

# Locust Valley Central School District



## District Interpreter Role

Making families feel welcomed one conversation at a time

# Locust Valley Central School District

- 4 Elementary Buildings
- Combined MS/HS
- Total enrollment: 1873
- Households requiring translation: 70
- % Hispanic: 22.74





# History in the District

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- Prior to 2020 - ENL teaching assistants for each building
- Assigned to classes to support ELLs, often bilingual
- Increased need to translate letters home, flyers, important school information, etc.
- TAs often assumed the role of translator/interpreter
  - Parent meetings/phone calls
  - Translation of documents
- TAs were often pulled from their classes

# History in the District

- Cyndy hired as a Bilingual TA in 2015
- Became aware of the need to build in communication periods during her schedule
  - Time specifically to make calls with the teachers or staff and our Spanish-speaking families
  - Translate teacher notes, letters, etc.
- Quickly became resource for the families in our building for school-based information
- Formation of relationships both in and outside of the school

## LVI 2015-2016 Schedule

Name: **Cyndy Ergen**

Class: **ESL TA**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:15-8:55	Cafeteria				Front Desk
Period 1 9:00-9:40	5S	5S	Communication	5S	5S
Period 2 9:45-10:25	9:45-10:05 PREP/ Mrs. Singer/Mrs. Smith 10:10- 10:25 4w ESL/ELA	9:45-10:05 Communication 0:10- 10:25 4w ESL/ELA	5S	9:45-10:05 Communication 0:10- 10:25 4w ESL/ELA	ELA/ESL W/ K
Period 3 10:30-11:10	5S Math	5S Math	5S Math	5S Math	5S Math
Period 4 11:15-11:55	5S	5S	5S	5S	5S Math
Period 5 12:05-12:45	LUNCH	LUNCH	3Z ELA	4W Science	3Z
Period 6 12:55-1:35	5S Library Research	5S with Mrs. Smith	LUNCH	LUNCH	LUNCH
Period 7 1:40-2:20	5S ESL	5S ESL	5S ESL	5S ESL	5S ESL
Period 8 2:25-3:05	5S ESL	5S ESL	5S ESL	5S ESL	5S ESL

3<sup>rd</sup> Grade Lunch: 12:55-1:40

4<sup>th</sup> Grade Lunch: 11:15-12:00

5<sup>th</sup> Grade Lunch: 12:05-12:50

## LVI 2016-2017 Schedule

Name: **Cyndy Ergen**

Class: **ENL TA**

3/13/17

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:15-8:55					
Period 1 9:00-9:40	4C	3D SCIENCE	Communication	Communication	4C
Period 2 9:45-10:25	Communication	Communication	Communication	Communication	Communication
Period 3 10:30-11:10	4C Math Push	4C Math Push	4C Math Push	4C Math Push	4C Math Push
Period 4 11:15-11:55	Communication	Communication	Communication	Communication	Communication
Period 5 12:05-12:45	LUNCH	Communication	Communication	LUNCH	Communication
Period 6 12:55-1:35	4C Research	LUNCH	LUNCH	4C	LUNCH
Period 7 1:40-2:20	4C Science SS-Math	2:00 4C Science LAB	4C Science SS-Math	Communication	4C Science SS-Math
Period 8 2:25-3:05	3D Gabriela G. Joseline G. Keiry A. 4C Ricardo M. 3rd grade Science - SS PULL	4C Science LAB	3D Gabriela G. Joseline G. Keiry A. 4C Ricardo M. 3rd grade Science - SS PULL	3D Gabriela G. Joseline G. Keiry A. 4C Ricardo M. 3rd grade Science - SS PULL	3D Gabriela G. Joseline G. Keiry A. 4C Ricardo M. 3rd grade Science - SS PULL

3<sup>rd</sup> Grade Lunch: 12:55-1:40

4<sup>th</sup> Grade Lunch: 11:15-12:00

5<sup>th</sup> Grade Lunch: 12:05-12:50



## LVI 2017-2018 Schedule

**Cyndy Ergen**

**ENL TA**

NEW **3/29/18**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30-8:55					
Period 1 9:00-9:40	Communication	Communication	Communication	Communication	Communication
Period 2 9:45-10:25	Communication	Communication	Communication	Communication	Communication
Period 3 10:30-11:10	Communication	ELA 4C Joseline	SCIENCE 4S Joshua E., Giselle F., Gabriel H., Ely M., Shajuan R., Dominga V.	ELA 4C Joseline	Communication
Period 4 11:15-11:55	Communication	Communication	Communication	Communication	Communication
Period 5 12:05-12:45	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Period 6 12:55-1:35	Communication	Communication	Communication	Communication	4S Joshua E., Giselle F., Gabriel H., Ely M., Shajuan R., Dominga V.
Period 7 1:40-2:20	Communication	4S Joshua E., Giselle F., Gabriel H., Ely M., Shajuan R., Dominga V.	Communication	Communication	Communication
Period 8 2:25-3:05	ENL Karla	4S Joshua E., Giselle F., Gabriel H., Ely M., Shajuan R., Dominga V.	ENL Karla	4S Joshua E., Giselle F., Gabriel H., Ely M., Shajuan R., Dominga V.	ENL Karla

3<sup>rd</sup> Grade Lunch: 12:55-1:40

4<sup>th</sup> Grade Lunch: 11:15-12:00

5<sup>th</sup> Grade Lunch: 12:05-12:50

## LVI 2019-2020 Schedule

**Cyndy Ergen**

**ENL**

**9/6/19**

Period	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Period 1 9:00-9:40	Communication	Communication	5J Joseline G.	Communication	Communication
Period 2 9:45-10:25	Communication	5K Shirley	Communication	5K Shirley	Communication
Period 3 10:30-11:10	Communication	5S Darling A. Ruddy C. Yuliani D. Ely M.	5S Darling A. Ruddy C. Yuliani D. Ely M.	Communication	5S Darling A. Ruddy C. Yuliani D. Ely M.
Period 4 11:15-11:55	5S Darling A. Ruddy C. Yuliani D. Ely M.	Communication	Communication	Communication	LUNCH
Period 5 12:05-12:45	LUNCH	LUNCH	LUNCH	LUNCH	BOOK Club
Period 6 12:55-1:35	4R Henry, Luis, Kim, Daniel	4R Henry, Luis, Kim, Daniel	4R Henry, Luis, Kim, Daniel	4R Henry, Luis, Kim, Daniel	5J Joseline G.
Period 7 1:40-2:20	Communication	Communication	Communication	Communication	Communication
Period 8 2:25-3:05	4R Henry, Luis, Kim, Daniel	Communication	4R Henry, Luis, Kim, Daniel	4S	4S

3<sup>rd</sup> Grade Lunch: 12:55-1:40

4<sup>th</sup> Grade Lunch: 11:15-12:00

5<sup>th</sup> Grade Lunch: 12:05-12:50

# LVI 2019- 2020 Schedule

Cyndy Ergen

ENL

February 12, 2020

Period	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-9:00	<a href="#">Interpreter</a>	<a href="#">Interpreter</a>	<a href="#">Interpreter</a>	<a href="#">Interpreter</a>	<a href="#">Interpreter</a>
1 9:00-9:40	<a href="#">Interpreter</a>	<a href="#">Interpreter</a>	<a href="#">Interpreter</a>	<a href="#">Interpreter</a>	<a href="#">Interpreter</a>
2 9:45-10:25	Communication	Communication	Communication	Communication	3Z Boces Anderson Soto
3 10:30-11:10	5S Allison Morales Christopher Maldonado	5S Allison Morales Christopher Maldonado	3Z Boces Anderson Soto	5S Allison Morales Christopher Maldonado	5S Allison Morales Christopher Maldonado
4 11:15-12:00	3Z Anderson Soto Brenda Granados Anthony Cardoza	3Z Anderson Soto Brenda Granados Anthony Cardoza	3Z Anderson Soto Brenda Granados Anthony Cardoza	3Z Boces Anderson Soto	Communication
5 12:00-12:45					
6 12:55-1:35	Communication	5A Henry, Daniel, Alexa, Gabriela	5A Henry, Daniel, Alexa, Gabriela	Communication	5A Henry, Daniel, Alexa, Gabriela
7 1:40-2:15	5A Henry, Daniel, Alexa, Gabriela	5A Henry, Daniel, Alexa, Gabriela	5A Henry, Daniel, Alexa, Gabriela	5A Henry, Daniel, Alexa, Gabriela	Communication
8 2:20-3:05	5A Henry, Daniel, Alexa, Gabriela	Communication	Communication	5A Henry, Daniel, Alexa, Gabriela	5A Henry, Daniel, Alexa, Gabriela
3:05-3:30	<a href="#">Communication</a>	<a href="#">Communication</a>	<a href="#">Communication</a>	<a href="#">Communication</a>	<a href="#">Communication</a>

**Support for:** Proctor, Calls for Bilingual Nights, Summer ENL, P/T conferences, school supplies, December Giving Tree, nurse support, Teachers Support, Psychologist support, emergency calls, emergency meetings, support for PC Bayville and LV, Parents request my support as an interpreter, Work with Pat Griffin and Jen Strazzeri, Pam Kaplan (Robo calls, emails for district) I translate (paper) and Interpreter (meetings) for the entire district. Attend meeting at BP, BI, AMP, MS and HS.

3<sup>rd</sup> Grade Lunch: 12:55-1:40

4<sup>th</sup> Grade Lunch: 11:15-12:00

5<sup>th</sup> Grade Lunch: 12:05-12:50

# LVI 2020 Schedule

Cyndy Ergen

ENL

Period	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM Duty 8:30-9	5th Grade Hallway	5th Grade Hallway	5th Grade Hallway	5th Grade Hallway	5th Grade Hallway
1 9:00-9:40	Communication	Communication	Communication	Communication	Communication
2 9:45-10:25	Communication	Communication	Communication	Communication	Communication
3 10:30-11:10	Communication	Communication	Communication	Communication	Communication
4 11:15-12:00	Communication	Communication	Communication	Communication	Communication
5 12:00-12:45					
6 12:45-1:30	Communication	Communication	Communication	Communication	Communication
7 1:30-2:15	Communication	Communication	Communication	Communication	Communication
8 2:15-2:55	Communication	Communication	Communication	Communication	Communication
PM Duty 3-3:30					

3<sup>rd</sup> Grade Lunch: 12:55-1:40

4<sup>th</sup> Grade Lunch: 11:15-12:00

5<sup>th</sup> Grade Lunch: 12:05-12:50

# The Big Idea for Bilingual Nights

- Clear lack of parental involvement for many reasons (language barrier, not enough communication in Spanish from the district regarding important events, differences in schools, etc.)
- 2016 - the first ever ENL and Spanish-speaking families night for the parents in all the elementary schools
- Our first nights were a tremendous success!
  - Introduction of administrators, teachers
  - Review of school calendar
  - Special Education presentation





# Our Goal

Our GOAL is to enhance the school experience for Hispanic Families by facilitating communication among students, parents and the school! Our objective is getting parents involved in their child's academic life! We want to be there for our Latino parents to make them feel secure and give them a voice!

Why?

- Passion
- Give a VOICE
- Make them feel welcome. We are here for them
- American Dream

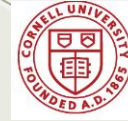
**La Unión Hace  
La Fuerza**



# Bilingual Nights Expand

- Invited outside organizations to attend future events

- Local libraries
- Cornell Cooperative Extension
- Project Hope/Charles Evans
- Health First
- Mary Kay
- HWCLI - SNAP benefits
- Adelphi University
- Apple Bank
- Boys and Girls Club
- Fuerza Unida
- Oficina de Asuntos Hispanos (Nassau County)
- La Fiesta 98.5
- Latina Moms Connect



# Bilingual Nights Expand

- Included members of the school community
  - Parent Portal help
  - Athletics- Family ID Registration
  - Free or Reduced Lunch FORM NYS
  - Immunizations
  - Calendar
  - Students to volunteer
  - Mental health presentation
  - Music
  - Parents Council
  - Food Services
  - Parent speakers

**ALL ADMINS Come!!!**



# Job Requirements

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- Must meet Civil Service requirements, take exam (Language Interpreter test)
- SCHEDULE: 35 hour work week, with flexible hours to accommodate required evening activities.
- 12 months
- With Clerical Contract
- RESPONSIBILITIES: Speak to various community groups, assist new residents in registering students, contact parents to set up visits by teacher, translate forms from English to Spanish, translate conversation to parents and students according to need, assist families in making contact with and receiving help from various community agencies.
- REQUIREMENTS: Excellent computer, organizational and communication skills. Able to read, write and speak English and Spanish fluently.

# A Day in the Life of the District Interpreter

- Parent meetings
- Teacher phone calls
- District and school translations
- Student and family assistance
- Registrar assistance
- Night events (orientations, college fairs, conferences)
- Preparation for Bilingual Nights
- Club advisor
- Working with the Parent Councils to disseminate information



# Motivation

Calls  
Text  
Whatsapp  
Emails  
Whisper headsets



**LOCUST VALLEY**  
CENTRAL SCHOOL DISTRICT

**BILINGUAL NIGHT**  
**NOCHE BILINGÜE**

**WEDNESDAY, MAY 1ST 2024 - MIÉRCOLES, 1 DE MAYO DE 2024**

For the Entire District: All the schools Primary, Intermediate, Middle School & High School  
Para todo el Distrito: Todas las escuelas Primaria, Intermedia, Secundaria y Preparatoria

At 7:00 pm will be held at the HS/HS Cafeteria  
A las 7:00 pm será en la Cafetería de HS/HS

99 Horse Hollow Road, Locust Valley, New York 11560

**Join us! Wear Falcon Green - ¡Únete a nosotros!**  
**Ven vestido con Verde de Falcon**

**RESOURCES**  
RECURSOS

**PARENT PORTAL**  
PORTAL DE PADRES

**FIESTA**  
PARTY

**COMMUNITY**  
COMUNIDAD

**END OF YEAR**  
**FIESTA**

**FAMILY ID**  
REGISTRO DEPORTES

**WORKING TOGETHER**  
(TRABAJANDO JUNTOS)

Comparte un Plato de tu País de Origen  
Compartir un plato de tu país de origen

**Register**  
**Regístrate**

Together We are Stronger as Falcon Family!  
¡La Unión Hace La Fuerza como Familia Falcon!

**INFORMES: CYN DY ERCEM 516 / 277 5143**  
SERGIO / LOCUSTVALLEYSD-015.ORG

**#GIVEBACKPACKS**



**Bilingual Night**  
**2022**  
**Noche Bilingüe**

**Welcome - Bienvenidos**

**THANK YOU**

**Celebrating National**  
**HISPANIC**  
**Heritage Month**

**Register**  
**Regístrate**

**#proudtobeLV**  
**#orgullosoeserLV**

2016

9 Años

2024

WEBSITE <http://www.lvcasd.k12.ny.us/><http://www.lvcasd.k12.ny.us/>

Ver su  
calendario  
Diario!

Marque SU  
escuela!

October 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Dionisio Huelik & Wilfredo Canales, 9 a.m., Room 133 HS Mini College Fair, 1:30 p.m.	2	3	4 HS Club Fair, 5:30-8:00 p.m. HS Junior Fair, 2:00 p.m.-7:00 p.m. REPTA Family Fall Fair, 10:00 a.m.-11:00 a.m. HS Registration Openlines, 8:00 a.m.-5:00 p.m.	5 LIVEPC Family Picnic, 10:00 a.m. HS Junior Fair, 2:00 p.m.-7:00 p.m. REPTA Family Fall Fair, 10:00 a.m.-11:00 a.m. HS Registration Openlines, 8:00 a.m.-5:00 p.m.	6 HS SAT (LVS)	7
8 SCHOOLS CLOSED COLUMBUS DAY	9	10	11 HS Mini College Fair, 10:00 a.m. AMERICAN Home Day, 10:00 a.m.-11:00 a.m. HS Junior Fair, 2:00 p.m.-7:00 p.m. HS Field	12	13 HS SAT (LVS)	14
15 NACAC STEM College & Career Fair, Junior Center, 1-4 p.m.	16	17 BE Regional Family Night for BP and BI families, 7 p.m.-8 p.m.	18 REPTA Collaborative, 7:00 a.m.-9:00 a.m. HS Junior Fair, 2:00 p.m.-7:00 p.m. HS Registration Openlines, 8:00 a.m.-5:00 p.m.	19 Board of Education, 7:00 a.m.-8:00 a.m. HS Junior Fair, 2:00 p.m.-7:00 p.m. HS Registration Openlines, 8:00 a.m.-5:00 p.m.	20 HS Junior Fair, 2:00 p.m.-7:00 p.m. HS Registration Openlines, 8:00 a.m.-5:00 p.m.	21 Big Apple College Fair, 10:00 a.m.-11:00 a.m.
22 Sak Halloween, 10:00 a.m.-11:00 a.m.	23	24 MS Junior Fair, 2:00 p.m.-7:00 p.m. HS Junior Fair, 2:00 p.m.-7:00 p.m.	25 MS Junior Fair, 2:00 p.m.-7:00 p.m. HS Junior Fair, 2:00 p.m.-7:00 p.m.	26 HS Junior Fair, 2:00 p.m.-7:00 p.m. HS Junior Fair, 2:00 p.m.-7:00 p.m.	27 REPTA Family Picnic, 10:00 a.m. HS Junior Fair, 2:00 p.m.-7:00 p.m. HS Registration Openlines, 8:00 a.m.-5:00 p.m.	28 HS SAT (Not in LVS)
29 MS Junior Fair, 2:00 p.m.-7:00 p.m. HS Junior Fair, 2:00 p.m.-7:00 p.m.	30 MS Junior Fair, 2:00 p.m.-7:00 p.m. HS Junior Fair, 2:00 p.m.-7:00 p.m.	31 MS Junior Fair, 2:00 p.m.-7:00 p.m. HS Junior Fair, 2:00 p.m.-7:00 p.m.				

## Abreviaciones

### ABBREVIATION KEY

ADM.....Administration	CPC.....Coordinated Parents Council	PC.....Parents Council
AMP.....Ann MacArthur Primary	HS.....High School	PTA.....Parent Teacher Association
BE.....Bayville Elementary	LVE.....Locust Valley Elementary	SEPTA.....Special Education Parent Teacher Association
BI.....Bayville Intermediate	LVI.....Locust Valley Intermediate	
BP.....Bayville Primary	MS.....Middle School	

Be involved - **Involúcrate!**



- **HW FOLDER- FOLDER TAREAS (YELLOW) READ=LEERLO DIARIO**
- Homework **PLANNER** - Firmar **DIARIO**
- **SEND NOTE FOR ANY TRANSPORTATION CHANGE- MANDE NOTA ESCRITA CUANDO HAYA ALGUN CAMBIO EN TRANSPORTACION.**
- **\*\*\*VEAN la Nota.....hacer copias o pedirme mas**
- **ALERGIAS- PIDAN A MAESTRA LISTA**
- **DESAYUNO - muy importante - También la HORA dormir!**
- **SNACK DIARIO.....SNACK.....ALGO PEQUEÑO Y NUTRITIVO**
- **CUIDADO CON LAS AUSENCIAS! Deben estar justificadas, sólo con FIEBRE**
- **LLAMAR A ENFERMERA SI ESTÁN ENFERMOS**
- **TÉLEFONOS EN HOJA RECORDATORIO**
- **BLUE INFORMATION CARD! - TARJETA AZUL DE INFORMACION**

## PROGRAMS- PROGRAMAS

- **HOMEWORK CLUB- CLUB AYUDA TAREAS**
- **JOIN MUSIC= UNETE A MÚSICA - RENTING INSTRUMENT- AYUDA RENTA INSTRUMENTO-1 DIA POR SEMANA CAMIÓN, LA LLEGADA ES TEMPRANO 8:15AM**
- **MUSIC: CORO, BANDA U ORQUESTA**
- **ACTIVE IN SPORTS- ESTAR ACTIVOS EN DEPORTES**
- **PLAY- OBRAS TEATRO- A TRAVÉS DE "PARENT COUNCIL=SOCIEDAD PADRES DE FAMILIA" ALREDEDOR DE \$300.00**





## JUEVES DE TECNOLOGÍA TECH THURSDAYS

Haz tu cita

Necesitas ayuda para acceder el portal de padres o abrir un correo electrónico o entender cómo abrir una cuenta para family ID para los deportes de tus hijos, haz una cita y te ayudaremos en persona

**Cita Haz Clic Aquí**



ESTAMOS AQUI PARA AYUDARTE



# #GIVE BACK PACKS

**HELP STUDENTS GET WHAT THEY NEED TO SUCCEED!**

THIS YEAR WE ARE ONLY COLLECTING SCHOOL SUPPLIES TO ADD TO OUR BACKPACK DONATIONS FROM AN AMAZING COMPANY!

**WE ONLY NEED THESE MATERIALS:**

PLASTIC FOLDERS (DIFFERENT COLORS),  
MARBLE NOTEBOOKS, MARKERS, COLORED PENCILS,  
GLUE STICKS, 3 RING BINDERS, LOOSE LEAF PAPER, SCISSORS,



**DROP OFF LOCATIONS:**

BAYVILLE LIBRARY (ONLY 9-12PM)  
LOCUST VALLEY LIBRARY  
(PLEASE DROP OFF AT THE FRONT DESK)

**DONATE BY AUGUST 25TH, 2023**

REMEMBER THIS YEAR WE WON'T COLLECT BACKPACKS! :)

INFORMATION : BAYVILLE LIBRARY CYNDY ERGEN  
CERGEN@BAYVILLEFREELIBRARY.ORG 516 628 2765 OR  
LV LIBRARY PAOLA DIAZ PDIAZ@LOCUSTVALLEYLIBRARY.ORG 516 671 1837

**THANK YOU FOR HELPING A  
STUDENT SUCCEED! ¡GRACIAS!  
THANK YOU FOR YOUR SUPPORT!**

# Thank you!

## Questions?

