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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

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BULLETIN NO. 028-22 OFFICE OF SYSTEM AND SCHOOL IMPROVEMENT

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
School District Federal and State Program Managers
School District Principals

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Substitute Shortages and ELL Teachers Funded by TBIP and Title III, Part A

CONTACT: Kristin Percy Calaff, Director of Multilingual Education
564-999-3144, kristin.percycalaff@k12.wa.us

PURPOSE/BACKGROUND

The purpose of this bulletin is to clarify the use of Transitional Bilingual Instruction Program (TBIP) and Title III, Part A funds to support multilingual/English learners and to address the limitations on these funds for filling substitute shortages. The Office of Superintendent of Public Instruction (OSPI) also reminds school districts that to meet the civil rights obligations to multilingual/English learners, services to these students must not be disrupted due to other staffing constraints.

ELL Teachers and Substitute Shortages

Over the past two years, emergency measures have been needed to address teacher absences and substitute shortages due to the pandemic, which have included use of ELL teachers and specialists to cover classrooms on a short-term basis. As these emergency needs are diminishing, schools are still facing ongoing substitute shortages that are anticipated to continue. There are two important requirements regarding this practice.

Student Services

Services to multilingual/English learners must not be disrupted due to staffing constraints. If ELL teachers or specialists are being used to cover classrooms due to substitute shortages, this practice cannot significantly disrupt student services. Schools should have a plan for continuing services to multilingual/English learners in the absence of an ELL teacher for any reason.

Funding Source

If a school or district intends to use ELL teachers and/or specialists to provide substitute coverage on a regular basis (such as a weekly or bi-weekly rotation), a portion of that position must be funded using basic education or other funds, NOT Title III or TBIP funds. These funding sources are specifically designed to support the English language acquisition of multilingual/English learners and cannot be used for other purposes such as general substitute coverage.

Funding Long-Term Substitutes for ELL Teachers

If an ELL teacher or specialist, funded by TBIP, is out for an extended leave and a long-term substitute who holds an ELL or Bilingual endorsement cannot be found, the long-term substitute can be paid from TBIP on a temporary basis, until the fully endorsed teacher returns. Long-term substitutes who are supporting multilingual/English learners must have appropriate training to be able to provide services, even if they lack the ELL/Bilingual endorsement.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Kristin Percy Calaff, Director of Multilingual Education, at 564-999-3144 or email kristin.percycalaff@k12.wa.us. The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

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CR:kpc

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