



PALISADES

CHARTER HIGH SCHOOL

CHIEF BUSINESS OFFICER

COVER SHEET FOR AGENDA ITEMS

September 21, 2021

TOPIC/ AGENDA ITEM:

V. FINANCE
D. 2021-2022 Title III MOU

PERSONNEL INVOLVED:

Board of Trustees, Executive Director/Principal, CBO, Finance, PCHS-ECR Consortium

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The purpose of this action is to approve the 2021-2022 Title III MOU. As discussed in the prior CARS application agenda item, PCHS is estimated to receive approximately \$3,621 of Title III funds. These funds have restricted use and are intended to support English Learners and Immigrant sub-groups.

Unfortunately, the California Department of Education (CDE) only distributes Title III allocations to LEAs who have greater than \$10,000 of Title III award amounts. For LEAs below that \$10,000 threshold, they are required to join/form a consortium with other LEAs so that the consortium's total Title III allocation exceeds \$10,000.

PCHS partnered with El Camino Real Charter High School to form the PCHS-ECR Consortium. The combined PCHS-ECR Consortium amount is \$12,625. There is an accompanying MOU (CDE template) so that all member schools are aware of the Title III consortium amount and uses.

IMPACT ON SCHOOL MISSION, VISION OR GOALS, (IF ANY):

The action requested of the Board today will support the goal of ensuring PCHS meets CDE requirements and complies with the use/allocation of Federal funds.

OPTIONS OR SOLUTIONS:

The expectation is that the board approve the 2021-2022 Title III MOU. The only option to secure the Title III award is to join/form a consortium.

CHIEF BUSINESS OFFICER'S RECOMMENDATION:

The Chief Business Officer recommends that the Board approve the 2021-2022 Title III MOU.

RECOMMENDED MOTION:

“To approve the 2021-2022 Title III MOU.”

Juan Pablo Herrera
Chief Business Officer

Sample Memorandum of Understanding¹

Elementary and Secondary Education Act, Title III, Part A, English Learner Student Program Subgrant Consortium

Memorandum of Understanding, 2021-2022 School Year

This Memorandum of Understanding represents the agreed-upon program, services and products to be provided to English learner (EL) students Palisades Charter High School and El Camino Real Charter High School, (Members), during the **2021-2022** school year. Palisades Charter High School will act as lead local educational agency (LEA) and member. The consortium shall be named the PCHS-ECR Consortium (the Consortium).

Palisades Charter High School will be responsible for acting as the fiscal agent for the Consortium and will file the required expenditure reports, maintain fiscal records, and is the only agency entitled to up to two percent of the total consortium allocation for direct administrative costs. The Consortium will plan to expend all Title III funds during the **2021-2022** grant year. Palisades Charter High School must continue to serve as the fiscal agent for the Consortium for the duration of the grant period or until all the funds are expended, whichever comes first. After that time, the California Department of Education (CDE) will bill Palisades Charter High School for any remaining balance.

According to the 2020-2021 California Longitudinal Pupil Achievement Data System information submitted by the Members to the CDE, the Consortium collectively enrolled 100 EL students, which results in a subgrant amount of approximately \$12,625. In its role as the lead LEA, Palisades Charter High School will support a total amount of programs, services, and products as indicated below:

Program/Service/Product	Approximate Cost	Delivery Date	Provided By
Title III Programs and Other Authorized Activities	\$6,000		
English Proficiency and Academic Achievement	\$6,625		
Total Consortium Grant allocation	\$12,625		

Changes regarding the provision, the scope and/or nature of these services must be made by agreement of the Members. Funds must be used before the 27-month grant period ends.

¹ This sample Memorandum of Understanding was developed by the California Department of Education, May 2021. It is to be used for technical assistance purposes only.

In addition to the above services and products, Palisades Charter High School will coordinate regular meetings for the purpose of assessing the needs of the consortium.

Also, Palisades Charter High School will be responsible for completing and submitting the Title III Annual Report and any other required report to the CDE. The signature of each LEA representative indicates that the consortium has met and conferred and that members are in agreement to all stated.

Signatures of Authorized Representatives:

**Consortium Lead LEA
Representative**
(Superintendent or Designee)

Print Name: [**Print name of
Superintendent or Designee**]

Signature: [**Signature of
Superintendent or Designee**]

Date: 08/30/2021

**Consortium Member LEA
Representative**
(Superintendent or Designee)

Print Name: [**Print name of
Superintendent or Designee**]

Signature: [**Signature of Superintendent
or Designee**]

Date: 08/30/2021



Title III Consortium Application English Learner (EL) 2021-22

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Submission

Palisades Charter High

Your application has been submitted. Please print this page for your records.

Contact Information Submitted

First Name: Juan
 Last Name: Herrera
 Title: Chief Business Officer
 Address: 15777 Bowdoin St.
 City: Pacific Palisades
 State: CA
 Zip: 90272
 Telephone: 310-230-7238
 Fax: 310-454-6076
 E-mail: jherrera@palihigh.org
 Submission Date/Time: 8/5/2021 5:58:39 PM

- I certify that, to the best of my knowledge, the information contained in this application is complete and accurate.
- I certify that I have read and agree to be bound by the Title III EL Student Program Subgrant [General, Program and Consortium Assurances](#).
- I certify that I have read and comply with the [Consortium Details](#) regarding the formation and operation of a consortium.

Proposed Obligations Report

Estimated English Learner per pupil allocation: \$126.25

Estimated English Learner Student Counts for the whole Consortium: 100

Estimated Consortium Allocation: \$12,625

Activities	Proposed Expenditures (\$)
Title III Professional Development Activities	0.00
Title III Programs and other Authorized Activities	6,000.00
English Proficiency And Academic Achievement	6,625.00
Parent, Family and Community Engagements	0.00
Direct Administration Costs (cannot exceed 2% of consortium allocation)	0.00
Indirect Costs	0.00
Total:	12,625.00

Consortium Members Submitted

LEA Name	CDS Number	Contact Submitted	Submission Date and Time	Number of Eligible EL Students
El Camino Real Charter High	19647331932623	Yes	8/31/2021 2:54:11 PM	66

Proposed Consortium Budget and Final Submission to be completed by the Lead LEA

All LEA members must have submitted their application information in order for the lead LEA to be able to enter the budget, the final submission and certify for the Consortium.

LEAs who participate in the Title III, English Learner (EL) program are required to update their LEA Plans annually (ESEA, Title III, Part A, Section 3116).

Funds made available under this subpart shall be used so as to supplement the level of federal, state, and local public funds that, in the absence of such availability, would have been expended for programs for ELs and in no case to supplant such federal, state, and local public funds (3115[g]).

LEAs seeking the Title III, Part A, EL Student Program Subgrant shall develop and maintain locally LEA Plans inclusive of all elements required by the state and ESEA, Title III, Part A, Section 3116. All LEAs shall provide on the Consolidated Application Reporting System (CARS) a proposed budget per the Title III, Part A, program requirements (ESEA, Title III, Part A, sections 3114, 3115, & 3116). The consortium lead will then be responsible for providing the Title III consortium budget on the Consortium Online Application (COA), on behalf of the entire consortium.

Funds will be released to the consortium lead LEAs after all the LEAs complete the 2021–22 Title III application process of applying in the CARS, completing the COA, and the lead LEA submitting proposed budget for the consortium.

I certify that I have developed a Memorandum of Understanding that outlines how the consortium will meet all Title III EL program requirements (see sample on Consortium Details page).

I certify and understand that this is not a pass through grant and may not allocate and/or distribute Title III funds directly to consortium members, but instead, the lead LEA must provide services and products to consortium members as outlined in the MOU.

I certify that the consortium level LEA plan has been approved by all consortium members.

Questions: English Learner (EL) - [Caroline Takahashi | Ctakahashi@cde.ca.gov](mailto:Ctakahashi@cde.ca.gov) | 916-323-5937
General - Language Policy and Leadership Office | 916-319-0845

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Web Policy