

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

- Prepare School Improvement/PBMAS intervention submission preparation, if applicable

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

- Check TEA/ESC COVID-19 [websites](#) for any updates
- [Innovative Course Approval Process](#)
- Receive Texas Academic Performance Report (TAPR) in November (public hearing of districts annual report required within 90 days of receiving)
- Review endorsements/course offerings for 2021-2022 high school course selection process ([TAC§74.12](#))
- Annual Fingerprinting Certification & Statement of Compliance
- [Update Ask TED](#)

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

- Bank Depository Contract due to TEA on December 1st
- Governance Report due to TEA on December 1st
- 2020-2021 SC5050 Significant Expansion (optional) due to TEA by November 1st (for purposes of applying for additional ESSA and/or IDEA-B funding to be received 2020-2021 based on significant expansion)
- Update Ask TED with TEA Charter Division

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

- Title I Comparability Report
- Continue consultation meetings with private schools (Not Applicable to Charters)
- Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))

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

- Board approved Annual Audit Report due to TEA no later than November 27th for LEAs with July 1st FY
- Review student attendance figures as compared to prior year and budget projections

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

- Child Nutrition Verification process completion deadline is November 15th
- Preliminary Verification Report deadline is November 16th

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

- November Elections (BBB Legal) ([TEC§3.004-3.005](#))
 - *Canvass Trustee election results ([TEC§67.003A](#))
 - *Reorganize Board of Trustees ([TEC§11.061C](#))
 - Local orientation for new Board members
 - Update Ask TED with changes in Board membership
 - Train new members in the superintendent evaluation instrument and process
 - Statement of Office and Oath of Office for all new Trustees
 - Schedule ESC Orientation to the Code for new Board members within the first 120 days after installed
- Prepare Board Training Report (**Military Districts Only**)
- *Final FIRST Rating released. Hold public hearings within two months
- Review investment policy ([Gov't Code 2256.005\(e\)](#))
- Approve investment policy revisions as needed ([Gov't Code 2256.005\(e\)](#))
- *Approve waivers as needed
- Notify ESC Field Service Agents of newly appointed/elected trustees
- Review Trustee training requirements including 86th Legislative Session additions

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

- Threat Assessment baseline data reported to the Texas Education Agency by November 13th
 - Received by superintendents in the form of a survey & based on activities from September 1, 2019 - August 31, 2020
- District Audit Report (DARtool) due date is November 15th

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

- 2020-2021 Excess Cost Preliminary Calculation, based on final unaudited 2019-2020 expenditures, should be completed (kept locally)
- 2020-2021 Nonpublic Placement Notification & Application (required for all Nonpublic Day School and Nonpublic Residential placements by LEAs) closes late November/early December for students in a continuing placement (remains open for new placements)
- 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 Fall submission due to ESC-20 on November 19th

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

- Transportation Operations Report due December 1st