

August 2019**Accountability and Assessment – [Cheri Hendrick](#) (210) 370-5451**

- Post most current accountability ratings, TAPR Report & School Report Card on district website by 10th day of school year ([TEC§39.362](#))
 - 2019 Accountability & PBMAS data available in TEAL
 - Accountability data available publicly on TEA website (2019 Accountability & Distinctions) ([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 27th, Parent notification in February after appeals
- Update [Ask TED](#)

Administration and Leadership – [Shannon Allen](#) (210) 370-5481

- Check [TEA/ESC](#) website for update(s) on any changes resulting from the 86th Legislative Session
- Review inclement weather and safety protocols 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
- 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 D13 \(c\)](#))
- Required Anti-bullying Training ([TEC§ 37.0832 \(d\)](#))
- UIL Safety ([SB 82](#)) & Concussion Training ([HB 2038](#))
- [Update Ask TED](#)

Career and Technical Education – [Ruthie Kneupper](#) (210) 370-5424

- Publish Annual Public Notification of Nondiscrimination in Career Technology Education Programs

Charter Specific – Field Service Agents (210) 370-5694

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

Federal and State Programs – [Alex Dominguez](#) (210) 370-5410

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

Finance - [Paige Meloni](#) (210) 370-5208

- *Prepare final budget amendments for prior year for September 1st FY
- *Approve Annual Financial Audit for July 1st FY
- Post on website adopted 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](#)
- 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 - Field Service Agents (210) 370-5694

- *Hold public hearing/Adopt budget for September 1st FY
- *Approve health insurance rates (as appropriate)
- Plan annual teambuilding and attend Legislative update cluster 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
- *Establish/approve Local School Health Advisory Council (SHAC) ([TEC§28.004](#))
- *Approve waivers as needed
- Schedule Board candidate workshop

Special Education – [Sherry Marsh](#) (210) 370-5411

- State Performance Plan (SPP) Submission Window closes August 16th (SPP 7, 11, 12, 13)
- 2019-2020 Nonpublic Placement Notification & Application (Required for all Nonpublic Day School and Nonpublic Residential placements by LEAs) opens in TEAL
- 2019-2020 Non-Ed Funds (Optional funds): Estimate amount of request for funds to ESC-20 by August 31st
- 2018-2019 Non-Ed Funds: Last day for expenditures is 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 – [Cora Perez-Sanchez](#) (210) 370-5322

- TSDS PEIMS ready for users to load data to eDM and Promote data on August 5th

Transportation – [Randy Casteel](#) (210) 370-5203

- [Bus Accident Reporting system](#) survey due by August 31st

September 2019

Accountability and Assessment – [Cheri Hendrick](#) (210) 370-5451

- Attend required school improvement training and prepare School Improvement intervention submission preparation, if applicable
- Districts report state assessment results to local Board of Trustees by September 27th

Administration and Leadership – [Shannon Allen](#) (210) 370-5481

- Check [TEA/ESC](#) website for update(s) on any changes resulting from the 86th Legislative Session
- 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 – Field Service Agents (210) 370-5694

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

Federal and State Programs – [Alex Dominguez](#) (210) 370-5410

- 2019-2020 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

Finance - [Paige Meloni](#) (210) 370-5208

- 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](#))

Perkins Formula Grant – [Ruthie Kneupper](#) (210) 370-5424

- 2019-2020 Perkins Formula Grant Application due September 3rd
- 2018-2019 Perkins Program Effectiveness Report (ER 3010) due September 16th
- 2018-2019 Perkins Formula Grant Application Final Expenditure Report due in ER system September 16th
- 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

School Board – Field Service Agents (210) 370-5694

- Board candidate workshop
- Train election judge(s) and clerks(s) for November election ([TEC§32.113](#))
- Report Trustee training hours
- *Adopt district/campus improvement plan
- *Approve Independent Audit Report
- Review Board Training Calendar, including SB1566 requirement and new 86th Legislative Session additions
- Orientation to the Code training – September 5th at ESC-20
- Notify ESC Field Service Agents of newly appointed/elected trustees
- Review Trustee training requirements including 86th Legislative Session additions
- Approve waivers as needed

Special Education – [Sherry Marsh](#) (210) 370-5411

- 2019-2020 SC5003 Formula Grants Consolidated Schedule (one schedule applicable to ESSA, Perkins, & IDEA-B) due September 3rd
- 2019-2020 Special Education Consolidated Grant Application due September 3rd
- 2019-2020 Nonpublic Placement Notification & Application (Required for all Nonpublic Day School & Nonpublic Residential placements by LEAs) opens in TEAL
- 2019-2020 Non-Ed Funds (Optional funds): Applications due to ESC-20 September 30th
- 2018-2019 Non-Ed Funds (Optional funds): Final Expenditure Reimbursement Request due to ESC-20 via iTCSS September 6th
- 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 the entire school year) **This is applicable to all federal programs**
- 2018-2019 IDEA-C Early Childhood Intervention & State Deaf (Fiscal Agents of RDSPD): Final Expenditures Reports due in ER system September 30th
- 2018-2019 IDEA-B Discretionary Deaf (Fiscal Agents of RDSPD): Final and Revised Final Expenditure Reports due in ER system September 30th
- 2018-2019 IDEA-B Discretionary Residential (Certain LEAs): Final Expenditure Report due in ER system 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 – [Cora Perez-Sanchez](#) (210) 370-5322

- State Performance Plan Indicator 14 (SPPI-14) ready for users to promote data on September 9th
- Residential Facility Tracker ready for users to promote data on September 9th
- Summer (18-19) PEIMS data available to customers on September 13th
- Extended year (18-19) PEIMS resubmission due to ESC-20 on September 22nd
- Fall (19-20) Close of school start window on September 27th
- Classroom Roster Fall Snapshot date September 27th
- Extended year (18-19) PEIMS resubmission due to TEA on September 29th

October 2019**Accountability and Assessment – [Cheri Hendrick](#) (210) 370-5451**

- PBMAS Stages of Intervention, including LEA Determinations, are released via TEAL
- Prepare School Improvement/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 – [Shannon Allen](#) (210) 370-5481

- Check [TEA/ESC](#) website for update(s) on any changes resulting from the 86th Legislative Session
- Recommend technology and instructional materials allotment (TIMA) selections
- LEAs without ESL certified teachers must request a TEA waiver of certification requirements. ([19 TAC §89.1207\(b\)](#))
- Prepare Annual Finger Printing Certificate and Statement of Compliance
- Prepare report Trustee training hours prior to November elections with postings as required ([TEC§11.159](#)) – October Board Meeting
- [Update Ask TED](#)

Charter School Specific – Field Service Agents (210) 370-5694

- Prepare Governance Report due to TEA December 1st
- 2019-2020 SC5050 Significant Expansion (optional) due to TEA by November 1st (for purposes of applying for additional ESSA and/or IDEA-B funding to be received 2019-2020 based on significant expansion)

Federal and State Programs – [Alex Dominguez](#) (210) 370-5410

- 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](#))
- 2018-2019 ESSA Consolidated Grant: Final & Revised Final Expenditure Reports due in ER system October 30th

Finance - [Paige Meloni](#) (210) 370-5208

- 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](#))

Perkins Formula Grant – [Ruthie Kneupper](#) (210) 370-5424

- 2018-2019 Perkins Formula Grant Application Revised Final Expenditure Report due in ER system October 14th

School Board – Field Service Agents (210) 370-5694

- Review Superintendent's evaluation timeline and process, including training on use of instrument ([TEC§21.354](#))
- Report Trustee training hours
- *Approve waivers as needed
- Notify ESC Field Service Agents of newly appointed/elected trustees
- Review Trustee training requirements including 86th Legislative Session additions

Special Education – [Sherry Marsh](#) (210) 370-5411

- 2018-2019 SHARS (School Health and Related Services) Reimbursement Report survey (applicable to all LEAs) due to TEA
- 2017-2018 IDEA-B Formula and IDEA-B Preschool: Final and Revised Final Expenditure Reports due in ER system October 30th
- 2018-2019 IDEA-B Formula and IDEA-B Preschool: Final Expenditure Reports due in ER system October 30th
- 2018-2019 IDEA-C Early Childhood Intervention and State Deaf (Fiscal Agents of RDSPD): Revised Final Expenditures Reports due in ER system October 30th
- 2018-2019 IDEA-B Discretionary Residential (Certain LEAs): Revised Final Expenditure Report due in ER system October 30th
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS – [Cora Perez-Sanchez](#) (210) 370-5322

- Extended year (18-19) PEIMS data available to customers on October 17th
- Classroom Roster Fall Submission due October 17th
- Fall (19-20) PEIMS snapshot (as of) date on October 25th
- TSDS PEIMS Ready for users to Complete, Approve, and Accept Fall (19-20) Submissions on October 28th

November 2019

Accountability and Assessment – [Cheri Hendrick](#) (210) 370-5451

- Prepare School Improvement/PBMAS intervention submission preparation, if applicable

Administration and Leadership – [Shannon Allen](#) (210) 370-5481

- Check [TEA/ESC](#) website for update(s) on any changes resulting from the 86th Legislative Session
- [Innovative Course Approval Process](#)
- Receive Texas Academic Performance Report (TAPR) in November (public hearing of districts annual report required within 90 days of receiving)
- Review endorsements/course offerings for 2020-2021 high school course selection process ([TAC§74.12](#))
- Annual Fingerprinting Certification & Statement of Compliance
- [Update Ask TED](#)

Charter Specific – Field Service Agents (210) 370-5694

- Bank Depository Contract due to TEA on December 1st
- Governance Report due to TEA on December 1st
- 2019-2020 SC5050 Significant Expansion (optional) due to TEA by November 1st (for purposes of applying for additional ESSA and/or IDEA-B funding to be received 2019-2020 based on significant expansion)

Federal and State Programs – [Alex Dominguez](#) (210) 370-5410

- 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 - [Paige Meloni](#) (210) 370-5208

- 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](#))

Food and Nutrition – [Mandy Tyler](#) (210) 370-5493

- Child Nutrition Verification process completion deadline is November 15th

School Board – Field Service Agents (210) 370-5694

- 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 Training Report (**Military Districts Only**)
- *Final FIRST Rating released. Hold public hearings within two months.
- Review investment policy ([Gov't Code 2256.005\(e\)](#))
- Approve investment policy revisions as needed ([Gov't Code 2256.005\(e\)](#))
- *Approve waivers as needed
- Notify ESC Field Service Agents of newly appointed/elected trustees
- Review Trustee training requirements including 86th Legislative Session additions

Special Education – [Sherry Marsh](#) (210) 370-5411

- 2019-2020 Nonpublic Placement Notification & Application (Required for all Nonpublic Day School and Nonpublic Residential placements by LEAs) closes for students in a continuing placement (remains open for new placements)
- 2019-2020 Excess Cost Preliminary Calculation, based on final unaudited 2018-2019 expenditures, should be completed (kept locally)
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS – [Cora Perez-Sanchez](#) (210) 370-5322

- ECDS Kindergarten and PK ready for users to promote data on November 11th
- Fall PEIMS submission due to ESC-20 on November 21st

Transportation – [Randy Casteel](#) (210) 370-5203

- Transportation Operations Report due December 1st

December 2019**Accountability and Assessment – [Cheri Hendrick](#) (210) 370-5451**

- School Report Card released (send home within six weeks)
- Texas Academic Performance Report (TAPR) to districts
- Hold public hearing on TAPR report ([TEC§39.053\(b\)](#))
- [Federal Report Card](#) released (distribute to campuses, parents and general public)
- Second Year F campuses posts Turnaround Plan draft to website for comment (30 days prior to board approval)

Administration and Leadership – [Shannon Allen](#) (210) 370-5481

- Check [TEA/ESC](#) website for update(s) on any changes resulting from the 86th Legislative Session
- 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
- [Update Ask TED](#)

Charter Specific – Field Service Agents (210) 370-5694

- Charter holder must file audit report disclosing all management company loans
- Governance Report due to TEA December 1st

Federal and State Programs – [Alex Dominguez](#) (210) 370-5410

- State Compensatory Education ([TEC§29.081](#))
- 2019-2020 ESSA Final Amounts sent out by TEA
- Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))
- 2019-2020 Substitute System of Federal Time-and-Effort Reporting (optional system) Annual LEA Management Certification due to TEA December 15th (to be effective for spring and summer semesters of current school year if September deadline missed). **This is applicable to all federal programs.**

Finance - [Paige Meloni](#) (210) 370-5208

- 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
- 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](#))

Perkins Formula Grant – [Ruthie Kneupper](#) (210) 370-5424

- 2019-2020 Substitute System of Federal Time-and-Effort Reporting (optional system) Annual LEA Management Certification due to TEA December 15th (to be effective for spring and summer semesters of current school year if September deadline missed). **This is applicable to all federal programs.**

School Board – Field Service Agents (210) 370-5694

- *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**)
- Board self-evaluation (recommended)
- *Approve waivers as needed
- Notify ESC Field Service Agents of newly appointed/elected trustees
- Review Trustee training requirements including 86th Legislative Session additions

Special Education – [Sherry Marsh](#) (210) 370-5411

- 2019-2020 Substitute System of Federal Time-and-Effort Reporting (optional system): Annual LEA Management Certification due to TEA December 15th (to be effective for spring and summer semesters of current school year if September deadline missed). **This is applicable to all federal programs.**
- 2019-2020 Nonpublic Placement Notification & Application (Required for all Nonpublic Day School and Nonpublic Residential placements by LEAs) closes for students in a continuing placement (remains open for new placements)
- 2019-2020 SC5100 Coordinated Early Intervening Services (CEIS) Data Collection Form (applicable to certain LEAs) due to TEA December 3rd
- 2018-2019 IDEA-B Formula and IDEA-B Preschool: Revised Final Expenditure Reports due in ER system 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 – [Cora Perez-Sanchez](#) (210) 370-5322

- Fall PEIMS submission due to TEA on December 5th
- Midyear TSDS PEIMS ready for users to complete, approve, and accept submissions on December 9th

Transportation – [Randy Casteel](#) (210) 370-5203

- Transportation Operations Report due electronically by December 1st

January 2020**Accountability and Assessment – [Cheri Hendrick](#) (210) 370-5451**

- Notification to parents of eligibility for Public Education Grants by February 1st ([TEC§29.204\(b\)](#))
- Second Year F campuses schedule Turnaround Plan for Board approval prior to February submission
- Federal Report Card released

Administration and Leadership – [Shannon Allen](#) (210) 370-5481

- Check [TEA/ESC](#) website for update(s) on any changes resulting from the 86th Legislative Session
- Review [HB 2610](#) and begin calendar development process
- Review Staff Non-renewals
- Ensure School Report Card is included with first semester report card ([TEC§39.305](#))
- [Update Ask TED](#)

Federal and State Programs – [Alex Dominguez](#) (210) 370-5410

- 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](#))

Food and Nutrition – [Mandy Tyler](#) (210) 370-5493

- Child Nutrition Texas Summer Mandate deadline January 31st

Charter Specific – Field Service Agents (210) 370-5694

- 2019-2020 SC5050 Significant Expansion (optional) due to TEA January 31st (for purposes of additional ESSA and/or IDEA-B funding to be received in 2020-2021 based on significant expansion experienced in 2019-2020)
- Update Ask TED with TEA Charter Division

Finance - [Paige Meloni](#) (210) 370-5208

- 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 – Field Service Agents (210) 370-5694

- *Superintendent's evaluation and contract
- Board Self-Evaluation (recommended)
- *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
- Notify ESC Field Service Agents of newly appointed/elected trustees
- Review Trustee training requirements including 86th Legislative Session additions
- Orientation to the Code training January 16th at ESC-20

Special Education – [Sherry Marsh](#) (210) 370-5411

- 2019-2020 Special Education Consolidated Grant Application: Review Final Entitlements & Carryover & adjust local records accordingly
 - Determine if amendment to grant application is needed
 - Determine eligibility for MOE (Maintenance of Effort) Voluntary Reduction
 - Review revised proportionate share amount to be spent on parentally-placed private school children with disabilities (N/A to any charter school; N/A to ISDs with no private school/home schools within their geographical boundaries)
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS – [Cora Perez-Sanchez](#) (210) 370-5322

- Fall PEIMS resubmission due to ESC-20 on January 9th
- Fall PEIMS resubmission due to TEA on January 16th
- Mid-Year PEIMS submission due to ESC-20 on January 23rd
- Mid-Year PEIMS submission due to TEA on January 30th
- ECDS Kindergarten submission due by January 30th

February 2020**Accountability and Assessment – [Cheri Hendrick](#) (210) 370-5451**

- Ensure Federal Report Card and School Report Card have been released and distributed
- TELPAS window opens

Administration and Leadership – [Shannon Allen](#) (210) 370-5481

- Check [TEA/ESC](#) website for update(s) on any changes resulting from the 86th Legislative Session
- Develop district goals
- Develop school calendar 2020-2021
- Review Valedictorian & Salutatorian selection
- [Update Ask TED](#)

Charter Specific – Field Service Agents (210) 370-5694

- Expansion amendments open ([TAC§100.1033\(b\)\(9\)&\(10\)](#))

Federal and State Programs – [Alex Dominguez](#) (210) 370-5410

- Begin budget calendar and budget process for 2020-2021
- Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))

Finance – [Paige Meloni](#) (210) 370-5208

- 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 2019 CPTD Values
- Appeal preliminary 2019 CPTD Values, if necessary
- Begin budget calendar and budget process for 2020-2021
- 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](#))

Food and Nutrition – [Mandy Tyler](#) (210) 370-5493

- Food Service Management Company Request for Proposal deadline is February 15th

School Board – Field Service Agents (210) 370-5694

- *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
- Notify ESC Field Service Agents of newly appointed/elected trustees
- Review Trustee training requirements including 86th Legislative Session additions

Special Education – [Sherry Marsh](#) (210) 370-5411

- Begin budget process for 2020-2021
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS – [Cora Perez-Sanchez](#) (210) 370-5322

- Mid-Year PEIMS resubmission due to ESC on February 6th
- Mid-Year PEIMS resubmission due to TEA on February 13th
- Fall PEIMS data available to customers on February 13th
- ECDS Kindergarten data available to customers on February 13th
- State Performance Plan Indicator 14 (SPPI-14) submission due by February 20th
- Classroom Roster winter snapshot date February 28th

March 2020**Accountability and Assessment – [Cheri Hendrick](#) (210) 370-5451**

- TELPAS window

Administration and Leadership – [Shannon Allen](#) (210) 370-5481

- Check [TEA/ESC](#) website for update(s) on any changes resulting from the 86th Legislative Session
- 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)
- Principal surveys to evaluate educator preparation program opens to HR staff
- [Update Ask TED](#)

Charter Specific – Field Service Agents (210) 370-5694

- Charter Amendments close April 1st
- Request for an Indirect Cost Rate for Charter Schools for 2020-2021 survey due to TEA around the end of March

Federal and State Programs – [Alex Dominguez](#) (210) 370-5410

- 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 - [Paige Meloni](#) (210) 370-5208

- Review student attendance figures as compared to prior year and budget projections
- Continue budget process including proposed staff compensation package
- SHARS Cost Control Report due April 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](#))

Food and Nutrition – [Mandy Tyler](#) (210) 370-5493

- Child Nutrition USDA Commodity Food Survey closes, March 15th
- Child Nutrition Community Eligibility Program Data Submission Deadline, March 20th

Migrant – [Patricia Martinez](#) (210) 370-5684

- Distribute Migrant Survey to all students

School Board – Field Service Agents (210) 370-5694

- *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
- *Adopt school calendar
- *Ratify Textbook Committee recommendations ([19 TAC 66.104\(a\)](#); [TEC§31.101](#))
- Discuss preliminary budget/budget workshops
- Board candidate workshop
- *Approve waivers as needed
- Notify ESC Field Service Agents of newly appointed/elected trustees
- Review Trustee training requirements including 86th Legislative Session additions

Special Education – [Sherry Marsh](#) (210) 370-5411

- Perform self-analysis of FY19 MOE (Maintenance of Effort) compliance, using final expenditure data from TSDS PEIMS 2019-2020 Mid-Year reports; gather documentation for exceptions/adjustment, if applicable
- FY19 MOE (Maintenance of Effort) Preliminary Compliance Review released by TEA; Respond to TEA with documentation of exceptions/adjustment for decline in fiscal effort, if applicable
- 2019-2020 Excess Cost Final Calculation based on final, audited 2018-2019 expenditures should be completed (kept locally)
- 2019-2020 High Cost Fund Eligibility Application (Optional fund source) opens
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS – [Cora Perez-Sanchez](#) (210) 370-5322

- Mid-Year data available to customers on March 5th
- Classroom Roster winter submission due on March 19th

April 2020**Accountability and Assessment – [Cheri Hendrick](#) (210) 370-5451**

- TELPAS window closes
- STAAR Alternate 2 window opens

Administration and Leadership – [Shannon Allen](#) (210) 370-5481

- Check [TEA/ESC](#) website for update(s) on any changes resulting from the 86th Legislative Session
- *Begin hiring staff in accordance with district policy & procedure
- Develop and recommend summer school plans
- E-rate filing window opens
- Approve out-of-district student transfer requests for 2019-2020
- Prepare report Trustee training hours prior to May elections with postings as required ([TEC§11.159](#)) – April Board Meeting
- Principal surveys to evaluate educator preparation programs open for principals or their designees
- [Update Ask TED](#)

Federal and State Programs – [Alex Dominguez](#) (210) 370-5410

- 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 - [Paige Meloni](#) (210) 370-5208

- Review student attendance figures as compared to prior year and budget projections
- Review preliminary estimate of 2021 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](#))

Food and Nutrition – [Mandy Tyler](#) (210) 370-5493

- Child Nutrition Financial Report due to The Texas Department of Agriculture deadline is April 1st
- Child Nutrition Food Service Management Company Contract deadline is April 30th

School Board – Field Service Agents (210) 370-5694

- Train election judge(s) and clerk(s) for May election ([Texas Election Code, §32.113](#))
- Discuss preliminary budget/budget workshops
- Report Trustee training hours
- *Approve waivers as needed
- Notify ESC Field Service Agents of newly appointed/elected trustees
- Review Trustee training requirements including 86th Legislative Session additions

Special Education – [Sherry Marsh](#) (210) 370-5411

- FY19 MOE (Maintenance of Effort) Preliminary Compliance Review released by TEA; Respond to TEA with documentation of exceptions/adjustment for decline in fiscal effort, if applicable
- 2019-2020 High Cost Fund Eligibility Application (Optional fund source) opens
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

May 2020**Accountability and Assessment – [Cheri Hendrick](#) (210) 370-5451**

- Review preview CCMR data
- Check for STAAR and TELPAS results resolutions

Administration and Leadership – [Shannon Allen](#) (210) 370-5481

- Check [TEA/ESC](#) website for update(s) on any changes resulting from the 86th Legislative Session
- Establish and post summer Central Office hours
- Continue hiring using campus input
- Gun-free schools report available on eGrants
- 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)
- Principal surveys to evaluate educator preparation programs open for principals or their designees
- [Update Ask TED](#)

Federal and State Programs – [Alex Dominguez](#) (210) 370-5410

- Complete local evaluations for Federal Programs & State Comp Ed.
- Continue budget process
- Final opportunity to amend current year ESSA Consolidated application
- Annual Evaluation of district and campus parental involvement policies
- Districts begin outreach to private schools for equitable services participation in 2020-2021
- Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))
- 2019-2020 Substitute System of Federal Time-and-Effort Reporting (optional system): Annual LEA Management Certification due to TEA May 15th (to be effective for summer semester of current school year if September 2019 and December 2019 deadlines missed)
- 2020-2021 SC5003 Formula Grants Consolidated Schedule opens (one schedule applicable to ESSA, Perkins, & IDEA-B)

Finance - [Paige Meloni](#) (210) 370-5208

- 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](#))

Perkins Formula Grant – [Ruthie Kneupper](#) (210) 370-5424

- 2019-2020 Perkins Formula Grant Application amendment deadline May 18th
- 2020-2021 SC5003 Formula Grants Consolidated Schedule opens (must be submitted for the 2020-2021 Perkins Formula Grant to be accessible)
- 2019-2020 Substitute System of Federal Time-and-Effort Reporting (optional system): Annual LEA Management Certification due to TEA May 15th (to be effective for summer semester of current school year if September 2019 and December 2019 deadlines missed)

School Board – Field Service Agents (210) 370-5694

- 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](#))
- 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
- Notify ESC Field Service Agents of newly appointed/elected trustees
- Review Trustee training requirements including 86th Legislative Session additions

Special Education – [Sherry Marsh](#) (210) 370-5411

- FY19 MOE (Maintenance of Effort) Final Compliance Review released by TEA
- 2019-2020 Substitute System of Federal Time-and-Effort Reporting (optional system): Annual LEA Management Certification due to TEA May 15th (to be effective for summer semester of current school year if September 2019 and December 2019 deadlines missed)
- 2019-2020 High Cost Eligibility Application (Optional fund source) due to TEA
- 2020-2021 SC5003 Formula Grants Consolidated Schedule opens (must be submitted for the 2020-2021 Special Education Consolidated Grant Application to be accessible).
- 2020-2021 Special Education Consolidated Grant Application opens
- 2019-2020 Nonpublic Day School and Residential Funding TEAL application closes June 1st
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System – [Cora Perez-Sanchez](#) (210) 370-5322

- TSDS PEIMS ready for users to complete, approve, and accept summer submissions on May 18th

June 2020**Accountability and Assessment – [Cheri Hendrick](#) (210) 370-5451**

- Review preview CCMR data
- Watch for final graduation rate data
- Check for STAAR results resolutions

Administration and Leadership – [Shannon Allen](#) (210) 370-5481

- Check [TEA/ESC](#) website for update(s) on any changes resulting from the 86th Legislative Session
- *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
- Review ESC-20 Commitment forms
- [Update Ask TED](#)

Federal and State Programs – [Alex Dominguez](#) (210) 370-5410

- 2020-2021 ESSA Consolidated 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
- Ongoing data collection for compliance reports
- 2019-2020 ESSA Consolidated Grant Application amendment deadline June 2nd
- Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))

Finance – [Paige Meloni](#) (210) 370-5208

- Budget adoption procedures for July 1st FY districts
- Post on website proposed adopted 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](#)
- 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 proposed 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](#))

Food and Nutrition – [Mandy Tyler](#) (210) 370-5493

- Child Nutrition Program Application Agreement renewal deadline is June 30th
- Community Eligibility Program (CEP) for the Food and Nutrition Program Application deadline is June 30th

Perkins Formula Grant – [Ruthie Kneupper](#) (210) 370-5424

- 2020-2021 Perkins Formula Grant Application opens

School Board – Field Service Agents (210) 370-5694

- Review preliminary staff compensation package
- *Hire staff in accordance with district policy & procedure
- Budget workshops for July 1st FY
- *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
- Notify ESC Field Service Agents of newly appointed/elected trustees
- Review Trustee training requirements including 86th Legislative Session additions

Special Education – [Sherry Marsh](#) (210) 370-5411

- FY19 MOE (Maintenance of Effort) Final Compliance Review released by TEA
- 2019-2020 Special Education Consolidated Grant Application amendment deadline June 15th
- 2020-2021 Special Education Consolidated Grant Application opens
- 2019-2020 Nonpublic Placement Notification & Application (Required for all Nonpublic Day School and Nonpublic Residential placements by LEAs) closes 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 – [Cora Perez-Sanchez](#) (210) 370-5322

- Summer PEIMS submission due to ESC-20 on June 11th
- Summer PEIMS submission due to TEA on June 18th

July 2020**Accountability and Assessment – [Cheri Hendrick](#) (210) 370-5451**

- Watch for Consolidated Accountability Data File (CAF)

Administration and Leadership – [Shannon Allen](#) (210) 370-5481

- Check [TEA/ESC](#) website for update(s) on any changes resulting from the 86th Legislative Session
- *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 – [Alex Dominguez](#) (210) 370-5410

- 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.
- Review/implement district/campus improvement plans in accordance with district planning process ([TEC§11.251](#))

Finance - [Paige Meloni](#) (210) 370-5208

- 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 2020 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](#))

Perkins Formula Grant – [Ruthie Kneupper](#) (210) 370-5424

- 2020-2021 Perkins Formula Grant Application due July 1st for July 1st effective date

School Board – Field Service Agents (210) 370-5694

- 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 ESC-20 Commitment forms
- Approve waivers as needed
- Notify ESC Field Service Agents of newly appointed/elected trustees
- Review Trustee training requirements including 86th Legislative Session additions

Special Education – [Sherry Marsh](#) (210) 370-5411

- 2020-2021 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 – [Cora Perez-Sanchez](#) (210) 370-5322

- Summer PEIMS resubmission due to ESC-20 on July 9th
- Summer PEIMS resubmission due to TEA on July 16th
- ECDS Prekindergarten submission due July 16th
- ECDS Prekindergarten data available to customers on July 30th
- Residential Facility Tracker data available to customers on July 30th