February Calendar Reminders

- **Ongoing:** Monitor Title I campus budgets, input HISD Chancery coding, maintain Title I Bin
- **TENTATIVE:** Send the 2019-2020 District Promotion Standards to parents (and upload to your campus website).
- Conduct the third Title I parent meeting.
  - Be sure to review your Federal Report Card during this meeting.
  - A spring meeting sample agenda can be found on page 127 of the *Title I, Part A Handbook*.
- Release of the February Parental and Family Engagement Interim Report. (External Funding distributes this report via email.)
- **February 3** – Academic Services Memo posted for the 2019-2020 Title I Campus Contact Spring Stipend
- **February 28** – Deadline for campuses to submit forms ONLY for change or new Title I contacts
- **Reminder:** Documentation bin reviews with your Title I School Grants Administrators are ongoing.

Critical HISD Testing Dates
Click [HERE](#) to view critical HISD testing dates.

Teacher Not Certified Parent Notification:

**REMEMBER**

Remember that you must disseminate a [Teacher Not Certified Parent Notification](#) to parents of students that have been assigned or been taught for four or more consecutive weeks by a teacher who does not hold an appropriate state teaching certificate in the area in which he or she has been assigned. This requirement applies to any campus receiving Title I, Part A funds.

According to [ESSA §1112(e)(1)(B)(ii)](#), any teacher hired after the first day of instruction of the 2019-2020 school year who works at a Title I, Part A School and teaches in the core academic subject areas must hold an appropriate state teaching certificate in the area in which the teacher has been assigned.

### Title I Budget Training

On **March 6, 2020**, External Funding will host budget trainings for Secretaries, Budget Clerks and Budget Managers. The training will take place at the HMW Auditorium. Registration information is shown below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Number</th>
<th>Scheduled Offering Number</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, 03/06/2020</td>
<td>665004</td>
<td>#1802387</td>
<td>8:30 – 11:30 a.m.</td>
<td>HMW Auditorium</td>
</tr>
<tr>
<td></td>
<td>665004</td>
<td>#1802388</td>
<td>1 – 4 p.m.</td>
<td></td>
</tr>
</tbody>
</table>
Title I Overview (A Refresher)

Title I, Part A is a federal program, not a funding source. When using Title IA funds, planning and programming is key: All expenditures charged to the Title I grant should be linked to a need identified in your campus Comprehensive Needs Assessment (CNA) and School Improvement Plan (SIP). The expenditure should have a positive impact on student achievement.

With the beginning of the second semester of the school year, now is a good time to refresh your knowledge of the Title I, Part A program. You can do this by completing the Title I Online Training Overview in OneSource (Course Number 1438179).

Recommended Trainings at Region 4

TEA highly recommends the following upcoming trainings at Region 4 (see list below). These trainings are targeted for campus leadership teams. The cost for each training is $35 and is an allowable expenditure for Title I funds.

- Developing an Effective Comprehensive Needs Assessment (CNA)  
  February 20, 2020 & March 2, 2020
- District and Campus Improvement Planning  
  March 25, 2020 & May 12, 2020
- ESSA Parent and Family Engagement: Written Policies to Meaningful Activities  
  March 24, 2020

TEA has taken the position that it is crucial for principals of Title I campuses to be knowledgeable and up-to-date on Title I responsibilities – especially with respect to CNA, CIP, and PFE.

BUDGET INFORMATION UPDATES

Do Not Keep Vacant Positions Open

Make sure that vacant positions are either filled or closed. An open vacant position continues pulling costs from fringe benefits (both GF and Title I). RESULT: Your campus is paying for benefits that are going to no one and these costs cannot be recovered.

It is ok to request positions, but the best practice is avoid opening a position until it has been filled. Review your budget regularly to ensure that you are not maintaining vacant positions!
Budget Cut-Off Dates

Capital Outlay Cut-Off Dates: REMINDER: Schools may purchase only APPROVED capital outlay. Approved capital outlay requests can be reviewed on the External Funding website. Capital outlay should be purchased by March 6, 2020 and Goods Receipts posted by April 24, 2020 in order to impact instruction for the current school year.

All Title I schoolwide funds and comprehensive support campus funds should be expended by June 29, 2020.

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

<table>
<thead>
<tr>
<th>Fund Codes</th>
<th>Object Codes</th>
<th>Shopping Cart for Vendor Out-of-State</th>
<th>Shopping Cart for Vendor Within State</th>
<th>Posting Goods Receipts</th>
<th>Budgeting to Move Funds to 6100</th>
<th>Fund End Date</th>
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<tbody>
<tr>
<td>TIA-School Year - 2110000000 &amp; Summer School - 2110000000</td>
<td>6100 - Payroll</td>
<td></td>
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<td></td>
<td></td>
<td>7/16/2020</td>
</tr>
<tr>
<td>Title IIIA-School Year 2630000000</td>
<td>6200 - Contracted Services (Paper Contracts)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6500 - Materials and Supplies 6400 - Other Operating Expenses (Field Lesson note below)</td>
<td>5/15/2020</td>
<td>5/22/2020</td>
<td>6/19/2020</td>
<td>Week of June 24, 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Direct Pays</td>
<td>5/15/2020</td>
<td>5/22/2020</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Unencumbered funds in 6600 will be moved to 6300 May 1, 2020 - Last Day for Field Lessons External Funding Titles I, II and IV</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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ESSA Consolidated Grant Amendment Requests (2019-2020)

Capital Outlay
The final day for campuses to request capital outlay for the 19/20 SY was Friday, December 13, 2019. The deadline to purchase TEA-approved capital outlay, campus library books, and technology is Friday March 6, 2020.

All new requests for TEA approval for capital outlay, campus library books, and technology will be included in the 20/21 ESSA Application. The new requests will be included in the June 2020 application. (A memo will post in April 2020 with information regarding how to make new requests.)

All capital requires prior TEA approval. Capital outlay includes technology such as electronic notebooks, e-Readers, scanners, digital cameras, graphic calculators, and electronic dictionaries, etc. Capital outlay items – regardless of cost - have the following in common:
- They have a useful life of one or more years, and
- are of a tangible, non-expendable nature.

REMINDER: New requests may not be purchased until the district receives the Notice of Grant Award (NOGA).

Out-of-State Travel (May 1, 2020 — Sept 30, 2020)
Out-of-state travel 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 request requires a written justification form which must be approved by TEA prior to the trip occurring. External Funding highly recommends that all out-of-state travel requests be submitted 3-4 months prior to travel in order to allow sufficient processing time by External Funding and TEA.

For out-of-state travel to be allowable, the following criteria must be met:
- Travel costs should be minimal, reasonable and necessary to meet the intent and purpose of the Title I, Part A program.
- The expenses for transportation, lodging, subsistence and related items are only incurred by employees on official business of HISD and follow the district’s regular business operations and written travel policy.
- Per TEA, only 5 travelers will be allowed to travel per trip using Title I, Part A funds. Based on guidance from TEA, campuses and the district should be using the train-the-trainer model for professional development.
- HISD and the campus must retain documentation that participation of an individual in a conference is necessary for the project.

NOTE: International Travel is not allowed using Title I, Part A funds. Funds other than Title I, Part A will need to be expended for travel outside of the United States.

Click HERE to view the online TEA Out-of-State Travel Form.

Click HERE to read the latest Academic Services Memo regarding Out-of-State travel.
Field Lessons: Requirements for Title I Funding

Requests for field lessons must be approved in advance – otherwise, costs will come out of GF.

- Requests must be submitted to your Title School Grants Administrator at least 4 weeks ahead of the planned outing.
- Two forms are required:
  - Field Lessons-Sponsor's Request for Approval of Field Trip
  - TEA Educational Field Trip Form
    (Both are found on the EF SharePoint site, alphabetically listed under Category: Forms.)

For transportation logistics, check with the Transportation Department.
For free box lunches, contact Nutrition Services Department.
For additional information regarding Field Lessons (including transportation information), click HERE.

Scholarship and Science Camp Applications

ACET Scholarship

The 2020 ACET Scholarship is now available: Applications must be postmarked no later than February 14, 2020 (student and adult).

For additional information and required forms, contact Catherine Eubanks, ACET Region 4 Director, by either phone (281) 641-8389 or email at catherine.eubanks@humbleisd.net.

ACET website: https://www.acetx.org/scholarship

HAABE Student Scholarship

The 2020 Houston Area Association for Bilingual Education (HAABE) Scholarship is now available: Applications must be completed online by March 6, 2020. Winners will be notified by April 10, 2020.

Qualified applicant must be:
- a former or current immigrant and/or have been identified as an English Learner (any student who was in bilingual education or in ESL classes is therefore, eligible).
- a May/June 2020 graduate from a school in a district in Houston and its surrounding areas.

HAABE website: https://www.haabe.org/index.html

National Youth Science Camp (for Graduating Seniors)

Applications for the National Youth Science Camp (NSYC) are now open. This all-expense paid camp for graduating seniors brings together talented students from all 50 states.

To be selected, a student must be a graduating high school senior. The NYSC will be held from June 22 to July 15, 2020. Students must be able to attend the entire program. The deadline to submit applications is 5:00 PM on February 28, 2020.

Additional information is available at https://nysf.smapply.io/.
PFE Interim Reports Schedule for ASY 2019-2020

The table below shows the schedule of Parent and Family Engagement (PFE) Interim Reports for the 2019-2020 Academic School Year.

<table>
<thead>
<tr>
<th>Monthly Reports</th>
<th>Research Extract Data from Chancery</th>
<th>Final Report Available to Campuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>February 3, 2020</td>
<td>February 7, 2020</td>
</tr>
<tr>
<td>February</td>
<td>March 2, 2020</td>
<td>March 6, 2020</td>
</tr>
<tr>
<td>March</td>
<td>April 1, 2020</td>
<td>April 6, 2020</td>
</tr>
<tr>
<td>April</td>
<td>May 1, 2020</td>
<td>May 6, 2020</td>
</tr>
<tr>
<td>May</td>
<td>June 1, 2020</td>
<td>June 5, 2020</td>
</tr>
<tr>
<td>Final Report for the 19-20 school year</td>
<td>June 30, 2020</td>
<td>Fall 2020</td>
</tr>
</tbody>
</table>

Updated Job Description Requirement – Title I Class Size Reduction Teacher

External Funding was recently notified of an update regarding a requirement for the Title I Class Size Reduction (CSR) Teacher Position: Under the new rules, any Title I CSR Teacher under consideration for hire must now have a minimum of 3 years teaching experience.

**JOB DESCRIPTION SUMMARY:**

POSITION TITLE: Teacher, Class Size Reduction – Title 1

JOB CODE:

- 0011 - General*
- 040012 - Bilingual*
- 040013 - ESL*
- 040014 - Core Content**

SALARY GRADE: RT1

CONTRACT LENGTH: 10M

EXPERIENCE:

- A minimum of 3 years teaching experience teaching students in the core content area.
- Demonstrated experience implementing intervention assistance to directed or at-risk students.
- Demonstrated experience working independently and with teams to collect data.
- Equivalent combination of relevant education and experience may be substituted.
Best Practices

Loving Learning: How to Motivate Kids
Eagerness to learn is an “inside job” made up of excitement, perseverance, gumption, and courage. Parents can encourage a love for learning in children by:

- Sharing their own excitement about reading, writing, music, history, etc.
- Reading stories together that honor the value of hard work (e.g., Laura Ingalls Wilder).
- Displaying sayings like “Genius is 10% inspiration and 90% perspiration.”
- Teaching children to do meaningful tasks like mowing the lawn, doing laundry, and cooking
- Using words of encouragement such as “I know how hard you worked on that and your efforts really paid off.”
- Supporting children’s interests (even if they are not the same as the parent’s)
- Emphasizing the internal qualities that lead to success (persistence, self-discipline, and commitment)
- Making school a priority in the family
- Speaking enthusiastically about school and children’s teachers
- Assuming that teachers are concerned and competent, with children’s best interest at heart
- Limiting and planning TV viewing with children

Source:
Parenting Quick Tips
Practical Parent Education©
practicalparent.org
Resources

Click on the buttons below to access useful information.

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**TITLE I SCHOOL GRANTS ADMINISTRATORS**

<table>
<thead>
<tr>
<th>Elementary Schools:</th>
<th>Shirlene Haynes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Schools</td>
<td>Candice Lewis</td>
</tr>
<tr>
<td>Elementary and Middle Schools:</td>
<td>Karen Aubrey</td>
</tr>
<tr>
<td>Elementary and High Schools:</td>
<td>Quiandine Jarrett</td>
</tr>
</tbody>
</table>

**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