Our sincere thanks to all of you for your commitment and tireless work in supporting our students, families, and our communities in the midst of this global crisis. You are truly amazing, and we appreciate all that you do!

April / May Calendar Reminders

- **Ongoing:** Monitor Title I campus budgets, input HISD Chancery coding, maintain Title I documentation
- **April 24** – Deadline for posting goods receipts for capital outlay
- **April 27** – Academic Services Memos re Capital Outlay Requests and Out-of-State Travel posted (applicable to 2020-2021 school year).
- **April** Parent & Family Engagement (PFE) Interim Reports to be distributed.
- **May** Parent & Family Engagement (PFE) Interim Reports to be distributed.
- **May 4-8** – Teacher Appreciation Week
- **May 8** – Due date for Capital Outlay and Out-of-State Travel Requests
- **May 25** – Memorial Day
- **May 29** – Last day for students
- **May 31** – Last day to conduct the spring Title I PFE Meeting (via Zoom/ MS Teams)

2020 Summer School - PENDING.

HISD Testing Dates

All Texas Assessments of Academic Readiness, also known as STAAR, standardized testing has been cancelled for the remainder of the 2019-2020 school year.

Teacher Not Certified Parent Notification

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)(iii)], 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.

How to Access Chancery Remotely

For instructions on accessing Chancery from home or outside of the HISD network, CLICK HERE.
Parent and Family Engagement: What You Need to Know…

2019-20 Federal Programs Parent Consultation Meeting

Parent Consultation Meeting will be held in the near future – details will be forthcoming.

2019-20 Title I Parent and Family Engagement Survey

Per guidance from Region 16, the district will NOT conduct the 2019-2020 Title I Parent and Family Engagement Survey. The survey will be conducted in the Spring of 2021 for the 2020-2021 school year.

Continue coding Parent and Family Engagement activity into Chancery.

As you are communicating with parents and family, be sure to code appropriate Title I PFE activities. These could include parent literacy & family literacy, conferences, planning, and education/training (e.g., online technology training). Research and Accountability will provide the April and May 2020 PFE Monthly Interim Reports.

Utilize this time to review your campus’s 2019-20 PFE Policy and School-Parent Compact to provide suggestions and ideas to your parents when meeting with them at the beginning of the 2020-2021 school year. At that time, you will review, discuss, and revise your campus’s PFE Policy and School-Parent Compact.

NOTE:
The 2020-2021 PFE Policy and School-Parent Compact will be required to be disseminated by Friday, September 25, 2020.

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>March</td>
<td>April 1, 2020</td>
<td>April 30, 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>
DUE IMMEDIATELY

There are quite a few Title I campuses that are not in compliance regarding the Semi-Annual Certifications for the certification periods of January 1, 2019 - June 30, 2019 and July 1, 2019 - December 31, 2019. THESE SEMI-ANNUAL CERTIFICATIONS ARE DUE NOW. These forms are completed on the External Funding SharePoint site.

The district is currently being audited for the submission of Semi-Annual Certifications. Please ensure your campus is not on the list of campuses that are not in compliance for Title I documentation regarding the Semi-Annual Certification.

For further assistance, contact your School Grants Administrator.

CLICK HERE to view the Academic Services Memo addressing the Semi-Annual Certification Form.

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!

2020-2021 Allowable And Unallowable Title I Positions

The list of Allowable and Unallowable Title I Positions has recently been updated.

Click on the form image to view a version that can be enlarged.
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: **New Rule:** 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>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0011</td>
<td>General*</td>
<td>040013</td>
<td>ESL*</td>
<td>040012</td>
<td>Bilingual*</td>
</tr>
<tr>
<td>040012</td>
<td>Bilingual*</td>
<td>040014</td>
<td>Core Content**</td>
<td></td>
<td></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.

**Allowable Title I Stipends**

The following stipends are now approved to be paid out of Title I funds: These stipends are effective beginning Spring 2020.

<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>

An Academic Services Memo regarding stipends will post in August 2020.
Field Lessons – Latest News

Title I Field Lessons are no longer being approved for the remainder of the 2019-2020 school year. If your campus received approval for Title I, Part A Field Lessons that were scheduled between March 23 – May 2020, and payment has been made for any registration and/or transportation for the field trip, be sure to contact all vendors to receive reimbursement.

Virtual Field Lessons

Although Title I Field Lessons are no longer being approved, virtual field lessons are available!

- The Houston Museum of Natural Science is releasing fun and educational Virtual Field Trip Packages - pairing films, curriculum, and virtual tours. The two newest packages are "Virtual Wildlife Safari" and "Virtual World of Energy".
- CLICK HERE to view an additional list of available virtual field trips.

Please share with staff and parents.

New Academic Service Memos

Click the links below to view the following two new Academic Service Memos.

- **Accessing Academic Service Memos, externally through Office 365:**
  The new Academic Service Memos site is now available externally via Office 365, and all HISD leaders and staff have access to view and enter Academic Service Memos from any device or location. *[Read the Entire Item]*

- **Title III Funds Centralized for the 2020-2021 School Year**
  Effective the 2020-2021 school year, Title III funds will be centralized to ensure the district complies with the TEA’s guidance for allowable expenditures of those funds for English Learners. *[Read the Entire Item]*

Tijerina Elementary School Hosts a (Virtual) Spring Annual Title I PFE Meeting

**BRAVO** to Tijerina Elementary School for hosting a fabulous (virtual) Spring Annual Title I Parent and Family Engagement Meeting on April 24, 2020. The team included Principal: **Alesander Olaizola**, Teacher Specialist: **Raquel Escamilla**, Campus T-I Contact: **Sanjuanita Mottu**, and Wrap-around Specialist: **Maria M. Hernandez**.

The meeting truly exemplified “Parents as Partners.”

Congratulations to the staff and families for supporting the educational process and progress of our students and each other.
**Budget Cut-Off Dates**

**Capital Outlay Cut-Off Dates: REMINDER:** The deadline has passed for schools to purchase APPROVED capital outlay using Title I-ASY and Comprehensive-SIP funds. All capital outlay should have been 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.

---

**Title I, Part A and Title III, Part A Campus Cut-Off Dates**

<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>
</tr>
</thead>
<tbody>
<tr>
<td>T1A-School Year - 211000000 &amp; Summer School - 211000000</td>
<td>6100 - Payroll</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7/16/2020</td>
</tr>
<tr>
<td></td>
<td>6200 - Contracted Services (eContracts)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6300 - Materials and Supplies</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>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>Direct Pay</td>
<td>5/15/2020</td>
<td>5/22/2020</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7/16/2020</td>
</tr>
<tr>
<td>Comprehensive Support Campuses - 211003000</td>
<td>6100 - Payroll</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6200 - Contracted Services (eContracts)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6300 - Materials and Supplies</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>6400 - Other Operating Expenses</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>Direct Pay</td>
<td>5/15/2020</td>
<td>5/22/2020</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ESSA Consolidated Grant Application Requests (2020-2021)

Capital Outlay
All new requests for capital outlay, campus library books, and technology will be included in the 20/21 ESSA Application for TEA prior approval. TEA approval is required regardless of the dollar amount. All requests for capital outlay and campus library books should be linked to a need in the CNA/SIP. A memo and the form posted on April 27 to request new capital outlay and campus library books for the 20/21 SY.
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).

CLICK HERE to view the latest Academic Service Memo regarding Capital Outlay.

Out-of-State Travel (October 1, 2020—February 28, 2021)
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 enough 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 latest Academic Service Memo regarding Out-of-State Travel (posted April 27, 2020).
School Improvement/Comprehensive Support

School Improvement/Comprehensive Support Schools Listing
(2019–2020 and 2020–2021)
Per USDE and TEA, the status of a school currently identified as School Improvement/Comprehensive Support will remain the same for the 2020-2021 school year.

- Codwell EL
- Deady MS
- Edison MS
- Foerster EL
- High School Ahead Academy
- Holland MS
- Kashmere HS
- Liberty HS
- Madison HS
- Middle College HS at HCC Fraga
- Middle College HS at HCC Gulfton
- Texas Connections Academy at Houston
- Washington B.T High School
- Wheatley HS
- Wisdom HS
- Worthing HS (TTIPS)
- Yates HS
- Young EL

FAQs

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will the status of a school currently identified as School Improvement/Comprehensive Support remain the same or will it change for the 2020-2021 school year?</td>
<td>A campus that is identified as SI/Comprehensive Support in the 2019-2020 school year will maintain that identification status in the 2020-2021 school year.</td>
</tr>
<tr>
<td>Will TEA allow districts to carry over SI/Comprehensive Support funds next school year (2020-2021)?</td>
<td>The 2019-2020 SI/Comprehensive Support funds will end on <strong>June 29, 2020, except for payroll expenses</strong>. However, payroll expenses will only be covered up to July 16, 2020. After this date, payroll expenditures will be moted/transferred to the school’s 2020-2021 Title I or GF1 funds. If the district has any carryover funds for the 2020-2021 school year, then the district will determine in December 2020/January 2021 how those carryover funds will be used.</td>
</tr>
<tr>
<td>When will districts/campuses receive feedback on the Mid-Year funding report?</td>
<td>Districts/campuses will receive feedback on the Mid-Year funding report when they resume normal operations.</td>
</tr>
<tr>
<td>How do campuses that have not completed their Effective Schools Framework (ESF) Diagnostic visit proceed?</td>
<td>Campuses that have not completed their ESF Diagnostic visit will complete the process in the 2020-2021 school year.</td>
</tr>
</tbody>
</table>
COVID 19 – Home-Based Learning Resources

As our community copes with COVID-19, Houston ISD has created a hub site with access to instructional materials and resources to continue learning at home. CLICK HERE to view information regarding Home-based Ongoing Mobile Education (H.O.M.E.)

COVID 19 – Important Information

**Free COVID-19 testing sites now open at two HISD schools**

There are several free coronavirus testing sites open at Houston ISD facilities. These drive-through sites are operated by University Memorial Medical Center. **Unlike other testing sites set up in Houston, health officials say pre-screening is not required to be tested.**

Testing sites change daily so be sure to call before you visit one of these drive-through sites.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Address</th>
<th>Phone #</th>
<th>Testing Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forest Brook Middle School</td>
<td>7525 Tidwell Road</td>
<td>1-866-333-26</td>
<td>9 a.m. to 4 p.m. Monday through Friday</td>
</tr>
<tr>
<td>Cullen Middle School</td>
<td>6900 Scott Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Del Mar Stadium</td>
<td>4400 West 18th Street</td>
<td>832-393-4220</td>
<td>9 a.m. to 7 p.m. Monday through Friday</td>
</tr>
<tr>
<td>Butler Sports Complex</td>
<td>13755 South Main</td>
<td></td>
<td>9 a.m. to 3 p.m. Sat. and Sunday</td>
</tr>
</tbody>
</table>

**COVID-19 Information for HISD Medical Plan Members**

Per the federal mandate, COVID-19 testing may be conducted at no cost to members. It is recommended that you contact your primary care physician’s office to be assessed for symptoms related to COVID-19. Your primary care physician will have access to your medical history/records and will be able to triage you as appropriate.

Treatment for COVID-19 is subject to any applicable copay, deductible and/or coinsurance. When seeking treatment, it is important to stay within your medical provider network, unless you seek care through an emergency room. Keep in mind that the testing and treatment guidelines are changing.

CLICK HERE to view information on the various HISD medical plans, HISD onsite clinics, nearsite urgent care centers, and other benefit plan information on COVID-19 issues.
Best Practices

Additional Resources
Below are links to helpful resources related to coping with current conditions.
- COVID-19 Coping Calendar
- FREE RESOURCES - Teaching and Learning at Home
- Tips for Elementary School Families
- Tips for Secondary School Families
- Employee Rights under the Families First Coronavirus Response Act

2020 Census Reminder
Make sure you are counted!
The census impacts federal funding communities receive for special education, classroom technology, teacher training, after-school programs, school lunch assistance and programs such as Head Start and WIC. Census data is also part of the formula used to calculate federal funding for low-income students, as well as funding for Limited English Proficiency and immigrant students.

To complete the census survey, go to the following website: www.my2020census.gov. It'll take just a few minutes. Responses can be completed in 13 different languages and submitted online, by phone, or by mail. Responses to the census are safe and secure.

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
At this time PROCARD usage is no longer permitted until further notice.

Submitting Documents & Forms Online
On the External Funding Forms page, you can complete the following forms/documents online:

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandated Parent Notification Checklist</td>
<td>NOTE: The deadline to submit this is May 2021.</td>
</tr>
<tr>
<td>Title I, II and IV Part A Job Descriptions (workflow w/electronic</td>
<td>signature)</td>
</tr>
<tr>
<td>Semi-Annual Certification Form</td>
<td>Title I Documentation Storage Form</td>
</tr>
<tr>
<td></td>
<td>NOTE: Due in December and May.</td>
</tr>
<tr>
<td>Title I Parent Meeting Information</td>
<td></td>
</tr>
</tbody>
</table>

This page also has an “Upload Documents” option which allows you to upload certain documents directly to the External Funding site.

Electronic Communications
Some things to keep in mind:
- When e-mailing documents to a campus contact, add “Title I - ______” in the subject line (e.g., Title I – Conference, Title I – Annual Spring Meeting).
- For Zoom/MS Teams meetings, try to save a copy of the agenda and attendance listing (this can be obtained from the host or by clicking on “participants.”)
- For recordkeeping purposes, retain copies of any e-mail blasts or call-outs pertaining to group events such as parent meetings.
- For Title I compliance purposes, be sure to acknowledge receipt of any Title I-related email.
- Maintain one location for all Title I Documents by creating a “2019/2020 Title I” Folder in Outlook as an electronic “storage bin.” (To create a new folder, right-click on Inbox and select New Folder...)
- REMINDER: During group parent meetings or trainings, never show or discuss individual student information such as academic, medical, demographic, etc. (per FERPA law)
- Electronic Documents, are documents that can be audited, therefore be sure to “save” them on your computer and possibly as backup on your OneDrive
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

<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

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