

# BOSTON PUBLIC SCHOOLS



## MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN



JOHN HOLLY  
Director of Instruction  
Director de Instruccion

EFRAIN TOLEDANO  
Principal  
Director

03/17/17

Dear Tobin K-8 Community,

Good afternoon. The Tobin K-8 School is one of 26 BPS schools selected to participate in the DESE SY'2016-2017 onsite phase of the English Learner Education (ELE) Coordinated Program Review (CPR), on Tuesday, April 25, 2017. Other BPS schools participating from TLT 3A include: Curley K-8, Edison, Hernandez K-8, Jackson Mann, McKinley (K-12) and Sarah Greenwood. The forthcoming DESE school visits are one part of its accountability system, utilized to oversee and gauge local compliance with English Learner education requirements. **The On-Site School Visits will encompass the following:**

- **Student Record Review:** DESE will be reviewing student English Language Development (ELD) folders to determine whether procedural and programmatic requirements have been implemented.
- **Observation of classrooms and other facilities:** The DESE on-site team will observe a range of classrooms including ESL, SEI, SLIFE and Dual Language (if applicable) as well as other school facilities used in the delivery of programs and services to determine general levels of compliance with program requirements.
- **Interviews:** The DESE team will interview school leaders, LAT-F's, ESL teachers, content teachers, and parents. DESE may also identify additional staff to be interviewed during the school site visit. School leaders will be able to refer candidates to participate.
- **Telephone interviews:** DESE may also conduct telephone interviews with staff or parents referred to them by other parents or members of the general public.
- **Parents of selected English learners are sent a survey by DESE,** in the language of the home, to provide information on their experiences with the district's implementation of the ELE program and related procedural requirements, if their student's record was selected for review by the on-site team or if otherwise selected by DESE.

### Expectations/Readiness:

In preparation for our on-site visit all educators with at least one ELL/SWD student will ensure planning and implementation is up-to-date, visual and available in the following areas:

1. ELD folders up-to-date in accordance with ELD folder checklists e.g. 30 day letters, ACCESS results, Class schedule, Report cards in native language, FLEP monitoring, ELD invite letters etc;
2. Craft, post and reference Language Objectives that reference key vocabulary/concept and mode of communication e.g. Reading, Writing, Speaking, Listening;
3. Evidence of students offering and receiving verbal feedback (speaking/listening) and use of the self-reflection tool (writing) aligned with the Tobin Instructional focus;
4. Display and reference to anchor charts that make thinking visible and for supporting with recording strategies, processes, cues, and collaborative guidelines;
5. Evidence of lesson preparation including elements of Sheltered Instruction Observation Protocol (SIOP), Workshop model, Guided reading and Structures embedded in the Tobin Instructional Expectations doc;
6. Use of instructional strategies responsive to ELLs/SWDs including: Reciprocal Teaching, SQ3R (survey, question, read, recite, review), VTS, KWL, Book Walk, Think-Pair-Share among others to construct meaning and develop reading comprehension with ELLs/SWDs;
7. Evidence of differentiated instruction for students aligned with ELD level(s);
8. Knowledge of WIDA Can Do descriptors and WIDA Learning Standards and Rubrics (Source: Tobin Handbook | LAT/RETELL Tab and ELL/SWD Binder.

We thank Tobin SEI, ESL, Hybrid and General Education educators with ELLs in advance for their ongoing planning and professionalism as we collectively prepare for the CRP onsite visit and showcase our planning, instruction and learning of our ELL students across K-8 classrooms.

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### OELL CPR Preparation Support Timeline:

Date	Event
March 20, 2017	Communication memo to schools designated for a DESE onsite visit or in need of providing ELD Folders.
March 20, 2017 - March 24, 2017	ELD Folder and school specific detail (i.e. teacher names, classroom maps) retrieval support.
<u>March 28, 2017</u>	CPR preparation support breakout session provided during scheduled LATF meeting.
March 20, 2017 - April 13, 2017	OELL onsite prep meetings with school leaders. Meetings will be held at the school site or at Bolling. Meetings will be to review and support in preparing school leaders and their staff for the DESE site visit.

### Dates to Remember:

Date	Event
April 4, 2017 - April 5, 2017	DESE ELD Student Folder Review
April 24, 2017 - April 27, 2017	DESE Onsite <u>School Interviews</u> and Classroom Observations
April 27, 2017	DESE Central Office Administrative Interviews
April 28, 2017	DESE Exit Interview

In the interim, we invite educators and school leadership to visit and review the Coordinated Program Review Preparation Support links below to support your understanding of the forthcoming DESE school site visits for the SY'2016-2017 ELE Coordinated Program Review of Boston Public Schools.

- [OELL Coordinated Program Review Website](https://sites.google.com/bostonpublicschools.org/dese-cpr-2017/)  
<https://sites.google.com/bostonpublicschools.org/dese-cpr-2017/>
- [SY 2016-2017 Coordinated Program Review Procedures: English Learner Education \(ELE\) in Public Schools Mass. Gen. Laws c. 71A](https://drive.google.com/file/d/0B95Ljm2AJPTgWI9kRnhuNFRFdvk/view) <https://drive.google.com/file/d/0B95Ljm2AJPTgWI9kRnhuNFRFdvk/view>

Sincerely,

John Holly, Director of Instruction  
Cc: Efrain Toledano, Principal