

## April 2023 Newsletter

# HISD | External Funding Titles I, II & IV

FUNDAMENTALLY FOCUSED. SUPPORT DRIVEN.



## IN THIS ISSUE

Title	Page
Title I PFE Coding Reports	2
School Improvement Grant - Budget	2
Budget Cut-Off Dates	2
Title I Parent & Family Engagement (PFE) Information	3
Capital Outlay Update	3
Out-of-State Travel & Out-of-State Virtual PD – New Requests	3
Resources	4

## April District Holidays/Observances

- Spring Holidays – April 7, April 21
- Administrative Professionals Day – Wednesday, April 26
- Earth Day – Saturday, April 22



## Warnings / Reminders

**External Funding Department Site – Navigation Safeguards**  
**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.

## This Month's Calendar Reminders

**ONGOING: Monitor Title I campus budgets, input HISD Connect Coding, maintain E-Title I Bin.**

- **By April 21:** Conduct the Spring Parent & Family Engagement *Committee* Meeting.
- **By April 28:** Conduct Spring Annual Title I (A & B) Meetings (TIP: Consider sharing information about [T.E.A.'s New STAAR Resource for Parents](#))
- Release of the March Parent and Family Engagement Interim Report (External Funding will distribute this report via email.)
- **May 1 – 19:** Annual Evaluation of the Title I, Part A Parent and Family Engagement Program (Title I, Part A PFE Survey available)

## Other Reminders:

- **April 21** – Final Date for Shopping Carts and Direct Pay (See also the [ASM](#) recently posted by the Purchasing Department.)
- **\*May 5** – Last date to go on Campus Title I field lessons (including ESSER enrichment trips)

**Field Lesson Requests:** Field lessons must be requested **four weeks in advance**. Be sure to follow [guidance](#) found on the External Funding SharePoint site

- **ProCard:** When using ProCard to pay for (field lesson entrance) fees, use **commitment item 649901** -- *not* 6412.
- **May 16** – 2023-2024 Annual Federal Programs Parent Consultation Meeting (for details see page 3)

## Questions About Title I or ESSER?

To book an appointment to discuss Title I or ESSER issues, visit the [External Funding SharePoint page](#).

## HISD Testing Dates

[CLICK HERE](#) to view TEA and HISD Testing dates for 2022-2023



EDUCATION BREEDS  
CONFIDENCE. CONFIDENCE  
BREEDS HOPE. HOPE  
BREEDS PEACE.

—Confucius

### 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, agendas, and minutes from PFE meetings and activities (whether in-person or virtual) have been collected.

The March Title I PFE Coding reports are scheduled for release this month – see adjacent chart.

Monthly Reports	Research Extract Data from HISD Connect	Final Report Available to the Department of External Funding/SSO's/Campuses
March	April 3, 2023	April 10, 2023
April	May 1, 2023	May 8, 2023

### School Improvement Grant - Budget

SIP Funds have been loaded for all comprehensive campuses. All comprehensive campuses were approved for hourly supplemental teachers and tutors. Contact [Shirlene Alexander](#) or your School Grants Administrator if you have any questions regarding SIP funds.

### Budget Cut-Off Dates

Contact your School Grants Administrator for assistance with budget questions and/or [allowable/unallowable expenditures](#).

### Title I, Part A Campus Cut-Off Dates 2022-2023

Fund Codes	Object Codes	Shopping Cart for Vendor Out-of-State	Shopping Cart for Vendor Within State	Posting Goods Receipts	Last Day for Payroll
TIA-School Year - 2110000000	6100 - Payroll				6/1/2023
	6200 - Contracted Services (Paper Contracts)				6/2/2023
	6200 - Contracted Services (eContracts)	4/21/2023	4/21/2023		
	6300 - Materials and Supplies	4/21/2023	4/21/2023		
	6400 - Other Operating Expenses	4/21/2023	4/21/2023		
	6600 - Capital Outlay	2/17/2023	2/17/2023	4/7/2023	
	Direct Pays	4/21/2023	4/21/2023	N/A	
Comprehensive Support Campuses 2110030000	6100 - Payroll				7/6/2023*
	6200 - Contracted Services (Paper Contracts)				
	6200 - Contracted Services (eContracts)	6/16/2023	6/16/2023	7/2/2023	
	6300 - Materials and Supplies	6/16/2023	6/16/2023		
	6400 - Other Operating Expenses	6/16/2023	6/16/2023		
	6600 - Capital Outlay	2/17/2023	2/17/2023	7/6/2023*	
	Direct Pays	6/16/2023	6/16/2023	N/A	

**Dates to Remember:**

- Last day to request capital outlay via ESSA application is 12/9/2022.
- Unencumbered funds in 6600 moved to 6100 the week of 2/20/2023.
- Last day for field trips is 5/5/2023.
- Final ProCard date purchase is 5/26/2023 (registration only)

\* Dates in the SIP section are subject to change.



## Title I Parent & Family Engagement (PFE) Information

**Time is running out to utilize Title I Parent and Family Engagement funds.** See below for Action/Timeline:

- Expend all funds by April 2023.
- Shopping Carts submitted by April 21.
- Goods Receipts posted by June 2.

If you have not yet done so, the time is *now* to plan and implement campus PFE activities to increase parent capacity in support of student academic achievement. All PFE activities must be supported by appropriate documentation (e.g., agenda, attendance, minutes, receipts for purchases/registrations, etc.).

**NOTE:** *Purchasing refreshments is unallowable with these funds.*

### PFE/Budget Information

PFE funds have been loaded to the campus Title I budget. The Title I fund code for these funds is 211000000. Each campus received an internal order number specifically for these funds, which were loaded in 6300 – Materials and Supplies. However, principals may transfer these funds to other allowable fund codes (listed below):

- 6100 – Extra Duty Pay/Overtime Pay
- 6200 - Contracted Services (Select only HISD-approved vendors – create a shopping cart.)
- 6300 - Materials and Supplies (Do not use the ProCard – create a shopping cart.)

For additional information (including allowable and unallowable uses), [click here](#).



### 2023-2024 Annual Federal Programs Parent Consultation Meeting

Looking forward to seeing parent representatives from our schools!

**Date:** Tuesday: May 16, 2023  
**Location:** Houston ISD Board Auditorium  
 (4400 West 18th St. / Houston, Tx. 77092)  
**Time:** 10 – 11:30 AM

## Capital Outlay Update

The deadline to *purchase* TEA-approved capital outlay, campus library books, and technology was Friday, February 17, 2023, for the 2022 – 2023 SY. NOTE: The deadline for campuses to *request* capital outlay for the current school year was Friday, December 9, 2022.

All new requests for capital outlay, campus library books, and technology will be included in the 23/24 ESSA Application. These requests will be included in the June 2023 application.

An ASM will post late April or early May with information regarding how to make new requests.

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 tablets, graphing calculators, eReaders, scanners, digital cameras, and electronic dictionaries, etc.

☞ All capital outlay and campus library books require specific TEA approval prior to purchase -- regardless of the dollar amount.

## Out-of-State Travel and Out-of-State/Virtual PD – New Requests (June 1 — September 30, 2023)

**Out-of-state travel and out-of-state/virtual PD costs are allowable and always require specific TEA approval.**

All campuses must follow the guidance for having out-of-state travel and out-of-state/virtual PD 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. 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. Out-of-state travel and out-of-state/virtual PD should be requested *3 to 4 months* in advance of the travel or PD.

[Click Here](#) to access the form to request out-of-state travel and out-of-state/virtual PD.

**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**

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**TITLE I SCHOOL GRANTS ADMINISTRATORS**

Elementary Schools:	<a href="#">Shirlene Haynes</a>
Elementary and Middle Schools:	<a href="#">Karen Aubrey</a>
Elementary and High Schools:	<a href="#">Quiandine Jarrett</a>

**OUR MAILING ADDRESS:**

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