

ELL Task Force Parent Engagement Subcommittee

Meeting Minutes, September. 14, 2018

Present: Cheng Imm Tan, Julia Mejia, Ahmed Noor, Priya Tahliliani, Vincent Leung, Harrison Hur

1. The Subcommittee was happy to welcome Vincent Leung and Harrison Hur from Northeastern University to observe the meeting.
2. Review of Tracker on Recommendation 4: Ensure Adequate Information and outreach to facilitate new immigrant parents with the school based registration process, including the registration timing and schedule, and help parents understand how to pick schools that best meet their child/ren's needs.
 - Data Requested: SY pre enrollment workshops conducted. Summary Data: Type and number of outreach events, including number and racial/ethnic breakdown of attendees.
 - Data Requested: NACC Parent exit surveys. Summary data: How parent feedback is collected for parent registration, testing and placement

Review of Tracker on Recommendation 3: Data Requested: School based staffing. Summary Data: Languages that school staff speak other than English in schools with large EL population. Race of school staff in schools with large ELLs

Data Requested: District Staffing. Summary Data: Languages that district staff speak, other than English, and race breakdown of district staff.

3. Report on Recommendation 1:1. District-wide recommendation to better train, support and hold school leaders and educators accountable for family engagement for all students, including ELLs. There was no report because Lisa Harvey was sick and we had no access to the updated tracker

The schedule for reporting on collected data on the Tracker was discussed and the schedule will be:

December meeting: Report on Recommendation 1

March Meeting: Report on Recommendation 3 and 4

June Meeting: Report on Recommendation 2 and take a look at Next Steps

4. School Committee report: all agreed that the discussion at the ELL Task Force had sufficiently covered this agenda item
5. Plan for school visits. There was agreement that in addition to tracking the various data, the Parent Engagement subcommittee will visit schools during the months where we do not meet, to hear directly from parents and school leaders. After quite a bit of discussion, the following schools were picked.
 - Orchard Gardens
 - Mettahunt

- Mildred
- Hurley

The Subcommittee decided that the months for visiting schools would be **October, January, April and May and it would take place on the first Friday of these months from 10-12 noon (except for the October school visit which would be on Friday October 19.** Ahmed and his team will reach out to the four schools and let subcommittee members know which school will be ready for us to visit in the identified months.

6. Additional ELL Parent events. The subcommittee also discussed collaborating with the OELL at their events to get parent's feedback on ELL parent participation, progress made and concerns. In May, OELL will organize a Multicultural Day with presenters and performers for families. It will be a 4 hour long event with arts display, and workshops. OELL will give the Parent Engagement Subcommittee about 45 mins to speak to all the parents and get their feedback on parent participation on the school and district level – what is going well, what the barriers are. There will also be the 2nd DELLAC Conference in November that the Parent Engagement Subcommittee members will attend and have about 40-45 minutes to speak with parents.