

Los Angeles Unified School District  
Division of Adult and Career Education

Bulletin No. 54 (Rev.)  
June 1, 2000

ATTACHMENT A

INITIATIVE STATUTE: ENGLISH LANGUAGE FOR CHILDREN IN PUBLIC SCHOOLS

ARTICLE 4. Community-Based English Tutoring

315. In furtherance of its constitutional and legal requirement to offer special language assistance to children coming from backgrounds of limited English proficiency, the state shall encourage family members and others to provide personal English language tutoring to such children, and support these efforts by raising the general level of English knowledge in the community. Commencing with the fiscal year in which this initiative is enacted and for each of the nine fiscal years following thereafter, a sum of fifty million dollars (\$50,000,000) per year is hereby appropriated from the General Fund for the purpose of providing additional funding for free or subsidized programs of adult English language instruction to parents or other members of the community who pledge to provide personal English language tutoring to California school children with limited English proficiency.

316. Programs funded pursuant of this section shall be provided through schools or community organizations. Funding for these programs shall be administered by the Office of the Superintendent of Public Instruction, and shall be disbursed at the discretion of the local school boards, under reasonable guidelines established by, and subject to the review of, the State Board of Education.

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Division of Adult and Career Education

Bulletin No. 54 (Rev.)  
June 1, 2000

ATTACHMENT B

COMMUNITY-BASED ENGLISH TUTORING (CBET) PROGRAM

**ENGLISH LANGUAGE TUTORING PLEDGE**

I, \_\_\_\_\_, pledge to provide personal English  
(PRINT)  
language tutoring to a child learning English in grades K-12, who is a member of my family or  
household.

	<u>Child's Name(s)</u>	<u>Grade</u>	<u>Child's School Enrolled</u>	<u>Dates of Tutoring</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Signature of adult making this pledge:

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone No.

\_\_\_\_\_

City

Zone

Adult school teacher's name:

Community Adult School:

\_\_\_\_\_

\_\_\_\_\_

Los Angeles Unified School District  
Division of Adult and Career Education

Bulletin No. 54 (Rev.)  
June 1, 2000

ATTACHMENT C

COMMUNITY-BASED ENGLISH TUTORING (CBET) PROGRAM  
REQUEST FOR FUNDING

Date: \_\_\_\_\_

Name of School: \_\_\_\_\_ Principal's Signature: \_\_\_\_\_

Use the Budget Planning Worksheet on the reverse side of this page to list the various budget items being requested.

Briefly describe the CBET Program components you wish to be funded (Please type):

1. Describe the needs assessment procedure conducted and its outcome. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. A brief narrative of the CBET Program envisioned by your school. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. ESL-Tutor Training Classes requested for your complex. (These costs are not to be part of this budget request). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Summary of community outreach activities planned. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Instructional materials purchasing plans. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Other related expenses. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**After completion, please mail or fax this form to Adult Ed. Fiscal Services Section, Third Street Annex, Room 301. FAX (213) 202-5644**

**DIVISION OF ADULT AND CAREER EDUCATION  
2000-2001 BUDGET PLANNING WORKSHEET  
COMMUNITY BASED ENGLISH TUTORING (CBET)  
PROPOSITION 227**

<b>School:</b>	<b>Principal:</b>	<b>BUDGET REQUESTED</b>	
<b>School Organization #:</b>		<b>Hours or Amount</b>	
<b>School Area Code:</b>		Hrs.	
<b>Cluster Complex:</b>		Hrs.	
<b>Position / Account Title</b>		Hrs.	<b>Justification for Item Requested</b>
Adult Teacher, Class Code 0838		Hrs.	
Teacher Assistant		Hrs.	
Education Aide III		Hrs.	
Community Representative C, Class Code 8102		Hrs.	
CBET Advisor, Class Code 0826		Hrs.	
Clerical Overtime (Clerical position will be determined based on the number of sites, classes, pledges, and staff)			
Custodial Overtime (15 minutes per room per day)		Hrs. = (No. of rooms x No. of sessions) ÷ 4	
Instructional Materials (for tutoring purposes only)		\$	
Office Supplies (for tutoring purposes only)		\$	
Custodial Supplies		\$	
Other:			
>Babysitting (only while parents attend training classes)			
Infant Care Aide		Hrs.	
>Snacks for children (at school sites only, not at home)		\$	
50¢ average per child		\$	
Equipment - Computer(s)* and/or Audio Equipment		\$	
*Include cost of lock-downs for computers			
For CBET program only, not entire classroom of computers			
Mileage			

**MAIL or FAX this completed form to Adult Ed. Fiscal Services Section, Third St. Annex, Room #301. FAX (213)202-5644 and  
George Kiriya FAX (310)515-7719.  
For budget assistance, call Lydia Quezada or Francisco Narciso at (213)202-5630**

**I certify that all these resources will be used for the CBET Program. Signed:** \_\_\_\_\_  
Principal

Los Angeles Unified School District  
Division of Adult and Career Education

Bulletin No. 54 (Rev.)  
June 1, 2000

ATTACHMENT D

Frequently Asked Questions Regarding the  
Community-Based English Tutoring Program

1. What is the level of funding for 2000-2001?

*For Fiscal Year (FY) 2000-2001, we expect the Legislature to allocate \$50 million as required by Proposition 227. The funds will be distributed to participating Local Educational Agencies (LEAs) based on the collective enrollment of English learners in these LEAs, according to the spring 2000 Language Census (R-30). In the spring of 1999 there were 1,317,993 English learners enrolled in LEAs that participated in CBET. That resulted in an allocation of \$37.93 per pupil. Similar levels of funding are expected for FY 2000-2001.*

2. How can the CBET funds be used?

*The purpose of these funds is to provide free or subsidized adult English language instruction to parents or other community members who pledge to provide English language tutoring to California school children with limited English proficiency. According to regulations, these funds may be used for direct program services, community notification processes, transportation services, and background checks related to the tutoring program.*

3. How long is this program going to be funded?

*The statute requires that the \$50 million be allocated each year for ten years. The program will continue until FY 2006-2007, contingent upon budget approval each year by the Legislature and the Governor.*

4. How will the CBET funds be allocated? Is the district allowed to carry over unexpended funds into the next fiscal year?

*For FY 2000-2001, (July 1, 2000 to June 30, 2001), funds will be apportioned by the CDE to LEAs via the treasurer's office of each county office of education. Unexpended funds may be carried over from year-to-year, but they must be expended within three fiscal years of allocation.*

Los Angeles Unified School District  
Division of Adult and Career Education

Bulletin No. 54 (Rev)  
June 1, 2000

-2-

ATTACHMENT D

5. May CBET funds be used in conjunction with other state and federal funding sources?

*These funds may be used to enhance existing programs or to create new programs to provide free or subsidized English language instruction for parents and other community members. We encourage partnerships and collaborations with other programs that have similar purposes and goals.*

6. How do LEAs apply for CBET funds?

*LEAs (school district or county offices of education) which enroll one or more English classes, should submit a notification of intent to participate (which serves as an application) on the date using the forms specified by the CDE. For FY 2000-2001, the CDE expects to disseminate informational packets in early spring. The due date for the submission of notifications of intent will be Friday, June 30, 2000.*

7. Will LEAs be required to submit a budget to CDE prior to receiving funds?

*LEAs will not be required to submit a budget prior to receiving funds. However, proper budgets, pledges, and appropriate program information need to be documented and retained at the LEA office and be available for review upon the request for the CDE.*

8. Who may provide program services?

*The LEA may provide CBET services or may subcontract with adult schools, community colleges or universities, library literacy programs, or community-based organizations (CBO's) that establish partnerships to offer English language instruction to parents or other community members.*

9. Can we use these funds for fingerprinting?

*The law requires background checks, as well as fingerprinting, on all persons, including CBET participants, who pledge to provide tutoring in a public school setting. The LEA may use CBET funds to comply with this requirement.*

10. What should a pledge card look like? What is the timeframe for pledges?

*Pledge records should contain at a minimum the following information: name of the school district, name of the school, and name and signature of the parent or community member who pledges to tutor English learners. The pledge process should take place during initial enrollment in the English language instructional program for adults.*

Los Angeles Unified School District  
Division of Adult and Career Education

Bulletin No. 54 (Rev.)  
June 1, 2000

-3-

ATTACHMENT D

11. Can LEAs use CBET funds to purchase equipment, supplies, and other materials?

*As long as the primary purpose of these items to support CBET program activities, the funds may be used for reasonable purchases of these items.*

12. Can LEAs use CBET funds for capital outlay, administrative expenditures, and indirect costs?

*While there appears to be no specific prohibitions against capital outlay, administrative expenditures or indirect costs, the CDE in pursuing a legal opinion regarding these types of expenditures. In the meantime, the CDE recommends that LEAs not use CBET funds for these purposes, since the primary purpose of the program as stated in the regulation is to provide direct program services.*

13. Can the CBET funds be used for other program services and activities?

*Yes, services and activities such as teacher and instructional aide salaries, software, instructional materials, staff development, leasing of space, maintenance, field trips, mileage, program evaluation, babysitting, nutritional snacks, and other similar costs that are part of direct or supportive services of the CBET program may be funded by the program.*

14. Are there instructional offerings other than the adult English language instruction that may be supported by CBET funds?

*Although the primary purpose of CBET funds is to provide adult English language instruction, these funds may also be used to support other types of instruction associated with the goals of the program. For example, CBET participants may be provided with instruction in child tutoring skills or other adult subject matter classes that promote the acquisition of English.*

15. What are the school district's basic responsibilities for accounting for the CBET funds?

*A school district will be held accountable for spending funds as authorized in Educational Code, Sections 315-316 and California Code of Regulations, Title 5, Section 11305 for keeping appropriate records of expenditures and for maintaining pledge cards. The LEA must also follow the guidelines contained in the California School Accounting Manual.*

Los Angeles Unified School District  
Division of Adult and Career Education

Bulletin No. 54 (Rev.)  
June 1, 2000

-4-

ATTACHMENT D

16. Do the providers of English language instruction to CBET adult participants need to hold authorization from the California Commission on Teacher Credentialing?

*If the English language instruction is part of a formal Adult Education Program or any other adult classes established and conducted by a public school system, the provider must have an appropriate teaching authorization. If the LEA subcontracts with a CBO, a private school or a public library service, a teaching authorization is not required.*

17. What services may the instructional aides provide in the adult English language instructional program?

*When the instruction is provided as part of the Adult Education Program in a public school system, instructional aides may provide instructional support under the supervision of an authorized teacher.*

18. Can CBET funds be used for tutoring school children that are English learners?

*No, Educational Code, Section 315 states that CBET funds are appropriated for the purpose of providing programs of adult English language instruction to parents or other members of the community who pledge to provide personal English language tutoring to California school children with limited English proficiency.*

19. Can facilities, equipment and/or materials, which are leased or purchased with CBET funds, be used by programs other than CBET?

*Yes, in certain circumstances. Facilities, equipment and materials leased or purchased with CBET funds may, without constituting an improper expenditure, be used on a part-time basis. If the facilities, equipment and/or materials can be made available for other programs without interfering with their use for the CBET program or significantly shortening their useful life, there is no objection to using the CBET facilities, equipment and/or materials given the fact that they would otherwise be idle. This guidance is consistent with 34 CFR 80.32(c), which allows facilities, equipment and materials to be made available of use in other projects and programs.*

*In cases where one of more programs use CBET facilities, equipment and/or materials beyond the range of the guideline presented above. LEAs should consider co-funding the cost of facilities, equipment and/or materials so that each program contributes its fair share.*