June 2020

Accountability and Assessment – **Cheri Hendrick** (210) 370-5451
- Review preview CCMR data
- Watch for final graduation rate data
- Check for STAAR results resolutions

Administration and Leadership – **Shannon Allen** (210) 370-5481
- Check TEA/ESC website for update(s) on any changes resulting from the 86th Legislative Session
- *Hire staff in accordance with district policy & procedure
- Annual report to Commissioner on expulsions and AEP placements
- TEA submission: Gun-free schools report
- Review DED (LOCAL) for benefits & holidays for non-contract staff
- Teacher/Staff Service Records annual update
- Review ESC-20 Commitment forms
- Update Ask TED

Federal and State Programs – **Alex Dominguez** (210) 370-5410
- 2020-2021 ESSA Consolidated Application due by end of month if district has 12-month grant-funded employees
- ISDs finalize private school proportionate share for ESSA application submission if private schools participate in services
- Ongoing data collection for compliance reports
- 2019-2020 ESSA Consolidated Grant Application amendment deadline June 2nd
- Review/Implement district/campus improvement plans in accordance with district planning process (TEC§11.251)

Finance - **Paige Meloni** (210) 370-5208
- Budget adoption procedures for July 1st FY districts
- Post on website proposed adopted tax rate that will raise more taxes for maintenance and operations than last year's tax rate if applicable
- Post on school website a 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 July 1st FY
- Post 72-hour notice of meeting to discuss budget and proposed tax rate
- *Hold meeting to discuss budget and proposed tax rate
- Post 72-hour notice meeting to adopt budget and proposed tax rate
- Hold meeting to adopt budget and proposed tax rate July 1st FY
- Calculate state aid earned using end-of-year student data
- Review student attendance figures as compared to prior year and budget projections
- Submit 2019 TEA tax information survey
- Prepare for annual financial audit July 1st FY
- Run district estimate of state aid for next school year with preliminary tax roll figures
- Depository contract due to TEA by June 15th
- Transportation Route Service Report due July 1st
- Post metered amounts of electricity, water and gas consumption for which the district is required to pay and aggregate amounts of those services (Government Code, §2265.001(b), House Bill 3693, 80th Legislature, Regular Session)

Food and Nutrition – **Mandy Tyler** (210) 370-5493
- Child Nutrition Program Application Agreement renewal deadline is June 30th
- Community Eligibility Program (CEP) for the Food and Nutrition Program Application deadline is June 30th

Perkins Formula Grant – **Ruthie Kneupper** (210) 370-5424
- 2020-2021 Perkins Formula Grant Application opens

School Board – Field Service Agents (210) 370-5694
- Review preliminary staff compensation package
- *Hire staff in accordance with district policy & procedure
- Budget workshops for July 1st FY
- *Recommend student insurance carrier
- *Review student and staff handbooks
- *Review and amend Student Code of Conduct
- *Adopt budget/public hearing for July 1st FY
- *Approve waivers as needed
- Notify ESC Field Service Agents of newly appointed/elected trustees
- Review Trustee training requirements including 86th Legislative Session additions

Special Education – **Sherry Marsh** (210) 370-5411
- FY19 MOE (Maintenance of Effort) Final Compliance Review released by TEA
- 2019-2020 Special Education Consolidated Grant Application amendment deadline June 15th
- 2020-2021 Special Education Consolidated Grant Application opens
- 2019-2020 Nonpublic Placement Notification & Application (Required for all Nonpublic Day School and Nonpublic Residential placements by LEAs) closes June 1st
- 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
- Summer PEIMS submission due to ESC-20 on June 11th
- Summer PEIMS submission due to TEA on June 18th

*Requires Board action/approval*