

October 2021 Newsletter

HISD | External Funding Titles I, II & IV

FUNDAMENTALLY FOCUSED. SUPPORT DRIVEN.



(New items are **highlighted**)

October Holidays and Observances

- World Teachers' Day – Tuesday, October 5
- National Stop Bullying Day – Wednesday, October 13
- Boss's Day – Friday, October 15
- Global Dignity Day – Wednesday, October 20
- United Nations Day – Sunday, October 24

Upcoming Trainings and Open Lab Reminders (All Trainings/Open Labs: Virtual – MSTeams)

- 10/06/2021 and 10/14/2021: HISD Connect – Title I Coding (2 sessions per day)
- 10/12/2021: Socioeconomic Information Open Labs (2 sessions)
- 10/19/2021 and 10/21/2021: New Title I Contact Workshops (2 sessions per day)

([CLICK HERE](#) to view dates/times and meeting links for all trainings and open labs.)

October Calendar Reminders

- **Ongoing:**
 - Monitor Title I campus budgets, input Title I coding, maintain Title I Bin
 - Participation Code (6 for new students on Title I Schoolwide campuses) entered by PEIMS Snapshot date
- **October 8:**
Submit the **Title I, Part A Parent Meeting Information Form** to your Title I School Grants Administrator (found on the EF SharePoint site)
- **October 15:** Submit the Title I Campus Contact Stipend form.
- **October 29:** PEIMS Snapshot date
- **October 31:** Job Descriptions due

Feel Free to Drop By Virtually!

EXTERNAL FUNDING DEPARTMENT – SharePoint page:

<https://houstonisd.sharepoint.com/sites/DEPTS/EF/SitePages/Home.aspx>



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HISD Testing Dates

Click the following links to view [TEA](#) and [HISD](#) Testing dates for 2021-2022.



Title I Parent and Family Engagement Committee ♦ NEW ♦

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. Your School Grants Administrator will follow up to provide the form that will need to be completed and uploaded to the External Funding website. The dates of your Fall and Spring Title I Parent and Family Engagement Committee meetings will need to be submitted 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 the 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 the committee meetings.
- Agenda for the meeting.
- Minutes of the meeting.
- Sign-in sheet for the meeting including the roles of each attendee.

Socioeconomic Information Forms

For the 2021-2022 school year Houston ISD will offer free meals to all students. HISD is still required to collect and provide the socioeconomic status of each student to the Texas Education Agency for purposes of federal reporting and annual state accountability ratings. To receive federal and state funding, this requirement must be met.

Socioeconomic information is collected from parents/guardians via hard copy Socioeconomic Information Forms (SIFs) or online data entry on the HISD Parent Portal (these can be retrieved by campus personnel in HISD Connect).

SIF Forms were delivered to your campus during the **month of July 2021**. Continue to collect and code the SIFs so that all are completed before the PEIMS snapshot date.

OPEN LABS

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

HOUSTON INDEPENDENT SCHOOL DISTRICT

SOCIOECONOMIC INFORMATION FORM

Complete and return one form to each school where you have a child enrolled. **Print using a pen.**

***CONFIDENTIAL* - For HISD purposes only**

Houston ISD is required to collect the socioeconomic status of each student as a performance indicator for student achievement (TEC § 39 for Texas state requirements and ESEA §§1111 and 1116 for U.S. Department of Education requirements) and for use in disbursement of federal funds (ESEA §1113). This information is not shared with outside agencies.

It is very important that families complete this socioeconomic form in order for schools to receive Title I and State Compensatory Education funding. This funding will directly benefit your child's school. Title I and State Compensatory Education funding can be used to hire personnel, provide tutoring services, order technology, and provide professional development for teachers. We want to continue to provide these necessary learning supports, but without your assistance we may not be able to.

Campus ECO Code: _____
For official use only

STEP 1 (List all Houston ISD students in the household)

Student ID <small>(office use only)</small>	First Name	Last Name	MI	Date of Birth	School Name	Grade Level

STEP 2

Do you receive Supplemental Nutrition Assistance (SNAP)? ☐ YES ☐ NO

Do you receive Temporary Assistance to Needy Families (TANF)? ☐ YES ☐ NO

If you answered YES on either of the above, skip Step 3 and continue to Step 4.
If you answered NO on both of the above, you must complete Steps 3 and 4.

STEP 3 (Complete only if all answers in Step 2 are NO)

How many total members are in the household (include all adults and children)? _____

TOTAL YEARLY INCOME BEFORE DEDUCTIONS OF ALL HOUSEHOLD MEMBERS _____
Include wages, salary, welfare payments, child support, alimony, pensions, Social Security, worker's compensation, unemployment, and all other sources of income (before any type of deductions)

STEP 4 (Check one of the following two boxes as appropriate and sign below.)

In accordance with the provisions of the Protection of Pupil Rights Amendment (PPRA) no student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis, or evaluation that reveals information concerning income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior written consent of the adult student, parent, or legal guardian.

☐ I certify that all the information on this form is true. I understand the school will receive federal funds and will be rated for accountability based on the information I provide.

☐ I choose not to provide this information. I understand that the school's disbursement of federal funds and accountability rating may be affected by my choice.

Parent/Guardian Name (Print) _____ Parent/Guardian Signature _____ Date _____

HISD External Funding Department | June 2021

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.)



2021-2022 Title I, Part A Documentation Checklist

Campus: _____ Org#: _____ Date of Review(s): _____

Title I Contact Name: _____ Title I Contact Signature: _____

School Grants Administrator: _____ Principal Signature: _____

Element 1. Comprehensive Needs Assessment (CNA): Sec. 1114(b)(6)

The Title I, Part A Campus Improvement Plan is based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging state academic standards, particularly the needs of those children who are failing, or at risk of failing, to meet the challenging state academic standards and any other factors as determined by the Local Educational Agency (LEA).

Requirement	Person to Contact for Documentation	Compliance Status				COMMENTS
		Partially	Yes	No	N/A	
Needs Assessment from the SIP	Principal, Secretary, and/or Instructional Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Texas Academic Performance Report (See TEA Website)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2021-2022 Campus Data Analysis Reports <u>gdy</u> , BOY, MOY, EOY, High Frequency Words, Telpas, Circle Assessments, PSAT, STAAR/EOC Retest Campus (Core Subjects) Assessments		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Element 2. School Improvement Plan Requirement (SIP) Schoolwide Plan Development: Section 1114(b)(1-5)

The SIP is developed with the involvement of parents and other members of the community to be served and individuals who will carry out such plan, including teachers, principals, other school leaders, paraprofessionals present in the school, and other stakeholders. Campus-specific, schoolwide reform strategies will provide opportunities for all students to meet the advanced and proficient levels of student achievement. Strategies are based on evidence-based research to increase achievement for each sub-group on state tests.

Requirement	Person to Contact for Documentation	Compliance Status				COMMENTS
		Partially	Yes	No	N/A	
School Improvement Plan (SIP)	Principal, Secretary, and/or Instructional Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
✓ English		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
✓ Translated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SIP Signature Page		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Executive Summary from SIP	Principal, Secretary, and/or Instructional Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
✓ English		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
✓ Translated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Title I, Part A Stipend Rubric

The Title I, Part A Stipend Rubric will be 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.

- 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.

School Grants Administrators will monitor Campus Contacts' completion of required items.

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	<ul style="list-style-type: none"> Did not attend campus, district, and Title I meetings and trainings 	<ul style="list-style-type: none"> Attend campus, district and Title I meetings and trainings 	<ul style="list-style-type: none"> Attend campus and district Title I meetings and trainings 	<ul style="list-style-type: none"> Attend campus and district Title I meetings and trainings
CODING	<ul style="list-style-type: none"> No coding entered for campus 	<ul style="list-style-type: none"> Coding is incomplete/incorrect 	<ul style="list-style-type: none"> 51% of Coding is up to date/correct 	<ul style="list-style-type: none"> Coding is 100% up to date/correct (all meetings & activities)
PARENT/FAMILY ENGAGEMENT MEETINGS	<ul style="list-style-type: none"> 0 -1 PFE meetings held 	<ul style="list-style-type: none"> 2 PFE meetings held 	<ul style="list-style-type: none"> 3 PFE meetings held 	<ul style="list-style-type: none"> All 4 PFE meetings held All 8 meetings held (Spring)
DOCUMENTATION	<ul style="list-style-type: none"> Title I, Part A Parent Notifications not sent out Documentation bin not set up SharePoint documentation not completed 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> SharePoint documentation not completed 	<ul style="list-style-type: none"> SharePoint some documentation completed 	<ul style="list-style-type: none"> SharePoint documentation mostly completed 	<ul style="list-style-type: none"> SharePoint all documentation completed
CAMPUS TITLE I WEBSITE	<ul style="list-style-type: none"> Campus Title I Website has no postings for the current school year 	<ul style="list-style-type: none"> Campus Title I Website has some postings for the current school year 	<ul style="list-style-type: none"> Campus Title I Website contains 75% postings for the current school year 	<ul style="list-style-type: none"> Campus Title I Website all postings completed for the current school year



Title I, Part A Coding

Title I Campus Contacts are responsible for the coding of 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 in format. 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 activity. Coding results will be included on 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
September	October 1, 2021	October 8, 2021
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

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>
