A Balanced Budget – It's More Than Math

Practitioners of English Language Learners (PELL) Meeting

September 7, 2018

Session Goal:

To acquire a strong understanding of the underlying considerations and criteria for Title III eligible expenditures to ensure a successful Application Revision process.

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LEA Budget Changes
aka Application Revisions

- FY 2019 Final allocations to be announced late September

- FY 2018 Completion Report approvals may generate additional funds

Being prepared for this additional funding will help ensure a more efficient and successful fiscal and programmatic application revision review process. Our role is to assist LEAs to have a compliant program, and set the LEAs up for success, in the event they are fiscally monitored or audited.

Top Ten Tips for Grant Application Success

1. Understand the Purpose of Funding

Title III funds are allocated by the Federal government to help states, school districts/charters, and school sites provide effective services that improve the English language proficiency and academic achievement of English learners and immigrant children and youth.

2. Allocate Funds for the Required Activities

Title III funds MUST be used to provide:

- <u>supplemental language instruction educational programs</u> to increase the language proficiency of English learners,

- <u>effective professional development</u> to classroom teachers and EL staff designed to improve instruction and assessment of English learners, and

- <u>supplemental parent, family, and community engagement activities</u> that enhance language instruction educational programs for English learners.

3. Understand Supplement, Not Supplant

- Title III, Part A SEC 3115 (g)
  - SUPPLEMENT, NOT SUPPLANT.—Federal funds made available under this subpart shall be used so as to supplement the level of Federal, State, and local public funds that, in the absence of such availability, would have been expended for programs for English learners and immigrant children and youth and in no case to supplant such Federal, State, and local public funds.

Supplement vs. Supplant

Supplemental

- "Above and beyond" – not "more of the same"

- "In addition to" and "not to replace"

- Situation specific for each LEA

Supplanting exists if funds are used to:

- provide programs/services which are provided to all students

- meet requirements for identification and assessment of English learners

- provide programs/services required by other Federal, State, and local laws

- provide programs/services previously funded with other funds

4. Consider Other Laws

Equal Educational Opportunities Act (EEOA), Title VI of the Civil Rights Act of 1964, Title I, and Arizona Revised Statute (A.R.S.)

- All the above laws have requirements for activities LEAs are <u>obligated to provide</u> to English learners, parents of English learners, and parents who speak a language other than English.

- Title III funds CANNOT be used to fund services, activities and activities required under other laws.

- Title III funds must support <u>students</u> with a language need, not parents with a language need.

5. Verify the Coding

The USFR (Uniform System of Financial Reporting) Chart of Accounts provides a standardized account code structure for education monies used by public school districts and charters.

- USFR for Arizona School Districts

  - https://www.azauditor.gov/sites/default/files/USFRCOA61518.pdf

- USFR for Arizona Charter Schools

  - https://www.azauditor.gov/sites/default/files/USFRCS.pdf

6. Provide Sufficient Information

- Narratives in GME or IAP must provide confirmation of supplement, not supplant

- For parent engagement activities, remember they are for parents of ELs - not EL parents

- Narrative in GME should contain fiscal/quantitative information vs. narrative in IAP should fully describe the program/service

  - Check accuracy of fiscal information

GME Sample

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental,or Unit Cost	Line Item Total
6200 - Employee Benefits	1000 - Instruction		1	$540.63	$540.63

Narrative Description

ERE Benefits for the requested instructional salaries

$271.72 - (3) Fall intersession teachers: $1380.00 x 19.69% ✓

$155.69 - (3) paraprofessionals $864.00 x 19.69% ✓

$113.22 - After-school intervention: $575.00 x 19.69% ✓

$864.00 x 19.69% = $170.12

Using amounts provided by the LEA, the actual amount is higher than what is requested.
OELAS will request clarification on this item to ensure it has not been underfunded.

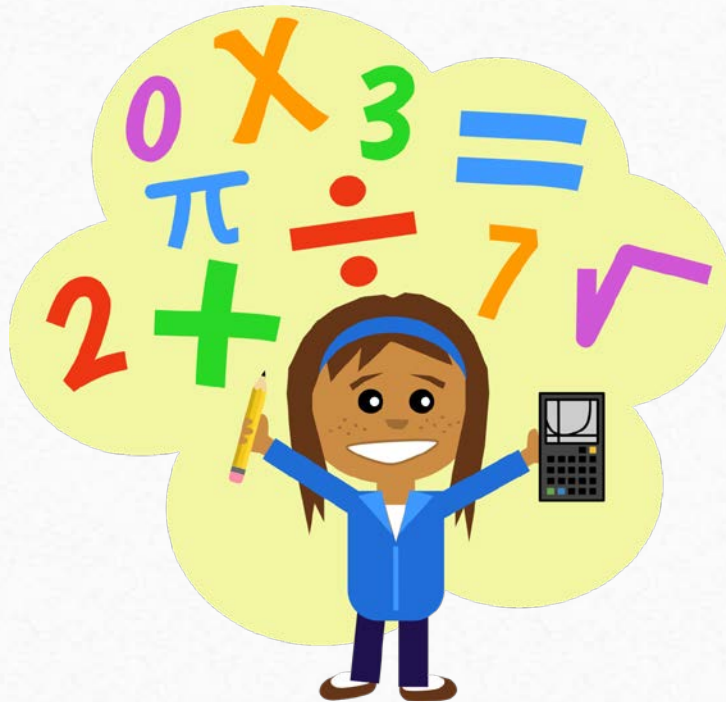# 7. Identify the changes on revisions

- OELAS recommends leaving the initial approved grant narrative intact
- Call attention to budget revisions so they are easily identifiable
- Budget revisions must be reflected in IAP narratives, if needed

Sample of revision

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6600 - Supplies	1000 - Instruction ▼		1	$6,533.05	$6,533.05

Narrative Description

Revision #2 (7/9/2018)
Remove 10 Rosetta Stone licenses added in revision #1 and correct taxes. $6533.05

Revision #1 (5/23/2018)
Increase (total $1707.72): $615.22 for taxes on previous purchase and 10 Rosetta Stone licenses licenses x $99= $ 990 and taxes $102.50 for a grand total of $7,647.72

Purchase supplemental instructional materials and supplies for the sole and exclusive use in EL students only: Rosetta Stone for 60 students at $99 per license

Item:	Price	Qty	Total Cost
Rosetta Stone License (supplemental)	$99.00	60	$5940

8. Fear Not the Calculator

- Math calculations are critical at all times, and especially during revisions
- Real time example: Table Activity

Can You Find the Three Errors?

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6100 - Salaries	1000 - Instruction		1	$2,819.00	$2,819.00

Narrative Description

$1380. - Appropriately certified EL teachers to provide EL interventions to EL students during (5) day fall intersession.
Breakdown: (3) teachers x 4 hours per day x $23 per hour x five days for a TOTAL of $1380.

$864. - EL paraprofessionals working under the direct supervision of the Appropriately certified teacher to provide instructional support to EL students in the fall intersession program.
Breakdown: (3) paraprofessionals x 4 hours per day x $12 per hour x six days for a TOTAL of $864.

$529. - Appropriately Certified EL teachers provide after school interventions at all district schools for eligible EL students.
Breakdown: Maximum of 23 hours x $23 per hour for a TOTAL of $575.

Narrative total: $1380 + $864 + $529 = $2773
Line item total: $2819

9. Check for Alignment

GME Grant narratives **MUST** match IAP descriptions! Double check:

- Position titles

- Numbers of days or teachers or items

- Date range of action step

Collaboration between IAP person and GME person is critical.

10. Use Appropriate IAP Tags

- <u>Funding Tags</u> have a direct correlation to items requested for funding in the grant application

  Tag names: **Title III** and **FY19_TIII**

- <u>Program Tags</u> identify activities which impact a program or specific student population but are not tied to a specific funding source

  Tag name: **ELL**

- Integrated Action Plans are a two-year plan – Don't remove FY18 tags!

- Draw attention to fiscal year differences within continuing action steps

Funding Tags vs Program Tags

Table Group Grant Reviews

- **Assign roles:**
  - Scribe: Take notes based on group discussion of each sample grant and IAP narrative
  - Time Keeper: Set cell phone timer to 3 minutes; notify group at end of time
  - Reporter: Share out the group's findings at the end of each sample
- **Review GME grant narratives and IAP action steps**
  - Table groups will review Sample #1 for fiscal errors, and GME and IAP misalignment
- **Whole group discussion of Sample #1**
- **Reassign roles and repeat for remaining samples**

Sample 1

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6300 - Purchased Professional Services	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1	$255.00	$255.00

Narrative Description

2 certified staff members to attend professional development provided by ADE regarding EL services and programs, instructional strategies and grant compliance. Fees will be used for ESS Director and Director of Language Acquisition.

ACTION: EL Bootcamp   **Responsible:**   **Tasks:** None
STATUS: In Progress 11/28/2017 Update Progress   **Due Date:** 6/30/2019

Approximately 2 certified staff members to attend ELL Boot Camp - Executive Director of Exceptional Student Services and English Language Coordinator for Assessment - both provide professional development to staff and administrators regarding ELL services and programs.

ADE (2)

FY19_TIII   Title-III

Hide Detail

Sample 1 Bonus

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental,or Unit Cost	Line Item Total
6300 - Purchased Professional Services	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.) ⌄		1	$255.00	$255.00

Narrative Description

2 certified staff members to attend professional development provided by ADE regarding EL services and programs, instructional strategies and grant compliance. Fees will be used for ESS Director and Director of Language Acquisition.

ACTION: EL Bootcamp   **Responsible:** ⬛⬛⬛⬛⬛   **Tasks:** None

STATUS: In Progress 11/28/2017 Update Progress   **Due Date:** 6/30/2019

Approximately 2 certified staff members to attend ELL Boot Camp - Executive Director of Exceptional Student Services and English Language Coordinator for Assessment - both provide professional development to staff and administrators regarding ELL services and programs.

ADE (2)

FY19_TIII   Title-III

Hide Detail

Sample 2

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6100 - Salaries	1000 - Instruction		1	$5,300.00	$5,300.00

Narrative Description

Supplemental instructional services provided to identified ELs with a focus on vocabulary and grammar

After school tutoring stipends- provided by (2) appropriately certified teachers - 30 minutes per week for approximately 20 weeks - rate of pay $25 per hour ($500)

Summer School stipends - provided by (4) appropriately certified teachers - 4 hours per day, 4 days per week for 3 weeks - rate of pay $25 per hour ($4800)

ACTION: After-School ELL Tutoring   **Responsible:**   **Tasks:**
STATUS: In Progress 08/06/2018 Update Progress   **Due Date:** 5/22/2019   None

After-school tutoring for ELL students to develop their English language skills.

ADE (3)

FY19_TIII   Title-III

ELL

Hide Detail

Sample 3

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6100 - Salaries	1000 - Instruction		1	$1,320.00	$1,320.00

Narrative Description

Substitute coverage for (4) SEI endorsed EL teachers to attend the December 2018 OELAS Conference (December 5-7, 2018)
Sub coverage will be needed for 3 days for each EL teacher at $110 per day.

ACTION: SEI Classroom and ILLP Cont...   **Responsible:**   **Tasks:**
STATUS: In Progress 09/29/2017 Update Progress   None

Due Date: ⚠ 6/30/2018

The SEI and ILLP Teachers will participate in ongoing professional learning opportunities that will require substitute coverage while they attend the OELAS conference on evidenced-based instructional practices as they implement the English Language Proficiency standards to increase their English Language proficiency level for all students receiving services.

ADE (2)

FY19_TIII   Title-III

Hide Detail

Sample 3

Object Code	Function Code		Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6100 - Salaries	1000 - Instruction	⌄		1	$1,320.00	$1,320.00

Narrative Description

Substitute coverage for (4) SEI endorsed EL teachers to attend the December 2018 OELAS Conference (December 5-7, 2018).
Sub coverage will be needed for 3 days for each EL teacher at $110 per day.

ACTION: SEI Clas
STATUS: In Prog

The SEI and ILLP
will require subst
instructional prac
increase their Eng

2213   *Instructional Staff Training*—Activities associated with the professional development and training of instructional personnel. These include such activities as in-service training (including mentor teachers), workshops, conferences, demonstrations, courses for college credit (tuition reimbursement), and other activities related to the ongoing growth and development of instructional personnel. Technology training for instructional staff should also be coded here. The incremental costs associated with providing substitute teachers in the classroom (while regular teachers attend training) should be captured in this function code. All costs should be coded here regardless of whether training services are provided internally or purchased from vendors.

Sample 4

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6600 - Supplies	1000 - Instruction ▾		1	$36,533.12	$36,533.12

Narrative Description

Supplemental ELD instructional materials/supplies

Supplemental Edge materials (classroom sets of leveled libraries for Edge levels A-C) for use in SEI classroom exclusively for ELs = $28,681.99

Supplemental classroom sets of Edge books for new SEI schools and teacher editions. These are the Title III-purchased curricular materials used in SEI classrooms exclusively for ELs =$4,440.30
Supplemental Reach leveled readers and fiction/non-fiction classroom set libraries. These materials were purchased last year with Title III funds and used exclusively in the SEI classrooms with only ELs= $3.410.83

ACTION: SEI Supplemental Supplies   **Responsible:**   **Tasks:**
STATUS: In Progress 08/16/2017 Update Progress   **Due Date:** 6/30/2019   None

Online subscriptions of Edge and Reach ebooks. These are the Title III-purchased curricular materials used in SEI classroom[red arrow] Rosetta Stone will be offered for the Pre-Emergent and Emergent EL students on ILLPs. Rosetta Stone will be used within the general education classroom as a supplemental resource indicated on the ILLP. The ILLP teachers will closely monitor the EL students' progress throughout the year. Both these items will be purchased for SEI classrooms

ADE (2)

FY19_TIII   Title-III

Hide Detail

Sample 5

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6600 - Supplies	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.) ⌄		1	$1,290.74	$1,290.74

Narrative Description

$1290.74 - Supplies that will allow our ELL Team to provide a parent night for our EL students and parents to learn more about our ELL program and classes that benefit the student.

ACTION: Increase Communication with...   **Responsible:**
STATUS: In Progress 07/30/2018   Update Progress   **Due Date:** 5/23/2019

Tasks:
None

We will have a family night in our spring semester for only ELL students and their parents/guardians where the families will have a presentation of   ELL program and be able to ask any questions so that the families may gain a better understanding of the ELL program and the classes they take along with tips and resources for helping the students at home. This will help increase academic achievement of the ELL students if the parents are able to help at home. This is above and beyond what the parents/guardians of our non-ELL students receive. (Rosetta Stone resource/information will be discussed and headphones will be purchased to use with Rosetta Stone with students) The purchase price included the licensing fee.

ADE (2)

FY19_TIII   Title-III

Check Title I requirements

Hide Detail

Bonus Tip

- Don't struggle unnecessarily - Call for help

    OELAS Main Line, 602-542-0753

    Fiscal Questions, GME navigation
    Mary Ricci-Marriott, 602-542-0794

    Programmatic Questions, Integrated Action Plan assistance
    Contact your Regional Specialist
    http://www.azed.gov/oelas/questions/

Thank You