

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

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

**Administration and Leadership – [Field Service Agents](#) (210) 370-5694**

- Check TEA/ESC COVID-19 [websites](#) for any updates
- Submit Plan to TEA for Asynchronous Instruction for SY 20-21 by October 1<sup>st</sup>, as needed
- Check TASA website for registration information on leadership conferences
- Designate Title IX Coordinator
- Notify all students and employees of the name, office address, phone number of Title IX designee
- Review public information program access to public information
- Review 504 procedures
- Identify date for renewal of teacher contracts
- Review and set credit by examination dates
- Prepare Board training calendar
- Prepare report Trustee training hours prior to November elections with postings as required ([TEC§11.159](#)) – October Board meeting
- Recommend technology and instructional materials allotment (TIMA) selections
- [Update Ask TED](#)

**Charter Specific – [Field Service Agents](#) (210) 370-5694**

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

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

- 2020-2021 ESSA Consolidated Application due September 3<sup>rd</sup> 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 15<sup>th</sup> (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 3<sup>rd</sup> or June 30<sup>th</sup> depending on district application submission date

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

- Prepare for annual financial audit September 1<sup>st</sup> FY
- Distribute tax statements
- Calculate State Aid using end-of-first-six-weeks student data
- Review student attendance figures as compared to prior year and budget projections
- Investment policies annual review
- Review pledged securities
- Register for Investment Officer training ([TEC§45.209](#))
- Access and review the district's Final FIRST Ratings; Prepare a working calendar to schedule the publication and public hearing

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

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

**September 2020 (continued)****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 at Board meeting prior to elections
- \*Adopt district/campus improvement plan
- \*Approve Independent Audit Report
- Review Board Training Calendar, including SB1566 requirement and new 86<sup>th</sup> Legislative Session additions
- Notify ESC Field Service Agents of newly appointed/elected trustees
- \*Approve waivers, attestation for Synchronous Instruction, and Asynchronous Instructional Plans for SY 20-21, as needed

**School Safety – [Larry Rodriguez](#) (210) 370-5616**

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

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

- 2020-2021 SC5003 Formula Grants Consolidated Schedule (one schedule applicable to ESSA, Perkins, & IDEA-B) due September 3<sup>rd</sup>
- 2020-2021 Special Education Consolidated Applicant Designation Form (ADC)(Federal) due September 3<sup>rd</sup> (must be completed before the Special Education Consolidated grant application [Federal] will be available to you)
- 2020-2021 Special Education Consolidated Grant Application (Federal) due September 3<sup>rd</sup>
- 2020-2021 Nonpublic Placement Notification & Application (Required for all Nonpublic Day School & Nonpublic Residential placements by LEAs) opens in TEAL
- 2020-2021 Non-Ed Funds (Optional funds): Applications due to ESC-20 September 30<sup>th</sup>
- 2020-2021 Substitute System of Federal Time-and-Effort Reporting (optional system): Annual LEA Management Certification due to TEA September 15<sup>th</sup> (to be effective for the entire school year) **This is applicable to all federal programs**
- 2019-2020 IDEA-C Early Childhood Intervention & State Deaf (Fiscal Agents of RDSPD): Final Expenditure Reports due in ER system September 30<sup>th</sup>
- 2019-2020 IDEA-B Discretionary Residential (Certain LEAs): Final Expenditure Report due in ER system September 30<sup>th</sup>
- Submission window opens to submit TEAL TSDS Core SPPI-14 Post-School Outcomes data through TEAL application
- 2020-2021 Special Education Consolidated Applicant Designation Form (ADC)(State) opens August or September
- 2020-2021 Special Education Consolidated Grant Application (State) opens August or September
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

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

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