

## Non-Public Schools (PNP's)

The State and Federal Grants Manager is responsible to assure a cohesive relationship between the School District and Non-Public Schools.

### Collection and Determination of School Grant Allocations for Following School Year

1. An email is sent in early November to PNP schools requesting student Free and Reduced information for the following school year. The email states why the student data is needed and a copy of the MDE Income Guidelines for National Free and Reduced Priced Meals. The MDE income guideline is a reference for the schools to use to determine if the student meets the free\reduce criteria. A sample memo is located at L:\Instructional Support Team\Bethany\non-public folder titled 'Income student eligibility memo'.

An excel document is attached to the email containing the required fields below:

- a. Student name
  - b. Grade Level (K-12)
  - c. Complete address
  - d. Student eligible for Free/Reduce (Yes or No)
2. Non-Public schools completed student lists are saved in the L:\Bethany\non-public\2017-2018\Student free and reduce status list to be used for 2018-2019 folder.
  3. Student list information received from Non-Public schools is used to determine which students reside in the Lansing School District attendance area. PNP schools within the Lansing School District attendance area receive Title IA, Title IIA, and Title IV funds. PNP schools outside the Lansing School District area receive only Title IA funds.
  4. After receiving all student lists, merge lists into one excel document. Email the excel document to the Pupil Accounting Department. The department staff will determine what school attendance area the students resides in. Save the excel file in L:\Free and Reduce folder for the following school year. The excel file is used to allocate Title IA, IIA and Title IV allocation and for completing Title I School Selection in MEGS+.
  5. When the Non-Public student attendance area form is completed, provide a copy to finance if our department does not enter the information into MEGS+.

6. Use the information on the Non-Public student attendance form to determine the students per pupil allocation for the following school year. The Michigan Department of Education website contains the form to use to determine the PNP student allocation. Download the PNP Calculations excel file and input the required data for Title IA, IIA and IV tabs.
7. When the PNP Calculations form is complete, add the PNP school allocations to the Lansing School Districts School Allocations document and save the form in L:\Instructional Support Team\Compliance\Consolidated Application – 31a\2018-2019 Budgets\Documentation to upload into MEGS folder. Upload the PNP Calculations form as an attachment into MEGS+ when applicable.

### **Title Guidelines to Offer Participation of Programs and Annual Meeting**

1. March: Send Non-Public Schools and Montessori Schools (within 20 mile radius of LSD borders) letter of invite and form to participate in programs for next school year. Must receive response within 2.5 weeks
  - a. Non-Public OUTSIDE LSD BOUNDARIES (Title IA only)
  - b. Non-Public INSIDE LSD BOUNDARIES (Title IA, Title II A, Title III (support), Title IV and any other Federal grants district currently is receiving)
2. When letters are returned, send acceptance letters via-email to the schools that want to participate.
3. Update Non-Public Schools Participating Response Report.
4. Set-up meeting (March/April) with schools. Also, send invite to:
  - Director of Special Populations (Title III support)
  - Director of Special Educations
  - Staff from Department that works with Evaluations (Title IA)
5. The following documents are required for the meeting:
  - Title I Meeting Sign-in sheet
  - Agenda
  - MDE Identification of Eligible Title I Students form
  - MDE Technical Assistance Packet Working with Private Schools – Title IA, IIA, III, IV
  - Estimate school allocations for Title IA, IIA, III, IV
  - Budget Narrative Forms for Title IA, IIA, IV
  - Copy of Conference Request Form and procedures
  - Title I Parent Involvement information
  - Timeline for required information / documents form (Student identification form and budget narratives are due 2 weeks after meeting.

All documents shared during meeting will be placed in schools Dropbox folder.

6. Setup meetings, before budget narratives are due, with school principals to collaborate on resource options to help serve below grade level students.
7. When school budget narratives are received, review for allowable use of funds and sufficient detail in narrative. Collaborate with principal on any budget narrative issues.

### **Estimate School Allocations verses Final Program Allocations**

1. Mid-October final program allocations are released on the Michigan Department of Education website. Review district Title IA, IIA, IV allocations and adjust the PNP Calculations excel file.
2. If the PNP school allocations are higher, inform the schools of the new allocation(s).
3. Request detail budget narratives for the difference between estimated allocation and final allocation.
4. Inform PNP schools the additional budget narratives will be submitted to the Michigan Department of Education during Consolidated Application modification window. (Usually between late December – Mid January).

### **Contract Service Agreements**

1. Title IA - 3<sup>rd</sup> Party Student Tutoring: A contract service agreement is created by Grants Manager if PNP's request a 3rd party for tutoring of students. (i.e.: L:\Instructional Support Team\Bethany\non-public\2017-2018\ Professional Service Contract ...). All invoices from 3rd parties must first be reviewed and contain principal approval signature from PNP's before payment is made.
2. Title IIA – Professional Development: A professional development contract service agreement between the district and the contract service provider is created by Grants Manager. Invoice from contract service provider must first be reviewed and contain principal approval signature from PNP's before payment is made.

### **Professional Development Conferences**

1. Administrators and/or staff completes conference request form provided by Lansing School District and sends form to Grant Manager.
2. Grant Manager review conference form to confirm conference is included and approved in schools Title IIA allocation.
3. Conference form is kept in schools folder to be used with reimbursement of conference expenses.
4. Staff attendee submits request to have Lansing School District pay for conference registration via purchase order.
5. After conference has occurred, staff conference attendee may submit original receipts for conference expense reimburse based on district policy (mileage, meals, lodging). Reimbursement checks can only be made out to conference attendee or principal, not the school.

### **Monitoring of Federal Grant Programs**

1. Technical assistance is provided throughout school year when requested.
2. Grant Manager sends PNP schools updated budget balances 3 times a year or sooner if requested.
3. School compliance monitoring by Compliance Officer and/ or Grants Manager occurs annually to verify: proper use of funds, inventory technology, Title IA classroom observation, Title IA Parent meeting has occurred and review Title IA Parent meeting sign-in sheet and agenda etc.