March 2020

Accountability and Assessment – Cheri Hendrick (210) 370-5451
- TELPAS window

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 recommendations for teacher contracts
- *SBDM Committees develop campus performance objectives
- Review Graduation Program FMH (TASB - LEGAL & LOCAL) on Student Expression/Prayer (TASB - FNA LEGAL & LOCAL)
- Principal surveys to evaluate educator preparation program opens to HR staff
- Update Ask TED

Charter Specific – Field Service Agents (210) 370-5694
- Charter Amendments close April 1st
- Request for an Indirect Cost Rate for Charter Schools for 2020-2021 survey due to TEA around the end of March

Federal and State Programs – Alex Dominguez (210) 370-5410
- Schedule planning meetings with campus staff regarding grant activities for current and next year’s applications, CNA and CIP
- Review professional development participation for Title II, Part A compliance report
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251)

Finance - Paige Meloni (210) 370-5208
- Review student attendance figures as compared to prior year and budget projections
- Continue budget process including proposed staff compensation package
- SHARS Cost Control Report due April 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 USDA Commodity Food Survey closes, March 15th
- Child Nutrition Community Eligibility Program Data Submission Deadline, March 20th

Migrant – Patricia Martinez (210) 370-5684
- Distribute Migrant Survey to all students

School Board – Field Service Agents (210) 370-5694
- *Order of Trustee election and post required notice for May election
- Prepare report Trustee training hours prior to May elections with postings as required (TEC§11.159) – April Board meeting
- *Adopt district goals
- *Adopt school calendar
- *Ratify Textbook Committee recommendations (19 TAC 66.104(a); TEC§31.101)
- Discuss preliminary budget/budget workshops
- 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
- *Adopt district goals
- *Adopt school calendar
- *Ratify Textbook Committee recommendations (19 TAC 66.104(a); TEC§31.101)
- Discuss preliminary budget/budget workshops
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- *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
- Perform self-analysis of FY19 MOE (Maintenance of Effort) compliance, using final expenditure data from TSDS PEIMS 2019-2020 Mid-Year reports; gather documentation for exceptions/adjustment, if applicable
- FY19 MOE (Maintenance of Effort) Preliminary Compliance Review released by TEA; Respond to TEA with documentation of exceptions/adjustment for decline in fiscal effort, if applicable
- 2019-2020 Excess Cost Final Calculation based on final, audited 2018-2019 expenditures should be completed (kept locally)
- 2019-2020 High Cost Fund Eligibility Application (Optional fund source) opens
- 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 data available to customers on March 5th
- Classroom Roster winter submission due on March 19th

*Requires Board action/approval