

## SCHOOL ALLOCATION MEMORANDUM NO.108, FY 2015

**DATE:** February 18, 2015

**TO:** Community Superintendents  
High School Superintendents  
Children First Networks  
School Principals

**FROM:** Raymond J. Orlando, Chief Financial Officer

**SUBJECT:** Transitional Bilingual Education Planning Grant K-12

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This memorandum provides resources to schools participating in the Transitional Bilingual Education (TBE) Planning Grant, K-12. Participating schools were required to submit program proposals, which were approved by the Department of English Language Learners and Student Support (DELLSS). School allocations are summarized in the table below.

The Transitional Bilingual Education Planning Grant provides grants of up to \$10,000 for individual schools launching new and/or expanding TBE programs for the 2015-2016 school year.

TBE programs strengthen students' native language development and content knowledge while they build social and academic English skills. In this way, English Language Learners (ELLs) learn English and keep pace with native English-speaking students of the same grade level. In TBE programs, students develop English proficiency using the strengthened knowledge and academic skills acquired in the native language.

Upon receipt of these funds the school must adhere to the approved program, collaborate with DELLSS, and attend (with an administrator and two other team members) professional development workshops from the Department of English Language Learners and Student Support. Information on the professional development days and location will follow.

Please adhere to the following proposed budget categories and expenditures:

- Supervisory – per session
- Teachers – per session
- Substitute – per diem
- Instructional materials
- Printing costs
- Library books
- Software/Hardware
- Consultant fees:
  - Professional services for children
  - Professional services for personnel
- Parent Involvement

Funds must be expended and materials must be *ordered* by **April 2, 2015 (Purchase Order Deadline)** and *delivered* by **June 30, 2015**.

Additionally, we will engage in collaborative efforts to document the implementation of these programs in accordance with both state and local regulations. As such, there are certain items we will plan to gather over the course of the year, aligned to a report detailing the expenditures of the monies you have received. These items may include but are not limited to:

- Agendas
- PD Plan(s) and materials
- Sign-in sheets
- Curricular resources
- Schedules
- Program models
- Family engagement materials
- Copies of the purchase orders for the materials

ELL Curriculum Specialists, Instructional and Technical Support Coaches, and other central-based staff from the Department of English Language Learners and Student Support (DELLSS) will visit each school at least three times to support program implementation, evaluate program effectiveness and document best practices.

Allocations will be placed in each school's budget under the allocation categories **Title III TBE and Title III TBE CW**. Schools should schedule their allotments in accordance with their approved programs.

Please [click here](#) to download a copy of the School Allocation Memorandum.

Attachment(s):

Table 1 – School Allocations ([Please click here for a downloadable Excel file](#))

RJO: df

C: Milady Baez

Kirsten Busch Johnson

Community Superintendents

Children First Networks

ELL Compliance and Performance Specialists (ELL CPS)

Senior Grant Officers (SGO)

**School Allocation Memorandum No. 108, FY 2015**  
**Transitional Bilingual Education Planning Grant**

**Table 1: Schools Allocation Summary**

<b>Cluster</b>	<b>Network</b>	<b>Location</b>	<b>Amount</b>
94CL06	94N603	06M423	10,000
94CL04	94N404	06M463	10,000
94CL05	94N534	09X199	10,000
94CL05	94N562	10X374	10,000
94CL06	94N602	17K246	10,000
94CL06	94N602	18K068	10,000
94CL02	94N207	25Q024	10,000
94CL05	94N535	27Q053	10,000
97TUD4	97MD97	97X186	10,000
97TUD4	94MD97	97X469	10,000
<b>TOTAL</b>			<b>100,000</b>