

2020 - 2021

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:

- Alan Henry – Lubbock, Place 1**
- Chris Roberts – Lubbock, Place 2**
- Linda Neal - Whiteface, Place 3**
- Tom Hesse – Brownfield, Place 4**
- Mike Wright – Frenship, Place 5**
- David Cobb - Frenship, Place 6**
- Cindy Purdy – Muleshoe, Place 7**
- Vernita Holmes – Lubbock, Place 8**

ESC 17 Administrative Staff:

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

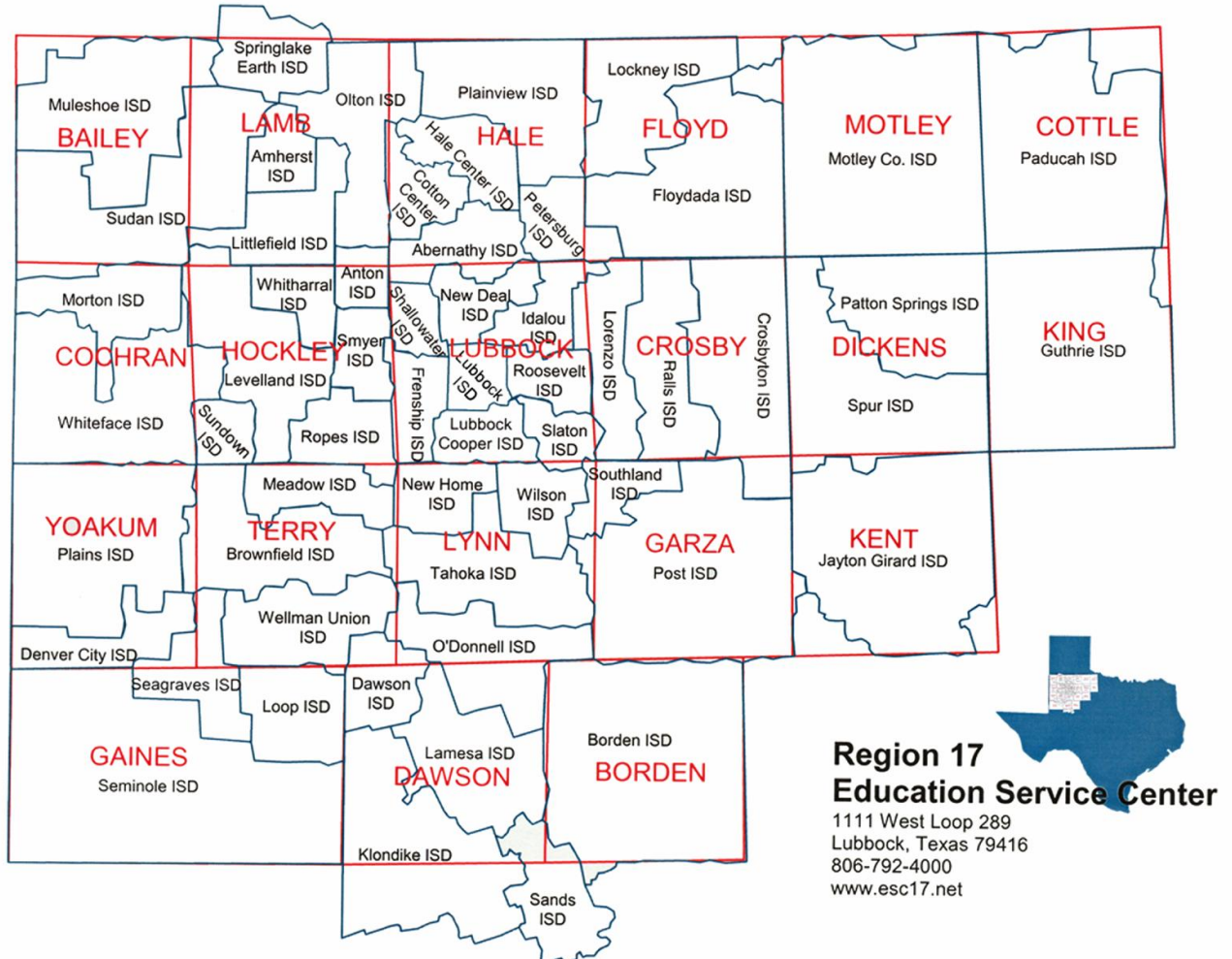


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I. SERVICES PROVIDED AT NO COST TO DISTRICTS

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
- Liaison/Host site for the ESC 13 CTE Alternative Teacher Certification program

Bilingual/ESL/Compliance

- Provide required basic training related to the identification, assessment, and instruction of LEP students
- Provide required basic training and guidance to districts in program implementation including but not limited to: funding, certification, documentation, assessment, and accountability
- Technical assistance via e-mail and telephone

Carl D. Perkins Career and Technical Education

- Provide technical assistance to school districts related to the Carl D. Perkins Act for developing and implementing quality CTE programs, providing quality work-based learning opportunities for students, and aligning CTE programs to the labor market.
- Provide professional development training that improves the quality of CTE teachers, faculty, administration, and counselors.
- Technical assistance includes monitoring and evaluating program effectiveness, assuring compliance with all applicable Federal laws, and supporting relevant State data systems provided my email, telephone and on-site.
- Facilitation of CTE program partners meetings
- 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

- Training in content areas for lesson planning through assessment and reteach
- Technical assistance by phone and e-mail
- Support for the processes built by Texas Instructional Leadership training
- Instructional Materials Allotment technical support
- Texas Lesson Study

Dyslexia

- Consulting assistance by phone and e-mail
- Assessment, Identification, and Instruction training
- Policy and procedures assistance
- Program design assistance
- Lending library for dyslexia assessments
- Required basic training for all teachers of students with dyslexia

ESSA/Title I Part A

- Paraprofessional training
- Parent Involvement workshop
- Campus Planning workshop
- Fiscal Issues workshop
- Comparability of Services training
- Private Non-Profit School workshop
- E Application and Compliance Professional Development
- Comprehensive Needs Assessment Professional Development
- Dropout Prevention training
- Equity Plan Training

General Services

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

Federal Title III, Part A English Language Acquisition, Language Enhancement, and Academic Achievement

- Provide technical assistance to LEAs in completing the annual Consolidated Federal Grant application
- Provide professional development (PD) and support activities for teachers who are not required by the state to be ESL certified, but whose students would benefit from teachers obtaining ESL or BTLPT certification
- Provide training and technical assistance regarding allowable use of Title III, Part A funds
- Provide training and technical assistance to increase and strengthen parent engagement, family, and community activities (supplemental to Title I requirements) in Title III programs
- Provide training and technical assistance regarding educational needs of immigrant children and youth
- Provide support and technical assistance to Title III-funded public charter schools in conducting data analysis applicable to the Title III program

Migrant

- Migrant Services coordination
- Identification and recruitment of migrant students for all districts
- 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

School Health

- Unlicensed Diabetes Caregiver Training (UDCA)

Special Education

- Training, technical assistance, resources and support for all areas of Special Education for schools, families and community agencies
- Training, technical assistance, resources and support for Multi-tiered Systems of Support, Restorative Practices and Mental & Behavioral Health Supports

- Disseminate information from TEA in all areas related to special education
- Federal and State compliance monitoring (DMS, RDA and SPP)
- First point of contact for parents, prior to TEA
- Non-traditional Deaf Education Certification Program in conjunction with Region 11, TEA and Texas Tech University
- Non Violent Crisis Intervention training
- Provide funding to districts to support non-educational issues for students with disabilities
- Support for School Districts in Evaluation and Assistive Technology through lending libraries

STAAR Coordination

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

Technology

- TETN Network at ESC 17
- Technology Solutions meetings for Technology Coordinators
- E-Rate Training and Support
- SB820 Training and Support

TSDS

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

- TEA TSDS Data Collection information provided to one district contact
- Provide assistance as required by TSDS Web-Enabled Data Standards (TWEDS)
- Provide reminders and assistance with TSDS Unique ID Assignment and Enrollment Tracking

West Texas Food Service Cooperative

- Direct contact for one-on-one assistance and training for food purchasing and commodity processing
- Assistance in all aspects of the cooperative including nutritional labels, software programs for commodity processing, and TDA programs
- Multi-regional commercial, commodity and full service food purchasing bids in full compliance with all federal and state procurement, EDGAR and Child Nutrition Program guidelines

- Procurement services provided to all participating entities including legal notices, gathering information for scope of bid and estimated usage, and preparation of bid specifications
- Secure website for participating entities providing catalog pricing, recall information, and any other up-to-date information relevant to participating entities keeping in compliance with both state and federal guidelines
- 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 Texas Accountability Performance Report (TAPR), 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

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.

Bilingual/English as a Second Language State Compliance

To ensure equal educational opportunity, as required in the TEC, §1.002(a) and to ensure the district is in compliance according to the Texas Education Code (TEC), Chapter 29, Subchapter B by building their capacity to establish and implement a bilingual education and or English as a second language (ESL) program for English Learners (ELs) 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.

ESC 17 assists its LEAs through:

- Support and technical assistance with Chapter 89 compliance such as:
 - MOY and EOY LPAC Training
 - ELPS Training
 - Individualized compliance support
 - Entry Procedures and Guidelines
 - Program Placement
 - Review, Reclassification, and Exit Procedures and Guidelines
 - Accountability
 - Program Implementation
 - Certification requirements and training (ESL/BTLPT)
 - Summer school requirements
 - Individualized LPAC/TELPAS/STAAR support
 - LPAC Folder support
 - Calibration support
 - Accommodations guidance/training/support for State Assessments
 - Oral Language Proficiency Test Administrator Training and Support
 - OLPT/Norm Reference checkout
 - LOTE resource support
 - Exceptions and Waivers documentation support
 - Annual Program Evaluation
 - Transcript training and translations
 - Technical/Consulting Assistance
 - Face-to-Face
 - On-Site
 - Email
 - Phone
 - Access to ESC lending libraries
 - OLPT/Norm Reference Assessments
 - Language Dominance Assessments and Support
 - 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
- 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
- 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

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
- Curriculum updates regarding PGP, Graduation Requirements
- New STAAR Coordinator training in addition to state mandated training
- Crisis Response Training
- Crisis Prevention Response Team
- Training on Current Issues in Counseling

We sell this service by seat license with each being \$500 per year.

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, online professional development, onsite training/instructional coaching, virtual coaching and support, 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
- Level I Business Services
- Effective School Framework Diagnostic at cost

Federal Title III, Part A, English Language Acquisition, Language Enhancement, and Academic Achievement (Local)

The Title III local contract ensures that children who are Limited English Proficient (LEP) students attain English proficiency, develop high levels of academic attainment in English, and meet the same challenging State academic content and student academic achievement standards that all children are expected to meet. The Title III local contract provides high-quality instructional training and consultation designed to prepare English Learners to enter all-English instructional

settings. The contract provides training and support to districts in order to increase English proficiency and content knowledge for English Learners.

ESC 17 assists its LEAs through:

- Provide support and technical assistance to prepare, submit, monitor and amend the eGrant Consolidated Application System
- Provide support and guidance to insure Title III funds are expended in accordance with applicable laws and grant provisions
- Provide validation documentation support and guidance
- Provide assistance in data disaggregation of assessments used in the measurement or progress and attainment of English language proficiency standards
- Provide effective professional development opportunities:
 - designed to improve the instruction and assessment of ELs
 - designed to enhance the ability of teachers and principals to understand and implement curricula, assessment practices and measures, and instructional strategies for ELs
 - effective in increasing children's English language proficiency or substantially increasing the subject matter knowledge, teaching knowledge, and teaching skills of such teachers
- Assist the district on how to provide and implement effective activities and strategies that enhance or supplement language instruction educational programs for ELs
 - Including parent, family, and community engagement activities
 - Including strategies that serve to coordinate and align related programs
- Grant access to on-line professional development opportunities via online course software and remote technology platform
- Provide Technical/Consulting Assistance
 - Face-to-Face
 - On-Site
 - Email
 - Phone
 - Newsletter
 - Webpage

Foundational Literacy and Numeracy and Multi-Tiered System of Supports

The goal of the contract is to provide service in the area of PreK-3 Foundational Reading, Writing, and Math; developing a framework that schools can use to provide targeted support to struggling students in the areas of reading, math, and behavior; a plan for early intervention and closing the academic achievement gap, including basic professional development and technical assistance as well as access to resources, materials, and customized professional development from the ESC 17 Literacy and Math consultants.

ESC17 assists LEAs through:

- Professional development for teachers in PreKindergarten-Grade 3 to include
 - PreK Guidelines and strategies for implementation
 - Screening Instruments
 - Foundational literacy and numeracy skills aligned to the TEKS
 - Small Group Instruction to meet the needs of all learners
 - Progress monitoring tools
- Support to meet the Commissioner's Priority of Building a Foundation of Reading and Math
- Professional development to support intervention in order to close the Reading and Math gap
- Professional development to support the Commissioner's Priority of Closing the Achievement Gap and Improve Low Performing Schools
- System support for Behavior
- Professional development to develop a system for implementation of a Multi-Tiered Systems of Support
- Technical Assistance
 - On-Site
 - Email
 - Listserv
 - Phone
 - Webpage

Gifted and Talented

The ESC 17 Gifted and Talented cooperative aids districts as they design, implement, and conduct programs for 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 requirements regarding: Fidelity of Services, Student Assessment, Service Design, Curriculum and Instruction, Professional Learning, and Family and Community Involvement.

Gifted and Talented 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; access to online professional development opportunities, staff development in districts or on campuses, assistance in designing, developing, or writing G/T programs, plans related to services, procedures, and instruction in districts or on campuses, evaluation and assistance in building gifted programs, courses, and

vertical teams in districts or on campuses, demonstration lessons or special activities for gifted classes in districts or on campuses.

Human Resources Employee Application

The goal of the Human Resources Employee Application contract is to assist districts in staffing 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:

- JobBoardHQ – job placement message board with the following features:
 - Job searches to find relevant jobs
 - Job alerts to allow seekers to set up their own alerts and request a variety of notifications
 - Easy to post and manage jobs, providing broad exposure to social media
 - Easy to manage applicants with recruiting notes and to maintain message histories
 - Searchable applicant database

- AppliTrack – full service online placement software with the following features:
 - Recruiting – automate each step of the recruiting process to widen your applicant pool
 - Tracking – enable multiple interviewers with varying levels of permission to track the hiring status of applicants across all of the district's vacancies.
 - Assessment – design your own screen questionnaires
 - Onboarding – send hire recommendations through a chain of approvers and give new hires pre-built forms to fill out online. You can easily integrate new hire data with your other systems
 - Interviewing – manage interview scheduling and building custom questionnaire
 - Reporting – ensure a fair and consistent hiring process by generating real-time reports in seconds

This contract provides a staff person to coordinate the programs and maintains online employee application systems that are in compliance with federal standards.

Internet Access

*Contract distributed during E-Rate filing window

ESC 17 provides an E-Rate eligible technology resource:

- high-speed internet access

This service includes basic firewall protection tailored to your district, proactive monitoring of network components and services and automatic weekly bandwidth

reports provided to individual districts.

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

ESC 17, as an internet service provider, connects 35 school districts to ESC 17, currently supporting a minimum Gbps (gigabits per second) of internet access for the school districts and ESC 17 with multiple connections to the internet.

ITV Consortium

The ESC 17 ITV Network is a consortium of 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. 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.

Lone Star Purchasing

This cooperative provides a simple one stop shop for access to statewide purchasing cooperatives including OMNIA, and The Interlocal Purchasing System (TIPS). 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 technology resources designed to provide a wide range of services to our school districts include:

- Technology vulnerability scanning and reporting
- Secure VPN access to district networks
- Internet Content Filtering
- Anti Email Phishing and Cybersecurity Awareness Training
- Adobe Creative Cloud Software
- Office 365 Hosted E-Mail
- E-Mail Filtering
- Cisco Umbrella
- Cisco Cloudlock
- School Messenger
- Data Backup Service
- Virtual Server Hosting
- Web site hosting
- Physical Server Hosting
- Network/Server Support
- Network and Server Monitoring Software

Many services provided from the ESC 17 Data Center which is protected by a UPS system, emergency power generator, a climate-controlled environment, multiple security cameras and an electronic access control door system.

Principal Academy

Principal 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.
- New principal training that is required by statute.
- Opportunities to network with other principals to share best practice.

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.

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. ESC 17 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 two 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.

- Level I
 - Training on student data required and Student Attendance Accounting Handbook
 - Consulting assistance with student accounting including: student data; Student Attendance Accounting Handbook; Texas Records Exchange (TREx)
- 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

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. Then for larger 4A, 5A, and 6A districts, using TEKS Resource System allows curriculum staff to support follow-through through observation and feedback with critical curriculum tools already created and available through the system. The system is powerful for all schools.

Texas Student Data Systems (TSDS)

ESC 17 offers enhanced TSDS 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 data. The enhanced TSDS services help districts ensure accurate data is submitted. ESC 17 enhanced TSDS services may also assist the district to be more efficient by having ESC 17 perform some TSDS 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
 - 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 (files submitted after published ESC deadlines may have a limited review due to time constraints)
 - TSDS Core Collections services includes assistance with Early Childhood Data System (ECDS), Residential Facility (RF) Tracker, State Performance Plan Indicator (SPPI-14), Classroom Roster, Charter School Waitlist, and Special Education Language Acquisition
 - 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 services for consulting or assistance with TSDS collections and submissions

- Level III – District PEIMS Coordinator Services (available only to TxEIS/ASCENDER software clients)
 - ESC 17 performs specific TSDS functions and serves as the district PEIMS coordinator in organizing and submitting data for TSDS submissions

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 2 CFR 200.430, time and effort must be kept for 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/ASCENDER Software and Web Hosting

For 50 years Texas Computer Cooperative (TCC) has been the leader in delivering products and services that support Texas LEAs in managing student and business information. The current TxEIS software will migrate to the new ASCENDER Enterprise System. Over 880 school districts and charter schools use TCC products including TxEIS software. ASCENDER will build on the TCC's statewide success in compliance and reporting, empowering LEAs to make informed decisions through powerful, yet flexible, tools and applications. The ASCENDER Enterprise System will include powerful web-based Business and Student administrative applications written specifically for Texas schools. All ASCENDER products will include responsive design for ease of use at your district computers, laptops, tablet devices, and smartphones. Districts control access to portal functions available through administration and security settings.

- ACSENDER ParentPortal provides parents access to student attendance, grades, and more. Parents may easily enroll/register students, submit forms, and set alerts.
- ASCENDER EmployeePortal allows employees self-service access to paychecks, W-2s and 1095s, leave information, along with electronic approval workflow.
- ASCENDER TeacherPortal will allow mobile classroom management of

attendance, grades, discipline referrals, and progress reports, with support for multiple grading concepts.

- ASCENDER StudentPortal provides integrated student course request and graduation plan tools with customizable control, including course alternates and printable reports.

ESC 17 sells and supports TCC software (currently TxEIS which is migrating to ASCENDER) 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 during ESC hours of operation according to the ESC 17 calendar.

TxEIS/ASCENDER software is web hosted. 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 from hosted software for 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

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

West Texas Food Service Cooperative

The West Texas Food Service Cooperative (WTFSC) is a multi-regional food purchasing service comprised of over 270 school districts in ESCs 9, 14, 15, 16, 17, 18, and 19. The Cooperative operates three components: 1) Commercial Food Purchasing, 2) Commodity Processing (further processing of bulk USDA Foods) and 3) Full Service Delivery. The mission of the Cooperative is to accommodate the food service needs of participating entities while complying with the legal requirements of the Texas Department of Agriculture and the United States Department of Agriculture. The total purchasing power of the Cooperative will exceed \$68 million in 2018.

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
- Regulatory
 - Meets all procurement requirements
 - Complies fully with the Texas Department of Agriculture, EDGAR 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
- Maintain relationship with vendors in order to negotiate value added services to better meet district needs and decrease the cost of the overall food service operations
- Continue to keep up with latest federal and state regulations to assure districts are in compliance

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 purpose of the career and technical education (CTE) program is to develop more fully the academic and career and technical skills of secondary students who enroll in CTE programs by: assisting CTE students in meeting challenging academic and technical standards, including preparation for high skill, high wage, or high demand occupations; promoting the integration of academic and career and technical instruction that links secondary and postsecondary education for CTE students; increasing flexibility in providing services and activities designed to develop, implement, and improve CTE programs; disseminating information on best practices that improve CTE; supporting partnerships among secondary schools and postsecondary institutions, local workforce boards, and business and industry; and providing professional development that improves the quality of CTE teachers, faculty, administrators, and counselors.

The services of the ESC CTE program are:

- Dissemination of:
 - important program updates and information from the TEA to LEAs
 - educational resources to districts
- Professional development training on topics such as but not limited to
 - improving student performance of academic and technical knowledge and skills
 - integrating academic and technical knowledge and skills
 - meeting the needs of special populations
 - using RDA activities for continuous CTE program improvement
 - promoting student enrollment in nontraditional courses, including eliminating barriers to enrollment
 - promoting student success in nontraditional fields
 - implementing programs of study and work-based learning activities
 - training on new and emerging careers
 - industry-based certifications appropriate for students
- Provide technical assistance to districts
 - in completing the annual Carl D. Perkins application
 - involved with RDA activities

- in developing and implementing quality programs
- in completing required Perkins reports

Federal Title III, Part A English Language Acquisition, Language Enhancement, and Academic Achievement

The Title III SSA provides supplemental technical assistance and high-quality professional development to assist districts to ensure that Limited English Proficient (LEP) students, including immigrant children and youth, attain English proficiency, and meet the same challenging State academic achievement standards that all children are expected to meet. The Title III SSA contract provides high-quality instructional training and consultation designed to prepare English Learners to enter all-English instructional settings. The contract provides training and support to districts in order to increase English proficiency and content knowledge of English Learners.

ESC 17 assists its LEAs through:

- Grant Application and Compliance documentation
- Consolidated Grant Report submitted by ESC
- Provide support and guidance to insure Title III funds are expended in accordance with applicable laws and grant provisions
- Validation documentation submitted by ESC
- ESC serves as Fiscal Agent
- Provide assistance in data disaggregation of assessments used in the measurement or progress and attainment of English language proficiency standards
- Provide effective professional development opportunities based on Needs Assessment:
 - designed to improve the instruction and assessment ELs
 - designed to enhance the ability of teachers and principals to understand and implement curricula, assessment practices and measures, and instructional strategies for ELs
 - effective in increasing children's English language proficiency or substantially increasing the subject matter knowledge, teaching knowledge, and teaching skills of such teachers
- Assist the district on how to provide and implement effective activities and strategies that enhance or supplement language instruction educational programs for ELs
 - Including parent, family, and community engagement activities
 - Including strategies that serve to coordinate and align related programs
- Grant access to on-line professional development opportunities via online course software and remote technology platform
- Provide 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 15 districts participating in the SSA. The services offered to districts:

- Parent Advisory Committee Meetings
- Leadership Retreats
- Direct counseling services
- Attendance at the State Conference
- STAAR tutoring
- STAAR review sessions
- Leadership and learning field trips
- Recruiting
- Compliance reporting

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 three-day face to face course rather than the five-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 as a co-requisite with T-TESS Appraiser Training. Administrators that have taken ILD will not need to take the new AEL course.

Purpose: A three-day (24-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/Senior Specialist: Syd Sexton, 806-281-5825, ssexton@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

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: Deanne Goen, 806-281-5712, dgoen@esc17.net

Coordinator: Anna Phillips, 806-281-5891, aphillips@esc17.net

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: \$450 per participant

Contact/Senior Specialist: Syd Sexton, 806-281-5825, ssexton@esc17.net