SEPTEMBER 2022

Accountability and Assessment

- Attend required school improvement training and submit applicable school improvement interventions (August – September)

Administration and Leadership

- Review TEA COVID-19 Resources & Guidelines website for any updates
- Check TASA website for registration information on leadership conferences
- Designate Title IX Coordinator
- Notify all students and employees of the name, office address, phone number of Title IX designee
- Review public information program access to public information
- Review 504 procedures
- Identify date for renewal of teacher contracts
- Review and set credit by examination dates
- Prepare Board training calendar
- Prepare report Trustee training hours prior to November elections with postings as required (TEC§11.159) – October Board meeting
- Recommend technology and instructional materials allotment (TIMA) selections
- *Hire staff in accordance with district policy & procedure (as needed)
- Update AskTED

Charter Specific

- Bank Depository Contract due to TEA – December 1st
- Verify web posting requirements
- New Charter Schools: SC5050 requirements
- Charter School Waitlist ready for users to promote data on September 13th
- Charter School Waitlist snapshot date on September 24th
- Charter School Waitlist ready for users to complete on September 24th
- Update AskTED with TEA Charter Division

Federal and State Programs

- 2022-2023 ESSA Consolidated Application due September 3rd if submitting for districts without 12-month grant funded employees
- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251)
- Prepare and upload into ESSA Reports PNP Affirmations and Equitable Services worksheets for districts with participating private schools
- 2022-2023 Substitute System of Federal Time-and-Effort Reporting (optional system) Annual LEA Management Certification due to TEA September (to be effective for entire school year) This is applicable for all federally funded employees who work on a regular, fixed schedule
- Submit 2021-2022 ESSA Consolidated Compliance reports through eGrants by September 30th

Finance

- Prepare for annual financial audit September 1st FY
- Distribute tax statements
- Calculate State Aid using end-of-first-six-weeks student data
- Review student attendance figures as compared to prior year and budget projections
- Investment policies annual review
- Review pledged securities
- Register for Investment Officer training (TEC§45.209)
- Access and review the district's Final FIRST Ratings; Prepare a working calendar to schedule the publication and public hearing

Perkins Formula Grant

- 2022-2023 Perkins Formula Grant Application due September 2nd budget and performance measures
- 2021-2022 Perkins Formula Grant Application Final Expenditure Report due in ER system September 15th
- 2022-2023 SC5003 Formula Grants Consolidated Schedule (one schedule applicable to ESSA, Perkins, & IDEA-B) due September 2nd

School Board

- Complete School Safety Training Course
- Board candidate workshop
- Train election judge(s) and clerks(s) for November election (TEC§32.113)
- Report Trustee training hours at Board meeting prior to elections
- *Adopt district/campus improvement plan
- *Approve Independent Audit Report
- Notify ESC Field Service Agents of newly appointed/elected trustees and review associate training requirements/timelines

School Safety

- Charter Audit Reporting Tool Survey due to TxSSC by September 15th
- Each district shall adopt and implement a policy requiring the integration of trauma-informed practices in each school environment. A district must include the policy in the district improvement plan required under Section 11.252 (TEC §38.036)
    - The policy must address:
        - increasing staff and parent awareness of trauma-informed care; and
        - implementation of trauma-informed practices and care by district and campus staff; and
        - available counseling options for students affected by trauma or grief.
- TxSSC Survey due by September 9th

Special Education

- 2022-2023 SC5003 Formula Grants Consolidated Schedule (one schedule applicable to ESSA, Perkins, & IDEA-B) due September 2nd
- 2022-2023 Special Education Consolidated Applicant Designation Form (ADC)(Federal) due September 2nd
- 2022-2023 Special Education Consolidated Grant Application (Federal) due September 2nd
- 2022-2023 Nonpublic Placement Notification & Application (Required for all Nonpublic Day School & Nonpublic Residential placements by LEAs) opens in TEAL (APEX) September 1st
- 2022-2023 Nonpublic Placement Notification & Application due September 30th for continuing placements of all Nonpublic Day School & Nonpublic Residential placements by LEAs (due within 30 calendar days of ARD committee off-campus placement decision if new placement)
- SPPI-11 (Timely Initial Evaluation Child Find) and SPPI-12 (Early Childhood Transition) data collection via Child Find Collection in TSDS: Opens around mid-September for data promotion
- 2021-2022 Non-Ed Funds (Optional funds): Final Expenditure Reimbursement Request due to Region 16 by September 6th
- 2022-2023 Non-Ed Funds (Optional funds): Applications due to Region 16 September 30th
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- Region 16 PEIMS Extended Year resubmission due date for LEAs is September 8th (2021-2022)
- PEIMS Fall Submission ready for users to promote data on September 12th
- RF Tracker ready for users to promote data on September 12th
- SPPI-14 ready for users to promote data on September 12th
- Class Roster Fall ready for users to promote data on September 12th
- Charter School Waitlist ready for users to promote data on September 12th
- Child Find ready for users to promote data on September 12th
- Special Education Language Acquisition ready for users to promote data on September 12th
- PEIMS Extended Year resubmission due date for LEAs is September 15th (2021-2022)

- PEIMS Summer data available to customers September 15th (2021-2022)
- Close of school start window on September 30th
- Classroom Roster Fall Snapshot date September 30th
- Charter School Waitlist snapshot date on September 30th
- Charter School Waitlist ready for users to complete on September 30th
- Class Roster Fall ready for users to complete on September 30th