Arlington
INDEPENDENT SCHOOL DISTRICT
More Than a Remarkable Education

Arlington Independent School District

State & Federal Interventions & Operations Department

Equitable Services to Private/Non-Profit Schools

Handbook

2022-2023

POWERED by POSSIBILITIES

Revised 8.12.2022

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Arlington Independent School District
Equitable Services to Private/Non-profit Schools

School districts are required to provide services for eligible private school children, their teachers, or other educational personnel.

Services provided by the school district to eligible private school participants are designed to meet their educational needs and supplement educational services the private/non-profit school (PNP) provides.

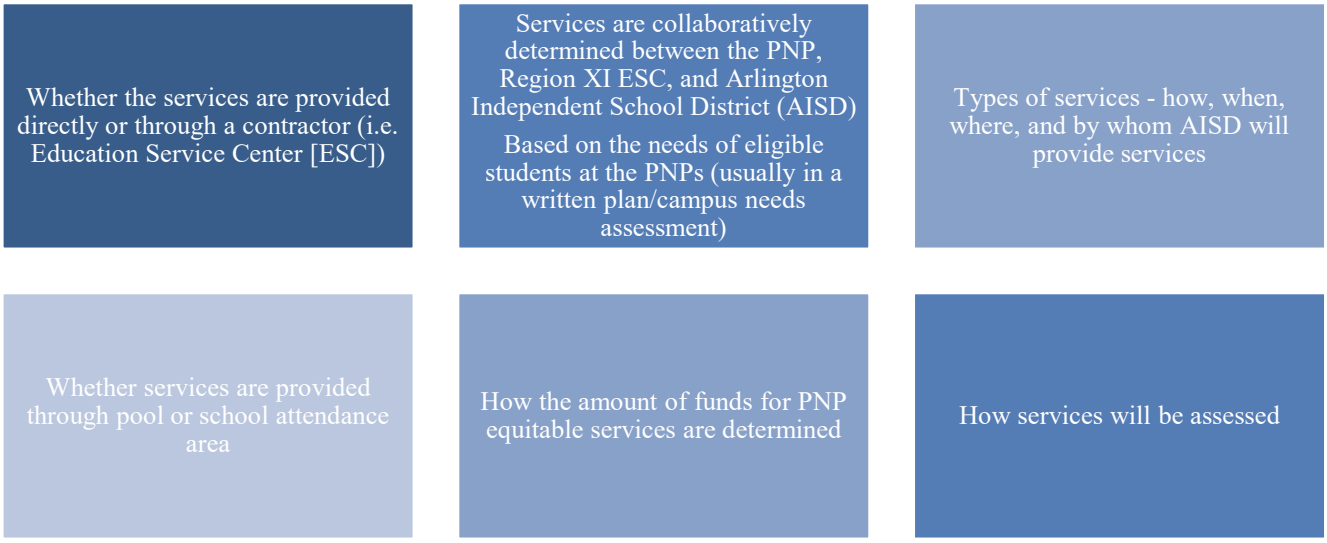
Timely and Meaningful Consultation

- Timely
  - Consultation happens before school districts make any budget decisions
  - Appropriate time for initial consultation is in the Spring of each school year
- Meaningful
  - Collaborative, genuine dialogue
- Ongoing consultation
  - During design of the services
  - During development of the written plan
  - During implementation of services

The goal of all parties should be to reach an agreement to ensure equitable participation of eligible PNP students, eligible school staff, and families.

Consultation Requirements

Figure 1



The consultation process is collaborative, yet the school district is ultimately responsible for making the final decisions regarding providing equitable services to PNP students.

- **The completed Affirmation of Consultation form shows meaningful, timely consultation occurred and program design is equitable for each applicable federal program.**
- **Relevant programs include Title I.A, Title I.C, Title II.A, Title III, and Title IV.**

Funding for Private/Non-profit schools (PNPs)

Funds for PNPs are generated based on students attending the PNP that meet any of these:

- Reside in eligible attendance areas
- Have an educational need based on objective criteria
- Must be failing, or most at risk of failing to meet high academic achievement standards
- Students are eligible for free/reduced meals

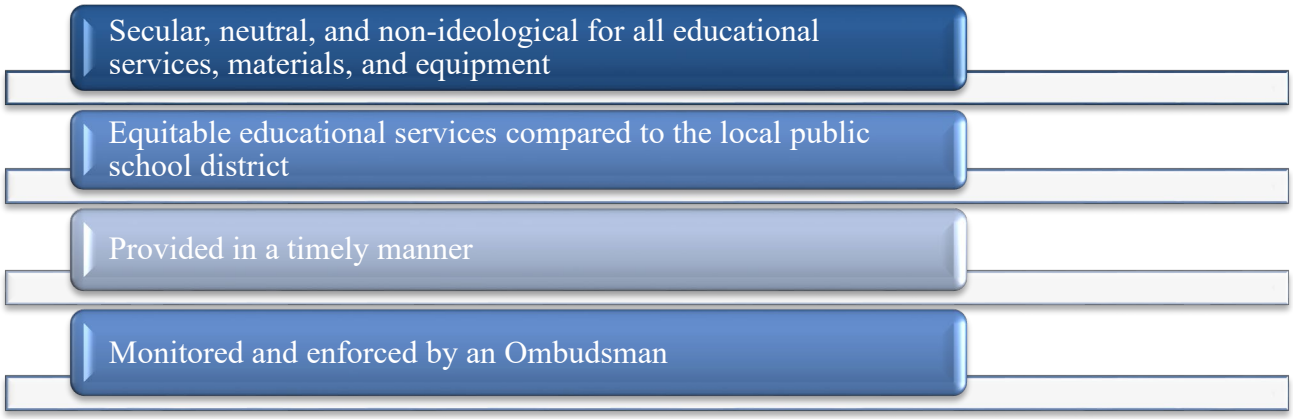
The public school district controls funds, employment, and contracts used to provide services to private school students and teachers.

Funds are never paid directly to the private/non-profit schools.

Delivery of Services

Equitable services must meet the following objectives:

Figure 2. Equitable Services Objectives



The public school district makes final decisions regarding services provided to private school children with federal funds.

Shared Service Agreement

AISD will contract with Region XI ESC through a contracted shared service agreement (SSA).

Purpose of Shared Service Agreement

- To coordinate necessary processes and paperwork on behalf of the district to private schools
- To assist AISD by coordinating equitable Federal programs support to participating PNPs

Process of Consultation – Region XI Education Service Center

On behalf of AISD, Region XI ESC will perform duties, including these, to coordinate equitable services to our PNPs:

- On behalf of AISD, Region XI ESC completes all purchasing.
- The PNP does not receive funds to make purchases.
- Contact area PNPs to determine interest in participating in Federal programs
    - Usually via communication sent in the mail and/or conducting interest meetings.
- Discuss required topics of consultation mentioned above with PNPs
- Discuss needs of enrolled PNP students throughout the consultation process
- Develop plans of equitable services to meet student needs
- Offer PNPs the option to partner with a 3rd Party Provider
- Communicate to the 3rd Party Provider the student needs and campus plans
    - ***The 3rd Party Provider*** - - - scope of support includes these:
        - tutoring for eligible students by hiring qualified teachers
        - providing professional development for Title I eligible teachers
        - offering parent engagement opportunities for eligible parents
        - 3rd Party Provider - use the current AISD school calendar
        - AISD will pay for tutoring on days when the district is in session
- Maintain regular communication with AISD regarding these:
    - Program needs of PNPs
    - Coordinating Equitable services to PNP
    - Documents to show equitable services & consultation are happening (tutoring forms, etc.)
    - Budget reports/expenditures

When requesting allowable products and services, PNPs must attain three (3) quotes from vendors/service providers. This happens before the actual purchase of products or services. The goal of this federal requirement is to ensure that students, the PNP and the school district receive the highest quality products and services at a fair value.

Title I Equitable Services available to PNPs

Figure 3. Title I Instructional Support

Instructional Services

(based on the campus needs assessment)

- **Purpose:**
  - Supplemental services - to enable student mastery of core subjects
  - Must benefit the student, not the PNP
  - Allowable services include the following (based on the campus needs assessment):
    - Instructional services during the school day
    - Extended day services (before or after school)
    - Extended week services (Saturdays)
    - Parent/Family engagement (to support the academic focus)
    - Computer-assisted instruction

Professional Development/ Professional Learning

- **Purpose:**
  - To address ways teachers/instructional staff can better serve eligible students and increase their academic success
  - For PNP teachers/staff providing direct instruction to eligible students
    - Substitutes for PNP teachers may not be paid from Title I funds
    - PNPs may request to attend AISD sessions (see pg. 11)
  - Allowable topics of sessions to attend:
    - Academic instructional strategies
    - Behavior/social and emotional strategies
    - Academic intervention strategies for struggling learners
    - Data analysis strategies to impact delivery of instruction

Parent/Family Engagement

- **Purpose:**
  - To share strategies/skills to help their child's academic/behavior success
  - Allowable options for sessions may include these:
    - Homework completion strategies
    - Literacy training
    - Using technology
    - Parenting skills
    - Strategies in math, science, reading, writing, social studies
    - Behavior/social and emotional strategies

Available information to parents/guardians about Title I services for their eligible children:

- PNP participation in the Title I program
- Explanation of Title I program
- Academic services available based on student need
- Academic assessments used to measure student progress (including student progress from tutoring)
- Proficiency levels students are expected to meet

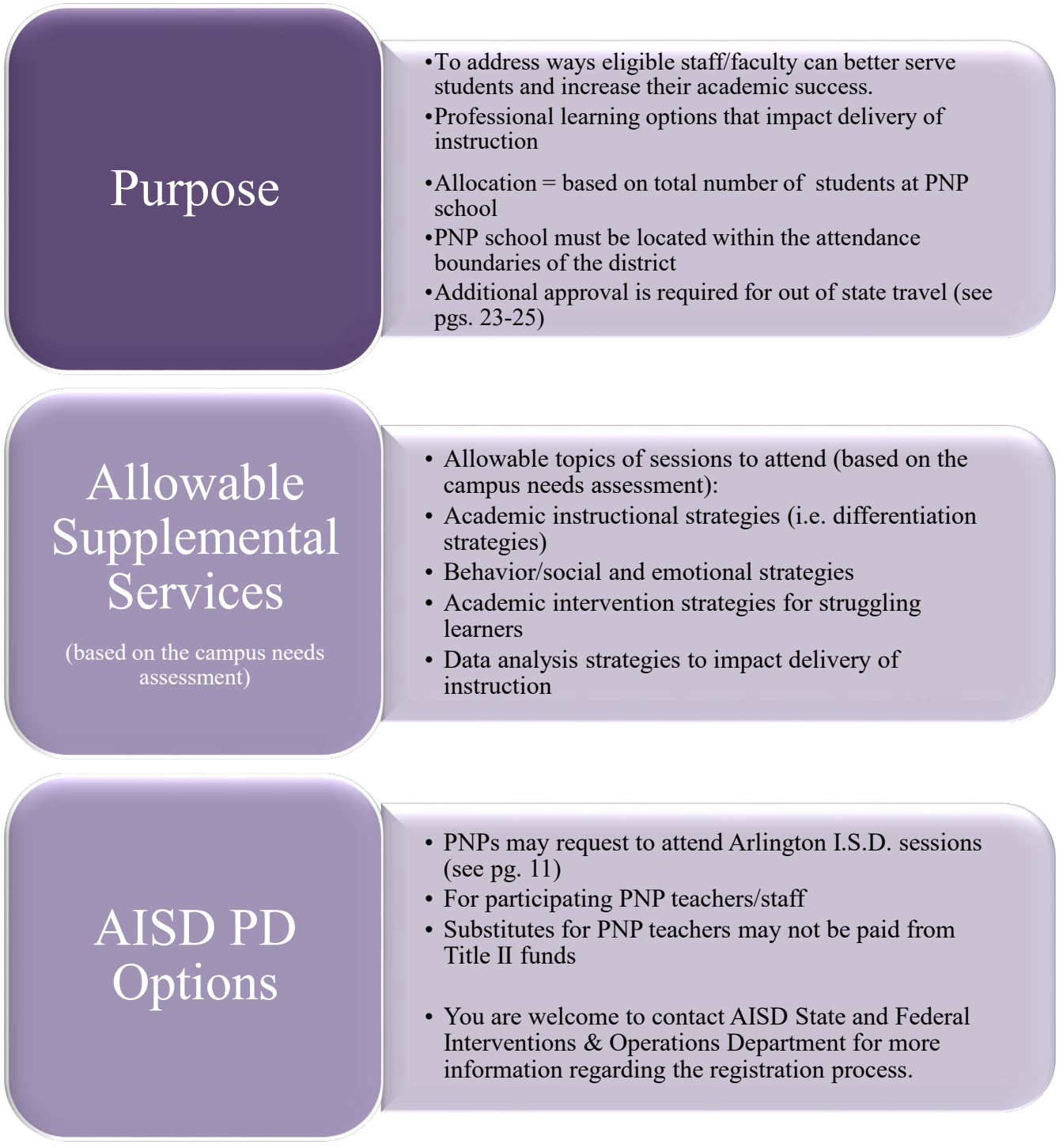
This information should be accessible in the event of an audit:

Table 1. Title I Auditable Documentation

Agendas	Details what is planned for discussion
Minutes	Notes what was actually discussed
Sign-in Sheets	Signature of each person who attended
Handouts	Items distributed/used during the meeting
Notices	Samples - what was sent to inform parents of event

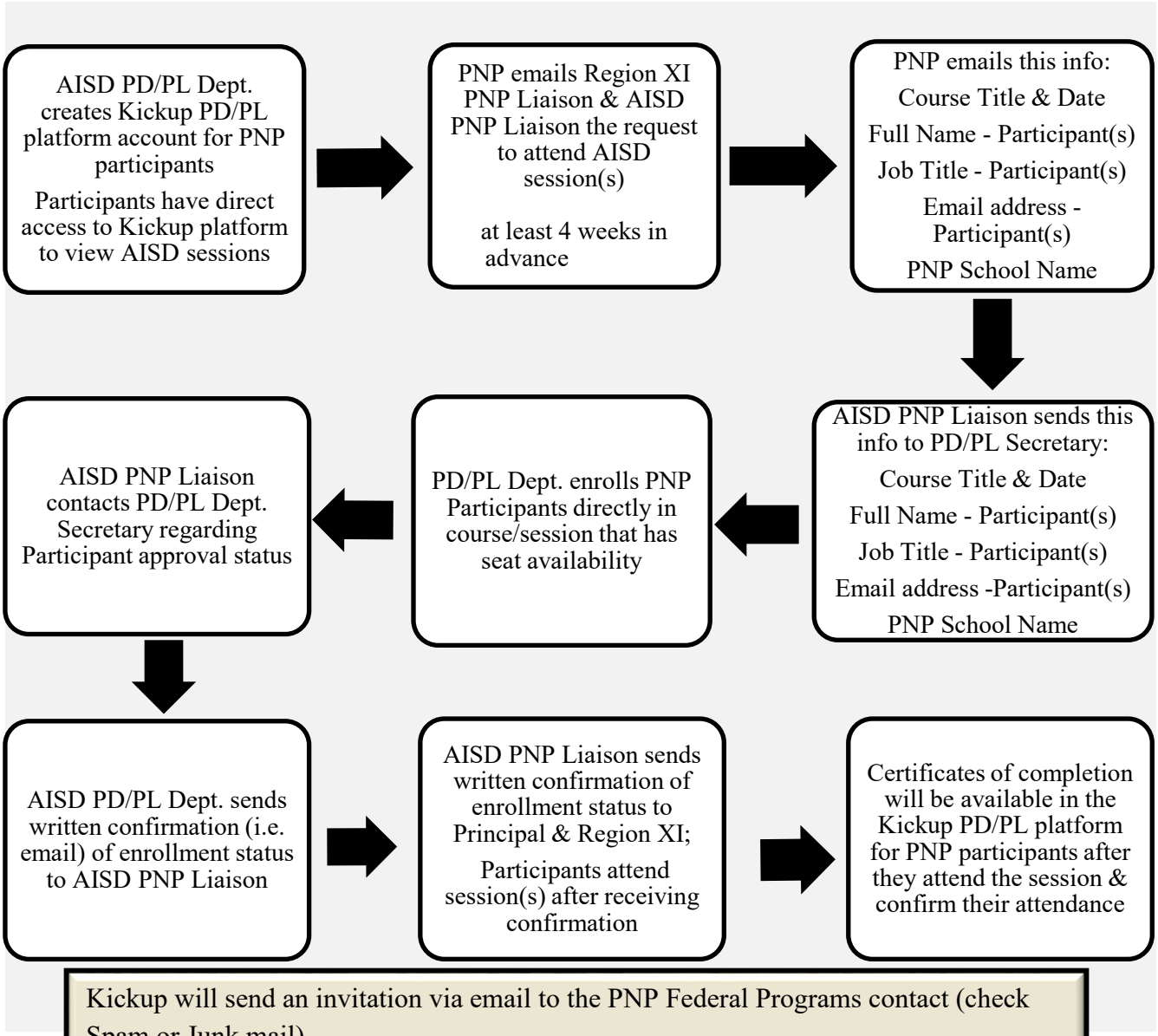
Title II Equitable Services available to PNPs

Figure 4. Title II Professional Development/Professional Learning (PD/PL)



Note: AISD will pay for no more than 50% of sessions at religious-based conferences. AISD will pay for secular/non-religious based learning sessions only. Region XI ESC and AISD – collaboratively verify and approve sessions.

Figure 5. Process to register for AISD PD/PL



Kickup will send an invitation via email to the PNP Federal Programs contact (check Spam or Junk mail).

PNP Federal Programs contacts should complete that registration information for their campus using the link sent via email.

Use these links to help navigate Kickup:

How to Use Kickup

Browse for Courses

Confirm Attendance

Print Certificates

View and Disaggregate the Logs

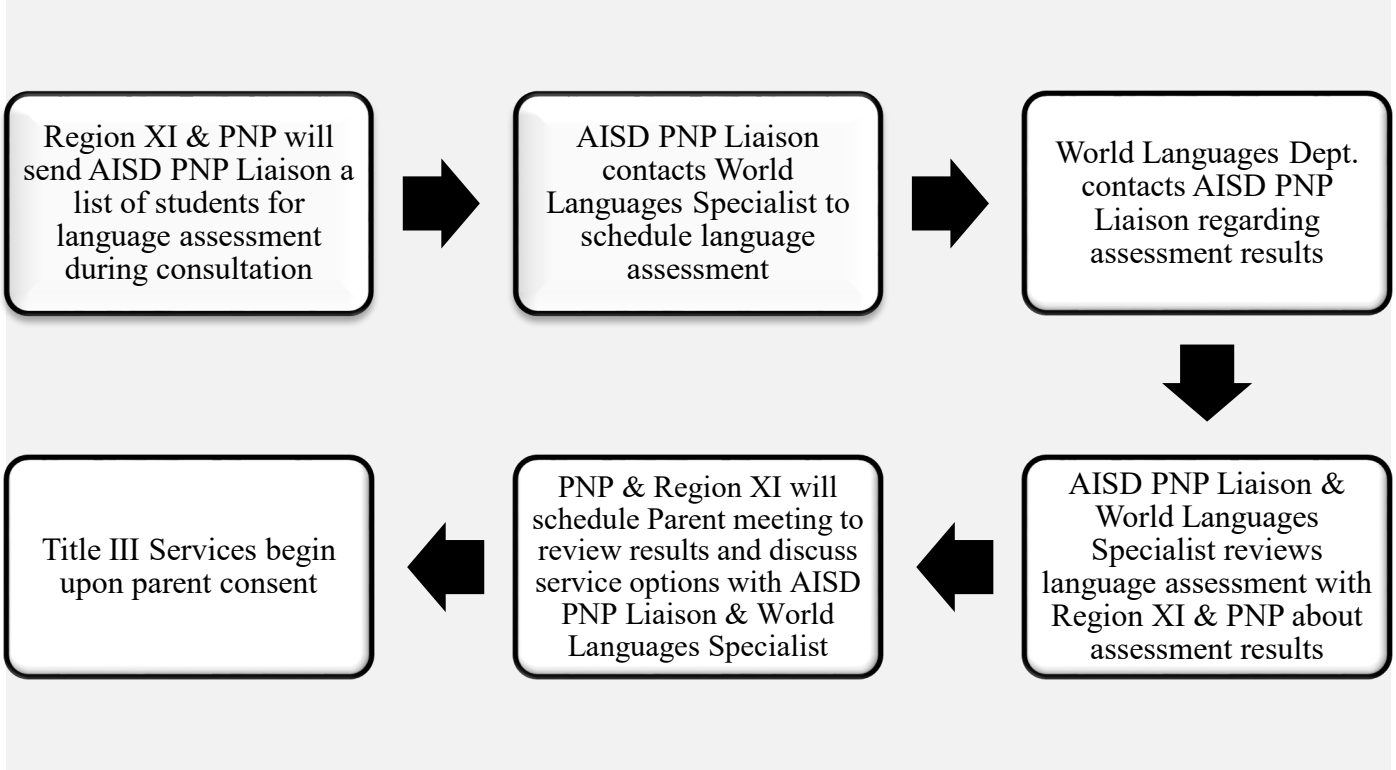
***Note: To login without using the link, use pulse.kickup.co.**

Title III Equitable Services available to PNPs (Support for English Learners)

Purpose:

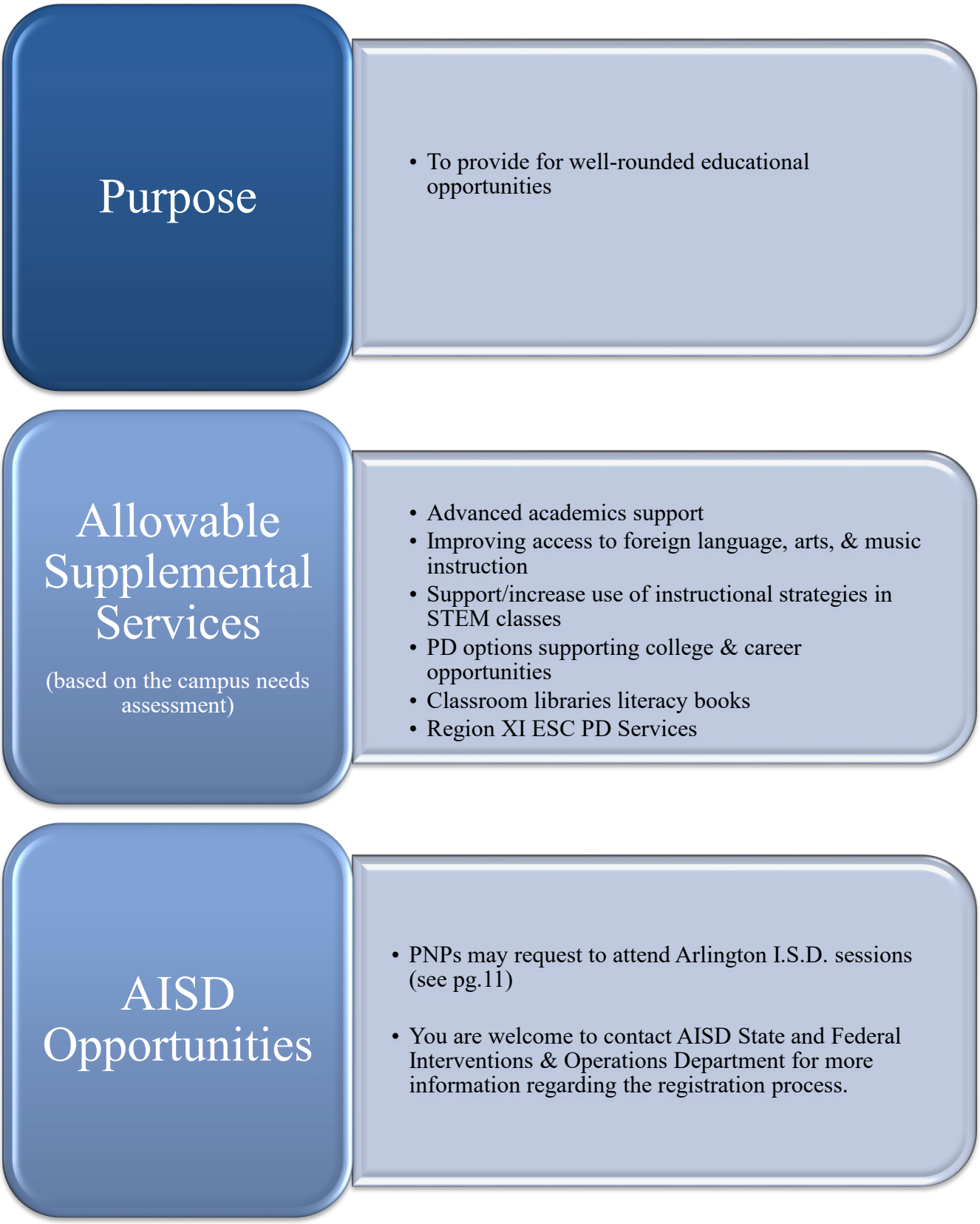
- To provide assistance for eligible students to attain English proficiency.
- Allowable services may include the following (based on the campus needs assessment):
  - Academic support (supplemental) - tutoring
  - Instructional materials to support language development
  - Professional learning to increase knowledge and skills for language development
- For participating PNP teachers/staff
  - Substitutes for PNP teachers may not be paid from Title III funds
  - For eligible PNP teachers

Figure 6. Process to Identify and Support Eligible Title III Students



Title IV Equitable Services available to PNPs

Figure 7. Focus Area #1 - Title IV Well-rounded Education Opportunities



Title IV Equitable Services available to PNPs

Figure 8. Focus Area #2 = Safe and Healthy School Environments

Title IV Equitable Services available to PNPs

Figure 9. Focus Area #3 = Effective Use of Technology

Note: All requests are subject to the approval of Arlington ISD. All materials and technology purchased with federal funds are the property of Arlington ISD.

Equitable Services for Special Needs

- **Individuals with Disabilities Education Improvement Act 2004 (IDEIA)**

AISD may consult with PNP leaders and parents of parentally-placed private school children with disabilities to ensure allowable, appropriate services. Consultation may happen between school district leaders and PNP leaders where the private school is located as documented on school enrollment forms without regard to where the child/children reside. Therefore, if the PNP is located in the AISD attendance zone, contact Region XI and our office to consult the needs of the child and allowable, appropriate services.

- **Dyslexia/Section 504**

Students identified as having dyslexia typically experience primary difficulties in phonological awareness, including phonemic awareness, single-word reading, reading fluency, and spelling. Consequences may include difficulties in reading comprehension and/or written expression. AISD may consult with PNP leaders and parents of parentally-placed private school children suspected of displaying these types of literacy challenges. Consultation may happen between school district leaders and PNP leaders where the student/parent resides as documented on school enrollment forms. Therefore, if the student resides in AISD attendance boundaries, contact Region XI and our office to consult the needs of the child and allowable, appropriate services.

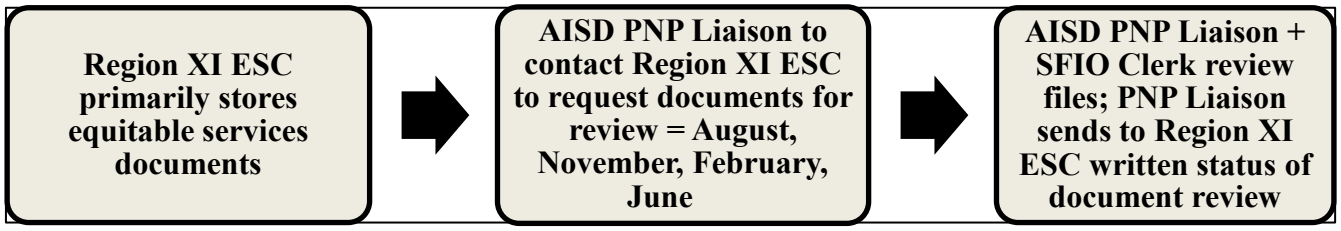
Auditable Documents

To ensure compliance, auditable documents must be kept.
Documentation may include the following:

Table 2. Categories of Auditable Documents

Demographic Data of enrolled students	Financial/Expenditure Documents	Tutoring/Student Attendance Sheets
Parent Engagement	Inventory of Materials	Campus Needs
Professional Development	End of Year Student Assessments	3rd Party Provider Instructional Information

Figure 10. AISD Desk Audit Process

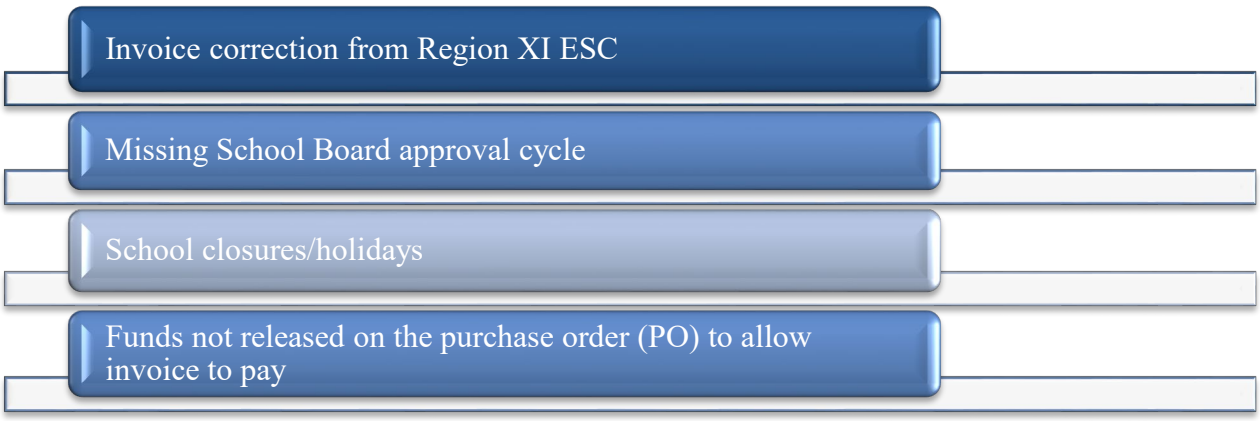


Billing and Budget Information for PNPs

Good business practice requires that vendors be paid within 30 days of receipt of the invoice.

Factors preventing timely payment may include:

Figure 11. Factors Impacting Timely Payments



- **Region XI ESC SSA Billing Process**

Per the contract agreement between Arlington ISD & Region XI ESC, Region XI ESC will process required paperwork for PNP requests using federal funds, including the following:

- Learning materials and supplies (including technology)
- Professional development/professional learning opportunities
- 3rd Party Provider academic services

By mid-September of each year, a new contract for the Region XI ESC SSA should be received by the State & Federal Interventions & Operations Department Director and Secretary. SFIO Clerk will submit a "Purchases over $50,000 Exempt from Bid" form to begin the process for approval within AISD.

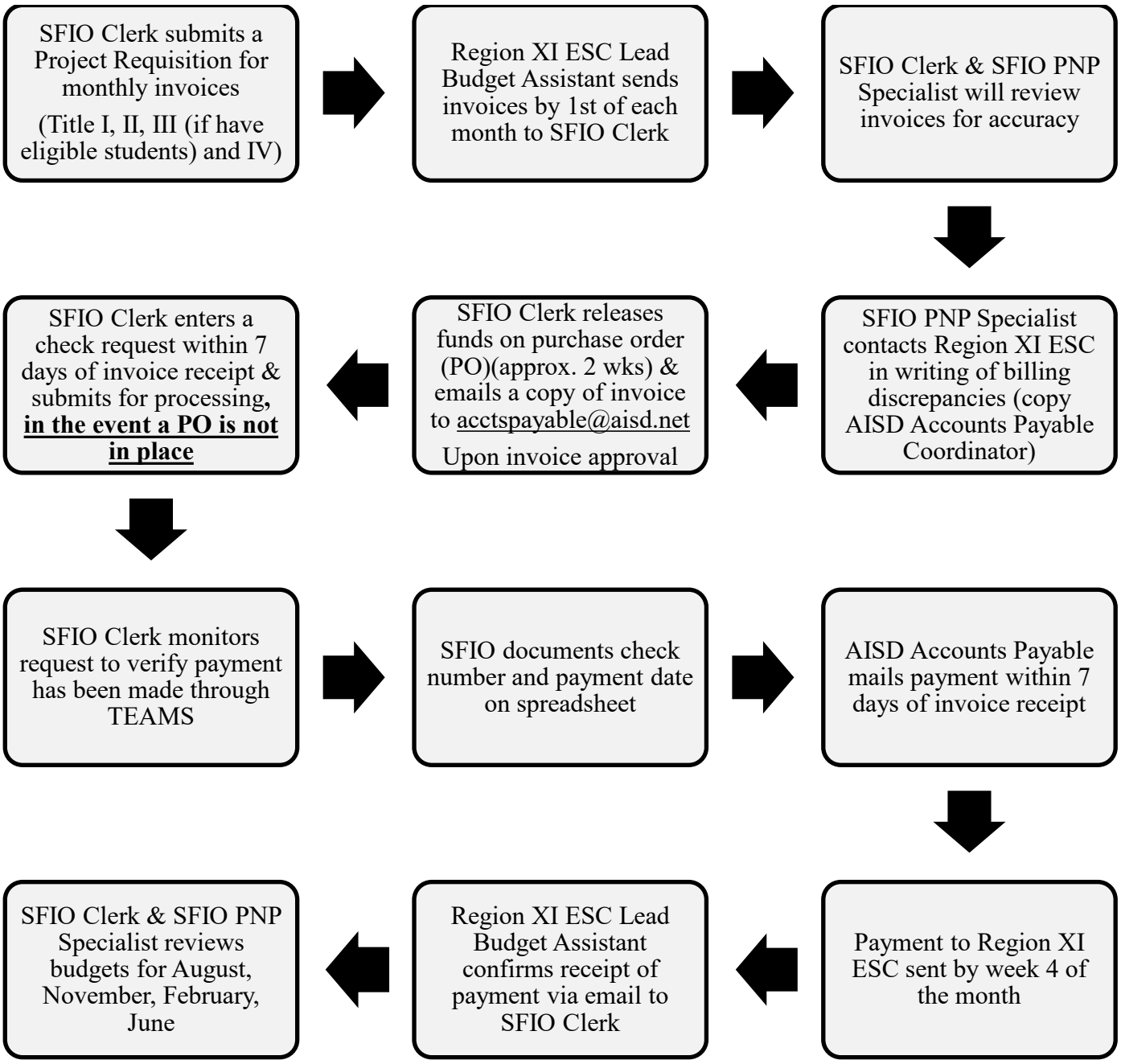
Figure 12. Process of Region XI ESC SSA Agreement Contract Approval

- **The budget code for the SSA agreement contract:** 211.11.6299.00.860.24.0.PS

State & Federal Interventions & Operations Coordinator will add the SSA agreement between Region XI ESC and AISD to the Every Student Succeeds Act (ESSA) Consolidated Grant Application.

Once the annual SSA contract is approved by the Superintendent and finalized by the Accounting Department, the SFIO Clerk will follow this process to pay monthly invoices to Region XI ESC:

Figure 13. Federal Programs Participation Monthly Invoices Billing Process



- ***Note:*** ***All payments made are contingent on AISD calendar school days and holiday***

Figure 14. Title II Monthly Invoices Billing Process (AISD Internal Process)

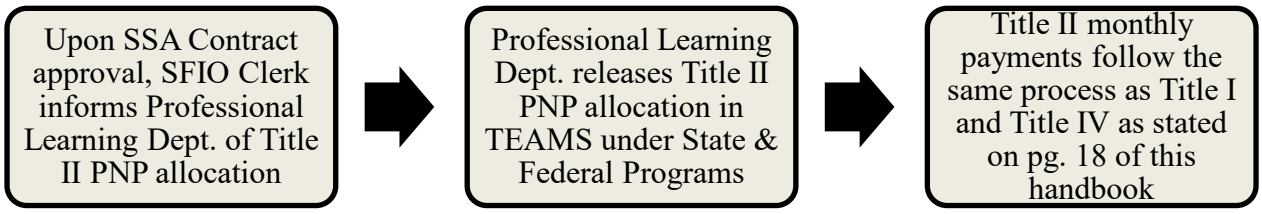


Figure 15. Title III Monthly Invoices Billing Process (AISD Internal Process)

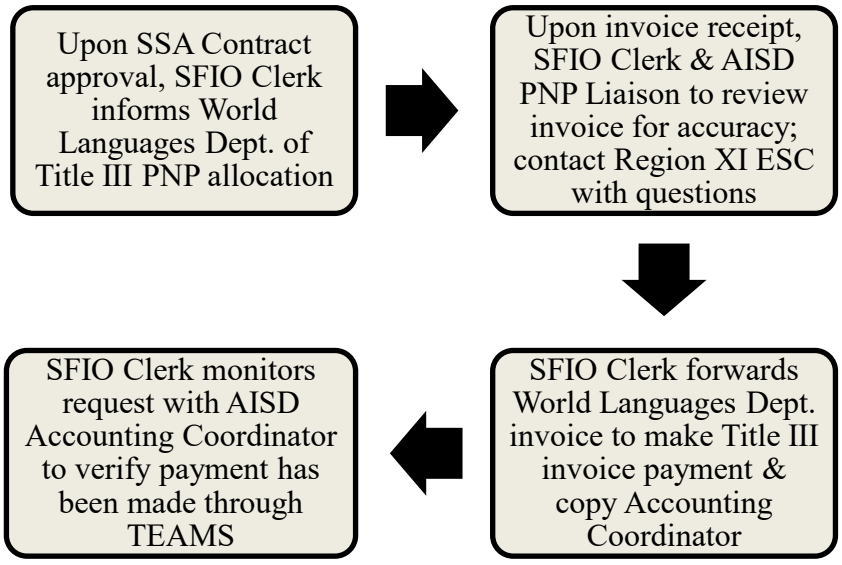


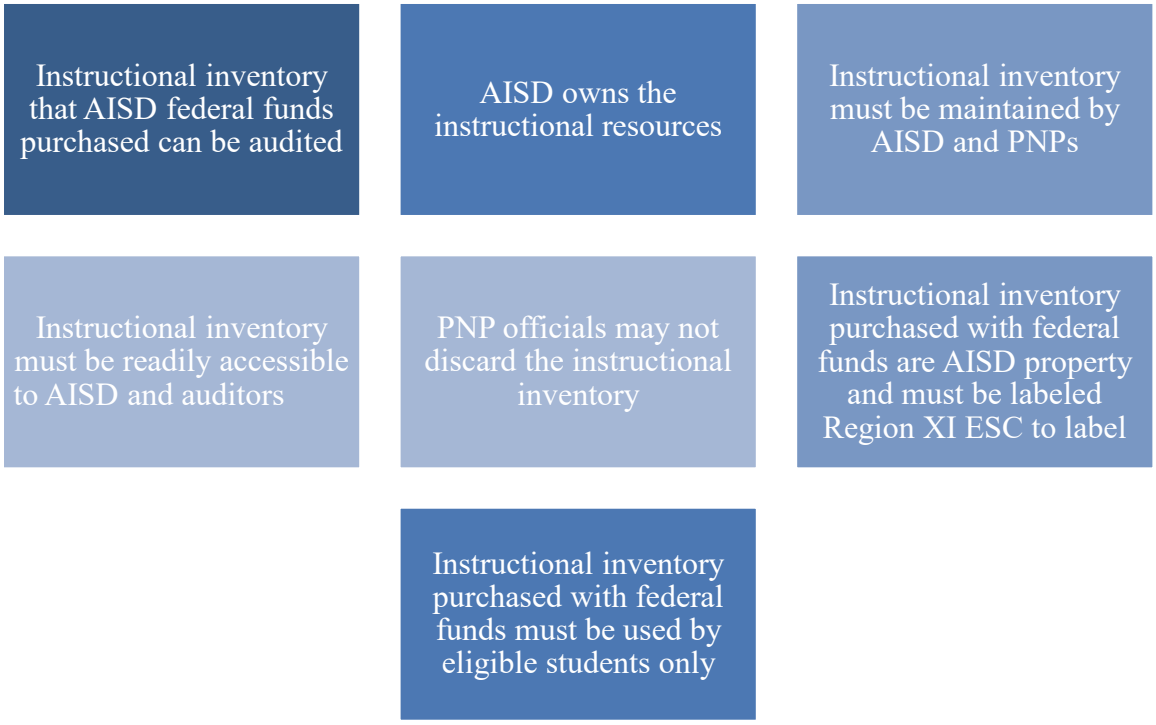
Table 3. PNP-Related Budget Codes (AISD)

Budget Code	Purpose	Department Originating Payments
Title I	Instructional Services	State & Federal Interventions & Operations Department
211.11.6299.00.860.24.0.PS		
Title II	Professional Development/Professional Learning Services	Professional Development/Professional Learning Department
255.13.6299.00.860.24.0.PS		
Title III	Language Acquisition & Development Services	World Languages Department
263.11.6299.00.860.24.0.PS		
Title IV	Student Support & Academic Enrichment Services	State & Federal Interventions & Operations Department
288.13.6299.00.860.11.0.PS		

Inventory of Learning Materials

Region XI ESC will conduct inventory of learning materials throughout the year, per contract agreement.

Figure 16. Inventory Essentials



- ***Note:*** ***Instructional inventory = supplies/materials/technology purchased with AISD federal funds***

Table 4. PNP Equitable Services Team

Contact	Contact's Position	Contact Information	Additional Information
Cory Green	Texas Education Agency PNP Ombudsman	512-463-8992	Department Of Grants Compliance & Oversight
Gean Wilkerson	Texas Education Agency Contact Person	512-463-8992	Executive Assistant to Corey Green
LaNetra Guess	Texas Education Agency Private School Services State Coordinator	512-463-8992	PNPombudsman@tea.texas.gov
Corya Campbell Gretchen Kroos	Region XI PNP Liaisons	817-740-3639 817-740-7630	Facilitates PNP consultations; Approves/processes instructional & travel requests; conducts materials inventory
Cathy Bays	Program Assistant to Region XI PNP Liaison	817-740-7624	Processes purchase orders (POs) to purchase supplies/materials (any non-travel expenses)
Griselda Antu	Region XI CCMR Technician	817-740-7533	Submits monthly invoices to AISD SFIO Dept. & maintains budget records
Melissa Sapp	Region XI Business Office Accounts Receivable	817-740-7609	Main contact regarding receipt of payment from invoices submitted by Kimberlee Parks
Tonia Walker, PhD	Arlington ISD State & Federal Interventions & Operations Dept. Specialist/PNP Liaison (SFIO PNP Specialist)	682-867-7451	Liaison for PNP Equitable Services
TBD	Arlington ISD State & Federal Interventions & Operations Dept. Clerk (SFIO Clerk)	682-867-9393	Processes payments and maintains records for PNP budget expenses & inventory
TBD	Arlington ISD Accounts Payable Coordinator	682-867-4611	Oversight of payments for Arlington ISD

Arlington ISD – Equitable Services to Private/Non-Profit Schools
Critical Dates

Co – SFIO Coordinator
C – SFIO Clerk
Sec'y – SFIO Secretary
S – SFIO Specialist

Figure 17. Chart of Critical Dates

August **Region XI**: • Confirm PNPs 501(c)(3) status • Conduct PNP meeting – New Year services • Consult PNP Needs Assessment & Allotments • Complete PNP Affirmations & send to ISDs – by August 1 **AISD S & F:** • Send PNP Affirmations to (Co)-process & upload to TEA (S) • Request/review final PNP budgets/auditable docs from previous year (S & SFIO C)	***September*** ➢ **Affirmations Due – September 1** ➢ **Services begin** **Region XI:** • Search Student Addresses - determine eligibility • Design/implement services – need-based • Fall Site visits & Inventories **AISD S & F:** • Send AISD Critical Deadlines to Region XI (S) • Request copies of 3rd Party Providers Budgets of Services for each PNP (S)	***October*** **Region XI:** • Fall Site visits/consultations • Send AISD adjustments to services **AISD S & F:** • Review PNP budgets (S & SFIO C) • Send Co - PNP data updates, if needed • Review Fall Inventory results
November **Region XI:** • Fall PNP Session **AISD S & F:** • Review PNP budgets (S & SFIO C) • Request/review PNP budgets/auditable docs – internal desk audit (S & SFIO C)	***December*** **Region XI:** • Collect carryover information from ISDs **AISD S & F:** • Send Co PNP data updates, if needed Carryover/Carry-forward information to Region XI – by December 31 (S)	***January*** **Region XI:** • PNP Participation for next year – send letters to PNPs & data to ISDs **AISD S & F:** • Get data – participating PNPs next year (S) • Review PNP budgets (S & SFIO C)
February **Region XI:** • Spring Site visits • Adjust PNP Services, as needed • Winter PNP Session **AISD S & F:** • Send to Co - PNP data updates, if needed • Request/review PNP budgets/auditable docs – internal desk audit (S & SFIO C)	***March*** ➢ **PNP Spring Data/Budget Review – March 31** **Region XI:** • Spring Site visits • Conduct Spring Inventories • Program Design – PNP Summer learning/interventions • Send service updates to ISDs **AISD S & F:** • Review PNP budgets (S & SFIO C)	***April*** **Region XI:** • Spring PNP Session • Send ISDs results of Spring Inventories **AISD S & F:** • Update data – participating PNPs next year (S) • Review Inventory results
May **Region XI:** • **Send ISDs data for Compliance Report/complete Grant - by May 31** **AISD S & F:** • Update data – participating PNPs next year (S) • Review PNP budgets (S & SFIO C)	***June*** **Region XI:** • Send info to ISDs to calculate allocations • Send SSA to ISDs **AISD S & F:** • calculate allocations – send to Region XI (S) • Request/review PNP budgets/auditable docs – (S & SFIO C)	***July*** **Region 11:** • Send needs assessments to PNPs **AISD S & F:** • Process SSA contract for payment (SFIO Sec'y) • update allocations – send to Region XI (S)

APPENDIX A

PNP OUT OF STATE TRAVEL APPROVAL FORM

Arlington INDEPENDENT SCHOOL DISTRICT
More Than a Remarkable Education

Federal Programs Prior Approval, Disclosure, and Justification of Specific Expenditure: Program-Related Out-of-State Travel

School Year 2022-2023

The EDGAR Federal guidelines for Title I require us to submit to TEA a special Title I Out-of-State Travel Prior Approval, Disclosure, and Justification Form for EACH Title I out-of-state trip taken in the district and wait for TEA to approve each one these forms before the Title I out-of-state trip can occur.

Date of Trip	Prior Approval Form Due Date	Approval/Denial Notification Date
11/01/22-11/30/22	9/9/22	9/23/22
12/1/22-1/31/23	11/4/22	11/18/22
2/1/23-3/31/23	12/15/22	1/13/23
4/1/23-5/31/23	2/24/23	3/10/23
6/1/23-8/31/23	5/12/23	5/26/23
9/1/23-10/31/23	7/21/23	8/4/23

Submit this form to the State & Federal Interventions & Operations Office for the Director's approval by the deadline listed above.

The signed request form will be returned to you.

Name of Federal Grant: ESSA Consolidated Federal Grant-Title I Part

Name of Campus: _____ Date Submitted: _____ Date of Travel: _____

Description of Proposed Trip

Destination: _____ # of Travelers: _____

Describe the purpose of the program related out-of-state travel.

Describe how the program-related out-of-state travel relates to the grant responsibilities of the traveler(s).

Describe the specific need, as identified in your comprehensive needs assessment that this out-of-state travel addresses.

Principal Signature

State and Federal Intervention & Operations Department Signature

_____Approved

_____Denied

Reason for Denying:

APPENDIX B

2022-2023 ARLINGTON ISD ACADEMIC CALENDAR

Arlington Independent School District
More Than a Remarkable Education

2022-2023 Calendar

JULY 2022

S	M	T	W	T	F	S
					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						

AUGUST 2022

S	M	T	W	T	F	S
	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			

SEPTEMBER 2022

S	M	T	W	T	F	S
				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	

OCTOBER 2022

S	M	T	W	T	F	S
						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					

NOVEMBER 2022

S	M	T	W	T	F	S
		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			

DECEMBER 2022

S	M	T	W	T	F	S
				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

Legend

Student/Staff Holiday	◯
First/Last Day of School	—
Semester Start/End	{}
Exams/Early Dismissal (secondary students)	@
Begin/End Grading Period	( )
Teachers New to Profession Report	•
Teachers New to AISD Report	#
Student Holiday	◆
Teacher Prep./Student Holiday	^
Staff Exchange Days	. .
Inclement Weather Makeup for Staff	*
Early Dismissal (elementary students)	>
High School Open House	+
Junior High Open House	%
Elementary Open House	=

Important Dates

July 28 — Teachers New to Profession Report
August 1 — Teachers New to AISD Report
August 4 — All Teachers Report
August 4 – 12 — Teacher Prep./Staff Dev.
August 15 — First Day of Classes
September 5 — Holiday
October 7 — Staff Development
October 10 — Holiday
November 21 – 25 — Holidays
December 14 – 15 — Exam Days – Jr. & Sr. highs
December 15 — End of First Semester
December 16 – January 2 — Winter Break
January 3 — Teacher Prep. Day
January 4 — Second Semester Begins
January 16 — Holiday
February 20 — Holiday
March 6 — High School Open House
March 7 — Junior High Open House
March 9 — Elementary Open House
March 13 – 17 — Spring Break
April 7 — Holiday
April 10 — Staff Development
May 24 – 25 — Exam Days – Jr. & Sr. highs
May 25 — Last Day of Classes
May 26 — Teacher Work Day
May 29 — Holiday
May 30–May 31 — Staff Exchange/Weather Makeup

If school cancellations are not needed, students' last day will be May 23. May 24 and 25 will become teacher workdays.

School Hours

Elementary (Pre-K4–6)	8:10 a.m. – 3:35 p.m.
Elementary (Pre-K3 A.M.)	8:10 a.m. – 11:20 a.m.
Elementary (Pre-K3 P.M.)	12:25 p.m. – 3:35 p.m.
Junior High (7–8)	8:45 a.m. – 4:10 p.m.
High School (9–12)	7:35 a.m. – 3 p.m.

Early Release Hours

Elementary (Pre-K–6)	8:10 a.m. – 12:10 p.m.
Elementary (Pre-K3 A.M.)	8:10 a.m. – 10:10 a.m.
Elementary (Pre-K3 P.M.)	10:10 a.m. – 12:10 p.m.
Junior High (7–8)	8:45 a.m. – 12:45 p.m.
High School (9–12)	7:35 a.m. – 11:35 a.m.

First Semester Instructional Days	*81*
Second Semester Instructional Days	*93*
Total Instructional Days	*174*

Approved 12/9/21

JANUARY 2023

S	M	T	W	T	F	S
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				

FEBRUARY 2023

S	M	T	W	T	F	S
			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				

MARCH 2023

S	M	T	W	T	F	S
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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	

APRIL 2023

S	M	T	W	T	F	S
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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						

MAY 2023

S	M	T	W	T	F	S
	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*			

JUNE 2023

S	M	T	W	T	F	S
				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	

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