

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

- Ensure Federal Report Card and School Report Card have been released and distributed
- TELPAS window opens

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

- Develop district goals
- Develop school calendar 2021-2022
- Review Valedictorian & Salutatorian selection
- [Update Ask TED](#)

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

- Charter Amendments close April 1st
- Expansion amendments open ([TAC§100.1033\(b\)\(9\)&\(10\)](#))
- Update Ask TED with TEA Charter Division

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 20120 CPTD Values
- Appeal preliminary 2020 CPTD Values, if necessary
- Begin budget calendar and budget process for 2021-2022

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

- Food Service Management Company Request for Proposal deadline is February 15th
- Verification Report deadline is February 1st

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 2021-2022
- Final TEAL TSDS Core (SPPI-14) submission due February 18th for 2020-2021 student data
- 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

- PEIMS Mid-Year resubmission due to ESC on February 4th
- PEIMS Mid-Year resubmission due to TEA on February 11th
- PEIMS Fall data available to customers on February 11th
- ECDS Kindergarten data available to customers on February 11th
- TSDS State Performance Plan Indicator 14 (SPPI-14) submission due by February 18th
- TSDS Classroom Roster winter snapshot date February 26th