



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE DEPUTY SUPERINTENDENT
CURRICULUM**

August 4, 2011

TO: All Principals

FROM:  Leonard A. Butler, Ed. D., Deputy Superintendent
Curriculum

VIA:  Area Superintendents

SUBJECT: **2011-2012 ESOL CONTACT MEETINGS AND
ESOL ACADEMIC COMPETITION**



The following dates have been scheduled for the 2011-2012 ESOL Contact Meetings and ESOL Academic Competition. Please forward these dates to your school's ESOL Contact.

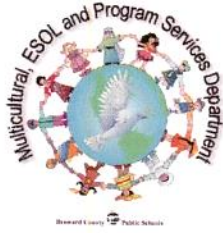
<p>ESOL Contact District Meeting Wednesday, August 17, 2011 Two sessions: 8:00 a.m. – 11:00 a.m. or 12:00 p.m. -3:00 p.m. Ana G. Mendez University System (see flyer for map & directions) 3520 Enterprise Way, Miramar, FL 33025</p> <p>Alternate Meeting Thursday, August 18, 2011 12:00 p.m.- 3:00 p.m. Multicultural, ESOL Program Services Department -Portable 11 (see flyer for directions) 201 S.W. 172nd Ave., Pembroke Pines, FL 33029</p>	
October 5, 2011 Whiddon-Rogers Ed. Center 700 SW 26 St., Ft. Lauderdale, FL 33315	Elementary: 3:00 p.m. – 4:00 p.m. Secondary: 4:00 p.m. – 5:00 p.m.
October 6, 2011 Web Session	2 sessions to choose from: 10:00 a.m. or 3:00 p.m.
January 11, 2012 Whiddon-Rogers Ed. Center 700 SW 26 St., Ft. Lauderdale, FL 33315	Elementary: 3:00 p.m. – 4:00 p.m. Secondary: 4:00 p.m. – 5:00 p.m.
January 12, 2012 Web Session	2 sessions to choose from: 10:00 a.m. or 3:00 p.m.
April 11, 2012 Web Session	2 sessions to choose from: 10:00 a.m. or 3:00 p.m.
<p>ESOL Academic Competition (Middle & High Schools) May 19, 2012 8:00 a.m. – 3:00 p.m. TBD</p>	

Enclosed you will find a document that clearly defines the role of a school's ESOL Contact. We hope you find it useful when determining who is the most qualified individual for this position and supplement. **Please send an e-mail to Jackie Alvarez at J.Alvarez-Sepulveda@browardschools.com by Monday, September 12th, with the name of your ESOL Contact person if they are new to this position.**

If you have any questions or need further information regarding the ESOL Contact meetings, please contact **Vicky Saldala, Director, Multicultural, ESOL and Program Services Department** at (754) 321-2953.

LJB/SVH/VBS:pm
Attachments

c: Executive Leadership Team
Jody Perry, Director, Charter Schools Support



**PLACE: Ana G. Mendez College
3520 Enterprise Way
Miramar, FL 33025**

**WHEN: Wednesday,
August 17, 2011**

ESOL CURRICULUM CONTACT MEETING

Significant information will be discussed regarding assessment, beginning of the year procedures for ELLs, professional development, future meetings and other curriculum matters.

DETAILS: You may attend
any one of two sessions:

8:00 am to 11:00 am
or
12:00 pm to 3:00 pm

Attendance will be recorded.



**DIRECTIONS: From I-75
Exit Miramar Pkwy East Make a right at Enterprise Way**

Please call Celina Chavez or Jenna Moniz at 754-321-2981 for further information.

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

The School Board of Broward County, Florida
Multicultural, ESOL and Program Services Department



Alternate ESOL Contact Meeting

Thursday, August 18, 2011
12:00 p.m. – 3:00 p.m.

Multicultural, ESOL and Program Services Department
201 SW 172nd Avenue,
Pembroke Pines, FL 33029
Portable #11

We are located on the corner of Pines Blvd and SW 172nd Avenue (west of I-75). If you are headed west on Pines Blvd., make a left at the light on SW 172nd Ave. Make an immediate left to enter the parking lot. You will see the sign on the fence for the Multicultural & ESOL Department. Drive through the entrance and park on the basketball court to your left. The training is in Portable 11, adjacent to the basketball court.

**Please contact this office to register as seating is limited.
For further information, please contact Celina Chavez or Jenna Moniz at 754-321-2981.**

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Multicultural, ESOL and Program Services Department

ROLE OF ESOL CONTACT

Each school is to designate an ESOL Contact whose responsibilities include:

- Attending ESOL Contact Meetings during the school year and share information with administrators and staff.
- New ESOL Contacts must attend Curriculum and Compliance training.
- Disseminating information and correspondence received from the Multicultural, ESOL and Program Services Department regarding ESOL Program curriculum and compliance.
- Coordinating and convening the ELL Committee as needed and send notification inviting parents and other appropriate personnel.
- Completing, maintaining and updating the English Language Learner Student Education Plan (ELLSEP) folder with all the appropriate supporting documentation, and collaborate with guidance staff to complete and document the programmatic assessment and academic placement information in the ELLSEP folder of ELLs.
- Collaborating with the Information Management Technician (IMT) to ensure correlation between the ELLSEP folder and TERMS.
- Following federal, state and School Board policies and regulations regarding ELLs and the ESOL Program.
- Requesting assistance from Multicultural, ESOL and Program Services Department, when needed.

This is not an all-inclusive list, but it provides an overview of the ESOL Contact's duties and responsibilities.