



# Massachusetts Department of Elementary and Secondary Education

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75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000  
TTY: N.E.T. Relay 1-800-439-2370

## MEMORANDUM

**TO:** District English Language Learner (ELL) Directors and Coordinators

**FROM:** Office of English Language Acquisition and Academic Achievement

**DATE:** March 24, 2010

**RE:** Spring and summer 2010 Professional Development Opportunities:  
Announcement, Information, and Applications

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The Department of Elementary and Secondary Education (ESE) proudly announces a variety of professional development offerings for spring and summer 2010. These include both Sheltered English Immersion Professional Development (SEI PD) Training of Trainer (ToT) opportunities, as well as an ESL Curriculum Development Workshop in two locations.

**Background information on the SEI PD ToTs:** The *Commissioner's Memorandum of June 2004* and the *Guidelines for Agencies Providing SEI PD for Content Teachers of English Language Learners* outline the various SEI PD Category areas in which teachers of Limited English Proficient (LEP) students need to demonstrate knowledge and skills:

- Category 1: Second Language Learning and Teaching
- Category 2: Sheltering Content Instruction
- Category 3: Assessment of Speaking and Listening
- Category 4: Reading and Writing in Sheltered Content Classrooms

ESE wishes to support the capacity of districts to continually provide in-house trainings in the four Categories of SEI PD. This year we will provide a Training of Trainers (ToT) for Category One, Category 4B/Elementary and 4C/Secondary.

**Important ToT information:** The Category 1 and 4 trainer applications outline both the required trainer qualifications and the amount of time the district must commit to offering cohorts of teacher training during the 2010-2011 school year. These subsequent, locally-scheduled professional development sessions should become an integral part of your district's "Strategic Plan for SEI PD" for the 2010-2011 school year.

Those candidates selected and trained for the Categories 1 and 4 ToTs will be observed by an ESE representative from the Office of English Language Acquisition when the trainers offer the professional development in your district. They will also need to be released to attend a Trainer's Follow-Up Session on the dates indicated on the attached training schedule. *Please make sure that your Superintendent understands the commitment being made by the district before he/she signs each application form.*

**Information on the ESL Curriculum Development Workshop:** English language learners today are faced with the challenge of acquiring content knowledge quickly, while they are still developing their English language skills. Content-based English as a Second Language (ESL) offers an approach to teaching language that can help students learn English more efficiently, as they are exposed to the same content-area topics they encounter in content-area classes, within the context of ESL instruction.

The Office of English Language Acquisition is offering a two and one-half days professional development workshop this summer entitled *Content-Based ESL Curriculum Development and Instruction*. To accommodate teachers throughout the state, there will be two workshop sections offered (please see below for dates and times). The workshop will serve as an introduction to the tools that the Department has developed over the last several years to assist districts and ESL teachers in developing ESL curricula and curricular units based on academic content. These tools are based on the ESL curriculum framework, the *Massachusetts English Language Proficiency Benchmarks and Outcomes (ELPBO)*. The goal of this workshop is to assist teachers in developing plans for content-based ESL instruction that are strategically designed to help students meet learning outcomes set forth in the *ELPBO*. Participants will leave the final meeting with a useable product that can be piloted during ESL instructional time in the upcoming school year.

**Training details are as follows:**

- **Category 1 (K-12) Training of Trainers (ToT)**  
*Introduction to Second Language Teaching and Learning*  
Date: June 8 and 16, 2010, follow-up session October 5, 2010  
Location: ESE in Malden  
Audience: Teams of 2 ESL teachers *or* an ESL teacher and a sheltered content teacher
- **Category 4b – Elementary Training of Trainers (ToT)**  
*From Language to Literacy: Reading and Writing for English Language Learners in Sheltered Elementary Classrooms*  
Dates: July 26, 27, and 28, 2010, follow-up session TBD  
Location: ESE in Malden  
Audience: Teams of an ESL teacher and a Reading teacher/specialist
- **Category 4c – Secondary Training of Trainers (ToT)**  
*Making the Connection: ELLs and Subject Matter Texts*  
Dates: July 29, 30, and August 2, 2010, follow-up session TBD  
Location: ESE in Malden  
Audience: Teams of an ESL teacher and a Reading teacher/specialist
- **Workshop: Content-Based ESL Curriculum Development and Instruction**  
July 13 and 14, 2009 and follow-up session July 20, 2009 (east) *or* July 21 and 22, 2009 and follow-up session July 31, 2009 (west)  
Locations: ESE, Malden, MA (east) *or* Hampshire Educational Collaborative, Northampton, MA (west)  
Audience: ESL and content-area teachers (teams are encouraged)

**Application information and deadline:** Please encourage qualified individuals in your district or region to apply prior to the **Friday, April 30<sup>th</sup> deadline**. **Applications must be received by**

**the ESE by no later than 5:00 p.m. on this date.** Application materials may be faxed to Beth O'Connell, Office of English Language Acquisition, at 781-338-3318, or mailed to her attention at the Department of Elementary and Secondary Education (address indicated at the top of this letterhead). All application materials should be submitted at the same time. Training teams should submit their application materials together, and indicate in a cover memo the names of the two individuals on their prospective training team. Late applications will not be considered.

For questions regarding the sessions or application forms, please contact the following individuals:

**For SEI PD ToT questions:** Colleen Billings at (781) 338-3551 or at cbillings@doe.mass.edu

**For ESL Workshop questions:** Joe Dow at (781) 338-3538 or at jhdow@doe.mass.edu

**Please note:** Due to fiscal constraints brought about by the current economic crisis, ESE will be unable to provide overnight accommodations to participants as had been provided in previous years. It is hoped that, when needed by participants, districts will be able to fund this piece.

**Attachments:** Category 1 (K-12) ToT: Information and Application  
Category 4b Elementary ToT: Information and Application  
Category 4c Secondary ToT: Information and Application  
Content-Based ESL Curriculum Development and Instruction Workshop:  
Information and Application



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## Category 1 ToT: Information and Application Introduction to Second Language Teaching and Learning Training Curriculum for Category 1

Thank you for your interest in applying for the Category 1 Training of Trainers Professional Development Program for the summer of 2010.

### Information and Application

Applicants should apply in **two-person teams**. Both applicants should meet the following qualifications:

- 1) *A Master's Degree in ESL, TBE, Applied Linguistics, or a related field.*
- 2) *A minimum of three years of experience teaching ELLs.*
- 3) *A working knowledge of the English Language Proficiency Benchmarks and Outcomes (ELPBO) document.*

Both trainer candidates must provide the following information with their application:

- 4) *A resume showing evidence of previous experience delivering professional development to classroom teachers.*
- 5) *A letter of recommendation from a district administrator or current employer. This must be from someone who has seen you deliver professional development to teachers (please attach to application).*
- 6) *Evidence of availability to attend the two day June training sessions, and to conduct the equivalent of at least one three-day local teacher training session in the category trained, during the fall of the 2010-2011 school year, prior to attending the required follow-up session.*

**Please Note: Each applicant should complete a separate application, but the two application packets should be submitted together as a district-based team of prospective trainers.**

Name of Training Partner: \_\_\_\_\_

Will you be available to attend the two-day, Training of Trainers session at ESE in Malden during this coming June of 2010?  YES

Will you be available to attend a one-day, follow-up session at ESE?  YES

In no more than 100 words, please attach a statement telling why you are interested in becoming a Trainer for Category 1: *Introduction to Second Language Teaching and Learning*.

(Please Print)

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Name

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Address/City/State/Zip

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Daytime Phone

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Evening Phone

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E-mail Address

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District and Title  
(Current position/location)

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**Superintendent's Approval:** The district will release this applicant and a teammate to attend the above-mentioned mandatory sessions and will support the team in scheduling and conducting the Category 1: *Introduction to Second Language Teaching and Learning* training for a minimum of 10 hours during the fall of the 2010-2011 school year.

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Superintendent's Signature

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Date

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Candidate's Signature

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Date

**Submission Instructions:**

**Please submit your resume highlighting your qualifications as outlined above along with this three-page application and the required letter of recommendation.**

**Completed applications must be RECEIVED by ESE by no later than 5:00 p.m. on Friday, April 30, 2010.** Materials may be **faxed** to: Beth O'Connell at (781) 338-3318 **or mailed** to: Beth O'Connell, Office of English Language Acquisition, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, 5<sup>th</sup> floor, Malden, MA , 02148.

*Participants will be observed by an ESE representative from the Office of English Language Acquisition when they offer training in their district. Participants will receive PDPs after completion of all the requirements as a Category 1 trainer.*

For questions, please contact:  
Colleen Billings, SEI PD Coordinator  
cbillings@doe.mass.edu  
(781) 338-3551



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## Category 4 Elementary and Secondary ToT: Information and Application

Elementary: From Language to Literacy: Reading and Writing for English Language Learners in Sheltered Elementary Classrooms

Secondary: Making the Connection ELLs and Subject Matter Texts  
Training Curriculum for Category 4 Elementary and Secondary

Thank you for your interest in applying for the Category 4 Training of Trainers Professional Development Program for the summer of 2010.

### Information and Application

Applicants should apply in **two-person, district-based teams**. One trainer candidate should have expertise in reading, while the other should have expertise in teaching English Language Learners. The reading specialist should have credentials or an academic background in reading. The ELL specialist should meet the following qualifications:

- 7) *A Master's Degree in ESL, TBE, Applied Linguistics, or a related field.*
- 8) *A minimum of three years of experience teaching ELLs.*
- 9) *A working knowledge of the English Language Proficiency Benchmarks and Outcomes (ELPBO) document.*

Both trainer candidates must provide the following information with their application:

- 10) *A resume showing evidence of previous experience delivering professional development to classroom teachers.*
- 11) *A letter of recommendation from a district administrator or current employer. This must be from someone who has seen you deliver professional development to teachers (please attach to application).*
- 12) *Evidence of availability to attend the three-day summer training session, and to conduct the equivalent of at least one three-day local teacher training session in the category trained, during the fall of the 2010-2011 school year, prior to attending the required follow-up session.*

**Please Note: Each applicant should complete a separate application, but the two application packets should be submitted together as a district-based team of prospective trainers.**

Name of Training Partner: \_\_\_\_\_

Please check the appropriate box(es) for the training you are applying for:

Category 4b Elementary

Category 4c Secondary

Will you be available to attend the three-day Training of Trainers session at ESE in Malden during this coming summer of 2010?  YES

Will you be available to attend a one-day follow-up session at ESE?  YES

In no more than 100 words, please attach a statement telling why you are interested in becoming a Trainer for Category 4b Elementary: *From Language to Literacy: Reading and Writing for English Language Learners in Sheltered Elementary Classrooms* or Category 4c Secondary: *Making the Connection ELLs and Subject Matter Texts*.

(Please Print)

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Name

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Address/City/State/Zip

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Daytime Phone

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Evening Phone

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E-mail Address

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District and Title  
(Current position/location)

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**Superintendent's Approval:** The district will release this applicant and a teammate to attend the above-mentioned mandatory sessions and will support the team in scheduling and conducting the *Category 4b (Elementary) From Language to Literacy: Reading and Writing for English Language Learners in Sheltered Elementary Classrooms* or *4c (Secondary) Making the Connection ELLs and Subject Matter Texts* training for elementary teachers for a minimum of 15 hours during the fall of the 2010-2011 school year.

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Superintendent's Signature

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Date

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Candidate's Signature

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Date

**Submission Instructions:**

**Please submit your resume highlighting your qualifications as outlined above along with this three-page application and the required letter of recommendation.**

**Completed applications must be RECEIVED by ESE by no later than 5:00 p.m. on Friday, April 30, 2010.** Materials may be **faxed** to: Beth O'Connell at (781) 338-3318 **or mailed** to: Beth O'Connell, Office of English Language Acquisition, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, 5<sup>th</sup> floor, Malden, MA , 02148.

*Participants will be observed by an ESE representative from the Office of English Language Acquisition when they offer training in their district. Participants will receive PDPs after completion of all the requirements as a Category 4b Elementary or Category 4c Secondary trainer.*

For questions, please contact:  
Colleen Billings, SEI PD Coordinator  
cbillings@doe.mass.edu  
(781) 338-3551



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## Content-Based ESL Curriculum Development and Instruction Workshop: Information and Application

Thank you for your interest in applying for the Content-Based ESL Curriculum Development and Instruction Workshop for the summer of 2010.

### Information and Application

This professional development opportunity is available to all Massachusetts teachers. Priority will be given to applicants from low-incidence districts (a district that enrolls less than 100 limited English proficient students, as reported in the district's March 2010 SIMS report).

As planning instructional units alone can be an isolating experience, teachers are encouraged to apply in teams consisting of two to four people. Ideal partnerships could include an ESL teacher and a content-area/general education teacher who share the same students, with the goal of developing a content-based unit for implementation during students' ESL instruction. Additionally, a partnership might also consist of two ESL teachers from neighboring districts who teach at the same grade span/levels. Participants are also welcome to apply as individuals, and every attempt will be made to pair ESL teachers who have applied alone.

#### Suggestions for possible teams:

- Elementary ESL teacher from District A, grade 2 teacher from District A
- Middle School ESL teacher from District A, 7<sup>th</sup> grade science teacher from District A, Director of Curriculum from District A
- Elementary ESL teacher from District B, Elementary ESL teacher from District A, 5<sup>th</sup> grade teacher from District A
- Elementary ESL teacher from District B, reading specialist from District B, grade 3 teacher from District B
- District-wide ESL teacher from District A, 9<sup>th</sup> grade social studies teacher from District A, District-wide ESL teacher from District B

Teams will plan and begin to develop a curricular unit **focused on one grade span** (K-2, 3-4, 5-6, 7-8, 9-12) **or grade level**. Participants will leave the final meeting with a useable product that can be piloted during ESL instructional time in the upcoming school year.

Participants will become familiar with the online *Guide for Developing a Content-Based English as a Second Language Curriculum*. Exemplars, templates and other resources that are part of the *Guide* will be explored and used by participants to support them in their purposeful planning and development of content-based ESL instruction. Participants will also begin work on a content-based ESL unit for students at a particular grade span. Participants will have approximately one week to complete the work they have started before attending a half-day follow-up meeting where they will share their finished products.

Each accepted participant **must** be available to attend the two and one-half summer professional development days. For the two, full-day sessions, participants will choose either July 14 and 15 at the Massachusetts Department of Elementary and Secondary Education in Malden, MA or

July 19 and 20 at the Hampshire Educational Collaborative in Northampton, MA. The two, full-day sessions run from 8:30 a.m. - 3:30 p.m. For the one, half-day session, participants may attend either July 22 at ESE or July 30 at HEC. The half-day sessions run from 8:30 a.m.-12:00 p.m.

Please indicate which sessions you plan to attend below:

**I will attend the following 2-day session** (please check one):

\_\_\_\_\_ 2-day ESE Session, July 14 and 15, 8:30-3:30 and July 22, 8:30 –12:00 (Follow-up)

**OR**

\_\_\_\_\_ 2-day HEC Session, July 19 and 20, 8:30-3:30 and July 30, 8:30 –12:00 (Follow-up)

(Please Print)

Name	
Address/City/State/Zip	
Daytime Phone	Evening Phone
E-mail Address	District and Title (Current position/location)

Name of Training Partner (if applicable): \_\_\_\_\_

In no more than 100 words, please attach a statement telling why you are interested working on developing a content-based ESL curriculum.

**Submission Instructions:**

**Each applicant must fill out and submit an individual application (this three-page form). If applying as a team, you must submit each team members' applications together as a package.**

**Completed applications must be RECEIVED by ESE by no later than 5:00 p.m. on Friday, April 30, 2010.** Materials may be **faxed** to: Beth O'Connell at (781) 338-3318 **or mailed** to: Beth O'Connell, Office of English Language Acquisition, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, 5<sup>th</sup> floor, Malden, MA , 02148.

**\*It is strongly suggested that laptop computers be brought to the training in order to access the online *Guide for Developing a Content-Based English as a Second Language Curriculum*.**

*25 Professional Development Points (PDPs) will be awarded to each participant upon successful completion of required work and attendance at all three sessions.*

For questions, please contact:

Joe Dow, Interim Assistant Director for OELAAA

jhdow@doe.mass.edu

(781) 338-3538