

Region 17

2023-2024 Superintendent Calendar



Dear Superintendent:

The Board and staff of Region 17 Education Service Center (ESC17) sincerely appreciate the vital role you play for the community you serve. The stakes in Texas education are higher than ever with curriculum, accountability, and testing. ESC17 acknowledges and embraces these challenges and will continue to provide first-class products, services, and support throughout the region accelerating our efforts to be the definitive choice across the Texas landscape. We will continue to raise awareness of pertinent topics to keep you informed of the latest information related to the educational community and regularly evaluate our products and services to ensure that they meet your needs. Whether you are interested in Administrative Instructional Services, Human Resources, or Information Technology, we will continue to provide products and services that positively impact your school district. Please accept this 2023-2024 Superintendent Planning Calendar as a token of our appreciation with warm regards and best wishes for a great school year. As the new school year begins, opportunities emerge for positive growth and development. ESC17 will strive to work with you to cultivate collaboration, share solutions, and develop new models for excellence.

Sincerely,

Kyle Wargo

LEADERSHIP CABINET

Dr. Kyle Wargo
Executive Director
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Wayne Blount
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Board of Directors

C. David Cobb
Chairman (Place 6)

Cindy Purdy
Vice Chairman (Place 7)

Tom M Hesse
Secretary (Place 4)

Tony Serbantez
Member (Place 3)

Mike Wright
Member (Place 5)

Alan Henry
Member (Place 1)

Vernita Holmes
member (Place 2)

FIELD SERVICE AGENTS

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COMPONENTS

Tricia Hays
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Michelle Hilton
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Carol Voit
Coordinator School Business Services
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Vision - Mission - Core Beliefs

Vision

To be the definitive choice for leadership, innovation and the advancement of learning.

Mission

We are passionately committed to developing and nurturing healthy, thriving learning communities across Region 17 by guiding and supporting schools in their quest for excellence.

Core Beliefs

We believe:

Spirituality is the essence of life and gives purpose to human existence.

A sense of purpose and value gives meaning to life.

All people need to have a sense of physical and emotional well-being.

There is a relationship between expectations and achievement.

Attitude affects results.

Adaptation to change is necessary for success.

Leadership has an essential role in developing vision, providing direction, a moving an organization forward.

All components of the organization are inherently interdependent and contribute to its success.

Learning is continuous and influences decisions and actions.

A society profoundly influences the future by educating its children.

Strategy One

- We will provide services and products to meet and exceed current and projected client needs.

Strategy Two

- We will maximize resources through the development and prioritization of services and products.

Strategy Three

- We will support existing and emerging technologies to enhance instructional innovation to create thriving learning communities.

Strategy Four

- We strategically pursue partnerships both internally and externally to contribute to learning communities.

District Superintendents

District	Superintendent	Phone Number	E-mail Address
Abernathy ISD	Mr. Aaron Waldrip	806-298-4940	amwaldrip@abernathyisd.com
Amherst ISD	Mr. Joel Rodgers	806-246-7729	jorodgers@esc17.net
Anton ISD	Mr. Freddie Tobias	806-997-2301	freddietobias@antonisd.org
Borden County ISD	Mrs. Stephanie Behrens	806-756-4313	sbehrens@bccoyotes.net
Brownfield ISD	Mr. Chris Smith	806-637-2591	cjsmith@brownfield.net
Cotton Center ISD	Mr. Ryan Bobo	806-879-2160	ryan.bobo@cclks.org
Crosbyton CISD	Mr. David Rodroquez	806-675-7331	drodriguez@crosbyton.esc17.net
Dawson ISD	Mr. Gary Jones	806-489-7568	gjones@esc17.net
Denver City ISD	Mr. Rick Martinez (interim)	806-592-5900	rick.martinez@dcisd.org
Floydada ISD	Dr. Gilbert Trevino	806-983-3498	gtrevino@floydadaisd.esc17.net
Frenship ISD	Dr. Michelle McCord	806-866-2442	mmccord@frenship.us
Guthrie CSD	Mr. Steve Wolf	806-596-4466	swolf@guthriecsd.net
Hale Center ISD	Mr. Kelly Baggett (interim)	806-839-2451	kbaggett@hcisdowls.net
Idalou ISD	Mr. Robert Gibson	806-892-1900	rgibson@idalouisd.net
Jayton-Girard ISD	Mr. Johnny Tubb (interim)	806-237-2991	jtubb@esc17.net
Klondike ISD	Mr. Steve McLaren	806-462-7334	steve.mclaren@klondikeisd.net
Lamesa ISD	Mr. David Ritchey	806-872-5461	david.ritchey@lamesaisd.net
Levelland ISD	Ms. Becky McCutchen	806-894-9628	rmccutchen@levellandisd.net
Littlefield ISD	Mr. Mike Read	806-385-3844	mread@lfdisd.org
Lockney ISD	Mr. Jim Baum	806-652-2104	baum.jim@lockneyisd.net
Loop ISD	Mr. Heath Blackmon	806-487-6411	hblackmond@loopisd.net
Lorenzo ISD	Mrs. Kayla Morrison	806-634-5591	kmorrison@lorenzoid.net
Lubbock ISD	Dr. Kathy Rollo	806-766-1000	krollo@lubbockisd.org
Lubbock-Cooper ISD	Mr. Keith Bryant	806-863-7100	kbryant@lcisd.net
Meadow ISD	Mr. Bric Turner	806-539-2246	bric.turner@meadowisd.net
Morton ISD	Mr. Mario Aguirre	806-266-5505	mario.aguirre@mortonisd.net
Motley County ISD	Mr. Kurt Koepke	806-347-2676	kkoepke@motleyco.org
Muleshoe ISD	Dr. R.L. Richards	806-272-7400	rlrichards@muleshoeisd.net
New Deal ISD	Mr. Matt Reed	806-746-5833	mattr@ndisd.net
New Home ISD	Mr. Shane Fiedler	806-924-7542	sfiedler@esc17.net
O'Donnell ISD	Dr. Cathy Palmer	806-428-3241	cpalmer@esc17.net
Olton ISD	Mr. Kevin McCasland	806-285-2641	kmccasland@oltonisd.net
Paducah ISD	Mr. Gary Waitman	806-492-3524	gwaitman@paducahisd.org
Patton Springs ISD	Mr. Bryan White	806-689-2220	whiteb@pattonsprings.net
Petersburg ISD	Mr. Todd Newberry	806-667-3585	tnewberry@petersburgisd.net
Plains ISD	Mr. Robert McLain	806-456-7401	rmclain@plainsisd.net
Plainview ISD	Dr. H.T. Sanchez	806-293-6000	rosie.licero@plainviewisd.org
Post ISD	Mrs. Cassie Petty	806-495-3343	cpetty@postisd.net
Ralls ISD	Mr. Oscar Muniz	806-253-2509	omuniz@rallsisd.org
Roosevelt ISD	Mr. Dallas Grimes	806-842-3282	dgrimes@risdtx.us
Ropes ISD	Mr. Joel Willmon	806-562-4031	jwillmon@ropesisd.us
Sands CISD	Mr. Wayne Henderson	432-353-4888	whenderson@esc17.net
Seagraves ISD	Dr. Bonnie Avey	806-387-2035	bonnie.avey@seagravesisd.com
Seminole ISD	Mr. Kyle Lynch	432-758-3662	klynch@seminoleisd.net
Shallowater ISD	Dr. Anita Hebert	806-832-4531	ahebert@shallowaterisd.net
Slaton ISD	Ms. Shelli Crow	806-828-6591	scrow@slatonisd.net
Smyer ISD	Mr. Chris Wade	806-234-2935	chris.wade@smyer-isd.net
Southland ISD	Mr. Toby Miller	806-996-5599	tmiller@southlandisd.net
Springlake-Earth ISD	Dr. Denver Crum	806-257-3310	dcrum@springlake-earth.org
Spur ISD	Mr. Craig Hamilton	806-271-3272	chamilton@esc17.net
Sudan ISD	Mr. Scott Harrell	806-227-2431	scottharrell@sudanisd.net
Sundown ISD	Mr. Brent Evans	806-229-3021	bevans@sundownisd.com
Tahoka ISD	Mr. Torrey Price	806-561-4105	tprice@tahokaisd.org

District Superintendents

District	Superintendent	Phone Number	E-Mail Address
Wellman-Union ISD	Mr. Nate Wheeler	806-637-4910	nwheeler@esc17.net
Whiteface CISD	Mr. Josh Damron	806-287-1154	jdamron@whitefaceschool.net
Whitharral ISD	Mr. Ben Prowell	806-299-1135	bprowell@whitharralisd.org
Wilson ISD	Mr. David Foote <small>interim</small>	806-628-6271	jpportillo@wilsonisd.org
Texas Tec University K-12	Mr. Scott Lucas	806-464-4173	scott.lucas@ttu.edu

Charter School Directors

Charter	Superintendent	Phone Number	E-Mail
Betty M. Condra School	Mr. Merinda Condra	806-407-0787	merinda@confra.com
Harmony Science Academy -LBK	Mr. John Demir	806-7471000	jdemir@harmonytx.org
Premier High School	Mr. Roderick Saldana	806-763-1518	rsaldana@esponsiveed.com
Richard Milburn Academy	Ms. Teffanie White	806-740-0811	twhite@rma-tx.org
Rise Academy	Mr. Richard Baumgartner	806-744-0438	risedirector@riseacademy.us
Triumph Public High School	Nikki Wilson	806-744-0330	nikki.wilson@trumphpublicschools.org

State Contacts

Organizations	Phone Number	Web Address
State Board of Education (SBOE)	(512) 463-9734	www.tea.state.tx.us
State Board for Educator Certification (SBEC)	(512) 936-8400	www.tea.state.tx.us
Texas Education Agency	(512) 463-9734	www.tea.texas.gov
Texas Association of School Administrators (TASA)	(800) 725-8272	www.tasenet.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 Middle School Association (TMSA)	(888) 529-8672	www.tmsanet.org
Texas School Public Relations Association (TSPRA)	(800) 880-9107	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) 936-6060	https://tea.texas.gov/cte/
Texas Center for Educational Technology	(940) 369-8164	www.tcet.unt.edu
Languages Other Than English Center for Educator Development	(512) 476-6861	www.sedl.org
Bilingual and ESL Education	(512) 463-9414	https://tea.texas.gov/bilingual/esl/education/
Social Studies Center	(512) 463-9581	https://tea.texas.gov/Academics/Subject_Areas/Social_Studies/Social_Studies/
Vaughn Gross Center for Reading and Language Arts	(512) 232-2320	https://www.meadowscenter.org/vgc/



AUGUST

MONTHLY REMINDERS

MONDAY

TUESDAY

<p>Accountability and Assessment</p> <ul style="list-style-type: none"> Post most current accountability ratings and distinction designations, TAPR Report & School Report Card on website by 10th day of the school year (TEC§39.36) Update AskTED (ensure Superintendent, Principal(s), and Testing Coordinator are correct) Final 2023 Accountability Manual Released STAAR Grades 3-8 Assessments: Performance Levels available Testing Transparency (A) and (B): Posting a policy regarding student participation in any assessment mandated by 20 USC 6311 (b)(2) <p>Administration and Leadership</p> <ul style="list-style-type: none"> Review TEA Superintendent Resources & Guidelines 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 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)) Cybersecurity training certification submission deadline August 31st *Hire staff in accordance with district policy & procedure (as needed) Update name & contact information for each campus administrator responsible for discipline on website and in AskTED (SB 1306) 	31	1
<p>Career and Technical Education</p> <ul style="list-style-type: none"> Publish Annual Public Notification of Nondiscrimination in Career Technology Education Programs <p>Charter Specific</p> <ul style="list-style-type: none"> Submit calendar through TEAL, Charter School Tracking System (CSTS) application. Post Charter Superintendent/CEO salary and Board Members on website Utilize the All-In-One-Form to update AskTED, including all required positions. <p>Federal and State Programs</p> <ul style="list-style-type: none"> ESSA Consolidated Compliance Report for 2022-2023 due September 30th *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112.1114) 2023-2024 ESSA Consolidated Application, due September 1st, for LEAs without 12-month grant funded employees. Review ESSER III RIPICS and Use of Funds plan per six-month review cycle <p>Finance</p> <ul style="list-style-type: none"> Budget Adoption for September 1st FY <ul style="list-style-type: none"> Post 72-hour notice of meeting to discuss budget and proposed tax rate. *Final amendment to current year budget must be done prior to close & must be approved by the Board (August 31st FY) *Hold meeting to adopt budget and proposed tax rate on or before August 31st Prepare final budget amendments for prior year. Check date for districts planning a Voter Approved Tax Rate Election (VATRE) to publish Notice of Public Meeting to Discuss Budget and Proposed Tax Rate (Texas Comptroller's Form 50-280) Post on website adopted tax rate that will raise more taxes for maintenance & operations than last year's tax rate (if applicable) Post on website summary of proposed budget and link to budget adopted by Board for the last 3 years. Publish Notice of Public Meeting to Discuss Budget & Proposed Tax Rate (Texas Comptroller's Form 50-280), if not conducting a VATRE rate (Publish at least 10 days before meeting not more than 30) - deadline August 21st To order a November election; a district must adopt its budget and tax rate before ordering an election – deadline August 22nd (78th day before Election Day) TEA Tax Information Survey (TIS) due in TEAL FSP System - report current year actual tax collections to be used near final settle-up process open – due August 31st. I&S Bond Payments Check Date (Normally by August 15th) Chapter 49 (Recapture) Payment Due to TEA by August 15th Confirm district is meeting IDEA-B MOE, ESSA MOE and spending by special allotment/PIC before submitting file to auditor. Chapter 49 districts - Total recapture payment due from districts with excess local revenue that elected to pay for attendance credit purchased in one lump-sum payment to the state (Option 3) and/or to the partner districts(s) (Option 4) 	7	8
<p>Food and Nutrition</p> <ul style="list-style-type: none"> Distribute/Process Food and Nutrition Household Income applications (if applicable) <p>School Board</p> <ul style="list-style-type: none"> *Hold public hearing/Adopt budget for September 1st FY *Approve health insurance rates (as appropriate) Plan annual teambuilding and complete Bi-annual SB 1566 (2022) (Evaluating and Improving Student Outcomes (EISO)) Update Trustees' contact information & terms on website (HB 963) *Order 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) <p>Schedule Trustee candidate workshop (optional)</p> <p>Complete Legislative Update Training</p>	14	15
<p>School Safety</p> <ul style="list-style-type: none"> Review membership District Safety & Security Committee (TEC§37.109) Safety & Security Committee members (new) complete Psychological First Aid training (TEC§37.108(f)(6)(C)(i)) Plan Safety & Security Committee meetings for each academic semester & once during the summer (TEC§37.109) Review threat assessment process to ensure ready to implement (TEC§37.115) <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Inventory bleeding control stations Review expiration dates for bleed control kits Develop annual training schedule for use of a bleeding control station: <ul style="list-style-type: none"> 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) 	21	22
<ul style="list-style-type: none"> Develop schedule for mandatory school drills exercises (TEC§37.114) Maintain/replenish Personal Protection Equipment (PPE) inventory. Provide updated school safety emergency contact information to ESC-20 School Safety Consultant (see contact above) <p>Special Education</p> <ul style="list-style-type: none"> 2022-2023 State Performance Plan (SPP) 7 & 13 submission window closes August 11th. 2022-2023 State Performance Plan (SPP) 11 & 12 data must be completed by July 27th. 2023-2024 Special Education Consolidated Applicant Designation Form (ADC)(State) due August 15th (Applicable to RDSPD Fiscal Agents Only) 2023-2024 Special Education Consolidated Grant Application (State) due August 15th (Applicable to RDSPD Fiscal Agents Only) 2022-2023 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 PEIMS EXTENDED YEAR FIRST SUBMISSION ESC DUE DATE FOR LEAs IS AUGUST 17TH (2022-2023) PEIMS Extended Year first submission TEA due date for LEAs is August 31st (2022-2023) Transportation Bus Accident Reporting System survey due by August 31st 	28	29

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

2	3	4	5
			6
9	10	11	12
			13
16	17	18	19
	PEIMS Extended Year first submission ESC due date for LEAs (2022-2023)		20
23	24	25	26
			27
30	31		
	PEIMS Extended Year first submission TEA due date for LEAs		

SEPTEMBER

MONTHLY REMINDERS

MONDAY

TUESDAY

<p>Accountability and Assessment</p> <ul style="list-style-type: none"> • 2023 Accountability Ratings and Unmasked Reports and Data Tables released in TEAL (TEC§39.362) late September. • 2023 Accountability Ratings and Masked District and Campus Data released publicly on TEA website (txschools.gov) late September. • Accountability Appeals Registration window opens in TEAL. • 2022 "What If" Ratings Published on TEA website (txschools.gov) late September • Review school improvement training calendar and register for a session if identified for School Improvement once ratings are released. • Preliminary 2023-2024 Public Education Grant (PEG) List for 2024-2025 posted (TEC§29.201-29.205) <p>Administration and Leadership</p> <ul style="list-style-type: none"> • Review TEA Superintendent Resources & Guidelines • 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 processes, procedures, and posting. • Review 504 procedures • Identify date for renewal of teacher contracts. • Prepare Board training calendar. • Prepare report of Trustee training hours prior to November elections with postings as required (TEC§11.159) – Publicly report October Board meeting. • Recommend technology and instructional materials allotment (TIMA) selections. • *Hire staff in accordance with district policy & procedure (as needed) • Update AskTED <p>Charter Specific</p> <ul style="list-style-type: none"> • Bank Depository Contract due to TEA – December 1st • Verify web posting requirements. • New Charter Schools: SC5050 requirements (contact Alexis Gutierrez for more information) • Charter School Waitlist ready for users to promote data on September 11th. • Charter School Waitlist snapshot date on September 29th • Charter School Waitlist ready for users to complete on September 29th. • Utilize the All-In-One-Form to update AskTED <p>Federal and State Programs</p> <ul style="list-style-type: none"> • 2023-2024 ESSA Consolidated Application due September 1st 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) (ESSA, 1112, 1114) • Prepare and upload into ESSA Reports PNP Affirmations and Equitable Services worksheets for districts with participating private schools by Sept. 30th. • Identify participation with TEA's Substitute System of Time and Effort Reporting. This is applicable federally funded employees who work on multiple cost objectives and are on a regular, fixed schedule. TEA's Substitute System of Time and Effort Reporting • Submit 2022-2023 ESSA Consolidated Compliance reports through eGrants by September 30th. • Review ESSER III ARP to ensure the LEA is on track to expend the full allocation by September 30th, including the 20% set-aside for learning loss. • Ensure most current version of the ESSER Use of Funds and RIPICS plans are posted on district website. <p>Finance</p> <ul style="list-style-type: none"> • 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. • Review Investment Policies (annual) • Register for Investment Officer training (TEC§45.209) • Access and review the LEA's Final FIRST Ratings/Charter FIRST; Prepare working calendar to schedule the publication and public hearing. • All TRS RP reports for the entire fiscal year must be at a "Complete" status. Failure to bring your RP report to a "Complete" status by the deadline may result in incorrect annual statements for your employees. • Chapter 49 districts - District Intent/Choice Selection must be submitted by September 1st, online in the FSP System. No board approval required. The form must be submitted for your district to proceed with its tax rate adoption for the fiscal year. • *The Agreement for the Purchase of Attendance Credit (Netting Chapter 48 Funding) contract must be submitted by September 1st, if not netting, the agreement is due January 13th. Specific board meeting minutes language required. Submit online in the TEAL - FSP System <p>Perkins Formula Grant</p> <ul style="list-style-type: none"> • 2023-2024 SC5003 Formula Grants Consolidated Schedule (one schedule applicable to ESSA, Perkins, & IDEA-B) due September 1st • 2023-2024 Perkins Formula Grant Application due September 1st budget and performance measures • School Board – Field Service Agents (210) 370-5601 • Board candidate workshop (optional) • 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 • Notify ESC Field Service Agents of newly appointed/elected board members and review training requirements/timelines for all trustees. <p>School Safety</p> <ul style="list-style-type: none"> • Charter Audit Reporting Tool Survey due to TxSSC by September 15th • Each district shall adopt and implement a policy requiring 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) <ul style="list-style-type: none"> □ The policy must address: <ul style="list-style-type: none"> □ 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 • Emergency Operations Plans & Annexes –Email with information regarding EOP documents for the 2023-2024 review cycle will be sent to superintendents. • Persistently Dangerous Schools & Criminal Incidents – Title VIII, School Choice Option – PR6200 <ul style="list-style-type: none"> □ Available: July 28, 2023 – Due: September 29, 2023 <p>Special Education</p> <ul style="list-style-type: none"> • 2023-2024 SC5003 Formula Grants Consolidated Schedule (one schedule applicable to ESSA, Perkins, & IDEA-B) due September 1st • 2023-2024 Special Education Consolidated Applicant Designation Form (ADC)(Federal) due September 1st • 2023-2024 Special Education Consolidated Grant Application (Federal) due September 1st • 2023-2024 Nonpublic Placement Notification & Application (Required for all Nonpublic Day School & Nonpublic Residential placements by LEAs) opens in TEAL (APEX) September 1st. • 2023-2024 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) • 2022-2023 Non-Ed Funds (Optional funds): Final Expenditure Reimbursement Request due to ESC-17 by September 5th • 2023-2024 Non-Ed Funds (Optional funds): Applications due to ESC-17 September 29th • 2022-2023 Special Education Consolidated Grant Year Ends September 30th • Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance. <p>Texas Student Data System/PEIMS</p> <ul style="list-style-type: none"> • PEIMS EXTENDED YEAR RESUBMISSION ESC DUE DATE FOR LEAs IS SEPTEMBER 7TH (2022-2023) • PEIMS Extended Year resubmission TEA due date for LEAs is September 21st (2022-2023) • Close of school start window on September 29th 		
	4	5
	11	12
	TACS Conference	TACS Conference
	25	26
	Texas Charter School Conference	Texas Charter School Conference

**TACS ESC 17 Lecture
Hall 11:00**

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

		1	2
			3
6	7	8	9
	<p>PEIMS EXTENDED YEAR RESUBMISSION ESC DUE DATE FOR LEAs (2022-2023)</p>		10 <i>TACS Conference</i>
13	14	15	16
<p>TASA Study Group ESC Lecture Hall 10:00</p>			17
	<i>MASBA Annual Conference</i>	<i>MASBA Annual Conference</i>	<i>MASBA Annual Conference</i>
20	21	22	23
	<p>PEIMS EXTENDED YEAR RESUBMISSION TEA DUE DATE FOR LEAs (2022-2023)</p>		24 <i>Texas Charter School Conference</i>
27	28	29	30
			<p>TASA TASB Convention</p>
<i>Texas Charter School Conference</i>		<p>TASA TASB Convention</p>	

OCTOBER

MONTHLY REMINDERS

MONDAY

TUESDAY

<p>Accountability and Assessment</p> <ul style="list-style-type: none"> Attend required School Improvement training, if applicable <ul style="list-style-type: none"> Prepare and submit applicable school improvement interventions, if applicable RDA (Results Driven Accountability), Stages of Intervention, including LEA Determinations, released via TEAL. <ul style="list-style-type: none"> Prepare RDA intervention submission, if applicable Review PEIMS data for all program areas prior to snapshot data (RDA and other accountability areas) District Testing Coordinator attend required annual DTC training at ESC-17 (October 6th and October 13th) Count the number of students enrolled, directly certified, and with approved applications - October 27th (last Friday of the month) <p>Administration and Leadership</p> <ul style="list-style-type: none"> Review TEA Superintendent Resources & Guidelines 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 of Trustee training hours prior to November elections with postings as required (TEC§11.159) – October Board Meeting Hire staff in accordance with district policy & procedure (as needed) Update AskTED <p>Charter School Specific</p> <ul style="list-style-type: none"> Prepare Governance Report due to TEA December 1st. Charter School Waitlist submission due date for Charter Schools on October 27th Utilize the All-In-One-Form to update AskTED <p>Federal and State Programs</p> <ul style="list-style-type: none"> 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) (ESSA§1112, 1114) LEAs that reported 2022-2023 TIVA Program Objectives and Measurable Outcomes will need to report initial progress toward meeting those objectives and outcomes. Reporting window is October 1st – December 1st. If 2022-2023 TIVA funds were not carried into 2023- 2024, the initial report will be considered the final report. Reporting occurs through the Smartsheet's App <p>Finance</p> <ul style="list-style-type: none"> 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. If no appeal was submitted by your district, your district's preliminary rating becomes final on the 31st day after the preliminary ratings are released. For Chapter 49 districts - Near-final Excess Local Revenue (Recapture) balances are due for recapture payments owed by districts for the prior year based on updates Summary of Finance. View your district's remaining balance via the Payment Ledger under School District State Aid Reports <p>Food and Nutrition</p> <ul style="list-style-type: none"> Verification of Sample Household Income Application begins October 1st. Summer Food Cost Report due October 9th Count number of students enrolled, directly certified, and with approved applications - October 29th (last Friday of the month) <p>Perkins Formula Grant</p> <ul style="list-style-type: none"> Review Programs of Study and student four-year plans for accountability purposes <p>School Board</p> <ul style="list-style-type: none"> 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 Notify ESC 17 of newly appointed/elected board members and review training requirements/timelines. <p>School Health</p> <ul style="list-style-type: none"> Report to Department of State Health Services the immunization status of the kindergarten and 7th graders opens for submission. <p>School Safety</p> <ul style="list-style-type: none"> Emergency Operation Plan & Annexes – During the 2023-2024 review cycle, the TxSSC will review the Basic Plan, Severe Weather Annex, and Hazardous Materials Annex (including the Train Derailment Appendix) of LEAs <p>Special Education</p> <ul style="list-style-type: none"> 2022-2023 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. <p>Texas Student Data System/PEIMS</p> <ul style="list-style-type: none"> Class Roster Fall Submission due date for LEAs is October 19th. PEIMS FALL SNAPSHOT DATE ON OCTOBER 27TH. Charter School Waitlist submission due date for Charter Schools on October 27th 		
	2	3
	9	10
	16	17
	23	24
	30	31

TEPSA Assistant Principals Conference

TEPSA Assistant Principals Conference

TACS ESC 17 Lecture Hall 11:00

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

			1
			TASA TASB Convention
4	5	6	7
			8
11	12	13	14
TASA Study Group ESC Lecture Hall 10:00			15
18	19	20	21
	Class Roster Fall Submission due date for LEAs		22
25	26	27	28
		PEIMS FALL SNAPSHOT DATE	
		Charter School Waitlist submission due date	29
ACET Fall Conference, Las Colinas	ACET Fall Conference, Las Colinas	ACET Fall Conference, Las Colinas	

NOVEMBER

MONTHLY REMINDERS

MONDAY

TUESDAY

<p>Accountability and Assessment</p> <ul style="list-style-type: none"> • Prepare school improvement intervention submission, if applicable • TAPR released November/December, Statute requires that each district's Board 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. <p>Administration and Leadership</p> <ul style="list-style-type: none"> • Review TEA Superintendent Resources & Guidelines • Innovative Course Approval Process • Receive Texas Academic Performance Report (TAPR) (public hearing on annual report required within 90 days of receipt) • Review next school years high school course offering and process (TAC§74.12) • Prepare Annual Finger Printing Certificate and Statement of Compliance (TEC§22.081) • *Hire staff in accordance with district policy & procedure (as needed) • Update AskTED <p>Charter Specific</p> <ul style="list-style-type: none"> • Bank Depository Contract due to TEA on December 1st • Governance Report due to TEA on December 1st 		
<ul style="list-style-type: none"> • Existing Charter Schools: 2023-2024 SC5050 form (optional) for Significant Expansion due to TEA by November 1st (to request additional ESSA and/or IDEA-B funding to be received 2023-2024, based on significant expansion) • Newly Open Charter Schools: 2023-2024 SC5050 form due to TEA by November 1st (to request ESSA and/or IDEA-B funding to be received 2023-2024 and/or request an Indirect Cost Rate for FY24) • Utilize the All-In-One-Form to update AskTED <p>Federal and State Programs</p> <ul style="list-style-type: none"> • Title I Comparability is a fiscal requirement to ensure comparable services are being provided across an LEA's Title I-served campuses in comparison to their non-served campuses. TEA's Comparability of Services Requirement webpage • All LEAs receiving Title I, Part A dollars must complete and submit the Comparability Assurance Document. Non-exempt LEAs must also complete and submit the Comparability Computation Form. Both forms found on TEA's webpage referenced above • 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) (ESSA§1112, 1114) • LEAs that reported 2022-2023 TIVA Program Objectives and Measurable Outcomes will need to report initial progress toward meeting those objectives and outcomes. Reporting window is October 1st – December 1st. If 2022-2023 TIVA funds were not carried into 2023-2024, the initial report will be considered the final report. Reporting occurs through the Smartsheets App <p>Finance</p> <ul style="list-style-type: none"> • Review student attendance figures as compared to prior year and budget projections. <p>Food and Nutrition</p> <ul style="list-style-type: none"> • Child Nutrition Verification process completion deadline is November 15th. • Preliminary Verification Report deadline is November 15th. <p>Perkins Formula Grant</p> <ul style="list-style-type: none"> • 2022-2023 Perkins Formula Grant Application Revised Final Expenditure Report due in ER system on November 13th. • 2022-2023 Perkins Formula Grant Application Final Expenditure Report due in ER System on November 13th <p>School Board</p> <ul style="list-style-type: none"> • November Elections (BBB Legal) (TEC§3.004-3.005) <ul style="list-style-type: none"> <input type="checkbox"/> *Canvass Trustee election results (TEC§67.003A) <input type="checkbox"/> *Reorganize Board of Trustees (TEC§11.061C) <input type="checkbox"/> Local orientation for new Trustees <input type="checkbox"/> Update AskTED with changes in Board membership <input type="checkbox"/> Train new Trustees on the superintendent evaluation instrument and process (BBD Legal) <input type="checkbox"/> Statement of Office and Oath of Office for all new Trustees • Approve Annual Independent Audit for July 1st FY. • *Board approved annual audit for July 1st FY due to TEZ no later than November 27th • Prepare Board Training Report (Military Districts Only) • *Final FIRST Rating/Charter FIRST 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 • Notify ESC 17 of newly appointed/elected board members and review training requirements/timelines. <p>Special Education</p> <ul style="list-style-type: none"> • 2022-2023 SHARS (School Health & Related Services) Reimbursement Survey (applicable to all LEAs) due to TEA late October or early November • 2023-2024 Excess Cost Preliminary Calculation, based on final unaudited 2022-2023 expenditures, should be completed (kept locally) • 2022-2023 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. <p>Texas Student Data System/PEIMS</p> <ul style="list-style-type: none"> • PEIMS FALL FIRST SUBMISSION ESC DUE DATE FOR LEAs AND ESCs ON NOVEMBER 16TH. <p>Transportation</p> <ul style="list-style-type: none"> • Transportation Operations Report due December 1st. 	<p>6</p> <p>Texas Assessment Conference</p>	<p>7</p> <p>Texas Assessment Conference</p>
	<p>13</p>	<p>14</p>
	<p>20</p>	<p>21</p> <p>Thanksgiving Holiday</p>
	<p>27</p>	<p>28</p>

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

<p>1</p> <p>TACS ESC 17 Lecture Hall 11:00 Annial Fall Conference</p>	<p>2</p>	<p>3</p>	<p>4</p> <p>5</p> <p>Texas Assessment Conference</p>
<p>8</p> <p>TASA Study Group ESC Lecture Hall 10:00</p> <p>Texas Assessment Conference</p>	<p>9</p>	<p>10</p>	<p>11</p> <p>12</p>
<p>15</p> <p>TASB School-Based Law Enforcement Summit</p>	<p>16</p> <p>PEIMS FALL FIRST SUBMISSION ESC DUE DATE FOR LEAs AND ESCs</p>	<p>17</p>	<p>18</p> <p>19</p>
<p>22</p> <p>Thanksgiving Holiday</p>	<p>23</p> <p>Thanksgiving Holiday</p>	<p>24</p> <p>Thanksgiving Holiday</p>	<p>25</p> <p>26</p>
<p>29</p>	<p>30</p>		

DECEMBER

MONTHLY REMINDERS

MONDAY

TUESDAY

<p>Accountability and Assessment</p> <ul style="list-style-type: none"> • STAAR EOC window opens. • Preliminary Accelerated Student Listing released in TEAL. <p>Administration and Leadership</p> <ul style="list-style-type: none"> • Review TEA Superintendent Resources & Guidelines • Evaluate 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 • Implement Winter Break Maintenance and Security Protocols, including IT. • Update ESC-17 Commitment and Contract Approvers (as needed) • *Hire staff in accordance with district policy & procedure (as needed) • Update AskTED <p>Charter Specific</p> <ul style="list-style-type: none"> • Charter holder must file audit report disclosing all management company loans. • Governance Report due to TEA December 1st • Expansion Amendments open January 1st • Utilize the All-In-One-Form to update AskTED <p>Federal and State Programs</p> <ul style="list-style-type: none"> • Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114) • Prepare for Revised Final Expenditure Report Submission, 2022-2023 ESSA Consolidated Application, due January 2nd. • LEAs that reported 2022-2023 TIVA Program Objectives and Measurable Outcomes will need to report initial progress toward meeting those objectives and outcomes. Reporting window is October 1st – December 1st. If 2022-2023 TIVA funds were not carried into 2023-2024, the initial report will be considered the final report. Reporting occurs through the Smartsheets App <p>Finance</p> <ul style="list-style-type: none"> • *Approve Independent Audit Report, September 1st FY • Review, update and submit Attendance Projections in TEAL • Publish Schedule C-3 from independent audit in local newspaper. • Debt Transparency Reporting (June 30th FY) December 27th • Develop Budget Adoption Timeline • For Chapter 49 districts - The Agreement for the Purchase of Attendance Credit contract, if not netting, verify date. Specific board meeting minutes language required. Submit online in the TEAL - FSP System. CAD Cost, District Partner Data, Tuition & Payment Options must be submitted check date in the TEAL - FSP system online. https://tea.texas.gov/Finance_and_Grants/State_Funding/Excess_Local_Revenue/Download and review the Options and Procedures for Local Revenue in Excess of Entitlement (manual) <p>Food and Nutrition</p> <ul style="list-style-type: none"> • Food Service Management Company Request for Proposal deadline is December 31st. <p>School Board</p> <ul style="list-style-type: none"> • Board Self-Evaluation (recommended) • *Approve waivers as needed <p>School Health</p> <ul style="list-style-type: none"> • Report to Department of State Health Services the immunization status of the kindergarten and 7th graders deadline December 8th <p>Special Education</p> <ul style="list-style-type: none"> • 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. • Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance. <p>Texas Student Data System/PEIMS</p> <ul style="list-style-type: none"> • PEIMS Fall first submission TEA due date for LEAs and ESCs on December 7th. • RF Tracker Submission ESC Mid-Year Checkpoint December 8th <p>Transportation</p> <ul style="list-style-type: none"> • Transportation Operations Report due electronically by December 1st 		
	4	5
	11	12
	18	19
	25	26
	Christmas Holiday	Christmas Holiday

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

		1	2
			3
6	7	8	9
	<div data-bbox="451 726 802 821" style="border: 1px solid red; padding: 2px;"> PEIMS Fall first submission TEA due date for LEAs and ESCs </div> TAMS Legislative Conference	<div data-bbox="820 747 1170 821" style="border: 1px solid red; padding: 2px;"> RF Tracker Submission ESC Mid-Year Checkpoint </div> TAMS Legislative Conference	10
13	14	15	16
<div data-bbox="82 1161 436 1262" style="background-color: #d9ead3; padding: 5px;"> TASA Study Group ESC Lecture Hall 10:00 </div>			17
20	21	22	23
			24
27	28	29	30
			31
Christmas Holiday	Christmas Holiday	Christmas Holiday	

JANUARY

MONTHLY REMINDERS

MONDAY

TUESDAY

<p>Accountability and Assessment</p> <ul style="list-style-type: none"> Notification to parents of eligibility for Public Education Grants by February 1st (TEC§29.204(b)) School Report Card released (send home within six weeks) Federal Report Card released (distribute to campuses, parents, and the public) Hold Public Hearing of district's annual report (TAPR) within 90 calendar days of receiving the PDF TAPR ESC-17 Accountability Forum <p>Administration and Leadership</p> <ul style="list-style-type: none"> Review TEA Superintendent Resources & Guidelines Review calendar development process Review Staff Non-renewals Ensure School Report Card is included with first semester report card (TEC§39.305) *Hire staff in accordance with district policy & procedure (as needed) Review and update ESC-17 Commitment System users/approvers Update AskTED <p>Charter Specific</p> <ul style="list-style-type: none"> Expansion Amendments opens January 1st. Existing Charter Schools: 2022-2023 SC5050 form (optional) for Significant Expansion due to TEA January 31st (to request additional ESSA and/or IDEAB funding to be received in 2023-2024 based on significant expansion experienced in 2022-2023) Utilize the All-In-One-Form to update AskTED <p>Federal and State Programs</p> <ul style="list-style-type: none"> Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114) Ensure most current version of the ESSER Use of Funds and RIPICS plans are posted on district website through September 30th. Ongoing consultations with PNPs participating in federal program equitable services (ISDs only) <p>Finance</p> <ul style="list-style-type: none"> Annual Audit Report due to TEA no later than January 28th – September 1st FY Review student attendance figures as compared to prior year and budget projections. W2's, 1095-C & 1099 distributed. Match previous year audit report to PEIMS Mid-Year submission. Impact Aid Application deadline January 31st (if applicable) For Chapter 49 districts - The Agreement for the Purchase of Attendance Credit contract, if not netting, verify date. Specific board meeting minutes language required. Submit online in the TEAL - FSP System. CAD Cost, District Partner Data, Tuition & Payment Options must be submitted (check date) in the TEAL - FSP system online. https://tea.texas.gov/Finance_and_Grants/State_Funding/Excess_Local_Revenue/Download and review the Options and Procedures for Local Revenue in Excess of Entitlement (manual) <p>Food and Nutrition</p> <ul style="list-style-type: none"> Child Nutrition Texas Summer Mandate deadline is January 31st. USDA Foods Contract packet deadline is January 31st. Verification Report deadline is February 1st. <p>School Board</p> <ul style="list-style-type: none"> *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§11.210) *Approve waivers as needed Notify ESC Field Service Agents of newly appointed/elected Board Members and review training requirements/timelines. <p>School Safety</p> <ul style="list-style-type: none"> Safety & Security Committee meets once during each academic semester & once during the summer (TEC§37.109) <p>Special Education</p> <ul style="list-style-type: none"> 2023-2024 Special Education Consolidated Grant Application (Federal): Review Final Entitlements & Carryover (if applicable) & adjust local records. <ul style="list-style-type: none"> <input type="checkbox"/> Determine if amendment to grant application is needed. <input type="checkbox"/> Determine eligibility for 2023-2024 MOE (Maintenance of Effort) Voluntary Reduction, submit amendment if eligibility changed. <input type="checkbox"/> Review revised 2023-2024 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) 2022-2023 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. <p>Texas Student Data System/PEIMS</p> <ul style="list-style-type: none"> PEIMS FALL RESUBMISSION ESC DUE DATE FOR LEAs AND ESCs ON JANUARY 4TH. PEIMS Fall resubmission TEA due date for LEAs and ESCs on January 18th. PEIMS MID-YEAR FIRST SUBMISSION ESC DUE DATE FOR LEAs AND ESCs ON JANUARY 18TH PEIMS Mid-Year first submission TEA due date for LEAs and ESCs on January 25th ECDS Kindergarten submission due by January 25th 	1	2	
		Christmas Holiday	Christmas Holiday
		8	9
		15	16
	MLK Day		TACS ESC 17 Lecture Hall 11:00
		22	23
		29	30
	TASA Midwinter Conference	TASA Midwinter Conference	

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

<p>3</p> <p>Christmas Holiday</p>	<p>4</p> <p>PEIMS FALL RESUBMISSION ESC DUE DATE FOR LEAs AND ESCs</p> <p>Christmas Holiday</p>	<p>5</p> <p>Christmas Holiday</p>	<p>6</p> <p>7</p>
<p>10</p> <p>TASA Study Group ESC Lecture Hall 10:00</p>	<p>11</p>	<p>12</p>	<p>13</p> <p>14</p>
<p>17</p>	<p>18</p> <p>PEIMS MID-YEAR FIRST SUBMISSION ESC DUE DATE FOR LEAs AND ESCs</p> <p>PEIMS Fall resubmission TEA due date for LEAs and ESCs</p>	<p>19</p>	<p>20</p> <p>21</p>
<p>24</p>	<p>25</p> <p>PEIMS Mid-Year first submission TEA due date for LEAs and ESCs</p> <p>ECDS Kindergarten submission due</p>	<p>26</p>	<p>27</p> <p>28</p> <p>TASA Midwinter Conference</p>
<p>31</p> <p>TASA Midwinter Conference</p>			

FEBRUARY

MONTHLY REMINDERS

MONDAY

TUESDAY

<p>Accountability and Assessment</p> <ul style="list-style-type: none"> Notification to parents of eligibility for Public Education Grants by February 1st (TEC§29.204(b)) Ensure Federal Report Card and School Report Card have been released and distributed. Hold Public Hearing of district's annual report (TAPR) within 90 calendar days of receiving the PDF TAPR TELPAS window opens. STAAR Stand-Alone Field Test window opens. <p>Administration and Leadership</p> <ul style="list-style-type: none"> Review TEA Superintendent Resources & Guidelines Develop district goals. Develop next year's school calendar. Review Valedictorian & Salutatorian selection process and class rank process *Hire staff in accordance with district policy & procedure (as needed) Update AskTED <p>Career and Technical Education</p> <ul style="list-style-type: none"> Review Programs of Study and Student four-year plans for accountability purposes National Career and Technical Education Month Begin budget process for following school year in accordance with district planning process. Monitor CTE Expenditure in state and federal funds from the general funds to track for Maintenance of Effort (MOE) <p>Charter Specific</p> <ul style="list-style-type: none"> Expansion Amendments close March 1st Utilize the All-In-One-Form to update AskTED <p>Federal and State Programs</p> <ul style="list-style-type: none"> Begin budget calendar and budget process for 2024-2025 Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114) Ongoing consultations with PNPs participating in federal program equitable services (ISDs only) <p>Finance</p> <ul style="list-style-type: none"> *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 Comptroller's Preliminary CPTD Values - Start appeal/protest if necessary (most delinquent tax firms will advise if protest is beneficial). Check deadline for school districts to file petitions protesting the preliminary findings. Update SOF Template w/ current ADA and Preliminary 2022 CPTD Values (T Values) – compare results to original revenue projections and make budget adjustments as needed. Begin budget calendar and budget process. Debt Transparency Reporting posted on website or submitted by Comptroller for August 31st FYE districts - February 27th. Bonded Debt Payments-from I & S Fund Eminent Domain Reporting: Public & private entities authorized by the State under a general/ special law to exercise the power of eminent domain must use the Comptroller's reporting form to submit an updated report to the Comptroller's office by February 1st of each year. Chapter 49 districts – February 15th - For districts selecting the monthly payment option, first recapture payment. <p>Food and Nutrition</p> <ul style="list-style-type: none"> Verification Report deadline is February 1st. <p>School Board</p> <ul style="list-style-type: none"> *Call Trustee election for May Review and update Superintendent evaluation instrument & procedures, as needed. *Administrator contracts Review schedule for Texas Public Schools Week *Approve school calendar Schedule Trustee candidate workshop (optional) *Approve waivers as needed Notify ESC 17 of newly appointed/elected board members and review training requirements/ timelines. <p>Special Education</p> <ul style="list-style-type: none"> Begin budget process for 2024-2025 Mid-Year Payment Request email sent to applicable LEAs early February regarding IDEA-B Discretionary Residential Reimbursement (Optional fund source) for expenditures for eligible students from 8/1/23, or the contract start date, whichever is later, through 1/31/24. Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance. <p>Texas Student Data System/PEIMS</p> <ul style="list-style-type: none"> PEIMS MID-YEAR RESUBMISSION ESC DUE DATE FOR LEAs AND ESCs ON FEBRUARY 1ST PEIMS Mid-Year resubmission TEA due date for LEAs and ESCs on February 8th SPPI-14 submission due date for LEAs on February 15th 		
	5	6
	12	13
	19	20
	26	27
	TCEA Convention	TCEA Convention
	TASBO Annual Conference	TASBO Annual Conference
		TACS ESC 17 Lecture Hall 11:00

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

	1	2	3
			TCEA Convention
	PEIMS MID-YEAR RESUBMISSION ESC DUE DATE FOR LEAs AND ESCs		4
			TCEA Convention
7	8	9	10
	PEIMS Mid-Year resubmission TEA due date for LEAs and ESCs		11
ESEA National Conference	ESEA National Conference	ESEA National Conference	
TCEA Convention			
14	15	16	17
			18
TASA Study Group ESC Lecture Hall 10:00	SPPI-14 submission due date for LEAs		
21	22	23	24
			25
TASBO Annual Conference	TASBO Annual Conference	TASBO Annual Conference	
28	29		
	Texas Rural Schools Spring Conference		
TASB Governance Camp, Galveston	TASB Governance Camp, Galveston		

MARCH

MONTHLY REMINDERS

MONDAY

TUESDAY

<p>Accountability and Assessment</p> <ul style="list-style-type: none"> • TELPAS window closes • STAAR Alternate 2 window opens. • Ensure Federal Report Card has been released and distributed. • Alternative Education Accountability (AEA) Campus registration window opens. • Final Accelerated Testers Student Listing released in TEAL. <p>Administration and Leadership</p> <ul style="list-style-type: none"> • Review TEA Superintendent Resources & Guidelines • Develop recommendations for teacher contracts. • *SBDM Committees develop campus performance objectives for next school year • Review policy on Student Expression/Prayer at Graduation Programs • Principal surveys to evaluate educator preparation program opens to HR staff. • Program Directors complete the ESC-17 Programs and Services Survey • *Hire staff in accordance with district policy & procedure (as needed) • Update AskTED <p>Charter Specific</p> <ul style="list-style-type: none"> • Expansion Amendments close March 1st • Request for an Indirect Cost Rate for Charter Schools for 2023-2024 survey due to TEA in March • Utilize the All-In-One-Form to update AskTED <p>Federal and State Programs</p> <ul style="list-style-type: none"> • Schedule planning meetings with campus staff regarding grant activities for current and next year's applications, CNA, and DIP/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) (ESSA§1112, 1114) • Monitor programs for any identified amendments to federal applications. <p>Finance</p> <ul style="list-style-type: none"> • 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 - submit thru STAIRS (State of Texas Automated Information Reporting System) • Deadline for school districts to file petitions protesting the Comptroller's Preliminary PVS findings - 40 days after release of Comptroller's Finding • Recapture payment due for district's subject to recapture that selected the monthly payment option (7 installments) • Update SOF Template w/ current ADA, Preliminary 2022 CPTD Values (T Values), and recently released State Comp Ed Counts by Census Block – compare results to original revenue projections and make budget adjustments as needed. • Review spending by special program using allotments from updated SOF to ensure minimum spending requirements are being met. • Chapter 49 districts - Deadline for Chapter 49 districts to submit revised CAD costs for prior school year or forfeit the CAD cost reduction for the prior school year. For districts selecting the monthly payment option, the second payment for current year is due from districts with excess local revenue to the state (Option 3) and/or to the partner district(s) for districts exercising Option 4 <p>Food and Nutrition</p> <ul style="list-style-type: none"> • 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. <p>Migrant</p> <ul style="list-style-type: none"> • Distribute Migrant Survey to all students. <p>School Board</p> <ul style="list-style-type: none"> • *Order of Trustee election and post required notice for May election • Prepare report of 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. • Trustee candidate workshop (optional) • *Approve waivers as needed • Notify ESC Field Service Agents of newly appointed/elected board members and review associate training requirements/timelines. <p>Special Education</p> <ul style="list-style-type: none"> • Perform self-analysis of FY23 MOE (Maintenance of Effort) compliance, using final expenditure data from TSDS PEIMS 2023-2024 MidYear reports; gather documentation for exceptions/adjustment, if applicable • FY23 MOE (Maintenance of Effort) Preliminary Compliance Review released by TEA; Respond to TEA with 2022-2023 Exceptions Workbook for failed tests, if applicable • 2023-2024 Excess Cost Final Calculation based on final, audited 2022-2023 expenditures should be completed (kept locally) • Deadline for eligible LEAs to submit MOY Payment Request for IDEA-B Discretionary Residential Reimbursement (Optional fund source) – Typically early March. • Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance March 2023 <p>Texas Student Data System/PEIMS</p> <ul style="list-style-type: none"> • Class Roster winter submission due date for LEAs on March 28th 		
	4	5
	11	12
	Spring Break	Spring Break
	18	19
	25	26
	TxDLA Conference, Galveston	TxDLA Conference, Galveston

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

		1 Texas Rural Schools Spring Conference	2 TASB Governance Camp, Galveston
		TASB Governance Camp, Galveston	3
6 TASA Study Group ESC Lecture Hall 10:00	7	8	9
			10
13 Spring Break	14 Spring Break	15 Spring Break	16
			17
20 TACS ESC 17 Lecture Hall 11:00	21	22	23
			24
27 TxDLA Conference, Galveston	28 Class Roster winter submission due date for LEAs TxDLA Conference, Galveston	29	30
			31

APRIL

MONTHLY REMINDERS

MONDAY

TUESDAY

<p>Accountability and Assessment</p> <ul style="list-style-type: none"> • STAAR Alternate 2 window closes. • Spring STAAR window opens. • 2024 Pairing Registration window opens. <p>Administration and Leadership</p> <ul style="list-style-type: none"> • Review TEA Superintendent Resources & Guidelines • Develop and recommend summer school plans. • E-rate filing window opens. • Approve out-of-district student transfer requests for next school year. • Prepare report of 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 ESC-17 Commitment and Contract Approvers (as needed) • *Hire staff in accordance with district policy & procedure (as needed) • Update AskTED <p>Career and Technical Education</p> <ul style="list-style-type: none"> • Review Industry Based Certification (IBC), license, student vouchers, and student status for report to Board, Accountability and TEA reporting <p>Charter Specific</p> <ul style="list-style-type: none"> • Charter Amendments close April 1st • Utilize the All-In-One-Form to update AskTED <p>Federal and State Programs</p> <ul style="list-style-type: none"> • Continue budget process for next year. • Parent Engagement review processes for Title I, Part A required activities: PFE policies/School-Parent Compacts • Update AskTED to reflect any campus changes. • 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) (ESSA§1112, 1114) • Review LEA contacts and roles for TEA Secure applications, i.e. eGrants, ISAM, Accountability, etc. <p>Finance</p> <ul style="list-style-type: none"> • Review student attendance figures as compared to prior year and budget projections. • Review preliminary estimate of CAD Value • Recapture payment due to TEA for districts selecting the monthly payment option. • Review spending by special program using allotments from updated SOF to ensure minimum spending requirements are being met. • Chapter 49 districts - For districts selecting the monthly payment option, the third payment for current year is due from districts with excess local revenue to the state (Option 3) and/or to the partner district(s) for districts exercising Option 4 <p>Food and Nutrition</p> <ul style="list-style-type: none"> • 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. <p>School Board</p> <ul style="list-style-type: none"> • 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 • Notify ESC Field Service Agents of newly appointed/elected board members and review training requirements/timelines. <p>Special Education</p> <ul style="list-style-type: none"> • 2023-2024 High-Cost Fund Eligibility Application (Optional fund source) due late April or early May • Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance. 	1	2
	8	9
	NSBA Conference, New Orleans	
	15	16
	Texas Library Association San Antonio	
22	23	
29	30	

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

3	4	5	6 NSBA Conference, New Orleans
			7 NSBA Conference, New Orleans
10 TASA Study Group ESC Lecture Hall 10:00	11	12	13
			14
17 Texas Library Association San Antonio	18 Texas Library Association San Antonio	19 Texas Library Association San Antonio	20
			21
24 ACET Spring Conference San Antonio	25 ACET Spring Conference San Antonio	26 ACET Spring Conference San Antonio	27
			28

<p>Accountability and Assessment</p> <ul style="list-style-type: none"> Review preview Class of 2023 CCMR Verifier report (May/June) <p>Administration and Leadership</p> <ul style="list-style-type: none"> Review TEA Superintendent Resources & Guidelines Establish and post summer Central Office hours. Gun-free schools report available on grants. Review, set, and communicate 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. *Hire staff in accordance with district policy & procedure (as needed) Update AskTED <p>Career and Technical Education</p> <ul style="list-style-type: none"> Review Industry Based Certification (IBC), license, student vouchers, & student status for report to Board, Accountability & TEA reporting <p>Charter Specific</p> <ul style="list-style-type: none"> Utilize the All-In-One-Form to update AskTED <p>Federal and State Programs</p> <ul style="list-style-type: none"> Complete local evaluations for Federal Programs and State Comp Ed Continue budget process Final opportunity to amend current year ESSA Consolidated application. Parent Engagement review processes for Title I, Part A required activities: PFE policies/School-Parent Contracts 		
<ul style="list-style-type: none"> Update AskTED to reflect any campus changes. Districts begin outreach to private schools for equitable services participation in 2024-2025 Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112.1114) 2024-2025 SC5003 Formula Grants Consolidated Schedule opens (one schedule applicable to ESSA, Perkins, & IDEA-B) <p>Finance</p> <ul style="list-style-type: none"> Review student attendance figures as compared to prior year and budget projections. Check ESC Commitment System to select all services. Recapture payment due for districts selecting the monthly payment option. Indirect Cost Rate Certification due in TEAL GFFC If July 1st FY, hold board discussion of property values and funding prior to budget adoption to comply with School FIRST Indicator – recommend including an agenda item to document discussion was held. Bank Depository Bid and/or Extension to Contract; determine if contract can be extended (only 3 two-year extensions are allowed) or if bids/proposals will be solicited; contact the Depository Bank to determine if they are offering an extension to the contract; may be exempt if addressed in your DOI Plan; (https://tea.texas.gov/finance-and-grants/financial-compliance/depository-contracts-for-school-districts)for TEA guidance & required forms Sales Tax Report for student activity fund raisers and other sales due - see here for more information. https://comptroller.texas.gov/taxes/publications/94-183.php <p>Finance</p> <ul style="list-style-type: none"> Submit request for Additional State Aid for Ad Valorem Tax Credit each year for which the tax credit is due (Chapter 313), if applicable Submit tax information for Tax Increment Reinvestment Zones (Chapter 311), if applicable Print and review TEA SOF and Payment Ledgers for Current and Prior school years. Collect and review time and effort certifications each month for staff required to complete Periodic Activity Report - Finance should post adjusting journal entries (as appropriate) Chapter 49 districts - TEA notifies districts that are delinquent in recapture payments for a prior year as the result of updates to Cost of Recapture Report made at final settle-up of the balance due. Check date balance due must be paid by. For districts selecting monthly payment option, the fourth payment is due from districts with excess local revenue to the state (Option 3) and/or to the partner district(s) for districts exercising Option 4. Balances are due for recapture payments owed by districts for a prior year based on notices provided to districts on May 1st. Balances are due for recapture payments owed by districts with local revenue in excess of entitlement for the current year based on the notices provided to districts on May 15th. <p>Perkins Formula Grant</p> <ul style="list-style-type: none"> The Comprehensive Local Needs Assessment (CLNA) must be completed by every district every 2 years. <ul style="list-style-type: none"> 2024-2025 is a CLNA completion assessment year. 2023-2024 Perkins Formula Amendment deadline is May 17th. 2024-2025 SC5003 Formula Grant Consolidated Schedule open early May <ul style="list-style-type: none"> Must be submitted before the Perkins ADC or Perkins Grant to be accessible. <p>School Board</p> <ul style="list-style-type: none"> May Elections (BBB Legal) (TEC§3.004-3.005) <ul style="list-style-type: none"> *Canvass Trustee election results (TEC§67.003A) *Reorganize Board of Trustees (TEC§11.061C) Local orientation for new Trustees Update AskTED with changes in Board membership Train new Trustees in the superintendent evaluation instrument and process Statement of Office and Oath of Office for all new Trustees *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. Notify ESC 17 of newly appointed/elected board members and review training requirements/ timelines. <p>Special Education</p> <ul style="list-style-type: none"> 2024-2025 Special Education Consolidated Grant Planning Amounts Released 2023-2024 High-Cost Eligibility Application (Optional fund source) due to TEA late April or early May 2024-2025 SC5003 Formula Grants Consolidated Schedule opens (one schedule application to ESSA, Perkins, & IDEA-B); (must be submitted for the 2024-2025 Special Education Consolidated Grant Application (Federal) to be accessible) 2024-2025 Special Education Consolidated Applicant Designation Form (ADC) (Federal) opens (must be submitted for the 2024-2025 Special Education Consolidated Grant Application (Federal) to be accessible) 2024-2025 Special Education Consolidated Grant Application (Federal) opens in May or June Begin discussions with Private non-profit locations for proportionate share services and confirm written affirmation of consultation. Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance. 2023-2024 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 mind-May. 	6	7
<ul style="list-style-type: none"> 2023-2024 Perkins Formula Amendment deadline is May 17th. 2024-2025 SC5003 Formula Grant Consolidated Schedule open early May <ul style="list-style-type: none"> Must be submitted before the Perkins ADC or Perkins Grant to be accessible. <p>School Board</p> <ul style="list-style-type: none"> May Elections (BBB Legal) (TEC§3.004-3.005) <ul style="list-style-type: none"> *Canvass Trustee election results (TEC§67.003A) *Reorganize Board of Trustees (TEC§11.061C) Local orientation for new Trustees Update AskTED with changes in Board membership Train new Trustees in the superintendent evaluation instrument and process Statement of Office and Oath of Office for all new Trustees *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. Notify ESC 17 of newly appointed/elected board members and review training requirements/ timelines. <p>Special Education</p> <ul style="list-style-type: none"> 2024-2025 Special Education Consolidated Grant Planning Amounts Released 2023-2024 High-Cost Eligibility Application (Optional fund source) due to TEA late April or early May 2024-2025 SC5003 Formula Grants Consolidated Schedule opens (one schedule application to ESSA, Perkins, & IDEA-B); (must be submitted for the 2024-2025 Special Education Consolidated Grant Application (Federal) to be accessible) 2024-2025 Special Education Consolidated Applicant Designation Form (ADC) (Federal) opens (must be submitted for the 2024-2025 Special Education Consolidated Grant Application (Federal) to be accessible) 2024-2025 Special Education Consolidated Grant Application (Federal) opens in May or June Begin discussions with Private non-profit locations for proportionate share services and confirm written affirmation of consultation. Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance. 2023-2024 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 mind-May. 	13	14
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<ul style="list-style-type: none"> 2023-2024 Perkins Formula Amendment deadline is May 17th. 2024-2025 SC5003 Formula Grant Consolidated Schedule open early May <ul style="list-style-type: none"> Must be submitted before the Perkins ADC or Perkins Grant to be accessible. <p>School Board</p> <ul style="list-style-type: none"> May Elections (BBB Legal) (TEC§3.004-3.005) <ul style="list-style-type: none"> *Canvass Trustee election results (TEC§67.003A) *Reorganize Board of Trustees (TEC§11.061C) Local orientation for new Trustees Update AskTED with changes in Board membership Train new Trustees in the superintendent evaluation instrument and process Statement of Office and Oath of Office for all new Trustees *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. Notify ESC 17 of newly appointed/elected board members and review training requirements/ timelines. <p>Special Education</p> <ul style="list-style-type: none"> 2024-2025 Special Education Consolidated Grant Planning Amounts Released 2023-2024 High-Cost Eligibility Application (Optional fund source) due to TEA late April or early May 2024-2025 SC5003 Formula Grants Consolidated Schedule opens (one schedule application to ESSA, Perkins, & IDEA-B); (must be submitted for the 2024-2025 Special Education Consolidated Grant Application (Federal) to be accessible) 2024-2025 Special Education Consolidated Applicant Designation Form (ADC) (Federal) opens (must be submitted for the 2024-2025 Special Education Consolidated Grant Application (Federal) to be accessible) 2024-2025 Special Education Consolidated Grant Application (Federal) opens in May or June Begin discussions with Private non-profit locations for proportionate share services and confirm written affirmation of consultation. Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance. 2023-2024 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 mind-May. 	27	28
	Memorial Day	

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

1	2	3	4
			5
8	9	10	11
TASA Study Group ESC Lecture Hall 10:00			12
TACS ESC 17 1:00Shadow Hills folloing TASA Meeting			
15	16	17	18
			19
22	23	24	25
			26
29	30	31	

<p>Accountability and Assessment</p> <ul style="list-style-type: none"> Review preview Class of 2023 CCMR Verifier report (May/June) Review final graduation rate data. STAAR EOC window opens. <p>Administration and Leadership</p> <ul style="list-style-type: none"> Review TEA Superintendent Resources & Guidelines 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 Review ESC-17 Commitment forms Hire staff in accordance with district policy & procedure (as needed) Update AskTED <p>Charter Specific</p> <ul style="list-style-type: none"> Utilize the All-In-One-Form to update AskTED <p>Federal and State Programs</p> <ul style="list-style-type: none"> 2024-2025 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 2023-2024 ESSA Consolidated Grant Application amendment deadline June 3rd Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114) Prepare a summary of 2024-2025 federal program estimated allocations and intended uses; follow public comment procedures for eliciting public comment. <p>Finance</p> <ul style="list-style-type: none"> Budget Adoption for July 1st FY <ul style="list-style-type: none"> <input type="checkbox"/> Publish notice of public meeting to discuss budget and proposed tax rate (publish at least 10 days before meeting) <input type="checkbox"/> Post 72-hour notice of meeting to discuss budget and proposed tax rate. <input type="checkbox"/> *Hold meeting to discuss budget and proposed tax rate <input type="checkbox"/> Post 72-hour notice of meeting to discuss budget and proposed tax rate. <input type="checkbox"/> *Hold meeting to adopt budget and proposed tax rate <input type="checkbox"/> *Final amendment to current year budget must be done prior to close and must be approved by the Board (June 30th FY) <input type="checkbox"/> *Resolution or action item to Commit Fund Balance must be done prior to the close of the fiscal year and must be approved by the Board - Amount may be determined after year end <input type="checkbox"/> Post proposed adopted tax rate that will raise more taxes for maintenance and operations than last year's tax rate if applicable. <input type="checkbox"/> Post on school website a summary of the proposed budget and a link to the budget adopted by the Board of Trustees for the previous 3 years. <input type="checkbox"/> Calculate state aid earned using end-of-year student data - Review student attendance figures as compared to prior year and budget projections. <input type="checkbox"/> TEA tax information survey <input type="checkbox"/> Prepare for annual financial audit. 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. Book revenue due to or due from state based on SOF Template run using final ADA. TEA sends email notification to applicable home districts to submit reimbursement documentation to TuitionAllotment@tea.texas.gov Chapter 49 districts - The fifth payment for 2022-2023 is due from a Chapter 49 district to the state (Option 3) and/or to the partner district(s) (Option 4) if your district chose the option to make seven equal payments. <p>Food and Nutrition</p> <ul style="list-style-type: none"> Child Nutrition Program Application Agreement renewal Community Eligibility Program (CEP) for the Food and Nutrition Program Application deadline is June 30th. <p>Perkins Formula Grant</p> <ul style="list-style-type: none"> 2024-2025 Perkins Formula Grant Application opens. <p>School Board</p> <ul style="list-style-type: none"> 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 Notify ESC 17 of newly appointed/elected Board Members and review training requirements/timelines. <p>School Health</p> <ul style="list-style-type: none"> Diabetes risk assessment report due June 7th Hearing/Vision/Spinal status reports due June 30th 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 <p>School Safety</p> <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> <input type="checkbox"/> Survey opens June 1st and is due to TEA by June 30th. <p>Special Education</p> <ul style="list-style-type: none"> FY23 MOE (Maintenance of Effort) Final Compliance Review released by TEA. 2023-2024 Special Education Consolidated Grant Application (Federal) amendment deadline early June 2024-2025 Special Education Consolidated Grant Application (Federal) opens in May or June 2023-2024 Nonpublic Placement Notification & Nonpublic Day School placements by LEAs. RDSPD revised contracted must be submitted to TEA by June 1st. 2023-2024 SC5100 Coordinated Early Intervening Services (CEIS) Data Collection Form (applicable to certain LEAs) due to TEA June 2nd. EYO payment request email sent to applicable LEAs mid-June regarding IDEA-B Discretionary Residential Reimbursement for expenditures for eligible students from 8/1/22, or the contract start date, whichever is later, through 6/30/23 (if the LEA had submitted a mid-year request, the amount of the EYO request cannot exceed the remaining amount of the award after subtracting the mid-year payment <ul style="list-style-type: none"> <input type="checkbox"/> already received) Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance. <p>Texas Student Data System/PEIMS</p> <ul style="list-style-type: none"> PEIMS SUMMER FIRST SUBMISSION ESC DUE DATE FOR LEAs ON JUNE 6TH PEIMS Summer first submission TEA due date for LEAs on June 20th ECDS Prekindergarten submission due date for LEAs on June 27th Special Education Language Acquisition submissions due date for LEAs on June 27th 		
	3	4
	10	11
	17	18
	24	25

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

			1
			2
5	6	7	8
	<div style="background-color: #90EE90; padding: 5px; text-align: center;"> PEIMS SUMMER FIRST SUBMISSION ESC DUE DATE FOR LEAs </div>		9
12	13	14	15
			<div style="background-color: #FFB6C1; padding: 5px; text-align: center;"> ASE Summer Leadership Institute (SLI) </div>
<div style="border: 1px solid blue; padding: 2px; text-align: center;"> TEPSA Summer Conference </div>	<div style="border: 1px solid blue; padding: 2px; text-align: center;"> TEPSA Summer Conference </div>	<div style="border: 1px solid blue; padding: 2px; text-align: center;"> TEPSA Summer Conference </div>	16
<div style="background-color: #FFB6C1; padding: 5px; text-align: center;"> ASE Summer Leadership Institute (SLI) </div>	<div style="background-color: #FFB6C1; padding: 5px; text-align: center;"> ASE Summer Leadership Institute (SLI) </div>	<div style="background-color: #FFB6C1; padding: 5px; text-align: center;"> ASE Summer Leadership Institute (SLI) </div>	
19	20	21	22
	<div style="border: 1px solid red; padding: 5px; text-align: center;"> PEIMS Summer first submission TEA due date for LEAs </div>		23
26	27	28	29
	<div style="border: 1px solid red; padding: 5px; text-align: center;"> Special Education Language Acquisition submissions due date for LEAs </div>		
	<div style="border: 1px solid red; padding: 5px; text-align: center;"> ECDS Prekindergarten submission due date for LEAs </div>		30

<p>Administration and Leadership</p> <ul style="list-style-type: none"> Review TEA Superintendent Resources & Guidelines 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)) *Hire staff in accordance with district policy & procedure (as needed) Review and update ESC-20 commitment approvers Update AskTED <p>Charter Specific</p> <ul style="list-style-type: none"> Submit calendar through TEAL, Charter School Tracking System (CSTS) application. Utilize the All-In-One-Form to update AskTED <p>Federal and State Programs</p> <ul style="list-style-type: none"> 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 2022-2023 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 ARP, ESSER III Final Amendment due date July 2nd. Ensure application aligns with program description and expenditures. Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114) <p>Finance</p> <ul style="list-style-type: none"> 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. <p>School Board</p> <ul style="list-style-type: none"> 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) for September 1st FY *Recommend student insurance carrier *Board discussion of property values and funding lag for July 1st FY *Approve ESC-17 Commitment forms Approve waivers as needed. Notify ESC 17 of newly appointed/elected board members and review training requirements/timelines. <p>Special Education</p> <ul style="list-style-type: none"> 2024-2025 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) 2023-2024 Nonpublic Placement Notification & Application closes early July for Nonpublic Residential placements by LEAs. Deadline for eligible LEAs to submit EOY Payment Request for IDEA-B Discretionary Residential Reimbursement (Optional fund source) – Typically mid-July. Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance. <p>Texas Student Data System/PEIMS</p> <ul style="list-style-type: none"> PEIMS SUMMER RESUBMISSION ESC DUE DATE FOR LEAs ON JULY 4TH PEIMS Summer resubmission TEA due date for LEAs on July 18th RF Tracker submission due for LEAs on July 18th Child Find submission due date for LEAs on July 25th. 	1	2
	8	9
	15	16
	22	23
	29	30

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

<p>3</p>	<p>4 Independence Day</p> <p>PEIMS SUMMER RESUBMISSION ESC DUE DATE FOR LEAs</p>	<p>5</p>	<p>6</p>
<p>10</p>	<p>11</p>	<p>12</p>	<p>7</p>
<p>17</p>	<p>18</p> <p>RF Tracker submission due for LEAs</p> <p>PEIMS Summer resubmission TEA due date for LEAs</p>	<p>19</p>	<p>13</p> <p>14</p>
<p>24</p>	<p>25</p> <p>Child Find submission due date for LEAs</p>	<p>26</p>	<p>20</p> <p>21</p>
<p>31</p>			<p>27</p> <p>28</p>

AUGUST

MONTHLY REMINDERS

MONDAY

TUESDAY

Texas Student Data System/PEIMS

- **PEIMS EXTENDED YEAR FIRST SUBMISSION ESC DUE DATE FOR LEAs ON AUGUST 15TH**
- PEIMS extended year first submission TEA due date for LEAs on August 29th

5

6

12

13

19

20

26

27

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

	1	2	3
			4
7	8	9	10
			11
14	15	16	17
	PEIMS EXTENDED YEAR FIRST SUBMISSION ESC DUE DATE FOR LEAs		18
21	22	23	24
			25
28	29	30	31
	PEIMS extended year first submission TEA due date for LEAs		

2023-2024 District Holidays


District	1st day	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	L A S T day	SD/Wk
Abernathy	16	4	8	20-24	21-29	1-5	19	11-15, 29		27	22	8/7-15,9/29,11/6,1/8,2/16,5/23
Amherst	16	4	9	20-24	21-29	1-2, 15	19	11-15, 29	1	27	16	8/4,7,11,1/12
Anton	16	4	9	20-24	25-29	1-5, 15		11-15, 29	1	7	23	8/7-15,9/25,11/6,1/8,9,2/19,4/8
Borden County	16	4	6	20-24	22-29	1-2	19	11-15, 29	1, 29		17	8/9-11,14-15,9/23,11/4,12/21,1/3,11,12,2/17,5/18
Brownfield	14	4	13	3, 20-24	21-29	1-5, 15	12	11-15	12, 15	10, 17	23	8/7-11,9/1,10/16,1/8,15
Cotton center	16	4	6,9	22-24	21-29	1-5, 15	19	11-15	1	27	16	8/9-14
Crosbyton	10	4	9	20-24	22-29	1-5, 15	19	11-15, 29	1	20	16	8/1-9,9/25,11/6,1/8,4/15,5/14
Dawson	16	4	30	20-24	18-29	1-2		11-15	15	10	15	8/9-15,9/25,10/9,11/6,12/3,3/22,5/16,17
Denver city	14	4		22-24	1, 25-29	1-5	12	11-15	1	29	16	8/7-10, 10/16, 1/8, 5/17
Floydada	16	4	9	20-24	22-29	1-4	5	11-15, 29	1		15	8/7-15,9/4,10/9,11/27,1/15,2/19
Frenship	16	4		20-24	22-29	1-5, 15		11-15, 29	1	24, 27	23	8/7-15,9/25,10/9,11/6,20-21,1/8-9,2/19,4/1
Guthrie	15	4	6	20-24	20-29	1, 19	23	11-15, 29			16	8/8-15,9/25,11/6,1/2,2/9,5/17
Hale Center	15	4	16	20-24	25-29	1-5, 15	19	11-15, 29	1	27	17	8/7-14
Idalou	16	4	9	20-24	22-29	1-5	16	11-15, 29			17	8/7-15,9/25,11/6,1/8,15,2/19,4/1
Jayton-Girard	16	4	9	22-24	18-29	1, 12	19	11-15, 29	1		23	8/10-14,10/30,1/2,29,4/29,5/24
Klondike	14	4	9	20-24	15-31	1-3, 12	19	11-15,29	1, 19, 26	3, 10	15	8/7-10,5/16-17
Lamesa	16	4		20-24	22-29	1-5, 15	19	11-15			24	8/7-15,10/2,1/8,2/12,5/24
Levelland	16	4	13, 16	20-24	25-29	1-5	16	11-15	1	27	17	8/3-11,9/18,11/6,2/19,3/29
Littlefield	14	4	9	10, 20-24	21-29	1-3, 12, 15	19	11-15, 29	1	27	17	8/7-11,9/25,11/3,1/4,2/20,
Lockney	15	4		20-24	25-29	1-5	19	11-15	15	6	16	8/3,4,7,8,9,10, 9/25,11/6, 1/8, 2/12
Loop	14	4	9	20-24	18-29	1-2		11-15,29	1, 31		16	8/3-11,9/22, 11/3, 12/8, 1/3, 2/16, 5/17-22
Lorenzo	10	4	9	20-24	22-29	1-5, 15	19	11-15, 29	1	20, 21	16	8/1-4,7-9,10/6,18,5/17
lubbock	16	4	9	22-24	25-29	1-5, 15		11-15, 29	1	27	24	8/7-15,9/25,11/20-21,1/8-9,2/19-20
lubbock-cooper	16	4		20-24	22-29	1-5, 15	19	11-15, 29	1	27, 28	23	8/7,9-15,9/22,10/9,11/6-7,1/8,2/9,5/24
Meadow	15	4		23-24	21-29	1-2, 12		11-15, 29		10, 17	23	8/7-11,9/11,10/16,11/6,1/2,2/9,3/1,4/12,5/24
Morton	15	1-4		20-24	21-31	1-3, 15		11-15, 39	1, 12	27	23	8/10-11,14-18,9/22,29,10/20,11/17,12/1,1/4-5,12,2/2,3/8,4/19,4/26
Motley County	14	4		20-24	22-29	1-5		11-15	1	13	23	8/7-11,11/10,12/21,1/8,3/1,5/24
Muleshoe	16	4	9	20-24	22-29	1-8, 19	19	11-15, 29		27	24	8/3-15,9/25,11/6,1/9,2/20,4/8
New Deal	16	4		20-24	21-29	1-5	19	11-15, 29			23	8/7-15,9/22,11/6,1/8-9,15,2/16,4/1,5/24
New Home	16	4	9	20-24	18-29	1, 12, 15		11-15, 29		24	23	8/8-14,1/2,2/19
O'Donnell	15	4		21-24	18-29	1		11-15		27	23	8/8-11,14,1/2
Olton	16	4	16	20-24	21-29	1-8, 19	12	11-15, 29	1	10	21	8/7-15,8/22,1/9,2/19
Paducah	14	4	9	20-24	25-29	1-5, 12, 13, 15	19	11-15, 29	19	10	23	8/7-11,9/29,1/5,2/23,4/12
Patton Springs	14	4		22-24	25-29	1/4		11/15	1		23	8/7-10
Petersburg	16	4	9	20-24	25-19	1-5	16	11-15		29	17	8/7-15,10/16,11/6,1/8,15,2/19,4/5,5/17
Plains	15	1, 4	2	23-24	21-30	1-5, 19	16, 19	11-15, 29	26, 29		23	8/7-14,9/13,10/23,1/8,2/15,4/4
Plainview	9	4	9-13	20-24	25-29	1-5, 15	13-16	11-15, 29		27	23	8/7-14,9/25,11/6,1/8,2/19,4/15,5/24
Post	14	4		20-24	25-29	1-5		11-15	1	27	23	8/2-10,9/22,11/3,12/15,2/16,4/5
Ralls	15	4	9	20-24	22-29	1-5, 15		11-15, 29	1	28-30	23	8/7-15,9/25,11/15,30,1/8,15,2/16,5/24

2023-2024 District Holidays


District	1st Day	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Last day	SD/WK DAY
Roosevelt	16	4	9	22-24	22-29	1-5	19	11-15, 29			23	8/7-15,9/25,11/15,30,1/8,15,2/16,5/24
Ropes	16	4		20-24	21-29	1-5		11-15	1		16	8/7-15,9/25,11/6,12/7,1/8,2/19,4/8,5/17
Sands	14	4	9	3, 20-24	19-29	1	19	11-15, 29			15	8/1-11,1/2,5/16,17
Seagraves	16	4	9	20-24	20-29	1-2, 15		11-15, 29			17	8/7-15,1/3,5/20
Seminole	16	4	6, 9	20-24	22-29	1-5	12	11-15, 29	1	27	24	8/9-15,9/18,11/16,1/8,15,4/26
Shallowater	16	4		20-24	22-29	1-5, 15	19	11-15, 29	1		22	8/2-15,9/25,10/10,11/27,1/8,2/16
Slaton	15	4, 18	2,16, 30	6, 13, 20-24, 27	11, 22-29	1-5, 15, 19	2, 16, 23	8, 11-15, 29	19, 26	3, 10, 17, 24, 27, 31	22	8/3-14,9/11,25,10/23,1/12,2/9,5/23
Smyer	16	4	9	20-24	25-29	1-5	19	11-15	1	20, 27	16	8/8-15,9/25,1/8,2/20
Southland	16	4	16	20-24	22-29	1-5, 15	19	11-15, 29	1	6, 27	17	8/2-15,9/25,1/12,4/1,5/6
Springlake-Earth	15			20-24	18-29	1-2		11-15, 29	1		16	9/25,11/16,1/3,2/19,4/8
Spur	16	4, 25		22-24	18-29	1, 19		11-15, 29	1		16	8/7-15, 10/2, 11/6, 1/2, 2/12, 4/8, 5/17
Sudan	15	4		20-24	25-29	1-4, 15		11-15, 29	1	3	23	6/1-2,8/3-4,7-11
Sundown	15	4	9, 30	20-24	22-29	1-5	19	11-15, 29			17	8/1-14
Tahoka	15	4	9	17, 22-24	22-29	1-5, 2, 15	16, 19	8, 11-15, 29	1	24, 27	23	8/8-11,10/23
Wellman-Union	16	4	9	20-24	18-29	1, 15	26	11-15			17	8/7-15,9/22,10/27,1/2,2/16,4/1,12
Whiteface	16	4	9	20-24	25-29	1-5, 12	19	11-15, 29			23	8/7-15,9/25,11/6,1/8,2/16,3/21,4/12
Whitharral	16	4	20	20-24	20-29	1-2	12	11-15	1	3, 10	22	8/7-14,10/9,11/14,1/3
Wilson	21	1	9	20-24	18-29	1-2		11-15		23, 24	22	8/10-18

Every child, prepared for success in college, a career or the military.


Strategic priorities




Recruit, support and retain teachers and principals



Build a foundation of reading and math




Connect high school to career and college




Improve low-performing schools


Enablers



Increase transparency, fairness and rigor in district and campus academic and financial performance



Ensure compliance, effectively implement legislation and inform policymakers



Strengthen organizational foundations (resource efficiency, culture, capabilities, partnerships)

2023-2024 Student Assessment Testing Calendar

<http://tea.texas.gov/student.assessment/calendars/> (Revised As of April 27, 2023)

2023–2024 STUDENT ASSESSMENT TESTING CALENDAR	
2023 Assessments	
Test Dates	STAAR
Dec 5–Dec 15*	Algebra I English I English II Biology U.S. History
Dec 15 (Fri)	Make-up sessions for tests scheduled to be administered Dec 5–15, 2023, must be completed by the end of this day.
2024 Assessments	
Test Dates	NAEP (selected sample)
Assessment Window Late Jan–Early Mar	Mathematics, Grades 4, 8, and 12 Reading, Grades 4, 8, and 12 Science, Grade 8 Transcript Studies
Test Dates	STAAR Stand-Alone Field Test
Feb 5–Feb 9	Grades 3–8 Reading Language Arts English I English II
Test Dates	TELPAS
Assessment Window Feb 19–Mar 29	TELPAS Grades K–12 Listening, Speaking, Reading, and Writing
Test Dates	TELPAS Alternate
Assessment Window Feb 19–Mar 29	TELPAS Alternate Grades 2–12 Listening, Speaking, Reading, and Writing
Test Dates	STAAR Alternate 2
Preview Window Mar 11–Apr 26	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 25–Apr 26	STAAR Alternate 2 Grades 3–8 and EOC Assessments
2024 Assessments	
Test Dates	STAAR
Apr 9–Apr 19*	Grades 3–8 Reading Language Arts English I English II
Apr 19 (Fri)	Make-up sessions for tests scheduled to be administered Apr 9–19, 2024, must be completed by the end of this day.
Apr 16–Apr 26*	Grade 5 Science Grade 8 Science Grade 8 Social Studies Biology U.S. History
Apr 26 (Fri)	Make-up sessions for tests scheduled to be administered Apr 16–26, 2024, must be completed by the end of this day.
Apr 23–May 3*	Grades 3–8 Mathematics Algebra I
May 3 (Fri)	Make-up sessions for tests scheduled to be administered Apr 23–May 3, 2024, must be completed by the end of this day.
Test Dates	STAAR
Jun 18–Jun 28**	Algebra I English I English II Biology U.S. History
Jun 28 (Fri)	Make-up sessions for tests scheduled to be administered Jun 18–28, 2024, 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 17, 2024.

Internet Postings Required for School Districts

Adapted from Texas Association of School Business Officials. This document is provided for information use only 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.

Local Innovation Plan and Campus Intervention Team (Texas Education Code, §12A.005)

- The final version of the proposed local innovation plan is to be posted on the district's website for at least 30 days prior to the public meeting of the board to adopt the plan. Notice of a campus intervention team public meeting must be posted on the campus website. HB 1842 84th Legislature

Notice of Accreditation-Warned or Accreditation-Probation Status (Texas Education Code, §39.054)

- This notice is to be posted no later than 30 days after receiving Accredited-Warned, Accredited-Probation or Not Accredited-Revoked status, and 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 (Title 20 United States Code §6313(c)(10))

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

Superintendent's Contract (Title 19 Administrative Code, §109.1005(b)(2)(A))

- 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
- Campus Report Card (Texas Education Code, §39.0544)

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))

- LEAs that are awarded a federal grant or federal contract on or after October 1, 2010 are required to report certain information on sub awards greater than or equal to \$25,000 and subcontracts greater than or equal to \$30,000. This information includes a description of the award and, in some instances, must include the total compensation and names of the top five executives of the awardee. Reports are due by the end of the month following the month in which the LEA awards any sub award or subcontract.
- The reporting requirements do not apply to federal awards the LEA may receive from TEA (because TEA is covering this reporting effort for federal funds that pass through TEA). LEAs 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.
- For more information, LEAs may review the FFATA legislation and the reporting requirements at www.fsrs.gov.

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 statutory provisions. 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. 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 (Texas 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.

Internet Postings Required for School Districts

Adapted from Texas Association of School Business Officials. This document is provided for information use only and does not constitute legal advice.

GOVERNANCE

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 called 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.

Main Office Contact Info (Local Government Code, §140.008(f)(2))

- Contract info for main office, including physical address, mailing address, main telephone number and email address.

Agenda for a Board Meeting (Government Code, §551.056)

Audio & Video Recordings of Open Meetings (Government Code §551.128)

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Main Office Contact Info (Local Government Code, §140.008(f)(2))

- Contract info for main office, including physical address, mailing address, main telephone number and email address.

Agenda for a Board Meeting (Government Code, §551.056)

- Required if the board meeting notice does not include agenda & the district contains all or part of the area within the corporate boundaries of municipality with population 48,000 or more.

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))

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)-(d))

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 Reporting Procedures (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

Home Schooled Student Testing (Texas Education Code, §29.916)

- Dates PSAT/NMSQT and any college advanced placement tests will be administered and provide instructions for participation by a home-schooled pupil. House Bill 1844, 80th Legislature, Regular Session

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.

Internet Postings Required for Charter Schools

Adapted from Texas Association of School Business Officials. This document is provided for information use only and does not constitute legal advice.

ACCOUNTABILITY

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

Notice of Accreditation-Warned or Accreditation-Probation Status (Texas Administrative Code, §97.1055(f))

- This notice is to remain on the charter'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.

TAPR Report, Performance Rating of the District, Definitions and Explanations of each Performance Rating, and School Report Card as described by (Texas Education Code, §39.306) (Texas Administrative Code, §61.1022)

Targeted Improvement Plan (Texas Education Code, §39A.056)

- Post Prior to Board hearing on targeted improvement plan.

Targeted Improvement Plan for Low-Performing Campuses Hearing (Texas Education Code, §39A.055)

- Board to conduct a public hearing on improvement plan for low performing campuses and post the improvement plan on the district's website.

FINANCIAL

Approved Budget (Texas Administrative Code, §100.1032(2)(j)(iii)) (Texas Education Code, §44.0051)

Disclosure of Financial Information (Texas Administrative Code, §100.1050)

- The Salary of the school's superintendent or, as applicable, the administrator serving and the educational leader and chief executive officer. Due by December 1st (Texas Education Code §12.136, Texas Administrative Code §100.1007(d))
- The school's annual financial statement. (Texas Administrative Code §100.1050, Local Government Code §140.006(c))

Federal Grant Award (Federal Funding Accountability and Transparency Act (FFATA))

- LEAs that are awarded a federal grant or federal contract on or after October 1, 2010 are required to report certain information on sub awards greater than or equal to \$25,000 and subcontracts greater than or equal to \$30,000. This information includes a description of the award and, in some instances, must include the total compensation and names of the top five executives of the awardee. Reports are due by the end of the month following the month in which the LEA awards any sub award or subcontract.
- The reporting requirements do not apply to federal awards the LEA may receive from TEA (because TEA is covering this reporting effort for federal funds that pass through TEA). LEAs 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.
- For more information, LEAs may review the FFATA legislation and the reporting requirements at www.fsr.gov.

Most Current Annual Financial Report (AFR) (Texas Administrative Code, §100.1032(2)(k)), (Texas Education Code §44.008)

GOVERNANCE

Online Message Board (Government Code, §551.006(b))

- Required if implemented by public school.

Names of Governing Body (Texas Administrative Code, §100.1007(d)), (Texas Education Code §12.1211)

- A screenshot of the names of the governing body as listed on the home page of the school's internet website, along with a screen shot of the posting of the school's superintendent salary or, as applicable, the administrator serving as educational leader or chief executive officer. Due by December 1st

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

Agenda of School Board Meeting (Government Code, §551.056(c)(3))

Archived Recordings of Board Meetings (Texas Government Code §551.128(b-1)(1-2))

- If enrollment is 10,000 or more, the Charter shall post archived recordings of regularly scheduled open meeting. See statute for more details.

HEALTH

Immunization Awareness (Texas Education Code, §38.019(a))

- 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 38001, Education Code.

Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis

- Post a summary of TEA's "Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis".

STUDENTS

Bullying Reporting Procedures (if adopted Chapter 37)(Texas Education Code, §37.0832(e)), (Texas Education Code §12.104(b)(2)(P))

- Post the procedure for reporting bullying established by the district's bullying policy.

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))

- Charters are to post the employment and transition guide developed by TEA in collaboration with HHS.

Note: M-mandatory; E-encouraged; O-optional; N-Not Applicable to Charter, UNLESS WRITTEN IN CHARTER APPLICATION, AMENDMENT OR POLICIES

Training/Citation	Audience	Notes	M	E	O
Administration of Epinephrine Auto-Injectors TEC §38, Subchapter E, Section 38.210 (b)	If a district adopts a policy under Section 38.208(a) then one or more school personnel members or volunteers on each campus of a district or open-enrollment charter school that adopts a policy for the administration of epinephrine auto-injectors	How to recognize the signs and symptoms of anaphylaxis, administer an epinephrine auto-injector, implement emergency procedures, and properly dispose of used or expired epinephrine auto-injectors. Provided in formal training setting or online and completed annually.	X		
Administration of opioid antagonist Subchapter E-1, TEC §38.222(c) and TEC §38.224(b)	Each district that serves students in grades 6 -12 must adopt a policy under Section 38.221 and one or more school personnel members or volunteers on each campus must be authorized and trained to administer opioid antagonist.	How to recognize the signs and symptoms of an opioid-related drug overdose, administer an opioid antagonist, implement emergency procedures if necessary, and properly dispose of used or expired opioid antagonists.	X		
Administrator appraiser training TAC, Title 19, §150.1024 (b) TAC, Title 19, §150.1005 (c) (d)	Administrators	Before conducting appraisals, an appraiser must satisfactorily complete the T-TESS appraiser training and pass the examination and have completed ILT, ILD, or AEL certification training.	X		
Assessment instrument administration TEC, §39.0304 (a), (b), (c); TAC, §101.3031 (a) (D)(ii); (c)	School district employees involved in the administration of assessment instruments administered under Section 39.023.	May include a qualifying component. Language in TEC is permissive, i.e., the Commissioner may require training. Part of the language in TAC is mandatory, i.e., the commissioner shall require training activities to ensure that testing personnel have the necessary skills and knowledge required to administer assessment instruments in a valid, standardized, and secure manner; received annual training in test security and test administration procedures.	X		X
Bible Course Training TEC, §21.459 and TEC, §28.011 (f)	Teachers of elective Bible courses. A course under this section may only be taught by a teacher who holds a certificate that qualifies them to teach at the grade level at which the course is offered and has successfully completed the training outlined in TEC, §21.459.	The Commissioner shall make available training materials and other teacher training resources through access to in-service training.			X
Bleeding Control Stations TEC, §38.030(b)(3)	School district police officer commissioned under Section 37.001 or school security personnel, school resource officer, other district or school personnel who may be reasonably expected to use a bleeding control station.	Agency approved training on the use of a bleeding control station using nationally recognized evidence-based guidelines. Training may be online.	X		
Blood Borne Pathogen Control TAC, Title 25, Part 1, Chapter 96.201; Health & Safety Code, Chapter 81.303(2)	All school personnel	Legislation passed in 1999 requires districts to develop a blood borne pathogen control exposure plan including awareness training in exposure control.	X		
Bilingual Education/ESL TAC, Title 19, §89.1245 (d)(e)(f)	Teachers of bilingual education and ESL programs that are not fully certified.	The Commissioner of Education shall encourage school districts to cooperate with colleges and universities to provide training for teachers assigned to the bilingual education and/or ESL programs. The Texas Education Agency shall develop, in collaboration with education service centers, resources for implementing bilingual education and ESL training programs.		X	
Cardiopulmonary Resuscitation TEC, §33.086	Head director of school marching band; head coach or chief sponsor of extracurricular athletic activity, including cheerleading.	Must maintain and submit proof of certification in first aid and cardiopulmonary resuscitation issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification.	X		
Civil Rights Training USDA, FNS Instruction Number 113-1, XI	Frontline food service staff and those that supervise frontline staff.	Civil rights training in compliance and complaints on an annual basis.	x		
Classroom Management TEC, §21.055(b),(d-1)	New employees receiving a school district teaching permit	Complete 20 hours of classroom management training and comply with continuing education requirements determined by the district board of trustees.	X		
Cybersecurity Training TEC, §11.175(g); Section 2054.5191, Government Code	Notwithstanding Section 2054.5191, Government Code, only the district's Cybersecurity Coordinator is required to complete the training under Section 2054.5191, Government Code on an annual basis. Other school employees required to complete the training shall do so as determined by the district.	Complete a cybersecurity training program certified under Section 2054.519, Government Code.	X		

A Guide to statutory professional development/training for Texas public school employees
 Training/Professional Development in Statute 2023

Note: M - mandatory; E - encouraged; O - optional; N - Not Applicable to Charter, UNLESS WRITTEN IN CHARTER APPLICATION, AMENDMENT OR POLICIES

Training/Citation	Audience	Notes	M	E	O
Concussion Training TEC, §38.154 (b-1), (c)	Each member of the concussion oversight team. The school nurse may be a member of the concussion oversight team if requested by the school nurse. Athletic trainers must obtain continuing education training.	Training must be from an approved provider and must the evaluation, treatment, and oversight of concussions.	X		
Diabetes Texas Health and Safety Code, §168.005	School employees acting as unlicensed diabetes care assistants.	Provided before the beginning of the school year. If a school nurse is assigned to a campus, the school nurse shall coordinate the training of school employees acting as unlicensed diabetes care assistants.	X		
Disciplinary Procedures TEC, §37.0181 (a) (b)	Principal or other appropriate administrator who oversees student discipline	Training on the distinction between a discipline management technique under Section 37.002(a) and Section 37.002(b). Training must be received every three years. May be provided in coordination with ESCs through the use of distance learning.	X		
Dyslexia TAC, §74.28(d)(e) TEC, §29.027	Teachers who screen and treat students with dyslexia and related disorders. Classroom teachers and administrators of districts that are recipients of a grant under TEC, §29.027.	Training on instructional strategies described in the "Dyslexia Handbook: Procedures Concerning Dyslexia and Related Disorders" Grant funds under TEC, §29.027 used to pay for training for classroom teachers and administrators in meeting the needs of students with dyslexia strategies or to intervention staff resulting in appropriate credentialing related to dyslexia.	X		
Texas English Language Proficiency Assessment System TEC, §29.056(b) TEC, §21.4571	Professionals or paraprofessionals who administer English language proficiency tests.	Training required by the test publisher The Commissioner may not require an employee to complete the training or online calibration activities that has previously successfully completed such training.	X		
Extracurricular Athletic Activity Training Program TEC, §33.202 and TAC, §76.1003	Coaches, trainers, sponsors of extracurricular athletic activities. Director of the marching band.	Emergency action planning, communicating with 9-1-1, recognizing symptoms of potentially catastrophic injuries.	X		
Food Allergy Training TEC, §38.0151; Commissioner of DSHS guidelines	Awareness training for all staff; comprehensive training for food allergy management team.	Training on anaphylaxis and emergency response to anaphylactic reactions. See https://www.dshs.texas.gov/schoolhealth/pdf/FoodAllergyGuide.pdf	X		
Gifted/Talented TAC, §89.2	Teachers that provide instruction and services that are part of the program for gifted/talented students. Administrators and counselors who have authority for program decisions.	Minimum of 30 hours. Must be completed within one semester. Minimum of six hours annually. Must include the nature and needs of gifted/talented students, assessing student needs, and curriculum and instruction for gifted students.	X		
Hazardous chemicals Texas Health and Safety Code, §502.009	Employees who use or handle hazardous chemicals (including science lab teachers).	Must provide an education and training program with information on interpreting labels and SDSs, use of protective equipment, first aid.	X		
HIPAA Texas Health and Safety Code, §181.101	Employees where information is necessary to carry out duties.	Training on state and federal law concerning protected health information. Completed not later than the 90th day after the employee is hired.	X		
Illegal Steroid Use TEC, §33.091 (c-1)	Each district employee who serves as an athletic coach at or above the 7th grade for an extracurricular athletic activity.	Health effects of steroid use.	X		
Implementing an Aligned Curriculum TEC, §21.4511 (b)	Public school teachers and administrators	Training relating to implementing curriculum and instruction that is aligned with the foundation curriculum and standards and expectations for college readiness.			X
Instruction of Students with Disabilities TEC, §21.451 (d)(2)(a)(b); TEC, §21.054	Educators who work primarily outside of special education and do not possess the knowledge and skills necessary to implement IEPs.	Training that is evidence based as defined by Section 8101 Every Child Succeeds Act.	X		
Investment Training Texas Government Code, §2256.008	Chief financial officer and the investment officer. If the district does not participate in investment funds methods treasurer, CFO, or investment officers are excluded.	Attend one training session from an independent source approved by the governing body containing 10 hours of instruction within 12 months after assuming duties. Must receive at least 8 hours of training not less than once in a two-year period.	X		

A Guide to statutory professional development/training for Texas public school employees
 Training/Professional Development in Statute 2023

Note: M-mandatory; E-encouraged; O-optional; N-Not Applicable to Charter, UNLESS WRITTEN IN CHARTER APPLICATION, AMENDMENT OR POLICIES

Training/Citation	Audience	Notes	M	E	O
Literacy Achievement Academies TEC, §21.4552 TEC §28.0062	Teachers who provide reading instruction to students in any grade level.	The required trainings are different for teachers who provide reading instruction in K-3 than those in grade 4-5 and those in grades 6-8 and those that teach mathematics, science, or social studies. The training is required of teachers who provide instruction in reading, mathematics, science, or social studies at a campus that fails to satisfy any standard under Section 39.054(e) on the reading assessment instrument.	X		X
Mathematics Achievement Academies TEC, §21.4553	Teachers who provide mathematics instruction to students in any grade level.	Training in effective and systematic instructional practices in mathematics, including problem solving, the place value system, whole number operations, and fractions and mathematical instruction techniques that, through scientific testing, have been proven effective.			X
Mental Health Training TEC §22.904	Any district employee who regularly interacts with students.	Evidence-based training that includes recognition and support of children who experience a mental health or substance use issue that may impose a threat to school safety.	X		
Mentor Training TEC, §21.458(b)(1)(2); TAC, §153.1011 (b)(1)(B) and (b)(3)	Administrators and mentor teachers for classroom teachers with less than two years teaching experience	Research-based mentor and induction training program approved by the Commissioner. The mentoring program is optional; training is mandatory if the district assigns mentors. Administrators training in implementing the program.	X		X
Migrant New Generation System (NGS) PL 107-110, Title I, Part C, Section 1304(a)(6)(B); Texas Manual for the Identification and Recruitment of Migrant Students	All personnel sharing responsibility for implementing NGS activities.	Before November 15.	X		
Migrant Identification and Recruitment (ID&R) PL 107-110, Title I, Part C, Section 1304; Texas Manual for the Identification and Recruitment of Migrant Students	All recruiters and designated SEA reviewers for the Migrant Education Program.	Training and certification offered by the Regional Education Service Centers. Must be before October 15 or before recruitment efforts begin.	X		
Multi-hazard Emergency Operations Plan TEC, §37.108 (a)(1) and (c-2)(4)	School district employees including substitute teachers	Training in responding to an emergency. Document type of training, number of employees trained, and person conducting the training.	X		
Open-enrollment Charter Schools Board Members and Officers Training TEC §12.123	Members of the governing board of open-enrollment charter schools and officers of open-enrollment charter schools.	Training in basic school law including school finance; health and safety issues; requirements related to the use of public funds; and, other requirements related to the public such as open meetings.	X		
Open Records Requirements Texas Government Code, §552.012	Officer for public information.	Requirements of the law. Training not less than one hour and not more than two hours regarding responsibilities of the governmental body under this chapter.	X		
P-TESS Orientation TAC, §150.1025	Principals new to district or that have never been appraised with the T-PESS	Prior to or in conjunction with the pre-evaluation conference. The training shall include all state and local appraisal policies.	X		
Positive Behavior Program TEC, Title 2, Subtitle G, Chapter 37, Subchapter A, §37.0013	All staff if the district adopts a positive behavior program.	Annually districts that develop and implement a positive behavior program as defined by TEC, §37.0013 may conduct training on the program adopted.			X
Positive and proactive behavior management TAC, §103.1201 (3)(h)(2) and (3)(i)	DAEP staff	Must target prevention and intervention and focus on positive and proactive behavior management strategies. Annual requirement. Procedures for reporting abuse, neglect, or exploitation of students.	X		
Reporting Child Abuse and Neglect/ Sexual Abuse of Children/Sex Trafficking TAC, §61.1051 (c) (d); TEC, §38.0041 (b) (1); §38.0041 (c) (1) (2); §38.030; §38.036	Each year as part of new employee orientation.	Copies of Board Policy must be distributed at the beginning of each school year and must address methods for increasing teacher awareness of issues regarding sexual abuse of children, sex trafficking, and other maltreatment of children. Training must address how grief and trauma affect student learning and behavior.	X		
School board member training and orientation TEC, §11.159; TAC, §61.1	Any interested person including current and prospective board members in. the orientation. Board members and superintendent in team building	Training by Regional Education Service Centers or any registered provider. Training includes orientation sessions, annual team-building session, at least 10 hours of continuing education in first year of service and at least 5 hours in subsequent years of service. Specific training requirements are found in TAC, §61.1 and TEC §11.159.	X		

Training/Citation	Audience	Notes	M	E	O
School District Peace Officer Training Curriculum TEC, §37.0812 Occupations Code, §1701.2515262 and §1701.263	School district peace officers commissioned by a district or school resource officers that provide law enforcement in the district.	A district may not contract for the provision of active shooter response training unless the training provider is certified under Section 1701.2512, Occupation Code.	X		
School Readiness TAC, §102.1002(a)(10)(D)	Grantees of the Prekindergarten Early Start Grant Program	Joint professional development that focus on proven school readiness components.			X
Seizure Disorders TEC §38.033	School nurse or school district employee whose duties include regular contact with students.	A TEA approved online course of instruction regarding managing students with seizure disorders.	X		
Suicide Prevention and Bullying TEC, §38.351 TEC, §21.451 (d)(3); (d-1); (d-2); (d-3)	All new district and open-enrollment charter school educators annually and to existing school district and open-enrollment charter school educators on a schedule adopted by the TEA by rule.	Suicide prevention training to be selected from a list of recommended best practice-based programs and research-based practices provided by the Department of State Health Services (DSHS) in coordination with the TEA.	X		
Superintendent Continuing Education TEC §21.054(h); Human Resources Code §42.002	Superintendents	2.5 hours every five years on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children.	X		
Teen Dating Violence TEC, §37.0831 (b) (2)	Teachers and administrators	School districts must adopt and implement a dating violence policy which must address "training for teachers and administrators."	X		
T-TESS orientation TAC, §150.1006	Teachers new to the district or teachers who have never been appraised under the T-TESS	No later than the final day of the first three weeks of school and at least three weeks before the first observation.	X		
Use of an automated external defibrillator TEC, §22.902(a)(c) TEC, §21.4515 Section 779.001, Health and Safety Code	District employees and volunteers. School nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, other school employee specified by the Commissioner and student athletic trainers must participate.	Must receive and maintain certification in the use of an automated external defibrillator. School districts to make training available to employees and volunteers.	X		X
Use of digital devices TEC, §38.0231 (a)(H)	Classroom teachers	Training regarding digital device use in the classroom to ensure implementation of the best practices.			X
Use of restraint TAC, §89.1053 (d)	School employees, volunteers, independent contractors.	A core team of personnel on each campus must be trained and must contain an administrator or designee. Personnel using restraint in an emergency must receive training within 30 school days after the use of restraint.	X		
Use of time-out TAC, §89.1053 (h)	General or special education personnel who implement time-out based on requirements in a students' IEP	Within 30 school days of being assigned the responsibility of implementing time-out.	X		

NOTES:

1. TEC, Chapter 21, Section 21.451 outlines staff development requirements for school districts. Among those requirements are that the staff development must be designed to improve education in the district and must be predominantly campus-based and proactive instructional planning with inclusive and evidence-based practices. Several topics that may be a part of the district staff development offerings are listed. It also may include what is permissible under law including opinions of the United States Supreme Court regarding prayer in public schools. Those trainings listed in Section 21.451 that are mandatory are included in the chart above.
2. TEC, Chapter 11, Section 11.252 states that the district improvement plan must include provisions for "staff development for professional staff of the district" as a "strategy for improvement of student performance."
3. TEC, Chapter 21, Section 21.054 outlines continuing education requirements for educators, including classroom teachers, principals, and counselors. Section 21.0541 allows an educator to receive continuing education credit for completion of a course on the use of an automated external defibrillator. The 2021 Legislative session deleted requirements regarding mental health issues including grief and trauma from the continuing education requirements, however, it was moved to TEC, Chapter 38, Section 38.036. **The 2023 Legislative session changed the phrase "...not more than 25 percent..." to "...at least 25 percent..."**
4. TEC, Chapter 38, Section 38.0041 (c) requires training in sexual abuse, sex trafficking, and other maltreatment of children with significant cognitive disabilities as part of the new employee orientation.
5. TAC, Title 19, Part 2, Chapter 97, Subchapter EE, Division 1 describes the various trainings required of campuses/districts in need of improvement.
6. Many grants require grantees to participate in specified Professional Development activities.

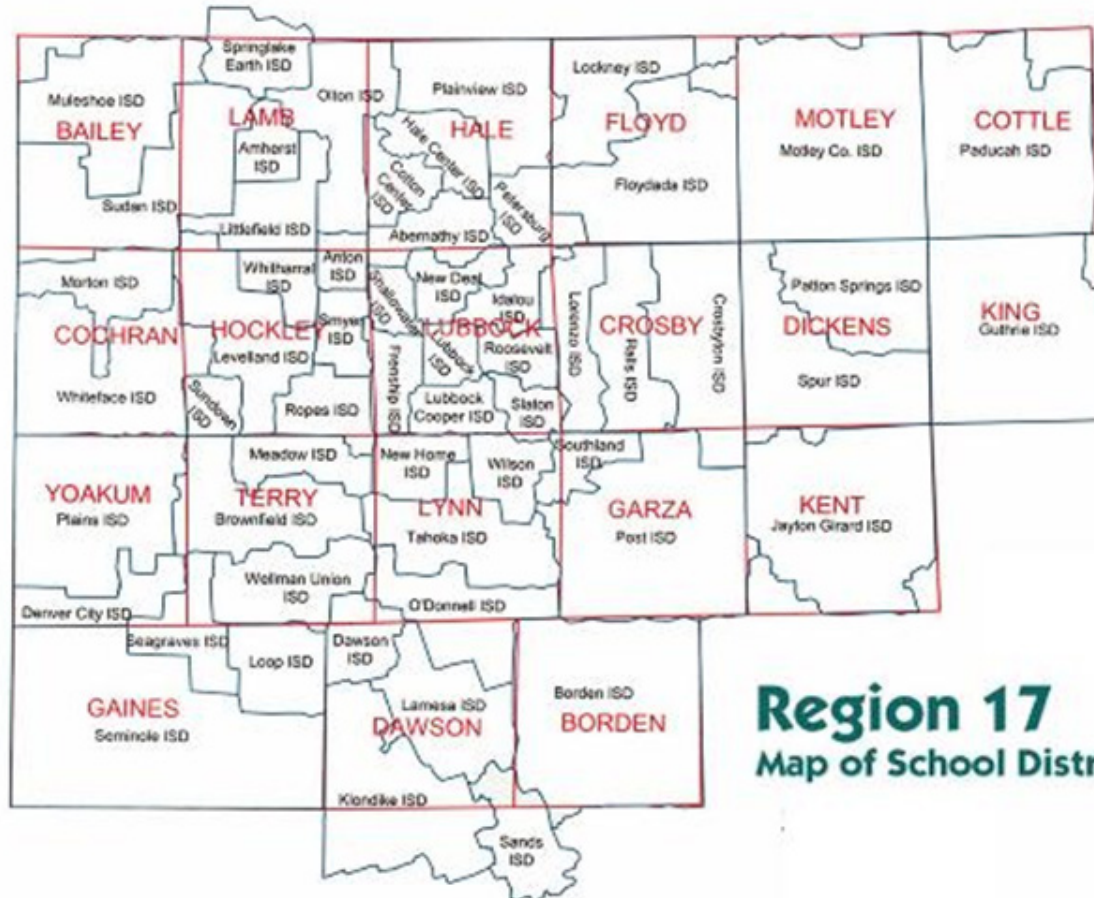
School Districts and Charter Schools Served

Abernathy ISD
 Amherst ISD
 Anton ISD
 Borden County ISD
 Brownfield ISD
 Cotton Center ISD
 Crosbyton CISD
 Dawson ISD
 Denver City ISD
 Floydada ISD
 Frenship ISD
 Guthrie CSD
 Hale Center ISD
 Idalou ISD
 Jayton-Girard ISD
 Klondike ISD
 Lamesa ISD
 Levelland ISD
 Littlefield ISD
 Lockney ISD
 Loop ISD
 Lorenzo ISD
 Lubbock ISD
 Lubbock-Cooper ISD
 Meadow ISD

Morton ISD
 Motley County ISD
 Muleshoe ISD
 New Deal ISD
 New Home ISD
 O'Donnell ISD
 Olton ISD
 Paducah ISD
 Patton Springs ISD
 Petersburg ISD
 Plains ISD
 Plainview ISD
 Post ISD
 Ralls ISD
 Roosevelt ISD
 Ropes ISD
 Sands CISD
 Seagraves ISD
 Seminole ISD
 Shallowater ISD
 Slaton ISD
 Smyer ISD
 Southland ISD
 Springlake-Earth ISD
 Spur ISD

Sudan ISD
 Sundown ISD
 Tahoka ISD
 Texas Tech University K-12
 Wellman-Union CISD
 Whiteface CISD
 Whitharral ISD
 Wilson ISD

Betty M. Condra School
 Harmony Math & Science Academy
 Premier High School
 Richard Milburn Academy
 Rise Academy
 Triumph Public High School



Region 17
 Map of School Districts

2019-2020 Products/Services Directory

ESC-17 Hours of Operation Administrative Offices: Monday - Thursday + 8:00 a.m. - 5:00 p.m. Friday 8:00 a.m. - 4:00 p.m. + (806) 792-4000

Website Address: <http://www.esc17.net> -- To view staff development offerings, click the "Workshops" link on the ESC-17 website.

ESC-17 e-mail address format: firstname.lastname@esc17.net

As of the press date, this resource was a complete guide for Center programs and related personnel. For an updated listing throughout the year, visit the ESC-17 website.

For ESC-17 meeting room rentals, please contact Liz Cowan at (806) 281-5866 or lcowan@esc17.net.

For Region 17 A to Z Index please click the link, www.esc17.net/page/admin.atoz

Region 17

1111 West Loop 289 Lubbock, Texas 79416
p 806-792-4000 ~ f 806-7921523

