

January 2021 Newsletter

HISD | External Funding Titles I, II & IV

FUNDAMENTALLY FOCUSED. SUPPORT DRIVEN.

January Holidays and Other Events

- **Monday, January 18:** Martin Luther King, Jr., Day
- **Tuesday, January 19:** Parent University
- **Sunday, January 24:** International Day of Education
- **Friday, January 29:** Teacher Preparation Day (no students)

January Calendar Reminders

- **ONGOING:**
Monitor Title I campus budgets, input HISD Connect coding, maintain Title I Bin
 - **HISD CONNECT:** ALL coding areas completed for the fall 2020 semester
 - **COMPLIANCE:** Documentation bin review with your Title I School Grants Administrator
 - **Semi-Annual Certification (fall semester)** – Complete the form online at the External Funding SharePoint site – *Additional information forthcoming.*
 - **Week of 1/04/2021:**
 - Return to campuses and offices – WELCOME BACK
 - Begin planning Spring 2021 Annual Spring Title Parent & Family engagement Meetings.
 - Verify that all required TI electronic documents have been processed (uploads and online completions) – *See chart on page 3.*
 - Will your campus be ready for the 2020-21 Title I Compliance Spring Review? Scheduling with School Grants Administrators is coming up!
 - **Title I Coding Trainings** – Click links below to access the session(s):
 - [Wednesday, January 13 at 10am](#)
 - [Thursday, January 14 at 2pm](#)
 - [Wednesday, February 10 at 10am](#)
 - [Thursday, February 11 at 2pm](#)

For HISD Connect Title I coding instructions, see page 3.
 - **1/15:** Last day to create a shopping cart to order materials and supplies supporting Academic Boot Camp (ABC) and implementation of ABC tutorials (January to May)
- For more information, see the [Academic Service Memo](#) published on November 16, 2020.
- **1/15:** File copy of current Title I (2110000000) Budget in Title I Bin
 - **All Fall Title I Parent Notifications** should have been provided to each family as of last month. If you missed the deadline, distribution should occur no later than January 11, 2021.
A full list of required documents is on page 7.



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(New items are **highlighted**)

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HISD Testing Dates

[Click here](#) to view TEA and HISD Testing dates for 2020-2021.

These dates reflect the latest revisions.

HISD ACADEMIC CALENDAR – AS REVISED

The 2020-2021 HISD Academic Calendar was updated in October 2020 (see below).

2020-2021 Academic Calendar Houston Independent School District																																																																																																																																																
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NEW! HISD Connect: Coding Instructions for Title I

[Click here](#) to view instructions for coding Title I Services, the School-Parent Compact, and Parent and Family Engagement Activities in HISD Connect.

REMINDER: Trainings will be offered in January and February – see page 1.

PFE Interim Reports Schedule for ASY 2020-2021

The table below shows the schedule of Parent and Family Engagement (PFE) Interim Reports for the 2020-2021 Academic School Year. **The chart has been revised to reflect December 2020 as the first PFE Monthly Interim Report for the 20-21 school year.**

Monthly Reports	Research Extract Data from PowerSchool	Final Report Available to Campuses
December 2020	January 4, 2021	January 8, 2021
January 2021	February 1, 2021	February 5, 2021
February 2021	March 1, 2021	March 5, 2021
March 2021	April 5, 2021	April 9, 2021
April 2021	May 3, 2021	May 7, 2021
May 2021	June 1, 2021	June 4, 2021
Final Report for the 20-21 school year	June 30, 2021	Fall 2021

Submitting Documents and Forms Online - REMINDER

On the [External Funding Forms](#) page, you will either **upload** completed forms/documents or **complete forms/documents online** as shown in the chart below.

2020-21 Title I Electronic Documents to be:	
UPLOADED	Completed ONLINE
Parent/ Family Engagement (<i>PFE</i>) Policy	Parent and Family Engagement Meeting List
School-Parent Compact	Title I Bin Storage Form NOTE: Due in December and May
Stipend Form (and for stipend payment – Teacher Certification)	Fall 2020 Semi- Annual Certification Form (completed by principal)
School Improvement Plan: Schoolwide and Targeted Assistance – Title I Three Elements	Title I: Job Descriptions (to be completed by each staff member whose position is paid 100% with T-I Funds)
	Mandated Parent Notification Checklist NOTE: Due in May

This page also has a link to a more detailed document, "[Submitting and Uploading Compliance Documents and Forms.pdf](#)."

Budget Cut-Off Dates - Revised

Contact your School Grants Administrator (Title I Specialist) for assistance with budget questions.

**Title I, Part A
Campus Cut-Off Dates
2020 - 2021**

Fund Codes	Object Codes	Shopping Cart for Vendor Out-of-State	Shopping Cart for Vendor Within State	Posting Goods Receipts	Budgeting to Move Funds to 6100	Fund End Date
TIA-School Year - 2110000000	6100 - Payroll					7/12/2021
	6200 - Contracted Services (Paper Contracts)					
	6200 - Contracted Services (eContracts)	5/14/2021	5/21/2021	6/18/2021	Week of July 21, 2021	6/30/2021
	6300 - Materials and Supplies	5/14/2021	5/21/2021	6/18/2021	Week of June 23, 2021	
	6400 - Other Operating Expenses					
	6400 - Last Day for Field Lessons		5/7/2021	6/18/2021	Week of June 23, 2021	
	6600 - Capital Outlay	3/5/2021	3/5/2021	4/23/2021	Week of March 8, 2021 (6300)	
Direct Pays	5/14/2021	5/21/2021	N/A	N/A		
Comprehensive Support Campuses 2110030000	6100 - Payroll					6/14/2021
	6200 - Contracted Services (Paper Contracts)					
	6200 - Contracted Services (eContracts)	5/14/2021	5/14/2021	6/4/2021	Week of June 7, 2021	6/30/2021
	6300 - Materials and Supplies	5/14/2021	5/14/2021	6/4/2021	Week of June 7, 2021	
	6400 - Other Operating Expenses					
	6600 - Capital Outlay	3/5/2021	3/5/2021	4/23/2021	Week of March 8, 2021 (6300)	
Direct Pays	5/14/2021	5/21/2021	N/A	N/A		

External Funding Titles I, II and IV

Federal Report Card – Upcoming Memo

On **Monday, February 15, 2021**, External Funding will post a memo addressing the dissemination of the Federal Report Card (required by ESSA).

Transferring Title I Schoolwide Funds

Principals are allowed to transfer Title I Schoolwide funds (including Payroll). [Click here](#) for instructions.

For further assistance, please contact the Budgeting Department.

Charter Schools and Title I-Funded Purchases

Unlike traditional HISD schools, HISD’s charter schools will be able to use their Title I funds to purchase desktops, electronic notebooks, Hotspots, laptops, and charging carts.

This is because charter schools are not receiving these items directly from the district for the 2020-2021 academic school year.

ESSA Consolidated Grant Application – New Requests (2020-2021)

Capital Outlay –

The deadline (of December 4, 2020) for campuses to *request* capital outlay for the 20/21 SY has passed. **The deadline to *purchase* TEA approved capital outlay, campus library books, and technology is Friday March 5, 2021.** This purchasing deadline applies to both Title IA-Schoolwide funds and Title IA-Comprehensive funds. All newly purchased capital outlay and technology are required to receive a tag from the Fixed Assets Accounting Department (Property Management).

All new requests for TEA approved capital outlay, campus library books, and technology will be included in the 21/22 ESSA Application in June 2021. A memo will post in April 2021 with information regarding how to make a campus request.

All capital outlay requires prior TEA approval. Capital outlay includes technology such as electronic notebooks and tablets, electronic charging towers, docking stations, graphic calculators, and interactive whiteboards etc.

Capital outlay items – regardless of the cost – have the following in common:

- They have a useful life of one or more years, and
- They are tangible, non-expendable in nature.

REMINDER: New requests may not be purchased until the district receives the Notice of Grant Award (NOGA).

Out-of-State Travel (January 1, 2021 — June 30, 2021)

Out-of-state travel costs are allowable and always require specific TEA approval. Additionally, out-of-state travel is not allowed where the same type and quality of training is available in-state. Each out-of-state travel request requires a written justification form which must be approved by TEA prior to the trip occurring.

NOTE: The district has made the decision that employee requests for out-of-state travel will continue to be denied, tentatively through 06/30/2021, because of the increased numbers of positive COVID-19 cases in the area. For campuses that had had travel requests approved by TEA in the ESSA Application, that travel has been suspended because of the mandate.



Virtual PD

HISD allows the use of TIA funds for virtual/out-of-state PD.

All campuses must follow the previous guidance for having out-of-state travel approved and must adhere to the limit of 5 attendees. TEA's guidance specifies that districts should be using the train-the-trainer model for PDs.

A memo will post on January 18, 2021 with upcoming information regarding out-of-state travel requests.

Academic Boot Camp (ABC)

HISD has set up designated district-wide Academic Boot Camp (ABC) days to support student development (See December 2020 & March 2021 schedule below).

The ABC schedule may need periodic revising – updates are submitted via HISD Academic Services Memo. For the latest information, see the [Academic Service Memo](#) published on November 16.

Schedule	
Academic Boot Camp Sessions <ul style="list-style-type: none"> • Monday, March 15, 2021 • Tuesday, March 16, 2021 • Wednesday, March 17, 2021 	Additional information forthcoming
ABC Tutorials January – May (32 hours total)	Saturday/After-school tutorials

Scholarships Available in 2021

2021 scholarships are being offered by the National Association of Federal Education Program Administrators (NAFEPA) and the Association for Compensatory Educators of Texas (ACET).

NAFEPA is offering four scholarships for qualifying high school seniors attending their first year of college. [Click here](#) for more information. The deadline to apply is **January 11, 2021**.

ACET offers two categories of scholarships geared toward:

- Graduating high school students who have participated in a compensatory education program sometime during their school career, and
- Adult paraprofessionals currently working with a school district in a compensatory program.

[Click here](#) for more information. The deadline to apply is **February 5, 2021**.

Translating Your School Improvement Plan (SIP)

The entire SIP – including the Executive Summary – must be translated.

As campuses seem to be experiencing challenges in translating this document, here are options that may help in completing this task:

- Access the [Purchasing Department](#) site and use key word **Translation** in the Search tool to display a current list of approved vendors (or call the department at **713-556-6515**).
 - The campus should receive at least two quotes for translating the document.
 - General Funds as well as Title I Funds can be used to pay for this contracted service.
- Enlist the services of campus staff skilled in the needed language(s) and familiar with the academic verbiage.
- Use “Google Translate” -- But you **MUST** have the document reviewed by professional staff members who are fluent in the language(s) to ensure that the vocabulary represents the content accurately.

Best Practices

Catching Up on Parent Notifications

If you were unable to send out Parent Notification letters by the 2020 deadlines, be sure to catch up this month. All parent notifications – as well as the PFE Policy and School-Parent Compact – should be distributed no later than **Monday, January 11, 2021**.

The required notifications are listed below:

- Title I Status Notification Letter
- Teacher Certification (Right to Know) Notification
- Explanation of HISD Curriculum
- Explanation and Description of Assessments

Additional required Title I documents to be

- Parent and Family Engagement Policy
- School-Parent Compact

(Both of the above documents must have been developed/revised with parents – as evidenced by an agenda, attendance document, and feedback.)

[Click here](#) to access these forms (in English and other languages) on the External Funding Parent and Family Engagement page.

Virtual Field Lessons

HISD allows field lessons to be paid with TIA funds but face-to-face field lessons will not be approved for the spring semester, because of the rising numbers of COVID-19 cases in the area.

Campuses may use Title I funds for Virtual Field Lessons (if there is a cost). All campuses must follow the previous guidance for having field lessons approved and adhere to the [APPROVED FIELD LESSON LIST](#). Many facilities on the approved list will now be offering virtual field lessons. You will need to confirm with the site, as to whether virtual field lessons are an option and the cost.

For field lessons not on the approved list, contact your School Grants Administrator for guidance.

[Click Here](#) to view a list of available virtual field trips.

A [memo](#) posted August 31, 2020 with information regarding Title I virtual field lessons.



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).



Did you miss the Region 16 - Best Practices EXPO Virtual Training?

No worries! PowerPoint presentations and session recordings can be found at the Region 16 PFE website.

[Click here](#) to access this material.:

Remember: **Parent and family engagement is a practice and NOT a program.**

Current Title I PROCARD Guidelines

The Purchasing Department has updated its policy for using the ProCard with respect to Title I federal funds. As always, campuses may only use their ProCard for allowable Title I purchases out of **6400**.

Under new rules, campuses must obtain **written approval from External Funding** and attach that approval to the ProCard request. [Click here](#) for the approval form.

If you need to allocate purchases to your Title I budget immediately, please submit a written request to Tiffany Green at tgreen9@houstonisd.org and include the following information:

- Campus Name
- Vendor Name
- Amount,
- Funds ("Title I"), and
- Brief description of the item being charged to the ProCard

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
