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**District English Language Learner  
Advisory Committee Conference  
March 18, 2016  
Summary Report**

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*March 23rd, 2016*

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## Purpose of Report

The purpose of this report is to provide a summary of the outcomes for the second District English Language Learners Advisory Committee (DELLAC) Conference held on Friday, March 18, 2016 at the Bruce Bolling Municipal Building from 6:00 PM to 8:00 PM. The report contains brief descriptions of the event in regards to the 3 workshop presentations provided to parents, some key bright spots as well as data information in the form of parent feedback and participation results.

## Introduction

The first DELLAC Conference held on January 30, 2016, provided the Office of English Language Learners (OELL) with the opportunity to introduce parents to our vision for this initiative. This vision is to create a multicultural, multiethnic, and multilingual, parent-led committee comprised of English Language Learner (ELL) parents and community members whose task will be to provide recommendations to school and district officials in regards to programs and services provided to ELL students. Our second conference reinforced this vision but also thematically focused on highlighting parents as leaders. Attendees were reminded that many parents already embody the leadership skills needed to be active and engaged members in schools and communities.

Much like the first conference, parents and community members that work with all language groups in the city of Boston were invited to the Bruce C. Bolling Building on March 18, 2016. Prior to our main program, parents had access to information and opportunities to engage with more than 10 community organizations that provide a variety of services to all Boston families. The second DELLAC Conference opened with a guest speaker and later gave the parents the option to select from 1 of 3 workshops offered. These workshops were selected based on parent preference feedback gathered at the first conference. It is important to note that prior to the end of the conference, parents were notified that elections and nominations for roles on the executive leadership committee would occur at our next conference.

# Agenda of Second DELLAC Conference

**5:30 PM - 6:00 PM**

Registration and Resource Table Visits

**6:00 PM - 6:10 PM**

Opening

*School Committee Chamber*

**6:10 PM - 6:45 PM**

Keynote Address\*

*Monica Roberts, Assistant Superintendent for the Office of Engagement*

*School Committee Chamber*

**6:45 PM - 7:00 PM**

Brief Announcement on Nominations

*School Committee Chamber*

**7:10 PM - 7:50 PM**

**Parent Workshop: Please select one (1) of the workshops to attend:**

<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
<i><b>Holding a Successful Meeting: An Overview of Robert's Rules of Order and Nominations</b></i>	<i><b>DELLAC Overview</b></i>	<i><b>BPS Budget, Where Do the Numbers Come From?</b></i>
<i>Presented by Ahmed Noor, ELL Family Resource Specialist</i>	<i>Presented by Kevin Montoya, Parent and Community Outreach Administrator</i>	<i>Presented by Heshan Berents-Weeramuni, Co-Chair of Citywide Parent Council</i>
This workshop will provide the basic understanding of how use Robert's Rules to participate successfully in meetings. The nominations process for the next conference will also be discussed.	This presentation will provide an overview of the DELLAC mission and structure for parents that were unable to attend the first DELLAC Conference.	Ever wonder what's included in a school budget? This workshop will help you gain an understanding of the BPS budget process and development.
<b>Audience:</b> Parent leaders interested in DELLAC Executive Leadership	<b>Audience:</b> New DELLAC parent leaders	<b>Audience:</b> New and emerging parent leaders
<i><b>Room 2-12</b></i>	<i><b>Room 6-65</b></i>	<i><b>School Committee Chamber</b></i>

**7:50 PM - 8:00 PM**

Exit Surveys and Closing

\*Originally the keynote address was to be delivered by Dr. Miren Uriarte and Paulo DeBarros, but due to unforeseen circumstances, both could not attend the conference on the scheduled date.

## Second DELLAC Conference Workshops

### Holding a Successful Meeting: An Overview of Robert's Rules of Order and Nominations.

The purpose of this workshop was to give participants an overview about the effective ways of conducting meetings and the proposed organizational structure of DELLAC. The importance of this presentation was that it will help the proposed DELLAC members to use parliamentary procedures like the Robert's Rules of Order. Once the DELLAC is established, in depth training about the parliamentary procedures will be provided to the DELLAC Executive members and any parent who are interested. Also, at this workshop, participants learned about the nomination of the DELLAC Executive Board and the process that will be use at the next DELLAC conference.



### DELLAC Overview

At this workshop, new participants learned about the purpose of the DELLAC whose major function is to ensure that ELL parents are informed about all aspects that affect ELL students and provide written recommendations to OELL to enhance services for ELLs. Also, participants had the opportunity to gain insights about the DELLAC organizational structure, responsibilities and the requirements for serving in DELLAC. This workshop was provided for parents that were unable to attend our first conference



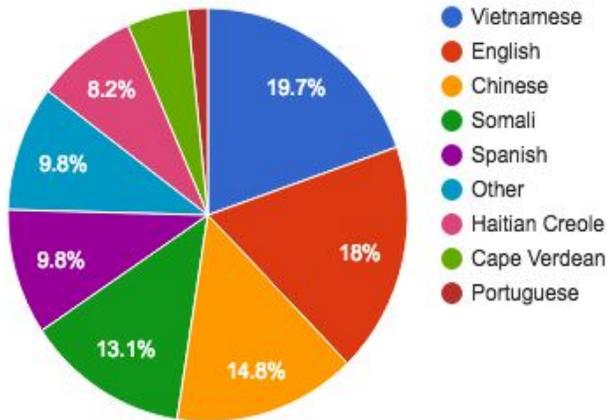
### BPS Budget, Where Do the Numbers Come From?

This workshop was presented by Heshan Berents-Weeramuni, co-chair of the Citywide Parent Council. The presentation provided parents with an overview of how the BPS School budget is developed, as well as focusing on how parent input can be a catalyst for change.

# Parent Participation and Feedback

## Conference Attendance by Language Group

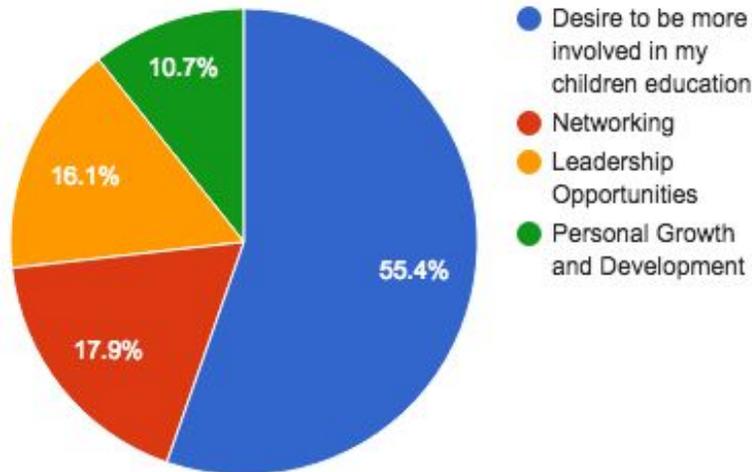
The following data reflects parents' language responses based on sign-in information collected at the entrance to the event.



Language	# of Participants
Vietnamese	12
English	11
Chinese	9
Somali	8
Spanish	6
Other	6
Haitian Creole	5
Cape Verdean	3
Portuguese	1
<b>Total</b>	<b>61</b>

## Main reason for participating in 2nd DELLAC Conference

The following data reflects participant responses from DELLAC feedback survey.



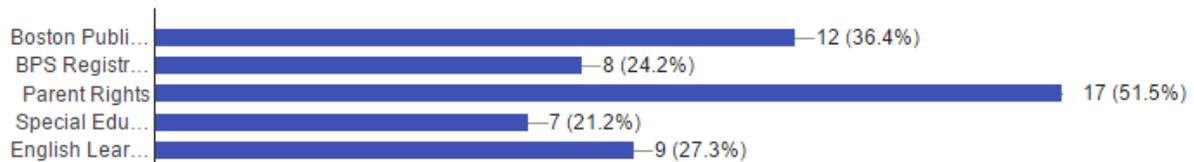
## Parent Preference for Training Topics

The following data reflects participant responses from the DELLAC feedback survey.



Which of the following topics are of interest to you as a parent/family and you would like to be covered at our next DELLAC Conference?

(33 responses)



### Topics provided in feedback survey in order of appearance on graph

- Boston Public Budget
- BPS Registration, Assessments, Enrollment and Transportation Process
- Parent Rights
- Special Education: How SPED and the IEP process works
- English Learner Instructional Programs: Students with Limited and/or Formal Interrupted Education (HILT for SLIFE)
- English Learner Instructional Programs: Sheltered English Immersion (SEI)
- English Learner Instructional Programs: Dual Language Two-Way Bilingual Education
- Roles and Responsibilities of Committee Members
- Reading and Interpreting Student Data
- Other

## Bright Spots

- Boston Public Schools leaders including Dr. Frances Esparza and Monica Roberts welcomed parents as part of our opening ceremonies which affirms their commitment to serving BPS families.
- Community Based Organizations, City of Boston Departments, BPS Departments showcased 11 resource tables for families. The resource tables included: Office of Public Health Preparedness (OPHP), Boston Public Health Commission (BPHC), Mayor's Office of New Bostonians, BPS Countdown to Kindergarten, Vietnamese Community of Massachusetts, BCYF-Leahy Holloran Community Center, BPS Department of Adult Education, Liberty Mutual, Boston Chinatown Neighborhood Center, BPS OELL Dual Language Program and Salvation Army-Kroc Community Center also attended and shared information with families shared materials with parents at resource tables available at entrance to the DELLAC conference.
- Translation and Interpretation services were provided for all major languages including Arabic for every scheduled workshop to ensure equitable access for all parents
- Childcare services were provided for the first time to DELLAC parents in collaboration with

Countdown to Kindergarten and the Office of Engagement, which provided access to a variety of materials and activities for children.

- DELLAC participants received translated copies of the first DELLAC conference PowerPoint presentation and first DELLAC conference summary report was also provided in 8 different languages.
- Additional media outlets, including VietAID BNN television and Saigon Broadcast Television Network, provided outreach before and during the conference in both English and Vietnamese to BPS families and Boston community members.

## Key Learning Points and Remedies

The following is a collection of some of the major challenges and learning opportunities that presented themselves in the preparation, during, and after the second conference. Also included are proposed remedies that will be incorporated in the planning for the third and final conference for SY1516.

Category	Learning Point	Remedy
Attendance	The change in conference date and time, Friday 6-8pm instead of Saturday 10-12:30pm, may have caused low attendance among the previous participants at the first DELLAC Conference <sup>1</sup> .	Although the conference date and time will not be altered for the future conferences, a new location is being researched that will surely attract families and potentially increase our attendance numbers. It is important to note that elections will be held at our next conference in hopes of drawing more attendance from previous conferences.
Childcare	Childcare was not advertised and added as a resource for parents late in preparation for the conference. OELL staff were leveraged to assist with childcare, which created gaps in other roles needed at the conference such as staff for registration, interpreter coordinator, interpretation equipment distribution, etc.	OELL will connect with Countdown to Kindergarten to prepare childcare activities and identify a volunteer base to be sure to offer childcare at the next conference. Plans to host the next conference at the Boston Children’s Museum will offer plenty of opportunities to plan activities for the children that will attend the DELLAC conference.
Interpretation Equipment and use of multiple interpreters	Experienced technical issues during the conference and interpretation equipment was not available for all interpreters	Although all the equipment was checked and verified within the space prior the to event, the equipment was uncooperative during the conference. OELL will research and work with the

<sup>1</sup> See Figure VII for attendance data from previous conference.

		translation unit to identify and purchase reliable interpretation equipment. OELL will also work to coordinate better use of interpreters by identifying an interpreter coordinator for future events.
Breakout Sessions by Language Group	In order to accommodate providing various workshop for parents, OELL did not provide breakout sessions by language to allow parents to discuss learnings or to raise additional concerns.	As OELL looks to host elections at the next DELLAC conference, breakout sessions by language group will be offered to ensure that the Executive Leadership Board is comprised of members of all language groups recognized by BPS.

## Conclusion

The second DELLAC conference was another opportunity for OELL to once again connect with ELL families, but this time OELL focused on building the strength of ELL parents as leaders. Two of the workshops provided at the conference, designed for returning DELLAC leaders, gave more context on how parents can make a difference as well as what they can expect in terms of their leadership roles within DELLAC. In preparation for the next conference, OELL will focus on developing an equitable election process that will give voice to all cultural sectors of the city and ensure that the DELLAC vision becomes an attainable and realistic goal. Planning has already begun to ensure that our next conference attracts a wider audience which demonstrates OELL’s commitment to providing amazing opportunities for parents as well as our ELL students.

## Appendix

**Figure I**  
**Program Agenda**

**Figure II**  
**DELLAC Overview Presentation**

**Figure III**  
**Holding a Successful Meeting:**  
**An Overview of Robert's Rules of Order and Nominations Presentation**

**Figure IV**  
**Promotional Flyers**

**Figure V**  
**DELLAC Registration**

**Figure VI**  
**OELL Instructional Programs**