



Welcome

**PCS Federal Programs
in Private Schools
Fall Consultation Meeting**

SEPTEMBER 18, 2026

Welcome

Activity

Federal Funding Match-up: use the cards in your table box to match the program with the purpose and its PCS contact

Answers

Program	Purpose	PCS Grant Contact
Title I	Academic intervention	Annette Anthony
Title II	Professional development	Melissa Arof
Title III	EL services	Natasa Karac
Title IV	Well-rounded education	Melissa Arof
IDEA	Students with disabilities	Cindy Medici

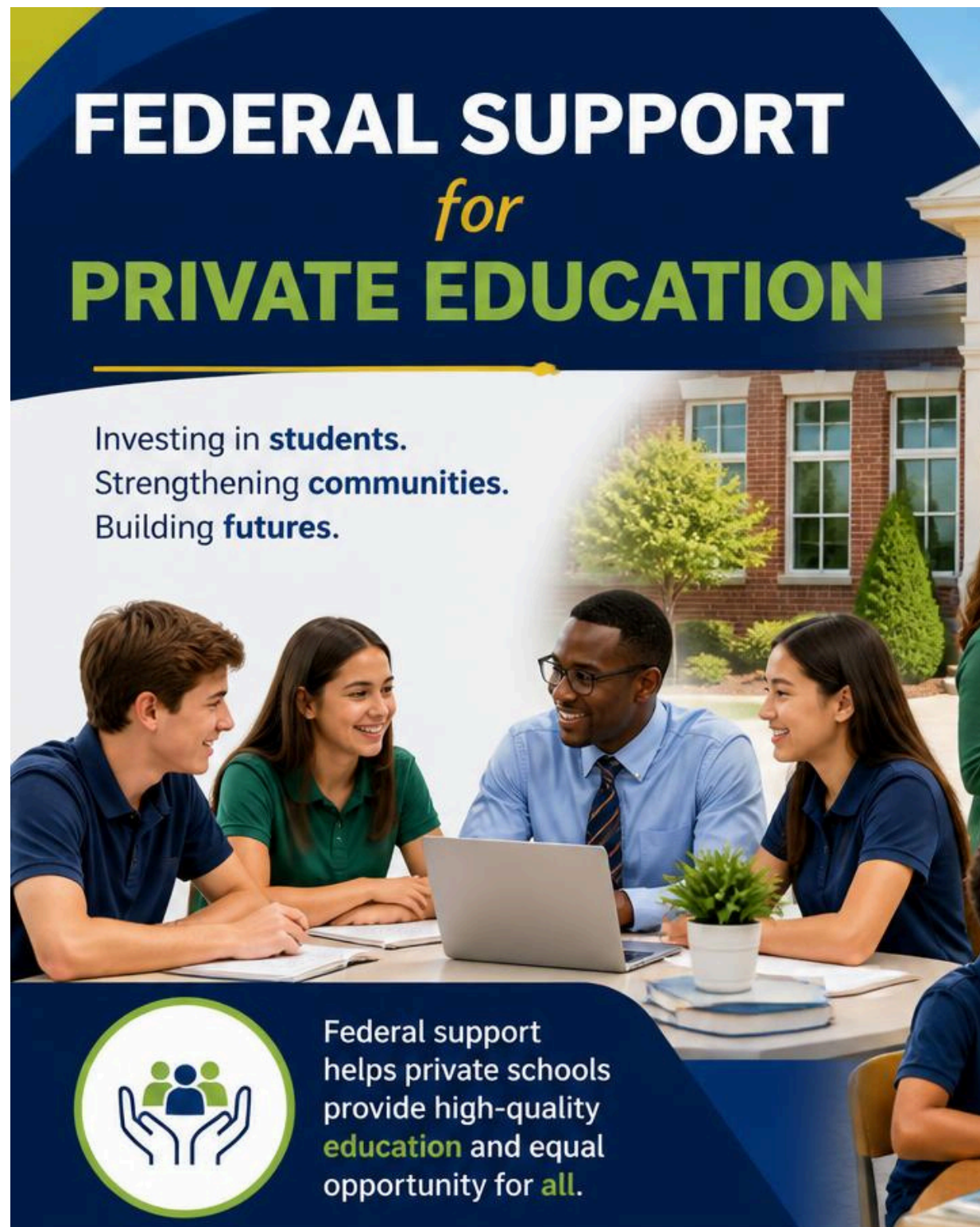
How'd you do?

Today's Agenda:

- Welcome
- Federal Updates & Reminders
- Title III
- Gallery Walk
- Break-outs
- Closing



FEDERAL UPDATES & REMINDERS



NEW PCS DIRECTOR OF FEDERAL PROGRAMS: ELLEN TRUSKOWSKI

Grant Awards Received

- Title II
- Title IV, A

Awaiting Grant Awards

- Title I, Part A
- Title III
- IDEA



Title Grants in Law

What laws govern Title Grants and Equitable Services?

Primary Law

- **Elementary and Secondary Education Act of 1965 (ESEA)**, as reauthorized by the **Every Student Succeeds Act (ESSA) of 2015**.
- **ESEA/ESSA, Title VIII – General Provisions**, (these are the uniform provisions that apply to all programs requiring equitable services for eligible private school students, teachers, and families)

Cross-Cutting Laws and Rules

- **Uniform Grant Guidance (UGG) – 2 CFR Part 200** (federal financial management, procurement, allowability, cost principles).
- **General Education Provisions Act (GEPA)** (20 U.S.C. § 1221 et seq.).
- **Civil Rights laws** (Title VI, Title IX, Section 504, ADA, Age Discrimination Act).
- **Florida-specific rules (for our district)**: FDOE Red Book/Green Book cost principles and state statutes apply when federal funds flow through the SEA to the LEA.



Title Grants in Law

What's most important to know for private schools?

- 1. You Don't Get the Funds Directly**
- 2. Equitable Services, Not Equal Dollars**
- 3. Consultation Is Key**
- 4. Services Must Meet Federal Rules**
- 5. Accountability and Oversight**



Title Grant Funding

How are they funded?

Federal to **State** to **District**

The **U.S. Department of Education** gives Florida an annual allocation for each grant (Title II and Title IV).

The **Florida Department of Education (FDOE)** passes those funds down to each school district.

Districts (like PCS) then calculate the private school share.



Title Grant Funding

When are they funded?

Federal Level (Congress & U.S. Department of Education)

- Congress appropriates funds through the federal budget (ideally by **October 1**, the start of the federal fiscal year).
- The U.S. Department of Education then calculates **state allocations** (based on formulas in ESSA) and typically issues preliminary allocations to states in **late spring/early summer**.

State Level (Florida Department of Education)

- FDOE receives its allocation and then calculates each **district's share**.
- This usually happens between **May–June**.

District Level (LEAs like PCS)

- Districts get their **official grant award notifications** in the early fall (often **September–October**).



Federal Updates & Reminders

What is consultation for private schools?

Under ESSA (Elementary and Secondary Education Act, as amended), LEAs must engage in *timely and meaningful consultation* with private school officials for equitable services



Federal Updates & Reminders

What is consultation for private schools?

Federal law specifies certain required topics:

- How the needs will be identified.
- What services will be offered.
- How, where, and by whom the services will be provided.
- Service delivery mechanisms (e.g., district staff, third-party contractors).
- How the LEA will make decisions about funding allocations (including proportionate share).
- Procedures for handling disagreements and a written explanation if services requested are not provided.
- Ongoing consultation throughout the program, not just one meeting.



Federal Updates & Reminders

What is consultation for private schools?

What it should look like:

- Two-Way Dialogue
- Transparent Decision-Making
- Timeliness
- Documentation
- Follow-Up

What it does not look like:

- Not a “wish list”
- Not direct funding:
- Yes to input



Federal Updates & Reminders

What is consultation for private schools?

Formally.

In the Spring:

Consultation means we sit down together, share what federal funds allow, hear your priorities, and then design equitable services that fit both your needs and the law. It's not a promise that everything you ask for will happen, but it is a promise that your input will be heard, considered, and that you'll know how the final decisions were made.

In the Fall:

Consultation means we reconnect to share updates on how the services planned in the spring are being carried out and make sure you remain informed and engaged throughout the year.



Federal Updates & Reminders

What is consultation for private schools?

Informally throughout the Year:

Consultation means we connect as needed through a variety of formats (in-person, online, on the phone, via email, via survey, etc) to provide support, problem-solve, answer questions, and provide updates or gather input as needed.



Federal Updates & Reminders

LEA Control of Funds & Purchasing

Because Pinellas County Schools (PCS) is the Local Educational Agency (LEA), federal law requires us to retain full control of all Title program funds.

This means private schools never receive direct cash transfers. Instead, PCS purchases goods and services on behalf of private schools to provide equitable services.

To ensure compliance and accountability, all such purchases must follow PCS's established purchasing policies and procedures, even when the items or services are intended for use in a private school.



Federal Updates & Reminders

What do I do if I have a complaint?

Private school officials in Florida have the right to file a formal complaint with the Florida Department of Education (FLDOE) if they believe the district has not met federal requirements for equitable services under Title programs.

This includes concerns about whether consultation was timely and meaningful, whether their input was considered, or whether services are being provided in compliance with federal law.

Complaints must be submitted in writing, clearly describe the issue and supporting facts, and be directed to the FLDOE Ombudsman for Private Schools, who is responsible for investigating and resolving such concerns.





TITLE III

English Language Acquisition

Dr. Natasa Karac

Multilingual Services

karacn@pcsb.org

Identification

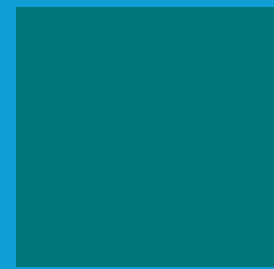
Identification



identification process
through the district



responses to a home
language survey



language proficiency
assessment



Yes responses

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

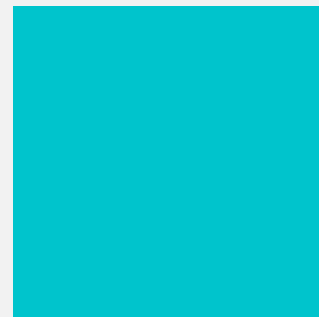


Determining Needs

Needs



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

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
- [ESOL Parent Leadership Council](#)
- Family Outreach: [Parent Newsletter in Spanish](#), [Informative and educational workshops](#), [Spanish Helpline](#), [Let's Talk...](#)



**HIGH SCHOOL
AFTER SCHOOL
VIRTUAL TUTORING
FOR
ENGLISH LEARNERS**

WHEN:

October 2nd to June 28th

English *Algebra*

Monday and Wednesday **Tuesday and Thursday**

Time: 5:30pm- 6:30pm

**NO REGISTRATION NEEDED
JOIN TO PREPARE FOR THE STATE EXAMS**

**Click Here to
Join Now**

THE TUTORING IS FREE AND WILL BE HELD VIA MICROSOFT TEAMS. EACH TUTORING SESSION INCLUDES MINI-LESSON AND PRACTICE.
FOR QUESTIONS EMAIL: MARTINEZLY@PCSB.ORG

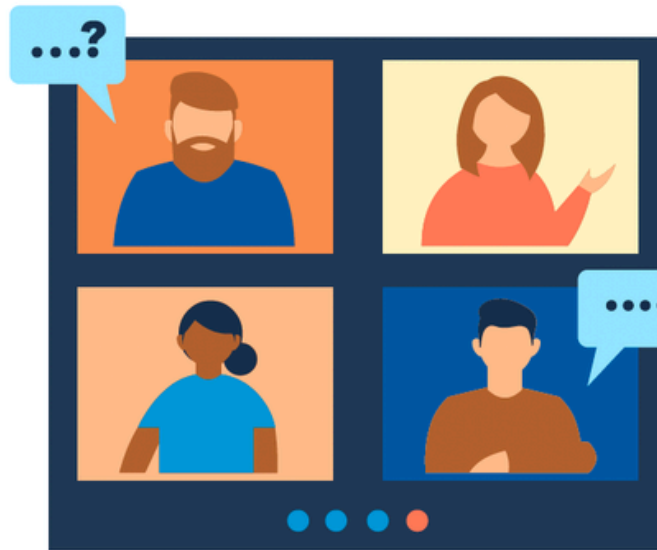
ESOL Team Meetings & Resources

◆ [English](#) ◆ [Spanish](#)



¡HABLEMOS!

DE LAS ESCUELAS DEL DISTRITO ESCOLAR PINELLAS



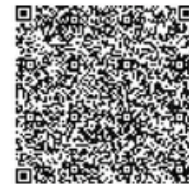
Únase a una sesión virtual en vivo para familias aprendices del inglés e hispanas. Conozca sobre las Escuelas del Condado de Pinellas y conéctese con información y recursos para apoyar el éxito de su estudiante.

CUÁNDO: 4:30-5:30 p.m.
Jueves: Agosto 29, Noviembre 7
Miércoles: Septiembre 25, Octubre 23

LUGAR: Virtual via Microsoft Teams

[CLIC AQUÍ PARA UNIRSE](#)

Para más información, por favor contactar a:
Ericka Reckenwald, Coordinadora de Enlace de las Familias ESOL
Correo electrónico: reckenwalde@pcsb.org
Telf: 727-588-6415 (Línea de Ayuda en español para los Padres)



Servicios Multilingües
Eventos/Talleres Gratis para Familias Multilingües
Año Escolar 2025-2026 – Semestre 1: Talleres Presenciales



Tema(s)	Lugar	Fecha	Hora	Audiencia
¡Iniciando con Fuerza!: Un taller de regreso a clases para familias multilingües	Biblioteca Pública Barbara S. Ponce, Pinellas Park Salón de Reunión 2	Martes, agosto 19, 2025	6:00-7:00 p.m.	K-12
¡Iniciando con Fuerza!: Un taller de regreso a clases para familias multilingües	Biblioteca Pública Clearwater East Salón: East Program	Jueves, agosto 28, 2025	3:30-4:30 p.m.	K-12
Éxito en la escuela: Expectativas Académicas Escolares, Requisitos de Graduación en High School y oportunidades de becas	Biblioteca Pública de Largo Salón: Jenkins Wing A	Martes, septiembre 9, 2025	5:30-6:30 p.m.	K-12
Éxito en la escuela: Expectativas Académicas Escolares, Requisitos de Graduación en High School y oportunidades de becas	Biblioteca Pública Barbara S. Ponce, Pinellas Park Salón de Reunión 2	Martes, septiembre 23, 2025	6:00-7:00 p.m.	K-12
Éxito en la escuela: Expectativas Académicas Escolares, Requisitos de Graduación en High School y oportunidades de becas	Biblioteca Pública Clearwater East Salón: East Program	Jueves, septiembre 25, 2025	3:30-4:30 p.m.	K-12
Éxito escolar para las familias multilingües: FOCUS - Sistema de Información Estudiantil (SIS) y Programas de Solicitud del Distrito Escolar 2026-2027	Biblioteca Pública de Largo Salón: Jenkins Wing A	Martes, octubre 7, 2025	5:30-6:30 p.m.	K-12
Éxito escolar para las familias multilingües: FOCUS - Sistema de Información Estudiantil (SIS) y Programas de Solicitud del Distrito Escolar 2026-2027	Biblioteca Pública Barbara S. Ponce, Pinellas Park Salón de Reunión 2	Martes, octubre 21, 2025	6:00-7:00 p.m.	K-12
Éxito escolar para las familias multilingües: FOCUS - Sistema de Información Estudiantil (SIS) y Programas de Solicitud del Distrito Escolar 2026-2027	Biblioteca Pública Clearwater East Salón: East Program	Jueves, octubre 23, 2025	3:30-4:30 p.m.	K-12
Explorando opciones escolares: Programas de Solicitud del distrito PCS y Programas PreK-VPK y Kindergarten 2026-2027	Biblioteca Pública de Largo Salón: Jenkins Wing A	Martes, noviembre 4, 2025	5:30-6:30 p.m.	K-12
Explorando opciones escolares: Programas de Solicitud del distrito PCS y Programas PreK-VPK y Kindergarten 2026-2027	Biblioteca Pública Barbara S. Ponce, Pinellas Park Salón de Reunión 2	Martes, noviembre 18, 2025	5:30-6:30 p.m.	K-12
Primera Reunión de Liderazgo de los Padres Multilingües , ¡todos los padres son bienvenidos!	Escuela Primaria Skycrest 10 N Corona Ave, Clearwater, FL 33765 Salón Media Center	Miércoles, noviembre 19, 2025	9:15-9:45 a.m.	K-12
Explorando opciones escolares: Programas de Solicitud del distrito PCS y Programas PreK-VPK y Kindergarten 2026-2027	Biblioteca Pública Clearwater East Salón: East Program	Miércoles, noviembre 19, 2025	5:30-6:30 p.m.	K-12
Programa de Doble Inscripción en High School/ Ayuda Financiera	Biblioteca Pública Clearwater East Salón: East Program	Lunes, diciembre 15, 2025	4:30-6:00 p.m.	8-12
Programa de Doble Inscripción en High School/ Ayuda Financiera	Biblioteca Pública de Largo Salón: Jenkins Wing A	Martes, diciembre 16, 2025	5:30-6:30 p.m.	8-12

Parent Workshops

Parent Workshops



ELs and/or immigrant
children and youth

Teachers of ELs and/or
immigrant children and youth

Other educational personnel



*Beneficiaries
of Title III Services*



Gallery Walk

*Review the prompts on the chart paper and
share your thoughts*

Break Out Rooms

Room A: IDEA

Room C: Title II and IV

Room D: Title I

30 Minute Break-Out Sessions:

- Title I
- Title II & Title IV
- IDEA



**As you return,
add to the
Gallery Walk**

Looking Ahead

What is coming up?

October

Title II & Title IV
Spending & Amend 1

IDEA Student Count

November

Annual Private School
Contact Info Updates

December

Annual “Intent to
Participate” Task for
participation in 27-28

IDEA Student Count Due



UPCOMING: SPRING CONSULTATION MARCH 5, 2027

- **CONSULTATION**
- **VENDORS**



Closing

Exit Ticket

**Be sure you've submitted this sheet
before you leave!**

Pinellas County Schools

Acknowledgment of Ongoing Consultation Fall 2026

Federal Programs:

Title I, Part A; Title II, Part A; Title III, Part A; Title IV, Part A; and IDEA, Part B

Sections 1117(b) and 8501 of the Elementary and Secondary Education Act (ESEA), Section 200.63 of the Uniform Guidance (2 CFR 200), IDEA §300.134, and related regulations require that timely and meaningful consultation occur between the local education agency (LEA) and private school officials prior to any decision that affects the opportunities of eligible private school children, teachers, and educational personnel to participate in federal education programs. Consultation must continue throughout the implementation and assessment of these programs.

Topics Discussed During Consultation

This is a comprehensive list across all grants; not all topics are relevant in individual grants.

- **Needs Assessment:** How the LEA will identify the needs of eligible private school children and teachers.
- **Services & Activities:** What services will be offered, how, where, and by whom they will be provided (including potential third-party providers).
- **Professional Development:** How students' needs will determine professional learning for teachers, principals, and other school leaders.
- **Assessment & Effectiveness:** How services will be assessed, and how results will be used to improve effectiveness.
- **Funds & Proportionate Share:** The amount of funds available, how the proportionate share is calculated, and the size and scope of equitable services.
- **Pooling of Funds:** Whether to pool funds across schools for certain services.
- **Materials & Equipment:** Procedures for use, control, and management of equipment, property, and materials purchased with federal funds.
- **Grievance/Complaint Process:** The procedures for private school officials to submit a formal complaint or grievance to the LEA or state education agency if they believe consultation was not timely and meaningful or equitable services were not provided as required.
- **Program-Specific Considerations:**
 - Title I: Methods for identifying low-income students, equitable services for families and teachers, timing of services, and complaint process.
 - Title II: Professional development priorities aligned to identified student needs.
 - Title III: Language instruction programs and supports for English learners and their families.
 - Title IV-A: Student support & academic enrichment (well-rounded education, safe/healthy students, effective use of technology).
 - IDEA: Provision of equitable special education and related services, including child find, proportionate share, and consultation on service delivery.

☐ YES, we participated in ongoing consultation regarding implementation of equitable services for the 2026-27 school year.

OR

☐ NO, we do not agree that ongoing consultation occurred regarding implementation of equitable services for the 2026-27 school year.

Signature of Private School Official: _____

Date: 9/18/2026

Name of Private School: _____

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OR

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- Funds & Proportionate Share: The amount of funds available, how the proportionate share is calculated, and the size and scope of equitable services.
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Date: 9/18/2026

Name of Private School: _____

Federal Programs for Private Schools Meeting: Fall 2026

Title I, Part A; Title II, Part A; Title III, Part A; Title IV, Part A; and IDEA, Part B

Suggestions for improving this meeting for us to consider:

Questions I still have that I would like answered:

If you had questions above, please fill in:

Name: _____

School: _____

Email: _____

MONITORING TOOL FOR TITLE II & TITLE IV

Consultation Documentation

The annual evaluation was conducted in consultation with the private school official(s).

Date of Consultation: _____

Private School Representative: _____

Overall Effectiveness Rating

How effective were the equitable services in addressing your school's identified needs?

☐ Highly Effective

☐ Effective

☐ Somewhat Effective

☐ Not Effective

Explanation: _____

Reflection on Outcomes

What evidence suggests that the funded services contributed to student improvement?

What evidence suggests that additional support may still be needed?

Planning for the Future

Based on this evaluation, what needs should continue to be addressed?



Thank You!

SEPTEMBER 18, 2026



Title II & Title IV

FALL 2026

PCS Title II & IV Grant Staff

Private School Grant Liaison

Melissa Arof, Grant Coordinator

Arofm@pcsb.org - 727-588-6000 ext. 1423



Quick Show of Hands



**Who is brand
new to Title II &
Title IV?**



Quick Show of Hands



**Who has
submitted a
participation
request before?**



Quick Show of Hands



**Who has ever
had a request
returned for
revisions?**



Quick Show of Hands



**Who has had
difficulty
spending their
funds and had
unused funds at
the end of the
year?**



Turn & Talk

Use your handout to compare and
contrast Title II and Title IV

Title II and Title IV Overview

What do they have in common?

Both are Federal Grants.

Funded via the Every Student Succeeds Act (ESSA).

Both funnel from DOE to the FDOE to School Districts.

Both provide an equitable share for private schools and charter schools.

Both require the LEA (school district) to maintain control of the funds.

Both require purchases to be supplemental.

Both are highly audited and require careful record keeping.



Title II and Title IV Overview

Where do they differ?

Title II	Title IV
<u>Purpose:</u> Improve the quality and effectiveness of teachers, principals, and school leaders	<u>Purpose:</u> Improve student academic achievement by providing access to a well-rounded education, improving school conditions, & enhancing use of technology



Title II and Title IV Overview

Where do they differ?

Title II	Title IV
<u>Purpose</u> : Improve the quality and effectiveness of teachers, principals, and school leaders	<u>Purpose</u> : Improve student academic achievement by providing access to a well-rounded education, improving school conditions, & enhancing use of technology
Professional Development	Well-Rounded Education
Recruitment and Retention	Safe and Healthy Students
Effective Teachers for High Needs	Effective Use of Technology



Title II or Title IV?

Teacher professional learning conference



Title II or Title IV?

Mental Health supplemental curriculum



Title II or Title IV?

STEM equipment



Title II or Title IV?

Reading Intervention Software



Math Challenge

per pupil allocation

Per Pupil Allocation

"If the allocation is \$10,000 and there are 1,000 students, what is the per-pupil amount?"



Per Pupil Allocation

"If the allocation is \$10,000 and there are 1,000 students, what is the per-pupil amount?"

\$10/pupil



Per Pupil Allocation

For a private school with 200 students, how much would a private school receive?



Per Pupil Allocation

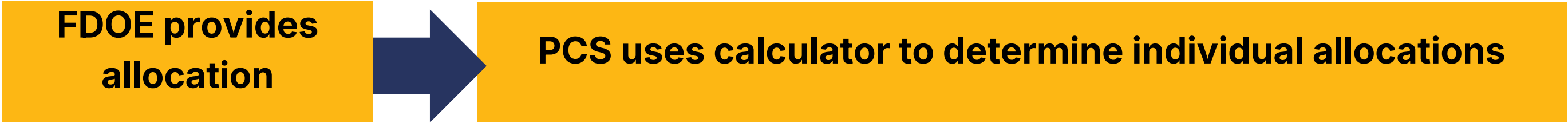
For a private school with 200 students, how much would a private school receive?

\$2000



Title II and Title IV Allocations

How are equitable shares calculated?



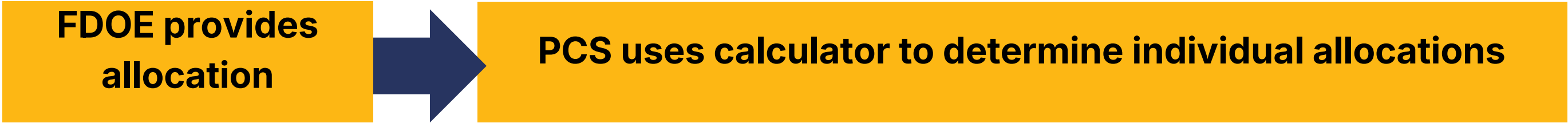
Total Allocation	10,000
PCS Students	700
Private School Students	200
Charter School Students	100
TOTAL # of Students	1000
Per Pupil Allocation	\$10 = Allocation / Students

*This is a high level example to explain per pupil allocations

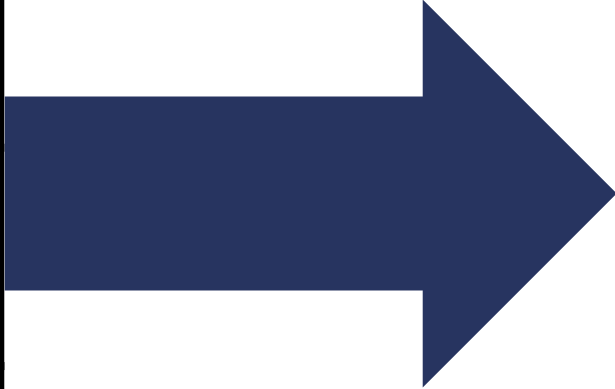


Title II and Title IV Allocations

How are equitable shares calculated?



Total Allocation	10,000
PCS Students	700
Private School Students	200
Charter School Students	100
TOTAL # of Students	1000
Per Pupil Allocation	$\$10$ = Allocation / Students



	# of Students	\$ Allocation
PCS Students	700	\$7,000
Private School Students	200	\$2,000
Charter School Students	100	\$1,000

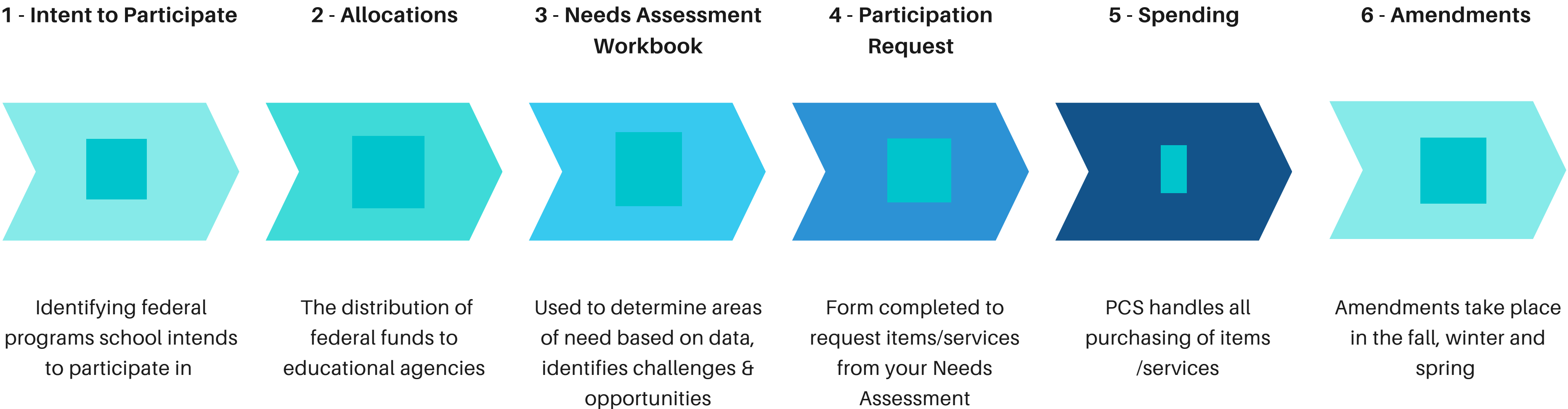
*This is a high level example to explain per pupil allocations



Annual Timeline

Title II and Title IV Annual Timeline

Process for Private Schools



Title II and Title IV Annual Timeline

When does everything occur?

2026-2027													
2027-2028	Start Date	2026-2027											
		Start Date											
		Grant Awarded											
		Amendment 1											
		Intent to Participate											
		Amend. Awarded											
		Amendment 2											
		Amend. Awarded											
		Amendment 3											
		Consultation											
		Amend. Awarded											
		Needs Asses DUE											
		Application Due											
		End Date											
		JULY											
		AUG											
SEP													
OCT													
NOV													
DEC													
JAN													
FEB													
MAR													
APR													
MAY													
JUN													



Title II and Title IV Update: Roll Forward

How will roll forward work in 26-27?

In a typical year:

Unspent funds from the year prior (in this case 25-26) would roll forward and be added to our current grant (26-27) sometime in the spring for us to continue to spend.

What this means:

Look for an email from us this Spring with the likely additional allocation adjustment. Then schedule an amendment meeting to determine how those additional funds will be spent.



Title II and Title IV PCS Processes

Title II, Title IV, or Not Allowable?

A principal wants to attend an instructional leadership conference.



Title II and Title IV PCS Processes

Title II, Title IV, or Not Allowable?

A school wants to purchase mindfulness resources and student wellness materials.



Title II and Title IV PCS Processes

Title II, Title IV, or Not Allowable?

A school wants a consultant charging \$5,500 per day.



Title II and Title IV PCS Processes

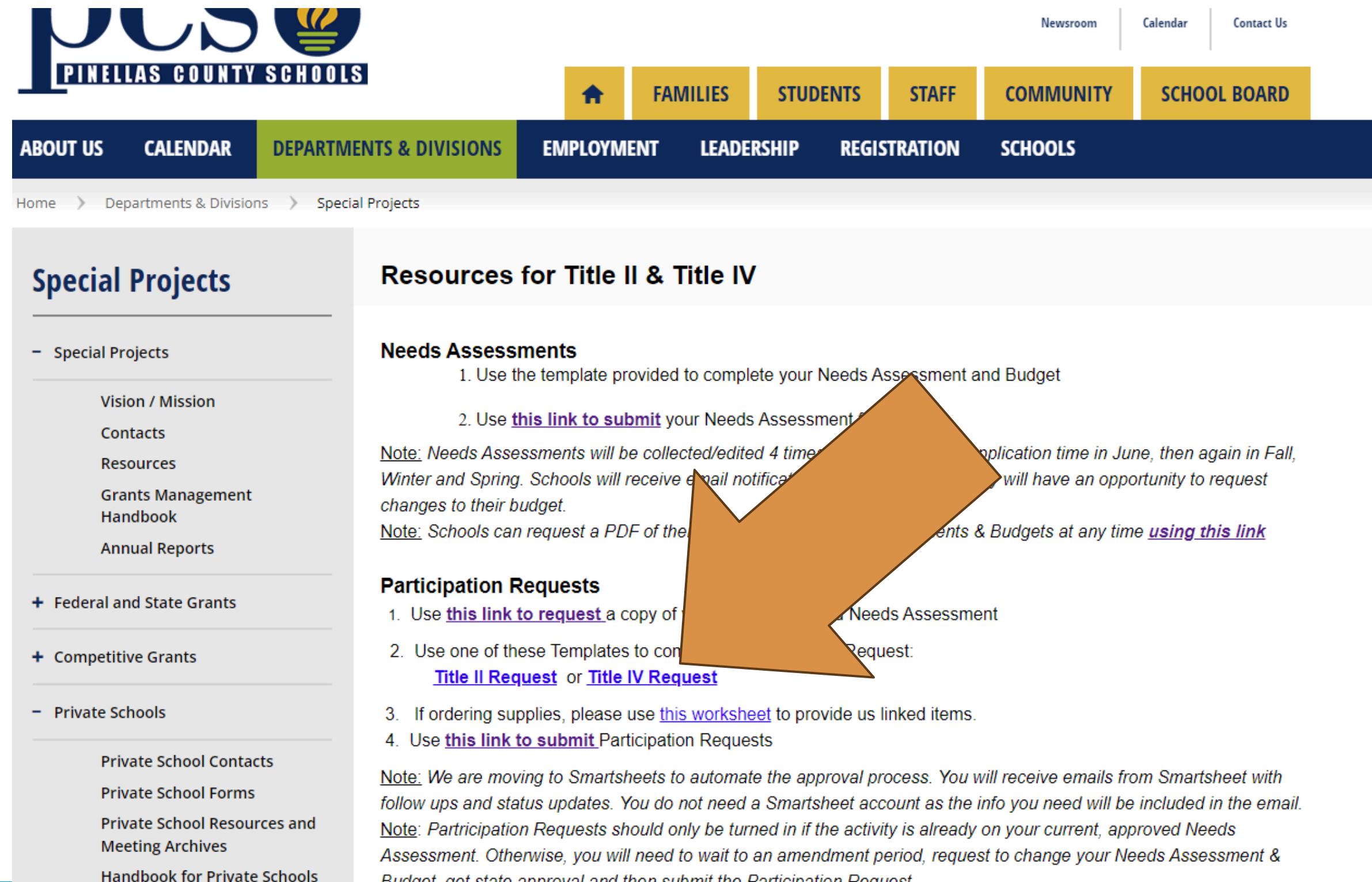
Title II, Title IV, or Not Allowable?

A school wants to purchase laptops using 40% of Title IV funds.



Title II and Title IV PCS Processes

Participation Requests – Ready to Spend



Pinellas County Schools

Newsroom | Calendar | Contact Us

Home > Departments & Divisions > Special Projects

Special Projects

- Special Projects
 - Vision / Mission
 - Contacts
 - Resources
 - Grants Management Handbook
 - Annual Reports
- + Federal and State Grants
- + Competitive Grants
- Private Schools
 - Private School Contacts
 - Private School Forms
 - Private School Resources and Meeting Archives
 - Handbook for Private Schools

Resources for Title II & Title IV

Needs Assessments

1. Use the template provided to complete your Needs Assessment and Budget
2. Use [this link to submit](#) your Needs Assessment

Note: Needs Assessments will be collected/edited 4 times a year. Application time in June, then again in Fall, Winter and Spring. Schools will receive email notifications. Schools will have an opportunity to request changes to their budget.

Note: Schools can request a PDF of the Needs Assessments & Budgets at any time [using this link](#)

Participation Requests

1. Use [this link to request](#) a copy of the Needs Assessment
2. Use one of these Templates to complete the Request:
[Title II Request](#) or [Title IV Request](#)
3. If ordering supplies, please use [this worksheet](#) to provide us linked items.
4. Use [this link to submit](#) Participation Requests

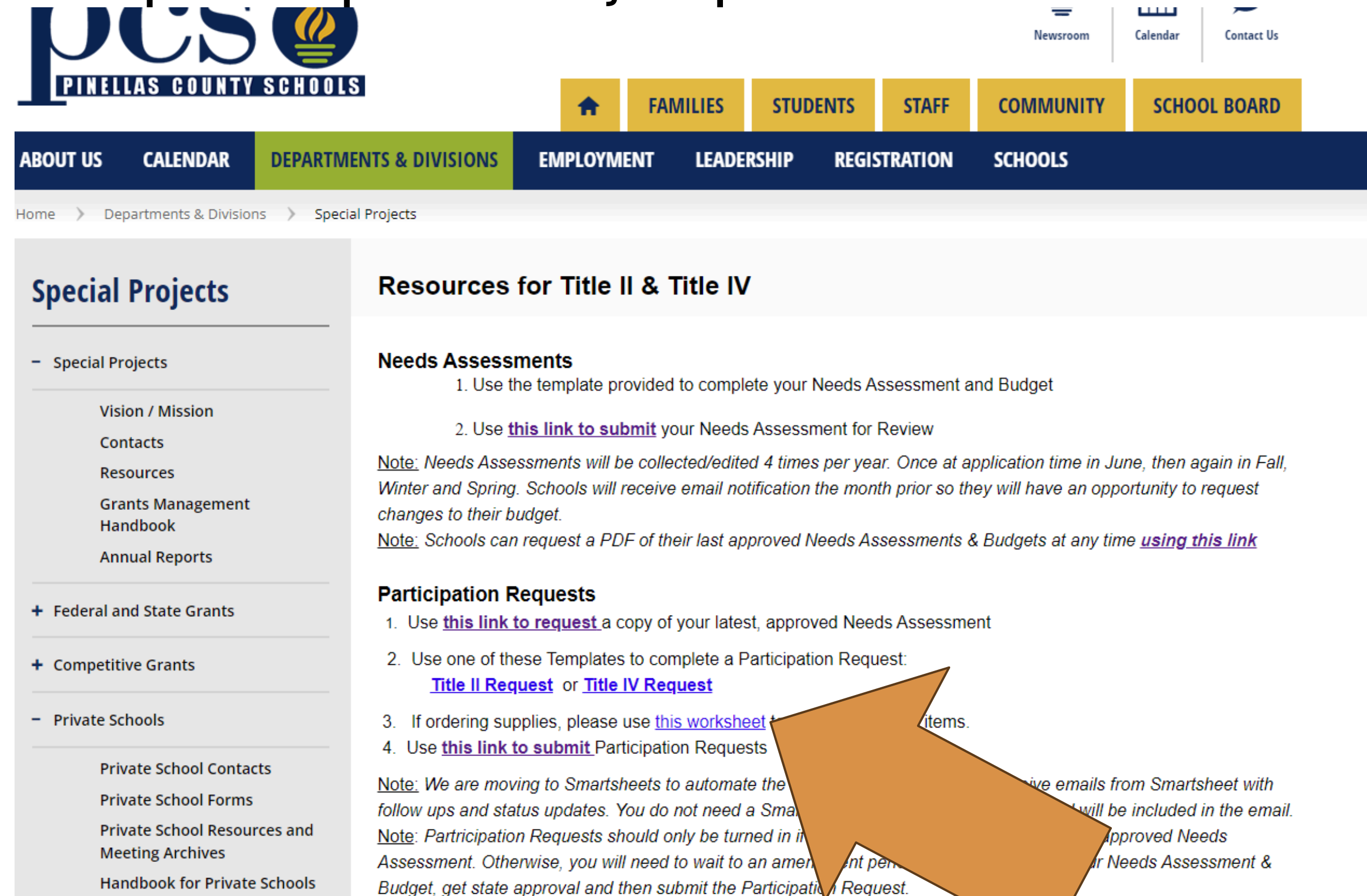
Note: We are moving to Smartsheets to automate the approval process. You will receive emails from Smartsheet with follow ups and status updates. You do not need a Smartsheet account as the info you need will be included in the email.

Note: Participation Requests should only be turned in if the activity is already on your current, approved Needs Assessment. Otherwise, you will need to wait to an amendment period, request to change your Needs Assessment & Budget, get state approval and then submit the Participation Request.



Title II and Title IV PCS Processes

Participation Requests – Ready to Spend



The screenshot shows the Pinellas County Schools website. The header includes the PCS logo and navigation links for Newsroom, Calendar, and Contact Us. A secondary navigation bar contains links for Home, Families, Students, Staff, Community, and School Board. A third navigation bar highlights the Department of Special Projects, with sub-links for About Us, Calendar, Departments & Divisions, Employment, Leadership, Registration, and Schools. The breadcrumb trail indicates the path: Home > Departments & Divisions > Special Projects.

Special Projects

- Special Projects
 - Vision / Mission
 - Contacts
 - Resources
 - Grants Management Handbook
 - Annual Reports
- + Federal and State Grants
- + Competitive Grants
- Private Schools
 - Private School Contacts
 - Private School Forms
 - Private School Resources and Meeting Archives
 - Handbook for Private Schools

Resources for Title II & Title IV

Needs Assessments

1. Use the template provided to complete your Needs Assessment and Budget
2. Use [this link to submit](#) your Needs Assessment for Review

Note: Needs Assessments will be collected/edited 4 times per year. Once at application time in June, then again in Fall, Winter and Spring. Schools will receive email notification the month prior so they will have an opportunity to request changes to their budget.

Note: Schools can request a PDF of their last approved Needs Assessments & Budgets at any time [using this link](#)

Participation Requests

1. Use [this link to request](#) a copy of your latest, approved Needs Assessment
2. Use one of these Templates to complete a Participation Request:
[Title II Request](#) or [Title IV Request](#)
3. If ordering supplies, please use [this worksheet](#) to list items.
4. Use [this link to submit](#) Participation Requests

Note: We are moving to Smartsheets to automate the process. You will receive emails from Smartsheet with follow ups and status updates. You do not need a Smartsheet account. Your email address will be included in the email.

Note: Participation Requests should only be turned in in conjunction with an approved Needs Assessment. Otherwise, you will need to wait to an amendment period for your Needs Assessment & Budget, get state approval and then submit the Participation Request.



Title II and Title IV PCS Processes

Participation Requests – Ready to Spend

PINELLAS COUNTY SCHOOLS 2025-2026 Title II Grant Participation Request for Private Schools		Date Submitted:
		Total Amount: \$

SCHOOL INFORMATION	
School Name:	
School ID#:	
Contact Name:	
Contact Email:	
Submitter Name:	
Submitter Email:	

Activity Type Requested	
☐	PD Supplies
☐	PD Travel
☐	PD Stipends
☐	PD Consultants
☐	PD Coursework

PD SUPPLIES	
Name of Activity:	
PD Supplies will Support:	
Need Identified (Purpose) on Needs Assessment:	
PO Required:	☒ Yes
Activity on Original Needs Assessment:	☐ Yes ☐ No

Supporting Documents	
☐	Quote
☐	Detailed Spreadsheet

Total Cost	

PD TRAVEL/CONFERENCE	
Conference Title:	
Host:	
PD Conference will Support:	
Need Identified in Needs Assessment:	
Location:	☐ In-State ☐ Out of State
Conference Date:	
# of Participants:	
Conference Events:	☐ Secular Only ☐ Non-Secular Only ☐ Both If both, provide agenda clearly delineating secular and non-secular activities to determine percentage of conference that is non-secular PD
Link to Website:	
PO Required:	☒ No
Activity on Original Needs Assessment:	☐ Yes ☐ NO

Supporting Documents	
☐	Quotes on Travel

Cost Per Person	
Registration	
Airfare	
Hotel	
Meals	
Mileage	
Parking	
Car Rental	
Taxi/Uber	
Cost Per Person:	

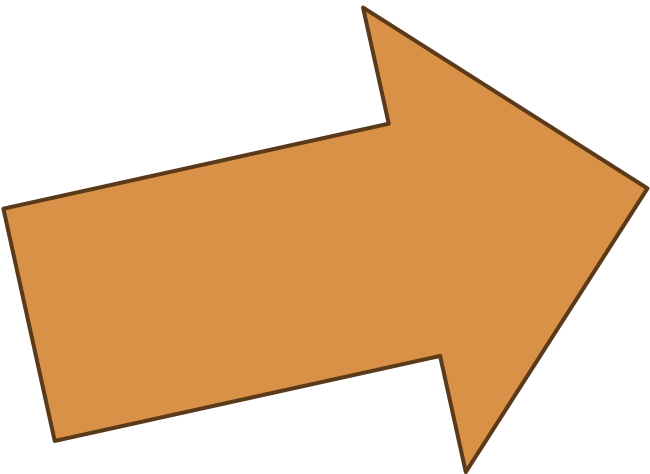
Total Cost	

1. Check Needs Assessment for Activity
2. Complete Participation Request Form
3. Collect required documents
 - a. quote if not an Amazon purchase
 - b. Amazon excel spreadsheet



Title II and Title IV PCS Processes

Participation Requests – Ready to Submit





Private Schools Participation Request Submission

Please answer the few questions below and attach a copy of a completed Participation Request form.

School

Select or enter value

Grant

Select or enter value

Total Amount Requested \$

Needs Assess Confirm

Select or enter value

Submitters Name

Submitters Email

Participation Request Upload *

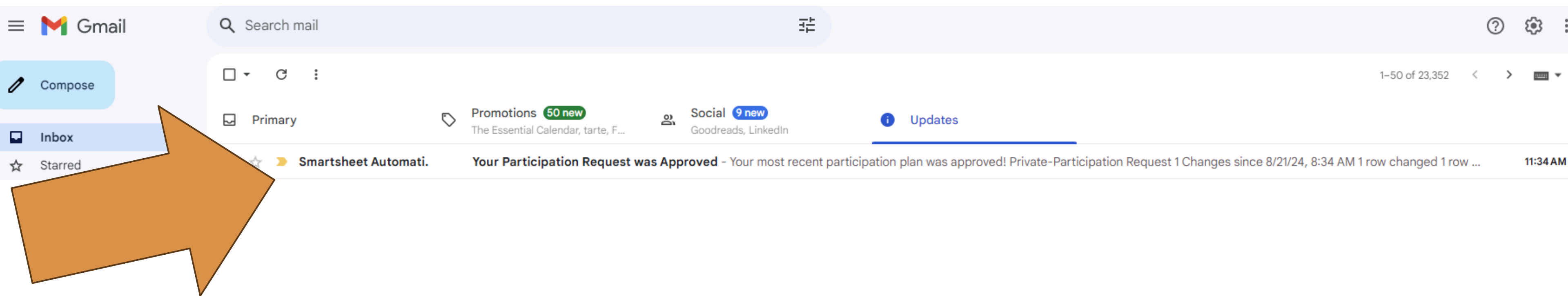
Please attach a copy of your completed Participation Request Form and any supporting documents (quotes, detailed supply spreadsheet, etc)

Drag and drop files here or [browse files](#)

☐ Send me a copy of my responses

Title II and Title IV PCS Processes

Participation Requests – What happens next?



Title II and Title IV PCS

Participation Requests – What happens next?



Your most recent participation plan was approved!

[Private-Participation Request 1](#)

Changes since 8/21/24, 8:34 AM

1 row changed

1 row added or updated (shown in yellow)

Row 20

School ID

School

TAMPA BAY INTERNATIONAL SCHOOL

Grant

Title II

Submitters
Name

Coral Marsh

Submitters
Email

Coral.Marsh@gmail.com

Needs Assess
Confirm

Yes

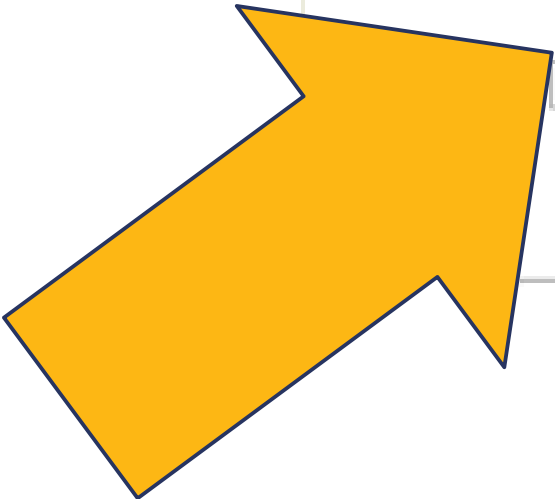
TII Activity
Category

TIV Activity
Category

Total Amount
Requested \$

1,000,000.00

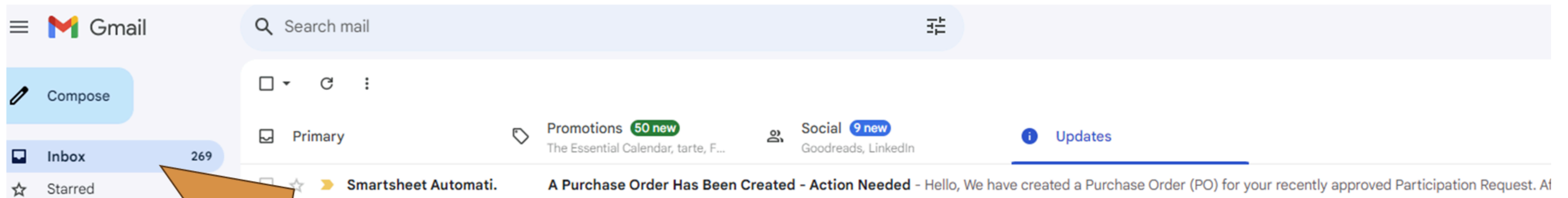
Reviewer
Approval



Title II and Title IV PCS Processes

Participation Requests – What happens next?

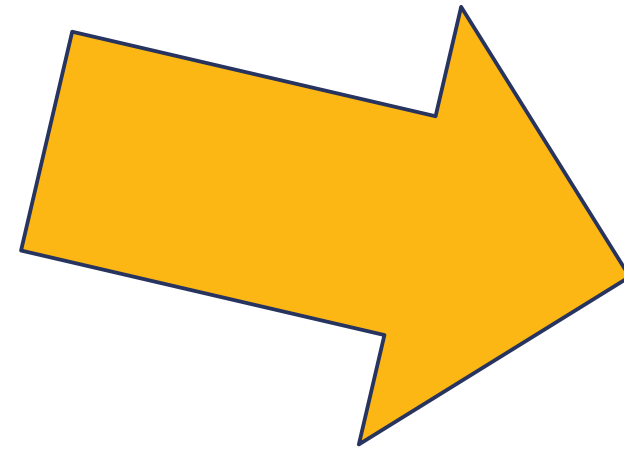
Email # 2: Next Steps



Title II and Title IV PCS Processes

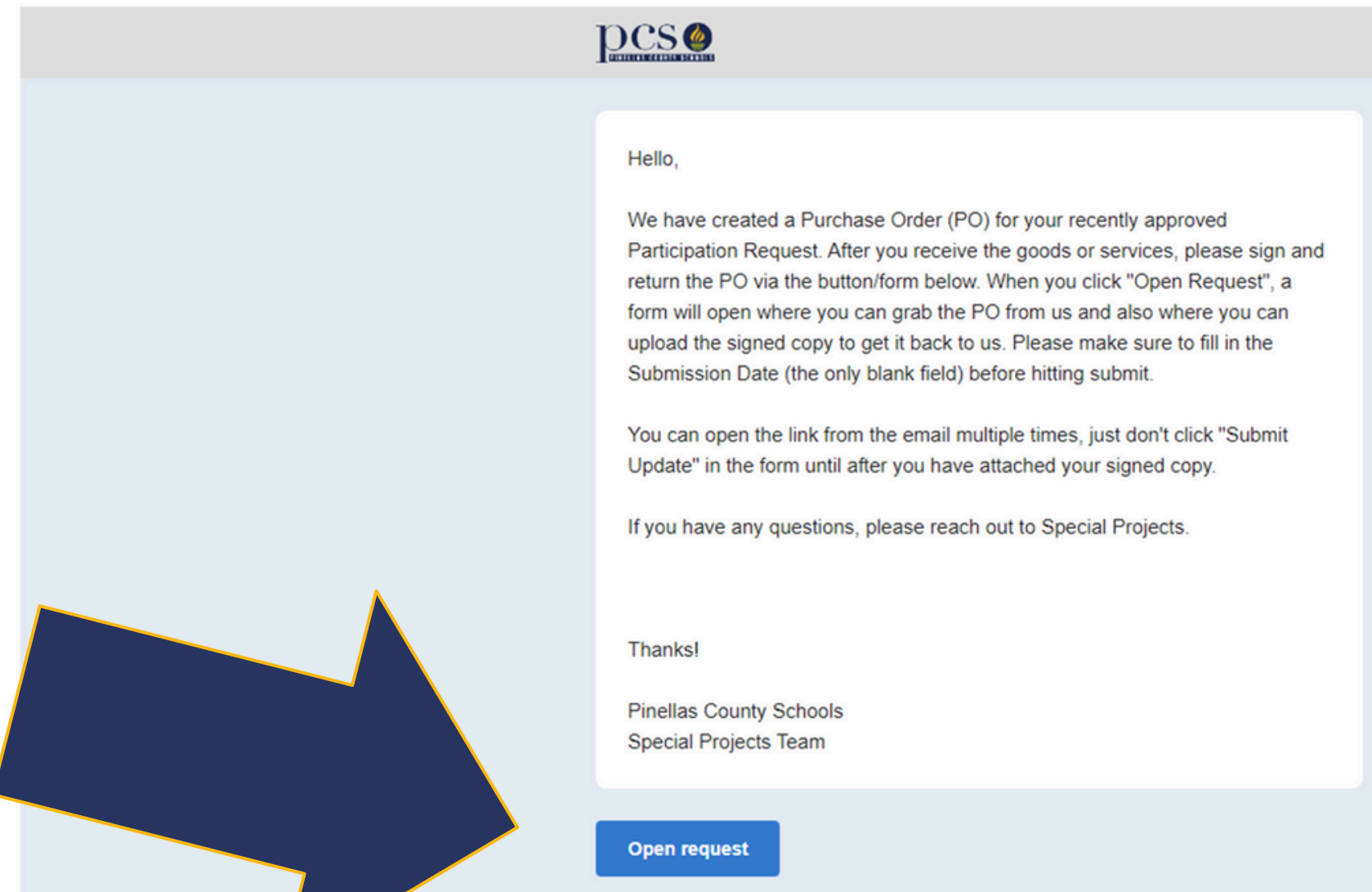
Participation Requests – What happens next?

Email # 2: Next Steps



A Purchase Order Has Been Created - Action Needed > Inbox x

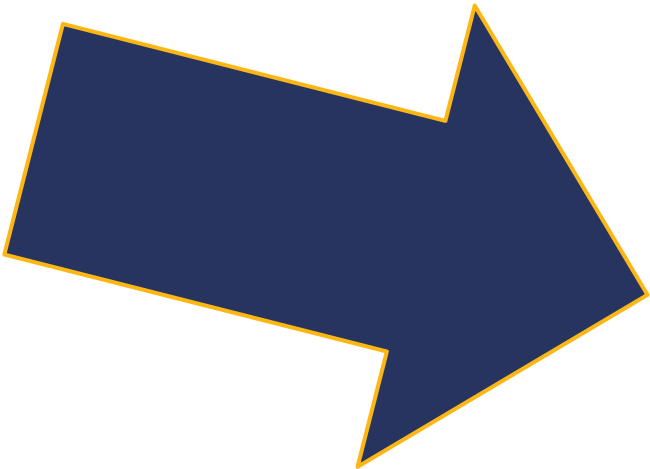
Smartsheet Automation <automation@app.smartsheet.com> [Unsubscribe](#)
to me ▾



Title II and Title IV PCS

Participation Requests – What happens next?

Email # 2: Next Steps



A Purchase Order Has Been Created - Action Needed

Hello,

We have created a Purchase Order (PO) for your recently approved Participation Request. After you receive the goods or services, please sign and return the PO via the button/form below. When you click "Open Request", a form will open where you can grab the PO from us and also where you can upload the signed copy to get it back to us. Please make sure to fill in the Submission Date (the only blank field) before hitting submit.

You can open the link from the email multiple times, just don't click "Submit Update" in the form until after you have attached your signed copy.

If you have any questions, please reach out to Special Projects.

Thanks!

Pinellas County Schools
Special Projects Team

School

TAMPA BAY INTERNATIONAL SCHOOL

Grant

Title II

Submitter's Name

Coral Marsh

Total Amount Requested \$

1,000,000.00

PO #

Date Submitted Back

Attachments

Upload Files

1 Attachment

☐ Send me a copy of my responses

Title II and Title IV PCS Reminders

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 & room number, students, or staff member, assigned the equipment & subsequent changes to that.
- All Private Schools are required to conduct an annual physical inventory & maintain an asset record system of assets valued at \$200 or more.



Title II and Title IV PCS Reminders

Travel Reminders

- 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 PCS Reminders

Contracted Services



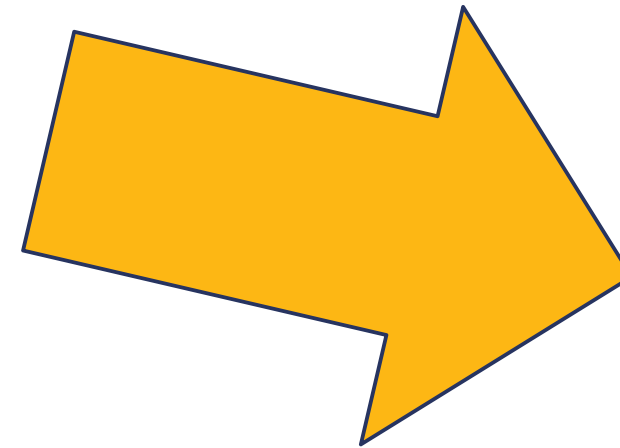
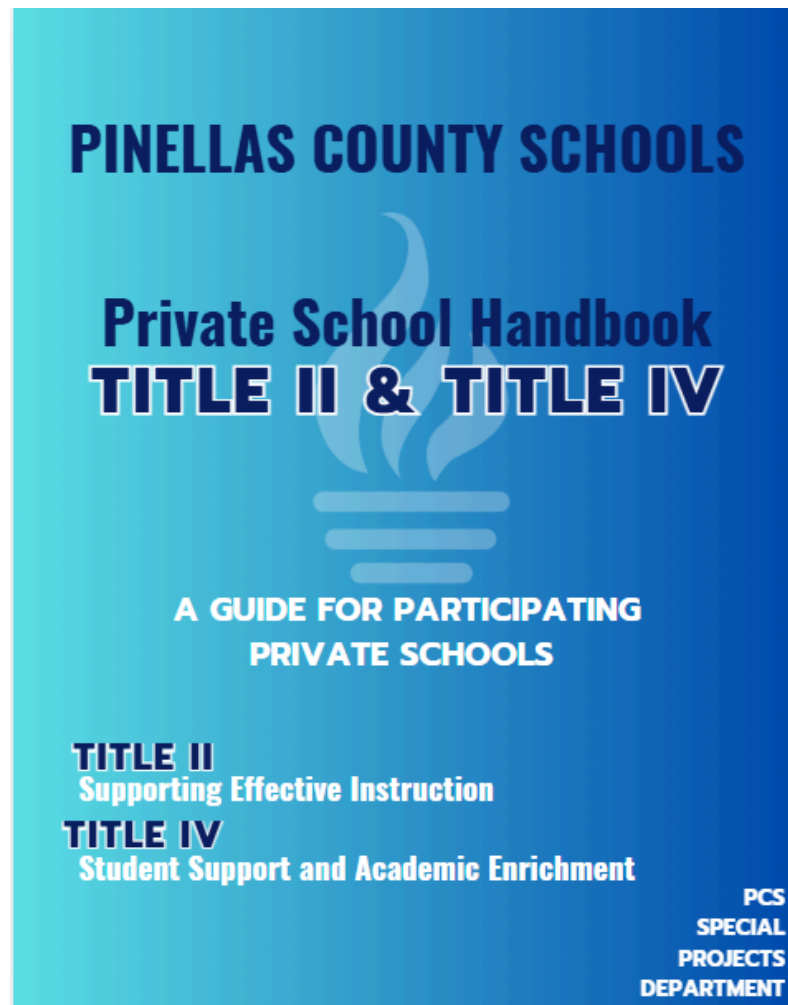
For contracted services that do not exceed **\$3,000** per full day of service, a contract shall be submitted for review at the time of the request. If a contract is not available to submit for review at the time of the request, a detailed scope of work or proposed contract of services must be provided. 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.



Title II and Title IV Handbook

What is it and why is it important?

New and Improved for your viewing pleasure!



<https://www.pcsb.org/Page/37924>

Pro Tip: Use the digital, web-based version.

1. It's a live document and we will update throughout the year.
2. It's searchable!



MYTH VS. FACT

MYTH: PRIVATE SCHOOLS RECEIVE TITLE II AND IV MONEY DIRECTLY.



A young girl with dark hair, wearing a blue and white jacket, is playing a violin. She is looking down at the instrument. In the background, another person is partially visible, and there is a brick wall.

MYTH VS. FACT

MYTH: PRIVATE SCHOOLS RECEIVE TITLE II AND IV MONEY DIRECTLY.

FACT: THE DISTRICT MUST MAINTAIN CONTROL OF ALL FEDERAL FUNDS.



MYTH VS. FACT

MYTH: TRAVEL CAN BE REIMBURSED **AFTER** THE FACT
WITHOUT PRIOR APPROVAL.



A young girl with dark hair, wearing a blue and white jacket, is playing a violin. She is looking down at the instrument with concentration. The background is slightly blurred, showing other people and a brick wall.

MYTH VS. FACT

MYTH: TRAVEL CAN BE REIMBURSED **AFTER** THE FACT
WITHOUT PRIOR APPROVAL.

FACT: ALL TRAVEL EXPENSES REQUIRE ADVANCE APPROVAL.





MYTH VS. FACT

MYTH: ANYTHING EDUCATIONAL IS ALLOWABLE UNDER TITLE IV.





MYTH VS. FACT

MYTH: ANYTHING EDUCATIONAL IS ALLOWABLE UNDER TITLE IV.

FACT: REQUESTS MUST ALIGN TO YOUR APPROVED NEEDS ASSESSMENT AND FALL UNDER ONE OF THE AREAS OF FOCUS (WELL-ROUNDED EDUCATION, SAFE AND HEALTHY SCHOOLS, OR TECHNOLOGY).



Monitoring Tool for Title II & Title IV

Please complete and submit before you leave

MONITORING TOOL FOR TITLE II & TITLE IV

Consultation Documentation

The annual evaluation was conducted in consultation with the private school official(s).

Date of Consultation: _____

Private School Representative: _____

Overall Effectiveness Rating

How effective were the equitable services in addressing your school's identified needs?

☐ Highly Effective Explanation: _____

☐ Effective _____

☐ Somewhat Effective _____

☐ Not Effective _____

Reflection on Outcomes

What evidence suggests that the funded services contributed to student improvement?

What evidence suggests that additional support may still be needed?

Planning for the Future

Based on this evaluation, what needs should continue to be addressed?

Using last year's Needs Assessment and purchases and your plan for this year, please reflect and fill out this monitoring document for auditing purposes for the state.



**What's one thing you'll do differently
this year because of today's session?**





Thank you!