



Educator & School Excellence

Pooling Equitable Service Funds Across LEAs

Eligibility for Title I, Part A is based on a child's residence and not where the child attends school. It is common for multiple LEAs to have eligible Title I students who attend the same private school. In consultation with appropriate private school officials, funds may be pooled across LEAs to serve students demonstrating the greatest need in lieu of calculating proportionate share for only eligible students in each LEA's boundary. The public districts must maintain control of the equitable service funds generated by their district. The public districts must also ensure that the Title I program requirements are met for the students from their district who are served through the pool. Pooling Equitable Service funds must be agreed upon **prior to the school year beginning** and requires a formal agreement documented in a **Memorandum of Understanding**.

The LEAs entering the pool will agree upon a managing LEA that will purchase all equitable services on behalf of the pool. The non-managing LEAs will submit reimbursement requests to the managing LEA based on the percentage agreed upon in the MoU. The managing LEA will reimburse non-managing LEAs based on the agreed upon percentage as services are provided.

REQUIRED steps for pooling Equitable Service Funds across LEAs:

- ✓ **Participating LEAs and private schools must consult on the pooling parameters to be detailed in a Memo of Understanding. The MoU must include the following:**
 - Which LEA will serve as the managing LEA
 - Uniform criteria to determine eligible private school students who demonstrate the greatest academic need and who will receive services
 - Indirect cost
 - Administrative costs
 - How the participating LEAs proportionate shares will be distributed
 - Services provided
 - Service provider(s)
 - How the required parent and family engagement services will be provided and documented
 - How funds will be redistributed if a participating private school has no eligible students based on academic need
 - How unexpended funds will impact the pool
 - How carryover will be utilized in the pool
 - How the managing LEA will reimburse other participating LEAs including a timeline for submissions and reimbursements
 - How participating LEAs will ensure only eligible students from participating LEAs that contributed to the pool receive services
 - *Pooling does not mean schoolwide*
 - How participating LEAs will ensure ongoing timely and meaningful consultation
 - *Pooling does not eliminate the requirement of ongoing consultation*
 - How the program will be monitored and evaluated
 - multi-criterion data, rank order lists, schedules, parent engagement, post data, invoices, reimbursements
- ✓ **Upload the MoU in each participating LEA's Title I Related Documents**

- ✓ **Private School Proportionate Amount page**
 - Complete the sections normally
- ✓ **Set Aside Page**
 - Complete according to the parameters stated in the MoU
 - If the LEA has other private schools that are not in the pool, consultation must occur if administrative costs are part of the MoU
 - a+b+c+d+e must equal the minimum amount to allocate (prefilled amount from Proportionate Share page)
 - c must equal the minimum amount to allocate (prefilled amount from Proportionate Share page)
- ✓ **Eligible Private School Service Page**
 - Portion of Funds for Equitable Service Instructional Services total should match 3e from the Set Aside page
 - Total number of participating private school students should = the total from the Proportionate Share page
 - Add each consulting private school in the correct area along with their number of eligible students based on income
 - The private school amount will be generated
 - Add the totals for each pooled private school
 - Using the agreed upon method stated in the MoU, determine how the total will be distributed among the participating pooled private schools
- ✓ **Budget Narrative**
 - Budget detail for pooled private schools will be the same for each participating LEA
 - Group the pooled private schools and their allocations
 - Provide the percentage each pooled private school will receive based on the MoU
 - Add a statement regarding the pooled funds including the names of each participating LEA
 - Add a statement that the MoU has been uploaded in Title I Related Documents
 - Budget Narrative Example

Set Aside 3e

Pooled Private Schools = \$65,000.00

LEA One (60%) \$39,000.00

PS One = \$20,000.00 – 60% = \$12,000.00

PS Two = \$30,000.00 – 60% = \$18,000.00

PS Three = \$15,000.00 – 60% = \$9,000.00

LEA Two (30%) \$19,500.00

PS One = \$20,000.00 – 30% = \$6,000.00

PS Two = \$30,000.00 – 30% = \$9,000.00

PS Three = \$15,000.00 – 30% = \$4,500.00

LEA Three (10%) \$6,500.00

PS One = \$20,000.00 – 10% = \$2,000.00

PS Two = \$30,000.00 – 10% = \$3,000.00

PS Three = \$15,000.00 – 10% = \$1,500.00

Title I instructional services in the areas of reading and math will be provided by contracted employees who will tutor eligible Title I students living in a Title I boundary of one of the three LEAs.

Participating private school allocations are pulled across LEA One, LEA Two and LEA Three. Allocations are based on student need according to the MoU and will receive the percentage listed from all pooled funds. The Memorandum of Understanding has been uploaded in Title I Related Documents.

LEA Pooled Private Schools = \$179,00.00

LEA One = \$65,000.00

PS One = \$20,000.00 – 30% = \$19,500.00

PS Two = \$30,000.00 – 60% = \$39,000.00

PS Three = \$15,000.00 – 10% = \$6,500.00

LEA Two = \$62,000.00

PS One = \$35,000.00 – 30% = \$18,600.00

PS Two = \$15,000.00 – 60% = \$37,200.00

PS Three = \$12,000.00 – 10% = \$6,200.00

LEA Three = \$52,000.00

PS One = \$25,000.00 – 30% = \$15,600.00

PS Two = \$17,000.00 – 60% = \$31,200.00

PS Three = \$10,000.00 – 10% = \$5,200.00