

SECTION 8

ELL COMMITTEE MEETINGS

In this section, you will find information on the following:

- Functions of the ELL Committee Meeting
- When to Convene an ELL Committee Meeting
- Five State Approved Criteria
- Meeting Center on ELLevation
- Frequently Asked Questions

Functions of the ELL Committee

The main function of the ELL Committee is to resolve any issue affecting the instructional program of an ELL. It is composed of **at least 3 school based personnel members that may include:**

- An administrator/designee
- ESOL teacher
- Home language teacher
- Classroom/subject area teacher
- Guidance counselor
- School social worker
- School psychologist
- Other educators

The parent(s) **must** be invited to attend ELL Committee Meetings. *If parents are unable to attend, schools must keep a record of Committee Invitation Letter sent home to the parent(s)/guardian(s).* If there is no parent representation at the meeting, then it is the school's responsibility to communicate the ELL Committee decision to the parent in writing and maintain documentation in the ELL Folder. The school principal must take all appropriate measures to ensure that the parent(s) understand the proceedings of the meeting, which may include arranging for an interpreter through the Bilingual/ESOL Department for parent(s) whose home language is other than English.

If an interpreter is used during the committee meeting, he/she must sign on the line indicated as "other". The ELL Committee considers the preference of the parent(s) when making its decision. However, final determination of ELL status is the responsibility of the educational professionals of the ELL Committee. ELL Committee members are to assist in reviewing a student's current educational needs by identifying strategies to improve the student's performance.

When to Convene the ELL Committee

An ELL Committee is convened:

- before an ELL is retained
- when an ELL is being considered for Extension of Services (REEVALs) in the ESOL program for years 4, 5 or 6 and beyond
- during the two-year monitoring period following the ESOL Program exit date, while the student's progress is being monitored, if there is any consistent pattern of under-performance on appropriate tests and/or grades
- for students in grades K-12 with inconsistent test data to meet the entry or exit criteria

- any other time when there is a need to re-evaluate the ELL's educational plan or at the request of anyone involved in the ELL's education.

State Approved Criteria:

Two of the state approved criteria must be substantiated in the Student Meeting in ELLevation and documents to support recommendation must be included:

- extent and nature of prior educational and social experiences; and student interview;
- written recommendations and observations by current and previous instructional and supportive services staff;
- level of mastery of basic competencies or skills in English and/or home language according to appropriate local, state, and national criterion-referenced standards;
- grades from the current or previous years;
- test results other than those from the district assessments of listening/speaking/ reading/writing.

ELL Committee members must be present at meeting and sign the ELLevation generated Student Meeting Report for documentation purposes. ELL Committee information (e.g., date of meeting) must be documented in TERMS in the corresponding panels, dependent on the decision of the ELL Committee.

Meeting Center on ELLevation

The Meeting Center can include meetings from program placement, exit decisions, or other required meetings. ELLevation makes this process more efficient through the student meeting center, resulting in more time to focus on instruction and less time spent on paperwork.

If a student is due for their Meeting, the Meeting Center will display the student under the corresponding tab.

Frequently Asked Questions and Answers

Q: What is the purpose of the ELL Committee?

A: The main function of the ELL Committee is to resolve issues affecting the instructional program of an ELL student.

Q: How many members must an ELL Committee be composed of, and who are these members?

A: An ELL Committee must have at least 3 members in attendance, and may be composed of any of the following:

- An administrator/designee
- ESOL teacher
- Home language teacher
- Classroom/subject area teacher
- Guidance counselor
- School social worker
- School psychologist
- Other educators

The parents must be invited to all ELL Committee meetings, however, the parent(s) cannot be included as part of the 3 members (they would be considered additional attendees). Documentation of this invitation must be kept in the ELL folder and must be provided in the English and the Home Language, if available.

Q: Where are recommendations from teachers/staff documented?

A: Teacher recommendation should be written in the notes section of the Meeting Center on ELLevation.

