



2013-2014

ESOL FUNDING WORKSHOP

THE PURPOSE OF THIS
TRAINING IS TO BETTER
UNDERSTAND THE AUDIT
PROCESS AND
DOCUMENTATION
NEEDED FOR 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 3 COMPONENTS OF ESOL FUNDING FOR YOUR SEPT 20TH COUNT

- 1) 1) Qualifying student
- 2) 2) Qualifying professional
- 3) 3) Contact minutes of service

QUALIFYING STUDENTS

- 1) Home language survey on file – does not need to be updated yearly. Must indicate a language other than English.
- 2) A placement test to qualify the student into the program. Acceptable tests include KELPA, KELPA-P, IPT, LAS, LPTS. Pre IPT or Pre Las are acceptable for preschool and K. The QIA (Quick Informal Assessment) or CASAS (Comprehensive Adult Student Assessment Systems), IPT and **TABE (Tests of Adult Basic Education)** are acceptable assessments for adults.
- 3) Must be receiving services from a qualified provider.



NEW!

QUALIFYING TEACHER

- 1) 1) Has a Kansas ESOL endorsement on the September 20th count day.
- 2) 2) Has passed the ESOL Praxis and has applied to add the endorsement to their certificate prior to the official September 20th count day.
- 3) 3) Have a Provisional license or a waiver on September 20th.
- 4) 4) Has a “Teacher/District ESOL Endorsement Plan of Study” on file at the district office on the official count day with courses having begun in that semester or before.



TEACHER CHANGES

- 1) All teachers who start taking classes after 9/20/2013 will have **3 years** to complete the endorsement and add it to their license (formerly 5 years).
- 2) Teachers assigned to teach ESOL must have a waiver or provisional license. Teachers are eligible for a waiver if they have completed less than 50% of the required coursework. Once they complete 50% they **MUST** apply for a provisional license.
- 3) Teachers with an unexpired provisional license who have completed coursework must take the PRAXIS during the provisional license period (or prior to the provisional license expiring).

TEACHERS ON A PLAN OF STUDY



The teacher has signed an agreement with the district that s/he will complete ALL ESOL endorsement coursework and obtain a Kansas ESOL endorsement within five years of the first day of the first class that ESOL endorsement course began. Teachers starting a plan of study after September 20, 2013 will have **three** years to complete the plan of study.

Coursework is being completed at one of ten Kansas colleges and universities that have approved ESOL endorsement programs.

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.

ANNUAL PROGRESS

Teachers must complete at least one course each 12-month period and must complete all coursework; receive a passing score on the Praxis; and apply for/receive the ESOL endorsement from TEAL at KSDE within five years (or three years if starting after September 20, 2013) from the first day of the first course.

If the endorsement is not yet in the teacher's possession on the official September 20 count date, a record that the teacher has APPLIED for Kansas ESOL endorsement must be on record at the district office. Teachers' hours will count for funding if an application has been submitted, but not yet approved only once.

Annual progress for the coming year means that a teacher has taken a class in one of the following semesters: Spring 2013., Summer 2013, Fall 2013, or Spring 2014 (only if it is NOT the first class.)

PROOF OF CLASS

Suggested ways to provide proof of class:

- 1) 1) District PO (if district pays for the classes)
- 2) 2) Official/unofficial transcript (Tiger Tracks, etc)
- 3) 3) Official roster from the University
- 4) 4) Copy of praxis scores
- 5) 5) Any other document that shows semester , class, and student.

PARAPROFESSIONAL

A paraprofessional who is providing services to an ELL must be under the direct supervision of an ESOL endorsed teacher or a teacher with a provisional license on the September 20th count day. Best practice is that a qualified teacher should not supervise more than **five** paraprofessionals simultaneously per year.

A paraprofessional must NOT be :

- A) **Solely responsible for ESOL instructional or related service.**
- B) Responsible for selecting, programming, or prescriptive educational activities or Materials for ELLs without the supervision and guidance of the supervising teacher.
- C) Solely responsible for preparing lesson plans or initiating original concept instruction; or
- D) Used as substitute ESOL teachers, unless they have an ESOL endorsement with a Kansas teaching license.

Para supervision

The supervising teacher meeting the criteria under Q9 Step 2 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 must hold frequent and productive meetings. “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.

COMMON MISTAKES IN PARA SUPERVISION

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

COMMON MISTAKES IN PARA SUPERVISION

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>Atlan 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

COMMON MISTAKES IN PARA SUPERVISION

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

NO DATE OR TIME FOR MEETING

COMMON MISTAKES IN PARA SUPERVISION

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

PARA SUPERVISION EXAMPLE:

English for Speakers of Other Languages (ESOL)/Bilingual Education Program Guidance 2013-2014

APPENDIX E: SAMPLE TEACHER/PARA MEETING DOCUMENTATION FORM 2

USD:	School:	For the week of:
ESOL Endorsed Teacher signature:		
Para signature:		
Date and time (to include number of minutes):		
Student:		
Discussion:		

SHOULD BE SIGNED BY THE PARA AND TEACHER
SHOWS DATE AND TIME

ESOL FUNDING AND SPECIAL EDUCATION SERVICES

ESOL is funded based on **student** contact minutes

Special Education is funded based on **teacher** FTE

ESOL FUNDING AND SPECIAL EDUCATION SERVICES

Page 12 of the Special Education
Reimbursement Guide:

INCIDENTAL BENEFIT

Whenever a special teacher is teaching identified students in a general education setting, and the focus of the instruction is on the goals in the IEPs of the identified students, reimbursement is allowed even if non-identified students also benefit.

ESOL AND SPED FOR SCHOOL YEAR 2013-2014

ELLs with IEPs being served by ESOL endorsed SPED teachers/supervised SPED paras will be counted for ESOL funding.

ELL's without an IEP will not be counted for ESOL services by SPED teachers and paras who are funded 100% from SPED.

SPED teachers and paras who are split funded (working part-time as a SPED teacher and part-time regular education may be claimed for ESOL funding. This will need to be documented.

Do they count for funding?

- 1) Tom Lorette is not ESOL endorsed or taking classes. He teaches high school welding. He was severely burned the first day of school in class and will be off work for at least six weeks. The substitute teacher taking his place has a teacher certificate with an ESOL endorsement. Will minutes for this class count? **Yes but be sure to make a note with your minutes or on student schedules.**
- 2) Pam Jones signed a plan and started taking classes at Lakin in September of 2006 and took a class to get to the next level on the salary scale but has not taken a course since then. This year she is teaching at Deerfield and has signed a new plan to continue with her coursework and enrolled in a class. Will she count for funding? **NO, she is past her 5 year time limit.**

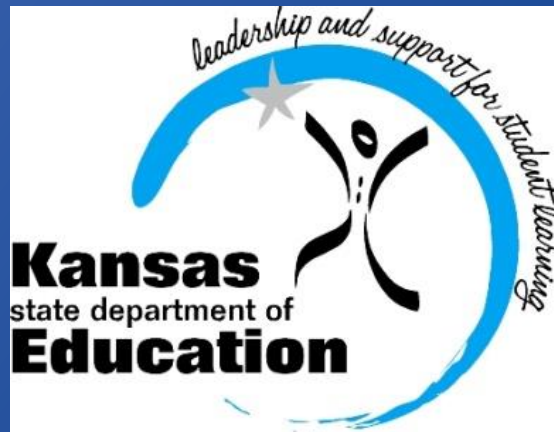
Do they count for funding?

- 3) Polly Procrastinator took the Praxis workshop at the service center last spring. She took the praxis August 31 and sent her paperwork in for an updated license but does not have her test scores back yet. Will she count for funding? **YES, she will count for funding under the one time exception rule.**
- 4) Karla Smith is a reading specialist for Dodge City school district and works with 4 of the elementary schools to improve reading classes. She is ESOL endorsed and is supervising one para at Linn Elementary where she works one day a week and two para's at Sunnyside school where she works 2 days a week. Will these minutes count? **NO, the teacher does not meet the "close proximity" criteria.**

Do they count for funding?

- 5) Ingalls school district has MTSS time district wide every day for 30 minutes. During this time students are assigned to small groups for extra help in reading and math. Patty Para and Alan Aide are paraprofessionals that have 6 ELLs in their MTSS group. Do these minutes count for funding? **NO, the para cannot be the teacher.**
- 6) Mary Garcia is a para for the ESOL teacher at Wiley elementary. She is due to have a baby on Sept. 15 and will be off work for six weeks. The district plans to hire a substitute para to do Mary's duties while she is on maternity leave. Will those para minutes count? **YES, both para's will need to be supervised by the teacher. Mary will be supervised from the beginning of the year until she starts her leave. The new para will take her place and be supervised until Mary returns, then Mary will be the para meeting with the teacher weekly again.**

QUESTIONS??



Kansas School Funding



Last year the base state aid per pupil was \$3838

Each full time student (1.0 FTE) is worth \$3838 plus
additional weightings

LAST YEAR ESOL AUDIT EXCEPTIONS STATE WIDE

280.8 FTE X \$3838 BSAPP =

\$1,077,710

DISTRICTS WITH THE LARGEST PERCENTAGE OF ADJUSTMENTS

**10 Districts account for 170 FTE in ESOL
adjustments**

**6 out of 10 districts located in Southwest
Kansas**

TOP 10 LIST OF ESOL AUDIT EXCEPTION REASONS



TOP 10 ESOL AUDIT EXCEPTIONS

- 10) Tested fluent 2 years in a row on KELPA
- 9) Tested after 9/20 count date/Did not test into program
- 8) Time duplicated
- 7) Preschool snack/recess time counted
- 6) Para time not eligible/para not supervised.

TOP 10 ESOL AUDIT EXCEPTIONS

- 5) MTSS/Intervention/WOW/Tier time/Homeroom/Study hall not counted
- 4) Student not tested annually
- 3) SPED time counted for ELLs with NO IEP
- 2) Calculation/addition/spreadsheet errors
- 1) Teacher counted that was not eligible or teacher not counted that was eligible

Common mistakes that are made

45	8:30 – 9:15	Large group
30	9:15 – 9:45	Outdoor Large Motor Skills
15	9:45 – 10:00	Snack/social skills time
70	10:00 – 11:10	Center Rotation
10	10:00 – 10:10	Instruction
20	10:10 – 10:30	Center Rotation 1
20	10:30 – 10:50	Center Rotation 2
20	10:50 – 11:10	Center Rotation 3

Recess time no count

Snack time no count

Time duplicated
From 10:00 – 11:10

What to have ready for your audit

- 1) Home language surveys.
- 2) Placement test (if there are no KELPA scores)
- 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) Your contact information if the auditor has questions.

Questions????



THANK YOU!

Additional resources at:
www.ksde.org – click on Fiscal Auditing

Counting Kids Workshop with Mike Murphy
Thursday, September 12, 9:00 a.m.
Cimarron High School

Fiscal Auditing Office 785-296-4976

Email: jdemuth@ksde.org