

The ABC's of School Business Management



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Introduction

This reference guide was compiled as a training tool for new school business officials. It contains excerpts from state law, board policy, and various websites that contain valuable school business management resources.

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Activity Accounts

There are 2 types of Activity Accounts: Campus Activity Accounts and Student Activity Accounts.

Activity funds historically have been accounted for by school districts in various fund groups: general fund, special revenue funds and agency funds. School districts should consider the following questions to determine the proper method and fund in which activity funds should be accounted:

- Does local board policy allow for recall of excess or unused fund balances into the general fund for general school district use? If so, these activity funds should be accounted for in the *general fund*, and revenues and expenditures should be budgeted.
- Do other persons besides the students involved in the activity fund (teachers, sponsors, principals, administrators, etc.) have access to activity fund money to use in a manner that does not directly benefit the students involved in the activity funds? If so, this money should be accounted for in *Fund 461 - Campus Activity Funds*.
- Do the activity fund financial decisions rest solely with the students? If so, this money should be accounted for in *Fund 865 - Student Activity Account* which serves as an agency account for student club or class funds.

Two common methods of administering activity fund accounting are:

- Centralized in which funds are controlled and disbursed through the school district's Accounting Department
- Decentralized in which funds are accounted for and controlled at the various school sites.

Some districts have implemented a hybrid approach. For example, the disbursements are decentralized but the cash deposits are centralized, or vice versa.

The District shall adopt a policy governing the expenditure of local funds from vending machines, rentals, gate receipts, or other local sources of revenue over which the District has direct control. (TEC 44.908)

Additional information: CFD Legal and Local Board Policies
 FASRG – SDBM Module

http://www.tea.state.tx.us/index4.aspx?id=1222&menu_id=645&menu_id2=789

Administrative Cost Ratios

SB 900 enacted during the 78th Texas Legislature's Regular Session in 2003 repealed Section 42.201 of the Texas Education Code (TEC) relating to administrative cost ratios. The bill continued the statute only for the limited purpose of recovering amounts from districts that meet the criteria

for excess administrative costs for 2002-2003. Historical Information from 1995-2002 will continue to be maintained at this site for reference purposes.

TEA also sets annual rules for the calculation of administrative costs and the “acceptable” administrative cost ratio for school districts based upon their size, sparsity and student population characteristics. The components of administrative cost are defined as operating expenses made from funds other than federal funds associated with managing, planning, directing, coordinating and evaluating a school district. Administrative costs include costs classified in Account Code Functions 21 (Instructional Leadership) and 41 (General Administration) as defined in the Financial Accounting and Reporting module. The administrative cost ratio is calculated by dividing administrative costs by instruction costs, expressed as a percentage. Instruction costs are defined as operating expenses made from funds other than federal funds associated with teacher-student instruction. Instructional costs are costs classified in Account Code Functions 11 (Instruction), 12 (Instructional Resources and Media Services), 13 (Curriculum Development and Instructional Staff Development), and 31 (Guidance, Counseling and Evaluation Services) as defined in the Financial Accounting and Reporting module. Both administrative and instructional costs are discussed in greater detail in the Financial Accounting and Reporting module.

Although the administrative cost ratio is no longer required by state law it remains an indicator in the Financial Integrity Rating System of Texas (FIRST).

AEDs

Provisions of SB 7, particularly the requirement that, “each school district shall make available at each campus in the district at least one automated external defibrillator, as defined by Section 779.001, Health and Safety Code”, TEC §38.017 (a). the provisions of SB 7 become effective September 1, 2007.

Each school nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, and any other employee specified by the Commissioner must receive and maintain certification in the use of an AED from the American Heart Association, the American Red Cross, or a similar nationally recognized association. *Education Code 22.902* [See DMA Legal and/or Local]

A school that purchases or leases an automated external defibrillator, as defined by Health and Safety Code 779.001, shall ensure that the defibrillator meets standards established by the federal Food and Drug Administration. *Education Code 44.047*

Additional informational regarding AEDs and CPR Training is available on TEA’s Healthy and Safe School Environment of the Coordinated School Health Model website at: http://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Coordinated_School_Health/Healthy_and_Safe_School_Environment_of_the_Coordinated_School_Health_Model/

AEIS – Academic Excellence Indicator System

The Academic Excellence Indicator System (AEIS) pulls together a wide range of information on the performance of students in each school and district in Texas every year. This information is put into the annual AEIS reports, which are available each year in the fall. The performance indicators are:

- Results of Texas Assessment of Knowledge and Skills (TAKS*); by grade, by subject, and by all grades tested;
- Results of State-Developed Alternative Assessment II (SDAA II);
- Participation in the statewide assessment programs (TAKS/SDAA II/TAKS-I/TAKS-Alt);
- Exit-level TAKS Cumulative Passing Rates;
- Progress of Prior Year TAKS Failers;
- Results of Student Success Initiative;
- Results of Texas Assessment of Knowledge and Skills-Inclusive (TAKS-I); by subject;
- Progress of English Language Learners (ELL);
- Performance-Based Monitoring (PBM) Special Education Monitoring Results Status;
- Attendance Rates;
- Annual Dropout Rates (grades 7-8, grades 7-12, and grades 9-12);
- Completion Rates (4-year longitudinal);
- College Readiness Indicators;
 - Completion of Advanced / Dual Enrollment Courses;
 - Completion of the Recommended High School Program or Distinguished Achievement Program;
 - Participation and Performance on Advanced Placement (AP) and International Baccalaureate (IB) Examinations;
 - College-Ready Graduates;
 - Texas Success Initiative (TSI) – Higher Education Readiness Component; and
 - Participation and Performance on the College Admissions Tests (SAT I and ACT).

Performance on each of these indicators is shown disaggregated by ethnicity, sex, special education, low income status, limited English proficient status (since 2002-03), and beginning in 2003-04, at risk status (district only). The reports also provide extensive information on school and district staff, finances, programs and student demographics.

AEIS Reports through 2011-2012 are posted on TEA's website. No STAAR Results (the new state assessment system) are included in the 2012-2012 reports. The reports for multiple years, by state, region, school district, and campus are posted on the weblink below:

<http://ritter.tea.state.tx.us/perfreport/aeis/index.html>

The new performance reports, Texas Academic Performance Reports (TAPR) as of 2012-2013 are available on the TEA website at: <http://tea.texas.gov/perfreport/tapr/index.html>

Americans with Disabilities Act (ADA)

The ADA prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications. It also applies to the United States Congress. To be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered. The District shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. *28 CFR 35.130(b)(7)*

The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the Americans with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the District.

Additional information related to the ADA and the District Representative can be found in School Board Policies FB Legal and Local.

Annual Financial Audit

Each year, charter schools, education service centers, and school districts must have their annual financial and compliance report audited by an independent auditor. The resulting annual financial and compliance report must then be submitted to TEA for review.

Charter schools, education service centers, and school districts are required to submit their annual financial and compliance report in electronic format. The electronic format submission consists of two files: an Adobe Acrobat® Portable Document Format (PDF) file and a GASB data text file (the text file is not required from charter schools). In addition, most charter schools and school districts are required to submit their state compensatory education district and campus improvement plans in PDF.

The Electronic Submission requirements can be found at: <http://tea.texas.gov/index4.aspx?id=3968>

Copies of annual financial audits for multiple fiscal years can be found at: <http://tuna.tea.state.tx.us/audit/PDFviewer.asp>

Annual Notices & Requirements

Asbestos Management Plans

Annually, the District shall notify in writing parent, teacher, and employee organizations of the availability of the asbestos management plans. *40 CFR 763.93*

AUDIT REPORT PUBLICATION

Not later than the 150th day after the date the fiscal year ends, the Board President shall submit the annual financial statement to a daily, weekly, or biweekly newspaper published within the boundaries of the District, under Local Government Code 140.006. [See CFA]

Audit Schedule C-2 is typically the schedule published in a newspaper.

BOARD REQUEST FOR INFORMATION

By September 1 of each year, a report to TEA regarding the number of requests submitted by a member of the Board, during the preceding school year, for information, documents, and records and the total cost to the District of responding to such requests. [See BBE]

Board requests are submitted with the PEIMS Summer Submission. For more information refer to the PEIMS Legacy Standards at:

http://tea.texas.gov/Reports_and_Data/Data_Submission/PEIMS/PEIMS_Data_Standards/PEIMS_Data_Standards/

FERPA

The District shall give parents of students in attendance and eligible students in attendance annual notification of their rights under the Family Educational Rights and Privacy Act of 1974 and of the places where copies of this policy may be located, including notice of the right to file complaints concerning alleged failures by the District to comply with the provisions of the Act. The District shall effectively notify parents of students who have a primary or home language other than English. *20 U.S.C. 1232g(e); 34 CFR 99.7* **Board Policy FL**

Local Annual Review

Each district receiving federal funds under Title I, Part A shall: Publicize and disseminate the results of the local annual review to parents, teachers, principals, schools, and the community.

Board Policy EHBD

Schools FIRST

The District is required to prepare and distribute an annual financial management report [Schools FIRST]. The report shall contain information on state-established standards and the District's financial management performance for the current and previous years' financial accountability ratings. **Policy BBFA**

Professional Qualifications of Teachers:

As a condition of receiving assistance under Title I, Part A of the ESEA (20 U.S.C. 6301 *et seq.*), the District shall, at the beginning of each school year, notify the parents of each student attending

any school receiving such funds that the parents may request, and the District shall provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

A school that receives such federal funds shall also provide to each individual parent timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. *20 U.S.C. 6311(h)(6)* **Board Policy DBA**

Notice of Budget Meeting

The Board President shall also provide for publication of notice of the budget meeting in a daily, weekly, or biweekly newspaper published in the District. If no daily, weekly, or biweekly newspaper is published in the District, the President shall provide for publication of notice in at least one newspaper of general circulation. The notice shall be published not earlier than the 30th day or later than the 10th day before the date of the hearing. *Education Code 44.004*

Concurrently with the publication of notice of the budget under Education Code 44.004, the District shall post a summary of the proposed budget on the District's Internet. **Board Policy CE**

Police Department Motor Vehicle Stops

Not later than March 1 of each year, the District police department shall submit a report containing information about motor vehicle stops during the previous calendar year to the governing body of each county or municipality served by the department, under Code of Criminal Procedure 2.134. [See CKE]

Purchasing/Bidding Notice

All District contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000* or more in the aggregate for each 12-month period, shall be made by the method that provides the best value for the District. The District may either purchase those items in accordance with Education Code 44.031(a) and (b) described above or follow the vendor list procedures described below. *Education Code 44.033(a)*

For each 12-month period, the District shall publish a notice in two successive issues of any newspaper of general circulation in the county in which the school is located. If there is no newspaper in the county in which the school is located, the advertising shall be published in a newspaper in the county nearest the county seat of the county in which the school is located, specifying the categories of personal property to be purchased and soliciting the names, addresses, and telephone numbers of vendors that are interested in supplying any of the categories to the District. *Education Code 44.033(b)* **Board Policy CH**

***Note: A School District may set a lower limit in Board Policy CH Local.**

SAFETY AND SECURITY AUDIT

At least once every three years, the District shall conduct a safety and security audit of the District's facilities and report the results of the safety and security audit to the Texas School Safety Center, under Education Code 37.108. [See CK]

School Bus Accident Reporting

Annually, the District shall report to TEA the number of accidents in which its buses were involved in the past year, under Education Code 34.015(b). [See CNC]

School Bus Advertising Program

By September 1, districts involved in a school bus advertising program shall provide to the Texas Department of Public Safety written notification of the number of school buses operated by or for the District that display exterior advertising or another paid announcement, under 37 Administrative Code 14.65(a)(1), (b). [See CNB]

School Bus Driver License Checks

The District shall evaluate the driver's license record of each school bus driver at least annually to determine if the driver is still eligible to drive a school bus. *Trans. Code 521.022(d); 37 TAC 14.14*

TAPR

The Board shall publish an annual report describing the educational performance of the District and of each campus in the District. This report is provided by TEA and is termed the Texas Academic Performance Report (TAPR). **Board Policy BR**

Vocational Programs

Prior to the beginning of each school year, recipients [school districts] must advise students, parents, employees, and the general public that all vocational opportunities will be offered without regard to race, color, national origin, sex or handicap. Announcement of this policy of nondiscrimination may be made in local newspapers, district publications, and/or other media that reach the general public, program beneficiaries, minorities, women, and handicapped persons. A brief summary of the program offerings and admission criteria should be included in the announcement; also the name, address and telephone number of the person designated to coordinate Title IX and Section 504 compliance activity. Enclosed for your assistance are sample public notification forms that include all required elements for complying with civil rights laws as they relate to CTE programs. Electronic copies of these documents may be downloaded at: <http://www.tea.state.tx.us/pmi/eeo/catecr.html>. Title 34 Education - Appendix B Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Programs.

ASBO - Association of School Business Officials, International

Since 1910, ASBO International has provided programs and services to promote the highest standards of school business management practices, professional growth, and the effective use of educational resources. ASBO is the parent organization of TASBO.

<http://asbointl.org/index.asp?sid=1>

Asbestos

Asbestos is a naturally occurring mineral fiber, once widely used in building materials for its thermal insulating properties and fire resistance. Although the removal of asbestos from school buildings is an option for schools, many schools and local education agencies have chosen to manage some asbestos-containing building material in place.

Intact, undisturbed asbestos-containing materials generally do not pose a health risk. These materials may become hazardous and pose increased risk if they are damaged, are disturbed in some manner, or deteriorate over time and thus release asbestos fibers into building air.

The Asbestos Hazard Emergency Response Act (AHERA), a provision of the Toxic Substances Control Act, was passed by Congress in 1986. AHERA requires local educational agencies to inspect their schools for asbestos-containing building material and prepare management plans that make recommendations for the reduction of asbestos hazards.

The rules implementing AHERA are published in the Code of Federal Regulations, Chapter 40, Part 763, Subpart E. The AHERA rules require local education agencies to take actions, including the following:

- Perform an original inspection and re-inspection every three years of asbestos-containing material;
- Develop, maintain, and update an asbestos management plan and keep a copy at the school;
- Provide yearly notification to parent, teacher, and employee organizations regarding the availability of the school's asbestos management plan and any asbestos abatement actions taken or planned in the school;
- Designate a contact person to ensure the responsibilities of the local education agency are properly implemented;
- Perform periodic surveillance of known or suspected asbestos-containing building material (at least every 6 months);
- Ensure that properly-accredited professionals perform inspections and response actions and prepare management plans; and
- Provide custodial staff with asbestos-awareness training.

Under the Asbestos Hazard Emergency Response Act (AHERA), the District shall identify asbestos-containing materials and implement an appropriate management plan in a timely manner. *40 CFR 763.80.*

Additional information: School Board Policy CKA Legal
 U.S. EPA Website
 <http://www2.epa.gov/asbestos/asbestos-laws-and-regulations>

AskTED

AskTED is the online Texas Education Directory. School districts may access AskTED through the School Directory link in the upper-right corner of most TEA Web pages to change email addresses,

phone numbers, superintendent, board members, and other administrative staff. TEA employees, school districts, and the general public use AskTED to find contact information and create mailing labels for Texas public schools, districts and education service centers.

The district's designated person should update the AskTED Directory on an on-going basis as changes occur in district and campus level administrators and coordinators. Changes to AskTED are entered through the TEAL/TEASE system.

Additional information:

<http://mansfield.tea.state.tx.us/tea.askted.web/Forms/Home.aspx#>

Assets - Capital

Capital assets are defined by each local school district. State and federal guidelines define a capital asset as a single item with a value greater than \$5000. Equipment with a single unit cost of less than \$5000 is tracked for inventory purposes. A school district's capitalization policy is typically documented in Board Policy CFB Local.

There are four (4) major categories of capital assets: land, buildings, equipment and vehicles. All capital assets are reported at cost or estimated historical cost on the Annual Financial Report. The Annual Financial Report also includes the total accumulated depreciation of all capital assets.

The 900 Fund Group is utilized on the financial ledger to track capital assets. Object codes in the 6600 group and typically used to purchase capital assets.

Attendance Accounting

The *Student Attendance Accounting Handbook (Handbook)* provides districts with the Foundation School Program (FSP) eligibility requirements of all students and the minimum requirements of all student attendance accounting systems.

Attendance and contact hours will be reported on the student level for the entire school year through the Public Education Information Management System (PEIMS) Summer Submission. The TEA then uses these attendance data to determine the allocation of Foundation School Program (FSP) funds (state funding) to your district.

The Student Attendance Accounting Handbook (handbook) contains the official attendance accounting rules and regulations for all public school districts in Texas, including open-enrollment charter schools, unless otherwise specified in this document. This handbook is the official standard of required information for all attendance accounting systems. Unless a distinction is made between manual and automated systems, all standards described in this handbook apply to all attendance accounting systems.

District personnel must create the original documentation of attendance at the time of attendance. Original documentation must not be created after the fact. Original documentation that is not created at the time of attendance will not be accepted by agency auditors. **If auditors determine**

that original documentation was not created at the time of the attendance it is intended to support, the TEA will retain 100% of your district's FSP allotment for the inappropriately documented attendance for the school year(s) for which records have been requested. The TEA will either assess an adjustment to subsequent allocations of state funds or require your district to refund the total amount of the adjustment when the audit is finalized.

With attendance accounting records, it is the district's ultimate responsibility to secure records for the required length of time (five years).

TEA requires every school district to develop and implement attendance accounting procedures.

Additional Information: TEA Attendance Accounting Handbook

http://tea.texas.gov/Finance_and_Grants/State_Funding/Additional_Finance_Resources/Student_Attendance_Accounting_Handbook/

Attorney General Opinions

An Attorney General Opinion is a written interpretation of existing law. The Attorney General writes opinions as part of his responsibility to act as legal counsel for the State of Texas. Opinions are written only at the request of certain state officials, called "authorized requestors." The Texas Government Code indicates to whom the Attorney General may provide a legal opinion. He may not write legal opinions for private individuals or for any officials other than those specified by statute.

Attorney General Opinions clarify the meaning of existing laws. They do not address matters of fact, and they are neither legislative nor judicial in nature. That is to say, they cannot create new provisions in the law or correct unintended, undesirable effects of the law. Opinions interpret legal issues that are ambiguous, obscure, or otherwise unclear. Attorney General Opinions do not reflect the AG's opinion in the ordinary sense of expressing his personal views. Nor does he in any way "rule" on what the law should say.

Unless or until an opinion is modified or overruled by statute, judicial decision, or subsequent Attorney General Opinion, an Attorney General Opinion is presumed to correctly state the law. Accordingly, although an Attorney General Opinion is advisory, it carries the weight and force of law unless or until it is modified or overruled. Ultimate determination of a law's applicability, meaning or constitutionality is left to the courts. For this reason, the Attorney General generally does not write opinions on issues that are in pending litigation.

Additional Information: <https://www.texasattorneygeneral.gov/opinion/requests-for-opinion-rqs>

Cumulative Subject Master Index of AG Opinions 1990-Present:
https://www.texasattorneygeneral.gov/opin/opinions_headings.php

Average Daily Attendance (ADA)

The number of students in average daily attendance, which is found by dividing the sum of the attendance accounts for all the instructional days in a school year by the number of instructional days.

The District shall maintain records to reflect the average daily attendance (ADA), as required by the Commissioner. The Superintendent, principals, and teachers shall be responsible to the Board and the state to maintain accurate, current attendance records. *19 TAC 129.21(a)*

Auditing

The following rules generally apply to all Texas independent school districts:

- [Government Auditing Standards](#) (commonly referred to as the Yellow Book) published by the United States General Accounting Office represent generally accepted government auditing standards *required* for all school district audits.
- A financial audit is *required annually* for each school district, and is to be made on an organization-wide basis, including all fund types and account groups that are the accounting responsibility of the school district.
- Certain audit procedures must be performed on fiscal data reported through the [Public Education Information Management System \(PEIMS\)](#).
- Audit costs are paid from local school district funds.
- The audit shall be a *financial* audit, (as distinguished from a performance audit) as defined in the Yellow Book and in the introduction section of this module. The financial statement audit is performed to determine (a) whether the financial statements present fairly the financial position, results of operations, and cash flows or changes in financial positions of the school district in accordance with generally accepted accounting principles, and (b) whether the school district has complied with laws and regulations for those transactions and events that may have a material effect on the financial statements. A *single audit must be performed* in all instances when a school district expends \$300,000 (\$500,000 effective for fiscal years ending after December 31, 2003) or more from federal awards.
- The *scope* of the audit is to be sufficient to document and support the minimum audit reporting requirements published in the Financial Accounting and Reporting module of the *Resource Guide*.
- If the auditor's compliance report and/or the auditor's report on internal controls *discloses areas of noncompliance* with laws, rules, or regulations and questioned amounts, or material weaknesses, the *school district must file comments* on any such findings and recommendations with the TEA Division of School Audits. This filing should include a plan for corrective action (taken or planned) and comments on the status of corrective action taken on prior findings, or reasons that corrective action is not necessary. This information may be either included in the required annual audit report or in a separate letter that accompanies the required annual audit report.

- Prior to the *audit engagement*, the school district's board of trustees must require all auditors or audit organizations proposing to perform the required annual financial audit to provide a written proposal or an engagement letter. A sample request for qualifications is included in Appendix 1 and a sample engagement letter is included in Appendix 2).
- Additionally, an agreed-upon procedures report is required of all school districts and charter schools for the purpose of reporting on compliance regarding State Compensatory Education. This report is paid for by the school district. This report is due at TEA within 150 days after the fiscal year end. Additional information about this special report is found in Module 9 of the Financial Accountability System Resource Guide.

Other Requirements:

- Electronically submit Annual Financial Report & Management Letter to TEA within 150 days of the fiscal year end (TAC 109.23)
- Mail copies of the report to Dun & Bradstreet, Municipal Advisory Council, and the Federal Audit Clearinghouse
- *A single audit must be performed* in all instances when a school district expends \$750,000 or more from federal awards. The Single Audit report must be filed with the Federal Audit Clearinghouse.
- Beginning with the fiscal year 2002 (June 30, 2002 or August 31, 2002 depending upon the fiscal year end date) TEA requires all school districts to submit their annual financial and compliance report in both paper format and electronic format.

The electronic format submission consists of two parts with the first being the submission of the GASB audit data. Instructions for this portion of the submittal are specified in [GASB Audit Data Feed](#). The second part is the submission of the annual financial and compliance report in a specified electronic file type (Adobe Acrobat® pdf format). Instructions on this requirement can be found in the Electronic AFR Submission document. Additional information:

<http://tea.texas.gov/index4.aspx?id=3968>

Banking

Depository Bid

In accordance with the Texas Education Code (TEC), Section 45.205, each school district's depository contract must be renewed every two years. The district must choose to select a depository either by bid or by request for proposals.

The bid and proposal forms are available on the TEA website noted below. A [Summary of School District Depository Contract Laws and Procedures](#) is also available on the website.

A school district may extend a depository contract for two additional two-year terms, if the school district did not file an extension in the two previous bienniums and the school district and the depository bank agree to extend the current depository contract.

For additional information:

Board of Trustees

An independent school district is governed by a board of trustees who, as a body corporate, shall oversee the management of the district. The board consists of the number of members that the district had on September 1, 1995.

All powers and duties not specifically delegated by statute to TEA or the State Board are reserved for the Board. *Education Code 11.151(b)*

The Powers and Duties of the Board of Trustees are detailed in School Board Policy BAA (Legal).

Bonds

The governing board of an independent school district, including the city council or commission that has jurisdiction over a municipally controlled independent school district, the governing board of a rural high school district, and the commissioners court of a county, on behalf of each common school district under its jurisdiction, may:

- (1) issue bonds for:
 - (A) the construction, acquisition, and equipment of school buildings in the district;
 - (B) the acquisition of property or the refinancing of property financed under a contract entered under Subchapter A, Chapter 271, Local Government Code, regardless of whether payment obligations under the contract are due in the current year or a future year;
 - (C) the purchase of the necessary sites for school buildings; and
 - (D) the purchase of new school buses; and
- (2) may levy, pledge, assess, and collect annual ad valorem taxes sufficient to pay the principal of and interest on the bonds as the principal and interest become due, subject to Section 45.003.

The district's Bond Schedule is part of the Annual Financial Report.

Bond Rating

A measure of the quality and safety of a bond, based on the issuer's financial condition. More specifically, a bond rating is an evaluation from a rating service indicating the likelihood that a debt issuer will be able to meet scheduled interest and principal repayments. Typically, AAA is highest (best), and D is lowest (worst).

Although the Bond Review Board (BRB) does not play a part in the approval of local government debt issuance, one of the agency's goals is to ensure that public officials have access to current information regarding debt issuance, finance, and debt management. The agency is mandated by statute (Chapter 1231.062, Texas Government Code) to submit a report to the legislature that contains statistical information concerning the bonds and other debt obligations issued by local

governments (cities, community & junior colleges, counties, health & hospital districts, independent school districts, water districts and other special districts).

Additional information: Texas Bond Review Board

<http://www.brb.state.tx.us/>

Budgeting

The budgeting process is comprised of three major phases: planning, preparation and evaluation. Sections 44.002 through 44.006 of the [*Texas Education Code*](#) establish the legal basis for budget development in school districts.

The following six items summarize the legal requirements from the code:

- The superintendent is the budget officer for the district and prepares or causes the budget to be prepared.

Note: TEA recommends that an *interactive* approach between the board of trustees and the superintendent be taken to establish the budget process and define related roles and responsibilities.

- The district budget must be prepared by a date set by the state board of education, currently August 20 (June 19 if the district uses a July 1 fiscal year start date).
- The president of the board of trustees must call a public meeting of the board of trustees, giving ten days public notice in a newspaper, for the adoption of the district budget. Any taxpayer in the district may be present and participate in the meeting.
- No funds may be expended in any manner other than as provided for in the adopted budget. The board does have the authority to amend the budget or adopt a supplementary emergency budget to cover unforeseen expenditures.
- The budget must be prepared in accordance with GAAP (generally accepted accounting principles) and state guidelines.
- The budget must be legally adopted before the adoption of the tax rate. However, if a school district has a July 1st fiscal year start date, then a school district must **not** adopt a tax rate until after the district receives the certified appraisal roll for the district required by Section 26.01, Tax Code. Additionally, a school district **must publish a revised notice and hold another public meeting before the district may adopt a tax rate** that exceeds the following: (1) The rate proposed in the notice prepared using the estimate; or (2) The district's rollback rate determined under Section 26.08, Tax Code, using the certified appraisal roll.

Additional information: School Board Policy CE Legal and Local
Budgeting Module (FASRG)

Bus Accident Reporting System (BARS)

The Texas Education Agency's Bus Accident Reporting System (BARS) uses an annual survey to collect information on accidents involving school buses operated or contracted for use by school districts and charter schools, as required by statute and rule. The survey is open for reporting from approximately July 1 through approximately August 31 each year.

In responding to the survey, local education agencies are required to provide the following information for each accident:

- Type of bus involved
- Number of students/adults involved in the accident
- Number and types of injuries that were sustained by bus passengers
- Whether injured passengers were wearing seat belts at the time of the accident and, if so, the type

For Additional Information:

http://tea.texas.gov/Finance_and_Grants/State_Funding/State_Funding_Reports_and_Data/Bus_Accident_Reporting_System/

Buy Board (TASB)

The Local Government Purchasing Cooperative was created to increase the purchasing power of government entities and to simplify their purchasing by using a customized electronic purchasing system, called the BuyBoard.

Membership is open to school districts, cities, counties, and other entities.

For more information: <https://www.tasb.org/Services/BuyBoard.aspx>

CAFR (Comprehensive Annual Financial Report)

The *Comprehensive Annual Financial Report* (CAFR) which includes all funds and account groups of the reporting entity. The CAFR presents the basic financial statements with accompanying RSI, combining and individual fund financial statements, schedules and statistical tables. The CAFR is divided into three sections: introductory, financial and statistical. Texas school districts are not required to prepare a CAFR; however, there are between 40 and 50 school districts that are preparing a CAFR.

Campus Improvement Plans

The Board shall ensure that a District improvement plan and improvement plans for each campus are developed, reviewed, and revised annually for the purpose of improving the performance of all

students. The Board shall annually approve District and campus performance objectives and shall ensure that the District and campus plans:

1. Are mutually supportive to accomplish the identified objectives; and
 2. At a minimum, support the state goals and objectives under Education Code Chapter 4.
- Education Code 11.251(a)*

Each school year, the principal of each school campus, with the assistance of the campus-level committee, shall develop, review, and revise the campus improvement plan for the purpose of improving student performance for all student populations. School Board Policy BQB Legal provides additional guidance related to the structure of the committee and the responsibilities of the committee.

Charter schools and school districts are also required to submit a district and at least two campus improvement plans if their state compensatory education allotment was more than a certain amount for the previous fiscal year. The improvement plans are to be submitted not later than the 150th day after the last day permissible to send data for the PEIMS data FINAL Midyear resubmission 2.

Additional information: BQ Legal & BQB Legal

Cardiopulmonary Resuscitation (CPR)

Staff Training:

A District employee who serves as head director of a school marching band, head coach, or chief sponsor of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the District or UIL must maintain and submit to the District proof of current certification in first aid and cardiopulmonary resuscitation issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. The District shall adopt procedures for administering this requirement, including procedures for the time and manner in which proof of current certification must be submitted. *Education Code 33.086*

Student Training:

For all students who entered grade 7 in the 2010–11 school year and thereafter, the District shall provide instruction to students in grades 7–12 in cardiopulmonary resuscitation (CPR). The instruction may be provided as a part of any course. A student shall receive the instruction at least once before graduation from high school.

CPR instruction must include training that has been developed by the American Heart Association or the American Red Cross or using nationally recognized, evidence-based guidelines for emergency cardiovascular care and incorporating psychomotor skills to support the instruction.

Additional information: EHAC Legal

Texas Administrative Code: 74.38

Career Ladder (Phased out in 1993, Grandfather provisions)

A teacher or librarian who received a career ladder supplement on August 31, 1993, is entitled to at least the same gross monthly salary the teacher or librarian received for the 1994–95 school year as

long as the teacher or librarian is employed by the same district. “Gross monthly salary” includes the amount the teacher or librarian received as a career ladder supplement under Section 16.057, as that section existed January 1, 1993. *Education Code 21.402(f), 21.403(d)*

In addition, a teacher or librarian who was on level two or three of the career ladder is entitled, as long as he or she is employed by the same district, to:

1. Placement on the minimum salary schedule at the step above the step on which the teacher would otherwise be placed, if the teacher or librarian received a career ladder supplement for level two of the career ladder on August 31, 1993; or
2. Placement on the minimum salary schedule at the step two steps above the step on which the teacher would otherwise be placed, if the teacher or librarian received a career ladder supplement for level three of the career ladder on August 31, 1993.

Cash Flow

A cash flow schedule is useful in forecasting daily, monthly and annual cash needs.

Additional information: Cash flow template – ESC 13

<http://www5.esc13.net/finance/>

Cell Phones

Cell phones provided by the school district to an employee were subject to federal taxes if the employee used the phone for personal use through 2011. On September 14, 2011, the Internal Revenue Service issued Notice 2011-72, addressing the tax treatment of employer-provided cell phones. It states that when an employer provides an employee with a cell phone primarily for non-compensatory business reasons, the business and personal use of the cell phone is generally nontaxable to the employee.

A cell phone statement for a district employee may be subject to disclosure under the Public Information Act if the district pays the phone bill directly to the provider, or if the district provides a monetary payment (allowance) to the employee for their personal cell phone (Reference: Attorney General Opinion – OR2002-6813).

State and federal grant funds may not be used to pay for personal cell phones or stipends for cell phones. Cell phone contracts, if any, must be in the name of the organization and not in the name of the employee. Grantees must have a written policy in place to inform employees that organization-issued cell phones may not be used for personal purposes.

Chapter 41

Chapter 41 of the Texas Education Code makes provisions for certain school districts to share their local tax revenue with other school districts. For the purposes of the school finance system in Texas, districts are designated as either property wealthy or property poor. The relative wealth of the school district is measured in terms of the taxable value of property that lies within the school district borders divided by the number of students in *weighted average daily attendance* (WADA).

Chapter 41's provisions are sometimes referred to as the "share the wealth" or "Robin Hood" plan because districts that are deemed to be property wealthy are required to share their wealth with property-poor school districts. The funds that are distributed by the property-wealthy districts are "recaptured" by the school finance system to assist with the financing of public education in school districts that are property poor.

A "Chapter 41 district" is a district that is subject to the provisions of Chapter 41 of the TEC. The determination that a school district is subject to these provisions is based on the TEC, §41.002, which establishes three equalized wealth levels.

Additional information: TEA School Finance Manuals: Chapter 41

http://tea.texas.gov/Finance_and_Grants/State_Funding/Chapter_41_Wealth_Equalization/Chapter_41_Wealth_Equalization/

Child Nutrition

The Texas Department of Agriculture's Food and Nutrition Division administers 12 federal child and special nutrition programs for the State of Texas. The National School Lunch Program (NSLP) is a federally assisted meal program that provides lunches to more than 3 million Texas children in school and residential child care institutions. Lunches must meet federal nutrition guidelines, and are reimbursable to schools based on number of meals served.

<http://www.squaremeals.org/Programs/NationalSchoolLunchProgram.aspx>

A Reimbursement claim must be filed for each month through the TX-UNPS system. The reimbursement rates for lunch, breakfast, and snacks (usually change on an annual basis). Additional information regarding the claim process may be found at:

<http://www.texasagriculture.gov/Home/TXUNPS.aspx>

Code of Federal Regulations (CFR)

The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation. Each volume of the CFR is updated once each calendar year and is issued on a quarterly basis.

<http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>

Concussions

The board of a district with students enrolled who participate in an interscholastic athletic activity shall appoint or approve a concussion oversight team. *Education Code 38.153(a)*

The composition and role of the concussion oversight team is described in School Board Policy FM Legal and TEC 38.153-38.159.

Staff Training:

At least once every two years, the following employees shall take a training course from an authorized provider in the subject matter of concussions: 1) coach of a UIL activity, and 2) athletic trainer and health care professional who serve as a member of a district's concussion oversight team. TEC 38.158

Additional resources: Board Policy DMA Legal and

Conflict of Interest

General Disclosure

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

Specific Disclosures

The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.

School Board Members shall provide to the District in a timely manner information necessary for the District's Annual Financial Management Report (part of the Schools FIRST Report). School Board Policy BBFA Legal and Local.

Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and has a potential conflict of interest as defined at 2 C.F.R. 200.318 shall disclose to the District in writing any conflict that meets the disclosure threshold in Chapter 176 of the Local Government Code.

Local Government Officer Conflict Disclosure Statement (CIS):

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

Conflict of Interest Questionnaire (CIQ):

A vendor to the District shall file any required conflict of interest questionnaire if the person has a business relationship with the District and:

1. Has an employment or other business relationship with an officer of the District, or a family member of the officer, described by Local Government Code 176.003(a)(2)(A); or
2. Has given an officer of the District, or a family member of the officer, one or more gifts with the aggregate value specified by Local Government Code 176.003(a)(2)(B), excluding any gift described by Local Government Code 176.003(a-1).

The records administrator for each district shall maintain a list of local government officers of the entity and shall make that list available to the public and any person who may be required to file a conflict of interest questionnaire. *Local Gov't Code 176.007* [See BBFA]

A district that maintains an Internet Web site shall provide access on the District's Internet Web site to the conflicts disclosure statements and questionnaires required to be filed with the records administrator. *Local Gov't Code 176.009*

Additional information and forms at: https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm

Contracts

The District may execute an insurance contract for a period longer than 12 months, if the contract contains either or both of the provisions described at COMMITMENT OF CURRENT REVENUE, below. If the District executes a multiyear insurance contract, it need not advertise for insurance vendors until the 12-month period during which the District will be executing a new insurance contract. *Atty. Gen. Op. DM-418 (1996)*

All District contracts, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 [A lower threshold may be applicable in a school district's Board Policy CH Local] or more in the aggregate for each 12-month period, shall be made by the method that provides the best value for the District:

1. Competitive bidding.
2. Competitive sealed proposals.
3. A request for proposals for services other than construction services.
4. An interlocal contract.
5. The reverse auction procedure as defined by Government Code 2155.062(d).
6. The formation of a political subdivision corporation under Local Government Code 304.001. *Education Code 44.031(a)*

The purchasing requirements of Education Code 44.031 do not apply to a contract for professional services rendered, including the services of an architect, attorney, or fiscal agent.

The District may contract for professional services rendered by a financial consultant or a technology consultant in the manner provided by Government Code 2254.003, in lieu of the methods provided by Education Code 44.031.

If the contract will be funded with federal grant funds, the EDGAR Appendix II Part 200 Contract Provisions for Non-Federal Entity Contracts Under Federal Awards provisions must be included in the contract. In addition, the contract must include the provisions included in [TEA's Guidance and Best Practices](#).

Copyright Law

Copyright protection subsists, in accordance with United States Copyright Law, 17 U.S.C. 101–1332, in original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or other-wise communicated, either directly or with the aid of a machine or device.

An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by 17 U.S.C. 106, for purposes such as criticism, comment, news

reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. The following factors shall be considered in determining fair use:

1. The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

17 U.S.C. 107

Board Policy CY

CPR & First Aid Certification

A District employee who serves as head director of a school marching band, head coach, or chief sponsor of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the District or UIL must maintain and submit to the District proof of current certification in first aid and cardiopulmonary resuscitation issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. The District shall adopt procedures for administering this requirement, including procedures for the time and manner in which proof of current certification must be submitted.

Education Code 33.086

Creditable Years Experience

The District shall pay each classroom teacher, full-time librarian, full-time counselor, or full-time nurse not less than the minimum monthly salary, based on the employee's level of experience, specified in Education Code 21.402 and 19 TAC 153.1021.

- "Classroom teacher" means an educator who teaches an average of at least four hours per day in an academic or career and technology instructional setting, focusing on the delivery of the Texas Essential Knowledge and Skills, and who holds the relevant certificate from SBEC. Although non-instructional duties do not qualify as teaching, necessary functions related to the educator's instructional assignment, such as instructional planning and transition between instructional periods, should be applied to creditable classroom time.
- "Librarian" means an educator who provides full-time library services and holds the relevant certificate from SBEC.
- "Counselor" means an educator who provides full-time counseling and guidance services and holds the relevant certificate from SBEC.
- "Nurse" means an educator employed to provide full-time nursing and health care services and who meets all the requirements to practice as a registered nurse (RN) pursuant to the Nursing Practice Act and the rules and regulations relating to professional nurse education, licensure, and practice and has been issued a license to practice professional nursing in Texas.

"Full-time" means contracted employment for at least ten months (187 days) for 100 percent of the school day, in accordance with the definitions of school day in Education Code 25.082, employment contract in Education Code 21.002, and school year in Education Code 25.0 1.19 TAC 153.1022(a)

The Commissioner's rules determine the experience for which a teacher, librarian, counselor, or nurse is to be given credit in placing the teacher, librarian, counselor, or nurse on the minimum salary schedule. The District shall credit the teacher, librarian, counselor, or nurse for each year of experience, whether or not the years are consecutive. *Education Code 21.402(a), 21.403(c); 19 TAC 153.1022*

Commissioner's Rules for Creditable Years of Experience:
<http://ritter.tea.state.tx.us/rules/tac/chapter153/ch153cc.html#153.1021>

Deferred Revenue

Deferred revenue refers to an item that will initially be recorded as a liability, but is expected to become an asset over time and/or through the normal operations of the business. Deferred revenue is sometimes called unearned revenue because it is typically for the subsequent fiscal year. All funds received at the end of the fiscal year (6/30 or 8/31) that have not been earned, are posted to a liability account (2310), until the funds are earned at which time they are posted to a revenue account (5XXX).

District Improvement Plan

The District shall have a District Improvement Plan that is developed, evaluated, and revised annually, in accordance with District policy, by the Superintendent with the assistance of the District-level committee. The purpose of the District improvement plan is to guide District and campus staff in the improvement of student performance for all student groups in order to attain state standards in respect to the academic excellence indicators.

Charter schools and school districts are also required to submit a district and at least two campus improvement plans if their state compensatory education allotment was more than a certain amount for the previous fiscal year. The improvement plans are to be submitted not later than the 150th day after the last day permissible to send data for the PEIMS data FINAL Midyear resubmission 2.

Additional information: BQ Legal

District Reporting Schedule (Calendar of Due Dates)

The charts below provide information about district reporting and data submission schedules.

http://www.tea.state.tx.us/index2.aspx?id=2147499886&menu_id=680

Donations

All bequests of property for the benefit of the public schools shall, when not otherwise directed by the grantor, vest the property in the Board. Funds or other property donated, or the income therefrom, may be expended:

1. For any purpose designated by the donor that is in keeping with the lawful purposes of the schools that are to benefit from the donation; or
2. For any legal purpose if the donor designated no specific purpose. *Education Code 11.156*

All gifts or bequests shall be included among the total receipts of the District which are reported in the annual financial statement. *Local Gov't Code 140.005*

School Board Policy CDC

Drug Free Statement

A district that receives a federal grant must agree to provide a drug-free workplace by:

1. Publishing a statement notifying employees of the requirements of the federal Drug-Free Workplace Act (DFWA) and requiring that each employee be given a copy of the statement [see DI(EXHIBIT)];
2. Establishing a drug-free awareness program for employees pursuant to the DFWA;
3. Notifying the granting agency within ten days after receiving notice that an employee has been convicted under a criminal drug statute;
4. Imposing a sanction on an employee who is convicted of such a violation; and
5. Making a good faith effort to continue to maintain a drug-free workplace.

41 U.S.C. 702(a)(1); 49 CFR pt. 32

A district that has 15 or more employees shall adopt a policy for elimination of drug abuse and must provide their employees with a copy of the policy on or before the first day of employment.

Districts that comply with the DFWA must amend their policies to include alcoholic beverages. 28 TAC 169.1, 169.2

Board Policy DH

D-U-N-S (Data Universal Numbering System)

A Dun & Bradstreet DUNS is a unique nine-digit number used to track all businesses. To request or look-up a DUNS, refer to the website noted below.

http://www.dnb.com/US/duns_update/index.html

E-Rate Frequently Asked Questions:

E-Rate is the common name for the Schools and Libraries Universal Service Support Mechanism. E-Rate provides discounts to assist schools and libraries to obtain affordable telecommunication services and Internet access. The Universal Service Administrative Company (USAC) administers the program at the direction of the Federal Communications Commission (FCC). USAC's Schools and Libraries Division (SLD) administers the program.

Discounts are provided in two priorities. Priority I includes telecommunications services and Internet access. Priority II includes Internal Connections and Basic Maintenance. The discounts range from 20 to 90 percent of the costs of eligible services, depending on the level of poverty, as

determined by the percentage of children eligible for the National School Lunch Program, and the urban/rural status of the population served.

To receive E-Rate discounts, schools and libraries must competitively bid all eligible services on the [Schools and Libraries \(E-Rate\)](#) website and, after a minimum of 28 days, select the most cost-effective proposal. Schools and libraries then apply for E-Rate discounts. If approved, schools and libraries receive discounts through direct discounted bills or the reimbursement process.

Additional information at TEA's E-Rate Weblink: <http://tea.texas.gov/index2.aspx?id=2147501610>

EDGAR (Education Department General Administrative Regulations)

The new regulations from the Office of Management and Budget (OMB), codified as [Title 2 of the Code of Federal Regulations \(2 CFR\) Part 200](#), were incorporated into general federal regulation on Dec. 26, 2014. The new regulations govern all federal grants awarded by the US Department of Education (USDE) to the state or to an LEA on or after that date. Grants awarded before Dec. 26, 2014, will continue to be governed by the OMB circulars that were in effect when the grant was awarded.

TEA has developed the following preliminary guidance document applicable to all federally funded grant programs administered by the agency. Except where a question specifies a particular type of subgrantee, such as an education service center (ESC), all responses are intended for TEA subgrantees, primarily independent school districts (ISDs), charter schools, and ESCs. USDE may issue EDGAR guidance in June 2015. This FAQ will be updated as further information becomes available.

[New EDGAR Regulations FAQ](#) (PDF)

To comply with EDGAR, every district should have *written* policies and procedures regarding the management of federal grant funds. At a minimum, according to TEA, each district must have policies and procedures in the following areas:

Policies	Procedures
Local capitalization	Cash Management: Payments
Conflict of Interest	Allowability of Costs
Mandatory Disclosure	Equipment Management
Conflict of Interest: Procurement (Gratuities)	Procurement
Compensation & Benefits	Self-certifying Procurement Procedures
Improving working conditions (employee welfare)	Centralized service costs
Travel: Allowable, rates, participation, etc.	Professional Service Contracts
Accounting	Accounting
	Compensation: Fringe allocated to federal awards

EEO-5 Survey Report

The EEO-5 Report, formally known as the **Elementary-Secondary Staff Information Report**, is a joint requirement of the EEOC, and the Office for Civil Rights (OCR) and the National Center for Education Statistics (NCES) of the Department of Education. It is conducted biennially, in the even numbered years, and covers all public elementary and secondary school districts with 100 or more employees in the United States.

Due date: November 30th

Additional information:

<http://www.eeoc.gov/employers/reporting.cfm>

Emergency Operations Plan

Each district shall adopt and implement a multi-hazard emergency operations plan for use in District schools. The plan must address mitigation, preparedness, response, and recovery as defined by the Commissioner in conjunction with the governor's office of homeland security. The plan must provide for:

1. District employee training in responding to an emergency;
2. Mandatory school drills to prepare District students and employees for responding to an emergency;
3. Measures to ensure coordination with local emergency management agencies, law enforcement, and fire departments in the event of an emergency; and
4. The implementation of a required security audit.

At least once every three years, the District shall conduct a security audit of the District's facilities. To the extent possible, the District shall follow security audit procedures developed by the Texas School Safety Center or a comparable public or private entity. The District shall report the results of the security audit to the Board. *Education Code 37.108*

Additional information at TEA's Webpage: <http://www.tea.state.tx.us/index4.aspx?id=2147510501>

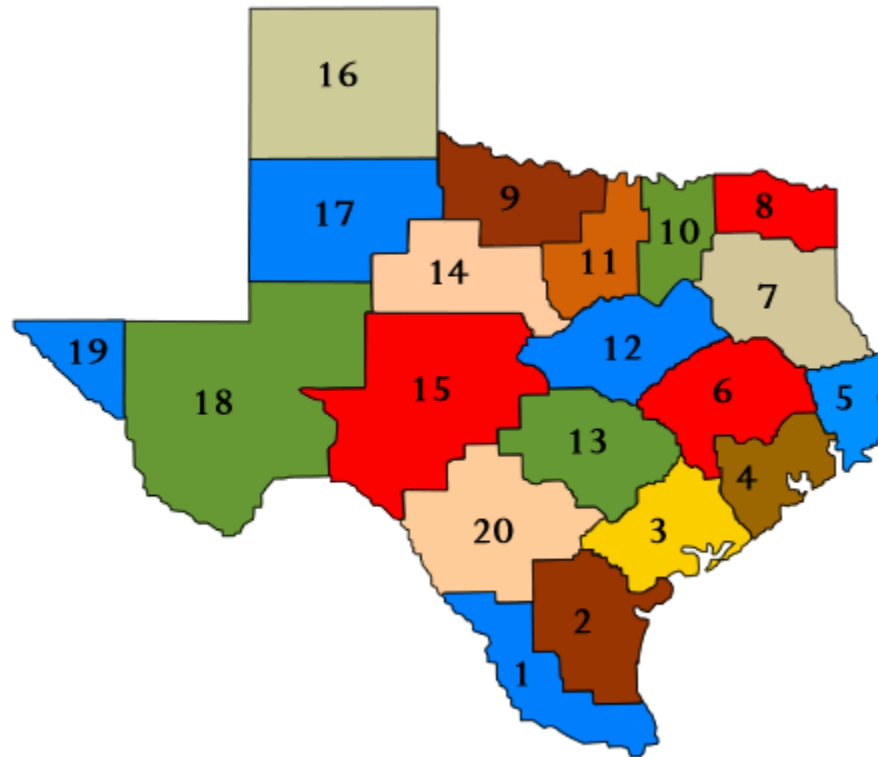
Energy Management

The Board shall establish a long-range energy plan to reduce the District's annual electric consumption by five percent beginning with the 2008 state fiscal year and consume electricity in subsequent fiscal years in accordance with the District's energy plan. The plan must include the strategies as noted in TEC 44.902 and School Board Policy CL Legal.

The District shall record in an electronic repository the District's metered amount of electricity, water, or natural gas consumed for which it is responsible to pay and the aggregate costs for those utility services. The District shall report the recorded information on a publicly accessible Internet Web site with an interface designed for ease of navigation if available, or at another publicly accessible location. *Gov't Code 2265.001*

ESCs

Twenty (20) regional education service agencies within Texas assist school districts in improving student performance and increasing the efficiency and effectiveness of school operations. We are a non-regulatory agency; our relationship with school districts is collaborative and supportive.



Link to all ESCs:

http://www.tea.state.tx.us/regional_services/esc/

Existing Debt Allotment - EDA

Created by the Texas Legislature in 1999, the EDA program provides tax rate equalization for local debt service taxes. By providing a guaranteed yield on interest and sinking fund (I&S) taxes levied by school districts to pay the principal of and interest on eligible bonds, the program guarantees a specific amount of state and local funds per student for each cent of tax effort up to \$0.29 per \$100 of assessed valuation. Currently, the guaranteed yield for EDA provides \$35 per student in average daily attendance (ADA) per penny of tax effort.

The program operates without applications and has no award cycles.

Additional Information:

Facility Standards

All new facilities and major space renovations approved by the Board after January 1, 2004, shall meet the facility standards established by the Commissioner as set out in Texas Administrative Code Title 19, Chapter 61.1036. Other renovations associated with repair or replacement of architectural interior or exterior finishes, fixtures, equipment, and electrical, plumbing, and mechanical systems are not subject to space or educational adequacy requirements, but must meet construction quality standards. *Education Code 46.008; 19 TAC 61.1036*

TAC – Commissioners Rules Concerning School Facilities:

<http://ritter.tea.state.tx.us/rules/tac/ch061cc.html>

All plans and specifications for construction or for the substantial renovation, modification, or alteration of a building or facility that has an estimated construction cost of \$50,000 or more shall be submitted to the Department of Licensing and Regulation for review and approval. The District as owner of the building or facility may not allow an application to be filed with a local governmental entity for a building construction permit related to the plans and specifications or allow construction, renovation, modification, or alteration of the building or facility to begin before the date the plans and specifications are submitted to the Department by the architect, interior designer, landscape architect, or engineer.

Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) , which prescribes standards for the basic minimum wage and overtime pay, affects most private and public employment. It requires employers to pay covered employees who are not otherwise exempt at least the federal minimum wage and overtime pay of one-and-one-half-times the regular rate of pay. For nonagricultural operations, it restricts the hours that children under age 16 can work and forbids the employment of children under age 18 in certain jobs deemed too dangerous. For agricultural operations, it prohibits the employment of children under age 16 during school hours and in certain jobs deemed too dangerous. The Act is administered by the Employment Standards Administration's Wage and Hour Division within the U.S. Department of Labor.

The four major provisions of the FLSA:

- Minimum Wage
- Overtime
- Child Labor
- Recordkeeping

Additional information:

<http://www.dol.gov/whd/flsa/>

Family and Medical Leave Act (FMLA)

Covered employers must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; **or**
- to take medical leave when the employee is unable to work because of a serious health condition.

A final rule effective on January 16, 2009, updates the FMLA regulations to implement new military family leave entitlements enacted under the National Defense Authorization Act for FY 2008.

Additional information:

<http://www.dol.gov/dol/topic/benefits-leave/fmla.htm>

Family Education Rights & Privacy Act – (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." The District shall give parents of students in attendance and eligible students in attendance annual notification of their rights under the Family Educational Rights and Privacy Act of 1974 and of the places where copies of this policy may be located, including notice of the right to file complaints concerning alleged failures by the District to comply with the provisions of the Act. The District shall effectively notify parents of students who have a primary or home language other than English. *20 U.S.C. 1232g(e); 34 CFR 99.7*

Additional information: School Board Policy GRAC Legal, FL Legal

Felony Conviction Notice & Criminal Background Checks - Vendors

Before entering into a contract with the District, a person or business must give notice to the District if the person or an owner or operator of the business has been convicted of a felony. The District may terminate a contract with a person or business if the District determines that the person or business failed to give such notice or misrepresented the conduct resulting in the conviction. The District must compensate the person for services performed before the contract terminated. *Education Code 44.034*

A person who, on or after January 1, 2008, is offered employment by an entity that contracts with the District must submit to a national criminal history record information review if:

1. The employee or applicant has or will have continuing duties related to the contracted services; and
2. The employee or applicant has or will have direct contact with students.

The person must submit to the review before being employed or serving in a capacity described above. An entity contracting with the District shall obtain all criminal history record information that relates to a person described above through the criminal history clearinghouse as provided by Government Code 411.0845. The entity shall certify to the District that the entity has received all criminal history record information relating to the person.

The District may obtain the criminal history record information of a person to whom this section applies through the criminal history clearinghouse as provided by Government Code 411.0845.
Education Code 22.0834(a)-(e)

Financial Accountability System Resource Guide (FASRG)

The *Financial Accountability System Resource Guide (FASRG)* describes the rules of financial accounting for school districts, charter schools, and education service centers. The *FASRG* is adopted by 19 Texas Administrative Code §109.41.

Eleven (11) modules: Financial Accounting & Reporting (FAR), Budgeting, Purchasing, Auditing, Site Based Decision Making (SBDM), Accountability, Data Collection & Reporting, Management, State Compensatory Education, Special Supplement – Charter Schools, and Special Supplement – Non-Profit Charter School Chart of Accounts

http://www.tea.state.tx.us/index4.aspx?id=1222&menu_id=645&menu_id2=789

Financial Mandates on School Districts

An objective of the TASBO report on Financial Mandates on School Districts is to provide insights into financial management-related mandates in the Texas public school system. This publication was compiled by TASBO and is posted on the TASBO website.

<http://tasbo.org/resources/publications>

Financial Solvency Review

The purpose of the financial solvency review is to anticipate future financial solvency of Texas public school districts and open-enrollment charter schools. The review is designed to alert school districts and open-enrollment charter schools to circumstances that could lead to financial insolvency.

Financial solvency review data.

- (1) In its financial solvency review, the Texas Education Agency (TEA) will use the following data, which are available to the TEA through existing data sources:
 - (A) annual financial audits for the past two school years;
 - (B) PEIMS financial actual data for the past two school years;
 - (C) PEIMS financial budget data for the current year and the past two school years;
 - (D) PEIMS staff data for the current year and the past two school years;
 - (E) PEIMS student data for the current year and the past two school years; and
 - (F) school district tax rate data.
- (2) In its financial solvency review, the TEA will use the following additional information, which the TEA will request from school districts and open-enrollment charter schools:
 - (A) first-quarter school district and open-enrollment charter school financial data for the current school year; and
 - (B) school district and open-enrollment charter school comments.

Additional information: TAC 109.1101 Financial Solvency Review:
<http://ritter.tea.state.tx.us/rules/tac/chapter109/ch109aa.html#109.1005>

Fire drills

Local fire codes and state fire safety rules require monthly fire exit drills in all schools (public and private), grades K thru 12. All students, teachers and staff are required to participate in the monthly fire exit drills. Fire exit drills should be conducted at different times during the day and on varying days each month.

Effective March 8, 2004, schools are required to maintain fire drill and fire prevention education forms in the school or district office and make them available to local or state officials upon request. The schools should keep forms for three years.

Requirements: <http://www.tdi.state.tx.us/fire/documents/fmfiredrillreq.pdf>

Form: <http://www.tdi.texas.gov/fire/fmdrill.html>

Fiscal Year

School districts or charter schools may choose a fiscal year that begins on either July 1 or Sept. 1 of each year. A school fiscal year that begins July 1 will end on June 30 of the next calendar year. In lieu of making the change, districts or charter schools may continue the current fiscal year reporting period that begins on Sept. 1 and ends on Aug. 31 of the next calendar year.

If a school decides to change their fiscal year start date a Notification of Intent to Change the Fiscal Year Start Date form must be filed with the Texas Education Agency. The form should be filed no later than June 30, one year before the new fiscal year start date. In addition to the form, an approved copy of the School Board Minutes approving this change must be included. If the school district or charter school submits a form and then decides not to change or decides to change back to a Sept. 1 start date, a new form must be submitted.

Additional information can be found in the Financial Accounting and Reporting (FAR) §1.1.12 and Budgeting §2.10.2 modules in the *Financial Accountability System Resource Guide* and in the Texas Education Code (TEC) §44.0011.

School Board Policy CE Legal and Local provide additional information regarding the fiscal year and the budget process.

Additional information at: http://www.tea.state.tx.us/index4.aspx?id=3874&menu_id=645

Fraud

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other District assets, including employee time.
4. Impropriety in the handling of money or reporting of District financial transactions.
5. Profiteering as a result of insider knowledge of District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the District.
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy. [See DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failure to provide financial records required by state or local entities.
11. Failure to disclose conflicts of interest as required by law or District policy.
12. Any other dishonest act regarding the finances of the District.

The Superintendent or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

Additional information: School Board Policy CAA Local

FSP Allotments

A school district must spend the required percentage of the FSP allotment for Bilingual Education, Gifted and Talented, Special Education, Compensatory Education and Career and Technology Education. The current percentages are:

Special Education	52%
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Career & Technology	58%
Gifted & Talented	55%
Compensatory Education	52%
Bilingual/ESL	52%

Total direct costs which will be considered for compliance monitoring purposes are: expenditures coded by the school district to specific program intent codes (PICs), plus Allocations of Expenditures to program intent codes (PICs) from Undistributed PIC (99) based upon instructional FTEs plus Expenditures associated with a school district as a member of a shared services arrangement which are coded to specific PICs.

FTE

Full-Time Equivalent measures the extent to which one individual or student occupies a full-time position or provides instruction, e.g., a person who works four hours a day or a student that attends a half of a day represents a .5 FTE.

The Staff FTEs are reported through the PEIMS Fall Submission. The teacher FTEs must be representative of the students served as evidenced by the campus master schedule.

The PEIMS Edit+ report titled, *Staff Data Review* provides a summary level report of the staff FTEs for each campus and for the district. Staff FTEs by Population Served Code are also included in the report.

Fund Balance

The difference between assets and liabilities reported in a governmental fund. An Optimum Fund Balance schedule is an optional schedule in the Annual Financial Report.

In accordance with GASB 54, a school district shall report governmental fund balances per GASB 54 definitions in the balance sheet as follows:

- Non-spendable
- Restricted
- Committed
- Assigned
- Unassigned

Excerpt from the FASRG, FAR Module is illustrated below:

1.2.9.2 Post-GASB 54 (Fiscal years ending in 2011 and later)

Elements of Fund Balance Post-GASB 54

<p>NONSPENDABLE Not spendable in any form.</p>		<p>Inventories (3410) Long-Term Receivables (3415) Endowment Principal (3425) Prepaid Items (3430) Other (3445)</p>
<p>RESTRICTED Restrictions imposed by law or other regulations.</p>		<p>Federal and State Programs (3450) Retirement of Long-Term Debt (3480) Construction/Capital Assets (3470) Other (3490)</p>
<p>COMMITTED Committed by Board action until the Board reverses or changes the committed funds.</p>		<p>by Board action Construction (3510) Claims and Judgments (3520) Retirement of Loans/Notes Payable (3525) Capital Expenditures (3530) Self-Insurance (3540) Other (3545)</p>
<p>ASSIGNED Board or delegate assigns the funds for a specific purpose or intention.</p>		<p>by designee action Construction (3550) Claims and Judgments (3560) Retirement of Loans/Notes Payable (3565) Capital Expenditures (3570) Self-Insurance (3580) Other (3590)</p>
<p>UNASSIGNED Fund balances other than the other 4 categories.</p>		<p>Available for Any Legal Expenditure (3600)</p>

Note: The specific categories of designations and reservations indicated above are not all-inclusive.

The Board of Trustees shall approve all commitments by formal action. The action to commit funds must occur prior to fiscal year-end, to report such commitments in the balance sheet of the respective period, even though the amount may be determined subsequent to fiscal year-end. A commitment can only be modified or removed by the same formal action.

The Board may delegate authority to assign funds balances. The authority should be granted through approval of a resolution.

Gas Line Testing

At least every two years, before the beginning of the school year and in strict compliance with the time frames established by Railroad Commission rule, the District shall pressure test the natural

gas piping system in each District facility. The testing may be performed on a two-year cycle under which the District pressure tests the natural gas piping system in approximately one-half of the facilities each year. If the District operates one or more District facilities on a year-round calendar, the pressure test in each of those facilities shall be conducted and reported not later than July 1 of the year in which the pressure test is performed. *Utilities Code 121.502; 16 TAC 8.230(c)(4)*

The pressure test shall determine whether the natural gas piping downstream of a District facility meter holds at least normal operating pressure over a specified period determined by the Railroad Commission. During the pressure test, each system supply inlet and outlet in the facility must be closed. The pressure test shall be performed by a person qualified in accordance with the testing procedures established by Railroad Commission rules. At the District's request, the Railroad Commission shall assist the District in developing a procedure for conducting the test. *Utilities Code 121.503; 16 TAC 8.230(c)(2), (3)*

The District shall provide written notice to the District's natural gas supplier specifying the date and result of each pressure test or other inspection. The supplier shall develop procedures for receiving such written notice from the District. *Utilities Code 121.504(a); 16 TAC 8.230(c)(1)*

At least biennially, the District shall perform pressure tests for leakage on the LP-gas piping system in each District facility before the beginning of the school year. The District may perform the pressure tests on a two-year cycle under which the tests are performed for the LP-gas piping systems of approximately half of the facilities each year. If the District operates one or more District facilities on a year-round calendar, the pressure test in each of those facilities must be conducted and reported not later than July 1 of the year in which the test is performed. A test performed under a municipal code satisfies the pressure testing requirements.

Natural Resources Code 113.352; 16 TAC 9.41

GASB 34

In June 1999, GASB introduced the new financial reporting model in Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments ("GASB 34"). The Statement integrates the traditional focus of government fund financial statements, relating to fiscal accountability and the modified accrual basis of accounting, with new forms of reporting to meet users' needs for longer-term financial information, and to ensure that the operational accountability objective of governments is fulfilled.

The main components of GASB Statement No. 34 are:

Management's Discussion & Analysis (MD&A) as Required Supplementary Information (RSI)

Basic Financial Statements

Government-Wide Financial Statements

Fund Financial Statements

Notes to Financial Statements

Required Supplementary Information other than MD&A

http://www.tea.state.tx.us/index4.aspx?id=1222&menu_id=645&menu_id2=789

Grants & Federal Fiscal Compliance

The Office for Grants and Federal Fiscal Compliance is responsible for managing all discretionary and formula grants, ensuring the agency's compliance with the fiscal requirements of federal grants, and conducting monitoring and grant reviews of federal grant subrecipients. The functions of each of its three divisions are described in more detail below.

Division of Grants Administration

This division provides centralized administration of all formula and discretionary state-appropriated funds and federal grant funds awarded to TEA. As authorized by state and federal law, the division is responsible for administering all grant funds awarded to subrecipients in support of programs and initiatives to improve student performance and the high school graduation rate.

For more information, please visit the [Division of Grants Administration](#) website.

Division of Federal Fiscal Compliance and Reporting

This division ensures that the agency complies with the fiscal requirements of federal grants, such as maintenance of effort, comparability, and various reporting requirements.

For more information, please visit the [Division of Federal Fiscal Compliance and Reporting](#) website.

Division of Federal Fiscal Monitoring

This division monitors the expenditures of federal grant subrecipients for compliance with various fiscal requirements. It also conducts reviews of federal grant subrecipients to ensure that federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of contracts or grant agreements.

For more information, please visit the [Division of Federal Fiscal Monitoring](#) website.

Grant expenditures reporting:

The Texas Education Agency (TEA) utilizes a web-based expenditure reporting (ER) system for reporting grant expenditures. This system is used for both formula and discretionary grants. Users are able to access "real-time" information on the status of their payments and have access to comments TEA makes with regard to particular payment requests.

All district personnel needing access to ER are required to have an individual TEAL/TEASE ID and password to sign into ER.

Expenditure Reporting Guidance is available at the TEA website as noted below:

- [Expenditure Reimbursement Requiring Manual Approval](#) (PDF)
- [Expenditure Reporting \(ER\) Reference and Training Manual](#) (PDF)
- [TEA Payment Report Instructions](#)
- [Refund Information](#)
- [Request to Extend Expenditure Reporting Deadline](#)
- [Use of Expenditure Reporting to Receive Payments](#)

Grant Management Resources (TEA website):

There are numerous grant management resources posted on the TEA Website. The following are among the resources:

- The [General and Fiscal Guidelines](#) page of the TEA website links to two versions of the guidelines, which are applicable as follows:
 - The version titled "General and Fiscal Guidelines (through Dec. 25, 2014)" applies to grants issued before Dec. 26, 2014.
 - The version titled "General and Fiscal Guidelines: The New EDGAR" applies to grants issued on or after Dec. 26, 2014.
- Guidelines for Amendments - [When to Amend the Application](#) (PDF), accompanied by a [training presentation](#) (PPT).
- [Grant Management Handbook](#) (PDF)
- [Indirect Cost Handbook](#) (PDF)
- [Supplement, Not Supplant Handbook](#) (PDF)
- [Federal Time and Effort Reporting Guidance Handbook for LEAs](#) (PDF)
- [Capital Outlay Guidance for 2013-2014 School Year and Beyond](#) (PDF)
- [Cost Principles Applicable to All Open-Enrollment Charter Schools: OMB A-87](#)
- [Corrective Actions Related to Federal Grants](#)
- [Travel Guidelines and Current Reimbursement Rates](#)
- [Substitute System of Time-and-Effort Reporting](#)

TEA has developed the numerous resources related to the new federal regulations (EDGAR). Additional information is available at:

http://tea.texas.gov/Finance_and_Grants/Grants/Administering_a_Grant/The_New_EDGAR/

Guaranteed Yield

A specified amount that a school district, no matter what its property wealth, is guaranteed per weighted student for each cent of tax effort over that required for the district's local fund assignment. The guaranteed yield is made up of both state and local funds.

Health Advisory Council

The Board shall establish a local school health advisory council to assist the District in ensuring that local community values and health issues are reflected in the District's health education instruction.

The Board shall appoint members to the council, a majority of which must be parents of students enrolled in the District and who are not employed by the District. The Board may also appoint one or more public school teachers, public school administrators, District students, health-care professionals, members of the business community, law enforcement representatives, senior citizens, clergy, representatives of nonprofit health organizations, or representatives of another group. [See EHAA]

Highly Qualified Teachers

Section 1119 of the No Child Left Behind Act (NCLB) focuses on improving teacher quality at the local level. To achieve this goal, the act requires all teachers teaching core subject academic areas to meet specific competency and educational requirements. Teachers who meet these requirements are considered “Highly Qualified.”

Teachers are required to be highly qualified if they are the Teacher of Record providing direct instruction to students in any core academic subject area, including English, reading or language arts, mathematics, science, foreign languages (languages other than English), civics and government, economics, arts, history, and geography. Highly qualified teachers must:

- Hold at least a bachelor’s degree;
- Be fully certified to teach in Texas; and
- Demonstrate competency in their core academic subject area.

[Guidance for Implementation of NCLB Highly Qualified Teacher Requirements](#) (PDF, 823KB), updated Sept. 5, 2014.

Additional information:

http://tea.texas.gov/About_TEA/Laws_and_Rules/NCLB_and_ESEA/Highly_Qualified_Teachers/Highly_Qualified_Teachers/

High School Allotment

The High School Allotment (HSA) was created by the Texas Legislature in 2006 to:

- prepare underachieving students to enter institutions of higher education
- encourage students to pursue advanced academic opportunities
- provide opportunities for students to take academically rigorous courses
- align secondary and postsecondary curriculum and expectations
- support other promising high school completion and success initiatives in Grades 6-12 approved by the commissioner of education

Districts may use funds for campus-level or district-wide initiatives for students in grades 6-12. Please see [Commissioner's Rules Concerning High School Allotment](#) for detailed allowable uses of these funds.

The [High School Allotment Guide](#) provides information on the use of the High School Allotment.

Additional information at: <http://tea.texas.gov/index4.aspx?id=4181>

I-9 Form

Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States.

Form I-9 is made up of three sections. Employers may be fined if the form is not complete. Employers are responsible for retaining completed forms. Guidance related to the sections is noted below:

- Newly hired employees must complete and sign Section 1 of Form I-9 **no later than the first day of employment**. Section 1 should never be completed before the employee has accepted a job offer.
- Employers or their authorized representative must complete Section 2 by examining evidence of identity and employment authorization **within 3 business days** of the employee's first day of employment.
- Employers or their authorized representatives should complete Section 3 when re-verifying that an employee is authorized to work. When re-hiring an employee within 3 years of the date Form I-9 was originally completed, employers have the option to complete a new Form I-9 or complete Section 3.

Additional information at: <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

IFA (Instructional Facilities Allotment)

The IFA program was enacted by House Bill 1 of the 75th Legislature. The program provides assistance to school districts in making debt service payments on qualifying bonds **or** lease-purchase agreements. Bond or lease-purchase proceeds must be used for the construction or renovation of an instructional facility.

A district that constructs a new instructional facility or conducts a major renovation of an existing instructional facility using Instructional Facilities Allotment funds shall consider, in the design of the instructional facility, security criteria developed by the Texas School Safety Center. *Education Code 46.0081*

Additional information at: <http://tea.texas.gov/index2.aspx?id=5516>

Impact Aid

Title VIII - Impact Aid Program of the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind Act (NCLB) was designed to assist local school districts that have lost property tax revenue due to the presence of tax-exempt Federal property, or that have experienced increased expenditures due to the enrollment of federally connected children, including children living on Indian lands. The Impact Aid law provides assistance to local school districts

with concentrations of children residing on Indian lands, military bases, low-rent housing properties, or other Federal properties and, to a lesser extent, concentrations of children who have parents in the uniformed services or employed on eligible Federal properties who do not live on Federal property.

Many school districts in Texas submit an annual application to the U.S. Department of Education Impact Aid Office. The annual application is due on January 31st.

Important Submission Dates

School Financial Audits Important Dates		
Item	Due Date	Submission Format
Annual Financial Report	January 28th (or Nov 27th, if June 30th fiscal year end)	Paper Copy, PDF & GASB text file (GASB file not required from charter schools)
Depository Contract - ISD	June 15th (2 year term, may be extended once)	3 completed and signed original contracts, Competitive Bid Data sheet & accepted bid form (or original board resolution to extend)
Depository Contract - Charter School	November 1st (every year)	Completed and signed Depository Contract for Funds of Open-Enrollment Charter Schools (or if no changes a statement to this effect)
Indirect Cost Rate	May 30th (last day for changes)	Included in Annual Financial Report GASB text file (does not apply to charter schools)
Fiscal Year Change	August 31st (of the year preceding start date change)	Form FIN-003 (include copy of board minutes if submitted after August 31st)
SCE District & Campus Plans and Local Evaluation	150 days after PEIMS Midyear submission (typically, the latter part of July)	PDF
Superintendent Buyout	60 days following payment(s) or agreement to make payment(s), whichever is sooner	Form AUD001R01, settlement agreement & employment contract (does not apply to charter schools)

For additional information:

Indirect Costs

The US Department of Education (USDE) has given TEA authority to issue indirect cost rates for independent school districts (ISDs), open-enrollment charter schools, and certain other government entities. To recover any indirect costs, these grantees must request and receive a new indirect cost rate for every fiscal year.

Grantees that receive their indirect cost rates from TEA use the rates to recover their organization-wide administrative costs of managing federal grants, such as costs related to accounting, budgeting, purchasing, auditing, and payroll processing. TEA allows these grantees to use indirect cost rates to recover the organization-wide administrative costs of managing state grants as well.

Effective September 1, 2014, ISDs must submit their annual requests to TEA for an indirect cost rate using a new Indirect Cost Rate Proposal (ICRP). The ICRP is part of a new delegation agreement to TEA recently approved by USDE.

Additional information at:

http://tea.texas.gov/Finance_and_Grants/Grants/Federal_Fiscal_Compliance_and_Reporting/Indirect_Cost_Rates/Indirect_Cost_Rates/

Insurance

District should purchase various lines of insurance: property, boiler, auto, school board legal, workers compensation, unemployment, crime/dishonesty, general liability, etc.

A contract for the purchase of insurance is a contract for the purchase of personal property and shall be made in accordance with Education Code 44.031 or 44.033. *Education Code 44.031, 44.033; Atty. Gen. Op. DM-347 (1995)*

The District may execute an insurance contract for a period longer than 12 months, if the contract contains either or both of the required provisions. If the District executes a multiyear insurance contract, it need not advertise for insurance vendors until the 12-month period during which the District will be executing a new insurance contract. *Atty. Gen. Op. DM-418 (1996)*

Instructional Materials Allotment (IMA)

Legislation from the 82nd Texas Legislature, First Called Session, 2011, created an Instructional Materials Allotment (IMA) for the purchase of instructional materials, technological equipment and technology-related services. The IMA is described below:

A school district is entitled to an annual allotment from the state instructional materials fund for each student enrolled in the district on a date during the preceding school year specified by the commissioner. The commissioner shall determine the amount of the allotment per student each year on the basis of the amount of money available in the state instructional materials fund. An allotment

under this section shall be transferred from the state instructional materials fund to the credit of the district's instructional materials account as provided by Section 31.0212.

Additional information:

http://tea.texas.gov/Curriculum_and_Instructional_Programs/Instructional_Materials/Instructional_Materials_Allotment/Instructional_Materials_Allotment/

Inter-Local Agreements

To increase efficiency and effectiveness, the District may contract or agree with other local governments and with state agencies, including the comptroller, to perform some of its purchasing functions. *Gov't Code 791.001, 791.011, 791.025*

An interlocal contract must be authorized by the Board and the governing body of each contracting party; must state the purpose, terms, rights, and duties of the contracting parties; and must specify that each party paying for the performance of governmental functions or services shall make those payments from current revenues available to the paying party. An interlocal contractual payment must be in an amount that fairly compensates the performing party for the services or functions performed under the contract. The contract may be renewed annually. *Gov't Code 791.011(d)–(f)*

Internal Controls

The FASRG defines internal controls as a process effected by an entity's board of trustees, management and other personnel designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- Reliability of financial reporting
- Effectiveness and efficiency of operations
- Compliance with applicable laws and regulations"

Internal controls are defined by EDGAR (200.61) as a process implemented by a non-Federal entity, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations;
- Reliability of reporting for internal and external use; and
- Compliance with applicable laws and regulations.

Districts should develop and implement internal control procedures.

Interest & Sinking (I&S) Tax Rate:

The tax rate calculated to provide the revenues needed to cover Interest and Sinking (I&S) (also referred to as Debt Service). I&S includes the interest and principal on bonds and other debt secured by property tax revenues.

Interest on Overdue Payment

Government Code 2251.025 includes information related to interest payments:

- (a) A payment begins to accrue interest on the date the payment becomes overdue.
- (b) Interest accrues on an overdue payment at the rate of one percent each month.
- (c) Interest on an overdue payment stops accruing on the date the governmental entity or vendor mails or electronically transmits the payment. In this subsection, "governmental entity" does not include a state agency.
- (d) This subsection applies only if the comptroller is not responsible for issuing a warrant or initiating an electronic funds transfer to pay the principal amount owed by a state agency to a vendor. The accrual of interest on an overdue payment to the vendor:
 - (1) stops on the date the agency mails or electronically transmits the payment; and
 - (2) is not suspended during any period that a payment law prohibits the agency from paying the vendor.

Text of subsec. (e) as added by Acts 2001, 77th Leg., ch. 1158, § 66
Government Code § 2251.025.

Internet Postings

TASBO has compiled and posted a listing of required Internet Postings.

<http://www.tasbo.org/resource/tools-templates>

Inventory (Warehouse Operations)

Inventory items of materials, supplies, etc., may be considered expenditures/expenses either when purchased (purchases method) or when used (consumption method), but significant amounts of inventory shall be reported on the balance sheet (Object Code 1300).

Governmental accounting generally requires that amounts spent for the purchase of goods be recorded as an expenditure at the time of the purchase. An exception to this general rule is made for inventory. If the amount of inventory on hand at year end is significant, the value of such inventory should be recorded on the balance sheet as an asset. Since the fiscal year end of school districts often coincides with the start of a new school year, it is not uncommon for many school districts to have a relatively high level of inventory at year end. This inventory should be disclosed on the balance sheet and the method of accounting for inventory should be disclosed in the footnotes to the financial statements. School districts often distribute inventoried supplies to schools prior to fiscal year end to accommodate the beginning of the new academic school year. Such inventories in schools either may be included in inventory at year end if they have not been consumed or may be expensed in the year of distribution.

There are two methods by which the quantity of inventory can be determined at the end of the fiscal year: the perpetual inventory system or the periodic inventory system. Under the periodic inventory system, the inventory is physically counted on the last day of the period under review. A perpetual inventory system is continuously updated over the course of time for the use and purchases of

inventory, so that at the end of the year, the quantities shown in the perpetual records should be equal to the quantities actually on hand.

Investments

All investments made by the District shall comply with the Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) and all federal, state, and local statutes, rules or regulations. *Gov't Code 2256.026*

Investments shall be made in accordance with written policies approved by the Board. The investment policies must primarily emphasize safety of principal and liquidity and must address investment diversification, yield, and maturity and the quality and capability of investment management.

The Board shall designate one or more investment officers to be responsible for investment of district funds. Within 12 months after taking office or assuming duties, the treasurer or chief financial officer and the investment officer of the District shall attend at least one training session from an independent source approved either by the Board or by a designated investment committee advising the investment officer. This initial training must contain at least ten hours of instruction relating to their respective responsibilities under the Public Funds Investment Act.
Gov't Code 2256.008(a)

The treasurer or chief financial officer and the investment officer must also attend an investment training session not less than once in a two-year period and receive not less than ten hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the Board or a designated investment committee advising the investment officer.

Annual requirements:

- Approval of Annual Investment Report by Board (Policy may require monthly or quarterly reports, too)
- Approval of Resolution on Investment Policies & Strategies
- Approval of Investment Brokers & Investment Sources
- Approval of Independent Sources of Instruction Related to Investment Activities

Not less than quarterly, an investment officer shall prepare and submit to a board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period. This report shall be presented to a board and a superintendent, not less than quarterly, within a reasonable time after the end of the reporting period.

A written copy of the investment policy shall be presented to any person offering to engage in an investment transaction with a district or to an investment management firm under contract with a district to invest or manage the district's investment portfolio.

Additional information: Public Investment Act - *Gov't Code 2256.026*

Board Policy CDA (Legal) and CDA (Local)

Job Descriptions

Job descriptions shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.

A job description may include:

- Purpose of position
- Qualifications (experience and education)
- Responsibilities & Duties
- Supervisory responsibilities, if any
- Equipment used, and
- Working conditions

Job descriptions are useful in evaluating personnel, establishing FLSA exempt status, and determining physical requirements for workers compensation purposes.

A job description should be signed by each staff member who is paid in part or full with federal grant funds. At a minimum, a job description should be signed each year, or when the job assignment changes.

Districts may have access to numerous sample job descriptions through TASB Human Resources (HR) Services membership.

Job Postings

The District's employment policy must provide that not later than the tenth school day before the date on which the District fills a vacant position for which a certificate or license is required as provided by Education Code 21.003 [see DBA], other than a position that affects the safety and security of students as determined by the Board, the District must provide to each current District employee:

1. Notice of the position by posting the position on:
 - a. A bulletin board at:
 - (1) A place convenient to the public in the District's central administrative office, and
 - (2) The central administrative office of each campus during any time the office is open; and
 - b. The District's Internet Web site, if the District has a Web site; and
2. A reasonable opportunity to apply for the position.

Education Code 11.1513(d)

If, during the school year, the District must fill a vacant position held by a teacher, as defined by Education Code 21.201 [see DCB], in less than ten school days, the District must provide notice of the position in the manner described above as soon as possible after the vacancy occurs. However, the District is not required to provide the notice for ten school days before filling the

position or to provide a reasonable opportunity to apply for the position. *Education Code 11.1513(e)*

Leaves and Absences

A state minimum personal leave program consisting of five days per year of personal leave, with no limit on accumulation and no restrictions on transfer among districts, shall be provided for District employees. The District may provide additional personal leave beyond this minimum. The Board may adopt a policy governing an employee's use of personal leave granted under this subsection, except that the policy may not restrict the purposes for which the leave may be used. *Education Code 22.003(a)*

TEA clarified in a memorandum, titled [State Days and Retirees Memo](#) (dated 5/31/2002) that *Retired teachers are considered school district employees, if the district chooses to rehire them after retirement as teachers under contract. Therefore, these days are cumulative and transferable among districts and retired teachers will be eligible for their unused state days upon rejoining the district.* District's leave policies (DEC Local) should address whether the district has chosen to reimburse separating (retiring) employees for unused state or local leave days and whether the days sold to the district will be eligible for future use or subsequent repurchase by the district.

State sick leave balances, days earned, and days used by personnel under the former state's minimum sick leave program and the state's current personal leave program must be recorded on the service record or another similar form containing the same information. State sick leave and state personal leave accumulated in Texas public elementary and secondary schools are transferable among these schools. State personal leave accrued by an employee of a Texas regional education service center, not to exceed five days per each year of employment, is transferable to a Texas public elementary and secondary school. The service record shall separately state the number of accumulated state days for which the employee is paid, if any, upon separation from the employing district. [Excerpt from [TAC 153.1021\(d\)\(8\)](#)]

District employees retain any sick leave accumulated as state minimum sick leave under former Section 13.904(a) of the Education Code. Former Section 13.904(c), Education Code, continues to govern the use of that sick leave. In addition to all other days of leave, a District employee who is physically assaulted during the performance of regular duties is entitled to the number of days of leave necessary to recuperate from physical injuries sustained as a result of the assault. At the request of an employee, the District must immediately assign the employee to assault leave. Days of assault leave may not be deducted from accrued personal leave. Assault leave may not extend more than two years beyond the date of the assault.

Notwithstanding any other law, assault leave benefits due to an employee shall be coordinated with temporary income benefits due from workers' compensation so the employee's total compensation from temporary income benefits and assault leave policy benefits will equal 100 percent of the employee's weekly rate of pay.

In addition to the state and assault leave provision, a district may offer local sick and/or personal leave. District leave policies are reflected in Board Policy DEC (Local).

Legislative Briefing Book

TEA publishes and posts a Legislative Briefing Book after every legislative session. The book is available on-line at the TEA website.

The most current Legislative Briefing Books are available at:

<http://tea.texas.gov/index4.aspx?id=5142>

Maintenance & Operations (M&O) Tax Rate

The tax rate calculated to provide the revenues needed to cover Maintenance & Operations (M&O). M&O includes such things as salaries, utilities, and day-to-day operations.

Maintenance of Effort

Districts are required to maintain the same level of expenditures with local and/or state funds. Maintenance of effort calculations are required for several federal programs, including the following:

No Child Left Behind (NCLB)

Maintenance of effort (MOE) requires local educational agencies (LEAs) to maintain their state and local expenditures at a specified level from one fiscal year to the next. If your organization receives a federal grant awarded under the No Child Left Behind Act of 2001 (NCLB), the MOE requirement specifies that you must spend at least 90% of state and local funds for free public education as you spent in the previous fiscal year. You must comply with MOE requirements in order to receive your full allocation for NCLB covered programs.

The [NCLB LEA Maintenance of Effort \(MOE\) Guidance Handbook](#) (PDF 557 KB) provides guidance on how to interpret and determine your organization's compliance with the NCLB LEA MOE requirement.

http://tea.texas.gov/index4.aspx?id=25769807063&menu_id=951

Special Education (IDEA)

Maintenance of effort (MOE) requires local educational agencies (LEAs) to maintain the level of state and local funds they spend to support federal programs from one fiscal year to the next. If your organization receives a federal grant awarded under the Individuals with Disabilities Education Act, Part B (IDEA-B), the MOE requirement specifies that you must spend at least the same amount of state and local funds to provide services to students with disabilities that you spent in the previous fiscal year. You must comply with the MOE requirement to receive IDEA-B funding each fiscal year ([34 CFR §300.203](#)).

Refer to the [IDEA-B LEA Maintenance of Effort \(MOE\) Guidance Handbook](#) (PDF 755 KB) for information related to compliance for fiscal year 2014 and beyond.

New Hire Reporting

New hire reporting is mandated by federal law under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, and requires employers to report new hires and rehires no later than 20 calendar days after the hire date. If you report electronically, you must report 12 to 16 days apart, which is about twice a month.

[Texas Administrative Code](#) provides a penalty of \$25 for each occurrence in which an employer fails to report hiring an employee, or a penalty of \$500 for conspiring with an employee to fail to file a report or submit a false or incomplete report.

New hire reporting with the Office of the Attorney General is separate from quarterly wage reporting to TWC.

The District shall furnish to the Directory of New Hires (Texas Attorney General's Office) a report that contains the name, address, and Social Security number of each newly hired employee. The report shall also contain the District's name, address, and employer identification number. The District may also provide, at its option, the employee's date of hire, date of birth, expected salary or wages, and the District's payroll address for mailing of notice to withhold child support. The District shall report new hire information on a Form W-4 or an equivalent form, by first class mail, telephonically, electronically, or by magnetic media, as determined by the District and in a format acceptable to the attorney general.

New hire reports are due:

1. Not later than 20 calendar days after the date the District hires the employee; or
2. In the case of the District transmitting reports magnetically or electronically, by two monthly transmissions (if necessary) not less than 12 days nor more than 16 days apart.

New hire reports shall be considered timely if postmarked by the due date or, if filed electronically, upon receipt by the agency. *42 U.S.C. 653a(b), (c); Family Code 234.101–234.104; 1 TAC 55, Subch. I*

Additional information at: Texas Workforce Commission
<http://www.twc.state.tx.us/businesses/new-hire-reporting>

NIFA (New Instructional Facilities Allotment)

The Texas Education Code (TEC), §42.158, enacted by Senate Bill 4 of the 76th Texas Legislature, 1999, created the New Instructional Facility Allotment (NIFA) for public school districts and open-enrollment charter schools. The NIFA is provided for operational expenses associated with the opening of a new instructional facility and is available to all public school districts and open-enrollment charter schools that construct new instructional facilities that meet the requirements of the statute and rules.

<http://tea.texas.gov/index2.aspx?id=5524>

No Child Left Behind (NCLB)

The Elementary and Secondary Education Act of 1965 (ESEA) was first passed by Congress as part of President Lyndon B. Johnson's War on Poverty. The most recent reauthorization amending ESEA is the No Child Left Behind Act of 2001 (NCLB). This legislation aims to close the achievement gap between groups of students through greater accountability and increased flexibility and choice. NCLB affects almost every school district and charter school in the state.

The Division of Federal and State Education Policy - ESEA Unit at the Texas Education Agency (TEA) is responsible for the state-level administration of specific programs under NCLB and the Ed-Flex Partnership program.

Programs and Requirements Administered by the ESEA Unit

[Title I, Part A – Improving Basic Programs](#)

[Title I, Part D – Delinquent](#)

[Title II, Part D – Enhancing Technology](#)

[Title IV, Part A – Safe and Drug Free Schools and Communities \(SFDSC\)](#)

[Title V, Part A – Innovative Programs \(IP\)](#)

[Title VI, Part A – Funding Transferability \(FT\)](#)

[Title VI, Part B – Rural Education Achievement Program \(REAP\)](#)

[Title VI, Part B, Subpart 2 – Rural Low-Income Schools \(RLIS\)](#)

[Title VII – Indian, Native Hawaiian, and Alaska Native Education](#)

[Title VIII – Impact Aid Program](#)

[Title IX, Part E, Subpart 2 – Unsafe School Choice Option \(USCO\)/School Safety Choice Option \(SSCO\)](#)

[Title X, Part C – McKinney-Vento Homeless Assistance Act](#)

[Ed-FLEX Waivers](#)

Additional information at: <http://www.tea.state.tx.us/nclb/>

Notice of Grant Award (NOGA)

A Notice of Grant Award (NOGA) is issued after a grant is approved by TEA. All expenditures must occur during the project period, i.e. the start and end grant dates as noted on the NOGA.

The NOGA includes the begin date and end date of the grant award. It is essential to adhere to these dates to ensure allowability of obligations and expenditures with federal grant funds.

After July 1, 2015, all NOGAs issued by the TEA will reflect the federal regulations that apply to the federal grant award. Most, if not all, federal grant awards will fall under the new EDGAR regulations.

Optional Extended Year Program

Optional Extended Year Program (OEYP)

Districts may receive funding for the OEYP for a period not to exceed 30 instructional days for students in grades K-11 who are identified as likely not to be promoted to the next grade level for the succeeding school year or in grade 12 who are identified as likely not to graduate before the beginning of the succeeding school year. TEC §29.082(a) The Districts must report OEYP data to the agency using 407 OEYP Student Records according to Section 2 of the PEIMS Data Standards.

The three types of OEYP are extended day (before/after school), extended week (Saturdays), and extended year (intercession/summer). A student may participate in one type of OEYP or a combination of OEYP types.

Additional information: TAC 105.1001 Optional Extended Year Program

http://tea.texas.gov/index4.aspx?id=2908&menu_id=949

Optimum Fund Balance

TEA had set a rule of thumb to compute the optimum fund balance in the General Fund. The rule of thumb calls for the computation of the optimum unreserved undesignated fund balance equal to the estimated amount to cover cash flow deficits in the General Fund for the fall period in the following fiscal year plus estimated average monthly cash disbursements of the General Fund for the nine months following the fiscal year. Appendix 3 in the Financial Accounting and Reporting module contains the “Optimum Fund Balance Calculation Schedule” and the “Instructions for Completion of Optimum Fund Balance Schedule for the General Fund.”

A copy of the district’s Optimum Fund Balance schedule may be included in the Annual Financial Audit as a local option, but is no longer used as a Schools FIRST indicator.

Payment Ledgers (State Funds)

State payments are made directly to a school district’s depository bank. Payments are generally deposited on the 25th of the month. If the 25th of the month falls on a weekend or holiday, payments should be deposited by the first working day following the 25th.

Changes in depository bank, bank account numbers, etc. should be submitted to TEA to insure that payments are not delayed.

A payment ledger is available at the TEA website.

<https://wfspcprdap1b16.tea.state.tx.us/Fsp/Reports/ReportSelection.aspx>

Payments to Vendors

A payment owed by the District based on a contract executed on or after September 1, 1987, is overdue on the 31st day after the date on which the District received the goods under the contract or the date on which the performance of services under the contract was completed, or the date on

which the District received the invoice for the goods or services, whichever is later. However, if the Board meets only once a month, the payment is not overdue until the 45th day after the date of receipt of goods, performance of services, or receipt of invoice, whichever is later. The renewal, amendment, or extension of a contract executed on or before September 1, 1993, is considered to be the execution of a new contract. *Gov't Code 2251.021*

A payment begins to accrue interest on the date the payment becomes overdue. The rate of interest that accrues on an overdue payment is the rate in effect on September 1 of the fiscal year in which the payment becomes overdue. The rate in effect on September 1 is equal to the sum of one percent and the prime rate as published in the Wall Street Journal on the first day of July of the preceding fiscal year that does not fall on a Saturday or Sunday. Interest on an overdue payment stops accruing on the date the District or vendor mails or electronically transmits the payment. The unpaid balance of a partial payment made within the prescribed period accrues interest, unless the balance is in dispute. *Gov't Code 2251.025, 2251.029*

The District shall notify a vendor of an error in an invoice submitted for payment by the vendor not later than the 21st day after the date the District receives the invoice. If a dispute is resolved in favor of the vendor, the vendor shall receive interest on the unpaid balance beginning on the date that the payment for the invoice is overdue. If a dispute is resolved in favor of the District, the vendor shall submit a corrected invoice that shall be paid within 30 days of receipt. The unpaid balance accrues interest if it is not paid by the appropriate date. *Gov't Code 2251.042*

Additional information: Board Policy CHF (Legal)

PBMAS

The Performance-Based Monitoring Analysis System (PBMAS) Manuals are comprehensive technical resources designed to explain each year's PBMAS indicators and reports. The PBMAS is used by the Texas Education Agency as part of its overall evaluation of school district performance and program effectiveness.

PBMAS reports may be retrieved by district name or county district number. Reports for years 2004 to 2014 are available at:

<http://ritter.tea.state.tx.us/pbm/distrpts.html>

PEIMS

The Public Education Information Management System (PEIMS) is a data collection system developed by TEA in response to the passage of House Bill 72 (HB 72) in 1984. Embodied within this legislation was the directive “that the performance and results of the public education system be measured, evaluated, and publicly reported.” (see: *Preliminary Approach: An Improvement Strategy for the Texas Public Education Information Management System (PEIMS)*, dated August 5, 1991.) In response to the passage of HB 72, the state board of education directed TEA to develop a coordinated database for accountability. PEIMS was developed to provide a single system for collecting school district information and to maintain the information in one common database. The first PEIMS data submission occurred in the 1987-88 fiscal year.

School districts are required to submit data to TEA four times each school year following a schedule established by the PEIMS Data Standards. Different information is submitted in each of the three submissions.

Fall submission includes organization and campus data, shared services arrangements data and campus-related data, current fiscal year budget data, staff data and some student data; the student data includes areas such as identification/demographic information, enrollment information, special program information and dropout and graduated student information

- *Mid-year submission* includes organization and campus data, shared services arrangements data and actual audited financial data for the previous fiscal year

- *Summer submission* includes organization and campus data and student data such as identification/demographic information, attendance, course completion and year-end status information

- *Extended year submission* includes special education extended year services (ESY) student data for the school year, student flexible attendance for credit recovery, and summertime dual credit completions for students.

Additional information: PEIMS Data Standards

http://tea.texas.gov/Reports_and_Data/Data_Submission/PEIMS/PEIMS_Data_Standards/PEIMS_Data_Standards/

Permanent School Fund

The PSF was created with a \$2,000,000 appropriation by the Texas Legislature (the "Legislature") in 1854 expressly for the benefit of the public schools of Texas. The Constitution of 1876 stipulated that certain lands and all proceeds from the sale of these lands should also constitute the PSF. Additional acts later gave more public domain land and rights to the PSF.

In 1953, the U.S. Congress passed the Submerged Lands Act that relinquished to coastal states all rights of the U.S. navigable waters within state boundaries. If the state, by law, had set a larger boundary prior to or at the time of admission to the Union, or if the boundary had been approved by Congress, then the larger boundary applied.

After three years of litigation (1957 – 1960), the U. S. Supreme Court on May 31, 1960, affirmed Texas' historic three marine leagues (10.35 miles) seaward boundary. Texas proved its submerged lands property rights to three leagues into the Gulf of Mexico by citing historic laws and treaties dating back to 1836. All lands lying within that limit belong to the PSF. The proceeds from the sale and the mineral-related rental of these lands including, bonuses, delay rentals and royalty payments, become the corpus of the Fund.

Through the Bond Guarantee Program, the Texas Permanent School Fund (TPSF) is pledged to guarantee bonds issued by Texas school districts thus enhancing their credit rating. This program is designed for school districts with credit ratings lower than AAA. Bonds issued under the Bond

Guarantee Program are rated AAA, thus allowing participating school districts to borrow at a lower cost. See the links below for more information.

http://tea.texas.gov/index4.aspx?id=2147485578&menu_id=2147483695

Playground Equipment

Public funds may not be used to purchase playground equipment or surfacing for the area under and around the equipment if either purchase does not substantially comply with each applicable provision of the Handbook for Public Playground Safety, published by the U.S. Consumer Product Safety Commission.

Public funds may be used to maintain playground equipment or surfacing that was purchased before September 1, 1997, even if they do not comply with the Playground Safety Handbook.
Health and Safety Code 756.061

The Texas Department of State Health Services (DSHS) conducts inspections for compliance with the standards of the [Health and Safety Code Chapter 756, subchapter E §756.061](#) of playground equipment at schools, child care facilities and municipal parks in areas of the State of Texas without local Health Departments and at all youth camps and state parks.

The regulation requires all playground equipment purchased with public funds to comply with the US Consumer Product Safety Commission's [Handbook for Public Playground Safety](#).

Playground equipment inspections may be conducted as part of a facility inspection.

[Playground Safety Maintenance Checklist](#) (PDF 48KB)

Additional information at: <http://www.dshs.state.tx.us/phs/playground.aspx>

Positive Pay

Positive Pay is an anti-fraud service offered by virtually every US commercial bank. It protects companies against altered checks and counterfeit check fraud.

Positive Pay requires the district to send (transmit) a file of issued checks to the bank each day checks are written. When those issued checks are presented for payment at the bank, they are compared electronically against the list of transmitted checks. The check-issue file sent to the bank contains the check number, account number, issue date, and dollar amount. Sometimes the payee name is included, but is not part of the matching service.

When a check is presented that does not have a "match" in the file, it becomes an "exception item". The bank sends a fax or an image of the exception item to the district. The district reviews the image and instructs the bank to pay or return the check.

There is generally a fee charged by the bank for Positive Pay, although some banks now offer the service for free. The fee might well be considered an "insurance premium" to help avoid check fraud losses and liability.

Posters (Employment)

Federal Guidance

The United States Department of Labor (DOL) requires that certain posters and notices be posted in the workplace. The Department of Labor provides electronic copies of the required posters and some of the posters are available in languages other than English.

The DOL's eLaws *FirstStep* Poster Advisor is designed to help employers comply with the poster requirements of several laws administered by the Department of Labor. The Poster Advisor only provides information about Federal DOL poster requirements. You may want to contact your [State Department of Labor](#) to obtain information about your state's requirements. The *FirstStep* Poster Advisor is available at: <http://www.dol.gov/elaws/posters.htm>

State Guidance

Workplace compliance posters required to be displayed can vary from one employer to another. Posters can be printed free of charge directly from links on the [Texas Workforce Commission](#) website or at the U.S. Department of Labor website. (www.dol.gov).

The TWC website contains information related to required posters for Texas employers. Some requirements, such as the Texas Pay Law, do not apply to public entities, such as school districts.

Local Guidance

Every district should determine which federal and state posters apply to the district. [Note. The poster requirements may be different for school districts and charter districts.]

Some of the typical posters include the following:

- Fair Labor Standards Act (FLSA)
- Equal Employment Opportunity (EEOC)
- Family and Medical Leave Act (FMLA)
- Uniformed Services Employment and Reemployment Rights Act (USERRA)

Work-site posters are available through the Texas Association of School Boards (TASB). Descriptions and pricing available at: <http://store.tasb.org/work-site-posters/>. The posters generally contain the federal and state posters that apply to school districts.

Public Information Act (PIA)

The Texas Public Information Act (TPIA or the Act) gives the public the right to request access to government information. Below is a description of the basic procedures, rights and responsibilities under the Act.

Making a Request. The Act is triggered when a person submits a written request to a governmental body. The request must ask for records or information already in existence. The Act does not require a governmental body to create new information, to do legal research, or to answer questions. The public information officer shall not make an inquiry of the requestor, except to clarify the request.

The officer for public information shall prominently display a sign in the form prescribed by the attorney general that contains basic information about the rights of a requestor, the responsibilities of the Board, and the procedures for inspecting or obtaining a copy of public information under Government Code Chapter 552. The officer shall display the sign at one or more places in the administrative offices of the District where it is plainly visible to:

1. Members of the public who request public information in person; and
2. Employees of the District whose duties include receiving or responding to public information requests.

Gov't Code 552.205

Open Records Poster – Official Sign: <https://www.oag.state.tx.us/open/pia/pia.shtml>

Texas Attorney General's Website – Public Information Handbook:
https://www.oag.state.tx.us/AG_Publications/pdfs/publicinfo_hb.pdf

Pupil Projections

Pupil projections are estimates of student average daily attendance (ADA) by program or instructional setting developed every other year by the Texas Education Agency. These projections are used to develop estimates for the Texas Legislature related to the cost of public education for the next biennium and are delivered to the legislature by March 1 of each odd-numbered year. The finalized estimates are used in the LPE (legislative planning estimates) in the *Summary of Finances* state aid reports.

The Pupil Projections subsystem of the FSP System is opened in October of even-numbered years for school districts to review and update projections.

Additional information:

http://www.tea.state.tx.us/index2.aspx?id=2147486931&menu_id=645&menu_id2=789

Pupil projections are critical for revenue estimations. A pupil projection template is available at the TASBO website:

<http://tasbo.org/resources/toolstemplates>

Purchasing

The school district objective is to purchase the best products, materials, and services at the lowest practical prices *within relevant statutes and policies*. Procurement policies must, of course, accommodate the school district's unique operating environment and needs. While school district administrators are not authorized to override state law or board policy, they can customize the

purchasing function to provide for regulatory compliance while minimizing procedures and related costs.

Establishing an effective purchasing process requires attention to many components. The following components are addressed:

- **Purchasing Procedures Manual.** This section describes the importance of having a formally adopted manual which clearly delineates the district's purchasing policies and procedures. The section also contains information on the typical content of a procedures manual.
- **Vendor Selection and Relations.** This section addresses the methods that a school district should utilize to select vendors to provide goods and services. Also provided is information regarding management of vendor relations, techniques for evaluating vendors and information on vendor communication.
- **Requisition Process.** This section defines and describes the elements of the requisition process and describes the relationship of this important "front-end" step to other interrelated steps comprising the purchasing function.
- **Purchase Orders.** This section outlines the content of a typical purchase order as well as the major steps in processing of purchase orders to meet user needs. Also provided are examples of:
 - A purchase order
 - Purchase order processing flow
 - Purchase order register
- **Receiving/Distribution.** This section provides guidelines on techniques for properly receiving materials from vendors and subsequently distributing these to the appropriate staff member and location within the school district.
- **Control Environment.** This section describes the importance of having a strong control environment to protect school district resources and the integrity of the overall purchasing process. It also identifies common control problems within the school district purchasing system.

Statutes containing requirements for competitive *purchasing/contracting processes* for districts are found in the Texas Education Code, Local Government Code, *Government Code*, Texas Revised Civil Statutes, Texas Attorney General Opinions, federal regulations and other sources. The Handbook on Purchasing for Texas Public Schools, Junior Colleges and Community Colleges, was written to provide information about purchasing and also be a ready reference

Additional information (FASRG: Purchasing Module)

http://www.tea.state.tx.us/index4.aspx?id=1222&menu_id=645&menu_id2=789

Refined Average Daily Attendance (RADA)

Attendance (also called RADA) is based on the number of days of instruction in the school year. The aggregate eligible days attendance is divided by the number of days of instruction to compute the refined average daily attendance.

SAS 99

Statement of Auditing Standards 99 (SAS 99), *Consideration of Fraud in a Financial Statement Audit*, applied to the annual independent audit beginning with the audit for fiscal year 2004 (the fiscal period ended June 30, 2004 or August 31, 2004, depending upon the school district's fiscal year end). Under SAS 99, school districts' auditors are expected to perform procedures to assess the risk of fraud. The management of a school district is responsible for implementing appropriate administrative systems and policies that will sufficiently diminish the risk of fraud. Independent auditors will examine fiscal transactions, records, documents, procedures, processes, policies and/or systems, in addition to making observations and obtaining written evidence of close supervision and management of individuals that have access to fiscal assets and financial accounting processes. It is to be noted that school districts that provide evidence of proactive steps to adequately diminish the risk of fraud will achieve a more favorable assessment by their independent auditors.

Additional information: FASRG – Audit Module

http://www.tea.state.tx.us/index4.aspx?id=1222&menu_id=645&menu_id2=789

Salary Advances & Loans

The District shall not lend its credit or gratuitously grant public money or things of value in aid of any individual, association, or corporation. *Tex. Const. Art. III, Sec. 52; Brazoria County v. Perry, 537 S.W.2d 89 (Tex. Civ. App.-Houston [1st Dist.] 1976, no writ)*

Sales Tax

School district purchases are tax exempt. Individual purchases, such as staff or student individual shirts, are taxable if they become the personal property of the individual.

A sales tax exemption form should be provided to all vendors to ensure that sales tax is not charged or invoiced.

Sales tax shall be collected on all taxable sales and submitted to the Texas State Comptroller. Taxable sales include, but are not limited to the following:

- School store supplies
- Publications
- Fund raising sales

Note: Each school district, each school, and each bona fide club or organization of each school is entitled to conduct two (2), one-day tax free sales each calendar year.

Forms and additional information are available at:

Scholarships – College

Private conditional gifts and bequests that become an ongoing fiduciary responsibility are recorded as either a private-purpose or permanent fund depending on whether or not the gift itself may be expended. For example, if an individual made a donation to the school district of \$20,000 to be used for scholarships and specified that only the interest earned on the \$20,000 could be used to make the scholarship payments, it would be recorded in a Permanent Trust Fund. On the other hand if the individual did not specify that only the interest earned or specified that the interest earned and the original donation of \$20,000 could be used to make the scholarship payments, it would be recorded as a Private-Purpose Trust Fund. Gifts or bequests of non-monetary types of property are recorded at appraised or estimated fair market value at the time of receipt.

A gift, devise, or bequest made to provide college scholarships for District graduates may be invested by the Board as provided in Property Code 117.004, unless otherwise specifically provided by the terms of the gift, devise, or bequest. *Education Code 45.107*

School Bond Guarantee Program

The Bond Guarantee Program (BGP) allows for bonds that are properly issued by a school district to be fully guaranteed by the corpus of the Permanent School Fund (PSF), on approval by the commissioner of education. The guarantee has received “AAA” ratings from the major bond rating services and replaces the need for private bond insurance.

To participate in the BGP, districts must apply to the Texas Education Agency (TEA) and be approved by the commissioner of education. The TEA reviews each application according to statutory requirements and State Board of Education (SBOE) rules. This review includes making sure the application is complete and accurate and the district is financially sound. The TEA reviews the district's School FIRST rating, its annual financial audit report, its accreditation status, and complaints.

Additional information: TEC – Chapter 45

http://www.tea.state.tx.us/index2.aspx?id=6794&menu_id=645

School Facilities

Standards for school facilities are contained in the Commissioner's Rules for School Facilities:

http://www.tea.state.tx.us/index2.aspx?id=5475&menu_id=645

Schools FIRST

The purpose of the financial accountability rating system is to ensure that school districts will be held accountable for the quality of their financial management practices and achieve improved

performance in the management of their financial resources. The system is designed to encourage Texas public schools to manage their financial resources better in order to provide the maximum allocation possible for direct instructional purposes. The system will also disclose the quality of local management and decision-making processes that impact the allocation of financial resources in Texas public schools. An evaluation of the long-term effectiveness of the system should disclose a measurable improvement in the quality of Texas public schools' financial decision-making processes.

School districts are required to distribute the financial management report to parents and taxpayers. The board of trustees is required to hold a public hearing on the report at a district facility within two months of receiving the final financial accountability rating (including a final rating of Suspended-Data Quality).

Notice of the hearing, including date, time and location, must be provided to a newspaper of general circulation in the district **once a week for two weeks prior to holding the public meeting**. The first notice may not be placed more than 30 days or less than 14 days prior to the public hearing.

A Schools FIRST kit is available at the TASBO website: <http://tasbo.org/resources/toolstemplates>
Additional information: http://www.tea.state.tx.us/index4.aspx?id=3864&menu_id=660

Security Audit

At least once every three years, the District shall conduct a security audit of the District's facilities. To the extent possible, the District shall follow security audit procedures developed by the Texas School Safety Center or a comparable public or private entity. The District shall report the results of the security audit to the Board. *Education Code 37.108*

The first Security Audit must be completed by August 31, 2008 and every 3 years thereafter.

Service Record

The basic document in support of the number of years of professional service claimed for salary increment purposes and both the state's sick and personal leave program data for all personnel is the service record (form FIN-115) or a similar form containing the same information. It is the responsibility of the issuing district to ensure that service records are true and correct and that all service recorded on the service record was actually performed. The service record must be validated by a person designated by the District to sign service records. The service record shall be kept on file at the District. When employment with the District is terminated, the original service record, signed by the employee, shall be given to the employee upon request or sent to the next employing district. The District must maintain a legible copy for audit purposes.

19 TAC 153.1021(b), (d)

TEA resources related to Service Records are available as noted below:

- [Electronic interactive service record \(PDF, 1.01 MB\)](#)
- [Teacher service record TEA form FIN-115 \(Word\)](#)
- [College employment verification forms](#)

- [Verification of accreditation status forms](#)

Severance Payments

Payments made to Superintendents, Any amount paid by the board of trustees of an independent school district to or in behalf of a superintendent on early termination of the superintendent's contract that exceeds the amount earned by the superintendent under the contract as of the date of termination, including any amount that exceeds the amount of earned standard salary and benefits that is paid as a condition of termination of the contract. Settlement--A payment made to an employee to settle actual or threatened litigation, or to resolve an actual or disputed claim the employee may have against the employer. A settlement does not include payments for the early termination of a contract Foundation School Program (FSP) reduction amount--The portion of a severance payment to a superintendent that is deducted from an independent school district's FSP funds

http://www.tea.state.tx.us/index4.aspx?id=3877&menu_id=645

Site-based Decision Making

Site-based decision making implementation has been mandated for all Texas school districts since 1992.

The basic premise of site-based decision making is that the most effective decisions are made by those who will actually implement the decisions. The belief is that people involved at the campus level have a greater opportunity to identify problems, develop problem resolution and change strategy than people located off-campus. Site-based decision making concepts also recognize that people at the campus level are more likely to internalize change and to support its implementation if they are involved in the decision making than if they are not.

The objective of site-based decision making is to improve student performance and to enhance accountability. Each campus should have the freedom to set its own educational objectives, consistent with the school district's goals.

Specifically, both the campus- and district-level planning and decision-making committees' roles address the areas of:

- Planning
- Budgeting
- Curriculum
- Staffing patterns
- Staff development
- School organization

Additional information: FASRG SBDM Module

http://www.tea.state.tx.us/index4.aspx?id=1222&menu_id=645&menu_id2=789

State Board of Education (SBOE)

The Commissioner of Education and the State Board of Education (SBOE), an elected 15 member board, oversee the public education system of Texas in accordance with the Texas Education Code.

Approximately one week before each meeting, the agenda is posted on the Texas Education Agency's home page on the World Wide Web at <http://www.tea.state.tx.us/sboe>. A copy of the agenda is also made available to each of the 20 regional education service centers located throughout the state. A meeting notice is published on the "Current Meeting Notices" page on the Texas Register website at [http://info.sos.state.tx.us/pls/pub/pubomquery\\$.startup](http://info.sos.state.tx.us/pls/pub/pubomquery$.startup). The agenda is also available to the public and news media at Board meetings. Individuals wishing to testify before the Board should contact the executive assistant to the State Board of Education for information regarding registration procedures at (512) 463-9007 or fax at (512) 936-4319. Individuals may register between 8 a.m. and 5 p.m. on the Friday and Monday preceding the Board meeting.

<http://www.tea.state.tx.us/index3.aspx?id=1156>

State Board of Educator Certification

The State Board for Educator Certification was created by the Texas Legislature in 1995 to recognize public school educators as professionals and grant educators the authority to govern the standards of their profession. The Board oversees all aspects of the preparation, certification, and standards of conduct of public school educators.

The Texas Education Code requires that the Governor appoint the following 11 voting members of the Board, each serving a six-year term: four classroom teachers, one counselor, two administrators, and four citizens. Three non-voting members also serve on the Board: a dean of a college of education is appointed by the Governor; a staff member of the Texas Education Agency is appointed by the Commissioner of Education; and a staff member of the Texas Higher Education Coordinating Board is appointed by the Commissioner of Higher Education.

The rules adopted by the State Board for Educator Certification (SBEC) are part of a larger body of state agency rules that are collected and published by the Office of the Secretary of State as the Texas Administrative Code (TAC). SBEC rules are codified under Title 19, Part VII, of the TAC. Title 19 is Education, and Part VII is the State Board for Educator Certification. The SBEC may adopt new rules or amendments to or repeals of existing rules.

<http://www.tea.state.tx.us/index3.aspx?id=1156>

State Compensatory Education

Compensatory education is defined in law as programs and/or services designed to supplement the regular education program for students identified as at risk of dropping out of school. The purpose is to increase the academic achievement and reduce the drop out rate of these students.

In 1997, Senate Bill 1873 amended Section 42.152 of the Texas Education Code and placed new restrictions on compensatory education. The bill required the design and implementation of reporting and auditing systems that ensure monitoring of school districts for appropriate use of compensatory education allotment funds. Appropriate use of compensatory education allotment funds has been defined as instructional programs that improve or enhance the regular educational program and costs that are supplementary to the regular education program. Additionally, the Texas Education Agency received an interpretation of legislative intent concerning Senate Bill 1873, stating that alternative education programs are supplemental per se in relation to the regular education program.

Additional information (FASRG: SCE Module)

http://www.tea.state.tx.us/index4.aspx?id=1222&menu_id=645&menu_id2=789

State Funding Worksheets

Current year and historical state funding worksheets are available at the TEA website:

http://www.tea.state.tx.us/index4.aspx?id=6741&menu_id=645&menu_id2=789

Student Transfers (Civil Action 5281)

Civil Action 5281 is the name of a federal court order handed down by Judge William Wayne Justice in 1968, and modified in 1971. This court order was the result of a lawsuit brought against the State of Texas by the U.S. Department of Education. The court found the schools in Texas to be segregated in violation of the U.S. Constitution. In the court order, Judge Justice ordered the Agency to take actions to ensure that the state's schools were desegregated to the satisfaction of the court.

Section A of CA-5281 requires regulating student transfers. It states that the Agency will approve, review, and monitor all student transfers between school districts to determine whether the “cumulative effect of such transfers will change the majority or minority percentage of the school population, based on average daily attendance in such districts by more than one percent (1%), in either the home or the receiving district”

A Frequently Asked Questions document is available at the TEA website:

<http://www.tea.state.tx.us/index2.aspx?id=2147485738>

Summary of Finance

State aid templates (worksheets) used to estimate state revenue. TEA prepares a preliminary Summary of Finance and posts it on their website typically in late August. Revisions to the Summary of Finance are posted as new data becomes available. In late September or early October, TEA posts a Near-Final Summary of Finance that has been adjusted based on the summer PEIMS submission of student attendance data. The following spring, typically in March or April, TEA

posts a Final Summary of Finance that has been adjusted based on the actual collections as submitted on the Annual Financial Audit Report by each school district.

School districts are strongly encouraged to utilize the state aid templates provided by the School Finance division at the Education Service Center, Region XIII to calculate their estimated state revenue with current data. The ESC, Region XIII state aid templates are located at:

<http://www5.esc13.net/finance/>

The TEA Summary of Finance documents for the current and previous years are located at:

http://www.tea.state.tx.us/index4.aspx?id=6741&menu_id=645&menu_id2=789

Surplus equipment

The District may dispose of surplus equipment in any manner prescribed by the Board. The District may transfer to a student enrolled in the District:

1. Any data processing equipment donated to the District, including equipment donated by a private donor, a state eleemosynary institution, or a state agency under Government Code 2175.128;
2. Any equipment purchased by the District; and
3. Any surplus or salvage equipment owned by the District. *Education Code 32.102(a)*

Before transferring data processing equipment to a student, the District must:

1. Adopt rules governing transfers, including provisions for technical assistance to the student by the District;
2. Determine that the transfer serves a public purpose and benefits the District; and
3. Remove from the equipment any offensive, confidential, or proprietary information, as determined by the District.

Education Code 32.104

TASB

Created in 1949, the Texas Association of School Boards (TASB) is a voluntary, nonprofit, statewide educational association that serves and represents local Texas school districts.

Membership

TASB's membership includes all 1,031 Texas school districts, 20 regional education service centers, 50 community colleges, 38 tax appraisal districts, and 146 shared service arrangements. The Association represents the largest group of publicly elected officials in the state (more than 7,000 school board members) that serves over 4.9 million Texas students.

A Services Catalogue is available at the TASB website:

<http://www.tasb.org/services/index.aspx>

TASBO

An independent, not-for-profit professional association, the Texas Association of School Business Officials (TASBO) is dedicated to serving as the recognized source of accurate, objective school business and operations information, educating its diverse membership and constituency in professional best practices, and promoting high standards of conduct and professional ethics in the industry.

TASBO is one of the state and province affiliates of the Association of School Business Officials International (ASBO Intl.) which serves members from the United States, Canada, and more than 20 other nations.

Established in 1946, TASBO began as a forum for exchanging ideas and sharing information about school business operations in Texas. In the early years, TASBO was operated by volunteers throughout the state, but as the Association's membership and services grew, a center of operations was founded in Austin in 1986. TASBO celebrated the opening of its new Austin headquarters located at 2538 South Congress Avenue in August 2000.

Currently, TASBO has approximately 5,600 members and 29 regional affiliates, representing more than 850 public school districts in Texas.

Additional Information: <http://tasbo.org/>

Note: Best practices such as forms, procedures, handbooks, etc. are available at the TASBO website under the "Members Only" link.

TAC (Texas Administrative Code)

The rules adopted by the State Board of Education (SBOE) and the Commissioner of Education are part of a larger body of state agency rules that are collected and published by the Office of the Secretary of State as the Texas Administrative Code (TAC). SBOE and commissioner's rules are codified under Title 19, Part II, of the TAC. Title 19 is Education, and Part II is the Texas Education Agency. The SBOE and the Commissioner of Education may adopt new rules or amendments to existing rules.

Additional Information:

<http://www.tea.state.tx.us/index4.aspx?id=2296>

Tax Collections

Tax collection reports are submitted to TEA (submit via TEASE) on an annual basis. The tax collection information is valuable in updating the Summary of Finance estimates. Tax Information Survey system opens in June and closes in August.

Additional information related to Property Values & Tax Rates:

http://www.tea.state.tx.us/index2.aspx?id=6872&menu_id=645&menu_id2=789

TEA Payment Report

School districts, education service centers, charter schools, colleges and universities, state agencies, and other organizations/businesses can receive information about their payments from the Texas Education Agency on this report.

If you have **questions about payments on this report or payments not received**, contact the Program Area of TEA which issues the funds/NOGAs by calling the phone number shown on the NOGA Agreement or by clicking once on the TEA Payment " Contacts" tab on the report. For other payment inquiries, call TEA Accounting at 512-463-9847 or use e-mail: **payment@tea.state.tx.us**.

The Payment Report is available at the TEA website:

<https://wfspcprdap1b16.tea.state.tx.us/Fsp/Reports/ReportSelection.aspx>

TBPC

The Texas Procurement and Support Services division's mission is to lead the State of Texas procurement and contracting communities with enhanced services, innovative systems, and best practices to further encourage competition and operational efficiency for the benefit of state agencies, local government entities, and the vendor community.

To encourage competition and best value, TPASS works with over 12,000 vendors globally to award hundreds of contracts for goods and services. Over 200 State Agencies and 1,600 CO-OP members use TPASS contracts to increase efficiency and decrease expenses

Additional Information:

<http://www.window.state.tx.us/procurement/>

TEASE (TEA Secure Environment)

To apply for access to a TEA Web application, click the request access link next to the application in the list below. Superintendents and other organization heads must apply for [User Administration](#) ±. This gives them the ability to manage staff requests for access to TEA online applications. Some applications still require forms to be printed, signed, and sent to TEA. For most newer applications, the entire process can be completed online.

TEA is in the process of migrating to a new secure environment, **TEA Login (TEAL)**, which replaces our older system, **TEA Secure Environment (TEASE)**.

<http://www.tea.state.tx.us/webappaccess/AppRef.htm>

TEC (Texas Education Code)

This code applies to all educational institutions supported in whole or in part by state tax funds unless specifically excluded by this code. The Texas Education Code (TEC), state law governing education, may be viewed or downloaded by accessing this link.

<http://www.tea.state.tx.us/index2.aspx?id=2147509089>

Texas Academic Performance Reports (TAPR)

The **Texas Academic Performance Reports (TAPR)** pull together a wide range of information on the performance of students in each school and district in Texas every year. Performance is shown disaggregated by student groups, including ethnicity and low income status. The reports also provide extensive information on school and district staff, programs, and student demographics.

The TAPRs are available on the TEA website at the below:

<http://ritter.tea.state.tx.us/perfreport/tapr/index.html>

The TAPRs were previously known as the Academic Excellence Indicator System (AEIS) Reports. Those reports were published from 1990-91 to 2011-12. They may be found at the [AEIS Archive](#).

Texas Education Agency (TEA)

The mission of the Texas Education Agency is to provide leadership, guidance, and resources to help schools meet the educational needs of all students. The Texas Education Agency (TEA) is comprised of the commissioner of education and agency staff. The TEA and the State Board of Education (SBOE) guide and monitor activities and programs related to public education in Texas. The SBOE consists of 15 elected members representing different regions of the state. One member is appointed chair by the governor.

Located in Austin, Texas at 1701 N. Congress Ave., the TEA is the administrative unit for primary and secondary public education. Under the leadership of the commissioner of education, the TEA:

- manages the textbook adoption process;
- oversees development of the statewide curriculum;
- administers the statewide assessment program;
- administers a data collection system on public school students, staff, and finances;
- rates school districts under the statewide accountability system;
- operates research and information programs;
- monitors for compliance with federal guidelines; and
- serves as a fiscal agent for the distribution of state and federal funds.

The TEA operational costs are supported by both state and federal funds.

<http://www.tea.state.tx.us>

Texas Student Data System (TSDS)

The Texas Student Data System (TSDS), a major initiative by the Texas Education Agency, is a **new statewide system** that modernizes and improves the quality of data collection, management, and reporting in Texas education.

Through the new studentGPS™ Dashboards and other improvements, TSDS will support higher student performance across the state. TSDS also replaces and expands on the existing Public Education Information Management System (PEIMS):

Additional information: <http://www.tea.state.tx.us/tsds2/>

Texas Statutes

All Texas laws are available via the TEA website:

<http://www.tea.state.tx.us/index2.aspx?id=2147509089>

Textbooks

Refer to Instructional Materials Allotment.

Legislation from the 82nd Texas Legislature, First Called Session, 2011, created an Instructional Materials Allotment (IMA) for the purchase of instructional materials, technological equipment and technology-related services.

Title IX

Title IX of the Education Amendments of 1972, states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Sexual harassment of students may constitute discrimination on the basis of sex in violation of Title IX. A district that receives federal financial assistance shall adopt and publish grievance procedures providing for prompt and equitable resolution of employee complaints alleging any action prohibited by Title IX. *34 CFR 106.8(b); North Haven Board of Education v. Bell, 456 U.S. 512 (1982)* [See DGBA]

The District shall designate at least one employee to coordinate its efforts to comply with Title IX, Section 504, the Age Act, and the ADA. The District shall notify all employees of the name, office address, and telephone number of the employee(s) so designated.

34 CFR 104.7(b), 104.11; 28 CFR 35.107, 35.140; 34 CFR 106.8(b)

Board Policy DAA (Local) shall include the Title IX Coordinator's name, address and phone number.

Transparency Mandates on School Districts

This document explains the many transparency mandates with which school districts must comply. The document was compiled by the Texas Association of School Boards (TASB).

<http://www.tasb.org/legislative/legislative/reports/2012/documents/transman2012.pdf>

Transportation

The Texas Education Code [hereinafter, "TEC"] authorizes the board of trustees of each school district, county unit system, charter school, or other local education agency [hereinafter, "district"] to establish and operate, or alternatively contract with a mass transit authority or commercial transportation company, to provide an economical public school transportation system, and provides for the allotment of state Foundation School Program funds [hereinafter, "transportation allotments"] for eligible student transportation [hereinafter, "route services"]. The code further authorizes the commissioner of education [hereinafter, "commissioner"] to prescribe a uniform system of forms, reports, and records to fulfill reporting and record keeping requirements necessary for the Texas Education Agency [hereinafter, "agency"] to appropriately administer these transportation allotments.

Reports due to TEA (submit via TEASE):

Route Services Report July 1st

Operations Report December 1st

Additional information:

http://www.tea.state.tx.us/index2.aspx?id=2147484107&menu_id=645

TRS On-Behalf Payments

Employees of a school district that are eligible for teacher retirement have a percentage of their salaries withheld to be paid to TRS. In addition, the state pays matching funds to the TRS on behalf of the employees.

School districts (rather than the state) must pay the "matching amounts" for school district employees that are paid from *federal funds*. Additionally, under certain circumstances, the school district must pay a *portion* of the "matching amounts" for professional employees paid from *non-federal sources*. The "matching amounts" that are not paid by school districts are paid by the state of Texas. These "matching amounts" paid by the state on behalf of a school district's employees must be recorded by the school district as on-behalf payment revenues and expenditures.

(Refer to TRS Payroll Reporting Procedures Manual for current deduction instructions and rates)

Truth-in-Taxation

The Texas Constitution, Tax Code and Education Code embody the concepts of truth-in-taxation to require school districts to comply with certain steps in adopting their tax rates.

The truth-in-taxation laws have two purposes:

- to make taxpayers aware of tax rate proposals; and
- to allow taxpayers, in certain cases, to roll back or limit a tax increase.

For additional information, access the Texas State Comptroller's website:

<http://www.window.state.tx.us/taxinfo/proptax/tnt/pdf/96-1212.pdf>

UIL

The University Interscholastic League was created by The University of Texas at Austin to provide leadership and guidance to public school debate and athletic teachers. Since 1909 the UIL has grown into the largest inter-school organization of its kind in the world.

The voluntary-membership, non-profit organization exists to provide educational extracurricular academic, athletic, and music contests. The initials UIL have come to represent quality educational competition administered by school people on an equitable basis.

The purpose of the UIL is to organize and properly supervise contests that assist in preparing students for citizenship. It aims to provide healthy, character building, educational activities carried out under rules providing for good sportsmanship and fair play for all participants.

UIL Side-by-Side is published on the UIL Website each year.

Additional information: UIL website

<http://www.uil texas.org/policy/tea-uil-side-by-side>

UIL Steroid Testing Program

Mandated by Senate Bill 8 (passed by the 80th Texas Legislature) and codified in section 33.091 of the Texas Education Code, this statewide random testing program will affect student-athletes in grades 9-12, regardless of sport, gender or participation level.

Beginning with the 2007-08 school year, the UIL has been directed to test a statistically significant number of student-athletes in grades 9-12 at UIL member high schools. The selection process of schools and student-athletes is random, and selected student athletes are tested for anabolic steroids only. All testing dates will be unannounced, in keeping with the nature of the random steroid testing process.

<http://www.uiltexas.org/health/steroid-information>

Vendor

A vendor to the District shall file any required conflict of interest questionnaire if the person has a business relationship with the District and:

1. Has an employment or other business relationship with an officer of the District, or a family member of the officer, described by Local Government Code 176.003(a)(2)(A); or
2. Has given an officer of the District, or a family member of the officer, one or more gifts with the aggregate value specified by Local Government Code 176.003(a)(2)(B), excluding any gift described by Local Government Code 176.003(a-1).

The records administrator for each district shall maintain a list of local government officers of the entity and shall make that list available to the public and any person who may be required to file a conflict of interest questionnaire. *Local Gov't Code 176.007* [See BBFA]

A district that maintains an Internet Web site shall provide access on the District's Internet Web site to the conflicts disclosure statements and questionnaires required to be filed with the records administrator. *Local Gov't Code 176.009*

Additional information; Texas Ethics Commission

http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm

Volunteer Program

The District shall develop a volunteer program. In developing the program, the District shall consider volunteers a resource that requires advance planning and preparation for effective use. If practicable, the District shall include volunteers in addition to paid staff in planning the implementation of the program. *Gov't Code 2109.003*

A volunteer may not perform any volunteer duties until:

1. The volunteer has provided to the District a driver's license or another form of identification containing the person's photograph issued by an entity of the United States government; and
2. The District has obtained from the Texas Department of Public Safety and may obtain from any other law enforcement agency, criminal justice agency, or private consumer reporting agency all criminal history record information that relates to a volunteer.

This section does not apply to a person who volunteers or is applying to volunteer with the District or shared services arrangement if the person:

1. Is the parent, guardian, or grandparent of a child who is enrolled in the District or school for which the person volunteers or is applying to volunteer;
2. Will be accompanied by a District employee while on a school campus; or
3. Is volunteering for a single event on the school campus.

Weighted average daily attendance (WADA)

The term *weighted average daily attendance (WADA)* refers to a specialized calculation of the number of students that is used in calculations involving the Foundation School Program (FSP). In general, the number of WADA is calculated by summing the district's Tier I allotments, making some adjustments, and dividing that sum by the amount of the basic allotment. an adjusted count of the number of students in average daily attendance that gives greater weight to students who fall under certain categories, such as students who are enrolled in a gifted and talented program, and thus cost more to educate.

A Weighted Average Daily Attendance (WADA) is used to measure the extent students are participating in special programs. The concept of WADA in effect converts all of a school district's students with their different weights to a calculated number of regular students required to raise the same amount of revenue. The greater the number of students eligible for special entitlements, the greater a school district's WADA will be.

Wellness Policy

By the first day of school of the 2006-07 school year, each district participating in a program authorized by the Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq., or the Child Nutrition Act, 42 U.S.C. 1771 et seq., shall establish a local school wellness policy for schools in the district.

As of 2006-2007, districts must adopt a wellness policies, it must address:

- Physical activity
- Nutrition education
- Nutrition standards
- Other school-based activities
- Involve parents, students, representatives of the school food authority, the Board, administrators, and the public in the development of the school wellness policy.

Additional information: Board Policy: FFA (Legal)

QZAB

The Qualified Zone Academy Bonds (QZAB) is a federal program. QZABs are bonds that school districts can use to save money on school renovation projects. The program is designed to provide tax credits to bond holders that are approximately equal to the interest that states and communities

would ordinarily pay the holders of taxable bonds. This program does not grant funding. No monetary payments/awards are issued from the State to the district. This program allows the State to grant program authorization to a limited number of qualifying districts. This allows those districts to issue QZAB bonds that benefit qualifying individual campuses.

In order for the district to gain QZAB designation, it must meet the program's proof of eligibility, provide an assurance of private business contribution, and submit the district's program intent. Additional requirements may have to be met after receipt of an allocation to comply with federal tax law regarding the allocation. For more information on those possible additional requirements, ask your local bond counsel. An application must be filed and the designation must be approved prior to the district issuing its QZAB debt.

Additional Information:

http://www.tea.state.tx.us/index2.aspx?id=5454&menu_id=645&menu_id2=789