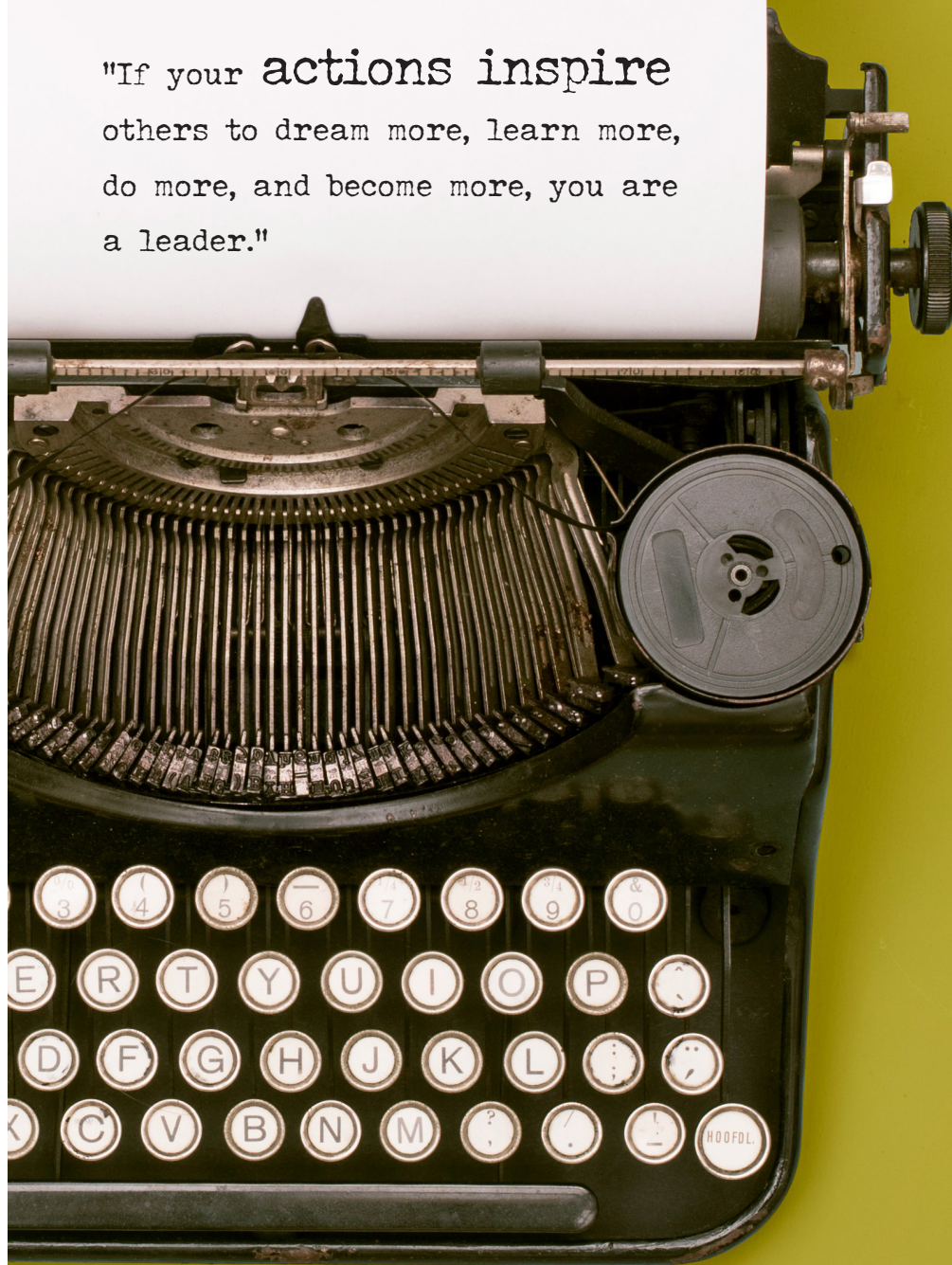




"Great leaders **harness** personal courage, **capture** the hearts and minds of others and **empower** new leaders to make the world a better place."

"If your **actions inspire** others to dream more, learn more, do more, and become more, you are a leader."

Superintendent Calendar 2024-2025



THIS PLANNER BELONGS TO

AUGUST 2024 MONTHLY REMINDERS

Monthly reminders reflect information available as of July 12, 2024.

Accountability and Assessment

- Post most current accountability ratings, accreditation status, and distinction designations, Texas Academic Performance Report (TAPR) & SchoolReport Card (SRC) on website by 10th day of the school year (TEC§39.362) / Requirement for Posting of Performance FAQ
- 2023-2024 Texas Assessment Calendar of Events (COE) deadline for districts to report state assessment results to local board of trustees is September 30th
- Update AskTED (ensure Superintendent, Principal(s), and Testing Coordinator are correct)
- 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)
- 2024 Accountability Ratings and Unmasked Reports and Data Tables released in TEAL (TEC§39.362)
- 2024 Accountability Ratings and Masked District and Campus Data released publicly on TEA website (txschools.gov)
- Accountability Appeals Registration window opens in TEAL
- Preliminary Public Education Grant (PEG) List for 2025-2026 school year posted (TEC§29.201-29.205)

Administration and Leadership

- Comprehensive review of all AskTED contacts (be sure you have no blanks)
- Review TEA Superintendent Resources & Guidance and ESC-16 Superintendent Resources
- Review inclement weather and safety protocols with administrative team
- Hold district/campus SBDM Committee elections (TEC§11.251(b))
- Distribute/publish Notification of Parents' Rights (TEC§26.001)
- Distribute copies of TEC§37 and local discipline policies to professional staff before start of school (TEC§37.018)
- Review/amend Student Code of Conduct and post on website
- Establish at least one Parent-Teacher Organization at each school (TEC§26.001(e))
- Review sexual harassment procedures with staff and students
- Evaluate district's decision-making and planning policies every two years (TEC§11.252(4)(d))
- Cybersecurity training certification submission deadline August 31st
- 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.

Career and Technical Education

- Publish Annual Public Notification of Nondiscrimination in Career Technology Education Programs
- Verify CTE Teacher certifications and teacher assignments (PEIMS)
- Continue working on Perkins TEAL
- Review CCMR Data Tracker
- Setup Advisory Meetings for Fall 2024

Charter Specific

- Update website to ensure required postings are posted
- Charter School Waitlist TSDS ready to load data to IODS August 5th
- Submit calendar through TEAL, Charter School Tracking System (CSTS) application
- Expansion information can be found at <https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers>
- Post Charter Superintendent/CEO salary and Board Members on website
- Utilize the All-In-One-Form to update AskTED, including all required positions

Federal and State Programs

- ESSA Consolidated Compliance Report for 2023-2024 due September 30th
- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- 2024-2025 ESSA Consolidated Application, due September 3rd, for LEAs without 12-month grant funded employees

Finance

- Budget Adoption for September 1st FY
 - Post 72-hour notice of meeting to discuss budget and proposed tax rate
 - *Final amendment to current year budget must be done prior to close & must be approved by the Board (August 31st FY)
 - *Hold meeting to adopt budget and proposed tax rate on or before August 31st
 - Prepare final budget amendments for prior year
 - Check date for districts planning a Voter Approved Tax Rate Election (VATRE) to publish Notice of Public Meeting to Discuss Budget and Proposed Tax Rate
 - Post on website adopted tax rate that will raise more taxes for maintenance & operations than last year's tax rate (if applicable)
 - Post on website summary of proposed budget and link to budget adopted by Board for the last 3 years
 - Publish Notice of Public Meeting to Discuss Budget & Proposed Tax Rate (Texas Comptroller's Form 50-280), if not conducting a VATRE rate (Publish at least 10 days before meeting not more than 30) - deadline August 21st
- To order a November election: a district must adopt its budget and tax rate before ordering an election - deadline August 22nd (78th day before Election Day)
- TEA Tax Information Survey (TIS) due in TEAL FSP System - report current year actual tax collections used near final settle-up process open - due August 31st
- I&S Bond Payments Check Date (Normally by August 15th)
- Chapter 49 (Recapture) Payment Due to TEA by August 15th
- Confirm district is meeting IDEA-B MOE, ESSA MOE and spending by special allotment/PIC before submitting file to auditor
- Chapter 49 districts - Total recapture payment due from districts with excess local revenue that elected to pay for attendance credit purchased in one lump-sum payment to the state (Option 3) and/or to the partner districts(s) (Option 4)

Food and Nutrition

- Distribute/Process Food and Nutrition Household Income applications (if applicable)
- Food Service Management Contract Review Form to complete once per semester

School Board

- *Hold public hearing/Adopt budget for September 1st FY
- *Approve health insurance rates (as appropriate)
- Plan annual teambuilding and complete Bi-annual SB 1566 (2022) (Evaluating and Improving Student Outcomes (EISO))
- *Order Trustee election & post notice for November election
- *MOU with juvenile board for districts in counties over 125,000 by September 1st (TEC§37.010(a))
- *Adopt Student Code of Conduct
- *Adopt district/campus improvement plan
- *Establish/approve Local School Health Advisory Council (SHAC) (TEC§28.004)
- Schedule Trustee candidate workshop (optional)

School Safety

- Review membership District Safety & Security Committee (TEC§37.109)
- Safety & Security Committee members (new) complete Psychological First Aid training (TEC§37.108(f)(6)(C)(i))
- Review requirements of all Safety and Security Agreements as per Emergency Operations Plans to ensure effective dates are applicable. Memorandum of understanding (MOU) or mutual aid agreements must be submitted to TxSSC upon request (TEC §37.212(d)).
- Plan Safety & Security Committee meetings for each academic semester & once during the summer (TEC§37.109) Maintain supporting documentation. Ensure Committee members have had 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.
- Ensure the EOP is reviewed annually and includes considerations for Special Populations (TEC§37.1086) and notation of compliance with the Emergency Response Map and Walk-through in EOP (TEC§37.108)
- 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)
 - Verify threat assessment team and complete threat assessment training (TEC§37.115)
 - Review policies and procedures for the teams (TEC§37.115)
 - 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))
 - Review the procedure to maintain material and records of a threat assessment conducted on a student until the student's 24th birthday (TEC§37.115(j-1))

AUGUST EVENTS

AUGUST 2024

30 Regional Advisory Council/Board of Directors Joint Meeting

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NEXT STEPS

- 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 (a), TEC§25.036 (c))
- Review process for maintaining threat assessment data for reporting (TEC§37.115)
- Verify district communications technology & infrastructure allow communication during an emergency (TEC§37.108)
- Provide all employees, including substitutes training in response to an emergency (TEC§37.108)
- Verify district employees, and substitutes, have classroom telephone access to allow immediate contact with district emergency services or emergency services agencies (TEC§37.108)
- 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.
- Review Traumatic Injury Response Protocol preparations (TEC§38.030)
 - Inventory bleeding control stations
 - Review expiration dates for bleed control kits
 - Develop an annual training schedule for the use of bleeding control station:
 - School district peace officer, school resource officers, or school security personnel
 - School personnel who may be reasonably expected to use
 - Offer instruction to students enrolled at the campus in grade seven or higher
- Develop schedule for mandatory school drills exercises (TEC§37.114)◦ Fire Drills: required 2 per semester if no guidance is provided by your local fire marshal (TEC§37.114)
 - Secure Drill: 1 per school year
 - Lockdown Drill: 2 per school year (one per semester)
 - Evacuation Drill: 1 per school year
 - Shelter-in-Place Drill (for either Severe Weather or Hazmat): 1 per school year
- Ensure that the semi-annual safety standard maintenance checklist (REF: Chapter 61: Commissioner's Rules §61.1031(d)(3)) is complete
 - Certify LEA is fully compliant with Chapter 61. Commissioner's Rules Concerning School Facilities.
- Ensure that the LEA Superintendent or designee attends the semi-annual school safety sheriff meeting.
- Ensure weekly door logs are being maintained.
- 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. (THSC§779.003)

- 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 & chief operating officers of open-enrollment charterschools are required to certify annually that the district or charter school has complied with (TEC§22.085)
- 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)
- Maintain/replenish Personal Protection Equipment (PPE) inventory•Provide updated school safety emergency contact information to ESC-16 School Safety Consultant (see contact above)

Special Education

- 2023-2024 State Performance Plan (SPPI) 7 & 13 submission window closes August 9th
- 2024-2025 Special Education Consolidated Applicant Designation Form (ADC) (State) due August 15th (Applicable to RDSPD Fiscal Agents Only)
- 2024-2025 Special Education Consolidated Grant Application (State) due August 15th (Applicable to RDSPD Fiscal Agents Only)
- 2023-2024 Non-Ed Funds (Optional funds): Last day for expenditures is August 31st
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- RF Tracker data available to customers on August 1st (2023-2024)
- ECDS - KG: TSDS ready to load data to IODS on August 5th
- ECDS - PK: TSDS ready to load data to IODS on August 5th
- RTF Collection: TSDS ready to load data to IODS on August 5th
- PEIMS Fall Submission: TSDS PEIMS ready to load data to IODS on August 5th
- SPPI-14 Collection: TSDS ready to load data to IODS on August 5th
- Class Roster Collection: TSDS ready to load data to IODS on August 5th
- SELA: TSDS ready to load data to IODS on August 5th
- Charter School Waitlist: TSDS ready to load data to IODS on August 5th
- Child Find Collection: TSDS ready to load data to IODS on August 5th
- Child Find data available to customers on August 8th (2023-2024)
- PEIMS Extended Year first submission ESC due date for LEAs and ESCs is August 22nd (2023-2024)
- PEIMS Extended Year first submission due date for LEAs is August 29th (2023-2024)

Transportation

- Bus Accident Reporting System survey due by August 31st

SEPTEMBER 2024 MONTHLY REMINDERS

Monthly reminders reflect information available as of July 12, 2024.

Accountability and Assessment

Review school improvement training calendar and register for a session if identified for School Improvement once ratings are released

District Testing Coordinator attend required annual DTC training at ESC-16 (September 25th - Virtual, the first of two options for training) OR(October 4th - In-person, the second of two options for training)

Accountability Appeals deadline

Administration and Leadership

- Review TEA Superintendent Resources & Guidance and ESC-16 Superintendent Resources
- Designate Appropriate Coordinators per code (i.e. Title IX, Migrant, Homeless, Sexual Harassment, 504, etc.)•Notify all students and employees of the name, office address, phone number of Title IX designee
- Review public information processes, procedures, and posting
- Review 504 procedures
- Identify date for renewal of teacher contracts
- Prepare Board training calendar
- Prepare report of Trustee training hours prior to November elections with postings as required (TEC§11.159) – Publicly report October meeting
- Recommend technology and instructional materials allotment (TIMA) selections
- 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.
- Update AskTED

Career and Technical Education

- 2024-2025 SC5003 Formula Grant Consolidated Schedule (one schedule applicable to ESSA, Perkins, and IDEA-B) due September 1st
- 2024-2025 Perkins Formula Grant application, budget and performance measures due September 1st
- Review and meet with CTE about CTSOs to ensure that they have their school charter with the school
- Complete collection of Career Prep and Practicum training plans were applicable
- Review Practicum training plans (15-day requirement) and signed training agreement from Career Prep and Practicum teachers

Charter Specific

- Bank Depository Contract due to TEA – December 1st
- Verify web posting requirements
- 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
- New Charter Schools: SC5050 requirements (contact Alexis Gutierrez for more information)
- Charter School Waitlist snapshot date on September 27th
- Charter School Waitlist ready for users to complete on September 27th
- Utilize the All-In-One-Form to update AskTED

Federal and State Programs

- 2024-2025 ESSA Consolidated Application due September 3rd if submitting for districts without 12-month grant funded employees
- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251)(ESSA, 1112, 1114)
- Prepare & upload in ESSA Smartsheets PNP Affirmations & Equitable Services worksheets for districts participating private schools September 30th
- 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
- Submit 2023-2024 ESSA Consolidated Compliance reports through eGrants by September 30th
- Review ESSER III ARP to ensure the LEA is on track to expend the full allocation by September 30th, including the 20% set-aside for learning loss
- Deadline to sign contracts for any ESSER contracted service to be provided during the liquidation extension period.

Finance

- Prepare for annual financial audit September 1st FY
- Distribute tax statements
- Calculate State Aid using end-of-first-six-weeks student data
- Review student attendance figures as compared to prior year and budget projections
- Review Investment Policies (annual)
- Register for Investment Officer training (TEC§45.209)
- Access and review the LEA's Final FIRST Ratings/Charter FIRST; Prepare working calendar to schedule the publication and public hearing
- All TRS RP reports for the entire fiscal year must be at a "Complete" status. Failure to bring your RP report to a "Complete" status by the deadline may result in incorrect annual statements for your employees
- Chapter 49 districts - District Intent/Choice Selection must be submitted by September 1st, online in the FSP System. No board approval required. The form must be submitted for your district to proceed with its tax rate adoption for the fiscal year
- *The Agreement for the Purchase of Attendance Credit (Netting Chapter 48 Funding) contract must be submitted by September 1st, If not netting, the agreement is due January 13th. Specific board meeting minutes language required. Submit online in the TEAL - FSP System

School Board

- Board candidate workshop (optional)
- Ensure election judge(s) and clerks(s) are trained for November election (TEC§32.113)
- Report Trustee training hours at Board meeting prior to elections
- *Adopt district/campus improvement plan
- *Approve Independent Audit Report

School Safety

- The current three-year safety & 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.
- The current three-year safety & 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
- 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)
 - The policy must address:
 - increasing staff and parent awareness of trauma-informed care; and
 - implementation of trauma-informed practices and care by district and campus staff; and
 - available counseling options for students affected by trauma or grief
- Emergency Operations Plans & Annexes – Emailed information regarding EOP documents for 2024-2025 review cycle sent to superintendents
- Persistently Dangerous Schools & Criminal Incidents – Title VIII, School Choice Option – PR6200
 - Available: July – Due: September
- ISD Police Department should ensure all officers have met the TCOLE Training hours requirement Special Education

SEPTEMBER EVENTS

- 13-16 Fall Superintendent Retreat
- 27-29 TASA/TASB Convention – San Antonio

SEPTEMBER 2024

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

NEXT STEPS

Special Education

- 2024-2025 SC5003 Formula Grants Consolidated Schedule (one schedule applicable to ESSA, Perkins, & IDEA-B) due September 3rd•2024-2025 Special Education Consolidated Applicant Designation Form (ADC)(Federal) due September 3rd
- 2024-2025 Special Education Consolidated Grant Application (Federal) due September 3rd
- 2024-2025 Nonpublic Placement Notification & Application (Required for all Nonpublic Day School & Nonpublic Residential placements by LEAs)opens in TEAL (APEX) September 1st
- 2024-2025 Non-Ed Funds (Optional funds): Applications due to ESC-16 September 30th
- 2023-2024 Special Education Consolidated Grant Year Ends September 30th
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- PEIMS Extended Year resubmission ESC due date for LEAs on September 12th (2023-2024)
- UID Enrollment Event: Beginning of school year cumulative enrollment event file due September 13th
- Summer Collection data available to customers on September 19th (2023-2024)
- PEIMS Extended Year resubmission TEA due date for LEAs on September 19th (2023-2024)
- PEIMS Fall Submission: Close of school-start window on September 27th
- Charter School Waitlist: Ready for users to complete on September 27th
- Charter School Waitlist: Snapshot date on September 27th

**Requires Board action/approval*

OCTOBER 2024 MONTHLY REMINDERS

Monthly reminders reflect information available as of July 12, 2024.

Accountability and Assessment

- Attend required School Improvement training, if applicable
- Prepare and submit applicable school improvement interventions, if applicable
- RDA (Results Driven Accountability), Stages of Intervention, including LEA Determinations, released via TEAL
- Prepare RDA intervention submission, if applicable
- Review PEIMS data for all program areas prior to snapshot data (RDA and other accountability areas)
- Count the number of students enrolled, directly certified, and with approved applications - October 25th (last Friday of the month)

Administration and Leadership

- Review TEA Superintendent Resources & Guidance and ESC-16 Superintendent Resources
- Recommend technology and instructional materials allotment (TIMA) selections
- LEAs without ESL certified teachers must request a TEA waiver of certification requirements (19 TAC §89.1207(b))
- Prepare Annual Finger Printing Certificate and Statement of Compliance (TEC§22.081)
- Prepare report of Trustee training hours prior to November elections with postings as required (TEC§11.159) – October Board Meeting
- Update AskTED

Career and Technical Education

- Prepare Governance Report due to TEA December 1st

Charter School Specific

- 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
- Charter School Waitlist submission due date for Charter Schools on October 25th
- Utilize the All-In-One-Form to update AskTED

Federal and State Programs

- Annual Survey of Children in Local Facilities for Neglected/Delinquent Survey available in eGrants
- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- 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

Finance

- *Approve Annual Financial Audit for July 1st FY
- Review student attendance figures as compared to prior year and budget projections
- Calculate State Aid using end-of-first-six-weeks student data
- Submit biannual pupil projections survey to TEA, only in years prior to a Legislative Session (All LEAs)
- Schools FIRST: Conduct Public Hearing within 2 months of receiving the Final School FIRST Rating. If no appeal was submitted by your district, your district's preliminary rating becomes final on the 31st day after the preliminary ratings are released
- For Chapter 49 districts - Near-final Excess Local Revenue (Recapture) balances are due for recapture payments owed by districts for the prior year based on updates Summary of Finance. View your district's remaining balance via the Payment Ledger under School District State Aid Reports

Food and Nutrition

- Verification of Sample Household Income Application begins October 1st
- Summer Food Cost Report due October 9th
- Count number of students enrolled, directly certified, and with approved applications - October 25th (last Friday of the month)

School Board

- Review Superintendent's evaluation timeline and process, including training on use of instrument
- Report Trustee training hours at Board meeting prior to elections

School Health

- Report to Department of State Health Services the immunization status of the kindergarten and 7th graders opens for submission

School Safety

- Emergency Operation Plan & Annexes – Due to the TxSSC Requirements: Basic Plan and the Cybersecurity Annex

Special Education

- SPPI-14 ready for users to complete data on October 28th
- 2024-2025 Nonpublic Placement Notification & Application due October 1st for continuing placements of all Nonpublic Day School & Nonpublic Residential placements by LEAs (due within 30 calendar days of ARD committee off-campus placement decision if new placement)
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- PEIMS Extended Year data available to customers October 17th (2023-2024)
- PEIMS Fall Submission: Fall Snapshot date October 25th
- Charter School Waitlist: Submission due date for charter schools on October 25th
- PEIMS Fall Submission: TSDS PEIMS ready for users to complete, approve, and accept submissions on October 28th
- SPPI 14 Collection: SPPI-14 ready for users to complete on October 28th

NOVEMBER 2024 MONTHLY REMINDERS

Monthly reminders reflect information available as of July 12, 2024.

Accountability and Assessment

- Prepare school improvement intervention submission, if applicable
- 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. (TEA's Requirement for Posting of Performance FAQ)

Administration and Leadership

- Review TEA Superintendent Resources & Guidance and ESC-16 Superintendent Resources
- Innovative Course Approval Process (TAC§74.27)
- Receive Texas Academic Performance Report (TAPR) (public hearing on annual report required within 90 days of receipt) • Review next school year's high school course offering and process (TAC§74.12)
- Prepare Annual Finger Printing Certificate and Statement of Compliance (TEC§22.081)
- Update AskTED

Career and Technical Education

- Review near final Summary of Finance report for previous school year
- Meet with teachers regarding student certification and licensure programs
- Review and compare the second six weeks principals and superintendent FTE report to in-house FTE report
- Review department expenditures to date
- Last day to spend/encumber campus Perkins funds

Charter Specific

- Bank Depository Contract due to TEA on December 1st
- 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
- 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)
 - May need to reach out to TEA to have this opened
- Charter School Waitlist data available to customers on November 8th
- Utilize the All-In-One-Form to update AskTED

Federal and State Programs

- 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
- 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
- Title V, Part B Rural and Low-Income School Program Grant Application due Mid November in eGrants
- Continue consultation meetings with private schools (Not Applicable to Charters)
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- LEAs that reported 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
- ESSER III Liquidation Extension Request due to TEA. Allows some expenses to be paid with ESSER funds through February 2026.

Finance

- Review student attendance figures as compared to prior year and budget projections

Food and Nutrition

- Child Nutrition Verification process completion deadline is November 15th
- Verification Report deadline

School Board

- November Elections (BBB Legal) (TEC§3.004-3.005)
 - *Canvass Trustee election results (TEC§67.003A)
 - *Reorganize Board of Trustees (TEC§11.061C)
 - Schedule all required New Trustee trainings
 - Update AskTED with changes in Board membership
 - Train new Trustees on the superintendent evaluation instrument and process (BBD Legal)
 - Statement of Office and Oath of Office for all new Trustees
- Approve Annual Independent Audit for July 1st FY
- *Board approved annual audit for July 1st FY due to TEA no later than November 27th
- Prepare Board Training Report (Military Districts Only)
- *Final FIRST Rating/Charter FIRST released. Hold public hearings within two months
- Review investment policy (Gov't Code 2256.005(e))
- Approve investment policy revisions as needed (Gov't Code 2256.005(e))

Special Education

- 2023-2024 SHARS (School Health & Related Services) Reimbursement Survey (applicable to all LEAs) due to TEA early November
- 2024-2025 Excess Cost Preliminary Calculation, based on final unaudited 2023-2024 expenditures, should be completed (kept locally)
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- Charter School Waitlist: Data available to customers on November 8th
- ECDS-KG: Ready for users to complete on November 11th

Transportation

- Transportation Operations Report due December 1st

DECEMBER 2024 MONTHLY REMINDERS

Monthly reminders reflect information available as of July 12, 2024.

Accountability and Assessment

- TEA notifies districts of accountability appeal decisions
- Final list of campuses identified under Public Education Grant (PEG) criteria for 2025-2026 school year
- Hold Public Hearing of district's annual report (TAPR) within 90 calendar days of receiving the PDF TAPR
- School Report Card released (send home within six weeks)
- Federal Report Card released (distribute to campuses, parents, and the public)
- STAAR EOC window opens
- Preliminary Accelerated Student Listing released in TEAL

Administration and Leadership

- Review TEA Superintendent Resources & Guidance and ESC-16 Superintendent Resources
- Evaluate State Compensatory Education (TEC§29.081(B-3))
- UIL dues Deadline January 1st Annually to State UIL Office (CCR D10)
- Review DFBB (LEGAL & LOCAL) for non-renewals
- Implement Winter Break Maintenance and Security Protocols, including IT
- Update AskTED

Career and Technical Education

- Review and compare the third six weeks principals and superintendent FTE report to in-house report
- Review second semester schedule changes and new semester course offerings
- Prepare for CTE Month in February
- Review career prep and practicum training plans – job changes, new training plans

Charter Specific

- Charter holder must file audit report disclosing all management company loans
- 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
- Utilize the All-In-One-Form to update AskTED

Federal and State Programs

- 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.
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- 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.
- 2023-2024 ESSA Consolidated Grant Federal Final and Revised Final Expenditures report due December 29th

Finance

- *Approve Independent Audit Report, September 1st FY
- Review, update and submit Attendance Projections in TEAL
- Publish Schedule C-3 from independent audit in local newspaper
- Debt Transparency Reporting (June 30th FY) December 27th
- Develop Budget Adoption Timeline
- For Chapter 49 districts - The Agreement for the Purchase of Attendance Credit contract, if not netting, verify date. Specific board meeting minutes language required. Submit online in the TEAL-FSP System. CAD Cost, District Partner Data, Tuition & Payment Options must be submitted check date in the TEAL - FSP system online. https://tea.texas.gov/Finance_and_Grants/State_Funding/Excess_Local_Revenue/
Download and review the Options and Procedures for Local Revenue in Excess of Entitlement (manual)

Food and Nutrition

- Food Service Management Company Request for Proposal for new contracts deadline is December 1st

School Board

- Update Trustees' contact information & terms on website
- Post Trustee training hours (Military Districts Only)
- Complete Board Self-Evaluation (recommended)

School Health

- Report to Department of State Health Services the immunization status of the kindergarten and 7th graders deadline December 13th

Special Education

- 2023-2024 Special Education Consolidated Grant Application State (IDEA-C ECI, State Deaf) Final and Revised Final Expenditure Reports due December 2nd
- 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
- 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.
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- PEIMS Fall Submission: First submission due to ESC-16 for LEAs on December 5th
- PEIMS Fall Submission: Requests to retire unique IDs due at TEA on December 6th
- PEIMS Fall Submission: First submission due date for LEAs and ESCs on December 12th
- RFT Collection: All RF Tracker data up to this point must be promoted, validated and fatal free on December 13th
- PEIMS Mid-Year Submission: TSDS PEIMS ready for users to complete, approve, and accept submissions on December 16th

Transportation

- Transportation Operations Report due electronically by December 1st

JANUARY 2025 MONTHLY REMINDERS

Monthly reminders reflect information available as of July 12, 2024.

Accountability and Assessment

- Notification to parents of eligibility for Public Education Grants by February 1st (TEC§29.204(b))
- Hold Public Hearing of district's annual report (TAPR) within 90 calendar days of receiving the PDF TAPR

Administration and Leadership

- Review TEA Superintendent Resources & Guidance and ESC-16 Superintendent Resources
- Review calendar development process
- Review Staff Non-renewals
- Ensure School Report Card is included with first semester report card (TEC§39.305)
- Update AskTED

Career and Technical Education

- Review new semester course offerings
- Review Career Prep and Practicum Training Plans
- Review activities for CTE month - February
- Resolve 2nd semester schedule changes
- Review WBL student training agreements

Charter Specific

- Expansion information can be found at <https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers>
- 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)
 - ° May need to reach out to TEA to have this opened
- Utilize the All-In-One-Form to update AskTED

Federal and State Programs

- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Ongoing consultations with PNP's participating in federal program equitable services (ISDs only)

Finance

- Annual Audit Report due to TEA no later than January 28th - September 1st FY
- Review student attendance figures as compared to prior year and budget projections
- W2's, 1095-C and 1099 distributed
- Match previous year audit report to PEIMS Mid-Year submission
- Impact Aid Application deadline January 31st (if applicable)
- For Chapter 49 districts - The Agreement for the Purchase of Attendance Credit contract, if not netting, verify date. Specific board meeting minutes language required. Submit online in the TEAL - FSP System. CAD Cost, District Partner Data, Tuition & Payment Options must be submitted (check date) in the TEAL - FSP system online. https://tea.texas.gov/Finance_and_Grants/State_Funding/Excess_Local_Revenue/
Download and review the Options and Procedures for Local Revenue in Excess of Entitlement (manual)

Food and Nutrition

- Child Nutrition Texas Summer Mandate deadline is January 31st
- Food Service Management Contract Review Form to be completed once per semester

School Board

- *Superintendent's evaluation and contract
- *Approve Annual Independent Audit Report for September 1st FY
- *Board approved Annual Independent Audit Report (AFR) due to TEA no later than January 28th for LEAs with September 1st FY
- *Approve Auditor for next FY (TEC§11.170)

School Safety

- Safety & Security Committee meets once during each academic semester and once during the summer (TEC§37.109)
- 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 & Security Committee meets once during each academic semester and once during the summer (TEC§37.109)
- If it was not completed in the fall semester, ensure that each campus has a Bullying Committee and that all required positions are filled. Ensure annual student bully prevention training is complete, student bully surveys are completed, and action plans are developed from the survey results.
- Ensure that the semi-annual safety standard maintenance checklist is completed.
- Ensure that the LEA Superintendent or designee attends the semi-annual school safety sheriff meeting.
- Ensure weekly door logs are being maintained.
- 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).
- 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)
- Conduct and document mandatory Drills: TxSSC Drill Requirements.
- LEA superintendents receive the FY 2023 School Safety Allotment Data Collection Survey in January and due February.
- Plan Safety and Security Committee meetings for each academic semester and once during the summer (TEC§37.109)

Special Education

- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- PEIMS Fall Submission: Resubmission due to ESC-16 for LEAs on January 9th
- PEIMS Fall Submission: Request to retire unique IDs due at TEA for PEIMS Fall Resubmission on January 10th
- PEIMS Fall Submission: Resubmission due date for LEAs and ESCs on January 16th
- PEIMS Mid-Year Submission: First submission due to ESC-16 for LEAs on January 16th • PEIMS Mid-Year Submission: First submission due date for LEAs and ESCs on January 23rd
- ECDS-KG: Kindergarten submission due date for LEAs on January 30th

FEBRUARY 2025 MONTHLY REMINDERS

Monthly reminders reflect information available as of July 12, 2024.

Accountability and Assessment

- Notification to parents of eligibility for Public Education Grants (PEG) by February 1st (TEC§29.204(b))
- Ensure Federal Report Card and School Report Card have been released and distributed (TEAs Requirement for Posting of Performance FAQ)
- Hold Public Hearing of district's annual report (TAPR) within 90 calendar days of receiving the PDF TAPR
- TELPAS window opens

Administration and Leadership

- Review TEA Superintendent Resources & Guidance and ESC-16 Superintendent Resources
- Develop next year's school calendar
- Review Valedictorian & Salutatorian selection process and class rank process
- Update ESC-16 Commitment and Contract Approvers in Edhive (as needed)
- Update AskTED

Career and Technical Education

- National CTE Education Week/Month Activities
- Review budget expenditures in state and federal funds from the general funds to track for Maintenance and Effort (MOE)
- Conduct CTE program evaluations
- Last day to spend/encumber campus CTE funds

Charter Specific

- Expansion information can be found at <https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers>
- Utilize the All-In-One-Form to update AskTED

Federal and State Programs

- Begin budget calendar and budget process for 2025-2026
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Ongoing consultations with PNPs participating in federal program equitable services (ISDs only)
- 2024-2025 ESSA Consolidated Grant Application, RLIS: Review Final Entitlements & Carryover (if applicable) & adjust local records
 - Determine if an amendment to grant application is needed

Finance

- *Begin bid for depository contract (due June 15th)/check status for extension (ISD only)
- Calculate State Aid using end of fourth six weeks' student data
- Establish scope and details of financial audit
- Calculate enrollment projections
- Review student attendance figures as compared to prior year and budget projections
- Review Comptroller's Preliminary CPTD Values - Start appeal/protest if necessary (most delinquent tax firms will advise if protest is beneficial). Check deadline for school districts to file petitions protesting the preliminary findings
- Update SOF Template w/ current ADA and Preliminary 2022 CPTD Values (T Values) - compare results to original revenue projections and make budget adjustments as needed
- Begin budget calendar and budget process
- Debt Transparency Reporting posted on website or submitted by Comptroller for August 31st FYE districts - February 27th
- Bonded Debt Payments-from I & S Fund
- Eminent Domain Reporting: Public 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
- Chapter 49 districts - February 15th - For districts selecting the monthly payment option, first recapture payment

Food and Nutrition

- Onsite Monitoring to be completed for schools with more than one site by February 1st
- Food Service Management Company renewal documents submitted to TDA for approval by February 1st

School Board

- *Call Trustee election for May
- Review and update Superintendent evaluation instrument & procedures, as needed
- *Administrator contracts
- Review schedule for Texas Public Schools Week
- *Approve school calendar
- Schedule Trustee candidate workshop (optional)

School Safety

- LEAs complete the FY 2023 School Safety Allotment Data Collection Survey (Due February)

Special Education

- Begin budget process for 2025-2026
- 2024-2025 Special Education Consolidated Grant Application (Federal): Review Final Entitlements & Carryover (if applicable) & adjust local records
 - Determine if an amendment to grant application is needed
 - Determine eligibility for 2024-2025 MOE (Maintenance of Effort) Voluntary Reduction, submit amendment if eligibility changed
 - 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)
- 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
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- PEIMS Mid-Year Submission: Resubmission due to ESC-16 for LEAs on February 6th
- ECDS - KG: Kindergarten data available to customers on February 13th
- PEIMS Fall Submission: Fall data available to customers on February 13th
- PEIMS Mid-Year Submission: Resubmission due date for LEAs and ESCs on February 13th
- SPPI-14 Collection: Submission due date for LEAs on February 20th
- Class Roster Collection: Winter snapshot date on February 28th
- Class Roster Collection: Winter ready for users to complete on February 28th

*Requires Board action/approval

MARCH 2025 MONTHLY REMINDERS

Monthly reminders reflect information available as of July 12, 2024.

Accountability and Assessment

- TELPAS window closes
- STAAR Alternate 2 window opens
- Ensure Federal Report Card has been released and distributed
- Alternative Education Accountability (AEA) Campus registration window opens
- Final Accelerated Testers Student Listing released in TEAL

Administration and Leadership

- Review TEA Superintendent Resources & Guidance and ESC-16 Superintendent Resources
- Develop recommendations for teacher contracts
- *SBDM Committees develop campus performance objectives for next school year
- Review Graduation Program on Student Expression and review related policies
- Principal surveys to evaluate educator preparation program opens to HR staff
- Program Directors complete the ESC-16 Programs and Services Survey
- Update ESC-16 Commitment and Contract Approvers in Edhive(as needed)
- Update AskTED

Career and Technical Education

- Input IBC's to PEIMS
- Review and compare the fifth six weeks principals and superintendent FTE report to in-house report
- Monitor preliminary CCMR data
- Review course offerings for CTE next year

Charter Specific

- Expansion information can be found at <https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers>
- Request for an Indirect Cost Rate for Charter Schools for 2025-2026 Qualtrics survey due to TEA at the end of March
- Utilize the All-In-One-Form to update AskTED

Federal and State Programs

- 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
- Schedule planning meetings with campus staff regarding grant activities for current and next year's applications, CNA and DIP/CIP
- Review professional development participation for Title II, Part A compliance report
- Review/implement district/campus improvement plans in accordance with district planning process (TECS11.251) (ESSA§1112, 1114)

Finance

- Review student attendance figures as compared to prior year and budget projections
- Continue budget process including proposed staff compensation package
- SHARS Cost Control Report due April 1st - submit thru STAIRS (State of Texas Automated Information Reporting System)
- Deadline for districts to file petitions protesting the Comptroller's Preliminary PVS findings - 40 days after release of Comptroller's Finding
- Recapture payment due for district's subject to recapture that selected the monthly payment option (7 installments)
- Update SOF Template w/ current ADA, Preliminary 2022 CPTD Values (T Values), and recently released State Comp Ed Counts by Census Block - compare results to original revenue projections and make budget adjustments as needed
- Review spending by special program using allotments from updated SOF to ensure minimum spending requirements are being met
- Chapter 49 districts - Deadline for Chapter 49 districts to submit revised CAD costs for prior school year or forfeit the CAD cost reduction for the prior school year. For districts selecting the monthly payment option, the second payment for current year is due from districts with excess local revenue to the state (Option 3) and/or to the partner district(s) for districts exercising Option 4

Food and Nutrition

- Child Nutrition USDA Commodity Food requisitions close
- Child Nutrition Community Eligibility Program Data Submission deadline
- Child Nutrition Financial Report due to The Texas Department of Agriculture
- Child Nutrition Food Service Management Company Contract selections sent to TDA for approval prior to award deadline is April 1st

Migrant

- Distribute Migrant Survey to all students

School Board

- *Order of Trustee election and post required notice for May election
- Prepare report of Trustee training hours prior to May elections with postings as required (TECS11.159) - April Board meeting
- *Adopt district goals
- *Adopt school calendar
- *Ratify Textbook Committee recommendations (19 TAC 66.104(a); TECS31.101)
- Discuss preliminary budget/budget workshops
- Host potential trustee candidate workshop (optional)

Special Education

- 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
- FY24 MOE (Maintenance of Effort) Preliminary Compliance Review released by TEA; Respond to TEA with 2023-2024 Exceptions Workbook for failed tests, if applicable
- 2024-2025 Excess Cost Final Calculation based on final, audited 2023-2024 expenditures should be completed (kept locally)
- Deadline for eligible LEAs to submit MOY Payment Request for IDEA-B Discretionary Residential Reimbursement (Optional fund source)-Typically early March
- Monitor special education expenditures for general fund to ensure on track for MOE (Maintenance of Effort) compliance March 2023

Texas Student Data System/PEIMS

- PEIMS Mid-Year Submission: Mid-Year data available to customers on March 6th
- SPPI-14 Collection: Data available to customers on March 6th
- Class Roster Collection: Winter submission due date for LEAs on March 27th

*Requires Board action/approval

APRIL 2025 MONTHLY REMINDERS

Monthly reminders reflect information available as of July 12, 2024.

Accountability and Assessment

- STAAR Alternate 2 window closes
- Spring STAAR window opens
- 2025 Pairing Registration window opens

Administration and Leadership

- Review TEA Superintendent Resources & Guidance and ESC-16 Superintendent Resources
- Develop and recommend summer school plans
- Approve out-of-district student transfer requests for next school year
- Prepare report of Trustee training hours prior to May elections with postings as required (TEC§11.159) - April Board Meeting
- Principal surveys to evaluate educator preparation programs open for principals or their designees
- Update ESC-16 Commitment and Contract Approvers in Edhive (as needed)
- Update AskTED

Career and Technical Education

- Close Federal (Perkins) Expenditures
- Close local/state expenditures
- Conduct equipment inventories
- Input IBC's into PEIMS, review
- Provide input in District (DIP) and Campus Improvement Plans (CIP)

Charter Specific

- Expansion information can be found at <https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers>
- Utilize the All-In-One-Form to update AskTED

Federal and State Programs

- 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
- Continue budget process for next year
- Parent Engagement review processes for Title I, Part A required activities: PFE policies/School-Parent Compacts
- Update AskTED to reflect any campus changes
- Schedule/conduct program compliance evaluations for ESSA programs and State Compensatory Education
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Review LEA contacts and roles for TEA Secure applications, i.e. eGrants, ISAM, Accountability, etc

Finance

- Review student attendance figures as compared to prior year and budget projections
- Review preliminary estimate of CAD Value
- Recapture payment due to TEA for districts selecting the monthly payment option
- Review spending by special program using allotments from updated SOF to ensure minimum spending requirements are being met
- Chapter 49 districts - For districts selecting the monthly payment option, the third payment for current year is due from districts with excess local revenue to the state (Option 3) and/or to the partner district(s) for districts exercising Option 4

Food and Nutrition

- Child Nutrition Food Service Management Company Contract selections sent to TDA for approval prior to award deadline is April 1st

School Board

- Ensure election judge(s) and clerk(s) are trained for May election (Texas Election Code, §32.113)
- Discuss preliminary budget/budget workshops
- *Report Trustee training hours at Board meeting prior to election

Special Education

- Respond to TEA with 2023-2024 Exceptions Workbook for failed tests, if applicable, due early April
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- Class Roster Collection: Winter data available to customers on April 10th

MAY 2025 MONTHLY REMINDERS

Monthly reminders reflect information available as of July 12, 2024.

Accountability and Assessment

- Review preview Class of 2025 CCMR Verifier report (May/June)

Administration and Leadership

- Review TEA Superintendent Resources & Guidance and ESC-16 Superintendent Resources
- Establish and post summer Central Office hours
- Review, set, and communicate credit by examination dates
- Evaluate district's decision-making and planning policies procedures every two years (TEC§11.252(d))
- Principal surveys to evaluate educator preparation programs open for principals or their designees
- Update AskTED

Career and Technical Education

- Career Prep/Practicum record retention
- Review final FTE report for estimated funding
- Review district assessment data specific for CTE students
- Input IBC's into PEIMS for Accountability and TEA Reporting
- Collect and review information needed for Summer PEIMS submission
- Monitor Preliminary CCMR Data
- Check graduation codes for students graduating workforce ready

Charter Specific

- Utilize the All-In-One-Form to update AskTED
- Expansion information can be found at <https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers>

Federal and State Programs

- TEA posts ESSA LEA MOE Compliance Reports in GFFC Reports and Data Collections
- Complete local evaluations for Federal Programs and State Comp Ed
- Continue budget process
- Review current year ESSA Consolidated application
- Parent Engagement review processes for Title I, Part A required activities: PFE policies/School-Parent Compacts
- Update AskTED to reflect any campus changes
- Districts begin outreach to private schools for equitable services participation in 2025-2026
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- 2025-2026 SC5003 Formula Grants Consolidated Schedule opens (one schedule applicable to ESSA, Perkins, & IDEA-B)

Finance

- Review student attendance figures as compared to prior year and budget projections
- Check ESC Commitment System to select all services
- Recapture payment due for districts selecting the monthly payment option
- Indirect Cost Rate Certification due in TEAL GFFC
- If July 1st FY, hold board discussion of property values and funding prior to budget adoption to comply with School FIRST Indicator –recommend including an agenda item to document discussion was held
- Bank Depository Bid and/or Extension to Contract; determine if contract can be extended (only 3 two-year extensions are allowed) or if bids/proposals will be solicited; contact the Depository Bank to determine if they are offering an extension to the contract; may be exempt if addressed in your DOI Plan; (<https://tea.texas.gov/finance-and-grants/financial-compliance/depository-contracts-for-school-districts>) for TEA guidance & required forms
- Sales Tax Report for student activity fund raisers and other sales due - see here for more information <https://comptroller.texas.gov/taxes/publications/94-183.php>
- Submit request for Additional State Aid for Ad Valorem Tax Credit each year for which the tax credit is due (Chapter 313), if applicable
- Submit tax information for Tax Increment Reinvestment Zones (Chapter 311), if applicable
- Print and review TEA SOF and Payment Ledgers for Current and Prior school years
- Collect and review time and effort certifications each month for staff required to complete Periodic Activity Report - Finance should postadjusting journal entries (as appropriate)

- 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 settlement of the balance due. Check date balance due must be paid by. For districts selecting monthly payment option, the fourth payment is due from districts with excess local revenue to the state (Option 3) and/or to the partner district(s) for districts exercising Option 4. Balances are due for recapture payments owed by districts for a prior year based on notices provided to districts on May 1st. Balances are due for recapture payments owed by districts with local revenue in excess of entitlement for the current year based on the notices provided to districts on May 15th

School Board

- May Elections (BBB Legal) (TEC§3.004-3.005)
 - *Canvass Trustee election results (TEC§67.003A)
 - *Reorganize Board of Trustees (TEC§11.061C)
 - Local orientation for new Trustees
 - Update AskTED with changes in Board membership
 - Train new Trustees in the superintendent evaluation instrument and process
 - Statement of Office and Oath of Office for all new Trustees
- *Review/amend Student Code of Conduct (TEC§37.105)
- Discuss preliminary budget/budget workshops
- *Board discussion of property values and funding lag for July 1st FY

Special Education

- 2025-2026 Special Education Consolidated Grant Planning Amounts Released
- 2024-2025 High-Cost Eligibility Application (Optional fund source) due to TEA late April or early May 1st
- 2025-2026 SC5003 Formula Grants Consolidated Schedule opens (one schedule application to ESSA, Perkins, & IDEA-B); (must be submitted for the 2025-2026 Special Education Consolidated Grant Application (Federal) to be accessible)
- 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)
- 2024-2025 Special Education Consolidated Grant Application (Federal) opens in May or June
- Begin discussions with Private non-profit locations for proportionate share services and confirm written affirmation of consultation
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance
- 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

Texas Student Data System

- ECDS-PK: Prekindergarten ready for users to complete on May 1st
- RFT Collection: Tracker ready for users to complete on May 19th
- PEIMS Summer Submission: Ready for users to complete, approve, and accept submissions on May 19th
- SELA: Ready for users to complete on May 19th
- Child Find Collection: Ready for users to complete on May 19th
- ECDS-PK: Private Prekindergarten application deadline for Business Partner Directory (BPD) Org number on May 29th

JUNE 2025 MONTHLY REMINDERS

Monthly reminders reflect information available as of July 12, 2024.

Accountability and Assessment

- Review preview Class of 2025 CCMR Verifier report (May/June)
- Review final graduation rate data
- STAAR EOC window opens

Administration and Leadership

- Review TEA Superintendent Resources & Guidance and ESC-16 Superintendent Resources
- Annual report to Commissioner on expulsions and AEP placements
- TEA submission: Gun-free schools report
- Review policy on benefits and holidays for non-contract staff
- Teacher/Staff Service Records annual update
- Update AskTED

Career and Technical Education

- Review and compare the sixth six weeks principals and superintendents FTE report to in-house report
- Recruit and hire new teachers as needed
- Complete and submit Perkins Grant Application Designation and Certificate (ADC)
- Begin working on the Perkins Application in eGrants
- Close Federal (Perkins) Expenditures
- Close state/local expenditures
- Input IBC's into PEIMS; Review Final FTE report for estimated funding
- Collect and review information needed for Summer PEIMS Submission - Critical for state funding
- Monitor preliminary CCMR data
- Meet with ESC for any CCMR related questions

Charter Specific

- Utilize the All-In-One-Form to update AskTED
- Expansion information can be found at <https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers>

Federal and State Programs

- 2025-2026 ESSA Consolidated Application due by end of month if district has 12-month grant-funded employees
- ISDs finalize private school proportionate share for ESSA application submission if private schools participate in services
- Ongoing data collection for compliance reports
- 2024-2025 ESSA Consolidated Grant Application amendment deadline June 3rd
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Prepare a summary of 2025-2026 federal program estimated allocations and intended uses; follow public comment procedures for eliciting public comment

Finance

- Budget Adoption for July 1st FY
 - Publish notice of public meeting to discuss budget and proposed tax rate (publish at least 10 days before meeting)
 - Post 72-hour notice of meeting to discuss budget and proposed tax rate
 - *Hold meeting to adopt budget and proposed tax rate
 - *Final amendment to current year budget must be done prior to close and must be approved by the Board (June 30th FY)
 - *Resolution or action item to Commit Fund Balance must be done prior to the close of the fiscal year and must be approved by the Board -Amount may be determined after year end
 - Post proposed adopted tax rate that will raise more taxes for maintenance and operations than last year's tax rate if applicable
 - Post on school website summary of proposed budget and a link to the budget adopted by the Board of Trustees for the previous 3 years
 - Calculate state aid earned using end-of-year student data - Review student attendance figures as compared to prior year and budget projections
 - TEA tax information survey
 - Prepare for annual financial audit
- Run district estimate of state aid for next school year with preliminary tax roll figures
- Transportation Route Service Report due July 1st

- Update all fiscal manuals: Activity Funds, Fiscal, Federal Grants, etc.
- Check Depository Contract status June 15th
- Book revenue due to or due from state based on SOF Template run using final ADA
- TEA sends email notification to applicable home districts to submit reimbursement documentation to TuitionAllotment@tea.texas.gov
- Chapter 49 districts - The fifth payment for 2022-2023 is due from a Chapter 49 district to the state (Option 3) and/or to the partner district(s)(Option 4) if your district chose the option to make seven equal payments

Food and Nutrition

- Child Nutrition Program Application Agreement renewal
- Community Eligibility Program (CEP) for the Food and Nutrition Program Application deadline is June 30th
- Food Service Management Company - new and renewal contract must be signed and submitted to TDA

School Board

- Update Trustees' contact information and terms on website
- Review preliminary staff compensation package
- Budget workshops for new FY
 - *Recommend student insurance carrier
 - *Review and amend Student Code of Conduct
 - *Adopt budget/public hearing for July 1st FY

School Health

- Diabetes risk assessment report due June 6th
- Hearing/Vision/Spinal status reports due June 30th
- Physical Fitness Assessment results to TEA through FitnessGram or Physical Fitness Assessment Initiative (PFAI) application due in June

School Safety

- Safety & Security Committee meets once during each academic semester & once during the summer (TEC§37.109)
- Safe and Supportive School Program (SSSP) Threat Assessment baseline data submitted to TEA through Qualtrics
- Survey opens June 1st, and is due to TEA by June 30th
- Gun Free School District (PR6000) and Campus (PR6100) Reports due late June
- REF. PR6000 Report Instructions & PR6100 Report Instructions
- REF. Texas District Reporting & Data Submissions, 2023-2024
- REF. ESSA Consolidated Compliance Reports Resources
- Bully Report - Summer 2024 (PEIMS)

Special Education

- FY24 MOE (Maintenance of Effort) Final Compliance Review released by TEA
- 2024-2025 Special Education Consolidated Grant Application (Federal) amendment deadline early June
- 2025-2026 Special Education Consolidated Grant Application (Federal) opens in May or June
- 2024-2025 Nonpublic Placement Notification & Application closes early June for Nonpublic Day School placements by LEAs
- RDSPD revised contracts must be submitted to TEA by June 1st
- 2024-2025 SC5100 Coordinated Early Intervening Services (CEIS) Data Collection Form (applicable to certain LEAs) due to TEA early June via eGrants
- EOY payment request email sent to applicable LEAs mid-June regarding IDEA-B Discretionary Residential Reimbursement for expenditures
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- PEIMS Summer Submission: First submission due to ESC-16 for LEAs on June 12th
- PEIMS Summer Submission: Requests to retire unique IDs due at TEA on June 13th
- PEIMS Summer Submission: First submission due date for LEAs on June 19th
- ECDS-PK: Submission due date for LEAs and Private Prekindergarten Organizations on June 26th
- SELA: Submission due date for LEAs on June 26th

**Requires Board action/approval*

JULY 2025 MONTHLY REMINDERS

Monthly reminders reflect information available as of July 12, 2024.

Administration and Leadership

- Review TEA Superintendent Resources & Guidance and ESC-16 Superintendent Resources
- Develop teacher appraisal calendar and designate second appraiser(s)
- Review administrator appraisal calendar
- *Review student and staff handbooks
- Pressure test natural gas piping (every 2 years) (TAC§8.230(4)(A))
- Update AskTED

Career and Technical Education

- Perkins Grant Window
- Meet with Counselors: Endorsements, schedule changes for CTE students, 4-year plans, concentrators/completers
- Create/Edit CCMR Tracker

Charter Specific

- Submit calendar through TEAL, Charter School Tracking System (CSTS) application
- Expansion information can be found at <https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-school-amendments-and-waivers>
- Utilize the All-In-One-Form to update AskTED

Federal and State Programs

- Submission to TEA: Mid-July (date fluctuates per PEIMS data submission). Districts and charters receiving more than \$750,000 in State Compensatory Education must submit one or all three of the following for the 2023-2024 school year: SCE program evaluations, specific campus CIP and DIP plans. Reference FASRG, Module 6 for specifics
- Review/update/train district policies and procedures per EDGAR as applicable
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)

Finance

- Prepare for annual financial audit July 1st FY
- Certified Taxable Values due from CAD(s)
- Review student attendance figures as compared to prior year and budget projections
- Run district estimate of state aid for next school year with certified tax roll
- TEA tax information survey open - due August 31st
- Register for Investment Officer training (TEC§45.209)
- Set up next year's federal programs budgets; match finance budgets to grant budget worksheet

School Board

- Discuss preliminary budget/budget workshops for September 1st FY
- Review Truth & Taxation Handbook for Texas Comptroller's Office with business manager
- Schedule Board budget meeting(s) for September 1st FY
- *Recommend student insurance carrier
- *Board discussion of property values and funding lag for July 1st FY
- *Approve ESC-16 Commitment forms

Special Education

- 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)
- 2024-2025 Nonpublic Placement Notification & Application closes early July for Nonpublic Residential placements by LEAs
- Deadline for eligible LEAs to submit EOY Payment Request for IDEA-B Discretionary Residential Reimbursement (Optional fund source)-Typically mid-July
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS

- ECDS-PK: Data available to customers on July 10th
- PEIMS Summer Submission: Resubmission due to ESC-16 for LEAs on July 10th
- SELA: Data available to customers on July 10th
- PEIMS Summer Submission: Request to retire unique IDs due at TEA on July 11th
- RFT Collection: Tracker submission due date for LEAs on July 17th
- PEIMS Summer Submission: Resubmission due date for LEAs on July 17th
- PEIMS Extended Year: Ready for users to complete, approve, and accept submissions on July 28th
- RFT Collection: Tracker data available to customers on July 31st
- Child Find Collection: Submission due date for LEAs on July 31st

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Independent School Districts

M - Mandatory, **E** - Encouraged, **O** - Optional

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

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

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

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Training/Citation	Audience	Notes	M	E	O
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. Training curriculum and materials on school safety developed by the Texas School Safety Center.	X		
School District Peace Officer Training Curriculum TEC, §37.0812 Occupations Code, §1701.2515	School district peace officers commissioned by a district or school resource officers that provide law enforcement in the district	A district may not contract for the provision of active shooter response training unless the training provider is certified under Section 1701.2512, Occupation Code.	X		
School Readiness TAC, §102.1002(a)(10)(D)	Grantees of the Prekindergarten Early Start Grant Program	Joint professional development that focus on proven school readiness components.			X
Seizure Disorders TEC §38.033	School nurse or school district employee whose duties include regular contact with students	A TEA approved online course of instruction regarding managing students with seizure disorders.	X		
Suicide Prevention and Bullying TEC, §38.351 TEC, §21.451 (d)(3); (d-1); (d-2); (d-3)	All new district and open-enrollment charter school educators annually and to existing school district and open-enrollment charter school educators on a schedule adopted by the TEA by rule	Suicide prevention training to be selected from a list of recommended best practice-based programs and research-based practices provided by Department of State Health Services (DSHS) in coordination with TEA.	X		
Superintendent Continuing Education TEC §21.054(h); Human Resources Code §42.002	Superintendents	2.5 hours every five years on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children.	X		
Teen Dating Violence TEC, §37.0831 (b) (2)	Teachers and administrators	School districts must adopt and implement a dating violence policy which must address "training for teachers and administrators."	X		
T-TESS orientation TAC, §150.1006	Teachers new to the district or teachers who have never been appraised under the T-TESS	No later than the final day of the first three weeks of school and at least three weeks before the first observation.	X		
Use of an automated external defibrillator TEC, §22.902(a)(c) TEC, §21.4515 Section 779.001, Health and Safety Code	District employees and volunteers. School nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, other school employee specified by the Commissioner and student athletic trainers must participate	Must receive and maintain certification in the use of an automated external defibrillator. School districts to make training available to employees and volunteers.	X		X
Use of digital devices TEC, §38.0231 (a)(H)	Classroom teachers	Training regarding digital device use in the classroom to ensure implementation of the best practices.			X
Use of restraint TAC, §89.1053 (d)	School employees, volunteers, independent contractors	A core team of personnel on each campus must be trained and must contain an administrator or designee. Personnel using restraint in an emergency must receive training within 30 school days after the use of restraint.	X		
Use of time-out TAC, §89.1053 (h)	General or special education personnel who implement time-out based on requirements in a students' IEP	Within 30 school days of being assigned the responsibility of implementing time-out.	X		

NOTES:

- TEC, Chapter 21, Section 21.451 outlines staff development requirements for school districts. Among those requirements are that the staff development must be designed to improve education in the district and must be predominantly campus-based and proactive instructional planning with inclusive and evidence-based practices. Several topics that may be a part of the district staff development offerings are listed 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.
- 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.
- TEC, Chapter 21, Section 21.054 outlines continuing education requirements for educators, including classroom teachers, principals, and counselors. Section 21.0541 allows an educator to receive continuing education credit for completion of a course on the use of an automated external defibrillator. The 2021 Legislative session deleted requirements regarding mental health issues including grief and trauma from the continuing education requirements, however, it was moved to TEC, Chapter 38, Section 38.036. The 2023 Legislative session changed the phrase "...not more than 25 percent..." to "...at least 25 percent...".
- 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.
- TAC, Title 19, Part 2, Chapter 97, Subchapter EE, Division 1 describes the various trainings required of campuses/districts in need of improvement.
- Many grants require grantees to participate in specified Professional Development activities.

REQUIRED INTERNET WEBSITE POSTINGS FOR DISTRICTS

Adapted from TASB Legal Services (November 2023). This document is for information use only and does not constitute legal advice.

Information to be Posted	Authority	Notes	Related TASB Policy
Final version of a Proposed Local Innovation Plan or a Proposed Renewal Plan	Tex. Educ. Code §12A.005(a)(1), .007; 19 Tex. Admin. Code §102.1313	Must be available on the district's website for at least 30 days before a board may vote to adopt it.	AF
Local Innovation Plan	Tex. Educ. Code §12A.0071(a); 19 Tex. Admin. Code §102.1305(e), .1307(f)	The current version, including adopted amendments, must be posted and maintained by a district designated as a district of innovation in a prominent location on the district website.	AF
Notice of Accredited-Warned, Accredited-Probation, or Not Accredited-Revoked Status	19 Tex. Admin. Code §97.1055(f)(3)(A)	Must appear on district's homepage not later than 30 calendar days after accreditation status is assigned and remain until the district is assigned another Accredited status.	AIA
Campus Report Card, District Performance Report, and District Accreditation Status and Performance Rating	Tex. Educ. Code §39.362	Must be posted not later than the 10th day after the first day of instruction each year and include a definition and explanation of each accreditation status.	AIB
Texas Academic Performance Report (TAPR)	19 Tex. Admin. Code §61.1022(f); Tex. Educ. Code §39.306(c)	Must be posted on the school district website after the board holds the required hearing for public discussion of the TAPR.	AIB
Annual Federal Report Card	20 U.S.C. §6311(h)(2)(B)(iii)(I)		AIB
Targeted Improvement Plan or Updated Plan for a Campus Assigned an Unacceptable Performance Rating	Tex. Educ. Code §39A.057(b)	Must be posted before the board hearing on the plan.	AIC
Notice of Ability to Review the Completed Campus Turnaround Plan	19 Tex. Admin. Code §97.1064(e)	Must notify stakeholders of their ability to review the completed plan; completed plan must be posted on the district website at least 30 days before submission to the board.	AIC
Requirements and Deadline for Filing for Candidacy of Each Board Member	Tex. Gov't Code §2051.201(b)(4)	Must be continuously posted for at least one year before the election day for the office.	BBBA, CQA
Date and Location of the Next Election for Each Board Member	Tex. Gov't Code §2051.201(b)(3)		BBB, BBBA, CQA
Election Notice	Tex. Elec. Code §85.007(d)(1)	Note: Texas Election Code section 4.004(a) requires the notice of a general or special election to state the internet website of the authority conducting the election. Texas Election Code section 83.010 requires an election order and the election notice to state the early voting clerk's official mailing address or street address at which the clerk may receive delivery by common or contract carrier, if different, phone number, email address, and internet website.	BBBA
Internet Posting of Election Notice	Tex. Elec. Code §4.009	If the district is holding an election, the following information must be posted not later than the 21st day before election day: <ul style="list-style-type: none"> The date of the election The location of each polling place Each candidate for an elected office on the ballot Each measure on the ballot 	BBBA



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Information to be Posted	Authority	Notes	Related TASB Policy
Election Results	Tex. Elec. Code §65.016	<p>The following information must be posted as soon as practicable after the election and be made accessible without having to make more than two selections or view more than two network locations after accessing the district's homepage:</p> <ul style="list-style-type: none"> • Results of each election • Total number of votes cast • Total number of votes cast for each candidate or for or against each measure • Total number of votes cast by personal appearance on election day • Total number of votes cast by personal appearance or mail during the early voting period • Total number of counted and uncounted provisional ballots cast 	BBBA
Early Voting Daily Register	Tex. Elec. Code §85.072	In a downloadable database format, a current copy of the register, each day early voting is conducted.	BBBA
Early Voting Rosters	Tex. Elec. Code §87.121		BBBA
Campaign Finance Report Required by Texas Election Code chapter 254	Tex. Elec. Code §254.0401	<p>A district must post a campaign finance report filed with the district by a candidate or officeholder on the district's website not later than the 10th business day after the date the report is received.</p> <p>Must be accessible on the website until the fifth anniversary of the date the report is first made available.</p>	BBBC
Minutes of the Last Regular Board Meeting Held Before an Election of Trustees	Tex. Educ. Code §11.159(b); 19 Tex. Admin. Code §61.1(j)	<p>Required if the minutes reflect that a trustee is deficient in meeting the trustee's training requirements under Texas Education Code section 11.159.</p> <p>If required, must be posted within 10 business days of the meeting and maintained until the trustee meets the requirements.</p>	BBD
Cost of Responding to Board Members' Information Requests to the District	Tex. Educ. Code §11.1512(d)	Must be posted "in a place convenient to the public" if the requests are for 200 or more pages in a 90-day period.	BBE
Conflicts Disclosure Statements and Questionnaires	Tex. Loc. Gov't Code §176.009	Must provide access on existing website to the statements and to questionnaires that are required to be filed under Chapter 176 of the Texas Local Government Code.	BBFA, CHE
Notice of date, hour, place, and subject of school health advisory (SHAC) meeting	Tex. Educ. Code §28.004(d-1)	Must be posted at least 72 hours prior to the meeting. See EHAA for required posting of certain curriculum materials.	BDF See EHAA for required posting of human sexuality (sex ed) curriculum materials.
Audio or video recording and minutes of SHAC meeting	Tex. Educ. Code §28.004(d-2)	Must be posted as soon as practicable. See EHAA for required posting of certain curriculum.	BDF
Statement Regarding the Policies and Procedures Adopted to Promote Students' Physical and Mental Health	Tex. Educ. Code §28.004(k)(1)	Must include a statement regarding the physical and mental health resources available at each campus, contact information for the nearest providers of essential public health services under Texas Health and Safety Code chapter 121, and contact information for the nearest local mental health authority.	BDF

REQUIRED INTERNET WEBSITE POSTINGS FOR DISTRICTS

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Information to be Posted	Authority	Notes	Related TASB Policy
Statement Regarding the Policies Adopted to Ensure that Students Engage in Physical Activity Required by Law	Tex. Educ. Code §28.004(k)(2)	Must address policies adopted to ensure that elementary, middle, and junior high school students engage in at least the amount and level of physical activity required by Texas Education Code section 28.002(l).	BDF
Statement Regarding the Number of School Health Advisory Committee Meetings During the Preceding Year	Tex. Educ. Code §28.004(k)(3)(A)		BDF
Statement Regarding the Policies to Ensure Compliance with Vending Machine and Food Service Guidelines	Tex. Educ. Code §28.004(k)(3)(B)		BDF
Statement Regarding the Policies and Procedures to Penalize the Use of E-cigarettes and Tobacco Products on School Campuses or at School Activities	Tex. Educ. Code §28.004(k)(3)(C)		BDF
Statement Regarding the Right of Parents to Request Their Child's Physical Fitness Assessment Results	Tex. Educ. Code §28.004(k)(4)		BDF
Statement for Each Campus of Whether the Campus has a Full-Time Nurse or Full-Time School Counselor	Tex. Educ. Code §28.004(k)(5)		BDF
Notice and Agenda of Board Meeting	Tex. Gov't Code §551.056(b); see also Tex. Gov't Code §551.043, .051, 2051.20	Must concurrently post notice and agenda on district's website in addition to posting at other place(s) at which meeting notice or agenda is required to be posted under the Open Meetings Act (OMA). For districts extending into four or more counties, posting notice on a district's website is an alternative to providing notice to a county clerk under Texas Government Code section 551.053(a)(3).	BE
Minutes or Recording of a Board Meeting	Tex. Gov't Code §2051.201	Each record of a meeting under Texas Government Code section 551.021 (minutes or a recording) must be posted. Posting minutes is not required for a district with a population of less than 5,000 in the district's boundaries and located in a county with a population of less than 25,000.	BE, CQA
Archived Video and Audio Recording of Board Meetings	Tex. Gov't Code §551.128	Required for a district with a student enrollment of 10,000 or more for (1) regularly scheduled open meetings, and (2) work sessions or special called meetings if the board votes on any matter or allows public comment or testimony. See also Texas Government Code section 551.007 (concerning public comments). Must make archived recording available on the district's website no later than seven days after the recording was made, and the recording must be maintained on the website for not less than two years after it was first made available.	BE, BED
Specific Information Pertaining to Proposed Capital Appreciation Bonds	Tex. Gov't Code §1201.0245	Must be posted before the district issues the bonds and must be regularly updated to ensure the information is current and accurate. Capital appreciation bond proceeds unspent after completion of the intended project may only be used for a use identified on the district's website, unless voters approve another use in an election.	CCA

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Information to be Posted	Authority	Notes	Related TASB Policy
Bond Election Order, Notice, Contents of Propositions, and Sample Ballot	Tex. Elec. Code §4.003(f)	Must be posted together during the 21 days before the election when a district is conducting a bond election	CCA
Bond Election Voter Information Document	Tex. Gov't Code §1251.052(d)	Must be posted beginning not later than the 21st day before election day and ending on the day after the election.	CCA
Results of an Efficiency Audit	Tex. Educ. Code §11.184(h)	Must be posted not later than 30 days before the date of an election to approve a tax rate	CCG
Statement Regarding Proposed Maintenance and Operations Tax Rate	Tex. Tax Code §26.05(b)	Posted on district's homepage if the district proposes to increase taxes to fund maintenance and operations expenditures.	CCG
Proposal for Qualifying Facility or Infrastructure Project	Tex. Gov't Code §2267.066(a)	Must be posted not later than the 10th day after the district accepts the proposal.	CDH
Tax Rate and Budget Information	Tex. Tax Code §26.18	Must post or cause to be posted, and in the format prescribed by the comptroller.	CE, CCG, CFC
Summary of Proposed Budget	Tex. Educ. Code §44.0041(a)	Must be posted concurrently with publication of notice of the budget.	CE
Adopted Budget	Tex. Educ. Code §44.0051	Must be maintained until the third anniversary of the date it was adopted.	CE
Annual Report of Certain Financial Information ("Annual Local Debt Report")	Tex. Loc. Gov't Code §140.008(d), (f)(1)	Must be posted continuously until the district posts the next annual report; as an alternative to posting the annual report on the district's website, a district may provide the required information to the comptroller and post a link to the comptroller's website where the district's financial information may be viewed.	CFA
Contact Information for the District's Main Office, including Physical Address, Mailing Address, Main Telephone Number, and an Email Address	Tex. Loc. Gov't Code §140.008(f)(2)		CFA
Landowner's Bill of Rights	Tex. Prop. Code §21.0112(b)(2)	Must be posted not later than the seventh day before a district with eminent domain authority makes a final offer to a property owner to acquire real property.	CHG
Information regarding the district's compliance with requirements for operating a school transportation system outside of the district for students who are non-district residents	Tex. Educ. Code §34.007(a-1)		CNA
TEA's health and safety guidelines for the effective integration of digital devices in public schools, if adopted by the district	Tex. Educ. Code §38.0231(d)	TEA must develop and distribute guidelines to school districts for use beginning with the 2023-24 school year.	
Information for Each Board Member: • Name • Email address • Term of office (include date term began & date term expires)	Tex. Educ. Code §11.1518; Tex. Gov't Code §2051.201	If a district does not maintain a website, this information must be submitted to the TEA to be posted on TEA's website.	CQA
District's Contact Information (including a mailing address, phone number, email address)	Tex. Gov't Code §2051.201		CQA
Group Health Coverage Plan and Comparability Report	Tex. Educ. Code §22.004(d)	Required for a district that does not participate in the uniform group health insurance program (TRS-ActiveCare).	CRD

REQUIRED INTERNET WEBSITE POSTINGS FOR DISTRICTS

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Information to be Posted	Authority	Notes	Related TASB Policy
Certain contact information of the designated agent to receive notifications regarding infringing activity.	17 U.S.C. §512(c)(2)	Required for a district that is a service provider under the Digital Millennium Copyright Act.	CY
Employment policy adopted under Texas Education Code section 11.1513(a), and the full text of any regulation referenced in that policy	Tex. Educ. Code §11.1513(k)	Must post all forms referenced in the employment policy adopted under Texas Education Code section 11.1513(a) to the employee-accessible intranet, if district maintains such an intranet. See DCB for required posting of all employment policies.	DC
Employment Policies	Tex. Educ. Code §21.204(d)	See DC for required posting of regulations referenced in employment policies adopted under Texas Education Code section 11.1513(a).	DCB
Early Childhood Literacy and Mathematics Proficiency Plans Setting Specific Annual Goals	Tex. Educ. Code §11.185(a)	Must post after the board's adoption of plan.	EA
Annual Report of Progress Toward Goals Set Under the Early Childhood Literacy and Mathematics Proficiency Plans	Tex. Educ. Code §11.185(e)	Must post on district website and, if campus website exists, the campus website.	EA
Annual Report of Progress Toward Goals Set Under College, Career, and Military Readiness Plans	Tex. Educ. Code §11.186	Must post on district website and, if campus website exists, the campus website.	EA
Any curriculum materials in the public domain used for the district's human sexuality (sex ed) instruction	Tex. Educ. Code §28.004(j)(1)(B)	See BDF for required posting of SHAC meetings and records.	EHAA
Transition and Employment Guide for Students in Special Education and Their Parents	Tex. Educ. Code §29.0112(e)(1)		EHBAD
Report on Measurable Outcomes for Dropout Recovery Education Programs	Tex. Educ. Code §29.081(e-6)	Each year, a district shall post a report on measurable outcomes for each dropout recovery education program offered by the district.	EHBC
Family Engagement Plan	19 Tex. Admin. Code §102.1003(e)	Must be posted by November 1 of each school year.	EHBG
Agreement Between District and Public Institution of Higher Education to Provide a Dual Credit Program	Tex. Educ. Code §28.009(b-2)	Must be posted annually.	EHDD
Information from TEA Explaining Advantages of the Distinguished Level of Achievement and Each Endorsement	Tex. Educ. Code §28.02121(b)	Must be available to students in grades 9 and above and their parents or guardians in the language in which they are most proficient. A district must provide the information in the language in which the parents or legal guardians are most proficient if at least 20 students in a grade level primarily speak that language.	EIF
Administration Dates for PSAT/NMSQT and College Advanced Placement Tests with Procedures for Home-schooled Students to Register	Tex. Educ. Code §29.916(c)	Districts without a website must publish this notice in a newspaper in the district.	EK
Information on Each Assessment Required by the State to Comply with 20 U.S.C. § 6311, Other Assessments Required by the State, and Assessments Required Districtwide	20 U.S.C. §6312(e)(2)(B)	Required of a district that receives funds under Title 1, Part A. Must be posted on the district website and, where practicable, the website of each campus for each grade served.	CQA

REQUIRED INTERNET WEBSITE POSTINGS FOR DISTRICTS

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Information to be Posted	Authority	Notes	Related TASB Policy
Information Regarding Local Programs and Services Available to Assist Students Who Are Homeless	Tex. Educ. Code §33.906(a)	Does not apply to a school within a district that has enrollment of less than 3,000 students and is primarily located in a county with a population of less than 50,000.	FDC
Required and Recommended Immunizations, Health Clinics that Offer the Influenza Vaccine, and a Link to the Department of State Health Services Website that Contains Information on Immunization Exemptions	Tex. Educ. Code §38.019	Must be prominent and in English and Spanish.	FFAB
Information Relating to Bacterial Meningitis (to students and their parents each school year)	Tex. Educ. Code §38.0025(a)	Must provide on the district website the information from the Department of State Health Services (DSHS) Meningitis Information for Students and Parents (or a link to this page), unless the district obtains consent from DSHS to deviate from the prescribed method. School districts that do not maintain a website should provide information in hard copy to each student.	FFAD
Summary of the Allergies and Anaphylaxis Texas DSHS with Instructions for Obtaining Access to the Complete Guidelines Document	Tex. Educ. Code §38.0151	Guidelines are from the Texas Department of State Health Services.	FFAF
Certain Title IX Information: <ul style="list-style-type: none"> • Required contact information for district's Title IX Coordinator(s) • Notification of nondiscrimination policy under Title IX • Title IX training materials 	34 C.F.R. §106.8(b), .45(b)(10)(i)(D)	Districts must prominently display the name or title, office address, email address, and telephone number of the Title IX Coordinator(s), as well as a notification of nondiscrimination. Districts must also make all materials used to train Title IX personnel publicly available on its website or, if the district does not maintain a website, available upon request for public inspection. For more information, see TASB Legal Services' Title IX Sexual Harassment.	FFH, DIA
Procedure for Reporting Bullying	Tex. Educ. Code §37.0832(e)	Required to the extent practicable.	FFI
Email Address and Dedicated Phone Number of the Campus Behavior Coordinator (CBC)	Tex. Educ. Code §26.015	Must be posted for each district campus. If a district is designated as a district of innovation and is exempt from the requirement to designate a CBC, then the district must post an email address and dedicated phone number of a campus administrator designated as being responsible for student discipline.	FO
Notice of Temporary Suspension of the PIA (if applicable)	Tex. Gov't Code §552.2325	Must post the public notice of the district's temporary suspension of the PIA and maintain posting for the duration of the suspension period, in a place readily accessible to the public and in each location the district is required to post a notice for the board's open meetings. (See BE above for required postings of board meetings.)	GBAA
Public Information Request Form Created by the Attorney General	Tex. Gov't Code §552.235	Must be posted if the attorney general's form is used. Use of the attorney general's form is not required.	GBAA

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Information to be Posted	Authority	Notes	Related TASB Policy
Designated Mailing and Email Address for Receiving Written Requests for Public Information	Tex. Gov't Code §552.234(d)	Must be posted if a mailing and email address is designated under Texas Government Code section 552.234.	GBAA
Statement That Written Requests for Public Information May Be Submitted by Board-Designated Method(s) (other than by mail, email, or hand-delivery)	Tex. Gov't Code §552.234(b)	Must be posted if other methods of delivery are designated by the board and not already posted on the sign required by Texas Government Code section 552.205.	GBAA
Notice Regarding Ability to Refuse Entry or Eject Certain Persons and Appeals Process	Tex. Educ. Code §37.105(g)	Must be posted on the district website and each campus website.	GKA

OPTIONAL INTERNET WEBSITE POSTINGS FOR DISTRICTS

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Information to be Posted	Authority	Notes	Related TASB Policy
Notice of Public Meeting for Input Prior to the Development of a Targeted Improvement Plan	19 Tex. Admin. Code §97.1061(b)(3)(A)(ii)	May be posted on district and campus website instead of providing notice in local newspapers or other media. Notice must be given 15 days prior to the meeting.	AIC
Superintendent's Employment Contract	19 Tex. Admin. Code §109.1001(q)(3)(B)(i)	May be posted on website instead of publishing it in the annual financial management report.	CFA
Notice of a Vacant Position for Which a Certificate or License is Required, other than a position that affects safety and security as determined by the board	Tex. Educ. Code §11.1513(d)(1)(B)	May be posted on website instead of posting on a bulletin board. Notice must be provided not later than the 10th school day before the date on which the vacant position is filled.	DC
Report on Sexually Relevant Library Materials	Tex. Educ. Code §35.006	Must either post in a conspicuous place online or provide physical copies at the central administrative building for the district.	EFB
Current Copy of District's Procedural Safeguards Notice Regarding Special Education	34 C.F.R. §300.504(b)	May be posted on website, in addition to providing a copy to parents as required.	EHBAE
Required Annual Notification of Nondiscrimination in Career and Technical Education (CTE) Programs under Title VI of the Civil Rights Act of 1964 and implementing regulations; Title IX of the Education Amendments of 1972 and implementing regulations; and Section 504 of the Rehabilitation Act of 1973 and implementing regulations	34 C.F.R. §100.6(d), 106.8, 104.8	Prior to the beginning of each school year, every district providing CTE programs must advise students, parents, employees, and the general public that all CTE opportunities will be offered without regard to race, color, national origin, sex, or disability. This nondiscrimination announcement may be made in local newspapers, district publications and/or other media that reach the general public and program beneficiaries. More information and English/Spanish sample notification forms are available from TEA.	EHBA, FB, GA
Annual Notice of Programs Available to Earn College Credit	Tex. Educ. Code §28.010(b)	May be posted on website instead of other method of notification to parent of each student enrolled in grade 9 or above.	EHDD

REQUIRED NEWSPAPER PUBLICATION OF NOTICES BY SCHOOL DISTRICTS

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ITEM TO BE PUBLISHED	AUTHORITY FOR REQUIREMENT	POLICY
Notice of Accreditation Status (if warned, probation, or revoked)	19 Tex. Admin. Code §97.1055(f)(3)(B)	AIA
Notice of hearing on Texas Academic Performance Report (TAPR)	Tex. Educ. Code §39.306(c)	AIB
Notice of hearing regarding election of trustees from single-member districts	Tex. Educ. Code §11.052(c)(2)	BBB
Notice of election	Tex. Elec. Code §4.003(a)(1), (c)	BBBA
Notice of budget and proposed tax rate meeting	Tex. Educ. Code §44.004(b)	CCG, CE
Notice of sale or exchange of land	Tex. Loc. Gov't Code §272.001(a)	CDB
Notice of intent to lease land	Tex. Nat. Res. Code §71.005	CDB
Notice of hearing concerning donation of surplus real property and improvements	Tex. Educ. Code §11.1541(a)(1)	CDB
Annual financial statement	Tex. Loc. Gov't Code §140.006(c), (d)	CFA
Notice of hearing on annual financial management report	Tex. Educ. Code §39.083(d); 19 Tex. Admin. Code §109.1001(q)(4)(A)	CFA
Notice of deadline for bids and proposals	Tex. Educ. Code §44.031(g); Tex. Gov't Code §2269.052(a)-(b)	CH, CV
Notice of intent to contract for use, purchase, or acquisition of real property or an improvement to real property	Tex. Loc. Gov't Code §271.004(a)	CHG
Administration dates for PSAT/NMSQT or college advanced placement tests (if district has no website)	Tex. Educ. Code §29.916(c)	EK



TRAINING REQUIREMENTS FOR SCHOOL BOARD MEMBERS TEXAS EDUCATION AGENCY (TEA)

Continuing education requirements for independent school board trustees are established in Texas Education Code, §11.159, Texas Administrative Code §61.1 and Texas Government Code, §§ 551.005, 552.012, and 2054.5191.

This table provides a summary of these requirements.

Required Continuing Education	First Year In Office	Subsequent Years In Office	Eligible Provider(s)
Local District Orientation	3 hours within the first 120 days in office	N/A	Local District
Orientation to the Texas Education Code	3 hours within the first 120 days in office	N/A	Education Service Centers
Update to the Texas Education Code	Following each legislative session and of sufficient length to address major changes		<ul style="list-style-type: none"> • Registered Providers • Authorized Providers • LSG Coaches
Team-building (Team-of-eight)	3 hours	3 hours every year	<ul style="list-style-type: none"> • Registered Providers • Authorized Providers • LSG Coaches
Additional Education based on Framework for School Board Development	10 hours	5 hours every year	<ul style="list-style-type: none"> • Registered Providers • Authorized Providers • LSG Coaches
Evaluating and Improving Student Outcomes	3 hours within the first 120 days in office	3 hours every 2 years	<ul style="list-style-type: none"> • Authorized Providers • LSG Coaches
Sexual Abuse, Human Trafficking, and Other Maltreatment of Children	1 hour within the first 120 days in office	1 hour every 2 years	<ul style="list-style-type: none"> • Registered Providers • Authorized Providers • LSG Coaches
Open Meetings Act (OMA)	1 hour within the first 90 days in office	N/A	Attorney General of Texas
Public Information Act (OMA)	1 hour within the first 90 days in office	N/A	Attorney General of Texas
Cybersecurity	Varies by provider	Every year	Department of Information Resources
School Safety	2 hours within the first 120 days in office	Every 2 years	<ul style="list-style-type: none"> • TEA Learn • Technical Support

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REGION 16 
Education Service Center

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