

May 2022 Newsletter

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

May Calendar Reminders

- E-Title I Bin Reviews are in process. Continue filing required compliance documents (in both Title I Bins) -- You must have all Title I uploads and bins completed by **Wednesday, May 25**.
- HISD Connect – All coding areas completed for the spring semester
- Release of the April PFE Interim Report (External Funding will distribute via email)
- By May 25: Complete the online Documentation Storage Form and Mandated Parent Notification Checklist on the [External Funding Forms SharePoint page](#)
- May 27: New deadline date for Title I PFE Survey completion. See also page 3.



Memorial Day (District Closed) – Monday, May 30

Upcoming Academic Service Memos

- TIA – Capital Outlay Requests (22/23 SY) – **May 9, 2022**
- TIA – Out-of-State Travel and Out-of-State/Virtual PD Requests (22/23 SY) – **May 9, 2022**
- Federal Programs Parent Consultation Meeting – **May 20, 2022**
- ESSA Consolidated Application - Public Comment – **May 23** (see also pg 2)

Newsflash



Important Information – Field Lessons

The last day to take students on a field lesson for the current school year is **Friday, May 6, 2022**.

REMINDER – Paperwork related to field lessons must be submitted to External Funding four weeks ahead of the event.*

***ALERT**: The approval process for field lessons has been revised. [Click HERE](#) to view the new information.



Budget Cut-Off Date Revised

All Title I schoolwide funds should be expended by **(NEW DATE) June 8, 2022**.

Title I Bin Reminder

This is the final year for the physical Title I bin. Bins must be maintained on campus for seven (7) years.



New items (or items with new information) are **highlighted**.

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ESSA Consolidated Application: NEW	2
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HISD Testing Dates

Click the following links to view [TEA](#) and [HISD](#) Testing dates for 2021-22.

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).

ESSA Consolidated Federal Grant Application – Public Comment Period

Houston ISD is required by law to receive public comment *before* the ESSA Consolidated Federal Grant Application is submitted to TEA. [ESEA Section 8306(a)(7) and the ESSA Program-Specific Provisions and Assurances] The district estimates that it will submit the 2022-2023 ESSA Consolidated Federal Grant Application on **Friday, June 25, 2022** for all ESSA grants that Houston ISD is eligible to receive.

For this year, HISD will meet this compliance requirement by implementing the following strategies: Board Item, Parent Consultation Meeting, Academic Services Memo, postings on the External Funding – Parent Engagement website, and a Public Comment Survey.

The public comment period is **May 20 through June 10, 2022**.

Further information and a link will be provided

- at the May 20, 2022, Parent Consultation Meeting,
- via an Academic Services Memo, and
- in the June 2022, TIA Newsletter.



TEA's Parent Resource Web Page

TEA's [parent resource web page](#) features information and resources on accelerated learning and related tutoring supports for students who are working to overcome learning disruptions caused by COVID-19. Please feel free to share with your parents.

2021-2022 Title I Parent and Family Engagement Campus Allocation

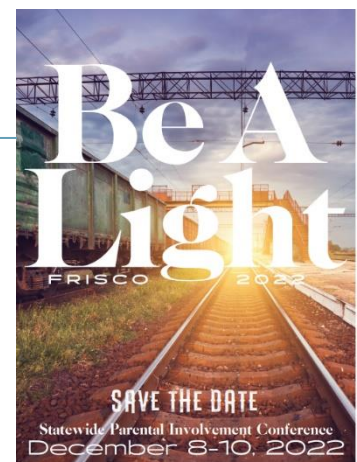
ESSA, Section 1116, Parent and Family Engagement (PFE) requires all Title I schools to receive additional Title I funds specifically to support PFE activities on the campus to increase student academic achievement.

The Title I PFE funds have been loaded to your campus's Title I budget. These funds must be utilized during the 2021–2022 academic school year and the deadline to expend these funds is **May 6, 2022**.

For more information on the allowable uses of these funds, refer to the [Academic Services Memo](#) posted last month.

Statewide Parental Involvement Conference 2022 – Save the Date!

This year's conference will take place **December 8-10, 2022**, in Frisco, Texas. Further details will be provided in the near future.



Parent and Family Engagement Monthly Interim Report

Title I Campus Contacts are responsible for coding Title I activities and services. Please ensure the collection of all sign-in sheets from Parent and Family Engagement meetings and activities, whether in-person or virtual. The Title I, Part A Guidelines provide the [steps to code in HISD Connect](#). Please use the [Title I, Part A Coding Checklist](#) as a guide to code parental involvement activities. Coding information will be included in the monthly Parent and Family Engagement Interim Report.

The PFE Interim Report schedule is shown below.

Monthly Reports	Research Extract Data from HISD Connect	Final Report Available to External Funding/SSOs/Title I Campuses
April	May 2, 2022	May 9, 2022
May	June 1, 2022	June 8, 2022
Final Report for the 21-22 school year	June 30, 2022	Fall 2022

Title I Parent and Family Engagement Survey

The deadline date for the completion of the 2021-2022 PFE Title I Survey has been extended to May 27. Campuses are encouraged to lend technical support to parents with completing the Title I, Parent and Family Engagement Survey by providing an opportunity for them to complete the survey at the campus.

The revised window for the survey is April 25 through May 27, 2022 (NEW DEADLINE DATE).

Using Leftover Camp Spark Funds

Campuses may find that they have funds left over from Camp Spark. When this is the case, campuses may utilize these leftover funds for before/after school/Saturday tutorials. Such tutorials may be provided either by teachers or by an [approved HISD vendor](#).

REMINDER: The last day to submit a shopping cart is May 6, 2022.

Funds left over from Camp Spark may be used *only* for tutorials and will be removed from the campus's budget the week of June 6, 2022.

See also the [Academic Services Memo](#) regarding allotment of funds for before/after school/Saturday tutorials (posted August 2021).

For more information contact [Magda Galindo](#) in External Funding.

Upcoming Rice University Learning Opportunities for Students and Staff

Rice University School Mathematics Project (RUSMP) is sponsoring several events for students and teachers this spring and summer:

Event Name/Location	Audience	Date/Time	For more information...
6-hour Course: "Exploring Mathematics through the Visual Arts and Children's Literature" / VIRTUAL	PreK-1 teachers	July 26-27 9am - Noon	https://rusmp.rice.edu/register/teachers
Summer Campus Program: "Integrating Geometry into the Algebraic and Number Strands" / VIRTUAL	ES & HS Students	June 13-16, June 20-23	
14-day Program: "Preparing for Success in Calculus" / Rice University Campus	Students taking calculus in fall 2022	June 13-30	https://rusmp.rice.edu/register/students

Registration for Rice University student camps and programs is now open to the general public for all sites (AOS, Saint Thomas' Episcopal, and St. Mark's). Information may be found at <https://rusmp.rice.edu/register/students>

Submitting Documents and Forms Online - REMINDER

On the [External Funding Forms](#) page, you will either **upload** documents which have been filled out or **fill out documents online** as shown in the chart below.

2021-22 Title I SharePoint Documents to be:	
UPLOADED	COMPLETED ONLINE
Parent/ Family Engagement Policy (PFE)	Title I Parent Meeting Information Form
School-Parent Compact	Title I Documentation Storage Form – <ul style="list-style-type: none"> • Due December 2021 • Due May 25, 2022
Title I Campus Contact Stipend Form and Teacher Certification	Mandated Parent Notification Checklist Due May 25, 2022
Campus Improvement Plan (CIP): Schoolwide and Targeted Assistance – Title I Three Elements	Title I: Job Descriptions To be completed by each staff member whose position is paid 100% with T-I Funds
Parent and Family Engagement Committee Meeting Form	

Budget Cut-Off Dates

All Title I schoolwide funds and comprehensive support campus funds should be expended by June 8, 2022.

Contact your School Grants Administrator 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 - 211000000	6100 - Payroll						6/8/2022			
	6200 - Contracted Services (Paper Contracts)									
	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							
	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									
	6200 - Contracted Services (Paper Contracts)									
	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							
	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 for field lessons is May 6, 2022

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

IMPORTANT - The fund end date (previously June 30, 2022) has been updated to **June 8, 2022** due to the fact that Summer School is no longer funded by Title I funds.

2022-2023 Title I Preliminary Budget Review

Campuses will receive their 2022 – 2023 Title I Budget allocation during the Preliminary Budget Review period. The [Academic Services Memo](#) posted on February 28, 2022 lists action items helpful in preparing for the Title I, Part A 2022 – 2023 Preliminary Budget Review.

Capital Outlay Update

Capital outlay includes items that have a useful life of one or more years, and that are of a tangible, non-expendable nature. Capital outlay also includes lower-cost technology, such as electronic notebooks and tables, graphic calculators, eReaders, scanners, digital cameras, and electronic dictionaries, etc.

***NOTE:** All capital outlay and campus library books require specific TEA approval prior to purchase -- regardless of the dollar amount.

All new requests for TEA approval for technology and campus library books will be included in the 22/23 ESSA Application in June. A memo will post on **Monday, May 9, 2022** with information regarding how to make new requests and the required forms.



Out-of-State Travel/Virtual PD - Update

Based on the updated “The “Ready Set Go Plan”(dated March 1, 2022), campuses are now allowed to request actual out-of-state travel. Out-of-state travel and conferences are allowed with no limitations. **A memo will post on Monday, May 9.** The TEA Out-of-State Travel/Virtual PD Form for the 22/23 SY will be released at that time.

External Funding will be accepting requests for out-of-district travel and out-of-state/virtual PD occurring between October 1 – February 28, 2023.

Semi-Annual Certification Update

Principals who have employees compensated out of their state or federal grant programs budget will be required to certify these employees via OneSource.

Principals and department managers received an email on Monday, April 25, 2022, indicating the certification period is open to certify and submit the Semi-Annual Certification Form via OneSource. The due date is **May 6, 2022.**

For further information and instructions, see the [Academic Services Memo](#) that posted on April 25, 2022.



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
4400 West 18th Street
Houston, TX 77092

EXTERNAL FUNDING DEPARTMENT – SharePoint page:

<https://houstonisd.sharepoint.com/sites/DEPTS/EF/SitePages/Home.aspx>
