October 2022 Newsletter

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

October Holidays and Observances
- Fall Holiday (District closed) – October 5
- International Teachers’ Day – October 5
- National Stop Bullying Day – October 12
- World Food Day – October 16
- PEIMS Snapshot – October 28

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)
- By October 6: Required online course TIPA Campus Program Overview
  OneSource #1478047
- 10/06/2022 & 10/12/2022: Socioeconomic Open Labs (2 sessions each day)
- 10/06/2022 & 10/13/2022: HISD Connect – Title I Coding (2 sessions each day)
- 10/18/2022 & 10/20/2022: New Contact Workshop (1 session per day)
  ➤ Title I Resource Training Calendar
  NOTE: The online course HC_HISD Connect Overview (1441044) in
  OneSource is required to obtain access to HISD Connect.

🌟 IMPORTANT – Mass Coding No Longer Allowed in HISD Connect
School-Parent compacts will need to be individually coded for each student.

October Calendar Reminders
Ongoing: Monitor Title I campus budgets, input HISD Connect coding, maintain Title I Bin
- By October 7 – Submit the Title I, Part A Parent Meeting Information Form
  to your Title I School Grants Administrator. (Complete the form online at the
  Compliance Documents and Forms page at the External Funding SharePoint
  site.)
- By October 14 – Submit the Title I Campus Contact Stipend Request form.
- By October 21 – Conduct the Fall Parent & Family Engagement Committee
  Meeting.
- October 27 – Job Description ASM posts.
- By October 28 (PEIMS snapshot) –
  o Socioeconomic coding completed.
  o Participation Code entered
    ► 6 (Schoolwide, No Action Required, automatically entered)
    ► 7 (Targeted Assistance, manually entered for individual students)

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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.
Percentage Completed Reports – Distribution Continues This Month

Beginning on Friday, September 16 and continuing through this month, campus principals are receiving weekly Economic Disadvantage Percentage reports indicating the Economic Disadvantage coding percentage completed on their campus.

The last few reports will be sent October 24th, 26th and 28th.

Make sure you are collecting SIFs and that you complete the coding.

Deadline for socioeconomic coding completion is October 28, 2022, but we recommend that you aim for October 21, 2022.

The collection of socioeconomic data is critical to ensure that schools can receive Title I and State Compensatory Education funding.

Online Course Required for Title I Campus Contact Stipend

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.

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>
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<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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<td>September</td>
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Budget Cut-Off Dates

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

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Last day to request capital outlay via the ESSA Application is 12/9/2022.

Unexpended funds in 6000 will be moved to 6100, the week of 3/20/2023.

Note: All items of a type purchased in 6100 are pre-2022 for registration only.

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.

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

Statewide Parental Involvement Conference

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.

Did You Remember? Checklist (October)

☑ Did you remember to obtain your September budget report?
☑ Did you meet with parents to develop a PFE Policy?
☑ Did you meet with parents to develop a School-Parent Compact?
☑ Did you conduct your Annual Title I Fall Meeting?
☑ Did you complete and upload the PFE Committee Form?
☑ Have you begun posting to your campus Title I website?
Click on the buttons below to access useful information.

**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**

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<th>Elementary Schools:</th>
<th>Shirlene Haynes</th>
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<tr>
<td>Elementary and Middle Schools:</td>
<td>Karen Aubrey</td>
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<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