

October 2022 Newsletter

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



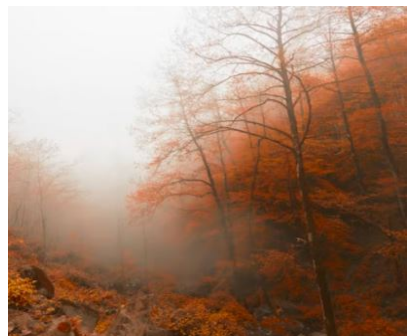
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Hello! Are you new to the Title I, Part A program? Or just have questions? [Click HERE](#) for resources and information regarding programming.

To book an appointment to discuss ESSER, Semi-Annual Certification, or Socioeconomic data, visit the [External Funding SharePoint page](#).



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)** –
 - **Socioeconomic coding completed.**
 - Participation Code entered
 - ▶ 6 (Schoolwide, No Action Required, automatically entered)
 - ▶ 7 (Targeted Assistance, manually entered for individual students)

Socioeconomic Information Reports

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.

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 ESSA § 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 _____

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

Student ID (office use only)	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 2022

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.

Monthly Reports	Research Extract Data from HISD Connect	Final Report Available to the Department of External Funding/SSO'S/Campuses
September	October 3, 2022	October 10, 2022
October	October 31, 2022	November 7, 2022

Budget Cut-Off Dates

See below.

Contact your School Grants Administrator (Title I Specialist) 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 2110030000	6100 - Payroll				
	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	

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.

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**?



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

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TITLE I SCHOOL GRANTS ADMINISTRATORS

Elementary Schools:	Shirlene Haynes
Elementary and Middle Schools:	Karen Aubrey
High Schools:	Quiandine Jarrett

OUR MAILING ADDRESS:

External Funding Titles I, II & IV / Houston ISD / Mail Rt. 1
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Houston, TX 77092