

September 2021 Newsletter

HISD | External Funding Titles I, II & IV

FUNDAMENTALLY FOCUSED. SUPPORT DRIVEN.



September Holidays and Observances

- Labor Day – September 6 (No School)
- National Grandparents Day – September 12
- Fall Holiday – September 16 (students only)
- National Cleanup Day – September 18
- First Day of Fall – September 22



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

- 9/08/2021 and 09/23/2021: Three Elements/Bin Review Trainings (2 sessions per day)
- 09/09/2021: Parent and Family Engagement Trainings (2 sessions)
- 9/14/2021 and 09/21/2021: Socioeconomic Information Open Labs (2 sessions per day)
- 09/15/2021: Title I Budget Trainings (2 sessions)
 - Secretaries, Clerks and Budget Managers
- 9/28/2021 and 09/29/2021: New Title I Contact Workshops (2 sessions)
([CLICK HERE](#) to view dates/times and meeting links for all trainings and open labs.)

September 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
- **By September 24:**
 - **Submit** the Title I, Part A Parent Meeting Information form on the External Funding SharePoint site. Print and file in Title I Bin.
 - **Conduct** the annual fall Title I parent meeting. Obtain templates for presentation, sign-in sheets, agendas by visiting: [External Funding Sharepoint site >Parent & Family Engagement](#)
 - **Send** the following parent notifications (and upload to your campus website):
 - 2021-2022 Title I Program Status Notification (Campus website)
 - 2021-2022 School-Parent Compact and Campus Parent and Family Engagement Policy (Campus website). Disseminate hard copies upon return to the building.
NOTE: All parent notifications and compliance documents must be translated and made available in an understandable and uniform format.
 - “Title I Teacher and Paraprofessional Qualifications” Parent notification letter

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HISD Testing Dates

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

Parent and Family Engagement: What You Need to Know...

The first Parent Meeting is a great opportunity to review your 2021-2022 PFE Policy and School-Parent Compact: This will help in developing the 2021-2022 Parent Compact.

NOTE: The 2021-2022 PFE Policy and School-Parent Compact must be posted on the campus website by **Friday, September 22, 2021** (and disseminated upon return to the building). When posting or disseminating, be sure to provide this information in all appropriate language(s) for your campus.



2021 Statewide Parental Involvement Conference

The **2021 Statewide Parental Involvement Conference, *Deep in the Heart***, will be a virtual event this year. The Conference is scheduled for December 9-10. [Click HERE](#) for more information.

Share Your Best PFE Ideas and Be Recognized at the PFE Statewide Conference!

The [Promising Practices application](#) is now posted on Region 4's website. For consideration, complete and submit an application by **November 3, 2021**.

This is a great chance to showcase your school's successful PFE strategies: 3 to 5 Schools will be selected to receive a reward for outstanding work in PFE at the upcoming 2021 Virtual Statewide Parental Involvement Conference (see above). Also, selected best practices will be highlighted in the PFE Newsletter and on the Title I, Part A PFE Statewide Initiative Website.

PFE Best Practices Virtual Expos

Region 16 is hosting a series of Fall Virtual Best Practices Expos in September, October, and November. These events will focus on Parent and Family innovations from various districts. The Expos are free, but registration is required.

[Click here](#) for more information.

Upcoming Parent University Dates

Parent University sessions for the 2021-2022 school year will be held in person and also streamed live online. Topics listed below are subject to change. For more information, visit HoustonISD.org/ParentUniversity.

2021-2022 HISD Academic Calendar

The approved HISD Academic Calendar can be found on the HoustonISD.org site.

Click on the image to view the Academic Calendar.



2021-2022 Academic Calendar Houston Independent School District		
July 2021	August 2021	September 2021
October 2021	November 2021	December 2021
January 2022	February 2022	March 2022
April 2022	May 2022	June 2022
Key	Holidays	Other
Significant Dates	Grading Periods	Report Card Dates

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**. Distribute these forms to your parents as part of the Welcome Back/registration package.

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 §38 for Texas state requirements and GSEA §61111 and 1116 for U.S. Department of Education requirements) and for use in disbursement of federal funds (ESEA §1115). 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, offer 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.

STEP 1 (List all Houston ISD students in the household) Copy (2) to: _____

Student ID (if known)	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 an 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 child's parent, parent or 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 the 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

2021-2022 Allowable and Unallowable Title I Positions

The list of **Allowable and Unallowable Title I Positions** has recently been updated. [Click HERE](#) to view the updated list.

Allowable Title I Stipends

The following **stipends** are now approved to be paid out of Title I funds: These stipends are effective beginning Spring 2020.

Job Title	Stipend #
Title I Campus Contact Person	018
Graduation Lab Teachers of Record	0033
Campus Instructional Technology Support	353
Other – Teachers Only/ PD	0034
Teacher Development Specialist Summer Projects	0040
Campus Induction Coordinators	127
Small Learning Community Coordinator (SLC)	335
Intervention Assistance Team (IAT)	382



Budget Cut-Off Dates

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

Title I, Part A Campuses Cut-Off Dates 2021 - 2022

Fund Codes	Object Codes	Shopping Cart for Vendor Out-of-State	Shopping Cart for Vendor Within State	Posting Goods Receipts	Budgeting to Move Funds to 6100	Fund End Date
TIA-School Year - 2110000000	6100 - Payroll					6/8/2022
	6200 - Contracted Services (Paper Contracts)					6/30/2022
	6200 - Contracted Services (eContracts)	5/6/2022	5/6/2022	6/17/2022	Week of July 18, 2022	
	6300 - Materials and Supplies	5/6/2022	5/6/2022	6/17/2022	Week of June 20, 2022	
	6400 - Other Operating Expenses	5/6/2022	5/6/2022		Week of June 20, 2022	
	6400 - Last Day for Field Lessons		5/6/2022	6/17/2022	Week of June 20, 2022	
	6600 - Capital Outlay	3/4/2022	3/4/2022	4/22/2022	Week of March 7, 2022 (6300)	
Direct Pays	5/6/2022	5/6/2022	N/A	N/A		
Comprehensive Support Campuses 2110030000	6100 - Payroll					6/8/2022
	6200 - Contracted Services (Paper Contracts)					6/30/2022
	6200 - Contracted Services (eContracts)	5/6/2022	5/6/2022	6/17/2022	Week of July 18, 2022	
	6300 - Materials and Supplies	5/6/2022	5/6/2022	6/17/2022	Week of June 20, 2022	
	6400 - Other Operating Expenses	5/6/2022	5/6/2022		Week of June 20, 2022	
	6600 - Capital Outlay	3/4/2022	3/4/2022	4/22/2022	Week of March 7, 2022 (6300)	
	Direct Pays	5/6/2022	5/6/2022	N/A	N/A	

Last day to request capital outlay is 12/10/2021
Final ProCard date purchase is 06/10/2022
External Funding Titles I, II and IV

Tutorial Information

Allotment of Funds for Before/After School/Saturday Tutorials – September 2021-May 2022.

Before/after-school/Saturday tutorials will be implemented to help support students accelerate their academic growth from September 2021 – May 2022. For Title-I, Part A campuses, this is funding in addition to Camp Spark. This funding allows up to 30 hours for before/after school/Saturday tutorials. If a campus exceeds the 30 hours allocated, then the additional cost of the tutorials must be paid from another funding source.

[Click HERE](#) to view the related Academic Service Memo that posted on August 16.

Camp Spark Information

The purpose of Camp Spark is to provide needed supports and interventions to mitigate the learning gaps for select students.

Each campus will be required to offer Camp Spark. Camp Spark (previously Academic Boot Camp) will occur outside of the regular duty schedule and regular school day. Camp Spark will be implemented on the days listed in the first chart. Breakfast and lunch will be included. [Click HERE](#) for specific information about funding for Camp Spark.

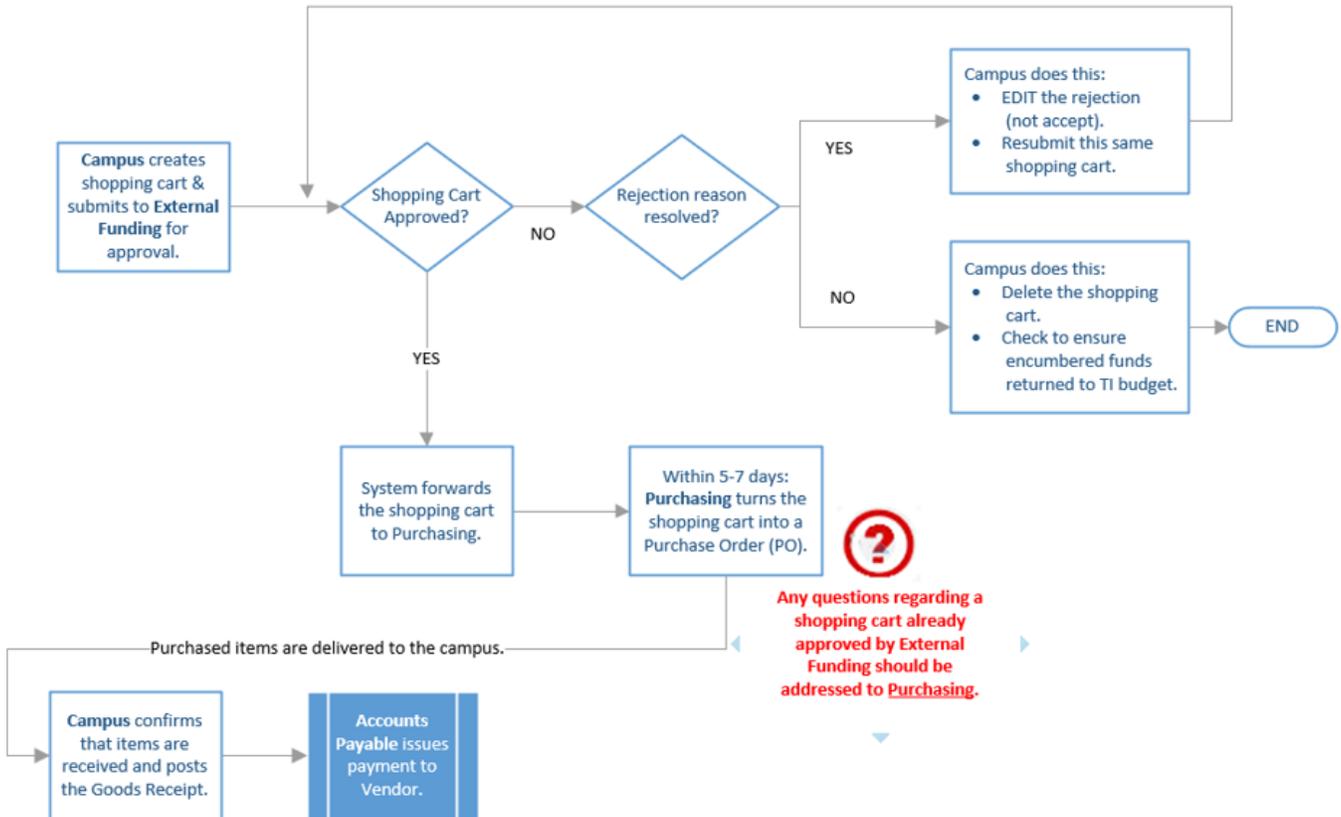
Days	Mode of Instruction	Hours
December 20-21, 2021 Monday – Tuesday	Additional information forthcoming	Staff: 7:30 a.m. – 2:30 p.m. Students: 8 a.m. – 2 p.m.
March 14-16, 2022 Monday – Wednesday	Additional information forthcoming	



Shopping Carts, Purchase Orders, and Encumbrances

Below is a simplified, high-level diagram of the process related to Title I Shopping Carts and Purchase Orders.

[Click HERE](#) to view a more detailed document.



ESSA Consolidated Grant Application – New Requests (2021-2022)

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, 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 10, 2021.** For a list of generic capital outlay requests ideas, [Click HERE.](#)

- 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. A memo will post when the request on the June ESSA Application has been approved by TEA. 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 Questions](#) (A separate Use of Funds form is required for each capital outlay item requested, except campus library books.)

Out-of-State Travel/Virtual PD (December 1, 2021 — June 30, 2022)

Out-of-state/virtual PD costs are allowable and always require specific TEA approval. All requests for out-of-state/virtual PD should be linked to a need in the CNA/CIP.

Requests should be made three to four months prior to registration for a virtual conference (this allows time for the application/amendment process). Each out-of-state/virtual PD request requires a written justification form which must be approved by TEA prior to the registration taking place. For the form to request out-of-state/virtual PD, [Click Here.](#)

NOTE: Per the “Ready Set Go Plan”, dated August 13, 2021, out-of-state travel and conferences are suspended until further notice. If plans have already been made, they should be canceled immediately. Out-of-state travel and conferences have been suspended due to the increase in COVID-19 cases around the country.

Virtual PD

HISD allows the use of TIA funds for virtual out-of-state/virtual PD. All campuses must follow the previous guidance for having out-of-state/virtual PD approved and adhere to the limit of 5 participants. TEA’s guidance specifies that districts should be using the train-the-trainer model for PDs.



School Improvement/Comprehensive Support

School Improvement/Comprehensive Support Schools Listing (2021–2022)

Per USDE and TEA, the status of a school currently identified as School Improvement/Comprehensive Support will remain the same as for the 2020-2021 school year. Per TEA, three campuses (**Washington HS, Wisdom HS, and Worthing HS**) exited comprehensive status for the 2021-2022 school year because they met the 67% federal four-year graduation rate for all student groups. These three schools are not eligible to receive a new entitlement or any carryover funds from 2020-2021 for the 2021-2022 school year.

- Codwell EL
- Deady MS
- Edison MS
- Foerster EL
- High School Ahead Academy
- Holland MS
- Kashmere HS
- Liberty HS
- Madison HS
- Middle College HS at HCC Fraga
- Middle College HS at HCC Gulfton
- Texas Connections Academy at Houston
- Wheatley HS
- Yates HS
- Young EL

Virtual Field Lessons

HISD allows virtual/field lessons to be paid for using TIA funds. Campuses may use Title IA funds for virtual field lessons. At this time, the district has made the decision that only virtual field lessons will be approved. Face-to-face field lessons have been suspended due to the increase in COVID-19 cases around the country.

NOTE: Non-athletic face-to-face field trips, including enrichment or curricular trips, are suspended during the fall semester. This decision will be reevaluated throughout the school year, pending public health conditions.

All campuses must follow previous guidance for having (fee required) virtual field lessons reviewed for approval and adhere to the pre-approved virtual field lesson list. Many facilities are still offering virtual field lessons. The campus will need to confirm with the site as to which facilities are offering virtual field lessons and the cost.

For field lessons not on the [APPROVED 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.

[A memo](#) posted August 30, 2021, with updated information regarding face-to-face and virtual field lessons policies and procedures.



Best Practices

How Transition to In-Person Learning: Ideas and Suggestions from Students by Richard M. Cash, Ed.D.

The world changed dramatically in early 2020. Teachers were told suddenly to pivot to online or virtual learning. The word *pivot* means “to spin, rotate, or twist.” That is exactly what it felt like for most teachers and students: to be twisted into a new way of instruction. But while the platform of learning may have changed, the science of learning did not! Unfortunately, the platform change has widened achievement and opportunity gaps, and students have become far less engaged in learning.

Now, with the advent of COVID-19 vaccines and an overwhelming desire to return our students to in-person learning, kids will be coming back to our classrooms in hope of picking up where we left off. With kids having been out of the classroom, some for almost a year, I am concerned they may find the return to be challenging.

So, to help with our students’ transition back to the classroom, I reached out to a few students to ask them about their fears, anxieties, and hopes for what is to be our “new normal.” Below are the thoughts and ideas of Evan, Andie, and Selina*.

1. Create a supportive social and emotional environment.

Some kids have spent a lot of time by themselves or with a small group of friends, out of direct contact with most of their peers. Andie tells me she has kids in her class she has never met.

2. Strengthening study habits and routines.

About 43 percent of our daily activities are habitual, meaning they are unconscious. Over the past several months many students have formed some poor study and learning habits.

3. Be patient and do not try to cover it all.

During virtual learning, some kids may have found ways to accomplish tasks that may differ from what is expected in the classroom. Retrain your students on effective group process, provide each member a role, and guide all your groups to completion. [Click here for 10 Tips for Productive Group Work.](#)

Cash, Ed.D., Richard M. “How to Transition to in-Person Learning: Ideas and Suggestions from Students.” *Free Spirit Publishing Blog*, Free Spirit Publishing, 27 Jan. 2021, freespiritpublishingblog.com/2021/02/04/how-to-transition-to-in-person-learning-ideas-and-suggestions-from-students/.

[Click HERE](#) to read the full article.

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).



Current Title I PROCARD Guidelines

Campuses must obtain written approval from External Funding in order to use ProCard. Follow the procedure below to use ProCard (for registration fees only):

1. For each invoice, complete and submit the [ProCard Allocation Request Form](#).
2. Upon approval, attach the approved ProCard Allocation Request Form to your ProCard request and submit the package to Purchasing.



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
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