

**Budget Request/Reduction/Reallocation Form  
2024-2025**

**Description:** Request for Additional EL or Bilingual Teacher

**School/Department:** Student Services

**Requested by:** Lisa Jondle  
Director of Student Services

**Type of Request:** Budget Request

**Nature of Request:** Position

**Full Time Equivalency:** 1.0

**Classification:** Teacher

**Grades Affected:** Elementary (Students in grades K-4)

**Population Served:** Students with English Language needs

**Salary/Benefits Cost:** Estimate: \$60,000? (Transfer of Service)

**Rationale:** I am respectfully requesting the addition of one English Language or Bilingual teacher beginning in the 2024-2025 school year.

The rationale for this request is that we have had a significant number of newcomer students this year (including three in the last couple of weeks), which has increased our need for additional support. The challenge in anticipating support for new EL students is the wide variety of circumstances and non-linear rate increases. Newcomer or newly arrived students often have no English proficiency which means they require immediate and immense support to learn the routines, expectations, and understanding of how American schools operate. Additionally, not all of our newcomers speak Spanish, which means the bilingual program is not the appropriate placement.

Thank you for your consideration.

**Attachment?** No

**Submitted:** 05/02/2024

**For Business Office Use**

- ☐ Approved
- ☐ Denied
- ☐ Budget/Acct # \_\_\_\_\_
- ☐ Budgeted amount \$ \_\_\_\_\_
- ☐ Notified Requestor \_\_\_\_\_
- ☐ Notified Dept: \_\_\_\_\_