

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

- Review preview CCMR data
- Watch for final graduation rate data
- Check for STAAR results resolutions

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

- \*Hire staff in accordance with district policy & procedure
- Annual report to Commissioner on expulsions and AEP placements
- TEA submission: Gun-free schools report
- Review DED (LOCAL) for benefits & holidays for non-contract staff
- Teacher/Staff Service Records annual update
- Review ESC-20 Commitment forms
- [Update Ask TED](#)

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

- Update Ask TED with TEA Charter Division

**Coordinated School Health– [Mandy Tyler](#) (210) 370-5493**

- Physical Fitness Assessment results to TEA through FitnessGram or the Physical Fitness Assessment Initiative (PFAI) application due in June
- Vision, Hearing, and Spinal Screening Results due to the Texas Department of State Health Services

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

- 2021-2022 ESSA Consolidated Application due by end of month if district has 12-month grant-funded employees
- ISDs finalize private school proportionate share for ESSA application submission if private schools participate in services
- Ongoing data collection for compliance reports
- 2021-2022 ESSA Consolidated Grant Application amendment deadline June 2<sup>nd</sup>
- Review/implement district/campus improvement plans in accordance with district planning process ([TECS§11.251](#))

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

- Budget adoption procedures for July 1<sup>st</sup> FY districts
- Post on website proposed adopted tax rate that will raise more taxes for maintenance and operations than last year's tax rate if applicable
- Post on school website a [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 July 1<sup>st</sup> FY
- Post 72-hour notice of meeting to discuss budget and proposed tax rate
- \*Hold meeting to discuss budget and proposed tax rate
- Post 72-hour notice meeting to adopt budget and proposed tax rate
- \*Hold meeting to adopt budget and proposed tax rate July 1<sup>st</sup> FY
- Calculate state aid earned using end-of-year student data
- Review student attendance figures as compared to prior year and budget projections
- Submit 2020 TEA tax information survey
- Prepare for annual financial audit July 1<sup>st</sup> FY
- Run district estimate of state aid for next school year with preliminary tax roll figures
- Depository contract due to TEA by June 15<sup>th</sup>
- Transportation Route Service Report due July 1<sup>st</sup>

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

- Child Nutrition Program Application Agreement renewal deadline is June 30<sup>th</sup>
- Community Eligibility Program (CEP) for the Food and Nutrition Program Application deadline is June 30<sup>th</sup>

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

- 2020-2021 Perkins Formula Grant Application opens

**June 2021 (continued)****School Board – Field Service Agents (210) 370-5694**

- Review preliminary staff compensation package
- \*Hire staff in accordance with district policy & procedure
- Budget workshops for July 1<sup>st</sup> FY
- \*Recommend student insurance carrier
- \*Review student and staff handbooks
- \*Review and amend Student Code of Conduct
- \*Adopt budget/public hearing for July 1<sup>st</sup> FY
- \*Approve waivers as needed
- Notify ESC Field Service Agents of newly appointed/elected trustees
- Review Trustee training requirements including 86<sup>th</sup> Legislative Session additions

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

- 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
- Safety & Security Committee meets once during each academic semester & once during the summer ([TEC§37.109](#))

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

- FY20 MOE (Maintenance of Effort) Final Compliance Review released by TEA in May or June
- 2020-2021 Special Education Consolidated Grant Application (Federal) amendment deadline June 15<sup>th</sup>
- 2021-2022 Special Education Consolidated Grant Application (Federal) opens in May or June
- 2020-2021 Nonpublic Placement Notification & Application closes June 1<sup>st</sup> for Nonpublic Day School placements by LEAs
- State Performance Plan 11 & 12-Child Find/Early Childhood Transition (SPP 11 & 12) opens with TEAL for data entry
- TAIS/Performance Based Monitoring (PBM) progress report submission, if applicable
- 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 submission due to ESC-20 on June 10<sup>th</sup>
- PEIMS Summer submission due to TEA on June 17<sup>th</sup>