

2026-2027 Administrator Planning Calendar

EDUCATION SERVICE CENTER REGION 11

Revised August 31, 2026

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A Message from ESC Region 11 Executive Director



Vision

To be an innovative community that builds trust, provides quality service, and collaborates with partners to support learning and growth.

Mission

ESC Region 11 will support stakeholders in preparing all learners for tomorrow's opportunities.

Dear Superintendent,

The Board and staff of Education Service Center Region 11 sincerely appreciate the essential role you play in your communities and we are pleased to present the Administrator Planning Calendar for 2026-2027.

These calendars are a token of our heartfelt gratitude for your ongoing support and partnership. We hope you find them invaluable as you navigate another year filled with opportunities for your staff and students.

At ESC Region 11, we are fully committed to serving you, your staff, and your students in the pursuit of educational excellence. Our goal is to support your efforts by offering high-quality, cost-effective products and services that positively impact the communities you serve.

With sincere appreciation,

Brad Schnautz, Ed.D.

Board of Directors

Dr. Jeff Turner
Chairman, Place 6 - Tarrant

Dr. Jay Thompson
Vice-Chairman, Place 5
Tarrant

Dr. Kevin Rogers
Secretary, Place 3
Cooke, Denton, and Wise

Mr. Dennis Hughes
Member, Place 4 - Erath and Hood

Dr. Jeff Hanks
Member, Place 2
Parker and Palo Pinto

Dr. Ellen Blair
Member, Place 1
Johnson and Somervell

Dr. Pat Linares
Member, Place 7 - Tarrant

Ms. Natalie Texada
Member, Charter Schools

Executive Leadership

Dr. Brad Schnautz
Executive Director
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Dr. Hailee Fojtasek
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Ravonne Allmon-Smith
Sr. Director of Human Resources
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ESC Region 11 Leadership - Directors

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Instructional and Administrative Services
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Instructional and Administrative Services
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Technology Services
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Child Nutrition
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Ashley Stevenson
Administrative Services
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Design, Support, and Strategic Services
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Leadership and Support
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ESC Region 11 - Field Service Agents and Liaisons

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Carey Carter, Field Service Agent, Administrative Services
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Stefanie Cassels, Field Service Agent, Special Education Liaison, Special Programs, 817-740-7569, scassels@esc11.net

Kelli Crain, Field Service Agent, Administrative Services
817-740-7548, kcrain@esc11.net

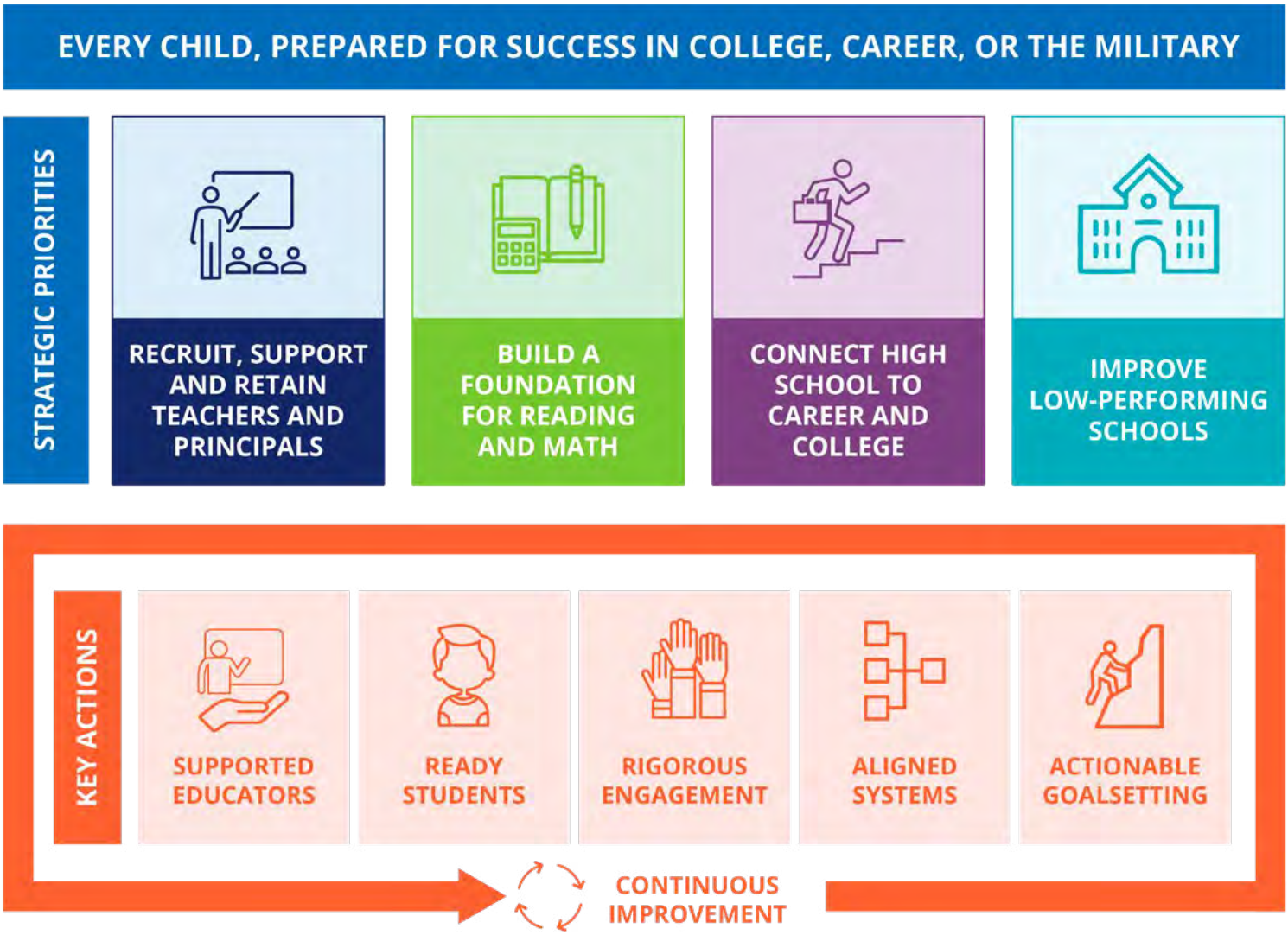
Dr. Amy Cunningham, Field Service Agent, Special Education Liaison, Special Programs, 817-740-7713, acunningham@esc11.net

Laura Lewis, Field Service Agent, Special Education Liaison, Special Programs, 817-740-7594, llewis@esc11.net

Amy Montemayor, Program Manager, Strategic Integrated Liaison, Special Programs, 817-740-3363, amontemayor@esc11.net

Jason Wells, Field Service Agent Executive Coach, Administrative Services, 817-740-7534, jwells@esc11.net

TEA Strategic Priorities



NOTES

School Districts and Charter Schools Served

BROWN COUNTY
Premier High School of Comanche/Early*

COOKE COUNTY
Callisburg ISD
Era ISD
Gainesville ISD
Lindsay ISD
Muenster ISD
Sivells Bend ISD
Valley View ISD
Walnut Bend ISD

DALLAS COUNTY
Trinity Leadership of Cedar Hill*

DENTON COUNTY
Argyle ISD
Aubrey ISD
Denton Classical Academy*
Denton ISD
Founders Classical Academies*
iSchool High of Lewisville K-5*
iSchool High of Lewisville 6-12*
iSchool Virtual Academy of Texas*
Krum ISD
Lake Dallas ISD
Lewisville ISD
Little Elm ISD
North Texas Collegiate Academies*
Northwest ISD
Pilot Point ISD
Ponder ISD
Sanger ISD
Trivium Academy*
Uplift Summit International*
Winfree Academy Charter School (Lewisville)*

ERATH COUNTY
Bluff Dale ISD
Dublin ISD
Huckabay ISD
Huston Academy*
Lingleville ISD
Morgan Mill ISD
Stephenville ISD
Three Way ISD

HOOD COUNTY
Granbury ISD
Lake Granbury Academy*
Lipan ISD
Premier High School of Granbury*
Tolar ISD

JOHNSON COUNTY
Alvarado ISD
Burleson ISD
Cleburne ISD
Godley ISD
Grandview ISD
Keene ISD
Joshua ISD
Rio Vista ISD
Venus ISD
University of Texas University - Clearfork Academy (RTC)*

PALO PINTO COUNTY
Gordon ISD
Graford ISD
Mineral Wells ISD
Palo Pinto ISD
Santo ISD
Strawn ISD

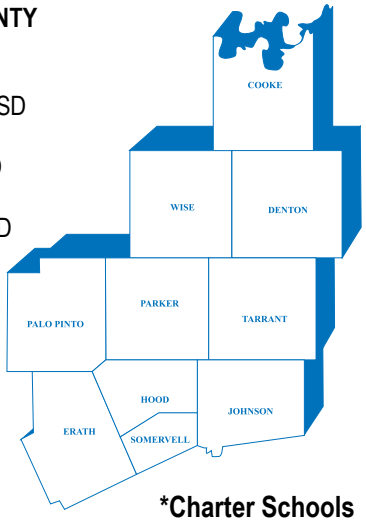
PARKER COUNTY
Aledo ISD
Brock ISD
Crosstimbers Academy*
Garner ISD
Millsap ISD
Peaster ISD
Poolville ISD
Springtown ISD
Weatherford ISD

SAN PATRICIO COUNTY
Coastal Horizons Academy (Shoreline)*

SOMERVELL COUNTY
Brazos River Charter School*
Glen Rose ISD

TARRANT COUNTY
Arlington Classics Academies*
Arlington ISD
Azle ISD
Basis Benbrook Charter*
Birdville ISD
Carroll ISD
Castleberry ISD
Crowley ISD
Eagle Mountain-Saginaw ISD
East Fort Worth Montessori Academy*
Everman ISD
Fort Worth Academy of Fine Arts*
Founders Classical Academy - Fort Worth*
Fort Worth ISD
Grapevine-Colleyville ISD
Great Hearts Arlington*
Great Hearts Lakeside*
Great Hearts Prairie View*
Harmony School of Innovation*
Harmony Science Academy*
High Point Academy*
Hurst-Euless-Bedford ISD
IDEA Achieve*
IDEA Edgecliff Academy*
IDEA Rise*
IDEA Southeast*
International Leadership of Texas Arlington*
International Leadership of Texas East Woodhaven*
International Leadership of Texas Keller*
International Leadership of Texas North Richland Hills*
International Leadership of Texas Saginaw*
International Leadership of Texas Woodhaven*
Jean Massieu Academy*
Keller ISD
Kennedale ISD
Lake Worth ISD
Manara STEM Academy - Arlington*
Mansfield ISD
Newman International Academy at Arlington*
Newman International Academy at Arlington Gibbins*
Newman International Academy at Bethlehem*
Newman International Academy at Cedar Hill*
Newman International Academy at Fort Worth*
Newman International Academy at Mansfield*
Newman International Academy at Watauga*
Premier High School of Arlington*
Premier High School of Fort Worth*
Premier High School of Fort Worth (Jacksboro)*
Premier High School of Fort Worth (Southside)*
Richard Milburn Academy Fort Worth*
Texans Can Academies*
Texas School of the Arts*
Treetops School International*
Trinity Basin Preparatory – Bolt*
Trinity Basin Preparatory – Fort Worth (Pafford/Panola)*
Trinity Basin Preparatory – HPA (South/UpperSchool/West)*
Trinity Charter Schools – Fort Worth*
Trinity Leadership of Arlington*
Uplift Ascend*
Uplift Crescendo*
Uplift Elevate*
Uplift Meridian*
Uplift Mighty*
Westlake Academy*
White Settlement ISD
Winfree Academy Charter School*

WISE COUNTY
Alvord ISD
Boyd ISD
Bridgeport ISD
Chico ISD
Decatur ISD
Slidell ISD
Paradise ISD



***Charter Schools**

District Superintendents

(a) = acting, (i) = Interim, (lf) = lone finalist

District	Superintendent	Phone	E-mail Address
Aledo ISD	Dr. Susan Bohn	817-441-8327	sbohn@aledoisd.org
Alvarado ISD	Dr. Kenneth Estes	817-783-6800	kene@alvaradoisd.net
Alvord ISD	Dr. Randy Brown	940-427-5975	rbrown@alvordisd.net
Argyle ISD	Dr. Courtney Carpenter	940-464-7241	courtney.carpenter@argyleisd.com
Arlington ISD	Dr. Matt Smith	682-867-4611	msmith32@aisd.net
Aubrey ISD	Dr. Shannon Saylor	940-668-0060	ssaylor@aubreyisd.net
Azle ISD	Mr. Todd Smith	817-444-3235	tsmith@azleisd.net
Birdville ISD	Dr. Gayle Stinson	817-547-5700	gayle.stinson@birdvilleschools.net
Bluff Dale ISD	Mr. Brian Warner	254-728-3277	warner.brian@bdisd.net
Boyd ISD	Mr. Tom Woody	940-433-2327	twoody@boydisd.net
Bridgeport ISD	Dr. Amy Ellis	940-683-5124	aellis@bridgeportisd.net
Brock ISD	Dr. Shannon Luis	817-594-7642	sluis@brockisd.net
Burleson ISD	Dr. Bret Jimerson	817-245-1000	bjimerson@bisdmail.net
Callisburg ISD	Dr. Chris Bradshaw	940-665-0540	cbradshaw@cisdtx.net
Carroll ISD	Dr. Jeremy Glenn	817-949-8222	jeremy.glenn@southlakecarroll.edu
Castleberry ISD	Ms. Renee Smith-Faulkner	817-252-2000	smithr@castleberryisd.net
Chico ISD	Mr. Randy Brawner	940-644-2228	rbrawner@chicoisdtx.net
Cleburne ISD	Dr. Coby Kirkpatrick	817-202-1100	ckirkpatrick@c-isd.com
Crowley ISD	Dr. Michael McFarland	817-297-5800	michael.mcfarland@crowley.k12.tx.us
Decatur ISD	Ms. Taylor Williams	940-393-7100	taylor.williams@decaturisd.us
Denton ISD	Dr. Susannah Holbert O'Bara	940-369-0000	sobara@dentonisd.org
Dublin ISD	Ms. Melissa Summers	254-445-3341	msummers@dublinisd.net
Eagle Mt.-Saginaw ISD	Dr. Jerry D. Hollingsworth	817-232-0880	jhollingsworth@ems-isd.net
Era ISD	Mr. Jeff Webb	940-665-5961	webbj@eraisd.net
Everman ISD	Dr. Felicia Donaldson	817-568-3500	fdonaldson@eisd.org
Fort Worth ISD	Dr. Peter Licata	817-814-2000	superintendent@fwisd.org
Gainesville ISD	Dr. DesMontes Stewart	940-665-4362	dstewart@gainesvilleisd.org
Garner ISD	Ms. Rebecca Hallmark	940-682-4251	rhallmark@garnerisd.net
Glen Rose ISD	Dr. Trig Overbo	254-898-3905	overtr@grisd.net
Godley ISD	Dr. Rich Dear	817-592-4300	cdear@godleyisd.net
Gordon ISD	Ms. Holly Campbell	254-693-5342	hcampbell@gordonhorns.net
Graford ISD	Mr. Brandon Perry	940-664-3101	bperry@grafordisd.net

(a) = acting, (i) = Interim. (lf) = lone finalist

District Superintendents

District	Superintendent	Phone	E-mail Address
Granbury ISD	Dr. Courtney Morawski	817-408-4000	courtney.morawski@granburyisd.org
Grandview ISD	Mr. Kirby Basham	817-866-4500	kbasham@gvisd.org
Grapevine-Colleyville ISD	Dr. Jason Adams	817-251-5200	jason.adams@gcisd.net
Huckabay ISD	Mr. Wes Corzine	254-968-5274	wcorzine@hisd.us
Hurst-Euless-Bedford ISD	Dr. Joe Harrington	817-283-4461	josephharrington@hebisd.edu
Joshua ISD	Mr. Corey Hickerson	817-202-2500	hickersonc@joshuaisd.org
Keene ISD	Dr. Ricky Stephens	817-774-5200	rstephens@keeneisd.org
Keller ISD	Dr. Cory Wilson	817-744-1000	cory.wilson@kellerisd.net
Kennedale ISD	Dr. Chad Gee	817-563-8000	geec@kisdtx.net
Krum ISD	Dr. Jason Cochran	940-482-6000	jason.cochran@krumisd.net
Lake Dallas ISD	Dr. Kristin Brown	940-497-4039	knbrown@ldisd.net
Lake Worth ISD	Dr. Ena Myers	817-306-4226	emyers@lwisd.org
Lewisville ISD	Dr. Lori Rapp	469-713-5200	rappl@lisd.net
Lindsay ISD	Mr. Steve Cope	940-668-8923	scope@lindsayisd.org
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Muenster ISD	Mr. Matthew Quick	940-759-2281	matthew.quick@muensterisd.org
Northwest ISD	Dr. Mark Foust	817-215-0000	mark.foust@nisdtx.org
Palo Pinto ISD	Mr. Wendell Barker	940-659-2745	wbarker@palopintoisd.net
Paradise ISD	Ms. Robyn Gibson	940-969-5001	rgibson@pisd.net
Peaster ISD	Dr. Rebecca Stephens	817-341-5000	rstephens@peaster.net
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Rio Vista ISD	Dr. Chris Chappotin	817-760-0111	cchappotin@rvisd.net
Sanger ISD	Dr. Tommy Hunter	940-458-7438	tommy.hunter@sangerisd.net
Santo ISD	Mr. Greg Gilbert	940-769-2835	ggilbert@santoisd.net

District Superintendents

(a) = acting, (i) = Interim, (lf) = lone finalist

District	Superintendent	Phone	E-mail Address
Sivells Bend ISD	Mr. James Daugherty	940-665-6411	jdaugherty@sivellsbendisd.net
Slidell ISD	Dr. Chris Heskett	940-535-5260	cheskett@slidellisd.net
Springtown ISD	Mr. Shane Strickland	817-220-7243	sstrickland@springtownisd.net
Stephenville ISD	Dr. Eric Cederstrom	254-968-7990	eric.cederstrom@sville.us
Strawn ISD	Mr. Dewaine Lee	254-672-5313	dewaine.lee@strawnschool.net
Three Way ISD	Ms. Shana Campbell (i)	254-965-6596	scampbell@twisd.us
Tolar ISD	Mr. Travis Stilwell	254-835-4718	tstilwell@tolarisd.org
Valley View ISD	Mr. James Womack	940-726-3659	jwomack@vvisd.net
Venus ISD	Mr. Howard Gatewood	972-366-3448	howard.gatewood@venusisd.net
Walnut Bend ISD	Mr. Donny Hearn	940-665-5990	donny.hearn@walnutbendisd.net
Weatherford ISD	Dr. Sean Scott	817-598-2800	sscott@weatherfordisd.com
White Settlement ISD	Mr. Frank Molinar	817-367-1300	fmolinar@wsisd.net

State Contacts

Organizations	Phone	Web Address
Raise Your Hand Texas	512-617-2121	www.raiseyourhandtexas.org
State Board of Education (SBOE)	512-463-9007	https://sboe.texas.gov
State Board for Educator Certification (SBEC)	512-936-8400	www.tea.state.tx.us
Texas Association of Community Schools (TACS)	512-440-8227	www.tacsnet.org
Texas Association of Midsize Schools (TAMS)	210-865-6132	www.midsizeschools.org
Texas Association of Rural Schools (TARS)	325-372-8552	www.tarsed.org
Texas Association of School Administrators (TASA)	800-725-8272	www.tasanet.org
Texas Association of School Boards (TASB)	512-477-0222	www.tasb.org
Texas Association of School Business Officials (TASBO)	512-462-1711	www.tasbo.org
Texas Association of School Personnel Administrators	800-346-4111	www.taspa.org
Texas Association of Secondary School Principals (TASSP)	512-443-2100	www.tassp.org
Texas Department of Agriculture (TDA)	800-835-5832	www.texasagriculture.gov
Texas Education Agency (TEA)	512-463-9734	www.tea.texas.gov
Texas Elementary Principals and Supervisors Association	800-252-3621	www.tepsa.org
Texas Public Charter Schools Association	512-584-8272	www.txcharterschools.org
Texas Rural Education Association (TREA)	877-567-8732	www.txrea.com
Texas School Public Relations Association (TSPRA)	512-474-9107	www.tspra.org
University Interscholastic League (UIL)	512-471-5883	www.uiltexas.org

(a) = acting, (i) = Interim, (lf) = lone finalist

Charter School Superintendents

Charter	Superintendent	Phone	E-mail Address
Arlington Classics Academy	Mr. Craig Sims	817-274-2008	csims@acaedu.net
BASIS Ed Texas	Ms. Andrea Hallett	210-687-5957	andrea.hallett@btxschools.org
Brazos River Charter School	Mr. Jason Bunting	254-898-9226	jbunting@ctacharter.com
Crosstimbers Academy	Mr. Jason Bunting	817-594-6220	jbunting@ctacharter.com
Denton Classical Academy	Mr. Chuck Cook	972-316-3663	ccook@responsiveed.com
East Fort Worth Montessori Academy	Ms. Sukai Durosimi	817-496-3003	sukai.durosimi@efwma.org
Erath Excels Academies	Mr. Mike Scott	254-965-8883	mscott@erath-excels.org
Fort Worth Academy of Fine Arts	Dr. Anika Perkins	817-924-1482	anika.perkins@artsacademics.org
Founders Classical Academy (Responsive Ed)	Mr. Chuck Cook	972-316-3663	ccook@responsiveed.org
Great Hearts Texas Academies	Dr. Wade Dyke	210-888-9475	wade.dyke@greatheartstxschools.org
Harmony Public Schools	Mr. Harun Karan	713-343-3333	hkaran@harmonytx.org
IDEA Tarrant County Schools	Dr. Jeff Cottrill	817-885-4700	jeff.cottrill@ideapublicschools.org
Ignite Community School (Responsive Ed)	Mr. Chuck Cook	972-363-3663	ccook@responsiveed.com
International Leadership of Texas - Tarrant Area	Mr. Eddie Conger	817-419-9281	econger@iltexas.org
iSchool Virtual Academy (Responsive Ed)	Mr. Chuck Cook	972-829-4492	ccook@responsiveed.com
Jean Massieu Academy	Ashley Blakeslee	817-460-0396	ablakeslee@jmaisd.org
Lake Granbury Youth Services (Rite of Passage)	Ms. Tracy Bennett-Joseph	443-821-1113	tracy.bennett-joseph@rop.com
Manara STEM Academy - Arlington	Dr. Denise Sudan	972-304-1155	dsudan@manaraacademy.org
New Heights	Ms. Traci Berry	512-748-1049	tberry@newheightsed.com
Newman International Academy District	Dr. Sheba George	682-207-5175	shebakg@newmanacademy.org
North Texas Collegiate Academy	Dr. Lisa Stanley	972-221-3564	lisa.stanley@ntxca.org
Premier High Schools (Responsive Ed)	Mr. Chuck Cook	972-363-3663	ccook@responsiveed.com
Richard Milburn Academy	Dr. Armard Anderson	817-731-7627	aanderson@rma-tx.org
Texan Can Academies	Dr. James J. Ponce	817-735-1515	jponce@texanscan.org
Texas Center for Arts + Academies	Dr. Anika Perkins	817-732-8372	anika.perkins@mytcaa.org
Texas College Preparatory Academies (ResponsiveEd)	Mr. Chuck Cook	972-363-3663	ccook@responsiveed.com
Texas Leadership Public Schools	Dr. Walt Landers	325-653-3200	walt.landers@texasleadership.net
Treetops School International	Dr. James Whitfield	817-283-1771	jameswhitfield@treetops.org

Charter School Superintendents

(i) = Interim

Charter	Superintendent	Phone	E-mail Address
Trinity Basin Preparatory, Inc.	Mr. Randy Shaffer	817-840-7501	rshaffer@trinitybasin.net
Trinity Charter Schools	Ms. Keely Reynolds	903-565-6801	info@trinitycharterschools.org
Trivium Academy	Ms. Sheryl Bradley	469-854-9007	sheryl.bradley@triviumacademytx.com
University of Texas University Charter Schools	Dr. Nicole Whetstone	512-471-4864	nwhetstone@austin.utexas.edu
Uplift Education	Dr. Remy Washington	469-621-8500	rwashington@uplifteducation.org
Westlake Academy	Dr. Kelly Ritchie	817-490-5757	info@westlakeacademy.org
Winfree Academy	Ms. Brandy Schott	214-222-2200	bschott@wacsd.com

2026-2027 Conference List

Conference	Date	Location
TACS Conference	September 9-10, 2026	San Antonio
MASBA Conference	September 10-11, 2026	San Antonio
Texas Charter School Conference	September 28-30, 2026	Dallas
txEDCON (TASA/TASB Convention)	October 8-11, 2026	Houston
ACET Fall Conference	October 27-30, 2026	Irving
Texas Assessment Conference	November 2-4, 2026	Round Rock
RAC Symposium	November 3-4, 2026	Lost Pines
TASBO School Operations Conference	November 11-12, 2026	Allen
TAMS Annual Legislative Conference	December 3-4, 2026	Georgetown
TASA Midwinter Conference	January 24-27, 2027	San Antonio
TCEA Conference	January 31-February 3, 2027	San Antonio
TASBO Engage Annual Conference	February 15-19, 2027	San Antonio
ESC-20 School Board Summit	February 21-23, 2027	Boerne
National ESEA Conference	February 23-25, 2027	Louisville
Rural Schools Spring Conference		
TASB Governance Camp	March 3-6, 2027	Galveston
TxDLA Conference	March 7-10, 2027	Denton
CoSN National Conference	April 12-14, 2027	Orlando
Texas Library Association	April 12-14, 2027	San Antonio
ACET Spring Conference	April 27-30, 2027	Dallas
CEN Rural Empowerment Conference		
TEPSA Summer Conference	June 8-10, 2027	Round Rock
TASA txedFest	June 14-16, 2027	San Antonio
TASBO Summer Solutions Conference	June 14-16, 2027	Dallas
TIA (Teacher Incentive Allotment) Conference	June 15-17, 2027	Houston
TASB Summer Leadership Institute (SLI)	June 16-19, 2027	San Antonio
TREA Annual Conference	June 21-24, 2027	Round Rock

ESC Region 11 Leadership Network Meeting List

EB Program Leadership - Melanie Yocom (817) 740-7563 - myocom@esc11.net	
These quarterly meetings are designed to support Emergent Bilingual (EB) program leaders by providing timely updates, collaborative networking opportunities, and practical strategies to strengthen local program implementation, compliance, and continuous improvement efforts. To maintain a focused and relevant audience, a passcode is required for participation. Current EB Program Leaders on our contact list will receive the passcode via email. New EB Program Leaders are encouraged to introduce themselves by contacting R11bilesl@esc11.net to gain the registration passcode. 9:00 a.m. - noon	• September 9, 2026 • November 4, 2026 • January 21, 2027 • April 1, 2027
ELAR Voices that Lead - BeTina Edwards Wilson (817) 740-7501 - bedwards-wilson@esc11.net	
Voices That Lead is an ongoing professional learning community for ELAR instructional leaders, coaches, and specialists dedicated to elevating literacy instruction. Through collaborative learning, coaching conversations, and practical planning, participants will deepen their expertise in reading and writing instruction while strengthening their leadership capacity to support teachers effectively. Together, we will examine statewide shifts, unpack key instructional implications, and strategize ways to support teachers with clarity and confidence. Each session spotlights timely topics such as evidence-based practices and data-informed coaching. Whether you serve elementary or secondary campuses, this space provides opportunities for reflection, discussion, and leadership planning—ensuring your voice helps shape the future of literacy instruction.	• October 15, 2026 • January 14, 2027 • May 12, 2027 • July 21, 2027
Mathematics Leaders Community - Tiffany Stevenson (817) 740-7589 - tstevenson@esc11.net	
The Mathematics Leaders Community (MLC) brings mathematics leaders together to learn, collaborate, and strengthen their collective impact on student achievement. Through shared expertise, meaningful discussions, and current educational updates, participants will leave equipped with new ideas, valuable connections, and practical resources to support mathematics education in their districts.	• December 4, 2026 • February 25, 2027
Superintendent Regional Advisory Committee Stephanie Heppenstall (817) 740-7590 - sheppenstall@esc11.net	
This meeting provides an opportunity for ESC Region 11 superintendents to meet for information, updates, support, and networking.	• September 2, 2026 • October 7, 2026 • December 1, 2026 • January 14, 2027 • March 3, 2027 • April 7, 2027 • May 5, 2027
Technology Advisory Committee - Cole Wolsch (817) 740-3696 - cwolsch@esc11.net	
The ESC Region 11 Technology Advisory Committee (TAC) Meetings bring together technology leaders from across the region to stay informed, connected, and prepared for emerging needs in K–12 education. Held twice each year, these meetings provide timely updates from TEA and ESC11, insights into emerging technologies and statewide initiatives, and opportunities to collaborate and network with colleagues across the region. Meetings are open to technology directors and other district leaders responsible for technology, instructional technology, and related services.	• September 23, 2026 • February 17, 2027
Instructional Leaders' Meetings - Dr. Pamela Brown (817) 740-7612 - pbrown@esc11.net	
The ESC Region 11 Instructional Leaders Meetings provides a collaborative space for public, charter, and private school administrators to receive local, state, and national updates, share best practices, network with peers, and provide input on future regional support services	• October 13, 2026 • February 9, 2027

ESC Region 11 Leadership Network Meeting List

Special Programs Director Collaboration - Michael Pogue (817) 740-7555 - mpogue@esc11.net	
ESC Region 11 provides training, technical assistance and resources for complying with state and federal regulations related to supporting students with disabilities in public schools. The scope of special education support includes but is not limited to curriculum, instruction, least restrictive environment, compliance, funding, behavior, related services, evaluation, DHH/VI, early childhood, and secondary transition. This leadership network supports district and charter school representatives serving as the Special Education Director, Coordinator, or designated administrator.	• September 16, 2026 • October 21, 2026 • November 18, 2026 • December 15, 2026 • January 27, 2027 • March 4, 2027 • April 21, 2027 • May 19, 2027 • August 25, 2027
Programmatic Leadership Meetings - Jacob Hildebrand (817) 740-3691 - jhildebrand@esc11.net	
This is a region-wide meeting for school system leaders of Career and Technical Education Programs and CCMR Programming. There will be an opportunity to collaborate, review TEA updates, and receive programming support. The meeting includes time for SSA Member collaborations and technical assistance.	• September 17, 2026 • October 15, 2026 • February 18, 2027 • April 1, 2027 • May 13, 2027

AUGUST 2026 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Accountability and Assessment/School Improvement – Dr. Margo Nottingham 817-740-7526

- Post most current accountability ratings, accreditation status, and distinction designations, Texas Academic Performance Report (TAPR) & School Report Card (SRC) on website by 10th day of the school year (TEC§39.362) / Requirement for Posting of Performance FAQ
- Update AskTED (ensure Superintendent, DCSI, Principals, and Testing Coordinator are correct)
- District receive their Consolidated Accountability File (CAF) from Cambium in the secure file center August 4-8
- Accountability Ratings and Unmasked Reports and Data Tables are released in TEAL (TEC§39.362) August 12
- Accountability Ratings and Masked District and Campus Data are released publicly on TEA website (txschools.gov) August 14
- Comprehensive Support and Improvement (CSI) / Targeted Support and Improvement (TSI) / Additional Targeted Support (ATS) Federal Identification Lists Posted on the TEA website August 14
- Preliminary Public Education Grant (PEG) for 2026-2027 list posted on the TEA website August 14. Submit accountability appeals within 30 calendar days of the release of accountability ratings.
- Review school improvement training calendar and register for training through the ESC if identified for School Improvement once ratings are released
- Conduct Public Meeting for required school improvement identified campuses
- Attend required School Improvement training, if applicable
- Accountability Appeals Registration window opens in TEAL August 12
- Identify students who require accelerated instruction, those who require an Accelerated Education Plan (AEP), and plan for the provision of AI as required by HB 1416

Administration and Leadership – Dr. Pam Brown 817-740-7612 / Derrick Spurlock 817-740-7552

- Comprehensive review of all AskTED contacts (be sure you have no blanks)
- Review TEA Superintendent Resources & Guidance and ESC Region 11 Superintendent's Corner
- Review subscriptions to ESC Region 11 mailing list
- Review/amend Student Code of Conduct and post on website
- The 2026-2027 application cycle for innovative courses closed on September 12, 2025. The complete innovative course application timeline is available on the TEA innovation course website
- Hold district/campus SBDM Committee elections (TEC§11.251(b))
- Distribute/publish Notification of Parents' Rights (TEC§26.0)
- Distribute copies of TEC§37 and local discipline policies to professional staff before start of school (TEC§37.018)
- Establish at least one Parent-Teacher Organization at each school (TEC§26.001(e))
- Review sexual harassment procedures with staff and students. Maintain documentation of training
- Evaluate district's decision-making and planning policies every two years (TEC§11.252(4)(d))
- Update name & contact information for each campus administrator responsible for discipline on website and in AskTED (SB 1306)
- Conduct T-TESS and T-PESS trainings as required
- Schedule appraisals.
- Complete ADC in TEAL for ESSA and Perkins Grants

Charter School Specific – Carey Carter 817-740-7546

- Update website to ensure required postings are posted
- Charter School Waitlist TSDS ready to load data to IODS August 3rd
- Submit calendar through TEAL, Charter School Tracking System (CSTS) application
- Expansion information can be found at Charter School Amendments and Waivers
- Review required website postings, including current Board Member information and Superintendent/CEO compensation.
- Utilize the All-In-One-Form to update AskTED, including all required positions Charter Schools-AskTED Updates page
- Review IDEA-B MOE, ESSA MOE and spending by special allotment/PIC before submitting file to the independent auditor

Career and Technical Education, CCMR, and Perkins Formula Grant – Jacob Hildebrand 817-740-3691

- Publish Annual Public Notification of Nondiscrimination in Career Technology Education Programs https://tea.texas.gov/student-assessment/monitoring-and-interventions/program-monitoring-and-interventions/methods-of-administration-guidance-and-resources
- Submit SC5003 Formula Grants Consolidated Schedule (one schedule applicable to ESSA, Perkins, and IDEA-B) due September 3rd
- Submit GS2200 Applicant Designation and Certification (ADC) in TEAL/eGrants due September 3rd – Perkins SSA members only
- Complete Perkins V: Strengthening Career and Technical Education for the 21st Century Grant Application, due by September 3rd and posted in eGrants – Non-Perkins SSA members only

***Requires Board action/approval**

- Verify all CTE Teacher scheduled courses align to teacher certifications
- Review CCMR Tracker Part II and check for accuracy. Set a plan for any 2027 graduate that is missing CCMR credit
- Ensure Master calendar meets required CTE minutes for weighted funding (SAAH 26-27)
- *Receive Board Approval for any new CTE Innovative Course on the Master Schedule for 26-27
- Verify all Work-Based Learning teachers have completed mandatory WBL training (no expiration) and all teachers teaching a CTE course that counts towards math and science graduation requirement have completed mandatory Math and/or Science training (no expiration)
- Verify all Career Preparation and offsite Practicum students have completed training plans and all Project-Based Capstone students have a completed written project plan by the 15th day of the school year
- Enter IBCs earned/passed between 6/1/26 - 8/31/26 in PEIMS Extended Year submission

Emergent Bilingual Programs: Title III/Bilingual/ESL – Melanie Yocom 817-740-7563

FEDERAL

- Complete the ADC to access the ESSA Consolidated Federal Grant Application. LEAs receiving a Title III, Part A ELA entitlement (allocation) of $10,000 or less cannot apply on their own and will either select ESC Region 11 as the fiscal agent to join the Title III Shared Service Arrangement (SSA) or decline the entitlement
- Complete ESSA application by due date. Utilize Comprehensive Needs Assessment and Comprehensive PD Plan to complete Title III, Part A ELA PS3106 and Title III, Part A Immigrant PS3114 (if awarded)
- Complete SNS (Supplement No Supplant) Professional Development Worksheet. Keep locally and must be provided to TEA upon request
- Complete ESSA Consolidated Compliance Report for prior SY: Title III, Part A PR3002 and Title III, Part A Immigrant PR3114 (if applicable)
- Monitor monthly drawdown of (TIII) funds to assure no more than 25% remains at the end of the fiscal year. Effective in SY 26-27, LEAs that carryover excessive amounts of funds for grants awarded will be assigned a Risk Indicator
- Due by the communicated date: ESC Region 11 Title III, Part A ELA (SSA) members complete an ESC Region 11 survey for ESSA Compliance Reporting: Title III, Part A ELA-PR3002. The survey will be delivered via email from the ESC Region 11 EL Support team
- First 30 calendar days: Per ESSA federal requirements, send home a Parent Notification on Student Progress for identified emergent bilingual students (1-code table C061) and monitors after reclassification (F/S-code tableCO61) within the first 30 calendar days of the school year

STATE

- Within four weeks of student enrollment: Use Home Language Survey (HLS) to complete necessary emergent bilingual student identification processes and convene LPAC to determine EB program eligibility and program placement
- Following the LPAC and receipt of parent's program decision: Appropriately assign PEIMS coding to identified emergent bilingual students for federal and state funding purposes based on LPAC documentation and teacher certifications
- Due by November 1st: Human Resources, Campus Leadership, and EB Program Leadership review teacher certifications in preparation for applying for a Bilingual exception and/or ESL waiver to the commissioner of education
- Ongoing: Human Resources, Campus Leadership, and EB Program Leadership review teacher certifications during the hiring process to ensure the candidate is appropriately certified to teach in a bilingual or ESL program
- Ongoing: When a Bilingual exception and/or ESL Waiver will be filed, ensure 10% of Bilingual Education Allotment is allocated to support the action plan and comprehensive professional development plan per 19 TAC 89.1207 (e)

Federal and State Programs – Indhira Saenz 817-740-7716

- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112 Local Education Plan, 1114 (Schoolwide Program Plan)
- Ongoing: Conduct program activities approved in Consolidated Federal Grant Application; ensure alignment to ESSA Consolidated Application
- ESSA Consolidated Application revised planning amounts posted on TEA Entitlements web page; adjust budgets accordingly
- Complete ESSA Consolidated Grant Application, due in early September. Most LEAs with 12-month federally funded staff submit by July 1
- Complete Title II, Part A SNS (Supplement No Supplant) Professional Development Worksheet. Keep locally and must be provided to TEA upon request
- Collect and review information and documentation for ESSA Consolidated Compliance Report (submission due in late September)
- Quarterly (best practice): Assessment of program effectiveness/program evaluation
- Monthly (best practice): Monitor the reporting of expenditures and cash drawdowns to ensure they appropriately reflect program implementation
- Notify parents of their right to request and receive information regarding the professional qualifications of the student's classroom teachers
- Distribute to parents and family members the LEA's and campus' written parent and family engagement policy and School-Parent Compact
- Consult with required stakeholders on the Title programs and activities being supported with Title funds
- Set and prepare data collection/documentation for the TIVA program objectives, intended outcomes, and evaluation for effectiveness data for activities to be implemented the upcoming year
- Upload PNP Affirmations for all participating PNP schools (due in late September)

***Requires Board action/approval**

AUGUST 2026 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Federal and State Programs *(continued)*

- Ongoing: Consultation with PNP school officials to ensure services are being implemented for applicable program(s)
- TEA Federal Programs Planner Version 2.0

Finance – Spencer Davis 817-740-3658 / Laura Weir 817-740-3602

- Budget Adoption for September 1st FY
- Post proposed summary budget no later than August 20th per TEC 44.0041 and concurrently with the notice of public meeting
- Post proposed budget in coordination with OMA requirements
- Post notice of public meeting to discuss budget and proposed tax rate 10-30 days before the meeting
- *Final amendment to current year budget must be done prior to close and must be approved by the Board (August 31st FY)
- *Hold meeting to adopt budget and proposed tax rate on or before August 31st
- FSP System: Local Property Value Survey (annually) Opens 7/18 and closes 8/1
- To order a November election: a district must adopt its budget and tax rate before ordering an election – deadline August 22nd (78th day before Election Day)
- TEA Tax Information Survey (TIS) due in TEAL FSP System - report current year actual tax collections to be used near final settle-up process open – due August 31st
- HB 103 Database Deadline for Taxing Units to submit all new bonds approved in May or November elections in each subsequent election year. (Recurring deadline of August 7th)
- When posting the OMA notice for a board meeting where the board will discuss or adopt a budget, it must include a physical copy of the proposed budget unless the proposed budget is clearly accessible on the home page of the district website.
- When posting the OMA notice for a board meeting where the board will discuss or adopt a budget, taxpayer impact statement showing, for the median-valued homestead property, a comparison of the property tax bill for the current fiscal year and an estimate of the property tax bill for the same property for the upcoming fiscal year if the proposed budget is adopted.

Food and Nutrition – Jocelyn Karbo 817-740-3678

- Ensure the Texas Department of Agriculture NSLP application is completed accurately and approved in TX-UNPS
- Media Release with updated student and adult meal prices
- Distribute/process Child Nutrition household applications (if applicable)
- Submit claim for reimbursement for any meals served in July
- After the 5th of the month, upload student enrollment into TX-ELMS to check for new Directly Certified students and add them to the DC list at the local level
- Attachment B upload opens in TX-UNPS

Leadership & Instructional Foundations for Texas (LIFT) – Heather Ward 817-740-7621

- Attend Beginning of Year LIFT Stepback Meetings
- Review Student & Classroom Observation Data with your ESC Region 11 LIFT Team to monitor and adjust instructional practices as needed

Migrant – Aurelia Arita 817-740-3683

- Distribute a Family Survey to each student (New, Returning, and Transfer). Family Survey English and Spanish
- Attend the Migrant Education Update and Workday - August 19
- Fill out the 25-26 Migrant Education Program Contact Form (one contact per LEA)
- Identification and Recruitment of Migratory Students -Review TAA
- Complete PFS Action Plan and Submit to ESC MEP Contact for Review
- Ensure coding for migratory students in PEIMS is correct
- Ensure identified migratory students are receiving free lunch
- Return any Family Surveys with "Yes" responses to migrant@esc11.net, due within two weeks of receiving them. (Spreadsheet preferred if the option is available through the Student Information System)
- Update Identification and Recruitment plan and include in DIP
- Submit request for any Migrant supplemental services need that is not provided by the district

School Board – Carey Carter 817-740-7546

- *Approve Appraisal Calendar
- *Hold public hearing/Adopt budget for September 1st Fiscal Year
- *Approve health insurance rates if applicable
- Remind Trustees elected in May of 120 day required trainings due: EISO, OTEC, Sexual Abuse and Human Trafficking

***Requires Board action/approval**

- Remind Trustees elected in May of 90-day required trainings PIA and OMA
- Plan annual team building and complete Bi-annual SB 1566 (2022) (Evaluating and Improving Student Outcomes (EISO))
- Update Trustees' contact information and terms on website (HB 963)
- *Order Trustee election and post notice for November election
- *MOU with juvenile board for districts in counties over 125,000 by September 1st (TEC§37.010(a))
- *Adopt district/campus improvement plan
- *Establish/approve Local School Health Advisory Council (SHAC) (TEC§28.004)
- *Adopt Student Code of Conduct (TEC §37.001)
- *Approve SB 12 certification of compliance

School Health – Shelby Lampley 817-740-7656 / Bradley Berry 817-740-3631

- Automated External Defibrillators (AEDs) | TEC§22.902; DMA(LEGAL) requires CPR & AED instruction must be made available to employees as frequently as required by local policy.
  - Monthly - Check AED and CPR certification is up to date for every school nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, and any other employee specified by the commissioner, and each student who serves as an athletic trainer.
- Ensure staff members have completed all required compliance modules as shown in A Guide to Statutory Professional Development/ Training for Texas Public School Employees (Found at the back of this document under Independent School District Information and Charter School Information Sections)

School Safety and Security – Bradley Berry 817-740-3631

- Review membership District Safety & Security Committee (TEC§37.109)
- Safety & Security Committee members (new) complete Psychological First Aid training (TEC§37.108(f)(6)(C)(i))
- Plan Safety & Security Committee meetings for each academic semester and once during the summer (TEC§37.109)
- Review threat assessment process to ensure ready to implement (TEC§37.115)
- Provide all employees, including substitutes, training in response to an emergency (TEC§37.108)
- Review Safety and Security Agreements per Emergency Operations Plans
- Review Traumatic Injury Response Protocol preparations TEC§38.030
  - Inventory bleeding control stations
  - Review expiration dates for bleed control kits
  - Develop annual training schedule for use of a bleeding control station:
    - School district peace officers, school resource officers, or school security personnel
    - School personnel who may be reasonably expected to use
    - Offer instruction to students enrolled at the campus in grade seven or higher
- Verify district communications technology and infrastructure allow communication during an emergency (TEC§37.108)
- Verify district employees and substitutes have classroom telephone access to allow immediate contact with district emergency services or emergency services agencies (TEC§37.108)
- Ensure all required personnel have appropriate Sentinel access
- Develop schedule for mandatory school drills exercises (TEC§37.114)
- Maintain/replenish Personal Protection Equipment (PPE) inventory
- Provide updated school safety emergency contact information to ESC Region 11 School Safety Consultant (Bradley Berry)
- Monthly verification of working condition of all AED equipment at each campus and administrative building and logging in Sentinel
- K-12 Public School Systems - Three-year audit must be completed by August 31, 2026. Finalized reports/DAR tool submission are due to the Texas School Safety Center by September 15, 2026.
- Verify Campus lists and district contact information in Sentinel
- Ensure all DTAT and SBTAT members have received the full Behavioral Threat Assessment certification training through ESC Region 11 or the TXSSC (TXHB1316)
- Deadline to apply for School Bus Safety Grant Program is August 14, 2026.
- Ensure the semi-annual safety standard maintenance checklist (REF: Chapter 61: Commissioner's Rules §61.1031(d)(3)) is complete
- Ensure that the LEA Superintendent or designee attends the semi-annual school safety sheriff meeting.
  - In accordance with House Bill 33, for counties with a population more than 350,000, the following individuals must attend the safety meeting:
    - each district located in the county, the police chief of the district's police department, or designee; or
    - each district in the county that contracts with another political subdivision for law enforcement services, the chief administrative officer of the law enforcement agency providing law enforcement services to the district, or the officer's designee; and

***Requires Board action/approval**

AUGUST 2026 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

School Safety and Security *(continued)*

- the superintendent of each school district located in the county; and
- any other person the sheriff considers appropriate

- In accordance with House Bill 33, for counties with a population of less than 350,000, the following individuals must attend the safety meeting:
  - the sheriff or the sheriff's designee;
  - the police chief of a municipal police department in the county or the police chief's designee;
  - each elected constable in the county or the constable's designees;
  - each police chief of district 's police depart. or district security coord. from each district located in the county;
  - a representative of the Department of Public Safety assigned to the county;
  - a representative of each other state agency with commissioned peace officers assigned to the county;
  - a person appointed to a command staff position at an emergency medical service in the county;
  - a person appointed to a command staff position at a municipal emergency medical service in the county;
  - a person appointed to a command staff position at a fire department in the county;
  - the superintendent or the superintendent's designee of each school district located in the county;
  - the person who serves the function of superintendent, or that person's designee, in each open enrollment charter school located in the county;
  - a representative of the Texas Division of Emergency Management; and
  - any other person the sheriff considers appropriate
- 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
- Cybersecurity training certification submission deadline August 31st

Special Education – Michael Pogue 817-740-7555 / Stephanie Cassels 817-740-7569

- August 31, 2026 - High Cost Funds (HCF) Reimbursement Payment DEPOSITED
- RFT & SELA ready to load data August 3, 2026
- SPEDS Collection ready to load data August 3, 2026- State Performance Plan Indicators
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance
- OPENS August TBD 2050 SHARS RMTS Q1 Participant List
- August 7, 2026 High Cost Funds Payment Request
- August 10th Submission of 10% of Sped Students if district received grant for summer stipend for TIERED Funding Support

Teacher Incentive Allotment – Jennifer Heddins 817-740 -7655

- August 1st: System Application Results - notification to districts for new systems, expansion modifications, and renewals
- August 3 TIA Portal opens for data submission
- August 21st: Teacher Buy-In Survey Template to be uploaded into Qualtrics by new districts with accepted system applications
- August 31st: Deadline to submit Annual Program Submission with teacher payouts with Superintendent Attestations
- August 31st: Deadline to spend 100% of generated TIA allotments
- August 31st: Buy-In Survey opens for new districts with accepted system applications

Texas Student Data System/PEIMS – Janie Galan 817-740-3670

- **The following Texas Student Data System (TSDS) Core Collections are ready to load data to IODS August 3, 2026:** Charter School Waitlist, Class Roster Winter, Early Childhood Data Systems (ECDS - KG), Early Childhood Data Systems (ECDS - PK), Residential Facility Tracker (RFT), Special Education Language Acquisition (SELA), Special Education Data System (SPEDS) Summer, State Performance Plan Indicator (SPPI-14), **NEW** Teacher Vacancy Collection (TVC), **NEW** Special Education Data System Video Camera Request Submission (SPEDS VCR)
- **The following Public Education Information Management System (PEIMS) Submissions are ready to load data to IODS August 3, 2026:** Extended Year First Submission (2025-26) due date for LEAs, August 27, 2026; **NEW** Fall Enrollment Submission (FAEN); Attendance Submission 1-5 (ATND); Fall Submission (Sub 1); Mid-Year Submission (Sub 2); Summer Submission (Sub 3); Requests to retire Unique IDs due to TEA for Extended Year Submission August 21, 2026
- PEIMS Extended Year first submission due to ESC-11 on August 20th (2025-2026)

NEXT STEPS

AUGUST 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	3 **TSDS ready to load data to IODS:** Charter School Waitlist; Class Roster; ECDS-KG; ECDS-PK; PEIMS Fall; PEIMS Mid-Year; PEIMS Summer; PEIMS Extended Year; PEIMS Attendance; RFT; SELA; SPEDS-Summer; SPEDS-Video Camera Request; SSPI-14; TVC	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	31		

AUGUST 2026

THURSDAY	FRIDAY	SATURDAY
		1
6	7	8
13 SPED Summer data available to customers (25-26)	14	15
20 PEIMS Extended Year First Submission due to ESC 11 for LEAs (25-26)	21 Requests to retire Unique IDs due at TEA for PEIMS Extended Year First Submission(25-26)	22
27 PEIMS Extended Year First Submission closes for LEAs (25-26)	28	29

SEPTEMBER 2026

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

SEPTEMBER 2026 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Accountability and Assessment – Dr. Margo Nottingham 817-740-7526

- Attend required School Improvement training, if applicable
- Participate in Effective Schools Diagnostic (ESF) if applicable
- Turnaround Plan (TAP) Technical Assistance call with ESC and TEA Sept - Oct (if applicable)
- School Improvement Superintendent call with ESC and TEA Sep - Nov (if applicable)
- Accountability appeals deadline 30 calendar day period after ratings release
- Preliminary, confidential RDA data with performance level (PL) values posted in TEAL (Date TBC); 10-day LEA review window
- Districts Report State Assessment Results to Local Board of Trustees No Later Than September 30
- Participate in required TEA/TASI assessment updates, as applicable.
- Preliminary, Confidential RDA (Results Driven Accountability) Report released via TEAL, 10-day LEA review window opens

Administration and Leadership – Dr. Pam Brown 817-740-7612 / Derrick Spurlock 817-740-7552

- Review enrollment after Labor Day. Compare to prior years for growth projections
- Review TEA Superintendent Resources & Guidance and ESC-11 Superintendent Monthly Meetings Calendar
- Designate Appropriate Coordinators per code (i.e. Title IX, Migrant, Homeless, Sexual Harassment, 504, etc.) and identify in ASKTed
- 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 and administrator contracts
- Prepare report of Trustee training hours prior to November elections with postings as required (TEC§11.159) – Publicly report October Board meeting
- Superintendent Regional Advisory Committee Meeting (RAC), September 2, 2026
- Prepare Board training calendar
- The 2026-2027 application cycle for innovative courses closed on September 12, 2025. The complete innovative course application timeline is available on the TEA innovation course website
- Review changes to the technology and instructional materials allotment (TIMA) selections
- Notice of Roadshow County Luncheon Meetings will be sent. The following clusters are Hood/Johnson/Somervell, Palo Pinto/Parker, Palo Pinto/Erath, Wise/Denton, and Cooke.
- All ESC Contracts in Ontrac have been submitted

Charter School Specific – Carey Carter 817-740-7546

- Update website to ensure required postings are posted
- Charter School Waitlist (CSW): Open-enrollment charter schools must report enrollment and waitlist data as of September 25, 2026. The CSW application is available September 25–October 30, 2026, with final submission due October 30, 2026
- Submit calendar through TEAL, Charter School Tracking System (CSTS) application
- Review expansion requirements on the Charter School Amendments and Waivers page
- Review required website postings, including current Board Member information and Superintendent/CEO compensation
- Utilize the All-In-One-Form to update AskTED, including all required positions Charter Schools - AskTED Updates page
- ESC Region 11 Charter Roundtable - September 10, 2026

Career and Technical Education, CCMR, and Perkins Formula Grant – Jacob Hildebrand 817-740-3691

- 2026-2027 SC5003 Formula Grants Consolidated Schedule (one schedule applicable to ESSA, Perkins and IDEA-B) due September 3rd
- 2026-2027 Perkins V: Strengthening Career and Technical Education for the 21st Century due September 3rd
- September 17th - CTE & CCMR Leader Meeting at ESC Region 11

Emergent Bilingual Programs: Title III/Bilingual/ESL – Melanie Yocom 817-740-7563

FEDERAL

- Complete ESSA application by due date. Utilize Comprehensive Needs Assessment and Comprehensive PD Plan to complete Title III, Part A ELA PS3106 and Title III, Part A Immigrant PS3114 (if awarded)
- Complete SNS (Supplement No Supplant) Professional Development Worksheet. Keep locally and must be provided to TEA upon request
- Complete ESSA Consolidated Compliance Report for prior SY: Title III, Part A PR3002 and Title III, Part A Immigrant PR3114 (if applicable)
- Due by the communicated date: ESC Region 11 Title III, Part A ELA (SSA) members complete an ESC Region 11 survey for ESSA Compliance Reporting: Title III, Part A ELA-PR3002. The survey will be delivered via email from the ESC Region 11 EL Support team

***Requires Board action/approval**

- First 30 calendar days: Per ESSA federal requirements, send home a Parent Notification on Student Progress for identified emergent bilingual students (1-code table C061) and monitors after reclassification (F/S-code tableCO61) within the first 30 calendar days of the school year
- Monitor monthly drawdown of (TIII) funds to assure no more than 25% remains at the end of the fiscal year. Effective in SY 26-27, LEAs that carryover excessive amounts of funds for grants awarded will be assigned a Risk Indicator

STATE

- Within four weeks of student enrollment: Use Home Language Survey (HLS) to complete necessary emergent bilingual student identification processes and convene LPAC to determine EB program eligibility and program placement
- Following the LPAC and receipt of parent's program decision: Appropriately assign PEIMS coding to identified emergent bilingual students for federal and state funding purposes based on LPAC documentation and teacher certifications
- Due by November 1st: Human Resources, Campus Leadership, and EB Program Leadership review teacher certifications in preparation for applying for a Bilingual exception and/or ESL waiver to the commissioner of education
- Ongoing: Human Resources, Campus Leadership, and EB Program Leadership review teacher certifications during the hiring process to ensure the candidate is appropriately certified to teach in a bilingual or ESL program
- Ongoing: When a Bilingual exception and/or ESL Waiver will be filed, ensure 10% of Bilingual Education Allotment is allocated to support the action plan and comprehensive professional development plan per 19 TAC 89.1207 (e)

Federal and State Programs – Indhira Saenz 817-740-7716

- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251)(ESSA, 1112, 1114)
- Submit ESSA Consolidated Application (due in early September)
- Submit ESSA Consolidated Compliance Report for previous year (due in late September)
- Upload PNP Affirmations of Consultation for participating private schools due in Smartsheets Work App
- Register/attend virtual training on Federal Program Compliance Division ESSA Program Monitoring Process
- Monthly (best practice): Monitor the reporting of expenditures and cash drawdowns to ensure they appropriately reflect program implementation.
- Quarterly (best practice): Assessment of program effectiveness/program evaluation
- Ongoing: Conduct program activities approved in Consolidated Federal Grant Application; ensure alignment to ESSA Consolidated Application
- Ongoing: Consultation with PNP school officials to ensure services are being implemented for applicable program(s)
- Set and prepare data collection/documentation for the TIVA program objectives, intended outcomes, and evaluation for effectiveness data for activities to be implemented the upcoming year
- TEA Federal Programs Planner Version 2.0

Finance – Spencer Davis 817-740-3658 / Laura Weir 817-740-3602

- Prepare for annual financial audit September 1st FY
- Annual deadline to report Authorized but Unissued Bonds. New reporting as required by HB3626 (annual deadline of September 30th)
- 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) (if applicable)
- 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 15th. Specific board meeting minutes language required. Submit online in the TEAL - FSP System
- Review budget records for potential grant carryover funds, plan use pending TEA notification of NOGA with carryover funds.

Food and Nutrition – Jocelyn Karbo 817-740-3678

- Continue processing Child Nutrition household applications (if applicable)
- Submit claim for reimbursement for any meals served in August
- After the 5th of the month, upload student enrollment into TX-ELMS to check for new Directly Certified students and add them to the DC list at the local level

***Requires Board action/approval**

SEPTEMBER 2026 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Leadership & Instructional Foundations for Texas (LIFT) – Heather Ward 817-740-7621

- Attend Beginning of Year and Monthly LIFT Stepback Meetings
- Review Student & Classroom Observation Data with your ESC Region 11 LIFT Team to monitor and adjust instructional practices as needed
- The LASO Cycle 5 Application opens this month. Contact Heather Ward for assistance

Migrant – Aurelia Arita 817-740-3683

- Return any Family Surveys with "Yes" responses to migrant@esc11.net, due within two weeks of receiving them. (Spreadsheet preferred if the option is available through the Student Information System). Family Survey English and Spanish
- Ensure coding for migratory students in PEIMS is correct
- Ensure identified migratory students are receiving free lunch
- Submit request for any Migrant supplemental services need that is not provided by the district
- Optional-Attend ESC Region 11 Title I, C MEP Fall - Parent Advisory Committee Meeting - September 12

School Board – Carey Carter 817-740-7546

- Train election judge(s) and clerks(s) for November election (TEC§32.113)
- *Adopt district/campus improvement plan (if not completed in August)
- Remind Trustees elected in May of 120 day required trainings due: EISO, OTEC, Sexual Abuse and Human Trafficking
- Remind Trustees elected in May of 90-day required trainings PIA and OMA
- Review Board Self-Evaluation process
- Review Superintendent's evaluation timeline and process, including training on use of instrument (TEC§21.354)
- For Boards with November elections, announce the continuing education status of each trustee at the last regular board meeting before the trustee election, as required by 19 TAC §61.1.
- *Approve waivers as needed
- Complete Legislative Update Training following legislative session
- Review and approve the Annual Financial Report (AFR) and Independent Auditor's Report.

School Health – Shelby Lampley 817-740-7656 / Bradley Berry 817-740-3631

- Annual Report of Immunization Status | TEC§38.008 & TAC§97.71 Report to Department of State Health Services the immunization status of the kindergarten and 7th graders opens for submission. Select an assessment date to report immunization data for your school district or charter between [on or about] Friday, October 30th, and Friday, December 11th. [Note: These dates have been predicted based on the 2025-2026 calendar]. The staff who maintain immunization records should complete the ARIS for the district
- Fentanyl Poisoning Awareness Month | Texas Government Code, §662.116 - House Bill (HB) 3144 (88th Texas Legislature, Regular Session, 2023). To help school systems plan and prepare to spread awareness during the month of October, the Fentanyl Response Communications Toolkit resources have been updated to support fentanyl poisoning awareness month
- Fentanyl Education | TEC, §38.040, requires districts to annually provide research-based instruction on fentanyl abuse prevention and drug poisoning awareness to students in grades 6–12

School Safety and Security – Bradley Berry 817-740-3631

- Monthly verification of working condition of all AED equipment at each campus and administrative building
- "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;
    - 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 – Basic Plan and Reunification Annex submission window opens September 2, 2026. The window will close on October 2, 2026.
- *K-12 Public School Systems - Three-year audit reports must be completed by August 31, 2026. Finalized reports are due to the Texas School Safety Center by September 15, 2026.

Special Education – Michael Pogue 817-740-7555 / Stephanie Cassels 817-740-7569

- SPED Consolidated Grant Application (Federal) DUE 9/3/26
- SHARS RMTS Participant List - Q4 Closes 9/30/26

***Requires Board action/approval**

SEPTEMBER 2026 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

- UNMASKED RDA RELEASED TBD in TEAL Accountability (no DLs); LEAs have 10 business days to review data
- Collect and review ESY regression/recoupment data
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance
- Clarification window for LEAs who qualify to clarify is Sept 4th - Sept. 18th
- 2025-2026 Special Education Consolidated Grant Year Ends September 30th

Teacher Incentive Allotment – Jennifer Heddins 817-740 -7655

- September 25th: Deadline to complete the Buy-In Survey for new districts with Accepted System Applications
- TIA Fully Approved districts will receive initial payout/allotments via the Foundation School Program (FSP)
- Identify district's employed TIA-designated teachers through the Teachers Educator Certification Online System (ECOS) Certification Report
- Districts without a local designation system, who employ a designated teacher, must work with their business office to develop a spending plan in compliance with statute
- Begin Teacher Appraisal System calibrations for all appraisers and district leadership

Texas Student Data System/PEIMS – Janie Galan 817-740-3670

- UID Enrollment Event: Beginning of school year cumulative enrollment event file due September 11th
- TSDS PEIMS 1st Six Weeks Attendance ready for users to complete, approve, and accept submission on September 11th
- PEIMS Summer Collection data available to customers on September 17th (2025-2026)
- PEIMS Extended Year resubmission due to ESC-11 on September 24th (2025-2026)
- Close of school start window on September 25th
- TSDS Charter School Waitlist: Ready for users to complete on September 25th
- TSDS Charter School Waitlist: Snapshot date on September 25th

***Requires Board action/approval**

NEXT STEPS

SEPTEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
National Suicide Prevention Month		1	2 **Superintendent Regional Advisory Committee Meeting** (10:00 a.m. - noon)
6	7 Labor Day ESC Region 11 Holiday	8	9 **TACS Conference** September 9-10, San Antonio
13	14 **PEIMS Attendance Submission:** 1st six weeks attendance ready for users to complete, approve, and accept submission National Hispanic Heritage Month (Sept 15 - Oct 15)	15	16 Constitution Day/Citizenship Day
20	21	22	23 **LASO Cycle 5 Grant Window Opens**
27	28 **TCSA Charter Conference** September 28-30, Dallas	29 **TCSA Charter Conference** September 28-30, Dallas	30 **TCSA Charter Conference** September 28-30, Dallas

SEPTEMBER 2026

THURSDAY	FRIDAY	SATURDAY
3	**4**	**5**
10 **TACS Conference** September 9-10, San Antonio **MASBA Conference** September 10-11, San Antonio	**11** **UID Enrollment Event:** Beginning of school year cumulative enrollment event file due date for LEAs **MASBA Conference** September 10-11, San Antonio	**12**
17 **PEIMS Summer dataavailable to customers (25-26)**	**18**	**19**
24 **PEIMS Extended Year Resubmission due to ESC 11 for LEAs (25-26)**	**25** **Request to retire Unique IDs due at TEA for PEIMS Extended Year Resubmission (25-26)** **Charter School Waitlist:** Ready for users to complete and snapshot date **PEIMS Fall Enrollment:** Close of School Start Window	**26**

October 2026

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

OCTOBER 2026 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Accountability and Assessment – Dr. Margo Nottingham 817-740-7526

- Participate in Effective Schools Diagnostic (ESF) if applicable
- School Improvement Superintendent call with ESC and TEA Sep-Nov (if applicable)
- Prepare school improvement interventions and Targeted Improvement Plan (TIP) and Turnaround Plan (TAP) if applicable
- Results Driven Accountability (RDA) Significant Disproportionality (SD) Year 3 letters sent to affected LEAs
- Prepare RDA intervention submission, if applicable
- LASO Cycle 5 grant opportunities expected to be released by TEA (Fall 2026). Review LASO Cycle 5 grant opportunities, as applicable.
- District Testing Coordinator (DTC) attend required annual DTC testing at ESC Region 11
- Participate in required TEA/TASI assessment updates, as applicable.
- Performance Management Site Visit #1 with ESC (if applicable)
- Turnaround Plan (TAP) Technical Assistance call with ESC and TEA Sept - Oct (if applicable)

Administration and Leadership – Dr. Pam Brown 817-740-7612 / Derrick Spurlock 817-740-7552

- Review end-of-grading-period student performance and attendance data. Strategize accordingly, and prepare November Board presentation
- 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 Fingerprinting 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
- Register Superintendent Fall Conference - Held November 4 - 5, 2026
- Registration opens for TASA Midwinter Conference
- Notice of Roadshow County Luncheon Meetings will be sent. The following clusters are Hood/Johnson/Somervell, Palo Pinto/Parker, Palo Pinto/Erath, Wise/Denton, and Cooke.
- Superintendent Regional Advisory Committee Meeting (RAC), October 7, 2026

Charter School Specific – Carey Carter 817-740-75466

- Region 11 Charter Roundtable - October 29, 2026
- Prepare for annual charter governance reporting. Charter holders must submit governance reporting annually. Refer to the TEA Charter School Governance webpage for current reporting requirements
- Utilize the All-In-One-Form to update AskTED Charter Schools - AskTED Updates page
- Open-enrollment charter schools must report enrollment and waitlist data based on the last Friday in September (September 25, 2026). The CSW application is available September 25–October 30, 2026, with final submission due no later than October 30, 2026

Career and Technical Education, CCMR, and Perkins Formula Grant – Jacob Hildebrand 817-740-3691

- Review Programs of Study and student four-year plans for accountability purposes
- Review first six weeks PEIMS report for CTE funding accuracy
- October 15th CTE & CCMR Leader Meeting at ESC Region 11

Emergent Bilingual Programs: Title III/Bilingual/ESL – Melanie Yocom 817-740-7563

FEDERAL

- Monitor monthly drawdown of (TIII) funds to assure no more than 25% remains at the end of the fiscal year. Effective in SY 26-27, LEAs that carryover excessive amounts of funds for grants awarded will be assigned a Risk Indicator

STATE

- Due by November 1st: Human Resources, Campus Leadership, and EB Program Leadership review teacher certifications in preparation for applying for a Bilingual exception and/or ESL waiver to the commissioner of education
- Due by November 1st: Complete application to request from the commissioner of education a waiver for the ESL program and approval to offer a temporary alternative language program per 19 TAC 89.1207(b) if the ESL program does not have appropriately certified teachers. Superintendent and HR Director approval and signature required
- Due by November 1st: Complete application to request from the commissioner of education an exception for the bilingual program and approval to offer a temporary alternative language program per 19 TAC 89.1207(a) if the bilingual program does not have appropriately certified teachers
- Superintendent and HR Director approval and signature required
- Due by November 1st: Conduct and report an annual program evaluation of Bilingual and/or ESL programs to be presented to the board of trustees by November 1st of each year. The report shall be retained at the school district level in accordance with TEC 29.062
- Verify PEIMS codes are aligned to LPAC documentation for identified EB students and monitors after reclassification in preparation for PEIMS snapshot

***Requires Board action/approval**

OCTOBER 2026 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

- Within four weeks of student enrollment: Use Home Language Survey (HLS) to complete necessary emergent bilingual student identification processes and convene LPAC to determine EB program eligibility and program placement
- Following the LPAC and receipt of parent's program decision: Appropriately assign PEIMS coding to identified emergent bilingual students for federal and state funding purposes based on LPAC documentation and teacher certifications
- Ongoing: Human Resources, Campus Leadership, and EB Program Leadership review teacher certifications during the hiring process to ensure the candidate is appropriately certified to teach in a bilingual or ESL program
- Ongoing: When a Bilingual exception and/or ESL Waiver will be filed, ensure 10% of Bilingual Education Allotment is allocated to support the action plan and comprehensive professional development plan per 19 TAC 89.1207 (e)

Federal and State Programs – Indhira Saenz 817-740-7716

- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Prepare and submit requested documentation for applicable programs if selected for program monitoring review process (PMV)
- Report TEA-required data via FPC Smartsheet WorkApp for applicable school years: new Objectives and Measurable Outcomes (OMOs), OMO Progress, and Final Expenditures. Data due December 1
- SC9000 Annual Survey of Children in Local Facilities for Neglected/Delinquent Survey available
- Monthly (best practice): Monitor the reporting of expenditures and cash drawdowns to ensure they appropriately reflect program implementation.
- Quarterly (best practice): Assessment of program effectiveness/program evaluation
- Ongoing: Conduct program activities approved in Consolidated Federal Grant Application; ensure alignment to ESSA Consolidated Application
- Ongoing: Consultation with PNP school officials to ensure services are being implemented for applicable program(s)
- TEA Federal Programs Planner Version 2.0
- Submit annual micro purchase Self-Certification to TEA via EDGAR WorkApp - Due October 1st
- TEA Comparability Assurance Document (CAD) made available by TEA through Qualtrics survey (typically due mid November)

Finance – Spencer Davis 817-740-3658 / Laura Weir 817-740-3602

- 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) - opens October 1st, due by December 15th (even numbered years only)
- *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
- *Deadline to submit Annual Micro-Purchase Self-Certification to TEA (submit annually via EDGAR WorkApps)
- Deadline for Pre-Election Bond Report for November Election (20 days before election)

Food and Nutrition – Jocelyn Karbo 817-740-3678

- After the 5th of the month, upload student enrollment into TX-ELMS to check for new Directly Certified students and add them to the DC list at the local level
- Submit claim for reimbursement for any meals served in September
- Verification of household applications begins October 1st - Count all approved applications on file (if applicable)
- Count the number of students enrolled, directly certified, and with approved applications - October 31st
- Summer Food Cost Report is due (if participated in summer feeding 2026)
- Attachment B upload due in TX-UNPS by October 31st
- National School Lunch week October 12-16, 2026
- Department of Defense (DoD) opt-in form due October 31st

Leadership & Instructional Foundations for Texas (LIFT) – Heather Ward 817-740-7621

- Attend Monthly LIFT Stepback Meetings
- Review Student & Classroom Observation Data with your ESC Region 11 LIFT Team to monitor and adjust instructional practices as needed
- Attend LASO5 Expo at ESC Region 11

Migrant – Aurelia Arita 817-740-3683

- Return any Family Surveys with "Yes" responses to migrant@esc11.net, due within two weeks of receiving them. (Spreadsheet preferred if the option is available through the Student Information System). Family Survey English and Spanish

***Requires Board action/approval**

OCTOBER 2026 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Migrant *(continued)*

- Ensure Coding of MEP students is correct in PEIMS
- Complete MEP Effectiveness Survey
- Provide updated list of Migratory Students with newly identified students to cafeteria manager
- Ensure all migrant students receive free lunch
- Submit request for any Migrant supplemental services need that is not provided by the district
- Optional - Attend ESC Region 11 Title I, C MEP Parent Advisory Committee Meeting - October 18th
- Submit to ESC Region 11 Graduation Status, Emergent Bilingual Status, and Special Needs status (GT, SpEd, or 504) for each identified migrant student

School Board – Carey Carter 817-740-7546

- Review Board Self-Evaluation process
- Review Superintendent's evaluation timeline and process, including training on use of instrument (TEC§21.354)
- Reminder 19TAC61.1 requires announcement to be made a the last regular board meeting before trustee elections. Districts must announce the name of each board member who has completed the required continuing education, who has exceeded the required hours, and who is deficient in meeting the required continuing education as of the anniversary of the date of each board member's election or appointment to the board
- *Approve waivers as needed
- Complete Legislative Update Training following legislative session
- Review and approve the Annual Financial Report (AFR) and Independent Auditor's Report (October - December)

School Health – Shelby Lampley 817-740-7656 / Bradley Berry 817-740-3631

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

School Safety and Security – Bradley Berry 817-740-3631

- Monthly verification of working condition of all AED equipment at each campus and administrative building
- *Emergency Operations Plans & Annexes – Basic Plan and Reunification Annex are due to the Texas School Safety Center by October 2, 2026
- Ensure emergency drills are being implemented across the district as required by local and state laws and regulations

Special Education – Michael Pogue 817-740-7555 / Stephanie Cassels 817-740-7569

- SPPI-14 ready for users to complete data 10/26/26
- 2026-2027 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)
- RDA (Results Driven Accountability), Stages of Intervention, including LEA Determinations, released via TEAL - Thursday, September 24, 2026
- PEIMS Fall Submission: Fall Snapshot date October 30th
- Unmasked RDA Results in TEAL Accountability Application in October/November
- Cycle 2 Group 1 Cyclical Monitoring Begins (Oct-Dec)
- 2026-2027 SHARS (School Health & Related Services) Reimbursement Survey (applicable to all LEAs) due to TEA early October TBD
- October 8th Submission of 50% of Sped Students for TIERED Funding Supports via Six Weeks PEIMs Submission

Teacher Incentive Allotment – Jennifer Heddins 817-740 -7655

- October 15th: Deadline for 25-26 Data Submission to Texas Tech University
- October 20th: Deadline to correct technical errors for Data Submission to Texas Tech University
- Complete beginning-of-year pre-test growth measures within the first 9 weeks of school
- TSDS PEIMS Fall submissions on October 31st to include TIA-eligible teachers
- *Seek board approval for a $500 fee per proposed designation

Texas Student Data System/PEIMS – Janie Galan 817-740-3670

- PEIMS Extended Year resubmission TEA due date for LEAs on October 1st (2025-2026)
- PEIMS Extended Year data available to customers (2025-26), October 15, 2026
- **NEW** PEIMS Fall Enrollment snapshot date October 2, 2026
- **NEW** PEIMS Fall Enrollment ready for users to complete, approve, and accept submissions on October 5th
- **NEW** PEIMS Attendance Submission - 1st Six Weeks due October 8th
- **NEW** PEIMS Fall Enrollment Submission due to ESC-11 on October 8th

***Requires Board action/approval**

OCTOBER 2026 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

- **NEW** PEIMS Fall Enrollment Submission due to TEA on October 15th
- TSDS SPPI-14 ready for users to complete on October 26th
- PEIMS Fall Submission: Fall Snapshot date October 30th
- TSDS Charter School Waitlist: Submission due date for charter schools on October 30th

Transportation – Vaughn Santo 817-740-7529

- Operations Report opens the first week of October (Deadline: December 1st)

***Requires Board action/approval**

NEXT STEPS

OCTOBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
National Principals Month National Bullying Prevention Month National Crime Prevention Month National Disability Employment Awareness Month German American Heritage Month			
4	5 **LASO Cycle 5 Expo at ESC Region 11** **PEIMS Fall Enrollment:** Ready for users to complete, approve, and accept submission	6	7 **Superintendent Regional Advisory Committee Meeting** (10:00 a.m. - noon)
11 **txEDCON26 (TASA/TASB Convention)** October 8-11, Houston	12 National School Lunch Week (Oct 12 - 16) Columbus Day	13 **Instructional Leaders' Meeting** (9:00 a.m. - noon)	14
18	19 National School Bus Safety Week (Oct 19 - 23)	20	21
25	26 **SPPI 14:** Ready for users to complete	27 **ACET Fall Conference** October 27-30, Irving	28 **ACET Fall Conference** October 27-30, Irving

OCTOBER 2026

THURSDAY	FRIDAY	SATURDAY
1 **PEIMS Extended Year Resubmission closes for LEAs (25-26)** **PEIMS Attendance Submission:** 1st six weeks attendance due to ESC 11	**2** National Custodial Appreciation Day **PEIMS Fall Enrollment:** Snapshot date	**3**
8 **PEIMS Fall Enrollment:** Submission due to ESC 11 for LEAs **PEIMS Attendance Submission:** 1st six weeks attendance closes **txEDCON26 (TASA/TASB Convention)** October 8-11, Houston	**9** **txEDCON26 (TASA/TASB Convention)** October 8-11, Houston	**10** **txEDCON26 (TASA/TASB Convention)** October 8-11, Houston
15 **PEIMS Fall Enrollment:** Submission closes for LEAs	**16**	**17**
22	**23** **Charter School Waitlist:** Submission dueto ESC 11 for Charter Schools Red Ribbon Week (October 23 - 31)	**24**
29 **PEIMS Extended Year data available to customers (25-26)** **PEIMS Fall Enrollment:** Data available to customers **PEIMS Attendance:** 1st six weeks data available **ACET Fall Conference** October 27-30, Irving	**30** **Charter School Waitlist:** Submission closes for Charter Schools **PEIMS Fall Submission:** Snapshot date **ACET Fall Conference** October 27-30, Irving	**31**

November 2026

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

NOVEMBER 2026 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Accountability and Assessment – Dr. Margo Nottingham 817-740-7526

- ESF Superintendent Call with ESC and TEA Sep-Nov
- RDA reports with determination level (DL) values posted (public web) November. Results Driven Accountability (RDA) Significant Disproportionality (SD) Year 3 letters issued to affected LEAs.
- Participate in required TEA/TASI assessment updates, as applicable.
- * Board-approved TIP/TAP submissions due to TEA (If applicable)

Administration and Leadership – Dr. Pam Brown 817-740-7612 / Derrick Spurlock 817-740-7552

- Review TEA Superintendent Resources & Guidance and ESC-11 Superintendent Resources
- Lucid discussions with any staff exhibiting improvement needs
- Distribute necessary information for Board appraisal and Superintendent appraisal
- Innovative Course Approval Process
- Develop next year's school calendar
- 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 Fingerprinting Certificate and Statement of Compliance (TEC§22.081)
- Notice of Roadshow County Luncheon Meetings will be sent. The following clusters are Hood/Johnson/Somervell, Palo Pinto/Parker, Palo Pinto/Erath, Wise/Denton, and Cooke.
- Region 11 Superintendents' Fall Conference, November 4-5, 2026.

Charter School Specific – Carey Carter 817-740-7546

- Bank Depository Contract due to TEA on December 1st (pending TEA confirmation)
- 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. TAC§100.1015
- Utilize the All-In-One-Form to update AskTED Charter Schools - AskTED Updates page
- Significant Expansion (SC5050) requests for additional ESSA and/or IDEA-B funding (if applicable). Refer to current TEA eGrants guidance for submission deadlines, typically November.
- Charter School Waitlist data available in TEA reporting systems
- *Final FIRST Rating/Charter FIRST is released. Hold public hearings within two months

Career and Technical Education, CCMR, and Perkins Formula Grant – Jacob Hildebrand 817-740-36911

- 2025-2026 Perkins Formula Grant Application Final Expenditure Report is due on November 13th
- Review second six weeks PEIMS report for CTE funding accuracy

Emergent Bilingual Programs: Title III/Bilingual/ESL – Melanie Yocom 817-740-7563

FEDERAL

- Monitor monthly drawdown of (TIII) funds to assure no more than 25% remains at the end of the fiscal year. Effective in SY 26-27, LEAs that carryover excessive amounts of funds for grants awarded will be assigned a Risk Indicator

STATE

- Due by November 1st: Human Resources, Campus Leadership, and EB Program Leadership review teacher certifications in preparation for applying for a Bilingual exception and/or ESL waiver to the commissioner of education
- Due by November 1st: Complete application to request from the commissioner of education a waiver for the ESL program and approval to offer a temporary alternative language program per 19 TAC 89.1207(b) if the ESL program does not have appropriately certified teachers. Superintendent and HR Director approval and signature required
- Due by November 1st: Complete application to request from the commissioner of education an exception for the bilingual program and approval to offer a temporary alternative language program per 19 TAC 89.1207(a) if the bilingual program does not have appropriately certified teachers. Superintendent and HR Director approval and signature required
- Due by November 1st: Conduct and report an annual program evaluation of Bilingual and/or ESL programs to be presented to the board of trustees by November 1st of each year. The report shall be retained at the school district level in accordance with TEC 29.062
- Within four weeks of student enrollment: Use Home Language Survey (HLS) to complete necessary emergent bilingual student identification processes and convene LPAC to determine EB program eligibility and program placement
- Following the LPAC and receipt of parent's program decision: Appropriately assign PEIMS coding to identified emergent bilingual students for federal and state funding purposes based on LPAC documentation and teacher certifications

***Requires Board action/approval**

NOVEMBER 2026 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

- Conduct LPAC for high school EBs retesting during December STAAR EOC administration. Communicate LPAC designated support decisions to ARD for SPED EB students
- Ongoing: Human Resources, Campus Leadership, and EB Program Leadership review teacher certifications during the hiring process to ensure the candidate is appropriately certified to teach in a bilingual or ESL program
- Ongoing: When a Bilingual exception and/or ESL Waiver was filed, ensure 10% of Bilingual Education Allotment is expended to support the action plan and comprehensive professional development plan per 19 TAC 89.1207 (e)

Federal and State Programs – Indhira Saenz 817-740-7716

- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- "All LEAs receiving Title I, Part A dollars must complete and submit the Comparability Assurance Document (CAD). Non-exempt LEAs must also complete and submit the Comparability Computation Form (CCF). Check Comparability of Services Resources on TEA's website"
- Report TEA-required data via FPC Smartsheet WorkApp for applicable school years: Objectives and Measurable Outcomes (OMOs). Data due December 1
- SC9000 Annual Survey of Children in Local Facilities for Neglected/Delinquent Survey available (due in early December)
- Quarterly (best practice): Assessment of program effectiveness/program evaluation
- Monthly (best practice): Monitor the reporting of expenditures and cash drawdowns to ensure they appropriately reflect program implementation.
- Ongoing: Conduct program activities approved in Consolidated Federal Grant Application; ensure alignment to ESSA Consolidated Application
- Ongoing: Consultation with PNP school officials to ensure services are being implemented for applicable program(s)
- TEA Federal Programs Planner Version 2.0
- Mid-November Title V, Part B Rural and Low-Income School Program Grant Application typically due in eGrants

Finance – Spencer Davis 817-740-3658 / Laura Weir 817-740-3602

- Review student attendance figures as compared to prior year and budget projections
- *Approve Financial Audit for July 1st FY no later than November 27th
- Deadline for Post-Election Bond Report for November Election (20 days after election)
- Annual Audit Report due to TEA no later than November 27th – July 1st FY

Food and Nutrition – Jocelyn Karbo 817-740-3678

- After the 5th of the month, upload student enrollment into TX-ELMS to check for new Directly Certified students and add them to the DC list at the local level
- Child Nutrition Verification process completion deadline is November 15th
- The verification report deadline is November 28th
- Submit claim for reimbursement for any meals served in October

Leadership & Instructional Foundations for Texas (LIFT) – Heather Ward 817-740-7621

- Attend Monthly LIFT Stepback Meetings
- Review Student & Classroom Observation Data with your ESC Region 11 LIFT Team to monitor and adjust instructional practices as needed
- The LASO Cycle 5 Application closes on December 1. Contact Heather Ward for assistance

Migrant – Aurelia Arita 817-740-3683 / Nydia Jaime 817-740-3695

- Return any Family Surveys with "Yes" responses to migrant@esc11.net, due within two weeks of receiving them. (Spreadsheet preferred if the option is available through the Student Information System). Family Survey English and Spanish
- Checkpoint: Reconcile the most recent Unique Student Count with PEIMS. Only students listed on the most recent Unique Student Count should be coded Migrant
- Revisit PFS Action Plan to ensure execution and compliance
- Review the Identification and Recruitment Plan
- Ensure Coding of MEP students is correct in PEIMS
- Provide updated list of Migratory Students with newly identified students to cafeteria manager
- Ensure all migrant students receive free lunch
- Submit request for any Migrant supplemental services need that is not provided by the district
- Submit BOY Reading and Math Assessment Data to ESC Region 11

***Requires Board action/approval**

NOVEMBER 2026 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

School Board – Carey Carter 817-740-7546

- November Elections (BBB Legal) (TEC§3.004-3.005)
- *Canvass Trustee election results (TEC§67.003A) November Elections
- *Reorganize Board of Trustees (TEC§11.061C) November Elections
- Provide local orientation following election for new Trustees November Elections
- Update AskTED with changes in Board membership November Elections
- Train new Trustees on the superintendent evaluation instrument and process (BBD Legal) November Elections
- Statement of Office and Oath of Office for all new Trustees November Elections
- Schedule all required New Trustee trainings: 90-day required trainings PIA and OMA.; 120 day required trainings due: EISO, OTEC, Sexual Abuse and Human Trafficking November Elections
- *Board-approved annual audit for July 1st Fiscal Year is due to TEA in November
- Prepare Board Training Report (Military Districts Only)
- *Final FIRST Rating/Charter FIRST is released. Hold public hearings within two months
- *Review the district investment policy annually and approve revisions, if necessary (Government Code §2256.005(e))
- *Approve waivers as needed
- Complete Legislative Update Training following legislative session.
- Review and approve the Annual Financial Report (AFR) and Independent Auditor's Report (October - December)

School Safety and Security – Bradley Berry 817-740-3631

- Monthly verification of working condition of all AED equipment at each campus and administrative building
- Ensure emergency drills are being implemented across the district as required by local and state laws and regulations

Special Education – Michael Pogue 817-740-7555 / Stephanie Cassels 817-740-7569

- CCEIS Survey for SD3 TBD
- 2026-2027 Excess Cost Preliminary Calculation, based on final unaudited 2025-2026 expenditures, should be completed (kept locally)
- Unmasked RDA Results in TEAL Accountability Application Thursday, November 19, 2026
- Finalize Alt 2 Participation Decisions to prepare for December window closing
- 2025-2026 SHARS (School Health & Related Services) Reimbursement Survey (applicable to all LEAs) due to TEA early November

Teacher Incentive Allotment – Jennifer Heddins 817-740 -7655

- Districts submit $500 per designation fees for new or higher designations to TEA in SCOMS
- Districts submit a TIA Renewal Application after five years with a reimbursable fee of $2,500 (rural) or $10,000 (non-rural) due at submission
- TTU will release Buy-In Survey results for new districts with Accepted System Applications

Texas Student Data System/PEIMS – Janie Galan 817-740-3670

- PEIMS Fall Submission ready for users to complete, approve, and accept submission on November 2nd
- TSDS Early Childhood Data System (ECDS-KG): Kindergarten Ready for users to complete on November 9th
- **NEW** PEIMS Attendance Submission - 2nd Six Weeks ready for users to complete, approve, and accept submission on November 9th
- TSDS Charter School Waitlist: Data available to customers on November 12th

Transportation – Vaughn Santo 817-740-7529

- Transportation Operations Report is due December 1st

***Requires Board action/approval**

NEXT STEPS

NOVEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1 Generation Texas (GenTX) College Application and Financial Aid Awareness Month National Native American Heritage Month Daylight Saving Time Ends	**2** **Texas Assessment Conference** November 2-4, Round Rock **PEIMS Fall Submission:** Ready for users to complete, approve, and accept submissions	**3** Election Day **Texas Assessment Conference** November 2-4, Round Rock **RAC Symposium** November 3-4, Lost Pines	**4** **Texas Assessment Conference** November 2-4, Round Rock **RAC Symposium** November 3-4, Lost Pines **Region 11 Superintendents' Fall Conference,** November 4-5 Lake Granbury Conference Center
8	**9** School Psychology Appreciation Week (Nov 9 - 13) **PEIMS Attendance Submission:** 2nd six weeks attendance ready for users to complete, approve, and accept submission **ECDS-KG:** Ready for users to complete	**10**	**11** Veterans Day **TASBO School Ops Conference** November 11-12, Allen
15	**16**	**17**	**18**
22	**23** ESC Region 11 Holiday	**24** ESC Region 11 Holiday	**25** ESC Region 11 Holiday
29	**30** **STAAR Testing**		

NOVEMBER 2026

THURSDAY	FRIDAY	SATURDAY
5 **Region 11 Superintendents' Fall Conference,** November 4-5 Lake Granbury Conference Center	**6**	**7**
12 **Charter School Waitlist:** Data available to customers **TASBO School Ops Conference** November 11-12, Allen	**13**	**14**
19 **PEIMS Attendance Submission:** 2nd six weeks attendance due to ESC 11 for LEAs	**20**	**21**
26 Thanksgiving Day ESC Region 11 Holiday	**27** ESC Region 11 Holiday	**28**

December 2026

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

DECEMBER 2026 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Accountability and Assessment – Dr. Margo Nottingham 817-740-7526

- TEA notifies districts of accountability appeal decisions (mail and TEAL)
- 2026 ratings release and final count of consecutive years of unacceptable performance (TEAL and public web))
- *Texas Academic Performance Reports (TAPR pdf) (public web)
- School Report Card (public web)
- Federal Report Card (public web)
- Final list of campuses identified under PEG criteria for 2026–2027 school year (public web)
- STAAR Fall Administration Window: November 30 - December 11
- Participate in required TEA/TASI assessment updates, as applicable.

Administration and Leadership – Dr. Pam Brown 817-740-7612 / Derrick Spurlock 817-740-7552

- Revisit or initiate lucid discussions with staff who exhibit improvement needs
- Evaluate State Compensatory Education (TEC§29.081(B-3))
- UIL dues deadline is January 1st annually to state UIL office (CCR D10)
- Review DFBB (LEGAL & LOCAL) for non-renewals
- Update ASKTED with any new staff members
- Superintendent Regional Advisory Committee Meeting (RAC), December 1, 2026

Charter School Specific – Carey Carter 817-740-75466

- Expansion amendments information: TEA Expansion Required Elements Checklist and Charter School Amendment page
- Ensure the annual audit report includes all required disclosures, including management company loans or indebtedness, if applicable.
- 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.
- Utilize the All-In-One-Form to update AskTED Charter Schools - AskTED Updates page
- ESC Region 11 Charter Roundtable - December 8, 2026

Career and Technical Education, CCMR, and Perkins Formula Grant – Jacob Hildebrand 817-740-3691

- Review second six weeks PEIMS reports for appropriate CTE weighted funding
- Review and submit all Programs of Study and ASVAB data in PEIMS Fall First Submission
- Complete mid-year review of CCMR and IBC progress
- Review semester two master schedule coding to ensure appropriate weighted funding credit

Emergent Bilingual Programs: Title III/Bilingual/ESL – Melanie Yocom 817-740-7563

FEDERAL

- Monitor monthly drawdown of (TIII) funds to assure no more than 25% remains at the end of the fiscal year. Effective in SY 26-27, LEAs that carryover excessive amounts of funds for grants awarded will be assigned a Risk Indicator

STATE

- Within four weeks of student enrollment: Use Home Language Survey (HLS) to complete necessary emergent bilingual student identification processes and convene LPAC to determine EB program eligibility and program placement
- Following the LPAC and receipt of parent's program decision: Appropriately assign PEIMS coding to identified emergent bilingual students for federal and state funding purposes based on LPAC documentation and teacher certifications
- Conduct LPAC for high school EBs retesting during December STAAR EOC administration. Communicate LPAC designated support decisions to ARD for SPED EB students
- Ongoing: Human Resources, Campus Leadership, and EB Program Leadership review teacher certifications during the hiring process to ensure the candidate is appropriately certified to teach in a bilingual or ESL program
- Ongoing: When a Bilingual exception and/or ESL Waiver was filed, ensure 10% of Bilingual Education Allotment is expended to support the action plan and comprehensive professional development plan per 19 TAC 89.1207 (e)

Federal and State Programs – Indhira Saenz 817-740-7716

- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Report TEA-required data via FPC Smartsheet WorkApp for applicable school years: Objectives and Measurable Outcomes (OMOs). Data due December 1
- Title I, Part D, Subpart 2 - SC9000 Annual Survey of Children in Local Facilities for Neglected/Delinquent Survey available (due in early December)

***Requires Board action/approval**

DECEMBER 2026 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

- Upload and submit required documentation if selected for Program Monitoring Validation process (due in early December)
- Monthly (best practice): Monitor the reporting of expenditures and cash drawdowns to ensure they appropriately reflect program implementation
- Ongoing: Conduct program activities approved in Consolidated Federal Grant Application; ensure alignment to ESSA Consolidated Application
- Ongoing: Consultation with PNP school officials to ensure services are being implemented for applicable program(s)
- Quarterly (best practice): Assessment of program effectiveness/program evaluation
- TEA Federal Programs Planner Version 2.0
- 2025-2026 ESSA Consolidated Grant Federal Final and Revised Final Expenditures report due December 29th

Finance – Spencer Davis 817-740-3658 / Laura Weir 817-740-3602

- Charter Districts: Executed Depository Contract (or statement if no changes) due to TEA - every year
- 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 and Payment Options must be submitted January 15th 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 – Jocelyn Karbo 817-740-3678

- Food Service Management Company (New) Request for Proposal due to TDA for approval
- Submit claim for reimbursement for any meals served in November
- After the 5th of the month, upload student enrollment into TX-ELMS to check for new Directly Certified students and add them to the DC list at the local level

Leadership & Instructional Foundations for Texas (LIFT) – Heather Ward 817-740-7621

- Attend Monthly LIFT Stepback Meetings
- Review Student & Classroom Observation Data with your ESC Region 11 LIFT Team to monitor and adjust instructional practices as needed

Migrant – Aurelia Arita 817-740-3683 / Nydia Jaime 817-740-3695

- Return any Family Surveys with "Yes" responses to migrant@esc11.net, due within two weeks of receiving them. (Spreadsheet preferred if the option is available through the Student Information System). Family Survey English and Spanish
- Submit request for any Migrant supplemental services need that is not provided by the district
- Ensure Coding of MEP students is correct in PEIMS
- Provide updated list of Migratory Students with newly identified students to cafeteria manager
- Ensure all migrant students receive free lunch
- Upload Migrant Students EOC STAAR tests results

School Board – Carey Carter 817-740-7546

- Complete Board Self-Evaluation (recommended)
- Update Trustees' contact information & terms on website
- *Approve waivers as needed
- Remind Trustees elected in November of 90-day required trainings PIA and OMA
- Remind Trustees elected in November of 120-day required trainings due: EISO, OTEC, Sexual Abuse and Human Trafficking
- Hold the required public hearing on the Texas Academic Performance Report (TAPR) and publish the annual report, as required.
- Review and approve the Annual Financial Report (AFR) and Independent Auditor's Report (October - December)

School Health – Shelby Lampley 817-740-7656 / Bradley Berry 817-740-3631

- Report to Department of State Health Services the immunization status of the kindergarten and 7th graders deadline December 11, 2026
- "The staff who maintain immunization records should complete the ARIS for the district" as secondary bullet under first point.

School Safety and Security – Bradley Berry 817-740-3631

- Monthly verification of working condition of all AED equipment at each campus and administrative building
- Ensure emergency drills are being implemented across the district as required by local and state laws and regulations

***Requires Board action/approval**

DECEMBER 2026 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Special Education – Michael Pogue 817-740-7555 / Stephanie Cassels 817-740-7569

- By the second PEIMS Attendance Submission reporting period (2nd Six Weeks Attendance), due December 3rd, school systems must report data regarding a student's eligible days present in the tier of intensity, applicable service group(s), and the average number of minutes per instructional day the student spends in a special education setting for students whose data was not included in the first Attendance Submission. The begin date for these students will still be the 1st day of the school year, unless an Admission, Review, and Dismissal (ARD) committee meeting results in a revision to the student's IEP services that affects the tier of intensity, service group(s), or minutes in a special education setting. By the second PEIMS Attendance Submission, eligible days present will be reported for both the instructional arrangement/setting and the tier of intensity for all students served in special education and who are eligible for funding.
- School systems report eligible days present for the instructional arrangement/setting and the tier of intensity, service group(s), and average number of minutes per instructional day the student spends in a special education setting for all reporting periods in the PEIMS Summer Submission (even for those students whose tier of intensity data was not reported in the first PEIMS Attendance Submission)D
- 2025-2026 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
- RDSPD fiscal agent must send written RDSPD Annual Submission Letter if there are to be no changes to the current RDSPD SSA for the following school year to TEA's Department of Special Education Programs due by December 1st
- Written notification of a new RDSPD SSA or a change to the configuration of an existing RDSPD SSA is due to TEA by December 1st in order for the change to be effective in the subsequent fiscal year
- All RF Tracker data up to this point must be promoted, validated, and fatal free due by December 11th
- 2026 RDA State and Region Reports is planned for Thursday, December 10, 2026

Texas Student Data System/PEIMS – Janie Galan 817-740-3670

- **NEW** PEIMS Attendance Submission - 2nd Six Weeks Due on December 3rdh
- PEIMS Fall Submission: First submission due to ESC-11 on December 3rd
- PEIMS Fall Submission: Requests to retire unique IDs due at TEA on December 4th
- PEIMS Fall Submission: First submission due to TEA on December 10th
- TSDS Residential Facility Tracker (RFT) Collection: All RF Tracker data up to this point must be promoted, validated and fatal free on December 11th
- PEIMS Mid-Year Submission: TSDS PEIMS ready for users to complete, approve, and accept submissions on December 21st

Transportation – Vaughn Santo 817-740-7529

- Transportation Operations Report is due by December 1st

***Requires Board action/approval**

NEXT STEPS

NEXT STEPS

DECEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1 **Superintendent Regional Advisory Committee Meeting** (10:00 a.m. - noon) **LASO Cycle 5 Grant Window Closes** **STAAR Testing**	2
6 **STAAR Testing**	7	8	9
13	14	15	16
20	21 **PEIMS Mid-Year Submission:** Ready for users to complete, approve, and accept submissions ESC Region 11 Holiday	22 ESC Region 11 Holiday	23 ESC Region 11 Holiday
27	28 ESC Region 11 Holiday	29 ESC Region 11 Holiday	30 ESC Region 11 Holiday

DECEMBER 2026

THURSDAY	FRIDAY	SATURDAY
3 **PEIMS Fall Submission:** First submission due to ESC 11 for LEAs **PEIMS Attendance Submission:** 2nd six weeks attendance closes **STAAR Testing**	**4** **PEIMS Fall Submission:** Request to retire unique IDs due at TEA for PEIMS Fall First Submission	**5**
10 **PEIMS Fall Submission:** First submission closes for LEAs and ESCs **STAAR Testing**	**11** **RFT Collection:** All data up to this point must be promoted, validated and fatal free LEA will continue to report RFT data as students enter and exit RFT or on a monthly basis throughout the school year	**12**
17	**18** ESC Region 11 Early Release (2:30 p.m.)	**19**
24 ESC Region 11 Holiday	**25** Christmas Day ESC Region 11 Holiday	**26**
31 **PEIMS Attendance Submission:** 2nd six weeks data available ESC Region 11 Holiday		

JANUARY 2027

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Accountability and Assessment – Dr. Margo Nottingham 817-740-7526

- Notification to parents of eligibility for Public Education Grants must be made by February 1 (TEC§29.204(b))
- Hold Public Hearing of district's annual report (TAPR) within 90 calendar days of receiving the PDF TAPR. Winter break days do not count toward the 90-day period.
- NAEP assessment window for selected districts/campuses, as applicable (late January–early March).
- Participate in required TEA/TASI assessment updates, as applicable.

Administration and Leadership – Dr. Pam Brown 817-740-7612 / Derrick Spurlock 817-740-7552

- Review budget process with Board
- Prepare to approve Budget Assumptions in February 2027
- Review and present fall semester student performance and attendance data to Board
- Review calendar development process
- Review staff non-renewals
- Ensure School Report Card is included with first semester report card (TEC§39.305)
- Review TASA/Superintendents Study Group Monthly Meetings
- Superintendent Regional Advisory Committee Meeting (RAC), January 14
- TASA Midwinter Conference - January 24-27, 2027
- TASA Midwinter Lunch - January 26, 2027

Charter School Specific – Carey Carter 817-740-7546

- Expansion amendments information: TEA Expansion Required Elements Checklist and Charter School Amendment page
- Utilize the All-In-One-Form to update AskTED Charter Schools - AskTED Updates page
- Significant Expansion (SC5050): Charter schools requesting additional ESSA and/or IDEA-B funding due to significant expansion should refer to current TEA eGrants guidance for eligibility, application procedures, and submission deadlines. Final submission is typically due in late January.
- ESC Region 11 Charter Roundtable - January 28, 2027

Career and Technical Education, CCMR, and Perkins Formula Grant – Jacob Hildebrand 817-740-3691

- Prepare for CTE Month in February
- Ensure all semester one IBCs earned/passed were entered for PEIMS (September 1st and after)
- Review third six weeks PEIMS report for CTE funding accuracy
- Review initial PEIMS Fall First Submission reports for accuracy ahead of PEIMS Fall Resubmission
- Review third six weeks PEIMS reports for appropriate CTE weighted funding
- Review first semester Perkins expenditures for alignment to the allowable use of funds

Emergent Bilingual Programs: Title III/Bilingual/ESL – Melanie Yocom 817-740-7563

FEDERAL

- Monitor monthly drawdown of (TIII) funds to assure no more than 25% remains at the end of the fiscal year. Effective in SY 26-27, LEAs that carryover excessive amounts of funds for grants awarded will be assigned a Risk Indicator

STATE

- Within four weeks of student enrollment: Use Home Language Survey (HLS) to complete necessary emergent bilingual student identification processes and convene LPAC to determine EB program eligibility and program placement
- Following the LPAC and receipt of parent's program decision: Appropriately assign PEIMS coding to identified emergent bilingual students for federal and state funding purposes based on LPAC documentation and teacher certifications
- Conduct LPAC for TELPAS and STAAR state assessments, including EBs in grades KG-2nd with ARD/504
- Ongoing: Human Resources, Campus Leadership, and EB Program Leadership review teacher certifications during the hiring process to ensure the candidate is appropriately certified to teach in a bilingual or ESL program
- Ongoing: When a Bilingual exception and/or ESL Waiver was filed, ensure 10% of Bilingual Education Allotment is expended to support the action plan and comprehensive professional development plan per 19 TAC 89.1207 (e)

Federal and State Programs – Indhira Saenz 817-740-7716

- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Check to see if any amendments are needed for scope of program or budget adjustments

***Requires Board action/approval**

JANUARY 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

- Disseminate Annual Federal Report Cards to parents, usually early in the new calendar year but not later than early march depending upon the availability of relevant data
- Contact private school officials to determine intent to participate
- Quarterly (best practice): Assessment of program effectiveness/program evaluation
- Mid-year assessment of program effectiveness
- Monthly (best practice): Monitor the reporting of expenditures and cash drawdowns to ensure they appropriately reflect program implementation
- Ongoing: Conduct program activities approved in Consolidated Federal Grant Application; ensure alignment to ESSA Consolidated Application
- TEA Federal Programs Planner Version 2.0
- Update AskTED

Finance – Spencer Davis 817-740-3658 / Laura Weir 817-740-3602

- *Approve Financial Audit Report for September 1st FY
- 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
- W2s, 1095-C, and 1099s distributed
- Match previous-year audit report to PEIMS Mid-Year submission
- Impact Aid Application deadline January 31st (if applicable)
- Submit Indirect Cost Rate Proposal (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 by January 15, 2025 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 – Jocelyn Karbo 817-740-3678

- Child Nutrition Texas Summer Mandate for Summer 2027 deadline is January 31st
- Submit claim for reimbursement for any meals served in December
- After the 5th of the month, upload student enrollment into TX-ELMS to check for new Directly Certified students and add them to the DC list at the local level
- USDA Foods catalogs open in WBSCM for PY28

Leadership & Instructional Foundations for Texas (LIFT) – Heather Ward 817-740-7621

- Attend Monthly LIFT Stepback Meetings
- Review Student & Classroom Observation Data with your ESC Region 11 LIFT Team to monitor and adjust instructional practices as needed
- Encourage leaders and staff to attend the Bluebonnet Learning Experience at ESC Region 11

Migrant – Aurelia Arita 817-740-3683 / Nydia Jaime 817-740-3695

- Return any Family Surveys with "Yes" responses to migrant@esc11.net, due within two weeks of receiving them. (Spreadsheet preferred if the option is available through the Student Information System). Family Survey English and Spanish
- Submit Fall Semester transcripts for all identified Migrant HS students. (Ensure number of credits awarded per class is notated.)
- Submit request for any Migrant supplemental services need that is not provided by the district
- Ensure Coding of MEP students is correct in PEIMS
- Provide updated list of Migratory Students with newly identified students to cafeteria manager
- Ensure all migrant students receive free lunch

School Board – Carey Carter 817-740-7546

- *Conduct the superintendent evaluation and consider contract actions, as applicable.
- *Approve Annual Financial Report (AFR) for September 1st FY (if not completed in Oct-Dec)
- *Board-approved Annual Financial Report (AFR) is due to TEA no later than January 28th for LEAs with September 1st Fiscal Year
- *Approve Auditor for next Fiscal Year (TEC§11.170)
- *Approve waivers as needed
- Remind Trustees elected in November of 90-day required trainings PIA and OMA
- Remind Trustees elected in November of 120-day required trainings due: EISO, OTEC, Sexual Abuse and Human Trafficking
- Review the district investment policy annually and approve revisions, if necessary (Government Code §2256.005(e))

***Requires Board action/approval**

JANUARY 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

School Safety and Security – Bradley Berry 817-740-3631

- Safety & Security Committee meets once during each academic semester and once during the summer (TEC§37.109)
- Monthly verification of working condition of all AED equipment at each campus and administrative building and logging in Sentinel
- Spring bi-annual maintenance review opens
- Ensure emergency drills are being implemented across the district as required by local and state laws and regulations
- Ensure that the LEA Superintendent or designee attends the semi-annual school safety sheriff meeting
- 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 (Sent twice throughout the school year)

Special Education – Michael Pogue 817-740-7555 / Stephanie Cassels 817-740-7569

- VI and Deaf-Blind Child Count Registration including 504
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance
- CHARTERS ONLY: Submit SC 5050 if applicable DUE January TBD
- SPD Self-Assessment Opens in Ascend in TEAL

Teacher Incentive Allotment – Jennifer Heddins 817-740 -7655

- Identify the district's employed TIA-designated teachers through the ECOS Certification Report
- Application posted in Portal for New System, Expansion/Modification, and Renewal districts

Texas Student Data System/PEIMS – Janie Galan 817-740-3670

- **NEW** PEIMS Attendance Submission - 3rd Six Weeks ready for users to complete, approve, and accept submission on January 4th
- PEIMS Fall Submission: Resubmission due to ESC-11 on January 14th
- PEIMS Fall Submission: Request to retire unique IDs due at TEA for PEIMS Fall Resubmission on January 15th
- PEIMS Fall Submission: Resubmission due to TEA on January 21st
- TSDS Early Childhood Data System (ECDS): Kindergarten submission due to ESC-11 on January 21st
- **NEW** PEIMS Attendance Submission - 3rd Six Weeks Due on January 28th
- PEIMS Mid-Year Submission: First submission due to ESC-11 on January 21st
- PEIMS Mid-Year Submission: First submission due to TEA on January 28th
- TSDS Early childhood Data System (ECDS): Kindergarten submission due to TEA on January 28th

***Requires Board action/approval**

NEXT STEPS

NEXT STEPS

JANUARY 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
School Board Recognition Month National Mentoring Month			
3	4 **PEIMS Attendance Submission:** 3rd six weeks attendance ready for users to complete, approve, and accept submission	5	6
10	11	12	13
17	18 Martin Luther King, Jr. Day ESC Region 11 Holiday	19	20
24 **TASA Midwinter Conference** January 24 - 27, San Antonio 31 **TCEA Conference & Exposition** Jan. 31 - Feb 3, San Antonio	25 **TASA Midwinter Conference** January 24 - 27, San Antonio **Bluebonnet Learning Experience at ESC Region 11**	26 **TASA Midwinter Conference** January 24 - 27, San Antonio **ESC Region 11 Breakfast** Midwinter Conference, San Antonio	27 **TASA Midwinter Conference** January 24 - 27, San Antonio

JANUARY 2027

THURSDAY	FRIDAY	SATURDAY
	1 ESC Region 11 Holiday	**2**
7	**8**	**9**
14 **Superintendent Regional Advisory Committee Meeting** (10:00 a.m. - noon) **PEIMS Fall Submission:** Resubmission due to ESC 11 for LEAs	**15** **PEIMS Fall Submission:** Request to retire unique IDs due at TEA	**16**
21 **ECDS-KG:** Submission due to ESC 11 for LEAs **PEIMS Attendance Submission:** 3rd six weeks attendance due to ESC 11 **PEIMS Fall Submission:** Resubmission closes for LEAs **PEIMS Mid-Year Submission:** First submission due to ESC 11 for LEAs	**22**	**23**
28 **PEIMS Attendance Submission:** 3rd six weeks attendance closes **PEIMS Mid-Year Submission:** First submission closes for LEAs and ESCs **ECDS-KG:** Submission closes for LEAs	**29**	**30**

FEBRUARY 2027

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

FEBRUARY 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Accountability and Assessment – Dr. Margo Nottingham 817-740-7526

- Ensure Federal Report Card and School Report Card have been released and distributed
- Hold Public Hearing of district's annual report (TAPR) within 90 calendar days of receiving the PDF TAPR
- NAEP assessment window for selected districts/campuses, as applicable (late January–early March).
- TELPAS and TELPAS Alternate window open from February 15 - March 26, 2027
- STAAR Stand-Alone Field Test window open February 1-5, 2027, for TEA selected campuses/grade levels
- Participate in required TEA/TASI assessment updates, as applicable.

Administration and Leadership – Dr. Pam Brown 817-740-7612 / Derrick Spurlock 817-740-7552

- Ensure adequate documentation for all personnel decisions
- Begin discussions for potential modifications of Student Code of Conduct (SCOC)
- Begin discussions for potential modifications to Student Handbooks and all other handbooks
- Develop district goals
- Review Valedictorian and Salutatorian selection process and class rank process
- Develop recommendations for administrator contracts
- Notice of Roadshow County Luncheon Meetings will be sent. The following clusters are Hood/Johnson/Somervell, Palo Pinto/Parker, Palo Pinto/Erath, Wise/Denton, and Cooke.

Charter School Specific – Carey Carter 817-740-7546

- Expansion amendments information: TEA Expansion Required Elements Checklist and Charter School Amendment page
- Utilize the All-In-One-Form to update AskTED Charter Schools - AskTED Updates page
- ESC Region 11 Charter Roundtable - February 25, 2027
- Begin planning for the 2027–28 ESSA Consolidated Federal Grant Application and review eligibility requirements in TEA eGrants

Career and Technical Education, CCMR, and Perkins Formula Grant – Jacob Hildebrand 817-740-3691

- Review Programs of Study and student four-year plans for accountability purposes
- Celebrate National Career and Technical Education Month
- Begin budget process for following school year in accordance with district planning process
- Monitor CTE Expenditure in state and federal funds from the general funds to track for Maintenance of Effort (MOE) - required minimum 55%
- February 18th CTE & CCMR Leader Meeting at ESC Region 11

Emergent Bilingual Programs: Title III/Bilingual/ESL – Melanie Yocom 817-740-7563

FEDERAL

- Monitor monthly drawdown of (TIII) funds to assure no more than 25% remains at the end of the fiscal year. Effective in SY 26-27, LEAs that carryover excessive amounts of funds for grants awarded will be assigned a Risk Indicator

STATE

- Within four weeks of student enrollment: Use Home Language Survey (HLS) to complete necessary emergent bilingual student identification processes and convene LPAC to determine EB program eligibility and program placement
- Following the LPAC and receipt of parent's program decision: Appropriately assign PEIMS coding to identified emergent bilingual students for federal and state funding purposes based on LPAC documentation and teacher certifications
- Conduct LPAC for TELPAS and STAAR state assessments, including EBs in grades KG-2nd with ARD/504
- Ongoing: Human Resources, Campus Leadership, and EB Program Leadership review teacher certifications during the hiring process to ensure the candidate is appropriately certified to teach in a bilingual or ESL program
- Ongoing: When a Bilingual exception and/or ESL Waiver was filed, ensure 10% of Bilingual Education Allotment is expended to support the action plan and comprehensive professional development plan per 19 TAC 89.1207 (e)

Federal and State Programs – Indhira Saenz 817-740-7716

- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Amend ESSA application for carryover funds
- Begin budget calendar and budget process for next school year
- Begin planning for the upcoming school year's Comprehensive Needs Assessment (LEA and Campuses)
- Begin planning for the improvement plans (LEA and Campus)
- If LEA has Targeted Assistance campus, ensure multiple criteria established to ID eligible students

***Requires Board action/approval**

FEBRUARY 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

- Disseminate Annual Federal Report Cards to parents no later than early March, depending upon the availability of relevant data
- Monthly (best practice): Monitor the reporting of expenditures and cash drawdowns to ensure they appropriately reflect program implementation
- Quarterly (best practice): Assessment of program effectiveness/program evaluation
- Ongoing: Conduct program activities approved in Consolidated Federal Grant Application; ensure alignment to ESSA Consolidated Application
- Consult with private school officials on applicable Title program requirements for the upcoming school year
- TEA Federal Programs Planner Version 2.0
- Replace the bullet statement "Amend ESSA application for carryover funds" with Amend the ESSA Consolidated Grant Application, RLIS when Final Entitlements & Carryover (if applicable) are released & adjust local records

Finance – Spencer Davis 817-740-3658 / Laura Weir 817-740-3602

- *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
- 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 with current ADA and Preliminary 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 – Jocelyn Karbo 817-740-3678

- Submit claim for reimbursement for any meals served in January
- After the 5th of the month, upload student enrollment into TX-ELMS to check for new Directly Certified students and add them to the DC list at the local level
- On-site monitoring review deadline February 1st
- FSMC renewal documents submitted to TDA for approval
- Complete USDA Foods entitlement allocations in WBSCM

Leadership & Instructional Foundations for Texas (LIFT) – Heather Ward 817-740-7621

- Attend Monthly LIFT Stepback Meetings
- Review Student & Classroom Observation Data with your ESC Region 11 LIFT Team to monitor and adjust instructional practices as needed

Migrant – Aurelia Arita 817-740-3683 / Nydia Jaime 817-740-36955

- Return any Family Surveys with "Yes" responses to migrant@esc11.net, due within two weeks of receiving them. (Spreadsheet preferred if the option is available through the Student Information System). Family Survey English and Spanish
- Submit to ESC Region 11 most recent immunizations record for all migrant students
- Submit request for any Migrant supplemental services need that is not provided by the district
- Ensure Coding of MEP students is correct in PEIMS
- Provide updated list of Migratory Students with newly identified students to cafeteria manager
- Ensure all migrant students receive free lunch
- Submit Progress Review Form (PK-8th) for all identified MEP students

School Board – Carey Carter 817-740-7546

- *Order the May trustee election, as applicable
- Review Superintendent evaluation instruments and procedures, as needed
- *Consider and Approve Administrator contracts, as applicable
- *Approve school calendar
- *Approve waivers as needed
- Remind Trustees elected in November of 90-day required trainings PIA and OMA

***Requires Board action/approval**

FEBRUARY 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

School Board *(continued)*

- Remind Trustees elected in November of 120-day required trainings due: EISO, OTEC, Sexual Abuse and Human Trafficking
- *Innovative Course Approval

School Safety and Security – Bradley Berry 817-740-3631

- Monthly verification of working condition of all AED equipment at each campus and administrative building
- Ensure emergency drills are being implemented across the district as required by local and state laws and regulations

Special Education – Michael Pogue 817-740-7555 / Stephanie Cassels 817-740-7569

- Begin budget process for 27-28
- Revies 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 2026-2027 MOE (Maintenance of Effort) Voluntary Reduction, submit amendment if eligibility changed
- "Review revised 2026-2027 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)"
- SPPI -14 Due 2-18-27
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance
- VI and Deaf-Blind Child Count (including 504) - Superintendent Verification DUE February Date TBD
- TELPAS Alt Test Window OPENS February
- TEFA window opens TBD

Teacher Incentive Allotment – Jennifer Heddins 817-740 -7655

- Class roster winter submission window to report TIA-eligible and designated teachers
- PEIMS technical support is provided for class roster winter submission
- Final system approval notification for October's data submissions with validated proposed designations
- Appeal districts notified. The deadline for completing the appeal is mid-February. Appeal results will be sent out at the end of February

Texas Student Data System/PEIMS – Janie Galan 817-740-3670

- PEIMS Mid-Year Submission: Resubmission due to ESC-11 on February 4th
- TSDS Early Childhood Data System (ECDS): Kindergarten data available to customers on February 11th
- PEIMS Mid-Year Submission: Resubmission due to TEA on February 11th
- TSDS SPPI-14 Collection: Submission due to ESC-11 on February 11th
- PEIMS Fall Submission: Fall data available to customers on February 18th
- TSDS SPPI-14 Collection: Submission due to TEA on February 18th
- **NEW** PEIMS Attendance Submission - 4th Six Weeks ready for users to complete, approve, and accept submission on February 22nd
- TSDS Class Roster Collection: Winter snapshot date on February 26th

***Requires Board action/approval**

NEXT STEPS

NEXT STEPS

FEBRUARY 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
Black History Month Career and Technical Education Month	1 **TCEA Conference & Exposition** Jan. 31 - Feb 3, San Antonio National School Counseling Week (Feb 1 - 5)	2 **TCEA Conference & Exposition** Jan. 31 - Feb 3, San Antonio	3 **TCEA Conference & Exposition** Jan. 31 - Feb 3, San Antonio
7	8	9 **Instructional Leaders' Meeting** (9:00 a.m. - noon)	10
14	15 Presidents' Day **TELPAS/TELPAS Alternate**	16 **TASBO Engage Conference** February 15-19, San Antonio	17 **TASBO Engage Conference** February 15-19, San Antonio
21 **ESC-20 School Board Summit** February 21-23, Boerne **TELPAS/TELPAS Alternate**	22 **PEIMS Attendance Submission:** 4th six weeks attendance ready for users to complete, approve, and accept submission **ESC-20 School Board Summit** February 21-23, Boerne	23 **ESC-20 School Board Summit** February 21-23, Boerne **National ESEA Conference** February 23-25, Louisville, KY	24 **National ESEA Conference** February 23-25, Louisville, KY
28 **TELPAS/TELPAS Alternate**			

FEBRUARY 2027

THURSDAY	FRIDAY	SATURDAY
4 **PEIMS Mid-Year Submission:** Resubmission due to ESC 11 for LEA	**5**	**6**
11 **SPPI-14 Collection:** Submission due to ESC 11 for LEAs **PEIMS Mid-Year Submission:** Resubmission closes for LEA **ECDS - KG:** Data available to customers	**12**	**13**
18 **SPPI-14 Collection:** Submission closes for LEAs **PEIMS Fall Submission:** Data available to customers **PEIMS Attendance Submission:** 3rd six weeks data available **TASBO Engage Conference** February 15-19, San Antonio **TELPAS/TELPAS Alternate**	**19** **TASBO Engage Conference** February 15-19, San Antonio	**20**
25 **National ESEA Conference** February 23-25, Louisville, KY **TELPAS/TELPAS Alternate**	**26** **Class Roster Collection:** Winter ready for users to complete and snapshot date	**27**

March 2027

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

MARCH 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Accountability and Assessment – Dr. Margo Nottingham 817-740-7526

- Alternative Education Accountability (AEA) Campus registration window opens. Submit AEA Campus Registration in TEAL by the TEA deadline.
- NAEP assessment window for selected districts/campuses, as applicable (late January–early March).
- TELPAS and TELPAS Alternate window open from February 15 - March 26, 2027
- STAAR Alternate 2 window open from March 15 - April 16, 2027
  - STAAR Alt 2 Test Administrators may preview the assessments two weeks prior to test window
- Participate in required TEA/TASI assessment updates, as applicable.
- Final Accelerated Testers Student Listing released in TEAL

Administration and Leadership – Dr. Pam Brown 817-740-7612 / Derrick Spurlock 817-740-7552

- Review 3rd Quarter Student Performance and Attendance data with Board
- Develop summer school plans
- Begin compiling list of summer maintenance projects
- Develop recommendations for teacher contracts
- *SBDM Committees develop campus performance objectives for next school year
- Review policy on Student Expression/Prayer at Graduation Program
- Review Graduation Program and contingency plans for inclement weather
- Plan for New Board Member Orientation and Training
- Principal surveys to evaluate educator preparation program open to HR staff
- Notice of Roadshow County Luncheon Meetings will be sent. The following clusters are Hood/Johnson/Somervell, Palo Pinto/Parker, Palo Pinto/Erath, Wise/Denton, and Cooke.
- Superintendent Regional Advisory Committee Meeting (RAC), March 3
- Review Graduation Program on Student Expression and review related policies

Charter School Specific – Carey Carter 817-740-7546

- Expansion amendments information: TEA Expansion Required Elements Checklist and Charter School Amendment page
- Request for an Indirect Cost Rate for Charter Schools for 2026–2027. Complete the TEA Qualtrics survey by the deadline established by TEA (typically late March).
- Utilize the All-In-One-Form to update AskTED Charter Schools - AskTED Updates page
- Begin planning charter amendments and expansion requests for the 2027–28 school year, if applicable.

Career and Technical Education, CCMR, and Perkins Formula Grant – Jacob Hildebrand 817-740-3691

- Finalize plans for CTSO state and national travel
- Review fourth six weeks PEIMS reports for appropriate CTE weighted funding
- Verify CCMR data for all students in grades 9-12 as of PEIMS snapshot date in CCMR Tracker Part I (TEAL); keep in mind this is lagging data and corrections cannot be submitted

Emergent Bilingual Programs: Title III/Bilingual/ESL – Melanie Yocom 817-740-7563

FEDERAL

- Monitor monthly drawdown of (TIII) funds to assure no more than 25% remains at the end of the fiscal year. Effective in SY 26-27, LEAs that carryover excessive amounts of funds for grants awarded will be assigned a Risk Indicator

STATE

- Offer required EB summer school program for eligible incoming Kindergarten and First Grade EBs participating in a Bilingual or ESL program per TEC §29.060 (If less than 10 students district-wide opt to participate, the LEA is not required to conduct the program.)
- Within four weeks of student enrollment: Use Home Language Survey (HLS) to complete necessary emergent bilingual student identification processes and convene LPAC to determine EB program eligibility and program placement
- Following the LPAC and receipt of parent's program decision: Appropriately assign PEIMS coding to identified emergent bilingual students for federal and state funding purposes based on LPAC documentation and teacher certifications
- Conduct LPAC for TELPAS and STAAR state assessments, including EBs in grades KG-2nd with ARD/504
- Ongoing: Human Resources, Campus Leadership, and EB Program Leadership review teacher certifications during the hiring process to ensure the candidate is appropriately certified to teach in a bilingual or ESL program
- Ongoing: When a Bilingual exception and/or ESL Waiver was filed, ensure 10% of Bilingual Education Allotment is expended to support the action plan and comprehensive professional development plan per 19 TAC 89.1207 (e)

***Requires Board action/approval**

MARCH 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Federal and State Programs – Indhira Saenz 817-740-7716

- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Schedule planning meetings with campus staff regarding grant activities for current and next year's applications, CNA, and DIP/CIP (LEA and Campuses)
- With parents and family members, evaluate and start revision of the LEA's and Title I, Part A campuses written parent and family engagement policies for the following school year
- With parents and family members at each Title I, Part A campus, evaluate and start revision of the School-Parent Compact for the following school year
- Consult with required stakeholders on the Title programs and activities being supported with Title funds
- Monthly (best practice): Monitor the reporting of expenditures and cash drawdowns to ensure they appropriately reflect program implementation
- Quarterly (best practice): Assessment of program effectiveness/program evaluation
- Ongoing: Conduct program activities approved in Consolidated Federal Grant Application; ensure alignment to ESSA Consolidated Application
- Monitor programs for any identified amendments to federal applications
- Review professional development participation for Title II, Part A compliance report
- Consult with private school officials on applicable Title program requirements for the upcoming school year
- TEA Federal Programs Planner Version 2.0

Finance – Spencer Davis 817-740-3658 / Laura Weir 817-740-3602

- 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 through STAIRS (State of Texas Automated Information Reporting System)
- Deadline for school districts to file petitions protesting the Comptroller's Preliminary PVS findings - 40 days after release of Comptroller's Finding
- Recapture payment due for district's subject to recapture that selected the monthly payment option (7 installments)
- Update SOF Template with current ADA, Preliminary 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
- Request for an Indirect Cost Rate for Charter Schools for 202x-202x survey due to TEA in March
- Child Nutrition Financial Report due to The Texas Department of Agriculture by March 31st

Food and Nutrition – Jocelyn Karbo 817-740-3678

- Child Nutrition Community Eligibility Program Data Submission deadline
- Child Nutrition Financial Report due to The Texas Department of Agriculture
- Submit claim for reimbursement for any meals served in February
- After the 5th of the month, upload student enrollment into TX-ELMS to check for new Directly Certified students and add them to the DC list at the local level
- USDA Foods catalogs close in WBSCM on March 1st

Leadership & Instructional Foundations for Texas (LIFT) – Heather Ward 817-740-7621

- Attend Monthly LIFT Stepback Meetings
- Review Student & Classroom Observation Data with your ESC Region 11 LIFT Team to monitor and adjust instructional practices as needed

Migrant – Aurelia Arita 817-740-3683

- Return any Family Surveys with "Yes" responses to migrant@esc11.net, due within two weeks of receiving them. (Spreadsheet preferred if the option is available through the Student Information System). Family Survey English and Spanish
- Submit request for any Migrant supplemental services need that is not provided by the district
- Ensure Coding of MEP students is correct in PEIMS
- Provide updated list of Migratory Students with newly identified students to cafeteria manager
- Ensure all migrant students receive free lunch

School Board – Carey Carter 817-740-7546

- *Order the May trustee election, as applicable
- Prepare report Trustee training hours report prior to May elections with postings as required (TEC§11.159)
- *Review, Adjust, and Adopt district goals
- *Ratify Textbook Committee recommendations (19 TAC 66.104(a); TEC§31.101)

***Requires Board action/approval**

MARCH 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

School Board *(continued)*

- Discuss preliminary budget/budget workshops
- *Approve waivers as needed

School Safety and Security – Bradley Berry 817-740-3631

- Monthly verification of working condition of all AED equipment at each campus and administrative building
- Ensure emergency drills are being implemented across the district as required by local and state laws and regulations

Special Education – Michael Pogue 817-740-7555 / Stephanie Cassels 817-740-7569

- Perform self-analysis of FY MOE (Maintenance of Effort) compliance, using final expenditure data from TSDS PEIMS MidYear reports; gather documentation for exceptions/adjustment, if applicable
- MOE (Maintenance of Effort) Preliminary Compliance Review released by TEA; Respond to TEA with Exceptions Workbook for failed tests, if applicable
- TBD Excess Cost Final Calculation based on final, audited 25-26 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"
- STAAR Alternate 2 window opens 3-15-27
- SPPI-14 Collection: Data available to customers on March 4th
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance
- Submit requests/intent for SSVI Flow Thru Funds, if applicable
- High Cost Funds Application Opens TBD

Teacher Incentive Allotment – Jennifer Heddins 817-740 -7655

- Class roster winter submission window
- PEIMS technical support is provided for class roster winter submission
- TIA leads, human resources, and business office personnel request access to the Strategic Compensation Operations Management System (SCOMS) application in TEAL

Texas Student Data System/PEIMS – Janie Galan 817-740-3670

- PEIMS Mid-Year Submission: Mid-Year data available to customers on March 4th
- TSDS SPPI-14 Collection: Data available to customers on March 4th
- **NEW** PEIMS Attendance Submission - 4th Six Weeks Due on March 18th
- TSDS Class Roster Collection: Winter submission due to ESC-11 on March 18th
- TSDS Class Roster Collection: Winter submission due date to TEA for LEAs on March 25th

***Requires Board action/approval**

NEXT STEPS

NEXT STEPS

MARCH 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
Irish-American Heritage Month National Developmental Disabilities Awareness Month Texas History Month Women's History Month	**1** Texas Girls in STEM Day (HB 3435) National School Breakfast Week (Mar 1 - 5) **TELPAS/TELPAS Alternate**	**2** Texas Independence Day	**3** **Superintendent Regional Advisory Committee Meeting** (10:00 a.m. - noon) **TASB Governance Camp** March 3-6, Galveston
7 **TxDLA Conference** March 7-10, Denton **TELPAS/TELPAS Alternate**	**8** **TxDLA Conference** March 7-10, Denton	**9** **TxDLA Conference** March 7-10, Denton	**10** **TxDLA Conference** March 7-10, Denton
14 Daylight Saving Time Begins **TELPAS/TELPAS Alternate**	**15** **STAAR Alternate 2**	**16**	**17**
21 **STAAR Alternate 2** **TELPAS/TELPAS Alternate**	**22**	**23**	**24**
28 Easter **STAAR Alternate 2**	**29**	**30**	**31**

MARCH 2027

THURSDAY	FRIDAY	SATURDAY
4 **PEIMS Mid-Year Submission:** Data available to customers **SPPI-14 Collection:** Data available to customers **TASB Governance Camp** March 3-6, Galveston **TELPAS/TELPAS Alternate**	**5** **TASB Governance Camp** March 3-6, Galveston	**6** **TASB Governance Camp** March 3-6, Galveston
11 **PEIMS Attendance Submission:** 4th six weeks attendance due to ESC 11 **TELPAS/TELPAS Alternate**	**12**	**13**
18 **Class Roster Collection:** Winter submission due to ESC 11 **PEIMS Attendance Submission:** 4th six weeks attendance closes **STAAR Alternate 2** **TELPAS/TELPAS Alternate**	**19**	**20**
25 **Class Roster Collection:** Winter submission closes for LEAs **STAAR Alternate 2** **TELPAS/TELPAS Alternate**	**26** Good Friday	**27**

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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APRIL 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Accountability and Assessment – Dr. Margo Nottingham 817-740-7526

- Campus pairing window available in TEAL
- STAAR Alternate 2 window open from March 15 - April 16, 2027
- STAAR Administration Grades 3-8 Reading Language Arts, English I and English II April 5 - April 16, 2027
- STAAR Administration Grade 5, 8 Science, Grade 8 Social Studies, Biology, US History April 12 - April 23, 2027
- STAAR Administration Grade 3-8 Mathematics, Algebra I April 19 - April 30, 2027
- Participate in required TEA/TASI assessment updates, as applicable.
- Alternative Education Accountability (AEA) Campus registration window closes & Final lists of AEA campuses is posted (public web)

Administration and Leadership – Dr. Pam Brown 817-740-7612 / Derrick Spurlock 817-740-7552

- Open Pre-K registration
- E-rate filing window opens
- Approve out-of-district student transfer requests for next school year
- Prepare report of Trustee training hours prior to May elections with postings as required (TEC§11.159) – April Board Meeting
- Principal surveys to evaluate educator preparation programs open for principals or their designees. (This is required by TEA and will be monitored closely.)
- Review ESC Region 11 Service Contract, make changes, and lock
- Notice of Roadshow County Luncheon Meetings will be sent. The following clusters are Hood/Johnson/Somervell, Palo Pinto/Parker, Palo Pinto/Erath, Wise/Denton, and Cooke.
- Superintendent Regional Advisory Committee Meeting (RAC), April 7.

Career and Technical Education, CCMR, and Perkins Formula Grant – Jacob Hildebrand 817-740-3691

- April 1st CTE & CCMR Leader Meeting at ESC Region 11
- Determine what CTE teaching positions will need to be filled for the following school year and work with the HR team to actively recruit and hire teachers
- Determine summer PD options for CTE faculty and finalize plans
- Review fifth six weeks PEIMS reports for appropriate CTE weighted funding

Charter School Specific – Carey Carter 817-740-7546

- Utilize the All-In-One-Form to update AskTED Charter Schools - AskTED Updates page
- ESC Region 11 Charter Roundtable - April 8, 2027

Emergent Bilingual Programs: Title III/Bilingual/ESL – Melanie Yocom 817-740-7563

FEDERAL

- Monitor monthly drawdown of (TIII) funds to assure no more than 25% remains at the end of the fiscal year. Effective in SY 26-27, LEAs that carryover excessive amounts of funds for grants awarded will be assigned a Risk Indicator

STATE

- Offer required EB summer school program for eligible incoming Kindergarten and First Grade EBs participating in a Bilingual or ESL program per TEC §29.060 (If less than 10 students district-wide opt to participate, the LEA is not required to conduct the program.)
- Within four weeks of student enrollment: Use Home Language Survey (HLS) to complete necessary emergent bilingual student identification processes and convene LPAC to determine EB program eligibility and program placement
- Following the LPAC and receipt of parent's program decision: Appropriately assign PEIMS coding to identified emergent bilingual students for federal and state funding purposes based on LPAC documentation and teacher certifications
- Conduct LPAC for TELPAS and STAAR state assessments, including EBs in grades KG-2nd with ARD/504
- Ongoing: Human Resources, Campus Leadership, and EB Program Leadership review teacher certifications during the hiring process to ensure the candidate is appropriately certified to teach in a bilingual or ESL program
- Ongoing: When a Bilingual exception and/or ESL Waiver was filed, ensure 10% of Bilingual Education Allotment is expended to support the action plan and comprehensive professional development plan per 19 TAC 89.1207 (e)

Federal and State Programs – Indhira Saenz 817-740-7716

- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Update AskTED to reflect any campus changes

***Requires Board action/approval**

APRIL 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

- Review LEA contacts and roles for TEA Secure applications (e.g., TEAL, eGrants, Accountability, etc.)
- Schedule/conduct program compliance evaluations for ESSA programs and State Compensatory Education
- Continue budget process for next year
- Check to see if any amendments are needed for scope of program or budget adjustments
- Amend the current ESSA Application (due in early June)
- Monthly (best practice): Monitor the reporting of expenditures and cash drawdowns to ensure they appropriately reflect program implementation
- Continue scheduling/conducting planning meetings with campus staff regarding grant activities for current and next year's applications, CNA, and DIP/CIP (LEA and Campuses)
- Continue with Parent Engagement review processes for Title I, Part A required activities: PFE policies/School-Parent Compacts
- With parents and family members, evaluate and start revision of the LEA's and Title I, Part A campuses written parent and family engagement policies for the following school year
- With parents and family members at each Title I, Part A campus, evaluate and start revision of the School-Parent Compact for the following school year
- Evaluate and start revision of the overall PFE program for the next school year with input from parents - if not already done
- Consult with required stakeholders on the Title programs and activities being supported with Title funds
- Plan for Summer program activities, if applicable, per ESSA Consolidated Federal Grant Application
- Quarterly (best practice): Assessment of program effectiveness/program evaluation
- Ongoing: Conduct program activities approved in Consolidated Federal Grant Application; ensure alignment to ESSA Consolidated Application
- Consult with private school officials on applicable Title program requirements for the upcoming school year
- TEA Federal Programs Planner Version 2.0

Finance – Spencer Davis 817-740-3658 / Laura Weir 817-740-3602

- 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
- Child Nutrition Financial Report due to The Texas Department of Agriculture deadline is April 1st
- Child Nutrition Food Service Management Company Contract deadline is April 1st
- Deadline for Pre-Election Bond Report for May Election (20 days before election)

Food and Nutrition – Jocelyn Karbo 817-740-3678

- New FSMC contract selections must be submitted to TDA for approval to award/execute
- SFSP Summer Feeding Application due April 15th
- Submit claim for reimbursement for any meals served in March
- After the 5th of the month, upload student enrollment into TX-ELMS to check for new Directly Certified students and add them to the DC list at the local level

Leadership & Instructional Foundations for Texas (LIFT) – Heather Ward 817-740-7621

- Attend Monthly LIFT Stepback Meetings
- Review Student & Classroom Observation Data with your ESC Region 11 LIFT Team to monitor and adjust instructional practices as needed

Migrant – Aurelia Arita 817-740-3683 / Nydia Jaime 817-740-3695

- Return any Family Surveys with "Yes" responses to migrant@esc11.net, due within two weeks of receiving them. (Spreadsheet preferred if the option is available through the Student Information System). Family Survey English and Spanish
- Optional-Attend ESC Region 11 Title I, C MEP Parent Advisory Committee Meeting - March 13
- Submit request for any Migrant supplemental services need that is not provided by the district
- Ensure Coding of MEP students is correct in PEIMS
- Provide updated list of Migratory Students with newly identified students to cafeteria manager
- Ensure all migrant students receive free lunch

School Board – Carey Carter 817-740-7546

- *Approve summer school plans
- *Approve summer school maintenance projects

***Requires Board action/approval**

APRIL 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

School Board *(continued)*

- Train election judge(s) and clerk(s) for May election (Texas Election Code, §32.113) - Per Coming Guidance from SB1209
- Discuss preliminary budget/budget workshops
- Announce trustee continuing education status at the last regular board meeting before the trustee election (19 TAC §61.1)
- *Approve waivers as needed

School Safety and Security – Bradley Berry 817-740-3631

- Monthly verification of working condition of all AED equipment at each campus and administrative building
- Ensure emergency drills are being implemented across the district as required by local and state laws and regulations

Special Education – Michael Pogue 817-740-7555 / Stephanie Cassels 817-740-7569

- MOE - Respond to TEA with 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

Teacher Incentive Allotment – Jennifer Heddins 817-740 -7655

- Submit teachers, administrators, and human resources personnel email list for TIA Annual Evaluation Survey in Excel template to upload in Qualtrics
- Final designation and allotment notification for data submissions with validated proposed designations
- April 15th: System application due date for new applications, expansion/modifications and renewals to TEA
- Districts are notified of their total annual allotment generated in late April
- Begin allotment verification process in SCOMS
- Updated campus allotment values are available for viewing and download on the TIA funding map

Texas Student Data System/PEIMS – Janie Galan 817-740-3670

- TSDS Class Roster Collection: Winter data available to customers on April 8th
- **NEW** PEIMS Attendance Submission - 5th Six Weeks ready for users to complete, approve, and accept submission on April 19th

***Requires Board action/approval**

NEXT STEPS

NEXT STEPS

APRIL 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4 School Librarian Appreciation Day Easter **STAAR Alternate 2**	**5** **PEIMS Attendance Submission:** 4th six weeks data available **STAAR Grades 3-8 Reading Language Arts, English I, English II**	**6**	**7** **Superintendent Regional Advisory Committee Meeting** (10:00 a.m. - noon)
11 National Library Week (Apr 11 - 17) **STAAR Grades 3-8 Reading Language Arts, English I, English II** **STAAR Alternate 2**	**12** **CoSN National Conference** April 12-14, Orlando, FL **STAAR Grade 5 Science, Grade 8 Science, Social Studies, Biology, U.S. History**	**13** **CoSN National Conference** April 12-14, Orlando, FL	**14** **CoSN National Conference** April 12-14, Orlando, FL
18 **STAAR Grade 5 Science, Grade 8 Science, Social Studies, Biology, U.S. History**	**19** **PEIMS Attendance Submission:** 5th six weeks attendance ready for users to complete, approve, ad accept submission **Texas Library Association** April 19-22, San Antonio **STAAR Grades 3-8 Mathematics, Algebra I**	**20** **Texas Library Association** April 19-22, San Antonio	**21** Administrative Professionals Day **Texas Library Association** April 19-22, San Antonio
25 **STAAR Grades 3-8 Mathematics, Algebra I**	**26**	**27** School Bus Driver Appreciation Day **ACET Spring Conference** **April 27-30, Dallas**	**28** **ACET Spring Conference** **April 27-30, Dallas**

APRIL 2027

THURSDAY	FRIDAY	SATURDAY
1 **STAAR Alternate 2**	**2** ESC Region 11 Holiday or Bad Weather Make-Up Day	**3**
8 **Class Roster Collection:** Winter data available to customers **STAAR Grades 3-8 Reading Language Arts, English I, English II** **STAAR Alternate 2**	**9**	**10**
15 **STAAR Grade 5 Science, Grade 8 Science, Social Studies, Biology, U.S. History** **STAAR Grades 3-8 Reading Language Arts, English I, English II** **STAAR Alternate 2**	**16**	**17**
22 **Texas Library Association** April 19-22, San Antonio **STAAR Grades 3-8 Mathematics, Algebra I** **STAAR Grade 5 Science, Grade 8 Science, Social Studies, Biology, U.S. History**	**23**	**24**
29 **ACET Spring Conference** **April 27-30, Dallas** **STAAR Grades 3-8 Mathematics, Algebra I**	**30** **ACET Spring Conference** **April 27-30, Dallas**	

May 2027

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MAY 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Accountability and Assessment – Dr. Margo Nottingham 817-740-7526

- Final lists of paired campuses released (TEA public website)
- Final deadline to enter Student Information for Accountability Reporting in TIDE (Spring 2027; see Texas Assessment Program Calendar of Events)
- Review CCMR Verifier Report (May/June)
- Annual Graduates CCMR Outcome Bonus Counts by District released on TEAL, TPRS, and the TEA website

Administration and Leadership – Dr. Pam Brown 817-740-7612 / Derrick Spurlock 817-740-7552

- Establish and post summer Central Office hours
- Review ESC Region 11 Service Contract, make changes, and lock
- Gun-free schools report available on eGrants
- Review, set, and communicate credit by examination dates
- Evaluate district's decision-making and planning policies procedures every two years (TEC§11.252(d))
- Board Action Item: ESC Region 11 Contract Summary to be provided and signed by the board in June or July in order for services to be available 9/1 contract must be signed and submitted by August 1st
- Solicit input from district/campus committees regarding number and length of written reports required (TEC§11.164)
- Superintendent Regional Advisory Committee Meeting (RAC), May 5, 2027.

Career and Technical Education, CCMR, and Perkins Formula Grant – Jacob Hildebrand 817-740-3691

- May 13th CTE & CCMR Leader Meeting at ESC Region 11
- Finalize all annual school year purchases in accordance with district process
- Ensure all semester two IBCs earned, passed, and failed were entered for in PEIMS (through May 31st)
- Survey CTE students for program interest, career goals, and engagement feedback
- Review Career and Technical Education Reports found in TEAL for locally held needs assessment in preparation of Perkins Formula Grant Application

Charter School Specific – Carey Carter 817-740-7546

- Utilize the All-In-One-Form to update AskTED Charter Schools - AskTED Updates page
- Begin planning for 2027–28 federal grant applications (ESSA, IDEA-B, Perkins, etc.) and monitor TEA eGrants announcements.

Emergent Bilingual Programs: Title III/Bilingual/ESL – Melanie Yocom 817-740-7563

FEDERAL

- Monitor monthly drawdown of (TIII) funds to assure no more than 25% remains at the end of the fiscal year. Effective in SY 26-27, LEAs that carryover excessive amounts of funds for grants awarded will be assigned a Risk Indicator
- Complete the ADC to access the ESSA Consolidated Federal Grant Application. LEAs receiving a Title III, Part A ELA entitlement (allocation) of $10,000 or less cannot apply on their own and will either select ESC Region 11 as the fiscal agent to join the Title III Shared Service Arrangement (SSA) or decline the entitlement
- Complete ESSA application by due date. Utilize Comprehensive Needs Assessment and Comprehensive PD Plan to complete Title III, Part A ELA PS3106 and Title III, Part A Immigrant PS3114 (if awarded)

STATE

- Offer required EB summer school program for eligible incoming Kindergarten and First Grade EBs participating in a Bilingual or ESL program per TEC §29.060 (If less than 10 students district-wide opt to participate, the LEA is not required to conduct the program.)
- Within four weeks of student enrollment: Use Home Language Survey (HLS) to complete necessary emergent bilingual student identification processes and convene LPAC to determine EB program eligibility and program placement
- Following the LPAC and receipt of parent's program decision: Appropriately assign PEIMS coding to identified emergent bilingual students for federal and state funding purposes based on LPAC documentation and teacher certifications
- Conduct Annual Review (End of Year) LPAC for all identified EBs and first and second year monitors in grades PK-12
- Ongoing: Human Resources, Campus Leadership, and EB Program Leadership review teacher certifications during the hiring process to ensure the candidate is appropriately certified to teach in a bilingual or ESL program
- Ongoing: When a Bilingual exception and/or ESL Waiver was filed, ensure 10% of Bilingual Education Allotment is expended to support the action plan and comprehensive professional development plan per 19 TAC 89.1207 (e)

Federal and State Programs – Indhira Saenz 817-740-7716

- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Evaluate the need to amend current year ESSA Consolidated application - final amendments are due in early June

***Requires Board action/approval**

MAY 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

- Continue the budget process for next year and check to see if any amendments are needed for scope of program or budget adjustments
- ESSA Consolidated Application planning amounts post on TEA Entitlements webpage
- Amend the current year ESSA Application (due in early June)
- Next year ESSA Consolidated Application available
- Review ESSA Program Specific Provisions and Assurances and Guidelines
- Review General and Fiscal Guidelines and Budgeting Costs Guidance Handbook
- Gun-Free Schools District and Campus Reports open (Due end of June)
- Schedule date(s)/prepare to seek public comment on the ESSA Consolidated Application
- Continue to update AskTED to reflect any campus changes
- Complete local evaluations for Federal Programs and State Comp Education
- Monthly (best practice): Monitor the reporting of expenditures and cash drawdowns to ensure they appropriately reflect program implementation
- Continue planning and developing the CNA, DIP, and CIP (LEA and Campuses)
- Quarterly (best practice): Assessment of program effectiveness/program evaluation
- EOY assessment of program effectiveness/program evaluation for use in the CNA process for the upcoming year
- Parent Engagement review processes for Title I, Part A required activities: PFE policies/School-Parent Compacts
- Consult with private school officials for equitable services participation on applicable Title program requirements for the upcoming school year
- TEA Federal Programs Planner Version 2.0
- Mid-May- LEAs should review, approve, and certify their Indirect Cost Rate Proposal data in GFFC Reports in TEAL
- TEA posts ESSA LEA MOE Compliance Reports in GFFC Reports and Data Collections

Finance – Spencer Davis 817-740-3658 / Laura Weir 817-740-3602

- 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 is 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 and required forms
- Sales Tax Report for student activity fund raisers and other sales are 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 post adjusting journal entries (as appropriate)
- Chapter 49 districts - TEA notifies districts that are delinquent in recapture payments for a prior year as the result of updates to Cost of Recapture Report made at final settle-up of the balance due. Check the date balance due must be paid. 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
- Deadline for Post-Election Bond Report for May Election (20 days after election)

Food and Nutrition – Jocelyn Karbo 817-740-3678

- SSO summer feeding site applications are submitted
- Submit claim for reimbursement for any meals served in April
- After the 5th of the month, upload student enrollment into TX-ELMS to check for new Directly Certified students and add them to the DC list at the local level
- May 31st - Seamless Summer Option (SSO) applications due in TX-UNPS

***Requires Board action/approval**

MAY 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Leadership & Instructional Foundations for Texas (LIFT) – Heather Ward 817-740-7621

- Attend End of Year LIFT Stepback Meetings
- Review Student Classroom Observation Data with your ESC Region 11 LIFT Team to monitor and adjust instructional practices as needed

Migrant – Aurelia Arita 817-740-3683 / Nydia Jaime 817-740-3695

- Return any Family Surveys with "Yes" responses to migrant@esc11.net, due within two weeks of receiving them. (Spreadsheet preferred if the option is available through the Student Information System). Family Survey English and Spanish
- Ensure Coding of MEP students is correct in PEIMS
- Ensure migrant students receive free lunch
- Assist ESC Region 11 with Parent Notifications on Summer Project Smart Services
- Review and ensure PFS plan is being fully executed
- Review and ensure ID&R plan is fully executed
- Submit PFS progress review form to ESC Region 11
- Complete the Local Needs Assessment Survey from ESC Region 11
- Summer contact information is provided to ESC Region 11
- Completion of MEPs program evaluation
- Submit Progress Review Form (PK-8th) for all MEP students

School Board – Carey Carter 817-740-7546

- 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 the Student Code of Conduct and approve revisions, as needed (TEC §37.001).
- Formative superintendent evaluation
- Discuss preliminary budget/budget workshops
- *Board discussion of property values and funding lag for July 1st FY
- *Approve waivers as needed
- Notify ESC Field Service Agents of newly appointed/elected Board Members and review training requirements/timelines- Per Coming Guidance from SB1209
- *Review for renewal ESC Region 11 Contracts (due August 2027)

School Health – Shelby Lampley 817-740-7656

- TEA School Health Survey | TEC§38.0141 Report is due annually on or about the last Friday in May.
  - TEC§38.0141, requires all school districts & open-enrollment charter schools to provide the TEA information relating to school health and physical activity

School Safety and Security – Bradley Berry 817-740-3631

- ESC Region 11 Safety, Security and School Health Conference - Friday, May 7, 2026
- Monthly verification of working condition of all AED equipment at each campus and administrative building
- Ensure emergency drills are being implemented across the district as required by local and state laws and regulations
- Review and prepare open BTA cases for End of Year

Special Education – Michael Pogue 817-740-7555 / Stephanie Cassels 817-740-7569

- FY26 MOE (Maintenance of Effort) Final Compliance Review released by TEA
- 2026-2027 HCF Eligibility Application (Optional fund source) due to TEA early May
- 2027-2028 SC5003 Formula Grants Consolidated Schedule opens (one schedule application to ESSA, Perkins, & IDEA-B); (must be submitted for the 2027-2028 Special Education Consolidated Grant Application (Federal) to be accessible)
- 2027-2028 Special Education Consolidated Applicant Designation Form (ADC) (Federal) opens (must be submitted for the 2027-2028 Special Education Consolidated Grant Application (Federal) to be accessible)

***Requires Board action/approval**

MAY 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

- 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
- 2026-2027 Special Education Language Acquisition (SELA) ready for users to complete May 17th
- 2026-2027 Special Education Data System (SPEDS) Summer ready for users to complete May 17th
- 2026-2027 SPEDS Video Camera Request submission ready for users to complete May 17th

Teacher Incentive Allotment – Jennifer Heddins 817-740 -7655

- Designated teachers are officially notified by TEA via email of their designation level and the allotment amount generated
- Districts confirm or dispute allotments in SCOMS
- TEA must process confirmations and disputes
- District communicates with designated teachers regarding allotment generated for the district and the spending plan and timeline for payout
- Eligible Teaching Assignments List released to districts
- Annual TIA Evaluation Survey sent to teachers, administrators, and human resources personnel

Texas Student Data System/PEIMS – Janie Galan 817-740-3670

- TSDS Early Childhood Data System (ECDS): Prekindergarten ready for users to complete on May 3rd
- NEW PEIMS Attendance Submission - 5th Six Weeks Due on March 13th
- TSDS Residential Facility Tracker (RFT) Collection: Tracker ready for users to complete on May 17th
- PEIMS Summer Submission: Ready for users to complete, approve, and accept submissions on May 17th
- TSDS Special Education Language Acquisition (SELA): Ready for users to complete on May 17th
- TSDS Special Education Data System (SPEDS) - Summer ready for customers to complete May 17th
- NEW Special Education Data System Video Camera Request Submission ready for users to complete on May 17th

***Requires Board action/approval**

NEXT STEPS

MAY 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
Jewish American Heritage Month Asian Pacific American Heritage Month			
2	**3** National Teacher Appreciation Week (May 3-7) **ECDS – PK:** Ready for users to complete	**4** National Teacher Day	**5** **Superintendent Regional Advisory Committee Meeting** (10:00 a.m. - noon)
9	**10**	**11**	**12** National School Nurse Day
16	**17** **PEIMS Summer Submission:** Ready for users to complete, approve, and accept submissions **RFT Collection:** Ready for users to complete **SELA:** Ready for users to complete **SPEDS – Summer:** Ready for users to complete **SPEDS – Video Camera Request:** Ready for users to complete	**18** Speech Language Pathologists' Appreciation Day	**19**
23	**24**	**25**	**26**
30	**31** Memorial Day ESC Region 11 Holiday		

MAY 2027

THURSDAY	FRIDAY	SATURDAY
		1 School Principals Day
6 **PEIMS Attendance Submission:** 5th six weeks attendance due to ESC 11	**7**	**8**
13 **PEIMS Attendance Submission:** 5th six weeks attendance closes	**14**	**15**
20	**21**	**22**
27	**28** ESC Region 11 Early Release (2:30 p.m.)	**29**

June 2027

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JUNE 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Accountability and Assessment – Dr. Margo Nottingham 817-740-7526

- Submit school improvement interventions and Targeted Improvement Plan (TIP) if applicable
- College, Career, and Military Readiness (CCMR) Verifier window (TEAL)
- Longitudinal graduation and annual dropout lists and rates (TEAL)
- STAAR Summer Administration Window: June 14 -25, 2027
- Campus comparison groups posted in TEAL
- Submit End-of-Year TIP, if applicable.

Administration and Leadership – Dr. Pam Brown 817-740-7612 / Derrick Spurlock 817-740-7552

- Present Student Code of Conduct (SCOC) to Board for review
- New Board member Local District Orientation (LDO) and Training
- Annual report is due to Commissioner on expulsions and AEP placements
- Board Action Item: ESC Region 11 Contract Summary to be provided and signed by the board in June or July
- TEA submission: Gun-free schools report
- Review policy on benefits and holidays for non-contract staff
- Teacher/Staff Service Records annual update
- Prepare for new teacher orientation in August, opening of school events, procedures/logistics, and the professional development calendar for 26-27

Career and Technical Education, CCMR, and Perkins Formula Grant – Jacob Hildebrand 817-740-3691

- 2027-2028 Perkins Formula Grant Application opens
- Track summer IBCs earned between June 1st and August 31st.
- Review sixth six weeks PEIMS reports for appropriate CTE weighted funding
- Complete funding removals for any period of time with inappropriate or missing teacher certification, partial student participation, etc (refer to the SAAH)
- Complete annual inventory on CTE equipment
- Review PEIMS Summer Submission for accuracy
- Submit GS2200 Applicant Designation and Certification (ADC) in TEAL/eGrants – Perkins SSA members only
- Begin working on the Perkins Application in eGrants – Non-Perkins SSA members only
- Verify and correct external 2026 CCMR Accountability data using the CCMR Verifier (TEAL)

Charter School Specific – Carey Carter 817-740-7546

- Utilize the All-In-One-Form to update AskTED Charter Schools - AskTED Updates page
- Empowering Leaders: Charter Leaders Summit - June 2027
- Prepare for August reporting requirements (website postings, Charter School Waitlist, TSDS collections, etc.).
- Begin planning for 2027–28 federal grant applications (ESSA, IDEA-B, Perkins, etc.) and monitor TEA eGrants announcements.
- Review the TEA Charter School Amendments and Waivers webpage and the Expansion Required Elements Checklist before submitting amendment requests.

Emergent Bilingual Programs: Title III/Bilingual/ESL – Melanie Yocom 817-740-7563

FEDERAL

- Complete the ADC to access the ESSA Consolidated Federal Grant Application. LEAs receiving a Title III, Part A ELA entitlement (allocation) of $10,000 or less cannot apply on their own and will either select ESC Region 11 as the fiscal agent to join the Title III Shared Service Arrangement (SSA) or decline the entitlement
- Monitor monthly drawdown of (TIII) funds to assure no more than 25% remains at the end of the fiscal year. Effective in SY 26-27, LEAs that carryover excessive amounts of funds for grants awarded will be assigned a Risk Indicator
- Complete ESSA application by due date. Utilize Comprehensive Needs Assessment and Comprehensive PD Plan to complete Title III, Part A ELA PS3106 and Title III, Part A Immigrant PS3114 (if awarded)

STATE

- Conduct required EB summer school program for eligible incoming Kindergarten and First Grade EBs participating in a Bilingual or ESL program per TEC §29.060 (If less than 10 students district-wide opt to participate, the LEA is not required to conduct the program.)
- Ongoing: Human Resources, Campus Leadership, and EB Program Leadership review teacher certifications during the hiring process to ensure the candidate is appropriately certified to teach in a bilingual or ESL program
- Verify End of Year LPAC recommendations and state assessment results for 'Pending' reclassification. Ensure parent approvals for program exits have been obtained.

***Requires Board action/approval**

- Verify PEIMS codes are updated to align with End of Year LPAC documentation and parent program exit decisions prior to the beginning of the school year

Federal and State Programs – Indhira Saenz 817-740-7716

- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Check current school year ESSA Consolidated Application to see if any amendments are needed for scope of program or budget adjustments (last amendment due date in early June)
- Upcoming school year ESSA Consolidated Application available (Due by end of month if district has 12-month grant-funded employees)
- Plan for Public Comment for Consolidated Federal Grant Application
- Gun-Free Schools District and Campus Reports open (Due end of June)
- Complete ESSA Consolidated Federal Grant Application TIA Schedules: SC5000 and PS3101
- Review Program Compliance Self-Check and resources for ESSA Consolidated Compliance Report
- Collect information and documentation for ESSA Consolidated Compliance Report (submission due in late September)
- EOY assessment of program effectiveness/program evaluation for use in the CNA process for the upcoming year
- Continue planning and developing the CNA, DIP, and CIP (LEA and Campuses)
- Monthly (best practice): Monitor the reporting of expenditures and cash drawdowns to ensure they appropriately reflect program implementation
- Quarterly (best practice): Assessment of program effectiveness/program evaluation
- Implement for Summer program activities, if applicable, per ESSA Consolidated Federal Grant Application
- Finalize PNP school lists to participate with Title equitable services for next year
- TEA Federal Programs Planner Version 2.0

Finance – Spencer Davis 817-740-3658 / Laura Weir 817-740-3602

- Budget adoption procedures for July 1st FY districts
- Post notice of public meeting to discuss budget and proposed tax rate 10-30 days before the meeting
- *Hold meeting to discuss budget and proposed tax rate. Note - June 30 year end districts have to wait to adopt a tax rate until after the certified values are received in July, and after TEA issues them their preliminary MCR
- *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 summary budget no later than June 18th per TEC 44.0041 and concurrently with the notice of public meeting
- Post proposed budget in coordination with OMA requirements
- Calculate state aid earned using end-of-year student data - Review student attendance figures as compared to prior year and budget projections
- 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 2023-2024 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
- When posting the OMA notice for a board meeting where the board will discuss or adopt a budget, it must include a physical copy of the proposed budget unless the proposed budget is clearly accessible on the home page of the district website.
- When posting the OMA notice for a board meeting where the board will discuss or adopt a budget, taxpayer impact statement showing, for the median-valued homestead property, a comparison of the property tax bill for the current fiscal year and an estimate of the property tax bill for the same property for the upcoming fiscal year if the proposed budget is adopted.

Food and Nutrition – Jocelyn Karbo 817-740-3678

- After the 5th of the month, upload student enrollment into TX-ELMS to check for new Directly Certified students and add them to the DC list at the local level
- Submit claim for reimbursement for any meals served in May
- Child Nutrition Program application agreement renewal for the upcoming program year
- Community Eligibility Program (CEP) for the Food and Nutrition Program application deadline is June 30th
- Signed and executed FSMC contracts (new and renewals) must be submitted to TDA

***Requires Board action/approval**

JUNE 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Leadership & Instructional Foundations for Texas (LIFT) – Heather Ward 817-740-7621

- Participate in End of Year Reflection with your ESC Region 11 LIFT Team and make adjustments to the District's Action Plan as necessary
- Review Student & Classroom Observation Data with your ESC Region 11 LIFT Team to monitor and adjust instructional practices as needed

Migrant – Aurelia Arita 817-740-3683

- Complete the ADC (Applicant Designation and Certification) to assign ESC Region 11 as the fiscal agent if joining the Title 1, Part C SSA
- Ensure coding of migratory students in PEIMS is correct
- Summer contact Information is provided to ESC Region 11
- Review Unique Student Count Report
- Send to ESC Region 11 the last day of student attendance for 25-26
- Send to ESC Region 11 documentation for students At-Risk of Non-promotion
- Submit to ESC Region 11 Documentation whether HS students are on-time for graduation

School Board – Carey Carter 817-740-7546

- Update Trustees' contact information and terms on website
- Review preliminary staff compensation package
- Conduct budget workshops for new FY
- *Approve the student accident insurance program, as applicable.
- *Review student and staff handbooks
- *Review and amend Student Code of Conduct, as needed (TEC §37.001)
- *Adopt budget/public hearing for July 1st FY
- *Approve waivers as needed
- Remind Trustees elected in May of 120-day trainings due: EISO, OTEC, Sexual Abuse and Human Trafficking
- Remind Trustees elected in May of 90-day required trainings PIA and OMA

School Health – Shelby Lampley 817-740-7656 / Bradley Berry 817-740-3631

- Diabetes risk assessment report due June 7th
- Physical Fitness Assessment results to TEA through FitnessGram or Physical Fitness Assessment Initiative (PFAI) application due in June
- Vision, Hearing, and Spinal Screening Results due to the Texas Department of State Health Services by June 30, 2027

School Safety and Security – Bradley Berry 817-740-3631

- Safety & Security Committee meets once during each academic semester and once during the summer (TEC§37.109)
- Safe and Supportive Schools Program Report window opens June 1, 2027 in Sentinel.
- Monthly verification of working condition of all AED equipment at each campus and administrative building
- Spring bi-annual maintenance review due
- Finalize district calendar for 27-28 school year in Sentinel
- Texas School Safety Center Conference: June 27th - July 1, 2027 in San Antonio
- *Gun Free School District (PR6000) and Campus (PR6100) Reports due late June

Special Education – Michael Pogue 817-740-7555 / Stephanie Cassels 817-740-7569

- 2026-2027 Special Education Consolidated Grant Application (Federal) amendment deadline early June
- 2027-2028 Special Education Consolidated Grant Application (Federal) opens in May or June
- RDSPD revised contracts must be submitted to TEA by June 1st
- 2026-2027 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
- 2026-2027 SELA submission due June 24th
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance
- SPD Self Assessment TBD

Teacher Incentive Allotment – Jennifer Heddins 817-740 -7655

- Districts receive TIA Evaluation Survey results and must analyze and respond to the results in their Annual Program Submission in August
- June 30th: Final resubmission deadline for districts whose applications were denied
-

***Requires Board action/approval**

JUNE 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Texas Student Data System/PEIMS – Janie Galan 817-740-3670

- PEIMS Summer Submission: Requests to retire unique IDs due at TEA on June 11th
- PEIMS Summer Submission: First submission due to ESC-11 on June 10th
- PEIMS Summer Submission: First submission due to TEA on June 17th
- TSDS Early Childhood Data System (ECDS): Prekindergarten Submission due to ESC-11 on June 18th
- TSDS Early Childhood Data System (ECDS): Prekindergarten Submission due to TEA on June 25th
- TSDS Special Education Language Acquisition (SELA): Submission due to ESC-11 on June 17th
- TSDS Special Education Language Acquisition (SELA): Submission due to TEA on June 24th

Transportation – Vaughn Santo 817-740-7529

- Route Services Report opens first week of June - (Deadline: August 1st)

***Requires Board action/approval**

NEXT STEPS

JUNE 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1	2
6	7	8 **TEPSA Summer Conference** June 8-10, Round Rock	9 **TEPSA Summer Conference** June 8-10, Round Rock
13	14 **TASA txedFest** June 14-16, San Antonio **TASBO Summer Conference** June 14-16, Dallas **STAAR Algebra I, English I, English II, Biology, U.S. History**	15 **TASA txedFest** June 14-16, San Antonio **TASBO Summer Conference** June 14-16, Dallas **TIA Conference** June 15-17, Houston	16 **TASA txedFest** June 14-16, San Antonio **TASBO Summer Conference** June 14-16, Dallas **TIA Conference** June 15-17, Houston **TASB Summer Leadership (SLI)** June 16-19, San Antonio
20	21 **TREA Annual Conference** June 21-24, Round Rock **STAAR Algebra I, English I, English II, Biology, U.S. History**	22 **TREA Annual Conference** June 21-24, Round Rock	23 **TREA Annual Conference** June 21-24, Round Rock
27	28	29	30

JUNE 2027

THURSDAY	FRIDAY	SATURDAY
3 **PEIMS Attendance Submission:** 5th six weeks data available	**4**	**5**
10 **PEIMS Summer Submission:** First submission due to ESC 11 for LEAs **TEPSA Summer Conference** June 8-10, Round Rock	**11** **PEIMS Summer Submission:** Request to retire unique IDs due at TEA	**12**
17 **ECDS - PK & SELA:** Submission due to ESC 11 for LEAs **PEIMS Summer Submission:** First submission closes for LEAs **TIA Conference** June 15-17, Houston **TASB Summer Leadership (SLI)** June 16-19, San Antonio **STAAR Algebra I, English I, English II, Biology, U.S. History**	**18** **TASB Summer Leadership (SLI)** June 16-19, San Antonio	**19** Juneteenth **TASB Summer Leadership (SLI)** June 16-19, San Antonio
24 **ECDS - PK:** Submission closes for LEAs **SELA:** Submission closes for LEAs **TREA Annual Conference** June 21-24, Round Rock **STAAR Algebra I, English I, English II, Biology, U.S. History**	**25**	**26**

July 2027

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

JULY 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Accountability and Assessment – Dr. Margo Nottingham 817-740-7526

- Submit Local Accountability System (LAS) data to TEA, if participating
- Review summer STAAR EOC results, plan accelerated instruction/interventions, and update graduation records, as applicable.
- Deadline to update campus profile information (address, phone number, principal name) on AskTED
- CCMR Tracker Part II available in TEAL (late July)

Administration and Leadership – Dr. Pam Brown 817-740-7612 / Derrick Spurlock 817-740-7552

- Develop calendar for teacher appraisal and designate second appraiser(s)
- Board Action Item: ESC Region 11 Contract Summary to be provided and signed by the board in June or July in order for services to be available 9/1 contract must be signed and submitted by August 1st
- Review administrator appraisal calendar
- *Review student and staff handbooks
- Pressure test natural gas piping (every 2 years) (TAC§8.230(4)(A))
- Review/amend Student Code of Conduct and post on website

Career and Technical Education, CCMR, and Perkins Formula Grant – Jacob Hildebrand 817-740-3691

- Track summer IBCs earned, passed between June 1st and August 31st and enter in Extended Year PEIMS submission
- Review initial PEIMS Summer First Submission reports for accuracy ahead of PEIMS Summer Resubmission
- Verify CCMR data for all students in grades 9-12 as of PEIMS snapshot date in CCMR Tracker Part II (TEAL); keep in mind this is lagging data and corrections cannot be submitted

Charter School Specific – Carey Carter 817-740-7546

- Submit calendar through TEAL, Charter School Tracking System (CSTS) application
- Utilize the All-In-One-Form to update AskTED Charter Schools - AskTED Updates page
- Begin planning for 2027–28 federal grant applications (ESSA, IDEA-B, Perkins, etc.) and monitor TEA eGrants announcements.
- Review the TEA Charter School Amendments and Waivers webpage and the Expansion Required Elements Checklist before submitting amendment requests.

Emergent Bilingual Programs: Title III/Bilingual/ESL – Melanie Yocom 817-740-7563

FEDERAL

- Complete the ADC to access the ESSA Consolidated Federal Grant Application. LEAs receiving a Title III, Part A ELA entitlement (allocation) of $10,000 or less cannot apply on their own and will either select ESC Region 11 as the fiscal agent to join the Title III Shared Service Arrangement (SSA) or decline the entitlement
- Due by the communicated date: ESC Region 11 Title III, Part A ELA (SSA) members complete an ESC Region 11 survey for ESSA Compliance Reporting: Title III, Part A ELA-PR3002. The survey will be delivered via email from the ESC Region 11 EL Support team
- Monitor monthly drawdown of (TIII) funds to assure no more than 25% remains at the end of the fiscal year. Effective in SY 26-27, LEAs that carryover excessive amounts of funds for grants awarded will be assigned a Risk Indicator
- Complete ESSA application by due date. Utilize Comprehensive Needs Assessment and Comprehensive PD Plan to complete Title III, Part A ELA PS3106 and Title III, Part A Immigrant PS3114 (if awarded)
- Complete SNS (Supplement No Supplant) Professional Development Worksheet. Keep locally and must be provided to TEA upon request
- Complete ESSA Consolidated Compliance Report for prior SY: Title III, Part A PR3002 and Title III, Part A Immigrant PR3114 (if applicable)

STATE

- Conduct required EB summer school program for eligible incoming Kindergarten and First Grade EBs participating in a Bilingual or ESL program per TEC §29.060 (If less than 10 students district-wide opt to participate, the LEA is not required to conduct the program.)
- Ongoing: Human Resources, Campus Leadership, and EB Program Leadership review teacher certifications during the hiring process to ensure the candidate is appropriately certified to teach in a bilingual or ESL program
- Verify End of Year LPAC recommendations and state assessment results for 'Pending' reclassification. Ensure parent approvals for program exits have been obtained.
- Verify PEIMS codes are updated to align with End of Year LPAC documentation and parent program exit decisions prior to the beginning of the school year

***Requires Board action/approval**

JULY 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

Federal and State Programs – Indhira Saenz 817-740-7716

- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- ESSA Consolidated Application due if the LEA has 12-month federally funded staff
- ESSA Consolidated Compliance Reports available (late July)
- Collect information and documentation for the current school year ESSA Consolidated Compliance Report (submission due in late September)
- Preliminary campus budget calculations
- Monthly (best practice): Monitor the reporting of expenditures and cash drawdowns to ensure they appropriately reflect program implementation
- Review/update district policies and procedures per EDGAR as applicable
- Quarterly (best practice): Assessment of program effectiveness/program evaluation
- Ongoing: Conduct program activities approved in Consolidated Federal Grant Application; ensure alignment to ESSA Consolidated Application
- Consult with private school officials on equitable services being provided for current year, and finalize PNP school lists to participate with Title equitable services for next year
- TEA Federal Programs Planner Version 2.0

Finance – Spencer Davis 817-740-3658 / Laura Weir 817-740-3602

- Prepare for annual financial audit July 1 FY
- Certified Taxable Values are 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 31
- Register for Investment Officer training (TEC§45.209)
- Set up next year's federal programs budgets; match finance budgets to grant budget worksheet
- LPVS open - Due August 1st

Food and Nutrition – Jocelyn Karbo 817-740-3678

- After the 5th of the month, upload student enrollment into TX-ELMS to check for new Directly Certified students and add them to the DC list at the local level
- Submit claim for reimbursement for any meals served in June
- Media Release with updated student and adult meal prices
- Distribute/process Child Nutrition household applications (if applicable)
- Child Nutrition Program application agreement renewal for the upcoming program year due July 1, 2027

Leadership & Instructional Foundations for Texas (LIFT) – Heather Ward 817-740-7621

- Identify staff for new and ongoing LIFT training
- Review Student & Classroom Observation Data with your ESC Region 11 LIFT Team to monitor and adjust instructional practices as needed

Migrant – Aurelia Arita 817-740-3683 / Nydia Jaime 817-740-3695

- Collect Family Surveys from the registration process and submit them to ESC Region 11 via the district-assigned OneDrive folder

School Board – Carey Carter 817-740-7546

- *Approve Student Code of Conduct (SCOC)
- 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
- *Approve the student accident insurance program, as applicable.
- Remind Trustees elected in May of 120 day required trainings due: EISO, OTEC, Sexual Abuse and Human Trafficking (available at ESC Region 11)
- Remind Trustees elected in May of 90-day required training PIA and OMA
- *Board discussion of property values and funding lag for July 1st FY
- *Approve waivers as needed

School Safety and Security – Bradley Berry 817-740-3631

- Monthly verification of working condition of all AED equipment at each campus and administrative building
- Fall bi-annual maintenance review opens

***Requires Board action/approval**

JULY 2027 MONTHLY REMINDERS

Monthly reminders reflect information available as of August 1, 2026.

School Safety and Security *(continued)*

- *Review BTA district and campus level committee members for upcoming year to ensure compliance with training requirements

Special Education – Michael Pogue 817-740-7555 / Stephanie Cassels 817-740-7569

- 2027-2028 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)
- 2026-2027 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
- RF Tracker Submission due July 15th
- 2026-2027 SPEDS Video Camera Request submission due July 22nd
- 2026-2027 SPEDS Summer submission due July 29th
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Texas Student Data System/PEIMS – Janie Galan 817-740-3670

- TSDS Early Childhood Data System (ECDS-PK): Prekindergarten Data available to customers on July 8th
- TSDS Special Education Language Acquisition (SELA): Data available to customers on July 8th
- PEIMS Summer Submission: Resubmission due to ESC-11 on July 8th
- PEIMS Summer Submission: Request to retire unique IDs due at TEA on July 9th
- TSDS Residential Facility Tracker (RFT) Collection: Tracker submission due to ESC-11 on July 8th
- TSDS Residential Facility Tracker (RFT) Collection: Tracker submission due to TEA on July 15th
- PEIMS Summer Submission: Resubmission due date on July 15th
- PEIMS Extended Year: Ready for users to complete, approve, and accept submissions on July 26th
- **NEW** TSDS Special Education Data System Video Camera Request (SPED VCR) Submission due to ESC-11 on July 15th
- **NEW** TSDS Special Education Data System Video Camera Request SPED VCR) Submission due to TEA on July 22nd
- TSDS Special Education Data Systems (SPEDS) Summer due to ESC-11 on July 22nd
- TSDS Special Education Data Systems (SPEDS) Summer due date to TEA on July 29th

Transportation – Vaughn Santo 817-740-7529

- TEA Transportation Route Services Report is due August 1st
- TEA Bus Collision Report (Formerly BARS) survey is open for reporting from July 1st to July 31st
- NOTE: TEA has renamed the report to BCR - it is now due earlier in the year (7/31) - VS

***Requires Board action/approval**

NEXT STEPS

NEXT STEPS

JULY 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4 Independence Day	5	6	7
11	12	13	14
18	19	20	21
25	26 **PEIMS Extended Year Submission:** Ready for users to complete, Approve, and accept submission	27	28

JULY 2027

THURSDAY	FRIDAY	SATURDAY
1 ESC Region 11 Early Release (2:30 p.m.)	**2** ESC Region 11 Holiday	**3**
8 **RFT Collection:** Submission due to ESC 11 for LEAs **ECDS – PK:** Data available to customers **PEIMS Summer Submission:** Resubmission due to ESC 11 for LEAs **SELA:** Data available to customers	**9** **PEIMS Summer Submission:** Request to retire unique IDs due to TEA	**10**
15 **PEIMS Summer Submission:** Resubmission closes for LEAs **RFT Collection:** Submission closes for LEAs **SPEDS – Video Camera Request:** Submission due to ESC 11 for LEAs	**16**	**17**
22 **SPEDS – Summer:** Submission due to ESC 11 for LEAs **SPEDS – Video Camera Request:** Submission closes for LEAs	**23**	**24**
29 **RFT Collection:** Data available to customers **SPEDS – Summer:** Submission closes for LEAs	**30**	**31**

August 2027

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

AUGUST 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	

AUGUST 2027

THURSDAY	FRIDAY	SATURDAY
5 **SPEDS – Video Camera Request:** Data available to customers (26-27)	**6**	**7**
12 **SPEDS – Summer:** Data available to customers (26-27)	**13**	**14**
19 **PEIMS Extended Year:** First submission due to ESC 11 for LEAs (26-27)	**20** **PEIMS Extended Year:** Request to retire unique IDs due at TEA (26-27)	**21**
26 **PEIMS Extended Year:** First submission closes for LEAs (26-27)	**27**	**28**

SEPTEMBER 2027

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

SEPTEMBER 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			1
5	6 Labor Day	7 **TVC – Teacher Vacancy Collection:** 2026-2027 Ready for users to complete	8
12	13	14	15
19	20	21	22
26	27	28	29

SEPTEMBER 2027

THURSDAY	FRIDAY	SATURDAY
2	**3**	**4**
9	**10**	**11**
16 **PEIMS Summer Submission:** Data available to customers (26-27) **TVC - Teacher Vacancy Collection:** Teacher Vacancy due to ESC 11 for LEAs (26-27)	**17**	**18**
23 **PEIMS Extended Year Submission:** Resubmission due to ESC 11 for LEAs (26-27) **TVC - Teacher Vacancy Collection:** Teacher Vacancy closes for LEAs (26-27)	**24** **PEIMS Extended Year Submission:** Request to retire unique IDs due at TEA (26-27)	**25**
30 **PEIMS Extended Year Submission:** Resubmission closes for LEAs (26-27)		

October 2027

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

OCTOBER 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
3	4	5	6
10	11 Indigenous Peoples' Day / Columbus Day	12	13
17	18	19	20
24	25	26	27
31			

OCTOBER 2027

THURSDAY	FRIDAY	SATURDAY
	1	2
7 **TVC – Teacher Vacancy Collection:** Data available to customers (26-27)	8	9
14	15	16
21	22	23
28 **PEIMS Extended Year Submission:** Data available to customers (26-27)	29	30

November 2027

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

NOVEMBER 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1	2	3
7	8	9	10
14	15	16	17
21	22 Tentative ESC Region 11 Thanksgiving Holiday	23 Tentative ESC Region 11 Thanksgiving Holiday	24 Tentative ESC Region 11 Thanksgiving Holiday
28	29	30	

NOVEMBER 2027

THURSDAY	FRIDAY	SATURDAY
4	**5**	**6**
11 Veterans Day	**12**	**13**
18	**19**	**20**
25 Thanksgiving Day Tentative ESC Region 11 Thanksgiving Holiday	**26** Tentative ESC Region 11 Thanksgiving Holiday	**27**

December 2027

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

DECEMBER 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			1
5	6	7	8
12	13	14	15
19	20 Tentative ESC Region 11 Winter Break	21 Tentative ESC Region 11 Winter Break	22 Tentative ESC Region 11 Winter Break
26	27 Tentative ESC Region 11 Winter Break	28 Tentative ESC Region 11 Winter Break	29 Tentative ESC Region 11 Winter Break

DECEMBER 2027

THURSDAY	FRIDAY	SATURDAY
2	**3**	**4**
9	**10**	**11**
16	**17**	**18**
23 Tentative ESC Region 11 Winter Break	**24** Tentative ESC Region 11 Winter Break	**25** Christmas Day
30 Tentative ESC Region 11 Winter Break	**31** Tentative ESC Region 11 Winter Break	

JANUARY 2028

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

2026

January

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

February

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Independent School District Information

A Guide to Statutory Professional Development/Training for Texas Public School Employees (revised August 2025)

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		
Americans with Disabilities (ADA) 42 U.S.C. § §12101-12213; 28 C.F.R. § §35.101-190; 29 C.F.R. § §1630.1-1630.16; GA(LEGAL); DAA(LEGAL); FB(LEGAL); DBB(LEGAL); DAB(LEGAL); FBA(LEGAL)	Recommended for the district's designated ADA compliance coordinator	A district is recommended to provide train-ing on the relevant provisions of the ADA for the district's designated ADA compliance coordinator and any employees who may be called upon to accommodate an employee, student, or parent with a disability			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
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	
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		
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		
Civics Training Program Texas Senate Bill 3 (SB-3)	Principal and one teacher	K-5 by April 2027, Secondary begins 2027	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		

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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 A coach of an interscholastic athletic activity.	Training must be from an approved provider and must the evaluation, treatment, and oversight of concussions	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		
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		
Dyslexia Instruction – Providers of Dyslexia Instruction Tex. Educ. Code §29.0032(a)-(b); EHB(LEGAL); EKC(LEGAL)	Providers of dyslexia instruction	Providers of dyslexia instruction to students with dyslexia and related disorders are required to be fully trained in the district's adopted instructional materials for students with dyslexia	X		
Emergency Operations Plan Tex. Gov't Code §418.005; Tex. Educ. Code §37.108(a); CKC(LEGAL)	District employees and appointed public officers whose position descriptions, job duties, or assignments include emergency management responsibilities or who play a role in emergency preparedness, response, or recovery	Districts must adopt and implement a multi-hazard emergency operations plan for use in the district's facilities. The plan must provide for district employee training in responding to an emergency	X		
Employee Nondiscrimination 42 U.S.C. §§1981, 2000e-2, 1681, 12112; 29 U.S.C. §§621-634, 794, 2000ff-2000ff-11; DAA(LEGAL)	Recommended for the district's designated compliance coordinator and each employee with authority over another employee or employees	Each district must designate at least one employee to coordinate its efforts to comply with Title IX, Section 504 of the Rehabilitation Act, the Age Discrimination in Employment Act, and the Americans with Disabilities Act		X	
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		

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Training/Citation	Audience	Notes	M	E	O
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		
Language Proficiency Assessment Committee (LPAC) Tex. Educ. Code §29.063(a); 19 Tex. Admin. Code §89.1220(a)-(f); EHBE (LEGAL)	Members of LPAC	Districts must have on file policy and proce-dures for the selection, appointment, and training of members of the LPAC, but may not require members to complete training to serve on the committee	X		
Mathematics Academies Deep Dives Grades 4 and 5 TEC, §21.4553	Teachers who provide mathematics instruction to students in grades 4 and 5	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		

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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			
Positive and proactive behavior management TAC, §103.1201 (3)(h)(2) and (3)(i)	DAEP staff	Must target prevention and intervention and focus on positive and proactive behavior management strategies. Annual requirement. Procedures for reporting abuse, neglect, or exploitation of students	X		
Reporting Child Abuse and Neglect/Sexual Abuse of Children/ Sex Trafficking TAC, §61.1051 (c) (d); TEC, §38.0041 (b) (1); §38.0041 (c) (1) (2); §38.030; §38.036	Each year as part of new employee orientation	Copies of Board Policy must be distributed at the beginning of each school year and must address methods for increasing teacher awareness of issues regarding sexual abuse of children, sex trafficking, and other maltreatment of children. Training must address how grief and trauma affect student learning and behavior	X		
School board member training and orientation TEC, §11.159; TAC, §61.1; 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		
Strategies for Establishing and Maintaining Positive Relationships Among Students, Including Conflict Resolution* Tex. Educ. Code §21451(d)(3)(B); DMA(LEGAL) *Statements marked with an asterisk are addressed in the TEA Clearing-house. The district must note if the frequency requirement differs from the Clearinghouse Recommendation as per Texas Education Code section 21.4515	New and existing educators	Training must be provided as part of any new employee orientation for all new educators in accordance with local policy. For any training under this provision, a district must maintain records of district staff members who participated in the training. If a district determines that the district does not have sufficient resources to provide the training required, the district may partner with a community mental health organization to provide training that meets the requirements at no cost to the district. Re-sources are available online	X		

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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		
Test Administration Procedure Training Tex. Educ. Code §39.304; 19 Tex. Admin Code §101.3031(a)(2), (c), (d) ; EKB(LEGAL) ; DMA(LEGAL)	Assessment test coordinators and administrators	Districts must ensure that test coordinators and administrators receive training to en-sure that testing personnel have the required skills and knowledge to administer assessment instruments in a valid, standardized, and secure manner	X		
Texas Mathematics Academies TEC §28.0071	All existing classroom teachers, principals, assistant principals, mathematics instructional coaches, and mathematics interventionists—who serve kindergarten through third grade	The Texas Mathematics Academies (TMA) represent a key component of the state's commitment to ensuring that all students in Kindergarten through Grade 3 receive high-quality, evidence-based mathematics instruction.	X		
Texas Reading Academies Texas HB3	All K-3 Teachers, Principals, K-3 Campus Special Education Teachers (if teacher of record for a K-3 classroom)	Educators new to Texas public or open-enrollment charter schools must enroll in and actively participate in Reading Academies during their first year of employment. This includes: • Educators new to teaching • New principals who did not previously complete Reading Academies as a teacher • Educators new to Texas • Educators new to a Texas public or charter school	X		
Threat Assessment Team and Safe and Supportive School Team Training Tex. Educ. Code §37.115; FFB(LEGAL)	Members of board-established threat assessment teams (TAT) and safe and supportive school teams (SSST)	The board of trustees shall adopt policies and procedures that require each team to complete training provided by the Texas School Safety Center or a regional education service center regarding evidence-based threat assessment programs. Tex. Educ. Code §37.115(c)	X		
T-TESS orientation TAC, §150.1006	Teachers new to the district or teachers who have never been appraised under the T-TESS	No later than the final day of the first three weeks of school and at least three weeks before the first observation	X		
Use of an automated external defibrillator TEC, §22.902(a)(c) TEC, §21.4515 Section 779.001, Health and Safety Code	District employees and volunteers. School nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, other school employee specified by the Commissioner and student athletic trainers must participate	Must receive and maintain certification in the use of an automated external defibrillator. School districts to make training available to employees and volunteers	X		X
Use of digital devices TEC, §38.0231 (a)(H)	Classroom teachers	Training regarding digital device use in the classroom to ensure implementation of the best practices			X
Use of restraint TAC, §89.1053 (d)	School employees, volunteers, independent contractors	A core team of personnel on each campus must be trained and must contain an administrator or designee. Personnel using restraint in an emergency must receive training within 30 school days after the use of restraint	X		
Use of time-out TAC, §89.1053 (h)	General or special education personnel who implement time-out based on requirements in a students' IEP	Within 30 school days of being assigned the responsibility of implementing time-out	X		

NOTES:

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

NOTES

REQUIRED INTERNET WEBSITE POSTINGS FOR DISTRICTS

Adapted from TASB Legal Services (December 2025). This document is for information use only and does not constitute legal advice.

Section A—Basic District Foundations

Related TASB Policy	Information Posted on District Website	Authority	Notes
AF	Final version of a Proposed Local Innovation Plan or a Proposed Renewal Plan	Tex. Educ. Code § 12A.005(a)(1); 19 Tex. Admin. Code § 102.1307(a)(1)	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.
AIA	Notice of Accredited-Warned, Accredited-Probation, or Not Accredited-Revoked Status	19 Tex. Admin. Code § 97.1055(f)	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	19 Tex. Admin. Code § 97.1003(g)	Make available on the district website an explanation of the methodology used to assign local accountability performance ratings. The campus score card shall include, at a minimum, the scaled score and rating for each component and domain along with the overall rating
AIB	Texas Academic Performance Report (TAPR)	19 Tex. Admin. Code § 97.1008(f)	
AIB	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	Annual Federal Report Card	20 U.S.C. 6311(h)(2)	
AIC	Notice of Public Meeting for Input on the Development of the Local Improvement Plan	Tex. Educ. Code § 39.0543(b); 19 Tex. Admin. Code § 97.1061(b)(3)(A)(ii)	A district or campus assigned a rating of D that qualifies under Education Code section 39.0543(b) must notify the public at least 15 days prior to the meeting through the district and campus websites.
AIC	Notice of Public Meeting for Input on the Development of the Targeted Improvement Plan	Tex. Educ. Code § 39A.056; 19 Tex. Admin. Code § 97.1061(e)(3)(A)(ii)	A campus intervention team must notify the public 15 days prior to the meeting through the district and campus websites.
AIC	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.

REQUIRED INTERNET WEBSITE POSTINGS FOR DISTRICTS

Adapted from TASB Legal Services (December 2025). This document is for information use only and does not constitute legal advice.

Section B—Local Governance

Related TASB Policy	Information Posted on District Website	Authority	Notes
BBBA	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 and Information	Tex. Elec. Code § 4.009(b)	If the district is holding an election, the following information must be posted not later than the 21st day before election day: • The date of the election; • The location of each polling place; • Each candidate for an elected office on the ballot; and • Each measure on the ballot.
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(i)	
BBB	Election Results	Tex. Elec. Code § 65.016(b)-(c)	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: • 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; and • Total number of counted and uncounted provisional ballots cast. • Total number of votes cast for each candidate or for or against each measure at each polling location. • Total number of votes cast by personal appearance and by mail.
BBD	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)	Required if the minutes reflect that a trustee is deficient in meeting the trustee's training requirements under Texas Education Code section 11.159. If required, must be posted within 10 business days of the meeting and maintained until the trustee meets the requirements.

REQUIRED INTERNET WEBSITE POSTINGS FOR DISTRICTS

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Section B—Local Governance

Related TASB Policy	Information Posted on District Website	Authority	Notes
BBBC	Campaign Finance Report Required by Texas Election Code chapter 254	Tex. Elec. Code § 254.0401	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. Must be accessible on the website until the fifth anniversary of the date the report is first made available.
BBFA, CHE	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.
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	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 (SHAC) 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 of date, hour, place, and subject of SHAC meetings	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	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.

REQUIRED INTERNET WEBSITE POSTINGS FOR DISTRICTS

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Section B—Local Governance

Related TASB Policy	Information Posted on District Website	Authority	Notes
BE	Notice and Agenda of Board Meeting	Tex. Gov't Code § 551.056(b); see also Tex. Gov't Code §§ 551.043, .051, 2051.201	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(b)(6)	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, CCG	**OPTIONAL**: Internet Broadcast of Board Meeting	Tex. Gov't Code § 551.128	
BE	**OPTIONAL:** Proposed Budget with the notice of a meeting at which the board will discuss or adopt a budget under Government Code 551.043(c).	Tex. Gov't Code § 551.043(c)	Must include in the meeting notice a physical copy of the proposed budget for any meeting where a governmental body discusses or adopts a budget unless the proposed budget is clearly accessible on the district's website homepage.
BE	Board-approved Minutes	Tex. Educ. Code § 11.0621(a), (b)(1)	Must post the board-approved minutes on the district's website no later than the seventh day after the meeting at which they were approved.
BE	Adopted Resolutions	Tex. Educ. Code § 11.0621(b)(2)	Must post any adopted resolution on the district's website no later than the seventh day after the meeting at which it was adopted.
BE	Archived Video and Audio Recording of Board Meetings	Tex. Gov't Code § 551.128(b-1)	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.
BJA	Notice for a public meeting in which the school board will vote to certify that the district is in compliance with Texas Education Code sections 11.005 and 28.0022. Notice must be posted online for at least seven days before the meeting.	Tex. Educ. Code § 39.008	The superintendent must certify to TEA that the district or charter school is in compliance with Texas Education Code sections 11.005 and 28.0022 by September 30 each year. Once that certification takes place, the board votes on the certification at a public meeting.

REQUIRED INTERNET WEBSITE POSTINGS FOR DISTRICTS

Adapted from TASB Legal Services (December 2025). This document is for information use only and does not constitute legal advice.

Section C—Business and Support Services

Related TASB Policy	Information Posted on District Website	Authority	Notes
CCA	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	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.
CCG	Notice Informing Property Owners of Property Tax Database Maintained by Appraisal District	Tex. Tax. Code §§ 26.17, 26.04(e-2)	Posting comes from the district's tax assessor, must be posted "prominently" on the district's website, and must include the elements required by Tax Code section 26.04(e-2)(1)-(4).
CCG	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)(2)	Posted on district's homepage if the district proposes to increase taxes to fund maintenance and operations expenditures.
CCGB	Website Link to Section of Comptroller's Website Regarding District's Agreements to Limit Appraised Property Values	Former Tex. Tax Code § 313.0265(c), as continued in effect by Tex. Tax Code § 313.171	A district must maintain a link to the area of the comptroller's website where information on each of the district's agreements to limit appraised value, if any, is maintained.
CDH	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.
CE	Summary of Proposed Budget	Tex. Educ. Code § 44.0041(a)	Must be posted concurrently with publication of notice of the budget.
CE	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	Adopted Budget	Tex. Educ. Code § 44.0051	Must be maintained until the third anniversary of the date it was adopted.
CFA	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.

REQUIRED INTERNET WEBSITE POSTINGS FOR DISTRICTS

Adapted from TASB Legal Services (December 2025). This document is for information use only and does not constitute legal advice.

Section C—Business and Support Services

Related TASB Policy	Information Posted on District Website	Authority	Notes
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	**OPTIONAL**: 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.
CHG	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.
CJ, DEA	Each Severance Agreement Entered Into With an Employee or Independent Contractor	Tex. Loc. Gov't Code § 180.011	
CKB	Notice Prior to Conducting an Active Threat Exercise	19 Tex. Admin. Code § 103.1211(b)(1)	Prior to conducting an active threat exercise, a district must provide adequate notice of the exercise through multiple distribution networks, including the district's website
CNA	District Compliance Information for Operating Transportation Services for Non-Resident Students	Tex. Educ. Code § 34.007(a-1)	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
CQA	Information for Each Board Member: • Name • Email address • Term of office (including date term began and date term expires) This information must be updated not later than the 30th day after a new board member is sworn in.	Tex. Educ. Code § 11.1518; Tex. Gov't Code § 2051.201(b)(2)	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(b)(1)	
CQC	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)	
CRD	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).
CY	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.

REQUIRED INTERNET WEBSITE POSTINGS FOR DISTRICTS

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Section D—Personnel

Related TASB Policy	Information Posted on District Website	Authority	Notes
DC	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	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	**OPTIONAL**: 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 fifth school day before the date on which the vacant position is filled.
DCB	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).
DGBA, FNG, GF	Grievance Procedure and Forms	Tex. Educ. Code § 26A.003	Must post procedures for resolving grievances, including standardized forms for filing, appealing, or requesting a hearing in a prominent location on the website. Must allow grievances to be filed electronically from the same part of the website where the procedures are posted.

Section E—Instruction

Related TASB Policy	Information Posted on District Website	Authority	Notes
EA	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 Each Goal 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.
EEP	Instructional Plan or Course Syllabus for Each Class Offered in the District for That Semester	Tex. Educ. Code § 26.0062	Must be provided by each teacher before the beginning of each semester: a copy of the instructional plan or course syllabus for each class they teach to both the district administration and the parent of each student enrolled in the class.
EFA	Statement Regarding Parental Ability to Request That the District Make All Teaching/Instructional Materials and Other Teaching Aids Used in the Classroom Available for Review and Entitlement to Review All Materials	Tex. Educ. Code § 26.006(g)	Must post notice on the home page of the website.
EFB	If established, a Local School Library Advisory Council Shall Ensure That Notice of the Date, Hour, Place, and Subject of Its Meetings Are Posted at Least 72 Hours Before the Meeting on the District's Website	Tex. Educ. Code § 33.025	Minutes and audio or video recording of the meetings must also be posted.

REQUIRED INTERNET WEBSITE POSTINGS FOR DISTRICTS

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Section E—Instruction

Related TASB Policy	Information Posted on District Website	Authority	Notes
EFB	The Form Adopted by TEA to be Used in Making Written Challenges to Library Materials	Tex. Educ. Code § 33.027	
EFB	**OPTIONAL**: Report on Sexually Relevant Library Materials	Tex. Educ. Code § 35.006(a)(3)(A)	Must either post in a conspicuous place online or provide physical copies at the central administrative building for the district.
EHAA	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.
EHBA, FB, GA	**OPTIONAL**: 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(b)(2), 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 is available from TEA.
EHBAD	Transition and Employment Guide for Students in Special Education and Their Parents	Tex. Educ. Code § 29.0112(e)(1)	
EHBAE	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.
EHBC	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.
EHBG	Family Engagement Plan	19 Tex. Admin. Code § 102.1003(h)	Must be posted by November 1 of each school year.
EHDD	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	**OPTIONAL**: 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.
EIF	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 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.
EK	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.
EKB	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 District-wide	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.

REQUIRED INTERNET WEBSITE POSTINGS FOR DISTRICTS

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Section F—Students

Related TASB Policy	Information Posted on District Website	Authority	Notes
FA	A District Shall Post in a Prominent Location the Form Developed by TEA Under Education Code section 26.001(d)(4) for Providing Information About Parental Rights and Options	Tex. Educ. Code § 26.001(e)	
FDC	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.
FFAB	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.
FFAD	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.
FFAF	Summary of the Allergies and Anaphylaxis | Texas DSHS with Instructions for Obtaining Access to the Complete Guidelines Document	Tex. Educ. Code § 38.0151(g)	Guidelines are from the Texas Department of State Health Services.
FFH, DIA	Certain Title IX Information: • 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' Discrimination and Harassment on the Basis of Sex and Other Characteristics.
FFI	Procedure for Reporting Bullying	Tex. Educ. Code § 37.0832(e)	Required to the extent practicable.
FO	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.

REQUIRED INTERNET WEBSITE POSTINGS FOR DISTRICTS

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Section G—Community and Governmental Relations

Related TASB Policy	Information Posted on District Website	Authority	Notes
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	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	**OPTIONAL**: Designated Mailing and Email Address for Receiving Written Requests for Public Information	Tex. Gov't Code § 552.234(d)	A district that posts its designated mailing and email addresses on its website, or prints those addresses on the sign required under Section 552.205, is not required to respond to a public information request unless the request is received at one of those designated addresses, delivered by hand, or submitted through another method the district has approved for receiving requests.
GBAA	Notice of Temporary Suspension of the PIA (if applicable)	Tex. Gov't Code § 552.2325(h)	Must post 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).
GKA	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

REQUIRED NEWSPAPER PUBLICATION OF NOTICES BY SCHOOL DISTRICTS

Adapted from TASB Legal Services (updated March 2026). This document is for information use only and does not constitute legal advice.

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		• Registered Providers • Authorized Providers • LSG Coaches
Team-Building (Team-of-Eight)	3 hours	3 hours every year	• Registered Providers • Authorized Providers • LSG Coaches
Additional Education based on Framework for School Board Development	10 hours	5 hours every year	• 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	• 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	• 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 (PIA)	1 hour within the first 90 days in office	N/A	Attorney General of Texas
Cybersecurity and Artificial Intelligence	Varies by provider	Every year	Department of Information Resources
School Safety	2 hours within the first 120 days in office	Every 2 years	• TEA Learn
Parental Rights	5 hours within the first 120 days in office	3 hours every year	• TEA Learn

NOTES

Charter School Information

Charter School Required Professional Development & Training

This document summarizes professional development and training required under Texas law for governing body members, officers, and personnel of the charter holder and charter school. This document does not constitute legal advice. It is also subject to change based on Commissioner Rules which are currently pending adoption as of July 2026. This document is an overview only. Please consult training sources or legal counsel with compliance questions. Additional requirements may apply under your charter contract, local policy, grant terms, corrective action plans, other authorities, or individual licensure/certification.

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A. GOVERNANCE					
Training	**Citation**	**Audience**	**Notes**	**Frequency/Timing**	**Req.**
Open-Enrollment Charter School Board Members and Officers Training[1]	TEC §12.123; 19 TAC §§100.1115-.1121	Charter board members and officers. (Exemptions may apply.)	Basic school law: finance, health/safety, public funds, open meetings/records, and board governance. 10-hr core training for new members/officers; added hours vary by role.	TOMA/TPIA: within 90 days of appointment. Core: by last business day of July (if appointed before Oct. 1) or Dec. 1 of the following year (if after). Continuing: by last business day of July annually.	**M**
Open Records Requirements	Tex. Gov't Code §552.012	Superintendent/CEO or designated public information coordinator.	1-2 hrs per law. (Broader board/officer training also required under 19 TAC Ch. 100.)	Within 90 days of assuming duties.	**M**
Open Meetings Requirements	Tex. Gov't Code §551.005	Governing board members and charter holder.	1-2 hrs per law. (Broader board/officer training also required under 19 TAC Ch. 100.)	Within 90 days of assuming duties.	**M**
Training for School District Trustees	TEC §11.159	School Board Members.	Not yet required for charter boards, but recommended: 3 hrs on evaluating academic performance; 1 hr on identifying/reporting abuse, traffi cking, maltreatment; school safety (SBOE/TxSSC); parent rights.	Every 2 years.	**E**
B. STUDENT HEALTH AND SAFETY					
Administration of Epinephrine Delivery System	TEC§38.210(a)-.215, .0151(f);[2] 25 TAC §40.67	Staff/volunteers at campuses with an epinephrine delivery policy.	Recognize anaphylaxis signs; hands-on delivery-system administration, emergency procedures, proper disposal. See 25 TAC §40.67.	Initial + annual refresher.	**M**
Administration of Medication for Respiratory Distress	TEC§38.210(a-1),[3] 38.208 (a)-(f), 38.2115; 25 TAC § 40.46	Staff/volunteers at campuses with a respiratory-distress medication policy.	Recognize respiratory distress signs; administer medication, emergency procedures, proper disposal. See 25 TAC §40.46.	Initial + annual refresher.	**M**
Administration of Opioid Antagonists	TEC§38.222(b-d) & §38.224(b)[4] 25 TAC § 40.86	Staff/volunteers at campuses with an opioid antagonist policy.	Recognize overdose signs; administer antagonist, emergency procedures, proper disposal. See 25 TAC §40.86.	Annually.	**M**
Concussion Training: Concussion Oversight Team	TEC§38.154(c)	Concussion oversight team members.	Approved-provider training on concussion evaluation, treatment, and oversight.	At appointment.	**M**
Concussion Training: Other Individuals	TEC§38.158	Coaches; school nurses and licensed health care professionals on the concussion oversight team.	Min. 2 hrs: concussion evaluation, prevention, symptoms, risks, long-term effects.	Every 2 years.	**M**
Concussion Training: Continuing Education for Athletic Trainers	TEC§38.158; 16 TAC § 110.25	Licensed athletic trainers.	40 continuing-ed hours over 2 yrs, incl. 2 hrs concussion management.	Every 2 years.	**M**
Concussion Training: Continuing Education for Nurses and Health Care Professionals	TEC§38.158	School nurse and licensed health care professional serving on concussion oversight team.	Licensing-authority-approved concussion CE course.	As required by licensing authority.	**M**
Cardiopulmonary Resuscitation ("CPR") Techniques and Use of Automated External Defibrillator (AED)	TEC§38.017(d), TEC§22.902(c),	School nurses, athletic staff, coaches, band directors, and other designated employees/student trainers.	Certification in defibrillator use; at least one certified employee must be present at any location where AED is required.	As needed to maintain certification.	**M**

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B. STUDENT HEALTH AND SAFETY (continued)					
Training	**Citation**	**Audience**	**Notes**	**Frequency/Timing**	**Req.**
Cardiopulmonary Resuscitation ("CPR") and First Aid	TEC§33.086	Marching band/athletic activity head coaches or sponsors.	Maintain current CPR/first-aid certification (Red Cross, AHA, or equivalent).	As needed to maintain certification.	**M**
Cardiac Emergency Response (2027-2028 or upon earlier adoption of Cardiac Emergency Response Plan)	TEC§38.018(c)(4)[5], TEC§ 22.902	Coaches, nurses, athletic trainers.	Ongoing evidence-based training in first aid, CPR, and AED use.	Ongoing.[6]	**M**
Extracurricular Athletic Activity Safety Training Program (If subject to UIL rules	TEC§33.202; 19 TAC §76.1003	Coaches, trainers, activity sponsors, band director; certain team physicians.	Emergency action planning, CPR, 9-1-1 communication, recognizing catastrophic injury symptoms.	As needed (or as required by TEA/UIL).	**M**
Illegal Steroid Use	TEC§33.091(c) (c-1)	Athletic coaches, grade 7+ (UIL-sanctioned activities).	Health effects of steroid use.	At hire, or as required by UIL.	**M**
Coordinated Health Program	TEC§§38.013-.014; 19 TAC§102.1031(b), (c)	Staff responsible for the coordinated health program.	PE/physical activity, health education, nutrition/cafeteria services, parental involvement; annual training on assessment/planning tools.	Per schedule set by TEA/ESCs.	**M**
Food Allergy Training	TEC§38.0151[7]; Commissioner of DSHS guidelines	All staff (awareness); food allergy management team (comprehensive).	Anaphylaxis recognition and emergency response.	Schedule set locally; all staff should be able to recognize/manage a reaction.	**M**
Seizure Recognition and Related First Aid	TEC§38.033	School nurses.	Agency-approved course: seizure recognition and first aid.	As needed (local decision).	**M**
Seizure Recognition and Related First Aid	TEC§38.033	All other staff with regular student contact.	Agency-approved course: seizure awareness and first aid.	As needed (local decision).	**M**
Use of Airway Clearance Device	TEC§38.0171(d)[8]	At least one employee at each site with an airway clearance device.	Proper device use; trained employee must be present when substantial numbers of students are present.	As needed (local decision).	**M**
Diabetes Training	Tex. Health & Safety §168.005	Unlicensed diabetes care assistants (UDCAs).	Hypo-/hyperglycemia symptoms; response actions; student health plans; glucose/ketone testing; glucagon/insulin administration; emergency complications; meal/snack scheduling.	Before school year starts, or once a campus has a student with diabetes.	**M**
Bloodborne Pathogen Control	Tex. Health & Safety Code, Chapter 81; 25 TAC §§96.101-.501	Staff with potential occupational exposure.	Bloodborne pathogen exposure-control plan awareness. See TDSHS plan.	Per exposure-control plan; comprehensive for new hires, annual refresher for returning staff.	**M**



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C. STUDENT MENTAL HEALTH AND WELFARE					
Training	**Citation**	**Audience**	**Notes**	**Frequency/Timing**	**Req.**
School Safety Training (Included within Governance: Open-Enrollment Charter Schools Board Members and Officers Training)	19 TAC § 100.1117-.1119	Members of the governing board of open-enrollment charter schools and officers of open-enrollment charter schools. (Certain exemptions apply.)	Behavioral threat assessment, traumatic injury response, identifying abuse/traffi cking, school safety/ student health topics.	See Governance: Board Members/Officers Training.	**M**
Child Abuse, Maltreatment and Neglect/Sexual Abuse and Sex Trafficking of Children	TEC§38.0041; 19 TAC§103.1401(d)	All employees. (TEA recommends retraining even previously-trained staff due to 2025 legislative changes.)	Prevention/recognition of sexual abuse, trafficking, and other child maltreatment, incl. students with cognitive disabilities. Content set by TEC §38.0041.	New-hire orientation; annual refresher recommended thereafter.	**M**
Multi-hazard Emergency Operations Plan: Psychological Safety	TEC §37.108(f)(6)(C)	Safety/security committee, counselors, mental health staff, and other designated personnel.	Psychological safety and suicide-prevention strategies from commissioner/TxSSC -approved list.	As needed per MEOP.	**M**
Suicide Prevention	TEC §21.451(d)(3)(A); 19 TAC §153.1013	New and existing educators.	Suicide-prevention training from a DSHS/TEA-approved program list.	New-hire orientation; as needed thereafter (local decision).	**M**
Suicide Prevention and Early Mental Health or Substance Abuse Intervention	TEC §38.351	Teachers, counselors, principals, and other appropriate staff.	Recognize suicide risk and warning signs; intervene and refer to parent/guardian; support student's return after treatment. Required at elementary level only if funding/ programs allow.	As needed (local decision).	**M**
Threat Assessment and Safe and Supportive School Program Team	TEC §37.115	All members assigned to the threat assessment and safe and supportive school program team.	Training via TxSSC or an ESC.	Upon team assignment; per TEA rules if any.	**M**
Trauma-informed Care	TEC §§38.036, .351	New-hire orientation for all educators.	Trauma-informed care: how grief/ trauma affect learning and behavior; evidence-based response strategies.	New-hire orientation; existing staff per TEA-adopted schedule, if any.	**M**
Bullying	TEC §§ 21.451(d)(3)(C), 38.351	New and existing educators.	Bullying prevention, identification, response, and reporting; HHSC/ TEA-recommended program (TEC §38.351).	New-hire orientation; as needed thereafter (local decision).	**M**
Strategies for establishing and maintaining positive relationships among students	TEC§§21.451(d)(3)(B), 38.351	New and existing educators.	Building/maintaining positive student relationships, incl. conflict resolution; HHSC/TEA-recommended program (TEC §38.351).	New-hire orientation; as needed thereafter (local decision).	**M**
Civics Training	TEC §21.4555	Teachers, principals, and/or campus instructional leaders (elementary emphasis on social studies staff).	Each qualifying campus must have at least one trained teacher and one trained principal/instructional leader.	Elementary campuses: summer 2026. Secondary: summer 2027, pending SBOE content approval.	**M**
Student Mental Health	TEC§38.351	Staff implementing student mental health practices.	Per TEC §38.151(c),(i).	As needed (local decision).	**E**
Dating Violence	TEC§37.0831	Teachers/administrators, grade 6+.	Optional - charter schools aren't subject to TEC §37.0831's dating-violence policy requirement. May fold into Title IX training.	As needed (local decision).	**O**

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D. SAFETY, SECURITY, AND EMERGENCY PREPAREDNESS					
Training	**Citation**	**Audience**	**Notes**	**Frequency/Timing**	**Req.**
School Safety Training (Included within Governance: Open-Enrollment Charter Schools Board Members and Officers Training)	19 TAC § 100.1117-.1119	Members of the governing board of open-enrollment charter schools and offi cers of open-enrollment charter schools. (Certain exemptions apply.)	School safety plans/audits, drills, safety/security committee, security guard standards, facility standards.	See Governance: Board Members/Officers Training.	**M**
Multi-hazard Emergency Operations Plan: Emergency Response	TEC§37.108 (a)(1)	All school employees, incl. substitutes.	Emergency response procedures.	As needed per MEOP.	**M**
Traumatic Injury Response (Bleeding Control Station)	TEC§38.030(b)(3)	Peace officers, security personnel, SROs, and others expected to use a bleeding-control station.	TEA-approved bleeding-control training.	As needed (local decision).	**M**
Emergency Communications	Tex. Gov't Code §§418.332, .333, .334	Public information officer (as defi ned by Tex. Gov't Code §418.331).	Certification in emergency communications via Texas Division of Emergency Management, plus continuing education.	Certify within 1 year of hire/ appointment; continuing ed every 12 months thereafter.	**M**
School Safety Training Courses	TEC§25.0815	Each educator.	Approved school safety training course (TxSSC); qualifying schools get an instructional-time waiver.	As needed (local decision).	**O**
Emergency Management Training	TEC§37.108	Staff serving in the emergency chain of command.	FEMA/EMI courses on Incident Command System and NIMS, especially where used in the MEOP.	As needed (local decision).	**O**
School Guardian and Private Security Training	TEC §37.0814	Employees/contractors authorized to carry a handgun on campus.	Option (1): safety training from a Tex. Gov't Code §411.1901-certified handgun instructor. Option (2): training per TEC §37.0814(d)(2)(A)(ii), set with local law enforcement.	Option (1): recommended before service. Option (2): within 90 days of starting duties.	**O**
School Marshal Training	TEC §37.0811; Tex. Occupations Code §1701.260	School marshal(s), if any.	Mandatory if used: 80-hr law-enforcement-academy course - physical security, active shooter response, use of force, weapon proficiency.	Renewal ≤16 hrs, or as TCOLE requires for licensure.	**O**
Training for School District Peace Officers and SROs	TEC §37.0812(b); Tex. Occupations Code §§1701.262, .263.	School district peace officer/ SRO, if any.	If commissioned/contracted: TCOLE-approved program, min. 16 hrs, per curriculum under Occ. Code §1701.262.	Within 180 days of commission/placement.	**O**
Training for School District Peace Officers and SROs: Active Shooter Response	TEC §37.0812(a)	School district peace officer/ SRO, if any.	If commissioned/contracted: TCOLE-approved active shooter response training.	At least once every 4 years.	**O**

SLHA Schulman, Lopez, Hoffer & Adelstein, LLP

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E. FACILITIES					
Training	**Citation**	**Audience**	**Notes**	**Frequency/Timing**	**Req.**
Integrated Pest Management (IPM)	Tex. Occ. Code §1951.212; 4 Tex. Admin. Code §§7.201-.202	IPM Coordinator.	TDA-approved IPM Coordinator course plus continuing education.	Initial within 6 months of appointment; continuing ed every 3 years.	**M**
Hazardous Chemicals	Tex. Health & Safety Code §§502.001-.009	Staff who use/handle hazardous chemicals (incl. science teachers).	Label/safety-data-sheet interpretation, area-specific hazard info, protective equipment, general safety.	Before working with/in a hazardous-chemical area; retrain on exposure changes or new information.	**M**
Asbestos	40 CFR §§763.84, .92,.93(e)(4)	Maintenance/custodial staff who may work in ACBM-containing buildings.	Min. 2-hr awareness training for all; +14 hrs for staff disturbing ACBM. EPA-approved or equivalent O&M/ surveillance training satisfies this.	Before O&M plan implementation; new staff within 60 days of hire.	**M**
F. INSTRUCTION					
Academics and Student Outcomes (Included within Governance: Open-Enrollment Charter Schools Board Members and Officers Training)	19 TAC § 100.1117-.1119	Members of the governing board of open-enrollment charter schools and officers of open-enrollment charter schools. (Certain exemptions apply.)	TEKS, STAAR, A-F Accountability System; setting outcome goals; literacy/numeracy and CCMR plans; Results Driven Accountability; progress monitoring.	See Governance: Board Members/Officers Training.	**M**
Assessment Instrument Administration	TEC§39.0304 (a), (b), (c); 19 TAC §101.3031(a), (c)	Staff administering TEC §39.023 assessments.	Test security/administration training required for access to secure materials; coordinators/administrators trained on testing procedures.	Annually, and per test administration manuals/ security supplements.	**M**
Civics Training Program	Texas Senate Bill 3 (SB-3)	Principal and one teacher		K-5 by April 2027, Secondary begins 2027	**M**
English Language Proficiency Assessments	TEC§29.056(b)	Staff administering English language proficiency tests.	Per test publisher requirements.	As required by test publisher.	**M**
Language Proficiency Assessment Committee	19 TAC §89.1220(a),(f)	LPAC members.	Selection, appointment, and training per school policy.	As needed.	**M**
Literacy Achievement Academy (K-3)	TEC§21.4552, 28.0062	K-3 teachers (gen. ed and special ed) and principals with K-3 classrooms; others at school discretion.	Reading instruction: phonemic awareness, phonics, fluency, vocabulary, comprehension; methods for struggling readers; may include writing instruction.	By end of first year in that grade level/campus.	**M**
Texas Mathematics Academy Deep Dives Grades 4 and 5	TEC §§21.4553, 28.0071(a)(2)	K-3 math teachers, principals, assistant principals, instructional coaches, and interventionists.	Teacher mathematics achievement academy (§21.4553).	By 2030-31; new hires after that date: by end of first year in role.	**M**
Gifted/Talented: Teachers	19 TAC §89.2[9]	Gifted/talented program teachers.	Nature/needs of G/T students, needs assessment, curriculum and instruction.	Min. 30 hrs before/ within first semester of assignment; 6 hrs annually thereafter.	**M**
Gifted/Talented: Administrators and Counselors	19 TAC §89.2[10]	Administrators/counselors with G/T program authority.	Nature/needs of G/T students and program options.	Min. 6 hrs upon assuming role; updates after legislative sessions.	**M**
Hybrid and Virtual Instruction	TEC §30B.053[11]	Teachers of hybrid/virtual courses.	Required unless school determines sufficient prior experience.	Before assignment.	**M**

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F. INSTRUCTION (continued)					
Training	**Citation**	**Audience**	**Notes**	**Frequency/Timing**	**Req.**
Bible Course Training	TEC §21.459; TEC, §28.011(f)	Elective Bible course teachers.	Commissioner-provided materials/ resources via in-service training.	Before teaching the course.	**O**
Postsecondary Education and Career Counseling Academies	TEC§§28.016, 33.009	School counselors/ postsecondary advisors (middle/junior high/high school).	Postsecondary counseling and career-planning knowledge/skills.	As needed (local decision), per commissioner criteria.	**O**
Mathematics Academies Deep Dives Grades 4 and 5	TEC §21.4553	Teachers who provide mathematics instruction to students in grades 4 and 5	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	As needed (local decision), per commissioner criteria.	**O**
Texas Mathematics Academies	TEC §28.0071	All existing classroom teachers, principals, assistant principals, mathematics instructional coaches, and mathematics interventionists—who serve kindergarten through third grade	All existing classroom teachers, principals, assistant principals, mathematics instructional coaches, and mathematics interventionists—who serve kindergarten through third grade	Beginning 2027-28 school year up to 2030.	**M**
Prekindergarten Teacher Training	TEC §21.464	Prekindergarten teachers.	TEA prekindergarten guidelines; instructional techniques; curriculum design/implementation.	Upon PreK assignment, or as needed (local decision).	**O**
Prekindergarten Early Start Grant Program	19 TAC §102.1002; TEC 29.158	Prekindergarten teachers and relevant staff.	Cooperative strategies/joint professional development for school-readiness components.	Upon PreK assignment, or as needed (local decision).	**O**
High-Quality Prekindergarten Program	19 TAC §102.1003; TEC §§29.161, .167(b)-(c)	Prekindergarten teachers of record.	Qualification requirements for high-quality PreK program.	Before PreK assignment, or as needed (local decision).	**O**
Early Literacy and Numeracy Instruments (starting 2027-28 school year)	TEC §29.158	Teachers administering K-3 reading/math instruments.	Per Commissioner requirements/ recommendations.	Beginning 2027-28 school year; per Commissioner requirements.	**--**
Texas Reading Academies	Texas HB3	All K-3 Teachers, Principals, K-3 Campus Special Education Teachers (if teacher of record for a K-3 classroom)		Educators new to Texas public or open-enrollment charter schools must enroll in and actively participate in Reading Academies during their first year of employment. This includes: • Educators new to teaching • New principals who did not previously complete Reading Academies as a teacher Educators new to Texas Educators new to a Texas public or charter school	**M**

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G. STUDENTS AND STUDENT RECORDS					
Training	**Citation**	**Audience**	**Notes**	**Frequency/Timing**	**Req.**
Charter Law Training Accountability to the Public Training (Included within Governance: Open-Enrollment Charter Schools Board Members and Officers Training)	19 TAC § 100.1117-.1119	Members of the governing board of open-enrollment charter schools and officers of open-enrollment charter schools. (Certain exemptions apply.)	Enrollment/lotteries, student code of conduct, discipline, parental rights; student records/privacy.	See Governance: Board Members/Officers Training.	**M**
Migrant Identification and Recruitment (ID&R)	PL 107-110, Title I, Part C, Section 1304; TX-NGS/ MSIX Manual	Staff conducting ID&R activities.	ESC-provided; State Certification Course required for TX-NGS Data Specialists and approvers/reviewers; recommended for other Data Specialists.	By Oct. 1, or as TEA determines.	**M**
Texas-New Generation System (TX-NGS)& Migrant Student Information Exchange (MSIX)	PL 107-110, Title I, Part C, Section 1304; TX-NGS/ MSIX Manual	Staff sharing TX-NGS/MSIX responsibilities.	ESC-provided; Data Specialists can't encode data until trained; retrain as features change.	By Oct. 1, or as TEA determines.	**M**
HIPAA, if a covered entity[12]	Texas Health and Safety Code §181.101	Staff needing PHI access for their duties.	State/federal law on protected health information.	Within 90 days of hire; within 1 year of a material legal change affecting duties.	**M**
Student Records (FERPA)	20 U.S.C. §1232g; 34 C.F.R. §300.623	Records custodian/ manager and anyone with access to student PII.	Recommended for all staff with such access.	As needed (local decision).	**E**
H. PERSONNEL					
Charter Law Training (Included within Governance: Open-Enrollment Charter Schools Board Members and Officers Training)	19 TAC § 100.1117-.1119	Members of the governing board of open-enrollment charter schools and officers of open-enrollment charter schools. (Certain exemptions apply.)	Roles/responsibilities by officer type.	See Governance: Board Members/Officers Training.	**M**
Civil Rights Training[13]	USDA, FNS Instruction Number 113-1, XI; TDA Policy and Administrator's Reference Manual (ARM), Section 3	Frontline staff handling meal-eligibility processing or program operations.	Available via Institute for Child Nutrition (ICN). See TDA ARM §3.	Before starting nutrition-program duties; annually thereafter.	**M**
School Nutrition Program Training[14]	TDA Policy and Administrator's Reference Manual (ARM), Section 27	Staff managing/operating school nutrition programs, incl. contracted employees.	Hours vary by role. See TDA ARM §27.	Before starting nutrition-program duties; annually thereafter.	**M**
Title IX: All Employees	34 C.F.R. §106.8(d)(1)	All employees.	Sex-discrimination obligations, prohibited conduct, and notification/ information requirements under Title IX.	Promptly at hire or role change affecting Title IX duties; annually thereafter.	**M**
Title IX: Employees Implementing Grievance Procedures	34 C.F.R. §106.8(d)(2)	Investigators, decisionmakers, and grievance-procedure/ supportive-measures staff.	All-employee training, plus grievance procedures, impartiality, and applying "relevant."	Promptly at hire or role change affecting Title IX duties; annually thereafter.	**M**
Title IX: Informal Resolution Facilitators	34 C.F.R. §106.8(d)(3)	Informal resolution facilitators.	All-employee training, plus informal-resolution rules/practices and impartiality.	Promptly at hire or role change affecting Title IX duties; annually thereafter.	**M**
Title IX: Coordinator	34 C.F.R. §106.8(d)(4)	Title IX Coordinator and designees.	All training above, plus specifi c statutory responsibilities, recordkeeping, and §106.8(f) requirements.	Promptly at hire or role change affecting Title IX duties; annually thereafter.	**M**

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Training	**Citation**	**Audience**	**Notes**	**Frequency/Timing**	**Req.**
Americans with Disabilities Act (ADA)	42 U.S.C. §§ 12101-12213; 28 C.F.R. §§35.101-190; 29 C.F.R. §§ 1630.1-1630.16	ADA coordinator and staff involved in accommodation requests.	Interactive process and accommodation requirements.	Recommended at designation/authority; as needed thereafter.	**E**
Employee-on- Employee Harassment	42 U.S.C. §§1981, 2000e-17	All employees.	Federal anti-discrimination law under Title VII.	Annually.	**E**
Employee Nondiscrimination	42 U.S.C. §§1981, 2000e-2, 1681,12112; 29 U.S.C. §§ 621-634, 794, 2000ff-2000ff-11	Compliance coordinator(s) and staff with employment-decision authority.	Nondiscrimination laws/policy, reporting/investigation, retaliation, documentation.	Recommended at designation/authority; as needed thereafter.	**E**
Abuse and Misconduct Reporting	Texas Penal Code §21.12; Texas Family Code § 261.109; TEC §§22A.051, .052, 22.093	Staff, superintendents, administrators. (See also Child Abuse/Traffi cking training above.)	Recognizing, reporting, and preventing abuse/misconduct involving students.	Annually.	**E**
Artificial Intelligence (AI) Training	TEC §11.175; Tex. Gov't Code §§2063.102, 2054.5193	Employees with computer/ database access.	Required for districts, recommended for charters; state-certifi ed AI training program (Tex. Gov't Code §2054.5193).	Annually for cybersecurity coordinator; local decision for others.	**E**
Cybersecurity Training	TEC §11.175; Texas Gov't Code §§2063.102, 2063.103	Employees with computer/ database access.	Required for districts, recommended for charters; certifi ed program (Tex. Gov't Code §2063.102) on cybersecurity habits and best practices.	Annually for cybersecurity coordinator; local decision for others.	**E**
Educators' Ethics Training	19 TAC §249.5, 19 TAC §247.1, 19 TAC §247.2	Educators, administrators, other personnel.	Recognizing, preventing, and responding to inappropriate educator conduct; expected of uncertified staff too.	Annually.	**--**
I. FISCAL MANAGEMENT					
Accountability for Public Funds Accountability to the Public (Included within Governance: Open-Enrollment Charter Schools Board Members and Officers Training)	19 TAC §100.1117-.1119	Members of the governing board of open-enrollment charter schools and officers of open-enrollment charter schools. (Certain exemptions apply.)	Charter fi nance, Financial Integrity Rating System, Annual Financial/ Compliance Report, financial controls/ monitoring, budgets; nepotism/conflicts of interest.	New members/officers: within 1 year of appointment. Continuing: annually.	**M**
Procurement Training	TDA Policy and Administrator's Reference Manual (ARM)	School nutrition directors/ management and NSLP procurement staff.	Content varies by role/experience. TDA/ ESC-provided.	Annually; school sets specific hours.	**M**
Purchasing and Acquisition	19 Tex. Admin. Code § 109.41; TEA FASRG	Staff with purchasing/ acquisition authority.	Updates on purchasing policies/ procedures.	At first assignment of authority; ongoing as needed (local decision).	**E**
Public Funds Investment Training	Tex. Gov't Code §2256.008(a)(1),(a-1),(c), (g)	CFO and investment officer, if delegated.	Matches district investment-officer training; enables compliance with 19 TAC §100.1065(c) standard of care.	At first designation as investment officer; ongoing as needed.	**E**

SLHA Schulman, Lopez, Hoffer & Adelstein, LLP

Charter School Required Professional Development & Training

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Legend - Column "Req."		
M - Mandatory	E - Encouraged	O - Optional

J. STUDENTS WITH DISABILITIES					
Training	**Citation**	**Audience**	**Notes**	**Frequency/Timing**	**Req.**
Charter Law Training (Included within Governance: Open-Enrollment Charter Schools Board Members and Officers Training)	19 TAC § 100.1117-.1119	Members of the governing board of open-enrollment charter schools and officers of open-enrollment charter schools. (Certain exemptions apply.)	Ensuring services to special populations.	New members/officers: within 1 year of appointment. Continuing: annually.	**M**
Individual with Disabilities in Education Act (IDEA)	34 C.F.R. §§300.320-.323	Any staff responsible for IEP implementation.	Not a specific TEC §21.451 requirement for charters, but IDEA requires training needed to faithfully implement each IEP.	As determined by the ARD committee.	**M**
IDEA: Autism Supplement	19 TAC §89.1055(g)(10)	Staff working with a student with autism per that student's IEP.	Scientifically-based interventions/ strategies foundation.	As determined by the ARD committee.	**M**
Transition Planning	TEC 29.011(b)-(c); 19 TAC §89.1075(i)	Transition/employment coordinator for special education students.	Updated by commissioner at least every 4 years; currently a 2-hr course.	Upon designation; as otherwise required by TEA.	**M**
Dyslexia Instruction - Providers of Dyslexia Instruction	TEC §29.0032(a)-(b)	Educators using the school's dyslexia instructional materials.	Full training in adopted materials; special ed certificate not required unless role demands it. Literacy Achievement Academy completion does NOT satisfy this.	Before providing instruction; as needed thereafter.	**M**
Dyslexia or a Related Disorder Screening	19 TAC §74.28; TEC §§ 29.0031, 38.003, .0032, 21.4552	Teachers who screen/treat students for dyslexia.	Per the Dyslexia Handbook: recognize dyslexia and deliver systematic, explicit, evidence-based instruction. Literacy Achievement and Reading Intervention Academy completion satisfies this.	As needed.	**M**
Use of Restraint	19 TAC §89.1053(d); TEC § 37.0021(d)	Core campus team (incl. administrator/designee, gen./ special ed staff); employees, volunteers, contractors.	Prevention/de-escalation techniques and alternatives to restraint; current accepted practices/standards.	Upon joining core team; within 30 school days of using restraint if untrained.	**M**
Use of Time-out	19 TAC §89.1053(h); TEC § 37.0021(d)	Staff implementing time-out per a student's IEP/behavior plan; employees, volunteers, contractors.	Full continuum of positive behavioral strategies; impact on student's curriculum access/IEP progress; current accepted practices/standards.	Within 30 school days of assignment.	**M**
Individual with Disabilities in Education Act (IDEA)	20 U.S.C. §§ 1400-1482	Special education coordinator, case managers, and all involved personnel.	IDEA requirements relevant to job duties (e.g., general ed teachers need child-find basics).	As needed (local decision).	**E**
Section 504 of the Rehabilitation Act	29 U.S.C. § 784	Section 504 coordinator and staff working with students with disabilities.	Section 504 requirements relevant to job duties.	As needed (local decision).	**E**

Charter School Required Professional Development & Training

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[1] Note: Training for Board members and officers required under 19 TAC Chapter 100 have been updated to reflect proposed rules published on July 3, 2026. These training topics and timelines are subject to change upon publication of final rules. Certain specific training topics are also included in the relevant training topic areas listed below. Where the training topics are a subset of open-enrollment charter school board members and officers training, it is noted.

[2] Training requirement applies only if your school has adopted a policy regarding administration of epinephrine auto-injectors at school.

[3] Training requirement applies only if your school has adopted a policy regarding administration of medication for respiratory distress at school.

[4] Training requirement applies only if your school has adopted a policy regarding administration of opioid antagonists at school.

[5] Your school is not required to have a cardiac emergency response plan that incorporates this training in place until the 2027–2028 school year; however, if your school adopts the plan sooner, it should include this training and be properly implemented.

[6] As of February 2026, "ongoing" is not defined. Recommend at least annual training.

[7] A school that provides for the maintenance, administration, and disposal of epinephrine delivery systems under Subchapter E of Chapter 38 is not required to comply with TEC §38.0151. The school will instead follow the training requirements applicable to schools with an epinephrine delivery system policy.

[8] Your school is only required to make available at each campus at least one airway clearance device appropriate for use on the majority of students enrolled at the campus if your school obtains the device through either:

(1) donation of the device in its original packaging; or

(2) purchase or lease of the device using money appropriated or donated to the school for that purpose.

[9] Training requirement applies only if your school has adopted a gifted and talented program under TEC Chapter 29.

[10] Training requirement applies only if your school has adopted a gifted and talented program under TEC Chapter 29.

[11] Training requirement applies only if your school offers hybrid or virtual courses.

[12] Not all schools are subject to HIPAA. Most schools are not subject to the HIPAA Privacy Rule because the school either:

(1) is not a HIPAA covered entity; or

(2)is a HIPAA covered entity but maintains health information only on students in records that are "education records" under FERPA and therefore excluded from the HIPAA Privacy Rule.

Student records covered under FERPA are excluded from HIPAA. If schools bill Medicaid for health services, they must follow HIPAA guidelines for those transactions, but student health information maintained in education records remains excluded from HIPAA coverage.

[13] Required for schools that participate in the school nutrition program through a contract with TDA.

[14] Required for schools that participate in the school nutrition program through a contract with TDA.



WEBSITE POSTING REQUIREMENTS FOR CHARTER SCHOOLS

Texas and federal law require Subchapter D open-enrollment charter schools that maintain websites to post certain information. (Subchapter C/G schools: contact legal counsel for applicable guidance or follow this chart as best practice. Failure to comply may result in adverse regulatory action as TEA reviews compliance during charter renewal, Charter FIRST, random validations, targeted audits, and in response to complaints.[1] This document does not constitute legal advice. This is a general overview only - not a complete statement of legal requirements. Consult legal counsel with compliance questions.

Legend - Column "Req."	
M - Mandatory	R - Recommened

A. GOVERNANCE/ADMINISTRATIVE				
Topic	**Required Posting**	**Notes/Timelines**	**Citation(s)**	**Req.**
Board Meeting Notice	Meeting agenda/notice; and proposed budget must be physically posted. Budget can be electronically posted only if clearly accessible on home page of charter school.	**3 business days** before meeting.	Tex. Gov't Code §§551.056(b), .043, .051	**M**
DEI Compliance Certification Notice	Notice of meeting on TEC §§11.005/28.0022/39.008 compliance certification	**7 days** before meeting; certify by **Sept. 30** annually.	TEC §39.008(a)-(b)	**M**
Board Meeting Minutes & Resolutions	Minutes of each meeting + any resolutions adopted	**7 calendar days** after meeting; must reflect attendance and each member's vote. Adopted and signed resolutions must be posted. Minutes must reflect each board member's: (1) attendance at or absence from the meeting; and (2) vote on any item that is voted on by the board at the meeting.[2]	TEC §11.0621	**M**
Archived Recordings (10,000+ enrollment)	Archived recording, or link, for each qualifying meeting	Post within **7 days** of meeting; keep posted **2 years**.	Tex. Gov't Code §551.128(b-1),(b-4)	**M**
Board Member Names	Names of governing body members	Home page; continuous, updated on any changes to board membership.	TEC §12.1211	**M**
Conflict Disclosure Statements	Access to Ch. 176 conflict-disclosure statements & questionnaires	As soon as practicable after completion; no fixed statutory deadline.	Tex. Loc. Gov't Code §176.009	**M**
SHAC Meeting Info	Meeting notice + minutes/ recording	Notice **72 hrs** before meeting; minutes/ recording posted ASAP after receipt (due to admin within **10 days**).	TEC §§12.104(b)(3)(DD), 28.004(d-1)-(d-2)	**M**
Online Parent Portal	Portal for parent comments to campus/district admins and board	No fixed deadline; recommended to host via school website.[3]	TEC §26.0071	**R**
Designated PIA Mailing/Email	Designated address(es) for written public-information requests, if any	Posting limits response duty to those addresses, hand delivery, or board-approved method.	Tex. Gov't Code §552.234(b),(d)	**M**
AG Public Information Request Form	Attorney General's PIA request form, if school permits its use	No fixed deadline.	Tex. Gov't Code §552.235	**M**
Notice: Temporary PIA Suspension	Notice of suspended PIA responses due to catastrophe	Maintain notice throughout the suspension period.	Tex. Gov't Code §552.2325(h)	**M**
Cost of Board-Member PIA Requests	Cost of responding to requests of 200+ pages in a 90-day period	Post in a place convenient to the public.	TEC §11.1512(d)[4]	**M**



WEBSITE POSTING REQUIREMENTS FOR CHARTER SCHOOLS

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B. FINANCIAL				
Topic	**Required Posting**	**Notes/Timelines**	**Citation(s)**	**Req.**
Superintendent's Salary	Salary of superintendent, or educational-leader/CEO	Continuous.	TEC §12.136; 19 TAC §§100.1039(2)(K), .1073(1)	**M**
Final Board-Approved Budget	Prominent link to the adopted budget	Maintain until the **3rd anniversary** of adoption.	TEC §44.0051; 19 TAC §100.1039(2)(K)	**M**
Proposed School Budget	Proposed budget	On home page, unless physical copy is given at the budget meeting.	Tex. Gov't Code §551.043(c)(1)	**M**
Annual Financial Statement	Annual financial statement	Continuous.	Tex. Loc. Gov't Code §140.006(c); 19 TAC §100.1039(2)(K)	**M**
Annual Financial Report	Most current annual financial report	Not statutorily mandated, but non-renewal risk if omitted; superintendent contract may substitute.	19 TAC §100.1039(2)(K); TEC §44.008	**R**
Federal Grant Award Info (FFATA)	Sub-award/subcontractor information ≥$30,000	Mainly relevant to federal awards received outside of TEA.	Pub. L. 109-82; 110-252 §6202(a)	**M**
C. INSTRUCTIONAL/ACADEMIC				
Local Improvement Plan (D-rated campus)	Public-meeting notice; plan copy recommended before board presentation	Notice **15 days** before meeting, on district & campus site.	TEC §39A.065; 19 TAC §97.1061(b)(3)(A)(ii)	**M**
Targeted Improvement Plan (TIP)	Meeting notice + TIP copy	Notice **15 days** before meeting; TIP posted before board's public hearing.	TEC §§39A.056, .057(b); 19 TAC §97.1061(e)(3)(A)(ii)	**M**
Campus Turnaround Plan	Stakeholder notice + completed plan	**30 days** before submission to board.	19 TAC §97.1064(e)	**M**
Accreditation Status Notice	TEA-mandated-format notice + link, if Warned/Probation/Revoked	Within **30 days** of status; home page; remains until Accredited.	19 TAC §97.1055(f)(3)(A)	**M**
Texas Academic Performance Report (TAPR)	Current TAPR, same format as received from TEA	Within **2 weeks** after public hearing (hearing held within **90 days** of receipt).	TEC §39.306(c); 19 TAC §97.1008(f)	**M**
Federal Report Card (Title I, Part A)	State/LEA/campus report cards, with direct links	Keep posted min. **3 years**; notify parents; translate on request.	20 U.S.C. §6311(h)(2)(B)(iii)(I)	**M**
State Assessment Information	Info on required assessments: subject, purpose, source, timing	No fixed deadline.	20 U.S.C. §6312(e)(2)(B)	**M**
Title I District/Campus Improvement Plans	Plans, if website is the chosen dissemination method	Best practice: by **first day of school**.	20 U.S.C. §6314(b)(4)[6]	**M**
Title I Parent & Family Engagement Docs	Engagement policy, school-parent compact, translation docs	No fixed deadline; posting is recommended, not required.		**R**
Review of Instructional Materials Notice	Notice of parent's right to review classroom materials	Home page.	TEC §26.006(g)	**M**
Curriculum Materials in Public Domain	Public-domain human-sexuality/ abuse-prevention curriculum materials	Post the materials themselves, not just a notice.	TEC §28.004(j)(1)	**M**

WEBSITE POSTING REQUIREMENTS FOR CHARTER SCHOOLS

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C. INSTRUCTIONAL/ACADEMIC (continued)				
Topic	**Required Posting**	**Notes/Timelines**	**Citation(s)**	**Req.**
Dropout Recovery Program Info	Annual measurable-outcomes report per program	Each school year.	TEC §29.081(e-6)	**M**
Pre-K Family Engagement Plan	Family engagement plan with primary contact info	By **Nov. 1** annually.	19 TAC §102.1003(h)	**M**
Dual Credit Partnership Agreements	Copy of MOU/articulation agreement with IHE	**Each year,** if college-credit program is adopted under §28.009.	TEC §28.009(b-2)(7)[6]; 19 TAC §4.84(c)	**M**
Sexually Relevant Library Materials Report	Report of sexually-relevant-rated titles, decisions, and location	By **Jan. 1 of odd years**; or physical copies at admin building.	TEC §35.006	**M**
Literacy/Math Profi ciency Plans (HB 3)	5-year proficiency plans + annual progress report	Annual report posted on school & campus site(s).	TEC §§11.185(a),(e), 12.104(b)(3)(W)	**M**
CCMR Plan Annual Reports (HB 3)	Annual CCMR performance/ progress report	**2 weeks** before public meeting; update if board modifies report.	TEC §§11.186(a),(d), 12.104(b)(3)(X)	**M**
D. SPECIAL PROGRAMS				
Transition & Employment Guide	Link to current guide, English & Spanish	No fixed deadline.	TEC §29.0112(e)(1)	**M**
SPEDTex Information	Logo, hyperlink, description, and contact information	Continued compliance recommended pending updated Program Guidelines.	IDEA-B Program Guidelines	**M**
Homeless Student Services (3,000+ enrollment)	Local programs/services info for homeless students	Exempt if enrollment under 3,000 & county population under 50,000.	TEC §33.906	**M**
Dyslexia Handbook	Most recent Dyslexia Handbook	No fixed deadline; recommended, not expressly required.	19 TAC §74.28(f)(7)	**R**
E. STUDENT HEALTH AND SAFETY				
Mental/Physical Health Promotion	Policy statement + campus resources/contact info	Continuous; update as needed.	TEC §§12.104(b)(3)(DD), 28.004(k), 38.0141	**M**
Physical Activity Policy	Statement of compliance with PE-minutes requirements (elem./MS/JH)	Continuous; update as needed.	TEC §§12.104(b)(3)(DD), 28.004(k), 38.0141	**M**
SHAC Meeting Count	Number of SHAC meetings held in preceding year	**Each year**; update as needed.	TEC §§12.104(b)(3)(DD), 28.004(k), 38.0141	**M**
Vending Machine Compliance	Statement of TEA vending/food-service compliance	Continuous; update as needed.	TEC §§12.104(b)(3)(DD), 28.004(k), 38.0141	**M**
e-Cigarette & Tobacco Policy	Statement of penalty policy for students & others on campus	Continuous; update as needed.	TEC §§12.104(b)(3)(DD), 28.004(k), 38.0141	**M**
Physical Fitness Assessment Notice	Notice that parents may request results in writing	Continuous.	TEC §§12.104(b)(3)(DD), 28.004(k), 38.0141	**M**
Health Personnel Statement	Full-time nurse/counselor status, per campus	Continuous; update as needed.	TEC §§12.104(b)(3)(DD), 28.004(k), 38.0141	**M**
Immunization Information	Required/recommended immunizations, area clinics, exemption link	Post in **Spanish and English**.	TEC §38.019(a)	**M**
Bullying Reporting Procedure	Procedure for reporting bullying	To the extent practicable.	TEC §§12.104(b)(3)(Q), 37.0832(e)	**M**
Title IX Nondiscrimination Statement	Sex-nondiscrimination statement	No fixed deadline.	34 C.F.R. §106.8(c)	**M**

WEBSITE POSTING REQUIREMENTS FOR CHARTER SCHOOLS

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E. STUDENT HEALTH AND SAFETY(continued)				
Topic	**Required Posting**	**Notes/Timelines**	**Citation(s)**	**Req.**
Title IX Coordinator Contact	Name/title, office title, email, phone	Must be prominently displayed.	34 C.F.R. §106.8(c)(1)(i)(C)	**M**
Title IX Training Materials	All materials used to train Title IX personnel	If no website, materials available on request for inspection.	34 C.F.R. §§106.45(b)(1)(iii), (b)(10)(i)(D)	**M**
Active Threat Exercise Notice (if conducted)	Adequate notice of the exercise	2 weeks before exercise; multiple channels incl. website & social media.	TEC §37.1141; 19 TAC §103.1211(c)(2)	**M**
Food Allergy Guidelines Summary	Summary + access instructions to full TDSHS Guidelines	Each school year.	TEC §38.0151	**M**
Bacterial Meningitis Information	TDSHS-form information, or link to TDSHS page	No fixed deadline, unless TDSHS approves alternate method.	TEC §38.0025(a),(c)	**M**
F. Technology				
DMCA Designated Agent	Contact info for copyright-infringement agent	Also file same info with U.S. Copyright Office	17 U.S.C. §512(c)(2)	**M**
Digital Device Integration Guidelines	Best practices, if TEA/HHSC guidelines adopted	No fixed deadline.	TEC §38.0231(d)	**M**
Website Accessibility Notice	Notice re: requesting access to inaccessible content	No fixed deadline; not a strict legal requirement.		**R**

[1] 19 Tex. Admin. Code § 100.1049(a)(4).

[2] Meeting minutes typically are not completed within seven days of a meeting. To demonstrate compliance with Texas Education Code § 11.0621, it is recommended that charter schools post preliminary meeting minutes within seven days of each school board meeting noting each board member's attendance or absence and any item that is voted on by the board at the meeting. These minutes may be marked as "preliminary" or "draft" minutes and may also include a statement that the minutes will be approved by the board at its next meeting. Once the school board has approved the fi nal meeting minutes, the school should replace the preliminary or draft minutes posted on its website with the approved minutes.

[3] If your school is considering creating any other type of online message board that is accessible to the public, it is recommended that you consult with legal counsel regarding appropriate considerations and parameters.

[4] This provision of the Texas Education Code does not directly reference charter schools. However, Texas Education Code § 12.1051 provides that any legal requirement concerning "the availability of information" that applies to a school district also applies to an open-enrollment charter school. Tex. Educ. Code §12.1051(b). Please also note that this item does not require posting to a school website, but a school may determine that website postings satisfy the requirement to post information "in a place convenient to the public."

[5] Please also note that schools are required to make their plan available to parents and the public in an understandable and uniform format, including providing the plan in a language that parents can understand. If your school decides not to translate the plan into a language that parents can understand, it should document the rationale for that decision and disclose how parents are nonetheless able to understand the plan.

[6] While Texas Education Code § 28.009 is not directly applicable to charter schools, if a school has adopted Texas Education Code § 28.009, this requirement should be followed.



REQUIRED NEWSPAPER PUBLICATIONS BY CHARTER SCHOOLS

A "newspaper of general circulation" means a newspaper meeting the subscriber, subscribership, and community-news criteria of Tex. Gov't Code §2051.044 and 19 TAC §97.1051(8). This document does not constitute legal advice.General overview only — not a complete statement of legal requirements. Consult legal counsel with compliance questions.

Legend - Column "Req."	
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A. ACADEMIC PUBLICATIONS				
Topic	**Item to Publish in a Newspaper of General Circulation[1]**	**Timeline for Publication**	**Legal Authority**	**Req.**
District Accreditation Status	Notice of accreditation status, if Warned/Probation/Revoked	Publish **Sunday-Tuesday** of the second week after assignment of status. If the paper doesn't publish Sun-Tue, **publish 3 consecutive** issues starting that week.	19 TAC §97.1055(f)(3)(B)	**M**
District Academic Performance	Notice of annual TAPR public hearing	No fi xed statutory deadline; statute and TEA rule are silent. Consult legal counsel on timing best practices before the hearing.	TEC §12.104(b)(3)(M); §39.306(c); 19 TAC §97.1008(d)	**M**
Campus Academic Performance	Notice of campus stakeholder-input meeting (Local Improvement Plan[2] or Targeted Improvement Plan[3])	**15 days** before the meeting, in a local newspaper.	19 TAC §97.1061(b)(3), (e)(3)	**M**
B. STUDENT ADMISSIONS PUBLICATIONS				
Student Admissions	Notice of admissions policy, if school admits on a first-come, first-served basis	Not later than **7 days before** the admissions application deadline.	TEC §12.117(b)(2); 19 TAC §100.1207(c),(d)	**M**
C. FINANCIAL PUBLICATIONS				
District Financial Performance	Notice of annual public hearing on Annual Financial Management Report	Not earlier than **30 days** or later than **10 days** before the hearing.	TEC §12.104(b)(3)(M); §39.083(d); 19 TAC §109.1001(q)(4)(A)	**M**
Procurement of Public Works & Construction Services	Notice of time/place for receiving and opening bids or proposals	Once a week for at least **2 weeks** before the bid/proposal deadline. If no newspaper in that county, use the paper in the nearest county to the central offi ce's county seat.	TEC §12.1053; §44.031(g); Tex. Gov't Code §2269.052	**M**

[1] A "newspaper of general circulation" is a newspaper as defi ned in Texas Government Code, §2051.044 that has more than a minimum number of subscribers among a particular geographic region, that has a diverse subscribership, and that publishes some news items of general interest to the community. 19 Tex. Admin Code § 97.1051(8).

[2] A "local improvement plan" is required when a campus is assigned a rating of "D" that qualifi es under Texas Education Code Section 39.0543(b).

[3] A "targeted improvement plan" is required when a campus is assigned an unacceptable rating.



NOTES

2026-2027 Products/Services Directory *(Alphabetical)*

ESC Region 11 Hours of Operation Administrative Offices: Monday - Friday 7:30 a.m. - 4:30 p.m., 817-740-3600
For an updated listing throughout the year, visit the ESC Region 11 website.

Product/Service	Contact	Phone Number
Accountability	Carey Carter	817-740-7546
Accountability	Dr. Margo Nottingham	817-740-7526
Accounts Payable	Valerie Davila	817-740-7689
Accounts Receivable	Melissa Sackett	817-740-7609
Additional Days School Year (ADSY)	Dr. Dawn Hogan-Lopez	817-740-7606
Adult Education Program	Dr. Ivy Foss	817-740-7629
Advanced Academics	Gypsy Mishoe	817-740-7663
Alternative Certification for Teachers and Principals	Dr. Kristina Turner	817-740-7662
Appraisals		
ASCENDER – Student/Business	Eric Isom	817-740-7564
ASCENDER SIS and ERP Software	Eric Isom	817-740-7564
ASCENDER SIS and ERP Software	Janie Galan	817-740-3670
Assessment	Grecia Lopez	817-740-7617
Assessment	Dr. Margo Nottingham	817-740-7526
Attention Deficit Hyperactive Disorders (ADHD) – Behavior	Michael Tucker	817-740-7586
Attention Deficit Hyperactive Disorders (ADHD) – Evaluation	Robin Hudson	817-740-3603
Autism Spectrum Disorders	Michael Tucker	817-740-7586
Behavior and Discipline	Michael Tucker	817-740-7586
Behavior Threat Assessment	Bradley Berry	817-740-3631
Benefits Cooperative	Ravonne Allmon-Smith	817-740-3651
Bilingual/ESL/Emergent Bilingual/Title III, Part A ELA, Title III Part A, Immigrant	Melanie Yocom	817-740-7563
Bluebonnet Learning Reading - Elementary	Heather Ward	817-740-7621
Bluebonnet Learning Math - Elementary	Heather Ward	817-740-7621
Bluebonnet Learning Math - Secondary	Heather Ward	817-740-7621
Braille Services		
Business Office	Laura Weir	817-740-3602
Business Office	Steven Nazworth	817-740-3692
Career and Technical Education (CTE) and College, Career, and Military Readiness (CCMR)	Jacob Hildebrand	817-740-3691
Central Registration		
Certification	Dr. Kristina Turner	817-740-7662
Charter Schools Accountability	Carey Carter	817-740-7546
Charter Schools Accountability	Dr. Margo Nottingham	817-740-7526
Charter Schools – Bilingual and ESL	Melanie Yocom	817-740-3651
Charter Schools General Support	Carey Carter	817-740-7546
Charter Schools – Special Education	Christi Perkins	817-740-7759
Child Find	Robin Hudson	817-740-3603
Child Nutrition Program	Jocelyn Karbo	817-740-3678
Child Nutrition Program	Olivia Zellmer	817-740-7545
Chief Financial & Operations Officer	Laura Weir	817-740-3602

2026-2027 Products/Services Directory *(Alphabetical)*

Product/Service	Contact	Phone Number
Civics Academy	Christine Thompson	817-740-7620
Communications	Dr. Hailee Fojtasek	817-740-7748
Contracts	Dr. Hailee Fojtasek	817-740-7748
Copy Services	Steven Nazworth	817-740-7748
CTE, CCMR, and Perkins Formula Grant	Jacob Hildebrand	817-740-7654
CPR Certifications	Shelby Lampley	817-740-7656
DDoS Remediation	Dustin Funkhouser	817-740-7756
DeafBlind	Jennifer Hunter	817-740-7718
Deaf Education (Regional) Jennifer Hunter 817-740-7718	Jennifer Hunter	817-740-7718
Deaf/Hard of Hearing Interpreter, Teacher, State Services	Jennifer Hunter	817-740-7718
Design, Support, and Strategic Services	Dr. Jodi Mata	817-740-3611
Digital Content/Social Media	Dr. Hailee Fojtasek	817-740-7748
Digital Learning/Instructional Technology	Kerry Fergason	817-740-7611
Discovery Education	Andy Simpson	817-740-7562
District Vulnerability Assessment	Bradley Berry	817-740-3631
DMAC	Dr. Margo Nottingham	817-740-7526
Dyslexia	Beth Hewett	817-740-7505
Dyslexia Evaluation	Robin Hudson	817-740-3603
Dyslexia Instruction	Marci Harkins	817-740-7554
Early Childhood	Brandy Pustejovsky	817-740-7691
Early Childhood Intervention (ECI) Transition	Mari Hubig	817-740-7661
Early Childhood Math		
Early Childhood Special Education (ECSE)		
e-Grants (Budget)	Sandra Dupuis	817-740-7522
e-Grants (Budget)	April Cole	817-740-7692
e-Grants (Programmatic)	Laura McKean	817-740-7608
eduphoria!	Dr. Margo Nottingham	817-740-7526
eduphoria!		
Effective Schools Framework (ESF)	Dr. Margo Nottingham	817-740-7526
Effective Schools Framework (ESF)	Angela Tims	817-740-7722
EMAT	Dr. Pamela Brown	817-740-7612
Emergency Operation Plans and Standard Response Protocol	Bradley Berry	817-740-3631
Emergent Bilingual Programs:	Melanie Yocom	817-740-7563
English Language Arts and Reading – Elementary	Erin Abernathy	817-740-7582
English Language Arts and Reading – Middle Grades	Amanda Popov	817-740-7582
English Language Arts and Reading – Secondary	Brittany Kosumsuriya	817-740-3699
E-Rate Support	Tom Call	817-740-7704
Evaluation – Special Education	Aimee Seaberry	817-740-7638
Family/Parent Involvement	Mari Hubig	817-740-7661

2026-2027 Products/Services Directory *(Alphabetical)*

Product/Service	Contact	Phone Number
Federal and State Programs	Laura McKean	817-740-7608
Federal Programs (ESSA)	Indhira Saenz	817-740-7716
Fentanyl/Poioid Antagonist Training	Shelby Lampley	817-740-7656
Finance	Laura Weir	817-740-3602
Finance - Special Eduaction	Michael Pogue	817-740-7555
Gifted and Talented Education	Gypsy Mishoe	817-740-7663
Graphic Design	Dr. Hailee Fojtasek	817-740-7748
Grow Your Own	Lindsey Rudnick	817-740-7527
Handle with Care	Sara Suchoza	817-740-7626
Head Start		
High-Quality Instructional Materials (HQIM)	Heather Ward	817-740-7621
Homebound	Michael Pogue	817-740-7555
Human Resources	Ravonne Allmon-Smith	817-740-3651
Information Technology – Infrastructure and Network Services	Tom Call	817-740-7704
Instructional Design Services	Dr. Jodi Mata	817-740-3611
Instructional Materials	Dr. Pam Brown	817-740-7612
Internet Access (Contracted Services)	Cole Wolsch	817-740-3696
Intruder Detection Audit	Bradley Berry	817-740-3631
LASO Grants and Awards	Heather Ward	817-740-7621
Leadership Capacity Building	Derrick Spurlock	817-740-7552
Least-Restrictive Environment (LRE)	Annissa Macon	817-740-7507
Library Helpdesk	Beth Muirheid	817-740-3674
Library Services and Digital Resources	Beth Muirheid	817-740-3674
LIFT Grants	Heather Ward	817-740-7621
Local Classroom Reviews	Dr. Margo Nottingham	817-740-7526
Lone Star Governance	Carey Carter	817-740-7546
Management Information Systems	Tom Call	817-740-7704
Mathematics Academies	Caitlin Cook	817-740-7561
Mathematics – Elementary (K-5)	Nicole Young	817-740-7701
Mathematics – Middle School (6-8)	Tiffany Stevenson	817-740-7589
Mathematics – High School (8-12)	Krystal Sullivan	817-740-7512
Mathematics Leaders Community	Tiffany Stevenson	817-740-7589
Mathematics Leaders Community	Krystal Sullivan	817-740-7512
Mathematics Leaders Community	Nicole Young	817-740-7561
McKinney Vento Homeless Education	Lesley Cathey	817-740-7709
McKinney Vento Homeless Education	Cindy Bills	817-740-3681
Mental Health/SEL/Counseling	Ashley Stevenson	817-740-3644
Migrant	Laura McKean	817-740-7608
Migrant Education Program	Nydia Jaime	817-740-7675
Multi-Tiered System of Support (MTSS)	Michael Pogue	817-740-7555
Multi-Tiered System of Support (MTSS)	Annissa Macon	817-740-7505
Network Assessments	Dustin Funkhouser	817-740-7756

2026-2027 Products/Services Directory *(Alphabetical)*

Product/Service	Contact	Phone Number
Network Diagramming	Dustin Funkhouser	817-740-7756
Network Discovery	Dustin Funkhouser	817-740-7756
Network/Server Support and Infrastructure	Cole Wolsch	817-740-3696
New Teacher Support		
Next-Level Leadership (NLL)	Derrick Spurlock	817-740-7552
Open Educational Resources (OER)	Heather Ward	817-740-7621
PEIMS (Public Education Information Management System)	Janie Galan	817-740-3670
Planning & Implementation	Heather Ward	817-740-7621
Print/Copy Services	Steven Nazworth	817-740-7748
Private Non-Profit Schools	Corya Fitts	817-740-3639
Project-Based Learning	Kerry Fergason	817-740-7611
Psychological First Aid for Schools	Bradley Berry	817-740-3631
Rack Space	Tom Call	817-740-7704
Regional Day School Program for the Deaf (RDSPD)	Jennifer Hunter	817-740-7718
Remote Backup	Cole Wolsch	817-740-3696
Residential Facility Monitoring (RF Tracker)	Deanna Harris	817-740-3677
Rural and Low-Income Schools	Indhira Saenz	817-740-7716
School Business Services	Eric Isom	817-740-7564
School Finance Services	Spencer Davis	817-740-3658
School Health	Shelby Lampley	817-740-7656
School Improvement	Dr. Margo Nottingham	817-740-7526
School Nutrition Programs	Jocelyn Karbo	817-740-3678
School Safety and Security	Bradley Berry	817-740-3631
Science/STEM	Monica Amyett	817-740-7520
Section 504	Beth Hewitt	817-740-7505
Sentinel School Safety Portal	Sara Suchoza	817-740-7725
Server Hosting	Cole Wolsch	817-740-3696
Social Studies	Crystal Klose	817-740-7578
Speech/Language Evaluation	Laura Lewis	817-740-7594
Speech/Language Services	Laura Lewis	817-740-7594
Staff Development	Dr. Jodi Mata	817-740-3611
Standards-Based IEPs	Annissa Macon	817-740-7507
STEM Academies	Andy Simpson	817-740-7562
Stop The Bleed	Bradley Berry	817-740-3631
Strategic Planning	Derrick Spurlock	817-740-7552
Summary of Finance	Spencer Davis	817-740-3658
Support Services for At-Risk Students	Michael Pogue	817-740-7555
Teacher Incentive Allotment (TIA)	Jennifer Heddins	817-740-7655
Texas Mentorship Training	Lindsey Rudnick	817-740-7527
Texas Strategic Staffing	Dr. Kristina Turner	817-740-7662

2026-2027 Products/Services Directory *(Alphabetical)*

Product/Service	Contact	Phone Number
Texas Student Data System (TSDS) and Core Collections	Janie Galan	817-740-3670
Textbooks	Dr. Pam Brown	817-740-7612
Three-Year Safety Audits - *TEA Required	Bradley Berry	817-740-3631
Training for School Board Members	Carey Carter	817-740-7546
Transportation	Vaughn Santo	817-740-7529
Transportation – ECI to ECSE	Emily Groomer	817-740-7539
Transportation – ECSE	Emily Groomer	817-740-7539
Transportation – McKinney Vento	Lesley Cathey	817-740-7709
Transportation – McKinney Vento	Cindy Bills	817-740-3681
Transportation – Nonpublic Day Schools	Michael Pogue	817-740-7555
Truancy		
Unlicensed Diabetes Care Assistant (UDCAs) Training	Shelby Lampley	817-740-7656
Virtual Learning	Andy Simpson	817-740-7562
Vision Services	Ben Davisson	817-740-7637
Visual Impairments	Ben Davisson	817-740-7637
Web Services	Dr. Hailee Fojtasek	817-740-7748
Writing – Elementary		
Writing – Secondary	Brittany Kosumsuriya	817-740-3699

NOTES

EDUCATION SERVICE CENTER
REGION 11

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