

December 2020**Accountability and Assessment – [Shannon Allen](#) (210) 370-5481**

- 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 – Field Service Agents (210) 370-5694

- Check TEA/ESC COVID-19 [websites](#) for any updates
- 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
- Update Ask TED with TEA Charter Division

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

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

- 2020-2021 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.**
- 2020-2021 Nonpublic Placement Notification & Application (Required for all Nonpublic Day School and Nonpublic Residential placements by LEAs) closes late November/early December for students in a continuing placement (remains open for new placements)
- 2020-2021 SC5100 Coordinated Early Intervening Services (CEIS) Data Collection Form (applicable to certain LEAs) due to TEA early December
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS – [Jay Young](#) (210) 370-5322

- PEIMS Fall submission due to TEA on December 3rd
- PEIMS Midyear ready for users to complete, approve, and accept submissions on December 14th

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

- Transportation Operations Report due electronically by December 1st