

San Benito CISD

Bilingual and ESL LPAC Lead Teacher Stipend Letter of Understanding

Teacher Name: _____

School: _____

School Year: _____

Dear [Teacher's Name],

This Letter of Understanding outlines the expectations and conditions for receiving the **Bilingual and/or ESL LPAC Lead Teacher Stipend** during the [2025–2026] school year.

Purpose:

The purpose of the stipend is to recognize and compensate certified teachers who provide support to the campus LPAC Administrator.

PREREQUISITES

1. LPAC Lead Teacher must be certified in Bilingual or ESL Education.
2. LPAC Lead Teacher must be currently teaching Bilingual/ESL students.
3. RTI Teacher is eligible if bilingually certified.

STIPEND

San Benito CISD agrees to provide:

- Amounts determined in accordance with the district's **board-approved compensation plan** and are based on the number of identified Emergent Bilinguals served at the campus as per **TEA's 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,

LPAC DUTIES AND RESPONSIBILITIES FOR LPAC LEAD TEACHER:

1. Assist LPAC administrator with the emergent creation of bilingual assessments (proctor-as per LPAC admin.)
 - a. identification of all new students that require an English Language Proficiency Assessment (**Pre Las or Las Links**)
 - b. and reclassification test @ end of the year- (Norm Reference tests for reclassification purposes 1st, 2nd, 11th, 12th)
2. Assist LPAC Administrator filing the HLS, Notification Letter, Parent Approval/Denial letter, Exit letter & any other important documentation in the LPAC blue folder. All filing must be completed **within two weeks** of last day of school
3. Participate in emergent bilingual students' meetings: (**not during instruction**)
 - a. **the initial meeting** - as students enroll and have a language other than English on the home language survey (HLS),
 - i. coordinate with Bilingual/ESL department clerks, campus PEIMS clerk, LPAC administrator

- ii. LPAC documentation completed on Ellevation and filed in the students LPAC (Blue) folder
 - iii. ensure proper PEIMS Coding
 - b. **middle of the year** (MOY) meeting -3rd- 12th designated supports decision for state assessments (STAAR & EOC)
 - c. **end of the year** (EOY) meeting -continuation or reclassification
4. Generate/file Ellevation reports as appropriate
 5. Attend Bilingual/LPAC updates as required
 6. Other duties pertinent to LPAC as assigned by campus principal or LPAC administrator

TERMS

- This stipend is issued for the **2025–2026** school year only and does not guarantee payment in future years.
 - The stipend will be paid according to the district payroll schedule and prorated based on time served.
 - The stipend may be discontinued if the teacher no longer serves in a qualifying position or fails to meet certification or performance expectations.
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Acknowledgment:

By signing this Letter of Understanding, you affirm that you meet the criteria listed above and agree to fulfill the responsibilities required to receive the bilingual and/or ESL campus LPAC lead teacher stipend.

Teacher Signature: _____

Date: _____

Administrator Signature: _____

Title: _____

Date: _____