



School Board Briefing/Proposed Action Report

Informational (no action required by Board) **Action Report** (Board will be required to take action)

DATE: January 25, 2016
FROM: Dr. Larry Nyland, Superintendent
LEAD STAFF: Dedy Fauntleroy/Principal/252-6080; dgfauntleroy@seattleschools.org
Michael Tolley, Associate Superintendent of Teaching and Learning
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I. TITLE

John Stanford International School (JSIS) 2016-17
Annual Fund for Language Immersion Instructional
Assistants (IAs)

For Introduction: March 2, 2016
For Action: March 16, 2016

II. WHY BOARD ACTION IS NECESSARY

Per Board Policy No. 6114, Gifts, Grants, Donations & Fundraising Proceeds, acceptance of funds greater than \$250,000 requires approval by the Board. This motion would authorize acceptance of funds from JSIS Parent Teacher Student Association (PTSA) up to \$450,000.

III. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be \$0.00. The revenue source for this motion is the John Stanford International School PTSA Annual Fund for Language Immersion IA's

Expenditure: One-time Annual Other Source N/A

IV. POLICY IMPLICATION

Per Board Policy No. 6114, Gifts, Grants, Donation and Fundraising Proceeds, acceptance of grant funds of greater than \$250,000 requires approval by the Board.

V. RECOMMENDED MOTION

I move that the School Board approve the acceptance and use of PTSA annual fund monies up to \$450,000, to pay for Language Immersion Instructional Assistants at John Stanford International School for the 2016-17 school year.

VI. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Audit & Finance Committee on February 11, 2016. The Committee reviewed the item and moved it forward for consideration by the full Board.

VII. BACKGROUND INFORMATION

Since starting as an international school, John Stanford has used the Annual Fund to staff language immersion instructional assistants. Each year, the Annual Fund goals have been met or exceeded, permitting the school to fund our language immersion instructional assistants (that the school staff, instead of displacing, during the Budget and Staffing season the prior year).

Due to the difficulty in hiring native/heritage-speaker language immersion instructional assistants, in the past the Budget and Staffing Departments and the Grants Office have collaborated with International Schools by utilizing the Letter of Intent. The Letter of Intent allowed us to not displace Language Immersion Instructional Assistants from year to year hence building predictability for these staff in their positions.

VIII. STATEMENT OF ISSUE

Whether to accept the funds. District policy requires acceptance of funds over \$250,000 be reviewed and receive School Board approval prior to acceptance.

IX. ALTERNATIVES

Not approve the acceptance of the funds. This alternative is not suggested because of the benefit the Language Immersion Instructional Assistants provide to students at John Stanford International School. Furthermore, the district does not provide funding for these positions through the current Weighted Staffing Standards (WSS) model.

X. RESEARCH AND DATA SOURCES / BENCHMARKS

Since Latona Elementary became John Stanford International School, the community has provided a grant to fund language immersion instructional assistants. Over the past 3 years the fund has provided the following:

Year	Grant Goal	Grant Actual	Number of IAs funded	Number of Interns funded
2013-14	(data not available)	(approx.) \$400,000	7.5	4
2014-15	\$450,000	\$420,000	7	3
2015-16	\$450,000	\$420,000	7	4
2016-17	\$350,000		6	5

Instructional Assistants and interns will be retained based on actual grant amount. In 2014-15 we needed to displace .5FTE instructional assistant due to funding. All other drops in number of IAs are due to attrition. Seattle Public Schools does not provide additional funds to support language immersion classrooms.

XI. TIMELINE FOR IMPLEMENTATION / COMMUNITY ENGAGEMENT

If approved by the Board on March 16, 2016, JSIS staff will then meet with the Budget and Staffing office to staff the Language Immersion IA’s for the 2016-17 school year.

Tentative Timeline:

- February 11, 2016 Introduce this motion to the Audit and Finance Committee
- March 2, 2016 Bring to the Board for Introduction
- March 16, 2016 Final Board Action on the request is taken
- (Date TBA) Upon Board approval of this motion, meet with Budget & Staffing office to staff school Language Immersion IA's for the 2016-17 school year
- (Date TBA) Announce to our staff, Annual Fund Committee, and community that we have staffed school Language Immersion IA's for the 2016-17school year pending funds raised by Annual Fund

XII. ATTACHMENTS

- Request for Advance Commitment to Expend Grant Funds (with Mitigation Plan embedded on page 3)
- School Funding for Elementary International Schools



2016-2017

Request for Advance Commitment to Expend Grant Funds Office of Grants & Fiscal Compliance

The attached form is to be used by a principal or a program manager to request permission to expend grant dollars prior to the receipt of a formal commitment from a funding agency.

General Practice

In unusual cases, a principal or a program manager may request authorization from the Office of Grants & Fiscal Compliance (G&FC) to spend funds under an “anticipated grant program” or “donation” prior to the receipt of a formal commitment from the funding agency.

Such authority will be granted by G&FC if a **written guarantee** is provided, assuring that the **principal or program manager will cover the risk** of a delayed start date or failure of the funding agency to make an award as anticipated. As possible, the principal or program manager should identify the “alternative fund source” that will be used to cover the expenditure if the grant funding is not forthcoming. Understanding that this is not always a possibility, please contact the G&FC with questions on how to address this.

PLEASE NOTE: A signed “Request for Advance Commitment to Expend” form must be received by G&FC before approval can be given. Only the principal/program manager can make/sign this request. Included on this form is the school’s plan of how the expense could be covered if funding should not materialize or the agreement is rescinded by the funder after a position has been staffed or an expense has been incurred. Forms without this information may be significantly delayed in processing.

Procedures

1. Complete all sections of the following form and send it to Kevin Corrigan in the Office of Grants & Fiscal Compliance.
2. Upon review with program or school’s budget analyst, a decision will be made regarding the request.
3. Requests should be made a minimum of ten (10) days in advance of the need.
4. If approved, a fund code will be set up and sent to grants accounting for processing.
5. Any request that is above \$250,000 in an initial request will require approval by the Seattle Public Schools’ Board of Directors.
6. Annual requests that are supplemented during the course of the year to the point the total awarded exceeds \$250,000 must get approval by the Board when the \$250,000 is exceeded. Note: this process can take up to six weeks and is dependent on timing/meeting schedules.

Note: The authorization is normally approved for a maximum period of ten (10) months. The Office of Grants Accounting will monitor and follow-up until all payments on the grant award have been received. All funding must be received before June 30 in the fiscal year they are applied.

Email completed/signed form in PDF format to Michael Stone in the G&FC Office, mastone@seattleschools.org. To submit a hard copy, print out the form, sign and date the form and deliver it to M/S 33-182. Signed forms can also be faxed to 252-0016.

Revised 01/18/16



2016-2017
Request for Advance Commitment to Expend Grant Funds
Office of Grants & Fiscal Compliance

To: Michael Stone – Interim Director, Grants, Fiscal Compliance and Strategic Partnerships

From: Dedy Fautleroy, John Stanford International School
Principal/School

Date: January 18, 2016

I request that authorization be given by the Office of Grants & Fiscal Compliance to expend funds under the following proposed grant commitment:

- Title of Program: Language Immersion Instructional Assistants (6 FTE)
(If funding FTEs or specific programs, provide details. You may attach a separate sheet)

- Fund Source: Our Annual Fund Committee makes the commitment to fund our Language Immersion Instructional Assistants on a yearly basis.
(PTA/PTSA/Other – If “other”, please specify – Note: This is organization making the commitment to the school or program)

- Fund Source Contact: John Stanford International Annual Fund Coordinator (TBD)
(Name of the person/contact info for the organization promising the funds – Name, Telephone, E-mail address)

- Amount/Level of Projected Funding: \$450,000

- Projected Funding Period (Start/Stop Dates): 2016-2017 School year including benefits

- Method of Payment: Quarterly invoice
Indicate if single, monthly, quarterly, billable/invoice payment or other. If a single payment, please enter date of check and amount)

The reason for this request is that (briefly justify why an advance commitment is necessary):

Immersion IAs are an integral part of our language immersion program. Seattle Public Schools does not provide funding for this.

If funding is not forthcoming as projected, is received later than anticipated or if the amount received is less than proposed, my school proposes to cover the costs using the following budget or method:

- Fund: N/A Personnel will be displaced if this occurs
- Fund Center: _____
- Commitment Item: _____

By signing below, the principal accepts responsibility for the repayment of the advance on anticipated grant or donation of funds

Concurrence: _____ Date: _____
(Only the signature of the Principal will be accepted)

Email completed/signed form in PDF format to Michael Stone in the G&FC Office, mastone@seattleschools.org. To submit a hard copy, print out the form, sign and date the form and send via District mail to M/S 33-182. Signed forms can also be faxed to 252-0016.

Office of Grants & Fiscal Compliance Action:

- _____ Approved* (Per Board Approval on March 16, 2016)
- _____ Not Approved
- _____ Returned for additional information:

Signature: _____

FY2015-16 Funding by School as Adopted

2015-2016 Budget

By School	Org	Type	B/E Enroll	FRL%	Seg. Level	Reg. Ed	Spec Ed	E.L.L.	Equity (FRL)	Total WSS Formula	Supplm.	Total Allocation Model	Dollars/ Pupil		Other Support		Total Fund 1000 Allocation	GENERAL FUND GRANTS					Total Allocation w/ All Grants	Budget w/out "Other" Grants	
													all	less: SE & ELL	SelfHelp & SubReimb	FeeSuptK		Title I	LAP	City Levy Grant	Other Grants	Total Grants			
Beacon Hill International	BH	Elem.	480	57.7%	5	2,546,322	204,172	298,334	72,230	3,121,058	231,738	3,352,796	\$6,985	\$5,938	-	-	3,352,796	90,849	60,252	194,676	-	345,777	3,698,573	3,698,573	\$ 7,705
Concord International School	CN	Elem.	410	82.0%	3	2,222,654	441,540	278,437	87,605	3,030,236	185,390	3,215,626	\$7,843	\$6,087	-	-	3,215,626	201,909	92,695	238,500	-	533,104	3,748,730	3,748,730	\$ 9,143
Dearborn Park Elementary	DP	Elem.	382	76.0%	2	2,037,604	347,646	198,828	76,241	2,660,319	139,043	2,799,362	\$7,328	\$5,898	14,971	-	2,814,333	189,463	94,050	238,500	11,209	533,222	3,347,555	3,336,346	\$ 8,734
John Stanford International	LT	Elem.	456	7.7%	5	2,229,667	119,534	39,724	8,937	2,397,862	92,695	2,490,557	\$5,462	\$5,112	-	141,960	2,632,517	-	18,539	-	420,000	438,539	3,071,056	2,509,096	\$ 5,502
McDonald International	MD	Elem.	461	5.0%	4	2,189,303	166,015	-	5,907	2,361,225	92,695	2,453,920	\$5,323	\$4,963	-	141,960	2,595,880	-	18,539	-	399,500	418,039	3,013,919	2,472,459	\$ 5,363