

SAN BENITO CISD

Bilingual/ESL Teacher Stipend Letter of Understanding

Teacher Name: _____

School: _____

School Year: _____

Dear [Teacher's Name],

This letter serves as a Letter of Understanding between San Benito CISD and the above-named bilingual teacher regarding the annual bilingual stipend for the 2025–2026 school year.

Purpose:

The purpose of the stipend is to recognize and compensate certified teachers who provide targeted instruction and academic support to English Learners (ELs) through Bilingual and/or English as a Second Language (ESL) programs.

Teachers receiving this stipend are expected to:

- Provide academic instruction that integrates both the **English Language Proficiency Standards (ELPS)** and the **Texas Essential Knowledge and Skills (TEKS)**;
- Deliver content instruction in both the student's **primary language (L1)** and **second language (English)** to support bilingual literacy and biliteracy development.
- Support students in building conceptual understanding in all content areas while they develop English language proficiency.
- Use linguistically accommodated strategies that foster language acquisition and academic achievement in both languages.

This stipend reflects the district's commitment to equitable, culturally responsive, and linguistically appropriate instruction that prepares English Learners for success in both languages.

Terms and Conditions:

Eligibility:

- The teacher must possess a valid bilingual certification or endorsement in accordance with state and district requirements.
- The teacher must be assigned to work with Emergent Bilingual students and use bilingual skills regularly in instruction or school communications.

The teacher must:

- For **returning bilingual/ESL teachers**: Complete a minimum of **6 hours** of documented professional development annually, specifically related to bilingual/ESL instruction, ELPS implementation, or language acquisition.
- For **new bilingual/ESL teachers** to the district:
Complete a minimum of **12 hours** of documented professional development in their first year, focused on bilingual/ESL best practices, compliance, and instructional strategies.

- Collaborate with colleagues, parents, and the Language Proficiency Assessment Committee (LPAC) as needed.

As a bilingual and/or ESL teacher, you agree to the following:

Stipend Amount:

- Amounts are determined in accordance with the district's **board-approved compensation plan** and are based on the number of identified English Learners served by the teacher as of the **TEA Snapshot date**.
- The stipend is disbursed in **two equal payments**:
 - First half in December
 - Second half in May
 - Stipend payments may be prorated due to:
 - Partial-year service,
 - Reassignment from a qualifying position,
 - Non-completion of required professional development,
 - Or changes in teacher's assignment.

Responsibilities:

- Deliver instruction in both English and the target language as required by the LPAC.
- Participate in professional development related to bilingual education, as required by the district.

Duration and Review:

- This agreement is valid for one school year and must be renewed annually.
- Continued eligibility and payment of the stipend are contingent on compliance with the above conditions and availability of funds.

By signing below, you acknowledge and agree to the terms outlined in this letter. If you have any questions, please contact Human Resources or your campus administrator.

Sincerely,

[Principal/Administrator Name]

Title Date: _____

Teacher Acknowledgment I, _____, acknowledge and understand the expectations and conditions outlined above regarding the bilingual teacher stipend for the [2025–2026] school year.

Signature: _____

Date: _____