

2024 Private Non-Profit Fall Network Meeting

August 28, 2024



Today's Agenda

Welcome & Introductions

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

Catapult Learning 

Tutor Me
EducA⁺tion



learnit

 Literacy United



EDUCATION SERVICE CENTER
REGION 11 

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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/>

Purchasing

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

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

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

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

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.

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

Some Uses of Title III Funds

Software for identified TIII students
(Rosetta Stone, Reading Eggs)

Supplemental instructional materials
Tutoring (similar to Title I tutoring)



PNP TITLE III

2023-2024

RESOURCES @ TXEL.ORG/PNP

Title III, Part A Services for Private Non-Profit Schools


Private Non-Profit
Title III Services for PNP Schools

Private Non-Profit Title III, Part A Services details the responsibilities that local educational agencies (LEAs) have in providing equitable Title III, Part A services to eligible private non-profit (PNP) school's English learners, their teachers, and other educational personnel.

Under Title III, Part A statute, the primary goal is to enable all children attain English proficiency and master standards in academic subjects.

Course

Title III, Part A Services for Non-Profit Schools
This course assists LEAs with the process to plan, design, implement, and evaluate their program and services provided to private non-profit (PNP) school's English learners. Additionally, the course will discuss the rules, regulations, and compliance requirements related to Title III, Part A services for private non-profit schools.

 The PNP course is available on TEALearn. [Enroll today](#).

Presentations

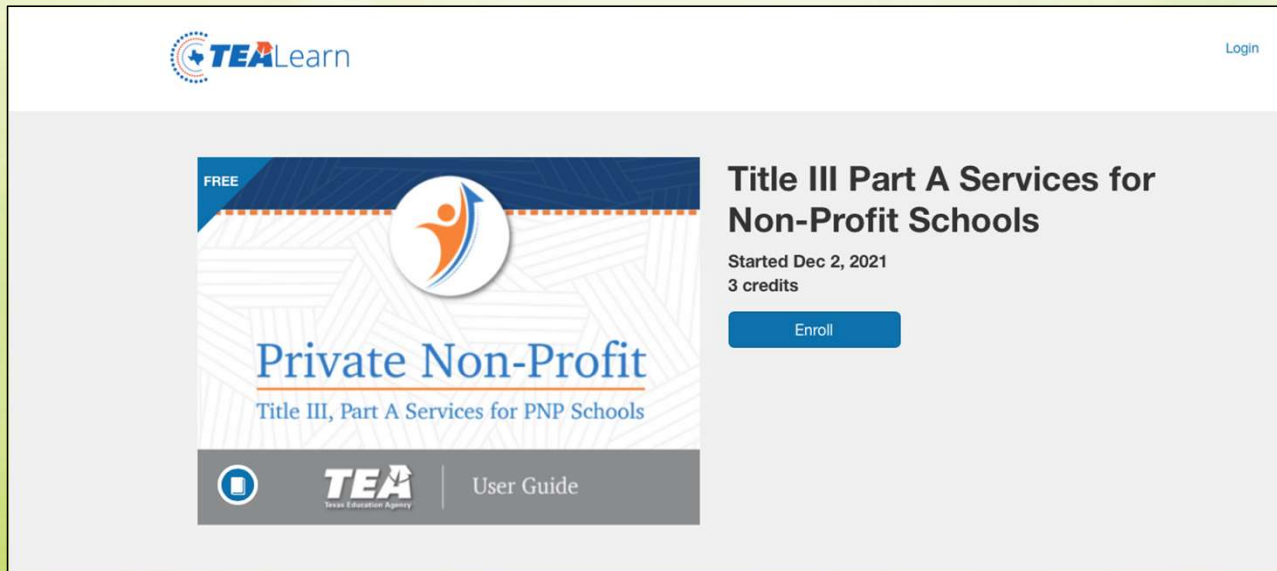
[Title III, PNP User Guide Participant Notes \(PDF\)](#)
[Title III, PNP User Guide Trainer Slides \(PDF\)](#)

Resources

- [Communication Log with PNP School Officials \(PDF\)](#)
- [Complaint Process for PNP School Officials \(PDF\)](#)
- [Formula to Determine Amount for Title III, Part A Immigrant Equitable Services \(PDF\)](#)
- [Formula to Determine Amount for Title III, Part A LEP Equitable Services \(PDF\)](#)
- [LEA Affirmation of Consultation with PNP \(PDF\)](#)
- [LEA Checklist of Consultation Topics \(PDF\)](#)
- [LEA PNP Minutes Format \(PDF\)](#)
- [PNP Glossary \(PDF\)](#)
- [PNP Meeting Sign In Sheet \(PDF\)](#)
- [PNP Professional Development Sign-In Sheet \(PDF\)](#)
- [PNP Professional Development Worksheet \(PDF\)](#)
- [PNP School Inventory Sheet \(PDF\)](#)
- [PNP School Reference Sheet \(PDF\)](#)
- [PNP School Sample Letter \(PDF\)](#)
- [PNP School Sample Letter of Intent \(PDF\)](#)
- [PNP Processing Sheet \(PDF\)](#)
- [PNP Planning Tool \(PDF\)](#)



TEALEARN PNP COURSE



The screenshot shows the TEALearn interface. At the top left is the TEALearn logo, and at the top right is a 'Login' link. The main content area features a course card on the left and course details on the right. The course card has a blue header with 'FREE' and a circular icon of a person with arms raised. Below the icon, the text reads 'Private Non-Profit' in a large blue font, followed by 'Title III, Part A Services for PNP Schools' in a smaller blue font. At the bottom of the card are the TEA logo and the text 'User Guide'. To the right of the card, the course title 'Title III Part A Services for Non-Profit Schools' is displayed in bold black text. Below the title, it says 'Started Dec 2, 2021' and '3 credits'. A blue 'Enroll' button is positioned below the course details.

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 PS3099 – 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 3116(c)).

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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.

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.

**TRACK
EXPENSES!**



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.

TRAVEL PROCEDURES



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](#)

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.

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.

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:

- ESC Region 11 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.



PNP Travel

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

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.

TIMELINES



- **May 30, 2025 – All material requests should be submitted.**
- **June 30, 2025 – All title funds should be encumbered.**



PNP Ombudsman

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Questions?

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THANK YOU!



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