October 2020 Newsletter

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

October Holidays and Observances

- National Hispanic Heritage Month -- Sept. 15 – Oct. 15
- National Custodial Workers' Recognition Day – Oct. 2
- World Smile Day – Oct. 4
- National Stop Bullying Day – Oct. 14
- National Bosses' Day – Oct. 16

Upcoming Virtual Trainings and Open Lab Reminders

- October 8 -- New Contact Workshop - AM/PM sessions
  (Course numbers 1808503 & 1808504)
- October 14 -- Socioeconomic Open Lab - AM/PM sessions
  (Course number 1443428)

October Calendar Reminders

- **Ongoing:**
  - Monitor Title I campus budgets, input HISD Connect coding, maintain Title I Bin
  - Participation Code (6 for new students on Title I Schoolwide campuses) entered by PEIMS Snapshot date
- **By October 9 --** Submit the Title I, Part A Parent Meeting Information form on the External Funding SharePoint site. Print and file in Title I Bin
- **By October 9** -- Conduct the annual fall Title I parent meeting. Obtain templates for presentation, sign-in sheets, agendas by visiting:
  www.HoustonISD.org/ExternalFunding > Employee Content
- **By October 9 --** Upload the following to your campus website -- additional communication will be forthcoming regarding dissemination of hard copies.
  - 2020-2021 School-Parent Compact and Campus Parent and Family Engagement Policy (Campus website).
    NOTE: All parent notifications and compliance documents must be translated and made available in an understandable and uniform format.
  - 2020-2021 Title I Program Status Notification (Campus website)
  - "Title I Parents' Right to Know (Teacher and Paraprofessional Qualifications)" Parent notification letter
    REMINDER: External Funding posts these parent notifications at **HISDAcademics.org**.

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HISD Testing Dates

CLICK HERE to view TEA and HISD Testing dates for 2020-2021.

Parent and Family Engagement: What You Need to Know…

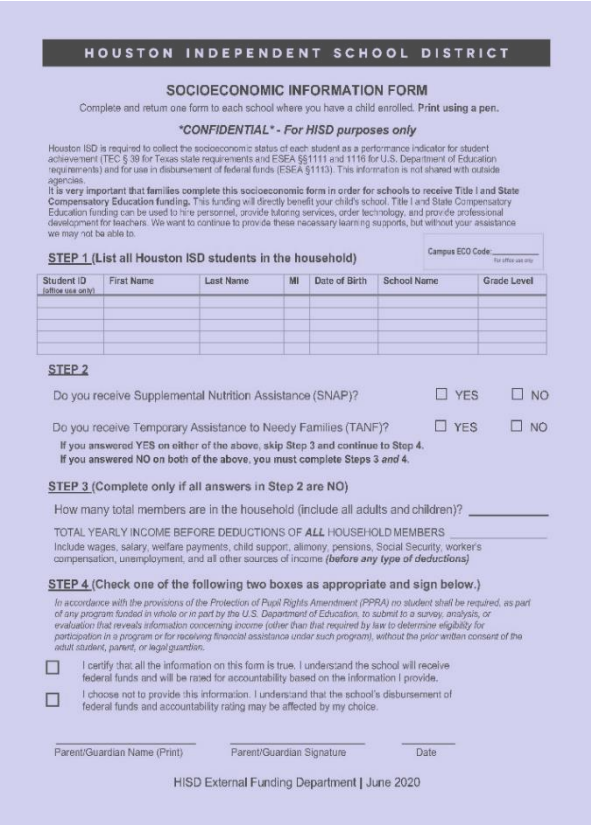
The first Parent Meeting is a great opportunity to review your 2019-2020 PFE Policy and School-Parent Compact: This will help in developing the 2020-2021 Parent Compact.

NOTE: The 2020-2021 PFE Policy and School-Parent Compact must be posted on the campus website by October 9, 2020 (and disseminated upon return to the building). When posting or disseminating, be sure to provide this information in all appropriate language(s) for your campus.

Socioeconomic Information Forms

For the 2020-2021 school year Houston ISD will offer free meals to all students. HISD is still required to collect and provide the socioeconomic status of each student to the Texas Education Agency for purposes of federal reporting and annual state accountability ratings. To receive federal and state funding, this requirement must be met. Socioeconomic information is collected using Socioeconomic Information Forms (SIFs).

SIF Forms were delivered to your campus during the **week of July 20, 2020.** Distribute to your parents as part of the Welcome Back/registration package. Parents may also complete this form on the HISD Parent Portal.



HOUSTON INDEPENDENT SCHOOL DISTRICT

SOCIOECONOMIC INFORMATION FORM

Complete and return one form to each school where you have a child enrolled. Print using a pen.

CONFIDENTIAL - For HISD purposes only*

Houston ISD is required to collect the socioeconomic status of each student as a performance indicator for student achievement (TEC § 39 for Texas state requirements and ESEA §§1111 and 1116 for U.S. Department of Education requirements) and for use in disbursement of federal funds (ESEA §1113). This information is not shared with outside agencies.

It is very important that families complete this socioeconomic form in order for schools to receive Title I and State Compensatory Education funding. This funding will directly benefit your child's school. Title I and State Compensatory Education funding can be used to hire personnel, provide tutoring services, order technology, and provide professional development for teachers. We want to continue to provide these necessary learning supports, but without your assistance we may not be able to.

STEP 1 (List all Houston ISD students in the household) Campus ECO Code:

Student ID (office use only)	First Name	Last Name	MI	Date of Birth	School Name	Grade Level

STEP 2

Do you receive Supplemental Nutrition Assistance (SNAP)? ☐ YES ☐ NO

Do you receive Temporary Assistance to Needy Families (TANF)? ☐ YES ☐ NO

If you answered YES on either of the above, skip Step 3 and continue to Step 4.
If you answered NO on both of the above, you must complete Steps 3 and 4.

STEP 3 (Complete only if all answers in Step 2 are NO)

How many total members are in the household (include all adults and children)? _____

TOTAL YEARLY INCOME BEFORE DEDUCTIONS OF ALL HOUSEHOLD MEMBERS _____

Include wages, salary, welfare payments, child support, alimony, pensions, Social Security, worker's compensation, unemployment, and all other sources of income (before any type of deductions)

STEP 4 (Check one of the following two boxes as appropriate and sign below.)

In accordance with the provisions of the Protection of Pupil Rights Amendment (PPRA) no student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis, or evaluation that reveals information concerning income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior written consent of the adult student, parent, or legal guardian.

☐ I certify that all the information on this form is true. I understand the school will receive federal funds and will be rated for accountability based on the information I provide.

☐ I choose not to provide this information. I understand that the school's disbursement of federal funds and accountability rating may be affected by my choice.

Parent/Guardian Name (Print) Parent/Guardian Signature Date

HISD External Funding Department | June 2020

OPEN LABS

Open labs for coding socioeconomic information into the new system (HISD Connect) will be offered virtually.
(Course number **1443428**).

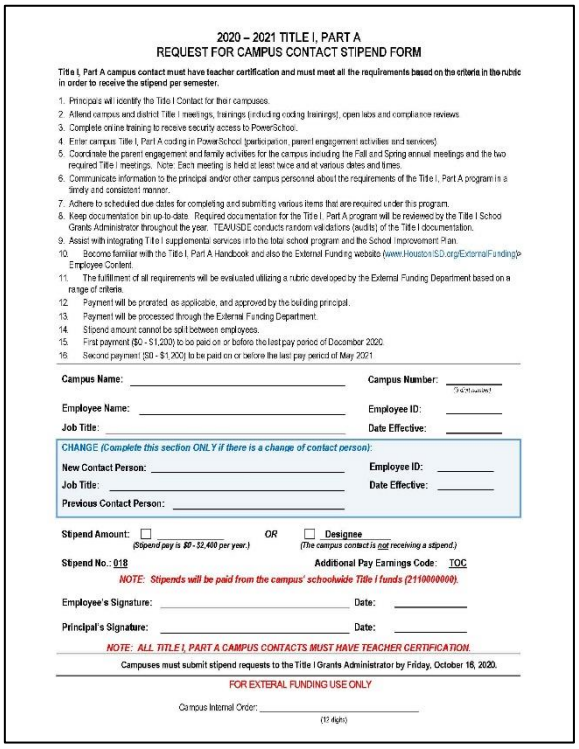
The last virtual open lab will take place on October 14.

Title I Stipends

Principals identify the stipend recipients for their campuses. Fulfillment of all requirements will be evaluated utilizing a rubric developed by the External Funding Department based on a range of criteria.

The Title I campus contact must have teacher certification and must meet all the requirements in order to receive the stipend payment per semester (see pages 61-62 of the HISD Compensation Manual for requirements, and also page 60 of the External Funding Title I Handbook for positions eligible to receive the Title I stipend).

NOTE: Effective September 2020 per district guidelines, Assistant Principals and Deans of Instruction are not eligible to receive the Title I Campus Contact stipend.



2020 – 2021 TITLE I, PART A
REQUEST FOR CAMPUS CONTACT STIPEND FORM

Title I, Part A campus contact must have teacher certification and must meet all the requirements based on the criteria in the rubric in order to receive the stipend per semester.

1. Principals will identify the Title I Contact for their campuses.
2. Attend campus and district Title I meetings, trainings (including coding trainings), open labs and compliance reviews.
3. Complete online training to receive security access to PowerSchool.
4. Enter campus Title I, Part A coding in PowerSchool (participation, parent engagement activities and services).
5. Coordinate the parent engagement and family activities for the campus including the Fall and Spring annual meetings and the two required Title I meetings. Note: Each meeting is held at least twice and at various dates and times.
6. Communicate information to the principal and/or other campus personnel about the requirements of the Title I, Part A program in a timely and consistent manner.
7. Adhere to scheduled due dates for completing and submitting various items that are required under this program.
8. Keep documentation bin up-to-date. Required documentation for the Title I, Part A program will be reviewed by the Title I School Grants Administrator throughout the year. TEA/USDE conducts random validations (audits) of the Title I documentation.
9. Assist with integrating Title I supplemental services into the total school program and the School Improvement Plan.
10. Become familiar with the Title I, Part A Handbook and also the External Funding website (www.HoustonISD.org/ExternalFunding) > Employee Content.
11. The fulfillment of all requirements will be evaluated utilizing a rubric developed by the External Funding Department based on a range of criteria.
12. Payment will be prorated, as applicable, and approved by the building principal.
13. Payment will be processed through the External Funding Department.
14. Stipend amount cannot be split between employees.
15. First payment ($0 - $1,200) to be paid on or before the last pay period of December 2020.
16. Second payment ($0 - $1,200) to be paid on or before the last pay period of May 2021.

Campus Name: _____ **Campus Number:** _____ (5 digits)

Employee Name: _____ **Employee ID:** _____

Job Title: _____ **Date Effective:** _____

CHANGE *(Complete this section ONLY if there is a change of contact person):*

New Contact Person: _____ **Employee ID:** _____

Job Title: _____ **Date Effective:** _____

Previous Contact Person: _____

Stipend Amount: ☐ _____ *(Stipend pay is $0 - $2,400 per year.)* OR ☐ Designee *(The campus contact is not receiving a stipend.)*

Stipend No.: 018 **Additional Pay Earnings Code:** TOC

NOTE: Stipends will be paid from the campus' schoolwide Title I funds (2119000000).

Employee's Signature: _____ **Date:** _____

Principal's Signature: _____ **Date:** _____

NOTE: ALL TITLE I, PART A CAMPUS CONTACTS MUST HAVE TEACHER CERTIFICATION.

Campuses must submit stipend requests to the Title I Grants Administrator by Friday, October 16, 2020.

FOR EXTERNAL FUNDING USE ONLY

Campus Internal Order: _____ (12 digits)

Use this as a guide only.

2020 – 2021 TITLE I, PART A STIPEND RUBRIC

Campus Name: ____ **Fall Stipend:** _____ $____ **Spring Stipend:** _____ $____

CATEGORIES	(0% - 32%) $0.00 (No Stipend)	(33% - 64%) $400.00	(65% - 79%) $800.00	(80% - 100%) $1,200.00
ATTENDANCE	• Did not attend campus, district, and Title I meetings and trainings	• Attend campus, district and Title I meetings and trainings	• Attend campus and district Title I meetings and trainings	• Attend campus and district Title I meetings and trainings
CODING	• No coding entered for campus	• Coding is incomplete/incorrect	• 51% of Coding is up to date/correct	• Coding is 100% up to date/correct (all meetings & activities)
PARENT/FAMILY ENGAGEMENT MEETINGS	• 0 -1 PFE meetings held	• 2 PFE meetings held	• 3 PFE meetings held	• All 4 PFE meetings held • All 8 meetings held (Spring)
DOCUMENTATION	• Title I, Part A Parent Notifications not sent out • Documentation bin not set up • SharePoint documentation not completed	• Title I, Part A Parent Notifications sent out late or incomplete • Documentation bin is set up but only a few items added • SharePoint some documentation completed	• 51% of Title I, Part A Parent Notifications sent out in a timely manner • Documentation bin is set up, neat and contains 51% of the compliance documentation • SharePoint documentation mostly completed	• All Title I, Part A Parent Notifications sent out in a timely manner. • Documentation bin is up-to-date, neat and contains all documentation • SharePoint all documentation completed

Contact Signature: ____ **Principal Signature:** ____

By typing your name above, you are providing an acceptable electronic signature.

Job Descriptions Due FRIDAY, November 13, 2020

Each campus is required by TEA to provide documentation of those salaried staff members who are paid 100% out of Title I, Part A funding. An Academic Memo will post on Monday, November 2. Principals and Title I Contacts will need to ensure that those staff members complete the online information located on the External Funding website. You may reach out to your School Grants Administrator for additional information.

SIP Board Approval

School improvement plans will be approved at the October Board Meeting. Please contact your principal with respect to obtaining your SIP and Executive Summary. This is required Title I documentation (see excerpt from the Title I Documentation Checklist, below). Remember, also, that these documents must be translated – check the Purchasing Services SharePoint site for Board-approved translation service vendors.

Requirement	Person to Contact for Documentation
School Improvement Plan (SIP) √ English √ Translation	Principal, Secretary, and/or Instructional Leader
SIP Signature Page	
Executive Summary from SIP √ Translated Executive Summary	
SIP Review (SDMC meetings, leadership meetings, and faculty meetings) √ Sign-In Sheet √ Agendas	
Student Achievement (All Areas)	
3 Elements SIP Part 3	Principal and/or Secretary

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)					6/30/2021
	6200 - Contracted Services (eContracts)	5/14/2021	5/21/2021	6/18/2021	Week of July 21, 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)					6/30/2021
	6200 - Contracted Services (eContracts)	5/14/2021	5/14/2021	6/4/2021	Week of June 7, 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	

Last day to request capital outlay is 12/11/2020
External Funding Titles I, II and IV

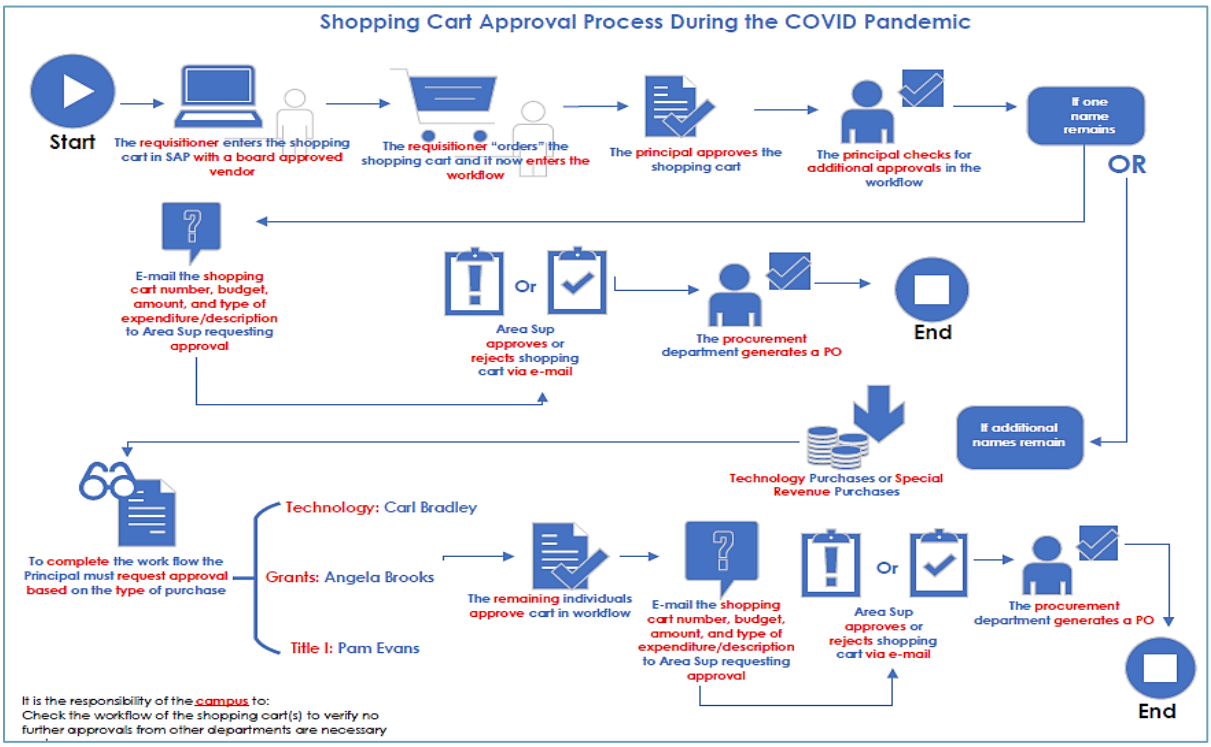
Academic Boot Camp Information

There are seven designated district-wide Academic Boot Camp days to support student development. The dates are listed in the chart below. The Student Academic Boot Camp days occur outside of the regular duty schedule and the regular school day. These days are focused on academic interventions.
For specific information about funding for the Academic Boot Camps, **CLICK HERE.**

#	Boot Camp Dates	Hours	Title I Funds Added for Employees
1	Monday, November 23	8:00 am – 2:00 pm	Teachers, Clerk, Nurse & Custodian
2	Tuesday, November 24	8:00 am – 2:00 pm	Teachers, Clerk, Nurse & Custodian
3	Monday, December 21	8:00 am – 2:00 pm	Teachers, Clerk, Nurse & Custodian
4	Tuesday, December 22	8:00 am – 2:00 pm	Teachers, Clerk, Nurse & Custodian
5	Monday, March 15	8:00 am – 2:00 pm	Teachers, Clerk, Nurse & Custodian
6	Tuesday, March 16	8:00 am – 2:00 pm	Teachers, Clerk, Nurse & Custodian
7	Wednesday, March 17	8:00 am – 2:00 pm	Teachers, Clerk, Nurse & Custodian

Grant and Title I Funded Shopping Carts

For specific information about processing of grant-funded and Title IA funded shopping cars, see chart below.



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

Capital Outlay –

All capital outlay and campus library books require specific TEA approval prior to purchase regardless of the dollar amount. Capital outlay includes items, have a useful life of one or more years, and are of a tangible, non-expendable nature. Capital outlay also includes lower-cost technology such as iPads, Kindles, Nooks, scanners, digital cameras, and electronic dictionaries, etc. **The final day to request capital outlay is Friday, December 11, 2020.**

- Capital outlay may not be purchased until the district receives the Notice of Grant Award (NOGA) from TEA. External Funding notifies schools of TEA approved capital outlay requests by email. Contact your School Grants Administrator (Title I Specialist) in External Funding to assist with any questions.

Forms for Requesting Capital Outlay

To request capital outlay, two forms must be submitted to External Funding at ext.funding@houstonisd.org:

- Capital Outlay List Form, and
- Use of Funds Questions (A separate Use of Funds form is required for each capital outlay item requested.)

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 employees will not be approved to travel out-of-state tentatively until 01/01/2021, because of the rising numbers of positive COVID-19 cases in the area. For campuses, that had travel requests in the June ESSA Application, that travel has been suspended, because of the new 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 adhere to the limit of 5 attendees. TEA's guidance specifies that districts should be using the train-the-trainer model for PDs.

Click HERE to view a recent Academic Service Memo regarding 2020-2021 Approved Capital Outlay and Out-of-State Travel Requests

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Best Practices

Keeping Your Documentation Bin Organized

The following are some tips that can help you easily manage your Documentation Bin:

- Be sure your 20-21 Title I, Part A Documentation Bin has been updated with current materials.
- Utilize the Calendar-At-a-Glance as a monthly guide.
- Reference the Title I, Part A Documentation Checklist to stay organized.
- Partner with campus team members to assist with obtaining the required documentation.
- Consult with your School Grants Administrator to address any inquiries.

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).

Current Title I PROCARD Guidelines

Until further notice, ProCard is closed down, with limited usage permitted (registration fees only, along with special approval).

To use ProCard for registration fees, do the following:

1. Obtain approval from your Area Superintendent (email must include total amount, vendor, and participants).
2. Send an email to Purchasing Services requesting ProCard access (email must include the Area Superintendent's approval same information as above).
   RESULT: If approved, Purchasing Services will send an email advising that your card is open for the one-time transaction.

Resources

Click on the buttons below to access useful information.

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