



To: Dr. Roderick Castro, Assistant Superintendent, Educational Services and Eduwiges Llamas, Director of Multilingual Services

From: Elizabeth Jiménez Salinas, CEO (909) 489-4466

Re: Proposal to Santa Rosa City Schools re EL Master Plan

Date: October 16, 2022

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## Introduction

Elizabeth Jiménez Salinas, is the founder and CEO of GEMAS Consulting since 2000. She has consulted on major projects, including the LAUSD EL Master Plan, and has worked with the largest districts in California as well as rural, agricultural school districts. She has worked for many years on setting up Dual Language programs, has consulted with the Department of Education of Puerto Rico to train teachers in the public schools to establish bilingual instruction. She has worked extensively with Elementary and Secondary Schools and contributed to the *What Works* section of the research study, **Reparable Harm**, on long term English Learners. She has been written about in the book *A Legacy of Courage and Activism* by Dr. Laurie Olsen.

Jiménez Salinas has been a bilingual teacher (Spanish/English) with over 35 years of experience teaching, writing Spanish language children's books, developing instructional materials, as well as developing strategies and effective instructional techniques, working in bilingual settings to train instructional leaders, teachers and parents of English Language Learners. During the initiation of the CELDT, Elizabeth served as the statewide trainer of trainers for CDE.

In addition to teaching and providing extensive professional development, Elizabeth has served as a Legislative Aide to Assembly Member Peter Chacón in the California State Legislature working for the passage of foundational bilingual

education legislation. She is part of Californians Together where she helped develop and advocate for California's State Seal of Biliteracy, then helped the State of Hawai'i develop theirs. She has been part of EL RISE providing training through County Offices of Education regarding Newcomer students. Elizabeth currently teaches part time at the University of Hawai'i and serves on the State Superintendent's Multilingual Policy Advisory Committee.

The word GEMAS in her company name, GEMAS Consulting means 'gems' and is constructed from the initials of her five (now grown) children – Gabriela, Eduardo, Maria, Alexandra, and Salvador.

## **Proposed Work**

The purpose of the district's EL Master plan is to put the vision and mission to work, forming a set of guiding principles that lay the foundation of each of the chapters. While the focus is on English Learners, the programs, processes, policies, and assessments prescribed for them, it also includes recommendations regarding early education, graduation, and college/career readiness as it impacts these students.

The current SRCS English Learner Master Plan was established in 2017. This proposal focuses on updating and revising parts of the plan that are outdated to fit with current policy, processes, goals, statutes, regulations, and funding. Engagement with a wide variety of stakeholders will bring to the district knowledge of expectations and desires of the community, employed members of SRCS educational team, and some perspective from English Learner students as well.

## **First Phase Work**

The Consultant will do a complete review of the document to point out any statutory updates required to align with current policy, and programs. It is recommended that this draft be completed on Google docs so that it is transparent and visible, comments can be made on the document as well as any edits. If there are new programs, terminology, personnel since the last version, the District EL staff will review the document for these inclusions.

We agree that this project is to be a revision, rather than a completely new plan. For this revision to make the most sense to those on-site who do the work, I propose that we begin with site visits to school front offices to observe the welcome messaging, and to learn from staff their understanding of the intake and EL Identification process, what they need and what they see is working well. At the high school level this will include talking with counselors who help place Newcomers and SIFE (Students with Interrupted Formal Education), on-track Els, long-term Els. If it is possible to speak with a representative parent group, that would be advisable, as well.

We will visit programs for English Learners out at the sites selected by District personnel, to get a strong picture of what is currently in place according to the current EL Master plan, and what might be needed regarding Professional Development, curriculum, processes, and policy or programmatic recommendations. If permitted, Consultant would like to conduct a 40-minute focus group with 8 – 12 EL high school EL students selected by District personnel, to answer questions (in English and/or Spanish) about their EL experience in SRCS meant to guide and inform the process. While this is a visit to acquaint the Consultant with existing conditions regarding the current District EL Master Plan, it is not in any way an implementation evaluation or program monitoring review.

## **Second Phase Work**

Each of the existing 8 chapters of the EL Master Plan will be reviewed by the Consultant and questions submitted to the EL Director, when possible, before the district-appointed committee meets virtually regarding that chapter. The Consultant will fully prepare, attend each virtual meeting of the committee, take notes, ask questions, summarize

any discussion and work with the District EL staff to draft a revised version of each chapter. Although the virtual meetings may only last 2 hours, there is generally extensive preparation and follow-up work for each.

The elements of the EL Master Plan include a close look at:

1. The English Learner Identification Process
2. Research-Based English Learner Program Models
3. English Learner Assessment
4. Effective Instructional Approaches for English Learners
5. Staffing and Resources
6. English Learner Access to Other Programs
7. Monitoring Els' and Former Els' Progress
8. English Learner Family and Community Engagement
9. Professional Development for All Teachers of English Learners
- 10 Ensuring Effective Practices: Program Evaluation, Monitoring, and Accountability

The final decision on how chapters will be organized and whether an element might be called out as its own chapter or combined with another will be the decision of the district personnel.

### **Third Phase Work**

The final draft will be formulated by the Consultant, read and approved by the key district personnel. Consultant will work with key district personnel to prepare for the presentation to the School Board and the Public at a scheduled School Board meeting. When the EL Master Plan is complete and ready to go to the School Board for approval, the Consultant will participate in the School Board Meeting presentation of the plan to answer questions alongside the key district personnel.

## Proposed Cost

This project is proposed as a flat fee contract for the work and on-time completion of each phase of the project. The proposed total fee is \$28,000, which includes any travel expenses. The district will provide any printed copies of the document.

The Consultant requests this be broken into 3 payments as follows:

Work Phase	Work To Be Completed	Payment by:	Portion of Contracted Fee
First Phase	<ol style="list-style-type: none"> <li>1. Meetings and 3 days of site visits to SRCS District Office and schools</li> <li>2. Virtual meetings with review committee on at least 2 chapters</li> <li>3. Extensive reading, drafting, and conferring with District EL Director</li> </ol>	Dec. 15, 2022	\$8,000
Second Phase	<ol style="list-style-type: none"> <li>1. Virtual meetings with committee on remaining chapters</li> <li>2. Regular virtual meetings with EL Director to be sure the project is on schedule</li> <li>3. Review with committee and any other key district resources the first draft</li> <li>4. Consultant revises the draft with the input received</li> </ol>	March 15, 2023	\$10,000
Third Phase	<ol style="list-style-type: none"> <li>1. Submit the final draft to SRCS EL Director and Assistant Superintendent of Instructional Services by April 4, 2023.</li> <li>2. Arrive in the district to meet with Asst. Supt. And EL Director re the plan dissemination</li> <li>3. Attend the School Board meeting to provide consultation, answer questions that may arise.</li> </ol>	May 15, 2023	\$10,000

