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Title II, Part A- Equitable Services to Eligible Private School Staff  
(S&F-W002)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This work instruction describes the process in which the State and Federal Programs Department provides equitable services to participating eligible private school staff in the Sacramento City Unified School District under Title II, Part A of No Child Left Behind.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Coordinator III  
2.2 Accounting Technician

**3.0 APPROVAL AUTHORITY:**

- 3.1 Coordinator III, State and Federal  
3.2 Associate Superintendent, LSU C, as appropriate

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Approved signature on file

**4.0 DEFINITIONS:**

- 4.1 NCLB- No Child Left Behind  
4.2 Title II, Part A-Teacher and Principal Training (Professional Development)  
4.3 USDE- United States Department of Education  
4.4 Non-Regulatory Guidance- Document produced by the USDE which provides technical support regarding providing equitable services and allowable activities to eligible private school staff.  
4.5 CDE-California Department of Education  
4.6 SCUSD- Sacramento City Unified School District  
4.7 Invitation to Participate- a form that is sent annually to all eligible private schools notifying the administrator of the private school's staff the right to participate in equitable services for Title II, Part A.  
4.8 Eligible private school- non-profit private school. The private school must have a non-profit affidavit on file with CDE in order to be offered equitable NCLB program services. The private school must choose to participate and have a signed Invitation to Participate on file in the State and Federal Programs Department.  
4.9 Private School Staff- teachers, administrators, or other instructional support staff of the participating private school who provide direct instructional services to students.  
4.10 PPR- Per Pupil Rate  
4.11 Con App, Part II- Consolidation Application, Part II. The second part of the application document for SCUSD to receive categorical program dollars.  
4.12 Equitable service allocation- Based on an equitable PPR, the annual calculation of the scope of services to be provided to the participating private school.

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- 4.13 Consultation- procedure in which the professional development needs of the private school are determined so that the SCUSD can align equitable services to meet those needs.
- 4.14 Affirmation of Consultation- form that is used to document that SCUSD and private school officials verify that the consultation process was completed as outlined in NCLB.

**5.0 PROCEDURE:**

- 5.1 In December/January, Coordinator III builds mailing list of eligible private schools to invite to participate in equitable services for the next school years funding under Title II, Part A by using the Private School Directory on [www.cde.ca.gov](http://www.cde.ca.gov).
- 5.2 A introduction letter, including the invitation to participate as an enclosure is sent certified mail to the administrator of each eligible private school located in the boundaries of SCUSD.
- 5.3 In February/March, hold an initial consultation meeting with participating private schools to being consultation process for Title II, Part A services.
- 5.4 Using the ConApp, Part II, the Coordinator III, in collaboration with the Director III of Budget Services, calculates the PPR for Title II, Part A to determine the equitable scope of services for the private school staff.
- 5.5 Equitable services continue to be planned and determined through the on-going consultation process within the scope of the site's equitable service allocation and the guidelines for the use of Title II, Part A funds, as outlined in the Title II, Part A non-regulatory guidance. Each site, through the needs assessment process, prioritizes the use of their service allocation. Agreed upon activities are reflected in the site's Title II, Part A plan.
- 5.6 Official requests for approval of the professional development activities are submitted to the Coordinator III of State and Federal programs for review and approval, along with supporting documentation.
- 5.7 If approved, the Accounting Technician for State and Federal processes the request to establish a Purchase Order, Service Agreement, or Travel Requisition, as appropriate to facilitate service.
- 5.8 Payment for services is rendered directly to the vendor, and not to the private school. Supporting documentation is required as proof of completion of the activity (i.e. Certificates of Completion, as appropriate).
- 5.9 Reimbursement to individual staff members for food, parking, or other personal expenses incurred as a result of the participation in the professional development activity and not included in the cost of registration, or activity may be reimbursed directly to the employee upon submission of appropriate supporting documentation (i.e. receipts for meals, parking fees), but not to the private school.
- 5.10 Supporting documentation for all professional development activities is kept on file in the State and Federal Programs office for SCUSD records.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Title II, Part A Non-Regulatory Guidance

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6.2 Private School Consultation Handbook- SCUSD

6.3 Title II, Part A Plan

6.4 Title II, Part A, Request for Professional Development

6.5 Travel Requisition

6.6 NPS Reimbursement Request

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
NPS	S&F files	5 years	Discard as desired	secure

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/30/09	A	Initial Release

**\*\*\* End of work instruction \*\*\***