July 2020

Accountability and Assessment – Cheri Hendrick (210) 370-5451
- Watch for Consolidated Accountability Data File (CAF)

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
- Develop calendar for teacher appraisal and designate second appraiser(s)
- Review administrator appraisal calendar
- *Review student and staff handbooks
- *Review and amend Student Code of Conduct
- Pressure test natural gas piping (every 2 years) (TAC§8.230(4)(A))
- Update Ask TED

Federal and State Programs – Alex Dominguez (210) 370-5410
- Submission to TEA: Mid-July (date fluctuates per PEIMS data submission). Districts and charters receiving more than $500,000 in State Compensatory Education must submit one or all three of the following: SCE program evaluations, specific campus CIP and DIP plans. Reference PASRG, Module 9 for specifics.
- Review/update/train district policies and procedures per EDGAR as applicable.
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251)

Finance - Paige Meloni (210) 370-5208
- Prepare for annual financial audit July 1st FY
- Review student attendance figures as compared to prior year and budget projections
- Run district estimate of state aid for next school year with certified tax roll
- Submit 2020 TEA tax information survey
- Register for Investment Office training (TEC§45.209)
- *Board discussion of property values and funding lag for July 1st FY
- 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)

Perkins Formula Grant – Ruthie Kneupper (210) 370-5424
- 2020-2021 Perkins Formula Grant Application due July 1st for July 1st effective date

School Board – Field Service Agents (210) 370-5694
- Discuss preliminary budget/budget workshops for September 1st FY
- Review Truth & Taxation Handbook for Texas Comptroller’s Office with business manager
- Schedule Board budget meeting(s)
- *Recommend student insurance carrier
- *Board discussion of property values and funding lag for July 1st FY
- *Approve ESC-20 Commitment forms
- 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
- 2020-2021 Special Education Consolidated Grant Application due July 1 for July 1st effective date
- 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 resubmission due to ESC-20 on July 9th
- Summer PEIMS resubmission due to TEA on July 16th
- ECDS Prekindergarten submission due July 16th
- ECDS Prekindergarten data available to customers on July 30th
- Residential Facility Tracker data available to customers on July 30th