District Days Off

Spring Break: March 16–20, 2020
(District closed)

Chavez/Huerta Day March 30, 2020

March Calendar Reminders

- **Ongoing:** Monitor Title I campus budgets, input HISD Chancery coding, maintain Title I Bin
- **TENTATIVE:** Send Federal Report Card Information (External Funding distributes this report via email.)
- **March 6 –** Final day to create shopping carts for approved capital outlay and campus library books (in-state and out-of-state)
  
  **REMEMINDER:** Funds must be allocated from your Title I, Part A campus budget to purchase approved technology and library books.

Critical HISD Testing Dates

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

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**Teacher Not Certified Parent Notification:**

**REMEMINDER**

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.

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**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>
2019-2020 Title I Parent and Family Engagement Survey

According to P.L. 114-95, §1116(a)(2)(D), school districts are required to conduct an annual survey to evaluate parental involvement efforts related to Title I funding. The purpose of this survey is to obtain parents’ and guardians’ perceptions about how well schools are involving them in educational activities related to their children. To complete this effort, we need your assistance to print, distribute, and collect the 2019-2020 Title I, Part A Parent and Family Engagement Survey.

A memo addressing the process to print, distribute, and collect the surveys will post Monday, March 9, 2020. The surveys should be completed by the parent or guardian of students attending your school.

- The deadline for parents to complete the survey is April 9, 2020.
- The surveys are due to External Funding April 13, 2020.

Please contact your Title I School Grants Administrator if you have questions regarding the 2019-2020 Title I Parent and Family Engagement Survey.

Process for Shopping Carts and Purchase Orders

If your shopping cart has not been assigned a P.O. number within 72 hours after being approved by External Funding, then contact a Category Specialist in Purchasing to obtain status:

1. IF the shopping cart was rejected, DELETE the shopping cart. (Within 48 hours after deleting the shopping cart, confirm that encumbered funds were placed back into your Title I budget.)

2. IF the reason for rejection has been resolved and corrections made to the shopping cart, DO NOT create a new shopping cart. Instead, do the following:
   a. EDIT the rejection and DO NOT accept.
   b. RESUBMIT the same shopping cart.
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.

Do Not Keep Vacant Positions Open

Make sure that all 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 permissible to request positions, but the best practice is avoid opening a position until you have a candidate to fill that position. Review your budget regularly to ensure that you are not maintaining vacant positions!

Allowable Title I Stipends

The following stipends are now approved to be paid out of Title I funds:

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

The memo for the Allowable Title I Stipends will post on March 9.
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.

![Budget Cut-Off Dates Table](image)

*Unencumbered funds in 6600 will be moved to 6300
May 1, 2020 - Last Day for Field Lessons
June 1, 2020 - Last Day for PROCARD purchases

External Funding Titles I, II & IV
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.

REMEMBER: 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. All out-of-state travel should be linked to a need in your CNA/CIP. 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.
Available Scholarships & Contests

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

Educational Achievement Scholarship
The 44th Annual Educational Achievement Scholarship is sponsored by the Greater Houston Black Chamber (GHBC). In order to be eligible, applicant must be a graduating senior currently enrolled in a public or private high school. Applications must be completed online by March 16, 2020.

GHBC website: https://ghbcc.com/foundation/

High School Essay Contest
The Center for Engaged Research & Collaborative Learning, in partnership with the Academic & Cultural Empowerment at Rice, are sponsoring an essay contest open to sophomores who attend HISD Title I, Part A high schools. Winners can receive cash awards and/or an SAT Preparation course taught at Rice University. The application due date has been extended to March 27.

For more information, visit: http://www.cercl.rice.edu/high-school-essay-contest.

Piney Point Elementary Conducts Its Annual Spring PFE Meeting

Congratulations to Piney Point Elementary School for conducting a successful (February 2020) Spring Title I Parent and Family Engagement Meeting. Participants left the meeting well informed.

North Houston Early College HS Recognized as a Distinguished School

North Houston Early College High School has been selected as a National ESEA Distinguished School. North Houston is one of 73 schools honored at this year’s National ESEA Conference. This designation is conferred on schools based on student academic achievement and creative / innovative programs. Congratulations to North Houston Early College High School as they join other Distinguished Schools making a difference for our nation’s children!
**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>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:**

<table>
<thead>
<tr>
<th>0011 - General*</th>
<th>040013 - ESL*</th>
</tr>
</thead>
<tbody>
<tr>
<td>040012 - Bilingual*</td>
<td>040014 - Core Content**</td>
</tr>
</tbody>
</table>

**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

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.

- 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.

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).

Title I PROCARD Guidelines
Click HERE to view PROCARD guidelines (allowable and unallowable expenditures).

Title I Overview (A Refresher)
This 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).

ESCAPE to Springtime!
“Spring is a time of new beginning … because you can start today and make a new ending!”
Spring season 2020 starts Thursday, March 19th and ends Saturday, June 20th
ENJOY HISD Spring Break March 16-20, 2020!
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**

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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