A.W.BROWN
LEADERSHIP ACADEMY

2022-2023
Board Planning Calendar

STATE CONTACTS

Organizations	Phone Number	Web Address
State Board of Education (SBOE)	512.463.9007	www.tea.texas.gov
State Board for Educator Certification (SBEC)	512.936.8400	www.tea.texas.gov
Texas Education Agency	512.463.9734	www.tea.texas.gov
Texas Association of School Administrators (TASA)	800.725.8272	www.tasanet.org
** Texas Association of School Boards (TASB)	512.467.0222	www.tasb.org
Texas Association of Secondary School Principals (TASSP)	512.443.2100	www.tassp.org
Texas Association of Community Schools (TACS)	512.440.8227	www.tacsnet.org
Texas Association of School Business Officials (TASBO)	800.338.6531	www.tasbo.org
Texas Elementary Principals and Supervisors Association (TEPSA)	512.478.5268	www.tepsa.org
Texas School Public Relations Association (TSPRA)	512.474.9107	www.tspra.org
University Interscholastic League (UIL)	512.471.5883	www.uiltexas.org
Texas Association of School Personnel Admin. (TASPA)	800.346.4111	www.taspa.org
Career and Technical Education Curriculum	512.463.9581	www.tea.texas.gov
Texas Center for Educational Technology	940.565.4433	www.tcet.unt.edu
Bilingual and ESL Education	512.463.9414	www.tea.texas.gov
Social Studies Center	512.463.9581	www.tea.texas.gov
Vaughn Gross Center for Reading and Language Arts	512.232.2320	www.meadowscenter.org

** We do not participate in Texas Association of School Boards

AUGUST 2022 MONTHLY REMINDERS

Accountability and Assessment –
- Post most current accountability ratings and distinction designations, TAPR Report & School Report Card on district website by the 10th day of the school year (TEC§39.36)
  - 2022 Accountability data available in TEAL on August 12th
  - Accountability data available publicly on TEA website (2022 Accountability) (TEC§39.362)
- Preliminary 2022-2023 Public Education Grant (PEG) list for 2023-2024 posted (TEC§29.201–29.205)
- Masked and unmasked district and campus accountability data releases (txschools.gov)
- Attend required school improvement training and submit applicable school improvement interventions (August - September)
- Update AskTED (ensure Superintendent, Principal(s), and Testing Coordinator are correct)

Administration and Leadership –
- Review TEA COVID-19 Resources & Guidelines website for any updates
- Review School Safety State Initiative TEA website
- 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))
- Update name & contact information for each campus administrator responsible for discipline on website and in AskTED (SB 1306)

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

Charter Specific –
- Submit calendar through TEAL, Charter School Tracking System (CSTS) application due August 31
- Renewal Designations Sent to Renewing Schools – August 15th
- Renewal Orientation Presentation with Renewing Schools – August 31st
- Applications Sent to Renewing Schools – August 31st
- Post Charter Superintendent/CEO salary and Board Members on website
- Update AskTED with TEA Charter Division

Federal and State Programs –
- Continue work on ESSA Consolidated compliance report for 2021-2022 due September 3rd
- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251)
- Continue working on 2022-2023 ESSA Consolidated Application, due September 3rd, for districts without 12-month grant funded employees
- Review ESSER III RIPICS and Use of Funds plan per six-month review cycle

Finance -
- Prepare final budget amendments for prior year for September 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
- TEA tax information survey open – due August 31st
- Final amendment to current year budget must be done prior to close & must be approved by the Board (August 31st FY)
- Bonded debt payments form I & S Fund
- Adopt tax rate for next fiscal year

Food and Nutrition –
- Distribute/Process Food and Nutrition Household Income applications (if applicable)

School Board -
- *Hold public hearing/Adopt budget for September 1st FY
- *Approve health insurance rates (as appropriate)
- Plan annual teambuilding and complete SB 1566 (Evaluating and Improving Student Outcomes (EISO)) 2022 version training
- Update Trustees' contact information & terms on website (HB 963)
- *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) (Note: changes per HB 1525)
- Schedule Board candidate workshop (optional)

School Safety –
- School Safety Survey - Opens September 1st and is due no later than September 9th (TEC§37.)
- Review membership District Safety & Security Committee (TEC§37.109)
- Safety & Security Committee members complete Psychological First Aid training (TEC§37.108(f)(6)(C)(i))
- Plan Safety & Security Committee each academic semester & once during the summer (TEC§37.109)
- Review threat assessment process to ensure ready to implement (TEC§37.115)
  - Verify threat assessment team and completes threat assessment training(TEC§37.115)
- Provide all employees, including substitutes training in response to an emergency (TEC§37.108)
- Review Safety and Security Agreements per Emergency Operations Plans
- Review Traumatic Injury Response Protocol preparations TEC§38.030
  - Inventory bleeding control stations
  - Review the expiration dates for your bleed control kits
  - Develop annual training schedule for use of a bleeding control station: School district peace officers, school resource officers, or school security personnel
  - School personnel who may be reasonably expected to use
  - Offer instruction to students enrolled at the campus in grade seven or higher
- Verify district communications technology & infrastructure allow communication during an emergency (TEC§37.108)
- Verify district employees, and substitutes, have classroom telephone access to allow immediate contact with district emergency services or emergency services agencies (TEC§37.108)
- Review process for maintaining threat assessment data for reporting (TEC§37.115)
- Develop schedule for mandatory school drills exercises (TEC§37.114)
- Maintain/replenish Personal Protection Equipment (PPE) inventory

Special Education –
- 2021-2022 State Performance Plan (SPPI) 7 & 13 submission window closes August 12th
- 2021-2022 State Performance Plan (SPPI) 11 & 12 data must be completed by July 28th
- 2022-2023 Special Education Consolidated Applicant Designation Form (ADC)(State) due August 16th (Applicable to RDSPD Fiscal Agents Only)
- 2022-2023 Special Education Consolidated Grant Application (State) due August 16th (Applicable to RDSPD Fiscal Agents Only)
- 2021-2022 Non-Ed Funds (Optional 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 –
- TSDS PEIMS & TSDS ready for users to load data to eDM on August 1st
- Assist with training for Migrant Program August 9th
- Hold training on Core Classroom Roster Fall August 10th
- Hold Training Core Collection Charter Waitlist August 10th
- RF Tracker Data available to customers August 11th
- PEIMS Extended Year first submission due date for LEAs is August 25th (2021-2022)

Transportation –
- Bus Accident Reporting system survey due by August 31st

AUGUST

MONDAY	TUESDAY
1	2
8	9 R10 ESC ISD & Charter Business Finance Officer Roundtable
15	16
22	23
29	30

JULY 2022

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SEPTEMBER 2022

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY / SUNDAY
3	4	5	6
	RAMS Investment Advisory Committee Meeting		7
10	11	12	13
			14
17	18	19	20
	Superintendent Meeting (Virtual) ◆ R10 ESC ISD & Charter Special Education Leadership Meeting		21
24	25	26	27
			28
31			

SEPTEMBER 2022 MONTHLY REMINDERS

Accountability and Assessment –
- Attend required school improvement training and submit applicable school improvement interventions (August – September)

Administration and Leadership –
- Review TEA COVID-19 Resources & Guidelines website for any updates
- 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 AskTED

Charter Specific –
- Bank Depository Contract due to TEA – December 1st
- Verify web posting requirements
- New Charter Schools: SC5050 requirements
- Charter School Waitlist ready for users to promote data on September 12th
- Charter School Waitlist snapshot date on September 30th
- Charter School Waitlist ready for users to complete on September 30th
- Update AskTED with TEA Charter Division

Federal and State Programs –
- 2022-2023 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 and upload into ESSA Reports PNP Affirmations and Equitable Services worksheets for districts with participating private schools
- 2022-2023 Substitute System of Federal Time-and-Effort Reporting (optional system) Annual LEA Management Certification due to TEA September (to be effective for entire school year) This is applicable for all federally funded employees who work on a regular, fixed schedule
- Submit 2021-2022 ESSA Consolidated Compliance reports through eGrants by September 30th

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 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 –
- 2022-2023 Perkins Formula Grant Application due September 2nd budget and performance measures
- 2021-2022 Perkins Formula Grant Application Final Expenditure Report due in ER system September 15th
- 2022-2023 SC5003 Formula Grants Consolidated Schedule (one schedule applicable to ESSA, Perkins, & IDEA-B) due September 2nd

School Board –
- Complete School Safety Training Course
- 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

School Safety –
- School Safety Survey - Opens September 1st and is due no later than September 9th (TEC§37.207)
- Charter Audit Reporting Tool Survey due to TxSSC by September 15th
- Each district shall adopt and implement a policy requiring the integration of trauma-informed practices in each school environment. A district must include the policy in the district improvement plan required under Section 11.252 (TEC §38.036)
  - The policy must address: increasing staff and parent awareness of trauma-informed care; and implementation of trauma-informed practices and care by district and campus staff; and available counseling options for students affected by trauma or grief.

Special Education –
- 2022-2023 SC5003 Formula Grants Consolidated Schedule (one schedule applicable to ESSA, Perkins, & IDEA-B) due September 2nd
- 2022-2023 Special Education Consolidated Applicant Designation Form (ADC)(Federal) due September 2nd
- 2022-2023 Special Education Consolidated Grant Application (Federal) due September 2nd
- 2022-2023 Nonpublic Placement Notification & Application (Required for all Nonpublic Day School & Nonpublic Residential placements by LEAs) opens in TEAL (APEX) September 1st
- 2022-2023 Nonpublic Placement Notification & Application due September 30th for continuing placements of all Nonpublic Day School & Nonpublic Residential placements by LEAs (due within 30 calendar days of ARD committee off-campus placement decision if new placement)
- SPPI-11 (Timely Initial Evaluation Child Find) and SPPI-12 (Early Childhood Transition) data collection via Child Find Collection in TSDS: Opens around mid-September for data promotion
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS –
- PEIMS Fall Submission ready for users to promote data on September 12th
- RF Tracker ready for users to promote data on September 12th
- SPPI-14 ready for users to promote data on September 12th
- Class Roster Fall ready for users to promote data on September 12th
- Charter School Waitlist ready for users to promote data on September 12th
- Child Find ready for users to promote data on September 12th
- Special Education Language Acquisition ready for users to promote data on September 12th
- PEIMS Extended Year resubmission due date for LEAs is September 15th (2021-2022)
- PEIMS Summer data available to customers September 15th (2021-2022)
- Close of school start window on September 30th
- Classroom Roster Fall Snapshot date September 30th
- Charter School Waitlist snapshot date on September 30th
- Charter School Waitlist ready for users to complete on September 30th
- Class Roster Fall ready for users to complete on September 30th

SEPTEMBER

NOTES:

5	6
R10 ESC Holiday	

12	13
	Charter Superintendents Roundtable ◆ R10 ESC ISD & Charter Business Finance Officer Roundtable
TACS Conference September 11-13, Round Rock	**TACS Conference** September 11-13, Round Rock

19	20

26	27
Texas Charter School Conference September 25-28	**Texas Charter School Conference** September 25-28

AUGUST 2022

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OCTOBER 2022

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2022

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY / SUNDAY
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		District Curriculum Directors Update Meeting	11 — TACS Conference September 11-13, Round Rock
14	15	16	17
	R10 ESC ISD & Charter Special Education Leadership Meeting		18
21 — Teaching & Learning Advisory Committee (TLAC) Meeting (Hybrid) ◆ Administrative Services Advisory Committee (ASAC) Meeting ◆ Superintendents Meeting (Hybrid)	22 — TASA/TASB Convention September 22 -24, Dallas	23 — TASA/TASB Convention September 22 -24, Dallas	24 — TASA/TASB Convention September 22 -24, Dallas
			25 — Texas Charter School Conference September 25-28
28 — Texas Charter School Conference September 25-28	29	30	

OCTOBER 2022 MONTHLY REMINDERS

Accountability and Assessment –
- RDA (Results Driven Accountability), formerly PBMAS, Stages of Intervention, including LEA Determinations, released via TEAL
- Prepare School Improvement/RDA intervention submission, if applicable
- Review PEIMS data for all program areas prior to snapshot data (RDA and other accountability areas)

Administration and Leadership –
- Review TEA COVID-19 Resources & Guidelines website for any updates
- 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 (TEC§22.081)
- Prepare report Trustee training hours prior to November elections with postings as required (TEC§11.159) – October Board Meeting
- Update AskTED

Charter School Specific –
- Renewal Expedited Applications Due – October 15th
- Charter School Waitlist submission due date for Charter Schools on October 28th
- Prepare Governance Report due to TEA December 1st
- Update AskTED with TEA Charter Division

Federal and State Programs –
- 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)
- Review ESSER III RIPICS and Use of funds plan per six-month review cycle

Finance -
- Approve Annual Financial Audit for July 1st FY
- 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, only in years prior to a Legislative Session (All LEAs)
- Schools FIRST: Conduct Public Hearing within 2 months of receiving the Final School FIRST Rating

Food and Nutrition –
- October 1st Verification of Sample Household Income Application begins
- October 9th Summer Food Cost Report due
- October 29th (last Friday of the month), count the number of students enrolled, directly certified, and with approved applications

Perkins Formula Grant –
- 2021-2022 Perkins Formula Grant Application Revised Final Expenditure Report due in ER system October 14th

School Board –
- Review Superintendent's evaluation timeline and process, including training on use of instrument (TEC§21.354)
- Report Trustee training hours at Board meeting prior to elections
- *Approve waivers as needed

School Safety –
- LEAs must submit their EOPs by October 12th
- Report to Department of State Health Services the immunization status of the kindergarten and 7th graders
- Emergency Operation Plan (EOP) due to be uploaded to the Texas School Safety Center

Special Education –
- 2021-2022 SHARS (School Health & Related Services) Reimbursement Survey (applicable to all LEAs) due to TEA late October or early November
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS –

- PEIMS Extended Year data available to customers October 13th (2021-2022)
- Class Roster Fall Submission due October 20th
- PEIMS Fall snapshot date on October 28th
- Charter School Waitlist submission due date for Charter Schools on October 28th
- SPPI-14 ready for users to complete on October 31st
- TSDS PEIMS Fall ready for users to complete, approve, and accept submissions on October 31st

OCTOBER

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	MONDAY	TUESDAY
	3	**4**
	10 _National School Lunch Week (10-14)_	**11** R10 ESC ISD & Charter Business Finance Officer Roundtable
	17 _National School Bus Safety Week (17-21)_ **TEPSA/Asst Principal Convention October 17-18, Austin**	**18** **TEPSA/Asst Principal Convention October 17-18, Austin**
	24 / **31**	**25**

SEPTEMBER 2022

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NOVEMBER 2022

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2022

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY / SUNDAY
			1 *National Principals Month*
			2 *School Custodian Appreciation Day*
5 Private and Non-Profit Lunch and Learn	6	7	8
			9
12 Emergency Operations Plan Due ◆ ISD State Revenue Template Training	13 Superintendent Fall Conference October 13-14, Live! by Loews, Arlington	14 Superintendent Fall Conference October 13-14, Live! by Loews, Arlington	15
			16 *America's Safe Schools Week (16-22)*
19 Superintendent Meeting (In Person) ◆ Regional Advisory Committee (RAC) Meeting	20 R10 ESC ISD & Charter Special Education Leadership Meeting	21	22
			23 *Red Ribbon Week (23-31)*
26	27	28	29
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NOVEMBER 2022 MONTHLY REMINDERS

Accountability and Assessment –
- Prepare school improvement intervention submission, if applicable
- TAPR released November/December, Statute requires that each district's Board of Trustees hold a public hearing to discuss the district's annual report within 90 calendar days of receiving the PDF TAPR. Winter breaks do not count towards the 90 days. Within two weeks following the public meeting, each district must widely publish its annual report, including posting it on the district website and other public places.

Administration and Leadership –
- Review TEA COVID-19 Resources & Guidelines website for any updates
- Innovative Course Approval Process
- Receive Texas Academic Performance Report (TAPR) (public hearing on annual report required within 90 days of receipt)
- Review endorsements/course offerings for 2022-2023 high school course selection process (TAC§74.12)
- Prepare Annual Finger Printing Certificate and Statement of Compliance (TEC§22.081)
- Update AskTED

Charter Specific –
- Renewal Executed Expedited Contracts and Conditions Sent on November15th
- Bank Depository Contract due to TEA on December 1st
- Governance Report due to TEA on December 1st
- Existing Charter Schools: 2022-2023 SC5050 form (optional) for Significant Expansion due to TEA by November 1st (to request additional ESSA and/or IDEA-B funding to be received 2022-2023, based on significant expansion)
- Newly Open Charter Schools: 2022-2023 SC5050 form due to TEA by November 1st (to request ESSA and/or IDEA-B funding to be received 2022-2023 and/or request an Indirect Cost Rate for FY23)
- Update AskTED with TEA Charter Division

Federal and State Programs –
- 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)
- Review ESSER III RIPICS and Use of funds plan per six-month review cycle
- 2022-2023 ESSA Final Amounts sent out by TEA, prepare and submit amendment to populate final amounts and coordinate with all programs to identify additional amendments needed

Finance -
- 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

Food and Nutrition –
- Child Nutrition Verification process completion deadline is November 15th
- Preliminary Verification Report deadline is November 15th

School Board –
- November Elections (BBB Legal) (TEC§3.004-3.005)
  - *Canvass Trustee election results (TEC§67.003A)
  - *Reorganize Board of Trustees (TEC§11.061C) o 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 after election date
- *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

School Safety –

- Safe and Supportive School Program (SSSP) Threat Assessment baseline data submitted to Texas Education Agency through Qualtrics

Special Education –

- 2021-2022 SHARS (School Health & Related Services) Reimbursement Survey (applicable to all LEAs) due to TEA late October or early November
- 2022-2023 Excess Cost Preliminary Calculation, based on final unaudited 2021-2022 expenditures, should be completed (kept locally)
- 2021-2022 Special Education Consolidated Grant Application State (IDEA-C ECI, State Deaf) Final and Revised Final Expenditure Reports due November 30th
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS –

- Class Roster Fall data available to customers on November 3rd
- ECDS Kindergarten ready for users to promote data on November 7th
- ECDS Prekindergarten ready for users to promote data on November 7th
- Charter School Waitlist data available to customers on November 11th
- PEIMS Mid-Year submission ready for users to promote data on November 14th

Transportation –

- Transportation Operations Report due December 1st

NOVEMBER

	MONDAY	TUESDAY
NOTES:		1
		National Military Family Appreciation Month
	7	8
	National School Psychology Week (7-11)	*R10 ESC ISD & Charter Business Finance Roundtable*
	TACS Conference **November 7-9, Round Rock**	**TACS Conference** **November 7-9, Round Rock**
	14	15
	21	22
	28	29

OCTOBER 2022

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DECEMBER 2022

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY / SUNDAY
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			6
	RAMS Investment Advisory Committee Meeting		
9	10	11	12
			13
Private and Non-Profit Lunch & Learn **TACS Conference November 7-9, Round Rock**		District Curriculum Directors Update Meeting	
16	17 Superintendents Meeting (Hybrid) ◆ Teaching & Learning Advisory Committee (TLAC) Meeting (Hybrid) ◆ Administrative Services Advisory Committee (ASAC) Meeting (Hybrid) ◆	18	19
			20
Ritz-Carlton Customer Service Session for District Leadership	R10 ESC ISD & Charter Special Education Leadership Meeting		
23	24	25	26
			27
	R10 ESC Holiday	R10 ESC Holiday	
30			

DECEMBER 2022 MONTHLY REMINDERS

Accountability and Assessment –
- School Report Card released (send home within six weeks)
- Federal Report Card released (distribute to campuses, parents, and the public)

Administration and Leadership –
- Review TEA COVID-19 Resources & Guidelines website 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 AskTED

Charter Specific –
- Charter holder must file audit report disclosing all management company loans
- Governance Report due to TEA December 1st
- Renewal Discretionary Applications Due – December 1st
- Expansion Amendments opens January 1st
- Update AskTED with TEA Charter Division

Federal and State Programs –
- 2022-2023 ESSA Final Amounts sent out by TEA
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251)
- 2022-2023 Substitute System of Federal Time-and-Effort Reporting (optional system) Annual LEA Management Certification due to TEA (to be effective for spring and summer semesters of current school year if September deadline missed) by December 1st to be retroactive to July 1st, or submission after December 1st, the approval is effective as of the date of submission. This is applicable to all federal programs.
- Review ESSER III RIPICS and Use of funds plan per six-month review cycle

Finance -
- 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
- Debt Transparency Reporting (June 30th FY) December 27th
- Develop Budget Adoption Timeline for 2022-2023

Food and Nutrition –
- Food Service Management Company Request for Proposal deadline is December 31st

School Board –
- *School Board approves Annual Independent Audit Report (AFR) due to TEA no later than January 28th for LEAs with July 1st FY
- Board self-evaluation (recommended)
- *Approve waivers as needed

Special Education –
- Substitute System of Federal Time-and-Effort Reporting (optional system): LEA Management Certification due to TEA December 1st (to be effective retroactive to July 1st of the same year. Will remain in effect for 2 years, to June 30th. If submitted after December 1st, effective on date of submission and remain in effect for 2 years). This is applicable to all federal programs.
- 2022-2023 SC5100 Coordinated Early Intervening Services (CEIS) Data Collection Form (applicable to certain LEAs) due to TEA 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 –
- PEIMS Fall first submission due date for LEAs and ESCs on December 8th
- All RF Tracker data up to this point must be promoted, validated, and fatal free on December 9th
- TSDS PEIMS Mid-Year ready for user to complete, approve, and accept submissions on December 19th

Transportation –
- Transportation Operations Report due electronically by December 1st

DECEMBER

NOTES:

MONDAY	TUESDAY
5	6
	School Board Development Training ◆ Charter Superintendents Roundtable ◆ STAAR Testing
12	13
STAAR Testing	Business Finance Roundtable ◆ STAAR Testing
19	20
R10 ESC Holiday	R10 ESC Holiday
26	27
R10 ESC Holiday	R10 ESC Holiday

NOVEMBER 2022

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JANUARY 2023

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22	23	24	25	26	27	28
29	30	31				

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY / SUNDAY
	1	2	3
			4
	School Board Development Training		
7	8	9	10
	R10 ESC ISD & Charter Special Education Leadership Meeting		
	TAMS Annual Legislative Conference December 8-9, Lakeway	TAMS Annual Legislative Conference December 8-9, Lakeway	11
STAAR Testing	STAAR Testing	STAAR Testing	
14	15	16	17
			18
STAAR Testing	STAAR Testing	STAAR Testing	
21	22	23	24
			25
R10 ESC Holiday	R10 ESC Holiday	R10 ESC Holiday	
28	29	30	31
R10 ESC Holiday	R10 ESC Holiday	R10 ESC Holiday	

JANUARY 2023 MONTHLY REMINDERS

Accountability and Assessment –
- Notification to parents of eligibility for Public Education Grants by February 1st (TEC§29.204(b))

Administration and Leadership –
- Review TEA COVID-19 Resources & Guidelines website for any updates
- 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 AskTED

Federal and State Programs –
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251)
- Review ESSER III RIPICS and Use of funds plan per six-month review cycle

Food and Nutrition –
- Child Nutrition Texas Summer Mandate deadline is January 31st
- USDA Foods Contract packet deadline is January 31st
- Verification Report deadline is February 1st

Charter Specific –
- Expansion Amendments opens January 1st
- Renewal Site Visits Conducted – January 9th through February 15th
- Existing Charter Schools: 2022-2023 SC5050 form (optional) for Significant Expansion due to TEA January 31st (to request additional ESSA and/or IDEA-B funding to be received in 2023-2024 based on significant expansion experienced in 2022-2023)
- Update AskTED with TEA Charter Division

Finance -
- Review student attendance figures as compared to prior year and budget projections
- Annual Audit Report due to TEA no later than January 28th for September 1st FY
- W2's & 1099 distributed
- Match previous year audit report to PEIMS Mid-Year submission
- Impact Aid Application deadline January 31st (if applicable)

School Board –
- *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)

School Safety –
- Safety & Security Committee meets once during each academic semester & once during the summer (TEC§37.109)

Special Education –
- 2022-2023 State Performance Plan Indicator 7-Early Childhood Outcomes (SPPI 7) opens within TEAL for data entry
- 2022-2023 Special Education Consolidated Grant Application (Federal): Review Final Entitlements & Carryover (if applicable) & adjust local records o Determine if amendment to grant application is needed
  - Determine eligibility for 2022-2023 MOE (Maintenance of Effort) Voluntary Reduction, submit amendment if eligibility changed
  - Review revised 2022-2023 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)
- 2021-2022 Special Education Consolidated Grant Federal (IDEA-B Formula, IDEA-B Preschool, IDEA-B Discretionary Deaf, IDEA-B ARP Formula, IDEA-B ARP Preschool) Final and Revised Final Expenditures report due January 2nd
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS –

- PEIMS Fall resubmission due date for LEAs and ESCs on January 19th
- ECDS Kindergarten submission due by January 26th
- PEIMS Mid-Year first submission due date for LEAs and ESCs on January 26th
- Class Roster Winter ready for users to promote data on January 30th

JANUARY

NOTES:

MONDAY	TUESDAY
2	3
9	10
16	17
	School Board Training
R10 ESC Holiday	School Board Training
23	24 Private and Non-Profit Lunch & Learn
30	31 Charter Superintendent Roundtable & Meeting
	TASA Midwinter Region 10 Breakfast – Austin
TCEA Conference Jan. 30 - Feb. 2, San Antonio	**TCEA Conference** Jan. 30 - Feb. 2, San Antonio

DECEMBER 2022

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FEBRUARY 2023

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY / SUNDAY
			1 *School Board Recognition Month*
4	5	6	7
			8
11 *New Superintendent Budget Planning Academy*	12 *School Board Training*	13	14
			15
18	19 *Superintendent Meeting (Hybrid)* ◆ *R10 ESC ISD & Charter Special Education Leadership Meeting*	20	21
			22
25	26	27	28 **TCWSE** January 28-29, Austin
			29 **TCWSE** January 28-29, Austin **TASA Midwinter Conference** January 29 - February 1, Austin

FEBRUARY 2023 MONTHLY REMINDERS

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

Administration and Leadership –
- Review TEA COVID-19 Resources & Guidelines website for any updates
- Develop district goals
- Develop school calendar 2023-2024
- Review Valedictorian & Salutatorian selection process
- Update AskTED

Charter Specific –
- Renewal Site Visits Conducted – January 9th through February 15th
- Expansion Amendments close March 1st
- Update AskTED with TEA Charter Division

Federal and State Programs –
- Begin budget calendar and budget process for 2023-2024
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251)
- Review ESSER III RIPICS and Use of funds plan per six-month review cycle

Finance –
- Begin bid for depository contract (due June 15th)/check status for extension (ISD only)
- 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 2022 CPTD Values
- Appeal preliminary 2022 CPTD Values, if necessary
- Begin budget calendar and budget process for 2023-2024
- Debt Transparency Reporting (August 31st FY) February 27th
- Bonded Debt Payments-from I & S Fund

Food and Nutrition –
- Verification Report deadline is February 1st

School Board –
- *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 (optional)
- *Approve waivers as needed

Special Education –
- Begin budget process for 2023-2024
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS –
- ECDS Kindergarten data available to customers on February 9th
- PEIMS Mid-Year resubmission due date for LEAs and ESCs on February 9th
- PEIMS Fall data available to customers on February 16th
- SPPI-14 submission due date for LEAs on February 16th
- Class Roster Winter ready for users to complete on February 24th
- Class Roster Winter snapshot date February 24th
- PEIMS Summer submission ready for users to promote data on February 27th

FEBRUARY

NOTES:

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MONDAY	TUESDAY
6	**7**
School Counselor Appreciation Week (6-10)	
13	**14** R10 ESC & Charter Business Finance Roundtable
TASBO Annual Conference Feb. 13-17, San Antonio	TASBO Annual Conference Feb. 13-17, San Antonio
20	**21**
27	**28**

JANUARY 2023

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MARCH 2023

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY / SUNDAY
1 **TCEA Conference** Jan. 30 - Feb. 2, Dallas **TASA Midwinter Conference** Jan. 29 - Feb. 1, Austin **National ESEA Conference** Feb. 1-4, Indianapolis	**2** **TCEA Conference** Jan. 30 - Feb. 2, Dallas **National ESEA Conference** Feb. 1-4, Indianapolis	**3** **National ESEA Conference** Feb. 1-4, Indianapolis	**4** **National ESEA Conference** Feb. 1-4, Indianapolis **5**
8 Charter School Superintendent Leadership Symposium ◆ ISD State Revenue Template Training Superintendents Meeting	**9** RAMS Investment Advisory Committe Meeting	**10** District Curriculum Directors Update Meeting	**11** **12**
15 *School Resource Officer/Law Enforcement Appreciation Day* **TASBO Annual Conference** Feb. 13-17, San Antonio	**16** **AASA Conference** Feb. 16-18, San Antonio **TASBO Annual Conference** Feb. 13-17, San Antonio	**17** **AASA Conference** Feb. 16-18, San Antonio **TASBO Annual Conference** Feb. 13-17, San Antonio	**18** **AASA Conference** Feb. 16-18, San Antonio **19**
22	**23** Superintendent Meeting (In Person) ◆ Administrative Services Advisory Committee (ASAC) Meeting (Hybrid) ◆ Teaching & Learning Advisory Committee (TLAC) Meeting (Hybrid)	**24**	**25** **26**

MARCH 2023 MONTHLY REMINDERS

Accountability and Assessment –
- TELPAS window closes
- STAAR Alternate 2 window opens
- Parent notification of Federal report cards

Administration and Leadership –
- Review TEA COVID-19 Resources & Guidelines website for any updates
- Develop recommendations for teacher contracts
- *SBDM Committees develop campus performance objectives
- Review Graduation Program on Student Expression/Prayer in policy
- Principal surveys to evaluate educator preparation program opens to HR staff
- Update AskTED

Charter Specific –
- Expansion Amendments close March 1st
- Renewal Discretionary Contracts and Conditions Sent – March 1st
- Request for an Indirect Cost Rate for Charter Schools for 2023-2024 survey due to TEA in March
- Update AskTED with TEA Charter Division

Federal and State Programs –
- 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)
- Review ESSER III RIPICS and Use of funds plan per six-month review cycle
- Monitor programs for any identified amendments to federal applications

Finance -
- 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

Food and Nutrition –
- Child Nutrition USDA Commodity Food Survey closes
- Child Nutrition Community Eligibility Program Data Submission deadline
- Child Nutrition Financial Report due to The Texas Department of Agriculture by April 1st
- Child Nutrition Food Service Management Company Contract deadline is April 1st

Migrant –
- Distribute Migrant Survey to all students

School Board –
- *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

Special Education –
- Perform self-analysis of FY22 MOE (Maintenance of Effort) compliance, using final expenditure data from TSDS PEIMS 2022-2023 Mid-Year reports; gather documentation for exceptions/adjustment, if applicable
- FY22 MOE (Maintenance of Effort) Preliminary Compliance Review released by TEA; Respond to TEA with 2021-2022 Exceptions Workbook for failed tests, if applicable
- 2022-2023 Excess Cost Final Calculation based on final, audited 2021-2022 expenditures should be completed (kept locally)
- 2022-2023 High-Cost Fund Eligibility Application (Optional fund source) opens
- 2022-2023 Application opens early March to submit Early Childhood Outcome data through SPPI 7 TEAL system
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS –
- PEIMS Mid-Year data available to customers on March 2nd
- SPPI-14 data available to customers on March 2nd
- PEIMS Extended Year submission ready for users to promote data on March 27th
- Classroom Roster winter submission due on March 30th

MARCH

	MONDAY	TUESDAY
NOTES: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____		
	6 *National School Breakfast Week (6-10)* Region 10 Spring Break Option 1 (6-10)	7 Region 10 Spring Break Option 1 (6-10)
	13 Region 10 Spring Break Option 2 (13-17)	14 Region 10 Spring Break Option 2 (13-17)
	20	21
	27 STAAR Alternate 2 Assessment Window [START] March 27-May 12	28 Charter Business Roundtable

FEBRUARY 2023

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APRIL 2023

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2023

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY / SUNDAY
1	2	3	4
		Maintenance Workers Appreciation Day	**TASB Governance Camp March 1-4, Galveston**
TASB Governance Camp March 1-4, Galveston	**TASB Governance Camp March 1-4, Galveston**	**TASB Governance Camp March 1-4, Galveston**	5
8	9	10	11
			12
Region 10 Spring Break Option 1 (6-10)	*Region 10 Spring Break Option 1 (6-10)*	*Region 10 Spring Break Option 1 (6-10)*	
15	16	17	18
			19
Region 10 Spring Break Option 2 (13-17)	*Region 10 Spring Break Option 2 (13-17)*	*Region 10 Spring Break Option 2 (13-17)*	
22	23	24	25
			School Board Training
			26
	Superintendent Meeting (Virtual)		
29	30	31	

APRIL 2023 MONTHLY REMINDERS

Accountability and Assessment – STAAR Alternate 2 window closes

Administration and Leadership –
- Review TEA COVID-19 Resources & Guidelines website for any updates
- Develop and recommend summer school plans
- E-rate filing window opens
- Approve out-of-district student transfer requests for 2023-2024
- 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

Charter Specific –
- Update Ask TED with TEA Charter Division

Federal and State Programs –
- 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)
- Review ESSER III RIPICS and Use of funds plan per six-month review cycle

Finance -
- Review student attendance figures as compared to prior year and budget projections
- Review preliminary estimate of 2022 CAD Value

Food and Nutrition –
- 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 1st

School Board –
- Train election judge(s) and clerk(s) for May election (Texas Election Code, §32.113)
- Discuss preliminary budget/budget workshops
- *Report Trustee training hours at Board meeting prior to election
- *Approve waivers as needed

Special Education –
- 2022-2023 High-Cost Fund Eligibility Application (Optional fund source) due late April or early May
- 2022-2023 SPPI-7 (Preschool Outcomes) and SPPI-13 (Secondary Transition) opens early April for data entry via TEAL system
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS –
- Class Roster Winter data available to customer on April 13th

APRIL

	MONDAY	TUESDAY
NOTES:		
	3	4
	National Assistant Principals Week (3-7)	*School Librarian Appreciation Day*
	NSBA Conference April 1-3, Orlando, Florida	Private and Non-Profit Lunch & Learn
	10	11
		R10 ESC ISD & Charter Business Finance Roundtable
	17	18
	National Volunteer Appreciation Week (17-21)	STAAR Testing
	24	25
	STAAR Testing	*School Bus Driver Appreciation Day* ◆ Safety 1st Conference ◆ STAAR Testing

MARCH 2023

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MAY 2023

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21	22	23	24	25	26	27
28	29	30	31			

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY / SUNDAY
			1 NSBA Conference April 1-3, Orlando, Florida
			2 NSBA Conference April 1-3, Orlando, Florida
5 *Paraprofessional Appreciation Day*	**6**	**7** R10 ESC Inclement Weather Make Up Day/Holiday	**8** **9**
12	**13**	**14**	**15** **16**
19 Texas Library Association Conference April 19-22, Austin STAAR Testing	**20** ASAC, TLAC, and Superintendent Meetings (In Person) ◆ R10 ESC ISD & Charter Special Education Leadership Meeting Texas Library Association Conference April 19-22, Austin STAAR Testing	**21** Texas Library Association Conference April 19-22, Austin STAAR Testing	**22** Texas Library Association Conference April 19-22, Austin **23**
26 *Administrative Professionals Day* ◆ STAAR Testing	**27** STAAR Testing	**28** District Curriculum Directors Update Meeting ◆ STAAR Testing	**29** **30**

MAY 2023 MONTHLY REMINDERS

Accountability and Assessment –
◆ Review preview CCMR data

Administration and Leadership –
◆ Review TEA COVID-19 Resources & Guidelines website for any updates
◆ 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 and review related policies
◆ Principal surveys to evaluate educator preparation programs open for principals or their designees
◆ Update AskTED

Charter Specific –
◆ Update AskTED with TEA Charter Division

Federal and State Programs –
◆ 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 2023-2024
◆ Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251)
◆ 2023-2024 SC5003 Formula Grants Consolidated Schedule opens (one schedule applicable to ESSA, Perkins, & IDEA-B)
◆ Update contacts within eGrant system
◆ Review ESSER III RIPICS and Use of funds plan per six-month review cycle

Finance -
◆ Review student attendance figures as compared to prior year and budget projections
◆ Check ESC Commitment System to select all services

Perkins Formula Grant –
◆ The Perkins Comprehensive Local Needs Assessment is due every 2 years, review only for 2023-2024
◆ 2022-2023 Perkins Formula Grant Application amendment deadline May 18th
◆ 2023-2024 SC5003 Formula Grants Consolidated Schedule opens early May 2023 (must be submitted for the 2023-2024 Perkins Formula Grant to be accessible)
◆ 2022-2023 Substitute System of Federal Time-and-Effort Reporting (optional system): Annual LEA Management Certification due to TEA May 15th

School Board –
◆ May Elections (BBB Legal) (TEC§3.004-3.005) o *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 election
◆ *Review/amend Student Code of Conduct (TEC§37.105)
◆ Formative superintendent evaluation
◆ Discuss preliminary budget/budget workshops
◆ *Board discussion of property values and funding lag for July 1st FY
◆ Approve waivers as needed

Special Education –

- 2022-2023 High-Cost Eligibility Application (Optional fund source) due to TEA late April or early May
- 2023-2024 SC5003 Formula Grants Consolidated Schedule opens (one schedule application to ESSA, Perkins, & IDEA-B); (must be submitted for the 2023-2024 Special Education Consolidated Grant Application (Federal) to be accessible)
- 2023-2024 Special Education Consolidated Applicant Designation Form (ADC) (Federal) opens (must be submitted for the 2023-2024 Special Education Consolidated Grant Application (Federal) to be accessible)
- 2023-2024 Special Education Consolidated Grant Application (Federal) opens in May or June
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System –

- Child Find ready for users to complete on May 15th
- TSDS PEIMS ready for users to complete, approve, and accept Summer Submissions on May 15th
- RF Tracker ready for users to complete on May 15th
- Special Education Language Acquisition ready for users to complete on May 15th
- Private Prekindergarten application deadline for BPD (Business Partner Directory) Org Number on May 25th

MAY

NOTES:	MONDAY	TUESDAY
_____	1	2
_____		
_____		
_____	*School Principal Day*	
_____	◆	
_____	*Teacher Appreciation Week (1-5)*	
_____	◆	
_____	STAAR Testing	STAAR Testing
_____	8	9
_____		
_____		R10 ESC ISD & Charter Business Finance Roundtable
_____		◆
_____	STAAR Testing	STAAR Testing
_____	15	16
_____		
_____	*National Police Week (15-19)*	
_____	22	23

APRIL 2023						
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JUNE 2023						
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25	26	27	28	29	30	

29	30
R10 ESC Holiday	

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY / SUNDAY
3 ISD State Revenue Training ◆ STAAR Testing	4 RAMS Investment Advisory Committee Meeting ◆ STAAR Testing	5 *School Lunch Hero Day* ◆ STAAR Testing	6 *Uniform Election Day* <hr>7
10 *National School Nurse Day* ◆ STAAR Testing	11 STAAR Testing	12 STAAR Testing	13 <hr>14
17 Administrative Services Advisory Committee (ASAC) Meeting (Hybrid) ◆ Teaching & Learning Advosry Committee (TLAC) Meeting (Hybrid)	18 R10 ESC ISD & Charter Special Education Leadership Meeting ◆ Superintendent Meeting (Hybrid)	19	20 <hr>21
24	25	26 R10 ESC Inclement Weather Make Up Day/Holiday	27 <hr>28
31			

JUNE 2023 MONTHLY REMINDERS

Accountability and Assessment –
- Review preview CCMR data
- Review final graduation rate data

Administration and Leadership –
- Review TEA COVID-19 Resources & Guidelines website for any updates
- Annual report to Commissioner on expulsions and AEP placements
- TEA submission: Gun-free schools report
- Review policy on benefits & holidays for non-contract staff
- Teacher/Staff Service Records annual update
- Update AskTED

Charter Specific –
- Renewal Executed Discretionary Contracts Sent – June 30th
- Update AskTED with TEA Charter Division

Coordinated School Health–
- Physical Fitness Assessment results to TEA through FitnessGram or Physical Fitness Assessment Initiative (PFAI) application due in June
- Vision, Hearing, and Spinal Screening Results due to the Texas Department of State Health Services

Federal and State Programs –
- 2023-2024 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
- 2022-2023 ESSA Consolidated Grant Application amendment deadline June 1st
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251)
- Prepare a summary of 2023-2024 federal program estimated allocations and intended uses; follow public comment procedures for eliciting public comment
- Review ESSER III RIPICS and Use of funds plan per six-month review cycle

Finance -
- 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
- TEA tax information survey opens June 1st (Due August 31st)
- Prepare for annual financial audit July1st FY
- Run district estimate of state aid for next school year with preliminary tax roll figures
- Transportation Route Service Report due July 1st
- Update all fiscal manuals: Activity Funds, Fiscal, Federal Grants, etc.
- Check Depository Contract status June 15th
- *Final amendment to current year budget must be done prior to close and must be approved by the Board (June 30th FY)

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

Perkins Formula Grant –
◆ 2023-2024 Perkins Formula Grant Application opens

School Board –
◆ Review preliminary staff compensation package
◆ Budget workshops for new 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

School Safety –
◆ Safety & Security Committee meets once during each academic semester & once during the summer (TEC§37.109)
◆ Safe and Supportive School Program (SSSP) Threat Assessment baseline data submitted to TEA through Qualtrics o Survey opens June 1st, and is due to TEA by June 30th

Special Education –
◆ FY22 MOE (Maintenance of Effort) Final Compliance Review released by TEA
◆ 2022-2023 Special Education Consolidated Grant Application (Federal) amendment deadline early June
◆ 2023-2024 Special Education Consolidated Grant Application (Federal) opens in May or June
◆ 2022-2023 Nonpublic Placement Notification & Application closes early June for Nonpublic Day School placements by LEAs
◆ 2022-2023 SPPI-11 (Timely Initial Evaluation Child Find) and SPPI-12 (Early Childhood Transition) data collection via Child Find Collection in TSDS can be completed beginning in early June
◆ Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS –
◆ PEIMS Summer first submission due date for LEAs on June 15th
◆ ECDS Prekindergarten submission due date for LEAs and Private Prekindergarten organizations on June 22nd
◆ Special Education Language Acquisition submissions due date for LEAs on June 22nd

JUNE

NOTES:

5	6
	School Finance Conference
12	13
19	20
	STAAR Testing
26	27
STAAR Testing	STAAR Testing

MAY 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY / SUNDAY
	1	2	3
			4
7	8	9	10
			11
TEPSA Summer Conference June 7-9, Round Rock	TEPSA Summer Conference June 7-9, Round Rock	TEPSA Summer Conference June 7-9, Round Rock	
14	15	16	17
	R10 ESC ISD & Charter Special Education Leadership Meeting		TASB Summer Leadership Institute June 14-17, San Antonio
TASB Summer Leadership Institute June 14-17, San Antonio	TASB Summer Leadership Institute June 14-17, San Antonio	TASB Summer Leadership Institute June 14-17, San Antonio	18
TASA txedFest June 14-16, Round Rock	TASA txedFest June 14-16, Round Rock	TASA txedFest June 14-16, Round Rock	
21	22	23	24
			TASB Summer Leadership Institute June 21-24, Fort Worth
	Finance Training		25
TASB Summer Leadership Institute June 21-24, Fort Worth	TASB Summer Leadership Institute June 21-24, Fort Worth	TASB Summer Leadership Institute June 21-24, Fort Worth	
STAAR Testing	STAAR Testing	STAAR Testing	
28	29	30	
STAAR Testing	STAAR Testing	STAAR Testing	

JULY 2023 MONTHLY REMINDERS

Administration and Leadership –
- Review TEA COVID-19 Resources & Guidelines website for any updates
- 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 AskTED

Charter Specific –
- Submit calendar through TEAL, Charter School Tracking System (CSTS) application
- Update AskTED with TEA Charter Division

Federal and State Programs –
- Submission to TEA: Mid-July (date fluctuates per PEIMS data submission). Districts and charters receiving more than $750,000 in State Compensatory Education must submit one or all three of the following for the 2021-2022 school year: SCE program evaluations, specific campus CIP and DIP plans. Reference FASRG, Module 6 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)
- Review ESSER III RIPICS and Use of funds plan per six-month review cycle

Finance -
- Prepare for annual financial audit July 1st FY
- Certified Taxable Values due from CAD(s)
- 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
- TEA tax information survey open – due August 31st
- Register for Investment Officer training (TEC§45.209)
- Set up next year's federal programs budgets; match finance budgets to grant budget worksheet

School Board –
- 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 waivers as needed

Special Education –
- 2023-2024 Special Education Consolidated Grant Application (Federal) due July 1st for July 1st effective date (if not submitted by July 1st, effective date will be date of submittal)
- 2022-2023 Nonpublic Placement Notification & Application closes July 1st for Nonpublic Residential placements by LEAs
- 2022-2023 SPPI-11 (Timely Initial Evaluation Child Find) and SPPI-12 (Early Childhood Transition) data collection via Child Find Collection in TSDS closes in late July
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS –
- ECDS Prekindergarten data available to customers on July 6th
- Special Education Language Acquisition data available to customers on July 6th
- PEIMS Summer resubmission due date for LEAs on July 20th
- RF Tracker submission due for LEAs on July 20th
- Child Find submission due date for LEAs on July 27th
- TSDS PEIMS Extended Year ready for users to complete, approve, and accept submission on July 31st

JULY

NOTES:

3

4

R10 ESC Holiday

10

11

17

18

24

31

25

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY / SUNDAY
			1
			2
5	6	7	8
			9
12	13	14	15
			16
19	20	21	22
			23
26	27	28	29
			30

2022–2023 STUDENT ASSESSMENT TESTING CALENDAR

2022 Assessments

Test Dates	STAAR
Dec 6 (Tue)	English I
Dec 8 (Thu)	English II
Dec 9 (Fri)	Make-up sessions for STAAR English I and English II must be completed by the end of this day.
Dec 6–Dec 16*	Algebra I Biology U.S. History
Dec 16 (Fri)	Make-up sessions for tests scheduled to be administered Dec 6–16, 2022, must be completed by the end of this day..

2022 Assessments

Test Dates	NAEP (selected sample)
Assessment Window Late Jan–Early Mar	Long-term Trend, 13-year-olds
Test Dates	**TELPAS**
Assessment Window Feb 20–Mar 31	TELPAS Grades K–12 Listening, Speaking, Reading, and Writing
Test Dates	**TELPAS Alternate**
Assessment Window Feb 20–Mar 31	TELPAS Alternate Grades 2–12 Listening, Speaking, Reading, and Writing
Test Dates	**STAAR Alternate 2**
Preview Window Mar 13–Apr 28	Test administrators may **only** preview (not administer) the assessments two weeks prior to the opening of the assessment window. Assessments may be previewed anytime during the assessment window.
Assessment Window Mar 27–Apr 28	STAAR Alternate 2 Grades 3–8 and EOC Assessments

2023 Assessments

Test Dates	STAAR
Apr 18–Apr 28*	Grades 3–8 Reading Language Arts English I English II
Apr 28 (Fri)	Make-up sessions for tests scheduled to be administered Apr 18–28, 2023, must be completed by the end of this day.
Apr 25–May 5*	Grade 5 Science Grade 8 Science Grade 8 Social Studies Biology U.S. History
May 5 (Fri)	Make-up sessions for tests scheduled to be administered Apr 25–May 5, 2023, must be completed by the end of this day.
May 2–May 12*	Grades 3–8 Mathematics Algebra I
May 12 (Fri)	Make-up sessions for tests scheduled to be administered May 2–12, 2023, must be completed by the end of this day.
Test Dates	STAAR
Jun 20–Jun 30*^	Algebra I English I English II Biology U.S. History
Jun 30 (Fri)	Make-up sessions for tests scheduled to be administered Jun 20–30, 2023, must be completed by the end of this day.

*Districts may choose to administer assessments on Monday of the second testing week without submitting a request to TEA.

^If a district is no longer in session (i.e., providing instruction to students) during the June administration window, the district may adjust the testing schedule to test on Monday, June 19, 2023.

March 16, 2022

FINANCIAL COMPLIANCE CALENDAR

Item	Due Date	Submission Format	Additional Information
Annual Financial Report ISD & ESC	January 28 (or November 27, if June 30th fiscal year end)	PDF & data feed text file (PDF & data feed files submitted through a TEASE Audit account)	Financial Accountability System Resource Guide, (FASRG) §7.3.6.1 - Data Collection & Reporting module
Annual Financial Report - Charter School	January 28 (or November 27, if June 30th fiscal year end)	PDF (PDF submitted through a TEASE Audit account) and Charter School Annual Financial Report Data Template (emailed to: financialaccountability@tea.texas.gov)	FASRG §7.3.6.1 - Data Collection & Reporting module and Nonprofit Charter School Supplement
Depository Contract - ISD	June 15 (two year term, may be extended twice)	One completed and signed depository contract (or board resolution to extend) submitted through a TEASE Audit account	Texas Administrative Code (TAC) §109.51- 2 and Texas Education Code(TEC) §45.201-9
Depository Contract Charter School	December 1 (every year)	Completed and signed Depository Contract for Funds of Open-Enrollment Charter Schools (or if no changes, provide a statement to this effect) submitted through a TEASE Audit account	TAC §100.1007; §100.1013; §100.1043(b) and TEC §12.107
Fiscal Year Change	June 30 (of the year preceding start date change)	Form FIN-003 (include copy of board minutes if submitted after June 30th)	FASRG, §1.1.12 - FAR module
Superintendent Buyout	60 days following payment(s) or agreement to make payment(s), whichever is sooner	Form AUD001R01, settlement agreement & employment contract (does not apply to charter schools)	TAC §105.1021 and TEC §11.201

INTERNET POSTINGS REQUIRED FOR SCHOOL DISTRICTS

This document is informational and does not constitute legal advice.

ACCOUNTABILITY

Campus Improvement Plans, District Improvement Plans & Evaluation of State Compensatory Education *(7.3.7 State Compensatory Education Audit)*
- Update 14 Financial Accountability System Resource Guide

Check Register & Aggregate Payroll Amount
- OPTIONAL: This is one of the requirements for the Texas Comptroller of Public Accounts' transparency award program. This was previously linked to one of the indicators in School FIRST.

Conflict Disclosure Statements & Questionnaire *(Local Government Code, § 176.009)*

Graduation Plans *(Texas Education Code, § 28.02121(b))*
- Notice is to include information provided by the TEA on benefits of various graduation plans, levels of achievement and endorsements. Published information is to be in language(s) parents or legal guardians are most proficient for language(s) that at least 20 students in a grade level primarily speak. Effective beginning year 2014-2015.

Notice of Accreditation-Warned or Accreditation-Probation Status *(Texas Education Code, § 39.054(a))*
- This notice is to remain on the district's website until the rating is raised to "Accredited" status. The notice is to explain the implications of the status and steps to be taken to address the deficiencies identified by the TEA.

Notice of Corrective Action
- Post any notice of corrective action as required by agency correspondence.

Superintendent's Contract *(Title 19 Administrative Code, § 109.1001(o)(B)(i))*
- The school district is to provide a copy of the superintendent's contract EITHER as a disclosure in the financial management report provided to the attendees at the Schools FIRST hearing OR by posting the contract on the district's website.

Texas Academic Performance Report (TAPR) *(Texas Education Code § 39.362)*
- Performance Rating of the District
- Definitions & Explanations of each Performance Rating
- School Report Card

Targeted Improvement Plan *(Texas Education Code, § 39.106(e-1) (2))*
- Post Prior to Board hearing on targeted improvement plan.

Targeted Improvement Plan for Low-Performing Campuses Hearing *(Texas Education Code, § 39.106, § 39.107)*
- Board to conduct a public hearing on improvement plan for low performing campuses and post the improvement plan on the district's website.

FINANCIAL

Adopted Budget *(Texas Education Code, § 44.0051)*
- Required to maintain the adopted budget on the district's website until the third anniversary of the date the budget was adopted.

Annual Financial & Compliance Report *(7.3.6.1 Submission Requirements)*
- Update 14 Financial Accountability System Resource Guide

Cost & Metered Amounts for Electricity, Water & Natural Gas for Districts *(Government Code, § 226.5001(b))*

Federal Grant Award *(Federal Funding Accountability and Transparency Act (FFATA)*
- School districts and open-enrollment charter schools that receive federal grant awards totaling more than $25,000 and contract awards totaling more than $550,000, respectively, directly from the federal government on or after October 1, 2010, must report certain information, including a description of the award and, in some instances, must also report the total compensation and names of the top five schools officials. A report will be due by the end of the month following approval for a federal grant or contract, and must be updated when there are changes to specific information on file. The new reporting requirements do not apply to federal awards that passed through TEA (because TEA is covering this reporting effort for federal funds that pass through TEA). School districts and open-enrollment charter schools are responsible for initiating their own process to ensure compliance with the FFATA reporting requirements by following instructions provided by grantor agencies other than TEA.

Financial Transparency *(Local Government Code, § 140.008)*
- A political subdivision, including a school district, is to post an annual report that discloses information on outstanding debt and for each debt
obligation, in addition to other specified fiscal information. The district is also required to disclose per capital debt information. The district's credit rating is to be reported in addition to any other information considered to be relevant or necessary to explain the amounts disclosed by the district. Section 140.008, Local Government Code, is specific about what debt and fiscal related information is required to be disclosed. Also, the Comptroller of Public Accounts is authorized to implement rules relating to select statutoryprovisions. HB 1378, 84th Legislative Session

Financial Transparency *(Government Code § 1201.0245)*
- When proposing to issue capital appreciate bonds, a political subdivision, including a school district, must post certain information about the proposed debt, in accordance with Section 1201.0245, Government Code. The information must be updated periodically to ensure it is current and accurate. HB 114, 84th Legislative Session

Proposed Maintenance & Operations Tax Rate *(Tax Code, § 26.05(b))*
- Required if tax rate will raise more taxes than prior year if a tax rate exceeds effective maintenance and operations tax rate Summary of Proposed Budget *(Education Code, §44.0041)*

Summary of Proposed Budget *(Texas Education Code, § 44.0041)*

Tax Rate Trend Information *(Tax Code, § 26.16)*
- School districts are to provide tax rate information to the County Tax Assessor Collector for the most recent five tax years beginning with the 2013 tax year. The information to be posted by the County Tax Assessor Collector is the following: adopted tax rate, maintenance and operations rate, debt rate, effective tax rate, effective maintenance and operations rate, and rollback rate. This allows taxpayers to go to a single website to view tax rate information for all taxing entities.

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GOVERNANCE

School Board Meeting *(Government Code, § 551.056)*
- Required if the board meeting notice does not include the agenda and the district contains all or part of the area within the corporate boundaries of municipality with a population of 48,000 or more.

Audio & Video Recordings of Open Meetings *(Government Code 551.128)*
- School districts with an enrollment of 10,000 or more are to post a video and audio recording of each regularly scheduled open meeting that is not a work session or a special call meeting. The recording is to be posted not later than seven days after the recording of the meeting and is to remain on the district's Internet site for not less than two years after the recording was first made available. HB 283, 84th Legislative Session

Bill of Rights for Property Owners *(Government Code, § 402.031 House Bill 1495, 80th Legislature, Regular Session)*
- For property owners whose property may be acquired by governmental or private entities through the use of eminent domain authority.

Campaign Finance Reports *(Election Code, § 254.01011)*
- Required of members of board of trustees and candidates for the office of school board trustee for school districts located either wholly or partly in a city with a population of 500,000 or more, and with a student enrollment of more than 15,000. The campaign finance reports must be posted online not later than the fifth business day after the date the report is filed with the school district. The posting provisions apply to campaign finance reports that are required to be filed on or after January 1, 2012, under House Bill 336, 82nd Legislature.

Public Information Request *(Texas Education Code, § 11.1512(d))*
- Required when members of board of trustees requests 200 or more pages of materials in a 90-day period. The number of requests and total costs to the school district during the preceding school year in responding to the requests is to be reported.

Online Message Board *(Government Code, § 551.006)*
- Required if implemented by public school.

Notice of School Board Meeting *(Government Code, § 551.056(b)(3))*

Board Training Hours *(Texas Education Code, § 11.159(b))*
- A trustee must complete any training required by the State Board of Education. The minutes of the last regular meeting of the board of trustees held before an election of trustees must reflect whether each trustee has met or is deficient in meeting the training required for the trustee as of the first anniversary of the date of the trustee's election or appointment. If the minutes reflect that a trustee is deficient, the district shall post the minutes on the district's Internet website within 10 business days of the meeting and maintain the posting until the trustee meets the requirements.

HEALTH

Immunization Awareness *(Texas Education Code, § 38.019)*
- Post in English and Spanish: a list of immunization requirements and recommendations, a list of health clinics in the district that offer influenza vaccine and a link to the Department of State Health Service internet website providing procedures for claiming an exemption from requirements in Section 38.001, Education Code.

Statement for Public Inspection by School Health Advisory Council (BDF Legal)

PERSONNEL

Board's Employment Policies *(Texas Education Code, § 21.203 (a)-(b))*

Group Health Coverage Report and Plan *(Texas Education Code, § 22.004(d))*
- The annual report submitted to TRS and a copy of the group health coverage plan.

Posting of Vacancies *(Texas Education Code, § 11.1513(d) (1) (B))*
- Post vacant position for which a certificate or license is required or post the position at certain physical locations in the district.

Vacancy Posting *(Texas Education Code, § 11.1513(d) (1) (B))*
- Ten day notice of vacant position requiring a certificate of license.

PURCHASING

Reverse Auction Scheduled Internet Location *(Government Code, § 2155.062(d))*

STUDENTS

Bullying *(Texas Education Code, § 37.0832(e))*
- Post the procedure for reporting bullying established by the district's bullying policy

College Credit Programs *(Texas Education Code, § 28.010 (b))*
- Availability of college credit courses

Dates PSAT/NMSQT and any college advanced placement test will be administered and provide instructions for participation by home-schooled pupil *(Texas Education Code, § 29.916(c))*

Local Programs and Services Available for Homeless Students *(Texas Education Code, § 33.906)*
- Districts are to post information regarding local programs and services, including charitable programs and services, available to assist homeless students. This requirement applies to school district that has an enrollment of 3,000 or more and is primarily located within a county with a population of 50,000 or more. HB 1559, 84th Legislative Session

Physical Activity Policies *(Texas Education Code, § 28.004(k)(1-3))*
- Physical activity policy by campus level, health advisory council information, notification to parents that child's physical fitness assessment results available on request, vending machine and food service guidelines, and penalties for tobacco product use.

Transition and Employment Guide for Special Education Students *(Texas Education Code, § 29.0112(e)(1))*
- Districts are to post the employment and transition guide developed by TEA in collaboration with HHS.