

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

- TELPAS window

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

- Develop recommendations for teacher contracts
- \*SBDM Committees develop campus performance objectives
- Review Graduation Program FMH (TASB - LEGAL & LOCAL) on Student Expression/Prayer (TASB - FNA LEGAL & LOCAL)
- Principal surveys to evaluate educator preparation program opens to HR staff
- [Update Ask TED](#)

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

- Charter Amendments close April 1<sup>st</sup>
- Request for an Indirect Cost Rate for Charter Schools for 2020-2021 survey due to TEA in March
- Update Ask TED with TEA Charter Division

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

- Schedule planning meetings with campus staff regarding grant activities for current and next year's applications, CNA and CIP
- Review professional development participation for Title II, Part A compliance report
- 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
- Continue budget process including proposed staff compensation package
- SHARS Cost Control Report due April 1<sup>st</sup>

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

- Child Nutrition USDA Commodity Food Survey closes, March 16<sup>th</sup>
- Child Nutrition Community Eligibility Program Data Submission Deadline, March 19<sup>th</sup>

**Migrant – [Patricia Martinez](#) (210) 370-5684**

- Distribute Migrant Survey to all students

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

- \*Order of Trustee election and post required notice for May election
- Prepare report Trustee training hours prior to May elections with postings as required ([TEC§11.159](#)) – April Board meeting
- \*Adopt district goals
- \*Adopt school calendar
- \*Ratify Textbook Committee recommendations ([19 TAC 66.104\(a\)](#); [TEC§31.101](#))
- Discuss preliminary budget/budget workshops
- Board candidate workshop
- \*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

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

- Perform self-analysis of FY20 MOE (Maintenance of Effort) compliance, using final expenditure data from TSDS PEIMS 2020-2021 Mid-Year reports; gather documentation for exceptions/adjustment, if applicable
- 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 Excess Cost Final Calculation based on final, audited 2019-2020 expenditures should be completed (kept locally)
- 2020-2021 High Cost Fund Eligibility Application (Optional fund source) opens
- Application opens March 1<sup>st</sup> to submit Early Childhood Outcome data through SPP 7 TEAL application
- 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 ready for users to promote data on March 1<sup>st</sup>
- PEIMS Mid-Year data available to customers on March 4<sup>th</sup>
- TSDS SPPI-14 data available to customers on March 4<sup>th</sup>
- TSDS Classroom Roster winter submission due on March 18<sup>th</sup>
- PEIMS Ex-Yr submission ready for users to promote data on March 23<sup>rd</sup>