

## Private School Consultation Meeting Log

***Equitable Participation of Private, Non-Public School Students:*** Students, teachers, and other educational personnel are eligible to participate in 21CCLC programs on an equitable basis, which is determined by a pre-application consultation. A public school or other public or private entity that is awarded a grant must provide equitable services to private, non-public school students and their families. In designing a program that meets this requirement, grantees must provide comparable opportunities for the participation of both private and public school students in the area served by the grant. Given this requirement, a private school that is awarded a grant must provide equitable services to the public school students and families and vice versa.

***Grantees must consult with private and non-public school officials*** during the design and development of the 21CCLC program on issues such as how the children's needs will be identified and what services will be offered. Services and benefits provided to private school students must be secular, neutral, and non-ideological. Consultation involves communication and discussions between LEAs and private school officials on key issues that are relevant to the equitable participation of eligible private school students, teachers, and other education personnel in *ESEA/ESSA* programs. Consultation with non-public schools should occur within the first month of preparing an application for funding. Applications must provide a log of communications in Appendix A that includes contacts, meeting dates and times, and outcomes.


***The required form included below*** provides a template for outreach and documentation of consultation with non-public entities. Meaningful consultation provides a genuine opportunity for all parties to express their views, to have their views seriously considered, and to discuss viable options for ensuring equitable participation of private school students, teachers, and other education personnel. Adequate notice of such consultation is critical in ensuring meaningful consultation and the likelihood that those involved will be well prepared with the necessary information and data for decision-making. Consultations should take place in September or October.

Private schools may apply for this grant and are likewise held to the standard requirements of equitable participation and timely and meaningful consultation. Private school grantees must provide equitable access to the program for all public school students and their families who reside in the geographic area of the private school. Private schools, where applicable, must consult with public schools.

Contact Steve Crew with the Iowa Department of Education at [steve.crew@iowa.gov](mailto:steve.crew@iowa.gov) with questions about non-public consultation.

**To include in Form F: contact names, phone numbers, email addresses and dates of consultation. Include more information than less.**

**Note: Outcomes for your consultation: A) Services will be provided, name site, and number of children to be served, B) Services were declined.**

	<p><b>Private School Consultation Meeting Log</b></p> <p><b>Date 11-17-21</b></p> <p><b>Time 11:30 am</b></p> <p><b>Location virtual conversation and email communication</b></p>
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**Meeting called by:** Cassie Gerst, BCSD

**Type of meeting:** virtual and confirmed via email

**Attendees:** (Attach attendance sign-in sheet)

Mrs. Judi Simon, Notre Dame PreK-12 Assistant Principal

Cassie Gerst, BCSD Supervisor of Grants and Community Outreach

----- Agenda Topics -----		
<b>Welcome</b>		
Cassie Gerst - 5 minutes for introductions		
<p><u>Discussion:</u> Mrs. Gerst presented information about the 21<sup>st</sup> Century Community Learning Center grants that the district currently has and the pending application they will be submitting in December of 2021. Mrs. Gerst discussed that Notre Dame students and staff are welcome to participate in the program currently and if we receive additional grant funding. Mrs. Gerst explained the grant, the data requirements, and the invitation to Notre Dame. Mrs. Simon stated that Notre Dame is not interested in participating in the PiECES program ran by BCSD at this time.</p> <p><u>Conclusions:</u> <u>Services were declined.</u></p>		
<u>Action Items:</u>	<u>Person responsible:</u>	<u>Deadline:</u>
<u>_____ Mrs. Gerst make note in the Private School Consultation Meeting Log</u>	<u>Cassie Gerst</u>	<u>November 20, 2021</u>

**Burlington Notre Dame: Mrs. Judi Simon, PreK-12 Assistant Principal**

700 S Roosevelt Avenue, Burlington, IA 52601

319-752-3776 ext 303

Cell 563-581-9246

[Judi.simon@bnotredame.org](mailto:Judi.simon@bnotredame.org)

BCSD – 21CCLC PiECES Grant Director

Cassie Gerst, Supervisor of Grants and Community Outreach

1429 West Avenue, Burlington, IA 52601

319-753-6791 ext 1413

[Cassie.gerst@bclds.org](mailto:Cassie.gerst@bclds.org)

Outcome of Consultation  
Participation

The private school will  
participate.

**The private school will not  
participate.**

**Other Information**

<b>Resource persons:</b>	
<b>Special notes:</b>	<p>On a yearly basis, BCSD will inquire with Notre Dame if they would like to participate in the PiECES program ran by BCSD.</p> <p>Contacted on August 27,2021: regarding current grant and Notre Dame participation. Mrs. Simon declined participation.</p> <p>Contacted on November 16, 2021: Mrs. Simon declined participation on November 17, 2021 for new grant application.</p>

Note: This is not an official U.S. Department of Education document. Adapted with permission from NCLB *Private School Services, Local Education Agency Resource Guide, A Handbook for District Administrators*, Orange County, Calif., Department of Education, 2006.