

Q1: Will separate norming continue for 2016-2017 school year for dual language/bilingual/foreign language immersion elementary programs? Where can I find this information?

Yes. The LD Fiscal Specialist will email the information to schools during the week of April 4, 2016.

Q2: What does separate norming mean?

Separate norming refers to the process by which the number of students enrolled in one program language is normed separately from the rest of the school. See example below using the PHBAO Elementary Teacher Norm Table.

Before separate norming: All students at an elementary school are summed by grade band, irrespective of participation in a program language.

	Grade-level span	Number of students	Norm ratio	Norm table range	Teacher allocation	Program Code
	K-3	300	24 to 1	289-312	13	13027
	4-5	200	30.5 to 1	184-214	7	13027

After separate norming: Students at an elementary school are summed by grade band based on participation in a program language. If a school has multiple programs of the same language (e.g., Spanish Maintenance Bilingual and Spanish Dual Language), the total number of students by language are combined.

In 2016-17, a new cost center will be established for each elementary program language (e.g., Spanish, Korean, Mandarin) to facilitate the collection and validation of enrollment counts.

	Grade-level span	Number of students	Norm ratio	Norm table range	Teacher allocation	Program Code
English Program	K-3	200	24 to 1	193-216	9	13027
Spanish Maintenance Bilingual + Spanish Dual Language Program	K-3	100	24 to 1	97-120	5	11119
English Program	4-5	100	30.5 to 1	93-122	4	13027
Spanish Maintenance Bilingual + Spanish Dual Language Program	4-5	100	30.5 to 1	93-122	4	11119

Q3: Are we getting an off norm position because of the separate norming?

No. Teacher positions earned based on program language students are allocated in program code 11119 (Dual/Foreign Language/Bilingual Programs) to separate them from positions earned based on non-dual language or English only students, which are allocated in program code 13027 (General Fund Program)

Q4: Does separate norming mean that a different Norm table is being used for dual language/bilingual/foreign language program schools?

No, the same norm tables are being used based on school type, norm category, and affiliated charter status. Board Approved Staffing Ratios are available on the School Fiscal Services website.

Q5: *Where can I find out how many positions are allocated for my English program and for my other language programs?*

The LD Fiscal Specialist will email the information to schools during the week of April 4, 2016.

Q6: *Does separate norming impact the Matrix?*

No. Separate norming will not impact the Matrix. Principals shall continue to generate one Matrix. Site Administrators can use preference forms to receive teachers' requests for classroom assignments. Site administrators shall review specified credentials specific training, authorizations, performance indicators, teacher status and evaluation/conduct records to inform their decision to assign a teacher to a specific class.

Q7: *What are the ramifications of having a separate cost center?*

Human Resources: Consistent with current policy, displace by school seniority.

Staff Relations: The site administrator can and should make exceptions to the CBA provision if he or she reasonably determines that the specific assignment is not in the best interest of the educational program. Administrator must consult with Staff Relations.

Budget Services: There are no ramifications.

MiSiS: There will be separate enrollment and attendance at the new cost center for students participating in the program. Classification and statistical reports will be run separately for each cost center (e.g., one for the home school and one for the new dual language/bilingual/foreign language cost center).

Q8: *How many additional cost centers will I have?*

If a school has a Korean dual-language program and a Spanish dual-language program, each of those programs will carry a separate cost center because the languages are being normed separately. If the school has two of the same language programs, for instance a Spanish dual-language program and a Spanish maintenance program, that will yield just one cost center.

Q9: *On the Staffing and Resources Sheet, does the allocation refer to the host school allocation?*

The Staffing and Resources Report notification was generated for program 13027 and 11119. The Dual Language budgets are still at the home fund center in the Staffing and Resource Report.

Q10: *Schools are currently engaged in 2016-17 Budget Development. There are teacher positions funded in program 13027 and 11119 at my school based on ECAST projections. When will the new cost center(s) be created and when will the positions funded by 11119 be moved to the new cost center(s)?*

Once the new cost centers are available in MiSiS, schools will be able to create section assignments and assign teachers to the sections. Using section assignment data, Budget Services will perform a one-time alignment of the teacher assignment by funding and cost center. For instance, if Teacher A is assigned to Position B funded by program code 13027 in the home school but has a section assignment at the dual language cost center, Budget

Services will move the teacher’s position to the new cost center and modify the funding to 11119. It is expected that the alignment will be completed before school begins in 2016-2017.

Q11: *If a dual language/bilingual/foreign language program teacher funded out of 11119 is absent, what program code should I use to time report the substitute teacher?*

The budget for day-to-day substitutes has been allocated at the home fund center in program 13027.

For additional questions, please contact the appropriate office:

Topic	Contact
Matrix	LD Field Directors in Staff Relations
School Budget (budget questions, including enrollment counts, norm allocations, and the budgeting process)	LD Fiscal Specialists
Scheduling and Rollover Process	MiSiS Technical Support—Help Desk
Staffing	LD Personnel Specialist
Instructional Program	Dual Language/Bilingual Programs Office