

2023 Private Non-Profit Fall Network Meeting

August 22, 2023



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PNP staff is excited to be able to safely have everyone in one room, and to provide the opportunity for PNP staff to network with other PNP staff members from other districts.

Today's Agenda

Welcome & Introductions

- ⇒ 3rd Party Vendors
- ⇒ Instructional Solutions and Support Contract
- ⇒ Purchasing
- ⇒ Title Overview
- ⇒ Budget
- ⇒ Material and Travel Requests/Procedures

INTRODUCTIONS: ESC STAFF

- Corya Campbell - ESC Region 11 PNP Liaison
- Griselda Antu – Federal Programs Technician (PNPs can email her re: budgets, and status of orders.)
- Gretchen Kroos – Federal Programs Coordinator
- Christie Miller – Federal Programs Team Lead
- RJ Rodrigue – Federal Programs and Certification Director

Review of Today's Agenda



Corya explained that PNPs participating in TI must include direct services as part of the activities at the campus. Vendor rep(s) were allowed a few minutes to share what service offerings they provide. Each informed attendees that they have tables set up outside of the meeting room, should they want more information. Vendors in attendance were: LearnIt, Catapult, and Literacy United.

Q: What if my allocation is not enough to provide adequate tutoring for my struggling students?

A: You can try to negotiate with the 3rd party vendor to see exactly what they can provide for you. If adequate tutoring can't be provided, funds can be expended for parent engagement opportunities for your TI students.

*****ALL EXPENDITURES MUST ALIGN WITH YOUR NEEDS AND PLAN THAT WAS DISCUSSED IN YOUR CONSULTATION.***

Instructional Solutions and Support (Districts and Charters)

This contract was developed to assist LEAs with budgeting and registering personnel for professional development opportunities at ESC Region 11. This all-inclusive package provides all of the exceptional benefits and offerings of our former individual contracts (Administrative Services, Instructional Services, Digital Learning, and RETN) for cost-savings and value.

<https://registration.esc11.net/>



Corya Campbell shared information on what the Instructional Solutions and Support (ISS) contract is, the benefits of purchasing it, and how to purchase. Purchasing the contract gives your staff access to all ESCR11 PD offerings at a low cost, and many times, no cost. The ISS contract price is based on the number of students enrolled at the PNP campus. The contract is yearly from 9/1-8/31.

Please contact Dr. Cathy Sewell, Deputy Executive Director of Instructional Services, for additional information on how to purchase the ISS contract.

csewell@esc11.net 817-740-3670

Purchasing

- Purchases must be from approved vendors.
 - Vendor “wishlist” will be sent out in September.

Corya Campbel provided information on the ESC purchasing guidelines under EDGAR rules. She explained that any vendor that PNPs would like to purchase from must be an ESCR11 approved vendor. A bid will be going out in September for professional services, so be on the look out for the “wishlist”, where you can submit the names of vendors that you would like to be on ESCR11’s approved vendor list. Professional development workshop vendors do not need to be an approved vendor, unless the vendor is contracting with the PNP for customized training. IF you have specific questions about a bid, please email Laurie Enockson at lenockson@esc11.net.

Title I, Part A

- Provides additional academic assistance for students who are failing or in danger of failing to meet academic standards
- Student selection based upon multiple educational criteria

Corya reviewed the intent and purpose of the Title I program, and the multiple criteria for student selection. Some LEAs use free and reduced lunch, while others may use census data, or proportionality.

Title I, Part A, cont'd

- Districts calculate their set aside amounts
- PNP selects students for participation based on academic need (not income) and district of residence
- LEA/ESC Region 11 consults with PNP to provide services for approved students

The students that generate the allocations (based on 1 of 4 methods used by the LEA) for TI are not necessarily the students that are struggling and/or at risk of failing. The PNP determines their TI students based on assessments, teacher observation, parent recommendation, etc. Once you have identified those students, you will provide that student list to Corya Campbell. Those are the students that should benefit from TI funds.

Some Uses of Title I Funds

- Tutoring carried out by a 3rd party contractor
- Materials to support the program
- Professional development for teachers working with identified Title I students

Direct Services (tutoring) is mandatory if receiving TI equitable services. It is recommended that the majority of the campus' TI allocation be used for tutoring. Tutoring can only be provided through the tutoring companies that were mentioned at the beginning of the meeting.

Materials CAN be purchased using TI funds, as long as those materials align with your plan. The materials must only be used for/with those identified TI students. (Its not allowable to purchase 50 workbooks, if the list you provided only has 40 identified students.) Many of the PNPs have expressed concern about purchasing licenses to assess all of your students to help identify the ones that are struggling, using TI funds. Unfortunately, this is not allowed. The PNP will need to pay for that assessment using local school funds or other funds besides Title. Also, if licenses are being purchased, and the vendor only allows purchasing in a range (ex. 1 -50 licenses), and the PNP does not have the max of 50 identified TI students, TI funds cannot be used to purchase those licenses. You must thoroughly explain how TI purchases will only be used with your identified TI students.

Although the Title II program is specifically for professional development, TI can be used for PD for teachers that work directly with your identified TI students.

Corya Campbell will be observing tutoring sessions twice a year- Once in the fall and spring.

Title II, Part A

- This program provides funds for professional development simply based on the number of students attending a private nonprofit school
- These funds are designated for non-religious professional development expenses expected to improve student academic achievement.

Corya Campbell reviewed the intent and purpose of TII equitable services. Allocation calculations are based on all enrolled students in the ISD the campus is participating under. Reminded that any PD that is attended by PNP staff must be non-religious in content, and is expected to improve student academic achievement. Should there be a conference/workshop that PNP staff would like to attend that has some religious based sessions, Title funds will only be able to pay for the percentage of the conference that is non-ideological, based on a formula that ESCR11 utilizes.

Books that will be used for PD purposes, such as book studies or summer PD reading, for PNP staff can be purchased using TII funds.

Title III, Part A, EL

Role of LEA:

- ❖ Identification of Limited English Proficiency (LEP) is done by the district in which the PNP is located.

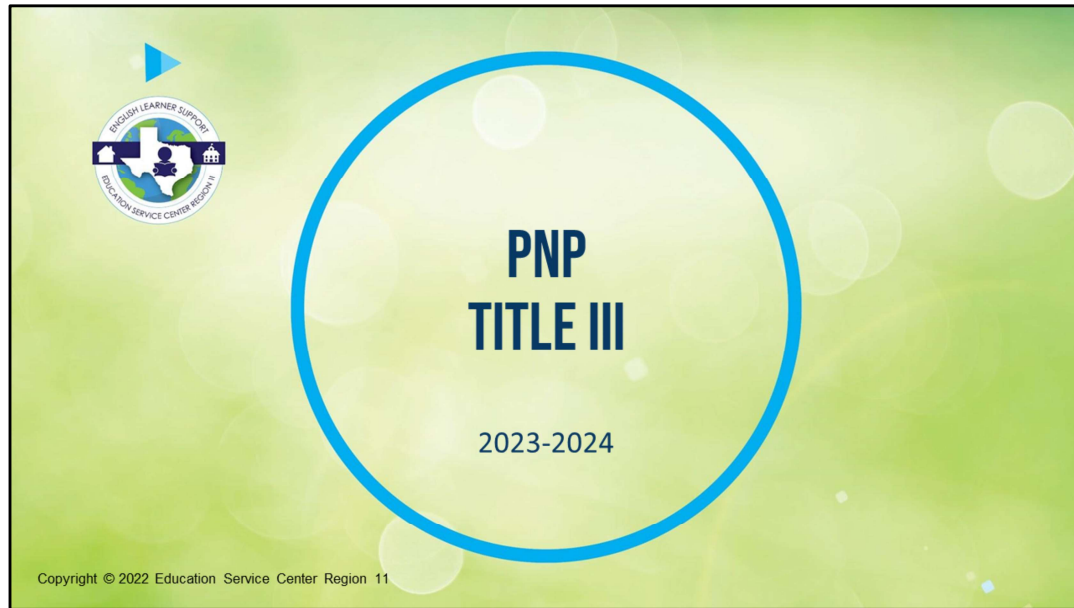
ESC Region 11/LEA consulting role includes:

- ❖ Coordinate w districts to set testing dates for identification.
- ❖ Work with district to set purpose, identify goal and procedure to meet educational needs of LEP students
- ❖ Work with PNP to purchase materials and software
- ❖ Coordinate activities to measure progress and evaluate effectiveness of program and services

Corya reviewed the intent and purpose of Title III equitable services. PNP staff will identify students that could benefit from Title III equitable services, mostly through a Home Language Survey, and supply a list of those students to Corya Campbell. She will work with the LEA to coordinate testing the students. Materials/Software purchases will be allowed for the qualifying students. Again, all purchases must align with your needs assessment/plan.

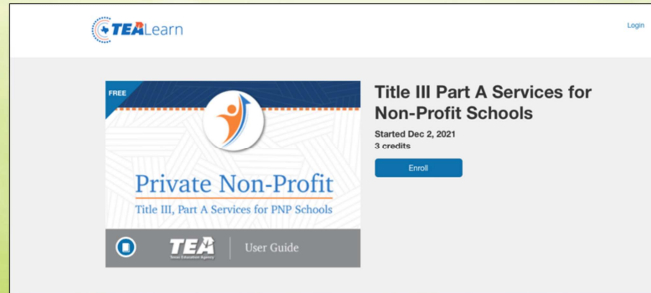
Some Uses of Title III Funds

- Software for identified TIII students
(Rosetta Stone, Reading Eggs)
- Supplemental instructional materials
- Tutoring (similar to Title I tutoring)



Additional resources for Title III. For more information, contact Melanie Yocom, English Learner Support Team Lead, at myocom@esc11.net 817-740-7563

TEALEARN PNP COURSE



The screenshot shows the TEALearn interface for a course titled "Private Non-Profit". The course is marked as "FREE" and is for "Title III, Part A Services for PNP Schools". It started on Dec 2, 2021, and is worth 3 credits. A "Enroll" button is visible. The TEALearn logo is in the top left, and a "Login" link is in the top right. The course title "Private Non-Profit" is prominently displayed in the center, with "Title III, Part A Services for PNP Schools" underneath. A "User Guide" link is at the bottom left of the course card.



LOOKING FOR ANSWERS?



4. Does an LEA have to support Private Non-Profit (PNP) schools with Title III funding?

An LEA has a responsibility to provide equitable Title III, Part A services to eligible private non-profit (PNP) schools' English learners and/or immigrant students, their teachers, and other educational personnel within the LEA's attendance boundary. Through consultation between the eligible PNP and the LEA, a variety of supplemental services may be agreed upon for the current academic year.

For additional guidance and resources on supporting PNPs with Title III, Part A funds, please see [Title III, Part A Services for Private Non-Profit Schools](#).

5. What is the age range for identified English learners and/or immigrant students enrolled in a PNP to calculate Title III funds on P53099 – Private Nonprofit (PNP) School Equitable Services?

Under ESSA, Sec. 8101(20), the terms "English learner" and "immigrant student" have been defined with an age range of 3 through 21 who are enrolled in school from prekindergarten through grade 12. **Note:** Prekindergarten includes students enrolled in a 3- or 4-year-old school program.

H-3. Who maintains control of Title III materials and equipment provided to PNPs?

ESSA Sec. 8501 states that the LEA, consortium, independent charter school, or entity maintains control of the federal funds used to provide services to private schools. It also maintains title to materials, equipment, and property purchased with those funds. LEAs, consortiums, independent charter schools, and entities may allow the private schools to keep the items from year to year, in accordance with approved activities specified in the AGREEMENT, so long as appropriate records are maintained.

H-4. Must the Title III program design be the same for both public and private schools?

No. If the needs of the private school are different from those of the public school, the LEA, in consultation with private school officials, must develop a separate program design that is appropriate for their needs. Consultation and coordination between LEA and private school officials are essential to ensure a high-quality program that meets the needs of the students being served and assists those students in attaining English proficiency and meeting the same challenging standards as all students are expected to meet.

H-5. Must private school English learners be assessed annually?

Yes. The English proficiency of an English learner enrolled in a private school must be assessed annually to determine their continued eligibility for Title III services. LEAs should use the same instrument that the LEA used for the initial assessment of English learners identified in the private school.

H-6. Does the Title III requirement on language qualifications of teachers also apply to teachers providing services to English learners enrolled in private schools?

Yes. Like teachers serving English learners enrolled in public schools, any teacher providing Title III instructional services must be fluent in English and any other language used for instruction, including having written and oral communications skills (Section 31.16(c)).

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<https://www.txel.org/media/ybzhxtow/sy-20-21-title-iii-part-a-faq.pdf>

https://tea.texas.gov/sites/default/files/Title%20III%20Allowable%20Use%20of%20Funds%20FAQ_2018.pdf

Title IV, Part A

- Provide all students with access to a well-rounded education;
- improve school conditions for student learning;
- improve the use of technology in order to enhance academic outcomes and digital literacy of students

https://tea.texas.gov/sites/default/files/PNP%20-%20Title%20IV%20Part%20A%20Use%20of%20Funds_FINAL.pdf#:~:text=Use%20of%20Technology*-,1.,through%20the%20use%20of%20technology.



Corya reviewed the intent and purpose of Title IV equitable services. TIV, unlike TI, can be used for all students. PE equipment is allowable under TIV:

Permanent equipment, or anything that has to be installed at the campus is not allowable. The inventory should always be maintained and controlled by the LEA.

Please note that the last bullet says to “IMPROVE” the use of technology in order to enhance academic student outcomes. That doesn’t mean that all technology should be purchased using TIV funds. Each LEA has local guidelines on technology purchases, and will be handled on a case by case basis.

FWISD has opted to transfer their TIV allocation into TI. Therefore, the rules that apply to TIV do not apply, and the PNPs must abide by Title I guidelines. “Since FWISD transfers TIV into Title I, I would like to use some of my TI funds, for TIV purposes”. NOT ALLOWED.

Some PD can be purchased using TIV funds if the PD aligns with the intent and purpose of TIV

Link to TEA Best Practices for Using Title IV, Part A Funds under ESSA to Support Private Nonprofit (PNP) School Needs is at the bottom of this slide.

<https://tea.texas.gov/finance-and-grants/grants/essa-program/pnp-title-iv-part-a-use-of->

[fundsfinal.pdf#:~:text=Use%20of%20Technology*-,1.,through%20the%20use%20of%20technology](#)

23-24 Allocations and Budget

- Smartsheet budgets.
- Allocations should be used within the current grant year.
 - September 1 - August 31.
- Carryover may not be allowed.
- Budgets will be emailed to you monthly, in .pdf format.

The PNP budget sheets are automatically emailed to your preferred PNP contact, on the 1st of every month. You do not have to have a Smartsheets account to view your budget sheet. If you would like your budget sheet to go to multiple people at your campus, please let me know.

Equitable services are meant to be used during the current grant year.



Please be mindful of your expenses, especially for tutoring services. The tutoring companies will be receiving monthly spreadsheets indicating how much is left on each campus's PO, but it is recommended that you keep up with that, as well. If additional funds are needed for additional tutoring, simply submit another 3rd party tutoring form, and the PNP team will process the PO, and send it over to the vendor. Although, each campus will be receiving automated monthly budgets, those are not live. Please feel free to email Griselda, and cc Corya if you would like an up-to-date budget sheet, at any time.

Travel and Material Requests

- Smartsheet!
 - [Travel Request Form](#)
 - [Materials Request Form](#)
- All purchases must align with your plan.
- Materials must be from approved vendor.
- Allow 10 business days to process requests.
- All requests must be approved before processing begins.

Do not register for an event before it is approved, and a purchase order is available.

Lindsay reviewed the updated travel and materials request forms. You do not have to have a Smartsheet account to complete and submit a request. Links in the slides.

Once you have submitted a request, please allow 10 business days before inquiring about the status. As processing is being done, the requestor will be provided updates as to what has been done already. Make sure that you have provided all pertinent information for your requests when you submit, such as login information, and your cart for purchases. If there are missing pieces to your request, the 10 day processing period starts over once the missing pieces are received.

All requests must be approved before processing begins. Please do not register for an event, or purchase any materials before your request has been approved and a PO is in place. If you register yourself for an event and submit an invoice before a PO has been processed, the PNP will be responsible for that expense, as funds must be encumbered before an invoice is received.

Q: Will Smartsheets track the approval process, once a request has been submitted?

A: The PNP team is able to track via Smartsheets, but unfortunately, the PNPs will not be able to see that progress from their view.

*****ALL EXPENDITURES MUST ALIGN WITH YOUR NEEDS AND PLAN THAT WAS DISCUSSED IN YOUR CONSULTATION.***



PNP travelers will follow the same guidelines that ESCR11 travelers follow. Please note that there are some updated travel guidelines for the 23-24 grant year.

PNP Travel

- ✓ Traveler must receive approval for planned travel
- ✓ Submit travel request form
- ✓ Out of state travel must be pre-approved by LEA
- ✓ Travel packet will be emailed before travel occurs
- ✓ Traveler is responsible for submitting itemized receipts for reimbursement
 - ✓ New Reimbursement format in Smartsheets. [Reimbursement Forms](#)

HIGHLIGHTS

- Traveler receives approval from PNP supervisor for planned travel
- Submit travel request form.
- If the travel is out of state, the LEA must approve before processing can begin. The travel request form will automatically display and additional form if the travel is out of state. The PNP team will submit that form to the LEA for review and approval/denial.
- Once approved, the PNP Liaison or Technician will process all registrations and payment, hotel accommodations and payments, and rental car arrangements.
- A travel packet will be sent to the requestor and/or traveler before travel occurs. The travel packet will include registration confirmations, hotel and rental car arrangements, and your daily meal per diem amounts.
- Traveler will be responsible for submitting itemized receipts, within 5 days from travel, for reimbursements. The traveler will be sent reminders, automatically through Smartsheets, to submit the travel reimbursement with the 5 day timeframe. Non-itemized receipts will not be reimbursed.
- Meals, mileage based on the trip optimizer, parking and fuel for rentals will be reimbursed, will appropriate receipts.

****PLEASE SUBMIT PROOF OF ATTENDANCE AFTER EACH WORKSHOP****

PNP Travel

HOTEL ACCOMMODATIONS:

- Present state tax exempt form at check in!
- Make sure that when you check out of hotel room, you receive a zero balance receipt and state taxes are not included.
- You will only be reserved rooms that are at GSA rate.

MEAL REIMBURSEMENTS:

- Meals will only be reimbursed for overnight travel
- Meal receipts must be itemized. Non-itemized receipts cannot be reimbursed.
- Alcoholic beverages should be on separate receipt
- Gratuities, service and delivery fees are not reimbursable.

Link to PNP Travel Guidelines at top of this slide.

HIGHLIGHTS

- For Texas hotels, a state tax exempt form will be sent to the hotel before you arrive, along with the credit card authorization, but please present it at check in as well. There will be one in your travel packet.
- When hotel accommodations are made, only rooms at the GSA approved rate. Should the traveler choose to stay in a room that is over the state rate, the traveler will be responsible for paying for the room, and will be reimbursed up to the GSA approved rate, plus applicable taxes, when receipts are submitted, upon return.
- Meal reimbursements are only allowed for overnight travel. Overnight travel is allowed if the event is 50 or more miles from your campus.
- Room service will be reimbursed, but tips, gratuities and delivery/service charges are not reimbursable.
- We do understand that there may be one person paying for multiple travelers' meals while on a travel, but please put them on separate receipts.

PNP Travel

TRANSPORTATION:

- Standard rentals will be reserved for all travel. ESCR11 will not pay for a rental upgrade, unless the number of riders increase.
- Rental car fuel will be reimbursed. Fuel must be purchased prior to returning to Enterprise.
- Taxi, shuttle, bus, Uber, and Lyft rides will be reimbursed. *You will only be reimbursed for transportation that relates to the approved conference. Transportation between the hours of 11 p.m. and 7 a.m. will not be reimbursed, unless it is to/from the airport.*

MILEAGE REIMBURSEMENT:

- If you choose to drive your personal vehicle, you will be reimbursed the lesser amount on the Trip Optimizer.
- Submit detailed printed directions from Google Maps.
- Toll road fees will **not** be reimbursed.

HIGHLIGHTS

- Rental cars must be refueled prior to returning to Enterprise. If the rental car has not been refueled, and Enterprise refuels after traveler returns vehicle, the traveler will be billed that amount, and expected to reimburse ESCR11. Enterprise fuel is much higher than if traveler were to purchase gas before returning. Remember to keep and submit gas receipts upon return.
- If Enterprise offers to upgrade your rental car selection, PLEASE confirm with the Enterprise representative that the upgrade is not charged to the ESCR11 account.
- If traveler takes personal vehicle, they will be reimbursed the lesser amount on the Trip Optimizer. The Trip Optimizer compares the cost of driving your personal vehicle vs. renting from Enterprise. If it is cheaper to rent a car, the traveler will be reimbursed the amount it would cost to rent the car. If it is cheaper to drive your personal vehicle, you will be reimbursed for your mileage. Please provide detailed directions from Google Maps.
- Toll road fees are not reimbursable. If traveling in rental car the tolls will be billed to the ESC account, and then billed to the traveler to reimburse ESCR11. If in a personal vehicle, please avoid using toll roads, if possible.

PNP Travel

PARKING:

- Hotel and airport parking will be reimbursed.
- Valet parking is not eligible for reimbursement unless needed for medical reasons, or if no other parking option is available

FLIGHTS:

- As of September 1, 2022, ESCR11 no longer makes flight arrangements. The traveler will be responsible for making the arrangements, and will be reimbursed upon return, with receipts. Preferred seating and first class bookings are not reimbursable.
- Boarding passes must be provided to ESCR11.

****PLEASE SUBMIT PROOF OF ATTENDANCE AFTER EACH WORKSHOP****



HIGHLIGHTS

- Hotel parking will be paid for via credit card authorization before travel occurs. Valet parking is only allowed for medical reasons or if there are no other safe parking options.
- **Beginning 9/1/22, ESCR11 no longer makse flight arrangements.** The traveler will be responsible for making the arrangements, and will be reimbursed upon return, with boarding pass, and receipts. 1st class flights will not be reimbursed. Flights will need 3 quotes. It is recommended that the cheaper flight is utilized, but there are circumstances where the cheaper flight will not be conducive to your travel schedule. Please justify that on your reimbursement paperwork.
- Please provide a copy of your boarding pass with your travel reimbursement documents.

PNP Travel

All reimbursement paperwork must be returned within 5 days after travel has occurred to:

**Corya Campbell & Griselda Antu
ESC Region 11**

ccampbell@esc11.net

gantu@esc11.net

**1451 South Cherry Lane
White Settlement, Texas 76108**

[Reimbursement Forms](#)

Travel reimbursement will take 2-6 weeks from the time paperwork has been received. Incomplete paperwork may result in a delay of payment. A check will be mailed to the address on your W-9 for your reimbursement payment.

Please remember to provide proof of attendance for each event attended.

TIMELINES

August - October
1/4 of Funds Encumbered

November - December
1/2 of Funds Encumbered

January - March
3/4 of Funds Encumbered

April - June
100% of Funds Encumbered

- **May 30, 2024 – All material requests should be submitted.**
- **June 30, 2024 – All title funds should be encumbered.**

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Please adhere to the recommended guideline to expend your funds during the current grant year.

May 30, 2024 is the deadline for all material/presenter requests to be submitted to ESCR11. Materials can be requested to **begin** the new school year in August, since August is still in the current grant year. Do not submit requests for the entire school year, until the next grant year. Subscription requests should be submitted at the beginning of the grant year, as most subscriptions are yearly.

June 30, 2024 is the deadline to submit all PD requests for the remainder of the grant year, and ultimately encumber all of your current grant year funds. Although PD requests should be submitted by June 30, PNP staff can attend PD events up until August 31, which is the last day of the current grant year.

Justification for ALL expenditures should be thorough. Rule of thumb: The more information you can provide about the purpose of your request, the better the chances are for approval. Who, What, When, Where, Why. Title I purchases must explain how it will improve academic success for your identified Title I students.

****ALL EXPENDITURES MUST ALIGN WITH YOUR NEEDS AND PLAN THAT WAS DISCUSSED IN YOUR CONSULTATION**



PNP Ombudsman

Lanetra Guess

PNPOmbudsman@tea.texas.gov

512-463-8992



If at any time, a PNP feels that the services they are receiving through ESCR11 is not satisfactory, there is a process to file a complaint. The PNP team is happy to work with you to resolve your issue or issues. If still not resolved, the PNP has the right to contact the LEA (their district). The LEA will also work to resolve the issue. If no resolution can be reached at either of those levels, TEA has a PNP Ombudsman that can be contacted. Contact information is above. Please know that ESCR11 and the LEAs work closely together to quickly rectify any complaints that arise. We are always here to help, and will do what we can to meet your needs.

Questions?

Corya Campbell – PNP Liaison
ccampbell@esc11.net 817-740-3639

Griselda Antu – Federal Programs Technician
gantu@esc11.net 817-740-7567

Gretchen Kroos- Coordinator
gkroos@esc11.net 817-740-3670

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Don't hesitate to contact the PNP team with any questions you have.

THANK YOU!



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