



# **Harlem Consolidated Schools**

DISTRICT 122

Julie M. Morris, Ed.D.  
Superintendent

To: Board of Education  
From: Julie Morris, Superintendent  
Date: July 15, 2013  
Re: Bilingual Coordinator Administrator Stipend and Secretarial Positions

## **Overview**

At the February 11, 2013 Board of Education meeting the Board was presented the results of a study conducted by consultant, Liliana Vazquez, regarding our English Language Learner (ELL) and Bilingual programming. Based on her findings, we also presented a programming plan to the School Board to be implemented beginning with the 2013-2014 school year. This plan was Board approved on February 25, 2013. (See Appendix A and B for Study and Programming Plan.)

On April 23-24, 2013, a team of representatives from the Division of English Language Learning from the Illinois State Board of Education (ISBE) conducted a compliance monitoring review of our District's programming. Based on that review a required Corrective Action Plan (CAP) has been developed and is being submitted to ISBE within 45 calendar days from the date we received the report on June 20, 2013. We will review the CAP with the Education Committee at our August meeting.

Before the compliance audit was conducted by the State, we were aware of our compliance concerns and addressed most, if not all, of them in our program plan presented to and approved by the Board on February 25, 2013.

## **Recommendation and Rationale**

One of the components addressed in our program plan included the creation of a Bilingual Coordinator position as required by the State to be in place by July, 2014. Based on an increase in our overall bilingual population, the high degree of communication with parents, the required data management, and the State requirement to have in place a Bilingual Coordinator by January, 2014; it is my recommendation that we implement a Bilingual Coordinator Administrator stipend position and a Bilingual Program Secretary position beginning in the fall of 2013. Both positions will be in place and hired no later than January, 2014.

Based on our program size, both positions will be part-time with the understanding that if our Bilingual Program continues to grow, these positions may need to be increased over time. The Bilingual Coordinator position will require approximately 10-15 hours of work per week (See Appendix C for job description and qualifications). The Bilingual Program Secretary position is

being recommended at a Level 5 position with a FTE status of .5 (See Appendix D for proposed job description and qualifications.) This job description will be reviewed with Union leadership for input should the Board approve the position.

## **Cost and Funding**

The cost of the proposal is as follows:

Bilingual Coordinator Administrator Stipend	\$ 15,000.00 per year
.5 FTE Bilingual Program Secretary (Level 5)	<u>10,816.00</u> per year
<b>Total</b>	<b>\$ <u>25,816.00</u></b>

These positions will be paid out of the District Education Fund and will be prorated for the 2013-2014 school year based on the start dates of the employees.