

2024-2025  
Superintendent Calendar



1111 West Loop 289 Lubbock Texas 79416, 806-792-4000

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## A Message from ESC-17

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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 2024-2025 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

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Dr. Kyle Wargo  
Executive Director  
Email: kwargo@esc17.net  
Office (806) 281-5852  
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Wayne Blount  
Associate Executive Director of  
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Kerry Wright  
Chief Financial Officer  
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## Board of Directors

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C. David Cobb  
Chairman (Place 6)

Alan Henry  
Member (Place 1)

Tom Hesse  
Member (Place 4)

Vernita Holmes  
Member (Place 8)

Cindy Purdy  
Secretary (Place 7)

Tony Serbantez  
Member (Place 3)

Mike Wright  
Member (Place 5)

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## FIELD SERVICE AGENTS

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Mark Holcomb  
Field Service Agent  
Email: mholcomb@esc17.net  
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Deanna Logan  
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Field Service Agent  
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Office (806) 281-5708  
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Coordinator, Child Nutrition/Purchasing  
Tricia Hays 806-281-5835  
Coordinator for Continuous Improvement  
& Accountability  
Francisco Rodriguez 806-281-5890  
Coordinator, Information Management  
Services  
Chris Vera 806-281-5843  
Coordinator, School Business Services  
Carol Voit 806-281-5800  
Coordinator, Special Student Populations  
Anna Phillips 806-281-5891  
Coordinator, Teaching & Learning  
Michelle Hilton 806-281-5842  
Coordinator of Technology  
Kyle Plumlee 806-281-5851

## Vision - Mission - Core Beliefs

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### 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	Mr. Jimmy Thomas	806-756-4313	Jthomas@bccoyotes.net
Brownfield ISD	Mr. Chris Smith	806-637-2591	cjsmith@brownfieldisd.net
Cotton Center ISD	Mr. Ryan Bobo	806-879-2160	ryan.bobo@cclks.org
Crosbyton CISD	Mr. David Rodriguez	806-675-7331	drodriguez@crosbyton.esc17.net
Dawson ISD	Mr. Gary Jones	806-489-7568	gjones@esc17.net
Denver City ISD	Mr. Rick Martinez	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. Ed Sharp (interim)	806-596-4466	esharp@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. Scott Bicknell	806-237-2991	sbicknell@jaytonjaybirds.com
Klondike ISD	Mr. Steve McLaren	806-462-7334	steve.mclaren@klondikeisd.net
Lamesa ISD	Mr. David Ritchey	806-872-5461	david.ritchey@lamesa.esc17.net
Levelland ISD	Ms. Becky McCutchen	806-894-9628	rmccutchen@levellandisd.net
Littlefield ISD	Mr. Mitch McNeese	806-385-3844	mmcneese@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	Dr. Greg Nelson	806-634-5591	gr.nelson@lorenzoisd.net
Lubbock ISD	Dr. Kathy Rollo	806-766-1000	krollo@lubbockisd.org
Lubbock-Cooper ISD	Mr. Keith Bryant	806-863-7100	kbryant@lcsid.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	matrr@ndisd.net
New Home ISD	Mr. Toby Tucker	806-924-7542	ttucker@newhomeisd.net
O'Donnell ISD	Mr. Blake Nichols	806-428-3241	bnichols@esc17.net
Olton ISD	Mr. Michael Michaleson	806-285-2641	mmichaleson@oltonisd.org
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.licerio@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. Dade Cosby	806-562-4031	dcosby@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	Mrs. 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 CISD	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. Wesley Jones	806-628-6271	wjones@wilsonisd.org
Texas Tech Univ. K-12	Mr. Scott Lucas	806-464-4173	scott.lucas@ttu.edu

# Charter School Directors

Charter	Director	Phone Number	E-mail Address
Betty M. Condra School	Mrs. Merinda Condra	806-407-0878	mcondra@condra.com
Harmony Math & Science	Mr. John Demir	806-747-1000	jdemir@harmonytx.org
Premier High School	Dr. Julianne Maikai	806-507-2970	jmaikai@responsiveedtx.com
Richard Milburn Academy	Mrs. Teffany White	806-740-0811	twhite@rma-tx.org
Rise Academy	Mr. Richard Baumgartner	806-744-0438	risedirector@riseacademy.us
Triumph Public High School	Latoya Jackson	806-928-3584	latoya.jackson@triumphpublicschools.org

# State Contacts

Organizations	Phone Number	Web Address
State Board of Education (SBOE)	(512) 463-9734	<a href="http://www.tea.state.tx.us">www.tea.state.tx.us</a>
State Board for Educator Certification (SBEC)	(512) 936-8400	<a href="http://www.tea.state.tx.us">www.tea.state.tx.us</a>
Texas Education Agency	(512) 463-9734	<a href="http://www.tea.texas.gov">www.tea.texas.gov</a>
Texas Association of School Administrators (TASA)	(800) 725-8272	<a href="http://www.tasanet.org">www.tasanet.org</a>
Texas Association of School Boards (TASB)	(512) 467-0222	<a href="http://www.tasb.org">www.tasb.org</a>
Texas Association of Secondary School Principals (TASSP)	(512) 443-2100	<a href="http://www.tassp.org">www.tassp.org</a>
Texas Association of Community Schools (TACS)	(512) 440-8227	<a href="http://www.tacsnet.org">www.tacsnet.org</a>
Texas Association of School Business Officials (TASBO)	(800) 338-6531	<a href="http://www.tasbo.org">www.tasbo.org</a>
Texas Elementary Principals and Supervisors Association (TEPSA)	(512) 478-5268	<a href="http://www.tepsa.org">www.tepsa.org</a>
Texas Middle School Association (TMSA)	(888) 529-8672	<a href="http://www.tmsanet.org">www.tmsanet.org</a>
Texas School Public Relations Association (TSPRA)	(800) 880-9107	<a href="http://www.tspra.org">www.tspra.org</a>
University Interscholastic League (UIL)	(512) 471-5883	<a href="http://www.uil.texas.org">www.uil.texas.org</a>
Texas Association of School Personnel Admin. (TASPA)	(800) 346-4111	<a href="http://www.taspa.org">www.taspa.org</a>
Career and Technical Education Curriculum	(512) 936-6060	<a href="https://tea.texas.gov/cte/">https://tea.texas.gov/cte/</a>
Texas Center for Educational Technology	(940) 369-8164	<a href="http://www.tcet.unt.edu">www.tcet.unt.edu</a>
Languages Other Than English Center for Educator Development	(512) 476-6861	<a href="http://www.sedl.org">www.sedl.org</a>
Bilingual and ESL Education	(512) 463-9414	<a href="https://tea.texas.gov/bilingual/esl/education/">https://tea.texas.gov/bilingual/esl/education/</a>
Social Studies Center	(512) 463-9581	<a href="https://tea.texas.gov/Academics/Subject_Areas/Social_Studies/Social_Studies/">https://tea.texas.gov/Academics/Subject_Areas/Social_Studies/Social_Studies/</a>
Vaughn Gross Center for Reading and Language Arts	(512) 232-2320	<a href="https://www.meadowscenter.org/vgcf/">https://www.meadowscenter.org/vgcf/</a>



<p>Accountability and Assessment –</p> <ul style="list-style-type: none"> <li>•Post most current accountability ratings, accreditation status, and distinction designations, Texas Academic Performance Report (TAPR) &amp; School Report Card (SRC) on website by 10th day of the 3rd quarter (TEC§39.362)</li> <li>•2023-2024 Texas Assessment Calendar of Events (COE) deadline for districts to report state assessment results to local board of trustees is September 30th</li> <li>•Update AskTED (ensure Principals, and Testing Coordinator are correct)</li> <li>•Testing Transparency §6312 (e)(2)(A) and (B): Posting a policy regarding student participation in any assessment mandated by 20 U.S.C §6311(b)(2)</li> <li>•2024 Accountability Ratings and Unmasked Reports and Data Tables released in TEAL (TEC§39.362)- 8/13/2024</li> <li>•2024 Accountability Ratings and Masked District and Campus Data released publicly on TEA website (txschools.gov)- 8/15/2024</li> <li>•Accountability Appeals Registration window opens in TEAL- 8/15/2024</li> <li>•Preliminary Public Education Grant (PEG) List for 2025-2026 school year posted (TEC§29.201-29.205)</li> </ul> <p>Administration and Leadership –</p> <ul style="list-style-type: none"> <li>•Comprehensive review of all AskTED contacts (be sure you have no blanks)</li> <li>•Review TEA Superintendent Resources &amp; Guidance and ESC-17 Superintendent Resources</li> <li>•Review implement weather and safety protocols with administrative team</li> <li>•Distribute/publish Notification of Parents' Rights (TEC§26.001)</li> <li>•Distribute copies of TEC§37 and local discipline policies to professional staff before start of school (TEC§37.018)</li> <li>•Review/Amend Student Code of Conduct and post on website</li> <li>•Establish at least one Parent-Teacher Organization at each school (TEC§26.001(e))</li> <li>•Review sexual harassment procedures with staff and students</li> <li>•Evaluate district's decision-making and planning policies every two years (TEC§11.252(4)(d))</li> <li>•Cybersecurity training certification submission deadline August 31st</li> <li>•The 2025-2026 application cycle for innovative courses closes on September 13, 2024. The complete innovative course application timeline is available on the TEA innovation course website.</li> </ul> <p>Career and Technical Education –</p> <ul style="list-style-type: none"> <li>•Review any Legislative activity/changes</li> <li>•Submit to local newspaper the announcement of Nondiscrimination statement for publication at least two weeks prior to beginning of school year. (Civil Rights Requirement) must be coded to Object Code 6491-required postings</li> <li>•Add continuous non-discrimination (short) statement to email, websites and any CTE marketing</li> <li>•Review and download new version Student Attendance Accounting Handbook- CTE Section 5</li> <li>•Review initial PEIMS Data Standards Code Table C022 for new courses listed-check for accuracy</li> <li>•Verify CTE teacher certification and planning policies every two years (TEC§11.252(4)(d))</li> <li>•Review Master Schedule to ensure all CTE courses are properly coded and labeled. (45 min+class = CTE weighted funding)</li> <li>•Conduct New CTE Staff Orientation</li> <li>•Conduct CTE Staff Development for all CTE teachers</li> <li>•Set date for the 1st District CTE Advisory Committee meeting</li> <li>•Meet with Counselor(s) – Review Programs of Study, discuss impact of schedule changes for CTE students, 4 yr. plans, PGP's. Bring chocolate!</li> <li>•Student Problems and Solutions written plans need to be on file within 15 school days of the student's enrollment date. \$ CTE funding \$</li> <li>•Complete &amp; Submit 20XX-20XX Perkins Grant application (If you are an SSA member only the SSA fiscal agent does this)</li> <li>•Facilitate all beginning of school ARD meetings. Are appropriate CTE teachers participating? Do all appropriate CTE teachers have copies of IEPs for students as needed? If the department does not have an ARD resource book, start creating one to use as a reference.</li> <li>•Meet with Career Prep/Practicum teachers – Review program requirements. *15 instructional days requirement for training plans to be completed</li> <li>oCareer Prep can be paid or unpaid!</li> <li>oPracticum can either be Paid or Unpaid experience!</li> </ul> <p>Charter Specific –</p> <ul style="list-style-type: none"> <li>•Update website to ensure required postings are posted</li> <li>•Charter School Waitlist TSDS ready to load data to LODS August 5th</li> <li>•Submit calendar through TEAL, Charter School Tracking System (CSTS) application</li> <li>•Expansion information can be found at <a href="https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers">https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers</a></li> <li>•Utilize the All-In-One-Form to update AskTED, including all required positions</li> </ul> <p>Federal and State Programs –</p> <ul style="list-style-type: none"> <li>•ESSA Consolidated Compliance Report for 2023-2024 due September 30th</li> <li>•Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)</li> <li>•2024-2025 ESSA Consolidated Application, due September 3rd, for LEAs without 12-month grant funded employees</li> </ul> <p>Finance –</p> <ul style="list-style-type: none"> <li>•Budget Adoption for September 1st FY</li> <li>•Post 72-hour notice of meeting to discuss budget and proposed tax rate</li> <li>•Final amendment to current year budget must be done prior to close &amp; must be approved by the Board (August 31st FY)</li> <li>•Hold meeting to adopt budget and proposed tax rate on or before August 31st</li> <li>•Prepare final budget amendments for prior year</li> <li>•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</li> <li>•Post on website adopted tax rate that will raise more taxes for maintenance &amp; operations than last year's tax rate (if applicable)</li> <li>•Post on website summary of proposed budget and link to budget adopted by Board for the last 3 years</li> <li>•Publish Notice of Public Meeting to Discuss Budget &amp; Proposed Tax Rate (Texas Comptroller's Form 50-280), if not conducting a VATRE rate</li> <li>•Publish at least 10 days before meeting (not more than 30) – deadline August 21st</li> <li>•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)</li> <li>•TEA Tax Information Survey (TIS) due in TEAL FSP System - report current year actual tax collections used near final settle-up process open – due August 31st</li> <li>•IS Bond Payments Check Date (Normally by August 15th)</li> <li>•Chapter 49 (Recapture) Payments Due to TEA by August 15th</li> <li>•Confirm district is meeting IDEA-B MOE, ESSA MOE and spending by special allotment/PIC before submitting file to auditor</li> <li>•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)</li> </ul> <p>Food and Nutrition –</p> <ul style="list-style-type: none"> <li>•Distribute/Process Food and Nutrition Household Income applications (if applicable)</li> <li>•Food Service Management Contract Review Form to complete once per semester</li> </ul> <p>School Board -</p> <ul style="list-style-type: none"> <li>•Hold public hearing/Adopt budget for September 1st FY</li> <li>•Adopt a Tax Rate</li> <li>•Approve health insurance rates (as appropriate)</li> <li>•Plan annual teambuilding and complete Bi-annual SB 1566 (2022) (Evaluating and Improving Student Outcomes (EISO))</li> <li>•Order trustee election &amp; post notice for November election</li> <li>•MOU with juvenile board for districts in counties over 125,000 by September 1st (TEC§37.010(a))</li> <li>•Adopt Student Code of Conduct</li> <li>•Adopt district/campus improvement plan</li> <li>•Establish/approve Local School Health Advisory Council (SHAC) (TEC§28.004)</li> </ul> <p>School Safety –</p> <ul style="list-style-type: none"> <li>•Review membership District Safety &amp; Security Committee (TEC§37.109)</li> <li>•Safety &amp; Security Committee members (new) complete Psychological First Aid training (TEC§37.108(f)(6)(C)(i))</li> <li>•Review requirements of all Safety and Security Agreements as per Emergency Operations Plans to ensure effective dates are applicable. The memorandum of understanding (MOU) or mutual aid agreements must be submitted to TxSC upon request (TEC §37.212(d)).</li> <li>•Plan Safety &amp; Security Committee meetings for each academic semester &amp; once during the summer (TEC§37.109). Maintain supporting documentation. Ensure Committee members have psychological first aid and suicide prevention training (TEC §37.108(f)(6)(C)(i)) and that those elements are in the EOP. Ensure other team duties are completed.</li> <li>•Ensure the EOP is reviewed annually and includes considerations for Special Populations (TEC§37.108) and notation of compliance with the Emergency Response Map and Walk-through in EOP (TEC§37.108)</li> <li>•Establish a Safe and Supportive School Program Team to serve each campus. Review the threat assessment process to ensure ready to implement (TEC§37.115)</li> <li>•Verify threat assessment team and complete threat assessment training (TEC§37.115)</li> <li>•Review policies and procedures for the team (TEC§37.115)</li> <li>•Review a clear procedure for a student to report concerning behavior exhibited by another student for assessment by the SSSP team (TEC§37.115 (c)(4))</li> <li>•Review the procedure to maintain material and records of a threat assessment conducted on a student until the student's 24th birthday (EC§37.115(-1))</li> <li>•Review the process on how to provide the receiving districts with a child's disciplinary record and any threat assessment involving the child, upon transfer enrollment. (TEC§25.002 (b), TEC§25.036 (c))</li> <li>•Review process for maintaining threat assessment data for reporting (TEC§37.115)</li> <li>•Verify district communications technology &amp; infrastructure allow communication during an emergency (TEC§37.108)</li> <li>•Provide all employees, including substitutes, training in response to an emergency (TEC§37.108)</li> <li>•Verify district employees, and substitutes, have classroom telephone access to allow immediate contact with district emergency services or emergency services agencies (TEC§37.108)</li> <li>•Ensure that each campus has a Bully Committee (Minimum Standards) and that all required positions are filled. Ensure annual student bully prevention training is completed, student bully surveys are completed, and action plans are developed from the survey results. The district must also ensure an anonymous and identifiable reporting system and tracking mechanism are in place and actively monitored.</li> <li>•Review Traumatic Injury Response Protocol preparations (TEC§38.030)</li> <li>•Inventory bleeding control stations</li> <li>•Review expiration dates for bleed control kits</li> <li>•Develop an annual training schedule for the use of bleeding control station:</li> <li>•School district peace office, school resource officers, or school security personnel</li> <li>•School personnel who may be reasonably expected to use</li> <li>•Offer instruction to students enrolled at the campus in grade seven or higher</li> <li>•Develop schedule for mandatory school drills exercises (TEC§37.114)</li> <li>•Fire Drills: required 2 per semester if no guidance is provided by your local fire Marshall (TEC§37.114)</li> <li>•Secure Drill: 1 per school year</li> <li>•Lockdown Drill: 2 per school year (one per semester)</li> <li>•Evacuation Drill: 1 per school year</li> <li>•Shelter-in-Place Drill (for either Severe Weather or Hazmat): 1 per school year</li> <li>•Ensure that the semi-annual safety standard maintenance checklist (REF: Chapter 61: Commissioner's Rules §61.1031(d)(3)) is complete</li> <li>•Certify LEA is fully compliant with Chapter 61. Commissioner's Rules Concerning School Facilities.</li> <li>•Ensure that the LEA Supt/Intend or designee attends the semi-annual school safety sheriff meeting.</li> <li>•Ensure weekly door logs are being maintained.</li> <li>•Conduct a monthly inspection to verify the automated external defibrillator (AED) is placed at its designated location, reasonably appears to be ready for use, and does not reasonably appear to be damaged in a manner that could prevent operation. (TIS§37.003)</li> <li>•Ensure certain individuals have been fingerprinted for a national criminal history records review and other individuals have a name-based criminal history record information review (See TAA, November 2, 2023). In addition, superintendents &amp; chief operating officers of open-enrollment charter schools are required to certify annually that the district or charter school has complied with (TEC§28.085)</li> <li>•Distribute Keep'em Safe TX information regarding the safe storage of firearms to the parent/guardian of each student enrolled in the district or school (TEC§37.222)</li> <li>•Maintain/polish Personal Protection Equipment (PPE) inventory</li> <li>•Provide updated school safety emergency contact information to ESC-17 School Safety Consultant (see contact above)</li> </ul>	<p>5</p>	<p>6</p>
<p>TSDS PEIMS (19-20) ready for users to load data into eDM</p>	<p>12</p>	<p>13</p>
<p>Food and Nutrition –</p> <ul style="list-style-type: none"> <li>•Distribute/Process Food and Nutrition Household Income applications (if applicable)</li> <li>•Food Service Management Contract Review Form to complete once per semester</li> </ul> <p>School Board -</p> <ul style="list-style-type: none"> <li>•Hold public hearing/Adopt budget for September 1st FY</li> <li>•Adopt a Tax Rate</li> <li>•Approve health insurance rates (as appropriate)</li> <li>•Plan annual teambuilding and complete Bi-annual SB 1566 (2022) (Evaluating and Improving Student Outcomes (EISO))</li> <li>•Order trustee election &amp; post notice for November election</li> <li>•MOU with juvenile board for districts in counties over 125,000 by September 1st (TEC§37.010(a))</li> <li>•Adopt Student Code of Conduct</li> <li>•Adopt district/campus improvement plan</li> <li>•Establish/approve Local School Health Advisory Council (SHAC) (TEC§28.004)</li> </ul> <p>School Safety –</p> <ul style="list-style-type: none"> <li>•Review membership District Safety &amp; Security Committee (TEC§37.109)</li> <li>•Safety &amp; Security Committee members (new) complete Psychological First Aid training (TEC§37.108(f)(6)(C)(i))</li> <li>•Review requirements of all Safety and Security Agreements as per Emergency Operations Plans to ensure effective dates are applicable. The memorandum of understanding (MOU) or mutual aid agreements must be submitted to TxSC upon request (TEC §37.212(d)).</li> <li>•Plan Safety &amp; Security Committee meetings for each academic semester &amp; once during the summer (TEC§37.109). Maintain supporting documentation. Ensure Committee members have psychological first aid and suicide prevention training (TEC §37.108(f)(6)(C)(i)) and that those elements are in the EOP. Ensure other team duties are completed.</li> <li>•Ensure the EOP is reviewed annually and includes considerations for Special Populations (TEC§37.108) and notation of compliance with the Emergency Response Map and Walk-through in EOP (TEC§37.108)</li> <li>•Establish a Safe and Supportive School Program Team to serve each campus. Review the threat assessment process to ensure ready to implement (TEC§37.115)</li> <li>•Verify threat assessment team and complete threat assessment training (TEC§37.115)</li> <li>•Review policies and procedures for the team (TEC§37.115)</li> <li>•Review a clear procedure for a student to report concerning behavior exhibited by another student for assessment by the SSSP team (TEC§37.115 (c)(4))</li> <li>•Review the procedure to maintain material and records of a threat assessment conducted on a student until the student's 24th birthday (EC§37.115(-1))</li> <li>•Review the process on how to provide the receiving districts with a child's disciplinary record and any threat assessment involving the child, upon transfer enrollment. (TEC§25.002 (b), TEC§25.036 (c))</li> <li>•Review process for maintaining threat assessment data for reporting (TEC§37.115)</li> <li>•Verify district communications technology &amp; infrastructure allow communication during an emergency (TEC§37.108)</li> <li>•Provide all employees, including substitutes, training in response to an emergency (TEC§37.108)</li> <li>•Verify district employees, and substitutes, have classroom telephone access to allow immediate contact with district emergency services or emergency services agencies (TEC§37.108)</li> <li>•Ensure that each campus has a Bully Committee (Minimum Standards) and that all required positions are filled. Ensure annual student bully prevention training is completed, student bully surveys are completed, and action plans are developed from the survey results. The district must also ensure an anonymous and identifiable reporting system and tracking mechanism are in place and actively monitored.</li> <li>•Review Traumatic Injury Response Protocol preparations (TEC§38.030)</li> <li>•Inventory bleeding control stations</li> <li>•Review expiration dates for bleed control kits</li> <li>•Develop an annual training schedule for the use of bleeding control station:</li> <li>•School district peace office, school resource officers, or school security personnel</li> <li>•School personnel who may be reasonably expected to use</li> <li>•Offer instruction to students enrolled at the campus in grade seven or higher</li> <li>•Develop schedule for mandatory school drills exercises (TEC§37.114)</li> <li>•Fire Drills: required 2 per semester if no guidance is provided by your local fire Marshall (TEC§37.114)</li> <li>•Secure Drill: 1 per school year</li> <li>•Lockdown Drill: 2 per school year (one per semester)</li> <li>•Evacuation Drill: 1 per school year</li> <li>•Shelter-in-Place Drill (for either Severe Weather or Hazmat): 1 per school year</li> <li>•Ensure that the semi-annual safety standard maintenance checklist (REF: Chapter 61: Commissioner's Rules §61.1031(d)(3)) is complete</li> <li>•Certify LEA is fully compliant with Chapter 61. Commissioner's Rules Concerning School Facilities.</li> <li>•Ensure that the LEA Supt/Intend or designee attends the semi-annual school safety sheriff meeting.</li> <li>•Ensure weekly door logs are being maintained.</li> <li>•Conduct a monthly inspection to verify the automated external defibrillator (AED) is placed at its designated location, reasonably appears to be ready for use, and does not reasonably appear to be damaged in a manner that could prevent operation. (TIS§37.003)</li> <li>•Ensure certain individuals have been fingerprinted for a national criminal history records review and other individuals have a name-based criminal history record information review (See TAA, November 2, 2023). In addition, superintendents &amp; chief operating officers of open-enrollment charter schools are required to certify annually that the district or charter school has complied with (TEC§28.085)</li> <li>•Distribute Keep'em Safe TX information regarding the safe storage of firearms to the parent/guardian of each student enrolled in the district or school (TEC§37.222)</li> <li>•Maintain/polish Personal Protection Equipment (PPE) inventory</li> <li>•Provide updated school safety emergency contact information to ESC-17 School Safety Consultant (see contact above)</li> </ul>	<p>19</p>	<p>20</p>
<p>Special Education –</p> <ul style="list-style-type: none"> <li>•2023-2024 State Performance Plan (SPP) 7 &amp; 13 submission window closes August 9th</li> <li>•2024-2025 Special Education Consolidated Applicant Designation Form (ADC)(State) due August 15th (Applicable to RDSPD Fiscal Agents Only)</li> <li>•2024-2025 Special Education Consolidated Grant Application (State) due August 15th (Applicable to RDSPD Fiscal Agents Only)</li> <li>•2023-2024 Non-Ed Funds (Optional funds): Last day for expenditures is August 31st</li> <li>•Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance</li> </ul> <p>Texas Student Data System/PEIMS –</p> <ul style="list-style-type: none"> <li>•PEIMS Extended Year First Submission ESC due date for LEAs (2023-2024)</li> <li>•PEIMS Extended Year First Submission TEA due date for LEAs (2023-2024)</li> </ul> <p>Transportation –</p> <ul style="list-style-type: none"> <li>•Bus Accident Reporting System survey due by August 31st</li> <li>•Requires Board action/approval</li> </ul>	<p>26</p>	<p>27</p>

# AUGUST 2024

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

	1	2	3
			4
7	8	9	10
Extended Year PEIMS (19-20) TSSDS PEIMS ready for users to complete, approve, and accept submissions			11
14	15	16	17
	PEIMS Extended Year First Submission ESC due date for LEAs (2023-2024)		18
21	22	23	24
			25
28	29	30	31
	PEIMS Extended Year First Submission TEA due date for LEAs (2023-2024)		

# SEPTEMBER 2024

## MONTHLY REMINDERS

MONDAY

TUESDAY

<p><b>Accountability and Assessment –</b></p> <ul style="list-style-type: none"> <li>Review school improvement training calendar and register for a session if identified for School Improvement once ratings are released</li> <li>District Testing Coordinator register to attend required annual DTC training at ESC-17 (September or October)</li> <li>Accountability Appeals deadline 9/12/2024</li> <li>ESC 17 Accountability Symposium</li> </ul> <p><b>Administration and Leadership –</b></p> <ul style="list-style-type: none"> <li>Review TEA Superintendent Resources &amp; Guidance and ESC-17 Superintendent Resources</li> <li>Designate Appropriate Coordinators per code (i.e. Title IX, Migrant, Homeless, Sexual Harassment, 504, etc.)</li> <li>Notify all students and employees of the name, office address, phone number of Title IX designee</li> <li>Review public information processes, procedures, and posting</li> <li>Review 504 procedures</li> <li>Identify date for renewal of teacher contracts</li> <li>Prepare Board training calendar</li> <li>Prepare report of Trustee training hours prior to November elections with postings as required (TEC§11.159) – Publicly report October meeting</li> <li>Recommend technology and instructional materials allotment (TIMA) selections</li> <li>The 2025-2026 application cycle for innovative courses closes on September 13, 2024. The complete innovative course application timeline is available on the TEA innovation course website.</li> <li>Update AskTED</li> </ul> <p><b>Career and Technical Education –</b></p> <ul style="list-style-type: none"> <li>Complete &amp; Submit the 20XX-20XX Perkins grant Final Expenditure report Due XXXXX (SSA Consortium Members' report is submitted by their fiscal agent)</li> <li>Review ARD meeting schedule</li> <li>Are appropriate CTE teachers attending?</li> <li>Do all appropriate CTE teachers have copies of IEP's for student as needed?</li> <li>Meet with Business Office - Budget planning/process?</li> <li>Meet with counselor(s) - review of class counts, monitor and adjust schedules as needed.</li> <li>Host "CTE Open House" or "Meet the Teacher Night"</li> <li>Follow through with existing or new TCSO's advisor/sponsors - *FFA, FCCLA, HOSA, Skills USA, DECA</li> <li>Collect a copy of all completed Career Prep &amp; Practicum Training Plans</li> <li>Verify that all salary budget (PIC 22) coding on all CTE teachers is accurate, split fund if not teaching 100% CTE</li> <li>Review and compare 1st 6 weeks Principals and Superintendents FTE report to in-house FTE report (attendance period)</li> <li>Review CCMR data related to CTE (IBCs, dual credit, level I and II certificates)</li> </ul>		
<p><b>Charter Specific –</b></p> <ul style="list-style-type: none"> <li>Bank Depository Contract due to TEA – December 1st</li> <li>Verify web posting requirements</li> <li>Annual governance reporting forms are usually available in September, charter holders must submit governance reporting forms yearly. Refer to the TEA Charter School Governance website for the timeline to submit governance reporting information. See proposed TAC §100.1015</li> <li>New Charter Schools: SC550 requirements</li> <li>Charter School Waitlist snapshot date on September 27th</li> <li>Charter School Waitlist ready for users to complete on September 27th</li> <li>Utilize the All-In-One-Form to update AskTED</li> </ul> <p><b>Federal and State Programs –</b></p> <ul style="list-style-type: none"> <li>2024-2025 ESSA Consolidated Application due September 3rd if submitting for districts without 12-month grant funded employees</li> <li>Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251)(ESSA, 1112, 1114)</li> <li>Prepare &amp; upload in ESSA Smartsheets PNP Affirmations &amp; Equitable Services worksheets for districts participating private schools September 30th</li> <li>Identify participation with TEA's Substitute System of Time and Effort Reporting. This is applicable to 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</li> <li>Submit 2023-2024 ESSA Consolidated Compliance reports through eGrants by September 30th</li> <li>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</li> <li>Deadline to sign contracts for any ESSER contracted service to be provided during the liquidation extension period.</li> </ul> <p><b>Finance –</b></p> <ul style="list-style-type: none"> <li>Prepare for annual financial audit September 1st FY</li> <li>Distribute tax statements</li> <li>Calculate State Aid using end-of-first-six-weeks student data</li> <li>Review student attendance figures as compared to prior year and budget projections</li> <li>Review Investment Policies (annual)</li> <li>Register for Investment Officer training (TEC§45.209)</li> </ul> <p><b>School Board –</b></p> <ul style="list-style-type: none"> <li>Board candidate workshop for November Elections (optional)</li> <li>Ensure election judge(s) and clerks(s) are trained for November election (TEC§32.113)</li> <li>Report Trustee training hours at Board meeting prior to elections</li> <li>Adopt district/campus improvement plan</li> <li>Approve Independent Audit Report</li> </ul>	<p>2</p> <p style="font-size: 2em;">9</p> <p style="font-size: 2em;">16</p> <p style="font-size: 2em;">23</p> <p style="font-size: 2em;">30</p> <p style="text-align: center;">Labor Day ESC-17 Holiday</p>	<p>3</p> <p style="font-size: 2em;">10</p> <p style="font-size: 2em;">17</p> <p style="font-size: 2em;">24</p>
<p><b>School Safety –</b></p> <ul style="list-style-type: none"> <li>The current three-year safety &amp; security audit cycle for open-enrollment charter districts began on September 1, 2022 and ends on August 31, 2025. The reporting period for submitting audit results to the TxSSC during this audit cycle is from April 14, 2025 to September 15, 2025.</li> <li>The current three-year safety &amp; security audit cycle for K-12 school districts began on September 1, 2023 and ends on August 31, 2026. The reporting period for submitting audit results to the TxSSC during this audit cycle is from April 15, 2026 to September 15, 2026. Charter Audit Reporting Tool Survey due to TxSSC by September 15th</li> <li>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)</li> <li>The policy must address:             <ul style="list-style-type: none"> <li>increasing staff and parent awareness of trauma-informed care; and</li> <li>implementation of trauma-informed practices and care by district and campus staff; and</li> <li>available counseling options for students affected by trauma or grief</li> </ul> </li> <li>Emergency Operations Plans &amp; Annexes - 2024-2025 review cycle includes updates to Basic Plan and Cybersecurity Annex. TxSSC will open review on September 23, 2024.</li> <li>Persistently Dangerous Schools &amp; Criminal Incidents – Title VIII, School Choice Option – PR6200</li> <li>Available: July – Due: September</li> <li>ISD Police Department should ensure all officers have met the TCOLE Training hours requirement</li> </ul> <p><b>Special Education –</b></p> <ul style="list-style-type: none"> <li>2024-2025 SC503 Formula Grants Consolidated Schedule (one schedule applicable to ESSA, Perkins, &amp; IDEA-B) due September 3rd</li> <li>2024-2025 Special Education Consolidated Applicant Designation Form (ADC)(Federal) due September 3rd</li> <li>2024-2025 Special Education Consolidated Grant Application (Federal) due September 3rd</li> <li>2024-2025 Nonpublic Placement Notification &amp; Application (Required for all Nonpublic Day School &amp; Nonpublic Residential placements by LEAs) opens in TEAL (APEX) September 1st</li> <li>2024-2025 Non-Ed Funds (Optional funds): Applications due to ESC-17 September 30th</li> <li>2023-2024 Special Education Consolidated Grant Year Ends September 30th</li> <li>Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance</li> </ul> <p><b>Texas Student Data System/PEIMS –</b></p> <ul style="list-style-type: none"> <li>PEIMS Extended Year Resubmission ESC due date for LEAs (2023-2024) – September 5, 2024</li> <li>PEIMS Extended Year Resubmission TEA due date for LEAs (2023-2024) - September 19, 2024</li> <li>Close of school -start window – September 27, 2024</li> </ul> <p style="text-align: center;">*Requires Board action/approval</p>		



# SEPTEMBER 2024

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

			1
4	5	6	7
	PEIMS Extended Year Resubmission ESC due date for LEAs (2023-2024)		8
11	12	13	14
TASA Study Group			15
18	19	20	21
	PEIMS Extended Year Resubmission TEA due date for LEAs (2023-2024)		22
25	26	27	28
			TASA/TASB Convention 2024
		Close of school -start window	29
TACS		TASA/TASB Convention 2024	TASA/TASB Convention 2024

# OCTOBER 2024

## MONTHLY REMINDERS

MONDAY

TUESDAY

<p><b>Accountability and Assessment –</b></p> <ul style="list-style-type: none"> <li>Attend required School Improvement training, if applicable</li> <li>Prepare and submit applicable school improvement interventions, if applicable = submissions dates vary from year to year</li> <li>RDA (Results Driven Accountability), Stages of Intervention, including LEA Determinations, released via TEAL</li> <li>Prepare RDA Intervention submission, if applicable</li> <li>Review PEIMS data for all program areas prior to snapshot data (RDA and other accountability areas)</li> <li>Count the number of students enrolled, directly certified, and with approved applications - October 25th ( snapshot date last Friday of the month)</li> </ul> <p><b>Administration and Leadership –</b></p> <ul style="list-style-type: none"> <li>Review TEA Superintendent Resources &amp; Guidance and ESC-17 Superintendent Resources</li> <li>Recommend technology and instructional materials allotment (TIMA) selections</li> <li>LEAs without ESL certified teachers must request a TEA waiver of certification requirements (19 TAC §89.1207(b))</li> <li>Prepare Annual Finger Printing Certificate and Statement of Compliance (TEC§22.061)</li> <li>Prepare report of Trustee training hours prior to November elections with postings as required (TEC§11.159) – October Board Meeting</li> <li>Update AskTED</li> </ul> <p><b>Career and Technical Education –</b></p> <ul style="list-style-type: none"> <li>Begin preliminary planning for next year's Course Catalog</li> <li>Review preliminary PEIMS data from central office - PEIMS Coordinator</li> <li>Request PEIMS 170 record report for courses and class counts</li> <li>Meet with 7th - 8th counselors to plan - Career Interest/Aptitude Test</li> <li>Host 1st CTE Advisory Committee meeting</li> <li>Review program's budgets</li> <li>PEIMS Snapshot date; usually last Friday in October</li> <li>20XX-20XX Perkins Revised Final Expenditure Report due XXXX (SSA Consortium Members' report is submitted by their fiscal agent)</li> </ul> <p><b>Charter School Specific –</b></p> <ul style="list-style-type: none"> <li>Prepare for annual governance reporting. Forms are usually available in September, charter holders must submit governance reporting forms yearly. Refer to the TEA Charter School Governance website for the timeline to submit governance reporting information. See proposed TAC §100.1015</li> <li>Charter School Waitlist submission due date for Charter Schools on October 25th</li> <li>Utilize the All-In-One-Form to update AskTED</li> </ul>		1
<p><b>Federal and State Programs –</b></p> <ul style="list-style-type: none"> <li>Annual Survey of Children in Local Facilities for Neglected/Delinquent Survey available in eGrants</li> <li>Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)</li> <li>LEAs that reported 2023-2024 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 2023-2024 TIVA funds were not carried into 2024-2025, the initial report will be considered the final report. Reporting occurs through the Smartsheets App</li> </ul> <p><b>Finance -</b></p> <ul style="list-style-type: none"> <li>Approve Annual Financial Audit for July 1st FY</li> <li>Review student attendance figures as compared to prior year and budget projections</li> <li>Calculate State Aid using end-of-first-six-weeks student data</li> <li>Submit biannual pupil projections survey to TEA, only in years prior to a Legislative Session (All LEAs)</li> <li>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</li> <li>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</li> </ul> <p><b>Food and Nutrition –</b></p> <ul style="list-style-type: none"> <li>Verification of Sample Household Income Application begins October 1st</li> <li>Summer Food Cost Report due October 9th</li> <li>Count number of students enrolled, directly certified, and with approved applications - October 25th (last Friday of the month)</li> <li>Requires Board action/approval</li> </ul> <p><b>School Board –</b></p> <ul style="list-style-type: none"> <li>Review Superintendent's evaluation timeline and process, including training on use of instrument</li> <li>Report Trustee training hours at Board meeting prior to elections</li> </ul> <p><b>School Health –</b></p> <ul style="list-style-type: none"> <li>Report to Department of State Health Services the immunization status of the kindergarten and 7th graders opens for submission</li> </ul> <p><b>School Safety –</b></p> <ul style="list-style-type: none"> <li>Emergency Operation Plan &amp; Annexes – Due to the TxSSC Requirements: Basic Plan and the Cybersecurity Annex due 10/23/2024</li> <li>Title IV, Part A Special Data Collection opens for ALL districts to:</li> <li>Certify that funds are REAPed or transferred</li> </ul> <p>AND/OR</p> <ul style="list-style-type: none"> <li>Input Objectives and Measurable Outcomes for 24-25 and report on Expenditures for 23-24 and 22-23</li> </ul>	7	8
<p><b>Special Education –</b></p> <ul style="list-style-type: none"> <li>SPPI-14 ready for users to complete data on October 28th</li> <li>2024-2025 Nonpublic Placement Notification &amp; Application due October 1st for continuing placements of all Nonpublic Day School &amp; Nonpublic Residential placements by LEAs (due within 30 calendar days of ARD committee off-campus placement decision if new placement)</li> <li>Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance</li> </ul> <p><b>Texas Student Data System/PEIMS –</b></p> <ul style="list-style-type: none"> <li>Fall PEIMS Snapshot date – October 25, 2024</li> <li>Charter School Waitlist Fall Submission is due for LEAs - October 25, 2024</li> </ul> <p>*Requires Board action/approval</p>	14	15
<p><b>Texas Charter School Conference</b></p>	21	22
<p><b>Texas Charter School Conference</b></p>	28	29

# OCTOBER 2024

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

2	3	4	5 6
9 <b>TASA Study Group</b>	10	11	12 13
16 <b>TACS Annual 2024 Fall Conference Waco</b>	17 <b>TACS Annual 2024 Fall Conference Waco</b>	18 <b>TACS Annual 2024 Fall Conference Waco</b>	19 20
23 <b>TACS</b> Texas Charter School Conference	24	25 Fall PEIMS Snapshot date Charter School Waitlist Fall Submission is due for LEAs	26 27
30 ACET Fall Conference 2024	31 ACET Fall Conference 2024		

# NOVEMBER 2024

## MONTHLY REMINDERS

MONDAY

TUESDAY

<p><b>Accountability and Assessment –</b></p> <ul style="list-style-type: none"> <li>•Prepare school improvement intervention submission, if applicable = submission dates vary from year to year</li> <li>•Possible TAPR released, 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. (TEAs Requirement for Posting of Performance FAQ) (November or December)</li> </ul> <p><b>Administration and Leadership –</b></p> <ul style="list-style-type: none"> <li>•Review TEA Superintendent Resources &amp; Guidance and ESC-17 Superintendent Resources</li> <li>•Innovative Course Approval Process (TAC§74.27)</li> <li>•Receive Texas Academic Performance Report (TAPR) (public hearing on annual report required within 90 days of receipt)</li> <li>•Review next school years high school course offering and process (TAC§74.12)</li> <li>•Prepare Annual Finger Printing Certificate and Statement of Compliance (TEC§22.081)</li> <li>•Update AskTED</li> </ul> <p><b>Career and Technical Education –</b></p> <ul style="list-style-type: none"> <li>•Prepare for CTE Education Month/Week in February-order supplies</li> <li>•Reception for Counselors/breakfast for CTE teachers, Program "Student Open House" event.</li> <li>•Review and compare 2nd 6 weeks Principals and Superintendents FTE report to in-house FTE report.</li> <li>•Review department expenditures to date</li> <li>•PEIMS submissions</li> <li>•Review Near Final Summary of Finance report for previous school year (CTE FTE's and Advanced FTS's) \$\$\$</li> <li>•Explore long range planning for capital expenses or potential bond</li> </ul> <p><b>Charter Specific –</b></p> <ul style="list-style-type: none"> <li>•Bank Depository Contract due to TEA on December 1st</li> <li>•Prepare for annual governance reporting. Forms are usually available in September, charter holders must submit governance reporting forms yearly. Refer to the TEA Charter School Governance website for the timeline to submit governance reporting information. See proposed TAC §100.1015</li> <li>•Charter Schools: 2024-2025 SC5050 form (optional) for Significant Expansion due to TEA via eGrants by November 1st (to request additional ESSA and/or IDEA-B funding to be received with 2024-2025 final amounts, based on significant expansion)</li> <li>•May need to reach out to TEA to have this opened</li> <li>•Charter School Waitlist data available to customers on November 8th</li> <li>•Utilize the All-In-One-Form to update AskTED</li> </ul>		
<p><b>Federal and State Programs –</b></p> <ul style="list-style-type: none"> <li>•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 below</li> <li>•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</li> <li>•Title V, Part B Rural and Low-income School Program Grant Application due Mid November in eGrants</li> <li>•Continue consultation meetings with private schools (Not Applicable to Charters)</li> <li>•Review/Implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)</li> <li>•LEAs that reported 2023-2024 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 2023-2024 TIVA funds were not carried into 2024-2025, the initial report will be considered the final report. Reporting occurs through the Smartsheets App</li> <li>•ESSER III Liquidation Extension Request due to TEA. Allows some expenses to be paid with ESSER funds through February 2026.</li> </ul> <p><b>Finance –</b></p> <ul style="list-style-type: none"> <li>•Review student attendance figures as compared to prior year and budget projections</li> <li>•Requires Board action/approval</li> </ul> <p><b>Food and Nutrition –</b></p> <ul style="list-style-type: none"> <li>•Child Nutrition Verification process completion deadline is November 15th</li> <li>•Verification Report deadline</li> </ul> <p><b>School Board –</b></p> <ul style="list-style-type: none"> <li>•November Elections (BBB Legal) (TEC§3.004-3.005)</li> <li>•Canvass Trustee election results (TEC§67.003A)</li> <li>•Reorganize Board of Trustees (TEC§11.061C)</li> <li>•Schedule all required New Trustee trainings</li> <li>•Update AskTED with changes in Board membership</li> <li>•Train new Trustees on the superintendent evaluation instrument and process (BBD Legal)</li> <li>•Statement of Office and Oath of Office for all new Trustees</li> <li>•Approve Annual Independent Audit for July 1st FY</li> <li>•Board approved annual audit for July 1st FY due to TEA no later than November 27th</li> <li>•Prepare Board Training Report (Military Districts Only)</li> <li>•Final FIRST Rating/Charter FIRST released. Hold public hearings within two months</li> <li>•Review investment policy (Gov't Code 2256.005(e))</li> <li>•Approve investment policy revisions as needed (Gov't Code 2256.005(e))</li> </ul>	4	5
<p><b>Special Education –</b></p> <ul style="list-style-type: none"> <li>•2023-2024 SHARS (School Health &amp; Related Services) Reimbursement Survey (applicable to all LEAs) due to TEA early November</li> <li>•2024-2025 Excess Cost Preliminary Calculation, based on final unaudited 2023-2024 expenditures, should be completed (kept locally)</li> <li>•Monitor special education expenditures from the general fund to ensure on track for MDE (Maintenance of Effort) compliance</li> </ul> <p><b>Texas Student Data System/PEIMS –</b></p> <ul style="list-style-type: none"> <li>•PEIMS Fall First Submission ESC due to date for LEAs and ESCs – November 21, 2024</li> </ul> <p><b>Transportation –</b></p> <ul style="list-style-type: none"> <li>•Transportation Operations Report due December 1st</li> <li>•Requires Board action/approval</li> </ul> <p>*Requires Board action/approval</p>	11	12
	18	19
	25	26

# NOVEMBER 2024

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

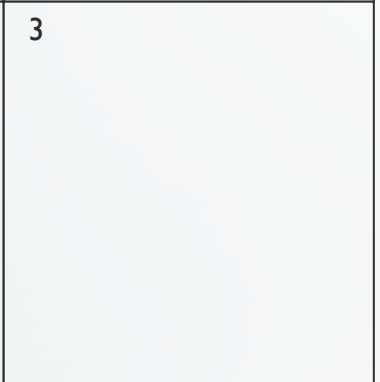
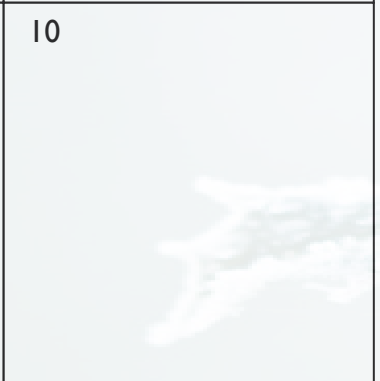
		1	2
			3
		ACET Fall Conference 2024	
6	7	8	9
TACS			10
Texas Assessment Conference 2024	Texas Assessment Conference 2024	Texas Assessment Conference 2024	
13	14	15	16
			17
TASA Study Group			
20	21	22	23
			24
	PEIMS Fall First Submission ESC due to date for LEAs and ESCs		
27	28	29	30
	Thanksgiving		

# DECEMBER 2024

## MONTHLY REMINDERS

## MONDAY

## TUESDAY

<p><b>Accountability and Assessment –</b></p> <ul style="list-style-type: none"> <li>•TEA notifies districts of accountability appeal decisions</li> <li>•Final list of campuses identified under Public Education Grant (PEG) criteria for 2025-2026 school year</li> <li>•Hold Public Hearing of district's annual report (TAPR) within 90 calendar days of receiving the PDF TAPR</li> <li>•School Report Card released (send home within six weeks)</li> <li>•Federal Report Card released (distribute to campuses, parents, and the public)</li> <li>•STAAR EOC window opens</li> <li>•Preliminary Accelerated Student Listing released in TEAL</li> </ul> <p><b>Administration and Leadership –</b></p> <ul style="list-style-type: none"> <li>•Review TEA Superintendent Resources &amp; Guidance and ESC-17Superintendent Resources</li> <li>•Evaluate State Compensatory Education (TEC§29.081(B-3))</li> <li>•JUL dues Deadline January 1st Annually to State UIL Office (CCR D10)</li> <li>•Review DFBB (LEGAL &amp; LOCAL) for non-renewals</li> <li>•Implement Winter Break Maintenance and Security Protocols, including IT</li> <li>•Update ASKTED</li> </ul> <p><b>Career and Technical Education –</b></p> <ul style="list-style-type: none"> <li>•Finalize the process/paperwork for course CTE enrollment.</li> <li>•Recruitment plan for next school year's pre-registration</li> <li>•Develop marketing/recruitment tool for next school year</li> <li>•Review and compare 3rd 6 weeks Principals and Superintendents FTE report to in-house report</li> <li>•Prepare for mid-year reallocations of Perkins fund (Districts that apply as the fiscal agent for Perkins grant) Prepare an amendment if needed to use money in different code areas.</li> </ul> <p><b>Charter Specific –</b></p> <ul style="list-style-type: none"> <li>•Charter holder must file audit report disclosing all management company loans</li> <li>•Prepare for annual governance reporting. Forms are usually available in September, charter holders must submit governance reporting forms yearly. Refer to the TEA Charter School Governance website for the timeline to submit governance reporting information. See proposed TAC §100.1015</li> <li>•Utilize the All-In-One-Form to update ASKTED</li> </ul> <p><b>Federal and State Programs –</b></p> <ul style="list-style-type: none"> <li>•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 one year, to June 30th. If submitted after December 1st, effective on the date of submission and remain in effect for one year). This applies to all federal programs.</li> <li>•Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)</li> <li>•LEAs that reported 2023-2024 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 2023-2024 TIVA funds were not carried into 2024-2025, the initial report will be considered the final report. Reporting occurs through the Smartsheets App.</li> <li>•2023-2024 ESSA Consolidated Grant Federal Final and Revised Final Expenditures report due December 29th</li> </ul> <p><b>Finance -</b></p> <ul style="list-style-type: none"> <li>•Approve Independent Audit Report, September 1st FY</li> <li>•Review, update and submit Attendance Projections in TEAL</li> <li>•Publish Schedule C-3 from independent audit in local newspaper</li> <li>•Debt Transparency Reporting (June 30th FY) December 27th</li> <li>•Develop Budget Adoption Timeline</li> <li>•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 &amp; Payment Options must be submitted check date in the TEAL - FSP system online. <a href="https://tea.texas.gov/Finance_and_Grants/State_Funding/Excess_Local_Revenue/">https://tea.texas.gov/Finance_and_Grants/State_Funding/Excess_Local_Revenue/</a></li> <li>•Download and review the Options and Procedures for Local Revenue in Excess of Entitlement (manual)</li> </ul> <p><b>Food and Nutrition –</b></p> <ul style="list-style-type: none"> <li>•Food Service Management Company Request for Proposal for new contracts deadline is December 1st</li> </ul> <p><b>School Board –</b></p> <ul style="list-style-type: none"> <li>•Update Trustees' contact information &amp; terms on website</li> <li>•Post Trustee training hours (Military Districts Only)</li> <li>•Complete Board Self-Evaluation (recommended)</li> </ul> <p><b>School Health –</b></p> <ul style="list-style-type: none"> <li>•Report to Department of State Health Services the immunization status of the kindergarten and 7th graders deadline December 13th</li> </ul> <p><b>School Safety –</b></p> <ul style="list-style-type: none"> <li>•Title IV, Part A Special Data Collection closes in December</li> </ul> <p><b>Special Education –</b></p> <ul style="list-style-type: none"> <li>•2023-2024 Special Education Consolidated Grant Application State (IDEA-C ECI, State Deaf) Final and Revised Final Expenditure Reports due December 29th</li> <li>•2023-2024 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 December 29th</li> <li>•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 one year, to June 30th. If submitted after December 1st, effective on date of submission and remain in effect for one year). This is applicable to all federal programs.</li> <li>•Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance</li> </ul> <p><b>Texas Student Data System/PEIMS –</b></p> <ul style="list-style-type: none"> <li>•PEIMS Fall First Submission TEA due date for LEAs and ESCs – December 12, 2024</li> <li>•RF Tracker Submission Mid-Year Checkpoint – December 13, 2024</li> </ul> <p><b>Transportation –</b></p> <ul style="list-style-type: none"> <li>•Transportation Operations Report due electronically by December 1st</li> <li>•Requires Board action/approval</li> </ul>	<p>2</p>	<p>3</p>
<p>9</p>	<p>10</p>	
<p>16</p>	<p>17</p>	
<p>23</p> <p>Christmas Holiday</p>	<p>24</p> <p>Christmas Holiday</p>	<p>24</p> <p>Christmas Holiday</p>
<p>30</p> <p>Christmas Holiday</p>	<p>31</p> <p>Christmas Holiday</p>	<p>31</p> <p>Christmas Holiday</p>

# DECEMBER 2024

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

			1
4	5	6	7
TAMS Annual Legislative Conference 2024	TAMS Annual Legislative Conference 2024	TAMS Annual Legislative Conference 2024	8
11	12	13	14
TASA Study Group	Submission TEA due date for LEAs and ESCs	RF Tracker Submission Mid-Year Checkpoint	15
18	19	20	21
			22
25	26	27	28
			29
Christmas Day	Christmas Holiday	Christmas Holiday	

<p><b>Accountability and Assessment –</b></p> <ul style="list-style-type: none"> <li>•Notification to parents of eligibility for Public Education Grants by February 1st (TEC§29.204(b))</li> <li>•Hold Public Hearing of district's annual report (TAPR) within 90 calendar days of receiving the PDF TAPR</li> </ul> <p><b>Administration and Leadership –</b></p> <ul style="list-style-type: none"> <li>•Review TEA Superintendent Resources &amp; Guidance and ESC-17Superintendent Resources</li> <li>•Review calendar development process</li> <li>•Review Staff Non-renewals</li> <li>•Ensure School Report Card is included with first semester report card (TEC§39.305)</li> <li>•Update AskTED</li> </ul> <p><b>Career and Technical Education –</b></p> <ul style="list-style-type: none"> <li>•Resolve 2nd semester schedule changes</li> <li>•Review new semester course offerings</li> <li>•Review WBL students PEIMS (170 record) data-job changes, new Training plan agreements</li> <li>•Review activities for CTE Education Week/Month</li> <li>•Provide input - District and Campus Improvement Plan</li> </ul> <p><b>Charter Specific –</b></p> <ul style="list-style-type: none"> <li>•Expansion information can be found at <a href="https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers">https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers</a></li> <li>•Charter Schools: 2024-2025 SC5050 form (optional) for Significant Expansion due to TEA (final deadline) January 31st (to request additional ESSA and/or IDEAB funding to be received in with 2025-2026 planning amounts based on significant expansion experienced in 2022-2023)</li> <li>•May need to reach out to TEA to have this opened</li> <li>•Utilize the All-In-One-Form to update AskTED</li> </ul> <p><b>Federal and State Programs –</b></p> <ul style="list-style-type: none"> <li>•Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)</li> <li>•Ongoing consultations with PNPs participating in federal program equitable services (ISDs only)</li> </ul> <p><b>Finance -</b></p> <ul style="list-style-type: none"> <li>•Annual Audit Report due to TEA no later than January 28th – September 1st FY</li> <li>•Review student attendance figures as compared to prior year and budget projections</li> <li>•W2's, 1095-C and 1099 distributed</li> <li>•Match previous year audit report to PEIMS Mid-Year submission</li> <li>•Impact Aid Application deadline January 31st (if applicable)</li> <li>•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 &amp; Payment Options must be submitted (check date) in the TEAL - FSP system online. <a href="https://tea.texas.gov/Finance_and_Grants/State_Funding/Excess_Local_Revenue/">https://tea.texas.gov/Finance_and_Grants/State_Funding/Excess_Local_Revenue/</a> Download and review the Options and Procedures for Local Revenue in Excess of Entitlement (manual)</li> </ul> <p><b>Food and Nutrition –</b></p> <ul style="list-style-type: none"> <li>•Child Nutrition Texas Summer Mandate deadline is January 31st</li> <li>•Food Service Management Contract Review Form to completed once per semester</li> </ul> <p><b>School Board –</b></p> <ul style="list-style-type: none"> <li>•Superintendent's evaluation and contract</li> <li>•Approve Annual Independent Audit Report for September 1st FY</li> <li>•Board approved Annual Independent Audit Report (AFR) due to TEA no later than January 28th for LEAs with September 1st FY</li> <li>•Approve Auditor for next FY (TEC§11.170)</li> </ul> <p><b>School Safety –</b></p> <ul style="list-style-type: none"> <li>•Safety &amp; Security Committee meets once during each academic semester and once during the summer (TEC§37.109)</li> <li>•Ensure there is an SSSP Team representing each campus, all required positions are filled, and all team members are trained in conducting Behavioral Threat Assessment. Meet as needed with Behavioral Threat Assessment Reports. Safety &amp; Security Committee meets once during each academic semester and once during the summer (TEC§37.109)</li> <li>•If it was not completed in the fall semester, ensure that each campus has a Bullying Committee and that all required positions are filled.</li> <li>•Ensure annual student bully prevention training is complete, student bully surveys are completed, and action plans are developed from the survey results.</li> <li>•Ensure that the semi-annual safety standard maintenance checklist is completed.</li> <li>•Ensure that the LEA Superintendent or designee attends the semi-annual school safety sheriff meeting.</li> <li>•Ensure weekly door logs are being maintained.</li> <li>•Distribute Keep 'em Safe TX information regarding the safe storage of firearms to the parent/guardian of each student enrolled in the district or school (TEC§37.222).</li> <li>•Conduct a monthly inspection to verify the automated external defibrillator is placed at its designated location, reasonably appears to be ready for use, and does not reasonably appear to be damaged in a manner that could prevent operation (THSC§779.003)</li> <li>•Conduct and document mandatory Drills: TxSSC Drill Requirements.</li> <li>•LEA superintendents receive the FY 2023 School Safety Allotment Data Collection Survey in January and due February.</li> <li>•Plan Safety and Security Committee meetings for each academic semester and once during the summer (TEC§37.109)</li> </ul> <p><b>Special Education –</b></p> <ul style="list-style-type: none"> <li>•Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance</li> </ul> <p><b>Texas Student Data System/PEIMS –</b></p> <ul style="list-style-type: none"> <li>•PEIMS Fall Resubmission ESC due date for LEAs and ESCs – January 9, 2025</li> <li>•PEIMS Fall Resubmission TEA due date for LEAs and ESCs – January 16, 2025</li> <li>•PEIMS Midyear Submission ESC due date for LEAs and ESCs - January 16, 2025</li> <li>•PEIMS Midyear First Submission TEA due date for LEAs and ESCs - January 23, 2025</li> <li>•ECDS Kindergarten Submission due date for LEAs – January 30, 2025</li> </ul> <p>*Requires Board action/approval</p>		
	6	7
	13	14
	20	21
	27	28
	TASA Midwinter Conference	TASA Midwinter Conference - Regional Breakfast



# JANUARY 2025

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

<p>1</p> <p>New Years Day</p> <p>Christmas Holiday</p>	<p>2</p> <p>Christmas Holiday</p>	<p>3</p> <p>Christmas Holiday</p>	<p>4</p> <p>5</p>
<p>8</p> <p>TASA Study Group</p>	<p>9</p> <p>PEIMS Fall Resubmission ESC due date for LEAs and ESCs</p>	<p>10</p>	<p>11</p> <p>12</p>
<p>15</p>	<p>16</p> <p>PEIMS Fall Resubmission TEA due date for LEAs and ESCs</p> <p>PEIMS Midyear Submission ESC due date for LEAs and ESCs</p>	<p>17</p>	<p>18</p> <p>19</p>
<p>22</p> <p>TACS</p>	<p>23</p> <p>PEIMS Midyear First Submission TEA due date for LEAs and ESCs</p>	<p>24</p>	<p>25</p> <p>26</p> <p>TASA Midwinter Conference</p>
<p>29</p> <p>TASA Midwinter Conference</p>	<p>30</p> <p>ECDS Kindergarten Submission due date for LEAs</p>	<p>31</p>	

# FEBRUARY 2025

## MONTHLY REMINDERS

## MONDAY

## TUESDAY

<p><b>Accountability and Assessment –</b></p> <ul style="list-style-type: none"> <li>•Begin pre-registration activities for Public Education Grants (PEG) by February 1st (TECS29.204(b))</li> <li>•Ensure Federal Report Card and School Report Card have been released and distributed (TEAs Requirement for Posting of Performance FAQ)</li> <li>•Hold Public Hearing of district's annual report (TAPR) within 90 calendar days of receiving the PDF TAPR</li> <li>•TELPAS window opens</li> </ul> <p><b>Administration and Leadership –</b></p> <ul style="list-style-type: none"> <li>•Review TEA Superintendent Resources &amp; Guidance and ESC-17Superintendent Resources</li> <li>•Develop next year's school calendar</li> <li>•Review Valedictorian &amp; Salutatorian selection process and class rank process</li> <li>•Update ESC-17Commitment and Contract Approvers (as needed)</li> <li>•Update AskTED</li> </ul> <p><b>Career and Technical Education –</b></p> <ul style="list-style-type: none"> <li>•Begin pre-registration activities for HS students</li> <li>•CTE Education Week/Month Activities</li> <li>•Review budget expenditures to date</li> <li>•Review and compare 4th 6 weeks Principals and Superintendents FTE report in-house report</li> <li>•Begin pre-registration activities for Jr. High students -tour of CTE facilities, Open House event</li> <li>•Conduct Interest/Aptitude assessment for 7th and 8th graders</li> <li>•Begin planning for annual CTE Program Evaluation</li> </ul> <p><b>Charter Specific –</b></p> <ul style="list-style-type: none"> <li>•Expansion information can be found at <a href="https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers">https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers</a></li> <li>•Utilize the All-in-One-Form to update AskTED</li> </ul> <p><b>Federal and State Programs –</b></p> <ul style="list-style-type: none"> <li>•Begin budget calendar and budget process for 2025-2026</li> <li>•Review/implement district/campus improvement plans in accordance with district planning process (TECS11.251) (ESSA1112, 1114)</li> <li>•Ongoing consultations with PNPs participating in federal program equitable services (ISDs only)</li> <li>•2024-2025 ESSA Consolidated Grant Application, RLIS: Review Final Entitlements &amp; Carryover (if applicable) &amp; adjust local records</li> <li>•Determine if an amendment to grant application is needed</li> </ul>		
<p><b>Finance –</b></p> <ul style="list-style-type: none"> <li>•Begin bid for depository contract (due June 15th)/check status for extension (ISD only)</li> <li>•Calculate State Aid using and of fourth six weeks' student data</li> <li>•Establish scope and details of financial audit</li> <li>•Calculate enrollment projections</li> <li>•Review student attendance figures as compared to prior year and budget projections</li> <li>•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</li> <li>•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</li> <li>•Begin budget calendar and budget process</li> <li>•Debt Transparency Reporting posted on website or submitted by Comptroller for August 31st FYE districts - February 27th</li> <li>•Bonded Debt Payments-from I &amp; S Fund</li> <li>•Eminent Domain Reporting: Public and 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</li> <li>•Chapter 49 districts – February 15th - For districts selecting the monthly payment option, first recapture payment</li> <li>•Requires Board action/approval</li> </ul> <p><b>Food and Nutrition –</b></p> <ul style="list-style-type: none"> <li>•Onsite Monitoring to be completed for schools with more than one site by February 1st</li> <li>•Food Service Management Company renewal documents submitted to TDA for approval by February 1st</li> </ul> <p><b>School Board –</b></p> <ul style="list-style-type: none"> <li>•Call Trustee election for May</li> <li>•Review and update Superintendent evaluation instrument &amp; procedures, as needed</li> <li>•Administrator contracts</li> <li>•Review schedule for Texas Public Schools Week</li> <li>•Approve school calendar</li> <li>•Schedule Trustee candidate workshop (optional)</li> </ul> <p><b>School Safety –</b></p> <ul style="list-style-type: none"> <li>•LEAs complete the FY 2023 School Safety Allotment Data Collection Survey (Due February)</li> </ul>	<p>3</p> <p>TCEA Convention 2025</p>	<p>4</p> <p>TCEA Convention 2025</p>
<p><b>Special Education –</b></p> <ul style="list-style-type: none"> <li>•Begin budget process for 2025-2026</li> <li>•2024-2025 Special Education Consolidated Grant Application (Federal): Review Final Entitlements &amp; Carryover (if applicable) &amp; adjust local records</li> <li>•Determine if an amendment to grant application is needed</li> <li>•Determine eligibility for 2024-2025 MOE (Maintenance of Effort) Voluntary Reduction, submit amendment if eligibility changed</li> <li>•Review revised 2024-2025 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)</li> <li>•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 August 1, 2024, or the contract start date, whichever is later, through January 31, 2025</li> <li>•Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance</li> </ul> <p><b>Texas Student Data System/PEIMS –</b></p> <ul style="list-style-type: none"> <li>•PEIMS Midyear Resubmission ESC due date for LEAs and ESCs – February 6, 2025</li> <li>•PEIMS Midyear Resubmission TEA due date for LEAs and ESCs – February 13, 2025</li> <li>•SPPI-14 Submission due date for LEAs – February 20, 2025</li> </ul> <p>*Requires Board action/approval</p>	<p>10</p>	<p>11</p>
	<p>17</p> <p>Washington's Birthday</p>	<p>18</p>
	<p>24</p> <p>TASBO Conference 2025</p>	<p>25</p> <p>TASBO Conference 2025</p>

# FEBRUARY 2025

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

			1  TCEA Convention 2025
			2  TCEA Convention 2025
5  TCEA Convention 2025	6  PEIMS Midyear Resubmission ESC due date for LEAs and ESCs	7	8
			9
12  TASA Study Group	13  PEIMS Midyear Resubmission TEA due date for LEAs and ESCs	14	15
			16
19  National ESEA Conference	20  SPPI-14 Submission due date for LEAs  National ESEA Conference	21  National ESEA Conference	22
			23
26  TACS  TASBO Conference 2025	27  TASBO Conference 2025	28  TASBO Conference 2025	

# MARCH 2025

## MONTHLY REMINDERS

## MONDAY

## TUESDAY

<p><b>Accountability and Assessment –</b></p> <ul style="list-style-type: none"> <li>•TELPAS window closes</li> <li>•IAAR Alternate 2 window opens</li> <li>•Ensure Federal Report Card has been released and distributed</li> <li>•Alternative Education Accountability (AEA) Campus registration window opens</li> <li>•Final Accelerated Testers Student Listing released in TEAL – March or April</li> <li>•CCMR Tracker Released</li> </ul> <p><b>Administration and Leadership –</b></p> <ul style="list-style-type: none"> <li>•Review TEA Superintendent Resources &amp; Guidance and ESC-17Superintendent Resources</li> <li>•Develop recommendations for teacher contracts</li> <li>•SBDM Committees develop campus performance objectives for next school year</li> <li>•Review Graduation Program on Student Expression and review related policies</li> <li>•Principal surveys to evaluate educator preparation program opens to HR staff</li> <li>•Program Directors complete the ESC-17Programs and Services Survey</li> <li>•Update ESC-17Commitment and Contract Approvers (as needed)</li> <li>•Update ASKTED</li> </ul> <p><b>Career and Technical Education –</b></p> <ul style="list-style-type: none"> <li>•Host 2nd Advisory Committee meeting</li> <li>•Meet with teachers regarding course offerings for next year based on preregistration numbers</li> <li>•Review and compare 5th 6 weeks Principals and Superintendents FTE report to in-house report</li> <li>•Begin collecting Industry-Based Certification results from teachers</li> </ul> <p><b>Charter Specific –</b></p> <ul style="list-style-type: none"> <li>•Expansion information can be found at <a href="https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers">https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers</a></li> <li>•Request for an Indirect Cost Rate for Charter Schools for 2025-2026 Qualtrics survey due to TEA at the end of March</li> <li>•Utilize the All-in-One-Form to update ASKTED</li> </ul> <p><b>Federal and State Programs –</b></p> <ul style="list-style-type: none"> <li>•LEAs must make the federal report card information readily accessible to the public, and LEAs must notify parents of the availability of the federal report card information early March</li> <li>•Schedule planning meetings with campus staff regarding grant activities for current and next year's applications, CNA and DIP/CIP</li> <li>•Review professional development participation for Title II, Part A compliance report</li> <li>•Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)</li> </ul> <p><b>Finance -</b></p> <ul style="list-style-type: none"> <li>•Review student attendance figures as compared to prior year and budget projections</li> <li>•Continue budget process including proposed staff compensation package</li> <li>•SHARS Cost Control Report due April 1st - submit thru STAIRS (State of Texas Automated Information Reporting System)</li> <li>•Deadline for districts to file petitions protesting the Comptroller's Preliminary PVS findings - 40 days after release of Comptroller's Finding</li> <li>•Recapture payment due for district's subject to recapture that selected the monthly payment option (7 installments)</li> <li>•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</li> <li>•Review spending by special program using allotments from updated SOF to ensure minimum spending requirements are being met</li> <li>•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</li> <li>•Requires Board action/approval</li> </ul> <p><b>Food and Nutrition –</b></p> <ul style="list-style-type: none"> <li>•Child Nutrition USDA Commodity Food requisitions close</li> <li>•Child Nutrition Community Eligibility Program Data Submission deadline</li> <li>•Child Nutrition Financial Report due to The Texas Department of Agriculture</li> <li>•Child Nutrition Food Service Management Company Contract selections sent to TDA for approval prior to award deadline is April 1st</li> </ul> <p><b>Migrant –</b></p> <ul style="list-style-type: none"> <li>•Distribute Migrant Survey to all students</li> </ul> <p><b>School Board –</b></p> <ul style="list-style-type: none"> <li>•Order of Trustee election and post required notice for May election</li> <li>•Prepare report of Trustee training hours prior to May elections with postings as required (TEC§11.159) – April Board meeting</li> <li>•Adopt district goals</li> <li>•Adopt school calendar</li> <li>•Ratify Textbook Committee recommendations (19 TAC 66.104(a); TEC§31.101)</li> <li>•Discuss preliminary budget/budget workshops</li> <li>•Host potential trustee candidate workshop (optional)</li> </ul> <p><b>Special Education –</b></p> <ul style="list-style-type: none"> <li>•Perform self-analysis of FY24 MOE (Maintenance of Effort) compliance, using final expenditure data from TSDS PEIMS 2024-2025 Mid-Year reports; gather documentation for exceptions/adjustment, if applicable</li> <li>•FY24 MOE (Maintenance of Effort) Preliminary Compliance Review released by TEA; Respond to TEA with 2023-2024 Exceptions Workbook for failed tests, if applicable</li> <li>•2024-2025 Excess Cost Final Calculation based on final, audited 2023-2024 expenditures should be completed (kept locally)</li> <li>•Deadline for eligible LEAs to submit MOY Payment Request for IDEA-B Disciplinary Residential Reimbursement (Optional fund source) – Typically early March</li> <li>•Monitor special education expenditures for general fund to ensure on track for MOE (Maintenance of Effort) compliance March 2023</li> </ul> <p><b>Texas Student Data System/PEIMS –</b></p> <ul style="list-style-type: none"> <li>•Class Roster Winter Submission due date for LEAs – March 27, 2025</li> <li>•Requires Board action/approval</li> </ul>		
	3	4
	10	11
	Spring Break	Spring Break
	17	18
	TXDLA Conference	TXDLA Conference
	24	25
	31	
	Cesar Chavez Day	

MARCH 2025

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

			1
			2 Texas Independence Day
5	6	7	8 TASB Governance Camp 2025 Galveston
TASA Study Group	TASB Governance Camp 2025 Galveston	TASB Governance Camp 2025 Galveston	9
TASB Governance Camp 2025 Galveston	TASB Governance Camp 2025 Galveston	TASB Governance Camp 2025 Galveston	
12	13	14	15
Spring Break	Spring Break	Spring Break	16
19	20	21	22
TXDLA Conference	TXDLA Conference		23
26	27	28	29
TACS	Class Roster Winter Submission due date for LEAs		30

<p><b>Accountability and Assessment –</b></p> <ul style="list-style-type: none"> <li>-STAAR Alternate 2 window closes</li> <li>-Spring STAAR window opens</li> <li>-2025 Fairing Registration window opens April or May</li> <li>-AEA Registration window closes</li> <li>-Military DD Form 4 Collection foe CCMR data</li> </ul> <p><b>Administration and Leadership –</b></p> <ul style="list-style-type: none"> <li>-Review TEA Superintendent Resources &amp; Guidance and ESC-17Superintendent Resources</li> <li>-Develop and recommend summer school plans</li> <li>-Approve out-of-district student transfer requests for next school year</li> <li>-Prepare report of Trustee training hours prior to May elections with postings as required (TEC§11.159) – April Board Meeting</li> <li>-Principal surveys to evaluate educator preparation programs open for principals or their designees</li> <li>-Update ESC-17Commitment and Contract Approvers (as needed)</li> <li>-Update AskTED</li> </ul> <p><b>Career and Technical Education –</b></p> <ul style="list-style-type: none"> <li>-Close Federal (Perkins) expenditures</li> <li>-Single Items \$5000+ must be approved by TEA</li> <li>-Prepare for staff to attend summer professional development conferences</li> <li>-Conduct equipment inventory</li> </ul> <p><b>Charter Specific –</b></p> <ul style="list-style-type: none"> <li>-Expansion information can be found at <a href="https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers">https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers</a></li> <li>-Utilize the All-In-One-Form to update AskTED</li> </ul> <p><b>Federal and State Programs –</b></p> <ul style="list-style-type: none"> <li>-TSDS PEIMS actual audited financial data from TSDS PEIMS Record 032 for the applicable fiscal years is extracted by FFCR to determine LEA's compliance with the ESSA LEA MOE requirement</li> <li>-Continue budget process for next year</li> <li>-Parent Engagement review processes for Title I, Part A required activities: PFE policies/School-Parent Compacts</li> <li>-Update AskTED to reflect any campus changes</li> <li>-Schedule/conduct program compliance evaluations for ESSA programs and State Compensatory Education</li> <li>-Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)</li> <li>-Review LEA contacts and roles for TEA Secure applications, i.e. eGrants, ISAM, Accountability, etc</li> </ul> <p><b>Finance -</b></p> <ul style="list-style-type: none"> <li>-Review student attendance figures as compared to prior year and budget projections</li> <li>-Review preliminary estimate of CAD Value</li> <li>-Recapture payment due to TEA for districts selecting the monthly payment option</li> <li>-Review spending by special program using allotments from updated SOF to ensure minimum spending requirements are being met</li> <li>-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</li> </ul> <p><b>Food and Nutrition –</b></p> <ul style="list-style-type: none"> <li>-Child Nutrition Food Service Management Company Contract selections sent to TDA for approval prior to award deadline is April 1st</li> <li>-Requires Board action/approval</li> </ul> <p><b>School Board –</b></p> <ul style="list-style-type: none"> <li>-Ensure election judge(s) and clerk(s) are trained for May election (Texas Election Code, §32.113)</li> <li>-Discuss preliminary budget/budget workshops</li> <li>-Report Trustee training hours at Board meeting prior to election</li> </ul> <p><b>Special Education –</b></p> <ul style="list-style-type: none"> <li>-Respond to TEA with 2023-2024 Exceptions Workbook for failed tests, if applicable, due early April</li> <li>-Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance</li> </ul> <p>*Requires Board action/approval</p>	<p>1</p>
<p>7</p>	<p>8</p>
<p>14</p> <div data-bbox="824 1136 1162 1192" style="border: 1px solid black; padding: 2px; margin: 10px 0;"> <p><b>TACS</b></p> </div> <div data-bbox="824 1203 1162 1260" style="border: 1px solid black; padding: 2px; margin: 10px 0;"> <p>NSBA Annual Conference &amp; Exposition</p> </div>	<p>15</p>
<p>21</p>	<p>22</p> <div data-bbox="1187 1583 1528 1633" style="border: 1px solid black; padding: 2px; margin: 10px auto; width: fit-content;"> <p>Texas Library Association Annual Conference</p> </div>
<p>28</p>	<p>29</p>

# APRIL 2025

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

2	3	4	5
			6
9	10	11	12
			NSBA Annual Conference & Exposition
TASA Study Group			13
			NSBA Annual Conference & Exposition
16	17	18	19
		Good Friday	
			20
23	24	25	26
Texas Library Association Annual Conference	Texas Library Association Annual Conference	Texas Library Association Annual Conference	27
30			
ACET Spring Conference	ACET Spring Conference	ACET Spring Conference	

<p><b>Accountability and Assessment –</b></p> <ul style="list-style-type: none"> <li>•Review preview Class of 2025 CCMR Verifier report (May/June)</li> </ul> <p><b>Administration and Leadership –</b></p> <ul style="list-style-type: none"> <li>•Review TEA Superintendent Resources &amp; Guidance and ESC-17Superintendent Resources</li> <li>•Establish and post summer Central Office hours</li> <li>•Review, set, and communicate credit by examination dates</li> <li>•Evaluate district's decision-making and planning policies procedures every two years (TEC§11.252(d))</li> <li>•Principal surveys to evaluate educator preparation programs open for principals or their designees</li> <li>•Update AskTED</li> </ul> <p><b>Career and Technical Education –</b></p> <ul style="list-style-type: none"> <li>•Review final FTE report for estimated funding</li> <li>•202X-202X Perkins Grant last amendment due date</li> <li>•Review district EOC assessment data specific to CTE students</li> <li>•Make yourself available to answer questions about the PEIMS 415 and PEIMS 410 records for course completers and attendance (only 2 weeks before the end of school)</li> <li>•Collect information on student industry certifications for IBC Reimbursement</li> <li>•Enter IBC results for IBC reimbursement</li> </ul> <p><b>Charter Specific –</b></p> <ul style="list-style-type: none"> <li>•Utilize the All-In-One-Form to update AskTED</li> <li>•Expansion information can be found at <a href="https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers">https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers</a></li> </ul> <p><b>Federal and State Programs –</b></p> <ul style="list-style-type: none"> <li>•TEA posts ESSA LEA MOE Compliance Reports in GFFC Reports and Data Collections</li> <li>•Complete local evaluations for Federal Programs and State Comp Ed</li> <li>•Continue budget process</li> <li>•Review current year ESSA Consolidated application</li> <li>•Parent Engagement review processes for Title I, Part A required activities: PFE policies/School-Parent Compacts</li> <li>•Update AskTED to reflect any campus changes</li> <li>•Districts begin outreach to private schools for equitable services participation in 2025-2026</li> <li>•Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)</li> <li>•2025-2026 SC5003 Formula Grants Consolidated Schedule opens (one schedule applicable to ESSA, Perkins, &amp; IDEA-B)</li> </ul>		
<p><b>Finance -</b></p> <ul style="list-style-type: none"> <li>•Review student attendance figures as compared to prior year and budget projections</li> <li>•Check ESC Commitment System to select all services</li> <li>•Recapture payment due for districts selecting the monthly payment option</li> <li>•Indirect Cost Rate Certification due in TEAL GFFC</li> <li>•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</li> <li>•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 (<a href="https://tea.texas.gov/finance-and-grants/financial-compliance/depository-contracts-for-school-districts">https://tea.texas.gov/finance-and-grants/financial-compliance/depository-contracts-for-school-districts</a>) for TEA guidance &amp; required forms</li> <li>•Sales Tax Report for student activity fund raisers and other sales due - see here for more information <a href="https://comptroller.texas.gov/taxes/publications/94-183.php">https://comptroller.texas.gov/taxes/publications/94-183.php</a></li> <li>•Requires Board action/approval</li> <li>•Submit request for Additional State Aid for Ad Valorem Tax Credit each year for which the tax credit is due (Chapter 313), if applicable</li> <li>•Submit tax information for Tax Increment Reinvestment Zones (Chapter 311), if applicable</li> <li>•Print and review TEA SOF and Payment Ledgers for Current and Prior school years</li> <li>•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)</li> <li>•Chapter 49 districts - TEA notifies delinquent districts 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 5) 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.</li> </ul> <p><b>School Board –</b></p> <ul style="list-style-type: none"> <li>•May Elections (BBB Legal) (TEC§3.004-3.005)</li> <li>•Canvass Trustee election results (TEC§67.003A)</li> <li>•Reorganize Board of Trustees (TEC§11.061C)</li> <li>•Local orientation for new Trustees</li> <li>•Update AskTED with changes in Board membership</li> <li>•Train new Trustees in the superintendent evaluation instrument and process</li> <li>•Statement of Office and Oath of Office for all new Trustees</li> <li>•Review/amend Student Code of Conduct (TEC§37.105)</li> <li>•Discuss preliminary budget/budget workshops</li> <li>•Board discussion of property values and funding lag for July 1st FY</li> </ul>	5	6
<p><b>Special Education –</b></p> <ul style="list-style-type: none"> <li>•2025-2026 Special Education Consolidated Grant Planning Amounts Released</li> <li>•2024-2025 High-Cost Eligibility Application (Optional fund source) due to TEA late April or early May 1st</li> <li>•2025-2026 SC5003 Formula Grants Consolidated Schedule opens (one schedule application to ESSA, Perkins, &amp; IDEA-B); (must be submitted for the 2025-2026 Special Education Consolidated Grant Application (Federal) to be accessible)</li> <li>•2025-2026 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)</li> <li>•2024-2025 Special Education Consolidated Grant Application (Federal) opens in May or June</li> <li>•Begin discussions with Private non-profit locations for proportionate share services and confirm written affirmation of consultation</li> <li>•Monitor special education expenditures from the general fund to ensure on track for MCE (Maintenance of Effort) compliance</li> <li>•2024-2025 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 May 19th</li> </ul> <p><b>Texas Student Data System</b></p> <ul style="list-style-type: none"> <li>•Requires Board action/approval</li> </ul>	12	13
	19	20
	26	27
<p><b>Memorial Day</b></p>		



# MAY 2025

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

	1	2	3
			4
7	8	9	10
			11
14	15	16	17
			18
TASA Study Group			
21	22	23	24
			25
28	29	30	31

<p><b>Accountability and Assessment –</b></p> <ul style="list-style-type: none"> <li>Review preview Class of 2025 CCMR Verifier report (May/June)</li> <li>Review final graduation rate data</li> <li>STAAR EOC window opens</li> <li>Ensure that PEIMS Accountability data is accurate before summer PEIMS submission</li> <li>Industry - based certification earned during school year</li> <li>Dual Credit</li> <li>College Prep Courses</li> </ul> <p><b>Administration and Leadership –</b></p> <ul style="list-style-type: none"> <li>Review TEA Superintendent Resources &amp; Guidance and ESC-17Superintendent Resources</li> <li>Annual report to Commissioner on expulsions and AEP placements</li> <li>TEA submission: Gun-free schools report</li> <li>Review policy on benefits and holidays for non-contract staff</li> <li>Teacher/Staff Service Records annual update</li> <li>Submit ESC-17Commitment forms</li> <li>Update AskTED</li> </ul> <p><b>Career and Technical Education –</b></p> <ul style="list-style-type: none"> <li>Prepare final CTE Program report to Superintendent/School Board</li> <li>Complete &amp; Submit Perkins Grant Applicant Designation &amp; Certificate (ADC) Form (Must be done or grant app will not open)</li> <li>Review and compare 6th 6 weeks Principals and Superintendents FTE report to in-house report</li> <li>Meet with PEIMS Coordinator for changes/updates</li> <li>Update CTE Teacher Handbook (or Policies and Procedures Handbook)</li> </ul> <p><b>Charter Specific –</b></p> <ul style="list-style-type: none"> <li>Utilize the All-In-One-Form to update AskTED</li> <li>Expansion information can be found at <a href="https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers">https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers</a></li> </ul> <p><b>Federal and State Programs –</b></p> <ul style="list-style-type: none"> <li>2025-2026 ESSA Consolidated Application due by end of month if district has 12-month grant-funded employees</li> <li>ISDs finalize private school proportionate share for ESSA application submission if private schools participate in services</li> <li>Ongoing data collection for compliance reports</li> <li>2024-2025 ESSA Consolidated Grant Application amendment deadline June 3rd</li> <li>Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)</li> <li>Prepare a summary of 2025-2026 federal program estimated allocations and intended uses; follow public comment procedures for eliciting public comment</li> </ul> <p><b>Finance –</b></p> <ul style="list-style-type: none"> <li>Budget Adoption for July 1st FY</li> <li>Publish notice of public meeting to discuss budget and proposed tax rate (publish at least 10 days before meeting)</li> <li>Post 72-hour notice of meeting to discuss budget and proposed tax rate</li> <li>Hold meeting to adopt budget and proposed tax rate</li> <li>Final amendment to current year budget must be done prior to close and must be approved by the Board (June 30th FY)</li> <li>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</li> <li>Amount may be determined after year end</li> <li>Post proposed adopted tax rate that will raise more taxes for maintenance and operations than last year's tax rate if applicable</li> <li>Post on school website summary of proposed budget and a link to the budget adopted by the Board of Trustees for the previous 3 years</li> <li>Calculate state aid earned using end-of-year student data - Review student attendance figures as compared to prior year and budget projections</li> <li>TEA tax information survey</li> <li>Prepare for annual financial audit</li> <li>Run district estimate of state aid for next school year with preliminary tax roll figures</li> <li>Transportation Route Service Report due July 1st</li> <li>Requires Board action/approval</li> <li>Update all fiscal manuals: Activity Funds, Fiscal, Federal Grants, etc.</li> <li>Check Depository Contract status June 15th</li> <li>Book revenue due to or due from state based on SOF Template run using final ADA</li> <li>TEA sends email notification to applicable home districts to submit reimbursement documentation to TuitionAllotment@tea.texas.gov</li> <li>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</li> </ul> <p><b>Food and Nutrition –</b></p> <ul style="list-style-type: none"> <li>Child Nutrition Program Application Agreement renewal</li> <li>Community Eligibility Program (CEP) for the Food and Nutrition Program Application deadline is June 30th</li> <li>Food Service Management Company – new and renewal contract must be signed and submitted to TDA</li> </ul> <p><b>School Board –</b></p> <ul style="list-style-type: none"> <li>Update Trustees' contact information and terms on website</li> <li>Review preliminary staff compensation package</li> <li>Budget workshops for new FY</li> <li>Recommend student insurance carrier</li> <li>Review and amend Student Code of Conduct</li> <li>Adopt budget/public hearing for July 1st FY</li> </ul> <p><b>School Health –</b></p> <ul style="list-style-type: none"> <li>Diabetes risk assessment report due June 6th</li> <li>Hearing/Vision/Spinal status reports due June 30th</li> <li>Physical Fitness Assessment results to TEA through FitnessGram or Physical Fitness Assessment Initiative (PFAI) application due in June</li> </ul> <p><b>School Safety –</b></p> <ul style="list-style-type: none"> <li>Safety &amp; Security Committee meets once during each academic semester &amp; once during the summer (TEC§37.109)</li> <li>Safe and Supportive School Program (SSSP) Threat Assessment baseline data submitted to TEA through Qualtrics. Survey opens June 1st and is due to TEA by June 30th. (TEC§37.115)</li> <li>Gun Free Schools Report - District (PR6000) and Campus (PR6100) Reports due late June</li> <li>Bullying Report – Summer 2025 (PEIMS)</li> </ul> <p><b>Special Education –</b></p> <ul style="list-style-type: none"> <li>FY24 MOE (Maintenance of Effort) Final Compliance Review released by TEA</li> <li>2024-2025 Special Education Consolidated Grant Application (Federal) amendment deadline early June</li> <li>2025-2026 Special Education Consolidated Grant Application (Federal) opens in May or June</li> <li>2024-2025 Nonpublic Placement Notification &amp; Application closes early June for Nonpublic Day School placements by LEAs</li> <li>RDSRD revised contracts must be submitted to TEA by June 1st</li> <li>2024-2025 SC5100 Coordinated Early Intervening Services (CEIS) Data Collection Form (applicable to certain LEAs) due to TEA early June via eGrants</li> <li>EOY payment request email sent to applicable LEAs mid-June regarding IDEA-B Discretionary Residential Reimbursement for expenditures</li> <li>Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance</li> </ul> <p><b>Texas Student Data System/PEIMS –</b></p> <ul style="list-style-type: none"> <li>Summer PEIMS First Submission ESC due date for LEAs – June 5, 2025</li> <li>Summer PEIMS First Submission TEA due date for LEAs – June 20, 2025</li> <li>ES-CDS Prekindergarten Submission due date for LEAs – June 26, 2025</li> <li>Special Education Language Acquisition Submission due date for LEAs – June 26, 2025</li> </ul> <p>*Requires Board action/approval</p>	<p>2</p>	<p>3</p>
<p>9</p>	<p>10</p>	
<p>16</p>	<p>17</p>	
<p>23</p>	<p>24</p>	
<p>30</p> <p>TREA Summer Conference Round Rock</p>		<p>TREA Summer Conference Round Rock</p>

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY / SUNDAY
			1
4	5	6	7
	<div style="background-color: yellow; padding: 2px;">Summer PEIMS First Submission ESC due date for LEAs</div>		8
11	12	13	14
	<div style="border: 1px solid red; padding: 2px;">TASB Summer Leadership Institute -SA</div>	<div style="border: 1px solid red; padding: 2px;">TASB Summer Leadership Institute - SA</div>	<div style="border: 1px solid yellow; padding: 2px;">TASB Summer Leadership Institute - SA</div>
<div style="border: 1px solid blue; padding: 2px;">TEPSA Summer Conference</div>	<div style="border: 1px solid blue; padding: 2px;">TEPSA Summer Conference</div>	<div style="border: 1px solid blue; padding: 2px;">TEPSA Summer Conference</div>	15
18	19	20	21
	<p>Juneteenth</p>		<div style="border: 1px solid black; padding: 2px;">TASB Summer Leadership Ft. Worth</div>
	<div style="border: 1px solid black; padding: 2px;">TASB Summer Leadership Ft. Worth</div>	<div style="background-color: yellow; padding: 2px;">Summer PEIMS First Submission TEA due date for LEAs</div>	22
		<div style="border: 1px solid black; padding: 2px;">TASB Summer Leadership Ft. Worth</div>	<div style="border: 1px solid red; padding: 2px;">TREA Summer Conference Round Rock</div>
25	26	27	28
	<div style="background-color: yellow; padding: 2px;">Special Education Language Acquisition Submission due date for LEAs</div>		
<div style="border: 1px solid red; padding: 2px;">TREA Summer Conference Round Rock</div>	<div style="background-color: yellow; padding: 2px;">ESCDS Prekindergarten Submission due date for LEAs</div>		29

<p><b>Administration and Leadership –</b></p> <ul style="list-style-type: none"> <li>•Review TEA Superintendent Resources &amp; Guidance and ESC-17Superintendent Resources</li> <li>•Develop teacher appraisal calendar and designate second appraiser(s)</li> <li>•Review administrator appraisal calendar</li> <li>•Review student and staff handbooks</li> <li>•Pressure test natural gas piping (every 2 years) (TAC§.230(4)(A))</li> <li>•Update AskTED</li> <li>•Summer PEIMS Re-Submission deadline – Data Varies from year to year (for correction to June Submission)</li> </ul> <p><b>Career and Technical Education –</b></p> <ul style="list-style-type: none"> <li>•Join TEA CTE List Serve Go to <a href="http://miller.tea.texas.gov/list/">http://miller.tea.texas.gov/list/</a></li> <li>•Meet with PEIMS Coordinator for changes/updates</li> <li>•Submit the Nondiscrimination statement to Media outlets for publication prior to beginning of school year.</li> <li>•Plan next year's CTE program budget; prior to local board budget meeting (Close out current year's budget)</li> </ul> <p><b>Charter Specific –</b></p> <ul style="list-style-type: none"> <li>•Submit calendar through TEAL, Charter School Tracking System (CSTS) application</li> <li>•Expansion information can be found at <a href="https://tea.texas.gov/texas-schools/texas-schools-charter-schools-charter-school-amendments-and-waivers">https://tea.texas.gov/texas-schools/texas-schools-charter-schools-charter-school-amendments-and-waivers</a></li> <li>•Utilize the All-in-One-Form to update AskTED</li> </ul> <p><b>Federal and State Programs –</b></p> <ul style="list-style-type: none"> <li>•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 2023-2024 school year: SCE program evaluations, specific campus CIP and DIP plans. Reference FASRG, Module 6 for specifics</li> <li>•Review/update/train district policies and procedures per EDGAR as applicable</li> <li>•Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)</li> </ul> <p><b>Finance –</b></p> <ul style="list-style-type: none"> <li>•Prepare for annual financial audit July 1st FY</li> <li>•Certified Taxable Values due from CAD(s)</li> <li>•Review student attendance figures as compared to prior year and budget projections</li> <li>•Run district estimate of state aid for next school year with certified tax roll</li> <li>•TEA tax information survey open – due August 31st</li> <li>•Register for Investment Officer training (TEC§45.209)</li> <li>•Set up next year's federal programs budgets; match finance budgets to grant budget worksheet</li> </ul> <p><b>School Board –</b></p> <ul style="list-style-type: none"> <li>•Discuss preliminary budget/budget workshops for September 1st FY</li> <li>•Review Truth &amp; Taxation Handbook for Texas Comptroller's Office with business manager</li> <li>•Schedule Board budget meeting(s) for September 1st FY</li> <li>•Recommend student insurance carrier</li> <li>•Board discussion of property values and funding lag for July 1st FY</li> <li>•Approve ESC-17Commitment forms</li> </ul> <p><b>Special Education –</b></p> <ul style="list-style-type: none"> <li>•2025-2026 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)</li> <li>•2024-2025 Nonpublic Placement Notification &amp; Application closes early July for Nonpublic Residential placements by LEAs</li> <li>•Deadline for eligible LEAs to submit EOY Payment Request for IDEA-B Discretionary Residential Reimbursement (Optional fund source) – Typically mid-July</li> <li>•Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance</li> <li>•Requires Board action/approval</li> </ul> <p><b>Texas Student Data System/PEIMS –</b></p> <ul style="list-style-type: none"> <li>•PEIMS Summer Resubmission ESC due date for LEAs – July 10, 2025</li> <li>•PEIMS Summer Resubmission TEA due date for LEAs – July 17, 2025</li> <li>•RF Tracker Submission due date for LEAs – July 17, 2025</li> <li>•Child Find Submission due date for LEAs – July 31, 2025</li> </ul> <p>*Requires Board action/approval</p>	<p>7</p>	<p>1</p> <p>8</p>
	<p>14</p>	<p>15</p>
	<p>21</p>	<p>22</p>
	<p>28</p>	<p>29</p> <p>TEKS Resource System Conference</p>

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

2	3	4 Independence Day	5
9	10 PEIMS Summer Resubmission ESC due date for LEAs	11	6
16	17 PEIMS Summer Resubmission TEA due date for LEAs RF Tracker Submission due date for LEAs	18	12 13
23	24	25	19 20
30 TEKS Resource System Conference	31 Child Find Submission due date for LEAs TEKS Resource System Conference		26 27

# AUGUST 2025

MONTHLY REMINDERS

MONDAY

TUESDAY

	4	5
	11	12
	18	19
	25	26

# AUGUST 2025

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

		1	2
			3
6	7	8	9
			10
13	14	15	16
	PEIMS Extended Year First Submission ESC due date for LEAs (2024-2025)		17
20	21	22	23
			24
27	28	29	30
	PEIMS Extended Year First Submission TEA due date for LEAs (2024-2025)		31







# 2024-2025 District Holidays

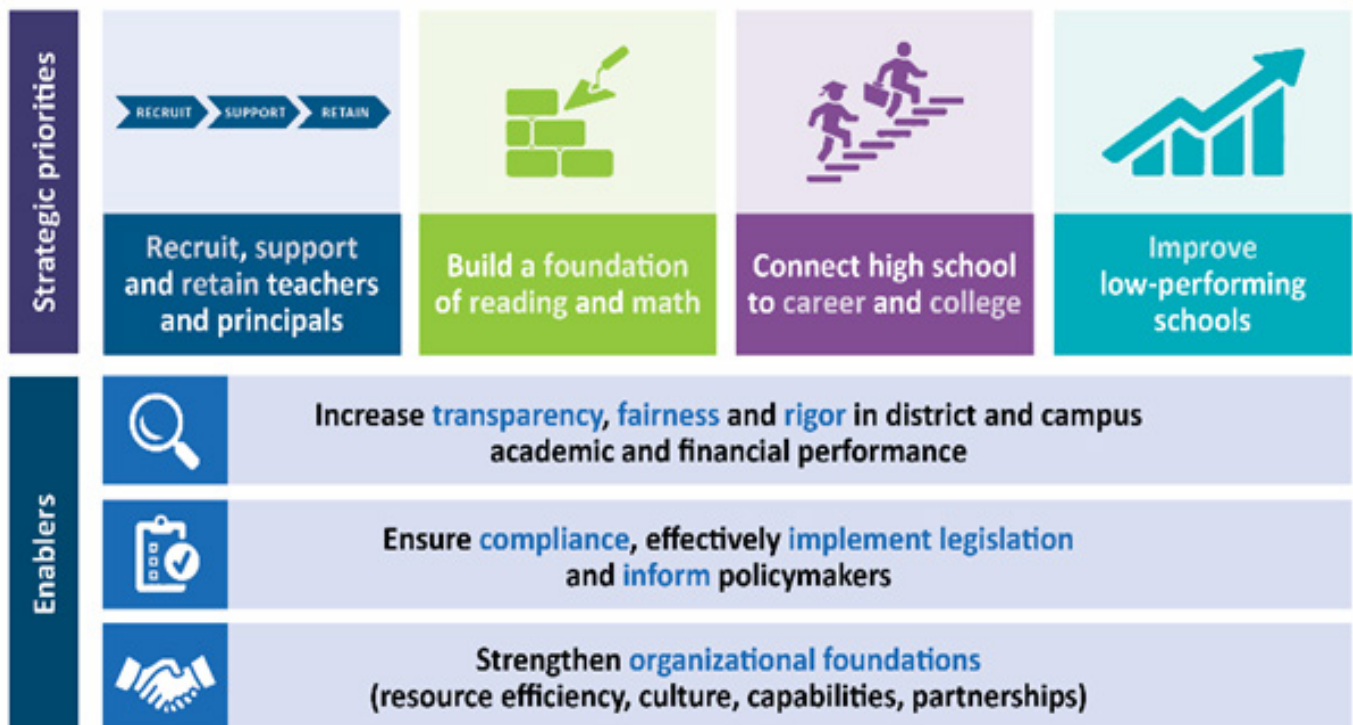
(\*indicates 4 day school week)

District	1st day	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	Last day	SD/Wk
*Abernathy	14	2		11, 25-29	20-31	1-3, 20	17	17-21	21	26	22	8/5-13,10/14,1/6,5/23
Amherst	14	2	11, 14	25-29	24-31	1-3, 20	17	10-14	18, 21	2, 26	15	8/2,5,9,1/17
Anton	14	2	14,21	25-29	23-31	1-3,20	10	10-14	18		21	8/5-13,9/23,11/4,1/7,2/17,4/4
Borden County	14	2		22-29	23-31	1-10		10-14			20	8/5-9,28,11/2,1/22,4/12,5/24
Brownfield	14	2	11	4,25-29	23-31	1-3,20	10,17	10-17,21	18,21	9,26	22	8/5-13,9/610/14,1/6,2/7,
Cotton Center	14	2	11,14	27-29	20-31	1-6,20	14	10-14	21	26	15	8/5-7
Crosbyton	14	2	14	25-29	20-31	1-3,20	17	17-21	18,21	19	15	7/30-31,8/1-13,9/23,11/4,1/6,5/16
Dawson	14	2	28	25-29	20-31	1-3	17	10-14	18		19	8/7-13,9/23,10/14,11/4,1/6,3/21,5/12,13
Denver City	14	2		27-29	6,23-31	1-3	14	17-21	18,21		15	8/7-13,10/21,1/6,3/24
Floydada	14	2	14	25-29	23-31	1-3,20	10,17	17-21	18,21		14	8/5-13,1/6,7
Frenship	14	2		25-29	23-31	1-3,20		17-21	18,21	23,27	22	8/5-13,9/23,10/14,11/4,25-26,1/6-7,2/17,3/31
*Guthrie	13	2,27	14	25-29	23-31	1-3,17		17-21			15	8/6-12,11/4,12/6,1/6,2/14,5/14
Hale Center	13	2,15	14	4,25-29	23-31	1-3,20	10,17	17-21	18,21		15	8/5-12,10/11,1/6-7,3/14,5/16
Idalou	14	2	14	25-29	23-21	1-3	14	10-14	18		15	8/23,11/4,1/6,20,2/17,3/17
Jayton-Girard	14	2	14	27-29	20-31	1-3,6	17	10-14	18,21		22	8/6-8,9/23, 10/14,12/20-24, 1/6,27
Klondike	12	2	14	25-29	16-31	1-5,10	17	7,10-14	11,18,21	2,9,15	15	8/5-8,5/16
Lamesa	13	2	7,8	25-29	23-31	1-3,20	17	17-21	18,21		23	8/5-12,10/9, 1/6,2/10,
Levelland	15	2		27-29	23-31	1-3	17	17-21	18	26	16	8/5-12,9/27,11/1,12/2, 2/14,3/24,
Littlefield	21	2	14	11,25-29	23-31	1-6,20	17	17-21	18,21	26	22	8/5-16,
*Lockney	13	2		25-29	23-31	1-3		17-21			15	8/1-9, 9/23,11/4,1/6,2/17,4/17
*Loop	14	2	14	25-29	20-31	1-3		10-14	18-21		16	8/1-9,9/20,11/1,1/6,2/14,3/21,4/4,5/19-23
Lorenzo	14	2	14-16	25-29	23-31	1-3,20	17	17-21	18,21	26	22	8/5-13/2024,10/11,1/6-7/2025
Lubbock	14	2		4,5,28,29	23-31	1-3,20		17-21	18,21		23	8/513,9/23,10/14,11/25-27,1/6-7,2/17,3/24
Lubbock-Cooper	14	2	14	25-29	23-31	1-3,20	17	17-21	18,21	26,27	22	8/5,7-13,9/27,11/1,4,1/6,2/14,3/24,5/23
*Meadow	13	2		25-29	19-31	1-5		10-14	18	5,12	22	8/1-8,9/9,10/14,11/4,12/20,1/20,2/24,3/21,4/28,5/23
*Morton	12	2		11,25-29	23-31	1-3		17-21	18	26	23	8/1-9,9/20,11/1,2/28
*Motley County	13	2		25-29	23-31	1-3		10-14	21	16	22	8/5-9,9/23,11/4,12/20,1/6,2/7,5/23
Muleshoe	14	2	14	25-29	23-31	1-3,17	17	17-21	4/18-21	26	21	8/5-13,5/23-23
New Deal	14	2	4,7	25-29	23-31	1-6,20	17	17-21	21		22	8/5-13,9/23,11/4,1/7,2/14,4/7,5/23
New Home	21	2	14	25-29	20-31	1-3,17,20		17-21	18		21	8/15-16,19-20,1/6,2/17
*O'Donnell	13	2		26-29	23-31	1-3		17-21	18	5	22	8/12,9/23,10/14,11/4,1/6,2/17,3/31,5/12
Olton	14	2	3,4	25-29	23-31	1-3	10	10-14	18	9,16	22	8/7-13,11/4,1/7,16,3/28,5/23
*Paducah	12	2	14	25-29	23-31	1-3,10-12,20		10-14	18	9	22	8/5-9,9/27,1/6,2/14,4/4
*Patton Springs	12	2		20-22	23-31	1-2		10-14	21		22	8/5-8
Petersburg	14	2		25-29	23-31	1-3,20		17-21	18,21		15	8/5-13,9/23,11/4,1/6,2/17,5/16
Plains	14	2	4,7	25-29	23-31	1-3,17	14,17	17-21	18,21		22	8/5-9,13,9/23,11/1,1/6
Plainview	13	2	14-18	25-29	23-31	1-3,20	17-21	17-21		26	30	8/5-9,9/23,10/21,1/6,5/12
*Post	12	2		25-29	23-31	1-3		10-14		26	15	8/2-9,9/27,11/8,1/6,2/21
Rolls	14	2	14	25-29	23-31	1-3,20	17	17-21	18,21	26	22	8/5-13,9/23,11/4,1/6,2/18,5/23

# 2024-2025 DISTRICT HOLIDAYS

District	1st Day	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Last day	SD/WKDAY
Roosevelt	14	2	28	27-29	23-31	1-3		17-21	18-21	16	22	8/5-13,11/25-26,12/12,1/6,20,2/17,5/23
Ropes	14	2		25-29	23-31	1-3		17-21	18		15	8/5-13,9/23,11/4,12/4,1/6,2/17,4/7,5/16
Sands	14	2	4,14	25-29	23-31	1-3	17	17-21	18		15	8/1-13/16,5/16
Seagraves	15	2		25-29	23-31	1-3		17-21	18	26	16	8/5-14,9/23,10/14,11/4,,1/6,2/17,4/7,5/19,23
Seminole	14	2	4,7	25-29	23-31	1-6	10	10-14	18,21	26	23	8/7-13,9/16,11/4,1/7,20,5/9
Shallowater	19	2		25-29	23-31	1-3,20	17	17-21	18,21		22	8/7-16,9/30,10/14,1/6,2/14,5/23
*Slaton	13			26-29	23-31	1-3		14-21	18		21	8/1-12,9/9,23,10/21,1/6,2/3,5/22
Smyer	14	2	4-7	25-2	20-31	1-3,16-17	10	17-21	18,21		22	8/6-13,9/23,1/6,2/17,
Southland	14	2		27-29	20-31	1-3,20	17	17-21	18	26	16	8/1-13,9/23,1/6,3/31,4/21
*Springlake-Earth	13			25-29	23-31	1-3		10-14			22	9/23,11/4,1/7,2/24,
*Spur	13	2		25-29	23-31	1-3		10-14			22	8/5-12,9/23,11/4,1-6,2/14,4/4,5/23
Sudan	13	2		25-29	23-31	1-2,20		17-21	18		22	6/3-6,8/1-9,9/23,12/19,12/20,1/3,1/6,2/17,5/23
Sundown	13	2	14	11,25-29	23-31	1-3,20	17	17-21	18		16	8/1-12
*Tahoka	13	2		25-29	23-31	1-3	17	7-14			26	8/5-12,9/27,10/14,11/11,12/9,1/26,2/24,3/24,5/16
*Wellman-Union	14	2	17	25-29	20-31	1-3		10-14			16	8/5-13,9/23,10/21,11/15,1/6,2/14,3/21
Whiteface	14	2	14	25-29	23-31	1-3,20	17	17-21	18,21		23	8/5-13,9/23,11/4,1/6,2/14,4/7
Whitharral	14	2	14,25	12,25-29	20-31	1-6	17	17-21	21		16	8/5-13,1/6
*Wilson	12	2		11,25-29	23-31	1-3		10-14			22	8/5-9,

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



**2024–2025 STUDENT ASSESSMENT TESTING CALENDAR**

**2024 Assessments**

Test Dates	STAAR
Dec 3–Dec 13*	Algebra I English I English II Biology U.S. History
Dec 13 (Fri)	Make-up sessions for tests scheduled to be administered Dec 3–13, 2024, must be completed by the end of this day.

**2025 Assessments**

Test Dates	NAEP (selected sample)
Assessment Window Late Jan–Early Mar	Long-term Trend
Test Dates	TELPAS
Assessment Window Feb 17–Mar 28	TELPAS Grades K–12 Listening, Speaking, Reading, and Writing
Test Dates	TELPAS Alternate
Assessment Window Feb 17–Mar 28	TELPAS Alternate Grades 2–12 Listening, Speaking, Reading, and Writing
Test Dates	STAAR Alternate 2
Preview Window Mar 3–Apr 18	Test administrators may <b>only</b> 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 17–Apr 18	STAAR Alternate 2 Grades 3–8 and EOC Assessments

**2025 Assessments**

Test Dates	STAAR
Apr 8–Apr 18*	Grades 3–8 Reading Language Arts English I English II
Apr 18 (Fri)	Make-up sessions for tests scheduled to be administered Apr 8–18, 2025, must be completed by the end of this day.
Apr 15–Apr 25*	Grade 5 Science Grade 8 Science Grade 8 Social Studies Biology U.S. History
Apr 25 (Fri)	Make-up sessions for tests scheduled to be administered Apr 15–25, 2025, must be completed by the end of this day.
Apr 22–May 2*	Grades 3–8 Mathematics Algebra I
May 2 (Fri)	Make-up sessions for tests scheduled to be administered Apr 22–May 2, 2025, must be completed by the end of this day.
Test Dates	STAAR
Jun 17–Jun 27*^	Algebra I English I English II Biology U.S. History
Jun 27 (Fri)	Make-up sessions for tests scheduled to be administered Jun 17–27, 2025, 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 16, 2025.

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# 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 I4 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 I4 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.fsr.gov](http://www.fsr.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)

- 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

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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](http://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.





Training/Professional Development in Statute

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	N
Administrator appraiser training	TAC, §150.1024 (b) TAC, §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.	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 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.	Training may not be online.	X			
Bilingual Education/ ESL	TAC, §89.1245 (d)(e)(f); TEC, §81.303	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.	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			
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.	Training must be from an approved provider and must include 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)	Teachers who screen and treat students with dyslexia and related disorders	Training on instructional strategies described in the "Dyslexia Handbook: Procedures Concerning Dyslexia and Related Disorders"	X			
English Language Proficiency Assessments	TEC, §29.056(b)	Professionals or paraprofessionals who administer English language proficiency tests.	Training required by the test publisher.	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, cardiopulmonary resuscitation, 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 <a href="https://www.dshs.texas.gov/uploadedFiles/Content/Prevention_and_Preparedness/schoolhealth/SHAC/Guidelines-Food%20Allergy-Find.pdf">https://www.dshs.texas.gov/uploadedFiles/Content/Prevention_and_Preparedness/schoolhealth/SHAC/Guidelines-Food%20Allergy-Find.pdf</a>	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			

A Guide to statutory professional development/training for Texas public school employees

Training/Professional Development in Statute

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	N
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 MSDSs, 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.	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) (e)	Educators who work primarily outside of special education and do not possess the knowledge and skills necessary to implement IEPs.	Training based on scientifically based research as defined by Section 9101, NCLB Act of 2001. May include what is permissible under law regarding prayer in public school.	X			
Investment Training	Texas Government Code, Title 10, Subtitle F, Chapter 2256, Subchapter A, §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 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			
Language Proficiency Assessment Committee	TAC, §89.1220(a),(f)	Members of the Language Proficiency Assessment Committee(s), including parents.	District must have a policy of file that provides for the selection, appointment and training of LPAC members.	X			
Literacy Achievement Academies	TEC, §21.4552	Teachers who provide reading instruction to students in kindergarten and grades 1-3.	Training in effective and systematic instructional practices in reading, including phonemic awareness, phonics, fluency, vocabulary, and comprehension.			X	
Mathematics Achievement Academies	TEC, §21.4553	Teachers who provide mathematics instruction to students in kindergarten or grades 1-3.	Training in effective and systematic instructional practices in mathematics, including problem solving, the place value system, whole number operations, and fractions.			X	
Mentor Training	TEC, §21.458(b)(1)(2); TAC, §153.1011(b)(6) and (c)(2), (c)(3)	Administrators and mentor teachers for classroom teachers with less than two years teaching experience	Research-based mentor and induction training program. 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; 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	Training in responding to an emergency. Document type of training, number of employees trained, and person conducting the training.	X			
Nature Science Curriculum Project	TEC, §28.013 (d)	Classroom teachers and state park employees	Staff development course in implementing the curriculum provided by the T-STEM Center at Texas Tech University and the South Llano River State Park. Curriculum available over the Texas Tech website.			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.	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.	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 (h)(2);(i)	DAEP staff	Must target prevention and intervention. Annual requirement.	X			
Reading Academy	TEC, Chapter 21, Section 21.4551 (b)(3)(c)(d)	Teachers of 6th, 7th, or 8th grade reading, math, science, or social studies at an academically unacceptable campus on the basis of student reading performance	Teachers other than those at unacceptable campuses may attend based on criteria adopted by the Commissioner.	X		X	

Training/Professional Development in Statute

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	N
Reading-to-learn Academies	TEC, §21.4554	Teachers who provide reading comprehension instruction to students in 4th or 5th grades.	Effective instructional practices that promote student development of reading comprehension and inferential and critical thinking.			X	
Reporting Child Abuse and Neglect/Sexual Abuse of Children	TAC, §61.1051 (c) (d); TEC, §38.0041 (b) (1); §38.0041 (c) (1)	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.	X			
School board member training and orientation	TEC, §11.159; TAC, §61.1; Human Resources Code 42.002.	Any interested person including current and prospective board members in the orientation. Board members and superintendent in team building	Training is to be offered 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. Training must include three hours on evaluating student academic performance and one hour on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children.	X			
School bus emergency evacuation	TEC, §34.0021(a) and (b)	Students and teachers	Districts are encouraged to conduct school bus emergency evacuation training session in the fall of the school year; a portion of the session occurs on a school bus; and, the session lasts for at least one hour.		X		
School District Peace Officer Training Curriculum	TEC, §37.0812 Occupations Code, §1701.262 and §1701.263	School district peace officers commissioned by a district with an enrollment of 30,000 or more students or school resource officers that provide law enforcement in the district.	Must complete the education and training program required by the Occupations Code within 120 days of being commissioned or placement.	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	Health and Safety Code, §161.325 (a-1)(5); (b); (c) TEC, §21.451 (d)(3); (d-1); (d-2)	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			
Texas Literacy Achievement Academy	TEC §28.0062; §TEC 21.4552	Classroom teachers in grades K-3 and principals of campuses with grades K, 1, 2, and/or 3.	The Texas Literacy Achievement Academy has been around for several years but HB3 of the 86 Legislative Session mandated this training for the audience listed by 2021-2022.	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(c)	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 trainer	Must receive and maintain certification. School districts to make training available to employees and volunteers annually.	X			
Use of restraint	TAC, §89.1053 (d)	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. Several topics that may be a part of the district staff development offerings are listed including technology, conflict resolution, discipline strategies, responding to reported incidents of bullying, and digital learning. 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 2019 Legislative session added many requirements regarding mental health issues including grief and trauma to the continuing education requirements.
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.

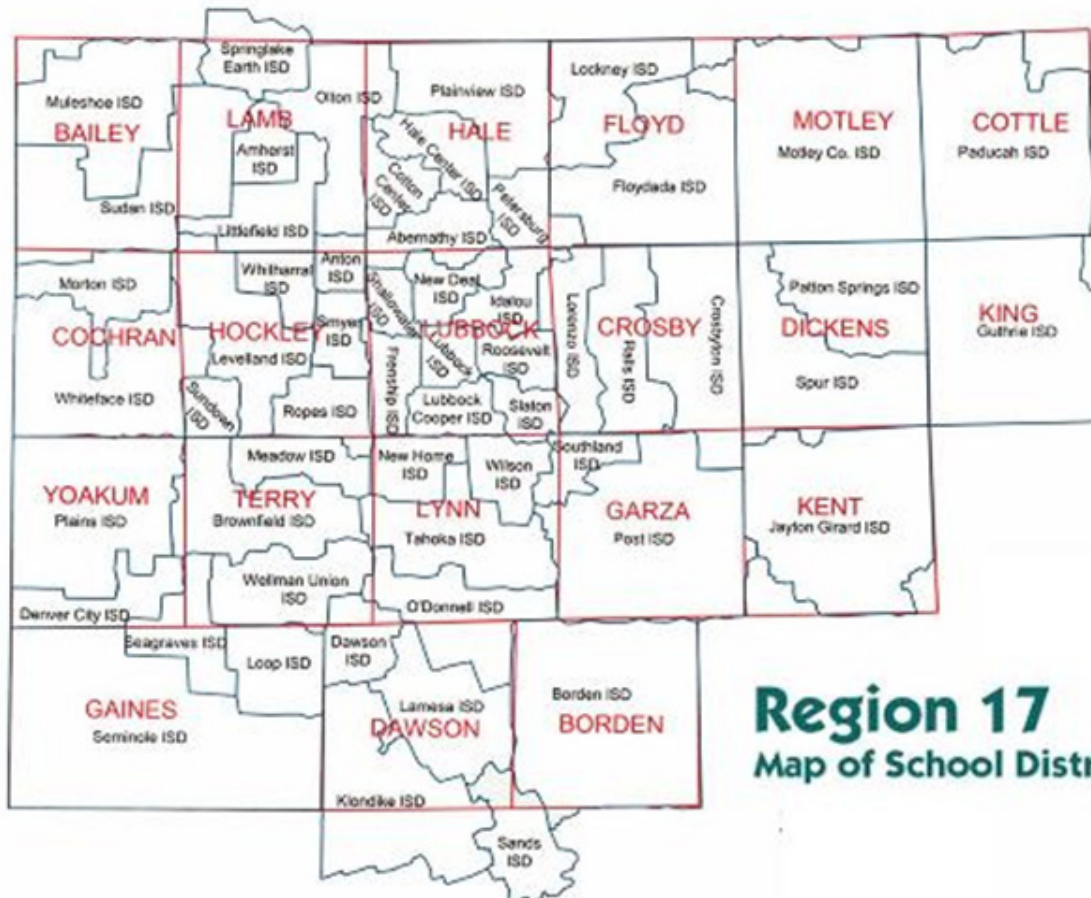
# School Districts and Charter Schools Served

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

## 2020-2021 Products/Services Directory

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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](mailto: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](mailto:lcowan@esc17.net).

For Region 17 A to Z Index please click the link, [www.esc17.net/page/admin.atoz](http://www.esc17.net/page/admin.atoz)

# Region 17

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