FY 2021 SEI Budget Overview

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Superintendent of Public Instruction

FY 2021

SEI Budget - Comprehensive Training Module

OELAS

Goals

We will:

- Understand what is meant by "incremental costs".

- Understand the timeline to submit for FY 2021 SEI Budget - Comprehensive application.

- Know the steps required to complete the new SEI Budget – Comprehensive application in GME.

Timeline: Mark Your Calendars

March 1, 2020 – Application opens in GME

"*SEI Budget – Comprehensive*"

May 1, 2020 – Application submission due date

July 1, 2020 – Targeted approval date

Note: LEAs approved for funding on or before July 1 will be able to draw down funds at the start of FY21.

Note:

- Keep in mind, with the new SEI models reducing the amount of required daily ELD minutes, the approval of salaries (full or partial) for teachers who are teaching required minutes will be dependent upon how much time that teacher is spending teaching the required daily minutes.

- Please be sure to include adequate descriptions for all salary requests in the justification text box within the GME application.
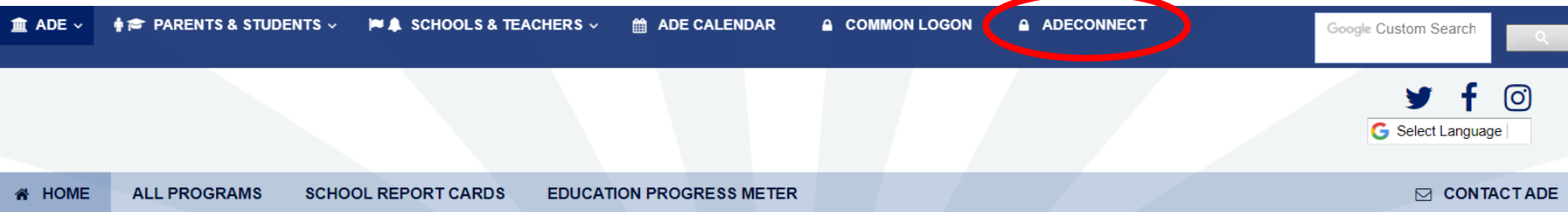
FY2021 SEI Budget - Costs

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

- 15-756.01 F: The state board of education 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 state board of education.

- 15-756.01 J 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.

The FY2021 SEI Budget Application is now in Grants Management (GME) through **ADECONNECT**

GME Access = SEI Budget Access

Sections

Application Status: Draft Started

Change Status To: Draft Completed

View ADE History Log
View Change Log

Description (View Sections Only View All Pages)	Validation	Print ☐ Select Items
All	Messages	Print
⊟ **History Log**		Print
History Log		Print
Create Comment		
⊟ **Allocations**	Messages	Print
Allocations	Messages	Print
⊟ **FFATA & GSA Verification**	Messages	Print
FFATA & GSA Verification	Messages	Print
⊟ **Information / Instructions**		Print
Information/Instructions		Print
Budget Instructions		Print
⊟ **Contacts**	Messages	Print
Contacts	Messages	Print
⊟ **Assurances, Certifications & Attestations**	Messages	Print
Certifications & Attestations	Messages	Print
⊟ **SEI Budget - Comprehensive**	Messages	Print
Budget		Print
Budget Overview		Print
Site/Model Selection Form		Print
Incremental Teacher Spreadsheet		Print
LEA Offsets Worksheet		Print
Related Documents	Messages	Print
⊟ **New Applicant Summary**		Print
New Applicant Summary		Print
⊟ **SEI Budget - Comprehensive Checklist**		Print
SEI Budget - Comprehensive Checklist		Print
All	Messages	Print

Allocations

- **The amounts will be automatically updated if the LEA application is approved.**

Go To ►	(1) SEIBDGT CFDA: TBD	Total
Original	$0.00	$0.00
Incoming Carryover	$0.00	$0.00
Outgoing Carryover	$0.00	$0.00
Reallocated	$0.00	$0.00
Additional	$0.00	$0.00
Incoming Interest Carryover	$0.00	$0.00
Released	$0.00	$0.00
Consortium	$0.00	$0.00
Forfeited	$0.00	$0.00
CR Released	$0.00	$0.00
Total	$0.00	$0.00

FFATA & GSA Verification

Go To ▶

1. The district/organization has submitted OR will be submitting the annual General Statement of Assurance

☐ * Yes

2. The district/organization understands that if ADE is not updated with the organization's SAM.gov information, including CCR expiration, that funding for the organization can be placed on hold.

☐ * Yes

* 3. Please provide a short description of your project in one to two paragraphs:

Go To ▶

Information/Instructions

Information/Instructions

1.	LEAs must request funding for incremental costs for teacher salaries, benefits and professional development associated with specific grade level(s) at individual sites.	
2.	Enter a brief narrative which justifies the requested funding and how it is incremental.	
3.	Include how many required instructional ELD minutes per day are assigned to the teacher(s).	
4.	Describe how professional development of teachers who support ELs is a new incremental cost for your LEA.	
5.	Keep in mind, any awarded amounts will be reduced by approved offsets (Group B weight and the EL percentage of any Desegregation funding the LEA receives).	
6.	Submission of this funding application does not guarantee award of SEI Budget funds.	

Budget Instructions

Structured English Immersion (SEI) Budget Instructions

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

15-756.01 F The state board of education 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 state board of education.

15-756.01 J 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 Teacher Salaries

Incremental teachers are teachers required to meet the state board of education approved model requirements, as per ARS §15-756.01.

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.

Registration costs for professional development for teachers new to supporting English learners in a English language development may be requested.

TRANSPORTATION

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.

Contacts

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Additional Contacts	
Type	**Contact(s)**
District Superintendent/Delegated Representative	
District ELL Coordinator	
District Chief Financial Officer/Delegated Representative	

Certifications & Attestations

ARS 15-756.03 B states that "Each school district or charter school structured English Immersion Budget Request shall include the signature of the superintendent of the school district and the chief financial officer of the school district or the principal of the charter school and the chief financial officer of the charter school that certifies that the information in the budget request is true to the best of that person's knowledge and has been calculated in accordance with the form prescribed in section 15-756.01, subsection I and that monies from the Arizona Structured English Immersion Fund established by section 15-756.04 will not be used to supplant any federal, state or local monies, including desegregation monies levied pursuant to section 15-910, used for English language learners that were budgeted for English language learners as of February 23, 2006.

Your signatures below certify that detailed records will be retained and made available for audit upon request.

I certify that:

1.) The information in the budget request is true to the best of my knowledge, and has been calculated in accordance with the form prescribed in section 15-756.01, subsection I; and,

2.) The monies from the Arizona Structured English Immersion fund established by section 15-756.04 will not be used to supplant any federal, state or local monies, including desegregation monies levied pursuant to section 15-910, used for English language Learners as of February 23, 2006; and,

3.) Instructional materials used for English language development of English Language Learners are aligned with the Arizona English Language Proficiency Standard.

Assurances

☐ 1. The LEA understands that failure to meet prior year completion report or other fiscal deadlines may result in a hold placed on the current project. If a hold is placed on the current SEI Budget, future funded year applications will not be reviewed, and funds from this grant will be withheld until the hold is resolved.

☐ 2. The LEA understands that SEI Budget funds can be used to support English learner students only.

☐ 3. The LEA understands that indirect costs are not allowable in the SEI Budget.

☐ 4. The LEA understands that the SEI Budget can only be used for incremental costs of the SEI Models. Incremental costs are those that are required for implementation of the SEI Models.

☐ 5. The LEA understands that the SEI Budget cannot be used to fund activities required by law outside of the SEI Models, such as AZELLA testing.

☐ **LEA has read and understands the above assurances.**

Attestation

Items marked with an asterisk (*) are required

School District Superintendent/Charter School Principal (e-signature)	Date
*	*

School District/Charter School Chief Financial Officer (e-signature)	Date
*	*

Typing the names for School District Superintendent/Charter School Principal and School District/Charter School Chief Financial Officer signifies an e-signature

Site/Model Selection Form

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

Grouping Methods (Select all that apply).

School Name	Grade Level	Model Type	Itinerant Teacher		Approved Alternate Model	
			Itinerant Teacher	Description of grade levels served by itinerant teacher per day, number of minutes per group per day, and number of days per week	Approved Alternate Model	Alternate Model Description
	Please select... ▼	○ Self-Contained ○ Departmentalized	☐		☐	

Model Type Legend

Self Contained: Students stay with one teacher for the entire day.

Departmentalized: Students switch teachers for each class period.

Definition of Incremental

For SEI Budget purposes, "incremental costs" are the costs associated with implementing the <u>required</u> structured English immersion program. These costs are <u>in addition to</u> normal costs of conducting programs for English proficient students. These are not costs that replace the same types of services provided to English proficient students or compensatory instruction.

LEA Sample
Incremental Teacher Spreadsheet

Incremental Teacher Spreadsheet

School Information			Total Student Population		ELL Student Population				Incremental Costs			
School Name	Grade Levels	Total Student Population	Statewide Average Class Size	Total Non-ELL Student Population	Pre-emergent/Emergent ELL Students	Basic ELL Students	Intermediate ELL Students	Total ELL Student Population	Required ELD Teachers	Incremental Staff Justification	Incremental Staff Salaries	Incremental Staff Benefits
Genius School	1	114	23	103	0	1	3	11	Please select... ⌄		$ 0.00	$ 0.00
Genius School	2	102	23	91	2	2	5	11	Please select... ⌄		$ 0.00	$ 0.00
Genius School	3	76	23	72	0	0	0	4	Please select... ⌄		$ 0.00	$ 0.00
Genius School	4	78	23	74	0	1	0	4	Please select... ⌄		$ 0.00	$ 0.00
Genius School	5	78	23	77	0	0	1	1	Please select... ⌄		$ 0.00	$ 0.00
Genius School	6	57	23	53	0	0	0	4	Please select... ⌄		$ 0.00	$ 0.00

Incremental Teacher Spreadsheet

Average Arizona Teacher Salary	$52,421.00
Total Requested	$ 32,763.13

Incremental Teacher Spreadsheet

School Information			Total Student Population		ELL Student Population				Incremental Costs				
School Name	Grade Levels	Total Student Population	Statewide Average Class Size	Total Non-ELL Student Population	Pre-emergent/ Emergent ELL Students	Basic ELL Students	Intermediate ELL Students	Total ELL Student Population	Required ELD Teachers	Incremental Staff Justification		Incremental Staff Salaries	Incremental Staff Benefits
									0.50 ▾			$ 26,210.50	$ 6,552.63

* Indicates no prior year assessment score exists.

- Keep in mind, the approval of salaries (full or partial) for teachers who are teaching required minutes will be dependent upon how much time that teacher is spending teaching the required daily minutes.

- Be sure to include adequate descriptions for all salary requests in the justification text box within the GME application.

- Be as clear, specific, and detailed as possible.

- Only ONE opportunity to submit the application.

Incremental Teacher Spreadsheet

Average Arizona Teacher Salary	$52,421.00
Total Requested	$ 32,763.13

Incremental Teacher Spreadsheet

School Information			Total Student Population		ELL Student Population				Incremental Costs			
School Name	Grade Levels	Total Student Population	Statewide Average Class Size	Total Non-ELL Student Population	Pre-emergent/ Emergent ELL Students	Basic ELL Students	Intermediate ELL Students	Total ELL Student Population	Required ELD Teachers	Incremental Staff Justification	Incremental Staff Salaries	Incremental Staff Benefits
									0.50 ▼		$ 26,210.50	$ 6,552.63

* Indicates no prior year assessment score exists.

Explain how:

- The position is incremental.

- The teacher is exclusively teaching ELs.

- This is in addition to the normal costs of conducting programs for English proficient students.

LEA Offsets Worksheet

State and Local Funds

	Offset Amount
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 subsection G 4).	
ELL "Group B Weight": The ELL support level weight prescribed in ARS 15-943. (As per ARS 15-756.01 subsection G 5.).	
Total State and Local Funding Offsets	$ 0.00

Professional Development

Professional Development Activity Description	Professional Development Cost	Professional Development Justification
	$	
Total Professional Development Request	$ 0.00	

Budget Request Worksheet

Total Incremental Costs of the models	$ 32,763.13
Professional Development Request	$ 0.00
Total Offsets	$ 0.00
Total Approvable Budget Request	$ 32,763.13
The SEI Budget application budget must be equal to or less than this approvable budget amount.	

Offset Variance Justifications

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.

ELL "Group B Weight": The ELL support level weight prescribed in ARS 15-943.

- **Be as clear, specific, and detailed as possible.**

- **Only ONE opportunity to submit the application.**

Related Documents

ALL INFORMATION SUBMITTED TO ADE IS PUBLIC INFORMATION. Organizations uploading documents to GME must ensure that the information contained in the document **does not** include sensitive data such as student information, social security numbers, or any other information that could constitute a FERPA violation. Submission of such documents will result in delay of approval or other action in GME until the document is removed.

Optional Documents		
Type	**Document Template**	**Document/Link**
Other	N/A	

Budgeting Your Requests

What do I need to do next?

- **Complete the Budget Section for the requested Salary, associated Benefits, and PD (if approved).**
  - The justification that was entered into the "*Incremental Teacher Spreadsheet*" (salaries and benefits) or into the "*LEA Offsets Worksheet*" (professional development) must be _copied_ into the applicable line item in the opened Budget section.

SEI Budget Resources

http://www.azed.gov/oelas/sei-budget/

Questions?

SEIBudget@azed.gov