February 2020

Accountability and Assessment – Cheri Hendrick (210) 370-5451
  • Ensure Federal Report Card and School Report Card have been released and distributed
  • TELPAS window opens

Administration and Leadership – Shannon Allen (210) 370-5481
  • Check TEA/ESC website for update(s) on any changes resulting from the 86th Legislative Session
  • Develop district goals
  • Develop school calendar 2020-2021
  • Review Valedictorian & Salutatorian selection
  • Update Ask TED

Charter Specific – Field Service Agents (210) 370-5694
  • Expansion amendments open (TAC§100.1033(b)(9)&(10))

Federal and State Programs – Alex Dominguez (210) 370-5410
  • Begin budget calendar and budget process for 2020-2021
  • Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251)

Finance - Paige Meloni (210) 370-5208
  • Begin bid for depository contract (due June 15th)
  • Calculate State Aid using end of fourth six weeks' student data
  • Establish scope and details of financial audit
  • Calculate enrollment projections
  • Review student attendance figures as compared to prior year and budget projections
  • Review preliminary 2019 CPTD Values
  • Appeal preliminary 2019 CPTD Values, if necessary
  • Begin budget calendar and budget process for 2020-2021
  • 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
  • Food Service Management Company Request for Proposal deadline is February 15th

School Board – Field Service Agents (210) 370-5694
  • *Call Trustee election for May
  • Review Superintendent evaluation instrument & procedures, including training for new Trustees
  • *Administrator contracts
  • Review schedule for Texas Public Schools Week
  • *Approve school calendar
  • Schedule Board candidate workshop
  • *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
  • Begin budget process for 2020-2021
  • 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
  • Mid-Year PEIMS resubmission due to ESC on February 6th
  • Mid-Year PEIMS resubmission due to TEA on February 13th
  • Full PEIMS data available to customers on February 13th
  • ECDS Kindergarten data available to customers on February 13th
  • State Performance Plan Indicator 14 (SPPI-14) submission due by February 20th
  • Classroom Roster winter snapshot date February 28th