

Flexible Timeline for LEA Nonpublic Equitable Services Federal Programs Department

School Year:

Month	LEA Activity	Notes
November - January	<p>Start preparation for the next school year for Titles I, II, III, and IV</p> <ul style="list-style-type: none"> • Conduct outreach to identify new private schools • Obtain the BESE-approved Nonpublic Schools Academic Classification/Brumfield vs. Dodd list of all private schools approved by SEA • Print out the current SEA list of all private schools in your LEA district • Outreach – Contact private schools that are on the Non-public Academic Classification/Brumfield vs. Dodd approved list, new private schools, and for-profit organizations to see if their status has changed; Assist with SEA documents • Monitoring/Site Visits – Titles I, II, III, and IV programs, third-party contractors, professional development, parent and family engagement activities, etc. • Prepare and follow up on budgets, contracts, requisitions, purchase orders, travel, payrolls, emails, calls, on-going meaningful consultation, and policy/guidance 	
January - February	<p>Set up your timeline/schedule for contacting private schools and an initial meaningful consultation meeting for the next school year</p> <ul style="list-style-type: none"> • Prepare “Intent to Participate Letter” to send out for eligible private schools from the Brumfield vs Dodd list to offer Titles I, II, III, IV, and 21st Century services for the next school year. You may also include: <ul style="list-style-type: none"> ○ Affirmation of Consultation and Agreement ○ Non-public Family Income Survey ○ Send “Letter of Intent to Participate” (provide private schools a 2 - 3 week turnaround and deadline date) 	

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	<ul style="list-style-type: none">• Send letter certified mail; make sure you have documentation for monitoring that the letter/documents were sent out. Also, fax and email the letter as well for monitoring documentation• Keep returned documents in a confidential space (locked cabinet) and document when the items are returned• Contact schools that you have not received a response from after two weeks to remind them and provide the deadline date• Inform private schools of their budget balances and deadlines for processing contracts, requisitions/purchase orders, travel, budget amendments, etc., via ongoing meaningful consultation (Note: Include a June 30 deadline, and consult with private schools if a carryover may be required). During consultation, clearly explain the FIFO method in which all carryover allocations must be used first before the current year's allocations can be expended• Suggestion – Send a letter by certified mail, email, and/or fax, followed by ongoing meaningful consultation for monitoring documentation.• Monitoring/Site Visits –Titles I, II, III, and IV programs, third-party contractors, professional development, Parent and Family Engagement activities, etc.• Prepare and follow up on budgets, contracts, requisitions, purchase orders, travel, payrolls, emails, calls, on-going meaningful consultation, and policy/guidance	
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<p>February - March</p>	<ul style="list-style-type: none"> • Collect/document certified mail cards, Affirmations of Consultation, Family Income Surveys, Letters of Intent, etc. • Process/document Family Income Surveys/ Free and Reduced Lunch List (check attendance zone and school counts) • Put poverty/income data in a spreadsheet to use for eGMS Title I allocation calculations • Prepare/review eGMS information via ongoing consultations • Monitoring/Site Visits –Titles I, II, III, and IV programs, third-party contractors, professional development, parent and family engagement, etc. • Prepare and follow up on budgets, contracts, requisitions, purchase orders, travel, payrolls, emails, calls, ongoing meaningful consultation, and policy/guidance 	
<p>March - April</p>	<ul style="list-style-type: none"> • Prepare materials/folders, PowerPoint/Webinar deck, etc., for initial timely and meaningful consultation informational meeting for next school year; schedule room, etc. • Send a letter to private schools to attend the initial, timely, and meaningful consultation informational meeting for the next school year (Give a 3-week notice) • Send a save the date or reminder 1 week, as well as 2 days before the meeting • Complete application in eGMS • Monitoring/Site Visits –Titles I, II, III, and IV programs, third-party contractors, professional development, parent and family engagement, etc. 	

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<p>April-June</p>	<ul style="list-style-type: none"> • Collect multiple academic criteria data to use for selecting eligible private school students for Title I next year: teacher ranking forms, assessment data, student work samples, report card grades, standardized test data, etc. • Collect parent and family engagement and professional development surveys, evaluations, and data • Program evaluations (assess annual progress through standardized test data by comparing last year’s data to this year’s data, surveys [teachers, Title I Teachers, Administrators, parents, and students, online tutorial program assessment data, etc. • Design or review Title I program and make adjustments or changes based on information/data above, on-going consultations, budgets, etc. • Conduct Inventory; requisitions to order materials, supplies, and equipment for the next school year • Send reminder letter to private schools regarding budgets, rollover, June 30 deadline, carryover, etc. • Complete application in eGMS • Conduct initial meaningful and timely consultation meeting for next school year. • Set up appointments for follow-up, meaningful consultation meetings 	

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	<ul style="list-style-type: none"> • Document private school input and work applicable items into Titles I, II, III, IV plans, eGMS/budgets, etc. • Finalize third-party contracts for Title I, and contracts for Title II and Title IV, professional development, instructional services, parent and family engagement, etc., for the next school year. (Note: Private school services should start at the same time as public school services.) • Finalize student data, roster, etc. • Update private schools on any program changes or updates • Meet with 3rd party contractors to discuss instructional program and timeline • Work with the technology department. to ensure desktops, laptops, iPads, and Chromebooks are operational for the beginning of the school year • Provide Title I Summer School, if applicable • Monitoring/Site Visits – Titles I, II, III, and IV programs, third-party contractors, professional development, parent and family engagement, etc. • Prepare and follow up on budgets, contracts, requisitions, purchase orders, travel, payrolls, emails, calls, ongoing meaningful consultation, and policy/guidance 	
<p>July</p>	<ul style="list-style-type: none"> • Submit requisitions for equipment, materials, supplies, etc. • Submit third-party and professional contracts for the beginning of the next school year to the board for approval • Conduct status/update meeting with 3rd party contract personnel-scope/sequence review/update, interviews; process new hires, site visits 	

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	<ul style="list-style-type: none"> • Check inventory, tag/label materials, equipment, etc. • Check status of contracts • Finalize Title I start date (Date should be the same as the public school) • Prepare for Monitoring/Site Visits: Titles I, II, III, and IV programs, third-party contractors, professional development, parent and family engagement, etc. • Prepare and follow up on budgets, contracts, requisitions, purchase orders, travel, payrolls, emails, calls, ongoing meaningful consultation, and policy/guidance 	
<p>August</p>	<ul style="list-style-type: none"> • Start Title I, II, III, IV programs (Should start on the same date as public schools) • Update Title I roster, add new students, drop students who did not return • Start student assessments • Start professional development and parent and family engagement • Prepare for Monitoring/Site Visits for Titles I, II, III, and IV programs, third-party contractors, professional development, parent and family engagement, etc. • Prepare and follow up on budgets, contracts, requisitions, purchase orders, travel, payrolls, emails, calls, on-going meaningful consultation, and policy/guidance • Remind nonpublic schools in your area to submit their information to the State Nonpublic Office for BESE Board Approval. • Remind nonpublic schools that only non-profit schools may receive equitable services via an allocation; Nonpublic schools do not receive direct or indirect funds/money 	

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September-October	<ul style="list-style-type: none">• Send out Nonpublic Family Income Survey and/or get official Free and Reduced Lunch Reports from non-public schools to get October 1st counts to calculate the non-public Title I allocation for the upcoming school year• Monitoring/Site Visits for Titles II, III, IV programs, third-party contractors, professional development, parent and family engagement, etc.• Prepare and follow up on budgets, contracts, requisitions, purchase orders, travel, payrolls, emails, calls, ongoing meaningful consultation, and policy/guidance	
	<ul style="list-style-type: none">• Remind nonpublic schools of the deadline closes in August for the Nonpublic Schools to submit their documentation to the State Nonpublic Office for BESE Board Approval to qualify for equitable services.	

ADDITIONAL NOTES: