

SECONDARY DUAL LANGUAGE EDUCATION (DLE) AUXILIARY ALLOCATION FAQs SCHOOL YEAR 2023-24

Background: Dual Language Education (DLE) includes the following master plan programs as described in the *2018 Master Plan for English Learners and Standard English Learners*:

1. **Two-Way Immersion (TWI) Program**
2. **One-Way Immersion (OWI) Program**
3. **World Language Immersion (WLI) Program**

The District allocates base teacher staffing resources to schools based on board-approved staffing ratios or norm tables. For secondary schools, the District also allocates supplemental resources in the form of auxiliaries to support DLE programs.

Below are some of the most frequently-asked questions regarding DLE auxiliaries:

Q1: How many norm auxiliaries does my school receive for a secondary dual language education program and when does my school receive them?

Norm auxiliaries equivalent to one FTE are allocated per program language for each participating school.

Auxiliary allocations are implemented during Budget Development under program 11119 (*Dual/Foreign Language/Bilingual Programs*). These resources can only be used for teaching periods where instruction is provided in the target language of the program for which they were allocated and cannot be redirected for other school determined needs.

Q2 : I want to hire a full-time dual language teacher by combining the auxiliaries into 1 FTE. When can I do this?

Pending validation of MISIS Master Plan Programming information by Budget Services after Norm Day counts are finalized, the number of auxiliaries approved for conversion into 1 FTE may vary. If your school would like to offer a full-time position to a dual language teacher, your school can front fund the position for the entire year before Norm Day. Once MISIS Master Plan Programming information is validated, your school will be reimbursed for the cost of the position up to the number of auxiliaries approved for conversion. However, if the MISIS Master Plan Programming information is NOT validated for all 6 auxiliary periods to be converted to 1 FTE, your school will be responsible for the cost of the position.

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Q3: How do the auxiliaries support Dual Language Education programs?

At minimum, each participating school on a traditional 6 period schedule or on a 2x8 schedule is required to offer two periods in the target language per semester, preferably a language elective and a content course.

For schools implementing 4x4 block schedules, a minimum of two periods for the school year are required. For example, in the fall, a school can offer Spanish for Spanish Speakers 1A the first mester and Spanish Speakers 1B the second mester. In the spring, the school can offer Science 7A in Spanish the first mester and Science 7B in Spanish the second mester.

Because these periods are only available to students participating in the program language, it is expected that these periods are offered as auxiliaries to minimize the impact to class size for the general student population. For example, a math teacher may have a regular 6-period day but may teach an extra period or auxiliary of math in Spanish for students participating in a Spanish language program. For these dual language auxiliaries, the teacher is time reported under absence/attendance code “AA” for the auxiliary assignment under program 11119.

If a school determines that auxiliaries do not meet the instructional needs of the program, auxiliaries may be converted into one full position or may be used to multi-fund a teacher position if one of the two following conditions are met:

- a) Conversion of auxiliaries into one full FTE is permitted if a teacher provides instruction to DLE program students for the entire day. An entire day is defined as 5 out of 6 periods for a traditional schedule, 3 out of 4 periods for a 4x4 schedule, and 6 out of 8 periods for a 2x8 schedule.
- b) A teacher’s position may be multi-funded up to the number of periods where a teacher provides instruction in the target language to DLE program students. The following chart illustrates the maximum funding percentages per teacher for the 2022-23 school year.

Schedule	DLE Teaching Periods					
	1	2	3	4	5	6
Traditional	20%	40%	60%	80%	100%	
4x4	33%	67%	100%			
2x8	17%	33%	50%	67%	83%	100%

For example, a teacher providing instruction in Spanish for the Spanish Dual Language Program for two periods can be multi-funded as follows:

- At a school with a traditional schedule, 40%.
- At a school with a 4x4 schedule, 67%.
- At a school with a 2x8 schedule, 33%.

It is important to note that multi-funding is limited to the total cost of the combined norm auxiliaries or the nominal difference to one FTE. Refer to Attachment A, *Possible Scenarios and Outcomes for Auxiliary Funding Requests*, which describes in detail the multi-funding scenarios that are allowed for a school to utilize DLE auxiliary allocations.

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Q4: When can I request multi-funding of a position or conversion of the six auxiliaries to one FTE?

There may be a decline in norm teacher allocations from ECAST to Norm Day which may result in changes to staffing or master scheduling. As such, multi-funding or conversion requests are considered after Norm Day enrollment counts are finalized.

Q5: What is the procedure to request multi-funding of a position or conversion of the six auxiliaries to one FTE?

Send an email to your fiscal specialist with the following information:

- Teacher Name and Person ID
- Indicate if your school is on the traditional, 4x4, or 2x8 schedule. Indicate if the request is to convert the auxiliaries into 1 FTE or to multi-fund the teacher. For the latter, specify which periods are for dual language (e.g., period 1 Spanish Speakers 1 and period 5 Science - taught in Spanish).
- Your fiscal specialist sends the completed request to Budget Services who will confer with the Multilingual and Multicultural Education Department (MMED).
- When the request is reviewed by Budget Services, MiSiS data must support the request as follows:
 - The teacher's section data must demonstrate that the section or period is coded with a Dual Language Master Plan program and the Target Language option is selected. Please refer to the MMED *Secondary Dual Language Education Programs, Procedures for Updating MiSiS Section Attributes* document for further instructions.

Example of section attributes with Master Plan Program for DLE program class:

Sections Editor

The screenshot shows the 'Sections Editor' interface. A table lists sections with columns for Section ID, Course #, Teacher, Dates, Size, and Enrollments. Section 312613.39 is highlighted. A pop-up window titled 'Add Section Attributes' is open for Section 312613.39. The attributes are: Additional Educator Role (Please Select), Additional Educator Name (Please Select), Daily Hours (0.00), Learning Community (Please Select), Location (Please Select), Master Plan Program (Spanish Dual Language One-Way), Target Language Teacher (Yes, selected), and Language of Instruction (SPANISH).

- The teacher's section data must demonstrate that the majority of students in the section or period have the DLE Master Plan Program for the target language assigned. Please refer to the latest MiSiS job aid on updating student Master Plan Program for further instructions.

Example of student attribute with Master Plan Program for DLE program:

English Learner Services

The screenshot shows the 'English Learner Services' interface. A table titled 'Master Plan Instructional Program Information' has columns for Program Placement, EL Services, Start Date, and End Date. The row for 'Spanish Dual Language One-Way Immersion Program' is highlighted, with EL Services 'L1+SH-ELD', Start Date '03/12/2021', and End Date blank.

- Your fiscal specialist will notify you if additional information is required or if the request is approved and implemented in the budget.

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Q6: For teachers funded by the dual language auxiliaries, how is substitute coverage handled when these teachers are absent?

- a) For norm-generated register-carrying teachers, day-to-day teacher substitute time should be reported under program 13027, General Fund School Program. The District allocates 10 days of substitute time per norm-generated teacher.

For register-carrying teachers budgeted by specially funded programs (e.g., Title I), 4 days of substitute time must be funded from the program of the position. Schools will be allocated 6 additional substitute days after Budget Development in program code 13027. Schools will time report the first 4 days of substitute time from the funded program of the position.

- b) If the regular teacher is teaching an extra period or auxiliary to support the program target language, then the substitute teacher's regular hours should be time reported following the guidelines under Q6 (a) with the extra period or auxiliary time reported under program 11119.

For additional questions, please contact the appropriate office:

Topic	Contact
School Budget	Your Fiscal Specialist/Fiscal Services Manager
Instructional Program	Dual Language/Bilingual Programs Office (213) 241-5582

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Attachment A

Examples of Auxiliary Funding Requests for Multiple Teachers

The following examples depict various multi-funding combinations under the following constraints:

- Average cost (amounts for illustration purposes only):
 - The cost for one auxiliary is \$21,055
 - The cost for six auxiliaries per target language is \$126,330.
 - The cost for one secondary teacher position is \$127,777.
- If the total cost of multi-funding exceeds the total cost of the auxiliaries by a nominal amount, the District will cover the difference. Otherwise, the funding percentage for one or more teachers can be adjusted downward to stay within the budget allocation.
- In general, if the sum of the funding percentages for all teachers exceeds 100%, the cost will exceed the available budget.

DLE Teaching Periods (Maximum Funding Percentages per Teacher)						
Schedule	1	2	3	4	5	6
Traditional	20%	40%	60%	80%	100%	
4x4	33%	67%	100%			
2x8	17%	33%	50%	67%	83%	100%

Traditional Schedule (amounts for illustration purposes only)

Scenarios for Two Teachers

	Periods	Fund %	Cost	Allowable			Periods	Fund %	Cost	Allowable
Teacher A	3	60	76,667	No		Teacher A	3	50	63,890	Yes
Teacher B	3	60	76,667			Teacher B	3	50	63,890	
Total	6	120	153,334			Total	6	100	127,780	

	Periods	Fund %	Cost	Allowable			Periods	Fund %	Cost	Allowable
Teacher A	3	60	76,667	Yes		Teacher A	4	80	102,222	Yes
Teacher B	2	40	51,112			Teacher B	1	20	25,557	
Total	5	100	127,779			Total	5	100	127,779	

Scenarios for Three Teachers

	Periods	Fund %	Cost	Allowable			Periods	Fund %	Cost	Allowable
Teacher A	2	40	51,112	Yes		Teacher A	2	40	51,112	No
Teacher B	2	40	51,112			Teacher B	2	40	51,112	
Teacher C	1	20	25,557			Teacher C	2	40	51,112	
Total	5	100	127,781			Total	6	120	153,336	

	Periods	Fund %	Cost	Allowable			Periods	Fund %	Cost	Allowable
Teacher A	3	60	76,667	Yes		Teacher A	3	60	76,667	No
Teacher B	1	20	25,557			Teacher B	2	40	51,112	
Teacher C	1	20	25,557			Teacher C	1	20	25,557	
Total	5	100	127,781			Total	6	120	153,336	

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Scenarios for Four Teachers

	Periods	Fund %	Cost	Allowable			Periods	Fund %	Cost	Allowable
Teacher A	1	20	25,557	Yes		Teacher A	2	40	51,112	Yes
Teacher B	1	20	25,557			Teacher B	1	20	25,557	
Teacher C	1	20	25,557			Teacher C	1	20	25,557	
Teacher D	1	20	25,557			Teacher D	1	20	25,557	
Total	4	80	102,228			Total	5	100	127,783	

Scenarios for Five Teachers

	Periods	Fund %	Cost	Allowable			Periods	Fund %	Cost	Allowable
Teacher A	1	20	25,557	Yes		Teacher A	2	40	51,112	No
Teacher B	1	20	25,557			Teacher B	1	20	25,557	
Teacher C	1	20	25,557			Teacher C	1	20	25,557	
Teacher D	1	20	25,557			Teacher D	1	20	25,557	
Teacher E	1	20	25,557			Teacher E	1	20	25,557	
Total	5	100	127,785			Total	6	120	153,340	

4x4 Schedule (amounts for illustration purposes only)

Scenarios for Two Teachers

	Periods	Fund %	Cost	Allowable			Periods	Fund %	Cost	Allowable
Teacher A	2	67	85,612	No		Teacher A	2	67	85,612	Yes
Teacher B	2	67	85,612			Teacher B	1	33	42,169	
Total	4	134	171,224			Total	3	100	127,781	

Scenarios for Three Teachers

	Periods	Fund %	Cost	Allowable			Periods	Fund %	Cost	Allowable
Teacher A	1	33	42,169	Yes		Teacher A	2	67	85,612	No
Teacher B	1	33	42,169			Teacher B	1	33	42,169	
Teacher C	1	33	42,169			Teacher C	1	33	42,169	
Total	3	99	126,507			Total	4	133	169,950	

2x8 Schedule (amounts for illustration purposes only)

Scenarios for Two Teachers

	Periods	Fund %	Cost	Allowable			Periods	Fund %	Cost	Allowable
Teacher A	2	33	42,169	Yes		Teacher A	3	50	63,890	Yes
Teacher B	3	50	63,890			Teacher B	3	50	63,890	
Total	5	83	106,059			Total	6	100	127,780	

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Scenarios for Three Teachers

	Periods	Fund %	Cost	Allowable			Periods	Fund %	Cost	Allowable
Teacher A	1	17	21,725	Yes		Teacher A	2	33	42,169	Yes
Teacher B	2	33	42,169			Teacher B	2	33	42,169	
Teacher C	3	50	63,890			Teacher C	2	33	42,169	
Total	6	100	127,784			Total	6	99	126,507	

	Periods	Fund %	Cost	Allowable			Periods	Fund %	Cost	Allowable
Teacher A	2	33	42,169	No		Teacher A	3	50	63,890	Yes
Teacher B	2	33	42,169			Teacher B	1	17	21,725	
Teacher C	4	67	85,612			Teacher C	1	17	21,725	
Total	8	133	169,950			Total	5	84	107,340	

Scenarios for Four Teachers

	Periods	Fund %	Cost	Allowable			Periods	Fund %	Cost	Allowable
Teacher A	1	17	21,725	Yes		Teacher A	3	50	63,890	No
Teacher B	1	17	21,725			Teacher B	2	33	42,169	
Teacher C	2	33	42,169			Teacher C	2	33	42,169	
Teacher D	2	33	42,169			Teacher C	1	17	21,725	
Total	6	100	127,788			Total	8	133	169,953	

Scenarios for Five Teachers

	Periods	Fund %	Cost	Allowable			Periods	Fund %	Cost	Allowable
Teacher A	1	17	21,725	Yes		Teacher A	1	17	21,725	No
Teacher B	1	17	21,725			Teacher B	1	17	21,725	
Teacher C	1	17	21,725			Teacher C	1	17	21,725	
Teacher D	1	17	21,725			Teacher C	2	33	42,169	
Teacher E	1	17	21,725			Teacher E	2	33	42,169	
Total	5	85	108,625			Total	7	117	149,513	