

Regular Meeting  
Monday, July 15, 2024 6:00 PM

Cleburne ISD Boardroom  
505 N. Ridgeway Dr., suite 100  
Cleburne, TX 76033

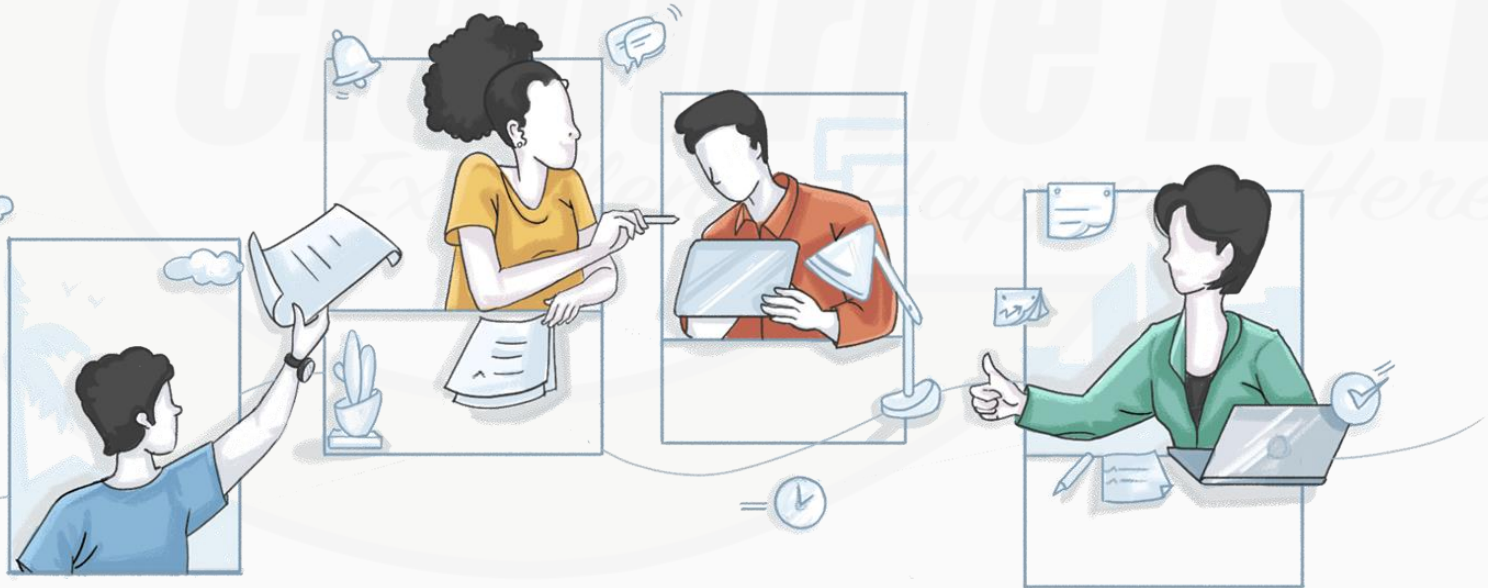
## **Agenda**

1. **CALL TO ORDER**
2. **OATH OF OFFICE RE-ELECTED SCHOOL BOARD MEMBER**  
**Presenter:** Cynthia Ramos
3. **CLOSED MEETING (TEXAS GOVERNMENT CODE 551)**
  - 3.A. Pursuant to Texas Government Code Section 551.071, to consult with the District's attorney, in person or by phone, on a matter in which the duty of the attorney to the District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code.
  - 3.B. Pursuant to Texas Government Code Section 551.072 Consider Purchase, Exchange, Lease or Value of Real Property.
  - 3.C. Pursuant to Texas Government Code Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
  - 3.D. Pursuant to Texas Government Code Sections 551.076, 551.089, to deliberate regarding security devices or security audits
4. **RECONVENE**
  - 4.A. Action from closed session, if any
    - 4.A.1. Consider and approve 2024-2025 contracted employees
    - 4.A.2. Consider and ratify 2024-2025 contracted employees
  - 4.B. Pledge of Allegiance
  - 4.C. Invocation
5. **COMMENTS FROM BOARD OF TRUSTEES**
6. **HONORS AND RECOGNITIONS**
7. **PRESENTATIONS**
  - 7.A. Human Resources Department  
**Presenter:** Allen Roberts
    - 7.A.1. Presentation on Update 123
8. **PUBLIC COMMENT**
  - 8.A. Addressing the School Board: A public speaker must sign up by 5:55pm. A speaker will be limited to three (3) minutes to make comments regarding items on the agenda. Speakers must address the Board from the podium and state their name before speaking. The Board shall not answer questions and shall not deliberate or decide regarding any subject. Board policy prohibits the discussion of complaints against district employees and/or students during public comment.
9. **CONSENT AGENDA: ALL ITEMS MAY BE ACTED UPON AT THE SAME TIME BY THE BOARD OF TRUSTEES**
  - 9.A. BOARD OF TRUSTEES
    - 9.A.1. 06-17-24 unapproved minutes

- 9.A.2. 06-24-24 unapproved minutes
- 9.B. BUSINESS AND FINANCE DEPARTMENT
  - 9.B.1. Check Register
  - 9.B.2. Co-Curricular and Agency Reports
  - 9.B.3. Monthly Revenue and Expenditure Reports
  - 9.B.4. Tax Report
- 9.C. Student Services Department
  - 9.C.1. Texas A&M AgriLife Extension
- 10. ACTION ITEMS
  - 10.A. Human Resources Department
    - Presenter:** Allen Roberts
    - 10.A.1. Consider and approve TASB Update 123 - First Reading
  - 10.B. STUDENT SERVICES DEPARTMENT
    - Presenter:** Dr. Kristi Rhone
    - 10.B.1. Consider and approve 2024-2025 Student Code of Conduct
- 11. PURCHASES OVER \$50,000
  - 11.A. Student Services Department
    - Presenter:** Dr. Kristi Rhone
    - 11.A.1. Consider and Imagine Learning Software Renewal (Edgenuity/Purpose Prep)
    - 11.A.2. Consider and approve Soliant Health
    - 11.A.3. Consider and approve Empower Therapeutics
    - 11.A.4. Consider and approve Phaxis Health Solutions
- 12. SUPERINTENDENT'S REPORTS
  - 12.A. Human Resources Department
    - 12.A.1. Professional Resignations
  - 12.B. District Operations Department
    - 12.B.1. Facilities Report
    - 12.B.2. Transportation Report
    - 12.B.3. Operations Tickets Report
    - 12.B.4. Child Nutrition Report
  - 12.C. Student Services Department
- 13. CLOSED MEETING (TEXAS GOVERNMENT CODE 551)
  - 13.A. Pursuant to Texas Government Code Section 551.071, to consult with the District's attorney, in person or by phone, on a matter in which the duty of the attorney to the District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code.
  - 13.B. Pursuant to Texas Government Code Section 551.072 Consider Purchase, Exchange, Lease or Value of Real Property.
  - 13.C. Pursuant to Texas Government Code Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
  - 13.D. Pursuant to Texas Government Code Sections 551.089, to deliberate regarding security devices or security audits
- 14. RECONVENE TO OPEN SESSION

- 14.A. Action, if any, from closed session
15. **ADJOURNMENT**

# Cleburne ISD Local Board Policy Update 123



## **POLICY UPDATE 123 OVERVIEW:**

- Cleburne Independent School District approved update 122 in November of 2023.
- In April 2024, the School Board approved the recommendations from the TASB review.
- During the Regular Session of the 88th Legislature, educational laws were passed requiring policy updates.
- TASB submits revisions of local School Board policies to match the new legal policies in update 123.

# **CKE(LOCAL) Safety Program/Risk Management: Security Personnel**

## **Reasoning:**

- Defines school resource officers jurisdiction, duties, and authority which helps better clarify House Bill 3 and other legal requirements.
- Defines commissioned security officers with level III training authority in accordance with the Educational Code.

## **EFA(LOCAL) Instructional Resources: Instructional Materials**

### **Reasoning:**

- EF Local is eliminated and combined with EFA Local to allow each individual district to develop their own regulations as to how instructional resources are better used for the growth of our students.
- EFA Local better lays out the procedures for the use of instructional resources.

# EFB (LOCAL) Instructional Resource Library Materials

## Reasoning:

- The purpose of this policy is to ensure that the District provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal and a variety of points of view.
- This recommended policy aligns with changes to the Administrative Code and the the new collection development standards for school libraries as a result of HB 900.

Regular Meeting  
Monday, June 17, 2024 6:00 PM Central

Cleburne ISD Boardroom  
505 N. Ridgeway Dr., suite 100  
Cleburne, TX 76033

Elizabeth Childress: Present  
Wendell Dempsey: Present  
John Finnell: Present  
DeAnna King: Present  
Mary Ellen Mahaffey: Present  
Dr. Jason Tennison: Absent  
Joe Trevino: Present  
Present: 6, Absent: 1.

#### 1. CALL TO ORDER

Meeting was called to order at 5:03pm by Elizabeth Childress.

#### 2. SWEARING OF NEW SCHOOL BOARD MEMBERS

Judge Christopher Boedeker sworn in Eric Bishop, new board member replacing John Finnell, place 4 and returning board member, Mary Ellen Mahaffey, place 5.

#### 3. CLOSED MEETING (TEXAS GOVERNMENT CODE 551)

Board convened to closed session at 5:10pm.

3.A. Pursuant to Texas Government Code Section 551.071, to consult with the District's attorney, in person or by phone, on a matter in which the duty of the attorney to the District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code.

3.B. Pursuant to Texas Government Code Section 551.072 Consider Purchase, Exchange, Lease or Value of Real Property.

3.C. Pursuant to Texas Government Code Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

3.D. Pursuant to Texas Government Code Sections 551.076, 551.089, to deliberate regarding security devices or security audits

#### 4. RECONVENE

Board reconvened to open session at 6:04pm.

##### 4.A. Action from closed session, if any

###### 4.A.1. Consider and approve contracted employees

Motion to approve contracted employees for the 2024-2025 school year, as presented. This motion, made by DeAnna King and seconded by Joe Trevino, Passed.

Dr. Jason Tennison: Absent, Elizabeth Childress: Yea, Wendell Dempsey: Yea, John Finnell: Yea, DeAnna King: Yea, Mary Ellen Mahaffey: Yea, Joe Trevino: Yea  
Yea: 6, Nay: 0, Absent: 1

##### 4.B. Pledge of Allegiance

##### 4.C. Invocation

#### 5. Recognition of School Board Member - John Finnell

Outgoing board member John Finnell was recognized and was presented with a plaque for 9 years of school board member service. Elizabeth Childress and DeAnna King spoke of how much he'll be missed and how much they've learned from him. He was thanked for always being a champion for CISD students and staff and for being a Master Board Member, thru Leadership TASB.

Mr. Finnell thanked the board and all the staff present and said he would miss CISD but know great things will happen without him.

## 6. ELECTION OF BOARD OFFICERS

### 6.A. Consider approval for School Board President

Motion to approve Elizabeth Smith for board president, as presented. This motion, made by DeAnna King and seconded by Joe Trevino, Passed.

Dr. Jason Tennison: Absent, Elizabeth Childress: Yea, Wendell Dempsey: Yea, John Finnell: Yea, DeAnna King: Yea, Mary Ellen Mahaffey: Yea, Joe Trevino: Yea  
Yea: 6, Nay: 0, Absent: 1

### 6.B. Consider approval for School Board Vice President

Motion to approve Dr. Jason Tennison for vice president, as presented. This motion, made by DeAnna King and seconded by Wendell Dempsey, Passed.

Dr. Jason Tennison: Absent, Elizabeth Childress: Yea, Wendell Dempsey: Yea, John Finnell: Yea, DeAnna King: Yea, Mary Ellen Mahaffey: Yea, Joe Trevino: Yea  
Yea: 6, Nay: 0, Absent: 1

### 6.C. Consider approval for School Board Secretary

Motion to approve DeAnna King for secretary, as presented. This motion, made by Joe Trevino and seconded by Eric Bishop, Passed.

Dr. Jason Tennison: Absent, Eric Bishop: Yea, Elizabeth Childress: Yea, Wendell Dempsey: Yea, DeAnna King: Yea, Mary Ellen Mahaffey: Yea, Joe Trevino: Yea  
Yea: 6, Nay: 0, Absent: 1

## 7. NOMINATION OF TASB DELEGATE AND ALTERNATE

### 7.A. Consider and approve the nomination of the TASB Delegate and Alternate

Motion to approve Eric Bishop as the TASB delegate and DeAnna King as the alternate, as present. This motion, made by Mary Ellen Mahaffey and seconded by Joe Trevino, Passed.

Dr. Jason Tennison: Absent, Eric Bishop: Yea, Elizabeth Childress: Yea, Wendell Dempsey: Yea, DeAnna King: Yea, Mary Ellen Mahaffey: Yea, Joe Trevino: Yea  
Yea: 6, Nay: 0, Absent: 1

## 8. Board of Trustees

### 8.A. Consider nomination and approval of POP Committee member

Motion to nominate Joe Trevino to replace John Finnell as the POP Committee member until January 31, 2026. This motion, made by DeAnna King and seconded by Mary Ellen Mahaffey, Passed.

Dr. Jason Tennison: Absent, Eric Bishop: Yea, Elizabeth Childress: Yea, Wendell Dempsey: Yea, DeAnna King: Yea, Mary Ellen Mahaffey: Yea, Joe Trevino: Yea  
Yea: 6, Nay: 0, Absent: 1

## 9. COMMENTS FROM BOARD OF TRUSTEES

No comments from the board of trustees.

## 10. HONORS AND RECOGNITIONS

Broadway Dallas High School Musical Theatre Awards- Dr. Estelle Murr and Keli Price, Presenters

Damson Chola Jr, Preference Chola, Braedon Carlton, Elijah Poole, Kallie Taylor were recognized

Texas State Solo and Ensemble Contest Outstanding Performer Recognitions- Dr. Estelle Murr and B. Weslee Vance, Presenters

Damson Chola and Janna West were recognized.

Alex Yzaguirre, first CHS IT student to achieve the CompTIA Security+ Certification- Rebecca Hering, Dewayne Hawpe, Presenters

## 11. PRESENTATIONS

### 11.A. The Mentors Care Presentation

Brian Blackwell presented a new mentoring program for Cleburne ISD and showed a video.

11.B. Spring 2024 Parent and Staff Survey Results presentation

Dr. Chris Jackson presented the survey results.

**12. PUBLIC COMMENT**

No public comments

12.A. Addressing the School Board: A public speaker must sign up by 5:55pm. A speaker will be limited to three (3) minutes to make comments regarding items on the agenda. Speakers must address the Board from the podium and state their name before speaking. The Board shall not answer questions and shall not deliberate or decide regarding any subject. Board policy prohibits the discussion of complaints against district employees and/or students during public comment.

**13. CONSENT AGENDA: ALL ITEMS MAY BE ACTED UPON AT THE SAME TIME BY THE BOARD OF TRUSTEES**

Motion to approve the consent agenda, as presented. This motion, made by DeAnna King and seconded by Wendell Dempsey, Passed.

Dr. Jason Tennison: Absent, Eric Bishop: Yea, Elizabeth Childress: Yea, Wendell Dempsey: Yea, DeAnna King: Yea, Mary Ellen Mahaffey: Yea, Joe Trevino: Yea  
Yea: 6, Nay: 0, Absent: 1

13.A. BOARD OF TRUSTEES

13.A.1. 5-20-24 unapproved minutes

13.A.2. 06-06-24 unapproved minutes

13.B. BUSINESS AND FINANCE DEPARTMENT

13.B.1. Budget Amendment

13.B.2. Check Register

13.B.3. Central Appraisal District quarterly invoice

13.B.4. Co-Curricular and Agency Reports

13.B.5. Local Investment Policy

13.B.6. Monthly Revenue and Expenditure Reports

13.B.7. Tax Report

**14. STUDENT SERVICES DEPARTMENT**

14.A. 2024-2025 Federal ESSA Grant Public Comment

At this time, we open the floor for comments according to state statute. The time is now 7:18pm. There are no comments at this time. The floor is now closed. The time is 7:18pm.

**15. BUSINESS AND FINANCE DEPARTMENT**

15.A. 2024-2025 Budget Presentation

15.B. Cleburne ISD Budget Public Hearing

At this time, we open the floor for comments according to state statute. The time is now 7:23pm. There are no comments at this time. The floor is now closed. The time is 7:23pm.

15.C. Consider and approve 2024-2025 Cleburne ISD Budget, M&O, I&S and Food Service Budget

Motion to approve the 2024-2025 Cleburne ISD Budget, M&O, I&S and Food Service budget, as presented. This motion, made by DeAnna King and seconded by Joe Trevino, Passed.

Dr. Jason Tennison: Absent, Eric Bishop: Yea, Elizabeth Childress: Yea, Wendell Dempsey: Yea, DeAnna King: Yea, Mary Ellen Mahaffey: Yea, Joe Trevino: Yea  
Yea: 6, Nay: 0, Absent: 1

## 16. ACTION ITEMS

### 16.A. Safety and Security Department

#### 16.A.1. Consider and approve Silent Panic Alert Technology

Motion to approve the silent panic alert technology, as presented. This motion, made by Mary Ellen Mahaffey and seconded by DeAnna King, Passed.

Dr. Jason Tennison: Absent, Eric Bishop: Yea, Elizabeth Childress: Yea, Wendell Dempsey: Yea, DeAnna King: Yea, Mary Ellen Mahaffey: Yea, Joe Trevino: Yea  
Yea: 6, Nay: 0, Absent: 1

### 16.B. Business and Finance Department

#### 16.B.1. Discuss and consider adoption of a Resolution Authorizing the redemption of Certain Portions of the Cleburne Independent School District's Unlimited Tax Refunding Bonds, Series 2012, Unlimited Tax Refunding Bonds, Series 2014, and Unlimited Tax School Building Bonds, Series 2016 for redemption prior to maturity; and enacting other provisions relating to the Subject

Motion to approve ratifying the redemption of the bonds prior to maturity, as presented. This motion, made by Eric Bishop and seconded by Wendell Dempsey, Passed.

Dr. Jason Tennison: Absent, Eric Bishop: Yea, Elizabeth Childress: Yea, Wendell Dempsey: Yea, DeAnna King: Yea, Mary Ellen Mahaffey: Yea, Joe Trevino: Yea  
Yea: 6, Nay: 0, Absent: 1

## 17. PURCHASES OVER \$50,000

### 17.A. Student Services Department

#### 17.A.1. Consider and approve 2024-2025 Dual Credit tuition and fees for CTE

Motion to approve dual credit fees in the amount of \$79,300, as presented. This motion, made by Mary Ellen Mahaffey and seconded by Joe Trevino, Passed.

Dr. Jason Tennison: Absent, Eric Bishop: Yea, Elizabeth Childress: Yea, Wendell Dempsey: Yea, DeAnna King: Yea, Mary Ellen Mahaffey: Yea, Joe Trevino: Yea  
Yea: 6, Nay: 0, Absent: 1

#### 17.A.2. Consider and approve Sunbelt Staffing, LLC, Contracted Services

Motion to approve \$120,000.00 for contracted school Monthly psychology services for the 2024-2025 school year, as presented. This motion, made by DeAnna King and seconded by Wendell Dempsey, Passed.

Dr. Jason Tennison: Absent, Eric Bishop: Yea, Elizabeth Childress: Yea, Wendell Dempsey: Yea, DeAnna King: Yea, Mary Ellen Mahaffey: Yea, Joe Trevino: Yea  
Yea: 6, Nay: 0, Absent: 1

#### 17.A.3. Consider and approve New Directions LLC (ProCare Therapy) Contracted Services

Motion to approve New Directions contracted services for the 2024-2025 school year in the amount of \$120,000, as presented. This motion, made by Wendell Dempsey and seconded by Eric Bishop, Passed.

Dr. Jason Tennison: Absent, Eric Bishop: Yea, Elizabeth Childress: Yea, Wendell Dempsey: Yea, DeAnna King: Yea, Mary Ellen Mahaffey: Yea, Joe Trevino: Yea  
Yea: 6, Nay: 0, Absent: 1

### 17.B. Curriculum and Instruction Department

#### 17.B.1. Consider and approve 2024-2025 Hill College Academic Tuition

Motion to approve Hill College tuition in the amount of \$157,610, as presented.

This motion, made by DeAnna King and seconded by Mary Ellen Mahaffey, Passed.

Dr. Jason Tennison: Absent, Eric Bishop: Yea, Elizabeth Childress: Yea, Wendell Dempsey: Yea, DeAnna King: Yea, Mary Ellen Mahaffey: Yea, Joe Trevino: Yea  
Yea: 6, Nay: 0, Absent: 1

#### 17.B.2. Consider and approve 2024-2025 College Board Expenditures

Motion to approve College Board expenditures in the amount of \$148,996.64, as presented. This motion, made by Eric Bishop and seconded by DeAnna King, Passed.

Dr. Jason Tennison: Absent, Elizabeth Childress: Yea, Wendell Dempsey: Yea, DeAnna King: Yea, Mary Ellen Mahaffey: Yea, Joe Trevino: Yea  
Yea: 6, Nay: 0, Absent: 1

#### 17.B.3. Consider and approve The Mentors Care Partnership

Motion to approve The Mentors Care partnership in the amount of \$50,000, as presented. This motion, made by Joe Trevino and seconded by Mary Ellen Mahaffey, Passed. Dr. Jason Tennison: Absent, Eric Bishop: Yea, Elizabeth Childress: Yea, Wendell Dempsey: Yea, DeAnna King: Yea, Mary Ellen Mahaffey: Yea, Joe Trevino: Yea Yea: 6, Nay: 0, Absent: 1

## 18. SUPERINTENDENT'S REPORTS

### 18.A. Human Resources Department

#### 18.A.1. Professional Resignations

### 18.B. District Operations Department

#### 18.B.1. Facilities Report

#### 18.B.2. Transportation Report

#### 18.B.3. Operations Tickets Report

#### 18.B.4. Child Nutrition Report

## 19. CLOSED MEETING (TEXAS GOVERNMENT CODE 551)

19.A. Pursuant to Texas Government Code Section 551.071, to consult with the District's attorney, in person or by phone, on a matter in which the duty of the attorney to the District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code.

19.B. Pursuant to Texas Government Code Section 551.072 Consider Purchase, Exchange, Lease or Value of Real Property.

19.C. Pursuant to Texas Government Code Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

19.D. Pursuant to Texas Government Code Sections 551.089, to deliberate regarding security devices or security audits

## 20. RECONVENE TO OPEN SESSION

20.A. Action, if any, from closed session

## 21. ADJOURNMENT

Meeting was adjourned at 7:45pm

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**Board President**

July 15, 2024

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**Date Minutes Approved**

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**Board Secretary**

July 15, 2024

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**Date Minutes Signed**

Called Board Meeting  
Monday, June 24, 2024 5:15 PM Central

Cleburne ISD Boardroom  
505 N. Ridgeway Dr., suite 100  
Cleburne, TX 76033

Eric Bishop: Present  
Elizabeth Childress: Present  
Wendell Dempsey: Present  
**DeAnna King: Absent**  
**Mary Ellen Mahaffey: Absent**  
Dr. Jason Tennison: Present  
Joe Trevino: Present  
Present: 5, Absent: 2.

## 1. CALL TO ORDER

Meeting was called to order at 5:16pm by Elizabeth Childress.

1.A. Pledge of Allegiance

1.B. Invocation

## 2. PUBLIC COMMENT

No public comments

2.A. Addressing the School Board: A public speaker must sign up by 5:10pm. A speaker will be limited to three (3) minutes to make comments regarding items on the agenda. Speakers must address the Board from the podium and state their name before speaking. The Board shall not answer questions and shall not deliberate or decide regarding any subject. Board policy prohibits the discussion of complaints against district employees and/or students during public comment.

## 3. CLOSED MEETING (TEXAS GOVERNMENT CODE 551)

Board convened to closed session at 5:17pm.

3.A. Pursuant to Texas Government Code Section 551.071, to consult with the District's attorney, in person or by phone, on a matter in which the duty of the attorney to the District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code.

3.B. Pursuant to Texas Government Code Section 551.072 Consider Purchase, Exchange, Lease or Value of Real Property.

3.C. Pursuant to Texas Government Code Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

3.D. Pursuant to Texas Government Code Sections 551.076, 551.089, to deliberate regarding security devices or security audits

3.E. Pursuant to Texas Election Code 271.011, Canvass

3.E.1. This meeting of the governing body is to conduct the official canvass of votes for the Cleburne Independent School District Runoff Election held on June 15, 2024.

3.E.2. In accordance with Chapter 67 of the Texas Election Code, with Chapter 67 of the Texas Election Code, school board members of Cleburne ISD will serve as the Canvassing Authority and are responsible for reviewing the election records provided by the General Custodian of Election Records and compare with the sealed records the Presiding Judges presented on runoff election night.

## 4. RECONVENE

Board reconvened to open session at 5:40pm.

4.A. Action from closed session, if any

4.A.1. Consider approval of the canvassed votes and the June 15, 2024, election results of the Board of Trustees Runoff Election for Place 3

We have reviewed the results for the June 15, 2024 Runoff between Wendell Dempsey and Kristen Hyatt. Wendell received 324 (55.5%) votes and Kristen received 260 (44.5%) votes. Motion to declare/approve the results of the June 15, 2024 Runoff Election, as presented.

This motion, made by Joe Trevino and seconded by Dr. Jason Tennison, Passed.

DeAnna King: Absent, Mary Ellen Mahaffey: Absent, Eric Bishop: Yea, Elizabeth Childress: Yea, Wendell Dempsey: Yea, Dr. Jason Tennison: Yea, Joe Trevino: Yea  
Yea: 5, Nay: 0, Absent: 2

4.A.2. Consider and approve Contracted Hires for the 2024-2025 school year

Motion to approve contracted hires for the 2024-2025 school year, as presented. This motion, made by Joe Trevino and seconded by Eric Bishop, Passed.

DeAnna King: Absent, Mary Ellen Mahaffey: Absent, Eric Bishop: Yea, Elizabeth Childress: Yea, Wendell Dempsey: Yea, Dr. Jason Tennison: Yea, Joe Trevino: Yea  
Yea: 5, Nay: 0, Absent: 2

## 5. ACTION ITEMS

5.A. Consider and approve resolution to pay employees for Juneteenth federal day off

Motion to approve pay for employees for closure Juneteenth, June 19, 2024, as presented. This motion, made by Joe Trevino and seconded by Dr. Jason Tennison, Passed.

DeAnna King: Absent, Mary Ellen Mahaffey: Absent, Eric Bishop: Yea, Elizabeth Childress: Yea, Wendell Dempsey: Yea, Dr. Jason Tennison: Yea, Joe Trevino: Yea  
Yea: 5, Nay: 0, Absent: 2

## 6. ADJOURNMENT

Meeting was adjourned at 5:42pm.

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**Board President**

July 15, 2024

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**Date Minutes Approved**

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**Board Secretary**

July 15, 2024

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**Date Minutes Signed**

Cleburne ISD  
June 2024 Check Register

DOCUMENT	VENDOR	NAME	P.O.	INVOICE	INV DATE	VOUCHER	CHECK RUN	CHECK NO	CHECK DATE	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
146068	112274	4M PARTS WAREHOUSE	2408006	01XH8009	6/6/2024	132805	06102024	45,752	6/10/2024	264.20	6/6/2024	INV	PD	MAY FY24/Open
146585	110831	A & G SERVICES	2408999	30001351	6/13/2024	133265	06172024	45,841	6/13/2024	1,493.19	6/13/2024	INV	PD	CKE-replace controller RM C2
146110	112154	ACCUTRAIN CORP.	2408436	16935	6/6/2024	132849	06102024	45,753	6/10/2024	802.00	6/6/2024	INV	PD	Registration
147103	13003	ACET	2408901	17742-524	6/26/2024	133725	062624	46,005	6/26/2024	100.00	6/26/2024	INV	PD	ACET Summer Virtual Academy- Cinthia Green
145911	111873	WILLIAM ADCOCK	2407629	ADCOCK/MAY 24	6/4/2024	132672	06052024	45,685	6/5/2024	92.18	6/4/2024	INV	PD	May 2024 Mileage Reimbursement
146604	108533	AEROWAVE TECHNOLOGIES	2408233	INV6535	6/13/2024	133283	06172024	45,842	6/13/2024	9,448.00	6/13/2024	INV	PD	Buyboard Contract#696-23 SLE3500E radios
147031	96112	AFLAC		147031	6/25/2024	133664	June	31,843	6/25/2024	1,771.34	6/25/2024	INV	PD	Account # 0X423 * * * * Account # 0X423
146026	100889	AGENCY 405 - CRIME RECORDS SERVICE	2407000	CRS-202404-284141	6/4/2024	132765	06052024	45,686	6/5/2024	22.00	6/4/2024	INV	PD	Criminal History Checks
146866	110965	AGPARTS WORLDWIDE, INC.	2408517	099310	6/17/2024	133509	06172024	45,915	6/20/2024	3,896.75	6/17/2024	INV	PD	Chromebook parts needed for necessary repairs
144470	506	ALERT SERVICES, INC.	2408240	INV502787	5/13/2024	131288	06122024	45,805	6/12/2024	4,056.29	5/13/2024	INV	PD	23-24 Trainer - tape, powerflex,
145942	506	ALERT SERVICES, INC.	2408854	INV503320	6/4/2024	132699	06052024	45,687	6/5/2024	1,663.11	6/4/2024	INV	PD	23-24 Trainer - wrap, foobag, superkit, cupping, e
146942	15722	ANDREA ALLEN	2408278	2408278/REIMB	6/17/2024	133584	06172024	45,916	6/20/2024	108.00	6/17/2024	INV	PD	TRAVEL- MEALS FOR AVID SUMMER INSTITUTE 2024
145827	100070	BILL ALLEN	2407739	ALLEN/MAY 24	5/31/2024	132598	06032024	45,642	6/3/2024	12.46	5/31/2024	INV	PD	MAY 2024 MONTHLY MILEAGE
145792	21053	SYNCB/AMAZON	2407389	1RD7-34X6-GQ6N	5/31/2024	132562	06032024	45,643	6/3/2024	926.96	5/31/2024	INV	PD	Laminating film, ink cartridges
145797	21053	SYNCB/AMAZON	2408616	1XN9-WJTF-7FPF	5/31/2024	132567	06032024	45,643	6/3/2024	211.19	5/31/2024	INV	PD	cups, wipes, baggies
145798	21053	SYNCB/AMAZON	2408612	1VJM-71G1-7GNM	5/31/2024	132568	06032024	45,643	6/3/2024	110.86	5/31/2024	INV	PD	Highlighters, glue, erasers,....
145799	21053	SYNCB/AMAZON	2408615	1MPK-NQCN-6D6N	5/31/2024	132569	06032024	45,643	6/3/2024	275.74	5/31/2024	INV	PD	Folders, play-doh, markers
145800	21053	SYNCB/AMAZON	2408611	1RD7-34X6-6TFN	5/31/2024	132570	06032024	45,643	6/3/2024	58.22	5/31/2024	INV	PD	Highlighters, glue, erasers,....
145801	21053	SYNCB/AMAZON	2408610	1RD7-34X6-7HR3	5/31/2024	132571	06032024	45,643	6/3/2024	114.53	5/31/2024	INV	PD	Highlighters, glue, erasers,....
145802	21053	SYNCB/AMAZON	2408614	1QPF-TGP9-917C	5/31/2024	132572	06032024	45,643	6/3/2024	206.28	5/31/2024	INV	PD	Folders, play-doh, markers
145812	21053	SYNCB/AMAZON	2408481	1VQW-NW4D-RYPF	5/31/2024	132583	06032024	45,643	6/3/2024	197.82	5/31/2024	INV	PD	Rainville-Color paper, posters
145813	21053	SYNCB/AMAZON	2408605	1DMD-XM6M-LVJ3	5/31/2024	132584	06032024	45,643	6/3/2024	67.95	5/31/2024	INV	PD	GLOVER- Games, wall decor, bulletin board paper
145814	21053	SYNCB/AMAZON	2408605	1WKD-GKFV-D9L6	5/31/2024	132585	06032024	45,643	6/3/2024	14.16	5/31/2024	INV	PD	GLOVER- Games, wall decor, bulletin board paper
145816	21053	SYNCB/AMAZON	2408721	1RDC-MLYN-HJJW	5/31/2024	132587	06032024	45,643	6/3/2024	908.52	5/31/2024	INV	PD	Rolling whiteboards, magnets,
145820	21053	SYNCB/AMAZON	2407815	1RCK-7NNG-667X	5/31/2024	132591	06032024	45,643	6/3/2024	418.85	5/31/2024	INV	PD	Wireless Microphone
145822	21053	SYNCB/AMAZON	2408765	1Y39-PJPL-G4K6	5/31/2024	132593	06032024	45,643	6/3/2024	23.93	5/31/2024	INV	PD	Nurse supplies- tooth savers
145837	21053	SYNCB/AMAZON	2408617	1RJH-TXLY-KQ3J	5/31/2024	132608	06032024	45,643	6/3/2024	17.98	5/31/2024	INV	PD	SLC Elem office supplies, paper, stapler
145838	21053	SYNCB/AMAZON	2408411	14XJ-19FJ-KGQG	5/31/2024	132609	06032024	45,643	6/3/2024	39.96	5/31/2024	INV	PD	pens, pencils, sticky notes.....
145846	21053	SYNCB/AMAZON	2408724	1WYX-1V4J-DQFV	5/31/2024	132617	06032024	45,643	6/3/2024	478.56	5/31/2024	INV	PD	STEM toys, building bricks, wiggle seats, timers
145848	21053	SYNCB/AMAZON	2405102	16JR-V63F-H4H9	5/31/2024	132619	06032024	45,643	6/3/2024	43.22	5/31/2024	INV	PD	Laminating sheets, glue sticks, rubber cement, and
145859	21053	SYNCB/AMAZON	2408768	1XQX-T4VG-TRHQ	5/31/2024	132630	06032024	45,643	6/3/2024	995.19	5/31/2024	INV	PD	CHS/WMS/SIS workout strength and conditioning band
145860	21053	SYNCB/AMAZON	2408717	16YX-QQ13-7647	5/31/2024	132631	06032024	45,643	6/3/2024	78.35	5/31/2024	INV	PD	Library books
145897	21053	SYNCB/AMAZON	14111036	1FK9-XDND-7YTR-A	6/4/2024		SACHECK	7,518	6/5/2024	241.33	6/4/2024	INV	PD	
145898	21053	SYNCB/AMAZON	14111037	1FK9-XDND-7YTR-B	6/4/2024		SACHECK	7,518	6/5/2024	83.12	6/4/2024	INV	PD	
145906	21053	SYNCB/AMAZON	2408720	1MMJ-FWND-DVDN	6/4/2024	132667	06052024	45,688	6/5/2024	438.87	6/4/2024	INV	PD	Fidget sensory, stress balls, toys, squishies
145913	21053	SYNCB/AMAZON	2408867	1FY7-J491-GXMC	6/4/2024	132674	06052024	45,688	6/5/2024	3,813.18	6/4/2024	INV	PD	Kensington port replicators
145914	21053	SYNCB/AMAZON	2407647	16HT-L6L7-K1LL	6/4/2024	132675	06052024	45,688	6/5/2024	39.97	6/4/2024	INV	PD	Open PO for various technology district wide

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145915	21053	SYNCB/AMAZON	2408718	11G7-TK9X-HNWG	6/4/2024	132676	06052024	45,688	6/5/2024	78.08	6/4/2024	INV	PD	Supplies for First Aide Kits for each school exit
145936	21053	SYNCB/AMAZON	2408857	1R3V-6PDP-N4V4	6/4/2024	132692	06052024	45,688	6/5/2024	207.13	6/4/2024	INV	PD	CHS trainers ink, file folders and storage boxes
145937	21053	SYNCB/AMAZON	2408858	1VCG-3YTG-K93X	6/4/2024	132693	06052024	45,688	6/5/2024	735.30	6/4/2024	INV	PD	Athletic Director office - shredder, calendar, mar
145952	21053	SYNCB/AMAZON	2408343	1QFG-R73H-7KPV	6/4/2024	132709	06052024	45,688	6/5/2024	796.08	6/4/2024	INV	PD	manilla folders, lap desks, headphones, pouches
145953	21053	SYNCB/AMAZON	2408343	1D4P-9CDV-D433	6/4/2024	132710	06052024	45,688	6/5/2024	(169.25)	6/4/2024	CRM	PD	manilla folders, lap desks, headphones, pouches
145954	21053	SYNCB/AMAZON	2408343	1TY4-646T-3JGK	6/4/2024	132711	06052024	45,688	6/5/2024	9.99	6/4/2024	INV	PD	manilla folders, lap desks, headphones, pouches
145955	21053	SYNCB/AMAZON	2408343	1DNF-36TJ-7WVW	6/4/2024	132712	06052024	45,688	6/5/2024	262.46	6/4/2024	INV	PD	manilla folders, lap desks, headphones, pouches
145958	21053	SYNCB/AMAZON	2408891	1G6G-MM4K-FJRW	6/4/2024	132715	06052024	45,688	6/5/2024	441.08	6/4/2024	INV	PD	GRND-misc parts and supplies-mowers
145959	21053	SYNCB/AMAZON	2408892	1FD9-3D4X-6V71	6/4/2024	132716	06052024	45,688	6/5/2024	141.76	6/4/2024	INV	PD	CHS-relays for outside lights
145983	21053	SYNCB/AMAZON	2408203	1TMP-N7QQ-1MJ9	6/4/2024	132740	06052024	45,688	6/5/2024	398.38	6/4/2024	INV	PD	Lanyards, sleeves, tissue, etc
145984	21053	SYNCB/AMAZON	2408725	1DMT-LGGW-49QR	6/4/2024	132741	06052024	45,688	6/5/2024	7,701.76	6/4/2024	INV	PD	Pencil Sharpeners, Umbrellas for student seating
145985	21053	SYNCB/AMAZON	2408665	1HLN-V7FN-VF4J	6/4/2024	132742	06052024	45,688	6/5/2024	193.89	6/4/2024	INV	PD	MEEK - markers, batteries, colored paper, bulleti
145986	21053	SYNCB/AMAZON	2408767	1PWR-V43X-JF6K	6/4/2024	132743	06052024	45,688	6/5/2024	179.04	6/4/2024	INV	PD	Photo backdrops, shipping tape, cards, lanyards
145998	21053	SYNCB/AMAZON	14041157	17VP-RPT1-P11C	6/5/2024		SACHECK	7,518	6/5/2024	122.01	6/5/2024	INV	PD	
146006	21053	SYNCB/AMAZON	2408766	11G7-TK9X-THGV	6/4/2024	132745	06052024	45,688	6/5/2024	1,597.45	6/4/2024	INV	PD	Color paper, pencil sharpener, chair mat, mouse,
146008	21053	SYNCB/AMAZON	2408542	1WLL-DYXP-T7D1	6/4/2024	132747	06052024	45,688	6/5/2024	202.70	6/4/2024	INV	PD	PIETY - Class decorations, bulletin board paper,
146009	21053	SYNCB/AMAZON	2408573	1P1V-V3YH-MW63	6/4/2024	132748	06052024	45,688	6/5/2024	601.88	6/4/2024	INV	PD	2nd Grade -hooks, labels, balloons, name plates,
146010	21053	SYNCB/AMAZON	2408609	1GXT-KNTP-76KK	6/4/2024	132749	06052024	45,688	6/5/2024	199.96	6/4/2024	INV	PD	PHILLIPS - Play-doh, smart chart table, color pap
146012	21053	SYNCB/AMAZON	2408667	1RN3-6T7K-3KGQ	6/4/2024	132751	06052024	45,688	6/5/2024	903.41	6/4/2024	INV	PD	tape, rolling white boards, folders, posters
146013	21053	SYNCB/AMAZON	2408667	14VX-GR9G-MLQT	6/4/2024	132752	06052024	45,688	6/5/2024	564.55	6/4/2024	INV	PD	tape, rolling white boards, folders, posters
146020	21053	SYNCB/AMAZON	2408887	1LW3-JXXM-6CKT	6/4/2024	132759	06052024	45,688	6/5/2024	659.96	6/4/2024	INV	PD	cabinets, credenza, bookshelf
146022	21053	SYNCB/AMAZON	2408887	1YF7-YGTT-1LCH	6/4/2024	132761	06052024	45,688	6/5/2024	163.00	6/4/2024	INV	PD	cabinets, credenza, bookshelf
146023	21053	SYNCB/AMAZON	2408887	1H3P-XQR9-6FTD	6/4/2024	132762	06052024	45,688	6/5/2024	269.28	6/4/2024	INV	PD	cabinets, credenza, bookshelf
146024	21053	SYNCB/AMAZON	2408866	1RLC-TQTW-7NLY	6/4/2024	132763	06052024	45,688	6/5/2024	291.85	6/4/2024	INV	PD	pencils. divders
146034	21053	SYNCB/AMAZON	2408411	1H3P-XQR9-74VG	6/4/2024	132773	06052024	45,688	6/5/2024	24.10	6/4/2024	INV	PD	pens, pencils, sticky notes.....
146035	21053	SYNCB/AMAZON	2408903	13HX-3XP7-7HX3	6/4/2024	132774	06052024	45,688	6/5/2024	22.44	6/4/2024	INV	PD	Book Rings, Light Bulbs
146037	21053	SYNCB/AMAZON	2408884	1QGT-YGHT-6XT1	6/4/2024	132776	06052024	45,688	6/5/2024	584.52	6/4/2024	INV	PD	Reunification - Flags, Message signs, Clipboards
146040	21053	SYNCB/AMAZON	2408771	1KF7-QYM7-G1FJ	6/4/2024	132779	06052024	45,688	6/5/2024	56.30	6/4/2024	INV	PD	GT SUPPLIES - BINDING COVERS, ETC.
146041	21053	SYNCB/AMAZON	2408770	1JC1-443H-1PGW	6/4/2024	132780	06052024	45,688	6/5/2024	333.33	6/4/2024	INV	PD	MISC. ITEMS FOR EMPOWERING LEADERS & LEADERSHIP RE
146053	21053	SYNCB/AMAZON	2408887	1XLV-RNJJ-6LXX	6/6/2024	132793	06102024	45,754	6/10/2024	207.60	6/6/2024	INV	PD	cabinets, credenza, bookshelf
146070	21053	SYNCB/AMAZON	2408933	1QHG-143D-HKN1	6/6/2024	132807	06102024	45,754	6/10/2024	82.36	6/6/2024	INV	PD	MNT-misc breakroom/offc supplies
146071	21053	SYNCB/AMAZON	2407985	1LYY-YKMQ-HHTD	6/6/2024	132808	06102024	45,754	6/10/2024	71.37	6/6/2024	INV	PD	MAY FY24/Open

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146090	21053	SYNCB/AMAZON	2402037	1HVF-6VVV-NDVN	6/6/2024	132828	06102024	45,754	6/10/2024	302.01	6/6/2024	INV	PD	Motorola Radios
146105	21053	SYNCB/AMAZON	2408769	1WCQ-W4WK-JM9V	6/6/2024	132843	06102024	45,754	6/10/2024	159.00	6/6/2024	INV	PD	Speaker for dance
146109	21053	SYNCB/AMAZON	2408361	1RFH-XWLL-RCJ3	6/6/2024	132848	06102024	45,754	6/10/2024	18.99	6/6/2024	INV	PD	Library Supplies-desk organizer, stickers, zipper
146113	21053	SYNCB/AMAZON	2408885	1X6H-9LFD-7X7X	6/6/2024	132853	06102024	45,754	6/10/2024	260.90	6/6/2024	INV	PD	folder, label maker, high lighters, pencils
146145	21053	SYNCB/AMAZON	2408618	17MW-JKNH-9GCF	6/6/2024	132883	06102024	45,754	6/10/2024	57.12	6/6/2024	INV	PD	SLC Elem Teacher supplies, paper, markers, crayon
146146	21053	SYNCB/AMAZON	2408614	1QXM-X1NR-9DLH	6/6/2024	132884	06102024	45,754	6/10/2024	91.11	6/6/2024	INV	PD	Folders, play-doh, markers
146147	21053	SYNCB/AMAZON	2408884	196T-T34C-1VCF	6/6/2024	132885	06102024	45,754	6/10/2024	101.85	6/6/2024	INV	PD	Reunification - Flags, Message signs, Clipboards
146148	21053	SYNCB/AMAZON	2408843	1JKM-K9R1-MW3Y	6/6/2024	132886	06102024	45,754	6/10/2024	736.37	6/6/2024	INV	PD	Rolling bags, books
146152	21053	SYNCB/AMAZON	2408767	1NDK-GRFP-XHRN	6/6/2024	132891	06102024	45,754	6/10/2024	9.17	6/6/2024	INV	PD	Photo backdrops, shipping tape, cards, lanyards
146155	21053	SYNCB/AMAZON	2408858	16JQ-L97R-6KJ7	6/6/2024	132894	06102024	45,754	6/10/2024	138.13	6/6/2024	INV	PD	Athletic Director office - shredder, calendar, mar
146159	21053	SYNCB/AMAZON	2408415	1N3X-V6C4-MNDL	6/6/2024	132898	06102024	45,754	6/10/2024	954.94	6/6/2024	INV	PD	markers, box cutter, scissors, post it notes pens,
146160	21053	SYNCB/AMAZON	2408415	1HL9-FYRM-G6PC	6/6/2024	132900	06102024	45,754	6/10/2024	478.94	6/6/2024	INV	PD	markers, box cutter, scissors, post it notes pens,
146265	21053	SYNCB/AMAZON	2408770	1QHP-TWVL-6TTG	6/11/2024	132975	06122024	45,806	6/12/2024	171.56	6/11/2024	INV	PD	MISC. ITEMS FOR EMPOWERING LEADERS & LEADERSHIP RE
146266	21053	SYNCB/AMAZON	2405830	1VP3-4WX3-94RR	6/11/2024	132976	06122024	45,806	6/12/2024	137.53	6/11/2024	INV	PD	AVID CLASSROOM SUPPLIES
146267	21053	SYNCB/AMAZON	2405830	1X6H-9LFD-1H9P	6/11/2024	132977	06122024	45,806	6/12/2024	(4.94)	6/11/2024	CRM	PD	AVID CLASSROOM SUPPLIES
146285	21053	SYNCB/AMAZON	2408771	1KJN-V43Y-4PXH	6/11/2024	132995	06122024	45,806	6/12/2024	44.09	6/11/2024	INV	PD	GT SUPPLIES - BINDING COVERS, ETC.
146295	21053	SYNCB/AMAZON	2408620	1C9R-9NNJ-C3DP	6/11/2024	133005	06122024	45,806	6/12/2024	940.13	6/11/2024	INV	PD	DYSLEXIA SUPPLIES: WHITEBOARDS, ERASERS, MIRRORS,
146400	21053	SYNCB/AMAZON	14001651	1RCK-7NNG-6HRH	6/11/2024		SACHECK	7,531	6/12/2024	162.49	6/11/2024	INV	PD	
146403	21053	SYNCB/AMAZON	2408609	194Y-7F1K-9M1K	6/11/2024	133098	06122024	45,806	6/12/2024	(20.67)	6/11/2024	CRM	PD	Apply to invoice 1GXT-KNTP-76KK
146405	21053	SYNCB/AMAZON	2408946	1W9W-X11C-FF7G	6/11/2024	133100	06122024	45,806	6/12/2024	514.32	6/11/2024	INV	PD	CHS/WMS Athletics - Tanks for cooling stations, we
146572	21053	SYNCB/AMAZON	2408287	17GM-JMFD-63CC	6/13/2024	133252	06172024	45,843	6/13/2024	47.09	6/13/2024	INV	PD	Theater Art-paint brushes, crayons, storage bins,
146576	21053	SYNCB/AMAZON	2408774	11D3-47KL-TWQK	6/13/2024	133256	06172024	45,843	6/13/2024	983.24	6/13/2024	INV	PD	Student supplies-lanyards, sleeves, dress code it
146577	21053	SYNCB/AMAZON	2408774	1MKV-JNP1-3GJC	6/13/2024	133257	06172024	45,843	6/13/2024	2,428.05	6/13/2024	INV	PD	Student supplies-lanyards, sleeves, dress code it
146582	21053	SYNCB/AMAZON	2408203	1CGY-T16Q-G4LK	6/13/2024	133262	06172024	45,843	6/13/2024	227.32	6/13/2024	INV	PD	Lanyards, sleeves, tissue, etc
146586	21053	SYNCB/AMAZON	2408967	1CLN-4X74-6MVF	6/13/2024	133266	06172024	45,843	6/13/2024	30.48	6/13/2024	INV	PD	MNT-misc breakroom/offc supplies
146587	21053	SYNCB/AMAZON	2408968	1FTW-C96P-TJKH	6/13/2024	133267	06172024	45,843	6/13/2024	189.24	6/13/2024	INV	PD	CHS-relays for BB and FB field lights
146588	21053	SYNCB/AMAZON	2408772	1CR9-9NNJ-36MG	6/13/2024	133268	06172024	45,843	6/13/2024	226.49	6/13/2024	INV	PD	JUN FY24/Open
146589	21053	SYNCB/AMAZON	2408772	164K-J16J-DPXJ	6/13/2024	133269	06172024	45,843	6/13/2024	210.96	6/13/2024	INV	PD	JUN FY24/Open
146590	21053	SYNCB/AMAZON	2407985	1JKM-K9R1-KX34	6/13/2024	133270	06172024	45,843	6/13/2024	159.74	6/13/2024	INV	PD	MAY FY24/Open
146601	21053	SYNCB/AMAZON	14107208	1NCY-77T7-9F3T	6/13/2024		SACHECK	7,543	6/17/2024	1,439.21	6/13/2024	INV	PD	
146617	21053	SYNCB/AMAZON	2408543	1K4F-MVJ3-JTKC	6/13/2024	133295	06172024	45,843	6/13/2024	68.74	6/13/2024	INV	PD	OPEN PO for various tech devices/supplies
146618	21053	SYNCB/AMAZON	2408774	19HC-71K4-HDWF	6/13/2024	133296	06172024	45,843	6/13/2024	278.39	6/13/2024	INV	PD	Student supplies-lanyards, sleeves, dress code it
146619	21053	SYNCB/AMAZON	2408774	11KR-79GL-QTRM	6/13/2024	133297	06172024	45,843	6/13/2024	2,194.13	6/13/2024	INV	PD	Student supplies-lanyards, sleeves, dress code it

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146620	21053	SYNCB/AMAZON	2408725	1XC6-3QJL-DMPP	6/13/2024	133298	06172024	45,843	6/13/2024	135.96	6/13/2024	INV	PD	Pencil Sharpeners, Umbrellas for student seating
146736	21053	SYNCB/AMAZON	2408858	1MKV-JNP1-FTMY	6/17/2024	133409	06172024	45,873	6/17/2024	8.25	6/17/2024	INV	PD	Athletic Director office - shredder, calendar, mar
146737	21053	SYNCB/AMAZON	2408946	1MJG-YKWW-9YKM	6/17/2024	133410	06172024	45,873	6/17/2024	655.73	6/17/2024	INV	PD	CHS/WMS Athletics - Tanks for cooling stations, we
146739	21053	SYNCB/AMAZON	14107209	1X7M-WLQH-6YYT	6/17/2024		SACHECK	7,543	6/17/2024	549.00	6/17/2024	INV	PD	
146743	21053	SYNCB/AMAZON	2408543	1JGH-36F6-4J9F	6/17/2024	133415	06172024	45,873	6/17/2024	123.85	6/17/2024	INV	PD	OPEN PO for various tech devices/supplies
146763	21053	SYNCB/AMAZON	2408617	1R43-MJ7H-TDT4	6/17/2024	133434	06172024	45,873	6/17/2024	236.49	6/17/2024	INV	PD	SLC Elem office supplies, paper, stapler
146802	21053	SYNCB/AMAZON	2408969	1GWP-CPFM-LT1V	6/17/2024	133473	06172024	45,917	6/20/2024	887.75	6/17/2024	INV	PD	OPEN PO for various tech devices/supplies
146818	21053	SYNCB/AMAZON	2408668	1KF7-QYM7-3HQX	6/17/2024	133489	06172024	45,917	6/20/2024	1,123.98	6/17/2024	INV	PD	Laminating film, sensory toys, desk chairs
146819	21053	SYNCB/AMAZON	2408668	14P7-CHY9-CXF9	6/17/2024	133490	06172024	45,917	6/20/2024	(89.98)	6/17/2024	CRM	PD	Laminating film, sensory toys, desk chairs
146869	21053	SYNCB/AMAZON	2408965	194Q-NQXD-6WHT	6/17/2024	133512	06172024	45,917	6/20/2024	498.72	6/17/2024	INV	PD	WMS Athletics 6 black folding tables
146914	21053	SYNCB/AMAZON	2408887	1TJR-JMXQ-FGYJ	6/17/2024	133555	06172024	45,917	6/20/2024	1,031.68	6/17/2024	INV	PD	cabinets, credenza, bookshelf
146915	21053	SYNCB/AMAZON	2408887	1VMD-M3HH-D7LD	6/17/2024	133556	06172024	45,917	6/20/2024	183.83	6/17/2024	INV	PD	cabinets, credenza, bookshelf
146916	21053	SYNCB/AMAZON	2408886	1GQ3-PVPQ-MPW7	6/17/2024	133557	06172024	45,917	6/20/2024	184.95	6/17/2024	INV	PD	team lanyards for students
146917	21053	SYNCB/AMAZON	2408886	1MGX-Y7TN-FCRX	6/17/2024	133558	06172024	45,917	6/20/2024	1,490.00	6/17/2024	INV	PD	team lanyards for students
146922	21053	SYNCB/AMAZON	2405830	1MQD-WMTL-K6G9	6/17/2024	133563	06172024	45,917	6/20/2024	80.20	6/17/2024	INV	PD	AVID CLASSROOM SUPPLIES
146950	21053	SYNCB/AMAZON	2408970	1J1G-YPYK-7TMR	6/17/2024	133589	06172024	45,917	6/20/2024	1,088.88	6/17/2024	INV	PD	Axis P3715-PLVE Network Camera Panorama Dome
146990	21053	SYNCB/AMAZON	2408887	1MWN-GCCF-9NPR	6/24/2024	133626	06242024	45,960	6/24/2024	149.84	6/24/2024	INV	PD	cabinets, credenza, bookshelf
146994	21053	SYNCB/AMAZON	2406639	1DNC-GKX9-PLTD	6/24/2024	133630	06242024	45,960	6/24/2024	53.85	6/24/2024	INV	PD	Toothpaste, denture cleaning paste, gloves, and ot
147091	21053	SYNCB/AMAZON	2409015	1TPL-CGPY-3XGF	6/24/2024	133716	06252024	45,989	6/25/2024	159.89	6/24/2024	INV	PD	various items for bilingual summer school
146441	17579	AMERICAN EXPRESS	2408063	0012136955934/TURNER	6/11/2024	133121	06122024	45,807	6/12/2024	406.19	6/11/2024	INV	PD	Flights to TAFE Nationals June 27 - July 1 (x17)
146442	17579	AMERICAN EXPRESS	2408063	0012136955935/AYERS	6/11/2024	133122	06122024	45,807	6/12/2024	406.19	6/11/2024	INV	PD	Flights to TAFE Nationals June 27 - July 1 (x17)
146443	17579	AMERICAN EXPRESS	2408063	0012136955933/BUTTLE	6/11/2024	133123	06122024	45,807	6/12/2024	406.19	6/11/2024	INV	PD	Flights to TAFE Nationals June 27 - July 1 (x17)
146444	17579	AMERICAN EXPRESS	2408063	0012136955939/PARKER	6/11/2024	133124	06122024	45,807	6/12/2024	406.19	6/11/2024	INV	PD	Flights to TAFE Nationals June 27 - July 1 (x17)
146445	17579	AMERICAN EXPRESS	2408063	0012136955937/ROCHA	6/11/2024	133125	06122024	45,807	6/12/2024	406.19	6/11/2024	INV	PD	Flights to TAFE Nationals June 27 - July 1 (x17)
146446	17579	AMERICAN EXPRESS	2408063	0012136955941/GEIGEL	6/11/2024	133126	06122024	45,807	6/12/2024	406.19	6/11/2024	INV	PD	Flights to TAFE Nationals June 27 - July 1 (x17)
146447	17579	AMERICAN EXPRESS	2408063	0012136955940/GONZAL	6/11/2024	133127	06122024	45,807	6/12/2024	406.19	6/11/2024	INV	PD	Flights to TAFE Nationals June 27 - July 1 (x17)
146448	17579	AMERICAN EXPRESS	2408063	0012136955938/GARCIA	6/11/2024	133128	06122024	45,807	6/12/2024	406.19	6/11/2024	INV	PD	Flights to TAFE Nationals June 27 - July 1 (x17)
146449	17579	AMERICAN EXPRESS	2408063	0012136955936/RODEN	6/11/2024	133129	06122024	45,807	6/12/2024	406.19	6/11/2024	INV	PD	Flights to TAFE Nationals June 27 - July 1 (x17)
146450	17579	AMERICAN EXPRESS	2408063	0012136962470/HOLLAN	6/11/2024	133130	06122024	45,807	6/12/2024	436.20	6/11/2024	INV	PD	Flights to TAFE Nationals June 27 - July 1 (x17)

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146451	17579	AMERICAN EXPRESS	2408063	0012136962474/BRITT	6/11/2024	133131	06122024	45,807	6/12/2024	436.20	6/11/2024	INV	PD	Flights to TAFE Nationals June 27 - July 1 (x17)
146452	17579	AMERICAN EXPRESS	2408063	0012136962473/RODRIQ	6/11/2024	133132	06122024	45,807	6/12/2024	436.20	6/11/2024	INV	PD	Flights to TAFE Nationals June 27 - July 1 (x17)
146453	17579	AMERICAN EXPRESS	2408063	0012136962469/DOTY	6/11/2024	133133	06122024	45,807	6/12/2024	436.20	6/11/2024	INV	PD	Flights to TAFE Nationals June 27 - July 1 (x17)
146454	17579	AMERICAN EXPRESS	2408063	0012136962475/MENDEZ	6/11/2024	133134	06122024	45,807	6/12/2024	436.20	6/11/2024	INV	PD	Flights to TAFE Nationals June 27 - July 1 (x17)
146455	17579	AMERICAN EXPRESS	2408063	0012136962468/DOTY	6/11/2024	133135	06122024	45,807	6/12/2024	436.20	6/11/2024	INV	PD	Flights to TAFE Nationals June 27 - July 1 (x17)
146456	17579	AMERICAN EXPRESS	2408063	0012136962471/SOHN	6/11/2024	133136	06122024	45,807	6/12/2024	436.20	6/11/2024	INV	PD	Flights to TAFE Nationals June 27 - July 1 (x17)
146457	17579	AMERICAN EXPRESS	2408063	0012136962472/RAMOS	6/11/2024	133137	06122024	45,807	6/12/2024	436.20	6/11/2024	INV	PD	Flights to TAFE Nationals June 27 - July 1 (x17)
146458	17579	AMERICAN EXPRESS	2408064	0012136964962/SMITH	6/11/2024	133138	06122024	45,807	6/12/2024	203.10	6/11/2024	INV	PD	Flights for 2 from TAFE Nationals
146459	17579	AMERICAN EXPRESS	2408064	0012136964963/DEL RE	6/11/2024	133139	06122024	45,807	6/12/2024	203.10	6/11/2024	INV	PD	Flights for 2 from TAFE Nationals
146460	17579	AMERICAN EXPRESS	2406941	6790000000/04-29-24	6/11/2024	133140	06122024	45,807	6/12/2024	180.93	6/11/2024	INV	PD	Flour, sugar, other grocery items as needed-HEB
146461	17579	AMERICAN EXPRESS	2406941	6790000000/04-30-24	6/11/2024	133141	06122024	45,807	6/12/2024	114.81	6/11/2024	INV	PD	Flour, sugar, other grocery items as needed-HEB
146462	17579	AMERICAN EXPRESS	2406941	2406941/CREDIT	6/11/2024	133142	06122024	45,807	6/12/2024	(7.37)	6/11/2024	CRM	PD	Flour, sugar, other grocery items as needed-HEB
146463	17579	AMERICAN EXPRESS	2408060	5262288322950/DEL RE	6/11/2024	133143	06122024	45,807	6/12/2024	221.98	6/11/2024	INV	PD	Flights for Skills Nationals to TAFE Nationals
146464	17579	AMERICAN EXPRESS	2408060	5262288322951/SMITH	6/11/2024	133144	06122024	45,807	6/12/2024	221.98	6/11/2024	INV	PD	Flights for Skills Nationals to TAFE Nationals
146465	17579	AMERICAN EXPRESS	2408060	5262288322949/ANDERS	6/11/2024	133145	06122024	45,807	6/12/2024	221.98	6/11/2024	INV	PD	Flights for Skills Nationals to TAFE Nationals
146466	17579	AMERICAN EXPRESS	2408067	5262288319924/ANDERS	6/11/2024	133146	06122024	45,807	6/12/2024	341.96	6/11/2024	INV	PD	Flights for Skills Nationals June 24-29
146467	17579	AMERICAN EXPRESS	2408067	5262288319929/EVANS	6/11/2024	133147	06122024	45,807	6/12/2024	341.96	6/11/2024	INV	PD	Flights for Skills Nationals June 24-29
146468	17579	AMERICAN EXPRESS	2408067	5262288319926/GONZAL	6/11/2024	133148	06122024	45,807	6/12/2024	341.96	6/11/2024	INV	PD	Flights for Skills Nationals June 24-29
146469	17579	AMERICAN EXPRESS	2408067	5262288319930/COOPER	6/11/2024	133149	06122024	45,807	6/12/2024	341.96	6/11/2024	INV	PD	Flights for Skills Nationals June 24-29
146470	17579	AMERICAN EXPRESS	2408067	5262288319925/VANRYN	6/11/2024	133150	06122024	45,807	6/12/2024	341.96	6/11/2024	INV	PD	Flights for Skills Nationals June 24-29
146471	17579	AMERICAN EXPRESS	2408067	5262288319927/IANNON	6/11/2024	133151	06122024	45,807	6/12/2024	341.96	6/11/2024	INV	PD	Flights for Skills Nationals June 24-29
146472	17579	AMERICAN EXPRESS	2408067	5262288319928/HUNT	6/11/2024	133152	06122024	45,807	6/12/2024	341.96	6/11/2024	INV	PD	Flights for Skills Nationals June 24-29
146473	17579	AMERICAN EXPRESS	2408065	5262288669562/COATES	6/11/2024	133153	06122024	45,807	6/12/2024	504.96	6/11/2024	INV	PD	Flights to TSA Nationals June 26-30
146474	17579	AMERICAN EXPRESS	2408065	5262288669563/BROADW	6/11/2024	133154	06122024	45,807	6/12/2024	504.96	6/11/2024	INV	PD	Flights to TSA Nationals June 26-30
146475	17579	AMERICAN EXPRESS	2408063	5262288669564/KISNER	6/11/2024	133155	06122024	45,808	6/12/2024	504.96	6/11/2024	INV	PD	Flights to TAFE Nationals June 27 - July 1 (x17)
146476	17579	AMERICAN EXPRESS	2408062	099187546	6/11/2024	133156	06122024	45,807	6/12/2024	27.75	6/11/2024	INV	PD	Eight 7 day rail passes for Skills Nationals
146477	17579	AMERICAN EXPRESS	2408062	099187557	6/11/2024	133157	06122024	45,807	6/12/2024	27.75	6/11/2024	INV	PD	Eight 7 day rail passes for Skills Nationals
146478	17579	AMERICAN EXPRESS	2408062	099187563	6/11/2024	133158	06122024	45,807	6/12/2024	27.75	6/11/2024	INV	PD	Eight 7 day rail passes for Skills Nationals

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146479	17579	AMERICAN EXPRESS	2408062	099187568	6/11/2024	133159	06122024	45,807	6/12/2024	27.75	6/11/2024	INV	PD	Eight 7 day rail passes for Skills Nationals
146480	17579	AMERICAN EXPRESS	2408062	099187577	6/11/2024	133160	06122024	45,807	6/12/2024	27.75	6/11/2024	INV	PD	Eight 7 day rail passes for Skills Nationals
146481	17579	AMERICAN EXPRESS	2408062	099187587	6/11/2024	133161	06122024	45,807	6/12/2024	27.75	6/11/2024	INV	PD	Eight 7 day rail passes for Skills Nationals
146482	17579	AMERICAN EXPRESS	2408062	099187598	6/11/2024	133162	06122024	45,807	6/12/2024	27.75	6/11/2024	INV	PD	Eight 7 day rail passes for Skills Nationals
146483	17579	AMERICAN EXPRESS	2408062	099388293	6/11/2024	133163	06122024	45,807	6/12/2024	27.75	6/11/2024	INV	PD	Eight 7 day rail passes for Skills Nationals
146484	17579	AMERICAN EXPRESS	2408062	099388295	6/11/2024	133164	06122024	45,807	6/12/2024	27.75	6/11/2024	INV	PD	Eight 7 day rail passes for Skills Nationals
146485	17579	AMERICAN EXPRESS	2408062	099388289	6/11/2024	133165	06122024	45,807	6/12/2024	27.75	6/11/2024	INV	PD	Eight 7 day rail passes for Skills Nationals
146486	17579	AMERICAN EXPRESS	2408279	1066740770	6/11/2024	133166	06122024	45,807	6/12/2024	57.25	6/11/2024	INV	PD	Fingerprinting for 28 educational aides
146488	17579	AMERICAN EXPRESS	2408279	1061717986	6/11/2024	133168	06122024	45,807	6/12/2024	57.25	6/11/2024	INV	PD	Fingerprinting for 28 educational aides
146489	17579	AMERICAN EXPRESS	2408279	1061719324	6/11/2024	133169	06122024	45,807	6/12/2024	57.25	6/11/2024	INV	PD	Fingerprinting for 28 educational aides
146490	17579	AMERICAN EXPRESS	2405997	2405997/MAY 24	6/11/2024	133170	06122024	45,807	6/12/2024	100.00	6/11/2024	INV	PD	Indeed Monthly Fees
146491	17579	AMERICAN EXPRESS	2408068	5262288742592/ANDERS	6/11/2024	133171	06122024	45,807	6/12/2024	94.98	6/11/2024	INV	PD	Flight home for 1 student from FBLA Nationals
146492	17579	AMERICAN EXPRESS	2408061	5262288739237/TORRES	6/11/2024	133172	06122024	45,807	6/12/2024	283.96	6/11/2024	INV	PD	Flights to FBLA Nationals June 28 - July 3
146493	17579	AMERICAN EXPRESS	2408061	5262288739236/PEREZ	6/11/2024	133173	06122024	45,807	6/12/2024	283.96	6/11/2024	INV	PD	Flights to FBLA Nationals June 28 - July 3
146494	17579	AMERICAN EXPRESS	2408061	5262288739238/WHITEH	6/11/2024	133174	06122024	45,807	6/12/2024	283.96	6/11/2024	INV	PD	Flights to FBLA Nationals June 28 - July 3
146495	17579	AMERICAN EXPRESS	2408061	5262288739235/JUAREZ	6/11/2024	133175	06122024	45,807	6/12/2024	283.96	6/11/2024	INV	PD	Flights to FBLA Nationals June 28 - July 3
146496	17579	AMERICAN EXPRESS	2405774	UZTX57B364	6/11/2024	133176	06122024	45,807	6/12/2024	10.21	6/11/2024	INV	PD	Licensing fee, fingerprinting, and background chec
146497	17579	AMERICAN EXPRESS	2405774	UZTX579RV4	6/11/2024	133177	06122024	45,807	6/12/2024	10.21	6/11/2024	INV	PD	Licensing fee, fingerprinting, and background chec
146498	17579	AMERICAN EXPRESS	2405774	UZTX579ZKN	6/11/2024	133178	06122024	45,807	6/12/2024	10.21	6/11/2024	INV	PD	Licensing fee, fingerprinting, and background chec
146499	17579	AMERICAN EXPRESS	2405774	UZTX579RV2TX	6/11/2024	133179	06122024	45,807	6/12/2024	10.21	6/11/2024	INV	PD	Licensing fee, fingerprinting, and background chec
146500	17579	AMERICAN EXPRESS	2407977	1062227350	6/11/2024	133180	06122024	45,807	6/12/2024	40.00	6/11/2024	INV	PD	Dental Assisting Cert Application Fees
146501	17579	AMERICAN EXPRESS	2407977	1062227384	6/11/2024	133181	06122024	45,807	6/12/2024	40.00	6/11/2024	INV	PD	Dental Assisting Cert Application Fees
146502	17579	AMERICAN EXPRESS	2407977	1062229692	6/11/2024	133182	06122024	45,807	6/12/2024	40.00	6/11/2024	INV	PD	Dental Assisting Cert Application Fees
146503	17579	AMERICAN EXPRESS	2407977	1062229700	6/11/2024	133183	06122024	45,807	6/12/2024	40.00	6/11/2024	INV	PD	Dental Assisting Cert Application Fees
146504	17579	AMERICAN EXPRESS	2407977	1062229742	6/11/2024	133184	06122024	45,807	6/12/2024	40.00	6/11/2024	INV	PD	Dental Assisting Cert Application Fees
146505	17579	AMERICAN EXPRESS	2407977	1062227462	6/11/2024	133185	06122024	45,807	6/12/2024	40.00	6/11/2024	INV	PD	Dental Assisting Cert Application Fees

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146506	17579	AMERICAN EXPRESS	2407977	1062227470	6/11/2024	133186	06122024	45,807	6/12/2024	40.00	6/11/2024	INV	PD	Dental Assisting Cert Application Fees
146507	17579	AMERICAN EXPRESS	2407977	1062227528	6/11/2024	133187	06122024	45,807	6/12/2024	40.00	6/11/2024	INV	PD	Dental Assisting Cert Application Fees
146508	17579	AMERICAN EXPRESS	2407977	1062227530	6/11/2024	133188	06122024	45,807	6/12/2024	40.00	6/11/2024	INV	PD	Dental Assisting Cert Application Fees
146509	17579	AMERICAN EXPRESS	2407977	1062227536	6/11/2024	133189	06122024	45,807	6/12/2024	40.00	6/11/2024	INV	PD	Dental Assisting Cert Application Fees
146510	17579	AMERICAN EXPRESS	2407977	1062229854	6/11/2024	133190	06122024	45,807	6/12/2024	40.00	6/11/2024	INV	PD	Dental Assisting Cert Application Fees
146511	17579	AMERICAN EXPRESS	2407977	1062229862	6/11/2024	133191	06122024	45,807	6/12/2024	40.00	6/11/2024	INV	PD	Dental Assisting Cert Application Fees
146512	17579	AMERICAN EXPRESS	2407977	1062227568	6/11/2024	133192	06122024	45,807	6/12/2024	40.00	6/11/2024	INV	PD	Dental Assisting Cert Application Fees
146513	17579	AMERICAN EXPRESS	2407977	1062227580	6/11/2024	133193	06122024	45,807	6/12/2024	40.00	6/11/2024	INV	PD	Dental Assisting Cert Application Fees
146514	17579	AMERICAN EXPRESS	2407977	1062229906	6/11/2024	133194	06122024	45,807	6/12/2024	40.00	6/11/2024	INV	PD	Dental Assisting Cert Application Fees
146515	17579	AMERICAN EXPRESS	2407977	1062229938	6/11/2024	133195	06122024	45,807	6/12/2024	40.00	6/11/2024	INV	PD	Dental Assisting Cert Application Fees
146516	17579	AMERICAN EXPRESS	2407977	1062230024	6/11/2024	133196	06122024	45,807	6/12/2024	40.00	6/11/2024	INV	PD	Dental Assisting Cert Application Fees
146517	17579	AMERICAN EXPRESS	2407977	1062231722	6/11/2024	133197	06122024	45,807	6/12/2024	40.00	6/11/2024	INV	PD	Dental Assisting Cert Application Fees
146518	17579	AMERICAN EXPRESS	2407977	1062231808	6/11/2024	133198	06122024	45,807	6/12/2024	40.00	6/11/2024	INV	PD	Dental Assisting Cert Application Fees
146520	17579	AMERICAN EXPRESS	2408279	1066742786	6/11/2024	133200	06122024	45,807	6/12/2024	57.25	6/11/2024	INV	PD	Fingerprinting for 28 educational aides
146521	17579	AMERICAN EXPRESS	2408279	1066743994	6/11/2024	133201	06122024	45,807	6/12/2024	57.25	6/11/2024	INV	PD	Fingerprinting for 28 educational aides
146522	17579	AMERICAN EXPRESS	2408279	1066744716	6/11/2024	133202	06122024	45,807	6/12/2024	57.25	6/11/2024	INV	PD	Fingerprinting for 28 educational aides
146523	17579	AMERICAN EXPRESS	2408279	1066745314	6/11/2024	133203	06122024	45,807	6/12/2024	57.25	6/11/2024	INV	PD	Fingerprinting for 28 educational aides
146524	17579	AMERICAN EXPRESS	2408279	1066748386	6/11/2024	133204	06122024	45,807	6/12/2024	57.25	6/11/2024	INV	PD	Fingerprinting for 28 educational aides
146525	17579	AMERICAN EXPRESS	2408279	1066765760	6/11/2024	133205	06122024	45,807	6/12/2024	57.25	6/11/2024	INV	PD	Fingerprinting for 28 educational aides
146526	17579	AMERICAN EXPRESS	2408279	1066769016	6/11/2024	133206	06122024	45,807	6/12/2024	57.25	6/11/2024	INV	PD	Fingerprinting for 28 educational aides
146527	17579	AMERICAN EXPRESS	2408279	1066935694	6/11/2024	133207	06122024	45,807	6/12/2024	57.25	6/11/2024	INV	PD	Fingerprinting for 28 educational aides
146528	17579	AMERICAN EXPRESS	2408279	1066935708	6/11/2024	133208	06122024	45,807	6/12/2024	57.25	6/11/2024	INV	PD	Fingerprinting for 28 educational aides
146529	17579	AMERICAN EXPRESS	2408279	1066940774	6/11/2024	133209	06122024	45,807	6/12/2024	57.25	6/11/2024	INV	PD	Fingerprinting for 28 educational aides
146530	17579	AMERICAN EXPRESS	2408279	1066943862	6/11/2024	133210	06122024	45,807	6/12/2024	57.25	6/11/2024	INV	PD	Fingerprinting for 28 educational aides
146531	17579	AMERICAN EXPRESS	2408279	1066945188	6/11/2024	133211	06122024	45,807	6/12/2024	57.25	6/11/2024	INV	PD	Fingerprinting for 28 educational aides
146532	17579	AMERICAN EXPRESS	2408279	1066943622	6/11/2024	133212	06122024	45,807	6/12/2024	57.25	6/11/2024	INV	PD	Fingerprinting for 28 educational aides

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146533	17579	AMERICAN EXPRESS	2408280	5262296295772/ANDERS	6/11/2024	133213	06122024	45,807	6/12/2024	144.98	6/11/2024	INV	PD	Flights for 2 students from GA to DC for Nationals
146534	17579	AMERICAN EXPRESS	2408280	5262294501710/DEL RE	6/11/2024	133214	06122024	45,807	6/12/2024	104.98	6/11/2024	INV	PD	Flights for 2 students from GA to DC for Nationals
146535	17579	AMERICAN EXPRESS	2408280	5262294501711/SMITH	6/11/2024	133215	06122024	45,807	6/12/2024	104.98	6/11/2024	INV	PD	Flights for 2 students from GA to DC for Nationals
146536	17579	AMERICAN EXPRESS		229536	6/12/2024		SACHECK	7,532	6/12/2024	279.30	6/12/2024	INV	PD	Main Event
146537	17579	AMERICAN EXPRESS	2406941	67900000000/05-08-24	6/11/2024	133216	06122024	45,807	6/12/2024	159.85	6/11/2024	INV	PD	Flour, sugar, other grocery items as needed-HEB
146538	17579	AMERICAN EXPRESS	2403700	1064359714	6/11/2024	133217	06122024	45,807	6/12/2024	248.00	6/11/2024	INV	PD	OCCUPATIONAL THERAPY LICENSE
146539	17579	AMERICAN EXPRESS	2408222	25816306650	6/11/2024	133218	06122024	45,807	6/12/2024	31.39	6/11/2024	INV	PD	1Year license for TunesBro Driod Geeker
146540	17579	AMERICAN EXPRESS		12102346863	6/11/2024	133220	06122024	45,807	6/12/2024	(31.39)	6/11/2024	CRM	PD	1Year license for TunesBro Driod Geeker
146541	17579	AMERICAN EXPRESS	2408250	16088964549	6/11/2024	133221	06122024	45,807	6/12/2024	75.76	6/11/2024	INV	PD	1-Year Subscription for Driodkit Full toolkit
146543	17579	AMERICAN EXPRESS	2408250	939707567	6/11/2024	133223	06122024	45,807	6/12/2024	(75.76)	6/11/2024	CRM	PD	1-Year Subscription for Driodkit Full toolkit
146544	17579	AMERICAN EXPRESS	2408250	16088964586	6/11/2024	133224	06122024	45,807	6/12/2024	69.99	6/11/2024	INV	PD	1-Year Subscription for Driodkit Full toolkit
146545	17579	AMERICAN EXPRESS	2405453	G047135629	6/11/2024	133225	06122024	45,807	6/12/2024	141.28	6/11/2024	INV	PD	Open PO for MS Azure Cloud Services Charges
146546	17579	AMERICAN EXPRESS	2408114	02661506	6/13/2024	133226	06172024	45,844	6/13/2024	1,188.10	6/13/2024	INV	PD	Team Lodging
146547	17579	AMERICAN EXPRESS	2408193	2408193/MEMBER	6/13/2024	133227	06172024	45,844	6/13/2024	395.00	6/13/2024	INV	PD	DISTRICT MEMBERSHIP DUES 5/1/24-4/30/25
146548	17579	AMERICAN EXPRESS	2405774	UZTX5799N2TX	6/13/2024	133228	06172024	45,844	6/13/2024	10.21	6/13/2024	INV	PD	Licensing fee, fingerprinting, and background chec
146549	17579	AMERICAN EXPRESS	2405774	UZTX5B23SRTX	6/13/2024	133229	06172024	45,844	6/13/2024	10.21	6/13/2024	INV	PD	Licensing fee, fingerprinting, and background chec
146550	17579	AMERICAN EXPRESS	2407976	UZTX5BJS1QTX	6/13/2024	133230	06172024	45,844	6/13/2024	39.05	6/13/2024	INV	PD	Fingerprinting for 19 dental assisting students
146551	17579	AMERICAN EXPRESS	2407976	UZTX5BJS2JTX	6/13/2024	133231	06172024	45,844	6/13/2024	39.05	6/13/2024	INV	PD	Fingerprinting for 19 dental assisting students
146552	17579	AMERICAN EXPRESS	2407976	UZTXBJS2KTX	6/13/2024	133232	06172024	45,844	6/13/2024	39.05	6/13/2024	INV	PD	Fingerprinting for 19 dental assisting students
146553	17579	AMERICAN EXPRESS	2407976	UZTX5BJRZBTX	6/13/2024	133233	06172024	45,844	6/13/2024	39.05	6/13/2024	INV	PD	Fingerprinting for 19 dental assisting students
146554	17579	AMERICAN EXPRESS	2407976	UZTXBJS1YTX	6/13/2024	133234	06172024	45,844	6/13/2024	39.05	6/13/2024	INV	PD	Fingerprinting for 19 dental assisting students
146555	17579	AMERICAN EXPRESS	2407976	UZTX5BJS1GTX	6/13/2024	133235	06172024	45,844	6/13/2024	39.05	6/13/2024	INV	PD	Fingerprinting for 19 dental assisting students
146556	17579	AMERICAN EXPRESS	2407976	UZTX5BJRZ9TX	6/13/2024	133236	06172024	45,844	6/13/2024	39.05	6/13/2024	INV	PD	Fingerprinting for 19 dental assisting students
146557	17579	AMERICAN EXPRESS	2407976	UZTX5BJS2STX	6/13/2024	133237	06172024	45,844	6/13/2024	39.05	6/13/2024	INV	PD	Fingerprinting for 19 dental assisting students
146558	17579	AMERICAN EXPRESS	2407976	UZTX5BJS2TTX	6/13/2024	133238	06172024	45,844	6/13/2024	39.05	6/13/2024	INV	PD	Fingerprinting for 19 dental assisting students
146559	17579	AMERICAN EXPRESS	2407976	UZTX5BJS1JTX	6/13/2024	133239	06172024	45,844	6/13/2024	39.05	6/13/2024	INV	PD	Fingerprinting for 19 dental assisting students
146560	17579	AMERICAN EXPRESS	2407976	UZTX5BJS29TX	6/13/2024	133240	06172024	45,844	6/13/2024	39.05	6/13/2024	INV	PD	Fingerprinting for 19 dental assisting students

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146561	17579	AMERICAN EXPRESS	2407976	UZTX5BJRZVTX	6/13/2024	133241	06172024	45,844	6/13/2024	39.05	6/13/2024	INV	PD	Fingerprinting for 19 dental assisting students
146562	17579	AMERICAN EXPRESS	2407976	UZTX5BJS1KTX	6/13/2024	133242	06172024	45,844	6/13/2024	39.05	6/13/2024	INV	PD	Fingerprinting for 19 dental assisting students
146563	17579	AMERICAN EXPRESS	2407976	UZTX5BJS29	6/13/2024	133243	06172024	45,844	6/13/2024	39.05	6/13/2024	INV	PD	Fingerprinting for 19 dental assisting students
146564	17579	AMERICAN EXPRESS	2407976	UZTX5BJS1FTX	6/13/2024	133244	06172024	45,844	6/13/2024	39.05	6/13/2024	INV	PD	Fingerprinting for 19 dental assisting students
146565	17579	AMERICAN EXPRESS	2407976	UZTX5BJS21TX	6/13/2024	133245	06172024	45,844	6/13/2024	39.05	6/13/2024	INV	PD	Fingerprinting for 19 dental assisting students
146566	17579	AMERICAN EXPRESS	2408279	1066943862/AGUILAR	6/13/2024	133246	06172024	45,844	6/13/2024	57.25	6/13/2024	INV	PD	Fingerprinting for 28 educational aides
146724	17579	AMERICAN EXPRESS	2408213	G3478339406	6/17/2024	133399	06172024	7,561	6/17/2024	294.00	6/17/2024	INV	PD	Air Filter Cartridge
146725	17579	AMERICAN EXPRESS	14107175	NT_Q6EHWXTDM	6/17/2024		SACHECK	6,992	6/17/2024	560.28	6/17/2024	INV	PD	
146727	17579	AMERICAN EXPRESS	2408863	241078658	6/17/2024	133400	06172024	45,874	6/17/2024	1,539.00	6/17/2024	INV	PD	Monthly Toll Fee's May & June
146728	17579	AMERICAN EXPRESS	2404375	389	6/17/2024	133401	06172024	45,874	6/17/2024	6,568.00	6/17/2024	INV	PD	LEADERSHIP RETREAT JUNE 3-5, 2024 PRINCIPALS, ADM
147033	96119	THE AMERICAN FUNDS GROUP		147033	6/25/2024	133666	June	31,844	6/25/2024	640.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
147034	96121	AMERICO FINANCIAL LIFE & ANNUITY CO.		147034	6/25/2024	133667	June	31,845	6/25/2024	120.04	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
147032	96116	AMERIPRISE FINANCIAL SERVICES, INC.		147032	6/25/2024	133665	June	31,846	6/25/2024	1,000.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
146629	98675	AT & T	2407920	811693562	6/13/2024	133305	06172024	45,876	6/17/2024	0.20	6/13/2024	INV	PD	Monthly Bill - May 2024
146630	98675	AT & T	2407920	81716210140912/JUN24	6/13/2024	133306	06172024	45,875	6/17/2024	171.99	6/13/2024	INV	PD	Monthly Bill - May 2024
147078	98675	AT & T	2408549	8310006534450/JUN 24	6/24/2024	133703	06252024	45,990	6/25/2024	903.16	6/24/2024	INV	PD	Monthly Bill - June 2024
146153	12371	AT&T MOBILITY	2407892	28732955978805232024	6/6/2024	132892	06102024	45,755	6/10/2024	480.00	6/6/2024	INV	PD	AirCard Bill-May 2024
146615	12371	AT&T MOBILITY	2408958	28728665759406022024	6/13/2024	133293	06172024	45,845	6/13/2024	39.37	6/13/2024	INV	PD	AT&T Hot Spot for Director
146628	12371	AT&T MOBILITY	2407892	82506183005282024	6/13/2024	133304	06172024	45,877	6/17/2024	257.32	6/13/2024	INV	PD	AirCard Bill-May 2024
146999	12371	AT&T MOBILITY	2407893	28727797731306022024	6/24/2024	133635	06242024	45,961	6/24/2024	286.83	6/24/2024	INV	PD	Wireless Trans AirCards-May 2024
146138	7573	ATMOS ENERGY	2407889	000050192/MAY 24	6/6/2024	132876	06102024	45,756	6/10/2024	293.45	6/6/2024	INV	PD	Utilities-Natural Gas May 2024
146139	7573	ATMOS ENERGY	2407889	000059263/MAY 24	6/6/2024	132877	06102024	45,756	6/10/2024	187.26	6/6/2024	INV	PD	Utilities-Natural Gas May 2024
146393	7573	ATMOS ENERGY	2407889	003938417/MAY 24	6/11/2024	133093	06122024	45,809	6/12/2024	77.45	6/11/2024	INV	PD	Utilities-Natural Gas May 2024
146394	7573	ATMOS ENERGY	2407889	2235749/JUNE 24	6/11/2024	133094	06122024	45,809	6/12/2024	224.48	6/11/2024	INV	PD	Utilities-Natural Gas May 2024
146395	7573	ATMOS ENERGY	2407889	800133911/MAY 24	6/11/2024	133095	06122024	45,809	6/12/2024	77.45	6/11/2024	INV	PD	Utilities-Natural Gas May 2024
146396	7573	ATMOS ENERGY	2407889	1711460/MAY 24	6/11/2024	133096	06122024	45,809	6/12/2024	205.41	6/11/2024	INV	PD	Utilities-Natural Gas May 2024
146397	7573	ATMOS ENERGY	2407889	11R132510/JUNE 24	6/11/2024	133097	06122024	45,809	6/12/2024	97.42	6/11/2024	INV	PD	Utilities-Natural Gas May 2024
146780	7573	ATMOS ENERGY	2408531	19M217416/JUN 24	6/17/2024	133451	06172024	45,878	6/17/2024	78.35	6/17/2024	INV	PD	Utilities-Natural Gas June 2024
146784	7573	ATMOS ENERGY	2407889	000730789/JUN 24	6/17/2024	133455	06172024	45,878	6/17/2024	180.88	6/17/2024	INV	PD	Utilities-Natural Gas May 2024
146785	7573	ATMOS ENERGY	2407889	000734000/JUN 24	6/17/2024	133456	06172024	45,878	6/17/2024	219.94	6/17/2024	INV	PD	Utilities-Natural Gas May 2024
146786	7573	ATMOS ENERGY	2407889	22T701540/JUN 24	6/17/2024	133457	06172024	45,878	6/17/2024	77.45	6/17/2024	INV	PD	Utilities-Natural Gas May 2024
146787	7573	ATMOS ENERGY	2407889	22W539863/JUN 24	6/17/2024	133458	06172024	45,878	6/17/2024	83.84	6/17/2024	INV	PD	Utilities-Natural Gas May 2024
146867	7573	ATMOS ENERGY	2408531	000314355/JUNE 24	6/17/2024	133510	06172024	45,918	6/20/2024	147.33	6/17/2024	INV	PD	Utilities-Natural Gas June 2024
146868	7573	ATMOS ENERGY	2408531	041002643/JUNE 24	6/17/2024	133511	06172024	45,918	6/20/2024	94.54	6/17/2024	INV	PD	Utilities-Natural Gas June 2024
146935	7573	ATMOS ENERGY	2408531	17H672252/JUN 24	6/17/2024	133577	06172024	45,918	6/20/2024	118.88	6/17/2024	INV	PD	Utilities-Natural Gas June 2024
147006	7573	ATMOS ENERGY	2407890	042011511/JUN 24	6/24/2024	133642	06242024	32,079	6/24/2024	80.17	6/24/2024	INV	PD	Food Service-Gas Service
147035	96124	ATPE		147035	6/25/2024	133668	June	31,847	6/25/2024	1,107.80	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
145973	98498	PRESLEY AUVENSHINE	2408024	AUVENSHINE/MAY 24	6/4/2024	132730	06052024	45,689	6/5/2024	110.18	6/4/2024	INV	PD	MONTHLY MILEAGE REIMBURSEMENT - MAY
146835	112015	EDEN AVALOS		AVALOS/06-10-24	6/18/2024		SACHECK	7,546	6/20/2024	60.00	6/18/2024	INV	PD	
146840	112015	EDEN AVALOS		AVALOS/06-11-24	6/18/2024		SACHECK	7,546	6/20/2024	55.00	6/18/2024	INV	PD	
146845	112015	EDEN AVALOS		AVALOS/06-12-24	6/18/2024		SACHECK	7,546	6/20/2024	55.00	6/18/2024	INV	PD	
146850	112015	EDEN AVALOS		AVALOS/06-13-24	6/18/2024		SACHECK	7,546	6/20/2024	60.00	6/18/2024	INV	PD	

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146855	112015	EDEN AVALOS		AVALOS/06-18-24	6/18/2024		SACHECK	7,546	6/20/2024	55.00	6/18/2024	INV	PD	
147022	112015	EDEN AVALOS		AVALOS/06-19-24	6/24/2024		SACHECK	7,559	6/24/2024	55.00	6/24/2024	INV	PD	
147061	112015	EDEN AVALOS		AVALOS/06-20-24	6/24/2024		SACHECK	7,559	6/24/2024	80.00	6/24/2024	INV	PD	
146025	101666	AWARDS BY MASTERCRAFT	2408680	18365	6/4/2024	132764	06052024	45,690	6/5/2024	42.00	6/4/2024	INV	PD	TOY & POY Plate Plaque Replacement
146411	101666	AWARDS BY MASTERCRAFT	2408428	18354	6/11/2024	133106	06122024	45,810	6/12/2024	106.00	6/11/2024	INV	PD	Awards for ModTech
147036	96127	AXA EQUITABLE		147036	6/25/2024	133669	June	31,848	6/25/2024	41,745.60	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
146911	97045	BARRERA'S	14107206	14107206A	6/18/2024		SACHECK	7,547	6/20/2024	186.00	6/18/2024	INV	PD	
145843	112334	BAYMONT BY WYNDHAM BRANSON - ON THE STRIP	2408525	2408525A	5/31/2024	132614	06032024	45,644	6/3/2024	563.55	5/31/2024	INV	PD	Theater trip to Indiana - Competition
145844	112334	BAYMONT BY WYNDHAM BRANSON - ON THE STRIP	2408525	2408525B	5/31/2024	132615	06032024	45,645	6/3/2024	557.13	5/31/2024	INV	PD	Theater trip to Indiana - Competition
146746	112192	BEARCOM OPERATING LLC	2407348	5710021	6/17/2024	133418	06172024	45,879	6/17/2024	750.00	6/17/2024	INV	PD	Programming Fee
147003	110397	BEDFORD, FREEMAN & WORTH PUBLISHERS	2408915	47145064	6/24/2024	133639	06242024	7,566	6/24/2024	10,658.80	6/24/2024	INV	PD	AP Physics
147004	110397	BEDFORD, FREEMAN & WORTH PUBLISHERS	2408915	46992863	6/24/2024	133640	06242024	7,566	6/24/2024	788.81	6/24/2024	INV	PD	AP Physics
146279	110593	SHARON ALYCE BELL	2407859	BELL/JUNE 24	6/11/2024	132989	06122024	45,811	6/12/2024	66.88	6/11/2024	INV	PD	Monthly reimbursement
146304	20206	BEN E. KEITH FOODS	14001667	12737384	6/11/2024		SACHECK	7,534	6/12/2024	989.79	6/11/2024	INV	PD	
146305	20206	BEN E. KEITH FOODS	14001569	12726101	6/11/2024		SACHECK	7,534	6/12/2024	363.44	6/11/2024	INV	PD	
146402	20206	BEN E. KEITH FOODS	14001667	12754662	6/11/2024		SACHECK	7,533	6/12/2024	1,417.51	6/11/2024	INV	PD	
146602	20206	BEN E. KEITH FOODS	14001607	12601798	6/13/2024		SACHECK	7,544	6/17/2024	500.24	6/13/2024	INV	PD	
146723	20206	BEN E. KEITH FOODS	14001607	12760206	6/17/2024		SACHECK	7,544	6/17/2024	466.83	6/17/2024	INV	PD	
145967	1032	BENNETT PRINTING & OFFICE SUPPLY	2408591	819507-0	6/4/2024	132724	06052024	45,691	6/5/2024	29.99	6/4/2024	INV	PD	Certificates and award programs
146103	1032	BENNETT PRINTING & OFFICE SUPPLY	2407723	819455-0	6/6/2024	132841	06102024	45,757	6/10/2024	717.00	6/6/2024	INV	PD	Grad Programs
146286	1032	BENNETT PRINTING & OFFICE SUPPLY	2408189	819547-0	6/11/2024	132996	06122024	45,812	6/12/2024	749.55	6/11/2024	INV	PD	AVID WICOR POSTERS
146308	1032	BENNETT PRINTING & OFFICE SUPPLY	2408441	167248-1	6/11/2024	133008	06122024	45,812	6/12/2024	1,782.54	6/11/2024	INV	PD	Furniture
146730	1032	BENNETT PRINTING & OFFICE SUPPLY	2407724	819364-0	6/17/2024	133403	06172024	45,880	6/17/2024	159.80	6/17/2024	INV	PD	Business cards for employee's
146731	1032	BENNETT PRINTING & OFFICE SUPPLY	2408276	819334-0	6/17/2024	133404	06172024	45,880	6/17/2024	79.90	6/17/2024	INV	PD	Office supplies - business cards for Office
146996	1032	BENNETT PRINTING & OFFICE SUPPLY	2408832	553416-0	6/24/2024	133632	06242024	45,962	6/24/2024	50.85	6/24/2024	INV	PD	Magnetic badges for director
146865	17110	BEST BUY BUSINESS ADVANTAGE ACCOUNT	2408960	8219913	6/17/2024	133508	06172024	45,919	6/20/2024	3,599.88	6/17/2024	INV	PD	12 TVs for inventory/campus displays
146089	108532	MATT BIBB	2408007	2408007/REIMB	6/6/2024	132827	06102024	45,758	6/10/2024	29.00	6/6/2024	INV	PD	UIL State- UT Austin
145907	111874	TRENTON BLACK	2407630	BLACK/MAY 24	6/4/2024	132668	06052024	45,692	6/5/2024	67.70	6/4/2024	INV	PD	May 2024 Mileage Reimbursement
146975	20231	CORY BORDEN	2408962	2408962/REIMB	6/24/2024	133610	06242024	45,963	6/24/2024	60.00	6/24/2024	INV	PD	DAILY PARKING FOR TRAVEL TO Hyatt Regency Dallas,
146021	112252	CHASITY BRIGGS	2407874	2407874/REIMB	6/4/2024	132760	06052024	45,693	6/5/2024	97.00	6/4/2024	INV	PD	DOT License reimbursement - Chasity Briggs
146613	105854	DAWN BROADWAY	2408983	2408983A	6/13/2024	133291	06172024	45,846	6/13/2024	200.00	6/13/2024	INV	PD	Meal money for 2 students for TSA Nationals
146836	111976	ERIC BROCK		BROCK/06-10-24	6/18/2024		SACHECK	7,548	6/20/2024	60.00	6/18/2024	INV	PD	
146841	111976	ERIC BROCK		BROCK/06-11-24	6/18/2024		SACHECK	7,548	6/20/2024	55.00	6/18/2024	INV	PD	
146846	111976	ERIC BROCK		BROCK/06-12-24	6/18/2024		SACHECK	7,548	6/20/2024	55.00	6/18/2024	INV	PD	
146851	111976	ERIC BROCK		BROCK/06-13-24	6/18/2024		SACHECK	7,548	6/20/2024	60.00	6/18/2024	INV	PD	
146856	111976	ERIC BROCK		BROCK/06-18-24	6/18/2024		SACHECK	7,548	6/20/2024	55.00	6/18/2024	INV	PD	

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DOCUMENT	VENDOR	NAME	P.O.	INVOICE	INV DATE	VOUCHER	CHECK RUN	CHECK NO	CHECK DATE	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
147023	111976	ERIC BROCK		BROCK/06-19-24	6/24/2024		SACHECK	7,560	6/24/2024	55.00	6/24/2024	INV	PD	
147062	111976	ERIC BROCK		BROCK/06-20-24	6/24/2024		SACHECK	7,560	6/24/2024	80.00	6/24/2024	INV	PD	
146315	993	BSN SPORTS, LLC	2408214	308678528A	6/11/2024	133015	06122024	45,813	6/12/2024	937.50	6/11/2024	INV	PD	Athletic Clothing/Shoes
146316	993	BSN SPORTS, LLC	2408734	308754709A	6/11/2024	133016	06122024	45,813	6/12/2024	2,580.71	6/11/2024	INV	PD	CHS Boy/Girl track starting blocks/training hurdle
146317	993	BSN SPORTS, LLC	2408589	308735587A	6/11/2024	133017	06122024	45,813	6/12/2024	1,332.27	6/11/2024	INV	PD	CHS softball batting helmets facemask
146398	993	BSN SPORTS, LLC	14107196	925855038	6/11/2024		SACHECK	7,535	6/12/2024	2,086.50	6/11/2024	INV	PD	
146409	993	BSN SPORTS, LLC	2408733	925852766	6/11/2024	133104	06122024	45,813	6/12/2024	1,341.90	6/11/2024	INV	PD	23/24 CHS AD portable score clocks
146410	993	BSN SPORTS, LLC	2407879	925852755	6/11/2024	133105	06122024	45,813	6/12/2024	73.43	6/11/2024	INV	PD	23-24 Athletic trainer - knee brace
146783	993	BSN SPORTS, LLC	2408453	925863460	6/17/2024	133454	06172024	45,881	6/17/2024	10,399.73	6/17/2024	INV	PD	23/24 WMS Basketball girls and boys shooting gun
146926	993	BSN SPORTS, LLC	2408735	308754927A	6/17/2024	133568	06172024	45,920	6/20/2024	679.90	6/17/2024	INV	PD	Softball pitchers pocket and softballs 4 dzn
147097	993	BSN SPORTS, LLC	14001655	925885653	6/25/2024		SACHECK	7,565	6/25/2024	367.43	6/25/2024	INV	PD	
147098	993	BSN SPORTS, LLC	14001655	925885654	6/25/2024		SACHECK	7,565	6/25/2024	367.42	6/25/2024	INV	PD	
146614	20190	CHRISTY BURTON	2408961	2408961/ADV	6/13/2024	133292	06172024	45,847	6/13/2024	580.56	6/13/2024	INV	PD	hotel, meals, parking for AVID SI in Dallas, TX
145805	111377	VANESSA BUTTLER	2408899	2408899/GASREIMB	5/31/2024	132575	06032024	45,646	6/3/2024	30.00	5/31/2024	INV	PD	Fuel Reimbursement for Vanessa Buttler
147104	111377	VANESSA BUTTLER	2409065	V Butler TAFE	6/26/2024	133726	062624	46,006	6/26/2024	1,102.00	6/26/2024	INV	PD	Funds to purchase Metro cards for TAFE Nationals
145851	106222	NIKKI BYFORD	2407850	BYFORD/MAY 24	5/31/2024	132622	06032024	45,647	6/3/2024	60.03	5/31/2024	INV	PD	Travel for May
146062	112127	CARAHSOFT TECHNOLOGY CORP.	2408171	IN1663561	6/6/2024	132800	06102024	45,759	6/10/2024	12,885.00	6/6/2024	INV	PD	30 advanced service agent user license for ticket
146014	1085	CAROLINA BIOLOGICAL SUPPLY COMPANY	2408650	52596066 RI	6/4/2024	132753	06052024	45,694	6/5/2024	1,155.50	6/4/2024	INV	PD	Periodic tables
146072	1602	CARRIER ENTERPRISE, LLC - S.C.	2408922	12153482-00	6/6/2024	132809	06102024	45,760	6/10/2024	6,330.00	6/6/2024	INV	PD	DST--R410A refrigerant
146591	1602	CARRIER ENTERPRISE, LLC - S.C.	2408923	12171940-00	6/13/2024	133271	06172024	45,848	6/13/2024	1,433.91	6/13/2024	INV	PD	CHS-compressor for band hall
146592	1602	CARRIER ENTERPRISE, LLC - S.C.	2408951	12156570-00	6/13/2024	133273	06172024	45,848	6/13/2024	2,263.70	6/13/2024	INV	PD	MRT-compressors
146593	1602	CARRIER ENTERPRISE, LLC - S.C.	2408950	10390081-00	6/13/2024	133274	06172024	45,848	6/13/2024	3,891.50	6/13/2024	INV	PD	CHS-replacement temp switches
146594	1602	CARRIER ENTERPRISE, LLC - S.C.	2408950	10371803-00	6/13/2024	133275	06172024	45,848	6/13/2024	369.92	6/13/2024	INV	PD	CHS-replacement temp switches
146976	111325	DEBBIE CASHELL	2408694	2408694/REIMB	6/24/2024	133611	06242024	45,964	6/24/2024	66.24	6/24/2024	INV	PD	TRAVEL INCLUDING HOTEL & MEALS TO AVID SUMMER INST
146157	112352	HUNTER CASSELBERRY	2408551	CASSELBERRY/05-25-24	6/6/2024	132896	06102024	45,761	6/10/2024	170.00	6/6/2024	INV	PD	Workers/Officials for Hosted Playoff Games in addi
144080	21104	CDW GOVERNMENT, INC.		QZ42976	5/7/2024	131005	06052024	45,695	6/5/2024	(310.40)	5/7/2024	CRM	PD	DIR-CPO-5101 Tech Inventory
145947	21104	CDW GOVERNMENT, INC.	2408331	RF17919	6/4/2024	132704	06052024	45,695	6/5/2024	423.96	6/4/2024	INV	PD	teacher ink
145948	21104	CDW GOVERNMENT, INC.	2408331	RF34970	6/4/2024	132705	06052024	45,695	6/5/2024	565.28	6/4/2024	INV	PD	teacher ink
146404	21104	CDW GOVERNMENT, INC.	2408124	ZR00501113	6/11/2024	133099	06122024	45,814	6/12/2024	1,500.00	6/11/2024	INV	PD	Chrome-Gopher-Premium Renewal
146742	21104	CDW GOVERNMENT, INC.	2408775	RQ00861	6/17/2024	133414	06172024	45,882	6/17/2024	1,608.34	6/17/2024	INV	PD	Laptop
146831	21104	CDW GOVERNMENT, INC.	2409016	RV61624	6/17/2024	133499	06172024	45,921	6/20/2024	901.56	6/17/2024	INV	PD	ink cartridges for WL Dept printer
146919	21104	CDW GOVERNMENT, INC.	2407819	QW13209	6/17/2024	133560	06172024	45,921	6/20/2024	220.21	6/17/2024	INV	PD	TIPS#230105 Kensington SD4849Pv triple video docki
146938	21104	CDW GOVERNMENT, INC.	2408894	RW54500	6/17/2024	133580	06172024	45,921	6/20/2024	(506.15)	6/17/2024	CRM	PD	Thinkpad P16v Gen 1 AMD (16"" ) Mobile Workstation
146939	21104	CDW GOVERNMENT, INC.	2408894	RR98419	6/17/2024	133581	06172024	45,921	6/20/2024	2,838.15	6/17/2024	INV	PD	Thinkpad P16v Gen 1 AMD (16"" ) Mobile Workstation
146758	111857	CEDFA	2409020	2409020/REGIS	6/17/2024	133429	06172024	45,883	6/17/2024	125.00	6/17/2024	INV	PD	Registration
146151	15103	CESD	2408406	38350	6/6/2024	132889	06102024	45,762	6/10/2024	470.00	6/6/2024	INV	PD	REGISTRATION 23RD ANNUAL CESD TEXAS DYSLEXIA CONFE
146321	112097	CHAMPION ENERGY SERVICES	2407952	241560022350706	6/11/2024	133021	06122024	45,815	6/12/2024	119,267.92	6/11/2024	INV	PD	Electric Bill-May 2024

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146595	105415	CHAMPION TRACK AND TURF REPAIR	2408981	100602	6/13/2024	133276	06172024	45,849	6/13/2024	1,500.00	6/13/2024	INV	PD	CHS-seam repairs football field
146269	1108	PAUL CHAVEZ	2407456	2407546/REIMB	6/11/2024	132979	06122024	45,816	6/12/2024	54.00	6/11/2024	INV	PD	Estimated Travel Expenses
145987	107746	CHEERLEADING COMPANY	14001652	0755812CW	6/5/2024		SACHECK	7,519	6/5/2024	825.90	6/5/2024	INV	PD	
146910	98156	CHICK-FIL-A	14107205	14107205A	6/18/2024		SACHECK	7,549	6/20/2024	164.96	6/18/2024	INV	PD	
147106	98156	CHICK-FIL-A	2409062	6-26-24 CISD	6/26/2024	133728	062624	46,007	6/26/2024	52.54	6/26/2024	INV	PD	Chickfila Lunch for Interviews 06-26
147024	13551	CISD ADMINISTRATION		147024	6/25/2024	133657	June	31,849	6/25/2024	34,830.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
145925	2068	CISD GENERAL FUND	2407358	COLEMAN/APR 24	6/4/2024	132684	06052024	45,696	6/5/2024	9.60	6/4/2024	INV	PD	Postage/Shipping Fees
145926	2068	CISD GENERAL FUND	2407358	COLEMAN/OCT 24	6/4/2024	132685	06052024	45,696	6/5/2024	7.56	6/4/2024	INV	PD	Postage/Shipping Fees
145968	2068	CISD GENERAL FUND	2407796	GERARD/MAY 24	6/4/2024	132725	06052024	45,696	6/5/2024	1.76	6/4/2024	INV	PD	Postage for May
145969	2068	CISD GENERAL FUND	2405625	CURRIC/MAY 24	6/4/2024	132726	06052024	45,696	6/5/2024	108.16	6/4/2024	INV	PD	POSTAGE FOR MAILING GT RESULTS
145970	2068	CISD GENERAL FUND	2408215	ADAMS/MAY 24	6/4/2024	132727	06052024	45,696	6/5/2024	17.92	6/4/2024	INV	PD	Postage for May
145995	2068	CISD GENERAL FUND	2407685	IRVING/MAY 24	6/4/2024	132744	06052024	45,696	6/5/2024	6.54	6/4/2024	INV	PD	may postage
146015	2068	CISD GENERAL FUND	2408371	SANTAFE/MAY 24	6/4/2024	132754	06052024	45,696	6/5/2024	0.64	6/4/2024	INV	PD	May postage charges
146038	2068	CISD GENERAL FUND	2407749	STU SERV/MAY 24	6/4/2024	132777	06052024	45,696	6/5/2024	82.96	6/4/2024	INV	PD	Monthly postage
146043	2068	CISD GENERAL FUND	2408246	WHEAT/MAY 24	6/4/2024	132782	06052024	45,696	6/5/2024	182.08	6/4/2024	INV	PD	Campus postage
146044	2068	CISD GENERAL FUND	2407352	SMITH/MAY 24	6/4/2024	132783	06052024	45,696	6/5/2024	7.04	6/4/2024	INV	PD	May mail
146306	2068	CISD GENERAL FUND	14001670	1002	6/11/2024		SACHECK	7,536	6/12/2024	200.00	6/11/2024	INV	PD	
146307	2068	CISD GENERAL FUND	14001670	1001	6/11/2024		SACHECK	7,536	6/12/2024	200.00	6/11/2024	INV	PD	
146387	2068	CISD GENERAL FUND	2402195	CN/MAY 24	6/11/2024	133087	06122024	32,068	6/12/2024	2.40	6/11/2024	INV	PD	Postage
146757	2068	CISD GENERAL FUND	2407459	CHS/MAY 24	6/17/2024	133428	06172024	45,884	6/17/2024	43.84	6/17/2024	INV	PD	Monthly Postage- May
145807	1959	CISD TRANSPORTATION	2408368	TRIP 2210	5/31/2024	132577	06032024	45,649	6/3/2024	249.50	5/31/2024	INV	PD	Transportation
145808	1959	CISD TRANSPORTATION	2407073	TRIP 2087	5/31/2024	132578	06032024	45,649	6/3/2024	60.70	5/31/2024	INV	PD	Team transportation
145809	1959	CISD TRANSPORTATION	2407073	TRIP 2088	5/31/2024	132579	06032024	45,649	6/3/2024	84.80	5/31/2024	INV	PD	Team transportation
145810	1959	CISD TRANSPORTATION	2407073	TRIP 2089	5/31/2024	132580	06032024	45,649	6/3/2024	22.60	5/31/2024	INV	PD	Team transportation
145817	1959	CISD TRANSPORTATION	2407284	TRIP 2099	5/31/2024	132588	06032024	45,649	6/3/2024	82.00	5/31/2024	INV	PD	Team transportation
145818	1959	CISD TRANSPORTATION	2407284	TRIP 2100	5/31/2024	132589	06032024	45,649	6/3/2024	55.00	5/31/2024	INV	PD	Team transportation
145819	1959	CISD TRANSPORTATION	2407284	TRIP 2218	5/31/2024	132590	06032024	45,649	6/3/2024	44.10	5/31/2024	INV	PD	Team transportation
145823	1959	CISD TRANSPORTATION	2406191	TRIP 1950	5/31/2024	132594	06032024	45,649	6/3/2024	112.00	5/31/2024	INV	PD	Team Transportation
145824	1959	CISD TRANSPORTATION	2406191	TRIP 1952	5/31/2024	132595	06032024	45,649	6/3/2024	85.00	5/31/2024	INV	PD	Team Transportation
145825	1959	CISD TRANSPORTATION	2406191	TRIP 1953	5/31/2024	132596	06032024	45,649	6/3/2024	83.00	5/31/2024	INV	PD	Team Transportation
145842	1959	CISD TRANSPORTATION	2407022	TRIP 2077	5/31/2024	132613	06032024	45,649	6/3/2024	33.90	5/31/2024	INV	PD	SUV to Region XI for Spanish spelling bee on 3/22
145895	1959	CISD TRANSPORTATION	14103045	TRIP 2078	6/4/2024		SACHECK	7,520	6/5/2024	140.00	6/4/2024	INV	PD	
145896	1959	CISD TRANSPORTATION	14101052	TRIP 2186	6/4/2024		SACHECK	7,520	6/5/2024	79.00	6/4/2024	INV	PD	
145899	1959	CISD TRANSPORTATION	14101048	TRIP 2230	6/4/2024		SACHECK	7,520	6/5/2024	22.00	6/4/2024	INV	PD	
145901	1959	CISD TRANSPORTATION	14108044	TRIP 2007	6/4/2024		SACHECK	7,520	6/5/2024	138.00	6/4/2024	INV	PD	
145902	1959	CISD TRANSPORTATION	14108039	TRIP 1960	6/4/2024		SACHECK	7,520	6/5/2024	26.00	6/4/2024	INV	PD	
145903	1959	CISD TRANSPORTATION	14001608	TRIP 2168	6/4/2024		SACHECK	7,520	6/5/2024	140.00	6/4/2024	INV	PD	
145904	1959	CISD TRANSPORTATION	14102076	TRIP 2130	6/4/2024		SACHECK	7,520	6/5/2024	84.00	6/4/2024	INV	PD	
145905	1959	CISD TRANSPORTATION	14102082	TRIP 2189	6/4/2024		SACHECK	7,520	6/5/2024	139.00	6/4/2024	INV	PD	
145917	1959	CISD TRANSPORTATION	2408100	TRIP 2182	6/4/2024	132678	06052024	45,697	6/5/2024	18.00	6/4/2024	INV	PD	TRIP 2182 GT FIELD TRIP TO THE STING BISTRO MAY 14
145918	1959	CISD TRANSPORTATION	2408101	TRIP 2183	6/4/2024	132679	06052024	45,697	6/5/2024	29.00	6/4/2024	INV	PD	TRIP 2183 GT FIELD TRIP TO THE STING BISTRO MAY 15
145919	1959	CISD TRANSPORTATION	2408402	TRIP 2220	6/4/2024	132680	06052024	45,697	6/5/2024	49.75	6/4/2024	INV	PD	TRIP 2220 DFW SCIENCE SUPERVISORS 5/17 TO LEGACY L
145920	1959	CISD TRANSPORTATION	14111041	TRIP 2035	6/4/2024		SACHECK	7,520	6/5/2024	135.00	6/4/2024	INV	PD	
145924	1959	CISD TRANSPORTATION	14102065	TRIP 2069	6/4/2024		SACHECK	7,520	6/5/2024	210.00	6/4/2024	INV	PD	
145929	1959	CISD TRANSPORTATION	14109159	TRIP 2216	6/4/2024		SACHECK	6,983	6/5/2024	52.00	6/4/2024	INV	PD	
145975	1959	CISD TRANSPORTATION	2406372	TRIP 1963	6/4/2024	132732	06052024	45,697	6/5/2024	186.00	6/4/2024	INV	PD	2 Buses for UIL
145988	1959	CISD TRANSPORTATION	14107131	TRIP 2228	6/5/2024		SACHECK	7,520	6/5/2024	53.00	6/5/2024	INV	PD	

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145989	1959	CISD TRANSPORTATION	14107131	TRIP 2229	6/5/2024		SACHECK	7,520	6/5/2024	50.00	6/5/2024	INV	PD	
145990	1959	CISD TRANSPORTATION	14107154	TRIP 2101	6/5/2024		SACHECK	7,520	6/5/2024	62.00	6/5/2024	INV	PD	
145992	1959	CISD TRANSPORTATION	14104053	TRIP 1900	6/5/2024		SACHECK	7,520	6/5/2024	150.00	6/5/2024	INV	PD	
145993	1959	CISD TRANSPORTATION	14104064	TRIP 2013	6/5/2024		SACHECK	7,520	6/5/2024	180.00	6/5/2024	INV	PD	
145994	1959	CISD TRANSPORTATION	14104061	TRIP 2006	6/5/2024		SACHECK	7,520	6/5/2024	80.00	6/5/2024	INV	PD	
145996	1959	CISD TRANSPORTATION	2407722	TRIP 2134	6/5/2024		SACHECK	7,520	6/5/2024	9.00	6/5/2024	INV	PD	
145997	1959	CISD TRANSPORTATION	2408092	TRIP 2196	6/5/2024		SACHECK	7,520	6/5/2024	12.00	6/5/2024	INV	PD	
145999	1959	CISD TRANSPORTATION	14041159	TRIP 2093	6/5/2024		SACHECK	7,520	6/5/2024	184.00	6/5/2024	INV	PD	
146000	1959	CISD TRANSPORTATION	14041159	TRIP 2081	6/5/2024		SACHECK	7,520	6/5/2024	155.00	6/5/2024	INV	PD	
146001	1959	CISD TRANSPORTATION	14041159	TRIP 2153	6/5/2024		SACHECK	7,521	6/5/2024	55.00	6/5/2024	INV	PD	
146002	1959	CISD TRANSPORTATION	14041159	TRIP 2215	6/5/2024		SACHECK	7,521	6/5/2024	94.00	6/5/2024	INV	PD	
146003	1959	CISD TRANSPORTATION	14041159	TRIP 2145	6/5/2024		SACHECK	7,524	6/10/2024	312.00	6/5/2024	INV	PD	
146004	1959	CISD TRANSPORTATION	14041160	TRIP 2144	6/5/2024		SACHECK	7,521	6/5/2024	331.00	6/5/2024	INV	PD	
146005	1959	CISD TRANSPORTATION	14107176	TRIP 2194	6/5/2024		SACHECK	6,983	6/5/2024	89.00	6/5/2024	INV	PD	
146018	1959	CISD TRANSPORTATION	2405451	TRIP 1705	6/4/2024	132757	06052024	45,697	6/5/2024	21.00	6/4/2024	INV	PD	bus for 4th grade trip to SIS
146019	1959	CISD TRANSPORTATION	2405451	TRIP 1704	6/4/2024	132758	06052024	45,697	6/5/2024	60.00	6/4/2024	INV	PD	bus for 4th grade trip to SIS
146047	1959	CISD TRANSPORTATION	2406331	TRIP 1970	6/4/2024	132786	06052024	45,697	6/5/2024	57.50	6/4/2024	INV	PD	Transportation to Tarleton State Job Fair 02/21/24
146054	1959	CISD TRANSPORTATION	2408924	TRIP 1701	6/6/2024	132794	06102024	45,763	6/10/2024	20.00	6/6/2024	INV	PD	bus and driver fees for 4th grade trip to SIS
146055	1959	CISD TRANSPORTATION	2408924	TRIP 1702	6/6/2024	132795	06102024	45,763	6/10/2024	26.20	6/6/2024	INV	PD	bus and driver fees for 4th grade trip to SIS
146058	1959	CISD TRANSPORTATION	2408924	TRIP 1703	6/6/2024	132796	06102024	45,763	6/10/2024	22.00	6/6/2024	INV	PD	bus and driver fees for 4th grade trip to SIS
146059	1959	CISD TRANSPORTATION	2408924	TRIP 1692	6/6/2024	132797	06102024	45,763	6/10/2024	13.00	6/6/2024	INV	PD	bus and driver fees for 4th grade trip to SIS
146060	1959	CISD TRANSPORTATION	2408924	TRIP 1693	6/6/2024	132798	06102024	45,763	6/10/2024	22.40	6/6/2024	INV	PD	bus and driver fees for 4th grade trip to SIS
146067	1959	CISD TRANSPORTATION	2406074	TRIP 1956	6/6/2024	132804	06102024	45,763	6/10/2024	69.90	6/6/2024	INV	PD	Solo & Ensemble Contest
146096	1959	CISD TRANSPORTATION	2408487	TRIP 2197	6/6/2024	132834	06102024	45,763	6/10/2024	120.00	6/6/2024	INV	PD	Broadway Dallas Rehearsals
146097	1959	CISD TRANSPORTATION	2408487	TRIP 2204	6/6/2024	132835	06102024	45,763	6/10/2024	113.00	6/6/2024	INV	PD	Broadway Dallas Rehearsals
146098	1959	CISD TRANSPORTATION	2408487	TRIP 2198	6/6/2024	132836	06102024	45,763	6/10/2024	113.00	6/6/2024	INV	PD	Broadway Dallas Rehearsals
146099	1959	CISD TRANSPORTATION	2408487	TRIP 2205	6/6/2024	132837	06102024	45,763	6/10/2024	56.50	6/6/2024	INV	PD	Broadway Dallas Rehearsals
146101	1959	CISD TRANSPORTATION	2408487	TRIP 2226	6/6/2024	132839	06102024	45,763	6/10/2024	173.00	6/6/2024	INV	PD	Broadway Dallas Rehearsals
146102	1959	CISD TRANSPORTATION	2408487	TRIP 2217	6/6/2024	132840	06102024	45,763	6/10/2024	118.00	6/6/2024	INV	PD	Broadway Dallas Rehearsals
146114	1959	CISD TRANSPORTATION	2408318	TRIP 2222	6/6/2024	132854	06102024	45,763	6/10/2024	249.50	6/6/2024	INV	PD	Transportation
146115	1959	CISD TRANSPORTATION		TRIP 1935	6/6/2024	132855	06102024	45,763	6/10/2024	114.00	6/6/2024	INV	PD	bus for newcomer field trip to Dallas tx April 4
146121	1959	CISD TRANSPORTATION	14041133	TRIP 2092	6/6/2024		SACHECK	6,985	6/10/2024	73.00	6/6/2024	INV	PD	
146291	1959	CISD TRANSPORTATION	2406909	TRIP 2219	6/11/2024	133001	06122024	45,817	6/12/2024	22.00	6/11/2024	INV	PD	Transportation for Band
146570	1959	CISD TRANSPORTATION	2407635	TRIP 2155	6/13/2024	133250	06172024	45,850	6/13/2024	491.00	6/13/2024	INV	PD	TRIP 2155 DISTRICT LEADERSHIP RETREAT - CAMPUS ON
146764	1959	CISD TRANSPORTATION	2409028	TRIP 2190	6/17/2024	133435	06172024	45,885	6/17/2024	48.50	6/17/2024	INV	PD	Admin travel to UTA
146814	1959	CISD TRANSPORTATION	2407568	TRIP 2137	6/17/2024	133485	06172024	45,922	6/20/2024	31.90	6/17/2024	INV	PD	District transportation
146824	1959	CISD TRANSPORTATION	2407356	TRIP 2104	6/17/2024	133492	06172024	45,922	6/20/2024	21.00	6/17/2024	INV	PD	Team transportation
146863	1959	CISD TRANSPORTATION	2408953	TRIP 2247	6/17/2024	133506	06172024	45,922	6/20/2024	99.50	6/17/2024	INV	PD	TRIP 2247 ADI INTRO FACILITATOR INSTITUTE FRISCO,
146864	1959	CISD TRANSPORTATION	2407587	TRIP 2143	6/17/2024	133507	06172024	45,922	6/20/2024	61.00	6/17/2024	INV	PD	TRIP 2143 TRANSPORTATION TO TSELA: PAUL ANDERSON
146905	1959	CISD TRANSPORTATION	2408487	TRIP 2206	6/17/2024	133548	06172024	45,922	6/20/2024	115.00	6/17/2024	INV	PD	Broadway Dallas Rehearsals
146907	1959	CISD TRANSPORTATION	2408566	TRIP 2250	6/17/2024	133550	06172024	45,922	6/20/2024	174.00	6/17/2024	INV	PD	Travel to TASSP June 2024
146908	1959	CISD TRANSPORTATION	2408565	TRIP 2227	6/17/2024	133551	06172024	45,922	6/20/2024	207.00	6/17/2024	INV	PD	TSSEC-Solo & Ensemble

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DOCUMENT	VENDOR	NAME	P.O.	INVOICE	INV DATE	VOUCHER	CHECK RUN	CHECK NO	CHECK DATE	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
146945	1959	CISD TRANSPORTATION	14001653	146945	6/20/2024		SACHECK	7,550	6/20/2024	80.00	6/20/2024	INV	PD	
146947	1959	CISD TRANSPORTATION	14041175	TRIP 1642	6/20/2024		SACHECK	7,550	6/20/2024	89.50	6/20/2024	INV	PD	
146948	1959	CISD TRANSPORTATION	14041148	TRIP 2199	6/20/2024		SACHECK	7,550	6/20/2024	255.00	6/20/2024	INV	PD	
146949	1959	CISD TRANSPORTATION	14041178	TRIP 2202	6/20/2024		SACHECK	7,550	6/20/2024	9.00	6/20/2024	INV	PD	
147005	1959	CISD TRANSPORTATION	2408369	TRIP 2223	6/24/2024	133641	06242024	32,080	6/24/2024	37.50	6/24/2024	INV	PD	Vehicle for CN Training
146631	1121	CITY OF CLEBURNE	2407881	39138000/JUN 24	6/13/2024	133307	06172024	45,886	6/17/2024	108.30	6/13/2024	INV	PD	Utility Water-May 2024
146632	1121	CITY OF CLEBURNE	2407881	39173000/JUN 24	6/13/2024	133308	06172024	45,886	6/17/2024	209.18	6/13/2024	INV	PD	Utility Water-May 2024
146633	1121	CITY OF CLEBURNE	2407881	39178000/JUN 24	6/13/2024	133309	06172024	45,886	6/17/2024	526.91	6/13/2024	INV	PD	Utility Water-May 2024
146634	1121	CITY OF CLEBURNE	2407881	39183001/JUN 24	6/13/2024	133310	06172024	45,886	6/17/2024	934.31	6/13/2024	INV	PD	Utility Water-May 2024
146635	1121	CITY OF CLEBURNE	2407881	39185001/JUN 24	6/13/2024	133311	06172024	45,886	6/17/2024	921.70	6/13/2024	INV	PD	Utility Water-May 2024
146636	1121	CITY OF CLEBURNE	2407881	39207000/JUN 24	6/13/2024	133312	06172024	45,886	6/17/2024	113.06	6/13/2024	INV	PD	Utility Water-May 2024
146637	1121	CITY OF CLEBURNE	2407881	39230000/JUN 24	6/13/2024	133313	06172024	45,886	6/17/2024	108.02	6/13/2024	INV	PD	Utility Water-May 2024
146638	1121	CITY OF CLEBURNE	2407881	39253000/JUN 24	6/13/2024	133314	06172024	45,886	6/17/2024	179.39	6/13/2024	INV	PD	Utility Water-May 2024
146639	1121	CITY OF CLEBURNE	2407881	39006000/JUN 24	6/13/2024	133315	06172024	45,886	6/17/2024	204.05	6/13/2024	INV	PD	Utility Water-May 2024
146640	1121	CITY OF CLEBURNE	2407881	39007000/JUN 24	6/13/2024	133316	06172024	45,886	6/17/2024	818.50	6/13/2024	INV	PD	Utility Water-May 2024
146641	1121	CITY OF CLEBURNE	2407881	39021000/JUN 24	6/13/2024	133317	06172024	45,886	6/17/2024	324.68	6/13/2024	INV	PD	Utility Water-May 2024
146642	1121	CITY OF CLEBURNE	2407881	39070000/JUN 24	6/13/2024	133318	06172024	45,886	6/17/2024	154.87	6/13/2024	INV	PD	Utility Water-May 2024
146643	1121	CITY OF CLEBURNE	2407881	39071000/JUN 24	6/13/2024	133319	06172024	45,886	6/17/2024	122.25	6/13/2024	INV	PD	Utility Water-May 2024
146644	1121	CITY OF CLEBURNE	2407881	39086000/JUN 24	6/13/2024	133320	06172024	45,886	6/17/2024	710.00	6/13/2024	INV	PD	Utility Water-May 2024
146645	1121	CITY OF CLEBURNE	2407881	39087000/JUN 24	6/13/2024	133321	06172024	45,886	6/17/2024	599.92	6/13/2024	INV	PD	Utility Water-May 2024
146646	1121	CITY OF CLEBURNE	2407881	39101000/JUN 24	6/13/2024	133322	06172024	45,886	6/17/2024	122.74	6/13/2024	INV	PD	Utility Water-May 2024
146647	1121	CITY OF CLEBURNE	2407881	39004000/JUN 24	6/13/2024	133323	06172024	45,886	6/17/2024	93.86	6/13/2024	INV	PD	Utility Water-May 2024
146648	1121	CITY OF CLEBURNE	2407881	39102000/JUN 24	6/13/2024	133324	06172024	45,886	6/17/2024	118.59	6/13/2024	INV	PD	Utility Water-May 2024
146649	1121	CITY OF CLEBURNE	2407881	39104000/JUN 24	6/13/2024	133325	06172024	45,886	6/17/2024	235.83	6/13/2024	INV	PD	Utility Water-May 2024
146650	1121	CITY OF CLEBURNE	2407881	39112000/JUN 24	6/13/2024	133326	06172024	45,886	6/17/2024	138.00	6/13/2024	INV	PD	Utility Water-May 2024
146651	1121	CITY OF CLEBURNE	2407881	39129000/JUN 24	6/13/2024	133327	06172024	45,886	6/17/2024	116.37	6/13/2024	INV	PD	Utility Water-May 2024
146652	1121	CITY OF CLEBURNE	2407881	39133000/JUN 24	6/13/2024	133328	06172024	45,886	6/17/2024	94.46	6/13/2024	INV	PD	Utility Water-May 2024
146653	1121	CITY OF CLEBURNE	2407881	39136000/JUN 24	6/13/2024	133329	06172024	45,886	6/17/2024	121.68	6/13/2024	INV	PD	Utility Water-May 2024
146654	1121	CITY OF CLEBURNE	2407881	39146000/JUN 24	6/13/2024	133330	06172024	45,886	6/17/2024	588.32	6/13/2024	INV	PD	Utility Water-May 2024
146655	1121	CITY OF CLEBURNE	2407881	39148000/JUN 24	6/13/2024	133331	06172024	45,886	6/17/2024	42.97	6/13/2024	INV	PD	Utility Water-May 2024
146656	1121	CITY OF CLEBURNE	2407881	39008000/JUN 24	6/13/2024	133332	06172024	45,886	6/17/2024	884.64	6/13/2024	INV	PD	Utility Water-May 2024
146657	1121	CITY OF CLEBURNE	2407881	39014000/JUN 24	6/13/2024	133333	06172024	45,886	6/17/2024	386.66	6/13/2024	INV	PD	Utility Water-May 2024
146658	1121	CITY OF CLEBURNE	2407881	39015000/JUN 24	6/13/2024	133334	06172024	45,886	6/17/2024	458.74	6/13/2024	INV	PD	Utility Water-May 2024
146659	1121	CITY OF CLEBURNE	2407881	39131000/JUN 24	6/13/2024	133335	06172024	45,886	6/17/2024	509.34	6/13/2024	INV	PD	Utility Water-May 2024
146660	1121	CITY OF CLEBURNE	2407881	39132000/JUN 24	6/13/2024	133336	06172024	45,886	6/17/2024	336.14	6/13/2024	INV	PD	Utility Water-May 2024
146661	1121	CITY OF CLEBURNE	2407881	39137000/JUN 24	6/13/2024	133337	06172024	45,886	6/17/2024	79.02	6/13/2024	INV	PD	Utility Water-May 2024
146820	1121	CITY OF CLEBURNE	14001672	1003691/BAL	6/18/2024		SACHECK	7,551	6/20/2024	112.00	6/18/2024	INV	PD	
147077	1121	CITY OF CLEBURNE	2406929	08126001/MAY 24	6/24/2024	133702	06252024	45,991	6/25/2024	109.92	6/24/2024	INV	PD	Utility Water-April 2024
146287	96787	CLEBURNE CLEANERS, INC. DBA COMET & FOUR SEASONS	2408292	1004827	6/11/2024	132997	06122024	45,818	6/12/2024	25.75	6/11/2024	INV	PD	ROTC Uniforms
146288	96787	CLEBURNE CLEANERS, INC. DBA COMET & FOUR SEASONS	2408292	1004779	6/11/2024	132998	06122024	45,818	6/12/2024	9.00	6/11/2024	INV	PD	ROTC Uniforms
146289	96787	CLEBURNE CLEANERS, INC. DBA COMET & FOUR SEASONS	2408292	1004842	6/11/2024	132999	06122024	45,818	6/12/2024	27.00	6/11/2024	INV	PD	ROTC Uniforms
146833	96787	CLEBURNE CLEANERS, INC. DBA COMET & FOUR SEASONS	2408292	1004828	6/17/2024	133501	06172024	45,923	6/20/2024	293.25	6/17/2024	INV	PD	ROTC Uniforms
147050	103733	CLEBURNE EDUCATION FOUNDATION		147050	6/25/2024	133683	June	31,850	6/25/2024	2,953.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
146299	6540	CLEBURNE SHIPPING	14001639	14001639A	6/11/2024		SACHECK	6,989	6/12/2024	111.24	6/11/2024	INV	PD	
146300	6540	CLEBURNE SHIPPING	14001666	14001666A	6/11/2024		SACHECK	6,989	6/12/2024	197.75	6/11/2024	INV	PD	
146801	6540	CLEBURNE SHIPPING	2409011	175379	6/17/2024	133472	06172024	45,924	6/20/2024	11.26	6/17/2024	INV	PD	Shipping
146788	1145	CLEBURNE TIMES REVIEW	2407411	32172 LEGAL	6/17/2024	133459	06172024	45,887	6/17/2024	485.20	6/17/2024	INV	PD	Advertisement for RFPs

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DOCUMENT	VENDOR	NAME	P.O.	INVOICE	INV DATE	VOUCHER	CHECK RUN	CHECK NO	CHECK DATE	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
147094	1145	CLEBURNE TIMES REVIEW	2409044	2183/2024	6/24/2024	133719	06252024	45,992	6/25/2024	234.87	6/24/2024	INV	PD	Renew subscription for next year
146074	99774	CLEBURNE WELDING & INDUSTRIAL SUPPLY	2408789	2484166	6/6/2024	132811	06102024	45,764	6/10/2024	63.04	6/6/2024	INV	PD	JUN FY24/Open
146075	99774	CLEBURNE WELDING & INDUSTRIAL SUPPLY	2408142	2483307	6/6/2024	132812	06102024	45,764	6/10/2024	21.22	6/6/2024	INV	PD	MAY FY24/Open
146616	99774	CLEBURNE WELDING & INDUSTRIAL SUPPLY	2408977	596238	6/13/2024	133294	06172024	45,851	6/13/2024	110.40	6/13/2024	INV	PD	Monthly bottle rental for ag welding shop
146662	99774	CLEBURNE WELDING & INDUSTRIAL SUPPLY	2408550	2486970	6/13/2024	133338	06172024	45,888	6/17/2024	21.22	6/13/2024	INV	PD	Utility Propane-June 2024
146663	99774	CLEBURNE WELDING & INDUSTRIAL SUPPLY	2408550	2486677	6/13/2024	133339	06172024	45,888	6/17/2024	21.22	6/13/2024	INV	PD	Utility Propane-June 2024
146747	99774	CLEBURNE WELDING & INDUSTRIAL SUPPLY	2408789	2486850	6/17/2024	133419	06172024	45,888	6/17/2024	32.56	6/17/2024	INV	PD	JUN FY24/Open
146973	99774	CLEBURNE WELDING & INDUSTRIAL SUPPLY	2408789	598566	6/24/2024	133608	06242024	45,965	6/24/2024	39.81	6/24/2024	INV	PD	JUN FY24/Open
146993	99774	CLEBURNE WELDING & INDUSTRIAL SUPPLY	2408427	598567	6/24/2024	133629	06242024	45,965	6/24/2024	114.08	6/24/2024	INV	PD	Monthly bottle rental for ag welding shop
146263	109080	CRYSTAL CLINKSCALES	14750315	CLINKSCALES/CCLUB	6/11/2024		SACHECK	6,988	6/11/2024	750.00	6/11/2024	INV	PD	
146166	19821	COMPLIANCE CONSORTIUM CORPORATION	2405219	1341003	6/6/2024	132907	06102024	45,765	6/10/2024	87.00	6/6/2024	INV	PD	Random Drug Screens for Employee's
145892	108477	JUSTINE COOPER	2405730	1703015444042/REIMB	5/31/2024	132663	06032024	7,557	6/3/2024	118.87	5/31/2024	INV	PD	Fee Reimbursement
146624	106866	SKL ENTERPRISES LLC	2408988	441335-24	6/13/2024	133300	06172024	45,889	6/17/2024	450.00	6/13/2024	INV	PD	Renewal - Corecourse GPA program
145893	106400	CORGAN ASSOCIATES, INC.	2405257	24048.0000-3	6/4/2024	132664	06052024	45,698	6/5/2024	4,800.00	6/4/2024	INV	PD	CHS Flooring replacement
145821	97968	COWTOWN CHARTERS	2406842	46414	5/31/2024	132592	06032024	45,651	6/3/2024	5,880.00	5/31/2024	INV	PD	Charter Bus
145811	110538	CRAIG GROUP	2401756	3583	5/31/2024	132581	06032024	45,652	6/3/2024	4,145.00	5/31/2024	INV	PD	Open PO for Media Costs & Mana
146717	109871	KIMBERLY CRAWFORD	2408994	2408994/REFUND	6/17/2024	133393	06172024	32,077	6/17/2024	6.75	6/17/2024	INV	PD	Food Service-Refunds/Nolan Crawford
146568	109060	CRISIS PREVENTION INSTITUTE, INC.	2408470	NAIN-076735	6/13/2024	133248	06172024	45,852	6/13/2024	2,800.00	6/13/2024	INV	PD	Registration
146579	109060	CRISIS PREVENTION INSTITUTE, INC.	2408992	NAIN-084260	6/13/2024	133259	06172024	45,852	6/13/2024	200.00	6/13/2024	INV	PD	Renewal
146274	100331	CTAT-CAREER & TECHNOLOGY ASSOCIATION OF TEXAS	2407321	200013720	6/11/2024	132984	06122024	45,819	6/12/2024	485.00	6/11/2024	INV	PD	CTAT Summer Conference Registration July 15-18
146275	100331	CTAT-CAREER & TECHNOLOGY ASSOCIATION OF TEXAS	2407321	200013753	6/11/2024	132985	06122024	45,819	6/12/2024	485.00	6/11/2024	INV	PD	CTAT Summer Conference Registration July 15-18
146827	19707	CURLY'S PLUMBING	2408761	19776981	6/17/2024	133495	06172024	45,925	6/20/2024	400.00	6/17/2024	INV	PD	JUN FY24/Open
146828	19707	CURLY'S PLUMBING	2409031	19759732	6/17/2024	133496	06172024	45,925	6/20/2024	190.00	6/17/2024	INV	PD	CHS-clear clog in drain by cafe
146829	19707	CURLY'S PLUMBING	2409031	19762024	6/17/2024	133497	06172024	45,925	6/20/2024	650.00	6/17/2024	INV	PD	CHS-clear clog in drain by cafe
147017	19707	CURLY'S PLUMBING	2409051	19824085	6/24/2024	133653	06242024	45,966	6/24/2024	4,800.00	6/24/2024	INV	PD	CHS-repair/replace drain by cafe
146958	104028	GWENDA DAVIS	2408681	2408681/REIMB	6/17/2024	133597	06172024	45,926	6/20/2024	108.00	6/17/2024	INV	PD	TRAVEL - MEALS FOR AVID SUMMER INSTITUTE 2024
145960	1210	DEALER'S ELECTRICAL SUPPLY CO.	2408860	S10167034.001	6/4/2024	132717	06052024	45,699	6/5/2024	554.56	6/4/2024	INV	PD	WMS-install HDMI conduit - weight room
146076	1210	DEALER'S ELECTRICAL SUPPLY CO.	2408095	S101171890.001	6/6/2024	132813	06102024	45,766	6/10/2024	290.64	6/6/2024	INV	PD	MAY FY24/Open
146596	1210	DEALER'S ELECTRICAL SUPPLY CO.	2408740	S101179840.001	6/13/2024	133277	06172024	45,853	6/13/2024	107.13	6/13/2024	INV	PD	JUN FY24/Open
146597	1210	DEALER'S ELECTRICAL SUPPLY CO.	2408948	S101178319.001	6/13/2024	133278	06172024	45,853	6/13/2024	447.98	6/13/2024	INV	PD	CHS-install 240a plugs-diesel lab
146748	1210	DEALER'S ELECTRICAL SUPPLY CO.	2408740	S101178981.001	6/17/2024	133420	06172024	45,890	6/17/2024	132.18	6/17/2024	INV	PD	JUN FY24/Open
147079	1210	DEALER'S ELECTRICAL SUPPLY CO.	2409045	S101183012.001	6/24/2024	133704	06252024	45,993	6/25/2024	1,573.32	6/24/2024	INV	PD	ADM-light fixtures-board room remodel
146957	112304	JESSICA DELMAR	2408709	2408709/REIMB	6/17/2024	133596	06172024	45,927	6/20/2024	108.00	6/17/2024	INV	PD	TRAVEL- MEALS FOR AVID SUMMER INSTITUTE 2024
146944	101767	WENDELL DEMPSEY	2408794	2408794/REIMB	6/17/2024	133586	06172024	45,928	6/20/2024	443.35	6/17/2024	INV	PD	Travel Reimbursement
146974	105389	DISCOUNT PLAYGROUND SUPPLY	2408980	177305	6/24/2024	133609	06242024	45,967	6/24/2024	777.95	6/24/2024	INV	PD	ADA-Jennswing ADA swing chair
144476	99172	EAI EDUCATION	2407109	INV1348416	5/13/2024	131290	06172024	7,565	6/20/2024	100.96	5/13/2024	INV	PD	Family Engagement learning games

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DOCUMENT	VENDOR	NAME	P.O.	INVOICE	INV DATE	VOUCHER	CHECK RUN	CHECK NO	CHECK DATE	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
147025	19179	ECAP		147025	6/25/2024	133658	June	31,851	6/25/2024	390.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
147042	96152	EE CREDIT UNION		147042	6/25/2024	133675	June	31,852	6/25/2024	2,121.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
147001	103997	EICHELBAUM WARDELL HANSEN POWELL & MUNOZ, PC	2407843	83226	6/24/2024	133637	06242024	1,876	6/24/2024	12,893.00	6/24/2024	INV	PD	Legal Fees for CHS Construction Project
145894	107634	SYLVIA ELIZALDE	2408195	ELIZALDE/MAY 24	6/4/2024	132666	06052024	45,700	6/5/2024	40.95	6/4/2024	INV	PD	May mileage
145966	18432	ELLIOTT ELECTRIC SUPPLY	2408890	116-82229-01	6/4/2024	132723	06052024	45,701	6/5/2024	170.00	6/4/2024	INV	PD	CHS-drivers for 2x4 lights
146123	18432	ELLIOTT ELECTRIC SUPPLY	2408930	116-68356-01/2024	6/6/2024	132859	06102024	45,767	6/10/2024	424.65	6/6/2024	INV	PD	DST-old invoices from vendor
146125	18432	ELLIOTT ELECTRIC SUPPLY	2408930	116-75844-01	6/6/2024	132861	06102024	45,767	6/10/2024	14.75	6/6/2024	INV	PD	DST-old invoices from vendor
146126	18432	ELLIOTT ELECTRIC SUPPLY	2408930	116-76046-01	6/6/2024	132862	06102024	45,767	6/10/2024	191.00	6/6/2024	INV	PD	DST-old invoices from vendor
146127	18432	ELLIOTT ELECTRIC SUPPLY	2408930	116-76713-01	6/6/2024	132863	06102024	45,767	6/10/2024	161.09	6/6/2024	INV	PD	DST-old invoices from vendor
146128	18432	ELLIOTT ELECTRIC SUPPLY	2408930	116-76725-01	6/6/2024	132864	06102024	45,767	6/10/2024	57.90	6/6/2024	INV	PD	DST-old invoices from vendor
146129	18432	ELLIOTT ELECTRIC SUPPLY	2408930	116-76845-01	6/6/2024	132865	06102024	45,767	6/10/2024	7.23	6/6/2024	INV	PD	DST-old invoices from vendor
146131	18432	ELLIOTT ELECTRIC SUPPLY	2408115	116-83162-01	6/6/2024	132867	06102024	45,767	6/10/2024	103.13	6/6/2024	INV	PD	MAY FY24/Open
146132	18432	ELLIOTT ELECTRIC SUPPLY	2408931	00-80190-01	6/6/2024	132868	06102024	45,767	6/10/2024	41.87	6/6/2024	INV	PD	DST-chargebacks for electrical parts
146133	18432	ELLIOTT ELECTRIC SUPPLY	2408931	00-80192-01	6/6/2024	132869	06102024	45,767	6/10/2024	25.82	6/6/2024	INV	PD	DST-chargebacks for electrical parts
146599	18432	ELLIOTT ELECTRIC SUPPLY	2408759	116-83498-01	6/13/2024	133280	06172024	45,854	6/13/2024	29.57	6/13/2024	INV	PD	JUN FY24/Open
146744	18432	ELLIOTT ELECTRIC SUPPLY	2408115	116-83120-01	6/17/2024	133416	06172024	45,891	6/17/2024	140.06	6/17/2024	INV	PD	MAY FY24/Open
146745	18432	ELLIOTT ELECTRIC SUPPLY	2408759	116-83679-01	6/17/2024	133417	06172024	45,891	6/17/2024	21.01	6/17/2024	INV	PD	JUN FY24/Open
146972	18432	ELLIOTT ELECTRIC SUPPLY	2408759	116-83734-01	6/24/2024	133607	06242024	45,968	6/24/2024	431.68	6/24/2024	INV	PD	JUN FY24/Open
146007	111833	SALLY ELLIS	2408188	ELLIS/MAY 24	6/4/2024	132746	06052024	45,702	6/5/2024	43.82	6/4/2024	INV	PD	MONTHLY MILEAGE REIMBURSEMENT - MAY
146825	111213	EMPOWER THERAPEUTICS, LLC	2408473	2408473/2024	6/17/2024	133493	06172024	45,929	6/20/2024	2,700.00	6/17/2024	INV	PD	PROFESSIONAL CONTRACTED BILINGUAL SPEECH THERAPY S
146061	104589	ENTERPRISE SECURITY SOLUTIONS OF TEXAS	2407742	100027	6/6/2024	132799	06102024	45,768	6/10/2024	799.13	6/6/2024	INV	PD	TIPS#21020401 Hold up button and accessories and s
146077	104589	ENTERPRISE SECURITY SOLUTIONS OF TEXAS	2408799	94631	6/6/2024	132814	06102024	45,768	6/10/2024	419.30	6/6/2024	INV	PD	JUN FY24/Monthly security monitoring
146078	104589	ENTERPRISE SECURITY SOLUTIONS OF TEXAS	2408798	94639	6/6/2024	132815	06102024	45,768	6/10/2024	2,082.50	6/6/2024	INV	PD	JUN FY24/Monthly warranty service
146753	104589	ENTERPRISE SECURITY SOLUTIONS OF TEXAS	2407844	100062	6/17/2024	133425	06172024	45,892	6/17/2024	3,973.82	6/17/2024	INV	PD	TIPS#21020401 Electronic latch, access panel, read
146978	106771	ENTEX PEST SOLUTIONS, LLC	2408157	May24'	6/24/2024	133613	06242024	45,969	6/24/2024	2,575.00	6/24/2024	INV	PD	MAY FY24/monthly service
145374	111408	ENTWINED GROUNDS	2408474	000037	5/23/2024	132166	06102024	45,751	6/6/2024	1,014.60	5/23/2024	INV	PD	EMPOWERING LEADERS BREAKFAST 5/28/24 CONFERENCE CE
146149	2221	ESC, REGION XI	2406756	1002400998	6/6/2024	132887	06102024	45,769	6/10/2024	550.00	6/6/2024	INV	PD	region 11 training
146164	108578	ESC, REGION 6	2406248	068815	6/6/2024	132904	06102024	45,770	6/10/2024	60.00	6/6/2024	INV	PD	8 hour Bus Recertification for Brenda Cross
146293	19048	HAND2MIND	2408457	INV000285834	6/11/2024	133003	06122024	45,820	6/12/2024	329.73	6/11/2024	INV	PD	MATH KIT INSTRUCTIONAL MATERIALS - COLOR TILES
146271	21519	FAMILY & CONSUMER SCIENCES	2408380	CQBxTdrUYd/ALEXANDER	6/11/2024	132981	06122024	45,821	6/12/2024	495.00	6/11/2024	INV	PD	Conference for M Alexander-July
146272	21519	FAMILY & CONSUMER SCIENCES	2408382	sCVxmbly6U/FELKINS	6/11/2024	132982	06122024	45,821	6/12/2024	495.00	6/11/2024	INV	PD	Conference for AFelkins - July
146273	21519	FAMILY & CONSUMER SCIENCES	2408381	EQRUjhzLUj/SALES	6/11/2024	132983	06122024	45,821	6/12/2024	495.00	6/11/2024	INV	PD	Conference for S. Sales-July
145961	13411	FASTENAL COMPANY	2408108	TXCLE181127	6/4/2024	132718	06052024	45,703	6/5/2024	722.64	6/4/2024	INV	PD	MAY FY24/Open
146088	100507	BROCK FELLER	2407993	2407993/REIMB	6/6/2024	132826	06102024	45,771	6/10/2024	29.00	6/6/2024	INV	PD	UIL State- UT Austin
147037	96130	FIDELITY INVESTMENTS		147037	6/25/2024	133670	June	31,853	6/25/2024	2,450.00	6/25/2024	INV	PD	{{ Plan # 64200 }} * * * * * {{ Plan # 64200 }}
145978	14508	FIRST CHOICE COFFEE SERVICE	2408492	542534	6/4/2024	132735	06052024	45,704	6/5/2024	24.00	6/4/2024	INV	PD	Coffee Service for Tech Bldg. - June 2024
147095	14508	FIRST CHOICE COFFEE SERVICE	2408491	790230	6/24/2024	133720	06252024	45,994	6/25/2024	607.55	6/24/2024	INV	PD	Coffee Service for Central Office
147016	112361	STACY FISHER	2409061	2409061/ADV	6/24/2024	133652	06242024	45,970	6/24/2024	515.22	6/24/2024	INV	PD	HOTEL & MEALS FOR TEKSCON @ GRAND HYATT SAN ANTONI
146104	95752	FLINN SCIENTIFIC, INC.	2407316	3006483	6/6/2024	132842	06102024	45,772	6/10/2024	369.72	6/6/2024	INV	PD	Lab Supplies-Chemicals

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146956	111312	BRANDY FLORES	2408693	2408693/REIMB	6/17/2024	133595	06172024	45,930	6/20/2024	108.00	6/17/2024	INV	PD	TRAVEL MEALS TO AVID SUMMER INSTITUTE 2024
146383	102504	FLOWERS BAKING CO OF DENTON, LLC	2408552	6045357756	6/11/2024	133083	06122024	32,069	6/12/2024	45.08	6/11/2024	INV	PD	Food Service-Commodities
146384	102504	FLOWERS BAKING CO OF DENTON, LLC	2408552	6045357744	6/11/2024	133084	06122024	32,069	6/12/2024	336.60	6/11/2024	INV	PD	Food Service-Commodities
147100	102504	FLOWERS BAKING CO OF DENTON, LLC	2408552	6045357956	6/25/2024	133722	06252024	32,084	6/25/2024	233.25	6/25/2024	INV	PD	Food Service-Commodities
146407	10753	JANE FLYNN	2408015	FLYNN/MAY 24	6/11/2024	133102	06122024	45,822	6/12/2024	96.35	6/11/2024	INV	PD	May 2024 Mileage
146016	111475	FOLLETT CONTENT SOLUTIONS, LLC	2407529	381116F	6/4/2024	132755	06052024	45,705	6/5/2024	651.33	6/4/2024	INV	PD	CEF Grant - Audio books & eBooks
146992	111475	FOLLETT CONTENT SOLUTIONS, LLC	2408879	407662	6/24/2024	133628	06242024	45,971	6/24/2024	378.50	6/24/2024	INV	PD	books
145858	106216	FORT WORTH FOOTBALL OFFICIALS	2408636	2408636A	5/31/2024	132629	06032024	45,653	6/3/2024	250.00	5/31/2024	INV	PD	2024 Spring football officials
147019	112359	SHAY FRAUMAN	2409060	2409060/ADV	6/24/2024	133655	06242024	45,972	6/24/2024	515.22	6/24/2024	INV	PD	HOTEL & MEALS FOR TEKSCON @ GRAND HYATT SAN ANTON
145891	109250	TARRANT FULLER	2408913	2408913A	5/31/2024	132662	06032024	45,654	6/3/2024	507.82	5/31/2024	INV	PD	Meals
145991	12996	GANDY INK	14107124	832275	6/5/2024		SACHECK	7,522	6/5/2024	507.20	6/5/2024	INV	PD	
146065	12996	GANDY INK	14107152	833291	6/6/2024		SACHECK	7,525	6/10/2024	475.50	6/6/2024	INV	PD	
145956	110849	RHONDA GARRETT	2407262	GARRETT/APR 24	6/4/2024	132713	06052024	45,706	6/5/2024	9.94	6/4/2024	INV	PD	APR FY24/Open-mileage
145957	110849	RHONDA GARRETT	2408177	GARRETT/MAY 24	6/4/2024	132714	06052024	45,706	6/5/2024	18.67	6/4/2024	INV	PD	MAY FY24/Open-mileage
147082	110849	RHONDA GARRETT	2408820	GARRETT/JUN 24	6/24/2024	133707	06252024	45,995	6/25/2024	10.75	6/24/2024	INV	PD	JUN FY24/Open-mileage
145980	111185	ERIKA GARTRELL, RN	2408875	GARTRELL/PHONE MAY24	6/4/2024	132737	06052024	45,707	6/5/2024	20.00	6/4/2024	INV	PD	MONTHLY CELL PHONE REIMBURSEMENT - MAY
145982	111185	ERIKA GARTRELL, RN	2408874	GARTRELL/MAY 24	6/4/2024	132739	06052024	45,707	6/5/2024	169.69	6/4/2024	INV	PD	MONTHLY MILEAGE REIMBURSEMENT - MAY-JUNE
146940	111185	ERIKA GARTRELL, RN	2408874	GARTRELL/JUNE 24	6/17/2024	133582	06172024	45,931	6/20/2024	35.51	6/17/2024	INV	PD	MONTHLY MILEAGE REIMBURSEMENT - MAY-JUNE
146941	111185	ERIKA GARTRELL, RN	2408876	GARTRELL/PHONE JUNE	6/17/2024	133583	06172024	45,931	6/20/2024	20.00	6/17/2024	INV	PD	MONTHLY CELL PHONE REIMBURSEMENT - JUNE
147038	96132	GENERAL AMERICAN		147038	6/25/2024	133671	June	31,854	6/25/2024	50.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
146378	110655	GEORGE WAYNE MECHANICAL	2401491	36613459	6/11/2024	133078	06122024	32,070	6/12/2024	455.00	6/11/2024	INV	PD	Repair Smith Freezer Compresso
146625	20819	BLAKE GLENN	2407901	GLENN/PHONE MAY 24	6/13/2024	133301	06172024	45,893	6/17/2024	40.00	6/13/2024	INV	PD	Cell usage-May 2024
146626	20819	BLAKE GLENN	2407902	GLENN/MAY 24	6/13/2024	133302	06172024	45,893	6/17/2024	20.33	6/13/2024	INV	PD	Travel - May 2024
146406	103594	GODLEY ISD	2406468	02222024	6/11/2024	133101	06122024	45,823	6/12/2024	33.00	6/11/2024	INV	PD	Food-Meetings
145855	104014	GOING PLACES / LAURA GRAYSON	2407443	786	5/31/2024	132626	06032024	45,655	6/3/2024	1,375.00	5/31/2024	INV	PD	ORIENTATION AND MOBILITY CONTRACTED SERVICES ECSE
146028	104014	GOING PLACES / LAURA GRAYSON	2407444	788	6/4/2024	132767	06052024	45,708	6/5/2024	1,750.00	6/4/2024	INV	PD	ORIENTATION AND MOBILITY CONTRACTED SERVICES
145834	112121	JORDYN GONZALEZ	2408365	100018	5/31/2024	132605	06032024	45,656	6/3/2024	200.00	5/31/2024	INV	PD	Band judges
146373	19737	GOODHEART-WILCOX	2408864	01987793	6/11/2024	133072	06122024	7,559	6/12/2024	2,499.00	6/11/2024	INV	PD	Engineering Fundamentals
146716	19737	GOODHEART-WILCOX	2408865	01987850	6/14/2024	133392	06172024	7,563	6/17/2024	2,998.80	6/14/2024	INV	PD	Intro to Medical Terminology
146756	2798	GOPHER PERFORMANCE	14107159	IN364091	6/17/2024		SACHECK	7,545	6/17/2024	945.23	6/17/2024	INV	PD	
145972	111258	LESA GOWINS	2408237	GOWINS/MAY 24	6/4/2024	132729	06052024	45,709	6/5/2024	82.41	6/4/2024	INV	PD	Secretary travel
146812	16933	GRAINGER		9446041072	6/17/2024	133483	06172024	45,932	6/20/2024	562.90	6/17/2024	INV	PD	
147048	102839	GREAT AMERICAN PLAN ADMINISTRATORS		147048	6/25/2024	133681	June	31,855	6/25/2024	400.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
146936	104837	CINTHIA GREEN	2409022	2409022/REIMB	6/17/2024	133578	06172024	45,933	6/20/2024	464.90	6/17/2024	INV	PD	Emerging Leaders Session 1 - C Green
145826	96202	ROSS GREEN	2407738	RGREEN/MAY 24	5/31/2024	132597	06032024	45,657	6/3/2024	13.94	5/31/2024	INV	PD	MAY 2024 MONTHLY MILEAGE
145861	21667	CHRISTI GREGORY	2407822	GREGORY/PHONE MAY24	5/31/2024	132632	06032024	45,658	6/3/2024	20.00	5/31/2024	INV	PD	Monthly reimbursement
146039	21667	CHRISTI GREGORY	2407823	GREGORY/MAY 24	6/4/2024	132778	06052024	45,710	6/5/2024	36.72	6/4/2024	INV	PD	Monthly reimbursement
146050	106891	TIMOTHY GRIJALVA	2408034	GRIJALVA/MAY 24	6/4/2024	132789	06052024	45,711	6/5/2024	68.02	6/4/2024	INV	PD	May 2024 Mileage

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146959	106891	TIMOTHY GRIJALVA	2408298	2408298/REIMB	6/17/2024	133598	06172024	45,934	6/20/2024	108.00	6/17/2024	INV	PD	TRAVEL- MEALS FOR AVID SUMMER INSTITUTE 2024
145832	112305	KARLA GUADARRAMA	2408314	1006	5/31/2024	132603	06032024	45,659	6/3/2024	200.00	5/31/2024	INV	PD	band judge
147055	111755	GWN SECURITIES, INC.	147055	147055	6/25/2024	133688	June	31,856	6/25/2024	704.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
146080	100730	HAGAR RESTAURANT SERVICE, INC.	2408920	12-518445	6/6/2024	132817	06102024	45,773	6/10/2024	1,479.40	6/6/2024	INV	PD	CHS-concession-front fridge not cooling
147080	100730	HAGAR RESTAURANT SERVICE, INC.	2409056	12-519901	6/24/2024	133705	06252024	45,996	6/25/2024	3,825.00	6/24/2024	INV	PD	CHS-Bi-yearly PM service-Hot/Cold equipmnt
146116	108944	JILLANNA HARRIS	2407768	HARRIS/MAY 24	6/6/2024	132856	06102024	45,774	6/10/2024	80.33	6/6/2024	INV	PD	Monthly reimbursement
146170	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408260	853021	6/10/2024	132913	05102024	45,804	6/10/2024	778.04	6/10/2024	INV	PD	Care Snacks & Supplies
146171	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408544	301021	6/10/2024	132914	05102024	45,804	6/10/2024	66.16	6/10/2024	INV	PD	Cake and supplies for Senior Walk-CO
146172	92609	HEB CREDIT RECEIVABLES-DEPT 308	2400360	512329	6/10/2024	132915	05102024	45,804	6/10/2024	41.50	6/10/2024	INV	PD	Food-Meetings
146173	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408260	150064	6/10/2024	132917	05102024	45,804	6/10/2024	46.33	6/10/2024	INV	PD	Care Snacks & Supplies
146174	92609	HEB CREDIT RECEIVABLES-DEPT 308	2407651	833066	6/10/2024	132918	05102024	45,804	6/10/2024	175.50	6/10/2024	INV	PD	Snacks/drinks/items for Benefits presentation
146175	92609	HEB CREDIT RECEIVABLES-DEPT 308	2407602	640639	6/10/2024	132919	05102024	45,804	6/10/2024	116.30	6/10/2024	INV	PD	Food, paper goods, plastic ware, drinks
146176	92609	HEB CREDIT RECEIVABLES-DEPT 308	2407968	683734	6/10/2024	132920	05102024	45,804	6/10/2024	137.93	6/10/2024	INV	PD	MAY 2024 REFRESHMENTS FOR MEETINGS/TRAININGS
146177	92609	HEB CREDIT RECEIVABLES-DEPT 308	2407968	699131	6/10/2024	132921	05102024	45,804	6/10/2024	191.88	6/10/2024	INV	PD	MAY 2024 REFRESHMENTS FOR MEETINGS/TRAININGS
146178	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408545	259687	6/10/2024	132922	05102024	45,804	6/10/2024	202.62	6/10/2024	INV	PD	SNACKS FOR EMPOWERING LEADERS MAY 28 & 29, 2024
146179	92609	HEB CREDIT RECEIVABLES-DEPT 308	2406617	291045	6/10/2024	132923	05102024	45,804	6/10/2024	159.26	6/10/2024	INV	PD	Driver breakroom supplies/Employee appreciation
146180	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408072	478323	6/10/2024	132924	05102024	45,804	6/10/2024	59.98	6/10/2024	INV	PD	Break Room supplies May
146181	92609	HEB CREDIT RECEIVABLES-DEPT 308	2407827	492891	6/10/2024	132925	05102024	45,804	6/10/2024	189.47	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed
146182	92609	HEB CREDIT RECEIVABLES-DEPT 308	2400782	691409	6/10/2024	132926	05102024	45,804	6/10/2024	22.27	6/10/2024	INV	PD	Forks, spoons, napkins, water
146183	92609	HEB CREDIT RECEIVABLES-DEPT 308	2405462	787581	6/10/2024	132927	05102024	45,804	6/10/2024	193.03	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed
146184	92609	HEB CREDIT RECEIVABLES-DEPT 308	2405462	787821	6/10/2024	132928	05102024	45,804	6/10/2024	0.60	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed
146185	92609	HEB CREDIT RECEIVABLES-DEPT 308	2405462	868050	6/10/2024	132929	05102024	45,804	6/10/2024	49.38	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed
146186	92609	HEB CREDIT RECEIVABLES-DEPT 308	2405462	959063	6/10/2024	132930	05102024	45,804	6/10/2024	39.95	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed
146187	92609	HEB CREDIT RECEIVABLES-DEPT 308	2407827	134099	6/10/2024	132931	05102024	45,804	6/10/2024	87.46	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed
146188	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408332	244194	6/10/2024	132932	05102024	45,804	6/10/2024	1,376.72	6/10/2024	INV	PD	Overage PO for PO2408132 - Food supplies for end o
146189	92609	HEB CREDIT RECEIVABLES-DEPT 308	2401609	554672	6/10/2024	132933	05102024	45,804	6/10/2024	81.90	6/10/2024	INV	PD	Distilled water, mason jars, b
146190	92609	HEB CREDIT RECEIVABLES-DEPT 308	2405462	546367	6/10/2024	132934	05102024	45,804	6/10/2024	132.87	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed
146191	92609	HEB CREDIT RECEIVABLES-DEPT 308	2405462	088532	6/10/2024	132935	05102024	45,804	6/10/2024	219.97	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed
146192	92609	HEB CREDIT RECEIVABLES-DEPT 308	2405462	585256	6/10/2024	132936	05102024	45,804	6/10/2024	312.77	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed
146193	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408625	434253	6/10/2024	132937	05102024	45,804	6/10/2024	206.39	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed

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DOCUMENT	VENDOR	NAME	P.O.	INVOICE	INV DATE	VOUCHER	CHECK RUN	CHECK NO	CHECK DATE	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
146194	92609	HEB CREDIT RECEIVABLES-DEPT 308	2405462	454812	6/10/2024	132938	05102024	45,804	6/10/2024	158.80	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed
146195	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408625	454950	6/10/2024	132939	05102024	45,804	6/10/2024	23.25	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed
146196	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408625	342425	6/10/2024	132940	05102024	45,804	6/10/2024	103.25	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed
146197	92609	HEB CREDIT RECEIVABLES-DEPT 308	14101038	475003	6/10/2024		SACHECK	7,526	6/10/2024	135.48	6/10/2024	INV	PD	
146198	92609	HEB CREDIT RECEIVABLES-DEPT 308	14102083	337309	6/10/2024		SACHECK	7,526	6/10/2024	44.48	6/10/2024	INV	PD	
146199	92609	HEB CREDIT RECEIVABLES-DEPT 308	14103052	512232	6/10/2024		SACHECK	7,526	6/10/2024	18.85	6/10/2024	INV	PD	
146200	92609	HEB CREDIT RECEIVABLES-DEPT 308	14103051	146200	6/10/2024		SACHECK	7,526	6/10/2024	81.48	6/10/2024	INV	PD	
146201	92609	HEB CREDIT RECEIVABLES-DEPT 308	14103062	300311	6/10/2024		SACHECK	7,526	6/10/2024	68.66	6/10/2024	INV	PD	
146202	92609	HEB CREDIT RECEIVABLES-DEPT 308	14103065	591161	6/10/2024		SACHECK	7,526	6/10/2024	58.80	6/10/2024	INV	PD	
146203	92609	HEB CREDIT RECEIVABLES-DEPT 308	14103065	276177	6/10/2024		SACHECK	7,526	6/10/2024	79.94	6/10/2024	INV	PD	
146204	92609	HEB CREDIT RECEIVABLES-DEPT 308	14103062	484500	6/10/2024		SACHECK	7,526	6/10/2024	12.00	6/10/2024	INV	PD	
146205	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408423	661787	6/10/2024	132941	05102024	45,804	6/10/2024	169.71	6/10/2024	INV	PD	DRINKS, CHIPS, SWEET TEA, COOKIES, PLATES, UTENSIL
146206	92609	HEB CREDIT RECEIVABLES-DEPT 308	14107101	248409-A	6/10/2024		SACHECK	7,526	6/10/2024	227.56	6/10/2024	INV	PD	
146207	92609	HEB CREDIT RECEIVABLES-DEPT 308	14107165	248409-B	6/10/2024		SACHECK	7,526	6/10/2024	109.40	6/10/2024	INV	PD	
146208	92609	HEB CREDIT RECEIVABLES-DEPT 308	14107171	065777	6/10/2024		SACHECK	7,526	6/10/2024	101.44	6/10/2024	INV	PD	
146209	92609	HEB CREDIT RECEIVABLES-DEPT 308	14107099	277848	6/10/2024		SACHECK	7,526	6/10/2024	49.13	6/10/2024	INV	PD	
146210	92609	HEB CREDIT RECEIVABLES-DEPT 308	2401764	593352	6/10/2024	132942	05102024	45,804	6/10/2024	59.18	6/10/2024	INV	PD	Food Items to be used in Scien
146211	92609	HEB CREDIT RECEIVABLES-DEPT 308	14107146	616876	6/10/2024		SACHECK	7,526	6/10/2024	19.98	6/10/2024	INV	PD	
146212	92609	HEB CREDIT RECEIVABLES-DEPT 308	14107165	577881	6/10/2024		SACHECK	7,526	6/10/2024	116.08	6/10/2024	INV	PD	
146213	92609	HEB CREDIT RECEIVABLES-DEPT 308	14107165	062287-A	6/10/2024		SACHECK	7,526	6/10/2024	99.52	6/10/2024	INV	PD	
146214	92609	HEB CREDIT RECEIVABLES-DEPT 308	14107171	062287-B	6/10/2024		SACHECK	7,526	6/10/2024	90.06	6/10/2024	INV	PD	
146215	92609	HEB CREDIT RECEIVABLES-DEPT 308	2401764	796917	6/10/2024	132943	05102024	45,804	6/10/2024	54.45	6/10/2024	INV	PD	Food Items to be used in Scien
146216	92609	HEB CREDIT RECEIVABLES-DEPT 308	2401764	566204	6/10/2024	132944	05102024	45,804	6/10/2024	118.99	6/10/2024	INV	PD	Food Items to be used in Scien
146217	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408675	772418	6/10/2024	132945	05102024	45,804	6/10/2024	201.01	6/10/2024	INV	PD	EOY Staff Lunch Meeting
146218	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408675	491730	6/10/2024	132946	05102024	45,804	6/10/2024	88.16	6/10/2024	INV	PD	EOY Staff Lunch Meeting
146219	92609	HEB CREDIT RECEIVABLES-DEPT 308	14108034	975190	6/10/2024		SACHECK	7,526	6/10/2024	109.87	6/10/2024	INV	PD	
146220	92609	HEB CREDIT RECEIVABLES-DEPT 308	2407958	163476	6/10/2024	132947	05102024	45,804	6/10/2024	81.94	6/10/2024	INV	PD	airheads, crackers, beef sticks, chips, m&ms
146221	92609	HEB CREDIT RECEIVABLES-DEPT 308	14108055	451790	6/10/2024		SACHECK	7,526	6/10/2024	241.38	6/10/2024	INV	PD	
146222	92609	HEB CREDIT RECEIVABLES-DEPT 308	14108055	943868	6/10/2024		SACHECK	7,526	6/10/2024	158.46	6/10/2024	INV	PD	
146223	92609	HEB CREDIT RECEIVABLES-DEPT 308	14108055	667897	6/10/2024		SACHECK	7,526	6/10/2024	116.04	6/10/2024	INV	PD	
146224	92609	HEB CREDIT RECEIVABLES-DEPT 308	14108062	594753	6/10/2024		SACHECK	7,527	6/10/2024	93.12	6/10/2024	INV	PD	
146225	92609	HEB CREDIT RECEIVABLES-DEPT 308	14109145	170532	6/10/2024		SACHECK	7,527	6/10/2024	102.20	6/10/2024	INV	PD	
146226	92609	HEB CREDIT RECEIVABLES-DEPT 308	2407918	586134	6/10/2024	132948	05102024	45,804	6/10/2024	23.96	6/10/2024	INV	PD	Staff Appreciation, food items.
146227	92609	HEB CREDIT RECEIVABLES-DEPT 308	2404514	901385	6/10/2024	132949	05102024	45,804	6/10/2024	108.42	6/10/2024	INV	PD	Salad, paper goods, dressing, drinks, cookies
146228	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408135	088024	6/10/2024	132950	05102024	45,804	6/10/2024	25.83	6/10/2024	INV	PD	drinks, cookies, chips, battle of the books
146229	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408291	168856	6/10/2024	132951	05102024	45,804	6/10/2024	140.44	6/10/2024	INV	PD	Star students class snacks for exams
146230	92609	HEB CREDIT RECEIVABLES-DEPT 308	2407102	713369	6/10/2024	132952	05102024	45,804	6/10/2024	169.43	6/10/2024	INV	PD	JA-.J.Torres-Food around the World-Session 4
146232	92609	HEB CREDIT RECEIVABLES-DEPT 308	2407103	717071	6/10/2024	132954	05102024	45,804	6/10/2024	211.19	6/10/2024	INV	PD	JA-J.Torres-Coffee/Muffins-Session 4
146233	92609	HEB CREDIT RECEIVABLES-DEPT 308	2407034	781904	6/10/2024	132955	05102024	45,804	6/10/2024	130.53	6/10/2024	INV	PD	JA-Food items for Cupcake Wars
146234	92609	HEB CREDIT RECEIVABLES-DEPT 308	2407035	782737	6/10/2024	132956	05102024	45,804	6/10/2024	84.15	6/10/2024	INV	PD	JA-Food items for Pizzeria
146235	92609	HEB CREDIT RECEIVABLES-DEPT 308	2406798	747384	6/10/2024	132957	05102024	45,804	6/10/2024	143.38	6/10/2024	INV	PD	Food for EB Night
146236	92609	HEB CREDIT RECEIVABLES-DEPT 308	2406798	096621	6/10/2024	132958	05102024	45,804	6/10/2024	330.80	6/10/2024	INV	PD	Food for EB Night

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DOCUMENT	VENDOR	NAME	P.O.	INVOICE	INV DATE	VOUCHER	CHECK RUN	CHECK NO	CHECK DATE	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
146237	92609	HEB CREDIT RECEIVABLES-DEPT 308	2401311	291626	6/10/2024	132959	05102024	45,804	6/10/2024	120.19	6/10/2024	INV	PD	Food-Staff (Appreciation Melas
146238	92609	HEB CREDIT RECEIVABLES-DEPT 308	14002001	928949	6/10/2024		SACHECK	7,527	6/10/2024	42.88	6/10/2024	INV	PD	
146239	92609	HEB CREDIT RECEIVABLES-DEPT 308	2402746	277072	6/10/2024	132960	05102024	45,804	6/10/2024	455.78	6/10/2024	INV	PD	GOLDFISH CRACKERS, CHIPS, CAND
146240	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408133	593850	6/10/2024	132961	05102024	45,804	6/10/2024	200.36	6/10/2024	INV	PD	FOOD LAB - CHS- MAY
146241	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408134	827703	6/10/2024	132962	05102024	45,804	6/10/2024	199.64	6/10/2024	INV	PD	WMS FOOD LAB GROCERIES - MAY
146242	92609	HEB CREDIT RECEIVABLES-DEPT 308	2405462	846890	6/10/2024	132963	05102024	45,804	6/10/2024	461.58	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed
146243	92609	HEB CREDIT RECEIVABLES-DEPT 308	2407827	149921	6/10/2024	132964	05102024	45,804	6/10/2024	136.74	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed
146244	92609	HEB CREDIT RECEIVABLES-DEPT 308	2407827	572588	6/10/2024	132965	05102024	45,804	6/10/2024	76.74	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed
146245	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408625	504155	6/10/2024	132966	05102024	45,804	6/10/2024	380.64	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed
146247	92609	HEB CREDIT RECEIVABLES-DEPT 308	2405462	250543	6/10/2024	132968	05102024	45,804	6/10/2024	168.52	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed
146248	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408625	251228	6/10/2024	132969	05102024	45,804	6/10/2024	250.62	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed
146249	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408624	434129	6/10/2024	132970	05102024	45,804	6/10/2024	70.40	6/10/2024	INV	PD	Plastic spoons, cups, and other supplies as needed
146250	92609	HEB CREDIT RECEIVABLES-DEPT 308	2408625	555696	6/10/2024	132971	05102024	45,804	6/10/2024	312.79	6/10/2024	INV	PD	Flour, sugar, other grocery items as needed
146251	92609	HEB CREDIT RECEIVABLES-DEPT 308	2407918	094555	6/10/2024	132972	05102024	45,804	6/10/2024	56.17	6/10/2024	INV	PD	Staff Appreciation, food items.
146252	92609	HEB CREDIT RECEIVABLES-DEPT 308	14107192	562788	6/10/2024		SACHECK	6,986	6/10/2024	94.10	6/10/2024	INV	PD	
146253	92609	HEB CREDIT RECEIVABLES-DEPT 308	14109165	585717	6/10/2024		SACHECK	6,986	6/10/2024	300.00	6/10/2024	INV	PD	
146254	92609	HEB CREDIT RECEIVABLES-DEPT 308		585743	6/10/2024		SACHECK	6,986	6/10/2024	19.05	6/10/2024	INV	PD	
146255	92609	HEB CREDIT RECEIVABLES-DEPT 308		800530	6/10/2024		SACHECK	6,986	6/10/2024	(23.94)	6/10/2024	INV	PD	
146256	92609	HEB CREDIT RECEIVABLES-DEPT 308	14109161	385139	6/10/2024		SACHECK	6,986	6/10/2024	249.23	6/10/2024	INV	PD	
146257	92609	HEB CREDIT RECEIVABLES-DEPT 308	14001551	845061	6/10/2024		SACHECK	6,986	6/10/2024	44.04	6/10/2024	INV	PD	
146258	92609	HEB CREDIT RECEIVABLES-DEPT 308	14001553	817721	6/10/2024		SACHECK	6,986	6/10/2024	119.03	6/10/2024	INV	PD	
146259	92609	HEB CREDIT RECEIVABLES-DEPT 308	14001604	215371	6/10/2024		SACHECK	6,986	6/10/2024	67.29	6/10/2024	INV	PD	
146260	92609	HEB CREDIT RECEIVABLES-DEPT 308	14001604	662317	6/10/2024		SACHECK	6,986	6/10/2024	100.62	6/10/2024	INV	PD	
146261	92609	HEB CREDIT RECEIVABLES-DEPT 308	14001625	688691	6/10/2024		SACHECK	6,986	6/10/2024	98.24	6/10/2024	INV	PD	
146262	92609	HEB CREDIT RECEIVABLES-DEPT 308	14001598	310883	6/10/2024		SACHECK	6,986	6/10/2024	241.33	6/10/2024	INV	PD	
146290	99854	HEINEMANN	2408462	956029395	6/11/2024	133000	06122024	45,824	6/12/2024	2,091.74	6/11/2024	INV	PD	Math Workshop: Five Steps to Implementing Guided M
147015	112357	ADRIENNE HERRING	2409059	2409059/ADV	6/24/2024	133651	06242024	45,973	6/24/2024	515.22	6/24/2024	INV	PD	HOTEL & MEALS FOR TEKSCON @ GRAND HYATT SAN ANTONI
145806	111882	JIMMY HESTAND	2408900	2408900/GASREIMB	5/31/2024	132576	06032024	45,660	6/3/2024	67.68	5/31/2024	INV	PD	Fuel Reimbursement for Jimmy Hestand
146268	111882	JIMMY HESTAND	2407531	2407531/REIMB	6/11/2024	132978	06122024	45,825	6/12/2024	851.48	6/11/2024	INV	PD	Travel estimation
146278	111882	JIMMY HESTAND	2408475	2408475/REIMB	6/11/2024	132988	06122024	45,825	6/12/2024	75.12	6/11/2024	INV	PD	Fuel Refund for Jimmy Hestand
146923	112306	WILLIAM HILDRETH	2408315	00019	6/17/2024	133564	06172024	45,935	6/20/2024	200.00	6/17/2024	INV	PD	band judge
146106	108905	LENNIE HILLMAN	2407519	HILLMAN/MAY 24	6/6/2024	132844	06102024	45,775	6/10/2024	34.34	6/6/2024	INV	PD	Mileage-MAY
145922	101723	HIRE HANDS	2404159	24-5007	6/4/2024	132682	06052024	45,712	6/5/2024	174.00	6/4/2024	INV	PD	Sign Language interpreting
146045	108144	KAREN HOLWEG	2408943	2408943/ADV	6/4/2024	132784	06052024	45,713	6/5/2024	679.06	6/4/2024	INV	PD	K.Holweg-Confirmation
147081	108144	KAREN HOLWEG	2408943	2408943/REIMB	6/24/2024	133706	06252024	45,997	6/25/2024	162.28	6/24/2024	INV	PD	K.Holweg-Confirmation
146322	16149	HOME DEPOT CREDIT SERVICES	2408016	7012150	6/11/2024	133022	06122024	45,826	6/12/2024	96.94	6/11/2024	INV	PD	Cordless saw, metal staples, angle grinder, and ot
146323	16149	HOME DEPOT CREDIT SERVICES	2408016	7012198	6/11/2024	133023	06122024	45,826	6/12/2024	174.20	6/11/2024	INV	PD	Cordless saw, metal staples, angle grinder, and ot
146324	16149	HOME DEPOT CREDIT SERVICES	2407160	7012207	6/11/2024	133024	06122024	45,826	6/12/2024	54.97	6/11/2024	INV	PD	APR FY24/Open
146325	16149	HOME DEPOT CREDIT SERVICES	2407160	7023727	6/11/2024	133025	06122024	45,826	6/12/2024	230.30	6/11/2024	INV	PD	APR FY24/Open

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DOCUMENT	VENDOR	NAME	P.O.	INVOICE	INV DATE	VOUCHER	CHECK RUN	CHECK NO	CHECK DATE	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
146326	16149	HOME DEPOT CREDIT SERVICES	2408836	6023829	6/11/2024	133026	06122024	45,826	6/12/2024	56.82	6/11/2024	INV	PD	SMS-irrigation supplies for repairs
146327	16149	HOME DEPOT CREDIT SERVICES	2408016	6023852	6/11/2024	133027	06122024	45,826	6/12/2024	139.89	6/11/2024	INV	PD	Cordless saw, metal staples, angle grinder, and ot
146328	16149	HOME DEPOT CREDIT SERVICES	2408836	4024083	6/11/2024	133028	06122024	45,826	6/12/2024	46.53	6/11/2024	INV	PD	SMS-irrigation supplies for repairs
146329	16149	HOME DEPOT CREDIT SERVICES	2408835	4024085	6/11/2024	133029	06122024	45,826	6/12/2024	19.88	6/11/2024	INV	PD	CHS-misc hardware and supplies
146330	16149	HOME DEPOT CREDIT SERVICES	2408883	3024178	6/11/2024	133030	06122024	45,826	6/12/2024	11.94	6/11/2024	INV	PD	TEAM/MRT/FUL-misc supplies for maint
146331	16149	HOME DEPOT CREDIT SERVICES	2408110	3024218	6/11/2024	133031	06122024	45,826	6/12/2024	37.44	6/11/2024	INV	PD	MAY FY24/Open
146332	16149	HOME DEPOT CREDIT SERVICES	2408835	3254491	6/11/2024	133032	06122024	45,826	6/12/2024	61.62	6/11/2024	INV	PD	CHS-misc hardware and supplies
146333	16149	HOME DEPOT CREDIT SERVICES	2407160	0172458	6/11/2024	133033	06122024	45,826	6/12/2024	210.69	6/11/2024	INV	PD	APR FY24/Open
146334	16149	HOME DEPOT CREDIT SERVICES	2408837	0024457	6/11/2024	133034	06122024	45,826	6/12/2024	137.76	6/11/2024	INV	PD	SMS-HVAC filters
146335	16149	HOME DEPOT CREDIT SERVICES	2408110	0264518	6/11/2024	133035	06122024	45,826	6/12/2024	12.97	6/11/2024	INV	PD	MAY FY24/Open
146336	16149	HOME DEPOT CREDIT SERVICES	2408836	9024619	6/11/2024	133036	06122024	45,826	6/12/2024	30.82	6/11/2024	INV	PD	SMS-irrigation supplies for repairs
146337	16149	HOME DEPOT CREDIT SERVICES	2408927	8024694	6/11/2024	133037	06122024	45,826	6/12/2024	79.00	6/11/2024	INV	PD	IRV-faucet for RM 305
146339	16149	HOME DEPOT CREDIT SERVICES	2408016	8024752	6/11/2024	133039	06122024	45,826	6/12/2024	26.00	6/11/2024	INV	PD	Cordless saw, metal staples, angle grinder, and ot
146340	16149	HOME DEPOT CREDIT SERVICES	2408838	7024837	6/11/2024	133040	06122024	45,826	6/12/2024	75.29	6/11/2024	INV	PD	TRK 679-impact socket set
146342	16149	HOME DEPOT CREDIT SERVICES	2408110	7024839	6/11/2024	133042	06122024	45,826	6/12/2024	16.97	6/11/2024	INV	PD	MAY FY24/Open
146343	16149	HOME DEPOT CREDIT SERVICES	2408835	7024925	6/11/2024	133043	06122024	45,826	6/12/2024	97.82	6/11/2024	INV	PD	CHS-misc hardware and supplies
146344	16149	HOME DEPOT CREDIT SERVICES	2408110	7024936	6/11/2024	133044	06122024	45,826	6/12/2024	73.76	6/11/2024	INV	PD	MAY FY24/Open
146345	16149	HOME DEPOT CREDIT SERVICES	2408110	6024980	6/11/2024	133045	06122024	45,826	6/12/2024	105.28	6/11/2024	INV	PD	MAY FY24/Open
146346	16149	HOME DEPOT CREDIT SERVICES	2408835	3012802	6/11/2024	133046	06122024	45,826	6/12/2024	146.42	6/11/2024	INV	PD	CHS-misc hardware and supplies
146348	16149	HOME DEPOT CREDIT SERVICES	2408836	2012844	6/11/2024	133048	06122024	45,826	6/12/2024	19.61	6/11/2024	INV	PD	SMS-irrigation supplies for repairs
146349	16149	HOME DEPOT CREDIT SERVICES	2408880	2012874	6/11/2024	133049	06122024	45,826	6/12/2024	17.74	6/11/2024	INV	PD	CHS-library drywall repair
146350	16149	HOME DEPOT CREDIT SERVICES	2408882	2020142	6/11/2024	133050	06122024	45,826	6/12/2024	55.13	6/11/2024	INV	PD	ATH-misc tools and supplies
146351	16149	HOME DEPOT CREDIT SERVICES	2408016	2020183	6/11/2024	133051	06122024	45,826	6/12/2024	59.92	6/11/2024	INV	PD	Cordless saw, metal staples, angle grinder, and ot
146352	16149	HOME DEPOT CREDIT SERVICES	2408835	2020212	6/11/2024	133052	06122024	45,826	6/12/2024	20.87	6/11/2024	INV	PD	CHS-misc hardware and supplies
146353	16149	HOME DEPOT CREDIT SERVICES	2408883	1020293	6/11/2024	133053	06122024	45,826	6/12/2024	246.82	6/11/2024	INV	PD	TEAM/MRT/FUL-misc supplies for maint
146354	16149	HOME DEPOT CREDIT SERVICES	2408928	1020294	6/11/2024	133054	06122024	45,826	6/12/2024	293.65	6/11/2024	INV	PD	CHS-misc supplies and parts
146355	16149	HOME DEPOT CREDIT SERVICES	2407160	1264591	6/11/2024	133055	06122024	45,826	6/12/2024	15.97	6/11/2024	INV	PD	APR FY24/Open
146356	16149	HOME DEPOT CREDIT SERVICES	2408110	12928	6/11/2024	133056	06122024	45,826	6/12/2024	54.78	6/11/2024	INV	PD	MAY FY24/Open
146357	16149	HOME DEPOT CREDIT SERVICES	2408110	0020430	6/11/2024	133057	06122024	45,826	6/12/2024	56.92	6/11/2024	INV	PD	MAY FY24/Open
146358	16149	HOME DEPOT CREDIT SERVICES	2408110	0020467	6/11/2024	133058	06122024	45,826	6/12/2024	37.98	6/11/2024	INV	PD	MAY FY24/Open
146359	16149	HOME DEPOT CREDIT SERVICES	2408881	6020774	6/11/2024	133059	06122024	45,826	6/12/2024	56.89	6/11/2024	INV	PD	ATH-misc supplies for groundskeeping
146360	16149	HOME DEPOT CREDIT SERVICES	2408110	6020775	6/11/2024	133060	06122024	45,826	6/12/2024	31.84	6/11/2024	INV	PD	MAY FY24/Open
146361	16149	HOME DEPOT CREDIT SERVICES	2408110	6020809	6/11/2024	133061	06122024	45,826	6/12/2024	106.33	6/11/2024	INV	PD	MAY FY24/Open
146362	16149	HOME DEPOT CREDIT SERVICES	2407083	5020874	6/11/2024	133062	06122024	45,826	6/12/2024	29.98	6/11/2024	INV	PD	Plywood, boards, screws, bolts, and other supplies
146363	16149	HOME DEPOT CREDIT SERVICES	2408110	5020885	6/11/2024	133063	06122024	45,826	6/12/2024	21.74	6/11/2024	INV	PD	MAY FY24/Open
146364	16149	HOME DEPOT CREDIT SERVICES	2408836	5020902	6/11/2024	133064	06122024	45,826	6/12/2024	33.92	6/11/2024	INV	PD	SMS-irrigation supplies for repairs
146365	16149	HOME DEPOT CREDIT SERVICES	2407083	5254632	6/11/2024	133065	06122024	45,826	6/12/2024	786.82	6/11/2024	INV	PD	Plywood, boards, screws, bolts, and other supplies
146366	16149	HOME DEPOT CREDIT SERVICES	2408929	4013326	6/11/2024	133066	06122024	45,826	6/12/2024	49.97	6/11/2024	INV	PD	TRK 673 and Grounds
146367	16149	HOME DEPOT CREDIT SERVICES	2408883	4021001	6/11/2024	133067	06122024	45,826	6/12/2024	51.97	6/11/2024	INV	PD	TEAM/MRT/FUL-misc supplies for maint
146368	16149	HOME DEPOT CREDIT SERVICES	2408110	4021065	6/11/2024	133068	06122024	45,826	6/12/2024	16.75	6/11/2024	INV	PD	MAY FY24/Open
146369	16149	HOME DEPOT CREDIT SERVICES	2408110	3013352	6/11/2024	133069	06122024	45,826	6/12/2024	7.92	6/11/2024	INV	PD	MAY FY24/Open
146370	16149	HOME DEPOT CREDIT SERVICES	2407083	3254661	6/11/2024	133070	06122024	45,826	6/12/2024	517.00	6/11/2024	INV	PD	Plywood, boards, screws, bolts, and other supplies

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146371	16149	HOME DEPOT CREDIT SERVICES	2408929	2013397	6/11/2024	133071	06122024	45,826	6/12/2024	231.94	6/11/2024	INV	PD	TRK 673 and Grounds
147027	19536	HORACE MANN LIFE INS. CO.		147027	6/25/2024	133660	June	31,857	6/25/2024	7,409.90	6/25/2024	INV	PD	GRP#'s [[ 4203 E ]] - [[ 4203 F ]] - [[ 42967 ]]
147002	111041	IMAGINE LEARNING LLC	2408048	999151	6/24/2024	133638	06242024	7,567	6/24/2024	2,750.00	6/24/2024	INV	PD	Summer Learning Camp PD
146830	110736	IML SECURITY SUPPLY	2407341	4103440	6/17/2024	133498	06172024	45,936	6/20/2024	1,135.59	6/17/2024	INV	PD	DST-various system Master top/bottom door pins
147092	110736	IML SECURITY SUPPLY	2408906	4125487	6/24/2024	133717	06252024	45,998	6/25/2024	272.00	6/24/2024	INV	PD	CHS-door drip caps
146056	19899	INFLATABLE PARTY MAGIC	14041170	95881	6/6/2024		SACHECK	7,528	6/10/2024	661.77	6/6/2024	INV	PD	
146057	19899	INFLATABLE PARTY MAGIC	14041172	95028	6/6/2024		SACHECK	7,528	6/10/2024	1,267.11	6/6/2024	INV	PD	
146122	19899	INFLATABLE PARTY MAGIC	14041174	95387	6/6/2024		SACHECK	6,987	6/10/2024	2,258.43	6/6/2024	INV	PD	
147054	109983	INVESCO INVESTMENT SERVICE, INC		147054	6/25/2024	133687	June	31,858	6/25/2024	1,500.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
146399	7350	J.W. PEPPER & SON, INC.	14107207	366494968	6/11/2024		SACHECK	7,537	6/12/2024	50.49	6/11/2024	INV	PD	
146860	7350	J.W. PEPPER & SON, INC.		364575927	6/17/2024	133503	06172024	45,937	6/20/2024	10.50	6/17/2024	INV	PD	
146861	7350	J.W. PEPPER & SON, INC.		364535632	6/17/2024	133504	06172024	45,937	6/20/2024	309.72	6/17/2024	INV	PD	
146862	7350	J.W. PEPPER & SON, INC.		364564591	6/17/2024	133505	06172024	45,937	6/20/2024	10.25	6/17/2024	INV	PD	
146027	111748	JD PALATINE, LLC	2404043	115533	6/4/2024	132766	06052024	45,714	6/5/2024	28.35	6/4/2024	INV	PD	JDP Fees
146603	111748	JD PALATINE, LLC	2404043	113534	6/13/2024	133282	06172024	45,855	6/13/2024	249.90	6/13/2024	INV	PD	JDP Fees
146046	112346	ADAM JENKINS	2408945	2408945/ADV	6/4/2024	132785	06052024	45,715	6/5/2024	541.68	6/4/2024	INV	PD	A.Jenkins-Confirmation
146762	112346	ADAM JENKINS	2408945	2408945/REIMB	6/17/2024	133433	06172024	45,894	6/17/2024	268.63	6/17/2024	INV	PD	A.Jenkins-Confirmation
145971	20211	LANDY JOHNSON	2407300	JOHNSON/MAY 24	6/4/2024	132728	06052024	45,716	6/5/2024	18.56	6/4/2024	INV	PD	MONTHLY MILEAGE REIMBURSEMENT - APRIL
146011	111750	BARBARA JONES	2408184	BJONES/MAY 24	6/4/2024	132750	06052024	45,717	6/5/2024	97.20	6/4/2024	INV	PD	MILEAGE REIMBURSEMENT - MAY
145935	15825	COURTNAY JONES	2408109	CJONES/MAY 24	6/4/2024	132691	06052024	45,718	6/5/2024	11.99	6/4/2024	INV	PD	MONTHLY MILEAGE REIMBURSEMENT - MAY
146087	22583	JASON JONES	2407989	2407989/REIMB	6/6/2024	132825	06102024	45,776	6/10/2024	29.00	6/6/2024	INV	PD	UIL State- UT Austin
146292	22583	JASON JONES	2407497	JJONES/PHONE MAY 24	6/11/2024	133002	06122024	45,827	6/12/2024	40.00	6/11/2024	INV	PD	Monthly Cell Phone Stipend-May
146610	112356	VIRGINIA JORDAN	14750317	14750317/CCLUB	6/13/2024		SACHECK	6,996	6/17/2024	350.00	6/13/2024	INV	PD	
145930	9553	JOSTENS, INC.	14001600	14001600A	6/4/2024		SACHECK	6,984	6/5/2024	400.00	6/4/2024	INV	PD	
145931	9553	JOSTENS, INC.	14001664	14001664A	6/4/2024		SACHECK	6,984	6/5/2024	147.50	6/4/2024	INV	PD	
145933	9553	JOSTENS, INC.	2408595	2408595A	6/4/2024	132689	06052024	45,719	6/5/2024	270.00	6/4/2024	INV	PD	Diploma covers
146372	9553	JOSTENS, INC.	14001191	34469718	6/11/2024		SACHECK	7,538	6/12/2024	68.54	6/11/2024	INV	PD	
146821	9553	JOSTENS, INC.	14001673	1376081	6/18/2024		SACHECK	7,553	6/20/2024	1,837.13	6/18/2024	INV	PD	
146834	9553	JOSTENS, INC.	2402285	34479527	6/17/2024	133502	06172024	45,938	6/20/2024	15.41	6/17/2024	INV	PD	Diplomas, covers, awards, and
146963	9553	JOSTENS, INC.	14001576	3978	6/20/2024		SACHECK	7,552	6/20/2024	143.10	6/20/2024	INV	PD	
147096	9553	JOSTENS, INC.	14001191	33565179	6/25/2024		SACHECK	7,566	6/25/2024	29.48	6/25/2024	INV	PD	
144477	111556	JUST RIGHT READER, INC	2408003	13274-C	5/13/2024	131291	06052024	7,558	6/5/2024	1,265.00	5/13/2024	INV	PD	Kindergarten Skill Review Just Right Reader backpa
146314	112313	DEBORAH KALE	2408400	2408400/REIMB	6/11/2024	133014	06122024	45,828	6/12/2024	83.00	6/11/2024	INV	PD	Estimated Travel Expenses
146735	110846	TOMMY KENNEDY	2407866	KENNEDY/MAY 24	6/17/2024	133408	06172024	45,895	6/17/2024	57.82	6/17/2024	INV	PD	Monthly reimbursement
146066	111754	COBY KIRKPATRICK	2408186	2408186/REIMB	6/6/2024	132803	06102024	45,777	6/10/2024	230.48	6/6/2024	INV	PD	Holdworth Collaborative Retreat-mileage reimburse
147107	10269	LA QUINTA INN & SUITES	2409066	147107	6/26/2024	133729	062624	46,008	6/26/2024	1,284.39	6/26/2024	INV	PD	3 hotel rooms for FFA State Convention
146385	96513	LABATT FOOD SERVICE	2408546	05228559	6/11/2024	133085	06122024	32,071	6/12/2024	3,971.94	6/11/2024	INV	PD	Food Service-Commodities
147013	96513	LABATT FOOD SERVICE	2408385	06125433	6/24/2024	133648	06242024	32,081	6/24/2024	2,791.42	6/24/2024	INV	PD	Food Service-Commodities
145847	2145	LAKESHORE LEARNING MATERIALS, LLC	2408321	499059051524	5/31/2024	132618	06032024	45,661	6/3/2024	911.70	5/31/2024	INV	PD	Magnetic draw&write paper, lined paper
146302	112344	CYNTHIA LAROUX	14001663	2034-A	6/11/2024		SACHECK	7,539	6/12/2024	700.00	6/11/2024	INV	PD	
146303	112344	CYNTHIA LAROUX	14001669	2034-B	6/11/2024		SACHECK	7,539	6/12/2024	690.00	6/11/2024	INV	PD	
146822	112344	CYNTHIA LAROUX	14001674	2035	6/18/2024		SACHECK	7,554	6/20/2024	155.00	6/18/2024	INV	PD	
145804	108873	ROSALIND LAWRENCE	2408897	2408897/GASREIMB	5/31/2024	132574	06032024	45,662	6/3/2024	40.02	5/31/2024	INV	PD	Fuel Reimbursement for Rosalind Lawrence

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146838	111462	RILEY LAWSON		LAWSON/06-10-24	6/18/2024		SACHECK	7,555	6/20/2024	60.00	6/18/2024	INV	PD	
146843	111462	RILEY LAWSON		LAWSON/06-11-24	6/18/2024		SACHECK	7,555	6/20/2024	55.00	6/18/2024	INV	PD	
146848	111462	RILEY LAWSON		LAWSON/06-12-24	6/18/2024		SACHECK	7,555	6/20/2024	55.00	6/18/2024	INV	PD	
146853	111462	RILEY LAWSON		LAWSON/06-13-24	6/18/2024		SACHECK	7,555	6/20/2024	60.00	6/18/2024	INV	PD	
146858	111462	RILEY LAWSON		LAWSON/06-18-24	6/18/2024		SACHECK	7,555	6/20/2024	55.00	6/18/2024	INV	PD	
147059	111462	RILEY LAWSON		LAWSON/06-19-24	6/24/2024		SACHECK	7,561	6/24/2024	55.00	6/24/2024	INV	PD	
147064	111462	RILEY LAWSON		LAWSON/06-20-24	6/24/2024		SACHECK	7,561	6/24/2024	80.00	6/24/2024	INV	PD	
146871	104706	LEASOR CRASS, P.C.	2407845	23080	6/17/2024	133514	06172024	45,939	6/20/2024	1,973.50	6/17/2024	INV	PD	Legal Fees-May 2024
146574	103964	RICKIE LECK	2407761	LECK/MAY 24	6/13/2024	133254	06172024	45,856	6/13/2024	35.71	6/13/2024	INV	PD	Monthly reimbursement
145833	112307	AIDAN LEWIS	2408316	01005	5/31/2024	132604	06032024	45,663	6/3/2024	200.00	5/31/2024	INV	PD	band judge
146985	112196	LIBERTY OFFICE PRODUCTS	2408212	5490073-0	6/24/2024	133621	06242024	45,974	6/24/2024	1,601.73	6/24/2024	INV	PD	Classroom Supplies
146986	112196	LIBERTY OFFICE PRODUCTS	2408211	5490072-0	6/24/2024	133622	06242024	45,974	6/24/2024	154.60	6/24/2024	INV	PD	Staplers
146987	112196	LIBERTY OFFICE PRODUCTS	2408210	5480130-0	6/24/2024	133623	06242024	45,974	6/24/2024	1,546.46	6/24/2024	INV	PD	Poster Maker
146988	112196	LIBERTY OFFICE PRODUCTS	2408005	C5485320-0	6/24/2024	133624	06242024	45,974	6/24/2024	(323.77)	6/24/2024	CRM	PD	PRINTER FOR ASSESSMENT CLERK AND SCHOOL PSYCH
146989	112196	LIBERTY OFFICE PRODUCTS	2408005	5490077-0	6/24/2024	133625	06242024	45,974	6/24/2024	299.09	6/24/2024	INV	PD	PRINTER FOR ASSESSMENT CLERK AND SCHOOL PSYCH
147093	112196	LIBERTY OFFICE PRODUCTS	2407131	746561	6/24/2024	133718	06252024	45,999	6/25/2024	2,630.90	6/24/2024	INV	PD	Craft paper/laminator
146140	98049	LOWES	2400228	S2220CQ1 5047916	6/6/2024	132878	06102024	45,778	6/10/2024	11.38	6/6/2024	INV	PD	Open PO for Tech Supplies/Tool
146141	98049	LOWES	2400228	S2220CY9 5033080	6/6/2024	132879	06102024	45,778	6/10/2024	27.51	6/6/2024	INV	PD	Open PO for Tech Supplies/Tool
146664	98049	LOWES	2408975	994066	6/13/2024	133340	06172024	45,896	6/17/2024	167.12	6/13/2024	INV	PD	CHS-cafe wall/life skills classroom
146665	98049	LOWES	2408137	998269	6/13/2024	133341	06172024	45,896	6/17/2024	35.07	6/13/2024	INV	PD	MAY FY24/Open
146666	98049	LOWES	2408975	972341	6/13/2024	133342	06172024	45,896	6/17/2024	24.68	6/13/2024	INV	PD	CHS-cafe wall/life skills classroom
146667	98049	LOWES	2408976	981937	6/13/2024	133343	06172024	45,896	6/17/2024	142.03	6/13/2024	INV	PD	CKE-wall tile/stage light
146668	98049	LOWES	2408137	986531	6/13/2024	133344	06172024	45,896	6/17/2024	16.56	6/13/2024	INV	PD	MAY FY24/Open
146669	98049	LOWES	2408137	988369	6/13/2024	133345	06172024	45,896	6/17/2024	56.91	6/13/2024	INV	PD	MAY FY24/Open
146670	98049	LOWES	2408976	996871	6/13/2024	133346	06172024	45,896	6/17/2024	22.11	6/13/2024	INV	PD	CKE-wall tile/stage light
146671	98049	LOWES	2408975	975545	6/13/2024	133347	06172024	45,896	6/17/2024	36.97	6/13/2024	INV	PD	CHS-cafe wall/life skills classroom
146672	98049	LOWES	2408137	986177	6/13/2024	133348	06172024	45,896	6/17/2024	20.88	6/13/2024	INV	PD	MAY FY24/Open
146673	98049	LOWES	2408137	988999	6/13/2024	133349	06172024	45,896	6/17/2024	599.00	6/13/2024	INV	PD	MAY FY24/Open
146284	103987	WESLEY LYNCH	2408031	LYNCH/MAY 24	6/11/2024	132994	06122024	45,829	6/12/2024	67.89	6/11/2024	INV	PD	MONTHLY MILEAGE REIMBURSEMENT - MAY
146156	112353	CHASE MALLARD	2408551	MALLARD/05-18-24	6/6/2024	132895	06102024	45,779	6/10/2024	175.00	6/6/2024	INV	PD	Workers/Officials for Hosted Playoff Games in addi
146017	97977	MALLORY SCREENPRINT & EMBROIDERY	2408871	2408871	6/4/2024	132756	06052024	45,720	6/5/2024	3,000.00	6/4/2024	INV	PD	staff back to school shirts
146119	97977	MALLORY SCREENPRINT & EMBROIDERY	14041061	28081	6/6/2024		SACHECK	7,529	6/10/2024	39.00	6/6/2024	INV	PD	
146962	97977	MALLORY SCREENPRINT & EMBROIDERY	14001650	28717	6/20/2024		SACHECK	7,556	6/20/2024	1,215.00	6/20/2024	INV	PD	
145977	110737	MASTER AUDIO VISUAL INC.	2408045	26665	6/4/2024	132734	06052024	45,721	6/5/2024	2,661.00	6/4/2024	INV	PD	TIPS#230901 Epr8A5050-ACS Newline/AC Stand
145841	108868	KIRZA MATAMOROS	2408166	MATAMOROS/MAY 24	5/31/2024	132612	06032024	45,664	6/3/2024	128.95	5/31/2024	INV	PD	May travel for bilingual specialist
146621	108868	KIRZA MATAMOROS	2409026	2409026/ADV	6/13/2024	133299	06172024	45,857	6/13/2024	770.40	6/13/2024	INV	PD	HOTEL & MEALS FOR AVID SUMMER INSTITUTE HYATT REGE
146912	106321	MAVERICK JACKETS	2402214	40587	6/17/2024	133553	06172024	45,940	6/20/2024	210.00	6/17/2024	INV	PD	Awards/Trophies/Promotional-Le
146913	106321	MAVERICK JACKETS	2402214	40587-CREDIT	6/17/2024	133554	06172024	45,940	6/20/2024	(35.00)	6/17/2024	CRM	PD	Did not receive S. Rivera from invoice 40587
146955	112068	CARSON MCCLESKEY	2408698	2408698/REIMB	6/17/2024	133594	06172024	45,941	6/20/2024	108.00	6/17/2024	INV	PD	TRAVEL- MEALS FOR AVID SUMMER INSTITUTE 2024
146280	99995	MARK MCCLURE	2407758	MCCLURE/MAY 24	6/11/2024	132990	06122024	45,830	6/12/2024	54.44	6/11/2024	INV	PD	Monthly reimbursement
146069	1700	MCCOY'S BUILDING SUPPLY CENTER	2408096	5233309	6/6/2024	132806	06102024	45,780	6/10/2024	31.33	6/6/2024	INV	PD	MAY FY24/Open

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DOCUMENT	VENDOR	NAME	P.O.	INVOICE	INV DATE	VOUCHER	CHECK RUN	CHECK NO	CHECK DATE	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
146583	1700	MCCOY'S BUILDING SUPPLY CENTER	2408742	5233846	6/13/2024	133263	06172024	45,858	6/13/2024	14.69	6/13/2024	INV	PD	JUN FY24/Open
146584	1700	MCCOY'S BUILDING SUPPLY CENTER	2408096	5233587	6/13/2024	133264	06172024	45,858	6/13/2024	2.15	6/13/2024	INV	PD	MAY FY24/Open
146374	105219	MCGRAW-HILL SCHOOL EDUCATION HOLDING, LLC	2407847	132830833001	6/11/2024	133073	06122024	7,560	6/12/2024	146,842.23	6/11/2024	INV	PD	K-12 Science Resources
146375	105219	MCGRAW-HILL SCHOOL EDUCATION HOLDING, LLC	2407847	132830554001	6/11/2024	133074	06122024	7,560	6/12/2024	115,219.98	6/11/2024	INV	PD	K-12 Science Resources
146711	105219	MCGRAW-HILL SCHOOL EDUCATION HOLDING, LLC	2407847	132806104001	6/14/2024	133387	06172024	7,564	6/17/2024	57,251.82	6/14/2024	INV	PD	K-12 Science Resources
146712	105219	MCGRAW-HILL SCHOOL EDUCATION HOLDING, LLC	2407847	132806106001	6/14/2024	133388	06172024	7,564	6/17/2024	69,150.12	6/14/2024	INV	PD	K-12 Science Resources
146713	105219	MCGRAW-HILL SCHOOL EDUCATION HOLDING, LLC	2407847	132631125001	6/14/2024	133389	06172024	7,564	6/17/2024	287.42	6/14/2024	INV	PD	K-12 Science Resources
146714	105219	MCGRAW-HILL SCHOOL EDUCATION HOLDING, LLC	2407847	132631124001	6/14/2024	133390	06172024	7,564	6/17/2024	5,329.78	6/14/2024	INV	PD	K-12 Science Resources
146715	105219	MCGRAW-HILL SCHOOL EDUCATION HOLDING, LLC	2407847	132626690001	6/14/2024	133391	06172024	7,564	6/17/2024	2,058.29	6/14/2024	INV	PD	K-12 Science Resources
146789	105219	MCGRAW-HILL SCHOOL EDUCATION HOLDING, LLC	2407847	132827707001	6/17/2024	133460	06172024	7,564	6/17/2024	1,259.82	6/17/2024	INV	PD	K-12 Science Resources
146790	105219	MCGRAW-HILL SCHOOL EDUCATION HOLDING, LLC	2407847	132870051001	6/17/2024	133461	06172024	7,564	6/17/2024	1,259.82	6/17/2024	INV	PD	K-12 Science Resources
146791	105219	MCGRAW-HILL SCHOOL EDUCATION HOLDING, LLC	2407847	132806105001	6/17/2024	133462	06172024	7,564	6/17/2024	2,519.64	6/17/2024	INV	PD	K-12 Science Resources
145910	111072	KELLY MELAND	2407622	MELAND/MAY 24	6/4/2024	132671	06052024	45,722	6/5/2024	69.01	6/4/2024	INV	PD	May 2024 Mileage Reimbursement
147044	97864	MEMBERS CREDIT UNION		147044	6/25/2024	133677	June	31,859	6/25/2024	1,325.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
147047	102748	METROPOLITAN LIFE INSURANCE COMPANY		147047	6/25/2024	133680	June	31,860	6/25/2024	65.44	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
147040	96140	METROPOLITAN LIFE INSURANCE CO.		147040	6/25/2024	133673	June	31,861	6/25/2024	50.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
147056	112236	MG TRUST COMPANY FBO 403B		147056	6/25/2024	133689	June	31,862	6/25/2024	750.00	6/25/2024	INV	PD	***** TPA 000388 / 403(b) **
147046	101260	MIDLAND NATIONAL LIFE INSURANCE COMPANY		147046	6/25/2024	133679	June	31,863	6/25/2024	150.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
146766	110170	MITCHELL COMMERCIAL PAINTING LLC	2408995	1460	6/17/2024	133437	06172024	45,897	6/17/2024	110,000.00	6/17/2024	INV	PD	CHS-interior painting
147045	99608	MODERN WOODMEN OF AMERICA		147045	6/25/2024	133678	June	31,864	6/25/2024	355.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
146376	107697	LANNY MOONEY	2407927	MOONEY/MAY 24	6/11/2024	133076	06122024	1,875	6/12/2024	42.52	6/11/2024	INV	PD	Travel-May 2024
145962	22210	MOORE SUPPLY CO.	2408129	S171772693.001	6/4/2024	132719	06052024	45,723	6/5/2024	36.64	6/4/2024	INV	PD	MAY FY24/Open
145963	22210	MOORE SUPPLY CO.	2408870	S171781771.001	6/4/2024	132720	06052024	45,723	6/5/2024	45.71	6/4/2024	INV	PD	CHS-clean out repairs in kitchen
145964	22210	MOORE SUPPLY CO.	2408870	S171788378.001	6/4/2024	132721	06052024	45,723	6/5/2024	6.22	6/4/2024	INV	PD	CHS-clean out repairs in kitchen
146081	22210	MOORE SUPPLY CO.	2408130	S171466041.001	6/6/2024	132818	06102024	45,781	6/10/2024	7,491.56	6/6/2024	INV	PD	IRV-commercial water heater 85 gal
146749	22210	MOORE SUPPLY CO.	2408779	S171905443.001	6/17/2024	133421	06172024	45,898	6/17/2024	30.99	6/17/2024	INV	PD	JUN FY24/Open
146750	22210	MOORE SUPPLY CO.	2408779	S171856819.001	6/17/2024	133422	06172024	45,898	6/17/2024	344.04	6/17/2024	INV	PD	JUN FY24/Open
147084	22210	MOORE SUPPLY CO.	2408779	S171989208.001	6/24/2024	133709	06252024	46,000	6/25/2024	45.04	6/24/2024	INV	PD	JUN FY24/Open
147085	22210	MOORE SUPPLY CO.	2408779	S171979537.001	6/24/2024	133710	06252024	46,000	6/25/2024	133.14	6/24/2024	INV	PD	JUN FY24/Open
147086	22210	MOORE SUPPLY CO.	2408971	S171908684.001	6/24/2024	133711	06252024	46,000	6/25/2024	815.23	6/24/2024	INV	PD	SFE-exterior hose bib kits
147087	22210	MOORE SUPPLY CO.	2408779	S171624306.001	6/24/2024	133712	06252024	46,000	6/25/2024	324.58	6/24/2024	INV	PD	JUN FY24/Open
147088	22210	MOORE SUPPLY CO.	2408779	S171459555.002	6/24/2024	133713	06252024	46,000	6/25/2024	210.83	6/24/2024	INV	PD	JUN FY24/Open
147089	22210	MOORE SUPPLY CO.	2408779	S171459555.001	6/24/2024	133714	06252024	46,000	6/25/2024	210.83	6/24/2024	INV	PD	JUN FY24/Open
145840	95586	DONNA MOORE	2407828	DMOORE/MAY 24	5/31/2024	132611	06032024	45,665	6/3/2024	19.03	5/31/2024	INV	PD	Monthly reimbursement
145835	112308	MICHAEL MOSCOSO	2408399	10068	5/31/2024	132606	06032024	45,666	6/3/2024	200.00	5/31/2024	INV	PD	band judge
146578	111746	ESTELLE MURR	2407872	MURR/MAY 24	6/13/2024	133258	06172024	45,859	6/13/2024	363.27	6/13/2024	INV	PD	Monthly reimbursement
146921	111746	ESTELLE MURR	2408648	MURR/JUNE 24	6/17/2024	133562	06172024	45,942	6/20/2024	72.90	6/17/2024	INV	PD	Mileage reimbursement

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DOCUMENT	VENDOR	NAME	P.O.	INVOICE	INV DATE	VOUCHER	CHECK RUN	CHECK NO	CHECK DATE	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
146082	101928	NAPA AUTO PARTS #347	2408911	524427	6/6/2024	132819	06102024	45,782	6/10/2024	150.51	6/6/2024	INV	PD	MNT/GRND-misc parts for small equipment
146606	101928	NAPA AUTO PARTS #347	2408795	525062	6/13/2024	133285	06172024	45,860	6/13/2024	198.55	6/13/2024	INV	PD	JUN FY24/Open
146607	101928	NAPA AUTO PARTS #347	2408795	524935	6/13/2024	133286	06172024	45,860	6/13/2024	125.87	6/13/2024	INV	PD	JUN FY24/Open
146608	101928	NAPA AUTO PARTS #347	2408795	525379	6/13/2024	133287	06172024	45,860	6/13/2024	76.81	6/13/2024	INV	PD	JUN FY24/Open
146792	101928	NAPA AUTO PARTS #347	2407323	524299	6/17/2024	133463	06172024	45,943	6/20/2024	747.48	6/17/2024	INV	PD	Parts for repair - April
146793	101928	NAPA AUTO PARTS #347	2407323	523706	6/17/2024	133464	06172024	45,943	6/20/2024	(17.24)	6/17/2024	CRM	PD	Parts for repair - April
146794	101928	NAPA AUTO PARTS #347	2407323	523707	6/17/2024	133465	06172024	45,943	6/20/2024	(232.41)	6/17/2024	CRM	PD	Parts for repair - April
146795	101928	NAPA AUTO PARTS #347	2407323	523518	6/17/2024	133466	06172024	45,943	6/20/2024	384.29	6/17/2024	INV	PD	Parts for repair - April
146796	101928	NAPA AUTO PARTS #347	2407323	523474	6/17/2024	133467	06172024	45,943	6/20/2024	111.88	6/17/2024	INV	PD	Parts for repair - April
146797	101928	NAPA AUTO PARTS #347	2407323	523432	6/17/2024	133468	06172024	45,943	6/20/2024	55.94	6/17/2024	INV	PD	Parts for repair - April
146798	101928	NAPA AUTO PARTS #347	2407323	523341	6/17/2024	133469	06172024	45,943	6/20/2024	30.28	6/17/2024	INV	PD	Parts for repair - April
146799	101928	NAPA AUTO PARTS #347	2407323	523112	6/17/2024	133470	06172024	45,943	6/20/2024	33.24	6/17/2024	INV	PD	Parts for repair - April
146800	101928	NAPA AUTO PARTS #347	2407323	522890	6/17/2024	133471	06172024	45,943	6/20/2024	129.11	6/17/2024	INV	PD	Parts for repair - April
146803	101928	NAPA AUTO PARTS #347	2407323	522736	6/17/2024	133474	06172024	45,943	6/20/2024	17.24	6/17/2024	INV	PD	Parts for repair - April
146804	101928	NAPA AUTO PARTS #347	2407323	522692	6/17/2024	133475	06172024	45,943	6/20/2024	17.24	6/17/2024	INV	PD	Parts for repair - April
146805	101928	NAPA AUTO PARTS #347	2407323	522595	6/17/2024	133476	06172024	45,943	6/20/2024	47.79	6/17/2024	INV	PD	Parts for repair - April
146806	101928	NAPA AUTO PARTS #347	2407323	522584	6/17/2024	133477	06172024	45,943	6/20/2024	(1.95)	6/17/2024	CRM	PD	Parts for repair - April
146807	101928	NAPA AUTO PARTS #347	2407323	522588	6/17/2024	133478	06172024	45,943	6/20/2024	(3.90)	6/17/2024	CRM	PD	Parts for repair - April
146808	101928	NAPA AUTO PARTS #347	2407323	522588-CR	6/17/2024	133479	06172024	45,943	6/20/2024	(3.90)	6/17/2024	CRM	PD	Parts for repair - April
146809	101928	NAPA AUTO PARTS #347	2407323	522560	6/17/2024	133480	06172024	45,943	6/20/2024	68.16	6/17/2024	INV	PD	Parts for repair - April
146810	101928	NAPA AUTO PARTS #347	2407323	522418	6/17/2024	133481	06172024	45,943	6/20/2024	4.00	6/17/2024	INV	PD	Parts for repair - April
146811	101928	NAPA AUTO PARTS #347	2407323	522333	6/17/2024	133482	06172024	45,943	6/20/2024	25.20	6/17/2024	INV	PD	Parts for repair - April
146873	101928	NAPA AUTO PARTS #347	2407323	522289	6/17/2024	133516	06172024	45,943	6/20/2024	(168.50)	6/17/2024	CRM	PD	Parts for repair - April
146874	101928	NAPA AUTO PARTS #347	2407323	522174	6/17/2024	133517	06172024	45,943	6/20/2024	77.40	6/17/2024	INV	PD	Parts for repair - April
146875	101928	NAPA AUTO PARTS #347	2407323	522161	6/17/2024	133518	06172024	45,943	6/20/2024	(31.40)	6/17/2024	CRM	PD	Parts for repair - April
146876	101928	NAPA AUTO PARTS #347	2407323	522160	6/17/2024	133519	06172024	45,943	6/20/2024	(79.04)	6/17/2024	CRM	PD	Parts for repair - April
146877	101928	NAPA AUTO PARTS #347	2407323	522154	6/17/2024	133520	06172024	45,943	6/20/2024	11.22	6/17/2024	INV	PD	Parts for repair - April
146878	101928	NAPA AUTO PARTS #347	2407323	522153	6/17/2024	133521	06172024	45,943	6/20/2024	31.40	6/17/2024	INV	PD	Parts for repair - April
146879	101928	NAPA AUTO PARTS #347	2407323	522134	6/17/2024	133522	06172024	45,943	6/20/2024	417.16	6/17/2024	INV	PD	Parts for repair - April
146880	101928	NAPA AUTO PARTS #347	2407323	522052	6/17/2024	133523	06172024	45,943	6/20/2024	79.04	6/17/2024	INV	PD	Parts for repair - April
146881	101928	NAPA AUTO PARTS #347	2407323	521638	6/17/2024	133524	06172024	45,943	6/20/2024	148.68	6/17/2024	INV	PD	Parts for repair - April
146882	101928	NAPA AUTO PARTS #347	2407323	521584	6/17/2024	133525	06172024	45,943	6/20/2024	95.52	6/17/2024	INV	PD	Parts for repair - April
146883	101928	NAPA AUTO PARTS #347	2407323	521570	6/17/2024	133526	06172024	45,943	6/20/2024	(162.51)	6/17/2024	CRM	PD	Parts for repair - April
146884	101928	NAPA AUTO PARTS #347	2407323	521542	6/17/2024	133527	06172024	45,943	6/20/2024	198.38	6/17/2024	INV	PD	Parts for repair - April
146885	101928	NAPA AUTO PARTS #347	2407323	521484	6/17/2024	133528	06172024	45,943	6/20/2024	(54.17)	6/17/2024	CRM	PD	Parts for repair - April
146886	101928	NAPA AUTO PARTS #347	2407323	521471	6/17/2024	133529	06172024	45,943	6/20/2024	53.88	6/17/2024	INV	PD	Parts for repair - April
146887	101928	NAPA AUTO PARTS #347	2407323	521284	6/17/2024	133530	06172024	45,943	6/20/2024	216.68	6/17/2024	INV	PD	Parts for repair - April
146888	101928	NAPA AUTO PARTS #347	2407323	521240	6/17/2024	133531	06172024	45,943	6/20/2024	20.24	6/17/2024	INV	PD	Parts for repair - April
146889	101928	NAPA AUTO PARTS #347	2407323	520990	6/17/2024	133532	06172024	45,943	6/20/2024	183.43	6/17/2024	INV	PD	Parts for repair - April
146890	101928	NAPA AUTO PARTS #347	2407323	520811	6/17/2024	133533	06172024	45,943	6/20/2024	42.71	6/17/2024	INV	PD	Parts for repair - April
146891	101928	NAPA AUTO PARTS #347	2407323	520611	6/17/2024	133534	06172024	45,943	6/20/2024	61.69	6/17/2024	INV	PD	Parts for repair - April
146892	101928	NAPA AUTO PARTS #347	2407323	520586	6/17/2024	133535	06172024	45,943	6/20/2024	192.25	6/17/2024	INV	PD	Parts for repair - April
146893	101928	NAPA AUTO PARTS #347	2407323	520577	6/17/2024	133536	06172024	45,943	6/20/2024	18.77	6/17/2024	INV	PD	Parts for repair - April
146894	101928	NAPA AUTO PARTS #347	2407323	520544	6/17/2024	133537	06172024	45,943	6/20/2024	50.49	6/17/2024	INV	PD	Parts for repair - April
146895	101928	NAPA AUTO PARTS #347	2407323	520170	6/17/2024	133538	06172024	45,943	6/20/2024	16.07	6/17/2024	INV	PD	Parts for repair - April
146896	101928	NAPA AUTO PARTS #347	2407323	520187	6/17/2024	133539	06172024	45,943	6/20/2024	13.30	6/17/2024	INV	PD	Parts for repair - April
146897	101928	NAPA AUTO PARTS #347	2407323	520078	6/17/2024	133540	06172024	45,943	6/20/2024	(127.53)	6/17/2024	CRM	PD	Parts for repair - April
146898	101928	NAPA AUTO PARTS #347	2407323	520020	6/17/2024	133541	06172024	45,943	6/20/2024	(31.24)	6/17/2024	CRM	PD	Parts for repair - April
146899	101928	NAPA AUTO PARTS #347	2407323	520016	6/17/2024	133542	06172024	45,943	6/20/2024	31.24	6/17/2024	INV	PD	Parts for repair - April
146900	101928	NAPA AUTO PARTS #347	2407323	519990	6/17/2024	133543	06172024	45,943	6/20/2024	102.94	6/17/2024	INV	PD	Parts for repair - April
146901	101928	NAPA AUTO PARTS #347	2407323	519927	6/17/2024	133544	06172024	45,943	6/20/2024	98.67	6/17/2024	INV	PD	Parts for repair - April

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DOCUMENT	VENDOR	NAME	P.O.	INVOICE	INV DATE	VOUCHER	CHECK RUN	CHECK NO	CHECK DATE	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
146902	101928	NAPA AUTO PARTS #347	2407323	519689	6/17/2024	133545	06172024	45,943	6/20/2024	108.18	6/17/2024	INV	PD	Parts for repair - April
146903	101928	NAPA AUTO PARTS #347	2407323	519613	6/17/2024	133546	06172024	45,943	6/20/2024	94.44	6/17/2024	INV	PD	Parts for repair - April
146904	101928	NAPA AUTO PARTS #347	2407323	519496	6/17/2024	133547	06172024	45,943	6/20/2024	19.24	6/17/2024	INV	PD	Parts for repair - April
146924	101928	NAPA AUTO PARTS #347	2407323	519458	6/17/2024	133566	06172024	45,943	6/20/2024	8.40	6/17/2024	INV	PD	Parts for repair - April
146927	101928	NAPA AUTO PARTS #347	2407323	519405	6/17/2024	133569	06172024	45,943	6/20/2024	73.98	6/17/2024	INV	PD	Parts for repair - April
146928	101928	NAPA AUTO PARTS #347	2407323	519376	6/17/2024	133570	06172024	45,943	6/20/2024	21.89	6/17/2024	INV	PD	Parts for repair - April
146929	101928	NAPA AUTO PARTS #347	2407323	519260	6/17/2024	133571	06172024	45,943	6/20/2024	54.00	6/17/2024	INV	PD	Parts for repair - April
146930	101928	NAPA AUTO PARTS #347	2407323	519346	6/17/2024	133572	06172024	45,943	6/20/2024	7.99	6/17/2024	INV	PD	Parts for repair - April
146931	101928	NAPA AUTO PARTS #347	2407323	519330	6/17/2024	133573	06172024	45,943	6/20/2024	15.98	6/17/2024	INV	PD	Parts for repair - April
146932	101928	NAPA AUTO PARTS #347	2407323	519293	6/17/2024	133574	06172024	45,943	6/20/2024	197.38	6/17/2024	INV	PD	Parts for repair - April
146933	101928	NAPA AUTO PARTS #347	2407323	519179	6/17/2024	133575	06172024	45,943	6/20/2024	120.28	6/17/2024	INV	PD	Parts for repair - April
146934	101928	NAPA AUTO PARTS #347	2407323	518893	6/17/2024	133576	06172024	45,943	6/20/2024	386.02	6/17/2024	INV	PD	Parts for repair - April
147039	96137	NATIONAL LIFE GROUP-457		147039	6/25/2024	133672	June	31,865	6/25/2024	2,162.50	6/25/2024	INV	PD	[ [ FRANCHISE 638C ---- 457 plan ] ]
146622	90544	NATIONAL BETA CLUB	14001582	8000/REPRINT	6/13/2024		SACHECK	6,994	6/17/2024	10.00	6/13/2024	INV	PD	
146623	90544	NATIONAL BETA CLUB	14001582	M-228042/REPRINT	6/13/2024		SACHECK	6,994	6/17/2024	2,410.49	6/13/2024	INV	PD	
147057	112277	NATIONAL LIFE GROUP-403B		147057	6/25/2024	133690	June	31,866	6/25/2024	18,927.00	6/25/2024	INV	PD	[ [ FRANCHISE 41C ] ] * * * [ [ 403b ] ]
147052	107887	NATIONAL LIFE GROUP-ROTH		147052	6/25/2024	133685	June	31,867	6/25/2024	1,800.00	6/25/2024	INV	PD	[ [ FRANCHISE 1810 ROTH 403b ] ]
146294	108074	NETSYNC NETWORK SOLUTIONS	2408484	2027060460	6/11/2024	133004	06122024	45,831	6/12/2024	1,433.20	6/11/2024	INV	PD	Installation & Deployment per SOW
145793	112129	NEW DIRECTION SOLUTIONS, LLC	2408699	20956361	5/31/2024	132563	06032024	45,667	6/3/2024	3,000.00	5/31/2024	INV	PD	CONTRACTED SPEECH THERAPY SERVICES
145794	112129	NEW DIRECTION SOLUTIONS, LLC	2408699	20962803	5/31/2024	132564	06032024	45,667	6/3/2024	3,000.00	5/31/2024	INV	PD	CONTRACTED SPEECH THERAPY SERVICES
145795	112129	NEW DIRECTION SOLUTIONS, LLC	2408699	20969597	5/31/2024	132565	06032024	45,667	6/3/2024	3,000.00	5/31/2024	INV	PD	CONTRACTED SPEECH THERAPY SERVICES
145856	112129	NEW DIRECTION SOLUTIONS, LLC	2408700	20975779	5/31/2024	132627	06032024	45,667	6/3/2024	3,000.00	5/31/2024	INV	PD	CONTRACTED SPEECH THERAPY SERVICES
145803	110036	NEW PRECISION TECHNOLOGY, INC.	2408471	0398030501017	5/31/2024	132573	06032024	45,668	6/3/2024	385.02	5/31/2024	INV	PD	#8924 04 USI OPTI CLEAR GLOSS 400" X 250' 3MIL 1"
146765	110262	WACEY NEWMAN	2409040	2409040/ADV	6/17/2024	133436	06172024	45,899	6/17/2024	250.86	6/17/2024	INV	PD	Hotel & Meal reimbursement for Texas Entomology Wo
145908	111871	AMIRA NOLAN	2407627	NOLAN/MAY 24	6/4/2024	132669	06052024	45,724	6/5/2024	108.43	6/4/2024	INV	PD	May 2024 Mileage Reimbursement
146161	100895	NORTH TEXAS TOLLWAY AUTHORITY	2408873	2021139988/8434	6/6/2024	132901	06102024	45,783	6/10/2024	194.60	6/6/2024	INV	PD	Toll Way Fee's June
146162	100895	NORTH TEXAS TOLLWAY AUTHORITY	2400374	2022978989/2901	6/6/2024	132902	06102024	45,783	6/10/2024	22.18	6/6/2024	INV	PD	Transportaion-Toll Fees
146163	100895	NORTH TEXAS TOLLWAY AUTHORITY	2400374	2023255071/1229	6/6/2024	132903	06102024	45,783	6/10/2024	13.36	6/6/2024	INV	PD	Transportaion-Toll Fees
146759	111839	NORTHWEST ENGRAVERS	2408696	242797	6/17/2024	133430	06172024	45,900	6/17/2024	42.79	6/17/2024	INV	PD	Name Tags
147041	96143	NTALIFE		147041	6/25/2024	133674	June	31,868	6/25/2024	89.85	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
146381	107563	DEAN FOODS COMPANY	2408555	41231183	6/11/2024	133081	06122024	32,072	6/12/2024	358.53	6/11/2024	INV	PD	Food Service-Commodities
146382	107563	DEAN FOODS COMPANY	2408555	401709857	6/11/2024	133082	06122024	32,072	6/12/2024	403.99	6/11/2024	INV	PD	Food Service-Commodities
147011	107563	DEAN FOODS COMPANY	2408555	401719582	6/24/2024	133646	06242024	32,082	6/24/2024	369.27	6/24/2024	INV	PD	Food Service-Commodities
147101	107563	DEAN FOODS COMPANY	2408555	401728734	6/25/2024	133723	06252024	32,085	6/25/2024	263.69	6/25/2024	INV	PD	Food Service-Commodities
147102	107563	DEAN FOODS COMPANY	2408555	401719585	6/25/2024	133724	06252024	32,085	6/25/2024	259.48	6/25/2024	INV	PD	Food Service-Commodities
145839	111374	OFF DUTY MANAGEMENT	2408181	INV114033	5/31/2024	132610	06032024	45,669	6/3/2024	226.00	5/31/2024	INV	PD	Security for graduation ceremony
145941	111374	OFF DUTY MANAGEMENT	2408551	INV114532	6/4/2024	132698	06052024	45,725	6/5/2024	169.50	6/4/2024	INV	PD	Workers/Officials for Hosted Playoff Games in addi
146969	21737	OFFICE DEPOT	2402421	370273043001	6/24/2024	133604	06242024	45,975	6/24/2024	220.89	6/24/2024	INV	PD	Office Supplies-Toner
146970	21737	OFFICE DEPOT	2402421	370273042001	6/24/2024	133605	06242024	45,975	6/24/2024	36.32	6/24/2024	INV	PD	Office Supplies-Toner
146984	21737	OFFICE DEPOT	2402421	370258011001	6/24/2024	133620	06242024	45,975	6/24/2024	794.74	6/24/2024	INV	PD	Office Supplies-Toner
146093	109279	ROBYN OLSZEWSKI	2407772	MAY 30, 2024	6/6/2024	132831	06102024	45,784	6/10/2024	1,600.00	6/6/2024	INV	PD	Piano Accompanist for Band

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146084	16818	OPPEL TIRE & SERVICE	2408755	0179942	6/6/2024	132821	06102024	45,785	6/10/2024	368.10	6/6/2024	INV	PD	JUN FY24/Open-tires/minor auto
146085	16818	OPPEL TIRE & SERVICE	2408111	0179792	6/6/2024	132822	06102024	45,785	6/10/2024	25.50	6/6/2024	INV	PD	MAY FY24 Open-state inspections
146815	2233	ORIENTAL TRADING CO., INC.	2406019	730443759-01	6/17/2024	133486	06172024	45,944	6/20/2024	89.89	6/17/2024	INV	PD	keychains for EB student motivation
146816	2233	ORIENTAL TRADING CO., INC.	2406353	730007004-01	6/17/2024	133487	06172024	45,944	6/20/2024	271.58	6/17/2024	INV	PD	passports for multicultural fair
146998	2233	ORIENTAL TRADING CO., INC.	2408198	731192220-01	6/24/2024	133634	06242024	45,976	6/24/2024	340.96	6/24/2024	INV	PD	Fidget Toys
145380	112323	OUR PLACE RESTAURANTS, LLC	2408478	2408478/BAL	5/23/2024	132173	06172024	45,861	6/13/2024	1,300.00	5/23/2024	INV	PD	BREAKFAST & LUNCH FOR EMPOWERING LEADERS MAY 29, 2
146571	99348	BRIAN OWENS	2407506	2407506/REIMB	6/13/2024	133251	06172024	45,862	6/13/2024	54.00	6/13/2024	INV	PD	Estimated Travel Expenses
146954	112296	SHAWN PALMER	2408701	2408701/REIMB	6/17/2024	133593	06172024	45,945	6/20/2024	108.00	6/17/2024	INV	PD	TRAVEL- MEALS FOR AVID SUMMER INSTITUTE 2024
147051	104912	PAM BASSEL CHAPTER 13 TRUSTEE		147051	6/25/2024	133684	June	31,869	6/25/2024	3,412.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
146282	110071	MICHELLE PARSONS	2407858	PARSONS/MAY 24	6/11/2024	132992	06122024	45,832	6/12/2024	96.99	6/11/2024	INV	PD	Monthly reimbursement
146379	108981	PARTS TOWN, LLC	2408851	2102588422	6/11/2024	133079	06122024	32,073	6/12/2024	46.97	6/11/2024	INV	PD	Repair Smith Sprayer
146380	108981	PARTS TOWN, LLC	2408850	2102588421	6/11/2024	133080	06122024	32,073	6/12/2024	773.50	6/11/2024	INV	PD	Repair Cooke Ice Machine
146573	107375	PATILLO, BROWN & HILL, L.L.P.	2400293	480876	6/13/2024	133253	06172024	45,863	6/13/2024	2,000.00	6/13/2024	INV	PD	2023 Audit Services
146276	797	PENDER'S MUSIC CO	2407791	700304	6/11/2024	132986	06122024	45,833	6/12/2024	222.99	6/11/2024	INV	PD	Music for Band
147053	109271	PENSERVE PLAN SERVICES, INC		147053	6/25/2024	133686	June	31,870	6/25/2024	450.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
146611	106453	KELLY PEREZ	2408986	2408986A	6/13/2024	133289	06172024	45,864	6/13/2024	420.00	6/13/2024	INV	PD	Meal money for 5 students for FBLA Nationals
146953	106453	KELLY PEREZ	2408685	2408685/REIMB	6/17/2024	133592	06172024	45,946	6/20/2024	108.00	6/17/2024	INV	PD	TRAVEL - MEALS FOR AVID SUMMER INSTITUTE 2024
146048	112321	MARA N. PEREZ	2408477	2408477A	6/4/2024	132787	06052024	45,726	6/5/2024	546.25	6/4/2024	INV	PD	CONTRACTED VISION INSTRUCTION TEACHER
146961	112321	MARA N. PEREZ	2408477	2408477B	6/17/2024	133600	06172024	45,947	6/20/2024	1,150.00	6/17/2024	INV	PD	CONTRACTED VISION INSTRUCTION TEACHER
146768	103281	PETROLEUM TRADERS	2408797	1990382	6/17/2024	133439	06172024	45,901	6/17/2024	20,103.94	6/17/2024	INV	PD	Fuel mid May -
146952	112302	TROY PETTY	2408707	2408707/REIMB	6/17/2024	133591	06172024	45,948	6/20/2024	108.00	6/17/2024	INV	PD	TRAVEL- MEALS FOR AVID SUMMER INSTITUTE 2024
140350	109960	BELSIE PINERO	2405239	PINERO/JAN 24	3/7/2024	127637	06172024	45,865	6/13/2024	66.61	3/7/2024	INV	PD	JANUARY 2024 MONTHLY MILEAGE
145949	105668	PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC	2407117	3319173484	6/4/2024	132706	06052024	45,727	6/5/2024	1,015.02	6/4/2024	INV	PD	Postage Machine Lease-April
146281	102889	GLENNA POLLOCK	2407839	POLLOCK/MAY 24	6/11/2024	132991	06122024	45,834	6/12/2024	82.57	6/11/2024	INV	PD	Monthly reimbursement
146042	13920	PRECISION BUSINESS MACHINES, INC.	2408373	120777	6/4/2024	132781	06052024	45,728	6/5/2024	6,340.00	6/4/2024	INV	PD	Fulk color poster and banner printer & supplies
146063	101319	PRESIDIO NETWORKED SOLUTIONS, LLC	2407996	6013224004121	6/6/2024	132801	06102024	45,786	6/10/2024	4,886.24	6/6/2024	INV	PD	Technology-Software/Software Renewals
145845	19282	KELI PRICE	2406888	2406888A	5/31/2024	132616	06032024	45,670	6/3/2024	600.00	5/31/2024	INV	PD	Student meals
147000	112303	KRISTINA PRICE	2408708	2408708/REIMB	6/24/2024	133636	06242024	45,977	6/24/2024	51.39	6/24/2024	INV	PD	TRAVEL INCLUDING HOTEL & MEALS, TO AVID SUMMER INS
146979	106758	QHF SPORTS	2408941	10051	6/24/2024	133614	06242024	45,978	6/24/2024	1,640.00	6/24/2024	INV	PD	WMS-repair water damaged floor-gym
146870	106259	RALLY ZONE TEES	2408579	POWERLIFTQ051024-R	6/17/2024	133513	06172024	45,949	6/20/2024	1,301.00	6/17/2024	INV	PD	CHS Powerlifting tshirts
146092	106121	RANK ONE SPORT	2408728	8329	6/6/2024	132830	06102024	45,787	6/10/2024	1,000.00	6/6/2024	INV	PD	SAAS Subscription
146107	100402	RAPTOR TECHNOLOGIES, INC.	2407369	INV114788	6/6/2024	132845	06102024	45,788	6/10/2024	160.00	6/6/2024	INV	PD	New Raptor Labelwriter
146108	100402	RAPTOR TECHNOLOGIES, INC.	2407369	INV116410	6/6/2024	132846	06102024	45,789	6/10/2024	670.00	6/6/2024	INV	PD	New Raptor Labelwriter
146575	100402	RAPTOR TECHNOLOGIES, INC.	2408978	80216	6/13/2024	133255	06172024	45,866	6/13/2024	7,920.00	6/13/2024	INV	PD	Raptor renewal for 24-25
146377	99740	REFRIGERATED SPECIALIST, INC.	2408025	10025197	6/11/2024	133077	06122024	32,074	6/12/2024	2,365.50	6/11/2024	INV	PD	Repair Walk in Freezer
146301	112280	REPETIX INC.	14001638	INV482	6/11/2024		SACHECK	7,540	6/12/2024	11,022.00	6/11/2024	INV	PD	
145909	107545	ADAM REYNAGA	2407615	REYNAGA/MAY 24	6/4/2024	132670	06052024	45,729	6/5/2024	43.35	6/4/2024	INV	PD	May 2024 Mileage Reimbursement
145912	105295	CURTIS REYNOLDS	2407610	CREYNOLDS/MAY 24	6/4/2024	132673	06052024	45,730	6/5/2024	45.40	6/4/2024	INV	PD	May 2024 Mileage Reimbursement
145921	109249	KRISTI RHONE	2407717	RHONE/MAY 24	6/4/2024	132681	06052024	45,731	6/5/2024	51.50	6/4/2024	INV	PD	MAY 2024 MONTHLY MILEAGE

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145815	112337	RHYTHM BAND INSTRUMENTS, LLC	2408649	1255412	5/31/2024	132586	06032024	45,671	6/3/2024	85.50	5/31/2024	INV	PD	SAMPLE - Music bell set
146781	20376	RIDDELL/ ALL AMERICAN SPORTS CORP.	2408856	60510662	6/17/2024	133452	06172024	45,902	6/17/2024	9,975.15	6/17/2024	INV	PD	WMS football helmets and shoulder pads
145831	105617	SONYA RIVAS	2407330	RIVAS/MAY 24	5/31/2024	132602	06032024	45,672	6/3/2024	32.84	5/31/2024	INV	PD	may miles to central for mail
146918	105617	SONYA RIVAS	2408265	RIVAS/JUN 24	6/17/2024	133559	06172024	45,950	6/20/2024	27.83	6/17/2024	INV	PD	june miles to central for mail
145829	111062	COBETTE RIZA	2407779	RIZA/MAY 24	5/31/2024	132600	06032024	45,673	6/3/2024	10.31	5/31/2024	INV	PD	MAY 2024 MONTHLY MILEAGE
145862	106901	DARYL ROBBINS	2407853	ROBBINS/MAY 24	5/31/2024	132633	06032024	45,674	6/3/2024	14.49	5/31/2024	INV	PD	MAY 2024 MONTHLY MILEAGE
146580	111099	ALLISON RODDEN	2409000	RODDEN/MAY 24	6/13/2024	133260	06172024	45,867	6/13/2024	190.21	6/13/2024	INV	PD	May 2024 Mileage Supplemental PO for PO 2407623
146951	110610	EVAN RODDEN	2408818	2408818/REIMB	6/17/2024	133590	06172024	45,951	6/20/2024	108.00	6/17/2024	INV	PD	Travel-Summer Institute
145950	111872	SEAN RODRIGUEZ	2407628	RODRIGUEZ/MAY 24	6/4/2024	132707	06052024	45,732	6/5/2024	88.02	6/4/2024	INV	PD	May 2024 Mileage Reimbursement
146134	111519	XAVIER RODRIGUEZ	2406804	RODRIGUEZ/05-10-24	6/6/2024	132871	06102024	45,790	6/10/2024	120.00	6/6/2024	INV	PD	Workers TBD, Arena/PAC - Facility Rentals
146135	111519	XAVIER RODRIGUEZ	2406804	RODRIGUEZ/05-11-24	6/6/2024	132872	06102024	45,790	6/10/2024	70.00	6/6/2024	INV	PD	Workers TBD, Arena/PAC - Facility Rentals
146158	99059	ROGERS ATHLETIC CO.	2408261	311733	6/6/2024	132897	06102024	45,791	6/10/2024	3,020.00	6/6/2024	INV	PD	CHS Football mobility chute
147067	99059	ROGERS ATHLETIC CO.	2408425	311976	6/24/2024	133692	06242024	45,979	6/24/2024	4,482.00	6/24/2024	INV	PD	23/24 CHS Football agile 1, landing mats
145830	111150	LORI ROQUE	2407780	ROQUE/MAY 24	5/31/2024	132601	06032024	45,675	6/3/2024	22.99	5/31/2024	INV	PD	MAY 2024 MONTHLY MILEAGE
144421	100997	ROWLETT HARDWARE	2405169	A368898	5/13/2024	131239	06172024	32,078	6/17/2024	17.98	5/13/2024	INV	PD	Food Service-Equipment Repairs
144422	100997	ROWLETT HARDWARE	2405169	B386927	5/13/2024	131240	06172024	32,078	6/17/2024	13.77	5/13/2024	INV	PD	Food Service-Equipment Repairs
144423	100997	ROWLETT HARDWARE	2405169	B387261	5/13/2024	131241	06172024	32,078	6/17/2024	17.56	5/13/2024	INV	PD	Food Service-Equipment Repairs
144424	100997	ROWLETT HARDWARE	2405169	A369860	5/13/2024	131242	06172024	32,078	6/17/2024	8.99	5/13/2024	INV	PD	Food Service-Equipment Repairs
144425	100997	ROWLETT HARDWARE	2405169	A370375	5/13/2024	131243	06172024	32,078	6/17/2024	28.21	5/13/2024	INV	PD	Food Service-Equipment Repairs
144426	100997	ROWLETT HARDWARE	2405169	A370377	5/13/2024	131244	06172024	32,078	6/17/2024	12.98	5/13/2024	INV	PD	Food Service-Equipment Repairs
144427	100997	ROWLETT HARDWARE	2405169	B388253	5/13/2024	131245	06172024	32,078	6/17/2024	12.96	5/13/2024	INV	PD	Food Service-Equipment Repairs
144428	100997	ROWLETT HARDWARE	2405169	B388511	5/13/2024	131246	06172024	32,078	6/17/2024	55.96	5/13/2024	INV	PD	Food Service-Equipment Repairs
146718	100997	ROWLETT HARDWARE	2405169	A372270	6/17/2024	133395	06172024	32,078	6/17/2024	37.43	6/17/2024	INV	PD	Food Service-Equipment Repairs
146719	100997	ROWLETT HARDWARE	2405169	B389854	6/17/2024	133396	06172024	32,078	6/17/2024	17.98	6/17/2024	INV	PD	Food Service-Equipment Repairs
146720	100997	ROWLETT HARDWARE	2405169	B390102	6/17/2024	133397	06172024	32,078	6/17/2024	2.99	6/17/2024	INV	PD	Food Service-Equipment Repairs
146721	100997	ROWLETT HARDWARE	2405169	A373512	6/17/2024	133398	06172024	32,078	6/17/2024	23.98	6/17/2024	INV	PD	Food Service-Equipment Repairs
145965	111313	RUNNELS WRAP LLC	2408877	3478	6/4/2024	132722	06052024	45,733	6/5/2024	1,755.00	6/4/2024	INV	PD	CHS-door glass repair
146995	111279	RUSSELL FEED & SUPPLY	2403118	10-0106806	6/24/2024	133631	06242024	45,980	6/24/2024	122.94	6/24/2024	INV	PD	Shavings, fungicides, medications, other supplies
146120	5484	RYDIN DECAL	14104074	PS-INV118285	6/6/2024		SACHECK	7,530	6/10/2024	1,160.00	6/6/2024	INV	PD	
146401	5484	RYDIN DECAL	14001536	002315	6/11/2024		SACHECK	7,541	6/12/2024	949.00	6/11/2024	INV	PD	
146977	110701	SEANDRE SADLER	2408691	2408691/REIMB	6/24/2024	133612	06242024	45,981	6/24/2024	51.39	6/24/2024	INV	PD	TRAVEL INCLUDING HOTEL & MEALS TO AVID SUMMER INST
145928	109100	TERESA SALGADO	2408169	SALGADO/MAY 24	6/4/2024	132687	06052024	45,734	6/5/2024	30.21	6/4/2024	INV	PD	MONTHLY MILEAGE REIMBURSEMENT - MAY
146946	109100	TERESA SALGADO	2408169	SALGADO/JUN 24	6/17/2024	133587	06172024	45,952	6/20/2024	11.39	6/17/2024	INV	PD	MONTHLY MILEAGE REIMBURSEMENT - MAY
146094	112250	ZACH SANTOS	2407785	MAY 30, 2024	6/6/2024	132832	06102024	45,792	6/10/2024	500.00	6/6/2024	INV	PD	2024 Deposit for Choreography/Consultant
146051	111064	RUSS SCHNEIDER	2408551	SCHNEIDER/05-25-24	6/4/2024	132790	06052024	45,735	6/5/2024	75.00	6/4/2024	INV	PD	Workers/Officials for Hosted Playoff Games in addi
146142	20673	SCHOLASTIC BOOK FAIRS, INC.	2405820	13623857	6/6/2024	132880	06102024	45,793	6/10/2024	899.96	6/6/2024	INV	PD	Books
145976	774	SCHOOL SPECIALTY LLC	2408588	308104509606	6/4/2024	132733	06052024	45,736	6/5/2024	711.40	6/4/2024	INV	PD	Binders
146112	774	SCHOOL SPECIALTY LLC	2408452	208134187417	6/6/2024	132851	06102024	45,794	6/10/2024	539.56	6/6/2024	INV	PD	Scientific Basic Magnetism Kit
146064	111246	SCINARY CYBERSECURITY, LLC	2407963	6868	6/6/2024	132802	06102024	45,795	6/10/2024	3,384.00	6/6/2024	INV	PD	TIPS#230105 Virtru platform subscription

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145868	21129	SCOTT PORTER, JOHNSON COUNTY TAX A/C	2408869	1420971/MAY 24	5/31/2024	132639	06032024	45,676	6/3/2024	7.50	5/31/2024	INV	PD	Bus and Vehicle Inspection stickers
145869	21129	SCOTT PORTER, JOHNSON COUNTY TAX A/C	2408869	1188304/MAY 24	5/31/2024	132640	06032024	45,676	6/3/2024	7.50	5/31/2024	INV	PD	Bus and Vehicle Inspection stickers
145870	21129	SCOTT PORTER, JOHNSON COUNTY TAX A/C	2408869	1188307/MAY 24	5/31/2024	132641	06032024	45,676	6/3/2024	7.50	5/31/2024	INV	PD	Bus and Vehicle Inspection stickers
145871	21129	SCOTT PORTER, JOHNSON COUNTY TAX A/C	2408869	1420794/MAY 24	5/31/2024	132642	06032024	45,676	6/3/2024	7.50	5/31/2024	INV	PD	Bus and Vehicle Inspection stickers
145872	21129	SCOTT PORTER, JOHNSON COUNTY TAX A/C	2408869	1188366/MAY 24	5/31/2024	132643	06032024	45,676	6/3/2024	7.50	5/31/2024	INV	PD	Bus and Vehicle Inspection stickers
145873	21129	SCOTT PORTER, JOHNSON COUNTY TAX A/C	2408869	1113135/MAY 24	5/31/2024	132644	06032024	45,676	6/3/2024	7.50	5/31/2024	INV	PD	Bus and Vehicle Inspection stickers
145874	21129	SCOTT PORTER, JOHNSON COUNTY TAX A/C	2408869	1420970/MAY 24	5/31/2024	132645	06032024	45,676	6/3/2024	7.50	5/31/2024	INV	PD	Bus and Vehicle Inspection stickers
145875	21129	SCOTT PORTER, JOHNSON COUNTY TAX A/C	2408869	1188384/MAY 24	5/31/2024	132646	06032024	45,676	6/3/2024	8.25	5/31/2024	INV	PD	Bus and Vehicle Inspection stickers
145876	21129	SCOTT PORTER, JOHNSON COUNTY TAX A/C	2408869	1113291/MAY 24	5/31/2024	132647	06032024	45,676	6/3/2024	7.50	5/31/2024	INV	PD	Bus and Vehicle Inspection stickers
145877	21129	SCOTT PORTER, JOHNSON COUNTY TAX A/C	2408869	1076003/MAY 24	5/31/2024	132648	06032024	45,676	6/3/2024	8.25	5/31/2024	INV	PD	Bus and Vehicle Inspection stickers
145882	21129	SCOTT PORTER, JOHNSON COUNTY TAX A/C	2408869	1076004/MAY 24	5/31/2024	132653	06032024	45,676	6/3/2024	8.25	5/31/2024	INV	PD	Bus and Vehicle Inspection stickers
145883	21129	SCOTT PORTER, JOHNSON COUNTY TAX A/C	2408869	1113288/MAY 24	5/31/2024	132654	06032024	45,676	6/3/2024	8.25	5/31/2024	INV	PD	Bus and Vehicle Inspection stickers
145884	21129	SCOTT PORTER, JOHNSON COUNTY TAX A/C	2408869	1113287/MAY 24	5/31/2024	132655	06032024	45,676	6/3/2024	8.25	5/31/2024	INV	PD	Bus and Vehicle Inspection stickers
145885	21129	SCOTT PORTER, JOHNSON COUNTY TAX A/C	2408869	1188352/MAY 24	5/31/2024	132656	06032024	45,676	6/3/2024	8.25	5/31/2024	INV	PD	Bus and Vehicle Inspection stickers
145886	21129	SCOTT PORTER, JOHNSON COUNTY TAX A/C	2408869	1113134/MAY 24	5/31/2024	132657	06032024	45,676	6/3/2024	7.50	5/31/2024	INV	PD	Bus and Vehicle Inspection stickers
145887	21129	SCOTT PORTER, JOHNSON COUNTY TAX A/C	2408869	145909/MAY 24	5/31/2024	132658	06032024	45,676	6/3/2024	7.50	5/31/2024	INV	PD	Bus and Vehicle Inspection stickers
145888	21129	SCOTT PORTER, JOHNSON COUNTY TAX A/C	2408869	1113292/MAY 24	5/31/2024	132659	06032024	45,676	6/3/2024	7.50	5/31/2024	INV	PD	Bus and Vehicle Inspection stickers
146036	109444	SECURED MOBILITY, LLC	2408914	1259050	6/4/2024	132775	06052024	45,737	6/5/2024	893.76	6/4/2024	INV	PD	Smart Tags
146826	111239	KEITH SEMM	2408824	SEMM/JUN 24	6/17/2024	133494	06172024	45,953	6/20/2024	127.62	6/17/2024	INV	PD	JUN FY24/Open-safety meetings
145836	111026	MEGAN SEYMORE	2408235	1006	5/31/2024	132607	06032024	45,677	6/3/2024	200.00	5/31/2024	INV	PD	band judge
146600	811	SHERWIN WILLIAMS COMPANY	2408732	5069-5	6/13/2024	133281	06172024	45,868	6/13/2024	14.49	6/13/2024	INV	PD	JUN FY24/Open
146741	11929	SHI GOVERNMENT SOLUTIONS, INC	2407686	GB00523298	6/17/2024	133413	06172024	45,903	6/17/2024	1,827.84	6/17/2024	INV	PD	PRTG Renewal 12 months
146073	110984	SHAWN SHOCKLER	2408396	2408396/ADV	6/6/2024	132810	06102024	45,796	6/10/2024	675.00	6/6/2024	INV	PD	Pre-Travel Cost for Shawn Shockler TASBO 24
147066	110984	SHAWN SHOCKLER	2408396	2408396/REIMB	6/24/2024	133691	06242024	45,982	6/24/2024	49.35	6/24/2024	INV	PD	Pre-Travel Cost for Shawn Shockler TASBO 24
145900	108272	SIGN GYPSIES-CLEBURNE	14103058	14103058/MARTI	6/4/2024		SACHECK	7,523	6/5/2024	121.00	6/4/2024	INV	PD	
147090	21814	SIGNS OF SUCCESS	2409054	610735	6/24/2024	133715	06252024	46,001	6/25/2024	1,350.00	6/24/2024	INV	PD	CHS-""stay off field"" signs 18x24
146960	108257	CHRISTY SIMS	2408687	2408687/REIMB	6/17/2024	133599	06172024	45,954	6/20/2024	108.00	6/17/2024	INV	PD	TRAVEL- MEALS FOR AVID SUMMER INSTITUTE 2024
145852	100530	SKILLS USA	2408678	CI-11243-202405	5/31/2024	132623	06032024	45,678	6/3/2024	112.00	5/31/2024	INV	PD	In reference to PO2404768 - registration for stude
146729	100530	SKILLS USA	2406803	CI-11243-202403	6/17/2024	133402	06172024	45,904	6/17/2024	112.00	6/17/2024	INV	PD	Registration for SkillsUSA State Leadership April
146966	107970	CENTRICITY/ E GROUP INC.	14001511	208725-1	6/24/2024		SACHECK	6,997	6/24/2024	37.00	6/24/2024	INV	PD	

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146967	107970	CENTRICITY/ E GROUP INC.	14001566	214557-1	6/24/2024		SACHECK	6,997	6/24/2024	319.00	6/24/2024	INV	PD	
146386	112335	CINDY SLAUGHTER	2408917	2408917/REFUND	6/11/2024	133086	06122024	32,075	6/12/2024	32.45	6/11/2024	INV	PD	Food Service-Refunds
147009	103957	SOLAR SUPPLY	2401908	1658869	6/24/2024	133644	06242024	32,083	6/24/2024	16.46	6/24/2024	INV	PD	Food Service-Equipment Repairs
147010	103957	SOLAR SUPPLY	2401908	1658877	6/24/2024	133645	06242024	32,083	6/24/2024	142.93	6/24/2024	INV	PD	Food Service-Equipment Repairs
145854	112112	SOLIANT HEALTH, LLC	2407451	20971726	5/31/2024	132625	06032024	45,679	6/3/2024	522.50	5/31/2024	INV	PD	CONTRACTED OT SERVICES
145857	112112	SOLIANT HEALTH, LLC	2407451	20946053	5/31/2024	132628	06032024	45,679	6/3/2024	760.00	5/31/2024	INV	PD	CONTRACTED OT SERVICES
146296	112285	SOLID BORDER, INC.	2408274	5002681	6/11/2024	133006	06122024	45,835	6/12/2024	17,427.43	6/11/2024	INV	PD	Secure W2 Cloud-based Radius software
146839	111972	RICHARD SORENSON		SORENSON/06-10-24	6/18/2024		SACHECK	7,557	6/20/2024	60.00	6/18/2024	INV	PD	
146844	111972	RICHARD SORENSON		SORENSON/06-11-24	6/18/2024		SACHECK	7,557	6/20/2024	55.00	6/18/2024	INV	PD	
146849	111972	RICHARD SORENSON		SORENSON/06-12-24	6/18/2024		SACHECK	7,557	6/20/2024	55.00	6/18/2024	INV	PD	
146854	111972	RICHARD SORENSON		SORENSON/06-13-24	6/18/2024		SACHECK	7,557	6/20/2024	60.00	6/18/2024	INV	PD	
146859	111972	RICHARD SORENSON		SORENSON/06-18-24	6/18/2024		SACHECK	7,557	6/20/2024	55.00	6/18/2024	INV	PD	
147060	111972	RICHARD SORENSON		SORENSON/06-19-24	6/24/2024		SACHECK	7,562	6/24/2024	55.00	6/24/2024	INV	PD	
147065	111972	RICHARD SORENSON		SORENSON/06-20-24	6/24/2024		SACHECK	7,562	6/24/2024	80.00	6/24/2024	INV	PD	
145828	110980	GLORIANN HEREDIA-SOTO	2408395	HEREDIA/MAY 24	5/31/2024	132599	06032024	45,680	6/3/2024	109.09	5/31/2024	INV	PD	May mileage reimbursement
146770	872	SOUTHWEST INTERNATIONAL TRUCKS INC	2408055	02P176959	6/17/2024	133441	06172024	45,905	6/17/2024	132.16	6/17/2024	INV	PD	Parts for Repair per buy board # 430-13 May
146771	872	SOUTHWEST INTERNATIONAL TRUCKS INC	2408055	02P176811	6/17/2024	133442	06172024	45,905	6/17/2024	113.74	6/17/2024	INV	PD	Parts for Repair per buy board # 430-13 May
146772	872	SOUTHWEST INTERNATIONAL TRUCKS INC	2408055	02P176808	6/17/2024	133443	06172024	45,905	6/17/2024	341.22	6/17/2024	INV	PD	Parts for Repair per buy board # 430-13 May
146773	872	SOUTHWEST INTERNATIONAL TRUCKS INC	2408055	02P175961	6/17/2024	133444	06172024	45,905	6/17/2024	452.78	6/17/2024	INV	PD	Parts for Repair per buy board # 430-13 May
146774	872	SOUTHWEST INTERNATIONAL TRUCKS INC	2408055	02P175548	6/17/2024	133445	06172024	45,905	6/17/2024	828.75	6/17/2024	INV	PD	Parts for Repair per buy board # 430-13 May
146775	872	SOUTHWEST INTERNATIONAL TRUCKS INC	2408055	02P175283	6/17/2024	133446	06172024	45,905	6/17/2024	632.00	6/17/2024	INV	PD	Parts for Repair per buy board # 430-13 May
146167	22640	STAPLES ADVANTAGE	2407601	6001286707	6/6/2024	132908	06102024	45,797	6/10/2024	217.79	6/6/2024	INV	PD	TRU RED 100-Sheet Micro cut Autofeed Shredder
146168	22640	STAPLES ADVANTAGE	2406915	6000600837	6/6/2024	132909	06102024	45,797	6/10/2024	62.04	6/6/2024	INV	PD	FMCSA Training Binders
146169	22640	STAPLES ADVANTAGE	2407435	6001286708	6/6/2024	132910	06102024	45,797	6/10/2024	133.71	6/6/2024	INV	PD	Office supplies - sped file folders
146309	22640	STAPLES ADVANTAGE	2408421	6004246628	6/11/2024	133009	06122024	45,836	6/12/2024	141.56	6/11/2024	INV	PD	Whiteboard Cleaner, labels, scissors, clay, penci
146310	22640	STAPLES ADVANTAGE	2408421	6003791780	6/11/2024	133010	06122024	45,836	6/12/2024	13.64	6/11/2024	INV	PD	Whiteboard Cleaner, labels, scissors, clay, penci
146311	22640	STAPLES ADVANTAGE	2408421	6003791781	6/11/2024	133011	06122024	45,836	6/12/2024	1,857.33	6/11/2024	INV	PD	Whiteboard Cleaner, labels, scissors, clay, penci
146312	22640	STAPLES ADVANTAGE	2408421	6004246633	6/11/2024	133012	06122024	45,836	6/12/2024	56.11	6/11/2024	INV	PD	Whiteboard Cleaner, labels, scissors, clay, penci
146313	22640	STAPLES ADVANTAGE	2408421	60042466280	6/11/2024	133013	06122024	45,836	6/12/2024	43.08	6/11/2024	INV	PD	Whiteboard Cleaner, labels, scissors, clay, penci
146408	22640	STAPLES ADVANTAGE	2408483	6002470197	6/11/2024	133103	06122024	45,836	6/12/2024	70.15	6/11/2024	INV	PD	tape, sticky notes, wall easel pads, pens, pencils
146567	22640	STAPLES ADVANTAGE	2407916	6002863370	6/13/2024	133247	06172024	45,870	6/13/2024	107.68	6/13/2024	INV	PD	CARD STOCK FOR MATH KITS
146569	22640	STAPLES ADVANTAGE	2407967	6002863368	6/13/2024	133249	06172024	45,869	6/13/2024	482.20	6/13/2024	INV	PD	MAY 2024 OFFICE SUPPLIES FOR MEETINGS/TRAININGS
146752	22640	STAPLES ADVANTAGE	2401458	6002863373	6/17/2024	133424	06172024	45,906	6/17/2024	121.63	6/17/2024	INV	PD	Hole punch, pencil sharpener,
146754	22640	STAPLES ADVANTAGE	2400629	7000855519-A	6/17/2024	133426	06172024	45,906	6/17/2024	20.40	6/17/2024	INV	PD	Office Supplies-Toner
146755	22640	STAPLES ADVANTAGE	2400629	7000855519-B	6/17/2024	133427	06172024	45,906	6/17/2024	39.80	6/17/2024	INV	PD	Office Supplies-Toner
146760	22640	STAPLES ADVANTAGE	2408672	7000855519-C	6/17/2024	133431	06172024	45,906	6/17/2024	349.87	6/17/2024	INV	PD	Counseling Supplies-kleenex, calendar, colored pe

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146761	22640	STAPLES ADVANTAGE	2400629	6003791774	6/17/2024	133432	06172024	45,906	6/17/2024	39.80	6/17/2024	INV	PD	Office Supplies-Toner
146817	22640	STAPLES ADVANTAGE	2408669	6002863367	6/17/2024	133488	06172024	45,955	6/20/2024	354.52	6/17/2024	INV	PD	Sentence Strips, Index Cards, Sharpies, etc
146277	99940	STEVE WEISS MUSIC	2408727	INV1293032.1	6/11/2024	132987	06122024	45,837	6/12/2024	2,193.95	6/11/2024	INV	PD	Mallets for Band
145923	99034	RENEE STEWART	2407831	STEWART/MAY 24	6/4/2024	132683	06052024	45,738	6/5/2024	10.59	6/4/2024	INV	PD	Monthly reimbursement
146722	110218	STING BISTRO & CATERING	14001640	21043	6/17/2024		SACHECK	6,995	6/17/2024	250.00	6/17/2024	INV	PD	
147021	110218	STING BISTRO & CATERING	14750318	21044	6/24/2024		SACHECK	7,563	6/24/2024	1,800.00	6/24/2024	INV	PD	
145951	6668	CHARLOTTE STONE	2407729	STONE/MAY 24	6/4/2024	132708	06052024	45,739	6/5/2024	155.98	6/4/2024	INV	PD	MAY 2024 MONTHLY MILEAGE
147099	20238	STUDIES WEEKLY	2408963	506599	6/25/2024	133721	06252024	7,568	6/25/2024	44,676.00	6/25/2024	INV	PD	K-4 Social Studies
146031	102900	SUPERIOR PEDIATRIC CARE, INC.	2407441	2407441A	6/4/2024	132770	06052024	45,740	6/5/2024	205.40	6/4/2024	INV	PD	CONTRACTED OT & PT SERVICES ECSE
146033	102900	SUPERIOR PEDIATRIC CARE, INC.	2406698	2406698A	6/4/2024	132772	06052024	45,740	6/5/2024	4,700.80	6/4/2024	INV	PD	CONTRACTED PHYSICAL THERAPY & OT Services- MARCH
146412	102900	SUPERIOR PEDIATRIC CARE, INC.	2407441	2407441B	6/11/2024	133107	06122024	45,838	6/12/2024	324.35	6/11/2024	INV	PD	CONTRACTED OT & PT SERVICES ECSE
146823	102900	SUPERIOR PEDIATRIC CARE, INC.	2409036	2409036A	6/17/2024	133491	06172024	45,956	6/20/2024	2,111.85	6/17/2024	INV	PD	Additional PO for CONTRACTED OT & PT SERVICES
147007	109220	SUPERIOR TROPHIES	14001644	53795	6/24/2024		SACHECK	6,998	6/24/2024	1,465.97	6/24/2024	INV	PD	
147018	21300	GINGER TANEM	2409053	2409053/ADV	6/24/2024	133654	06242024	45,983	6/24/2024	515.22	6/24/2024	INV	PD	HOTEL, MEALS & PARKING FOR TEKSCON @ GRAND HYATT S
146143	112159	THERESE TARLETON	2406587	2406587A	6/6/2024	132881	06102024	45,798	6/10/2024	210.00	6/6/2024	INV	PD	CONTRACTED EDUCATIONAL DIAGNOSTICIAN SERVICES
146144	112159	THERESE TARLETON	2407452	2407452A	6/6/2024	132882	06102024	45,798	6/10/2024	1,780.00	6/6/2024	INV	PD	CONTRACTED EDUCATIONAL DIAGNOSTICIAN SERVICES
146095	105139	TARPLEY MUSIC COMPANY	2407925	3285637	6/6/2024	132833	06102024	45,799	6/10/2024	2,082.00	6/6/2024	INV	PD	Instrument for students
146150	105139	TARPLEY MUSIC COMPANY	2407846	BU002943	6/6/2024	132888	06102024	45,799	6/10/2024	1,986.00	6/6/2024	INV	PD	Repair for instruments
146920	105139	TARPLEY MUSIC COMPANY	2408803	M3268982	6/17/2024	133561	06172024	45,957	6/20/2024	6,000.00	6/17/2024	INV	PD	repairs to instruments
145796	10614	TASB, INC	2401952	658420	5/31/2024	132566	06032024	45,681	6/3/2024	5,500.00	5/31/2024	INV	PD	TASB Pay Systems Review
145979	112320	TAVAC	2408476	2408476/REGIS	6/4/2024	132736	06052024	45,741	6/5/2024	350.00	6/4/2024	INV	PD	TVAC REGISTRATION FEE - Melanie Doty
146136	110940	KALLIE TAYLOR	2406804	TAYLOR/05-10-24	6/6/2024	132873	06102024	45,800	6/10/2024	140.00	6/6/2024	INV	PD	Workers TBD, Arena/PAC - Facility Rentals
146137	110940	KALLIE TAYLOR	2406804	TAYLOR/05-11-24	6/6/2024	132874	06102024	45,800	6/10/2024	145.00	6/6/2024	INV	PD	Workers TBD, Arena/PAC - Facility Rentals
147043	96159	TCTA		147043	6/25/2024	133676	June	31,871	6/25/2024	36.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
146943	109025	TEXAS CHILDREN'S MUSEUM	2409042	2409042A	6/17/2024	133585	06172024	45,958	6/20/2024	320.00	6/17/2024	INV	PD	40 STUDENT ADMISSIONS TO THE TEXAS CHILDREN'S MUSE
147105	21970	TEXAS FFA ASSOCIATION	2409067	FFA/REGISTRATION	6/26/2024	133727	062624	46,009	6/26/2024	1,425.00	6/26/2024	INV	PD	Registration for Texas State Convention
146270	97543	TEXAS HEALTH OCCUPATION ASSOC	2408386	2408386/BAL	6/11/2024	132980	06122024	45,839	6/12/2024	650.00	6/11/2024	INV	PD	Missing Registration from previous payment
146705	21448	TEXAS HIGH SCHOOL COACHES' ASSOC	2409017	2409017/REGIS	6/13/2024	133381	06172024	45,907	6/17/2024	4,060.00	6/13/2024	INV	PD	THSCA Dues for all Coaches 24/25
147049	103274	TEXAS INDUSTRIAL VOCATIONAL ASSOCIATION		147049	6/25/2024	133682	June	31,872	6/25/2024	59.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
146776	107612	TEXAS POLITICAL SUBDIVISIONS	2408942	1914	6/17/2024	133447	06172024	45,908	6/17/2024	2,323.37	6/17/2024	INV	PD	Ins. Policy - deductible for Feb. & March
147014	106874	TEXAS STATE COMPTROLLER	2409058	2409058A	6/24/2024	133650	06242024	45,984	6/24/2024	1,120.00	6/24/2024	INV	PD	Refunds- Unclaimed Property
146091	106994	THE BANDWAGON MUSIC STORE & REPAIR	2407960	0014180	6/6/2024	132829	06102024	45,801	6/10/2024	3,000.00	6/6/2024	INV	PD	EOY Repairs & Cleaning
145850	111671	THE CERTIFIED WELDING AND TESTING COMPANY INC.	2408825	667-60224	5/31/2024	132621	06032024	45,682	6/3/2024	930.00	5/31/2024	INV	PD	31 student welding certifications

Cleburne ISD  
June 2024 Check Register

DOCUMENT	VENDOR	NAME	P.O.	INVOICE	INV DATE	VOUCHER	CHECK RUN	CHECK NO	CHECK DATE	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
146674	108786	THE HOME DEPOT PRO	2406968	797879673	6/13/2024	133350	06172024	45,909	6/17/2024	1,918.20	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146675	108786	THE HOME DEPOT PRO	2406968	797879681	6/13/2024	133351	06172024	45,909	6/17/2024	1,918.20	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146676	108786	THE HOME DEPOT PRO	2406968	797879699	6/13/2024	133352	06172024	45,909	6/17/2024	1,918.20	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146677	108786	THE HOME DEPOT PRO	2406968	797879707	6/13/2024	133353	06172024	45,909	6/17/2024	479.55	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146678	108786	THE HOME DEPOT PRO	2406968	797879715	6/13/2024	133354	06172024	45,909	6/17/2024	1,438.65	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146679	108786	THE HOME DEPOT PRO	2406968	797879723	6/13/2024	133355	06172024	45,909	6/17/2024	479.55	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146680	108786	THE HOME DEPOT PRO	2406968	797879749	6/13/2024	133356	06172024	45,909	6/17/2024	1,918.20	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146681	108786	THE HOME DEPOT PRO	2406968	797879756	6/13/2024	133357	06172024	45,909	6/17/2024	1,438.65	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146682	108786	THE HOME DEPOT PRO	2406968	797879764	6/13/2024	133358	06172024	45,909	6/17/2024	479.55	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146683	108786	THE HOME DEPOT PRO	2406968	797879772	6/13/2024	133359	06172024	45,909	6/17/2024	29.96	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146684	108786	THE HOME DEPOT PRO	2406968	798133948	6/13/2024	133360	06172024	45,909	6/17/2024	1,575.20	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146685	108786	THE HOME DEPOT PRO	2406968	798133955	6/13/2024	133361	06172024	45,909	6/17/2024	3,869.44	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146686	108786	THE HOME DEPOT PRO	2406968	798133963	6/13/2024	133362	06172024	45,909	6/17/2024	8,566.96	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146687	108786	THE HOME DEPOT PRO	2406968	798598652	6/13/2024	133363	06172024	45,909	6/17/2024	1,515.36	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146688	108786	THE HOME DEPOT PRO	2406968	799079306	6/13/2024	133364	06172024	45,909	6/17/2024	1,264.86	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146689	108786	THE HOME DEPOT PRO	2406968	799079314	6/13/2024	133365	06172024	45,909	6/17/2024	229.14	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146690	108786	THE HOME DEPOT PRO	2406968	799079322	6/13/2024	133366	06172024	45,909	6/17/2024	415.70	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146691	108786	THE HOME DEPOT PRO	2406968	799325014	6/13/2024	133367	06172024	45,909	6/17/2024	236.12	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146692	108786	THE HOME DEPOT PRO	2406968	799325022	6/13/2024	133368	06172024	45,909	6/17/2024	151.08	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146693	108786	THE HOME DEPOT PRO	2406968	799549258	6/13/2024	133369	06172024	45,909	6/17/2024	2,560.48	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146694	108786	THE HOME DEPOT PRO	2406968	799782784	6/13/2024	133370	06172024	45,909	6/17/2024	44.35	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146695	108786	THE HOME DEPOT PRO	2406968	799782792	6/13/2024	133371	06172024	45,909	6/17/2024	455.62	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146696	108786	THE HOME DEPOT PRO	2406968	800264111	6/13/2024	133372	06172024	45,909	6/17/2024	97.88	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146697	108786	THE HOME DEPOT PRO	2406968	800264129	6/13/2024	133373	06172024	45,909	6/17/2024	82.22	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146698	108786	THE HOME DEPOT PRO	2406968	800733487	6/13/2024	133374	06172024	45,909	6/17/2024	184.62	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146699	108786	THE HOME DEPOT PRO	2406968	800967267	6/13/2024	133375	06172024	45,909	6/17/2024	115.55	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146700	108786	THE HOME DEPOT PRO	2406968	801210261	6/13/2024	133376	06172024	45,909	6/17/2024	169.08	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146701	108786	THE HOME DEPOT PRO	2406968	801446550	6/13/2024	133377	06172024	45,909	6/17/2024	28.18	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146702	108786	THE HOME DEPOT PRO	2406968	802358820	6/13/2024	133378	06172024	45,909	6/17/2024	200.46	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146703	108786	THE HOME DEPOT PRO	2406968	797879731	6/13/2024	133379	06172024	45,909	6/17/2024	1,918.20	6/13/2024	INV	PD	Cleaning Supplies-April 2024
146704	108786	THE HOME DEPOT PRO	2406968	796729879/CREDIT	6/13/2024	133380	06172024	45,909	6/17/2024	(92.00)	6/13/2024	CRM	PD	Cleaning Supplies-April 2024
146964	108786	THE HOME DEPOT PRO	2408905	807874151	6/24/2024	133601	06242024	45,985	6/24/2024	900.00	6/24/2024	INV	PD	Hand trucks
146965	108786	THE HOME DEPOT PRO	2408904	809793045	6/24/2024	133603	06242024	45,985	6/24/2024	900.00	6/24/2024	INV	PD	4 in 1 Hand truck
146732	381	TEXAS MUSIC EDUCATORS ASSOCIATION	2408239	2408239/REGIS	6/17/2024	133405	06172024	45,910	6/17/2024	185.00	6/17/2024	INV	PD	TMEA convention and membership kennedy
145932	19653	TOTE UNLIMITED	2406912	TX126903	6/4/2024	132688	06052024	45,742	6/5/2024	1,600.00	6/4/2024	INV	PD	Boots, Conchos, garment bags
147108	104636	LANA TRAHERN	2409068	147108	6/26/2024	133730	062624	46,010	6/26/2024	640.00	6/26/2024	INV	PD	Meal money for 8 students July 8-12
146029	112126	TREVINO BILINGUAL CONSULTING AND SPEECH THERAPY	2408348	#2/05-28-24	6/4/2024	132768	06052024	45,743	6/5/2024	1,200.00	6/4/2024	INV	PD	PROFESSIONAL CONTRACTED BILINGUAL SPEECH THERAPY S
146030	112126	TREVINO BILINGUAL CONSULTING AND SPEECH THERAPY	2408348	#5/05-28-24	6/4/2024	132769	06052024	45,743	6/5/2024	2,061.25	6/4/2024	INV	PD	PROFESSIONAL CONTRACTED BILINGUAL SPEECH THERAPY S
145944	108740	FIBER PLATFORM LLC	2407928	SI-24-018525	6/4/2024	132701	06052024	45,744	6/5/2024	1,180.55	6/4/2024	INV	PD	Wan Circuits - May 2024
145945	20759	UNITED COOPERATIVE SERVICES	2407900	59848-002/MAY 24	6/4/2024	132702	06052024	45,745	6/5/2024	5,393.68	6/4/2024	INV	PD	Utilities Electricity-May 2024
147030	96106	UNITED EDUCATORS ASSOCIATION	147030		6/25/2024	133663	June	31,873	6/25/2024	7,321.48	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
147028	20160	UNITED WAY OF JOHNSON COUNTY	147028		6/25/2024	133661	June	31,874	6/25/2024	60.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
145943	108029	US FLAG AND FLAGPOLE SUPPLY	2408581	24-1433	6/4/2024	132700	06052024	45,746	6/5/2024	1,254.47	6/4/2024	INV	PD	Cleburne C flags for Fields
146968	112130	USA INK, LLC	14001660	34091	6/24/2024		SACHECK	6,999	6/24/2024	450.00	6/24/2024	INV	PD	
146777	103507	WESLEE VANCE	2408939	2408939/REIMB	6/17/2024	133448	06172024	45,911	6/17/2024	55.94	6/17/2024	INV	PD	Ben Wesley Vance fuel Reimbursement
146612	110409	NATHAN VANRYN	2408996	2408996A	6/13/2024	133290	06172024	45,871	6/13/2024	840.00	6/13/2024	INV	PD	Meal money for 8 students for Skills Nationals

Cleburne ISD  
June 2024 Check Register

DOCUMENT	VENDOR	NAME	P.O.	INVOICE	INV DATE	VOUCHER	CHECK RUN	CHECK NO	CHECK DATE	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
146117	111633	VENTRIS LEARNING INC	2408434	20244905	6/6/2024	132857	06102024	45,802	6/10/2024	230.00	6/6/2024	INV	PD	TEACHER MANUALS
147020	112301	SARAH WALDROUP	2408706	2408706/REIMB	6/24/2024	133656	06242024	45,986	6/24/2024	51.39	6/24/2024	INV	PD	TRAVEL INCLUDING HOTEL & MEALS, TO AVID SUMMER INS
146581	105433	MIKE WALLACE	2408848	2408848/ADV	6/13/2024	133261	06172024	45,872	6/13/2024	897.39	6/13/2024	INV	PD	TETL Conference in Dallas
146413	110521	WALMART/CAPITAL ONE	2407935	094102596195327	6/11/2024	133108	06122024	45,840	6/12/2024	81.32	6/11/2024	INV	PD	clothing and supplies
146414	110521	WALMART/CAPITAL ONE	2407936	412100751406	6/11/2024	133109	06122024	45,840	6/12/2024	35.85	6/11/2024	INV	PD	clothing and supplies
146415	110521	WALMART/CAPITAL ONE	2407938	412100815574	6/11/2024	133110	06122024	45,840	6/12/2024	31.87	6/11/2024	INV	PD	clothing and supplies
146416	110521	WALMART/CAPITAL ONE	14001533	614121757465879	6/12/2024		SACHECK	7,542	6/12/2024	39.92	6/12/2024	INV	PD	
146417	110521	WALMART/CAPITAL ONE	14101046	412200528417	6/12/2024		SACHECK	7,542	6/12/2024	685.87	6/12/2024	INV	PD	
146418	110521	WALMART/CAPITAL ONE	14101067	134122789540794	6/12/2024		SACHECK	7,542	6/12/2024	22.62	6/12/2024	INV	PD	
146419	110521	WALMART/CAPITAL ONE	2407943	044122860191089	6/11/2024	133111	06122024	45,840	6/12/2024	695.26	6/11/2024	INV	PD	Sewing Machine
146420	110521	WALMART/CAPITAL ONE	2407944	064128532567001	6/11/2024	133112	06122024	45,840	6/12/2024	28.04	6/11/2024	INV	PD	Confetti poppers for graduates
146421	110521	WALMART/CAPITAL ONE		074129664377039	6/12/2024		SACHECK	7,542	6/12/2024	128.90	6/12/2024	INV	PD	
146422	110521	WALMART/CAPITAL ONE	14001591	412900199032	6/12/2024		SACHECK	7,542	6/12/2024	239.52	6/12/2024	INV	PD	
146423	110521	WALMART/CAPITAL ONE	2407962	164130071390123	6/11/2024	133113	06122024	45,840	6/12/2024	120.62	6/11/2024	INV	PD	Snacks and Supplies
146424	110521	WALMART/CAPITAL ONE	2407962	074130488717074	6/11/2024	133114	06122024	45,840	6/12/2024	78.08	6/11/2024	INV	PD	Snacks and Supplies
146425	110521	WALMART/CAPITAL ONE	2401869	064130680377402	6/11/2024	133115	06122024	45,840	6/12/2024	116.96	6/11/2024	INV	PD	Science lab items
146426	110521	WALMART/CAPITAL ONE	2401869	064131556217396	6/11/2024	133116	06122024	45,840	6/12/2024	32.97	6/11/2024	INV	PD	Science lab items
146427	110521	WALMART/CAPITAL ONE	14107105	064131556727036	6/12/2024		SACHECK	7,542	6/12/2024	63.92	6/12/2024	INV	PD	
146428	110521	WALMART/CAPITAL ONE	14101076	164134503600271	6/12/2024		SACHECK	7,542	6/12/2024	50.98	6/12/2024	INV	PD	
146429	110521	WALMART/CAPITAL ONE		064134734307197	6/12/2024		SACHECK	7,542	6/12/2024	637.78	6/12/2024	INV	PD	
146430	110521	WALMART/CAPITAL ONE	14001621	064137792377009	6/12/2024		SACHECK	7,542	6/12/2024	151.06	6/12/2024	INV	PD	
146431	110521	WALMART/CAPITAL ONE	14107201	44081	6/12/2024		SACHECK	7,542	6/12/2024	5.96	6/12/2024	INV	PD	
146432	110521	WALMART/CAPITAL ONE	2408557	074138571907074	6/11/2024	133117	06122024	45,840	6/12/2024	52.58	6/11/2024	INV	PD	Supplies for Kinder Backdrop
146433	110521	WALMART/CAPITAL ONE	14102085	217477	6/12/2024		SACHECK	7,542	6/12/2024	137.53	6/12/2024	INV	PD	
146434	110521	WALMART/CAPITAL ONE	2407013	414300612050	6/11/2024	133118	06122024	45,840	6/12/2024	457.46	6/11/2024	INV	PD	APRIL 2024 NON-FOOD ITEMS FOR MEETINGS/TRAININGS
146435	110521	WALMART/CAPITAL ONE	14002005	1042000314	6/12/2024		SACHECK	7,542	6/12/2024	81.48	6/12/2024	INV	PD	
146436	110521	WALMART/CAPITAL ONE	14001533	414300879108	6/12/2024		SACHECK	7,542	6/12/2024	198.58	6/12/2024	INV	PD	
146437	110521	WALMART/CAPITAL ONE	2408641	760262	6/11/2024	133119	06122024	45,840	6/12/2024	39.92	6/11/2024	INV	PD	COLLINGS- plastic containers, games
146438	110521	WALMART/CAPITAL ONE	2407971	613740	6/11/2024	133120	06122024	45,840	6/12/2024	64.72	6/11/2024	INV	PD	MAY 2024 NON-FOOD ITEMS FOR MEETINGS/TRAININGS
146439	110521	WALMART/CAPITAL ONE	14001647	737419	6/12/2024		SACHECK	6,990	6/12/2024	126.07	6/12/2024	INV	PD	
146440	110521	WALMART/CAPITAL ONE	14001606	267459	6/12/2024		SACHECK	6,990	6/12/2024	138.80	6/12/2024	INV	PD	
147029	21790	WASHINGTON NATIONAL INSURANCE COMPANY		147029	6/25/2024	133662	June	31,875	6/25/2024	43.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
146925	2144	WATSON AND SON, INC.	2406935	33703088	6/17/2024	133567	06172024	45,959	6/20/2024	87.12	6/17/2024	INV	PD	Doormat Service-April 2024
147068	2144	WATSON AND SON, INC.	2407887	33703316	6/24/2024	133693	06252024	46,002	6/25/2024	57.15	6/24/2024	INV	PD	Doormat Service-May 2024
147069	2144	WATSON AND SON, INC.	2407887	33703293	6/24/2024	133694	06252024	46,002	6/25/2024	129.27	6/24/2024	INV	PD	Doormat Service-May 2024
147070	2144	WATSON AND SON, INC.	2407887	33703318	6/24/2024	133695	06252024	46,002	6/25/2024	25.24	6/24/2024	INV	PD	Doormat Service-May 2024
147071	2144	WATSON AND SON, INC.	2407887	33703320	6/24/2024	133696	06252024	46,002	6/25/2024	108.90	6/24/2024	INV	PD	Doormat Service-May 2024
147072	2144	WATSON AND SON, INC.	2407887	33703319	6/24/2024	133697	06252024	46,002	6/25/2024	77.52	6/24/2024	INV	PD	Doormat Service-May 2024
147073	2144	WATSON AND SON, INC.	2407887	33703317	6/24/2024	133698	06252024	46,002	6/25/2024	51.69	6/24/2024	INV	PD	Doormat Service-May 2024
147074	2144	WATSON AND SON, INC.	2407887	33703315	6/24/2024	133699	06252024	46,002	6/25/2024	75.51	6/24/2024	INV	PD	Doormat Service-May 2024
147075	2144	WATSON AND SON, INC.	2407887	33703295	6/24/2024	133700	06252024	46,002	6/25/2024	64.50	6/24/2024	INV	PD	Doormat Service-May 2024
147076	2144	WATSON AND SON, INC.	2407887	33703294	6/24/2024	133701	06252024	46,002	6/25/2024	45.30	6/24/2024	INV	PD	Doormat Service-May 2024
144429	105452	WASTE CONNECTIONS	2407611	2467754V190	5/13/2024	131247	06122024	32,076	6/12/2024	167.08	5/13/2024	INV	PD	Child Nutrtrion Trash Service
146052	105452	WASTE CONNECTIONS	2408577	2510100V190	6/4/2024	132791	06052024	45,747	6/5/2024	8,957.35	6/4/2024	INV	PD	Dumpster service-June 2024
146392	105452	WASTE CONNECTIONS	2407611	2511458V190	6/11/2024	133092	06122024	32,076	6/12/2024	334.16	6/11/2024	INV	PD	Child Nutrtrion Trash Service
147026	19197	WE BELIEVE IN YOU SCHOLARSHIP		147026	6/25/2024	133659	June	31,876	6/25/2024	661.00	6/25/2024	INV	PD	Payroll Run 1 - Warrant 240625
146049	111830	DANI WEBB	2408053	WEBB/MAY 24	6/4/2024	132788	06052024	45,748	6/5/2024	45.20	6/4/2024	INV	PD	May 2024 Mileage

Cleburne ISD  
June 2024 Check Register

DOCUMENT	VENDOR	NAME	P.O.	INVOICE	INV DATE	VOUCHER	CHECK RUN	CHECK NO	CHECK DATE	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
145927	111182	LEANNE WHARTON, LSSP	2408179	WHARTON/MAY 24	6/4/2024	132686	06052024	45,749	6/5/2024	34.30	6/4/2024	INV	PD	MONTHLY MILEAGE REIMBURSEMENT - MAY
147083	101085	AMBER WHITE	2409057	2409057/ADV	6/24/2024	133708	06252024	46,003	6/25/2024	515.22	6/24/2024	INV	PD	HOTEL & MEALS FOR TEKSCON @ GRAND HYATT SAN ANTON
145934	109958	BETHANY WHITFILL	2408172	WHITFILL/MAY 24	6/4/2024	132690	06052024	45,750	6/5/2024	61.10	6/4/2024	INV	PD	MONTHLY MILEAGE REIMBURSEMENT - MAY
145849	96758	WOLFE WHOLESALE FLORISTS	2403087	98390	5/31/2024	132620	06032024	45,683	6/3/2024	345.80	5/31/2024	INV	PD	Aqua foam, design bowls, assorted flowers
146298	96758	WOLFE WHOLESALE FLORISTS	14001646	98408	6/11/2024		SACHECK	6,991	6/12/2024	51.00	6/11/2024	INV	PD	
146997	96758	WOLFE WHOLESALE FLORISTS	2403087	98391	6/24/2024	133633	06242024	45,987	6/24/2024	142.50	6/24/2024	INV	PD	Aqua foam, design bowls, assorted flowers
146778	102336	WEX BANK	2407413	97214470	6/17/2024	133449	06172024	45,912	6/17/2024	1,443.49	6/17/2024	INV	PD	Fuel Vehicles - April
145853	22120	LEI ANN WRIGHT	2408128	WRIGHT/MAY 24	5/31/2024	132624	06032024	45,684	6/3/2024	52.07	5/31/2024	INV	PD	Mileage for May
146837	111438	BROOKELYNN WYLIE		WYLIE/06-10-24	6/18/2024		SACHECK	7,558	6/20/2024	60.00	6/18/2024	INV	PD	
146842	111438	BROOKELYNN WYLIE		WYLIE/06-11-24	6/18/2024		SACHECK	7,558	6/20/2024	55.00	6/18/2024	INV	PD	
146847	111438	BROOKELYNN WYLIE		WYLIE/06-12-24	6/18/2024		SACHECK	7,558	6/20/2024	55.00	6/18/2024	INV	PD	
146852	111438	BROOKELYNN WYLIE		WYLIE/06-13-24	6/18/2024		SACHECK	7,558	6/20/2024	60.00	6/18/2024	INV	PD	
146857	111438	BROOKELYNN WYLIE		WYLIE/06-18-24	6/18/2024		SACHECK	7,558	6/20/2024	55.00	6/18/2024	INV	PD	
147058	111438	BROOKELYNN WYLIE		WYLIE/06-19-24	6/24/2024		SACHECK	7,564	6/24/2024	55.00	6/24/2024	INV	PD	
147063	111438	BROOKELYNN WYLIE		WYLIE/06-20-24	6/24/2024		SACHECK	7,564	6/24/2024	80.00	6/24/2024	INV	PD	
146709	12612	XEROX CORP.	2407418	800713450	6/13/2024	133385	06172024	45,913	6/17/2024	13,001.68	6/13/2024	INV	PD	Copier Leases for April
146710	12612	XEROX CORP.	2408959	800713450/BAL	6/13/2024	133386	06172024	45,913	6/17/2024	729.68	6/13/2024	INV	PD	Color copies for April
146118	5540	ZIMMERER KUBOTA & EQUIPMENT, INC.	2408106	CLE-4064720	6/6/2024	132858	06102024	45,803	6/10/2024	467.57	6/6/2024	INV	PD	MAY FY24/Open
146733	5540	ZIMMERER KUBOTA & EQUIPMENT, INC.		CLE-4064854	6/17/2024	133406	06252024	46,004	6/25/2024	155.88	6/17/2024	INV	PD	MAY FY24/Open
146734	5540	ZIMMERER KUBOTA & EQUIPMENT, INC.		CLE-4064992	6/17/2024	133407	06252024	46,004	6/25/2024	(155.88)	6/17/2024	CRM	PD	
146982	5540	ZIMMERER KUBOTA & EQUIPMENT, INC.	2408747	CLE-4065142	6/24/2024	133618	06252024	46,004	6/25/2024	171.38	6/24/2024	INV	PD	JUN FY24/Open
										1,472,967.87				

2023-24	AGENCY Description	Balance	June		Balance
			Rev	Exp	
CM-750	Central Office Central Office Misc	\$ 19,627.48	\$ 240.34		\$19,867.82
CF-900	Central Office Christmas Fund	\$ 260,086.88		\$ (1,100.00)	\$258,986.88
3B	CHS - BETA Club	\$ 5,880.55	\$ 435.00	\$ 447.84	\$6,763.39
1D	CHS - DECA Club	\$ 265.07			\$265.07
1E	CHS - Exchangettes	\$ 2,061.59			\$2,061.59
FB	CHS - FBLA	\$ 383.00			\$383.00
1F	CHS - FCA	\$ 2,048.07	\$ 100.00	\$ 86.93	\$2,235.00
3F	CHS - FCCLA	\$ 1,685.06			\$1,685.06
2F	CHS - FFA	\$ 10,595.35	\$ 1,503.20	\$ 76.72	\$12,175.27
5F	CHS - French Club	\$ 342.93			\$342.93
6F	CHS - Freshman Class	\$ 86.16			\$86.16
1G	CHS - Gaming Club	\$ 143.59			\$143.59
08-001	CHS - HOSA	\$ 416.25			\$416.25
IC	CHS - Interact Club	\$ 2,557.45			\$2,557.45
2F	CHS - Int'l Thespian Society	\$ 1,432.67			\$1,432.67
TV	CHS - Jacket Travel Club	\$ 966.65			\$966.65
1J	CHS - Junior Class	\$ 8,715.45		\$ 500.00	\$9,215.45
1K	CHS - Key Club	\$ 1,399.87			\$1,399.87
1N	CHS - National Honor Society	\$ 1,887.89		\$ 330.12	\$2,218.01
03-001	CHS - Natl Art Honor Society	\$ 670.75		\$ 12.10	\$682.85
NS	CHS - Nat'l Spanish Honor Society	\$ 3,358.52		\$ 232.92	\$3,591.44
NT-001	CHS - Nat'l Technical Honor Society	\$ 475.68		\$ 144.23	\$619.91
1S	CHS - Senior Class	\$ 1,735.78			\$1,735.78
24-001	CHS - Skills USA	\$ 452.03			\$452.03
3S	CHS - Sophomore Class	\$ 549.51			\$549.51
6S	CHS - Spanish Club	\$ 5,494.62		\$ 932.28	\$6,426.90
7S	CHS - Student Council	\$ 5,578.20			\$5,578.20
1T	CHS - TAFE	\$ 3,963.36			\$3,963.36
TC-001	CHS - Tech Student Assoc Club	\$ 402.44			\$402.44
TM	CHS - Tri-M Music Honor Society	\$ -			\$0.00
CL-102	Coleman School Student Council	\$ 2,109.39			\$2,109.39
CK-109	Cooke School Student Council	\$ 705.68		\$ 4.89	\$710.57
BU-041	Smith MS Builders Club	\$ 1,029.80			\$1,029.80
73-041	Smith MS Lowell Smith Donation	\$ 1,772.19			\$1,772.19
NH-041	Smith MS NJHS	\$ 567.57			\$567.57
11-041	Smith MS Rainbow Kids	\$ 1,731.36			\$1,731.36
55-041	Smith MS Student Council	\$ 4,924.28			\$4,924.28
BU-107	Wheat MS Builders Club	\$ 1,570.25			\$1,570.25
NH-107	Wheat MS NJHS	\$ 2,662.94			\$2,662.94
55-107	Wheat MS Student Council	\$ 2,631.27			\$2,631.27
<b>TOTAL</b>		<b>\$ 362,967.58</b>	<b>2,278.54</b>	<b>1,668.03</b>	<b>366,914.15</b>

**CO-CURRICULAR**

June

2023-24	Description	Balance	Rev	Exp	Balance
AD-101	ADAMS ELEMENTARY	\$ 53,367.24	\$ 12.38	\$ (11.74)	\$53,367.88
59-101	ADAMS PE DEPT.	\$ (140.81)			\$ (140.81)
02-101	ADAMS-CAMP GRADY SPRUCE	\$ 19,239.72			\$19,239.72
AE-821	Central Office ADULT ED SUPPORT	\$ 362.75			\$362.75
AT-929	Central Office ATHLETIC DIRECTOR	\$ 1,313.20			\$1,313.20
CM-750	CENTRAL OFFICE MISC	\$ 16,498.78		\$ (1,211.98)	\$15,286.80
60	CHS - ACTIVITY	\$ 14,397.59	\$ 512.00	\$ 238.38	\$15,147.97
	CHS-AG ENG	\$ -	\$ 1,750.00		\$1,750.00
3	CHS - ART DEPT	\$ 64.08			\$64.08
6	CHS - BAND	\$ 5,870.00			\$5,870.00
36	CHS - BASEBALL	\$ 3,531.63	\$ 8,007.00		\$11,538.63
13	CHS - BASS ANGLERS	\$ 1,175.84			\$1,175.84
86	CHS - BILINGUAL STUDENT COUNCIL	\$ 1,651.20			\$1,651.20
10	CHS - Boys BASKETBALL	\$ 4,412.98			\$4,412.98
64	CHS - Boys SOCCER	\$ 3,979.18	\$ 60.00		\$4,039.18
96	CHS - Boys TRACK	\$ 4,514.28			\$4,514.28
74	CHS - BUZZ NEWS	\$ 556.50			\$556.50
35	CHS - CHEER	\$ 13,009.28			\$13,009.28
23	CHS - CHOIR	\$ 9,659.45			\$9,659.45
CZ	CHS - Cleburne Crazyes	\$ 55.08			\$55.08
24	CHS - CONSTRUCTION CLASS	\$ 1,952.25			\$1,952.25
98	CHS - COUNSELING CTR	\$ 896.78			\$896.78
97	CHS - CROSS COUNTRY	\$ 4,579.71			\$4,579.71
84	CHS - CULINARY-(CTESD)	\$ 11,572.54	\$ 1,695.00	\$ (6,607.45)	\$6,660.09
DT	CHS - Diesel Tech	\$ 1,404.00			\$1,404.00
25	CHS - DRAMA	\$ 10,065.55			\$10,065.55
28	CHS - ENGLISH DEPT	\$ 864.34			\$864.34
92	CHS - ESOL	\$ 571.86			\$571.86
7	CHS - FLORAL DESIGN	\$ 447.99			\$447.99
WW	CHS - FOOTBALL	\$ 25,554.20	\$ 897.00	\$ (3,200.00)	\$23,251.20
39	CHS - Girls BASKETBALL	\$ 16,780.18	\$ 15.00		\$16,795.18
79	CHS - Girls SOCCER	\$ 4,862.88			\$4,862.88
95	CHS - Girls TRACK	\$ 3,670.21			\$3,670.21
94	CHS - GOLF	\$ 8,613.28			\$8,613.28
8	CHS - HEALTH OCCUPATION	\$ 555.02			\$555.02
66	CHS - HUMAN SERVICES	\$ 107.54			\$107.54
30	CHS - LIBRARY	\$ 2,960.54			\$2,960.54
67	CHS - LIFESKILLS	\$ (54.87)			-\$54.87
68	CHS - MATH DEPT	\$ 128.70			\$128.70
73	CHS - MODERN LANGUAGE	\$ 757.23			\$757.23
ND	CHS - NAVY NAT'L DEF CADET CORPS	\$ 2,005.57			\$2,005.57

**CO-CURRICULAR**

June

2023-24	Description	Balance	Rev	Exp	Balance
72	CHS - PARKING	\$ 1,525.26	\$ 125.00		\$1,650.26
71	CHS - PHYSICAL ED	\$ 2,342.62			\$2,342.62
PL	CHS - POWERLIFTING	\$ 5,689.17			\$5,689.17
85	CHS - REGISTERED DENTAL ASSISTANT	\$ 134.42			\$134.42
75	CHS - SCIENCE DEPT	\$ 353.23			\$353.23
34	CHS - SHOW STOPPERS	\$ 1,173.39	\$ 4,212.93	\$ (112.00)	\$5,274.32
76	CHS - SOCIAL STUDIES	\$ 27.65			\$27.65
80	CHS - SOFTBALL	\$ 5,358.01		\$ 2,325.45	\$7,683.46
78	CHS - SWIM TEAM	\$ 3,051.32			\$3,051.32
81	CHS - TENNIS	\$ 3,186.20			\$3,186.20
77	CHS - TRAINER	\$ 1,073.16	\$ 3,537.60		\$4,610.76
TR	CHS - TRANSITIONS	\$ 7,206.56		\$ 56.03	\$7,262.59
22	CHS - UIL	\$ 633.73			\$633.73
99	CHS - VOLLEYBALL	\$ 19,493.30			\$19,493.30
93	CHS - YEARBOOK	\$ 11,045.00		\$ (2,000.00)	\$9,045.00
65	CHS - YOUTH & GOVERNMENT	\$ 1,083.23			\$1,083.23
CC-102	Coleman Elementary Coleman Colt Chorus	\$ 442.68			\$442.68
CL-102	Coleman Elementary Coleman Elementary School	\$ 15,205.72	\$ 41.26	\$ (1,033.73)	\$14,213.25
NG-102	Coleman Elementary Coleman Nature Garden	\$ 840.32			\$840.32
COM-ED	Community Education Adult Ed Support	\$ 72.00			\$72.00
14-109	Cooke Elementary Cooke Choir	\$ 376.10			\$376.10
CK-109	Cooke Elementary Cooke Elementary School	\$ 8,684.99	\$ 69.35	\$ 190.00	\$8,944.34
SB-823	Fulton Activity	\$ 680.45			\$680.45
GR-108	GERARD ELEMENTARY	\$ 111,922.72	\$ 52.75	\$ (12.68)	\$111,962.79
IR-104	Irving Elementary Irving Elementary School	\$ 43,891.77		\$ (1,135.80)	\$42,755.97
MA-831	MAINTENANCE	\$ 1,448.22			\$1,448.22
MT-103	MARTI ELEMENTARY	\$ 48,291.78		\$ (437.39)	\$47,854.39
GU-002	PHOENIX CAMPUS (DAEP Activity)	\$ 1,378.01			\$1,378.01
RL-999	REMOTE LEARNING	\$ 0.27			\$0.27
SF-111	SANTA FE ELEMENTARY	\$ 20,678.55		\$ 2,251.46	\$22,930.01
11-041	SMITH Middle School Smith MS Activity	\$ 30,959.18			\$30,959.18
20-041	Smith Middle School Smith MS Art	\$ 636.24		\$ (89.50)	\$546.74
18-041	Smith Middle School Smith MS Band	\$ 7,171.54		\$ (1,112.77)	\$6,058.77
16-041	Smith Middle School Smith MS Boys Sports	\$ 3,014.53			\$3,014.53
07-041	Smith Middle School Smith MS Cheerleaders	\$ (23.32)			-\$23.32
14-041	Smith Middle School Smith MS Choir	\$ 54.50			\$54.50
1F-041	SMITH Middle School Smith MS FCA	\$ 1,939.38			\$1,939.38
17-041	Smith Middle School Smith MS Girls Sports	\$ 4,696.72			\$4,696.72
12-041	Smith Middle School Smith MS Library	\$ 1,546.34			\$1,546.34
OE-041	Smith Middle School Smith MS Outdoor Ed	\$ 3,932.40			\$3,932.40
19-041	Smith Middle School Smith MS Physical Education	\$ 50.07			\$50.07

**CO-CURRICULAR**

June

2023-24	Description	Balance	Rev	Exp	Balance
22-041	Smith Middle School Smith MS Robotics	\$ 2,464.02			\$2,464.02
JT-041	Smith Middle School Smith MS Tennis	\$ 42.04			\$42.04
TH-041	Smith Middle School Smith MS Theater Arts	\$ 2,871.24			\$2,871.24
TS-002	TEAM School Team School Activity	\$ 4,021.63			\$4,021.63
CB-806	Transp BUS BARN COKE FUND	\$ 6,079.13			\$6,079.13
11-107	Wheat Middle School Wheat MS Activity Account	\$ 34,579.54			\$34,579.54
20-107	Wheat Middle School Wheat MS Art	\$ 201.97			\$201.97
AV-107	Wheat Middle School Wheat MS AVID	\$ 946.12			\$946.12
18-107	Wheat Middle School Wheat MS Band	\$ 10,129.04		\$ (279.30)	\$9,849.74
16-107	Wheat Middle School Wheat MS Boys Sports	\$ 6,982.08			\$6,982.08
07-107	Wheat Middle School Wheat MS Cheerleaders	\$ 9,266.31			\$9,266.31
14-107	Wheat Middle School Wheat MS Choir	\$ 183.29			\$183.29
21-107	Wheat Middle School Wheat MS Cooking Class	\$ 1,915.30			\$1,915.30
EB-107	Wheat Middle School Wheat MS Emergent Bilingual	\$ 327.47			\$327.47
1F-107	Wheat Middle School Wheat MS FCA	\$ 3,017.49	\$ 50.00		\$3,067.49
17-107	Wheat Middle School Wheat MS Girls Sports	\$ 11,143.08			\$11,143.08
15-107	Wheat Middle School Wheat MS Journalism	\$ 960.10	\$ 869.44		\$1,829.54
12-107	Wheat Middle School Wheat MS Library	\$ 3,643.02			\$3,643.02
OE-107	Wheat Middle School Wheat MS Outdoor Education	\$ 1,471.43			\$1,471.43
PP-107	Wheat Middle School Wheat MS P.R.I.D.E Program	\$ 7,512.02			\$7,512.02
19-107	Wheat Middle School Wheat MS Physical Education	\$ 2,036.19			\$2,036.19
RE-107	Wheat Middle School Wheat MS Readers Are Leaders	\$ 150.21			\$150.21
22-107	Wheat Middle School Wheat MS Robotics	\$ 1,734.83			\$1,734.83
RT-107	Wheat Middle School Wheat MS Running Team	\$ -			\$0.00
ST-107	Wheat Middle School Wheat MS Steam Club	\$ 20.00			\$20.00
TH-107	Wheat Middle School Wheat MS Theater Arts	\$ 4,099.11			\$4,099.11
WC-107	Wheat Middle School Wheat MS Writers Club	\$ 612.35			\$612.35
DC-107	Wheat Middle School WMS Dance and Colorguard	\$ 797.53			\$797.53
JA-107	Wheat Middle School WMS National Jr Art Honor Soc	\$ 1,624.78			\$1,624.78
<b>TOTAL</b>		<b>\$ 741,912.20</b>	<b>\$ 21,906.71</b>	<b>\$ (12,183.02)</b>	<b>\$ 751,635.89</b>

Cleburne ISD  
Federal and State Grant Expenditures  
as of June 30, 2024

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<b>211 Title I, Part A</b>							
6100 Payroll Costs	2,393,196.59	(930,694.59)	1,462,502.00	1,507,007.02	-	(44,505.02)	103.04%
6200 Professional and Contracted Services	19,431.59	(9,431.59)	10,000.00	1,502.87	-	8,497.13	15.03%
6300 Supplies and Materials	98,360.00	(48,360.00)	50,000.00	23,992.11	-	26,007.89	47.98%
6400 Other Operating Costs	19,710.00	(9,710.00)	10,000.00	-	-	10,000.00	0.00%
<b>Total for 211 Title I, Part A</b>	<b>2,530,698.18</b>	<b>(998,196.18)</b>	<b>1,532,502.00</b>	<b>1,532,502.00</b>	<b>-</b>	<b>(0.00)</b>	<b>100.00%</b>
<b>224 Idea - Part B, Formula</b>							
6100 Payroll Costs	2,369,621.96	(932,132.96)	1,437,489.00	1,436,508.19	-	980.81	99.93%
6200 Professional and Contracted Services	-	-	-	-	-	-	0.00%
6300 Supplies and Materials	10,244.02	(5,244.02)	5,000.00	5,980.81	-	(980.81)	0.00%
6400 Other Operating Costs	-	-	-	-	-	-	0.00%
<b>Total for 224 Idea - Part B, Formula</b>	<b>2,379,865.98</b>	<b>(937,376.98)</b>	<b>1,442,489.00</b>	<b>1,442,489.00</b>	<b>-</b>	<b>(0.00)</b>	<b>100.00%</b>
<b>225 Idea - Part B, Preschool</b>							
6100 Payroll Costs	40,348.09	(2,508.09)	37,840.00	24,990.40	-	12,849.60	66.04%
6200 Professional and Contracted Services	-	-	-	-	-	-	0.00%
6300 Supplies and Materials	2,000.00	(1,000.00)	1,000.00	-	-	1,000.00	0.00%
6400 Other Operating Costs	-	-	-	-	-	-	0.00%
<b>Total for 225 Idea - Part B, Preschool</b>	<b>42,348.09</b>	<b>(3,508.09)</b>	<b>38,840.00</b>	<b>24,990.40</b>	<b>-</b>	<b>13,849.60</b>	<b>64.34%</b>
<b>240 National School Breakfast</b>							
6100 Payroll Costs	2,432,874.00	-	2,432,874.00	1,836,698.13	-	596,175.87	75.49%
6200 Professional and Contracted Services	534,000.00	51,051.00	585,051.00	165,017.71	-	420,033.29	28.21%
6300 Supplies and Materials	2,505,338.00	57,949.00	2,563,287.00	1,799,234.55	-	764,052.45	70.19%
6400 Other Operating Costs	10,750.00	4,000.00	14,750.00	5,024.71	-	9,725.29	34.07%
6600 Capital Outlay	1,715,000.00	(113,000.00)	1,602,000.00	537,078.92	-	1,064,921.08	33.53%
<b>Total for 240 National School Breakfast</b>	<b>7,197,962.00</b>	<b>-</b>	<b>7,197,962.00</b>	<b>4,343,054.02</b>	<b>-</b>	<b>2,854,907.98</b>	<b>60.34%</b>
<b>244 Vocational Education-Basic</b>							
6100 Payroll Costs	-	27,000.00	27,000.00	27,788.48	-	(788.48)	0.00%
6200 Professional and Contracted Services	-	43,250.00	43,250.00	28,133.58	-	15,116.42	65.05%
6300 Supplies and Materials	-	142,033.00	142,033.00	136,355.49	-	5,677.51	96.00%
6400 Other Operating Costs	-	10,000.00	10,000.00	6,629.30	-	3,370.70	66.29%
6600 Capital outlay - Land, Furniture, and Equipment	-	-	-	-	-	-	0.00%
<b>Total for 244 Vocational Education-Basic</b>	<b>-</b>	<b>222,283.00</b>	<b>222,283.00</b>	<b>198,906.85</b>	<b>-</b>	<b>23,376.15</b>	<b>89.48%</b>
<b>255 Title II, Part A, Tptr</b>							
6100 Payroll Costs	242,229.45	3,740.55	245,970.00	248,802.53	-	(2,832.53)	101.15%
6200 Professional and Contracted Services	70,000.00	(40,000.00)	30,000.00	3,570.00	-	26,430.00	0.00%

Cleburne ISD  
Federal and State Grant Expenditures  
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6300 Supplies and Materials	20,000.00	(10,000.00)	10,000.00	1,790.42	-	8,209.58	0.00%
6400 Other Operating Costs	9,762.26	(4,762.26)	5,000.00	713.22	-	4,286.78	100.00%
<b>Total for 255 Title II, Part A, Tptr</b>	<b>341,991.71</b>	<b>(51,021.71)</b>	<b>290,970.00</b>	<b>254,876.17</b>	<b>-</b>	<b>36,093.83</b>	<b>87.60%</b>
<b>263 Title III, Part A, Bilingual</b>							
6100 Payroll Costs	259,467.97	(101,009.97)	158,458.00	159,958.00	-	(1,500.00)	100.95%
6200 Professional and Contracted Services	1,000.00	(500.00)	500.00	-	-	500.00	0.00%
6300 Supplies and Materials	1,000.00	(500.00)	500.00	-	-	500.00	0.00%
6400 Other Operating Costs	1,000.00	(500.00)	500.00	-	-	500.00	0.00%
<b>Total for 263 Title III, Part A, Bilingual</b>	<b>262,467.97</b>	<b>(102,509.97)</b>	<b>159,958.00</b>	<b>159,958.00</b>	<b>-</b>	<b>0.00</b>	<b>100.00%</b>
<b>282 ESSER III Grant</b>							
6100 Payroll Costs	2,085,498.00	-	2,085,498.00	3,745,093.66	-	(1,659,595.66)	179.58%
6200 Professional and Contracted Services	470,499.00	-	470,499.00	109,306.00	-	361,193.00	23.23%
6300 Supplies and Materials	424,995.00	-	424,995.00	187,194.00	-	237,801.00	44.05%
6400 Other Operating Costs	196,265.00	-	196,265.00	163.34	-	196,101.66	0.08%
6600 Capital outlay - Land, Furniture, and Equipment	864,500.00	-	864,500.00	-	-	864,500.00	0.00%
<b>Total for 282 ESSER III Grant</b>	<b>4,041,757.00</b>	<b>-</b>	<b>4,041,757.00</b>	<b>4,041,757.00</b>	<b>-</b>	<b>-</b>	<b>0.08%</b>
<b>289 Title IV, Part A, and STOP School Violence</b>							
6100 Payroll Costs	61,090.44	(6,462.44)	54,628.00	27,132.47	-	27,495.53	49.67%
6200 Professional and Contracted Services	62,684.67	(27,479.67)	35,205.00	26,470.00	-	8,735.00	75.19%
6300 Supplies and Materials	62,640.64	(20,926.64)	41,714.00	74,102.56	-	(32,388.56)	177.64%
6400 Other Operating Costs	10,000.00	(5,000.00)	5,000.00	-	-	5,000.00	0.00%
<b>Total for 289 Title IV, Part A</b>	<b>196,415.75</b>	<b>(59,868.75)</b>	<b>136,547.00</b>	<b>127,705.03</b>	<b>-</b>	<b>8,841.97</b>	<b>93.52%</b>
<b>410 Instructional Materials AI</b>							
6300 Supplies and Materials	-	955,882.00	955,882.00	886,369.65	-	69,512.35	92.73%
<b>Total for 410 Instructional Materials AI</b>	<b>-</b>	<b>955,882.00</b>	<b>955,882.00</b>	<b>886,369.65</b>	<b>-</b>	<b>69,512.35</b>	<b>92.73%</b>
<b>Total for Report</b>	<b>16,993,506.68</b>	<b>(974,316.68)</b>	<b>16,019,190.00</b>	<b>13,012,608.12</b>	<b>-</b>	<b>3,006,581.88</b>	<b>81.23%</b>

Cleburne ISD  
General Fund Expenditures  
as of June 30, 2024

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<b>11 Instruction</b>							
6100 Payroll Costs	43,563,537.00	(861,725.00)	42,701,812.00	42,059,578.99	-	642,233.01	98.50%
6200 Professional and Contracted Services	959,299.00	138,760.00	1,098,059.00	792,132.08	-	305,926.92	72.14%
6300 Supplies and Materials	1,540,769.00	(27,745.00)	1,513,024.00	998,692.79	-	514,331.21	66.01%
6400 Other Operating Costs	249,651.00	(21,455.00)	228,196.00	121,434.27	-	106,761.73	53.21%
6600 Capital outlay - Land, Furniture, and Equipment	83,810.00	(614.00)	83,196.00	10,082.75	-	73,113.25	12.12%
<b>Total for 11 Instruction</b>	<b>46,397,066.00</b>	<b>(772,779.00)</b>	<b>45,624,287.00</b>	<b>43,981,920.88</b>	<b>-</b>	<b>1,642,366.12</b>	<b>96.40%</b>
<b>12 Instructional Resources and Media</b>							
6100 Payroll Costs	524,251.00	5,000.00	529,251.00	504,695.15	-	24,555.85	95.36%
6200 Professional and Contracted Services	19,744.00	(1,856.00)	17,888.00	16,970.70	-	917.30	94.87%
6300 Supplies and Materials	29,728.00	1,439.00	31,167.00	27,611.53	-	3,555.47	88.59%
6400 Other Operating Costs	1,226.00	(469.00)	757.00	732.21	-	24.79	96.73%
<b>Total for 12 Instructional Resources and Media</b>	<b>574,949.00</b>	<b>4,114.00</b>	<b>579,063.00</b>	<b>550,009.59</b>	<b>-</b>	<b>29,053.41</b>	<b>94.98%</b>
<b>13 Curriculum and Instructional Staff</b>							
6100 Payroll Costs	1,259,098.00	11,914.00	1,271,012.00	1,354,263.07	-	(83,251.07)	106.55%
6200 Professional and Contracted Services	505,305.00	(145,664.00)	359,641.00	252,385.59	-	107,255.41	70.18%
6300 Supplies and Materials	55,700.00	75,999.00	131,699.00	109,336.82	-	22,362.18	83.02%
6400 Other Operating Costs	180,373.00	33,829.00	214,202.00	121,454.12	-	92,747.88	56.70%
<b>Total for 13 Curriculum and Instructional Staff</b>	<b>2,000,476.00</b>	<b>(23,922.00)</b>	<b>1,976,554.00</b>	<b>1,837,439.60</b>	<b>-</b>	<b>139,114.40</b>	<b>92.96%</b>
<b>21 Instructional Development</b>							
6100 Payroll Costs	1,380,260.00	127,403.00	1,507,663.00	1,503,193.05	-	4,469.95	99.70%
6200 Professional and Contracted Services	124,448.00	(92,508.00)	31,940.00	13,794.51	-	18,145.49	43.19%
6300 Supplies and Materials	38,235.00	40,246.00	78,481.00	77,666.32	-	814.68	98.96%
6400 Other Operating Costs	64,165.00	943.00	65,108.00	56,957.78	-	8,150.22	87.48%
6600 Capital outlay - Land, Furniture, and Equipment	-	-	-	-	-	-	0.00%
<b>Total for 21 Instructional Development</b>	<b>1,607,108.00</b>	<b>76,084.00</b>	<b>1,683,192.00</b>	<b>1,651,611.66</b>	<b>-</b>	<b>31,580.34</b>	<b>98.12%</b>
<b>23 School Administration</b>							
6100 Payroll Costs	4,319,793.00	97,810.00	4,417,603.00	4,415,819.88	-	1,783.12	99.96%
6200 Professional and Contracted Services	2,214.00	1,601.00	3,815.00	1,015.00	-	2,800.00	26.61%
6300 Supplies and Materials	33,205.00	(7,914.00)	25,291.00	19,784.06	-	5,506.94	78.23%
6400 Other Operating Costs	44,772.00	37,788.00	82,560.00	66,943.62	-	15,616.38	81.08%
<b>Total for 23 School Administration</b>	<b>4,399,984.00</b>	<b>129,285.00</b>	<b>4,529,269.00</b>	<b>4,503,562.56</b>	<b>-</b>	<b>25,706.44</b>	<b>99.43%</b>
<b>31 Guidance and Counseling Services</b>							
6100 Payroll Costs	2,029,298.00	249,765.00	2,279,063.00	2,257,032.31	-	22,030.69	99.03%
6200 Professional and Contracted Services	3,236.00	18,869.00	22,105.00	8,860.00	-	13,245.00	40.08%
6300 Supplies and Materials	46,657.00	1,093.00	47,750.00	46,220.91	-	1,529.09	96.80%
6400 Other Operating Costs	32,338.00	(5,349.00)	26,989.00	18,803.28	-	8,185.72	69.67%

Cleburne ISD  
General Fund Expenditures  
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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<b>Total for 31 Guidance and Counseling Services</b>	2,111,529.00	264,378.00	2,375,907.00	2,330,916.50	-	44,990.50	98.11%
<b>32 Social Work Services</b>							
6300 Supplies and Materials	-	12,000.00	12,000.00	2,311.62	-	9,688.38	18%
6400 Other Operating Costs	-	10,090.00	10,090.00	1,110.70	-	8,979.30	201.95%
<b>Total for 32 Social Work Services</b>	-	27,090.00	27,090.00	20,719.33	-	6,370.67	201.95%
<b>33 Health Services</b>							
6100 Payroll Costs	1,017,597.00	(25,000.00)	992,597.00	979,174.63	-	13,422.37	98.65%
6200 Professional and Contracted Services	36,680.00	(20,967.00)	15,713.00	2,868.24	-	12,844.76	18.25%
6300 Supplies and Materials	17,946.00	19,917.00	37,863.00	32,560.16	-	5,302.84	85.99%
6400 Other Operating Costs	10,900.00	1,492.00	12,392.00	8,943.66	-	3,448.34	72.17%
<b>Total for 33 Health Services</b>	1,083,123.00	(24,558.00)	1,058,565.00	1,023,546.69	-	35,018.31	96.69%
<b>34 Student (Pupil) Transportation</b>							
6100 Payroll Costs	2,142,817.00	75,000.00	2,217,817.00	2,280,585.04	-	(62,768.04)	102.83%
6200 Professional and Contracted Services	128,505.00	753.00	129,258.00	89,974.27	-	39,283.73	69.61%
6300 Supplies and Materials	630,150.00	78,147.00	708,297.00	636,448.88	-	71,848.12	89.86%
6400 Other Operating Costs	120,300.00	34,600.00	154,900.00	129,669.88	-	25,230.12	83.71%
6600 Capital outlay - Land, Furniture, and Equipment	-	854,304.00	854,304.00	853,148.96	-	1,155.04	0.00%
<b>Total for 34 Student (Pupil) Transportation</b>	3,021,772.00	1,042,804.00	4,064,576.00	3,989,827.03	-	74,748.97	98.16%
<b>35 Food Services</b>							
6100 Payroll Costs	90,000.00	10,000.00	100,000.00	94,393.95	-	5,606.05	94.39%
<b>Total for 35 Food Services</b>	90,000.00	10,000.00	100,000.00	94,393.95	-	5,606.05	94.39%
<b>36 Cocurricular/Extracurricular</b>							
6100 Payroll Costs	1,607,197.00	(133,323.00)	1,473,874.00	1,571,244.85	-	(97,370.85)	106.61%
6200 Professional and Contracted Services	193,673.00	(38,426.00)	155,247.00	143,576.49	-	11,670.51	92.48%
6300 Supplies and Materials	322,655.00	235,238.00	557,893.00	294,404.45	-	263,488.55	52.77%
6400 Other Operating Costs	572,979.00	27,750.00	600,729.00	546,605.72	-	54,123.28	90.99%
6600 Capital outlay - Land, Furniture, and Equipment	3,000.00	17,471.00	20,471.00	10,399.73	-	10,071.27	0.00%
<b>Total for 36 Cocurricular/Extracurricular</b>	2,699,504.00	108,710.00	2,808,214.00	2,566,231.24	-	241,982.76	91.38%
<b>41 General Administration</b>							
6100 Payroll Costs	2,317,358.00	(87,000.00)	2,230,358.00	2,224,114.54	-	6,243.46	99.72%
6200 Professional and Contracted Services	280,800.00	19,400.00	300,200.00	208,028.31	-	92,171.69	69.30%
6300 Supplies and Materials	38,600.00	(7,200.00)	31,400.00	17,896.99	-	13,503.01	57.00%
6400 Other Operating Costs	248,450.00	(200.00)	248,250.00	232,047.00	-	16,203.00	93.47%
<b>Total for 41 General Administration</b>	2,885,208.00	(75,000.00)	2,810,208.00	2,682,086.84	-	128,121.16	95.44%

Cleburne ISD  
General Fund Expenditures  
as of June 30, 2024

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<b>51 Plant Maintenance and Operations</b>							
6100 Payroll Costs	4,372,307.00	(250,000.00)	4,122,307.00	4,122,972.65	-	(665.65)	100.02%
6200 Professional and Contracted Services	2,976,200.00	534,335.00	3,510,535.00	2,841,870.31	-	668,664.69	80.95%
6300 Supplies and Materials	1,294,300.00	(240,654.00)	1,053,646.00	950,742.01	-	102,903.99	90.23%
6400 Other Operating Costs	905,845.00	319,746.00	1,225,591.00	1,010,966.14	-	214,624.86	82.49%
6600 Capital outlay - Land, Furniture, and Equipment	425,000.00	38,073.00	463,073.00	348,072.21	-	115,000.79	75.17%
<b>Total for 51 Plant Maintenance and Operations</b>	<b>9,973,652.00</b>	<b>401,500.00</b>	<b>10,375,152.00</b>	<b>9,274,623.32</b>	<b>-</b>	<b>1,100,528.68</b>	<b>89.39%</b>
<b>52 Security and Monitoring Services</b>							
6200 Professional and Contracted Services	541,022.00	3,328.50	544,350.50	467,906.41	-	76,444.09	85.96%
6300 Supplies and Materials	8,401.00	24,624.50	33,025.50	13,889.63	-	19,135.87	42.06%
<b>Total for 52 Security and Monitoring Services</b>	<b>902,586.00</b>	<b>13,098.00</b>	<b>915,684.00</b>	<b>837,338.40</b>	<b>-</b>	<b>78,345.60</b>	<b>91.44%</b>
<b>53 Data Processing Services</b>							
6100 Payroll Costs	894,552.00	(50,000.00)	844,552.00	880,628.13	-	(36,076.13)	104.27%
6200 Professional and Contracted Services	716,200.00	(38,009.00)	678,191.00	482,279.97	-	195,911.03	71.11%
6300 Supplies and Materials	394,500.00	68,800.00	463,300.00	427,620.87	-	35,679.13	92.30%
6400 Other Operating Costs	87,222.00	(30,791.00)	56,431.00	12,217.50	-	44,213.50	21.65%
<b>Total for 53 Data Processing Services</b>	<b>2,137,474.00</b>	<b>(50,000.00)</b>	<b>2,087,474.00</b>	<b>1,820,463.05</b>	<b>-</b>	<b>267,010.95</b>	<b>87.21%</b>
<b>81 Facilities Acquisition</b>							
6400 Other Operating Costs	-	-	-	-	-	-	#DIV/0!
	8,500.00	1,000.00	9,500.00	6,754.60	-	2,745.40	71.10%
<b>93 Payments to Fiscal Agent/Member</b>							
6200 Professional and Contracted Services	-	-	-	-	-	-	#DIV/0!
<b>Total for 93 Payments to Fiscal Agent/Member</b>	<b>140,000.00</b>	<b>(57,500.00)</b>	<b>82,500.00</b>	<b>56,518.95</b>	<b>-</b>	<b>25,981.05</b>	<b>#DIV/0!</b>
<b>95 Payments to Juvenile Justice</b>							
6200 Professional and Contracted Services	12,640.00	-	12,640.00	-	-	12,640.00	0.00%
<b>Total for 95 Payments to Juvenile Justice</b>	<b>12,640.00</b>	<b>(10,000.00)</b>	<b>2,640.00</b>	<b>-</b>	<b>-</b>	<b>2,640.00</b>	<b>0.00%</b>
<b>99 Other Intergovernmental</b>							
6200 Professional and Contracted Services	575,000.00	-	575,000.00	428,449.65	-	146,550.35	74.51%
<b>Total for 99 Other Intergovernmental</b>	<b>575,000.00</b>	<b>5,000.00</b>	<b>580,000.00</b>	<b>428,449.65</b>	<b>-</b>	<b>151,550.35</b>	<b>74.51%</b>
<b>Total for Report</b>	<b>80,620,571.00</b>	<b>1,519,304.00</b>	<b>82,139,875.00</b>	<b>77,656,413.84</b>	<b>-</b>	<b>4,483,461.16</b>	<b>94.54%</b>

Cleburne ISD  
General Fund Revenues  
as of June 30, 2024

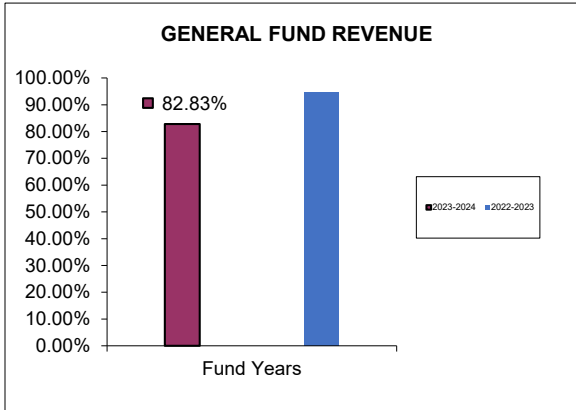
	<b>ORIGINAL APPROP</b>	<b>TRANFRS/ ADJSMTS</b>	<b>REVISED BUDGET</b>	<b>YTD REAL REV</b>	<b>ENCUMBRANCE/REQ</b>	<b>AVAILABLE BUDGET</b>	<b>% USED</b>
5711 Taxes, Current Year	33,369,725.00	-	33,369,725.00	27,574,989.00	-	5,794,736.00	83%
5712 Taxes, Prior Year	300,000.00	-	300,000.00	305,811.55	-	(5,811.55)	102%
5719 Taxes, Miscellaneous	300,000.00	-	300,000.00	314,228.28	-	(14,228.28)	105%
5739 Tuition and Fees	120,000.00	-	120,000.00	257,166.96	-	(137,166.96)	214%
5742 Investments	50,000.00	-	50,000.00	836,224.42	-	(786,224.42)	1672%
5743 Rent-School Facilities	130,000.00	-	130,000.00	124,882.59	-	5,117.41	96%
5748 Royalties	30,000.00	-	30,000.00	-	-	30,000.00	0%
5749 Miscellaneous-Local Sources	35,000.00	-	35,000.00	190,630.46	-	(155,630.46)	545%
5752 Athletic Activity	70,000.00	-	70,000.00	118,509.32	-	(48,509.32)	0%
5755 Results From Enterprising Serv	71,000.00	-	71,000.00	136,392.51	-	(65,392.51)	192%
5811 Per Capita	2,576,800.00	-	2,576,800.00	1,880,192.00	-	696,608.00	100%
5812 Foundation Fund Salary & Opera	33,410,999.00	-	33,410,999.00	25,696,095.00	-	7,714,904.00	77%
5831 Teacher Retirement/Trs Care -	2,700,000.00	-	2,700,000.00	3,656,207.08	-	(956,207.08)	135%
5929 Federal Rev. Distributed By Te	100,000.00	-	100,000.00	20,223.41	-	79,776.59	20%
5931 School Health And Related Serv	650,000.00	-	650,000.00	80,590.81	-	569,409.19	12%
	<b>73,913,524.00</b>	<b>-</b>	<b>73,913,524.00</b>	<b>61,221,360.79</b>	<b>-</b>	<b>12,692,163.21</b>	<b>83%</b>

# CLEBURNE ISD REVENUE / EXPENDITURE

## JUNE 2024

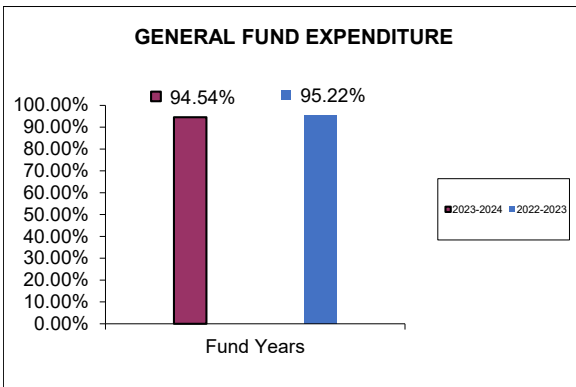
	<u>REVENUE BUDGET</u>	<u>REVENUE AS OF JUNE 30, 2024</u>	<u>REVENUE AS A PERCENT OF BUDGET</u>
2023-2024 GENERAL FUND REVENUE	\$73,913,524.00	\$61,221,360.79	82.8%

	<u>REVENUE BUDGET</u>	<u>REVENUE AS OF JUNE 30, 2024</u>	<u>REVENUE AS A PERCENT OF BUDGET</u>
2022-2023 GENERAL FUND REVENUE	\$68,498,140.00	\$64,727,971.42	94.5%



	<u>EXPENDITURE BUDGET</u>	<u>EXPENDITURE AS OF JUNE 30, 2024</u>	<u>EXPENDITURE AS A PERCENT OF BUDGET</u>
2023-2024 GENERAL FUND EXPENDITURE	\$82,139,875.00	\$77,656,413.84	94.5%

	<u>EXPENDITURE BUDGET</u>	<u>EXPENDITURE AS OF JUNE 30, 2024</u>	<u>EXPENDITURE AS A PERCENT OF BUDGET</u>
2022-2023 GENERAL FUND EXPENDITURE	\$77,690,433.00	\$73,973,342.16	95.2%



Cleburne ISD  
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ACCOUNT	PROJECT	ACCOUNT DESCRIPTION	TYPE	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
617-41-6211-GA-701-99-A-00-	Administrative	Legal Services	E	(3,869.00)	71,514.81	-	-	(75,383.81)
617-41-6219-00-750-00-0-00-	Administrative	Professional Services	E	(141,827.50)	-	-	-	(141,827.50)
617-41-6299-00-750-99-0-00-	Administrative	Miscellaneouscontracted Servic	E	6,416.00	-	-	-	6,416.00
617-41-6419-00-999-99-A-00-	Administrative	Travel And Subsistence - Non-E	E	31.00	-	-	-	31.00
617-41-6499-00-750-00-0-00-	Administrative	Miscellaneous Operating Costs	E	20.00	-	-	-	20.00
617-41-6499-00-750-99-A-00-	Administrative	Miscellaneous Operating Costs	E	60.00	-	-	-	60.00
617-51-6219-MA-999-99-A-00-	Administrative	Professional Services	E	(1,873,966.18)	16,515.00	-	-	(1,890,481.18)
617-51-6249-00-001-99-A-00-	Administrative	Contracted Maintenance And Rep	E	(778,372.69)	-	-	-	(778,372.69)
617-51-6398-MO-999-99-A-00-	Administrative	Supplies And Materials - Local	E	244.00	-	-	-	244.00
617-51-6399-MA-999-99-A-00-	Administrative	General Supplies	E	30.00	-	-	-	30.00
617-51-6399-MA-999-99-A-01-	Administrative	General Supplies	E	28.00	-	-	-	28.00
617-52-6639-00-001-99-Q-00-	Administrative	Furniture And Equipment	E	(9,797.35)	6,743.45	-	-	(16,540.80)
617-81-6119-00-001-99-Q-00-	Administrative	Salaries Or Wages - Teachers A	E	(272,062.20)	1,000.00	-	-	(273,062.20)
617-81-6141-00-001-99-Q-00-	Administrative	Social Security/Medicare	E	(3,897.75)	14.50	-	-	(3,912.25)
617-81-6142-00-001-99-Q-00-	Administrative	Group Health And Life Insuranc	E	(6,943.00)	-	-	-	(6,943.00)
617-81-6143-00-001-99-Q-00-	Administrative	Workers' Compensation	E	(960.91)	3.52	-	-	(964.43)
617-81-6146-00-001-99-Q-00-	Administrative	Teacher Retirement/Trs Care	E	(4,321.40)	-	-	-	(4,321.40)
617-81-6219-00-001-99-Q-00-	Administrative	Professional Services	E	156,022.26	-	-	-	156,022.26
617-81-6269-00-001-99-Q-00-	Administrative	Rentals - Operating Leases	E	(36,557.88)	-	-	-	(36,557.88)
617-81-6299-MA-001-99-Q-00-	Administrative	Miscellaneouscontracted Servic	E	591.00	-	-	-	591.00
617-81-6319-00-001-99-A-00-	Administrative	Supplies For Maintenance And/O	E	708.00	-	-	-	708.00
617-81-6398-00-001-99-Q-00-	Administrative	Supplies And Materials - Local	E	2,742.96	-	-	-	2,742.96
617-81-6411-MA-999-99-A-00-	Administrative	Travel And Subsistence - Emplo	E	(2,910.09)	-	-	-	(2,910.09)
617-81-6629-MO-999-99-A-00-	Administrative	Building Purchase, Constructio	E	21,644.80	-	-	-	21,644.80
617-81-6639-00-001-99-A-00-	Administrative	Furniture And Equipment	E	(46,768.00)	-	-	-	(46,768.00)
617-81-6639-MA-001-99-Q-00-	Administrative	Furniture And Equipment	E	3,174.00	-	-	-	3,174.00
617-81-6219-MA-999-99-A-00-	Administrative	Professional Services	E	-	-	-	-	-
617-81-6299-00-001-99-Q-00-	Administrative	Miscellaneouscontracted Servic	E	(1,003.00)	-	-	-	(1,003.00)
	<b>Administrative Total</b>			<b>(2,991,544.93)</b>	<b>95,791.28</b>	-	-	<b>(3,087,336.21)</b>
617-81-6299-00-001-99-Q-96-61704	CHS Technology	Miscellaneouscontracted Servic	E	(198,296.16)	-	-	-	(198,296.16)
617-81-6398-00-001-22-Q-96-61704	CHS Technology	Supplies And Materials - Local	E	(677,239.00)	-	-	-	(677,239.00)
617-81-6398-00-001-99-Q-96-61704	CHS Technology	Supplies And Materials - Local	E	(1,091,474.00)	-	-	-	(1,091,474.00)
617-81-6399-00-001-99-Q-96-61704	CHS Technology	General Supplies	E	(430,590.00)	-	-	-	(430,590.00)
617-81-6639-00-001-99-Q-96-61704	CHS Technology	Furniture And Equipment	E	3,570,528.00	-	-	-	3,570,528.00
	<b>CHS Technology Total</b>			<b>1,172,928.84</b>	-	-	-	<b>1,172,928.84</b>
617-81-6249-01-001-99-A-17-61702	CHS/CTE GMP	Subguard - Glazing	E	(28,981.00)	-	-	-	(28,981.00)
617-81-6299-00-001-99-A-00-61702	CHS/CTE GMP	General Conditions	E	135,847.00	-	-	-	135,847.00
617-81-6299-00-001-99-A-01-61702	CHS/CTE GMP	GC's Cost of Work	E	99,396.00	-	-	-	99,396.00
617-81-6299-01-001-99-A-00-61702	CHS/CTE GMP	Fees	E	748,142.80	-	-	-	748,142.80
617-81-6429-00-001-99-A-01-61702	CHS/CTE GMP	General Liability Insurance	E	50,212.00	-	-	-	50,212.00
617-81-6429-00-001-99-A-02-61702	CHS/CTE GMP	Subguard - Demolition	E	984.00	-	-	-	984.00
617-81-6429-00-001-99-A-03-61702	CHS/CTE GMP	Subguard - Concrete Paving	E	42,242.00	-	-	-	42,242.00
617-81-6429-00-001-99-A-04-61702	CHS/CTE GMP	Subguard - Masonry	E	(178,894.00)	-	-	-	(178,894.00)
617-81-6429-00-001-99-A-05-61702	CHS/CTE GMP	Subguard - Structural Steel	E	6,542.00	-	-	-	6,542.00
617-81-6429-00-001-99-A-06-61702	CHS/CTE GMP	Subguard - Finish Carpentry	E	9,202.00	-	-	-	9,202.00
617-81-6429-00-001-99-A-07-61702	CHS/CTE GMP	Subguard - Waterproofing, Seal	E	2,202.00	-	-	-	2,202.00
617-81-6429-00-001-99-A-08-61702	CHS/CTE GMP	Subguard - Metal Doors, Frames	E	(59,296.00)	-	-	-	(59,296.00)
617-81-6429-00-001-99-A-09-61702	CHS/CTE GMP	Subguard - Drywall and Ceiling	E	59,176.00	-	-	-	59,176.00
617-81-6429-00-001-99-A-10-61702	CHS/CTE GMP	Subguard - Division 10 Special	E	359.00	-	-	-	359.00

Cleburne ISD  
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ACCOUNT	PROJECT	ACCOUNT DESCRIPTION	TYPE	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
617-81-6429-00-001-99-A-11-61702	CHS/CTE GMP	Subguard - Food Service Equipm	E	53,462.00	-	-	-	53,462.00
617-81-6429-00-001-99-A-12-61702	CHS/CTE GMP	Subguard - Laboratory Casework	E	600.00	-	-	-	600.00
617-81-6429-00-001-99-A-14-61702	CHS/CTE GMP	Subguard-Elevators	E	(4,018.00)	-	-	-	(4,018.00)
617-81-6429-00-001-99-A-15-61702	CHS/CTE GMP	Subguard - Fire Protection	E	959.00	-	-	-	959.00
617-81-6429-00-001-99-A-16-61702	CHS/CTE GMP	Subguard - Electrical Special	E	13,022.00	-	-	-	13,022.00
617-81-6429-01-001-99-A-01-61702	CHS/CTE GMP	Building Risk Insurance	E	(99,217.00)	-	-	-	(99,217.00)
617-81-6429-01-001-99-A-02-61702	CHS/CTE GMP	Subguard - Earthwork	E	1,554.00	-	-	-	1,554.00
617-81-6429-01-001-99-A-03-61702	CHS/CTE GMP	Subguard - Structural Concrete	E	1,626.00	-	-	-	1,626.00
617-81-6429-01-001-99-A-07-61702	CHS/CTE GMP	Subguard - Roofing	E	12,488.00	-	-	-	12,488.00
617-81-6429-01-001-99-A-09-61702	CHS/CTE GMP	Subguard - Tile	E	719.00	-	-	-	719.00
617-81-6429-01-001-99-A-10-61702	CHS/CTE GMP	Subguard - Metal Lockers	E	(341.00)	-	-	-	(341.00)
617-81-6429-01-001-99-A-11-61702	CHS/CTE GMP	Subguard - Scoreboards	E	(42,626.00)	-	-	-	(42,626.00)
617-81-6429-01-001-99-A-12-61702	CHS/CTE GMP	Subguard - Grandstands & Press	E	(4,469.00)	-	-	-	(4,469.00)
617-81-6429-01-001-99-A-15-61702	CHS/CTE GMP	Subguard - Plumbing & Mechanic	E	422,102.00	-	-	-	422,102.00
617-81-6429-01-001-99-A-16-61702	CHS/CTE GMP	Subguard - Security & Access	E	377.00	-	-	-	377.00
617-81-6429-01-001-99-A-17-61702	CHS/CTE GMP	Subguard- Glazing	E	(123,137.00)	-	-	-	(123,137.00)
617-81-6429-02-001-99-A-01-61702	CHS/CTE GMP	Payment & Performance Bond	E	(166,419.00)	-	-	-	(166,419.00)
617-81-6429-02-001-99-A-02-61702	CHS/CTE GMP	Subguard - Site Utilities	E	(122,601.00)	-	-	-	(122,601.00)
617-81-6429-02-001-99-A-03-61702	CHS/CTE GMP	Subguard - Precast Concrete Ri	E	(1,663.00)	-	-	-	(1,663.00)
617-81-6429-02-001-99-A-09-61702	CHS/CTE GMP	Subguard - Terrazzo	E	3,779.00	-	-	-	3,779.00
617-81-6429-02-001-99-A-10-61702	CHS/CTE GMP	Subguard-Wall supported canopy	E	(5,386.00)	-	-	-	(5,386.00)
617-81-6429-02-001-99-A-15-61702	CHS/CTE GMP	Subguard - Direct Digital Cont	E	360.00	-	-	-	360.00
617-81-6429-02-001-99-A-16-61702	CHS/CTE GMP	Subguard - Fire Alarm	E	474.00	-	-	-	474.00
617-81-6429-03-001-99-A-02-61702	CHS/CTE GMP	Subguard - Fencing & Ball Fiel	E	(14,643.00)	-	-	-	(14,643.00)
617-81-6429-03-001-99-A-09-61702	CHS/CTE GMP	Subguard - Resilient Tile Floo	E	5,465.00	-	-	-	5,465.00
617-81-6429-03-001-99-A-16-61702	CHS/CTE GMP	Subguard - Data Cabling	E	(10,787.00)	-	-	-	(10,787.00)
617-81-6429-04-001-99-A-02-61702	CHS/CTE GMP	Subguard - Artificial Turf	E	35,042.00	-	-	-	35,042.00
617-81-6429-04-001-99-A-09-61702	CHS/CTE GMP	Subguard - Paint and Stencil	E	(3,426.00)	-	-	-	(3,426.00)
617-81-6429-04-001-99-A-16-61702	CHS/CTE GMP	Subguard - Audio/Visual System	E	10,996.00	-	-	-	10,996.00
617-81-6429-05-001-99-A-02-61702	CHS/CTE GMP	Subguard-Landscape and Irrigat	E	(15,656.00)	-	-	-	(15,656.00)
617-81-6629-00-001-99-A-00-61702	CHS/CTE GMP	Building Purchase, Constructio	E	(14,715,258.67)	-	-	-	(14,715,258.67)
617-81-6629-00-001-99-A-02-61702	CHS/CTE GMP	Demolition	E	283,751.00	-	-	-	283,751.00
617-81-6629-00-001-99-A-03-61702	CHS/CTE GMP	Concrete Paving	E	(386,871.00)	-	-	-	(386,871.00)
617-81-6629-00-001-99-A-04-61702	CHS/CTE GMP	Masonry	E	1,402,711.00	-	-	-	1,402,711.00
617-81-6629-00-001-99-A-05-61702	CHS/CTE GMP	Structural Steel	E	1,606,427.00	-	-	-	1,606,427.00
617-81-6629-00-001-99-A-06-61702	CHS/CTE GMP	Finish Carpentry/Casework	E	422,087.00	-	-	-	422,087.00
617-81-6629-00-001-99-A-07-61702	CHS/CTE GMP	Waterproofing, Sealants, Seale	E	263,714.00	-	-	-	263,714.00
617-81-6629-00-001-99-A-08-61702	CHS/CTE GMP	Metal Doors, Frames, Hardware	E	235,566.00	-	-	-	235,566.00
617-81-6629-00-001-99-A-09-61702	CHS/CTE GMP	Drywall & Ceilings	E	843,051.00	-	-	-	843,051.00
617-81-6629-00-001-99-A-10-61702	CHS/CTE GMP	Division 10 Specialties	E	149,046.65	-	-	-	149,046.65
617-81-6629-00-001-99-A-11-61702	CHS/CTE GMP	Food Service Equipment	E	1,250,601.00	-	-	-	1,250,601.00
617-81-6629-00-001-99-A-12-61702	CHS/CTE GMP	Window Treatments	E	9,308.00	-	-	-	9,308.00
617-81-6629-00-001-99-A-13-61702	CHS/CTE GMP	Greenhouse Relocation	E	5,200.00	-	-	-	5,200.00
617-81-6629-00-001-99-A-14-61702	CHS/CTE GMP	Elevators	E	62,621.00	-	-	-	62,621.00
617-81-6629-00-001-99-A-15-61702	CHS/CTE GMP	Fire Protection	E	242,351.00	-	-	-	242,351.00
617-81-6629-00-001-99-A-16-61702	CHS/CTE GMP	Electrical Special Provisions	E	1,641,226.45	-	-	-	1,641,226.45
617-81-6629-00-001-99-A-17-61702	CHS/CTE GMP	Owners Contingency	E	(328,272.00)	-	-	-	(328,272.00)
617-81-6629-00-001-99-A-18-61702	CHS/CTE GMP	Change Orders	E	-	-	-	-	-
617-81-6629-01-001-99-A-02-61702	CHS/CTE GMP	Temp Shoring of Exist Structur	E	47,630.00	-	-	-	47,630.00

Cleburne ISD  
2016 Bond  
June 30, 2024

ACCOUNT	PROJECT	ACCOUNT DESCRIPTION	TYPE	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
617-81-6629-01-001-99-A-03-61702	CHS/CTE GMP	Structural Concrete	E	1,540,808.00	-	-	-	1,540,808.00
617-81-6629-01-001-99-A-06-61702	CHS/CTE GMP	Rough Carpentry	E	(42,624.00)	-	-	-	(42,624.00)
617-81-6629-01-001-99-A-07-61702	CHS/CTE GMP	Sprayed Fireproofing	E	187,175.00	-	-	-	187,175.00
617-81-6629-01-001-99-A-08-61702	CHS/CTE GMP	Overhead Coiling Doors	E	(38,101.35)	-	-	-	(38,101.35)
617-81-6629-01-001-99-A-09-61702	CHS/CTE GMP	Interior sound rated partition	E	34,780.00	-	-	-	34,780.00
617-81-6629-01-001-99-A-10-61702	CHS/CTE GMP	Signage	E	(4,600.00)	-	-	-	(4,600.00)
617-81-6629-01-001-99-A-11-61702	CHS/CTE GMP	Theatrical Equipment/PipeGrid/	E	164,700.00	-	-	-	164,700.00
617-81-6629-01-001-99-A-12-61702	CHS/CTE GMP	Laboratory Casework & Equipmen	E	236,772.00	-	-	-	236,772.00
617-81-6629-01-001-99-A-14-61702	CHS/CTE GMP	Lifts	E	(19,421.00)	-	-	-	(19,421.00)
617-81-6629-01-001-99-A-15-61702	CHS/CTE GMP	Plumbing & Mechanical	E	2,943,963.00	-	-	-	2,943,963.00
617-81-6629-01-001-99-A-16-61702	CHS/CTE GMP	Security & Access Control	E	111,920.73	-	-	-	111,920.73
617-81-6629-01-001-99-A-17-61702	CHS/CTE GMP	Cpntractors Contingency	E	2,675,433.00	-	-	-	2,675,433.00
617-81-6629-02-001-99-A-02-61702	CHS/CTE GMP	Earthwork	E	135,448.00	-	-	-	135,448.00
617-81-6629-02-001-99-A-03-61702	CHS/CTE GMP	Precast Concrete Risers	E	(79,944.00)	-	-	-	(79,944.00)
617-81-6629-02-001-99-A-07-61702	CHS/CTE GMP	Roofing	E	1,604,027.00	-	-	-	1,604,027.00
617-81-6629-02-001-99-A-09-61702	CHS/CTE GMP	Tile	E	(617,054.55)	-	-	-	(617,054.55)
617-81-6629-02-001-99-A-10-61702	CHS/CTE GMP	Wall-Supported Prefab Canopies	E	(175,739.95)	-	-	-	(175,739.95)
617-81-6629-02-001-99-A-11-61702	CHS/CTE GMP	Projection Screens	E	12,482.00	-	-	-	12,482.00
617-81-6629-02-001-99-A-12-61702	CHS/CTE GMP	Library Furniture	E	5,447.00	-	-	-	5,447.00
617-81-6629-02-001-99-A-15-61702	CHS/CTE GMP	Test and Balance	E	124,384.00	-	-	-	124,384.00
617-81-6629-02-001-99-A-16-61702	CHS/CTE GMP	Paging System	E	429,014.00	-	-	-	429,014.00
617-81-6629-03-001-99-A-02-61702	CHS/CTE GMP	Courtyard Grading	E	30,600.00	-	-	-	30,600.00
617-81-6629-03-001-99-A-09-61702	CHS/CTE GMP	Terrazzo	E	339,324.00	-	-	-	339,324.00
617-81-6629-03-001-99-A-10-61702	CHS/CTE GMP	Metal Lockers	E	179,367.00	-	-	-	179,367.00
617-81-6629-03-001-99-A-11-61702	CHS/CTE GMP	Athletic Equipment	E	(52,167.00)	-	-	-	(52,167.00)
617-81-6629-03-001-99-A-12-61702	CHS/CTE GMP	Gymnasium Seating & Telescopin	E	110,390.05	-	-	-	110,390.05
617-81-6629-03-001-99-A-15-61702	CHS/CTE GMP	Direct Digital Control Systems	E	97,352.70	-	-	-	97,352.70
617-81-6629-03-001-99-A-16-61702	CHS/CTE GMP	Fire Alarm	E	138,659.00	-	-	-	138,659.00
617-81-6629-03-001-99-A-17-61702	CHS/CTE GMP	Pier Overages	E	50,000.00	-	-	-	50,000.00
617-81-6629-04-001-99-A-02-61702	CHS/CTE GMP	Termite Control	E	(49,111.00)	-	-	-	(49,111.00)
617-81-6629-04-001-99-A-09-61702	CHS/CTE GMP	Resilient Tile Flooring & Carp	E	414,876.00	-	-	-	414,876.00
617-81-6629-04-001-99-A-10-61702	CHS/CTE GMP	Miscellaneous Specialties	E	26,748.00	-	-	-	26,748.00
617-81-6629-04-001-99-A-11-61702	CHS/CTE GMP	Scoreboards	E	188,496.00	-	-	-	188,496.00
617-81-6629-04-001-99-A-12-61702	CHS/CTE GMP	Grandstands & Press Boxes	E	(279,343.00)	-	-	-	(279,343.00)
617-81-6629-04-001-99-A-16-61702	CHS/CTE GMP	Data Cabling	E	(95,799.83)	-	-	-	(95,799.83)
617-81-6629-04-001-99-A-17-61702	CHS/CTE GMP	Pier Casing	E	(91,442.00)	-	-	-	(91,442.00)
617-81-6629-05-001-99-A-02-61702	CHS/CTE GMP	Site Utilities	E	199,114.00	-	-	-	199,114.00
617-81-6629-05-001-99-A-09-61702	CHS/CTE GMP	Wood Flooring	E	2,994.00	-	-	-	2,994.00
617-81-6629-05-001-99-A-10-61702	CHS/CTE GMP	Cast Aluminum	E	465.00	-	-	-	465.00
617-81-6629-05-001-99-A-16-61702	CHS/CTE GMP	Audio/Visual Systems & Equipme	E	379,657.30	-	-	-	379,657.30
617-81-6629-05-001-99-A-17-61702	CHS/CTE GMP	Floor Moisture Mitigation	E	100,000.00	-	-	-	100,000.00
617-81-6629-06-001-99-A-02-61702	CHS/CTE GMP	Subsurface Utility Location	E	11,740.00	-	-	-	11,740.00
617-81-6629-06-001-99-A-09-61702	CHS/CTE GMP	Paint & Stencil-Painted Graphi	E	(181,462.55)	-	-	-	(181,462.55)
617-81-6629-06-001-99-A-17-61702	CHS/CTE GMP	Site Utility / Power (Oncor)	E	100,000.00	-	-	-	100,000.00
617-81-6629-07-001-99-A-02-61702	CHS/CTE GMP	Fencing & Ball Field Netting	E	(27,179.00)	-	-	-	(27,179.00)
617-81-6629-07-001-99-A-17-61702	CHS/CTE GMP	Theatrical Lighting	E	120,000.00	-	-	-	120,000.00
617-81-6629-08-001-99-A-02-61702	CHS/CTE GMP	Pavement Markings	E	2,928.15	-	-	-	2,928.15
617-81-6629-08-001-99-A-17-61702	CHS/CTE GMP	Lightweight Concrete Roof Deck	E	70,000.00	-	-	-	70,000.00
617-81-6629-09-001-99-A-02-61702	CHS/CTE GMP	Landscape and Irrigation	E	379,712.00	-	-	-	379,712.00

Cleburne ISD  
2016 Bond  
June 30, 2024

ACCOUNT	PROJECT	ACCOUNT DESCRIPTION	TYPE	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
617-81-6629-09-001-99-A-17-61702	CHS/CTE GMP	Vinyl Graphics and Wallcoverin	E	120,000.00	-	-	-	120,000.00
617-81-6629-10-001-99-A-02-61702	CHS/CTE GMP	Artificial Turf, Track, Field	E	142,917.00	-	-	-	142,917.00
617-81-6629-10-001-99-A-17-61702	CHS/CTE GMP	Glazing	E	1,033,599.00	-	-	-	1,033,599.00
617-81-6629-11-001-99-A-17-61702	CHS/CTE GMP	Accordion Fire Doors	E	46,000.00	-	-	-	46,000.00
617-81-6629-12-001-99-A-17-61702	CHS/CTE GMP	Site Canopies	E	200,000.00	-	-	-	200,000.00
617-81-6629-13-001-99-A-17-61702	CHS/CTE GMP	Owner Savings	E	-	-	-	-	-
617-81-6629-MO-999-99-A-00-61702	CHS/CTE GMP	Building Purchase, Constructio	E	(600.00)	-	-	-	(600.00)
	<b>CHS/CTE GMP Total</b>			<b>6,807,362.93</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,807,362.93</b>
617-52-6639-00-109-99-P-00-	Cooke/Coleman	Furniture And Equipment	E	1.00	-	-	-	1.00
617-81-6249-00-102-99-P-00-	Cooke/Coleman	Contracted Maintenance And Rep	E	(1,962.00)	-	-	-	(1,962.00)
	<b>Cooke/Coleman Total</b>			<b>(1,961.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,961.00)</b>
617-11-6398-HB-001-11-Q-00-	Furniture Fixtures & Equipment	Supplies And Materials - Local	E	(31,265.00)	(3.30)	-	-	(31,261.70)
617-11-6399-HB-001-11-Q-00-	Furniture Fixtures & Equipment	General Supplies	E	(14,046.96)	(27.35)	-	-	(14,019.61)
617-11-6639-HB-001-11-Q-00-	Furniture Fixtures & Equipment	Furniture And Equipment	E	(47,959.00)	-	-	-	(47,959.00)
617-81-6299-00-001-22-Q-00-61703	Furniture Fixtures & Equipment	Miscellaneouscontracted Servic	E	6,251.00	-	-	-	6,251.00
617-81-6299-00-001-99-Q-00-61703	Furniture Fixtures & Equipment	Miscellaneouscontracted Servic	E	152,789.89	-	-	-	152,789.89
617-81-6398-00-001-22-Q-00-61703	Furniture Fixtures & Equipment	Supplies And Materials - Local	E	140,033.00	-	-	-	140,033.00
617-81-6398-00-001-99-Q-00-61703	Furniture Fixtures & Equipment	Supplies And Materials - Local	E	(1,227,371.34)	-	-	-	(1,227,371.34)
617-81-6398-00-001-99-Q-AT-61703	Furniture Fixtures & Equipment	Supplies And Materials - Local	E	(219,552.29)	-	-	-	(219,552.29)
617-81-6399-00-001-22-Q-00-61703	Furniture Fixtures & Equipment	General Supplies	E	152,463.00	-	-	-	152,463.00
617-81-6399-00-001-99-Q-00-61703	Furniture Fixtures & Equipment	General Supplies	E	(2,286,667.51)	-	-	-	(2,286,667.51)
617-81-6399-00-001-99-Q-AT-61703	Furniture Fixtures & Equipment	General Supplies	E	(12,129.35)	-	-	-	(12,129.35)
617-81-6639-00-001-22-Q-00-61703	Furniture Fixtures & Equipment	Furniture And Equipment	E	1,633,556.82	-	-	-	1,633,556.82
617-81-6639-00-001-99-Q-00-61703	Furniture Fixtures & Equipment	Furniture And Equipment	E	1,434,687.48	-	-	-	1,434,687.48
617-81-6639-00-001-99-Q-AT-61703	Furniture Fixtures & Equipment	Furniture And Equipment	E	(88,546.00)	-	-	-	(88,546.00)
	<b>Furniture Fixtures &amp; Equipment Total</b>			<b>(407,756.26)</b>	<b>(30.65)</b>	<b>-</b>	<b>-</b>	<b>(407,725.61)</b>
617-11-6249-AD-101-11-P-96-	Technology	Contracted Maintenance And Rep	E	14,479.00	-	-	-	14,479.00
617-11-6249-CK-109-11-B-96-	Technology	Contracted Maintenance And Rep	E	19,650.00	-	-	-	19,650.00
617-11-6249-CL-102-11-P-96-	Technology	Contracted Maintenance And Rep	E	19,098.00	-	-	-	19,098.00
617-11-6249-GR-108-11-P-96-	Technology	Contracted Maintenance And Rep	E	19,650.00	-	-	-	19,650.00
617-11-6249-IM-107-11-P-96-	Technology	Contracted Maintenance And Rep	E	28,957.00	-	-	-	28,957.00
617-11-6249-IR-104-11-P-96-	Technology	Contracted Maintenance And Rep	E	17,581.00	-	-	-	17,581.00
617-11-6249-JH-041-11-Q-96-	Technology	Contracted Maintenance And Rep	E	38,641.00	-	-	-	38,641.00
617-11-6249-MT-103-11-P-96-	Technology	Contracted Maintenance And Rep	E	18,615.00	-	-	-	18,615.00
617-11-6249-SF-111-11-P-96-	Technology	Contracted Maintenance And Rep	E	14,479.00	-	-	-	14,479.00
617-11-6299-HS-001-11-Q-96-	Technology	Miscellaneouscontracted Servic	E	(15,032.96)	-	-	-	(15,032.96)
617-11-6299-AD-101-11-P-96-	Technology	Miscellaneouscontracted Servic	E	4,521.00	-	-	-	4,521.00
617-11-6299-CK-109-11-B-96-	Technology	Miscellaneouscontracted Servic	E	3,838.00	-	-	-	3,838.00
617-11-6299-CL-102-11-P-96-	Technology	Miscellaneouscontracted Servic	E	3,670.00	-	-	-	3,670.00
617-11-6299-GR-108-11-P-96-	Technology	Miscellaneouscontracted Servic	E	3,838.00	-	-	-	3,838.00
617-11-6299-IM-107-11-P-96-	Technology	Miscellaneouscontracted Servic	E	4,854.00	-	-	-	4,854.00
617-11-6299-IR-104-11-P-96-	Technology	Miscellaneouscontracted Servic	E	7,602.00	-	-	-	7,602.00
617-11-6299-MT-103-11-P-96-	Technology	Miscellaneouscontracted Servic	E	5,214.00	-	-	-	5,214.00
617-11-6299-SF-111-11-P-96-	Technology	Miscellaneouscontracted Servic	E	4,521.00	-	-	-	4,521.00
617-11-6398-AD-101-11-P-96-	Technology	Supplies And Materials - Local	E	44,435.00	-	-	-	44,435.00
617-11-6398-CK-109-11-B-96-	Technology	Supplies And Materials - Local	E	75,168.00	-	-	-	75,168.00
617-11-6398-CL-102-11-P-96-	Technology	Supplies And Materials - Local	E	66,839.00	-	-	-	66,839.00
617-11-6398-GR-108-11-P-96-	Technology	Supplies And Materials - Local	E	70,167.00	-	-	-	70,167.00
617-11-6398-HS-001-11-Q-96-	Technology	Supplies And Materials - Local	E	(12,699.41)	-	-	-	(12,699.41)

Cleburne ISD  
2016 Bond  
June 30, 2024

ACCOUNT	PROJECT	ACCOUNT DESCRIPTION	TYPE	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
617-11-6398-IM-107-11-P-96-	Technology	Supplies And Materials - Local	E	129,667.00	-	-	-	129,667.00
617-11-6398-IR-104-11-P-96-	Technology	Supplies And Materials - Local	E	68,555.00	-	-	-	68,555.00
617-11-6398-JH-041-11-Q-96-	Technology	Supplies And Materials - Local	E	148,191.00	-	-	-	148,191.00
617-11-6398-MT-103-11-P-96-	Technology	Supplies And Materials - Local	E	66,748.00	-	-	-	66,748.00
617-11-6398-SF-111-11-P-96-	Technology	Supplies And Materials - Local	E	48,200.00	-	-	-	48,200.00
617-11-6399-AD-101-11-P-96-	Technology	General Supplies	E	634.00	-	-	-	634.00
617-11-6399-HS-001-11-Q-96-	Technology	General Supplies	E	12,591.63	-	-	-	12,591.63
617-11-6399-IM-107-11-P-96-	Technology	General Supplies	E	14,970.00	-	-	-	14,970.00
617-11-6399-IR-104-11-P-96-	Technology	General Supplies	E	4,332.00	-	-	-	4,332.00
617-11-6399-JH-041-11-Q-96-	Technology	General Supplies	E	14,970.00	-	-	-	14,970.00
617-11-6399-MT-103-11-P-96-	Technology	General Supplies	E	634.00	-	-	-	634.00
617-11-6399-SF-111-11-P-96-	Technology	General Supplies	E	634.00	-	-	-	634.00
	<b>Technology Total</b>			968,211.26	-	-	-	968,211.26
	<b>Grand Total</b>			5,547,240.84	95,760.63	-	-	5,451,480.21

Cleburne ISD  
Debt Service Fund Expenditures  
as of June 30, 2024

ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
522-71-6511-00-999-99-A-00-	Debt Service- Principal	13,601,569.00	-	13,601,569.00	3,530,000.00	-	10,071,569.00	25.95%
522-71-6521-00-999-99-A-00-	Debt Service- Interest	6,881,625.00	-	6,881,625.00	6,792,625.00	-	89,000.00	98.71%
522-71-6599-00-999-99-A-00-	Debt Service- Fees	6,000.00	-	6,000.00	3,640.01	-	2,359.99	60.67%
	<b>Total for 522 Debt Service</b>	<b>20,489,194.00</b>	<b>-</b>	<b>20,489,194.00</b>	<b>10,326,265.01</b>	<b>-</b>	<b>10,162,928.99</b>	<b>50.40%</b>

**TAX COLLECTION SUMMARY - JUNE 2024**  
**July 1, 2023 - June 30, 2024**

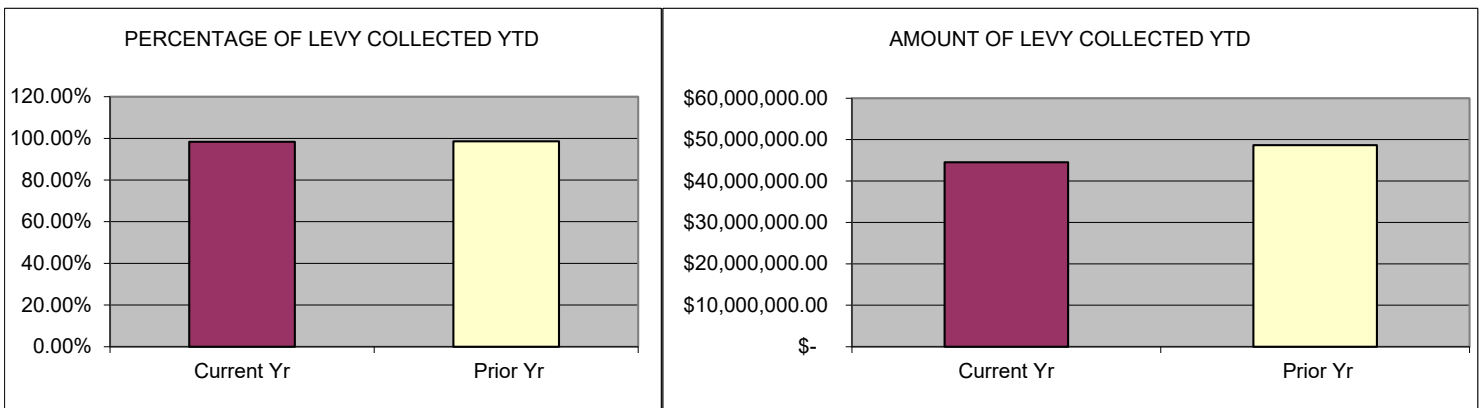
<u>TYPE OF COLLECTION</u>	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>
CURRENT TAXES	\$ 132,170.53	\$ 44,096,484.84
DELINQUENT TAXES	\$ 22,149.69	\$ 441,104.20
INTEREST & PENALTY	\$ 35,789.14	\$ 516,261.66
TOTAL COLLECTIONS	\$ 190,109.36	\$ 45,053,850.70

AMOUNTS ARE CORRECTED FOR REFUNDS AND CORRECTIONS MADE DURING YEAR

	<u>CURRENT YR.</u>	<u>PRIOR YR.</u>	<u>VARIANCE</u>
ACTUAL CURRENT LEVY	\$ 44,844,340.34	\$ 49,000,458.06	\$ (4,156,117.72)
CURRENT LEVY COLLECTED YTD	\$ 43,847,096.43	\$ 48,046,015.18	\$ (4,198,918.75)
CURRENT LEVY COLLECTED FOR JULY, AUGUST, & SEPTEMBER <i>(Note: July, August, and September collections are part of the prior tax year, but are collected in the current fiscal year)</i>	\$ 249,388.41	\$ 274,402.64	\$ (25,014.23)
CURRENT TAXES COLLECTED YTD	\$ 44,096,484.84	\$ 48,320,417.82	\$ (4,223,932.98)
PERCENTAGE OF CURRENT LEVY COLLECTED YTD TO ACTUAL CURRENT LEVY	98.33%	98.61%	-0.28%

	<u>CURRENT YR.</u>	<u>PRIOR YR.</u>	<u>VARIANCE</u>
BUDGETED TAX REVENUE	\$ 50,618,745.00	\$ 48,323,764.00	\$ 2,294,981.00
TOTAL COLLECTIONS YTD	\$ 44,537,589.04	\$ 48,674,061.49	\$ (4,136,472.45)
PERCENTAGE OF TOTAL COLLECTIONS YTD TO BUDGETED TAX REVENUE	87.99%	100.72%	-12.74%

<u>FUND SUMMARY</u>	<u>ACTUAL COLLECTION</u>	<u>ANNUAL BUDGETED AMOUNTS</u>	<u>PERCENT OF BUDGET COLLECTED</u>
GENERAL FUND SUMMARY	\$ 28,250,097.66	\$ 33,969,725.00	83.16%
I&S DEBT SERVICE SUMMARY	\$ 16,803,753.04	\$ 16,649,020.00	100.93%
TOTAL	\$ 45,053,850.70	\$ 50,618,745.00	89.01%



June 27, 2024

Cleburne Independent School District  
Coby Kirkpatrick  
505 N. Ridgeway Dr. Suite 100  
Cleburne, Texas 76033

Dear Dr. Kirkpatrick,

On behalf of the 4-H members of Johnson 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 of the Cleburne Independent School District. We further request that questions regarding this RESOLUTION be directed to us 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 us for our files.

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

Sincerely,



Keely McCrady  
County Extension Agent  
Family & Community Health



Pamela Berndt  
4-H Program Assistant  
4-H & Youth Development



Kristen Clark  
County Extension Agent  
4-H & Youth Development



Enclosure: RESOLUTION (Regarding EXTRACURRICULAR STATUS OF 4-H ORGANIZATION)

Texas A&M AgriLife Extension Service  
1 N. Main Street, Suite 309 | Courthouse Annex | Cleburne, Texas 76033

Tel. 817-556-6370 | Fax. 817-556-6375 | Johnson@ag.tamu.edu

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

Be it hereby resolved that upon this date, the duly elected Board of Trustees of the Cleburne Independent School District meeting in public with a quorum present and certified, did adopt this resolution that recognizes the Johnson 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 is subject to all rules and regulations set forth under the 19 Texas Administrative Codes as interpreted by this Board and designated officials of this school district whose rules shall be final.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
(For Board of Trustees)

\_\_\_\_\_  
Dr. Coby Kirkpatrick (Superintendent)

**MEMORANDUM TO:** \_\_\_\_\_

SUBJECT: Adjunct Faculty Agreement

The State Board of Education passed an amendment to 19 TAC§129.21 (k)(1). 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:

- (4-12) The student is participating in an activity which is approved by the local board and is under the direction of a professional staff member of the school district or an adjunct staff member. This adjunct staff member must have a minimum of a bachelor’s degree and be eligible for participation in the Teacher Retirement System of Texas.
- (4-13) Student participating in any activity which is not approved by the local school board and/or without certified district personnel supervision are counted absent [see 4-12]. To qualify for funding purposes, the certified district staff member/adjunct staff member must be accompanying the students as an official of the school district for the specific purpose of supervising the students and must be approved by the school board to supervise the activity. For example, students participating in 4-H activities which are supervised solely by a county Extension agent are reported present.

This amendment provides local school boards the opportunity to recognize county Extension agents as adjunct staff members and to count students participating in 4-H/Extension educational activities “in attendance” for Foundation School Program purposes.

Johnson County requests adjunct staff member status for the county Extension agents for the school year **2024-2025**. The following faculty members are eligible for participation in the Teacher Retirement System of Texas and have a minimum of a bachelor’s degree.

Kristen Clark – CEA, 4-H & Youth Development	B.S. May 2007	Texas A&M
Keely McCrady -CEA, Family & Community Health	B.A. May 2016	Lubbock Christian Univ
Pamela Berndt- 4-H Program Assistant	B.S. December 1986	Tarleton State

I hope the Cleburne Independent School District 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.

Sincerely,



Kristen Clark  
4-H & Youth Development Agent  
County Coordinator

**JOHNSON COUNTY 4-H  
CONTINUACE OF EXISTING RESOLUTION  
REGARDING  
EXTRACURRICULAR STATUS OF 4-H ORGANIZATION**

Cleburne ISD has continuously adopted resolutions recognizing the Johnson County 4-H Organization as approved for recognition and eligible for extracurricular status consideration under Title 19, Texas Administrative Code, Chapter 76.1, pertaining to extracurricular activities. As designee for the Board, I extend and make continuous the resolution last adopted on July 14, 2021. Participation by 4-H members under provisions of this resolution is subject to all rules and regulations set forth under the 19 Texas Administrative code as interpreted by the board through the designated officials of Cleburne ISD whose rulings shall be final.

This resolution shall be continuous unless and upon written notice by the Board or their designee that the resolution is withdrawn, or the law changes.

Adjunct faculty status is granted to all members of the current county Extension faculty, who meet the eligibility requirements for participation in the Teacher Retirement System of Texas and have a minimum of a bachelor's degree. The county Extension staff will annually provide a current list of adjunct faculty to the appropriate principal on or before request of completion of Declaration of Eligibility Forms. If the faculty changes, the list shall be edited by the county Extension staff and forwarded to the appropriate principal(s). This appointment is subject to the following conditions and provisions of such appointment, to wit:

1. Adjunct faculty member will receive no compensation, salary, or remuneration from Cleburne ISD.
2. Adjunct faculty member(s) is and shall remain an employee and in good standing, of the Texas A&M AgriLife Extension Service.
3. Adjunct faculty member(s) shall be under the direction supervision of the District Extension Administrator, Extension District, or The Johnson County Extension Director.
4. 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. District shall have no responsibility for any of such benefits or plans.

Adjunct faculty members 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 member 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. Adjunct faculty member 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 Johnson County Extension Agents who have been herein designated as an adjunct faculty member.

This appointment is made by Cleburne ISD by and through the action of the Board of Trustees of said District for the benefit of allowing voluntary student participation in programs conducted by Texas A&M

AgriLife Extension Service in recognition of the educational benefits arising from such participation and activities and/or directed by Texas A&M AgriLife Extension Service.

This appointment is made in accordance with the provisions of Section 12921 (k)(1) of the Texas Administrative Code authorizing the school to deem such participating students in attendance for Foundation School Program purposes.

This appointment of the Johnson County Extension Agents is not intended nor shall be construed as a waiver of any claim or defense of sovereign or governmental immunity from liability now possessed by Cleburne ISD or any of its employee's agents, officers, and/or board members in the performance of governmental functions.

For the Board,

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Dr. Coby Kirkpatrick  
Superintendent of Schools  
Cleburne ISD

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Date



Communication  
July 15, 2024

**To:** CISD Board of Trustees  
**From:** Dr. Coby Kirkpatrick  
**Re:** Review of TASB Policy Update 123

**Strategic Goal, Objective or Need Addressed:**

In accordance with State Law and compliance, the Cleburne ISD School Board will need to review TASB policy update 123. The School Board may elect to approve update 123 at this first reading or delay decision for a later date.

**Summary:**

Update 123 covers recommended local policy revisions to address several new laws from the Regular Session of the 88<sup>th</sup> Legislature. Other revisions included in this update are in response to changes in the Administrative Code.

While not covered in this overview, many of the legal policies included in this update were also affected by legislative changes that are now in effect.

**Attachment:**

- Explanatory Notes
- Instruction Sheet
- Local Policy Comparison Packet

**Action Requested**

Board Review and Approval

**Monitoring or Reporting Timeline**

June 2024

**Contact Persons**

Allen Roberts  
Dr. Coby Kirkpatrick

**Financial Impact**

General Fund

# Cleburne ISD Local Board Policy Update 123



## **POLICY UPDATE 123 OVERVIEW:**

- Cleburne Independent School District's last approved update 122 was in November 2023.
- During the Regular Session of the 88th Legislature, educational laws were passed requiring policy updates.
- TASB submits revisions of local School Board policies to match the new legal policies.

# CKE(LOCAL) Safety Program/Risk Management: Security Personnel

## Reasoning:

- Defines school resource officers jurisdiction, duties, and authority which helps better clarify House Bill 3 and other legal requirements.
- Defines commissioned security officers with level III training authority in accordance with the Educational Code.

## EFA(LOCAL) Instructional Resources: Instructional Materials

### Reasoning:

- EF Local is eliminated and combined with EFA Local to allow each individual district to develop their own regulations as to how instructional resources are better used for the growth of our students.
- EFA Local better lays out the procedures for the use of instructional resources.

# EFB (LOCAL) Instructional Resource Library Materials

## Reasoning

This recommended policy aligns with changes to the Administrative Code and the the new collection development standards for school libraries as a result of HB 900.

- The location of the form for formal reconsideration
- The position title for the person responsible for appointing the reconsideration committee
- The number of days allocated for appointing the committee, providing the materials for the review to the committee, and completing the committee's final report.



## (LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue, bold font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

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**Note:** While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

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For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

<b>Contact:</b>	<b>School Districts and Education Service Centers</b>	<b>Community Colleges</b>
	<a href="mailto:policy.service@tasb.org">policy.service@tasb.org</a>	<a href="mailto:colleges@tasb.org">colleges@tasb.org</a>
	800.580.7529	800.580.1488

**Public Information  
Coordinator**

After Election or  
Appointment

The Superintendent shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Government Code 552.012. [See GBAA]

After a Violation

A Board member who receives written notice from the attorney general that the member must complete Public Information Act (PIA) training described by GBAA(LEGAL) following the District's failure to comply with a PIA requirement shall complete the training within the timelines described in law. The completion of the training in response to such a notice cannot be delegated.

**Reporting  
Continuing  
Education Credit**

The Board President shall announce the status of each Board member's continuing education credit. The announcement shall be made annually at the last regular Board meeting before the District's uniform election date, whether or not an election is held. The announcement shall be reflected in the meeting minutes and, when necessary, posted on the District's website in accordance with law.

In addition to disclosures required by law, a Board member shall disclose to the Board any personal financial interest, business interest, or obligation or relationship that in any way creates a potential conflict of interest with a vote on a pending matter.

A Board member shall not use coercive means or promise special treatment in order to influence Board or District decisions, nor use the member's position to seek personal advantage. [See also BBF(LOCAL)]

**Annual Financial  
Management Report**

Each Board member shall provide to the District in a timely manner information necessary for the District's annual financial management report. [See CFA]

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**Note:** The Texas Economic Development Act, Tax Code Chapter 313, Subchapters B and C, expired on December 31, 2022.

A limitation on appraised value approved before the expiration continues in effect according to the law as it existed immediately before its expiration, and the law is continued in effect for purposes of the limitation on appraised value.

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**Texas Economic Development Act**

Purpose

These provisions outline the District's procedures ~~for accepting, reviewing, and considering applications and amendments to applications, and, when necessary,~~ enforcing agreements under the Texas Economic Development Act (the Act), as set forth in Tax Code Chapter 313. [See CCGB(LEGAL)]

Definitions

~~In addition to the definitions set out in CCGB(LEGAL), the following definitions apply in this policy:~~

~~"Application review period" means the period during which the Board will consider and act on an application. The application review period begins on the application review start date and ends on the 151st day thereafter, unless the application review period is extended by Board action prior to the expiration date.~~

~~"Appraisal district" means each county appraisal district that appraises property that is the subject of an application.~~

~~"Large project application" means an application for which the qualified investment exceeds \$300,000,000.~~

**Filing an Application**

~~In the form and formats required by the comptroller, an applicant shall file with the Superintendent the original and copies of the completed application along with a searchable electronic copy certified to contain information identical to the original hard copy. [See CCGB(LEGAL) at Required Contents and Format]~~

~~The Superintendent shall hold any incomplete applications or applications submitted without the full application fee until the application is properly completed and the application fee is paid. The Superintendent's determination of whether an application is complete shall be final.~~

Confidentiality of Applicant Information

~~If the Board decides to consider an application, information provided in connection with an application will not be considered confidential except as allowed by law. [See CCGB(LEGAL) at Confidential Business Information]~~

~~Amending an  
Application~~

~~An applicant may seek to amend an application at any time prior to final Board action on the application. If an amended application is filed within 60 days of the end of the application review period, the application review period shall be extended automatically to the 61st day after the date on which the last amended application is filed, unless the Board takes action to extend the application review period otherwise.~~

~~The Superintendent shall review and forward to the comptroller any amended application or supplemental information on receipt.~~

~~Standard  
Application Fee~~

~~An applicant shall pay a standard application fee of \$65,000 to the District to cover the District's costs in processing and considering the application. This fee is nonrefundable except as set forth in this policy:~~

- ~~1. For large project fees after the initial fee submission; or~~
- ~~2. If the application is rejected after an initial Board review.~~

~~The standard application fee does not include any amount charged by the comptroller to the applicant for the comptroller's economic impact evaluation.~~

~~Large Project  
Application Fee~~

~~For a large project application, the Board may set an application fee higher than the standard application fee if the analysis or evaluation of the application warrants a higher fee. In this case, the applicant shall initially submit the standard application fee. If the Board sets a higher fee, the applicant may withdraw its application and any fee submitted if the applicant disagrees with the higher fee.~~

**Processing an  
Application**

Upon receipt of an application and application fee, the Superintendent shall:

**Before Initial Board  
Review**

- ~~1. Send the applicant written confirmation of receipt of the application and application fee.~~
- ~~2. Review the application and, as necessary, require the applicant to submit additional and/or supplementary information, including all required schedules.~~
- ~~3. Within seven days of receipt of a completed application, submit the application to the comptroller, together with any economic analysis of the proposed project submitted by the applicant.~~
- ~~4. Obtain necessary conflict of interest disclosures. [See BBFA(LEGAL)]~~

~~Initial Board Review~~ As soon as practical after an application is filed, the Board shall conduct an initial review of the application during which the Board may consider the Superintendent's recommendation and written or oral presentations concerning the application.

~~If, after the initial review, the Board determines that the application is not in the best interests of the District, the Board shall reject the application and return to the applicant the application fee, less any necessary and reasonable costs of the initial review.~~

~~If the Board accepts a large project application for further consideration, the Board may set an appropriate fee in accordance with this policy.~~

~~After Initial Board Review~~ If the Board elects to consider the completed application, the Superintendent shall:

- ~~1. Deposit the application fee and provide required written notice to the applicant and comptroller, with a copy to the appraisal district, that the District has received and will consider the completed application;~~
- ~~2. Deliver to the comptroller a copy of the application and required material along with a request for an economic impact evaluation;~~
- ~~3. Accept on behalf of the Board any amendments or supplements submitted by the applicant, and transmit copies to the comptroller within seven days of receipt;~~
- ~~4. Direct appropriate District personnel to create a link from the District's website to the location on the comptroller's website where copies of applications are posted;~~
- ~~5. Within the time allowed by law, provide all required supplemental information necessary to assist the comptroller and the Texas Education Agency (TEA) with the required analyses;~~
- ~~6. On receipt, provide the applicant and District consultants with a copy of the economic impact evaluation and the school facilities impact analysis;~~
- ~~7. Work with the applicant and District consultants to provide the District and the comptroller with copies of the proposed agreement in a timely manner [see CCGB(LEGAL) at Continued Eligibility];~~
- ~~8. Take all action necessary or required to process the application;~~

- ~~9. Not later than 151 days after the application review start date, present to the Board an agreement for final approval or a request for extension of the application review period;~~
- ~~10. If an extension of the application review period is requested, report each such request to the comptroller within seven days of the decision to grant the extension; and~~
- ~~11. After Board action on the application, if any, transmit all necessary and required information to the comptroller, the applicant, and the appraisal district.~~

~~District Consultants~~

~~On retention by the Board, District consultants, including legal counsel, shall review the application to ensure it includes all required information. District consultants shall also begin an analysis of the application, consider any legal implications of the application, draft and negotiate an appropriate revenue protection agreement, and evaluate the analyses from the comptroller and TEA on receipt.~~

~~District consultants shall be paid for services from the application fee and shall complete their analyses in time to assist the Board, as appropriate, in its initial review or final determination on the application.~~

**Board Action on Application**

~~Completed applications may be considered for approval by the Board only after completion of the economic impact evaluation and the school facilities impact analysis and receipt of the comptroller's certification, as required by the Act.~~

~~Public Hearing~~

~~The Board's final determination on an application shall be made after a public hearing at which the Superintendent, District consultants, the applicant, and members of the public may provide input and information concerning the proposed application. The comptroller's certification shall be disclosed at the public hearing.~~

~~The public hearing shall be held at a time that allows the Board to approve or disapprove an application before the expiration of the application review period, unless the deadline has been extended.~~

~~Findings of Fact~~

~~After the public hearing, the Board shall make specific written findings as required by law. [See CCGB(LEGAL) at Approval]~~

~~Adoption of Agreement~~

~~After considering the comptroller's certification, the economic impact evaluation, the school facilities impact analysis, information from District consultants, and any other relevant information, the Board may approve the application and enter into an agreement that complies with all legal requirements. [See CCGB(LEGAL) at Agreement] The Board shall also consider and adopt an agreement with the applicant to provide protection from or compensation for~~

	<del>any financial risks undertaken by the District in accepting the application.</del>
<del>Waiver of Jobs Requirement</del>	<del>The Board may waive the new jobs creation requirement in accordance with the law. [See CCGB(LEGAL) at Waiver of New Jobs Creation Requirement] If an applicant makes a waiver request subsequent to the original application, the Board may charge the applicant a fee to cover the costs of any consultant required by the Board in making the requisite finding.</del>
<b>Superintendent Responsibilities After Agreement</b>	During the term of any agreement, the Superintendent shall ensure that all reporting requirements are met in a timely manner by the District and the applicant. The Superintendent is authorized to delegate this function to District consultants.
<b>Statements Regarding Conflicts of Interest</b>	<del>Each Board member and any District employee who is a local government official under Local Government Code Chapter 176</del> Within 60 days after each Board election or appointment, each new Board member shall submit a conflict of interest statement confirming or denying the existence of a conflict of interest or a substantial business interest in each project that is the subject of an <del>application, agreement, or amendment to an agreement with the District.</del> <del>Within</del> This requirement to submit a conflict of interest statement within 60 days <del>after each Board election or the appointment of a Board member, each new Board member shall complete</del> also apply to any new District employee who is a <del>statement.</del> local government official under Local Government Code Chapter 176. The completed statements shall be retained by the District with each affected <del>application or</del> agreement. If a conflict or substantial interest exists, the appropriate disclosure forms shall be completed and filed as required by law. [See BBFA(LEGAL)]

**Emergency  
Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

1. Reasonable security measures when District property is used as a polling place;
2. Response to an active shooter emergency;
3. Response to a nearby train derailment, as applicable; and
4. Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.

**Notice Regarding  
Violent Activity**

~~4.~~ The Superintendent shall develop procedures to notify parents regarding violent activity that has occurred or is being investigated at a campus or other District facility or at a District-sponsored activity.

**School Resource  
Officers**

To implement the District's comprehensive safety programs, the District has entered into ~~an agreement~~ a memorandum of understanding (MOU) with ~~a~~ each local law enforcement agency ~~for~~ that provides the District with school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

Jurisdiction

The jurisdiction of school resource officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

Authority and Duties

A school resource officer shall perform duties as described in the ~~agreement~~ MOU and as included in the District improvement plan and the Student Code of Conduct. Pursuant to the MOU, a school resource officer shall:

1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, school resource officers may serve search warrants in connection with District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce District policies, rules, and regulations on District property, in school zones, at bus stops, or at District functions.
6. Investigate violations of District policy, rules, and regulations as requested by the Superintendent and participate in hearings concerning alleged violations.
7. Carry a firearm in accordance with the MOU and the directives with the commissioning entity.
8. Carry out all other duties in accordance with the MOU.

A school resource officer shall not be assigned routine classroom discipline or administrative tasks. Each school resource officer

	<p>shall receive at least the minimum amount of education and training required by law.</p>
<p>Training</p>	<p><del>All school resource officers shall receive at least the minimum amount of education</del>[See CKE(LEGAL) and <del>training required by law.</del></p> <p><del>[See CKEC(LEGAL)]</del></p>
<p><b>Noncommissioned Security Officers Authorized to Possess Firearms</b></p>	<p>To <del>implement</del>assist with implementing the District's comprehensive safety programs, the District shall employ noncommissioned security officers <del>as defined by Texas Occupations Code Chapter 1702. To be authorized to carry a firearm, a security officer shall who</del> have completed the Department of Public Safety (DPS) Level II training course <del>Level III. The District will obtain a commission for the officer in accordance with DPS rules.</del> Security officers shall be accountable to and shall report to the Superintendent.</p>
<p>Authorization Pursuant to its authority under state law, the Board shall authorize Jurisdiction</p>	<p>The jurisdiction of security officers <del>to possess certain firearms in schools, at Board meetings, and at school sponsored or school related events on</del>shall include all territory within District property, to the extent allowed by law.</p> <p><del>Each specifically authorized security officer shall be approved by action of the Board. The Superintendent shall issue written authorization to each approved officer.</del></p>
<p>Revocation</p>	<p>The Superintendentboundaries, as well as the Board, shall have the authority to revoke at any time a security officer's authorization to possess a firearm under this policy.</p> <p>However, authorization for a security officer to possess a firearm under this policy shall be automatically revoked if the employee is placed on administrative leave or separates from employment with <del>the all real and personal property outside the boundaries of the District, regardless of the reason</del> that is owned, leased, or rented by the District, or is otherwise under the District's control.</p>
<p>Duties</p>	<p><del>The</del>A security officer shall not perform routine law enforcement duties <del>and responsibilities of.</del></p> <p>In addition to complying with relevant DPS regulations, a security officer shall include:</p> <ol style="list-style-type: none"><li><del>Protect</del>Act as necessary to protect the safety and welfare of any person <del>on property of the District and protect the property in the jurisdiction</del> of the District;</li><li>Maintain school security by patrolling campus hallways, completing door checks, and monitoring the perimeter of the campus throughout the day;</li></ol>

3. Routinely check exterior doors and interior classroom doors to ensure they are locked;
4. Complete weekly exterior door audits;
5. Inform campus administrators of malfunctioning cameras, doors, locks, gates, windows, etc., that require the submission of a work order for repair;
6. Assist with campus safety drills (i.e., fire, hold, secure, lock-down, evacuate, shelter);
7. Assist and coordinate with District security personnel and law enforcement personnel as needed;
8. Notify the police, fire department, emergency responders, or other appropriate authority of any situation requiring immediate attention; and
9. Perform other tasks and carry out all other lawful duties as assigned directed by the Superintendent.

~~Handgun Licensees~~  
~~Each Training~~

In addition to the training required by applicable DPS rules, each District security officer assigned to a campus shall ~~be required to maintain a current license to carry a handgun~~ receive training in accordance with state law the following:

1. Student mental health, including suicide awareness;
2. Trauma-informed care;

~~Age Training~~

~~The District shall provide to each security officer specialized training in crisis intervention, management of hostage situations, and other topics the Board may determine necessary or appropriate.~~

~~Permitted Weapons and Ammunition~~

~~Only District approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations procedures.~~

~~Implementation~~

- ~~3. The Superintendent shall ensure that procedures to implement this safety and security program are detailed in the District's emergency operations plan.~~ appropriate responses;
4. Child abuse identification and reporting;
5. Bullying, cyberbullying, harassment, and dating violence;
6. Special accommodations for students with disabilities (including behavior de-escalation techniques);
7. Confidentiality; and
8. Board policies and District regulations.

With this policy, the Board adopts the model health and safety guidelines for the effective integration of digital devices in schools that have been developed by the Texas Education Agency and the Health and Human Services Commission.

The Superintendent shall develop regulations that implement these guidelines.

**Non-Chapter 21  
Contracts**

~~The District~~ Non-Chapter 21 contracts shall ~~employ~~ be provided for positions included on the list approved by the Board. A non-Chapter 21 ~~contracts, contract~~ shall not ~~to~~ be governed by Chapter 21 of the Education Code, ~~the following positions: director of technology, senior director of maintenance and operations, director of federal and state funding, director of food service, and director of maintenance.~~

**Appeal of  
Employment Actions**

In accordance with DCE(LEGAL), an employee may request a hearing before the Board to appeal discharge during the contract period ~~in accordance with DCE(LEGAL).~~

**An Termination  
During Contract  
Term**

An employee whose contract is not reissued at the end of the contract period may appeal in accordance with DGBA(LOCAL).

**Complaints**

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint  
Processes

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with [the DIA series](#).
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with [the DIA series](#).
3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with [the DIA series](#).
4. Complaints concerning instructional resources shall be submitted in accordance with the EF series.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with [the CKE series](#).
6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

**Notice to Employees**

The District shall inform employees of this policy through appropriate District publications.

**Guiding Principles**

Informal Process

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(LOCAL)

Direct Communication with Board Members	Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.
Formal Process	<p>An employee may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.</p>
<b>Freedom from Retaliation</b>	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
<b>Whistleblower Complaints</b>	<p>Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint.</p> <p>[See DG]</p>
<b>Complaints Against Supervisors</b>	Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.
<b>General Provisions</b> Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
Scheduling Conferences	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee’s absence.

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(LOCAL)

Response	<p>At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee’s email address of record, or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
Days	<p>“Days” shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”</p>
Representative	<p>“Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>

Complaint and  
Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the employee a written response within ten days following the conference. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

## Level Two

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

**Level Three**

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board

with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**General Education**

Consistent with ~~TEA's~~the Texas Education Agency (TEA) *Student Attendance Accounting Handbook (SAAH)*, a student may be eligible for general education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. The weeks of confinement need not be consecutive. The parent's request for services shall be submitted to the principal in accordance with TEA's *SAAH* and administrative procedures.

The principal or designee shall convene a placement committee composed of at least a campus administrator, a teacher of the student, and the parent or guardian of the student to consider the necessity of providing general education homebound instruction to the student. If the committee determines that such instruction is appropriate, the committee shall determine the type and amount of instruction to be provided and, if applicable, the length of the transition period to the school-based setting based on current ~~medical~~ information regarding the medical or psychological condition.

**Special Education**

Consistent with state rule and the *SAAH*, a student receiving special education services may be eligible for special education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. ~~If a student is chronically ill, the student's admission, review, and dismissal (ARD) committee shall determine whether the~~The weeks of confinement need ~~to not~~ be consecutive.

~~If the ARD~~If a student's admission, review, and dismissal committee determines that homebound instruction is appropriate, the committee shall determine the type and amount of instruction to be provided in accordance with law, and, if applicable, the length of the transition period to the school-based setting based on current ~~medical~~ information regarding the medical or psychological condition.

**Documentation of Services**

The District shall maintain full documentation about students receiving homebound services, in accordance with administrative procedures, the *SAAH*, and a student's individualized education program ~~(IEP)~~, as applicable.

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**Note:** — For information related to the selection process and accounting of instructional materials, as this term is defined by state law and rule, see CMD and EFA.

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### Objectives

The District, through its professional staff, shall provide a wide range of learning resources for students and faculty that present varying levels of difficulty, diversity of appeal, and a variety of points of view.

For the purposes of this policy, the term “learning resources” refers to any material (whether acquired or locally produced) with instructional content or function used for formal or informal teaching and learning purposes. The primary objectives of learning resources are to deliver, support, enrich, and assist in implementing the District’s educational program.

The District professional staff shall select learning resources that:

1. — Enrich and support the curriculum, taking into consideration students’ varied interests, abilities, learning styles, and maturity levels.
2. — Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards, and that will promote life-long learning and reading habits.
3. — Present a variety of different formats and various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives.
4. — Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.
5. — Provide a wide range of background information that will enable students to make intelligent judgments in their daily lives.

### Selection Criteria

Criteria for selection shall include learning resources that:

1. — Support and are consistent with the general educational goals of the state, the District and the aims and objectives of individual schools and specific courses consistent with the District and campus improvement plans.
2. — Are chosen to enrich and support the curriculum and the personal needs of users.

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- ~~3.— Meet high standards in presentation, format, readability, content, factual content, artistic or literary quality, educational significance, and authenticity.~~
- ~~4.— Are designed to help students gain an awareness of our pluralistic society.~~
- ~~5.— Are evaluated as a whole. Selected materials shall not be masked, clipped, or altered in any manner inconsistent with the author's intent.~~
- ~~6.— Are appropriate for the subject area and for the age, ability level, learning styles, and social and emotional development of the students for whom they are selected.~~
- ~~7.— Are designed to provide information that will motivate students and staff to examine their own attitudes and behavior; to understand their duties, responsibilities, rights, and privileges as citizens participating in our society; and to make informed choices in their daily lives.~~
- ~~8.— Provide information on opposing sides of controversial issues so that users may develop under guidance the skill of critical analysis.~~

~~The selection of learning resources shall be directed toward maintaining a diverse collection representing various views.~~

~~Recommendations for purchases shall involve administrators, teachers, librarians, students, other District personnel, and community representatives, as appropriate. Such recommendations shall be guided by the physical examination and by the judicious use of standard reviewing tools and authoritative lists. Gifts of instructional resources shall be evaluated according to these criteria and accepted or rejected accordingly.~~

~~Selection of resources is an ongoing process that includes the removal of resources no longer appropriate and the replacement or repair of resources that still have educational value.~~

### **Controversial Issues**

~~District professional staff shall endeavor to maintain a balanced collection representing various views when selecting instructional resources on controversial issues. Resources shall be chosen to clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems. [See also EMB regarding instruction about controversial issues and EHAA regarding human sexuality instruction.]~~

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**Secondary Reading Assignments**

~~The District shall notify secondary parents/guardians of possible reading selections for their students' assignments. [See EF(REGULATION)]~~

**Elementary Reading Assignments**

~~The District shall include notification regarding elementary reading selections for English language arts in the elementary student-parent handbook. [See EF(REGULATION)] Each parent shall receive this information at the beginning of each school year or upon enrolling his or her child in a District elementary school.~~

**Challenged Resources**

~~Any resident or employee of the District may challenge learning resources used in the District's educational program on the basis of appropriateness.~~

~~Request for Informal Reconsideration  
Step One~~

~~The campus receiving a complaint regarding a learning resource shall try to resolve the issue informally.~~

~~Within five working days of the receipt of a complaint, the teacher or librarian whose students are using the learning resource shall:~~

- ~~• Meet with the complainant;~~
- ~~• Listen to the complainant's concerns;~~
- ~~• Explain the learning resource selection procedures;~~
- ~~• Explain the particular place the questioned resource occupies in the educational program;~~
- ~~• Explain its intended educational usefulness; and~~
- ~~• Work with the complainant to resolve his or her concerns, including but not limited to, offering the student, if a student is involved, another comparable and acceptable learning resource.~~

~~Step Two~~

~~If the complainant is not satisfied with the results of the Step One conference and wishes to continue the challenge, the complainant shall meet with the principal regarding the learning resource. The Step Two conference shall occur within five working days after the completion of the Step One conference. The principal shall meet with the complainant, listen to the concerns, and work with the complainant to resolve his or her concerns. The principal may also refer the complainant to someone else who could provide additional information as needed.~~

~~The informal process may not be used to remove materials from the District instructional curriculum or from campus libraries. Materials may only be removed if that is the result of completing the formal challenge process detailed below.~~

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Request for Formal  
Reconsideration of  
a Learning  
Resource

If the complainant wishes to file a formal challenge, all steps in the ~~REQUEST FOR INFORMAL RECONSIDERATION~~ of this policy must have been completed. The complainant shall then notify the campus principal who, in turn, shall provide the complainant with a copy of this policy and the Level I form.

~~Not later than ten working days after the Step Two conference, the complainant shall file a completed form with the principal.~~

~~In addition, the principal shall immediately notify the assistant superintendent of curriculum and instruction regarding the challenge. The assistant superintendent of curriculum and instruction shall facilitate the formal challenge to its completion.~~

*Level I*

Upon receipt of a completed Level I form, the principal shall form a reconsideration committee consisting of:

- ~~1. A teacher from the area of concern and/or grade level chosen by the principal. The teacher who originally recommended the instructional resource for approval shall not be a member of the committee for that resource.~~
- ~~2. A parent recommended to the principal by the campus site-based decision-making committee.~~
- ~~3. A community member recommended to the principal by the campus site-based decision-making committee.~~
- ~~4. The school library media specialist.~~
- ~~5. The principal, who shall facilitate the committee and, in case of a tie, shall break the tie.~~

~~All members of the committee shall review the challenged material in its entirety. Within ten working days of the receipt of a completed form, the appointed reconsideration committee shall meet and review the challenged resource and judge whether it conforms to the SELECTION CRITERIA, above. The reconsideration committee shall meet in closed meeting with the complainant and other school staff as needed. The reconsideration committee shall complete and sign the checklist for reconsideration form.~~

~~No later than ten working days after the reconsideration committee meeting, the complainant, the teacher who served on the committee, the school library media specialist, and the assistant superintendent of curriculum and instruction shall receive signed copies of the completed and signed checklist for reconsideration form.~~

~~Notwithstanding any procedure outlined in this policy, the complainant shall have the right to appeal any decision of the reconsideration committee to the Superintendent.~~

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~~Level II~~

~~Within ten working days of the receipt of the completed and signed campus-level checklist for reconsideration form, the complainant may appeal the decision of the campus-level reconsideration committee to the Superintendent. To appeal, the complainant shall submit to the Superintendent a completed and signed copy of the Level II form. Only those specific complaints presented on the Level I form may be presented at Level II.~~

~~Upon receipt of a completed Level II form, the Superintendent shall appoint a District-level reconsideration committee consisting of:~~

- ~~1. A school library media specialist, teacher, and principal from the appropriate instructional level. The teacher who originally recommended the instructional resource for approval shall not be a member of the committee for that resource.~~
- ~~2. Two parent members at large recommended to the Superintendent by the District site-based decision-making committee.~~
- ~~3. Two community members at large recommended to the Superintendent by the District site-based decision-making committee.~~
- ~~4. A coordinator or director in the area of concern.~~
- ~~5. A member of the administrative staff who shall convene the committee, facilitate the operations of the committee, and vote only in the event of a tie vote.~~

~~Within ten working days of receipt of the completed and signed Level II form, the appointed District-level reconsideration committee shall meet, evaluate the challenged resource, and judge whether it conforms to the SELECTION CRITERIA, above. The District-level reconsideration committee shall meet in closed session with the complainant, the school library/media specialist, the teacher, and the principal from the campus where the challenge was originally filed. The District-level reconsideration committee shall complete and sign the checklist for reconsideration form. This form and a written recommendation shall be submitted to the Superintendent for review, consideration, and decision. The decision of the Superintendent is binding for all campuses in the District.~~

~~Notwithstanding any procedure outlined in this policy, the complainant shall have the right to appeal any Level II decision to the Board.~~

~~Level III~~

~~The decision of the Level II reconsideration committee may be appealed to the Board at Level III by completing and filing a Level III form within ten working days of receipt of the Level II reconsideration checklist. The appeal must be presented in writing at the time~~

~~on a form provided by the District. It shall include a written description of the decision or action causing the appeal, specific facts supporting the appeal, the date it occurred, the remedy sought, the name, address, and telephone number of the person appealing, and/or the person's representative, if any. Only those specific complaints and supporting facts presented at Level II may be presented at Level III.~~

~~During the Board meeting following the Level III filing, when decisions are made regarding future agenda items, it shall be determined whether to place the matter on the agenda of a future Board meeting. The administrative decision at Level II shall be upheld if the Board does not request that the matter be put on the agenda for possible Board action. The lack of official action by the Board upholds the administrative decision at Level II.~~

~~If the matter is placed on the agenda of a subsequent Board meeting, the Board President may set reasonable time limits on reconsideration presentations, and the Board shall listen to the reconsideration request.~~

~~Once the Board has responded to the appeal as stated above, the matter shall be concluded.~~

### **Guiding Principles**

~~The following principles shall guide the Board and staff in responding to challenges of instructional resources:~~

- ~~1. A complainant may raise an objection to an instructional resource used in a school's educational program, despite the fact that the individuals selecting the resources were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for instructional resources set out in this policy.~~
- ~~2. No parent has the right to determine reading, viewing, or listening matter for students other than his or her own children.~~
- ~~3. Access to a challenged resource shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.~~
- ~~4. The major criterion for the final decision on challenged resources is the appropriateness of the resource for its intended educational purpose and impact on successful educational outcomes. No challenged learning resource shall be removed solely because of the ideas expressed therein.~~
- ~~5. The principal or designee shall review the selection and objection rules with the teaching staff at least annually. The prin-~~

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~~Principal shall inform staff that the right to object to learning resources is one granted by Board-adopted policies.~~

- ~~6. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility on the part of the professional involved in the original selection and/or use of the material.~~

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**Note:** For information related to the accounting of instructional materials, as this term is defined by state law and rule, see CMD.

For information related to the selection process of library materials, see EFB.

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The District shall provide instructional materials designed to teach the Texas Essential Knowledge and Skills and further the District's educational mission. Although the Superintendent shall ensure that professional staff select instructional materials in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

**Objectives**

In this policy, "instructional materials" may include textbooks, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional materials are to implement, enrich, and support the District's educational program.

**Selection**

Instructional materials that are textbooks and related supplemental materials, which may include items from the list of resources adopted by the State Board of Education, shall be chosen in accordance with administrative regulations and the objectives above.

The Board shall rely on District professional staff to select and acquire instructional materials that:

1. Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and objectives of individual schools and specific courses, and the District and campus improvement plans.
2. Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom they are selected.
3. Meet high standards for artistic quality, literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.
4. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives. [See also EMB regarding instruction about controversial issues.]
5. Promote literacy.

District professional staff may select additional instructional materials in accordance with administrative regulations and the criteria above.

Administrators, teachers, other District personnel, parents, and community members, as appropriate, may recommend instructional materials for selection. Gifts of instructional materials shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).

Selection of instructional materials is an ongoing process that includes the removal of materials no longer appropriate and the periodic replacement or repair of materials that still have educational value.

**Reconsideration of  
Instructional  
Materials**

A District employee or a parent or guardian of a District student may request reconsideration of instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy.

Guiding Principles

The following principles shall guide the Board and staff in responding to a request for reconsideration of instructional materials:

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged instructional materials is the appropriateness of the material for its intended educational use. No challenged instructional material shall be removed solely because of the ideas expressed therein.

Informal  
Reconsideration

When the District or a campus receives an objection to the appropriateness of an instructional material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the adminis-

trator may offer a concerned parent an alternative instructional material to be used by that parent's child in place of the challenged material.

If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the instructional material.

Formal Request for  
Reconsideration

A complainant shall make any formal request to reconsider an instructional material on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee.

The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may include District-level staff, secondary-level students, parents, and any other appropriate individuals.

All members of the committee shall review the challenged instructional material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

*Frequency of  
Review*

After an instructional material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the periodic local selection process.

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]

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**Note:** For information related to the selection of instructional materials, see EFA.

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**Collection  
Development Policy**

The purpose of this policy is to ensure that the District provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. This policy also provides standards for collection development and the selection and evaluation of library materials.

In this policy, “library materials” may include printed and electronic library acquisitions, including online catalogs, and other ancillary or supplementary materials maintained in a campus library.

The library collection development standards shall apply to all library materials available for use or display, including material contained in school libraries, classroom libraries, and online catalogs.

In developing library collections, the District shall consider the age groups, grade levels, and access to library material by all students on a campus.

Responsibility

The District shall ensure librarians, professional library staff, and other designated professional staff trained on the proper collection development standards select and acquire library materials in accordance with state law and rules, this collection development policy, and administrative procedures.

The Superintendent shall develop administrative procedures to ensure that library collections comply with applicable law and the District’s collection development purpose and goals.

Collection  
Development Goals

In addition to the requirements in state law and rules, the District’s library collections shall:

1. Present multiple viewpoints related to controversial issues [see EMB regarding instruction about controversial issues].
2. Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives.
3. Include accurate and authentic factual content from authoritative sources.
4. Have a high degree of potential user appeal and interest.
5. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.

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6. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

Selection and  
Evaluation of  
Materials

Library materials shall be selected and acquired in accordance with guidelines adopted by the Texas State Library and Archives Commission and the District standards and priorities expressed in this policy.

When selecting, acquiring, and evaluating library materials, librarians and other professional staff shall ensure that the materials:

1. Enrich and support the TEKS and the state and local curriculum, taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.
4. Represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world.

The Superintendent shall ensure that administrative procedures regarding the selection of library materials consider at least two of the following factors:

1. Recommendations from students, parents or guardians, teachers, and District community members.
2. Consultation with District teachers and library staff.
3. Consultation with library staff from other districts.
4. Extensive review of the library material.
5. Context of the library material, including overall fit within the existing collection and support of District curriculum.
6. Reviews of the library material from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and state award recognition lists, library science field experts, and highly acclaimed author and literacy expert recommendations.
7. Coverage of topics, authors, series, or genres that fill gaps in the school library collection.

Access Plan

The District shall allow efficient parental access to the District's library and any available online catalogs.

Online catalogs shall be publicly available. The District shall publish information about library material titles, including how and where material can be accessed.

Each campus shall communicate the following to parents and guardians:

- Access to policies relating to school libraries and library materials;
- Consistent access to library materials and resources; and
- Opportunities for students, parents and guardians, educators, and community members to provide feedback on library materials and services.

Parental  
Involvement

Parents and guardians are the primary decision makers regarding their student's access to library material. In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent or guardian. Parents and guardians are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student.

In accordance with state law and administrative procedures, parents or guardians may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources, see EFA(LEGAL).]

The District shall focus on maximizing transparency with parents while meeting student needs and providing enrichment opportunities with library materials. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

*Access  
Procedures*

School Library

A parent or guardian who wishes to access a school's library shall first submit a request to the principal. The principal or a staff member designated by the principal shall work with the parent or guardian to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student use of library services.

Online Catalog

A parent or guardian who wishes to access an online catalog shall submit a written request to the principal. The principal or a staff member designated by the principal shall respond to the request in accordance with administrative procedures.

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LIBRARY MATERIALS

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Protection from  
Inappropriate  
Material

Library materials shall not include “harmful material” as defined by Penal Code 43.24(a)(2); “obscene” material as defined by Penal Code 43.21(a)(1); any library material that is pervasively vulgar or educationally unsuitable as referenced in *Board of Education v. Pico*; or any other material legally prohibited from inclusion in a public school library. [See EFB(LEGAL)]

Obscene material is not protected by the First Amendment to the United States Constitution.

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]

Reconsideration of  
Library Material

A District employee or a parent or guardian of a District student may request the reconsideration of a library material maintained in the District's library program.

*Guiding  
Principles*

The following principles shall guide the review of a request to reconsider a library material:

1. An individual may raise an objection to a library material used in the District's library program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.
2. A parent's or guardian's ability to exercise control over instruction and instructional resources, including library materials, extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a student if requested by the student's parent or guardian.

In addition to compliance with state law and this policy, a criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed in the library material or the personal background of the library material's author or the personal background of the characters in the material.

*Informal  
Reconsideration*

When the District or a campus receives an objection to the appropriateness of a library material, the appropriate librarian or adminis-

trator shall try to resolve the matter informally. The librarian or administrator shall explain the selection process and discuss the intended purpose for the library material.

The librarian or administrator shall offer a concerned parent or guardian an alternative library material to be used by the child in place of the material and, if requested, shall restrict the child's access to the material objected to by the parent or guardian.

If the individual wishes to make a formal challenge, the administrator shall make available to the individual a copy of this policy and a form to request a formal reconsideration of the library material.

*Formal Request  
for  
Reconsideration*

The District shall make a form to request reconsideration of library material available in the District's administrative office.

If an employee or a parent or guardian of a District student wishes to request reconsideration of a library material, they shall follow the procedures to complete and submit the request for reconsideration form.

After a request for reconsideration form is submitted, the form shall be provided to the Superintendent. Copies of the form shall be provided to the school librarian, the Board, and any other staff designated in administrative procedures.

*Reconsideration  
Committee*

For purposes of this policy, "days" shall mean District business days, unless otherwise noted.

The principal shall appoint a reconsideration committee and notify committee members within 10 days of receiving the request for reconsideration form.

The reconsideration committee shall include the librarian and at least one member of the instructional staff who is familiar with the material's content. Other members of the committee may include District-level staff, secondary-level students, parents or guardians, and any other appropriate individuals.

Within 10 days of appointment of the committee the District shall provide members of the committee the relevant materials to review. If additional time is required to obtain and distribute the materials for review, all members of the committee shall be informed that a reasonable extension of time is needed.

All members of the committee shall review the challenged library material in its entirety and determine whether the material conforms to this policy and whether the material will continue to be available in the library. The committee shall prepare a written report of its findings.

Absent extenuating circumstances, the written report shall be provided to the administration within 60 days of the District providing the material to the committee members. In calculating timelines under this policy, the day the committee is provided the materials is "day zero." The following business day is "day one."

Extensions of time due to extenuating circumstances shall take into consideration the time necessary to convene the committee members, the amount of material being reviewed, and any other pending reconsideration requests being handled by the committee.

An extension of any deadline shall be promptly communicated to the individual who submitted the request for reconsideration.

The Superintendent, the school librarian, the individual submitting the request for reconsideration, and any other appropriate administrators shall receive a copy of the committee's report.

*Appeal*

An individual who submitted a request for reconsideration may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the level immediately preceding Board consideration of a complaint. [See DGBA and FNG]

*Frequency of Review*

After a library material has been reviewed through the reconsideration process, it shall not be reviewed again within two calendar years of the reconsideration committee's final decision.

Maintenance of Library Materials

In accordance with state guidelines and District administrative procedures, collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are established for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See C]

**Gifts and Donations**

The District shall accept gifts and donations of library materials with the understanding that the use and disposition of the materials and monies will be in accordance with District policy and the selection criteria noted above. [See CDC]

**Policy Review**

This policy shall be reviewed at least every three years and revised as necessary.

## Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

### Other Complaint Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with [the FFH series](#).
2. Complaints concerning dating violence shall be submitted in accordance with [the FFH series](#).
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with [the FFH series](#).
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with the EF series.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with [the CKE series](#).
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

**Notice to Students and Parents**

The District shall inform students and parents of this policy through appropriate District publications.

**Guiding Principles**

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

**Freedom from Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

**General Provisions**

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling  
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating  
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

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STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.</p> <p>A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.</p>

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

### Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. In reaching a decision, the Superintendent or designee may consider

the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

### **Level Three**

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board

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shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**Complaints**

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Complaints by members of the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GF after the relevant complaint process:

1. Complaints concerning instructional resources shall be filed in accordance with the EF series.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with [the CKE series](#).

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

**Guiding Principles**

Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

An individual may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

**Freedom from Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

**General Provisions**

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on

the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling  
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the individual's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.

The individual may designate a representative through written notice to the District at any level of this process. If the individual designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating  
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date

of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the individual a written response within ten days following the conference. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

### **Level Two**

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the individual a written response within ten days following the conference. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

### **Level Three**

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.



## (LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue, bold font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

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**Note:** While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

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For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

<b>Contact:</b>	<b>School Districts and Education Service Centers</b>	<b>Community Colleges</b>
	<a href="mailto:policy.service@tasb.org">policy.service@tasb.org</a>	<a href="mailto:colleges@tasb.org">colleges@tasb.org</a>
	800.580.7529	800.580.1488

**Public Information  
Coordinator**

After Election or  
Appointment

The Superintendent shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Government Code 552.012. [See GBAA]

After a Violation

A Board member who receives written notice from the attorney general that the member must complete Public Information Act (PIA) training described by GBAA(LEGAL) following the District's failure to comply with a PIA requirement shall complete the training within the timelines described in law. The completion of the training in response to such a notice cannot be delegated.

**Reporting  
Continuing  
Education Credit**

The Board President shall announce the status of each Board member's continuing education credit. The announcement shall be made annually at the last regular Board meeting before the District's uniform election date, whether or not an election is held. The announcement shall be reflected in the meeting minutes and, when necessary, posted on the District's website in accordance with law.

ETHICS  
CONFLICT OF INTEREST DISCLOSURES

BBFA  
(LOCAL)

In addition to disclosures required by law, a Board member shall disclose to the Board any personal financial interest, business interest, or obligation or relationship that in any way creates a potential conflict of interest with a vote on a pending matter.

A Board member shall not use coercive means or promise special treatment in order to influence Board or District decisions, nor use the member's position to seek personal advantage. [See also BBF(LOCAL)]

**Annual Financial  
Management Report**

Each Board member shall provide to the District in a timely manner information necessary for the District's annual financial management report. [See CFA]

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**Note:** The Texas Economic Development Act, Tax Code Chapter 313, Subchapters B and C, expired on December 31, 2022.

A limitation on appraised value approved before the expiration continues in effect according to the law as it existed immediately before its expiration, and the law is continued in effect for purposes of the limitation on appraised value.

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**Texas Economic Development Act Purpose**

These provisions outline the District's procedures ~~for accepting, reviewing, and considering applications and amendments to applications, and, when necessary, enforcing agreements under the Texas Economic Development Act (the Act), as set forth in Tax Code Chapter 313. [See CCGB(LEGAL)]~~

**Definitions**

~~In addition to the definitions set out in CCGB(LEGAL), the following definitions apply in this policy:~~

~~"Application review period" means the period during which the Board will consider and act on an application. The application review period begins on the application review start date and ends on the 151st day thereafter, unless the application review period is extended by Board action prior to the expiration date.~~

~~"Appraisal district" means each county appraisal district that appraises property that is the subject of an application.~~

~~"Large project application" means an application for which the qualified investment exceeds \$300,000,000.~~

**Filing an Application**

~~In the form and formats required by the comptroller, an applicant shall file with the Superintendent the original and copies of the completed application along with a searchable electronic copy certified to contain information identical to the original hard copy. [See CCGB(LEGAL) at Required Contents and Format]~~

~~The Superintendent shall hold any incomplete applications or applications submitted without the full application fee until the application is properly completed and the application fee is paid. The Superintendent's determination of whether an application is complete shall be final.~~

**Confidentiality of Applicant Information**

~~If the Board decides to consider an application, information provided in connection with an application will not be considered confidential except as allowed by law. [See CCGB(LEGAL) at Confidential Business Information]~~

~~Amending an  
Application~~

~~An applicant may seek to amend an application at any time prior to final Board action on the application. If an amended application is filed within 60 days of the end of the application review period, the application review period shall be extended automatically to the 61st day after the date on which the last amended application is filed, unless the Board takes action to extend the application review period otherwise.~~

~~The Superintendent shall review and forward to the comptroller any amended application or supplemental information on receipt.~~

~~Standard  
Application Fee~~

~~An applicant shall pay a standard application fee of \$65,000 to the District to cover the District's costs in processing and considering the application. This fee is nonrefundable except as set forth in this policy:~~

- ~~1. For large project fees after the initial fee submission; or~~
- ~~2. If the application is rejected after an initial Board review.~~

~~The standard application fee does not include any amount charged by the comptroller to the applicant for the comptroller's economic impact evaluation.~~

~~Large Project  
Application Fee~~

~~For a large project application, the Board may set an application fee higher than the standard application fee if the analysis or evaluation of the application warrants a higher fee. In this case, the applicant shall initially submit the standard application fee. If the Board sets a higher fee, the applicant may withdraw its application and any fee submitted if the applicant disagrees with the higher fee.~~

~~Processing an  
Application~~

~~Before Initial Board  
Review~~

~~Upon receipt of an application and application fee, the Superintendent shall:~~

- ~~1. Send the applicant written confirmation of receipt of the application and application fee.~~
- ~~2. Review the application and, as necessary, require the applicant to submit additional and/or supplementary information, including all required schedules.~~
- ~~3. Within seven days of receipt of a completed application, submit the application to the comptroller, together with any economic analysis of the proposed project submitted by the applicant.~~
- ~~4. Obtain necessary conflict of interest disclosures. [See BBFA(LEGAL)]~~

- ~~Initial Board Review~~ As soon as practical after an application is filed, the Board shall conduct an initial review of the application during which the Board may consider the Superintendent's recommendation and written or oral presentations concerning the application.
- ~~If, after the initial review, the Board determines that the application is not in the best interests of the District, the Board shall reject the application and return to the applicant the application fee, less any necessary and reasonable costs of the initial review.~~
- ~~If the Board accepts a large project application for further consideration, the Board may set an appropriate fee in accordance with this policy.~~
- ~~After Initial Board Review~~ If the Board elects to consider the completed application, the Superintendent shall:
- ~~1. Deposit the application fee and provide required written notice to the applicant and comptroller, with a copy to the appraisal district, that the District has received and will consider the completed application;~~
  - ~~2. Deliver to the comptroller a copy of the application and required material along with a request for an economic impact evaluation;~~
  - ~~3. Accept on behalf of the Board any amendments or supplements submitted by the applicant, and transmit copies to the comptroller within seven days of receipt;~~
  - ~~4. Direct appropriate District personnel to create a link from the District's website to the location on the comptroller's website where copies of applications are posted;~~
  - ~~5. Within the time allowed by law, provide all required supplemental information necessary to assist the comptroller and the Texas Education Agency (TEA) with the required analyses;~~
  - ~~6. On receipt, provide the applicant and District consultants with a copy of the economic impact evaluation and the school facilities impact analysis;~~
  - ~~7. Work with the applicant and District consultants to provide the District and the comptroller with copies of the proposed agreement in a timely manner [see CCGB(LEGAL) at Continued Eligibility];~~
  - ~~8. Take all action necessary or required to process the application;~~

- ~~9. Not later than 151 days after the application review start date, present to the Board an agreement for final approval or a request for extension of the application review period;~~
- ~~10. If an extension of the application review period is requested, report each such request to the comptroller within seven days of the decision to grant the extension; and~~
- ~~11. After Board action on the application, if any, transmit all necessary and required information to the comptroller, the applicant, and the appraisal district.~~

~~District Consultants~~

~~On retention by the Board, District consultants, including legal counsel, shall review the application to ensure it includes all required information. District consultants shall also begin an analysis of the application, consider any legal implications of the application, draft and negotiate an appropriate revenue protection agreement, and evaluate the analyses from the comptroller and TEA on receipt.~~

~~District consultants shall be paid for services from the application fee and shall complete their analyses in time to assist the Board, as appropriate, in its initial review or final determination on the application.~~

~~Board Action on Application~~

~~Completed applications may be considered for approval by the Board only after completion of the economic impact evaluation and the school facilities impact analysis and receipt of the comptroller's certification, as required by the Act.~~

~~Public Hearing~~

~~The Board's final determination on an application shall be made after a public hearing at which the Superintendent, District consultants, the applicant, and members of the public may provide input and information concerning the proposed application. The comptroller's certification shall be disclosed at the public hearing.~~

~~The public hearing shall be held at a time that allows the Board to approve or disapprove an application before the expiration of the application review period, unless the deadline has been extended.~~

~~Findings of Fact~~

~~After the public hearing, the Board shall make specific written findings as required by law. [See CCGB(LEGAL) at Approval]~~

~~Adoption of Agreement~~

~~After considering the comptroller's certification, the economic impact evaluation, the school facilities impact analysis, information from District consultants, and any other relevant information, the Board may approve the application and enter into an agreement that complies with all legal requirements. [See CCGB(LEGAL) at Agreement] The Board shall also consider and adopt an agreement with the applicant to provide protection from or compensation for~~

<del>Waiver of Jobs Requirement</del>	<del>any financial risks undertaken by the District in accepting the application.</del>
<b>Superintendent Responsibilities After Agreement</b>	<del>The Board may waive the new jobs creation requirement in accordance with the law. [See CCGB(LEGAL) at Waiver of New Jobs Creation Requirement] If an applicant makes a waiver request subsequent to the original application, the Board may charge the applicant a fee to cover the costs of any consultant required by the Board in making the requisite finding.</del>  During the term of any agreement, the Superintendent shall ensure that all reporting requirements are met in a timely manner by the District and the applicant. The Superintendent is authorized to delegate this function to District consultants.
<b>Statements Regarding Conflicts of Interest</b>	<del>Each Board member and any District employee who is a local government official under Local Government Code Chapter 176</del> Within 60 days after each Board election or appointment, each new Board member shall submit a conflict of interest statement confirming or denying the existence of a conflict of interest or a substantial business interest in each project that is the subject of an <del>application, agreement, or amendment to an agreement with the District.</del> <del>Within</del> This requirement to submit a conflict of interest statement within 60 days after each Board election or the appointment of a Board member, each new Board member shall <del>complete</del> also apply to any new District employee who is a <del>statement.</del> local government official under Local Government Code Chapter 176. The completed statements shall be retained by the District with each affected <del>application or</del> agreement. If a conflict or substantial interest exists, the appropriate disclosure forms shall be completed and filed as required by law. [See BBFA(LEGAL)]

**Emergency  
Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

1. Reasonable security measures when District property is used as a polling place;
2. Response to an active shooter emergency;
3. Response to a nearby train derailment, as applicable; and
4. Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.

**Notice Regarding  
Violent Activity**

4. The Superintendent shall develop procedures to notify parents regarding violent activity that has occurred or is being investigated at a campus or other District facility or at a District-sponsored activity.



**PROPOSED REVISIONS (additional Update 123 revisions),  
page 2**

<b>School Resource Officers</b>	To implement the District's comprehensive safety programs, the District has entered into a memorandum of understanding (MOU) with each local law enforcement agency that provides the District with school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.
Jurisdiction	The jurisdiction of school resource officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.
Authority and Duties	<p>A school resource officer shall perform duties as described in the MOU and as included in the District improvement plan and the Student Code of Conduct. Pursuant to the MOU, a school resource officer shall:</p> <ol style="list-style-type: none"><li>1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.</li><li>2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, school resource officers may serve search warrants in connection with District-related investigations in compliance with the Texas Code of Criminal Procedure.</li><li>3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.</li><li>4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.</li><li>5. Enforce District policies, rules, and regulations on District property, in school zones, at bus stops, or at District functions.</li><li>6. Investigate violations of District policy, rules, and regulations as requested by the Superintendent and participate in hearings concerning alleged violations.</li><li>7. Carry a firearm in accordance with the MOU and the directives with the commissioning entity.</li><li>8. Carry out all other duties in accordance with the MOU.</li></ol>



A school resource officer shall not be assigned routine classroom discipline or administrative tasks. Each school resource officer shall receive at least the minimum amount of education and training required by law.

[See CKE(LEGAL) and CKEC(LEGAL)]

Peace Officers  
Providing Security  
Services

To assist with implementing the District's comprehensive safety programs and Board policy, the District shall employ or accept as a volunteer for security services a reserve, retired, or off-duty peace officer who shall have the same jurisdiction, duties, authorities, and immunities as commissioned peace officers regularly employed by or assigned to the District.

~~Noncommissioned  
Security Officers~~

~~To assist with implementing the District's comprehensive safety programs, the District shall employ noncommissioned security officers who have completed the Department of Public Safety (DPS) Level II training course. Security officers shall be accountable to and shall report to the Superintendent.~~

~~Jurisdiction~~

~~The jurisdiction of security officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.~~

~~Duties~~

~~A security officer shall not perform routine law enforcement duties.~~

~~In addition to complying with relevant DPS regulations, a security officer shall:~~

- ~~9. Act as necessary to protect the safety and welfare of any person in the jurisdiction of the District;~~
- ~~10. Maintain school security by patrolling campus hallways, completing door checks, and monitoring the perimeter of the campus throughout the day;~~
- ~~11. Routinely check exterior doors and interior classroom doors to ensure they are locked;~~
- ~~12. Complete weekly exterior door audits;~~
- ~~13. Inform campus administrators of malfunctioning cameras, doors, locks, gates, windows, etc., that require the submission of a work order for repair;~~
- ~~14. Assist with campus safety drills (i.e., fire, hold, secure, lockdown, evacuate, shelter);~~
- ~~15. Assist and coordinate with District security personnel and law enforcement personnel as needed;~~



~~Training~~

- ~~16. Notify the police, fire department, emergency responders, or other appropriate authority of any situation requiring immediate attention; and~~
- ~~17. Perform other tasks and carry out all other lawful duties as directed by the Superintendent.  
In addition to the training required by applicable DPS rules, each District security officer assigned to a campus shall receive training in the following:~~
- ~~18. Student mental health, including suicide awareness;~~
- ~~19. Trauma-informed care;~~
- ~~20. Age-appropriate responses;~~
- ~~21. Child abuse identification and reporting;~~
- ~~22. Bullying, cyberbullying, harassment, and dating violence;~~
- ~~23. Special accommodations for students with disabilities (including behavior de-escalation techniques);~~
- ~~24. Confidentiality; and~~
- ~~25. Board policies and District regulations.~~



With this policy, the Board adopts the model health and safety guidelines for the effective integration of digital devices in schools that have been developed by the Texas Education Agency and the Health and Human Services Commission.

The Superintendent shall develop regulations that implement these guidelines.

**Non-Chapter 21  
Contracts**

~~The District~~ Non-Chapter 21 contracts shall ~~employ~~ be provided for positions included on the list approved by the Board. A non-Chapter 21 ~~contracts, contract~~ shall not ~~to~~ be governed by Chapter 21 of the Education Code, ~~the following positions: director of technology, senior director of maintenance and operations, director of federal and state funding, director of food service, and director of maintenance.~~

**Appeal of  
Employment Actions  
An Termination  
During Contract  
Term**

In accordance with DCE(LEGAL), an employee may request a hearing before the Board to appeal discharge during the contract period ~~in accordance with DCE(LEGAL).~~

An employee whose contract is not reissued at the end of the contract period may appeal in accordance with DGBA(LOCAL).

**Complaints**

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

**Other Complaint Processes**

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with [the DIA series](#).
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with [the DIA series](#).
3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with [the DIA series](#).
4. Complaints concerning instructional resources shall be submitted in accordance with the EF series.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with [the CKE series](#).
6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

**Notice to Employees**

The District shall inform employees of this policy through appropriate District publications.

**Guiding Principles**  
Informal Process

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(LOCAL)

Direct Communication with Board Members	Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.
Formal Process	<p>An employee may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.</p>
Freedom from Retaliation	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
Whistleblower Complaints	Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]
Complaints Against Supervisors	Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.
General Provisions Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
Scheduling Conferences	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee's absence.

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(LOCAL)

Response	At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
Days	"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."
Representative	<p>"Representative" shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms	Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.  Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.  A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.
Audio Recording	As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.
<b>Level One</b>	<p>Complaint forms must be filed:</p> <ol style="list-style-type: none"><li>1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and</li><li>2. With the lowest level administrator who has the authority to remedy the alleged problem.</li></ol> <p>In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.</p> <p>If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.</p> <p>If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.</p> <p>The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.</p>

Absent extenuating circumstances, the administrator shall provide the employee a written response within ten days following the conference. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

## Level Two

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

**Level Three**

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

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(LOCAL)

with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**General Education**

Consistent with ~~TEA's~~the Texas Education Agency (TEA) *Student Attendance Accounting Handbook (SAAH)*, a student may be eligible for general education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. The weeks of confinement need not be consecutive. The parent's request for services shall be submitted to the principal in accordance with TEA's *SAAH* and administrative procedures.

The principal or designee shall convene a placement committee composed of at least a campus administrator, a teacher of the student, and the parent or guardian of the student to consider the necessity of providing general education homebound instruction to the student. If the committee determines that such instruction is appropriate, the committee shall determine the type and amount of instruction to be provided and, if applicable, the length of the transition period to the school-based setting based on current ~~medical~~ information regarding the medical or psychological condition.

**Special Education**

Consistent with state rule and the *SAAH*, a student receiving special education services may be eligible for special education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. ~~If a student is chronically ill, the student's admission, review, and dismissal (ARD) committee shall determine whether the~~The weeks of confinement need ~~to~~not be consecutive.

~~If the ARD~~If a student's admission, review, and dismissal committee determines that homebound instruction is appropriate, the committee shall determine the type and amount of instruction to be provided in accordance with law, and, if applicable, the length of the transition period to the school-based setting based on current ~~medical~~ information regarding the medical or psychological condition.

**Documentation of Services**

The District shall maintain full documentation about students receiving homebound services, in accordance with administrative procedures, the *SAAH*, and a student's individualized education program ~~(IEP)~~, as applicable.

INSTRUCTIONAL RESOURCES

EF  
(LOCAL)

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**Note:** For information related to the selection process and accounting of instructional materials, as this term is defined by state law and rule, see GMD and EFA.

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**Objectives**

The District, through its professional staff, shall provide a wide range of learning resources for students and faculty that present varying levels of difficulty, diversity of appeal, and a variety of points of view.

For the purposes of this policy, the term "learning resources" refers to any material (whether acquired or locally produced) with instructional content or function used for formal or informal teaching and learning purposes. The primary objectives of learning resources are to deliver, support, enrich, and assist in implementing the District's educational program.

The District professional staff shall select learning resources that:

1. Enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturity levels.
2. Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards, and that will promote life-long learning and reading habits.
3. Present a variety of different formats and various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives.
4. Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.
5. Provide a wide range of background information that will enable students to make intelligent judgments in their daily lives.

**Selection Criteria**

Criteria for selection shall include learning resources that:

1. Support and are consistent with the general educational goals of the state, the District and the aims and objectives of individual schools and specific courses consistent with the District and campus improvement plans.
2. Are chosen to enrich and support the curriculum and the personal needs of users.

- ~~3.— Meet high standards in presentation, format, readability, content, factual content, artistic or literary quality, educational significance, and authenticity.~~
- ~~4.— Are designed to help students gain an awareness of our pluralistic society.~~
- ~~5.— Are evaluated as a whole. Selected materials shall not be masked, clipped, or altered in any manner inconsistent with the author's intent.~~
- ~~6.— Are appropriate for the subject area and for the age, ability level, learning styles, and social and emotional development of the students for whom they are selected.~~
- ~~7.— Are designed to provide information that will motivate students and staff to examine their own attitudes and behavior; to understand their duties, responsibilities, rights, and privileges as citizens participating in our society; and to make informed choices in their daily lives.~~
- ~~8.— Provide information on opposing sides of controversial issues so that users may develop under guidance the skill of critical analysis.~~

~~The selection of learning resources shall be directed toward maintaining a diverse collection representing various views.~~

~~Recommendations for purchases shall involve administrators, teachers, librarians, students, other District personnel, and community representatives, as appropriate. Such recommendations shall be guided by the physical examination and by the judicious use of standard reviewing tools and authoritative lists. Gifts of instructional resources shall be evaluated according to these criteria and accepted or rejected accordingly.~~

~~Selection of resources is an ongoing process that includes the removal of resources no longer appropriate and the replacement or repair of resources that still have educational value.~~

### **Controversial Issues**

~~District professional staff shall endeavor to maintain a balanced collection representing various views when selecting instructional resources on controversial issues. Resources shall be chosen to clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems. [See also EMB regarding instruction about controversial issues and EHAA regarding human sexuality instruction.]~~

INSTRUCTIONAL RESOURCES

EF  
(LOCAL)

~~Secondary Reading  
Assignments~~

~~The District shall notify secondary parents/guardians of possible reading selections for their students' assignments. [See EF(REGULATION)]~~

~~Elementary Reading  
Assignments~~

~~The District shall include notification regarding elementary reading selections for English language arts in the elementary student-parent handbook. [See EF(REGULATION)] Each parent shall receive this information at the beginning of each school year or upon enrolling his or her child in a District elementary school.~~

~~Challenged  
Resources~~

~~Any resident or employee of the District may challenge learning resources used in the District's educational program on the basis of appropriateness.~~

~~Request for  
Informal  
Reconsideration  
Step One~~

~~The campus receiving a complaint regarding a learning resource shall try to resolve the issue informally.~~

~~Within five working days of the receipt of a complaint, the teacher or librarian whose students are using the learning resource shall:~~

- ~~• Meet with the complainant;~~
- ~~• Listen to the complainant's concerns;~~
- ~~• Explain the learning resource selection procedures;~~
- ~~• Explain the particular place the questioned resource occupies in the educational program;~~
- ~~• Explain its intended educational usefulness; and~~
- ~~• Work with the complainant to resolve his or her concerns, including but not limited to, offering the student, if a student is involved, another comparable and acceptable learning resource.~~

~~Step Two~~

~~If the complainant is not satisfied with the results of the Step One conference and wishes to continue the challenge, the complainant shall meet with the principal regarding the learning resource. The Step Two conference shall occur within five working days after the completion of the Step One conference. The principal shall meet with the complainant, listen to the concerns, and work with the complainant to resolve his or her concerns. The principal may also refer the complainant to someone else who could provide additional information as needed.~~

~~The informal process may not be used to remove materials from the District instructional curriculum or from campus libraries. Materials may only be removed if that is the result of completing the formal challenge process detailed below.~~

INSTRUCTIONAL RESOURCES

EF  
(LOCAL)

~~Request for Formal  
Reconsideration of  
a Learning  
Resource~~

~~If the complainant wishes to file a formal challenge, all steps in the REQUEST FOR INFORMAL RECONSIDERATION of this policy must have been completed. The complainant shall then notify the campus principal who, in turn, shall provide the complainant with a copy of this policy and the Level I form.~~

~~Not later than ten working days after the Step Two conference, the complainant shall file a completed form with the principal.~~

~~In addition, the principal shall immediately notify the assistant superintendent of curriculum and instruction regarding the challenge. The assistant superintendent of curriculum and instruction shall facilitate the formal challenge to its completion.~~

~~Level I~~

~~Upon receipt of a completed Level I form, the principal shall form a reconsideration committee consisting of:~~

- ~~1. A teacher from the area of concern and/or grade level chosen by the principal. The teacher who originally recommended the instructional resource for approval shall not be a member of the committee for that resource.~~
- ~~2. A parent recommended to the principal by the campus site-based decision-making committee.~~
- ~~3. A community member recommended to the principal by the campus site-based decision-making committee.~~
- ~~4. The school library media specialist.~~
- ~~5. The principal, who shall facilitate the committee and, in case of a tie, shall break the tie.~~

~~All members of the committee shall review the challenged material in its entirety. Within ten working days of the receipt of a completed form, the appointed reconsideration committee shall meet and review the challenged resource and judge whether it conforms to the SELECTION CRITERIA, above. The reconsideration committee shall meet in closed meeting with the complainant and other school staff as needed. The reconsideration committee shall complete and sign the checklist for reconsideration form.~~

~~No later than ten working days after the reconsideration committee meeting, the complainant, the teacher who served on the committee, the school library media specialist, and the assistant superintendent of curriculum and instruction shall receive signed copies of the completed and signed checklist for reconsideration form.~~

~~Notwithstanding any procedure outlined in this policy, the complainant shall have the right to appeal any decision of the reconsideration committee to the Superintendent.~~

INSTRUCTIONAL RESOURCES

EF  
(LOCAL)

*Level II*

~~Within ten working days of the receipt of the completed and signed campus-level checklist for reconsideration form, the complainant may appeal the decision of the campus-level reconsideration committee to the Superintendent. To appeal, the complainant shall submit to the Superintendent a completed and signed copy of the Level II form. Only those specific complaints presented on the Level I form may be presented at Level II.~~

~~Upon receipt of a completed Level II form, the Superintendent shall appoint a District-level reconsideration committee consisting of:~~

- ~~1. A school library media specialist, teacher, and principal from the appropriate instructional level. The teacher who originally recommended the instructional resource for approval shall not be a member of the committee for that resource.~~
- ~~2. Two parent members at large recommended to the Superintendent by the District site-based decision-making committee.~~
- ~~3. Two community members at large recommended to the Superintendent by the District site-based decision-making committee.~~
- ~~4. A coordinator or director in the area of concern.~~
- ~~5. A member of the administrative staff who shall convene the committee, facilitate the operations of the committee, and vote only in the event of a tie vote.~~

~~Within ten working days of receipt of the completed and signed Level II form, the appointed District-level reconsideration committee shall meet, evaluate the challenged resource, and judge whether it conforms to the SELECTION CRITERIA, above. The District-level reconsideration committee shall meet in closed session with the complainant, the school library/media specialist, the teacher, and the principal from the campus where the challenge was originally filed. The District-level reconsideration committee shall complete and sign the checklist for reconsideration form. This form and a written recommendation shall be submitted to the Superintendent for review, consideration, and decision. The decision of the Superintendent is binding for all campuses in the District.~~

~~Notwithstanding any procedure outlined in this policy, the complainant shall have the right to appeal any Level II decision to the Board.~~

*Level III*

~~The decision of the Level II reconsideration committee may be appealed to the Board at Level III by completing and filing a Level III form within ten working days of receipt of the Level II reconsideration checklist. The appeal must be presented in writing at the time~~

~~on a form provided by the District. It shall include a written description of the decision or action causing the appeal, specific facts supporting the appeal, the date it occurred, the remedy sought, the name, address, and telephone number of the person appealing, and/or the person's representative, if any. Only those specific complaints and supporting facts presented at Level II may be presented at Level III.~~

~~During the Board meeting following the Level III filing, when decisions are made regarding future agenda items, it shall be determined whether to place the matter on the agenda of a future Board meeting. The administrative decision at Level II shall be upheld if the Board does not request that the matter be put on the agenda for possible Board action. The lack of official action by the Board upholds the administrative decision at Level II.~~

~~If the matter is placed on the agenda of a subsequent Board meeting, the Board President may set reasonable time limits on reconsideration presentations, and the Board shall listen to the reconsideration request.~~

~~Once the Board has responded to the appeal as stated above, the matter shall be concluded.~~

### **Guiding Principles**

~~The following principles shall guide the Board and staff in responding to challenges of instructional resources:~~

- ~~1. A complainant may raise an objection to an instructional resource used in a school's educational program, despite the fact that the individuals selecting the resources were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for instructional resources set out in this policy.~~
- ~~2. No parent has the right to determine reading, viewing, or listening matter for students other than his or her own children.~~
- ~~3. Access to a challenged resource shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.~~
- ~~4. The major criterion for the final decision on challenged resources is the appropriateness of the resource for its intended educational purpose and impact on successful educational outcomes. No challenged learning resource shall be removed solely because of the ideas expressed therein.~~
- ~~5. The principal or designee shall review the selection and objection rules with the teaching staff at least annually. The prin-~~

INSTRUCTIONAL RESOURCES

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~~Principal shall inform staff that the right to object to learning resources is one granted by Board-adopted policies.~~

- ~~6. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility on the part of the professional involved in the original selection and/or use of the material.~~

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**Note:** For information related to the accounting of instructional materials, as this term is defined by state law and rule, see CMD.

For information related to the selection process of library materials, see EFB.

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The District shall provide instructional materials designed to teach the Texas Essential Knowledge and Skills and further the District's educational mission. Although the Superintendent shall ensure that professional staff select instructional materials in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

**Objectives**

In this policy, "instructional materials" may include textbooks, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional materials are to implement, enrich, and support the District's educational program.

**Selection**

Instructional materials that are textbooks and related supplemental materials, which may include items from the list of resources adopted by the State Board of Education, shall be chosen in accordance with administrative regulations and the objectives above.

The Board shall rely on District professional staff to select and acquire instructional materials that:

1. Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and objectives of individual schools and specific courses, and the District and campus improvement plans.
2. Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom they are selected.
3. Meet high standards for artistic quality, literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.
4. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives. [See also EMB regarding instruction about controversial issues.]
5. Promote literacy.

District professional staff may select additional instructional materials in accordance with administrative regulations and the criteria above.

Administrators, teachers, other District personnel, parents, and community members, as appropriate, may recommend instructional materials for selection. Gifts of instructional materials shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).

Selection of instructional materials is an ongoing process that includes the removal of materials no longer appropriate and the periodic replacement or repair of materials that still have educational value.

**Reconsideration of  
Instructional  
Materials**

A District employee or a parent or guardian of a District student may request reconsideration of instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy.

**Guiding Principles**

The following principles shall guide the Board and staff in responding to a request for reconsideration of instructional materials:

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged instructional materials is the appropriateness of the material for its intended educational use. No challenged instructional material shall be removed solely because of the ideas expressed therein.

**Informal  
Reconsideration**

When the District or a campus receives an objection to the appropriateness of an instructional material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the adminis-

trator may offer a concerned parent an alternative instructional material to be used by that parent's child in place of the challenged material.

If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the instructional material.

Formal Request for Reconsideration

A complainant shall make any formal request to reconsider an instructional material on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee.

The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may include District-level staff, secondary-level students, parents, and any other appropriate individuals.

All members of the committee shall review the challenged instructional material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

*Frequency of Review*

After an instructional material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the periodic local selection process.

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]

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**Note:** For information related to the selection of instructional materials, see EFA.

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The purpose of this policy is to ensure that the District provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. This policy also provides standards for collection development and the selection and evaluation of library materials.

**Collection  
Development Policy**

In this policy, "library materials" may include printed and electronic library acquisitions, including online catalogs, and other ancillary or supplementary materials maintained in a campus library.

The library collection development standards shall apply to all library materials available for use or display, including material contained in school libraries, classroom libraries, and online catalogs.

In developing library collections, the District shall consider the age groups, grade levels, and access to library material by all students on a campus.

**Responsibility**

The District shall ensure librarians, professional library staff, and other designated professional staff trained on the proper collection development standards select and acquire library materials in accordance with state law and rules, this collection development policy, and administrative procedures.

The Superintendent shall develop administrative procedures to ensure that library collections comply with applicable law and the District's collection development purpose and goals.

**Collection  
Development Goals**

In addition to the requirements in state law and rules, the District's library collections shall:

1. Present multiple viewpoints related to controversial issues [see EMB regarding instruction about controversial issues].
2. Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives.
3. Include accurate and authentic factual content from authoritative sources.
4. Have a high degree of potential user appeal and interest.
5. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.

INSTRUCTIONAL RESOURCES  
LIBRARY MATERIALS

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(LOCAL)

6. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

Selection and  
Evaluation of  
Materials

Library materials shall be selected and acquired in accordance with guidelines adopted by the Texas State Library and Archives Commission and the District standards and priorities expressed in this policy.

When selecting, acquiring, and evaluating library materials, librarians and other professional staff shall ensure that the materials:

1. Enrich and support the TEKS and the state and local curriculum, taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.
4. Represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world.

The Superintendent shall ensure that administrative procedures regarding the selection of library materials consider at least two of the following factors:

1. Recommendations from students, parents or guardians, teachers, and District community members.
2. Consultation with District teachers and library staff.
3. Consultation with library staff from other districts.
4. Extensive review of the library material.
5. Context of the library material, including overall fit within the existing collection and support of District curriculum.
6. Reviews of the library material from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and state award recognition lists, library science field experts, and highly acclaimed author and literacy expert recommendations.
7. Coverage of topics, authors, series, or genres that fill gaps in the school library collection.

Access Plan

The District shall allow efficient parental access to the District's library and any available online catalogs.

Online catalogs shall be publicly available. The District shall publish information about library material titles, including how and where material can be accessed.

Each campus shall communicate the following to parents and guardians:

- Access to policies relating to school libraries and library materials;
- Consistent access to library materials and resources; and
- Opportunities for students, parents and guardians, educators, and community members to provide feedback on library materials and services.

Parental  
Involvement

Parents and guardians are the primary decision makers regarding their student's access to library material. In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent or guardian. Parents and guardians are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student.

In accordance with state law and administrative procedures, parents or guardians may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources, see EFA(LEGAL).]

The District shall focus on maximizing transparency with parents while meeting student needs and providing enrichment opportunities with library materials. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

Access  
Procedures

School Library

A parent or guardian who wishes to access a school's library shall first submit a request to the principal. The principal or a staff member designated by the principal shall work with the parent or guardian to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student use of library services.

Online Catalog

A parent or guardian who wishes to access an online catalog shall submit a written request to the principal. The principal or a staff member designated by the principal shall respond to the request in accordance with administrative procedures.

INSTRUCTIONAL RESOURCES  
LIBRARY MATERIALS

EFB  
(LOCAL)

Protection from  
Inappropriate  
Material

Library materials shall not include "harmful material" as defined by Penal Code 43.24(a)(2); "obscene" material as defined by Penal Code 43.21(a)(1); any library material that is pervasively vulgar or educationally unsuitable as referenced in *Board of Education v. Pico*; or any other material legally prohibited from inclusion in a public school library. [See EFB(LEGAL)]

Obscene material is not protected by the First Amendment to the United States Constitution.

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]

Reconsideration of  
Library Material

A District employee or a parent or guardian of a District student may request the reconsideration of a library material maintained in the District's library program.

*Guiding  
Principles*

The following principles shall guide the review of a request to reconsider a library material:

1. An individual may raise an objection to a library material used in the District's library program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.
2. A parent's or guardian's ability to exercise control over instruction and instructional resources, including library materials, extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a student if requested by the student's parent or guardian.

In addition to compliance with state law and this policy, a criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed in the library material or the personal background of the library material's author or the personal background of the characters in the material.

*Informal  
Reconsideration*

When the District or a campus receives an objection to the appropriateness of a library material, the appropriate librarian or adminis-

trator shall try to resolve the matter informally. The librarian or administrator shall explain the selection process and discuss the intended purpose for the library material.

The librarian or administrator shall offer a concerned parent or guardian an alternative library material to be used by the child in place of the material and, if requested, shall restrict the child's access to the material objected to by the parent or guardian.

If the individual wishes to make a formal challenge, the administrator shall make available to the individual a copy of this policy and a form to request a formal reconsideration of the library material.

*Formal Request  
for  
Reconsideration*

The District shall make a form to request reconsideration of library material available in the District's administrative office.

If an employee or a parent or guardian of a District student wishes to request reconsideration of a library material, they shall follow the procedures to complete and submit the request for reconsideration form.

After a request for reconsideration form is submitted, the form shall be provided to the Superintendent. Copies of the form shall be provided to the school librarian, the Board, and any other staff designated in administrative procedures.

*Reconsideration  
Committee*

For purposes of this policy, "days" shall mean District business days, unless otherwise noted.

The principal shall appoint a reconsideration committee and notify committee members within 10 days of receiving the request for reconsideration form.

The reconsideration committee shall include the librarian and at least one member of the instructional staff who is familiar with the material's content. Other members of the committee may include District-level staff, secondary-level students, parents or guardians, and any other appropriate individuals.

Within 10 days of appointment of the committee the District shall provide members of the committee the relevant materials to review. If additional time is required to obtain and distribute the materials for review, all members of the committee shall be informed that a reasonable extension of time is needed.

All members of the committee shall review the challenged library material in its entirety and determine whether the material conforms to this policy and whether the material will continue to be available in the library. The committee shall prepare a written report of its findings.

Absent extenuating circumstances, the written report shall be provided to the administration within 60 days of the District providing the material to the committee members. In calculating timelines under this policy, the day the committee is provided the materials is "day zero." The following business day is "day one."

Extensions of time due to extenuating circumstances shall take into consideration the time necessary to convene the committee members, the amount of material being reviewed, and any other pending reconsideration requests being handled by the committee.

An extension of any deadline shall be promptly communicated to the individual who submitted the request for reconsideration.

The Superintendent, the school librarian, the individual submitting the request for reconsideration, and any other appropriate administrators shall receive a copy of the committee's report.

*Appeal*

An individual who submitted a request for reconsideration may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the level immediately preceding Board consideration of a complaint. [See DGBA and FNG]

*Frequency of Review*

After a library material has been reviewed through the reconsideration process, it shall not be reviewed again within two calendar years of the reconsideration committee's final decision.

**Maintenance of Library Materials**

In accordance with state guidelines and District administrative procedures, collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are established for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See CI]

**Gifts and Donations**

The District shall accept gifts and donations of library materials with the understanding that the use and disposition of the materials and monies will be in accordance with District policy and the selection criteria noted above. [See CDC]

**Policy Review**

This policy shall be reviewed at least every three years and revised as necessary.

**Complaints**

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

**Other Complaint Processes**

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with [the FFH series](#).
2. Complaints concerning dating violence shall be submitted in accordance with [the FFH series](#).
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with [the FFH series](#).
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with the EF series.

11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

**Notice to Students and Parents**

The District shall inform students and parents of this policy through appropriate District publications.

**Guiding Principles**  
Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

**Freedom from Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

**General Provisions**

Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
Scheduling Conferences	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.
Response	At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
Days	"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."
Representative	"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.  The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.
Consolidating Complaints	Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.</p> <p>A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.</p>
Level One	<p>Complaint forms must be filed:</p> <ol style="list-style-type: none"><li data-bbox="571 1241 1409 1339">1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and</li><li data-bbox="571 1360 1382 1425">2. With the lowest level administrator who has the authority to remedy the alleged problem.</li></ol> <p>In most circumstances, students and parents shall file Level One complaints with the campus principal.</p> <p>If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.</p> <p>If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.</p>

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

## Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. In reaching a decision, the Superintendent or designee may consider

the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

### Level Three

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board

shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**Complaints**

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

**Other Complaint Processes**

Complaints by members of the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GF after the relevant complaint process:

1. Complaints concerning instructional resources shall be filed in accordance with the EF series.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with the CKE series.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

**Guiding Principles**

**Informal Process**

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

**Formal Process**

An individual may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

**Freedom from Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

**General Provisions**

**Filing**

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on

the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling  
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the individual's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.

The individual may designate a representative through written notice to the District at any level of this process. If the individual designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating  
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date

of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the individual a written response within ten days following the conference. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

### Level Two

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the individual a written response within ten days following the conference. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

### Level Three

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.



# Instruction Sheet

## TASB Localized Policy Manual Update 123

### Cleburne ISD

<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
ATTN	(NOTE)	No policy enclosed	See explanatory note
AIB	(LEGAL)	Replace policy	Revised policy
AIC	(LEGAL)	Replace policy	Revised policy
AIE	(LEGAL)	Replace policy	Revised policy
BBA	(LEGAL)	Replace policy	Revised policy
BBBB	(LEGAL)	Replace policy	Revised policy
BBD	(LOCAL)	Replace policy	Revised policy
BBFA	(LOCAL)	Replace policy	Revised policy
CCG	(LEGAL)	Replace policy	Revised policy
CCGA	(LEGAL)	Replace policy	Revised policy
CCGB	(LEGAL)	Replace policy	Revised policy
CCGB	(LOCAL)	Replace policy	Revised policy
CKB	(LEGAL)	Replace policy	Revised policy
CKC	(LOCAL)	Replace policy	Revised policy
CKE	(LOCAL)	Replace policy	Revised policy
CKED	(LEGAL)	ADD policy	See explanatory note
CMD	(LEGAL)	Replace policy	Revised policy
CPC	(LEGAL)	Replace policy	Revised policy
CQA	(LEGAL)	Replace policy	Revised policy
CQC	(LEGAL)	Replace policy	Revised policy
CQC	(LOCAL)	ADD policy	See explanatory note
DCE	(LOCAL)	Replace policy	Revised policy
DGBA	(LOCAL)	Replace policy	Revised policy
DHE	(LEGAL)	Replace policy	Revised policy
DNA	(LEGAL)	Replace policy	Revised policy
DP	(LEGAL)	Replace policy	Revised policy
EEH	(LOCAL)	Replace policy	Revised policy
EF	(LEGAL)	DELETE policy	See explanatory note
EF	(LOCAL)	DELETE policy	See explanatory note
EF	(REGULATION)	DELETE regulation	See explanatory note
EFA	(LEGAL)	Replace policy	Revised policy
EFA	(LOCAL)	ADD policy	See explanatory note
EFB	(LEGAL)	Replace policy	Revised policy
EFB	(LOCAL)	ADD policy	See explanatory note

Instruction Sheet  
 TASB Localized Policy Manual Update 123

**Cleburne ISD**

<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
EHBAA	(LEGAL)	Replace policy	Revised policy
EHBAB	(LEGAL)	Replace policy	Revised policy
EHBE	(LEGAL)	Replace policy	Revised policy
EHBE	(LOCAL)	No policy enclosed	See explanatory note
EHBJ	(LEGAL)	Replace policy	Revised policy
EKB	(LEGAL)	Replace policy	Revised policy
FA	(LEGAL)	Replace policy	Revised policy
FFAC	(LEGAL)	Replace policy	Revised policy
FNG	(LOCAL)	Replace policy	Revised policy
GBA	(LEGAL)	Replace policy	Revised policy
GF	(LEGAL)	Replace policy	Revised policy
GF	(LOCAL)	Replace policy	Revised policy
GKA	(LEGAL)	Replace policy	Revised policy
GRA	(LEGAL)	Replace policy	Revised policy



Communication  
July 15, 2024

To: CISD Board of Trustees

From: Dr. Coby Kirkpatrick  
Dr. Mark McClure

Re: Approval of the 2024-2025 Student Code of Conduct

**Strategic Goal, Objective, or Need Addressed:**

This request is for Board of Trustee approval for the 2024-2025 Student Code of Conduct.

**Summary:**

Chapter 37 of the Texas Education Code mandates school districts to develop and maintain a student code of conduct. This document must be approved annually by the board of trustees. The Texas Legislature meets bi-annually, and changes made during the 88<sup>th</sup> session went into effect during the 2023-2024 school year. This being a non-legislative year, there are no changes currently impacting the 2024-2025 Student Code of Conduct.

**Attachment:**

- 2024-2025 Student Code of Conduct.

**Action Requested**

Approve CISD Student Code of Conduct.

**Monitoring or Reporting Timeline**

N/A

**Contact Persons**

Dr. Coby Kirkpatrick  
Dr. Mark McClure

**Financial Impact**

N/A

Cleburne Independent School District  
Student Code of Conduct

2024~2025



If you have difficulty accessing the information in this document because of disability, please contact Dr. Mark McClure, Assistant Superintendent of Student Services, 817-202-1128, or by email [dmclure@c-isd.com](mailto:dmclure@c-isd.com).

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## **Cleburne ISD Student Code of Conduct**

2024-25 School Year Student Code of Conduct

### **Accessibility**

If you have difficulty accessing the information in this document because of disability, please contact *Dr. Mark McClure, Assistant Superintendent for Student Services, 817-202-1128* or by email [dmcclore@c-isd.com](mailto:dmcclore@c-isd.com).

### **Purpose**

The Student Code of Conduct (“Code of Conduct”), as required by Chapter 37 of the Texas Education Code, provides methods and options for managing student behavior, preventing and intervening in student discipline problems, and imposing discipline.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences, including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), placement in a juvenile justice alternative education program (JJAEP), or expulsion from school.

This Code of Conduct has been adopted by the *Cleburne ISD* board of trustees and developed with the advice of the district-level planning and decision-making committee. It provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. This Code of Conduct remains in effect during summer school and at all school-related events and activities outside the school year until the board adopts an updated version for the next school year.

In accordance with state law, the Code of Conduct shall be posted at each school campus or shall be available for review at the campus principal’s office. Additionally, the Code of Conduct shall be available at the campus behavior coordinator’s office and posted on the district’s website - <https://www.c-isd.com/>. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Code of Conduct is adopted by the district’s board of trustees, it has the force of policy. In the event of a conflict between the Code of Conduct and the Student Handbook, the Code of Conduct shall prevail.

**Please note:** The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

## **School District Authority and Jurisdiction**

School rules and the district's authority to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day;
2. While the student is traveling on district transportation;
3. During lunch periods in which a student is allowed to leave campus;
4. At any school-related activity, regardless of time or location;
5. For any school-related misconduct, regardless of time or location;
6. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
7. When a student engages in cyberbullying, as defined by Education Code 37.0832;
8. When criminal mischief is committed on or off school property or at a school-related event;
9. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
10. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
11. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
12. When the student is required to register as a sex offender.

## **Campus Behavior Coordinator**

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator (CBC). The designated person may be the principal, or any other campus administrator selected by the principal. The CBC is primarily responsible for maintaining student discipline. The district shall post on its website and in the Student Handbook, for each campus, the email address and telephone number of the person serving as CBC. Contact information may be found at <https://www.c-isd.com/>.

## **Threat Assessment and Safe and Supportive School Team**

The CBC or other appropriate administrator will work closely with the campus threat assessment and safe and supportive school team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code of Conduct.

## **Searches**

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Refer to the district's policies at FNF(LEGAL) and FNF(LOCAL) for more information regarding investigations and searches.

## *School District Authority and Jurisdiction*

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the district.

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice.

If a student refuses a search of their person or property, the principal, CBC, or campus administrator will assign the discipline consequence that most closely aligns with the alleged infraction as indicated by the evidence available at that time.

### **Reporting Crimes**

The CBC, principal, and other school administrators as appropriate shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

### **Security Personnel**

The board utilizes school resource officers (SROs) to ensure the security and protection of students, staff, and property. In accordance with law, the board has coordinated with the CBC and other district employees to ensure appropriate law enforcement duties are assigned to these persons. Provisions addressing the various types of security personnel can be found in the CKE policy series.

The law enforcement duties of school resource officers are:

- Monitor access to the school grounds and assist in limiting access to only authorized persons
- Assist CISD personnel in protecting the property/assets of CISD and the security and safety of its students, personnel, and visitors in accordance with state law
- Shall investigate and/or deter the commission of criminal acts that may occur on CISD property within the jurisdiction limits of the CITY
- Serve as liaison between CISD schools and CITY's Police Department, juvenile officials, probation officials, courts, and other agencies of the juvenile justice system
- Provide a high visibility, crime deterrent presence on CISD properties, including but not limited to its buildings, parking lots, and athletic facilities
- Attempt to detect and identify the early signs of deviant behavior and inappropriate associations of persons
- May be present, upon request, when a school official is conducting a search of person and/or property when such official has reasonable grounds to believe the search will discover evidence that the person has violated state law

### **"Parent" Defined**

Throughout the Code of Conduct and related discipline policies, the term "parent" includes a parent, legal guardian, or other person having lawful control of the child.

### **Participating in Graduation Activities**

The district has the right to limit a student's participation in graduation activities for violating the district's Code of Conduct.

Participation might include a speaking role, as established by district policy and procedures.

## *School District Authority and Jurisdiction*

Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered eligible, a student shall not have engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

### **Unauthorized Persons**

In accordance with Education Code 37.105, a school administrator, SRO, or district police officer shall have the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL), as appropriate. However, the timelines for the district's grievance procedures shall be adjusted as necessary to permit the person to address the board in person within 90 calendar days, unless the complaint is resolved before a board hearing.

See **DAEP—Restrictions During Placement** on page 25 for information regarding a student assigned to DAEP at the time of graduation.

**Standards for Student Conduct**

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner.
- Exercise self-discipline.
- Attend all classes regularly and on time.
- Bring appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

## **General Conduct Violations**

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on **Out-of-School Suspension** on page 18, **DAEP Placement** on page 19, **Placement and/or Expulsion for Certain Offenses** on page 27, and **Expulsion** on page 29, those offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in **Removal from the Regular Educational Setting** as detailed on page 17.

### **Disregard for Authority**

Students shall not:

- Fail to comply with directives given by school personnel.
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct in district vehicles.
- Refuse to accept discipline or consequence assigned by a teacher or principal.

### **Mistreatment of Others**

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 27.)
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See **glossary** for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See **glossary**.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See **glossary**.)
- Coerce an individual to act through the use or threat of force.
- Commit extortion or blackmail.
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

### Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 27.)
- Deface or damage school property, including textbooks, technology and electronic resources, lockers, furniture, and other equipment, with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 27.)
- Enter, without authorization, district facilities that are not open for operations.

### Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- A hand instrument designed to cut or stab another by being thrown;
- A firearm silencer or suppressor;
- \*A location-restricted knife;
- \*A club;
- \*A firearm;
- A stun gun;
- Knuckles;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer, unless it is for an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

\*For weapons and firearms, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 27. In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

### Possession of Telecommunications or Other Electronic Devices

Students shall not:

- Use a telecommunications device, including a cell phone, or other electronic device in violation of district and campus rules.

### Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. (Also see **DAEP Placement** on page 19 and **Expulsion** on page 29 for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See **glossary** for “paraphernalia.”)
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See **glossary** for “abuse.”)
- Abuse over-the-counter drugs. (See **glossary** for “abuse.”)
- Be under the influence of prescription or over-the-counter drugs that cause impairment to body or mind. (See **glossary** for “under the influence.”)
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

### Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

## *General Conduct Violations*

- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

### **Safety Transgressions**

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

### **Miscellaneous Offenses**

Students shall not:

- Violate dress and grooming standards as communicated in the Student Handbook.
- Engage in academic dishonesty, which includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code of Conduct.

### **Discipline Management Techniques**

Discipline shall be designed to improve conduct and encourage students to be responsible members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative practices. Discipline shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

### **Students with Disabilities**

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Code of Conduct. In the event of any conflict, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see **glossary**) until an Admission, Review, and Dismissal (ARD) committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

### **Techniques**

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.

## *Discipline Management Techniques*

- Detention, including outside regular school hours.
- Sending the student to the office, another assigned area, or to in-school suspension (ISS).
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Out-of-school suspension, as specified in **Out-of-School Suspension** on page 18.
- Placement in a DAEP, as specified in **DAEP** on page 19.
- Expulsion and/or placement in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page 27.
- Expulsion, as specified in **Expulsion** on page 29.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

### **Prohibited Aversive Techniques**

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO(LOCAL).]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.
- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.

## *Discipline Management Techniques*

- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student using physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

### **Notification**

The CBC shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The CBC shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code.

A good-faith effort shall be made to provide written notice of the disciplinary action to the student, on the day the action was taken, for delivery to the student's parent. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the CBC shall send written notification by U.S. Mail. If the CBC is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

### **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or CBC, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office, the CBC's office, or the central administration office or through Policy Online® at the following address: [Cleburne ISD Board Policy](#)

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance. In the instance of a student who is accused of conduct that meets the definition of sexual harassment as defined by Title IX, the district will comply with applicable federal law, including the Title IX formal complaint process. See policies FFH(LEGAL) and (LOCAL).

## **Removal from the School Bus**

A bus driver may refer a student to the principal's office or the CBC's office to maintain effective discipline on the bus. The principal or CBC must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

To transport students safely, the vehicle operator must focus on driving and not be distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or the CBC may restrict or revoke a student's transportation privileges, in accordance with law.

### **Removal from the Regular Educational Setting**

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

#### **Routine Referral**

A routine referral occurs when a teacher sends a student to the CBC's office as a discipline management technique. The CBC shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for behavior that violates this Code of Conduct to maintain effective discipline in the classroom.

#### **Formal Removal**

A teacher may initiate a formal removal from class if:

1. A student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the class or with other students' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Within three school days of the formal removal, the CBC or appropriate administrator shall schedule a conference with the student's parent, the student, the teacher who removed the student from class, and any other appropriate administrator.

At the conference, the CBC or appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the CBC or other administrator may place the student in:

- Another appropriate classroom.
- ISS.
- Out-of-school suspension.
- DAEP.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

#### **Returning a Student to the Classroom**

A student who has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, or aggravated sexual assault may not be returned to the teacher's class without the teacher's consent.

A student who has been formally removed by a teacher for any other conduct may be returned to the teacher's class without the teacher's consent if the placement review committee determines that the teacher's class is the best or only alternative available.

## **Out-of-School Suspension**

### **Misconduct**

Students may be suspended for behavior listed in the Code of Conduct as a general conduct violation, DAEP offense, or expellable offense.

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code sections 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

### **Process**

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student shall have an informal conference with the CBC or appropriate administrator, who shall inform the student of the alleged misconduct and give the student an opportunity to respond to the allegation before the administrator makes a decision.

The CBC shall determine the number of days of a student's suspension, not to exceed three school days.

In deciding whether to order out-of-school suspension, the CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

**Coursework During Suspension**

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the internet.

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity before the beginning of the next school year to complete each course the student was enrolled in at the time of removal. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district.

## *Disciplinary Alternative Education Program (DAEP) Placement*

### **Disciplinary Alternative Education Program (DAEP) Placement**

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 6 and secondary classification shall be grades 7–12.

Summer programs provided by the district shall serve students assigned to a DAEP in conjunction with other students.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

### **Discretionary Placement: Misconduct That May Result in DAEP Placement**

A student may be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code of Conduct.

#### **Misconduct Identified in State Law**

In accordance with state law, a student **may** be placed in a DAEP for any of the following offenses:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public-school fraternity, sorority, or secret society, or gang including participating as a member or pledge, or soliciting another person to become a pledge or member of a public-school fraternity, sorority, secret society, or gang. (See **glossary**.)
- Involvement in criminal street gang activity. (See **glossary**.)
- Criminal mischief, not punishable as a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

## *Disciplinary Alternative Education Program (DAEP) Placement*

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see **glossary**) that the student engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses in Title 5 (see **glossary**) of the Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The CBC **may** place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

### **Mandatory Placement: Misconduct That Requires DAEP Placement**

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See **glossary**.)
- Commits the following offenses on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - Engages in conduct punishable as a felony.
  - Commits an assault (see **glossary**) under Penal Code 22.01(a)(1).
  - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of a controlled substance or dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in **Expulsion** on page 29.) (See **glossary** for "under the influence", "controlled substance," and "dangerous drug.")
  - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana or THC. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision.
  - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol.
  - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
  - Sells, gives, or delivers to another person or possesses or uses an e-cigarette.
  - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See **glossary**.)
  - Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- Engages in expellable conduct and is six to nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in **Expulsion** on page 29.)

## *Disciplinary Alternative Education Program (DAEP) Placement*

- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see **glossary**) of the Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
  1. The student receives deferred prosecution (see **glossary**),
  2. A court or jury finds that the student has engaged in delinquent conduct (see **glossary**), or
  3. The superintendent or designee has a reasonable belief (see **glossary**) that the student engaged in the conduct.

### **Sexual Assault and Campus Assignments**

A student shall be transferred to another campus if:

- The student has been convicted of continuous sexual abuse of a young child or disabled individual or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus; and
- The victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus.

If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

### **Process**

Removals to a DAEP shall be made by the CBC.

### **Conference**

When a student is removed from class for a DAEP offense, the CBC or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and, in the case of a teacher removal, the teacher.

At the conference, the CBC or appropriate administrator shall provide the student:

- Information, orally or in writing, of the reasons for the removal;
- An explanation of the basis for the removal; and
- An opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

### **Consideration of Mitigating Factors**

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,

## *Disciplinary Alternative Education Program (DAEP) Placement*

5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

### **Placement Order**

After the conference, if the student is placed in a DAEP, the CBC shall write a placement order. A copy of the DAEP placement order and information for the parent or person standing in parental relation to the student regarding the process for requesting a full individual and initial evaluation of the student for purposes of special education services shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in a DAEP and the length of placement is inconsistent with the guidelines included in this Code of Conduct, the placement order shall give notice of the inconsistency.

### **DAEP at Capacity**

If a DAEP is at capacity at the time the CBC is deciding placement for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical, the student shall be placed in ISS then transferred to a DAEP for the remainder of the period if space becomes available before the expiration of the period of the placement.

If a DAEP is at capacity at the time the CBC is deciding placement for a student who engaged in violent conduct, a student placed in a DAEP for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical may be placed in ISS to make a position in the DAEP available for the student who engaged in violent conduct. If a position becomes available in a DAEP before the expiration of the period of the placement for the student removed, the student shall be returned to a DAEP for the remainder of the period.

### **Coursework Notice**

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete, at no cost to the student, a foundation curriculum course in which the student was enrolled at the time of removal, and which is required for graduation. The notice shall include information regarding all methods available for completing the coursework.

### **Length of Placement**

The CBC shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year, except as provided below.

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

## *Disciplinary Alternative Education Program (DAEP) Placement*

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

### **Exceeds One Year**

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

### **Exceeds School Year**

Students who are in a DAEP placement at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the CBC or the board's designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see **glossary**) that violates the district's Code of Conduct.

### **Exceeds 60 Days**

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

### **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the CBC's office, the central administration office, or through Policy Online® at the following address: [Cleburne ISD Board Policy](#)

Appeals shall begin at Level One with the lowest level administrator who has the authority to remedy the problem (campus principal) within 15 days of the date of the decision or action giving rise to the complaint or grievance. If the Level One response does not meet the relief parameters the grievor is requesting, the grievor may file a Level Two appeal in writing, on a form provided by the district, within 10 days of the Level One response which should be addressed to the Assistant Superintendent of Student Services or appropriate designee. If the Level Two response does not meet the relief parameters the grievor is requesting, the grievor may file a Level Three appeal in writing, on a form provided by the district, to the Board of trustees within 10 days of receiving the Level Two response.

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

# *Disciplinary Alternative Education Program (DAEP) Placement*

## **Restrictions During Placement**

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who is entitled to transportation in accordance with the student's IEP or Section 504 plan.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day, and the student shall be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

## **Placement Review**

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the CBC or the board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

## **Additional Misconduct**

If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the CBC may enter an additional disciplinary order as a result of those proceedings.

## **Notice of Criminal Proceedings**

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence, and no formal proceedings, deferred adjudication (see **glossary**), or deferred prosecution will be initiated, or
2. The court or jury found a student not guilty or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

## *Disciplinary Alternative Education Program (DAEP) Placement*

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

### **Withdrawal During Process**

When a student violates the district's Code of Conduct in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the CBC may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the CBC or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

### **Newly Enrolled Students**

The district shall continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district including a district in another state.

When a student enrolls in the district with a DAEP placement from a district in another state, the district has the right to place the student in DAEP to the same extent as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

State law requires the district to reduce a placement imposed by a district in another state that exceeds one year so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

### **Emergency Placement Procedure**

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

### **Transition Services**

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

## **Placement and/or Expulsion for Certain Offenses**

This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

### **Registered Sex Offenders**

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the district must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the student shall be placed in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the student may be placed in DAEP or JJAEP for one semester or placed in a regular classroom. The student may not be placed in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interests of the district's students.

### **Review Committee**

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

### **Newly Enrolled Students**

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

### **Appeal**

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

### **Certain Felonies**

Regardless of whether DAEP placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the board or CBC makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see **glossary**) of the Penal Code. The student must have:

## *Placement and/or Expulsion for Certain Offenses*

- Received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- Been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

### **Hearing and Required Findings**

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

### **Length of Placement**

The student is subject to the placement until:

1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

### **Placement Review**

A student placed in a DAEP or JJAEP under this section is entitled to a review of his or her status, including academic status, by the CBC or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

## Newly Enrolled Students

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

## Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

## Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See **DAEP Placement** on page 19.)

### Any Location

A student **may** be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student:
  - Aggravated assault.
  - Sexual assault.
  - Aggravated sexual assault.
  - Murder.
  - Capital murder.
  - Criminal attempt to commit murder or capital murder.
  - Aggravated robbery.

- Breach of computer security. (See **glossary**.)
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

### **At School, Within 300 Feet, or at a School Event**

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of any amount of marijuana, a controlled substance, or a dangerous drug. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See **glossary** for "under the influence.")
- Selling, giving, or delivering another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Penal Code 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See **glossary**.)

### **Within 300 Feet of School**

A student **may** be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See **glossary**.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child.
- Aggravated kidnapping.
- Manslaughter.
- Criminally negligent homicide.
- Aggravated robbery.
- Continuous sexual abuse of a young child or disabled individual.
- Felony controlled substance or dangerous drug offenses, not including THC.
- Unlawfully carrying on or about the student's person a handgun or a location-restricted knife, as these terms are defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See **glossary**.)
- Possession of a firearm, as defined by federal law. (See **glossary**.)

### Property of Another District

A student **may** be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

### While in a DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code of Conduct, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Penal Code 1.07; or
4. Conduct that constitutes the offense of:
  - a. Public lewdness under Penal Code 21.07;
  - b. Indecent exposure under Penal Code 21.08;
  - c. Criminal mischief under Penal Code 28.03;
  - d. Hazing under Education Code 37.152; or
  - e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

### Mandatory Expulsion: Misconduct That Requires Expulsion

A student **must** be expelled under federal or state law for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

#### Under Federal Law

- Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See **glossary**.)

**Note:** Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

#### Under the Penal Code

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:
  - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See **glossary**.) *Note:* A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus; while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife

Department; or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]

- A location-restricted knife, as defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See **glossary**.)
- Behaving in a manner that contains elements of the following offenses under the Penal Code:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson. (See **glossary**.)
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child.
  - Aggravated kidnapping.
  - Aggravated robbery.
  - Manslaughter.
  - Criminally negligent homicide.
  - Continuous sexual abuse of a young child or disabled individual.
  - Behavior punishable as a felony that involves selling, giving, or delivering to another person or possessing, using, or being under the influence of a controlled substance or a dangerous drug.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses.

### Under Age Ten

When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled, but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

### Process

If a student is believed to have committed an expellable offense, the CBC or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the CBC or other administrator may place the student in:

- Another appropriate classroom.
- ISS.
- Out-of-school suspension.
- DAEP.

### Hearing

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the witnesses called by the district at the hearing.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustee's delegate Dr. Mark McClure, Assistant Superintendent of Student Services, authority to conduct hearings and expel students.

### **Board Review of Expulsion**

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board shall consider and base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. The consequences shall not be deferred pending the outcome of the hearing.

### **Expulsion Order**

Before ordering the expulsion, the board or CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the Assistant Superintendent of Student Services shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Code of Conduct, the expulsion order shall give notice of the inconsistency.

## **Length of Expulsion**

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

## **Withdrawal During Process**

When a student's conduct requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the CBC or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

## **Additional Misconduct**

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the CBC or the board may issue an additional disciplinary order as a result of those proceedings.

## **Restrictions During Expulsion**

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

## **Newly Enrolled Students**

The district shall continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

### **Emergency Expulsion Procedures**

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

### **DAEP Placement of Expelled Students**

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

### **Transition Services**

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LLEGAL) and FODA(LLEGAL) for more information.

## Glossary

**Abuse** is improper or excessive use.

**Aggravated robbery** is defined in part by Penal Code 29.03(a) as when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
  - a. 65 years of age or older, or
  - b. A disabled person.

**Armor-piercing ammunition** is defined by Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

**Arson** is defined in part by Penal Code 28.02 as a crime that involves:

1. Starting a fire or causing an explosion with intent to destroy or damage:
  - a. Any vegetation, fence, or structure on open-space land; or
  - b. Any building, habitation, or vehicle:
    - (1) Knowing that it is within the limits of an incorporated city or town,
    - (2) Knowing that it is insured against damage or destruction,
    - (3) Knowing that it is subject to a mortgage or other security interest,
    - (4) Knowing that it is located on property belonging to another,
    - (5) Knowing that it has located within it property belonging to another, or
    - (6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. Recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance if the fire or explosion damages any building, habitation, or vehicle; or
3. Intentionally starting a fire or causing an explosion and in so doing:
  - a. Recklessly damaging or destroying a building belonging to another, or
  - b. Recklessly causing another person to suffer bodily injury or death.

**Assault** is defined in part by Penal Code 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another; intentionally or knowingly threatening another with imminent bodily injury; or intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

**Breach of computer security** includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district and the student knowingly alters, damages, or deletes

school district property or information or commits a breach of any other computer, computer network, or computer system.

**Bullying** is defined as 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:

1. 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 damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below.) This state law on bullying prevention applies 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 interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

**Chemical dispensing device** is defined by Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

**Club** is defined by Penal Code 46.01 as an instrument, specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to a blackjack, nightstick, mace, and tomahawk.

**Controlled substance** means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 1-B, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp.

**Criminal street gang** is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

**Cyberbullying** is defined by Education Code 37.0832 as 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.

**Dangerous drug** is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

**Dating violence** occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

**Deadly conduct** under Penal Code 22.05 occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**Deferred adjudication** is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

**Deferred prosecution** may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

**Delinquent conduct** is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

**Discretionary** means that something is left to or regulated by a local decision maker.

**E-cigarette** means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device described by this provision. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

**Explosive weapon** is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

**False alarm or report** under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

**Firearm** is defined by federal law (18 U.S.C. 921(a)) as:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer, defined as any device for silencing, muffling, or diminishing the report of a portable [firearm](#); or
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such term does not include an antique firearm.

**Graffiti** includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

**Handgun** is defined by Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

**Harassment** includes:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Education Code 37.001(b)(2); or
3. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
  - a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
  - b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
  - c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
  - d. Causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
  - e. Making a telephone call and intentionally failing to hang up or disengage the connection;
  - f. Knowingly permitting a telephone under the person's control to be used by another to commit an offense under this section;
  - g. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;

- h. Publishing on an internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern, as defined by law; or
- i. Making obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number provided by an internet application or other technological means.

**Hazing** is defined by Education Code 37.151 as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

1. Any type of physical brutality;
2. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
3. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; or
4. Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated. **Hit list** is defined in Education Code 37.001(b)(3) as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

**Improvised explosive device** is defined by Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

**Indecent exposure** is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person and is reckless about whether another is present who will be offended or alarmed by the act.

**Intimate visual material** is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

**Location-restricted knife** is defined by Penal Code 46.01 as a knife with a blade over five and one-half inches.

**Knuckles** means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**Look-alike weapon** means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

**Machine gun** as defined by Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

**Mandatory** means that something is obligatory or required because of an authority.

**Paraphernalia** are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

**Possession** means to have an item on one's person or in one's personal property, including, but not limited to:

1. Clothing, purse, or backpack;
2. A private vehicle used for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle, or bicycle;
3. Telecommunications or electronic devices; or
4. Any school property used by the student, including, but not limited to, a locker or desk.

**Prohibited weapon** under Penal Code 46.05(a) means:

1. The following items, unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice: An explosive weapon;
  - a. A machine gun;
  - b. A short-barrel firearm;
2. Armor-piercing ammunition;
3. A chemical dispensing device;
4. A zip gun;
5. A tire deflation device; or
6. An improvised explosive device.

**Public Lewdness** is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, when the person is reckless about whether another is present who will be offended or alarmed by the act.

**Public school fraternity, sorority, secret society, or gang** means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Education Code 37.121(d) are excepted from this definition.

**Reasonable belief** is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information and must consider the information furnished in the notice of a student's arrest under Code of Criminal Procedure Article 15.27.

**Self-defense** is the use of force against another to the degree a person reasonably believes is immediately necessary to protect himself or herself.

**Serious misbehavior** means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
  - a. Public lewdness under Penal Code 21.07;
  - b. Indecent exposure under Penal Code 21.08;
  - c. Criminal mischief under Penal Code 28.03;
  - d. Hazing under Education Code 37.152; or
  - e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

**Serious or persistent misbehavior** includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete schoolwork as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

**Short-barrel firearm** is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

**Terroristic threat** is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications; public transportation; public water, gas, or power supply; or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

**Tire deflation device** is defined in part by Penal Code 46.01 as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

**Title 5 felonies** are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02–.05;
- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05–.06;
- Assault under Section 22.01;
- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or disabled individual under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

**Under the influence** means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the in-fluence" need not be legally intoxicated to trigger disciplinary action.

**Use** means voluntarily introducing into one's body, by any means, a prohibited substance.

**Zip gun** is defined by Penal Code 46.01 as a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.



Communication  
July 15, 2024

To: CISD Board of Trustees

From: Dr. Coby Kirkpatrick  
Dr. Mark McClure

Re: Imagine Learning Software Renewal

**Strategic Goal, Objective, or Need Addressed:**

This request is for Board of Trustee approval for the Imagine Learning (Edgenuity/ Purpose Prep) software renewal for 2024-2025.

**Summary:**

Edgenuity is an online resource used by Cleburne High School, TEAM School, Phoenix, Wheat Middle School, and Smith Intermediate School for intervention and/or credit recovery based on the needs of individual students.

Purpose Prep provides individualized resources to assist with the social and emotional development of students grades 6-12. These individualized modules are often assigned to students in disciplinary settings as added resources to assist in correcting negative behavior.

**Attachment:**

- 2024-2025 Edgenuity and Purpose Prep quote.

**Action Requested**

Approve \$57,850 (State Comp Ed funds)  
for Edgenuity.

Approve \$21,090 (Title 4, Part A funds)  
for Purpose Prep.

**Contact Persons**

Dr. Coby Kirkpatrick  
Dr. Mark McClure

**Monitoring or Reporting Timeline**

Monthly

**Financial Impact**

\$78,940.00



# Price Quote

100 S. Mill Ave  
Suite 1700  
Tempe, AZ 85281  
877-725-4257

**Date** 6/18/2024  
**Quote No.** Q-43054  
**Acct. No.** 12206684  
**Total** 57,850.00  
**Pricing Expires** 08/25/2024

Accounts Payable  
Billing Attn: Accounts Payable  
Cleburne TX 76033  
United States

Payment Term	Contract Start	Contract End
Net 30	9/1/2024	8/31/2025

Site	Description	End Date	Qty
Cleburne Independent School District	Edgenuity Academic Integrity	08/31/2025	1
	PD Webinar Session (CW-SUPP)	08/31/2025	3
	PD Onsite Day (CW-SUPP)	08/31/2025	1
	Edgenuity 6-8 Comprehensive Concurrent User	08/31/2025	10
Wheat Middle School	Edgenuity 6-8 Comprehensive Site License	08/31/2025	1
Cleburne High School	Imagine EdgeEX with Edgenuity 9-12 Comprehensive Site License	08/31/2025	1

**Subtotal** 57,850.00  
**Tax Total** 0.00  
**Total** 57,850.00

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Standard Terms and Conditions . These Terms and Conditions are available at [www.imaginelearning.com/standard-terms-and-conditions](http://www.imaginelearning.com/standard-terms-and-conditions), may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Imagine Learning's written consent.

### Accounts Payable

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

### Imagine Learning Representative

Billy McCrary  
Account Executive -  
billy.mccrary@imaginelearning.com  
imaginethefutureoflearning.com  
(512) 762-6695

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to [AR@imaginelearning.com](mailto:AR@imaginelearning.com) or fax to 480-423-0213.



# Price Quote

100 S. Mill Ave  
Suite 1700  
Tempe, AZ 85281  
877-725-4257

**Date** 6/27/2024  
**Quote No.** Q-43471  
**Acct. No.** 12206684  
**Total** 21,090.00  
**Pricing Expires** 08/26/2024

Accounts Payable  
Billing Attn: Accounts Payable  
Cleburne TX 76033  
United States

Payment Term	Contract Start	Contract End
Net 30	7/1/2024	6/30/2025

Site	Description	End Date	Qty
Cleburne Independent School District	Purpose Prep Concurrent User	06/30/2025	10
	Purpose Prep Elementary Reusable License	06/30/2025	10
Wheat Middle School	Purpose Prep Site License	06/30/2025	1
Cleburne High School	Purpose Prep Site License	06/30/2025	1

**Subtotal** 21,090.00  
**Tax Total** 0.00  
**Total** 21,090.00

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Standard Terms and Conditions . These Terms and Conditions are available at [www.imaginelearning.com/standard-terms-and-conditions](http://www.imaginelearning.com/standard-terms-and-conditions), may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Imagine Learning's written consent.

### Accounts Payable

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

### Imagine Learning Representative

Billy McCrary  
Account Executive -  
billy.mccrary@imaginelearning.com  
imaginethefutureoflearning.com  
(512) 762-6695

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to [AR@imaginelearning.com](mailto:AR@imaginelearning.com) or fax to 480-423-0213.



Communication  
July 17, 2024

To: CISD Board of Trustees

From: Dr. Coby Kirkpatrick  
Kim Tuggle

Re: Soliant Health, LLC, Contracted Services

**Strategic Goal, Objective, or Need Addressed:**

This request is for Board of Trustee approval for Soliant Health, LLC contracted School Psychology Services for the 2024-2025 school year.

**Summary:**

Soliant Health, LLC provides school psychology services for school-age children with disabilities. The district has three unfilled school psychologist positions for the 2024-2025 school year. Therefore, any services requested through the ARD process and/or Early Childhood Intervention (ECI) referrals for school psychology services must be provided through contracted services to ensure students receive a free, appropriate public education. When appropriate candidates are hired for the open positions, this contract will be terminated following sixty (60) days' written notice to Soliant Health, LCC.

**Attachment:**

- Client Assignment Confirmation
- Client Services Agreement

**Action Requested**

Approve \$148,500 for contracted school psychology services for the 2024-2025 school year to meet the anticipated needs.

**Monitoring or Reporting Timeline**

Monthly

**Contact Persons**

Dr. Coby Kirkpatrick  
Dr. Mark McClure  
Kim Tuggle

**Financial Impact**

\$148,500

**Soliant Health, LLC** (hereafter referred to as “Soliant” or the “Company”), and **Cleburne ISD** whose primary location is 103 S. Walnut St., Cleburne, TX 76033 (hereafter referred to as “Client”) enter into this non-exclusive Client Services Agreement for the purpose of referring and placing its employees (“Consultants”) with Client. This Agreement shall govern the overall terms of the relationship, while a separate Assignment Confirmation (Addendum A) for each placement will outline specifics as to bill rates, personnel, and assignment lengths.

**1. Scope of Services.**

Soliant, a licensed staffing agency in the business of providing supplemental staffing to the public and private education sector and not a healthcare provider, will use its commercially reasonable efforts to provide Consultants for assignment with Client. Soliant will be responsible for payment of each Consultant's wages and applicable payroll taxes, deductions, and insurance, including workers' compensation, general liability and professional liability coverage for the benefit of the Consultants. If a Consultant is unable to complete the specified assignment, Soliant will use its commercially reasonable efforts to find a replacement in a timely manner.

**2. Independent Contractor.**

The parties hereto specify and intend that the relationship of each to the other is that of an independent contractor, that each Consultant shall be an employee of Soliant and that no qualified Consultant shall at any time be an employee of Client, unless the parties shall otherwise agree in writing. Soliant agrees to provide and maintain all payroll services for any qualified Consultant placed with Client, to maintain payroll records and to withhold and remit all payroll taxes and social security payments. Soliant does not ordinarily use subcontractors in providing services. Should the need to use a separate staffing firm or independent contractor arise, Soliant will notify Client in advance of the assignment in order to receive approval of this arrangement.

**3. Telepractice Services.**

Soliant, at Client's specific request, may provide telepractice services through VocoVision. Should utilization of VocoVision occur, Client shall, at that time, receive in addition to Addendum A – Client Assignment Confirmation, an Addendum B – Teleservices Provisions, Addendum C – Duties and Responsibilities and Addendum D – VocoVision Equipment Policies which, collectively, outline specific terms and conditions regarding VocoVision's telepractice services.

**4. Insurance.**

Soliant will maintain at least the following minimum amounts of insurance:

General Liability - \$2,000,000 per occurrence and \$4,000,000 aggregate.

Workers Compensation - in accordance with state regulations.

Employer's Liability - \$1,000,000.

Excess Liability over General Liability and Employer's Liability - \$5,000,000 per occurrence and \$5,000,000 aggregate.

Professional Liability - \$1,000,000 per occurrence and \$3,000,000 aggregate.

Sexual Abuse and Molestation - \$1,000,000 per occurrence and \$3,000,000 aggregate

**5. Competency and Licensing.**

Soliant will conduct comprehensive pre-employment screening to provide licensed Consultants who meet applicable professional standards. Soliant will endeavor to present only Consultants who are qualified for Client's open position(s) on job requirements established by Client either verbally or in writing. While Soliant will make every effort to prescreen job candidates based on these requirements, Client acknowledges the candidate assignment decision is ultimately the responsibility of the Client. To this end, Soliant will make available to Client all appropriate Consultant records that Soliant may permissibly disclose and will facilitate an interview between Client and Consultant in order to assist Client in the hiring decision. In the event Client becomes aware of any notices, findings, or information, including but not limited to fingerprint search results that may negatively impact the commencement or continuation of said assignment, the Client shall notify Soliant in writing within three (3) business days of Client becoming aware. Client shall furnish all relevant details regarding the situation. Failure to notify Soliant of such matters may result in the termination of the contractual relationship. Soliant will do its due diligence to ascertain the professional and applicable Department of Education licensing and certification requirements for the Consultant discipline placed with Client, however, it is ultimately the responsibility of the Client to approve the Consultant's licensure and certifications as acceptable.

**6. On-Site Responsibility.**

Client is responsible for providing all orientation, support, facilities, training, direction, and means for the Consultant to complete the assignment. Client acknowledges that Soliant is not providing special education and/or related services, but rather is providing candidate identification and placement services. As such, Client is responsible for the Consultant's adherence to the applicable standard of practice and acknowledges that Soliant is not responsible for the Consultant's on-site performance given that Soliant does not have the capacity to provide direct, on-site supervision of daily activity. Client acknowledges that any deviation of the Client's policies and procedures as orientated to Soliant's Consultant should be reported in writing and directly to Soliant immediately so that Soliant may be provided an opportunity to offer correction and/or counseling of unacceptable practices by Consultant. Client warrants that its facilities and operations will comply at all times with all federal, state and local safety and health laws, regulations and standards, including OSHA standards, and that Client will be responsible for providing all safety training and equipment, and for each Consultant's compliance with health and safety requirements, including those instituted by Client.

## 7. Employment of Consultants.

Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Consultant introduced or referred by the Company for a period of one year after the latest date of introduction, referral, or placement or the conclusion of Consultant's assignment through the Company. If Client or its affiliate enters into such a relationship or refers Consultant to a third party for employment, Client agrees to pay an amount equal to \$22,500 or thirty-five (35) percent (whichever is greater) of the Consultant's first year's annual salary, including any signing bonus, as agreed upon at the time of hiring. Payment is due and payable to the Company upon start date.

## 8. Equal Opportunity.

It is the policy of Soliant to provide equal opportunity to all Consultants for employment. Soliant and Client will screen based on merit only. All Consultants will be free from discrimination due to race, religion, color, sex, national origin, age, or disability.

## 9. Timekeeping and Invoicing.

Client will ensure that Consultants accurately record the start and stop times for all hours worked, in accordance with the Client's policies utilizing the Client designated method which may include the submission of Soliant's timesheet. Timesheets and/or timesheet approvals are due weekly by 12:00 PM on the Monday following the end of Client's designated workweek.

Soliant will generate an invoice for Client based on timesheets submitted. Each invoice will contain a unique invoice number, date(s) services were provided, Consultant name, Consultant job title, hourly bill rate, total hours billed, and total amount due. Client must review the invoice and notify Soliant of any errors, including billed hours or improper rates, within thirty (30) days of the date of invoice. Soliant shall resolve any error and provide corrected invoice mutually acceptable to both parties within a reasonable period. In the event client fails to dispute or report any errors within thirty (30) days, errors shall not be accepted as a disputed charge and invoices will be due and payable in full.

## 10. Payment Terms.

Client will be billed on a weekly basis for all services provided during the previous week. Client will pay Soliant based on the service charges specified in the Consultant Assignment Confirmation included as an addendum to this Agreement. Soliant pays its Consultant(s) overtime in compliance with federal, state, and/or local laws. Soliant will bill Client at one and on-half times the regular bill rate for all hours Soliant is required to pay the Consultant(s) overtime. It is Client's responsibility to notify Soliant if pre-approval is required for any or all overtime hours prior to any such hours being worked. **Payment is due within fifteen (15) days of receipt of invoice.**

## 11. Default Charges.

Invoices shall be considered past due if not paid by the agreed-upon due date. Client agrees to pay all necessary collection costs of amounts past due, including reasonable attorney's fees and costs. Additionally, Soliant reserves the right to approve or to discontinue any extension of credit and the terms governing such credit.

## 12. Limitation of Liability.

NEITHER PARTY SHALL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS, LOST DATA, LOSS OF USE OF DATA, OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT. THE FEES AND BILLINGS DUE UNDER THIS AGREEMENT ARE NOT CONSIDERED SPECIAL DAMAGES OR LOST PROFITS AND SHALL NOT BE LIMITED BY THESE PROVISIONS.

## 13. Administrative Responsibilities.

Client shall be responsible for orienting Consultant to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. During the contracted assignment, should Consultant fail to submit paperwork as required per Client's policies and procedures, Client must notify Soliant in writing within three (3) business days of alleged failure. Failure to notify Soliant before assignment ends shall negate any Client claim to withhold payment due to untimely work and/or paperwork non-compliance by Consultant. Client agrees that all approved time sheets by Client's assigned representative are not subjected to billing dispute if Client fails to notify Soliant of time sheet and work performed discrepancies.

## 14. Incident and Error Tracking.

Client will report to Soliant any performance issues, incidents, errors and other events related to the care and services provided by Soliant employees. Soliant will document reported incidents in employee's personnel file and track all such events for quality assurance purposes. All supporting documentation is required within seventy-two (72) hours of the occurrence.

## 15. Reporting of Work-Related Injuries.

Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed appropriate for unit to which Soliant's Consultant has been assigned. Client ensures compliance with all applicable OSHA or state Department of Labor obligations to include general training on the reporting of work-place injuries, incidents, and occupational exposure to bloodborne pathogens occurring at Client facility. Records of such occurrences must be maintained by the Client and accessible to Soliant within guidelines set forth by governing entities. In the event of work-place injury, incident or exposure, each affected Consultant will contact their immediate Client-appointed supervisor and report to the applicable treating department as per Client protocol. Consultant shall also report work-place injury, incident or exposure to Soliant concurrently with Client for the purpose of reporting such event to Soliant's workers compensation carrier. If Client's reporting requirements change during the term of this Agreement, Client is responsible for written notification of such information to both Soliant and Soliant's Consultant.

## **16. Termination of Contracted Assignment with Cause.**

Immediately upon occurrence, Client has the obligation to report each deviation from the accepted standard of practice, policies and procedures as orientated to Consultant, behavior, and or any incident that would be considered adverse to the overall operation of Client. Client may request that Soliant facilitate the immediate removal of Consultant due to any of the issues preceding with written and/or verbal notice. The Client, however, may not immediately terminate a Consultant unless Soliant has been notified prior to final incident or unless a single incident warrants immediate dismissal prior to Soliant's notification. All supporting documentation specifying the reasons and facts of the termination is required within forty-eight (48) hours of termination. If the Client does not report such deviation(s) and subsequently terminates Consultant or if Client does not provide required documentation following a termination within the required timeframe, Client will be assessed as liquidated damages and not as a penalty, an amount equal to one (1) week of billing. The parties agree that Soliant's Consultant s are an integral part of its operation and a resource that may have been developed over a number of years. Any delay or absence of a written and verbal notice could result in lost revenue or other consequences not foreseen at this time and therefore the liquidated damages are not unreasonable to the probable loss to be suffered by Soliant in the event of your breach of this provision. Client will be responsible for all professional fees (and expenses if applicable) up to the point of termination. Termination with cause must be documented prior to termination in accordance with the Incident and Error Tracking procedures set forth in paragraph 14 of this agreement. Soliant shall have five (5) business days to refill the position in the event of termination with cause. Should Soliant identify a suitable Consultant, Client agrees to original terms or extended terms of the terminated Consultant s assignment.

## **17. Termination of Contracted Assignment without Cause.**

Client may cancel an assignment with thirty (30) days written notice. Client is responsible for all charges and fees prior to cancellation date and through the 30-day period of notice. In the event Client is unable to provide thirty (30) days' notice of termination, Client will be billed for thirty (30) days at the agreed upon regular bill rate and minimum hours. In the event of termination without cause, Client will be responsible for any housing and travel costs actually incurred by Soliant as a result of such cancellation.

## **18. Guaranteed Minimum Hours.**

Client agrees to provide Consultant the guaranteed number of work hours per week specified in the attached Assignment Confirmation Addendum A. Cancellation of prescheduled workdays or reduction in work hours by Client will be billed reflecting the guaranteed minimum work hours. Minimum work hours shall be reduced to reflect scheduled school closings for holidays and planning days.

## **19. Unscheduled Facility Closure Policy.**

Soliant will incur fixed expenses over the entire course of a Consultant's contract assignment with Client related to the Consultant's housing and per diem costs. The parties agree that in the event of an unforeseen or unexpected interruption in a Consultant's assignment resulting from an unscheduled closure, complete or partial, of Client's facilities due to natural or manmade disasters, such as, and without limiting the generality of the foregoing, fire, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), Client will transition to virtual services for all Consultants whose services can be performed in such a setting. Client shall be billed for services performed at the regular contracted hourly bill rate for all hours worked by Consultant. Virtual service hours shall be entered and processed according to the normal time submittal and approval process unless otherwise requested by Client and agreed upon by Soliant. Soliant and Client will mutually determine which contracted disciplines qualify for virtual services. For contracted services not eligible for virtual services, Client will be invoiced and shall pay for each such affected Consultant's services at the reduced rate of \$200 per day for each day that the Consultant(s) is unable to work by virtue of such Unscheduled Closure.

## **20. Multiple Locations.**

If client requires Consultant to travel to and perform services at more than one location, Client will compensate Soliant for travel time between facilities at the regular hourly bill rate and for mileage not to exceed the current acceptable IRS reimbursement rate.

## **21. Issue Resolution.**

## CLIENT SERVICES AGREEMENT



In the event Client encounters an issue that is not satisfactorily resolved by its Soliant representative, Client should escalate the issue to the appropriate Soliant manager by calling 800-849-5502. Please ask for your account representative's manager.

### 22. Indemnification.

To the extent permitted by law, each party will indemnify, defend and hold harmless the other against third party claims arising from breaches of the parties' respective obligations under this Agreement.

### 23. Confidentiality.

Each party acknowledges that as a result of this Agreement, they will learn confidential information of the other party. Confidential information is defined as that information which is private to each party but is shared by one to the other party as required to accomplish this Agreement and **includes bill rates, fees for permanent placements and terms and conditions of this Agreement**. It is agreed that neither party will disclose any confidential information of the other party to any person or entity. Neither will it permit any person nor entity to use said confidential information.

Disclosures required by law including properly executed Freedom of Information Act requests and information shared to the appropriate individuals within the respective organizations as necessary to execute this Agreement, shall be the only exceptions permitted under this Agreement.

Confidential Information of Soliant shall include, but is not limited to, any and all unpublished information owned or controlled by Soliant and/or its employees, that relates to the clinical, technical, marketing, business or financial operations of Soliant and which is not generally disclosed to the public including but not limited to employee information, technical data, policies, financial data and information to include contract terms and provisions, billing rates, permanent placement fees whether disclosed orally, in writing or by inspection. If the receiving party shall attempt to use or dispose of any of the Confidential Information, or any duplication or modification thereof, in any manner contrary to the terms of the foregoing, the disclosing party shall have the right, in addition to such other remedies which may be available to it, to obtain an injunctive relief enjoining such acts or attempts as a court of competent jurisdiction may grant, it being acknowledged that legal remedies are inadequate.

### 24. Family Education Rights and Privacy Act.

Soliant shall comply with all laws, rules and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA") and acknowledges that certain information about the Client's students is contained in records maintained by Soliant and the Consultant and that this information can be confidential by reason of FERPA and related Client policies. Both parties agree to protect these records in accordance with FERPA and Client policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities. As it applies, Consultants assigned to Client will execute a FERPA Statement of Understanding outlining appropriate guidelines.

### 25. State Retirement System Notice.

This notice is intended to clarify the manner of payment in contemplation of a Consultant's mandatory or permissive participation in a state teacher retirement system, school employees' retirement system, and/or any similar or successor system applicable to the professionals provided by Soliant. Client acknowledges and agrees that if formal notice is required to be given to any Consultant that participation in any such retirement system/pension is either: 1) permitted by Consultant's election; or 2) is required by law, then Client is solely responsible for providing such notice to Consultant s and fulfilling all associated administrative duties. Client shall immediately notify Soliant if any Consultant is required to, or voluntarily elects to participate in any such system. In such event, Client shall advise Soliant of the withholding obligation percentages (both employer and employee share) so that invoices to Client and payment to the Consultant may be adjusted accordingly. The parties agree that Client shall withhold and pay to the retirement/pension both the employee and employer shares. The parties agree that the applicable employee and employer shares paid to the system by the Client shall be deducted from the amount owed to Soliant by the Client hereunder. The parties agree that the applicable employee share paid to the system by the Client shall be deducted from the amount due the Consultant by Soliant. The Client and Soliant expressly acknowledge and agree that if any Consultant is required to, or elects to participate in a retirement system/pension, the Client shall be solely responsible for: 1) creating an account for Consultant with the appropriate retirement system/pension; 2) all present and/or future obligations to make employee and employer cash payments/ contributions to the retirement system/pension as required by law and/or set by the retirement system/pension; and 3) otherwise administering all employer functions pertaining to the Consultant's interest in retirement system/pension.

### 26. Conflicts of Interest.

The parties acknowledge their respective obligation to report any conflict of interest and/or apparent conflict of interest that may interfere with their ability to perform their obligations hereunder objectively and effectively. To that end, the Parties hereby certify and represent that their officials, employees and agents do not have any significant financial or other pecuniary interest in the other party's business enterprise, and that no inducements of monetary or other value were offered or given to any officer, employee or agent of the other party. Each party agrees to promptly notify the other in the event it becomes aware of any conflict of interest or apparent conflict of interest.

### 27. Survival.





CLIENT ASSIGNMENT CONFIRMATION

This Client Assignment Confirmation is entered into on the date first signed below and supplements the Client Services Agreement between Soliant Health, LLC ("Soliant" or "the Company") and the Client named below. The Soliant Consultant has been placed with Client and Client will pay Soliant for hours worked by Consultant according to the terms outlined in this confirmation.

ASSIGNMENT DETAILS

CLIENT NAME: Cleburne ISD PID: -
Consultant: Kani Herrington Position: Licensed Specialist in School Psychology (LSSP)
Assignment Start Date: 07/29/2024 Assignment End Date: 06/03/2025
Bill Rate per hour: \$110.00 Overtime Bill Rate per hour: \$165.00
Minimum Hours: 37.5

Miscellaneous: Hybrid Schedule
Overtime requires prior approval by the CISD Director of Special Education.

It is the Client's responsibility to notify their Account Representative if a Teaching Certification will be required for this position.

Please note: Sales tax will be added to professional fees if required by state law and client is not a tax-exempt entity.
If Consultant should be required to travel to other locations at the specific request of the Client, the Client will be responsible for all expenses incurred.
Option of virtual services will be offered by Soliant in lieu of onsite services.
All precautions will be taken by the Client to create a safe and healthy environment.
Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Consultant introduced or referred by the Company for a period of (12) months after the latest date of introduction, referral, or end of contract placement. If Client or its affiliate enters into such a relationship or refers Consultant to a third party for employment, Client agrees to pay an amount equal to \$22,500 or thirty-five (35) percent (whichever is greater) of the Consultant's first year's annual salary, including any signing bonus, as agreed upon at the time of hiring. Payment is due and payable to the Company upon start date.

Account Representative Contact Information: Mackenzie Reid
mackenzie.reid@soliant.com
470-558-3438

By: 112920 Cleburne ISD

Print Name: \_\_\_\_\_

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

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

\*Terms and conditions outlined in this Client Assignment Confirmation will be considered agreed upon by all parties unless Soliant is notified of changes by Client within forty-eight (48) hours of client's receipt of this Client Assignment Confirmation.



Communication  
July 17, 2024

To: CISD Board of Trustees  
From: Dr. Coby Kirkpatrick  
Mrs. Kim Tuggle  
Re: Empower Therapeutics, LLC

**Strategic Goal, Objective, or Need Addressed:**

This request is for Board of Trustee approval for Empower Therapeutics, LLC, contracted Bilingual Speech-Language Pathology Services for the 2024-2025 school year.

**Summary:**

Empower Therapeutics provides bilingual speech-language pathology services for school-age children with disabilities. The district has an unfilled bilingual speech-language pathologist position for the 2024-2025 school year. Therefore, any services requested through the ARD process and/or Early Childhood Intervention (ECI) referrals for bilingual speech-language therapy services must be provided through contracted services to ensure students receive a free, appropriate public education. When an appropriate candidate is hired for the open position, this contract will be terminated following thirty (30) days written notice to Empower Therapeutics.

**Attachment:**

- Independent Contractor Service Agreement 24-25

**Action Requested**

Approve \$150,000 for contracted bilingual speech-language therapy services for the 2024-2025 school year to meet anticipated needs.

**Monitoring or Reporting Timeline**

Monthly

**Contact Persons**

Dr. Coby Kirkpatrick  
Dr. Mark McClure  
Kim Tuggle

**Financial Impact**

\$150,000

CLEBURNE INDEPENDENT SCHOOL DISTRICT  
SPECIAL EDUCATION DEPARTMENT  
311 Featherstone, Cleburne, Texas 76033  
817-202-1600, FAX# 817-202-1488

**INDEPENDENT CONTRACTOR SERVICE AGREEMENT**

AGREEMENT IS HEREBY MADE between the Independent Contractor (IC) and Cleburne Independent School District (DISTRICT) set forth below according to the following terms, conditions, and provisions.

**IDENTITY OF INDEPENDENT CONTRACTOR**

The Independent Contractor (IC) is identified as follows:

Name: Empower Therapeutics, LLC

Type of Entity:  Sole Proprietorship;  Partnership;  Corporation

Address: 2541 Weatherford Heights Drive

City/State/Zip: Weatherford, Texas 76087

Business Telephone: 682-258-9865 Fax: NA

Social Security or Employer Identification Number: 85-4368647

License Number and Expiration Date, if any: 113929 Expires 7/23/2024

**WORK TO BE PERFORMED**

DISTRICT desires that IC perform, and IC agrees to perform, the following work: (No one currently employed by the Cleburne Special Education Department is certified/qualified or available to perform the services.)

**Speech Therapy Evaluations**

IC will supervise therapy and the assistant bilingual speech-language pathologist. The IC will provide parent/teacher consultations, program analysis, training, input to IEPs and delivery of service models, bilingual assessment and report writing. The IC will participate in ARD meetings remotely, analyze progress data, and oversee Medicaid billing for SHARS by the bilingual assistant speech-language therapist. The IC will provide in-district services for approximately 10 hours a week and the remaining services remotely up to 25 hours a week.

**TERMS OF PAYMENT**

DISTRICT shall pay IC according to the following terms and conditions: All evaluation services will be provided for the sum of:

**\$ 125.00 an hour for all services except Zoom ARDs at a flat rate fee of \$75.00 each.**

## **INVOICES FOR SERVICES RENDERED**

IC agrees to prepare and submit to DISTRICT monthly an invoice detailing the services performed during the previous month. The invoice will be approved by the appropriate campus/department head and forwarded to the Business Office for payment.

## **REIMBURSEMENT OF EXPENSES**

DISTRICT shall not be liable to IC for any expenses paid or incurred by IC except as follows:       None at this time.

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## **GENERAL SUPERVISION**

IC retains the sole right to control or direct how the services described herein will be performed. Subject to the foregoing, DISTRICT retains the right to inspect, stop work, prescribe alterations, and generally supervise the work to ensure its conformity with that specified herein.

## **FEDERAL, STATE, AND LOCAL PAYROLL TAXES**

Neither federal, state, or local income tax or payroll tax of any kind shall be withheld or paid by DISTRICT on behalf of IC or employees of IC. IC shall not be treated as an employee concerning the services performed hereunder for federal or state tax purposes.

## **FRINGE BENEFITS**

Because IC is engaged in IC's own independent business, IC is not eligible for, and shall not participate in, any employer pension, health, or other fringe benefit plan, of the DISTRICT.

## **NOTICE TO IC REGARDING ITS TAX DUTIES AND LIABILITIES**

IC understands that the IC is responsible for paying, according to law, the IC's income taxes. If IC is not a corporation, IC further understands that IC may be liable for self-employment (social security) tax, to be paid by IC according to law.

## **DISTRICT NOT RESPONSIBLE FOR WORKERS' COMPENSATION**

DISTRICT shall obtain no workers' compensation insurance concerning IC or the employees of IC. IC shall comply with the workers' compensation law concerning IC and the employees of IC.

**TERM OF AGREEMENT**

This agreement shall commence at 12:01 a.m. on July 29, 2024, and terminate at 12:01 a.m. on June 3, 2025, and may not be terminated earlier (except for cause) without 30 days prior written notice from one party to the other.

**NO AUTHORITY TO BIND DISTRICT**

IC has no authority to enter into contracts or agreements on behalf of the DISTRICT. The IC is not authorized to act for the DISTRICT in any way.

**DECLARATION BY INDEPENDENT CONTRACTOR**

IC declares that the IC has complied with all federal, state, and local laws regarding business permits and licenses that may be required to carry out the work under this agreement.

**ENTIRE AGREEMENT**

This is the parties' entire agreement and cannot be changed or modified orally. It may be supplemented, amended, or revised only in writing by agreement of the parties. This agreement will not be valid until all signatures have been obtained, proper paperwork has been received, and FACT compliance has been verified. Governmental agencies may use this document to serve as a contract contingent upon completing all documentation required in the FACT compliance process.

\_\_\_\_\_  
Signature of Campus Administrator Date: \_\_\_\_\_

*Natasha P. ...*  
Signature of Independent Contractor Signature Date: 6/28/2024

\_\_\_\_\_  
Signature of Ex. Dir of Human Resources Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent of Schools Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chief Financial Officer Date: \_\_\_\_\_



Communication  
July 15, 2024

To: CISD Board of Trustees  
From: Kim Tuggle, Director of Special Education  
Re: Phaxis Health Solutions, LLC

**Strategic Goal, Objective, or Need Addressed:**

This request is for the Board of Trustees to approve Phaxis Health Solutions, LLC Contracted Services for the 2024-2025 school year.

**Summary:**

Phaxis Health Solutions, LLC provides school-related services for school-age children with disabilities. The district has three unfilled school psychologist positions for the 2024-2025 school year. Therefore, any services requested through the ARD process and Child Find referrals for psychological-related concerns must be provided through contracted services to ensure students receive a free, appropriate public education. When suitable candidates are hired for the open positions, this contract will be terminated following thirty (30) days' written notice to Phaxis Health Solutions, LLC.

**Attachment:**

- Client Assignment Confirmation - Molly Machemeh – School Psychologist
- Client Assignment Confirmation – Luna Jurd – LPC- Counselor
- Employment Services Staffing Agreement

**Action Requested**

Approve the Phaxis Health Solutions contracted Psychological school services for the 2024-2025 school year.

**Monitoring or Reporting Timeline**

Monthly

**Contact Persons**

Dr. Coby Kirkpatrick  
Dr. Mark McClure  
Kim Tuggle

**Financial Impact**

\$225,000



CLIENT ASSIGNMENT CONFIRMATION

PROVIDER NAME: Luna Jurd
CLIENT FACILITY: Cleburne ISD
DISCIPLINE: LPC-Counselor
GUARANTEED HOURS: 37.5
SHIFT: School Day Per District Calendar
START DATE: 07/29/2024
END DATE: 05/31/2025
TIME OFF: N/A
OTHER DETAILS:

The rates/fees for this Assignment shall be as follows;
Regular: \$65 /hour
Overtime: \$97.5 /hour
Holiday: \$97.5 /hour
Call off policy:

Additional Notes:

CLIENT Signature Printed Name Title Date
Phaxis Health Solutions LLC
PHAXIS HEALTH SOLUTIONS LLC
Shawn Blanton
Shawn Blanton (Jun 20, 2024 10:40 EDT)
Signature
Shawn Blanton
Printed Name
Senior Account Executive -
Title
06/20/24
Date



## EMPLOYMENT SERVICES STAFFING AGREEMENT

Phaxis Health Solutions LLC, with its principal office located at 135 Pinelawn Road, Suite 130 South Melville, New York 11747 (“Staffing Firm”), and \_\_\_\_\_ with its principal office located at \_\_\_\_\_ (“Client”), which is a school requiring supplemental healthcare staffing services, agree to the terms and conditions set forth in this Employment Services Staffing Agreement (this “Agreement”).

1. Staffing Firm’s Duties and Responsibilities. Staffing Firm will:

- a. Recruit, screen, interview, and assign its employees (“Providers”) to perform the type of work that will be fully described in a job description provided by Client, who shall be licensed or certified health care providers (i.e. LPNs, RNs, SLPs, School Psychologists, SPED Teachers, BCBA’s, and other various health and related services personnel) or other supplemental staff, as specified by Client, for supplemental staffing services (the “Services”), subject to availability of qualified Providers;
- b. Make available Providers to provide Services off-site, including, but not limited to providing remote services via Client’s remote technology (for the avoidance of doubt, neither Staffing Firm, nor Provider will provide any technology for remote services) and/or in-home services at a student’s location (“Distance Learning Services”) due to Client closings and/or delays;
- c. Pay Providers’ wages and provide other benefits as Staffing Firm deems appropriate;
- d. Pay, withhold, and transmit payroll taxes; provide unemployment insurance and workers’ compensation benefits; and handle unemployment and workers’ compensation claims involving Providers;
- e. Prior to supplying staff, Staffing Firm will screen all applicants as follows:
  - i. Verification of professional references;
  - ii. Verification of certifications /licenses/education of all applicants;
  - iii. Orientation on HIPAA OSHA Fire & Safety, Patient Confidentiality as required by Client;
  - iv. Obtaining proof that each applicant is either a citizen of the United States or is compliant with the Immigration Reform and Control Act of 1986;
  - v. Screening for all applicants through agreed upon background checks and fingerprinting according to state and Client guidelines; and
  - vi. Copies of immunization and medical records required by the Client for all staff.
- f. Adhere to the terms set forth on Exhibit A attached hereto, which further describes temporary-to-hire conversion rates, direct-hire fees, and EEOC requirements; and
- g. Require Providers to sign confidentiality agreements (in the form of Exhibit B) before they begin their assignments to Client.

2. Client’s Duties and Responsibilities. Client will:



- a. Notify Staffing Firm when Client needs supplemental staff and describe the job(s) to be performed via a job description specifying the estimated number of hours to be worked each week, the desired hourly bill rate to be charged for the position, and any additional information regarding the assignment(s) that Staffing Firm reasonably requests;
- b. Notify Staffing Firm of all information regarding reporting time and assignment at the time of the initial request for Providers and use its best efforts to request Providers at least twenty-four (24) hours prior to reporting time in order to assure prompt arrival of Providers;
- c. Provide Providers with adequate and timely training on the Client's policies and procedures, including but not limited to confidentiality of student and employee information, specific exposure control plans, emergency action plans, Occupational Safety and Health Administration (OSHA) requirements for bloodborne pathogens, Free Appropriate Public Education (FAPE) guidelines, Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH), Family Educational Rights and Privacy Act (FERPA), any other applicable federal or state law and guidelines, and all other instructions provided to Providers (collectively "Protocols");
- d. Retain full authority and responsibility for professional and medical management of care for each of its students, including the development and provision of individualized healthcare plans for its students, which include but are not limited to: equipment plan, emergency plan, transportation plan, medication management, any applicable documentation, and privacy protection requirements; Protocols for how all Services will be provided; and compliance with such Protocols;
- e. Retain full authority and responsibility for directing the Distance Learning Services, Protocols for how all Services will be provided, and compliance with such Protocols;
- f. Properly supervise Providers performing its work and be responsible for Client's operations;
- g. Properly supervise, control, and safeguard its premises, processes, or systems, and not permit Providers to operate any vehicle or mobile equipment, or entrust them with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without Staffing Firm's express prior written approval or as strictly required by the job description provided to Staffing Firm;
- h. Provide Providers with a safe work site and provide appropriate information, training, and safety equipment with respect to any hazardous substances or conditions to which they may be exposed at the work site, including Covid-19 and any other highly infectious communicable diseases, as well as ensure that all CDC guidelines and protocols are being followed, including providing the proper PPE (Personal Protection Equipment);
- i. Provide a clean and properly maintained workspace for Providers to safely provide Services to students, furniture, including tables and chairs, and reasonable access to telephones for business use;
- j. Either (i) supply all necessary medical supplies to be used in administering and/or providing Services to students, including, but not limited to gloves and other PPE, disinfecting wipes, and waste disposal containers with proper plastic linings ("Supplies") to Providers, or (ii) cost of Supplies will be billed as pass-through to Client either as line-item invoice items or as built-in cost in rates;



- k. Remain responsible for disposing of all medical waste and biohazard and comply with all applicable local, state, and federal rules, regulations, and laws governing such disposal;
- l. Not change Providers' job duties without Staffing Firm's express prior written approval; and
- m. Exclude Providers from Client's benefit plans, policies, and practices, and not make any offer or promise relating to Providers' compensation or benefits.

3. Payment Terms, Bill Rates, and Fees.

- a. Client will pay Staffing Firm for its performance at the rates set forth and mutually agreed upon by both parties in writing, and will also pay any additional costs or fees set forth in this Agreement. Staffing Firm will invoice Client for services provided under this Agreement on a weekly basis. Payment is due on receipt of invoice. Invoices will be supported by the pertinent time sheets or other agreed system for documenting time worked by the Providers. Client's signature or other agreed method of approval of the work time submitted for Providers certifies that the documented hours are correct and authorizes Staffing Firm to bill Client for those hours. If a portion of any invoice is disputed, Client will pay the undisputed portion.
- b. Providers are presumed to be nonexempt from laws requiring premium pay for overtime, holiday work, or weekend work. Staffing Firm will charge Client special rates for premium work time only when a Provider's work on assignment to Client, viewed by itself, would legally require premium pay and Client has authorized, directed, or allowed the Provider to work such premium work time. Client's special billing rate for premium hours will be the same multiple of the regular billing rate as Staffing Firm is required to apply to the Provider's regular pay rate. (For example, when federal or state law requires 150% of pay for work exceeding 40 hours in a week, Client will be billed at 150% of the regular bill rate). In the event a Provider works more than 40 hours in a single work week (Monday through Sunday, in the absence of a specific agreement to a different work week), they are entitled by law to be paid at one and one-half times their regular straight-time hourly rate of pay for all hours worked in excess of 40 in that week. Accordingly, Staffing Firm will bill, and Client shall pay, one and one-half times the regular hourly bill rate Staffing Firm charges Client for the Provider's time for all hours worked in excess of 40 in a single week. As also prescribed by law, this requirement may not be avoided by reducing the hours worked in any succeeding week by the number of overtime hours in the first week so that the total hours worked in the two week period is 80 or less.
- c. Client agrees to be billed for any accrued, eligible paid sick or safe leave time, as mandated under applicable State law at the work site where Provider provides the Services, taken by any Provider while on assignment.
- d. Should a Provider work on a major holiday (listed below) it is agreed that the Client will be billed for time and a half for hours worked by such Provider. If Client observes any holidays other than those listed below and a Provider works such holiday, Client will also be billed for time and a half for hours worked by such Provider for such holidays, in addition to the holidays listed below.
  - i. New Year's Day (01 January)
  - ii. Martin Luther King, Jr.'s Birthday
  - iii. Memorial Day



- iv. Independence Day (04 July)
  - v. Labor Day
  - vi. Thanksgiving Day
  - vii. Christmas Day
- e. If Client uses the services of any Provider as its direct employee, as an independent contractor, or through any person or firm other than Staffing Firm during or within 180 days after any assignment of the Provider or submission of a candidate to Client from Staffing Firm, Client must notify Staffing Firm and (a) continue the Provider's assignment from Staffing Firm for his or her work hours for Client; or (b) pay Staffing Firm a fee in an amount as indicated in Exhibit A attached hereto.
- f. In addition to the agreed upon bill rates and fees specified in Exhibit A attached hereto, Client will pay Staffing Firm the amount of all new or increased labor costs associated with Client's Providers that Staffing Firm is legally required to pay—such as wages, benefits, payroll taxes, social program contributions, or charges linked to benefit levels—until the parties agree on new bill rates.
4. Confidential Information. Both parties may receive information that is proprietary to or confidential to the other party or its affiliated companies and their clients. Both parties agree to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing under this Agreement or as required by law. No knowledge, possession, or use of Client's confidential information will be imputed to Staffing Firm as a result of Providers' access to such information.
5. Cooperation. The parties agree to cooperate fully and to provide assistance to the other party in the investigation and resolution of any complaints, claims, actions, or proceedings that may be brought by or that may involve Providers.
6. Indemnification and Limitation of Liability. To the extent permitted by law, Client will defend, indemnify, and hold Staffing Firm and its parent, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by: Client's breach of this Agreement; Client's failure to discharge its duties and responsibilities set forth in paragraph 2; the negligence, gross negligence, or willful misconduct of Client or Client's officers, employees, or authorized agents in the discharge of those duties and responsibilities; bodily injury, death of any person, or damage to real or tangible personal property resulting from grossly negligent, negligent, or willful acts or omissions of Client; Protocols provided to Staffing Firm and/or Providers, including whether or not Protocols were followed by Client; failure to ensure proper disposal of medical waste or biohazard, or any and all claims, actions, or liabilities in connection with any Supplies provided, or the inability of either party to obtain Supplies due to supply shortages or for any reason, in connection with this Agreement; and any data security or lack of data security while Providers are providing Services.
7. Compliance with Law.
- a. Both parties represent and warrant to each other that they are in compliance with all applicable laws. Each party and its respective staff shall comply with all federal and state laws and regulations



applicable to such party regarding the confidentiality of student information, including but not limited to, HIPAA, FERPA, and HITECH.

- b. To the extent that Client may be a “Covered Entity” as defined by HIPAA, and would therefore be subject to applicable requirements, including, but not limited to, requirements to enter into certain contracts with their “business associates,” by HIPAA, the parties acknowledge that a business associate agreement is not needed due to the nature of services provided by Staffing Firm. Specifically, the parties acknowledge that under HIPAA, Providers are considered part of Client’s workforce and to that end, all Protected Health Information (“PHI”) is created, viewed, used, maintained, and otherwise stored and safeguarded in Client’s work environment. The parties further acknowledge that PHI is not exchanged between the parties in order for Staffing Firm to provide Providers as part of Client’s temporary workforce, and it is not intended that Staffing Firm access any PHI.
  - c. Client will be responsible for establishing and overseeing all information and/or data security measures, which may be needed to maintain and protect the security of all computer systems, networks, files, data, and software related to the Services. Client will be responsible for providing all education and training to Providers as it relates to Client’s privacy and security processes, including, without limitation the Client’s process and expectations for collecting, storing, securing, and transferring data collected under this Agreement. Client acknowledges and understands that no Personally identifiable information (“PII”) or Protected Health Information (“PHI”) will be relayed, transmitted, or otherwise provided to or stored by Providers and that in terms of Providers placed in the Client’s physical or technical environment as a result of this Agreement, any PII or PHI viewed, created, accessed, and/or stored by Providers would be done solely in the Client’s technical environment.
  - d. Client and Staffing Firm affirm and agree that they are equal employment opportunity employers and are in full compliance with any and all applicable anti-discrimination laws, rules, and regulations. Client and Staffing Firm agree not to harass, discriminate against, or retaliate against any employee of the other because of his or her race, national origin, age, sex, religion, disability, marital status, or other category protected by law; nor shall either party cause or request the other party to engage in such discrimination, harassment, or retaliation. In the event of any complaint of unlawful discrimination, harassment, or retaliation by any Provider, Client and Staffing Firm agree to cooperate in the prompt investigation and resolution of such complaint.
  - e. Client and Staffing Firm affirm and agree that for purposes of all statutory and regulatory requirements for employee leaves of absence, including the Family and Medical Leave Act and any similar state or local law, Client and Staffing Firm shall cooperate in compliance with any such requirements.
  - f. As Client controls the facilities in which Providers work, Client agrees that it is primarily responsible for maintaining a safe worksite in compliance with the Occupational Safety and Health Act and comparable state laws and regulations thereunder, to the extent those laws apply to Providers assigned to Client’s worksite.
8. Non-Solicitation. Client agrees not to directly or indirectly solicit or induce for employment, or employ or engage as an independent contractor, any personnel of Staffing Firm during the term of this Agreement and for a period of six (6) months thereafter without the prior written consent of Staffing Firm. If Client violates this Section 8, it will pay to Staffing Firm the Fee set forth on Exhibit A attached hereto. A general advertisement or notice of a job listing or opening or other similar general publication of a job search or



availability to fill employment positions, including on the internet, shall not be construed as a solicitation or inducement for purposes of this Section 8, and the hiring of any such employee or independent contractor who freely responds thereto shall not be a breach of this Section 8.

9. Miscellaneous.

- a. Provisions of this Agreement, which by their terms extend beyond the termination or nonrenewal of this Agreement, will remain effective after termination or nonrenewal.
- b. No provision of this Agreement may be amended or waived unless agreed to in a writing signed by the parties.
- c. Each provision of this Agreement will be considered severable, such that if any one provision or clause conflicts with existing or future applicable law or may not be given full effect because of such law, no other provision that can operate without the conflicting provision or clause will be affected.
- d. This Agreement and the exhibit attached hereto contain the entire understanding between the parties and supersede all prior agreements and understandings relating to the subject matter of the Agreement.
- e. The provisions of this Agreement will inure to the benefit of and be binding on the parties and their respective representatives, successors, and assigns. Notwithstanding the foregoing, Client will not transfer or assign this Agreement without Staffing Firm's written consent.
- f. The failure of a party to enforce the provisions of this Agreement will not be a waiver of any provision or the right of such party thereafter to enforce each and every provision of this Agreement.
- g. Any notice or other communication will be deemed to be properly given only when sent via the United States Postal Service or a nationally recognized courier, addressed as shown on the first page of this Agreement.
- h. Neither party will be responsible for failure or delay in performance of this Agreement, other than performance of payment obligations hereunder, if the failure or delay is due to labor disputes, strikes, fire, riot, war, terrorism, acts of God, or any other causes beyond the control of the nonperforming party.
- i. The services that Staffing Firm renders to Client under this Agreement will be as an independent contractor with respect to Client. Nothing contained in this Agreement will be construed to create a joint venture or partnership, or the relationship of principal and agent, or employer and employee, between Staffing Firm and Client.
- j. In the event of a breach or threatened breach by either party of Section 4 of this Agreement, the parties hereby acknowledge and agree that the non-breaching party shall be entitled to seek, in addition to other available remedies, a temporary or permanent injunction or other equitable relief restraining such breach or threatened breach from any court of competent jurisdiction, and that money damages would not afford an adequate remedy, without the necessity of showing actual damages. This equitable relief shall be in addition to, not in lieu of, legal remedies, monetary damages, or other available forms of relief.



- k. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by email, facsimile or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.
10. Term of Agreement. This Agreement will be for a term of one (1) year from the first date on which both parties have executed it and will automatically renew for one (1) year terms thereafter. The Agreement may be terminated by either party upon thirty (30) days' prior written notice to the other party, except that, if a party becomes bankrupt or insolvent, discontinues operations, or fails to make any payments as required by the Agreement, either party may terminate the agreement immediately.

[Signature Page Follows]



IN WITNESS WHEREOF, the Staffing Firm and the Client have caused this Agreement to be duly executed and delivered by their respective officers as of the date of the last signature below.

\_\_\_\_\_  
CLIENT

\_\_\_\_\_  
PHAXIS HEALTH SOLUTIONS LLC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Exhibit A

### Contract / Temp-to-Hire Agreement

Staffing Firm agrees to provide various contract and temporary personnel as requested by Client on a case-by-case basis. Any hours worked more than 40 hours per week are overtime hours and will be paid and billed at time and a half (1.50) the regular rates. Client agrees to be billed for any eligible paid sick time accrued and taken by the placed employee while on assignment. If Client decides to hire a temporary employee Staffing Firm has placed on assignment with the Client, the separation fee will be as follows:

- **If hired after 2,080 hours on assignment, there will be no separation fee.**
- If hired between 1,561 to 2,080 hours on assignment, the fee will be 15% of the annual salary.
- If hired between 1,041 to 1,560 hours on assignment, the fee will be 20% of the annual salary.
- If hired by or before 1,040 hours on assignment, the fee will be 25% of the annual salary.

Staffing Firm pays all of its employees on a weekly basis, and all invoices for temporary help are due on receipt of invoice. Fees for converting and hiring one of Staffing Firm's placed employees are due upon receipt. No employee of Staffing Firm that has been placed on assignment with Client is permitted to be hired by Client until all outstanding invoices and amounts due for that person have been paid in full.

### Direct-Hire Agreement

Should Client decide to directly hire a candidate Staffing Firm presents, Client will be responsible for the payment of a fee equal to twenty five percent (25%) of the applicant's first year's annual salary plus guaranteed bonus (the "Fee"). The Fee is payable net 30 days.

If employment is terminated for any reason within 30 days following the employee's start date, Staffing Firm will replace the position or refund the Fee. If the employee is terminated between 30 and 60 days following the employee's start date, Staffing Firm will refund two-thirds of the Fee. If the employee is terminated between 60 and 90 days following the employee's start date, Staffing Firm will refund to Client one-third of the Fee. If the employee is terminated 90 days or more following the employee's start date, Client will not be entitled to any refund of the Fee.

Any applicant referred to Client by Staffing Firm cannot work for, or be hired directly by Client, or through any other service for the later of: (i) one year from the date Staffing Firm introduced the applicant to Client, or (ii) one year from the last date of the applicant's assignment, if applicant was placed with Client by Staffing Firm.

If Client is found in breach of contract, Staffing Firm reserves the right to charge Client its standard direct-hire placement fee of twenty five percent (25%) of the applicant's annual starting salary plus any guaranteed bonus. Additionally, Client will be responsible for all accrued interest, late fees and all legal fees should Staffing Firm be forced to refer for collection to any attorney.

Staffing Firm has a policy of submitting only qualified applicants without regard to race, religion, national origin, gender, marital status, disability, sexual orientation, age or any other legally protected class.



**Exhibit B**

**Provider Confidentiality Agreement**

As a condition of my assignment by Staffing Firm to Client, I hereby agree as follows:

I will not use, disclose, or in any way reveal or disseminate to unauthorized parties any information I gain through contact with materials or documents that are made available through my assignment at Client or which I learn about during such assignment.

I will not disclose or in any way reveal or disseminate any information pertaining to Client or its operating methods and procedures that come to my attention as a result of this assignment.

Under no circumstances will I remove physical or electronic documents or copies of documents from the premises of Client.

I understand that I will be responsible for any direct or consequential damages resulting from any violation of this Agreement.

The obligations of this Agreement will survive my employment by Staffing Firm.

---

EMPLOYEE

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WITNESS

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Signature

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Signature

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Printed Name

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Printed Name

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Date

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Date



CLIENT ASSIGNMENT CONFIRMATION

PROVIDER NAME: \_\_\_\_\_
CLIENT FACILITY: \_\_\_\_\_
DISCIPLINE: \_\_\_\_\_
GUARANTEED HOURS: \_\_\_\_\_
SHIFT: \_\_\_\_\_
START DATE: \_\_\_\_\_
END DATE: \_\_\_\_\_
TIME OFF: \_\_\_\_\_
OTHER DETAILS: \_\_\_\_\_

The rates/fees for this Assignment shall be as follows;
Regular: \_\_\_\_\_/hour
Overtime: \_\_\_\_\_/hour
Holiday: \_\_\_\_\_/hour
Call off policy: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

CLIENT PHAXIS HEALTH SOLUTIONS LLC
Signature Signature
Printed Name Printed Name
Title Title
Date Date



CLIENT ASSIGNMENT CONFIRMATION

PROVIDER NAME: Molly Machemehl
CLIENT FACILITY: Cleburne ISD
DISCIPLINE: School Psychologist
GUARANTEED HOURS: 37.5-40 hours
SHIFT: FT - Full School Day
START DATE: 07/29/2024
END DATE: 06/03/2025
TIME OFF: None requested at this time
OTHER DETAILS: Hybrid Schedule

The rates/fees for this Assignment shall be as follows;
Regular: \$95 /hour
Overtime: \$142.5 /hour
Holiday: \$142.5 /hour
Call off policy:

Additional Notes:

CLIENT Signature Printed Name Title Date
Phaxis Health Solutions LLC PHAXIS HEALTH SOLUTIONS LLC
Shawn Blanton Signature Shawn Blanton Printed Name Senior Account Executive - Education Services Title 06/14/2024 Date

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

**Status: Closed Work Orders**

60513	Adams Elementary	Adams Elementry		6/19/2024		1.25	\$0.00
Medium	Floyd, Steven	Restroom (Boys)		6	6/25/2024		
Plumbing		cafe boys restroom		6/19/2024 8:31:31 AM	6/26/2024		
boys restroom urinary water running, come soon because the people from church come to night and Sunday morning Time Available: today please			repair water valve and install new handle repair kit into handle				
Yadira Martinez							

60525	Adams Elementary	Adams Elementry		6/20/2024		1.5	\$0.00
Medium	Floyd, Steven	Custodial Closet		4	6/24/2024		
Plumbing		custodial closet near		6/20/2024 11:45:09 AM	6/25/2024		
Custodian reporting hot water heater making noise in their closet near room 409. I'm not sure if it's the heater or recirculating pump. I think it's the original heater. Corrosion build up on the pipes connecting to the tank too. Thanks			6/24 drain and flush water heater and found badly corroded piping and advised Blake of heater replacement,go to moores to order heater				
Jordan Glenn							

60382	Adams Elementary			6/5/2024		1	\$0.00
Medium	Moore, Scott	Cafeteria			6/5/2024		
Electrical				6/5/2024 9:09:35 AM	6/6/2024		
Single pole switch broken in cafe			Replaced broken single pole switch and also replaced 42 watt pl-t lamp in can light above switches.				
Scott Moore							

60503	Adams Elementary			6/18/2024		6	\$0.00
Medium	Sandoval, Kristopher				6/18/2024		
Electrical				6/18/2024 9:11:19 AM	6/19/2024		
Check classroom and hallway lighting. Replace bulbs as needed			Replaced all burned out lamps in hallways and classrooms				
Kristopher Sandoval							

60328	Adams Elementary			6/3/2024	6/23/2024		\$0.00
Medium	,			1	6/4/2024		
Heating/Ventilation /Air				6/3/2024 12:54:08 AM	6/4/2024		
Monthly - PKG-1 6MO AE - Refer to PM schedule details.							
Kurt Benson							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							

60305	Adams Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			21	6/24/2024		
Heating/Ventilation /Air				6/3/2024 12:54:00 AM	6/24/2024		

Monthly - PKG-5 6MO AE - Refer to PM schedule details.

Kurt Benson

60230	Adams Elementary	Adams Elementry		5/31/2024			\$0.00
Medium	Tharpe, Tommy	Grounds		18	6/18/2024		
Grounds		Front of building		5/31/2024 11:07:09 AM	6/19/2024		

Please remove 3 dead trees in front of the building. One is beside the front door and the other 2 are across the parking lot from the front door.

Lesia Gowins

60348	Adams Elementary	Adams Elementry		6/3/2024		2	\$0.00
Medium	Hernandez, Pablo	Office		1	6/4/2024		
General Maintenance		office		6/3/2024 12:28:00 PM	6/5/2024		

Please build 2 office chairs for the principals. They are in the front office. Done

Lesia Gowins

60367	Adams Elementary	Adams Elementry		6/4/2024		2.5	\$0.00
Medium	Moore, Scott	Office		1	6/5/2024		
Fire Alarm System		office		6/4/2024 8:01:50 AM	6/6/2024		

The fire alarm is sounding off every morning. It says there is a smoke detector in an area that needs to be looked at. Will try to find smoke detector.....replaced bad 2251b smoke with 2251 smoke, f/a panel cleared

Lesia Gowins

60188	Adams Elementary	Adams Elementry		5/29/2024		1.5	\$0.00
Medium	Lira, Rodolfo	Office		5	6/3/2024		
Moving		office		5/29/2024 2:40:33 PM	6/3/2024		

Please move 4 boxes of documents to storage until shred date. They are located in the front office.

Lesia Gowins

60569	Adams Elementary			6/25/2024		1	\$0.00
Medium	Day, Allen				6/25/2024		
Doors and Hardware				6/25/2024 5:38:12 AM	6/25/2024		

Picking up broken furniture I picked up broken furniture that was around the dumpster and carried it to the scrap pile.

Allen Day

7/8/2024 8:52:30 AM

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60470	Adams Elementary			6/13/2024		1.5	\$0.00
Medium	Wadsworth, Mitchell				6/13/2024		
Restrooms				6/13/2024 7:08:42 AM	6/13/2024		
Repair restroom partition.			6/12 - Repair restroom partition.				
Mitchell Wadsworth							

60453	Adams Elementary	Adams Elementry		6/11/2024		1.5	\$0.00
Medium	Day, Allen	Office		1	6/12/2024		
Document Management		office		6/11/2024 9:25:57 AM	6/12/2024		
Please pick up shred boxes in the front office for storage until the shred date.			Picked up shred boxes and carried to the shred room.				
Lesa Gowins							

60547	Adminisitation Building			6/21/2024		1	\$0.00
Medium	Wadsworth, Mitchell				6/21/2024		
Ceiling Tile				6/21/2024 10:15:09 AM	6/21/2024		
Check about ceiling tile replacement.			6/20 - Check about ceiling tile replacement.				
Mitchell Wadsworth							

60346	Adminisitation Building	North End (Doctors Hallway/Corridor		6/3/2024		1	\$0.00
Medium	Bird, Cecil	Doctor's office			6/3/2024		
Doors and Hardware				6/3/2024 11:35:03 AM	6/4/2024		
Doctor's office double doors near Dr. Reed's office. Aurora said one door won't lock with the mag lock. Clisty used the door locking rod on that door to make it lock after hours. I'm not sure if this is something Cecil fixes or if it goes to ESST.Thanks			I sent an email to IT to have ESST come make these repairs				
Jordan Glenn							

60352	Adminisitation Building	Central Offices Storeroom		6/3/2024		7.5	\$0.00
Medium	Lira, Rodolfo	main storage north		8	6/11/2024		
Moving				6/3/2024 2:18:43 PM	6/12/2024		
attendance boxes need to be moved from central office to records storage Time Available: 8-5							
Janie Galan							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60593	Adminisitation Building			6/26/2024		4	\$0.00
Medium	Day, Allen				6/26/2024		
Doors and Hardware				6/26/2024 6:02:46 AM	6/26/2024		
Cleaning out storage room			We cleaned out a room that they were using distort stuff in at central office. We hauled three trailer loads to different places				
Allen Day							

55313	Adminisitation Building	Central Offices		8/29/2023			\$0.00
Medium	McWhorter, Matthew	Kitchen		280	6/4/2024		
Kitchen Equipment		Test		8/29/2023 1:37:20 PM	6/4/2024		
Test							
Jordan Glenn							

60383	Adminisitation Building	Central Offices		6/5/2024		1.5	\$0.00
Medium	Hernandez, Pablo			5	6/10/2024		
Moving		Pemis/Records room		6/5/2024 9:22:42 AM	6/11/2024		
			Done				
I need to have 31 banker boxes move to the shreddit area. They need to be shred this summer. Thank you							
Silvia Moen							

60541	Adminisitation Building			6/21/2024		0.5	\$0.00
Medium	Wadsworth, Mitchell				6/21/2024		
General Maintenance				6/21/2024 9:51:36 AM	6/21/2024		
Meet with Lanny about missing cover plates in student restrooms at W.M.S.			6/19 - Meet with Lanny.				
Mitchell Wadsworth							

60591	Adminisitation Building			6/25/2024		4	\$0.00
Medium	Hernandez, Pablo				6/25/2024		
General Maintenance				6/25/2024 4:26:19 PM	6/26/2024		
Moving stuff to the warehouse and whiteboards and tv's to Fulton.			Done				
Pablo Hernandez							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60238	Adminisitation Building	Central Offices		5/31/2024		1	\$0.00
Medium	Mcdonald, Gary	Media Center		3	6/3/2024		
Heating/Ventilation /Air		server room		5/31/2024 1:36:04 PM	6/4/2024		
			picked up thermostats and portable ac unit				
Do y'all want to pick up the porta cool from the server room or leave it? Also I have the 2 manual stats that they took off the wall on my desk y'all can take back.Thanks							
Jordan Glenn							
60512	AG Building			6/18/2024		1	\$0.00
Medium	Floyd, Steven				6/18/2024		
General Maintenance				6/18/2024 3:57:35 PM	6/19/2024		
rat traps			go to tank room and check rat traps to find traps still set ,reset traps with new bait				
Steven Floyd							
60618	AG Building			6/28/2024		0.5	\$0.00
Medium	Day, Allen				6/28/2024		
Doors and Hardware				6/28/2024 5:44:01 AM	7/1/2024		
Goat's head was stuck in the fence			I helped stan get the goat head out of the fence. It was stuck and he couldn't do anything.				
Allen Day							
58208	All Locations			2/5/2024			\$0.00
Medium	Berkley, Stanley			130	6/14/2024		
Playground				2/5/2024 12:03:43 PM	6/17/2024		
Add Wood Fibar to playgrounds that need it, there should be some extra at the Barn			spread fibar where it was dumped.				
Kurt Benson							
59627	All Locations			5/1/2024		17.5	\$0.00
Medium	Hernandez, Pablo			48	6/18/2024		
General Maintenance				5/1/2024 3:28:29 PM	6/18/2024		
Preventive maintenance.							
Pablo Hernandez							
60471	All Locations			6/13/2024		3	\$0.00
Medium	Wadsworth, Mitchell				6/13/2024		
Roof				6/13/2024 7:14:07 AM	6/13/2024		
Complete roof leak location mapping.			6/12 - Complete roof leak location mapping.				
Mitchell Wadsworth							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60448	All Locations			6/11/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/11/2024		
Roof				6/11/2024 6:11:36 AM	6/11/2024		
Map roof leak locations.			6/7 - Map roof leak locations.				
Mitchell Wadsworth							
60440	All Locations			6/11/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/11/2024		
Roof				6/11/2024 5:29:01 AM	6/11/2024		
Map roof leaks.			6/5 - Map leak locations.				
Mitchell Wadsworth							
60362	All Locations			6/4/2024		4	\$0.00
Medium	Wadsworth, Mitchell				6/4/2024		
Roof				6/4/2024 7:17:31 AM	6/4/2024		
Assist roof contractor.			5/31 - Assist roof contractor.				
Mitchell Wadsworth							
60397	All Locations			6/6/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/6/2024		
Roof				6/6/2024 7:02:41 AM	6/6/2024		
Map leaks.			6/4 Map roof leaks.				
Mitchell Wadsworth							
60509	CISD Child Nutrition			6/18/2024		1	\$0.00
Medium	Day, Allen				6/21/2024		
Moving		OFFICE		6/18/2024 2:48:39 PM	6/24/2024		
WE HAVE A BOX OF DOCUMENTS THAT NEED TO BE SHREDDED.			I picked up the shred box and carried to the shred room.				
Barbara Parker							
60391	CISD Child Nutrition			6/5/2024		3	\$0.00
Medium	Mcdonald, Gary				6/6/2024		
Heating/Ventilation /Air				6/5/2024 2:54:53 PM	6/6/2024		
Please install the VFD in at Child Nutrition Building in the HVAC unit that is not working. Install on 06/06/2024			bypassed VFD to allow AC to work until the right part comes in. blower will run continuously.				
Kurt Benson							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

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Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60508	CISD Transportation Services			6/18/2024			\$0.00
Medium	Sandoval, Kristopher			7	6/25/2024		
Pressure Washing		wash bay		6/18/2024 1:23:15 PM	6/26/2024		
pressure washer not working well wont turn off aswell Time Available: 0500-1800							
Michael Corneloup							
60600	CISD Transportation Services			6/26/2024			\$0.00
Medium		Ag Shop			6/26/2024		
Pressure Washing		Wash bay		6/26/2024 1:07:52 PM	6/26/2024		
Pressure washer compressor getting hot and there is weak water pressure Time Available: Any time							
Electrician checked power issues and found none. Be advised Maintenance does not repair pressure washers.							
Omar Ocampo							
60399	CISD Transportation Services			6/6/2024		2.5	\$0.00
Medium	Wadsworth, Mitchell				6/6/2024		
Vehicle Maintenance				6/6/2024 7:08:37 AM	6/6/2024		
Truck oil change and service. To Opal Tire for tire rotation.							
6/4 - Truck service and oil change and tire balance and rotation.							
Mitchell Wadsworth							
60530	CISD Transportation Services			6/20/2024		0.5	\$0.00
Medium	Wadsworth, Mitchell				6/20/2024		
Vehicle Maintenance				6/20/2024 12:07:33 PM	6/20/2024		
Service truck.							
6/18 - Service truck.							
Mitchell Wadsworth							
60472	CISD Transportation Services			6/13/2024		1	\$0.00
Medium	Wadsworth, Mitchell				6/13/2024		
Vehicle Maintenance				6/13/2024 7:17:28 AM	6/13/2024		
6/12 - Service truck and deliver package to Marti Elementary.							
Fuel and service truck and deliver package to Marti Elementary.							
Mitchell Wadsworth							
60620	CISD Transportation Services			6/28/2024		0.5	\$0.00
Medium	Day, Allen				6/28/2024		
Doors and Hardware				6/28/2024 5:46:58 AM	7/1/2024		
Gas							
I got gas today							
Allen Day							
7/8/2024 8:52:31 AM							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60499	CISD Transportation Services			6/17/2024		2	\$0.00
Medium	Wadsworth, Mitchell			3	6/20/2024		
Ceiling Tile		817-202-2190		6/17/2024 3:11:21 PM	6/20/2024		
Women's restroom near employee break room ceiling tile needs put back. It is falling. Time Available: 8:00am to 5:00pm			6/18 - Replace ceiling tile.				
Lorrae Conley							
60127	Cleburne High School	Main Building		5/23/2024		1	\$0.00
Medium	Hernandez, Pablo	Classroom		12	6/4/2024		
Ceiling Tile		2408		5/23/2024 1:05:08 PM	6/5/2024		
rain stained ceiling tiles (7) tiles total Time Available: summer			Done				
Deborah Kale							
60466	Cleburne High School			6/13/2024		1	\$0.00
Medium	Wadsworth, Mitchell			7	6/20/2024		
Ceiling Tile				6/13/2024 6:49:35 AM	6/20/2024		
Order ceiling tile for cafeteria.			6/13 - Attempt to find correct ceiling tile for cafeteria. Home Depot will have to locate supplier from manufacturer. Item is special order only.				
Mitchell Wadsworth							
60528	Cleburne High School			6/20/2024		3	\$0.00
Medium	Wadsworth, Mitchell				6/20/2024		
Restrooms				6/20/2024 11:54:18 AM	6/20/2024		
Repair restroom partitions.			6/17 - Repair restroom partitions and install soap and paper towel dispensers.				
Mitchell Wadsworth							
59905	Cleburne High School			5/14/2024			\$0.00
Medium	Benson, Kurt			21	6/4/2024		
Athletic Fields		turf field		5/14/2024 8:49:07 AM	6/4/2024		
CHS turf field - tear in the 0 on the 30 yard line on the south end of the field. Emailed K. Benson a picture 5/14/24. Time Available: any							
Amy Brady							
60549	Cleburne High School			6/24/2024		2.5	\$0.00
Medium	Wadsworth, Mitchell				6/24/2024		
Graffiti				6/24/2024 5:42:48 AM	6/24/2024		
Remove graffiti from exterior walls.			6/21 - Graffiti removal.				
Mitchell Wadsworth							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60606	Cleburne High School			6/27/2024			\$0.00
Medium	Berkley, Stanley	Grounds			6/27/2024		
Landscaping				6/27/2024 5:35:40 AM	7/1/2024		
fill in holes left by pulling up trees then till and spread 3 piles of dirt by outdoor facility			fill holes and spread dirt piles				
Stanley Berkley							
60489	Cleburne High School			6/17/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/17/2024		
Installation				6/17/2024 6:13:17 AM	6/17/2024		
Install registers.			6/14 - Install registers in cafeteria.				
Mitchell Wadsworth							
60083	Cleburne High School	Main Building		5/22/2024		13	\$0.00
Medium	Hernandez, Pablo	Classroom		36	6/27/2024		
Installation		A2406		5/22/2024 9:07:43 AM	7/1/2024		
I received a whiteboard rail system as a part of a grant and need it installed. The box is currently in the main office workroom at the front of the school. It is heavy and large. It will likely require at least two people to move it up to my classroom and for installation. Time Available: Anytime after 11:30			On hold until paint the room. Done				
Elizabeth Fuller							
60544	Cleburne High School			6/21/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/21/2024		
Installation				6/21/2024 9:59:55 AM	6/21/2024		
Install floor door stops.			6/20 - Install floor door stops.				
Mitchell Wadsworth							
60616	Cleburne High School			6/28/2024		2	\$0.00
Medium	Day, Allen				6/28/2024		
Doors and Hardware				6/28/2024 5:39:32 AM	7/1/2024		
Basketball goals			I helped move basketball goals.				
Allen Day							
60617	Cleburne High School			6/28/2024		1	\$0.00
Medium	Day, Allen				6/28/2024		
Doors and Hardware				6/28/2024 5:40:56 AM	7/1/2024		
Door lock			I had to repair one of the door locks on the marina door				
Allen Day							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60501	Cleburne High School			6/18/2024		12	\$0.00
Medium	Day, Allen			2	6/20/2024		
Doors and Hardware				6/18/2024 5:32:31 AM	6/24/2024		
Working on the courtyard			Is cleaning all the concrete up that was torn out. We went around and started pulling up dead trees And I got gas at the best bar.				
Allen Day			Pulling all the dead trees up and hauling off.				
60417	Cleburne High School			6/10/2024		5	\$0.00
Medium	Day, Allen				6/10/2024		
Doors and Hardware				6/10/2024 5:56:56 AM	6/10/2024		
Cabinet work.			I had to cut down the cabinet and counter top. So the refrigerator doors would open right				
Allen Day							
60386	Cleburne High School			6/5/2024		1	\$0.00
Medium	Bird, Cecil				6/5/2024		
Doors and Hardware		44B		6/5/2024 11:11:50 AM	6/6/2024		
door is not latching			door is latching properly, propped open with a rock.				
Brenda Tijerina							
60244	Cleburne High School			6/1/2024		8	\$0.00
Medium	Bird, Cecil			3	6/4/2024		
Doors and Hardware				6/1/2024 1:18:51 AM	6/5/2024		
Monthly - Exterior Door Hardware Maintenance			did inspection				
Check - Refer to PM schedule details.							
Kurt Benson							
60545	Cleburne High School			6/21/2024		1	\$0.00
Medium	Wadsworth, Mitchell				6/21/2024		
Doors and Hardware				6/21/2024 10:10:12 AM	6/21/2024		
Adjust door closures.			6/20 - Adjust door closures.				
Mitchell Wadsworth							
60351	Cleburne High School			6/3/2024			\$0.00
Medium	Acevedo, Gregorio	Grounds		15	6/18/2024		
Irrigation				6/3/2024 1:54:16 PM	6/19/2024		
Replace broken irrigation valve box in front of the indoor practice field.			Done				
Gregorio Acevedo							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60536	Cleburne High School	PAC		6/20/2024		21	\$0.00
Medium	Fowler, Clisty	Hallway/Corridor		6	6/26/2024		
Flooring		west hallway		6/20/2024 5:50:05 PM	7/1/2024		
assist plumber and repair floor			done				
Clisty Fowler							
60371	Cleburne High School	Baseball/Softball		6/4/2024		2	\$0.00
Medium	Willis, Justin	Laundry Room		2	6/6/2024		
Ice Machine Service				6/4/2024 12:24:44 PM	6/6/2024		
Check out Ice Machine, Clean all areas of the machine, Let me know if the is rust in the ice area, clean and remove any rust. Use bleach and scrub brushes to clean everything, I am looking for a deep clean on this, take before and after pics			discussed with you.				
Kurt Benson							
60435	Cleburne High School	Career Technology		6/10/2024		1.5	\$0.00
Medium	Day, Allen	Office		2	6/12/2024		
Document Management		CTE Office		6/10/2024 3:32:49 PM	6/12/2024		
4 boxes of CTE documentation requested removal for shredding. Boxes are labeled and ready for pick up in the CTE office by the refrigerator. Time Available: Anytime			I picked up shred boxes and carried to the shred room.				
Rebecca Hering							
60372	Cleburne High School			6/4/2024		1.5	\$0.00
Medium	Wadsworth, Mitchell			2	6/6/2024		
Pest Control Indoors		CTE Industrial		6/4/2024 1:26:22 PM	6/6/2024		
rat in toilet, inspect for rodents and place traps in the CTE Industrial Staff restrooms.			6/5 - Check about rodent and set out traps.				
Brenda Tijerina							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
59372	Cleburne High School			4/16/2024		12.5	\$0.00
Medium	Day, Allen			49	6/4/2024		
Pest Control Indoors		Llfeskills Kitchen		4/16/2024 9:13:09 AM	6/4/2024		
live rodent in the kitchen, staff tried to catch it but its now hiding. Please place traps asap.			I put out six glue traps in two different rooms. I'm going to keep an eye on this. I went by and checked the rat traps. I checked on the rat traps. Checking on the rat traps. I checked on the rat traps and everything ISO k so far. Checking for rats and rat traps. I checked all the glue traps. Checking the rat traps I check the rat traps and everything is still good I went by looking in the rooms and checking the rat traps and still haven't caught anything. I checked all the rat traps. I went and checked on the traps but I have not called anything so i'm causing this work order				
Brenda Tijerina							
60366	Cleburne High School			6/4/2024		0.5	\$0.00
Medium	Moore, Scott				6/4/2024		
General Maintenance		D1114		6/4/2024 7:26:18 AM	6/5/2024		
pick up two outdoor outlet covers that were placed in my office. I assume they fall, but I was not told were they belong. Items are on the round desk in my office.			Picked up				
Brenda Tijerina							
60557	Cleburne High School			6/24/2024		3	\$0.00
Medium	Fowler, Clisty			4	6/28/2024		
General Maintenance		Upstairs breakout		6/24/2024 8:06:31 AM	7/1/2024		
TV's were removed from the two breakrooms right outside the TEAM doors. We are using them as offices this year. We need the holes repaired and painted on the walls. Time Available: asap			done				
Sabrina Porter							
60574	Cleburne High School			6/25/2024		1.5	\$0.00
Medium	Wadsworth, Mitchell				6/25/2024		
General Maintenance				6/25/2024 6:38:55 AM	6/25/2024		
Meet with coaches about gym availability and search for bleacher controller.			Meet with coaches and locate bleacher controller.				
Mitchell Wadsworth							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60180	Cleburne High School			5/29/2024		2	\$0.00
Medium	Wadsworth, Mitchell			6	6/4/2024		
Roof				5/29/2024 6:20:07 AM	6/4/2024		
Check roof leaks.			5/30 - Check roof leaks.				
Mitchell Wadsworth							
60369	Cleburne High School	TEAM School		6/4/2024		1	\$0.00
Medium	Willis, Justin	Office			6/4/2024		
Heating/Ventilation /Air		Office		6/4/2024 8:18:43 AM	6/5/2024		
It is 79 degrees in the Team School office.			occupied room.				
Kimbra White							
60498	Cleburne High School			6/17/2024			\$0.00
Medium	Berkley, Stanley			1	6/18/2024		
Grounds				6/17/2024 3:10:35 PM	6/19/2024		
need to pull up all dead trees and remove them			pull up trees and take to transfer station				
Stanley Berkley							
59942	Cleburne High School			5/15/2024		20.5	\$0.00
High	Hernandez, Pablo			43	6/27/2024		
General Maintenance				5/15/2024 8:43:34 AM	7/1/2024		
Check all Culinary rooms and seal up any potential holes that may be allow mice or rats in.							
Kurt Benson							
59866	Cleburne High School			5/10/2024		20.5	\$0.00
Medium	Hernandez, Pablo	Cafeteria		48	6/27/2024		
General Maintenance				5/10/2024 3:12:05 PM	7/1/2024		
Looking and fixing water leaks. And replacing ceiling tiles. Also, by the CTE trophy cages.							
Pablo Hernandez							
60490	Cleburne High School			6/17/2024		3	\$0.00
Medium	Wadsworth, Mitchell				6/17/2024		
General Maintenance				6/17/2024 6:16:25 AM	6/17/2024		
Prep for concrete saw contractor.			6/14 - Prep for contractor.				
Mitchell Wadsworth							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60572	Cleburne High School			6/25/2024		2.5	\$0.00
Medium	Wadsworth, Mitchell				6/25/2024		
General Maintenance				6/25/2024 6:27:31 AM	6/25/2024		
Move items out of gyms.			6/24 - Move items out of gyms and retract bleachers.				
Mitchell Wadsworth							
60214	Cleburne High School			5/30/2024		1	\$0.00
Medium	Day, Allen	Gym		6	6/5/2024		
General Maintenance		Men Referee		5/30/2024 2:13:12 PM	6/6/2024		
Shower curtain rod is broken	Time Available: any	I got the shower curtain rod put back up.					
Richard Leck							
60215	Cleburne High School			5/30/2024		5	\$0.00
Medium	Day, Allen			6	6/5/2024		
General Maintenance		Library Kitchen		5/30/2024 3:19:53 PM	6/5/2024		
Please bring refrigerator from Warehouse to Cleburne High School library kitchen. Time Available: asap			I had to go and see what size refrigerator would fit. And then I went to home depot and ordered one. I got the refrigerator delivered. We are gonna have to work on the cabinets and cut them down a little bit. So the doors will open all the way.				
Sabrina Porter							
60218	Cleburne High School			5/30/2024		2	\$0.00
Medium	Day, Allen			4	6/3/2024		
General Maintenance		Front Office Area		5/30/2024 4:05:13 PM	6/3/2024		
We have 5 large clear standing panels that were used during COVID. They are in the front office by the copier machine. Please move them to Warehouse. Time Available: ASAP			I got the panels picked up and carried to maintenance.				
Sabrina Porter							
54263	Cleburne High School			7/19/2023		2.5	\$0.00
Medium	Day, Allen			328	6/11/2024		
General Maintenance		Math Boys		7/19/2023 1:47:49 PM	6/11/2024		
Soap dispenser need to be hung up in the restroom			installed soap dispensers, we do not have mirrors or brackets. I got the soap Dispenser installed.				
Brenda Tijerina							
60343	Cleburne High School			6/3/2024		1	\$0.00
Medium	Day, Allen			1	6/4/2024		
General Maintenance		Softball /baseball		6/3/2024 9:52:57 AM	6/4/2024		
Flags can be removed. Time Available: any			I removed all the flags.				
Amy Brady							

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Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60225	Cleburne High School			5/31/2024		1	\$0.00
Medium	Day, Allen			4	6/4/2024		
General Maintenance		Outside Courtyard		5/31/2024 8:38:32 AM	6/4/2024		
We have two falcon nest under the large metal awning going out from the library. We had to call the wildlife number to come and get two babies that can not get out of the courtyard. We had one that was already dead on the ground. The wildlife guy said we need to cover the beam holes with mesh. Not sure if this is possible, but wanted to ask. Time Available: asap			I went and checked on this and talked. I'll talk to Keith about this and we don't have a lift. Even tall enough to get up in there to try to get them down.				
Sabrina Porter							
60118	Cleburne High School			5/23/2024		2	\$0.00
Medium	Day, Allen			13	6/5/2024		
General Maintenance		Across from aux gym		5/23/2024 9:45:17 AM	6/5/2024		
Basketball chair rack need to have arms attached. If needed make new arms for the rack. Time Available: Any			I got the chair racks repaired.				
Amy Brady							
60562	Cleburne High School			6/24/2024		2	\$0.00
Medium	Hernandez, Pablo			1	6/25/2024		
General Maintenance				6/24/2024 4:26:09 PM	6/26/2024		
Working on a door with a water seal.			Done				
Pablo Hernandez							
60539	Cleburne High School			6/21/2024		1	\$0.00
Medium	Wadsworth, Mitchell				6/21/2024		
General Maintenance				6/21/2024 9:38:37 AM	6/21/2024		
Meet rental delivery.			6/19 - Meet rental delivery				
Mitchell Wadsworth							
60540	Cleburne High School			6/21/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/21/2024		
General Maintenance				6/21/2024 9:46:48 AM	6/21/2024		
Help with drain repair.			6/19 - Help with drain repair.				
Mitchell Wadsworth							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60444	Cleburne High School			6/11/2024		8	\$0.00
Medium	Wadsworth, Mitchell			2	6/13/2024		
General Maintenance				6/11/2024 5:54:26 AM	6/13/2024		
Drywall repair.			6/6 - Began drywall repairs. 6/7 - Continue drywall repairs. 6/10 - Continue drywall repairs. 6/11 - Continue drywall repairs. 6/12 - Complete drywall repairs.				
Mitchell Wadsworth							
60445	Cleburne High School			6/11/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/11/2024		
General Maintenance				6/11/2024 6:05:45 AM	6/11/2024		
Roof maintenance.			6/6 - Roof maintenance.				
Mitchell Wadsworth							
60592	Cleburne High School			6/26/2024		4	\$0.00
Medium	Day, Allen				6/26/2024		
Doors and Hardware				6/26/2024 6:00:35 AM	6/26/2024		
Filling in holes			I helped fill in holes where we pulled trees up. we put dirt in back in them				
Allen Day							
60567	Cleburne High School			6/25/2024		4	\$0.00
Medium	Day, Allen				6/25/2024		
Doors and Hardware				6/25/2024 5:34:27 AM	6/25/2024		
Picking up concrete			I picked up concrete rebar cast iron pipe that was torn out of the floor at high school to repair the plumbing I also got gas at the best barn				
Allen Day							
60523	Cleburne High School	Main Building		6/20/2024		6	\$0.00
Medium	Lira, Rodolfo	Office		7	6/27/2024		
Moving		A1501.		6/20/2024 8:56:30 AM	7/1/2024		
We have 28 storage boxes that need to be taken to Central Office for retention Time Available: 8-5							
Courtney Watkins							
60335	Cleburne High School	Main Building		6/3/2024		4	\$0.00
Medium	Day, Allen	Office		8	6/11/2024		
Moving		main office (back)		6/3/2024 8:23:09 AM	6/11/2024		
Please pick up all the boxes from the front office in the back and take them to Central for storing. Thank you! Time Available: 730-4			I am working on this. I got the file boxes moved				
Maci Morton							

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WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60243	Cleburne High School	PAC		5/31/2024			\$0.00
Medium		Lounge		3	6/3/2024		
Moving		Lobby		5/31/2024 3:37:04 PM	6/3/2024		

In the lobby of the DSPAC, there are 7 ottomans that need to be moved. See attached Pictures. There are 4 ottomans that make a donut and there are three ottomans by the East wall next to the Bleeding Control Kit. Please deliver the four ottomans to the Main Lobby of the school (Front of School), and three ottomans in front of the Library hallway, in front of the windows. Time Available: ASAP

Please be advised that furniture moving is provided by the Custodial Staff and not Maintenance. Maintenance will move furniture that needs disassembled and reassembled or removed from campus.

Adam Jinkens

60420	Cleburne High School	Main Building		6/10/2024		2	\$0.00
Medium	Moore, Scott				6/10/2024		
Fire Alarm System				6/10/2024 6:16:07 AM	6/11/2024		

Cleburne High School (Fire Alarm) Low Battery signal (BATT Area 19 Zone ) Replaced 12 volt batteries in module 17 upstairs in idf room.

Kurt Benson

60457	Cleburne High School			6/11/2024		6	\$0.00
Medium	Lira, Rodolfo			6	6/17/2024		
General Maintenance				6/11/2024 4:04:56 PM	6/17/2024		

Pick up a pallet of mulch and deliver it to grounds ware house.

Rodolfo Lira

60054	Cleburne High School			5/21/2024		5.5	\$0.00
Medium	Wadsworth, Mitchell			14	6/4/2024		
Pest Control				5/21/2024 7:05:12 AM	6/4/2024		

Check and replace traps. 5/20 - Check and replace traps. 5/21 - Check traps. 5/22 - Check traps. 5/23 - Check traps. 5/24 - Check traps. 5/29 - Check traps. 5/30 - Check traps. 5/31 - Check traps.

Mitchell Wadsworth

60336	Cleburne High School	Main Building		6/3/2024			\$0.00
Medium	Benson, Kurt	Office			6/3/2024		
Moving		A1501.		6/3/2024 8:32:22 AM	6/3/2024		

Please move the large desk from A1501 to A1204 and move the small desk from A1204 to A1501. Please move the bulletin board from the East (?) wall to the North (?) wall in A 1501. (I'll leave a note on the wall - due to my lack of directional awareness)Thank you Time Available: 8-3

Please be advised that furniture moving is provided by the Custodial Staff and not Maintenance. Maintenance will move furniture that needs disassembled and reassembled or removed from campus. Also we do not move White boards or bulletin that are already attached in classrooms

Courtney Watkins

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Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60462	Cleburne High School	Training/Soccer		6/12/2024		2	\$0.00
Medium	Day, Allen	Training Room		5	6/17/2024		
General Maintenance		F1301.1		6/12/2024 3:09:47 PM	6/17/2024		
There are several old metal shelves, stainless steel parts, and various other items behind the training between the arena and CTE hallway that may be removed and/or recycled. They are all outside the large bay door. These items are no longer required. Time Available: Anytime			I picked up metal and trash and carried to the shop.				
John Robertson							
60374	Cleburne High School			6/4/2024		1	\$0.00
Medium	Floyd, Steven				6/4/2024		
General Maintenance				6/4/2024 6:59:46 PM	6/5/2024		
help Allen with refrigerator			meet Allen and move new refrigerator into library area				
Steven Floyd							
60428	Cleburne High School	Main Building		6/10/2024		5	\$0.00
Medium	Fowler, Clisty	Classroom		2	6/12/2024		
General Maintenance		A 1213		6/10/2024 12:19:22 PM	6/13/2024		
install cabinet locks and elbow catches			done				
Clisty Fowler							
60364	Cleburne High School			6/4/2024		3	\$0.00
Medium	Fowler, Clisty			24	6/28/2024		
General Maintenance		Hall outside		6/4/2024 7:24:16 AM	7/1/2024		
unmount old hand sanitizer dispenser from the wall and patch holes, outside of the counseling office by the drink machine.			done				
Brenda Tijerina							
60413	Cleburne High School			6/6/2024		3	\$0.00
Medium	Fowler, Clisty	2nd Floor		6	6/12/2024		
General Maintenance		roof		6/6/2024 3:51:43 PM	6/13/2024		
build reinforced stand for HVAC personnel to use			done				
Clisty Fowler							
60393	Cleburne High School	Main Building		6/5/2024		3.5	\$0.00
Medium	Fowler, Clisty	Cafeteria			6/5/2024		
General Maintenance		cafeteria		6/5/2024 4:05:26 PM	6/6/2024		
cut vent holes in wall per Kurt			done				
Clisty Fowler							

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Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60436	Cleburne High School	Main Building		6/10/2024		5	\$0.00
Medium	Fowler, Clisty	Cafeteria		2	6/12/2024		
General Maintenance		cafeteria		6/10/2024 3:42:17 PM	6/13/2024		
drill hole in ceiling drain pipe for steve to use camera for inspection							
Clisty Fowler							
54611	Cleburne High School	Main Building		8/7/2023			\$0.00
Medium		Classroom		302	6/4/2024		
General Maintenance		Test		8/7/2023 3:54:51 PM	6/4/2024		
Test							
Jordan Glenn							
60475	Cleburne High School			6/13/2024			\$0.00
Medium	Berkley, Stanley	Cafeteria (High)			6/13/2024		
General Maintenance				6/13/2024 3:07:46 PM	6/17/2024		
remove concrete from down spout area removed conc rete and haul off							
Stanley Berkley							
60379	Cleburne High School			6/5/2024			\$0.00
Medium	Garrett, Rhonda			1	6/6/2024		
General Maintenance		D1114		6/5/2024 8:19:11 AM	6/6/2024		
Our apologies - we have no such items available. Check other campuses - they may have one. RGrequesting a tall black cabinet w/ shelves that locks, to be delivered to my office for storage/files.							
Brenda Tijerina							
60515	Cleburne High School			6/19/2024			\$0.00
Medium	Berkley, Stanley	Cafeteria (High)			6/19/2024		
General Maintenance				6/19/2024 3:06:13 PM	6/19/2024		
haul off rocks and dirt load up dirt and rocks and haul off							
Stanley Berkley							
60497	Cleburne High School			6/17/2024			\$0.00
Medium	Berkley, Stanley	Cafeteria (High)			6/17/2024		
General Maintenance				6/17/2024 3:06:11 PM	6/18/2024		
need concrete removed load and remove 2 trailer loads of concrete							
Stanley Berkley							

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WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60090	Cleburne High School			5/22/2024		5	\$0.00
Medium	Lira, Rodolfo	Cafeteria		13	6/4/2024		
General Maintenance				5/22/2024 9:59:04 AM	6/5/2024		
fixing leaks around the cafeteria.							
Rodolfo Lira							
60394	Cleburne High School			6/5/2024		4	\$0.00
Medium	Lira, Rodolfo	Cafeteria (High)		6	6/11/2024		
General Maintenance				6/5/2024 4:07:40 PM	6/12/2024		
Repairing a leak in the cafeteria							
Rodolfo Lira							
60517	Cleburne High School			6/19/2024		7	\$0.00
Medium	Lira, Rodolfo	Cafeteria (High)		1	6/20/2024		
General Maintenance				6/19/2024 4:15:17 PM	6/20/2024		
fill hole back in with excavator next to the cafeteria.							
Rodolfo Lira							
60516	Cleburne High School			6/19/2024		7	\$0.00
Medium	Hernandez, Pablo				6/19/2024		
General Maintenance		courtyard outside		6/19/2024 4:13:12 PM	6/24/2024		
Filling with dirt water pipe hole and packing the dirt.			Done				
Pablo Hernandez							
60477	Cleburne High School			6/13/2024		10	\$0.00
Medium	Hernandez, Pablo				6/13/2024		
General Maintenance		Cafeteria courtyard		6/13/2024 3:52:39 PM	6/17/2024		
Digging for discover a water pipe.			Done				
Pablo Hernandez							
60150	Cleburne High School	Career Technology		5/24/2024		4	\$0.00
Medium	Mcdonald, Gary	Hallway/Corridor		18	6/11/2024		
Heating/Ventilation /Air		hallway by bistro		5/24/2024 10:24:27 AM	6/12/2024		
Last night the hallway by the bistro was warm for a retirement party. I saw high discharge temps with both stages of cooling on. 78 I think. I overrode it off and then it went into dehum while unoccupied. Spoke to enviromatics and there is a program in it to go into dehum even in unoccpied state. So they will try to change that program. But I still think there is an issue during occupied state with high discharge temps. Thanks			Tested system and its stages. Tightened belt. found no other problems at this time				
Jordan Glenn							
7/8/2024 8:52:31 AM							

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Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
59820	Cleburne High School	Main Building		5/8/2024		11	\$0.00
Medium	Mcdonald, Gary	Culinary Arts		36	6/13/2024		
Heating/Ventilation /Air		culinary arts		5/8/2024 4:14:43 PM	6/17/2024		
Erv1D04B main culinary kitchen blowing 102 air after unoccupied			Replaced TXVs and recharged system.				
Jordan Glenn							
59420	Cleburne High School			4/18/2024		18	\$0.00
Medium	Mcdonald, Gary			56	6/13/2024		
Heating/Ventilation /Air		Band Hall		4/18/2024 12:14:25 PM	6/17/2024		
check units, they do look to be blowing out cold air properly.			replaced compressors and recharged system.				
Brenda Tijerina							
60283	Cleburne High School			6/3/2024	6/23/2024	8	\$0.00
Medium	Mcdonald, Gary			2	6/5/2024		
Heating/Ventilation /Air				6/3/2024 12:53:51 AM	6/6/2024		
Monthly - PKG-3 6MO CHS - Refer to PM schedule details.			AC maintenance 10 systems				
Kurt Benson							
60291	Cleburne High School			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			21	6/24/2024		
Heating/Ventilation /Air				6/3/2024 12:53:55 AM	6/24/2024		
Monthly - PKG-11 6MO CHS - Refer to PM schedule details.							
Kurt Benson							
60289	Cleburne High School			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			21	6/24/2024		
Heating/Ventilation /Air				6/3/2024 12:53:54 AM	6/24/2024		
Monthly - PKG-9 6MO CHS - Refer to PM schedule details.							
Kurt Benson							
60287	Cleburne High School			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:53 AM	6/26/2024		
Monthly - PKG-7 6MO CHS - Refer to PM schedule details.							
Kurt Benson							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60285	Cleburne High School			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:52 AM	6/26/2024		

Monthly - PKG-5 6MO CHS - Refer to PM schedule details.

Kurt Benson

60356	Cleburne High School			6/3/2024		1	\$0.00
Medium	Mcdonald, Gary			1	6/4/2024		
Heating/Ventilation /Air	PE Gym			6/3/2024 3:11:39 PM	6/4/2024		

Units are set to a -2 with a set point of 72. Room is reading 72.7, can we have the temps looked at and possible have the temps adjusted. Showstoppers are in there this week, and its too warm with it reading almost 73 degrees.

lowered setpoints

Brenda Tijerina

60323	Cleburne High School			6/3/2024	6/23/2024		\$0.00
Medium	,			1	6/4/2024		
Heating/Ventilation /Air				6/3/2024 12:54:05 AM	6/4/2024		

Monthly - CU 6MO CHS - Refer to PM schedule details.

Kurt Benson

60324	Cleburne High School			6/3/2024	6/23/2024		\$0.00
Medium	,			1	6/4/2024		
Heating/Ventilation /Air				6/3/2024 12:54:06 AM	6/4/2024		

Monthly - HP 6MO CHS - Refer to PM schedule details.

Kurt Benson

60325	Cleburne High School			6/3/2024	6/23/2024		\$0.00
Medium	,			1	6/4/2024		
Heating/Ventilation /Air				6/3/2024 12:54:06 AM	6/4/2024		

Monthly - PKG-1 6MO CHS - Refer to PM schedule details.

Kurt Benson

60282	Cleburne High School			6/3/2024	6/23/2024	3	\$0.00
Medium	Willis, Justin			10	6/13/2024		
Heating/Ventilation /Air				6/3/2024 12:53:51 AM	6/13/2024		

Monthly - PKG-2 6MO CHS - Refer to PM schedule details.

Kurt Benson

7/8/2024 8:52:31 AM

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Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60312	Cleburne High School			6/3/2024	6/18/2024	3	\$0.00
Medium	Willis, Justin			9	6/12/2024		
Heating/Ventilation /Air				6/3/2024 12:54:03 AM	6/12/2024		
Monthly - PM Schedule created on 5/18/2022 - Refer to PM schedule details.							
Kurt Benson							

60284	Cleburne High School			6/3/2024	6/23/2024	5	\$0.00
Medium	Willis, Justin			15	6/18/2024		
Heating/Ventilation /Air				6/3/2024 12:53:52 AM	6/18/2024		
Monthly - PKG-4 6MO CHS - Refer to PM schedule details.							
Kurt Benson							

60286	Cleburne High School			6/3/2024	6/23/2024	5	\$0.00
Medium	Willis, Justin			15	6/18/2024		
Heating/Ventilation /Air				6/3/2024 12:53:53 AM	6/18/2024		
Monthly - PKG-6 6MO CHS - Refer to PM schedule details.							
Kurt Benson							

60288	Cleburne High School			6/3/2024	6/23/2024	6	\$0.00
Medium	Willis, Justin			16	6/19/2024		
Heating/Ventilation /Air				6/3/2024 12:53:53 AM	6/19/2024		
Monthly - PKG-8 6MO CHS - Refer to PM schedule details.							
Kurt Benson							

60290	Cleburne High School			6/3/2024	6/23/2024	8	\$0.00
Medium	Willis, Justin			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:54 AM	6/26/2024		
Monthly - PKG-10 6MO CHS - Refer to PM schedule details.							
Kurt Benson							

60415	Cleburne High School	Main Building		6/7/2024		2	\$0.00
Medium	Sandoval, Kristopher	2nd Floor		3	6/10/2024		
Electrical		A2005		6/7/2024 9:41:48 AM	6/11/2024		

Three of my outlets are giving me problems (not working, sparking, and/or have something stuck in them). I have labeled them with post-it notes indicating the problem. Time Available: any  
 Ronni Davis Sandoval

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60431	Cleburne High School			6/10/2024		12	\$0.00
Medium	Sandoval, Kristopher			3	6/13/2024		
Electrical				6/10/2024 2:45:56 PM	6/17/2024		
Add two 240v outlets in marked locations in the diesel lab							
Kristopher Sandoval							
60432	Cleburne High School			6/10/2024		2	\$0.00
Medium	Sandoval, Kristopher				6/10/2024		
Electrical				6/10/2024 2:46:40 PM	6/11/2024		
Replace duct detector on woodshop. Assist in troubleshooting fire panel			Replaced duct detector.				
Kristopher Sandoval							
60400	Cleburne High School			6/6/2024		1	\$0.00
Medium	Sandoval, Kristopher				6/6/2024		
Electrical				6/6/2024 7:39:16 AM	6/6/2024		
Repair outside gfcis near kitchen			Replaced 2 gfci outlets and their outdoor covers				
Kristopher Sandoval							
60380	Cleburne High School	Baseball/Softball		6/5/2024		3	\$0.00
Medium	Sandoval, Kristopher				6/5/2024		
Electrical				6/5/2024 9:01:29 AM	6/6/2024		
Install new access panel for exhaust fans in baseball concessions			Repaired cut out sheeteock in ceiling and installed new access door for exhaust fan relay				
Kristopher Sandoval							
60199	Cleburne High School			5/30/2024		4	\$0.00
High	Willis, Justin	Cafeteria		28	6/27/2024		
Heating/Ventilation /Air		Cafeteria		5/30/2024 7:47:00 AM	7/1/2024		
AC unit leaks			found no leaks. cleared drain lines just in case.				
Keith Semm							
60231	Cleburne High School	PAC		5/31/2024		2	\$0.00
Medium	Willis, Justin	Ticket Booth		3	6/3/2024		
Heating/Ventilation /Air		Pac lobby unit rtu		5/31/2024 11:53:19 AM	6/3/2024		
PAC lobby rtu 1b23 is s scheduled but shows unoccupiedThanks			reset unit via tridium.				
Jordan Glenn							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60229	Cleburne High School	TEAM School		5/31/2024		2	\$0.00
Medium	Willis, Justin	Office		10	6/10/2024		
Heating/Ventilation /Air		Team office area L		5/31/2024 10:33:42 AM	6/10/2024		
CHS Team main office Area L Rtuf2 schedule shows occupied but the three office units RTUF04, RTUF01, RTUF11 were not running and showed unoccupied. I overrode these three units on for today.Thanks			called enviromatics. they're looking into it. the issue has been resolved.				
Jordan Glenn							

60443	Cleburne High School			6/11/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/11/2024		
Electrical				6/11/2024 5:42:35 AM	6/11/2024		
Assist electrician.			6/6 - Assist electrician.				
Mitchell Wadsworth							

60151	Cleburne High School	Kitchen		5/24/2024		7	\$0.00
Medium	Floyd, Steven	Kitchen		23	6/16/2024		
Plumbing		1		5/24/2024 10:35:52 AM	6/17/2024		
Drain in the dishroom is backing up Time Available: As soon as possible			check to find clean out far into weall ,remove plaster and cement to access plug,will attempt to bring clean out to outside of wall ,remove two other 2 inch clean outs and extend clean out to outside wall and install jim caps clear sink drain 6/14 clear drain line of stoppage and extend south garbage disposer drain to outside of wall				
Matthew McWhorter							

59463	Cleburne High School	Softball		4/22/2024		4	\$0.00
Medium	Moore, Scott			44	6/5/2024		
Electrical				4/22/2024 2:22:29 PM	6/6/2024		
Add a Motion sensor to the exhaust fan in the Concession Stand Restroom,			Will have to cut access hole in both rest rooms to get to relays that control lights and exhaust fans.....cut hole for access, enviromatics came out and repaired their box....everything works fine.				
Kurt Benson							

60223	Cleburne High School	Main Building		5/31/2024		2.5	\$0.00
Medium	Moore, Scott	Hallway/Corridor		12	6/12/2024		
Electrical		A1501.		5/31/2024 8:00:43 AM	6/13/2024		
we have a light in the hallway of the counseling center that needs to be replaced - it's blinking and rattling Time Available: 8-3			Bad driver, will order .....replaced with flat panel led until new lights come in.				
Courtney Watkins							

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Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60086	Cleburne High School	Main Building		5/22/2024		1	\$0.00
Medium	Moore, Scott	Classroom		13	6/4/2024		
Electrical		A2301		5/22/2024 9:51:02 AM	6/5/2024		
Every morning when I first turn on my classroom lights, they go off after about 30 seconds. I turn them back on, and they go off again in about 30 seconds. This can happen 6-7 times until the lights finally stay on for the duration of the day. Time Available: Any Time			Reset motion detector				
William Preston							
60437	Cleburne High School			6/10/2024		27.75	\$0.00
Medium	Floyd, Steven			18	6/28/2024		
Plumbing				6/10/2024 4:27:48 PM	7/1/2024		
Roof drains Steven Floyd			meet with cless and run camera into drain to find rock ect and contact Curlys about jetter to clear line,locate pipe6/11 meet with Curlys and go into drain with camera to find material in pipe ,attempt to clear and unable to move materials ,run jetter into pipe ,unable to clear ,locate problem area and mark spot ,cover open area in pipe6/12 install plug into pipe and caulk plug to pipe6/13 show up to check piping that does not tie into any piping ,ends in dirt6/14 take eguipment to roof and run camera into drain line and locate pipe on ground6/17 assist curlys with rerough off drain to main drain and provide clean out and backfill to top of pipe6/18 pick up rised head plug and go to school and install plug in clean out6/24 go to school to replace section of fencing,unable to replace because of equipment still in yard ,contact Rudy to move tractor in the morning6/28 replace fencing and provide brass flush plug on clean out				
60624	Cleburne High School			6/28/2024		2	\$0.00
Medium	Floyd, Steven				6/28/2024		
Plumbing				6/28/2024 7:04:20 PM	7/1/2024		
jetter in sewer at pac Steven Floyd			assist Curlys with jetter in sewer and run camera into drain at sewer just repaired for dressing room bathrooms				

# Work Order Summary List(31)

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Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

59312	Cleburne High School			4/12/2024		47	\$0.00
Medium	Floyd, Steven			73	6/24/2024		
Plumbing		PAC dressing rooms		4/12/2024 10:10:16 AM	6/25/2024		
PAC dressing rooms are flooding, water is coming up from the drains.			check two restrooms to find main sewer backed up ,close both bathrooms and meet with Curlys to auger main sewer,both bathrooms have alot of sewage on floor from floor drains locate custodian to help clean up restrooms,attempt to clear stoppage from upper thernal clean out ,unable to clear sewer line ,location to find clean outs needed 4/15 remove cement from clean outs and open lids to determine if they are connected to problem ,not apart of problem ,Meet with Curlys to locate sewer line and go to roof to check for access for jetter,unable to locate sewer4/16 remove both floor drain cover and retap all screw holes and install 3 inch dollar plug into both drain,go to Home Depot and buy new screws for drain covers4/17 assist Curlys with location and to determine sewer problem ,run jetter to find sewage coming up in band office,remove section of wall and metal floor plate to find two open pipes in floor,cap two sewer pipes and clean entire work area 4/18 check on carpet removal and work area4/19 labor5/17 check both restrooms to find caution tape removed,install out of order signs onto both doors and install caution tape on both doors6/4 set up time for curlys to start with repairs 6/21/24 6/19 assist curlys with sewer repairs 6/20 assist curlys with sewer repairs 6/24retap both drains in restrooms and go to home depot and buy screws for drains,install screen covers and new screws and cement dap both drains,assist Cless with floor repairs for new flooring				
Brenda Tijerina							

60384	Cleburne High School			6/5/2024			\$0.00
Medium	Berkley, Stanley			1	6/6/2024		
				6/5/2024 9:50:59 AM	6/6/2024		
Reattach exit arrow signs next to Nolan River road.			reattach				
Keith Semm							

60363	Coleman Elementary	Coleman Elementary		6/4/2024		7.25	\$0.00
Medium	Floyd, Steven	Hallway/Corridor		12	6/16/2024		
Plumbing		all the water fountain		6/4/2024 7:19:04 AM	6/17/2024		
all the water fountain bottle filler filter in hallways,cafe,gym needs to be changed			go to shop and pick up filters and go to Moores and pick up additional filters for repairs to be made at school6/11 change filter in gym and found new filter leaking ,return as defective,pick up new filter and return to school,go through school and found that 4 more filters need changed6/13 change filters and had trouble with fountain in main hall ,contact elkay company to repair fountain6/14 finish changing filters				
Curtis Shelton							

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Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date				
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date				
Description			Action Taken						
Requester Name									
60211	Coleman Elementary	Coleman Elementary		5/30/2024		7	\$0.00		
Medium	Wadsworth, Mitchell	Office		22	6/21/2024				
Painting		main office in front		5/30/2024 1:27:47 PM	6/21/2024				
There was a hand sanitizer bottle that had been removed from the wall whenever the nurses switched the doors they were using, it left a purple square on the wall and it needs to be painted to match the rest of the office. Also they removed the old bell system and it left a huge discoloration on the wall where it was. Time Available: 7AM-4PM			5/31 - Check about repainting and drywall repair. 6/3 Began drywall repairs. 6/6 - Continue drywall repairs. 6/19 - Prime and paint. 6/20 - Complete painting.						
Courtney Nelson									
60479	Coleman Elementary			6/14/2024		2	\$0.00		
Medium	Mcdonald, Gary	Gym			6/14/2024				
Heating/Ventilation /Air				6/14/2024 8:18:19 AM	6/17/2024				
gym south wall unit not cooling			Repaired melted wires at capacitor.						
Gary Mcdonald									
60480	Coleman Elementary			6/14/2024		1	\$0.00		
Medium	Mcdonald, Gary	Gym			6/14/2024				
Heating/Ventilation /Air				6/14/2024 8:19:24 AM	6/17/2024				
south side attic unit not cooling well			Added refrigerant to system.						
Gary Mcdonald									
60481	Coleman Elementary			6/14/2024		2	\$0.00		
Medium	Mcdonald, Gary	Gym			6/14/2024				
Heating/Ventilation /Air				6/14/2024 8:20:06 AM	6/17/2024				
north side attic unit not cooling at all			Cleared drain line, drained emergency pan, reset thermostat schedule.						
Gary Mcdonald									
60461	Coleman Elementary	Coleman Elementary		6/12/2024		4	\$0.00		
Medium	Mcdonald, Gary	Classroom			6/12/2024				
Heating/Ventilation /Air		24		6/12/2024 9:25:59 AM	6/13/2024				
in room 24 yall come out and look at the air but something is wrong with it			A&G fixed room 24, we fixed door switch on principals unit, and reset gym system.						
Curtis Shelton									
60601	Coleman Elementary	Coleman Elementary		6/26/2024		2	\$0.00		
Medium	Scarber, Henry	Cafeteria			6/26/2024				
Heating/Ventilation /Air		the by the side door		6/26/2024 1:30:53 PM	6/26/2024				
the back side of cafe by the door 2 the ceiling leaking by the vent and the light has water in it and leaking from light			Cleared the drain line all is well now						
Curtis Shelton									
7/8/2024 8:52:31 AM									

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Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60241	Coleman Elementary	Coleman Elementary		5/31/2024		1	\$0.00
Medium	Mcdonald, Gary	Gym		3	6/3/2024		
Heating/Ventilation /Air		gym south unit		5/31/2024 2:19:03 PM	6/3/2024		
South unit says unoccupied when it should be occupied. Not reading the schedule.thanks			Scheduling and programming problems go to enviromatics				
Jordan Glenn							
60344	Coleman Elementary	Coleman Elementary		6/3/2024		1	\$0.00
Medium	Day, Allen	Playground		2	6/5/2024		
Playground		playground		6/3/2024 9:54:58 AM	6/6/2024		
on the playground the swing is hanging down it is the one that has caution tape around it			The swing is fixed				
Curtis Shelton							
60167	Coleman Elementary	Coleman Elementary		5/28/2024		8.5	\$0.00
Medium	Lira, Rodolfo	Science Lab		7	6/4/2024		
Warehouse		33		5/28/2024 10:22:54 AM	6/5/2024		
Please remove all of the science lab tables and stool. We no longer have a use for them and are transitioning the area to a regular classroom. Time Available: any							
Brent Barnes							
60533	Coleman Elementary			6/20/2024		1.5	\$0.00
Medium	Wadsworth, Mitchell			1	6/21/2024		
Furniture Repair				6/20/2024 12:21:06 PM	6/21/2024		
Repair teacher's desk.			6/19 - Repair desk.				
Mitchell Wadsworth							
60492	Coleman Elementary			6/17/2024		1.25	\$0.00
Medium	Wadsworth, Mitchell				6/17/2024		
General Maintenance				6/17/2024 6:21:26 AM	6/17/2024		
Remove chair stuck in basketball goal.			6/14 - Removed chair stuck in basketball goal. Removed parts. discard damaged chair.				
Mitchell Wadsworth							
60422	Coleman Elementary	Coleman Elementary		6/10/2024		8	\$0.00
Medium	Willis, Justin	Classroom		1	6/11/2024		
Heating/Ventilation /Air		24		6/10/2024 8:10:00 AM	6/12/2024		
Room is overly hot, AC will not make cold Time Available: 8-2 M-F			Replaced main controller.				
Diana Mccoy							

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Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60468	Coleman Elementary			6/13/2024		1	\$0.00
Medium	Wadsworth, Mitchell				6/13/2024		
Doors and Hardware				6/13/2024 7:01:53 AM	6/13/2024		
Custodian ask for assistance with door lockset.			6/11 - Attempt to unlock door for custodian. Searched through all keys. Unable to find correct key. Called Cecil. He replaced lockset.				
Mitchell Wadsworth							
60451	Coleman Elementary	Coleman Elementary		6/11/2024		2	\$0.00
Medium	Bird, Cecil	Classroom			6/11/2024		
Doors and Hardware		44		6/11/2024 7:19:03 AM	6/12/2024		
in room 44 the door in side the classroom is lock and dont have a key see if can change to the master key			installed new lever set and lock				
Curtis Shelton							
60433	Coleman Elementary	Coleman Elementary		6/10/2024		5	\$0.00
Medium	Lira, Rodolfo	Classroom		8	6/18/2024		
Moving		13		6/10/2024 2:55:54 PM	6/18/2024		
Form Marti Room 403 please bring 20 wooden chairs and desks and the two wooden tables to Coleman room 13. Thank you. Time Available: any							
Brent Barnes							
60360	Coleman Elementary			6/4/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/4/2024		
Ceiling Tile				6/4/2024 6:58:56 AM	6/4/2024		
Replace ceiling tile.			5/30 - Replace ceiling tile.				
Mitchell Wadsworth							
60449	Cooke Elementary			6/11/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/11/2024		
Ceiling Tile				6/11/2024 6:19:37 AM	6/11/2024		
Replace ceiling tile.			6/7 - Replace ceiling tile.				
Mitchell Wadsworth							
60526	Cooke Elementary			6/20/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/20/2024		
Ceiling Tile				6/20/2024 11:46:27 AM	6/20/2024		
Replace ceiling tile.			6/17 - Replace ceiling tile.				
Mitchell Wadsworth							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60332	Cooke Elementary	Cooke Elementary		6/3/2024		3	\$0.00
Medium	Floyd, Steven	Restroom (Girls)			6/3/2024		
Restrooms		Outside Hall B		6/3/2024 8:05:48 AM	6/4/2024		
In the 4th grade girls bathroom there is a sink that is very loose. It is the one outside of B Hall. If someone could please come look at it.Thank you			6/3 remove sink to find damaged wall bracket to wall ,reinstall wall bracket to wall and reset sink,dap both sinks				
Time Available: 7:30-4:00							
Elisa Zuniga							

60204	Cooke Elementary			5/30/2024		2	\$0.00
Medium	Lira, Rodolfo			4	6/3/2024		
Ceiling Tile				5/30/2024 8:53:49 AM	6/3/2024		
Replaced damaged ceiling tile							
Rodolfo Lira							

60573	Cooke Elementary			6/25/2024		1	\$0.00
Medium	Wadsworth, Mitchell				6/25/2024		
Windows				6/25/2024 6:32:26 AM	6/25/2024		
Check about window replacement at Marti and Cooke Elementaries.			6/24 Check about window replacement				
Mitchell Wadsworth							

59825	Cooke Elementary	Cooke Elementary		5/9/2024		1	\$0.00
Medium	Fowler, Clisty	Classroom		35	6/13/2024		
Windows		D1		5/9/2024 8:59:24 AM	6/17/2024		
The seal on one side of the window is broken and it wobbles now. Time Available: Anytime			done				
Stephen Gartrell							

60474	Cooke Elementary	Cooke Elementary		6/13/2024		11	\$0.00
Medium	Fowler, Clisty	Cafeteria		4	6/17/2024		
Flooring		entranceway		6/13/2024 11:00:23 AM	6/18/2024		
replace broken VCT tiles			done				
Clisty Fowler							

60331	Cooke Elementary	Cooke Elementary		6/3/2024		3.5	\$0.00
Medium	Fowler, Clisty	Classroom		11	6/14/2024		
Flooring		C9		6/3/2024 8:03:20 AM	6/17/2024		
A couple of tiles in room C9 need to be replaced. They are chipped.Thank you			done				
Time Available: 7:30-4:00							
Elisa Zuniga							

# Work Order Summary List(31)

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WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60349	Cooke Elementary	Cooke Elementary		6/3/2024		2	\$0.00
Medium	Day, Allen	Cafeteria		8	6/11/2024		
Flooring		Cafeteria and D-11		6/3/2024 1:40:49 PM	6/11/2024		
Please check with head custodian for exact locations in cafeteria and room D-11 of where border/trim has come off and needs to be redone.			I glued the rubber bags back to the wall				
Time Available: Now							
Alexa Nava							

60485	Cooke Elementary			6/17/2024		1.5	\$0.00
Medium	Wadsworth, Mitchell			3	6/20/2024		
Furniture Repair				6/17/2024 5:59:45 AM	6/20/2024		
Repair desk.			6/17 - Desk repair.				
Mitchell Wadsworth							

60237	Cooke Elementary	Cooke Elementary		5/31/2024		0.5	\$0.00
Medium	Hernandez, Pablo	Office		3	6/3/2024		
Moving		Office Main hallway		5/31/2024 1:31:28 PM	6/4/2024		
We have 6 boxes labeled "Shred Now May 2024" on hot pink paper that need to be taken to be shredded. They are piled up in the front office, near where the office hallway begins. Thank you.			Done				
Time Available: Anytime							
Alexa Nava							

60350	Cooke Elementary	Cooke Elementary		6/3/2024		2	\$0.00
Medium	Lira, Rodolfo	Lounge		3	6/6/2024		
General Maintenance		Teacher workroom		6/3/2024 1:45:03 PM	6/6/2024		
In the teachers workroom next to lounge, one of the butcher paper carts is missing a washer on the wheel, it keeps falling off. If someone can please come fix it we would greatly appreciate it. Cart closest to wall back wheel. Time Available: 7:30-4:00							
Elisa Zuniga							

60430	Cooke Elementary			6/10/2024		2.5	\$0.00
Medium	Day, Allen			2	6/12/2024		
General Maintenance		Door 4		6/10/2024 1:20:31 PM	6/12/2024		
I have 2 teachers desk that need to go to the dumb and 2 or 3 more things that need to go also is outside door 4			I picked up stuff and carried to the dump.				
Sandra Brand							

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Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60368	Cooke Elementary			6/4/2024		1.25	\$0.00
Medium	Floyd, Steven			7	6/11/2024		
General Maintenance		gym		6/4/2024 8:11:52 AM	6/12/2024		
There is water coming out of the ceiling in the overhang right before you go into the restrooms. There is also water on the floor in the restroom.			check both bathrooms and then check heating unit above to find condensate line a problem clear line				
Christina Roberson							

60265	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:49 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							

60266	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:49 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							

60267	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:49 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							

60268	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:50 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							

60239	Cooke Elementary	Cooke Elementary		5/31/2024		1	\$0.00
Medium	Mcdonald, Gary	Classroom		3	6/3/2024		
Heating/Ventilation /Air		c19		5/31/2024 1:38:48 PM	6/3/2024		
c19 should be occupied for waxing but it isn't reading the schedule.Thanks			Scheduling and programming problems go to enviromatics				
Jordan Glenn							

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Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
60377	Cooke Elementary			6/5/2024		1	\$0.00
Medium	Willis, Justin				6/5/2024		
Heating/Ventilation /Air		room c2		6/5/2024 5:31:30 AM	6/5/2024		
unit running while unoccupied.			contacted A&G, they got it fixed.				
Justin Willis							
60409	Cooke Elementary			6/6/2024		2	\$0.00
Medium	Mcdonald, Gary	Classroom			6/6/2024		
Heating/Ventilation /Air		c19		6/6/2024 1:21:37 PM	6/10/2024		
Please cycle the power off of c19 to see if the unit will reset.Thanks			Cycled power on C19. System shows unoccupied.				
Jordan Glenn							
60389	Cooke Elementary	Cooke Elementary		6/5/2024		1	\$0.00
Medium	Mcdonald, Gary	Gym			6/5/2024		
Heating/Ventilation /Air				6/5/2024 2:17:23 PM	6/6/2024		
Re-attach the condensation line to the AC unit			Cleared the clogged primary drain line and tested condensation pump.				
Kurt Benson							
60276	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:50 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60274	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:50 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60273	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:50 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							

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Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60272	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:50 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60271	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:50 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60270	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:50 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60269	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:50 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60250	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:48 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60249	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:48 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							

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Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60248	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:48 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60247	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:48 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60264	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:49 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60263	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:49 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60262	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:49 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60261	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:49 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							

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Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60260	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:49 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60259	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:49 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60252	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:48 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60245	Cooke Elementary			6/3/2024	6/23/2024	1	\$0.00
Medium	Mcdonald, Gary			3	6/6/2024		
Heating/Ventilation /Air				6/3/2024 12:53:48 AM	6/6/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.			AC maintenance unit A11 at cook.				
Kurt Benson							
60246	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:48 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60253	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:48 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							

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Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60254	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:48 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60255	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:49 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60256	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:49 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60257	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:49 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60258	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:49 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60277	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:50 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							

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Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60278	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:50 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60279	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:50 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60280	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:51 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60281	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			23	6/26/2024		
Heating/Ventilation /Air				6/3/2024 12:53:51 AM	6/26/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60408	Cooke Elementary			6/6/2024			\$0.00
Medium	Sandoval, Kristopher			4	6/10/2024		
Electrical				6/6/2024 11:41:09 AM	6/11/2024		
Change stage light bulbs.							
Kristopher Sandoval							
60275	Cooke Elementary			6/3/2024	6/23/2024	2	\$0.00
Medium	Willis, Justin			3	6/6/2024		
Heating/Ventilation /Air				6/3/2024 12:53:50 AM	6/6/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.			completed.				
Kurt Benson							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
60251	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	Mapes, Donald			8	6/11/2024		
Heating/Ventilation /Air				6/3/2024 12:53:48 AM	6/12/2024		
Monthly - PKG 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
60329	Cooke Elementary			6/3/2024	6/23/2024		\$0.00
Medium	,			1	6/4/2024		
Heating/Ventilation /Air				6/3/2024 12:54:08 AM	6/4/2024		
Monthly - FCU 6MO COKE - Refer to PM schedule details.							
Kurt Benson							
59831	Cooke Elementary	Cooke Elementary		5/9/2024		3.5	\$0.00
Medium	Moore, Scott	Classroom		41	6/19/2024		
Electrical		C11		5/9/2024 12:53:11 PM	6/19/2024		
I am requesting an electrical outlet be added to the rear wall of the classroom (above or beside the lockers) and the front adjoining storage area connected to room C9. Thank you! You are appreciated! Time Available: all			Installed new receptacle by lockers				
Brandy Young							
59806	Cooke Elementary	Cooke Elementary		5/6/2024		2	\$0.00
Medium	Mapes, Donald	Kitchen		30	6/5/2024		
				5/8/2024 10:27:32 AM	6/6/2024		
Hot well not working			replaced parts				
60024	Cooke Elementary	Cooke Elementary		5/16/2024		2	\$0.00
Low	Mapes, Donald	Kitchen		20	6/5/2024		
				5/20/2024 9:34:26 AM	6/6/2024		
Ice machine showing code			replaced parts				
59832	Cooke Elementary			5/9/2024		6.25	\$0.00
Medium	Floyd, Steven	Classroom		48	6/26/2024		
Plumbing		C11		5/9/2024 12:56:39 PM	7/1/2024		
I would appreciate if the non-functional toilets connecting rooms C9 and C11 were either capped and removed, or made functional for use. Thank you! Time Available: all			install vacuum breaker tailpiece into toilet and then found spud to be leaking, remove spud to find spud surface damaged,go to shop and pick up new toilet,return and remove toilet to find damaged flange,repair flange and install new mounting bolts,also picked up new water valve,install toilet and install new water valve,install new toilet seat				
Brandy Young							
7/8/2024 8:52:32 AM							

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Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60355	Fulton Education Center			6/3/2024		1	\$0.00
Medium	Floyd, Steven	Kitchen		1	6/4/2024		
Plumbing		1		6/3/2024 3:04:47 PM	6/5/2024		
			check out kitchen and advised of findings				
Please check all plumbing, drain system, and water heater in the main kitchen to be prepared for use this next school year,							
Matthew McWhorter							

60447	Fulton Education Center	Special Education		6/11/2024		2	\$0.00
Medium	Sandoval, Kristopher	Cafeteria			6/11/2024		
Electrical		work room		6/11/2024 6:10:12 AM	6/12/2024		
			Replaced refrigerator outlet				
The outlet keep stripping Time Available: any time							
Kiet Nguyen							

60365	Fulton Education Center			6/4/2024		1.5	\$0.00
High	Moore, Scott	Kitchen			6/4/2024		
Electrical				6/4/2024 7:26:08 AM	6/5/2024		
			All receptacles working, need fire suppression system updated and vent-a-hood cleaned.				
Check all Electrical outlets in the Fulton Kitchen, make sure they all work 100%, let me know what you find and of any issues.							
Kurt Benson							

60330	Fulton Education Center			6/3/2024		1	\$0.00
Medium	Willis, Justin				6/3/2024		
Heating/Ventilation /Air				6/3/2024 6:10:29 AM	6/3/2024		
			completed.				
reset main controls jace.							
Justin Willis							

60402	Fulton Education Center	Special Education		6/6/2024			\$0.00
Medium	Scarber, Henry	Training Room			6/6/2024		
Heating/Ventilation /Air		Training Room		6/6/2024 7:44:13 AM	6/6/2024		
			Adjusted set point until 4pm				
Please turn on Air in the training room from 8:30 am to 4 pm Any questions you can call 1638 Time Available: ASAP							
Teresa Salgado							

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Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60062	Fulton Education Center	DAEP/Phoenix		5/21/2024		2	\$0.00
Medium	Scarber, Henry	Classroom		21	6/11/2024		
Heating/Ventilation /Air		c-8-9-SRO		5/21/2024 10:36:15 AM	6/12/2024		
76 degrees with 70 discharge							
Jordan Glenn							

Added refrigerant to RTU

60063	Fulton Education Center	Special Education		5/21/2024		2	\$0.00
Medium	Scarber, Henry	Cafeteria		21	6/11/2024		
Heating/Ventilation /Air		kitchen unit		5/21/2024 10:41:32 AM	6/12/2024		
Fulton kitchen unit 70 discharge air 77 in kitchen.							
Jordan Glenn							

Added refrigerant to split system.

60232	Fulton Education Center	Special Education		5/31/2024		4	\$0.00
Medium	Hernandez, Pablo	Office		3	6/3/2024		
Moving		File Storage		5/31/2024 12:33:13 PM	6/4/2024		
I have 20 shred boxes taped and label ready for pickup to be moved to .... If you have any questions please let me know 817-202-1604 Time Available: any							
Jeanette Terry							

Done

60522	Fulton Education Center	Special Education		6/20/2024		1	\$0.00
Medium	Hernandez, Pablo	Storeroom		4	6/24/2024		
Moving		Storage room		6/20/2024 8:49:41 AM	6/25/2024		
WE HAVE 7 BOXES IN THE STORAGE ROOM THAT NEED TO BE SHREDDED. IF YOU HAVE QUESTIONS, GET WITH LEIGH IN THE FRONT OFFICE Time Available: ASAP							
Teresa Salgado							

Done

60609	Fulton Education Center	DAEP/Phoenix		6/27/2024		2	\$0.00
Medium	Scarber, Henry	Office			6/27/2024		
Heating/Ventilation /Air		glass office on the		6/27/2024 10:36:00 AM	7/1/2024		
Glass office on the left as soon as you enter the front door. It's labeled Entry in tridium. They were having a meeting and it's only putting out 71 discharge air. Thanks							
Jordan Glenn							

Unit is working now

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Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60416	Fulton Education Center	Special Education		6/7/2024		1	\$0.00
Medium	Willis, Justin	Weight Room		3	6/10/2024		
Heating/Ventilation /Air		whole building		6/7/2024 12:53:30 PM	6/10/2024		
please reset comm Thanks			manually reset controls jace.				
Jordan Glenn							

60556	Fulton Education Center			6/24/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/24/2024		
General Maintenance				6/24/2024 6:00:13 AM	6/24/2024		
Assist gym floor finishing contractor and barricade doors.			6/21 - Assist floor finishing contractor and barricade doors.				
Mitchell Wadsworth							

60226	Fulton Education Center	Special Education		5/31/2024		2	\$0.00
Medium	Fowler, Clisty	Office		5	6/5/2024		
General Maintenance		File Storage		5/31/2024 8:53:40 AM	6/6/2024		
I am in need to have my huge desk moved, and to have some shelves added to my office. My number is 817-202-1604, contact information Jterry@cisd.com Time Available: any.....this is actually in the file storage room not nurses office here at Fulton sorry about that			done				
Jeanette Terry							

60233	Fulton Education Center	Special Education		5/31/2024		10.5	\$0.00
Medium	Fowler, Clisty	Office		7	6/7/2024		
General Maintenance		file room		5/31/2024 12:46:34 PM	6/10/2024		
deliver two bookshelves to file room and move desk			done				
Clisty Fowler							

60207	Fulton Education Center	Special Education		5/30/2024			\$0.00
Medium	Fowler, Clisty	Office		6	6/5/2024		
General Maintenance		OE-3		5/30/2024 9:20:36 AM	6/6/2024		
At Fulton in office OE-3, the carpet is moldy and stained from the outside water that leaks under the wall. Time Available: ASAP			turned over to bosses				
Teresa Salgado							

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Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60476	Fulton Education Center	Special Education		6/13/2024		2	\$0.00
Medium	Sandoval, Kristopher	Office		5	6/18/2024		
General Maintenance		Director's Office		6/13/2024 3:38:51 PM	6/19/2024		

After speaking with technology, they referred us to maintenance to remove and dispose of this camera equipment properly. It is outdated before 2008. Everything needs to be removed and taken out of the office so the desk can be utilized. Time Available: asap

Leigh Underwood

60487	Fulton Education Center			6/17/2024		1.5	\$0.00
Medium	Wadsworth, Mitchell				6/17/2024		
Doors and Hardware				6/17/2024 6:06:45 AM	6/17/2024		

Repair door closure. 6/13 - Repair door closure.

Mitchell Wadsworth

60553	Fulton Education Center	Gym		6/24/2024		1	\$0.00
Medium	Day, Allen				6/24/2024		
Doors and Hardware				6/24/2024 5:50:22 AM	6/24/2024		

Letting the floor people in. I let the floor people in the gym and put the bleachers back against the wall

Allen Day

60532	Fulton Education Center			6/20/2024		1	\$0.00
Medium	Wadsworth, Mitchell				6/20/2024		
Locker Repair				6/20/2024 12:17:04 PM	6/20/2024		

Repair lockers. 6/18 - Locker repair.

Mitchell Wadsworth

60484	Fulton Education Center			6/17/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/17/2024		
Ceiling Tile				6/17/2024 5:55:21 AM	6/17/2024		

Replace ceiling tile. 6/13 - Replace ceiling tile.

Mitchell Wadsworth

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Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60345	Fulton Education Center	Special Education		6/3/2024		1.5	\$0.00
Medium	Day, Allen	Hallway/Corridor		8	6/11/2024		
Installation		LOUNGE		6/3/2024 10:01:16 AM	6/11/2024		
			I got the bulletin board moved				
<p>We want a large bulletin board moved from the lounge by the coffee pot to the hallway by the office for staff informational purposes. Please see Leigh Underwood, Teri Salgado, or Susan Lashbrook for information. Time Available: anytime</p> <p>Leigh Underwood</p>							

58466	Gerard Elementary	Gerard Elementary		2/21/2024			\$0.00
Medium	Benson, Kurt	Classroom		120	6/20/2024		
Installation		16		2/21/2024 1:51:54 PM	6/20/2024		
<p>We had the lockers removed from the classroom and would like to have shelves or cabinets built in the cubby where the lockers were. Time Available: any</p> <p>Rena Jones</p>							

60595	Gerard Elementary	Gerard Elementary		6/26/2024		2	\$0.00
Medium	Scarber, Henry	Classroom			6/26/2024		
Heating/Ventilation /Air		annex rm 101		6/26/2024 9:44:32 AM	6/26/2024		
annex rm 101 unt 035 85 discharge airThanks			System seems to have leak could not find due to wet wax recharge system system has 62° air discharge				
Jordan Glenn							

60441	Gerard Elementary			6/11/2024		3	\$0.00
Medium	Wadsworth, Mitchell				6/11/2024		
Roof				6/11/2024 5:31:33 AM	6/11/2024		
Assist roof contractor.			6/5 - Assist roof contractor.				
Mitchell Wadsworth							

60385	Gerard Elementary	Gerard Elementary		6/5/2024		1	\$0.00
Medium	Hernandez, Pablo	Office		1	6/6/2024		
General Maintenance		front office		6/5/2024 11:07:18 AM	6/10/2024		
I have 5 boxes ready for pick up for shred. They are in the front office in the white banker's boxes. They are all labeled "shred" and they are all paper clip/binder clip free! They are closest to the office door that leads to the foyer. Time Available: any			Done				
Nicolette Byford							

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Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60459	Gerard Elementary			6/12/2024		5	\$0.00
Medium	Scarber, Henry			14	6/26/2024		
Heating/Ventilation /Air				6/12/2024 8:40:57 AM	6/26/2024		
Preventive Maintenance of ALL HVAC units.							
Keith Semm							

57244	Gerard Elementary	Gerard Elementary		12/7/2023		10	\$0.00
Medium	Floyd, Steven	Kitchen		188	6/12/2024		
Plumbing		1		12/7/2023 4:11:03 PM	6/13/2024		

The kitchen toilet is cracked and will need to be replaced soon. Time Available: Normal hours  
Matthew McWhorter

check to find toilet cracked and water valve needs to be changed,pick up new toilet and water valve 12/12 put everything back under sink from previous repairs on faucet and check many areas for water shut off to kitchen area,no shut off found6/4 cut and remove flange and pipe cover to access copper pipe for water valve and valve replacement and repair counter top6/12 turn entire water system off to replace main water valve on flushometer, drain system completely and cut and install chrome trim pieces on water piping and install new water shut off ,restore water and go to all restrooms to clear water and check fixtures,go to shop and pick up new toilet and return to school, remove damaged toilet and remove grout from floor and clean floor,install new toilet and install new water valve and tailpieces,cleat dap new toilet and test

60326	Irving Elementary			6/3/2024	6/23/2024		\$0.00
Medium	,			1	6/4/2024		
Heating/Ventilation /Air				6/3/2024 12:54:07 AM	6/4/2024		
Monthly - PKG-1 6MO IE - Refer to PM schedule details.							
Kurt Benson							

60292	Irving Elementary			6/3/2024	6/23/2024	2	\$0.00
Medium	Willis, Justin			10	6/13/2024		
Heating/Ventilation /Air				6/3/2024 12:53:55 AM	6/17/2024		
Monthly - PKG-2 6MO IE - Refer to PM schedule details.							
Kurt Benson							

60411	Irving Elementary	Irving Elementary		6/6/2024		6	\$0.00
Medium	Hernandez, Pablo	Hallway/Corridor		4	6/10/2024		
Moving		by cafeteria		6/6/2024 2:53:50 PM	6/11/2024		
Need furniture located in the hallway by the music room and cafeteria to be taken to the warehouse. See Brenda (custodian) for more info if needed. Time Available: 8-4 Rocio Chavez							

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Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60456	Irving Elementary			6/11/2024		1.5	\$0.00
High	Moore, Scott			1	6/12/2024		
Fire Alarm System				6/11/2024 11:40:18 AM	6/13/2024		
Fire Department was dispatched to Irving. Fire alarm needs to be reset.			Custodians cleaning the floors, reset panel				
60566	Irving Elementary			6/25/2024			\$0.00
Medium	Berkley, Stanley	Playground			6/25/2024		
Playground				6/25/2024 5:06:20 AM	6/25/2024		
fix basketball tube and pole blown apart in storms			bring to shop take off plastic cowling reweld put plastic back on and concrete back in place.				
Stanley Berkley							
60341	Irving Elementary	Irving Elementary		6/3/2024		1	\$0.00
Medium	Bird, Cecil	Classroom			6/3/2024		
Doors and Hardware		414 & 415		6/3/2024 9:47:49 AM	6/4/2024		
Need a key for both rooms 414 & 415 (reading recovery 1 and reading recovery 2) for specialist moving in there. Time Available: 8-4			cut key				
Rocio Chavez							
60373	Maintenance Facility			6/4/2024		1	\$0.00
Medium	Floyd, Steven				6/4/2024		
Training				6/4/2024 6:58:34 PM	6/5/2024		
safety meeting			safety meeting				
Steven Floyd							
60418	Maintenance Facility			6/10/2024		1.5	\$0.00
Medium	Day, Allen				6/10/2024		
Doors and Hardware				6/10/2024 5:58:39 AM	6/10/2024		
Building ramp			Available to ramp for Tim. That would work with one of the gators.				
Allen Day							
60419	Maintenance Facility			6/10/2024		1.5	\$0.00
Medium	Day, Allen				6/10/2024		
Doors and Hardware				6/10/2024 6:00:04 AM	6/10/2024		
Organizing work truck			I organized the tools in the worktruck and was cleaning it On the inside.				
Allen Day							

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Description			Action Taken				
Requester Name							
60621	Maintenance Facility			6/28/2024		1	\$0.00
Medium	Day, Allen				6/28/2024		
Doors and Hardware				6/28/2024 5:48:20 AM	7/1/2024		
Cleaned up maintenance truck			I washed the maintenance truck and cleaned the inside out to keep the truck looking good.				
Allen Day							
60518	Maintenance Facility			6/20/2024		1	\$0.00
Medium	Day, Allen				6/20/2024		
Doors and Hardware				6/20/2024 5:40:34 AM	6/24/2024		
Safety Meeting			We had a safety meeting first thing this morning.				
Allen Day							
60482	Maintenance Facility			6/17/2024		2	\$0.00
Medium	Day, Allen				6/17/2024		
Doors and Hardware				6/17/2024 5:29:55 AM	6/17/2024		
Delivering masonite.			I delivered 24 sheets of masonite to the Courtyard at the high school.				
Allen Day							
60378	Maintenance Facility			6/5/2024		1	\$0.00
Medium	Day, Allen				6/5/2024		
Doors and Hardware				6/5/2024 5:48:21 AM	6/5/2024		
Safety meeting			We had a safety meeting first thing this morning.				
Allen Day							
60463	Maintenance Facility			6/13/2024		11	\$0.00
Medium	Day, Allen			1	6/14/2024		
Doors and Hardware				6/13/2024 5:28:59 AM	6/17/2024		
Taking masonnight to high school courtyard to protect the cement. I also got gas at the bus barn.			Had to take mysonaut to the high school decover up the courtyard. And I got gas at the bus barn.				
Allen Day			We had to dig down a four foot hole To the roof drain pipe To uncover it				
60568	Maintenance Facility			6/25/2024		3	\$0.00
Medium	Day, Allen				6/25/2024		
Doors and Hardware				6/25/2024 5:37:04 AM	6/25/2024		
Smith iring and santa fe			I did PM work at these 3 schools.				
Allen Day							

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Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60061	Maintenance Facility	Maintenance Facility		5/21/2024		15.5	\$0.00
Medium	Day, Allen	Grounds		38	6/28/2024		
Moving				5/21/2024 10:10:01 AM	7/1/2024		
Haul off Wood and Trash from yard			5/22 assist Allen with yard pick up				
Kurt Benson			Started cleaning the yard up at the shop 2 hours from now. Cleaned up some more stuff and carried to the dump. I worked at the shop cleaning up the bag.Cleaning all the gravel off with the concrete and dis.Cleaning up back there. I'm trying to make it look better. I finished cleaning up at the shop.				
60478	Maintenance Facility			6/13/2024		2	\$0.00
Medium	Floyd, Steven				6/13/2024		
General Maintenance				6/13/2024 4:06:40 PM	6/17/2024		
clean 684			wash 684				
Steven Floyd							
60434	Maintenance Facility			6/10/2024		6	\$0.00
Medium	Lira, Rodolfo			1	6/11/2024		
General Maintenance				6/10/2024 3:30:42 PM	6/12/2024		
loading up Auction items							
Rodolfo Lira							
60603	Maintenance Facility			6/26/2024		2	\$0.00
Medium	Floyd, Steven				6/26/2024		
General Maintenance				6/26/2024 4:20:26 PM	7/1/2024		
shop and Moores			go to Moores and pick up quote for Adam,s water heater and take to Ronda at shop , stock truck with materials from shop				
Steven Floyd							
60565	Maintenance Facility			6/24/2024		1	\$0.00
Medium	Floyd, Steven				6/24/2024		
General Maintenance				6/24/2024 6:43:58 PM	6/25/2024		
backflow and key set			speak to Curlys about doing work on all backflow devices and pick up contractor key set from Layland plumbing,go to shop and turn over key set to Kurt				
Steven Floyd							
60488	Maintenance Facility			6/17/2024		3	\$0.00
Medium	Wadsworth, Mitchell				6/17/2024		
General Maintenance				6/17/2024 6:10:55 AM	6/17/2024		
Work in the shop.			6/14 - Work in the shop.				
Mitchell Wadsworth							

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Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60511	Maintenance Facility			6/18/2024		1	\$0.00
Medium	Floyd, Steven				6/18/2024		
General Maintenance				6/18/2024 3:56:51 PM	6/19/2024		
safety meeting			safety meeting				
Steven Floyd							
60392	Maintenance Facility	Maintenance Facility		6/5/2024		2	\$0.00
Medium	Fowler, Clisty	Storeroom			6/5/2024		
General Maintenance		warehouse		6/5/2024 4:03:50 PM	6/6/2024		
put together shelf unit for files			done				
Clisty Fowler							
58476	Maintenance Facility	Maintenance Facility		2/22/2024		39.5	\$0.00
Medium	Day, Allen	Grounds		123	6/24/2024		
Custodial				2/22/2024 8:37:00 AM	6/24/2024		
Remove all concrete off the metal pipe in the yard, take metal to recycle			Removing concrete off of fence post pipe Is separating metal from concrete. I'm separating the concrete and the pipes.				
Kurt Benson			I got all the pipes cut off the concrete that I can get off.				
60529	Maintenance Facility			6/20/2024		3	\$0.00
Medium	Wadsworth, Mitchell				6/20/2024		
General Maintenance				6/20/2024 12:00:52 PM	6/20/2024		
Work in the shop and attend safety meeting.			6/18 - Work in the shop and attend safety meeting.				
Mitchell Wadsworth							
60538	Maintenance Facility			6/21/2024		3	\$0.00
Medium	Wadsworth, Mitchell				6/21/2024		
General Maintenance				6/21/2024 9:26:48 AM	6/21/2024		
Work in the shop.			6/19 - Work in the shop.				
Mitchell Wadsworth							
60524	Maintenance Facility			6/20/2024		3	\$0.00
Medium	Wadsworth, Mitchell				6/20/2024		
General Maintenance				6/20/2024 11:39:04 AM	6/20/2024		
Work in the shop.			6/17 - Work in the shop.				
Mitchell Wadsworth							

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Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60469	Maintenance Facility			6/13/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/13/2024		
General Maintenance				6/13/2024 7:06:21 AM	6/13/2024		
Work in the shop.			6/12 - Work in the shop.				
Mitchell Wadsworth							
60465	Maintenance Facility			6/13/2024		3	\$0.00
Medium	Wadsworth, Mitchell				6/13/2024		
General Maintenance				6/13/2024 6:40:58 AM	6/13/2024		
Work in the shop.			6/11 - Work in the shop.				
Mitchell Wadsworth							
60442	Maintenance Facility			6/11/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/11/2024		
General Maintenance				6/11/2024 5:34:35 AM	6/11/2024		
Work in the shop.			6/6 - Work in the shop.				
Mitchell Wadsworth							
60450	Maintenance Facility			6/11/2024		3	\$0.00
Medium	Wadsworth, Mitchell				6/11/2024		
General Maintenance				6/11/2024 6:22:08 AM	6/11/2024		
Work in the shop.			6/10 - Work in the shop.				
Mitchell Wadsworth							
60438	Maintenance Facility			6/11/2024		3	\$0.00
Medium	Wadsworth, Mitchell				6/11/2024		
General Maintenance				6/11/2024 5:22:21 AM	6/11/2024		
Work in the shop.			6/5 - Work in the shop.				
Mitchell Wadsworth							
60548	Maintenance Facility			6/24/2024		3.5	\$0.00
Medium	Wadsworth, Mitchell				6/24/2024		
General Maintenance				6/24/2024 5:39:16 AM	6/24/2024		
Work in the shop.			6/12 - Work in the shop. Wash truck.				
Mitchell Wadsworth							
60542	Maintenance Facility			6/21/2024		3	\$0.00
Medium	Wadsworth, Mitchell				6/21/2024		
General Maintenance				6/21/2024 9:54:56 AM	6/21/2024		
Work in the shop.			6/20 - Work in the shop.				
Mitchell Wadsworth							

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Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60446	Maintenance Facility			6/11/2024		3	\$0.00
Medium	Wadsworth, Mitchell				6/11/2024		
General Maintenance				6/11/2024 6:08:04 AM	6/11/2024		
Work in the shop.			6/7 - Work in the shop.				
Mitchell Wadsworth							
60483	Maintenance Facility			6/17/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/17/2024		
General Maintenance				6/17/2024 5:52:44 AM	6/17/2024		
Work in the shop.			6/13 - Work in the shop.				
Mitchell Wadsworth							
60358	Maintenance Facility			6/4/2024		3	\$0.00
Medium	Wadsworth, Mitchell				6/4/2024		
General Maintenance				6/4/2024 6:39:30 AM	6/4/2024		
Work in the shop.			5/30 - Work in the shop.				
Mitchell Wadsworth							
60361	Maintenance Facility			6/4/2024		3	\$0.00
Medium	Wadsworth, Mitchell				6/4/2024		
General Maintenance				6/4/2024 7:04:18 AM	6/4/2024		
Work in the shop.			5/31 - Work in the shop.				
Mitchell Wadsworth							
60395	Maintenance Facility			6/6/2024		4	\$0.00
Medium	Wadsworth, Mitchell				6/6/2024		
General Maintenance				6/6/2024 6:49:36 AM	6/6/2024		
Work in the shop and warehouse.			6/3 - Work in the shop and warehouse.				
Mitchell Wadsworth							
60396	Maintenance Facility			6/6/2024		3	\$0.00
Medium	Wadsworth, Mitchell				6/6/2024		
General Maintenance				6/6/2024 6:59:34 AM	6/6/2024		
Work in shop and attend safety meeting.			6/4 - Work in the shop and attend safety meeting.				
Mitchell Wadsworth							
60570	Maintenance Facility			6/25/2024		3	\$0.00
Medium	Wadsworth, Mitchell				6/25/2024		
General Maintenance				6/25/2024 6:15:32 AM	6/25/2024		
Work in the shop.			6/24 - Work in the shop.				
Mitchell Wadsworth							

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Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60458	Maintenance Facility	Grounds/Warehouse		6/12/2024			\$0.00
Medium	Lira, Rodolfo			14	6/26/2024		
				6/12/2024 8:39:47 AM	6/26/2024		

Please remove legs then store the table top and legs in their proper place. Items will be marked with this work order number.

Rhonda Garrett

60460	Maintenance Facility	Grounds/Warehouse		6/12/2024		4	\$0.00
Medium	Lira, Rodolfo			15	6/27/2024		
				6/12/2024 8:48:36 AM	7/1/2024		

Please dispose of broken items marked with this work order number. See me for questions

Rhonda Garrett

60410	Maintenance Facility	Grounds/Warehouse		6/6/2024		4	\$0.00
Medium	Lira, Rodolfo			12	6/18/2024		
				6/6/2024 1:55:28 PM	6/18/2024		

Please trash TVs, stands, and equipment on the stands. Items are marked with auction sign and a letter "T".See me for questions.

Rhonda Garrett

60234	Maintenance Facility			5/31/2024		6	\$0.00
Scheduled	Lira, Rodolfo			4	6/4/2024		
				5/31/2024 12:47:34 PM	6/5/2024		

I will need someone to help with forklift and move auction items. I have people scheduled for pick up starting at 9am. (but that could change to earlier). Thanks

Rhonda Garrett

60581	Maintenance Facility	Grounds/Warehouse		6/25/2024		2	\$0.00
Medium	Scarber, Henry	Restroom (Staff)		1	6/26/2024		
Heating/Ventilation /Air				6/25/2024 12:54:38 PM	6/26/2024		

Repair the AC in the Grounds BreakRoom System is going to need new evaporator coil

Kurt Benson

60311	Marti Elementary			6/3/2024	6/23/2024	4	\$0.00
Medium	Willis, Justin			10	6/13/2024		
Heating/Ventilation /Air				6/3/2024 12:54:03 AM	6/13/2024		

Monthly - PKG-6 6MO ME - Refer to PM schedule details.

Kurt Benson

7/8/2024 8:52:33 AM

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WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							

60347	Marti Elementary			6/3/2024		1	\$0.00
High	Willis, Justin			2	6/5/2024		
Heating/Ventilation /Air		409		6/3/2024 11:57:53 AM	6/6/2024		
AC leak in room			Blew out condensate drain line.				
Keith Semm							

60322	Marti Elementary			6/3/2024	6/23/2024	6	\$0.00
Medium	Willis, Justin			24	6/27/2024		
Heating/Ventilation /Air				6/3/2024 12:54:05 AM	7/1/2024		
Monthly - PKG-1 6MO ME - Refer to PM schedule details.							
Kurt Benson							

60186	Marti Elementary	Marti Elementary		5/29/2024		7	\$0.00
Medium	Willis, Justin	Library		20	6/18/2024		
Heating/Ventilation /Air		marti library rtu 51		5/29/2024 12:34:53 PM	6/19/2024		
Custodians are doing the library carpet when they realized it was hot. I had it scheduled but realized discharge was 82 so I deleted the schedule and even tried to override it off but it keeps running.thanks			replaced bad compressors. unit is cooling at this time.				
Jordan Glenn							

60353	Marti Elementary	Marti Elementary		6/3/2024		1	\$0.00
Medium	Lira, Rodolfo	Office		7	6/10/2024		
Moving		Office		6/3/2024 2:27:53 PM	6/10/2024		
Please pick up 4 boxes to be shredded. They are labeled and sitting on the floor in the office under the fire panel. Please come in back door. Custodians are waxing the floor.							
Lei Wright							

60452	Phoenix DAEP			6/11/2024		2	\$0.00
Medium	Scarber, Henry	Classroom			6/11/2024		
Heating/Ventilation /Air		Phoenix C7		6/11/2024 9:05:02 AM	6/12/2024		
78 discharge airThanks			Added refrigerant to split system.				
Jordan Glenn							

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Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60228	Remote Learning Center	Adult Ed - Bldg. C		5/31/2024		13	\$0.00
Medium	Fowler, Clisty	Grounds		13	6/13/2024		
				5/31/2024 10:04:20 AM	6/17/2024		
Repair gutters down spouts at the bottom of the down spout purchase or make the bottom 45 degree extension to get water away from the building			done				
Kurt Benson							

60337	Remote Learning Center	Adult Ed - Bldg. C		6/3/2024			\$0.00
Medium	Berkley, Stanley	Grounds		3	6/6/2024		
				6/3/2024 8:41:35 AM	6/6/2024		
General Maintenance			fix drainage				
Cut out a 12 inch wide area of the Sidewalk on northeast corner of Adult Ed so a 6inch drain line can be run to drain flooded area, pour concrete back when it is done.							
Kurt Benson							

60439	Remote Learning Center			6/11/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/11/2024		
				6/11/2024 5:25:44 AM	6/11/2024		
Roof			6/5 - Map leaks and check about broken windows.				
Map leaks							
Mitchell Wadsworth							

60464	Remote Learning Center			6/13/2024		2	\$0.00
Medium	Day, Allen				6/13/2024		
				6/13/2024 5:30:47 AM	6/13/2024		
Doors and Hardware			We had to carry the boom. Lift over there to get on the second story. So we could clean out the roof drains.				
Cleaning roof drains.							
Allen Day							

60426	Remote Learning Center	Kitchen		6/10/2024		2	\$0.00
Medium	Fowler, Clisty			4	6/14/2024		
				6/10/2024 11:57:20 AM	6/17/2024		
Windows			done				
Broken window in kitchen. Looks like per Allen caused by a brick.							
Keith Semm							

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WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60406	Santa Fe Elementary	Santa Fe Elementary		6/6/2024		1	\$0.00
Medium	Bird, Cecil	Cafeteria		4	6/10/2024		
Doors and Hardware		Door 14		6/6/2024 10:43:58 AM	6/11/2024		
Door gets stuck and sometimes stays open.			made repairs				
Time Available: anytime							
Gloriann HerediaSoto							

60016	Santa Fe Elementary	Santa Fe Elementary		5/20/2024			\$0.00
Medium	Garrett, Rhonda	Classroom		16	6/5/2024		
Pest Control Indoors		402		5/20/2024 7:45:54 AM	6/5/2024		
NOTIFIED PEST CONTROL-RGLarge Roaches							
Time Available: After 3:30							
Casey Benjamin							

60334	Santa Fe Elementary	Santa Fe Elementary		6/3/2024		1	\$0.00
Medium	Day, Allen	Office		1	6/4/2024		
General Maintenance		office		6/3/2024 8:20:05 AM	6/4/2024		
Please take box that needs to be shredded.Sorry we missed oneThank you! Time Available: anytime			I got the box picked up.				
Gloriann HerediaSoto							

60390	Santa Fe Elementary			6/5/2024		1.5	\$0.00
Medium	Moore, Scott				6/5/2024		
Fire Alarm System				6/5/2024 2:27:50 PM	6/6/2024		
There are 4 smoke detectors in trouble			Replaced 4 -2251B smokes with 2251 smokes, duct detector in cafe also in trouble.				
Scott Moore							

60140	Santa Fe Elementary	Santa Fe Elementary		5/24/2024		8	\$0.00
Medium	Floyd, Steven	Grounds		32	6/25/2024		
Plumbing		exterior water		5/24/2024 8:32:02 AM	6/26/2024		
The two water spigots on the exterior don't work - it looks like the nub the key fits on has snapped off - these are the ones between doors 5 and 6. One will dribble a little but the other is totally snapped. Time Available: any			check both faucets on exterior to find both need repaired ,locate and shut off one bibb and go to Moores to check on repair parts,advised that i need to take bibb apart before parts can be ordered5/28 locate second shut off and take both faucets apart and go to Moores and try to get parts 6/10 go to Moores and order new parts for repairs6/25pick up new repair parts and go to school and rebuild two exterior hose bibbs and restore water				
Jason Middleton							

60375	Santa Fe Elementary			6/5/2024		1	\$0.00
Medium	Willis, Justin				6/5/2024		
Heating/Ventilation /Air		room 406		6/5/2024 5:29:47 AM	6/5/2024		
unit tripped in heat.			manually reset unit				
Justin Willis							

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Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60327	Santa Fe Elementary			6/3/2024	6/23/2024		\$0.00
Medium				1	6/4/2024		
Heating/Ventilation /Air				6/3/2024 12:54:07 AM	6/4/2024		
Monthly - PKG-1 6MO SFE - Refer to PM schedule details.							
Kurt Benson							

60376	Smith Intermediate School			6/5/2024		1	\$0.00
Medium	Willis, Justin				6/5/2024		
Heating/Ventilation /Air	girls locker room			6/5/2024 5:30:53 AM	6/5/2024		
unit running while unoccupied. contacted A&G, they got it fixed.							
Justin Willis							

60148	Smith Intermediate School	Smith Middle School		5/24/2024		12	\$0.00
Medium	Willis, Justin	Gym		18	6/11/2024		
Heating/Ventilation /Air		gym		5/24/2024 10:12:07 AM	6/12/2024		
Smith gym 1500 A/F102a high discharge temp1500b/F102b bad discharge temp sensor? says 2501500c/Flo2c bad discharge temp sensor? says 250Without discharge temp sensors working it's hard to know what units are actually cooling the space.Thanks							
1500A- replaced bad belt. 1500B- replaced bad discharge air sensor, found and replaced bad condenser fan motors. 1500C- wired in new discharge air sensor, a&g replaced bad control board. 1500D- replaced bad belt.							
Jordan Glenn							

60152	Smith Intermediate School	Smith Middle School		5/24/2024		4	\$0.00
Medium	Willis, Justin			11	6/4/2024		
Heating/Ventilation /Air		Roof		5/24/2024 2:44:19 PM	6/5/2024		
Repair any roof exhaust vent caps with metal brackets and screws, See Kurt for directions Found and repaired multiple exhaust fan lids.							
Kurt Benson							

60240	Smith Intermediate School	Smith Middle School		5/31/2024		2	\$0.00
Medium	Willis, Justin	Classroom		3	6/3/2024		
Heating/Ventilation /Air		rm 1147/a105		5/31/2024 1:44:55 PM	6/3/2024		
1147/a105 classroom air is running 24/7 when unoccupiedThanks contacted a&g to fix this. also had them look at the girls locker room that was doing the same thing. both have been fixed.							
Jordan Glenn							

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Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60502	Smith Intermediate School			6/18/2024		5.25	\$0.00
Medium	Floyd, Steven				6/18/2024		
Plumbing				6/18/2024 7:06:14 AM	6/19/2024		
Hose in front of school does not work			6/18 turn water off to area 1146 and provide shut off for hose bibb ,restore water and check restroom fixtures,erough copper pipe to hose bibb,turn shut off on and check hose bibb outside				
Steven Floyd							

59941	Smith Intermediate School	Smith Middle School		5/15/2024		7.5	\$0.00
High	Floyd, Steven	Classroom		40	6/24/2024		
Plumbing		2118		5/15/2024 8:29:13 AM	6/25/2024		
sink off the wall, we got the water turned off until someone can get here Time Available: asap			make sure water was turned off and go to shop for parts,pick up faucet to replace damaged faucet5/16 cap off water and gas and remove damaged faucet to find a problem with holes in sink for new faucet ,meet with Moore supply to locate new faucet and meet with Cless to see if we can make plate for sink top to mount new faucet6/13 install special plate and install faucet ,trouble shoot class not having water to find emergency switch turned off ,reset and restored water ,turn new faucet off because cover for plumbing is missing and unable to locate6/24 go to shop and pick up new cabinet cover,go to school and turn water on for new faucet and install cabinet cover				
Roxanne Stouffer							

60184	Smith Intermediate School	Smith Middle School		5/29/2024		4	\$0.00
Medium	Day, Allen	Library		5	6/3/2024		
Moving		library		5/29/2024 11:56:57 AM	6/3/2024		
Pick up 3 pallets of Chromebooks and chargers that are on in crates and on pallets in front of library. Weather permitting. Will need pallet jack and drop trailer. Thanks. Time Available: any time			We loaded up three palates of chrome books on the trailer. It started to rain , so we had to unload them and put them back in the school. I will pick these up friday when the rain quits. I got the 3 palates of chromebooks picked up.				
Daryl Robbins							

60210	Smith Intermediate School			5/30/2024		2	\$0.00
Medium	Lira, Rodolfo	Faculty Lounge		4	6/3/2024		
General Maintenance		1302		5/30/2024 1:08:19 PM	6/3/2024		
There are 4 black bins with yellow tops in the downstairs teachers lounge (1302) Two of the black bins are stacked inside each other so it looks like there's only 3. :) I need those moved to Coleman's gym before Wednesday, June 5th, please and thank you Time Available: anytime							
Debra Reynolds							

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Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60222	Smith Intermediate School			5/31/2024		2.5	\$0.00
Medium	Lira, Rodolfo			3	6/3/2024		
		Door 9		5/31/2024 7:23:14 AM	6/3/2024		
General Maintenance							
i need 10 boxes of ceiling tile please							
Yolanda Oviedo							

60404	Smith Intermediate School	Smith Middle School		6/6/2024		2	\$0.00
Medium	Lira, Rodolfo	Football Field		4	6/10/2024		
		SIS football field		6/6/2024 9:49:06 AM	6/10/2024		
General Maintenance							
Please drop off 4 black drum trash cans to the SIS football field. We are hosting an all day soccer tourn there and need more cans.Thank you							
Jordan Glenn							

60467	Smith Intermediate School			6/13/2024		1	\$0.00
Medium	Floyd, Steven				6/13/2024		
		1302 teacher lounge		6/13/2024 7:00:24 AM	6/17/2024		
General Maintenance							
in teacher lounge the sinck is leaking water							
Yolanda Oviedo							

60370	Smith Intermediate School	Smith Middle School		6/4/2024			\$0.00
Medium		Office		2	6/6/2024		
		office		6/4/2024 9:45:14 AM	6/6/2024		
General Maintenance							
we need two holes drilled in the front office in their solid counter for the computer and phone cords, please Time Available: any							
Roxanne Stouffer							

60359	Smith Intermediate School			6/4/2024		3	\$0.00
Medium	Wadsworth, Mitchell				6/4/2024		
				6/4/2024 6:45:49 AM	6/4/2024		
Roof							
5/30 - Roof maintenance.							
Roof maintenance.							
Mitchell Wadsworth							

60398	Smith Intermediate School			6/6/2024		3	\$0.00
Medium	Wadsworth, Mitchell				6/6/2024		
				6/6/2024 7:04:56 AM	6/6/2024		
Roof							
6/4 - Assist roof contractor.							
Assist roof contractor.							
Mitchell Wadsworth							

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Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60333	Smith Intermediate School			6/3/2024		3	\$0.00
Medium	Willis, Justin			2	6/5/2024		
General Maintenance		ice machine		6/3/2024 8:11:52 AM	6/5/2024		
the ice machine need repair is to much water on the ice machine			cleaned ice machine.				
Yolanda Oviedo							
60555	Smith Intermediate School			6/24/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/24/2024		
General Maintenance				6/24/2024 5:57:16 AM	6/24/2024		
Assist gym floor finishing contractor and barricade doors.			6/21 - Assist floor finishing contractor and barricade doors.				
Mitchell Wadsworth							
59571	Smith Intermediate School	Smith Middle School		4/29/2024			\$0.00
Medium	Acevedo, Gregorio	Grounds		35	6/3/2024		
Irrigation				4/29/2024 10:32:31 AM	6/4/2024		
Broken water pipe line inside irrigation box in front of tennis court			Done				
Gregorio Acevedo							
60554	Smith Intermediate School			6/24/2024		1	\$0.00
Medium	Day, Allen	Gym			6/24/2024		
Doors and Hardware				6/24/2024 5:53:18 AM	6/24/2024		
Letting the floor people in.			I let the floor people in and put the bleachers back against the wall.				
Allen Day							
60551	Smith Intermediate School			6/24/2024		4	\$0.00
Medium	Day, Allen				6/24/2024		
Doors and Hardware				6/24/2024 5:48:39 AM	6/24/2024		
Helping finish up the track			I have Stan get everything he needed to finish up the track.				
Allen Day							
60537	Smith Intermediate School			6/21/2024		2.5	\$0.00
Medium	Day, Allen				6/21/2024		
Doors and Hardware				6/21/2024 6:04:22 AM	6/24/2024		
Roll up door in the concession, stand outside.			I had to repair the roll up door for someone who kicked it in. The door is fixed				
Allen Day							

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Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60527	Smith Intermediate School			6/20/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/20/2024		
Windows				6/20/2024 11:50:12 AM	6/20/2024		
Repair window blinds.			6/17 - Repair window blinds.				
Mitchell Wadsworth							

60070	Smith Intermediate School			5/21/2024			\$0.00
Medium	Berkley, Stanley	Running path		31	6/21/2024		
Athletic Fields				5/21/2024 1:57:34 PM	6/24/2024		
Coach Chavez needs a running track mowed prior to June 24th and just before July 15th. His cell is 817-825-8762. Time Available: prior to June 24/prior to July 15			mow ,weed eat, and install bridge across creek on 2 mile course				
Amy Brady							

60493	Stadium			6/17/2024			\$0.00
Medium	Tharpe, Tommy			1	6/18/2024		
Athletic Fields				6/17/2024 8:12:48 AM	6/19/2024		
Open Front gate at 8:45 for person to come in a take pictures							
Kurt Benson							

60425	Stadium			6/10/2024		2	\$0.00
Medium	Fowler, Clisty			2	6/12/2024		
Windows				6/10/2024 10:07:46 AM	6/13/2024		
Missing window at the Press Box per Tommy			done				
Keith Semm							

58634	Stadium			3/1/2024			\$0.00
Medium	Tharpe, Tommy	Football Field		101	6/10/2024		
				3/1/2024 3:36:07 PM	6/11/2024		
Open the front gate and the gates under the bleachers on May 24, 2024 at 8:30 and leave open until 2pm							
Kurt Benson							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60412	Stadium			6/6/2024			\$0.00
Medium	Scarber, Henry	Football Field		5	6/11/2024		
Heating/Ventilation /Air		Rock press box		6/6/2024 3:00:34 PM	6/12/2024		
<p>Amy was checking on the press box to make sure we didn't have any rats. Noticed the HVAC unit running and set at 66 degrees but was registering 84. She was concerned it wasn't cooling and will need it before the season starts. And concerned that it's running for no reason. So just wanted to make sure that unit is cooling properly. I forwarded this to Tommy to make sure when it is unoccupied to make sure it's off. thanks</p> <p>Jordan Glenn</p>			<p>Repaired low voltage connections at air handler and reset breaker labeled "water heater". System working at this time.</p>				

60608	WheatMiddle School	Wheat Middle School		6/27/2024		2	\$0.00
Medium	Scarber, Henry	Office			6/27/2024		
Heating/Ventilation /Air		SRO office 1503		6/27/2024 10:33:52 AM	7/1/2024		
<p>Please take a look at the SRO office 1503 and find out what thermostat controls that space. I turned on the stat in the library unit 1500N and officer Cory Hall said he didn't feel anything in his office.Thanks</p> <p>Jordan Glenn</p>			<p>Could not locate thermostat going to continue to look for it but just fine going to the officer's office turned off so I opened the vent. He has cold air now.</p>				

60314	WheatMiddle School			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			21	6/24/2024		
Heating/Ventilation /Air				6/3/2024 12:54:04 AM	6/24/2024		
<p>Monthly - PKG 6MO WMS - Refer to PM schedule details.</p> <p>Kurt Benson</p>							

60315	WheatMiddle School			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			21	6/24/2024		
Heating/Ventilation /Air				6/3/2024 12:54:04 AM	6/24/2024		
<p>Monthly - PKG 6MO WMS - Refer to PM schedule details.</p> <p>Kurt Benson</p>							

60316	WheatMiddle School			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			21	6/24/2024		
Heating/Ventilation /Air				6/3/2024 12:54:04 AM	6/24/2024		
<p>Monthly - PKG 6MO WMS - Refer to PM schedule details.</p> <p>Kurt Benson</p>							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60317	Wheat Middle School			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			21	6/24/2024		
Heating/Ventilation /Air				6/3/2024 12:54:04 AM	6/24/2024		
Monthly - PKG 6MO WMS - Refer to PM schedule details.							
Kurt Benson							
60318	Wheat Middle School			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			21	6/24/2024		
Heating/Ventilation /Air				6/3/2024 12:54:04 AM	6/24/2024		
Monthly - PKG 6MO WMS - Refer to PM schedule details.							
Kurt Benson							
60319	Wheat Middle School			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			21	6/24/2024		
Heating/Ventilation /Air				6/3/2024 12:54:04 AM	6/24/2024		
Monthly - PKG 6MO WMS - Refer to PM schedule details.							
Kurt Benson							
60320	Wheat Middle School			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			21	6/24/2024		
Heating/Ventilation /Air				6/3/2024 12:54:04 AM	6/24/2024		
Monthly - PKG 6MO WMS - Refer to PM schedule details.							
Kurt Benson							
60321	Wheat Middle School			6/3/2024	6/23/2024		\$0.00
Medium	Mcdonald, Gary			21	6/24/2024		
Heating/Ventilation /Air				6/3/2024 12:54:04 AM	6/24/2024		
Monthly - PKG 6MO WMS - Refer to PM schedule details.							
Kurt Benson							
60205	Wheat Middle School	Wheat Middle School		5/30/2024		2.25	\$0.00
Medium	Floyd, Steven	Locker Room (Boys)		4	6/3/2024		
Plumbing		1615		5/30/2024 9:05:44 AM	6/4/2024		
The shower drain is clogged			6/3 remove drain covers and auder drain to remove stoppage,install covers back on to drains				
Elida Gutierrez							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60219	Wheat Middle School			5/30/2024		16.25	\$0.00
Medium	Floyd, Steven			13	6/12/2024		
Plumbing				5/30/2024 4:46:34 PM	6/13/2024		
damaged exterior clean outs			saw cut around damaged sewer risers and remove cement and go to supply house for repair parts ,return and rerough sewer clean outs and prep for cement pour6/3 pick up and remove old cement and clear and clean area, go to Home Depot and buy cement for repairs 6/4 go to shop and cut rebar,drill and install rebar in cement repair area6/10 prep and mix and pour cement,finish cement6/12 remove all caution tape and install brass flush plugs into clean outs				
Steven Floyd							

60552	Wheat Middle School			6/24/2024		1.5	\$0.00
Medium	Wadsworth, Mitchell				6/24/2024		
Plumbing				6/24/2024 5:48:58 AM	6/24/2024		
Check about leak in courtyard.			6/21 - Received a call to check about reported leak in courtyard. No leaks observed in courtyard. There remains an irrigation leak near gym driveway exit.				
Mitchell Wadsworth							

60550	Wheat Middle School			6/24/2024		1	\$0.00
Medium	Wadsworth, Mitchell			1	6/25/2024		
Electrical				6/24/2024 5:46:17 AM	6/25/2024		
Repair exit sign.			6/24 - Repair exit sign.				
Mitchell Wadsworth							

60514	Wheat Middle School	Wheat Middle School		6/19/2024			\$0.00
Medium	Sandoval, Kristopher	Gym (Large)		6	6/25/2024		
Electrical		Concession next		6/19/2024 2:24:45 PM	6/26/2024		
In the concession stand, next to the new gym, the circuit breaker trips when using more than two outlets.							
Valentina Ramirez							

60576	Wheat Middle School	Wheat Middle School		6/25/2024			\$0.00
Medium	Sandoval, Kristopher	Foyer		2	6/27/2024		
Electrical		Front Foyer		6/25/2024 9:12:46 AM	7/1/2024		

Please install an electrical outlet for the TV that was just installed above the glass doors in the Wheat foyer. Thanks Time Available: any

Dewayne Hawpe

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60496	Wheat Middle School	Wheat Middle School		6/17/2024			\$0.00
Medium	Sandoval, Christopher	Hallway/Corridor		4	6/21/2024		
Electrical		1500 & 1700 Hallway		6/17/2024 11:21:07 AM	6/24/2024		

I need an electrical outlet placed next to the network drop on west wall at intersection of 1500 and 1700 hallways. We will be installing a signage information TV in this location This is exterior wall on band ensemble room. Drawing attached. Kelly Meland - Cell 817-905-5152 Time Available: Anytime

Kelly Meland

60242	Wheat Middle School	Wheat Middle School		5/31/2024		6.5	\$0.00
Medium	Wadsworth, Mitchell	Gym		13	6/13/2024		
Painting		aux gym		5/31/2024 2:49:09 PM	6/13/2024		

Aux gym sides of bleacher needs painting. Elida can point it out. Graffiti got covered up but looks bad. thanks

6/7 - Prep and prime bleacher panels. 6/10 - Bleed through primer. Apply different primer. 6/11 - Complete painting.

Jordan Glenn

60604	Wheat Middle School	Wheat Middle School		6/26/2024		1.5	\$0.00
Medium	Fowler, Clisty	Foyer			6/26/2024		
Painting		entrance hallway		6/26/2024 4:25:19 PM	7/1/2024		

patch and paint damage for tv installation done

Clisty Fowler

60401	Wheat Middle School	Wheat Middle School		6/6/2024		1	\$0.00
Medium	Mcdonald, Gary	Hallway/Corridor			6/6/2024		
Heating/Ventilation /Air				6/6/2024 7:43:04 AM	6/6/2024		

Water is leaking through the HVAC unit by Door 14 in the hallway. You can see the ceiling tile is discolored and wet.

Blew out drain line, but it was not clogged and drain pan was not full. Suspect leak coming from roof.

Kurt Benson

60571	Wheat Middle School			6/25/2024		1.5	\$0.00
Medium	Wadsworth, Mitchell				6/25/2024		
General Maintenance				6/25/2024 6:24:19 AM	6/25/2024		

6/24 - Move items from gym. 6/24 - Move items from gym.

Mitchell Wadsworth

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60405	Wheat Middle School	Wheat Middle School		6/6/2024		4.5	\$0.00
Medium	Wadsworth, Mitchell	Classroom		5	6/11/2024		
General Maintenance		art room 1703		6/6/2024 10:04:00 AM	6/11/2024		
Need to paint some spots on the wall, and there is a leak in the ceiling			6/10 - Began drywall repair and prime damaged areas. Check roof leaks. 6/11 - Complete repairs. Turn in roof leaks for repairs.				
Elida Gutierrez							
60224	Wheat Middle School	Wheat Middle School		5/31/2024		3.5	\$0.00
Medium	Wadsworth, Mitchell	Restroom (Girls)		6	6/6/2024		
General Maintenance		restroom boys ) and		5/31/2024 8:35:13 AM	6/6/2024		
I have several broken soap and paper towels , I have a leak in the roof in front of cafeteria restrooms			6/3 - Install numerous soap, toilet paper, and paper towel dispensers.				
Elida Gutierrez							
60206	Wheat Middle School	Wheat Middle School		5/30/2024		9	\$0.00
Medium	Wadsworth, Mitchell	Hallway/Corridor		21	6/20/2024		
General Maintenance		by the gym		5/30/2024 9:09:40 AM	6/20/2024		
There is a hole un the wall and another in the corner, and a chair that needs fixing			5/31 - Check about tile damage and search for damaged chair. 6/3 - Chair repair. 6/11 - Began tile repairs. 6/12 - Continue tile repairs. 6/18 - Complete tile repairs.				
Elida Gutierrez							
60500	Wheat Middle School	Wheat Middle School		6/17/2024		2.5	\$0.00
Medium	Fowler, Clisty	Gym (Large)			6/17/2024		
General Maintenance		hallway		6/17/2024 3:59:54 PM	6/18/2024		
replace broken wall tile			done				
Clisty Fowler							
60213	Wheat Middle School			5/30/2024		4.5	\$0.00
Medium	Lira, Rodolfo	Custodial Closet		5	6/4/2024		
General Maintenance				5/30/2024 1:48:17 PM	6/5/2024		
Repair broken dryer hoes.							
Rodolfo Lira							
60510	Wheat Middle School			6/18/2024			\$0.00
Medium	Berkley, Stanley				6/18/2024		
General Maintenance				6/18/2024 3:03:15 PM	6/19/2024		
clean out building and bring stuff to put in conex box.			unload building and bring back to shop and put in conex box.				
Stanley Berkley							

# Work Order Summary List(31)

Selected Date Range for Completion Dates:6/1/2024 - 6/30/2024 Order By Status, Location

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Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							

60424	Wheat Middle School	Wheat Middle School		6/10/2024		2	\$0.00
Medium	Lira, Rodolfo	Office		7	6/17/2024		
Moving		1002		6/10/2024 9:55:21 AM	6/18/2024		
I have boxes to be moved to central office							
Linda Lares							

60531	Wheat Middle School			6/20/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/20/2024		
Graffiti				6/20/2024 12:12:12 PM	6/20/2024		
Remove graffiti from gym bleachers.			6/18 - Remove graffiti from gym bleachers.				
Mitchell Wadsworth							

60183	Wheat Middle School	Wheat Middle School		5/29/2024			\$0.00
Medium	Garrett, Rhonda	Classroom		26	6/24/2024		
Pest Control Indoors		All inside		5/29/2024 10:16:22 AM	6/25/2024		
NOTIFIED PEST CONTROL-RG We have found many spiders							
Elida Gutierrez							

60357	Wheat Middle School	Wheat Middle School		6/3/2024		28	\$0.00
Medium	Lira, Rodolfo	Office		7	6/10/2024		
Installation		front office		6/3/2024 4:42:59 PM	6/10/2024		
The following need to be assembled: Long table, 2 storage closets, 2 carts, laminator table							
Valentina Ramirez							

60506	Wheat Middle School	Wheat Middle School		6/18/2024		9	\$0.00
Medium	Hernandez, Pablo	Office		7	6/25/2024		
Installation		Main Workroom		6/18/2024 10:35:04 AM	6/26/2024		
The following need to be assembled: 8 bar stools			Done				
The following needs to be installed: Bulletin Board							
Valentina Ramirez							

60454	Wheat Middle School	Wheat Middle School		6/11/2024		11.5	\$0.00
Medium	Hernandez, Pablo	Gym (Large)		8	6/19/2024		
Installation		Concession Stand		6/11/2024 11:10:21 AM	6/24/2024		
Un-box beverage Fridge and hotdog warmer, Plus assemble portable sink unit and haul off trash,			Done				
Valentina Ramirez							

# Work Order Summary List(31)

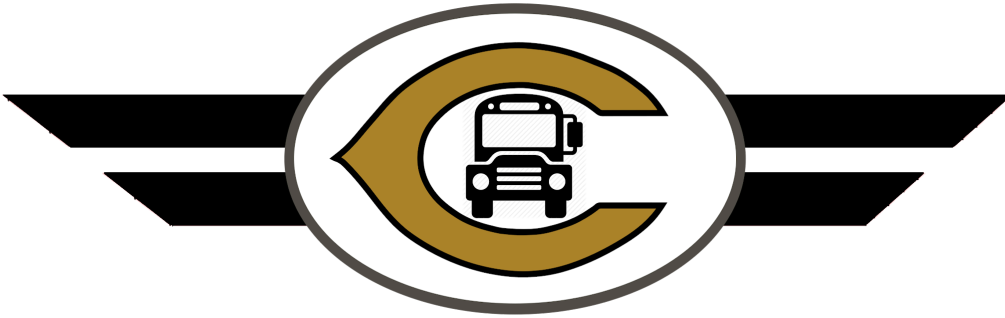
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WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60455	Wheat Middle School	Wheat Middle School		6/11/2024		14	\$0.00
Medium	Hernandez, Pablo	Library		6	6/17/2024		
Installation		Library		6/11/2024 11:18:52 AM	6/18/2024		
The following need to be assembled:19 Chairs and griddle			Done				
Valentina Ramirez							
60543	Wheat Middle School			6/21/2024		2	\$0.00
Medium	Wadsworth, Mitchell				6/21/2024		
Ceiling Tile				6/21/2024 9:57:27 AM	6/21/2024		
Replace ceiling tile.			6/20 - Replace ceiling tile.				
Mitchell Wadsworth							
60546	Wheat Middle School			6/21/2024		1	\$0.00
Medium	Wadsworth, Mitchell				6/21/2024		
Ceiling Tile				6/21/2024 10:12:53 AM	6/21/2024		
Check about wet ceiling tile.			6/20 - Check about wet ceiling tile.				
Mitchell Wadsworth							
60519	Wheat Middle School			6/20/2024		3	\$0.00
Medium	Day, Allen				6/20/2024		
Doors and Hardware				6/20/2024 5:42:36 AM	6/24/2024		
Cleaning out storage building.			We got everything out of the storage building so it can be moved.				
Allen Day							
60607	Wheat Middle School	Wheat Middle School		6/27/2024		1	\$0.00
Medium	Day, Allen	Classroom		1	6/28/2024		
Doors and Hardware		1308,1408		6/27/2024 7:39:06 AM	7/1/2024		
The garage door does not want to go down			I got the garage doors down.				
Elida Gutierrez							
60619	Wheat Middle School			6/28/2024		1	\$0.00
Medium	Day, Allen				6/28/2024		
Doors and Hardware				6/28/2024 5:45:27 AM	7/1/2024		
Gate lock			I checked on this gate lock. It's a construction lock on it. So they can't go in.				
Allen Day							
60486	Wheat Middle School			6/17/2024		4	\$0.00
Medium	Wadsworth, Mitchell				6/17/2024		
Flooring				6/17/2024 6:03:36 AM	6/17/2024		
Assist gym floor repair contractor.			6/13 - Assist floor repair contractor.				
Mitchell Wadsworth							

# Work Order Summary List(31)

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Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time Last	Status Change Date		
Description			Action Taken				
Requester Name							
60160	Wheat Middle School	Wheat Middle School		5/28/2024		5	\$0.00
Medium	Day, Allen	Office		7	6/4/2024		
Installation		Receptionist Area		5/28/2024 8:10:01 AM	6/4/2024		
Shelves (4) and tables (5) need to be assembled.			I'm in the process of putting furniture and shelves to get.				
Valentina Ramirez			I got all this stuff put together.				
<b>Count: 380 Work Orders</b>		<b>Avg. Age of WO's 12</b>		<b>Total for Closed Work Orders</b>		<b>1145.75</b>	<b>\$0.00</b>
<b>Count: 380 Work Orders</b>		<b>Avg. Age of WO's 12</b>		<b>Grand Total</b>		<b>1145.75</b>	<b>\$0.00</b>



**CLEBURNE ISD**  
**TRANSPORTATION**  
**SERVICE DEPARTMENT**

# June 2024 Transportation Report

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# Explanation and Definition of Terms:

## Explanation

The following charts will show the number of students who rode a Cleburne ISD bus on the given date. These numbers will include students who attended field trips, extracurricular activities, as well as students who were transported to and from school. Students are double counted in the totals unless the column is specified as unique. Any weekend ridership activity has been excluded from this report.

## Definition of Terms

1. **Total All:** This number represents the total number of students who rode a bus for any reason on the specified day.
2. **Total Unique:** This number represents the number of students who rode a bus at least once on the specified day. Students will not be double counted in this column.

# Student Ridership: SLC

## All Students

Date	Total ALL	Total-UNIQUE
6/3/2024	170	104
6/4/2024	204	119
6/5/2024	207	125
6/6/2024	188	112
6/7/2024	168	102
6/10/2024	200	117
6/11/2024	187	117
6/12/2024	193	120
6/13/2024	198	121
6/14/2024	171	102
6/17/2024	167	106
6/18/2024	106	100
6/20/2024	172	107
6/21/2024	143	86
6/24/2024	150	90
6/25/2024	162	94
6/26/2024	162	96
Monthly Totals	2948	1818

# Shop Reports

## Mileage Report

- Bus Fleet: 7,298 miles
- SUV Fleet: 3,969 miles
- Monthly Total: 11,267 miles

## SUV Model Year and Mileage

Unit Number	Model Year	Mileage
419	2008	166,011
420	2009	137,347
421	2009	119,750
422	2014	94,913
423	2014	90,199
424	2014	107,692
425	2014	115,608
426	2016	95,893

## Fuel Report

Product	Transactions	Gallons	Cost
Diesel	14	530.2	\$1,394.43
Gasoline	113	2,515.6	\$5,146.88
Monthly Totals:	127	3,045.8	\$6,541.31

## Work Order Report

1. Bus Fleet: 45
2. White Fleet: 5

# **Maintenance Executive Overview Briefing**

**Cleburne ISD**

**2024-06**

# Categories

**What will these Key Performance Indicators (KPIs) allow me to do?**



maintenance

Increase maintenance staff efficiency and overall productivity, streamline workflows, improve customer engagement and satisfaction, capture and show productivity gains, and track overall health of your maintenance program



preventive

Determine success of your preventive maintenance program, transition to being more proactive, reduce backlogged work, increase life expectancy of equipment, and decrease catastrophic failures

## Time Frame

**Key Performance Indicators (KPIs): Past 12 Months**

**Trends: Past 3 Years, plus current year**

# Total Number of Work Orders

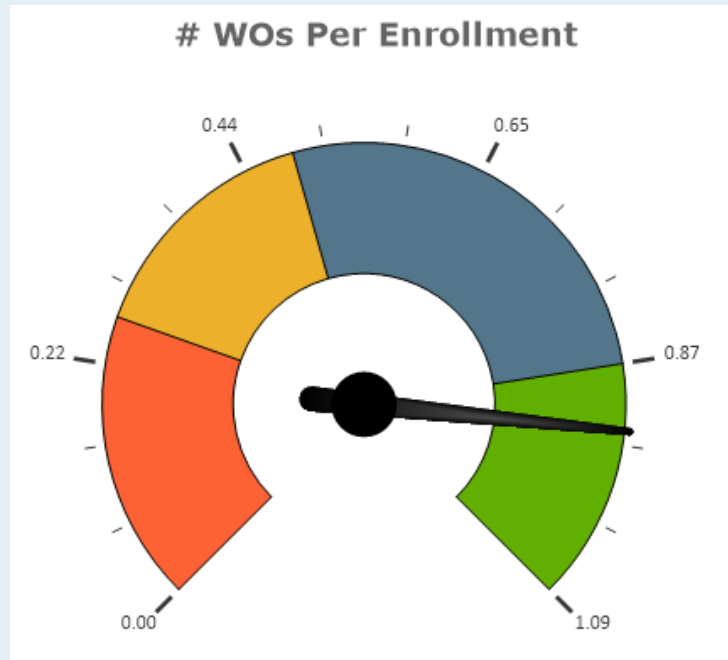
**# of WOs**

**6,581**

<b>Total Corrective Maintenance (CM)</b>	<b>Total Planned Maintenance (PM)</b>
6,216	365

This reflects how many repairs and jobs were captured in the 12 month rolling window. (includes all statuses)

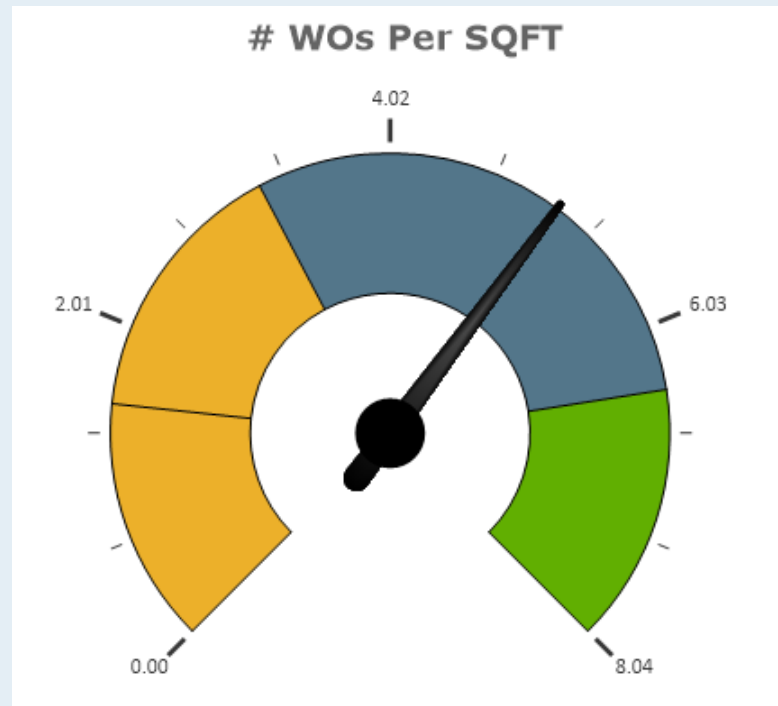
# WOs Per Enrollment Per Year



Enroll	# WOs	Your Value	Peer Category	# of Clients	Low 20%	Median	Top 20%
6947	6481	0.93	Public K-12	2,129	0.26	0.48	0.87

This metric is an indicator of how much work is being captured and also serves as a measurement of software utilization. Far below average can indicate you are not capturing all work being performed. Far above the average may be a sign of trying to capture too much at the risk of becoming inefficient. This metric is important because the more work is captured, cases can be stronger for justifying resources. (rolling 12 Months, ignores rejected work)

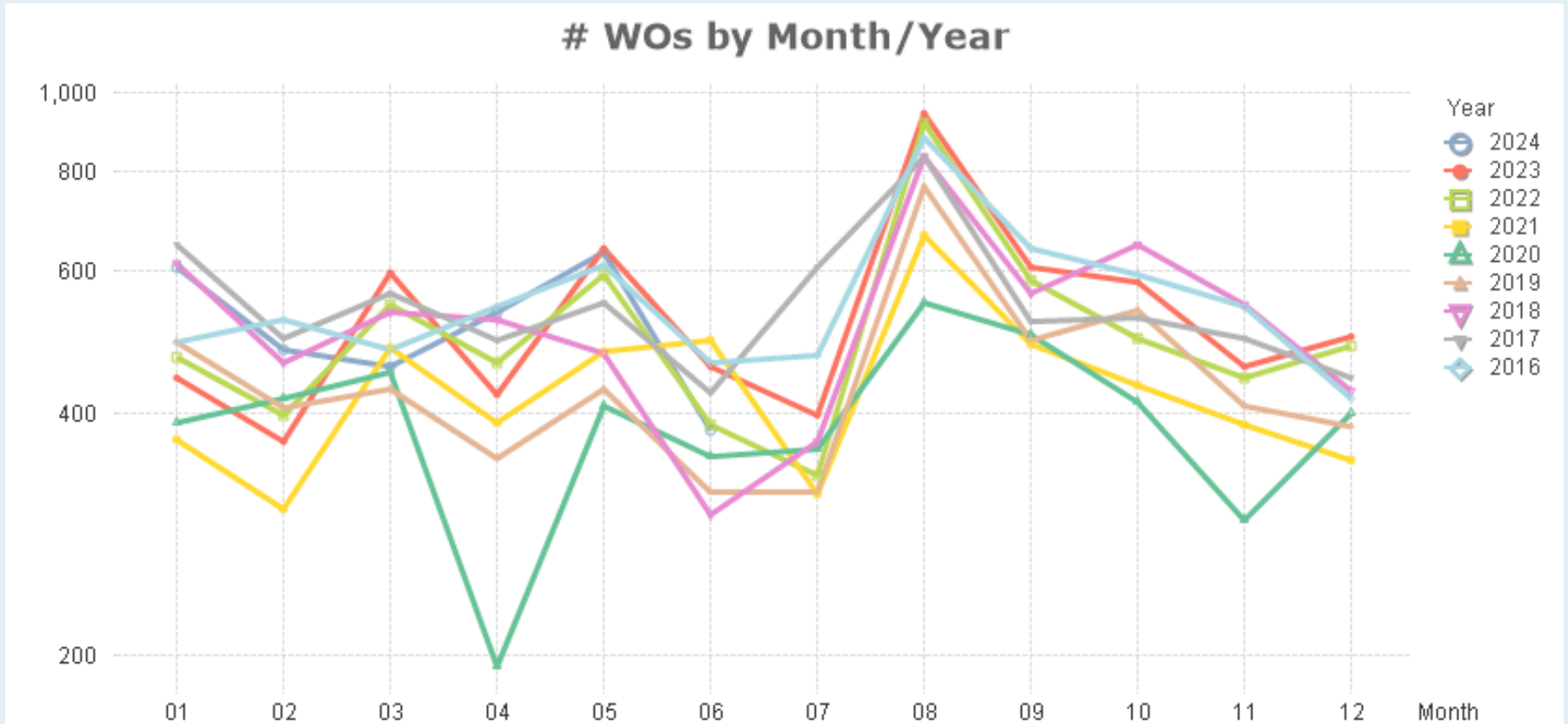
# WOs Per 1,000 SQFT



SQFT	# WOs	Your Value	Peer Category	# of Clients	Low 20%	Median	Top 20%
1,269,442	6,481	5.11	Public K-12	2,129	1.52	3.19	6.43

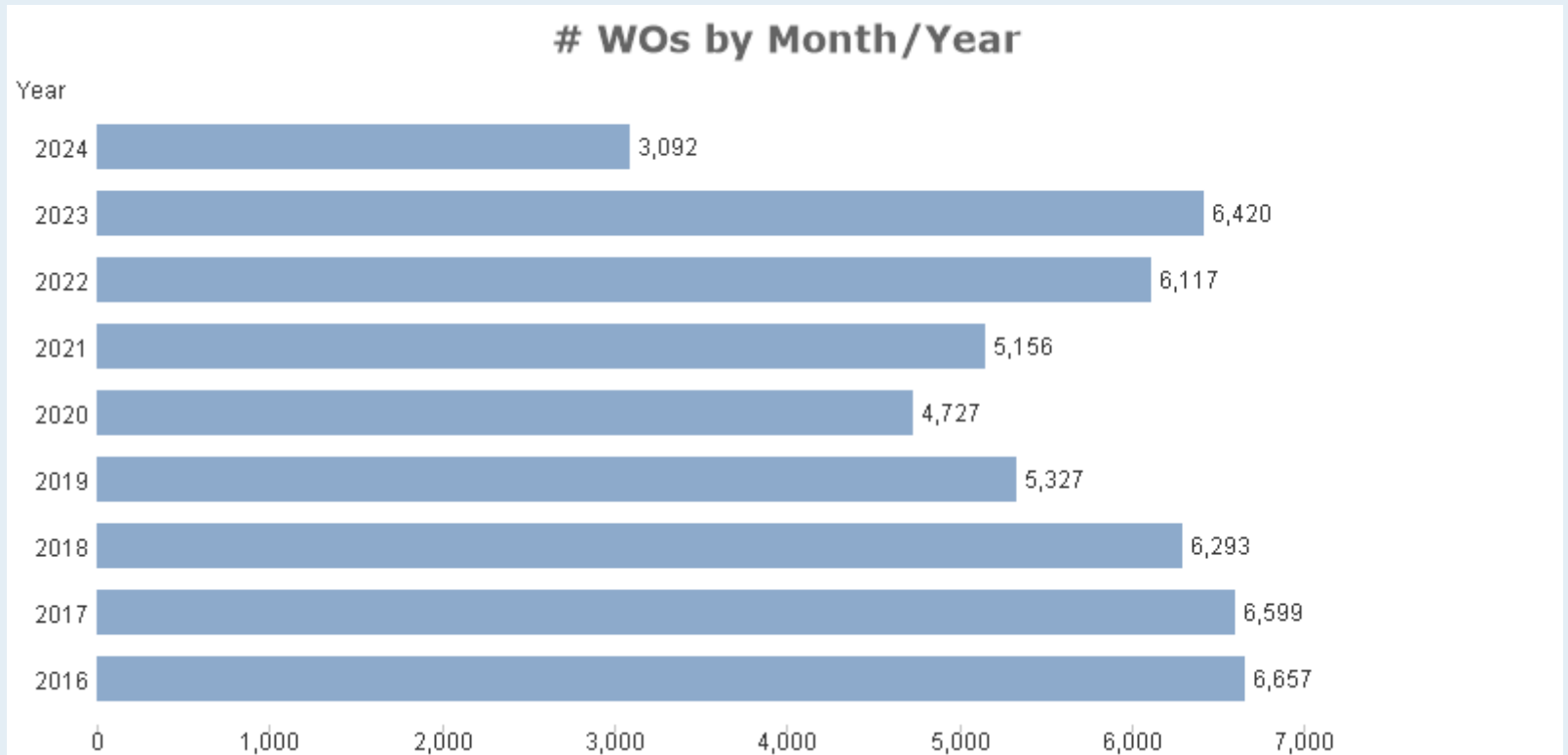
Total count of work orders for a 12 month rolling window (*this month – last 12 months, ignores rejected work*) divided by the total sum of square footage and then multiplied by 1,000.

# Total # of WOs by Month/Year



Trend: Past 3 Years, plus current date: based on Created Date

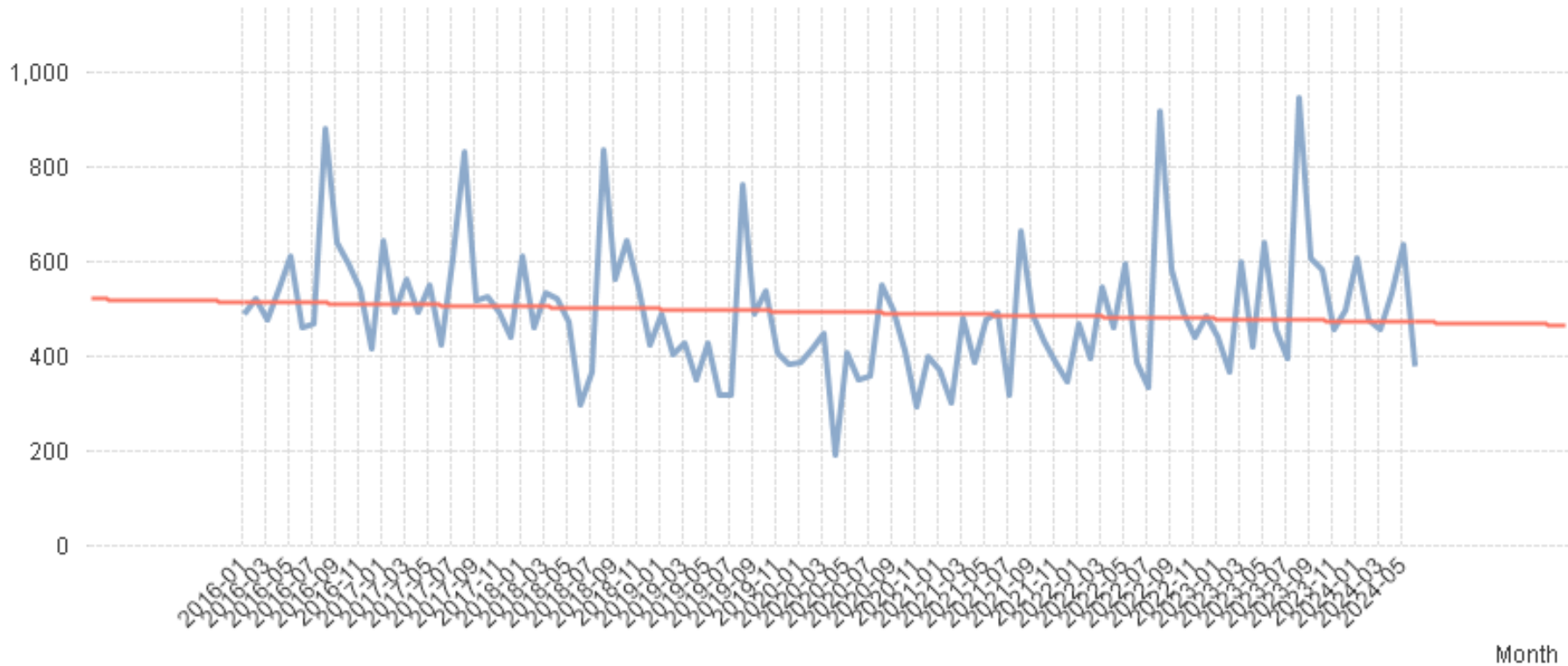
# Total # of WOs by Year



Trend: Past 3 Years, plus current date: based on Created Date

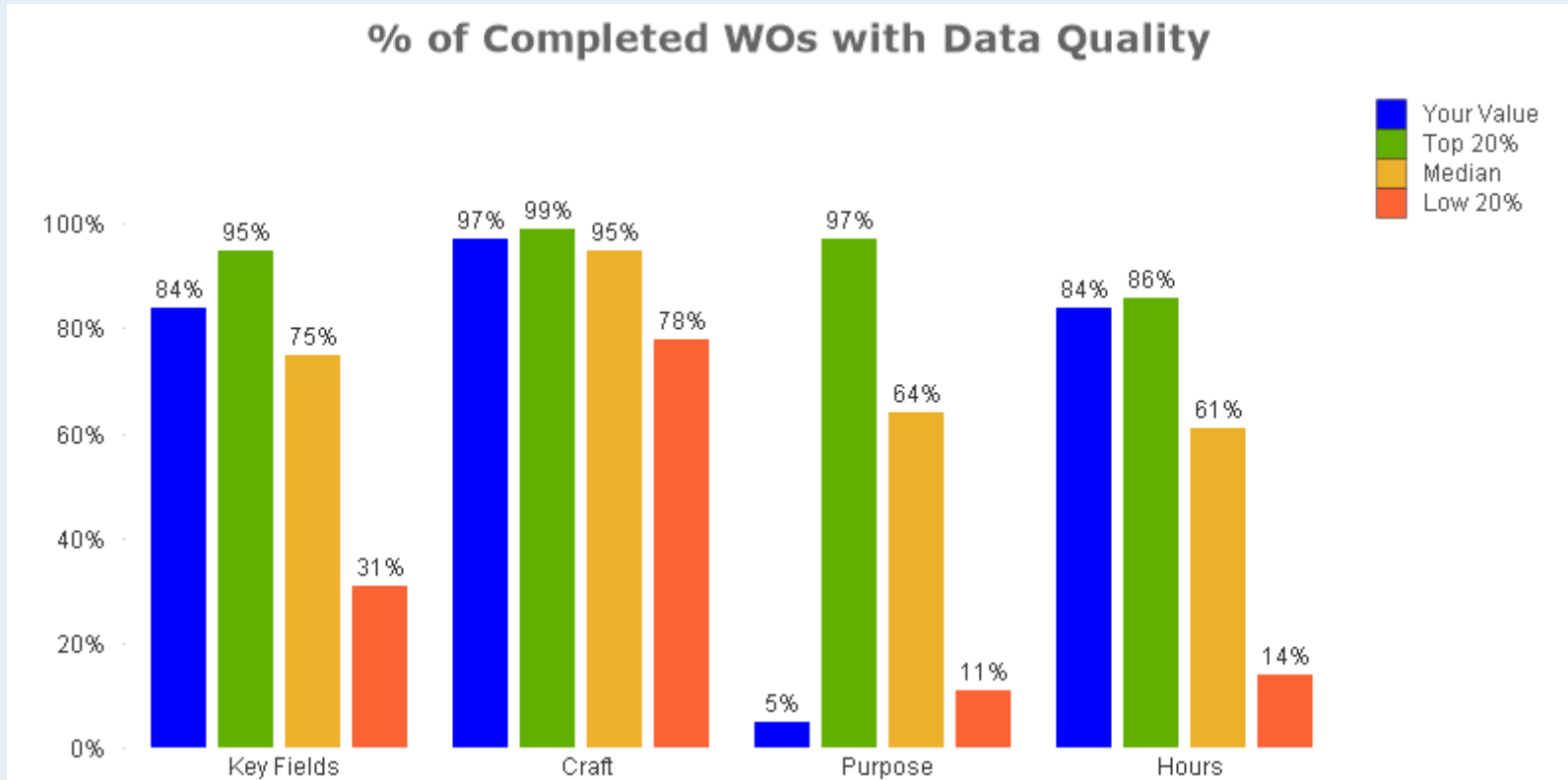
# Total # of WOs by Year

# WOs by Month/Year



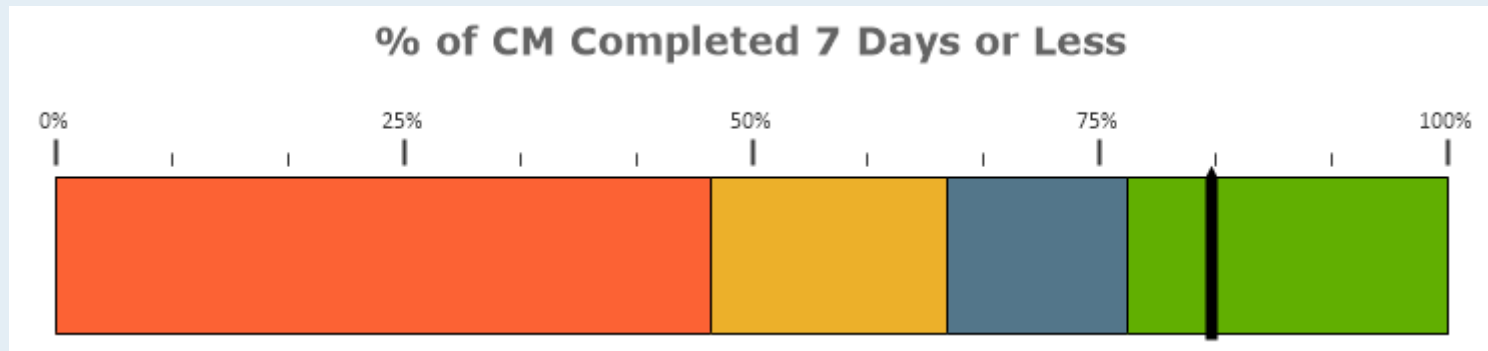
Trend: Past 3 Years, plus current date: based on Created Date

# % of Completed Work with Data Quality



Key Fields: WO has to have 6 of the following 8 conditions: Valid Location, Valid Area/Room#, Valid Craft, Valid Purpose, Valid Assigned To, Description of at least 20 characters, Action Taken of at least 10 characters and Either Labor Hours or WO Costs. (Rolling 12 Months)

# % of WOs Completed in Less than a Week

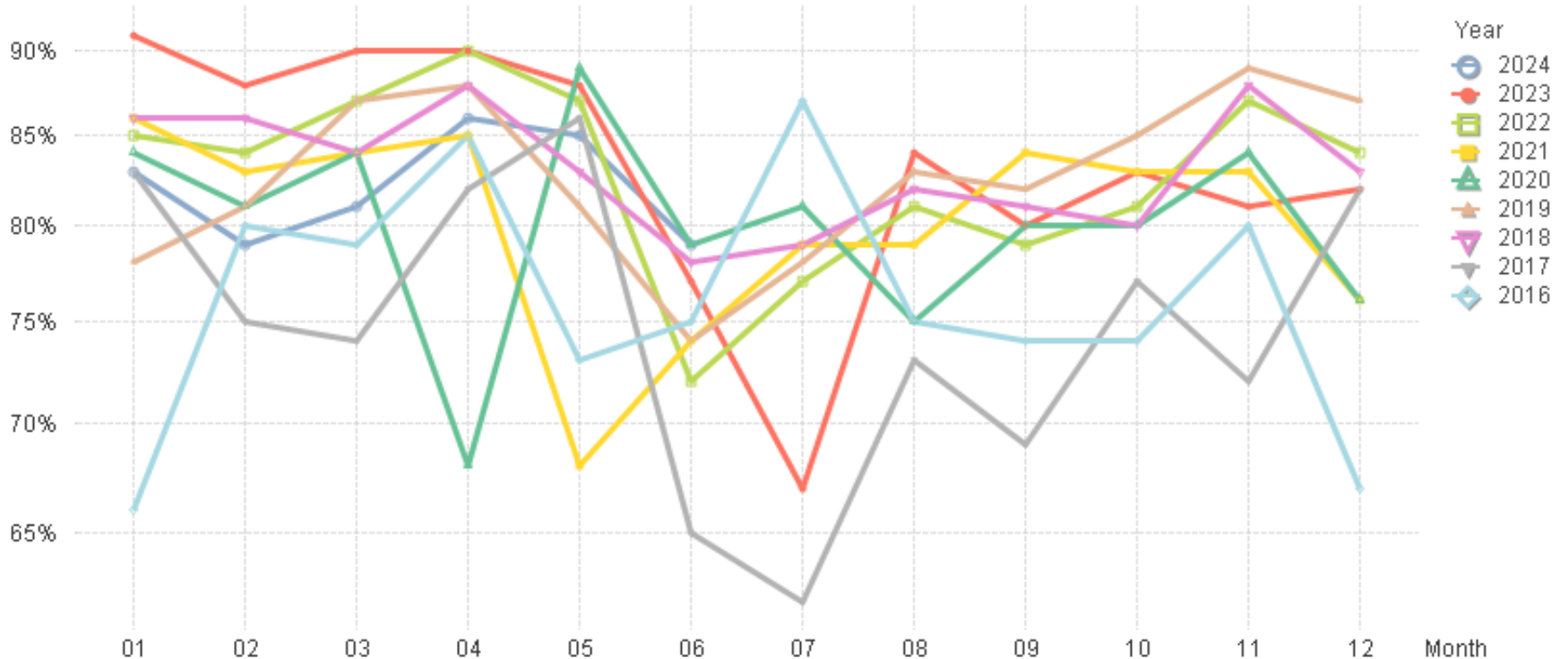


# WOs Comp	Your Value	Peer Category	# of Clients	Low 20%	Median	Top 20%
6,003	83%	Public K-12	2,129	47%	64%	77%

This KPI indicates how much work an institution is able to complete in 7 calendar days. Below the national average suggests potential process improvements for managing and completing work. Above the national average could be a sign you have embraced mobile, your staff completes their own work assignments online and/or have reduced (or eliminated) paper in your processes. This compares Completion Date – Start Date (uses Request Date if Start Date is not used) for WO’s with a Priority of Low, Med or High & ignores PM’s to see what % of PM WO’s are completed in 7 Days or Less. (Rolling 12 Months)

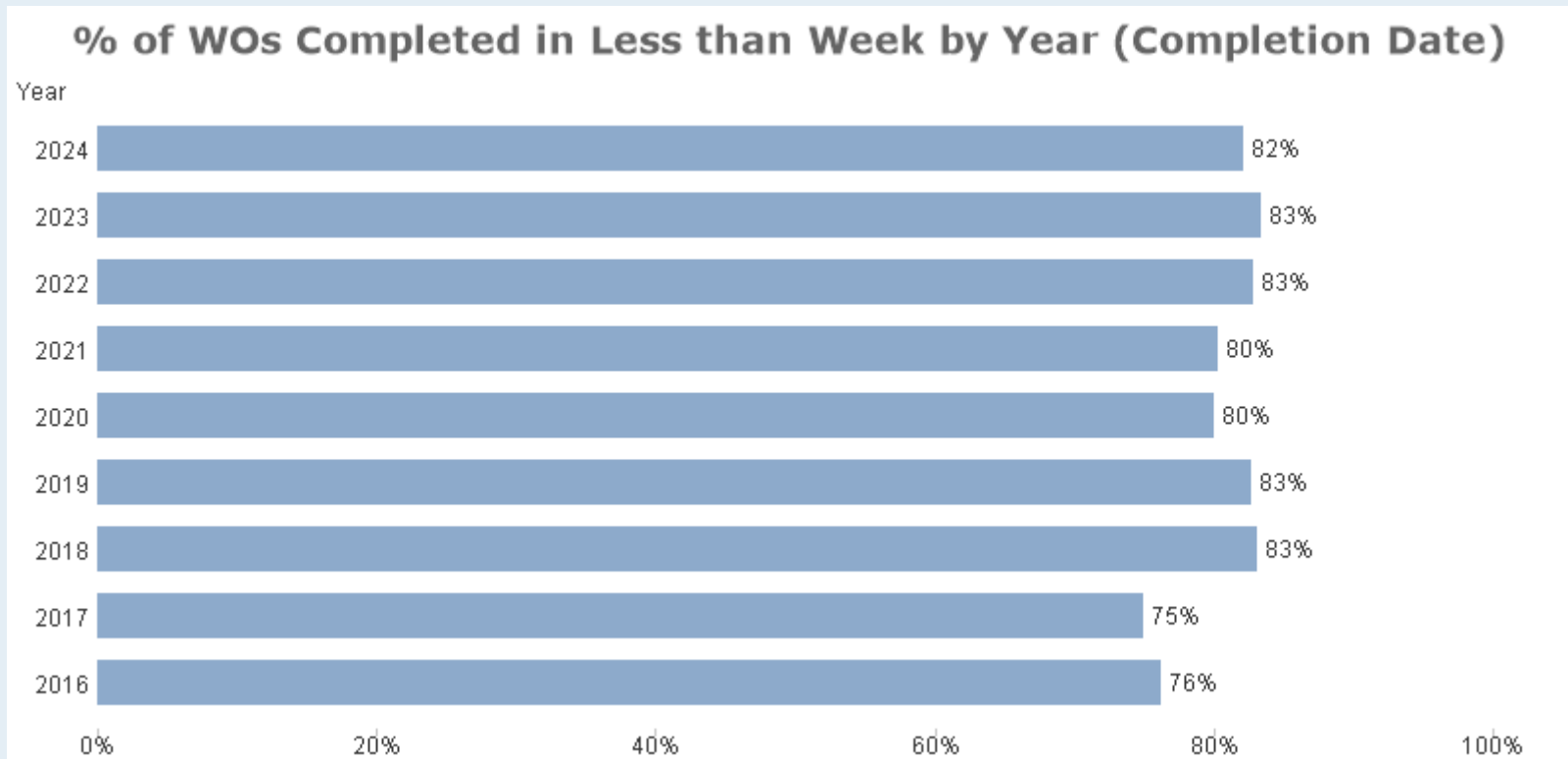
# % CM WOs Completed in a Week by Month/Year

% of WOs Completed in Less than Week (Completion Date)



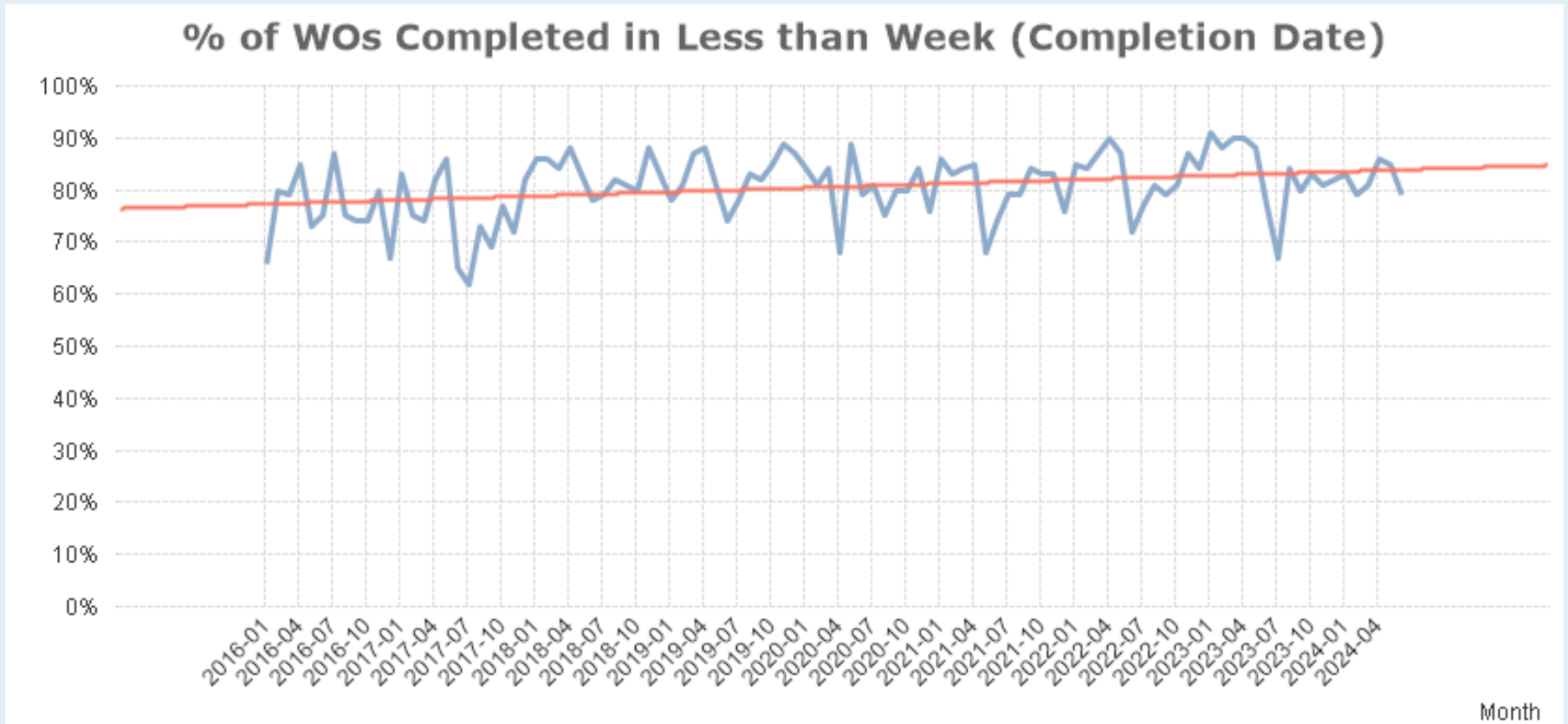
This compares Completion Date – Start Date (uses Request Date if Start Date is not used) for WO's with a Priority of Low, Med or High & ignores PM's to see what % of PM WO's are completed in 7 Days or Less. (Trend: Past 3 Years, plus current date: based on Completion Date)

# % CM WOs Completed in a Week by Year



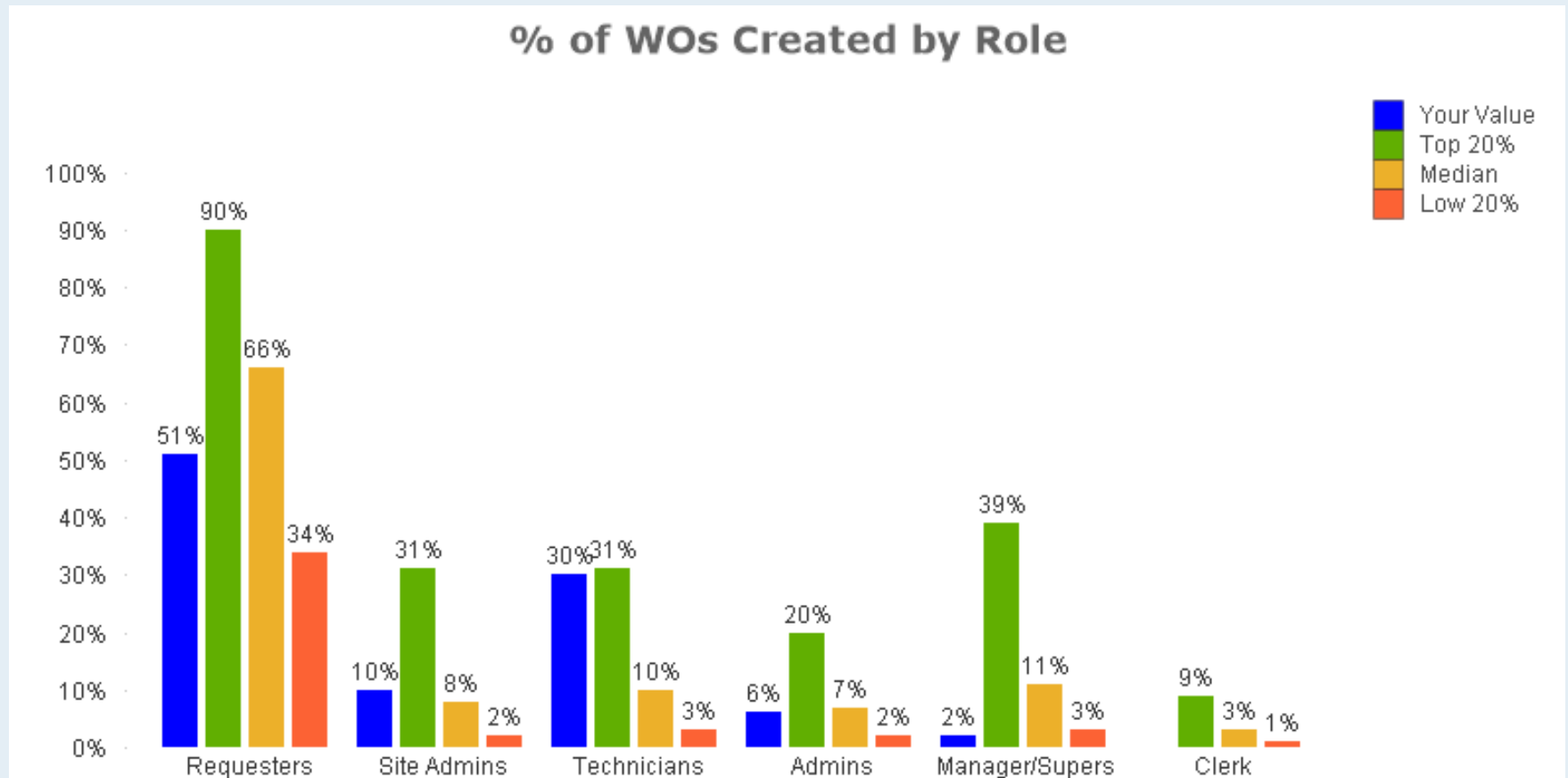
Trend: Past 3 Years, plus current date: based on Completion Date

# % CM WOs Completed in a Week by Year



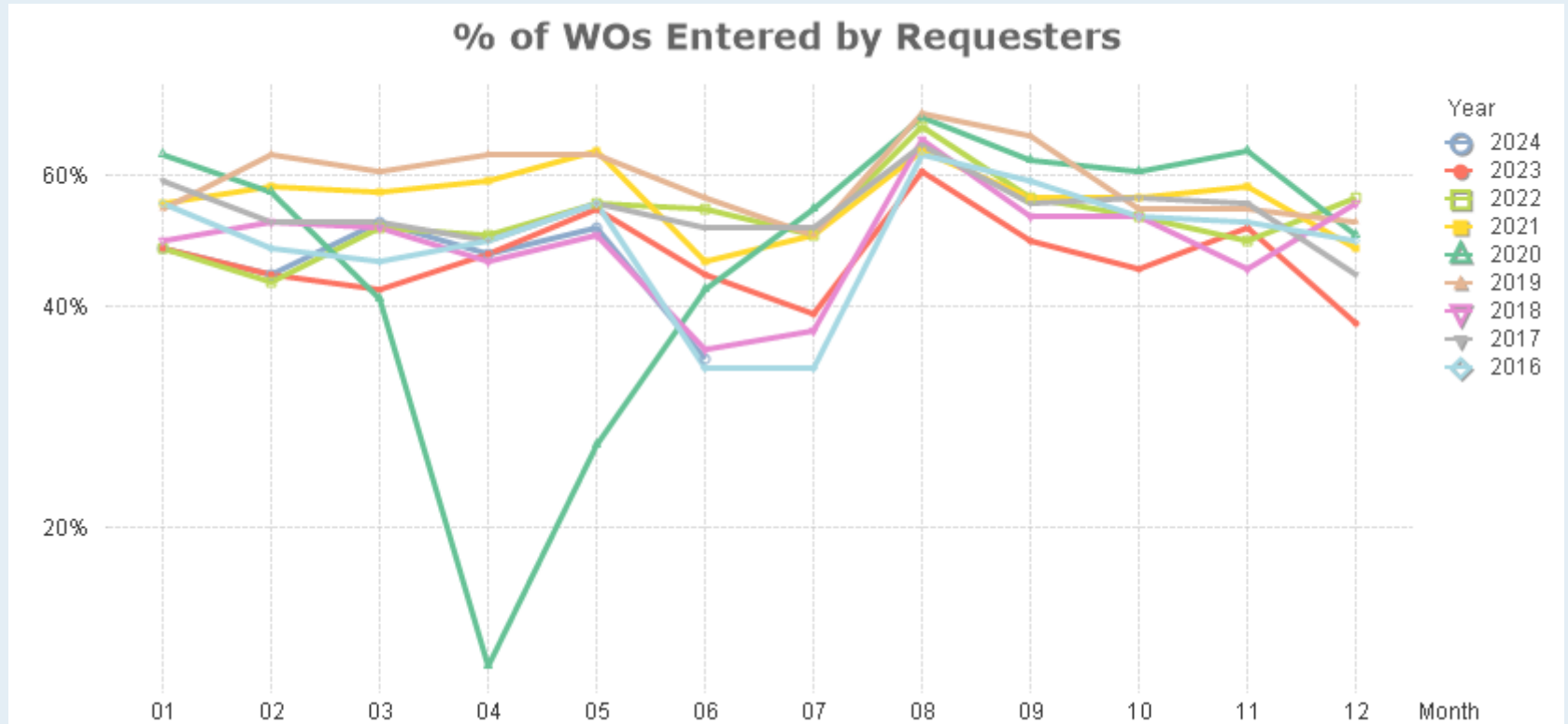
Trend: Past 3 Years, plus current date: based on Completion Date

# Who Creates Work Orders?



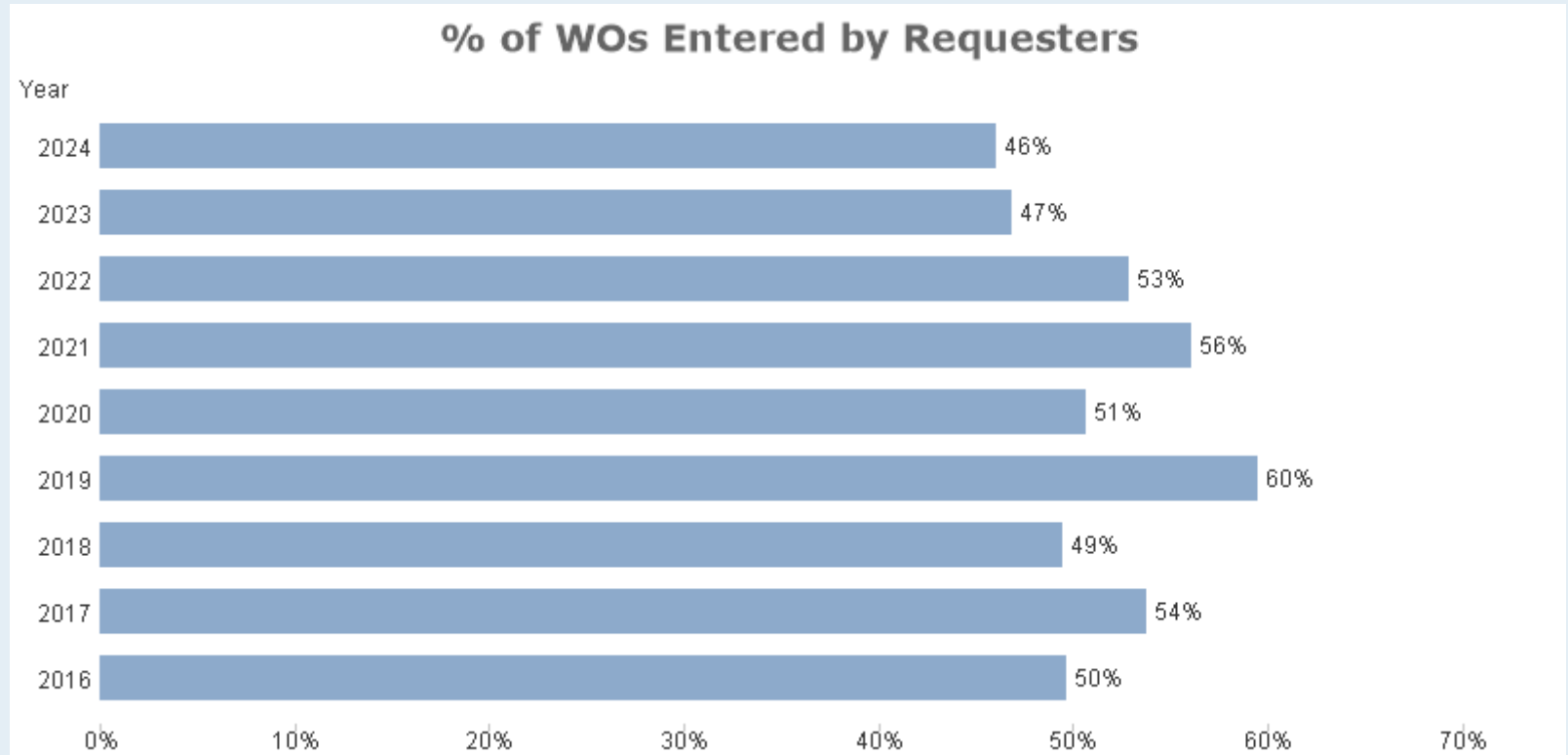
KPI: Rolling 12 Months

# % of WOs from Request Portal



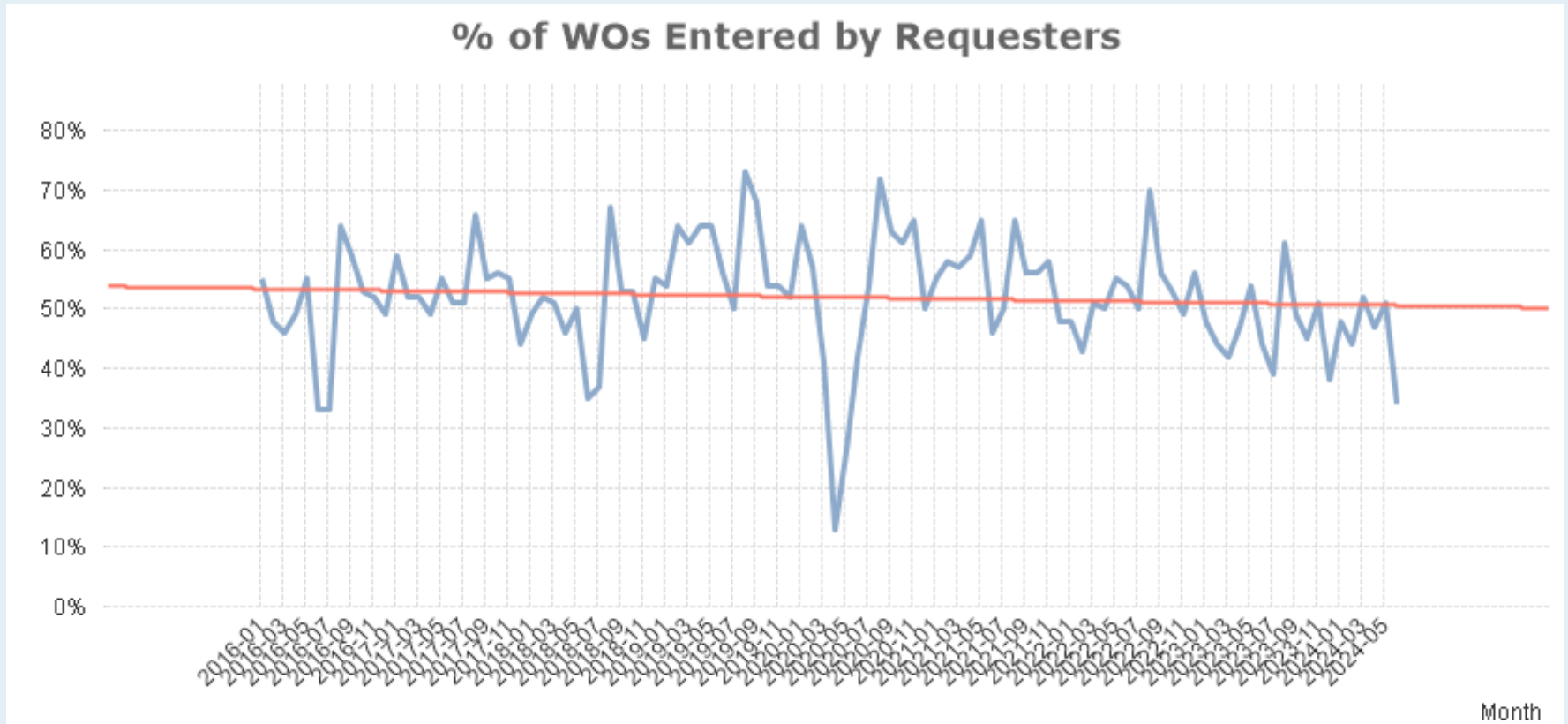
This metric measures how well you're getting your customers involved in the Request process. When customers are involved in the request to completion process with automatic email updates, customer satisfaction improves. When the requester portal is leveraged you are enhancing communication, increasing transparency, and giving customers more ownership of the process. There are also typically productivity gains as a result of streamlined work flow, decrease in data entry on the admin staff and reduction in phone calls. (Trend: Past 3 Years, plus current date: based on Created Date)

# % of WOs from Request Portal



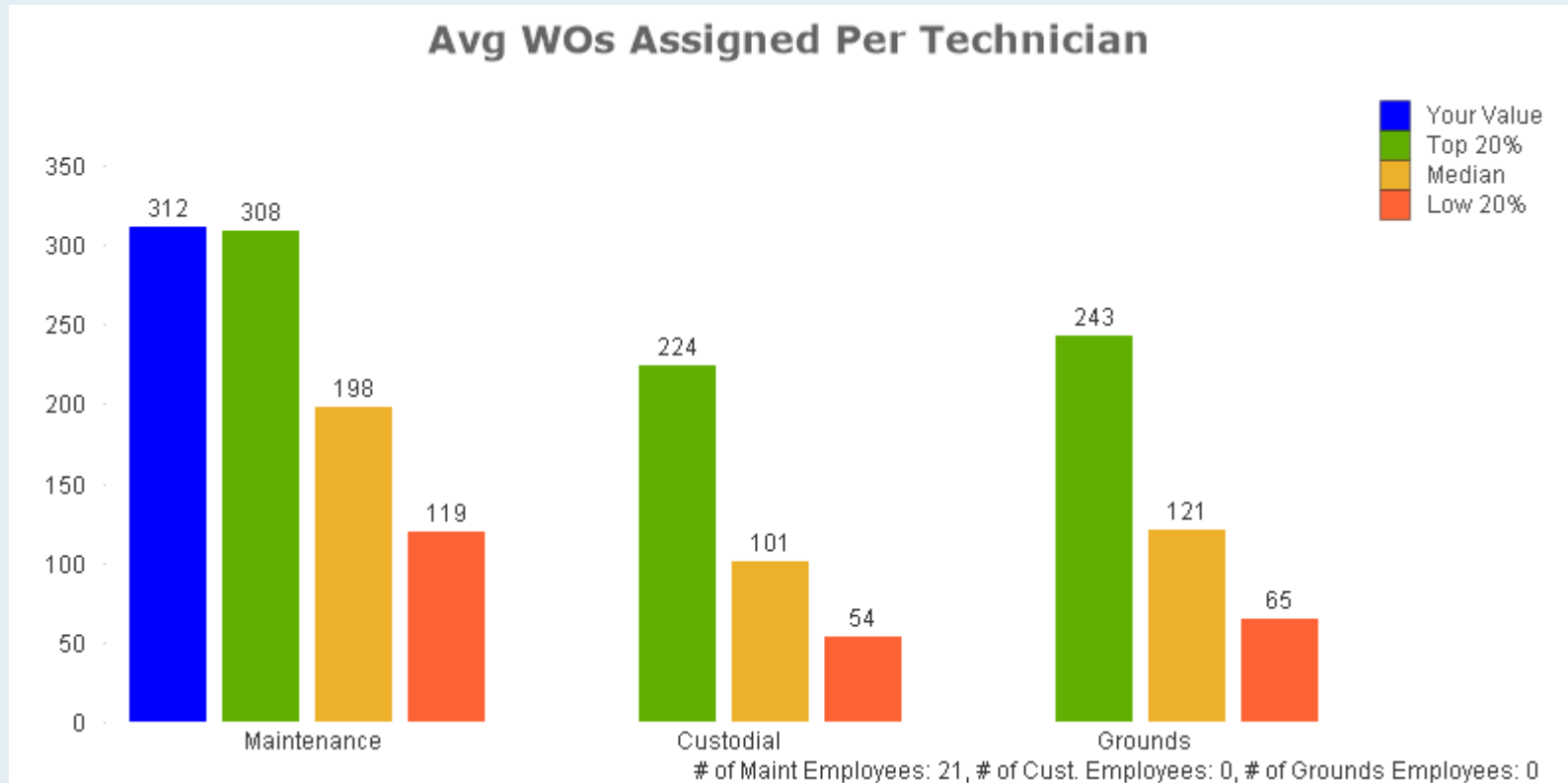
Trend: Past 3 Years, plus current date: based on Created Date

# % of WOs from Request Portal



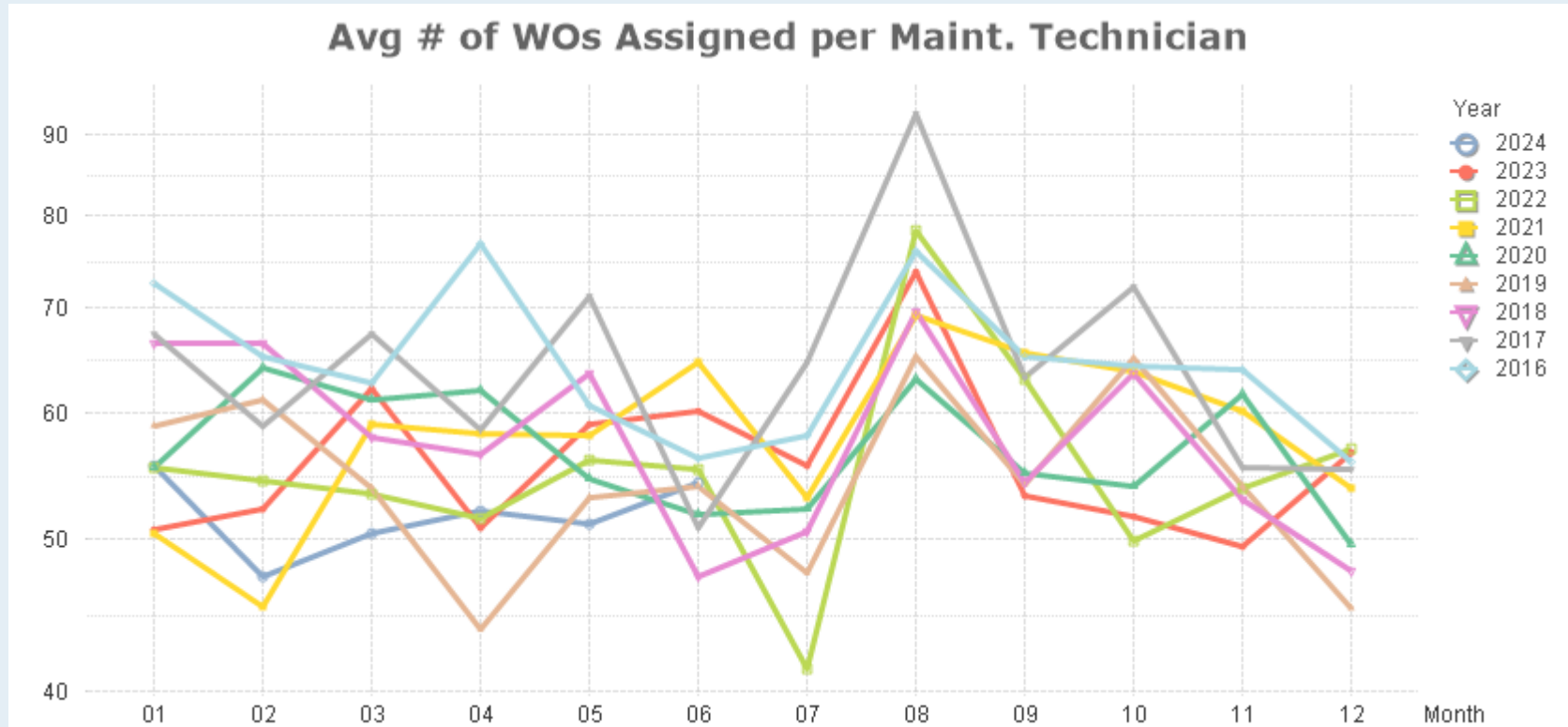
Trend: Past 3 Years, plus current date: based on Created Date

# Average Count of Work Orders Per Employee Per Year



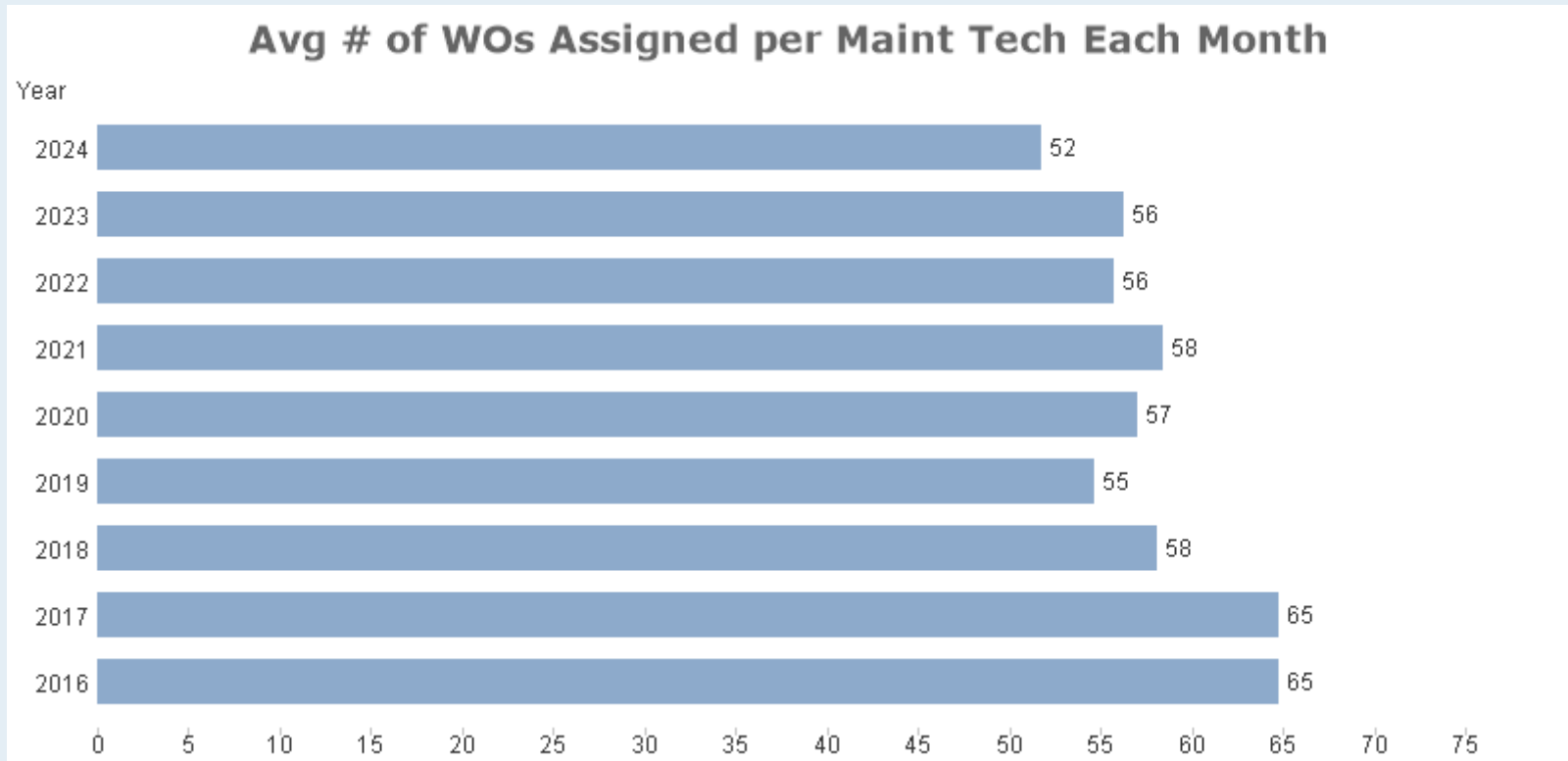
This metric gives you a direct comparison of your staff's productivity compared to peer institutions. Employees are users who have been assigned more than 30 work orders, but less than 2,000 in a rolling 12 month window.

# Avg WOs Per Technician by Month



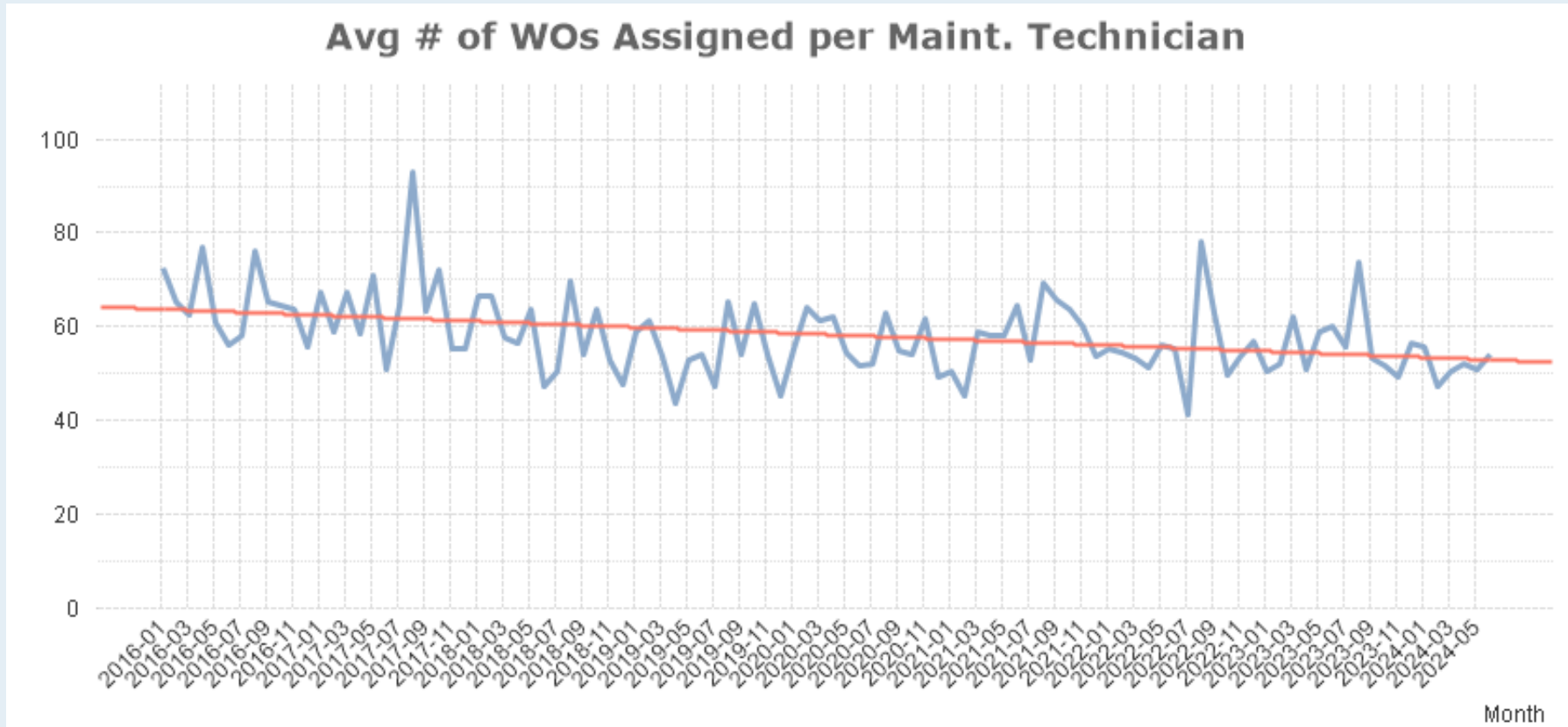
Trend: Past 3 Years, plus current date: based on Created Date

# Avg WOs Per Technician by Year



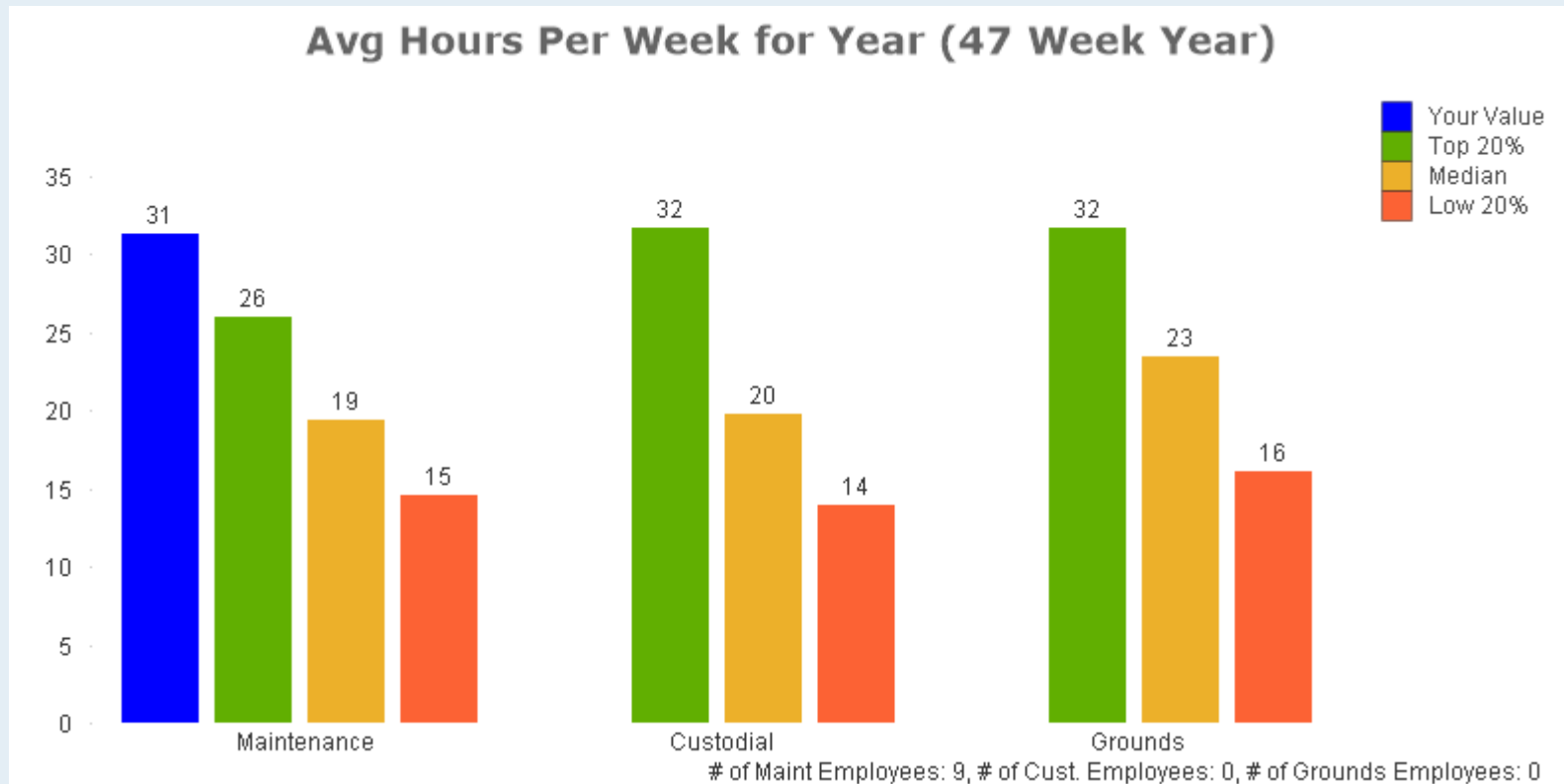
Trend: Past 3 Years, plus current date: based on Created Date

# Avg WOs Per Technician by Year



Trend: Past 3 Years, plus current date: based on Created Date

# Average Hours Per Employee Per Week



This metric reflects how well you are capturing labor transaction data along with the productivity of your staff. The hours captured in this metric are “wrench turning” hours that are performed on the actual work order. Institutions that implement productivity strategies increase wrench turning time up to four hours per week. That’s the equivalent of adding more than a month of productive time per year. Employees are users with more than 500 hours, but less than 3,000 in a rolling 12 months window.

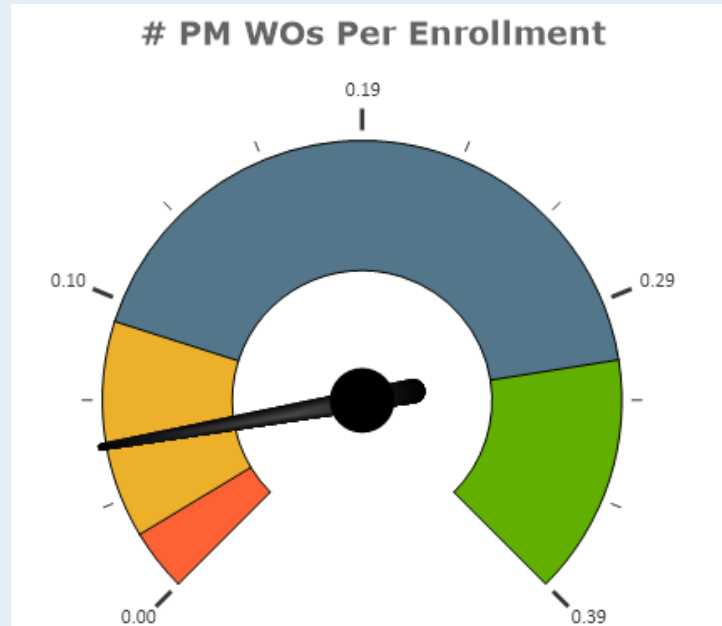
# Total Number of PM Work Orders Generated over past 12 Months

**# PM WOs**

**365**

Rolling 12 Months, includes all statuses

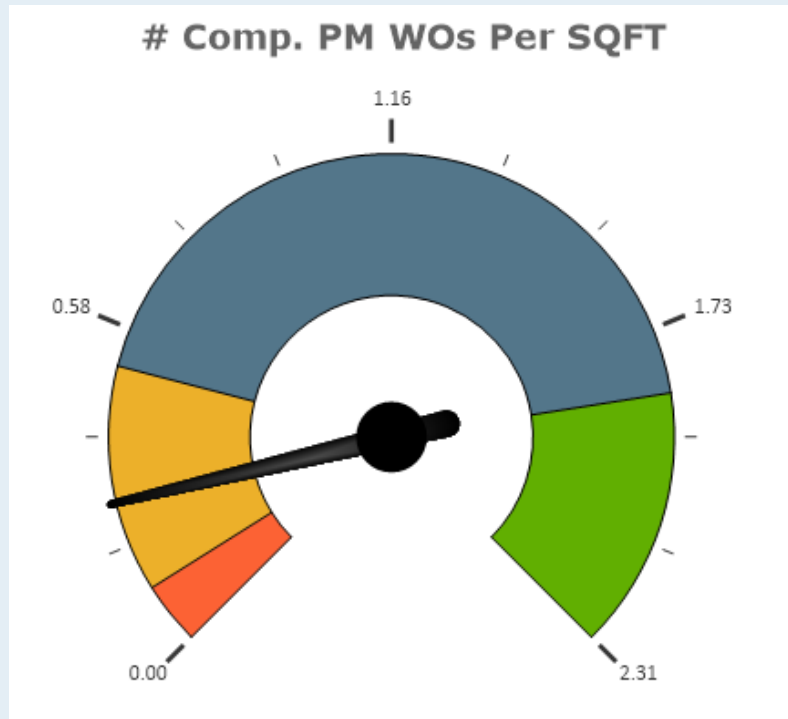
# PM WOs Per Enrollment



Enroll	# Comp PM WOs	Your Value	Peer Category	# of Clients	Low 20%	Median	Top 20%
6947	347	0.05	Public K-12	1,741	0.02	0.09	0.31

This metric is used along with the PM/WO ratio to gauge the strength of your PM program. Implementing a strong PM program typically has an ROI within 1-2 years by reducing system failures and emergencies, extending equipment life and decreasing energy consumption. Increasing PM work can also help make workers' schedules more predictable as organizations performing more PM work see reductions in reactive work over time. (Rolling 12 Months, ignores rejected work)

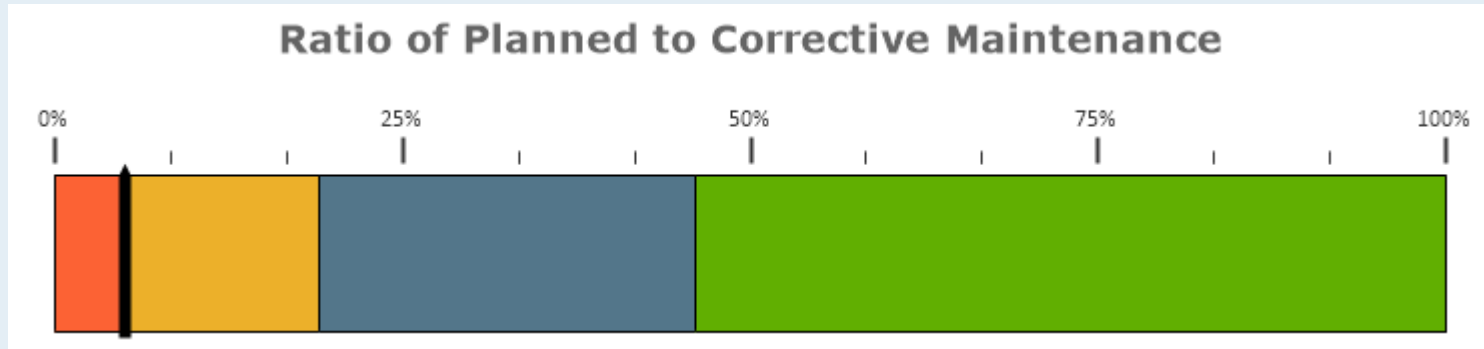
# PM WOs Per 1,000 SQFT



# Comp PM WOs	SQFT	Your Value	Peer Category	# of Clients	Low 20%	Median	Top 20%
347	1,269,442	0.27	Public K-12	1,741	0.11	0.51	1.85

Total count of PM work orders for a 12 month rolling window (*this month – last 12 months, ignores rejected work*) divided by the total sum of square footage and then multiplied by 1,000.

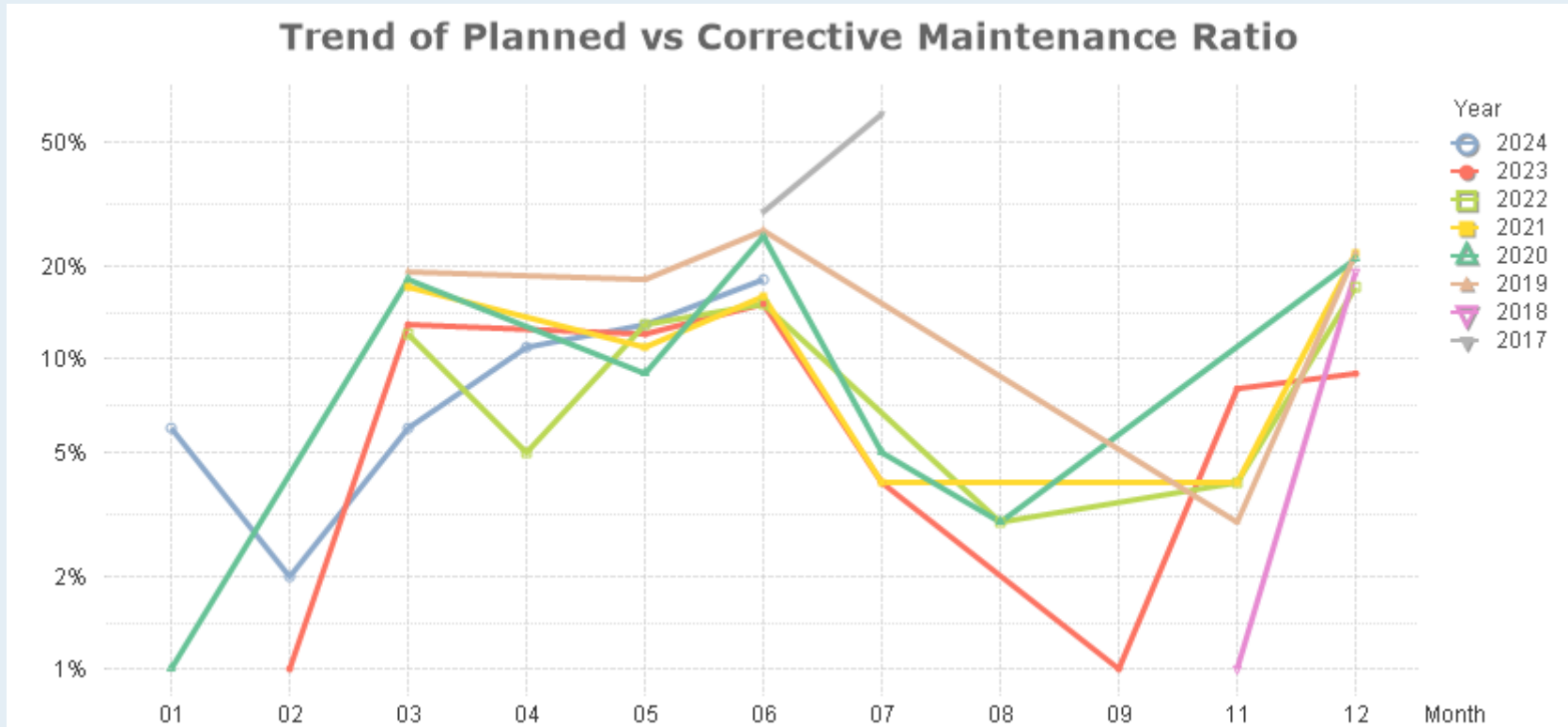
# Ratio of PM Work Orders to Work Orders



# CM WOs Comp	# PM WOs Comp	Your Value	Peer Category	# of Clients	Low 20%	Median	Top 20%
6,003	347	5%	Public K-12	1,741	5%	19%	46%

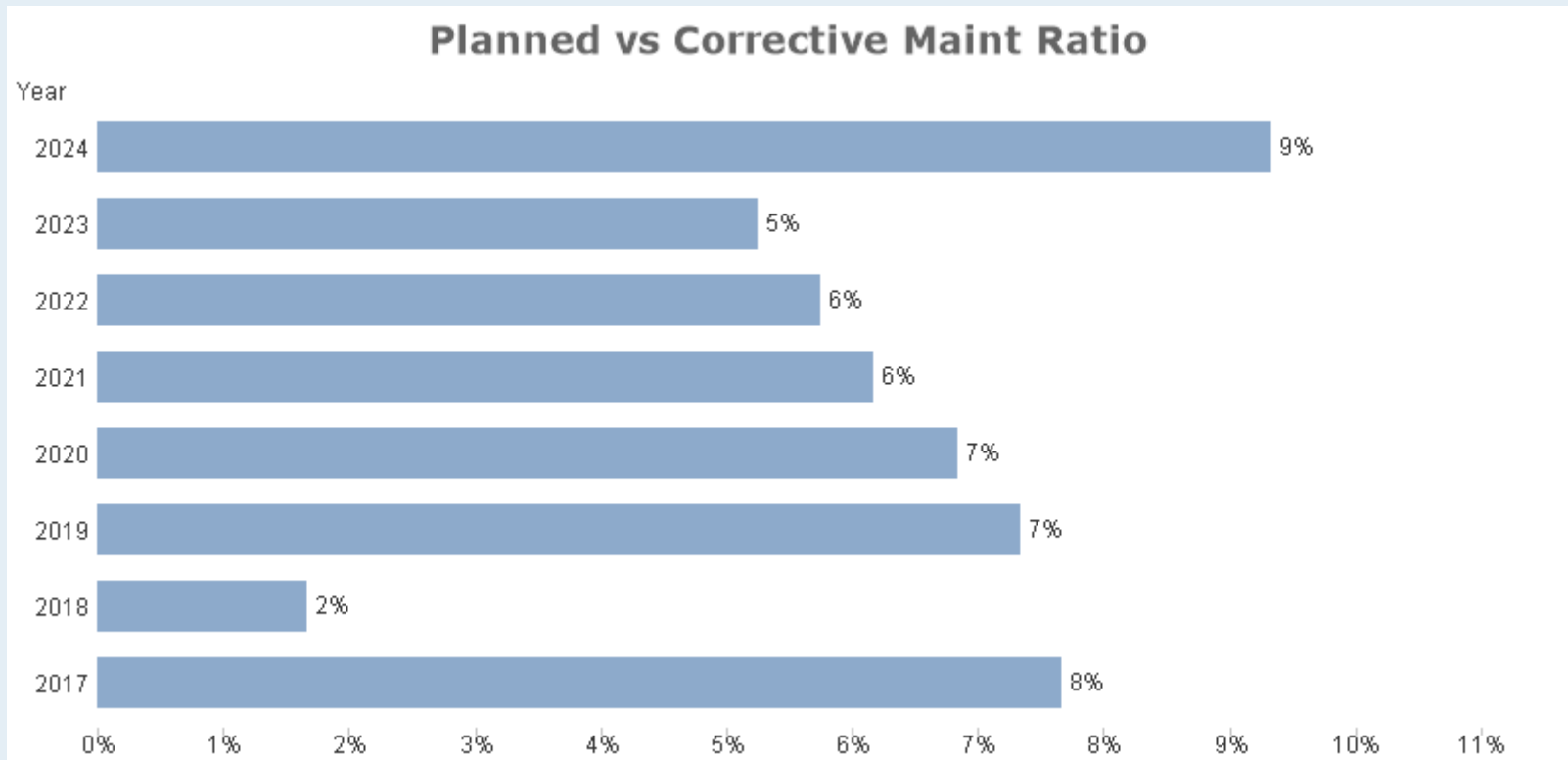
This metric lets you evaluate how successful your institution has been at transitioning from a reactive to a proactive mindset and indicates how much of your M&O resources are dedicated to PM vs Reactive work. As more time is invested into PMs, you should see a decrease in reactive work, an increase in cycle times and an improved learning environment. (Rolling 12 Months)

# Ratio of PM to CM by Month



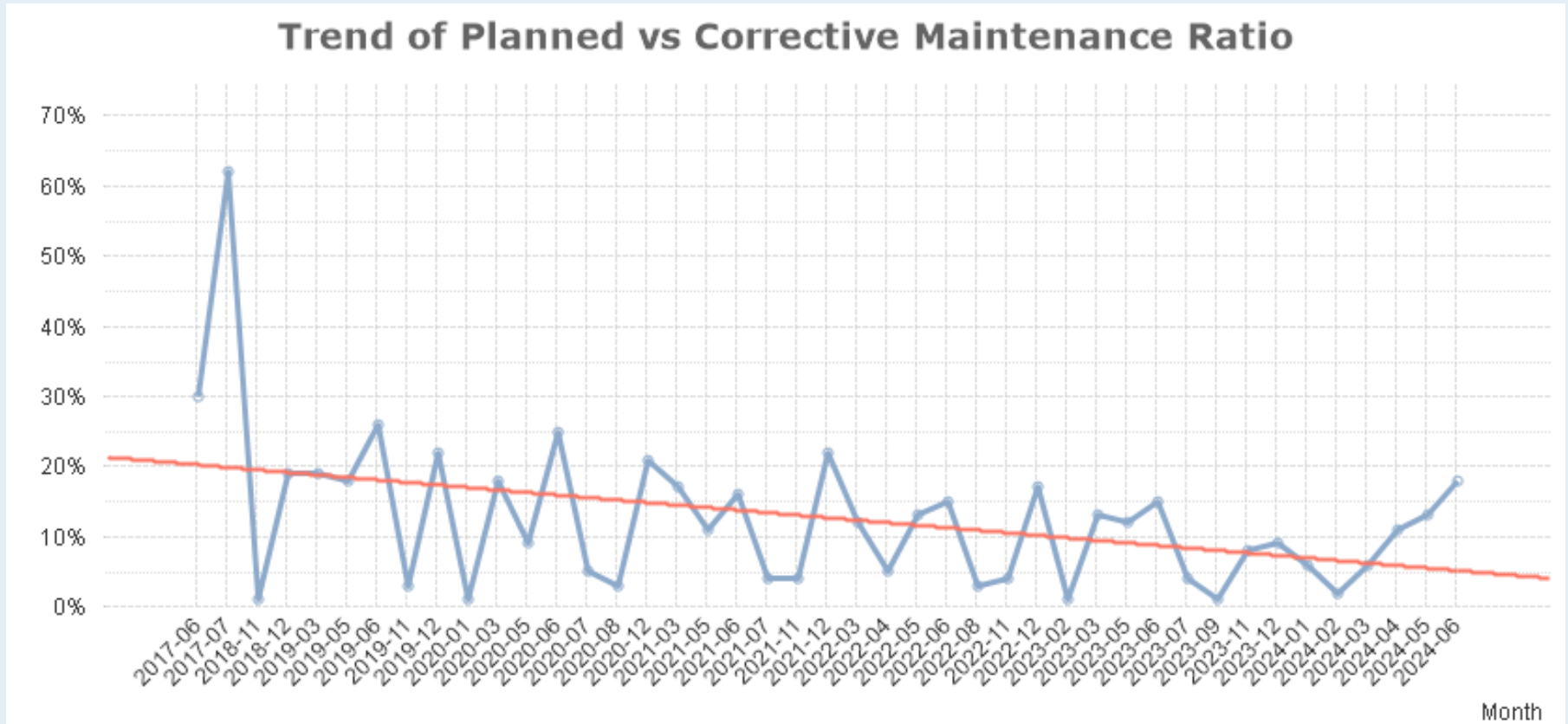
Trend: Past 3 Years, plus current date: based on Created Date

# Ratio of PM to CM by Year



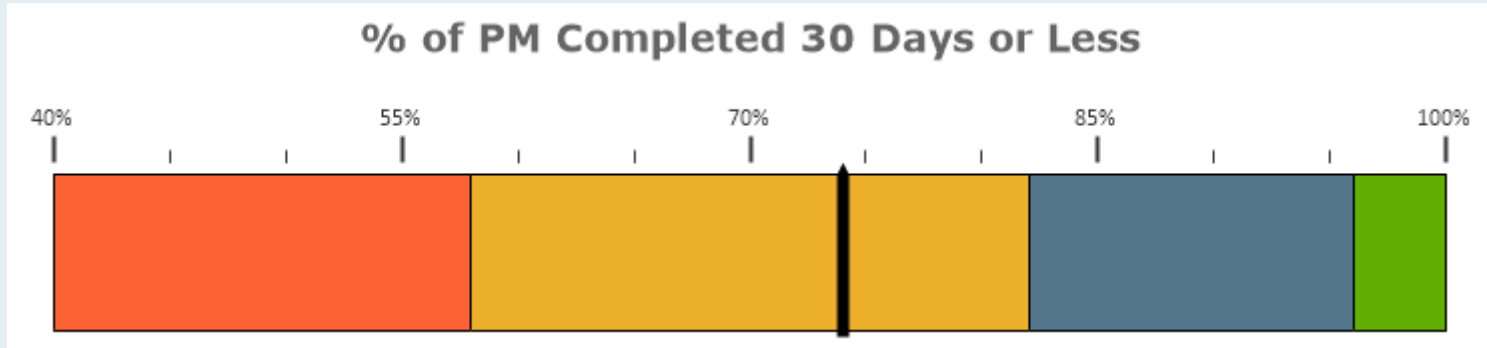
Trend: Past 3 Years, plus current date: based on Created Date

# Ratio of PM to CM by Year



Trend: Past 3 Years, plus current date: based on Created Date

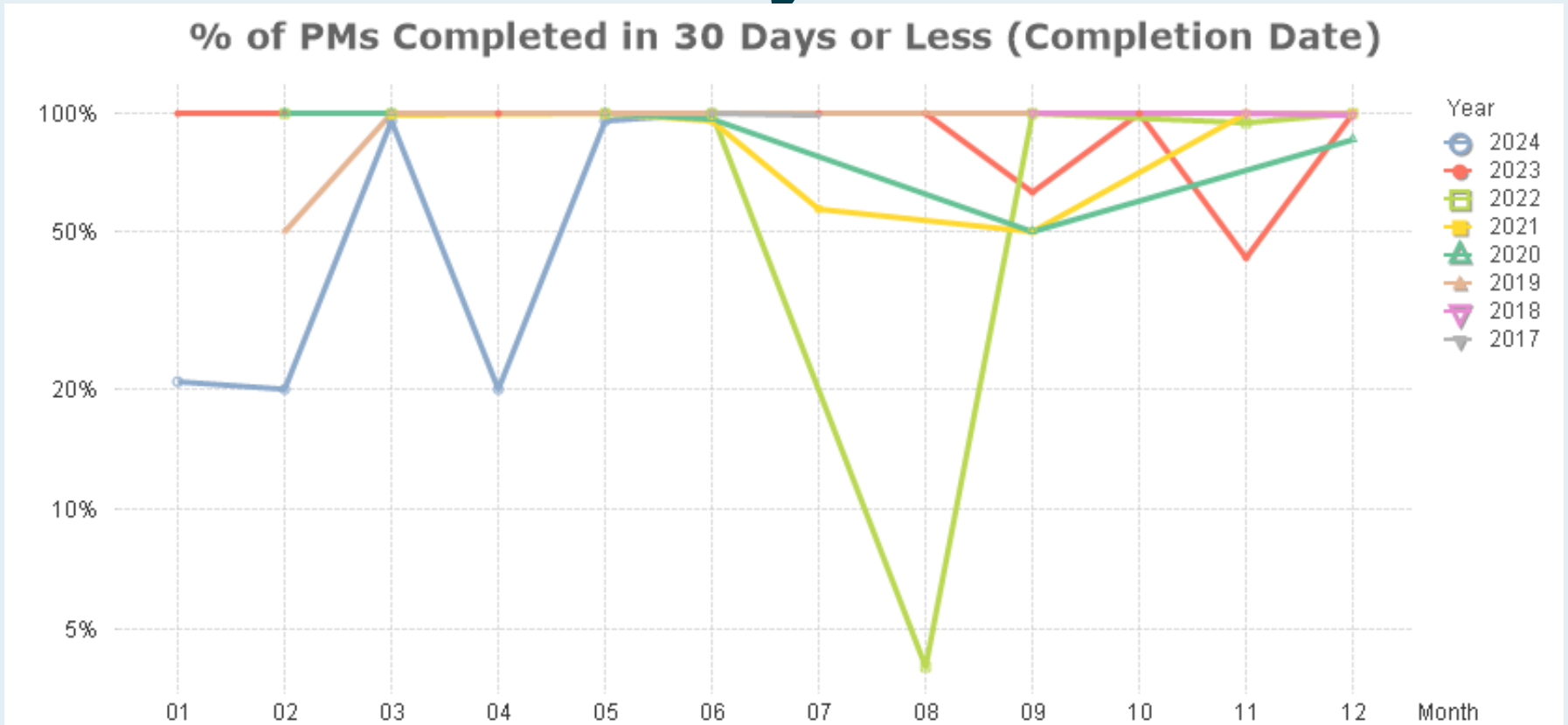
# Percentage of PM WOs Completed in a Month or Less



# PM WOs Comp	Your Value	Peer Category	# of Clients	Low 20%	Median	Top 20%
347	74%	Public K-12	1,741	58%	82%	96%

This metric is a measurement of the responsiveness of proactive work. An above average measurement here leads to higher productivity and a decrease in backlog. This compares Completion Date – Start Date (uses Request Date if Start Date is not used) to see what % of PM WO's are completed in 30 Days or Less. (Rolling 12 Months)

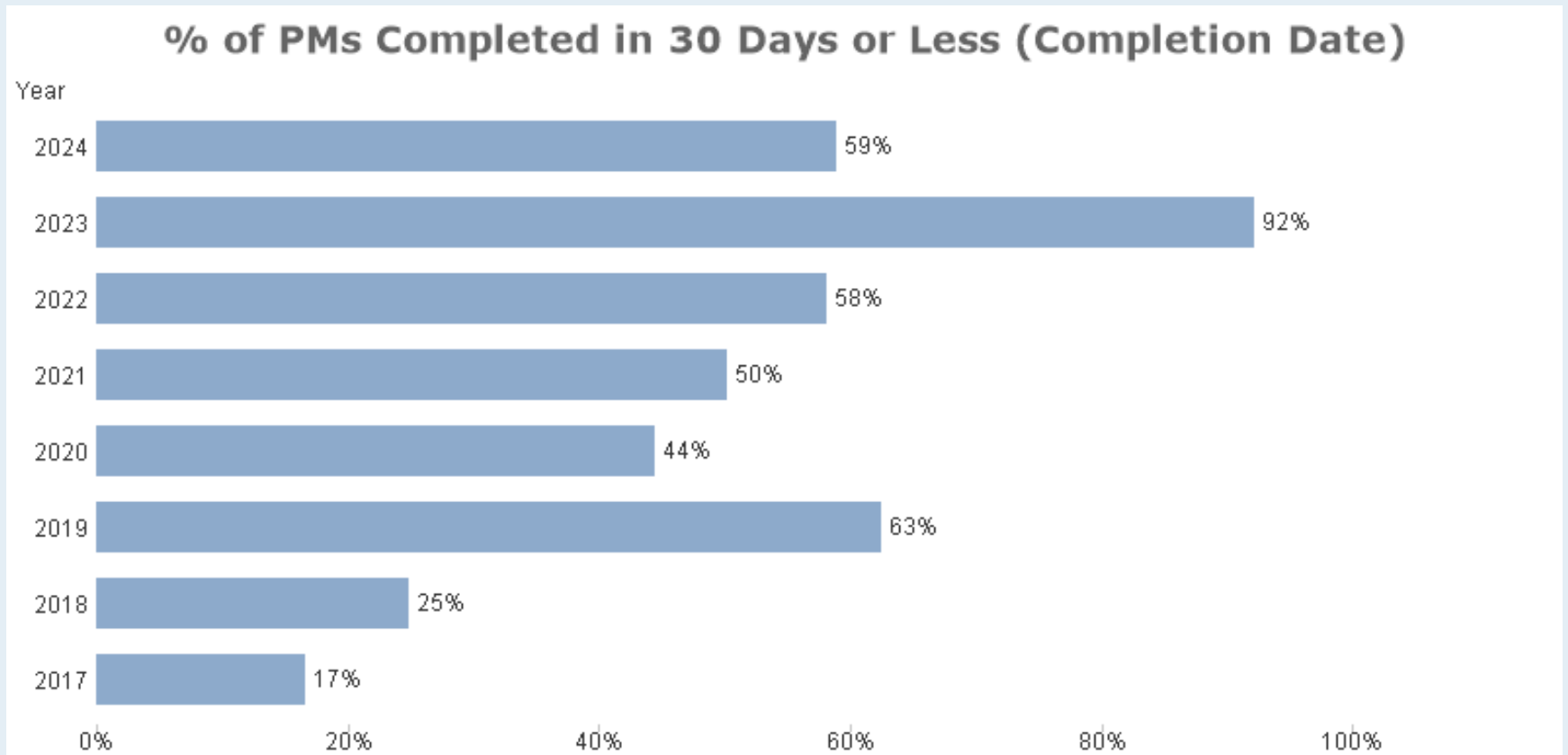
# % of PMs Completed 30 Days or Less by Month



This compares Completion Date – Start Date (uses Request Date if Start Date is not used) to see what % of PM WO's are completed in 30 Days or Less.

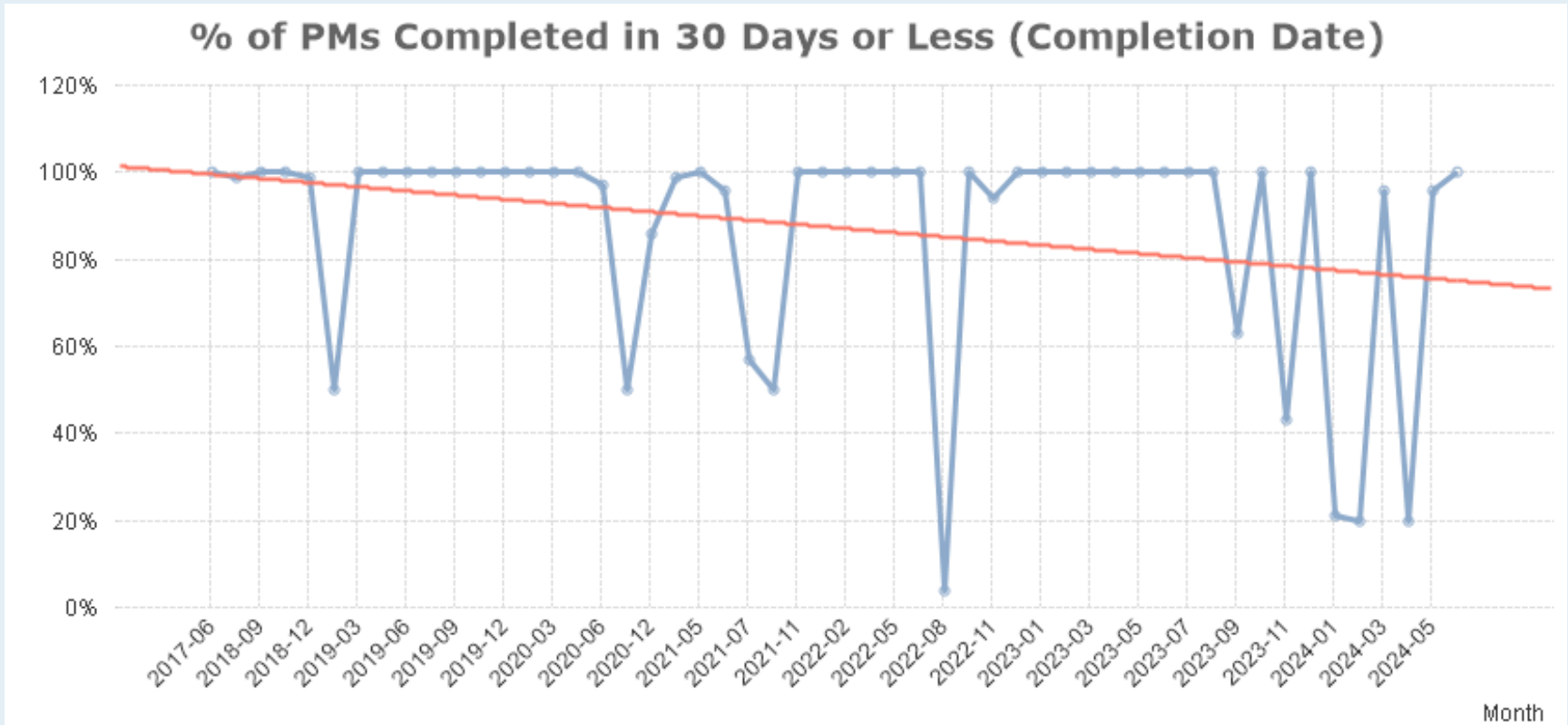
Trend: Past 3 Years, plus current date: based on Completion Date

# % of PMs Completed 30 Days or Less by Year



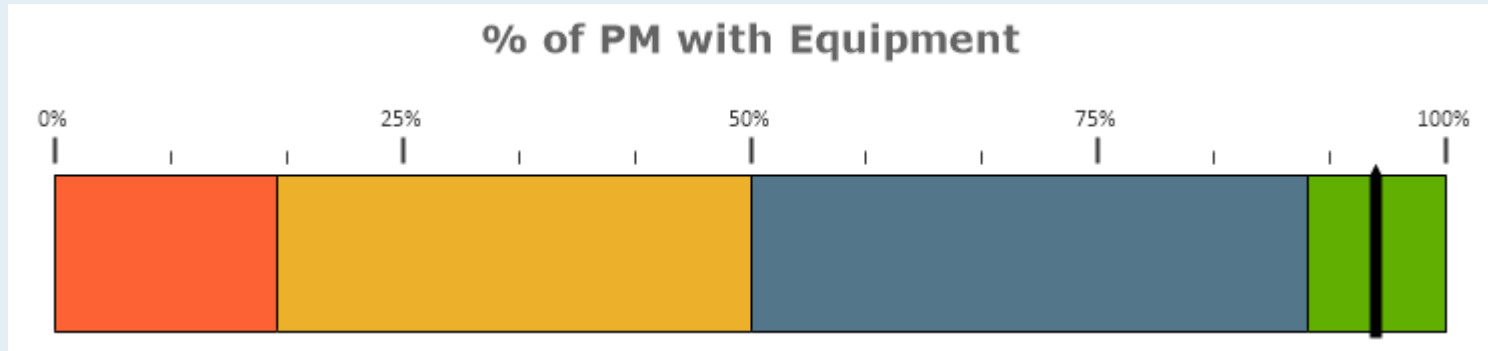
Trend: Past 3 Years, plus current date: based on Completion Date

# % of PMs Completed 30 Days or Less by Year



Trend: Past 3 Years, plus current date: based on Completion Date

# % of PM's with Equipment



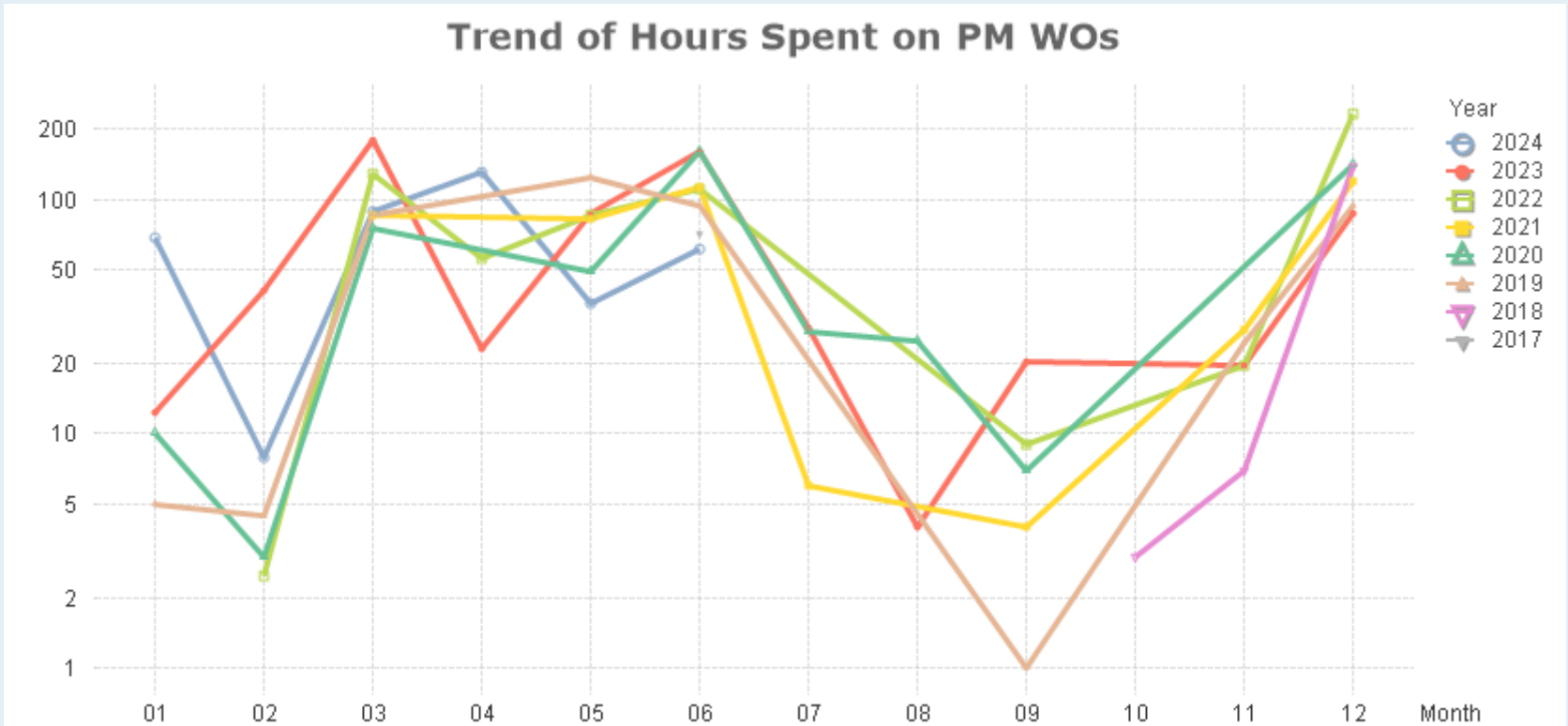
Peer Category	# of Equipment	# PM Schedules	Your Value	Low 20%	Median	Top 20%
Public K-12	1096	155	95%	16%	50%	90%

# Labor Hours Spent on PM Schedules for Last Year

# Hours
554

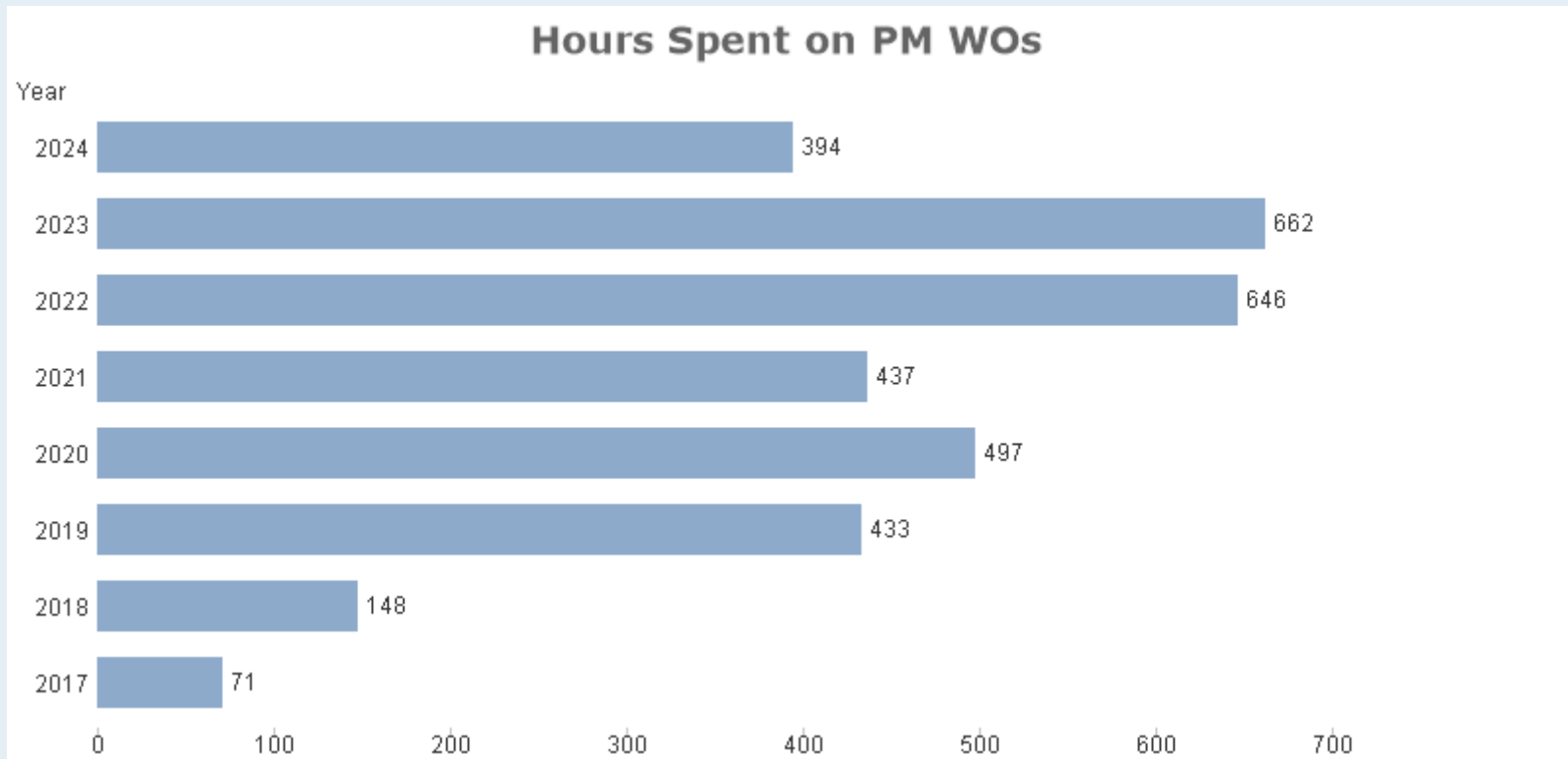
Total preventive maintenance hours spent on PM work orders over the past 12 months

# Hours Spent on PM by Month



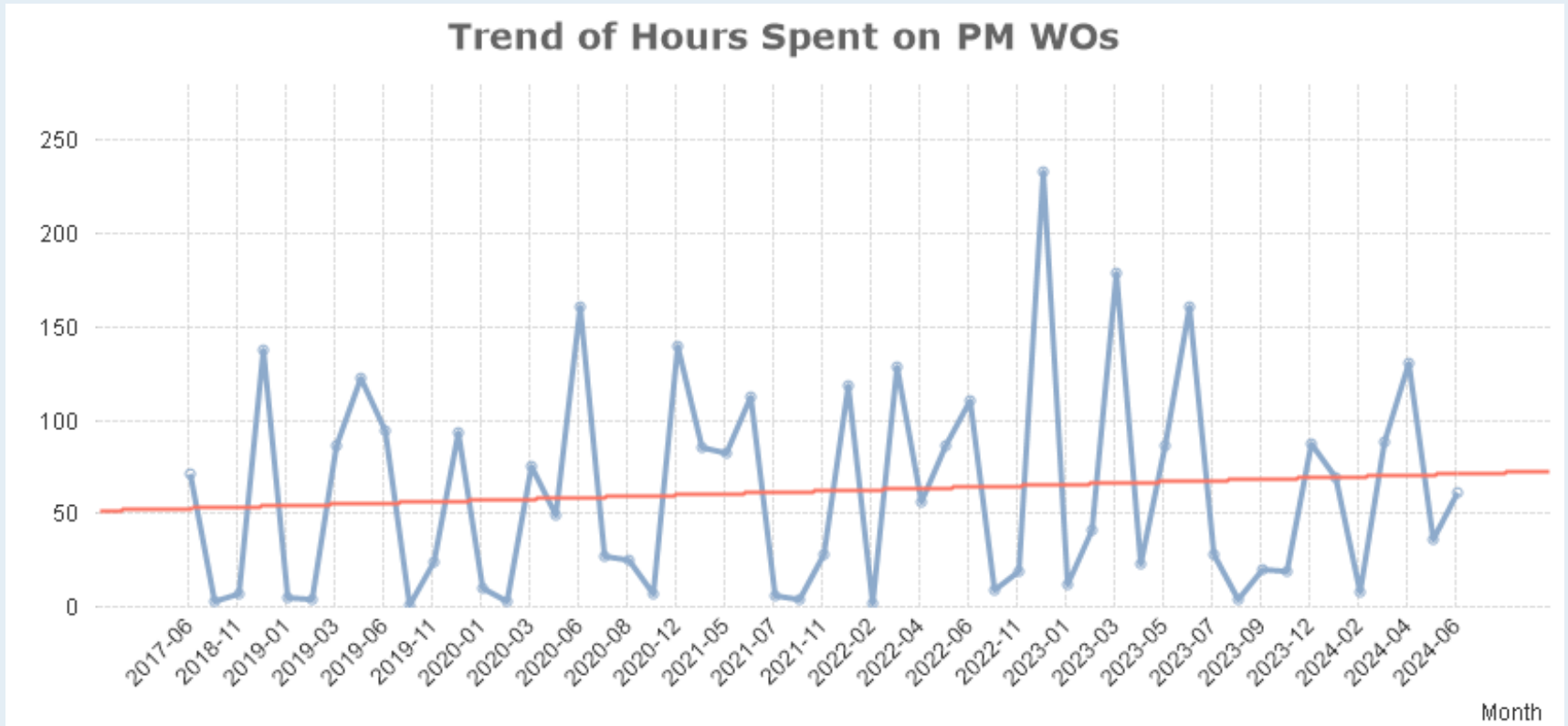
Trend: Past 3 Years, plus current date: based on Created Date

# Hours Spent on PM by Year



Trend: Past 3 Years, plus current date: based on Created Date

# Hours Spent on PM by Year



Trend: Past 3 Years, plus current date: based on Created Date

# PMs for Next Year

PM Schedules

**Future PMs**

236

PM Labor Hours

**Future PM Hrs**

1,584

KPI: Next 12 Months





Communication  
July 15, 2024

To: CISD Board of Trustees

From: Dr. Coby Kirkpatrick  
Dr. Mark McClure

Re: 2024-2025 CISD Student Handbook (information only)

**Strategic Goal, Objective, or Need Addressed:**

The 2024-2025 CISD Student Handbook is presented to the Board of Trustees yearly for information only. It does not need specific board approval.

**Summary:**

The CISD Student Handbook is designed to align with law and board-adopted policy. The Student Handbook is not meant to be a complete statement of all policies, procedures, or rules in any given circumstance. In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

Although the Student Handbook may refer to rights established through law or district policy, it does not create additional rights for parents and students. It does not, nor is it intended to, represent a contract between any parent or student and the district.

**Attachment:**

- 2024-2025 CISD Student Handbook (changes highlighted in yellow).

**Action Requested**

No action requested. Presented for information only.

**Monitoring or Reporting Timeline**

N/A

**Contact Persons**

Dr. Coby Kirkpatrick  
Dr. Mark McClure

**Financial Impact**

N/A



# Cleburne ISD Student Handbook

## 2024-2025

If you have difficulty accessing the information in this document because of disability, please contact Dr. Mark McClure, Assistant Superintendent for Student Services, Cleburne ISD Central Office, 505 N. Ridgeway, Cleburne, Texas 76033 – 817-202-1128 – [dmclure@c-isd.com](mailto:dmclure@c-isd.com).

## **CLEBURNE ISD BOARD OF TRUSTEES**

Mr. Joe Trevino – Place 1  
Dr. Jason Tennison – Place 2, **Vice President**  
Mr. Wendell Dempsey – Place 3  
Mr. **Eric Bishop** – Place 4  
**Mrs. Mary Ellen Mahaffey- Place 5, Vice President**  
Mrs. Elizabeth Childress – Place 6, **President**  
Mrs. DeAnna King – Place 7, **Secretary**  
Dr. Coby Kirkpatrick, Superintendent

CISD Board meetings are generally held the third Monday of each month at 6 pm. Meetings are held in the CISD Administration Building at 505 N. Ridgeway Dr. Suite 100 in Cleburne, Texas. For more information call 817-202-1100 or visit the website [www.c-isd.com](http://www.c-isd.com).

## **Cleburne Independent School District**

### **Mission**

The mission of Cleburne ISD, in partnership with parents and community, is to provide all students with rigorous and relevant learning.

### **Vision**

Excellence Happens Here...

Cleburne Independent School District does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing access to benefits of education services, activities and programs including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

The principal at each campus has been designated to coordinate compliance with these legal requirements. Dr. Mark McClure, Assistant Superintendent of Student Services, coordinates compliance at the district level for Section 504 of the Rehabilitation Act of 1973, as amended and Title II of the Americans with Disabilities Act and Title IX of the Educational Amendments of 1972. Harry Roberts, Assistant Superintendent of Human Resources coordinates compliance at the district level for Title VI of the Civil Rights Act of 1964.

Cleburne ISD

# VALUES OF EXCELLENCE



*Knowing everyone by name, need, and strength.*





# Cleburne High School

850 N. Nolan River Rd. Cleburne, Texas 76033



## Campus Administration

### Principal

Dr. Karen Holweg

### Associate Principal of Academics

Mr. Jeremy Ross

### Assistant Principals

Mr. Adam Jinkens (Alpha A – Cr)

Mrs. Carrie Schwindt (Alpha Cu – He)

Ms. Kayla Bruner (Alpha Hi – Mi)

Mr. Troy Petty (Alpha Mo – Ru)

Mr. Garrett Clothier (Alpha Sa – Z)

### Career and Technical Education Director

Mrs. Rebecca Hering

### Athletic Coordinators

Coach Jim Woodard (Boys)

Coach Timmi Blackshear (Girls)

### Counselors

Mrs. Tara Steadman (Alpha A – Cr)

Mrs. Rikki Taylor (Alpha Cu – He)

Mrs. Laura Hermesmeier - Lead Counselor (Alpha Hi – Mi)

Mr. Ruben Duarte (Alpha Mo – Ru)

Mrs. Jennifer Cox (Alpha Sa – Z)

Mrs. Michelle Mastic (Student Support Counselor)

**Grades Served:** 9 - 12

**School Hours for Students:** 8:15 – 4:00

**School Colors:** Black and Gold

**Mascot:** Yellow Jackets

**Cleburne High School Website:** [Cleburne High School](#)



**Cleburne TEAM School**  
850 N. Nolan River Rd. Cleburne, Texas 76033



“Together, Everyone Achieves More”

**Director of Alternative Learning:**

Mrs. Suzanne Keesee

**Counselor:**

Mrs. Holly Ramirez

**TEAM School Mission Statement**

*The staff of the TEAM School holds first to the belief that all students can learn and that it is our duty to guide each student to achieve their highest academic and social potential.*

*We are committed to providing a student-centered environment that provides for individual differences and yields students who can become effective communicators, logical problem solvers, independent workers, and creative thinkers.*

*By modeling and practicing cooperation, mutual respect, and appreciation of the students, staff and administration will accomplish the task of developing students who are capable of being skilled, knowledgeable, and responsible citizens of our society.*

**Grades Served:** 9 – 12

**School Hours for Students:** 8:15 – 4:00

**School Colors:** Black and Gold

**Mascot:** Yellow Jackets

**Cleburne TEAM School Website:** [Team School](#)



# Wheat Middle School

1020 Woodard Ave. Cleburne, Texas 76033

School-Wide Title 1 School

## Campus Administration

### Principal

Mrs. Kimberly Gonzalez

### Assistant Principals

Mrs. Maegan Holycross (Alpha A – Gi)

Mrs. Tina Martin (Alpha Go – O)

Mr. Cory Borden (Alpha P – Z)

### Counselors

Mrs. Kristina Price (Alpha A – Gi)

Mrs. Marci Barr (Alpha Go – O)

Mrs. Shanille Untz (Alpha P – Z)

**Serving Grades:** 7 – 8

**School Hours for Students:** 8:15 – 4:00

**School Colors:** Black and Gold

**Mascot:** Yellow Jackets

**Wheat Middle School Website:** [Wheat Middle School](#)

A traditional value in Cleburne ISD is our belief in lifelong learning. We have high expectations for our scholars because **we believe all students can achieve!**



# Smith Intermediate School

1710 Country Club Rd. Cleburne, Texas 76033

School-Wide Title 1 School



## Campus Administration

### Principal

Dr. Amber White

### Assistant Principals

Mrs. Katie Cunningham (Academic AP)

Mrs. Jami Walker (AP for 5<sup>th</sup>)

Mr. Ricky Lewis (AP for 6<sup>th</sup>)

### Counselors

Mrs. Mauri Ford (A-Go)

Mrs. Christy Sims (Gr-P)

Mrs. Mrs. Kelly Warner (Q-Z)

**Serving Grades:** 5 - 6

**School Hours for Students:** 8:15 - 4:00

**School Colors:** Black and Gold

**Mascot:** Yellow Jackets

**Smith Intermediate School Website:** [Smith Intermediate School](#)

A traditional value in Cleburne ISD is our belief in lifelong learning. We have high expectations for our scholars because **we believe all students can achieve!**



# CISD Elementary Schools



Serving Grades: PK – 4

School Hours for Students: 7:45 – 3:30

## From Your Campus Administrators

Welcome to the Cleburne ISD Elementary School program! We are excited to include you in our family of outstanding students and caring educators. Cleburne ISD is continuing to build on a foundation of excellence. This handbook will help acquaint you with the procedures and policies in Cleburne ISD. Please review the entire handbook with your child and use it as a reference throughout the school year.

For individual school websites, please visit [www.c-isd.com](http://www.c-isd.com) and click the “schools” tab. All CISD Elementary Schools are School-Wide Title 1 Schools. If you have questions, please do not hesitate to contact us! We are looking forward to a great year! Go Jackets!

### Adams Elementary

Brandi Geltmeier, Principal  
Autumn VanWinkle, Assistant Principal  
Melodye Jessup, Counselor  
1492 Island Grove Road  
817-202-2000

### Jo and George Marti Elementary

Janice Klink-Mueller, Principal  
Kyndal McHam, Assistant Principal  
M'Kayla Chapman, Counselor  
2020 W. Kilpatrick  
817-202-1650

### Irving Elementary

Crystal Kampen, Principal  
Molly Fitzgerald, Assistant Principal  
Melanie Lewis, Counselor  
345 Hix Road  
817-202-2100

### Coleman Elementary

Dr. Brent “Will” Barnes, Principal  
Rachael Gessaman, Assistant Principal  
Valerie Patterson, Counselor  
920 Westhill  
817-202-2030

### Gerard Elementary

Rena Jones, Principal  
Kaleigh Black, Assistant Principal  
Kent Gabrielson, Counselor  
1212 S. Hyde Park  
817-202-2130

### Santa Fe Elementary

Matt Ford, Principal  
Lisa Goodman, Assistant Principal  
Jennifer Tilleman, Counselor  
1601 E. Henderson  
817-202-2300

### C.C. Cooke Elementary

Jacob Walker, Principal  
Christina Roberson, Assistant Principal  
Alexa Nava, Counselor  
902 Phillips  
817-202-2060

A traditional value in Cleburne ISD is our belief in lifelong learning. We have high expectations for our scholars because **we believe all students can achieve!**

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## **Preface Parents and Students:**

Welcome to the new school year!

Education is a team effort. Students, parents, teachers, and other staff members working together will make this a successful year.

The *Cleburne ISD* Student Handbook is a general reference guide that is divided into two sections:

**Section One: Parental Rights** describes certain parental rights as specified in state or federal law.

**Section Two: Other Important Information for Parents and Students** is organized alphabetically by topic. Where applicable, the topics are further organized by grade level.

**Note:** Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with law, board-adopted policy, and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is not meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the *Cleburne ISD* Student Code of Conduct. To review the Code of Conduct, visit the district’s website at [www.c-isd.com](http://www.c-isd.com). State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

Although the Student Handbook may refer to rights established through law or district policy, it does not create additional rights for parents and students. It does not, nor is it intended to, represent a contract between any parent or student and the district.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at *Cleburne ISD Student Services Department in CISD Central Office, 505 N. Ridgeway Suite 100, Cleburne, Texas 76033*.

**Note:** References to board policy codes are included for ease of reference. The hard copy of the district’s official policy manual is available for review in the district administration office and at [Cleburne ISD Policy Online](#).

The policy manual includes:

- Legally referenced (LEGAL) policies that contain provisions from federal and state laws and regulations, case law, and other legal authorities that provide the legal framework for school districts.
- Board-adopted (LOCAL) policies that articulate the board's choices and values regarding district practices.

For questions about the material in this handbook, please contact:

Dr. Mark McClure  
Assistant Superintendent for Student Services  
505 N. Ridgeway, Suite 100  
[dmcclure@c-isd.com](mailto:dmcclure@c-isd.com)  
817-202-1128

Complete and return to the student's campus the following forms (provided in the forms packet distributed at the beginning of the year or upon enrollment):

- Acknowledgment of Electronic Distribution of Student Handbook,
- Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information,
- Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education (if you choose to restrict the release of information to these entities), and
- Consent/Opt-Out Form for participation in third-party surveys.

[See **Objecting to the Release of Directory Information** on page 18 and **Consent Required Before Student Participation in a Federally Funded Survey** on page 19 for more information.]

### **Accessibility**

If you have difficulty accessing this handbook because of a disability, please contact:

Dr. Mark McClure  
Assistant Superintendent for Student Services  
505 N. Ridgeway, Suite 100  
[dmcclure@c-isd.com](mailto:dmcclure@c-isd.com)  
817-202-1128

## **Section One: Parental Rights**

This section describes certain parental rights as specified in state or federal law.

### **Consent, Opt-Out, and Refusal Rights**

#### **Consent to Conduct a Psychological Evaluation**

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent.

**Note:** An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

## Consent to Human Sexuality Instruction

### Annual Notification

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction.

*The SHAC committee on sexual health and wellness recommended the following plan and it was approved by the CISD Board of Trustees in 2023: For grade 4, **Always Changing and Growing Up** videos will be used to discuss healthy habits and age-appropriate hygiene information with students. For grade 5, **Discovery Ed** videos and **Always Changing and Growing Up** videos (and print materials...Delete these three words) will be used to further educate students on physical and emotional changes that occur during puberty. Grades 6 – 12 will use A&M Success Sequence resources. In grade 6, students will use **Game Plan** in PE. In grade 7, students will use **Quest** in PE/Athletics. In grade 8, students will use **Aspire** in AVID/College and Career Readiness. In grade 9, students will use **Navigator** in Biology. These A&M success sequence resources ensure students have the opportunity to hear clearly reasoned, positive presentations on the benefits of abstinence until marriage and instruction on preparing for a healthy future. For further information, see the district's human sexuality instruction information at [www.c-isd.com](http://www.c-isd.com).*

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials.
- Remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. (See the campus principal for details.)
- Use the district's grievance procedure concerning a complaint. See **Complaints and Concerns (All Grade Levels)** on page 49 and FNG(LOCAL).

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age.
- Devote more attention to abstinence from sexual activity than to any other behavior.
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections, and the emotional trauma associated with adolescent sexual activity.
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases.
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

[See Consent to Instruction of Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking on page 15.]

### ***Consent Before Human Sexuality Instruction***

Before a student receives human sexuality instruction, the district must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction begins.

### **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**

Before a student receives instruction on the prevention of child abuse, family violence, dating violence and sex trafficking, the district must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

### ***Annual Notification***

Students receive instruction related to the prevention of child abuse, family violence, dating violence, and sex trafficking. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction.

*The 2023-2024 SHAC committee was tasked with selecting instruction and curriculum materials relating to the prevention of child abuse, family violence, dating violence, and sex trafficking. The Monique Burr Foundation Curriculum was selected to meet this requirement. For more information or to view the curriculum, visit <https://mbfpreventioneducation.org>*

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials. As required by law, any curriculum materials in the public domain used in this instruction will be posted on the district's website at the location indicated above.
- Remove his or her child from any part of this instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. (See the campus principal for details.)
- Use the district's grievance procedure concerning a complaint. See **Complaints and Concerns (All Grade Levels)** on page 49 and policy FNG for information on the grievance and appeals process.

[See **Consent to Human Sexuality Instruction** on page 14; **Dating Violence** on page 55; and **Child Sexual Abuse, Trafficking, and Other Maltreatment of Children** on page 45]

### **Consent to Provide a Mental Health Care Service**

The district will not provide a mental health care service to a student or conduct a medical screening of a student as part of the district's intervention procedures except as permitted by law.

The district has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options.

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

The mental health liaison can be reached at:

Glenna Pollock  
Director of Guidance and Counseling  
505 N. Ridgeway, Suite 100  
Cleburne, Texas 76033  
[GPollock@c-isd.com](mailto:GPollock@c-isd.com)  
817-202-1100

The mental health liaison can provide further information regarding these procedures as well as curriculum materials on identifying risk factors, accessing resources for treatment or support on and off campus, and accessing available student accommodations provided on campus.

[See **Mental Health Support** on page 78.]

#### **Consent to Display a Student's Original Works and Personal Information**

Teachers may display a student's work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes:

- Artwork
- Special projects
- Photographs
- Original videos or voice recordings
- Other original works

However, the district will seek parental consent before displaying a student's work on the district's website, a website affiliated or sponsored by the district (such as a campus or classroom website), or in district publications, which may include printed materials, videos, or other methods of mass communication.

#### **Consent to Receive Parenting and Paternity Awareness Instruction if a Student is Under Age 14**

A student under age 14 must have parental permission to participate in the district's [Parenting and Paternity Awareness Program](https://www.texasattorneygeneral.gov/child-support/programs-and-initiatives/parenting-and-paternity-awareness-papa/papa-educators/papa-curriculum) (<https://www.texasattorneygeneral.gov/child-support/programs-and-initiatives/parenting-and-paternity-awareness-papa/papa-educators/papa-curriculum>). This program was developed by the Office of the Texas Attorney General and the State Board of Education (SBOE) to be incorporated into health education classes.

#### **Consent to Video or Audio Record a Student when Not Already Permitted by Law**

State law permits the school to make a video or voice recording without parental permission when it:

- Is to be used for school safety,
- Relates to classroom instruction or a cocurricular or extracurricular activity,
- Relates to media coverage of the school, or

- Relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

In other circumstances, the district will seek written parental consent before making a video or voice recording of a student.

Please note that parents and visitors to a classroom, both virtual and in person, may not record video or audio or take photographs or other still images without permission from the teacher or other school official.

#### **Opting Out of Advanced Mathematics in Grades 6-8**

The district will automatically enroll a student in grade 6 in an advanced mathematics course if the student performed in the top 40 percent on the grade 5 mathematics STAAR or a local measure that demonstrates proficiency in the student's grade 5 mathematics course work.

Enrollment in an advanced mathematics course in grade 6 will enable students to enroll in Algebra I in grade 8 and advanced mathematics in grades 9-12.

The student's parent may opt the student out of automatic enrollment in an advanced mathematics course.

#### **Use of Corporal Punishment**

Corporal punishment — spanking or paddling a student — shall NOT be used as a discipline management technique as outlined in district policy FO(LOCAL).

#### **Limiting Electronic Communications between Students and District Employees**

The district permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines.

For example, a teacher may create a social networking page for his or her class to relay information regarding class work, homework, and tests. A parent is welcome to access such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity must communicate with a student participating in that activity.

The employee is required to include the student's parent as a recipient on all text messages.

#### **AND**

The employee is required to include his or her immediate supervisor and the student's parent as recipients on all text messages.

#### **AND**

The employee is required to send a copy of the text message to the employee's district email address.

A parent who does not want his or her child to receive one-to-one electronic communications from a district employee should contact the campus principal.

### **Objecting to the Release of Directory Information**

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated “directory information” from a student’s education records without written consent.

“Directory information” is information that, if released, is generally not considered harmful or an invasion of privacy. Examples include:

- A student’s photograph (for publication in the school yearbook)
- A student’s name and grade level (for communicating class and teacher assignments)
- The name, weight, and height of an athlete (for publication in a school athletic program)
- A list of student birthdays (for generating schoolwide or classroom recognition)
- A student’s name and photograph (posted on a district-approved and -managed social media platform)
- The names and grade levels of students submitted by the district to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period)

Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of this information. Any objection must be made in writing to the principal within ten school days of the student’s first day of instruction for this school year. [See **Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information**, included in the forms packet.]

The district requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to opt out of the release of directory information so that the district does not release any information that might reveal the location of such a shelter.

As allowed by state law, the district has identified two directory information lists — one for school-sponsored purposes and a second for all other requests. For district publications and announcements, the district has designated the following as directory information:

- Student’s name
- Address
- Telephone listing
- E-mail address
- Photographs, posed or candid
- Date and place of birth
- Major Field of study
- Honors, activities and events
- Dates of attendance
- Grade level
- Campus of enrollment
- Student’s teacher
- Participation in officially recognized activities and sports
- Weight and height (if a member of athlete activity)

If a parent does not object to the use of his or her child’s information for these school-sponsored purposes, the school will not ask permission each time the district wants to use the information for these purposes.

For all other purposes, the district has identified the following as directory information:

Student's name

If a parent does not object to the use of the student's information for these purposes, the school **must** release this information when requested by an outside entity or individual.

**Note:** Also see **Authorized Inspection and Use of Student Records** on page 23.

**Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)**

Unless a parent has advised the district not to release his or her student's information, the Every Student Succeeds Act (ESSA) requires the district to comply with requests from military recruiters or institutions of higher education to provide the following information about students:

- Name
- Address
- Telephone listing

Military recruiters may also have access to a student's district-provided email address, unless a parent has advised the district not to release this information.

[See **Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education**, included in the forms packet.]

**Participation in Third-Party Surveys**

***Consent Required Before Student Participation in a Federally Funded Survey***

The Protection of Pupil Rights Amendment (PPRA) provides parents certain rights regarding participation in surveys, the collection and use of information for marketing purposes, and certain physical exams.

A parent has the right to consent before a student is required to submit to a survey funded by the U.S. Department of Education that concerns any of the following protected areas:

- Political affiliations or beliefs of the student or the student's parent
- Mental or psychological problems of the student or the student's family
- Sex behavior or attitudes
- Illegal, antisocial, self-incriminating, or demeaning behavior
- Critical appraisals of individuals with whom the student has a close family relationship
- Legally recognized privileged relationships, such as with lawyers, doctors, and ministers
- Religious practices, affiliations, or beliefs of the student or parent
- Income, except when the information is required by law and will be used to determine the student's eligibility for a program

A parent may inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey. [See policy EF(LEGAL) for more information.]

***“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information***

The PPRA gives parents the right to receive notice and an opportunity to opt a student out of:

- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA for more information.]

A parent may inspect:

- Protected information surveys of students and surveys created by a third party
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- Instructional material used as part of the educational curriculum

The ED provides extensive information about the [Protection of Pupil Rights Amendment](https://studentprivacy.ed.gov/resources/protection-pupil-rights-amendment-ppra-general-guidance) (<https://studentprivacy.ed.gov/resources/protection-pupil-rights-amendment-ppra-general-guidance>), including a [PPRA Complaint Form](https://studentprivacy.ed.gov/file-a-complaint) (<https://studentprivacy.ed.gov/file-a-complaint>).

**Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction**

See **Consent to Human Sexuality Instruction** on page 14 and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page 15 for information on a parent’s right to remove a student from such instruction.

**Reciting a Portion of the Declaration of Independence in Grades 3-12**

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes to provide the following:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution
- A specific recitation from the Declaration of Independence for students in grades 3-12.

Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if any of the following apply:

- A parent provides a written statement requesting that his or her child be excused.
- The district determines that the student has a conscientious objection to the recitation.
- A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity.

[See policy EHBK(LEGAL) for more information.]

### **Reciting the Pledges to the U.S. and Texas Flags**

A parent may request that his or her child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing.

State law, however, requires that all students participate in one minute of silence following recitation of the pledges.

[See **Pledges of Allegiance and a Minute of Silence** on page 90 and policy EC(LEGAL) for more information.]

### **Religious or Moral Beliefs**

A parent may remove his or her child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. The student must also satisfy grade-level and graduation requirements as determined by the school and by state law.

### **Tutoring or Test Preparation**

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

- Informal observations
- Evaluative data such as grades earned on assignments or tests
- Results from diagnostic assessments

The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

In accordance with state law and policy EC, districts must obtain parental permission before removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

If a district offers tutorial services to students, state law requires a student with a grade below 70 for a reporting period to attend.

[For questions about school-provided tutoring programs, contact the student's teacher and see policies EC and EHBC. See **Standardized Testing** on page 102 for information regarding required accelerated instruction after a student fails to perform satisfactorily on certain state-mandated tests.]

### **Right of Access to Student Records, Curriculum Materials, and District Records/Policies**

#### **Parent Review of Instructional Materials**

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered, whether instruction is delivered in-person, virtually, or remotely.

The district will make instructional materials available for parent review no later than 30 days before the school year begins and for at least 30 days after the school year ends. However, tests that have not yet been administered will not be made available for parent examination.

The district will provide login credentials to each student's parent for any learning management system or online learning portal used in instruction to facilitate parent access and review.

A parent is also entitled to request that the school allow the student to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

#### **District Review of Instructional Materials**

A parent may request that the district conduct an instructional material review in a math, English Language Arts, science, or social studies class in which the parent's student is enrolled to determine alignment with state standards and the level of rigor for the grade level.

The district is not required to conduct an instructional material review for a specific subject area or grade level at a specific campus more than once per school year.

For more information about requesting an instructional material review, contact the campus principal.

#### **Notices of Certain Student Misconduct to Noncustodial Parent**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See the Student Code of Conduct and policy FO(LEGAL) for more information.]

#### **Participation in Federally Required, State-Mandated, and District Assessments**

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

#### **Student Records**

##### ***Accessing Student Records***

A parent may review his or her child's records. These records include:

- Attendance records
- Test scores
- Grades
- Disciplinary records
- Counseling records
- Psychological records
- Applications for admission
- Health and immunization information
- Other medical records
- Teacher and school counselor evaluations

- Reports of behavioral patterns
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term “intervention strategy” is defined by law
- State assessment instruments that have been administered to the child
- Teaching materials and tests used in the child’s classroom

***Authorized Inspection and Use of Student Records***

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an “eligible” student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information** on page 18, are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access.
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- Provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent.
- [File a complaint \(https://studentprivacy.ed.gov/file-a-complaint\)](https://studentprivacy.ed.gov/file-a-complaint) with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements.

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy.

Before disclosing personally identifiable information from a student’s records, the district must verify the identity of the person, including a parent or the student, requesting the information.

Virtually all information pertaining to student performance — including grades, test results, and disciplinary records — is considered confidential educational records.

Inspection and release of student records is restricted to an eligible student or a student’s parent unless the school receives a copy of a court order terminating parental rights or the right to access a student’s education records. A parent’s rights regarding access to student records are not affected by the parent’s marital status.

Federal law requires that control of the records goes to the student as soon as the student:

- Reaches the age of 18;
- Is emancipated by a court; or
- Enrolls in a postsecondary educational institution.

However, the parent may continue to have access to the records if the student is a dependent for tax purposes and, under limited circumstances, when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records without written consent of the parent or eligible student when school officials have what federal law refers to as a "legitimate educational interest" in a student's records.

Legitimate educational interest may include:

- Working with the student
- Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities
- Compiling statistical data
- Reviewing an educational record to fulfill the official's professional responsibility
- Investigating or evaluating programs

School officials may include:

- Board members and employees, such as the superintendent, administrators, and principals
- Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff)
- A person or company with whom the district has contracted or allowed to provide a specific institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer)
- A person appointed to serve on a team to support the district's safe and supportive school program
- A parent or student serving on a school committee
- A parent or student assisting a school official in the performance of his or her duties

FERPA also permits the disclosure of personally identifiable information without written consent:

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, the Texas Education Agency, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled.
- In connection with financial aid for which a student has applied or has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses directory information-designated details. [See **Objecting to the Release of Directory Information** on page 18 to prohibit this disclosure.]

## Cleburne ISD Student Handbook

Release of personally identifiable information to any other person or agency — such as a prospective employer or for a scholarship application — will occur only with parental or student permission as appropriate.

The *principal* is custodian of all records for currently enrolled students at the assigned school. The *Assistant Superintendent of Student Services* is the custodian of all records for students who have withdrawn or graduated.

A parent or eligible student who wants to inspect the student's records should submit a written request to the custodian of records identifying the records he or she wants to inspect.

Records may be reviewed in person during regular school hours. The records custodian or designee will be available to explain the record and to answer questions.

A parent or eligible student who submits a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review the records.

You may contact the custodian of records for currently enrolled students at:

Dr. Karen Holweg, Principal  
Cleburne High School 9-12  
850 N. Nolan River Road  
Cleburne, Texas 76033  
[kholweg@c-isd.com](mailto:kholweg@c-isd.com)  
817-202-1200

Dr. Amber White, Principal  
Smith Intermediate School 5-6  
1710 Country Club Road  
Cleburne, Texas 76033  
[AWhite@c-isd.com](mailto:AWhite@c-isd.com)  
817-202-1500

Kim Gonzalez, Principal  
Wheat Middle School 7-8  
810 N. Colonial  
Cleburne, Texas 76033  
[kgonzalez@c-isd.com](mailto:kgonzalez@c-isd.com)  
817-202-1300

Brandi Geltmeier, Principal  
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1492 Island Grove Road  
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[BGeltmeier@c-isd.com](mailto:BGeltmeier@c-isd.com)  
817-202-2000

Dr. Brent "Will" Barnes, Principal  
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Cleburne, Texas 76033  
[BBarnes@c-isd.com](mailto:BBarnes@c-isd.com)  
817-202-2030

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[JWalker@c-isd.com](mailto:JWalker@c-isd.com)  
817-202-2060

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[JKlinkmueller@c-isd.com](mailto:JKlinkmueller@c-isd.com)  
817-2021650

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Santa Fe Elementary School PK-4  
1601 E. Henderson  
Cleburne, Texas 76031  
[mford@c-isd.com](mailto:mford@c-isd.com)  
817-202-2300

Suzanne Keesee, Director Alt. Learning  
TEAM School 9-12  
850 N. Nolan River Road  
Cleburne, Texas 76033  
[SKeesee@c-isd.com](mailto:SKeesee@c-isd.com)  
817-202-2160

### **Michelle Parsons, Principal**

Phoenix (DAEP)  
311 Featherston Street  
Cleburne, Texas 76033  
[mparsons@c-isd.com](mailto:mparsons@c-isd.com)  
817-202-2090

You may contact the custodian of records for students who have withdrawn or graduated at:

Dr. Mark McClure  
Assistant Superintendent for Student Services  
505 N. Ridgeway, Suite 100  
Cleburne, Texas 76033  
[dmcclure@c-isd.com](mailto:dmcclure@c-isd.com)  
817-202-1128

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights.

A request to correct a student's record should be submitted to the appropriate custodian of records. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the complaint process found in policy FNG(LOCAL). A grade issued by a teacher can be changed only if the board of trustees determines that the grade is arbitrary, erroneous, or inconsistent with the district's grading guidelines.

[See **Report Cards/Progress Reports and Conferences** on page 91, **Complaints and Concerns** on page 49, and Finality of Grades at policy FNG(LEGAL).]

The district's student records policy is found at policy FL(LEGAL) and (LOCAL) and is available at the principal's or superintendent's office [CISD Board Policy Online](#).

**Note:** The parent's or eligible student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records — such as a teacher's personal notes about a student shared only with a substitute teacher — do not have to be made available.

### **Teacher and Staff Professional Qualifications**

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Has an emergency permit or other provisional status for which state requirements have been waived; and
- Is currently teaching in the field or discipline of his or her certification.

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

### **A Student with Exceptionalities or Special Circumstances**

#### **Children of Military Families**

[The Interstate Compact on Educational Opportunities for Military Children \(https://www.dodea.edu/partnership/interstatecompact.cfm\)](https://www.dodea.edu/partnership/interstatecompact.cfm) entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements
- Grade level, course, or educational program placement
- Eligibility requirements for participation in extracurricular activities
- Enrollment in the Texas Virtual School Network (TXVSN)
- Graduation requirements

The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:

- Called to active duty
- On leave
- Returning from a deployment of at least four months

The district will permit **no more than five** excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at [Military Family Resources at the Texas Education Agency \(https://tea.texas.gov/about-tea/other-services/military-family-resources\)](https://tea.texas.gov/about-tea/other-services/military-family-resources).

## **Parental Role in Certain Classroom and School Assignments**

### ***Multiple-Birth Siblings***

State law permits a parent of multiple-birth siblings (for example, twins, triplets) assigned to the same grade and campus to request in writing that the children be placed in either the same classroom or separate classrooms.

Written requests must be submitted by the 14th day after the students' enrollment. [See policy FDB(LEGAL) for more information.]

### ***Safety Transfers/Assignments***

The board or its designee will honor a parent's request to transfer his or her child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.

The board may transfer a student who has engaged in bullying to another classroom. The board will consult with the parent of a child who has engaged in bullying before deciding to transfer the child to another campus.

Transportation is not provided for a transfer to another campus. See the principal for more information.

[See **Bullying** on page 41, and policies FDB and FFI for more information.]

The district will honor a parent's request for the transfer of his or her child to a safe public school in the district if the child attends a school identified by the Texas Education Agency as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

[See policy FDE for more information.]

The board will honor a parent's request for the transfer of his or her child to another district campus or a neighboring district if the child has been the victim of sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for the assault. In accordance with policy FDE, if the victim does not wish to transfer, the board will transfer the assailant.

### **Student Use of a Service/Assistance Animal**

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

### **A Student in the Conservatorship of the State (Foster Care)**

In an effort to provide educational stability, the district will provide enrollment and registration assistance, as well as other educational services throughout the student's enrollment, to any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care).

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The district will assess the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district.

The district will award partial course credit when the student only passes one half of a two-half course. [For provisions on partial course credit for students who are not in the conservatorship of the state, see EI(LOCAL).]

A student in the conservatorship of the state who is moved outside the district's or school's attendance boundaries — or who is initially placed in the conservatorship of the state and moved outside the district's or school's boundaries — is entitled to remain at the school the student was attending prior to the placement or move until the student reaches the highest grade level at that particular school.

If a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request a diploma from the previous district if the student meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of applications for admission or financial aid.
- Arrange and accompany the student on campus visits.
- Assist in researching and applying for private or institution-sponsored scholarships.
- Identify whether the student is a candidate for appointment to a military academy.
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS).
- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state.

If you have questions, please contact the district's foster care liaison:

Glenna Pollock  
Director of Guidance and Counseling  
505 N. Ridgeway, Suite 100  
Cleburne, Texas 76033  
[gpollock@c-isd.com](mailto:gpollock@c-isd.com)  
817-202-1100

[See **Credit by Examination for Advancement/Acceleration** on page 54 and **Course Credit** on page 53.]

#### **A Student Who Is Homeless**

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

A student who is homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements

- Immunization requirements
- Educational program placement (if the student is unable to provide previous academic records or misses an application deadline during a period of homelessness)
- Credit-by-examination opportunities at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules
- Assessment of the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district
- Awarding partial credit when a student passes only one half of a two-half course
- Eligibility requirements for participation in extracurricular activities
- Graduation requirements

Federal law allows a student who is homeless to remain enrolled in the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

If a student who is homeless in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if the student meets the criteria to graduate from the previous district.

A student or parent who is dissatisfied by the district's eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

For more information on services for students who are homeless, contact the district's homeless education liaison:

Glenna Pollock  
Director of Guidance and Counseling  
505 N. Ridgeway, Suite 100  
Cleburne, Texas 76033  
[gpollock@c-isd.com](mailto:gpollock@c-isd.com)  
817-202-1100

[See **Credit by Examination for Advancement/Acceleration** on page 54 and **Course Credit** on page 53.]

#### **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services**

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school's overall general education referral or screening system for support services.

This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

### ***Special Education Referrals***

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than 15 school days after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the [Notice of Procedural Safeguards](https://fw.escapps.net/Display_Portal/publications) ([https://fw.escapps.net/Display\\_Portal/publications](https://fw.escapps.net/Display_Portal/publications)). If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

**Note:** A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If the district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled [Parent's Guide to the Admission, Review, and Dismissal Process](https://fw.escapps.net/Display_Portal/publications) ([https://fw.escapps.net/Display\\_Portal/publications](https://fw.escapps.net/Display_Portal/publications)).

### ***Contact Person for Special Education Referrals***

The designated contact person regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Dr. Karen Holweg, Principal  
Cleburne High School 9-12  
850 N. Nolan River Road  
Cleburne, Texas 76033  
[kholweg@c-isd.com](mailto:kholweg@c-isd.com)  
817-202-1200

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1710 Country Club Road  
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[AWWhite@c-isd.com](mailto:AWWhite@c-isd.com)  
817-202-1500

Kim Gonzalez, Principal  
Wheat Middle School 7-8  
810 N. Colonial  
Cleburne, Texas 76033  
[kgonzalez@c-isd.com](mailto:kgonzalez@c-isd.com)  
817-202-1300

Brandi Geltmeier, Principal  
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1492 Island Grove Road  
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[BGeltmeier@c-isd.com](mailto:BGeltmeier@c-isd.com)  
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Dr. Brent "Will" Barnes, Principal  
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[BBarnes@c-isd.com](mailto:BBarnes@c-isd.com)  
817-202-2030

Jacob Walker, Principal  
Cooke Elementary School PK-4  
902 Phillips  
Cleburne, Texas 76033  
[JWalker@c-isd.com](mailto:JWalker@c-isd.com)  
817-202-2060

Rena Jones, Principal  
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[RJones@c-isd.com](mailto:RJones@c-isd.com)  
817-202-2130

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[ckampen@c-isd.com](mailto:ckampen@c-isd.com)  
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2020 W. Kilpatrick  
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[JKlinkmueller@c-isd.com](mailto:JKlinkmueller@c-isd.com)  
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1601 E. Henderson  
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817-202-2300

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TEAM School 9-12  
850 N. Nolan River Road  
Cleburne, Texas 76033  
[SKeesee@c-isd.com](mailto:SKeesee@c-isd.com)  
817-202-2160

**Michelle Parsons, Principal**  
Phoenix (DAEP)  
311 Featherston Street  
Cleburne, Texas 76033  
[mparsons@c-isd.com](mailto:mparsons@c-isd.com)  
817-202-2090

Kimberly Tuggle  
Director of Special Education  
Fulton Campus  
311 Featherston Street  
Cleburne, Texas 76033  
[ktuggle@c-isd.com](mailto:ktuggle@c-isd.com)  
817-202-1601

For questions regarding post-secondary transitions, including the transition from education to employment, for students receiving special education services, contact the district's transition and employment designee:

**Melanie Doty, Transition Coordinator**

Cleburne High School  
850 N. Nolan River Road  
Cleburne, Texas 76033  
[Mdoty@c-isd.com](mailto:Mdoty@c-isd.com)  
817-202-1255 Phone  
817-202-1470 Fax

**Section 504 Referrals**

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes:

- Notice
- An opportunity for a parent or guardian to examine relevant records
- An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel
- A review procedure

**Contact Person for Section 504 Referrals**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Dr. Karen Holweg, Principal  
Cleburne High School 9-12  
850 N. Nolan River Road  
Cleburne, Texas 76033  
[kholweg@c-isd.com](mailto:kholweg@c-isd.com)  
817-202-1200

Dr. Amber White, Principal  
Smith Intermediate School 5-6  
1710 Country Club Road  
Cleburne, Texas 76033  
[AWwhite@c-isd.com](mailto:AWwhite@c-isd.com)  
817-202-1500

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[kgonzalez@c-isd.com](mailto:kgonzalez@c-isd.com)  
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[BGeltmeier@c-isd.com](mailto:BGeltmeier@c-isd.com)  
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311 Featherston Street  
Cleburne, Texas 76033  
[mparsons@c-isd.com](mailto:mparsons@c-isd.com)  
817-202-2090

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page 35.]

Visit these websites for information regarding students with disabilities and the family:

- [Legal Framework for the Child-Centered Special Education Process](https://fw.escapps.net/Display_Portal?destination=/) ([https://fw.escapps.net/Display\\_Portal?destination=/](https://fw.escapps.net/Display_Portal?destination=/))
- [Partner Resource Network](http://prntexas.org/) (<http://prntexas.org/>)
- [SPEDTEX: Special Education Information Center](https://www.spedtex.org/) (<https://www.spedtex.org/>)
- [Texas First Project](http://www.texasprojectfirst.org/) (<http://www.texasprojectfirst.org/>)

### ***Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education***

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

### **A Student Who Receives Special Education Services with Other School-Aged Children in the Home**

If a student is receiving special education services at a campus outside his or her attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus — if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home. [See policy FDB(LOCAL) for more information.]

**A Student Who Speaks a Primary Language Other than English**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English.

If the student qualifies for these services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

[See **Emergent Bilingual Students** on page 64 and **Special Programs** on page 101.]

**A Student with Physical or Mental Impairments Protected under Section 504**

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law — and who does not otherwise qualify for special education services — may qualify for protections under Section 504 of the Rehabilitation Act.

Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities.

When an evaluation is requested, a committee will be formed to determine whether the student needs services and supports under Section 504 in order to receive a free appropriate public education (FAPE), as defined in federal law.

[See **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** on page 30 and policy FB for more information.]

## **Section Two: Other Important Information for Parents and Students**

This section contains important information on academics, school activities, and school operations and requirements.

It is organized alphabetically to serve as a quick-reference guide. Where applicable, the topics are further organized by grade level.

Parents and children should take a moment together to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact the principal.

### **Absences/Attendance**

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.

Two important state laws are discussed below — one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit.

#### **Compulsory Attendance**

##### ***Prekindergarten and Kindergarten***

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

##### ***Ages 6-18***

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires a student in kindergarten-grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on an applicable subject area state assessment.

##### ***Age 19 and Older***

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If the student incurs more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA for more information.]

#### **Compulsory Attendance — Exemptions**

##### ***All Grade Levels***

State law allows exemptions to the compulsory attendance requirements for the following activities and events, as long as the student makes up all work:

- Religious holy days

- Required court appearances
- Appearing at a governmental office to obtain U.S. citizenship
- Taking part in a US naturalization oath ceremony
- Serving as an election clerk
- Health-care appointments for the student or a child of the student, including absences related to autism services
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician
- For students in the conservatorship of the state:
  - An activity required under a court-ordered service plan; or
  - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments. [See **Children of Military Families** on page 27.]

Note that documented health-care appointments may include telehealth appointments. Students who are physically on campus will not be allowed to participate in telehealth or other online appointments without specific authorization from an appropriate administrator. Students should not use district-issued technology, including wifi or internet, for telehealth appointments because use of district-owned equipment and its network systems is not private and may be monitored by the district. For more information, see **Telecommunication and Other Electronic Devices** on page 101 .

### ***Secondary Grade Levels***

The district will allow a student who is 15 years of age or older to be absent for one day to obtain a learner license and one day to obtain a driver's license, provided that the board has authorized such excused absences under policy FEA(LOCAL). The student will be required to provide documentation of his or her visit to the driver's license office for each absence and must make up any work missed.

[See **Driver License Attendance Verification** on page 40.]

The district will allow junior and senior students to be absent for up to two days per year to visit a college or university if the following conditions are met:

- The board has authorized such excused absences under policy FEA(LOCAL).
- The principal has approved the student's absence.
- The student follows campus procedures to verify the visit and makes up any work missed.

The district will allow a student 17 years old or older to be absent for up to four days during the period the student is enrolled in high school to pursue enlistment in the U.S. armed services or Texas National Guard, provided the student verifies these activities to the district.

The district will allow a student to be absent for up to two days during the student's junior year and two days during the student's senior year for a career investigation day to visit a

professional at that individual's workplace to determine the student's interest in pursuing a career in the professional's field, provided the student verifies these activities to the district.

The district will allow a student to be absent for up to two days per school year to serve as:

- An early voting clerk, provided the district's board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; or
- An election clerk, if the student makes up any work missed.

The district will allow a student in grades 6-12 to be absent for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran.

### **Compulsory Attendance — Failure to Comply**

#### ***All Grade Levels***

School employees must investigate and report violations of the compulsory attendance law.

A student who is absent without permission from school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

#### ***Students with Disabilities***

If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

#### ***Ages 6-18***

When a student age 6-18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent.

The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school.
- Request a conference between school administrators and the parent.
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitator for the district is:

**Dr. Mark McClure**  
**Assistant Superintendent for Student Services**  
505 N. Ridgeway, Suite 100  
Cleburne, Texas 76033  
[dmcclure@c-isd.com](mailto:dmcclure@c-isd.com)  
817-202-1128

For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

If a student age 12-18 incurs ten or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies FEA(LEGAL) and FED(LEGAL) for more information.]

### ***Age 19 and Older***

After a student age 19 or older incurs a third unexcused absence, the district is required by law to send the student a letter explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

### **Attendance for Credit or Final Grade (All Grade Levels)**

To receive credit or a final grade in a class, a student must attend the class at least 90 percent of the days it is offered. A student who attends at least 75 percent but fewer than 90 percent of the days may receive credit or a final grade if he or she completes a plan, approved by the principal, that allows the student to fulfill the class's instructional requirements. If a student is involved in a criminal or juvenile court proceeding, the judge presiding over the case must also approve the plan before the student receives credit or a final grade.

If a student attends fewer than 75 percent of the class days or does not complete the principal-approved plan, then the attendance review committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See policy FEC for more information.]

With the exception of absences due to serious or life-threatening illness or related treatment, all absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, the attendance committee will consider:

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- Whether the student has completed makeup work satisfactorily. If the student completes makeup work, absences listed under **Compulsory Attendance — Exemptions** on page 36 and absences for extracurricular activities will be considered extenuating circumstances.
- Whether the student or the student's parent had any control over the absences.
- Any information presented by the student or parent to the committee about the absences.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

### **Official Attendance-Taking Time (All Grade Levels)**

The district will take official attendance every day at 9:20 a.m. The district Alternative Learning Campus (TEAM) has an additional official attendance time of 1:30 p.m.

A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

**Documentation after an Absence (All Grade Levels)**

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records whether the absence is excused or unexcused.

**Note:** The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

**Doctor's Note after an Absence for Illness (All Grade Levels)**

Within 5 days of returning to school, a student who is absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

***Certification of Absence Due to Severe Illness or Treatment***

If a student is absent because of a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, a parent must provide certification from a physician licensed to practice in Texas specifying the student's illness and the anticipated period of absence related to the illness or treatment.

**Driver License Attendance Verification (Secondary Grade Levels Only)**

A currently enrolled student seeking a driver's license shall submit the Texas Department of Public Safety Verification of Enrollment and Attendance Form (VOE), signed by the parent, to the campus central office at least 10 days before it is needed. The district will issue a VOE only if the student meets class credit or attendance requirements. The [VOE form](https://www.tdlr.texas.gov/driver/forms/VOE.pdf) (<https://www.tdlr.texas.gov/driver/forms/VOE.pdf>) is available online.

Further information may be found on the [Texas Department of Public Safety website](https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license-teen) (<https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license-teen>).

See **Compulsory Attendance — Exemptions for Secondary Grade Levels** on page 36 for information on excused absences for obtaining a learner license or driver's license.

**Accountability under State and Federal Law (All Grade Levels)**

Cleburne ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of accountability is the dissemination and publication of certain reports and information, including:

- The Texas Academic Performance Report (TAPR) for the district, compiled by the Texas Education Agency (TEA), based on academic factors and ratings

- A School Report Card (SRC) for each campus in the district, compiled by TEA
- The district's financial management report, which includes the financial accountability rating assigned to the district by TEA
- Information compiled by TEA for the submission of a federal report card that is required by federal law

Accountability information can be found on the district's website at [www.c-isd.com](http://www.c-isd.com). Hard copies of any reports are available upon request to the district's administration office.

TEA maintains additional accountability and accreditation information at [TEA Performance Reporting Division](https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting) (<https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting>).

### **Armed Services Vocational Aptitude Battery Test (Grades 10-12)**

A student in grades 10-12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter.

The test shall be offered at Cleburne High School on **October 3, 2024 at 8:00am**. Please contact the CHS Principal, Dr. Karen Holweg [kholweg@c-isd.com](mailto:kholweg@c-isd.com), for information about this opportunity.

### **Awards and Honors (All Grade Levels)**

*Award winners and other honorees will be recognized at the end of year underclassmen and senior award ceremonies. Individual organizations can also hold banquets or award ceremonies to recognize members who have excelled. More information can be found on the Cleburne High School Calendar. Please contact the CHS Principal, Dr. Karen Holweg [kholweg@c-isd.com](mailto:kholweg@c-isd.com), for additional information.*

### **Bullying (All Grade Levels)**

The district strives to prevent bullying, in accordance with the district's policies, by promoting a positive school culture; building healthy relationships between students and staff; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

Bullying is defined in state law as 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:

- 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
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school
- Infringes on the rights of the victim at school

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done using any electronic communication device, including:

- A cellular or other type of telephone
- A computer
- A camera
- Electronic mail
- Instant messaging
- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting
- Teasing
- Confinement
- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions
- Name-calling
- Rumor-spreading
- Ostracism

If a student believes that he or she has experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Any district employee aware of a report of a bullying incident will relay the report to an appropriate administrator. Procedures for reporting allegations of bullying may be found on the district's website.

A student may anonymously report an alleged incident of bullying by clicking on the anti-bullying tile at the bottom of each school's home page. This will lead the student to an "anonymous alert" form where the incident can be reported anonymously in any language. [Anonymous Alert](#)

The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

The district will provide research-based interventions, which may include counseling options, for students who engage in bullying behaviors, students who are targeted by bullying behaviors, and any student who witnessed bullying behaviors.

Any action taken in response to bullying will comply with state and federal law regarding students with disabilities.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon recommendation of the administration, the board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the board may transfer the student to another campus in the district.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments** on page 28.]

A copy of the district's bullying policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook as an appendix.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

[See **Safety Transfers/Assignments** on page 28, **Dating Violence, Discrimination, Harassment, and Retaliation** on page 55, **Hazing** on page 74, policy FFI, the district's Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.]

### **Career and Technical Education (CTE) and Other Work-Based Programs (Secondary Grade Levels Only)**

The district offers career and technical education programs in the following areas:

- **STEM**
  - Engineering
  - Math
  - Science
- **Public Service**
  - Education and Training
  - Health Sciences
  - Human Services
  - Law Enforcement
- **Arts and Humanities**
  - Languages Other Than English
  - Fine Arts
  - English
  - Social Studies
- **Business and Industry**
  - English Electives
  - Architecture and Construction
  - Business Management and Administration
  - Finance
  - Marketing
  - Arts, A/V Technology and Communication
  - Hospitality and Tourism
  - Information Technology

- Agriculture, Food, And Natural Resources
- Manufacturing
- Transportation, Distribution, and Logistics

Admission to these programs is based on *student choice and completion of state required pre-requisites*.

The district offers other work-based programs in the following areas:

Career Prep 1

Career Prep 2

### Practicum Programs

See the CTE Director, Rebecca Hering [rhering@c-isd.com](mailto:rhering@c-isd.com), for additional information.

Admission and enrollment to these programs is based on student choice and meeting the requirements as outlined in the Student Attendance Accounting Handbook from the Texas Education Agency.

District policy prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities, and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

District policy also prohibits discrimination on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The district will take steps to assure that lack of English language skills will not be a barrier to admission or participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX coordinator and the ADA/Section 504 coordinator.

[See **Nondiscrimination Statement** on page 86 for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator.]

### **Celebrations (All Grade Levels)**

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have severe allergies to certain food products. Discuss any classroom allergies with the teacher before bringing food to share.

Occasionally, the school or a class may host functions or celebrations tied to the curriculum that involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers to provide food.

[See **Food Allergies** on page 80.]

### **Child Sexual Abuse, Trafficking, and Other Maltreatment of Children (All Grade Levels)**

The district has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children, which may be accessed at [District Improvement Plan](#). Trafficking includes both sex and labor trafficking.

#### **Warning Signs of Sexual Abuse**

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs, including:

- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches
- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior
- Withdrawal, depression, sleeping and eating disorders, and problems in school

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 55 and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page 15.]

#### **Warning Signs of Trafficking**

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches. Some traffickers contact victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology)
- Tattoos or branding
- Refillable gift cards
- Frequent runaway episodes
- Multiple phones or social media accounts

- Provocative pictures posted online or stored on the phone
- Unexplained injuries
- Isolation from family, friends, and community
- Older romantic partners

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips
- Being employed but not having a school-authorized work permit
- Being employed and having a work permit but clearly working outside the permitted hours for students
- Owning a large debt and being unable to pay it off
- Not being allowed breaks at work or being subjected to excessively long work hours
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss
- Not being in control of his or her own money
- Living with an employer or having an employer listed as a student's caregiver
- A desire to quit a job but not being allowed to do so

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page 15.]

#### **Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children**

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Children may be more reluctant to disclose sexual abuse than physical abuse and neglect and may only disclose sexual abuse indirectly. As a parent or trusted adult, it is important to be calm and comforting if your child or another child confides in you. Reassure the child that he or she did the right thing by telling you.

If your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp) ([http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp))

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1-800-252-5400 or on the web at [Texas Abuse Hotline Website](http://www.txabusehotline.org) ([www.txabusehotline.org](http://www.txabusehotline.org)).

### **Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children**

The following websites include resources to help increase awareness of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- [Child Welfare Information Gateway \(https://www.childwelfare.gov/pubPDFs/whatiscan.pdf\)](https://www.childwelfare.gov/pubPDFs/whatiscan.pdf)
- [KidsHealth, For Parents, Child Abuse \(https://kidshealth.org/en/parents/child-abuse.html\)](https://kidshealth.org/en/parents/child-abuse.html)
- [Office of the Texas Governor's Child Sex Trafficking Team \(https://gov.texas.gov/organization/cjd/childsextrafficking\)](https://gov.texas.gov/organization/cjd/childsextrafficking)
- [Human Trafficking of School-aged Children \(https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children\)](https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children)
- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault \(https://taasa.org/product/child-sexual-abuse-parental-guide/\)](https://taasa.org/product/child-sexual-abuse-parental-guide/)
- [National Center of Safe Supportive Learning Environments: Human Trafficking in America's Schools \(https://safesupportivelearning.ed.gov/human-trafficking-americas-schools\)](https://safesupportivelearning.ed.gov/human-trafficking-americas-schools)

### **Class Rank/Highest-Ranking Student (Secondary Grade Levels Only)**

[See policy EIC (LOCAL) for information on class rank practices.]

### **Class Schedules (Secondary Grade Levels Only)**

All students are expected to attend school for the entire school day and maintain a full class schedule. Exceptions may be made occasionally by the campus principal for students in grades 9-12 who meet specific criteria and receive parental consent to enroll in less than a full-day schedule.

[See **Schedule Changes** on page 96 for information related to student requests to revise their course schedule.]

### **College and University Admissions and Financial Aid (All Grade Levels)**

For two school years following graduation, a district student who graduates as valedictorian or in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program [see **Foundation Graduation Program** on page 68]; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

The student is ultimately responsible for meeting the admission requirements of the university or college, including timely submission of a completed application.

If a college or university adopts an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. From the summer 2023 term through the spring 2025 term, the University will admit the top six percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

As required by law, the district will provide written notice concerning the following:

- Automatic college admission
- Curriculum requirements for financial aid
- Benefits of completing the requirements for automatic admission and financial aid
- The Texas First Early High School Completion Program, which requires a student to provide an official copy of assessment results and transcripts, as applicable, to receive credit for the assessments and credits required for early graduation under the program
- The Texas First Scholarship Program
- The Future Texas Teachers Scholarship Program

Parents and students will be asked to sign an acknowledgment that they received this information.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

[See **Class Rank/Highest-Ranking Student** on page 47 for information specifically related to how the district calculates a student's rank in class, and requirements for **Graduation** on page 68 for information associated with the foundation graduation program.]

[See **Students in the Conservatorship of the State (Foster Care)** on page 28 for information on assistance in transitioning to higher education for students in foster care.]

### **College Credit Courses (Secondary Grade Levels Only)**

Students in grades 9-12 may earn college credit through the following opportunities:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB), or college preparatory
- Enrollment in AP or dual credit courses through the Texas Virtual School Network (TXVSN)
- Enrollment in courses taught in conjunction and in partnership with Hill College, University of Texas (onRamps), **McMurray University**, and Tarleton State University, which may be offered on or off campus
- Enrollment in courses taught at other colleges or universities

Enrollment in these programs is based on student choice and successful completion of prerequisites.

Under the Financial Aid for Swift Transfer (FAST) program, a student may be eligible to enroll at no cost to the student in dual credit courses at a participating institution of higher education. The FAST program allows students who are or have been educationally disadvantaged at any time during the four years preceding the student's enrollment in a dual credit course to enroll at no cost to the student. The district will determine eligibility upon the student's enrollment in the dual credit course. See the high school counselor for more information.

A student may be eligible for subsidies based on financial need for AP or IB exam fees. See **Fees (All Grade Levels)** on page 66 for more information.

A student may also earn college credit for certain Career and Technical Education (CTE) courses. See **Career and Technical Education (CTE) and Other Work-Based Programs**

**(Secondary Grade Levels Only)** on page 43 for information on CTE and other work-based programs.

All these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student's grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

Not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

## **Communications (All Grade Levels)**

### **Parent Contact Information**

A parent is legally required to provide in writing the parent's contact information, including address, phone number, and email address.

A parent must provide the contact information to the district upon enrollment and again within two weeks after the beginning of each following school year while the student is enrolled in the district.

If the parent's contact information changes during the school year, the parent must update the information in writing no more than two weeks after the date the information changes.

A parent may update contact information by contacting the registrar at the school their child is enrolled **in** or by updating it online through the Skyward Family Access.

### **Automated Emergency Communications**

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency situation may include early dismissal, delayed opening, or restricted access to the campus due to severe weather, another emergency, or a security threat. It is crucial to notify your child's school when a phone number changes.

[See **Safety** on page 92 for information regarding contact with parents during an emergency situation.]

### **Automated Nonemergency Communications**

Your child's school periodically sends information by automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission and specific to your child, your child's school, or the district.

Standard messaging rates of your wireless phone carrier may apply.

If you do not wish to receive such communications, please contact your child's principal. [See **Safety** on page 92 for information regarding contact with parents during an emergency.]

### **Complaints and Concerns (All Grade Levels)**

Usually, student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal.

For those complaints and concerns that cannot be resolved informally, the board has adopted a Student and Parent Complaints/Grievances policy at FNG(LOCAL). This policy can be viewed in the district's policy manual, available online at [CISD Policy Online](#). The complaint forms can be accessed at the following web address [Student Complaint and Appeal Forms](#) or at the principal's or superintendent's office.

To file a formal complaint a parent or student should complete and submit the complaint form. In general, the written complaint form should be completed and submitted to the campus principal in a timely manner.

If the concern is not resolved, a parent or student may request a conference with the superintendent.

If the concern is still unresolved, the district provides a process for parents and students to appeal to the board of trustees.

### **Conduct (All Grade Levels)**

#### **Applicability of School Rules**

The board has adopted a Student Code of Conduct that defines standards of acceptable behavior — on and off campus, during remote and in-person instruction, and on district vehicles — and outlines consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

During summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

#### **Campus Behavior Coordinator**

Each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for each campus behavior coordinator is listed below:

- Cleburne High School
  - Troy Petty 817-202-1200
- Smith Intermediate School
  - Ricky Lewis 817-202-1500
- Wheat Middle School
  - Tina Martin 817-202-1300
- Adams Elementary School
  - Autumn VanWinkle 817-202-2000
- Coleman Elementary School
  - Rachael Gessaman 817-202-2030

- Cooke Elementary School
  - Cristina Roberson 817-202-2060
- Gerard Elementary School
  - Kaleigh Black 817-202-2130
- Irving Elementary School
  - Molly Fitzgerald 817-202-2100
- Marti Elementary School
  - **Kyndal McHam** 817-202-1650
- Santa Fe Elementary School
  - Lisa Goodman 817-202-2300
- TEAM Alternative School
  - **Suzanne Keesee** 817-202-2160
- Phoenix (DAEP)
  - **Gary Holycross** 817-202-2090

**Deliveries**

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

**Disruption of School Operations**

Disruption of school operations is not tolerated and may constitute a misdemeanor offense. As identified by state law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.

Disruption of classes or other school activities while on or within 500 feet of district property includes:

- Making loud noises

- Trying to entice a student away from, or to prevent a student from attending, a required class or activity
- Entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct

Interference with the transportation of students in vehicles owned or operated by the district is also considered a disruption.

### **Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event and will not be readmitted.

A parent interested in serving as a chaperone for any school social events should contact the campus principal.

### **Counseling**

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

### **Academic Counseling**

#### ***Elementary and Middle/Junior High School Grade Levels***

The school counselor will provide information to students and parents about college and university admissions and the importance of planning for postsecondary education, including appropriate coursework and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction on how best to prepare for high school, college, and a career.

#### ***High School Grade Levels***

High school students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures.

Each year, high school students will be provided information on anticipated course offerings for the next school year, how to make the most of academic and career and technical education (CTE) opportunities, and the importance of postsecondary education.

The school counselor will also provide information each year a student is enrolled in high school regarding:

- The importance of postsecondary education
- The advantages of earning an endorsement and completing the foundation program with the distinguished level of achievement
- The disadvantages of pursuing a high school equivalency exam (GED) as opposed to earning a high school diploma
- Financial aid eligibility and how to apply for financial aid
- Automatic admission to state-funded Texas colleges and universities
- Eligibility requirements for the TEXAS Grant
- Availability of district programs that allow students to earn college credit
- Availability of tuition and fee assistance for postsecondary education for students in foster care
- Availability of college credit awarded by institutions of higher education to veterans and military service members for military experience, education, and training

Additionally, the school counselor can provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

[See **Scholarships and Grants** on page 73 for more information.]

### **Personal Counseling (All Grade Levels)**

The school counselor is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues and substance abuse. A student who wishes to meet with the school counselor should *ask their teacher, go to the counseling department, or scan a QR code provided to schedule an appointment*. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

If your child has experienced trauma, contact the school counselor for more information.

[See **Mental Health Support** on page 78, and **Child Sexual Abuse, Trafficking, and Other Maltreatment of Children** on page 45 and **Dating Violence** on page 55.]

### **Course Credit (Secondary Grade Levels Only)**

A student at any grade level enrolled in a high school course will earn credit for the course only if the final grade is 70 or above. For a two-part (two-semester, 1-credit course), the student's grades from both halves (semesters) will be averaged and credit will be awarded if the combined average is 70 or above. If the student's combined average is less than 70, the student will be awarded credit only for the half (semester) with the passing grade.

**Credit by Examination — If a Student Has Taken the Course/Subject (Grades 6-12)**

A student who has previously taken a course or subject but did not receive credit or a final grade for it may, in circumstances determined by the principal or attendance committee, be permitted to earn credit or a final grade by passing an examination approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject.

Examples of prior instruction include incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to earn credit by examination after the student has had prior instruction is sometimes referred to as "credit recovery."

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination.

If a student is granted approval to take an examination for credit, the student must score at least 70 on the examination to receive credit for the course or subject.

[See the school counselor and policy EHDB(LOCAL) for more information.]

**Credit by Examination for Advancement/Acceleration — If a Student Has Not Taken the Course/Subject**

A student will be permitted to earn credit by examination for an academic course or subject area for which the student had no prior instruction for advancement or to accelerate to the next grade level.

The examinations offered by the district are approved by the district's board of trustees. Testing windows for these examinations will be published in district publications and on the district's website. A student may take a specific examination only once per testing window.

The only exceptions to the published testing windows will be for examinations administered by another entity or to accommodate a student experiencing homelessness or a student involved in the foster care system.

When another entity administers an examination, the student and the district must comply with the testing schedule of the other entity.

If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days prior to the scheduled testing date. [See policy EHDC for more information.]

**Kindergarten Acceleration**

In accordance with State Board rules, the Board shall approve procedures developed by the Superintendent or designee to allow a child who is five years old at the beginning of the school year to be assigned initially to grade 1 rather than kindergarten. Criteria for acceleration may include:

1. Scores on readiness tests or achievement tests that may be administered by appropriate District personnel.
2. Recommendation of the kindergarten or preschool the student has attended.
3. Chronological age and observed social and emotional development of the student.
4. Other criteria deemed appropriate by the principal and Superintendent.

### **Students in Grades 1-5**

A student in elementary school is eligible to accelerate to the next grade level if:

- The student scores at least an 80 on each examination in the subject areas of language arts, mathematics, science, and social studies;
- A district administrator recommends that the student be accelerated; and
- The student's parent gives written approval of the grade advancement.

### **Students in Grades 6-12**

A student in grade 6 or above is eligible to earn course credit with:

- A passing score of at least 80 on an examination approved by the board; or
- A scaled score of 50 or higher on an examination administered through the College Level Examination Program (CLEP); or
- A score of 3 or higher on an AP examination, as applicable.

A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

### **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)**

Students learn best, and their welfare is best served, in a school environment that is free from dating violence, discrimination, harassment, and retaliation.

Students are expected to treat peers and district employees with courtesy and respect, avoid offensive behaviors, and stop those behaviors as directed. District employees are likewise expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office. [See policy FFH for more information.]

#### **Dating Violence**

Dating violence will not be tolerated at school. To report dating violence, see **Reporting Procedures**, on page 58.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship or any of the person's past or subsequent partners. This type of conduct is considered harassment if it is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to:

- Physical or sexual assaults

- Name-calling
- Put-downs
- Threats to hurt the student, the student's family members, or members of the student's household
- Destroying property belonging to the student
- Threats to commit suicide or homicide if the student ends the relationship
- Threats to harm a student's past or current dating partner
- Attempts to isolate the student from friends and family
- Stalking
- Encouraging others to engage in these behaviors

In accordance with law, when the district receives a report of dating violence, a district official will immediately notify the parent of the alleged victim and alleged perpetrator.

The counselor's office has information about the dangers of dating violence and resources for seeking help.

For more information on dating violence, see:

- Texas Attorney General's office [recognizing and responding to dating violence flier](https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf) (<https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf>)
- The CDC's [Preventing Teen Dating Violence](https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html) (<https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html>)

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page 15.]

### **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law that negatively affects the student.

### **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to:

- Offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation
- Threatening, intimidating, or humiliating conduct
- Offensive jokes, name-calling, slurs, or rumors
- Physical aggression or assault

- Graffiti or printed material promoting racial, ethnic, or other negative stereotypes
- Other kinds of aggressive conduct such as theft or damage to property

#### **Sexual Harassment and Gender-Based Harassment**

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but are not limited to:

- Touching private body parts or coercing physical contact that is sexual in nature
- Sexual advances
- Jokes or conversations of a sexual nature
- Other sexually motivated conduct, communications, or contact

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic, sexual, and other inappropriate social relationships between students and district employees are prohibited, even if consensual.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity. Examples of gender-based harassment directed against a student may include, but are not limited to:

- Offensive jokes, name-calling, slurs, or rumors
- Physical aggression or assault
- Threatening or intimidating conduct
- Other kinds of aggressive conduct such as theft or damage to property

#### **Pregnancy or Related Conditions**

The district does not discriminate on the basis of pregnancy or a related condition.

**Please contact the principal for pregnancy-related accommodations.**

#### **Retaliation**

Retaliation against a person who makes a good-faith report or participates in an investigation of discrimination, harassment, or dating violence is prohibited. A person who makes a false claim, offers false statements, or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

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.

### **Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parent. [See policy FFH(LOCAL) and (EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report, the district will determine whether the allegations, if proven, constitute prohibited conduct as defined by policy FFH. If not, the district will refer to policy FFI to determine whether the allegations, if proven, constitute bullying, as defined by law and policy FFI. If the alleged prohibited conduct also meets the statutory and policy definitions for bullying, an investigation of bullying will also be conducted. [See **Bullying** on page 41]

The district will promptly notify the parent of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parent of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

### **Investigation of Report**

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

To the extent possible, the district will respect the privacy of the student. However, limited disclosures may be necessary to conduct a thorough investigation and comply with law.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume its investigation at the conclusion of the agency's investigation.

During an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action and, in some cases, corrective action will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

### **Discrimination**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 55.]

### **Distance Learning (All Grade Levels)**

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, internet, video-conferencing, and instructional television.

The distance learning opportunities that the district makes available to district students are *available through the Texas Virtual School Network (TxVSN)*.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN), as described below, to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

[See **Remote Instruction** on page 91.]

### **Texas Virtual School Network (TXVSN) (Secondary Grade Levels)**

The Texas Virtual School Network (TXVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation.

Depending on the TXVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. [See **Extracurricular Activities, Clubs, and Organizations** on page 64.] In addition, a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required must still take the corresponding EOC assessment.

A parent may ask questions or request that their child be enrolled in a TXVSN course by contacting the school counselor. Unless an exception is made by the *campus principal*, a student will not be allowed to enroll in a TXVSN course if the school offers the same or a similar course.

A copy of policy EHDE addressing distance learning will be distributed to parents of middle and high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact *your child’s counselor*.

### **Distribution of Literature, Published Materials, or Other Documents (All Grade Levels)**

#### **School Materials**

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, newspapers, yearbooks, brochures, flyers, and the like.

All school publications are under the supervision of a teacher, sponsor, and the principal.

#### **Nonschool Materials**

##### ***From Students***

Students must obtain prior approval from the *campus principal* before selling, posting, circulating, or distributing more than 30 copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. Approval will be granted or denied within two school days.

The **High School** campus principal has designated common areas throughout the building as the location for approved non-school materials to be placed for voluntary viewing or collection by students. [See policy FNAA.]

The **Middle School** campus principals have designated the front office as the location for approved non-school materials to be placed for voluntary viewing or collection by students. [See policy FNAA.]

The **Elementary School** campus principals have designated the front office as the location for approved non-school materials to be placed for voluntary viewing or collection by students. [See policy FNAA.]

A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who sells, posts, circulates, or distributes non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

[See policy FNG(LOCAL) for student complaint procedures.]

#### **From Others**

No person or group will sell, circulate, distribute, or post on any district premises written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that is not sponsored by the district or by a district-affiliated school-support organization, except as permitted by policy GKDA.

To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Director of Community Relations, Lisa Magers, at CISD Central Offices, for prior review. The Director of Community Relations will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies DGBA or GF for more information.]

The *campus principal* has designated *commons bulletin boards* as the location for approved non-school materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with policy FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

#### **Dress and Grooming (All Grade Levels)**

The district's dress code teaches grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, if they comply with the following:

#### **Secondary Grade Levels**

1. ***Cleburne High School: Student ID must be worn and visible at all times.***

**2. Shirts**

- a. Shirt tails may be worn un-tucked, but must be appropriately sized in shoulders, sleeves in length. Excessively tight or baggy shirts are prohibited.
- b. Lewd, offensive, vulgar, or obscene language is not allowed on any garment. In addition, alcoholic beverages, tobacco advertising, weapon or drug references are not allowed on any garment.
- c. Sleeveless garments must have a standard size arm hole and undergarments must not be visible. Sleeveless garments must have a three-inch width (width of ID badge).
- d. Muscle shirts, tank tops, halter tops, strapless garments, off-the-shoulder garments, backless garments, spaghetti straps, and bare midriffs garments are not allowed to be worn.
- e. Clothing must have conservative necklines that are not revealing.

**3. Shorts/Skirts/Dresses:**

- a. Shorts, dresses, skirts, and split skirt may be worn, but must not be shorter than fingertip length.
- b. Slits in dresses, skirts, and shorts higher than fingertip length are not allowed to be worn.

**4. Pants, Jeans, and Slacks**

- a. Pants, jeans, slacks, and shorts with holes, rips, or tears exposing skin higher than fingertip length are not allowed to be worn.
- b. If pants, jeans, slacks, or shorts are loose at the waist, a belt must be worn.
- c. Tear-away pants, spandex shorts, and running shorts (i.e. Sofee, "Nike Style") are not allowed to be worn.

**5. Lounge, undershirt, or pajama style clothing is not allowed to be worn.**

**6. Shoes**

- a. Shoes, boots, or sandals must be worn.
- b. Steel toed shoes/boots and shoes with wheels attached to the soles are not allowed.
- c. House shoes are not allowed to be worn, regardless of type of sole.

**7. Other Dress Code Items**

- a. No gang related items such as: bandanas or chains.
- b. Caps, hats, beanies, bandanas, hoods, doo rags, and any other headgear are not allowed to be worn inside the school building.
- c. Gang paraphernalia and gang related colors, bandanas, signs, or insignias are not allowed to be worn.
- d. Undergarments, of any kind, should not be visible.
- e. Trench coats and dusters are not allowed to be worn. All coats, jackets, sweatshirts, hoodies, etc. must be appropriate in size and length.
- f. Hairstyles or color that creates a distraction and/or a disturbance will not be permitted.
- g. Special effect contact lenses are not allowed to be worn (i.e. cat eyes, red eyes).

## **Elementary Grade Levels**

The student and parent share in the responsibility for proper grooming of the student; however, the campus administrator has final authority regarding the appropriateness of clothes, hairstyle and jewelry.

### **Hair**

- Hair will be neat, clean and well-groomed.
- The hair color or style may not be distracting.
- Hair must not obstruct the student's vision or a view of the student's face nor may it obstruct the view of others.

### **Clothing**

- Clothing will be neat, clean and modest in nature.
- Shorts and skirts need to be of modest length. Short shorts, ragged cut-offs, skin-tight spandex-type and other clearly questionable clothing are not permitted.
- Sleeveless apparel with a finished edge may be worn if the garment comes to the shoulder edge and has a standard size arm hole. Muscle shirts, tank tops, halter tops, strapless garments, spaghetti strap garments, backless garments and bare midriff garments shall not be worn.
- Students shall not wear clothing with suggestive, disrespectful, obscene or risqué writing and/or drawing on it. Clothing advertising alcohol, tobacco, weapons, or any illegal substances shall not be worn.
- Caps, hats, and hoods shall not be worn in the school building.
- Blouses or shirts cover the midriff at all times.
- Dress for social functions and special activities will be determined by the sponsors of these functions and announced prior to the occasion.
- Tennis shoes are encouraged to be worn daily and are required for participation during PE. Boots and sandals may be worn. Cleats and "Wheelies," or similar shoes with wheels attached to the soles, are not permitted.
- Clothing and jewelry shall not distract from learning or jeopardize student/staff safety.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school and return to the classroom. If the problem cannot be corrected at school, the principal will work with the student and parent to obtain an acceptable change of clothing for the student in a way that minimizes loss of instructional time.

Repeated or severe offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

## **Electronic Devices and Technology Resources (All Grade Levels)**

### **Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices**

The district permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. [See **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials** on page 103 for graphing calculator applications on computing devices.]

A student must have approval to possess other personal telecommunications devices on campus such as laptops, tablets, or other portable computers.

Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated.

### ***High/Middle School Grade Levels***

The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15 or after five (5) school days.

### ***Elementary School Grade Levels***

The parent may pick up the confiscated telecommunications device from the principal's office.

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 100 and policy FNF for more information.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

### **Instructional Use of Personal Telecommunications and Other Electronic Devices**

Students must obtain prior approval to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

All personal devices must be turned off during the instructional day when not in use for approved instructional purposes. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Acceptable Use of District Technology Resources**

District-owned technology resources may be issued to individual students for instructional purposes. Use of the district's network systems and equipment is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether on district-owned or personally owned equipment, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content — commonly referred to as “sexting” — will be disciplined in accordance with the Student Code of Conduct, may be required to

complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the "[Before You Text" Sexting Prevention Course](https://txssc.txstate.edu/tools/courses/before-you-text/) (<https://txssc.txstate.edu/tools/courses/before-you-text/>), a state-developed program that addresses the consequences of sexting.

In accordance with state law, the district prohibits the installation or use of TikTok or any successor application or service on a district device, along with any other social media application or service determined by the governor.

Any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct. In some cases, the consequence may be expulsion.

### **End-of-Course (EOC) Assessments**

[See **Graduation** on page 68 and **Standardized Testing** on page 102.]

### **Emergent Bilingual Students (All Grade Levels)**

A student who is an emergent bilingual student is entitled to receive specialized services from the district. A Language Proficiency Assessment Committee (LPAC), consisting of both district personnel and at least one parent representative, will determine whether the student qualifies for services. The student's parent must consent to any services recommended by the LPAC. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

To determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at **Standardized Testing** on page 102, may be administered to an emergent bilingual student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to emergent bilingual students who qualify for services.

If a student is considered an emergent bilingual student and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

### **Extracurricular Activities, Clubs, and Organizations (All Grade Levels)**

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships.

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the district to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor. [See **Transportation** on page 103.]

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students and parents can access the [UIL Parent Information Manual \(https://www.uil texas.org/athletics/manuals\)](https://www.uil texas.org/athletics/manuals) online. A hard copy can be provided by the coach or sponsor of the activity on request.

To report alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov).

[See [UIL Texas \(https://www.uil texas.org/\)](https://www.uil texas.org/) for additional information on all UIL-governed activities.]

Student safety in extracurricular activities is a priority of the district. Parents are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

Generally, a student who receives a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

However, if a student receives a grade below 70 at the end of a grading period in an Advanced Placement (AP) or International Baccalaureate (IB), honors, or dual credit course in English language arts, mathematics, science, social studies, economics, or languages other than English, the student remains eligible for participation in all extracurricular activities.

If a student is enrolled in a state-approved course that requires demonstration of the mastery of an essential knowledge and skills in public performance and the student receives a grade below 70 in any course at the end of the grading period, the student may participate in a performance so long as the general public is invited.

If a student is enrolled in a state-approved music course that participates in UIL Concert and Sight-reading Evaluation, and the student receives a grade below 70 in any course at the end of a grading period, the student may perform with the ensemble during the UIL evaluation performance, but is ineligible for other extracurricular activities for at least three weeks.

In addition, the following applies to all extracurricular activities:

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 10 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.

- An absence for participation in an activity that has not been approved will be considered an unexcused absence.

### **Standards of Behavior**

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by board policy will apply in addition to any consequences specified by the organization's standards of behavior.

### **Offices and Elections**

Certain clubs, organizations, and performing groups will hold elections for student officers.

### **Fees (All Grade Levels)**

Basic educational program materials are provided at no charge to a student. However, a student is expected to provide his or her own supplies, such as pencils, paper, erasers, and notebooks. A student may also be required to pay certain other costs, fees, or deposits, including:

- Materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations.
- Admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, and the like.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 104.]
- A maximum fee of \$50 for an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program for the student to meet the 90 percent attendance requirements. The fee will be charged only if the parent or guardian signs a district-provided request form.

- In some cases, a fee for a course taken through the Texas Virtual School Network (TXVSN).

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the campus principal. [See policy FP for more information.]

**Fundraising (All Grade Levels)**

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [See policies FJ and GE for more information.]

**Gang-Free Zones (All Grade Levels)**

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

**Gender-Based Harassment**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 55.]

**Grade-Level Classification (Grades 9-12 Only)**

After grade 9, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
7 - 13.5	Grade 10 (Sophomore)
14 - 18.5	Grade 11 (Junior)
19 +	Grade 12 (Senior)

**Grading Guidelines (All Grade Levels)**

Approved grading guidelines for each grade level or course will be communicated to students and their parents by the classroom teacher. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period
- How the student’s mastery of concepts and achievement will be communicated (for example, letter grades, numerical averages, checklist of required skills, and the like)
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed
- Procedures for a student to follow after an absence

[See **Report Cards/Progress Reports and Conferences** on page 91 for additional information on grading guidelines.]

## **Graduation (Secondary Grade Levels Only)**

### **Requirements for a Diploma**

A student must meet the following requirements to receive a high school diploma from the district:

- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law
- Complete the required number of credits established by the state and any additional credits required by the district
- Complete any locally required courses in addition to the courses mandated by the state
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE)
- Complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA)

### **Testing Requirements for Graduation**

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments:

- English I
- English II
- Algebra I
- Biology
- U.S. History

A student who does not achieve a sufficient score will have opportunities to retake an assessment.

State law allows a student to meet EOC requirements by substituting satisfactory performance on approved national standardized assessments or on the state-developed assessment used for entrance into Texas public universities. [See the school counselor for more information on the state testing requirements for graduation.]

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation in the applicable content area. This may require the student's participation outside normal school operating times.

In limited circumstances, a student who fails to demonstrate proficiency on up to two of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

[See **Standardized Testing** on page 102.]

### ***Foundation Graduation Program***

Every Texas public school student will graduate under the foundation graduation program. The foundation graduation program features endorsements, which are paths of interest that include:

- Science, Technology, Engineering, and Mathematics (STEM)
- Business and Industry
- Public Service
- Arts and Humanities
- Multidisciplinary Studies

Endorsements earned by a student will be noted on the student's transcript.

A student can complete the foundation graduation program with a "distinguished level of achievement," which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

A **Personal Graduation Plan** will be completed for each high school student, as described on page 71.

State law generally prohibits a student from graduating solely under the foundation graduation program without an endorsement. However, after the student's sophomore year, the student and student's parent may request that the student graduate without an endorsement. The district will advise the student and the student's parent of the specific benefits of graduating with an endorsement. The student and the student's parent must then submit written permission to the school counselor for the student to graduate without an endorsement.

A student who wishes to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation program without an endorsement will satisfy the admission requirements of the student's desired college or university.

A student graduating under the foundation graduation program can also earn performance acknowledgments on his or her transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy, in a dual credit course, on an AP or IB examination, on certain national college preparatory and readiness or college entrance examinations, or for earning a license or certificate recognized at the state, national, or international level. The school counselor can provide more information about these acknowledgments.

A student is not required to complete an Algebra II course to graduate under the foundation graduation program, and the district will annually notify a student's parent of this fact. However, not taking Algebra II will make a student ineligible for automatic admission to four-year public universities and colleges in Texas and for certain financial aid and grants while attending those institutions.

A school district will permit a student to satisfy the curriculum requirements for graduation under the foundation program with the distinguished level of achievement, including an endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. Please see your counselor for more information.

### ***Credits Required***

The foundation graduation program requires completion of the following credits:

<b>Course Area</b>	<b>Number of Credits: Foundation Graduation Program</b>	<b>Number of Credits: Foundation Graduation Program with an Endorsement</b>
English/Language Arts	4	4
Mathematics	3	4
Science	3	4
Social Studies	3	3
Physical Education	1	1
Languages other than English	2	2
Fine Arts	1	1
Electives	5	7
<b>Total</b>	<b>22 credits</b>	<b>26 credits</b>

Additional considerations apply in some course areas, including:

- **Mathematics:** To obtain the distinguished level of achievement under the foundation graduation program, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits. A student's completion of the distinguished level of achievement is a requirement to be considered for automatic admission to a Texas four-year college or university and will be included on a student's transcript.
- **Physical education:** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.
- **Languages other than English:** Students are required to earn 2 credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits.
  - A student may satisfy one of the 2 required credits by successfully completing in elementary school a dual language immersion program or a course in American Sign Language.
  - In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

**Available Endorsements**

A student must specify upon entering grade 9 which endorsement he or she wishes to pursue.

***Financial Aid Application Requirement***

Before graduating from high school, each student must complete and submit an application for financial aid for post-secondary education. Students must complete and submit either a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

Student assistance with FASFA or TAFSA is available at the Educational Opportunity Resource Center, Hill College, parent and student FASFA night at CHS, and by visiting the CHS Counseling Department.

A student is not required to complete and submit a FAFSA or TASFA if:

- The student's parent submits a form provided by the district indicating that the parent authorizes the student to opt out;
- A student who is 18 years of age or older or a legally independent minor submits a form provided by the district indicating that the student opts out; or
- A school counselor authorizes the student to opt out for good cause.

Please contact the school counselor for more information.

To confirm that a student has completed and submitted a TASFA, the student must submit one of the following:

- A screenshot that includes the processed date field of the FAFSA ApplyTexas Counselor Suite
- Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA
- A copy or screenshot of the FAFSA acknowledgment page
- A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form)
- An acknowledgment receipt from an institution of higher education (IHE)
- A copy of a financial aid award letter from an IHE

***Personal Graduation Plans***

A personal graduation plan will be developed for each high school student.

The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement is a requirement for a student to be considered for automatic admission to a public four-year college or university in Texas, depending on his or her rank in class.

The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that promotes college and workforce readiness, promotes career placement and advancement, and facilitates the transition from secondary to postsecondary education.

The student's personal graduation plan will outline an appropriate course sequence based on the student's choice of endorsement.

Please review [TEA's Graduation Toolkit](https://tea.texas.gov/about-tea/news-and-multimedia/brochures/tea-brochures) (<https://tea.texas.gov/about-tea/news-and-multimedia/brochures/tea-brochures>).

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

#### **Available Course Options for All Graduation Programs**

Each spring, the district will update students on the courses required or offered in each curriculum area so students can enroll for the upcoming school year.

**Note:** The district may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

Not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the school counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for a course in the required curriculum other than fine arts or career and technical education (CTE), the district will offer the course the following year either by teleconference or at the school from which the transfers were requested.

#### **Certificates of Coursework Completion**

A certificate of coursework completion will be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

#### **Students with Disabilities**

Admission, review, and dismissal (ARD) committees will make instructional and assessment decisions for students with disabilities who receive special education services in accordance with state law.

Upon the recommendation of the ARD committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her individualized education program (IEP) and in accordance with state rules.

A student who receives special education services may earn an endorsement under the foundation program. If the student's curriculum requirements for the endorsement were modified, the student's ARD committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

A student who receives special education services and has completed four years of high school but has not met the requirements of his or her IEP may participate in graduation ceremonies and receive a certificate of attendance. The student may then remain enrolled to complete the IEP and earn his or her high school diploma but will only be allowed to participate in one graduation ceremony.

[See policy FMH(LEGAL) for more information.]

#### **Graduation Activities**

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on end-of-course assessments or been declared eligible to graduate by an individual graduation committee, if applicable, will be allowed to participate in graduation

activities. Keep in mind that participating in the ceremonies is not the same as graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation.

Students who are eligible to graduate but are assigned to a disciplinary alternative education program at the end of the school year will be allowed to participate in the graduation ceremony and related graduation activities.

The following students and student groups shall be recognized at graduation ceremonies:

- Valedictorian
- Salutatorian
- Top 10 Students
- Top 10%
- National Honor Society

#### **Graduation Speakers**

Certain graduating students will be given an opportunity to speak at graduation ceremonies.

A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

[See the Student Code of Conduct and policy FNA(LOCAL) for more information.]

[See **Student Speakers** on page 102 for student speakers at other school events.]

#### **Graduation Expenses**

Because students and parents will incur expenses to participate in the traditions of graduation — such as the purchase of invitations, senior ring, cap and gown, and senior picture — both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Fees** on page 66.]

#### **Scholarships and Grants**

Students who have a financial need according to federal criteria and who complete the foundation graduation program may be eligible under the TEXAS Grant Program, Teach for Texas Grant Program, and Future Texas Teachers Scholarship Program for scholarships and grants toward tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. Certain students who graduate early may also be eligible for the Texas First Scholarship Program.

See **College and University Admissions and Financial Aid (All Grade Levels)** on page 47 for more information.

Contact the school counselor for information about other scholarships and grants available to students.

#### **Harassment**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 55.]

### **Hazing (All Grade Levels)**

Hazing is defined as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated

The district will not tolerate hazing. Disciplinary consequences for hazing will be in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal, superintendent, or law enforcement official.

[See **Bullying** on page 41 and policies FFI and FNCC for more information.]

### **Health — Physical and Mental**

#### **Illness (All Grade Levels)**

When your child is ill, please contact the school to let us know he or she will not be attending that day.

State rules require schools to exclude students with certain illnesses from school for certain periods of time. For example, if a child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without use of fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without use of diarrhea-suppressing medications for 24 hours.

A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day and the school nurse determines that the child should go home, the nurse will contact the parent.

The district is required to report certain contagious (communicable) diseases or illnesses to the Department of State Health Services (DSHS) or our local/regional health authority. The school nurse can provide information from DSHS on these notifiable conditions.

The school nurse is available to answer any questions for parents who are concerned about whether or not their child should stay home.

### Immunization (All Grade Levels)

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized.

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. You may access the [DSHS exemption form \(https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-immunization-exemptions\)](https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-immunization-exemptions) online or by writing to this address:

Texas Department of State Health Services  
Immunization Section, Mail Code 1946  
P.O. Box 149347  
Austin, Texas 78714-9347

The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are:

- Diphtheria, tetanus, and pertussis
- Polio
- Measles, mumps, and rubella
- Hepatitis B
- Varicella (chicken pox)
- Meningococcal
- Hepatitis A

The school nurse can provide information on immunization requirements. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

For information on immunization against bacterial meningitis and college enrollment and attendance, see **Bacterial Meningitis** on page 80 .

[See the DSHS's [Texas School & Child Care Facility Immunization Requirements \(https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization\)](https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization) and policy FFAB(LEGAL) for more information.]

### Lice (All Grade Levels)

Head lice is very common among children. Although not an illness or a disease, head lice spread through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones.

The district does not require or recommend that students be removed from school because of lice or nits.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent lice from returning.

The district will provide notice to parents of elementary school students in an affected classroom without identifying the student with lice.

More information on head lice can be obtained from the DSHS website [Managing Head Lice in School Settings and at Home](https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school) (<https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school>) and from the Centers for Disease Control and Prevention's website [Head Lice Information for Parents](https://www.cdc.gov/parasites/lice/head/parents.html) (<https://www.cdc.gov/parasites/lice/head/parents.html>).

[See policy FFAA for more information.]

### Medicine at School (All Grade Levels)

If a student must take medication during school hours, the student's parent must provide the medication. All medication, whether prescription or nonprescription, must be kept in the nurse's office and be administered by the nurse or another authorized district employee. A student may be authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student.

In accordance with policy FFAC, authorized employees may administer:

- Prescription medication in the original, properly labeled container, provided by the parent along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container provided by the parent along with a written request.
- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellent is considered a nonprescription medication.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

An elementary or secondary student may possess and self-apply sunscreen to avoid overexposure to the sun. An elementary student's teacher or other district personnel will apply sunscreen to the student's exposed skin if the student brings the sunscreen to school and asks

for help applying it. If a secondary student needs assistance with sunscreen application, please address the need with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

### **Asthma and Severe Allergic Reactions**

A student with asthma or severe allergic reaction (anaphylaxis) may possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her health-care provider and the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

See also **Food Allergies** on page 80.

### **Unassigned Epinephrine Auto-injectors**

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized school personnel and/or school volunteers who have been adequately trained to administer an unassigned epinephrine auto-injector to a person who is reasonably believed to be experiencing a severe allergic reaction (anaphylaxis).

An “unassigned epinephrine auto-injector” is an epinephrine auto-injector prescribed by an authorized health-care provider in the name of the school issued with a non-patient-specific standing delegation order for the administration of an epinephrine auto-injector.

Epinephrine auto-injectors include brand-name devices such as EpiPens®.

Authorized and trained individuals may administer an epinephrine auto-injector at any time to a person experiencing anaphylaxis on a school campus.

The district will ensure that at each campus a sufficient number of school personnel and/or school volunteers are trained to administer epinephrine so that at least one trained individual is present on campus during regular on-campus school hours and when school personnel are physically on site for school-sponsored activities.

Authorized and trained individuals may administer an unassigned epinephrine auto-injector to a person experiencing anaphylaxis at an off-campus school event or while in transit to or from a school event when an unassigned epinephrine auto-injector is available.

For additional information, see FFAC(LOCAL).

### **Unassigned Opioid Antagonists - All Grades**

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized and trained *school personnel and/ or school volunteers* at each campus to administer an opioid antagonist, such as Narcan or Naloxone, to an individual who is reasonably believed to be experiencing an opioid-related drug overdose.

One or more authorized and trained individuals will be present on each campus subject to this policy during regular school hours.

### **Steroids (Secondary Grade Levels Only)**

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for physician-prescribed medical use only.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

### **Mental Health Support (All Grade Levels)**

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making
- Substance abuse prevention and intervention
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community)
- Grief, trauma, and trauma-informed care
- Positive behavior interventions and supports
- Positive youth development
- Safe, supportive, and positive school climates

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [See policy FFEB for more information.]

For related information, see:

- **Consent to Conduct a Psychological Evaluation** on page 13 and **Consent to Provide a Mental Health Care Service** on page 15 for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information;
- **Counseling** on page 52 for the district's comprehensive school counseling program;
- **Physical and Mental Health Resources** on page 81 for campus and community mental and physical health resources; and
- **Policies and Procedures that Promote Student Physical and Mental Health** on page 81 for board-adopted policies and administrative procedures that promote student health.

## **Physical Activity Requirements**

### ***Elementary School***

The district will ensure that students in full-day prekindergarten-grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week, in accordance with policies at EHAB, EHAC, EHBG, and FFA.

For additional information on the district's elementary school student physical activity programs and requirements, please see the principal.

### ***Junior High/Middle School***

The district will ensure that students in middle or junior high school will engage in at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters], in accordance with policies at EHAB, EHAC, EHBG, and FFA.

For additional information on the district's junior high and middle school student physical activity programs and requirements, please see the principal.

### ***Temporary Restriction from Participation in Physical Education***

Students who are temporarily restricted from participation in physical education will not actively participate in skill demonstration but will remain in class to learn the concepts of the lessons.

### **Physical Fitness Assessment (Grades 3-12)**

Annually, the district will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to obtain the results of his or her child's physical fitness assessment conducted during the school year by contacting:

Mr. William "Bill" Allen  
Curriculum Specialist Social Studies, PE, and Health  
Cleburne ISD Central Office  
817-202-1100  
[wallen@c-isd.com](mailto:wallen@c-isd.com)

## **Physical Health Screenings/Examinations**

### ***Athletics Participation (Secondary Grade Levels Only)***

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- A district athletics program
- District marching band
- Any district extracurricular program identified by the superintendent

*This examination is required to be submitted annually to the district.*

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request

an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination.

See the UIL's explanation of [sudden cardiac arrest](https://www.uiltexas.org/health/info/sudden-cardiac-death) (<https://www.uiltexas.org/health/info/sudden-cardiac-death>) for more information.

### ***Spinal Screening Program***

School-based spinal screening helps identify adolescents with abnormal spinal curvature at an early stage when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. Spinal screening is non-invasive and conducted in accordance with the most recent nationally accepted and peer-reviewed standards.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. As appropriate, students will be referred for follow-up with their physician.

For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, contact the superintendent or see policy FFAA(LEGAL).

### ***Other Examinations and Screenings (All Grade Levels)***

Students are required to undergo a risk assessment for Type 2 diabetes at the same time the district screens students for hearing and vision issues or for abnormal spinal curvatures.

[See policy FFAA for more information.]

### ***Special Health Concerns (All Grade Levels)***

#### ***Bacterial Meningitis (All Grade Levels)***

Please see the district's website at [CISD Health Services](#) website for information regarding meningitis.

**Note:** Entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See **Immunization** on page 75.]

#### ***Diabetes***

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information.

[See policy FFAF(LEGAL) for more information.]

#### ***Food Allergies (All Grade Levels)***

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by breathing, eating, or touching the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) *Guidelines for the Care of Students with Food Allergies at Risk for Anaphylaxis* found on the DSHS [Allergies and Anaphylaxis](https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis) website (<https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis>)

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, an individual care plan will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at [CISD Child Nutrition](#).

[See **Celebrations** on page 44 and policy FFAF for more information.]

### ***Seizures (All Grade Levels)***

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder.

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page 35 and contact the school nurse for more information.]

### **Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)**

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies FNCD and GKA for more information.]

## **Health-Related Resources, Policies, and Procedures**

### **Physical and Mental Health Resources (All Grade Levels)**

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

All campuses have a full-time LVN on campus. Cleburne High School has 2 full time RN's and Smith Intermediate and Wheat Middle Schools have a full time RN. The seven elementary campuses have 3 RN's who travel between the campuses. Campus nurses can be reached by calling the school office.

All campuses have a full-time counselor on campus who can be reached by calling the school office.

- The local public health authority, [Community Resources](#)
- The local mental health authority, [Community Resources](#).

### **Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)**

The district has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the district's policy manual, available at [CISD Policy Online](#).

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

The district has developed administrative procedures as necessary to implement the above policies and plans.

For further information regarding these procedures and access to the District Improvement Plan, please contact:

Dr. Kristi Rhone  
Deputy Superintendent  
505 N. Ridgeway, Suite 100,  
Cleburne, TX 76033  
[krhone@c-isd.com](mailto:krhone@c-isd.com)  
[817-202-1100](tel:817-202-1100)

#### **School Health Advisory Council (SHAC) (All Grade Levels)**

During the preceding school year, the district's School Health Advisory Council (SHAC) held 4 meetings. Additional information regarding the district's SHAC is available from the *Assistant Superintendent of Student Services*.

Information regarding the SHAC committee and meeting minutes can be found on the [SHAC Webpage](#).

[See **Consent to Human Sexuality Instruction** on page 14, **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page 15, and policies BDF and EHAA. For more information.]

#### **Student Wellness Policy/Wellness Plan (All Grade Levels)**

To encourage healthy habits in our students, the district has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement it. For

questions about the content or implementation of the district's wellness policy and plan, please contact:

Stephanie McBroom  
Director of Child Nutrition  
505 N. Ridgeway, Suite 100,  
Cleburne, Texas 76033  
[SMcbroom@c-isd.com](mailto:SMcbroom@c-isd.com)  
817-202-1100

### **Homework (All Grade Levels)**

See district grading guidelines on the CISD website [www.c-isd.com](http://www.c-isd.com)

### **Law Enforcement Agencies (All Grade Levels)**

#### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the principal will:

- Verify and record the identity of the officer or other authority and ask for an explanation of the need to question the student at school.
- Ordinarily make reasonable efforts to notify the parents, unless the interviewer raises what the principal considers to be a valid objection.
- Ordinarily be present for the questioning or interview, unless the interviewer raises what the principal considers to be a valid objection.

#### **Students Taken into Custody**

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

- To comply with a properly issued directive from a juvenile court to take a student into custody.

Before a student is released to a legally authorized person, the principal will verify the person's identity and, to the best of his or her ability, will verify the person's authority to take custody of the student.

The principal will immediately notify the superintendent and will attempt to notify the parent, unless the legally authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a legally authorized person, any notification will most likely be after the fact.

### **Notification of Law Violations**

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

[See policy GRAA(LEGAL) for more information.]

### **Leaving Campus (All Grade Levels)**

Student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Except for extenuating circumstances, students will not regularly be released before the end of the school day.

Parental consent is required before any student leaves campus for any part of the school day.

For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

The same process applies to students in high school if a parent picks the student up from campus. If the student's parent authorizes the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office no later than two hours prior to the student's need to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon his or her return if the student returns the same day.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school.

Unless the parent directs district personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by his or her parent to leave campus unaccompanied, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied.

If a student is 18 years of age or is an emancipated minor, the student may sign him- or herself out of school. Documentation regarding the reason for the absence will be required.

### **During Lunch**

#### ***High School Grade Levels***

CHS operates on a "closed campus" plan. The school officials have supervisory responsibility for all students while they are on school property during school time. Because of this responsibility, whether the student has walked, has driven, been delivered by personally owned vehicle, or has ridden a school bus, he/she is not permitted to leave the campus until the end of the regular school day unless authorized by parent/ guardian and school administrator. Should the need arise for a student to leave campus, the parent/ guardian must check the student out through the attendance office. **STUDENTS WILL NOT BE RELEASED TO ANY PERSON WHO IS NOT LISTED AS THE EMERGENCY CONTACT.** Any student who violates this policy will be subject to disciplinary action.

#### ***Middle/Elementary School Grade Levels***

The Middle school campuses are closed campuses, and no students are allowed to leave during lunch without a parent.

#### **At Any Other Time during the School Day**

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

#### **Lost and Found (All Grade Levels)**

A lost and found collection box is located **on campus**. A student who loses an item should check the lost and found box. The district discourages bringing personal items of high monetary value to school, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

### **Makeup Work**

#### **Makeup Work Because of Absence (All Grade Levels)**

A teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential knowledge and skills or meeting subject or course requirements.

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school. With limited exceptions, all absences count for the 90 percent threshold set in state law regarding attendance for credit or final grade. [See **Attendance for Credit or Final Grade** on page 39.]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

### **DAEP Makeup Work**

#### ***Elementary and Middle/Junior High School Grade Levels***

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum courses in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

#### ***Grades 9-12***

If a high school student is enrolled in a foundation curriculum course at the time of removal to a disciplinary alternative education program (DAEP), he or she will have an opportunity to complete the course before the beginning of the next school year. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL) for more information.]

### **In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)**

#### ***Alternative Means to Receive Coursework***

While a student is in ISS or OSS, the district will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the suspension.

#### ***Opportunity to Complete Courses***

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL) for more information.]

### **Nondiscrimination Statement (All Grade Levels)**

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, age, disability, or any other basis prohibited by law in providing education services, activities, and programs,

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including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment:

Dr. Mark McClure  
Assistant Superintendent for Student Services  
505 N. Ridgeway, Suite 100,  
Cleburne, TX 76033  
[dmcclure@c-isd.com](mailto:dmcclure@c-isd.com)  
817-202-1128

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator:

Dr. Mark McClure  
Assistant Superintendent for Student Services  
505 N. Ridgeway, Suite 100,  
Cleburne, TX 76033  
[dmcclure@c-isd.com](mailto:dmcclure@c-isd.com)  
817-202-1128

- For all other concerns regarding discrimination, see the superintendent:

Dr. Coby Kirkpatrick  
Superintendent of Schools, CISD  
505 N. Ridgeway, Suite 100,  
Cleburne, TX 76033  
[ckirkpatrick@c-isd.com](mailto:ckirkpatrick@c-isd.com)  
817-202-1100

[See policies FB, FFH, and GKD for more information.]

## Parent and Family Engagement (All Grade Levels)

### Working Together

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child every day to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 52.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office for an appointment:

• Cleburne High School	817-202-1200
• Smith Intermediate School	817-202-1500
• Wheat Middle School	817-202-1300
• Adams Elementary School	817-202-2000
• Coleman Elementary School	817-202-2030
• Cooke Elementary School	817-202-2060
• Gerard Elementary School	817-202-2130
• Irving Elementary School	817-202-2100
• Marti Elementary School	817-202-1650
• Santa Fe Elementary School	817-202-2300
• TEAM Alternative School	817-202-2160
• Phoenix (DAEP)	817-202-2090
- The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 91.]
- Becoming a school volunteer. [See **Volunteers** on page 108 and policy GKG for more information.]

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- Participating in campus parent organizations. Parent organizations include: PTA, Booster Clubs, including athletic, band, choir, theater, CTE, etc.
- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. For more information, see policies BQA and BQB and contact:
  - Cleburne ISD 817-202-1100
  - Cleburne High School 817-202-1200
  - Smith Intermediate School 817-202-1500
  - Wheat Middle School 817-202-1300
  - Adams Elementary School 817-202-2000
  - Coleman Elementary School 817-202-2030
  - Cooke Elementary School 817-202-2060
  - Gerard Elementary School 817-202-2130
  - Irving Elementary School 817-202-2100
  - Marti Elementary School 817-202-1650
  - Santa Fe Elementary School 817-202-2300
  - TEAM Alternative School 817-202-2160
  - Phoenix (DAEP) 817-202-2090
- Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction, human sexuality instruction, instruction on prevention of child abuse, family violence, dating violence, and sex trafficking, and other wellness issues. [See **School Health Advisory Council (SHAC)** on page 81 and policies BDF, EHAA, FFA for more information.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. Regular board meetings are held on the third Monday of each month at 6:00 p.m. at CISD Central Administration Office, 505 N. Ridgeway, Suite 100, Cleburne, Texas 76033. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at *the same location* and online at [www.c-isd.com](http://www.c-isd.com). [See policies BE and BED for more information.]

### **Parking and Parking Permits (Secondary Grade Levels Only)**

A student must present a valid driver's license and proof of insurance to be eligible for a parking permit.

Students must request a parking permit and pay a fee of \$25.00 to park in a school parking lot. So long as space is available, parking permits may be issued throughout the year.

Students will not be permitted to:

- Speed

- Double-park
- Park across a white or yellow line
- Park in a fire lane
- Sit in parked cars during school hours

Students may be subject to disciplinary action for violation of these rules. The district may tow cars that are parked in violation of these rules.

### **Pledges of Allegiance and a Minute of Silence (All Grade Levels)**

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Reciting the Pledges to the U.S. and Texas Flags** on page 21.]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

In addition, state law requires that each campus provide for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day.

[See policy EC for more information.]

### **Prayer (All Grade Levels)**

Each student has a right to pray individually, voluntarily, and silently or to meditate in school in a manner that does not disrupt school activities. The school will not encourage, require, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

### **Promotion and Retention**

A student will be promoted only on the basis of academic achievement or proficiency. In making promotion decisions, the district will consider the following:

- Teacher recommendation
- Grades
- Scores on criterion-referenced or state-mandated assessments
- Any other necessary academic information as determined by the district

### **Elementary and Middle/Junior High Grade Levels**

#### **Elementary School Grade Levels**

Students in prekindergarten, kindergarten, and first grade shall be promoted based on their mastery of the essential skills. Any decisions to retain a prekindergarten or kindergarten student must be made with parent approval. [See EIE Local]

In grades 2–6, promotion to the next grade level shall be based on grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in the following areas: reading, English language arts, mathematics, and a grade of 70 or above in science or social studies. [See EIE Local]

In grades 7 & 8, promotion to the next grade level shall be based on an overall average of 70 or above on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, social studies, and science. [See EIE Local]

#### **Repeating Kindergarten — Grade-8 at Parent Request**

A parent may request in writing that a student repeat kindergarten, or any grade in grade 1-8. Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

#### **High School Grade Levels**

To earn credit in a course, a student must receive a grade of at least 70 based on course-level standards.

A student in grades 9-12 will be advanced a grade level based on the number of course credits earned. [See **Grade-Level Classification** on page 67.]

Students will also have multiple opportunities to retake EOC assessments. [See **Graduation** on page 68 and **Standardized Testing** on page 102.]

#### **Repeating a High-School Credit Course**

A parent may request in writing that a student repeat a high-school credit course in which the student was enrolled during the previous school year unless the district determines that the student has met all requirements for graduation.

Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

#### **Release of Students from School**

[See **Leaving Campus** on page 84.]

#### **Remote Instruction**

The district may offer remote instruction in accordance with TEA guidelines.

All district policies, procedures, guidelines, rules, and other expectations of student behavior will be enforced as applicable in a remote or virtual learning environment.

#### **Report Cards/Progress Reports and Conferences (All Grade Levels)**

Report cards with each student's performance and absences in each class or subject are issued at least once every *six* weeks.

At the end of the first three weeks of a grading period, parents will receive a progress report if their child's performance in any course/subject area is near or below 70 or is below the expected level of performance. If a student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be asked to schedule a conference with the teacher. [See **Working Together** on page 88 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or

that the teacher did not follow the district's grading policy. [See **Grading Guidelines** on page 67 and policy EIA(LOCAL) for more information.]

Questions about grade calculation should first be discussed with the teacher. If the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 5 days. The district may communicate academic information about a student electronically, including for progress reporting purposes. An electronic signature will be accepted by the district, but parents are entitled to request a handwritten signature of acknowledgment instead.

### **Retaliation**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 55.]

### **Required State Assessments**

#### **STAAR (State of Texas Assessments of Academic Readiness) for Grades 3-8**

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3-8
- Reading, annually in grades 3-8
- Science in grades 5 and 8
- Social Studies in grade 8

#### **Standardized Testing for a Student Enrolled Above Grade Level**

If a student in grades 3-8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

A student in grades 3-8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science prior to high school.

#### **High School Courses End-of-Course (EOC) Assessments**

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- U.S. History

Satisfactory performance on the applicable assessments is required for graduation, unless waived or substituted as allowed by state law and rules.

There are three testing windows during the year in which a student may take an EOC assessment. The windows occur in the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have opportunities to retake the assessment.

**Requesting Administration of STAAR/EOC in Paper Format (All Grade Levels)**

STAAR and EOC assessments are administered electronically.

A parent or teacher may request that a STAAR or EOC be administered to a student in paper format. The district may grant this request for any single administration for up to three percent of the number of students enrolled in the district. Requests will be granted in the order in which they are received.

Requests for paper format for a fall administration of a STAAR or EOC must be submitted no later than September 15 each school year.

Requests for paper format for a spring administration of a STAAR or EOC must be submitted no later than December 1 each school year.

**Standardized Testing for a Student in Special Programs**

Certain students — some with disabilities and some classified as emergent bilingual students — may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, school counselor, or special education director.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain criteria established by the state as determined by the student's ARD committee.

An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PGP). [See **Graduation** on page 68.]

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

For more information, see the principal, school counselor, or special education director

**Failure to Perform Satisfactorily on STAAR or EOC**

If a student does not perform satisfactorily on a required state assessment in any subject, the district will provide accelerated instruction for the student in the subsequent school year by:

- Assigning the student to a teacher who is certified as a master, exemplary, or recognized teacher if one is available in the grade and subject matter of the state assessment on which the student did not perform satisfactorily, or
- Providing supplemental instruction.

A student may be required to attend any assigned supplemental instruction program before or after school or during the summer.

The district will provide transportation for supplemental instruction.

When a student fails to perform satisfactorily on a required state assessment in the same subject area for two or more years, the district shall develop an accelerated education plan. Parents are encouraged to participate in developing this plan.

### **Personal Graduation Plans — Middle School Students**

For a *middle-school* student who does not perform satisfactorily on a state-mandated examination, a school official will prepare a personal graduation plan (PGP).

School officials will also develop a PGP for a *middle-school* student who is determined by the district to be unlikely to earn a high school diploma within five years of high school enrollment. The plan will, among other items:

- Identify the student's educational goals.
- Address the parent's educational expectations for the student.
- Outline an intensive instruction program for the student.

[See the *principal* and policy EIF(LEGAL) for more information.]

For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

[See **Personal Graduation Plans** on page 71 for information related to the development of personal graduation plans for high school students.]

### **Safety (All Grade Levels)**

Student safety on campus, at school-related events, and in district vehicles is a high priority of the district. The cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Help secure the campus by keeping all exterior doors closed, latched, and locked unless the door is actively monitored by a district employee.
- Follow instructions from teachers and other district employees regarding classroom doors.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns by reporting it to an adult on campus or by clicking on the anti-bullying tile at the bottom of any campus webpage and completing an anonymous alert. [Anonymous Alert](#)
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

### **Accident Insurance**

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

### **Insurance for Career and Technical Education (CTE) Programs**

The district may purchase accident, liability, or automobile insurance coverage for students and businesses involved in the district's CTE programs.

### **Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies**

Periodically, the school will conduct preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **Preparedness Training: CPR and Stop the Bleed**

The district will offer instruction in CPR and the use of an automated external defibrillator (AED) at least once to students enrolled in in grades 7-12. The instruction can be provided as part of any course and is not required to result in CPR or AED certification.

The district will annually offer students in grades 7-12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see:

- [Homeland Security's Stop the Bleed \(https://www.dhs.gov/stopthebleed\)](https://www.dhs.gov/stopthebleed)
- [Stop the Bleed Texas \(https://stopthebleedtexas.org/\)](https://stopthebleedtexas.org/)

### **Emergency Medical Treatment and Information**

All parents are asked each year to complete a medical care authorization form, providing written parental consent to obtain emergency treatment and information about allergies to medications or drugs. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, and the like).

The district may consent to medical treatment, including dental treatment, if necessary, for a student if:

- The district has received written authorization from a person having the right to consent;
- That person cannot be contacted; and
- That person has not given the district actual notice to the contrary.

The emergency care authorization form will be used by the district when a student's parent or authorized designee cannot be contacted. A student may provide consent if authorized by law or court order.

Regardless of parental authorization for the district to consent to medical treatment, district employees will contact emergency medical services to provide emergency care when required by law or when deemed necessary, such as to avoid a life-threatening situation.

### **Emergency School Closing Information**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that the district needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number changes. State law requires parents to update contact information within two weeks after the date the information changes.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways: *CISD Website, Social Media, Skylert callouts.*

[See **Parent Contact Information** on page 49 and **Automated Emergency Communications** on page 49.]

### **SAT, ACT, and Other Standardized Tests**

[See **Standardized Testing** on page 102.]

### **Schedule Changes (Middle/Junior High and High School Grade Levels)**

Schedule changes must be completed within the first ten days of instruction. After the 10th day of instruction, students need approval from the administration.

## **School Facilities**

### **Asbestos Management Plan (All Grade Levels)**

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact the district's designated asbestos coordinator:

Shawn Shockler  
Executive Director of Operations  
505 N, Ridgeway, Suite 100  
Cleburne, TX 76033  
[SShockler@c-isd.com](mailto:SShockler@c-isd.com)

### **Food and Nutrition Services (All Grade Levels)**

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Some students are eligible for free and reduced-price meals based on financial need. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent requests the student's information not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

To apply for free or reduced-price meal services, contact:

Stephanie McBroom  
Director of Child Nutrition  
505 N, Ridgeway, Suite 100  
Cleburne, TX 76033  
[SMcBroom@c-isd.com](mailto:SMcBroom@c-isd.com)  
817-202-1123

[See policy CO for more information.]

Parents should continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student may continue to purchase meals according to the grace period set by the school board. The district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals.

If the district is unable to work out an agreement with the student's parent on replenishment of the meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

The following information is published as required by the USDA for participation in the National School Lunch Program:

"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

"Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

"To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**1. mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**2. fax:**

(833) 256-1665 or (202) 690-7442; or

**3. email:**

[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

"This institution is an equal opportunity provider."

The responsible state agency that administers the program is the [Texas Department of Agriculture](https://www.texasagriculture.gov/Home/Contact-Us) (<https://www.texasagriculture.gov/Home/Contact-Us>), which can be reached at (800) TELL-TDA (835-5832) or (800) 735-2989 (TTY).

The local agency that administers the program is the district. See **Nondiscrimination Statement** on page 86 for the name and contact information for the Title IX coordinator, ADA/Section 504 coordinator, and superintendent for other concerns about discrimination.

***Vending Machines (All Grade Levels)***

The district has adopted and implemented the state and federal policies for food service, including guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, contact the *Director of Child Nutrition*. [See policy FFA for more information.]

***Pest Management Plan (All Grade Levels)***

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the district's IPM coordinator:

Shawn Shockler  
Executive Director of Operations  
505 N, Ridgeway, Suite 100  
Cleburne, TX 76033  
[SShockler@c-isd.com](mailto:SShockler@c-isd.com)  
817-202-1100

***Conduct Before and After School (All Grade Levels)***

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students must follow the same rules of conduct that apply during the instructional day. Misbehavior will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

***Library (All Grade Levels)***

The library is open for independent student use during the following times with a teacher permit:

***High School Grade Levels 9 - 12***

- 8:15 a.m. – 4:00 p.m

***Middle School Grade Levels 7 - 8***

- 8:15 a.m. – 4:00 p.m

***Intermediate School Grade Levels 5 – 6***

- 8:15 a.m. – 4:00 p.m

***Elementary School Grade Levels***

- Students are given opportunities throughout the week to visit libraries.

The district provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. The district follows the Texas State Library and Archive Commission's standards for school library collection development.

Parents are the primary decision makers regarding their student's access to library material. The district encourages parental involvement in library acquisition, maintenance, and campus activities. Parents are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student.

A parent who wants access to the school's library or any available online catalog should submit a request to the principal.

The district welcomes student and parent feedback on library materials and services. Parents may contact the campus librarian to do so. A district employee or parent may request the reconsideration of a library material by contacting the campus librarian or another administrator or by submitting a reconsideration of library material request on a form available in the District's administrative office.

For more information, see EFB Legal.

#### **Use of Hallways during Class Time (All Grade Levels)**

During class times, loitering or standing in the halls is not permitted, and a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

#### **Use by Students Before and After School (All Grade Levels)**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school:

##### ***High School Grade Levels***

The commons and cafeteria areas are open to students before school, beginning at 7:30 a.m.

##### ***Middle/ Intermediate School Grade Levels***

The cafeteria area is open to students before school, beginning at 7:30 a.m.

##### ***Elementary School Grade Levels***

The elementary cafeterias are open to students before school beginning at 7:15 a.m.

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher or other authorized employee or adult.

#### **Meetings of Noncurriculum-Related Groups (Secondary Grade Levels Only)**

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

### **School-Sponsored Field Trips (All Grade Levels)**

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student's medical provider and insurance coverage and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip that is not required as part of a basic educational program or course to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need. See **Fees (All Grade Levels)** on page 66 for more information.

The district is not responsible for refunding fees paid directly to a third-party vendor.

### **Searches**

#### **Searches in General (All Grade Levels)**

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches.

District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property. A student refusing a search may be subject to the disciplinary consequence that aligns with the evidence available to the administration at that time.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

#### **District Property (All Grade Levels)**

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property.

Students are responsible for any item found in district property provided to the student that is prohibited by law, district policy, or the Student Code of Conduct.

#### **Metal Detectors (All Grade Levels)**

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.

**Telecommunications and Other Electronic Devices (All Grade Levels)**

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See **Electronic Devices and Technology Resources** on page 62 and policy FNF(LEGAL) for more information.]

**Trained Dogs (All Grade Levels)**

The district may use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

**Drug Testing (Secondary Grade Levels Only)**

[See FNF(LOCAL) for more information]

[See **Steroids** on page 78.]

**Vehicles on Campus (Secondary Grade Levels Only)**

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the district may turn the matter over to law enforcement. The district may contact law enforcement even if permission to search is granted.

**Sexual Harassment**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 55.]

**Special Programs (All Grade Levels)**

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, emergent bilingual students, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact:

Cleburne High School	817-202-1200
Wheat Middle School	817-202-1300
Smith Intermediate School	817-202-1500
Adams Elementary School	817-202-2000
Coleman Elementary School	817-202-2030
Cooke Elementary School	817-202-2060
Gerard Elementary School	817-202-2130

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Irving Elementary School	817-202-2100
Jo and George Marti Elementary School	817-202-1650
Santa Fe Elementary School	817-202-2300
TEAM Alternative School	817-202-2160
Phoenix (DAEP)	817-202-2090

The Texas State Library and Archives Commission's [Talking Book Program](https://www.tsl.texas.gov/tbp/index.html) (<https://www.tsl.texas.gov/tbp/index.html>) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

### Standardized Testing

#### SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. These assessments are usually taken at the end of the junior year. Students are encouraged to talk with the school counselor early during their junior year to learn about these assessments and determine the appropriate examination to take. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT.

**Note:** These assessments may qualify a student to receive a performance acknowledgment on the student's transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

#### TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The TSI assesses the reading, mathematics, and writing skills that first-year students need to perform effectively as undergraduates in Texas public colleges and universities. This assessment may also be required before a student enrolls in a dual credit course offered through the district. Achieving certain benchmark scores on this assessment may also waive certain end-of-course assessment requirements in limited circumstances.

#### Student Speakers (All Grade Levels)

The district provides students the opportunity to introduce the following school events: athletic events, award ceremonies, pep rallies, and opening announcements and greetings for the school day. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA(LOCAL).

[See **Graduation** on page 68 for information related to student speakers at graduation ceremonies and policy FNA(LOCAL) regarding other speaking opportunities.]

## **Summer School (All Grade Levels)**

### ***High School Grade Levels***

Cleburne High School offers credit recovery and credit advancement classes, as well as test preparation classes.

### ***Elementary/Intermediate/Middle School Grade Levels***

Cleburne ISD provides intervention for students who have not successfully met the standards of the state assessment test after the second administration. (This is in preparation for the third administration of the state assessment that occurs in June. DELETE THIS SENTENCE)

## **Tardies (All Grade Levels)**

A student who is more than 10 minutes tardy to class may be assigned to detention hall or given another appropriate consequence.

## **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)**

Instructional materials are any resources used in classroom instruction as part of the required curriculum, such as textbooks, workbooks, computer software, or online services.

The district selects instructional materials in accordance with state law and policy EFA.

The district provides approved instructional materials to students free of charge for each subject or class. Students must treat instructional materials with care, as directed by the teacher.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage is paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

For information on library books and other resources students may access voluntarily, see **Library (All Grade Levels)** on page 98.

## **Transfers (All Grade Levels)**

The principal is authorized to transfer a student from one classroom to another.

The superintendent is authorized to investigate and approve transfers between schools.

[See **Safety Transfers/Assignments** on page 28, **Bullying** on page 41, and **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** on page 30, for other transfer options.]

## **Transportation (All Grade Levels)**

### **School-Sponsored Trips**

Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent

may provide written consent for his or her child to ride with or be released after the event to the parent or another adult designated by the parent. [See **School-Sponsored Field Trips** on page 100.]

### **Buses and Other School Vehicles**

The district makes school bus transportation available to all students living two or more miles from school and to any students who are experiencing homelessness. This service is provided at no cost to students.

Bus routes and stops will be designated annually. Any subsequent changes will be posted at the school and on the district's website. For the safety of the driver and all passengers, students must board district vehicles only at authorized stops and drivers must unload passengers only at authorized stops.

A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact *Cleburne ISD Transportation Department at 817-202-2190*.

Students are expected to assist district staff in ensuring that buses and other district vehicles are clean and safe. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

### **Bus Rules**

Students will be expected to:

- Have and use their SMARTtag id every day.
- Sit in their assigned seat unless asked to move by the driver or bus monitor.
- Remain seated while on the bus.
- Wear their seat belt if the bus is equipped with seat belts.
- Only drink water on the bus, unless otherwise instructed by the driver.

### **Student Code of Conduct:**

*Refer to the Cleburne ISD Student Code of Conduct for prohibited behaviors. A second violation of bus rules will be considered a violation of the Student Code of Conduct under section titled Disregard for Authority.*

### **Behavior Management Techniques**

Cleburne ISD Transportation will use positive behavior techniques to encourage students to comply with student behavior expectations including, but not limited to the following: honor referral through SMART Conduct, praise, positive parental contact, and rewards. In the event a student's behavior becomes disruptive, the bus driver may refer a student to the principal's office or the campus behavior coordinator's office to maintain effective discipline on the bus.

The principal or campus behavior coordinator must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges. Therefore, when appropriate disciplinary management techniques fail to improve student behavior, or when specific misconduct warrants immediate removal, the principal or the campus behavior coordinator may restrict or revoke a student's transportation privileges, in accordance with law. The following table will serve as a guideline for removing a student from the bus.

Behavior	Consequence
Violation of Bus Rules	Warning/Counseling
1st Violation of Code of Conduct	Up to 5 day bus suspension
2nd Violation of Code of Conduct	Up to 15 day suspension
3rd Violation of Code of Conduct	Up to 30 day suspension
4th Violation of Code of Conduct	Up to 45 day suspension
5th Violation of Code of Conduct	Suspension for remainder of year

***Bus Referral Process:***

1. Driver completes the referral in SMART Conduct.
2. Transportation administration reviews the referral for accuracy and, if needed, forwards the referral to the campus designee for bus discipline. For a first violation of bus rules, parent contact will be made by the Transportation department.
3. The Campus principal will review the referral, meet with the student, assign appropriate level of discipline, and make parent contact if the principal assigns discipline.

***Expectations of the Bus Driver:***

1. Engage with students and parents in a respectful and courteous manner, and work cooperatively with the parent to correct student behavior issues.
2. Use positive behavior management techniques and complete Honor Referrals in SMART Conduct once a grading period.
3. Use Discipline Management Techniques to correct student behavior and document in SMART Conduct.
4. Communicate with the student and parent to correct any behavioral issues or concerns before a referral is made and document the call in SMART Conduct. This will not be possible in all situations.
5. Contact the parent once a referral for discipline has been made.

***SMARTtag Expectations***

Students will be expected to have their SMARTtag and use it every time they load onto a bus. While students will be given two new SMARTtags at the beginning of each year, a SMARTtag assigned to the student in a previous year will still be able to be used. Anytime CISD takes any disciplinary action towards a student regarding manual loading, a new SMARTtag will be given to the student free of charge. Any replacement SMARTtags are to be purchased from campus administration. Discipline will be based on the following guidelines:

Excessive Number of Manual Loads	Actions Taken
10 Manual Loads	Warning, new SMARTtag given to student
15 Manual Loads	Up to 5 day bus suspension, new SMARTtag given to student
30 Manual Loads	Up to 15 day bus suspension, new SMARTtag given to student
45 Manual Loads	Up to 30 day bus suspension, new SMARTtag given to student
60 Manual Loads	Up to 45 days bus suspension, new SMARTtag given to student

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

**Vandalism (All Grade Levels)**

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

**Video Cameras (All Grade Levels)**

For safety purposes, the district uses video and audio recording equipment to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, contact the principal or *the Director of Special Education, Kimberly Tuggle*, to coordinate the implementation of and compliance with this law.

[See policy EHBAF(LOCAL) for more information.]

[See **Consent to Video or Audio Record a Student when Not Already Permitted by Law** on page 16 for video and other recording by parents or visitors to virtual or in-person classrooms.]

## **Visitors to the School (All Grade Levels)**

### **General Visitors**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must:

- Request entry to the school at the primary entrance unless otherwise directed by a district employee.
- Report to the main office.
- Be prepared to show identification.
- Exit the school at the primary entrance and leave all exterior doors closed, latched, and locked unless actively monitored by a district employee.
- Comply with all applicable district policies and procedures.

If requested by a district employee, a visitor must provide identification such as a driver's license, other picture identification issued by a government entity, or employee or student identification issued by the district. A person who refuses to provide identification and who reasonably appears to have no legitimate reason to be on district property may be ejected from district property.

Individuals may visit classrooms or observe virtual instruction during instructional time only with approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or violations of student privacy will not be permitted.

[See **Consent to Video or Audio Record a Student when Not Already Permitted by Law** on page 16 for video and other recording by parents or visitors to virtual or in-person classrooms.]

### **Unauthorized Persons**

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL).

[See the Student Code of Conduct.]

### **Visitors Participating in Special Programs for Students**

#### ***Business, Civic, and Youth Groups***

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

**Career Day**

On *specific advertised dates*, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

**Volunteers (All Grade Levels)**

The district invites and appreciates the efforts of volunteers who are willing to serve our district and students.

If you are interested in volunteering, please contact:

Debbie Reynolds  
Coordinator of Community Relations  
505 N. Ridgeway, Suite 100  
Cleburne, Texas 76033  
[dreynolds@c-isd.com](mailto:dreynolds@c-isd.com)  
817-202-1100

Subject to exceptions in accordance with state law and district procedures, the district requires a state criminal history background check for each volunteer, including parents, guardians, or grandparents of a child enrolled in the district. The volunteer must pay all costs for the background check.

**Voter Registration (Secondary Grade Levels Only)**

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

**Withdrawing from School (All Grade Levels)**

To withdraw a student under age 18 from school, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

## Glossary

**Accelerated instruction, including supplemental instruction**, is an intensive educational program designed to help an individual student acquire the knowledge and skills required at his or her grade level. It is required when a student does not meet the passing standard on a state-mandated assessment. Accelerated instruction may be provided by assigning a student to a classroom teacher who is certified as a master, exemplary, or recognized teacher or by providing supplemental instruction in addition to regular instruction.

**ACT**, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

**ACT-Aspire** is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

**ARD** stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

**Attendance review committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

**CPS** stands for Child Protective Services.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**DFPS** stands for the Texas Department of Family and Protective Services.

**DPS** stands for the Texas Department of Public Safety.

**DSHS** stands for the Texas Department of State Health Services.

**ED** stands for the U.S. Department of Education.

**Emergent bilingual student** refers to a student of limited English proficiency. Other related terms include English learner, English language learner, and limited English proficient student.

**EOC (end-of-course) assessments** are state-mandated and are part of the STAAR program. Successful performance on EOC assessments is required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

**ESSA** is the federal Every Student Succeeds Act.

**FERPA** refers to the federal Family Educational Rights and Privacy Act, which grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 years of age or older directs the school not to release directory information.

**IEP** stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services.

**IGC** is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

**PGP** stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**PSAT** is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

**SAT** refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to help ensure that local community values and health issues are reflected in the district's health education instruction, as well as assist with other student and employee wellness issues.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

**STAAR Alternate 2** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

**STAAR Spanish** is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

**State-mandated assessments** are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for graduation.

**Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle; sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP; and outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

**TAC** stands for the Texas Administrative Code.

**TEA** stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that emergent bilingual students make in learning the English language and is administered for those who meet the participation requirements in kindergarten-grade 12.

**TSI** stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

**TXVSN** stands for the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors and are equivalent in rigor and scope to a course taught in a traditional classroom setting.

**UIL** refers to the University Interscholastic League, the statewide, voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

### **Appendix: Freedom from Bullying Policy**

**Note:** School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit [CISD Policy Online](#) and view FFI (Local). Below is the text of *Cleburne ISD's* policy FFI(LOCAL) as of the date this handbook was finalized for this school year.

#### **Student Welfare: Freedom from Bullying**

Attachment on following pages:

# Cleburne ISD Student Handbook

Cleburne ISD  
126903

STUDENT WELFARE  
FREEDOM FROM BULLYING

FFI  
(LOCAL)



**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.

<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.
<b>Examples</b>	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>Minimum Standards</b>	In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.
<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.
<b>Examples</b>	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.
<b>Student Report</b>	

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STUDENT WELFARE  
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<b>Employee Report</b>	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>Periodic Monitoring</b>	The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.
<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.

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<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.
<b>Bullying</b>	
<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.  The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.
<i>Corrective Action</i>	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.
<i>Transfers</i>	The principal or designee shall refer to FDB for transfer provisions.
<i>Counseling</i>	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.
<b>Improper Conduct</b>	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.
<b>Confidentiality</b>	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.
<b>Appeal</b>	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
<b>Records Retention</b>	Retention of records shall be in accordance with CPC(LOCAL).
<b>Access to Policy and Procedures</b>	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.

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