



Director of Business and Finance

MANAGEMENT REPORT

FEBRUARY, 2026

AREA OF RESPONSIBILITY	ACTIVITY
ACCOUNTING	<ul style="list-style-type: none"> ■ completed month end adjusting entries to general ledger
	<ul style="list-style-type: none"> ■ <i>reviewed support documents; recorded, summarized, reported transactions for the month</i>
ADMINISTRATIVE	<ul style="list-style-type: none"> ■ attended Teacher Incentive Allotment leadership team meeting
	<ul style="list-style-type: none"> ■ (PVS)
	<ul style="list-style-type: none"> ■ presented business & purchasing procedures to parents for Project Graduation preparation
	<ul style="list-style-type: none"> ■ presented summary budget information to District Advisory Committee
	<ul style="list-style-type: none"> ■ <i>prepared agenda items and support documents for monthly board meeting</i>
	<ul style="list-style-type: none"> ■ <i>composed, read, responded, addressed and archived emails</i>
	<ul style="list-style-type: none"> ■ <i>attend Superintendent's administrators weekly meetings</i>
	<ul style="list-style-type: none"> ■ <i>answered phone calls from staff, admin., vendors, related business partners</i>
AUDIT	<ul style="list-style-type: none"> ■ submitted 2025-2026 upload to new TEA Audit 2.0 platform
	<ul style="list-style-type: none"> ■ attended training on new Audit 2.0 software platform
BUDGET	<ul style="list-style-type: none"> ■ prepared spreadsheet for proposed 26-27 expenditure decreases to reduce fund drawing
	<ul style="list-style-type: none"> ■ met with Superintendent to set budget goals, forms, deadlines, expectations for Admin. Team
	<ul style="list-style-type: none"> ■ started revenue analysis for 26-27 budget
	<ul style="list-style-type: none"> ■ researched for Career and Technical Education: PEIMS coding, funding weights, budget
	<ul style="list-style-type: none"> ■ met with campus secretaries to review 2026-27 budget packet, forms, and deadlines
	<ul style="list-style-type: none"> ■ met with team to review the Invalid 2025 PVS from State and impact on Budget
	<ul style="list-style-type: none"> ■ <i>reviewed, assessed and monitored budget accounts during purchase approval process</i>
BUSINESS & FINANCE	<ul style="list-style-type: none"> ■ attended Business Managers Critical Issues Session on site at Region 20
	<ul style="list-style-type: none"> ■ began investigation for vendor claiming non payment - check fraud under investigation with Bank
	<ul style="list-style-type: none"> ■ reviewed decrease in tax collections percentage, Invalid PVS and other updates with KCAD representative
	<ul style="list-style-type: none"> ■ <i>processed authorized bank transactions for monthly check runs and payroll per bank deadlines/guidelines while optimizing investment income</i>
	<ul style="list-style-type: none"> ■ <i>prepared agenda items and support documents for monthly board meeting</i>
	<ul style="list-style-type: none"> ■ <i>supported/supervised business office staff for decision making regarding business matters</i>
FOOD SERVICES	<ul style="list-style-type: none"> ■ onboarded new Food Service Manager as part-time employee for assistance and training in 25-26
	<ul style="list-style-type: none"> ■ calculated compensation offer for new hire and reviewed with Superintendent
	<ul style="list-style-type: none"> ■ interviewed Food Service Manager Candidates
	<ul style="list-style-type: none"> ■ Reviewed Food Service Manager applications for qualifications
	<ul style="list-style-type: none"> ■ prepared interview questions for Food Service Manager (2026-27)
	<ul style="list-style-type: none"> ■ continue to respond to document requests for the Texas Dept. of Agriculture Administrative and Procurement Review of the Child Nutrition Program (AR & PR for NSLP)
	<ul style="list-style-type: none"> ■ <i>supported food service manager for decision making regarding departmental matters</i>



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PAYROLL & BENEFITS	<ul style="list-style-type: none"> ■ reviewed operational procedures agreement for the ESC Region 20 Benefits Coop - Christy Perez voting member consideration
	<ul style="list-style-type: none"> ■ <i>coded timesheets, work journals, supplemental pay with general ledger accounts for payment and approved journal entries for monthly payroll</i>
PURCHASING	<ul style="list-style-type: none"> ■ <i>reviewed final documentation and reports for check processing and approvals</i>
	<ul style="list-style-type: none"> ■ <i>reviewed, coded approved requisitions for purchase orders</i>
SPECIAL REVENUE FUNDS/ GRANT	<ul style="list-style-type: none"> ■ responded to HHSC refund request - requested reconciliation of amount due
	<ul style="list-style-type: none"> ■ responded to HHSC (Health and Human Services Commission) request to onboard with new credentials on new updated reporting platform
	<ul style="list-style-type: none"> ■ met with ACE director and Superintendent regarding ACE planning, budget, summer school
	<ul style="list-style-type: none"> ■ filed expenditure reports for 9 grants with TEA
	<ul style="list-style-type: none"> ■ reviewed several Grant Funds status with Superintendent for proposed budget updates
	<ul style="list-style-type: none"> ■ <i>responded to awarding agency communications/requests/reports/surveys</i>

routine activities are italicized