



September  
2023

# Federal Education Programs: Private School Officials

FALL CONSULTATION



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



# Welcome

Marti Giancola, 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.**



# Title I, Part A: Academic Achievement of Disadvantaged Youth

## *Funding Purpose:*

To ensure that all students, particularly those who are low-achieving, have a fair, equitable and significant opportunity to obtain a high-quality education





# Student Eligibility



**ZONED FOR A TITLE I  
PUBLIC SCHOOL**



**ACADEMIC NEED**







# Process



School identifies students



PCS verifies eligibility



Catapult



Solaria Enrichment

# Program Design



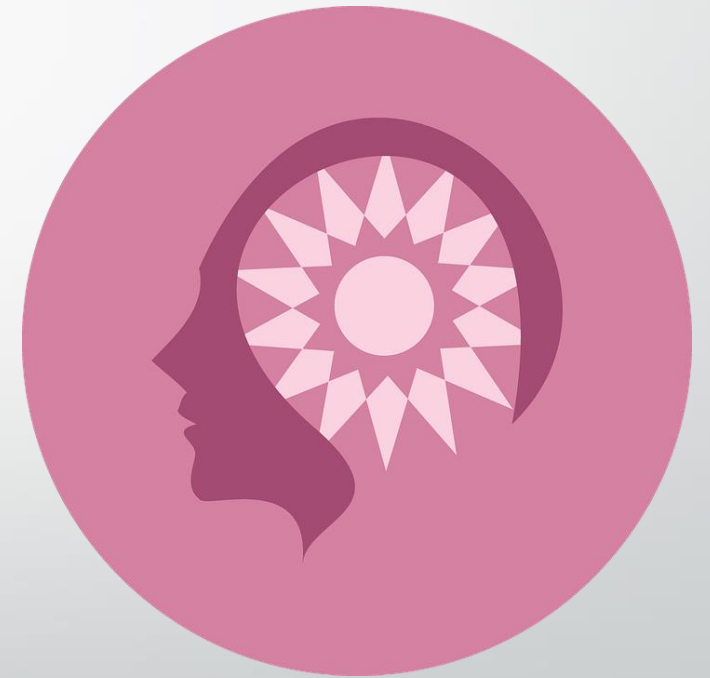
**Small group personalized instruction** sets students up for success



**Collaborative approach** involves students, parents, educators and administrators



Built-in **formative assessments** identify skill gaps and customize learning plans.





# Program Design

**Supplement** the  
educational services  
provided by the  
private school

Must be secular,  
neutral, and  
standards based

# Contractors



Math /  
Science

Critical  
Thinking

Creative  
skills



Instructional small  
group Reading  
and /or Math

Extended learning

Mentoring  
programs

Academic  
counseling

Computer-assisted  
instruction

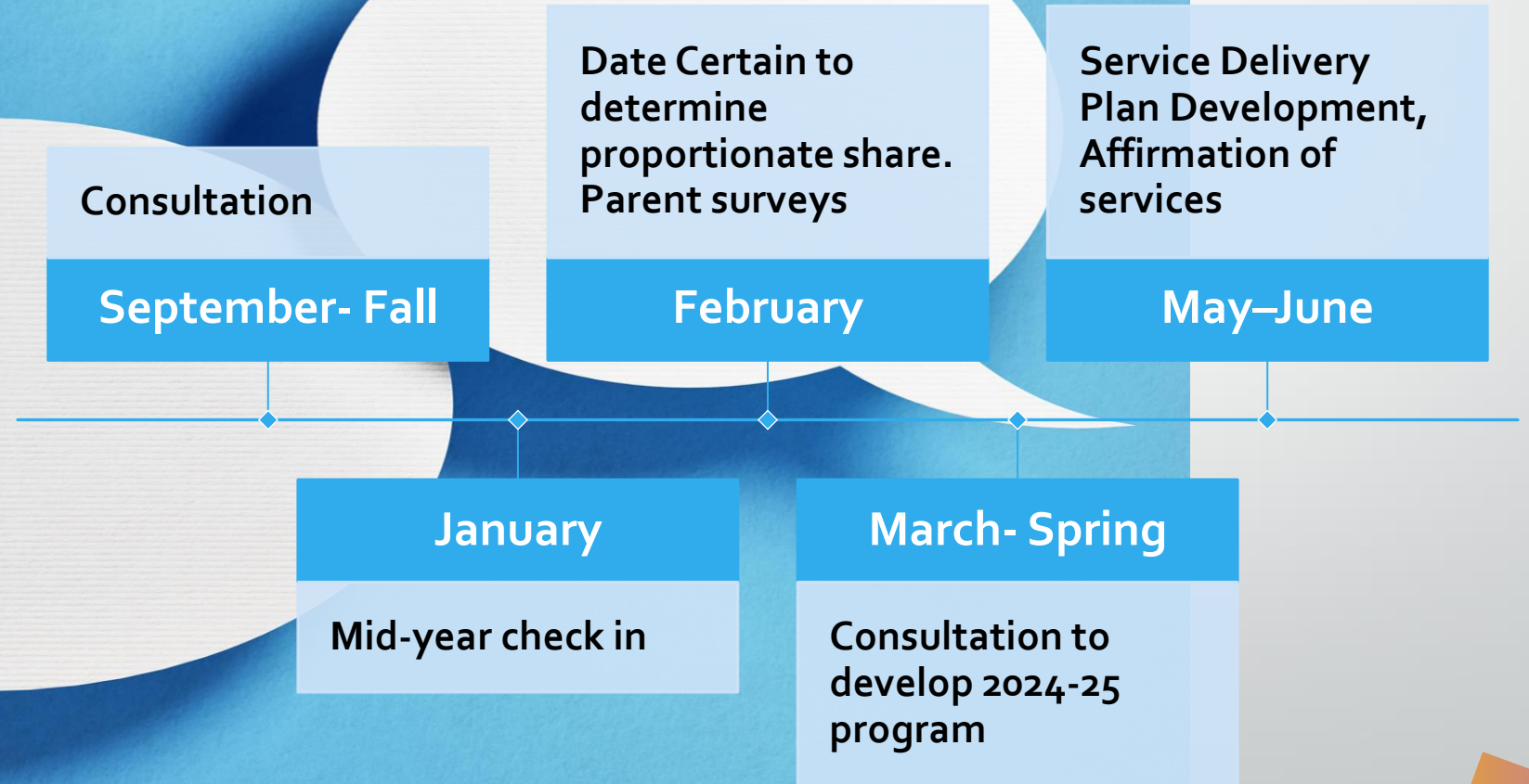
Summer programs

Professional  
development  
workshops for  
teachers

Parent workshops



# Ongoing Consultation





# Questions?

**Title I Private School  
Grant Coordinator**

Annette Anthony  
727-588-5121  
[anthonya@pcsb.org](mailto:anthonya@pcsb.org)





# Annual Consultation Meeting Private School Representatives

## *Services for Students with Disabilities*

- *Armela Dharmo, Compliance Educational Diagnostician*
- *Tara Huddleston, Coordinator ESE Units, Transfers, and Scholarships*
- *Dawn Kwiatkowski, Speech Language Pathologist*
- *Cindy Medici, ESE Specialist PPPSSD*
- *Melissa Monforte, School Psychologist*
- *Kathy Moskalczyk, Coordinator PPPSSD*
- *Katherine Rosenthal, Compliance Educational Diagnostician*



# 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**

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

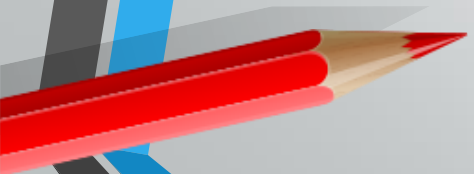


# Child Find

Do you suspect a child has a disability?

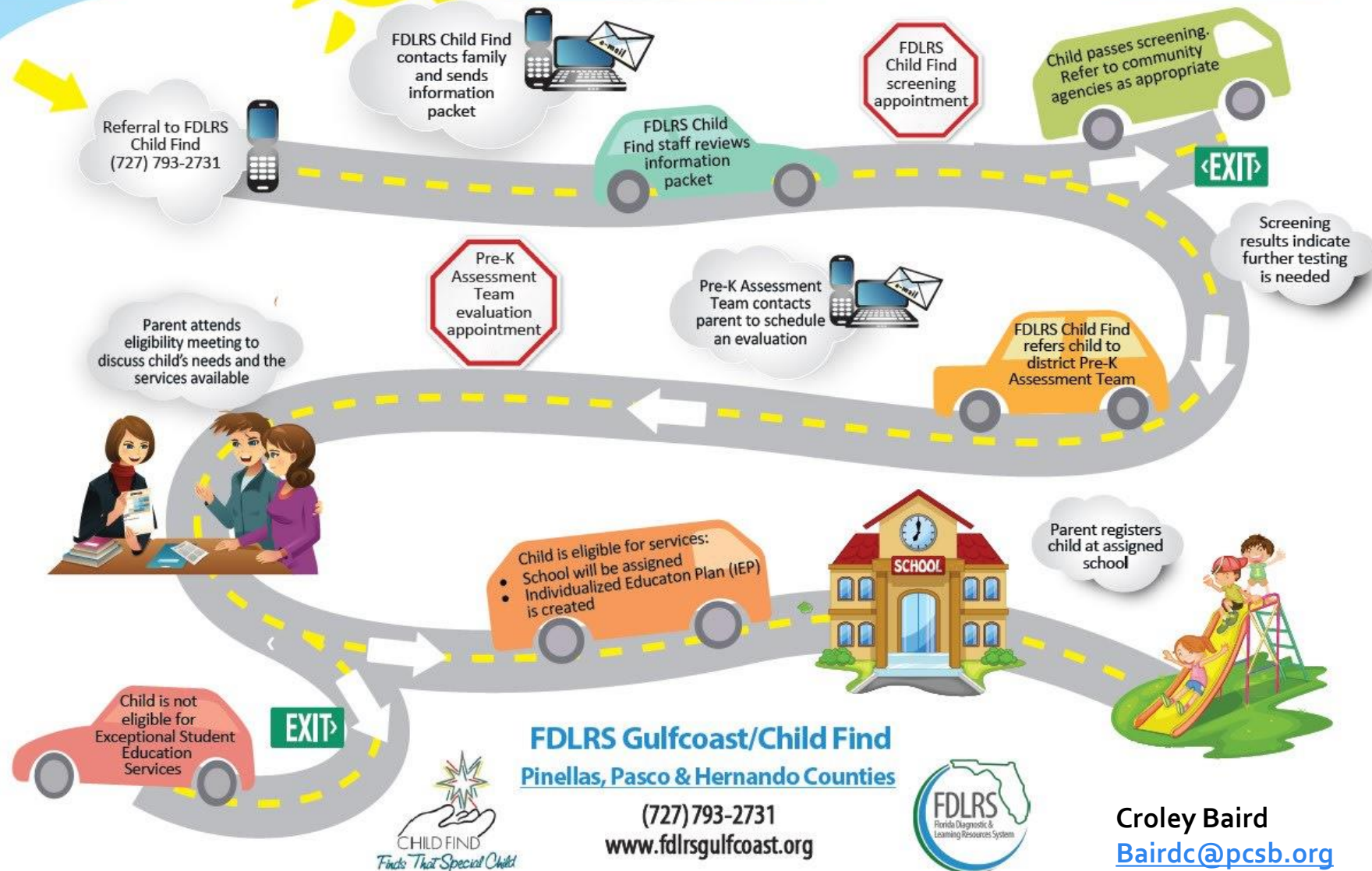
Pre-K

K-12





# THE ROAD THROUGH Child Find



## Child Find (Private Schools)

1. Parent contacts Tara Huddleston at 588-6503

2. Scholarship/Private School office works with the parent and school to gather initial information and obtain consent to evaluate.

3. The Scholarship/Private School office sends evaluation requests to the home zoned school. Evaluations are completed at the home zoned school.

4. Reports are returned to the Scholarship/Private School office and meetings are scheduled with the parent and private school.



NEW  
process!

**PINELLAS COUNTY SCHOOLS – PRIVATE SCHOOL OFFICE**  
**STUDENT PROFILE FOR CONSIDERATION OF ESE EVALUATION**

NAME:	ID:	GRADE:	DATE: __/__/__
SCHOOL:		Completed by: _____ Title: _____	

<b>* * * * SCREENINGS, RETENTION, ATTENDANCE, AND SUPPORT PLANS * * * *</b>	<b>Pg. 1</b>
<b>Screenings:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes → <b>Vision:</b> <input type="checkbox"/> Pass <input type="checkbox"/> Fail Date: __/__/__ <b>Hearing:</b> <input type="checkbox"/> Pass <input type="checkbox"/> Fail Date: __/__/__	
<b>Retained?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes → grade(s): __   __ <b>Attendance this year: Absences</b> ____ <b>Tardies:</b> ____	
<b>Does this student have a formal support/accommodation plan?</b> <input type="checkbox"/> Not formal <input type="checkbox"/> In progress <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, what was it based on? _____	
<b>Was this student referred to the school intervention team (SIT) or child study team (CST)?</b> <input type="checkbox"/> Don't Know/Not applicable <input type="checkbox"/> No <input type="checkbox"/> Yes → <b>Referred by?</b> <input type="checkbox"/> Parent <input type="checkbox"/> Teacher <input type="checkbox"/> Other In <b>Grade?</b> ____	
<b>Did SIT/CST recommend <u>research/evidence-based</u> interventions or behavior plans for this student?</b> <input type="checkbox"/> Accommodations/Strategies only <input type="checkbox"/> No <input type="checkbox"/> Yes → If yes, what was recommended? _____ _____ _____ _____	
<b>What are some of this student's strengths?</b> _____ _____	
<b>* * * * CORE CURRICULUM AND DIFFERENTIATED INSTRUCTION * * * *</b>	
<b>Total number of <u>minutes</u> of CORE instruction student receives <u>weekly</u> in the following academic areas:</b> Reading (English/LA): ____ Writing (Written Expression): ____ Mathematics: ____	
<b>Does school have concerns for this student in any of the academic areas listed below?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, check all skill areas of concern: <input type="checkbox"/> Basic Reading Skills <input type="checkbox"/> Reading Fluency <input type="checkbox"/> Reading Comprehension <input type="checkbox"/> Math Computation <input type="checkbox"/> Math Application <input type="checkbox"/> Writing <input type="checkbox"/> Oral Expression <input type="checkbox"/> Listening Comprehension <input type="checkbox"/> Other _____	
Is instruction <b>differentiated</b> during <b>General Education/CORE</b> instructional time in area(s) of concern? <input type="checkbox"/> No <input type="checkbox"/> Yes → Check areas: <input type="checkbox"/> Reading <input type="checkbox"/> Math <input type="checkbox"/> Writing <input type="checkbox"/> Oral Expression <input type="checkbox"/> Listening Comprehension <input type="checkbox"/> Other <b>Describe differentiated instruction:</b> _____ _____	
Exclusionary factors (*) for the Specific Learning Disability (SLD) program. Does school suspect student's academic level of performance or rate of progress is <b><u>primarily</u></b> due to, or results from, any of the following conditions? Fine Motor Problems: <input type="checkbox"/> Yes <input type="checkbox"/> No Irregular pattern of attendance: <input type="checkbox"/> Yes <input type="checkbox"/> No Gross Motor Problems: <input type="checkbox"/> Yes <input type="checkbox"/> No Classroom Behavior: <input type="checkbox"/> Yes <input type="checkbox"/> No Environ./socioeconomic/cultural factors: <input type="checkbox"/> Yes <input type="checkbox"/> No Limited English Proficiency: <input type="checkbox"/> Yes <input type="checkbox"/> No * An Exclusionary factor(s) that is the primary cause of the problem may lead to ineligibility for the SLD program.	



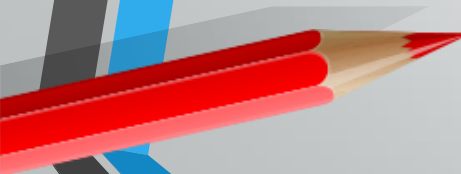
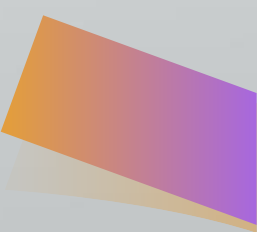
# Parentally-Placed Private School Students with Disabilities (PPPSSD)

*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 a Free Appropriate Public Education (FAPE) as identified on the Individual Education Plan (IEP).
- 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.



## What is Included on a Service Plan (SP)?

- SPs reflect only the services that have been agreed to through the Affirmation process (Spring Meeting) and are needed by the student.
  - Services provided are dependent on the availability of funding and providers.
  - SPs never reflect services that are provided to the student by the private school personnel (your staff).
- 
- 



FAMILIES

STUDENTS

STAFF

COMMUNITY

SCHOOL BOARD

ABOUT US

CALENDAR

DEPARTMENTS & DIVISIONS

EMPLOYMENT

LEADERSHIP

REGISTRATION

SCHOOLS

Home > Departments & Divisions > Exceptional Student Education (ESE)

## Exceptional Student Education (ESE)

Exceptional Student Education

Exceptional Student Education Resources

ESE Parent Services

Assistive Technology

Assistive Technology for Academics

Assistive Technology for Communication

## Private School Services

Hello,

The Online Request for Services will reopen on May 15, 2023

- Private School Services Request Form [Private School - PPPSSD Form](#)
- At this time, academic services may be provided to eligible private school students.
- Please also note if you change schools, you must resubmit your application for the new school.

## ESE Parentally Placed Private Schools Students with Disabilities (Private School - PPPSSD) - Questions and Answers

What Exceptional Student Education (ESE) services will be available to eligible private schools students for the upcoming school year?

As a result of the Annual Consultation with Private School Representatives and the parent survey, the following is an outline of the agreement for the upcoming school year.



## 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

# Estimated Funding for 2023-2024

Number of eligible children with disabilities (Oct 2022)

In public schools 13,692

In private schools + 1,009

14,701

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

\$27,000,000

14,701

\$1,831.61 a child

x 1,009 children

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

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

# Parent requests 2023-2024

Academic Services Requests	Therapy Requests
261	99



A decorative graphic on the left side of the slide. It features a dark blue background with various numbers in different colors (white, light blue, teal, green, black) and sizes. Some numbers are large and prominent, like '68' and '727'. There are also geometric shapes like a light blue square with a purple border and a blue triangle. The overall design is modern and abstract.

New  
Process

# PPPSD Annual Student Count

# Virtual Professional Development Requests (due 10/1)

6 schools have replied

K-2	3-5	6-8	9-12
1. Reading Interventions and the Science of Reading 2. Math Interventions 3. Accommodations	1. Math Interventions 2. Accommodations 3. Reading Interventions	1. Accommodations 2. Reading Interventions 3. Math Interventions	1. Accommodations

After school hours is the highest timeframe requested so far



# 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








**FDLRS Gulfcoast**  
**(727) 793-2723**  
**[gulfcoast.fdlrs.org](http://gulfcoast.fdlrs.org)**



**Florida Inclusion Network Region 4**  
**(850) 645-7593**  
**[floridainclusionnetwork.com](http://floridainclusionnetwork.com)**



**SEDNET Region 5**  
**(727) 487-2558**

An orange pencil is positioned at the top center, pointing downwards. On the left side, there are several diagonal lines in blue and grey, and a red pencil is partially visible at the bottom left.

**If you have any questions,  
please contact us.**

**Tara Huddleston (Child Find)  
(727) 588-6503**

**Kathy Moskalczyk (Services)  
(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 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 ☐

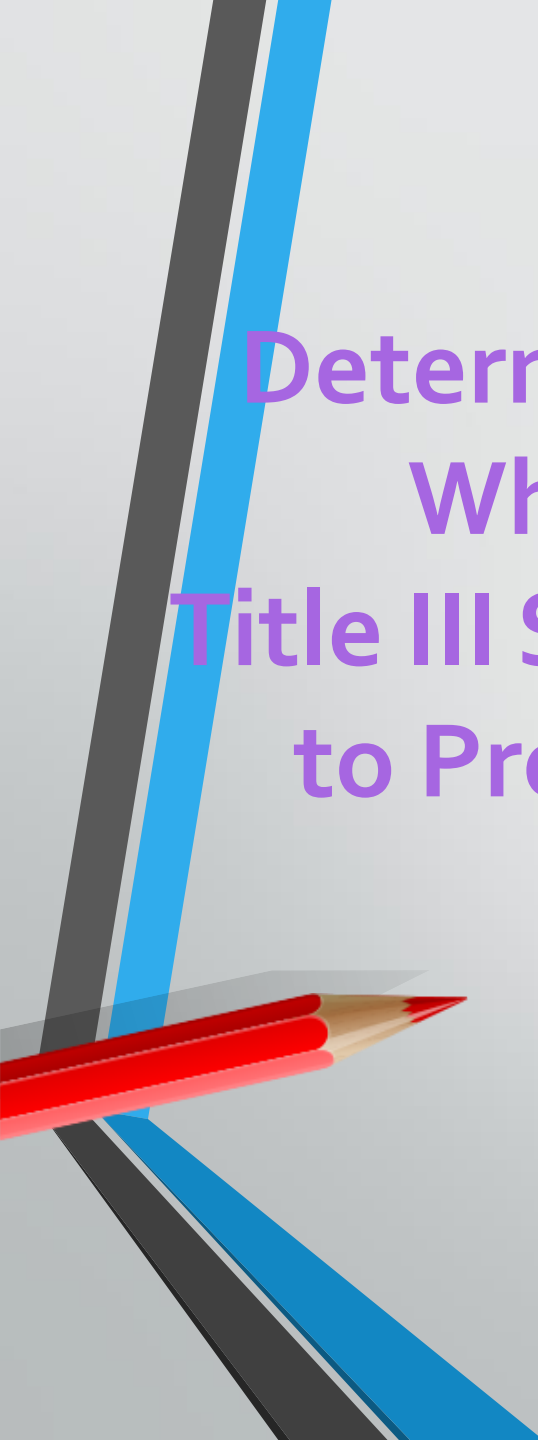
No ☐

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

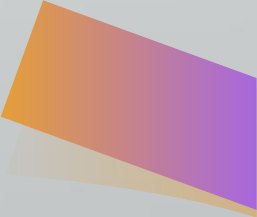


## Determining What Title III Services to Provide



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Appropriate Title III services are determined based on the needs of the identified ELs in the private school. 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
- Family Outreach: [Parent Newsletter in Spanish](#), Parent Leadership Council, [informative and educational workshops](#), [Spanish Helpline](#), *Let's Talk...*



## 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
22 -			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>	
			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



# 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



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



Monday - Friday  
3pm to 6pm



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





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

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

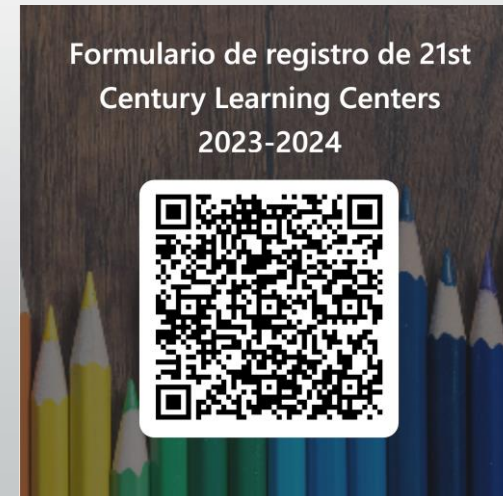
This year, we plan to have Creative Clay, Snapology, Keep St. Pete Lit, and Challenge Island come to our program classrooms!



# 21<sup>st</sup> 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!




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

Summer Session

Monday - Thursday

2pm - 6pm

2024 Summer Registration Link:

A yellow pencil with a pink eraser, pointing downwards.

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>

**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 processing and 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.)

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# Private School Equipment Assurances

- Equipment purchased for Private Schools with federal funds is property of Pinellas County Schools (the “District”).
- It is the responsibility of the Private School to track District tagged equipment in their possession, including but not limited to, the building and room number, student, or staff member, assigned the equipment and any subsequent changes to that.
- All Private Schools are required to conduct an annual physical inventory and maintain an asset record system of assets valued \$200 and more.



Barcode Number	Tag Number	Description	Model	Serial Number	In Service Date	Funding Source	Original Cost	Building	Room
000200	N/A	ChromeBook	LVO 300e G2	1S1DAUD0EUUSPC04HGK	7/31/2019	CSP	550.00	1	101E
000203	N/A	ChromeBook	LVO 300e G2	SPC04HGKA	7/31/2019	CSP	550.00	1	106
000207	N/A	ChromeBook	LVO 300e G2	SPC04HGHG	7/31/2019	CSP	550.00	2	112
000740	N/A	Projector	NEC Projector	422732	10/25/2021	CSP	1,400.00	2	116

## Suggested Inventory Tracking



# 2023-2024 END OF YEAR TITLE II

Deadline for plan updates:

✓ May 3, 2024

Project End Date:

✓ June 30, 2024

Deadline for reimbursement requests:

✓ July 5, 2024

**\*\*NEW\*\***

# 2023-2024 END OF YEAR REMINDERS TITLE IV



Deadline for plan updates:


✓ **May 3, 2024**

Project End Date:

✓ **June 30, 2024**

Deadline for reimbursement requests:

✓ **July 5, 2024**



# 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.

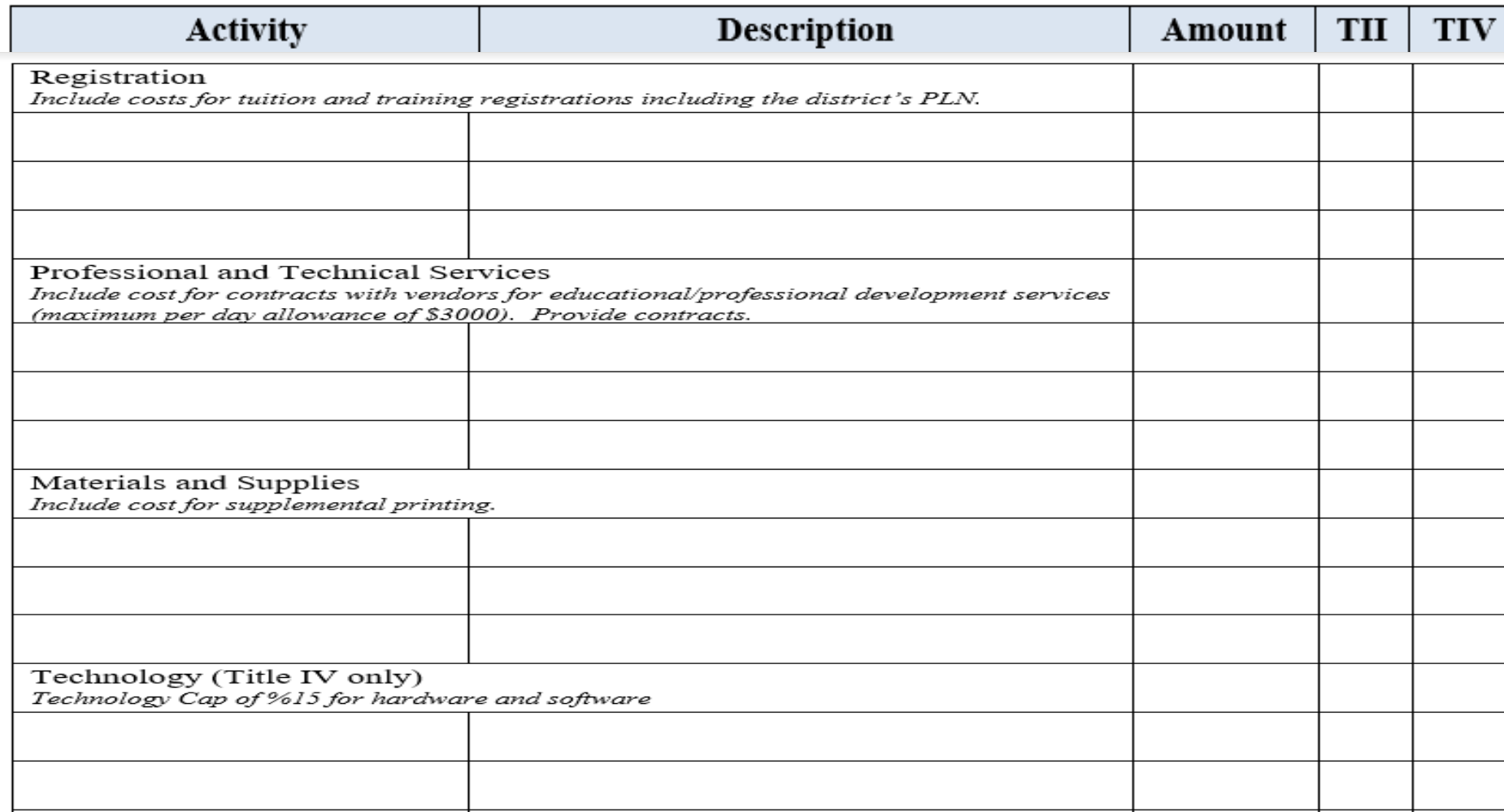
(Add lines as needed. Submission of an Excel spreadsheet in the same format is acceptable.)

**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



- 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
- Be sure to verify with your vendors that they accept a PO for payment for supplies and/or activities.

# 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.

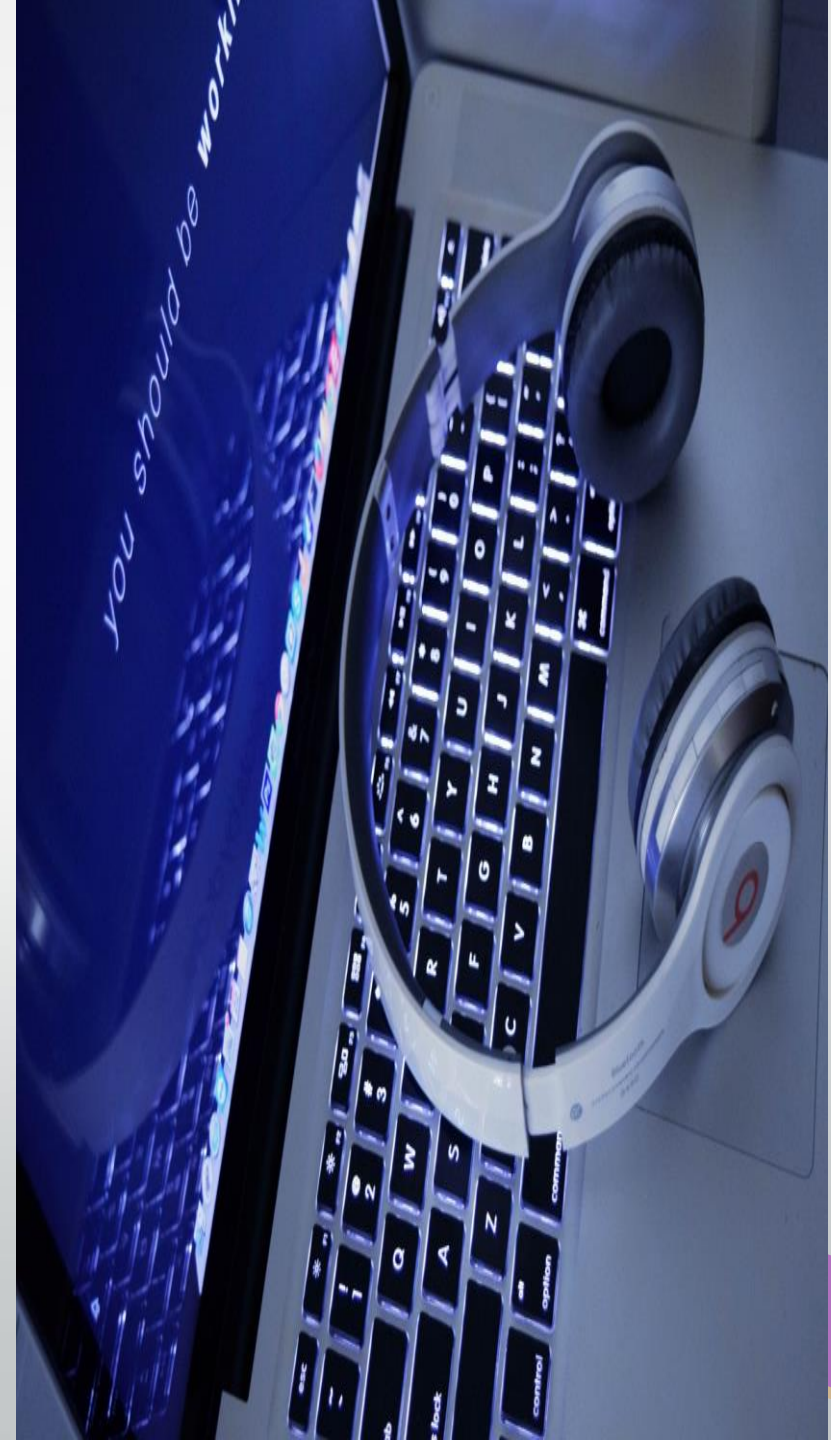




# Cap for Title IV Technology

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.

$\$2000 \text{ (technology budget)} \times 15\% =$

**\$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.



# Monitoring

Document, Document,  
Document

- Level of monitoring is based on a district's Risk Assessment
- **Unspent funds raise the risk assessment** for the district. (Private schools spent 24% of Title II funds in 2022-23 grant period)
- Ensure that you are carefully monitoring your budget and expending your funds during the grant period
- Districts will be monitored in one of two ways: desktop or on-site
- Be sure to save all Title II and Title IV documentation for 5 years

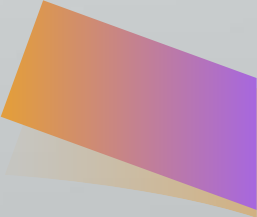




# Private School Contacts


**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

- 
- Marti Giancola, Director  
[giancolam@pcsb.org](mailto:giancolam@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

