November 2021 Newsletter

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

New items (or items with new information) are highlighted.

November Holidays and Observances

- Daylight Savings Time ends –Sunday, November 7
- Veterans Day – Thursday, November 11
- International Tolerance Day – Tuesday, November 16

Thanksgiving Week Break

November 22-26, 2021 (District closed)

HAPPY THANKSGIVING

November Calendar Reminders

- **Ongoing:**
  - Monitor Title I campus budgets, input Title I HISD Connect coding, maintain Title I Bin
  - This month: Release of the October PFE Interim Report (External Funding distributes this report via email.)

- **November 12:** Job Descriptions due (see also page 5)

- **November 19:**
  Submit the Three Required Elements of Schoolwide Planning form (part 3 of the Campus Improvement Plan) to your Title I School Grants Administrator (Must be uploaded on the **External Funding Forms SharePoint site**.)

- **December 9-10**: **2021 Virtual Statewide Parental Involvement Conference**

Feel Free to Drop By Virtually!

EXTERNAL FUNDING DEPARTMENT – SharePoint page:
https://houstonisd.sharepoint.com/sites/DEPTS/EF/SitePages/Home.aspx

HISD Testing Dates

Click the following links to view **TEA** and **HISD** Testing dates for 2021-2022.

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).

Title I Bin Reminder

This is the final year for the physical Title I bin. For now, utilize OneDrive to store your Title I, Part A compliance documentation. REMINDER: Title I content on your OneDrive must be copied to the flash drive that was provided with your Title I materials.

Title I Parent and Family Engagement Committee

External Funding recently met with Region 4 regarding the Title I Parent and Family Engagement requirements. Per guidance from Region 4 and to ensure HISD is in compliance with ESSA Section 1116, all Title I campuses are required to have an active Title I Parent and Family Engagement Committee in addition to the required Title I Parent Meetings. Please see the guidelines below and establish a Title I Parent and Family Engagement Committee by Monday, November 1, 2021. The **Title I Parent and Family Engagement Committee Meetings Form** (which includes the dates of your Fall and Spring Title I Parent and Family Engagement Committee meetings) must be completed and uploaded to the External Funding website by Friday, November 5, 2021.

Title I Parent and Family Engagement (PFE) Committee Members

- Title I Campus Contact
- 5-8 Parents
- 1 Campus Administrator
- 2-3 Teachers
- Parent Engagement Rep. (optional)

Parent and Family Engagement Committee Meetings

The Parent and Family Engagement (PFE) Committee is required to meet at least once during the fall semester and once during the spring semester. Select one parent to facilitate the Parent and Family Engagement Committee Meetings.

NOTE: A minimum of four parents are required to conduct the Title I PFE Committee Meetings. If there are less than four parents in attendance at the meeting, the meeting will need to be rescheduled.

At the Parent and Family Engagement Committee Meetings, the following items should be on the agenda for discussion:

- The Campus Parent and Family Engagement Policy
- The School – Parent Compact.
- PFE activities/events
- Use of Title I Funds for parent and family engagement activities/events.
- How the PFE Policy is distributed on campus – examples include: Post Office, Student Handbook, Parent Meetings or other locations (Specify "other").
- How the campus will indicate languages in which the Parent and Family Engagement Policy was distributed.
  Examples: English, Spanish, Vietnamese or other - (specify other language).
- Days and times that the Title I Parent Meetings are held and location of the meetings
  (these are not the Title I PFE Committee Meetings; these are the Title I Parent Meetings).

Documentation of PFE Committee Meetings

The following **documentation** for the Title I PFE Committee Meetings must be placed in a "Parent and Family Engagement Committee Meeting Folder" (**new** folder) in the Title I Documentation Bin:

- Flyer/communication to committee members indicating the date and time of the meeting – examples: Call outs to the committee members, Remind 101 to the committee members, flyer to the committee members, email to committee meetings.
- Agenda for the meeting.
- Minutes of the meeting.
- Sign-in sheet for the meeting including the roles of each attendee.

2021-2022 Parent and Family Engagement Cluster Meetings ♦ NEW ♦

The Title I, Part A Parent and Family Engagement Statewide Initiative is announcing the 2021-2022 Parent and Family Engagement Cluster Meetings. There will be five cluster meetings held throughout the state to provide multiple opportunities for educators to learn strategies for empowering all stakeholders to increase student achievement and to meet the required mandates of the Every Student Succeeds Act (ESSA). The topic for this year's cluster meetings is: *Five Core Principles for Customer Service in Schools*. On Day One, the PFE Initiative will demonstrate that customer service is a mindset, not a strategy. Using toolkits and a quick reference guide, they will show how schools can effectively implement the core principles to engage stakeholders and positively impact student success. The registration fee for Day One is $25, with lunch provided.

On Day Two, TEA staff will build on the information shared on the previous day to help educational leaders take their parent and family engagement programs to the next level and beyond the compliance mindset. Attendees will walk away with ideas for strengthening their approach to parent and family engagement, and with a plan for taking the statutory compliance requirements beyond their intended purpose to lead an exemplary parent and family engagement program. There is no registration fee for Day Two.

We look forward to seeing you at the 2021-2022 Cluster Meetings!

Meeting Dates and Locations

- November 29 - 30, 2021, at Region 11 ESC (White Settlement, Texas)
- January 24 - 25, 2022, at Region 4 ESC (Houston, Texas)
- March 1 - 2, 2022, at Region 19 ESC (El Paso, Texas)
- March 21 - 22, 2022, at Region 20 ESC (San Antonio, Texas)

Registration and Contact Information

Please visit www.esc16cluster.com for more information and/or to register for this event. Registration and all payments for Day One of the meeting will be made through IMP/International Meeting Planners, Inc.

Department of Grant Compliance and Administration. "2021-2022 Parent and Family Engagement Cluster Meetings.'" News from the Federal Program Compliance Division, 11 October 2021, https://www.esc16.net/page/title1swi._Cluster.Meeting_Handouts

Title I, Part A Documentation Checklist

As campuses prepare for the upcoming Title I Bin review, we want to ensure that your information is in order.

The Title I, Part A Documentation Checklist corresponds with the order of your Title I Documentation Bin folders. Please note that the "checklist" indicates the specific documents required for each folder and the campus personnel who may assist with providing those required documents. We encourage you to familiarize yourself with the checklist as you begin "setting up" your physical and electronic bin. **Click HERE** to access the Documentation Checklist.

(This is the first page of the Documentation Checklist.)

Mass Coding for School-Parent Compact is Now Available ♦ NEW ♦

Campuses may now mass code the Title I School-Parent Compact **– ONLY the compact.**
Technology is requesting that campuses do not mass code any Title I services or PFE activities/events.

For instructions, refer to the **Title I, Part A Coding Procedures** located on the External Funding SharePoint site.

How to Mass Code the Title I School-Parent Compact

Step 1: Select "ALL"

-3 PK3 PK4 K 1 2 3 4 5 F M All

Step 2: Click on the "Title I – Parent Engagement Compact" Tab.

Title I - Parent Engagement Compact

Step 3: Select School-wide Compact – All Title I School-wide Campus

Please Select
(SC) School-wide Compact - All Title I School-wide Campus

Step 4: Click the "Submit" button.

Submit

How to Access a Report Listing Students Coded for TI School-Parent Compact

Step 1: Click on "sqlReports" on the left side of the screen.

sqlReports

Step 2: Scroll down and click on "Title I."

▸ Title I

Step 3: Click on the preferred report.

Campus Parent and Family Engagement v1.6

Step 4: Change the "Report Date" to the current date.

Report Date   10/14/2021

Step 5: Click Submit

Job Descriptions Academic Services Memo Posted ◆ NEW ◆

The Academic Services Memo entitled **JOB DESCRIPTIONS FOR 2020-2021 FEDERALLY FUNDED PROGRAM PERSONNEL - TITLE I, PART A, TITLE II, PART A AND TITLE IV, PART A** was posted on Monday, November 1. The Texas Education Agency has mandated that all personnel whose salary is 100% paid with federal funds maintain a signed and dated copy of their job description on file. Job descriptions should be completed, approved, and submitted by **Friday, November 12, 2021**.

Title I, Part A Stipend Rubric

The **Title I, Part A Stipend Rubric** is being implemented this Fall. This is to ensure that the stipend received by Campus Title I Contacts is in accordance with the actual work completed as it pertains to Title I, Part A compliance. School Grants Administrators will monitor Campus Contacts' completion of required items.

- Stipend Rubric **categories** include the following: Attendance (at Title I, Part A trainings), Title I Coding, Parent and Family Engagement Meetings, Title I Documentation, External Funding SharePoint and Campus Title I Website.
- **Percentage of work completed** will stipulate the stipend dollar amount that you receive.
- Stipends are **paid twice a year**. The first payment is in December prior to Winter break. The second payment will be in May. Stipend amounts will range from $400 to $1,200 each payment.

IMPORTANT:
Schools must **upload** stipend request forms (and teaching certificates) by **Friday, November 5, 2021**.
Click HERE to view the related ASM, which was posted on October 25, 2021.

The stipend rubric below serves as a roadmap for determining stipend amounts for campus Title I Contacts.

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
SHAREPOINT	• SharePoint documentation not completed	• SharePoint some documentation completed	• SharePoint documentation mostly completed	• SharePoint all documentation completed
CAMPUS TITLE I WEBSITE	• Campus Title I Website has no postings for the current school year	• Campus Title I Website has some postings for the current school year	• Campus Title I Website contains 75% postings for the current school year	• Campus Title I Website all postings completed for the current school year

Parent and Family Engagement Monthly Interim Report

Title I Campus Contacts are responsible for coding Title I activities and services. Please ensure the collection of all sign-in sheets from Parent and Family Engagement meetings and activities, whether in-person or virtual. The Title I, Part A Guidelines provide the **steps to code in HISD Connect** . Please use the **Title I, Part A Coding Checklist** as a guide to code parental involvement activities. Coding information will be included in the monthly Parent and Family Engagement Interim Report.

The PFE Interim Report schedule is shown below.

Monthly Reports	Research Extract Data from HISD Connect	Final Report Available to External Funding/SSOs/Title I Campuses
October	November 1, 2021	November 8, 2021
November	December 1, 2021	December 8, 2021
December	January 5, 2022	January 12, 2022
January	February 1, 2022	February 8, 2022
February	March 1, 2022	March 8, 2022
March	April 1, 2022	April 8, 2022
April	May 2, 2022	May 9, 2022
May	June 1, 2022	June 8, 2022
Final Report for the 21-22 school year	June 30, 2022	Fall 2022

NOGA for the ESSA June Submission Has Been Received!

Campuses may begin purchasing capital outlay items and campus library books (object code 6600) that were approved in the June 2021 ESSA application submission. **Click HERE** to view the Academic Service Memo posted on September 20, indicating receipt of the NOGA for the June submission.

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 that are of a tangible, non-expendable nature. Capital outlay also includes lower-cost technology, such as electronic notebooks and tables, graphic calculators, eReaders, scanners, digital cameras, and electronic dictionaries, etc. The final day for campuses to request capital outlay is **Friday, December 10, 2021.** For a list of generic capital outlay request ideas, **click HERE**.

Resources

Click on the buttons below to access useful information.

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

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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

EXTERNAL FUNDING DEPARTMENT – SharePoint page:
https://houstonisd.sharepoint.com/sites/DEPTS/EF/SitePages/Home.aspx

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