SEI Budget

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Objectives

- Understand the purpose, timing, and context of the SEI Budget
- Walk through the major steps in the SEI Budget process

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))

Major Steps in SEI Budget

Phase 1:
Average Class Size Survey

Phase 2:
Incremental Teacher Spreadsheets

Phase 3:
SEI Budget Application

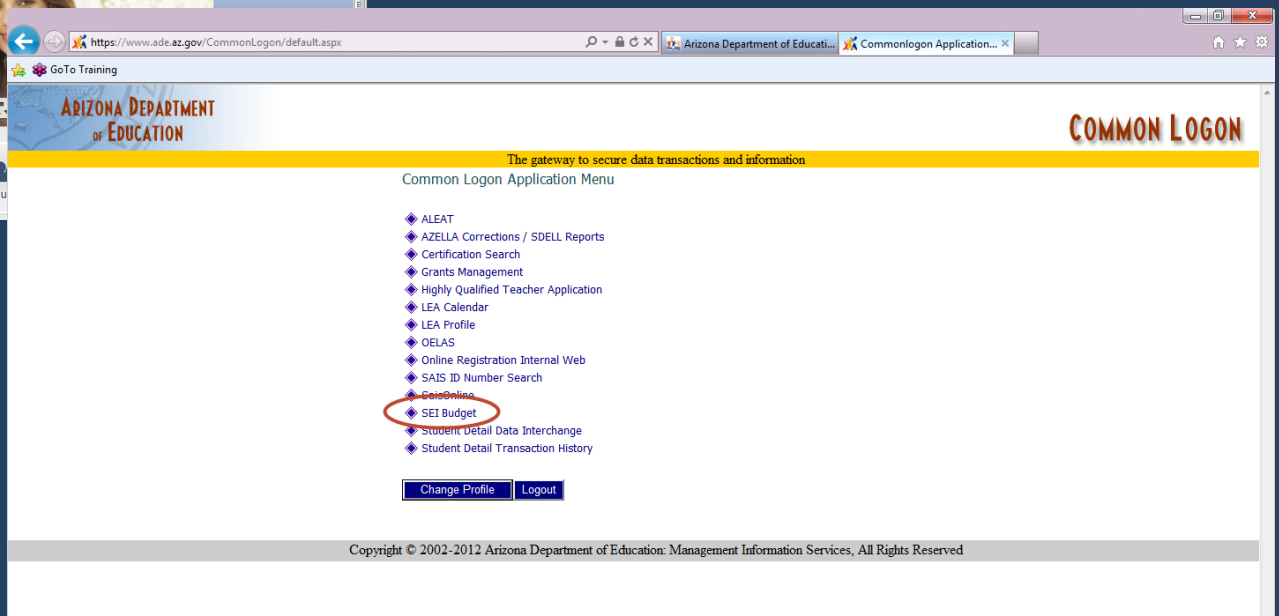
Phase 4:
Fiscal Management

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
(866) 577-9636 Toll Free
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.

Average Class Size Survey

Arizona Department of Education

AZ.GOV Arizona's Official Web Site

Home | Contact Information | Average Class Size Survey | Incremental Teacher Spreadsheet | Budgeting | Completion Report | Carryover Process | Admin Pages | Common Logon

Average Class Size Survey

SEI Budget Application

Welcome ADE User

Average Class Size Survey

LEA Name: [redacted]
LEA ID: [redacted]
Select a different District

Print

INSTRUCTIONS:

1. Choose whether each grade level your LEA provides is using a Self-Contained or Departmentalized model.
   - Self-Contained Classroom: Students stay with one teacher the entire day
   - Departmentalized Classroom: Students switch teachers for each class period
2. If the grade level is Self-Contained, indicate the average class size for a mainstream classroom with no ELL students.
   - NOTE: If your LEA has zero classrooms without ELL students, then indicate the average class size for an ELL classroom for that grade level.
3. If the grade level is Departmentalized, indicate the average class size for an English or Language Arts classroom with no ELL students.
   - NOTE: If your LEA has zero classrooms without ELL students, then indicate the average class size for an ELL classroom for that grade level.
4. Please indicate your average class size for each grade level under the column "Average Class Size." Only whole numbers will be accepted.
   - NOTE: If your LEA does not provide services a specific grade level, please mark the button under the column "Not Offered" and leave the field under the column "Average Class Size" blank.
5. Choose whether your LEA provides Half-Day or Full-Day Kindergarten services. If your LEA does not service Kindergarten students, please mark Not Offered.

Grade Level	*Select one of the following:*			*Average Class Size*
	Self Contained	*Departmentalized*	*Not Offered*	
Kindergarten				
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11				
Grade 12				

	Full Day	Half Day	Not Offered
Kindergarten			

☐ I agree that all of the above information is accurate.

E-signature _____ Date _____ Save Submit

Go back to top

Average Class Size Survey

Grade Level	Select one of the following:			Average Class Size
	Self Contained	Departmentalized	Not Offered	
Kindergarten				
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11				
Grade 12				

Kindergarten	Full Day	Half Day	Not Offered

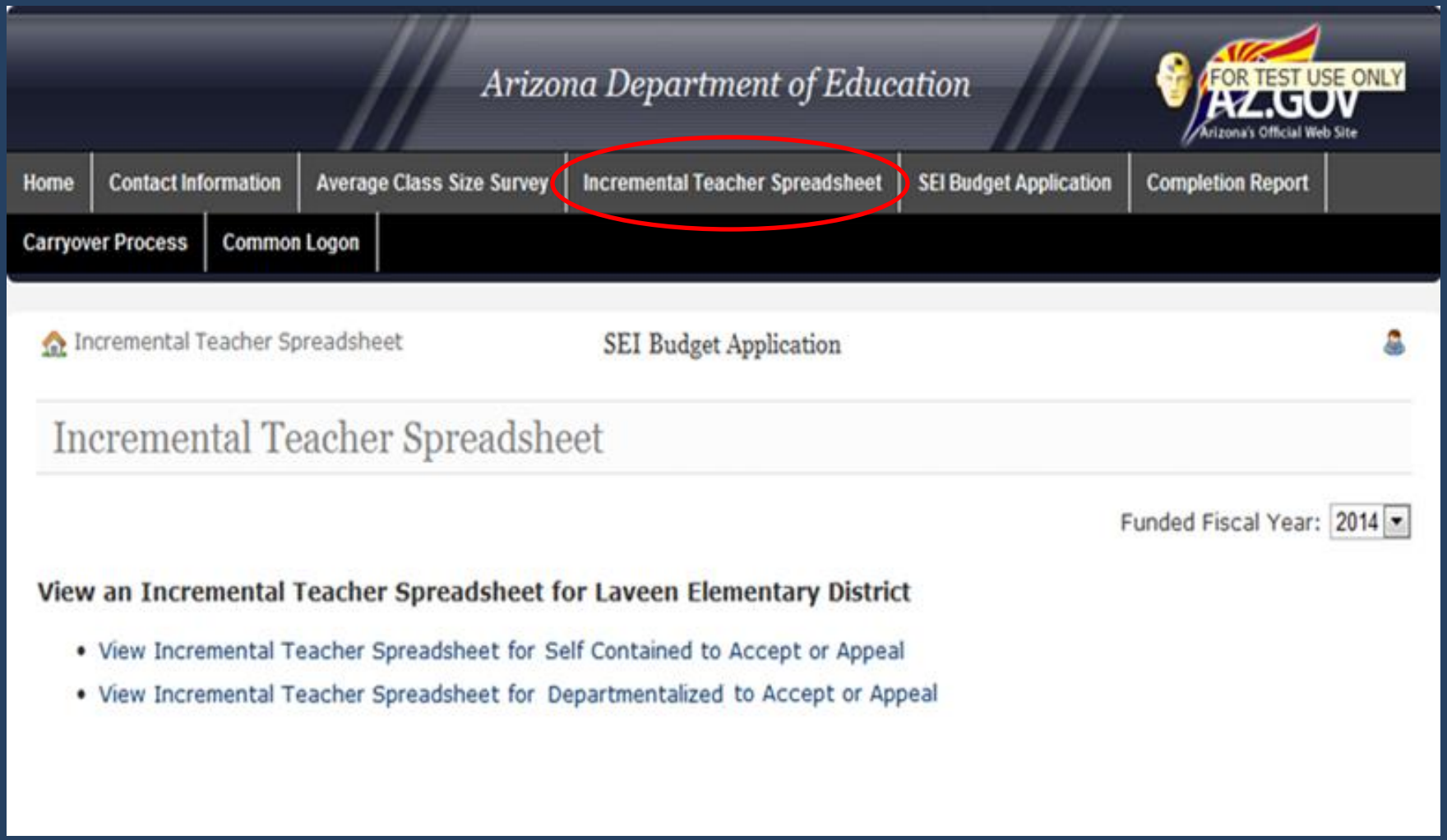
Phase 2:
Incremental Teacher Spreadsheets

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 Fund 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					
000000000	LEA 1	School 1	Band: 3-5	40	25	2	39	2	1	0	1	0	1	0.0	ILLP	0	0
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					
000000000	LEA 1	School 2	Band: 1-2	2	24	0	2	0	0	0	0	0	0	0.0	ILLP	0	0
000000000	LEA 1	School 2	3	6	25		6		0	0	0	0					
000000000	LEA 1	School 2	4	4	25		4		0	0	0	0					
000000000	LEA 1	School 2	5	1	26		1		0	0	0	0					
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 Spreadsheet for Self-Contained Grade Levels

1 of 4 100% Find | Next

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 Calculations		Non-ELL Student Population Calculations		ELL Student Popula-tion	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* ²	Pre-Emergent/ Emergent (23 Students Per Section)* ²	Basic Students (28 Students Per Section)* ²	Intermediate Students (28 Students Per Section)* ²	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 $44,370.00)	Incremental Staff Benefits (column P multiplied by 25 percent of the state average salary $11,092.50)
000000000	Sample Elementary District	Sample Elementary School	3	125	25		99		26	1	9	16					
000000000	Sample Elementary District	Sample Elementary School	4	126	26		106		20	1	7	12					
000000000	Sample Elementary District	Sample Elementary School	5	128	26		116		12	0	3	9					
000000000	Sample Elementary District	Sample Elementary School	Band: 3-5	379	26	15	321	13	58	2	19	37	2.00	15.0	0	0	0
000000000	Sample Elementary District	Sample Elementary School	KG	145	23		116		29	3	6	20					
000000000	Sample Elementary District	Sample Elementary School	Band: KG	145	23	6	116	5	29	3	6	20	1.00	6.0	0	0	0
000000000	Sample Elementary District	Sample Elementary School	1	134	24		113		21	0	2	19					
000000000	Sample Elementary District	Sample Elementary School	2	168	25		150		18	2	4	12					
000000000	Sample Elementary District	Sample Elementary School	Band: 1-2	302	25	12	263	11	39	2	6	31	2.00	13.0	1	44370	11092
000000000	Sample Elementary District	Sample Elementary School	3	155	25		125		30	6	11	13					
000000000	Sample Elementary District	Sample Elementary School	4	142	26		124		18	2	7	9					
000000000	Sample Elementary District	Sample Elementary School	5	158	26		144		14	7	5	2					
000000000	Sample Elementary District	Sample Elementary School	Band: 3-5	455	26	18	393	15	62	15	23	24	3.00	18.0	0	0	0
000000000	Sample Elementary District	Sample Elementary School	KG	163	23		119		44	7	14	23					
000000000	Sample Elementary District	Sample Elementary School	Band: KG	163	23	7	119	5	44	7	14	23	2.00	7.0	0	0	0
000000000	Sample Elementary District	Sample Elementary School	1	150	24		93		57	2	15	40					
000000000	Sample Elementary District	Sample Elementary School	2	168	25		117		51	0	17	34					
000000000	Sample Elementary District	Sample Elementary School	Band: 1-2	318	25	13	210	9	108	2	32	74	4.00	13.0	0	0	0

All schools, school districts, and charter holders must retain for auditing purposes a copy of any and all documents that substantiate the calculated amounts.

*Source data for Fiscal Year2013

September 2014

²Students who were initially tested with the AZELLA and shown as Proficient as reported on SDELL72 report are not included in incremental SEI classroom calculations.

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

Incremental Teacher Spreadsheet for Self-Contained Grade Levels

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					
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					
000000000	LEA 1	School 1	Band: 3-5	40	25	2	39	2	1	0	1	0	1	0.0	ILLP	0	0
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					
000000000	LEA 1	School 2	Band: 1-2	2	24	0	2	0	0	0	0	0	0	0.0	ILLP	0	0
000000000	LEA 1	School 2	3	6	25		6		0	0	0	0					
000000000	LEA 1	School 2	4	4	25		4		0	0	0	0					
000000000	LEA 1	School 2	5	1	26		1		0	0	0	0					
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 Populat-ion (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

Arizona Department of Education

FOR DEV USE ONLY

AZ.GOV Arizona's Official Web Site

Home | Contact Information | Average Class Size Survey | Incremental Teacher Spreadsheet | SEI Budget Application | Completion Report | Carryover Process | Admin Pages | Common Logon

Incremental Teacher Spreadsheet

SEI Budget Application

Welcome ADE User

Appeal a Departmentalized Incremental Teacher Spreadsheet for Fountain Hills Unified District

Print this page

Instructions:

1. If you would like to request an additional teacher for a specific school and grade band, select the school and grade band from the dropdowns and click on the "Add to Appeal List" button to add an appeal.
2. If the desired grade band does not appear in the dropdown box for the selected school, please contact OELAS Admin for assistance.
3. Enter the number of teachers requested in the column titled "Request for Additional Teachers"
4. You must enter a justification for each request for additional teachers.
5. You must "Save" your request before adding an appeal for another school/grade band.
6. You may remove an appeal by clicking on the Remove Appeal button.
7. You must click on "Submit" before your saved appeals will be reviewed by OELAS for consideration. Once the list of appeals has been submitted, no changes or updates may be made until the list has been approved or rejected by OELAS staff.

Add another appeal:

Select School: Fountain Hills Middle School Select Gradeband: N/A Add to Appeal List

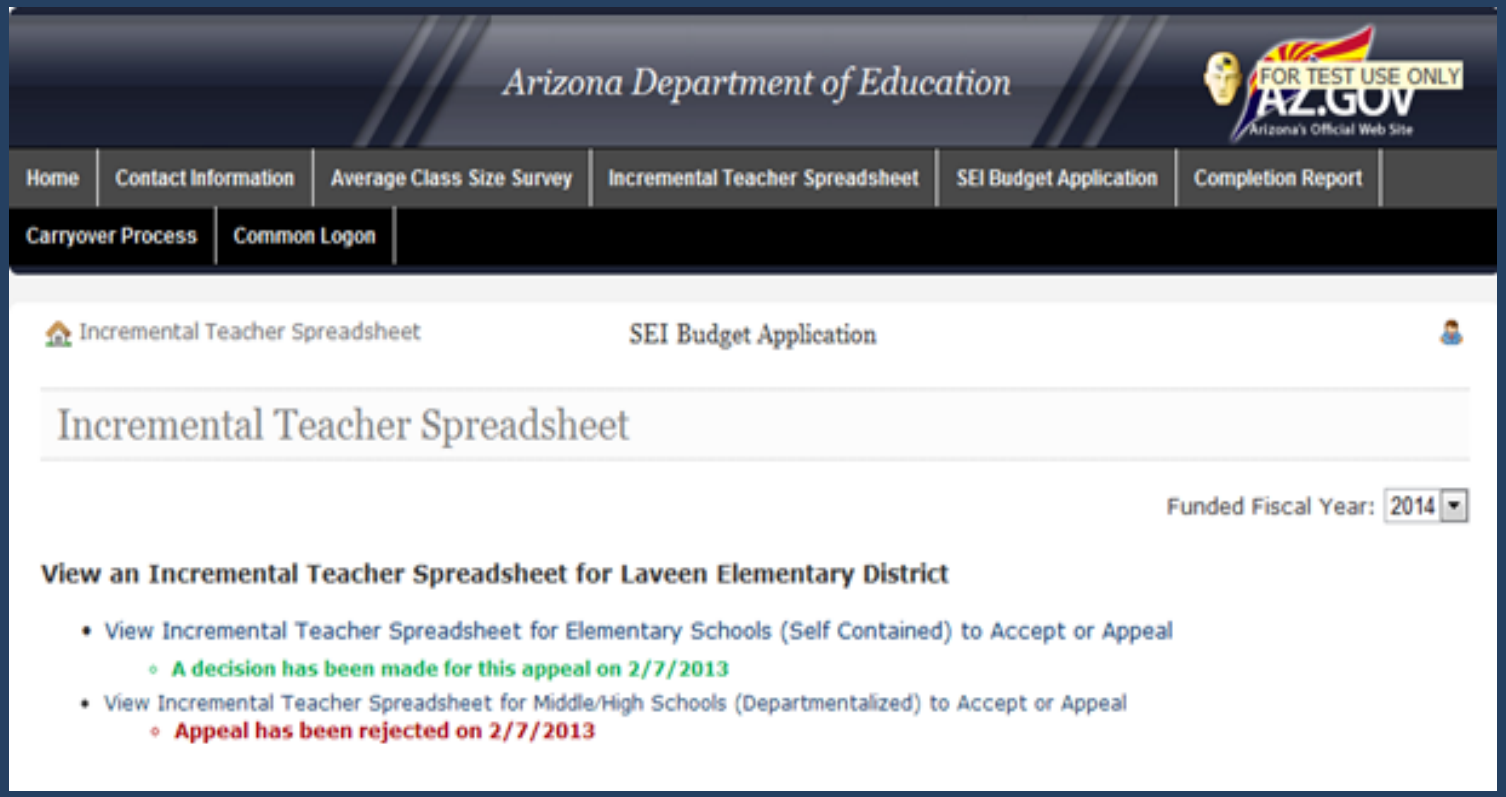
CTDS	Entity ID	District	School Name	Grade Band	Required ELD Full-Time Classroom Teacher Population	Requested Number of Additional Teachers	Justification for Additional Teachers	Remove Appeal
070298000	5167	Fountain Hills Unified District	Fountain Hills High School	Band: 9-12	0			
070298000	5166	Fountain Hills Unified District	Fountain Hills Middle School	Band: 6-8	0			

☐ I agree that this information is correct.

E-signature: _____ Date: _____

Save Submit

Incremental Teacher Spreadsheets



Phase 3:
SEI Budget Application

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

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

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.

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

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

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.

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:

Phase 4:
Fiscal Management

Fiscal Management

The SEI Budget exists in the Grants Management system only for payment and completion reports.

Upcoming Trainings

ACSS Webinar	Recording Available
ITS Webinar	Live in Late Fall
Budget Application Webinar	Live in Winter

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

Contact Information

SEIBudget@azed.gov

602-542-0753