

Bill Ratliff Academy for School Executives

“Quality Makes the Difference”

Alternative Superintendent Certification Program

A Joint Partnership between Region 8 ESC & Texas A&M-Texarkana

Take Charge of Your Future: Be Prepared for Career Advancement! Get Certified



Texas A&M University
TEXARKANA

Major Program Characteristics

- ▶ A State Board for Educator Certification Approved Alternative Superintendent Preparation Program developed by Texas A&M University-Texarkana, Region 8 ESC and Region 8 Public School Superintendents
- ▶ Instructional content is focused on the leadership domains established by the State Board for Educator Certification Superintendent Certification.
- ▶ Graduates are currently serving as superintendents all over northeast Texas and many other locations across the state
- ▶ The premier alternative superintendent certification program in Texas
- ▶ One of the longest running alternative superintendent certification programs in Texas
- ▶ Steeped in a rich 22-year history
- ▶ 98% pass rate on the TExES for first time takers
- ▶ Previous 5 of 6 cohorts – 100% passing rate
- ▶ 12 semester hours of graduate credit applicable towards the doctoral program
- ▶ All instruction comes from practicing professionals
- ▶ A 22-year history of over 420 graduates from approximately 150 school districts
- ▶ Value added incentive for participating districts
- ▶ Co-sponsored by Texas A&M University - Texarkana, a respected university with a long tradition in educator preparation, and the Department of Educational Leadership
- ▶ Co-sponsored by Region 8 Education Service Center, a highly valued service center experienced in providing quality services for school improvement that focuses on student learning and success
- ▶ Class meetings conveniently scheduled throughout the school year and summer to minimize the loss of time away from work
- ▶ Cohort model-participants develop life-long relationships with like-minded colleagues
- ▶ Original grant funding provided by Texas legislature recognizing Texas congressman, Honorable Bill Ratliff

Program Requirements

- ▶ Mid-management certification
- ▶ Masters Degree
- ▶ One year of administrative/supervisory experience
- ▶ Completed application

Other Information

When: Applications available online for Cohort 23-October 13, 2023 at www.reg8.net/default.aspx?name=ld.certification.ratliff

Where: All meetings at Region 8 ESC-Pittsburg, Texas

Cost: \$600 plus cost of tuition for 12 graduate hours from A&M-Texarkana

Length: 9 months to certification, 15 months to program completion

Contact: Jeff Clark, Director (903-640-6632) jclark@reg8.net

**Deadline for Current Cohort
December 15, 2023
Deadline Extension Available Upon Request for
January 5, 2024**

**APPLICATION PACKET
Cohort 23 - 2024-2025**

**The Bill Ratliff School Executive Academy
Of Northeast Texas**

Quality Makes the Difference

The Region VIII Education Service Center

Dr. David Fitts, Executive Director
P.O. Box 1894,
Mt. Pleasant, Texas 75456-1894
903-572-8551

Texas A&M University – Texarkana

Dr. Del Doughty
College of Education and Liberal Arts
Texas A&M University – Texarkana
Texarkana, Texas 75503
903-223-3073

*The Bill Ratliff School Executive Academy
Of Northeast Texas*

Jeff Clark, Director
734 CR 2770
Honey Grove, Texas 75446
903-640-6632



**Texas A&M University
TEXARKANA**

"THE BILL RATLIFF SCHOOL EXECUTIVE ACADEMY"
An Alternative Superintendent Certification Program
Approved by the State Board for Educator Certification

**THE BILL RATLIFF
SCHOOL EXECUTIVE ACADEMY
OF
NORTHEAST TEXAS**

“Quality Makes the Difference”

Table of Contents

Major Program Characteristics	5
Summary of Program Activities and Responsibilities	6
Application Procedures.....	8
Request from Superintendents in Region VIII.....	8
Summary of Important Events, Dates, and Locations	9
ITEMS TO BE COMPLETED AND SUBMITTED AS PART OF THE APPLICATION PACKET	11
THE APPLICATION PACKET	11
General Application Information	11
Mailing Instructions	11
Application Deadline and Status Notification	11
Questions	11
Application Items to be submitted	11
Submission of the Applicant Information Page	11
Superintendent’s Agreement (see page 23)	12
Application Fee	12
Academic Transcript(s)	12
Documentation of Principal Certification	12
Administrative/Supervisory Experience	13
Application Rating Scales	13
Letter of Application	13
Completion Leadership Interview Questions	13
Apply TAMU-T & TK20	14
Application Information.....	19
Applicant Rating Scales	20
Applicant Rating Scales	21
Applicant Rating Scales	22
Superintendent’s Agreement Form	23
Summary of Program Costs	24
Payment Invoice.....	25
Site Supervisor Documentation	26
Attestation of Site Supervisor Qualifications.....	28

Major Program Characteristics

Bill Ratliff School Executive Academy

- *A State Board for Educator Certification approved alternative superintendent preparation program developed by Texas A&M University – Texarkana, Region VIII Education Service Center, and Region VIII public school superintendents*
- *Exceptional scholars in a career advancement network with academic, experiential, performance, and leadership qualities*
- *Instructional content is focused on the leadership domains established by the State Board for Educator Certification Superintendent Certification. Instruction concentrates on but is not limited to the following: school law, school finance, school facilities, planning and conducting board meetings, policy making, communicating with the public, school climate inventories, conflict management, sharing resources among community agencies, and the role of the superintendent*
- *All instruction comes from practicing professionals who are current or recently retired superintendents, assistant superintendents, school attorneys, school finance consultants, school construction experts, school business managers, school facilities consultants, school bond issues consultants, school foundation directors, certified public accounts, and Region VIII specialist*
- *Twelve semester hours of graduate credit applicable toward a doctoral degree program in Educational Leadership at Texas A&M University-Texarkana. **These courses are not in addition to the academy program and do not require additional time, meetings, or travel. All course requirements are met within the time and assignment framework of the Academy and do not necessitate additional class meetings***
- *A twenty-one-year history of over 420 graduates from approximately 155 school districts in Regions VII, VIII, X and XI Educational Service Centers who have achieved an exceptional passing rate on the state examination for superintendent certification*
- *Graduates are serving as superintendents in many Texas school districts. Districts in the immediate area are: Avery ISD, Avinger ISD, Bloomburg ISD, Campbell ISD, Chireno ISD, Chisum, ISD, Cooper ISD, Cumby ISD, Detroit ISD, Dripping Springs ISD, Elysian Fields ISD, Gilmer ISD, Grand Saline ISD, Honey Grove ISD, Hubbard ISD, Hull-Daisetta ISD, Lone Oak ISD, New Boston ISD, Malta ISD, Mt. Pleasant ISD, Prairiland ISD, Ranch Academy, Rivercrest ISD, Sulphur Bluff ISD, Walnut Bend ISD, Trenton ISD, Yantis ISD, Wolfe City ISD and many others.*
- *Value added incentive for participating school districts (an internship resulting in a major in-school, district wide project is required of each academy participant)*
- *One-third of the time in the traditional classroom format, one-third in clinical and school-based projects, and one-third in on-line activities*
- *Co-sponsored by Texas A&M University-Texarkana, a respected university with a long tradition in affordable and quality education*
- *Co-sponsored by Region VIII Education Service Center, a highly valued service center experienced in providing quality services for school improvement that focuses on student learning and success*

Bill Ratliff School Executive Academy

Of Northeast Texas

Quality Makes the Difference

Summary of Program Activities and Responsibilities

The Bill Ratliff School Executive Academy is designed for individuals who have a demonstrated history of exceptional leadership as well as the capabilities to prepare themselves to successfully administer public education systems in the 21st Century. All applicants are recommended to the program by current superintendents, and must demonstrate the professional experiences, intellectual capacity, and political insight to be successful in the complex governance of a school district. Applicants must have successful experience as principals or in other administrative capacities in public schools. Applicants must demonstrate that they are energetic, good organizers, able to set timelines, and possess strong interpersonal and communication skills. Academy scholars must be self-starters who complete their work and responsibilities without enforced timelines or grade driven incentives.

The Ratliff Academy was conceptualized by the Region VIII Education Service Center, the superintendents of Region VIII, and Texas A&M University-Texarkana. When a Ratliff Scholar completes this program, he or she will have the significant advantage of being a part of the strongest possible professional network in Northeast Texas. There are two major thrusts to the program. The first is to search for highly competent educators to address the current shortage of superintendents. The second thrust is to address the leadership skills needed to be a successful superintendent in these volatile times of social, political, economic, religious, and cultural change.

This professional preparation program is also designed to be job, family, cost, and time friendly. The program is planned to save graduate students time and money by significantly reducing the expense of travel, tuition, books, and materials. A person can conveniently arrange with his/her district a year in advance for the few times that he or she will be away from the workplace.

The learning curriculum is driven by the leadership domains and performance competencies identified by the State Board for Educator Certification for certification of public-school superintendents. These three leadership domains and 90 performance competencies are directly tied to the TExES examination and to the instructional curriculum of the academy. The learning curriculum concentrates on school law, school finance, school facilities, school foundation programs, planning and conducting board meetings, policy making, communicating with the public, school climate inventories,

conflict management, sharing resources among community agencies, and the multifaceted role of the superintendent. Instructors are current or recently retired superintendents, school attorneys, school construction experts, school business managers, school facilities consultants, school bond issues consultants, certified public accounts, and Region VIII specialist.

Concurrent with academy activities, a scholar will complete four three-semester-hour graduate courses from Texas A&M University-Texarkana from the Department of Educational Leadership. All course requirements are met within the time and assignment framework of the Academy and do not necessitate additional class meetings. Scholars register on-line for four doctoral level courses with A&M-Texarkana. Tuition is paid directly to Texas A&M University-Texarkana at the time of registration. The Ratliff academy is not structured by courses but is built around SBEC proficiencies. Proficiencies are cross-coded for academic purposes and the mastery of specific proficiencies constitute mastery of the content for academic credit in prescribed graduate courses.

These four courses, twelve semester hours, may be applied toward a doctoral degree in Educational Leadership from A&M University-Texarkana when he/she is accepted into the doctoral program. Application to the doctoral program may be made during the fall semester portion of the Academy program.

The cost of the twelve semester hours (four courses) from A&M-Texarkana will be at the same rate as the tuition and fees set for all graduate work at the university. You may go to the A&M-Texarkana web site to determine the current cost of twelve hours at the university. For the Fall Semester 2023, tuition was approximately \$1,225.00 per course, but tuition rates in the future are subject to change. You pay for each course as you enroll. One course will be offered in Spring 2024, one course in Summer 1 term 2024, one course in the Fall Semester 2024, and one course during the Spring Semester 2025. The financial advantage here is in the fact that you can complete four doctoral level courses while working full time and get a quality academic program that is cost, time, distance, and family friendly. You will take the superintendent's examination (TExES Supt 195) in October of 2024 and, with a successful score, apply for your superintendent certification in May 2025.

Tuition payments represent the major cost of membership in the Ratliff Academy. The only other fee is a payment of \$600 to Region VIII ESC used to cover the expenses associated with offering the year-long academy. Usually, this amount is paid by the school district from staff development funds. Speak to your superintendent about this option prior to Orientation Day. If the district pays, the total amount (\$600) is due by June 3, 2024. If paid individually, one hundred dollars (\$100.00) of this amount is due on Orientation Day, February 6, 2024. The remaining balance is prorated over the following months, but full payment is due by October 1, 2024. All scholars must be registered for courses from Texas A&M University-Texarkana and completing payments to the Region VIII ESC in order to continue in the academy or qualify to take the TExES.

Individuals should not apply if their work and/or personal conditions will not allow them to attend all sessions. Your signature on the application indicates your agreement and the agreement of your superintendent for you to be in attendance at all sessions. Your application represents a good faith commitment that you are setting these dates aside for professional preparation. This academy program enriches the traditional classroom format of textbooks, lecture, tests, etc., and moves toward a more personal, clinical, and practitioner centered process. You must be present at all sessions because every scholar contributes to every session and every scholar receives benefits from every session. Therefore, your attendance and participation are as obligatory as they are mandatory.

Application Procedures

Request from Superintendents in Region VIII

If you work in a Region VIII District, please note: Several superintendents in Region VIII have requested to interview potential applicants working in their school district prior to the individual submitting an application. Consequently, if you work in a Region VIII school district, please speak to your superintendent and receive his/her permission before you start the application process. This only applies to applicants working in school districts within Region VIII.

It is important to closely examine the specific dates of the scheduled Summer Institute and nine Mini-Institutes. Signatures on this application form will indicate your agreement and the agreement of your superintendent for you to be present on all of these dates. Attendance at all academy meetings is absolutely mandatory.

Orientation Day is Wednesday, February 6, 2024 at the Region VIII ESC. The goal of Orientation Day is to prepare each scholar so that she/he benefits fully from the academy experience. On Orientation Day, Ratliff Academy Scholars receive all of the basic assignments and important procedures needed to successfully complete the one-year program. The five-days of the Summer Institute scheduled for **June 10-14, 2024** are 9:00 am to 4:00 pm days and may involve evening work as determined by the institute director and staff. Mini-Institutes are eight-hour days meeting on Tuesdays, Wednesdays and/or Thursdays of various months throughout the year. The dates, events, and locations of all academy meetings are shown on the following chart.

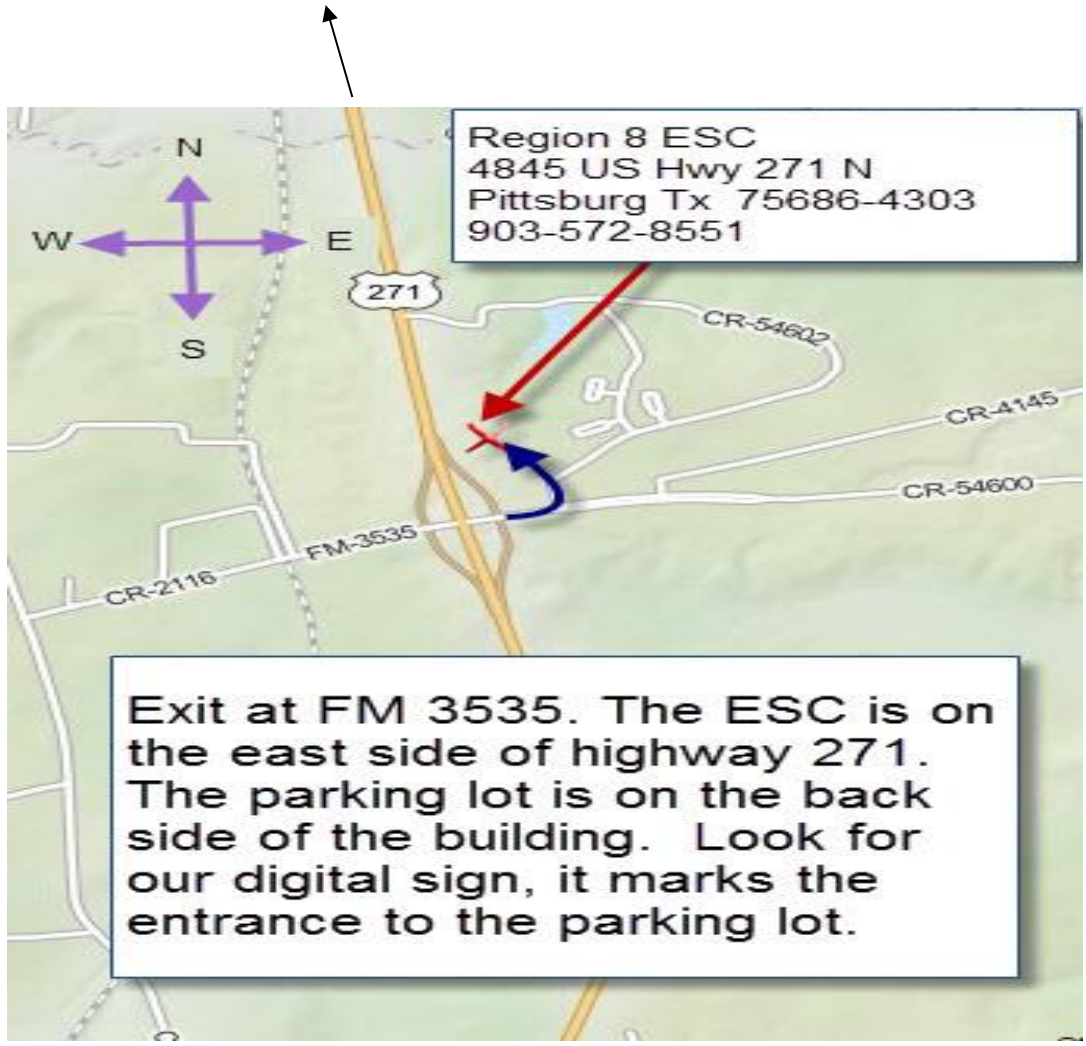
Summary of Important Events, Dates, and Locations

DATES, EVENTS & LOCATION – COHORT 23 (2024-2025)		
DATE	EVENT	LOCATION
October 13, 2023	Applications Available	
December 15, 2023	Application Deadline	
January 5, 2024	Application Deadline Extension	
January 12, 2024	Final Applicant Notification	
January 15, 2024	Deadline: Register for 2024 Spring Term EDLD 690: Executive Leadership of Education Comm.	TAMU-Texarkana Register Online
January 16, 2024	Payment Due: Spring Term – EDLD 690	
February 6, 2024	Orientation Day 9:00 am – 4:00 pm	Region VIII ESC Camp Room
March 28, 2024	Mini-Institute #1 9:00 am – 4:00 pm	Region VIII ESC Camp Room
June 4, 2024	Deadline: Register for 2024 Summer 1 Term EDLD 694: Instructional Leadership	TAMU-Texarkana Register Online
June 5, 2024	Payment Due: Summer 1-EDLD 694	
June 10, 11, 12, 13, 14, 2024	Summer Institute 9:00 am – 4:00 pm	Region VIII ESC Camp Room
July 16-17, 2024	Mini-Institute #2 9:00 am – 4:00 pm	Region VIII ESC Camp Room
August 20, 2024	Deadline: Register for 2024 Fall Semester EDLD 698: Administrative Leadership	TAMU-Texarkana Register Online
August 21, 2024	Payment Due: Fall Term – EDLD 698	
September 4, 2024	Mini-Institute #3 9:00 am – 4:00 pm	Region VIII ESC Camp Room
September 11, 2024	Mini-Institute #4 9:00 am – 4:00 pm	Region VIII ESC Camp Room
September 18, 2024	Mini-Institute #5 9:00 am – 4:00 pm	Region VIII ESC Camp Room
September 25, 2024	Mini-Institute #6 9:00 am – 4:00 pm	Region VIII ESC 3 rd Floor Conf. Center
October 14-26, 2024	TExES 195 Examination	Testing Site of Your Choice
November 6, 2024	Mini-Institute #7 9:00 am – 4:00 pm	Region VIII ESC Camp Room
November 13, 2024	Mini-Institute #8 9:00 am – 4:00 pm	Region VIII ESC Camp Room
November 20, 2024	Mini-Institute #9 9:00 am – 4:00 pm	Region VIII ESC Camp Room
December 3, 2024	Deadline: Register for 2025 Spring Semester EDLD 691: Superintendent Internship	TAMU – Texarkana Register Online
December 4, 2024	Payment Due: Spring Term 2023 EDLD 69	

Region VIII Education Service Center

All classes are conducted at the Region VIII ESC, located on Highway 271 at the intersection of 271 and FM 3535, approximately six miles south of Mount Pleasant or four miles north of Pittsburg

Mount Pleasant



Pittsburg

ITEMS TO BE COMPLETED AND SUBMITTED AS PART OF THE APPLICATION
PACKET

THE APPLICATION PACKET

General Application Information

Mailing Instructions

Applications should be completed, scanned and mailed electronically to:

jclark@reg8.net and mhenry@reg8.net

Application Deadline and Status Notification

Application Deadline:

All applications must be received by December 15, 2023. An extension of the application deadline may be granted upon request but should be completed by January 5, 2024. Applicants will be notified of their selection status as applications are received, or no later than January 12, 2024.

Questions

If you have questions or need additional information please contact Jeff Clark by phone (903.640.6632) or email jclark@reg8.net.

Application Items to be submitted

IMPORTANT NOTE: Superintendents in Region VIII have requested to interview potential applicants within their school district prior to the submitting of applications. Consequently, if you work in a Region VIII school district, please speak to your superintendent and receive his/her permission before you start the application process.

Submission of the Applicant Information Page

(1) Applicant Information (See page 19)

Once you have made the decision to apply and have your superintendent's approval, please complete and email the Applicant Information requested on page 19 to Jeff Clark jclark@reg8.net so that your personal information may be entered into the data system before your actual application is received. The completed application packet may be mailed to him at a later date but must be received on or before December 15, 2023.

Superintendent's Agreement (see page 23)
(2) Superintendent's Agreement Form (See page 23)

The signed Superintendent's Agreement Form must be included in your application packet or your application will not be reviewed.

Application Fee
(3) Application Fee

A check for \$25.00, which is non-refundable, should be attached to the application to cover the cost of processing the application. The check should be made payable to: Region VIII Education Service Center.

Mail \$25.00 Application Fee to:

**Region 8 ESC
 Margo Henry
 PO Box 1894
 Mt. Pleasant, Texas 75456**

Academic Transcript(s)
(4) Academic Transcripts

A copy of your academic transcript(s) of your previous undergraduate and graduate work at a college and/or university must be included with your application. **These need not be official transcripts, copies are acceptable.** An overall grade point average of 2.5 in undergraduate work, a 2.8 average in the last 60 hours of undergraduate work, or 3.5 for graduate work is required for consideration. **If you are accepted and have not attended Texas A&M University-Texarkana before, you will also need to provide official transcripts to the university at the time you apply for admission to the university and register for your first course.** Admission to the Graduate School at Texas A&M University-Texarkana and admission to the doctoral program in Educational Administration are separate from admission to the Ratliff Academy and must be performed by each scholar individually. Materials (transcripts, recommendations, etc.) submitted for admissions to the academy must be kept on file at Region VIII ESC and may not be used to satisfy admissions to either the Graduate School of the Department of Educational Leadership at TAMU-Texarkana.

Documentation of Principal Certification
(5) Documentation of Principal Certification

Documentation may be a copy of your principal certification or a copy of the Principal EXCET/TEXES notification sent to you from SBEC showing that you passed the Principal EXCET or TEXES. Individuals taking the principal's test in June 2024 may apply and be accepted contingent upon passing the June test.

Administrative/Supervisory Experience

(6) Administrative/Supervisory Experience

Documentation Showing a Minimum Of One Year of Administrative/Supervisory Experience

Documentation may be a copy of your school service record or a letter from the superintendent indicating your current and previous administrative experience.

Application Rating Scales

(7) Three Completed Applicant Rating Scales (See pages 20-22)

The Applicant Rating Scales should be completed by: (1) your superintendent, (2) a parent familiar with your work, and (3) a community leader familiar with your work. Please scan and email to jclark@req8.net.

Letter of Application

(8) Personal Letter of Application

Your personal letter of the application will be used to review your professional growth history and assess where you have demonstrated successful leadership in the implementation of improved student achievement. Also, your letter of application is used to make an initial assessment of mastery on some of the competencies within the three leadership domains established by the State Board for Educator Certification for superintendent certification. Brevity, accuracy, and clarity are important. **Please limit your response to no more than two typed pages.**

Your letter of application should include, but not necessarily be limited, to the following:

1. Professional experiences you have had that offer evidence of leadership in the educational community and that demonstrate your potential to provide instructional and administrative leadership in the future.
2. Personal characteristics that have served you well in past professional leadership activities and that you feel will be of value to you as a superintendent of schools.

Completion Leadership Interview Questions

(9) Completion of Leadership Interview Questions

Answer the following questions regarding your leadership experience in a word document and attach with the completed application:

1. Describe an experience where you were called on to lead a group to accomplish a task. What processes or tools did you use and what was the outcome?

2. Describe experiences you've had interacting with the community in which you live and/or work. What do you do to get to know your community?
3. Why do you want to be a district leader, and what do you expect from a district leadership position?
4. Have you ever been in a situation where school culture needed to change and what was your role in shaping the change?
5. How would you describe your leadership style?
6. Share your experiences working with a curriculum issue, an assessment issue, or an instructional issue. What was the outcome of your experience?
7. What experiences have you had evaluating or observing personnel?
8. Have you been in a position where you had to manage a budget?

(10) Complete pages 25-28 - to be submitted with your application

Page #25 – Invoice: fill out & sign, indicating who will be paying the \$600 to Region 8 ESC.

Page #26 & 27 – Site Supervisor Documentation (TEA Requirement): Site Supervisor will be your current superintendent. Make sure to include their TEA ID# on the form and a copy of their superintendent certificate with the application.

Page #28 – Attestation of Site Supervisor Qualifications (TEA Requirement): This form states that the school board president is attesting that your superintendent maintains the qualifications to be your site supervisor while completing this program. Make sure to include your superintendent's name and TEA ID# at the top and your board presidents name and signature at the bottom.

Apply TAMU-T & TK20

(11) Apply TAMU-T & TK20

Please note: After receiving a formal letter of notification of acceptance into "Ratliff Academy" cohort members should go to www.applytexas.org and apply to the university and have official transcripts sent to the registrar. Also, all cohort members must complete the TK20 application by following this link:

<https://tamut.tk20.com/campustoolshighered/start.do>

Completed Applications must be received on or before December 15, 2023. All applications will be reviewed as part of the selection process to determine admissions to the program. Those candidates that have best documented evidence of the interpersonal skills and the intellectual capability required of an educational leader will be admitted as members of Cohort 23. ***All applicants will be notified of their selection status as the application packet is received, or no later than January 12, 2024.***

Application for Admission

* indicates a required field.

Program Display

You have successfully chosen a program. See details below.

Your Selection

Term

Concentration

Concentration


Page 5 of 8



Completing an Admissions Application

Application for admission to the Educator Preparation Program is completed through TK20 at <https://tamut.tk20.com>




Creating an Admissions Account

1. Click on the **Admissions** tab located at the bottom of the login page, then select the link [Click here to create your account](#).
2. Complete any fields marked by an asterisk (*) and fill in the CAPTCHA word as directed.
3. When you are finished, click . Your username and password will be provided on the login page, and you can use these credentials to log in to your new Tk20 account.

Note: If you already have an active TK20 account, you do not need to create an admissions account. Contact your school's Tk20 Unit Administrator if you have problems with this step.

Creating an Admissions Application

To create your admissions application:

1. After you login using your admission account username and password, then select .
2. Select the **Application for Admission to the Superintendent Certification Program Fall 2022-Summer 2023** from the drop down menu, then select .
3. You will see general information and if applicable any checklist items that are required. Select  to continue to the next page.
4. Complete the Application. Any fields with an asterisk (*) must be filled in before the system will let you submit.
5. Once you have started an application, you have 3 options:
 - **Submit:** This option submits your application for final review.
 - **Save:** Click this at any time to save your progress and return at a later time to finish the application.
 - **Close:** Exit the application without saving or submitting any changes.

Note: If an application has a picture of a lock by it, it has already been submitted and will need to be recalled or re-opened for editing by an administrator.

Returning to a Saved Application

To return to a saved application:

1. Click on the **Applications** tab to display a list of all application forms you have created.
2. Click the blue name of the application you wish to edit.
3. When finished editing, click **Save** or **Submit**.

Tk20 Quick Guide

Note: If an application has a picture of a lock by it, it has already been submitted and will need to be recalled or re-opened for editing by an administrator.

Recalling a Submitted Application

If you need to make a change to a submitted application, you can recall it unless the application review has begun.

1. Click on the **Applications** tab to display a list of the application forms you have created.
2. Click the blue name of the application you wish to recall.
3. Click the **Recall** button on the top right-hand corner of the page.
4. Make the needed changes and click **Save** or **Create**.

Note: If you are unable to recall your application, you will need to contact an administrator for help in re-opening your application for editing.

Help Resources**Tk20 Support:**

Contact Tk20 Support by clicking  after the log-in page.

Instructions for Submitting your TAMUT application

Congratulations on your acceptance to the Ratliff Academy! Please submit your application for Graduate non degree seeking with superintendent certification to the university as soon as possible by following this link: <https://www.applyweb.com/texasamu/index.ftl> In addition to the CollegeNet online application, you will need to submit the following items to complete your application:

- Official bachelor's and master's transcripts should be sent directly from the college or university in which they were earned to Texas A&M University-Texarkana. Please request transcripts as soon as possible! It can sometimes take a couple of weeks for them to arrive and be processed. Official transcripts can be sent electronically to ADMISSIONS@TAMUT.EDU or via the USPS to the address below:

Texas A&M University-Texarkana
ATTN: Office of Admissions
7101 University Ave
Texarkana TX 75503

- Texas Educator certificate
- TK20 application for superintendent certification

<https://tamut.tk20.com/campustoolshighered/start.do>

****Completed applications must be submitted no later than January 10th, 2024****

The Bill Ratliff School Executive Academy

Application Information

Cohort 23

Scan & E-mail this page to Jeff Clark (jclark@reg8.net) as soon as you decide to make application to the academy so that your personal information may be entered into the data system prior to the submission of your completed application.

Name _____ TEA ID # _____

Current Position _____ School District _____

Home Address:

Office Address:

Cell Phone _____ Office Phone _____

Home e-mail _____ Office e-mail _____

THANK YOU!
WE LOOK FORWARD TO RECEIVING YOUR
COMPLETED APPLICATION!

Applicant Rating Scales

Name of Applicant:
Address:
Current Position:

Name of Reference:
Address:
Current Position:

The applicant should check one of the following before supplying the Applicant Rating Scale to references.

- Yes I waive my right to see this information in my applicant file.
 No I do not waive my right to see this information in my applicant file.

Signature of Applicant:

PLEASE CHECK THE APPROPRIATE RATING BASED ON YOUR PERSONAL OBSERVATIONS AND INTERACTION WITH THE APPLICANT.	Very Poor	Poor	Fair	Good	Very Good	Not Applicable/ Not Observed
1. Takes initiative/is a self-starter						
2. Communicates well with different community groups						
3. Plans and organizes effectively						
4. Has effective interpersonal skills						
5. Has proficient writing skills						
6. Is proficient in oral communications						
7. Has high professional energy						
8. Has effective technology skills						
9. Has good people skills						
10. Has a strong potential to be an effective educational leader						

Comments: (Please use the back of rating scales for additional comments.)

Return email to: jclark@reg8.net

Applicant Rating Scales

Name of Applicant:
Address:
Current Position:

Name of Reference:
Address:
Current Position:

The applicant should check one of the following before supplying the Applicant Rating Scale to references.

- Yes I waive my right to see this information in my applicant file.
 No I do not waive my right to see this information in my applicant file.

Signature of Applicant:

PLEASE CHECK THE APPROPRIATE RATING BASED ON YOUR PERSONAL OBSERVATIONS AND INTERACTION WITH THE APPLICANT.	Very Poor	Poor	Fair	Good	Very Good	Not Applicable/ Not Observed
1. Takes initiative/is a self-starter						
2. Communicates well with different community groups						
3. Plans and organizes effectively						
4. Has effective interpersonal skills						
5. Has proficient writing skills						
6. Is proficient in oral communications						
7. Has high professional energy						
8. Has effective technology skills						
9. Has good people skills						
10. Has a strong potential to be an effective educational leader						

Comments: (Please use the back of rating scales for additional comments.)

Return email to: jclark@reg8.net

Applicant Rating Scales

Name of Applicant:
Address:
Current Position:

Name of Reference:
Address:
Current Position:

The applicant should check one of the following before supplying the Applicant Rating Scale to references.

- Yes I waive my right to see this information in my applicant file.
 No I do not waive my right to see this information in my applicant file.

Signature of Applicant:

PLEASE CHECK THE APPROPRIATE RATING BASED ON YOUR PERSONAL OBSERVATIONS AND INTERACTION WITH THE APPLICANT.	Very Poor	Poor	Fair	Good	Very Good	Not Applicable/ Not Observed
1. Takes initiative/is a self-starter						
2. Communicates well with different community groups						
3. Plans and organizes effectively						
4. Has effective interpersonal skills						
5. Has proficient writing skills						
6. Is proficient in oral communications						
7. Has high professional energy						
8. Has effective technology skills						
9. Has good people skills						
10. Has a strong potential to be an effective educational leader						

Comments: (Please use the back of rating scales for additional comments.)

Return email to: jclark@reg8.net

The Bill Ratliff School Executive Academy
 Region VIII Education Service Center
 Texas A&M University-Texarkana
 Area School Superintendents
 Quality Makes the Difference

Superintendent's Agreement Form

Dear Superintendent:

The Ratliff Academy for School Executives is an alternative certification program in its twenty second year. The program was developed by Texas A&M University - Texarkana, Region VIII ESC, and superintendents within Region VIII. Only individuals who have demonstrated a strong potential for professional leadership and have been recommended by their superintendents are admitted to the academy. To date the program has graduated approximately 420 individuals from 155 school districts in Region VII, Region VIII, and Region X Education Service Centers. Students in previous cohorts have achieved over a 98% first time passing rate on the TExES examination for superintendent certification, with an overall passing rate of near 100%.

Applications are accepted in the fall, the program begins in February and ends with students taking the TExES examination for superintendent certification in October. Instruction is focused on the three leadership domains established by the State Board for Educator Certification for 195 Superintendent Certification. Instruction concentrates on school law, school finance, school facilities, planning and conducting board meetings, policy making, communicating with the public, school climate inventories, conflict management, sharing resources among community agencies, and the role of the superintendent. All program instruction comes from current or recently retired superintendents, assistant superintendents, school foundation directors, school attorneys, certified public accounts, school construction managers, school business managers, school wellness specialist, school finance consultants, and Region VIII specialist.

In addition to achieving certification, twelve semester hours of doctoral level work are completed through the Department of Educational Leadership at Texas A&M University – Texarkana. Graduates of the academy are encouraged to make application to the doctoral program in order to continue to develop their leadership knowledge and competency.

We are asking you to support the candidate in the following ways:

- Complete a reference evaluating the demonstrated leadership qualities of the applicant.
- Support the candidate in selecting and carrying out a major school district/community project that will influence school policy and/or compliance, improve curriculum and instruction, provide future demographic data, or advance school governance.
- Permit the candidate to attend all academy sessions. (Specific dates are indicated on page 9 of the application packet)

Thank you in advance for your professional assistance, collaboration, and cooperation.

Your signature below indicates your willingness to support the applicant in academy activities.

Superintendent's Signature _____

School District _____ **Date** _____

***Please return this form to the applicant so that it may be included in the application packet. THANK YOU!**

Summary of Program Costs

Bill Ratliff School Executive Academy: Summary of Program Costs

- \$25.00 Non-refundable Application Fee – Payable to Region 8 ESC
- \$600.00 Program Registration Fee – Payable to Region 8 ESC (monthly payment schedule available, if you are an employee of a Region 8 school please check with your Superintendent-many Region 8 schools pay the registration fee in order to support the program)
- \$1,225.00 Approximate cost per graduate course with A&M-Texarkana – 4 courses will be taken during the Ratliff Academy
- \$50.00 Application Fee to A&M-Texarkana
- \$115.00 Approximate cost for TExES Supt 195 Exam Fee
- \$77.00 Application Fee for Certification (payable to SBEC after passing the exam)
- \$5,300.00 - Total estimated cost of Superintendent Certification

Payment Invoice

The Bill Ratliff School Executive Academy
of Northeast Texas

A Collaborative Educational Leadership, Professional Development
and Superintendent Certification Program between:
Region 8 Education Service Center,
Texas A&M-Texarkana University and Area Superintendents

Cohort #23

PROFESSIONAL DEVELOPMENT INVOICE

Ratliff Academy Professional Development Fee..... \$600

Complete and return this form no later than April 1, 2024 to:

Region 8 ESC
Attn: Margo Henry
PO Box 1894
Mt. Pleasant, TX 75456
or
Email: mhenry@reg8.net

Participant's Name: _____

Please check the appropriate response:

_____ My school district will pay the \$600 Enrollment Fee.

Please note: If payment is made by the school district, the full amount must be received by June 2, 2024. Make checks payable to Region 8 ESC.

Name of school District _____

District Address _____

Administrator's Signature _____

_____ I will personally pay the \$600 Enrollment Fee.

_____ I wish to pay the entire \$600 in one installment on **February 6, 2024**. My check is attached.
Check # _____

_____ I wish to pay the \$600 in installments. My 1st installment payment (due Feb. 6, 2024) for \$100 is attached. Check # _____ (The final installment must be paid on or before Oct. 1, 2024.)

Participant Signature _____

Payments by individual participants will be prorated over the course of the program. Refer to your academy notebook (Payment Schedule) for the amounts and dates.

Site Supervisor Documentation
 Information, Statement of Support, and Training
 Texas A&M University-Texarkana

The state of Texas requires that education students seeking superintendent certification must be supervised by a site supervisor during their practicum. The site supervisor must hold Texas Certification as a superintendent, must have three years of experience as an administrator, and must be an accomplished educator. In situations where the superintendent does not serve as the site supervisor, the candidate should have access to the superintendent, as necessary. The administrator serving as the student's site supervisor must meet specific legal requirements.

Candidate Information	
Full Name	
Mobile Phone Number	
District Email Address	
Practicum Site (District)	
Field Supervisor	
Site Supervisor Information	
Full Name	
Position / Title	
Certification & TEA# <i>(Must include Texas Superintendent Certification)</i>	
Number Years as Administrator	
Mobile Phone Number	
District Email Address	
District	
Additional Site Supervisor <i>(if different from superintendent)</i>	

Agreement

I agree to serve as the site supervisor for the above-named student and to supervise activities during the practicum. I understand that the intern must log a minimum of **160 hours of clinical residency experience**. The purpose of the practicum is to connect theory to practice as students actively lead district activities and to provide a well-rounded view of the commitment of a superintendent to the community and to adult and student learners. The responsibilities of the site supervisor include:

- Establishing consistent times to meet for the purpose of planning, answering questions, discussion, and providing feedback to the candidate on leadership activities and growth.
- Providing guidance and ideas for activities and experiences to document the eight (8) Superintendent Certificate Standards as established in [Texas Administrative Code §242.15](#)
- Allowing the candidate appropriate access to a broad spectrum of administrative experiences.
- Communicating with the university field supervisor regarding the progress of the student.
- Providing support for required observations per [TAC RULE §228.35 \(h\)](#)
 - Providing access to appropriate leadership activities to demonstrate during a video-recorded observations
 - Participating in observation meetings
- Encouraging and supporting the student to be an informed risk-taker.

According to [TAC RULE §228.2 \(33\)](#), the site supervisor must:

1. Have at least three (3) years of experience as an administrator.
2. Hold a valid Texas Superintendent Certificate.
3. Must provide documentation supporting that they are an accomplished educator as shown by student learning (the university will provide a form letter for your board president to complete).

My signature below indicates that I agree to support the superintendent certification program candidate as outlined above and that I meet the stated qualifications.

SITE SUPERVISOR SIGNATURE		
Name	Signature	Date

Please feel free to contact the program coordinator with any questions you might have.

Dr. Kathy Lease
 Associate Professor of Education Leadership
 Superintendent Certification Program Coordinator
KLease@tamut.edu
 903-334-6686



Attestation of Site Supervisor Qualifications Texas A&M University-Texarkana

Date:

Site Supervisor:

TEA#:

Position:

District:

This form serves as your official recommendation of the above-named district administrator as a site supervisor for a Superintendent Certification Program (SCP) candidate to fulfill the requirements for superintendent certification in the Texas A&M University-Texarkana SCP. The site supervisor (mentor superintendent) serves a vital role in a candidate's training by functioning as a mentor and coach to the candidate.

By completing and signing this form, you verify that the site supervisor assigned to the above listed candidate meets the following requirements: [TAC RULE §228.2](#)

4. The site supervisor has at least three (3) years of experience as an administrator.
5. The site supervisor holds a valid Texas Superintendent Certificate.
6. The site supervisor is an accomplished educator as shown by student learning (please indicated below)

The site supervisor made a significant impact on student learning as an administrator in the following areas:

- Demonstrated consistent student growth on academic accountability measures.
- Created a campus culture that sets high expectations, promotes learning, and provides intellectual stimulation for self, students, and staff.
- Prioritized instruction and student achievement by understanding, sharing, and promoting a clear definition of high-quality instruction based on best practices from recent research.
- Routinely monitored and improved instruction by visiting classrooms, engaging in formative, evidence-based appraisal processes and conferences with teachers, and attending grade or team meetings.
- Implemented a rigorous curriculum aligned with state standards, including college and career readiness standards.
- Monitored and ensured staff used multiple forms of student data to inform instruction and intervention decisions to maximize instructional effectiveness and student achievement.
- Other evidence (optional):

Direct Supervisor Name (Board President) : _____ Signature: _____

Date:

The Education Leadership Department at Texas A&M University-Texarkana would like to sincerely thank you for your time in making a thoughtful recommendation of this site supervisor.

Dr. Kathy Lease
Superintendent Certification Program Coordinator
Associate Professor of Education Leadership