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.

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**ESSA Consolidated Application: NEW**

**TEA's Parent Resource Web Page**

**PFE Campus Allocation**

**Statewide Parental Involvement Conference: NEW**

**PFE Monthly Interim Report**

**Title I PFE SURVEY**

**Using Funds Left Over from Camp Spark**

**Learning Opportunities at Rice University**

**Submitting Documents/Forms Online (Reminder) - NEW**

**Budget Cut-Off Dates**

**2022-23 Title I Preliminary Budget Review**

**Capital Outlay Update**

**Out-of-State Travel/Virtual PD - Update**

**Semi-Annual Certification Update**

**Resources**

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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.

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

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:

<table>
<thead>
<tr>
<th>Event Name/Location</th>
<th>Audience</th>
<th>Date/Time</th>
<th>For more information…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Campus Program: “Integrating Geometry into the Algebraic and Number Strands” / VIRTUAL</td>
<td>ES &amp; HS Students</td>
<td>June 13-16, June 20-23</td>
<td><a href="https://rusmp.rice.edu/register/students">https://rusmp.rice.edu/register/students</a></td>
</tr>
<tr>
<td>14-day Program: “Preparing for Success in Calculus” / Rice University Campus</td>
<td>Students taking calculus in fall 2022</td>
<td>June 13-30</td>
<td></td>
</tr>
</tbody>
</table>

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

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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.

<table>
<thead>
<tr>
<th>2021-22 Title I SharePoint Documents to be:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UPLOADED</strong></td>
</tr>
<tr>
<td>Parent/ Family Engagement Policy (PFE)</td>
</tr>
<tr>
<td>School-Parent Compact</td>
</tr>
<tr>
<td>Title I Campus Contact Stipend Form and Teacher Certification</td>
</tr>
<tr>
<td>Campus Improvement Plan (CIP): Schoolwide and Targeted Assistance – <strong>Title I Three Elements</strong></td>
</tr>
<tr>
<td><strong>COMPLETED ONLINE</strong></td>
</tr>
<tr>
<td>Title I Parent Meeting Information Form</td>
</tr>
<tr>
<td>Title I Documentation Storage Form –</td>
</tr>
<tr>
<td>• Due December 2021</td>
</tr>
<tr>
<td>• Due May 25, 2022</td>
</tr>
<tr>
<td>Mandated Parent Notification Checklist</td>
</tr>
<tr>
<td>Due May 25, 2022</td>
</tr>
<tr>
<td>Title I: Job Descriptions</td>
</tr>
<tr>
<td>To be completed by each staff member whose position is paid 100% with T-I Funds</td>
</tr>
<tr>
<td>Parent and Family Engagement Committee Meeting Form</td>
</tr>
</tbody>
</table>
**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**

<table>
<thead>
<tr>
<th>Fund Codes</th>
<th>Object Codes</th>
<th>Shopping Cart for Vendor</th>
<th>Shopping Cart for Vendor</th>
<th>Posting Goods Receipts</th>
<th>Budgeting to Move Funds to 6100</th>
<th>Fund End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6100</td>
<td>Payroll</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6/8/2022</td>
</tr>
<tr>
<td>6200</td>
<td>Contracted Services (Paper Contracts)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6200</td>
<td>Contracted Services (eContracts)</td>
<td>5/6/2022</td>
<td>5/6/2022</td>
<td>6/17/2022</td>
<td>Week of July 18, 2022</td>
<td></td>
</tr>
<tr>
<td>6400</td>
<td>Other Operating Expenses</td>
<td>5/6/2022</td>
<td>5/6/2022</td>
<td>6/17/2022</td>
<td>Week of June 20, 2022</td>
<td></td>
</tr>
<tr>
<td>6400</td>
<td>Last Day for Field Lessons</td>
<td></td>
<td>5/6/2022</td>
<td>6/17/2022</td>
<td>Week of June 20, 2022</td>
<td></td>
</tr>
<tr>
<td>Direct Pays</td>
<td></td>
<td>5/6/2022</td>
<td>5/6/2022</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

### TIA-School Year - 2110090000

### Comprehensive Support Campuses - 2110030000

Last day for field lessons is May 6, 2022

**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.

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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 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

**EXTERNAL FUNDING DEPARTMENT – SharePoint page:**
[https://houstonisd.sharepoint.com/sites/DEPTS/EF/SitePages/Home.aspx](https://houstonisd.sharepoint.com/sites/DEPTS/EF/SitePages/Home.aspx)