

**August 2020****Accountability and Assessment – [Shannon Allen](#) (210) 370-5481**

- Post most current accountability ratings, TAPR Report & School Report Card on district website by 10<sup>th</sup> day of school year ([TEC§39.36](#))
  - 2020 Accountability & RDA (Results Driven Accountability), formerly PBMAS, data available in TEAL
  - Accountability data available publicly on TEA website (2020 Accountability & Distinctions) ([TEC§39.362](#))
- Preliminary 2020-2021 Public Education Grant (PEG) list for 2021-2022 posted ([TEC§29.201–29.205](#))
- Update [Ask TED](#) (ensure Superintendent, Principal(s), and Testing Coordinator are correct)

**Administration and Leadership – [Field Service Agents](#) (210) 370-5694**

- Check TEA/ESC COVID-19 [websites](#) for any updates
- Submit LOI to TEA for Asynchronous Instruction for SY 20-21 before the first day of instruction, as needed
- Submit Plan to TEA for Asynchronous Instruction for SY 20-21 by October 1<sup>st</sup>, as needed
- Submit Attestation to TEA for Synchronous Instruction for SY 20-21, as needed
- Post, one week prior to the start of on campus activities and instruction, a summary of the plan to mitigate COVID-19 spread in their schools based [TEA Guidance](#)
- Review inclement weather and safety protocols with administrative team
- Hold district/campus SBDM Committee elections ([TEC§11.251\(b\)](#))
- Distribute/publish Notification of Parents' Rights ([TEC§26.0](#))
- Distribute copies of TEC§37 and local discipline policies to professional staff before the start of school ([TEC§37.018](#))
- Review/amend Student Code of Conduct and post on website
- Establish at least one Parent-Teacher Organization at each school ([TEC§26.001\(e\)](#))
- Review sexual harassment procedures with staff and students
- Evaluate district's decision-making and planning policies every two years ([TEC§11.252\(4\)\(d\)](#))
- Update name & contact information for each campus administrator responsible for discipline (SB 1306)
- Review training requirements:
- [Update Ask TED](#)

**Career and Technical Education – [Ruthie Kneupper](#) (210) 370-5424**

- Publish Annual Public Notification of Nondiscrimination in Career Technology Education Programs

**Charter Specific – [Field Service Agents](#) (210) 370-5694**

- Submit calendar to Charter Division at TEA prior to August 1<sup>st</sup>
- Post Charter Superintendent/CEO salary on website
- Update [Ask TED](#) with TEA Charter Division

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

- ESSA Consolidated compliance report due for previous year
- \*Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))
- Continue working on 2020-2021 ESSA Consolidated Application, due September 3<sup>rd</sup>, if submitting for districts without 12-month grant funded employees

**Finance - [Paige Meloni](#) (210) 370-5208**

- \*Prepare final budget amendments for prior year for September 1<sup>st</sup> FY
- \*Approve Annual Financial Audit for July 1<sup>st</sup> FY
- Post on website adopted tax rate that will raise more taxes for maintenance and operations than last year's tax rate (if applicable)
- Post on website [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 September 1<sup>st</sup> FY
- Post 72-hour notice of meeting to discuss budget and proposed tax rate
- \*Hold meeting to adopt budget and proposed tax rate on or before August 31<sup>st</sup> for September 1<sup>st</sup> FY
- Publish statement of revenues, expenditures, and changes in fund balance for July 1<sup>st</sup> FY
- Submit 2020 TEA tax information survey

**August 2020 (continued)****School Board - Field Service Agents (210) 370-5694**

- \*Hold public hearing/Adopt budget for September 1<sup>st</sup> FY
- \*Approve health insurance rates (as appropriate)
- Plan annual teambuilding and complete SB 1566 version 2 training
- Update Trustees' contact information & terms on website (HB 963)
- \*Order of Trustee election & post notice for November election
- \*MOU with juvenile board for districts in counties over 125,000 by September 1<sup>st</sup> ([TEC§37.010\(a\)](#))
- \*Adopt Student Code of Conduct
- \*Adopt district/campus improvement plan
- \*Establish/approve Local School Health Advisory Council (SHAC) ([TEC§28.004](#))
- \*Approve waivers, attestation for Synchronous Instruction, and Asynchronous Instructional Plans for SY 20-21, as needed
- Schedule Board candidate workshop

**School Safety – [Larry Rodriguez](#) (210) 370-5616**

- Ensure district Safety & Security Committee is in place ([TEC§37.109](#))
- Ensure preparations are in place to implement the threat assessment process ([TEC§37.115](#))
- Provide training in response to an emergency to all employees, including substitutes ([TEC§37.108](#))
- Review requirements of all Safety and Security Agreements as per Emergency Operations Plans to ensure effective dates are applicable
- Review the expiration dates of items in your bleed control kits. Once these items have expired remove and replace from your bleed control kits, and make part of your training inventory
- Ensure the Traumatic Injury Response Protocol preparations are in place as per [TEC§38.030](#)
  - Make available bleeding control stations;
  - Ensure bleeding control stations are stored in easily accessible areas of the campus;
  - Require training on the use of a bleeding control station be provided to:
    - Each school district peace officer, school resource officer, or school security personnel who provides security services at the campus
    - All other school personnel who may be reasonably expected to use a bleeding control station
    - Offer instruction on the use of a bleeding control station to students enrolled at the campus in grade seven or higher
- Ensure district communications technology & infrastructure are adequate to allow communication during an emergency ([TEC§37.108](#))
- Ensure district employees, including substitutes, have classroom access to a telephone allowing for immediate contact with district emergency services or emergency services agencies ([TEC§37.108](#))
- Maintain threat assessment data for reporting to the agency threat assessment team activities ([TEC§37.115](#))
- District Safety and Security Audit deadline has been extended from August 31, 2020 to October 31, 2020
- Provide updated school safety emergency contact information to ESC-20

**Special Education – [Sherry Marsh](#) (210) 370-5411**

- 2019-2020 State Performance Plan (SPP) Submission Window closes August 14<sup>th</sup> (SPP 7, 11, 12, 13)
- 2020-2021 Nonpublic Placement Notification & Application (Required for all Nonpublic Day School and Nonpublic Residential placements by LEAs) opens in TEAL
- 2020-2021 Non-Ed Funds (Optional funds): Estimate amount of request for funds to ESC-20 by August 31<sup>st</sup>
- 2019-2020 Non-Ed Funds (Optional funds): Last day for expenditures is August 15<sup>th</sup>
- 2019-2020 Non-Ed Funds (Optional funds): Final Expenditure Reimbursement Request due to ESC-20 by August 31<sup>st</sup>
- 2020-2021 Special Education Consolidated Applicant Designation Form (ADC)(State) opens August or September
- 2020-2021 Special Education Consolidated Grant Application (State) opens August or September
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

**Texas Student Data System/PEIMS – [Jay Young](#) (210) 370-5322**

- TSDS PEIMS ready for users to load data to eDM and Promote data on August 5<sup>th</sup>

**Transportation – [Randy Casteel](#) (210) 370-5203**

- [Bus Accident Reporting system](#) survey due by August 31<sup>st</sup>