

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

- Watch for Consolidated Accountability Data File (CAF)

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

- *Hire staff in accordance with district policy & procedure
- Develop calendar for teacher appraisal and designate second appraiser(s)
- Review administrator appraisal calendar
- *Review student and staff handbooks
- *Review and amend Student Code of Conduct
- Pressure test natural gas piping (every 2 years) ([TAC§8.230\(4\)\(A\)](#))
- [Update Ask TED](#)

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

- Submit calendar to Charter Division at TEA prior to August 1st
- Update Ask TED with TEA Charter Division

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

- Submission to TEA: Mid-July (date fluctuates per PEIMS data submission). Districts and charters receiving more than \$500,000 in State Compensatory Education must submit one or all three of the following: SCE program evaluations, specific campus CIP and DIP plans. Reference FASRG, Module 9 for specifics.
- Review/update/train district policies and procedures per EDGAR as applicable.
- Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))

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

- Prepare for annual financial audit July 1st FY
- Certified Taxable Values due from CAD's
- Review student attendance figures as compared to prior year and budget projections
- Run district estimate of state aid for next school year with certified tax roll
- Submit 2020 TEA tax information survey
- Register for Investment Officer training ([TEC§45.209](#))
- *Board discussion of property values and funding lag for July 1st FY

Perkins Formula Grant – [Ruthie Kneupper](#) (210) 370-5424

- 2020-2021 Perkins Formula Grant Application due July 1st for July 1st effective date

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

- Discuss preliminary budget/budget workshops for September 1st FY
- Review Truth & Taxation Handbook for Texas Comptroller's Office with business manager
- Schedule Board budget meeting(s)
- *Recommend student insurance carrier
- *Board discussion of property values and funding lag for July 1st FY
- *Approve ESC-20 Commitment forms
- Approve waivers as needed
- Notify ESC Field Service Agents of newly appointed/elected trustees
- Review Trustee training requirements including 87th Legislative Session additions

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

- 2021-2022 Special Education Consolidated Grant Application (Federal) due July 1st for July 1st effective date
- 2020-2021 Nonpublic Placement Notification & Application closes in July for Nonpublic Residential placements by LEAs
- 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 Summer resubmission due to ESC-20 on July 8th
- PEIMS Summer resubmission due to TEA on July 15th
- TSDS ECDS Prekindergarten submission due July 15th
- TSDS ECDS Prekindergarten data available to customers on July 29th
- TSDS Residential Facility Tracker submission due to TEA on July 29th