECT: **Amendment to Rule 6A-6.09091, Florida Administrative Code (F.A.C.), Accommodations of the Statewide Assessment Program Instruments and Procedures for English Language Learners**

The State Board of Education approved an amendment to Rule 6A-6.09091, F.A.C., on November 15, 2019, to allow recently exited English language learners (ELLs) to continue to receive accommodations for the statewide assessment program. The effect of this amendment is that ELLs exited from the ESOL program within two years, and therefore in the two-year follow-up period, coded LF in state data systems, could receive accommodations on the statewide assessment program as indicated in the Testing Administration Manuals. The rule revision becomes effective in December 2019.

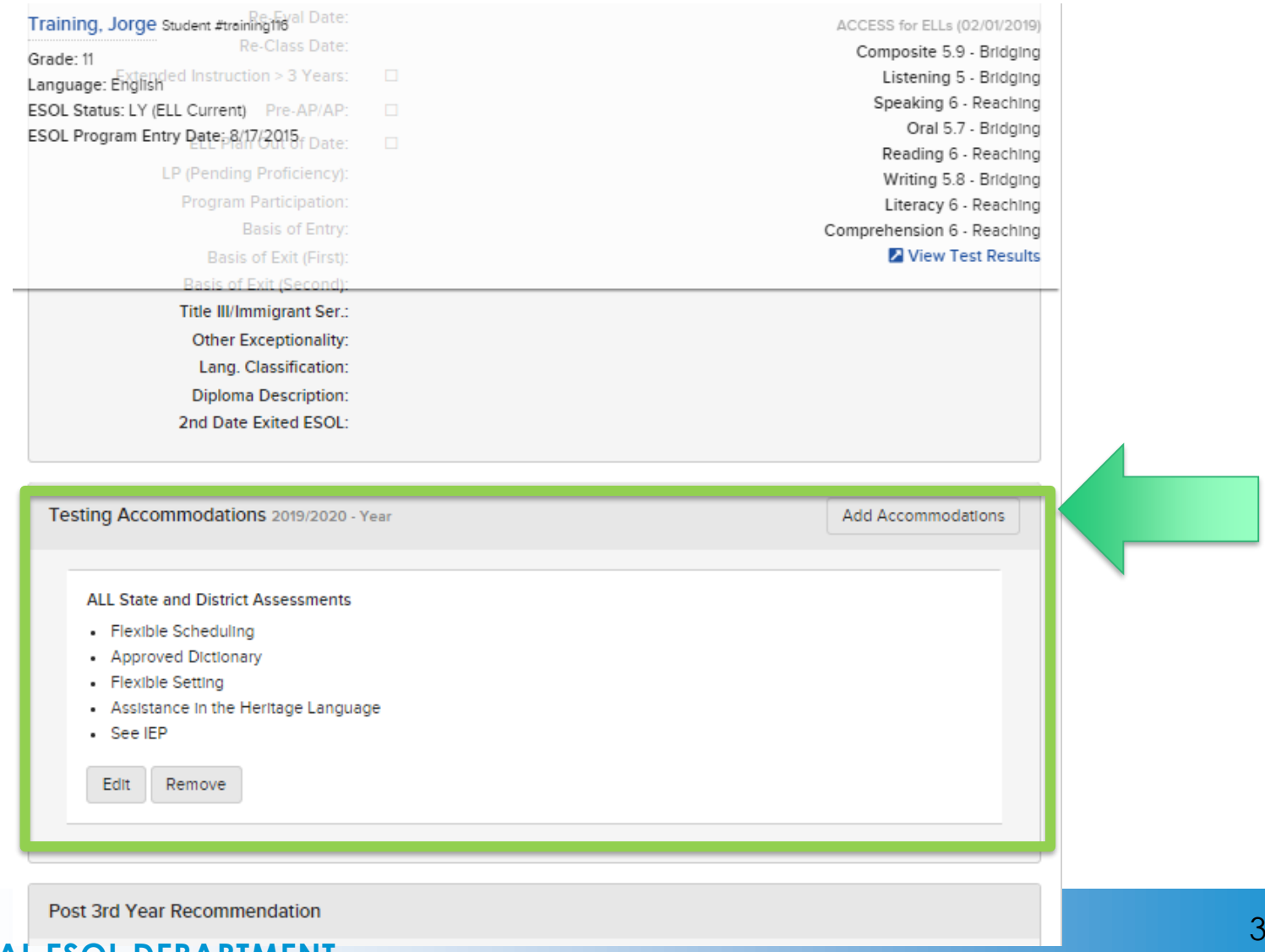
Please ensure that your recently exited ELLs have the opportunity to receive accommodations on the statewide assessment program per this change. Thank you for all of your efforts to improve the academic outcomes of Florida's ELLs.

JO/ce

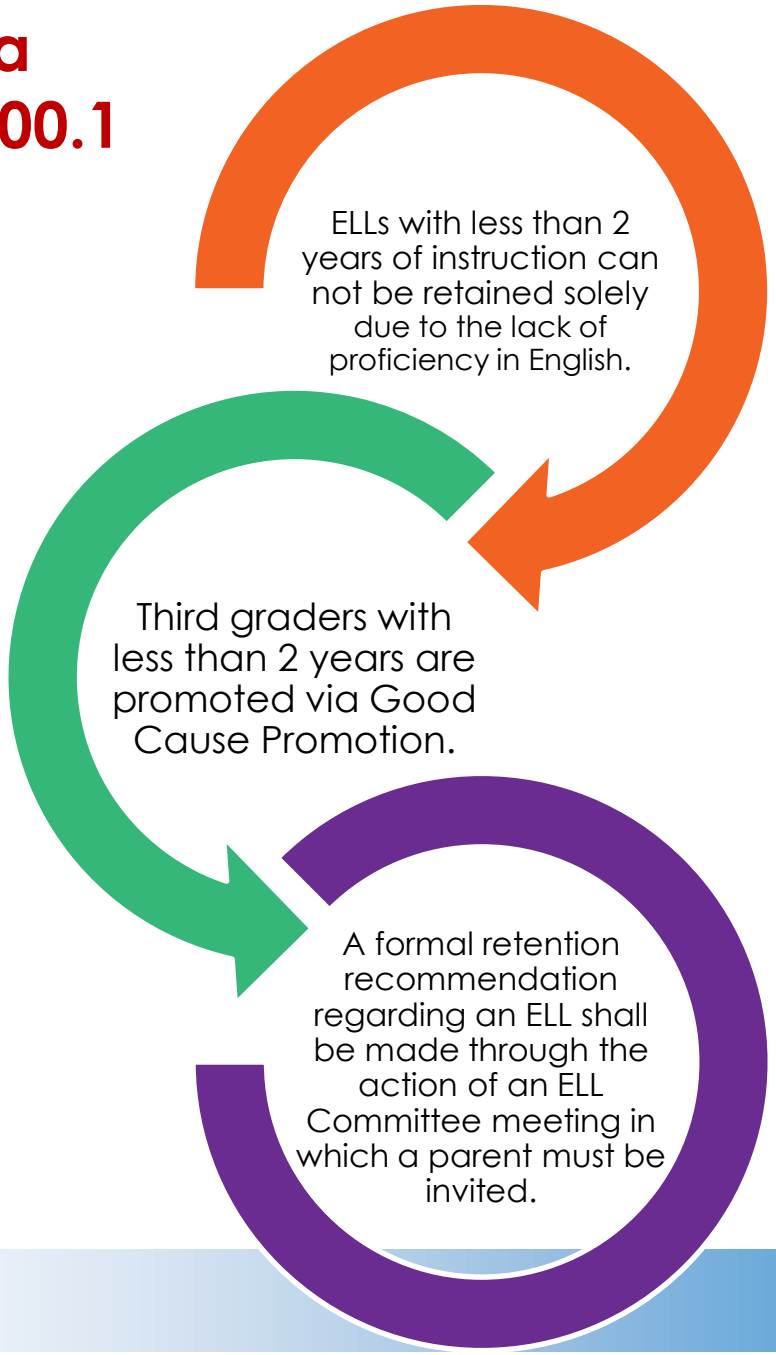
Jacob Oliva
Chancellor of Public Schools

www.fldoe.org
325 W. Gaines Street - Suite 1502 | Tallahassee, FL 32399-0400 | 850-245-0509

Accommodations via Ellevation



Promotion Criteria Retention- Policy 6000.1



Promotion Criteria
Retention- Policy 6000.1

Parent Communication

It is important for school personnel to explain grading criteria and expectations to parents of ELLs. Parents must be informed that grading reflects their child's academic achievement, based on his or her language proficiency, through curriculum accommodations and the used

3. English Language Learners (ELL)
   a. Formal retention recommendations for English Language Learners (ELLs) in grades K-2 and 4-5 require the review and approval by an ELL committee, in which the parent must be invited (Meta Consent Decree, 1990).
      1) ELL students cannot be retained solely due to lack of proficiency in English.
      2) Progress monitoring and interventions, as well as ELL committee recommendations, must be documented in the student's ELL Plan.

Monitoring After Exit

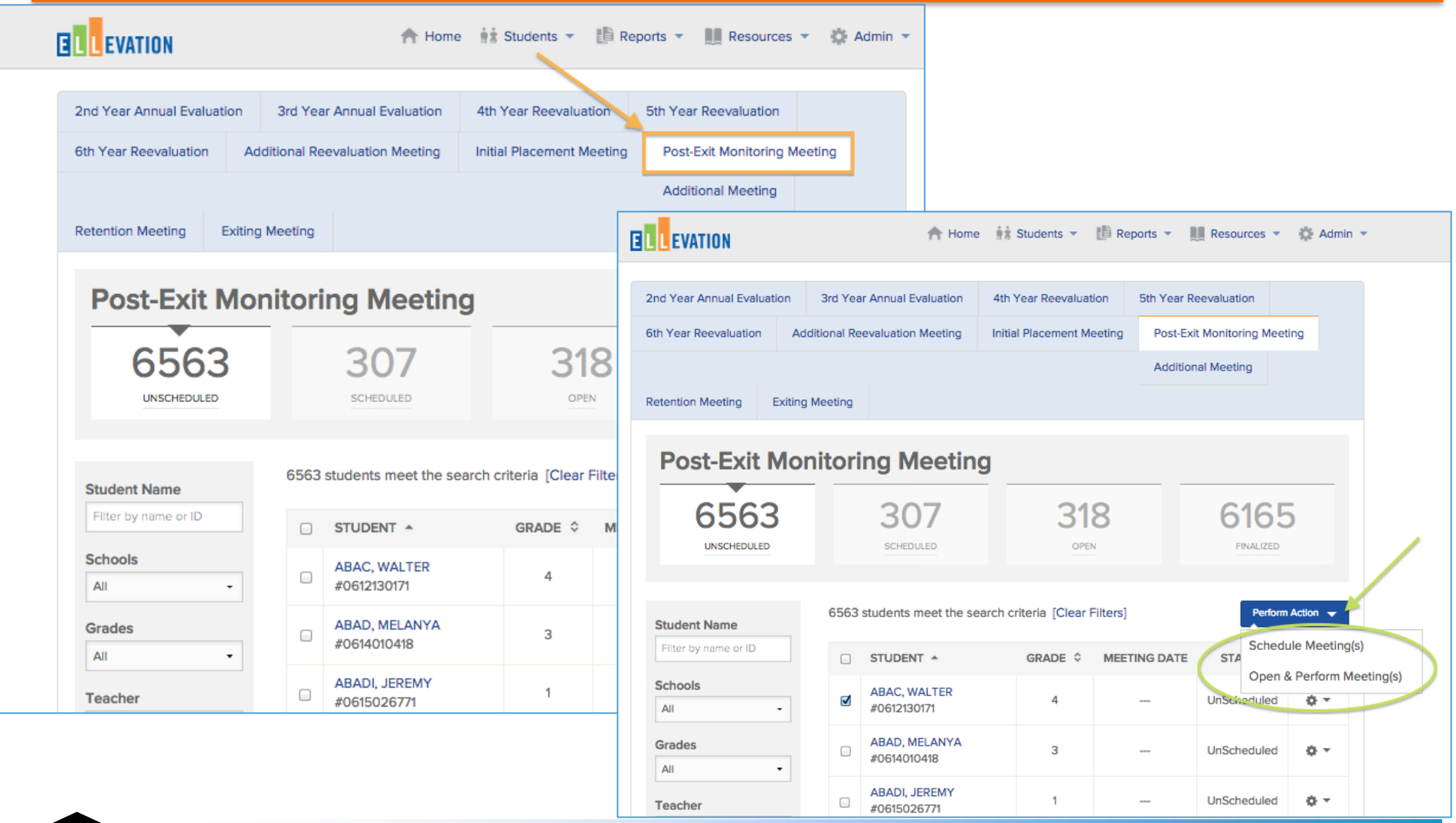
Students are monitored for 2-year period (LF)

After satisfactory performance during 2-year monitoring period, ELL code changes from LF to LA

LA = ESSA Post-Exit years 3 and 4

LZ = End of year 4

Monitoring After Exit in ELLevation



BILINGUAL ESOL DEPARTMENT

2020 ESOL ACADEMIC COMPETITION

(Middle & High School ELLs)

THEME: *A DIFFERENT LANGUAGE IS A DIFFERENT VISION OF LIFE*

WHEN: SATURDAY, APRIL 18, 2020

WHERE: FT. LAUDERDALE HIGH SCHOOL

Training Name	Dates	Location	Time/ Registration
ESOL Best Practices for Paras	February 20, 2020	Indian Ridge Middle School	1:00 p.m. - 4:00 p.m. via LAB
ESOL Guidelines to Interpret/Translate	February 20, 2020	Indian Ridge Middle School	8:00 a.m. - 11:30 a.m. via LAB

@BrowardESOL

Broward
Bilingual
ESOL
Department

Broward
ESOL

Follow Us On Social Media

ESOL CONTACT MEETINGS

Touch Base Tuesday
Tuesday, February 4, 2020
10:00 AM **or** 3:00 PM

Next Touch-Base Tuesday: March 3, 2020

Next Face-to-Face/Adobe: April 15 & 16, 2020

Q
&
A

Bilingual ESOL Leadership

Vicky B. Saldala, Director
Leyda Sotolongo, ESOL Curriculum Supervisor
Stephanie Bustillo, Educational Specialist
Melinda Mayers, Educational Specialist
Monica Nelsas, Parent Outreach Specialist
Blanca Guerra, Curriculum Supervisor, World Language Supervisor
Idalina Orta, Dual Language Specialist
Reina Murray, Bilingual Guidance Counselor
Celina Chavez, Educational Specialist, Charter School Support

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