

FEBRUARY 2022 MONTHLY REMINDERS

Monthly reminders reflect information available as of July 16, 2021

Accountability and Assessment – Monica Jones

- Ensure Federal Report Card and School Report Card have been released and distributed
- TELPAS window opens

Administration and Leadership – Mitzi McAfee

- Develop district goals
- Develop school calendar 2022-2023
- Review Valedictorian & Salutatorian selection process
- Update AskTED

Federal and State Programs - Missy Klimitchek

- Begin budget calendar and budget process for 2022-2023
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251)
- Review ESSER III RIPICS and Use of funds plan per six-month review cycle

Finance - Laura Ratliff

- Begin bid for depository contract (due June 15th)/check status for extension (ISD only)
- Calculate State Aid using end of fourth six weeks' student data
- Establish scope and details of financial audit
- Calculate enrollment projections
- Review student attendance figures as compared to prior year and budget projections
- Review preliminary 2021 CPTD Values
- Appeal preliminary 2021 CPTD Values, if necessary
- Begin budget calendar and budget process for 2022-2023
- Debt Transparency Reporting (August 31st FY) February 27th
- Bonded Debt Payments-from I & S Fund

Food and Nutrition – Gracie Rider

- Food Service Management Company Request for Proposal deadline is February 15th
- Verification Report deadline is February 1st

School Board – Tony Williams

- *Call Trustee election for May
- Review Superintendent evaluation instrument & procedures, including training for new Trustees
- *Administrator contracts
- Review schedule for Texas Public Schools' Week
- *Approve school calendar
- Schedule Board candidate workshop
- *Approve waivers as needed
- Notify ESC Field Service Agents of newly appointed/elected trustees and review associate training requirements/timelines

Special Education – Kenda Matson

- Begin budget process for 2022-2023
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

**Requires Board action/approval*

FEBRUARY 2022

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

<p>AFRICAN-AMERICAN HISTORY MONTH</p> <p>CAREER & TECHNICAL EDUCATION MONTH</p>		<p>1</p> <p>TASA MidWinter Breakfast</p> <p>TASA Midwinter Conference Jan 30 - Feb 2, Austin</p>	<p>2</p> <p>TASA Midwinter Conference Jan 30 - Feb 2, Austin</p>
<p>6</p>	<p>7</p> <p>National School Counseling Week</p> <p>TCEA Conference Feb 7-11, Dallas</p>	<p>8</p> <p>TCEA Conference Feb 7-11, Dallas</p>	<p>9</p> <p>TCEA Conference Feb 7-11, Dallas</p>
<p>13</p>	<p>14</p>	<p>15</p> <p>Academic Network Meeting</p>	<p>16</p> <p>Superintendent Study Group</p> <p>National ESEA Conference Feb 16-19, New Orleans</p>
<p>20</p>	<p>21</p> <p>Presidents' Day</p>	<p>22</p>	<p>23</p>
<p>27</p>	<p>28</p> <p>PEIMS Summer Submission ready for users to promote data</p> <p>TASBO Conference Feb 28 - Mar 4, Grapevine</p>		

