September 2022 Newsletter

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

September Holidays and Observances
- Labor Day – September 5 (No School)
- National Grandparents Day – September 12
- First Day of Fall – September 22

Notice of Grant Award (NOGA) Received! (June 2022 Application)
See Academic Services Memorandum, posted August 22, 2022.

Upcoming Trainings and Open Lab Reminders
(All Trainings/Open Labs are Virtual via Teams)
- 09/01/2022: Parent and Family Engagement Trainings (2 sessions)
- 09/08/2022 & 09/21/2022: Three Elements/Bin Review Trainings
  (2 sessions per day)
- 09/13/2022 & 09/20/2022: Socioeconomic Open Labs (2 sessions per day)
- 09/27/2022: Title I Budget Trainings (2 PM sessions – (face-to-face) --
  For Secretaries, Clerks and Budget Managers

Title I Resource Training Calendar
NOTE: The online course HC_HISD Connect Overview (1441044) in
OneSource is required to obtain access to HISD Connect.

September Calendar Reminders
- Ongoing:
  o Monitor Title I campus budgets, input HISD PowerSchool coding, maintain
    Title I Bin
  o Participation Code (6 for new students on Title I Schoolwide campuses)
    entered by PEIMS Snapshot date
- By September 30th –
  o Submit the Title I, Part A Parent Meeting Information form on the External
    Funding SharePoint site.
  o Conduct the annual fall Title I parent meeting. Obtain templates for
    presentation, sign-in sheets, agendas by visiting External Funding’s Parent
    and Family Engagement page.
- By September 30th - Send the following parent notifications (and upload to your
  campus website):
  o 2022-2023 Title I Program Status Notification
    (Campus website and uploaded to External Funding SharePoint)
  o 2022-2023 School-Parent Compact and Campus Parent
    and Family Engagement Policy (Campus website and uploaded to External
    Funding SharePoint page).
    NOTE: All parent notifications and compliance documents must be
    translated and made available in an understandable and uniform format.
  o “Title I Teacher & Paraprofessional Qualifications” Parent notification letter

For notification forms, visit External Funding’s Parent and Family Engagement page.

Newsflash!
HISD has received the NOGA for the ESSA Application from June 2022! (See column on the left)

IN THIS ISSUE
New items (or items with new information) are highlighted.

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent and Family Engagement – What You Need to Know - NEW</td>
<td>2</td>
</tr>
<tr>
<td>Socioeconomic Information Forms - NEW</td>
<td>2</td>
</tr>
<tr>
<td>NEW – Required Online Course for Title I Campus Contacts</td>
<td>2</td>
</tr>
<tr>
<td>Budget Cut-Off Dates</td>
<td>3</td>
</tr>
<tr>
<td>ESSA Consolidated Grant Application (New Requests) - NEW</td>
<td>3</td>
</tr>
<tr>
<td>Out-of-State Travel and Virtual PD - NEW</td>
<td>4</td>
</tr>
<tr>
<td>School Improvement/Comprehensive Support Schools Listing - NEW</td>
<td>4</td>
</tr>
<tr>
<td>Field Lessons - NEW</td>
<td>4</td>
</tr>
<tr>
<td>Resources</td>
<td>6</td>
</tr>
</tbody>
</table>

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, Semi-Annual Certification, or Socioeconomic data, visit the External Funding SharePoint page.
Parent and Family Engagement: What You Need to Know…

The first Parent Meeting is a great opportunity to review your 2022-2023 PFE Policy and School-Parent Compact: This will help in developing the 2022-2023 Parent Compact.

NOTE: The 2022-2023 PFE Policy and School-Parent Compact must be posted on the campus website by Friday, September 30, 2022. When posting or disseminating, be sure to provide this information in all appropriate language(s) for your campus.

Socioeconomic Information Forms

For the 2022-2023 school year Houston ISD will offer free meals to all students in the Community Eligibility Provision Program (CEP). SIF Forms (see image) were delivered to your campus during the month of June 2022. Distribute these to your parents as part of the Welcome Back/registration package.

Open Labs

Open labs for coding socioeconomic information into HISD Connect will be offered virtually. See page 1 of this newsletter for a link to dates/times.

There are currently nine campuses that are NOT eligible for CEP and will no longer need to complete the SIF (see list below). The below campuses will be required to complete a USDA Meal Application from Nutrition Services.

- Harvard ES
- Hom ES
- Kinder HS for Performing & Visual Arts
- Oak Forest ES
- River Oaks ES
- Roberts ES
- Travis ES
- Twain ES
- West University ES

For more information about the CEP Program and being a non-CEP campus, refer to the Academic Services Memo that posted on June 6, 2022.

NEW – Required Online Course for Title I Campus Contacts

Title I Campus Contacts must now complete online training in OneSource in order to receive a stipend.

The required course is Course #1478047 (EX_ 2022 Title I, Part A Campus Program Overview).

After taking the course, a Certificate of Completion must be uploaded on the External Funding SharePoint site.

The deadline for completion of the course is Thursday, October 6, 2022.

The other requirements (possession of a teacher certification, fulfillment of tasks listed on the current Title I, Part A Stipend Rubric, completion/upload of the Title I Campus Contact Stipend form) still apply.
Budget Cut-Off Dates

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

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, eReaders, 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 (December 1, 2022 — 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.

School Improvement/Comprehensive Support Schools

School Improvement/Comprehensive Support Schools Listing (2022–2023)
Per USDE and TEA, the status of a school currently identified as School Improvement/Comprehensive Support will remain the same for the 2022-2023 school year.

- Edison MS
- Forest Brook MS
- High School Ahead Academy
- Liberty HS
- Middle College HS at HCC Gulfton
- Texas Connections Academy at Houston
- Young EL

Field Lessons

HISD allows field lessons to be paid for using TIA funds. Campuses may use Title IA funds for face-to-face and virtual field lessons. Both types of field lessons will be approved for the fall semester per district policy and CDC guidance. However, if the number of positive COVID-19 cases increase in the area, campuses will be restricted to virtual field lessons only (per district guidance).

Face-To-Face Field Lessons
Before paying and registering for face-to-face field lessons; it is highly recommended that campuses research the refund/reschedule policy for such field lessons. Additionally, campuses should check with their School Office or their SSO regarding the allowability of face-to-face field lessons based on current COVID-19 conditions -- as well as any other major community health or safety concerns in the area.

Campuses must follow the current previous guidance for having field lessons approved and must adhere to the approved field lesson list. Many facilities are still offering face-to-face as well as virtual field lessons. Please confirm with the site regarding field lessons that are being offered and the cost.

For field lessons NOT on the list, contact your School Grants Administrator for direction. An example of a field lesson not on the approved list is the “African American Museum” in Washington D.C. The last day for campuses to take field lessons using TIA funding is May 5, 2022.

For additional information, see the Academic Services Memo that posted on Monday, August 22, 2022.
Resources

Click on the buttons below to access useful information.

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

<table>
<thead>
<tr>
<th>TITLE I SCHOOL GRANTS ADMINISTRATORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Schools:</td>
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<tr>
<td>Shirlene Haynes</td>
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<td>Elementary and Middle Schools:</td>
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<td>Karen Aubrey</td>
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<td>High Schools:</td>
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<td>Quiandine Jarrett</td>
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</tbody>
</table>

OUR MAILING ADDRESS:
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