Pearland ISD 2026-2027 Every Student Succeeds Act (ESSA)
Private/Non-Profit (PNP) Equitable Services Procedures

The Every Student Succeeds Act (ESSA) was authorized by Congress to promote academic achievement for K-12 students. Pearland ISD receives ESSA funds for Title I, Part A; Title II, Part A; Title III, ELA; Title III, Immigrant, and Title IV, Part A. For 2026-2027, Private/Non-Profit (PNP) Schools have accepted their shares from Title II, Part A and Title IV, Part A through Annual Consultation which occurred in April 2026.

Title II, Part A:

Title II, Part A funds are to provide professional development activities, training, coaching, and mentoring for private school teachers, principals, and other school leaders to address the specific needs of their students. Professional development activities, training, coaching, and mentoring must:

1. Address the intent and purpose of the Title II, Part A
2. Address needs identified in your school needs assessment
3. Be secular in nature, and
4. Only be provided to Title II, Part A eligible staff (i.e., teachers, instructional assistants, campus administrators, and principal)

Title IV, Part A:

Title IV funds are to provide professional development and instructional activities to support well-rounded educational opportunities, safe and healthy school, and professional development to support the effective use of technology. The PNP should provide the district with a plan for their Title IV funds that:

1. Address the intent and purpose of the Title IV, Part A
2. Address a need(s) identified in your school needs assessment
3. Be secular in nature, and
4. Only be provided to Title IV, Part A eligible staff (i.e., teachers, instructional assistants, campus administrators, and principal)

Federal Programs Office PNP ESSA Programs Contact:

School Year: M-F | 8:00am to 4:45pm || Summer: M-Th| 8:00am to 4:45pm

Donna Tate | Coordinator of Federal Programs/Grants
tated@pearlandisd.org Phone: 281.997.4949

Tina Estlinbaum | Federal Programs/Grants Clerk
estlinbaumt@pearlandisd.org Phone: 832-736-6962

The Texas Education Agency (TEA) provides an ombudsman for resolving disputes between PNP organizations and school districts.

TEA Ombudsman:

LaNetra Guess, Director Federal Program Compliance
PNP Ombudsman for Private School Services
PNPombudsman@tea.texas.gov
Phone: 512.463.9499

There are four types of equitable services provided by Pearland ISD. Services types 1 and 3 below are allowed under either Title II or Title IV, type 4 is only allowed under Title IV. Service type 2 does not use any equitable services funding unless there are supplies and materials charged per person by the district presenter. Then these supplies and materials will be funded out of equitable services based on the per person cost and number of persons attending from the PNP.

1) Provide professional development registration for qualifying professional development activities. (See A & B below; Section B is new this year and is for registration for professional development at Region 4)
2) Provide process for PNP teachers to participate in Pearland ISD staff development. (See C below)
3) Contract with vendors to provide staff development at the PNP campus (either in-person or remote). (See D below)
4) Provide supplies and materials from district-approved vendors for qualifying Title IV, Part A activities for well-rounded education and safe and healthy students. (See E below)

Samples of the forms needed to request these equitable services are posted to the district website and included with this folder.

Failure to follow these procedures may result in denial of services & expenditures.

It is essential that Pearland ISD business office procedures be used, and district policies be followed, so that expenditures with federal funds are compliant with federal requirements.

BEGINNING EQUITABLE SERVICES:

Prior to beginning services for the upcoming school year, the PNP must submit to the district Federal Programs/Grants Office:

1) a campus improvement plan/strategic plan (may be their own format)
2) a Plan for Funds Form (provided by district) for each Title II and Title IV Program

The Title II and Title IV Program plan must indicate how much of the PNP's fund allocation should be budgeted into the different types of planned expenditures, the campus need being met by the expenditure, and the strategy in the campus improvement plan/strategic plan that addresses how the expenditure supports the identified need. All of these are included on the form provided by the district.

Note: Pearland ISD will need a minimum of four weeks to process any request for equitable services. *Always submit requests as soon as possible*.

Equitable Services for Eligible Staff Professional Development (Title II, Part A, Title IV, Part A)

A. Have Pearland ISD Register a Teacher or Administrator for Professional Development (Not Region 4)

1. Complete the district Professional Development Registration form and ensure the correct information and documentation is included/attached.
2. Email the registration form and documentation to the Pearland ISD Federal Programs Office to request registration.
3. Requests should be submitted to the Pearland ISD Federal Programs Office **at least four weeks prior to the conference** to ensure there is time to complete this process. *Always submit requests as soon as possible*.
4. After the teacher or administrator attends the Professional Development session, the following items must be submitted to the Pearland ISD Federal Programs Office:

a. Professional Development Evaluation Form (district form, sample provided)
b. Proof of attendance such as name badge, agenda, or certificate

5. IMPORTANT NOTE: Pearland ISD/Title II, Part A/Title IV, Part A will NOT pay conference cancellation fees if they are charged by the company holding the conference (the federal government does not allow cancellation fees to be paid out of federal funds). Cancellation fees will be incurred by the PNP organization.

B. NEW: REGISTERING FOR PROFESSIONAL DEVELOPMENT THROUGH REGION 4

1. Complete the district Professional Development Registration and Region 4 Registration forms and ensure the correct information and documentation is included/attached.
2. Email the registration form and documentation to the Pearland ISD Federal Programs Office to request registration.
3. Requests should be submitted to the Pearland ISD Federal Programs Office **at least four weeks prior to the conference** to ensure there is time to complete this process. *Always submit requests as soon as possible*.
4. Pearland ISD Federal Programs Office will email the district Purchase Order to the teacher/administrator to be registered, and they will have to register themselves at the Region 4 website, uploading the PO into the Region 4 registration portal.
5. Upon completing the registration, Region 4 will email the teacher/administrator a confirmation and this confirmation needs to be forwarded to Pearland ISD Federal Programs Office for documentation. It is the PNP's responsibility to ensure the PO is provided correctly to Region 4 and the district is not responsible for the costs of any registrations completed incorrectly.
6. After the teacher or administrator attends the Professional Development, the following items must be submitted to the Pearland ISD Federal Programs Office:

    a. Professional Development Evaluation Form (district form, sample provided)
    b. Proof of attendance such as name badge, agenda, or certificate

7. IMPORTANT NOTE: Pearland ISD/Title II, Part A/Title IV, Part A will NOT pay professional development cancellation fees if they are charged by the company (the federal government does not allow cancellation fees to be paid out of federal funds). Cancellation fees will be incurred by the PNP organization. Please review the Region 4 cancellation fees statement found on their website.

C. PARTICIPATE IN PROFESSIONAL DEVELOPMENT OFFERED BY PEARLAND ISD

Pearland ISD professional development is available to your campus teachers, administrators, and principal through your participation in the Title II, Part A program. Contact the Federal Programs Administrator by phone or email to request registration for Pearland ISD Professional Development. A teacher staff development calendar is available on the district website under the Curriculum & Instruction department page.

D. REQUEST PEARLAND ISD CONTRACT WITH A VENDOR TO PROVIDE PROFESSIONAL DEVELOPMENT AT THE PNP CAMPUS

This process needs to begin at least four weeks prior to the training date.

1. PNP will submit the district Request for Vendor Contract for Staff Development at PNP Form along with vendors quote or proposal of services (at least four weeks prior to the training date).
2. Once the request is received, PISD will look for this vendor on the district's business office-approved list of vendors using federal grant funds (referred to as district-approved list).
    - If vendor is a district-approved vendor for contracted services, then a Consulting Agreement contract will be completed. The Consulting Agreement contract will be sent to the vendor for their signature and then process through the district's business services department for review and signatures.
    - If vendor **is not found** on the list, Pearland ISD Federal Programs/Grants Office will not be able to enter into a contract with the vendor and will have to deny the request.
3. After the training, the following items need to be sent to the Federal Programs Office:
    - Training Agenda (with training date, name of the training, presenter name, campus name, and training times)
    - Proof of Attendance (a sign-in sheet with training date, name of the training, presenter name, campus name, and each attendee's printed name and signature)
    - Professional Development Evaluation (Pearland ISD Form) (each attendee must complete)
    - Vendor Invoice

Equitable Services for Supplies/Materials for Title IV, (Part A) Funds:

E. REQUEST A PURCHASE

1. Request should be submitted **at least four weeks prior to the date needed** to ensure there is time to complete the required process. *Always submit requests as soon as possible*.
2. Identify the item(s) that you are wanting to purchase and contact Federal Programs/Grants Clerk to identify a district- approved vendor for the items. The vendor must be a vendor from the district-approved list for use with federal grant funds. Federal Programs Office will have to deny the request, unless an alternate approved vendor can be found. IMPORTANT NOTE: all purchases for supplies and materials require two (2) supplemental quotes from district-approved vendors to show that all purchases with federal grant funds have had fair competition in selecting a vendor. If Pearland ISD is unable to source 2 supplemental quotes for a purchase, the purchase will be denied.

3. After the vendor has been confirmed, complete the Requisition Form provided.
4. Submit the requisition form to the Pearland ISD Federal Programs Office via email.
5. Once items are delivered to Pearland ISD and inventoried, the district Federal Programs office will contact the PNP to set up delivery of items. The PNP and district representative will sign a tracking form to indicate the PNP has received the items.

Inventory Control of Materials/Supplies:

All supplies/materials purchased for the PNP with Title funds remain the property of Pearland ISD and inventory control procedures will meet the requirements of the Pearland ISD Business Office, FASRG, and EDGAR. If the items are consumables, they may be marked with a "Property of Pearland ISD." No additional actions will be required. For items that are not considered consumable, the PNP will maintain the items in the location designated on the tracking form during the school year. At the end of the school year, a district representative will collect the items and the tracking form will be signed to indicate that the district will maintain possession of the items during summer hiatus. At the beginning of the new school year, the items will be checked back out to the PNP, with the inventory tracking form signed and updated.

Evaluation of Services:

Evaluation of Equitable Services will occur two ways. For professional development/teacher training services, the attendee will complete an evaluation form after each training session. For supplies and materials, the district Federal Programs office will provide a survey each spring, usually in April, evaluation Equitable Services for the year, and the effectiveness of the requested supplies as a part of Equitable Services will be a part of this survey.

Equitable Services Timeline for 2026-2027 Grant Year:

August-September 2026: Federal Programs/Grants Administrator and PNP Campus principal and principal designee will meet to review the federal PNP requirements and district procedure manual once the 2026-2027 Notification of Grant Award from TEA has been received. At that time, the campus principal and the district Federal Programs office will discuss the campus plan for fund use for the new grant year. If there are inventoried materials from previous school years stored at the Federal Programs/Grants Office over the summer, they will be returned to the PNP campus. PNP Administrator and Federal Programs/Grants Administrator sign the annual Consultation Affirmation form for TEA.

September 2026: Equitable services begin 10 days AFTER the PNP's plan for equitable services has been submitted to and reviewed/approved by Federal Programs office. This 10-day delay is to allow the business office time to set up the budget for services.

November 2026: The district Federal Programs office will provide a recap of PNP Equitable Services Requests to date and contact PNP to determine if there are new opportunities for students at PNP to receive Equitable Services.

January 2027: The district Federal Programs office will provide a recap of PNP Equitable Services Requests to date and determine if there are new opportunities for students at PNP to receive Equitable Services. PNP and Federal Program Office will evaluate provided services and planned services and make adjustments, as needed.

March 2027: The district Federal Programs office will provide a recap of PNP Equitable Services Requests to date and contact PNP to determine if there are new opportunities for students at PNP to receive Equitable Services.

April 2027: A date for the collection of purchased inventoried materials to the Federal Programs office for the summer will be set. Annual Public Meeting for equitable services for 2027-2028 will be held by the Federal Programs Office.

May 1, 2027: All requests for summer/August 2027 must be submitted to the district Federal Programs office.

May 1, 2027-June 30, 2027: The business office is closed for end-of-fiscal year processes and the district Federal Programs office cannot process requests for PNP equitable services. PNP and Federal Programs Office will review evaluations and identify needs for following school year.

July 2027: Requests for equitable services from remaining 2026-2027 balances can resume being processed once the business office opens for the new fiscal year on/after July 1. The district Federal Programs office will provide a recap of PNP Equitable Services Requests to date and contact PNP to determine if there are new opportunities for students at PNP to receive Equitable Services.

August 2027: The last date to submit a new request from outstanding 2026-2027 funds is August 17, 2027, and the request must be able to be fulfilled by September 30, 2027.