

Attachment B
Technical Assistance Paper-Title III
2020-2021 Supplemental Language Enrichment Camp for ELLs

The Bilingual/ESOL Department, through Title III funding, will be providing schools with funding to offer the Language Enrichment Camp (LEC) for eligible (LY) English Language Learners (ELLs). **Schools may select to offer their LEC in a remote, in person, or combination setting.** The information is as follows:

APPLICATION

- Schools wishing to participate in the 2020-2021 LEC must access <http://www.broward.k12.fl.us/esol/lec/index.asp> by **Friday, January 29, 2021**, to submit the LEC Application Request. Schools must also complete and upload the following to the same address:
 - Request for Award Funds (Attachment A)
 - School Projected Budget Worksheet (Attachment C)
 - Teacher Voluntary Compensation Agreement Form, (Attachment D)
 - Personnel Assignment Form (Attachment E)

- Due to the limited number of funds available, schools will be awarded funds on a first come, first serve basis. If funding requests exceed the grant amount available, the application will be put on a waitlist status.
- The awarded amount is based on the number of ELLs (LY) reported by September 2020 and not to exceed the amount allocated.
- **Schools may not begin the Language Enrichment Camp until the principal has received an award confirmation email.**
- Principals are responsible for monitoring their program funding on a regular basis to ensure allocated funds are being used and the account does not have a negative balance. Expenditures above the awarded amount will be charged back to the school's budget.
- **On the LEC Application Request Form, please indicate the modality by which you will offer the camp (remote, in person, or a combination setting).**
- **On the School Projected Budget Worksheet, indicate the start and end date of the camp**

LANGUAGE ENRICHMENT CAMP (LEC)

- Enrichment activities must address the core content areas of mathematics, science, and/or reading.
- LEC may be offered before school, after school, and/or Saturdays.
- A parent letter in English and in the parent's home language must be sent to parents of all eligible students describing the Language Enrichment Camp and providing specific information regarding content, teachers providing services, days of the week, time and location. (Attachment H).
- Transportation cannot be funded by Title III.

- Teachers must have a minimum of 8 students.
- Each school must identify an LEC Contact Person. Their role is to monitor the program, ensure all teachers have 8-10 students in their enrichment sessions, and submit Student Sign-In Attendance Rosters and Teacher Timesheets on a monthly basis. All changes in personnel **must** be notified in writing to Leyda Sotolongo, Curriculum Supervisor, at leyda.sotolongo@browardschools.com or LEC@browardschools.com
- A pretest & posttest must be administered and data uploaded to <http://www.broward.k12.fl.us/esol/lec/index.asp> to measure the effectiveness of the implementation of the LEC. (Attachment I)
- All LEC's must end by Friday, April 16, 2021. NO EXCEPTION!!

PERSONNEL/TIME SHEETS

- Full time teachers providing supplemental enrichment services in grades K-5 must be ESOL endorsed and have elementary certification. In grades 6-12, teachers must be ESOL endorsed and be certified in the appropriate content area.
- LEC Teachers will be paid \$30.00 per hour according to the Teacher Voluntary Agreement Form and will receive payment on a monthly basis. Paraprofessionals are not eligible to provide enrichment services. Only certified teachers may participate.
- **Schools offering the LEC within the first hour after dismissal (ex. 2:00 p.m.-3:00 p.m.) will run into a direct conflict with teacher contractual times. Teachers in this position, must submit a document capturing what activity they are performing to make up that hour for each day they work the LEC (see Attachment J- Work Hours Log). The document must be signed by the teacher and the Principal and included in the monthly submittal. This will avoid questions that may arise in the future if the grant were to be audited.**
- The Title III LEC position will be in the school's control listing under PT Vacant. Do not request positions from Instructional Staffing. Positions will be requested by Leyda Sotolongo, Curriculum Supervisor.
- The Student Sign-In Attendance Roster (Attachment G) is being provided in a fillable PDF format. In order to meet grant deliverables, teachers must complete and submit the sign-in rosters on a monthly basis, certifying student attendance. **If offering the LEC in person, students must sign or initial for their attendance. A checkmark is not acceptable. If students are attending remotely, the teachers are asked to write student names in as needed to capture daily attendance. Please email the sign-in rosters and teacher time sheets to LEC@browardschools.com monthly no later than the first Monday of the following month.**
- All Title III hourly tutoring timesheets must be received no later than April 23, 2021.

For additional information or clarification, please pose your questions to LEC@browardschools.com.