

January 2022 Newsletter

HISD | External Funding Titles I, II & IV FUNDAMENTALLY FOCUSED. SUPPORT DRIVEN.



New items (or items with new information) are **highlighted**.

January Holidays and Observances

- New Year's Day – Saturday, January 1
- Korean American Day – Thursday, January 13
- Martin Luther King Day – Monday, January 17 (District Closed)

New Year's Resolutions

- **Total compliance this year!**
- **Bin in outstanding shape!**
- **Keep spending (the school year is halfway done)!**



January Calendar Reminders

- **Ongoing:**
 - Monitor Title I campus budgets, input Title I HISD Connect coding, maintain the Title I Bin
- **PFE:** Conduct third required Title I parent meeting this month.
- **Managers and principals:** **1/10/22** –An ASM will be posted detailing a new process for submitting the Semi-Annual Certification Form – See also page 4.
- **1/28/22** – Title I electronic bin reviews – See also page 3.

Federal Report Card – Upcoming Memo

2/7/2022 – External Funding will post a memo addressing the dissemination of the Federal Report Card (required by ESSA).



Did You Know?

Here are some interesting facts about Martin Luther King Jr:

- King's birth name was Michael, not Martin. The civil rights leader was born Michael King Jr. on **January 15, 1929**.
- King entered college at the age of 15: He was a gifted student and skipped two grades before enrolling in 1944 at Morehouse College.
- Although King today is remembered as being an amazing public speaker, he got a C in public speaking during his first year at seminary (however, he had straight A's by his final year).

Title	Page
TEA's Parent Resource Web Page	2
2021-22 PFE Cluster Mtgs	2
PFE Best Practices Expo - NEW	2
Keeping Your Resolution to Stay in Compliance? - NEW	2
PFE Monthly Interim Report	3
OneDrive & Title I Bin Folder	3
Capital Outlay Update - NEW	4
Out-of-State Travel/Virtual PD – Update - NEW	4
Title I Spring Virtual Budget Training: 2/3/22 - NEW	4
Semi-Annual Certification Coming Up - NEW	4
Resources	5

HISD Testing Dates

Click the following links to view [TEA](#) and [HISD](#) Testing dates for 2021-2022.

Region 16 Parental Involvement Connection Newsletter

[Click HERE](#) to read issues of Region's 16's Title I Statewide Parental Involvement Newsletter (available in English, Spanish, and Vietnamese).

Title I Bin Reminder

This is the final year for the physical Title I bin. For now, utilize OneDrive to store your Title I, Part A compliance documentation. REMINDER: Title I content on your OneDrive must be copied to the flash drive that was provided with your Title I materials.

TEA's Parent Resource Web Page

TEA has released a new [parent resource web page](#) that features information and resources on accelerated learning and related tutoring supports for students who are working to overcome learning disruptions caused by COVID-19. Please feel free to share with your parents.

2021-2022 Parent and Family Engagement Cluster Meetings

The Title I, Part A Parent and Family Engagement (PFE) Statewide Initiative's 2021-2022 PFE Cluster Meetings are coming up. Five meetings will be held throughout the state, providing multiple opportunities for educators to learn strategies for increasing student achievement and meeting the required mandates of ESSA. The topic for this year's cluster meetings is: *Five Core Principles for Customer Service in Schools*.

Day One: Discussion of customer service as a mindset, not a strategy. Schools will learn how to implement the core principles to engage stakeholders and increase student success. Registration fee is \$25 (lunch is provided).

Day Two, TEA staff will build on previous day's information to help educational leaders to enhance their PFE programs and go beyond the compliance mindset. There is no registration fee for Day Two.

Meeting Dates and Locations

- January 24 - 25, 2022, at Region 4 ESC (Houston, Texas)
- March 1 - 2, 2022, at Region 19 ESC (El Paso, Texas)
- March 21 - 22, 2022, at Region 20 ESC (San Antonio, Texas)

Registration and Contact Information

Please visit www.esc16cluster.com for more information and/or to register for this event. Registration and all payments for Day One of the meeting will be made through IMP/International Meeting Planners, Inc.

Department of Grant Compliance and Administration. "2021-2022 Parent and Family Engagement Cluster Meetings." News from the Federal Program Compliance Division, 11 October 2021, https://www.esc16.net/page/title1swi_Cluster.Meeting_Handouts

Spring Virtual PFE Best Practices Expo

Region 16 invites you to virtually attend their [Spring Best Practices Expo](#), where you can learn how districts are increasing student achievement by building family efficacy. Save the dates: **January 13, February 10, and March 8, 2022.**

These events are free, but registration is required (you will receive a zoom link within 72 hours of the event). Make note of the session # for the day you wish to attend, then [click HERE](#) to register -- enter the session # in the *Workshop ID* field.

Are You Keeping Your New Year's Resolution to Stay in Compliance?

- Have you sent the following items to parents?
 - Explanation of HISD Curriculum
 - Explanation and Description of Assessments
- Have you conducted the second required Title I parent meeting?
- Are you ready for the Electronic Title I Bin review with your School Grant Administrator?
- Have you uploaded/submitted ALL Fall documents to the External Funding SharePoint site?



Parent and Family Engagement Monthly Interim Report

Title I Campus Contacts are responsible for coding Title I activities and services. Please ensure the collection of all sign-in sheets from Parent and Family Engagement meetings and activities, whether in-person or virtual. The Title I, Part A Guidelines provide the [steps to code in HISD Connect](#). Please use the [Title I, Part A Coding Checklist](#) as a guide to code parental involvement activities. Coding information will be included in the monthly Parent and Family Engagement Interim Report.

The PFE Interim Report schedule is shown below.

Monthly Reports	Research Extract Data from HISD Connect	Final Report Available to External Funding/SSOs/Title I Campuses
December	January 5, 2022	January 12, 2022
January	February 1, 2022	February 8, 2022
February	March 1, 2022	March 8, 2022
March	April 1, 2022	April 8, 2022
April	May 2, 2022	May 9, 2022
May	June 1, 2022	June 8, 2022
Final Report for the 21-22 school year	June 30, 2022	Fall 2022

Creating Your Title I Bin Folder in OneDrive

At this time, you should be utilizing HISD OneDrive to store your Title I, Part A compliance documentation. For instructions on how to create a Title I Bin Folder (and sub-folders) in HISD OneDrive as well as how to copy documentation into these folders, click the link below.

[How to Create a Title I Bin Folder in HISD OneDrive](#)

Folder Naming Convention

When creating folders for Elements 1-3 and Additional Docs, please use the naming convention in the example below:

- 1-Element 1–Comprehensive Needs Assessment
 - 1- Needs Assessment from CIP
 - 2- Texas Academic Performance Report
 - 3- 2021-22 Campus Assessment Data

REMINDER:

Title I content on your OneDrive must be copied to the flash drive that was provided with your Title I materials.

The HISD OneDrive must be submitted to your School Grants Administrator by **Friday, January 28, 2022.**



To access the Title I Documentation Checklist, [click HERE](#).

Capital Outlay Update

The final day for campuses to *request* capital outlay for the 21/22 SY was Friday, December 10, 2021.

The deadline to purchase TEA-approved* capital outlay, campus library books, and technology is Friday March 4, 2022. Capital outlay includes items that have a useful life of one or more years, and that are of a tangible, non-expendable nature. Capital outlay also includes lower-cost technology, such as electronic notebooks and tables, graphic calculators, eReaders, scanners, digital cameras, and electronic dictionaries, etc.

*NOTE: All capital outlay and campus library books require specific TEA approval prior to purchase -- regardless of the dollar amount.

All new requests (i.e., those received after the December 2021 deadline) for TEA approval for capital outlay, campus library books, and technology will be included in the 22/23 ESSA Application. The new requests will be included in the June 2022 application. A memo will post in April 2022 with information regarding how to make new requests.)

Out-of-State Travel/Virtual PD - Update

Requests for out-of-state travel/virtual PD are being accepted at this time. The ability to actually travel out-of-state depends on district policy, which will be revisited in January 2022. An Academic Services Memo addressing this topic will be posted in February 2022.

[Click HERE](#) to access the online TEA Out-of-State Travel/Virtual PD Form.

Title I Spring Virtual Budget Training - Feb. 3, 2022

External Funding will be conducting a virtual Budget Training on **Thursday, February 3, 2022.**

This training will cover updates regarding Title I/ESSER/School Improvement budgets and an overview of the grants and donations process for campuses.

Two sessions per day will be offered: A *morning* session from 9-11 a.m. and an *afternoon* session from 1-3 p.m.

[Click HERE](#) to join the **MORNING** session (9-11 a.m.)

[Click HERE](#) to join the **AFTERNOON** session (1-3 p.m.)

Semi-Annual Certification Coming Up

An updated Semi-Annual Certification process will be implemented January 10, 2022. Be on the lookout for the HISD Academic Service Memo that will post Monday, January 10, 2022.

Semi-Annual Certification is required every six months for all personnel whose compensation is paid with state or federal grant program funds (Special Revenue SR1).

The next Semi-Annual Certification Form must be certified and submitted via email by **Friday, January 21, 2022.** *The certification being requested at this time covers the period from January 1, 2021, through June 30, 2021.* Certifications must be completed 'after the fact' (i.e., after the work has taken place).

Resources

Click on the buttons below to access useful information.

**Calendar
At-a-Glance**

**Monthly T1
Documentation
Checklist**

**Allowable/
Unallowable
Expenses**

**Title I
Handbook**

**Contracted
Services/
Purchasing**

**Locate Your
School Grants
Administrator**

TITLE I SCHOOL GRANTS ADMINISTRATORS

Elementary Schools:	Shirlene Haynes
Elementary and Middle Schools:	Karen Aubrey
Elementary and High Schools:	Quiandine Jarrett

OUR MAILING ADDRESS:

External Funding Titles I, II & IV / Houston ISD / Mail Rt. 1
 Hattie Mae White Educational Support Center
 4400 West 18th Street
 Houston, TX 77092



EXTERNAL FUNDING DEPARTMENT – SharePoint page:
<https://houstonisd.sharepoint.com/sites/DEPTS/EF/SitePages/Home.aspx>