



March  
2023

Federal Education Programs:  
Private School Officials

SPRING CONSULTATION





*Please be sure to  
sign in to verify  
Attendance for  
Today's Meeting*

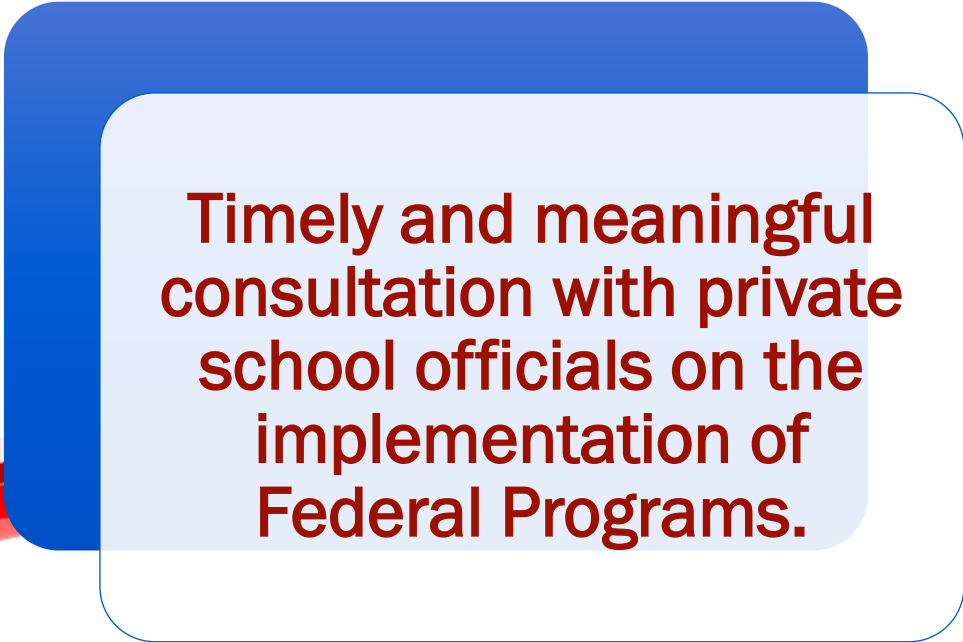


Welcome

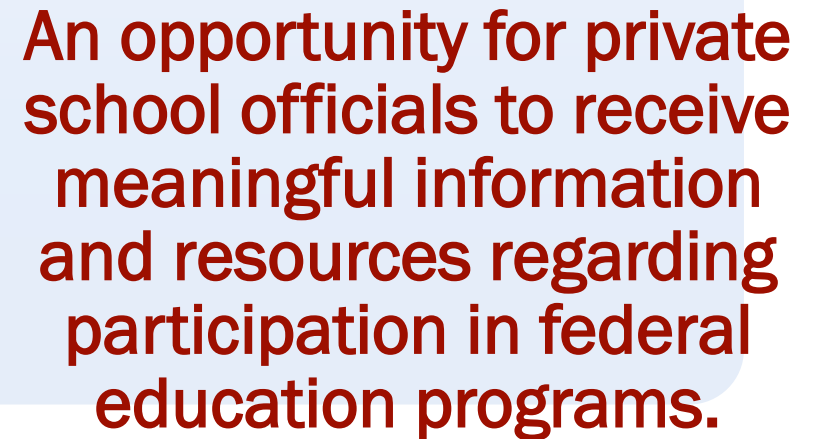
Carmela Haley, Director  
Special Projects




# Anticipated Outcomes



**Timely and meaningful consultation with private school officials on the implementation of Federal Programs.**



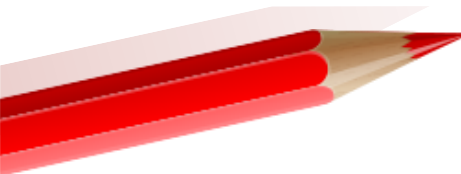

**An opportunity for private school officials to receive meaningful information and resources regarding participation in federal education programs.**





# Annual Consultation Meeting Private School Representatives

## *Services for Students with Disabilities*

- *Kathy Moskalczyk, Coordinator*
  - *Eileen Leili, Administrator PPPSSD*
- 
- 

# Consultation Process

- Fall Consultation
  - Meet and Greet
- Proportionate Share count begins in October
- February Survey Parents
- Spring Consultation
  - Affirmation of Services



# Individuals with Disabilities Education Act - IDEA

Federal legislation provides for special education and related services to students with disabilities

- District has a Child Find responsibility to identify students with disabilities
- A proportionate share of IDEA funds are set aside for students with disabilities enrolled in non-profit private schools





# Private School Students




## Evaluation

Home zoned  
school- school  
counselor

## Re-evaluation

Contact the  
Coordinator of  
ESE Student  
Assignment and  
Scholarships

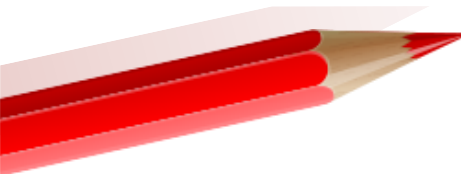






## Child Find Private School Students

Where the private school is located is responsible for Child Find Activities unless the student is attending a private school outside of the county they reside in.



Please direct child find activities to the students home zoned school.

<https://asd.pcsb.org/PubInfo/>

# Parentally-Placed Private School Students with Disabilities (PPPSSD)

*The district is obligated to provide "parentally-placed" private school students with disabilities equitable participation in services funded with federal IDEA dollars*

- Not entitled to FAPE (Free Appropriate Public Education).
- PPPSSD have no entitlement to receive special education and related services from the public school district.
- Public School Districts are not required to develop a Service Plan for every PPPSSD.



# Consideration of Services PPPSSD

- When a parent requests services for a student who has ESE eligibility, a meeting may be scheduled to consider developing a Service Plan pending availability of personnel and funding.



# Consideration of Services



Students are considered for services on a first come, first served basis



Age of student


Student grade level is considered with an emphasis on elementary  
Services end the day prior to the students 21st birthday



Provider availability



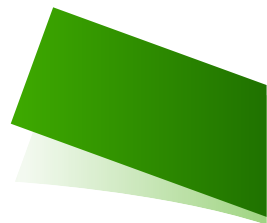
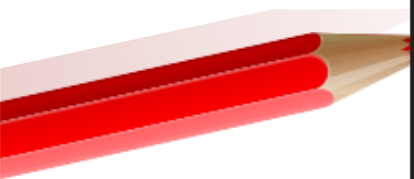
## What is Included on a Service Plan?

- SPs reflect only the services that has been agreed to through the Affirmation process
  - Services are dependent on the availability of funding and providers
  - SPs never reflect services that are provided to the student by private school personnel
- 

# Services Requested by Parents



daughter has trouble IEP Highschool students Skills- Children  
Disorder Therapy vision therapy Physical Therapy ABA Therapist  
virtual workshops **Occupational therapy** special needs  
Job placement training for students  
placement webinars parents virtual Social skills Speech Therapy  
accommodations for his diagnosis tasks such as writing



# Estimated Funding for 2023-2024

## Number of eligible children with disabilities (Oct 2022)

In public schools 13,692

In private schools + 1,009

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14,701

Estimated Federal  
IDEA Part B Grant \$27,000,000

\$27,000,000

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14,701

\$1,831.61 a child

x 1,009 children

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\$1,853,139 for proportionate  
share for PPPSSD (estimated)

22-23 budget was \$1,930,392

# PCS ESE Family Services

- Information and services available to families of students with disabilities
  - Newsletter
    - [www.pcsb.org/ese](http://www.pcsb.org/ese)
    - Click on “important news”
  - Weekly Newsletter Updates
  - District Workshops
  - Technical Assistance
  - ESE Advisory



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## (727FDLRS Gulfcoast)



- **HRD (Human Resource Development) – provide professional learning and technical assistance opportunities**
- **Child Find – in coordination with school district, assist with location of children who are potentially eligible and assist with connection to potential services as well as promoting general awareness of programs and services available**
- **Parent Services – provides information, workshops, and support to families and schools for those whose children are or could receive services/supports through an IEP or 504 plan**
- **Technology – provides assistance/support in use of instructional and/or assistive technology**
- **FIN Facilitator – provides professional learning and technical assistance on various areas of inclusive practices**
- **SEDNET- The Multiagency Network for Students with Emotional/Behavioral Disabilities (SEDNET) creates and facilitates a network of key stakeholders committed to assisting in the provision of a quality system of care for students with or at-risk of emotional and/or behavioral disabilities.**

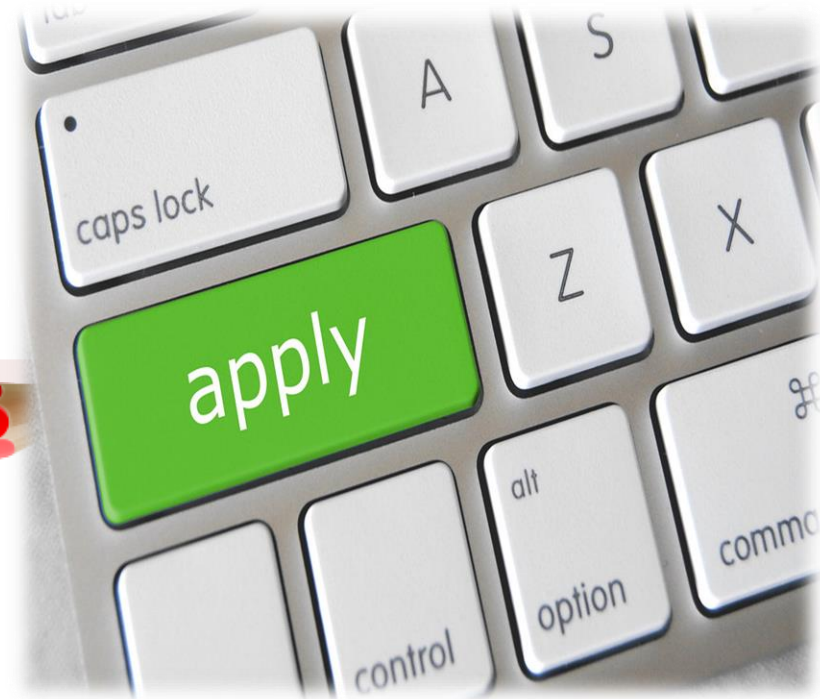
# What's Next?



- Review Proposed Services
- Complete your affirmation
- Affirmation of Services due April 6th
  - Email: [moskalczykk@pcsb.org](mailto:moskalczykk@pcsb.org)



**Applying for 2022-  
2023 Services**



**Open enrollment  
is now open**

**Online process**



- If you have any questions, please contact us.
- Kathy  
Moskalczyk  
727-793-2704





# Title III: Services to Private Schools

Dr. Natasa Karac  
Director, EL Services

K-12



[karacn@pcsb.org](mailto:karacn@pcsb.org)





Identification method is established between the LEA and private school officials



Responses to a home language survey followed by an assessment



Identification process can be through the district



**Determining  
What  
Title III  
Services to  
Provide**




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Appropriate Title III services are determined based on the needs of the identified ELs in the private school

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All services must be supplemental in nature as well as secular, neutral, and non-ideological



# Examples of Services

- Administration of language assessment for identification of ELs and for evaluation of services, includes test books and teacher training
- Participation in district-sponsored professional development
- Virtual Tutoring of ELs
- Purchase of supplemental materials and supplies





# Free Virtual Tutoring for ELs

## Elementary Virtual Tutoring and Homework Support For English Learners

Homework assignments can be challenging to complete. Learning time in class can be insufficient. The ESOL department offers free tutoring to English learners who need help completing their homework and learning new concepts and skills.

**When:** October 4, 2022 – April 26, 2023

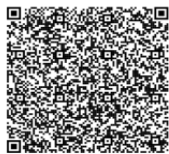
**KG – 2<sup>nd</sup> Grade:** Tuesdays from 4:00pm – 5:30pm

**3<sup>rd</sup> – 5<sup>th</sup> Grade:** Wednesdays from 4:00pm – 5:30pm

Each tutoring session will include homework support followed by a reading lesson.

Click here to join: [Virtual Homework Support and ELA Tutoring Session](#)

Or you can join by scanning the code below:



PINELLAS COUNTY SCHOOLS  
ESOL DEPARTMENT

**\*ALGEBRA**  
Martes  
Jueves

**\*ENGLISH**  
Lunes  
Miércoles

Escuela secundaria  
Tutoría virtual

Después de la escuela

PARA LOS ESTUDIANTES QUE  
ESTÁN APRENDIENDO INGLÉS

Cuando  
3 de octubre - 30 de junio

Horario: 5:30PM-6:30PM

No necesita anotarse  
Participe para prepararse para las pruebas estatales

LA TUTORÍA ES GRATUITA Y SE REALIZARÁ A TRAVÉS DE MICROSOFT TEAMS. CADA SESIÓN DE TUTORÍA INCLUYE MINI-LECCIÓN Y PRÁCTICA. PARA PREGUNTAS, ENVÍE UN EMAIL A MARTINEZLY@PCSB.ORG

CLIC AQUÍ PARA UNIRSE A LA REUNIÓN

Grade	Subject	Days	Time	Mode of Delivery	Click to Join	Scan the Code to Join
K-5	English Newcomer ELs	October 4, 2022 – April 26, 2023	4:00pm – 5:30pm	KG – 2 <sup>nd</sup> Grade: Tuesdays 3 <sup>rd</sup> – 5 <sup>th</sup> Grade: Wednesdays	<a href="#">Join Grade K-2 Tutoring</a>	
15 - April			5:30 PM - 6:15 PM	Wednesdays	<a href="#">Click here to join the meeting</a>	
			5:30 - 6:30 pm & 5:30 - 6:30 pm	English Tutoring • Monday and Wednesday 5:30 - 6:30pm • October 3 <sup>rd</sup> – June 30 <sup>th</sup>  Algebra 1 Tutoring • Tuesday and Thursday 5:30 – 6:30pm • October 3 <sup>rd</sup> – June 30 <sup>th</sup>	<a href="#">Join Grade 9-12 Reading Tutoring</a>	

### Middle School Tutoring

[February 15 - April 26, 2023](#)

5:30 PM - 6:15 PM

Wednesdays

[Scan the code to join](#)



[Program Flyers](#)

◆ English ◆ Spanish

### High School Tutoring

[October 3<sup>rd</sup> – June 30<sup>th</sup>](#)

ENGLISH

Monday and Wednesday 5:30 - 6:30 pm

ALGEBRA


Tuesday and Thursday 5:30 – 6:30 pm

[Scan the code to join](#)



[Program Flyers](#)

# Beneficiaries of Title III Services



ELs and/or immigrant  
children and youth

Teachers of ELs and/or  
immigrant children and youth

Other educational personnel



# Title IV, Part B: Extended Learning Program



**NITA M. LOWEY 21<sup>ST</sup> CENTURY**  
COMMUNITY LEARNING CENTERS  
**F L O R I D A**



# Program Highlights



**21st Century students are provided opportunities during after school hours to participate in a variety of academic enrichment activities in ELA, mathematics, art, music, physical fitness, nutrition, technology, and financial literacy.**

**The program also offers families opportunities for active and meaningful engagement in their children's education, including a better understanding of what to expect as students navigate through their academic path to graduation and beyond.**

**Free to students in 3rd - 5th Grade**

**\* 2nd - 5th Grade - Gulfport Elementary & High Point Elementary**

# 21<sup>st</sup> Century Program Locations



- Start Date : Aug. 17th - May 24th
  - Monday - Friday
  - 3pm to 6pm
- Dunedin Elementary
- Eisenhower Elementary
- 74th Street Elementary
- New Heights Elementary
- High Point Elementary  
Start Date: Dec. 5<sup>th</sup>
- Gulfport Elementary  
Start Date: Jan. 9th



# 21<sup>st</sup> Century Enrichment Vendors

- We have vendors who will be bringing exciting experiences to students in the 21st Century program.
- In 2022-2023 we plan to have Snapology, Keep St. Pete Lit, The Wildlife Discovery Center, Challenge Island, and Creative Clay come into the classroom!

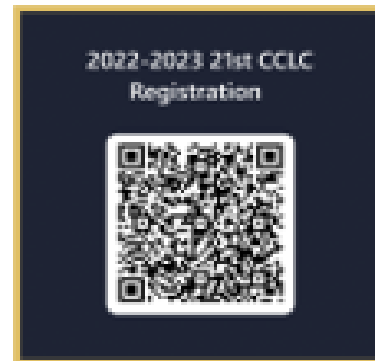


# 21<sup>st</sup> Century Registration Process

In order to register, a family member/guardian must fill out a registration form. Registration forms can be found online and in the front office of participating schools.

Registration may be submitted electronically, as a hard copy to the front office or to a 21st Century staff member.

Please share this information with any family or friends that have students who could benefit from the 21st Century program!



2022 - 2023 Registration: <https://forms.office.com/r/pnNnTHfdPA>

# 21<sup>st</sup> Century Summer Program

Summer Session


Monday - Thursday

2pm - 6pm

2023 Summer Registration Link:

<https://forms.office.com/r/qGm7dtyzDz>

Students that attend Summer Bridge will dismiss right to the 21st CCLC program. Students that are not attending Summer Bridge may arrive to the program at 2pm.



- Our summer program is open to students that attend a school listed below during the regular academic year or will be enrolled to attend Summer Bridge at one of these schools for the summer of 2023.

- \*Students that attend private schools in our district are welcome to join!

- Dunedin Elementary
- Eisenhower Elementary
- 74th Street Elementary
- New Heights Elementary
- High Point Elementary
- Gulfport Elementary





For more information you can visit the  
21st Century PCS website:


<https://www.pcsb.org/Page/463>

**Brittany McDonald**  
21st Century Learning Director  
[mcdonaldb@pcsb.org](mailto:mcdonaldb@pcsb.org)



# Title II, Part A: Supporting Effective Instruction



- 
- Increases student achievement consistent with the challenging State academic standards
  - Improves the quality and effectiveness of teachers, principals and other school leaders
  - Increases the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools
  - Provides low-income and minority students greater access to effective teachers, principals and other school leaders.

# Title IV, Part A: Student Support and Academic Enrichment

- Provides students with access to a well-rounded education.
- Improves safe and healthy school conditions for student learning.
- Improves the use of technology in order to improve the academic achievement and digital literacy of all students.



# Financial Procedures for Private Schools

- The LEA must retain control of Title II and Title IV funds
- Only the LEA may obligate & expend funds on behalf of private schools
- PO requests should be sent to PCS for payment directly to vendors
- Activities must align with Needs Assessment and have been approved in the Participation Plan
- LEA retains ownership of non-consumable purchases (devices, etc.)



# 2022-2023 END OF YEAR TITLE II



Deadline for plan updates:

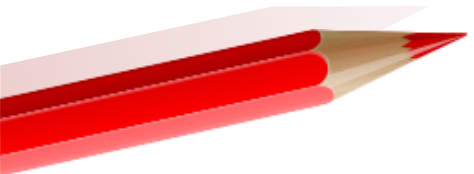
✓ **May 5, 2023**

Project End Date:

✓ **June 30, 2023**

Deadline for reimbursement requests:

✓ **July 7, 2023**





# 2022-2023 END OF YEAR REMINDERS TITLE IV



Deadline for plan updates:

✓ **June 9, 2023**



Project End Date:

✓ **July 31, 2023**

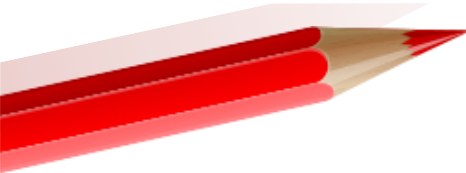

Deadline for reimbursement requests:

✓ **August 11, 2023**





# Important Updates 2023-2024

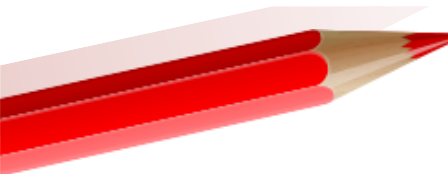
- 
- Roll Letters received. Slight increase in final allocations. Schools will be notified of increases when amendments are completed
  - **2023-24** Allocations are anticipated in April
  - Schools will receive allocations when released
  - Needs Assessments and Budgets due **May 5, 2023**
- 

# The Needs Assessment for 2023-2024



- Required for determining students' needs as well as professional learning needs for staff (*Begin Planning Now*)
- Used for development of the district's Title II and Title IV applications

**\*\* REQUIREMENT \*\***

- **A detailed budget plan must be included with Needs Assessment.**
  - **DOE requires a list of trainings, copies of consultant contracts with scope of work and cost per day**
- 





**Budget Narrative:** List all anticipated expenses in detail to be reimbursed through Title II, Part A and Title IV, Part A.

(Add lines as needed. Submission of an Excel spreadsheet in the same format is acceptable.)

**2023-2024 Title II Allocations:**

Title II \$ \_\_\_\_\_

Title IV \$ \_\_\_\_\_

Activity	Description	Amount	TII	TIV
Travel for Training/Location of Travel <i>Include costs for airfare, mileage, hotel, meals, and other expenses related to participation in professional development activities.</i>				



Activity	Description	Amount	TII	TIV
<b>Registration</b>	<i>Include costs for tuition and training registrations including the district's PLN.</i>			
<b>Professional and Technical Services</b>	<i>Include cost for contracts with vendors for educational/professional development services (maximum per day allowance of \$3000). Provide contracts.</i>			
<b>Materials and Supplies</b>	<i>Include cost for supplemental printing.</i>			
<b>Technology (Title IV only)</b>	<i>Technology Cap of %15 for hardware and software</i>			

# The Participation Plan

Submitted to Special Projects for approval prior to implementing activities or purchasing resources

Must be aligned to needs assessment

May be updated throughout the school year

Every attempt is made to review and approve plans within 48 hours of receipt.

# Title II & Title IV 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 and Title IV funds to individual travelers, but not to private schools.

Travelers must complete and submit a Pinellas County Schools travel reimbursement form to the private school administrator for approval signature, and forward to the Federal Projects office for review and authorization of expenses.

# Title II and Title IV Travel Guidelines



## Out-of-State Travel – Limited

- Out-of-state travel may be allowable if the services requested are reasonable, necessary and meet the intent and purpose of the grant program. No later than 30 days prior to the travel, a justification must be provided to the program office for preapproval.
- Complete DOE request form.
- The justification must include the purpose for the travel, why it cannot be provided within the state of Florida, the projected number of attendees and a cost breakdown (registration fees, hotel, per diem, car rental/airline ticket, etc.) of the travel. The number of attendees requested shall also be reasonable.

# Purchase Orders



The image shows a hand writing on a 'Purchase Order' form. The form is titled 'Purchase Order' and has several sections: 'Personal Details', 'Status', 'Income', 'Exemptions', and 'Payments'. The 'Personal Details' section includes fields for 'Your first name and initial', 'Last name', 'Phone Number', and 'No.'. The 'Status' section has checkboxes for 'Spouse', 'Divorced', 'Other', 'Single', and 'Married'. The 'Income' section has a checkbox for 'Checking a box for confirmation (See instructions on page 12)'. The 'Exemptions' section has a table with columns for 'Dependents: First name', 'Last name', and 'Dependent's security number'. The 'Payments' section has a list of items to be paid for, including 'Federal income tax withheld from', 'Amount paid with request for extension to file', and 'Credit for federal tax on fuels'. A calculator is visible in the bottom left corner, and stacks of papers are in the background.

- Purchase requests must be coordinated through *Stacey Milford* 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).
- For PO requests, *Stacey* may be reached by email at: [participationplan5100@pcsb.org](mailto:participationplan5100@pcsb.org)
- 727-588-6003.

# Conferences and training



Payment for conference expenses and training courses occurs **after completion of the activity.**

For training courses, verification of course completion is required for payment authorization. Send reimbursement requests to Stacey at:

[participationplan5100@pcsb.org](mailto:participationplan5100@pcsb.org)

## Title II & IV Guidelines: Contracted Services

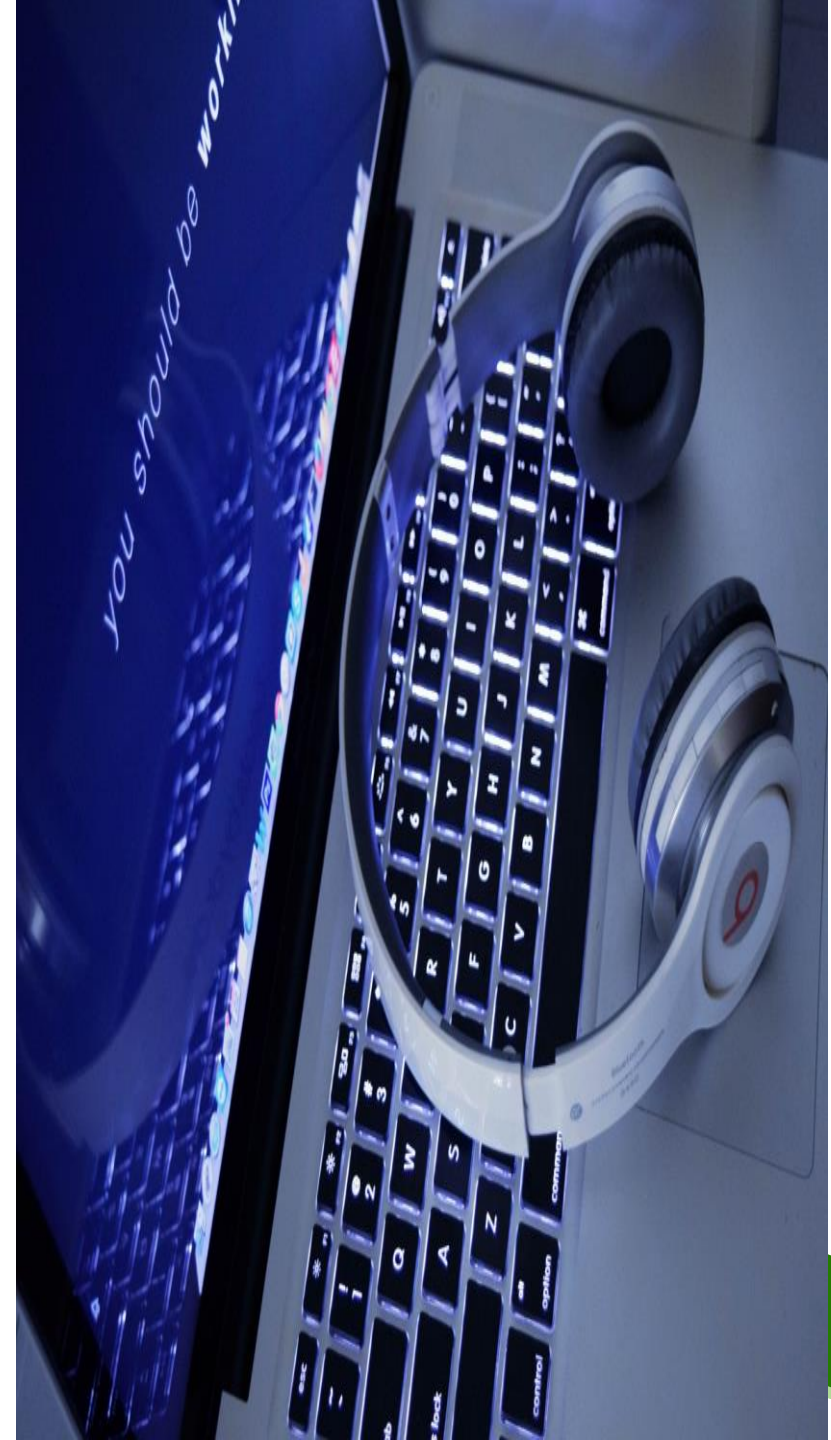
For contracted services that do not exceed \$3,000 per full day of service, a contract shall be submitted for review at the time of the request. If a contract is not available to submit for review at the time of the request, a detailed scope of work or proposed contract of services must be provided. The submission must include a purpose, rationale, projected number of individuals to be served and a cost breakdown of the services to be performed to determine if the request is allowable, reasonable and necessary. Materials to support the services may be requested as an additional expense. Any contracted service requested in excess of \$3,000 per full day of service, including travel, will be presumed unreasonable.



# Cap for Title IV Technology

No waiver of the 15% Technology Cap for 2023-24.

No more than 15% of funds for the effective use of technology category for hardware, software, or digital content.



# TECHNOLOGY CAP: EXAMPLE

- The creation of a credit recovery or advanced course. An LEA created an advanced algebra course for middle school students completing Algebra I.
- Teachers receiving a supplement to serve as a technology coach at their school
- Student and parent sessions to show them how to access virtual materials.
- STEM materials/supplies.

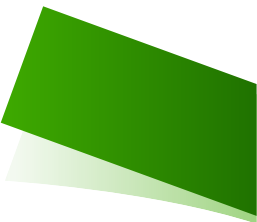
$\$2000$  (technology budget) x **15%** =

**\$300** is the maximum budget CAP for hardware and software

# Submitting for Reimbursement

Document, Document,  
Document

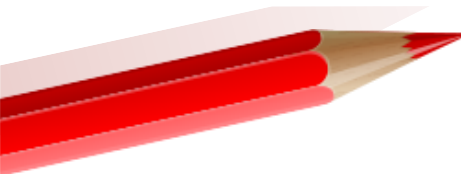
- Be sure to save copies (evidence) of expenses incurred, actual receipt of resources or services, and payment (*copy of check, bank statement*) in order to expedite reimbursements.
- Save copies of your approved needs assessment and participation plans.
- Save copy of end of year evaluations of all activities for monitoring purposes.






# Private School Contacts

Please make sure the Federal Projects Office has the most current contact information for your school and notify us promptly of any changes.




We use school contact information to provide relevant updates and other important information.





# District Contacts

- 
- Carmela Haley, Director  
[haleyc@pcsb.org](mailto:haleyc@pcsb.org) **588-6299**
  - Stacey Milford  
[milfords@pcsb.org](mailto:milfords@pcsb.org) **588-6003**
  - Isabella Torbert  
[torberti@pcsb.org](mailto:torberti@pcsb.org) **588-6299**



## Special Projects Website

<https://www.pcsb.org/Domain/205>



Questions

Concerns

Comments



**BREAK**

**Private School  
Title I  
Consultation  
following the  
Break.**

