


A I S D

TO : Board of Trustees
FROM : Don Daniel, Supt. 
SUBJECT : Interim Superintendent

Mr. Manning was named "Acting Superintendent" during the regular March board meeting and has since taken on most of the day to day operation of the District. His duties have included development of the 2011-2012 budget and the interviewing of candidates to replace retiring staff members. Now, as of May 31, 2011, Mr. Manning will need to approve data submissions to the Texas Education Agency and co-sign wire transfers for bond payments. Data approval requires approval to the TEA "AskTed" portal. To receive approval, the official Board Minutes must show the applicant has been officially designated as Superintendent or Interim Superintendent of the District. While it is just semantics, a motion to name Mr. Manning Interim Superintendent, rather than Acting Superintendent, needs to be in the official board minutes in order for Ann to complete the "AskTed" access application.