

## December 2021 Newsletter

# HISD | External Funding Titles I, II & IV

FUNDAMENTALLY FOCUSED. SUPPORT DRIVEN.

### December Holidays and Observances

- Pearl Harbor Remembrance Day – Tuesday, December 7
- Human Rights Day – Friday, December 10
- Winter Solstice – Tuesday, December 21

### Winter Break

December 20-31, 2021 (District closed)



### December Calendar Reminders

- **Ongoing:**
  - Monitor Title I campus budgets, input Title I HISD Connect coding, maintain the Title I Bin
- **HISD Connect:** ALL coding areas completed for the fall semester
- **COMPLIANCE:** Documentation bin review with your Title I School Grants Administrator is coming up – start preparing for it!
- **December 17:** Submit the Documentation Storage Form on the [External Funding SharePoint site](#).
- **December 17:** Send the following parent notifications and upload to your campus website:
  - Explanation of HISD Curriculum
  - Explanation and Description of Assessments

**REMINDER:** External Funding distributes these parent notifications via [HISD|Academics Service Memos](#) to principals and via email to Title I Campus Contacts.
- **December 9-10:** [2021 Virtual Statewide Parental Involvement Conference](#)
- **December 20-21:** Camp Spark (in-person) – *See also page 3.*
- **PFE:** Conduct second required Title I parent meeting this month.



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

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### 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 Unveils 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.

### Sample screen shots from the webpage:

#### HB 4545 Overview for Parents



Learn the basics of House Bill 4545 and how you as a parent can use its resources to help improve academic outcomes for your child.

#### What are accelerated learning committees?



Learn the process and how you can take part in an Accelerated Learning Committee to help support your child by working with educators to map out a learning plan that suits your child's needs.

#### What is supplemental instruction?



Learn how your child can receive at least 30 hours of tutoring throughout the school year to help him or her master their academic learning.

## Resources To Support Your Child's Learning:



#### What will the school do to help my child?

Learn more about accelerated instruction in Texas



#### Where can I find more info on what my child learned last year?

Log in to [TexasAssessment.gov](https://www.texasassessment.gov) to learn more



#### Where can I learn more about my child's school?

Visit [TXschools.gov](https://www.txschools.gov) to see how your child's school is performing



#### How can I partner with my child's teacher to support learning?

Download our tool and partner with your child's teacher

## Other Resources:

- Should my child restart kindergarten?
- Should my child repeat a grade or course?

## 2021-2022 Parent and Family Engagement Cluster Meetings

The Title I, Part A Parent and Family Engagement Statewide Initiative is announcing the 2021-2022 Parent and Family Engagement Cluster Meetings. There will be five cluster meetings held throughout the state to provide multiple opportunities for educators to learn strategies for empowering all stakeholders to increase student achievement and to meet the required mandates of the Every Student Succeeds Act (ESSA). The topic for this year's cluster meetings is: **Five Core Principles for Customer Service in Schools**. On Day One, the PFE Initiative will demonstrate that customer service is a mindset, not a strategy. Using toolkits and a quick reference guide, they will show how schools can effectively implement the core principles to engage stakeholders and positively impact student success. The registration fee for Day One is \$25, with lunch provided.

On Day Two, TEA staff will build on the information shared on the previous day to help educational leaders take their parent and family engagement programs to the next level and beyond the compliance mindset. Attendees will walk away with ideas for strengthening their approach to parent and family engagement, and with a plan for taking the statutory compliance requirements beyond their intended purpose to lead an exemplary parent and family engagement program. 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](http://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](https://www.esc16.net/page/title1swi_Cluster.Meeting_Handouts)*

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## Camp Spark - December 2021

December 2021 Camp Spark will take place on Monday-Tuesday, **December 20 and 21**. The camp will be located at each campus with a 15:1 student/teacher ratio. Teachers providing academic tutorials at this December's Camp Spark will be paid at an hourly rate of \$50.

For more information regarding Camp Spark, go to the [External Funding Camp Spark SharePoint site](#).

An [Academic Service Memo](#) was posted on November 8.

For information regarding resources available to support schools in their planning and preparation for the upcoming Camp Spark sessions in December, [click HERE](#).



## Title I, Part A Documentation Checklist

As campuses prepare for the upcoming Title I Bin review, we want to ensure that your information is in order.

The Title I, Part A Documentation Checklist corresponds with the order of your Title I Documentation Bin folders. Please note that the “checklist” indicates the specific documents required for each folder and the campus personnel who may assist with providing those required documents. We encourage you to familiarize yourself with the checklist as you begin “setting up” your physical and electronic bin. [Click HERE](#) to access the Documentation Checklist.

*(This is the first page of the Documentation Checklist.)*



2021-2022 Title I, Part A Documentation Checklist						
Campus:	Org#:	Date of Review(s):				
Title I Contact Name:	Title I Contact Signature:					
School Grants Administrator:	Principal Signature:					
Element 1. Comprehensive Needs Assessment (CNA)- Sec. 1114(b)(6)						
<small>The Title I, Part A Campus Improvement Plan is based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging state academic standards, particularly the needs of those children who are failing, or at risk of failing, to meet the challenging state academic standards and any other factors as determined by the Local Educational Agency (LEA).</small>						
Requirement	Person to Contact for Documentation	Compliance Status				COMMENTS
		Partially	Yes	No	N/A	
Needs Assessment from the SIP	Principal, Secretary, and/or Instructional Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Texas Academic Performance Report (See TEA Website)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2021-2022 Campus Data Analysis Reports <i>only</i> : BOY, MOY, EOY, High Frequency Words, Telpas, Circle Assessments, PSAT, STAAREOC Retest Campus (Core Subjects) Assessments		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Element 2. School Improvement Plan Requirement (SIP) Schoolwide Plan Development: Section 1114(b)(1-5)						
<small>The SIP is developed with the involvement of parents and other members of the community to be served and individuals who will carry out such plan, including teachers, principals, other school leaders, paraprofessionals present in the school, and other stakeholders. Campus-specific, schoolwide reform strategies will provide opportunities for all students to meet the advanced and proficient levels of student achievement. Strategies are based on evidence-based research to increase achievement for each sub-group on state tests.</small>						
Requirement	Person to Contact for Documentation	Compliance Status				COMMENTS
		Partially	Yes	No	N/A	
School Improvement Plan (SIP)	Principal, Secretary, and/or Instructional Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
√ English		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
√ Translated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SIP Signature Page		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Executive Summary from SIP		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
√ English		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
√ Translated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Rev. 06/15/2021

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## 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.**



## 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.

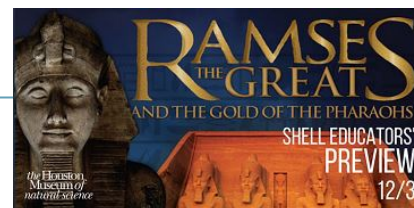
Monthly Reports	Research Extract Data from HISD Connect	Final Report Available to External Funding/SSOs/Title I Campuses
November	December 1, 2021	December 8, 2021
December	January 5, 2022	January 12, 2022
January	February 1, 2022	February 8, 2022
February	March 1, 2022	March 8, 2022
March	April 1, 2022	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

## NOGA for the ESSA June Submission Has Been Received!

Campuses may begin purchasing capital outlay items and campus library books (object code 6600) that were approved in the June 2021 ESSA application submission. [Click HERE](#) to view the Academic Service Memo posted on September 20, indicating receipt of the NOGA for the June submission.

All capital outlay and campus library books require specific TEA approval prior to purchase -- regardless of the dollar amount. 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. The final day for campuses to request capital outlay is **Friday, December 10, 2021**. (See [Memo](#) that posted on November 29.)

For a list of generic capital outlay request ideas, [click HERE](#).



## FREE Museum Event for Educators on December 3

The Houston Museum of Natural Science, in partnership with Shell Oil, is inviting educators to attend a free preview of a new exhibit, *Ramses the Great*. Educators will also be able to view *Mummies: Secret of the Pharaohs* (Wortham Giant Screen Theatre) as well as *Stars of the Pharaohs* (Burke Baker Planetarium). Light refreshments will be provided after 5 pm. Additionally, Dr. Dirk Van Tuerenhout, HMNS Curator of Anthropology and expert on human cultures, will be speaking from 5:30 - 6:30 pm. Finally, educators will have access to a "Free" room stocked with educational goodies.

[Click HERE](#) to register for this free event.

**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 18<sup>th</sup> Street  
 Houston, TX 77092



**EXTERNAL FUNDING DEPARTMENT – SharePoint page:**

<https://houstonisd.sharepoint.com/sites/DEPTS/EF/SitePages/Home.aspx>