

NOW AVAILABLE!



BUSINESS MANAGER ACADEMY

Learn the insights and best practices of running a successful Business and Finance Office from experts in the field!



CONTACT US



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WEBSITE

www.esc1.net/BusinessAcademy



ADDRESS

Region One ESC
1900 W. Schunior | Edinburg, TX 78541

Cohort Dates:
February 2025 - December 2025

ABOUT THE ACADEMY

The New Business Manager Academy is designed to ensure new Business Managers, or similar role personnel, within school systems thrive and are successful in their new position.

Their commitment to participate is crucial as they learn the multi-faceted dynamics involved in running an effective and efficient Business Office. This is a critical role within the school system as it serves as the lead Financial Officer for Superintendents and School Boards.

The Business Manager Academy provides eight hands-on six-hour workshop sessions for the school system's Business Manager.

SESSION STRUCTURE

1

Discussion of
Tasks/Responsibilities

Including Timeline for
Future Topics

2

Direct Assistance with
Current Office Tasks

Including In-Depth,
Practical, Hands-On
Work

3

One-on-One Mentoring
with Lead School
Finance Leaders

Providing the Most
Relevant Information

Cohort Dates: February 2025 - December 2025

February 14, 2025

9:00 AM-2:00 PM | Credit: 6 hours

Session I: School Finance 101

Focused on learning the Business Office overall function including general accounting, budgeting, PEIMS, Human Resources, Purchasing, Payroll, Annual Financial Audit.

March 7, 2025

9:00 AM-2:00 PM | Credit: 6 hours

Session II: Human Resources 101

Focused on staffing needs, staffing formulas and staffing compensation.

April 17, 2025

9:00 AM-2:00 PM | Credit: 6 hours

Session III: Budget Planning 101

Focused on planning the next year's annual budget, revenue projections, pupil projections, SOF Template and PEIMS.

May 9, 2025

9:00 AM-2:00 PM | Credit: 6 hours

Session IV: Payroll 101

Focused on learning the legal requirements as per FLSA, compliance, TRS, Federal reporting.

Register Today!

\$3,500 per attendee



September 12, 2025

9:00 AM-2:00 PM | Credit: 6 hours

Session V: Procurement 101

Focused on learning the legal requirements, compliance, required disclosures, best practices, construction and contract management.

October 17, 2025

9:00 AM-2:00 PM | Credit: 6 hours

Session VI: Office Operations

Focused on learning board agendas, PFIA, bank reconciliation, tax revenue tax payments, activity funds, grants management, accounts payable/receivable, cash management and annual financial audit.

November 14, 2025

9:00 AM-2:00 PM | Credit: 6 hours

Session VII: Financing Instruments, Bonds

Focused on learning financing options, such as bonds, maintenance tax notes, elections, refunding, IFA, EDA, debt service tax collections and more.

December 10, 2025

9:00 AM-2:00 PM | Credit: 6 hours

Session VIII: Child Nutrition Program

Focused on learning the Child Nutrition Program at your districts, various operation programs, claim rates, compliance, navigating TDA review: procurement, administrative and financial applications.