

# November 2022 Newsletter

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



### November Holidays and Observances

- Daylight Savings Time ends – November 6
- Election Day – November 8
- Veterans Day – November 11
- Thanksgiving Break (District closed) – November 21-25



#### **EXTERNAL FUNDING DEPARTMENT SITE – WARNING**

**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.

#### **UPLOADING TITLE I DOCUMENTS – WARNING**

Documents uploaded *without your school's name in the title* will be overwritten and lost! **Use the following naming convention:**

**Example:** R P Harris ES Stipend Form

For instructions on submitting forms and uploading compliance documents, [click HERE](#).

#### **REMINDER – Mass Coding No Longer Allowed in HISD Connect**

School-Parent compacts will need to be individually coded for each student. The deadline for completion of Parent Compact coding is December 2, 2022.

### November Calendar Reminders

**Ongoing:** Monitor Title I campus budgets, input HISD Connect coding, maintain E-Title I Bin

- **This month – Upload the Schoolwide and Targeted Assistance Title I Elements (School Improvement Plan) on the [Compliance Documents and Forms page](#) at the External Funding SharePoint site.)**
- **November 18 –** Complete and submit the 2022-2023 Job Descriptions form. Job Description are on the [Compliance Documents and Forms page](#) at the External Funding SharePoint site.) *Copies are to be filed in the E-Title I Bin.*
- **Release of the October Parent and Family Engagement Interim Report**
  - External Funding will distribute this report via email.
- **Holiday tutorials are coming up.** For more information, see the recently posted Academic Service Memos:
  - [ASM posted October 13](#)
  - [ASM posted October 20](#)

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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, visit the [External Funding SharePoint page \(ESSER\)](#).



#### **Field Lessons REMINDER**

For approval, field lessons must be requested **four weeks in advance**. Be sure to follow [guidance](#) found on the External Funding SharePoint site.

## 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.

Monthly Reports	Research Extract Data from HISD Connect	Final Report Available to the Department of External Funding/SSO'S/Campuses
October	October 31, 2022	November 7, 2022
November	December 1, 2022	December 8, 2022
December	January 6, <b>2023</b>	January 13, <b>2023</b>
January	February 1, 2023	February 8, 2023
February	March 1, 2023	March 8, 2023
March	April 3, 2023	April 10, 2023
April	May 1, 2023	May 8, 2023
May	June 1, 2023	June 8, 2023
(EOY Report) June	June 30, 2022	Fall 2023



### Parental Involvement Conference – Dec. 2022

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.

## Budget Cut-Off Dates

See below. Contact your School Grants Administrator for assistance with budget questions.

### 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 - 211000000	6100 - Payroll				6/1/2023
	6200 - Contracted Services (Paper Contracts)				
	6200 - Contracted Services (eContracts)	4/21/2023	4/21/2023	6/2/2023	
	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 211003000	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	

- **Last day to request capital outlay via the ESSA Application is 12/09/2022.**
- *Unencumbered funds in 6600 will be moved to 6100, the week of 02/20/2023.*
- **Last day for field trips is May 5, 2023.**
- **Note:** Final ProCard date purchase is 05/26/2023 for registration only.  
*(\*)Dates in the SIP section are subject to change.*

## 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](mailto: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.

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## Did You Remember? Checklist (November)

- Have you set up your Title I E-bin correctly?
- Have you started your Title I, Part A coding?
- Have you conducted your PFE Committee Meeting?
- Have you begun posting to your campus Title I website?



**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

.....  
**TITLE I SCHOOL GRANTS ADMINISTRATORS**

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



**OUR MAILING ADDRESS:**

External Funding Titles I, II & IV / Houston ISD / Mail Rt. 1  
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