June Calendar Reminders

- **Ongoing:** Monitor Title I campus budgets, input HISD Chancery coding, maintain Title I documentation
- **Chancery:** ALL coding areas completed for Summer School

**SUMMER SCHOOL 2019-2020**

- Summer School [Timeline](#)
- **Academic Services Memos**
  - Posted [May 11, 2020](#) – Summer School Update
  - Posted [May 18, 2020](#) – Summer School Information
  - Posted [May 27, 2020](#) – Summer School Resources
- Summer School for 2019-2020 will be centrally funded by the District.
- **June 8** – Summer School starting date
- **July 2** – Summer School ending date

For up-to-date information regarding Summer School, visit the [Summer School SharePoint](#) site

**UPCOMING**

- **June 11** – Parent Consultation Meeting (see also page 2)
- **August 2020 (dates TBD)** – Title I JobAlike Trainings

---

**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.

---

**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 on **Thursday, June 11**.

- **Time:** 10 a.m. - Noon
- **Platform:** MS Teams Live

The Agenda, PowerPoint and FAQs will be available in English and Spanish.

An [Academic Services Memo](#) posted on May 27, 2020

**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 extracted data on June 1, 2020 and an interim report will be provided to campuses on or before June 5, 2020.

An [Academic Services Memo](#) posted on May 27, 2020

**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.

**Congratulations on Successful Virtual PFE Meetings!**

Shout-outs to the following campuses for holding successful “virtual” Spring 2020 Title I Parent and Family Engagement Meetings:

- **Texas Connection Academy** (Angela Daniel, Joey Zepeda, and Leann Lockard)
- **Patterson Elementary School** (Juan Gonzalez, Evelyn Quinones, and Roseann Leija)
- **Sherman Elementary School** (Ana Maria Steen, Racquel Rosenbalm, Keith Merritt, Nicholas Meza, Quiandine Jarrett)
Field Lessons – Latest News

Cancelled Field Lessons
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.

HISD Food Distribution Program

HISD is launching curbside summer meals for students on Mondays and Thursdays at 68 select schools beginning June 1. This service is free for families with children aged 1-18. Parents receive several days’ worth of food per child at each pickup. If children are not present, parents must have proof of enrollment in any district (report card, student ID, etc.) or birth certificate(s).

For more information and distribution locations, visit HISD Summer Meals

TX Dept of Agriculture Summer Meals Program

The Texas Department of Agriculture (TDA) is offering no cost meals this summer for children 18 and younger, and enrolled students with disabilities up to 21 years old through its Summer Meal Programs. Participating families do not have to apply register or provide identification. The U.S. Department of Agriculture (USDA) funds the Summer Meals Program.

TDA will be sending enough parent information cards to inform every enrolled student in the district automatically, arriving within the next few weeks. All schools are required to pass out information even if they are not participating in the Summer Meals Program.

For more information, see below:
- Brochure (English and Spanish)
- Website
- Meal site locator: Click SummerFood.org or text FOODTX daily to 877-877 for location information. (For Spanish speakers, please text COMIDA daily to 877-877.)

Summer Reading Packets

All Pre-K through eighth-grade students will receive a packet of books, Think More Sheets, and a Family Guide to Literacy. The intent is to extend students’ reading during the months of July and August. Packets will be distributed in July.

For more information, CLICK HERE.
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]

---

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>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.

**IMPORTANT:** Semi-Annual Certifications 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.**

A memo will post in August 2020 requesting the Semi-Annual Certification Form for the January 1, 2020 through June 30, 2020 certification period.
Do Not Keep Vacant Positions Open

Campuses should not maintain any vacant positions: 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.

For instructions on how to close a vacant position see Process OPM Position Form through OneSource

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.
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.

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>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.
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.

<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>TIA-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>Title IIIA: School Year 263000000</td>
<td>6200 - Contracted Services (Pay or Contracts)</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 Pays</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>

External Funding Titles I, II & IV
Verifying That Your Budget is Accurate

Now that the end of the school year is near, please confirm the status of your pre-encumbered (shopping carts) and encumbered funds (purchase orders). These funds are monies that are set aside to pay for obligated expenditures. If the funds are not liquidated, there will be unused leftover funds at the cut-off date. This is especially critical as there is no carryover.

- **Shopping Carts:** Check your shopping cart frequently and delete unwanted items/carts.

- **Open Purchase Orders:** In most cases, you should receive ordered items within 30 days. If more than 30 days has elapsed since the date of the PO, it’s time to investigate (i.e., check with the vendor regarding delivery status).

- **Goods Receipt Confirmation:** Be sure to confirm Goods Receipts immediately upon receipt of supplies, materials, or services!

Click [HERE](#) for instructions on how to confirm goods receipts for purchase orders (i.e., complete delivery, partial delivery, missing items, cancellations, etc.)

- **Cancelling an Order**

  **Cancelling a Partial Order (Close PO)**  
  If the remainder of an order is not received within 30 days, check status with vendor. If you or vendor prefer to **cancel the remaining portion** of the PO, follow the steps below to close the PO.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the PO Confirmation screen.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Contact Purchasing Services</strong> to notify them that a PO is being cancelled (provide PO number).</td>
</tr>
<tr>
<td>3</td>
<td><strong>Change the quantity of the individual line item(s) that are being cancelled to “0.”</strong></td>
</tr>
<tr>
<td>4</td>
<td>Checkmark the first “Last Delivery” box.</td>
</tr>
</tbody>
</table>
| 5    | Click **Confirm**.  
  RESULT: This confirmation posts the goods receipt for the zero quantity and closes the PO. |
| 6    | Click YES on the popup box that displays. |
| 7    | The original creator of the shopping cart must delete the cancelled line item(s) from the shopping cart in order to release the funds. |
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 (posted April 27, 2020).

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>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>Barnett Sport Complex</td>
<td>6800 Fairway</td>
<td>1-866-333-2684</td>
<td>9 a.m. to 4 p.m. Monday through Friday</td>
</tr>
<tr>
<td>Cullen Middle School</td>
<td>6900 Scott St.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forest Brook Middle School</td>
<td>7525 Tidwell Rd.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holland Middle School</td>
<td>1600 Gelhorn Dr.</td>
<td>512-883-2400</td>
<td>9 a.m. to 5 p.m. Monday through Friday</td>
</tr>
<tr>
<td>Moreno Elementary School</td>
<td>620 E. Canino Rd.</td>
<td></td>
<td>(Maximum capacity = 150 tests)</td>
</tr>
<tr>
<td>Del Mar Stadium</td>
<td>4400 West 18th St.</td>
<td></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>832-393-4220</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>System</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandated Parent Notification Checklist</td>
</tr>
<tr>
<td></td>
<td>Semi-Annual Certification Form</td>
</tr>
<tr>
<td></td>
<td>Title I Parent Meeting Information</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

Click HERE if the button above does not open the handbook.

----------------------------------

**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

----------------------------------