December 2019

Accountability and Assessment – Cheri Hendrick (210) 370-3541
- 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) 370-35481
- Check TEA/ESC website for update(s) on any changes resulting from the 86th Legislative Session
- 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 – Field Service Agents (210) 370-35694
- 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) 370-35410
- 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) 370-35208
- 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) 370-35424
- 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) 370-35694
- 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) 370-35411
- 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) 370-35322
- 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) 370-35203
- Transportation Operations Report due electronically by December 1st

*Requires Board action/approval