

# SEPTEMBER 2020

## Accountability and Assessment

- Attend required school improvement training and prepare School Improvement intervention submission preparation, if applicable

## Administration and Leadership

- Check TEA/ESC COVID-19 websites for any updates
- Submit Plan to TEA for Asynchronous Instruction for SY 20-21 by October 1st, as needed
- 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
- Update Ask TED

## Charter Specific

- Bank Depository Contract due to TEA – December 1st
- TSDS Charter School Waitlist As-Of Date September 25th
- Update Ask TED with TEA Charter Division

## Federal and State Programs

- 2020-2021 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 PNP Affirmations and Equitable Services worksheets for districts with participating private schools
- 2019-2020 Substitute System of Federal Time-and-Effort Reporting (optional system) Annual LEA Management Certification due to TEA September 15th (to be effective for entire school year) This is applicable to all federal programs.
- 2019-2020 SC5003 Formula Grants Consolidated Schedule (one schedule applicable to ESSA, Perkins, & IDEA-B) due September 3rd or June 30th depending on district application submission date

## 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

- 2020-2021 Perkins Formula Grant Application due September 3rd
- 2019-2020 Perkins Formula Grant Application Final Expenditure Report due in ER system September 16th
- 2020-2021 Substitute System of Federal Time-and-Effort Reporting (optional system) Annual LEA Management Certification due to TEA September 15th (to be effective for entire school year) This is applicable to all federal programs.
- 2020-2021 SC5003 Formula Grants Consolidated Schedule (one schedule applicable to ESSA, Perkins, & IDEA-B) due September 3rd

## School Board

- 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
- Review Board Training Calendar, including SB1566 requirement and new 86th Legislative Session additions
- Notify ESC Field Service Agents of newly appointed/elected trustees
- \*Approve waivers, attestation for Synchronous Instruction, and Asynchronous Instructional Plans for SY 20-21, as needed

## School Safety

- Safety & Security Committee meets once during each academic semester & once during the summer (TEC§37.109)
- District Audit Report (DAR tool) due date has been extended from September 15, 2020 to November 15, 2020

## Special Education

- 2020-2021 SC5003 Formula Grants Consolidated Schedule (one schedule applicable to ESSA, Perkins, & IDEA-B) due September 3rd
- 2020-2021 Special Education Consolidated Applicant Designation Form (ADC)(Federal) due September 3rd (must be completed before the Special Education Consolidated grant application [Federal] will be available to you)
- 2020-2021 Special Education Consolidated Grant Application (Federal) due September 3rd
- 2020-2021 Nonpublic Placement Notification & Application (Required for all Nonpublic Day School & Nonpublic Residential placements by LEAs) opens in TEAL
- 2020-2021 Non-Ed Funds (Optional funds): Applications due to ESC-16 September 30th
- 2020-2021 Substitute System of Federal Time-and-Effort Reporting (optional system): Annual LEA Management Certification due to TEA September 15th (to be effective for the entire school year) This is applicable to all federal programs
- 2019-2020 IDEA-C Early Childhood Intervention & State Deaf (Fiscal Agents of RDSPD): Final Expenditure Reports due in ER system September 30th
- 2019-2020 IDEA-B Discretionary Residential (Certain LEAs): Final Expenditure Report due in ER system September 30th
- Submission window opens to submit TEAL TSDS Core SPPI-14 Post-School Outcomes data through TEAL application
- 2020-2021 Special Education Consolidated Applicant Designation Form (ADC)(State) opens August or September
- 2020-2021 Special Education Consolidated Grant Application (State) opens August or September
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

## Texas Student Data System/PEIMS

- PEIMS Extended year (19-20) PEIMS resubmission due to ESC-16 on September 10th
- PEIMS Fall Submission (20-21) ready for users to promote data on September 14th
- TSDS RF Tracker ready for users to promote data on September 14th
- TSDS SPPI-14 ready for users to promote data on September 14th
- TSDS Class Roster Fall ready for users to promote data on September 14th
- PEIMS Summer (19-20) PEIMS data available to customers on September 17th
- PEIMS Extended year (19-20) PEIMS resubmission due to TEA on September 17th
- PEIMS Fall (20-21) Close of school start window on September 25th
- TSDS Classroom Roster Fall Snapshot date September 25th
- TSDS Charter School Waitlist As-Of Date September 25th

*\*Requires Board action/approval*