

April 2021**Accountability and Assessment – [Shannon Allen](#) (210) 370-5481**

- TELPAS window closes
- STAAR Alternate 2 window opens

Administration and Leadership – Field Service Agents (210) 370-5694

- *Begin hiring staff in accordance with district policy & procedure
- Develop and recommend summer school plans
- E-rate filing window opens
- Approve out-of-district student transfer requests for 2021-2022
- Prepare report Trustee training hours prior to May elections with postings as required ([TEC§11.159](#)) – April Board Meeting
- Principal surveys to evaluate educator preparation programs open for principals or their designees
- [Update Ask TED](#)

Charter Specific – Field Service Agents (210) 370-5694

- Charter Amendments close April 1st
- Update Ask TED with TEA Charter Division

Federal and State Programs – [Alex Dominguez](#) (210) 370-5410

- Continue budget process
- Schedule/conduct program compliance evaluations for ESSA programs and State Compensatory Education
- 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
- Review preliminary estimate of 2021 CAD Value

Food and Nutrition – [Mandy Tyler](#) (210) 370-5493

- Child Nutrition Financial Report due to The Texas Department of Agriculture deadline is April 1st
- Child Nutrition Food Service Management Company Contract deadline is April 30th

School Board – Field Service Agents (210) 370-5694

- Train election judge(s) and clerk(s) for May election ([Texas Election Code, §32.113](#))
- Discuss preliminary budget/budget workshops
- Report Trustee training hours
- *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

- FY20 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
- 2020-2021 High Cost Fund Eligibility Application (Optional fund source) due April or May
- State Performance Plan 13 Secondary Transition (SPP 13) opens within TEAL for data entry
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance