August 2019

Accountability and Assessment – Cheri Hendrick (210) 370-5451
- Post most current accountability ratings, TAPR Report & School Report Card on district website by 10th day of school year (TEC§39.362)
  - Accountability data available publicly on TEA website (2019 Accountability & Distinctions) (TEC§39.362)
- Public Education Grant list for 2020-2021 posted (TEC§29.201–29.205)
- Districts report state assessment results to local Board of Trustees by September 27th, Parent notification in February after appeals
- Update Ask TED

Administration and Leadership – Shannon Allen (210) 370-5481
- Check TEVES website for update(s) on any changes resulting from the 86th Legislative Session
- Review inclement weather and safety protocols with administrative team
- Hold district/campus SBDM Committee elections (TEC§11.251(b))
- Distribute/publish Notification of Parents' Rights (TEC§26.0)
- Distribute copies of TEC§37 and local discipline policies to professional staff before the start of school (TEC§37.018)
- Review/amend Student Code of Conduct and post on website
- Establish at least one Parent-Teacher Organization at each school (TEC§26.001(e))
- Review sexual harassment procedures with staff and students
- Evaluate district’s decision-making and planning policies every two years (TEC§11.252(4)(d))
- Annual UIL Mandatory training for Academic/Athletic Staff (CCR D13 (c))
- Required Anti-bullying Training (TEC§ 37.0892 (d))
- UIL Safety (SB 97) & Concussion Training (HB 2038)
- Update Ask TED

Career and Technical Education – Ruthie Kneupper (210) 370-5424
- Publish Annual Public Notification of Nondiscrimination in Career Technology Education Programs

Charter Specific – Field Service Agents (210) 370-5594
- Charter calendar due
- Post Charter Superintendent/CEO salary on website
- Update Ask TED with TEA Charter Division

Federal and State Programs – Alex Dominguez (210) 370-5410
- Federal programs compliance report due for previous year
- *Review/Implement district/campus improvement plans in accordance with district planning process (TEC§11.251)

Finance - Paige Meloni (210) 370-5208
- *Prepare final budget amendments for prior year for September 1st FY
- *Approve Annual Financial Audit for July 1st FY
- *Post on website adopted tax rate that will raise more taxes for maintenance and operations than last year's tax rate (if applicable)
- *Post on website summary of the proposed budget
- Prominently post on the district’s website for three years an external link to the budget adopted by the Board of Trustees
- Publish Notice of Public Meeting to discuss budget and proposed tax rate (Publish at least 10 days before meeting) for September 1st FY
- *Post 72-hour notice of meeting to discuss budget and proposed tax rate
- *Hold meeting to adopt budget and proposed tax rate on or before August 31st for September 1st FY
- Publish statement of revenues, expenditures, and changes in fund balance for July 1st FY
- Submit 2019 TEA tax information survey
- Post 72-hour notice of meeting to discuss budget and proposed tax rate

School Board - Field Service Agents (210) 370-5594
- *Hold public hearing/adopt budget for September 1st FY
- *Approve health insurance rates (as appropriate)
- Plan annual teambuilding and attend Legislative update cluster session
- *Order of Trustee election & post notice for November election
- *MOU with juvenile board for districts in counties over 125,000 by September 1st (TEC§37.010(a))
- *Adopt Student Code of Conduct
- *Adopt district/campus improvement plan
- *Establish/approve Local School Health Advisory Council (SHAC) (TEC§28.004)
- *Approve waivers as needed
- Schedule Board candidate workshop

Special Education – Sherry Marsh (210) 370-5411
- State Performance Plan (SPP) Submission Window closes August 16th (SPP 7, 11, 12, 13)
- 2019-2020 Nonpublic Placement Notification & Application (Required for all Nonpublic Day School and Nonpublic Residential placements by LEAs) opens in TEAL
- 2019-2020 Non-Ed Funds (Optional funds): Estimate amount of request for funds to ESC-20 by August 31st
- 2018-2019 Non-Ed Funds: Last day for expenditures is August 31st
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS – Cora Perez-Sanchez (210) 370-5322
- TSDS PEIMS ready for users to load data to eDM and Promote data on August 5th

Transportation – Randy Casteel (210) 370-5203
- Bus Accident Reporting system survey due by August 31st

*Requires Board action/approval