



**Saint Paul**  
PUBLIC SCHOOLS

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**Independent School District 625**  
360 Colborne Street  
Saint Paul, MN 55102-3299

**Superintendent**  
Dr. Joe Gothard

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DATE: December 6, 2022

TO: Latino Consent Decree Parent Advisory Council

FROM: Dr. Joe Gothard

SUBJECT: Administrative Response to the 2022-2023 Latino Consent Decree Parent Advisory Council Annual Report to the Superintendent and Board of Education

Enclosed, you will find the Administrative Response to the 2022-2023 Latino Consent Decree Parent Advisory Council's Annual Report to the Superintendent and Board of Education. The school district has been working with multiple departments, programs, and offices to address the recommendations raised in the annual report. We look forward to working with the LCD PAC and the school community to ensure that all Latino/Hispanic students and their families' needs are met.

The District will implement the following responses to the five areas outlined in the 2022-2023 Latino Consent Decree.

## **AREA 1: SPANISH LANGUAGE ASSESSMENT**

When Latino/Hispanic students qualify for the Latino Consent Decree program, the school district should begin evaluating them early. Thus be able to measure the oral language proficiency levels of English and Spanish.

1. Latino/Hispanic students who qualify for Latino Consent Decree (LCD) services receive only one test. This test measures only language proficiency in English, not in Spanish.
2. Our children's teachers teach today, considering only one part of the information (English proficiency). But in fact, they should lead instruction based on both languages.
3. LCD-EL-eligible students in the district have been without a Spanish assessment for over a decade.

## **SPPS Response to Area 1**

The assessment component of the Latino Consent Decree (LCD) Program is primarily designed to ensure that Latino/Hispanic students attending SPPS have access to transitional supports to help students acquire English. To accomplish this, the Office of Multilingual Learning (MLL) and the Office of Teaching and Learning (OTL) has identified and considered the following assessments for review:

### **FAST**

The FAST assessment is part of the Fastbridge Reading assessment program. Students take FAST assessments in English in grades 3,5 and 8 to monitor their progress in English currently. FAST however, does not have all the tests in Spanish so only certain grades that take certain tests could be assessed with this tool. For this reason, this test is not recommended for assessing LCD students' Spanish language skills at this time.

### **LAS Links En Español**

LAS Links is a computerized assessment that measures reading, speaking, listening, and writing in Spanish. There would be a cost to purchase the tests as well as make sure there is test support through REA, School assessment coordinators, and training for the test administrators on how to administer the assessment. This test has the benefits of also having a Pre-K Spanish assessment (Pre-LAS Español) that could also be administered to students at the Pre-K level.

## **MN Bilingual Seals Assessments (STAMP)**

The STAMP test is a test already utilized in St. Paul Public Schools in our Dual Language and Immersion programming. The STAMP test monitors language proficiency in reading, writing, speaking, and listening in Spanish throughout the student's academic career in grades 2 and above. This is also the test for Spanish that may generate a bilingual seal for students in grades 10 and higher. Because there are already many students taking the STAMP test in our Dual Language and Immersion sites, as well as SPPS High Schools, there would only be a need to purchase additional tests for our LCD students at non Dual Language elementary and middle schools.

There are already a number of staff trained to administer the tests and would be able to assist in assessing students as SPPS works to increase its' LCD teacher and EA staff, who would ultimately administer the assessments.

The leads for Area 1 will review the tests and make a recommendation to the administration by April 2023.

## **AREA 2: LCD INDIVIDUAL ACADEMIC PLAN**

When Latino/Hispanic students qualify for the Latino Consent Decree (LCD) program, they should have a specific individual academic plan. The LCD stipulation suggests creating a process similar to what is developed by the district special education but modified to meet the requirements of EL Latino students. The information on Latino/Hispanic students comes from different sources or databases. This information reaches a common platform called 'Campus.' When teachers log in to Campus, they will see a 'blue flag.' This flag indicates that a student qualifies for LCD. However, when the teacher clicks on it, they will find that the Latino student's tab (LCD Flag) is empty. Much of the information already exists, and so does the LCD Flag. That said, the LCD PAC is asking that this information be channeled into one place, so it helps educators in guiding Latino/Hispanic children's learning. Perhaps, one way to move forward with this recommendation is to align the LCD Individual Plan with the school district 4.1 initiative: *Strengthen college and career curriculum, instruction, pathways, and personal planning.*

## **SPPS Response to Area 2**

In September 2018, a flag was created on Campus, but it did not have the required data inside. The Campus Team will work with stakeholders to develop a custom "LCD tab." This tab will hold assessment data and personalized information for educators and staff. Specified educators will be able to review and edit this tab. To move forward, the Campus team needs to know what information, assessment data, and fields to be included.

Our team will meet with the LCD district team every six weeks from December 2022 until Fall 2023 for progress checks. In collaboration with the Application Services team in Technology Services, the Campus Team has created the following sample tab fields:

SAMPLE: LCD CUSTOM FIELD #1
1. Spanish Language Test (TBD, has not been created yet) <ul style="list-style-type: none"><li>a. Score (1 - 4)</li><li>b. Date assessed</li><li>c. Notes field</li></ul>

SAMPLE: LCD CUSTOM FIELD #2
2. English Language Assessment (Access test, is already being populated from EL Assessments tab) <ul style="list-style-type: none"><li>a. Score (1 - 6)</li><li>b. Date assessed</li></ul>

SAMPLE: LCD CUSTOM FIELD #3
3. ELL Services Recommended (automatically populates from) <ul style="list-style-type: none"><li>a. Yes / No</li><li>b. Date determined</li></ul>

SAMPLE: LCD CUSTOM FIELD #4
4. Bilingual Support Recommended <ul style="list-style-type: none"><li>a. Yes / No</li><li>b. Date determined</li></ul>

SAMPLE: LCD CUSTOM TAB FIELD #5
5. Comment box (staff can enter comments year to year as needed, much like the student contact log or select from a group of prepopulated comments)

- Student receives bilingual instruction/support in
- a. Math
  - b. Science
  - c. Social studies
  - d. Notes field

In response to aligning the LCD Individual Plan with the school district 4.1 initiative (*Strengthen college and career curriculum, instruction, pathways, and personal planning*), we are resuming the collaboration with the Office of College and Career Readiness to monitor the progress of the agreements from 2018 and embed the Personal Learning Plan (PLP) in our work.

### **Personal Learning Plan (NEW for 2022)**

- a. OCCR staff will Invite Parents to access the Xello family portal through district and building-level communications. Communication will be in Spanish and English.
- b. OCCR staff will collaborate with LCD staff to support parents' understanding and access to the Xello Family Portal.
- c. Counselors will meet with students at the 5th, 8th, and 9th-grade levels to ensure they have started their PLP and continue to add to their PLP throughout each school year.
- d. Counselors will ensure that students understand how to use the Spanish language feature in the Xello platform.

*Agreements from 2018 which are continuing:*

<p><b>1. Access to elective courses</b></p>	<p>A. Counselor Leadership will Work with OTL to find ways to promote elective course options to middle school students at open houses and showcase nights</p> <p>B. Counselors will Ensure graduation requirements are met while promoting elective courses allowing our Latino students to seek out their own unique interests</p>
<p><b>2. Access to advanced courses</b></p>	<p>A. Counselor Leadership will Partner with the LCD staff, PAC, and SPPS Communications to find new and additional ways to promote academic planning nights</p> <p><i>B. Counselor Leadership will Partner with SPPS Communications to ensure documents, advertisements, and other information are accessible and translated for students and families. Everything our office sends out is translated.</i></p> <p>C. Counselors will Promote advanced courses during classroom lessons and spring registration at all grade levels. <i>This is built into every Quarter 2 academic core counseling lessons for grades 9-11.</i></p> <p>D. Counselors will Partner with building staff to provide needed support to increase success in advanced courses.</p>
<p><b>3. Scheduling</b></p>	<p>A. Counselors will Continue to engage and partner with students' families during the scheduling process.</p> <p>B. Counselors will Collaborate with LCD Bilingual Educational Assistants during the scheduling process.</p> <p>C. Counselors will Collaborate with the LCD Bilingual Educational Assistants in contacting parents regarding their student's schedules.</p>
<p><b>4. Professional development</b></p>	<p>A. Counselor Leadership will Partner with LCD District staff in planning training for School Counselors that is culturally responsive to the educational needs of Latino students and their families.</p> <p>B. Counselor Leadership will Invite LCD District staff to SPPS Middle and High School Counselors' Professional Development annually.</p> <p>C. Counselor Leadership will Partner with LCD District staff in planning additional professional development for School Counselors new to SPPS</p>
<p><b>5. Program Coordination</b></p>	<p>A. Counselor Leadership will Collaborate and meet regularly with LCD district staff to review and evaluate guidelines 1 and 2 and the professional development provided to new and existing school counselors in SPPS.</p>
<p><b>6. Monitoring Graduation Requirements</b></p>	<p>A. Counselor Leadership will Create and share a mailing calendar for graduation progress letters with LCD district staff.</p> <p>B. Counselor Leadership will Collaborate with the LCD Program to develop a program for parents to learn about students' achievement in alignment with SPPS Achieves - <i>Parent Academy</i></p> <p><i>C. Counselors will Mail home a "graduation progress letter" in the student's home language. These letters have been translated.</i></p> <p>D. Counselors will Collaborate with the <a href="#">LCD Bilingual Educational Assistants</a> in contacting parents/guardians regarding their student's academic progress toward graduation.</p>



**AREA 3: COORDINATION OF LCD INSTRUCTIONAL PROGRAM AT SCHOOL LEVEL**

**SPPS Response to Area 3**

Because the delivery of LCD services at the school level is impacted by several district departments, the district is resuming the LCD Leadership Team. This team will coordinate the expectations and support across multiple departments and divisions. Additionally, in order to fully support the Administrative Response, the district will provide project management and accountability to support the collaborative work.

*Phase 1: Meeting with Area Leads*

AREA/RECOMMENDATION	AREA LEADS
I. SPANISH LANGUAGE ASSESSMENT	<ul style="list-style-type: none"> <li>● <b>Craig Anderson</b>, Director, Office of Teaching and Learning</li> <li>● <b>Dr. Sarah Schmidt de Carranza</b>, Director, MLL</li> <li>● <b>Sue Braithwaite</b>, Supervisor</li> <li>● <b>Megan Budke</b>, Coordinator of Immersion, Indigenous, &amp; World Languages, Office of Teaching &amp; Learning</li> </ul>
II. STUDENT PLAN (SP-LCD)	<ul style="list-style-type: none"> <li>● <b>Beth Coleman</b>, Assistant Director, Office of College and Career Readiness</li> <li>● <b>Nick Kurtz</b>, Assistant Director, Logistics &amp; Materials Management</li> </ul>
III. COORDINATION	<ul style="list-style-type: none"> <li>● All Area Leads</li> </ul>
IV. STAFFING	<ul style="list-style-type: none"> <li>● <b>Aubrey Kelly</b>, Staffing Manager, Human Resources</li> <li>● <b>Dr. Sarah Schmidt de Carranza</b>, Director, MLL</li> </ul>
V . FAMILY ENGAGEMENT	<ul style="list-style-type: none"> <li>● <b>Dana Abrams</b>, Director, Office of Family Engagement</li> <li>● <b>Pablo Matamoros</b>, Assistant Director, Office of Family Engagement</li> <li>● <b>Sara Reyes</b>, Family Engagement Coordinator, Office of Family Engagement</li> </ul>
<b>Jackie Turner</b> , Chief Operations Officer, Division of Operations	

*Phase 2: Monitoring SPPS Administration Response*

- a. Area Leads initiate working groups related to their Area, beginning December 15, 2022
- b. Every 6 weeks after December 15, 2022: Office of Innovation and LCD Program conduct check-ins for status updates and problem-solving
- c. Every 6 weeks after December 15, 2022: Updates from each Area Lead are shared during LCD PAC monthly meetings
- d. Develop a communications plan to share information about the LCD Consent Decree across departments and school staff

**AREA 4: STAFFING**

The Latino Consent Decree (LCD) program has already discussed the concern that the existing services from Bilingual individuals (LCD Bilingual Educational Assistants) and qualified bilingual teachers to LCD-EL students do not support the maximum success of these students. Our LCD staff's services during the day are dispersed and sometimes non-existent.

**SPPS Response to Area 4:**

To meet the LCD Stipulation requirements and to prioritize the recruitment and hiring process of qualified bilingual teachers and Bilingual Educational Assistants, the Human Resources Department and the Office of Multilingual Learning (MLL) will take the following steps:

- A. As EL vacancies arise, post the position as ELL-LCD positions during the interview and select period, starting in March 2023.
- B. MLL will commit to posting 5 LCD teacher positions to start with and revisit if the overall number of vacancies is more significant than expected. Two Early Contracts were offered to two native Spanish Speaking Latino teachers for the 2023-2024 School Year from the hiring fair that took place on 11/12/2022.
- C. Determine if Immersion and Dual Language sites need full-time MLL EAs
- D. Setting a number: What can we commit to staffing-wise for the threshold of having Bilingual EA Spanish support at each site?
- E. MLL will update the ELL LCD Job descriptions and send it for approval to HR.
- F. MLL will work with the HR Coordinator assigned to MLL to post an LCD Teacher pool in February 2023.
- G. Connect with existing community partners for recruiting EA and Teacher Staff.
- H. Work with the Recruitment and Retention team within Human Resources.
  - i.) La Raza radio station
  - ii.) Hispanicjobs.com
  - iii.) HACER: Hispanic Advocacy and Community Empowerment through Research
  - iv.) CLUES

- v.) MLL plans to have recruiting conversations with Metro State, the University of Minnesota, and Hamline University

**Current Spanish EAI and EAll Staff**

Total EA1 and EA2 = **25**

Hired staff: 22    Vacancies = 3    Sites = 32

<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
Eastern Heights Elementary School (0.5 FTE)	Farnsworth Aerospace Upper (0.5 FTE)	Washington Technology Magnet School (1.0 FTE)
The Heights Community School (0.5 FTE)	Highland Park Middle School (1.0 FTE)	Harding Senior High School (2.0 FTE)
Adams Spanish Immersion School (1.0 FTE)	Battle Creek Middle School (1.0 FTE)	Open World Learning Community (1.0 FTE)
Bruce Vento Elementary School (0.5 FTE)	Hidden River Middle School (Ramsey) (0.5 FTE)	Humboldt High School (1.0 FTE)
Farnsworth Aerospace Lower (0.5 FTE)	Creative Arts Secondary School (0.5 FTE)	Johnson Aerospace & Engineering High School (1.0 FTE)
Hazel Park Preparatory Academy (0.5 FTE)	E Stem Middle School (0.5 FTE)	Central Senior High School (0.5 FTE)
Frost Lake Elementary (1.0 FTE)	Global Arts Plus Upper (0.5 FTE)	Como Park Senior High School (0.5 FTE)
Riverview West Side School of Excellence (1.0 FTE)		Highland Park Senior High School (1.0 FTE)
L'Etoile Du Nord French Immersion (0.5 FTE)		
American Indian Magnet School (0.5 FTE)		
Battle Creek Elementary School (1.0 FTE)		
Mississippi Creative Arts School (1.0 FTE)		
Wellstone Elementary (1.0 FTE)		
Global Arts Plus Lower (0.5)		

Four Seasons A+ Elementary (0.5)		
Saint Paul Music Academy (1.0)		

**Current LCD Labeled Teachers: (5)**

<b>Latino Consent Decree/ EL Teachers in Saint Paul Public Schools (Job ID 936L)</b>
Wellstone (1.0 FTE)
Phalen Lake (1.0 FTE)
Adams Spanish Immersion (1.0 FTE)
Battle Creek Elementary (1.0 FTE)
Global Arts Upper (1.0 FTE)

**AREA 5: FAMILY ENGAGEMENT**

The involvement of Latino/Hispanic parents is necessary to ensure that their children’s educational needs are met. All Latino/Hispanic parents are encouraged to participate in the educational process and work with everyone, especially teachers and schools. The LCD PAC recommended the SPPS district resume and continue strengthening collaboration with community organizations, SPPS district schools, and programs.

**SPPS Response to Area 5**

The Office of Family Engagement and Community Partnerships is committed to supporting and providing effective community participation. This commitment includes the continuation of the LCD Parent Advisory Council, the LCD Parent Academy Program, and working with our community partners as well.

**A. Parent Advisory Council:** The purpose of the Latino Consent Decree Parent Advisory Council (LCD PAC) is to feed into the school district's planning process a broad spectrum of parent and community opinions and concerns about the education and needs of Spanish-speaking students attending Saint Paul Public Schools. The 2022-2023 LCD PAC meetings are as follows: September 20, 2022; October 11, 2022; November 22, 2022; December 13, 2022; January 17, 2022; February 21, 2023; March 14, 2023; April 18, 2023; May 16, 2023; June 6, 2023. The Office of Family Engagement will provide childcare and light dinner for all meetings.

**B. Parent Academy Program:** Saint Paul Public Schools Parent Academy is a curriculum-based program designed to assist parents and guardians in understanding and navigating the school system and the steps to college enrollment. SPPS Latino/Hispanic parents will engage in meaningful conversations about their children's future regarding postsecondary education. While attending the LCD Parent Academy, families will learn about; a decision to

attend college, academic preparation, postsecondary institutions, financial aid, mental health, and other topics.

- In 2023, the Office of Family Engagement (OFE) will offer virtual, in-person, or hybrid district-wide sessions for Latino/Hispanic parents.
- Latino families will be invited to attend via flyers with registration information in Spanish. They will also receive a personal phone call, Blackboard connects, email, and Facebook for this program.
- Participants will receive binders/folders, and printed materials
- Childcare and light dinner will be provided for all sessions
- The Office of Family Engagement (OFE) will host a recognition night upon program completion.

The LCD Program will resume the following training for parents starting 2023-2024:

*Latino Consent Decree Parent Training*

- Designed for Latino/Hispanic parents to learn about the LCD Stipulation, services, and district responsibilities to students under the decree.

*District-Wide Meetings for Latino/Hispanic Parents*

- These are opportunities for parents to participate in: Sessions, workshops, meetings, etc., to learn about different topics related to the education of their student or what is happening in the district.

The LCD Program is also happy to announce the collaboration with the Consulate of Mexico in Saint Paul. In addition, the program will resume conversations with the

following organizations and their programs: Neighborhood House (Latino Leadership Program); Comunidades Latinas Unidas en Servicio (CLUES- Sexual Health Program); National Alliance on Mental Illness (NAMI).

## **Acknowledgments**

Saint Paul Public Schools (SPPS) and the Latino Consent Decree (LCD) Program would like to acknowledge the following school district departments, offices, programs, and staff for their collaboration, expertise, and support.

### **Division of Operations**

- Jackie Turner, Chief of Staff, Operations, and Administration

### **Human Resources**

- Aubrey Kelly, Staffing Manager

### **Logistics & Materials Management**

- Nick Kurtz, Assistant Director

### **Multilingual Language Learning**

- Dr. Sarah Schmidt de Carranza, Director

### **Office of College and Career Readiness**

- Beth Coleman, Assistant Director

### **Office of Innovation**

- Maggie Bruecken, Project Manager

### **Office of Family Engagement & Latino Consent Decree Program**

- Dana Abrams, Director
- Pablo Matamoros, Assistant Director



- Sara Reyes, Family Engagement Coordinator

**Office of Teaching and Learning**

- Craig Anderson, Director
- Sue Braithwaite, Supervisor
- Megan Budke, Coordinator of Immersion, Indigenous, & World Language

**APPENDIX**

**Appendix I: Enrollment**

SPPS <i>Department of Research, Evaluation and Assessment 11/7/2022</i>	33222
Number of Hispanic/Latino Students in SPPS	4,999 (14.42%) <sup>1</sup>
Number of Spanish Speaking Students enrolled in SPPS SY22-23	3,287 (9%) <sup>2</sup>
Number of LCD/EL eligible students	2,326 <sup>3</sup>

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<sup>1</sup> Research and Evaluations Department, preliminary information as of 11/16/22

<sup>2</sup> Research and Evaluations Department, 11/16/2022

<sup>3</sup> Office of Multilingual Language Learners, 11/16/2022