

ESOL Funding Workshop

2014-2015 School Year



The purpose of this training is to better understand the ESOL program from a funding standpoint and the documentation needed by the auditor in order to maximize funding for your district and minimize audit exceptions!



DISCLAIMER

- This presentation concerns ESOL Funding only. It is in no way intended to tell you how to allocate resources to best serve your students.



The Good News!



- ESOL Audit exceptions for 2012-13 -280.8
- ESOL Audit exceptions for 2013-14 -221.2

BIG IMPROVEMENT!

THE 3 COMPONENTS OF ESOL FUNDING FOR YOUR SEPT. 20TH COUNT:

1. Qualifying student
2. Eligible provider(teacher/para)
3. Contact minutes

Qualifying Students need:

- 1. A home language survey indicating a language other than English is spoken in the home.
- 2. A placement test to qualify the student into the program.
- Must receive services from a “qualified” teacher.
- An Individual Learning Plan (samples may be requested by Michele Hayes).

Home Language Survey

- Only needs to be filled out ONE time.
- Online forms with an electronic signature are allowed.
- If the Building Leadership Team (BLT) or Student Intervention Team (SIT) recommends testing, the student may be assessed for his/her English proficiency using one of the approved assessments. IF the student qualifies for services, it is recommended that the school personnel communicate with the family and suggest they fill out a new Home Language Survey confirming that student has a history of a language other than English.

ASSESSMENT TESTS

- 1. Assessments for grades Pre-K through 12 include: LAS/Pre-LAS, IPT/Pre-IPT, LPTS, KELPA, or KELPA-P.
- 2. Assessments for adults include: QIA, CASAS, IPT and TABE.
- 3. Online assessments may be used. Documentation must still be provided to the auditor.
- 4. All students **MUST** be assessed annually for funding purposes.

Exiting an ELL

- **There are three ways for a student to exit the ESOL program:**
- The KELPA determines that a student scores “fluent” in all language domains (listening, speaking, reading and writing) and “fluent” on the composite for two consecutive years.
- BLT or SIT recommends that the student be exited from ESOL services **after one year**, due to reasons that are NOT a result limited English proficiency, but that are noted on a student’s IEP.
- Parents withdraw their child from an ESOL program.

Qualifying Teacher

1. Holds a Kansas ESOL endorsement on count day;
2. Have a Kansas ESOL waiver on count day;
3. Have a Kansas ESOL provisional license on count day;
4. Have a Kansas restricted license on count day, having also passed the ESOL Praxis;

Qualifying Teacher

5. Have a ESOL Endorsement Plan of Study on file at the district office prior to the count day, with courses having begun prior to count day; or
6. Have passed the ESOL PRAXIS and have applied to KSDE Teacher Licensure and Accreditation team (TLA) for endorsement before the official count day.

NOTE: Teachers assigned to teach the subject ESOL must hold an ESOL endorsement, or hold a waiver or provisional ESOL license or have passed the ESOL PRAXIS and applied to TLA for endorsement.

Teachers on a Plan of Study

- 1. The teacher has signed an agreement with the district that s/he will complete ALL ESOL endorsement coursework and obtain Kansas ESOL endorsement within five years (prior to September 20, 2013) of the **first day of the first class** that ESOL endorsement coursework began. Any endorsement initiated after September 20, 2013 must be obtained within three years.
- 2. Coursework is being completed at one of ten Kansas colleges and universities that have approved ESOL endorsement program.

Teachers on a Plan of Study

- 3. Coursework must be leading toward an ESOL endorsement and must address: cultural diversity; linguistics/language acquisition; assessment of ELLs; methods/materials for ELLs; literacy development; and an ESOL practicum. **Praxis workshops are not part of approved coursework.**
- 4. The teacher must make ANNUAL progress towards completion of the plan.

PARAPROFESSIONALS

- A paraprofessional who is providing services to an ELL must be under the direct supervision of an ESOL qualified teacher as described on the last few slides.
- The supervising teacher must not supervise more than *five* paraprofessionals per year.

PARAPROFESSIONALS

- Paraprofessionals **must not** be:
- Solely responsible for ESOL instructional or related service;
- Responsible for selecting, programming, or prescribing educational activities or materials for ELLs without the supervision and guidance of the supervising teacher;
- Solely responsible for preparing lesson plans or initiating original concept instruction; or
- Used as substitute ESOL teachers, unless they hold the appropriate Kansas licensure.

PARAPROFESSIONALS

- The supervising teacher meeting the criteria and the paraprofessional must work in close and frequent proximity. In cases where the paraprofessional is not assigned to the same classroom as the teacher, the supervising teacher and paraprofessional must be in **close proximity to one another and frequent and productive meetings between the two individuals must occur.** “Close proximity” is defined as being in an adjoining or adjacent building or structure. “Frequent and productive” means that the paraprofessional and the teacher are meeting **at least once per week** to review: lesson plans, instructional strategies, evaluation techniques, and weekly student progress/challenges. Documentation that such meetings are occurring, including brief details about the instruction provided and student progress/challenges must be kept on file and state auditors may verify that such frequent and productive meetings are occurring.

Para Supervision Errors

DATE	TIME	STUDENT	TEACHER /PARA	DISCUSSION
9/12/12	8:25 -	Jones 1 st gr	<i>Jina Jeacher</i>	Math, reading
	8:50	Smith Kind	<i>Paul Para</i>	Reading strategies
9/26/12	8:10 -	Jones 1 st	<i>Jina Jeacher</i>	Spelling tests
	8:20	JD, DL, JP	<i>Paul Para</i>	Math strategies
10/10/12	8:05 -	Smith Kind	<i>Jina Jeacher</i>	Math test
	8:45	Cook 3 rd gr	<i>Paul Para</i>	Counting issues

PARA NOT SUPERVISED WEEKLY

Para Supervision Errors

Date/Time	Items to discuss	Signatures
8/17 3:30-4:15	Introductions/logs	All Paras
8/31 3:30-4:15	Binders/logs	All Paras + Crystal
9/7 3:30 -4:15	Discuss w/principal	All Paras
10/5 3:30-4:00	ESL data folders Update schedules	<i>Tina Teacher</i> <i>Alan Aide</i> <i>Paula Para</i>
11/2 8:10-8:50	Student progress	Office has sign-in sheet

DID NOT MEET WEEKLY

NO SIGNATURES OF THOSE ATTENDING MEETING
STUDENTS/LEARNING STRATEGIES NOT DISCUSSED

Para Supervision Errors

DATE	ATTENDING	DISCUSSION
Week of Aug 13-17	<i>Jina Jeacher</i> <i>Patty Para</i>	Setting enrollment times for teacher and para/how to give the QIA
Week of Aug 20-24	<i>Jina Jeacher</i> <i>Patty Para</i>	Reviewed attendance rules Set goals for student progress
Week of Aug 27-31	<i>Jina Jeacher</i> <i>Patty Para</i>	Teaching basic computer skills Administering QIA tests
Week of Sept 3-7	<i>Jina Jeacher</i> <i>Patty Para</i>	Still QIA testing Nutrition classes

NO DATE OR TIME FOR MEETING

Para Supervision Errors

Student		Gonzales, Lupita	
For week of:	Aug 27-31	Date/time (include minutes)	
Discussion:	Lupita needs	More reading practice	
Teacher Signature	<i>Tom Teacher</i>	Para Signature	<i>Patty Para</i>
For week of:	Sept 3-7	Date/time (include minutes)	
Discussion:	Lupita needs	more help with Math	
Teacher Signature	<i>Tom Teacher</i>	Para Signature	<i>Patty Para</i>

NO DATE AND TIME-STUDENT IS NOT THE ONE
BEING SUPERVISED

Do they count for ESOL funding?

- 1. Mrs. Nichols is an interrelated special ed teacher with an ESOL endorsement at Hugoton High School. She teaches 2 periods of Kansas History. Will minutes count for ELLs in those classes?
• Yes, she is now a split-funded SPED teacher.
- 2. Mr. Brown (ESOL endorsed) teaches high school math. He was injured in a car accident and will not return until the 2nd nine weeks. The substitute teacher does not have an ESOL endorsement. Will minutes count for ELLs in those classes?
• No, the substitute is not ESOL endorsed.

Do they count for ESOL funding?

- 3. Ms. Allen taught at Cimarron for 3 years and took an ESOL class each year. This fall she has moved to Dodge City, signed a plan and is taking her last 2 classes. Will she count for funding purposes?
 - Yes, the plan of study follows the teacher so she has 5 years.
- 4. Ms. Perez took the Praxis workshop in the fall of 2013. She is taking the Praxis on September 19, 2014 and has already mailed in her paperwork for an updated license. Will she count for funding purposes?
 - Yes, under the one time exception rule (and as long as she passed the Praxis).

Do they count for ESOL funding?

- 5. Mr. Hill (not ESOL endorsed) teaches high school government three periods per day. Mrs. Jones (ESOL endorsed) co-teaches with him 2 of those periods. Will minutes count for ELLs in those classes?
- Yes, if both teachers are not listed on student schedules you will need to let the auditor know. It should also show on the master teacher schedule.
- 6. Mrs. Quintana is in the Transition to Teaching program. She currently has a substitute license. She has signed a plan of study with the district and enrolled in a class that started in August. Will minutes count for ELLs in her class?
- No, you cannot add an ESOL endorsement to a substitute license.

Counting Minutes

- 1) Count all INSTRUCTIONAL time with a qualified teacher or paraprofessional.
- 2) Contact minutes are limited to 360 minutes for a full time student and 180 minutes for Kindergarten and preschool students.
- 3) Minutes are based on the STUDENT'S individual schedule.
- 4) When a student does not receive the same amount of service every day, the average number of minutes will be used. Total the minutes for the five school days for the week that includes the count day and divide by five, and rounded to whole minutes to equal average daily minutes.

DO NOT COUNT:

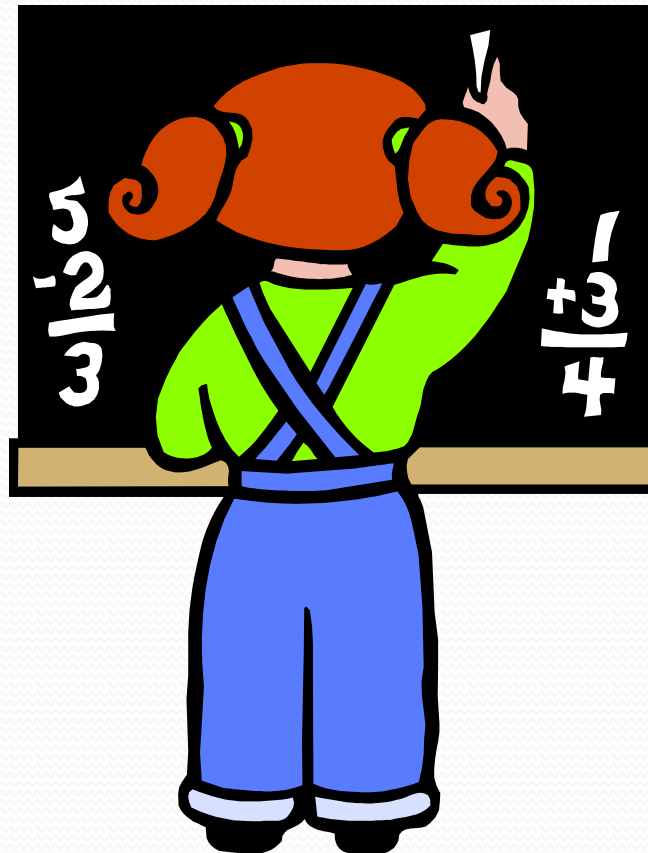
- Passing periods
- Study Hall
- Seminar
- Lunch
- Recess
- Bathroom breaks
- Snack breaks
- Independent Study
- Teacher aide
- OJT (or other school to work programs)

These MIGHT Count

- MTSS (Student Intervention Time) depending on how it is structured and your documentation.
- ESOL services by SPED teachers/paras will count if the ELL has an IEP.



Practice Time

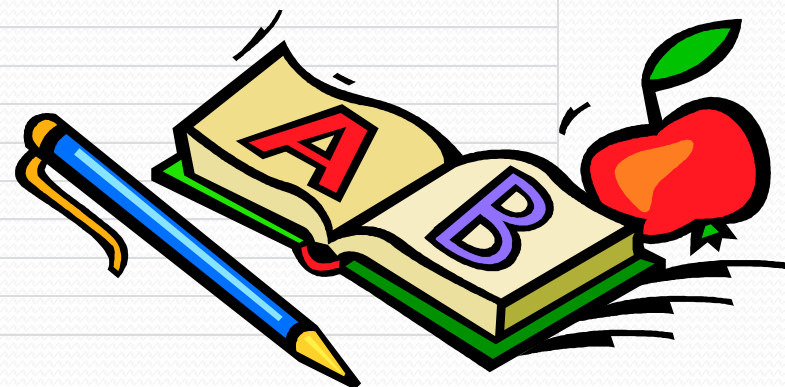


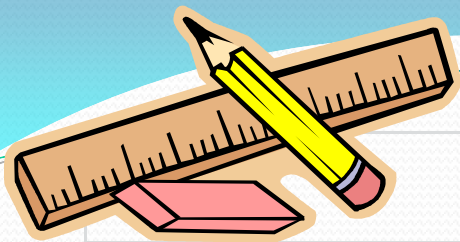
ABC Elementary School

School hours are 8:15 - 3:15

7:50 - 8:10	Breakfast in gym
8:10-8:20	Students to classroom/morning meeting
8:20 - 10:00	Math Block
8:20 - 8:50	Math Facts
8:50 - 9:20	Timed tests
9:20 - 9:30	Bathroom/drink break
9:30 - 10:00	Math Lesson
10:00 - 10:30	MTSS Schoolwide
10:30 - 10:35	Change shoes
10:35 - 11:00	PE/Computer lab (rotate days)
11:00 - 11:25	Music MWF Library T Th
11:25 - 11:30	Change shoes, wash hands
11:30 - 11:55	Lunch
11:55 - 12:15	Recess
12:15 - 2:00	Reading block
12:15 - 12:45	Read aloud
12:45 - 1:15	Spelling
1:15 - 1:25	Milk break/story time
1:25 - 1:55	Group reading
1:55 - 2:10	Recess
2:10 - 3:00	Science
3:00 - 3:10	Daily Review
3:10 - 3:15	Closing Activities
TOTAL	

Classroom teacher - ESOL Endorsed
 PE Teacher - not ESOL endorsed
 Computer Lab - Para supervised weekly
 Music teacher - ESOL endorsed
 Librarian - not ESOL endorsed
 Art teacher - not ESOL endorsed
 Art is 2:10 - 2:40 on Wed
 Counselor - not ESOL endorsed
 Counselor 2:40 - 3:00 on Wed
 MTSS - students rotate groups every other week





XYZ High School

Student: Hernandez, Jesus

	PERIOD	TIME	COURSE	TEACHER
	1	8:00 - 8:45	ESOL Reading Skills	T Smith
	2	8:50 - 9:35	Woodworking Ind St	D Adams
	3	9:40 - 10:25	English III	E Cedillo
	4	10:30 - 11:15	Ks History	G Floyd
	5	11:15 - 12:15	Seminar/lunch	S Brown
	6	12:15 - 1:00	Spanish I (online)	P Para
	7	1:05 - 1:50	Student Aide	M Walker
	8	1:55 - 2:40	ESOL Math Enrichment	P Para
	9	2:45 - 3:30	Vet Internship	B Day

TOTAL

Note: 5th period is split into two 25 minute sessions (lunch and seminar).

ESOL Endorsed teachers:

Paul Para (part time para)

B Day G Floyd

6 Computer Lab

D Adams M Walker

7 Computer Lab

Teachers on a plan of study

8 ESOL Enrichment

E Cedillo S Brown

9 ESOL Enrichment

T Smith

Documentation for Audit

- 1) Home Language Surveys
- 2) Placement test (if no prior year Kelpa score).
- 3) List of teachers counted and proof of eligibility.
This also includes paraprofessionals and meeting logs.
- 4) Classroom/student schedules showing how minutes were figured.
- 5) Contact information if the auditor has questions.

Additional Resources

- Counting Kids Workshop, Thursday, September 11 from 9:00 – 12:00 at Cimarron High School (other dates and locations listed on our website).
- ESOL Guidelines and Excel minutes calculator on Fiscal Auditing website
- Contacts:
 - jdemuth@ksde.org
 - mmurphy@ksde.org
 - Fiscal Auditing Office 785-296-4976

