

Accountability and Assessment

- 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

- 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

Federal and State Programs

- 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

- 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

- 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

- 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

- 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 iTCCS 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

- 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