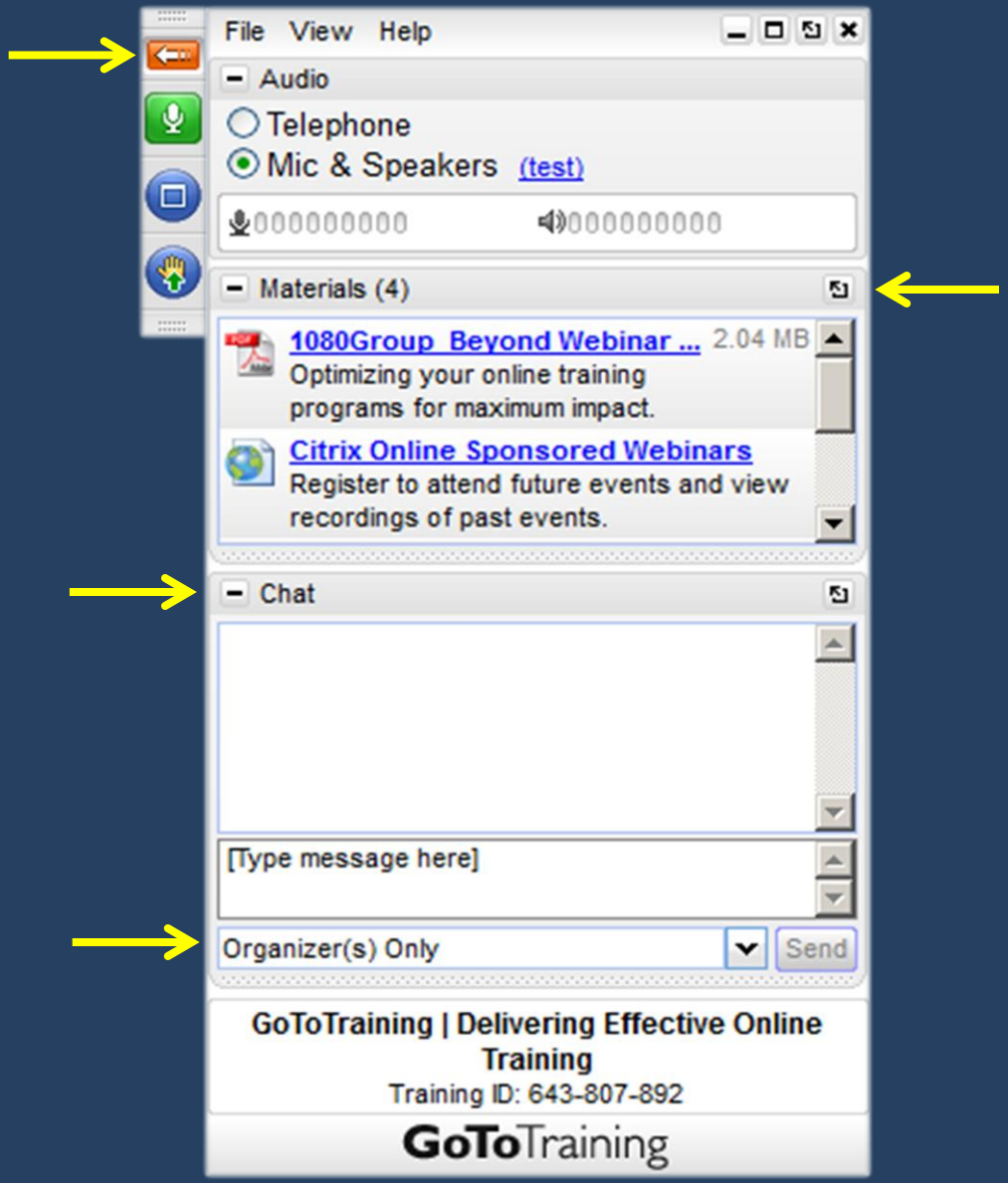
SEI Budget

Andrea Grabow, Education Program Specialist

Alexandra Miller, Program and Project Specialist

Using the GoTo Panel



Objectives

- Understand the purpose, timing, and context of the SEI Budget
- Walk through the major steps for accepting or appealing an Incremental Teacher Spreadsheet and submitting an SEI Budget

Poll

Purpose of SEI Budget

A.R.S. §15-756.01, §15.756.03, and §15.756.04, establish procedures and provide a mechanism for determining and funding the incremental costs for educating English Language Learner (ELL) students who are participating in Structured English Immersion (SEI) programs approved by the Arizona ELL Task Force.

"Incremental costs" means costs that are associated with a structured English immersion program pursuant to section 15-752 or a program pursuant to section 15-753 and that are in addition to the normal costs of conducting programs for English proficient students. **Incremental costs do not include costs that replace the same types of services provided to English proficient students or compensatory instruction.** (A.R.S. §15-756.01(L)(2))

Incremental Costs

How to tell if a cost is incremental:

1) Is this a cost that would not be spent routinely on a mainstream classroom?
2) Is this cost a requirement for implementation of the SEI model?

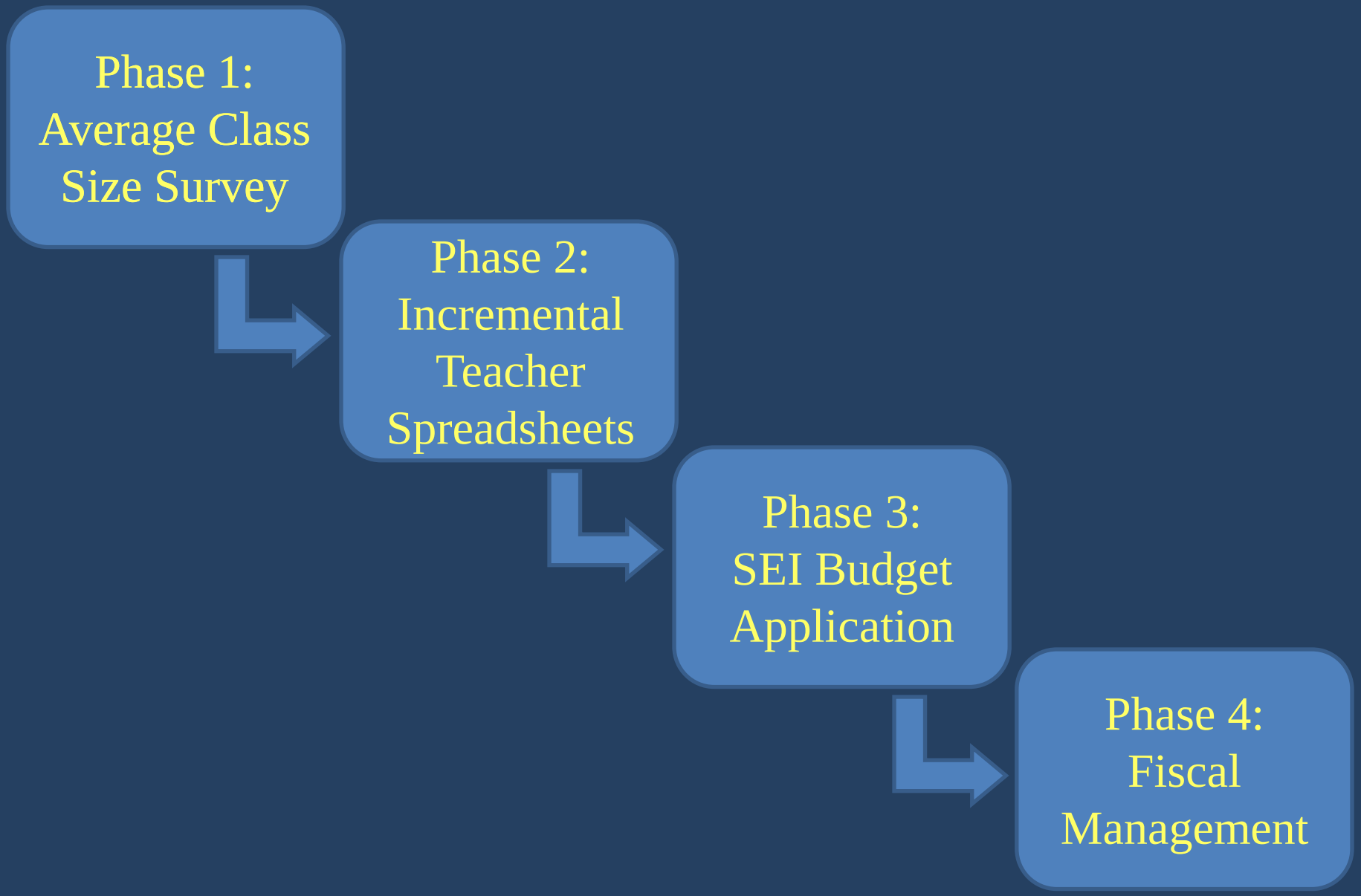
Don't Supplant!
Don't Supplement!

BOTH must be true for a cost to be incremental.

Example:

- Materials for teaching phonics in a secondary classroom

Major Steps in SEI Budget

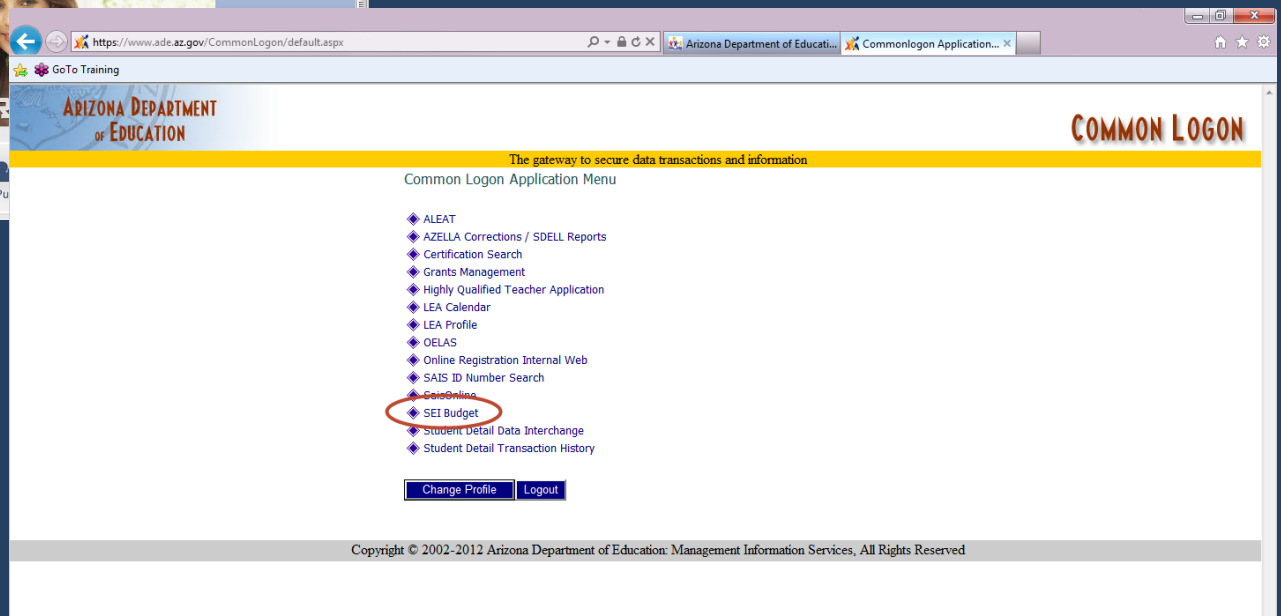


SEI Budget Cycle

Common Logon

- A Common Logon account is required to complete the SEI Fund application
- All permissions are requested through the local district Superintendent
- Common Logon questions:

ADE Support Center
(602) 542-7378 Phoenix area
E-mail: ADESupport@azed.gov



Phase 1:
Average Class Size Survey

Average Class Size Survey

The ACSS results are used to determine the number of incremental teachers needed in the Incremental Teacher Spreadsheet. The number of students is divided by the appropriate class size to determine the number of teachers required.

If the ACSS deadline is missed, the average class size across the state will be used as a default value for any LEA without a submitted ACSS.

The Average Class Size Survey for the 2014-2015 SEI Budget was completed in the fall.

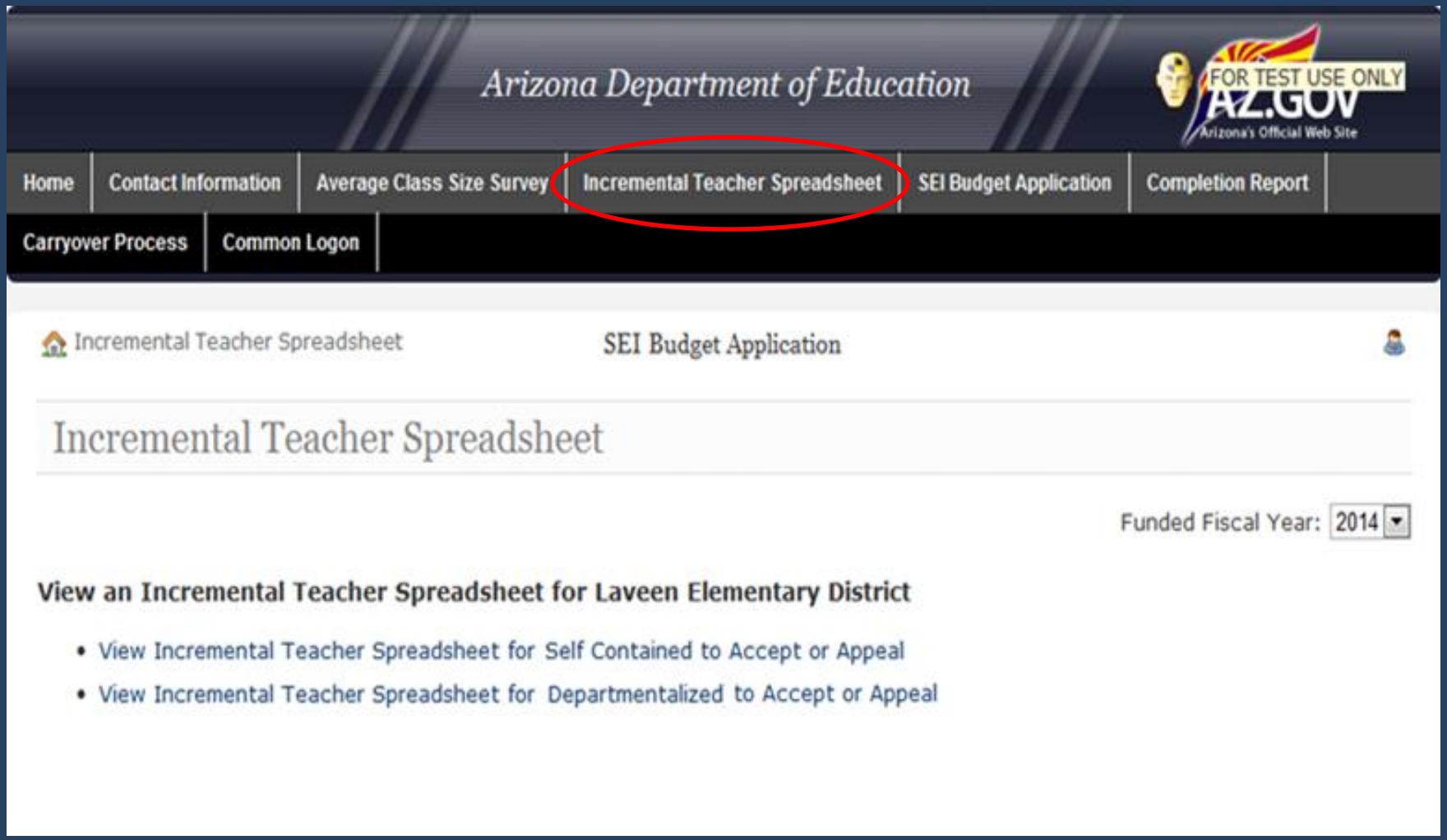
Phase 2:
Incremental Teacher Spreadsheets

Incremental Teacher Spreadsheets

- In collaboration with the Office of the Auditor General, ADE developed a formula and process designed to assist school districts and charters in determining the number of incremental teachers required to implement the SEI Models.

- The number of teachers determined by the Incremental Teacher Spreadsheet (ITS) process is included in the SEI Budget Application.

Incremental Teacher Spreadsheets



Structured English Immersion Self Contained Level Incremental Teacher Spreadsheet for FFY 2015

ARIZONA DEPARTMENT OF EDUCATION, OFFICE OF ENGLISH LANGUAGE ACQUISITION SERVICES

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
General School Information					Total Student Population		Non-ELL Student Population		ELL Student Population	ELL Proficiency Levels				Incremental Costs			
DOA CTDS	DOA Name	School Name	Grade Level Bands	TOTAL Student Population (students enrolled through 100th day)	Average class size (self-reported by LEA)	Full-Time Classroom Teachers for Total Student Population (column E divided column F)	Non- ELL Student Population (column E minus column J)	Non-ELD Full-Time Classroom Teacher Population (column H divided F)	Total ELL Student Population	PreEmergent / Emergent (23 Students Per Section)	Basic Students (28 Students Per Section)	Intermediate Students (28 Students Per Section)	Required ELD Full-Time Classroom Teacher Population (stair-step)	Total Teachers Needed (column I plus column N)	Incremental Staff (column O minus column G)	Incremental Staff Salaries (column P multiplied by the Arizona state average salary $44,123.00)	Incremental Staff Benefits (column P multiplied by 25 percent of the state average salary $11,030.75)
000000000	LEA 1	School 1	KG	14	24		14		0	0	0	0					
000000000	LEA 1	School 1	Band: KG	14	24	1	14	1	0	0	0	0	0	0.0	ILLP	0	0
000000000	LEA 1	School 1	1	23	24		22		1	1	0	0					
000000000	LEA 1	School 1	2	20	24		20		0	0	0	0					
000000000	LEA 1	School 1	Band: 1-2	43	24	2	42	2	1	1	0	0	1	0.0	ILLP	0	0
000000000	LEA 1	School 1	3	16	25		15		1	0	1	0					
000000000	LEA 1	School 1	4	16	25		16		0	0	0	0					
000000000	LEA 1	School 1	5	8	26		8		0	0	0	0					
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000000000	LEA 1	School 1	6	13	26		13		0	0	0	0					
000000000	LEA 1	School 1	Band: 6-6	13	26	1	13	1	0	0	0	0	0	0.0	ILLP	0	0
000000000	LEA 1	School 2	KG	4	24		4		0	0	0	0					
000000000	LEA 1	School 2	Band: KG	4	24	0	4	0	0	0	0	0	0	0.0	ILLP	0	0
000000000	LEA 1	School 2	1	1	24		1		0	0	0	0					
000000000	LEA 1	School 2	2	1	24		1		0	0	0	0					
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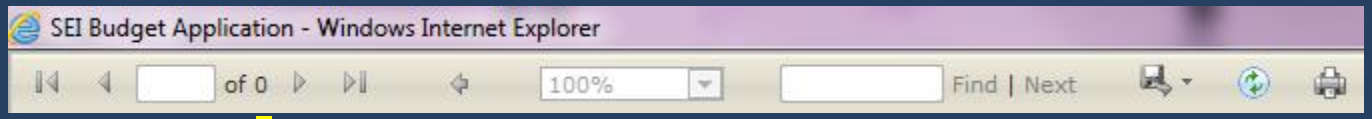
000000000	LEA 1	School 2	6	4	26		4		0	0	0	0					
000000000	LEA 1	School 2	Band: 6-6	4	26	0	4	0	0	0	0	0	0	0.0	ILLP	0	0

Incremental Teacher Spreadsheet for Self-Contained Grade Levels



Structured English Immersion Self Contained Level Incremental Teacher Spreadsheet for FFY 2015

ARIZONA DEPARTMENT OF EDUCATION, OFFICE OF ENGLISH LANGUAGE ACQUISITION SERVICES

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
General School Information					Total Student Population		Non-ELL Student Population		ELL Student Population	ELL Proficiency Levels				Incremental Costs			
DOA CTDS	DOA Name	School Name	Grade Level Bands	TOTAL Student Population (students enrolled through 100th day)	Average class size (self-reported by LEA)	Full-Time Classroom Teachers for Total Student Population (column E divided column F)	Non- ELL Student Population (column E minus column J)	Non-ELD Full-Time Classroom Teacher Population (column H divided F)	Total ELL Student Population	PreEmergent / Emergent (23 Students Per Section)	Basic Students (28 Students Per Section)	Intermediate Students (28 Students Per Section)	Required ELD Full-Time Classroom Teacher Population (stair-step)	Total Teachers Needed (column I plus column N)	Incremental Staff (column O minus column G)	Incremental Staff Salaries (column P multiplied by the Arizona state average salary $44,123.00)	Incremental Staff Benefits (column P multiplied by 25 percent of the state average salary $11,030.75)
000000000	LEA 1	School 1	KG	14	24		14		0	0	0	0					
000000000	LEA 1	School 1	Band: KG	14	24	1	14	1	0	0	0	0	0	0.0	ILLP	0	0
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000000000	LEA 1	School 1	2	20	24		20		0	0	0	0					
000000000	LEA 1	School 1	Band: 1-2	43	24	2	42	2	1	1	0	0	1	0.0	ILLP	0	0
000000000	LEA 1	School 1	3	16	25		15		1	0	1	0					
000000000	LEA 1	School 1	4	16	25		16		0	0	0	0					
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000000000	LEA 1	School 2	KG	4	24		4		0	0	0	0					
000000000	LEA 1	School 2	Band: KG	4	24	0	4	0	0	0	0	0	0	0.0	ILLP	0	0
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000000000	LEA 1	School 2	Band: 6-6	4	26	0	4	0	0	0	0	0	0	0.0	ILLP	0	0

1 of 2

ITS Actions: Accept Appeal The ITS process has ended for this fiscal year.

D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
		Total Student Population		Non-ELL Student Population		ELL Student Population	ELL Proficiency Levels				Incremental Costs			
Grade Level Bands	TOTAL Student Population (students enrolled through 100th day)	Average class size (self-reported by LEA)	Full-Time Clasroom Teachers for Total Student Population (column E divided column F)	Non- ELL Student Population (column E minus column J)	Non-ELD Full-Time Classroom Teacher Population (column H divided F)	Total ELL Student Population	PreEmergent / Emergent (23 Students Per Section)	Basic Students (28 Students Per Section)	Intermediate Students (28 Students Per Section)	Required ELD Full-Time Classroom Teacher Population (stair-step)	Total Teachers Needed (column I plus column N)	Incremental Staff (column O minus column G)	Incremental Staff Salaries (column P multiplied by the Arizona state average salary $44,123.00)	Incremental Staff Benefits (column P multiplied by 25 percent of the state average salary $11,030.75)

Structured English Immersion Self Contained Level Incremental Teacher Spreadsheet for FFY 2015

ARIZONA DEPARTMENT OF EDUCATION, OFFICE OF ENGLISH LANGUAGE ACQUISITION SERVICES

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
General School Information					Total Student Population		Non-ELL Student Population		ELL Student Population	ELL Proficiency Levels				Incremental Costs			
DOA CTDS	DOA Name	School Name	Grade Level Bands	TOTAL Student Population (students enrolled through 100th day)	Average class size (self-reported by LEA)	Full-Time Clasroom Teachers for Total Student Population (column E divided column F)	Non- ELL Student Population (column E minus column J)	Non-ELD Full-Time Classroom Teacher Population (column H divided F)	Total ELL Student Population	PreEmergent / Emergent (23 Students Per Section)	Basic Students (28 Students Per Section)	Intermediate Students (28 Students Per Section)	Required ELD Full-Time Classroom Teacher Population (stair-step)	Total Teachers Needed (column I plus column N)	Incremental Staff (column O minus column G)	Incremental Staff Salaries (column P multiplied by the Arizona state average salary $44,123.00)	Incremental Staff Benefits (column P multiplied by 25 percent of the state average salary $11,030.75)
000000000	LEA 1	School 1	KG	14	24		14		0	0	0	0					
000000000	LEA 1	School 1	Band: KG	14	24	1	14	1	0	0	0	0	0	0.0	ILLP	0	0
000000000	LEA 1	School 1	1	23	24		22		1	1	0	0					
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000000000	LEA 1	School 1	5	8	26		8		0	0	0	0					
000000000	LEA 1	School 1	Band: 3-5	40	25	2	39	2	1	0	1	0	1	0.0	ILLP	0	0
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000000000	LEA 1	School 2	Band: KG	4	24	0	4	0	0	0	0	0	0	0.0	ILLP	0	0
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000000000	LEA 1	School 2	4	4	25		4		0	0	0	0					
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000000000	LEA 1	School 2	Band: 3-5	11	25	0	11	0	0	0	0	0	0	0.0	ILLP	0	0
000000000	LEA 1	School 2	6	4	26		4		0	0	0	0					
000000000	LEA 1	School 2	Band: 6-6	4	26	0	4	0	0	0	0	0	0	0.0	ILLP	0	0

Incremental Teacher Spreadsheets

D	E	F	G	H	I	J	K	L	M	N	O	P	Q
		Total Student Population				Non-ELL Population Calculations				ELD Population Calculations			
Grade Level Bands	TOTAL Student Popula-tion (students enrolled through 100th day)	Total Student Sections (column E multiplied by 6 sections per student)	Average class size (provided by school/ district survey)	Total Number of Classes (column F divided by column G)	Teachers for Total Student Popula-tion (column H divided by 5 periods per teacher)	Non- ELL Student Popula-tion (column E minus column N)	Non-ELL Student Sections (column J multiplied by 6 sections per student)	Non-ELL Total Number of Classes (column K divided by column G)	Teachers for Non- ELL Total Student Popula-tion (column L divided by 5 periods per teacher)	Total ELL Student Popula-tion	ELD Sections Per ELL Student (column N multiplied by 4 sections per student)	ELD Total Number of Classes	Teachers for ELD Total Student Popular-tion (column P divided by 5 periods per teacher)

R	S	T	U	V	W	X	Y	Z	AA	AB	AC
ELL Proficiency Levels					ELL Non-ELD Calculations			Incremental Costs			
Pre-Emergent/ Emergent Students (23 Students Per Section)	Basic Students (28 Students Per Section)	Intermedi-ate Students (28 Students Per Section)	Total Teachers Required for 4 Hours of ELD (Stair-Step)	Average ELD Class Size (column N divided by column U)	Non-ELD Sections Per ELL Student (column N multiplied by 2 sections per student)	Non-ELD ELL Total Number of Classes (column W divided by column G)	Teachers for Non-ELD ELL Student Popula-tion (column W divided by 5 periods per teacher)	Total Teachers Needed (column M plus column Q plus column Y)	Incre-mental Staff (column Z minus column I) rounded to nearest (even) tenth of a number	Incremental Staff Salaries (column AA multiplied by the Arizona state average salary $44,123.00)	Incremental Staff Benefits (column AA multiplied by 25 percent of the state average salary $11,030.75)

Incremental Teacher Spreadsheet for Departmentalized Grade Levels

Incremental Teacher Spreadsheets

Tips and Tricks:

- You must view all pages before the accept/appeal buttons are activated.
- Do not select “Accept” unless all schools and grade levels are being accepted (not appealed).
- Save/print a copy of the Incremental Teacher Spreadsheet before you submit an appeal. Once a decision is made, the original spreadsheet will not be accessible.
- The data in the spreadsheet is pre-populated from SAIS. The focus of reviewing the ITS should be determining if the teachers awarded meet the LEA’s needs.

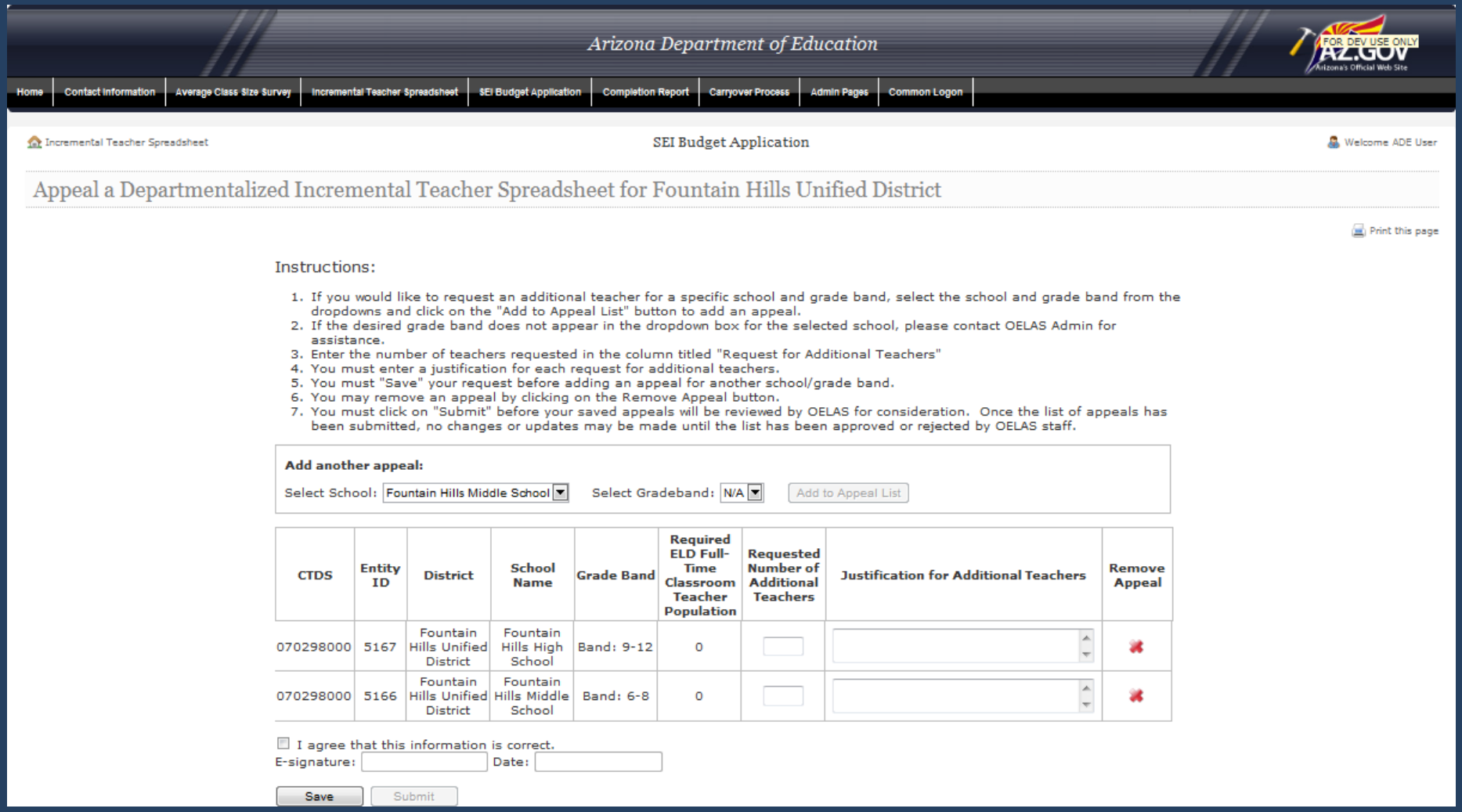
Incremental Teacher Spreadsheets

Possible Reasons to Appeal the Incremental Teacher Spreadsheets:

- Significant changes in ELL counts from 2012-2013 school year to 2013-2014 school year
- Changes to district structure (e.g., school closures, school expansions)
- Changes to classroom structure (e.g., half to full day kindergarten, self-contained to departmentalized)
- Incremental teachers automatically awarded do not meet programmatic needs

Appeal justifications should be as detailed as possible.

Incremental Teacher Spreadsheets

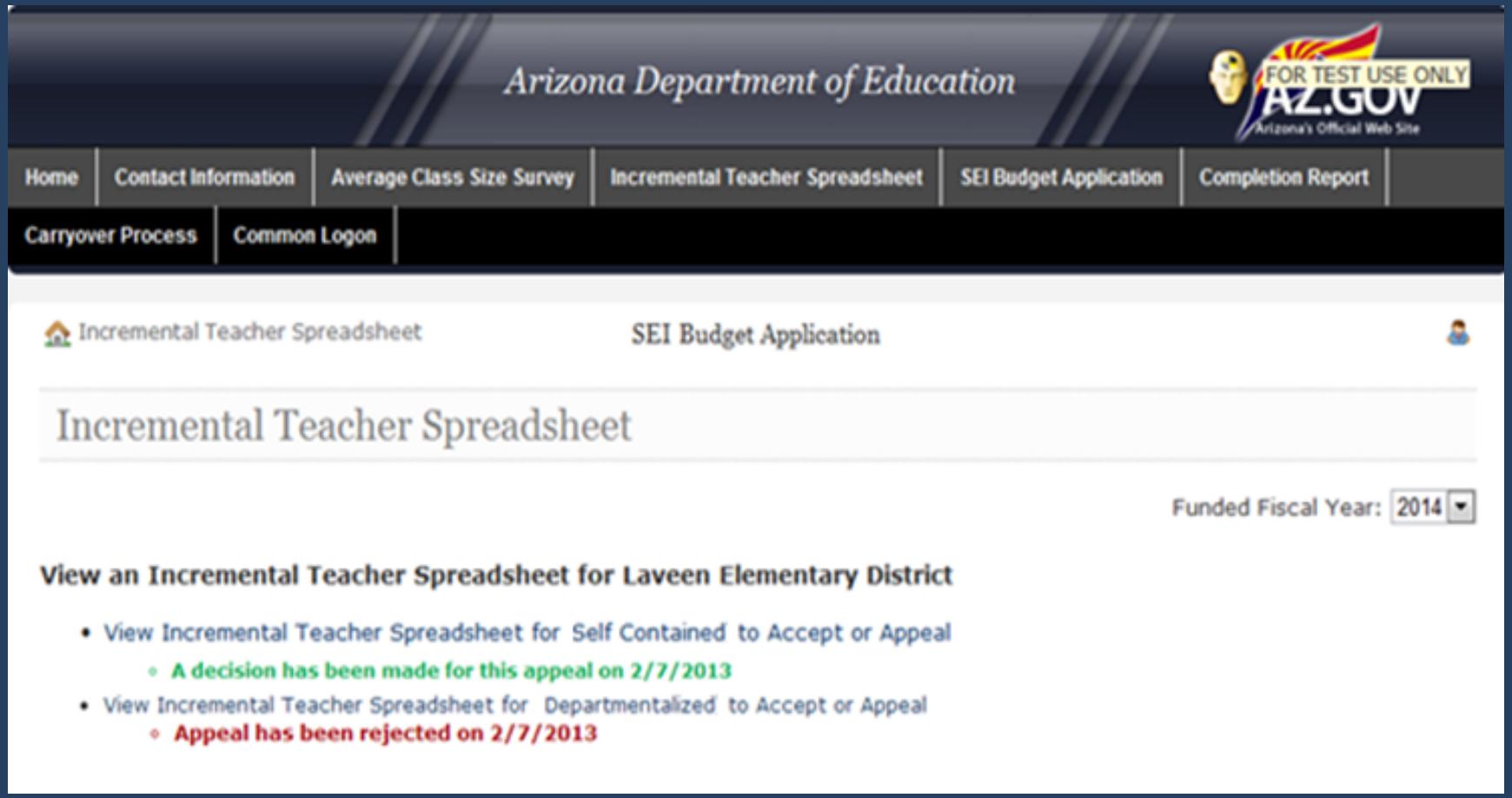


Do NOT select “Submit” until all appeals for the district have been added.

Incremental Teacher Spreadsheets

- Once an appeal for the Incremental Teacher Spreadsheet is submitted, the OELAS team will review the appeal.
- The appeal will either be approved, rejected, or approved in part.
- Once rejected, the appeal can be revised and resubmitted under the guidance of the OELAS team.

Incremental Teacher Spreadsheets



Phase 3:
SEI Budget Application

SEI Budget Application

Terminology

- SEI Model: The "SEI Model" refers to both SEI Classroom settings and mainstream classrooms with students on an ILLP.
- Teacher of ELLs: A "Teacher of ELLs" is any teacher of ELL students – in an SEI classroom or on an ILLP.
- New Teacher of ELLs: A "New Teacher of ELLs" is someone in the first or second year of their current position teaching ELL students (regardless if they are new to the district/school). The same applies to administrators.
- Administrator: An "Administrator", for the SEI Budget, is any ELL Coordinator, Program Supervisor, or District Administrator. The limitations on administrative costs that exist in Title III do not apply to the SEI Budget.

School Level Budget

SEI Budget Application

Print

Structured English Immersion (SEI) BUDGET Request Form A

A lawsuit involving the funding of the education of English language Learners, Miriam Flores et al., is presently on appeal. Depending on the outcome of that case, the amount of monies available from the State for teaching English Language Learners (ELL) may change.

For the purpose of this **(A) MODEL REQUIRED INCREMENTAL COSTS** form, the "all students counts are based on the 100th Day Attending ADM Count for the prior school year. For the purpose of this **(A) MODEL REQUIRED INCREMENTAL COSTS** the English Language Learner counts are based on the previous year data from the SdELL-72 report compiled by the Arizona Department of Education on August 15. There are no exceptions to these data points.

Entity: [redacted] **CTDS:** [redacted]

Contact Name: [redacted]

Email: [redacted]

Phone: [redacted]

(A) MODEL REQUIRED INCREMENTAL COSTS

Submitted costs must be compliant with the "cost efficient" requirement of the "SEI" models stated in 15-756.01 (D).

15-756.01 H: The Task Force shall establish procedures for school districts and charter schools to determine the incremental costs for implementation of the research based models of structured English immersion developed by the Task Force.

15-756.01 L 2: "Incremental Costs" means costs that are associated with a structured English immersion program pursuant to section 15-752 or a program pursuant to section 15-753 and that are in addition to the normal costs of conducting programs for English proficient students. Incremental costs do not include costs that replace the same types of services provided to English proficient students or compensatory instruction.

INSTRUCTION

Incremental Cost

1 - Incremental Teacher Salaries:
Incremental teachers are required to meet the English Language Learners (ELL) Task Force model requirements, as per ARS 15-756.01. Use TOTAL number of incremental teachers (from SEI Incremental Teacher Worksheet) multiplied by the current statewide average teacher salary from the prior year for each teacher. If a teacher is not on LEA direct contract, the expenses associated with that teacher should be listed on line 3 and not be included on this line or line 2.
Function Code:/Instruction, **Object Code:** 6100 & 6150/Salaries

Total Salary $44,369.00 PrePop Total $44,369.00
Difference = $0.00

2 - Incremental Teacher Benefits:
Benefits for the incremental teachers may include Retirement, Social Security Contributions, Unemployment Insurance, Workers' Compensation and health care coverage. Use TOTAL number of incremental teachers (from SEI Incremental Worksheet or school/district/charter holder calculation) multiplied by 25% of the current statewide average teacher salary for the prior year for each teacher.
Function Code:/Instruction, **Object Code:** 6210, 6220, 6230, 6240, 6250, 6260 & 6270/Benefits

Total Benefit $11,092.00 PrePop Total $11,092.00
Difference = $0.00

3 - Teacher Professional Services: For Charter School and contract teachers in lieu of lines 1: and 2:
Incremental teaching staff that provides instructional services. If a teacher is on LEA direct contract, the expenses associated with that teacher should be listed on lines 1 and 2 and not included on this line. The costs allowed per teacher, for teacher professional services, must not exceed the statewide average teacher salary plus 25% for benefits.
Function Code: Object Code: 6300

$0.00

4 - EXPLANATION/JUSTIFICATION: (1000 character max)

CURRICULUM

5 - Textbooks, Instructional Aids & Assessments:
Costs prohibited from being included as incremental costs of implementing the SEI models include capital expenses, facilities costs, and computers. Costs permitted to be included are incremental costs of materials, supply and classroom assessment costs that are for materials used in actual classroom instruction and are:

1.) Required for cost efficient implementation of models and;
2.) In addition to the normal costs of providing textbooks, instructional aids, and assessments for English proficient students and;
3.) Aligned to K-12 English Proficiency Standards and the DSI.

Classroom assessments are defined as English language proficiency formulative assessments, which are to be administered for the purpose of monitoring learning, focusing instruction and providing immediate feedback to the teacher and student during the learning process. Costs for the AZELLA may not be included.
Function Code:/Instruction, **Object Code:** 6642/Text Books; 6643/Instructional aids

$0.00

6 - EXPLANATION/JUSTIFICATION: (1000 character max)

TRANSPORTATION

7 - Transportation for Staff Between Classroom Sites for the SEI/ELD Program:
If the model adopted requires the use of an itinerant teacher to service more than one site, funding for mileage is an allowable expense based on these standards.
Function Code: 2500 , **Object Code:** 6580/Meals, Hotel, Mileage; 6626/Gasoline costs (for District/Charter vehicle)

$0.00

8 - EXPLANATION/JUSTIFICATION: (1000 character max)

TRAINING EXPENSES

9 - Travel expenses for training administrators:
Administrators may be required to travel to attend training in the SEI Models or the DSI. Standard state mileage, lodging, meals and incidental expenses are allowable expenses. Only training provided by, or approved by the Arizona Department of Education (ADE) is eligible. ADE will require names and attendance dates. Proof of registration and attendance is required for reimbursement and must be on file in the school district or charter holder office. Costs for in-state travel are limited to authorized items and limits on individual expenses based on Arizona Department of Administration stated travel policies. Reimbursement claim forms must be on file in the school district or charter holder office.
Function Code: 2500 **Object Code:** 6580/Meals, Hotel, Mileage; 6626/Gasoline costs (for District/Charter vehicle)

$0.00

10 - Travel expenses for training teachers:
Teachers may be required to travel to attend training in the SEI models or the DSI standard state mileage, lodging, meals and incidental expenses are allowable expenses. Only training provided by, or approved by, the Arizona Department of Education is eligible. ADE will require names and attendance dates. Proof of registration and attendance is required for reimbursement and must be on file in the school district or charter holder office. Costs for in state travel are limited to authorized items and limits on individual expenses based on Arizona Department of Administration stated travel policies. Reimbursement claim forms must be on file in the school district or charter holder office.
Function Code: 2200, **Object Code:** 6580/Meals, Hotel, Mileage; 6626/Gasoline costs (for District vehicle)

$1,900.00

11 - Teacher stipend for non-school day, non-school year training:
A stipend paid to teachers that attend SEI model or DSI required training that occurs outside the regular school day or school year is an allowable expense. Only training provided by, or approved by, the Arizona Department of Education is eligible. ADE will require names and attendance dates. Proof of registration and attendance is required and must be on file in the school district or charter holder office. The stipend must be provided in a manner that is compliant with the "cost efficient" requirement of the SEI models as stated in 15-756.01(D).
Function Code: 2200 , **Object Code:** 6110 & 6150

$0.00

12 - Classroom Substitutes:
The cost to provide a substitute while a teacher is attending authorized training in the SEI models and the DSI is allowed. Only training provided by, or approved by the Arizona Department of Education is eligible. ADE will require teacher names and attendance dates. Proof of registration and attendance at the training, and support documentation of the substitute is required, and must be on the file in the school district or charter holder office.
Function Code: 2200 , **Object Code:** 6113 & 6153

$510.00

13 - EXPLANATION/JUSTIFICATION: (1000 character max)

OLEAS Conference 2013: Registration for 2 HQ SEITeachers $395.*2=$790.00; Lodging: 2 Rooms- $350 (comparable to this years rate at StarrPass.)*2=$700.00; Meals - $34.00 day X 3 Days X 2 attendees. (34-daily per diem)= $204.00. Mileage - 200 mlies (round trip to StarrPass, this years) * .445 = $89.00*2= $178.00. Total - $1,872.00. (est. rounded to $950.00 per person on Budget line.)
$510.00 will be used substitutes daily rate of $85.00 for 2 teachers X 3 days.

14/15 - Other Expenses:
Other expenses that are required to implement the SEI models. Detailed itemization and justification regarding the necessity of the items are required for any costs listed as "other". All expenses must be for model-required incremental costs and must be compliant with the "cost efficient" requirement of the SEI models as stated in 15-756.01(D).
Function Code: 2200 **Object Code:** 6113 & 6153

$0.00

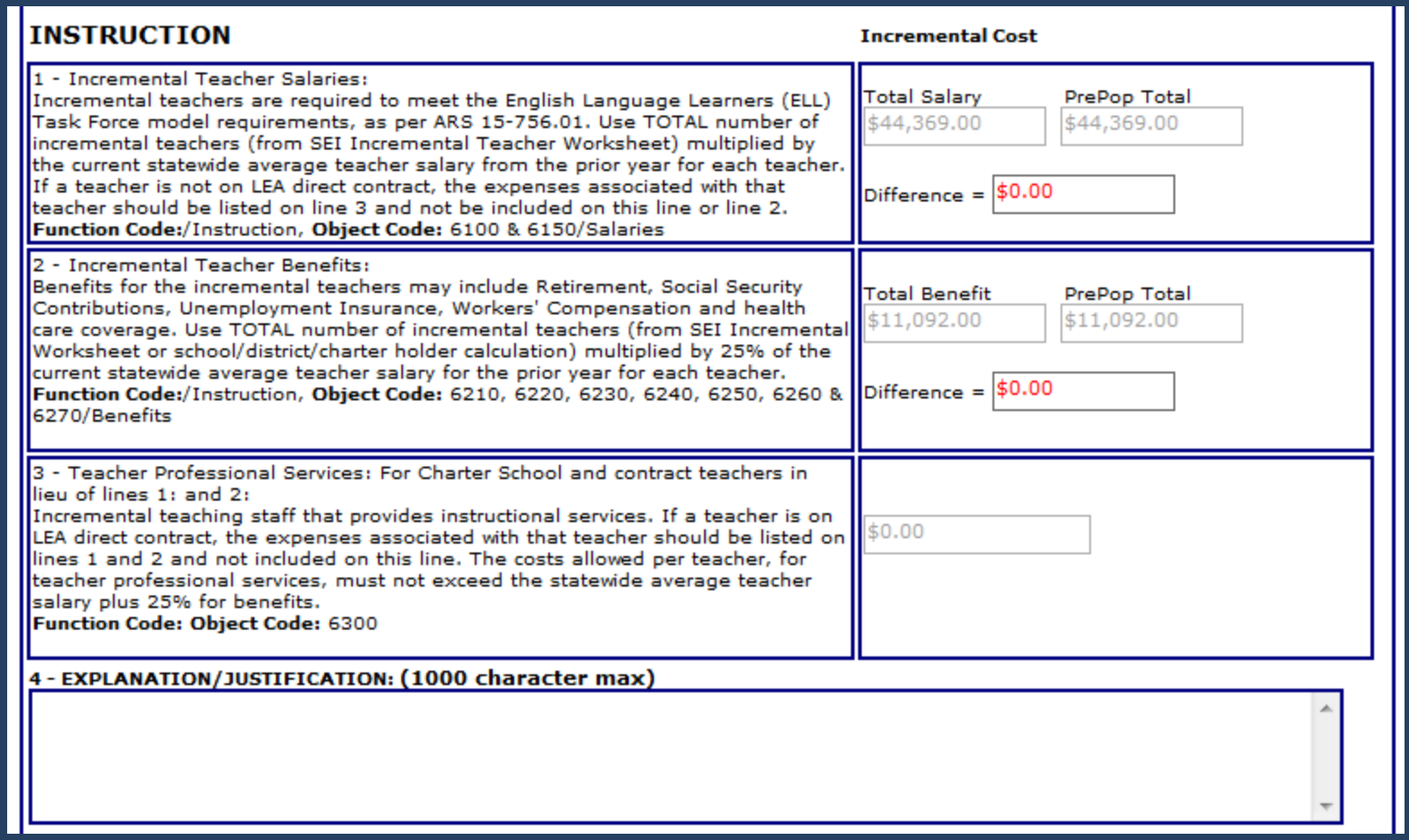
16 - EXPLANATION/JUSTIFICATION: (1000 character max)

Cancel

Line 17 - Total:
$57,871.00

The School Level Budget must be completed for each school in a district. The budget can be completed by the individual school or the district.

SEI Budget Application



INSTRUCTION — **Incremental Cost**

1 - Incremental Teacher Salaries:
Incremental teachers are required to meet the English Language Learners (ELL) Task Force model requirements, as per ARS 15-756.01. Use TOTAL number of incremental teachers (from SEI Incremental Teacher Worksheet) multiplied by the current statewide average teacher salary from the prior year for each teacher. If a teacher is not on LEA direct contract, the expenses associated with that teacher should be listed on line 3 and not be included on this line or line 2.
Function Code:/Instruction, **Object Code:** 6100 & 6150/Salaries

Total Salary: $44,369.00 — PrePop Total: $44,369.00
Difference = $0.00

2 - Incremental Teacher Benefits:
Benefits for the incremental teachers may include Retirement, Social Security Contributions, Unemployment Insurance, Workers' Compensation and health care coverage. Use TOTAL number of incremental teachers (from SEI Incremental Worksheet or school/district/charter holder calculation) multiplied by 25% of the current statewide average teacher salary for the prior year for each teacher.
Function Code:/Instruction, **Object Code:** 6210, 6220, 6230, 6240, 6250, 6260 & 6270/Benefits

Total Benefit: $11,092.00 — PrePop Total: $11,092.00
Difference = $0.00

3 - Teacher Professional Services: For Charter School and contract teachers in lieu of lines 1: and 2:
Incremental teaching staff that provides instructional services. If a teacher is on LEA direct contract, the expenses associated with that teacher should be listed on lines 1 and 2 and not included on this line. The costs allowed per teacher, for teacher professional services, must not exceed the statewide average teacher salary plus 25% for benefits.
Function Code: Object Code: 6300

$0.00

4 - EXPLANATION/JUSTIFICATION: (1000 character max)

- Salary and benefits are pre-populated based on the Incremental Teacher Spreadsheets.
- Do NOT adjust these values!

SEI Budget Application

CURRICULUM

5 - Textbooks, Instructional Aids & Assessments:
Costs prohibited from being included as incremental costs of implementing the SEI models include capital expenses, facilities costs, and computers. Costs permitted to be included are incremental costs of materials, supply and classroom assessment costs that are for materials used in actual classroom instruction and are:

1.) Required for cost efficient implementation of models and;
2.) In addition to the normal costs of providing textbooks, instructional aids, and assessments for English proficient students and;
3.) Aligned to K-12 English Proficiency Standards and the DSI.

Classroom assessments are defined as English language proficiency formulative assessments, which are to be administered for the purpose of monitoring learning, focusing instruction and providing immediate feedback to the teacher and student during the learning process. Costs for the AZELLA may not be included.
Function Code:/Instruction, **Object Code:** 6642/Text Books; 6643/Instructional aids

$0.00

6 - EXPLANATION/JUSTIFICATION: (1000 character max)

All LEAs are eligible to apply for materials even if no incremental teacher is awarded.

TRANSPORTATION

7 - Transportation for Staff Between Classroom Sites for the SEI/ELD Program:
If the model adopted requires the use of an itinerant teacher to service more than one site, funding for mileage is an allowable expense based on these standards.
Function Code: 2500 , **Object Code:** 6580/Meals, Hotel, Mileage; 6626/Gasoline costs (for District/Charter vehicle)

$0.00

8 - EXPLANATION/JUSTIFICATION: (1000 character max)

SEI Budget Application

5 - Textbooks, Instructional Aids & Assessments:
Costs prohibited from being included as incremental costs of implementing the SEI models include capital expenses, facilities costs, and computers. Costs permitted to be included are incremental costs of materials, supply and classroom assessment costs that are for materials used in actual classroom instruction and are:

1.) Required for cost efficient implementation of models and;
2.) In addition to the normal costs of providing textbooks, instructional aids, and assessments for English proficient students and;
3.) Aligned to K-12 English Proficiency Standards and the DSI.

Typically Unallowable Materials

Phonics flashcards for a first grade classroom

The ELL component of a district's adopted reading curriculum

Additional copies of leveled readers in a third grade classroom

Basic classroom supplies (e.g., chart paper, markers)

SEI Budget Application

Tips and Tricks for Material Requests:

- You must explain how the requested material is an incremental cost.
- Make your request as specific and clear as possible.
- Include the grade level for which the materials will be used.
- Include the classroom setting (SEI classroom or ILLP).
- Break down the cost per expense in the justification.

SEI Budget Application

TRAINING EXPENSES

9 - Travel expenses for training administrators: Administrators may be required to travel to attend training in the SEI Models or the DSI. Standard state mileage, lodging, meals and incidental expenses are allowable expenses. Only training provided by, or approved by the Arizona Department of Education (ADE) is eligible. ADE will require names and attendance dates. Proof of registration and attendance is required for reimbursement and must be on file in the school district or charter holder office. Costs for in-state travel are limited to authorized items and limits on individual expenses based on Arizona Department of Administration stated travel policies. Reimbursement claim forms must be on file in the school district or charter holder office. **Function Code:** 2500 **Object Code:** 6580/Meals, Hotel, Mileage; 6626/Gasoline costs (for District/Charter vehicle)	$0.00
10 - Travel expenses for training teachers: Teachers may be required to travel to attend training in the SEI models or the DSI standard state mileage, lodging, meals and incidental expenses are allowable expenses. Only training provided by, or approved by, the Arizona Department of Education is eligible. ADE will require names and attendance dates. Proof of registration and attendance is required for reimbursement and must be on file in the school district or charter holder office. Costs for in state travel are limited to authorized items and limits on individual expenses based on Arizona Department of Administration stated travel policies. Reimbursement claim forms must be on file in the school district or charter holder office. **Function Code:** 2200, **Object Code:** 6580/Meals, Hotel, Mileage; 6626/Gasoline costs (for District vehicle)	$1,900.00
11 - Teacher stipend for non-school day, non-school year training: A stipend paid to teachers that attend SEI model or DSI required training that occurs outside the regular school day or school year is an allowable expense. Only training provided by, or approved by, the Arizona Department of Education is eligible. ADE will require names and attendance dates. Proof of registration and attendance is required and must be on file in the school district or charter holder office. The stipend must be provided in a manner that is compliant with the "cost efficient" requirement of the SEI models as stated in 15-756.01(D). **Function Code:** 2200 , **Object Code:** 6110 & 6150	$0.00
12 - Classroom Substitutes: The cost to provide a substitute while a teacher is attending authorized training in the SEI models and the DSI is allowed. Only training provided by, or approved by the Arizona Department of Education is eligible. ADE will require teacher names and attendance dates. Proof of registration and attendance at the training, and support documentation of the substitute is required, and must be on the file in the school district or charter holder office. **Function Code:** 2200 , **Object Code:** 6113 & 6153	$510.00

13 - EXPLANATION/JUSTIFICATION: (1000 character max)

OLEAS Conference 2013: Registration for 2 HQ SEITeachers $395.*2=$790.00; Lodging: 2 Rooms- $350 (comparable to this years rate at StarrPass.)*2=$700.00; Meals - $34.00 day X 3 Days X 2 attendees. (34-daily per diem)= $204.00. Mileage - 200 mlies (round trip to StarrPass, this years) * .445 = $89.00*2= $178.00. Total - $1,872.00. (est. rounded to $950.00 per person on Budget line.)
$510.00 will be used substitutes daily rate of $85.00 for 2 teachers X 3 days.

- All LEAs are eligible to apply for training costs even if no incremental teacher is awarded.
- Foundational training for any new teachers of ELLs or administrators is an appropriate expense.

SEI Budget Application

Tips and Tricks for Training Requests:

- Please number your justification to match the cost line numbers.
- Make your request as specific and clear as possible.
- Describe which teachers/administrators will attend the training (without specific names).
- Break down travel costs in detail (e.g., lodging $80/night for two nights, per diem of $35/day for two days, mileage at 0.445 cents/mile).
- When requesting substitutes, include the daily rate of pay.

DEPARTMENT MENU

- Superintendent
- About Department of Education
- Accountability
- Standards & Assessment
- Educator Certification
- Finance / IT / Business Services
- Special Education
- English Language Learners
- Employment Opportunities
- School Reports / School Results
- Career & Technical Education
- State Board of Education

A-Z All Programs

FIND A SCHOOL

District Schools | Charter Schools | Private Schools

NOTICE OF PUBLIC MEETINGS

EVENT CALENDAR

2014

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

ELD Professional Development

Professional Development Aligned to Arizona's English Language Proficiency Standards for English Language Development

The Arizona Department of Education, through the Office of English Language Acquisition Services (OELAS), has been providing various types of professional development in order to assist with implementation efforts throughout the state. Professional development is offered in various formats such as face-to-face workshops and institutes, webinars, online courses, and web-content delivery. Specific information on the professional development offerings by the Arizona Department of Education can be located by selecting the appropriate icon below.Professional development is being offered around the state in different phases. Please see the descriptions listed below the icons if you need more clarification on the meaning of these phases.

OELAS FOUNDATIONS	OELAS PHASE I Knowledge
Trainings designed for teachers, coaches, and administrators new to Structured English Immersion (SEI) classrooms and English language development. Background provided on SEI models, instruction, and effective use of English Language Proficiency Standards in the specific areas of listening and speaking, grammar, vocabulary, reading and writing.	Trainings designed for SEI classroom teachers and teachers with Individual Language Learner Plans (ILLP), ELL coaches and administrators. Trainings facilitate task analysis of English Language Proficiency Standards (ELPS) to make connections between English language development and Arizona College and Career Ready Standards (AZCCRS) including text complexity and instructional shifts.

FAQ

ELP Standards

ELD Professional Development

ELD Resources

PELL

AZ College & Career Ready Standards

K-12 ACADEMIC STANDARDS

ASSESSMENT

Move On When Reading

Foundations

CURRENT TRAININGS
Taking Grammar to Writing: Write Now!
Listening and Speaking K-5
Listening and Speaking 6-12
Vocabulary in the K-5 SEI Classroom
Vocabulary in the 6-12 SEI Classroom
Verb Tense Study
Grammar Foundations 1
Grammar Foundations 2
*Reading Foundations for SEI K-12
Writing Foundations for SEI K-2

District Rollup Budget

SEI Budget Application

District Rollup Budget Print

Structured English Immersion (SEI) BUDGET Request Form A

A lawsuit involving the funding of the education of English language Learners, Miriam Flores et al., is presently on appeal. Depending on the outcome of that case, the amount of monies available from the State for teaching English Language Learners (ELL) may change.

For the purpose of this **(A) MODEL REQUIRED INCREMENTAL COSTS** form, the "all students counts are based on the 100th Day Attending ADM Count for the prior school year. For the purpose of this **(A) MODEL REQUIRED INCREMENTAL COSTS** the English Language Learner counts are based on the previous year data from the SdELL-72 report compiled by the Arizona Department of Education on August 15. There are no exceptions to these data points.

Entity: [redacted] **CTDS:** [redacted]

Contact Name: [redacted]

Email: [redacted]

Phone: [redacted]

(A) MODEL REQUIRED INCREMENTAL COSTS

Submitted costs must be compliant with the "cost efficient" requirement of the "SEI" models stated in 15-756.01 (D).

15-756.01 H: The Task Force shall establish procedures for school districts and charter schools to determine the incremental costs for implementation of the research based models of structured English immersion developed by the Task Force.

15-756.01 L 2: "Incremental Costs" means costs that are associated with a structured English immersion program pursuant to section 15-752 or a program pursuant to section 15-753 and that are in addition to the normal costs of conducting programs for English proficient students. Incremental costs do not include costs that replace the same types of services provided to English proficient students or compensatory instruction.

INSTRUCTION

Incremental Cost

1 - Incremental Teacher Salaries:
Incremental teachers are required to meet the English Language Learners (ELL) Task Force model requirements, as per ARS 15-756.01. Use TOTAL number of incremental teachers (from SEI Incremental Worksheet or school/district/charter holder calculation) multiplied by the current statewide average teacher salary from the prior year for each teacher. If a teacher is not on LEA direct contract, the expenses associated with that teacher should be listed on line 3 and not be included on this line or line 2.
Function Code:/Instruction, **Object Code:** 6100 & 6150/Salaries

Total Salary $44,369.00 PrePop Total $44,369.00
Difference = $0.00

2 - Incremental Teacher Benefits:
Benefits for the incremental teachers may include Retirement, Social Security Contributions, Unemployment Insurance, Workers' Compensation and health care coverage. Use TOTAL number of incremental teachers (from SEI Incremental Worksheet or school/district/charter holder calculation) multiplied by 25% of the current statewide average teacher salary for the prior year for each teacher.
Function Code:/Instruction, **Object Code:** 6210, 6220, 6230, 6240, 6250, 6260 & 6270/Benefits

Total Benefit $11,092.00 PrePop Total $11,092.00
Difference = $0.00

3 - Teacher Professional Services: For Charter School and contract teachers in lieu of lines 1: and 2:
Incremental teaching staff that provides instructional services. If a teacher is on LEA direct contract, the expenses associated with that teacher should be listed on lines 1 and 2 and not included on this line. The costs allowed per teacher, for teacher professional services, must not exceed the statewide average teacher salary plus 25% for benefits.
Function Code: Object Code: 6300

$0.00

4 - EXPLANATION/JUSTIFICATION: (1000 character max)

CURRICULUM

5 - Textbooks, Instructional Aids & Assessments:
Costs prohibited from being included as incremental costs of implementing the SEI models include capital expenses, facilities costs, and computers. Costs permitted to be included are incremental costs of materials, supply and classroom assessment costs that are for materials used in actual classroom instruction and are:

1.) Required for cost efficient implementation of models and;
2.) In addition to the normal costs of providing textbooks, instructional aids, and assessments for English proficient students and;
3.) Aligned to K-12 English Proficiency Standards and the DSI.

Classroom assessments are defined as English language proficiency formulative assessments, which are to be administered for the purpose of monitoring learning, focusing instruction and providing immediate feedback to the teacher and student during the learning process. Costs for the AZELLA may not be included.
Function Code:/Instruction, **Object Code:** 6642/Text Books; 6643/Instructional aids

$0.00

6 - EXPLANATION/JUSTIFICATION: (1000 character max)

TRANSPORTATION

7 - Transportation for Staff Between Classroom Sites for the SEI/ELD Program:
If the model adopted requires the use of an itinerant teacher to service more than one site, funding for mileage is an allowable expense based on these standards.
Function Code: 2500 , **Object Code:** 6580/Meals, Hotel, Mileage; 6626/Gasoline costs (for District/Charter vehicle)

$0.00

8 - EXPLANATION/JUSTIFICATION: (1000 character max)

TRAINING EXPENSES

9 - Travel expenses for training administrators:
Administrators may be required to travel to attend training in the SEI Models or the DSI. Standard state mileage, lodging, meals and incidental expenses are allowable expenses. Only training provided by, or approved by the Arizona Department of Education (ADE) is eligible. ADE will require names and attendance dates. Proof of registration and attendance is required for reimbursement and must be on file in the school district or charter holder office. Costs for in-state travel are limited to authorized items and limits on individual expenses based on Arizona Department of Administration stated travel policies. Reimbursement claim forms must be on file in the school district or charter holder office.
Function Code: 2500 **Object Code:** 6580/Meals, Hotel, Mileage; 6626/Gasoline costs (for District/Charter vehicle)

$951.00

10 - Travel expenses for training teachers:
Teachers may be required to travel to attend training in the SEI models or the DSI standard state mileage, lodging, meals and incidental expenses are allowable expenses. Only training provided by, or approved by, the Arizona Department of Education is eligible. ADE will require names and attendance dates. Proof of registration and attendance is required for reimbursement and must be on file in the school district or charter holder office. Costs for in state travel are limited to authorized items and limits on individual expenses based on Arizona Department of Administration stated travel policies. Reimbursement claim forms must be on file in the school district or charter holder office.
Function Code: 2200, **Object Code:** 6580/Meals, Hotel, Mileage; 6626/Gasoline costs (for District vehicle)

$1,900.00

11 - Teacher stipend for non-school day, non-school year training:
A stipend paid to teachers that attend SEI model or DSI required training that occurs outside the regular school day or school year is an allowable expense. Only training provided by, or approved by, the Arizona Department of Education is eligible. ADE will require names and attendance dates. Proof of registration and attendance is required and must be on file in the school district or charter holder office. The stipend must be provided in a manner that is compliant with the "cost efficient" requirement of the SEI models as stated in 15-756.01(D).
Function Code: 2200 , **Object Code:** 6110 & 6150

$0.00

12 - Classroom Substitutes:
The cost to provide a substitute while a teacher is attending authorized training in the SEI models and the DSI is allowed. Only training provided by, or approved by the Arizona Department of Education is eligible. ADE will require teacher names and attendance dates. Proof of registration and attendance at the training, and support documentation of the substitute is required, and must be on the file in the school district or charter holder office.
Function Code: 2200 , **Object Code:** 6113 & 6153

$509.00

13 - EXPLANATION/JUSTIFICATION: (1000 character max)

OLEAS Conference 2013: Registration for 1 Ell Coordinator - $395; Lodging: 1 Room (comparable to this years rate at StarrPass.)*3 nights=$350.00; Meals - $34.00 day X 3 Days (34-daily per diem)= $102.00. Mileage - 200 mlies (round trip to StarrPass, this years) * .445 = $89.00. Total - $936.00. (est. rounded to $950.00 per person on Budget line.)

14/15 - Other Expenses:
Other expenses that are required to implement the SEI models. Detailed itemization and justification regarding the necessity of the items are required for any costs listed as "other". All expenses must be for model-required incremental costs and must be compliant with the "cost efficient" requirement of the SEI models as stated in 15-756.01(D).
Function Code: 2200 **Object Code:** 6113 & 6153

$0.00

16 - EXPLANATION/JUSTIFICATION: (1000 character max)

School Rollup Total: $57,871.00
District Total: $950.00
Rollup Total: **$58,821.00**

Next Cancel

Once all school budgets and the district incremental cost budget are submitted, the district rollup budget will be generated as a total of all budgets.

SEI Budget Application

Structured English Immersion (SEI) BUDGET Request Forms B & C

(B) OFFSETS

This form is submitted only at the School District or Charter level.
For the purpose of this Part B OFFSETS form except for any noted exceptions, revenue amounts are based on the previous fiscal year.
For the purpose of this Part B OFFSETS form the ELL student count required by this form is the count in SAIS (ELLS28-1 report) as of 9/1.

The offsets are provided per 15-756.01, "Not withstanding any other law, the maximum amount of the budget request shall be incremental costs of the models selected offset by the following monies:"

FEDERAL FUNDS

NOTE: Any requested changes to the form's pre-populated numbers require a request for modification be submitted on the Offset Variance report (Part D).	Total Funds	ELL population as a % of qualified population	Offset Amount
18 - Title I: The portion of TITLE I monies determined by the English Language Learner population as a percentage of the qualified population. (As per ARS 15-756.01, sub-section 1, 2.)	$283,283.00 See Footnote #2	2.00 % See Footnote #1	$5,939.64
19 - Title II-A: The portion of TITLE II-A monies determined by the English Language Learner population as a percentage of the qualified population. (As per ARS 15-756.01, sub section 1, 2.)	$39,489.00 See Footnote #2	2.00 % See Footnote #8	$772.36
20 - Title III: All Federal TITLE III monies and any other federal monies designated solely for the educational needs of the English Language Learners. (As per ARS-756.01, sub-section I,1.)	$3,499.02 See Footnote #2	100.00 %	$3,499.02
21 - Impact Aid: The portion of impact aid monies determined by the English Language learner population as a percentage of the qualified population. A school district or charter holder shall only apply unexpended impact aid monies to English Language Learner programs after it has applied its impact aid monies for other allowable uses as permitted by state law. (As per ARS 15-756.01, sub-section I, 3.)	$52,210.00	1.00 % See Footnote #3	$727.09 See Footnote #4
22	Total Federal Fund Offsets:		10,938.11

Federal offsets are provided for informational purposes only.

The amount in line 31 is the final requested amount. If approved, this is what the LEA will receive.

State and local offsets are subtracted from the total budget request.

State and Local Funds

23 - Desegregation Funding: The portion of desegregation monies levied pursuant to ARS 15-910 determined by the English Language Learner population as a percentage of the qualified population. (As per ARS 15-756.01, sub-section I,4.)	$0.00	1.00 % See Footnote #5	$0.00 See Footnote #6
24 - ELL "Group B Weight": The ELL support level weight prescribed in ARS 15-943. (As per ARS 15-756.01, sub-section I,5.)	$4,489.73 See Footnote #7	100.00 %	$4,489.73
25	Total State and Local Funding Offsets (Add lines 23 & 24) :		$4,489.73

(C) BUDGET REQUEST

15-756.01 J. The difference calculated pursuant to section 15-756.03 for monies from the Arizona structured English Immersion fund established by section 15-756.04. Beginning July 15, 2008, school districts and charter schools shall not include the incremental costs of any pupil who is classified as an English Language learner after July 1 2007 and who has been classified as an English Language Learner for more than two years in the calculation of the school district's or charter school's Structured English Immersion budget request. (As per ARAS 15-756.01, sub-section J).

26	Total Incremental Costs of the models (from line 17):	$58,821.00
27	Total Federal, State and Local Funding Offsets (Add lines 22 & 25):	$15,427.84
28	Budget Request (Subtract line 27 from line 26):	$43,393.16

(C) ALTERNATE BUDGET REQUEST CALCULATION

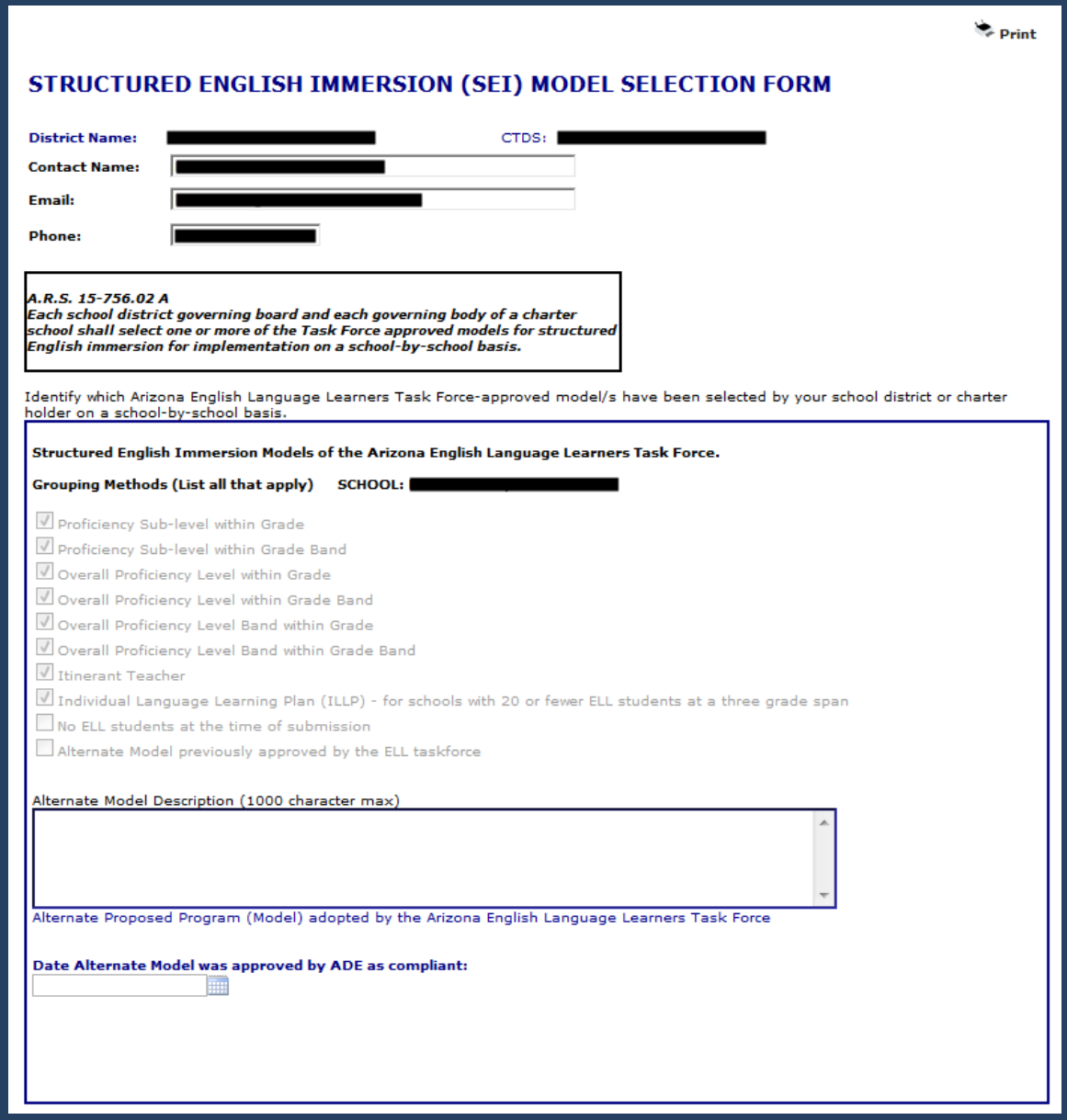
29	Total Incremental Costs of the models (from line 17):	$58,821.00
30	Selected Federal, State, and Local Funding Offsets (Line 25):	$4,489.73
31	Alternate Budget Request Calculation (Subtract line 30 from line 29):	$54,331.27

1 ADE percentage calculated by dividing the number of ELL students by the NCLB Title I eligible count as of 9/1 for the previous fiscal year.
2 Funding is based on the allocation from the previous fiscal year.
3 ADE percentage calculated by dividing the number of ELL students by the 100 day ADM for the previous year.
4 ADE offset calculated by multiplying qualified impact aid funds for the previous year by ELL population as a % of the qualified population.
5 ADE percentage calculated by dividing the number of ELL students by the 100 day ADM for the previous year.
6 ADE calculated by multiplying total district desegregation funding for the previous year by the ELL population as a % of the qualified population.
7 Funding is based on the number of ELL students utilizing funding multiplier provided by ADE School Finance.
8 ADE calculation is the number of ELL students divided by (.8(NCLB Title I eligible count as of 9/1 for the previous fiscal year) + .2 (100 day ADM for the previous year)).

Previous Next Cancel

SEI Budget Application

The final page of the SEI Budget Application is the Model Selection Form. This is mandatory to complete.



Print

STRUCTURED ENGLISH IMMERSION (SEI) MODEL SELECTION FORM

District Name: [redacted] CTDS: [redacted]

Contact Name: [redacted]

Email: [redacted]

Phone: [redacted]

A.R.S. 15-756.02 A
Each school district governing board and each governing body of a charter school shall select one or more of the Task Force approved models for structured English immersion for implementation on a school-by-school basis.

Identify which Arizona English Language Learners Task Force-approved model/s have been selected by your school district or charter holder on a school-by-school basis.

Structured English Immersion Models of the Arizona English Language Learners Task Force.

Grouping Methods (List all that apply) **SCHOOL:** [redacted]

- [x] Proficiency Sub-level within Grade
- [x] Proficiency Sub-level within Grade Band
- [x] Overall Proficiency Level within Grade
- [x] Overall Proficiency Level within Grade Band
- [x] Overall Proficiency Level Band within Grade
- [x] Overall Proficiency Level Band within Grade Band
- [x] Itinerant Teacher
- [x] Individual Language Learning Plan (ILLP) - for schools with 20 or fewer ELL students at a three grade span
- [ ] No ELL students at the time of submission
- [ ] Alternate Model previously approved by the ELL taskforce

Alternate Model Description (1000 character max)

Alternate Proposed Program (Model) adopted by the Arizona English Language Learners Task Force

Date Alternate Model was approved by ADE as compliant:

SEI Budget Application

- Once the District Rollup Budget is submitted, the OELAS team will review the application.
- The budget will either be approved or rejected.
- Once rejected, the budget can be revised and resubmitted under the guidance of the OELAS team.
- Tentative approval occurs during the SEI Budget Application window. However, official approval is dependent on action by the legislature. Official notification will be sent in the summer.

SEI Budget Application

Frequently Asked Question:

- "After offsets, we only received half of our original cost request. How should we spend our budget?"
  - This is an LEA decision. You may choose to reduce all costs proportionally or only fund certain items. The budgeted amount for each line item serves as a maximum allowed expense.

Phase 4:
Fiscal Management

Fiscal Management

- Completion reports are due by September 30, 2015
- Completion reports will be done through the Grants Management system (not through Common Logon).
- Once the completion report is approved, LEAs can apply to carryover funds to the next fiscal year. This process is completed in the fall.
- Starting in the 2014-2015 school year, OELAS will be performing fiscal monitoring of SEI Budgets.

OELAS Website:
http://www.azed.gov/english-language-learners/

Contact Information

SEIBudget@azed.gov

602-542-0753