

Private Schools' Handbook

2018-2019

**Title II: Supporting Effective
Instruction**

**Title IV: Student Support and
Academic Enrichment**

Mary R. Conage, Ed.D., Director, Special Projects

Karen Grider, Secretary

Brandy Priser, Account Clerk

Table of Contents

	<u>page</u>
Overview	4
Private School Participation in Title II and Title IV	4
Notification	5
Intent to Participate	5
Consultation	6
Affirmation of Consultation	7
Determining Allocations	7
Roll Forward	8
Control of Funds and Reimbursement	9
Record Keeping	9
Authorized Use of Funds Title II	10
Authorized Use of Funds Title IV	12
The Needs Assessment	13
Needs Assessment Components	13
The Participation Plan	14
Guidelines for Professional Development Funded through Title II, Part A	14
Methods for Private Schools to Access Services through Title II, Part A	15
School-based PD Activities at Private Schools	15
Process for School-Based PD	15
Collaborative Activities Involving Two or More Private Schools	17
Process for Collaborative Activities	17
University/College Level Coursework	18
Process for University/College Level Coursework	18
Web Based Professional Development Class or Workshop	18
Process for Web-Based Professional Development	18
Travel for Professional Development	19
Process for PD Travel	19
PD Travel Guidelines	20
District Professional Development Activities	21
Process for District Professional Development	21
Important Dates	22
District Contacts	23

Sample Documents and Forms	24
Needs Assessment.....	24
Participation Plan.....	27
Non-PCS Employee Sponsorship Form.....	28
Requisition Worksheet.....	29
Prepayment Authorization Form	30
Travel Authorization and Claim Form	31

Overview

Title II: Supporting Effective Instruction	Title IV: Student Support and Academic Enrichment
<p><u>Purpose:</u></p> <ul style="list-style-type: none"> • Increase student achievement consistent with the challenging State academic standards • Improve the quality and effectiveness of teachers, principals and other school leaders • Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools • Provide low-income and minority students greater access to effective teachers, principals and other school leaders. 	<p><u>Purpose:</u></p> <ul style="list-style-type: none"> • Provide students with access to a well-rounded education. • Improve safe and healthy school conditions for student learning. • Improve the use of technology in order to improve the academic achievement and digital literacy of all students.

Professional development activities and other activities supported with Title II or Title IV funds must be *in addition to, not in place of*, what the school would otherwise provide. It would be supplanting to use federal funds to provide services or resources a private school should provide in the absence of federal funds.

Private School Participation in Title II and Title IV

School districts are required to provide educational services and other benefits for private school children, teachers and other educational personnel, equitable in comparison to services and other benefits for public school children, teachers and other educational personnel, pursuant to section 8501(a)(3)(A) of the Elementary and Secondary Education Act (ESEA), amended by the Every Student Succeeds Act of 2015 (ESSA). Private schools must hold non-profit status in order to be eligible to receive funds.

Notification

The Elementary and Secondary Education Act (ESEA), amended by the Every Student Succeeds Act of 2015 (ESSA), requires that school districts contact appropriate officials of all private schools within the geographic boundaries of the district annually to determine if they want their teachers to participate in available federal education programs, regardless of whether or not those officials have recently indicated any interest in program participation. In order to allow participants the opportunity to take part in the annual needs assessment before allocations are made available in the next fiscal year, letters should be mailed in the current fiscal year. The district must include private schools that wish to participate in federal education programs in the needs assessment, planning, participation and evaluation of professional learning activities.

Intent to Participate

Intent to Participate forms are sent to private schools annually, during the month of December. Included with this form is a request to update the schools' eligibility information for participation in federal programs. This will include:

- a written affirmative action policy, or description of standing practices, of admitting students irrespective of race;
- documentation of 501(c)3 tax-exemption; and,
- the U.S. Education Department's Office for Civil Rights "Assurance of Compliance—Civil Rights Certificate", signed and dated by the school principal (submit signed form to the school district; do not submit to the federal government as indicated on the form)

Consultation

To ensure **timely and meaningful** consultation, the school district must include private school officials during the design and development of the proposed programs, pursuant to section 8501(c).

It is important that attention be given to the timing of the consultation so that decisions affecting private school participation are made after discussions have taken place. In accordance with section 8501(c)(3), the consultation must occur before the district and private schools make any decisions that affect the opportunities for eligible private school children, teachers and other educational personnel to participate in Title II, Part A programs. The quality of the consultation process will likely have an effect on the quality of services to private schools.

Pursuant to section 8501(c)(1), school districts must consult with appropriate private school officials and have the goal of reaching agreement on how to provide equitable and effective programs for eligible private schools on issues such as the following:

- How student needs will be identified
- How student needs will inform professional learning needs of teachers, principals and other school leaders
- What services will be offered
- How, where and by whom the services will be provided
- How the services will be assessed and how the results of the assessment will be used to improve those services, as school districts are responsible for ensuring private schools measure effectiveness of funded activities
- The size and scope of the equitable services to be provided to eligible teachers, the amount of funds available for those services and how that amount is determined
- How and when the district will make decisions about the delivery of services, including a thorough consideration and analysis of the views of the private school officials on the provision of services through potential third-party providers
- Whether to provide equitable services to eligible private schools by creating a pool or pools of funds with all of the funds allocated, in accordance with section 8501(a)(4)(C).

School districts are also encouraged to consult with private school officials and provide guidance and/or copies of applicable policies or written procedures, such as travel, stipends, college courses and source documentation required to determine allowability.

Affirmation of Consultation

School districts should obtain a written affirmation signed by officials of each participating private schools that meaningful consultation required by ESSA has occurred. The written affirmation must provide the option for private school officials to indicate if they feel timely and meaningful consultation has not occurred or that the program design is not equitable with respect to eligible private school children.

If private school officials do not provide the written affirmation within a reasonable period of time, the district must document that consultation or attempts at consultation took place, pursuant to section 8501(c)(5).

Determining Allocations

The amount a school district must reserve to provide equitable services for private school teachers and other educational personnel for Title II, Part A services is based on the district's total Title II, Part A allocation, less administrative costs. The district determines the amount of funds available for Title II, Part A equitable services by calculating, on a per-pupil basis, the amount available for all public and private school students enrolled in participating private elementary and secondary schools in areas served by the district (regardless of a student's residency). **The Title II per-pupil allocation for 2018-2019 is \$31.32.**

Unlike Title II, there is not a prescribed methodology districts must use to allocate Title IV funds. For 2018-2019, the allocation for private schools was calculated on a per-pupil basis, as with Title II. **The Title IV per-pupil allocation for 2018-2019 is \$16.28.**

Formula to Determine Amount for Title II, Part A Equitable Services*	
A. Number of Students	
A1. District Enrollment	101,825
A2. Participating Private Schools Enrollment	10,292
A3. Total Enrollment = A1 + A2	112,117
B. Title II, Part A Allocation	
B1. Total Title II, Part A Allocation (including estimated roll forward)	\$3,676,128
B2. Administrative Costs	\$165,037
B3. Total Title II, Part A Allocation Minus Admin Costs = B1 – B2	\$3,511,091
C. Per Pupil Rate	
C1. B3 divided by A3	\$31.32
D. Equitable Services	
Amount the district must reserve for equitable services for private school teachers and other educational personnel = A2 x C1	\$322,345.44

**For the 2018-2019 school year, based on "date certain" of 12/7/2017.*

Roll Forward

In general, to ensure that equitable services are provided in a timely manner, a district must obligate the funds allocated for equitable services under all applicable programs in the year for which they are appropriated. (ESEA sections 1117(a)(4)(B) and 8501(a)(4)(B).) There may be extenuating circumstances, however, in which a district is unable to obligate all funds within this timeframe in a responsible manner. Under these circumstances, the funds may remain available for the provision of equitable services under the respective program during the subsequent school year. In determining how such carryover funds will be used, the district must consult with appropriate private school officials. (ESEA sections 1117(b) and 8501(c)).

Control of Funds and Reimbursement

Pursuant to section 8501(d), **the district must maintain control of Title II and Title IV funds at all times.** Any materials, equipment or property purchased with these funds shall remain property of the district, where the materials, equipment or property must continue to be used for the purposes of Title II or Title IV.

The school district may use Title IV funds to reimburse a private school for purchases of materials or procurement of services, if such costs have been preapproved. **The school district may use Title II funds to reimburse an individual private school teacher, principal or other school leader for professional development** that the district has preapproved, and meets the reasonable and necessary cost principles of 2 CFR section 200. The school district must not reimburse for unallowable activities.

Record Keeping

While an the district may not overburden a private school in paperwork, as the district is fiscally responsible for the management of funds pursuant to section 8501(d), the district may require the private school to submit enough documentation to determine student and teacher needs, as well as documentation to determine that the activities and expenses are allowable, reasonable and necessary, in accordance with any and all federal and state requirements.

School districts that serve private schools expend funds on behalf of the private schools, thus all private school expenditures must also comply with the district's procurement procedures. Districts entering into contracts on behalf of private schools must adhere to district procedures and have the primary responsibility for maintaining documentation.

In order to meet its general record-keeping responsibility, the school district should document that:

- Representatives of private schools were informed of the availability of services;
- The needs of private and public school teachers were identified as part of a needs assessment;
- Private school officials were consulted and provided an opportunity for input into the planning of program activities; and
- The district's approved budget permitted equitable participation for private schools

Authorized Use of Funds for Title II

The primary goal of Title II, Part A is to **enhance the quality of teaching and principal leadership in order to improve student achievement**. A needs assessment of professional development for improved teacher and principal quality should be conducted. Professional development provided using Title II, Part A funds must target the needs of private school personnel and be aligned to the following authorized uses of funds:

1. Providing high-quality, personalized professional development that is evidence-based for teachers, instructional leadership teams, principals, or other school leaders, that is focused on improving teaching and student learning and achievement, including supporting efforts to train teachers, principals, or other school leaders to—

- effectively integrate technology into curricula and instruction (including education about the harms of copyright piracy)
- use data to improve student achievement and understand how to ensure individual student privacy is protected
- effectively engage parents, families, and community partners, and coordinate services between school and community
- help all students develop the skills essential for learning readiness and academic success
- participate in opportunities for experiential learning through observation

2. Developing programs and activities that increase the ability of teachers to effectively teach children with disabilities, including children with significant cognitive disabilities, and English learners, which may include the use of multi-tier systems of support and positive behavioral intervention and supports, so that such children with disabilities and English learners can meet the challenging State academic standards.

3. Providing programs and activities to increase the knowledge base of teachers, principals, or other school leaders on instruction in the early grades and on strategies to measure whether young children are progressing and the ability of principals or other school leaders to support teachers, teacher leaders, early childhood educators, and other professionals to meet the needs of students through age 8, which may include providing joint professional learning and planning activities for school staff and educators that address the transition to elementary school.

4. Carrying out in-service training for school personnel in the techniques and supports needed to help educators understand when and how to refer students affected by trauma, and children with, or at risk of, mental illness, and issues related to school conditions for student learning, such as safety, peer interaction, drug and alcohol abuse, and chronic absenteeism.
5. Providing training to support the identification of students who are gifted and talented, including high-ability students who have not been formally identified for gifted education services, and implementing instructional practices that support the education of such students.
6. Supporting the instructional services provided by effective school library programs.
7. Providing training for all school personnel, including teachers, principals, or other school leaders, specialized instructional support personnel, and paraprofessionals, regarding how to prevent and recognize child sexual abuse.
8. Developing and providing professional development and other comprehensive systems of support for teachers, principals, or other school leaders to promote high-quality instruction and instructional leadership in science, technology, engineering, and mathematics (STEM) subjects, including computer science.

Authorized Use of Funds for Title IV

The primary goal of Title IV, Part A is to provide students with access to a well-rounded education, improve safe and healthy school conditions for student learning, and improve the use of technology in order to improve the academic achievement and digital literacy of all students.

Resources and supports provided by Title IV, Part A funds may include (but are not limited to) the following:

Well-Rounded Educational Opportunities (ESEA section 4107)	Safe and Healthy Schools (ESEA section 4108)	Effective Use of Technology (ESEA section 4109)
<ul style="list-style-type: none"> • Improving access to foreign language instruction, arts, and music education. • Supporting college and career counseling, including providing information on opportunities for financial aid through the early FAFSA. • Providing programming to improve instruction and student engagement in science, technology, engineering and mathematics (STEM), including access to these subjects for underrepresented groups. • Promoting access to accelerated learning opportunities including Advanced Placement (AP) and International Baccalaureate (IP) programs, dual or concurrent enrollment programs and early college high schools. • Strengthening instruction in American history, civics, economics, geography, government education, and environmental education. 	<ul style="list-style-type: none"> • Promoting community and parent involvement in schools. • Providing school-based mental health services and counseling. • Promoting supportive school climates to reduce the use of exclusionary discipline and promoting supportive school discipline. • Establishing or improving dropout prevention. • Supporting the re-entry programs and transition services for justice-involved youth. • Implementing programs that support a healthy, active lifestyle (nutritional and physical education). • Implementing systems and practices to prevent bullying and harassment. • Developing relationship building to help improve safety through the recognition and prevention of coercion, violence, or abuse. • Establishing community partnerships. 	<ul style="list-style-type: none"> • Supporting high-quality professional development for educators, school leaders, and administrators to personalize learning and improve academic achievement. • Building technological capacity and infrastructure. • Carrying out innovative blended learning projects. • Providing students in rural, remote, and underserved areas with the resources to benefit from high-quality digital learning opportunities. • Delivering specialized or rigorous academic courses and curricula using technology, including digital learning technologies and assistive technology.

The Needs Assessment

Private schools' use of Title II and Title IV funds should be based on a documented needs assessment that is aligned to a strategic participation plan. The needs assessment process helps determine if the current methods of participation are meeting the needs of private schools. Additionally, information from the needs assessment is used in development of the district's Title II and Title IV applications. Participating schools must submit a needs assessment to the Special Projects office for review and approval, **prior to submitting a participation plan**. Professional development activities that are not aligned to the school's needs assessment will not be approved for reimbursement.

Needs Assessment Components

The five components of the needs assessment are:

1. Briefly summarize the school's needs assessment process.
2. Identify your students' needs (academic, social-emotional, physical health, digital literacy) that emerged from the process described above. Provide appropriate data for support.
3. Identify your professional development needs, related to addressing the needs identified above.
4. Describe the programs, services or other activities the school intends to implement to address the identified needs.
5. Provide outcome objectives for activities to be funded through Title II, Part A and/or Title IV, Part A. Describe the plan for determining the extent to which these services and programs contributed to addressing needs identified above.

The Participation Plan

Upon review and approval of the needs assessment, private schools may submit a plan for participation. Activities included on the participation plan must be aligned to the school's needs assessment and professional development plan. The participation plan **may be updated during the school year** to reflect new information that was unknown at the time of plan submission. However, plan updating after initial submission is intended to provide flexibility to incorporate exceptions into the planning process; it is not intended as a primary strategy for plan development. Additions that are not aligned to the school's approved needs assessment will not be approved. Activities **should not begin prior to being approved** by the Special Projects Director for Title II or Title IV funding. Please allow at least one week prior to the activity for plan review.

Guidelines for Professional Development Funded through Title II, Part A

Professional development activities for private school personnel must be based on a review of scientifically based research and must be expected to improve student academic achievement. Educational services to private school personnel must be secular, neutral, and non-ideological [Section 9501(a)(2)]. Title II, Part A funds may be used to pay for a private school teacher's attendance at a professional conference conducted by a faith-based organization to the extent that the conference is part of a comprehensive secular professional development plan for the teacher. Title II, Part A funds may be expended to pay for the portion of the costs of the conference that, as determined by the district, represent the secular professional development in which the teacher participated.

Current guidelines allow the use of Title II funds to support professional development activities for teachers, principals, and other school leaders. See "Authorized Use of Funds" on pages 10 and 11.

Methods for Private Schools to Access Services through Title II, Part A

Private schools may access professional development services through Title II, Part A in six different ways.

School-based PD Activities at Private Schools

Each participating non-public school may conduct site-based professional development activities that will enhance and expand knowledge and skills of teachers, principals, and other school leaders. Costs for these activities will be paid from individual school Title II funds. However, all purchases of professional development services (e.g. consultants) and materials (e.g. professional development books for participants) and other related expenses must be purchased directly through the school district's Special Projects office. **Reimbursement of non-public school expenses will not be approved.**

Process for School-Based PD

- Describe each school-based professional development activity that will be supported with the school's Title II funds on the PD plan.
- Clearly and succinctly describe how each activity will enhance and expand knowledge and skills of teachers, principals, and other school leaders.
- Provide the scientifically based research indicating how the activity will advance understanding of effective instructional strategies to increase student achievement or meet the needs identified on the school needs assessment.
- For each activity, indicate the kinds of expenses that are expected to be incurred and paid by Title II funds, including whether or not a consultant will be used. Provide the name of the consultant, if that information is known at the time of plan submission.
- Provide a total of estimated expenses.

Purchase requests must be coordinated through Brandy Priser, who provides required purchase requisition forms for each participating private school and facilitates entering purchase requisitions through the school district's online finance system (TERMS). Ms. Priser may be reached by email at priserr@pcsb.org or by calling 727-588-6226.

- Private schools submit activity on Title II PD plan for approval.

- Once approved, private schools submit requisitions for consultants and professional development materials to the Special Projects office on the forms provided. **This process can take up to 3 weeks, so please plan accordingly.**
- Consultant requisitions must be accompanied by a draft invoice or estimate from the consulting company.
- Completed requisitions may be submitted to the Special Projects Office by U.S. mail, email, or fax.
 - U.S. mail: P.O. Box 2942, Largo, FL 33779-2942
 - Email: priserr@pcsb.org
 - Fax: 727-588-6331
- The Special Projects office will enter orders into the school district's TERMS finance system. Schools will receive a yellow and a gray copy of the purchase order.
- Upon receipt of the professional development materials or upon completion of the services of a consultant, return the signed invoice, sign-in sheets, and agenda to the Special Projects office. Once these are received, payment can be processed.

It is very important to plan well ahead of the desired activity to ensure the purchasing process is completed in time to deliver requested services. Reimbursement of expenses incurred by non-public schools will not be approved. Services purchased through the Special Projects office may not begin prior to notice by the Special Projects office that the purchasing process has been initiated. This will ensure that purchase orders are issued before services are rendered, as required by the school district's purchasing department.

Collaborative Activities Involving Two or More Private Schools

Schools may choose to collaboratively participate in activities by “pooling” their set-asides. This can be accomplished by designating one individual to serve as the contact person for specific activities who will work with the Special Projects office to implement the spending process. Principals of participating schools will be requested to submit written authorization for pooling school set-asides for specific activities.

Process for Collaborative Activities

- Describe each professional development activity in which the school will collaborate with one or more schools to “pool” Title II funds on the PD plan.
- Provide the names of collaborating schools at the time of plan submission.
- Clearly and succinctly describe how each activity will enhance and expand knowledge and skills of teachers, principals, and other school leaders.
- Provide the scientifically based research indicating how the activity will advance understanding of effective instructional strategies to increase student achievement or meet the needs identified on the school Needs Assessment.
- For each activity, indicate the kinds of expenses that are expected to be incurred and paid by Title II funds, including whether or not a consultant will be used, and if so provide the name of the consultant if that information is known at the time of plan submission.
- Provide a total of estimated expenses.
- Each school “pooling” funds for an activity should include it on their Title II plan.

University/College Level Coursework

Participation in University/College level coursework that will enhance and expand knowledge and skills of teachers, principals, and other school leaders.

Process for University/College Level Coursework

- List name and subject area of each staff member who is authorized by the school to take university/college coursework for reimbursement on the PD plan.
- For each employee, list name of classes to be taken and reimbursed, location, and dates classes will start and end.
- For each class, provide a syllabus that clearly indicates how the class will enhance and expand knowledge and skills of teachers, principals, and other school leaders.
- For each employee, indicate anticipated expenses to be reimbursed by Title II funds.
- Provide a total of estimated expenses.

Web Based Professional Development Class or Workshop

Participation in web based workshops or coursework that will enhance and expand knowledge and skills of teachers, principals, and other school leaders. Related expenses must be purchased directly through the school district's Special Projects office or paid by the individual participant and submitted for reimbursement. **Reimbursement of non-public school expenses will not be approved.**

Process for Web-Based Professional Development

- List name and subject area of each staff member who is authorized by the school to participate in the web based professional development activity for reimbursement on the PD plan.
- For each employee, list name of web-based professional development to be reimbursed and date(s) activity will start and end.
- For each activity, provide a description that clearly indicates how the professional development will enhance and expand knowledge and skills of teachers, principals, and other school leaders.

- Provide the scientifically based research indicating how the activity will advance understanding of effective instructional strategies to increase student achievement or meet the needs identified on the school needs assessment.
- For each employee, indicate anticipated expenses to be reimbursed by Title II funds.
- Provide a total of estimated expenses.

Travel for Professional Development

Teachers, principals, and other school leaders of eligible non-public schools may incur travel expenses to participate in appropriate professional development activities that will enhance and expand knowledge and skills. *Individual travelers* may incur allowable expenses for reimbursement. **Non-public schools will not be reimbursed for travel expenses incurred on behalf of employees.**

Process for PD Travel

- List name and subject area of each staff member who will request travel reimbursement on the PD plan.
- Describe the professional development activity including how the professional development will enhance and expand knowledge and skills of teachers, principals, and other school leaders
- Provide the scientifically based research indicating how the activity will advance understanding of effective instructional strategies to increase student achievement or meet the needs identified on the school needs assessment.
- For each activity, provide an estimate of anticipated travel expenses broken down by registration, mileage, meals, etc. (Please note that FLDOE regulations do not allow for meals for single day travel.)
- Provide a total of estimated expenses.

PD Travel Guidelines

Travel and registration expenses incurred by private school staff to attend conferences or participate in other professional development activities that enhance and expand knowledge and skills will be reimbursed from Title II Part A funds to individual travelers, but not to private schools. If a private school pays travel or registration costs on behalf of a teacher or principal, *those costs cannot be reimbursed to the school or the employee*. Travel must be reasonable and necessary for professional development and must be approved on the school's Title II plan. Please note that travel for college coursework is not eligible for reimbursement.

Travelers must complete and submit a Pinellas County Schools travel reimbursement form to the private school administrator for approval signature, and forward to the special projects office for review and authorization of expenses. Travel reimbursement forms are provided by the special projects office.

Activities funded by federal dollars **must be nonsectarian and non-ideological**.

Allowable travel costs are the same as past years; however, reimbursement rates are revised annually. A summary of travel guidelines is provided below for your convenience. All receipts must have appropriate documentation indicating the employee for whom expenses were incurred.

- Registration—Receipts required.
- Travel to/from by automobile—mileage is 53.5 cents/mile round trip according to Map quest map mileage.
- Travel to/from by air - original airline receipt required.
- Lodging—Original hotel receipt showing a zero balance is required
- Meals at \$49/day—receipts are not required. To be eligible for meals reimbursement, the following guidelines must be used.
 - Breakfast: \$12.00—Travel must begin *before* 6 a.m. and extend *beyond* 8 a.m.
 - Lunch: \$13.00—Travel must begin *before* 12 noon and extend *beyond* 2 p.m.
 - Dinner: \$24.00—Travel must begin *before* 6 p.m. and extend *beyond* 8 p.m.

Note: meals for single day travel are not allowable.

- Rental car, if needed—original receipt required—compact vehicle only unless authorized for different size and rate by the special projects office. Receipts for gas for rental car are required.
- Tolls—Receipts required.
- Parking—public parking is allowable, receipt required—valet parking is not allowable, except when hotel automatically includes as part of hotel expenses and traveler has no other option. Airport parking is allowable but must be most economical option available – receipt required.

District Professional Development Activities

Teachers, principals, and other school leaders of eligible non-public schools may participate in district level professional development offerings. A list of courses, dates, times, and locations is available through the district's electronic Professional Learning Network (PLN). The PLN provides descriptions of course offerings on various subjects, target audiences, and prerequisites (if applicable). Private school personnel will be in charge of their own transcripts and certification through Performance Matters, the vendor that supports the PLN.

Process for District Professional Development

- List name and subject area of each staff member who is authorized by the school to participate in the district professional development activity on the PD plan.
- For each employee, list the district professional development course(s) to be paid using Title II funds, as well as the course start and end date(s).
- For each activity, provide a description that clearly indicates how the professional development will enhance and expand knowledge and skills.
- Provide the scientifically based research indicating how the activity will advance understanding of effective instructional strategies to increase student achievement or meet the needs identified on the school needs assessment.
- Provide a total of estimated expenses.
- Complete and submit a Requisition Worksheet for Performance Matters.
- A Non-PCS Employee Sponsorship Form is required to provide each private school employee a Pinellas County Schools (pcs) email address. An annual \$39.00 fee (per person) will be incurred against the school's Title II funds for email accounts.
- Performance Matters will invoice private schools directly. The charge per school includes a \$2,000 annual contract, which provides up to 250 licenses per school. School licenses may be paid using Title II, Part A funding.

Methods for Private Schools to Access Services through Title IV, Part A

Private schools may access any of the professional development activities described for Title II above, using Title IV funds. The key difference is that reimbursement of Title IV funds is made to the school, while reimbursement of Title II funds is made to individuals.

In addition to professional development, Title IV funds may be used to reimburse a private school's purchase of supplemental enrichment materials, technology hardware and software, instructional materials and supplies, and other resources aligned to program purposes.

Private schools should submit a participation plan to the Special Projects Director, identifying activities and anticipated expenditures for Title IV. Once the plan is approved, the school may purchase items. Receipts documenting approved purchases, along with a memo requesting reimbursement on school letterhead, should be sent to Brandy Priser (priserr@pcsb.org). A reimbursement check will then be issued to the school.

Important Dates

December 2018	2019-2020 Intent to Participate Forms mailed
January 18, 2019	Intent to Participate Forms due to the Special Projects office
March 19, 2019	Spring Private School Consultation (tentative)
April 26, 2019	Last day to opt in to Summer PD pool (<i>prior to June 30</i>)
May 10, 2019	Last day to update 2018-2019 Title II activity plans
July 12, 2019	Deadline for receipt of Title II reimbursement paperwork for 2018-2019 school year
August 9, 2019	Last day to update 2018-2019 Title IV activity plans
October 11, 2019	Deadline for receipt of Title IV reimbursement paperwork for 2018-2019 school year

District Contacts

Mary R. Conage, Ed.D., Director, Special Projects

Guidelines for participation
Needs assessment development
Allowable activities
PD plan approvals

Karen Grider, Secretary

School eligibility
Required documents for participation

Brandy Priser

Purchase requisitions
Title II and Title IV allocations
Title II and Title IV expenditures
Fund balances

Dan Tanner (Dan.tanner@performancematters.com)- 801-803-3404

Professional Learning Network (PLN)

Sample Documents and Forms

Samples of the documents that are commonly used for implementing your Title II and Title IV activities are provided on the following pages for your reference.

Needs Assessment

Private School Needs Assessment and Program Development Plan 2018-2019 School Year

School:

Official/Primary Title II/Title IV Contact:

Phone Number:

E-mail Address:

Needs Assessment:

1. Briefly summarize the school's needs assessment process.

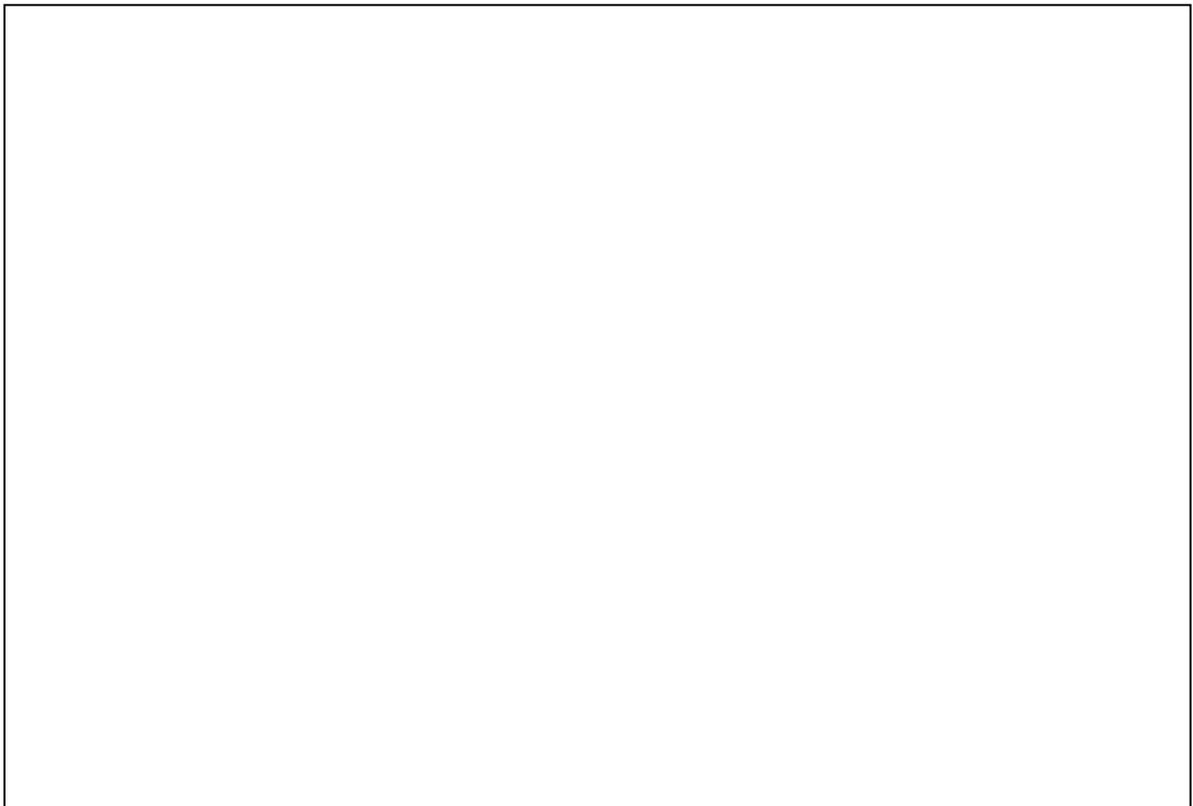
2. Identify your students' needs (academic, social-emotional, physical health, digital literacy) that emerged from the process described above. Provide appropriate data for support.

3. Identify your professional development needs, related to addressing the needs identified above.



Programs and Services:

4. Describe the programs, services or other activities the school intends to implement to address the identified needs.



Evaluation Plan:

5. Provide outcome objectives for activities to be funded through Title II, Part A and/or Title IV, Part A. Describe the plan for determining the extent to which these services and programs contributed to addressing needs identified above.

Private School Official(s): _____

Date: _____

Participation Plan

**Private School Participation Plan: Title II, Part A and Title IV, Part A
(2018-2019)**

School Name:

Person Responsible for Plan Development:

Phone:

Email:

Name of Activity:

Type of Activity: *check one*

- Professional Development Consultant- site-based
- University Coursework
- Web-Based Course/License
- Travel for Professional Development
- District-Offered Professional Development
- Extended Learning/Enrichment Program (*Title IV only*)
- Purchase of Instructional Materials/Supplies (*Title IV only*)
- Technology Hardware/Software (*Title IV only*)

Description of Activity:

Date(s) of Professional Development (*if applicable*):

Name(s) of Professional Development Participants (*if applicable*):

Need(s) Addressed:

Funding Source(s) and Estimated Expenses:

Title II, Part A: Supporting Effective Instruction

Title IV, Part A: Student Support and Academic Enrichment

Special Projects Review: (*to be completed by Special Projects office*)

Non-PCS Employee Sponsorship Form

PINELLAS COUNTY SCHOOLS NON-PCS EMPLOYEE ACCOUNT SPONSORSHIP FORM

The purpose of this form is to conform to state regulations on providing access to schools networks, data, and communication services. All accounts for non-PCS employees require sponsorship by PCS Administrator and are up for renewal annually. Please pony or fax completed form to Tech Help Desk @ 588-5179.

Choose One: New _____ Renewal _____ Change _____ Delete _____

Please setup access for (Print Legal Full Name) _____

Birthdate: _____
mm / dd / yyyy

To the following systems:

_____ Network (Pinellas domain)

_____ VPN (remote access)

_____ TERMS (**Requires approval by Associate Superintendent Finance and Business Services**)

_____ Student Information System (View Only) – (**Requires proper documentation such as board approved contract or an email explicitly authorizing access from the school board attorney**)

Mark one: School Cost Center _____ Access to all School Cost Centers _____

_____ PCSB.org email account (**REQUIRED: attach check or written proof of \$39 funds transferred to account strip 0100 8200 0390 5140 9902**).

_____ PEER

_____ Medicaid Tracking System (MTS) - choose one Service Provider below:

___ OT ___ PT ___ AT ___ SLP ___ PSYCH ___ Socialwork ___ Health Svcs ___ EBD ___ Audiology ___ Diagnosticians

_____ Moodle eLearn (moodle.pcsb.org)

_____ Moodle LMS (moodlelms.pcsb.org) - Private Schools: Please provide email address for transcripts. _____

_____ WIKI

Purpose/Rationale/Justification _____

Office/Address _____

Req. Activation Date _____ End/Renewal Date (1 year from activation unless contract stipulates sooner) _____

Signature of PCS Administrative Sponsor _____ Date _____

Printed name of PCS Administrative Sponsor _____ Phone/Ext _____

Title of PCS Administrative Sponsor _____ Dept/School Name _____ Cost Ctr # _____

TIS USE ONLY

Approved by TIS Administrator _____ Date _____

Completed by _____ Date _____

User ID PCS _____ Expiration Date _____

TIS Notes _____

Requisition Worksheet

PINELLAS COUNTY SCHOOLS

REQUISITION WORKSHEET

(see back for instructions)

REQ NUMBER : _____ <small>(12-Digit Number = 4-digit Cost Center + 8-digit system generated number)</small>	T/C: _____ <small>Terms & Conditions Codes. See C13 panel for options</small>	Vendor Name: Performance Matters
VDR: <u>y</u> <u>34436</u> <small>(Prefix) (Suggested VDR No.) Mandatory Field</small>	TY: _____	Vendor Address: 8860 E Chaparral Rd Suite 100
RQ: _____ <small>Requester Code (4 Digits)</small>	CO: _____ <small>Used only for systems contract requisitions</small>	City/State/Zip: Scottsdale AZ 85250
SH: _____ <small>Ship To Code - Change if different from RQ</small>	BC: _____ <small>Buyer Code (3 Digits) Mandatory Field</small>	Vendor Phone: (407) 645-1800
		Worksheet Date: _____
		Date/Source of Price: Dan Turner 801-803-3404
		Deliver on or Before: _____
		Deliver After: _____

NO.	REF	PCSB ITEM NO.	DESCRIPTION <small>(also include catalog #, name, brand, model, color, size, etc.)</small>	QTY	UNIT	UNIT PRICE	EXTENSION
			DELIVER TO ATTENTION OF: Name of School				
			Site license for PD certification up to 250 licenses per school	1	lot	2000.00	2000.00

FUNDING ACCOUNT STRIP

RF	ACCNT	FUND	FUNC	OBJT	CNTR	PROJ	SUBP	PRGM	REQUESTED

Purpose: _____ Class/Club Sponsor: _____ Organization Officer: _____
 Elke Work Order No. _____ Requester Signature /Date: _____ Authorized By /Date: _____

PCSB Form 3-2008 (Rev 4/16) Page 1 of 2
 Revision Date 4/17

Category Y
 CC # 5440 Warehouse ID 98506

Travel Authorization and Claim Form

PINELLAS COUNTY SCHOOLS
OUT OF COUNTY TRAVEL AUTHORIZATION AND CLAIM FORM

(Last 5 digits of Soc. Security #)

1. Type or print CLEARLY in ink. Submitting in blue ink reduces possibility of duplicate payment.
2. Complete entire form prior to submittal, INCLUDING REQUIRED SIGNATURES (payee, supervisor and expense authorizer).
3. Include office phone number where requested below.

FULL NAME: _____ (Use your name and address as they appear on your payroll check.)
(FIRST) (M.I.) (LAST)

HOME ADDRESS: _____ POSITION: _____

CITY: _____ ZIP: _____ OFFICE/SCHOOL (HOME BASE): _____

PURPOSE OF TRAVEL (mandatory) _____

FOR PERIOD FROM: _____ THROUGH: _____

City and State

Must be completed (including AM or PM) for ALL travel

Departed: Date _____ Time _____ am/pm Returned: Date _____ Time _____ am/pm
 Departed: Date _____ Time _____ am/pm Returned: Date _____ Time _____ am/pm
 Departed: Date _____ Time _____ am/pm Returned: Date _____ Time _____ am/pm

SELECT EITHER: SECTION A ONLY (per diem includes both meals and lodging) OR **OBJ.**
 SECTIONS B AND C (meals and lodging - lodging receipt required)

PLEASE REFER TO ACCOUNTING'S INTRANET WEBSITE FOR CURRENT TRAVEL REIMBURSEMENT RATES (MILEAGE, MEALS, PER DIEM)

A. PER DIEM No. of Days _____ @ \$ _____ = \$ _____ 0332

**B. MEAL ALLOWANCE: Breakfast - travel must begin before 6 a.m. and extend beyond 8 a.m.
 Lunch - travel must begin before 12 noon and extend beyond 2 p.m.
 Dinner - travel must begin before 6 p.m. and extend beyond 8 p.m.**

No. of Meals Breakfast _____ @ _____ Lunch _____ @ _____ Dinner _____ @ _____ TOTAL MEALS \$ _____ 0332
 (Do not request reimbursement for meals included in registration fee.) 0334*
 * Object 0334 shall only be used for Non-School Board employees (i.e., volunteers, grant recipients, etc.) when travel does not include an overnight stay.

C. LODGING RECEIPT (Please attach original receipt; if room shared with family member, indicate family. Do not request reimbursement of lodging when included in registration payment.)

NAMES OF THOSE SHARING ROOM _____ LODGING \$ _____ 0332

D. TOTAL MILEAGE (include copy of Mapquest) _____ @ _____ = \$ _____ 0332

E. REGISTRATION - (Do not request reimbursement for meals or lodging included in the registration fee.) \$ _____ 0333

F. OTHER AUTHORIZED EXPENSES (List and attach original receipts: e.g. tolls, parking fees, airline tickets, etc.)

_____ \$ _____ _____ \$ _____
 _____ \$ _____ _____ \$ _____ \$ _____ 0332

I hereby certify or affirm that above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties; attendance at a conference or convention was directly related to official duties of the agency; any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim; and that this claim is true and correct in every material matter and same conforms in every respect with the requirements of Section 112.061, Florida Statutes. It is further understood that the Board is prohibited by Florida Statutes from providing any reimbursement in addition to the standard mileage rate for expenses associated with the ownership, maintenance and operation of a privately owned motor vehicle including automobile insurance deductible and coverage costs.

PAYEE SIGNATURE _____ Date: _____
 Pursuant to Section 112.061 (3) (a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the above travel was on official business of the School Board of Pinellas County and was performed for the purpose stated above:
 IMMEDIATE SUPERVISOR SIGNATURE: _____ Date: _____
 EXPENSE AUTHORIZER SIGNATURE: _____ Date: _____

TOTAL REIMBURSEMENT

ACCT USE ONLY
 PROCESSED BY:

REFERENCE LINE	FUND	GENERAL LEDGER	FUNCTION	OBJECT	COST CENTER	PROJECT	SUB PROJECT	PROGRAM	PAYMENT AMOUNT
				0332					
				0333					
				0334					

TO AVOID DELAY IN PAYMENT, PLEASE VERIFY FUND AVAILABILITY BEFORE SUBMITTING TO ACCOUNTING.