

HOUSTON INDEPENDENT SCHOOL DISTRICT

Private Nonprofit Schools

Fall Consultation Meeting 2024-2025 SY

ESEA Federal Programs: ESSA


Title I, Part A / Title II, Part A / Title IV, Part A

CARES Act: ESSER I

Wednesday, August 21, 2024

HISD External Funding Department

Catapult Learning, Third-Party Provider



Updated 8-19-2024

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Attendance Tracker

Please scan the QR Code below to register your attendance.



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Agenda

Today's Schedule

2.5 Hours

- Opening Segment
- Title I, Part A
- Title II, Part A
- Title IV, Part A
- CARES
- PNP – Dashboard
- Documentation Crate
- Closing Segment

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# FEDERAL PROGRAMS

PARTICIPATION - All ESSA Grants

Title I, Part A  
Title II, Part A  
Title IV, Part A

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# PNP Statistics

PNP STATS

46 Participating Schools

TITLE I, Part A	TITLE II, Part A	TITLE IV, Part A
30	44	43

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# Reminder...CONTRACT AWARDEE

CATAPULT LEARNING

Title I, Part A and Title II, Part A - The 5-year award began May 2022 through May 2027 with an annual option to renew or rebid.

Title IV, Part A - The 5-year award begins September 2022 through September 2027 with an annual option to renew or rebid.

*HISD, PNP Schools, Consortium Leaders, the Catholic Schools Office and the Jewish Federation of Greater Houston had input in that selection and required Board Approval.*

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## SUPPLEMENT, Not Supplant

This applies to **all** federal Title programs.

Services must be **supplemental** (in addition to) and cannot **supplant** (replace or take the place of) services that would be provided to PNP school participants in the absence of federal funds.

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## SERVICES, Not Funding

- Under Section 9501(d) of the Elementary and Secondary Education Act, **the local education agency (LEA or school district) must always maintain control of the program funds**, as well as title to all equipment purchased with federal funds.
- Funds ***do not*** flow to the private schools.
- Private schools **receive services**, not funding.

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## Regarding Expenditures

### All EXPENDITURES should be ...

<b>Allowable</b>	Cost can be allocated to the grant. The expense can be paid by the grant. The grant permits this expenditure based on allowable uses and terms of the grant defined by OMB Uniform Guidance.
<b>Reasonable</b>	Cost is in line with market prices for comparable activities as to duration, location, and choice. It reflects what a prudent person might pay.
<b>Necessary</b>	Cost deemed important to assign to the work/services allowed by the grant to fulfill the grant purpose. Therefore, the expenditure must be aligned to student and school needs.
<b>Allocable</b>	Cost is incurred to advance the work of the grant. The expense benefits who or what it is intended to benefit.
<b>Sustainable</b>	There will be ongoing and consistent implementation regarding the use of funds to meet the student and school needs.

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# TITLE I, PART A

Student Instructional Services

Parental Involvement

Professional Development

Academic Counseling

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# PURPOSE OF TITLE I, PART A

**Title I, Part A – Improving Basic Programs**

- Provide supplemental funding to acquire additional education resources at schools serving high concentrations of students from low-income homes
- Resources are used to improve the quality of education programs and ensure students from low-income families have opportunities to meet challenging state assessments

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# ELEMENTS OF CONSULTATION (REQUIRED) - Title I, Part A

1. How the children's needs will be identified

2. What services will be offered

3. How, where, and by whom the services will be provided

4. How the services will be academically assessed and how the results will be used to improve those services

5. The size and scope of the equitable services to be provided and the proportion/amount of funds that are allocated for such services, and how that proportion /amount of funds is determined

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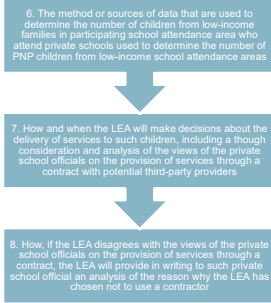
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ELEMENTS OF CONSULTATION (REQUIRED) - Title I, Part A



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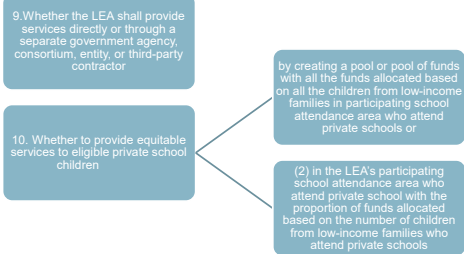
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ELEMENTS OF CONSULTATION (REQUIRED) - Title I, Part A



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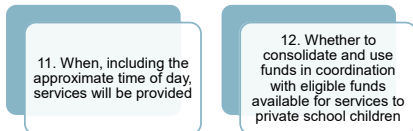
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ELEMENTS OF CONSULTATION (REQUIRED) - Title I, Part A



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## Proportionality Method

### Title I – Process for Allocation

- Using the Proportionality Method, the low-income percentage of each participating Title I public school is applied to the number of students enrolled at the PNP school who reside in the Title I, Part A public school attendance boundaries.
- HISD uses the same proportionality data for two years to determine the campus planning allocations for the PNP Schools.
  - After that period, the student data is collected for a new two-year cycle.

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## For 2024-2025 ...

- Student counts from 2023-2024, were used to calculate the Campus Planning Allocations.
- From 2023-2024 Students Counts = 2,968
- Proportionality method rates is required every two years.

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## Title I, Part A

### Private School Reservation

<b>Total Private School Reservation</b>	<b>\$2,418,920</b>
<b>Instructional Services – Proportionality Method</b>	
Professional Development – 5% of Instructional Services	
Counseling Services – Portion of Instructional Services	
<ul style="list-style-type: none"> <li>• 0%</li> <li>• 20%</li> <li>• 30%</li> <li>• 40%</li> </ul>	
<b>Parental Involvement</b>	<b>\$24,181</b>
LEA Title I, Part A Entitlement	\$121,708,328
1% Set-Aside of LEA Entitlement	\$1,217,083
Total Enrollment for LEA and Participating Private Schools	149,383
Per Pupil Allocation (\$1,217,083 / 149,433 Students)	\$8

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## Title I, Part A Campus Administration Fee

<b>Total Private School Reservation</b>	<b>\$2,418,920</b>
Administration Percentage	8%
Total Administration Fee for Title I, Part A	\$193,514
Total Enrollment for Participating Private Schools	2,968
<b>Total PNP Per Pupil Allocation for Administration Fees</b>	<b>\$65</b>

Note: Administration fee is deducted from private school reservation.

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## Title I, Part A Campus Planning Allocations

- PNP schools may reallocate funding from Instructional Services to Counseling Services by **Wednesday, September 4, 2024 (deadline)**.
- Instructional Services (Direct Instruction) must take place first, to request access for additional Title I, Part A equitable service categories.

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## Title I, Part A- Example of Services

<ul style="list-style-type: none"> <li>• Title I, Part A - Services</li> </ul>	<ul style="list-style-type: none"> <li>• Student Instructional Services</li> <li>• Professional Development                             <ul style="list-style-type: none"> <li>➢ Summer institute</li> <li>➢ Coaching</li> <li>➢ Workshops</li> </ul> </li> <li>• Student Learning Bags</li> </ul>
<ul style="list-style-type: none"> <li>• Title I, Part A - Parent Involvement Services</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Learning Bags</li> <li>• Parent Workshops</li> <li>• Parent Meetings</li> </ul>

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## Title I, Part A Campus Needs Assessment

### Content Area

- Priority focus on reading/ELA, math, science, and social studies

### Who is Eligible?

- Eligible staff includes administrators, teachers, and other educational school personnel supporting eligible Title I students

- ✓ Campus Needs Assessment due Friday, September 2, 2024

Title I, Part A, Part A  
Campus Needs Assessment  
2024-2025

HISD Internal Funding System 1.0 (v.1)  
Please complete this form and submit it to: [TitleI@hisd.net](mailto:TitleI@hisd.net)

Please complete this form and submit it to: [TitleI@hisd.net](mailto:TitleI@hisd.net)

After completion of this form, you will receive an email with a link to the Campus Needs Assessment. This link will allow you to view the results of the assessment and provide feedback.

School: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Principal: \_\_\_\_\_

For Part 1, 2 & 3 of this form, you are only required to provide information for the federal programs in which your school participates.

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## Title I, Part A Comprehensive PD & Spending Plan

Private Nonprofit Schools - Houston ISD  
2024-2025 Comprehensive PD and Spending Plan  
Due by Friday, September 27, 2024

HISD Internal Funding System 1.0 (v.1)  
Please complete this form and submit it to: [TitleI@hisd.net](mailto:TitleI@hisd.net)

After completion of this form, you will receive an email with a link to the Comprehensive PD and Spending Plan. This link will allow you to view the results of the assessment and provide feedback.

School: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Principal: \_\_\_\_\_

For Part 1, 2 & 3 of this form, you are only required to provide information for the federal programs in which your school participates.

- ✓ Comprehensive PD & Spending Plan due by Friday September 27, 2024

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## Title I, Part A Student Eligibility Service Criteria

THE STUDENTS MUST BE ENROLLED AT THE PNP SCHOOL IN GRADES PRE-K TO GRADE 12, RESIDE IN THE ATTENDANCE ZONE OF AN HISD TITLE I, PART A SCHOOL, AND BE FAILING OR AT RISK OF FAILING IN READING AND/OR MATH.






BASED ON GUIDANCE FROM USDE AND TEA, HISD HAS DETERMINED THAT MULTI-ACADEMIC CRITERIA MUST BE MET FOR STUDENTS TO QUALIFY AND RECEIVE SERVICES.

DOCUMENTED EVIDENCE OF NEED MUST ALSO BE PROVIDED BY THE PNP SCHOOL.

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## Students must meet two of the five criteria in Reading and Math:

-  **National Percentage Rate (NPR)** on a standardized test – a score of 40% or below
-  **Student Eligibility Checklist** – exhibit five or more of ten academic performance indicators for a grade span (Grades PreK-4 – Grade 2, Grades 3-5, Grades 6-8, and Grades 9-12) based on the Readiness Standards of the Texas Essential Knowledge and Skills (TEKS) which are the state's curriculum standards for what students must know and be able to do at the end of each subject or course.
-  **Report Cards** – a grade of D (74-70) or F (69-Below)
-  **Progress Reports** – a grade of D(74-70) or F(69-Below)
-  **Principal Letter of Recommendation** – a formal letter from the principal of the school stating the specific deficits of the student in Reading and/or Math accompanied by three work samples obtained over time within a 30-day period may be submitted.

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## Title I, Part A: Student Eligibility Service Rosters – Timeline

2024 – 2025 Submission Windows – Instructional Services		
Month	Window Dates	Final Correction Date By 5:00 PM
August	August 12, 2024	Friday, August 16, 2024
September	September 3 – 9, 2024	Friday, September 13, 2024
October	October 1 – 7, 2024 (last continue student window !!)	Friday, October 11, 2024
November	November 4 – 8, 2024	Friday, November 15, 2024
December	December 2 – 6, 2024	Friday, December 13, 2024
January	January 7 – 13, 2025	Friday, January 17, 2025
February	February 3 – 7, 2025	Friday, February 14, 2025
March	March 3 – 7, 2025	Friday, March 21, 2025
April	April 1 – 7, 2025	Friday, April 11, 2025
May	May 5 – 9, 2025 (For new students enrolled after April 18*)	Friday, May 16, 2025

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## Title I, Part A Services - Parental Involvement

### Parental Involvement - 1% Mandate

Every school participating in Title I, Part A should have at least three meetings/workshops per year.

- Catapult schedules an annual meeting.
- PNP Schools should contact Catapult to schedule a **fall meeting and a spring meeting** and suggest what is needed.

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## Title I, Part A Services – Counseling

### Counseling

Academic counseling services are established at the beginning of the year with a one-time reallocation of funding at campus discretion of 20%,30%,or 40%.

**Complete the form correctly. The reallocated amount is taken from Instructional Services.**

❖ **Deadline for Reallocation submission, Wednesday, September 4, 2024.**

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## Title I, Part A - Counseling Services Criteria

An additional optional category that HISD establishes within the Instructional Services Category is Academic Counseling.

The Third-Party Provider hires only trained and licensed counselors to provide academic counseling services. Working under the instructional component of the grant, the counselors work with students in areas that affect their academics — executive function, study skills, test anxiety, and other educational aspects that influence academic success.

Because this service is optional, interested schools may reallocate a district-determined percentage of their Instructional Services funding to provide these available services, this reallocation is done prior to the start of services for the academic school year. The reallocated funds are used by the school to service their students.

There may be instances when schools elect to pool their funds to share a counselor; however, services will be provided at that school in a proportionate amount of funding contributed in the shared arrangement.

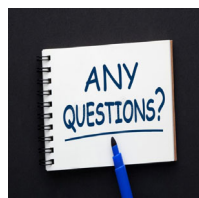
The Third-Party Provider will facilitate the creation of the counselor schedules for schools with input from the PNP administrators or grant contacts.

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## Questions & Consultation

### Title I, Part A- Overview

- Purpose and Intent
- Elements of Consultation
- Proportionality Method
- Campus Allocations
- Title I, Service Activities
- Title I, Part A Forms
  - Comprehensive PD Spending Plan
  - Campus Needs Assessment
- Allowable Title I Activities
  - Student Instructional services
  - Parent Involvement
  - Counseling
- Catapult Learning
  - Updates



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## TITLE II, PART A

### Professional Development

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## Purpose of Title II, Part A

### Supporting Effective Instruction

- Increase student achievement consistent with the challenging State academic standards
- Improve the quality and effectiveness of teachers, principals, and other school leaders
- Increase the number of effective teachers, principals, and other school leaders who are effective in improving student academic achievement in schools
- Provide low-income and minority students greater access to effective teachers, principals and other school leaders
- Support educators in their work to improve the overall quality of instruction and ensure equity of educational opportunity for all students

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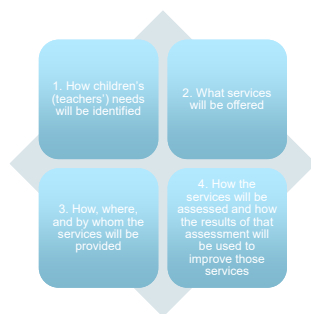
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## ELEMENTS OF CONSULTATION (Required) - Title II, Part A



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## ELEMENTS OF CONSULTATION (Required) - Title II, Part A

5. The size and scope of the equitable services to be provided to the eligible private school children, teachers, and other educational personnel, the proportion/amount of funds that are allocated for such services, and how that proportion/amount of funds is determined

6. How and when the LEA (Local Education Agency – school district) will make decisions about the delivery of services

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## ELEMENTS OF CONSULTATION (Required) - Title II, Part A

7. Whether the LEA shall provide services directly or through a separate government agency, consortium, entity, or third-party contractor



8. Whether to provide equitable services to eligible private school children (1) by creating a pool or pool of funds with all of the children from low-income families in participating school attendance area who attend private schools or (2) in the LEA's participating school attendance area who attend private school with the proportion of funds allocated based on the number of children from low-income families who attend private schools

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## Title II, Part A - Funding Method

The Title II, Part A Professional Development Participation Form is complete and was submitted by the PNP School administrator in Spring 2024.

The form provides the necessary data:

- student and teacher counts
- school's grade span

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### Title II, Part A

### Private School Reservation

Total Private School Reservation	\$652,848
Total Enrollment for LEA and Participating Private Schools	197,669
LEA Title II, Part A Entitlement	\$10,235,795
LEA Reservation for Direct Administration – (\$10,235,795 X 8% Administration Fee)	\$818,864
LEA Amount to Calculate Equitable Services – (\$10,235,795 - \$818,864)	\$9,416,931
Per Pupil Allocation – (\$9,416,931 / 197,669 Students)	\$48
Total Enrollment for Participating Private Schools	13,601
Calculated Private School Reservation – (\$48 X 13,601 Students)	\$652,848

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### Title II, Part A

### Campus Administration Fee Allocations

Total Private School Per Pupil Allocation for Administration Fees	\$4
Private School Reservation	\$652,848
PNP Reservation for Direct Administration – (\$652,848 X 8% Administration Fee)	\$52,228
Total Enrollment for Participating Private Schools	13,601
Calculated Per Pupil Allocation for Administration Fees – (\$52,228 / 13,601)	\$4

Note: Administration fee is deducted from the LEAs entitlement.

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### Title II, Part A- Examples of Services

Title II, Part A	<ul style="list-style-type: none"><li>Professional Development<ul style="list-style-type: none"><li>Coaching</li><li>Conferences</li><li>Workshops</li><li>Materials</li><li>Summer Institute</li></ul></li></ul>
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## Title II, Part A Campus Needs Assessment

### Program description for Instructional Services

- Program for preparing and training teachers, principals, and other school leaders to increase student achievement.

### Priority Core Content Area

- Priority focus on reading/ELA, math, science, and social studies

### Who is Eligible ? – All teachers at campus

- Eligible staff includes administrators, teachers, and other educational school support personnel.

### Secondary Core Content

- Fine Arts

- ✓ Campus Needs Assessment due Friday September 27, 2024

Title II, Part A  
Campus Needs Assessment  
2024-2025

HISD Instructional Services  
Campus Learning

Please complete this form and submit to: [TitleII@houstonindependentschool.org](mailto:TitleII@houstonindependentschool.org)

HISD operates all public and private schools within its jurisdiction. A Campus Needs Assessment (CNA) is a process of gathering information from campus staff and students to identify areas of need and to develop a plan of action to address those needs. The results of the CNA will be used to inform the development of the campus improvement plan.

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Please provide School Official: \_\_\_\_\_ Date: \_\_\_\_\_

Response	Response	Response	Response
Response 1: I agree to participate in the CNA process and will provide information as requested.	Response 2: I agree to participate in the CNA process and will provide information as requested.	Response 3: I agree to participate in the CNA process and will provide information as requested.	Response 4: I agree to participate in the CNA process and will provide information as requested.

For Parts 1, 2 & 3 of this form, you are only required to provide information for the federal programs in which your school participates.

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## Title II, Part A Professional Development Services Timeline

Campus Needs Assessment due by Friday, September 27, 2024

Comprehensive PD Spending Plan due by Friday, September 27, 2024

Professional development funds to be utilized between dates : September 27, 2024 – June 30, 2025

\* Note: PD cannot be offered if forms are not complete and submitted to Catapult Learning by deadline.

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## Title II, Part A Services- CATAPULT

### Out-of-State Professional Development

- HISD will have Out-of-State Professional Development that may be submitted during established windows. This information will be sent following the Consultation Meeting.
- **Out-of-State Travel** must be **approved prior to paying for it or attending the PD.**
- If prior approval **was not** received, the **PD cannot be reimbursed.**

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## Title II, Part A Services- CATAPULT

### Out-of-State Professional Development

#### General PD Reminders:

- Prepayment Registration Process
- Confirmation of Services (DocuSign)
- Travel Reimbursement Training - Monthly (All Staff Invited)

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## Questions & Consultation

### Title II , Part A- Overview

- Purpose and Intent
- Elements of Consultation
- Campus Allocations
- Funding Method
- Title II, Service Activities
- Title II, Part A Forms
  - Campus Needs Assessment
- Catapult Learning
  - General PD Reminders



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## TITLE IV, PART A

### Student Support and Academic Enrichment

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## Purpose of Title IV, Part A

### Title IV, Part A – Student Support and Academic Enrichment

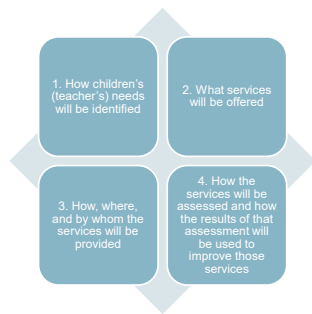
- Increase the capacity of state education agencies, local educational agencies, campuses and communities to meet the following goals:
  - Content Area 1  
Provide all students access to a well-rounded education
  - Content Area 2  
Improve school conditions for student learning (safe and healthy students)
  - Content Area 3  
Improve the use of technology to improve the academic outcomes and digital literacy of students

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## ELEMENTS OF CONSULTATION (Required) - Title IV, Part A



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## ELEMENTS OF CONSULTATION (Required) - Title IV, Part A

5. The size and scope of the equitable services to be provided to the eligible private school children, teachers, and other educational personnel, the proportion/amount of funds that are allocated for such services, and how that proportion/amount of funds is determined

6. How and when the LEA (Local Education Agency – school district) will make decisions about the delivery of service

7. Whether the LEA shall provide services directly or through a separate government agency, consortium, entity, or third-party contractor

8. Whether to provide equitable services to eligible private school children (1) by creating a pool or pool of funds with all of the funds allocated based on all the children from low-income families in participating school attendance area who attend private schools or (2) in the LEA's participating school attendance area who attend private school with the proportion of funds allocated based on the number of children from low-income families who attend private schools

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## Title IV, Part A Funding Method

- The Title IV, Part A Student Support and Academic Enrichment Participation Form was completed and submitted by the PNP School administrator in Spring 2024.
- The form provides the necessary data:
  - student and teacher counts
  - school's grade span

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## Title IV, Part A Campus Planning Allocations

<b>Total Private School Reservation</b>	<b>\$560,462</b>
Total Enrollment for LEA and Participating Private Schools	197,102
LEA Title IV, Part A Entitlement	\$8,682,367
LEA Reservation for Direct Administration – (\$8,682,367 X 2% Administration Fee)	\$173,647
LEA Amount to Calculate Equitable Services – (\$8,682,367 - \$173,647)	\$8,508,720
Per Pupil Allocation – (\$8,508,720 / 197,102 Students)	\$43
Total Enrollment for Participating Private Schools	13,034
Calculated Private School Reservation – (\$43 X 13,034 Students)	\$560,462

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## Title IV, Part A Campus Administration Fee Allocations

<b>Total Private School Per Pupil Allocation for Administration Fees</b>	<b>\$1</b>
Private School Reservation	\$560,462
PNP Reservation for Direct Administration – (\$560,462 X 2% Administration Fee)	\$11,209
Total Enrollment for Participating Private Schools	13,034
Calculated Per Pupil Allocation for Administration Fees – (\$11,209 / 13,034)	\$1

Note: Administration fee is deducted from the LEAs entitlement.

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## Title IV, Part A Campus Planning Allocations

### Counseling

Social-emotional counseling services are established at the beginning of the year with a one-time reallocation of funding at campus discretion of 20%,30%,or 50%.

Complete the Reallocation Form correctly. The reallocated amount is taken from Student Support Services.

From Student Support Services, schools may reallocate to Counseling by **Wednesday, September 4, 2024.**

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## Title IV, Part A- Example of Services

### Title IV, Part A – Services

- Field Lessons
- Student Activities
  - Writers in Schools Writing Program
  - Language Lessons
  - Anti-drug education program
  - Safe social media usage for teens presentation
- Student Activity W/Materials
  - STEM/Robotics Competition with Entry Fees
  - Reader's Theater Materials for Drama Clubs
  - Gardening materials for garden clubs
  - Materials for Art Car Competition
- Counseling
- Professional Development

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## Title IV, Part A Campus Needs Assessment

### Program description for Instructional Services

- Student support and academic enrichment grant.

### Priority Core Content Area

- Priority focus on reading/ELA, math, science, and social studies

### Who is Eligible? – All Staff

- All school staff members are eligible to participate in PD that is focused on well-rounded education opportunities, safe and healthy students, and effective use of technology.
- ✓ Campus Needs Assessment due by Friday, September 27, 2024

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## Questions & Consultation

### Title IV , Part A- Overview

- Purpose and Intent
- Elements of Consultation
- Funding Method
- Campus Allocations
- Title IV, Service Activities
- Title IV, Part A Forms
  - Campus Needs Assessment



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## CARES (ESSER I)

**Coronavirus Aid, Relief, and Economic  
Security (CARES) Act**

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## Purpose of CARES (ESSER I)

### Coronavirus Aid, Relief, and Socioeconomic Security (CARES) Act ESSER I

- To prevent, prepare for, and respond to the coronavirus

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## CARES – Fall Inventory Check

### Scheduling Timeline

- In person or Virtual inventory checks
- Inventory scheduling email will go out week of **September 9, 2024**
- All scheduling will be completed by **September 20, 2024**
- Inventory checks will begin **Monday, October 7, 2024**
- Any items that your campus would like to return to HISD please arrange for retrieval.

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## Questions & Consultation

### CARES Overview

- Purpose Of Intent
- Fall Inventory Check



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## PNP DATA PLATFORMS AND NEXT STEPS

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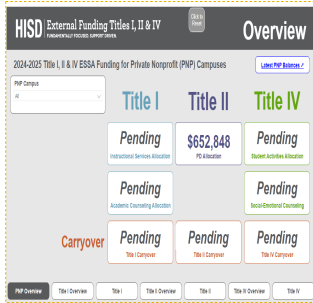
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## PNP – Dashboard

### PNP Dashboard

- ❑ Campus funds
  - ✓ 24-25 Entitlement,
  - ✓ Counseling re-allocation
  - ✓ Carryover
  - ✓ Catapult Learning Monthly campus title balances

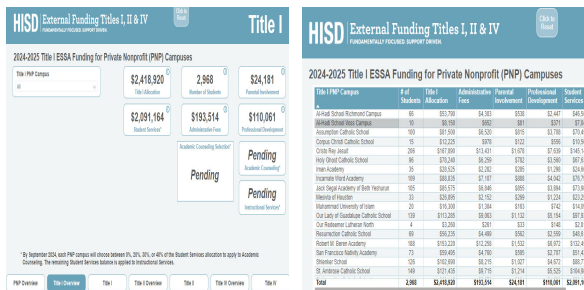


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## PNP – Dashboard Continued.....



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## Documentation Crate

### Documentation Crate

- ❑ Vendor 806 Technologies
  - ✓ allows to electronically capture compliance documentation for programs.
  - ✓ Reduce physical crates for documentation.
  - ✓ Decreased time for documentation retrieval in case of state, local or federal audits

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## Complaint Process

If private school officials believe that timely and meaningful consultation has not occurred, that the district did not give due consideration to their views, or have concerns with the **third-party provider** they should contact HISD (in this order):

**Barbara Hill**, Grants and Donations Coordinator  
External Funding Department - Titles I, II & IV  
713-556-7602 or [HISDPNP@houstonisd.org](mailto:HISDPNP@houstonisd.org)

**Ryan Bramlett**, Cross Functional Team Member  
External Funding Department  
713-556-6928 or [Ryan.Bramlett@houstonisd.org](mailto:Ryan.Bramlett@houstonisd.org)

**Angela Brooks**, Director 2  
External Funding and Grant Development  
713-556-6928 or [Angela.Brooks@houstonisd.org](mailto:Angela.Brooks@houstonisd.org)

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## Complaint Process

If private school officials have concerns about the **equitable services**, they should contact (in this order):

**Sally Paz**, Manager for Student Services  
Catapult Learning  
713-301-5993 or [sally.paz@catapultlearning.com](mailto:sally.paz@catapultlearning.com)

**Ashley Leverett**, Professional Development  
Catapult Learning  
281-905-4306 or [ashley.leverett@catapultlearning.com](mailto:ashley.leverett@catapultlearning.com)

**Greg Groenke**, Regional Director  
Catapult Learning  
405-551-0599 or [greg.groenke@catapultlearning.com](mailto:greg.groenke@catapultlearning.com)

**Barbara Hill**, Grants and Donations Coordinator  
HISD External Funding - Titles I, II & IV  
713-556-7602 or [HISDPNP@houstonisd.org](mailto:HISDPNP@houstonisd.org)

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## Complaint Process

A state **OMBUDSMAN** is available at the Texas Education Agency to handle PNP School concerns. This person's responsibility is oversight and regulation of "everything PNP" with the TEA Department of Grants, Compliance & Oversight.

### STAFF

PNP Ombudsman: LaNetra Guess  
Executive Assistant: Gean Wilkerson  
Private School Services State Coordinator: LaNetra Guess

### CONTACT INFO

Email: [PNPombudsman@tea.texas.gov](mailto:PNPombudsman@tea.texas.gov)  
Phone: (512) 463-8992

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## Questions & Consultation

### Complaint Process- Overview

- Complaint Process
- HISD Contacts (in order)
- Catapult Contacts (in order)
- TEA Ombudsman



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## District Contact

### Titles I, II & IV, Part A – PNP Schools

#### **Barbara Hill**

*Grants and Donations Coordinator*  
 External Funding, Titles I, II & IV  
 Houston Independent School District  
 Phone: 713-556-7602 (direct line)

PNP Questions or Grant Submissions  
[HISDPNP@houstonisd.org](mailto:HISDPNP@houstonisd.org)

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## Important Resources

### **HISD PNP Schools Website**

[www.houstonisd.org/Page/59247](http://www.houstonisd.org/Page/59247)

### **2024-2025 PNP Schools Handbook:**

[Private Nonprofit Schools Handbook 2024-2025](#)

### **Documentation Crate (806 Technologies)**

<https://www.806technologies.com/>

### **PNP Dashboard**

<https://www.houstonisd.org/Page/202535>

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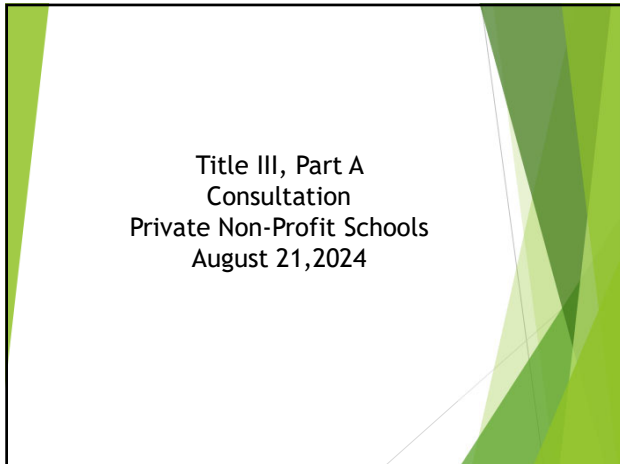
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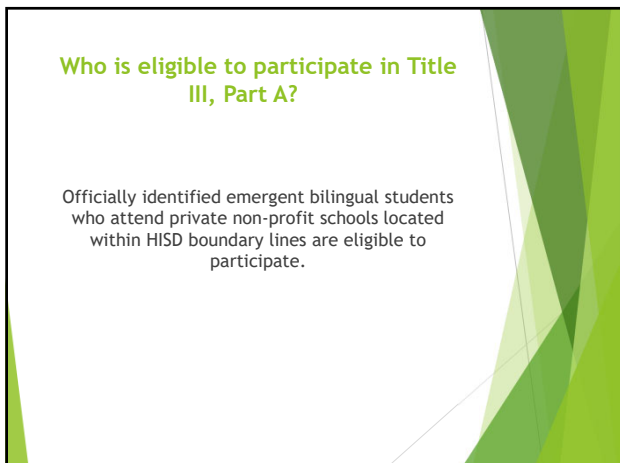
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### How are emergent bilingual (EB) students identified?

Parents must complete a Home Language Survey form.  
If they indicate a language other than English then proficiency testing is initiated.  
Home Language Survey forms must be kept on file for all identified EB students. This is an auditable document.

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### Potential EB student identification testing

- ▶ Schools must have staff trained to administer the state mandated tests for identification of EB students. The preLAS is used for PK/Kindergarten and LAS Links for grades 1-12. **Both tests are online.**
- ▶ HISD's Multilingual Programs Department provides online links to this training. Administrators, teachers or paraprofessionals may be trained to administer these tests. Let me know if you have new staff members who need to be trained.
- ▶ Potential EB students must be tested with preLAS or LAS Links.
- ▶ **Pre-K and Kinder students must be tested with the preLAS.**
- ▶ **All other grade levels must be tested using LASLinks.**
- ▶ **Previously identified EB students must be retested with preLAS/LAS Links to determine if they still qualify for Title III program support.**

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### How does a student qualify for Title III service?

If a student receives a designation of Non-English Speaker (NES) or Limited English Speaker (LES) on the preLAS or LAS Links he/she qualifies for Title III services. Students who score 4 or 5 on all required language domains do not qualify.

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### What types of services are provided through Title III? Who provides the service?

- ▶ Title III services must be used to support English language development (listening, speaking, reading, writing). Supplemental materials and services must be focused on this goal. Title III services may only be used by identified emergent bilingual students.
- ▶ HISD's Multilingual department administers and coordinates the program.

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### Funding Allocations

- ▶ Private schools may not receive funds directly. HISD administers the program, maintains an inventory and exercises continuing administrative control over all materials purchased with Title III funds.
- ▶ Funding allocations are based on the number of officially identified emergent bilingual students.
- ▶ Title III funds/services must be used during the 2024-2025 school year. Funds cannot be carried over.
- ▶ **NOTE: When a school chooses not to participate in Title III the next school year, the Multilingual department is required to collect all materials purchased with Title III funds.**

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### Purchase Requisition Process

- ▶ Once a final roster of identified EB students has been received, the Multilingual department will calculate and email the funding allocation with a list of HISD approved vendors. Once you have submitted your choice of materials/services on the Requisition form the Multilingual department will begin the purchasing process for materials/services.
- ▶ Title III does not use a third party contractor to provide services.
- ▶ Materials will be delivered when they have been received from every vendor.

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### Title III Support for Families and Teachers of EB students

- ▶ Title III support for families and teachers of emergent bilingual students is an important goal of the program.
- ▶ We hope to work with you to implement strategies/activities that engage families with EB students and provide the support their children need to acquire English.
- ▶ Funding allocations may also be used for teacher professional development. The Region 4 Educational Service Center offers many training opportunities for teachers of EB students.

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### How are program services assessed and evaluated?

- ▶ Standardized norm referenced test scores with reading/lang. arts subtests will be used. Schools must upload copies of these scores at the end of the school year to the Google drive account set up for your school by the Multilingual department.
- ▶ Schools must also evaluate the program's effectiveness at the end of the school year through an End of Year Evaluation.

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### Title III, Part A Immigrant Grant

The Title III immigrant grant is available for PNPs if the local education agency meets certain criteria. HISD met the criteria for the 2023-2024 school year. However, every year is different.

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### Title III, Part A Immigrant Grant

Immigrant children and youth are defined as individuals who:

- ▶ are aged 3 through 21 and
- ▶ were not born in any state and
- ▶ have not been attending one or more schools in one or more states for more than three full academic years

Funding allocations are based on the number of identified immigrants.

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### Complaint Procedure

If a disagreement occurs between the local education agency (HISD) and a private school, HISD must maintain written documentation (i.e. policy, emails, forms, meeting notes or training agendas/handouts) explaining the rationale behind a decision or when the school was informed of a certain process.

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### Questions?

Randal Jones  
([rjones3@houstonisd.org](mailto:rjones3@houstonisd.org))  
713-556-6961

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