November 2022 Newsletter

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

November Holidays and Observances
- Daylight Savings Time ends – November 6
- Election Day – November 8
- Veterans Day – November 11
- Thanksgiving Break (District closed) – November 21-25

⚠️ EXTERNAL FUNDING DEPARTMENT SITE – WARNING
Follow instructions on External Funding SharePoint Pages – Only access pages from the left navigation and links on the website to prevent content from inadvertently being edited or deleted.

⚠️ UPLOADING TITLE I DOCUMENTS – WARNING
Documents uploaded without your school’s name in the title will be overwritten and lost! Use the following naming convention:
Example: R P Harris ES Stipend Form

For instructions on submitting forms and uploading compliance documents, click HERE.

IMITER

REMINDER – Mass Coding No Longer Allowed in HISD Connect
School-Parent compacts will need to be individually coded for each student. The deadline for completion of Parent Compact coding is December 2, 2022.

November Calendar Reminders
Ongoing: Monitor Title I campus budgets, input HISD Connect coding, maintain E-Title I Bin
- This month – Upload the Schoolwide and Targeted Assistance Title I Elements (School Improvement Plan) on the Compliance Documents and Forms page at the External Funding SharePoint site.
- November 18 – Complete and submit the 2022-2023 Job Descriptions form. Job Description are on the Compliance Documents and Forms page at the External Funding SharePoint site. Copies are to be filed in the E-Title I Bin.
- Release of the October Parent and Family Engagement Interim Report
  - External Funding will distribute this report via email.
- Holiday tutorials are coming up. For more information, see the recently posted Academic Service Memos:
  - ASM posted October 13
  - ASM posted October 20

Hello! Are you new to the Title I, Part A program? Or just have questions? Click HERE for resources and information regarding programming.

To book an appointment to discuss ESSER, visit the External Funding SharePoint page (ESSER).

Field Lessons REMINDER
For approval, field lessons must be requested four weeks in advance. Be sure to follow guidance found on the External Funding SharePoint site.

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Title I Parent & Family Engagement (PFE) Coding Reports

Title I Campus Contacts must ensure that Title I activities and services are coded. Please verify that all sign-in sheets and agendas from PFE meetings and activities (whether in-person or virtual) have been collected.

The first Title I PFE Coding reports are scheduled for release this month – see below.

<table>
<thead>
<tr>
<th>Monthly Reports</th>
<th>Research Extract Data from HISD Connect</th>
<th>Final Report Available to the Department of External Funding/SSO’S/Campuses</th>
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<tr>
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<td>May</td>
<td>June 1, 2023</td>
<td>June 8, 2023</td>
</tr>
<tr>
<td>(EOY Report) June</td>
<td>June 30, 2022</td>
<td>Fall 2023</td>
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**Parental Involvement Conference – Dec. 2022**

This year’s Statewide Parental Involvement Conference in Frisco, Texas is scheduled for December 8-10, 2022.

Principals and Contacts, please encourage parents to participate. Be sure to advertise via social media, campus Title I website, or other communication tools. The conference will be paid for by utilizing Title I, Part A and Parent Family Engagement funding (this includes registration, travel, lodging, and food).

Early registration fee is $140 per individual, increasing to $170 after November 4. [Click HERE](#) to register for this event.
Budget Cut-Off Dates

See below. Contact your School Grants Administrator for assistance with budget questions.

Title I, Part A Campus Cut-Off Dates

<table>
<thead>
<tr>
<th>Fund Codes</th>
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<th>Shopping Cart for Vendor Delivered</th>
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<td>$100 - Payroll</td>
<td>$120 - Contracted Services (Program/Contracts)</td>
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<td>$100 - Payroll</td>
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<td>Direct Pays</td>
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<td>Direct Pays</td>
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<td>4/17/2023</td>
<td>4/17/2023</td>
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- Last day to request capital outlay via the ESSA Application is 12/09/2022.
- Unencumbered funds in 6600 will be moved to 6100, the week of 02/20/2023.
- Last day for field trips is May 5, 2023.
- Note: Final ProCard date purchase is 05/26/2023 for registration only.

(*) Dates in the SIP section are subject to change.

ESSA Consolidated Grant Application – New Requests (2022-2023)

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 that 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 electronic notebooks and tablets, graphic calculators, erasers, scanners, digital cameras, and electronic dictionaries, etc.

The final day for campuses to request capital outlay is Friday, December 9, 2022.

For a list of generic capital outlay requests ideas, Click Here.

- IMPORTANT: 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 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 – Guidance Document, and
- Use of Funds Questions (A separate Use of Funds form is required for each capital outlay item requested.)
Out-of-State Travel and Out-of-State Virtual PD (February 1, 2023 — June 30, 2023)

Out-of-state travel and out-of-state virtual PD 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 and out-of-state/ virtual PD request requires a written justification form which must be approved by TEA prior to the trip. Click Here to access the form to request out-of-state travel/virtual PD. Actual out-of-state travel request and out-of-state/virtual PD should be requested 3 to 4 months in advance of the travel or PD.

NOTE: Effective July 1, 2021, the district has lifted the out-of-state travel ban. For campuses with travel requests in the June ESSA Application, that out-of-state travel is allowable and is a campus-based decision -- once the district receives the Notice of Grant Award (NOGA). Campuses should check with their School Office or their SSO as to whether out-of-state travel is allowable for campuses, based on current levels of COVID-19 cases around the country.

Out-of-State - 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.

Did You Remember? Checklist (November)

☑ Have you set up your Title I E-bin correctly?
☑ Have you started your Title I, Part A coding?
☐ Have you conducted your PFE Committee Meeting?
☐ Have you begun posting to your campus Title I website?
Click on the buttons below to access useful information.

**Resources**

- Allowable/Unallowable Expenses
- Contracted Services/Purchasing
- Monthly T1 Documentation Checklist
- Calendar At-a-Glance
- Locate Your School Grants Administrator
- Title I Handbook

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**TITLE I SCHOOL GRANTS ADMINISTRATORS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
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<tbody>
<tr>
<td>Elementary Schools:</td>
<td>Shirlene Haynes</td>
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<tr>
<td>Elementary and Middle Schools:</td>
<td>Karen Aubrey</td>
</tr>
<tr>
<td>High Schools:</td>
<td>Quiandine Jarrett</td>
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**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