

DECEMBER 2022

Accountability and Assessment

- School Report Card released (send home within six weeks)
- Federal Report Card released (distribute to campuses, parents, and the public)

Administration and Leadership

- Review TEA COVID-19 Resources & Guidelines website for any updates
- State Compensatory Education (TEC§29.081(B-3))
- UIL dues Deadline January 1st Annually to State UIL Office (CCR D10)
- Review DFBB (LEGAL & LOCAL) for non-renewals
- *Hire staff in accordance with district policy & procedure (as needed)
- Update AskTED

Charter Specific

- Charter holder must file audit report disclosing all management company loans
- Governance Report due to TEA December 1st
- Expansion Amendments opens January 1st
- Update AskTED with TEA Charter Division

Federal and State Programs

- 2022-2023 ESSA Final Amounts sent out by TEA
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251)
- 2022-2023 Substitute System of Federal Time-and-Effort Reporting (optional system) Annual LEA Management Certification due to TEA (to be effective for spring and summer semesters of current school year if September deadline missed) by December 1st to be retroactive to July 1st, or submission after December 1st, the approval is effective as of the date of submission. This is applicable to all federal programs.
- Review ESSER III RIPICS and Use of funds plan per six-month review cycle

Finance

- Review student attendance figures as compared to prior year and budget projections
- Publish Schedule C-3 from independent audit in local newspaper
- Approve Independent Audit Report for September 1st FY
- Debt Transparency Reporting (June 30th FY) December 27th
- Develop Budget Adoption Timeline for 2022-2023

Food and Nutrition

- Food Service Management Company Request for Proposal deadline is December 31st

School Board

- *School Board approve Annual Independent Audit Report (AFR) due to TEA no later than January 28th for LEAs with September 1st FY
- Post Trustee training hours (Military Districts Only)
- Board self-evaluation (recommended)
- *Approve waivers as needed
- Notify ESC Field Service Agents of newly appointed/elected trustees and review associate training requirements/timelines

Special Education

- Substitute System of Federal Time-and-Effort Reporting (optional system): LEA Management Certification due to TEA December 1st (to be effective retroactive to July 1st of the same year. Will remain in effect for 2 years, to June 30th. If

submitted after December 1st, effective on date of submission and remain in effect for 2 years). This is applicable to all federal programs.

- 2022-2023 SC5100 Coordinated Early Intervening Services (CEIS) Data Collection Form (applicable to certain LEAs) due to TEA December 2nd
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- PEIMS Fall first submission due date for LEAs and ESCs on December 8th
- All RF Tracker data up to this point must be promoted, validated, and fatal free on December 9th
- TSDS PEIMS Mid-Year ready for user to complete, approve, and accept submissions on December 19th

Transportation

- Transportation Operations Report due electronically by December 1st