

2018-2019 MONTHLY REMINDERS

August 2018

Accountability and Assessment

- 2018 Accountability & PBMAS data posted in TEASE
- Accountability data posted publicly on TEA website (2018 Accountability & Distinctions)
- Post current accountability ratings, TAPR Report and School Report Card on district website by 10th day of the school year ([TEC§39.362](#))
- Schools post accountability on their website by the 10th day of instruction ([TEC§39.362](#))
- Public Education Grant list for 2019-2020 posted ([TEC§29.201–29.205](#))
- Districts report state assessment results to local Board of Trustees by September 28th

Administration and Leadership

- Review inclement weather procedures with administrative team
- Hold district/campus SBDM Committee elections ([TEC§11.251\(b\)](#))
- Distribute/publish Notification of Parents' Rights ([TEC§26.0](#))
- Distribute copies of TEC§37 and local discipline policies to professional staff before the start of school ([TEC§37.018](#))
- Review/amend Student Code of Conduct and post on website (optional for Charter schools)
- Establish at least one Parent-Teacher Organization at each school ([TEC§26.001\(e\)](#))
- Review sexual harassment procedures with staff and students
- Evaluate district's decision-making and planning policies every two years ([TEC§11.252\(4\)\(d\)](#))
- Annual UIL Mandatory training for Academic/Athletic Staff (CCR D10)
- Required Anti-bullying Training (FFH; FFI LEGAL & LOCAL) ([TEC§37.0832 \(d\)](#))
- UIL Safety ([SB 82](#)) & Concussion Training ([HB 2038](#))
- [Update Ask TED](#)

Charter Specific

- Charter calendar due
- Post Charter Superintendent/CEO salary on website
- Update Ask TED with TEA Charter Division

Federal and State Programs

- Federal programs compliance report due for previous year
- * Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))

Finance

- * Prepare final budget amendments for prior year for September 1st FY
- * Approve Annual Financial Audit for July 1st FY
- Post on website adopted a tax rate that will raise more taxes for maintenance and operations than last year's tax rate if applicable
- Post on website summary of the proposed budget if it maintains a website; summary must be concurrently posted with notice of budget
- Prominently post on the district's website for three years an external link to the budget adopted by the Board of Trustees
- Publish notice of public meeting to discuss budget and proposed tax rate (Publish at least 10 days before meeting) for September 1st FY
- Post 72-hour notice of meeting to discuss budget and proposed tax rate
- * Hold meeting to adopt budget and proposed tax rate on or before August 31st for September 1st FY
- Publish statement of revenues, expenditures, and changes in fund balance for July 1st FY
- Submit 2018 TEA tax information survey
- Post metered amounts of electricity, water and gas consumption for which the district is required to pay and aggregate amounts of those services. ([Government Code, §2265.001\(b\)](#), [House Bill 3693, 80th Legislature, Regular Session](#))

School Board

- Hold budget workshops for September 1st FY
- * Hold public hearing/Adopt budget for September 1st FY
- * Approve health insurance rates (as appropriate)
- Plan annual teambuilding session
- * Order of Trustee election & post notice for November election
- * MOU with juvenile board for districts in counties over 125,000 by September 1st ([TEC§37.010\(a\)](#))
- * Adopt Student Code of Conduct
- * Adopt district/campus improvement plan
- * Approve waivers as needed
- Schedule Board candidate workshop

Special Education

- 2018-2019 Special Education Consolidated Grant Application due late August or early September
- State Performance Plan (SPP) Submission Window closes early August (SPP 7, 11, 12, 13, 14)
- 2018-2019 Nonpublic Day School and Residential Funding TEASE application opens August or September
- 2018-2019 Non-Ed Funds (Optional funds): Send email to ESC-20 of estimate amount of request for funds August 31st
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- TSDS PEIMS (18-19) ready for users to load data to eDM on August 6th
- Extended year submission (17-18) due to ESC-20 on August 23rd (Bilingual/ESL Summer School, Dual Credit Summer School, OFSDP Credit Recovery Summer School)
- Extended year (17-18) PEIMS submission due to TEA on August 30th

Other

- Publish Annual Public Notification of Nondiscrimination in Career Technology Education Programs
- * Establish/approve Local School Health Advisory Council ([TEC§28.004](#))

September 2018

Accountability and Assessment

- Attend TAIS training and prepare IR intervention submission preparation, if applicable
- Districts report state assessment results to local Board of Trustees by September 28th

Administration and Leadership

- Publish name, address, phone number of Title IX Coordinator and complaint procedures
- Post public information (TASB-GBA)
- Review 504 procedures
- Identify date for renewal of teacher contracts
- Review and set credit by examination dates
- Prepare Board training calendar
- Recommend technology and instructional materials allotment (TIMA) committee (TASB-EFFA (Legal))
- [Update Ask TED](#)

Charter Specific

- Bank Depository Contract due to TEA – December 1st
- Update Ask TED with TEA Charter Division

Federal and State Programs

- ESSA Consolidated Application, 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.
- 2018-2019 Substitute System of Federal Time-and-Effort Reporting (optional system) LEA Management Certification due early or mid-September (to be effective for entire school year) (Not Applicable to Charters)

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 Office training ([TEC§45.209](#))
- Post metered amounts of electricity, water and gas consumption for which the district is required to pay and aggregate amounts of those services. ([Government Code §2265.001 \(b\)](#), [House Bill 3693, 80th Legislature, Regular Session](#))

School Board

- Board candidate workshop
- Train election judge(s) and clerks(s) for November election ([TEC§32.113](#))
- Prepare report Trustee training hours prior to November elections with postings as required ([TEC§11.159](#)) – October Board meeting
- * Adopt district/campus improvement plan
- * Approve Independent Audit Report
- * Review Board Training Calendar, including SB1566 requirement
- * Approve waivers as needed

Special Education

- 2018-2019 Nonpublic Day School and Residential Funding TEASE application opens August or September
- 2018-2019 Non-Ed Funds (Optional funds): Applications due to ESC-20 September 30th
- 2017-2018 Non-Ed Funds (Optional funds): Final Expenditure Reimbursement Request due to ESC-20 via iTCCS September 28th
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- Extended year (17-18) PEIMS resubmission due to ESC-20 on September 13th
- Summer (17-18) PEIMS data available to customers on September 13th
- Extended year (17-18) PEIMS resubmission due to TEA on September 20th
- PEIMS (18-19) Close of school start window on September 28th

October 2018**Accountability and Assessment**

- TEA posts Consolidated Accountability report online by October 1st
- PBMAS Stages of Intervention, including LEA Determinations, are released via TEASE
- Prepare IR/PBMAS intervention submission preparation, if applicable
- Review PEIMS data for all program areas prior to snapshot data (PBM and other accountability areas)
- District Testing Coordinator attend annual DTC training at ESC-20

Administration and Leadership

- Review sexual harassment policies
- Receive Texas Academic Performance Report (TAPR) in November (public hearing of districts annual report required within 90 days of receiving)
- Recommend technology and instructional materials allotment (TIMA) selection (TASB-EFA (Legal))
- LEAs without ESL certified teachers must request a TEA waiver of certification requirements. ([19 TAC §89.1207\(b\)](#))
- [Update Ask TED](#)

Federal and State Programs

- Annual Survey of Children in Local Facilities for Neglected/Delinquent Survey available
- * Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))

Finance

- Review student attendance figures as compared to prior year and budget projections
- Calculate State Aid using end-of-first-six-weeks student data
- Submit biannual pupil projections survey to TEA (**All LEAs**)
- Post metered amounts of electricity, water and gas consumption for which the district is required to pay and aggregate amounts of those services ([Government Code, §2265.001\(b\)](#), [House Bill 3693, 80th Legislature, Regular Session](#))

School Board

- Review Superintendent's evaluation timeline
- * Approve waivers as needed
- Report Trustee training hours

Special Education

- 2018-2019 RF Tracker opens for data entry
- 2017-2018 SHARS (School Health and Related Services) Reimbursement Report (applicable to all LEAs) due late October
- 2016-2017 Special Education Consolidated Grant application Final Expenditure Reports due 10/2 for: IDEA-B Discretionary Deaf, IDEA-C Early Intervention, State Deaf
- 2017-2018 IDEA-B Discretionary Residential Final Expenditure Report due October 1st
- 2017-2018 IDEA-B High Cost Grant Final Expenditure Report due
- 2017-2018 Special Education Consolidated Grant application Final Expenditure Reports due October 30th for: IDEA-B Formula, IDEA-B Preschool
- 2017-2018 Special Education Consolidated Grant application Revised Final Expenditure Reports due October 30th for: IDEA-B Discretionary Deaf, IDEA-C Early Intervention, State Deaf
- 2017-2018 IDEA-B Discretionary Residential Revised Final Expenditure Report due October 30th
- 2017-2018 IDEA-B High Cost Grant Revised Final Expenditure Report due
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- Extended year (17-18) PEIMS data available to customers on October 18th
- PEIMS snapshot (as of) date on October 26th budget, staff, enrollment, graduation, dropout, leaver and program participation)
- TSDS PEIMS Ready for users to Complete, Approve, and Accept Fall 18-19 Submissions on October 29th

2018-2019 MONTHLY REMINDERS

November 2018

Accountability and Assessment

- Texas Academic Performance Report (TAPR) to districts
- Hold public hearing on TAPR report ([TEC§39.053\(b\)](#))
- Prepare IR/PBMS intervention submission preparation, if applicable

Administration and Leadership

- [Innovative Course Approval Process](#)
- Review endorsements/course offerings for 2019-2020 high school course selection process ([TAC§74.12](#))
- Annual Fingerprinting Certification & Statement of Compliance
- [Update Ask TED](#)

Charter Specific

- Bank Depository Contract due to TEA – December 1st
- Governance Report due to TEA, December 1st
- SC5050 Significant Expansion due to TEA (optional)

Federal and State Programs

- Title I Comparability Report
- Continue consultation meetings with private schools (Not Applicable to Charters)
- * Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))

Finance

- Board approved Annual Audit Report due to TEA no later than November 27th for LEAs with July 1st FY
- Review student attendance figures as compared to prior year and budget projections
- Post metered amounts of electricity, water and gas consumption for which the district is required to pay and aggregate amounts of those services ([Government Code, §2265.001\(b\)](#), [House Bill 3693](#), [80th Legislature, Regular Session](#))

School Board

- November Elections (BBB Legal) ([TEC§3.004-3.005](#))
 - * Canvass Trustee election results ([TEC§67.003A](#))
 - * Reorganize Board of Trustees ([TEC§11.061C](#))
 - Local orientation for new Board members
 - Update Ask TED with changes in Board membership
 - Train new members in the superintendent evaluation instrument and process
 - Statement of Office and Oath of Office for all new Trustees
 - Schedule ESC Orientation to the Code for new Board members within the first 120 days after installed
- Prepare Board report (Military Districts Only)
- Review investment policy
- * Approve waivers as needed

Special Education

- 2016-2017 Special Education Consolidated Grant application Revised Final Expenditure Reports due November 29th for: IDEA-B Formula, IDEA-B Preschool
- 2017-2018 Special Ed SC5100 Early Intervening Services (CEIS) Data Collection Form (applicable to certain LEAs) due to TEA November 30th
Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- Fall PEIMS submission due to ESC-20 on November 29th

Other

- Child Nutrition Verification process completion deadline November 15th
- Transportation Operations Report due December 1st

December 2018

Accountability and Assessment

- Texas School Accountability Dashboard posted
- School Report Card released (send home within six weeks)

Administration and Leadership

- State Compensatory Education ([TEC§29.081](#))
- UIL dues Deadline January 1st Annually to State UIL Office (CCR D10)
- Review DFBB (LEGAL & LOCAL) for non-renewals
- [Update Ask TED](#)

Charter Specific

- Charter holder must file audit report disclosing all management company loans

Federal and State Programs

- State Compensatory Education ([TEC§29.081](#))
- ESSA Final Amounts sent out by TEA
- * Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))
- 2018-2019 Substitute System of Federal Time-and-Effort Reporting (optional system) LEA Management Certification due December 15th (to be effective for spring and summer semesters if September deadline missed). **This is applicable to all federal programs.**

Finance

- Review student attendance figures as compared to prior year and budget projections
- Publish Schedule A-2 from independent audit in local newspaper
- * Approve Independent Audit Report for September 1st FY
- Post metered amounts of electricity, water and gas consumption for which the district is required to pay and aggregate amounts of those services ([Government Code, §2265.001\(b\), House Bill 3693, 80th Legislature, Regular Session](#))

School Board

- * School Board approves Annual Independent Audit Report (AFR) due to TEA no later than January 28th for LEAs with July 1st FY
- * Post Trustee training hours (**Military Districts Only**)
- * Approve waivers as needed

Special Education

- 2018-2019 Substitute System of Federal Time-and-Effort Reporting (optional system) LEA Management Certification due December 15th (to be effective for spring and summer semesters if September deadline missed). **This is applicable to all federal programs.**
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance
- 2018-2019 Nonpublic Day School and Nonpublic Residential Funding TEASE applications via TEAL due December 1 for placements prior to December 1st

Texas Student Data System/PEIMS

- Fall PEIMS submission due to TEA on December 6th

Other

- Transportation Operations Report due electronically December 1st

2018-2019 MONTHLY REMINDERS

January 2019

Accountability and Assessment

- Notification to parents of eligibility for Public Education Grants by February 1st ([TEC§29.204\(b\)](#))

Administration and Leadership

- Review Staff Non-renewals (TASB - DFBB LEGAL & LOCAL)
- Ensure School Report Card is included with first semester report card ([TEC§39.305](#))
- [Update Ask TED](#)

Federal and State Programs

- Adjust expenditures and amend the ESSA application to appropriate Final Amounts
- * Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))

Charter Specific

- 2018-2019 SC5050 Significant Expansion (for purposes of additional federal funding based in significant expansion experienced in 2018-2019) due to TEA January 31st (optional)
- Update Ask TED with TEA Charter Division

Finance

- Review student attendance figures as compared to prior year and budget projections
- * Approve Annual Independent Audit Report for September 1st FY
- Post metered amounts of electricity, water and gas consumption for which the district is required to pay and aggregate amounts of those services ([Government Code, §2265.001\(b\), House Bill 3693, 80th Legislature, Regular Session](#))

School Board

- * Superintendent's evaluation and contract
- * Approve Annual Independent Audit Report for September 1st FY
- Board approved Annual Independent Audit Report (AFR) due to TEA no later than January 28th for LEAs with September 1st FY
- * Approve Auditor for next FY ([TEC§11.170](#))
- * Approve waivers as needed

Special Education

- 2018-2019 Special Education Consolidated Grant Application: Adjust budget and local records with Final Entitlements; Amend application, if appropriate; Determine if amendment to eGrants needed; Determine eligibility for MOE (Maintenance of Effort) Voluntary Reduction and amend BS6016, if applicable; Review revised proportionate share amount to be spent on parentally-placed private school children with disabilities (N/A to charter schools; N/A to ISDs with no private schools within their jurisdiction)
- Review Legal Framework for updates and link policies and procedures, as applicable
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- Fall PEIMS resubmission due to ESC-20 on January 10th
- Fall PEIMS resubmission due to TEA on January 17th
- Mid-Year PEIMS submission due to ESC-20 on January 17th (actual 17-18 financial audit)
- Mid-Year PEIMS submission due to TEA on January 24th
- Mid-Year PEIMS submission due to ESC-20 on January 31st

Other

- Child Nutrition Texas Summer Mandate deadline January 31st

February 2019

Accountability and Assessment

- Federal Report Card released

Administration and Leadership

- Develop district goals
- Review HB 2610 and begin calendar adoption process
- Review EIC (TASB - LEGAL & LOCAL) on Valedictorian & Salutatorian selection
- [Update Ask TED](#)

Charter Specific

- Expansion amendments open ([TAC§100.1033\(b\)\(9\)&\(10\)](#))
- 2019-2020 SC5050 opens in February to request ESSA and/or IDEA-B funds for the 2019-2020 school year, and/or to request Indirect Cost Rate for 2019-2020

Federal and State Programs

- Begin budget calendar and budget process for 2019-2020
- * Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))

Finance

- Begin bid for depository contract (due June 15th)
- Calculate State Aid using end of fourth six weeks' student data
- Establish scope and details of financial audit
- Calculate enrollment projections
- Review student attendance figures as compared to prior year and budget projections
- Review preliminary 2018 CPTD Value
- Appeal preliminary 2018 CPTD values, if necessary
- Begin budget calendar and budget process for 2019-2020
- Post metered amounts of electricity, water and gas consumption for which the district is required to pay and aggregate amounts of those services ([Government Code, §2265.001\(b\), House Bill 3693, 80th Legislature, Regular Session](#))

School Board

- * Call Trustee election for May
- Review Superintendent evaluation instrument & procedures, including training for new Trustees
- * Administrator contracts
- Review schedule for Texas Public Schools Week
- * Approve school calendar
- Schedule Board candidate workshop
- * Approve waivers as needed

Special Education

- Special Education SSAs (Shared Services Arrangements) and RDSPD (Regional Day School Programs for the Deaf) SSAs: Notification Letter for SSA Configuration changes (includes new or dissolved SSAs) for 2019-2020 school year must be submitted to TEA by February 1st
- 2017-2018 Excess Cost Final Calculation using 2016-2017 expenditures should be completed (kept locally)
- Begin budget process for 2019-2020
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- Mid-Year PEIMS resubmission due to TEA on February 7th Fall PEIMS data available to customers on February 14th
- Mid-Year data available to customers on February 28th

March 2019

Administration and Leadership

- Develop recommendations for teacher contracts
- * SBDM Committees develop campus performance objectives
- Review Graduation Program FMH (TASB - LEGAL & LOCAL) on Student Expression/Prayer (TASB - FNA LEGAL & LOCAL)
- [Update Ask TED](#)

Charter Specific

- Charter Amendments close April 1st

Federal and State Programs

- Schedule planning meetings with campus staff regarding grant activities for current and next year's applications, CNA and CIP
- Review professional development participation for Title II, Part A compliance report
- * Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))

Finance

- Review student attendance figures as compared to prior year and budget projections
- Continue budget process including proposed salary schedule
- Post metered amounts of electricity, water and gas consumption for which the district is required to pay and aggregate amounts of those services ([Government Code, §2265.001\(b\), House Bill 3693, 80th Legislature, Regular Session](#))

School Board

- * Order of Trustee election and post required notice for May election
- Prepare report Trustee training hours prior to May elections with postings as required ([TEC§11.159](#)) – April Board meeting
- * Adopt district goals
- * Ratify Textbook Committee recommendations ([19 TAC 66.104\(a\)](#); [TEC§31.101](#))
- Discuss preliminary budget/budget workshops
- Board candidate workshop
- * Approve waivers as needed

Special Education

- Perform self-analysis of FY18 MOE (Maintenance of Effort) compliance, using final expenditure data from TSDS PEIMS 2018-2019 Mid-Year reports; gather documentation for exceptions/adjustment, if applicable
- FY18 MOE (Maintenance of Effort) Preliminary Compliance Review released by TEA late March/early April; Respond to TEA with documentation of exceptions/adjustment for decline in fiscal effort, if applicable
- 2018-2019 High Cost Fund Eligibility Application (Optional fund source) opens March or April

Other

- Child Nutrition USDA Commodity Food Surveys close, March 15th
- Child Nutrition Community Eligibility Program Data Submission Deadline, March 20th
- Distribute Migrant Survey

2018-2019 MONTHLY REMINDERS

April 2019

Administration and Leadership

- * Begin hiring staff in accordance with district policy & procedure
- Develop and recommend summer school plans
- * Develop school calendar 2019-2020
- E-rate filing window opens
- Performance of first-year teachers and the effectiveness of educator preparation programs survey distributed to principals
- Approve out-of-district student transfer requests for 2019-2020
- [Update Ask TED](#)

Charter Specific

- 2019-2020 SC5050 (Applicable to all Charter Schools) due to TEA early April to request ESSA and/or IDEA-B funds for the 2019-2020 school year, and/or request an Indirect Cost Rate for 2019-2020

Federal and State Programs

- Continue budget process
- Schedule/conduct program compliance evaluations for ESSA programs and State Compensatory Education
- * Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))

Finance

- Review student attendance figures as compared to prior year and budget projections
- Review preliminary estimate of 2020 CAD Value
- Post metered amounts of electricity, water and gas consumption for which the district is required to pay and aggregate amounts of those services ([Government Code, §2265.001\(b\), House Bill 3693, 80th Legislature, Regular Session](#))

School Board

- Train election judge(s) and clerk(s) for May election ([Texas Election Code, §32.113](#))
- * Recommend school calendar 2019-2020
- Discuss preliminary budget/budget workshops
- Report Trustee training hours
- * Approve waivers as needed

Special Education

- FY18 MOE (Maintenance of Effort) Preliminary Compliance Review released by TEA late March/early April; Respond to TEA with documentation of exceptions/adjustment for decline in fiscal effort, if applicable
- 2018-2019 High Cost Fund Eligibility Application (Optional fund source) opens March or April (due April or May)
- Ensure 2018-2019 Excess Cost Final Calculation based on final, audited 2017-2018 expenditures completed during spring 2019 (kept locally)
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Other

- Child Nutrition Financial Report deadline, April 1st
- Child Nutrition Food Service Management Company Contract deadline, April 30th

2018-2019 MONTHLY REMINDERS

May 2019

Administration and Leadership

- Establish and post summer Central Office hours
- Continue hiring using campus input
- Gun-free schools report available
- Review and set credit by examination dates
- Evaluate district's decision-making and planning policies procedures every two years ([TEC§11.252\(d\)](#))
- Solicit input from district/campus committees regarding number and length of written reports required ([TEC§11.164](#))
- Review Graduation Program on Student Expression FMH and FNA (TASB - LEGAL & LOCAL)
- [Update Ask TED](#)

Federal and State Programs

- Complete local evaluations for Federal Programs & State Comp Ed.
- Continue budget process
- Annual Evaluation of district and campus parental involvement policies
- ISDs begin outreach to private schools within their boundaries for equitable services participation in 2019-2020
- * Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))

Finance

- Review student attendance figures as compared to prior year and budget projections
- * Board discussion of property values and funding lag for July 1st FY
- Post metered amounts of electricity, water and gas consumption for which the district is required to pay and aggregate amounts of those services ([Government Code, §2265.001\(b\), House Bill 3693, 80th Legislature, Regular Session](#))

School Board

- May Elections (BBB Legal) ([TEC§3.004-3.005](#))
 - * Canvass Trustee election results ([TEC§67.003A](#))
 - * Reorganize Board of Trustees ([TEC§11.061C](#))
 - Local orientation for new Board members
 - Update Ask TED with changes in Board membership
 - Train new members in the superintendent evaluation instrument and process (BBD Legal)
 - Statement of Office and Oath of Office for all new Trustees
 - Schedule ESC Orientation to the Code for new Board members within the first 120 days of being installed (BBD Legal)
- * Review/amend Student Code of Conduct ([TEC§37.105](#))
- Review and identify areas for Board training
- Formative superintendent evaluation
- * Hire staff in accordance with district policy
- Discuss preliminary budget/budget workshops
- * Board discussion of property values and funding lag for July 1st FY
- * Approve waivers as needed

Special Education

- FY18 MOE (Maintenance of Effort) Final Compliance Review released by TEA
- 2018-2019 Substitute System of Federal Time-and-Effort Reporting (optional system) LEA Management Certification due (to be effective for summer semester if September 2018 and December 2018 deadlines missed)
- 2018-2019 High Cost Eligibility Application (Optional fund source) due April or May
- 2019-2020 Special Education Consolidated Grant Application opens May or June
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System

- TSDS PEIMS Ready for users to Complete, Approve, and Accept Summer Submissions on May 20th

2018-2019 MONTHLY REMINDERS

June 2019

Administration and Leadership

- * Hire staff in accordance with district policy & procedure
- Annual report to Commissioner on expulsions and AEP placements
- TEA submission: Gun-free schools report
- Review DED (LOCAL) for benefits & holidays for non-contract staff
- Teacher/Staff Service Records annual update
- [Update Ask TED](#)

Federal and State Programs

- 2019-2020 ESSA Application due by end of month if district has 12-month grant-funded employees
- ISDs finalize private school proportionate share for ESSA application submission if private schools participate in services
- Final opportunity to amend current year ESSA Consolidated application
- Ongoing data collection for compliance reports
- * Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))

Finance

- Budget adoption procedures for July 1st FY districts
- Post on website adopted a tax rate that will raise more taxes for maintenance and operations than last year's tax rate if applicable
- Post on school website a summary of the proposed budget if it maintains a website: summary must be concurrently posted with notice of the budget
- Prominently post on the district's website for three years an external link to the budget adopted by the Board of Trustees
- Publish notice of public meeting to discuss budget and proposed tax rate (publish at least 10 days before meeting) for July 1st FY
- Post 72-hour notice of meeting to discuss budget and proposed tax rate
- * Hold meeting to discuss budget and proposed tax rate
- Post 72-hour notice meeting to adopt budget and tax rate
- Hold meeting to adopt budget and proposed tax rate July 1st FY
- Calculate state aid earned using end-of-year student data
- Review student attendance figures as compared to prior year and budget projections
- Submit 2019 TEA tax information survey
- Prepare for annual financial audit July 1st FY
- Run district estimate of state aid for next school year with preliminary tax roll figures
- Depository contract due to TEA by June 15th
- Transportation Route Service Report due July 1st
- Post metered amounts of electricity, water and gas consumption for which the district is required to pay and aggregate amounts of those services ([Government Code, §2265.001\(b\)](#), [House Bill 3693](#), [80th Legislature, Regular Session](#))

School Board

- Review preliminary salary schedules
- * Hire staff in accordance with district policy & procedure
- Budget workshops for July 1st FY
- * ESC-20 Commitment forms
- * Recommend student insurance carrier
- * Review student and staff handbooks
- * Review and amend Student Code of Conduct
- Adopt budget/public hearing for July 1st FY
- * Approve waivers as needed

Special Education

- 2018-2019 Special Education Consolidated Grant Application amendment deadline June 15th
- 2019-2020 Special Education Consolidated Grant Application opens May or June
- 2018-2019 IDEA-B Disc Residential eGrants application due
- 2018-2019 Nonpublic Day School and Residential Funding TEASE application closes June 1st
- 2018-2019 RF Tracker data collection due
- Special Education SSAs (Shared Services Arrangements) and RDSPD (Regional Day School Programs for the Deaf) SSAs: Revised contracts for SSA Configuration changes and contracts for new SSAs effective 2019-2020 school year must be submitted to TEA by June 1st
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- Summer PEIMS submission due to ESC-20 on June 13th (attendance, discipline, classroom link, teacher demographics)
- Summer PEIMS submission due to TEA on June 20th

Other

- Child Nutrition Program Application Agreement renewal deadline, June 30th

2018-2019 MONTHLY REMINDERS

July 2019

Administration and Leadership

- ESC-20 Commitment forms
- * Hire staff in accordance with district policy & procedure
- Develop calendar for teacher appraisal and designate second appraiser(s)
- Review administrator appraisal calendar
- * Review student and staff handbooks
- * Review and amend Student Code of Conduct
- Pressure test natural gas piping (every 2 years) ([TAC§8.230\(4\)\(A\)](#))
- [Update Ask TED](#)

Federal and State Programs

- Submission to TEA: Mid-July (date fluctuates per PEIMS data submission). Districts and charters receiving more than \$500,000 in State Compensatory Education must submit one or all three of the following: SCE program evaluations, specific campus CIP and DIP plans. Reference FASRG, Module 9 for specifics.
- Review/update/train district policies and procedures per EDGAR as applicable.
- State Compensatory Evaluation
- * Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))

Finance

- Prepare for annual financial audit July 1st FY
- Review student attendance figures as compared to prior year and budget projections
- Run district estimate of state aid for next school year with certified tax roll
- Submit 2019 TEA tax information survey
- Register for Investment Office training ([TEC§45.209](#))
- * Board discussion of property values and funding lag for July 1st FY
- Post metered amounts of electricity, water and gas consumption for which the district is required to pay and aggregate amounts of those services ([Government Code, §2265.001\(b\)](#), [House Bill 3693, 80th Legislature, Regular Session](#))

School Board

- Discuss preliminary budget / budget workshops for September 1st FY
- Review Truth & Taxation Handbook for Texas Comptroller's Office with business manager
- Schedule Board budget meeting(s)
- * Recommend student insurance carrier
- * Board discussion of property values and funding lag for July 1st FY
- * Approve waivers as needed

Special Education

- 2019-2020 Special Education Consolidated Grant Application due July 1 for July 1st effective date
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- Summer PEIMS resubmission due to ESC-20 on July 11th
- Summer PEIMS resubmission due to TEA on July 18th

2018-2019 MONTHLY REMINDERS

August 2019

Accountability and Assessment

- 2019 Accountability & PBMAS data posted in TEASE
- Accountability data posted publicly on TEA website (2019 Accountability & Distinctions)
- Post current accountability ratings, TAPR Report and School Report Card on district website by 10th day of the school year ([TEC§39.362](#))
- Schools post accountability on their website by the 10th day of instruction ([TEC§39.362](#))
- Public Education Grant list for 2020-2021 posted ([TEC§29.201–29.205](#))
- Districts report state assessment results to local Board of Trustees by September 28th

Administration and Leadership

- Review inclement weather procedures with administrative team
- Hold district/campus SBDM Committee elections ([TEC§11.251\(b\)](#))
- Distribute/publish Notification of Parents' Rights ([TEC§26.0](#))
- Distribute copies of TEC§37 and local discipline policies to professional staff before the start of school ([TEC§37.018](#))
- Review/amend Student Code of Conduct and post on website (optional for Charter schools)
- Establish at least one Parent-Teacher Organization at each school ([TEC§26.001\(e\)](#))
- Review sexual harassment procedures with staff and students
- Evaluate district's decision-making and planning policies every two years ([TEC§11.252\(4\)\(d\)](#))
- Annual UIL Mandatory training for Academic/Athletic Staff (CCR D10)
- Required Anti-bullying Training (TASB - FFH; FFI LEGAL & LOCAL) ([TEC§ 37.0832 \(d\)](#))
- UIL Safety ([SB 82](#)) & Concussion Training (HB 2038)
- [Update Ask TED](#)

Charter Specific

- Charter calendar due
- Post Charter Superintendent/CEO salary on website
- Update Ask TED with TEA Charter Division

Federal and State Programs

- Federal programs compliance report due for previous year
- * Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))

Finance

- * Prepare final budget amendments for prior year for September 1st FY
- * Approve Annual Financial Audit for July 1st FY
- Post on website adopted a tax rate that will raise more taxes for maintenance and operations than last year's tax rate if applicable
- Post on website summary of the proposed budget if it maintains a website; summary must be concurrently posted with notice of budget
- Prominently post on the district's website for three years an external link to the budget adopted by the Board of Trustees
- Publish Notice of Public Meeting to discuss budget and proposed tax rate (Publish at least 10 days before meeting) for September 1st FY
- Post 72-hour notice of meeting to discuss budget and proposed tax rate
- * Hold meeting to adopt budget and proposed tax rate on or before August 31st for September 1st FY
- Publish statement of revenues, expenditures, and changes in fund balance for July 1st FY
- Submit 2019 TEA tax information survey
- Post metered amounts of electricity, water and gas consumption for which the district is required to pay and aggregate amounts of those services. ([Government Code, §2265.001\(b\)](#), [House Bill 3693, 80th Legislature, Regular Session](#))

School Board

- Hold budget workshops for September 1st FY
- * Hold public hearing/Adopt budget for September 1st FY
- * Approve health insurance rates (as appropriate)
- Plan annual teambuilding session
- * Order of Trustee election & post notice for November election
- * MOU with juvenile board for districts in counties over 125,000 by September 1st ([TEC§37.010\(a\)](#))
- * Adopt Student Code of Conduct
- * Adopt district/campus improvement plan
- * Approve waivers as needed
- Schedule Board candidate workshop

Special Education

- 2019-2020 Special Education Consolidated Grant Application due late August or early September
- State Performance Plan (SPP) Submission Window closes early August (SPP 7, 11, 12, 13, 14)
- 2019-2020 Nonpublic Day School and Residential Funding TEASE application opens August or September
- 2019-2020 Non-Ed Funds (Optional funds): Send email to ESC-20 of estimate amount of request for funds August 31st
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Other

- Publish Annual Public Notification of Nondiscrimination in Career Technology Education Programs
- * Establish/approve Local School Health Advisory Council ([TEC§28.004](#))