

2016 - 2017

Description of Services

Services provided at No Cost to Districts
Contract Services
Shared Service Arrangements
Fee for Services



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

www.esc17.net

To All Region 17 Educators:

The goal of Region 17 Education Service Center (ESC 17) is to provide services and products that meet the needs of our school districts. The enclosed catalog provides an overview of those services and products.

After reviewing the Description of Services, should you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

**Kyle Wargo
Executive Director**

Who are we?

ESC 17 is one of 20 service centers that serve Texas' educational needs. We are a non-regulatory agency; our relationship with school districts is collaborative and supportive. Our purpose is to aid teachers and administrators in their role as educators of our children.

We serve as a liaison between the Texas Education Agency and the local school districts by disseminating information, conducting training, and providing consultative services for both state and federal programs. In addition, we provide direct services, resources, and certification programs. Our staff is composed of knowledgeable educators dedicated to excellence in education who strive to:

- Achieve educational excellence
- Develop professional excellence
- Foster successful learning
- Be vitally interdependent

Who do we serve?

The primary customers of ESC 17 are school personnel, students, school board members, and parents. The objective of the relationship between the ESC 17 and our customers is to be vitally interdependent through a visible partnership.

- 57 School Districts in 20 Counties
- 6 Charter Schools

What are our primary objectives?

- Achieve educational excellence and foster successful learning
- Develop professional excellence and be vitally interdependent

What can ESC 17 customers expect from ESC 17 products and services?

- Conform to standards and state-of-the-art best practices
- Reflect current and research-based practices
- Comply with federal, state, and local statutes and regulations
- Raise the expectations for increasing student performance
- Increase economy and efficiency
- Assist districts in meeting federal, state, and local requirements

What can ESC 17 customers expect from our staff?


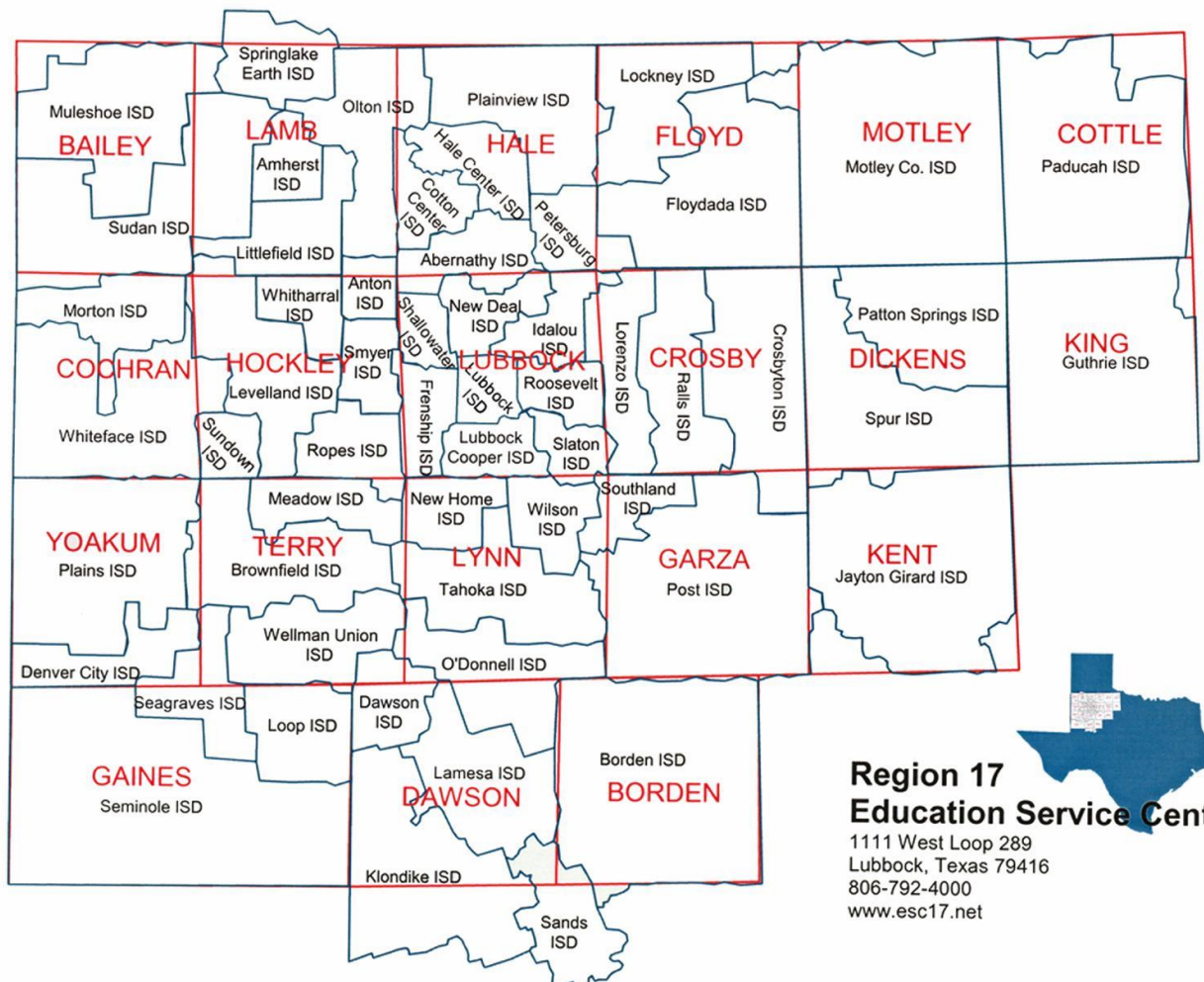
- We will not compromise quality, integrity, or high expectations.
- We will treat all people with dignity and respect.
- We will practice and promote open and honest communication. We will aggressively pursue healthy relationships.
- We will practice fiscal responsibility.

Our Board of Directors:

- Dennis Harrison – Denver City, Place 1**
- Chris Roberts – Levelland, Place 2**
- Linda Neal - Whiteface, Place 3**
- Tom Hesse – Brownfield, Place 4**
- Mike Wright – Frenship, Place 5**
- David Cobb - Lubbock, Place 6**
- Cindy Purdy – Muleshoe, Place 7**

ESC 17 Administrative Staff:

- Kyle Wargo, Executive Director**
- Diane Goodlett, Assistant to Executive Director**
- Wayne Blount, Associate Executive Director**
- Deanna Logan, Associate Executive Director**



**Region 17
Education Service Center**
1111 West Loop 289
Lubbock, Texas 79416
806-792-4000
www.esc17.net

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I. SERVICES PROVIDED AT NO COST TO DISTRICTS

Adult Education

- Provides educational opportunities to adults within the region through a number of class sites, instructional staff, and ongoing supervision of staff and students
- Instruction in literacy, GED and other test preparation, and ESL classes, School-To-Work classes
- Non-financial shared services agreement with all districts in ESC 17
- Coordination of services with regional classes and partners
- Provision of all required statistical reports and data to TEA

Alternative Certification

- Liaison between ESC 4 and ESC 17 Alternative Certification candidates
- Information Meetings, technical assistance, and support for those interested in Alternative Certification
- Provide placements and supervisors for Student Teachers
- Provide supervisors for Interns

Bilingual/ESL/Compliance

- Technical assistance via e-mail and telephone

Carl D. Perkins Career and Technical Education

- Training, consulting, and materials for academic integration, nontraditional careers and gender roles, special populations, and new emerging careers
- CTE technical assistance provided by email, telephone, and on-site
- Facilitation of CTE Program Directors/Contacts Meeting
- Monthly updates via ListServ system

Child Nutrition

- Training and consulting assistance for School Nutrition Programs including National School Lunch Program (NSLP), School Breakfast Program (SBP), Seamless Summer Option (SSO), and Afterschool Care Program (ASCP), as well as Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP)
- Program support and training in preparation for Texas Department of Agriculture (TDA) Administrative Reviews as well as all program areas including but not limited to meal patterns, safety and sanitation, financial management, USDA foods usage, Special Provisions, and program policy and compliance updates
- Develops annual Cycle Menu and resources to meet meal pattern regulations
- Training to meet federal professional development requirements

- Annual multi-day summer conference to provide training for all staff as required by TDA

Curriculum

- Technical assistance by phone and e-mail
- Texas Gateway courses, training and technical support
- Texas Achievement Items Repository (TxAIR)
- Texas Regional Math Collaborative (TRMC-17)
- Texas Regional Science Collaborative (TRSC-17)
- Progress in the General Curriculum (PGC) training and technical support
- Instructional Materials Allotment technical support
- Math Academies
- Literacy Academies
- Student Learning Objectives (SLO)
- Facilitation of Student Success Initiative (SSI) training

Dyslexia

- Consulting assistance, training and resources
- Assessment and Instruction training
- Policy and procedures assistance
- Program design assistance
- RTI process and team collaboration training and assistance
- Lending library for dyslexia assessments
- Required parent training
- Required basic training for all teachers of students with dyslexia

General Services

- New Superintendent Orientation
- ESCite database for professional development, including teacher transcripts
- ESC 17 website
- On-line catalog of professional development
- Technical assistance by phone or e-mail

Instructional Services for Title III, Part A English Language Acquisition

- Assist districts in promoting parental and community participation in language instruction
- Workshops to improve instruction and assessment of LEP students
- Assistance with increasing English proficiency and increasing subject matter, knowledge and teaching skills of ALL teachers
- Two state-funded ESL Certification Preparation Trainings and BTLPT Test Preparation

- Technical assistance related to the identification, assessment, and instruction of LEP students

Migrant

- Migrant Services coordination
- Identification and recruitment of migrant students for all districts
- Assistance with state accountability activities (PBMAS)
- New Generation System (NGS) for tracking migrant students
- Summer school planning and provision of instructional materials
- Early childhood/elementary instruction, Graduation Enhancement, Secondary Credit and Accrual, and Parent training

TSDS/PEIMS

Level I PEIMS services are provided at no cost to districts. Services in Level I PEIMS include:

- TEA PEIMS information provided to one district contact
- Provide PEIMS assistance as required by TEA Data Standards
- Provide reminders and assistance with Person Enrollment Tracking (PET)

School Health

- Unlicensed Diabetes Caregiver Training (UDCA)

Special Education

- Training, technical assistance, and support for all areas of Special Education
- Training, technical assistance and support for the Positive Behavioral Interventions & Supports and Restorative Discipline
- Training, technical assistance and support for families of students with disabilities involvement in school in conjunction with the Texas Council on Developmental Disabilities (TCDD)
- Disseminate information from TEA in all areas related to special education
- Federal and State compliance monitoring (PBMAS and SPP)
- First point of contact for parents, prior to TEA
- Non-traditional Deaf Education Certification Program in conjunction with TEA and Texas Tech University
- Non Violent Crisis Intervention training
- Provide funding to districts to support non-educational issues for students with disabilities
- Orientation & Mobility training (O&M) for students with visual impairments
- Support for School Districts in Evaluation and Assistive Technology through a lending library

STAAR Coordination

- Annual TEA required training and technical assistance
 - STAAR
 - STAAR Accommodated
 - STAAR - L
 - STAAR Alternative
 - Test Security

Technology

- TETN Network
- Technology Solutions meetings for Technology Coordinators
- E-Rate Training and Support

Title I School Support/NCLB

- Highly Qualified Teacher and Paraprofessional training
- PBMAS Intervention training
- Parent Involvement workshop
- Campus Planning workshop
- Fiscal Issues workshop
- Comparability of Services training
- Private Non-Profit School workshop
- School Support Team training (2 sessions)
- NCLB Application and Compliance Professional Development
- Comprehensive Needs Assessment Professional Development
- Dropout Prevention training

West Texas Food Service Cooperative

- Ongoing training in all aspects of the food purchasing and commodity processing coop
- Telephone, e-mail and on-site assistance in all aspects of the cooperative
- Multi-regional commercial and commodity food purchasing bids in full compliance with all federal and state procurement and Child Nutrition Program guidelines
- Bid award information provided to all districts/regions participating in Cooperative
- Updates and information on a daily, weekly, monthly, ongoing basis
- Secure website for participating entities providing up-to-date product information to assist in required meal documentation in the Child Nutrition Programs as well as other pertinent information

II. INTERLOCAL COOPERATIVE AGREEMENTS

Accountability, Compliance, eGrant Management (ACE)

Chapter 8 of the Texas Education Code directs Education Service Centers to provide services that enable school districts to operate more efficiently and economically. The intent of the Accountability, Compliance, and eGrant Management (ACE) Component is to comply with statutory requirement and help districts operate efficiently by providing the following services:

- Assist districts with federal and state grant management, accountability issues and compliance reports. For rural districts, specialists in this component serve in the Specialist/Federal Programs Director capacity.
- Provide proactive and reactive technical assistance and regular updates for Adequate Yearly Progress (AYP), Texas Accountability Performance Report (TAPR), Performance Based Monitoring Analysis System (PBMAS), Highly Qualified Data Validation, Data Validation Monitoring (PEIMS), Leaver Data, Discipline Data, and Student Assessment
- Assist districts with new federal guidance and implementation of the new EDGAR guidance policies and procedures.
- Assist district/campus administration in analyzing data for accountability and monitoring assessment
- Assist districts in meeting federal program requirements in DIP/CIP planning
- Aid districts in creating meaningful and effective parental involvement strategies, policies and procedures
- Assist district personnel in federal funding and program audits
- Complete, submit and negotiate SAS Consolidated Federal Application, including Title I Part A, Title I Part C, Title II Part A, Title III (LEP), and Title VI Part B Subpart II
- Complete needed amendments to all programs in the SAS Consolidated Federal Application
- Financial Organizational Review and Compliance Toolkit (FOR-C)
- Onsite consulting for Program Access Review (PAR) visits

ACE staff serves as the federal programs director for 20 of 35 districts, and provide consulting assistance for 14 districts that have Federal Programs Directors or Assistant Superintendents devoted to managing federal grants. This service continues to be one of the most needed and demanded services for ESC 17 leaders and is a model for economy and efficiency of operation. It also saves time for very small districts and allows leaders to focus on other programs and school improvement.

Advanced Academics/GT

ESC 17 Advanced Academics/Gifted and Talented cooperative aids districts as they design, implement, and conduct programs for advanced and gifted students

that encourage skills in self-directed learning, thinking, research, and communication as evidenced by the development of innovative products and performances, and ensures that districts are compliant with the Texas State Plan for the Education of Gifted/Talented Students.

Advanced Academic and Gifted and Talented services offered through ESC 17 provide the vital role of helping districts ensure that they meet state law regarding: TEC §§29.121 - 29.123; Definition, Establishment, State Plan, Assistance, and §42.156: Allotment. In addition, the AA/GT program supports requirements in state rule: TAC §§89.1 - 89.5, Student Assessment, Professional Development, Student Services, Fiscal Responsibility, and Program Accountability. Finally, AA /GT services aid districts in meeting the Gifted/Talented Standards adopted in House Bill 3 - 39.236.

AA/GT Level I services offered onsite at ESC 17 include: professional development for district teachers, administrators, and counselors; technical assistance via telephone and e-mail; updates related to changes in state rule; updates related to changes in Advanced Placement, Dual Credit, and International Baccalaureate programs; access to online professional development opportunities, staff development in districts or on campuses, assistance in designing, developing, or writing G/T programs, plans, and curriculum in districts or on campuses, evaluation and assistance in building advanced academic programs, courses, and vertical teams in districts or on campuses, demonstration lessons or special activities for advanced academic or gifted classes in districts or on campuses.

Bilingual/English as a Second Language/Compliance

19 Texas Administrative Code (TAC) Chapter 89. Adaptations for Special Populations Subchapter BB. Commissioner's Rules Concerning the State Plan for Educating Limited English Proficient Students states that all school districts that are required to provide bilingual education and/or English as a second language (ESL) programs establish and operate a Language Proficiency Assessment Committee (LPAC). ESC 17 Bilingual/ESL contract provides resources and assistance to its school districts for the establishment of bilingual education and special language programs in their public schools. 85% of ESC 17 districts participate in this contract.

ESC 17 assists its LEAs through:

- Support and technical assistance with State required compliance issues such as:
 - Chapter 89.1220 Language Proficiency Assessment Committee Training
 - Roles and Responsibilities
 - First-of-Year, Mid-Year, and End-of-Year LPAC training
 - Chapter 89.1225 Testing and Classification of ELLs
 - Oral Language Proficiency Test Administrator Training
 - Entry Procedures and Guidelines
 - Program Placement
 - Review and Exit Procedures and Guidelines

- Decision-Making Process for State Assessments for ELLs
 - Linguistic Accommodations for State Assessments
 - Required Documentation
 - Administration Training
 - TELPAS Academy, Holistic Rater Training, and Supplemental TELPAS Training
 - NCLB Accountability: AMAOs and AYP
 - Program Effectiveness and Evaluation (PBMAS)
 - Required Summer School (Guidelines and funds)
 - TETNs: Bilingual and ELL State Assessment Updates
- Professional staff development on the required topics:
 - Teacher Certification for ESL and Bilingual Education
 - Chapter 128 Spanish Language Arts and Reading TEKS
 - Chapter 74.4 English Language Proficiency Standards (ELPS)
 - Language Instruction and ESL strategies
 - Sheltered Instruction
 - Limited English Proficiency (LEP) Student Folder Review
 - Technical/Consulting Assistance
 - Face-to-Face
 - On-Site
 - Email
 - Phone
 - Newsletter
 - Webpage
 - Access to ESC lending libraries
 - Evaluation/Assessment of students
 - Professional Development Books on ESL and Bilingual

Business Services

In ESC 17, approximately 90% of the schools are categorized as “rural/non-metropolitan.” These communities have a difficult time recruiting and hiring qualified business managers in the complex environment of school funding in Texas. There has also been an increase in the turnover of business managers in the region. These factors have created a shortage of qualified school business officials in rural areas.

ESC 17 Business Services was created to meet these growing demands and, as a result, services are provided in the following levels:

- Level I – Provided through the District and Campus Leadership Contract
 - No additional cost to the district
 - Provides limited technical and consulting assistance in all school business areas
 - 57 districts and 3 charter schools participate
- Level II

- Districts may purchase additional technical and consulting assistance and/or training for district staff while they are learning job responsibilities or need occasional assistance in performing their job duties in business services
- Provides technical assistance and support in many business office functions and responsibilities including: bank reconciliations, payroll, state and federal grants, financial accounting and reporting, budgeting (excluding state revenue estimates/templates), and financial compliance and accountability issues
- 38 districts and 1 charter school participate
- Level III
 - Districts utilize ESC 17 to process payrolls and maintain financial accounting records to be more efficient and effective
 - Services are offered in the following areas: payroll, accounts payable/check processing, financial accounting/general ledger, budget preparation and review (excluding state revenue estimates/templates), preparation of PEIMS financial and staff records, and bank reconciliations
 - 12 districts and 1 charter school participate

Counselor Solutions Group

Chapter 8 of the Texas Education Code allows Education Service Centers to partner with school districts to offer continuing education courses and programs for educators. The Counselor Solution Group contract is intended to provide ESC 17 counselors with support and training. This contract has provided trainings and consulting assistance including:

- Counselor Solution Group - minimum of 3 trainings per year
- Newsletter, Blog, and Social Media
- Curriculum updates regarding PGP, Graduation Requirements
- STAAR Coordinator training in addition to state mandated training
- Poverty Training
- Crisis Response Training
- Crisis Prevention Response Team
- Play Therapy and other current counseling issues.

This contract has grown from 46 initial members in 2007 to 87 current members in 2015.

Curriculum

The Curriculum Services component provides schools with information and resources to facilitate an increase in student performance. The Curriculum cooperative provides access to professional development, instructional technology, resources, and up-to-date information. Based on the Texas Education Code Chapter 8, Education Service Centers are charged with assisting districts in the following areas: improving student performance, operating more efficiently

and economically, and implementing initiatives provided by the state.

The Curriculum contract achieves those objectives by providing professional development for English Language Arts, Math, Science, Social Studies, Librarians, Fine Arts, Instructional Technology and Induction Year Teachers. In addition, participating districts receive content specific TEKS Resource System training and support, access to FOSS Science Equipment Kits, online professional development, onsite training/instructional coaching, technical assistance via telephone and/or email, and curriculum updates. Districts can also opt to purchase Eduphoria , TEKSbank, and Discovery Streaming.

Each year ESC 17 conducts an advisory committee consisting of superintendents, assistant superintendents, and principals to obtain feedback directly from the schools. Advisory participants commented positively on:

- Communication – newsletters from each content area
- Expertise from each ESC content specialist
- Teacher coaching
- Prompt service – staff is professional, knowledgeable, and helpful
- Comprehensive offerings

District and Campus Leadership

Chapter 8 of the Texas Education Code charges Education Service Centers with “training and assistance to teachers, administrators, members of district boards of trustees, and members of site-based decision-making committees.” The District and Campus Leadership Contract helps carry out this provision of the statute by providing ESC 17 leaders with support and training including:

- Instructional Leaders Meetings - 2 meetings per year
- Assessment and Accountability Newsletter
- Educational Services Update
- Administrative Services Update
- Required School Board Training
- Leadership Development Training
- Facebook and Twitter updates
- School Board Training
- Instructional Leaders Blog
- Accountability 2015 and Beyond Training
- Level I Business Services

Fifty-seven districts and 3 charters participate in the DCL contract – 100% participation since the contract began. This indicates that districts and their school boards appreciate the quality and cost savings this contract brings them.

Human Resources Employee Application

The goal of the Human Resources Employee Application contract is to assist districts in staff professional and support positions by providing Human Resource software products. This goal enables school districts to operate more efficiently and economically as required by Texas Education Code, Chapter 8.002(2). The services in this contract are as follows:

- Educator Placement
 - Long standing traditional placement program
 - Message board format
 - Provide for the organizational structure of the program
 - Provide a staff person to coordinate the program
 - Maintain an online employment application system that is in compliance with federal standards
 - Maintain a searchable electronic database
 - During 2015-2016, 57 school districts utilized Educator Placement
- AppliTrack
 - New employee application program for 2016-2017
 - Two (2) platforms
 - Consortium – one overall system providing consortium participants with a central location for all postings
 - Stand-alone – full individual control to individual participants, allowing them to configure to match their specific needs

Instructional Services for Title III, Part A, Language Instruction for LEP (Local)

The Title III local contract ensures that children who are Limited English Proficient (LEP) attain English proficiency, develop high levels of academic attainment in English, and meet the same challenging State academic content and student academic achievement standards as all children are expected to meet. The Title III local contract provides high-quality instructional training and consultation designed to prepare Limited English Proficient children to enter all-English instruction settings. The contract assists districts in meeting the standards of increases in English proficiency and core academic content knowledge of limited English proficient children.

ESC 17 assists its LEAs through:

- Support and technical assistance with State required compliance issues such as:
 - NCLB Accountability: AMAOs and AYP
 - Title III eGrant Consolidation Application Assistance/Allowable use of funds
 - TETN Title III Updates
- Professional staff development on the required topics:
 - Language Instruction and ESL strategies
 - Sheltered Instruction

- Enhanced English Language Proficiency Standards Training
- Statewide Title III training turnaround trainings
- Parental and Community Involvement
 - Parent Outreach
 - Family Literacy Services
 - Community Participation Programs
- Technical/Consulting Assistance
 - Face-to-Face
 - On-Site
 - Email
 - Phone
 - Newsletter
 - Webpage

Internet Access

*Contract distributed during E-Rate filing window

The Technology Component's hardware and software programs provide numerous resources to teachers, campuses, and districts to help them meet the goals of the Texas Long-Range Plan for Technology 2006-2020, Title II Part D of the No Child Left Behind Act of 2001, and the Enhancing Education Through Technology Act of 2001. The primary goal of this program is to improve student academic achievement through the use of technology in elementary schools and secondary schools while supporting school administrative objectives.

ESC 17 provides an E-Rate eligible technology resource:

- high-speed internet access

Finally, ESC 17's Technology Team helps schools operate more efficiently and economically as required in Section 8.002 of the Texas Education Code. All ESC 17 districts have the opportunity to receive benefits from the hardware and software capabilities ESC 17 provides.

Districts avoid costly hardware and software licensing/development costs which would total in the hundreds of thousands of dollars per application.

ESC 17, as an internet service provider, connects 36 school districts to ESC 17, currently supporting a minimum 1.5 Gbps (gigabits per second) of internet access for the school districts and ESC 17. Daily traffic transmitted between our districts and the internet is over 1 Terabyte daily. ESC 17 provides 1982 email accounts for school districts, charter schools, and ESC 17 employees and students, as well as spam filtering for 2773 email accounts. The ESC Wide-Area Network Firewall and Intrusion Prevention System prevented over 400,000 attacks on ESC 17 networks this year.

ESC 17 maintains multiple connections to the internet and provides Internet2 for no additional charge to connected districts.

ESC services and resources reduce technical support salaries and costs at the district level. In addition, cooperative opportunities lower the cost of hardware and software utilized to provide internet access and achieve other initiatives across the region. Finally, technology strategies reduce the amount of time spent to address downtime, disruptions, and attacks against technology that hinder productivity and learning.

ITV Consortium

The ESC 17 ITV Network is a consortium of 52 independent school districts and ESC 17, formed to plan, coordinate and facilitate the cooperative development and operation of a regional integrated telecommunications network. ITV helps districts meet the distance learning requirements of the Texas Long Range Plan for Technology 2006-2020 authorized in Texas Education Code—Chapter 32, Section 32.001.

The ESC 17 ITV Network facilitated the installation of a wide area network that encompasses each ISD within the Region. Video conferencing equipment was placed at each ISD, tied to the wide area network, and connected to video bridges at ESC 17. This technology allows interactive dual credit classes, virtual field trips, teacher training, and school administrator training to be transmitted to any or all of the ISDs, individually or simultaneously.

The ITV group at ESC 17 is responsible for providing, operating, scheduling, and maintaining the equipment and the network to provide the services described above. This network was originally installed beginning in 1996, with 20 ISDs and sporadic conferences offered. It now includes 80 video endpoints, on 71 campuses, 3 colleges and universities, and the Texas Educational Telecommunications Network (TETN). There are approximately 60 connections weekly scheduled through the bridges that run from 8 am until 9 pm, Monday-Friday and many Saturdays. The content is primarily for student education, but recent requests for educator and administrator training have increased by about fifty percent. The content that can be delivered is limited only by the imagination.

The ITV consortium offers electronic field trips to the Science Spectrum in Lubbock, the Smithsonian Museum, NASA, and the Texas State Aquarium just to name a few. This allows students who have never left their county to see the world without leaving their school.

The ITV Consortium has capability to connect directly to video conferences from desktop, laptop, and mobile devices. This opens up many possibilities like expanding dual credit options for students, delivering electronic field trips to any classroom with a projector and computer, and the ability for teachers and

administrators to attend meetings without having to worry about scheduling conflicts with the main video classroom.

In 2014-2015, the ESC 17 ITV Network delivered 42 Dual Credit classes to 290 high school students, 3 high school to high school classes to 56 students, 123 Virtual Field Trips to approximately 1,500 students, and 57 Professional Development programs and meetings for teachers and district staff.

Lone Star Purchasing

This cooperative provides a simple one stop shop for access to statewide purchasing cooperatives including the Cooperative Purchasing Network (TCPN), and The Interlocal Purchasing System (TIPS/TAPS). There is no fee to participate in the Lone Star Purchasing Cooperative. Basic consulting assistance support to connect districts with the appropriate vendor is provided on an as needed basis.

Network Infrastructure Technology (NIT)

Numerous hardware and software capabilities, designed to provide a wide range of services to our school districts include:

- Anywhere Workstation Backup
- Server Monitoring and Support Service
- Disaster Recovery – Offsite Data Backup Service
- Network Consulting
- Network and Server Traffic Resource Monitor (PRTG)
- Email hosting, filtering, archiving and backup
- Web hosting
- Desktop support services
- Network support services
- Cloud Services including server hosting
- Internet content filtering
- Moodle online course management system

Principal Academy

The principal Leadership Academy focuses on the professional development needs of campus administrators as instructional leaders. Research has identified the strength of the individual campus administrators in their instructional leadership roles as the most important correlating factor in the transformation of continuous improvement.

The following services will be provided to districts:

- Opportunities to extend your network of professionals by interacting with dynamic area leaders.
- Training on current issues in leadership to help teachers grow and create learning environments that thrive.

- Training on current trends and hot topics including legislative updates, legal updates, instruction as well as time management.
- Opportunities to network with other principals to share best practice.

Texas Student Data Systems (TSDS)/Public Education Information Management System (PEIMS)

ESC 17 offers enhanced TSDS/PEIMS assistance for all TSDS collections and the four PEIMS submissions and resubmissions. As the data collected by the State increases in both volume and complexity, districts may seek additional resources to ensure the accuracy of TSDS/PEIMS data. The enhanced TSDS/PEIMS services help districts ensure accurate data is submitted. ESC 17 enhanced TSDS/PEIMS services may also assist the district to be more efficient by having ESC 17 perform some TSDS/PEIMS functions.

- Level I – Services as noted in Section I of this booklet are provided at no cost to the district
- Level II – Optional support services for data systems
 - 57 districts and 1 charter school participate
 - TSDS/PEIMS submission services include: review of TSDS/PEIMS reports and key multi-year data elements for each TSDS/PEIMS submission to promote data quality and proper funding; workshops on TSDS/PEIMS data standards and collection systems; and communications from ESC 17 on important information
 - TSDS studentGPS® Dashboards services include: Train the trainer model workshops; technical support; and additional training and support at an hourly rate
 - TSDS Core Collections services includes assistance with Early Childhood Data System (ECDS) collections
 - Purchase of OnData Suite software which allows districts to perform analysis of district data over multiple years and submissions for a discounted price
 - Other TSDS/PEIMS services for consulting or assistance with TSDS/PEIMS collections and submissions
- Level III – District PEIMS Coordinator Services (available only to TxEIS software clients)
 - ESC 17 performs specific TSDS/PEIMS functions and serves as the district PEIMS coordinator in organizing and submitting data for TSDS/PEIMS submissions
 - ESC 17 submits weekly PET files
 - ESC 17 reviews PID error and dual enrollment reports

Reading

Education Service Centers are required by Chapter 8 of the Texas Education Code to assist districts in improving student performance, operate more efficiently and economically, as well as implement initiatives provided by the state, so three different levels of services are offered to ESC 17 districts:

- Reading Level I services
 - Trainings at ESC 17 or via webinar
 - Technical Assistance via phone/email
 - Curriculum Updates
- Reading Level II services include Level I services and:
 - On-line professional development
 - Individualized on-site professional development
 - On-site support and technical assistance
- Reading Level III services include Level I and Level II services and: (developed in 2008 in response to following the Reading First Technical Assistance Model)
 - Monthly contacts with the campus to provide professional development, data analysis, lesson modeling, and administrator and teacher support
 - Print resources to help implement reading and reading intervention

ESC 17 is comprised primarily of rural 1A-3A districts without the capabilities to hire a Reading Specialist. ESC 17 provides an affordable option.

School Finance

Since school funding is composed of a complex system of formulas derived from statutory and regulatory citations, ESC 17 provides training and technical assistance to districts in the areas of school finance. Each district's funding situation is unique. The district's funding has evolved from decisions made by the district's local governing body, legislative processes, economic factors and judicial processes over many years. Technological advances and improved management information systems have allowed the state to base funding on actual student, financial and tax data. However, districts begin and end the school year with only their estimates of state revenue to base their budgets on. A critical element in the proper financial management of a school district is the ability to understand the state funding system and to have reasonable and accurate projections of state revenue.

ESC 17 offers both basic school finance services as well as enhanced services in the area of template reviews.

- 31 districts participate

Basic School Finance Services:

ESC 17 provides training and technical assistance to districts. Workshops focus on

developing understanding of the state funding system, state revenue template completion, and presentations from leading school finance speakers. Districts also receive information and communication through the School Finance newsletter to provide the latest information on issues impacting state funding.

Enhanced School Finance Services:

ESC 17 reviews district prepared templates or prepares state revenue estimates from district data through an enhanced school finance services contract. The state recommends that districts calculate state funding estimates using actual district data. This allows districts to have the most accurate projection of state revenue based on up-to-date district data and to make adjustments based on how data is evolving throughout the year. Reports and data are available at the state level, but due to the timing of report updates, the data may not be timely for district decision making. It is vital to the financial strength of a school district to be able to derive and monitor state funding accurately. The enhanced school finance services will provide assistance with the state revenue calculations and understanding the funding impact to the district.

Student Accounting Services

ESC 17 districts are requesting more assistance with student attendance and accounting services as well as needing training in these areas. ESC17 has offered some assistance to student software clients in the past and will be adding these services to all districts through this contract. TEA has indicated they will be performing audits more often on district student attendance data and systems. Through three levels of services, ESC 17 will help districts ensure they have adequate policies and procedures in place to ensure the integrity of the student attendance accounting processes. An additional level of services is also being added to assist districts during staff transitions with student attendance accounting functions.

- Level I
 - Training on student data required and Student Attendance Accounting Handbook
 - Consulting assistance with student accounting including: student data; Student Attendance Accounting Handbook; Person Enrollment Tracker (PET); Texas Records Exchange (TREx); and discipline
 - 59 districts and charters receive these services through the PEIMS contract
- Level II
 - Training in student attendance accounting areas including: scheduling and the master schedule; registration; attendance processes; and grade reporting processes
 - Consulting assistance in the following areas: day-to-day attendance processes; major student accounting processes; and six weeks checks and balances of records

- TxEIS software clients receive these services as part of their TxEIS student software fees
- Level III
 - ESC 17 performs student accounting processes as agreed upon with district (available only to TxEIS software clients)
 - ESC 17 provides records required for attendance audit and reviews documentation required by Student Attendance Accounting Handbook
 - District staff must verify special program information and other data to ensure appropriate reporting

Texas Essential Knowledge and Skills (TEKS) Resource System

TEKS Resource System is a curriculum management system developed to provide teachers and administrators with tools to help ensure that their curriculum and assessments match the requirements of the state curriculum and assessments. TEKS Resource System, consisting of curriculum documents and an assessment item bank delivered to schools online through secure web-based accounts, is provided for the benefit of those schools and the students they serve.

Districts and charter schools who participate in the TEKS Resource System through ESC 17 receive:

- Access to the TEKS Resource System documents through online accounts
- Workshops for teachers, administrators, and other school personnel at the Education Service Center and via distance learning
- Technical assistance via email and phone
- Workshops and technical assistance on-site at schools
- Newsletters and email updates
- Opportunities to attend statewide TEKS Resource System conferences

Developing quality curriculum is a time-consuming, complex, and expensive process. TEKS Resource System is built upon the concept that if all Texas schools should be teaching the same state curriculum standards and all Texas students must meet the expectations of the same state assessments, it follows that for districts to spend time and money in isolation developing curriculum aligned to those standards and assessments is inefficient.

By combining resources with TEKS Resource System the cost savings for ESC 17 districts, which are predominantly 1A, 2A, and 3A districts, is very significant. In reality, very few school districts in Texas are large enough to employ the number of staff with the level of expertise necessary to develop a comprehensive curriculum system, so participation in TEKS Resource System makes it possible for the districts to have access to a curriculum system in a cost effective way.

Time Management System (TMS)

In response to compliance and growing need for easily accessible documentation, ESC 17 offers a Time and Effort online electronic reporting system tool.

TMS is a web-based time and effort tracking system designed to track multiple activities over multiple funding sources for individual users. Each user can be assigned various funds, projects and activities preferences that apply to their particular task. TMS can be customized to track an unlimited number of Federal funding sources along with detailed activities related to any organization.

District administrators have the ability to use an innovative and modern system to review and report Time and Effort, which is clearly, precisely, and instantly documented electronically by a user.

According to OMB Circular A-87, Time and Effort must be kept...where employees who work on multiple activities or cost objectives (i.e. Federal Funds), a distribution of their salaries and wages must be supported by personnel activity reports or equivalent documentation.

TxEIS Software and Web Hosting

With over four decades of public education and software development experience, the Texas Computer Cooperative (TCC) offers a comprehensive range of powerful web-based Business and Student administrative applications written specifically for Texas schools. TCC's TxEIS offers a state-sponsored student information system, a complete range of Business applications, PEIMS component that performs all state mandated extracts and support for OCR reporting. TxEIS is a fully integrated solution that streamlines operational needs and simplifies reporting requirements. Additionally, TxEIS offers a parent/teacher/student-focused set of applications including the ^{tx}Gradebook teacher portal, the ^{tx}Connect parent portal, and the ^{tx}MyZone student course request system, all mobile device-compatible. An employee portal is also available. Over 847 school districts and charter schools use TxEIS.

ESC 17 sells and supports TxEIS software and provides technical support to districts and charter schools. This allows districts to easily and quickly reach an experienced consultant to assist with software issues or concerns. Districts receive support through phone, email, and remote access Monday through Thursday from 8 am to 5 pm and Fridays from 8 am to 4 pm according to the ESC 17 calendar.

To assist districts in operating the software efficiently and effectively, ESC 17 offers software workshops, webinars and lab work days for clients. ESC 17 also provides information and communication on software issues and new features as updates are made to the TxEIS products.

ESC 17 offers web hosting to districts on TxEIS software. ESC 17 staff manage software updates and backups, freeing up district technology staff time and eliminating the need to allocate district staff for those endeavors.

Some of the security advantages to hosted districts are:

- Climate controlled facility for servers
- Diesel powered generator for back up
- Off-site data backup
- Redundant server solution in the unlikely event of a hardware failure

Participation:

- 45 districts and 1 charter school purchase a TxEIS software product
- 30 districts purchase web hosting for TxEIS software

West Texas Food Service Cooperative

The West Texas Food Service Cooperative (Cooperative) is a multi-regional food purchasing service comprised of over 270 school districts, charters, and other governmental entities in ESCs 9, 14, 15, 16, 17, 18, and 19, as well as other special agreements throughout Texas. The Cooperative operates two components: 1) Commercial Food Purchasing and 2) Commodity Processing (further processing of bulk USDA Foods). The mission of the Cooperative is to accommodate the food service needs of participating entities while complying with the legal requirements of the Texas Education Code, the Texas Department of Agriculture, and the United States Department of Agriculture. The total purchasing power of the Cooperative will exceed \$60 million in 2016.

Our primary goal is to positively impact the district's economy and efficiency of operations through:

- Cost Savings
 - Increases purchasing power through volume purchasing
 - Eliminates the need for district advertising of bids
 - Reduces personnel costs involved in the bidding process
- Nutritional Integrity
 - Provides the highest quality items at the best possible prices
 - Assures consistent quality at a set price
 - Assists districts in meeting USDA nutritional standards and the Texas Public School Nutrition Policy guidelines
- Regulatory
 - Meets all procurement requirements
 - Complies fully with the Texas Education Code, Texas Department of Agriculture, and USDA regulations
 - Provide food product specifications and other detailed product information to assist districts in meeting state and federal program

regulations; failure to meet these regulations can result in significant financial penalties

The West Texas Food Service Cooperative strives to provide quality services with continuous updates as opportunities arise to assist districts with economy and efficiency of program operations. In order for this to occur, the Cooperative staff must:

- Continue to build partnerships with businesses in the West Texas area
- Work to lower food cost to rural districts through volume discounts
- Negotiate value added services to better meet district needs and decrease the cost of the overall food service operations

The impact of the Cooperative can be determined through vendor(s) detailed reports. The average cost savings to small, rural districts is 24% as reflected in the analyses below. The cost savings to larger districts of 15,000 ADA and up has been reported to be approximately 8%.

Example of Districts Before Joining the Coop and After

	Annual Cost Before Joining	Cooperative Annual Cost	Annual Savings	Overall Percent Savings
District A with ADP 180	\$65,987.35	\$51,335.03	\$14,652.32	22.20%
District B with ADP 245	\$84,886.46	\$63,100.17	\$21,786.29	25.67%

With **total commercial purchases** of over **\$65,000,000** for the cooperative, participating districts realized **savings** of **\$8 million** in the 2015 school year.

The true value of this partnership is difficult to measure as much of the value lies in the reliability of services rendered. However, there is no value greater than the assurance that the school children of ESC 17 and the surrounding West Texas area receive quality, nutritious meals.

III. SHARED SERVICE AGREEMENTS

Adult Education

All districts are asked to sign the non-financial shared services agreement so that educational opportunities can be provided to adults within the region through a number of class sites, instructional staff, and ongoing supervision of staff and students.

Carl D. Perkins Career and Technical Education

The focus of the Career and Technical Education (CTE) program is improving and upgrading programs to meet business and industry standards as well as improving student performance. All new CTE courses were implemented in fall 2010 and in spring 2009 teachers were trained on the new TEKS. Districts have requested technical assistance on teacher certification, instructional resources, courses that now count for math, science, English and speech requirements for graduation.

The services of the ESC CTE program are:

- Dissemination of:
 - important program updates and information from the TEA to LEAs
 - educational resources to districts
 - resources on nontraditional careers to districts
- Professional development training on
 - improving student performance of academic and technical knowledge and skills
 - integrating academic and technical knowledge and skills
 - meeting the needs of special populations
 - using PBM activities for continuous CTE program improvement
 - promoting student enrollment in nontraditional courses, including eliminating barriers to enrollment
 - promoting student success in nontraditional fields
 - implementing Achieve Texas or career clusters and programs of study
 - Training on new and emerging careers
- Provide technical assistance to districts
 - in completing the annual Carl D. Perkins application
 - involved with PBMI activities
 - in developing and implementing quality programs
 - in completing the Program Effectiveness Report

Instructional Services for Title III, Part A English Language Instruction for LEP

The Title III SSA ensures that children who are Limited English Proficient (LEP) attain English proficiency, develop high levels of academic attainment in English, and meet the same challenging State academic content and student academic achievement standards as all children are expected to meet. The Title III SSA contract provides high-quality instructional training and consultation designed to prepare Limited English Proficient children to enter all-English instruction settings. The contract assists districts in meeting the standards of increases in English proficiency and core academic content knowledge of limited English proficient children.

ESC 17 assists its LEAs through:

- Support and technical assistance with State required compliance issues such as:
 - NCLB Accountability: AMAOs and AYP
 - Title III eGrant Consolidation Application Assistance
 - Title III eGrant Submission for Title III SSAs
 - TETN Title III Updates
- Professional staff development on the required topics:
 - Language Instruction and ESL strategies
 - Sheltered Instruction
 - Enhanced English Language Proficiency Standards Training
 - Statewide Title III training turnaround trainings
 - Parental and Community Involvement
 - Parent Outreach
 - Family Literacy Services
 - Community Participation Programs
- Technical/Consulting Assistance
 - Face-to-Face
 - On-Site
 - Email
 - Phone
 - Newsletter
 - Webpage

Migrant

During 2013-2014 we piloted a new Migrant Shared Service Arrangement with 6 districts participating. We currently have 10 districts participating in the SSA and will be adding more in 2015-2016. The services offered to districts:

- Parent Advisory Committee Meetings
- Leadership Retreats
- Direct counseling services
- Attendance at the State Conference

- STAAR tutoring
- STAAR review sessions

IV. FEE FOR SERVICES

Advancing Educational Leadership (formerly known as ILD)

The ILD course has been revised and will now be called Advancing Educational Leadership. The revised course will now be a 3 day face to face course rather than the 5 day training. Due to the implementation timeline, this course is not available online. The cost for the training includes training materials and the certificate fee.

Any administrator that has not previously had ILD and will be appraising teachers, will need to take the AEL prior to taking the appraisal training. Administrators that have taken ILD will not need to take the new AEL course.

Should you have anyone needing to enroll in AEL training, they may do so by clicking on the following link:

<http://www.esc17.net/default.aspx?name=profdev.ild>

Purpose: A 3 day (36-hour) program developed by the Texas Education Agency to address the statutory requirements related to teacher and administrator appraisal and professional development.

Fee Structure: \$450 per participant

Contact: Larry Williams, 806-281-5808, lwilliams@esc17.net

Coordinator: Ty Duncan, 806-281-5832, tduncan@esc17.net

Bus Driver Certification

Purpose: Coordinate/facilitate certified bus driving instructors with eligible bus drivers who require 8-hour updates. Also, coordinate/facilitate certified bus driving instructors with new bus drivers who require the 20-hour certification course.

Fee Structure: Per driver fee

Contact: Nancy McNeal, 806-281-5826, nmcneal@esc17.net

Coordinator: Kerry Wright, 806-281-5845, kwright@esc17.net

Fee-Based Workshops and Conferences Open to All Schools

Purpose: Occasionally, workshops and conferences are presented based on local needs or requests. These workshops are not eligible for state or federal funding and do not fit within existing contracts.

Fee Structure: Per participant or team fee

Contact: As determined by the workshop or conference topic

Texas Teacher Evaluation and Support System

Purpose: A three-day program developed by the Texas Education Agency to address the statutory requirements related to teacher and administrator appraisals and professional development.

Fee Structure: \$350 per participant

Contact: Larry Williams, 806-281-5808, lbwilliams@esc17.net

Coordinator: Ty Duncan, 806-281-5832, tduncan@esc17.net

Professional Development and Appraisal System (PDAS)

Purpose: A three-day program developed by the Texas Education Agency to address the statutory requirements related to teacher and administrator appraisals and professional development.

Fee Structure: \$350 per participant

Contact: Larry Williams, 806-281-5808, lbwilliams@esc17.net

Coordinator: Ty Duncan, 806-281-5832, tduncan@esc17.net

Services to Districts for Students with Visual Impairments

Purpose: To provide/coordinate/facilitate services for students with visual impairments as required/specified by the student's Individualized Education Plan (IEP) for regional districts on an emergency/temporary basis.

Fee Structure: \$300 for half day - \$600 for full day

Contact: Steven Boothe, 806-281-5712, sboothe@esc17.net

Coordinator: Laura Skeen, 806-281-5875, lskeen@esc17.net