



# WISCONSIN DEPARTMENT OF Public Instruction

## Approvable Expenditures for State Bilingual-Bicultural Aid

Approvable expenditures to be included in the Bilingual-Bicultural Plan of Services (plan) per State Statute [ss.115.95-115.996; s.115.28 (15) (a), Wis. Stats.] and Administrative Rule [PI 13.10-15].

### All Expenditures must:

- be consistent with the approval Plan of Services application (Program description)
- be for the benefit of limited-English proficient (LEP) pupils<sup>1</sup>
- be directly related to the instructional program

The statute and rule clearly indicate that the state superintendent is authorized to approve or disapprove expenditures on plans; reimbursement is dependent on this approval: "If the state superintendent is satisfied that the bilingual-bicultural education program for the previous school year was maintained in accordance with this subchapter, the state superintendent shall certify...in favor of the school district a sum equal to a percentage of the amount expended on limited-English proficient pupils by the school district...for salaries of personnel participating in and attributable to bilingual-bicultural education programs..., special books... used in the bilingual-bicultural programs and other expenses approved by the state superintendent." [s.115.995(1)(2), Wis. Stats.]

### Requesting Reimbursement

When requesting reimbursement for materials from bilingual-bicultural categorical aids, be prepared to ask/justify the following:

- Is this cost necessary to meet the objectives of the bilingual-bicultural plan of services?
- Why is the district NOT purchasing/covering the cost of "x" with other funding sources?
- How does the bilingual-bicultural program differ from other programs where "x" is supplied by the district?

This information in this handout is divided into three categories of costs as outlined in the statute.

- I. Salaries of personnel participation in and attributable to bilingual-bicultural education programs.
- II. Special books and materials used in the bilingual-bicultural programs.
- III. Other expenses approved by the state superintendent.

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<sup>1</sup> Note: While the term currently most used in Wisconsin is English Learner (EL), the term Limited English Proficient (LEP) is used here because it is the term used in state statute.

## I. Salaries of Personnel Attributable to Bilingual-Bicultural Programs

These costs are typically budgeted under *Instruction, Salaries/Fringes*. One exception would be for costs of administrators, which are budgeted under *Support Services, Salaries/Fringes*. Note: Salaries/fringes of very few staff in administrative positions are approvable under bilingual-bicultural.

### Staff in programs serving eligible LEP pupils whose first language is Spanish

Teachers, Teacher Aides, and Counselors	
Approvable	Not Approvable
<ul style="list-style-type: none"> <li>• Teachers holding bilingual certification at the appropriate grade level. If teaching a content area, must also hold appropriate certification for that content area.</li> <li>• Substitute teachers holding bilingual certification at appropriate grade level. If teaching a content area, must also hold appropriate certification for that content area.</li> <li>• Bilingual teacher aides working with appropriately certified teachers. The term “aide” includes the following: assistants, bilingual resource staff, home-school liaisons, interpreters, translators, and paraprofessionals.</li> <li>• Counselors holding appropriate bilingual counselor certification. In the absence of the availability of bilingual counselor programs, a regular counselor license will be accepted with the demonstration of fluency in the target language and culture.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers not holding bilingual certification, or at the appropriate grade level. Secondary ESL teachers teaching in content area without appropriate content area certification.</li> <li>• Substitute teachers not holding appropriate certification.</li> <li>• Support services staff, such as those providing language development or speech therapy available to other pupils in the district.</li> <li>• Monolingual English-speaking aides or bilingual teacher aides working with limited English proficient students outside of their target language. [PI 13.04(3)]</li> <li>• Aides working with non-eligible students or for purposes that are not instructional in nature, e.g., study hall, recess, lunch, or general clerical duties.</li> <li>• Counselors who do not hold appropriate bilingual certification.</li> <li>• Clerical staff.</li> </ul>

**Staff in programs serving eligible LEP pupils whose first language is OTHER than Spanish**

<b>Teachers, Teacher Aides, and Counselors</b>	
<b>Approvable</b>	<b>Not Approvable</b>
<ul style="list-style-type: none"> <li>• Teachers holding bilingual certification at the appropriate grade level. If teaching a content area, must also hold appropriate certification for that content area.</li> <li>• When bilingual staff are not available after a continuing, good faith effort has been made, teachers holding ESL certification, and content area certification where applicable, AND working with at least one bilingual (English and language of eligible LEP pupils) aide, when an exemption has been granted by the department.</li> <li>• Substitute teachers holding bilingual (English and language of eligible LEP pupils) certification at appropriate grade level and content area where appropriate. Or substitute teachers holding ESL certification, appropriate grade level certification, and content area certification where applicable, when an exemption has been granted by the department. <i>Note: Teachers holding ESL licenses only, but who are native speakers of the target language are not required to work with a bilingual teacher aide to fulfill the requirements of the statute.</i></li> <li>• Aides working with appropriately certified teachers. The term “aide” includes aides, assistants, bilingual resource staff, home-school liaisons, interpreters, translators, paraprofessionals</li> <li>• Counselors holding appropriate bilingual counselor certification. In the absence of the availability of bilingual counselor programs, a regular counselor license will be accepted with the demonstration of fluency in the target language and culture.</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of appropriate bilingual (English and language of eligible LEP students) certification, ESL certification (when an exemption has been granted by the department), grade level certification, or content area certification where applicable.</li> <li>• No bilingual (English and language of eligible LEP pupils) aid in program working with teachers holding appropriate certification.</li> <li>• Substitute teachers not holding appropriate certification.</li> <li>• Bilingual teaching aids not working with appropriately certified teachers.</li> <li>• Support services staff, such as those providing language development or speech therapy available to other pupils in the school district. [PI 13.04(3)]</li> <li>• Monolingual English-speaking aides or bilingual teacher aides working with limited English proficient students outside of their target language.</li> <li>• Aides working with non-eligible students or for purposes that are not instructional in nature, e.g., study hall, recess, lunch, or general clerical duties.</li> <li>• Counselors who do not hold appropriate bilingual certification and/or who do not speak the language of the eligible LEP pupils.</li> <li>• Clerical staff.</li> </ul>

**Note:** Staff on teacher contracts may perform the role of program administrator. However, they should not be included in the plan as an administrator/supervisor. Rather, their FTE should be included as a districtwide teacher with appropriate description of duties in the districtwide staff comment area for the FTE related to their role as administrator/supervisor.

Administrators/Coordinators	
<p style="text-align: center;"><b>Approvable</b></p> <p>Administrators/Coordinators with:</p> <ol style="list-style-type: none"> <li>1. overall responsibility for administering or coordinating the bilingual-bicultural program; and,</li> <li>2. experience and depth of knowledge of second language acquisition and bilingual and ESL education programs. In general, approvable staff will also hold a current bilingual-bicultural license.</li> </ol>	<p style="text-align: center;"><b>Not Approvable</b></p> <ul style="list-style-type: none"> <li>• Administrators in positions that are the responsibility of school districts, such as Principals, Pupil Services Directors, or Curriculum and Instruction Directors.</li> </ul>

**Note: Only 50% of the claimable total of the salary/fringes of an administrator is eligible for reimbursement.** This does not apply to program administrators or coordinators who are on teacher contracts, and whose FTEs are included as a districtwide teacher.

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*For categories II and III, the department will approve only those costs that are supplementary and related to instruction. That is, only those costs above and beyond what the district provides to other pupils in the district, and that are necessary to adequately serve eligible LEP pupils. LEP pupils are as much a part of the district as all other pupils, and as such are entitled to all basic supplies and services.*

## II. Special Books and Materials used in Bilingual-Bicultural Programs

These costs are usually budgeted under *Instruction* or *Non-Capital Objects*.

*Note: unless educational materials are specifically identified and justified, they will NOT be approved.* This does not mean that you will need to identify *each* item, rather *categories* of items. In addition, a statement should be included ensuring the materials are designed to accomplish the instructional goals of the bilingual-bicultural program.

**A General Standard:** When a text is basic, it is NOT approvable; when a text is supplementary, it IS approvable. For example, when a school board has approved/adopted a textbook series and provides **either** English or a native language/ESL text to each pupil, the text is NOT supplementary but basic, and is not approvable. If a school board has approved/adopted a textbook series and provides a copy in English to each pupil including eligible LEP pupils, **and** the bilingual-bicultural program provides a supplementary text, the text provided by the bilingual-bicultural program is supplementary and approvable.

## Special Books and Materials

<b>Approvable</b>	<b>Not Approvable</b>
<p>Administrators/coordinators with:</p> <ul style="list-style-type: none"> <li>• Bilingual and content-area ESL books and materials.</li> <li>• Educational aids (e.g., TPR kits, language assistance realia/manipulatives)</li> <li>• Dictionaries for beginning writers, picture dictionaries</li> <li>• Multicultural teaching materials</li> <li>• Prints/pictures for language use-displaying situations which occur in everyday life-discussion, questioning, creative writing, role playing</li> <li>• Vocabulary and skill building activity book</li> <li>• Cassette tapes, records, books on tape (for listening skills)</li> <li>• Software specific to language acquisition</li> </ul>	<ul style="list-style-type: none"> <li>• General supplies (e.g., stickers, incentives, paper, pencils, pointers, atlas, desktop reference books, transparencies, record forms)</li> <li>• Food</li> <li>• Postage</li> <li>• Calculators</li> <li>• Costs of parent meetings</li> <li>• Library books (to be kept in the school library)</li> </ul>
<p><b>May Be Approvable</b> When justified and properly related to the instructional goals of the plan of services.</p> <ul style="list-style-type: none"> <li>• Games</li> <li>• Instructional videos</li> <li>• Periodicals (for the use of pupils/in first or second language)</li> <li>• Library books (first or second language/multicultural – to be housed in bilingual-bicultural classroom)</li> <li>• Workbooks (Note: in general, workbooks are not recommended because they tend to be only busy-work.)</li> </ul>	

## Equipment

**Equipment and Capital Objects are not approvable.**

*For Example:*

*Computers, Monitors, Printers, TVs/VCRs, Document Cameras, Stands, Cables, Touchscreen Devices, Musical Instruments, Maintenance and Repairs, Furniture/Accessories such as: desks, chairs, tables, file cabinets, rugs, bookcase, etc. and Equipment used for administrative purposes.*

### III. Other Expenses Approved by The State Superintendent

These costs are usually budgeted under *Support Services, Purchased Services* (for items in "A"), or under *Support Services, Salary/Fringe or Purchased Services* (for items in "B"). One exception would be for costs of between-school travel for itinerant staff that are usually budgeted under *Instruction, Purchased Services*. Please be specific when describing items.

<b>Staff Development</b>	
<b>Approvable</b>	<b>Not Approvable</b>
<p>Administrators/coordinators with:</p> <ul style="list-style-type: none"> <li>• Bilingual and ESL instate conferences (note: only registration fees, travel, meals and lodging expenses, per state guidelines, are approvable. Association dues are not approvable)</li> <li>• Staff Development activities related to second language acquisition and best practices in serving LEP pupils for bilingual and bicultural staff, mainstream staff, administrators, teachers aides, other school staff, and parents</li> <li>• Dictionaries for beginning writers, picture dictionaries</li> <li>• Multicultural teaching materials</li> <li>• Prints/pictures for language use-displaying situations which occur in everyday life-discussion, questioning, creative writing, role playing</li> <li>• Vocabulary and skill building activity book</li> <li>• Cassette tapes, records, books on tape (for listening skills)</li> <li>• Software specific to language acquisition</li> </ul>	<ul style="list-style-type: none"> <li>• Parent advisory committee meetings</li> <li>• Professional association conferences such as NABE and TESOL (unless held in-state)</li> <li>• Teaching license fees/costs</li> <li>• Association dues and fees</li> <li>• Food or babysitting associated with staff development activities for parents</li> </ul>
<p><b>May Be Approvable</b></p> <ul style="list-style-type: none"> <li>• Out-of-State conferences in nearby states or with a unique topic (note: these need prior approval, and will only be approved upon receipt of a written request, including justification)</li> </ul>	

Other	
<p style="text-align: center;"><b>Approvable</b></p> <ul style="list-style-type: none"> <li>• Curriculum writing done by bilingual-bicultural or ESL certified staff</li> <li>• Between-school travel of itinerant teachers, itinerant bilingual aides, home/school liaisons</li> </ul>	<p style="text-align: center;"><b>Not Approvable</b></p> <ul style="list-style-type: none"> <li>• Dues to organizations or networks</li> <li>• Remodeling/construction costs</li> <li>• Parent travel</li> <li>• On-going student transportation</li> <li>• Food</li> <li>• Babysitting</li> <li>• Postage</li> <li>• Class field trips</li> </ul>
<p><b>May Be Approvable</b>                      When justified and properly related to the instructional goals of the plan of services, and not being provided for other students.</p> <ul style="list-style-type: none"> <li>• Educational Field Trips that are not for entertainment. (Including eligible pupil transportation)</li> </ul>	

**The Wisconsin Department of Public Instruction reserves the right to make changes in what items are approvable/not approvable as necessary.**