

# Northwest Independent School District School Board Agenda

2001 Texan Drive, Fort Worth, TX 76177-0070

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A Regular meeting of the Board of Trustees of Northwest Independent School District will be held September 28, 2020, beginning at 4:30 PM in the Northwest ISD Board Room, 2001 Texan Drive, Fort Worth, Texas 76177.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

## I. CALL TO ORDER

## II. CLOSED SESSION

A. Pursuant to Texas Government Code Section 551.071: For the purpose of a private consultation with the Board's attorney, in person or by telephone, about: pending or contemplated litigation; or a settlement offer; or a matter in which the duty of the attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State of Texas clearly conflicts with Chapter 551 of the Texas Government Code.

B. Pursuant to Texas Government Code Section 551.072: For the purpose of deliberating the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the Board in negotiations with a third person. Consider property acquisition for future school sites.

C. Pursuant to Texas Government Code Section 551.074: For the purpose of deliberating the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee, unless the officer or employee who is the subject of the deliberation or hearing requests an open hearing. Superintendent Evaluation.

## III. RECONVENE REGULAR MEETING

## IV. INVOCATION AND PLEDGE OF ALLEGIANCE

## V. PUBLIC PARTICIPATION

## VI. CONSENT AGENDA

A. Personnel recommendations, including reorganizing and assigning administrative duties and titles, extension, hiring, and/or renewal/non-renewal of contracts of individual teachers, administrators, principals, support staff, assistant superintendents, and resignations. 3

B. School Health Advisory Committee for 2020-2021. 4

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B. NSBA, TASB, and NTAASB Meetings, Workshops, and Conferences.	
XI. SUPERINTENDENT'S REPORT	
A. District-wide Activities.	
B. Legislative Update.	
C. COVID-19 Update.	
XII. ADJOURN	
XIII. School Health Advisory Committee for 2020-2021.	
XIV. Purchasing Cooperative Management Fee Report.	
XV. 2020-2021 District Improvement Plan. - Discussion Item	
XVI. Facilities, Planning and Construction Monthly Report.	
XVII. August Financial Report.	



To: Board of Trustees  
From: Ryder Warren, Ed.D., Superintendent of Schools  
Subject: Personnel Recommendations  
Date: September 28, 2020

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**Background Information and Rationale:** In order to achieve the District's goal to recruit, value, and retain exceptional staff to create a rewarding learning environment, we are submitting the attached list of candidates that have been selected and recommended by the administration for contract approval. We are also submitting a list of resignations for your acknowledgement.

**Support of Strategic Goals:**

- Northwest ISD will recruit, value, and retain exceptional staff to create a rewarding learning environment.

**Budget and/or Fund Impact:** These positions have been included in the 2020-2021 budget.

**Recommendation:** Approve contracts as recommended by the administration.

Respectfully submitted,

Ryder Warren, Ed.D.  
Superintendent

Kim Caley, Ed.D.  
Assistant Superintendent for Human Resources



To: Board of Trustees  
From: Ryder Warren, Ed.D., Superintendent of Schools  
Subject: School Health Advisory Council Committee for 2020-2021  
Date: September 28, 2020

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**Background Information and Rationale:** Every independent school district is required by law to have a School Health Advisory Council. Attached is the list of the 2020-2021 School Health Advisory Council members.

**Support of Strategic Goals:**

- Students will achieve success through meaningful learning experiences, innovative pathways, and personalized opportunities.
- Northwest ISD will recruit, value, and retain exceptional staff to create a rewarding learning environment.
- Northwest ISD will create and foster an environment where all stakeholders are engaged in the transformational work of the NISD family.

**Budget and/or Fund Impact:** None

**Recommendation:** Approve the selection of the School Health Advisory Committee for 2020-2021 as recommended by administration.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ryder Warren".

Ryder Warren, Ed.D.  
Superintendent

A handwritten signature in blue ink, appearing to read "Joel Johnson".

Joel Johnson  
Executive Director of  
Health, PE & Athletics

September 22, 2020

Dr. Warren,

The following parent, community members and employees will serve on the 2020-2021 School Health Advisory Council. Monday, September 21<sup>st</sup> was the first of five meetings scheduled for the school year. The four remaining meetings are on Monday, November 16<sup>th</sup>, January 25<sup>th</sup>, March 1<sup>st</sup> and May 3<sup>rd</sup>. All meetings will be from 6:00 p.m. – 7:30 p.m. in the PDC at the NISD administration building. The members are:

NAME	CAMPUS
<i>Heather Harrison, Chair</i>	Medlin
<i>Heather Johnson, Vice Chair</i>	AHA, Tidwell
Linda Melbourn	Clara Love
Angie Clark	Eaton
Tierney Lecoche	Curtis
Jennifer Kuykendall	Medlin, NHS, BNHS
Amber Griggs	Cox, Byron Nelson
Ashley Beckman	Peterson
Kevin Martinson	Schluter, Adams
Robert Thayer	Chisholm Trail
Emily Hogan	Pike, Eaton
Cheryl Spera	Byron Nelson
Justine Nettleton	Northwest
Lisa Black	Beck, Medlin, Pike, BNHS
Amanda Covington	Eaton
Elizabeth Belser	Haslet
Brooke Morris	Eaton
Kristyn Fletcher	Peterson
Stacey Bauer	Roanoke
Andrew Harman	JC Thompson, Eaton
Tammy Metcalf	Chisholm Trail
Anthony Luedicke	Eaton
Gabriela Sanchez	Aramark
Jessica Ortiz	Curtis
Dana Landavazo	Haslet
Elise Shankle	Hatfield
Casey Edwards	Haslet

NAME	CAMPUS
Lori Sanders	Medlin
Eysa Portugues	Byron Nelson
Andrea Vogel	Cox, Tidwell
Brittanie Anderson	Roanoke
Whitney Milson	Cox
JoLynn Deal	Wilson, Eaton
Candace Davidson	Hatfield
Michael Kennedy	Schluter
Kanika Daniel	Peterson
Shenece Johns	Lakeview, Byron Nelson
Debra Nesbitt	Hatfield
Noel Wilson	Eaton
Dawn Goldstein	Pike
Ashley Nixon	Eaton
Rebekkah Bazley	Health Services Coordinator
Dr. Bianka Soria-Olmos	JC Thompson, Sendera Ranch
India Lee	Schluter
Kim Hardy	Cox
Stacie Breckley	Cox, Byron Nelson
Ashley Harris	Tidwell, Byron Nelson
Kiersten Penrod	Justin
Julie Wright	Northwest
Rashae Staheli	Nance, Adams
Barbara Diamond-Johnson	Hughes, Tidwell
Tabitha Hrynyk	Justin
Michelle Shilling	Administration

Sincerely,



Executive Director of Health, P.E. and Athletics



To: Board of Trustees

From: Ryder Warren, Ed.D., Superintendent of Schools

Subject: Joint Election Agreement and Contract for Election Services Between Denton County and Northwest ISD

Date: September 28, 2020

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**Background Information and Rationale:** Northwest ISD has called a General Election and Special Election for November 3, 2020. The Joint Election Agreement and Contract for Election Services with Denton County would allow the Denton County Elections Administrator to provide the voting equipment and administer the election at shared polling sites. The other municipalities and school districts who have ordered a general or special election for November 3, 2020, will be listed in the agreement.

A draft Joint Election Agreement and Contract for Election Services has been included for your review. We understand that the Denton County Election office is extremely busy and are hopeful to receive the final contract for your final review and approval on September 28. Considering that Early Voting begins October 13, if the final agreement is not received by September 28, we respectfully request that you grant Superintendent Ryder Warren the authority to negotiate and sign the agreement, subject to ratification at the October 19 board meeting, should that be necessary.

Texas Election Codes 31.092 and 271.002, allow NISD to contract with county election officers for election services and to enter into agreements to hold an election jointly in the precincts that can be served by common polling places. In accordance with the Texas Education Code 11.0581, school districts have a requirement to hold joint elections.

**Support of Strategic Goals:**

- Students will achieve success through meaningful learning experiences, innovative pathways, and personalized opportunities.
- Northwest ISD will recruit, value, and retain exceptional staff to create a rewarding learning environment.
- Northwest ISD will create and foster an environment where all stakeholders are engaged in the transformational work of the NISD family.

**Budget and/or Fund Impact:**

The 2020-2021 Adopted Budget provides funds for conducting elections.

**Recommendation:** Approve the Joint Election Agreement and Contract for Election Services Between Denton County and Northwest ISD as recommended by the administration. Alternatively, if the agreement is not provided in time for Board approval on September 28, authorize the Superintendent to negotiate and sign the Joint Election Agreement and Contract for Election Services Between Denton County and Northwest ISD, subject to ratification by the Board at a future meeting.

Respectfully submitted,



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Ryder Warren, Ed.D.  
Superintendent



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Angela Scott  
Public Affairs Coordinator

**THE STATE OF TEXAS COUNTY OF DENTON**

**JOINT ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES**

This CONTRACT for election services is made by and between the Denton County Elections Administrator and the following political subdivisions, herein referred to as “participating authority or participating authorities” located entirely or partially inside the boundaries of Denton County:

Participating Authorities:

[entities]

This contract is made pursuant to Texas Election Code Sections 31.092 and 271.002 and Texas Education Code Section 11.0581 for a joint [election-date] election to be administered by Frank Phillips, Denton County Elections Administrator, hereinafter referred to as “Elections Administrator.”

***RECITALS***

Each participating authority listed above plans to hold a General or Special Election on [election-date]. Denton County plans to hold county-wide voting for this General Election.

The County owns the Hart InterCivic Verity Voting System, which has been duly approved by the Secretary of State pursuant to Texas Election Code Chapter 122 as amended, and is compliant with the accessibility requirements for persons with disabilities set forth by Texas Election Code Section 61.012. The contracting political subdivisions (participating authorities) desire to use the County’s voting system and to compensate the County for such use and to share in certain other expenses connected with joint elections, in accordance with the applicable provisions of Chapters 31 and 271 of the Texas Election Code, as amended.

NOW THEREFORE, in consideration of the mutual covenants, agreements, and benefits to all parties, IT IS AGREED as follows:

**I. ADMINISTRATION**

The participating authorities agree to hold a “Joint Election” with Denton County and each other in accordance with Chapter 271 of the Texas Election Code and this agreement. The Elections Administrator shall coordinate, supervise, and handle all aspects of administering the Joint Election as provided in this agreement. Each participating authority agrees to pay the Elections Administrator for equipment, supplies, services, and administrative costs as provided in this agreement. The Elections Administrator shall serve as the administrator for the Joint Election; however, each participating authority shall remain responsible for the decisions and actions of its officers necessary for the lawful conduct of its election. The Elections Administrator shall provide advisory services in connection with decisions to be made and actions to be taken by the officers of each participating authority as necessary.

It is understood that other political subdivisions may wish to participate in the use of the County's Verity voting system and polling places, and it is agreed that the Elections Administrator may enter into other election agreements and contracts for election services for those purposes, on terms and conditions generally similar to those set forth in this contract. In such cases, costs shall be pro-rated among the participants according to Section XI of this contract.

## **II. LEGAL DOCUMENTS**

Each participating authority shall be responsible for the preparation, adoption, and publication of all required election orders, resolutions, notices, and any other pertinent documents required by the Texas Election Code and/or the participating authority's governing body, charter, or ordinances, except that the Elections Administrator shall be responsible for the preparation and publication of all voting equipment testing notices that are required by the Texas Election Code. Election orders should include language that would not necessitate amending the order if any of the Early Voting and/or Election Day polling places change.

Preparation of the necessary materials for notices and the official ballot shall be the responsibility of each participating authority, including translation to languages other than English. Each participating authority shall provide a copy of their respective election orders and notices to the Elections Administrator.

## **III. VOTING LOCATIONS**

The Elections Administrator shall select and arrange for the use of and payment for all Early Voting and Election Day voting locations. Voting locations will be, whenever possible, the usual voting location for each election precinct in elections conducted by each participating authority, and shall be compliant with the accessibility requirements established by Election Code Section 43.034 and the Americans with Disabilities Act (ADA). All Early Voting and Election Day voting locations shall be within the boundaries of Denton County. The proposed voting locations are listed in Exhibit A of this agreement. In the event a voting location is not available or appropriate, the Elections Administrator will arrange for use of an alternate location. The Elections Administrator shall notify the participating authorities of any changes from the locations listed in Exhibit A.

If polling place(s) for the [election-date] joint election are different from the polling place(s) used by a participating authority in its most recent election, the authority agrees to post a notice no later than November 2, 2020 at the entrance to any previous polling places in the jurisdiction stating that the polling location has changed and stating the political subdivision's polling place names, addresses, and room or suite number, if applicable, in effect for the [election-date] election. This notice shall be written in both the English and Spanish languages.

## **IV. ELECTION JUDGES, CLERKS, AND OTHER ELECTION PERSONNEL**

Denton County shall be responsible for the appointment of the presiding judge and alternate judge for each polling location. The Elections Administrator shall make emergency appointments of election officials if necessary.

Upon request by the Elections Administrator, each participating authority agrees to assist in recruiting polling place officials who are bilingual (fluent in both English and Spanish). In compliance with the Federal Voting Rights Act of 1965, as amended, each polling place containing more than 5% Hispanic population as determined by the 2010 Census shall have one or more election officials who are fluent in both the English and Spanish languages. If a presiding judge is not bilingual, and is unable to appoint a bilingual clerk, the Elections Administrator may recommend a bilingual worker for the polling place. If the Elections Administrator is unable to recommend or recruit a bilingual worker, the participating authority or authorities served by that polling place shall be responsible for recruiting a bilingual worker for translation services at that polling place.

The Elections Administrator shall notify all election judges of the eligibility requirements of Subchapter C of Chapter 32 of the Texas Election Code, and will take the necessary steps to insure that all election judges appointed for the Joint Election are eligible to serve.

The Elections Administrator shall arrange for the training and compensation of all election judges and clerks. The Election judges and clerks who attend in-person voting equipment training and/or procedures training, shall be compensated at the rate of \$10 an hour. Election judges and clerks that elect to complete online training shall be compensated as a rate of a flat \$30. In the event that an election judge or clerk completes both in-person and online training, they shall be compensated for the training resulting in the highest pay and will not be compensated for both trainings.

The Elections Administrator shall arrange for the date, time, and place for presiding election judges to pick up their election supplies. Each presiding election judge will be sent a letter from the Elections Administrator notifying them of their appointment, the dates/times and locations of training and distribution of election supplies, and the number of election clerks that the presiding judge may appoint.

Each election judge and clerk will receive compensation at the hourly rate established by Denton County pursuant to Texas Election Code Section 32.091. The election judge, or their designee, will receive an additional sum of \$25.00 for picking up the election supplies and equipment prior to Election Day and for returning the supplies and equipment to the central counting station after the polls close. Likewise, the Lead Clerk in Early Voting, or their designee, will receive an additional sum of \$25.00 for picking up the election supplies prior to the first day of Early Voting and for returning the supplies and equipment to the Elections Department after Early Voting has ended.

The compensation rates established by Denton County are:

Early Voting – Lead Clerk (\$12/ hour), Clerk (\$10/ hour)

Election Day – Presiding Judge (\$12/hour), Alternate Judge (\$11/ hour), Clerk (\$10/ hour)

The Elections Administrator may employ other personnel necessary for the proper administration of the election, as well as, pre and post election administration. In such cases, costs shall be prorated among participants of this contract. Part-time help is included as is necessary to prepare for the election, to ensure the timely delivery of supplies during Early Voting and on Election Day, and for the efficient tabulation of ballots at the central counting station. Part-time personnel working in support of the Early Voting Ballot Board and/or central counting station on election night will be compensated at the hourly rate set by Denton County in accordance with Election Code Sections 87.005, 127.004, and 127.006.

If elections staff is required outside of the hours of the office's normal scope of business, the entity(ies) responsible for the hours will be billed for those hours. The Elections Administrator will determine when those hours are necessary, the number of staff and whom are necessary, along with to whom the hours are to be billed. Cost for these hours will be billed at a rate of 1.5 times the staff's hourly rate (See Sections XV #10). The Election Administrator has the right to waive these costs as they see fit.

## **V. PREPARATION OF SUPPLIES AND VOTING EQUIPMENT**

The Elections Administrator shall arrange for all election supplies and voting equipment including, but not limited to, the County's Verity voting system and equipment, official ballots, sample ballots, voter registration lists, and all forms, signs, maps and other materials used by the election judges at the voting locations. The Elections Administrator shall ensure availability of tables and chairs at each polling place and shall procure rented tables and chairs for those polling places that do not have tables and/or chairs. Any additional required materials (required by the Texas Election Code) must be provided by the participating authorities, and delivered to the Elections Office thirty-three (33) calendar days (October 1, 2020) prior to Election Day. If this deadline is not met, the material must be delivered by the participating authorities, to all Early Voting and Election Day locations affected, prior to voting commencing. The Elections Administrator shall be responsible for conducting all required testing of the voting equipment, as required by Chapters 127 and 129 of the Texas Election Code.

At each polling location, joint participants shall share voting equipment and supplies to the extent possible. The participating authorities shall share a mutual ballot in those precincts where jurisdictions overlap. Multiple ballot styles shall be available in those shared polling places where jurisdictions do not overlap. The Elections Administrator shall provide the necessary voter registration information, maps, instructions, and other information needed to enable the election judges in the voting locations that have more than one ballot style to conduct a proper election.

Each participating authority shall furnish the Elections Administrator a list of candidates and/or propositions showing the order and the exact manner in which the candidate names and/or proposition(s) are to appear on the official ballot (including titles and text in each language in which the authority's ballot is to be printed). **Said list must be provided to the Elections Office within three (3) business days following the last day to file for a place on the ballot** or after the election is ordered, whichever is later. Said list must be in a Word document, the

information must be in an upper and lower case format, be in Arial 12 point font, and contain candidate contact information for the purposes of verifying the pronunciation of each of the candidates' names. Each participating authority shall be responsible for proofreading and approving the ballot insofar as it pertains to that authority's candidates and/or propositions. Each participating authority shall be responsible for proofing and approving the audio recording of the ballot insofar as it pertains to that authority's candidates and/or propositions. **The approvals must be finalized with the Elections Office within five (5) calendar days of receipt of the proofs, or the provided proofs shall be considered approved.**

The joint election ballots shall list the County's election first. The joint election ballots that contain ballot content for more than one joint participant because of overlapping territory shall be arranged with the appropriate school district ballot content appearing on the ballot following the County's election, followed by the appropriate city ballot content, and followed by the appropriate water district or special district ballot content.

Early Voting by personal appearance and on Election Day shall be conducted exclusively on Denton County's Verity voting system including provisional ballots.

The Elections Administrator shall be responsible for the preparation, testing, and delivery of the voting equipment for the election as required by the Election Code.

The Elections Administrator shall conduct criminal background checks on the relevant employees upon hiring as required by Election Code 129.051(g).

## **VI. EARLY VOTING**

The participating authorities agree to conduct joint early voting and to appoint the Election Administrator as the Early Voting Clerk in accordance with Sections 31.097 and 271.006 of the Texas Election Code. Each participating authority agrees to appoint the Elections Administrator's permanent county employees as deputy early voting clerks. The participating authorities further agree that the Elections Administrator may appoint other deputy early voting clerks to assist in the conduct of early voting as necessary, and that these additional deputy early voting clerks shall be compensated at an hourly rate set by Denton County pursuant to Section 83.052 of the Texas Election Code. Deputy early voting clerks who are permanent employees of the Denton County Elections Administrator or any participating authorities shall serve in that capacity without additional compensation.

Early Voting by personal appearance will be held at the locations, dates, and times listed within Exhibit A of this document. Any qualified voter of the Joint Election may vote early by personal appearance at any one of the joint early voting locations. All requests for Temporary Early Voting Locations will be considered, and determined based on the availability of sites and if it is within the Election Code parameters. All costs for temporary sites including coverage by Election Administration staff will be borne by the requesting authority. The Elections Administrator will determine when those hours are necessary, the number of staff and whom are necessary, along with to whom the hours are to be billed. Cost for these hours will be billed at a

rate of 1.5 times the staff's hourly rate (See Sections XV #10). The Election Administrator has the right to waive these costs as they see fit.

As Early Voting Clerk, the Elections Administrator shall receive applications for early voting ballots to be voted by mail in accordance with Chapters 31 and 86 of the Texas Election Code. Any requests for early voting ballots to be voted by mail received by the participating authorities shall be forwarded immediately by fax or courier to the Elections Administrator for processing. The address of the Early Voting Clerk is as follows:

Frank Phillips, Early Voting Clerk  
Denton County Elections  
PO Box 1720  
Denton, TX 76202  
Email: elections@dentoncounty.com

Any requests for early voting ballots to be voted by mail, and the subsequent actual voted ballots that are sent by a contract carrier (ie. UPS, FedEx, etc.) shall be delivered to the Early Voting Clerk at the Denton County Elections Department physical address as follows:

Frank Phillips, Early Voting Clerk  
Denton County Elections  
701 Kimberly Drive, Suite A101  
Denton, TX 76208  
Email: elections@dentoncounty.com

The Elections Administrator shall post on the county website, the participating authority's Early Voting Roster on a daily basis. In accordance with Section 87.121 of the Election Code, the daily roster showing the previous day's early voting activity will be posted no later than 11:00 AM each business day.

## **VII. EARLY VOTING BALLOT BOARD**

Denton County shall appoint the Presiding Judge of an Early Voting Ballot Board (EVBB) to process early voting results from the Joint Election. The Presiding Judge, with the assistance of the Elections Administrator, shall appoint two or more additional members to constitute the EVBB. The Elections Administrator shall determine the number of EVBB members required to efficiently process the early voting ballots.

## **VIII. CENTRAL COUNTING STATION AND ELECTION RETURNS**

The Elections Administrator shall be responsible for establishing and operating the central counting station to receive and tabulate the voted ballots in accordance with the provisions of the Texas Election Code and of this agreement.

The participating authorities hereby, in accordance with Section 127.002, 127.003, and 127.005 of the Texas Election Code, appoint the following central counting station officials:

Counting Station Manager: Brandy Grimes, Deputy Elections Administrator  
Tabulation Supervisor: Jason Slonaker, Technology Resources Coordinator  
Presiding Judge: Early Voting Ballot Board Judge  
Alternate Judge: Early Voting Ballot Board Alternate Judge

The counting station manager or their representative shall deliver timely cumulative reports of the election results as precincts report to the central counting station and are tabulated by posting on the Election Administrator's Election Night Results website. The manager shall be responsible for releasing unofficial cumulative totals and precinct returns from the election to the joint participants, candidates, press, and general public by distribution of hard copies at the central counting station (if requested) and by posting to the Election Administrator's Election Night Results website. To ensure the accuracy of reported election returns, results printed on the tapes produced by Denton County's voting equipment will not be released to the participating authorities at the remote collection sites or by phone from individual polling locations.

The Elections Administrator will prepare the unofficial canvass reports after all precincts have been counted, and will deliver a copy of the unofficial canvass to each participating authority as soon as possible after all returns have been tabulated. The Elections Administrator will include the tabulation and precinct returns that are required by Texas Election Code Section 67.004 for the participating authorities to conduct their respective canvasses. Each participating authority shall be responsible for the official canvass of its respective election(s), and shall notify the Elections Administrator, or their designee, of the date of the canvass, no later than three days after Election Day.

The Elections Administrator shall be responsible for conducting the post-election manual recount required by Section 127.201 of the Texas Election Code unless a waiver is granted by the Secretary of State. Notification and copies of the recount, if waiver is denied, will be provided to each participating authority for uploading, by each participating authority, to the Secretary of State's Office.

## **IX. PARTICIPATING AUTHORITIES WITH TERRITORY OUTSIDE DENTON COUNTY**

Each participating authority with territory containing population outside of Denton County agrees that the Elections Administrator shall administer only the Denton County portion of those elections.

## **X. RUNOFF ELECTIONS**

Each participating authority shall have the option of extending the terms of this agreement through its runoff election, if applicable. In the event of such runoff election, the terms of this agreement shall automatically extend unless the participating authority notifies the Elections Administrator in writing within three (3) business days of the original election.

Each participating authority shall reserve the right to reduce the number of early voting locations and/or Election Day voting locations in a runoff election.

Each participating authority agrees to order any runoff election(s) at its meeting for canvassing the votes from the [election-date] election and to conduct its drawing for ballot positions at or immediately following such meeting in order to expedite preparations for its runoff election.

Each participating authority eligible to hold runoff elections agrees that the date of the runoff election, if necessary, shall be Tuesday, December 8, 2020, with early voting being held in accordance with the Election Code.

## **XI. ELECTION EXPENSES AND ALLOCATION OF COSTS**

The participating authorities agree to share the costs of administering the Joint Election. Allocation of the costs, unless specifically stated otherwise, is mutually agreed to be shared according to a formula, which is based on the number of registered voters within the district per Elections Day polling place. Costs for polling places shared by more than one participating authority shall be pro-rated among the participants utilizing that polling place.

It is agreed that the charges for Election Day judges and clerks and Election Day polling place rental fees shall be directly charged to the appropriate participating authority rather than averaging those costs among all participants.

If a participating authority's election is conducted at more than one Election Day polling place, there shall be no charges or fees allocated to the participating authority for the cost of the Election Day polling place in which the authority has fewer than 50% of the total registered voters served by that polling place, except that if the number of registered voters in all of the authority's polling places is less than the 50% threshold, the participating authority shall pay a pro-rata share of the cost associated with the polling place where it has the greatest number of registered voters.

Costs for Early Voting by Personal Appearance shall be allocated based upon the actual costs associated with each early voting site. Each participating authority shall be responsible for an equal portion of the actual costs associated with the early voting sites located within their jurisdiction. Participating authorities that do not have a regular (non-temporary) early voting site within their jurisdiction shall pay an equal portion of the nearest regular early voting site.

Costs for Early Voting by mail shall be allocated according to the actual number of ballots mailed to each participating authority's voters.

Cost for all in-person and provisional ballots and Poll Pad paper shall be allocated according to the actual number of ballots issued to each participating authority's voter.

Each participating authority agrees to pay the Elections Administrator an administrative fee equal to ten percent (10%) of its total billable costs in accordance with Section 31.100(d) of the Texas Election Code.

The Denton County Elections Administrator shall deposit all funds payable under this contract into the appropriate fund(s) within the county treasury in accordance with Election Code Section 31.100.

The Denton County Elections Administrator reserves the right to adjust the above formulas in agreement with an individual jurisdiction if the above formula results in a cost allocation that is inequitable.

If any participating authority makes a special request for extra Temporary Branch Early Voting by Personal Appearance locations as provided by the Texas Election Code, that entity agrees to pay the entire cost for that request.

Participating authorities having the majority of their voters in another county and/or fewer than 500 registered voters in Denton County, and that do not have an Election Day polling place or early voting site within their Denton County territory shall pay a flat fee of \$400 for election expenses.

Election expenses, including but not limited to, overtime charges for Election Office staff, and any unforeseen expenses needed to conduct the election, will be borne by the participating authority or authorities, affected.

## **XII. WITHDRAWAL FROM CONTRACT DUE TO CANCELLATION OF ELECTION**

Any participating authority may withdraw from this agreement and the Joint Election should it cancel its election in accordance with Sections 2.051 - 2.053 of the Texas Election Code. The withdrawing authority is fully liable for any expenses incurred by the Denton County Elections Administrator on behalf of the authority plus an administrative fee of ten percent (10%) of such expenses. Any monies deposited with the Elections Administrator by the withdrawing authority shall be refunded, minus the aforementioned expenses and administrative fees, if applicable.

It is agreed that any of the joint election early voting sites that are not within the boundaries of one or more of the remaining participating authorities, with the exception of the early voting site located at the Denton County Elections Building, may be dropped from the joint election unless one or more of the remaining participating authorities agreed to fully fund such site(s). In the event that any early voting site is eliminated under this section, an addendum to the contract shall be provided to the remaining participants within five days after notification of all intents to withdraw have been received by the Elections Administrator.

## **XIII. RECORDS OF THE ELECTION**

The Elections Administrator is hereby appointed general custodian of the voted ballots and all records of the Joint Election as authorized by Section 271.010 of the Texas Election Code.

Access to the election records shall be available to each participating authority, as well as, to the public in accordance with applicable provisions of the Texas Election Code and the Texas Public

Information Act. The election records shall be stored at the offices of the Elections Administrator or at an alternate facility used for storage of county records. The Elections Administrator shall ensure that the records are maintained in an orderly manner so that the records are clearly identifiable and retrievable.

Records of the election shall be retained and disposed of in accordance with the provisions of Section 66.058 of the Texas Election Code. If records of the election are involved in any pending election contest, investigation, litigation, or open records request, the Elections Administrator shall maintain the records until final resolution or until final judgment, whichever is applicable. It is the responsibility of each participating authority to bring to the attention of the Elections Administrator any notice of pending election contest, investigation, litigation or open records request which may be filed with the appropriate participating authority.

#### **XIV. RECOUNTS**

A recount may be obtained as provided by Title 13 of the Texas Election Code. By signing this document, the presiding officer of the contracting participating authorities agree that any recount shall take place at the offices of the Elections Administrator, and that the Elections Administrator shall serve as Recount Supervisor, and the participating authority's official or employee who performs the duties of a secretary under the Texas Election Code shall serve as Recount Coordinator.

The Elections Administrator agrees to provide advisory services to each participating authority as necessary to conduct a proper recount.

#### **XV. MISCELLANEOUS PROVISIONS**

1. It is understood that to the extent space is available, other districts and political subdivisions may wish to participate in the use of the County's election equipment and voting places, and it is agreed that the Elections Administrator may contract with such other districts or political subdivisions for such purposes and that in such event there may be an adjustment of the pro-rata share to be paid to the County by the participating authorities.
2. The Elections Administrator shall file copies of this document with the Denton County Treasurer and the Denton County Auditor in accordance with Section 31.099 of the Texas Election Code.
3. Nothing in this contract prevents any party from taking appropriate legal action against any other party and/or other election personnel for a breach of this contract or a violation of the Texas Election Code.
4. This agreement shall be construed under and in accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Denton County, Texas.

5. In the event that one of more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
6. All parties shall comply with all applicable laws, ordinances, and codes of the State of Texas, all local governments, and any other entities with local jurisdiction.
7. The waiver by any party of a breach of any provision of this agreement shall not operate as or be construed as a waiver of any subsequent breach.
8. Any amendments of this agreement shall be of no effect unless in writing and signed by all parties hereto.
9. Failure for a participating authority to meet the deadlines as outline in this contract may result in additional charges, including but not limited to, overtime charges, etc.
10. Elections Staffing Hourly Rate (includes all benefit pay):

Absentee Voting Coordinator	\$40.028
Voter Registration Clerk	\$30.072 - \$33.303
Technology Resources Coordinator	\$43.283
Elections Technician	\$30.525 - \$34.768
Voter Registration Coordinator	\$37.508
Training Coordinator	\$41.905
Election Coordinator	\$34.768

11. Nonperformance of either party shall be excused, and the nonperforming party shall have no liability to the other party, to the extent that performance is rendered impossible by any act of God, storm, fire, flood, casualty, unanticipated work stoppage, strike, lock out labor dispute, civic disturbance, riot, war, national emergency, governmental acts or orders or other restrictions, act of public enemy, failure of suppliers, or any other reason where failure to perform is beyond the reasonable control of and is not caused by the negligence of the performing party. If a party is prevented from performing its obligations by an event of force majeure, then either party may terminate this agreement by written notice to the other party.

**XVI. COST ESTIMATES AND DEPOSIT OF FUNDS**

The total estimated obligation for each participating authority under the terms of this agreement is listed below. The exact amount of each participating authority’s obligation under the terms of this agreement shall be calculated after the [election-date] election (or runoff election, if

applicable). The participating authority's obligation shall be paid to Denton County within 30 days after the receipt of the final invoice from the Denton County Elections Administrator.

The total estimated obligation for each participating authority under the terms of this agreement shall be provided as soon as practicable.

The total estimated obligation for each participating authority under the terms of this agreement shall be as follows:

[costs]

[pagebreak]

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XVII. JOINT CONTRACT ACCEPTANCE AND APPROVAL

IN TESTIMONY HEREOF, this agreement has been executed on behalf of the parties hereto as follows, to-wit:

- (1) It has on the \_\_\_\_\_ day of \_\_\_\_\_, 2020 been executed by the Denton County Elections Administrator pursuant to the Texas Election Code so authorizing;
- (2) It has on the \_\_\_\_\_ day of \_\_\_\_\_, 2020 been executed on behalf of the Northwest ISD pursuant to an action of the Board of Trustees so authorizing;

ACCEPTED AND AGREED TO BY DENTON COUNTY ELECTIONS ADMINISTRATOR:

APPROVED:

\_\_\_\_\_  
Frank Phillips, CERA

ACCEPTED AND AGREED TO BY THE NORTHWEST ISD:

APPROVED:

ATTESTED:

\_\_\_\_\_  
Judy Copp, Board President

\_\_\_\_\_  
Lillian Rauch, Board Secretary

**DENTON COUNTY EARLY VOTING**  
(VOTACION ADELANTADA DEL CONDADO DE DENTON)

**NOVEMBER 3, 2020**  
(3 DE NOVIEMBRE DE 2020)

**GENERAL AND SPECIAL ELECTIONS**  
(ELECCIONES GENERALES Y ESPECIALES)

**EARLY VOTING BY PERSONAL APPEARANCE DAYS AND HOURS**  
(DÍAS Y HORAS DE VOTACIÓN TEMPRANO POR APARICIÓN PERSONAL)

October (Octubre) 13 - 17	Tuesday - Saturday (Martes – Sábado)	7:00 a.m. – 7:00 p.m.
October (Octubre) 18	Sunday (Domingo)	11:00 a.m. – 4:00 p.m.
October (Octubre) 19 - 24	Monday - Saturday (Lunes – Sábado)	7:00 a.m. – 7:00 p.m.
October (Octubre) 25	Sunday (Domingo)	11:00 a.m. – 4:00 p.m.
October (Octubre) 26 - 30	Monday - Friday (Lunes - Viernes)	7:00 a.m. – 7:00 p.m.

	<b>Location</b> (Ubicación)	<b>Address</b> (Dirección)	<b>Room</b> (Sitio de Votación)	<b>City</b> (Ciudad)	<b>Zip Code</b> (Código Postal)
1	Argyle Town Hall	308 Denton St. E.	Community Room	Argyle	76226
2	Aubrey Area Library	226 Countryside Dr.	Library Community Room	Aubrey	76227
3	Carrollton Public Library	4220 N. Josey Ln.	Front Meeting Rooms	Carrollton	75010
4	Marie Huie Special Education Center	2115 E. Frankford Rd.	Auditorium	Carrollton	75007
5	Rosemeade Recreation Center	1330 E. Rosemeade Pkwy.	Front Snack Area	Carrollton	75007
6	Corinth City Hall	3300 Corinth Pkwy.	Council Work Session Room	Corinth	76208
7	Steven E. Copeland Government Center	1400 FM 424	Community Room	Cross Roads	76227
8	Timberglenn Recreation Center	3810 Timberglenn Rd.	Large Room	Dallas	75287
9	Denton Civic Center	321 E. McKinney St.	Rotunda	Denton	76201
10	Denton County Elections Administration	701 Kimberly Dr.	Multipurpose Room	Denton	76208
11	Embassy Suites - Denton Convention Center	3100 Town Center Trl.	The Arabian Ballroom	Denton	76201
12	North Branch Library	3020 N. Locust St.	Meeting Room	Denton	76209
13	Robson Ranch Clubhouse	9428 Ed Robson Cir.	Medina Room	Denton	76207
14	South Branch Library	3228 Teasley Ln.	Program Room	Denton	76210
15	University of North Texas - Gateway Center	801 North Texas Blvd.	Gateway Center Room 43/47	Denton	76201
16	Denton County Southwest Courthouse	6200 Canyon Falls Dr.	Community Room	Flower Mound	76226
17	Flower Mound Community Activity Center	1200 Gerault Rd.	Chill Zone	Flower Mound	75028
18	Flower Mound Senior Center	2701 W. Windsor Dr.	Ballrooms A, B, and C	Flower Mound	75028
19	Flower Mound Town Hall	2121 Cross Timbers Rd.	Pre-Council Room	Flower Mound	75028
20	Frisco Fire Station #4	4485 Cotton Gin Rd.	Training Room	Frisco	75034
21	Frisco Fire Station #6	3535 Eldorado Pkwy.	Training Room	Frisco	75033
22	Frisco Fire Station #7	330 W. Stonebrook Pkwy.	Training Room	Frisco	75036
23	Frisco Government Center	5533 FM 423	Conference Room	Frisco	75036
24	Hickory Creek Town Hall	1075 Ronald Reagan Ave.	Council Chambers and/or Conference Rooms	Hickory Creek	75065
25	Highland Village Municipal Complex	1000 Highland Village Rd.	Training Room	Highland Village	75077
26	Justin Municipal Complex	415 N. College Ave.	Council Room	Justin	76247
27	Northwest ISD Administration Building	2001 Texan Dr.	Curriculum Design Center Room	Justin	76247
28	Krum ISD Administration Building	1200 Bobcat Blvd.	Board Room	Krum	76249
29	Lake Dallas City Hall	212 Main St.	Community Room	Lake Dallas	75065
30	Lantana Community Center	1301 Haverford Ln.	Building	Lantana	76226
31	Castle Hills Community Center	2501 Queen Margaret Dr.	Banquet Room	Lewisville	75056
32	Frederick P. Herring Recreation Center	191 Civic Cir.	Common Area	Lewisville	75067
33	Hedrick House	1407 Creekview Dr.	Open Area	Lewisville	75067
34	Macedonia Ministries	702 S. Mill St.	Fellowship Hall	Lewisville	75057
35	Music City Mall	2401 S. Stemmons Fwy.	Space #2106 - The Grand Stage	Lewisville	75067
36	Little Elm Community Center	107 Hardwicke Ln.	Community Room	Little Elm	75068
37	Northlake Town Hall	1500 Commons Cir., Ste. 300	Chamber Room	Northlake	76226
38	Pilot Point Senior Center	310 S. Washington St.	Exercise Room	Pilot Point	76258
39	Ponder Town Hall	102 W. Bailey St.	Council Chambers	Ponder	76259
40	Roanoke Public Library	308 S. Walnut St.	Meeting Rooms A & B	Roanoke	76262
41	Sanger Community Center	101 Freese Dr.	Meeting Room	Sanger	76266
42	Shady Shores Community Center	101 S. Shady Shores Rd.	Council Chambers	Shady Shores	76208
43	Cascades Conference Center at Fairfield Marriott	5909 Stone Creek Dr.	Cascades Ballroom	The Colony	75056

**DENTON COUNTY EARLY VOTING**  
(VOTACION ADELANTADA DEL CONDADO DE DENTON)

**NOVEMBER 3, 2020**  
(3 DE NOVIEMBRE DE 2020)

**GENERAL AND SPECIAL ELECTIONS**  
(ELECCIONES GENERALES Y ESPECIALES)

44	Golf Clubs at the Tribute	1001 Lebanon Rd.	Old American Grill	The Colony	75056
45	The Colony Annex Building	6804 Main St.	Annex Building	The Colony	75056
46	Trophy Club MUD No. 1 Building	100 Municipal Dr.	Svore Municipal Boardroom	Trophy Club	76262

Application for a Ballot by Mail may be downloaded from our website: <https://www.votedenton.com/early-voting-by-mail-absentee/>  
(Solicitud para Boleta por Correo se puede descargar de nuestro sitio web): <https://www.votedenton.com/early-voting-by-mail-absentee/>

Information by phone: Denton County Elections Administration, 940-349-3200  
(Información por teléfono): Administración de Elecciones del Condado de Denton 940-349-3200

Applications for a Ballot by Mail must be submitted between January 1, 2020 and October 23, 2020 by mail, fax or email to:

**Early Voting Clerk (Secretario De votación Adelantada)**  
**PO Box 1720**  
**Denton, TX 76202**  
**Fax: 940-349-3201**  
**Email: elections@dentoncounty.com**

**Note: effective December 1, 2017** - If an Application for Ballot by Mail is submitted by fax or e-mail the original application must also be mailed and received by the Early Voting Clerk no later than the 4<sup>th</sup> business day after receipt of the faxed or e-mailed copy.

(Solicitudes para una Boleta por Correo pueden ser sometidas entre el 1 de Enero de 2020 y 23 de Octubre de 2020 por correo, fax o por correo electrónico a:

**Nota: efectivo el 1 de Diciembre de 2017** - Si una solicitud de boleta por correo se envía por fax o por correo electrónico la solicitud original también debe ser enviada por correo y recibida por el Secretario de votación anticipada no más tarde del cuarto día hábil después de recibir la copia enviada por fax o por correo electrónico.)

**GENERAL AND SPECIAL ELECTIONS - ELECTION DAY BY PERSONAL APPEARANCE LOCATIONS**  
**(LUGARES DE VOTACIÓN EN EL DÍA DE ELECCIÓN POR APARICIÓN PERSONAL DEL ELECCIONES GENERALES Y ESPECIALES DEL 2020)**

**November 3, 2020 -- 7:00 am - 7:00 pm**  
**(3 de noviembre de 2020 -- 7:00 am - 7:00 pm)**

<b>Precinct (precinto)</b>	<b>Location (lugar)</b>	<b>Address (dirección)</b>	<b>Room (sito de votación)</b>	<b>City (ciudad)</b>	<b>Zip code (código postal)</b>
1000	Bolivar Baptist Church	6690 FM 455 W.	Foyer	Sanger	76266
1001	Sanger Indian Gymnasium	207 Acker St.	Gymnasium	Sanger	76266
1002	Sanger High School	100 Indian Ln.	Auxiliary Gymnasium	Sanger	76266
1003	Pilot Point Senior Center	310 S. Washington St.	Exercise Room	Pilot Point	76258
1004	Savannah Clubhouse	701 Savannah Blvd.	Ballroom	Savannah	76227
1005	Aubrey City Hall	107 S. Main St.	City Council Chambers	Aubrey	76227
1006	Providence Elementary School	1000 FM 2931	Gymnasium	Providence Village	76227
1007	Steven E. Copeland Government Center	1400 FM 424	Community Room	Cross Roads	76227
1008	Green Valley Baptist Church	9901 FM 428	Fellowship Building	Aubrey	76227
1009	Denton Optimist Club Gym	3100 N. Elm St.	Gymnasium	Denton	76207
1010	Hodge Elementary School	3900 Grant Pkwy.	Gymnasium	Denton	76208
1011	Ginnings Elementary School	2525 Yellowstone Pl.	Gymnasium	Denton	76209
1012	Wilson Elementary School	1306 E. Windsor Dr.	Gymnasium	Denton	76209
1013	Serve Denton Center	306 N. Loop 288	Conference Room	Denton	76209
1014	Lifeline Church	2800 Pennsylvania Dr.	Auditorium	Denton	76205
1015	Lifeline Church	2800 Pennsylvania Dr.	Auditorium	Denton	76205
1016	W. S. Ryan Elementary School	201 W. Ryan Rd.	Gymnasium	Denton	76210
1017	Lifeline Church	2800 Pennsylvania Dr.	Auditorium	Denton	76205
1018	South Branch Library	3228 Teasley Ln.	Program Room	Denton	76210
1019	Church of Jesus Christ of Latter-Day Saints	4501 Teasley Ln.	Gymnasium	Denton	76210
1020	Lake Sharon Community Church	2650 Oakmont Dr.	Fellowship Hall	Corinth	76210
1021	Victory Life Church	1501 FM 2181	Foyer	Corinth	76210
1022	American Eagle Harley Davidson	5920 I35E	Mezzanine	Corinth	76210
1023	Corinth City Hall	3300 Corinth Pkwy.	Council Work Session Room	Corinth	76208
1024	Shady Shores Community Center	101 S. Shady Shores Rd.	Council Chambers	Shady Shores	76208
1025	Oak Point City Hall	100 Naylor Rd.	Community Room	Oak Point	75068
1026	Braswell High School	26750 E. University Dr.	Administration Conference Room	Aubrey	76227
1027	Bell Elementary School	601 Villa Paloma Blvd.	Gymnasium	Little Elm	75068
1028	Miller Elementary School	300 Cypress Hill Dr.	Gymnasium	Little Elm	75068
1029	Boals Elementary School	2035 Jaguar Dr.	TBD	Frisco	75033
1030	Fisher Elementary School	2500 Old Orchard Rd.	Library	Frisco	75033
1031	Frisco ISD Transportation West Facility	10701 Dallas Pkwy.	Foyer	Frisco	75033
1032	Pioneer Heritage Middle School	1649 High Shoals Dr.	TBD	Frisco	75036
1033	Pearson Middle School	2323 Stonebrook Pkwy.	Auxiliary Gymnasium	Frisco	75036
1034	Frisco Government Center	5533 FM 423	Conference Room	Frisco	75036
1035	Hicks Elementary School	3651 Compass Dr.	Gymnasium	Frisco	75034
1036	Frisco Fire Station #7	330 W. Stonebrook Pkwy.	Training Room	Frisco	75036
1037	Aubrey Area Library	226 Countryside Dr.	Library Community Room	Aubrey	76227
1038	Corinth City Hall	3300 Corinth Pkwy.	Council Work Session Room	Corinth	76208

**GENERAL AND SPECIAL ELECTIONS - ELECTION DAY BY PERSONAL APPEARANCE LOCATIONS**  
**(LUGARES DE VOTACIÓN EN EL DÍA DE ELECCIÓN POR APARICIÓN PERSONAL DEL ELECCIONES GENERALES Y ESPECIALES DEL 2020)**

**November 3, 2020 -- 7:00 am - 7:00 pm**  
**(3 de noviembre de 2020 -- 7:00 am - 7:00 pm)**

<b>Precinct (precinto)</b>	<b>Location (lugar)</b>	<b>Address (dirección)</b>	<b>Room (sito de votación)</b>	<b>City (ciudad)</b>	<b>Zip code (código postal)</b>
1039	Shady Shores Community Center	101 S. Shady Shores Rd.	Council Chambers	Shady Shores	76208
1040	Purefoy Elementary School	11880 Teel Pkwy.	Gymnasium	Frisco	75033
1041	Navo Middle School	1701 Navo Rd.	Gymnasium	Aubrey	76227
1042	Aubrey City Hall	107 S. Main St.	City Council Chambers	Aubrey	76227
1043	Aubrey City Hall	107 S. Main St.	City Council Chambers	Aubrey	76227
1044	St. Martin de Porres Catholic Church	3990 W. University Dr.	Parish Hall	Prosper	75078
1045	Krugerville City Hall	5097 Hwy 377	Council Chambers	Krugerville	76227
1046	McNair Elementary School	1212 Hickory Creek Rd.	Gymnasium	Denton	76210
1047	Living Word Baptist Church	2315 Oak Grove Pkwy.	Fellowship Hall	Little Elm	75068
1048	Lakewood Village Town Hall	100 Highridge Dr.	Council Chambers	Little Elm	75068
1049	Trent Middle School	13131 Coleto Creek Dr.	Foyer	Frisco	75033
1050	Trent Middle School	13131 Coleto Creek Dr.	Foyer	Frisco	75033
1051	Griffin Middle School	3703 Eldorado Pkwy.	Room 201 - Percussion Room	Frisco	75033
1052	Frisco Fire Station #4	4485 Cotton Gin Rd.	Training Room	Frisco	75034
1053	Sanger Community Center	101 Freese Dr.	Meeting Room	Sanger	76266
1054	Bell Elementary School	601 Villa Paloma Blvd.	Gymnasium	Little Elm	75068
1055	Stafford Middle School	2288 Little River Dr.	Auxiliary Gymnasium	Frisco	75033
1056	Hicks Elementary School	3651 Compass Dr.	Gymnasium	Frisco	75034
1057	Hackberry City Hall	119 Maxwell Rd.	City Hall	Frisco	75036
2000	McWhorter Elementary School	3678 Timberglen Rd.	Gymnasium	Dallas	75287
2001	Timberglen Recreation Center	3810 Timberglen Rd.	Large Room	Dallas	75287
2002	Long Middle School	2525 Frankford Rd.	Gymnasium	Dallas	75287
2003	Thompson Elementary School	2915 Scott Mill Rd.	Gymnasium	Carrollton	75007
2004	Redeemer Evangelical Covenant Church	1518 E. Frankford Rd.	Fellowship Hall	Carrollton	75007
2005	Kent Elementary School	1800 W. Rosemeade Pkwy.	Gymnasium	Carrollton	75007
2006	Victory Assembly of God Church	1133 W. Hebron Pkwy.	Sanctuary	Carrollton	75010
2007	Creek Valley Middle School	4109 Creek Valley Blvd.	Gymnasium	Carrollton	75010
2008	Polser STEM Academy	1520 Polser Rd.	Gymnasium	Carrollton	75010
2009	Rosemeade Recreation Center	1330 E. Rosemeade Pkwy.	Front Snack Area	Carrollton	75007
2010	Davis Elementary School	3205 Dorchester Dr.	Cafeteria	Carrollton	75007
2011	Marie Huie Special Education Center	2115 E. Frankford Rd.	Auditorium	Carrollton	75007
2012	Hebron 9th Grade Center	4211 Plano Pkwy.	Gymnasium	Carrollton	75010
2013	Homestead Elementary School	1830 E. Branch Hollow Dr.	Cafeteria	Carrollton	75007
2014	Homestead Elementary School	1830 E. Branch Hollow Dr.	Cafeteria	Carrollton	75007
2015	Arbor Creek Middle School	2109 Arbor Creek Dr.	Gymnasium	Carrollton	75010
2016	Carrollton Public Library	4220 N. Josey Ln.	Front Meeting Room	Carrollton	75010
2017	Castle Hills Community Center	2501 Queen Margaret Dr.	Banquet Room	Lewisville	75056
2018	Lewisville Fire Station #8	3300 Lakewood Hills Dr.	Portable	Lewisville	75056
2019	Prestonwood Baptist Church	6801 W. Park Blvd.	Atrium	Plano	75093

**GENERAL AND SPECIAL ELECTIONS - ELECTION DAY BY PERSONAL APPEARANCE LOCATIONS**  
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2020	Prestonwood Baptist Church	6801 W. Park Blvd.	Atrium	Plano	75093
2021	Cascades Conference Center at Fairfield Marriott	5909 Stone Creek Dr.	Cascades Ballroom	The Colony	75056
2022	First Baptist Church - The Colony	4800 S. Colony Blvd.	Foyer	The Colony	75056
2023	Morningside Elementary School	6350 Paige Rd.	Library	The Colony	75056
2024	Owen Elementary School	5640 Squires Dr.	Cafeteria	The Colony	75056
2025	The Colony Annex Building	6804 Main St.	Annex Building	The Colony	75056
2026	Ethridge Elementary School	6001 Ethridge Dr.	Gymnasium	The Colony	75056
2027	Prestwick STEM Academy	3101 Stonefield	Music Room	The Colony	75056
2028	Little Elm Recreation Center	303 Main St.	Old Kidzone	Little Elm	75068
2029	New Life Community Church	25631 Smotherman Rd.	Gymnasium	Frisco	75033
2030	Cesar E. Chavez Elementary School	2600 Hart Rd.	Gymnasium	Little Elm	75068
2031	Sidekicks Martial Arts	2765 E. Eldorado Pkwy., Ste. 205	Main Floor	Little Elm	75068
2032	Little Elm High School	1900 Walker Ln.	Library	Little Elm	75068
2033	Horizon Unitarian Universalist Church	1641 W. Hebron Pkwy.	Fellowship Hall	Carrollton	75010
2034	Career Center East	2553 FM 544	Lecture Hall 1 and 2	Lewisville	75056
2035	Hackberry Elementary School	7200 Snug Harbor Cir.	Music Room	Frisco	75036
2036	Career Center East	2553 FM 544	Lecture Hall 1 and 2	Lewisville	75056
2096	Career Center East	2553 FM 544	Lecture Hall 1 and 2	Lewisville	75056
2097	Career Center East	2553 FM 544	Lecture Hall 1 and 2	Lewisville	75056
2098	Lewisville Fire Station #8	3300 Lakewood Hills Dr.	Portable	Lewisville	75056
2099	Prestonwood Baptist Church	6801 W. Park Blvd.	Atrium	Plano	75093
3000	Lake Dallas City Hall	212 Main St.	Community Room	Lake Dallas	75065
3001	Hickory Creek Town Hall	1075 Ronald Reagan Ave.	Council Chambers and/or Conference Rooms	Hickory Creek	75065
3002	McAuliffe Elementary School	2300 Briarhill Blvd.	Gymnasium	Highland Village	75077
3003	Heritage Elementary School	100 Barnett Blvd.	Gymnasium	Highland Village	75077
3004	Briarhill Middle School	2100 Briarhill Blvd.	Cafeteria	Highland Village	75077
3005	Highland Village Municipal Complex	1000 Highland Village Rd.	Training Room	Highland Village	75077
3006	Valley Ridge Elementary School	1604 N. Garden Ridge Blvd.	Gymnasium	Lewisville	75077
3007	Killough High School	1301 N. Summit Ave.	Small Gymnasium	Lewisville	75077
3008	Garden Ridge Church of Christ	102 N. Garden Ridge Blvd.	Fellowship Center	Lewisville	75067
3009	Frederick P. Herring Recreation Center	191 Civic Cir.	Common Area	Lewisville	75067
3010	Hedrick Middle School	1526 Bellaire Blvd.	Community Room	Lewisville	75067
3011	Lewisville High School	1098 W. Main St.	Auditorium Foyer	Lewisville	75067
3012	Hedrick House	1407 Creekview Dr.	Open Area	Lewisville	75067
3013	Thrive	1950 S. Valley Pkwy.	TBD	Lewisville	75067
3014	Creekside Elementary School	901 Valley View Dr.	Cafeteria	Lewisville	75067
3015	Durham Middle School	2075 Edmonds Ln.	Big Gymnasium	Lewisville	75067
3016	Vista Ridge Bible Fellowship	2345 S. SH 121 Bus.	Auditorium	Lewisville	75067
3017	The Barricade	101 E. Southwest Pkwy., Ste. 101	Front Lobby	Lewisville	75067

**GENERAL AND SPECIAL ELECTIONS - ELECTION DAY BY PERSONAL APPEARANCE LOCATIONS**  
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3018	Macedonia Ministries	702 S. Mill St.	Fellowship Hall	Lewisville	75057
3019	Music City Mall	2401 S. Stemmons Fwy.	Space #2106 - The Grand Stage	Lewisville	75067
3020	Responsive Education Solutions of Lewisville	1301 Waters Ridge Dr.	Conference Room A	Lewisville	75057
3021	Medical City Lewisville Grand Theater	100 N. Charles St.	Black Box	Lewisville	75057
3022	Music City Mall	2401 S. Stemmons Fwy.	Space #2106 - The Grand Stage	Lewisville	75067
3023	Vista Ridge Bible Fellowship	2345 S. SH 121 Bus.	Auditorium	Lewisville	75067
3024	Flower Mound Community Activity Center	1200 Gerault Rd.	Chill Zone	Flower Mound	75028
3025	Live Oak Church	1011 Surrey Ln., Building 300	TBD	Flower Mound	75022
3026	Garden Ridge Elementary School	2220 S. Garden Ridge Blvd.	Gymnasium	Flower Mound	75028
3027	Donald STEM Academy	2400 Forest Vista Dr.	Gymnasium	Flower Mound	75028
3028	Flower Mound Town Hall	2121 Cross Timbers Rd.	Pre-Council Room	Flower Mound	75028
3029	Flower Mound First Baptist Church	1901 Timber Creek Rd.	Building A - Fellowship Hall	Flower Mound	75028
3030	Lamar Middle School	4900 Timber Creek Rd.	Small Gymnasium	Flower Mound	75028
3031	Marcus High School	5707 Morriss Rd.	Library	Flower Mound	75028
3032	Responsive Education Solutions of Lewisville	1301 Waters Ridge Dr.	Conference Room A	Lewisville	75057
3033	Water Works Reception Hall	4040 River Walk Dr.	Reception	Flower Mound	75028
3098	Thrive	1950 S. Valley Pkwy.	TBD	Lewisville	75067
3099	Music City Mall	2401 S. Stemmons Fwy.	Space #2106 - The Grand Stage	Lewisville	75067
4000	Krum ISD Administration Building	1200 Bobcat Blvd.	Board Room	Krum	76249
4001	Plainview Baptist Church	12215 FM 1173	The Family Life Center or Fellowship Hall	Krum	76249
4002	Ponder Town Hall	102 W. Bailey St.	Council Chambers	Ponder	76259
4003	Robson Ranch Clubhouse	9428 Ed Robson Cir.	Legacy Room	Denton	76207
4004	Friendship Church	3813 W. University Dr.	Fellowship Hall	Denton	76207
4005	North Lakes Recreation Center	2001 W. Windsor Dr.	Multipurpose Room B	Denton	76207
4006	North Branch Library	3020 N. Locust St.	Meeting Room	Denton	76209
4007	Embassy Suites - Denton Convention Center	3100 Town Center Trl.	The Arabian Ballroom	Denton	76201
4008	Denton ISD Stephens Central Administration Building	1307 N. Locust St.	Board Room	Denton	76201
4009	Denton Civic Center	321 E. McKinney St.	Rotunda	Denton	76201
4010	Alexander Elementary School	800 Mack Dr.	Gymnasium	Denton	76209
4011	Martin Luther King Jr. Recreation Center	1300 Wilson St.	Ammons A & B	Denton	76205
4012	Pecan Creek Elementary School	4400 Lakeview Blvd.	Gymnasium	Denton	76208
4013	Denton ISD Stephens Central Administration Building	1307 N. Locust St.	Board Room	Denton	76201
4014	Springhill Suites by Marriott	1434 Centre Place Dr.	Meeting Room	Denton	76205
4015	McMath Middle School	1900 Jason Dr.	Gymnasium	Denton	76205
4016	Harpool Middle School	9601 Stacey Ln.	Gymnasium	Lantana	76226
4017	Argyle Town Hall	308 Denton St. E.	Community Room	Argyle	76226
4018	Harpool Middle School	9601 Stacey Ln.	Gymnasium	Lantana	76226
4019	Copper Canyon Town Hall	400 Woodland Dr.	Town Hall	Copper Canyon	75077
4020	Copper Canyon Town Hall	400 Woodland Dr.	Town Hall	Copper Canyon	75077

**GENERAL AND SPECIAL ELECTIONS - ELECTION DAY BY PERSONAL APPEARANCE LOCATIONS**  
**(LUGARES DE VOTACIÓN EN EL DÍA DE ELECCIÓN POR APARICIÓN PERSONAL DEL ELECCIONES GENERALES Y ESPECIALES DEL 2020)**

**November 3, 2020 -- 7:00 am - 7:00 pm**  
**(3 de noviembre de 2020 -- 7:00 am - 7:00 pm)**

<b>Precinct (precinto)</b>	<b>Location (lugar)</b>	<b>Address (dirección)</b>	<b>Room (sito de votación)</b>	<b>City (ciudad)</b>	<b>Zip code (código postal)</b>
4021	Bartonville Town Hall	1941 E. Jeter Rd.	Council Room	Bartonville	76226
4022	Crossroads Bible Church	8101 Justin Rd.	Café Area/Lobby	Double Oak	75077
4023	Downing Middle School	5555 Bridlewood Blvd.	Big Gymnasium	Flower Mound	75028
4024	Flower Mound Senior Center	2701 W. Windsor Dr.	Ballrooms A, B & C	Flower Mound	75028
4025	Flower Mound High School	3411 Peters Colony Rd.	Gymnasium	Flower Mound	75022
4026	McKamy Middle School	2401 Old Settlers Rd.	Gymnasium	Flower Mound	75022
4027	Liberty Elementary School	4600 Quail Run Rd.	Gymnasium	Flower Mound	75022
4028	Circle R Ranch	5901 Cross Timbers Rd.	Wrangler Room	Flower Mound	75022
4029	Denton County Southwest Courthouse	6200 Canyon Falls Dr.	Community Room	Flower Mound	76226
4030	Trophy Club MUD No. 1 Building	100 Municipal Dr.	Svore Municipal Boardroom	Trophy Club	76262
4031	Trophy Club MUD No. 1 Building	100 Municipal Dr.	Svore Municipal Boardroom	Trophy Club	76262
4032	Medlin Middle School	601 Parkview Dr.	Competition Gym	Trophy Club	76262
4033	Roanoke Public Library	308 S. Walnut St.	Meeting Rooms A & B	Roanoke	76262
4034	Northwest ISD Administration Building	2001 Texan Dr.	Curriculum Design Center Room	Justin	76247
4035	Northlake Town Hall	1500 Commons Cir., Ste. 300	Chamber Room	Northlake	76226
4036	Justin Municipal Complex	415 N. College Ave.	Council Room	Justin	76247
4037	Denia Recreation Center	1001 Parvin St.	Room B	Denton	76205
4038	Friendship Church	3813 W. University Dr.	Fellowship Hall	Denton	76207
4039	Springhill Suites by Marriott	1434 Centre Place Dr.	Meeting Room	Denton	76205
4040	North Texas Fairgrounds	2217 N. Carroll Blvd.	Fair Hall	Denton	76201
4041	Pecan Creek Elementary School	4400 Lakeview Blvd.	Gymnasium	Denton	76208
4042	Krum ISD Administration Building	1200 Bobcat Blvd.	Board Room	Krum	76249
4043	Adkins Elementary School	1701 Monahan Dr.	Gymnasium	Lantana	76226
4044	Argyle United Methodist Church	9033 Fort Worth Dr.	Portable 1, 7	Denton	76226
4045	University of North Texas - Gateway Center	801 North Texas Blvd.	Gateway Center Room 43/47	Denton	76201
4046	Lantana Community Center	1301 Haverford Ln.	All	Lantana	76226
4047	Roanoke Elementary School	1401 Lancelot Dr.	Front Entrance Foyer	Roanoke	76262
4048	Texas Motor Speedway - Lone Star Tower	3565 Lone Star Cir.	Condominium Clubhouse	Forth Worth	76177
4049	One Church	531 John Wiley Rd.	Auditorium	Justin	76247



To: Board of Trustees

From: Ryder Warren, Ed.D., Superintendent of Schools

Subject: Joint Election Agreement and Contract for Election Services Between Tarrant County and Northwest ISD

Date: September 28, 2020

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**Background Information and Rationale:** Northwest ISD has called a General Election and Special Election for November 3, 2020. The Joint Election Agreement and Contract for Election Services with Tarrant County would allow the Tarrant County Elections Administrator to provide the voting equipment and administer the election at shared polling sites. The other municipalities and school districts who have ordered a general or special election for November 3, 2020, are listed in the agreement.

The polling sites for Election Day and Early Voting (October 13 -30) are included as attachments to the contract. The current estimate for Northwest ISD's portion of the shared election expenses in Tarrant County is \$80. Based on the September 24, 2019 Tarrant County Commissioner's Court decision, any entity that joins a November election date in Tarrant County will pay only a \$5 fee and the \$75 administrative fee required by the election code.

Texas Election Codes 31.092 and 271.002, allow NISD to contract with county election officers for election services and to enter into agreements to hold an election jointly in the precincts that can be served by common polling places. In accordance with the Texas Education Code 11.0581, school districts have a requirement to hold joint elections.

**Support of Strategic Goals:**

- Students will achieve success through meaningful learning experiences, innovative pathways, and personalized opportunities.
- Northwest ISD will recruit, value, and retain exceptional staff to create a rewarding learning environment.
- Northwest ISD will create and foster an environment where all stakeholders are engaged in the transformational work of the NISD family.

**Budget and/or Fund Impact:** The 2020-2021 Adopted Budget provides funds for conducting elections.

**Recommendation:** Approve the Joint Election Agreement and Contract for Election Services Between Tarrant County and Northwest ISD as recommended by the administration.

Respectfully submitted,



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Ryder Warren, Ed.D.  
Superintendent



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Angela Scott  
Public Affairs Coordinator

**THE STATE OF TEXAS**

**COUNTY OF TARRANT**

**JOINT ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES**

THIS CONTRACT for election services is made by and between the Tarrant County Elections Administrator and the following political subdivisions located entirely or partially inside the boundaries of Tarrant County:

ARLINGTON ISD	CITY OF NORTH RICHLAND HILLS
AZLE ISD	CITY OF PELICAN BAY
CASTLEBERRY ISD	CITY OF RICHLAND HILLS
CITY OF ARLINGTON	CITY OF RIVER OAKS
CITY OF BEDFORD	CITY OF ROANOKE
CITY OF BENBROOK	CITY OF SOUTHLAKE
CITY OF BURLESON	CITY OF WATAUGA
CITY OF CROWLEY	CITY OF WESTWORTH VILLAGE
CITY OF EULESS	CITY OF WHITE SETTLEMENT
CITY OF FOREST HILL	EAGLE MOUNTAIN-SAGINAW ISD
CITY OF GRAND PRAIRIE	FORT WORTH ISD
CITY OF HALTOM CITY	GRAPEVINE-COLLEYVILLE ISD
CITY OF HASLET	KENNEDALE ISD
CITY OF HURST	MANSFIELD ISD
CITY OF KELLER	NORTHWEST ISD
CITY OF KENNEDALE	TOWN OF FLOWER MOUND
CITY OF MANSFIELD	TOWN OF TROPHY CLUB
	TROPHY CLUB MUD 1

This contract is made pursuant to Texas Election Code Sections 31.092 and 271.002 – 271.004, if applicable, and Texas Education Code Section 11.0581 for a joint November 3, 2020 election to be administered by the undersigned Tarrant County Elections Administrator, hereinafter referred to as “Elections Administrator.” This term includes the Assistant Elections Administrator in the Elections Administrator’s absence or disability. In the absence of both of them, the term includes the person(s) designated by the Elections Administrator or other person authorized by law.

***RECITALS***

Each participating authority listed above plans to hold a general and/or special election on November 3, 2020. If a run-off election or a repeat election is necessary because of legal action, the date of that election will be December 8, 2020.

The County owns an electronic voting system, the Hart InterCivic Verity Voting System (Version 2.3), which has been duly approved by the Secretary of State pursuant to Texas Election Code Chapter 122 as amended, and is compliant with the accessibility requirements for persons with disabilities set forth by Texas Election Code Section 61.012. The contracting political subdivisions, also known interchangeably as “Entities” or “participating authorities”, desire to use the County’s electronic voting system and to compensate the County for such use in accordance with the applicable provisions of Chapters 31 and 271 of the Texas Election Code, as amended. The entity desires to contract for the voting system as described, in tandem with the County’s elections services through the Elections Administrator’s office, and to compensate the County for such use in accordance with the applicable provisions of law and of this contract.

NOW THEREFORE, in consideration of the mutual covenants, agreements, and benefits to the parties, IT IS AGREED as follows:

## I. ADMINISTRATION

The parties agree to hold a "Joint Election" with each other in accordance with Chapter 271 of the Texas Election Code and this agreement. The Tarrant County Elections Administrator shall coordinate, supervise, and handle all aspects of administering the Joint Election as provided in this agreement. Each participating authority agrees to pay the Tarrant County Elections Administrator a fee of five (5) dollars for equipment, supplies and services as provided in this agreement, except for those entities that request Early Voting locations that are not regularly used by the County, in which case the entity agrees to pay the County for all expenses related to such locations. The Tarrant County Elections Administrator shall serve as the administrator for the Joint Election; however, each participating authority shall remain responsible for the decisions and actions of its officers necessary for the lawful conduct of its election. The Elections Administrator shall provide advisory services in connection with decisions to be made and actions to be taken by the officers of each participating authority as necessary. Legal advice to or legal representation of the Entities/political subdivisions/participating authorities by the Election Administrator's office or lawyers who advise or represent the Election Administrator is not included herewith; each Entity should consult with its own counsel for any legal issues that arise, or with the Texas Secretary of State, as appropriate.

It is understood that other political subdivisions may wish to participate in the use of the County's electronic voting system and polling places, and it is agreed that the Elections Administrator may enter into other contracts for election services for those purposes on terms and conditions generally similar to those set forth in this contract. In such cases, costs shall be billed under the same terms.

Each participating authority agrees to adopt the Verity Voting System v. 2.3, from HART InterCivic, as the Voting System for this election, so that it may be used, in accordance with the terms and conditions specified in the certification order issued by the Texas Secretary Of State, for all forms of voting, including election day voting at polling locations, early voting in person, early voting by mail, and provisional voting.

At each polling location, joint participants shall share voting equipment and supplies to the extent possible. The participating parties shall share a mutual ballot in those polling places where jurisdictions overlap. However, in no instance shall a voter be permitted to receive a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballot styles shall be available in those shared polling places where jurisdictions do not overlap.

## II. LEGAL DOCUMENTS

Each participating authority shall be responsible for the preparation, adoption, and publication of all required election orders, resolutions, notices, and any other pertinent documents required by the Texas Election Code and/or the participating authority's governing body, charter, or ordinances, except that the Elections Administrator shall be responsible for the preparation and publication of all voting system testing notices that are required by the Texas Election Code.

Preparation of the necessary materials for notices and the official ballot shall be the responsibility of each participating authority, including translation to languages other than English, including (but not necessarily limited to), as required by law, Spanish and Vietnamese. Each participating authority shall provide a copy of their respective election orders and notices to the Tarrant County Elections Administrator.

## III. VOTING LOCATIONS

The Elections Administrator shall select and arrange for the use of and payment for all Election Day voting locations. Voting locations will be, whenever possible, the usual voting location for each election precinct in elections conducted by each participating city, and shall be compliant with the accessibility requirements established by Election Code Section 43.034 and the Americans with Disabilities Act (ADA). The proposed voting locations are listed in Attachment A of this agreement. In the event that a voting location is not available or appropriate, the Elections Administrator will arrange for use of an alternate location with the approval of the affected participating authorities. The Elections Administrator shall notify the participating authorities of any changes from the locations listed in Attachment A.

If polling places for the November 3, 2020 joint election are different from the polling place(s) used by a participating authority in its most recent election, the authority agrees to post a notice no later than November 3, 2020 at the entrance to any previous polling places in the jurisdiction stating that the polling location has changed and stating the political

subdivision's polling place names and addresses in effect for the November 3, 2020 election. This notice shall be written in the English, Spanish, and Vietnamese languages.

#### **IV. ELECTION JUDGES, CLERKS, AND OTHER ELECTION PERSONNEL**

Tarrant County shall be responsible for the appointment of the presiding judge and alternate judge for each polling location. The Elections Administrator shall make emergency appointments of election officials if necessary.

Upon request by the Elections Administrator, each participating authority agrees to assist in recruiting polling place officials who are bilingual [(fluent in both English and Spanish) and (fluent in both English and Vietnamese)]. In compliance with the Federal Voting Rights Act of 1965, as amended, each polling place containing more than 5% Hispanic or Vietnamese population as determined by the most recent Census used for such determinations shall have one or more election officials who are fluent in both English and Spanish, or both English and Vietnamese, as applicable. If a presiding judge is not bilingual, and is unable to appoint a bilingual clerk, the Elections Administrator may recommend a bilingual worker for the polling place. If the Elections Administrator is unable to recommend or recruit a bilingual worker, the participating authority or authorities served by that polling place shall be responsible for recruiting a bilingual worker for interpretation and translation services as needed at that polling place.

The Elections Administrator shall notify all election judges of the eligibility requirements of Subchapter C of Chapter 32 of the Texas Election Code, and will take the necessary steps to ensure that all election judges appointed for the Joint Election are eligible to serve.

The Elections Administrator shall arrange for the training and compensation of all election judges and clerks. The Elections Administrator shall arrange for the date, time, and place for presiding election judges to pick up their election supplies. Each presiding election judge will be sent a letter from the Elections Administrator notifying the judge of the appointment, the time and location of training and distribution of election supplies, and the number of election clerks that the presiding judge may appoint.

Each election judge and clerk will receive compensation at the hourly rate established by Tarrant County pursuant to Texas Election Code Section 32.091 or other law applicable to compensation for the election-related work. The election judge will receive an additional sum of \$25.00 for picking up the election supplies prior to Election Day and for returning the supplies and equipment to the central counting station after the polls close.

Election judges and clerks who attend voting equipment training and/or procedures training shall be compensated at the same hourly rate that they are to be paid on Election Day.

The Elections Administrator may employ other personnel necessary for the proper administration of the election, including such part-time help as is necessary to prepare for the election, to ensure the timely delivery of supplies during early voting and on Election Day, and for the efficient tabulation of ballots at the central counting station. Part-time personnel working as members of the Early Voting Ballot Board and/or central counting station on election night will be compensated at the hourly rate set by Tarrant County in accordance with Election Code Sections 87.005, 127.004, and 127.006.

#### **V. PREPARATION OF SUPPLIES AND VOTING EQUIPMENT**

The Elections Administrator shall arrange for all election supplies and voting equipment including, but not limited to, official ballots, sample ballots, voter registration lists, and all forms, signs, maps and other materials used by the election judges at the voting locations. The Elections Administrator shall ensure availability of tables and chairs at each polling place and shall procure rented tables and chairs for those polling places that do not have tables and/or chairs.

The Elections Administrator shall provide the necessary voter registration information, maps, instructions, and other information needed to enable the election judges in the voting locations that have more than one ballot style to conduct a proper election.

Each participating authority shall furnish the Elections Administrator a list of candidates and/or propositions showing the order and the exact manner in which the candidate names and/or proposition(s) are to appear on the official ballot (including titles and text in each language in which the authority's ballot is to be printed). Each participating authority shall

be responsible for proofreading and approving the ballot insofar as it pertains to that authority's candidates and/or propositions.

The joint election ballots that contain ballot content for more than one joint participant because of overlapping territory shall be arranged in the following order: Independent School District, City, Water District(s), College District, and other political subdivisions.

The Elections Administrator shall be responsible for the preparation, testing, and delivery of the voting equipment for the election as required by the Election Code.

The Elections Administrator shall conduct criminal background checks on relevant employees upon hiring as required by Election Code Section 129.051(g).

## **VI. EARLY VOTING**

The participating authorities agree to conduct joint early voting and to appoint the Election Administrator as the Early Voting Clerk in accordance with Sections 31.097 and 271.006 of the Texas Election Code. Each participating authority agrees to appoint the Elections Administrator's permanent county employees as deputy early voting clerks. The participating authorities further agree that the Elections Administrator may appoint other deputy early voting clerks to assist in the conduct of early voting as necessary, and that these additional deputy early voting clerks shall be compensated at an hourly rate set by Tarrant County pursuant to Section 83.052 of the Texas Election Code. Deputy early voting clerks who are permanent employees of the Tarrant County Elections Administrator or any participating authority shall serve in that capacity without additional compensation.

Early Voting by personal appearance will be held at the locations, dates, and times listed in Attachment B of this document. Any qualified voter of the Joint Election may vote early by personal appearance at any of the joint early voting locations.

As Early Voting Clerk, the Elections Administrator shall receive applications for early voting ballots to be voted by mail in accordance with Chapters 31 and 86 of the Texas Election Code. Any requests for early voting ballots to be voted by mail received by the participating authorities shall be forwarded immediately by fax or courier to the Elections Administrator for processing. The Elections Administrator will be responsible for managing the Annual Ballot by Mail voters for whom the Elections Administrator has received an Application for Ballot by Mail.

In addition to making the information on the roster for a person who votes an early voting ballot by personal appearance available for public inspection not later than the beginning of the regular business hours on the day after the date the information is entered on the roster, the Elections Administrator shall post on the county website each participating authority's early voting report on a daily basis and a cumulative final early voting report following the close of early voting. In accordance with Section 87.121(g) of the Election Code, the daily reports showing the previous day's early voting activity will be posted to the county website no later than 10:00 AM each business day.

## **VII. EARLY VOTING BALLOT BOARD AND SIGNATURE VERIFICATION COMMITTEE**

Tarrant County shall appoint an Early Voting Ballot Board (EVBB) to process early voting results from the Joint Election. The Presiding Judge, with the assistance of the Elections Administrator, shall appoint two or more additional members to constitute the EVBB. The Elections Administrator shall determine the number of EVBB members required to efficiently process the early voting ballots.

The Elections Administrator shall determine whether a Signature Verification Committee is necessary, and if so, shall appoint the members.

## **VIII. CENTRAL COUNTING STATION AND ELECTION RETURNS**

The Elections Administrator shall be responsible for establishing and operating the central and remote counting stations to receive and tabulate the voted ballots in accordance with the provisions of the Texas Election Code and of this agreement.

The participating authorities hereby, in accordance with Section 127.002, 127.003, and 127.005 of the Texas Election Code, appoint the following central counting station officials:

Counting Station Manager: Heider Garcia, Elections Administrator  
Tabulation Supervisor: Troy Havard, Assistant Elections Administrator  
Presiding Judge: Kelley Roberson

The counting station manager or his/her representative shall deliver timely cumulative reports of the election results as precinct report to the central and remote counting stations and are tabulated. The manager shall be responsible for releasing unofficial cumulative totals and precinct returns from the election to the joint participants, candidates, press, and general public by distribution of hard copies at the central counting station or by electronic distribution and by posting to the Tarrant County web site. To ensure the accuracy of reported election returns, results printed on the tapes produced by Tarrant County's voting equipment will not be released to the participating authorities at the remote collection sites or by phone from individual polling locations.

The Elections Administrator will prepare the unofficial canvass reports that are necessary for compliance with Election Code Section 67.004 after all precincts have been counted, and will deliver a copy of these unofficial canvass reports to each participating authority as soon as possible after all returns have been tabulated. Each participating authority shall be responsible for the official canvass of its respective election(s).

The Elections Administrator will prepare the electronic precinct-by-precinct results reports for uploading to the Secretary of State as required by Section 67.017 of the Election Code. The Elections Administrator agrees to upload these reports for each participating authority unless requested otherwise.

The Elections Administrator shall be responsible for conducting the post-election manual recount required by Section 127.201 of the Texas Election Code unless a waiver is granted by the Secretary of State. Notification and copies of the recount, if waiver is denied, will be provided to each participating authority and the Secretary of State's Office.

#### **IX. PARTICIPATING AUTHORITIES WITH TERRITORY OUTSIDE TARRANT COUNTY**

Each participating authority with territory containing population outside Tarrant County agrees that the Elections Administrator shall administer only the Tarrant County portion of those elections.

#### **X. RUNOFF ELECTIONS**

Each participating authority shall have the option of extending the terms of this agreement through its runoff election, if applicable. In the event of such runoff election, the terms of this agreement shall automatically extend unless the participating authority notifies the Elections Administrator in writing within 3 business days after the original election, not counting election day.

Each participating authority shall reserve the right to reduce the number of early voting locations and/or Election Day voting locations in a runoff election.

Each participating authority agrees to order any runoff election(s) at its meeting for canvassing the votes from the November 3, 2020 election and to conduct its drawing for ballot positions at or immediately following such meeting in order to expedite preparations for its runoff election.

Each participating authority eligible to hold runoff elections agrees that the date of the runoff election, if necessary, shall be December 8, 2020.

#### **XI. ELECTION EXPENSES AND ALLOCATION OF COSTS**

The participating authorities agree to pay a flat fee of 5\$ for the elections, as long as they do not request any additional Early Voting locations to be added to the list prepared by the Elections Administrator.

If a participating entity requests to have one or more Early Voting locations added to the election, then such entity shall reimburse the county for the actual costs associated with the location.

In addition, each participating authority agrees to pay the Tarrant County Elections Administrator an administrative fee equal to ten percent (10%) of its total billable costs (but not less than \$ 75.00) in accordance with Section 31.100(d) of the Texas Election Code.

The Tarrant County Elections Administrator shall deposit all funds payable under this contract into the appropriate fund(s) within the county treasury in accordance with Election Code Section 31.100.

**Cost schedule and invoicing.**

A cost estimate for the services, equipment, and supplies provided by the Elections Administrator for the election and the runoff election is shown below and made a part of this Contract. This cost estimate shall serve as the cost schedule agreed upon by the contracting parties, as referenced in Section 31.093(a), Texas Election Code.

As soon as reasonably possible after the election or the runoff election, the Elections Administrator will submit an itemized invoice to the Entity (i) for the actual expenses he/she incurred as described above and (ii) for the Elections Administrator’s fee as described above. The invoice shall reflect any advance monies paid and any direct payments made. The Elections Administrator will use his/her best efforts to submit the invoice within 30 days after the election or within 10 days after the runoff election.

The Elections Administrator’s invoice shall be due and payable by the Entity to the address set forth in the invoice within 30 days after its receipt by the Entity. If the Entity disputes any portion of the invoice, the Entity shall notify the Elections Administrator in writing within such 30-day period or the invoice will be presumed to be a true and accurate rendering of the amount that is due.

**XII. COST ESTIMATES AND DEPOSIT OF FUNDS**

The total estimated obligation for each participating authority under the terms of this agreement is listed below. Each participating authority that does not request additional Early Voting locations agrees to pay the Tarrant County Elections Administrator the entire amount of the obligation within 15 days after execution of this agreement. Each participating authority that requests additional Early Voting sites agrees to pay the Tarrant County Elections Administrator a deposit of approximately 75% of the estimated obligation within 15 days after execution of this agreement. The exact amount of each participating authority’s obligation under the terms of this agreement shall be calculated after the November 3, 2020 election (or runoff election, if applicable), and if the amount of an authority’s total obligation exceeds the amount deposited, the authority shall pay to the Elections Administrator the balance due within 30 days after the receipt of the final invoice from the Elections Administrator. However, if the amount of the authority’s total obligation is less than the amount deposited, the Elections Administrator shall refund to the authority the excess amount paid within 30 days after the final costs are calculated.

The total estimated obligation and required deposit for each participating authority under the terms of this agreement shall be as follows:

<b>Political Subdivision</b>	<b>Actual # Polls</b>	<b>Billed # Polls</b>	<b>Estimated Cost</b>	<b>Deposit Due</b>
ARLINGTON ISD	332	0.00	\$ 80.00	\$ 80.00
AZLE ISD	332	0.00	\$ 80.00	\$ 80.00
CASTLEBERRY ISD	332	0.00	\$ 80.00	\$ 80.00
CITY OF ARLINGTON	332	0.00	\$ 80.00	\$ 80.00
CITY OF BEDFORD	332	0.00	\$ 80.00	\$ 80.00
CITY OF BENBROOK	332	0.00	\$ 80.00	\$ 80.00
CITY OF BURLESON	332	0.00	\$ 80.00	\$ 80.00
CITY OF CROWLEY	332	0.00	\$ 80.00	\$ 80.00

CITY OF EULESS	332	0.00	\$	80.00	\$	80.00
CITY OF FOREST HILL	332	0.00	\$	80.00	\$	80.00
CITY OF GRAND PRAIRIE	332	0.00	\$	80.00	\$	80.00
CITY OF HALTOM CITY	332	0.00	\$	80.00	\$	80.00
CITY OF HASLET	332	0.00	\$	80.00	\$	80.00
CITY OF HURST	332	0.00	\$	80.00	\$	80.00
CITY OF KELLER	332	0.00	\$	80.00	\$	80.00
CITY OF KENNEDALE	332	0.00	\$	80.00	\$	80.00
CITY OF MANSFIELD	332	0.00	\$	80.00	\$	80.00
CITY OF NORTH RICHLAND HILLS	332	0.00	\$	80.00	\$	80.00
CITY OF PELICAN BAY	332	0.00	\$	80.00	\$	80.00
CITY OF RICHLAND HILLS	332	0.00	\$	80.00	\$	80.00
CITY OF RIVER OAKS	332	0.00	\$	80.00	\$	80.00
CITY OF ROANOKE	332	0.00	\$	80.00	\$	80.00
CITY OF SOUTHLAKE	332	0.00	\$	80.00	\$	80.00
CITY OF WATAUGA	332	0.00	\$	80.00	\$	80.00
CITY OF WESTWORTH VILLAGE	332	0.00	\$	80.00	\$	80.00
CITY OF WHITE SETTLEMENT	332	0.00	\$	80.00	\$	80.00
EAGLE MOUNTAIN-SAGINAW ISD	332	0.00	\$	80.00	\$	80.00
FORT WORTH ISD	332	0.00	\$	80.00	\$	80.00
GRAPEVINE-COLLEYVILLE ISD	332	0.00	\$	80.00	\$	80.00
KENNEDALE ISD	332	0.00	\$	80.00	\$	80.00
MANSFIELD ISD	332	0.00	\$	80.00	\$	80.00
NORTHWEST ISD	332	0.00	\$	80.00	\$	80.00
TOWN OF FLOWER MOUND	332	0.00	\$	80.00	\$	80.00
TOWN OF TROPHY CLUB	332	0.00	\$	80.00	\$	80.00
TROPHY CLUB MUD 1	332	0.00	\$	80.00	\$	80.00
<b>TOTALS</b>	<b>332</b>	<b>0.00</b>	<b>\$</b>	<b>2,800.00</b>	<b>\$</b>	<b>2,800.00</b>

### XIII. WITHDRAWAL FROM CONTRACT DUE TO CANCELLATION OF ELECTION

Any participating authority may withdraw from this agreement and the Joint Election should it cancel its election in accordance with Sections 2.051 - 2.053 of the Texas Election Code. The withdrawing authority is fully liable for any expenses incurred by the Tarrant County Elections Administrator on behalf of the authority plus an administrative fee of ten percent (10%) of such expenses (but not less than \$ 75.00). Any monies deposited with the Elections Administrator by the withdrawing authority shall be refunded, minus the aforementioned expenses and administrative fee if applicable.

It is agreed that any of the joint election early voting sites that are not within the boundaries of one or more of the remaining participating authorities, with the exception of the early voting site located at the Tarrant County Elections Center, may be dropped from the joint election unless one or more of the remaining participating authorities agree to fully fund such site(s). In the event that any early voting site is eliminated under this section, an addendum to the contract shall be provided to the remaining participants within five days after notification of all intents to withdraw have been received by the Elections Administrator.

### XIV. RECORDS OF THE ELECTION

The Elections Administrator is hereby appointed general custodian of the voted ballots and all records of the Joint Election as authorized by Section 271.010 of the Texas Election Code.

Access to the election records shall be available to each participating authority as well as to the public in accordance with applicable provisions of the Texas Election Code and the Texas Public Information Act. The election records shall be stored at the offices of the Elections Administrator or at an alternate facility used for storage of county records. The Elections

Administrator shall ensure that the records are maintained in an orderly manner so that the records are clearly identifiable and retrievable.

Records of the election shall be retained and disposed of in accordance with the provisions of Section 66.058 of the Texas Election Code. If records of the election are involved in any pending election contest, investigation, litigation, or public information request, the Elections Administrator shall maintain the records until final resolution or until final judgment, whichever is applicable. It is the responsibility of each participating authority to bring to the attention of the Elections Administrator any notice of pending election contest, investigation, litigation or public information request which may be filed with the participating authority.

#### **XV. RECOUNTS**

A recount may be obtained as provided by Title 13 of the Texas Election Code. By signing this document, the presiding officer of the contracting participating authority agrees that any recount shall take place at the offices of the Elections Administrator, and that the Elections Administrator shall serve as Recount Supervisor and the participating authority's official or employee who performs the duties of a secretary under the Texas Election Code shall serve as Recount Coordinator.

The Elections Administrator agrees to provide advisory services to each participating authority as necessary to conduct a proper recount.

#### **XVI. MISCELLANEOUS PROVISIONS**

1. It is understood that to the extent space is available, other districts and political subdivisions may wish to participate in the use of the County's election equipment and voting places, and it is agreed that the Elections Administrator may contract with such other districts or political subdivisions for such purposes and that in such event there may be an adjustment of the pro-rata share to be paid to the County by the participating authorities.
2. The Elections Administrator shall file copies of this document with the Tarrant County Judge and the Tarrant County Auditor in accordance with Section 31.099 of the Texas Election Code.
3. Nothing in this contract prevents any party from taking appropriate legal action against any other party and/or other election personnel for a breach of this contract or a violation of the Texas Election Code.
4. This agreement shall be construed under and in accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Tarrant County, Texas.
5. In the event that one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
6. All parties shall comply with all applicable laws, ordinances, and codes of the State of Texas, all local governments, and any other entities with local jurisdiction.
7. The waiver by any party of a breach of any provision of this agreement shall not operate as or be construed as a waiver of any subsequent breach.
8. Any amendments of this agreement shall be of no effect unless in writing and signed by all parties hereto.
9. In the event of an emergency or unforeseen event on Election Day that requires adjustment to these procedures to keep the election operating in a timely, fair, and accessible manner, Elections Administrator may make such adjustments to the procedures herein as the circumstances require.

10. Appropriate practical adjustments to resolve or address issues relating to pandemic or any other emergency, disaster, or public health, safety, or welfare challenge, shall be made by the Elections Administrator in his/her sole discretion as permitted by law in order to maximize the health, safety, and welfare of election workers and members of the public.
11. Appropriate practical adjustments to resolve or address technical, equipment, location, personnel, or supply issues shall be made by the Elections Administrator in his/her sole discretion as permitted by law in order to maximize the health, safety, and welfare of election workers and members of the public, and to facilitate the conduct of the election according to law.

**XVII. JOINT CONTRACT ACCEPTANCE AND APPROVAL**

By the signatures on the attached pages, the Elections Administrator and the representative of each entity warrant and represent that they are authorized to enter into this Contract.

WITNESS THE FOLLOWING SIGNATURES AND SEAL ON THE DATE SHOWN BELOW:

The Elections Administrator:

\_\_\_\_\_  
Heider Garcia  
Elections Administrator

Date \_\_\_\_\_

The State of Texas                    §  
County of Tarrant                    §

Before me, the undersigned authority, on this day personally appeared Heider Garcia, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed. Given under my hand and seal of office on this the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

(Seal)

\_\_\_\_\_  
Signature of Notary

By the signatures on the attached pages, the Contracting Officer and the representative of each entity warrant and represent that they are authorized to enter into this Contract.

WITNESS THE FOLLOWING SIGNATURES AND SEAL ON THE DATE SHOWN BELOW:

Northwest ISD:

\_\_\_\_\_  
Judy Copp  
NISD School Board President

Date \_\_\_\_\_

The State of Texas                    §  
County of Tarrant                    §

Before me, the undersigned authority, on this day personally appeared Judy Copp, known to me to be the persons whose name is subscribed to the foregoing instrument and acknowledged to me that she executed the same for the purpose and consideration therein expressed. Given under my hand and seal of office on this the 28th day of September 2020.

(Seal)

\_\_\_\_\_  
Signature of Notary

**Joint General and Special Elections - November 3, 2020**  
*Elecciones Generales y Especiales Conjuntas - 3 de noviembre de 2020*  
*Các Cuộc Tổng Tuyển Cử Chung và Bầu Cử Đặc Biệt - Ngày 3 Tháng 11, 2020*

<b>Countywide Polling Place</b> <i>Lugar de Votación del Condado</i> <i>Địa Điểm Bỏ Phiếu Toàn Quận</i>	<b>Voting Area</b> <i>Área de votación</i> <i>Khu Vực Bỏ Phiếu</i>	<b>Address</b> <i>Dirección</i> <i>Địa Chỉ</i>	<b>City and Zip</b> <i>Ciudad y Código</i> <i>Thành Phố và Mã Bưu Điện</i>
Myrtice and Curtis Larson Elementary School	Library	2620 Avenue K	Grand Prairie, TX 75050
Asia Times Square	Westside of building, near Room 820	2625 West Pioneer Parkway	Grand Prairie, TX 75051
Cross Point Church of Christ	Youth Room	3020 West Bardin Road	Grand Prairie, TX 75052
J. M. Farrell Elementary School	Main hallway	3410 Paladium Drive	Grand Prairie, TX 75052
Louise Cabaniss Elementary School	Library	6080 Mirabella Boulevard	Grand Prairie, TX 75052
West Elementary School	Library	2911 Kingswood Boulevard	Grand Prairie, TX 75052
Anna May Daulton Elementary School	Flagpole entrance hallway	2607 North Grand Peninsula Drive	Grand Prairie, TX 75054
D. P. Morris Elementary School	Library	7900 Tin Cup Drive	Arlington, TX 76001
Kenneth Davis Elementary School	Library	900 Eden Road	Arlington, TX 76001
R. F. Patterson Elementary School	Gym	6621 Kelly Elliott Road	Arlington, TX 76001
T. A. Howard Middle School	Library	7501 Calender Road	Arlington, TX 76001
Janet Brockett Elementary School	Library	810 Dove Meadows Drive	Arlington, TX 76002
Martha Reid Elementary School	Lobby entrance	500 Country Club Drive	Arlington, TX 76002
MISD Student Nutrition Department	Auditorium	1151 Mansfield Webb Road	Arlington, TX 76002
Pearcy Stem Academy	Library	601 East Harris Road	Arlington, TX 76002
Timberview High School	Theater Lobby	7700 South Watson Road	Arlington, TX 76002
Dora E. Nichols Junior High School	Fine Arts hallway	2201 Ascension Boulevard	Arlington, TX 76006
Eddy & Debbie Peach Elementary School	Gym	2020 Baird Farm Road	Arlington, TX 76006
Elzie Odom Athletic Center	Burn Room	1601 Northeast Green Oaks Boulevard	Arlington, TX 76006
Northeast Branch Library	Community Room	1905 Brown Boulevard	Arlington, TX 76006
Sherrod Elementary School	Gym	2626 Lincoln Drive	Arlington, TX 76006
Arlington ISD Dan Dipert Career & Technical Center	Room 102B & 103B	2101 Browning Drive	Arlington, TX 76010
Beth Anderson Elementary School	Library	1101 Timberlake Drive	Arlington, TX 76010
C. B. Berry Elementary School	Lobby or Cafeteria	1800 Joyce Street	Arlington, TX 76010
Elks Lodge 2114	Ballroom	601 West Pioneer Parkway	Arlington, TX 76010
Louise Blanton Elementary School	Front Hallway	1900 South Collins Street	Arlington, TX 76010
Meadowbrook Recreation Center	Activity Room	1400 Dugan Street	Arlington, TX 76010
Myrtle Thornton Elementary School	Hallway by entrance	2301 East Park Row Drive	Arlington, TX 76010
Tarrant County Sub-Courthouse in Arlington	First floor Conference Room	700 East Abram Street	Arlington, TX 76010

**Joint General and Special Elections - November 3, 2020**  
*Elecciones Generales y Especiales Conjuntas - 3 de noviembre de 2020*  
*Các Cuộc Tổng Tuyển Cử Chung và Bầu Cử Đặc Biệt - Ngày 3 Tháng 11, 2020*

<b>Countywide Polling Place</b> <i>Lugar de Votación del Condado</i> <i>Địa Điểm Bỏ Phiếu Toàn Quận</i>	<b>Voting Area</b> <i>Área de votación</i> <i>Khu Vực Bỏ Phiếu</i>	<b>Address</b> <i>Dirección</i> <i>Địa Chỉ</i>	<b>City and Zip</b> <i>Ciudad y Código</i> <i>Thành Phố và Mã Bưu Điện</i>
Veda Knox Elementary School	Front Hallway	2315 Stonegate Street	Arlington, TX 76010
Jimmy and Laura Jones Academy of Fine Arts and Dual Language	South Hallway	2001 Van Buren Drive	Arlington, TX 76011
John Webb Elementary School	In front of Library	1200 North Cooper Street	Arlington, TX 76011
Berta May Pope Elementary School	Front Hallway	901 Chestnut Drive	Arlington, TX 76012
Lamar High School	Room 1109	1400 Lamar Boulevard West	Arlington, TX 76012
Shackelford Junior High School	Library	2000 North Fielder Road	Arlington, TX 76012
St. Stephen United Methodist Church	Family Life Center	1800 West Randol Mill Road	Arlington, TX 76012
Tabernacle Baptist Church	Main Fellowship Hall	2500 West Randol Mill Road	Arlington, TX 76012
Wimbish World Language Academy	Library	1601 Wright Street	Arlington, TX 76012
Arlington First Church of the Nazarene	Worship Center	1301 West Green Oaks Boulevard	Arlington, TX 76013
Bailey Junior High School	Library and front entrance	2411 Winewood Lane	Arlington, TX 76013
Casa de Oracion Family Center	Dining Area/Fellowship Hall	2323 James Street	Arlington, TX 76013
Center for Community Service Junior League of Arlington	Rooms C, D and E	4002 West Pioneer Parkway	Arlington, TX 76013
Central YMCA	South Classroom	2200 South Davis Drive	Arlington, TX 76013
Pantego Town Hall Council Chambers	Council Chambers	1614 South Bowen Road	Pantego, TX 76013
Ruby Ray Swift Elementary School	Room 202	1101 South Fielder Road	Arlington, TX 76013
Woodland West Church of Christ	West Lobby	3101 West Park Row	Arlington, TX 76013
Atherton Elementary School	Hallway and Stem Lab	2101 Overbrook Drive	Arlington, TX 76014
Bob Duncan Center	Large Ball Room	2800 South Center Street	Arlington, TX 76014
Ethel Goodman Elementary School	Library	1400 Rebecca Lane	Arlington, TX 76014
Advent Lutheran Church	Luther Hall	3232 South Cooper Street	Arlington, TX 76015
Edify Community Fellowship Church	Fellowship Hall	3005 Sprocket Drive	Arlington, TX 76015
Foster Elementary School	Gym	1025 High Point Road	Arlington, TX 76015
Charles W. Young Junior High School	Gym	3200 Woodside Drive	Arlington, TX 76016
Dalworthington Gardens City Hall	Courtroom Annex	2600 Roosevelt Drive	Dalworthington Gardens, TX 76016
Jason B. Little Elementary School	Library	3721 Little Road	Arlington, TX 76016
Key Elementary School	Main Hallway	3621 Roosevelt Drive	Arlington, TX 76016
Miller Elementary School	Cafeteria	6401 West Pleasant Ridge Road	Arlington, TX 76016
Pleasant Ridge Church of Christ	Event Center	6102 West Pleasant Ridge Road	Arlington, TX 76016

**Joint General and Special Elections - November 3, 2020**  
*Elecciones Generales y Especiales Conjuntas - 3 de noviembre de 2020*  
*Các Cuộc Tổng Tuyển Cử Chung và Bầu Cử Đặc Biệt - Ngày 3 Tháng 11, 2020*

<b>Countywide Polling Place</b> <i>Lugar de Votación del Condado</i> <i>Địa Điểm Bỏ Phiếu Toàn Quận</i>	<b>Voting Area</b> <i>Área de votación</i> <i>Khu Vực Bỏ Phiếu</i>	<b>Address</b> <i>Dirección</i> <i>Địa Chỉ</i>	<b>City and Zip</b> <i>Ciudad y Código</i> <i>Thành Phố và Mã Bưu Điện</i>
Ruth Ditto Elementary School	Cafeteria	3001 Quail Lane	Arlington, TX 76016
City of Arlington South Service Center	Training Room	1100 Southwest Green Oaks Boulevard	Arlington, TX 76017
Cliff Nelson Recreation Center	Gymnasium	4600 West Bardin Road	Arlington, TX 76017
Glenn Harmon Elementary School	Library	5700 Petra Drive	Arlington, TX 76017
Grace Community Church	Gymnasium in Life Center	801 West Bardin Road	Arlington, TX 76017
Southwest Branch Library	Community Room	3311 Southwest Green Oaks Boulevard	Arlington, TX 76017
The Church on Rush Creek	Atrium	2350 Southwest Green Oaks Boulevard	Arlington, TX 76017
Truett Boles Junior High School	Gym	3900 Southwest Green Oaks Boulevard	Arlington, TX 76017
Alpha International Seventh-day Adventist Church	Fellowship Hall	6000 South Collins Street	Arlington, TX 76018
New Life Fellowship	Auditorium	201 East Sublett Road	Arlington, TX 76018
Southeast Branch Library	Community Room	900 Southeast Green Oaks Boulevard	Arlington, TX 76018
St. Andrews United Methodist Church	Lobby	2045 Southeast Green Oaks Boulevard	Arlington, TX 76018
Azle ISD Instructional Support Center	Meeting Room	483 Sandy Beach Road, Suite C	Azle, TX 76020
B. J. Clark Building	Senior Center Dining Room	601 Southeast Parkway	Azle, TX 76020
The Edge Church of Azle (Good Shepherd Lutheran Church)	Room 1	1313 Southeast Parkway	Azle, TX 76020
The Ranch Cowboy Country Church	Sanctuary	7955 Reed Road	Azle, TX 76020
Airport Area YMCA	Gymnasium	3524 Central Drive	Bedford, TX 76021
Bedford Public Library	Meeting Room	2424 Forest Ridge Drive	Bedford, TX 76021
First United Methodist Church	Sanctuary Foyer and Hallway	1245 Bedford Road	Bedford, TX 76021
Shady Brook Elementary School	Library	2601 Shady Brook Drive	Bedford, TX 76021
St. Michael Catholic Church	Formation Building	3713 East Harwood Road	Bedford, TX 76021
Central Baptist Church of Bedford	Fellowship Hall	1120 Central Drive	Bedford, TX 76022
Pat May Center	Room D3	1849-B Central Drive	Bedford, TX 76022
Stonegate Elementary School	Front Lobby	900 Bedford Road East	Bedford, TX 76022
Formation Building - St. Ann's Catholic Church	Classrooms 3 and 4	100 Southwest Alsbury Boulevard	Burleson, TX 76028
Precinct One Garage	Meeting Room	800 East Rendon Crowley Road	Burleson, TX 76028
Retta Baptist Church	Fellowship Hall	13201 Rendon Road	Burleson, TX 76028
Tabernacle Baptist Church of Rendon	Fellowship Hall	12440 Rendon Road	Burleson, TX 76028
Colleyville Public Library	Second Floor Meeting Room B	110 Main Street	Colleyville, TX 76034

**Joint General and Special Elections - November 3, 2020**  
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*Các Cuộc Tổng Tuyển Cử Chung và Bầu Cử Đặc Biệt - Ngày 3 Tháng 11, 2020*

<b>Countywide Polling Place</b> <i>Lugar de Votación del Condado</i> <i>Địa Điểm Bỏ Phiếu Toàn Quận</i>	<b>Voting Area</b> <i>Área de votación</i> <i>Khu Vực Bỏ Phiếu</i>	<b>Address</b> <i>Dirección</i> <i>Địa Chỉ</i>	<b>City and Zip</b> <i>Ciudad y Código</i> <i>Thành Phố và Mã Bưu Điện</i>
Covenant Church	Community Room	3508 Glade Road	Colleyville, TX 76034
Liberty Elementary School	Lobby	1101 West McDonwell School Road	Colleyville, TX 76034
Crouch Event Center in Bicentennial Park	Event Room 1	900 East Glendale Street	Crowley, TX 76036
Crowley Assembly of God	Fellowship Hall	721 South Crowley Road	Crowley, TX 76036
First Baptist Church of Crowley	Community Life Center Gym	400 Eagle Drive South	Crowley, TX 76036
Bear Creek Elementary School	Gym	401 Bear Creek Drive	Eules, TX 76039
Eules Family Life Center	Activities Room	300 West Midway Drive	Eules, TX 76039
Lakewood Elementary School	Eagles Nest	1600 Donley Drive	Eules, TX 76039
Life Connection Church	Lobby	208 Nutmeg Lane	Eules, TX 76039
United Memorial Christian Church	Fellowship Hall	1401 North Main Street	Eules, TX 76039
Calvary Baptist Church	Family Life Center	304 Calvary Drive	Eules, TX 76040
South Eules Baptist Church	Fellowship Hall	1000 Simmons Drive	Eules, TX 76040
South Eules Elementary School	Library	605 South Main Street	Eules, TX 76040
St. John Missionary Baptist Church	Family Life Center	3324 House Anderson Road	Eules, TX 76040
Cross Timbers Middle School	Gym 2	2301 Pool Road	Grapevine, TX 76051
Dove Elementary School	Gym	1932 Dove Road	Grapevine, TX 76051
First Presbyterian Church Grapevine	Fellowship Hall	1002 North Park Boulevard	Grapevine, TX 76051
Grapevine Elementary School	Gym	1801 Hall-Johnson Road	Grapevine, TX 76051
Heritage Elementary School	Gym	4500 Heritage Avenue	Grapevine, TX 76051
St. Francis Catholic Church	Parish Hall	861 Wildwood Lane	Grapevine, TX 76051
The REC of Grapevine	Stewart Hall A and B	1175 Municipal Way	Grapevine, TX 76051
Timberline Elementary School	Library	3220 Timberline Drive	Grapevine, TX 76051
Heritage Baptist Church	Activity Center	1200 FM 156 South	Haslet, TX 76052
Old Haslet Elementary School	Library	501 School House Road	Haslet, TX 76052
Sendera Ranch Elementary School	Lobby	1216 Diamondback Lane	Haslet, TX 76052
Bellevue Baptist Church (Pipeline Church)	Sanctuary	625 West Pipeline Road	Hurst, TX 76053
Brookside Center	Main Room	1244 Brookside Drive	Hurst, TX 76053
Hurst Public Library	Program Rooms North and South	901 Precinct Line Road	Hurst, TX 76053
Impact Mission Church	Fellowship Hall	745 Brown Trail	Hurst, TX 76053

**Joint General and Special Elections - November 3, 2020**  
*Elecciones Generales y Especiales Conjuntas - 3 de noviembre de 2020*  
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<b>Countywide Polling Place</b> <i>Lugar de Votación del Condado</i> <i>Địa Điểm Bỏ Phiếu Toàn Quận</i>	<b>Voting Area</b> <i>Área de votación</i> <i>Khu Vực Bỏ Phiếu</i>	<b>Address</b> <i>Dirección</i> <i>Địa Chỉ</i>	<b>City and Zip</b> <i>Ciudad y Código</i> <i>Thành Phố và Mã Bưu Điện</i>
North Pointe Baptist Church of Hurst	Family Life Center Gym	147 East Hurst Boulevard	Hurst, TX 76053
First Baptist Church of Hurst	Fellowship Hall	1801 Norwood Drive	Hurst, TX 76054
Northeast Courthouse	Community Rooms A, B and C	645 Grapevine Highway	Hurst, TX 76054
Kennedale Community Center	Community Center	316 West 3rd Street	Kennedale, TX 76060
Kennedale High School	Performance Art Center lobby	901 Wildcat Way	Kennedale, TX 76060
Brooks Wester Middle School	Library	1520 North Walnut Creek	Mansfield, TX 76063
Donna Shepard Intermediate School	Gym 1	1280 FM Road 1187	Mansfield, TX 76063
J. L. Boren Elementary School	Library	1401 Country Club Drive	Mansfield, TX 76063
Linda Jobe Middle School	Front Lobby	2491 Gertie Barrett Road	Mansfield, TX 76063
Mansfield I.S.D. Multi-Purpose Complex	Community Room	3700 East Broad Street	Mansfield, TX 76063
Mansfield Sub-Courthouse	Conference Room	1100 East Broad Street	Mansfield, TX 76063
New Hope Baptist Church	Fellowship Hall	6765 Dick Price Road	Mansfield, TX 76063
Regal Oak Counseling	Training Room Suite 102	1285 North Main Street, Suite 102	Mansfield, TX 76063
Roberta Tipps Elementary School	Library	3001 North Walnut Creek Drive	Mansfield, TX 76063
Lonesome Dove Church	Dove Hall	2380 Lonesome Dove Road	Southlake, TX 76092
New Day Church	Kids Town Area	101 East Highland Street	Southlake, TX 76092
Southlake Town Hall	Third Floor Training Rooms 3C & 3D	1400 Main Street	Southlake, TX 76092
Greenway Church	Lobby	1816 Delga Street	Fort Worth, TX 76102
Tarrant County Plaza Building	Third Floor Conference Room	201 Burnett Street	Fort Worth, TX 76102
Trinity Terrace	Chisholm Room	1600 Texas Street	Fort Worth, TX 76102
Christ Cathedral Church	Café or Event Center	3201 Purington Avenue	Fort Worth, TX 76103
Sagamore Hill Elementary School	Hallway	701 South Hughes Avenue	Fort Worth, TX 76103
The Potter's House	Main Lobby	1270 Woodhaven Boulevard	Fort Worth, TX 76112
Victory Temple Worship Center	Fellowship Room/Cafeteria	2001 Oakland Boulevard	Fort Worth, TX 76103
Amphibian Stage Productions	Theatre	120 South Main Street	Fort Worth, TX 76104
Community Christian Church Education Building	Cafeteria/Conference Room	1720 Vickery Boulevard East	Fort Worth, TX 76104
De Zavala Elementary School	Auditorium	1419 College Avenue	Fort Worth, TX 76104
Fort Worth Event Center	Banquet Hall	2100 Evans Avenue	Fort Worth, TX 76104
Morningside Elementary School	Auditorium	2601 Evans Avenue	Fort Worth, TX 76104

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Southside Community Center	Hazel Room B	959 East Rosedale Street	Fort Worth, TX 76104
Van Zandt-Guinn Elementary School	Hallway by gym	600 Kentucky Avenue	Fort Worth, TX 76104
Brighter Outlook Center	Gym	4910 Dunbar Street	Fort Worth, TX 76105
D. McRae Elementary School	Science Lab Building	3316 Avenue N	Fort Worth, TX 76105
Grace Temple Seventh-Day Adventist Church	Fellowship Hall	4200 East Berry Street	Fort Worth, TX 76105
S. S. Dillow Elementary School	Auditorium	4000 Avenue N	Fort Worth, TX 76105
Sycamore Recreation Center	Multipurpose Room	2525 East Rosedale Street	Fort Worth, TX 76105
William M. McDonald YMCA	Multipurpose Room A & B	2701 Moresby Street	Fort Worth, TX 76105
Diamond Hill Community Center	Computer Lab	1701 Northeast 36th Street	Fort Worth, TX 76106
Diamond Hill/Jarvis Branch Library	Meeting Room	1300 Northeast 35th Street	Fort Worth, TX 76106
Iglesia Palabra de Amor	Dining Room	3402 Northwest 28th Street	Fort Worth, TX 76106
Connell Baptist Church	Lobby	4736 Bryce Avenue	Fort Worth, TX 76107
Jo Kelly School	Gym	201 North Bailey Avenue	Fort Worth, TX 76107
JPS Health Center Viola M. Pitts/Como	Lower Level, Suite 100	4701 Bryant Irvin Road North, Lower Level, Suite 1	Fort Worth, TX 76107
Lena Pope Home	Conference Room	3200 Sanguinet Street	Fort Worth, TX 76107
Middle Level Learning Center	Gym	3813 Valentine Street	Fort Worth, TX 76107
North Hi Mount Elementary School	Gym	3801 West 7th Street	Fort Worth, TX 76107
Westover Hills Town Hall	Main Room	5824 Merrymount Road	Westover Hills, TX 76107
G.I.F.T. Ministries	Sanctuary	300 Expedition Drive	Fort Worth, TX 76108
Grace Baptist Church	Lobby	1501 Jim Wright Freeway	Fort Worth, TX 76108
Redeemer Bible Church	Fellowship Hall Auditorium	100 Verna Trail North	Fort Worth, TX 76108
Splash Dayz	Convention Center	8905 Clifford Street	White Settlement, TX 76108
White Settlement Public Library	Community Classroom	8215 White Settlement Road	White Settlement, TX 76108
Girl Scouts of Texas Oklahoma Plains	Training Room	4901 Briarhaven Road	Fort Worth, TX 76109
McLean 6th Grade School	Auditorium	3201 South Hills Avenue	Fort Worth, TX 76109
Southcliff Baptist Church	Lobby Concourse	4100 Southwest Loop 820	Fort Worth, TX 76109
Southwest Regional Library	Meeting Room	4001 Library Lane	Fort Worth, TX 76109
St. Stephen Presbyterian Church	Parish Hall	2700 McPherson Avenue	Fort Worth, TX 76109
Tanglewood Elementary School	Front Foyer	3060 Overton Park Drive West	Fort Worth, TX 76109

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*Elecciones Generales y Especiales Conjuntas - 3 de noviembre de 2020*  
*Các Cuộc Tổng Tuyển Cử Chung và Bầu Cử Đặc Biệt - Ngày 3 Tháng 11, 2020*

<b>Countywide Polling Place</b> <i>Lugar de Votación del Condado</i> <i>Địa Điểm Bỏ Phiếu Toàn Quận</i>	<b>Voting Area</b> <i>Área de votación</i> <i>Khu Vực Bỏ Phiếu</i>	<b>Address</b> <i>Dirección</i> <i>Địa Chỉ</i>	<b>City and Zip</b> <i>Ciudad y Código</i> <i>Thành Phố và Mã Bưu Điện</i>
Trinity Chapel	Sanctuary	6610 Southwest Boulevard	Benbrook, TX 76109
Trinity Episcopal Church	Parish Hall	3401 Bellaire Drive South	Fort Worth, TX 76109
E. M. Daggett Elementary School	Gym	958 Page Avenue	Fort Worth, TX 76110
George C. Clarke Elementary School	Gym	3300 South Henderson Street	Fort Worth, TX 76110
Grace Fellowship Baptist Church	Conference/Fellowship Room	3801 McCart Avenue	Fort Worth, TX 76110
R. L. Paschal High School	Gym	3001 Forest Park Boulevard	Fort Worth, TX 76110
Richard J. Wilson Elementary School	Auditorium	900 West Fogg Street	Fort Worth, TX 76110
Southside Church of Christ	Lobby	2101 Hemphill Street	Fort Worth, TX 76110
Worth Heights Community Center	Activity Room 4	3551 New York Avenue	Fort Worth, TX 76110
Worth Heights Elementary School	Lobby	519 East Butler Street	Fort Worth, TX 76110
Andrew "Doc" Session Community Center	Large Activity Room	201 South Sylvania Avenue	Fort Worth, TX 76111
Knights of Columbus	Main body of hall	3809 Yucca Avenue	Fort Worth, TX 76111
Oakhurst Elementary School	Outside Gym	2700 Yucca Avenue	Fort Worth, TX 76111
Riverside Applied Learning Center	Library	3600 Fossil Drive	Fort Worth, TX 76111
Riverside Community Center	Community Room	3700 East Belknap Street	Fort Worth, TX 76111
Springdale Baptist Church	Fellowship Hall	3016 Selma Street	Fort Worth, TX 76111
Versia L. Williams Elementary School	Library	901 Baurline Street	Fort Worth, TX 76111
Atwood McDonald Elementary School	Gym	1850 Barron Lane	Fort Worth, TX 76112
East Regional Library	Meeting Room	6301 Bridge Street	Fort Worth, TX 76112
Eastern Hills Elementary School	Front Hallway	5917 Shelton Street	Fort Worth, TX 76112
First Jefferson Unitarian Universalist Church	Fellowship Hall	1959 Sandy Lane	Fort Worth, TX 76112
Handley-Meadowbrook Community Center	Multipurpose Room 2	6201 Beaty Street	Fort Worth, TX 76112
Martin Luther King Community Center	Activity Room	5565 Truman Drive	Fort Worth, TX 76112
New Life Baptist Deaf Fellowship	Fellowship Hall	6917 Brentwood Stair Road	Fort Worth, TX 76112
Paul Laurence Dunbar High School	Lobby	5700 Ramey Avenue	Fort Worth, TX 76112
St. Matthew United Methodist Church	Fellowship Hall	2414 Hitson Lane	Fort Worth, TX 76112
Faith, Hope and Love Ministries	Cafeteria	6154 Meandering Road	Fort Worth, TX 76114
River Oaks Library	Lobby	4900 River Oaks Boulevard	River Oaks, TX 76114
River Oaks United Methodist Church	Fellowship Hall	4800 Ohio Garden Road	River Oaks, TX 76114

**Joint General and Special Elections - November 3, 2020**  
*Elecciones Generales y Especiales Conjuntas - 3 de noviembre de 2020*  
*Các Cuộc Tổng Tuyển Cử Chung và Bầu Cử Đặc Biệt - Ngày 3 Tháng 11, 2020*

<b>Countywide Polling Place</b> <i>Lugar de Votación del Condado</i> <i>Địa Điểm Bỏ Phiếu Toàn Quận</i>	<b>Voting Area</b> <i>Área de votación</i> <i>Khu Vực Bỏ Phiếu</i>	<b>Address</b> <i>Dirección</i> <i>Địa Chỉ</i>	<b>City and Zip</b> <i>Ciudad y Código</i> <i>Thành Phố và Mã Bưu Điện</i>
Russell Hall	Main Room	5708 Jacksboro Highway	Fort Worth, TX 76114
Trinity Baptist Church	Nursery Area Lower North Wing	620 Churchill Road	Fort Worth, TX 76114
Westworth Village City Hall	Community Room	311 Burton Hill Road	Westworth Village, TX 76114
Carter Park Elementary School	Auditorium	1204 East Broadus Avenue	Fort Worth, TX 76115
El Buen Pastor Baptist Church	North Building	4800 Merida Avenue	Fort Worth, TX 76115
Hubbard Heights Elementary School	Auditorium	1333 West Spurgeon Street	Fort Worth, TX 76115
James Avenue Service Center	Breakroom	5001 James Avenue	Fort Worth, TX 76115
Agape Baptist Church	Faith Hall	3900 Southwest Boulevard	Fort Worth, TX 76116
Country Inn & Suites	Meeting Room	2730 South Cherry Lane	Fort Worth, TX 76116
Courtyard by Marriott	Meeting Room	6530 West Freeway	Fort Worth, TX 76116
Faith Lutheran Church	Fellowship Hall	4551 Southwest Boulevard	Fort Worth, TX 76116
Harvest United Methodist Church	Fellowship Hall	6036 Locke Avenue	Fort Worth, TX 76116
R. D. Evans Community Center	Multipurpose Room B	3242 Lackland Road	Fort Worth, TX 76116
Redeemer Lutheran Church	Gymnasium	4513 Williams Road	Fort Worth, TX 76116
Western Hills Church of Christ	Classroom	8800 Chapin Road	Fort Worth, TX 76116
Haltom City Northeast Center	Large classroom northwest corner	3201 Friendly Lane	Haltom City, TX 76117
Haltom City Public Library	Meeting Room	4809 Haltom Road	Haltom City, TX 76117
Landmark Baptist Church	Fellowship Hall	1909 Thomas Road	Haltom City, TX 76117
Moose Lodge 1889 Haltom City	Ballroom	5001 Bernice Street	Haltom City, TX 76117
O. H. Stowe Elementary School	Gym	4201 Rita Lane	Haltom City, TX 76117
W. G. Thomas Coliseum	Rooms B & C lobby	6108 Broadway Avenue	Haltom City, TX 76117
West Birdville Elementary School	Library	3001 Layton Avenue	Haltom City, TX 76117
Baker Boulevard Church of Christ	Activity Building behind church	7139 Baker Boulevard	Richland Hills, TX 76118
River Trails Elementary School	Gym	8850 Elbe Trail	Fort Worth, TX 76118
The Link	Community Rooms A, B and C	6750 Baker Boulevard	Richland Hills, TX 76118
A. M. Pate Elementary School	Front Foyer	3800 Anglin Drive	Fort Worth, TX 76119
Agape Metropolitan Community Church	Fellowship Hall	4615 East California Parkway	Forest Hill, TX 76119
Beth Eden Missionary Baptist Church	Multipurpose Room (gym)	3208 Wilbarger Street	Fort Worth, TX 76119
Bradley Center	Main Room	2601 Timberline Drive	Fort Worth, TX 76119

**Joint General and Special Elections - November 3, 2020**  
*Elecciones Generales y Especiales Conjuntas - 3 de noviembre de 2020*  
*Các Cuộc Tổng Tuyển Cử Chung và Bầu Cử Đặc Biệt - Ngày 3 Tháng 11, 2020*

<b>Countywide Polling Place</b> <i>Lugar de Votación del Condado</i> <i>Địa Điểm Bỏ Phiếu Toàn Quận</i>	<b>Voting Area</b> <i>Área de votación</i> <i>Khu Vực Bỏ Phiếu</i>	<b>Address</b> <i>Dirección</i> <i>Địa Chỉ</i>	<b>City and Zip</b> <i>Ciudad y Código</i> <i>Thành Phố và Mã Bưu Điện</i>
Glen Park Elementary School	Auditorium	3601 Pecos Street	Fort Worth, TX 76119
Griffin-Poly Sub-Courthouse	Voting Room	3212 Miller Avenue	Fort Worth, TX 76119
Harlean Beal Elementary School	Gymnasium	5615 Forest Hill Drive	Fort Worth, TX 76119
Sunrise-McMillian Elementary School	Gym	3409 Stalcup Road	Fort Worth, TX 76119
W. M. Green Elementary School	Library	4612 David Strickland Road	Fort Worth, TX 76119
Bill J. Elliott Elementary School	Multipurpose Room	2501 Cooks Lane	Fort Worth, TX 76120
Central Bible Church - The Connection	Lobby	8200 Anderson Boulevard	Fort Worth, TX 76120
Chisholm Trail Community Center	Gym or Meeting Rooms A & B	4936 McPherson Boulevard	Fort Worth, TX 76123
Christ United Methodist Church	Large Fellowship Hall	3301 Sycamore School Road	Fort Worth, TX 76123
Grace Lutheran Church	Fellowship Hall	7900 McCart Avenue	Fort Worth, TX 76123
Hallmark Baptist Church	Gym	4201 West Risinger Drive	Fort Worth, TX 76123
Mary Harris Intermediate School	Middle hallway/front middle entry	8400 West Cleburne Road	Fort Worth, TX 76123
Meadowcreek Elementary School	Front Hallway	2801 Country Creek Lane	Fort Worth, TX 76123
Benbrook Community Center	Main Room	228 San Angelo Avenue	Benbrook, TX 76126
Benbrook Community Center YMCA	Multipurpose Room	1899 Winscott Road	Benbrook, TX 76126
Church of the Holy Apostles	Parish Hall	3900 Longvue Avenue	Fort Worth, TX 76126
HighRidge Church	Main Lobby	10100 Rolling Hills Drive	Fort Worth, TX 76126
Blue Mound City Hall	Council Chambers	301 South Blue Mound Road	Blue Mound, TX 76131
Destiny Center	Sanctuary in Office Building	10200 FM 156	Fort Worth, TX 76131
Sonny and Allegra Nance Elementary School	Cafeteria	701 Tierra Vista Way	Fort Worth, TX 76131
Fort Worth Presbyterian Church	Fellowship Hall	6251 Oakmont Trail	Fort Worth, TX 76132
St. Peter's Antiochian Orthodox Church	Parish Hall	7601 Bellaire Drive South	Fort Worth, TX 76132
Bruce Shulkey Elementary School	Auditorium	5533 Whitman Avenue	Fort Worth, TX 76133
Fort Worth Education Association	Conference Room	6021 Westcreek Drive	Fort Worth, TX 76133
Genesis United Methodist Church	Commons Hallway	7635 South Hulen Street	Fort Worth, TX 76133
Southwest Community Center	Gymnasium	6300 Welch Avenue	Fort Worth, TX 76133
Southwest Sub-Courthouse	Voting Room	6551 Granbury Road	Fort Worth, TX 76133
St. Christopher's Episcopal Church	Family Life Center Gym	3550 Southwest Loop 820	Fort Worth, TX 76133
St. Matthew's Lutheran Church	Lobby and Fellowship Hall	5709 Wedgwood Drive	Fort Worth, TX 76133

**Joint General and Special Elections - November 3, 2020**  
*Elecciones Generales y Especiales Conjuntas - 3 de noviembre de 2020*  
*Các Cuộc Tổng Tuyển Cử Chung và Bầu Cử Đặc Biệt - Ngày 3 Tháng 11, 2020*

<b>Countywide Polling Place</b> <i>Lugar de Votación del Condado</i> <i>Địa Điểm Bỏ Phiếu Toàn Quận</i>	<b>Voting Area</b> <i>Área de votación</i> <i>Khu Vực Bỏ Phiếu</i>	<b>Address</b> <i>Dirección</i> <i>Địa Chỉ</i>	<b>City and Zip</b> <i>Ciudad y Código</i> <i>Thành Phố và Mã Bưu Điện</i>
Trinity Cumberland Presbyterian Church	Campbell Hall Fellowship Area	7120 West Cleburne Road	Fort Worth, TX 76133
Westminster Presbyterian Church	Social Hall	7001 Trail Lake Drive	Fort Worth, TX 76133
Edge Park United Methodist Church	Fellowship Hall	5616 Crowley Road	Fort Worth, TX 76134
Edgecliff Village Community Center	Community Center	1605 Edgecliff Road	Edgecliff Village, TX 76134
Highland Hills Community Center	Room 116	1600 Glasgow Road	Fort Worth, TX 76134
New Hope Fellowship	Fellowship Hall	6410 South Freeway	Fort Worth, TX 76134
Parkway Elementary School	Portable 138	1320 West Everman Parkway	Fort Worth, TX 76134
St. Luke Cumberland Presbyterian Church	Family Life Center	1404 Sycamore School Road	Fort Worth, TX 76134
Lake Patrol Headquarters	Office area	7501 Surfside Drive	Fort Worth, TX 76135
Lakeside Church of God	Family Life Center/Gym	9396 Confederate Park Road	Lakeside, TX 76135
Lighthouse Fellowship	Lobby	7200 Robertson Road	Fort Worth, TX 76135
Sheriff's Office North Patrol Division	Community Room	6651 Lake Worth Boulevard	Lake Worth, TX 76135
Bluebonnet Elementary School	Gymnasium	7000 Teal Drive	Fort Worth, TX 76137
Chisholm Trail Intermediate School	Cafeteria	3901 Summerfields Boulevard	Fort Worth, TX 76137
First Baptist Church of Fort Worth Education Building/Gym	Education Building Gym	5001 Northeast Loop 820	Fort Worth, TX 76137
Grace Church	Fireplace Room	4740 Western Center Boulevard	Haltom City, TX 76137
Hillwood Middle School	Gym Foyer	8250 Parkwood Hill Boulevard	Fort Worth, TX 76137
LaQuinta Inn & Suites by Wyndham Fort Worth	Meeting Room	4700 North Freeway	Fort Worth, TX 76137
Park Glen Elementary School	Gym	5100 Glen Canyon Road	Fort Worth 76137
Parkview Elementary School	Small Gym	6900 Bayberry Drive	Fort Worth, TX 76137
Summerglen Branch Library	Meeting Room	4205 Basswood Boulevard	Fort Worth, TX 76137
Everman City Hall Annex	Main Room	213 North Race Street	Everman, TX 76140
Forest Hill Civic & Convention Center	Grand Ball Room	6901 Wichita Street	Forest Hill, TX 76140
Jefferson Davis 9th Grade Center	Yarbrough Commons Area	615 Townley Drive	Everman, TX 76140
Sidney Poynter Elementary School	Library	521 Ashdale Drive	Fort Worth, TX 76140
First Baptist Church of Watauga	Hallway	6124 Plum Street	Watauga, TX 76148
Hector F. Garcia Community Center	Gymnasium	7901 Indian Springs Road	Watauga, TX 76148
Northside Church of the Nazarene	Gym	6750 Denton Highway	Watauga, TX 76148
Victory Tabernacle Holiness	Fellowship Hall	5761 Watauga Road	Watauga, TX 76148

**Joint General and Special Elections - November 3, 2020**  
*Elecciones Generales y Especiales Conjuntas - 3 de noviembre de 2020*  
*Các Cuộc Tổng Tuyển Cử Chung và Bầu Cử Đặc Biệt - Ngày 3 Tháng 11, 2020*

<b>Countywide Polling Place</b> <i>Lugar de Votación del Condado</i> <i>Địa Điểm Bỏ Phiếu Toàn Quận</i>	<b>Voting Area</b> <i>Área de votación</i> <i>Khu Vực Bỏ Phiếu</i>	<b>Address</b> <i>Dirección</i> <i>Địa Chỉ</i>	<b>City and Zip</b> <i>Ciudad y Código</i> <i>Thành Phố và Mã Bưu Điện</i>
Watauga City Hall	Lobby and Council Chambers	7105 Whitley Road	Watauga, TX 76148
Candlewood Suites Hotel	Blue Meeting Room	4200 Reggis Court	Fort Worth, TX 76155
J. P. Elder Middle School	Library	709 Northwest 21st Street	Fort Worth, TX 76164
M. G. Ellis Early Childhood School	Gym	215 Northeast 14th Street	Fort Worth, TX 76164
Northside Community Center	Multipurpose Room	1100 Northwest 18th Street	Fort Worth, TX 76164
Rufino E. Mendoza, Sr. Elementary School	Gym	1412 Denver Avenue	Fort Worth, TX 76164
City of Saginaw Senior Citizen Center	Main Room (north end of building)	405 South Belmont Street	Saginaw, TX 76179
Eagle Mountain Fire Hall 1	Training Room	9500 Live Oak Lane	Saginaw, TX 76179
Eagle Mountain-Saginaw ISD Building 6	Building 6 Training Room	1200 North Old Decatur Road	Saginaw, TX 76179
Northwest Branch Library	Meeting Room	6228 Crystal Lake Drive	Fort Worth, TX 76179
Saginaw Community Center	Community Room	620 Park Center Boulevard	Saginaw, TX 76179
St. Thomas Catholic Church	Education Building	5953 Bowman Roberts Road	Fort Worth, TX 76179
City Point United Methodist Church	Guy Reeves Fellowship Hall	7301 Glenview Drive	North Richland Hills, TX 76180
College Hill Church of Christ	Fellowship Hall	7447 North College Circle	North Richland Hills, TX 76180
Dan Echols Center	Front Room	6801 Glenview Drive	North Richland Hills, TX 76180
Davis Memorial United Methodist Church	Lobby	5301 Davis Boulevard	North Richland Hills, TX 76180
Fine Arts Athletic Complex	First Floor Community Room	9200 Mid Cities Boulevard	North Richland Hills, TX 76180
Jack C. Binion Elementary School	Library	7400 Glenview Drive	Richland Hills, TX 76180
North Richland Hills Public Library	Community Room	9015 Grand Avenue	North Richland Hills, TX 76180
St. Paul Presbyterian Church	Fellowship Hall	4517 Rufe Snow Drive	North Richland Hills, TX 76180
The 26 Wellness Center - North Richland Hills Baptist Church	Gymnasium	6955 Boulevard 26	North Richland Hills, TX 76180
Green Valley Elementary School	Gym	7900 Smithfield Road	North Richland Hills, TX 76182
North Park Baptist Church	Sanctuary	7025 Mid Cities Boulevard	North Richland Hills, TX 76182
North Ridge Elementary School	Outside Gym	7331 Holiday Lane (access from Starnes Road)	North Richland Hills, TX 76182
Shady Grove Baptist Church	Fellowship Hall	6649 Precinct Line Road	North Richland Hills, TX 76182
Wellspring Church	Family Life Center	7300 Smithfield Road	North Richland Hills, TX 76182
Independence Elementary School	Library	11773 Bray Birch Lane	Fort Worth, TX 76244
Light of the World Church	Café/Fellowship Hall	8750 North Riverside Drive	Keller, TX 76244
Lone Star Elementary School	Lobby	4647 Shiver Road	Fort Worth, TX 76244

**Joint General and Special Elections - November 3, 2020**  
*Elecciones Generales y Especiales Conjuntas - 3 de noviembre de 2020*  
*Các Cuộc Tổng Tuyển Cử Chung và Bầu Cử Đặc Biệt - Ngày 3 Tháng 11, 2020*

<b>Countywide Polling Place</b> <i>Lugar de Votación del Condado</i> <i>Địa Điểm Bỏ Phiếu Toàn Quận</i>	<b>Voting Area</b> <i>Área de votación</i> <i>Khu Vực Bỏ Phiếu</i>	<b>Address</b> <i>Dirección</i> <i>Địa Chỉ</i>	<b>City and Zip</b> <i>Ciudad y Código</i> <i>Thành Phố và Mã Bưu Điện</i>
Northpark YMCA	Multipurpose Room 103	9100 North Beach Street	Fort Worth, TX 76244
The Met Church	East end of Main Atrium	11301 North Riverside Drive	Fort Worth, TX 76244
The Villages of Woodland Springs Amenity Building	Amenities Center	12209 Timberland Boulevard	Fort Worth, TX 76244
Woodland Springs Elementary School	Lobby	12120 Woodland Springs Drive	Fort Worth, TX 76244
Bear Creek Bible Church	Youth Area	1555 North Tarrant Parkway	Keller, TX 76248
First United Methodist Church of Keller	Lobby	1025 Johnson Road	Keller, TX 76248
Indian Springs Middle School	Big Gym	305 Bursey Road	Keller, TX 76248
Keller Town Hall	Room 212	1100 Bear Creek Parkway	Keller, TX 76248
Ridgeview Elementary School	PTA Room and foyer	1601 Marshall Ridge Parkway	Keller, TX 76248
St. Martin in-the-Fields Episcopal Church	West Parish Hall	223 South Pearson Lane	Keller, TX 76248
WestWind Church	Sanctuary	1300 Sarah Brooks Drive	Keller, TX 76248
John M. Tidwell Middle School	Gymnasium, Room 1502	3937 Haslet-Roanoke Road	Fort Worth, TX 76262
Trophy Club Town Hall	Training/EOC Room	1 Trophy Wood Drive	Trophy Club, TX 76262

**TARRANT COUNTY EARLY VOTING**  
(VOTACION ADELANTADA DEL CONDADO DE TARRANT)  
(BẦU CỬ SỚM CỦA QUẬN TARRANT)

**NOVEMBER 3, 2020**  
(3 DE NOVIEMBRE DE 2020)  
(NGÀY 3 THÁNG 11, NĂM 2020)

**JOINT GENERAL AND SPECIAL ELECTIONS**  
(ELECCIONES GENERALES CONJUNTAS Y ESPECIALES)  
(KẾT HỢP TỔNG TUYỂN CỬ VÀ BẦU CỬ ĐẶC BIỆT)

This schedule of early voting locations, dates and times applies to voters in the following cities, towns, schools, library, and water districts: (Este horario de casetas de votación adelantada, sus fechas y tiempos aplican a los votantes en las siguientes ciudades, pueblos, escuelas, bibliotecas y distritos de la agua) (Đây là lịch trình của những địa điểm, ngày tháng và thời gian cho bầu cử sớm áp dụng cho các cử tri ở trong những điều sau đây: các thành phố, thị xã, trường học, thư viện và cơ quan thủy cục): Arlington, Bedford, Benbrook, Burleson, Crowley, Euless, Flower Mound, Forest Hill, Grand Prairie, Haltom City, Haslet, Hurst, Keller, Kennedale, Mansfield, North Richland Hills, Pelican Bay, Richland Hills, Roanoke, River Oaks, Southlake, Trophy Club, Watauga, White Settlement, Westworth Village, Arlington ISD, Azle ISD, Castleberry ISD, Eagle Mountain-Saginaw ISD, Fort Worth ISD, Grapevine-Colleyville ISD, Kennedale ISD, Lake Worth ISD, Mansfield ISD, Northwest ISD, Trophy Club MUD No. 1, and Forest Hill Library District.

**EARLY VOTING BY PERSONAL APPEARANCE DAYS AND HOURS**  
(DÍAS Y HORAS DE VOTACIÓN TEMPRANO POR APARICIÓN PERSONAL)  
(Ngày và giờ đi bầu cử sớm)

October (Octubre) (Tháng Mười) 13 - 17	Tuesday - Saturday (Martes- Sábado) (Thứ Ba - Thứ Bảy)	8:00 a.m. - 5:00 p.m.
October (Octubre) (Tháng Mười) 18	Sunday (Domingo) (Chủ Nhật)	Closed (Cerrado) (Đóng)
October (Octubre) (Tháng Mười) 19 - 23	Monday - Friday (Lunes - Viernes) (Thứ Hai - Thứ Sáu)	8:00 a.m. - 5:00 p.m.
October (Octubre) (Tháng Mười) 24	Saturday (Sábado) (Thứ Bảy)	7:00 a.m. - 7:00 p.m.
October (Octubre) (Tháng Mười) 25	Sunday (Domingo) (Chủ Nhật)	11:00 a.m. - 4:00 p.m.
October (Octubre) (Tháng Mười) 26 - 30	Monday - Friday (Lunes - Viernes) (Thứ Hai - Thứ Sáu)	7:00 a.m. - 7:00 p.m.

	<b>Location</b> (Ubicación) (Địa điểm)	<b>Address</b> (Dirección) (Địa chỉ)	<b>City</b> (Ciudad) (Thành phố)	<b>Zip Code</b> (Código postal) (Mã Bưu Điện)
1	Bob Duncan Center	2800 S Center Street	Arlington	76014
2	Elzie Odom Athletic Center	1601 NE Green Oaks Boulevard	Arlington	76006
3	Center for Community Service Junior League of Arlington	4002 W Pioneer Parkway	Arlington	76013
4	City of Arlington South Service Center	1100 SW Green Oaks Boulevard	Arlington	76017
5	Tarrant County Sub-Courthouse in Arlington	700 E Abram Street	Arlington	76010
6	Tarrant County College Southeast Campus EMB - Portable Building (edificio móvil) (Nhà Di Động) C	2100 Southeast Parkway	Arlington	76018
7	University of Texas at Arlington Maverick Activities Center	500 W Nedderman Drive	Arlington	76019
8	B. J. Clark Building	601 Southeast Parkway	Azle	76020
9	Bedford Public Library	2424 Forest Ridge Drive	Bedford	76021
10	Benbrook Community Center	228 San Angelo Avenue	Benbrook	76126
11	Colleyville Public Library	110 Main Street	Colleyville	76034
12	Crouch Event Center in Bicentennial Park	900 E Glendale Street	Crowley	76036
13	Euless Family Life Senior Center	300 W Midway Drive	Euless	76039
14	Forest Hill Civic and Convention Center	6901 Wichita Street	Forest Hill	76140
15	Diamond Hill-Jarvis Branch Library	1300 NE 35 <sup>th</sup> Street	Fort Worth	76106
16	Griffin-Poly Sub-Courthouse	3212 Miller Avenue	Fort Worth	76119
17	Handley-Meadowbrook Community Center	6201 Beaty Street	Fort Worth	76112
18	James Avenue Service Center	5001 James Avenue	Fort Worth	76115
19	JPS Health Center Viola M. Pitts/Como Lower Level (Nivel Inferior) (Lầu Dưới) #100	4701 Bryant Irvin Road N	Fort Worth	76107
20	Northside Community Center	1100 NW 18 <sup>th</sup> Street	Fort Worth	76164
21	Southside Community Center	959 E Rosedale Street	Fort Worth	76104
22	Southwest Community Center	6300 Welch Avenue	Fort Worth	76133
23	Southwest Regional Library	4001 Library Lane	Fort Worth	76109
24	Southwest Sub-Courthouse	6551 Granbury Road	Fort Worth	76133
25	Southwestern Baptist Theological Seminary Naylor Student Center	1900 W Boyce Avenue	Fort Worth	76115
26	Summertown Branch Library	4205 Basswood Boulevard	Fort Worth	76137
27	Tarrant County College Northwest Campus WFSC 1403A	4801 Marine Creek Parkway	Fort Worth	76179
28	Tarrant County College South Campus Student Center SSTU 1112	5301 Campus Drive	Fort Worth	76119
29	Tarrant County College Trinity River Campus	300 Trinity Campus Circle	Fort Worth	76102
30	Tarrant County Elections Center Main Early Voting Site (Principal sitio de votación adelantada) (Trung Tâm Bầu Cử Sớm)	2700 Premier Street  53	Fort Worth	76111
31	Tarrant County Plaza Building	201 Burnett Street	Fort Worth	76102

**TARRANT COUNTY EARLY VOTING**  
(VOTACION ADELANTADA DEL CONDADO DE TARRANT)  
(BẦU CỬ SỚM CỦA QUẬN TARRANT)

**NOVEMBER 3, 2020**  
(3 DE NOVIEMBRE DE 2020)  
(NGÀY 3 THÁNG 11, NĂM 2020)

**JOINT GENERAL AND SPECIAL ELECTIONS**  
(ELECCIONES GENERALES CONJUNTAS Y ESPECIALES)  
(KẾT HỢP TỔNG TUYỂN CỬ VÀ BẦU CỬ ĐẶC BIỆT)

32	Texas Wesleyan University <i>Baker Building</i>	3021 E Rosedale Street	Fort Worth	76105
33	UNT – Health Science Center <i>Carl E. Everett Education and Administration Building Lower Level - Atrium</i>	3500 Camp Bowie Boulevard	Fort Worth	76107
34	Villages of Woodland Springs Amenity Building	12209 Timberland Boulevard	Fort Worth	76244
35	Worth Heights Community Center	3551 New York Avenue	Fort Worth	76110
36	Asia Times Square	2625 W Pioneer Parkway	Grand Prairie	75051
37	The REC of Grapevine	1175 Municipal Way	Grapevine	76051
38	Haltom City Northeast Center	3201 Friendly Lane	Haltom City	76117
39	Former Haslet Elementary School	501 School House Road	Haslet	76052
40	Brookside Convention Center	1244 Brookside Drive	Hurst	76053
41	Northeast Courthouse	645 Grapevine Highway	Hurst	76054
42	Tarrant County College Northeast Campus <i>Student Center NSTU</i>	828 W Harwood Road	Hurst	76054
43	Keller Town Hall	1100 Bear Creek Parkway	Keller	76248
44	Kennedale Community Center	316 W 3rd Street	Kennedale	76060
45	Sheriff's Office North Patrol Division	6651 Lake Worth Boulevard	Lake Worth	76135
46	Mansfield Sub-Courthouse	1100 E Broad Street	Mansfield	76063
47	Dan Echols Center	6801 Glenview Drive	N Richland Hills	76180
48	Eagle Mountain-Saginaw ISD Admin. Bldg. <i>Building (Edificio) (Căn số) 6 – Training Room (Sala de entrenamiento) (Phòng Tập Luyện)</i>	1200 N Old Decatur Road	Saginaw	76179
49	Southlake Town Hall	1400 Main Street	Southlake	76092
50	White Settlement Public Library	8215 White Settlement Road	White Settlement	76108

Application for a Ballot by Mail may be downloaded from our website: [elections.tarrantcounty.com/ballotbymail](https://elections.tarrantcounty.com/ballotbymail)  
(Solicitud para Boleta por Correo se puede descargar de nuestro sitio web): [elections.tarrantcounty.com/ballotbymail](https://elections.tarrantcounty.com/ballotbymail)  
(Có thể tải Đơn xin lá Phiếu Bầu qua Thư trên trang mạng của chúng tôi): [elections.tarrantcounty.com/ballotbymail](https://elections.tarrantcounty.com/ballotbymail)

Information by phone: Tarrant County Elections Administration, 817-831-8683  
(Información por teléfono): (Administración de Elecciones del Condado de Tarrant 817-831-8683)  
(Thông tin qua điện thoại) (Điều Hành Bầu Cử Quận Tarrant, 817-831-8683)

Applications for a Ballot by Mail must be submitted between January 1, 2020 and October 23, 2020 by mail, fax or email to:

**Note: effective December 1, 2017** - If an Application for Ballot by Mail is submitted by fax or e-mail the original application must also be mailed and received by the Early Voting Clerk no later than the 4<sup>th</sup> business day after receipt of the faxed or e-mailed copy.

(Solicitudes para una Boleta por Correo pueden ser sometidas entre el 1 de Enero de 2020 y 23 de Octubre de 2020 por correo, fax o por correo electrónico a:

**Nota: efectivo el 1 de Diciembre de 2017** - Si una solicitud de boleta por correo se envía por fax o por correo electrónico la solicitud original también debe ser enviada por correo y recibida por el Secretario de votación Anticipada no más tarde del cuarto día hábil después de recibir la copia enviada por fax o por correo electrónico.)

(Đơn xin lá phiếu bầu qua thư phải được gửi vào giữa Ngày 1 Tháng 1, Năm 2020 và Ngày 23 Tháng 10, Năm 2020 bằng thư, fax hoặc email đến:  
**Lưu ý: có hiệu lực từ ngày 1 tháng 12 năm 2017** - Nếu Đơn Xin Lá Phiếu bầu qua thư được gửi bằng fax hoặc e-mail, đơn xin bản gốc cũng phải được gửi bằng thư đến và nhận bởi Thư Ký Phụ Trách Bộ Phiếu Sớm không muộn hơn ngày làm việc thứ tư kể từ ngày nhận được bản sao từ fax hoặc e-mail.)

**Early Voting Clerk (Secretario De Votación Adelantada) (Nhân Viên Phụ Trách Bộ Phiếu Sớm)**  
PO Box 961011  
Fort Worth TX 76161-0011  
Fax: 817-850-2344  
Email: [votebymail@tarrantcounty.com](mailto:votebymail@tarrantcounty.com)



To: Board of Trustees

From: Ryder Warren, Ed.D., Superintendent of Schools

Subject: Joint Election Agreement and Contract for Election Services Between Wise County and Northwest ISD

Date: September 28, 2020

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**Background Information and Rationale:** Northwest ISD has called a General Election and Special Election for November 3, 2020. The Joint Election Agreement and Contract for Election Services with Wise County would allow the Wise County Elections Administrator to provide the voting equipment and administer the election at shared polling sites. The other municipalities and school districts who have ordered a general or special election for November 3, 2020, are listed in the agreement.

The polling sites for Election Day and Early Voting (October 13 -30) are included as attachments to the contract. The current estimate for Northwest ISD's portion of the shared election expenses in Wise County is \$450.

Texas Election Codes 31.092 and 271.002, allow NISD to contract with county election officers for election services and to enter into agreements to hold an election jointly in the precincts that can be served by common polling places. In accordance with the Texas Education Code 11.0581, school districts have a requirement to hold joint elections.

**Support of Strategic Goals:**

- Students will achieve success through meaningful learning experiences, innovative pathways, and personalized opportunities.
- Northwest ISD will recruit, value, and retain exceptional staff to create a rewarding learning environment.
- Northwest ISD will create and foster an environment where all stakeholders are engaged in the transformational work of the NISD family.

**Budget and/or Fund Impact:** The 2020-2021 Adopted Budget provides funds for conducting elections.

**Recommendation:** Approve the Joint Election Agreement and Contract for Election Services Between Wise County and Northwest ISD as recommended by the administration.

Respectfully submitted,



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Ryder Warren, Ed.D.  
Superintendent



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Angela Scott  
Public Affairs Coordinator

## **CONTRACT FOR ELECTION SERVICES**

### **NORTHWEST INDEPENDENT SCHOOL DISTRICT**

#### **JOINT ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES BETWEEN NORTHWEST ISD AND THE WISE COUNTY ELECTIONS OFFICE FOR ELECTION SERVICES FOR AN ELECTION TO BE HELD ON NOVEMBER 3, 2020.**

Section 1. Wise County Elections, hereinafter designated as “the contracting officer,” represented in this agreement by Sabra Srader, Elections Administrator, hereby agrees to provide election services and equipment on the terms stated below.

Section 2. Northwest Independent School District, hereinafter designated as “governing body,” or “renter”, has requested to rent voting equipment and certain election services from the contracting officer.

Section 3. Duties of the contracting officer:

- A) Serve as the administrator for the General and Special Election to be held on November 3, 2020;
- B) Serve as the Early Voting Clerk on behalf of Northwest ISD for the General and Special Election to be held on November 3, 2020;
- C) Prepare and distribute all necessary election supplies including
  - 1) Ballots and ballot programming,
  - 2) List of registered voters (electronic poll books will be provided),
  - 3) Election kits, and
  - 4) Voting equipment.
- D) Publish required notice of Logic and Accuracy testing of voting equipment;
- E) Hire and supervise election workers for early voting, election day, and a runoff, if needed, and provide training on all election equipment and current state and federal laws governing the conduct of elections in the State of Texas.
- F) Tally all electronic ballots cast on the equipment provided and prepare all reports and backup documentation required/requested by the governing body.
- G) Comply with all applicable laws regarding administration of the General and Special Election, including but not limited to Texas Election Code Chapters 31, 32, 43, 86, and 271.

Section 4. Duties of the governing body:

- 1) Provide English and Spanish copies of the ballot to Sabra Srader, Elections Administrator, Wise County, PO Box 1597, 200 S Trinity St., Decatur TX 76234, [elections@co.wise.tx.us](mailto:elections@co.wise.tx.us), as soon as the candidates have filed and ballot order has been

determined. English, Spanish and Audio ballot proofs will be provided by the Elections Administrator, and the governing body will review and return said proofs, with any needed changes within 1 business day of proofing the ballot. The governing body accepts full responsibility for the accuracy of the ballot.

- 2) Prepare and post all required notices and postings for said election, other than those being posted by the contracting officer (Public Logic and Accuracy Testing Notice).
- 3) Canvass the votes in the time and manner required by law.

Section 5. Only voting machines that the County (and the contracting officer) believes to be in safe operating condition will be used in the joint election, and the governing body agrees to hold the County harmless for any damages arising from the governing body's use of voting machines.

Section 6. Northwest ISD agrees to compensate Wise County Elections for services performed under this Contract in the amount of \$450.00 (see annex A). Payment shall be made within 30 days after the election.

Section 7. That this Agreement shall become effective from and after its date of passage.

Section 8. Wise County Elections Administration certifies that a criminal background check on all employees, including temporary employees, who may program, test, perform maintenance, transport equipment, or perform technical support on the voting system equipment for Northwest ISD has been performed. Wise County Elections Administration has determined there are no findings that would prevent the employees from performing their assigned duties.

[REMAINDER OF PAGE LEFT BLANK]

Section 9. In witness of this Agreement, the contracting officer and the governing body affix their signatures on this the \_\_\_\_ day of \_\_\_\_\_, 2020.

---

Judy Copp  
President, Board of Trustees  
Northwest ISD

[Seal]

ATTEST:

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Dr. Lillian Rauch  
Secretary, Board of Trustees  
Northwest ISD

APPROVED:

---

Sabra Srader, Elections Administrator  
Wise County, TX

[Seal]

ANNEX "A" November 3, 2020

Northwest ISD

	Actual Cost
Programming JBC's/eSlates per Election	\$300.00
1 Eslate Unit	150.00
Total Election Cost	\$450.00

**NOVEMBER 3, 2020 GENERAL AND SPECIAL ELECTION**  
**NOVIEMBRE 3, 2020 ELECCIÓN GENERAL Y ELECCIÓN ESPECIAL**

**EARLY VOTING LOCATIONS**  
**UBICACIONES DE VOTACIÓN ANTICIPADA**

**VOTERS MAY VOTE AT ANY POLLING SITE DURING EARLY VOTING**  
**LOS VOTANTES PUEDEN VOTAR EN CUALQUIER CENTRO ELECTORAL DURANTE LA VOTACIÓN TEMPRANA**

**MAIN EARLY VOTING – DECATUR**

Wise County Fairgrounds (Women’s Building)  
3101 S. FM 51  
Decatur, TX 76234

**ALVORD**

Alvord City Hall  
215 W. Elm  
Alvord, TX 76225

**BOYD**

Boyd Community Center  
420 E. Morton Ave.  
Boyd, TX 76023

**BRIDGEPORT**

Bridgeport Lions Hall  
1107 8<sup>th</sup> St.  
Bridgeport, TX 76426

**EARLY VOTING DAYS AND HOURS**

Tuesday, October 13, 2020	8A-5P
Wednesday, October 14, 2020	8A-5P
Thursday, October 15, 2020	8A-5P
Friday, October 16, 2020	8A-5P
Saturday, October 17, 2020	8A-5P
Monday, October 19, 2020	8A-5P
Tuesday, October 20, 2020	7A-7P
Wednesday, October 21, 2020	8A-5P
Thursday, October 22, 2020	8A-5P
Friday, October 23, 2020	8A-5P
Saturday, October 24, 2020	8A-5P
Monday, October 26, 2020	8A-5P
Tuesday, October 27, 2020	7A-7P
Wednesday, October 28, 2020	8A-5P
Thursday, October 29, 2020	8A-5P
Friday, October 30, 2020	8A-5P

**DIAS Y HORAS DE VOTACIÓN ANTICIPADA**

<i>Martes, Octubre 13, 2020</i>	<i>8A-5P</i>
<i>Miercoles, Octubre 14, 2020</i>	<i>8A-5P</i>
<i>Jueves, Octubre 15, 2020</i>	<i>8A-5P</i>
<i>Viernes, Octubre 16, 2020</i>	<i>8A-5P</i>
<i>Sábado, Octubre 17, 2020</i>	<i>8A-5P</i>
<i>Lunes, Octubre 19, 2020</i>	<i>8A-5P</i>
<i>Martes, Octubre 20, 2020</i>	<i>7A-7P</i>
<i>Miercoles, Octubre 21, 2020</i>	<i>8A-5P</i>
<i>Jueves, Octubre 22, 2020</i>	<i>8A-5P</i>
<i>Viernes, Octubre 23, 2020</i>	<i>8A-5P</i>
<i>Sábado, Octubre 24, 2020</i>	<i>8A-5P</i>
<i>Lunes, Octubre 26, 2020</i>	<i>8A-5P</i>
<i>Martes, Octubre 27, 2020</i>	<i>7A-7P</i>
<i>Miercoles, Octubre 28, 2020</i>	<i>8A-5P</i>
<i>Jueves, Octubre 29, 2020</i>	<i>8A-5P</i>
<i>Viernes, Octubre 30, 2020</i>	<i>8A-5P</i>

## **LOCATION OF ELECTION DAY POLLING PLACES(7A-7P)**

### **Ubicación de las casillas electorales del Día de Elección(7A-7P)**

PRECINCT 01 (PRECINTO 01) DECATUR CITY HALL, 201 E. WALNUT, DECATUR  
PRECINCT 02 (PRECINTO 02) WISE COUNTY FAIRGROUNDS (Women's Building),  
3101 S. FM 51, DECATUR  
PRECINCT 03 (PRECINTO 03) 1<sup>ST</sup> BAPTIST CHURCH, 1192 CR 2822, SLIDELL  
PRECINCT 04 (PRECINTO 04) MASONIC LODGE, 1<sup>ST</sup> FLOOR, 147 CR 2740,  
GREENWOOD  
PRECINCT 05 (PRECINTO 05) EAST WISE FIRE HALL, 107 CR 4421, RHOME  
PRECINCT 06 (PRECINTO 06) NEW FAIRVIEW CITY HALL, 999 ILLINOIS LN.,  
NEW FAIRVIEW  
PRECINCT 07 (PRECINTO 07) ASSUMPTION CATHOLIC CHURCH 1305 S. DEER PARK,  
DECATUR  
PRECINCT 08 (PRECINTO 08) ASSUMPTION CATHOLIC CHURCH 1305 S. DEER PARK,  
DECATUR  
PRECINCT 09 (PRECINTO 09) ALVORD CITY HALL, 215 W. ELM, ALVORD  
PRECINCT 10 (PRECINTO 10) VICTORY BAPTIST CHURCH, 4346 N. HWY 101, SUNSET  
(PARK SPRINGS)  
PRECINCT 11 (PRECINTO 11) CRAFTON BAPTIST CHURCH, FELLOWSHIP HALL,  
2590 FM RD 2127, CRAFTON  
PRECINCT 12 (PRECINTO 12) CHICO CITY HALL (Community Room),  
400 S. HOVEY, CHICO  
PRECINCT 13 (PRECINTO 13) BRIDGEPORT HIGH SCHOOL (Band Hall)  
ONE MAROON DR., BRIDGEPORT  
PRECINCT 14 (PRECINTO 14) BRIDGEPORT LIONS HALL, 1107 8<sup>TH</sup> ST., BRIDGEPORT  
PRECINCT 15 (PRECINTO 15) NORMA COBLE CIVIC CENTER, 51 RUNAWAY BAY DR.,  
RUNAWAY BAY  
PRECINCT 16 (PRECINTO 16) BOONSVILLE COMMUNITY CENTER, 292 CR 3743,  
BOONSVILLE  
PRECINCT 17 (PRECINTO 17) PARADISE UNITED METHODIST CHURCH,  
ACTIVITY CENTER, 301 S. OAK, PARADISE  
PRECINCT 18 (PRECINTO 18) BRIDGEPORT COMMUNITY CENTER, 1102 LAWDWIN,  
BRIDGEPORT  
PRECINCT 19 (PRECINTO 19) LAKE BRIDGEPORT FIRE HALL, 301 S. MAIN ST.,  
LAKE BRIDGEPORT  
PRECINCT 20 (PRECINTO 20) COTTONDALE COMMUNITY CHAPEL, 161 CR 3571  
COTTONDALE  
PRECINCT 22 (PRECINTO 22) WISE COUNTY FAIRGROUNDS (Women's Building)  
3101 S. FM 51, DECATUR  
PRECINCT 23 (PRECINTO 23) BOYD COMMUNITY CENTER, 420 E. MORTON AVE.,BOYD  
PRECINCT 24 (PRECINTO 24) NEWARK FIRE HALL, 406 HUDSON ST., NEWARK  
PRECINCT 25 (PRECINTO 25) BOYD COMMUNITY CENTER, 420 E. MORTON AVE.,BOYD  
PRECINCT 27 (PRECINTO 27) BOYD COMMUNITY CENTER, 420 E. MORTON AVE.,BOYD



To: Board of Trustees  
From: Ryder Warren, Ed.D., Superintendent of Schools  
Subject: Renewal of 4-H Resolution Between Northwest ISD and Wise County  
Date: September 28, 2020

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**Background Information and Rationale:** Board approval is required for 4-H staff to serve as adjunct staff for Northwest Independent School District students who participate in 4-H programs. In addition, the Board is asked to sanction the Wise County 4-H organization as an extracurricular activity. This is a renewal and annual request and approved by the Texas Education Agency as appropriate.

**Support of Strategic Goals:**

- Students will achieve success through meaningful learning experiences, innovative pathways, and personalized opportunities.
- Northwest ISD will recruit, value, and retain exceptional staff to create a rewarding learning environment.
- Northwest ISD will create and foster an environment where all stakeholders are engaged in the transformational work of the NISD family.

**Budget and/or Fund Impact:** There is no budget or fund impact.

**Recommendation:** Approve the renewal of the 4-H Resolution between Northwest Independent School District and Wise County as recommended by administration.

Respectfully submitted,

Ryder Warren, Ed.D.  
Superintendent

Brian Carter  
Chief Financial Officer

Mark Vechione  
Executive Director of  
Purchasing



WISE COUNTY EXTENSION OFFICE  
206 S. State Street, Decatur, TX 76234  
Phone: 940.627.3341; Fax: 940.627.8070

August 19, 2020

Dear Superintendent:

On behalf of the 4-H members of Wise County, we hereby respectfully request that the 4-H organization, by the attached resolution, be sanctioned as an extracurricular activity. The enclosed RESOLUTION should be presented for consideration at the next scheduled meeting of the Board of Trustees. I further request that questions regarding this RESOLUTION be directed to me in a timely manner so that we may prepare and present an appropriate response so as not to delay action on this request.

Finally, we request that a signed copy of this RESOLUTION, along with a copy of the minutes of the Board meeting, be forwarded to me for my files.

Thank you and members of your Board of Trustees for your consideration of this request.

Sincerely,

A handwritten signature in cursive script that reads "Chrissy Karrer".

Chrissy Karrer  
County Extension Agent - 4-H  
Wise County

CK:lmw

**TEXAS A&M  
AGRI LIFE  
EXTENSION**

WISE COUNTY EXTENSION OFFICE  
206 S. State Street, Decatur, TX 76234  
Phone: 940.627.3341: Fax: 940.627.8070

August 19, 2020

MEMORANDUM TO: Wise County Schools  
SUBJECT: Adjunct Faculty

The State Board of Education passed an amendment to 19 TAC§129.21(j). Requirements for Student Attendance Accounting for State Funding Purposes allows public school students to be considered "in attendance" when participating in off-campus activities with an adjunct staff member of the school district. Section 3 of the Student Attendance Handbook states:

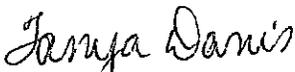
1. The student is participating in an activity that is approved by the local board of school trustees and is under the direction of a professional staff member of the school district, or an adjunct staff member who:
  - (A) has a minimum of a bachelor's degree; and
  - (B) is eligible for participation in the Teacher Retirement System of Texas.

Wise County requests the agents listed on the enclosed Adjunct Faculty Agreement be awarded adjunct staff member status for the period of time indicated on the agreement.

I hope that you will accept this request. Please let me know if you would like to schedule an appointment to discuss the amendment and request or if you need further information.

Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,



Tanya Davis  
County Extension Agent  
Family & Community Health  
County Coordinator - Wise County

TD:lmw

## ADJUNCT FACULTY REQUEST

### THE STATE OF TEXAS COUNTY OF WISE

On this date, at a regularly scheduled and posted meeting, came the Board of Trustees of the School District, hereinafter referred to as "District." A quorum having been established, the Board proceeded to consider the appointment of the herein named individuals as adjunct members of the School District.

Upon consideration and vote, Wise County Extension Agents are hereby named as adjunct faculty member(s) of the School District subject to the following considerations and provisions of such appointment to wit:

1. This appointment shall commence on the 1st day of August, 2020 and remain in effect until the 1st day of June, 2021.
2. This appointment will include the Texas A&M AgriLife Extension Service employees listed below:

Name: Tanya Davis	Title: CEA-FCH
Degree: BS – Home Economics Education	Date: 5/81 Institution: Texas Tech University
Degree: Masters – Agriculture Science	Date: 5/09 Institution: Texas A&M University Kingsville

Name: Chrissy Karrer	Title: CEA-4-H
Degree: BS – Ag Services & Development	Date: 8/07 Institution: Tarleton State University

Name: Charles Marty Morgan	Title: CEA-AG
Degree: BS – Agriculture Business	Date: 08/83 Institution: Tarleton State University

3. Adjunct faculty member(s) will receive no compensation, salary, or remuneration from the School District.
4. Adjunct faculty member(s) is and shall remain an employee, in good standing, of the Texas A&M AgriLife Extension Service.
5. Adjunct faculty member(s) is and shall remain under the direct supervision of either the District Extension Administrator of District 3 or Wise County Extension Director.
6. Adjunct faculty member(s) shall receive all group insurance benefits, workman's compensation insurance benefits, unemployment insurance, and any and all other plans for the benefit of Texas A&M AgriLife Extension Service employees. School District shall have no responsibility for any of such benefits or plans.

Adjunct faculty member(s) shall direct the activities and participation of students of the school district in sponsored and approved activities as designated from time to time by adjunct faculty members for which notice shall be given to School District administrative personnel. Adjunct faculty members' activities and participation with students of the School District are directed, supervised, and controlled

by and through supervisory personnel of Texas A&M AgriLife Extension Service pursuant to the supervisory authority of the District Extension Administrator or County Extension Director. Adjunct faculty member(s) is not the employee of the School District, and School District does not nor shall not supervise, direct or control the activities and/or participation of such Wise County Extension Agent(s) who have/has been herein designated as an adjunct faculty member.

This appointment is made by the School District by and through the Board of Trustees of said district for the benefit of allowing voluntary student participation in programs conducted by the Texas A&M AgriLife Extension Service in recognition of the educational benefits arising from such participation and activities and/or directed by the Texas A&M AgriLife Extension Service. This appointment is made in accordance with the provisions of Section 129.21(j)(1) of 19 Texas Administrative Code authorizing the school to deem such participating students in attendance for foundation school program purposes.

This appointment of the herein named Wise County Extension Agent(s), are not intended nor shall be construed as a waiver of any claim or defense of sovereign or governmental immunity from liability now possessed by School District or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Name of School District

By: \_\_\_\_\_

**RESOLUTION  
EXTRACURRICULAR STATUS OF 4-H ORGANIZATION**

Be it hereby resolved that upon this date, the duly elected Board of Trustees of the

Northwest Independent School District

---

(Complete name of school district)

Meeting in public with a quorum present and certified did adopt this resolution that recognizes the Wise County Texas 4-H Organization as approved for recognition and eligible for extracurricular status consideration under 19 Texas Administrative Code, Chapter 76.1, pertaining to extracurricular activities.

Participation by 4-H members under provisions of this resolution are subject to all rules and regulations set forth under the 19 Texas Administrative Code as interpreted by this Board and designated officials of this school district.

Texas A&M AgriLife Extension will request academic eligibility for competitive and non-competitive purposes when an absence is required.

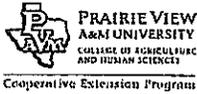
Approved this \_\_\_\_ day of \_\_\_\_\_, 2020.

---

(For Board of Trustees)

---

(Superintendent)



# DECLARATION OF ELIGIBILITY FORM

This form is requested in accordance with the requirement of the Texas Education Code and in cooperation with the Texas Education Agency and local school board policies.

*Instructions: Complete one form per activity. 4-H member should return original form to the County Extension Office*

## PARENT/GUARDIAN SECTION

In accordance with 4-H policy, provided by our local Extension office, I respectfully request:

(CHECK ONE)

- Academic eligibility information only.
- Academic eligibility information and authorization to receive an excused absence from school.

Date of Activity: \_\_\_\_\_ Name of Activity: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

## COUNTY EXTENSION AGENT SECTION

I hereby certify that \_\_\_\_\_ is a member of 4-H in Wise County and is scheduled to participate in this activity representing 4-H. He/she will be under the supervision of the Texas A&M AgriLife Extension Service faculty or agency's designated volunteer leader.

\_\_\_\_\_ Date Chrissy Karren Signature of County Extension Agent

## SCHOOL PRINCIPAL OR DESIGNEE

ACADEMIC ELIGIBILITY (CHECK ONE)

- I do certify that the student is academically eligible to participate in the above mentioned activity.
- I do not certify the student because he/she is NOT academically eligible to participate in the above mentioned activity.

EXCUSED ABSENCE (CHECK ONE)

- An excused absence will be granted.
- An excused absence will NOT be granted.
- Does not apply.

EDUCATIONAL STATUS (CHECK ONE)

- Face-to-Face (on campus)
- Virtual Option
- Homeschooled

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Principal or Designee

\_\_\_\_\_ Name of School



To: Board of Trustees

From: Ryder Warren, Ed.D., Superintendent of Schools

Subject: Interlocal Agreement for the School Resource Officer Program with the City of Fort Worth

Date: September 28, 2020

---

**Background Information and Rationale:** Pursuant to Chapter 791 of the Texas Government Code, Texas Education Code, School Districts and other governmental entities may join together to increase efficiency and effectiveness, by authorizing them to contract, to the greatest possible extent, with one another and with agencies of the state.

The City of Fort Worth, Texas will provide eight (8) fully qualified, licensed police officers who will serve as School Resource Officer assigned to Northwest ISD schools located on district property in the City of Fort Worth. The District will pay an amount not to exceed \$729,336.27 for the 2020-2021 school year. The initial term of this agreement will be from October 1, 2020 until September 30, 2021 or the 2020-2021 school year.

**Support of Strategic Goals:**

- Northwest ISD will create and foster an environment where all stakeholders are engaged in the transformational work of the NISD family.

**Budget and/or Fund Impact:** This item is budgeted as part of the General Fund budget.

**Recommendation:** Approve the Interlocal Agreement with the City of Fort Worth, Texas for School Resource Officer Program as a matter of record and authorize the Superintendent or his designee to enter into contracts as recommended by the administration.

Respectfully submitted,

Handwritten signature of Ryder Warren in black ink.

Ryder Warren, Ed.D.  
Superintendent

Handwritten signature of Brian Carter in black ink.

Brian Carter  
Chief Financial Officer

Handwritten signature of Mark Vechione in black ink.

Mark Vechione  
Exec Dir of Purchasing

# **INTERLOCAL AGREEMENT FOR THE SCHOOL RESOURCE OFFICER PROGRAM**

## **NORTHWEST INDEPENDENT SCHOOL DISTRICT**

This agreement ("Agreement") is made and entered into between the **City of Fort Worth**, a home rule municipal corporation of the State of Texas ("City"), acting by and through **Jesus J. Chapa**, its duly authorized Assistant City Manager, and the **Northwest Independent School District ("NISD")**, a political subdivision in the State of Texas located in Tarrant County and a legally constituted Independent District ("District"), acting by and through **its Board of Trustees and Dr. Ryder Warren**, its duly authorized **Superintendent**.

### **RECITALS**

WHEREAS, this Agreement is made under the authority granted to the City and the District pursuant to the Texas Government Code, Chapter 791, known as the INTERLOCAL COOPERATION ACT;

WHEREAS, the citizens of Fort Worth and the City Council have determined that the security of students is paramount;

WHEREAS, District wishes to participate in the School Resource Officer Program ("SRO Program") through which City provides school security assistance to participating school districts with facilities within the City's territorial limits using City's police officers; and

WHEREAS, City will receive funds through the Fort Worth Crime Control and Prevention District ("CCPD") to assist in funding City's portion of the SRO Program costs.

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements herein expressed, the Parties agree as follows:

### **AGREEMENT DOCUMENTS:**

The Agreement documents shall include the following:

1. This Agreement for the SRO Program
2. Exhibit A – Scope of Services
3. Exhibit B – Payment Schedule

Exhibits A and B, attached hereto are incorporated herein and made a part of this Agreement for all purposes. In the event of any conflict between the terms and conditions of Exhibits A and B and the

terms and conditions set forth in the body of this Agreement, the terms and conditions set forth in the body of this Interlocal Agreement shall control.

The term “District” shall include the District, and its officers, agents, employees, representatives, servants, contractors or subcontractors.

The term “City” shall include its officers, employees, agents, and representatives.

The term “Party” shall refer to either the City or the District.

The term “Parties” shall refer to both the City and the District.

**1. SCOPE OF SERVICES.**

City hereby agrees to provide the District with school security services for the purpose of creating a safe educational environment, in partnership with the District. The City will provide Fort Worth Police Department (“FWPD”) officers at District schools within the territorial limits of Fort Worth. The District covenants and agrees to fully cooperate with the City in the implementation of the SRO Program. Attached hereto and incorporated for all purposes incident to this Agreement is “**Exhibit A,**” **Scope of Services**, more specifically describing the services to be provided hereunder.

**2. TERM.**

This Agreement shall commence on October 1, 2020 (“Effective Date”) and shall continue in full force and effect until September 30, 2021, unless terminated earlier in accordance with the provisions of this Agreement.

**3. CONSIDERATION.**

The District shall pay City **\$729,336.27** in accordance with the provisions of this Agreement and the Payment Schedule attached as “**Exhibit B.**” Such Agreement amount is based upon fixed expenditures for personnel and operating costs for police officers assigned to the SRO Program. The Agreement amount represents 50% of all personnel and operating costs incurred by the City for the **eight (8) police officers** assigned to the District. The Agreement amount also includes the District’s proportional share of the personnel, training and operating costs of the FWPD command staff that oversee the SRO Program. The command staff costs are shared by all participating school districts, and the participating school districts pay a proportional amount of the command staff costs based on the number of SRO Program officers assigned to each participating school district. The command staff includes one (1) detective, five (5) sergeants, two (2) relief police officers, and one (1) lieutenant assigned to the SRO Program. In addition, the Agreement amount includes the District’s proportional share of the administrative operating fees of SRO-assigned patrol vehicles.

In the event that a position is unfilled (for example, due to an occupational injury, transfer, or termination), the Agreement Amount shall not be reduced or amended due to such absence unless the position is unfilled for 15 cumulative days in a six-month period, and in that case, the District will not be charged the personnel costs for the unfilled position for the total number of unfilled days.

It is understood and agreed that District shall remit funds to the City within thirty (30) calendar days following receipt of an official invoice. Invoices shall be provided by City to District on a monthly basis.

#### **4. TERMINATION.**

##### **4.1 CCPD Funds**

This Agreement is wholly conditioned upon the actual receipt by City of Program Funds from the CCPD. In the event that funds from the CCPD are not timely received, in whole or in part, City may, at its sole discretion, terminate this Agreement and City shall not be liable for payment for any work or services performed by District under or in connection with this Agreement.

##### **4.2 Convenience.**

The City may terminate this Agreement at any time and for any reason by providing the other Party with 30 days' written notice of termination.

##### **4.3 Non-appropriation of Funds.**

In the event no funds or insufficient funds are appropriated by the City in any fiscal period to fund the SRO Program, City will notify District of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the City of any kind whatsoever.

##### **4.4 Duties and Obligations of the Parties.**

In the event that this Agreement is terminated prior to the Expiration Date, the District shall pay City for services actually rendered up to the effective date of termination and City shall continue to provide the District with services requested by the District and in accordance with this Agreement up to the effective date of termination. Within thirty (30) days after the effective date of such termination, City shall forward to District a final invoice for the appropriately prorated unpaid balance due on the Agreement Amount for services rendered and District shall remit payment in full within thirty (30) days after the date of such invoice.

## **5. DISCLOSURE OF CONFLICTS AND CONFIDENTIAL INFORMATION.**

5.1 Disclosure of Conflicts. District hereby warrants to the City that District has made full disclosure in writing of any existing or potential conflicts of interest related to services under this Agreement. In the event that any conflicts of interest arise after the Effective Date of this Agreement, District hereby agrees immediately to make full disclosure to the City in writing.

5.2 Confidential Information. Each Party, for itself and its officers, agents and employees, agrees that it shall treat all information provided to it by the other Party as confidential and shall not disclose any such information to a third party without the prior written approval of the other Party.

5.3 Unauthorized Access. Each Party shall store and maintain the other Party's Information in a secure manner and shall not allow unauthorized users to access, modify, delete or otherwise corrupt the other Party's Information in any way. Each Party shall notify the other Party immediately if the security or integrity of the other Party's information has been compromised or is believed to have been compromised, in which event, the Party shall, in good faith, use all commercially reasonable efforts to cooperate with the other Party in identifying what information has been accessed, modified, deleted or otherwise corrupted by unauthorized means and shall fully cooperate with the other Party to protect such information from further unauthorized tampering.

5.4 Federal Law Enforcement Database Access. If District, or any District Personnel, has access to any federal law enforcement database or any federal criminal history record information system, including but not limited to Fingerprint Identification Records System ("FIRS"), Interstate Identification Index System ("III System"), National Crime Information Center ("NCIC") or National Fingerprint File ("NFF"), that is governed by and/or defined in Title 28, Code of Federal Regulations Part 20 ("CFR Part 20"), for the purpose of providing services for the administration of criminal justice as defined therein on behalf of the City under this Agreement, District shall comply with the Criminal Justice Information Services Security Policy and CFR Part 20, and shall separately execute the Federal Bureau of Investigation Criminal Justice Information Services Security Addendum.

5.5 Family Educational Rights and Privacy Act. Notwithstanding any contrary provision in this Agreement, the City will comply with applicable federal (including, but not limited to, the Family Educational Rights and Privacy Act), state and local laws in providing the services contemplated herein.

## **6. RIGHT TO AUDIT.**

District agrees that the City shall, until the expiration of three years after final payment under this Agreement, or the final conclusion of any audit commenced during the said three years, have

access to and the right to examine at reasonable times any directly pertinent books, documents, papers and records of the District involving transactions relating to this Agreement at no additional cost to the City. District agrees that the City shall have access during normal working hours to all necessary District facilities and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the provisions of this section. The City shall give District reasonable advance notice of intended audits.

**Section 6 shall survive the termination or expiration of this Agreement.**

**7. INDEPENDENT CONTRACTOR.**

District shall operate hereunder as an independent contractor and not as an officer, agent, servant or employee of City. City shall operate hereunder as in independent contractor and not as an officer, agent, servant, or employee of the District. City shall be solely responsible for the acts and omissions of its officers, members, agents, servants, and employees. District shall be solely responsible for the acts and omissions of its officers, members, agents, servants, and employees. Neither City nor District shall be responsible under the Doctrine of Respondent Superior for the acts and omissions of the officers, members, agents, servants, or employees of the other. Nothing in this Agreement shall waive any statutory or common-law immunity or defense of City or District.

**8. PROPERTY LOSS.**

City shall in no way nor under any circumstances be responsible for any property belonging to District, its officers, members, agents, employees, subcontractors, program participants, licensees or invitees, which may be lost, stolen, destroyed or in any way damaged.

**9. PROVISIONS REGARDING AGE.**

City and District covenant that neither it nor any of its officers, members, agents, employees, program participants, or subcontractors, while engaged in the performance of this Agreement shall, in connection with the employment, advancement, or discharge of employees, or in connection with the terms, conditions or privileges of their employment, discriminate against persons because of their age, except on the basis of a bona fide occupational qualification, retirement plan, or statutory requirement.

**10. LIABILITY/INDEMNIFICATION**

**WITHOUT WAIVING ITS IMMUNITIES, DISTRICT SHALL BE LIABLE AND RESPONSIBLE FOR ANY AND ALL PROPERTY LOSS, PROPERTY DAMAGE AND/OR PERSONAL INJURY, INCLUDING DEATH, TO ANY AND ALL PERSONS, OF ANY KIND OR CHARACTER, WHETHER REAL OR ASSERTED, TO THE EXTENT CAUSED BY THE**

**NEGLIGENT ACT(S) OR OMISSION(S), MALFEASANCE OR INTENTIONAL MISCONDUCT OF DISTRICT, ITS OFFICERS, AGENTS, SERVANTS OR EMPLOYEES. TO THE EXTENT ALLOWED BY TEXAS LAW AND WITHOUT WAIVING DISTRICT'S IMMUNITIES, DISTRICT AGREES TO DEFEND, INDEMNIFY, AND HOLD THE CITY, ITS OFFICERS, AGENTS, SERVANTS, AND EMPLOYEES HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, ACTIONS, COSTS, AND EXPENSES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, THOSE FOR PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO OWNER'S BUSINESS AND ANY RESULTING LOST PROFITS) AND/OR PERSONAL INJURY (INCLUDING DEATH) THAT MAY RELATE TO, ARISE OUT OF, OR BE OCCASIONED BY (I) DISTRICT'S BREACH OF ANY OF THE TERMS OR PROVISIONS OF THIS AGREEMENT OR (II) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF DISTRICT, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS (OTHER THAN THE CITY), OR SUBCONTRACTORS RELATED TO THE PERFORMANCE OF THIS AGREEMENT; EXCEPT THAT THE INDEMNITY PROVIDED FOR IN THIS SECTION SHALL NOT APPLY TO ANY LIABILITY RESULTING FROM THE SOLE NEGLIGENCE OF THE CITY OR ITS OFFICERS, AGENTS, EMPLOYEES, OR SEPARATE CONTRACTORS, AND IN THE EVENT OF JOINT AND CONCURRENT NEGLIGENCE OF BOTH DISTRICT AND CITY, RESPONSIBILITY, IF ANY, SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. NOTHING HEREIN SHALL BE CONSTRUED AS A WAIVER OF THE CITY'S OR THE DISTRICT'S GOVERNMENTAL IMMUNITY AS FURTHER PROVIDED BY THE LAWS OF TEXAS.**

**Section 10 shall survive the termination or expiration of this Agreement.**

**11. NON-DISCRIMINATION COVENANT.**

District, for itself, its personal representatives, assigns, subcontractors and successors in interest, as part of the consideration herein, agrees that in the performance of District's duties and obligations hereunder, it shall not discriminate in the treatment or employment of any individual or group of individuals on any basis prohibited by law. If any claim arises from an alleged violation of this non-discrimination covenant by District, its personal representatives, assigns, subcontractors or successors in interest, District agrees to assume such liability and to indemnify and defend the City and hold the City harmless from such claim, to the extent allowed by Texas law and without waiving the District's immunities.

**Section 11 shall survive the termination or expiration of this Agreement.**

**12. NOTICES.**

Notices required pursuant to the provisions of this Agreement shall be conclusively determined to have been delivered when (1) hand-delivered to the other Party, c/o the designated

person listed below; or (2) received by the other Party by United States Mail, registered, return receipt requested, addressed as follows:

**City of Fort Worth**

Attn: Jesus J. Chapa  
Deputy City Manager  
200 Texas Street  
Fort Worth, Texas 76102-6311

**NISD**

Attn: Dr. Ryder Warren  
Superintendent  
2001 Texan Drive  
Justin, Texas 76247

With Copy to the City Attorney  
At same address

With Copy to the District's General  
Counsel at same address

**13. GOVERNMENTAL POWERS/IMMUNITIES.**

It is understood and agreed that by execution of this Agreement, the City and the District do not waive or surrender any of their respective governmental powers or immunities.

**14. NO WAIVER.**

The failure of the City or District to insist upon the performance of any term or provision of this Agreement or to exercise any right granted herein shall not constitute a waiver of the City's or District's respective right to insist upon appropriate performance or to assert any such right on any future occasion.

**15. GOVERNING LAW / VENUE.**

This Agreement shall be construed in accordance with the laws of the State of Texas. If any action, whether real or asserted, at law or in equity, is brought pursuant to this Agreement, venue for such action shall lie in state courts located in Tarrant County, Texas or the United States District Court for the Northern District of Texas, Fort Worth Division.

**16. SEVERABILITY.**

If any provision of this Agreement is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

**17. FORCE MAJEURE.**

City and District shall exercise their best efforts to meet their respective duties and obligations as set forth in this Agreement, but shall not be held liable for any delay or omission in performance due to force majeure or other causes beyond their reasonable control, including, but not limited to,

compliance with any government law, ordinance or regulation, acts of God, acts of the public enemy, fires, strikes, lockouts, natural disasters, wars, riots, epidemics or pandemics, material or labor restrictions by any governmental authority, transportation problems, restraints or prohibitions by any court, board, department, commission, or agency of the United States or of any States, civil disturbances, other national or regional emergencies, and/or any other similar cause not enumerated herein but which is beyond the reasonable control of the Party whose performance is affected (collectively “Force Majeure Event”). The performance of any such obligation is suspended during the period of, and only to the extent of, such prevention or hindrance, provided the affected Party provides notice of the Force Majeure Event, and an explanation as to how it hinders the party’s performance, as soon as reasonably possible, as determined in the City’s discretion, after the occurrence of the Force Majeure Event. The form of notice required by this section shall be the same as section 12 above.

**18. HEADINGS NOT CONTROLLING.**

Headings and titles used in this Agreement are for reference purposes only, shall not be deemed a part of this Agreement, and are not intended to define or limit the scope of any provision of this Agreement.

**19. APPROVAL OF AGREEMENT.**

The governing bodies of City and District have approved the execution of this Agreement, and the persons signing the Agreement have been duly authorized by the governing bodies of the City and District to sign this Agreement on behalf of the governing bodies.

**20. REVIEW OF COUNSEL.**

The parties acknowledge that each Party and its counsel have reviewed and revised this Agreement and that the normal rules of construction to the effect that any ambiguities are to be resolved against the drafting Party shall not be employed in the interpretation of this Agreement or exhibits hereto.

**21. AMENDMENTS.**

No amendment of this Agreement shall be binding upon a Party hereto unless such amendment is set forth in a written instrument, which is executed by an authorized representative of each Party.

**22. ENTIRETY OF AGREEMENT.**

This Agreement, including Exhibits A and B, contains the entire understanding and agreement between the City and District, their assigns and successors in interest, as to the matters

contained herein. Any prior or contemporaneous oral or written agreement is hereby declared null and void to the extent it conflicts with any provision of this Agreement.

**23. COUNTERPARTS AND ELECTRONIC SIGNATURES.**

This Agreement may be executed in one or more counterparts and each counterpart shall, for all purposes, be deemed an original, but all such counterparts shall together constitute one and the same instrument. A signature received via facsimile or electronically via email shall be as legally binding for all purposes as an original signature.

**[THE REST OF THIS PAGE INTENTIONALLY LEFT BLANK]**

**APPROVED AND AGREED FOR CITY  
OF FORT WORTH**

\_\_\_\_\_  
Jesus J. Chapa  
Deputy City Manager

Date: \_\_\_\_\_

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Edwin Kraus  
Chief of Police

Date: \_\_\_\_\_

**APPROVED AS TO FORM AND  
LEGALITY FOR CITY OF FORT  
WORTH**

\_\_\_\_\_  
Taylor C. Paris  
Assistant City Attorney

Date: \_\_\_\_\_

**APPROVED AND AGREED FOR NISD**

\_\_\_\_\_  
Dr. Ryder Warren  
Superintendent

Date: \_\_\_\_\_

**APPROVED AS TO FORM AND  
LEGALITY FOR NISD**

\_\_\_\_\_  
NISD Attorney

Date: \_\_\_\_\_

**ATTEST**

\_\_\_\_\_  
Mary J. Kayser  
City Secretary

Date: \_\_\_\_\_

M&C No. \_\_\_\_\_

Form 1295 Certification No: NOT REQUIRED

**Contract Compliance Manager:**

By signing I acknowledge that I am the person responsible for the monitoring and administration of this contract, including ensuring all performance and reporting requirements.

\_\_\_\_\_  
Sasha Kane  
Sr. Contract Compliance Specialist

## EXHIBIT A

### SCOPE OF SERVICES

1. City, through the commander of the SRO Program, shall assign FWPB officers to specific schools within the District to provide school security and officers shall work directly with the District's school principals.
2. There shall be eight (8) City police officers assigned to the District for the SRO Program. In addition, there shall be a command staff comprised of one (1) detective, five (5) sergeants, two (2) relief police officers, and one (1) lieutenant assigned to the SRO Program. The Lieutenant shall command the SRO Program. Additional officers will not be provided to District during the Term of the Agreement. **The District shall submit a written request for additional Police Officers to City ten (10) months prior to the start of a new Fiscal year (the end of the month of December).**
3. Assigned officers shall have the SRO Program as their primary duty, and will not be regularly assigned additional police duties. City reserves the right, however, to reassign any or all officers temporarily in the event of an emergency or when the City, in its sole discretion, deems necessary.
4. City shall coordinate assignment and duty hours with District. If necessary, to handle unplanned absences at schools, FWPB officers from other units may be assigned temporarily to provide coverage. Replacement officers, when available, will be assigned to District when the assigned police officer's absence is for an extended period of time.
5. City shall provide to the officers assigned to the SRO Program all the law enforcement training and certification, vehicles and police equipment, benefits, and insurance (including liability coverage) that are provided to all City's police officers. District shall provide any radio equipment necessary to allow the assigned officers to communicate with District staff.
6. The City shall maintain emergency response plans for every school within their jurisdiction. To the extent allowed under Texas law, these plans shall be kept confidential within the Fort Worth Police Department for security purposes, but meetings shall be held with authorized representatives of District to provide relevant information and excerpts from the plan necessary for implementation. City's Chief of Police shall designate a commander to be responsible for maintenance and dissemination of these plans.

7. All police personnel assigned to the SRO program will remain subject to the rules and regulations applicable to all sworn personnel, including General Orders, Special Orders, Personnel Rules and Regulations, directives and other applicable law.

## **EXHIBIT B**

### **PAYMENT SCHEDULE**

District will remit 11 payments at \$60,778.01 per month within 30 days of receipt of an invoice from the City and a final payment due in the amount of \$60,778.16. The failure of District to pay an invoice within 30 days of receipt will be considered a breach of this Agreement.

	$\$60,778.01 \times 11 = \$668,558.11$
Final Payment=	<u>\$ 60,778.16</u>
<b>Total Payments</b>	<b>\$729,336.27</b>



To: Board of Trustees

From: Ryder Warren, Ed.D., Superintendent of Schools

Subject: Memorandum of Understanding with University of North Texas Go Center Outreach Initiative

Date: September 28, 2020

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**Background Information and Rationale:** Pursuant to Chapter 791 of the Texas Government Code, Texas Education Code, School Districts and other governmental entities may join together to increase efficiency and effectiveness, by authorizing them to contract, to the greatest possible extent, with one another and with agencies of the state.

The University of North Texas (UNT) Go Center Outreach Initiative and Northwest ISD will partner together for this Memorandum of Understanding. The Go Center Outreach Initiative is designed to bring college access and financial aid information to students and parents in grades 9-12 and assist in generating a college-going culture among high school students at Northwest HS, Byron Nelson HS, and Eaton HS. The Go Center Initiative is partially funded by the Texas Higher Education Coordinating Board's (THECB) Work-Study Mentorship Grant to UNT. The term of this agreement will be from October 1, 2020 until May 31, 2021.

**Support of Strategic Goals:**

- Students will achieve success through meaningful learning experiences, innovative pathways, and personalized opportunities.

**Budget and/or Fund Impact:** There is no cost with this agreement.

**Recommendation:** Approve the Memorandum of Understanding with the University of North Texas Go Center Outreach Initiative and authorizing the Superintendent or his designee to enter into agreement as recommended by the administration.

Respectfully submitted,

Ryder Warren, Ed.D.  
Superintendent

Brian Carter  
Chief Financial Officer

Mark Vechione  
Executive Director of  
Purchasing

# **Memorandum of Understanding for the University of North Texas Go Center Outreach Initiative**

This Memorandum of Understanding (“MOU”) is between the University of North Texas (“UNT”) on behalf of the Office of Outreach and Northwest ISD (“District”). UNT and District may be individually referred to as a “Party” or collectively referred to as the “Parties”. The Go Center Outreach Initiative is designed to bring college access and financial aid information to students and parents in grades 9-12 and assist in generating a college-going culture among high school students. UNT mentors will provide services to the students of the participating schools listed in Exhibit A, each individually a “School”. UNT’s Go Center Outreach Initiative is partially funded by the Texas Higher Education Coordinating Board’s (“THECB”) *Work-Study Mentorship Grant* to UNT.

## **PERIOD OF AGREEMENT**

The Parties agree that the period of performance under this MOU will extend from October 1, 2020 until May 31, 2021. This MOU may be amended at any time by the mutual written consent of the Parties.

## **Both Parties agree to work together and work with the THECB to:**

- Create a UNT Go Center Program. Due to the COVID-19 global pandemic, the UNT Go Center Program may operate in remote and/or in place to effectively and safely service students, mentors, and staff.
- Meet the goals of the Texas 60 x 30 Plan.
- Encourage students to pursue post-secondary education, including provide students and parents with the college access and financial aid information they need to plan and prepare for college.
- Provide information and data needed by both Parties to serve students and parents and to demonstrate the effectiveness of the UNT GO Center Program.
- Comply throughout the duration of this MOU with the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. Section 1232g, and the implementing federal regulations, 34 CFR Part 99. FERPA compliance includes each party (1) protecting any confidential student information it receives or accesses that could make a student’s identity traceable, and (2) ensuring that any data analysis or report shall not be disclosed to any third party without THECB’s prior written consent.
- Maintain a shared calendar of events/activities.
- Collaborate with organizations and businesses to promote college pathways and successful outcomes for the UNT GO Center.
- Inform the other Party of any scheduling changes that may affect service delivery.
- Develop a method of communicating needs and challenges.

## **UNT will:**

- Recruit, screen, deploy and monitor UNT Mentors to guide students through the UNT Go Center and activities.
- Confirm UNT Mentors have completed criminal background checks that comply with Texas Education Code § 22.0834 before performing any work on campus or with students.
- Assign UNT Mentors to UNT GO Centers.

- Train UNT Mentors on college enrollment and on communication and dissemination of college-going messaging among students and parents.
- Assist the School-designated GO Center Sponsor (“Sponsor”) in academic engagement activities to promote college awareness and participation among students and parents.
- Assist in training the Sponsor on UNT’s Go Center Program regulations.
- At least once per academic year, UNT will provide college admission and application materials for the UNT GO Center as well as admissions and financial aid personnel for student and parent sessions.
- Monitor the activities of the UNT GO Center Program through monthly reports from the Sponsors.
- In collaboration with the School, assess the UNT GO Center Program’s success and effectiveness by conducting student and staff program evaluations, analyzing data collected, and reporting findings and recommendations.

**The District will ensure that the participating Schools will:**

- Designate a GO Center Sponsor to oversee the operation and supervision of each UNT GO Center. This Sponsor must be an employee of the School, either a guidance counseling or a college readiness position authorized by the School to have access to students and facilities.
- Establish and maintain UNT GO Center at the School to support students in adopting college-going culture.
- Provide UNT Go Center Mentors and other School staff with criminal background checks prior to meeting with students.
- Make available college readiness materials such as FAFSA forms, Texas Common Application (ApplyTexas), and community college applications
- Use a documentation system provided by UNT to assess UNT Go Center goals.
- Encourage students, parents, and school personnel to use the UNT GO Center.

**The UNT Go Center Sponsors on behalf of the School will:**

- Provide supervision of their designated GO Center mentors and staff.
- Provide reports to UNT and the principal of the School on a monthly basis documenting the extent to which the UNT Go Center is used by School students, personnel, and parents.
- Provide reports to UNT and the School principal, on a monthly basis, the number of hours of participation by high school students, UNT Mentors, and others in the UNT GO Center.
- Support UNT with data collection.
- Communicate regularly with all stakeholders to provide feedback on the progress of the UNT GO Center program, through an e-newsletter or other electronic format.
- Meet regularly with UNT GO Center Coordinator and Mentors to plan and coordinate activities.
- Provide the scheduling of high school students to be supported by UNT Go Center Mentors.

**[SIGNATURES ON THE FOLLOWING PAGE]**

**APPROVED AND DATED:**

---

**By: University of North Texas**  
**Michael Rondelli, Associate Vice President**  
**Research Commercial Agreements**

**Date**

---

**By: Northwest ISD**  
**Judy Copp, President**  
**Board of Trustees**

**Date**

**Exhibit A**

List of Schools under the District that will participate in the Work-Study Mentorship Program

1. Byron Nelson High School
2. Eaton High School
3. Northwest High School



To: Board of Trustees

From: Ryder Warren, Ed.D., Superintendent of Schools

Subject: Field Placement for Student Observer Agreement with Texas Christian University

Date: September 28, 2020

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**Background Information and Rationale:** Pursuant to Chapter 791 of the Texas Government Code, Texas Education Code, School Districts and other governmental entities may join together to increase efficiency and effectiveness, by authorizing them to contract, to the greatest possible extent, with one another and with agencies of the state.

Texas Christian University, College of Education and Northwest ISD will partner for the purpose of providing a field placement and/or clinical practice authentic and/or virtual school site for one or more TCU students and/or candidates to participate in the educator preparation program at Northwest ISD schools. The term of this agreement is August 17, 2020 through August 31, 2021.

**Support of Strategic Goals:**

- Northwest ISD will recruit, value, and retain exceptional staff to create a rewarding learning environment.

**Budget and/or Fund Impact:** There is no cost to this agreement.

**Recommendation:** Approve the Field Placement for Student Observer Agreement with Texas Christian University (TCU) and authorizing the Superintendent or his designee to enter into contract as recommended by the administration.

Respectfully submitted,

Ryder Warren, Ed.D.  
Superintendent

Brian Carter  
Chief Financial Officer

Mark Vechione  
Executive Director of  
Purchasing

*Our Mission: To develop effective, ethical educators with a passion for learning.*

**FIELD PLACEMENT FOR STUDENT OBSERVER AND/OR STUDENT/CLINICAL TEACHER  
PLACEMENT AGREEMENT 2020-2021**

This **Field Placement for Student Observer and/or Student/Clinical Teacher Placement Agreement** (“AGREEMENT”) is entered into by **Texas Christian University**, hereinafter referred to as (“**TCU**”), and **Northwest ISD** hereinafter referred to as (“**NWISD**”) with its central administrative office located at PO Box 77070, Fort Worth, TX 76177.

**TCU**, a private educational institution of higher education, trains student observers and teacher candidates to fulfill their educational missions of the State of Texas at the Bachelor Degree level with intentions to complete the educator preparation program requirements for the Texas Education Agency certification process, and prepares candidates in elementary, middle and secondary authentic and/or virtual school campus settings.

**NWISD** is a public educational agency, deriving its legal status from the Constitution of the State of Texas and from the Texas Educational Code, whose main purpose is to educate students.

The parties mutually agree to enter into this **Agreement** for the purpose of providing a field placement and/or clinical practice authentic and/or virtual school site for one or more **TCU** students and/or candidates to participate in the educator preparation program at **NWISD** schools. Therefore, and in consideration of their mutual goals and desires, the parties enter in the following **agreement**:

- I. **NWISD** agrees to:
  - a. Allow **TCU** student observers and/or teacher candidates to observe, teach, and provide hands-on and virtual assistance with the classroom teacher’s discretion in ethnically, linguistically and socio-economically diverse communities and populations with prior approval of **NWISD** administration or officials.
  - b. Designate partner teachers (TEA Certified and no minimum number of years of experience) for student observers.
  - c. Designate cooperating / mentor teachers who qualify and are willing to mentor student / clinical teachers. A qualified cooperating / mentor teacher will be in compliance with all applicable national and state accreditation requirements.
  - d. Assist **TCU** with assessment and feedback of student observers and teacher candidates.
  - e. Promptly notify **TCU** of any student observer or teacher candidate who violates a **NWISD** policy or the Texas Educator Code of Ethics.
- II. **TCU** Program agrees to:
  - a. Provide oversight of the educator preparation program for **TCU** students and teacher candidates.
  - b. Ensure that each student observer and/or teacher candidate pass/es a background check required by **NWISD** before beginning any on-site and/or virtual observations or work at any **NWISD**.
  - c. Obtain approval from **Northwest ISD** officials prior to assigning any student observer or teacher candidate to **NWISD**.
  - d. Ensure that student observers and teacher candidates comply with **NWISD** district policy, and state and federal laws.
  - e. Ensure that student observers and teacher candidates understand and comply with the Family Educational Rights and Privacy Act (FERPA) with respect to protected, confidential. **Northwest ISD** student information.
  - f. Provide clear expectations in a timely manner regarding schedules, assignments, and assessments.
  - g. Assign TCU faculty and staff who will support teacher candidates and cooperating/mentor teachers throughout the course of the field experience and/or clinical practice placement.

III. Additional Terms

- a. Nothing herein shall create any association, partnership, joint venture, joint enterprise, or agency relationship between the parties. In providing the foregoing services, the parties shall act as independent contractors.
- b. Nothing contained herein shall be construed as creating the relationship of employer and employee between Northwest ISD and TCU or between Northwest ISD student observers and/or teacher candidates. Furthermore, employees of TCU shall not be deemed as employees of Northwest ISD. In carrying out the terms of this Agreement, TCU and Northwest ISD shall select their own employees, and such employees shall be and act under the control of their respective employers and contracts.
- c. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. Venue for any legal proceedings regarding this Agreement shall be in **Tarrant County**.
- d. Each party signing this Agreement affirms that it has legal authority to enter into this Agreement.
- e. TCU pre-service teacher candidates are held to the Code of Ethics and Standard Practices for Texas Educators are printed in the TCU COE Handbook. Pre-Service teacher candidates shall comply with state regulations, written local board policies, and other applicable state and federal laws.
- f. School partner will notify TCU of any teacher candidate conduct that violates the policies of the School District of the Code of Ethics and Standard Practices for Texas Educators.

IV. Term of Agreement

- a. This Agreement shall become effective August 17, 2020 and shall continue in full force until August 31, 2021.

V. Legal Notices

- a. Legal notices required under this Agreement shall be mailed to:  
Texas Christian University  
 c/o Dr. Karrabi W. Malin, Director of Clinical Teaching & Community Partnerships  
 TCU, College of Education  
 TCU Box 297900  
 Fort Worth, Texas 76129
- b. Legal notices required under this Agreement shall be mailed to:  
Northwest ISD  
 Dr. Ryder Warren, Superintendent  
 PO Box 77070  
 Fort Worth, TX 76177

<u>Northwest ISD</u>	<u>Texas Christian University</u>
Name:	Name: Frank Hernandez, PhD
Title:	Title: TCU, College of Education, Dean
Signature:	Signature:
Date:	Date: 09/11/2020
	Name: Megan Soyer, CPA
	Title: TCU, Associate Provost
	Signature:
	Date: 09/16/2020



To: Board of Trustees  
From: Ryder Warren, Ed.D., Superintendent of Schools  
Subject: Declaration of Surplus Property  
Date: September 28, 2020

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**Background Information and Rationale:**

Board Policy CI LEGAL governs the disposition of school district property

**CI SCHOOL PROPERTIES DISPOSAL (LEGAL)**

All rights and title to District property, whether real or personal shall be vested in the Board and its successors in office. The Board may, in an appropriate manner, dispose of property that is no longer necessary for District operations.

Education Code 11.151(c)

The Administration is requesting the Board of Trustees approve/declare the personal property listed on the Attachment as no longer utilized or needed by Northwest ISD and of negligible continuing value and is, therefore surplus personal property of Northwest ISD.

The surplus items consist of Marching Band Uniforms for Northwest High School. These uniforms are several years old and new uniforms have been purchased as part of the Fine Arts scheduled replacement rotation. The uniforms will be auctioned by Rene Bates Auction firm. Any remaining items after auction will be deemed valueless and disposed of accordingly.

**Support of Strategic Goals:**

- Northwest ISD will create and foster an environment where all stakeholders are engaged in the transformational work of the NISD family.

**Budget and/or Fund Impact:**

The proceeds received will be deposited into the District's General Fund.

**Recommendation:**

Approve declaring property not necessary for District operations as surplus property recommended by the Administration and authorize the Superintendent or his designee to enter into disposal as described.

Respectfully submitted,



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Ryder Warren, Ed.D.  
Superintendent



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Brian Carter  
Chief Financial Officer



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Mark Vechione  
Executive Director of  
Purchasing

# Northwest HS Marching Band Uniforms

## Drum Major Jackets

Quantity	Size	Description
1	36 L	All Black Drum Major Jacket
1	38 S	All Black Drum Major Jacket
1	38 R	All Black Drum Major Jacket
1	40 R	All Black Drum Major Jacket
1	42 L	All Black Drum Major Jacket
1	40 L	All Black Drum Major Jacket

## Red/Black Jackets

Quantity	Size	Description
1	32 S	Red/Black Jacket
1	32 R	Red/Black Jacket
3	34 S	Red/Black Jacket
9	34 R	Red/Black Jacket
2	34 L	Red/Black Jacket
1	34 XL	Red/Black Jacket
4	36 S	Red/Black Jacket
16	36 R	Red/Black Jacket
13	36 L	Red/Black Jacket
1	36 XL	Red/Black Jacket
4	38 S	Red/Black Jacket
25	38 R	Red/Black Jacket
23	38 L	Red/Black Jacket
4	38 XL	Red/Black Jacket
3	40 S	Red/Black Jacket
24	40 R	Red/Black Jacket
16	40 L	Red/Black Jacket
4	40 XL	Red/Black Jacket
1	40 RRF	Red/Black Jacket
3	42 S	Red/Black Jacket
15	42R	Red/Black Jacket
7	42 L	Red/Black Jacket
2	42 XL	Red/Black Jacket
1	44 S	Red/Black Jacket
4	44 R	Red/Black Jacket
3	44 L	Red/Black Jacket
2	44 XL	Red/Black Jacket
1	46 LRF	Red/Black Jacket
4	46 R	Red/Black Jacket
3	46 L	Red/Black Jacket
2	46 XL	Red/Black Jacket
Quantity	Size	Description
3	48 R	Red/Black Jacket
1	48 L	Red/Black Jacket
1	50 L	Red/Black Jacket
1	50 XL	Red/Black Jacket
1	52 L	Red/Black Jacket

1	51 XL	Red/Black Jacket
2	54 RF	Red/Black Jacket

Bibbers/ Pants – Black

Quantity	Size	Description
2	32 S	Black Bibbers/Pants
1	32 R	Black Bibbers/Pants
4	34 S	Black Bibbers/Pants
11	34 R	Black Bibbers/Pants
1	34 L	Black Bibbers/Pants
5	36 S	Black Bibbers/Pants
35	36 R	Black Bibbers/Pants
2	36 L	Black Bibbers/Pants
1	38 S	Black Bibbers/Pants
39	38 R	Black Bibbers/Pants
6	38 L	Black Bibbers/Pants
2	40 S	Black Bibbers/Pants
32	40 R	Black Bibbers/Pants
6	40 L	Black Bibbers/Pants
1	40 LRF	Black Bibbers/Pants
2	42 S	Black Bibbers/Pants
15	42 R	Black Bibbers/Pants
6	42 L	Black Bibbers/Pants
1	42 LRF	Black Bibbers/Pants
8	44 R	Black Bibbers/Pants
1	44 S	Black Bibbers/Pants
7	46 R	Black Bibbers/Pants
1	46 RRF	Black Bibbers/Pants
8	48 R	Black Bibbers/Pants
3	50 R	Black Bibbers/Pants
3	52 R	Black Bibbers/Pants
1	54 L	Black Bibbers/Pants
1	56 L	Black Bibbers/Pants
1	58 R	Black Bibbers/Pants
1	58 R	Black Bibbers/Pants

Shakos/Hats

Quantity	Size	Description
53	S	Black Shako w/emblem
63	M	Black Shako w/emblem
41	L	Black Shako w/emblem
11	XL	Black Shako w/emblem
2	XXL	Black Shako w/emblem

Gauntlets

Quantity	Size	Description
13	S	Black and Red gauntlets
57	M	Black and Red gauntlets
45	L	Black and Red gauntlets
12	XL	Black and Red gauntlets
9	MP	Medium percussion <sup>95</sup>

12	LP	Large percussion
3	XLP	XL percussion



To: Board of Trustees  
From: Ryder Warren, Ed.D., Superintendent of Schools  
Subject: Purchasing Cooperative Management Fee Report  
Date: September 28, 2020

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**Background Information and Rationale:**

Pursuant to Texas Education Code, Sec. 44.0331 (a), a school district that enters into a purchasing contract valued at \$35,000 or more under Section 44.031 (a)(5), under Subchapter F, Chapter 271, Local Government Code, or under any other cooperative purchasing program authorized for school districts by law shall document any contract-related fee, including any management fee, and the purpose of each fee under the contract. Furthermore, Sec. 44.0331 (b), the amount purpose and disposition of any fee described by subsection (a) must be presented in a written report and submitted annually in an open meeting of the board of trustees of the school district. The written report must appear as an agenda item and (c) the Commissioner may audit the written report described by Subsection (b). This report is for the period of July 1, 2019 through June 30, 2020.

**Support of Strategic Goals:**

- Northwest ISD will create and foster an environment where all stakeholders are engaged in the transformational work of the NISD family.

**Budget and/or Fund Impact:**

The funds are budgeted as part of the General Fund budget.

**Recommendation:**

Accept the Purchasing Cooperative Management Fee Report as a matter of record as recommended by the administration.

Respectfully submitted,

Ryder Warren, Ed.D.  
Superintendent

Brian Carter  
Chief Financial Officer

Mark Vechione  
Executive Director of

## Purchasing

<b>NORTHWEST ISD - PURCHASING DEPARTMENT</b>
<b>ANNUAL REPORT - PURCHASE COOPERATIVE MANAGEMENT FEES - PAID BY NISD</b>
<b>FOR THE PERIOD 7/1/2019 THROUGH 6/30/2020</b>

Name of Organization	Dollar Amount of Fees	Purpose of the Fee	PO Number
Educational Purchasing Cooperative of North Texas (EPCNT)	\$ 100.00	\$100 Annual membership fee	20004311
Texas Comptroller of Public Accounts (State of Texas CO-Op Program)	\$ 100.00	\$100 Annual membership fee	20014261
Texas Department of Information Resources (DIR)	-	No Fee	
The Local Government Purchasing Cooperative - TASB (BuyBoard)	\$ 1,200.00	Purchase order fee for vehicles (\$400 per PO for vehicles and \$800 per PO for busses)	20004311 20019703 20020509
U.S. Communities		No Fee	
Goodbuy Purchasing Cooperative - Region 2 ESC		No Fee	
The Interlocal Purchasing System (TIPS) Region 8 ESC		No Fee	
The Cooperative Purchasing Network (TCPN) Region 4 ESC		No Fee	
Denton County Cooperative		No Fee	
Tarrant County Cooperative		No Fee	
Purchasing Association of Cooperative Entities (PACE) Region 13 & 20 ESC	\$ -	Purchase order fee for vehicles (\$300 per PO)	
National Cooperative Purchase Alliance (NCPA) Region 14		No Fee	
Choice Partners (Harris County Dept. of Education)		No Fee	
Houston Galveston Area Council (H-GAC)		No Fee	

1 Governmental Procurement Alliance (1GPA)			
		No Fee	
<b>Name of Organization</b>	<b>Dollar Amount of Fees</b>	<b>Purpose of the Fee</b>	<b>PO Number</b>
National Joint Powers Alliance		No Fee	
Texas Industries for the Blind and Handicapped (TIBH)		No Fee	
Purchasing Cooperative of America (PCA) - Region 3 ESC		No Fee	
National Joint Powers Alliance (NJPA)		No Fee	
Central Texas Purchasing Alliance (CTPA)	\$ 100.00	\$100 Annual membership fee	20012270



To: Board of Trustees

From: Ryder Warren, Ed.D., Superintendent of Schools

Subject: Interlocal Cooperation Agreement with the City of Allen Cooperative Purchasing Program

Date: September 28, 2020

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**Background Information and Rationale:** Pursuant to Chapter 791 of the Texas Government Code, Texas Education Code, School Districts and other governmental entities may join together to increase efficiency and effectiveness, by authorizing them to contract, to the greatest possible extent, with one another and with agencies of the state.

The City of Allen and Northwest ISD have competitively bid contracts that can and would be available to use by either party on an as needed basis. There is no cost to this agreement for either party. This agreement shall be in effect from the date of execution for one year with the ability to renew on an annual basis or until terminated by either party.

**Support of Strategic Goals:**

- Northwest ISD will create and foster an environment where all stakeholders are engaged in the transformational work of the NISD family.

**Budget and/or Fund Impact:** There is no budget or fund impact.

**Recommendation:** Approve the Interlocal Cooperation Agreement with the City of Allen Cooperative Purchasing Program as recommended by the administration.

Respectfully submitted,

Ryder Warren, Ed.D.  
Superintendent

Brian Carter  
Chief Financial Officer

Mark Vechione  
Executive Director of  
Purchasing

STATE OF TEXAS  
COUNTY OF COLLIN

§  
§  
§

## INTERLOCAL COOPERATION AGREEMENT

This Interlocal Cooperation Agreement (“Agreement”) is by and between the City of Allen, Texas (“Allen”), and the Northwest I.S.D, Texas, acting by and through their authorized officers.

### RECITALS:

**WHEREAS**, this Agreement is authorized by Chapter 791 of the Texas Government Code and Subchapter F, Chapter 271, Texas Local Government Code; and

**WHEREAS**, Section 271.102 of the TEX. LOC. GOV’T CODE authorizes a local government to participate in a Cooperative Purchasing Program with another local government or a local cooperative organization; and

**WHEREAS**, a local government that purchases goods and services pursuant to a Cooperative Purchasing Program with another local government satisfies the requirement of the local government to seek competitive bids for the purchase of the goods and materials; and

**WHEREAS**, each party has and will on an annual basis obtain competitive bids for the purchase of goods and services; and

**WHEREAS**, the parties desire to enter into a cooperative purchasing program which will allow each party to purchase goods and services under each other’s competitively bid contracts pursuant to Subchapter F, Chapter 271 of the TEX. LOC. GOV’T CODE;

**NOW THEREFORE**, in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

### ARTICLE I PURPOSE

The purpose of this Agreement is to establish a cooperative purchasing program between the parties, which will allow each party to purchase goods and services under each other’s competitively bid contracts pursuant to Subchapter F, Chapter 271 of the TEX. LOC. GOV’T CODE.

**ARTICLE II  
TERM**

The term of this Agreement shall be for a period of one (1) year commencing on the last date of execution hereof ("Effective Date"). Thereafter this Agreement shall automatically renew for successive periods of one (1) year each under the terms and conditions stated herein, unless sooner terminated as provided herein.

**ARTICLE III  
TERMINATION**

Either party may terminate this Agreement by providing thirty (30) days prior written notice to the other party.

**ARTICLE IV  
PURCHASING**

The City Manager or designee for each of party is authorized to act on behalf of the respective party in all matters relating to this cooperative purchasing program. Each party shall make payments to the other party or directly to the vendor under the contract made pursuant to Subchapter F, Chapter 271 of the TEX. LOC. GOV'T CODE. Each party shall be responsible for the respective vendor's compliance with provisions relating to the quality of items and terms of delivery.

**ARTICLE V  
MISCELLANEOUS**

5.1 **Relationship of Parties:** This Agreement is not intended to create, nor should it be construed as creating, a partnership, association, joint venture or trust.

5.2 **Notice:** Any notice required or permitted to be delivered hereunder shall be deemed received when sent in the United States Mail, Postage Prepaid, Certified Mail, Return Receipt Requested, or by hand-delivery or facsimile transmission addressed to the respective party at the address set forth below the signature of the party.

5.3 **Amendment:** This Agreement may be amended by the mutual written agreement of both parties hereto.

5.4 **Severability:** In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect the other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in this Agreement.

5.5 **Governing Law:** The validity of this Agreement and any of its terms and provisions as well as the rights and duties of the parties, shall be governed by the laws of the State of Texas; and venue for any action concerning this Agreement shall be in the State District Court of Collin County, Texas.

5.6 **Entire Agreement:** This Agreement represents the entire agreement among the parties with respect to the subject matter covered by this Agreement. There is no other collateral, oral or written agreement between the parties that in any manner relates to the subject matter of this Agreement.

5.7 **Recitals:** The recitals to this Agreement are incorporated herein.

5.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of whom shall be deemed an original and constitute one and the same instrument.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**CITY OF ALLEN, TEXAS**

By: \_\_\_\_\_  
ERIC ELLWANGER, CITY MANAGER

305 Century Parkway  
Allen, TX 75013

**ATTEST:**

By: \_\_\_\_\_  
SHELLEY B. GEORGE, CITY SECRETARY

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**NORTHWEST I.S.D., TEXAS**

By: \_\_\_\_\_  
MARK VECHIONE, EXECUTIVE  
DIRECTOR OF PURCHASING

**ATTEST:**

By: \_\_\_\_\_

Title: \_\_\_\_\_



To: Board of Trustees  
From: Ryder Warren, Ed.D., Superintendent of Schools  
Subject: RFP #020-021-08-004 Fine Arts Miscellaneous Services  
Date: September 28, 2020

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**Background Information and Rationale:** Request for Proposals (RFP) for NISD Fine Arts-Miscellaneous Services were received and opened in the Purchasing Office on Thursday, September 17, 2020, at 4:00 P.M. A total of thirty-five (35) invitations were e-mailed through the NISD eBid system with thirty-four (34) vendors/individuals responding and thirty-four (34) submittals being accepted and recommended. An evaluation committee reviewed the responses on Friday, September 18, 2020 and agreed on the following recommendation.

**Support of Strategic Goals:**

- Students will achieve success through meaningful learning experiences, innovative pathways, and personalized opportunities.

**Budget and/or Fund Impact:** Services provided are budgeted as part of the General Fund budget

**Recommendation:** Award RFP #020-021-08-004 Fine Arts Miscellaneous Services to the attached list of vendors as recommended by the administration.

Respectfully submitted,

Ryder Warren, Ed.D.  
Superintendent

Brian Carter  
Chief Financial Officer

Mark Vechione  
Executive Director of  
Purchasing

Fine Arts-Miscellaneous Services  
RFP #020-021-08-004

Alondra Esperanza Nina Meneces  
Amanda F Musser  
Anthony Adario  
Ashton O'Hara  
Benjamin Raviotta  
Bono Percussion (Richard Bono)  
Brad White  
Brett Wyatt  
Brigette Marquardt  
Business (Jeremiah Umholtz)  
CrossmusicAV (Richard Zeinert)  
David Pierce  
Dorenda Green  
Iris Messinger  
Jacob Bandy  
Jim McDaniel (James McDaniel)  
Joe Dolkos (Joseph William Dolkos)  
Julie Convery  
Kelly Himes  
Kristen Beth Williams (Kristen Beth Ludwig)  
Larry W Howell  
Lisa Barber  
Mark Scott  
Marte Kennedy (Martha Kennedy)  
Max Dobson  
Michelle Gibson  
Mid-Cities Strings (Rachel Jarvis)  
Mona Sinclair  
Patrick Walsh  
Peak Video (Caleb Henry)  
Ruth Kurtis  
Shelley Terry  
Thomas Oakley  
Trekorda, LLC



To: Board of Trustees

From: Ryder Warren, Ed.D., Superintendent of Schools

Subject: Agreement with The EMS Training School, LLC for Emergency Medical Technician Training Program

Date: September 28, 2020

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**Background Information and Rationale:** The EMS Training School, LLC doing business as School of EMS will partner with Northwest ISD for the purpose of providing the Emergency Medical Technician (EMT) program for Northwest High School, Byron Nelson High School and Eaton High School for the 2020-2021 school year. The School of EMS (Emergency Medical Services) is approved by the State as a Texas Department of State Health Services (DSHS) Initial Education Provider and accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The cost is \$1,075 per student with \$112 per student book, if needed.

**Support of Strategic Goals:**

- Students will achieve success through meaningful learning experiences, innovative pathways, and personalized opportunities.

**Budget and/or Fund Impact:** The funds are budgeted as part of the General Fund budget.

**Recommendation:** Approve the Agreement for Contract Services with The EMS Training School, LLC dba School of EMS and authorizing the Superintendent or his designee to enter into contract as recommended by the administration.

Respectfully submitted,

Ryder Warren, Ed.D.  
Superintendent

Brian Carter  
Chief Financial Officer

Mark Vechione  
Executive Director of  
Purchasing

**SCHEDULE 1  
TO  
AGREEMENT FOR CONTRACT SERVICES  
INDEPENDENT CONTRACTOR**

Name of Consultant: The EMS Training School, LLC dba School of EMS

Address:  
115 Jordan Plaza Blvd Ste 200 Tyler, Texas 75704

Street address OR PO Box, City, State AND Zip Code

E-Mail Address: tchoward@schoolofems.org

(903) 752-2742  
Telephone

82-4257933  
Tax Identification or SSN #

Licenses, Certifications and/or Credentials (copies must be attached if applicable):  
Texas DSHS Initial Education Provider, CAAHEP Accreditation

Are you a Teacher Retirement System (TRS) retiree? Yes  No

Estimated amount of time, specific dates and a detailed description of the services to be provided:  
Initial EMT Education 2020-2021 Academic School year

**Prices and Payment:**

For services rendered hereunder by the Consultant, the District shall pay Consultant at the rate of  
\$ 1075 Per student (Choose one of the following: hour, day (date),  
performance, etc.).

Expense Total (If applicable. This may be an estimate. )

\$ 112 per student book if applicable (Expenses include hotel, airfare, mileage, meals, etc.)

\$ \_\_\_\_\_ **TOTAL OF CONTRACT INCLUDING EXPENSES**

The Consultant shall submit a written billing statement to the District on a monthly basis. The written billing statement must identify the days during the preceding calendar month on which Consultant provided Services hereunder to the District. For each day on which Consultant provided Services to the District hereunder, the **monthly billing statement must also include a statement of the amount of time spent by the Consultant in performing Services on that day and a summary of the nature and/or type of Services provided on that day.**

Upon verification of the information set forth in the Consultant's monthly billing statement, the District shall, within 30 days, pay Consultant for the Services performed by Consultant (as described and identified in the monthly billing statement), at the hourly/day limit rate stated above. Consultant shall also pay all applicable sales, use or other taxes or duties, however designated, which are imposed on any Services or any associated products or materials pursuant to this Agreement.

## AGREEMENT FOR PROFESSIONAL SERVICES – INDEPENDENT CONTRACTOR

**THIS AGREEMENT FOR PROFESSIONAL SERVICES – INDEPENDENT CONTRACTOR** ("Agreement") is made between NORTHWEST INDEPENDENT SCHOOL DISTRICT ("District") and the individual or entity identified as the consultant ("Consultant") in Schedule I, which is attached hereto and made a part of this Agreement for all purposes.

For good and valuable consideration (including, without limitation, the mutual promises made in this Agreement) the District and the Consultant hereby agree as follows:

**1. Parties.** The District is an independent school district organized and operating in accordance with the laws of the State of Texas. The administrative offices of the District are located at 2001 Texan Drive, Justin, Texas 76247. Specific information regarding the Consultant (including any licenses, permits or certifications possessed by the Consultant relating to the Consultant's qualifications and/or authority to provide the Services described in this Agreement), is set forth as Schedule 1.

**2. Description of Services.** The District engages the Consultant to provide, and the Consultant agrees to provide the services ("Services") described in Schedule 1. The District shall designate the students in the District, for whom the Consultant shall provide Services hereunder, and the calendar time frames within which Services must be provided, however, the Consultant shall determine the specific days and times of the Consultant's Services and the legal and professional means and methods by which the Consultant will accomplish the Services. The Consultant represents and warrants that he or she is regularly engaged in the business of performing services such as the Services described herein and that he or she is fully and appropriately licensed, authorized and legally certified to provide the Services described in Schedule 1. During the term of this Agreement, the Consultant may provide services for individuals or entities other than the District and is not required to devote all of his or her time or resources to the provision of Services to the District.

**3. Payment for Services.** The District agrees to pay the Consultant in accordance with the price and payment terms set forth in Schedule 1, and the Consultant agrees to accept such amounts as full payment for Services provided pursuant to this Agreement. All payments are subject to the provisions of the Texas Prompt Payment Act, Tex. Gov't Code Chapter 2251.

**4. Independent Contractor Relationship.** THE DISTRICT AND THE CONSULTANT SPECIFICALLY ACKNOWLEDGE THAT IT IS THEIR MUTUAL AGREEMENT AND INTENTION THAT UNDER THIS AGREEMENT, THE CONSULTANT SHALL NOT BE DEEMED TO BE AN EMPLOYEE, SERVANT, AGENT, OR PARTNER OF THE DISTRICT OR TO HAVE ANY RELATIONSHIP WITH THE DISTRICT OTHER THAN THAT OF INDEPENDENT CONTRACTOR.

**5. Confidentiality of Student Information.** As an independent contractor retained by the District to perform Services under this Agreement, the Consultant shall be deemed a "school official" as that term is defined in the District's Board Policy FL (LOCAL). Further, it is understood and agreed that in order to perform Services hereunder, it will be necessary for the Consultant to review and be provided access to the "educational records" (as that term is defined in the Texas Education Code and the Family Education Rights and Privacy Act) of students of the District for whom the Consultant provides Services hereunder. The Consultant agrees to maintain the confidentiality of any and all educational records of students in the District that are disclosed to, or reviewed by, the Consultant in accordance with Federal and state laws, rules and regulations.

**6. Materials and Supplies and Non-Reimbursement of Expenses.** The Consultant shall supply, at Consultant's sole cost and expense, all materials and supplies necessary for the Consultant to perform Services hereunder. The District shall not be liable to the Consultant for an expense paid or incurred by the Consultant (including, without limitation, business and travel expenses) unless specifically agreed to in writing by the District.

**7. Tax Duties and Responsibilities.** The District shall not pay or withhold any Federal, state or local taxes of any kind relating to payments made to Consultant for Services provided hereunder. Consultant is responsible for, and agrees to pay, all Federal, state or local taxes relating to payments received by Consultant for the performance of Services hereunder, including, without limitation, Federal income taxes, Social Security taxes, Federal Unemployment Compensation taxes, and any other fees, charges, licenses or other payments required by law.

**8. Benefits.** Since the Consultant is an independent contractor (and not an employee) of the District, the Consultant shall not be eligible for, or be permitted to participate in, any benefits offered or provided by the District to its employees, including, without limitation, any pension plans, health insurance plans, disability insurance plans, paid vacation days, sick leave days or other employee benefit plans of any nature whatsoever.

**9. Insurance.** The District shall not obtain or maintain any workers' compensation or other type of insurance for or on behalf of Consultant. The Consultant shall comply with all law, rules and regulations applicable to workers' compensation and shall provide the District with a certificate of any workers' compensation insurance that is required by law, and certificates of such other types of insurance as the District may reasonably request, in such forms and in such amount as shall reasonably be acceptable to the District.

The insurance required shall be written by an insurance company having an **A VIII** rating or better by A.M. Best and shall be written in limits for not less than the minimum required by law or the following:

1. Commercial General Liability (including Premises- Operations; Independent Contractors' Protective; Products and Completed Operations; Broad Form Property Damage):
  - (a) General Aggregate \$2,000,000
  - (b) Products Comp/Ops.Aggregate \$1,000,000
  - (c) Personal & Adv. Injury \$1,000,000
  - (d) Each Occurrence \$1,000,000
  - (e) Per Project Aggregate \$2,000,000
2. Workers Compensation Coverage & Employers Liability:
  - (a) Each Accident \$1,000,000
  - (b) Disease-Policy Limit \$1,000,000
  - (c )Disease-Each Employee \$1,000,000
3. Automobile Liability:
  - (a) Owned/Non-owned and Hired \$1,000,000
4. Excess/Umbrella Liability:
  - (a) \$1,000,000
5. If applicable Architect/Engineers Professional Liability:
  - (a) \$1,000,000
6. **An "Original Certificate of Insurance" will evidence compliance with the insurance requirements and must be provided to District prior to Consultant rendering service to District.**
7. Other insurance requirement as agreed upon in the contract addendum for each individual project.

**10. Indemnification.** If a court, other administrative agency or other authorized person shall find that the Consultant is an employee of the District hereunder, the Consultant shall indemnify and hold the District harmless from and shall pay all taxes, fines, penalties, damages and other costs assessed against or incurred by the District in connection with such a finding by the applicable court, administrative agency or other authorized person.

**11. Term and Termination.** This Agreement shall commence on the date specified as the Effective Date below, and shall continue in effect until it is terminated by either party as provided herein. Either party may terminate this Agreement, with or without cause, by giving 30 days written notice of termination to the other party. District, being a governmental entity that operates on an annual budget funded by taxpayer dollars, may terminate this agreement if the board of trustees in a majority vote does not appropriate funds for the continuance of services by Consultant.

**12. No Authority to Bind the District.** The Consultant has no authority to enter into contracts or agreement on behalf of the District or in any way to act for or on behalf of the District.

**13. Public Information.** This Agreement including all documents and all electronic information in the District's possession are subject to the provisions of the Texas Public Information Act.

**14. Governmental Immunities.** Nothing in this Agreement expressed or implied is intended, or shall be construed to waive District's governmental immunities. Nothing in this Agreement is intended, or shall in any way be construed, so as to create any form of partnership, joint venture, or agency relationship between the parties, the parties hereby expressly disclaiming any intention of any kind to create any such partnership, joint venture, or agency relationship between themselves.

**15. Liability.** Consultant shall assume all liability for any injury to the District or its agents or employees, or for any damage to the District's property (personal or real) caused by the negligence, misconduct, error or omission of Consultant. Consultant agrees to indemnify, hold harmless, and defend the District from and against any and all losses, claims, suits, liabilities and expenses, including reasonable attorneys' fees, if any, arising, growing out of or resulting in any way connected with Consultant's performance of its obligations under this Agreement. District shall promptly notify Consultant in writing of any claim District intends to assert against Consultant. Consultant will have a reasonable amount of time to resolve or cure any claim asserted by District.

**16. Student Contact.** A Consultant who will have direct contact with students shall supply information required by Texas Education Code Section 22.0834 to the appropriate authorities. Consultant shall comply with campus access policies, designated parking policies and other requirements necessary to comply with Texas Education Code Section 22.0834.

**17. Consultant Conduct.** Consultant shall comply with all policies, regulations and rules of the District, including, but not limited to, those related to employee conduct (such as prohibitions against alcohol, weapons, drugs, fraternization, harassment, and tobacco on school property), and fraud and financial impropriety.

**18. Notice.** Any notice or other communication given in connection with this Agreement shall be in writing and shall be delivered either by hand or by certified mail, return receipt requested, to the other party at the address for that part specified herein. Either party may change its address stated herein by giving written notice of the change in accordance with the provisions of this Section.

**19. Assignment.** Because of the professional nature of the Services to be provided by the Consultant to the District hereunder, the Consultant may not assign any or all of his or her rights, duties or obligations hereunder to any other person without the prior written consent of the District.

**20. Entire Agreement.** This Agreement constitutes the entire understanding and agreement between the parties with respect to the subject matter hereof. **The District and the Consultant each represent, warrant and agree that no promise or agreement which is not expressed herein has been made to or by either party and that neither party is relying upon any statements or representations other than are set forth in this Agreement.**

**21. Modification and Non-Waiver.** This Agreement may not be modified or amended except by written agreement executed by the parties hereto. The failure by either party to exercise any of its rights under this Agreement shall not be deemed a waiver of such rights or waiver of any past, existing or future breach of this Agreement by the other party.

**22. Severability and Enforceability.** The provisions of this Agreement are severable and the invalidity or unenforceability of any provision hereof shall not affect the validity or enforceability of any other provision. It is the intention of the parties that each provision hereof be construed in a manner designed to effectuate the purposes of such provision to the maximum extent enforceable under applicable law.

**23. Governing Law.** The Agreement shall be governed by Texas law. Venue shall be in Denton County.

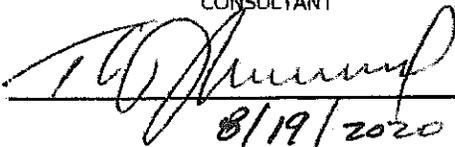
**24. Discriminatory Trade Practices.** Contractor warrants that it does not boycott Israel and will not boycott Israel during the term of this Agreement. Excluded are Sole Proprietorship, companies with fewer than 10 full time employees, and has a value of \$100,000 or more.

**25. Chapter 2252 Certification.** Authorized representation, being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company submitting proposal is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153. I further certify that should entity submitting proposal enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas, which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify Northwest ISD Purchasing Department.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated by their signatures below. The "Effective Date" shall be the date on which the last party to sign this Agreement executes this Agreement.

CONSULTANT

NORTHWEST INDEPENDENT SCHOOL DISTRICT  
Executive Director of Purchasing and Contract Mgmt.

By:   
Date: 8/19/2020

By: \_\_\_\_\_  
Date: \_\_\_\_\_



To: Board of Trustees  
From: Ryder Warren, Ed.D., Superintendent of Schools  
Subject: 2020-2021 District Improvement Plan  
Date: September 28, 2020

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**Background Information and Rationale:** In accordance with the Texas Education Code, the superintendent is to annually develop the District Improvement Plan, with the Board of Trustees annually approving the performance objectives.

The 2020-2021 District Improvement Plan (DIP) is aligned to the 2018-2022 Strategic Framework and was developed based on identified areas of need for the coming school year and the unique challenges that COVID-19 has presented. The Performance Objectives included in the 2020-2021 DIP represent the Superintendent's Performance Objectives approved by the Board on January 30, 2020. Three additional Performance Objectives were identified and included in the DIP that address COVID-19, diversity, and fast growth.

The 2020-2021 District Improvement Plan is an extension of the district's Strategic Framework. As part of our strategic initiative, the emphasis in developing the District Improvement Plan was again placed on focusing on identified imperatives for the coming school year, with objectives for the daily operation of the district to be included in Department Action Plans.

**Support of Strategic Goals:**

- Students will achieve success through meaningful learning experiences, innovative pathways, and personalized opportunities.
- Northwest ISD will recruit, value, and retain exceptional staff to create a rewarding learning environment.
- Northwest ISD will create and foster an environment where all stakeholders are engaged in the transformational work of the NISD family.

**Budget and/or Fund Impact:** None

**Recommendation:** Discussion of the 2020-2021 District Improvement Plan and Performance Objectives. This will be presented as an action item at the October 19, 2020 board meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ryder Warren". The signature is written in a cursive, flowing style.

---

Ryder Warren, Ed.D.  
Superintendent

# Northwest Independent School District

## District Improvement Plan

2020-2021



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# Mission Statement

Northwest ISD, in collaboration with students, families, communities, and global partners, will engage in a culture of learning that prepares all students to confidently navigate their future.

## Vision

Northwest ISD empowers learners and leaders to positively impact the world.

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## Core Beliefs

Kids come first.

Continuous learning is essential to prepare for college and career opportunities.

Each student's success is the shared responsibility of students, families, schools, and communities.

Learning is influenced by environment.



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# Comprehensive Needs Assessment

## Demographics

### Demographics Summary

Northwest Independent School District has a vision to empower learners and leaders to positively impact the world. The district is uniquely situated in the northwest corridor of the Dallas-Fort Worth metroplex. At 234 square miles, Northwest ISD is one of the largest school districts in the area. The district spans three counties (Tarrant, Denton, and Wise) and more than 14 municipalities that range from small rural communities to a thriving metropolis.

Northwest ISD is among the top ten fastest growing school districts in Texas and is the fast growing district in Region 11. In the past decade, student enrollment has increased from 15,370 students to more than 25,000 in 2020-2021. As reported in the First Quarter 2020 Demographic Report, district growth projections indicate that enrollment could exceed 38,250 students by 2030.

While the economic impact of COVID-19 on our growing community is not yet known, we expect the district will remain a fast-growth school district. Demographers indicate that the North Texas area is in a unique situation with home sales and developments continuing on track - if not ahead of schedule - amid the COVID-19 pandemic. Accommodating the rapidly increasing student population and preparing for the future remains a top challenge for Northwest ISD.

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### Ten-Year Enrollment Forecast - 1Q20 Demographic Report

\*Note the ten-year forecast projections will be on hold for the 2020-2021 school year while demographers evaluate the impact of COVID-19. However, following are the projections provided in June 2020.

Year (Oct.)	Total	Growth	% Growth
2015/16	20,976		
2016/17	22,043	1,067	5.10%
2017/18	23,142	1,099	5.00%
2018/19	24,120	978	4.20%
2019/20	25,092	972	4.00%
2020/21	26,277	1,185	4.70%

<b>Year (Oct.)</b>	<b>Total</b>	<b>Growth</b>	<b>% Growth</b>
2021/22	27,558	1,281	4.90%
2022/23	28,750	1,192	4.30%
2023/24	30,026	1,276	4.40%
2024/25	31,306	1,280	4.30%
2025/26	32,586	1,280	4.10%
2026/27	34,006	1,420	4.40%
2027/28	35,514	1,508	4.40%
2028/29	36,942	1,428	4.00%
2029/30	38,246	1,304	3.50%

With the growth, the ethnicity of the student population is becoming slightly more diverse with 61.33% White, 22.12% Hispanic, 9.42% African-American, and 4.6% Asian. The percentage of economically disadvantaged students remained about the same at 20.64%, with the percentage of ESL students slightly increasing to 5.3%. [Data Source: 2019-2020 Fall Resubmission PEIMS Data Collection]

With education still remaining a field of predominantly white females, the diversity of Northwest ISD's staff is slightly changing, but struggles to match that of the student population: All staff - 85.6% White, 9.1% Hispanic, 3.0% African-American, and 2.3% Other. [Data Source: 2019-2020 Fall Resubmission PEIMS Data Collection]

With the rapid growth of our school district, the diversity of our students and their needs continues to grow. We recognize the importance of monitoring and evaluating student subpopulations in an effort to increase awareness of possible gaps and to better address and close those gaps. Following is some of the student data we are monitoring.

<b>Attendance Data</b>	
<b>2019-2020</b>	
<b>First 4 Six-Weeks</b>	
ALL	96.04%
Hispanic	95.98%

<b>Attendance Data</b>	
<b>2019-2020</b>	
American Indian	95.91%
Asian	96.7%
Black	96.26%
Pacific Islander	96.03%
White	95.95%
Two or More	96.07%
Special Education	94.93%
Eco dis	94.89%
LEP	96.41%
At Risk	95.48%
GATES	96.87%

<b>District Demographics Participation in Advanced Academic</b>		
	<b>District High School Enrollment</b>	<b>Advanced Academic Participation</b>
<b>American Indian or Alaska Native</b>	0.66%	0.79%
<b>Asian</b>	6.81%	4.40%
<b>Black or African American</b>	7.12%	9.73%
<b>Hispanic/Latino</b>	18.91%	21.57%
<b>Native Hawaiian/Other Pacific Islander</b>	0.38%	0.31%
<b>Two or More Races</b>	0.73%	1.11%
<b>White</b>	65.39%	62.09%
<b>Economically Marginalized</b>	26%	13%
<b>Special Education</b>	9%	1%

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<b>District Demographics Participation in Career Academies</b>		
	<b>District High School Enrollment</b>	<b>Career Academies</b>
<b>American Indian or Alaska Native</b>	0.66%	0.83%

<b>District Demographics Participation in Career Academies</b>		
<b>Asian</b>	6.81%	6.64%
<b>Black or African American</b>	7.12%	8.65%
<b>Hispanic/Latino</b>	18.91%	20.9%
<b>Native Hawaiian/Other Pacific Islander</b>	0.38%	0.21%
<b>Two or More Races</b>	0.73%	.21%
<b>White</b>	65.39%	62.5%
<b>Economically Marginalized</b>	26%	17.5%
<b>Special Education</b>	9%	4.79%

### Demographics Strengths

Demographic strengths are:

- Positive community and parent support.
- Timely and efficient enrollment projections are maintained.
- Effective planning by staff and the community to meet the physical and programming needs of the district.
- Effective communications with the community of growth needs resulting in successful bond programs to fund facilities.
- North Texas has a strong, growing economy. While the long-term effect is still unknown, it appears that COVID-19 is having a minimal impact on our growth.

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### Problem Statements Identifying Demographics Needs

**Problem Statement 1 (Prioritized):** NISD holds high academic standards for all students to reach their fullest potential. With our focus on 'every child, every day,' we must ensure that we are meeting the needs of each child. While many of our students perform on level (Approaches) on state assessments, we see a need to increase the percent of students performing at the next higher level (Meets). We currently have students at every grade level and every campus that are not reaching their highest potential and/or are not making a year's growth in academic performance. Achievement gaps are present between student groups across the district. Ensuring rigorous instruction and equitable access to high levels of teaching and learning will continue to be a focus. **Root Cause:** High expectations for academic success for every student in every content area exist across the district. While our students perform well across our schools, gaps in achievement between schools and between student groups are present. A revised instructional framework, articulating expectations of rigorous teaching and learning, will help ensure equitable access and appropriate support for every student every day so each child reaches their full potential.

**Problem Statement 2 (Prioritized):** Because of the social unrest and division in our nation, Northwest ISD has a responsibility to ensure a community of diverse learners and leaders. There is evidence that some students and staff may feel excluded and not treated equally in our district. We also realize that there are potential biases and gaps in opportunities due to cultural and economic barriers. Additionally, our staff demographics should be reflective of student demographics in order to better serve our students, and at present they are not. **Root Cause:** Unintentional bias can lead to limited understanding and acceptance of people from other backgrounds, cultures, and/or ethnicities. The unique upbringing, experiences, and perceptions of each individual alters how they view and understand real and perceived equality issues. Our fast-growth school district is attracting more people to the area, increasing awareness of our community's diversity - culturally, religious, socio-economically, ability, technologically, etc.

**Problem Statement 3 (Prioritized):** As a fast-growth district, it is important that we stay ahead of the influx of development and the increase in population that comes with it. As the district grows, proper planning and constructing of new facilities is crucial to provide the learning environments that our community expects and the district has built a reputation on. Implementing district-wide planning processes in an effort to prepare us for the incoming growth is as critical as planning for the fiscal responsibility that comes with it. **Root Cause:** Our largest challenge is the available land for development that exist within our district's boundaries. This availability combined with the flourishing job market, attractive business and housing developments, access to major highways, and the success of the district are drawing new residents and businesses to our area at a rapid rate.

# Student Learning

## Student Learning Summary

Due to the impact of COVID-19, all districts and schools received a label of Not Rated for the 2020 accountability ratings. TEA data currently reflects the prior year's accountability outcome during which NISD received an "A" rating from the state for academic performance in 2018-2019.

While much of our data is not available due to COVID-19, the following diagnostic data provides an indicator of our students' academic achievement.

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### PreK – 12 Grade Literacy

While End of Year data is not available for the 2019-2020 school year due to our COVID-19 school closure from March-May 2020, our Middle of the Year (MOY) data (collected Dec-Feb) shows growth towards reaching the 90% goal. 122

2019-2020	
Middle-of-Year DRA Data	
	Percent Reading On Level
Kinder	95%
1 <sup>st</sup> Grade	80%
2 <sup>nd</sup> Grade	81%

2019-2020	
Middle-of-Year Writing Benchmark	
	Percent @ Approaches
4 <sup>th</sup> Grade	73%
7 <sup>th</sup> Grade	83%

<b>2019-20</b>	
<b>Middle-of-Year Reading Benchmark</b>	
<b>Percent @ Approaches</b>	
<b>English I</b>	82%
<b>English II</b>	84%

Performance Measure	Data Source	Results
Dual Credit Participation and Performance in English Courses	On-Ramps	<p><b>English 1301:</b> 172 Students completed course; 100% Earned Credit</p> <p style="text-align: right;">123</p> <p><b>English 1302:</b> 179 Students; completed course; 100% Earned Credit</p>
AP English Participation <ul style="list-style-type: none"> <li>• Language and Composition (11<sup>th</sup>)</li> <li>• Lit. and Composition (12<sup>th</sup>)</li> </ul>	College Board	11th Grade ELA AP Enrollment <b>31.3%</b> 12th Grade ELA AP Enrollment <b>27%</b>

<p>AP English Performance – Improve % earning a 3 or higher on the AP exam</p> <ul style="list-style-type: none"> <li>• Language and Composition (11<sup>th</sup>)</li> <li>• Lit. and Composition (12<sup>th</sup>)</li> </ul>	<p>College Board</p>	<p>AP English Language (11th Grade)</p> <p>Total Enrollment: 501</p> <p>Total Students Tested: 462 (92%)</p> <p><b>Total 3+: 314 (55%)</b></p> <p>AP English Literature (12th Grade)</p> <p>Total Enrollment: 382</p> <p>Total Students Tested: 301 (78%)</p> <p><b>Total 3+: 200 (67%)</b></p> <p style="text-align: right;">124</p>
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**College, Career, and Life Readiness**

Targets	Results
College Readiness Academic Indicators	Results
Increase number of middle school students participating in a high school credit course (Algebra, Spanish, Art, PLTW 2 years – 1 or more – 50%)	93% of 8th Grade 23% 7th Grade
Increase high school participation with advanced academics (PreAP, AP, Dual Credit, or OnRamps)  Students enrolled in 1 or more courses to 80%	Of the 7550 H.S. students <b>4619</b> were enrolled in 1 or more advanced courses - <b>Total 61.2%</b>
Increase percentage of students enrolled in AP that sit for the AP exam to 90%	4925 enrolled across all AP (includes multiple enrollments by students)  4409 Test administered - <b>Total 89.5%</b> 125
Increase HS Advanced Academics (AP Exams) percentage of students earning a 3 or higher to 50%	Percent of Students earning a 3+ on at least 1 exam: <b>67.93%</b> (up from 59.80%)
Career Readiness Indicators	
Increase percentage of students enrolled in 1 or more CTE courses to 80%	2018-75%  2019-77%

Targets	Results
Increase number of students completing professional internships by 10%	Internships were stopped after March. However, <b>230 students were completing internships</b> . This was an increase of <b>14.4%</b> in internships for the year 2019-2020.
Life Readiness Indicators	
100% of instructional staff trained in Social-Emotional Learning Competencies	100% of teaching staff were trained
Increase percentage of students completing an e-portfolio and percentage who have it attached to their report card (100%)	100% CTE Students

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<b>MS Participation in Pre-AP Courses</b>						
<b>2019-2020</b>						
	<b>6th</b>		<b>7th</b>		<b>8th</b>	
	<b>Enroll</b>	<b>% in AA</b>	<b>Enroll</b>	<b>% in AA</b>	<b>Enroll</b>	<b>% in AA</b>
ELA	904	45%	962	46%	1066	51%
SC			1337	64%	1332	64%
MA	437	22%	1016	49%	1107	53%
LOTE					1164	56%

<b>OnRamps Dual-Credit</b>		
<b>Number &amp; Percent of Students Earning College Credit</b>		
	<b>2018-2019</b>	<b>2019-2020</b>

<b>OnRamps Dual-Credit</b>		
<b>Number &amp; Percent of Students Earning College Credit</b>		
<b>College Algebra</b>	0	65 Students Enrolled <b>88% Accepted Credit</b>
<b>Computer Science</b>	0	114 Enrolled <b>90% Accepted Credit</b>
<b>ENGL 1301</b>	79% Accepted Credit	172 Students Enrolled <b>87% Accepted credit</b>
<b>ENGL 1302</b>	81% Accepted Credit	179 Students Enrolled <b>93% Accepted Credit</b>
<b>Physics 1301</b>	0	16 Enrolled <b>88% Accepted Credit</b>
<b>Physics 1101</b>	0	16 Students Enrolled <b>88% Accepted Credit</b>
<b>Precalculus</b>	80% Accepted Credit	156 Students Enrolled <b>90% Accepted Credit</b>
<b>Statistics</b>	75 % Accepted Credit	20 Students Enrolled <b>75% Accepted Credit</b>
<b>US History 1301</b>	78% Accepted Credit	211 Students Enrolled <b>78% Accepted Credit</b>
<b>US History 1302</b>	88% Accepted Credit	202 Students Enrolled <b>88% Accepted Credit</b>
<b>Total</b>	848 Students 79% Accepted Credit	<b>1,151 Students Enrolled</b> <b>87% Accepted Credit</b>

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<b>Dual-Credit (TCC)</b>	
<b>Number &amp; Percent of Students Earning College Credit</b>	
<b>2019-2020</b>	
Sixteen (16) Courses Offered	152 Students Enrolled
	<b>89.47% Passed</b>

**Meeting Students' Needs**

<b>Edgenuity District Summary 2019-20</b>			
	<b>Original Credit*</b>	<b>Credit Recovery*</b>	<b>Cycle Recovery**</b>
<b>19-20 School Year</b>	<b>627 completions</b>	<b>259 completions</b>	<b>363 completions</b>
<b>Summer School</b>	<b>1019 completions</b>	<b>122 completions</b>	<b>n/a</b>
<b>Total</b>	<b>1646 completions</b>	<b>381 completions</b>	<b>363 completions</b>

*\*1/2 courses*

*\*\*Courses by quarter successfully recovered*

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**Student Learning Strengths**

- *Units of Study for Teaching Phonics*, a new phonics program, is now in practice in grades K-2. Teachers experienced success with the implementation of the systematic program during the 2019-2020 school year and reported growth and success in students' phonological understanding and application.
- Elementary SPED ELA teachers engaged in Early Literacy professional learning to ensure that SPED ELA teachers have the same level of training and a shared understanding of literacy best practices.
- Curriculum review of tasks provided in the curriculum to assess rigor and high level activities.
- Progress monitoring of students in secondary ELA and Math intervention classes
- Students training on reading industry-based credentials and creating industry documents i.e. business plans, executive summaries, and financial sheets.

### **Problem Statements Identifying Student Learning Needs**

**Problem Statement 1 (Prioritized):** Approximately 80-85% of NISD students at any grade level are reading on grade level at the end of each year. We continue to maintain our dedication to reaching 90% of all students reading on or above level as measured by local and state assessments. In addition, we see a need to increase the percent of students performing beyond that level and performing at the next higher level. Achievement gaps are present between student groups across the district, requiring focused attention and targeted instruction in order to close these gaps. **Root Cause:** Every year we welcome hundreds of new students into our NISD family. They come to us from a wide array of backgrounds. A root cause to our data remaining steady over the past years is attributed, partly, to our rapid growth. Our schools strive to quickly identify each child's strengths and areas of focus which takes expertise, time, and resources dedicated to knowing each child's needs. Additionally, we see challenges in equity among students from low socio-economic households, as well as students with special learning needs. Significant efforts are critical to closing these gaps and ensuring that every student achieves at high levels.

**Problem Statement 2 (Prioritized):** NISD holds high academic standards for all students to reach their fullest potential. With our focus on 'every child, every day,' we must ensure that we are meeting the needs of each child. While many of our students perform on level (Approaches) on state assessments, we see a need to increase the percent of students performing at the next higher level (Meets). We currently have students at every grade level and every campus that are not reaching their highest potential and/or are not making a year's growth in academic performance. Achievement gaps are present between student groups across the district. Ensuring rigorous instruction and equitable access to high levels of teaching and learning will continue to be a focus. **Root Cause:** High expectations for academic success for every student in every content area exist across the district. While our students perform well across our schools, gaps in achievement between schools and between student groups are present. A revised instructional framework, articulating expectations of rigorous teaching and learning, will help ensure equitable access and appropriate support for every student every day so each child reaches their full potential.

**Problem Statement 3 (Prioritized):** Students of all ability levels and backgrounds need a wide range of access and opportunities throughout their education so that they acquire College, Career, and Military Readiness (CCMR), as well as Life Readiness. Through our strategic planning process, NISD stakeholders have expressed the need to support the social-emotional well-being of all students through identification, training, and support of key values. Additionally, we must ensure robust, varied, and appropriate programs, guidance counseling, instruction, and equal access to all resources. **Root Cause:** A focus on career trees, pathways, professional skills, and certifications has transformed the opportunities we provide our students in NISD. We need to

continue to explore and enhance the many ways we provide opportunities to meet the needs and interests of our diverse student population so more of our graduates enter the adult world college, career, and/or military ready. Additionally, students need support and guidance in the development of social, emotional, and/or behavioral skills to ensure they are prepared to succeed in the world.

# District Processes & Programs

## District Processes & Programs Summary

### COVID-19 Pandemic

The unprecedented and unexpected challenges of COVID-19 definitely shifted education and our world as a whole. Many district processes have changed as we cope with the ever-evolving challenges of COVID-19, from how we communicate to new safety processes. The 2020-2021 school year will undoubtedly be unlike any other school year. The preparations for the school year may not have looked the same as compared to our previous face-to face meetings to conduct our needs assessment and prioritize imperatives for the new year. In light of the constantly evolving situation, our Leadership Team met daily to ensure open communication and make adjustments as needs arose. With the new year underway, the Leadership Team continues to meet multiple times a week as we continue to assess our processes, student learning, and the health and wellbeing of our students and staff during these unusual times.

At the end of the 2019-2020 school year, students and families were asked to complete a survey regarding their experience and learning during our emergency remote learning. Feedback from this survey and from our staff fueled many changes as we developed a Remote Learning Plan for the 2020-2021 school year. As Remote Learning is a new process for Northwest ISD, we will continue to analyze and make adjustments to the learning program to benefit our students and staff.

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### Finance

The Financial Services department for Northwest ISD is responsible for many areas related to the business operations within the school district. Our programs include Payroll, Purchasing, Accounts Payable, Accounts Receivable, Accounting, Reporting and many other supporting roles. The department is a member of ASBO, GFOA, TASBO, and other professional organizations. Our team strives to make sure that our campuses, departments, and students are at the forefront of everything we do.

### Human Resources

Northwest ISD Human Resources personnel participate in a wide variety of recruiting events throughout the school year focused on recruiting candidates from a diverse background. Recruiting events include university job fairs, alternative certification programs, as well as our district-hosted career fair.

### Instructional Programs

NISD has extensive curricular programs for all students. Beginning in kindergarten, students annually are assessed in reading and math using universal screening methods that allow teachers and campuses to best meet the needs of all students. In addition, the NISD counseling department and the College and Career Readiness Department provide a variety of resources to allow students to individualize their learning experiences. While most students participate in the general curriculum, NISD has support systems in place for students behind their peers such as, but not limited to:

- Reading Recovery
- Dyslexia support
- ELL support
- RTI student plans
- Credit recovery programs

In addition, NISD offers systems for students that are performing ahead of their peers such as/but not limited to:

- Math acceleration (by grade level)
- CBE opportunities
- Open enrollment in Pre-AP and AP course
- Dual Credit College opportunities
- Internships

NISD's Career and Technical Education program strives to provide real academics, real skills, and a real high school experience unlike any other that is attracting a growing number of students as we expand offerings to middle school students. The focus on strong academics with robust career-minded<sup>132</sup> education is strengthening our students' college, career, military, and life readiness. As we engaged with parents and students, Superintendent's Roundtable (PTA), and Leadership NISD and listened to their needs and desires, we heard an increased interest for a more robust and expanded financial literacy offering to prepare students for life.

For a complete listing of NISD Instructional Programs please see the district website: <https://www.nisdtx.org/>.

## **Social-Emotional Learning**

During the 2019-2020 school year, we began implementation of our Social-Emotional Learning (SEL) Framework. We provided an overview SEL professional development to all campus principals to present prior to the start of the school year. Additional professional development was provided to all campus principals throughout the year for each competency, until the COVID-19 closure occurred. Principals in turn trained their staff on SEL competencies (up to COVID-19 closure).

With an increased understanding and modeling by our staff, we are now prepared to begin including our students in this work. Eighth-grade students completed a SEL self-assessment in February 2020, and the 1,575 responses provided insightful data for the coming school year, as well as a baseline measure for the future. Each of the competencies in the NISD Social-Emotional Learning Framework were measured, except for one, on a 1-5 scale, with 1

scoring the lowest. The data indicates that the lowest SEL competency in our students is self-awareness, closely followed by self-management.

Self-Awareness – 3.15

Self-Management – 3.16

Relationship Skills – 3.53

Responsible Decision Making – 3.54

Social Awareness – 3.58

### **District Processes & Programs Strengths**

The NISD Needs Assessment highlighted several strengths as recognized by our staff and stakeholders, especially as we began internally to examine our budget for increased efficiencies while maintaining what makes Northwest ISD unique. The extensive opportunities available to all Northwest ISD students makes our school district special ... the extra support systems, 1:1 technology devices, 27 career opportunities, and more. These strengths include the character development of the whole child with an emphasis on Social-Emotional Learning.

In addition, the area of communication and transparency was noted as a positive because the district continues to use stakeholders in a variety of processes<sup>133</sup> to make key recommendations and decisions. Transparency is appreciated by our community and leads to continued trust and support. The COVID-19 pandemic forced difficult decisions, with very divided community and parental issues. However, our parents have expressed appreciation for the district's transparency and continued communication throughout this challenge.

Northwest ISD is proud to host an annual Teacher Career Fair each spring in addition to attending job fairs across the state. This past year over 500 candidates applied to be a part of the event. Candidates who were granted an invitation to the event had the unique opportunity to interview with at least two campus administrators. This is a highly sought-after event that we look forward to continuing each spring.

Guest Educators applicants participate in a rigorous hiring process, as well as enhanced pre-service training. Training for our Guest Educators includes Curriculum and Instruction pedagogy, Special Education tips and tools, Social-Emotional Learning, and Safety practices. Our campuses have communicated an increased number of positive experiences with our Guest Educators since the implementation of the trainings.

The Financial Services department strives for accuracy and transparency. Our strength comes from a diverse group of staff members working collectively to ensure that our campuses, departments, students, families, and communities feel confident about the financial operations within NISD.

### **Problem Statements Identifying District Processes & Programs Needs**

**Problem Statement 1 (Prioritized):** Students of all ability levels and backgrounds need a wide range of access and opportunities throughout their education so that they acquire College, Career, and Military Readiness (CCMR), as well as Life Readiness. Through our strategic planning process, NISD stakeholders have expressed the need to support the social-emotional well-being of all students through identification, training, and support of key values. Additionally, we must ensure robust, varied, and appropriate programs, guidance counseling, instruction, and equal access to all resources. **Root Cause:** A focus on career trees, pathways, professional skills, and certifications has transformed the opportunities we provide our students in NISD. We need to continue to explore and enhance the many ways we provide opportunities to meet the needs and interests of our diverse student population so more of our graduates enter the adult world college, career, and/or military ready. Additionally, students need support and guidance in the development of social, emotional, and/or behavioral skills to ensure they are prepared to succeed in the world.

**Problem Statement 2 (Prioritized):** Exceptional, highly effective staff members are essential to providing a successful learning environment. NISD strives to maintain a highly effective and diverse staff to meet the needs of our students. **Root Cause:** Employees who do not feel adequately supported, valued for their expertise, or feel they are part of an inclusive environment are likely to seek employment elsewhere.

**Problem Statement 3 (Prioritized):** We have an obligation to our students, staff, and community to provide as safe of a learning environment as possible and to take proper preventative measures. **Root Cause:** As a public school district, we have a responsibility to protect our occupants from the many factors that can have a negative impact on our learning environment, ranging from weather-related events to various acts of violence.

**Problem Statement 4 (Prioritized):** Development and maintenance of Northwest ISD's budgetary and financial planning processes are challenged by the district's fast growth, the desire for a balanced budget, and the impact of Texas' new school finance system. **Root Cause:** As a public school district, we have an obligation to taxpayers, the state, our community, and our students to maintain our fiduciary responsibility and develop a sustainable budget for Northwest ISD.

**Problem Statement 5 (Prioritized):** With the onset of the COVID-19 pandemic, public school systems have been faced with how to continue to provide a continuity of instruction for students learning remotely while also providing instruction and support to students learning in-person. **Root Cause:** The new coronavirus disease (COVID-19) is causing an outbreak of respiratory illness and even deaths worldwide, The situation is rapidly evolving as the world learns more about the highly contagious disease. COVID-19 has sparked unprecedented preventative measures worldwide, including emergency health orders, required school closings, and recommendations for social-distancing and limiting large gatherings.

**Problem Statement 6 (Prioritized):** We have an obligation to our students, staff, and community to provide a safe learning environment while responding to the COVID-19 pandemic. Beyond the safe learning environment, NISD will also need to take preventative measures, monitor protocols, and respond to any developments as a result of COVID-19. **Root Cause:** The new coronavirus disease (COVID-19) is causing an outbreak of respiratory illness and even deaths worldwide, The situation is rapidly evolving as the world learns more about the highly contagious disease. COVID-19 has sparked unprecedented preventative measures worldwide, including emergency health orders, required school closings, and recommendations for social-distancing and limiting large gatherings.

**Problem Statement 7 (Prioritized):** Because of the social unrest and division in our nation, Northwest ISD has a responsibility to ensure a community of diverse learners and leaders. There is evidence that some students and staff may feel excluded and not treated equally in our district. We also realize that there are potential biases and gaps in opportunities due to cultural and economic barriers. Additionally, our staff demographics should be reflective of

student demographics in order to better serve our students, and at present they are not. **Root Cause:** Unintentional bias can lead to limited understanding and acceptance of people from other backgrounds, cultures, and/or ethnicities. The unique upbringing, experiences, and perceptions of each individual alters how they view and understand real and perceived equality issues. Our fast-growth school district is attracting more people to the area, increasing awareness of our community's diversity - culturally, religious, socio-economically, ability, technologically, etc.

# Perceptions

## Perceptions Summary

The Northwest Independent School District is embracing the 2018-2022 Strategic Framework as we work to empower learners and leaders to positively impact the world. Recognized internally and externally, we have a known Core Belief of putting kids first.

NISD makes extraordinary efforts to involve all stakeholders, including students, parents, community members, teachers, staff, and representatives of local government and industry, in the planning and review of NISD programs and operations.

Northwest ISD employees participated in an Energage survey during the 2019-2020 school year. Employees participated at over a 70% response rate indicating our employees felt engaged in the workplace and supported by their administrator. Based on our results, NISD was named a Top Workplace in the DFW area.

During our Strategic Summit, many things came to light as we listened to our students and their desire for Social-Emotional Learning support. Since that time, student voice has continued to be prevalent through many avenues (Superintendent's Student Advisory Council, various committees, student-led initiatives, etc.), and in listening, we are hearing there are potential inequities in our system. As we discussed this with staff, the open dialogue brought to light inequities that, while not overtly prevalent, were authentic concerns of certain populations of staff. These discussions spurred the creation of the district's Diversity and Equity Committee, who will continue to work to address the concerns of diversity and inequity.

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## Perceptions Strengths

Northwest ISD continues to maintain an excellent public reputation, attracting even more families to the district. While a formal parent survey was not completed this year, there continues to be strong support for the school district. Our instructional offerings, programs, services, and staff continue to be held in high regard.

Northwest ISD continues to monitor staff perceptions regarding their engagement and overall job satisfaction. Highlights from the 2019-2020 school year include:

- 95% of NISD employees felt that their supervisor or principal cared about their concerns and 71% felt their job within the district was meaningful.
- NISD's retention rate of high effective staff increased 5% from the previous school year.

## Problem Statements Identifying Perceptions Needs

**Problem Statement 1 (Prioritized):** Exceptional, highly effective staff members are essential to providing a successful learning environment. NISD strives to maintain a highly effective and diverse staff to meet the needs of our students. **Root Cause:** Employees who do not feel adequately supported, valued for their expertise, or feel they are part of an inclusive environment are likely to seek employment elsewhere.

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**Problem Statement 4 (Prioritized):** Because of the social unrest and division in our nation, Northwest ISD has a responsibility to ensure a community of diverse learners and leaders. There is evidence that some students and staff may feel excluded and not treated equally in our district. We also realize that there are potential biases and gaps in opportunities due to cultural and economic barriers. Additionally, our staff demographics should be reflective of student demographics in order to better serve our students, and at present they are not. **Root Cause:** Unintentional bias can lead to limited understanding and acceptance of people from other backgrounds, cultures, and/or ethnicities. The unique upbringing, experiences, and perceptions of each individual alters how they view and understand real and perceived equality issues. Our fast-growth school district is attracting more people to the area, increasing awareness of our community's diversity - culturally, religious, socio-economically, ability, technologically, etc.

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**Problem Statement 5 (Prioritized):** With the onset of the COVID-19 pandemic, public school systems have been faced with how to continue to provide a continuity of instruction for students learning remotely while also providing instruction and support to students learning in-person. **Root Cause:** The new coronavirus disease (COVID-19) is causing an outbreak of respiratory illness and even deaths worldwide, The situation is rapidly evolving as the world learns more about the highly contagious disease. COVID-19 has sparked unprecedented preventative measures worldwide, including emergency health orders, required school closings, and recommendations for social-distancing and limiting large gatherings.

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# Priority Problem Statements

**Problem Statement 2:** NISD holds high academic standards for all students to reach their fullest potential. With our focus on 'every child, every day,' we must ensure that we are meeting the needs of each child. While many of our students perform on level (Approaches) on state assessments, we see a need to increase the percent of students performing at the next higher level (Meets). We currently have students at every grade level and every campus that are not reaching their highest potential and/or are not making a year's growth in academic performance. Achievement gaps are present between student groups across the district. Ensuring rigorous instruction and equitable access to high levels of teaching and learning will continue to be a focus.

**Root Cause 2:** High expectations for academic success for every student in every content area exist across the district. While our students perform well across our schools, gaps in achievement between schools and between student groups are present. A revised instructional framework, articulating expectations of rigorous teaching and learning, will help ensure equitable access and appropriate support for every student every day so each child reaches their full potential.

**Problem Statement 2 Areas:** Demographics - Student Learning

**Problem Statement 3:** Students of all ability levels and backgrounds need a wide range of access and opportunities throughout their education so that they acquire College, Career, and Military Readiness (CCMR), as well as Life Readiness. Through our strategic planning process, NISD stakeholders have expressed the need to support the social-emotional well-being of all students through identification, training, and support of key values. Additionally, we must ensure robust, varied, and appropriate programs, guidance counseling, instruction, and equal access to all resources.

**Root Cause 3:** A focus on career trees, pathways, professional skills, and certifications has transformed the opportunities we provide our students in NISD. We need to continue to explore and enhance the many ways we provide opportunities to meet the needs and interests of our diverse student population so more of our graduates enter the adult world college, career, and/or military ready. Additionally, students need support and guidance in the development of social, emotional, and/or behavioral skills to ensure they are prepared to succeed in the world.

**Problem Statement 3 Areas:** Student Learning - District Processes & Programs

**Problem Statement 4:** Exceptional, highly effective staff members are essential to providing a successful learning environment. NISD strives to maintain a highly effective and diverse staff to meet the needs of our students.

**Root Cause 4:** Employees who do not feel adequately supported, valued for their expertise, or feel they are part of an inclusive environment are likely to seek employment elsewhere.

**Problem Statement 4 Areas:** District Processes & Programs - Perceptions

**Problem Statement 5:** We have an obligation to our students, staff, and community to provide as safe of a learning environment as possible and to take proper preventative measures.

**Root Cause 5:** As a public school district, we have a responsibility to protect our occupants from the many factors that can have a negative impact on our learning environment, ranging from weather-related events to various acts of violence.

**Problem Statement 5 Areas:** District Processes & Programs - Perceptions

**Problem Statement 6:** Development and maintenance of Northwest ISD's budgetary and financial planning processes are challenged by the district's fast growth, the desire for a balanced budget, and the impact of Texas' new school finance system.

**Root Cause 6:** As a public school district, we have an obligation to taxpayers, the state, our community, and our students to maintain our fiduciary responsibility and develop a sustainable budget for Northwest ISD.

**Problem Statement 6 Areas:** District Processes & Programs - Perceptions

**Problem Statement 7:** With the onset of the COVID-19 pandemic, public school systems have been faced with how to continue to provide a continuity of instruction for students learning remotely while also providing instruction and support to students learning in-person. 139

**Root Cause 7:** The new coronavirus disease (COVID-19) is causing an outbreak of respiratory illness and even deaths worldwide, The situation is rapidly evolving as the world learns more about the highly contagious disease. COVID-19 has sparked unprecedented preventative measures worldwide, including emergency health orders, required school closings, and recommendations for social-distancing and limiting large gatherings.

**Problem Statement 7 Areas:** District Processes & Programs - Perceptions

**Problem Statement 8:** We have an obligation to our students, staff, and community to provide a safe learning environment while responding to the COVID-19 pandemic. Beyond the safe learning environment, NISD will also need to take preventative measures, monitor protocols, and respond to any developments as a result of COVID-19.

**Root Cause 8:** The new coronavirus disease (COVID-19) is causing an outbreak of respiratory illness and even deaths worldwide, The situation is rapidly evolving as the world learns more about the highly contagious disease. COVID-19 has sparked unprecedented preventative measures worldwide, including emergency health orders, required school closings, and recommendations for social-distancing and limiting large gatherings.

**Problem Statement 8 Areas:** District Processes & Programs - Perceptions

**Problem Statement 9:** Because of the social unrest and division in our nation, Northwest ISD has a responsibility to ensure a community of diverse learners and leaders. There is evidence that some students and staff may feel excluded and not treated equally in our district. We also realize that there are potential biases and gaps in opportunities due to cultural and economic barriers. Additionally, our staff demographics should be reflective of student demographics in order to better serve our students, and at present they are not.

**Root Cause 9:** Unintentional bias can lead to limited understanding and acceptance of people from other backgrounds, cultures, and/or ethnicities. The unique upbringing, experiences, and perceptions of each individual alters how they view and understand real and perceived equality issues. Our fast-growth school district is attracting more people to the area, increasing awareness of our community's diversity - culturally, religious, socio-economically, ability, technologically, etc.

**Problem Statement 9 Areas:** Demographics - District Processes & Programs - Perceptions

**Problem Statement 10:** As a fast-growth district, it is important that we stay ahead of the influx of development and the increase in population that comes with it. As the district grows, proper planning and constructing of new facilities is crucial to provide the learning environments that our community expects and the district has built a reputation on. Implementing district-wide planning processes in an effort to prepare us for the incoming growth is as critical as planning for the fiscal responsibility that comes with it.

**Root Cause 10:** Our largest challenge is the available land for development that exist within our district's boundaries. This availability combined with the flourishing job market, attractive business and housing developments, access to major highways, and the success of the district are drawing new residents and businesses to our area at a rapid rate.

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**Problem Statement 10 Areas:** Demographics

**Problem Statement 11:** Approximately 80-85% of NISD students at any grade level are reading on grade level at the end of each year. We continue to maintain our dedication to reaching 90% of all students reading on or above level as measured by local and state assessments. In addition, we see a need to increase the percent of students performing beyond that level and performing at the next higher level. Achievement gaps are present between student groups across the district, requiring focused attention and targeted instruction in order to close these gaps.

**Root Cause 11:** Every year we welcome hundreds of new students into our NISD family. They come to us from a wide array of backgrounds. A root cause to our data remaining steady over the past years is attributed, partly, to our rapid growth. Our schools strive to quickly identify each child's strengths and areas of focus which takes expertise, time, and resources dedicated to knowing each child's needs. Additionally, we see challenges in equity among students from low socio-economic households, as well as students with special learning needs. Significant efforts are critical to closing these gaps and ensuring that every student achieves at high levels.

**Problem Statement 11 Areas:** Student Learning

# Comprehensive Needs Assessment Data Documentation

The following data were used to verify the comprehensive needs assessment analysis:

## Improvement Planning Data

- District goals
- Quantifiable goals for student performance in reading and math PreK-3(HB 3)
- Quantifiable goals for measures of CCMR(HB 3)
- Campus and/or district planning and decision making committee(s) meeting data
- State and federal planning requirements
- Covid-19 Factors and/or waivers for Assessment, Accountability, ESSA, Missed School Days, Educator Appraisals, etc.

## Accountability Data

- Texas Academic Performance Report (TAPR) data
- Effective Schools Framework data
- Comprehensive, Targeted, and/or Additional Targeted Support Identification data
- Federal Report Card Data
- Alternative Education Accountability (AEA) data
- Local Accountability Systems (LAS) data

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## Student Data: Assessments

- State and federally required assessment information (e.g. curriculum, eligibility, format, standards, accommodations, TEA information)
- Texas Primary Reading Inventory (TPRI), Tejas LEE, or other alternate early reading assessment results
- Postsecondary college, career or military-ready graduates including enlisting in U. S. armed services, earning an industry based certification, earning an associate degree, graduating with completed IEP and workforce readiness
- Advanced Placement (AP) and/or International Baccalaureate (IB) assessment data
- SAT and/or ACT assessment data
- PSAT and/or ASPIRE
- Student Success Initiative (SSI) data for Grades 5 and 8
- SSI: Istation Indicators of Progress (ISIP) accelerated reading assessment data for Grades 3-5 (TEA approved statewide license)
- SSI: Compass Learning accelerated reading assessment data for Grades 6-8 (TEA approved statewide license)
- SSI: Apex Learning accelerated reading assessment data for English I and II (TEA approved statewide license)
- SSI: Think Through Math assessment data for Grades 3-8 and Algebra I (TEA approved statewide license)
- Student failure and/or retention rates
- Running Records results
- Observation Survey results

- Istation Indicators of Progress (ISIP) reading assessment data for Grades PK-2
- Prekindergarten Self-Assessment Tool
- Texas approved Prekindergarten and Kindergarten assessment data
- Other Prekindergarten and Kindergarten assessment data
- State-developed online interim assessments
- Grades that measure student performance based on the TEKS

### **Student Data: Student Groups**

- Race and ethnicity data, including number of students, academic achievement, discipline, attendance, and rates of progress between groups
- Special programs data, including number of students, academic achievement, discipline, attendance, and rates of progress for each student group
- Economically disadvantaged / Non-economically disadvantaged performance and participation data
- Male / Female performance, progress, and participation data
- Special education/non-special education population including discipline, progress and participation data
- Migrant/non-migrant population including performance, progress, discipline, attendance and mobility data
- At-risk/non-at-risk population including performance, progress, discipline, attendance, and mobility data
- EL/non-EL or LEP data, including academic achievement, progress, support and accommodation needs, race, ethnicity, and gender data
- Career and Technical Education (CTE) data, including coherent sequence coursework aligned with the industry-based certifications, program growth and student achievement by race, ethnicity, gender, etc.
- STEM/STEAM data
- Dyslexia Data
- Response to Intervention (RtI) student achievement data
- Dual-credit and/or college prep course completion data
- Pregnancy and related services data

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### **Student Data: Behavior and Other Indicators**

- Attendance data
- Student surveys and/or other feedback
- Class size averages by grade and subject
- School safety data
- Enrollment trends

### **Employee Data**

- Professional learning communities (PLC) data
- Staff surveys and/or other feedback
- State certified and high quality staff data
- Campus leadership data
- Campus department and/or faculty meeting discussions and data
- Professional development needs assessment data

- Evaluation(s) of professional development implementation and impact
- TTESS data
- T-PCESS data
- Equity data

#### **Parent/Community Data**

- Parent surveys and/or other feedback
- Community surveys and/or other feedback

#### **Support Systems and Other Data**

- Organizational structure data
- Processes and procedures for teaching and learning, including program implementation
- Communications data

# Goals

**Goal 1:** Students will achieve success through meaningful learning experiences, innovative pathways, and personalized opportunities.

**Performance Objective 1: Literacy:** NISD will place an increased emphasis on literacy across all grade levels and content areas to help ensure that at least 90% of students are reading on or above grade level.

**TEA Priorities:** Build a foundation of reading and math, Connect high school to career and college, Improve low-performing schools

**Targeted or ESF High Priority**

**Evaluation Data Sources:** The following performance measures assess, evaluate, and monitor student literacy achievement and allow for analysis between campuses and student groups:

PreK: End-of-Year Kindergarten Readiness Assessment

K-3: DRA; EDL; MAP; and Lexia

4-8: STAAR Reading passing level

4 and 7: STAAR Reading passing level

High School: English End-of-Course 1 and 2 Passing level

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**Summative Evaluation:** None

**Strategy 1:** Embed additional content-based texts to curriculum documents across content areas with activities that require students to build vocabulary and to engage in literacy strategies to increase student application of knowledge and skills.

**Strategy's Expected Result/Impact:** Enhance literacy proficiency and increase student application of knowledge and skills in all content areas.

**Staff Responsible for Monitoring:** Assistant Superintendent for Curriculum and Instruction  
Executive Director of Curriculum and Professional Learning  
Curriculum Team

**Title I Schoolwide Elements:** 2.4, 2.5, 2.6

**Problem Statements:**  
Demographics 1  
Student Learning 2

**Formative**

**Nov**

**Jan**

**Mar**

**Summative**

**May**

**Strategy 2:** Design curriculum tasks that target process standards in non-ELA courses to enhance students' thinking through oral and written communication.

<p><b>Strategy's Expected Result/Impact:</b> Enhance students' application and depth of thinking through oral and written communication.</p> <hr/> <p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction Executive Director of Curriculum and Professional Development Curriculum Team</p> <hr/> <p><b>Title I Schoolwide Elements:</b> 2.4, 2.5, 2.6</p>	<b>Formative</b>
	<b>Nov</b>
	<b>Jan</b>
	<b>Mar</b>
	<b>Summative</b>
<p><b>Problem Statements:</b> Demographics 1 Student Learning 2</p>	<b>May</b>

**Strategy 3:** Redesign the phonics scope and sequence in grades K-2 and develop virtual phonics resources for remote classes.

<p><b>Strategy's Expected Result/Impact:</b> Build phonemic awareness and early literacy skills in students in K-2.</p> <hr/> <p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction Executive Director of Curriculum and Professional Development Curriculum Team</p> <hr/> <p><b>Title I Schoolwide Elements:</b> 2.4, 2.5, 2.6</p>	<b>Formative</b>
	<b>Nov</b>
	<b>Jan</b>
	<b>Mar</b>
	<b>Summative</b>
<p><b>Problem Statements:</b> Demographics 1 Student Learning 1, 2</p>	<b>May</b>

**Strategy 4:** Develop a shared understanding of literacy best practices across Special Education ELA teachers by providing ongoing training and support through early literacy, dyslexia, and dysgraphia training.

<p><b>Strategy's Expected Result/Impact:</b> Deepen understanding and implementation of literacy best practices among ELA Special Education teachers.</p> <p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction Executive Director of Special Education Executive Director of Curriculum and Professional Development Curriculum Team Special Education Team Student Services Team</p> <p><b>Title I Schoolwide Elements:</b> 2.4, 2.5, 2.6</p> <p><b>Problem Statements:</b> Demographics 1 Student Learning 1, 2</p>	<b>Formative</b>
	<b>Nov</b>
	<b>Jan</b>
	<b>Mar</b>
	<b>Summative</b>
	<b>May</b>

**Strategy 5:** Design TEKS-based digital learning experiences that reflect best literacy practices.

<p><b>Strategy's Expected Result/Impact:</b> Enhance literacy learning through digital resources and learning experiences for all students.</p> <p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction Executive Director of Technology Executive Director of Curriculum and Professional Learning Instructional Technology Team</p> <p><b>Title I Schoolwide Elements:</b> 2.4, 2.5, 2.6</p> <p><b>Problem Statements:</b> Demographics 1 Student Learning 1, 2</p>	<b>Formative</b>
	<b>Nov</b>
	<b>Jan</b>
	<b>Mar</b>
	<b>Summative</b>
	<b>May</b>

**Strategy 6:** Enhance literacy-based progress monitoring processes designed to identify learning gaps, track progress, and develop intervention plans for struggling students across all grade levels and populations.

<p><b>Strategy's Expected Result/Impact:</b> Identify and close learning gaps in students.</p> <p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction          Executive Director of Curriculum and Professional Development          Executive Director of Student Services          Executive Director of Special Education          Executive Director of Research, Assessment and Accountability          Executive Director of Elementary Education          Executive Director of Secondary Education          Principals          Teachers</p>	<b>Formative</b>
	<b>Nov</b>
	<b>Jan</b>
	<b>Mar</b>
<p><b>Title I Schoolwide Elements:</b> 2.4, 2.5, 2.6</p> <p><b>Problem Statements:</b>          Demographics 1          Student Learning 1, 2</p>	<b>Summative</b>
	<b>May</b>

**Strategy 7:** Continue to utilize classroom walk-through structures and protocols focused on evidence and effectiveness of rigorous literacy-based strategies with opportunities to collaborate and calibrate with administrators and Curriculum and Instruction staff. Refine strategies for monitoring remote instruction.

<p><b>Strategy's Expected Result/Impact:</b> Provide coaching and feedback support to teachers.</p> <p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction          Executive Director of Elementary Education          Executive Director of Secondary Education          Executive Director of Curriculum and Professional Learning          Principals          Curriculum Team</p>	<b>Formative</b>
	<b>Nov</b>
	<b>Jan</b>
	<b>Mar</b>
<p><b>Title I Schoolwide Elements:</b> 2.4, 2.5, 2.6</p> <p><b>Problem Statements:</b>          Demographics 1          Student Learning 1, 2          District Processes &amp; Programs 5          Perceptions 5</p>	<b>Summative</b>
	<b>May</b>



No Progress



Accomplished



Continue/Modify



Discontinue

**Demographics**

**Problem Statement 1:** NISD holds high academic standards for all students to reach their fullest potential. With our focus on 'every child, every day,' we must ensure that we are meeting the needs of each child. While many of our students perform on level (Approaches) on state assessments, we see a need to increase the percent of students performing at the next higher level (Meets). We currently have students at every grade level and every campus that are not reaching their highest potential and/or are not making a year's growth in academic performance. Achievement gaps are present between student groups across the district. Ensuring rigorous instruction and equitable access to high levels of teaching and learning will continue to be a focus. **Root Cause:** High expectations for academic success for every student in every content area exist across the district. While our students perform well across our schools, gaps in achievement between schools and between student groups are present. A revised instructional framework, articulating expectations of rigorous teaching and learning, will help ensure equitable access and appropriate support for every student every day so each child reaches their full potential.

### Student Learning

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**Problem Statement 3:** Approximately 80-85% of NISD students at any grade level are reading on grade level at the end of each year. We continue to maintain our dedication to reaching 90% of all students reading on or above level as measured by local and state assessments. In addition, we see a need to increase the percent of students performing beyond that level and performing at the next higher level. Achievement gaps are present between student groups across the district, requiring focused attention and targeted instruction in order to close these gaps. **Root Cause:** Every year we welcome hundreds of new students into our NISD family. They come to us from a wide array of backgrounds. A root cause to our data remaining steady over the past years is attributed, partly, to our rapid growth. Our schools strive to quickly identify each child's strengths and areas of focus which takes expertise, time, and resources dedicated to knowing each child's needs. Additionally, we see challenges in equity among students from low socio-economic households, as well as students with special learning needs. Significant efforts are critical to closing these gaps and ensuring that every student achieves at high levels.

### District Processes & Programs

**Problem Statement 6:** With the onset of the COVID-19 pandemic, public school systems have been faced with how to continue to provide a continuity of instruction for students learning remotely while also providing instruction and support to students learning in-person. **Root Cause:** The new coronavirus disease (COVID-19) is causing an outbreak of respiratory illness and even deaths worldwide, The situation is rapidly evolving as the world learns more about the highly contagious disease. COVID-19 has sparked unprecedented preventative measures worldwide, including emergency health orders, required school closings, and recommendations for social-distancing and limiting large gatherings.

### Perceptions

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**Performance Objective 2: Academic Progress:** NISD will increase student performance in all content areas through rigorous instruction designed to meet the needs of every child, every day and ensure equitable access to learning with appropriate supports for success.

**TEA Priorities:** Build a foundation of reading and math, Connect high school to career and college, Improve low-performing schools

**Targeted or ESF High Priority**

**Evaluation Data Sources:** The following measures will be used to determine student academic progress:

NISD will increase the number of students achieving the Meets level distinction on STAAR/EOC by 5%.

NISD will increase the number of students achieving the Masters level distinction on STAAR/EOC by 5%.

NISD will improve the percentage of students that achieve a year or more growth, as measured by the academic growth measure on STAAR/EOC, by 10%.

**Summative Evaluation:** None

**Strategy 1:** Complete the NISD Instructional Framework outlining essential information about evidence-based teaching strategies that NISD educators regularly use in their classroom instruction

**Strategy's Expected Result/Impact:** Continuously improve teaching and learning across NISD.

**Staff Responsible for Monitoring:** Assistant Superintendent for Curriculum and Instruction

Executive Director of Curriculum and Professional Development

Executive Director of Elementary Education

Executive Director of Secondary Education

**Title I Schoolwide Elements:** 2.4, 2.5, 2.6

**Problem Statements:**

Demographics 1

Student Learning 2, 3

District Processes & Programs 1, 2

Perceptions 1

**Formative**

**Nov**

**Jan**

149

**Mar**

**Summative**

**May**

**Strategy 2:** Develop targeted, model lessons to support instructional content areas.

<p><b>Strategy's Expected Result/Impact:</b> Improve teaching and learning across all content areas.</p>	<p><b>Formative</b></p>
<p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction Executive Director of Curriculum and Professional Development Curriculum Team</p>	<p><b>Nov</b></p> <p><b>Jan</b></p> <p><b>Mar</b></p>
<p><b>Title I Schoolwide Elements:</b> 2.4, 2.5, 2.6</p> <p><b>Problem Statements:</b> Demographics 1 Student Learning 1, 2, 3 District Processes &amp; Programs 1</p>	<p><b>Summative</b></p> <p><b>May</b></p>

**Strategy 3:** Redesign Quarterly Progress Monitoring Meetings with Principals to focus on closing gaps and at least a year's growth for all sub-pops.

<p><b>Strategy's Expected Result/Impact:</b> Closing achievement gaps</p>	<p><b>Formative</b></p>
<p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction Executive Director of Elementary Education Executive Director of Secondary Education Executive Director of Research, Assessment and Accountability Principals</p>	<p><b>Nov</b></p> <p><b>Jan</b></p> <p><b>Mar</b></p>
<p><b>Title I Schoolwide Elements:</b> 2.4, 2.5, 2.6</p> <p><b>Problem Statements:</b> Demographics 1 Student Learning 2</p>	<p><b>Summative</b></p> <p><b>May</b></p>

**Strategy 4:** Create a process with protocols for campuses to develop gap plans for students not making expected progress.

<p><b>Strategy's Expected Result/Impact:</b> Close achievement gaps</p> <p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction Executive Director of Curriculum and Professional Learning Executive Director of Elementary Education Executive Director of Secondary Education Executive Director of Student Services Executive Director of Research, Assessment, and Accountability Campus Principals</p> <p><b>Title I Schoolwide Elements:</b> 2.4, 2.5, 2.6</p>	<b>Formative</b>
	<b>Nov</b>
	<b>Jan</b>
	<b>Mar</b>
<p><b>Problem Statements:</b> Demographics 1 Student Learning 1, 2</p>	<b>Summative</b>
	<b>May</b>

**Strategy 5:** Design learning experiences that will empower students to use a variety of resources and digital tools to construct knowledge, and produce creative artifacts.

<p><b>Strategy's Expected Result/Impact:</b> Improve teaching and learning</p> <p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction Executive Director of Technology Executive Director of Curriculum and Professional Learning Instructional Technology Team Curriculum Team</p> <p><b>Title I Schoolwide Elements:</b> 2.4, 2.5</p>	<b>Formative</b>
	<b>Nov</b>
	<b>Jan</b>
	<b>Mar</b>
<p><b>Problem Statements:</b> Demographics 1 Student Learning 2 District Processes &amp; Programs 5 Perceptions 5</p>	<b>Summative</b>
	<b>May</b>

 No Progress

 Accomplished

 Continue/Modify

 Discontinue

### Demographics

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**Performance Objective 3:** College, Career, Military, and Life Readiness: NISD will ensure that every student is prepared to succeed in life after high school by developing strong social, emotional, and behavioral skills and by achieving College, Career, and Military Readiness (CCMR) status in order to attain their definition of personal success through personalized learning opportunities, equitable access free of institutional bias, and appropriate support for their chosen pathways.

**TEA Priorities:** Connect high school to career and college

**Targeted or ESF High Priority**

**Evaluation Data Sources:** 80% of eligible students achieving at least one CCMR indicator through TSI, ACT, SAT, Industry-Based Certifications, AP-3+, Dual Credit, OnRamps and Applied Associates Degree, Completed IEP Workforce Ready, US Armed Forces Enlistment Status.

30% of eligible students achieving at least two CCMR indicators through TSI, ACT, SAT, Industry-Based Certifications, AP-3+, Dual Credit, OnRamps and Applied Associates Degree, Completed IEP Workforce Ready, US Armed Forces Enlistment Status.

Increase percent of students earning college scholarships.

Increase percent of students passing Algebra EOS enrolled in Strategic math class.

Improve Students' Social-Emotional Skills as measured by 8th Graders Tripod assessment.

**Summative Evaluation:** None

<b>Strategy 1:</b> Enhance student post-secondary choices by providing opportunities for students to take TSI, ASVAB, or PSAT/NMSQT		154
<b>Strategy's Expected Result/Impact:</b> Increase percent of students who are College, Career, and Military ready.		<b>Formative</b>
<b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction Executive Director of College and Career Readiness and Innovation Executive Director of Research, Assessment, and Accountability Director of College and Career Readiness		<b>Nov</b>
		<b>Jan</b>
		<b>Mar</b>
<b>Title I Schoolwide Elements:</b> 2.4, 2.5, 2.6	<b>Problem Statements:</b> Demographics 1 Student Learning 2, 3 District Processes & Programs 1	<b>Summative</b>
		<b>May</b>

**Strategy 2:** Increase utilization of 5Lab dashboard to routinely analyze progress towards meeting College, Career, and Military Readiness goals.

<b>Strategy's Expected Result/Impact:</b> Provide real-time data to administrators showing campus and district progress towards meeting CCMR goals.	<b>Formative</b>
	<b>Nov</b>  <b>Jan</b>  <b>Mar</b>
<b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction Executive Director of College and Career Readiness and Innovation Executive Director of Research, Assessment and Accountability	<b>Summative</b>
	<b>May</b>
<b>Title I Schoolwide Elements:</b> 2.4, 2.5, 2.6	<b>Problem Statements:</b> Student Learning 3 District Processes & Programs 1

**Strategy 3:** Design processes for Special Education and Career and Technical education teachers to collaboratively develop rigorous curriculum for Career and Technical education courses with modifications for Special Education students enrolled in the courses.

<b>Strategy's Expected Result/Impact:</b> Enhance Career and Technical Education opportunities for Special Education students	<b>Formative</b>
	<b>Nov</b>  <b>Jan</b> 155 <b>Mar</b>
<b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction Executive Director of College and Career Readiness and Innovation Executive Director of Special Education Special Education Team Career and Technology Team	<b>Summative</b>
	<b>May</b>
<b>Title I Schoolwide Elements:</b> 2.4, 2.5, 2.6	<b>Problem Statements:</b> Student Learning 3 District Processes & Programs 1

**Strategy 4:** Increase opportunities for high school students to learn financial literacy skills for life readiness.

<b>Strategy's Expected Result/Impact:</b> Development of the whole child by building financial literacy skills.	<b>Formative</b>
	<b>Nov</b>  <b>Jan</b>  <b>Mar</b>
<b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction Executive Director of Curriculum and Professional Learning Executive Director of College and Career Readiness and Innovation Executive Director of Fine Arts	<b>Summative</b>
	<b>May</b>
<b>Title I Schoolwide Elements:</b> 2.4, 2.5, 2.6	<b>Problem Statements:</b> Student Learning 3 District Processes & Programs 1

**Strategy 5:** Redesign Senior Capstone Project to apply to all students and meet a variety of post-secondary opportunities.

<p><b>Strategy's Expected Result/Impact:</b> To enhance students' awareness and readiness for post-secondary opportunities.</p>	<p><b>Formative</b></p>
<p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction Executive Director of Curriculum and Professional Learning Executive Director of College and Career Readiness and Innovation Curriculum Team CTE Team Principals</p>	<p><b>Nov</b> <b>Jan</b> <b>Mar</b></p>
<p><b>Title I Schoolwide Elements:</b> 2.4, 2.5, 2.6</p> <p><b>Problem Statements:</b> Student Learning 3 District Processes &amp; Programs 1</p>	<p><b>Summative</b> <b>May</b></p>

**Strategy 6:** Design and implement Senior Project-Based Research course.

<p><b>Strategy's Expected Result/Impact:</b> Increase percent of students who are College, Career, and Military ready and build awareness of post-secondary opportunities.</p>	<p><b>Formative</b></p>
<p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction Executive Director of College and Career Readiness and Innovation CTE Team Principals</p>	<p><b>Nov</b> <b>Jan</b> 156 <b>Mar</b></p>
<p><b>Title I Schoolwide Elements:</b> 2.4, 2.5, 2.6</p> <p><b>Problem Statements:</b> Student Learning 3 District Processes &amp; Programs 1</p>	<p><b>Summative</b> <b>May</b></p>

**Strategy 7:** Incorporate Social-Emotional Learning competencies of Self-Awareness and Self-Management, including executive function skills, into campus culture and routines.

<p><b>Strategy's Expected Result/Impact:</b> To meet the needs of the whole child.</p> <hr/> <p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction          Executive Director of Student Services          Executive Director of Elementary Education          Executive Director of Secondary Education          Director of Counseling          Campus Principals          Guidance Counselors          Teachers</p> <hr/> <p><b>Title I Schoolwide Elements:</b> 2.4, 2.5, 2.6</p>	<b>Formative</b>
	<b>Nov</b>
	<b>Jan</b>
	<b>Mar</b>
	<b>Summative</b>
	<b>May</b>
<p><b>Problem Statements:</b>          Demographics 2          Student Learning 3          District Processes &amp; Programs 1, 2, 7          Perceptions 1, 4</p>	

 No Progress     
  Accomplished     
  Continue/Modify     
  Discontinue

157

### Demographics

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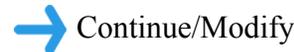


**Strategy 2:** Develop New Teacher Academy to provide new teachers with hands-on learning experiences and classroom observations to build understanding of district expectations of rigorous activities and classroom practices (Title II).

<p><b>Strategy's Expected Result/Impact:</b> Increase retention rate of new teachers.</p> <hr/> <p><b>Staff Responsible for Monitoring:</b> Executive Director for Curriculum and Professional Learning Content Coordinators</p> <hr/> <p><b>Title I Schoolwide Elements:</b> 2.4</p>	<b>Formative</b>
	<b>Nov</b>
	<b>Jan</b>
	<b>Mar</b>
	<b>Summative</b>
<p><b>Problem Statements:</b> District Processes &amp; Programs 2 Perceptions 1</p>	<b>May</b>

**Strategy 3:** Focus on recruitment and hiring processes that support increasing the diversity of our candidate pool and workforce.

<p><b>Strategy's Expected Result/Impact:</b> Increase number of diverse staff hired for 2021-2021 school year. Increase retention of diverse staff. Enhance the culture and climate that reflects a supportive and respectful environment that is inclusive of all employees.</p> <hr/> <p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Human Resources Executive Director of Human Resources Director of Secondary Staffing Director of Elementary Staffing</p> <hr/> <p><b>Title I Schoolwide Elements:</b> None</p>	<b>Formative</b>
	<b>Nov</b>
	<b>Jan</b>
	<b>Mar</b>
	<b>Summative</b>
<p><b>Problem Statements:</b> Demographics 2 District Processes &amp; Programs 2, 7 Perceptions 1, 4</p>	<b>May</b>



**Demographics**

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**Problem Statement 3:** Because of the social unrest and division in our nation, Northwest ISD has a responsibility to ensure a community of diverse learners and leaders. There is evidence that some students and staff may feel excluded and not treated equally in our district. We also realize that there are potential biases and gaps in opportunities due to cultural and economic barriers. Additionally, our staff demographics should be reflective of student demographics in order to better serve our students, and at present they are not. **Root Cause:** Unintentional bias can lead to limited understanding and acceptance of people from other backgrounds, cultures, and/or ethnicities. The unique upbringing, experiences, and perceptions of each individual alters how they view and understand real and perceived equality issues. Our fast-growth school district is attracting more people to the area, increasing awareness of our community's diversity - culturally, religious, socio-economically, ability, technologically, etc.

**Problem Statement 5:** Development and maintenance of Northwest ISD's budgetary and financial planning processes are challenged by the district's fast growth, the desire for a balanced budget, and the impact of Texas' new school finance system. **Root Cause:** As a public school district, we have an obligation to taxpayers, the state, our community, and our students to maintain our fiduciary responsibility and develop a sustainable budget for Northwest ISD.

### Perceptions

**Problem Statement 1:** Exceptional, highly effective staff members are essential to providing a successful learning environment. NISD strives to maintain a highly effective and diverse staff to meet the needs of our students. **Root Cause:** Employees who do not feel adequately supported, valued for their expertise, or feel they are part of an inclusive environment are likely to seek employment elsewhere.

**Problem Statement 2:** Because of the social unrest and division in our nation, Northwest ISD has a responsibility to ensure a community of diverse learners and leaders. There is evidence that some students and staff may feel excluded and not treated equally in our district. We also realize that there are potential biases and gaps in opportunities due to cultural and economic barriers. Additionally, our staff demographics should be reflective of student demographics in order to better serve our students, and at present they are not. **Root Cause:** Unintentional bias can lead to limited understanding and acceptance of people from other backgrounds, cultures, and/or ethnicities. The unique upbringing, experiences, and perceptions of each individual alters how they view and understand real and perceived equality issues. Our fast-growth school district is attracting more people to the area, increasing awareness of our community's diversity - culturally, religious, socio-economically, ability, technologically, etc.

**Problem Statement 4:** Development and maintenance of Northwest ISD's budgetary and financial planning processes are challenged by the district's fast growth, the desire for a balanced budget, and the impact of Texas' new school finance system. **Root Cause:** As a public school district, we have an obligation to taxpayers, the state, our community, and our students to maintain our fiduciary responsibility and develop a sustainable budget for Northwest ISD.

**Goal 3:** Northwest ISD will create and foster an environment where all stakeholders are engaged in the transformational work of the NISD family.

**Performance Objective 1: Safety and Security:** NISD will continue efforts to provide safer learning environments for our students, staff, and community.

**TEA Priorities:** None

**Evaluation Data Sources:** Development and adoption of board policy.  
Confirmation of all staff completing safety and security trainings and drills.  
Implementation and completion of bond projects.

**Summative Evaluation:** None

<b>Strategy 1:</b> Deliver safety and active shooter training to all new staff, as well as a refresher course to all returning staff.	
<p><b>Strategy's Expected Result/Impact:</b> Active shooter training completed within the first grading period of school. Staff have an increased awareness of how to assess active events and Avoid, Deny, Defend. Staff are aware of avenue to express concerns or stress they may experience from the training.</p> <p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Facilities Director of Safety and Security</p>	<b>Formative</b>
	<p><b>Nov</b></p> <p><b>Jan</b> 162</p> <p><b>Mar</b></p>
<p><b>Title I Schoolwide Elements:</b> None</p>	<b>Summative</b>
<p><b>Problem Statements:</b> District Processes &amp; Programs 3 Perceptions 2</p>	<b>May</b>
<b>Strategy 2:</b> Continued deployment of 2017 bond dollars dedicated to improving safety and security.	
<p><b>Strategy's Expected Result/Impact:</b> Continued implementation of planned safety and security upgrades. Facilities strengthened for greater protection and safety in an emergency. Facilities' vulnerability to unwelcome access decreased.</p> <p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Facilities Director of Safety and Security</p>	<b>Formative</b>
	<p><b>Nov</b></p> <p><b>Jan</b></p> <p><b>Mar</b></p>
<p><b>Title I Schoolwide Elements:</b> None</p>	<b>Summative</b>
<p><b>Problem Statements:</b> District Processes &amp; Programs 3 Perceptions 2</p>	<b>May</b>

**Strategy 3:** Evaluate and monitor drill scenarios that empower staff and improve responses while providing resources and guidance for improvement.

<b>Strategy's Expected Result/Impact:</b> Staff proficiency in safety and security protocols are monitored. Improved sense of order and security. Increased safety of students and staff.	<b>Formative</b>
	Nov Jan Mar
<b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Facilities Director of Safety and Security	
<b>Title I Schoolwide Elements:</b> None	<b>Problem Statements:</b> District Processes & Programs 3 Perceptions 2
	<b>Summative</b>
	May

**Strategy 4:** Adopt and implement policies and procedures for new Title IX regulations.

<b>Strategy's Expected Result/Impact:</b> The Board will adopt legal and local policies for the implementation of Title IX regulations. District and campus administrators will be equipped to investigate and resolve Title IX complaints.	<b>Formative</b>
	Nov Jan Mar
<b>Staff Responsible for Monitoring:</b> Title IX Coordinator General Counsel	
<b>Title I Schoolwide Elements:</b> None	<b>Problem Statements:</b> District Processes & Programs 3 Perceptions 2
	<b>Summative</b>
	May

 No Progress
  Accomplished
  Continue/Modify
  Discontinue

**District Processes & Programs**

**Problem Statement 4:** We have an obligation to our students, staff, and community to provide as safe of a learning environment as possible and to take proper preventative measures. **Root Cause:** As a public school district, we have a responsibility to protect our occupants from the many factors that can have a negative impact on our learning environment, ranging from weather-related events to various acts of violence.

**Perceptions**

**Problem Statement 3:** We have an obligation to our students, staff, and community to provide as safe of a learning environment as possible and to take proper preventative measures. **Root Cause:** As a public school district, we have a responsibility to protect our occupants from the many factors that can have a negative impact on our learning environment, ranging from weather-related events to various acts of violence.

**Performance Objective 2:** Financial Reform and Transparency: NISD will embrace a culture of financial reform and continued transparency through strategic budget analysis and long-term financial planning.

**TEA Priorities:** None

**Evaluation Data Sources:** 5Cast monthly financial reports

Government Finance Officers Association (GFOA) and Association of School Business Officials (ASBO) award applications for the Comprehensive Annual Financial Report (CAFR)

Updated financial services website to increase transparency

**Summative Evaluation:** None

<p><b>Strategy 1:</b> Look ahead to the opportunities of the 87th Legislative Session and continued understanding of the laws and mandates from the 86th Legislative Session.</p> <ul style="list-style-type: none"> <li>- Analysis of continued tax rate compression</li> <li>- Monitor revenue projections based on current year values</li> <li>- Monitor the advancement of the Teacher Incentive Allotment</li> </ul>	
<p><b>Strategy's Expected Result/Impact:</b> Increased awareness of the financial impact of the 86th Legislative Session and potentials for the 87th Session. Managing the deficit budget adopted for the 2020-2021 fiscal year.</p> <p><b>Staff Responsible for Monitoring:</b> Chief Financial Officer Executive Director of Financial Services</p>	<p><b>Formative</b> <del>164</del> <b>Nov</b></p>
	<p><b>Jan</b></p> <p><b>Mar</b></p>
<p><b>Title I Schoolwide Elements:</b> None</p>	<p><b>Problem Statements:</b> District Processes &amp; Programs 4 Perceptions 3</p>
	<p><b>Summative</b></p> <p><b>May</b></p>

**Strategy 2:** Continue working toward a successful Voter-Approval Tax Rate Election (VATRE).

- Educate the NISD community on the district's need for a VATRE and the impact on student learning and opportunities
- Adjusting potential revenue impact via new TEA funding template
- Strategic abandonment options for the potential outcome of the VATRE
- Adjust staffing formulas and class size ratios for the potential outcome of the VATRE

**Strategy's Expected Result/Impact:** Successful VATRE in November 2020.  
Movement toward a balanced budget.

**Staff Responsible for Monitoring:** Chief Financial Officer  
Executive Director of Financial Services  
Assistant Superintendent for Human Resources  
Executive Director of Human Resources  
Executive Director of Communications

**Title I Schoolwide Elements:** None

**Problem Statements:**  
District Processes & Programs 4  
Perceptions 3

**Formative**

**Nov**

**Jan**

**Mar**

**Summative**

**May**

**Strategy 3:** Implement a new Financial Information System.

- Define project time line for a December 31, 2021 go-live date
- Analysis of process and procedural changes to increase efficiencies
- Parallel process to ensure accuracy of data

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**Strategy's Expected Result/Impact:** More efficient operations across all of NISD.

**Staff Responsible for Monitoring:** Financial Services Department  
Human Resources Department  
Technology Division

**Title I Schoolwide Elements:** None

**Problem Statements:**  
District Processes & Programs 4  
Perceptions 3

**Formative**

**Nov**

**Jan**

**Mar**

**Summative**

**May**

**Strategy 4:** Develop NISD budget vision and 5-year projection.

- Analysis and implementation of strategic abandonment towards a balanced budget
- Evaluate all programs fairly and equitably
- Collaborative meetings to discuss program usage/effectiveness

**Strategy's Expected Result/Impact:** Movement toward a more balanced annual budget.  
 Defining what programs/services are most impactful for our students.  
 Elimination of those programs/services that are not serving our students in the best way possible.

**Staff Responsible for Monitoring:** Chief Financial Officer  
 Executive Director of Financial Services  
 Executive Cabinet

**Title I Schoolwide Elements:** None

**Problem Statements:**  
 Demographics 3  
 District Processes & Programs 4  
 Perceptions 3

**Formative**

**Nov**

**Jan**

**Mar**

**Summative**

**May**

**Strategy 5:** Achieve the highest standards in financial accountability and transparency.

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- Earn a Superior rating on the annual school FIRST report
- Receive the Certificate of Excellence in Financial Reporting from Association of School Business Officials (ASBO) and Government Finance Officers Association (GFOA) for the Comprehensive Annual Financial Report
- Earn the Purchasing Award of Merit with Recognized Status from Texas Association of School Business Officials (TASBO)
- Investigate The Texas Comptroller of Public Accounts' Transparency Stars program

**Strategy's Expected Result/Impact:** Maintain or improve current bond ratings.  
 Continue to bolster confidence and support in the community regarding Northwest ISD's financial management.

**Staff Responsible for Monitoring:** Chief Financial Officer  
 Executive Director of Financial Services  
 Executive Director of Purchasing

**Title I Schoolwide Elements:** None

**Problem Statements:**  
 District Processes & Programs 4  
 Perceptions 3

**Formative**

**Nov**

**Jan**

**Mar**

**Summative**

**May**



No Progress



Accomplished



Continue/Modify



Discontinue

### Demographics

**Problem Statement 3:** As a fast-growth district, it is important that we stay ahead of the influx of development and the increase in population that comes with it. As the district grows, proper planning and constructing of new facilities is crucial to provide the learning environments that our community expects and the district has built a reputation on. Implementing district-wide planning processes in an effort to prepare us for the incoming growth is as critical as planning for the fiscal responsibility that comes with it. **Root Cause:** Our largest challenge is the available land for development that exist within our district's boundaries. This availability combined with the flourishing job market, attractive business and housing developments, access to major highways, and the success of the district are drawing new residents and businesses to our area at a rapid rate.

### District Processes & Programs

**Problem Statement 5:** Development and maintenance of Northwest ISD's budgetary and financial planning processes are challenged by the district's fast growth, the desire for a balanced budget, and the impact of Texas' new school finance system. **Root Cause:** As a public school district, we have an obligation to taxpayers, the state, our community, and our students to maintain our fiduciary responsibility and develop a sustainable budget for Northwest ISD.

### Perceptions

**Problem Statement 4:** Development and maintenance of Northwest ISD's budgetary and financial planning processes are challenged by the district's fast growth, the desire for a balanced budget, and the impact of Texas' new school finance system. **Root Cause:** As a public school district, we have an obligation to taxpayers, the state, our community, and our students to maintain our fiduciary responsibility and develop a sustainable budget for Northwest ISD.

**Performance Objective 3: COVID-19:** NISD will respond to the challenges of COVID-19, as well as abide by state and local guidance, in an effort to ensure instructional continuity and support the health and safety of all.

<b>Strategy 1:</b> Provide protocols, procedures, and support for the safety and well-being of our students and staff related to the COVID-19 pandemic.	
<p><b>Strategy's Expected Result/Impact:</b> Increase awareness and provide transparency on COVID-19 processes, data, and information. Continuous monitoring of NISD's protocols in response to federal, state, and local authorities and health departments. Actively respond to the needs of our campuses in response to COVID-19.</p> <p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Facilities Executive Director of Benefits and Risk Management Executive Director of Student Services</p> <p><b>Title I Schoolwide Elements:</b> None</p>	<p><b>Formative</b></p>
	<p><b>Nov</b></p>
	<p><b>Jan</b></p>
	<p><b>Mar</b></p>
<p><b>Problem Statements:</b> District Processes &amp; Programs 6 Perceptions 6</p>	<p><b>Summative</b></p>
	<p><b>May</b></p>
<b>Strategy 2:</b> Develop, implement, and refine a Remote Learning Plan to meet the needs of all virtual learners.	
<p><b>Strategy's Expected Result/Impact:</b> Meet the educational needs of students learning remotely due to COVID-19.</p> <p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction All Curriculum and Instruction Executive Directors and Teams Principals</p> <p><b>Title I Schoolwide Elements:</b> None</p>	<p><b>Formative</b></p>
	<p><b>Nov</b></p>
	<p><b>Jan</b></p>
	<p><b>Mar</b></p>
<p><b>Problem Statements:</b> District Processes &amp; Programs 5 Perceptions 5</p>	<p><b>Summative</b></p>
	<p><b>May</b></p>

**Strategy 3:** Support the development of co-requisite skills to bridge content taught during remote learning with new grade-level content through curriculum design.

<p><b>Strategy's Expected Result/Impact:</b> Address learning gaps due to school closure and spring remote learning to beginning of the year.</p> <p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction Executive Director for Curriculum and Professional Learning Curriculum Team</p> <p><b>Title I Schoolwide Elements:</b> None</p> <p><b>Problem Statements:</b> District Processes &amp; Programs 5 Perceptions 5</p>	<b>Formative</b>
	<b>Nov</b>
	<b>Jan</b>
	<b>Mar</b>
	<b>Summative</b>
	<b>May</b>

**Strategy 4:** Design and provide Connected Learning Training for all NISD teachers to support strong instructional practices with embedded technology tools for interactive learning.

<p><b>Strategy's Expected Result/Impact:</b> Support teachers and increase capacity to effectively teach students remotely.</p> <p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction Executive Director of Curriculum and Professional Learning Executive Director of Technology Curriculum Team Instructional Technology Team</p> <p><b>Title I Schoolwide Elements:</b> None</p> <p><b>Problem Statements:</b> District Processes &amp; Programs 2, 5 Perceptions 1, 5</p>	<b>Formative</b>
	<b>Nov</b>
	<b>Jan</b>
	<b>169 Mar</b>
	<b>Summative</b>
	<b>May</b>

**Strategy 5:** Assess, add, and rebuild digital tools for remote and in-person learning.

<p><b>Strategy's Expected Result/Impact:</b> Ensure technology infrastructure and resources are available to meet the needs of all students.</p> <p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction Executive Director of Technology Technology Team Instructional Technology Team</p> <p><b>Title I Schoolwide Elements:</b> None</p> <p><b>Problem Statements:</b> District Processes &amp; Programs 5 Perceptions 5</p>	<b>Formative</b>
	<b>Nov</b>
	<b>Jan</b>
	<b>Mar</b>
	<b>Summative</b>
	<b>May</b>



No Progress



Accomplished



Continue/Modify



Discontinue

### District Processes & Programs

**Problem Statement 2:** Exceptional, highly effective staff members are essential to providing a successful learning environment. NISD strives to maintain a highly effective and diverse staff to meet the needs of our students. **Root Cause:** Employees who do not feel adequately supported, valued for their expertise, or feel they are part of an inclusive environment are likely to seek employment elsewhere.

**Problem Statement 6:** With the onset of the COVID-19 pandemic, public school systems have been faced with how to continue to provide a continuity of instruction for students learning remotely while also providing instruction and support to students learning in-person. **Root Cause:** The new coronavirus disease (COVID-19) is causing an outbreak of respiratory illness and even deaths worldwide, The situation is rapidly evolving as the world learns more about the highly contagious disease. COVID-19 has sparked unprecedented preventative measures worldwide, including emergency health orders, required school closings, and recommendations for social-distancing and limiting large gatherings.

**Problem Statement 7:** We have an obligation to our students, staff, and community to provide a safe learning environment while responding to the COVID-19 pandemic. Beyond the safe learning environment, NISD will also need to take preventative measures, monitor protocols, and respond to any developments as a result of COVID-19. **Root Cause:** The new coronavirus disease (COVID-19) is causing an outbreak of respiratory illness and even deaths worldwide, The situation is rapidly evolving as the world learns more about the highly contagious disease. COVID-19 has sparked unprecedented preventative measures worldwide, including emergency health orders, required school closings, and recommendations for social-distancing and limiting large gatherings.

### Perceptions

**Problem Statement 1:** Exceptional, highly effective staff members are essential to providing a successful learning environment. NISD strives to maintain a highly effective and diverse staff to meet the needs of our students. **Root Cause:** Employees who do not feel adequately supported, valued for their expertise, or feel they are part of an inclusive environment are likely to seek employment elsewhere. 170

**Problem Statement 5:** With the onset of the COVID-19 pandemic, public school systems have been faced with how to continue to provide a continuity of instruction for students learning remotely while also providing instruction and support to students learning in-person. **Root Cause:** The new coronavirus disease (COVID-19) is causing an outbreak of respiratory illness and even deaths worldwide, The situation is rapidly evolving as the world learns more about the highly contagious disease. COVID-19 has sparked unprecedented preventative measures worldwide, including emergency health orders, required school closings, and recommendations for social-distancing and limiting large gatherings.

**Problem Statement 6:** We have an obligation to our students, staff, and community to provide a safe learning environment while responding to the COVID-19 pandemic. Beyond the safe learning environment, NISD will also need to take preventative measures, monitor protocols, and respond to any developments as a result of COVID-19. **Root Cause:** The new coronavirus disease (COVID-19) is causing an outbreak of respiratory illness and even deaths worldwide, The situation is rapidly evolving as the world learns more about the highly contagious disease. COVID-19 has sparked unprecedented preventative measures worldwide, including emergency health orders, required school closings, and recommendations for social-distancing and limiting large gatherings.

**Performance Objective 4: Diversity:** NISD will embrace a diverse culture by encouraging cultural proficiency, eliminating bias, and intentionally increasing staff awareness in an effort to support and engage all students, staff, families, and communities.

<b>Strategy 1:</b> Expand representation and participation of members in the NISD Equity Committee. Intentionally recruit a range of district stakeholders to develop, implement and review equity, inclusion and diversity awareness for culturally proficient district employees, students, and families.	
<b>Strategy's Expected Result/Impact:</b> Ensure equity, inclusion, and diversity for students and staff across NISD.	<b>Formative</b>
<b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction Assistant Superintendent for Human Resources Curriculum and Instruction Executive Director Team Equity Committee members	<b>Nov</b> <b>Jan</b> <b>Mar</b>
<b>Title I Schoolwide Elements:</b> 2.4, 2.6, 3.2	<b>Summative</b>
<b>Problem Statements:</b> Demographics 2 District Processes & Programs 2, 7 Perceptions 1, 4	<b>May</b>
<b>Strategy 2:</b> Create an NISD Equity Framework to ensure inclusivity and equity across all aspects of the organization.	
<b>Strategy's Expected Result/Impact:</b> Articulate what equity means in NISD.	<b>Formative</b>
<b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Curriculum and Instruction Assistant Superintendent for Human Resources Curriculum and Instruction Executive Director Team Equity Committee members	<b>Nov</b> <b>Jan</b> <b>Mar</b>
<b>Title I Schoolwide Elements:</b> 2.4, 2.6	<b>Summative</b>
<b>Problem Statements:</b> Demographics 2 District Processes & Programs 7 Perceptions 4	<b>May</b>

**Strategy 3:** Provide opportunities for all staff to build cultural competency and understanding.

**Strategy's Expected Result/Impact:** Build cultural competency and understanding.

**Staff Responsible for Monitoring:** Assistant Superintendent for Curriculum and Instruction  
 Assistant Superintendent for Human Resources  
 Curriculum and Instruction Executive Director Team  
 Equity Committee members

**Title I Schoolwide Elements:** 2.4, 2.6

**Problem Statements:**  
 Demographics 2  
 District Processes & Programs 7  
 Perceptions 4

**Formative**

**Nov**

**Jan**

**Mar**

**Summative**

**May**

**Strategy 4:** Increase Historically Black Colleges and Universities (HBCU) and Hispanic Association of Colleges and Universities (HACU) partnerships, virtual opportunities, and parent education for post-secondary opportunities.

**Strategy's Expected Result/Impact:** Increase the diversity of staff to better reflect students.  
 Ensure equity, inclusion, and diversity for students and staff across NISD.

**Staff Responsible for Monitoring:** Assistant Superintendent for Curriculum and Instruction  
 Executive Director of College and Career Readiness and Innovation  
 College and Career Readiness and Innovation Team

**Title I Schoolwide Elements:** 3.2

**Problem Statements:**  
 Demographics 2  
 District Processes & Programs 7  
 Perceptions 4

**Formative**

**Nov**

**Jan**  
 172  
**Mar**

**Summative**

**May**

**Strategy 5:** Increase student exposure to a variety of culturally diverse literature, resources, and activities that expose students to a various cultures, experiences, and people.

**Strategy's Expected Result/Impact:** Ensure equity, inclusion, and diversity for students across NISD.  
Build cultural competency and understanding.

**Staff Responsible for Monitoring:** Assistant Superintendent for Curriculum and Instruction  
Executive Director of Curriculum and Professional Learning  
Curriculum Team  
Campus principals and teachers

**Title I Schoolwide Elements:** 2.4, 2.5, 2.6

**Problem Statements:**  
Demographics 2  
Student Learning 1  
District Processes & Programs 7  
Perceptions 4

**Formative**

**Nov**

**Jan**

**Mar**

**Summative**

**May**



No Progress



Accomplished



Continue/Modify



Discontinue

### Demographics

**Problem Statement 2:** Because of the social unrest and division in our nation, Northwest ISD has a responsibility to ensure a community of diverse learners and leaders. There is evidence that some students and staff may feel excluded and not treated equally in our district. We also realize that there are potential biases and gaps in opportunities due to cultural and economic barriers. Additionally, our staff demographics should be reflective of student demographics in order to better serve our students, and at present they are not. **Root Cause:** Unintentional bias can lead to limited understanding and acceptance of people from other backgrounds, cultures, and/or ethnicities. The unique upbringing, experiences, and perceptions of each individual alters how they view and understand real and perceived equality issues. Our fast-growth school district is attracting more people to the area, increasing awareness of our community's diversity - culturally, religious, socio-economically, ability, technologically, etc.

### Student Learning

**Problem Statement 3:** Approximately 80-85% of NISD students at any grade level are reading on grade level at the end of each year. We continue to maintain our dedication to reaching 90% of all students reading on or above level as measured by local and state assessments. In addition, we see a need to increase the percent of students performing beyond that level and performing at the next higher level. Achievement gaps are present between student groups across the district, requiring focused attention and targeted instruction in order to close these gaps. **Root Cause:** Every year we welcome hundreds of new students into our NISD family. They come to us from a wide array of backgrounds. A root cause to our data remaining steady over the past years is attributed, partly, to our rapid growth. Our schools strive to quickly identify each child's strengths and areas of focus which takes expertise, time, and resources dedicated to knowing each child's needs. Additionally, we see challenges in equity among students from low socio-economic households, as well as students with special learning needs. Significant efforts are critical to closing these gaps and ensuring that every student achieves at high levels.

### District Processes & Programs

**Problem Statement 2:** Exceptional, highly effective staff members are essential to providing a successful learning environment. NISD strives to maintain a highly effective and diverse staff to meet the needs of our students. **Root Cause:** Employees who do not feel adequately supported, valued for their expertise, or feel they are part of an inclusive environment are likely to seek employment elsewhere.

**Problem Statement 3:** Because of the social unrest and division in our nation, Northwest ISD has a responsibility to ensure a community of diverse learners and leaders. There is evidence that some students and staff may feel excluded and not treated equally in our district. We also realize that there are potential biases and gaps in opportunities due to cultural and economic barriers. Additionally, our staff demographics should be reflective of student demographics in order to better serve our students, and at present they are

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### Perceptions

**Problem Statement 1:** Exceptional, highly effective staff members are essential to providing a successful learning environment. NISD strives to maintain a highly effective and diverse staff to meet the needs of our students. **Root Cause:** Employees who do not feel adequately supported, valued for their expertise, or feel they are part of an inclusive environment are likely to seek employment elsewhere.

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**Performance Objective 5:** Fast-Growth Planning: NISD will continue planning and a proactive response to district-wide growth.

**TEA Priorities:** None

**Evaluation Data Sources:** Quarterly demographic reports  
 TASB Staffing Reports  
 Completion of Professional Development Courses  
 Membership and involvement in the Fast Growth School Coalition

**Summative Evaluation:** None

**Strategy 1:** Continued engagement with the Long-Range Planning Committee and our community as a whole to educate the community regarding the bond referendums for 2020.

<p><b>Strategy's Expected Result/Impact:</b> Provide information and answers to questions regarding the upcoming bond referendums. Engage community through virtual and in-person meetings that complement the planning committee's process and provide factual information regarding the items included in the bond referendums. Educate the staff, students, and community on the impact of being a fast growth school district.</p> <p><b>Staff Responsible for Monitoring:</b> Assistant Superintendent for Facilities Executive Director of Communications</p> <p><b>Title I Schoolwide Elements:</b> None</p> <p><b>Problem Statements:</b> Demographics 3</p>	<b>Formative</b>
	<b>Nov</b>
	<b>Jan</b>
	<b>Mar</b>
	<b>Summative</b>
	<b>May</b>

**Strategy 2:** Implement a growth mindset throughout all departments.

<p><b>Strategy's Expected Result/Impact:</b> Review of quarterly demographic reports. Review of TASB Staffing Reports. Annual needs assessments, along with continued professional development opportunities for all staff. Membership in Fast Growth Schools Coalition.</p> <p><b>Staff Responsible for Monitoring:</b> Executive Cabinet</p> <p><b>Title I Schoolwide Elements:</b> None</p> <p><b>Problem Statements:</b> Demographics 3</p>	<b>Formative</b>
	<b>Nov</b>
	<b>Jan</b>
	<b>Mar</b>
	<b>Summative</b>
	<b>May</b>

 No Progress
  Accomplished
  Continue/Modify
  Discontinue

**Demographics**

**Problem Statement 3:** As a fast-growth district, it is important that we stay ahead of the influx of development and the increase in population that comes with it. As the district

grows, proper planning and constructing of new facilities is crucial to provide the learning environments that our community expects and the district has built a reputation on. Implementing district-wide planning processes in an effort to prepare us for the incoming growth is as critical as planning for the fiscal responsibility that comes with it. **Root Cause:** Our largest challenge is the available land for development that exist within our district's boundaries. This availability combined with the flourishing job market, attractive business and housing developments, access to major highways, and the success of the district are drawing new residents and businesses to our area at a rapid rate.

# Addendums

# District Improvement Plan Requirements

The detailed strategies of the 2020-2021 District Improvement Plan reflect the identified areas of focus for the school year. While some of the following areas are detailed in the DIP, most are processes that are a part of the daily operations of the district and can be found on the district's website and/or in the Department Action Plans:

Requirements	NISD Action
<p>1. Instructional methods for all student groups not achieving their full potential, [TEC 11.252(a)(3)(A)]</p>	<ul style="list-style-type: none"> <li>● Literacy and Math Lab courses will provide students with an additional intervention time. Teachers of these classes will have additional professional development to meet the needs of these students, set goals, and progress monitor to best identify the needs and next steps for students that are struggling.</li> <li>● New courses have been developed and made available for our new to the country students that are second language learners. These newcomer courses will support these students' language needs.</li> </ul>
<p>2. Methods for addressing needs of students for special programs:</p> <ul style="list-style-type: none"> <li>a. suicide prevention including a parental or guardian notification procedure [TEC 11.252(3)(B)(i)]</li> <li>b. conflict resolution programs [TEC 11.252(3)(B)(ii)]</li> <li>c. violence prevention programs [TEC 11.252(3)(B)(iii)]</li> <li>d. dyslexia treatment programs [TEC 11.252(a)(3)(B)(iv)]</li> <li>e. Accelerated [TEC 11.252(c)(3)(H)]</li> </ul>	<p>Student Services</p> <ul style="list-style-type: none"> <li>a. Suicide prevention - NISD utilizes the evidence-based, SOS Signs of Suicide® Prevention Program including Training Trusted Adults, SOS for middle school students, and SOS for high school students. A parent letter is provided and parents can access the parent portal at <a href="https://sossignsof suicide.org">https://sossignsof suicide.org</a> Counselors follow the NISD Suicide Intervention protocol which requires notifying a parent/guardian and providing resources.</li> <li>b. Conflict resolution - NISD administrators, school counselors, and intervention counselors conduct mediation for students as needed. NISD adopted Social-Emotional Learning (SEL) competencies in 2018: self-awareness, self-management, social awareness, relationship skills, responsible decision-making, and personal well-being. These competencies promote prosocial behavior and conflict resolution.</li> </ul>

	<p>c. Violence prevention - NISD students and staff are trained in bullying and cyber-bullying: prevention, identification, responding to, and reporting incidences of bullying, violence, etc. Students are taught, "See Something, Say Something," and how to use the district's anonymous tip line reporting system to report undesired or suspicious activity:  <a href="https://www.p3campus.com/TipForm.aspx?ID=229">https://www.p3campus.com/TipForm.aspx?ID=229</a>  Administrators conduct Violent Risk Assessments utilizing a campus-based threat assessment team. Parents are notified and resources are provided.</p> <p>d. Dyslexia support - All interventionists and/or teachers that support students identified with dyslexia will receive training in MTA (Multisensory Teaching Approach). Continued job-embedded support will continue throughout the year to ensure fidelity of the program and provide additional professional learning for teachers.</p> <p>e. Accelerated education -</p> <ul style="list-style-type: none"> <li>● At-risk students will be identified at all grade levels and will receive appropriate compensatory, intensive or accelerated instructional services through the RTI process.</li> <li>● Support for students accelerating across school levels (i.e. elementary to middle school) will be supported by a remote math teacher. This teacher will provide a blended approach for their math instruction that will involve online instruction as well as face-to-face interaction. This will allow students to receive instruction at their current level with ongoing support from an instructor as well as work with peers from across the district.</li> </ul>
<p>3. Dropout reduction [TEC 11.255]</p>	<p>High school counselors conduct individual planning meetings with each high school student. Students are advised according to their graduation plan and needs. Students who are lacking credits are</p>

	<p>offered opportunities for credit acceleration and/or recovery through programs such as:</p> <ul style="list-style-type: none"> <li>● NISD’s online Edgenuity program</li> <li>● Board approved correspondence courses (Texas Tech K-12 or UT K-12)</li> <li>● Texas Virtual School Network (TXVSN)</li> <li>● Credit by exams (Texas Tech K-12 or UT K-12)</li> <li>● Summer school</li> </ul> <p>High school students at greater risk of dropping out may be referred for a higher level of services to the intervention counselor for any one of the following reasons:</p> <ul style="list-style-type: none"> <li>● Excessive academic struggles</li> <li>● Returning from DAEP/probation/parole</li> <li>● Returning from inpatient/outpatient facility</li> <li>● Behavioral risk factors including drugs/alcohol</li> <li>● Conflict resolution/anger management</li> <li>● Qualifies for McKinney-Vento</li> <li>● In the custody or care of DFPS</li> <li>● Follow-up care for suicidal ideation, suicidal attempt, or self-harm</li> </ul> <p>Intervention counselors provide further opportunity for individual counseling, group counseling, or peer support programs.</p> <p>NISD high school counselors also inform parents/students, as requested, of other opportunities such as the General Education Development (GED) testing and Job Corps.</p>
<p>4. Integration of technology in instructional and administrative programs [TEC 11.252(a)(3)(D)]</p>	<p>NISD is a 1 to 1 district in grades PK-12. Each student is provided a device or the option to bring their own.</p> <p>Teacher training and technology is provided annually.</p>
<p>5. Discipline management including unwanted physical or verbal aggression and sexual harassment [TEC 11.252(3)(E) and TEC 37.083(a)]</p>	<p>180 ● NISD has adopted the TASB Model for SCOC</p> <p>● Staff training for Behavior Response to Intervention and Restorative Practices</p>

	<ul style="list-style-type: none"> <li>● FFI (LEGAL) Student Welfare Freedom from Bullying &amp; FFI (LOCAL) Student Welfare Freedom from Bullying</li> <li>● SB 2432 Harassment of a District Employee</li> <li>● Transition plans for students returning from DAEP or JJAEP</li> <li>● New mitigating factors to consider whether a student is homeless or in DFPS conservatorship in decision to suspend, expel, or place a student in DAEP. (HB 811)</li> </ul>
<p>6. Dating violence [TEC 37.0831]</p>	<p>NISD staff are trained in dating violence:</p> <ul style="list-style-type: none"> <li>● Statistics and information</li> <li>● NISD local policy, harassment</li> <li>● Definition and examples</li> <li>● Reporting procedures</li> <li>● Safety planning</li> </ul> <p>NISD students are trained in dating violence:</p> <ul style="list-style-type: none"> <li>● Healthy relationships vs. unhealthy relationships</li> <li>● Examples of abuse</li> <li>● Requesting help</li> </ul> <p>NISD administrators utilize an NISD stay-away agreement for students, when necessary.</p>
<p>7. Sexual abuse, sex trafficking, and other maltreatment of children, including methods for increasing staff, student and parent awareness and staff training [TEC 38.0041], [TEC 11.252(c)(9)]; Policy addressing sexual abuse and other maltreatment of students [TEC 11.252(a)(9)] and [TEC 38.0041]</p>	<ul style="list-style-type: none"> <li>● NISD provided training to all professional employees regarding child sexual abuse and other maltreatment (abuse, neglect). As required, the training included: <ul style="list-style-type: none"> <li>-factors indicating a child is at risk for sexual abuse or other maltreatment</li> <li>-likely warning signs indicating a child may be a victim of sexual abuse or other maltreatment</li> <li>-internal procedures for seeking assistance for a child who is at risk for sexual abuse or other maltreatment, including referral to a school counselor, a social worker, or another mental health professional</li> <li>-techniques for reducing a child's risk of sexual abuse or other maltreatment</li> <li>-community organizations that have relevant existing research-based programs that are able to provide training or other education for school district or open-enrollment charter school staff members, students, and parents</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● All new employees also complete an additional 2-hour, Darkness to Light training specific to child sexual abuse</li> <li>● NISD campuses post the state mandated, “It’s OK To Tell!” posters in English and Spanish</li> <li>● NISD provides anti-victimization programming for elementary students through Alliance For Children’s, P.S. It’s My Body.</li> <li>● Elementary parents receive a letter regarding the P.S. It’s My Body Program with resources on the district website.</li> <li>● ALL parents have access to the following Child/Sexual Abuse resources on the district website: <ul style="list-style-type: none"> <li>-Statistics</li> <li>-Prevention techniques</li> <li>-Warning signs of possible sexual abuse</li> <li>-Myths about child sexual abuse</li> <li>-How to respond to an outcry of abuse</li> <li>-Child/sexual abuse resources</li> </ul> </li> <li>● NISD campuses raise awareness and recognize the national child abuse prevention month, April</li> <li>● NISD secondary students receive guidance on types of abuse, signs, and how to report abuse or request help</li> <li>● NISD will be researching educational materials to provide to parents to help with their identification of sex trafficking.</li> <li>● See Addendum - Northwest ISD Board Policy BBD, BJCB, BQ, DMA, and FFG.</li> </ul>
<p>8. Career education to assist students in developing the knowledge, skills, and competencies necessary for a broad range of career opportunities [TEC 11.252(3)(G)]</p>	<p>Actions:</p> <ul style="list-style-type: none"> <li>● All students grades 8-12 will have completed a Naviance interest survey.</li> <li>● All Professional Communications instructors will have taken Texas OnCourse Training.</li> <li>● All 8th grade students will complete professional communications or AVID and receive career education in these courses.</li> <li>● All district communication concerning programs of studies is made available to the public.</li> </ul>

	<ul style="list-style-type: none"> <li>● All programs of studies are aligned to postsecondary opportunities and workforce expectations.</li> <li>● All students in grades 9-12 have access to Career and Technical education.</li> <li>● Students are provided opportunities to earn dual credit in 4 CTE programs of study.</li> <li>● A secondary Career Resource Center beyond the Counseling Go Centers will be established at each high-school campus with a variety of career interest materials available for free in various languages.</li> </ul>
<p>9. Strategies for recruiting highly effective teachers</p>	<p>HR</p> <ul style="list-style-type: none"> <li>● University job fairs</li> <li>● Host District job fair</li> <li>● Competitive salaries and insurance benefits</li> </ul> <p>CCR:</p> <ul style="list-style-type: none"> <li>● Strategically seek applicants who meet current requirements for dual credit through Tarrant County College.</li> <li>● Advertise career opportunities with Career and Technical Teacher organizations i.e. VATAT, CTAT, ACTE etc.</li> <li>● Utilize industry partnerships such as Medstar and Medical City Alliance to secure industry professionals with teaching credentials for medical training programs within NISD.</li> </ul>
<p>10. Information for middle school, junior high, and high school students, their teachers and counselors and their parents about</p> <ol style="list-style-type: none"> <li>a. higher education admissions and financial aid opportunities</li> <li>b. the TEXAS grant program and the Teach for Texas grant program</li> <li>c. the need for students to make informed curriculum choices to be prepared for success beyond high school</li> <li>d. sources of information on higher education admissions and financial aid [TEC 11.252(c)(4)(A-D)]</li> </ol>	<ul style="list-style-type: none"> <li>● All students complete a 4 year plan</li> <li>● College and Career Facilitators have been added to help assist the number of students enrolling and pursuing post secondary opportunities in high school.</li> <li>● All secondary students are afforded information, assistance and advisement concerning FASFA.</li> <li>● Texas Tech University College Counselor will work directly with students concerning postsecondary opportunities.</li> <li>● All secondary students will have access to Naviance.</li> </ul>

<p>11. Staff development for professional staff of the district [TEC 11.252(3)(F)]</p>	<p>CCR</p> <ul style="list-style-type: none"> <li>● Introduce CTE Externship program fully for 2019-2020. Award 10 Summer Externships for teachers to experience industry opportunities.</li> <li>● Cross train all STEM Science and Math content teachers in PLTW core training.</li> <li>● Establish membership and drive participation by CTE teachers in the North Central Texas Professional Learning Network (NCTX PLAN)</li> <li>● Ensure all Math and Science CTE teachers have completed Texas Gateway Courses.</li> <li>● Establish Industry advisory boards for all NISD Programs of Study</li> </ul>
<p>12. Freedom from bullying policy</p>	<ul style="list-style-type: none"> <li>● NISD students and staff are trained in bullying and cyber-bullying: prevention, identification, responding to, and reporting incidences of bullying, violence, etc. Students are taught, “See Something, Say Something,” and how to use the District’s anonymous tip line reporting system to report undesired or suspicious activity: <a href="https://www.p3campus.com/TipForm.aspx?ID=229">https://www.p3campus.com/TipForm.aspx?ID=229</a></li> <li>● See Addendum - Northwest ISD Board Policy FFI (Legal) and FFI (Local)</li> </ul>
<p>13. Law enforcement duties of peace officers, school resource officers, and security personnel [TEC 38.081</p>	<ul style="list-style-type: none"> <li>● NISD contracts with local entities to provide school resource officers.</li> </ul>
<p>14. Positive behavior interventions and support, including interventions and support that integrate best practices on grief-informed and trauma-informed care [TEC 11.252(a)(3)(E); Trauma-informed care policy (Senate Bill 11)</p>	<ul style="list-style-type: none"> <li>● NISD staff are required to complete annual trauma-informed care &amp; grief training</li> <li>● See Addendum - Northwest ISD Board Policy BQ, DMA, and FFBA.</li> </ul>
<p>15. State Compensatory Education Program</p>	<ul style="list-style-type: none"> <li>● Provide opportunities for struggling students, special populations, or students not meeting standards on state assessments, to include Rtl strategies, coordination with general education instruction, Reading Recovery, accelerated instruction, homebound services, and summer school opportunities.</li> <li>● Staff to work directly with at-risk students: at-risk counselor, intervention counselors, Reading Recovery teachers, At-risk</li> </ul>

	<p>teachers, Rtl teachers, truancy intervention counselor, Family &amp; Pregnancy Outreach Facilitator, at-risk paraprofessional and intervention specialists</p>
<p>16. Pregnancy-Related Services (PRS)[Student Attendance Accounting Handbook, Section 9.5]</p>	<ul style="list-style-type: none"> <li>● Provide 100% eligible pregnant/parenting students with Compensatory Education Home Instruction (CEHI) by last of day of academic school year as required by the Texas Education Agency.</li> <li>● Eligible students participating in the Pregnancy, Education and Parenting Program will receive the opportunity for case management to include individual/group support, child care assistance, community referral and college/career exploration in addition to Compensatory Education Home Instruction.</li> <li>● Compensatory Education allotments support personnel in maintaining home instruction and documentation as required by the Texas Education Agency.</li> </ul>
<p>Title 1A</p>	<ul style="list-style-type: none"> <li>● District level parental involvement activities, training and support through Parents As Teachers program</li> <li>● Additional staff provided to Title 1 campuses (CIT, intervention specialist, and aides)</li> <li>● Parenting education</li> </ul>
<p>Title ID</p>	<ul style="list-style-type: none"> <li>● Activities that facilitate the transition of from the correctional program in an institution to employment <ul style="list-style-type: none"> <li>○ motivational speakers</li> <li>○ job skill training</li> </ul> </li> <li>● Academic support</li> </ul>
<p>Title II</p>	<ul style="list-style-type: none"> <li>● New teacher induction program</li> <li>● Professional development and training for instructional leaders</li> <li>● Rtl coordinator salary</li> <li>● ESL certification reimbursement</li> <li>● Private non-profit school partnership</li> <li>● New district wide dyslexia program training and materials</li> </ul>
<p>Title III</p>	<ul style="list-style-type: none"> <li>● ESL/Bilingual Instructional coach</li> <li>● Bilingual Parents As Teachers &amp; Newcomers staff</li> </ul>

	<ul style="list-style-type: none"><li>● Parent liaison</li></ul>
Title IV	<ul style="list-style-type: none"><li>● Hot spots to increase at-risk students accessibility to credit recovery</li><li>● SEL staff training</li><li>● AP exam support for FRL students</li><li>● College tuition support for FRL students</li><li>● OnRamps textbook support for FRL</li><li>● Duke Tip support for FRL</li><li>● Enrichment summer camps for FRL</li><li>● Private non-profit school partnerships</li></ul>

**Definitions**

**Bullying**

**“Bullying”:**

1. Means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements below and that:
  - a. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property;
  - b. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
  - c. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
  - d. Infringes on the rights of the victim at school; and
2. Includes cyberbullying.

**Cyberbullying**

“Cyberbullying” means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

**Applicability**

These provisions apply to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
  - a. Interferes with a student’s educational opportunities; or

- b. Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

**Policy**

The board shall adopt a policy, including any necessary procedures, concerning bullying that:

1. Prohibits the bullying of a student;
2. Prohibits retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying;
3. Establishes a procedure for providing notice of an incident of bullying to:
  - a. A parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and
  - b. A parent or guardian of the alleged bully within a reasonable amount of time after the incident;
4. Establishes the actions a student should take to obtain assistance and intervention in response to bullying;
5. Sets out the available counseling options for a student who is a victim of or a witness to bullying or who engages in bullying;
6. Establishes procedures for reporting an incident of bullying, including procedures for a student to anonymously report an incident of bullying, investigating a reported incident of bullying, and determining whether the reported incident of bullying occurred;
7. Prohibits the imposition of a disciplinary measure on a student who, after an investigation, is found to be a victim of bullying, on the basis of that student's use of reasonable self-defense in response to the bullying; and
8. Requires that discipline for bullying of a student with disabilities comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.).

The policy and any necessary procedures must be included annually in the student and employee handbooks and in the district improvement plan under Education Code 11.252. [See BQ]

**Internet Posting**

The procedure for reporting bullying must be posted on a district's Internet Web site to the extent practicable.

**Prevention and  
Mediation**

A district may establish a district-wide policy to assist in the prevention and mediation of bullying incidents between students that:

1. Interfere with a student's educational opportunities; or
2. Substantially disrupt the orderly operation of a classroom, school, or school-sponsored or school-related activity.

*Education Code 37.0832*

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**Note:** This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

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<b>Bullying Prohibited</b>	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
<b>Retaliation</b>	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
<b>False Claim</b>	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
<b>Timely Reporting</b>	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
<b>Reporting Procedures</b>	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Student Report	
Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

<b>Report Format</b>	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
<b>Notice of Report</b>	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
<b>Prohibited Conduct</b>	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
<b>Investigation of Report</b>	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
<b>Concluding the Investigation</b>	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</p>
<b>Notice to Parents</b>	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
<b>District Action</b>	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
<i>Discipline</i>	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

	<p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
<i>Corrective Action</i>	<p>Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.</p>
<i>Transfers</i>	<p>The principal or designee shall refer to FDB for transfer provisions.</p>
<i>Counseling</i>	<p>The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.</p>
Improper Conduct	<p>If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.</p>
<b>Confidentiality</b>	<p>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.</p>
<b>Appeal</b>	<p>A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.</p>
<b>Records Retention</b>	<p>Retention of records shall be in accordance with CPC(LOCAL).</p>
<b>Access to Policy and Procedures</b>	<p>This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.</p>

**Open Meetings Act  
Training**

Not later than the 90th day after taking the oath of office, each board member shall complete training of not less than one and not more than two hours regarding the responsibilities of the board and its members under Government Code Chapter 551 (Texas Open Meetings Act).

The attorney general may provide the training and may also approve other acceptable sources of training.

The board shall maintain and make available for public inspection the record of its members' completion of the training. The failure of one or more members of the board to complete the training does not affect the validity of an action taken by the board.

*Gov't Code 551.005*

**Public Information  
Act Training**

Not later than the 90th day after taking the oath of office, each board member shall complete training of not less than one and not more than two hours regarding the responsibilities of the board and its officers and employees under Government Code Chapter 552 (Public Information Act). A board member may designate a public information coordinator to satisfy the training for the board member if the public information coordinator is primarily responsible for administering the responsibilities of the board member or board under the Public Information Act. [See GBAA regarding public information coordinator training] *Gov't Code 552.012*

**SBOE-Required  
Training**

A trustee must complete any training required by the State Board of Education (SBOE). *Education Code 11.159*

The continuing education required under Education Code 11.159 applies to each member of the board and consists of orientation sessions, an annual team-building session with the board and the superintendent, and specified hours of continuing education based on identified needs. To the extent possible, an entire board shall participate in continuing education programs together. *19 TAC 61.1(b), (i)*

The SBOE's framework for governance leadership [see BBD(EX-HIBIT)] shall be distributed annually by the board president to all current board members and the superintendent. *19 TAC 61.1(a)*

No continuing education shall take place during a board meeting unless that meeting is called for the delivery of board member continuing education. Continuing education may take place before or after a legally called board meeting in accordance with Government Code 551.001(4) (definition of "meeting"). *19 TAC 61.1(c)*

Annually, the SBOE shall commend those board-superintendent teams that receive at least eight hours of continuing education in

the continuing education specified at Team Building and Annual Continuing Education below as an entire board-superintendent team.

Annually, the SBOE shall commend those board-superintendent teams that effectively implement the commissioner of education's trustee improvement and evaluation tool developed under Education Code 11.182 [see BG] or any other tool approved by the commissioner.

*19 TAC 61.1(k), (l)*

Reporting

At the last regular board meeting before an election of trustees, the board president shall announce the name of each board member who has completed the required continuing education, who has exceeded the required hours of continuing education, and who is deficient in meeting the required continuing education as of the anniversary of the date of each board member's election or appointment to the board. The announcement shall state that completing the required continuing education is a basic obligation and expectation of any board member under SBOE rule. The minutes of the last regular board meeting held before an election of trustees must reflect whether each trustee has met or is deficient in meeting the training required for the trustee as of the first anniversary of the date of the trustee's election or appointment. The president shall cause the minutes to reflect the announcement and, if the minutes reflect that a trustee is deficient in training as of the anniversary of his or her joining the board, the district shall post the minutes on the district's internet website within ten business days of the meeting and maintain the posting until the trustee meets the requirements. *19 TAC 61.1(j); Education Code 11.159(b)*

Orientation

*Local District  
Orientation*

Each new board member shall participate in a local district orientation session within one year before or 120 days after the board member's election or appointment. The purpose of this orientation is to familiarize new board members with local board policies and procedures and district goals and priorities. The orientation shall be at least three hours in length for each new board member and, in addition to topics chosen by the district, shall address local district practices in curriculum and instruction, business and finance operations, district operations, superintendent evaluation, and board member roles and responsibilities.

Any sitting board member may attend or participate in the local district orientation.

*19 TAC 61.1(b)(1)(A)*

<i>Education Code Orientation</i>	A sitting board member shall receive a basic orientation to the Education Code and relevant legal obligations. The orientation shall have special but not exclusive emphasis on statutory provisions related to governing Texas school districts. The orientation shall be delivered by regional education service centers and shall be no less than three hours in length. Topics shall include Chapter 26 (Parental Rights and Responsibilities) and Education Code 28.004 (Local School Health Advisory Council and Health Education Instruction).
New Members	A newly elected or appointed board member shall receive the Education Code orientation within the first 120 days of service.
Current Members	The Education Code orientation shall be open to any sitting board member who chooses to attend.  <i>19 TAC 61.1 (b)(1)(B)</i>
Legislative Updates	After each session of the Texas Legislature, each board member shall receive an update to the basic orientation to the Education Code from a regional education service center or any registered provider. A board member who has attended a basic orientation session given by a service center that incorporates the most recent legislative changes is not required to attend an update. <i>19 TAC 61.1(b)(1)(C)</i>
Team Building	Annually, the entire board, including all board members, shall participate with their superintendent in a team-building session facilitated by a regional education service center or any registered provider. The team-building session shall be at least three hours in length.  The purpose of the team-building session is to enhance the effectiveness of the board-superintendent team and to assess the continuing education needs of the board-superintendent team. The session shall include a review of the roles, rights, and responsibilities of the board as outlined in the framework for governance leadership. The assessment of needs shall be based on the framework for governance leadership [see BBD(EXHIBIT)] and shall be used to plan continuing education activities for the governance leadership team for the year.  <i>19 TAC 61.1(b)(2)</i>
Annual Continuing Education	In addition to the continuing education requirements at Orientation and Team Building above, each board member shall receive additional continuing education on an annual basis in fulfillment of assessed needs and based on the framework for governance leadership. [See BBD(EXHIBIT)] The continuing education may be

provided by a regional education service center or other registered provider. *19 TAC 61.1(b)(3)*

At least 50 percent of the continuing education shall be designed and delivered by persons not employed or affiliated with a board member's school district. No more than one hour of the required continuing education that is delivered by the district may use self-instructional materials. *19 TAC 61.1(h)*

*First Year*

In the first year of service, a board member shall receive at least ten hours of continuing education in fulfillment of assessed needs. Up to five of the required ten hours may be fulfilled through online instruction, provided the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor. *19 TAC 61.1(b)(3)(A)*

*Subsequent Years*

After the first year of service, a board member shall receive at least five hours of continuing education annually in fulfillment of assessed needs. A board member may fulfill the five hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor. *19 TAC 61.1(b)(3)(B)*

*Board President*

A board president shall receive continuing education related to leadership duties of the board president as some portion of the annual requirement. *19 TAC 61.1(b)(3)(C)*

Evaluating Student  
Academic  
Performance

Each board member shall complete continuing education every two years on evaluating student academic performance.

The purpose of the training is to provide research-based information to board members that is designed to support the oversight role of the board of trustees outlined in Education Code 11.1515. [See BAA]

*19 TAC 61.1(b)(4)*

*Authorized Provider*

An authorized provider for training on evaluating student academic performance is a provider who is registered pursuant to 19 Administrative Code 61.1(f) and has demonstrated proficiency in the content required [see Contents, below]. *19 TAC 61.1(b)(4)(C)*

*Contents*

The training on evaluating student academic performance shall be at least three hours in length and include, at a minimum, the following:

1. Instruction in school board behaviors correlated to improved student outcomes with emphasis on inputs, outcomes, and collaborative student outcome goal setting;
2. Instruction in progress monitoring to improve student outcomes with emphasis on progress monitoring practices, formative assessments, interim assessments, and summative assessments; and
3. Instruction in state accountability with emphasis on the Texas Essential Knowledge and Skills, state assessment instruments administered under the Education Code Chapter 39, and the state accountability rating system.

If the training is attended by an entire board and its superintendent, includes a review of local school district data on student achievement, and otherwise meets the requirements described at Team Building above, the training may serve to meet a board member's obligation to receive training described at Team Building and at Evaluating Student Academic Performance, above, as long as the training complies with the Texas Open Meetings Act.

*19 TAC 61.1(b)(4)*

Identifying and Reporting Abuse

The SBOE shall require a trustee to complete every two years at least one hour of training on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children.

Time for Completion

A candidate may complete the training on evaluating student academic performance or identifying and reporting abuse up to one year before the candidate is elected.

A new trustee shall complete the training within 120 days after the date of the trustee's election or appointment.

A returning trustee shall complete the training by the second anniversary of the completion of the trustee's previous training.

*Education Code 11.159(c)(2), (c-2)*

Training Provider

A trustee or candidate may complete the training on evaluating student academic performance or identifying and reporting abuse at a regional education service center or through another authorized provider. *Education Code 11.159(d)*

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**Note:** For cybersecurity training requirements, see CQB(LEGAL).

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**Team Building**

The superintendent's participation in team building sessions as part of the board's continuing education [see BBD] shall represent one component of the superintendent's ongoing professional development. *19 TAC 61.1(b)*

**Identifying and Reporting Abuse**

Continuing education requirements for a superintendent must include at least two and a half hours of training every five years on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children. *Education Code 21.054(h)*

**Planning and  
Decision-Making  
Process**

A board shall adopt a policy to establish a district- and campus-level planning and decision-making process that will involve the professional staff of a district, parents of students enrolled in a district, business representatives, and community members in establishing and reviewing the district's and campuses' educational plans, goals, performance objectives, and major classroom instructional programs. *Education Code 11.251(b)*

The planning and decision-making requirements do not:

1. Prohibit a board from conducting meetings with teachers or groups of teachers other than the district-level committee meetings.
2. Prohibit a board from establishing policies providing avenues for input from others, including students or paraprofessional staff, in district- or campus-level planning and decision making.
3. Limit or affect the power of a board to govern the public schools.
4. Create a new cause of action or require collective bargaining.

*Education Code 11.251(g), .252(e), .253(f)*

**Evaluation**

At least every two years, a district shall evaluate the effectiveness of the district's decision-making and planning policies, procedures, and staff development activities related to district- and campus-level decision making and planning to ensure that they are effectively structured to positively impact student performance. *Education Code 11.252(d)*

**Administrative  
Procedure**

A board shall ensure that an administrative procedure is provided to clearly define the respective roles and responsibilities of the superintendent, central office staff, principals, teachers, district-level committee members, and campus-level committee members in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization.

A board shall ensure that the district-level planning and decision-making committee will be actively involved in establishing the administrative procedure that defines the respective roles and responsibilities pertaining to planning and decision making at the district and campus levels.

*Education Code 11.251(d)*

**Federal  
Requirements**

The district policy must provide that all pertinent federal planning requirements are addressed through the district- and campus-level planning process. *Education Code 11.251(f)*

**Required Plans**

A 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. A 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)*

Shared Services  
Arrangement for  
DAEP Services

A district participating in a shared services arrangement for disciplinary alternative education program (DAEP) services shall ensure that the district improvement plan and each campus-level plan include the performance of the DAEP student group for the district. The identified objectives for the improvement plans shall include:

1. Student groups served, including overrepresentation of students from economically disadvantaged families, with ethnic and racial representations, and with a disability who receive special education and limited English proficiency services;
2. Attendance rates;
3. Pre- and post-assessment results;
4. Dropout rates;
5. Graduation rates; and
6. Recidivism rates.

*19 TAC 103.1201(b)*

District  
Improvement Plan

A 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 achievement indicators. *Education Code 11.252(a)* [See AIA]

The district improvement plan must include provisions for:

1. A comprehensive needs assessment addressing performance on the achievement indicators, and other appropriate measures of performance, that are disaggregated by all stu-

- dent groups served by a district, including categories of ethnicity, socioeconomic status, sex, and populations served by special programs, including students in special education programs under Education Code Chapter 29, Subchapter A.
2. Measurable district performance objectives for all appropriate achievement indicators for all student populations, including students in special education programs under Education Code Chapter 29, Subchapter A, and other measures of student performance that may be identified through the comprehensive needs assessment.
  3. Strategies for improvement of student performance that include:
    - a. Instructional methods for addressing the needs of student groups not achieving their full potential.
    - b. Methods for addressing the needs of students for special programs, including:
      - (1) Suicide prevention programs, in accordance with Health and Safety Code Chapter 161, Subchapter O-1, which includes a parental or guardian notification procedure [see FFB];
      - (2) Conflict resolution programs;
      - (3) Violence prevention programs; and
      - (4) Dyslexia treatment programs.
    - c. Dropout reduction.
    - d. Integration of technology in instructional and administrative programs.
    - e. Discipline management.
    - f. Staff development for professional staff of a district.
    - g. Career education to assist students in developing the knowledge, skills, and competencies necessary for a broad range of career opportunities.
    - h. Accelerated education.
  4. Strategies for providing to middle school, junior high school, and high school students, those students' teachers and school counselors, and those students' parents information about:
    - a. Higher education admissions and financial aid opportunities.

- b. The TEXAS grant program and the Teach for Texas grant program.
  - c. The need for students to make informed curriculum choices to be prepared for success beyond high school.
  - d. Sources of information on higher education admissions and financial aid.
5. Resources needed to implement identified strategies.
  6. Staff responsible for ensuring the accomplishment of each strategy.
  7. Timelines for ongoing monitoring of the implementation of each improvement strategy.
  8. Formative evaluation criteria for determining periodically whether strategies are resulting in intended improvement of student performance.
  9. The trauma-informed care policy required under Education Code 38.036. [See FFBA]

*Education Code 11.252(a)*

10. The law enforcement duties of peace officers, school resource officers, and security personnel. *Education Code 37.081(d)(1)* [See CKE]
11. A discipline management program providing for prevention of and education concerning unwanted physical or verbal aggression, sexual harassment, and other forms of bullying in schools, on school grounds, and in school vehicles. *Education Code 37.083(a)*
12. A dating violence policy that must:
  - a. Include a definition of dating violence that includes the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship, as defined by Family Code 71.0021; and
  - b. Address safety planning, enforcement of protective orders, school-based alternatives to protective orders, training for teachers and administrators, counseling for affected students, and awareness education for students and parents.

*Education Code 37.0831* [See FFH]

13. A policy addressing sexual abuse, sex trafficking, and other maltreatment of children that must include:
  - a. Methods for increasing staff, student, and parent awareness of issues regarding sexual abuse, sex trafficking, and other maltreatment of children, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim of sexual abuse, sex trafficking, or other maltreatment, using resources developed by the Texas Education Agency (TEA) or the commissioner regarding those issues, including resources developed by TEA under Education Code 38.004 (regarding child abuse reporting and programs). These methods must include the staff training described at Education Code 38.0041(c) [see DMA];
  - b. Actions that a child who is a victim of sexual abuse, sex trafficking, or other maltreatment should take to obtain assistance and intervention; and
  - c. Available counseling options for students affected by sexual abuse, sex trafficking, or other maltreatment.

The policy must be included in any informational handbook provided to students and parents.

*Education Code 11.252(a)(9), 38.0041*

A district's plan for the improvement of student performance is not filed with TEA, but the district must make the plan available to TEA on request. *Education Code 11.252(b)*

Campus-Level Plan

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, including students in special education programs under Education Code Chapter 29, Subchapter A, with respect to the student achievement indicators and any other appropriate performance measures for special needs populations. *Education Code 11.253(c)*

Each campus improvement plan must:

1. Assess the academic achievement for each student in the school using the achievement indicator system.
2. Set the campus performance objectives based on the achievement indicator system, including objectives for special needs populations, including students in special education programs under Education Code Chapter 29, Subchapter A.

3. Identify how the campus goals will be met for each student.
4. Determine the resources needed to implement the plan.
5. Identify staff needed to implement the plan.
6. Set time lines for reaching the goals.
7. Measure progress toward the performance objectives periodically to ensure that the plan is resulting in academic improvement.
8. Provide for a program to encourage parental involvement at the campus.
9. Include goals and methods for violence prevention and intervention on campus.
10. If the campus is an elementary, middle, or junior high school, set goals and objectives for the coordinated health program at the campus based on:
  - a. Student fitness assessment data, including any data from research-based assessments such as the school health index assessment and planning tool created by the federal Centers for Disease Control and Prevention;
  - b. Student academic performance data;
  - c. Student attendance rates;
  - d. The percentage of students who are educationally disadvantaged;
  - e. The use and success of any method to ensure that students participate in moderate to vigorous physical activity; and
  - f. Any other indicator recommended by the local school health advisory council.

*Education Code 11.253(d)*

**Staff Development**

Educator

The staff development provided by a district to an educator other than a principal must be conducted in accordance with standards developed by the district and designed to improve education in the district.

Principal

The staff development provided by a district to a principal shall be governed by Education Code 21.3541 and rules adopted under that section. [See DNB]

*Education Code 21.451(a), (a-1)*

Training Specifics—  
Educators

Staff development shall be predominantly campus-based, related to achieving campus performance objectives, and developed and approved by the campus-level committee.

A district may use district-wide staff development that has been developed and approved through the district-level decision process. [See BQA and BQB, as appropriate]

Staff development may include:

1. Training in technology, conflict resolution, and discipline strategies, including classroom management, district discipline policies, and the Student Code of Conduct;
2. Training in preventing, identifying, responding to, and reporting incidents of bullying;
3. Digital learning; and
4. Instruction as to what is permissible under law, including opinions of the United States Supreme Court, regarding prayer in public school.

The digital learning training must discuss basic technology proficiency expectations and methods to increase an educator's digital literacy; and assist an educator in the use of digital technology in learning activities that improve teaching, assessment, and instructional practices.

*Education Code 21.451(b)–(d), (d-3), (g)*

*Students with  
Disabilities*

Staff development must include training that is evidence-based, as defined by Section 8101, Every Student Succeeds Act (20 USC 7801), that relates to the instruction of students with disabilities and is designed for educators who work primarily outside the area of special education.

A district is required to provide such training only if the educator does not possess the knowledge and skills necessary to implement

the individualized education program developed for a student receiving instruction from the educator. A district may determine the time and place at which the training is delivered.

In developing or maintaining such training, a district must consult persons with expertise in research-based practices for students with disabilities, including colleges, universities, private and non-profit organizations, regional education service centers, qualified district personnel, and any other persons identified as qualified by the district.

*Education Code 21.451(d)(2), (e)–(f)*

Suicide Prevention

Staff development must include suicide prevention training that must be provided to all new district educators on an annual basis, as part of a new employee orientation and to existing district educators on the following schedule adopted by Texas Education Agency (TEA) rule:

1. All districts shall provide the training to all new educators as a part of new employee orientation during the 2016–17 school year.
2. Each subsequent school year, districts shall provide the training to all new educators as a part of new employee orientation.
3. Districts shall provide the training to all currently employed educators on or by September 30, 2016.

The suicide prevention training must use a best practice-based program recommended by the Texas Department of State Health Services (TDSHS) in coordination with TEA. The training may be satisfied through independent review of suicide prevention training material that complies with guidelines developed by TEA and is offered online.

Suicide prevention training that was provided to existing educators by a district on or after September 1, 2013, may be used to meet the requirements if the training program is on the recommended best practice-based list, or is an online program that meets the TEA guidelines for independent review.

Districts shall maintain records that include the name of each educator who participated in the training.

*Education Code 21.451(d)(3)–(d-2); 19 TAC 153.1013*

Staff Development  
Account

A district that receives resources from the commissioner of education's staff development account must pay to the commissioner for

deposit in the account an amount equal to one-half of the cost of the resources provided to the district. *Education Code 21.453(c)*

**Mental Health  
Support Programs**

The Texas Department of State Health Services (DSHS), in coordination with TEA and regional education service centers (ESCs), shall provide and annually update a list of recommended best practice-based programs and research-based practices in the areas specified below for implementation in public elementary, junior high, middle, and high schools within the general education setting. Each school district may select from the list a program or programs appropriate for implementation in the district:

1. Early mental health intervention;
2. Mental health promotion;
3. Building skills related to managing emotions, establishing and maintaining positive relationships, and responsible decision-making;
4. Substance abuse prevention and intervention;
5. Suicide prevention;
6. Grief-informed and trauma-informed practices;
7. Positive behavior interventions and supports and positive youth development; and
8. Safe, supportive, and positive school climate.

"School climate" means the quality and character of school life, including interpersonal relationships, teaching and learning practices, and organizational structures, as experienced by students enrolled in the district, parents of those students, and personnel employed by the district.

The programs on the list must include components that provide for training counselors, teachers, nurses, administrators, and other staff, as well as law enforcement officers and social workers who regularly interact with students, to:

1. Recognize students at risk of committing suicide, including students who are or may be the victims of or who engage in bullying;
2. Recognize students displaying early warning signs and a possible need for early mental health or substance abuse intervention, which warning signs may include declining academic performance, depression, anxiety, isolation, unexplained changes in sleep or eating habits, and destructive behavior toward self and others; and

3. Intervene effectively with students described above by providing notice and referral to a parent or guardian so appropriate action, such as seeking mental health or substance abuse services, may be taken by a parent or guardian.

Required Training

A district shall provide training described in components 1–3, above, for teachers, counselors, principals, and all other appropriate personnel. The district may use a program from the DSHS list above to satisfy the training requirements. [See Mental Health Support Programs, above]

A district is required to provide the training at an elementary school campus only to the extent that sufficient funding and programs are available. A school district may implement a program on the list described at Health and Safety Code 161.325 to satisfy the training requirements. [See FFB]

If a district provides the training, a district employee must participate in the training at least one time, and the district shall maintain records that include the name of each district employee who participated in the training.

*Health and Safety Code 161.325*

**Child Abuse, Sex  
Trafficking, and  
Maltreatment**

A district's methods for increasing awareness of issues regarding sexual abuse, sex trafficking, and other maltreatment of children [see BQ, district improvement plan, and FFG] must include training concerning prevention techniques for and recognition of sexual abuse, sex trafficking, and all other maltreatment of children, including the sexual abuse, sex trafficking, and other maltreatment of children with significant cognitive disabilities.

The training must be provided as part of employee orientation to all new employees and to existing district employees on a schedule adopted by TEA until all district employees have taken the training. The training may be included in staff development under Education Code 21.451.

The training shall address:

1. Factors indicating a child is at risk for sexual abuse, sex trafficking, or other maltreatment;
2. Likely warning signs indicating a child may be a victim of sexual abuse, sex trafficking, or other maltreatment;
3. Internal procedures for seeking assistance for a child who is at risk for sexual abuse, sex trafficking, or other maltreatment, including referral to a school counselor, a social worker, or another mental health professional;

4. Techniques for reducing a child's risk of sexual abuse, sex trafficking, or other maltreatment; and
5. Community organizations that have relevant existing research-based programs and that are able to provide training or other education for district employees, students, and parents.

A district shall maintain records of the training that include the name of each employee who participated.

If a district determines that the district does not have sufficient resources to provide the required training, the district shall work with a community organization to provide the training at no cost to the district.

*Education Code 38.0041(c)–(f)*

**Trauma-Informed Care**

A district's efforts to increase awareness and implementation of trauma-informed care must include training to new and existing employees. [See BQ, FFBA] *Education Code 38.036(c)*

**Student Discipline**

Each principal or other appropriate administrator who oversees student discipline shall, at least once every three school years, attend professional development training regarding Education Code Chapter 37, Subchapter G. The professional development shall include training relating to the distinction between a discipline management technique used at the principal's discretion under Education Code 37.002(a) and the discretionary authority of a teacher to remove a disruptive student under Education Code 37.002(b) [see FOA].

The professional development training may be provided in coordination with an education service center through the use of distance learning methods, such as telecommunications networks, and using available TEA resources.

*Education Code 37.0181*

**Test Administration Procedures**

A district shall ensure that test coordinators and administrators receive training to ensure that testing personnel have the necessary skills and knowledge required to administer assessment instruments in a valid, standardized, and secure manner. *19 TAC 101.3031(c)*

**Cybersecurity Training**

Employees identified by the district with access to a district computer system or database must complete a cybersecurity training program selected by the board. [See CQB] *Gov't Code 2054.5191(a-1)*

**Special Programs  
Training**

Texas Adolescent  
Literacy Academies

A teacher shall attend a Texas adolescent literacy academy under 19 Administrative Code 102.1101 if:

1. The teacher teaches at a campus that receives a rating that reflects unacceptable performance and that fails to meet the state system safeguard performance target in reading for one or more student groups; and
2. The teacher teaches in general education, special education, or English as a second language for students in grade 6, 7, or 8, and:
  - a. The teacher is a certified, full-time English language arts and reading teacher who instructs English language arts and/or reading for at least 50 percent of the teacher's instructional duties; or
  - b. The teacher is a certified, full-time content area teacher who instructs mathematics, science, and/or social studies for at least 50 percent of the teacher's instructional duties.

A teacher described above is required to complete the training not later than December 31 of the calendar year in which the rating that reflects unacceptable performance is assigned.

A teacher who is required to attend an academy is eligible for a teacher stipend upon completion of face-to-face training if funds have been appropriated and are available for that purpose. A teacher who completes online training is not eligible for a stipend.

The stipend shall not be considered in determining whether a district is paying the teacher the state minimum monthly salary [see DEA and DEAA].

Each school district with teachers required to attend and complete Texas adolescent reading academies must maintain records to verify teacher attendance and completion in accordance with the district's record retention policy.

*Education Code 21.4551(c), (e); 19 TAC 102.1101*

Teacher Literacy  
Achievement  
Academies

A district shall ensure that:

1. Not later than the 2021–22 school year, each classroom teacher in kindergarten or first, second, or third grade and each principal at a campus with kindergarten or first, second, or third grade has attended a teacher literacy achievement academy developed under Education Code 21.4552; and

2. Each classroom teacher and each principal initially employed in a grade level or at a campus described above for the 2021–22 school year or a subsequent school year has attended a teacher literacy achievement academy developed under Education Code 21.4552 before the teacher’s or principal’s first year of placement in that grade level or campus.

*Education Code 28.0062(a)(2)*

[See EHAB for kindergarten–grade 3 reading standards]

Gifted and Talented  
Education

A district shall ensure that:

1. Before assignment to the program for gifted students, teachers who provide instruction and services that are part of the program have a minimum of 30 hours of staff development that includes nature and needs of gifted/talented students, assessment of student needs, and curriculum and instruction for gifted students.
2. Teachers without the required training who provide instruction and services that are part of the gifted/talented program complete the 30-hour training requirement within one semester.
3. Teachers who provide instruction and services that are part of a program for gifted students receive a minimum of six hours annually of professional development in gifted education.
4. Administrators and counselors who have authority for program decisions have a minimum of six hours of professional development that includes nature and needs of gifted/talented students and program options.

*19 TAC 89.2*

Elective Bible  
Course

A teacher of an elective Bible course offered under Education Code 28.011 [see EMI] must hold a minimum of a High School Composite Certification in language arts, social studies, or history with, where practical, a minor in religious or biblical studies. The teacher must successfully complete the staff development training developed by the commissioner with respect to Bible elective courses.  
*Education Code 28.011(f)*

**Automated External  
Defibrillators**

A district shall annually make available to employees and volunteers instruction in the principles and techniques of cardiopulmonary resuscitation and the use of an automated external defibrillator (AED).

The instruction provided in the use of AEDs must meet guidelines for approved AED training under Health and Safety Code 779.002.

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, and each student who serves as an athletic trainer, must:

1. Participate in the instruction; and
2. 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*

**Extracurricular  
Activity Safety  
Training**

The following persons must satisfactorily complete an extracurricular activity safety training program:

1. A coach or sponsor for an extracurricular athletic activity;
2. A trainer, unless the trainer has completed the educational requirements for licensure as a licensed athletic trainer set forth at 22 Administrative Code 871.7 and the continuing education requirements at 22 Administrative Code 871.12;
3. A physician who is employed by a district or who volunteers to assist with an extracurricular athletic activity, unless the physician attends a continuing medical education course that specifically addresses emergency medicine; and
4. A director responsible for a school marching band.

The training must be conducted by the University Interscholastic League (UIL) or by another organization as determined by the UIL.

*Education Code 33.202(b), (e), (f); 19 TAC 76.1003*

Records

A superintendent shall maintain complete and accurate records of the district's compliance and the district shall make available to the public proof of compliance for each person employed by or volunteering for the district who is required to receive safety training.

A campus that is determined by a superintendent to be out of compliance with the safety training requirements shall be subject to the range of penalties determined by the UIL.

*Education Code 33.206; 19 TAC 76.1003(e)*

**Steroids**

A district shall require that each employee who serves as an athletic coach at or above the seventh grade level for an extracurricular athletic activity sponsored or sanctioned by the UIL complete:

1. The educational program developed by the UIL regarding the health effects of steroids; or

2. A comparable program developed by the district or a private entity with relevant expertise.

*Education Code 33.091(c-1)*

**Concussions**

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. A coach of an interscholastic athletic activity shall take a course approved by the UIL.
2. An athletic trainer who serves as a member of a district's concussion oversight team shall take a course approved by the Texas Department of Licensing and Regulation (TDLR) or a course approved for continuing education credit by the licensing authority for athletic trainers.
3. A school nurse or licensed health-care professional, other than an athletic trainer, who serves as a member of a district's concussion oversight team shall take a course approved by the UIL, TDLR, or the appropriate licensing authority for the profession.

The employee must submit proof of timely completion of an approved course to the superintendent or designee. A school nurse or licensed health-care professional who is not in compliance with these training requirements may not serve on a concussion oversight team in any capacity. [See FM]

*Education Code 38.158*

**Seizure Recognition  
and Related First Aid**

A school nurse employed by a district must complete a TEA-approved online course of instruction for school nurses regarding managing students with seizure disorders that includes information about seizure recognition and related first aid.

A district employee, other than a school nurse, whose duties at the school include regular contact with students must complete a TEA-approved online course of instruction for school personnel regarding awareness of students with seizure disorders that includes information about seizure recognition and related first aid.

*Education Code 38.033(a), (b)*

[See FFAF for information about a seizure management and treatment plan.]

**Policies and Programs**

A district shall provide child abuse antivictimization programs in elementary and secondary schools. *Education Code 38.004*

A district shall adopt and implement a policy addressing sexual abuse, sex trafficking, and other maltreatment of children, to be included in the district improvement plan [see BQ] and any information handbook provided to students and parents. *Education Code 38.0041(a)*

**Duty to Report**

By Any Person

Any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as required by law. *Family Code 261.101(a)*

*Abuse of Persons with Disabilities*

A person having cause to believe that a person with a disability is in a state of abuse, neglect, or exploitation shall report the information immediately to the Texas Department of Family and Protective Services (DFPS).

A person commits a Class A misdemeanor if the person has cause to believe that a person with a disability has been abused, neglected, or exploited or is in a state of abuse, neglect, or exploitation and knowingly fails to report.

A person filing a report or testifying or otherwise participating in any judicial proceeding arising from a petition, report, or investigation is immune from civil or criminal liability on account of his or her petition, report, testimony, or participation, unless the person acted in bad faith or with a malicious purpose.

*Human Resources Code 48.051, .052, .054*

By a Professional

Any professional who has cause to believe that a child has been or may be abused or neglected shall make a report as required by law. The report must be made within 48 hours after the professional first suspects abuse or neglect.

A professional may not delegate to or rely on another person to make the report.

A "professional" is a person who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, and juvenile detention or correctional officers.

*Family Code 261.101(b)*

Adult Victims of Abuse

A person or professional shall make a report in the manner required above if the person or professional has cause to believe that an adult was a victim of abuse or neglect as a child and the person

or professional determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly person or person with a disability. *Family Code 261.101(b-1)*

Psychotropic Drugs  
and Psychological  
Testing

An employee may not use or threaten to use the refusal of a parent, guardian, or managing or possessory conservator to administer or consent to the administration of a psychotropic drug to a child, or to consent to any other psychiatric or psychological testing or treatment of the child, as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

1. Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
2. Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

*Education Code 26.0091; Family Code 261.111(a)* [See FFAC]

**Contents of Report**

The report should reflect the reporter's belief that a child has been or may be abused or neglected or has died of abuse or neglect. The person making the report shall identify, if known:

1. The name and address of the child;
2. The name and address of the person responsible for the care, custody, or welfare of the child; and
3. Any other pertinent information concerning the alleged or suspected abuse or neglect.

*Family Code 261.102, .104*

**To Whom Reported**

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is made under item 3, below, or the report involves a juvenile justice program or facility [see JJAEPS, below].

All other reports shall be made to:

1. Any local or state law enforcement agency;
2. DFPS, Child Protective Services (CPS) Division;
3. A local office of CPS, where available; or
4. The state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred.

*Family Code 261.103(a); 19 TAC 61.1051(a)(1)*

JJAEPs	Any report of alleged abuse, neglect, or exploitation, as those terms are defined in Family Code 261.405, in a juvenile justice program or facility shall be made to the Texas Juvenile Justice Department and a local law enforcement agency for investigation. The term “juvenile justice program” includes a juvenile justice alternative education program. <i>Family Code 261.405(a)(4)(A), (b)</i>
<b>Immunity from Liability</b>	<p>A person acting in good faith who reports or assists in the investigation of a report of alleged child abuse or neglect or who testifies or otherwise participates in a judicial proceeding arising from a report, petition, or investigation of alleged child abuse or neglect is immune from any civil or criminal liability that might otherwise be incurred or imposed. <i>Family Code 261.106</i></p> <p>A district may not suspend or terminate the employment of, or otherwise discriminate against, or take any other adverse employment action against a professional who makes a good faith report of abuse or neglect. <i>Family Code 261.110</i> [See DG]</p>
<b>Criminal Offenses</b>	
Failure to Report	<p>A person commits a Class A misdemeanor if he or she is required to make a report under Family Code 261.101(a) [see Duty to Report, above] and knowingly fails to make a report as provided by law.</p> <p>A person who is a professional commits a Class A misdemeanor if the person is required to make a report under Family Code 261.101(b) [see Duty to Report] and knowingly fails to make a report as provided by law. The professional commits a state jail felony if he or she intended to conceal the abuse or neglect.</p> <p><i>Family Code 261.109</i></p>
False Report	A person commits an offense if, with the intent to deceive, the person knowingly makes a report of abuse and neglect that is false. The offense is a state jail felony, except that it is a felony of the third degree if the person has previously been convicted of the offense. <i>Family Code 261.107(a)</i>
Coercion	A public servant, including as a school administrator, who coerces another into suppressing or failing to report child abuse or neglect to a law enforcement agency commits a Class C misdemeanor offense. <i>Penal Code 39.06</i>
<b>Confidentiality of Report</b>	A report of alleged or suspected abuse or neglect and the identity of the person making the report is confidential and not subject to release under Government Code Chapter 552 (Public Information Act), and may be disclosed only for purposes consistent with the Family Code and applicable federal or state law or under rules adopted by an investigating agency. <i>Family Code 261.201(a)(1)</i>

Unless waived in writing by the person making the report, the identity of an individual making a report under this chapter is confidential and may be disclosed only to a law enforcement officer for the purposes of a criminal investigation of the report, or as ordered by a court under Family Code 261.201. *Family Code 261.101(d)*

**SBEC Disciplinary Action**

The State Board for Educator Certification (SBEC) may take any of the actions listed in 19 Administrative Code 249.15(a) (impositions, including revocation of a certificate and administrative penalties) based on satisfactory evidence that the person has failed to report or has hindered the reporting of child abuse pursuant to Family Code 261.001, or has failed to notify the SBEC or the school superintendent or director under the circumstances and in the manner required by Education Code 21.006 and 19 Administrative Code 249.14(d)–(f). *19 TAC 249.15(b)(4)*

**Investigations**

Reports to District

If DFPS initiates an investigation and determines that the abuse or neglect involves an employee of a public elementary or secondary school, and that the child is a student at the school, the department shall orally notify the superintendent of the district in which the employee is employed. *Family Code 261.105(d)*

On request, DFPS shall provide a copy of the completed report of its investigation to the board, the superintendent, and the school principal, unless the principal is alleged to have committed the abuse or neglect. The report shall be edited to protect the identity of the person who made the report. *Family Code 261.406(b)*

Interview of Student

The investigating agency shall be permitted to interview the child at any reasonable time and place, including at the child's school. *Family Code 261.302(b)* [See GRA]

Interference with Investigation

A person may not interfere with an investigation of a report of child abuse or neglect conducted by DFPS. *Family Code 261.303(a)*

Confidentiality

A photograph, videotape, audiotape, or other audio or visual recording, depiction, or documentation of a child that is made by DFPS in the course of an inspection or investigation is confidential, is not subject to release under the Texas Public Information Act, and may be released only as required by state or federal law or rules adopted by the DFPS. *Human Resources Code 42.004*

**Reporting Policy**

A board shall adopt and annually review policies for reporting child abuse and neglect. The policies shall follow the requirements of Family Code Chapter 261.

The policies must require every school employee, agent, or contractor who suspects child abuse or neglect to submit a written or oral report to at least one of the authorities listed above [see To

Whom Reported, above] within 48 hours or less, as determined by the board, after learning of facts giving rise to the suspicion.

The policies must be consistent with the Family Code, Chapter 261, and 40 Administrative Code Chapter 700 (CPS) regarding investigations by DFPS, including regulations governing investigation of abuse by school personnel and volunteers. [See GRA]

The policies must notify school personnel of the following:

1. Penalties under Penal Code 39.06 (misuse of official information), Family Code 261.109 (failure to report), and 19 Administrative Code Chapter 249 (actions against educator's certificate) for failure to submit a required report of child abuse or neglect;
2. Prohibitions against interference with an investigation of a report of child abuse or neglect, including:
  - a. The prohibition, under Family Code 261.302 and 261.303, against denying an investigator's request to interview a student at school; and
  - b. The prohibition, under Family Code 261.302, against requiring the presence of a parent or school administrator during an interview by an investigator.
3. Immunity provisions applicable to a person who reports child abuse or neglect or otherwise assists an investigation in good faith;
4. Confidentiality provisions relating to a report of suspected child abuse or neglect;
5. Any disciplinary action that may result from noncompliance with a district's reporting policy;
6. The prohibition under Education Code 26.0091 [see Psychotropic Drugs and Psychological Testing, above]; and
7. The current toll-free number for DFPS.

The policies must not require that school personnel report suspicions of child abuse or neglect to a school administrator before making a report to one of the agencies listed above.

*19 TAC 61.1051(a)*

Annual Distribution  
and Staff  
Development

The policies shall be distributed to all personnel at the beginning of each school year and shall be addressed in staff development programs at regular intervals determined by a board. *19 TAC 61.1051(b)*

Each school year, a district shall provide training as required by Education Code 38.0041 to all new district employees as a part of new employee orientation. [See DH and DMA] *Education Code 38.0041; 19 TAC 61.1051(c)*

**Required Poster**

A district shall place a poster of the following specifications at every campus in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students. The poster must:

1. Be in a format and language that is clear, simple, and understandable to students;
2. Be in English and in Spanish;
3. Be 11 inches x 17 inches or larger;
4. Be in large print;
5. Be placed at eye-level to the student for easy viewing; and
6. Include the following information:
  - a. The current toll-free DFPS Abuse Hotline telephone number (in bold print);
  - b. Instructions to call 911 for emergencies; and
  - c. Directions for accessing the DFPS [Texas Abuse Hotline website](http://www.txabusehotline.org)<sup>1</sup> for more information on reporting abuse, neglect, and exploitation.

*Education Code 38.0042; 19 TAC 61.1051(e), (f)*

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<sup>1</sup> Texas Abuse Hotline website: <http://www.txabusehotline.org>

**Reporting Child  
Abuse and Neglect**

Any person who has cause to believe that a child has been or may be abused or neglected by any person shall make a report immediately as required by law.

Reports shall be made in accordance with FFG(EXHIBIT).

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

## Notice of Employee Responsibilities for Reporting Child Abuse and Neglect

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### What are the District's policies addressing child abuse or neglect and my responsibilities for reporting suspected child abuse or neglect?

The applicable District policies—FFG(LEGAL)and (LOCAL), GRA(LEGAL) and (LOCAL), and DH(LOCAL) and (EXHIBIT)—are enclosed in this packet. This distribution is required by state law. At regular intervals, these policies will be addressed in staff development as well. If you have any questions about these policies, please contact Carri Eddy, Ed.D., Executive Director of Student Services at (817) 215-0079.

### What are my legal responsibilities for reporting if I suspect that a child has been or may be abused or neglected?

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

An employee will make a report if the employee has cause to believe that an adult was a victim of abuse or neglect as a child and the employee determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

### Are there any restrictions on reporting?

Under state law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

- Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
- Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

### To whom do I make a report?

Reports may be made to any of the following:

- The CPS division of the Texas Department of Family and Protective Services (1-800-252-5400) or on the web at [www.txabusehotline.org](http://www.txabusehotline.org); or
- One of the local law enforcement agencies:

Argyle (940) 464-7254

Fort Worth (817) 335-4222

Justin (940) 648-2911

Newark (817) 489-2201

Rhome (817) 636-2400

Roanoke (817) 491-6052

Trophy Club (972) 434-5500

- One of the County Sheriff Departments:

Denton County (940) 349-1700

Tarrant County (817) 884-1111

Wise County (940) 627-5971

- If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to CPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

Reporting your suspicion to a school counselor, a principal, or to another school staff member does NOT fulfill your responsibilities under the law. Furthermore, the District cannot require you to report your suspicion first to a school administrator.

#### **Will my report be kept confidential?**

State law requires that the identity of a person making a report of suspected child abuse or neglect be kept confidential.

#### **Will I be liable in any way for making a report?**

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

#### **What will happen if I don't report suspected child abuse or neglect?**

By failing to report a suspicion of child abuse or neglect:

- You may be placing a child at risk of continued abuse or neglect;
- You are violating the law and may be subject to legal penalties, including criminal sanctions;
- You are violating Board policy and may be subject to disciplinary action, including possible termination of your employment; and

- Your certification from the State Board for Educator Certification may be suspended, revoked, or canceled.

**What are my responsibilities regarding investigations of abuse or neglect?**

State law specifically prohibits school officials from:

- Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect; or
- Requiring that a parent or school employee be present during the interview.

School personnel must cooperate fully and may not interfere with an investigation of reported child abuse or neglect.

**Planning and  
Decision-Making  
Process**

A board shall adopt a policy to establish a district- and campus-level planning and decision-making process that will involve the professional staff of a district, parents of students enrolled in a district, business representatives, and community members in establishing and reviewing the district's and campuses' educational plans, goals, performance objectives, and major classroom instructional programs. *Education Code 11.251(b)*

The planning and decision-making requirements do not:

1. Prohibit a board from conducting meetings with teachers or groups of teachers other than the district-level committee meetings.
2. Prohibit a board from establishing policies providing avenues for input from others, including students or paraprofessional staff, in district- or campus-level planning and decision making.
3. Limit or affect the power of a board to govern the public schools.
4. Create a new cause of action or require collective bargaining.

*Education Code 11.251(g), .252(e), .253(f)*

**Evaluation**

At least every two years, a district shall evaluate the effectiveness of the district's decision-making and planning policies, procedures, and staff development activities related to district- and campus-level decision making and planning to ensure that they are effectively structured to positively impact student performance. *Education Code 11.252(d)*

**Administrative  
Procedure**

A board shall ensure that an administrative procedure is provided to clearly define the respective roles and responsibilities of the superintendent, central office staff, principals, teachers, district-level committee members, and campus-level committee members in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization.

A board shall ensure that the district-level planning and decision-making committee will be actively involved in establishing the administrative procedure that defines the respective roles and responsibilities pertaining to planning and decision making at the district and campus levels.

*Education Code 11.251(d)*

**Federal  
Requirements**

The district policy must provide that all pertinent federal planning requirements are addressed through the district- and campus-level planning process. *Education Code 11.251(f)*

**Required Plans**

A 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. A 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)*

Shared Services  
Arrangement for  
DAEP Services

A district participating in a shared services arrangement for disciplinary alternative education program (DAEP) services shall ensure that the district improvement plan and each campus-level plan include the performance of the DAEP student group for the district. The identified objectives for the improvement plans shall include:

1. Student groups served, including overrepresentation of students from economically disadvantaged families, with ethnic and racial representations, and with a disability who receive special education and limited English proficiency services;
2. Attendance rates;
3. Pre- and post-assessment results;
4. Dropout rates;
5. Graduation rates; and
6. Recidivism rates.

*19 TAC 103.1201(b)*

District  
Improvement Plan

A 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 achievement indicators. *Education Code 11.252(a)* [See AIA]

The district improvement plan must include provisions for:

1. A comprehensive needs assessment addressing performance on the achievement indicators, and other appropriate measures of performance, that are disaggregated by all stu-

- dent groups served by a district, including categories of ethnicity, socioeconomic status, sex, and populations served by special programs, including students in special education programs under Education Code Chapter 29, Subchapter A.
2. Measurable district performance objectives for all appropriate achievement indicators for all student populations, including students in special education programs under Education Code Chapter 29, Subchapter A, and other measures of student performance that may be identified through the comprehensive needs assessment.
  3. Strategies for improvement of student performance that include:
    - a. Instructional methods for addressing the needs of student groups not achieving their full potential.
    - b. Methods for addressing the needs of students for special programs, including:
      - (1) Suicide prevention programs, in accordance with Health and Safety Code Chapter 161, Subchapter O-1, which includes a parental or guardian notification procedure [see FFB];
      - (2) Conflict resolution programs;
      - (3) Violence prevention programs; and
      - (4) Dyslexia treatment programs.
    - c. Dropout reduction.
    - d. Integration of technology in instructional and administrative programs.
    - e. Discipline management.
    - f. Staff development for professional staff of a district.
    - g. Career education to assist students in developing the knowledge, skills, and competencies necessary for a broad range of career opportunities.
    - h. Accelerated education.
  4. Strategies for providing to middle school, junior high school, and high school students, those students' teachers and school counselors, and those students' parents information about:
    - a. Higher education admissions and financial aid opportunities.

- b. The TEXAS grant program and the Teach for Texas grant program.
  - c. The need for students to make informed curriculum choices to be prepared for success beyond high school.
  - d. Sources of information on higher education admissions and financial aid.
5. Resources needed to implement identified strategies.
  6. Staff responsible for ensuring the accomplishment of each strategy.
  7. Timelines for ongoing monitoring of the implementation of each improvement strategy.
  8. Formative evaluation criteria for determining periodically whether strategies are resulting in intended improvement of student performance.
  9. The trauma-informed care policy required under Education Code 38.036. [See FFBA]

*Education Code 11.252(a)*

10. The law enforcement duties of peace officers, school resource officers, and security personnel. *Education Code 37.081(d)(1)* [See CKE]
11. A discipline management program providing for prevention of and education concerning unwanted physical or verbal aggression, sexual harassment, and other forms of bullying in schools, on school grounds, and in school vehicles. *Education Code 37.083(a)*
12. A dating violence policy that must:
  - a. Include a definition of dating violence that includes the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship, as defined by Family Code 71.0021; and
  - b. Address safety planning, enforcement of protective orders, school-based alternatives to protective orders, training for teachers and administrators, counseling for affected students, and awareness education for students and parents.

*Education Code 37.0831* [See FFH]

13. A policy addressing sexual abuse, sex trafficking, and other maltreatment of children that must include:
  - a. Methods for increasing staff, student, and parent awareness of issues regarding sexual abuse, sex trafficking, and other maltreatment of children, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim of sexual abuse, sex trafficking, or other maltreatment, using resources developed by the Texas Education Agency (TEA) or the commissioner regarding those issues, including resources developed by TEA under Education Code 38.004 (regarding child abuse reporting and programs). These methods must include the staff training described at Education Code 38.0041(c) [see DMA];
  - b. Actions that a child who is a victim of sexual abuse, sex trafficking, or other maltreatment should take to obtain assistance and intervention; and
  - c. Available counseling options for students affected by sexual abuse, sex trafficking, or other maltreatment.

The policy must be included in any informational handbook provided to students and parents.

*Education Code 11.252(a)(9), 38.0041*

A district's plan for the improvement of student performance is not filed with TEA, but the district must make the plan available to TEA on request. *Education Code 11.252(b)*

Campus-Level Plan

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, including students in special education programs under Education Code Chapter 29, Subchapter A, with respect to the student achievement indicators and any other appropriate performance measures for special needs populations. *Education Code 11.253(c)*

Each campus improvement plan must:

1. Assess the academic achievement for each student in the school using the achievement indicator system.
2. Set the campus performance objectives based on the achievement indicator system, including objectives for special needs populations, including students in special education programs under Education Code Chapter 29, Subchapter A.

3. Identify how the campus goals will be met for each student.
4. Determine the resources needed to implement the plan.
5. Identify staff needed to implement the plan.
6. Set time lines for reaching the goals.
7. Measure progress toward the performance objectives periodically to ensure that the plan is resulting in academic improvement.
8. Provide for a program to encourage parental involvement at the campus.
9. Include goals and methods for violence prevention and intervention on campus.
10. If the campus is an elementary, middle, or junior high school, set goals and objectives for the coordinated health program at the campus based on:
  - a. Student fitness assessment data, including any data from research-based assessments such as the school health index assessment and planning tool created by the federal Centers for Disease Control and Prevention;
  - b. Student academic performance data;
  - c. Student attendance rates;
  - d. The percentage of students who are educationally disadvantaged;
  - e. The use and success of any method to ensure that students participate in moderate to vigorous physical activity; and
  - f. Any other indicator recommended by the local school health advisory council.

*Education Code 11.253(d)*

**Staff Development**

Educator

The staff development provided by a district to an educator other than a principal must be conducted in accordance with standards developed by the district and designed to improve education in the district.

Principal

The staff development provided by a district to a principal shall be governed by Education Code 21.3541 and rules adopted under that section. [See DNB]

*Education Code 21.451(a), (a-1)*

Training Specifics—  
Educators

Staff development shall be predominantly campus-based, related to achieving campus performance objectives, and developed and approved by the campus-level committee.

A district may use district-wide staff development that has been developed and approved through the district-level decision process. [See BQA and BQB, as appropriate]

Staff development may include:

1. Training in technology, conflict resolution, and discipline strategies, including classroom management, district discipline policies, and the Student Code of Conduct;
2. Training in preventing, identifying, responding to, and reporting incidents of bullying;
3. Digital learning; and
4. Instruction as to what is permissible under law, including opinions of the United States Supreme Court, regarding prayer in public school.

The digital learning training must discuss basic technology proficiency expectations and methods to increase an educator's digital literacy; and assist an educator in the use of digital technology in learning activities that improve teaching, assessment, and instructional practices.

*Education Code 21.451(b)–(d), (d-3), (g)*

*Students with  
Disabilities*

Staff development must include training that is evidence-based, as defined by Section 8101, Every Student Succeeds Act (20 USC 7801), that relates to the instruction of students with disabilities and is designed for educators who work primarily outside the area of special education.

A district is required to provide such training only if the educator does not possess the knowledge and skills necessary to implement

the individualized education program developed for a student receiving instruction from the educator. A district may determine the time and place at which the training is delivered.

In developing or maintaining such training, a district must consult persons with expertise in research-based practices for students with disabilities, including colleges, universities, private and non-profit organizations, regional education service centers, qualified district personnel, and any other persons identified as qualified by the district.

*Education Code 21.451(d)(2), (e)–(f)*

Suicide Prevention

Staff development must include suicide prevention training that must be provided to all new district educators on an annual basis, as part of a new employee orientation and to existing district educators on the following schedule adopted by Texas Education Agency (TEA) rule:

1. All districts shall provide the training to all new educators as a part of new employee orientation during the 2016–17 school year.
2. Each subsequent school year, districts shall provide the training to all new educators as a part of new employee orientation.
3. Districts shall provide the training to all currently employed educators on or by September 30, 2016.

The suicide prevention training must use a best practice-based program recommended by the Texas Department of State Health Services (TDSHS) in coordination with TEA. The training may be satisfied through independent review of suicide prevention training material that complies with guidelines developed by TEA and is offered online.

Suicide prevention training that was provided to existing educators by a district on or after September 1, 2013, may be used to meet the requirements if the training program is on the recommended best practice-based list, or is an online program that meets the TEA guidelines for independent review.

Districts shall maintain records that include the name of each educator who participated in the training.

*Education Code 21.451(d)(3)–(d-2); 19 TAC 153.1013*

Staff Development  
Account

A district that receives resources from the commissioner of education's staff development account must pay to the commissioner for

deposit in the account an amount equal to one-half of the cost of the resources provided to the district. *Education Code 21.453(c)*

**Mental Health  
Support Programs**

The Texas Department of State Health Services (DSHS), in coordination with TEA and regional education service centers (ESCs), shall provide and annually update a list of recommended best practice-based programs and research-based practices in the areas specified below for implementation in public elementary, junior high, middle, and high schools within the general education setting. Each school district may select from the list a program or programs appropriate for implementation in the district:

1. Early mental health intervention;
2. Mental health promotion;
3. Building skills related to managing emotions, establishing and maintaining positive relationships, and responsible decision-making;
4. Substance abuse prevention and intervention;
5. Suicide prevention;
6. Grief-informed and trauma-informed practices;
7. Positive behavior interventions and supports and positive youth development; and
8. Safe, supportive, and positive school climate.

"School climate" means the quality and character of school life, including interpersonal relationships, teaching and learning practices, and organizational structures, as experienced by students enrolled in the district, parents of those students, and personnel employed by the district.

The programs on the list must include components that provide for training counselors, teachers, nurses, administrators, and other staff, as well as law enforcement officers and social workers who regularly interact with students, to:

1. Recognize students at risk of committing suicide, including students who are or may be the victims of or who engage in bullying;
2. Recognize students displaying early warning signs and a possible need for early mental health or substance abuse intervention, which warning signs may include declining academic performance, depression, anxiety, isolation, unexplained changes in sleep or eating habits, and destructive behavior toward self and others; and

3. Intervene effectively with students described above by providing notice and referral to a parent or guardian so appropriate action, such as seeking mental health or substance abuse services, may be taken by a parent or guardian.

Required Training

A district shall provide training described in components 1–3, above, for teachers, counselors, principals, and all other appropriate personnel. The district may use a program from the DSHS list above to satisfy the training requirements. [See Mental Health Support Programs, above]

A district is required to provide the training at an elementary school campus only to the extent that sufficient funding and programs are available. A school district may implement a program on the list described at Health and Safety Code 161.325 to satisfy the training requirements. [See FFB]

If a district provides the training, a district employee must participate in the training at least one time, and the district shall maintain records that include the name of each district employee who participated in the training.

*Health and Safety Code 161.325*

**Child Abuse, Sex  
Trafficking, and  
Maltreatment**

A district's methods for increasing awareness of issues regarding sexual abuse, sex trafficking, and other maltreatment of children [see BQ, district improvement plan, and FFG] must include training concerning prevention techniques for and recognition of sexual abuse, sex trafficking, and all other maltreatment of children, including the sexual abuse, sex trafficking, and other maltreatment of children with significant cognitive disabilities.

The training must be provided as part of employee orientation to all new employees and to existing district employees on a schedule adopted by TEA until all district employees have taken the training. The training may be included in staff development under Education Code 21.451.

The training shall address:

1. Factors indicating a child is at risk for sexual abuse, sex trafficking, or other maltreatment;
2. Likely warning signs indicating a child may be a victim of sexual abuse, sex trafficking, or other maltreatment;
3. Internal procedures for seeking assistance for a child who is at risk for sexual abuse, sex trafficking, or other maltreatment, including referral to a school counselor, a social worker, or another mental health professional;

4. Techniques for reducing a child's risk of sexual abuse, sex trafficking, or other maltreatment; and
5. Community organizations that have relevant existing research-based programs and that are able to provide training or other education for district employees, students, and parents.

A district shall maintain records of the training that include the name of each employee who participated.

If a district determines that the district does not have sufficient resources to provide the required training, the district shall work with a community organization to provide the training at no cost to the district.

*Education Code 38.0041(c)–(f)*

**Trauma-Informed Care**

A district's efforts to increase awareness and implementation of trauma-informed care must include training to new and existing employees. [See BQ, FFBA] *Education Code 38.036(c)*

**Student Discipline**

Each principal or other appropriate administrator who oversees student discipline shall, at least once every three school years, attend professional development training regarding Education Code Chapter 37, Subchapter G. The professional development shall include training relating to the distinction between a discipline management technique used at the principal's discretion under Education Code 37.002(a) and the discretionary authority of a teacher to remove a disruptive student under Education Code 37.002(b) [see FOA].

The professional development training may be provided in coordination with an education service center through the use of distance learning methods, such as telecommunications networks, and using available TEA resources.

*Education Code 37.0181*

**Test Administration Procedures**

A district shall ensure that test coordinators and administrators receive training to ensure that testing personnel have the necessary skills and knowledge required to administer assessment instruments in a valid, standardized, and secure manner. *19 TAC 101.3031(c)*

**Cybersecurity Training**

Employees identified by the district with access to a district computer system or database must complete a cybersecurity training program selected by the board. [See CQB] *Gov't Code 2054.5191(a-1)*

**Special Programs  
Training**

Texas Adolescent  
Literacy Academies

A teacher shall attend a Texas adolescent literacy academy under 19 Administrative Code 102.1101 if:

1. The teacher teaches at a campus that receives a rating that reflects unacceptable performance and that fails to meet the state system safeguard performance target in reading for one or more student groups; and
2. The teacher teaches in general education, special education, or English as a second language for students in grade 6, 7, or 8, and:
  - a. The teacher is a certified, full-time English language arts and reading teacher who instructs English language arts and/or reading for at least 50 percent of the teacher's instructional duties; or
  - b. The teacher is a certified, full-time content area teacher who instructs mathematics, science, and/or social studies for at least 50 percent of the teacher's instructional duties.

A teacher described above is required to complete the training not later than December 31 of the calendar year in which the rating that reflects unacceptable performance is assigned.

A teacher who is required to attend an academy is eligible for a teacher stipend upon completion of face-to-face training if funds have been appropriated and are available for that purpose. A teacher who completes online training is not eligible for a stipend.

The stipend shall not be considered in determining whether a district is paying the teacher the state minimum monthly salary [see DEA and DEAA].

Each school district with teachers required to attend and complete Texas adolescent reading academies must maintain records to verify teacher attendance and completion in accordance with the district's record retention policy.

*Education Code 21.4551(c), (e); 19 TAC 102.1101*

Teacher Literacy  
Achievement  
Academies

A district shall ensure that:

1. Not later than the 2021–22 school year, each classroom teacher in kindergarten or first, second, or third grade and each principal at a campus with kindergarten or first, second, or third grade has attended a teacher literacy achievement academy developed under Education Code 21.4552; and

2. Each classroom teacher and each principal initially employed in a grade level or at a campus described above for the 2021–22 school year or a subsequent school year has attended a teacher literacy achievement academy developed under Education Code 21.4552 before the teacher’s or principal’s first year of placement in that grade level or campus.

*Education Code 28.0062(a)(2)*

[See EHAB for kindergarten–grade 3 reading standards]

Gifted and Talented  
Education

A district shall ensure that:

1. Before assignment to the program for gifted students, teachers who provide instruction and services that are part of the program have a minimum of 30 hours of staff development that includes nature and needs of gifted/talented students, assessment of student needs, and curriculum and instruction for gifted students.
2. Teachers without the required training who provide instruction and services that are part of the gifted/talented program complete the 30-hour training requirement within one semester.
3. Teachers who provide instruction and services that are part of a program for gifted students receive a minimum of six hours annually of professional development in gifted education.
4. Administrators and counselors who have authority for program decisions have a minimum of six hours of professional development that includes nature and needs of gifted/talented students and program options.

*19 TAC 89.2*

Elective Bible  
Course

A teacher of an elective Bible course offered under Education Code 28.011 [see EMI] must hold a minimum of a High School Composite Certification in language arts, social studies, or history with, where practical, a minor in religious or biblical studies. The teacher must successfully complete the staff development training developed by the commissioner with respect to Bible elective courses.  
*Education Code 28.011(f)*

**Automated External  
Defibrillators**

A district shall annually make available to employees and volunteers instruction in the principles and techniques of cardiopulmonary resuscitation and the use of an automated external defibrillator (AED).

The instruction provided in the use of AEDs must meet guidelines for approved AED training under Health and Safety Code 779.002.

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, and each student who serves as an athletic trainer, must:

1. Participate in the instruction; and
2. 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*

**Extracurricular  
Activity Safety  
Training**

The following persons must satisfactorily complete an extracurricular activity safety training program:

1. A coach or sponsor for an extracurricular athletic activity;
2. A trainer, unless the trainer has completed the educational requirements for licensure as a licensed athletic trainer set forth at 22 Administrative Code 871.7 and the continuing education requirements at 22 Administrative Code 871.12;
3. A physician who is employed by a district or who volunteers to assist with an extracurricular athletic activity, unless the physician attends a continuing medical education course that specifically addresses emergency medicine; and
4. A director responsible for a school marching band.

The training must be conducted by the University Interscholastic League (UIL) or by another organization as determined by the UIL.

*Education Code 33.202(b), (e), (f); 19 TAC 76.1003*

Records

A superintendent shall maintain complete and accurate records of the district's compliance and the district shall make available to the public proof of compliance for each person employed by or volunteering for the district who is required to receive safety training.

A campus that is determined by a superintendent to be out of compliance with the safety training requirements shall be subject to the range of penalties determined by the UIL.

*Education Code 33.206; 19 TAC 76.1003(e)*

**Steroids**

A district shall require that each employee who serves as an athletic coach at or above the seventh grade level for an extracurricular athletic activity sponsored or sanctioned by the UIL complete:

1. The educational program developed by the UIL regarding the health effects of steroids; or

2. A comparable program developed by the district or a private entity with relevant expertise.

*Education Code 33.091(c-1)*

**Concussions**

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. A coach of an interscholastic athletic activity shall take a course approved by the UIL.
2. An athletic trainer who serves as a member of a district's concussion oversight team shall take a course approved by the Texas Department of Licensing and Regulation (TDLR) or a course approved for continuing education credit by the licensing authority for athletic trainers.
3. A school nurse or licensed health-care professional, other than an athletic trainer, who serves as a member of a district's concussion oversight team shall take a course approved by the UIL, TDLR, or the appropriate licensing authority for the profession.

The employee must submit proof of timely completion of an approved course to the superintendent or designee. A school nurse or licensed health-care professional who is not in compliance with these training requirements may not serve on a concussion oversight team in any capacity. [See FM]

*Education Code 38.158*

**Seizure Recognition  
and Related First Aid**

A school nurse employed by a district must complete a TEA-approved online course of instruction for school nurses regarding managing students with seizure disorders that includes information about seizure recognition and related first aid.

A district employee, other than a school nurse, whose duties at the school include regular contact with students must complete a TEA-approved online course of instruction for school personnel regarding awareness of students with seizure disorders that includes information about seizure recognition and related first aid.

*Education Code 38.033(a), (b)*

[See FFAF for information about a seizure management and treatment plan.]

**Trauma-Informed  
Care Policy**

A district shall adopt and implement a policy requiring the integration of trauma-informed practices in each school environment. A district must include the policy in the district improvement plan required under Education Code 11.252 [see BQ].

The policy must address:

1. Using resources developed by the Texas Education Agency (TEA), methods for:
  - a. Increasing staff and parent awareness of trauma-informed care; and
  - b. Implementation of trauma-informed practices and care by district and campus staff; and
2. Available counseling options for students affected by trauma or grief.

*Education Code 38.036(a)–(b)*

**Training**

The methods for increasing awareness and implementation of trauma-informed care must include training as provided below. The training must be provided:

1. Through a program selected from the list of recommended best practice-based programs and research-based practices established under Health and Safety Code 161.325;
2. As part of any new employee orientation for all new district educators; and
3. To existing district educators on a schedule adopted by TEA that requires educators to be trained at intervals necessary to keep educators informed of developments in the field.

For any training under this provision, a district shall maintain records that include the name of each district staff member who participated in the training.

If a district determines that the district does not have sufficient resources to provide the training required under this provision, the district may partner with a community mental health organization to provide training that meets the requirements at no cost to the district.

*Education Code 38.036(c)–(d), (f)*

**Reporting to TEA**

A district shall report annually to TEA the following information for the district as a whole and for each school campus:

1. The number of teachers, principals, and counselors employed by the district who have completed training under this provision; and
2. The total number of teachers, principals, and counselors employed by the district.

*Education Code 38.036(e)*

**Trauma-Informed  
Care Program**

The District's trauma-informed care program, as included in the District improvement plan, shall provide for the integration of trauma-informed care practices in the school environment, including increasing staff and parent awareness of trauma-informed care, implementation of trauma-informed practices and care by District and campus staff, and providing information about available counseling options for students affected by trauma or grief.

Training

The District shall provide training in trauma-informed care to District educators as required by law. The District improvement plan shall specify required training for any other District employees as applicable.

Annual Report

The District shall provide an annual report to the Texas Education Agency on the number of employees who have participated in trauma-informed care training.



To: Board of Trustees  
From: Ryder Warren, Ed.D., Superintendent of Schools  
Subject: Haslet Elementary Renovation GMP Phase 1  
Date: September 28, 2020

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**Background Information and Rationale:** The board approved Northstar Builders Group, LLC for CMR Haslet Elementary Renovation on December 9, 2019. The Phase 1 design are complete, and bids have been received. This portion of the project will cover the renovations for Special Programs. Northstar Builders Group, LLC has prepared the Guaranteed Maximum Price (GMP) for Phase 1 in the amount of \$4,705,267. Phase 2 of Haslet Elementary Renovations is still in the planning process and currently includes Professional Development and Special Education spaces.

**Support of Strategic Goals:**

- Students will achieve success through meaningful learning experiences, innovative pathways, and personalized opportunities.
- Northwest ISD will create and foster an environment where all stakeholders are engaged in the transformational work of the NISD family.

**Budget and/or Fund Impact:** Funds for Haslet Elementary Renovations will be provided by from the 2017 Capital Bond.

**Recommendation:** Approve the GMP for Phase 1 (Special Programs) of the Haslet Elementary Renovations project in the amount of \$4,705,267.

Respectfully submitted,

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Ryder Warren, Ed.D.  
Superintendent

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Tim McClure  
Assistant Superintendent for  
Facilities

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Sarah Stewart  
Executive Director of  
Planning



# AIA<sup>®</sup> Document A133<sup>™</sup> – 2009 Exhibit A

## Guaranteed Maximum Price Amendment

### for the following PROJECT:

*(Name and address or location)*

Renovations of Haslet Elementary for DAEP – Phase 1  
501 School House Road  
Haslet, Texas 76052

### THE OWNER:

*(Name, legal status and address)*

Northwest Independent School District  
2001 Texan Drive  
Justin, Texas 76247

### THE CONSTRUCTION MANAGER:

*(Name, legal status and address)*

Northstar Builders Group, LLC  
3401 Olympus Boulevard  
Suite 510  
Coppell, Texas 75019

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201<sup>™</sup>–2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

## ARTICLE A.1

### § A.1.1 Guaranteed Maximum Price

Pursuant to Section 2.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of this Agreement.

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed Four Million, Seven Hundred and Five Thousand, Two Hundred and Sixty-Seven Dollars (\$4,705,267.00), subject to additions and deductions by Change Order as provided in the Contract Documents.

§ A.1.1.2 **Itemized Statement of the Guaranteed Maximum Price.** Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, allowances, contingencies, alternates, the Construction Manager's Fee, and other items that comprise the Guaranteed Maximum Price.

*(Provide below or reference an attachment.)*

See Attachment "A"

§ A.1.1.3 The Guaranteed Maximum Price is based on the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:  
*(State the numbers or other identification of accepted alternates. If the Contract Documents permit the Owner to accept other alternates subsequent to the execution of this*

Amendment, attach a schedule of such other alternates showing the amount for each and the date when the amount expires.)

No Accepted Alternates

§ A.1.1.4 Allowances included in the Guaranteed Maximum Price, if any:  
(Identify allowance and state exclusions, if any, from the allowance price.)

Item	Price (\$0.00)
See Attachment "B"	

§ A.1.1.5 Assumptions, if any, on which the Guaranteed Maximum Price is based:

See Attachment "B"

§ A.1.1.6 The Guaranteed Maximum Price is based upon the following Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
Not Applicable			

§ A.1.1.7 The Guaranteed Maximum Price is based upon the following Specifications:  
(Either list the Specifications here, or refer to an exhibit attached to this Agreement.)  
See Attachment "C"

Section	Title	Date	Pages
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§ A.1.1.8 The Guaranteed Maximum Price is based upon the following Drawings:  
(Either list the Drawings here, or refer to an exhibit attached to this Agreement.)  
See Attachment "D"

Number	Title	Date
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§ A.1.1.9 The Guaranteed Maximum Price is based upon the following other documents and information:  
(List any other documents or information here, or refer to an exhibit attached to this Agreement.)

Addendum #1 – August 24, 2020  
Addendum #2 – September 10, 2020

**ARTICLE A.2**

§ A.2.1 The anticipated date of Substantial Completion established by this Amendment:

March 21, 2021 – Phase 1

\_\_\_\_\_  
OWNER (Signature)

\_\_\_\_\_  
(Printed name and title)

  
CONSTRUCTION MANAGER (Signature)

Aaron Scates  
Chief Operations Officer  
\_\_\_\_\_  
(Printed name and title)

## NORTHSTAR BUILDERS GROUP

### Northwest ISD

Renovation of Haslet ES for DAEP

Haslet, TX

Documents Dated 8/14/2020

Estimate Dated 9/28/2020

<b>GMP Summary</b>							
CODE	ITEM	LABOR	MATERIAL	SUB	TOTAL	COMMENTS	
<b>GENERAL CONDITIONS</b>							<b>312,237</b>
	General Conditions		XXXXXX	XXXXXX	312,237	312,237	
<b>ALLOWANCES</b>							<b>240,000</b>
	Owner's Contingency		XXXXXX	XXXXXX	75,000	75,000	1.60%
	Graphics		XXXXXX	XXXXXX	10,000	10,000	
	Election Preparations		XXXXXX	XXXXXX	20,000	20,000	
	Technology		XXXXXX	XXXXXX	15,000	15,000	
	Re-roof Existing Kitchen		XXXXXX	XXXXXX	45,000	45,000	
	New RTUs (1ea)-10ton & (1ea) 3 ton (2ea) Condensers with Controls at Existing Kitchen		XXXXXX	XXXXXX	40,000	40,000	
	Entrance Canopy		XXXXXX	XXXXXX	35,000	35,000	
	HVAC T&B	By Owner	XXXXXX	XXXXXX	XXXXXX	0	
	Hazardous Material Abatement	By Owner	XXXXXX	XXXXXX	XXXXXX	0	
	Material Testing	By Owner	XXXXXX	XXXXXX	XXXXXX	0	
	Impact/inspection fees/permit	By Owner	XXXXXX	XXXXXX	XXXXXX	0	
<b>REIMBURSABLES</b>							<b>165,476</b>
	Pre-construction Fee		XXXXXX	7,500	XXXXXX	7,500	
	Office Trailer		XXXXXX	8,550	XXXXXX	8,550	
	Shed - Tool Room		XXXXXX	2,100	XXXXXX	2,100	
	Temporary Toilet		XXXXXX	14,000	XXXXXX	14,000	
	Temporary Fencing		XXXXXX	7,500	XXXXXX	7,500	
	Temporary Roads & Paving		XXXXXX	15,000	XXXXXX	15,000	
	Job Signs		XXXXXX	3,500	XXXXXX	3,500	
	Safety Equipment/Supplies		XXXXXX	3,500	XXXXXX	3,500	
	Temporary Fire Extinguishers		XXXXXX	1,750	XXXXXX	1,750	
	Small Tools		XXXXXX	10,500	XXXXXX	10,500	
	Equipment Rental		XXXXXX	17,500	XXXXXX	17,500	
	Office Supplies		XXXXXX	7,000	XXXXXX	7,000	
	Postage		XXXXXX	700	XXXXXX	700	
	Progress Photos		XXXXXX	2,800	XXXXXX	2,800	
	Extra Drawings/Copies		XXXXXX	1,000	XXXXXX	1,000	
	Copy Machine		XXXXXX	3,150	XXXXXX	3,150	
	Computers & Software		XXXXXX	4,700	XXXXXX	4,700	
	Watchman/Security Alarm		XXXXXX	2,100	XXXXXX	2,100	
	Telephone & Internet Service		XXXXXX	700	XXXXXX	700	
	Daily Cleanup		XXXXXX	9,858	XXXXXX	9,858	
	Dumpsters		XXXXXX	24,568	XXXXXX	24,568	
	Final Clean		XXXXXX	17,500	XXXXXX	17,500	

<b>EXISTING CONDITIONS</b>							<b>88,600</b>
02 41 00	Demolition		XXXXXX	10,000	78,600	88,600	
02 41 13	Selective Site Demolition		XXXXXX	XXXXXX	XXXXXX	0	
<b>CONCRETE</b>							<b>225,338</b>
03 10 00	Concrete Forming & Accessories	03 30 00	XXXXXX	XXXXXX	XXXXXX	0	
03 20 00	Concrete Reinforcing	03 30 00	XXXXXX	XXXXXX	XXXXXX	0	
03 20 00	Concrete Pour back		XXXXXX	XXXXXX	13,750	13,750	
03 30 00	Cast In Place Concrete		XXXXXX	15,000	196,588	211,588	
<b>MASONRY</b>							<b>60,500</b>
04 01 00	Maintenance of Masonry	04 20 00	XXXXXX	XXXXXX	XXXXXX	0	
04 05 11	Mortar & Masonry Grout	04 20 00	XXXXXX	XXXXXX	XXXXXX	0	
04 20 00	Unit Masonry		XXXXXX	5,000	55,500	60,500	
<b>METALS</b>							<b>72,608</b>
05 12 00	Structural Steel Framing		XXXXXX	7,500	24,967	32,467	
05 40 00	Cold Formed Metal Framing	09 29 82	XXXXXX	XXXXXX	XXXXXX	0	
05 50 00	Metal Fabrications		30,141	10,000	XXXXXX	40,141	
<b>WOODS, PLASTICS &amp; COMPOSITES</b>							<b>45,141</b>
06 10 00	Rough Carpentry		30,141	15,000	XXXXXX	45,141	
06 20 00	Finish Carpentry	12 32 00	XXXXXX	XXXXXX	XXXXXX	0	
<b>THERMAL &amp; MOISTURE PROTECTION</b>							<b>230,070</b>
07 21 00	Thermal Insulation	09 29 82	XXXXXX	XXXXXX	XXXXXX	0	
07 22 00	Roof & Deck Insulation	07 51 00	XXXXXX	XXXXXX	XXXXXX	0	
07 25 00	Weather Barriers	07 92 00	XXXXXX	XXXXXX	XXXXXX	0	
07 51 00	Built Up Bituminous Roofing		XXXXXX	7,500	202,450	209,950	
07 62 00	Sheet Metal Flashing and Trim	07 51 00	XXXXXX	XXXXXX	XXXXXX	0	
07 72 00	Roof Accessories	07 51 00	XXXXXX	XXXXXX	XXXXXX	0	
07 84 00	Firestopping	Trades	XXXXXX	XXXXXX	XXXXXX	0	
07 92 00	Joint Sealants		XXXXXX	XXXXXX	16,920	16,920	
07 95 13	Expansion Joint Covers		XXXXXX	XXXXXX	3,200	3,200	
<b>OPENINGS</b>							<b>177,578</b>
08 11 13	Hollow Metal Doors & Frames		XXXXXX	XXXXXX	123,955	123,955	
08 14 16	Flush Wood Doors	08 11 13	XXXXXX	XXXXXX	XXXXXX	0	
08 31 00	Access Doors & Panels	Trades	XXXXXX	XXXXXX	XXXXXX	0	
08 43 13	Aluminum Framed Storefronts	08 71 00	XXXXXX	XXXXXX	XXXXXX	0	
08 71 00	Door Hardware	08 80 00	XXXXXX	15,000	XXXXXX	15,000	
08 80 00	Glazing		XXXXXX	5,000	33,623	38,623	

FINISHES							580,784
09 22 26	Suspension Systems	09 29 82	XXXXXX	XXXXXX	XXXXXX	0	
09 29 82	Gypsum Board		XXXXXX	XXXXXX	174,050	174,050	
09 30 00	Tiling		XXXXXX	XXXXXX	101,120	101,120	
09 51 00	Acoustical Ceilings	09 29 82	XXXXXX	15,000	XXXXXX	15,000	
09 54 26	Linear Wood Ceilings	09 29 82	XXXXXX	XXXXXX	XXXXXX	0	
09 65 00	Resilient Flooring		XXXXXX	XXXXXX	140,460	140,460	
09 65 66	Resilient Athletic Flooring	Mondo	XXXXXX	XXXXXX	34,014	34,014	
09 68 13	Tile Carpeting	09 65 00	XXXXXX	XXXXXX	XXXXXX	0	
09 72 13	Markable Wall Surfacing		XXXXXX	XXXXXX	XXXXXX	0	
09 84 00	Acoustical Panels	09 29 82	XXXXXX	XXXXXX	XXXXXX	0	
09 90 00	Painting & Coating		XXXXXX	15,000	76,890	91,890	
	Protect Finishes		XXXXXX	XXXXXX	24,250	24,250	
<b>SPECIALTIES</b>							<b>59,817</b>
10 11 00	Visual Display Units		XXXXXX	XXXXXX	11,552	11,552	
10 14 00	Signage		XXXXXX	XXXXXX	9,098	9,098	
10 21 13	PLAM Clad Toilet Compartments		XXXXXX	XXXXXX	11,756	11,756	
10 21 23	Cubicle Curtains & Tracks		XXXXXX	XXXXXX	2,305	2,305	
10 22 39	Folding Panel Partitions		XXXXXX	XXXXXX	13,207	13,207	
10 28 00	Toilet Bath & Laundry Accessories	10 21 13	XXXXXX	XXXXXX	XXXXXX	0	
10 44 00	Fire Protection Specialties		XXXXXX	XXXXXX	3,914	3,914	
09 73 00	Protective Covers		XXXXXX	XXXXXX	7,985	7,985	
<b>EQUIPMENT</b>							<b>37,412</b>
11 23 36	Commercial Appliances	Ice maker	XXXXXX	XXXXXX	10,000	10,000	
11 30 13	Residential Appliances		XXXXXX	XXXXXX	2,712	2,712	
11 61 00	Stage Equipment	Alternate	XXXXXX	XXXXXX	XXXXXX	0	
	Athletic Equipment		XXXXXX	XXXXXX	24,700	24,700	
<b>FURNISHINGS</b>							<b>98,561</b>
12 21 00	Window Blinds		XXXXXX	XXXXXX	5,421	5,421	
12 32 00	Manufactured Wood Casework	Sci Equip	XXXXXX	10,000	70,416	80,416	
12 36 00	Countertops	12 32 00	XXXXXX	XXXXXX	XXXXXX	0	
12 48 13	Entrance Floor Grids		XXXXXX	XXXXXX	12,724	12,724	
<b>SPECIAL CONSTRUCTION</b>							<b>-</b>
	N/A		XXXXXX	XXXXXX	XXXXXX	0	
						0	
<b>CONVEYING EQUIPMENT</b>							<b>-</b>
	N/A		XXXXXX	XXXXXX	XXXXXX	0	
<b>FIRE PROTECTION</b>							<b>95,422</b>
21 00 10	Basic Fire Protection System Requirements		XXXXXX	5,000	90,422	95,422	
21 00 90	Fire Protection System Submittals	21 00 10	XXXXXX	XXXXXX	XXXXXX	0	
21 13 16	Fire Protection System (Addition/Renovation)	21 00 10	XXXXXX	XXXXXX	XXXXXX	0	

MECHANICAL & PLUMBING							566,670
22 00 10	Basic Plumbing Requirements		XXXXXX	10,000	220,170	230,170	
22 00 90	Plumbing Submittal Procedures	22 00 10	XXXXXX	XXXXXX	XXXXXX	0	
22 05 24	Valves - General	22 00 10	XXXXXX	XXXXXX	XXXXXX	0	
22 05 30	Pipe and Fittings	22 00 10	XXXXXX	XXXXXX	XXXXXX	0	
22 05 54	Plumbing Identification	22 00 10	XXXXXX	XXXXXX	XXXXXX	0	
22 07 20	Piping Insulation	22 00 10	XXXXXX	XXXXXX	XXXXXX	0	
22 08 00	Commissioning	22 00 10	XXXXXX	XXXXXX	XXXXXX	0	
22 11 17	Domestic Water Piping & Appurtenances	22 00 10	XXXXXX	XXXXXX	XXXXXX	0	
22 13 17	Soil, Waste, Vent, & Sanitary Drain Piping	22 00 10	XXXXXX	XXXXXX	XXXXXX	0	
22 13 18	Condensate Piping	22 00 10	XXXXXX	XXXXXX	XXXXXX	0	
22 14 01	Roof Drainage and Appurtenances	22 00 10	XXXXXX	XXXXXX	XXXXXX	0	
22 16 01	Natural Gas Piping and Appurtenances	22 00 10	XXXXXX	XXXXXX	XXXXXX	0	
22 33 34	Access Doors	22 00 10	XXXXXX	XXXXXX	XXXXXX	0	
22 40 01	Plumbing Fixtures and Fixture Carriers	22 00 10	XXXXXX	XXXXXX	XXXXXX	0	
22 66 54	Chemical Waste and Vent Piping	22 00 10	XXXXXX	XXXXXX	XXXXXX	0	
23 00 00	Basic Mechanical Requirements		XXXXXX	10,000	319,000	329,000	
23 00 00	MEP Access		XXXXXX	XXXXXX	XXXXXX	0	
23 00 90	HVAC Submittal Procedures	23 00 00	XXXXXX	XXXXXX	XXXXXX	0	
23 04 00	Architectural Requirements for HVAC	23 00 00	XXXXXX	XXXXXX	XXXXXX	0	
23 05 29	Hangers Supports for HVAC Piping and Equip	23 00 00	XXXXXX	XXXXXX	XXXXXX	0	
23 05 32	Roof Curbs	23 00 00	XXXXXX	XXXXXX	XXXXXX	0	
23 05 53	Identification	23 00 00	XXXXXX	XXXXXX	XXXXXX	0	
23 05 93	Testing & Balance	23 00 00	XXXXXX	XXXXXX	XXXXXX	0	
23 07 13	Duct and Grille Insulation	23 00 00	XXXXXX	XXXXXX	XXXXXX	0	
23 07 21	Refrigerant Piping Insulation	23 00 00	XXXXXX	XXXXXX	XXXXXX	0	
23 08 00	Commissioning	23 00 00	XXXXXX	XXXXXX	XXXXXX	0	
23 09 23	Energy Management Control System	23 00 00	XXXXXX	XXXXXX	XXXXXX	0	
23 23 00	Refrigerant Piping	23 00 00	XXXXXX	XXXXXX	XXXXXX	0	
23 31 13	Metal Ductwork	23 00 00	XXXXXX	XXXXXX	XXXXXX	0	
23 33 33	Access Doors	23 00 00	XXXXXX	XXXXXX	7,500	7,500	
23 34 16	HVAC Fans	23 00 00	XXXXXX	XXXXXX	XXXXXX	0	
23 37 13	Diffusers, Registers, and Grilles	23 00 00	XXXXXX	XXXXXX	XXXXXX	0	
23 43 23	Bipolar Ionization Air Purification System	23 00 00	XXXXXX	XXXXXX	XXXXXX	0	
23 81 19	Packaged HVAC Units	23 00 00	XXXXXX	XXXXXX	XXXXXX	0	
23 81 26	Split System HVAC Units	23 00 00	XXXXXX	XXXXXX	XXXXXX	0	
23 82 39	Electrical Unit Heaters	23 00 00	XXXXXX	XXXXXX	XXXXXX	0	

<b>ELECTRICAL</b>							<b>574,000</b>
26 00 00	Electrical		XXXXXX	15,000	559,000	574,000	
26 00 30	Warranty Period	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 00 90	Electrical Submittal Procedures	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 05 11	Electrical Demolition	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 05 19	Low Voltage Elec Power Conductors & Cables	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 05 26	Grounding and Bonding	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 05 33	Raceways and Conduits	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 05 33	Boxes and Fittings	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 05 34	Provisions for Communication, Security, & Safety	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 05 53	Electrical Identification	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 08 00	Commissioning	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 08 11	Testing	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 09 16	Time Switches	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 09 18	Laboratory Utility Shut of System	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 09 21	Contactors	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 09 41	Lighting Controls	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 24 16	Panelboards	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 27 26	Wiring Devices	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 28 13	Fuses	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 28 16	Enclosed Safety Switches and Circuit Breakers	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 28 19	Ground Fault Protection System	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 43 00	Surge Protective Devices	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 50 00	Lighting	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
26 56 23	Area Lighting	26 00 00	XXXXXX	XXXXXX	XXXXXX	0	
						0	
<b>COMMUNICATIONS</b>							<b>266,998</b>
27 05 00	General Comm Systems Requirements	27 10 30	XXXXXX	XXXXXX	XXXXXX	0	
27 10 30	Data & Telephone Cable Plant		XXXXXX	XXXXXX	80,596	80,596	
27 40 18	AV Equipment Brackets & Cabling		XXXXXX	XXXXXX	36,184	36,184	
27 51 40	Intercom Comm System		XXXXXX	XXXXXX	40,315	40,315	
27 53 20	Distributed Antenna Systems (DAS)	Public Safety	XXXXXX	XXXXXX	49,999	49,999	
27 53 20	Distributed Antenna Systems (DAS)	Cellular	XXXXXX	XXXXXX	59,904	59,904	
<b>ELECTRONIC SAFETY AND SECURITY</b>							<b>123,120</b>
28 05 00	General Fire Alarm System Req	28 46 21	XXXXXX	XXXXXX	XXXXXX	0	
28 13 27	Building Access Control System		XXXXXX	XXXXXX	39,875	39,875	
28 23 20	Video Surveillance	28 13 27	XXXXXX	XXXXXX	XXXXXX	0	
28 46 21	Fire Detection & Alarm Performance Specification		XXXXXX	XXXXXX	83,245	83,245	
<b>EARTHWORK</b>							<b>111,368</b>
31 10 00	Earthwork		XXXXXX	XXXXXX	111,368	111,368	
31 10 00	Site Clearing	31 00 00	XXXXXX	XXXXXX	XXXXXX	0	
31 23 33	Trenching & Backfilling	Trades	XXXXXX	XXXXXX	XXXXXX	0	
31 32 00	Soil Stabilization	31 00 00	XXXXXX	XXXXXX	XXXXXX	0	

EXTERIOR IMPROVEMENTS							105,110	
32 13 13	Concrete Paving	03 30 00	XXXXXX	XXXXXX	XXXXXX	0		
32 17 23	Pavement Markings		XXXXXX	XXXXXX	6,260	6,260		
32 19 00	Walk, Road & Parking Appurtenances	32 17 23	XXXXXX	XXXXXX	XXXXXX	0		
32 31 13	Chainlink Fences & Gates		XXXXXX	XXXXXX	10,000	10,000		
32 84 00	Planting Irrigation		XXXXXX	10,000	78,850	88,850		
32 92 23	Sod	32 84 00	XXXXXX	XXXXXX	XXXXXX	0		
32 93 00	Trees, Shrubs & Groundcovers	32 84 00	XXXXXX	XXXXXX	XXXXXX	0		
<b>UTILITIES</b>							<b>35,000</b>	
	Fire Hydrant		XXXXXX	XXXXXX	35,000	35,000		
<b>SUBTOTAL</b>							<b>60,283      327,976      3,883,552      4,271,811</b>	
	Contractor's Contingency	03 00 00				213,591		
	Subcontractor Default Insurance	1.35%				60,553		
	Bond	0.98%				44,550		
	Fee	0.025				114,763		
<b>TOTAL BASE BID</b>							<b>4,705,267</b>	<b>140</b>

<u>Alternates</u>	Recommended	Not Recommended
Alternate No. 1 - Folding Panel Partition at Room 116		\$14,353
Alternate No. 2 - AAON HVAC Equipment		\$49,993
Alternate No. 3 - Lennox HVAC Equipment Included In Base		
Alternate No. 4 - Trane HVAC Equipment		(\$17,573)
Alternate No. 5 - Replace Stage Curtain		\$16,302

The following clarifications and assumptions, are included as part of the Guaranteed Maximum Price (GMP).

1. Contractor & Subcontractor retainage to be held at 5% of the cost of work.
2. This guaranteed maximum price (GMP) is based upon 100% Documents including addendum 1 & 2 as prepared by Huckabee Architects dated July 30, 2020.
3. All unused funds shall be returned to the owner at the end of the project.
4. General conditions costs included are based on Phase 1 from September 28, 2020 to March 12, 2021.
5. Davis Bacon wage rates will be used, but no certified payroll.
6. Pre-construction fees are included in the GMP per our proposal for \$7,500 lump sum.
7. Subcontractor default insurance is considered a reimbursable cost at the stipulated rate of 1.35% of the GMP.
8. Labor burden associated with wages and salaries is considered a reimbursable cost at the stipulated rate of 47% of labor cost.
9. Premium casualty insurance including excess and auto is considered reimbursable cost at the stipulated rate of 0.85% of the GMP.
10. Notwithstanding any other contract language to the contrary, Northstar Builders Group reserves the right to seek relief, including requests for additional time and adjustments to the contract price, to the extent COVID-19 impacts the project.
11. Construction management fee is fixed at 2.5% of the GMP.
12. Information technology and project management software are considered a reimbursable cost at the stipulated rate of 0.1% of the GMP.
13. Warranty is included in this guaranteed maximum price at a stipulated rate of 0.15% of the GMP and commences at substantial completion. The warranty for workmanship is one year from date of substantial completion. The Project Manager is the point of contact for all warranty calls during that period.
14. The following allowances are included in the GMP:
  - Owner Contingency \$75,000
  - Graphics \$10,000
  - Election Preparations \$20,000
  - Technology \$15,000
  - Re-roof Kitchen \$45,000
  - New RTU's 1-10ton, 1-3ton, & 2 condensers \$40,000
  - Entrance Canopy \$35,000
  - Contractors Contingency \$213,141
15. Fixed rates for contractor used company-owned equipment in the execution of the work will be billed on a rental basis per the attached equipment schedule.
16. Digital as-builts will be supplied by Northstar Builders at a stipulated rate of 0.05% of the GMP.

This GMP excludes:

1. Sales taxes on materials incorporated into the project.
2. Certified Payroll
3. Off-site Utilities
4. Building Information Modeling (BIM)
5. LEED Certification for project.
6. Tri-party agreements and/or City imposed impact fees.
7. Off-site or full-size mockups.
8. Moisture mitigation is excluded. If moisture mitigation is required it will be funded from owners or contractor's contingency.



9. HVAC test and balance. By Owner.
10. Material testing of any kind. By Owner
11. Building Commissioning. By Owner
12. Work/Scope required by codes or regulations that are not incorporated into the plans and clearly identified as scope of work for this GMP.
13. Detection or remediation of hazardous materials and asbestos. Any costs for these items are assumed to be by the Owner.
14. Costs for any building permits.
15. All work shown to be "by others" or noted "NIC".
16. SWPPP, OSHA, and any other state, local, or federal regulations required for contractors that are not working under this guaranteed maximum price. We accept no liability, nor provide any warranty for work performed outside of Northstar Builders GMP
17. Northstar is not responsible for preexisting code issues with the existing buildings.
18. Utility Relocation or the cost of lowering any utility line not identified on the construction documents.
19. Any damaged concrete the district wants to replace due to building construction, but not shown to be removed in the demolition drawings will be taken from contractors' contingency to replace
20. Topsoil harvested from on-site will be used and if there is a shortage of topsoil recovered from onsite more will be imported and taken from contractor contingency



NORTHSTAR BUILDERS GROUP

Job Name:
Job Number:
Rental Charge Month:

Qty	WK 1	Wk 2	Wk 3	Wk 4	Cost Code	Description	Month Rate	Total Cost	Comments
						Air Compressor	\$120.00	\$0.00	
						Backhoe	\$1,350.00	\$0.00	
						Forklift	\$2,195.00	\$0.00	
						Bobcat skid steer	\$1,950.00	\$0.00	
						Box Fan	\$75.00	\$0.00	
						Crane Mat (4' X 16')	\$70.00	\$0.00	
						Crane Mat (4' X 20")	\$85.00	\$0.00	
						Crane Mat (8' X 16')	\$105.00	\$0.00	
						Dehumidifier	\$325.00	\$0.00	
						Generator	\$225.00	\$0.00	
						Golf Cart	\$500.00	\$0.00	
						Utility Vehicle/ATV	\$650.00	\$0.00	
						Steel Trench Plate	\$260.00	\$0.00	
						Heater (Electric)	\$225.00	\$0.00	
						Heater (Fuel)	\$235.00	\$0.00	
						33' Electric Scissor	\$1,445.00	\$0.00	
						40' Electric Scissor	\$1,765.00	\$0.00	
						55' Gas Scissor lift	\$1,950.00	\$0.00	
						Power Washer	\$210.00	\$0.00	
						6' Stair Tower (1 Section)	\$90.00	\$0.00	
						Welding machine	\$405.00	\$0.00	
						Water Pump	\$250.00	\$0.00	
						Water Pump Hose	\$50.00	\$0.00	
						Storage Container	\$225.00	\$0.00	
						18 Wheeler Storage Trailer	\$245.00	\$0.00	
						Company Truck	\$875.00	\$0.00	
						Copy Machines Small	\$100.00	\$0.00	
						Single Wide Office Trailer	\$650.00	\$0.00	
						Theodolite	\$230.00	\$0.00	
						Total Station	\$575.00	\$0.00	
						Data Collector	\$180.00	\$0.00	
						GPS - Robot-Smart	\$1,650.00	\$0.00	
						GPS Epoch Surveying Equip	\$535.00	\$0.00	
						Auto Level	\$80.00	\$0.00	
						Laser Level	\$90.00	\$0.00	
						Utility Camera	\$250.00	\$0.00	
						Tattletale Security System	\$165.00	\$0.00	
						Zamboni - floor scrubber	\$775.00	\$0.00	

Superintendent approval

Date

Project Manager

Date

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09 6566	RESILIENT ATHLETIC FLOORING	3
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**SECTION 00 0115  
LIST OF DRAWING SHEETS**

**PART 1 - GENERAL**

**1.01 SUMMARY**

- A. Following are the drawings which form a part of the contract, as set forth in subparagraph 1.1.1 of the accompanying "General Conditions of the Contract for Construction".

**1.02 TITLE OF DRAWINGS:**

GENERAL

- G1.1 COVER SHEET
- G1.2 GENERAL DATA
- G2.1 CODE ANALYSIS PLAN
- G3.1 INTERIOR WALL, ROOF TYPES, & TYP. INTERIOR PARTITION BRACING DETAILS

CIVIL

- C1.01 EXISTING TOPOGRAPHY PLAN
- C1.02 PLAT
- C1.03 DEMOLITION PLAN
- C1.04 SITE PLAN
- C1.05 DIMENSIONAL CONTROL PLAN
- C1.06 GRADING PLAN
- C1.07 DRAINAGE AREA MAP
- C1.08 UTILITY AND STORM DRAIN PLAN
- C1.09 PAVING PLAN
- C1.10 EROSION CONTROL PLAN
- C1.11 EROSION CONTROL DETAILS
- C1.12 SITE DETAILS
- C1.13 PAVING DETAILS
- C1.14 WATER AND STORM DRAIN DETAILS

LANDSCAPE

- L1.01 LANDSCAPE PLAN
- L1.02 LANDSCAPE DETAILS AND NOTES
- IR1.01 IRRIGATION PLAN
- IR1.02 IRRIGATION DETAILS AND NOTES

SITE

- AS1.1 SITE PLAN



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- S0.03 DEMOLITION PLAN - SECTION A
- S0.04 DEMOLITION PLAN - SECTION B
- S1.02 MASTER PLAN - FOUNDATION
- S2.02 FOUNDATION PLAN - SECTION A
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- A1.2 FLOOR PLAN - SECTION A
- A1.3 FLOOR PLAN - SECTION B
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- A2.1 MASTER REFLECTED CEILING PLAN
- A2.2 REFLECTED CEILING PLAN - SECTION A
- A2.3 REFLECTED CEILING PLAN - SECTION B
- A3.1 HOLLOW METAL DOOR SCHEDULE AND CONFIGURATIONS
- A3.2 DOOR & WINDOW DETAILS
- A4.1 FINISH PLAN - SECTION A AND FINISH DETAILS
- A4.2 FINISH PLAN - SECTION B
- A4.3 INTERIOR ELEVATIONS
- A7.1 ROOF PLAN
- A7.2 TYPICAL ROOFING DETAILS BUILT-UP ROOFING
- A7.3 TYPICAL ROOFING DETAILS
- A8.1 CASEWORK
- A8.2 CASEWORK DETAILS
- A9.1 TYPICAL DETAILS



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PLUMBING

- FP1.1 FIRE PROTECTION FLOOR PLAN - OVERALL
- PD1.1 PLUMBING DEMOLITION FLOOR PLAN - SECTION A
- PD1.2 PLUMBING DEMOLITION FLOOR PLAN - SECTION B
- PD6.1 PLUMBING DEMOLITION ROOF PLAN
- PL1.1 PLUMBING FLOOR PLAN - SECTION A
- PL1.2 PLUMBING FLOOR PLAN - SECTION B
- PL6.1 PLUMBING ROOF PLAN
- PL7.1 PLUMBING DETAILS
- PL7.2 PLUMBING DETAILS
- PL8.1 PLUMBING SCHEDULES, SYMBOLS AND RISERS

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- MD1.1 MECHANICAL DEMOLITION FLOOR PLAN - SECTION A
- MD1.2 MECHANICAL DEMOLITION FLOOR PLAN - SECTION B
- MD6.1 MECHANICAL DEMOLITION ROOF PLAN
- MH1.1 MECHANICAL FLOOR PLAN - SECTION A
- MH1.2 MECHANICAL FLOOR PLAN - SECTION B
- MH6.1 MECHANICAL ROOF PLAN
- MH7.1 MECHANICAL DETAILS
- MH7.2 MECHANICAL DETAILS
- MH8.1 MECHANICAL SCHEDULES, SYMBOLS, & COMCHECK

ELECTRICAL

- ES1.1 ELECTRICAL SITE PLAN
- ES1.2 PHOTOMETRIC SITE PLAN
- ED1.1 ELECTRICAL DEMOLITION FLOOR PLAN - SECTION A
- ED1.2 ELECTRICAL DEMOLITION FLOOR PLAN - SECTION B
- ED6.1 ELECTRICAL DEMOLITION ROOF PLAN
- EP1.1 ELECTRICAL FLOOR PLAN - SECTION A
- EP1.2 ELECTRICAL FLOOR PLAN - SECTION B
- EP6.1 ELECTRICAL ROOF PLAN
- EP7.1 ELECTRICAL NOTES, SYMBOLS & DETAILS
- EP7.2 ELECTRICAL DETAILS
- EP7.3 ELECTRICAL DETAILS
- EP8.1 ELECTRICAL PANELBOARD SCHEDULES
- EP9.1 ELECTRICAL RISER DIAGRAM



2020.08.14

LIGHTING

- EL1.1 LIGHTING FLOOR PLAN - SECTION A
- EL1.2 LIGHTING FLOOR PLAN - SECTION B
- EL7.1 LIGHTING CONTROL CHART
- EL7.2 LIGHTING DETAILS AND SYMBOLS
- EL8.1 LUMINAIRE SCHEDULE
- EL9.1 LIGHTING COMCHECK

COMMUNICATION

- ET1.1 ELECTRICAL COMMUNICATIONS FLOOR PLAN - SECTION A
- ET1.2 ELECTRICAL COMMUNICATIONS FLOOR PLAN - SECTION B
- ET7.1 ELECTRICAL COMMUNICATIONS DETAILS & SYMBOLS
- FA1.1 FIRE ALARM FLOOR PLAN - OVERALL

**END OF SECTION**



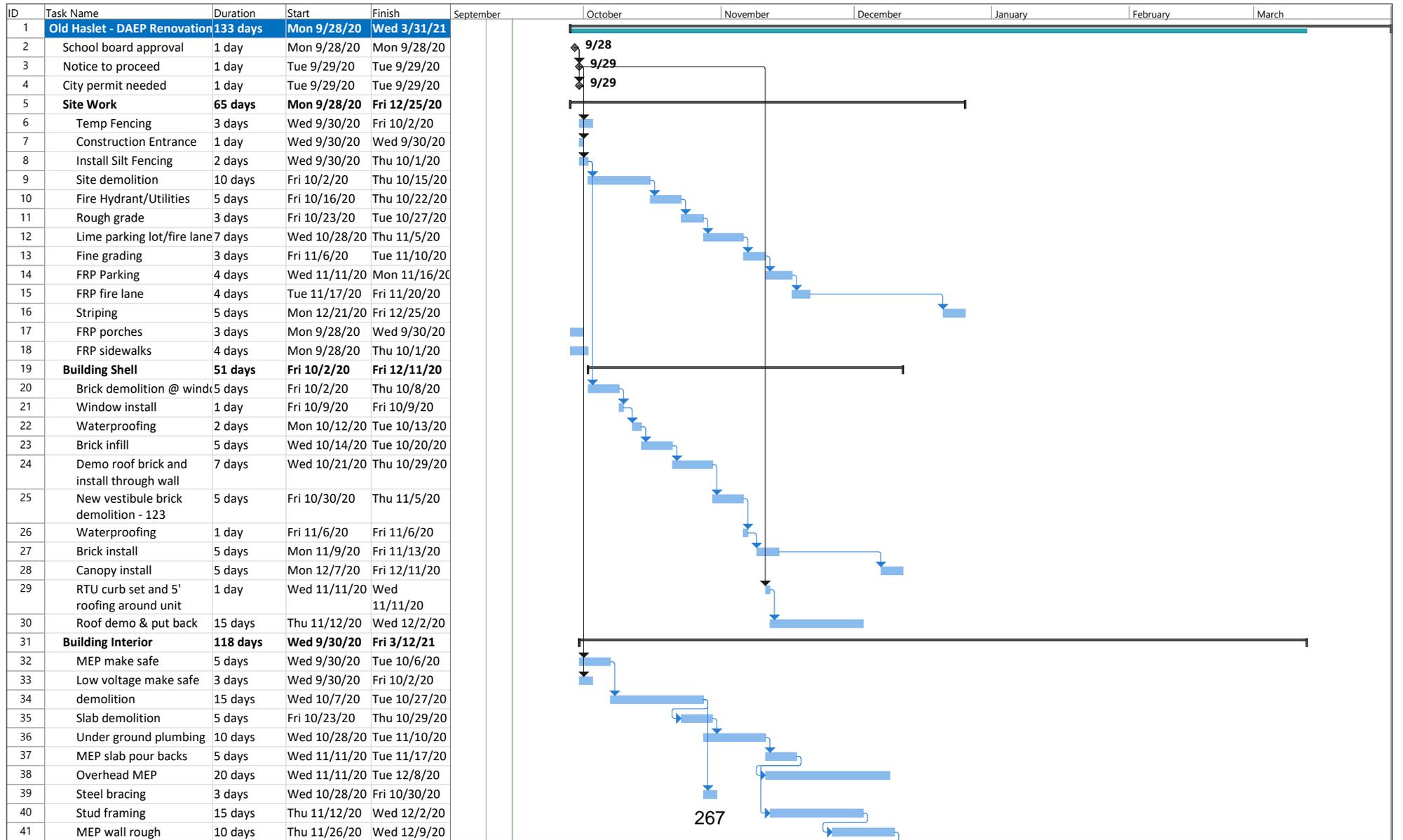
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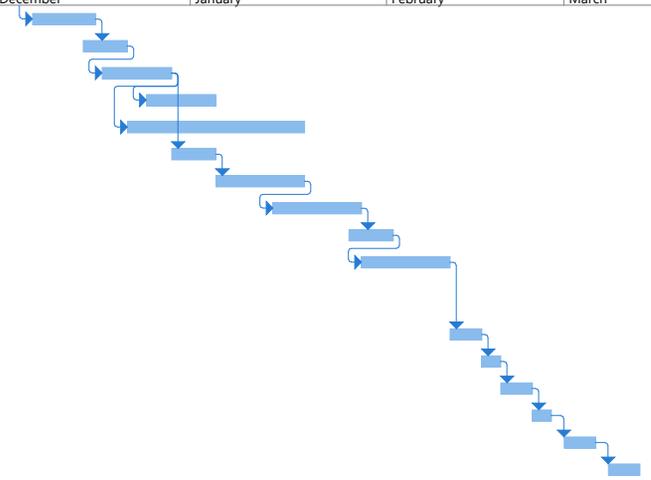
Major Trade Participation	Number of Bids
Demolition	4
Earthwork	4
Concrete	4
Millwork	6
Roofing	7
Glass & Glazing	7
Drywall	4
Flooring	4
Painting	3
Mechanical	10
Plumbing	7
Electrical	6

**Total of all subcontractor bids for all trades: 148**





ID	Task Name	Duration	Start	Finish	September	October	November	December	January	February	March
42	4' wall top out	8 days	Mon 12/7/20	Wed 12/16/20							
43	Double side	5 days	Tue 12/15/20	Mon 12/21/20							
44	Tape and float	7 days	Fri 12/18/20	Mon 12/28/20							
45	Ceiling grid	7 days	Fri 12/25/20	Mon 1/4/21							
46	Ceramic tile	20 days	Tue 12/22/20	Mon 1/18/21							
47	Millwork	5 days	Tue 12/29/20	Mon 1/4/21							
48	Flooring	10 days	Tue 1/5/21	Mon 1/18/21							
49	Finish paint	10 days	Thu 1/14/21	Wed 1/27/21							
50	Drop ceiling tile	5 days	Tue 1/26/21	Mon 2/1/21							
51	Low voltage (Data, intercom, clocks, fire alarm, etc.)	10 days	Thu 1/28/21	Wed 2/10/21							
52	Install doors & hardware	3 days	Thu 2/11/21	Mon 2/15/21							
53	MKBD's	3 days	Tue 2/16/21	Thu 2/18/21							
54	TV's	3 days	Fri 2/19/21	Tue 2/23/21							
55	Accessories	3 days	Wed 2/24/21	Fri 2/26/21							
56	Final clean	5 days	Mon 3/1/21	Fri 3/5/21							
57	Architect/Owner punch	5 days	Mon 3/8/21	Fri 3/12/21							





To: Board of Trustees  
From: Ryder Warren, Ed.D., Superintendent of Schools  
Subject: Professional Learning District Effectiveness Report  
Date: September 28, 2020

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**Background Information and Rationale:** Professional learning is crucial to develop our teachers and provide our students with the best educational experience we can. Curriculum and Instruction works with campuses, teachers, and the district to provide professional learning opportunities that meet the needs of our teachers and students. This year more than ever our professional learning plan was critical to ensure that we can support our teachers through the challenges, changes, and unknowns of the 2020-2021 school year.

**Support of Strategic Goals:**

- Students will achieve success through meaningful learning experiences, innovative pathways, and personalized opportunities.
- Northwest ISD will recruit, value, and retain exceptional staff to create a rewarding learning environment.
- Northwest ISD will create and foster an environment where all stakeholders are engaged in the transformational work of the NISD family.

**Budget and/or Fund Impact:** Federal and Local Budgets.

**Recommendation:** This is a report only.

Respectfully submitted,

Ryder Warren, Ed.D.  
Superintendent

Michael Griffin, Ed.D.  
Assistant Superintendent  
for Curriculum and  
Instruction

Stephanie Espinosa, Ed.D.  
Executive Director for  
Curriculum and Staff  
Development



To: Board of Trustees  
From: Ryder Warren, Ed.D., Superintendent of Schools  
Subject: Facilities, Planning and Construction Monthly Report  
Date: September 28, 2020

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**Background Information and Rationale:** A brief report will be given to update the Board of Trustees on the progress of projects from the Facilities Department.

**Construction Projects**

Eaton HS Addition - Phase 2

NISD Aquatic Center

Medlin MS Fine Arts and Classroom Additions

Berkshire Elementary

Network Operation Centers – NOCs

City of Rhome Interlocal Agreement for City Park

**Support of Strategic Goals:**

- Students will achieve success through meaningful learning experiences, innovative pathways, and personalized opportunities.
- Northwest ISD will create and foster an environment where all stakeholders are engaged in the transformational work of the NISD family.

**Budget and/or Fund Impact:** All projects are funded through capital bond programs.

**Recommendation:** Discussion of the construction and planning projects.

Respectfully submitted,

Ryder Warren, Ed.D.  
Superintendent

Tim McClure, AIA  
Assistant Superintendent for  
Facilities

Tommy Osborne, AIA,  
LEED AP  
Executive Director of  
Construction



To: Board of Trustees  
From: Ryder Warren, Ed.D., Superintendent of Schools  
Subject: August Financial Report  
Date: September 28, 2020

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**Background Information and Rationale:** The financial report for the month ending August 31, 2020 is attached for the Board's information.

The General Fund budget was adopted at a \$25.1M deficit. The percentages are trending well at 6.28% for August.

The Food Service Fund budget was adopted at a \$90K surplus and is trending well. There has been little activity there to start the year.

The Debt Service Fund budget was adopted at a \$3.4M surplus and is trending well. The only real activity so far has been the August 15, 2020 NISD bond payment.

**Support of Strategic Goals:**

- Students will achieve success through meaningful learning experiences, innovative pathways, and personalized opportunities.
- Northwest ISD will recruit, value, and retain exceptional staff to create a rewarding learning environment.
- Northwest ISD will create and foster an environment where all stakeholders are engaged in the transformational work of the NISD family.

**Budget and/or Fund Impact:** This a report only.

**Recommendation:** Review the enclosed financial report.

Respectfully submitted,

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Ryder Warren, Ed.D.  
Superintendent

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Brian Carter  
Chief Financial Officer

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Tanda Dovel  
Budget Coordinator