

Federal Education Programs: Private School Officials

Fall Consultation

October 23, 2024



Please sign in to verify
attendance for today's meeting

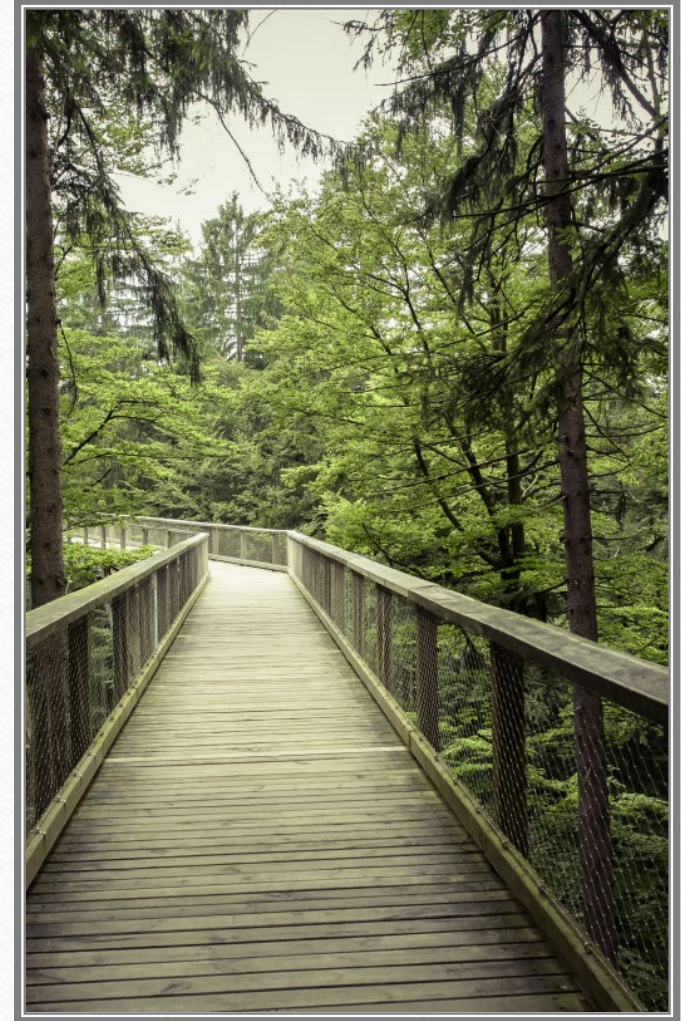


Welcome

PCS Strategic Priority

Equity With Excellence for All

Strong Connections and Communication



Anticipated Outcomes

Timely and meaningful consultation with private school officials on the design and development of Federal Programs for 2024-2025.

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

Agenda

Title I, Part A

IDEA: Services for Students with Disabilities

Title III, Part A

21st Century Nita Lowery

Title II, Part A, and Title IV, Part A

Title I Part A

Title I Team

Dr. Shannon Butler

Shanita Whiting

Keith Brock-Jones

Annette Anthony



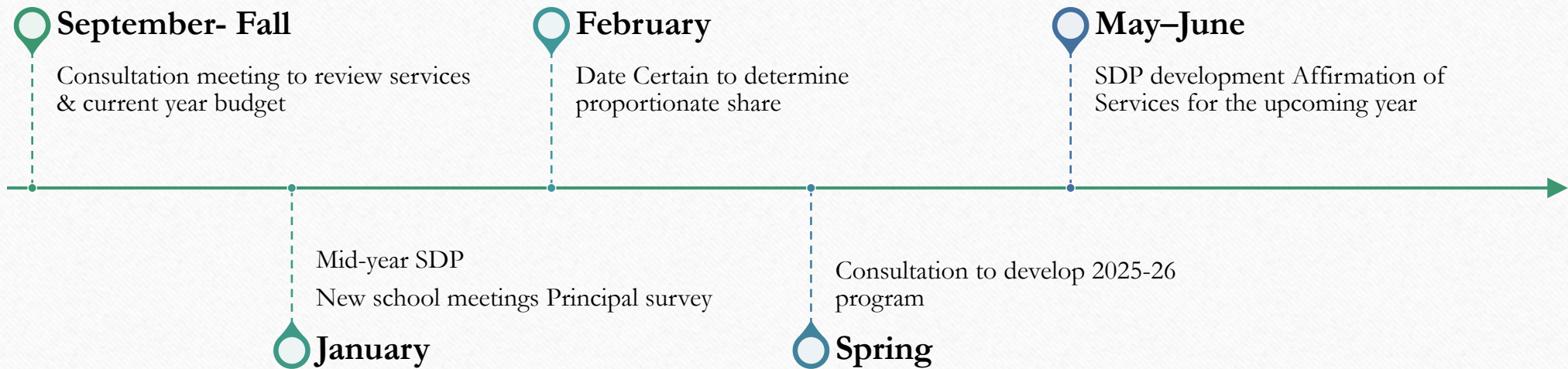
Outcomes For Today:

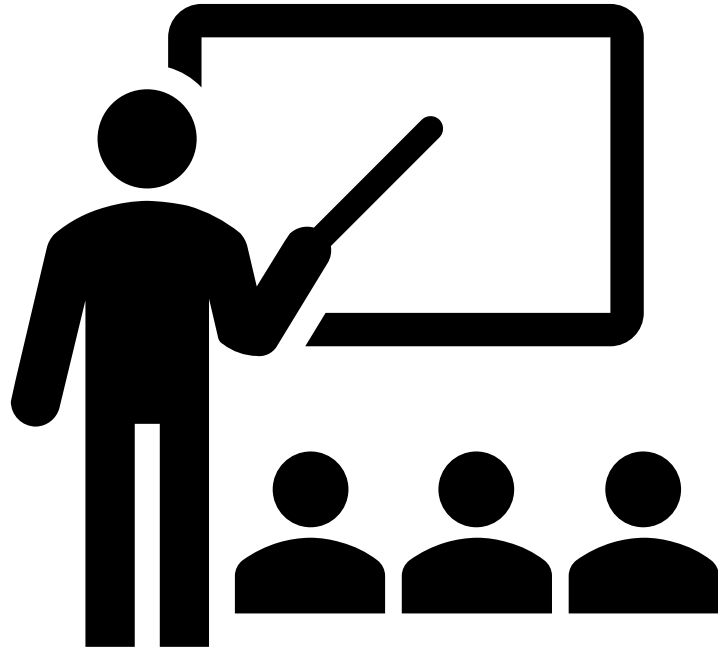
Consultation Process

Program Design

Review Budget

Consultation Process



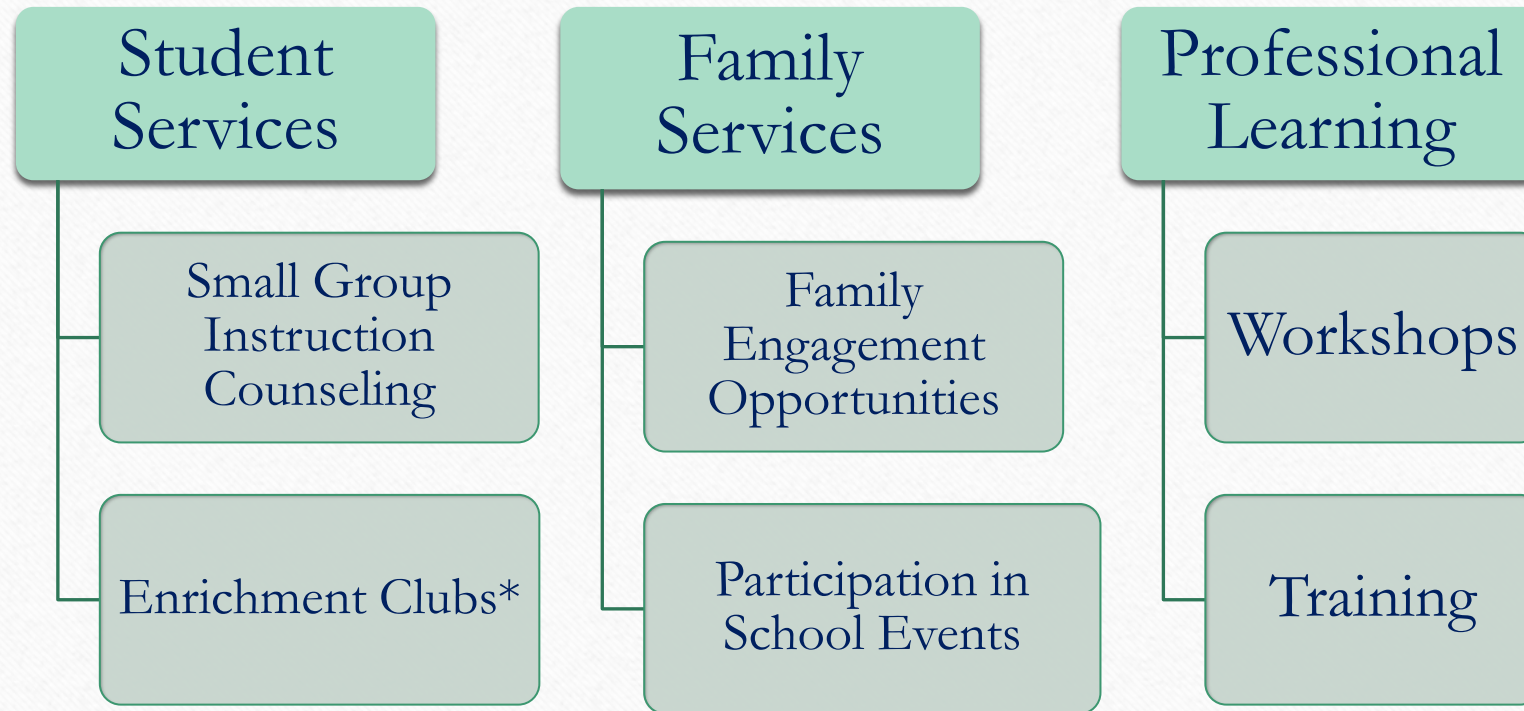


Title I, Part A

The purpose of Title I is to support the academic achievement of the disadvantaged youth.

Focus is on Academics!

Program Design



*Depending on Service Delivery Plan (SDP) requests.





Teachers and Counselors
Professional Development
Family Engagement

Enrichment Clubs
Family Engagement





Accountability

Students are *assessed* using Renaissance STAR three times per year.

Title / goal:

70% of the students will meet their PSS goal
OR show growth of 8%

100% of students will increase their score.



Private School Data

2023-2024

By The Numbers:

- 945 students total
- 33 schools participated

READING:

- 520 students
- 54% met their PSS goal
- 86% increased their score

MATH:

- 460 students
- 42% met their PSS goal
- 84% increased their score

Budget Review Over Three Years

Topics	2022-2023	2023-2024	2024-2025
Equitable Share	9.13%	8.69%	9.38%
Allocation Roll Forward Funds Available	2,300,109 + <u>200,000</u> 2,500,109	2,464,112 + <u>400,000</u> 2,864,112	2,400,418*
# Students served	675	945	1400

*Preliminary Allocation

Services Summary

Based on
Preliminary
Allocation

Instruction:

Academic	\$1,766,270 (87% of instruction)
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Counseling	\$ 263,927 (13% of instruction)
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Professional Learning	\$ 133,580
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Enrichment Clubs	\$ 158,425
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Family Engagement	\$ 43,307
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Complete and
return the
BLUE
Affirmation of
Consultation



"Affirmation of Consultation"

Pinellas County, Title I Programs for Private Schools
Fall Consultation meeting 9/27/2024 for the 2024-2025 school year

Title VIII, Section 8501 and Title I, Part A, Section 1117(b) and regulation 200.63 of the Every Student Succeeds Act require that timely and meaningful consultation occur between the local education agency (LEA) and private school officials prior to any decision that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs under this Act. Consultation shall continue throughout the implementation and assessment of activities under this section.

Topics discussed during the ongoing consultation process:

- How the LEA will identify the needs of eligible private school children
- What services the LEA will offer to eligible private school children
- How and when the LEA makes decisions about the delivery of services
- How, where, and by whom the LEA will provide services to eligible private school children, including thorough consideration and analysis of the views of private school officials on services through a third-party provider
- If the LEA disagrees with the private school officials, the LEA must provide in writing to those officials the reasons why the LEA has chosen not to use a third-party contactor
- The LEA policy and/or procedures regarding equipment, property, and materials purchased with Title I funds
- How the LEA will academically access the services to eligible private school children, and how the LEA will use the results to improve Title I services
- The method, or data source, that the LEA will use under Sec. 200.78 of the Title I regulations to determine the number of private school children from low-income families residing in participating public school attendance areas
- The equitable services the LEA will provide to classroom teachers and families of participating private school children
- Pooling vs. Non-Pooling
- The process used for determining proportionate share of allocated funds
- Determining the Effectiveness of the Program
- The timing of services (approximate time of day they will be provided)
- The Complaint Process

☐ We agree that timely and meaningful consultation occurred before the LEA made any decision that affected the participation of eligible private school children in the Title I, Part A, program.

☐ We agree that timely and meaningful consultation did NOT occur before the LEA made any decision that affected the participation of eligible private school children in the Title I, Part A, program.

Private School: _____

Administrator: _____

Date: September 27, 2024



THANK YOU

**Annette Anthony
Grants Coordinator
anthonya@pcsb.org
727-588-5121**

IDEA

Services for Students with Disabilities

Student Support Division Staff Supporting PPPSSD

- Cindy Medici, ESE Specialist
- Laura Hamburg, Compliance Educational Diagnostician
- Katherine Rosenthal, Compliance Educational Diagnostician
- Armela Dhamo, ESE Services Coordinator
- Melissa Monforte, School Psychologist
- Dawn Kwiatkowski, SLP Private School Services
- Kathy Moskalczyk, SLP Private School Services

Federal Regulations Guiding Our Work

- Consultation Process – 34 C.F.R. § 300.134
 - Listen to expressed views of private school officials and representative parents of PPPSSD and consider them before making final decisions with respect to the services to be provided to eligible PPPSSD

Federal Regulations Guiding Our Work

- Must address:
 - The **child find process** and how parents and private schools can participate (34 C. F. R. § 300.131)
 - The **determination of the proportionate share** of Federal funds available to serve PPPSSD and how funds were calculated (34 C.F.R. §§ 300.130 through 300.144);
 - **How the consultation** will take place (34 C.F.R. § 300.134);
 - How, where, and by whom **special education and related services** will be provided and when decisions about services will be made (34 C.F.R. §§ 300.130, 300.132, 300.137, and 300.138); and
 - How the **LEA will respond in writing**, if they disagree with the recommendations of the private school officials, with the reasons why the LEA chose not to adopt the recommendations (34 C. F. R. § 300.134 (e)).

What is Child Find?

Child Find

locating, identifying, and evaluating all children with disabilities who are in need special education and related services.

*District requirement, not paid for out of proportionate share funds.

K-12 Child Find

Initial Steps

- Parent contacts PCSB ESE Department 588 – 6503 for intake.
- District ESE team requests parent input, private evaluation reports and Authorization for Release of Information (to contact private school).
- District ESE team sends student profile form to private school staff and requests any available testing data.
- Team of district ESE staff, parent, and private school staff meets to review the data to determine whether a disability is still suspected.

Suspect a child has a disability?

- Aged 0 to 34 months
 - Contact West Central Early Steps 1-800-374-4334
- Aged 35 months to 5 years old
 - Contact FDLRS Gulfcoast (727) 793-2731
- School-aged children enrolled in private schools
 - Contact PCSB ESE Department (ESE Services Coordinator) 588-6503

*flyer for schools

What is the Proportionate Share?

Each LEA must determine the total number of students with disabilities who are located in private schools within their district. That number is used to determine the share of federal funding that is allocated and spent to provide ESE and related services to parentally placed private school students with disabilities.

PreK Funding for 2024-2025

Number of eligible children with disabilities ages 3-5 (Oct 2023)

In public schools 1,716

In private schools + 6

1,722

Proportion of eligible private school students to total eligible .35 %

Federal IDEA Part B Grant, PreK

Allocated Funds Prop. Share

\$800,232 x .0035 = \$2,788.26

roll forward + 2,864.45

\$5,652.71*

*estimate as the final approval has not been received from the state.

K-12 Funding for 2024-2025

Number of eligible children with disabilities (Oct 2023)

In public schools 13,876

In private schools + 764

14,640

Proportion of eligible private
school students to total eligible 5.22%

Federal IDEA Part B Grant

Allocated Funds Prop. Share

\$28,080,902 x .0522 = \$1,465,424.12

roll forward + 642,673.04

\$2,108,097.16*

*estimate as the final approval has not
been received from the state.

Who is counted?

Students with Florida IEP's or eligibilities

Does this include every student with a FES Unique Abilities Scholarship?

**No, as some students qualify for the
scholarship with a 504 plan or a medical
diagnosis**


What if a student has an IEP from another county in Florida?

We count them, but please send us their IEP, so that we know when they will need a reevaluation.

What if a student has an IEP from out of state?

Please ask the parent to call 588-6503 and request an IEP Out-of-state transfer.

How are students counted?

1. The private school office sends each school a list of the students who were on your campus last year, or whose parents notified us that they moved schools through the service request process.
2. Private schools update and return the list to our office.  Critical step

How are students counted?

3. The private school office verifies that each new student listed has a Florida IEP or eligibility.

4. The private school office will hold open office hours in December for schools to review their student count.



New addition
to process

We need your help to obtain
an accurate student count!

PPPSSD Current Data

of students who
requested services for
24-25 (PreK-12) -
374

Of those
requesting, # of
student who are
eligible – 334

Reminder, per Guidance from FL DOE, Service Plans are now written in the Fall to reflect the actual service that was requested by the parent in the Spring and will be provided during the school year.

Services begin after the Service Plan is finalized at the meeting.

A Sampling of Consultation Activities

- Updated Agreement – spaces for signatures were added at the request of FL DOE. **Please sign and return.**
- Child count lists were emailed the first week in October.
- Virtual office hours for schools who would like to review their child count on 12/4/24.
- Feedback from parents will be gathered informally through Service Plan meetings and a survey sent in the Spring.
- Input from private schools concerning services for the 25-26 school year will be gathered at the Spring Consultation Meeting.

Per your request at
the Spring
Consultation Meeting

2024 Summer Workshops Held



Additional Carry-over Dollars

- <https://forms.office.com/r/V1sZH8MpUF>

We would like your input!

Thank you!

Title III Part A

Title III: Services to Private Schools

Dr. Natasa Karac
Director, EL Services
K-12

karacn@pcsb.org

English is a crazy language
EGGPLANT nor HAM in HAMBURGER; neither APPLE nor PINE
MUFFINS weren't invented in ENGLAND. QUICKSAND can work
are SQUARE, and a GUINEA PIG is neither from GUINEA nor is it a P
t that WRITERS WRITE but FINGERS DON'T FING, GROCERS don't
don't HAM? Doesn't it seem crazy that you can make AMENDS b
TEACHERS TAUGHT, why didn't PREACHERS PRAUGHT? If a VEGETA
LES, what does a HUMANITARIAN eat?
her language do people RECITE at a PLAY and PLAY at a RECITAL? V
t SEND CARGO BY SHIP. We have NOSES that RUN and FEET that
DRIVEWAY and DRIVE in a PARKWAY. And how can a SLIM CHANCE
the same, while a WISE MAN and a WISE GUY are opposites?
marvel at the unique lunacy of a language in which your HOUSE can
N, in which you FILL IN a form by FILLING IT OUT, and in which an A
And, in closing, if Father is POP, how come Mother's not MOP?

Identification of Private School ELs



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

Home Language Survey

The information provided on this form is used solely to offer appropriate educational services, not for determining legal status or for immigration purposes.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

a. Is a language **other than English** spoken at home?

Yes ☐

No ☐

What language?

b. Does the student have a first language **other than English**?

Yes ☐

No ☐

What language?

c. Does the student most frequently speak a language **other than English**?

Yes ☐

No ☐

What language?

ANY "YES" ANSWERS WILL RESULT IN TESTING TO DETERMINE ELIGIBILITY FOR ESOL SERVICES. BECAUSE OF THE LARGE NUMBER OF STUDENTS TO BE TESTED, THERE MAY BE A DELAY IN TESTING OF UP TO 4 WEEKS. CLASSROOM TEACHERS WILL ADJUST THEIR INSTRUCTION TO MEET THE EL STUDENT'S NEEDS. EVEN IF YOUR CHILD IS IDENTIFIED AS AN ELL, YOU MAY DECLINE THE PLACEMENT INTO ESOL CLASSES.

Parent/Guardian Signature

Date

Title III: Determining Needs

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

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
- ESOL Parent Leadership Council
- Family Outreach: Parent Newsletter, Informative and educational workshops, Spanish Helpline, Let's Talk...



Free Virtual Tutoring for ELs

**HIGH SCHOOL
AFTER SCHOOL
VIRTUAL TUTORING
FOR
ENGLISH LEARNERS**

WHEN:

October 2nd to June 28th


English *Algebra*

Monday and Wednesday **Tuesday and Thursday**

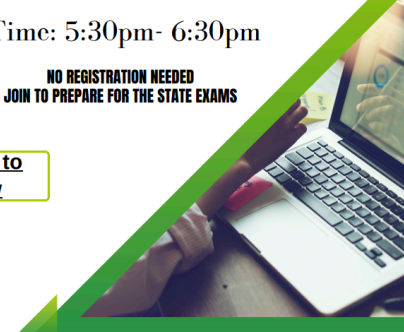
Time: 5:30pm- 6:30pm

NO REGISTRATION NEEDED
JOIN TO PREPARE FOR THE STATE EXAMS

**Click Here to
Join Now**



THE TUTORING IS FREE AND WILL BE HELD VIA MICROSOFT TEAMS. EACH TUTORING SESSION INCLUDES MINI-LESSON AND PRACTICE. FOR QUESTIONS EMAIL: MARTINEZLY@PCSB.ORG



ESOL

ESOL

Tutoring for ELs

Camp Invention for English Learners

ESOL Community Resource Fair

ESOL Community Partners

ESOL Families

ESOL Parent Leadership Council (PLC)

Línea de ayuda en español

ESOL Training

Facebook en español

ESOL Subject Area Exam

ESOL Team Meetings & Resources

Free Virtual Tutoring for English Learner Students

No registration is needed.

The tutoring is free and will be held via Microsoft Teams. Each grade-level tutoring session will include a mini-lesson followed by time for homework help.

To join a session, simply click the appropriate grade level/content area link listed in the chart below.

Grade	Subject	Days	Time	Mode of Delivery	Click to Join	Scan the Code to Join
K-5	English Newcomers ELs	September 18 – May 22	3:00 PM- 4:00 PM	Wednesdays and Thursdays	Join meeting	
6-12	Newcomers English Tutoring	September 17-June 26	5:15-6:00 pm	Tuesday & Thursday	Join meeting	
9-12	English and Algebra for ELs test prep	September 30- June 26	5:30-6:30 pm	Monday and Wednesday – English Tuesday and Thursday – Algebra	Join meeting	

Elementary School Tutoring

[September 18 – May 22](#)

Wednesdays & Thursdays

[KG – 2nd Grade](#)

Wednesdays from 4:00pm – 5:00pm

[3rd – 5th Grade](#)

Thursdays from 4:00pm – 5:00pm

[Scan the code to join](#)



Program Flyers

- ◆ [English](#) ◆ [Spanish](#) ◆ Arabic
- ◆ Portuguesse ◆ Ukranian
- ◆ Russian

6-12 Grade Newcomer English Tutoring

[September 17-June 26](#)

Tuesday & Thursday

5:15 p.m. - 6:00 pm

[Scan the code to join](#)



Program Flyers

- ◆ [English](#) ◆ [Spanish](#)

High School Tutoring

[September 30- June 26](#)

English - Monday and Wednesday

Algebra – Tuesday and Thursday

5:30 -6:30 pm

[Scan the code to join](#)



Program Flyers

- ◆ [English](#) ◆ [Spanish](#)

Parent Workshops

¡HABLEMOS!

DE LAS ESCUELAS DEL DISTRITO ESCOLAR PINELLAS



Únase a una sesión virtual en vivo para familias aprendices del inglés e hispanas. Conozca sobre las Escuelas del Condado de Pinellas y conéctese con información y recursos para apoyar el éxito de su estudiante.

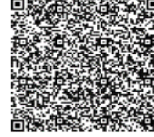


CUÁNDO: 4:30-5:30 p.m.
Jueves: Agosto 29, Noviembre 7
Miércoles: Septiembre 25, Octubre 23

LUGAR: Virtual via Microsoft Teams

[CLIC AQUÍ PARA UNIRSE](#)

Para más información, por favor contactar a:
Ericka Reckenwald, Coordinadora de Enlace de las Familias ESOL
Correo electrónico: reckenwalde@pcsb.org
Telf: 727-588-6415 (Línea de Ayuda en español para los Padres)



Topic(s)	Location	Date	Time	Audience
Let's Talk! About Pinellas County Schools Live Virtual Session for English Learner and Hispanic families to learn and connect with PCS schools' current information and resources to support students' success. Some topics: PCS updates, Meeting School Academic Expectations, High School Graduation Requirements, FOCUS, and more.	Virtual via Teams Click here to join: Let's Talk! About Pinellas County Schools 	Thursday, August 29	4:30-5:30 PM.	K-12
Live Virtual Session for Newly Arrived Family Learn about the school system, the services and resources available to help you and your child in your transition.	Virtual via Teams Click here join the live virtual session for newly arrived families 	Monday, September 9	12:30-1:30 p.m. and 4:30-5:30 p.m.	K-12
Meeting School Academic Expectations and High School Graduation Requirements	Clearwater East Public Library located at SPC Clearwater Campus :2465 Drew St, Clearwater, FL 33765 Room: East Community	Wednesday, September 11	4:40-5:30 p.m.	K-12
FOCUS -Student Information System (SIS)	Clearwater East Public Library located at SPC Clearwater Campus :2465 Drew St, Clearwater, FL 33765 Room: East Community	Wednesday, September 11	5:30-6:00 p.m.	K-12
Live Virtual Session for Newly Arrived Family Learn about the school system, the services and resources available to help you and your child in your transition.	Virtual via Teams Click here join the live virtual session for newly arrived families 	Monday, September 16	12:30-1:30 p.m. and 4:30-5:30 p.m.	K-12
Meeting School Academic Expectations and High School Graduation Requirements	Largo Public Library: 120 Central Park Dr, Largo, FL 33771 Room: Jenkins Wing Room C	Tuesday, September 17	5:30-6:30 p.m.	K-12
FOCUS -Student Information System (SIS)	Largo Public Library: 120 Central Park Dr, Largo, FL 33771 Room: Jenkins Wing Room C	Tuesday, September 17	6:30-7:00 p.m.	K-12

ESOL Community Resource Fair



FERIA DE RECURSOS COMUNITARIOS ESOL

FINANCIADO POR TÍTULO III

¡ÚNETE A NOSOTROS! APRENDA SOBRE RECURSOS
COMUNITARIOS GRATUITOS Y OPORTUNIDADES
EDUCATIVAS ¡TODOS SON BIENVENIDOS!

Fecha: Jueves, 10 de octubre, 2024 • 5:30-7:30 P.M.

Lugar: Countryside High School • 3000 SR 580, Clearwater FL 33761

Aprenda sobre:

- Oportunidades de carreras y universidades para estudiantes y padres
- Tutoría para niños y adultos
- Información sobre servicios de salud para niños y jóvenes
- Servicios sociales gratuitos
- Clases de inglés para adultos
- Programas técnicos, vocacionales y preparación para GED
- Servicios para refugiados, materiales de inmigración y consultas
- Programas en St. Petersburg College.
- Ayuda para los estudiantes con la aplicación de FAFSA
- Servicios del distrito escolar de Pinellas: Podrá reunirse con consejeros escolares, representantes de asignación estudiantil y del departamento de ESE. También habrá información sobre oportunidades de trabajo con el distrito escolar de Pinellas Otros recursos comunitarios

¿Preguntas?

Contacte a Ramona Zambrano,
zambranor@pcsb.org 727-588-6341
o Ericka Reckenwald, reckenwalde@pcsb.org
(727) 588-6415 (Línea de Ayuda en Español)



ESOL COMMUNITY RESOURCE FAIR

FUNDED THROUGH TITLE III

JOIN US! LEARN ABOUT FREE COMMUNITY RESOURCES AND
EDUCATIONAL OPPORTUNITIES! EVERYONE IS WELCOME!

Date: Thursday, October 10th, 2024 • 5:30-7:30 P.M.

Location: Countryside High School • 3000 SR 580, Clearwater FL 33761

Learn about:

- Career and college opportunities for students and parents
- Tutoring for children and adults
- Health services information for children and young adults Free
- social services
- English classes for adults
- Technical, vocational and GED programs
- Refugee services, immigration materials and consultation
- St Petersburg College programs. Assistance with FAFSA.
- Pinellas County Schools Services: Meet with school counselors, ESE representatives, Student Assignment staff, and Human Resources recruiters to learn about job opportunities
- Other community resources

Questions?

Contact Ramona Zambrano at
zambranor@pcsb.org or 727-588-6341 or
Ericka Reckenwald, reckenwalde@pcsb.org or
(727) 588-6415 (Parent Helpline ESOL)



Beneficiaries of Title III Services



ELs and/or immigrant
children and youth

Teachers of ELs and/or
immigrant children and youth

Other educational personnel

21st Century

Nita Lowery

21st Century: Extended Learning Program



NITA M. LOWEY 21ST CENTURY
COMMUNITY LEARNING CENTERS
F L O R I D A



Program Highlights

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

Family nights and workshops hosted by the 21st Century program provide meaningful engagement for families to have a part in their children's education, including a better understanding of what to expect as students navigate through their academic path to graduation and beyond.

The 21st Century program is free to families with students attending 3rd – 5th grade at Dunedin, Eisenhower, New Heights, and 74th Street Elementary.

Our Gulfport & High Point Elementary program is free to students attending 2nd – 5th grade.



*Snapology
High Point Elementary
21st CCLC*

21st Century Program Locations



Monday - Friday
3pm to 6pm



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



21st Century Enrichment Vendors

We have vendors who will be bringing exciting experiences to students in the 21st Century program.

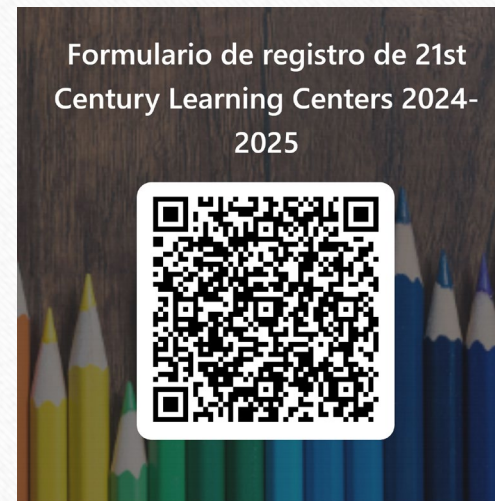
This year we have Creative Clay, Snapology, Keep St. Pete Lit, and Challenge Island providing enrichment sessions.



21st Century Registration Process

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.

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





21st Century Summer Program

Summer Session
Monday - Thursday

2pm - 6pm

2024-2025 Summer Registration
will open March 1, 2025.

Please look for more information
2nd Semester!

Our summer program is open to students that attend a school listed below during the regular academic year, will attend Summer Bridge at one of the listed schools, attend a private school, or receive homeschooling.

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



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

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

Briana Gibbons
21st Century Program Director
gibbonsb@pcsb.org
(727) 588-6000 ext. 1369



Title II Part A & Title IV Part A



Agenda

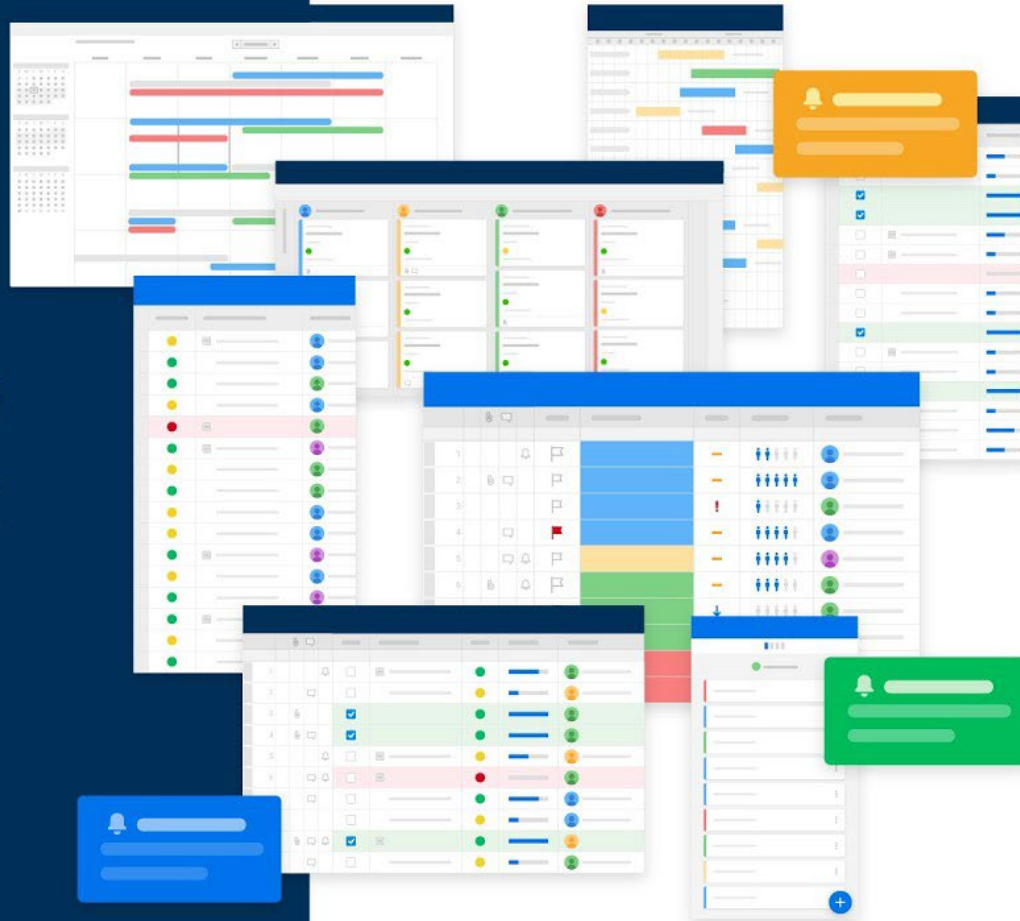
- Smartsheet overview
- Title II/IV Process Overview
- Title II/IV Needs Assessment Details
- Title II/IV Participation Requests
- Title II/IV Spending
- Title II/IV Amendments
- Title II/IV Reminders
- Q&A



Part 1: SmartSheet Overview

Smartsheet Overview

**Welcome to
Smartsheet**



Smartsheet Overview

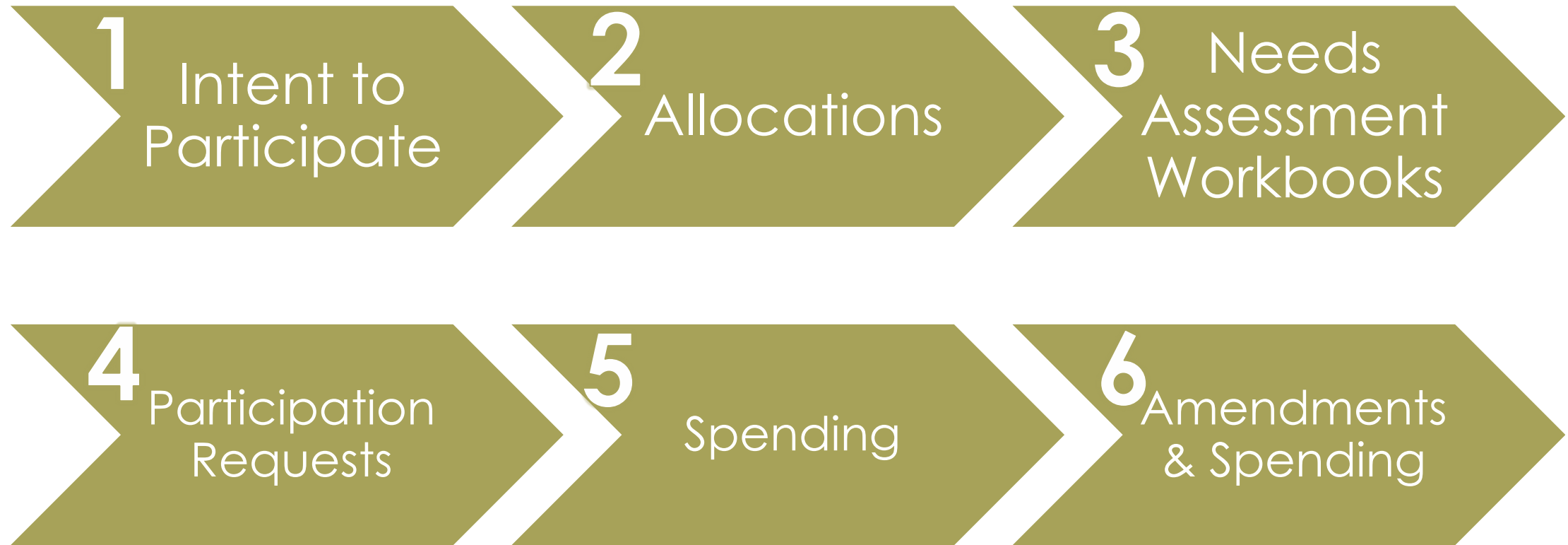




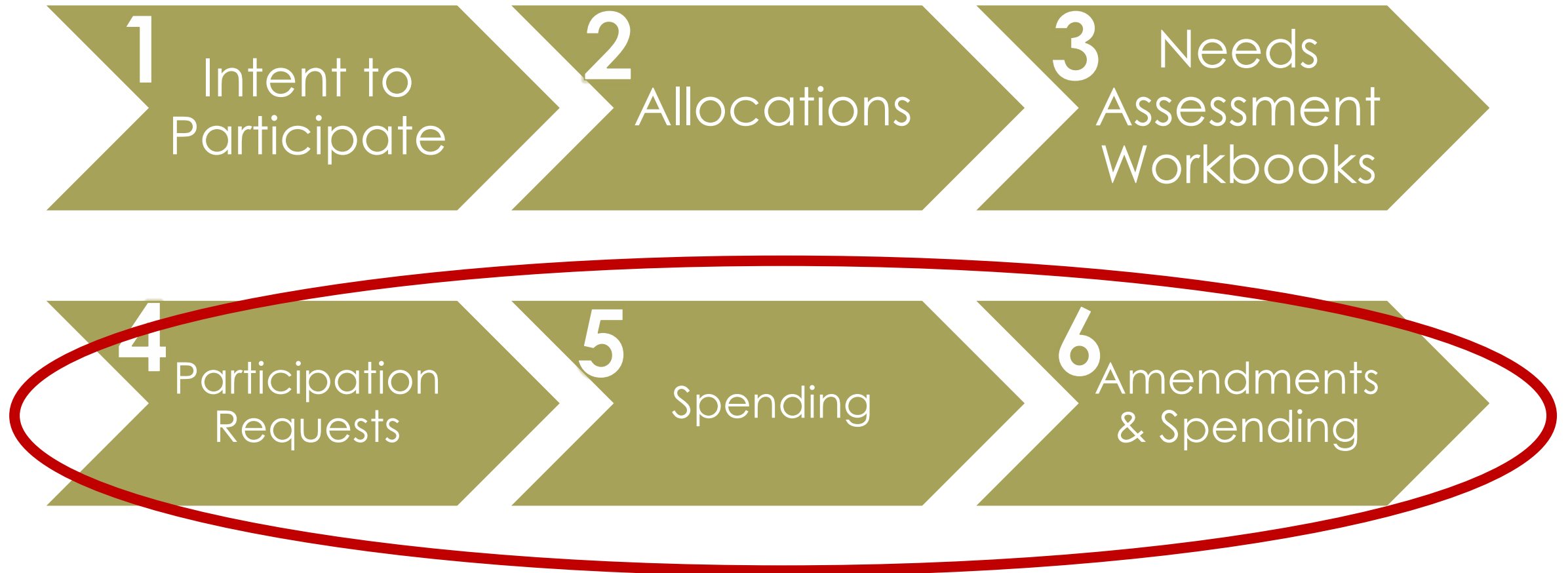
Part 2:

Title II/IV Process Overview

Title II/IV Process Overview



Title II/IV Process Overview





Part 3:

Needs Assessment Details

Title II/IV Needs Assessment Details

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Private School Needs Assessment																	
2024-2025 School Year																	
Part 1: School Info																	
School: <input type="text"/>																	
School #: <input type="text"/>																	
Official Title II/Title IV Contact: <input type="text"/>																	
Phone Number: <input type="text"/>																	
E-mail Address: <input type="text"/>																	
Principal: <input type="text"/>																	
Title II Allocation for 24-25: \$1,605.00																	
Title IV Allocation for 24-25: \$1,144.47																	
Part 2: Needs Assessment																	
1. Briefly summarize the school's needs assessment process. Identify your students' academic needs and provide appropriate data for support.																	
<i>The educational leaders meet monthly to discuss the status of the academic progress of the students, using MAP (Measures of Academic Progress). This assessment measures what students know and informs what they are ready to learn next by dynamically adjusting to each student's performance. The teachers have access to three assessments per year to measure their student's progression and their deficits. The data from MAP Growth Test for 2023-2024 school year shows low to low average performance in mathematics for 85 percent of students. Test data also shows that 80 percent of students are performing below grade level in reading and language. By keeping records of behavior and attendance, and surveying our students, parents, and staff to identify social, emotional, and health concerns, we can identify students in need</i>																	
2. Identify your students' academic, social-emotional, physical health, and digital literacy needs that emerged from the process described above. Provide appropriate data for support.																	
<div>Needs Assessment</div> <div><div>PIVOTS TIV</div><div>PIVOTS TII</div><div>TII-PD Supplies</div><div>TII-PD Travel Conf</div><div>TII-PD Stipends</div><div>TII-PD Consultants</div><div>TII-PD Other</div><div>TIV-Supplies</div><div>TIV-Travel Conf</div><div>TIV-Stipends</div><div>TIV-Consultants</div><div>TIV-Se</div></div>																	

You will put your info in here and it will autofill through every worksheet for you!

Watch a quick video on how to use this worksheet here!



Title II/IV Needs Assessment Details



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– Special Projects

Vision / Mission

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Grants Management

Handbook

Resources for Title II & Title IV

Needs Assessments

1. Use the template provided to complete your Needs Assessment and Budget
2. Use [this link to submit](#) your Needs Assessment for Review

Note: Needs Assessments will be collected/edited 4 times per year. Once at application time in June, then again in Fall, Winter and Spring. Schools will receive email notification the month prior so they will have an opportunity to request changes to their budget.

Note: Schools can request a PDF of their last approved Needs Assessments & Budgets at any time [using this link](#)

Title II/IV Needs Assessment Details



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– Special Projects

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Handbook

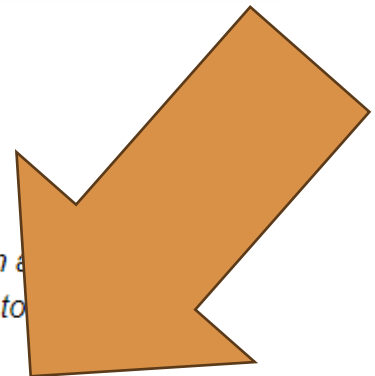
Resources for Title II & Title IV

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Note: Schools can request a PDF of their last approved Needs Assessments & Budgets at any time [using this link](#)





Part 4:

Title II/IV Participation Requests

Title II/IV Participation Requests

PINELLAS COUNTY SCHOOLS 2024-2025
Title II Grant Participation Request for Private Schools

Date Submitted:	
Total Amount: \$	

SCHOOL INFORMATION	
School Name:	
School ID#:	
Contact Name:	
Contact Email:	
Submitter Name:	
Submitter Email:	

Activity Type Requested
<input type="checkbox"/> PD Supplies
<input type="checkbox"/> PD Travel
<input type="checkbox"/> PD Stipends
<input type="checkbox"/> PD Consultants
<input type="checkbox"/> PD Coursework

PD SUPPLIES	
Name of Activity:	
PD Supplies will Support:	
Need Identified in Needs Assessment:	
PO Required: <input checked="" type="checkbox"/> Yes	
Activity on Original Needs Assessment: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Supporting Documents
<input type="checkbox"/> Quote
<input type="checkbox"/> Detailed Spreadsheet

Total Cost

PD TRAVEL/CONFERENCE	
Conference Title:	
Host:	
PD Conference will Support:	
Need Identified in Needs Assessment:	
Location: <input type="checkbox"/> In-State <input type="checkbox"/> Out of State	
Conference Date:	
# of Participants:	
Conference Events: <input type="checkbox"/> Secular Only <input type="checkbox"/> Non-Secular Only <input type="checkbox"/> Both <small>If both, provide agenda clearly delineating secular and non-secular activities to determine percentage of conference that is non-secular. PD</small>	
Link to Website:	
PO Required: <input checked="" type="checkbox"/> No	
Activity on Original Needs Assessment: <input type="checkbox"/> Yes <input type="checkbox"/> NO	

Supporting Documents
<input type="checkbox"/> Quotes on Travel

Cost Per Person	
Registration	
Airfare	
Hotel	
Meals	
Mileage	
Parking	
Car Rental	
Taxi/Uber	
Cost Per Person:	

Total Cost

1. Check Needs Assessment for Activity
2. Complete Participation Request Form
3. Submit via Smartsheet
4. Respond to any needed follow up

Title II/IV Participation Requests



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Grants Management
Handbook

Annual Reports

+ Federal and State Grants

+ Competitive Grants

- Private Schools

Private School Contacts

Private School Forms

Private School Resources and
Meeting Archives

Handbook for Private Schools

Resources for Title II & Title IV

Needs Assessments

1. Use the template provided to complete your Needs Assessment and Budget
2. Use [this link to submit](#) your Needs Assessment

Note: Needs Assessments will be collected/edited 4 times a year: application time in June, then again in Fall, Winter and Spring. Schools will receive email notification when they will have an opportunity to request changes to their budget.

Note: Schools can request a PDF of their Needs Assessments & Budgets at any time [using this link](#)

Participation Requests

1. Use [this link to request](#) a copy of your current Needs Assessment
2. Use one of these Templates to complete your request:
[Title II Request](#) or [Title IV Request](#)
3. If ordering supplies, please use [this worksheet](#) to provide us linked items.
4. Use [this link to submit](#) Participation Requests

Note: We are moving to Smartsheets to automate the approval process. You will receive emails from Smartsheet with follow ups and status updates. You do not need a Smartsheet account as the info you need will be included in the email.

Note: Participation Requests should only be turned in if the activity is already on your current, approved Needs Assessment. Otherwise, you will need to wait to an amendment period, request to change your Needs Assessment & Budget, get state approval and then submit the Participation Request.

Title II/IV Participation Requests



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Handbook for Private Schools

Resources for Title II & Title IV

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Note: Needs Assessments will be collected/edited 4 times per year. Once at application time in June, then again in Fall, Winter and Spring. Schools will receive email notification the month prior so they will have an opportunity to request changes to their budget.

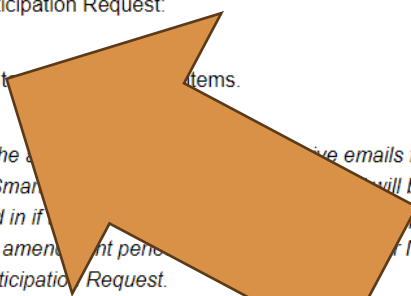
Note: Schools can request a PDF of their last approved Needs Assessments & Budgets at any time [using this link](#)

Participation Requests

1. Use [this link to request](#) a copy of your latest, approved Needs Assessment
2. Use one of these Templates to complete a Participation Request:
[Title II Request](#) or [Title IV Request](#)
3. If ordering supplies, please use [this worksheet](#) to track items.
4. Use [this link to submit](#) Participation Requests

Note: We are moving to Smartsheets to automate the process. You will receive emails from Smartsheet with follow ups and status updates. You do not need a SmartSheet account. Your account will be included in the email.

Note: Participation Requests should only be turned in if you have a current approved Needs Assessment. Otherwise, you will need to wait to an amendment period for your Needs Assessment & Budget, get state approval and then submit the Participation Request.



Private Schools Participation Request Submission

Please answer the few questions below and attach a copy of a completed Participation Request form.

School

Select or enter value ▼

Grant

Select or enter value ▼

Total Amount Requested \$

Needs Assess Confirm

Select or enter value ▼

Submitters Name

Submitters Email

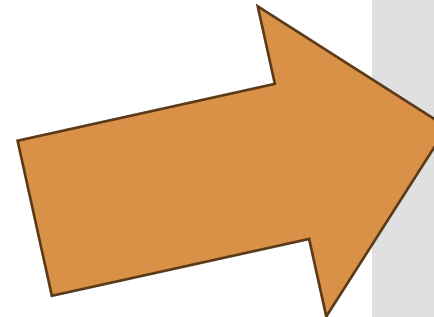
Participation Request Upload *

Please attach a copy of your completed Participation Request Form and any supporting documents (quotes, detailed supply spreadsheet, etc)

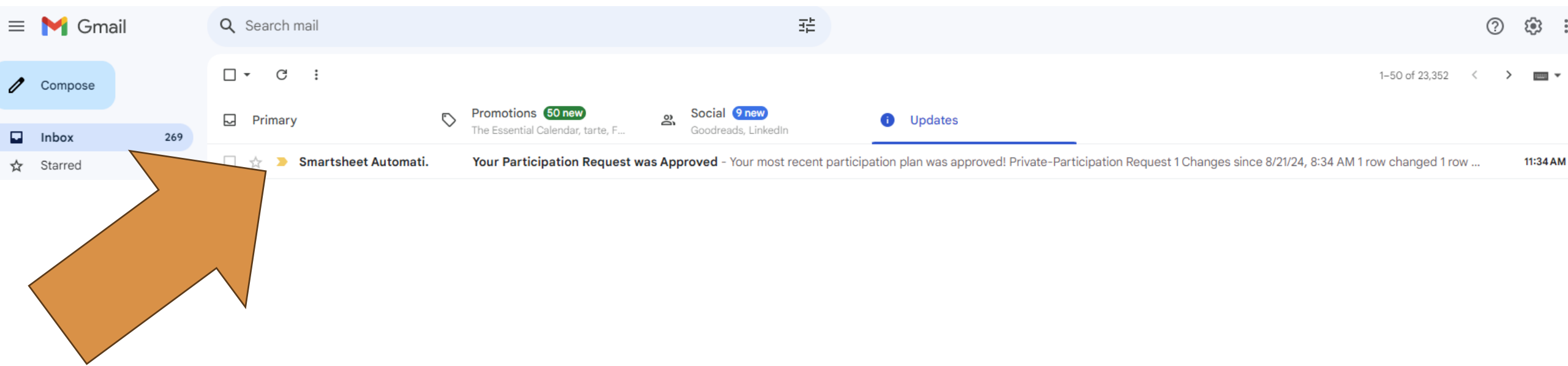
Drag and drop files here or [browse files](#)

☐ Send me a copy of my responses

Title II/IV Participation Requests



Title II/IV Participation Requests





Smartsheet Automation <automation@app.smartsheet.com>
to me ▾

[Unsubscribe](#)



Your most recent participation plan was approved!

[Private-Participation Request 1](#)

Changes since 8/21/24, 8:34 AM

1 row changed

1 row added or updated (shown in yellow)

Row 20

School ID

School

TAMPA BAY INTERNATIONAL SCHOOL

Grant

Title II

Submitters
Name

Coral Marsh

Submitters
Email

Coral.Marsh@gmail.com

Needs Assess
Confirm

Yes

Needs Assess
Confirm

Yes

TII Activity
Category

TIV Activity
Category

Total Amount
Requested \$

1,000,000.00

Reviewer
Approval

IT Approval

anges made by marshco@pcsb.org

Title II/IV Participation Requests

Smartsheet Automation <automation@app.smartsheet.com>
to me ▾[Unsubscribe](#)

Your most recent participation plan was approved!

[Private-Participation Request 1](#)

Changes since 8/21/24, 8:34 AM

1 row changed

1 row added or updated (shown in yellow)

Row 20

School ID

School

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Grant

Title II

Submitters
Name

Coral Marsh

Submitters
EmailCoral.Marsh@gmail.comNeeds Assess
Confirm

Yes

Needs Assess
Confirm

Yes

TII Activity
CategoryTIV Activity
CategoryTotal Amount
Requested \$

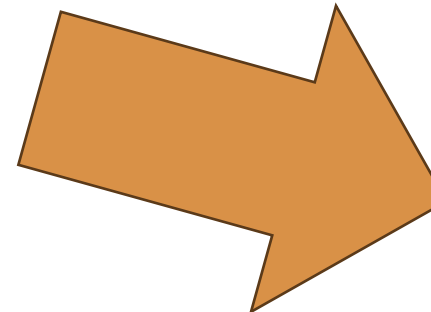
1,000,000.00

Reviewer
Approval

IT Approval

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Title II/IV Participation Requests



Title II/IV Participation Requests



Your most recent participation plan was approved!

 [Private-Participation Request 1](#)

Changes since 8/21/24, 8:34 AM

Following

1 row added or updated (shown in yellow)

Row 20

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School

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Grant

Title II

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Name

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Needs Assess
Confirm

Yes

Needs Assess
Confirm

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TII Activity
Category

TIV Activity
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Total Amount
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Reviewer
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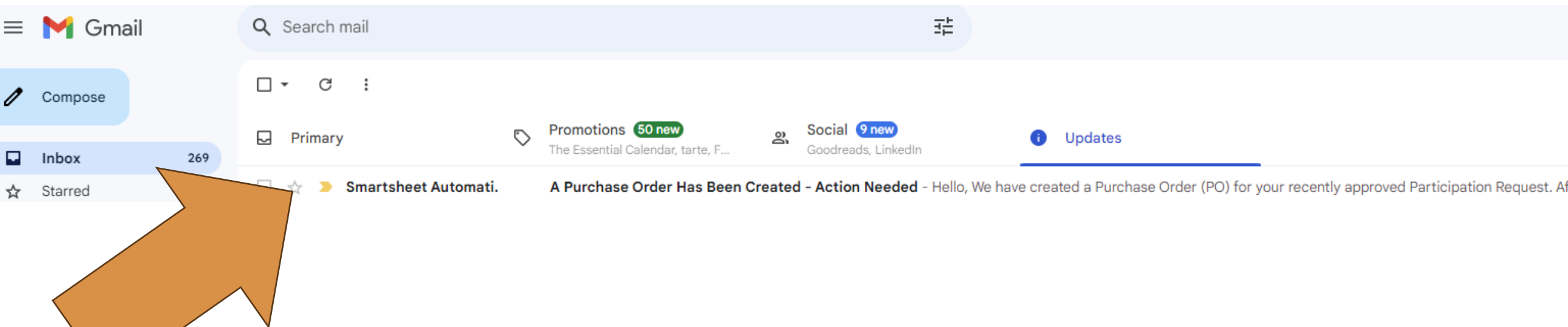


Part 4:

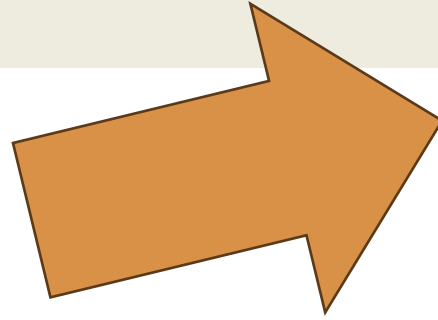
Title II/IV Spending

Title II/IV Spending

Email # 2: Next Steps



Title II/IV Spending



Email # 2: Next Steps

A Purchase Order Has Been Created - Action Needed ▶ Inbox x

Smartsheet Automation <automation@app.smartsheet.com> [Unsubscribe](#)
to me ▼



Hello,

We have created a Purchase Order (PO) for your recently approved Participation Request. After you receive the goods or services, please sign and return the PO via the button/form below. When you click "Open Request", a form will open where you can grab the PO from us and also where you can upload the signed copy to get it back to us. Please make sure to fill in the Submission Date (the only blank field) before hitting submit.

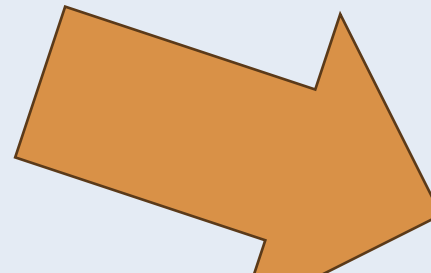
You can open the link from the email multiple times, just don't click "Submit Update" in the form until after you have attached your signed copy.

If you have any questions, please reach out to Special Projects.

Thanks!

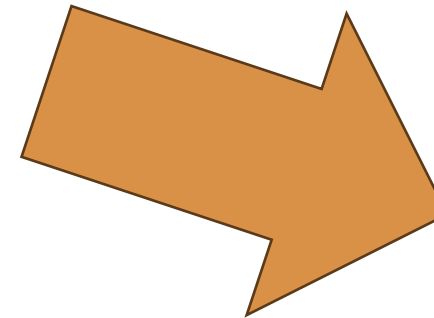
Pinellas County Schools
Special Projects Team

[Open request](#)



Title II/IV Spending

Email # 2: Next Steps



A Purchase Order Has Been Created - Action Needed

Hello,

We have created a Purchase Order (PO) for your recently approved Participation Request. After you receive the goods or services, please sign and return the PO via the button/form below. When you click "Open Request", a form will open where you can grab the PO from us and also where you can upload the signed copy to get it back to us. Please make sure to fill in the Submission Date (the only blank field) before hitting submit.

You can open the link from the email multiple times, just don't click "Submit Update" in the form until after you have attached your signed copy.

If you have any questions, please reach out to Special Projects.

Thanks!

Pinellas County Schools
Special Projects Team

School

TAMPA BAY INTERNATIONAL SCHOOL

Grant

Title II

Submitters Name

Coral Marsh

Total Amount Requested \$

1,000,000.00

PO #

Date Submitted Back

Attachments

Upload Files

▶ 1 Attachment

☐ Send me a copy of my responses

Submit Update



Part 5:

Title II/IV Amendments

Title II/IV Amendments

Amendments will occur in Fall, Winter and Spring and schools will receive email notification the month prior so they will have an opportunity to request changes to their budget.



Email Invite

Review
Needs
Assessment

Schedule
Session with
Calendly

Prepare
Changes
Ahead of
Time

Meet on
Teams and
Make
Changes Live

Wait for FDOE
Approval to
Spend

PCS Grants Update: Fall Meeting & Amendments for Title II & IV-- ARQAM'S Academy



Amendment ...IV.pdf



24.pdf



Cain Christopher

To:

Cc:



Reply



Reply all



Forward



Mon 10/21/2024 2:51 PM



High importance



Amendment Period Details.Ti...

65 KB



Needs Assess....



2 attachments (497 KB) Save all to OneDrive - Pinellas County Schools Save All Attachments

Hello,

We hope you, your families, and your schools fared well in the past month's storms and hardships. I am reaching out with three important grant-related announcements.

- 1) A reminder that next Wednesday 10/23/24 at 10 am we will be hosting our PCS Fall Consultation Meeting for all grants. This important meeting will be held in the Conference Hall of the Administration Building in Largo. 301 4th Street SW, Largo Florida 33770
- 2) Title II was finally awarded, and funds are now ready to be accessed in full. If you have submissions in smartsheet already that were previously denied because funding hadn't been awarded yet, we will be approving those this week so no need to resubmit as a new request.
- 3) We are now ready to begin our first amendment period for both Title II and Title IV. Details for this process can be found below. Amendments are necessary if you wish to make a change to the budget you submitted last Spring. Amendments are optional, not required, and there will be other opportunities to amend this year. If you are interested in making a change to either your Title II or IV budget, please read through the details below and schedule a meeting asap using the calendly link provided below (in orange). Our plan is to hold meetings 10/24 - 11/14 and submit the amendment to the FDOE by 11/22. Your last, approved needs assessment budget is attached for your review.

Thank you,

Coral Marsh

Director, Federal Programs
Pinellas County Schools
727-588-6311

Pinellas County Schools
Special Projects Department
Title II & IV Amendment Cycle for 2024-2025 (NEW)

Email Invite

Review
Needs
Assessment

Schedule
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Prepare
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Meet on
Teams and
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Changes Live

Wait for FDOE
Approval to
Spend

PCS Grants Update: Fall Meeting & Amendments for Title II & IV-- ARQAM'S Academy



Amendment ...IV.pdf

18-24.pdf



Cain Christopher

To:

Cc:



Reply



Reply all



Forward



Mon 10/21/2024 2:51 PM



High importance



Amendment Period Details.Ti...

65 KB



Needs Assess....



2 attachments (497 KB) Save all to OneDrive - Pinellas County Schools Save All Attachments

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Pinellas County Schools
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Pinellas County Schools
Special Projects Department
Title II & IV Amendment Cycle for 2024-2025 (NEW)

Email Invite

Review
Needs
Assessment

Schedule
Session with
Calendly

Prepare
Changes
Ahead of
Time

Meet on
Teams and
Make
Changes Live

Wait for FDOE
Approval to
Spend

Marsh Coral

Title II/IV Amendment

🕒 30 min



Web conferencing details provided upon confirmation.

Please book a timeslot that works best for your school. An invite and teams link will be sent. Please share with any relevant staff that you need to attend. Please also review your needs assessment and come to the meeting prepared with what budget changes you wish to make.

[Cookie settings](#)

[Report abuse](#)

Select a Date & Time

< October 2024 >

Wednesday, October 30

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Time zone

🌐 Eastern Time - US & Canada (12:21pm) ▼

9:00am

9:30am

10:00am

10:30am

11:00am

11:30am



Troubleshoot



POWERED BY
Calendly

Email Invite

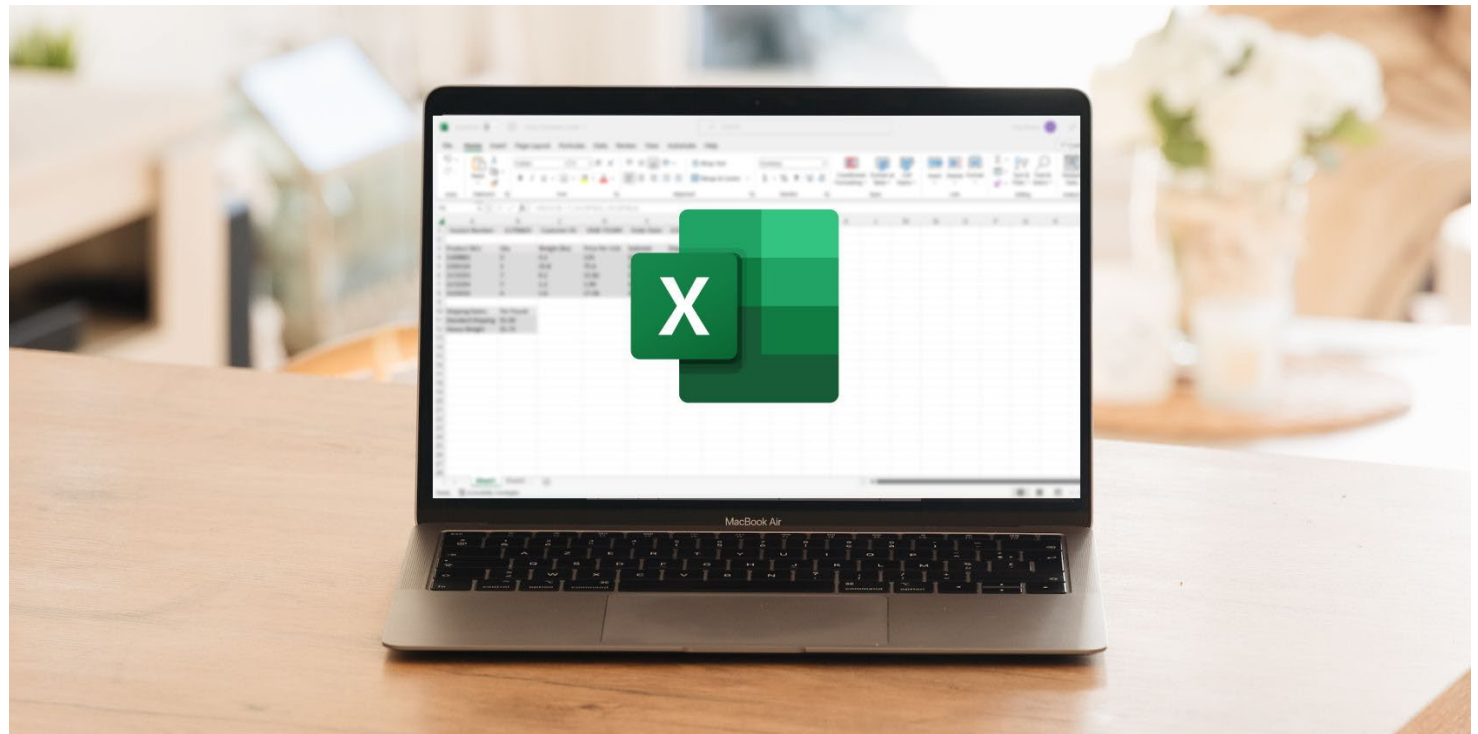
Review
Needs
Assessment

Schedule
Session with
Calendly

Prepare
Changes
Ahead of
Time

Meet on
Teams and
Make
Changes Live

Wait for FDOE
Approval to
Spend



```
graph LR; A[Email Invite] --> B[Review Needs Assessment]; B --> C[Schedule Session with Calendly]; C --> D[Prepare Changes Ahead of Time]; D --> E[Meet on Teams and Make Changes Live]; E --> F[Wait for FDOE Approval to Spend];
```

Email Invite

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Teams and
Make
Changes Live

Wait for FDOE
Approval to
Spend

Title II/IV Amendments



Amendment Period Timeline

Amendment Period 1: Fall (September – November)

**Dependent on when grant is awarded*

Amendment Period 2: Winter (January – February)

Amendment Period 3: Spring (March – April)

The windows above are what PCS is aiming for but the timeline and process may shift in any given year depending on when a grant is initially awarded and other extenuating circumstances. All changes will be well communicated.

Title II/IV Amendments

Amendment Period Overview

All schools and departments will have opportunities to propose amendments to Title II and Title IV at set times during the school year. These times will be known as "amendment periods". During an amendment period, all stakeholders will be notified of the opportunity, consultation meetings will be held, amendments will be made to existing Needs Assessments Workbooks and Budgets and an amendment application will be submitted to the FDOE. PCS will work with the FDOE and various departments and schools to answer clarifying questions as the amendment application is processed. Once the amendment is approved by the FDOE and funds are reallocated in PCS accounts, schools and departments will be notified that they can now spend their amended activities. Due to the cumbersome process and lengthy timeline, departments and schools are encouraged to plan ahead, in detail, as much as possible for all grant funded activities.

Amendment Period Timeline

Amendment Period 1: Fall (September – November) *Dependent on when grant is awarded

Amendment Period 2: Winter (January – February)

Amendment Period 3: Spring (March – April)

The windows above are what PCS is aiming for but the timeline and process may shift in any given year depending on when a grant is initially awarded and other extenuating circumstances. All changes will be well communicated.

Amendment Process

1. Review your current Needs Assessment Workbook and Budget (Special Projects will send you a PDF version of your last approved one).
2. Decide if you need to make any changes at this time (amendments are optional, not required).
3. Determine whether you need to make a change to your Needs Assessment Workbook and Budget, schedule a meeting with Special Projects using the calendly link provided at a time that works for you.
4. Review your Needs Assessment and Budget prior to the meeting and come prepared to the meeting with your exact changes. Meetings will be around 30 minutes so coming prepared is key!
5. Prior to the meeting collect any needed quotes, details, lists etc. For example, if you want to add PE Equipment to your Title IV Supply budget, you need to come with the exact list of items and their details.
6. Attend the Meeting. During the meeting Special Projects will share the screen and display your last Needs Assessment Budget Workbook and will make your requested changes in real time as you share them with us. At the end of the meeting, you will have a revised, proposed budget that we will include in our amendment application to the state.
7. After the meeting, you will continue to spend grant funds on activities that were included in your original application. You won't be able to spend on the amended activities until we receive state approval.



Part 5:

Title II/IV Reminders

Title II/IV Reminders

R. A. N

Responsibility, Allowable, Necessary

Title II Allowability – Equitable Services for Private Schools

Allowable activities for Private Schools:
Supplies: Materials and Equipment that are secular, neutral and nonideological
Professional Development (PD): School Based Activities to address the specific needs of students
Professional Development: Conference that supports secular PD plan
Professional Development: Other- College Course not in degree program to address specific needs of students Subscription to a program that provides access to PD

- Federal Regulations require that the LEA always maintain control of funds and the supervision and control of employees and contractors. [Section 8501\(d\)](#)
- All requests need to be Reasonable, Allocable and Necessary. (R.A.N.)
- All requests should meet the supplement not supplant rule

PD: SUPPLIES	PD: SCHOOL BASED
<ul style="list-style-type: none"><input type="checkbox"/> Materials and equipment are secular, neutral and nonideological<input type="checkbox"/> Supplies are for PD and allowable<input type="checkbox"/> Supply details are provided (exact items, purpose, cost, vendors, etc)	<ul style="list-style-type: none"><input type="checkbox"/> Facilitated by outside consultant. *Can not be an employee of the school<input type="checkbox"/> Quote from consultant less than \$3000 per day (for full day)<input type="checkbox"/> Scope of work, agenda provided<input type="checkbox"/> PD benefits a specific student need and not the school itself<input type="checkbox"/> PD aligns with needs assessment
PD: OTHER College Courses or Subscriptions	PD: STIPENDS
<ul style="list-style-type: none"><input type="checkbox"/> Course not part of a degree program<input type="checkbox"/> Course is for PD purposes<input type="checkbox"/> Subscription provides access to PD	<ul style="list-style-type: none"><input type="checkbox"/> PD Facilitated by Outside Consultant *Can not be an employee of the school<input type="checkbox"/> PD benefits a specific student need and not the school itself<input type="checkbox"/> PD aligns with needs assessment<input type="checkbox"/> PD attended outside of contract hours/school day<input type="checkbox"/> Rate of pay is reasonable and should not exceed PCS current rate for PD stipends which is \$22.50 per hour.
PD: CONFERENCE	
<ul style="list-style-type: none"><input type="checkbox"/> Academic Purpose<input type="checkbox"/> PD benefits a specific student need and not the school itself<input type="checkbox"/> PD aligns with needs assessment<input type="checkbox"/> Sponsored by faith-based organization *If yes, plan provided delineating secular and non-secular activities prior to attending<input type="checkbox"/> Local (in state)<input type="checkbox"/> Out of State (if yes details provided)<input type="checkbox"/> Travel costs are reasonable	

Title II/IV Reminders

R REASONABLE

Reasonable costs are expenses that a prudent person would consider sensible and appropriate under the circumstances.

“Would an average person think this is a sensible way to spend grant funds?”

A ALLOCABLE

For a cost to be allocable, it must have a clear connection to the grant and contribute to its objectives.

“Can the connection between this cost and the project's objectives be clearly demonstrated?”

N NECESSARY

Necessary costs are expenses that are essential for achieving the goals of the grant project.

“Is this expense required to accomplish our grant objectives?”

Title II/IV Reminders

R. A. N

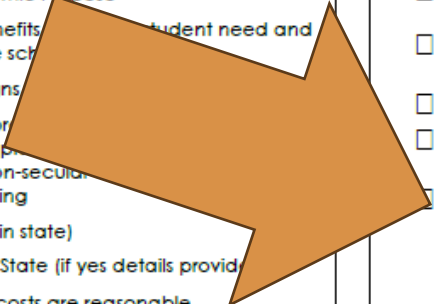
Responsibility, Allowable, Necessary

Title II Allowability – Equitable Services for Private Schools

Allowable activities for Private Schools:
Supplies: Materials and Equipment that are secular, neutral and nonideological
Professional Development (PD): School Based Activities to address the specific needs of students
Professional Development: Conference that supports secular PD plan
Professional Development: Other- College Course not in degree program to address specific needs of students Subscription to a program that provides access to PD

- Federal Regulations require that the LEA always maintain control of funds and the supervision and control of employees and contractors. [Section 8501\(d\)](#)
- All requests need to be Reasonable, Allocable and Necessary. (R.A.N.)
- All requests should meet the supplement not supplant rule

PD: SUPPLIES	PD: SCHOOL BASED
<input type="checkbox"/> Materials and equipment are secular, neutral and nonideological <input type="checkbox"/> Supplies are for PD and allowable <input type="checkbox"/> Supply details are provided (exact items, purpose, cost, vendors, etc)	<input type="checkbox"/> Facilitated by outside consultant. *Can not be an employee of the school <input type="checkbox"/> Quote from consultant less than \$3000 per day (for full day) <input type="checkbox"/> Scope of work, agenda provided <input type="checkbox"/> PD benefits a specific student need and not the school itself <input type="checkbox"/> PD aligns with needs assessment
PD: OTHER College Courses or Subscriptions	PD: STIPENDS
<input type="checkbox"/> Course not part of a degree program <input type="checkbox"/> Course is for PD purposes <input type="checkbox"/> Subscription provides access to PD	<input type="checkbox"/> PD Facilitated by Outside Consultant *Can not be an employee of the school <input type="checkbox"/> PD benefits a specific student need and not the school itself <input type="checkbox"/> PD aligns with needs assessment <input type="checkbox"/> PD attended outside of contract hours/school day <input type="checkbox"/> Rate of pay is reasonable and should not exceed PCS current rate for PD stipends which is \$22.50 per hour.
PD: CONFERENCE	
<input type="checkbox"/> Academic Purpose <input type="checkbox"/> PD benefits a specific student need and not the school itself <input type="checkbox"/> PD aligns with needs assessment <input type="checkbox"/> Sponsored by LEA *If yes, provide details of how PD is secular and non-secular <input type="checkbox"/> Local (in state) <input type="checkbox"/> Out of State (if yes details provided) <input type="checkbox"/> Travel costs are reasonable	



Title II/IV Reminders

R. A. N

Responsibility, Allowable, Necessary

Title II Allowability – Equitable Services for Private Schools

Allowable activities for Private Schools:
Supplies: Materials and Equipment that are secular, neutral and nonideological
Professional Development (PD): School Based Activities to address the specific needs of students
Professional Development: Conference that supports secular PD plan
Professional Development: Other- College Course not in degree program to address specific needs of students Subscription to a program that provides access to PD

- Federal Regulations require that the LEA always maintain control of funds and the supervision and control of employees and contractors. [Section 8501\(d\)](#)
- All requests need to be Reasonable, Allocable and Necessary. (R.A.N.)
- All requests should not be used to supplement state funds

PD: SCHOOL BASED
<input type="checkbox"/> Facilitated by outside consultant. *Can not be an employee of the school
<input type="checkbox"/> Quote from consultant less than \$3000 per day (for full day)
<input type="checkbox"/> Scope of work, agenda provided
<input type="checkbox"/> PD benefits a specific student need and not the school itself
<input type="checkbox"/> PD aligns with needs assessment

PD: OTHER College Courses or Subscriptions
<input type="checkbox"/> Course not part of a degree program
<input type="checkbox"/> Course is for PD purposes
<input type="checkbox"/> Subscription provides access to PD

PD: CONFERENCE
<input type="checkbox"/> Academic Purpose
<input type="checkbox"/> PD benefits a specific student need and not the school itself
<input type="checkbox"/> PD aligns with needs assessment
<input type="checkbox"/> Sponsored by faith-based organization *If yes, plan provided delineating secular and non-secular activities prior to attending
<input type="checkbox"/> Local (in state)
<input type="checkbox"/> Out of State (if yes details provided)
<input type="checkbox"/> Travel costs are reasonable

PD: STIPENDS
<input type="checkbox"/> PD Facilitated by Outside Consultant *Can not be an employee of the school
<input type="checkbox"/> PD benefits a specific student need and not the school itself
<input type="checkbox"/> PD aligns with needs assessment
<input type="checkbox"/> PD attended outside of contract hours/school day
<input type="checkbox"/> Rate of pay is reasonable and should not exceed PCS current rate for PD stipends which is \$22.50 per hour.

Title II/IV Reminders

<https://www.pcsb.org/Page/42578> OR
<https://www.pcsb.org/SPECIALPROJECTS>

The screenshot displays the Pinellas County Schools (PCS) website. At the top is the PCS logo with the text "PINELLAS COUNTY SCHOOLS". To the right of the logo are links for "Newsroom", "Calendar", and "Contact Us". Below the logo is a navigation bar with buttons for "HOME", "FAMILIES", "STUDENTS", "STAFF", "COMMUNITY", and "SCHOOL BOARD". A secondary navigation bar contains links for "ABOUT US", "CALENDAR", "DEPARTMENTS & DIVISIONS" (which is highlighted), "EMPLOYMENT", "LEADERSHIP", "REGISTRATION", and "SCHOOLS". Below this is a breadcrumb trail: "Home > Departments & Divisions > Special Projects".

The main content area is titled "Special Projects" and features a sidebar with a list of links: "Special Projects", "Vision / Mission", "Contacts", "Resources", "Grants Management Handbook", "Annual Reports", "+ Federal and State Grants", "+ Competitive Grants", "- Private Schools", "Private School Contacts", "Private School Forms", "Private School Resources and Meeting Archives", "Handbook for Private Schools", "Private School Participation", and "Charter Schools".

The main content area is titled "Resources for Title II & Title IV" and contains three sections:

- Needs Assessments**
 1. Use the template provided to complete your Needs Assessment and Budget
 2. Use [this link to submit](#) your Needs Assessment for Review

Note: Needs Assessments will be collected/edited 4 times per year. Once at application time in June, then again in Fall, Winter and Spring. Schools will receive email notification the month prior so they will have an opportunity to request changes to their budget.

Note: Schools can request a PDF of their last approved Needs Assessments & Budgets at any time [using this link](#)
- Participation Requests**
 1. Use [this link to request](#) a copy of your latest, approved Needs Assessment
 2. Use one of these Templates to complete a Participation Request: [Title II Request](#) or [Title IV Request](#)
 3. If ordering supplies, please use [this worksheet](#) to provide us linked items.
 4. Use [this link to submit](#) Participation Requests

Note: We are moving to Smartsheets to automate the approval process. You will receive emails from Smartsheet with follow ups and status updates. You do not need a Smartsheet account as the info you need will be included in the email.

Note: Participation Requests should only be turned in if the activity is already on your current, approved Needs Assessment. Otherwise, you will need to wait to an amendment period, request to change your Needs Assessment & Budget, get state approval and then submit the Participation Request.
- Amendments**

Amendments will occur in Fall, Winter and Spring and schools will receive email notification the month prior so they will have an opportunity to request changes to their budget

Title II/IV Reminders

**WORK IN
PROGRESS**





Part 6:


Q & A

Q&A



Thank you

Any Questions?



“ LEADERSHIP IS ABOUT
MAKING OTHERS BETTER
AS A RESULT OF YOUR
PRESENCE & MAKING SURE
THAT IMPACT LASTS
IN YOUR ABSENCE. ”

sheryl sandberg