

JUNE 2021

Accountability and Assessment

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

Administration and Leadership

- *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-16 Commitment forms
- Update Ask TED

Charter Specific

- Update Ask TED with TEA Charter Division

Coordinated School Health– Mandy Tyler (210) 370-5493

- Physical Fitness Assessment results to TEA through FitnessGram or 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

- 2021-2022 ESSA Consolidated Application due by end of month if district has 12-month grant-funded employees
- SDs 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 2nd
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251)

Finance

- Budget adoption procedures for July 1st FY districts
- Post proposed adopted tax rate that will raise more taxes for maintenance & 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 1st 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 1st 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 1st FY
- Run district estimate of state aid for next school year with preliminary tax roll figures
- Depository contract due to TEA by June 15th
- Transportation Route Service Report due July 1st

Food and Nutrition

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

Perkins Formula Grant

- 2020-2021 Perkins Formula Grant Application opens

School Board

- Review preliminary staff compensation package
- *Hire staff in accordance with district policy & procedure
- Budget workshops for July 1st FY
- *Recommend student insurance carrier
- *Review student and staff handbooks
- *Review and amend Student Code of Conduct
- *Adopt budget/public hearing for July 1st FY
- *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

- 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

- 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 15th
- 2021-2022 Special Education Consolidated Grant Application (Federal) opens in May or June
- 2020-2021 Nonpublic Placement Notification & Application closes June 1st 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

- PEIMS Summer submission due to ESC-16 on June 10th
- PEIMS Summer submission due to TEA on June 17th

**Requires Board action/approval*