

Improving Connections with English Learner Families

- District Support for English Learner Advisory Committees (ELAC)
- Training and orientation for district interpreters and translators

Putting CPM to work...

- One district site identified as not meeting the state ELAC requirements
- Opportunity to train all principals on required A-H elements of EL 2
- Manual of support
- Shifting mindset from “required” to school asset, from “coffee chat” to advisory group

District ELAC Manual

- All required elements were divided into 4 agendas
- Powerpoints and supplemental material for each item provided
- Sign in sheets, note taking tools, election ballots included
- All materials translated into Spanish
- Manual kept on district shared drive

Training

- Annual one hour training for all site administrators
- Training for DELAC parent leaders and community liaisons

Accountability

- Fall: Sites submit ELAC dates and reps. to ELD dept.
- Ongoing: Minutes submitted to ELD dept.
- ELD dept. staff may attend meetings
- DELAC officers provided with note taking tool to bring back info. to their ELAC mtgs.

Next Steps

- Best ELAC Practices Panel at principal meeting
- DELAC manual
- Increased clarity re: role of ELAC v. DELAC

Improved Interpreter & Translator Services

Goals:

- Provide consistent quality of service
- Increase numbers of available interpreters and translators
- Increase efficiency of translator/interpreter request process

Provide consistent quality of service

- Interview with written and verbal exam
- Annual required 2 hour training for all interpreters/translators
- Surveyed most experienced translators/interpreters to determine training needs
- ELD dept. staff attended COE training
- Training manual provided
- Developed editing process for all written translations
- Hired a highly proficient parent/interpreter to do all district documents

Recruitment and retention

- Increased pay rate (from \$11 to \$13)
- Posted position on ed-join
- School site recruitment of parents through newsletters and letters home
- Collaborated with HR to identify existing and new bilingual employees

Efficiency

- Supported sites with identifying site translator for school letters
- Created online request system for interpreters
- Identified one ELD dept. staff person as the “lead”
- Improved communication with sites re: interpreters during parent conferences
- Hired a very experienced parent/translator to do all district level documents