

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES

Notice is hereby given that a meeting of the Board of Trustees of the Hays Consolidated Independent School District will be held on August 23, 2021 beginning at 5:30 PM at the Kunkel Room at the Historic Buda Upper Campus, 300 San Marcos St., Buda, TX 78610.

If during the course of the meeting, discussion of any item on the agenda should be held in a closed session, the Board will adjourn to a closed session in accordance with the Texas Open Meetings Act, Texas Government Code Section 551, Subchapters D and E or Texas Government Code Section 418.183(f). Before any closed session is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions or decisions will be taken in open meeting. Policy BEC Legal attached.

The subjects to be discussed, considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

If you would like to leave comments with the Board but do not wish to attend the meeting, you can submit such comments at <https://www.hayscisd.net/boardcomment>. Those comments must be submitted between the hours of 8:00 and 12:00 noon on the day of this meeting. All of such comments will be made available to all Board Members prior to this meeting.

- A. **CALL TO ORDER:** Establish a quorum
- B. **CLOSED SESSION**
 - 1. Review of Superintendent's recommendations regarding employment, resignations, extended leaves, and other personnel matters, including Campus Principal - Tx. Gov't Code Sec. 551.074
 - 2. Consultation with legal counsel regarding health and safety protocols and other subject matters as provided by law, pursuant to Tex. Gov't Code 551.071, 551.129
- C. **RECONVENE IN OPEN SESSION (IMMEDIATELY FOLLOWING CLOSED SESSION)**
- D. **PLEDGE OF ALLEGIANCE TO UNITED STATES AND TEXAS FLAGS**

United States Flag Pledge:
I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

Texas Flag Pledge:
Honor the Texas flag, I pledge allegiance to thee, Texas, one state under God, one and indivisible.
- E. **MISSION STATEMENT**

The mission of Hays CISD is to nurture students to become extraordinary citizens through unique, personal educational experiences through an innovative community of learners while celebrating our diversity and legacy.
- F. **SOCIAL CONTRACT**

The Board will:

 - 1. Serve as District Ambassadors
 - 2. Be Professional
 - 3. Collaborate as a Team and Respect the Body Corporate
 - 4. Promote Discussion and Respect Each Other
 - 5. Assume Positive and Noble Intentions
- G. **PUBLIC HEARING - APPLICATION FOR OPTIONAL FLEXIBLE SCHOOL DAY PROGRAM AT LIVE OAK ACADEMY** 6
- H. **PUBLIC FORUM** 7

It is the policy of the Board that, if members of the public wish to address the Board in Public Forum, they must complete and submit the Request to Address the Board of Trustees form (green sheet). This form may be obtained and at the entrance to the Board room and must be submitted to Tim Savoy, Chief Information Officer at the entrance prior to reconvening in open session.

Public participation in Board meetings is limited to the Public Forum portion of the meeting agenda, as is provided in Board policy.

If you would like to leave comments with the Board but do not wish to attend the meeting, you can submit such comments at <https://www.hayscisd.net/boardcomment>. Those comments must be submitted between the hours of 8:00 am and 12:00 noon on the day of this meeting. All of such comments will be made available to all Board Members prior to this meeting.

Please be aware that the audio of Public Forum is recorded as part of the recording of the entire meeting and is published on the District's website without alteration. A person who chooses to speak in Public Forum is consenting to the online publication of their comments.

I.	<u>REQUESTS FOR INFORMATION FROM THE BOARD OF TRUSTEES</u>	
J.	<u>SUPERINTENDENT REPORT - UPDATE ON 2021-2022 SCHOOL YEAR</u> , including, but not limited to --	8
	<ul style="list-style-type: none"> • Back to School Update • COVID protocol Update • Enrollment Report 	
K.	<u>STUDENT ACHIEVEMENT REPORT - AUGUST 23, 2021</u>	9
	Report on the district's Blended Learning 4-Year Plan and Evidence of Attainment and SMART Goals for the 21-22 School Year	
L.	<u>CONSENT AGENDA - FOR ACTION ON AUGUST 30, 2021</u>	
	1. Minutes of Board of Trustees Meetings	18
	2. Budget Amendments	31
	3. Procurements	35
	a. Various Band Instruments - 2021 Bond	36
	b. Bread Products - Kurz & Co.	38
	c. Single Sign-On Solution - ClassLink	39
	d. Technology Supplies & Equipment - GTS Technology Solutions	41
	4. Contracts. Memorandums of Understanding and/or Agreements	
	a. Extra-Curricular Status of 4-H/Adjunct Faculty Status of Hays County Extension Agents	43
	5. Consideration and possible approval of the List of Certified Appraisers for 2021-2022	48
	6. Consideration and possible approval of the Application for Optional Flexible School Day Program at Live Oak Academy for the 2021-2022 school year	51
	7. Consideration and possible approval of property, school liability, automobile and worker's compensation insurance coverage with the Texas Association of School Boards (TASB) Risk Management Fund	68
M.	<u>ACTION ITEMS - FOR ACTION ON AUGUST 23, 2021</u>	
	1. Consideration and possible action, if any, resulting from closed session	
	a. Consideration and possible approval of Superintendent's recommendations regarding employment, resignations, extended leaves, and other personnel matters, including Campus Principal	70
	2. Consideration and possible endorsement of an individual to serve on the TASB Board of Directors - Region 13, Position C	71
N.	<u>ACTION ITEMS - FOR ACTION ON AUGUST 30, 2021</u>	
	1. Consideration and possible acceptance of the certified values for Hays, Caldwell and Travis Counties	90
	2. SIUS System + Range Control Accessories - SIUS Target Systems USA, Inc.	92
	3. Consideration and possible approval of the amendment to the 2021-2022 Compensation Plan	94
	4. Consideration and possible approval of release of additional positions	114
	5. Consideration and possible adoption of Student Code of Conduct for the 2021-2022 School Year	116
	6. Consideration and possible approval of Guaranteed Maximum Price (GMP) for Bid Package 3 - Negley Elementary School Renovations and Expansion	162
	7. Consideration and possible action regarding empaneling an Election Redistricting Advisory Committee (RAC)	171
	8. Consideration and possible action regarding empaneling a School Naming Committee	174

9.	Consideration and possible action regarding empaneling an Attendance Boundary Rezoning Committee	175
10.	Review and possible adoption of the Hays CISD Goals for 2021-2022	177
11.	Review and possible adoption of the Board Operating Procedures	179
12.	Review and possible approval of the existing Social Contract for the Hays CISD Board of Trustees	189
13.	Consideration and possible adoption of the instrument to be used to evaluate the Superintendent	191
14.	Consideration and possible adoption of a Resolution setting the District's Tax Rate for the Fiscal Year 2022	196
15.	Consideration and possible adoption of a Board Resolution to Suspend DEC(LOCAL) and DEA(LOCAL) and Board Resolution to Provide Paid Sick Leave	198
16.	Consideration and possible of Texas Association of School Board Delegate and Alternate Delegate for the annual TASA/TASB Conference	202
O.	<u>INFORMATION ITEMS</u>	
1.	2021-2022 Appraisal Calendar	204
2.	Purchasing Coop Fees	207
3.	4th Quarter Investment Report	208
4.	Financial Statements	214
5.	Update on 2021 Bond construction and renovation projects in the district	229
6.	Policy Revision Recommendations to DED(LOCAL) and DEAB(LOCAL) - First Reading	230
7.	TASB Policy Update 117 Affecting Local Policies - First Reading	236
	TASB initiated revisions with no further recommendations at district level CH(LOCAL): Purchasing and Acquisition	
	CV(LOCAL): Facilities Construction	
	DEC(LOCAL): Compensation and Benefits - Leaves and Absences	
P.	<u>BOARD OPERATING PROCEDURES</u>	260
Q.	<u>UPCOMING BOARD MEETINGS</u>	
	August 30, 2021 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm	
	September 20, 2021 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm	
	September 27, 2021 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm	
	October 18, 2021 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm	
	October 25, 2021 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm	
	November 15, 2021 @Kunkel Room at Historic Buda Elementary Campus - 5:30 pm	
	December 13, 2021 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm	
	January 24, 2022 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm	
	January 31, 2022 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm	
	TUESDAY February 22, 2022 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm	
	February 28, 2022 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm	
	March 28, 2022 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm	
	April 18, 2022 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm	
	April 25, 2022 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm	
	May 16, 2022 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm	
	May 23, 2022 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm	
	June 20, 2022 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm	
	June 27, 2022 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm	
	<i>Official Board of Trustees information may be obtained at www.hayscisd.net</i>	
R.	<u>ADJOURN</u>	

This notice was posted in compliance with the Texas Open Meetings act on: August 20, 2021 at 2:00 PM

EXCEPTIONS FOR CLOSED MEETINGS	The Board may conduct a closed meeting for the purpose described in the following provisions.
ATTORNEY CONSULTATION	1. The Board may conduct a private consultation with its attorney only when it seeks the attorney's advice about pending or contemplated litigation or a settlement offer or on a matter in which the duty of the attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the requirement for open meetings. <i>Gov't Code 551.071</i> [See BE for permissible methods of communication for attorney consultations.
REAL PROPERTY	2. The Board may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the Board's position in negotiations with a third person. <i>Gov't Code 551.072</i>
PROSPECTIVE GIFT	3. The Board may conduct a closed meeting to deliberate a negotiated contract for a prospective gift or donation to the District if deliberation in an open meeting would have a detrimental effect on the Board's position in negotiations with a third person. <i>Gov't Code 551.073</i>
PERSONNEL MATTERS	4. The Board is not required to conduct an open meeting to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee. However, the Board may not conduct a closed meeting for these purposes if the officer or employee who is the subject of the deliberation or hearing requests a public hearing. <i>Gov't Code 551.074</i> The closed meeting exception for personnel matters does not apply when the Board discusses an independent contractor who is not a school employee, such as an engineering, architectural, or consultant firm, or when the Board discusses a class or group of employees, not a particular employee. <i>Atty. Gen. Op. MW-129 (1980), Atty. Gen. Op. H-496 (1975)</i>
EMPLOYEE- EMPLOYEE COMPLAINTS	The Board is not required to conduct an open meeting to deliberate in a case in which a complaint or charge is brought against a District employee by another employee and the complaint or charge directly results in the need for a hearing. However, the Board may not conduct a closed meeting for this purpose if the employee against whom the complaint or charge is brought makes a written request for an open hearing. <i>Gov't Code 551.082</i>
STUDENT DISCIPLINE	5. The Board is not required to conduct an open meeting to deliberate in a case involving discipline of a public school child. However, the Board may not conduct a closed meeting for this purpose if the child's parent or guardian makes a written request for an open hearing. <i>Gov't Code 551.082</i>
PERSONALLY IDENTIFIABLE STUDENT INFORMATION	6. The Board is not required to conduct an open meeting to deliberate a matter regarding a student if personally identifiable information about the student will necessarily be revealed by the deliberation. Directory information about a public school student is considered to be personally identifiable information about the student for this purpose only if a parent or guardian of the student, or the student if the student has attained 18 years of age, has informed the District that the directory information should not be released without prior consent. [See FL] This exception does not apply if an open meeting about the matter is requested in writing by a parent or guardian of the student or by the student if the student has attained 18 years of age. <i>Gov't Code 551.0821</i>
MEDICAL OR PSYCHIATRIC RECORDS	7. A board that administers a public insurance, health, or retirement plan is not required to conduct an open meeting to deliberate: <ul style="list-style-type: none">a. The medical records or psychiatric records of an individual applicant for a benefit from the plan; orb. A matter that includes a consideration of information in the medical or psychiatric records of an individual applicant for a benefit from the plan. <i>Gov't Code 551.0785</i>
SECURITY	8. The Board is not required to conduct an open meeting to deliberate: <ul style="list-style-type: none">a. The deployment, or specific occasions for implementation, of security personnel or devices; orb. A security audit. <i>Gov't Code 551.076</i>

ASSESSMENT INSTRUMENTS	9. The Board shall conduct a closed meeting to discuss or adopt individual assessment instruments or assessment instrument items. <i>Education Code 39.030(a)</i>
EMERGENCY MANAGEMENT	10. The Board is not required to conduct an open meeting to deliberate information confidential under Government Code 418.175–418.182, relating to Homeland Security. However, the Board must make a tape recording of the proceedings of a closed meeting held to deliberate the information. <i>Gov’t Code 418.183(f)</i>
ECONOMIC DEVELOPMENT NEGOTIATIONS	11. The Board is not required to conduct an open meeting: <ul style="list-style-type: none"> a. To discuss or deliberate regarding commercial or financial information that the Board has received from a business prospect that the Board seeks to have locate, stay, or expand in or near the District and with which the Board is conducting economic development negotiations; or b. To deliberate the offer of a financial or other incentive to such a business prospect. <i>Gov’t Code 551.087</i>
PROCEDURES FOR CLOSED MEETINGS	If a closed meeting is allowed, the Board shall not conduct the closed meeting unless a quorum of the Board first convenes in an open meeting for which proper notice has been given [see BE] and the presiding officer has publicly announced that a closed meeting will be held and has identified the section or sections of the Open Meetings Act or other applicable law under which the closed meeting is held. <i>Gov’t Code 551.101</i>
VOTE OR FINAL ACTION	A final action, decision, or vote on a matter deliberated in a closed meeting shall be made only in an open meeting for which proper notice has been given. <i>Gov’t Code 551.102</i> [See BE]
CERTIFIED AGENDA OR TAPE RECORDING	The Board shall either keep a certified agenda or make a recording of the proceedings of each closed meeting, except for private consultation with the District’s attorney. The certified agenda must include a statement of the subject matter of each deliberation, a record of any further action taken, and an announcement by the presiding officer at the beginning and end of the closed meeting indicating the date and time. A presiding officer shall certify that a certified agenda is a true and correct record of the proceedings. If a recording is made, it must include announcements by the presiding officer at the beginning and end of the meeting indicating the date and time. <i>Gov’t Code 551.103</i> “Recording” means a tangible medium on which audio or a combination of audio and video is recorded, including a disc, tape, wire, film, electronic storage drive, or other medium now existing or later developed. <i>Gov’t Code 551.001(7)</i> Closed meetings may not be recorded by an individual trustee against the wishes of a majority of the Board. <i>Zamora v. Edgewood ISD, 592 S.W.2d 649 (Tex. App.—San Antonio, 1979, writ ref’d n.r.e.)</i>
PRESERVATION	The Board shall preserve the certified agenda or recording of a closed meeting for at least two years after the date of the meeting. If a legal action involving the meeting is brought within that period, the Board shall preserve the certified agenda or recording while the action is pending. <i>Gov’t Code 551.104(a)</i>
PUBLIC ACCESS	A certified agenda or recording of a closed meeting is available for public inspection and copying only under a court order issued as a result of litigation involving an alleged violation of the Open Meetings Act. <i>Gov’t Code 551.104(b), (c)</i>
PROHIBITIONS	No Board member shall participate in a closed meeting knowing that neither a certified agenda nor a recording of the closed meeting is being made. <i>Gov’t Code 551.145</i> No individual, corporation, or partnership shall without lawful authority disclose to a member of the public the certified agenda or recording of a meeting that was lawfully closed to the public. <i>Gov’t Code 551.146</i> No Board member shall knowingly call or aid in calling or organizing a closed meeting that is not permitted under the Open Meetings Act, close or aid in closing a regular meeting to the public except as permitted under the Open Meetings Act, or participate in a closed meeting that is not permitted under the Open Meetings Act. <i>Gov’t Code 551.144(a)</i>
AFFIRMATIVE DEFENSE	It is an affirmative defense to prosecution under Government Code 551.144(a) that a Board member acted in reasonable reliance on a court order or a written interpretation of the open meetings law contained in an opinion of a court of record, the attorney general, or the Board’s attorney. <i>Gov’t Code 551.144(c)</i>

DATE ISSUED: 10/25/2013
UPDATE 98
BEC (LEGAL)-P

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: August 30, 2021

Subject: Optional Flexible School Day Program (OFSDP) at Live Oak Academy Public Hearing

Administrator Responsible/Position: Doug Agnew, Principal, Live Oak Academy

A. Purpose of Agenda Item:

Action Needed Information Only Receive Input

B. Authority for This Action

Local Policy Law or Rule TEC 29.081 N/A

C. Summary:

Previous board action relating to this item – This is an annual agenda item for the board per state requirements
 Future action anticipated -
 Background information – The purpose of the Optional Flexible School Day Program (OFSDP) application to the Texas Education Agency (TEA) is to allow Hays CISD to provide flexible hours for fifth year students, ages 18-25, in the Phoenix Program at Live Oak Academy who are working to finish graduation requirements. The OFSDP program allows a school district to receive attendance funding if a student receives instruction for at least 45 minutes on a given school day. The Hays CISD school board must hold a public hearing on the proposed OFSCDP before submitting the application to TEA.

D. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other _____
 From public -

All agenda items are reviewed by the Superintendent's Cabinet.

E. Administrative Recommendation: N/A

F. Fiscal Impact and Cost: N/A

Budget – General Operating Fund Bond Grant/Special Funds Other _____
Prior Year Spending: \$ _____
Future/Ongoing: \$ _____

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 23, 2021

Subject: Public Forum

Administrator Responsible/Position: Dr. Eric Wright, Superintendent

A. Purpose of Agenda Item

Action needed

Information only

Receive input

B. Authority for This Action:

Local Policy BED

Law or Rule

N/A

The Board encourages comments from citizens of the District and from District employees.

Policy BED local states that audience participation at a Board Meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board Meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer. An open forum will be conducted at each meeting. The Board shall allot approximately 30 minutes for comments from members of the public about school district concerns.

Any member of the public who wishes to address the Board in Public Forum must complete and submit the Request to Address the Board of Trustees form (green sheet). This form may be obtained and at the entrance to the Board room and must be submitted to Tim Savoy, Chief Information Officer at the entrance prior to reconvening in open session. Public participation in Board meetings is limited to the Public Forum portion of the meeting agenda, as is provided in Board policy.

Board Policy DEC (LOCAL) sets the maximum time for any individual presentation as 5 minutes, unless decreased by the Board President prior to the start of public comment. In order to ensure efficiency in all meetings, our standard practice is to afford 3 minutes for speakers covering current agenda items and 2 minutes for speakers covering non-agenda items. Speakers with comments on posted agenda items will be called to speak first. Speakers with comments on items not posted for tonight's agenda will then be called to speak, if time permits.

If you would like to leave comments with the Board but do not wish to attend the meeting, you can submit such comments at <https://www.hayscisid.net/boardcomment>. Those comments must be submitted between the hours of 8:00 and 12:00 noon on the day of this meeting. All of such comments will be made available to all Board Members prior to this meeting.

Please be aware that the audio of Public Forum is recorded as part of the recording of the entire meeting and is published on the District's website without alteration. A person who chooses to speak in Public Forum is consenting to the online publication of their comments.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: August 23, 2021

Subject: Update on 2021-2022 School Year

Administrator Responsible/Position: Dr. Eric Wright, Superintendent of Schools

A. Purpose of Agenda Item:

Action Needed Information Only Receive Input

B. Authority for This Action

Local Policy Law or Rule N/A

C. Goal or Need Addressed:

Share with Board and Community information regarding happenings in the district including

- Back to School Update
- COVID Update
- Enrollment Update

D. Administrative Recommendation: N/A

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: August 23, 2021

Subject: Report on the district's Blended Learning 4-Year Plan and Evidence of Attainment and SMART Goals for the 2021-2022 School Year

Administrator Responsible/Position: Marivel Sedillo, Chief Academic Officer

A. Purpose of Agenda Item:

Action Needed Information Only Receive Input

B. Authority for This Action:

Local Policy Law or Rule NA

C. Goal or Need Addressed:

Share information with the Board

D. Summary:

- Previous board action relating to this item –
- Future action anticipated –
- Background information – Goals Documentation attached

E. Monitoring and Reporting Timeline:

Person responsible for evaluating this decision or action – Marivel Sedillo, CAO

Evaluation method and timeline –

Next report to the board –

HCISD Board Goals & Presentation Dates 2021-2022

Goal 1-Student Achievement: Hays CISD believes in the achievement of every student. The district will evaluate and address the individual needs of each student. Students and parents/guardians will receive academic advising and will utilize data, based upon aptitude, ability, and career inventory data, to formulate their plan of study for high school credit beginning in the spring semester of their 5th grade year. Student performance will be evaluated in academics, college, career, and military readiness. Our staff believes in the education of the whole child and believes that success is based on more than the results of a single test, including social and emotional learning, strong interpersonal skills, and the development of positive members of society. Through attention to individual student needs, each campus will demonstrate continuous improvement by showing academic growth and student engagement.

Focus Area	SMART Goal(s)
<p>Grade 5-12 Student Advising: The district will utilize a career interest profiler to track academic advising beginning spring semester of 5th grade based on student interest and academic achievement. In June 2022, the district will provide a comprehensive report showing evidence of the academic advising captured through a career interest profiler by campus and grade level.</p>	<p>90% of our 5-12 grade students will receive academic advising by May 15, 2022. (Based on mobility rate.)</p>
<p>Student Achievement: In August, the superintendent will present the student growth goals addressing the Hays CISD approaches/meets/masters % vs. the state performance. In November, a public hearing on TAPR will be held to summarize student academic performance/achievement, accessibility gaps, including the district's college, career, and military readiness counts.</p>	<p>Goals broken down by program area on data tables.</p> <p>100% of 2019 TEA A-B rated campuses will remain the same or improve by one grade level. 2019 TEA C-D rated campuses will improve by at least one grade level.</p> <p>Hays CISD Domain IIA (Academic Growth) raw score will be a 75 or higher in the Summer of 2022 (72 raw score in 2019).</p>
<p>College & Career Readiness: The district will use data from PSAT8 and PSAT to track student progress toward college readiness. SAT and TSIA2 will be utilized to assess college readiness along with attainment of college credit through advanced placement exams, dual credit, and dual enrollment courses. Career readiness will be assessed through the attainment of industry-based certification through CTE. The district will monitor progress throughout the 2021-2022 school year and will provide an update on college readiness to the Board in September 2022.</p>	<p>55% of the class of 2022, will meet college and career readiness as demonstrated on the TAPR in November 2023.</p>
<p>Professional Development: The district will offer continuous differentiated just-in-time professional development in all content areas to support our campus initiatives and student achievement goals. Campus administrators will conduct at least 60 minutes of walk-throughs per day.</p>	<p>Implementation of instructional strategies acquired through professional development will be measured and tracked through walk-through data and T-TESS on a monthly basis.</p>
<p>Social Emotional Learning: All campuses will implement Social Emotional Learning (SEL) strategies with fidelity. The district will hire a designated SEL Specialist to support SEL implementation and provide district-wide professional development to ensure proper SEL best practices are evident across the campus/district. The district will capture information about the SEL Program implemented at each campus. Campuses will track and monitor student participation in extra-curricular/club participation, and the district will track discipline, attendance on an on-going basis. SEL information will be presented in October and a process for developing a dashboard for SEL will be researched with a plan to implement in the 2022-2023 school year.</p>	<p>100% of our campuses will implement SEL strategies to support the whole child.</p>

Date	Topic/Evidence of Attainment	Possible Presenter(s)	Data Sources
August	Report on the district's Blended Learning 4-Year Plan and Evidence of Attainment and SMART Goals for the 21-22 SY.	Sedillo, McDaniel, Herrin, Malandrucolo	Goals Documents

September	A summary of staff professional development efforts throughout the summer and plan for 21-22 SY and its corresponding look fors in the district walkthrough template.	Sedillo, McDaniel, Garza	PLC Agendas Lesson Plans Walk-Through Data T-TESS Evaluations
October	Report on elementary and middle school universal screener data for reading and math.	Sedillo, McDaniel, Malandrucolo	mCLASS BOY ES Universal Screener Baseline Check DreamBox Update
November	Summary of college, career, and military readiness efforts by campus as well as giving an overview of our SEL program.	Philpott, Gonzalez, Mitchell, Velasquez	Final 2020 CCMR SEL action video
December	Provide a mid-year review on extracurricular/club participation.	Gonzalez, Westerberg, Moreno, Campus Principals	Fine Arts and Athletics
January/June	Summary of data disaggregation, administrative walk-throughs, and CTE programs, will be presented in December and June that includes literacy and math data, along with specific curricular and teaching strategies to address these areas.	McDaniel, Herrin, Garza, Mitchell, Malandrucolo, Brown	CBA 1 Summary RDA Report and SSP Review Writing Task Data PreK Update Walk-through Update
January	TAPR/Annual Public Hearing	Malandrucolo	TAPR & Other Required Sections (Due to the absence of STAAR/EOC data, TAPR 2020 will be drastically scaled back. Annual Public Hearing is still required.)
February	State of the District	McDaniel, Malandrucolo, Brown, Mitchell, Melgar-Cook, Philpott	CBA 1 & 2 Summary mCLASS MOY Update on other board goals including: -Advanced Academics -TELPAS -CTE
March	PBIS Update	Price, Gonzalez	Attendance Data Discipline Report
April	HB 4545 update on 21-22 intervention efforts	Noble, Gomez, Kinsey, Watson	Software analytics Screeners Student participation in Tier 2 and Tier 3
May	End of year review of Athletics and Fine Arts	Westerberg, Moreno	Student participation Program success by sport/campus
June	A summary of staff professional development efforts addressing data disaggregation, administrative walk-throughs, and CTE programs, will be presented in December and June that includes literacy and math data, along with specific curricular and teaching strategies to address these areas.	McDaniel, Herrin, Garza, Mitchell, Malandrucolo	
June	PK-3 reading levels will be measured at the beginning and end of each year and results shared with the Board.	Gaines, Brown, McDaniel	
June	The percentage of students receiving academic advising at the end of their 7th grade year will be presented in June. Report of academic advising will be presented to parents/guardians.	Gonzalez	
August	The superintendent will present the Board with a student growth goal at the August Board Meeting addressing HCISD Approaches / Meets / Masters % vs. the State.	Malandrucolo	

Goal 2-School Safety: Hays CISD is dedicated to the safety of all students and staff. A safe environment must include secure facilities, staff and student training, and our adopted standard response protocol. The district will partner with local and state entities to assure preparedness. Specific areas addressed are physical and cybersecurity, data privacy, campus access, detecting and reporting possible threats, COVID19 safety/prevention planning/reporting, and maintaining an environment of trust between adults and all students. Our Emergency Operations Plan (EOP) is updated annually, and followed throughout the district.

Date	Topic/Evidence of Attainment	Possible Presenter(s)	Notes
September	The Board will receive a brief narrative posted in Board Blog addressing the updated EOP, including plans for a cybersecurity coordinator along with an overview of district safety protocols and training by the end of September.	McCorkle, Skrocki	

Goal 3-Board/Staff/Community Relations: Hays CISD is dedicated to treating everyone with respect and dignity. Cultivating a culture of positive engagement and public service requires empathy, visibility, trust, and communication. Communication through all appropriate avenues is a priority, and staff will receive training in these areas. Our district is committed to increasing client engagement both internally and externally. The Diversity Advisory Council will make recommendations to the superintendent about improving our diversity efforts and inclusive practices to remove systemic obstacles for all students.

Date	Topic/Evidence of Attainment	Possible Presenter(s)	Notes
Ongoing	The Board will receive timely updates on community and staff outreach. An employee engagement survey will be given and the Board will see the results AND how they will be addressed.	Savoy	
Weekly	The board and community will have the opportunity to view the latest "Wright this Minute" video each week.	Dr. Wright, Savoy	
November	Staff will receive targeted training, after a process review, in the areas of customer service and community relations. HCISD will develop strategies and systems to make this the best place to work, and the plan will be presented to the Board in November.	Savoy	
December/June	During the December and June Board meetings, the board will receive a report of the recommendations made to Dr. Wright by the Diversity Advisory Council. Progressive Educational Opportunities such as co-curricular, experiential learning, etc.	Dr. Wright	

Hays CISD Student Achievement Goals 2021-2022



#TogetherAgain

	STATE									HAYS CISD									2021-2022 DISTRICT GOAL		
	2019			2021			Comparison			2019			2021			Comparison			App	Me	Ma
	App	Me	Ma	App	Me	Ma	App	Me	Ma	App	Me	Ma	App	Me	Ma	App	Me	Ma			
3 Reading	76	44	28	68	38	19	-8	-6	-9	76	45	27	75	46	23	-1	1	-4	78	48	24
3 Math	78	48	24	61	30	14	-17	-18	-10	77	45	23	67	31	14	-10	-14	-9	72	40	19
4 Reading	74	43	22	63	36	18	-11	-7	-4	74	45	23	66	36	19	-8	-9	-4	70	42	21
4 Math	74	46	28	58	35	21	-16	-11	-7	73	48	29	60	35	20	-13	-13	-9	67	42	25
5 Reading	77	51	29	72	45	30	-5	-6	1	78	52	29	74	47	31	-4	-5	2	77	49	32
5 Math	83	56	36	69	43	24	-14	-13	-12	82	53	34	71	41	24	-11	-12	-10	77	47	29
5 Science	74	48	23	61	30	12	-13	-18	-11	76	51	25	66	33	14	-10	-18	-11	71	42	20
6 Reading	66	35	17	61	31	14	-5	-4	-3	64	32	15	61	29	12	-3	-3	-3	64	31	13
6 Math	79	45	20	66	34	14	-13	-11	-6	78	44	20	69	34	13	-9	-10	-7	74	39	17
7 Reading	74	47	28	68	44	25	-6	-3	-3	69	42	23	66	41	21	-3	-1	-2	69	43	22
7 Math	73	41	16	54	25	11	-19	-16	-5	63	26	6	36	7	1	-27	-19	-5	50	17	4
8 Reading	77	53	27	72	45	21	-5	-8	-6	78	51	26	68	40	18	-10	-11	-8	73	46	22
8 Math	81	55	16	60	35	10	-21	-20	-6	83	58	17	66	40	11	-17	-18	-6	75	49	14
8 Science	79	49	24	67	42	23	-12	-7	-1	81	53	28	62	39	22	-19	-14	-6	72	46	25
8 Soc. Stu.	67	35	20	56	27	13	-11	-8	-7	67	32	16	50	20	8	-17	-12	-8	59	26	12
English I	63	49	12	66	50	12	3	1	0	63	52	6	65	49	9	2	-3	3	68	51	10
Algebra I	84	62	39	72	41	23	-12	-21	-16	87	70	35	73	39	23	-14	-31	-12	80	55	29
Biology	88	63	26	81	54	22	-7	-9	-4	86	64	28	83	57	22	-3	-7	-6	86	61	25
English II	67	51	8	70	57	11	3	6	3	68	52	8	73	59	9	5	7	1	76	61	10
US History	93	75	47	88	69	43	-5	-6	-4	92	75	47	89	71	43	-3	-4	-4	92	73	44

In the Spring of 2021, Hays CISD completed roughly 80% of assigned STAAR/EOC assessments.

Any comparison number in green shows where our gains or drops were better than the state.

Any comparison number in red shows where our drops were higher than the state.

2021-2022 goals are based as follows:

-If 2021 resulted in a drop of under 5% from 2019, we used the same method as in previous years of adding 3% Approaches, 2% Meets, and 1% Masters

-If 2021 resulted in a drop of over 5%, we are splitting the difference so that these subjects would be back on track in 2 years.

STAAR/EOC Reminders:

-The 4th and 7th Writing STAAR assessment has been removed.

-In the Spring of 2023, STAAR/EOC will be completely revamped where at least 25% of all STAAR/EOC assessments will consist of new types of questions.

mCLASS Goals 2021-2022

	2021 EOY TIER 1	2022 GOAL
ENG LIT - K	52%	55%
ENG LIT - 1	59%	62%
ENG LIT - 2	59%	62%
SPN LIT - K	54%	57%
SPN LIT - 1	61%	64%
SPN LIT - 2	69%	66%
MATH - K	80%	83%
MATH - 1	73%	76%
MATH - 2	71%	74%

4-Year Goal to have 85% of Students at Tier 1.

TELPAS Goals 2021-2022

	2020 TELPAS*		2021 TELPAS*		2022 GOAL
	STATE	DISTRICT	STATE	DISTRICT	DISTRICT
1st GRADE	58%	56%	49%	51%	54%
2nd GRADE	37%	35%	26%	33%	36%
3rd GRADE	47%	56%	30%	34%	47%
4th GRADE	34%	36%	10%	15%	27%
5th GRADE	53%	56%	35%	41%	50%
6th GRADE	37%	38%	20%	27%	34%
7th GRADE	40%	50%	22%	31%	42%
8th GRADE	43%	42%	22%	27%	36%
9th GRADE	26%	27%	16%	23%	27%
10th GRADE	32%	38%	19%	27%	34%
11th GRADE	32%	34%	19%	22%	30%
12th GRADE	30%	42%	17%	33%	39%

Percentage of Students Progressing At Least One Proficiency Level.

*In the Spring of 2021, HCISD was able to complete 61% of all TELPAS assessments with over 800 less students completing all sections than in the Spring of 2020 (88%).

Statewide, 70% of all TELPAS assessments were completed in the Spring Of 2020.

Similar to STAAR, we are using 2020 TELPAS goals and splitting the difference so that we are back on track in 2 years.

Pre-K Goals 2021-2022

	2019-2020 Kindergarten Ready		2020-2021 GOAL	2021-2022 GOAL
	STATE	DISTRICT	DISTRICT	DISTRICT
KINDER	57%	76% (Met-Goal)	78%	15 80%

Taken from: Texas PK-16 Public Education Information Resource

Advanced Academic Goals 2020-2021

	Participation				2023 GOAL	Performance				2023 GOAL
	2016-2017	2017-2018	2018-2019	2019-2020*		2016-2017	2017-2018	2018-2019	2019-2020*	
ACT, SAT	86.4%	58.1%	52.2%	*	95%	16%	46%	41%	*	60%
Dual Credit, UT OnRamps, and Advanced Placement	34.2%	38.9%	38.0%	*	70%	AP-21%, DC / OnRamps-1 1.2%	37.6% AP-20%, DC/OnRamps 17.6%	54.3% AP-20%, DC/OnRamps 33.9%	*	Combined-50%

*Available November 2021

Career & Technology: Industry Based Certificates 2021-2022

	Industry Based Certificates Earned				2023 GOAL
	2018 Graduates	2019 Graduates	2020 Graduates*	2021 Graduates**	2022 Graduates
DISTRICT	65	263	211 (Estimated)	262 (Estimated-Goal was 225)	282

Total number of IBCs earned from the TEA A-F IBC List. 2021 was first year to set an IBC goal.

*Final data available August 2021

**Final data available August 2022

HB 3 Required Board Goals

	Grade 3 Reading (Meets GL)					Grade 3 Math (Meets GL)					Met CCMR Criteria*				
	2021	2022	2023	2024	2025	2021	2022	2023	2024	2025	2021	2022	2023	2024	2025
All Students	46%	48%	50%	52%	54%	31%	40%	42%	44%	46%	51%	53%	55%	57%	59%
Hispanic	37%	40%	43%	46%	49%	22%	31%	34%	37%	40%	47%	50%	53%	56%	59%
African American	38%	41%	44%	47%	50%	32%	34%	37%	40%	43%	39%	42%	45%	48%	51%
White	63%	65%	67%	69%	71%	47%	57%	59%	61%	63%	64%	66%	68%	70%	72%
Asian	42%	59%	61%	63%	65%	42%	59%	61%	63%	65%	63%	65%	67%	69%	71%
Special Education	20%	23%	26%	29%	32%	16%	23%	26%	29%	32%	69%	72%	75%	78%	81%
LEP	27%	33%	36%	39%	42%	16%	29%	32%	35%	38%	34%	37%	40%	43%	46%
Eco Dis	45%	48%	51%	54%	57%	24%	30%	33%	36%	39%	44%	47%	50%	53%	56%

HB3 requires that school boards set 5-year goals in the areas of Grade 3 Reading, Grade 3 Math, and CCMR.

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Goals can be adjusted at any point during the 5-year period as new data becomes available.

All percentages in **BOLD** are where we have already met the set TEA/Federal targets or when we are set to meet the TEA/Federal target.

*Estimated percentages using the TEA CCMR Verifier and Lead4ward CCMR tool. TEA also removed Military Readiness and .5 Point for CTE Coursework for 2021 Accountability.

Hays CISD Student Achievement Goals (Expanded): 2021-2022

	Reading/ELA								Math								Science			Soc. St.	
	3	4	5	6	7	8	EI	EII	3	4	5	6	7	8	AI	5	8	Bio	8	US	
All Students																					
Approaches	77%	70%	77%	64%	69%	73%	68%	76%	72%	67%	77%	74%	50%	75%	80%	71%	72%	86%	59%	92%	
Meets	48%	42%	49%	31%	43%	46%	51%	61%	38%	42%	47%	39%	17%	49%	55%	42%	46%	61%	26%	73%	
Masters	24%	21%	32%	13%	22%	22%	10%	10%	14%	25%	29%	17%	4%	14%	29%	20%	25%	25%	12%	44%	
Hispanic																					
Approaches	68%	65%	78%	57%	64%	74%	60%	67%	66%	62%	78%	69%	46%	75%	76%	67%	68%	82%	61%	89%	
Meets	40%	35%	45%	26%	37%	40%	43%	48%	31%	35%	44%	33%	15%	44%	46%	37%	40%	53%	31%	68%	
Masters	16%	17%	25%	11%	19%	19%	7%	7%	16%	20%	25%	12%	4%	12%	25%	17%	20%	20%	15%	38%	
African Am.																					
Approaches	63%	79%	69%	68%	58%	70%	64%	63%	68%	62%	71%	68%	51%	66%	78%	55%	56%	88%	56%	88%	
Meets	41%	43%	36%	23%	32%	31%	47%	49%	34%	37%	34%	32%	15%	33%	45%	26%	28%	55%	19%	69%	
Masters	13%	28%	23%	9%	13%	14%	6%	7%	15%	16%	18%	9%	4%	10%	14%	10%	13%	23%	7%	42%	
White																					
Approaches	87%	85%	93%	79%	83%	90%	84%	86%	87%	82%	92%	89%	70%	93%	92%	87%	88%	96%	83%	98%	
Meets	65%	59%	68%	47%	56%	65%	70%	75%	57%	59%	64%	58%	31%	70%	72%	62%	68%	81%	57%	88%	
Masters	35%	33%	48%	25%	33%	36%	14%	16%	30%	38%	44%	31%	10%	25%	40%	33%	42%	41%	31%	63%	
Asian																					
Approaches	94%	82%	97%	91%	84%	91%	73%	75%	88%	82%	97%	95%	75%	93%	89%	93%	82%	81%	98%	95%	
Meets	59%	71%	63%	65%	57%	61%	55%	59%	59%	74%	74%	71%	30%	74%	65%	59%	75%	65%	92%	91%	
Masters	36%	50%	35%	31%	39%	51%	15%	19%	33%	55%	44%	42%	21%	36%	47%	32%	52%	35%	69%	64%	
Special Ed																					
Approaches	49%	40%	47%	25%	29%	39%	25%	27%	45%	39%	53%	39%	32%	49%	53%	38%	38%	50%	35%	55%	
Meets	23%	18%	21%	11%	15%	14%	12%	14%	23%	21%	24%	14%	11%	18%	22%	20%	20%	19%	15%	29%	
Masters	12%	10%	8%	4%	8%	5%	3%	2%	10%	12%	12%	7%	4%	7%	10%	9%	9%	5%	6%	11%	
LEP																					
Approaches	67%	57%	71%	45%	50%	60%	37%	34%	48%	56%	76%	59%	38%	66%	67%	62%	53%	66%	45%	68%	
Meets	33%	24%	32%	18%	20%	24%	19%	15%	26%	28%	38%	24%	12%	33%	30%	30%	24%	30%	20%	34%	
Masters	16%	10%	17%	7%	9%	8%	2%	2%	13%	14%	21%	7%	4%	6%	14%	12%	9%	7%	8%	13%	
Eco Dis																					
Approaches	70%	59%	76%	50%	60%	68%	61%	62%	66%	59%	74%	65%	40%	71%	78%	65%	61%	80%	58%	87%	
Meets	48%	31%	43%	23%	36%	35%	41%	44%	30%	31%	38%	25%	13%	39%	44%	32%	32%	47%	27%	60%	
Masters	21%	13%	24%	9%	17%	15%	6%	6%	13%	18%	19%	10%	4%	11%	23%	12%	15%	16%	10%	33%	

2020 Expanded goals represented an increase of 3% in the areas of African American, Hispanic, Special Education (Current), English Learners, and Economically Disadvantaged. All other areas are set for a 2% increase.

2021 Expanded goals used 2020 as the starting point, but stuck with the same idea of splitting the difference so that all subjects and student groups would be back on track in 2 years.

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 30, 2021

Subject: Consideration and possible approval of meeting minutes

Administrator Responsible/Position: Dr. Eric Wright, Superintendent

A. Purpose of Agenda Item:

Action needed

Information only

Receive input

B. Authority for This Action:

Local Policy

Law or Rule

N/A

Policy BE local states that Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary

C. Goal or Need Addressed: N/A

D. Summary:

Previous board action relating to this item - Ongoing

Future action anticipated - Monthly

Background information – Minutes from the June 2, 2021, June 21, 2021, June 28, 2021, July 1, 2021 and July 26, 2021 meetings are presented for approval

E. Comments Received:

Cabinet

DLT

FBOC

Teacher Org. Reps.

Other _____

All agenda items have been reviewed by the Superintendent's Cabinet.

F. Administrative Recommendation:

The Superintendent recommends the Board approve minutes from the June 2, 2021, June 21, 2021, June 28, 2021, July 1, 2021 and July 26, 2021 meetings, as presented.

G. Fiscal Impact and Cost: Amount: N/A

Budget

Bond

Grant/Special Funds

Other _____

H. Suggested Motion:

I move that the Board approve the minutes from the June 2, 2021, June 21, 2021, June 28, 2021, July 1, 2021 and July 26, 2021 meetings as presented.

Minutes of Regular Meeting June 2, 2021

Hays CISD Board of Trustees

These minutes are a record of the actions taken by the Hays CISD Board of Trustees in the meeting held on the above date. The complete video of this meeting is accessible at www.hayscisid.net for those who wish to hear the specific details of the discussions on the agenda topics presented.

A Regular Meeting of the Board of Trustees of Hays CISD was held Wednesday June 2, 2021, beginning at 5:30 PM in the Kunkel Room at the Historic Buda Upper Campus, 300 San Marcos St., Buda, TX 78610.

CALL TO ORDER: Establish a quorum

Board President, Vanessa Petrea, called the meeting to order at 5:30 PM. Board Members, Raul Vela, Merideth Keller, Will McManus, Esperanza Orosco, Vanessa Petrea, and Courtney Runkle were present. Board Member Willie Tenorio was not in attendance.

CLOSED SESSION

The Board adjourned to closed session at 5:30 PM to review Superintendent's recommendations regarding employment, resignations, extended leaves, and other personnel matters, including employment contracts for Principals and Assistant Principals - Tx. Gov't Code Sec. 551.074.

RECONVENE IN OPEN SESSION

The Board reconvened in open session at 6:30 PM.

PUBLIC FORUM

No one addressed the board during the Public Forum portion of the meeting.

ACTION ITEMS

Consideration and action, if any, resulting from closed session

Consideration and possible action on Superintendent's recommendations regarding employment, resignations, extended leaves and other personnel matters, including employment contracts for Principal(s) and Assistant Principals

Mrs. Keller moved and Mr. Vela seconded the motion that the Board approve the Superintendent's recommendations for employment contracts for Joanne Lytle as the new principal of Wallace Middle School and Becky Herring as the Assistant Principal of Hemphill Elementary School. The motion passed with a 6-0 vote.

INFORMATION / DISCUSSION ITEMS

2021-2022 Budget Workshop

Randy Rau presented the 2021-2022 Preliminary Budget Information to the Board. The information included an estimated revenue calculation, information regarding student enrollment and refined ADA, certified property values information and compensation recommendations for the 2021-2022 school year. Rigorous discussion ensued. Administration answered questions from the Board

ADJOURN

No further business was conducted and the meeting adjourned at 9:44 PM.

Minutes of Regular Meeting June 21, 2021

Hays CISD Board of Trustees

These minutes are a record of the actions taken by the Hays CISD Board of Trustees in the meeting held on the above date. The complete video of this meeting is accessible at www.hayscisid.net for those who wish to hear the specific details of the discussions on the agenda topics presented.

A Regular Meeting of the Board of Trustees of Hays CISD was held Monday, June 21, 2021, beginning at 5:30 PM in the Kunkel Room at the Historic Buda Upper Campus, 300 San Antonio Street, Buda, Texas 78610.

CALL TO ORDER: Establish a quorum

Board President, Vanessa Petrea, called the meeting to order at 5:30 PM. All board members, Willie Tenorio, Will McManus, Merideth Keller, Vanessa Petrea, Raul Vela, Esperanza Orosco, and Courtney Runkle were present.

CLOSED SESSION

The Board adjourned to closed session at 5:31 PM to review the Superintendent's recommendations regarding employment, resignations, extended leaves, and other personnel matters, including Chief Human Resource Officer, Director of Federal Programs, Director of Counseling, Academic Deans and Assistant Principals under Tx. Gov't Code Sec. 551.074

RECONVENE IN OPEN SESSION

The Board reconvened in open session at 6:51 PM.

PLEDGE OF ALLEGIANCE TO UNITED STATES AND TEXAS FLAGS

MISSION STATEMENT

SOCIAL CONTRACT

PUBLIC FORUM

No one addressed the Board during the Public Forum portion of the meeting.

The purpose of this meeting is an agenda workshop. Board members will have the opportunity to discuss agenda items and ask questions of the administration in preparation of the June 28, 2021, Hays CISD Board of Trustees Business Meeting.

REVIEW OF CONSENT AGENDA ITEMS - FOR ACTION ON JUNE 28, 2021

Minutes of Board of Trustees Meetings

Budget Amendments

Procurements

- a. Armored Car Services - Brinks Security
- b. Audio Visual Equipment & Technical Contracted Services - Pathway
- c. Dairy & Other Food Service Purchases - Hill Country Dairies & Labatt
- d. Hardwood Flooring - Districtwide - Quality Hardwood Floors
- e. HR Software - Talent Ed & Smartfind - Severin International (PowerSchool)
- f. Product Food Service - Ferris Joseph
- g. Waste Collection & Recycling Services - Texas Disposal Systems (TDS)

Consideration and possible approval of appointments to the Hays CISD SHAC for the 2021-2022 school year

Consideration and possible approval of a one-year renewal for a firm to provide legal services to the district
Memorandum of Understandings

a. Communities in Schools

b. Consideration and possible approval of Graduate Assistant Athletic Trainer Agreement with Texas State University

ACTION ITEM - FOR ACTION ON JUNE 21, 2021

Consideration and action, if any, resulting from closed session

Consideration and possible approval of Superintendent's recommendations regarding employment, resignations, extended leaves, and other personnel matters, including Chief Human Resource Officer, Director of Federal Programs, Director of Counseling, Academic Deans and Assistant Principals

Mrs. Petrea moved and Mrs. Orosco seconded the motion that the Board approve the Superintendent's recommendation that Dr. Fernando Medina be hired as the Chief Human Resources Officer, Maritza Gonzalez be hired as the Director of Career and College Readiness, Stephanie Norris be hired as the Director of Federal Programs, Rob Hensarling be hired as the Academic Dean of Hays High School, Pamela Ferris be hired as the Academic Dean of Lehman High School, Carisa Bearden be hired as an Assistant Principal at Lehman High School and Michael Snead be hired as the Assistant Principal at Pfluger Elementary. The motion passed with a 7-0 vote.

Mrs. Petrea moved and Mrs. Orosco seconded the motion that the Board approve the Superintendent's recommendation that Dominic Lape be hired as an Assistant Principal at Negley Elementary. The motion passed with a 6-0 vote. Mr. Tenorio, Mr. McManus, Mrs. Petrea, Mr. Vela, Mrs. Orosco and Mrs. Runkle voting yes and Mrs. Keller voting no.

At this point in the meeting, the Board agreed to move item J.1 up for presentation. The District Survey Results of the 2020 Parent, Student and Community Surveys were presented to the Board. Rigorous discussion ensued.

Consideration and possible approval of a resolution extending the existing depository contract

Mrs. Petrea moved and Mr. Vela seconded the motion that the Board approve the awarding of the Depository Contract to Wells Fargo, as presented. Rigorous discussion ensued. The motion passed with a 7-0 vote.

The Board took a short break from 8:25 to 8:35.

ACTION ITEMS FOR ACTION ON JUNE 28, 2021

The Board discussed the Compensation Plan prior to discussing the Budget.

Marivel Sedillo presented the administration's recommendation of a 3% increase for teachers, nurses, librarians and counselor step scales, a 3% of the midpoint increase for all professionals, auxiliary, and paraprofessionals and the increase of the district health insurance contribution to \$8 per month to maintain a no-cost, employee-only coverage option. Rigorous discussion ensued. The board directed administration to increase the pay increase for teachers, nurses, librarians and counselor step scales to 4% and a 4% of the midpoint increase for all professionals, auxiliary and paraprofessionals.

Approval of the General Fund, Debt Service Fund and Food Service Fund budgets and approval of the budget for additional accelerated instruction pursuant to HB5 requirements

Randy Rau presented the budget based on the 3% figures. It was discussed at length that the budget numbers would change after recalculation of salaries. Administration answered questions from the board. Discussion ensued.

Consideration and possible adoption of policy EIC (LOCAL) - Academic Achievement Class Ranking

EIC LOCAL addresses the calculation of GPA for class rank. The goal of this agenda item is to seek to adjust current policy to reduce disparities in calculation of weighted GPA for Class Rank and in the reporting of unweighted GPA. Administrators answered questions from the board and discussion ensued.

Consideration and possible approval for the 2021 Bond - GMP for Bid Package 2: Barton Middle School, Dahlstrom Middle School, McCormick Middle School and Elm Grove Elementary School

The 2021 Bond Bid Package #2 includes renovations and additions to Barton Middle School (BMS), Dahlstrom Middle School (DMS), McCormick Middle School (MMS), and Elm Grove Elementary School (EGES).

On May 28, 2019 the Board approved a reimbursement resolution for design work related to a future, potential 2020 Bond. In October 2019, the Board assigned select 2020 Bond Projects to O'Connell Robertson (OCR) including DMS, MMS, BMS, and EGES. Design work stopped in May 2020, at approximately 50% Design Development (DD), when the funding from the reimbursement resolution was spent.

In December 2020 The Board approved another reimbursement resolution to continue the design work on Bid Package #2 projects.

During the pandemic shut-down, staff provided the Board with written updates to stay informed of project progress. Staff shared that it would require flexibility as we re-engaged the Board for design approval.

At the FBOC meeting on February 4, 2021, OCR presented the design work-to-date for Bid Package #2 projects.

Prior to the presentation, staff reviewed the designs with the Committee Chair and Co-chair to ensure they were aware of the project scope.

On March 1, 2021 (delayed from February 22, 2021) the Board approved the plans to-date and authorized staff to proceed with construction documents.

The first week of June 2021, Bartlett Cocke received bids for Bid Package #2 projects and began the evaluation process.

The second week of June 2021, the Project Team developed the GMP letters. Max Cleaver answered questions from the Board.

Consideration and possible approval of the 2021 Bond - Contract for Bid Package 4: Flooring at seven (7) campuses

The purpose of this agenda is to procure flooring replacement services at seven campuses including Blanco Vista ES, Camino Real ES, Carpenter Hill ES, Science Hall ES, Pflugger ES, Hemphill ES, and Tobias ES. The 2021 Bond includes additional flooring replacement at other campuses not listed here which will be included with each individual campus project. This seven-school project, Bid Package #4, is for flooring only.

The scope of work at the first five campuses listed above is to replace the carpet in the library and administration area. The carpet will be replaced with carpet in the offices and library, and the carpet will be replaced with polished concrete in the high-traffic areas. At Science Hall ES, the vinyl tile in the corridors and classrooms will be replaced with polished concrete.

The scope of work at HES includes replacing the carpet in the library with carpet, replacing the gym

floor with like materials, and replacing the vinyl tile in the corridors and classrooms with polished concrete.

The scope of work at Tobias is to replace the carpet in the library and administration area as described above, and to replace the gym floor with like materials.

On June 3, 2021, the Purchasing Department received bids from four contractors based on drawings provided by O'Connell Robertson. Staff negotiated with the apparent low vendor to clarify scope and develop the proposal.

Staff anticipates completing as much of the flooring work as possible this summer, and will schedule the balance of the work as soon as possible.

Consideration and possible approval of 2021 Bond - Contract for Bid Package 5: Playground Shade Structures
Max Cleaver presented information regarding the playground shade structures to the Board. The 2021 Bond contains provisions for the installation of 12 playground shade structures at 9 campuses as shown in the table below:

Campus	Quantity
CRES	2
EGES	1
HES	1
KES	1
NES	1
RPES	2
TES	1
TGES	1
CHES	2
Total Shade Structures	12

Rescission of Board Resolution dated March 16, 2020 which delegated authorities to the Superintendent

On March 16, 2020, the Board adopted a resolution delegating the Superintendent of Schools and his designee(s) to efficiently and effectively prepare Hays CISD in response to the declarations of emergency announced by the Governor of the State and the President of the United States. The Board wishes to rescind that delegation of authority.

Consideration and possible adoption of the 2022-2022 Hays CISD Board of Trustees Agenda Workshops and Business Meetings calendar

The Board and Administration reviewed a proposed list of board meetings for the 2021-2022 school year. Discussion ensued. Changes and additions were made to the proposed list. The final list of meetings will be presented at the next meeting for approval.

Consideration and possible action by the Board to charge the Facilities and Bond Oversight Committee with developing a bond recommendation

Administration is recommending that the Board consider charging the Facilities and Bond Oversight Committee (FBOC) with developing recommendations to present to the Board regarding the need for a bond election as early as November 2021. Discussion among board members ensued. Administrators answered questions regarding timelines required for a bond election and other options to calling a November bond.

INFORMATION ITEMS

District Survey Results Presentation – moved up in the agenda

Finance Report – postponed until next meeting

Superintendent Update – postponed until next meeting

ADJOURN

No further business was conducted and the meeting adjourned at 10:01 PM

Minutes of Regular Meeting June 28, 2021

Hays CISD Board of Trustees

These minutes are a record of the actions taken by the Hays CISD Board of Trustees in the meeting held on the above date. The complete video of this meeting is accessible at www.hayscisid.net for those who wish to hear the specific details of the discussions on the agenda topics presented.

A Regular Meeting of the Board of Trustees of Hays CISD was held Monday, June 28, 2021, beginning at 6:00 PM in the Kunkel Room at the Historic Buda Upper Campus, 300 San Antonio Street, Buda, Texas 78610.

CALL TO ORDER: Establish a quorum

Board President, Vanessa Petrea, called the meeting to order at 6:00 PM. Board members, Willie Tenorio, Will McManus, Merideth Keller, Vanessa Petrea, Esperanza Orosco, and Courtney Runkle were present. Board Member Raul Vela was not in attendance.

PLEDGE OF ALLEGIANCE TO UNITED STATES AND TEXAS FLAGS

MISSION STATEMENT

SOCIAL CONTRACT

CONDUCT PUBLIC HEARING TO DISCUSS BUDGET & PROPOSED TAX RATE FOR 2021-2022

Randy Rau presented information regarding the 2021-2022 budget and proposed tax rate for 2021-2022. No one from the public addressed the Board regarding this agenda item.

PUBLIC FORUM

One member of the public addressed the Board during Public Forum. He raised concerns regarding the mandatory vacation policy, the number of days worked by administrators and the current comp time practices.

REQUESTS FOR INFORMATION FROM THE BOARD OF TRUSTEES

CONSENT AGENDA ITEMS

- Minutes of Board of Trustees Meetings

- Budget Amendments

- Procurements

 - Armored Car Services - Brinks Security

 - Audio Visual Equipment & Technical Contracted Services - Pathway

 - Dairy & Other Food Service Purchases - Hill Country Dairies & Labatt

 - Hardwood Flooring - Districtwide - Quality Hardwood Floors

 - HR Software - Talent Ed & Smartfind - Severin International (PowerSchool)

 - Product Food Service - Ferris Joseph

 - Waste Collection & Recycling Services - Texas Disposal Systems (TDS)

- Consideration and possible approval of appointments to the Hays CISD SHAC for the 2021-2022 school year

- Consideration and possible approval of a one-year renewal for a firm to provide legal services to the district

Memorandum of Understanding

Communities in Schools

Consideration and possible approval of Graduate Assistant Athletic Trainer Agreement with Texas State University

Mrs. Orosco pulled the appointments to the Hays CISD SHAC for the 2021-2022 school year from the consent agenda.

Mr. McManus moved and Mrs. Orosco seconded the motion that the board approve the remaining items on the consent agenda. The motion passed with a 6-0 vote.

Discussion ensued regarding the 2021-2022 SHAC. Administrators answered questions from the board members. Mrs. Keller moved and Mr. McManus seconded the motion that the board approve the appointments to the SHAC for the 2021-2022 school year, as presented. The motion passed with a 6-0 vote.

ACTION ITEMS - ACTION TAKEN ON JUNE 21, 2021

Consideration and action, if any, resulting from closed session

Consideration and possible approval of Superintendent's recommendations regarding employment, resignations, extended leaves, and other personnel matters, including Chief Human Resource Officer, Director of Federal Programs, Director of Counseling, Academic Deans and Assistant Principals - Tx. Gov't Code Sec. 551.074

Consideration and possible approval of a resolution extending the existing depository contract

ACTION ITEMS

The Compensation Plan was moved up on the agenda.

Consideration and possible approval of the Compensation Plan

The Board Members and administrators discussed changes made to the compensation plan after last week's meeting. The administration recommends the following increases for 2020-2021:

- Teacher/Nurse/Librarian/Counselor Step Scales as presented = 4% increase
- Professionals/Auxiliary/Paraprofessionals = 4% of midpoint increase
- Additional District Health Insurance Contribution = Increase district contribution by \$14/month to maintain a no-cost, employee-only coverage option (new Hays Advantage Plan)

Increase minimum pay for custodial, paraprofessionals, child nutrition to \$14 per hour. Increase recommendations apply to all full-time or part-time employees who occupy a permanent position, not including the ELC positions. Increase recommendation to not apply to nonstandard hourly employees (NSHE).

Mrs. Orosco moved and Mr. Tenorio seconded the motion that the Board approve the compensation plan as presented. Additional discussion ensued. Mrs. Keller moved and Mr. Tenorio seconded the motion that the band secretaries be moved from the ParaProfessional Pay Grade 6 to the ParaProfessional Pay Grade 7 to be in line with the athletic secretaries. The motion passed with a 6-0 vote. After having the board take action to move the band secretaries up on the ParaProfessional Compensation Plan, Mrs. Orosco moved and Mr. Tenorio seconded that the Board approve the amended compensation plan as discussed during the meeting. The motion passed with a 6-0 vote.

Approval of the General Fund, Debt Service Fund and Food Service Fund budgets and approval of the budget for additional accelerated instruction pursuant to HB5 requirements

Mr. McManus moved and Mrs. Runkle seconded the motion that the Board approve the 2021-2022 budget as presented. The motion passed with a 6-0 vote.

Consideration and possible adoption of policy EIC (LOCAL) - Academic Achievement Class Ranking

Mr. McManus moved and Mrs. Orosco seconded the motion that the Board adopt local policy revision EIC(LOCAL) – Academic Achievement Class Ranking, as presented. The motion was approved with a 6-0 vote.

Consideration and possible approval for the 2021 Bond - GMP for Bid Package 2: Barton Middle School, Dahlstrom Middle School, McCormick Middle School and Elm Grove Elementary School

Mr. Tenorio moved and Mr. McManus seconded the motion that the Board approve the GMP for Bid Package #2, as designated by O'Connell-Robertson Architects, and submitted by Bartlett Cocke, in the amount of \$38,560,579 as presented. The motion passed with a 6-0 vote.

Consideration and possible approval of the 2021 Bond - Contract for Bid Package 4: Flooring at seven (7) campuses

Mr. McManus moved and Mrs. Orosco seconded the motion that the Board approve a contract for the 2021 Bond Bid Package #4 Flooring Replacement at seven campuses, with Gomez Floor Coverings, in the amount of \$665,597, a construction contingency and a tint allowance as presented. The motion passed with a 6-0 vote.

Consideration and possible approval of 2021 Bond - Contract for Bid Package 5: Playground Shade Structures

Mr. Tenorio moved and Mr. McManus seconded the motion that the Board approve Bid Package #5 – Playground Shade Structures, as presented. The motion passed with a 6-0 vote.

Rescission of Board Resolution dated March 16, 2020 which delegated authorities to the Superintendent

Mrs. Keller moved and Mr. McManus seconded the motion that the Board rescind the Board Resolution dated March 16, 2020 regarding delegation of authority to the Superintendent during the COVID-19 emergency, as presented. The motion passed with a 6-0 vote.

Consideration and possible adoption of the 2021-2022 Hays CISD Board of Trustees Agenda Workshops and Business Meetings calendar

Mrs. Runkle moved and Mr. McManus seconded the motion that the Board approve the 2021-2022 Hays CISD Board Meeting Calendar as presented. The motion passed with a 6-0 vote.

Consideration and possible action by the Board to charge the Facilities and Bond Oversight Committee with developing a bond recommendation

Mrs. Petrea moved and Mr. McManus seconded the motion that the Board charge the Facilities and Bond Oversight Committee with developing recommendations regarding a possible bond initiative, or initiatives, to present to voters in May, 2022. The motion passed with a 6-0 vote.

Consideration and possible adoption of Resolution Declaring Hazardous Traffic Conditions

Mr. Cleaver informed the Board that approximately 2,840 students are currently impacted by hazardous traffic conditions. The Board has identified specific hazardous areas in the district. Mr. McManus moved and Mr. Tenorio seconded the motion that the Board adopt the resolution regarding hazardous traffic conditions and the current list of specific hazardous areas as presented. The motion passed with a 6-0 vote.

INFORMATION ITEMS

District Survey Results Presentation - presented at the June 21, 2021 Agenda Workshop

Finance Report

Superintendent Update

Preliminary EOC/STARR Results

Summer School Update

ADJOURN

No further business was conducted and the meeting adjourned at 7:53 PM.

Minutes of Special Meeting July 1, 2021

Hays CISD Board of Trustees

These minutes are a record of the actions taken by the Hays CISD Board of Trustees in the meeting held on the above date. The complete video of this meeting is accessible at www.hayscisid.net for those who wish to hear the specific details of the discussions on the agenda topics presented.

A Regular Meeting of the Board of Trustees of Hays CISD was held Monday, July 11, 2021, beginning at 4:00 PM in the Kunkel Room at the Historic Buda Upper Campus, 300 San Antonio Street, Buda, Texas 78610.

CALL TO ORDER: Establish a quorum

Board President, Vanessa Petrea, called the meeting to order at 3:55 PM. Board members, Willie Tenorio, Will McManus, Merideth Keller, Vanessa Petrea, Esperanza Orosco, and Courtney Runkle were present. Board member Raul Vela was not in attendance.

CLOSED SESSION

The Board adjourned to closed session at 3:56 PM to prepare the Summative Evaluation Document for the Superintendent and to deliberate and discuss the results of the evaluation and compensation with the Superintendent - under Tx. Gov't Code Sec. 551.074

RECONVENE IN OPEN SESSION

The Board reconvened in open session at 6:33 PM.

PUBLIC FORUM

No one addressed the Board in public forum.

ACTION ITEMS

Consideration and possible action, if any, resulting from closed session

Consideration and possible action on contract extension and compensation for Superintendent

Mrs. Keller moved and Mr. McManus seconded the motion that the Board approve the Superintendent's contract extension and compensation as discussed in closed session. The motion passed with a 6-0 vote.

Consideration and possible action to temporarily suspend a portion of policy DC(LOCAL) from July 2, 2021 through August 22, 2021

Discussion ensued. Dr. Medina and Mrs. Sedillo answered questions from the Board. Mrs. Keller expressed wanting to have input on the hiring of new principals and the DAO vacancy. The board reached consensus that the Board may call a special meeting on July 26 to address the hiring of additional administrators. Mr. McManus moved and Mrs. Orosco seconded the motion that the Board temporarily authorize the Superintendent to employ contracted administrative personnel from July 2, 2021 through August 22, 2021, and temporarily suspend that portion of policy DC(LOCAL) during the same time period. The motion passed with a 6-0 vote.

ADJOURN

No further business was conducted and the meeting adjourned at 6:49 PM.

Minutes of Special Meeting July 26, 2021

Hays CISD Board of Trustees

These minutes are a record of the actions taken by the Hays CISD Board of Trustees in the meeting held on the above date. The complete video of this meeting is accessible at www.hayscisd.net for those who wish to hear the specific details of the discussions on the agenda topics presented.

A Special Meeting of the Board of Trustees of Hays CISD was held Monday, July 26, 2021, beginning at 4:00 PM in the Kunkel Room at the Historic Buda Upper Campus, 300 San Antonio Street, Buda, Texas 78610.

CALL TO ORDER: Establish a quorum

Board President, Vanessa Petrea, called the meeting to order at 4:00 PM. Board members, Willie Tenorio, Will McManus, Vanessa Petrea, Esperanza Orosco, Raul Vela and Courtney Runkle were present. Board Member Merideth Keller was not in attendance.

CLOSED SESSION

The Board adjourned to closed session at 4:00 PM to review the Superintendent's recommendations regarding employment, resignations, extended leaves, and other personnel matters, including Deputy Academic Officer and Campus Principal -under Tx. Gov't Code Sec. 551.074.

RECONVENE IN OPEN SESSION

The Board reconvened in open session at 5:06 PM.

PUBLIC FORUM

No one addressed the Board during the Public Forum portion of the meeting.

ACTION ITEMS

Consideration and possible action, if any, resulting from closed session

Consideration and possible approval of Superintendent's recommendations regarding employment, resignations, extended leaves, and other personnel matters, including Deputy Academic Officer and Campus Principal

Mrs. Orosco moved and Mr. Tenorio seconded the motion that Amanda Muro be employed as the principal of Uhland Elementary. The motion passed with a 6-0 vote.

Mrs. Petrea moved and Mr. Tenorio seconded the motion that Dr. Michael Watson be employed as a Deputy Academic Officer in the district. The motion passed with a 6-0 vote.

Consideration and possible adoption of an order authorizing the issuance, sale and delivery of Hays Consolidated Independent School District Unlimited Tax School Building Bonds; authorizing an authorized representative to approve the amount, interest rates, price and terms thereof and certain other procedures and provisions related thereto; and containing other matters related thereto.

Randy Rau answered questions from the board regarding the sale of the Bonds. Mr. McManus moved and Mr. Tenorio seconded the motion that the Board of Trustees adopt the order authorizing the issuance, sale and delivery of Hays Consolidated Independent School District Unlimited Tax School Building Bonds; and containing other matters related thereto which was before the Board. The motion passed with a 6-0 vote.

ADJOURN

No further business was conducted and the meeting adjourned at 5:15 PM.

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 30, 2021

Subject: Budget Amendments

Administrator Responsible/Position: Randy Rau

A. Purpose of Agenda Item:

Action needed

Information only

Receive input

B. Authority for This Action:

Local Policy

Law or Rule

N/A

C. Goal or Need Addressed:

D. Summary:

Previous board action relating to this item -

Future action anticipated -

Background information – The 2021-2022 budget has been approved by the Board of Trustees. Amendments to the budget must also be approved by the Board.

E. Scope of Options Reviewed:

Reasons for rejecting alternatives:

F. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other _____

From public -

G. Administrative Recommendation:

The administration recommends approval of the budget amendment as presented.

Fiscal Impact and Cost:

Amount:

Budget

Bond

Grant/Special Funds

Other:

(See attached detail)

H. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action—

Randy Rau

I. Suggested Motion:

I move that the Board approve the budget amendment as presented.

BUDGET AMENDMENT 1 – August 30, 2021

RECOMMENDATION:

The Administration recommends the listed budget amendments and transfers be approved.

BACKGROUND INFORMATION:

In accordance with the TEA budget and accounting procedures and guidelines, the District’s official budget includes the General Fund, Food Service Fund, and the Debt Service Fund. The Board of Trustees should approve the adoption of the budgets associated with these funds, and subsequent amendments, at the *Fund Function* level. Other funds such as Special Revenue Funds for grants and capital projects are approved on a *Project Basis*; and consequently, *are* not required to be approved with the same level of detail.

The administration routinely allows transfers of existing budgeted funds within the same fund function in order to accommodate the necessary operations of the requesting department or campus. These transfers usually become necessary due to account coding requirements. Requests for transfers of existing funds between functions are reviewed by the administration to ensure that the related expenditures will not exceed the overall approved budget at the function level. These requests allowed at the administrative level are subject to final approval by the Board of Trustees.

In addition to the transfers of existing budget funds outlined above, the Board of Trustees must approve requests for new appropriations prior to expenditure. These requests include appropriations from fund balance, and reappropriation of designated fund balances.

ADMINISTRATIVE CONSIDERATIONS:

Transfers: The Administration has reviewed the following transfers and determined that there will be **no impact to the budget.**

Cross Function Transfer Summary

Description	Increase (Decrease)
11 - Instruction	\$ (1,201)
12 - Instructional Resources and Media Services	\$ 0
13 - Instructional Staff Development	\$ 3,000
21 - Instructional Administration	\$ 0
23 - Campus Administration	\$ (2,000)
31 - Guidance and Counseling Services	\$ 0
32 - Social Work Services	\$ 0
33 - Health Services	\$ 0
34 - Transportation	\$ 0
36 - Co curricular / Extracurricular	\$ 0
41 - General Administration	\$ 0
51 - Maintenance	\$ 201
52 - Security	\$ 0
53 - Data Services	\$ 0
61 - Community Services	\$ 0
71 - Debt Service	\$ 0
81 - Facilities Acquisition & Construction	\$ 0
91 - Chapter 41 Payments	\$ 0
93 - Payments to Fiscal Agents	\$ 0
95 - Payments to JJAEP	\$ 0
99 - Other Intergovernmental Charges	\$ 0
Total Net Transfers	\$ 0

REQUESTS for Re-APPROPRIATIONS:

General Operating Fund:

No additional appropriations at this time.

General Operating Fund Re-Appropriations Summary			
Description	Official Budget	Increase/ (Decrease)	Amended Budget
<u>Revenues:</u>			
	\$ 0	\$ 0	\$ 0
Total	\$ 0	\$ 0	\$ 0
<u>Expenditures:</u>			
	\$ 0	\$ 0	\$ 0
Total	\$ 0	\$ 0	\$ 0
Total Net Appropriations (Revenues minus Expenditures)		\$ 0	

ACTION REQUIRED

Board Approval

SUPPORT INFORMATION

Additional information provided upon request.
Contact: Randall Rau – Chief Financial Officer

Hays Consolidated Independent School District
Budget Amendment 1 Support Information
for the Fiscal Year Ending June 30, 2022

Budget Amendment #1 Support:

<u>Account</u>	<u>Function</u>	<u>Location</u>	<u>Amount</u>	<u>User ID</u>	<u>Status</u>	<u>Original Period</u>	<u>New Period</u>	<u>JE #</u>	<u>New JE #</u>	<u>Reason</u>
199-11-6399-OP-114-11-1-0	11	114	\$ (201.00)	olivar	Pending	2		80		
199-51-6399-OP-114-99-1-0	51	114	\$ 201.00	olivar	Pending	2		80		
199-23-6394-TE-108-99-1-0	23	108	\$ (2,000.00)	hernandezs	Pending	1		250		
199-13-6295-81-108-99-1-0	13	108	\$ 2,000.00	hernandezs	Pending	1		250		
199-11-6399-81-108-11-1-0	11	108	\$ (1,000.00)	hernandezs	Pending	1		251		
199-13-6295-81-108-99-1-0	13	108	\$ 1,000.00	hernandezs	Pending	1		251		

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES

Date: August 30, 2021

Subject: Consideration and possible approval of Procurements

Administrator Responsible/Position: Cabinet Members

Purpose of Agenda Item:

Action needed Information only Receive input

Authority for This Action:

Local Policy - BE Law or Rule N/A

Goal or Need Addressed:

Procurement of necessary items for the district.

Summary:

- Previous board action relating to this item - Ongoing
- Future action anticipated - Monthly
- Background information – The following procurements will be presented for approval
 - a. Various Band Instruments (2021 Bond)
 - b. Bread Products – Kurz & Co.
 - c. Single Sign-On Solution – ClassLink
 - d. Technology Supplies & Equipment – GTS Technology Solutions

Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other _____

All agenda items have been reviewed by the Superintendent's Cabinet.

Administrative Recommendation:

The Administration recommends approval of the listed procurement items.

Fiscal Impact and Cost: Amount: as set forth in the procurement item.

Suggested Motion:

I move that the Board approve the procurement item as presented.

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: 08/30/2021

Subject: Procurement: Various Band Instruments – Various Vendors

Administrator Responsible/Position: Marivel Sedillo – Chief Academic Officer

- A. Purpose of Agenda Item:
 Action needed Information only Receive input
- B. Authority for This Action:
 Local Policy Law or Rule N/A
- C. Goal or Need Addressed: The purpose of this agenda is to procure various band instruments for replacement needs.
- D. Summary:
 Previous board action relating to this item –
 Future action anticipated –
 Background information – items procured will be musical instruments.

Steve Weiss	\$ 47,597.51
The String and Horn Shop	\$ 314,220.00
Taylor Music	\$ 395,598.34
Washington Winds	\$ 192,355.00
Guitar Center	\$ 341,223.00
Woodwind and Brass	\$ 4,660.00
Jose Delgado Guitars	\$ 42,183.75
Katy Violin	\$ 16,485.00
Terra Nova Violins	\$ 248,375.00
Brook Mays	\$ 5,790.00
GRAND TOTAL	\$ 1,608,487.60

- E. Scope of Options Reviewed:
 RFQ #14-072101JO Various Band Instruments
- F. Comments Received:
 Cabinet DLT FBOC Teacher Org. Reps. Other: Fine Arts
 From public -

G. Administrative Recommendation:

The administration recommends approval of the purchase of replacement band instruments from Steve Weiss, The String and Horn Shop, Taylor Music, Washington Music, Guitar Center, Woodwind and Brass, Jose Delgado Guitars, Katy Violin, Terra Nova Violins and Brook Mays.

H. Fiscal Impact and Cost: Total Amount: \$ 1,608,487.60

Budget – General Operating Fund Bond 2021 Grant/Special Funds Other

Prior Year Spending –

Steve Weiss – \$34,110.26
The String and Horn Shop - \$0
Taylor Music - \$33,938.00
Washington Music - \$12,606.85
Guitar Center - \$26,426.34
Woodwind and Brass - \$0
Delgado Guitars - \$69.90
Katy Violin - \$0
Terra Nova Violins - \$0
Brook Mays - \$0

Future/Ongoing – This procurement will be a one-time purchase. There will be a second round of purchasing to spend the balance left in bond funds of \$595,790.40.

I. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action — Patty Moreno – Fine Arts Director

Evaluation method and time line -

Next report to the board -

J. Suggested Motion:

I move that the Board approve the purchase of band, orchestra and mariachi instruments from Steve Weiss, The String and Horn Shop, Taylor Music, Washington Music, Guitar Center, Woodwind and Brass, Jose Delgado Guitars, Katy Violin and Terra Nova Violins for \$1,602,697.60 as presented.

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: 08/30/2021

Subject: Procurement: Bread Products – Kurz & Co.

Administrator Responsible/Position: Randy Rau – Chief Financial Officer

A. Purpose of Agenda Item:

Action needed Information only Receive input

B. Authority for This Action:

Local Policy Law or Rule N/A

C. Goal or Need Addressed: The purpose of this agenda is to procure bread products.

D. Summary:

Previous board action relating to this item – Kurz & Co was approved by Board 06/22/20.
 Future action anticipated -
 Background information -

E. Scope of Options Reviewed:

Choice Partners Cooperative Contract #21/037LS-01
This is a one-year contract with three (3) one-year options to renew through 07/31/2025

F. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other: Child Nutrition

G. Administrative Recommendation:

The administration recommends approval of the procurement of bread products from Kurz & Co.

H. Fiscal Impact and Cost: Amount: \$155,000

Budget – General Operating Fund Bond Grant/Special Funds Other: Food Service Fund

2019 Spending \$85,829.92

Prior Year Spending - \$30,126.10

(Last year's low purchases reflect the pandemic effect on purchasing. In order to lessen the administrative burden and to address staff shortages, we focused on utilizing fewer vendors for sourcing the bread. We also worked out existing inventories which allowed us to not order any bread from Kurz & Co. from April 2020 to September 2020. Lower participation from fewer on-site learning also impacted the total amount ordered. This is the reason we only show just over \$30,100 in purchases for last year.)

Future/Ongoing – This procurement will be a recurring cost (annually)

I. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action — Michael Thibodeaux – General Manager of Child Nutrition
Evaluation method and time line -
Next report to the board -

J. Suggested Motion:

I move that the Board approve the procurement of bread products from Kurz & Co for \$155,000 as presented.

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: 08/30/2021

Subject: Procurement: Single Sign-On (SSO) Solution – ClassLink

Administrator Responsible/Position: Dianne Borreson – Chief Technology Officer

A. Purpose of Agenda Item:

Action needed Information only Receive input

B. Authority for This Action:

Local Policy Law or Rule N/A

C. Goal or Need Addressed: The purpose of this agenda is to procure SSO license from ClassLink.

D. Summary:

- Previous board action relating to this item – Board Approved ClassLink 08/2019
 Future action anticipated –
 Background information – This platform will allow students and teachers to access all of their apps under a single sign-on. This application also provides rostering which will allow rosters to be programmatically generated by importing class data from the Student Information Systems (SIS).

E. Scope of Options Reviewed:

DIR Cooperative Contract #DIR-CPO-4493 – Education Information Technology Products & Related Services
This is a one-year contract with four (4) options to renew through 06/12/2025
Reasons for rejecting alternatives:

F. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other:

G. Administrative Recommendation:

The administration recommends approval of the purchase of SSO license from ClassLink

H. Fiscal Impact and Cost: Total Amount: \$61,495

Budget – General Operating Fund Bond Grant/Special Funds Other _____

Prior Year Spending – \$61,495

Future/Ongoing – This is a one-year contract with four (4) options to renew through 06/12/2025

I. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action — Dianne Borreson – Chief Technology Officer
Evaluation method and time line -
Next report to the board -

J. Suggested Motion:

I move that the Board approve the purchase of Single Sign-On (SSO) Solutions from ClassLink for \$61,495 as presented.

Invoice #e-108617

From

ClassLink
 45 East Madison Avenue
 Suite 7
 Clifton, NJ 07011

Bill To

Hays Cons ISD (TX, 78640)
 21003 Interstate 35
 Kyle, TX 78640

Invoice Summary

Invoice Number	e-108617
Date	09/01/2021
Terms	Net 30
Due Date	10/01/2021
Amount Due (USD)	\$ 61,495.00

Item / Description

	Quantity	Rate	Amount
ClassLink Renewal License ClassLink Renewal License from 09/01/2021 to 08/31/2022	22,000	2.75	60,500.00
ClassLink Rosters Hosting Renewal License ClassLink Rosters Hosting Renewal License from 09/01/2021 to 08/31/2022	1	995.00	995.00
Amount Due (USD)			\$ 61,495.00

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: 08/30/2021

Subject: Technology Supplies & Equipment – GTS Technology Solutions

Administrator Responsible/Position: Dianne Borreson

A. Purpose of Agenda Item:

Action needed

Information only

Receive input

B. Authority for This Action:

Local Policy

Law or Rule

N/A

C. Goal or Need Addressed:

The purpose of this agenda item is to procure equipment and supplies to include servers, desktops, laptops, and Chromebook purchases from GTS Technology Solutions

D. Summary:

Previous board action relating to this item – Board has previously approved the purchase of supplies and equipment from GTS Technology Solutions on and 09/2020 for \$1.5 (COVID Related) and 04/2021.

Background information – Board has previously approved purchases from GTS Technology Solutions. We currently purchase most all Dell devices from GTS Technology Solutions. GTS is a Dell premium channel partner and provides quotes under the Dell contract. This expenditure covers the upgrades, new devices and the district-wide replacement cycle.

E. Scope of Options Reviewed:

State of Texas DIR Contracts:

DIR-CPO-4751

This is a one-year contract with five (5) options to renew through 03/14/2026

DIR-CPO-4754

This is a one-year contract with five (5) options to renew through 03/05/2026

DIR-TSO-4318

This is a one-year contract with four (4) options to renew through 03/05/2025

DIR-TSO-3867

This is contract expires on 12/05/2021

DIR-TSO-4179

This is a one-year contract with two (2) options to renew through 07/03/2023

DIR-TSO-3834

This contract expires on 10/25/2021

DIR-TSO-4174

This is a one-year contract with two (2) options to renew through 04/24/2023

DIR-CPO-4526

This is a one-year contract with three (3) options to renew through 08/31/2024

DIR-TSO-4017

This is a one-year contract with one (1) option to renew through 10/13/2022

Reasons for rejecting alternatives:

F. Comments Received:

Cabinet

DLT

FBOC

Teacher Org. Reps.

Other: Technology Department

G. Administrative Recommendation:

The administration recommends approval of the procurement of supplies & equipment from GTS Technology Solutions.

H. Fiscal Impact and Cost: Amount: \$900,000

Budget – General Operating Fund **Bond** **Grant/Special Funds** **Other** _____

2019 Spending \$1,432,276.43

Prior Year Spending - \$6,354,065.42

Technology administrators do not foresee as many technology purchases for the new school year with GTS, so the amount was lowered from last year. Technology purchases will be spread out with other vendors.

Future/Ongoing - The requested procurement will be a recurring cost (annually).

I. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action— Dianne Borreson – Chief Technology Officer

J. Suggested Motion:

I move that the Board approve the procurement of supplies & equipment from GTS Technology Solutions for \$900,000 as presented.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: August 30, 2021

Subject: Consideration and possible approval of the resolution to recognize the 4-H Organization of Hays County as a Hays CISD extracurricular activity and to name the Hays County Extension Agents, as adjunct faculty members in order to supervise student activities.

Administrator Responsible/Position: Marivel Sedillo, Deputy Superintendent/Chief Academic Officer
Suzi Mitchell, CTE Director

A. Purpose of Agenda Item:

Action Needed **Information Only** **Receive Input**

B. Authority for This Action

Local Policy **Law or Rule** **N/A**

C. Goal or Need Addressed:

Recognize Hays County Extension Agents as adjunct faculty members in order to supervise student activities

D. Summary:

Previous board action relating to this item - Similar resolution have been adopted by the Hays CISD Board of Trustees beginning with the 2008-2009 school year. This resolution will be in effect for the 2021-2022 school year

Future action anticipated -

Background information - By adopting this resolution, the students participating in an approved 4-H educational activity may be counted "in attendance" for Foundation School Program purposes (meaning funding) and also toward course attendance requirements for the benefit of the participating student.

E. Comments Received:

Cabinet **DLT** **FBOC** **Teacher Org. Reps.** **Other** _____
 From public -

All agenda items are reviewed by the Superintendent's Cabinet.

F. Administrative Recommendation:

The administration recommends the board adopt the resolution and name Jason Mangold and Kate Blankenship as adjunct faculty members in order to supervise student activities as presented.

G. Fiscal Impact and Cost:

Amount \$ 0

Budget – General Operating Fund **Bond** **Grant/Special Funds** **Other** _____

Prior Year Spending: \$ _____

Future/Ongoing: \$ _____

H. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action – Suzi Mitchell

Evaluation method and time line -

Next report to the board -

I. Suggested Motion

I move that the Board adopt the resolution and name Jason Mangold and Kate Blankenship as adjunct faculty members in order to supervise student activities as presented.

Hays County Extension
200 Stillwater Rd
Wimberley, TX 78676
512-393-2120

TEXAS A&M
AGRI LIFE
EXTENSION

June 23, 2021

Dr. Eric Wright
Superintendent
Hays CISD
21003 IH-35
Kyle, TX 78640

Dear Dr. Wright:

On behalf of the 4-H members of Hays 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 Hays CISD. 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 to be forwarded to us for our files.

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

Sincerely,



Jason Mangold
County Extension Agent
Agriculture & Natural Resources
Texas A&M AgriLife Extension Service
Hays County



Kate Blankenship
County Extension Agent
Family & Community Health
Texas A&M AgriLife Extension Service
Hays County

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

RESOLUTION

EXTRACURRICULAR STATUS OF 4-H ORGANIZATION

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

Hays Consolidated Independent School District
(Complete name of school district)

meeting in public with a quorum present and certified,
did adopt this resolution that recognizes the

Hays County
(Name of County)

County Texas 4-H Organization as approved for recognition and eligible
for extracurricular status consideration under 19 Texas Administrative Code,
Chapter 76.1, pertaining to extracurricular activities.

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

Approved this _____ day of August, 2021.

Board of Trustee
Vanessa Petrea, Board President

Superintendent
Dr. Eric Wright, Superintendent of Schools

ADJUNCT FACULTY REQUEST
Cover Letter Requesting Adjunct Faculty Status



June 23, 2021

Dr. Eric Wright
Hays CISD
21003 IH 35
Kyle, TX 78640

Dear Dr. Wright,

On behalf of the Hays County Extension Staff, I/we hereby respectfully request approval of the attached Adjunct Faculty Agreement with the Hays Consolidated Independent School District.

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

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

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

I hope Hays Consolidated 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.

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

Sincerely,

A handwritten signature in black ink that reads "Jason Mangold".

Jason Mangold
County Extension Agent:
Ag/Natural Resources

A handwritten signature in black ink that reads "Kate Blankenship".

Kate Blankenship
County Extension Agent:
Family and Community Health

Attachment: Resolution for Extracurricular Status of 4-H Organization

ADJUNCT FACULTY REQUEST
Adjunct Faculty Agreement



THE STATE OF TEXAS
COUNTY OF HAYS

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

Upon consideration and vote of _____ in favor, Jason Mangold and Kate Blankenship is hereby named as adjunct faculty member(s) of the Hays Consolidated Independent School District subject to the following considerations and provisions of such appointment to wit:

1. This appointment shall commence on the 19th day of August 2021 and remain in effect until the 26th day of May, 2022.
2. This appointment will include the Texas A&M AgriLife Extension Service employees listed below:

NAME	TITLE	DEGREE	INSTITUTION	DATE
Jason Mangold	CEA-AG/NR	BS: Agricultural Science & Tech	Angelo State	2013
Kate Blankenship	CEA-FCH	BS: Health Science	Texas A&M University: Corpus Christi	2005

3. Adjunct faculty member(s) will receive no compensation, salary, or remuneration from Hays Consolidated Independent School District.
4. Adjunct faculty member(s) is and shall remain an employee, in good standing, of the Texas A&M AgriLife Extension Service.
5. Adjunct faculty member(s) is and shall remain under the direct supervision of either, the District Extension Administrator of District 10 or Michael Haynes, County Extension Director.
6. Adjunct faculty member(s) shall receive all group insurance benefits, workman's compensation insurance benefits, unemployment insurance, and any and all other plans for the benefit of Texas A&M AgriLife Extension Service employees. District shall have no responsibility for any of such benefits or plans.

Adjunct faculty member (s) shall direct the activities and participation of students of the school district in sponsored and approved activities as designated from time to time by adjunct faculty members for which notice shall be given to School District administrative personnel. Adjunct faculty members' activities and participation with students of the School District are directed, supervised, and controlled by and through supervisory personnel of Texas A&M AgriLife Extension Service pursuant to the supervisory authority of the District Extension Administrator or County Extension Director. Adjunct faculty member(s) is not the employee of the School District, and School District does not nor shall not supervise, direct or control the activities and/or participation of such, Jason Mangold and Kate Blankenship, County Extension Agent(s) who have/has been herein designated as an adjunct faculty member.

This appointment is made by the Independent School District by and through the Board of Trustees of said district for the benefit of allowing voluntary student participation in programs conducted by the Texas A&M AgriLife Extension Service in recognition of the educational benefits arising from such participation and activities and/or directed by the Texas A&M AgriLife Extension Service. This appointment is made in accordance with the provisions of Section 129.21 (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 herein named Jason Mangold and Kate Blankenship, County Extension Agent(s), is/are not intended nor shall be construed as a waiver of any claim or defense of sovereign or governmental immunity from liability now possessed by Hays Consolidated Independent School District or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this _____ day of August, 2021.

Hays Consolidated Independent School District

By: _____
Dr. Eric Wright, Superintendent of Schools

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 30, 2021

Subject: List of Certified Appraisers

Administrator Responsible/Position: Dr. Fernando Medina, CHRO

A. Purpose of Agenda Item:

Action needed Information only Receive input

B. Authority for This Action:

Local Policy (DNA Legal/Local) Law or Rule N/A

C. Goal or Need Addressed: Request for approval of the list of Certified Appraisers for teachers.

D. Summary:

Previous board action relating to this item –
 Future action anticipated -
 Background information - In accordance with the 19 TAC §150.1005, the teacher appraisal process requires at least one certified appraiser. An appraiser must be the teacher's supervisor or a person approved by the board.

E. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other _____

F. Administrative Recommendation: Administration recommends that the Board approve the attached list of teacher appraisers as presented by administration for the 2021 – 2022 school year

Expected results in terms of student benefit/achievement - Our teachers will be evaluated and coached by trained appraiser to improve instruction.

G. Fiscal Impact and Cost: Amount: \$ ___ N/A _____

H.

I. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action—Dr. Fernando Medina, CHRO
Evaluation method and time line – Utilize our list of Board-approved appraisers to conduct teacher appraisals and the Appraisal Calendar to ensure we meet all of our appraisal timelines.
Next report to the board -

J. Suggested Motion:

I move that the Board of Trustees for the Hays Consolidated Independent School District approve the attached list of teacher appraisers as presented by administration for the 2021 – 2022 school year, as presented.

2021-2022 Hays CISD Certified Appraiser List

Last Name	First Name	Position	Location
SEDILLO	MARIVEL	DEPUTY SUPT / CAO	C&I
GOMEZ	JESUS	DEPUTY ACAD OFFICER	C&I
KINSEY	SAMI	DEPUTY ACAD OFFICER	C&I
NOBLE	MARY	DEPUTY ACAD OFFICER	C&I
WATSON	MICHAEL	DEPUTY ACAD OFFICER	C&I
FOX	SEAN	PRINCIPAL ES	Elementary - Blanco Vista
SALINAS RODRIGUEZ	LIZETTE	ASST PRINCIPAL ES	Elementary - Blanco Vista
ZEMBIK	MEGAN	PRINCIPAL ES	Elementary - Buda
NERIO	LUCIA	ASST PRINCIPAL ES	Elementary - Buda
SOLIZ	ELVA	PRINCIPAL ES	Elementary - Camino Real
CARDENAS	JUAN	ASST PRINCIPAL ES	Elementary - Camino Real
IBARRA	ELSA	ASST PRINCIPAL ES	Elementary - Camino Real
BORDEAU	GINGER	PRINCIPAL ES	Elementary - Carpenter Hill
MAXWELL	SHAWN	ASST PRINCIPAL ES	Elementary - Carpenter Hill
FAULKS	KATHRYN	PRINCIPAL ES	Elementary - Elm Grove
MANCO	PATTY	ASST PRINCIPAL ES	Elementary - Elm Grove
HOWARD	SHEA	PRINCIPAL ES	Elementary - Fuentes
MARSHALL	EMILY	ASST PRINCIPAL ES	Elementary - Fuentes
SALAS-TRUHILL	MONICA	PRINCIPAL ES	Elementary - Hemphill
HERRING	REBECCA	ASST PRINCIPAL ES	Elementary - Hemphill
LUCITA	KAREN	PRINCIPAL ES	Elementary - Kyle
GARCIA	HERLINDA	ASST PRINCIPAL ES	Elementary - Kyle
CROWTHER	MELODY	PRINCIPAL ES	Elementary - Negley
LAPE	DOMINIC	ASST PRINCIPAL ES	Elementary - Negley
LUMBRERAS	LINDSEY	ASST PRINCIPAL ES	Elementary - Negley
LARA	CITLALLY	PRINCIPAL ES	Elementary - Ralph Pfluger
SNEAD	MICHAEL	ASST PRINCIPAL ES	Elementary - Ralph Pfluger
RAMOS	IRIC	PRINCIPAL ES	Elementary - Science Hall
KLIMA	LELLAND	ASST PRINCIPAL ES	Elementary - Science Hall
DIPALMA	ALISA	PRINCIPAL ES	Elementary - Tobias
RUSS	AMELIA	ASST PRINCIPAL ES	Elementary - Tobias
HANNA	JENNIFER	PRINCIPAL ES	Elementary - Tom Green
JONES	JENNIFER	ASST PRINCIPAL ES	Elementary - Tom Green
VASQUEZ	CLAUDIA	ASST PRINCIPAL ES	Elementary - Tom Green
MURO	AMANDA	PRINCIPAL ES	Elementary - Uhland
GONZALEZ	JAVIER	ASST PRINCIPAL ES	Elementary - Uhland
VALDEZ	ALEJANDRA	ASST PRINCIPAL ES	Elementary - Uhland
LOYD	AARON	PRINCIPAL MS	Middle School - Barton
MIZE	CODY	ASST PRINCIPAL MS	Middle School - Barton
TREVINO	GINGER	ASST PRINCIPAL MS	Middle School - Barton
WALLS	LISA	PRINCIPAL MS	Middle School - Chapa
MIRANDA	CHRISTINA	ASST PRINCIPAL MS	Middle School - Chapa
VELA	JULIO	ASST PRINCIPAL MS	Middle School - Chapa

GINN	DEDRAH	PRINCIPAL MS	Middle School - Dahlstrom
GARCIA	JACOB	ASST PRINCIPAL MS	Middle School - Dahlstrom
KOEHLER	STACIE	ASST PRINCIPAL MS	Middle School - Dahlstrom
CRUZ	JAMES	PRINCIPAL MS	Middle School - McCormick
MEDELLIN	PEDRO	ASST PRINCIPAL MS	Middle School - McCormick
RICHASON	AMANDA	ASST PRINCIPAL MS	Middle School - McCormick
VACANT		PRINCIPAL MS	Middle School - Simon
BRIONES	LAURA	ASST PRINCIPAL MS	Middle School - Simon
SALINAS	RICARDO	ASST PRINCIPAL MS	Middle School - Simon
LYTLE	JOANNE	PRINCIPAL MS	Middle School - Wallace
HERNANDEZ	VICTOR	ASST PRINCIPAL MS	Middle School - Wallace
VACANT		ASST PRINCIPAL MS	Middle School - Wallace
PIERCE	DAVID	PRINCIPAL HS	High School - Hays
HENSARLING	ROBERT	ACADEMIC DEAN	High School - Hays
KALLFELZ	TONYA	ASST PRINCIPAL HS LEAD	High School - Hays
JACOBSON	TIMOTHY	ASST PRINCIPAL HS	High School - Hays
MITCHELL	JOE	ASST PRINCIPAL HS	High School - Hays
RAMIREZ	RICARDO	ASST PRINCIPAL HS	High School - Hays
STIGALL	EARRICK	ASST PRINCIPAL HS	High School - Hays
ZAPATA	CYNTHIA	PRINCIPAL HS	High School - Impact
WHITIS	TIFFANY	ASST PRINCIPAL HS	High School - Impact
MIKSCH	BRETT	PRINCIPAL HS	High School - Johnson
HUDSON	REBECCA	ACADEMIC DEAN	High School - Johnson
SOLIS	JAVIER	ASST PRINCIPAL HS LEAD	High School - Johnson
CHAIRES	CATHERYN	ASST PRINCIPAL HS	High School - Johnson
PRUETT	MEAGAN	ASST PRINCIPAL HS	High School - Johnson
SANDOVAL	DANIELLE	ASST PRINCIPAL HS	High School - Johnson
STIDEVENT	BRENTON	ASST PRINCIPAL HS	High School - Johnson
ZUNIGA	KAREN	PRINCIPAL HS	High School - Lehman
FERRIS	PAM	ACADEMIC DEAN	High School - Lehman
SEITZ	WILLIAM	ASST PRINCIPAL HS LEAD	High School - Lehman
BEARDEN	CARISA	ASST PRINCIPAL HS	High School - Lehman
GONZALEZ	HOMERO	ASST PRINCIPAL HS	High School - Lehman
NEAL	NATHAN	ASST PRINCIPAL HS	High School - Lehman
PIZANA	MARCO	ASST PRINCIPAL HS	High School - Lehman
AGNEW	JAMES	PRINCIPAL HS	High School - Live Oak Academy
DECHICK	JAMES	ASST PRINCIPAL HS	High School - Live Oak Academy

Hays CISD will ensure that all campus administrators maintain their T-TESS Appraiser Certification.

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 30, 2020

Subject: Consideration and possible approval of Application for Optional Flexible School Day Program at Live Oak Academy for the 2021-2022 School Year

Administrator Responsible/Position: Doug Agnew, Principal, LOA

A. Purpose of Agenda Item:

Action Needed Information Only Receive Input

B. Authority for This Action

Local Policy Law or Rule N/A

C. Goal or Need Addressed:

- We wish to provide flexible school hours with additional support and interventions to students who are at risk of dropping out of a traditional school or have decided they want to continue past their 4th year of high school. Many of these students are unable to attend school in a traditional setting due to work and family commitments.
- We want to improve student performance by increasing the number of students successfully completing courses thus reducing the dropout rate at all high schools.
- We want to increase student attendance by offering students the opportunity to participate in a flexible school day.
- We want to increase the number of students re-enrolling to complete their high school education by offering flexible school hours.
- We will provide effective transition services to post-secondary education and/or career of choice through continued monitoring of course progress, attendance, and assessment performance.

It is our hope that the flexible schedule increases opportunities for students to complete required core academic coursework; graduate from high school; and realize a future of college and/or career options.

D. Summary:

- Previous board action relating to this item – The Board approved the Application for the Optional Flexible School Day Program for the 2020-2021 school year on August 24, 2020.
- Future action anticipated -
- Background information -

E. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other _____

From public -

All agenda items are reviewed by the Superintendent's Cabinet.

G. Administrative Recommendation:

The administration recommends the board approve the Optional Flexible School Day Program Application, as presented.

H. Fiscal Impact and Cost: Amount \$ _____

Budget – General Operating Fund Bond Grant/Special Funds Other _____

Prior Year Spending: \$ _____

Future/Ongoing: \$ _____

I. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action – Dr. Michael Watson / Doug Agnew

Evaluation method and time line –

Next report to the board -

J. Suggested Motion

I move that the Board approve the Optional Flexible School Day Program Application, as presented

Texas Education Agency



APPLICATION

Updated May 2021

Optional Flexible School Day Program (OFSDP)

2021-2022 School Year

ELIGIBLE APPLICANTS: The Texas Education Agency (TEA) will make available to eligible school districts and open-enrollment charter schools an application form that must be completed and submitted annually to the TEA for approval.

Definition of Program Provisions

Eligible Students

A student is eligible to participate in an optional flexible school day program (OFSDP) authorized under the Texas Education Code [\(TEC\) §29.0822](#), if:

1. the student meets one of the following conditions:
 - the student is at risk of dropping out of school, as defined by the [TEC, §29.081](#); or
 - the student is attending a campus implementing an approved innovative campus plan; or
 - the student is attending a community-based dropout recovery education program, as defined by the [TEC, §29.081\(e-1\) or \(e-2\)](#); or
 - the student is attending a campus with an approved early college high school program designation as defined by the [TEC, §29.908](#); or
 - the student, as a result of attendance requirements under the [TEC, §25.092](#), will be denied credit for one or more classes in which the student has been enrolled.

and

2. there is an agreement in writing to the student's participation
 - by the student, if the student is over 18 years of age; or
 - by the student and the student's parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

Assessment

The student must take the required state assessments specified under the [TEC, §39.023](#), during the regularly scheduled assessment calendar.

Participation in University Interscholastic League (UIL)

A student enrolled in an OFSDP under the [TEC, §29.0822](#), may participate in a competition or other activity sanctioned or conducted under the authority of the University Interscholastic League (UIL) only if he or she meets all UIL eligibility criteria.

Attendance Credit

A student attending an OFSDP under the TEC, §29.0822, may be counted in average daily attendance (ADA) for purposes of funding under the TEC, Chapters 46, 48, and 49, only for the actual number of contact hours the student receives, not to exceed 720 hours or 43,200 minutes per 12-month period. **Students enrolled in the traditional program for part of the year and the OFSDP program for part of the year may not earn more than one ADA.**

Board Approval

The board of trustees of a school district must include the OFSDP as an item on a regular agenda for a board meeting. Board of trustees of a school district must discuss the progress of the program before approving the program and applying to operate an OFSDP (see Appendix Two).

Continuation or Revocation of Program Authorization

Applications are approved for a period of one (1) school year. Continuation of the approval for the OFSDP will be contingent on the demonstrated success of the program. Determination of success will include a review and analysis of data provided in the mandatory final progress report(s). The commissioner of education may revoke authorization for participation in the OFSDP after consideration of relevant factors, including performance of students participating in the program on assessment instruments required under the TEC, Chapter 39; the percentage of students participating in the program who graduate from high school; and other criteria agreed to in the application and adopted by the commissioner of education. A decision to revoke approval of the program by the commissioner of education is final and may not be appealed.

Reporting Requirements

Following approval of the application, the applicant may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. When requested, reports will require applicants to disclose the overall progress of the students in the program, the number of students enrolled in the program (disaggregated by ethnicity, age, gender, and socioeconomic status), the number of students graduating from high school (disaggregated by ethnicity, age, gender, and socioeconomic status), and additional criteria selected by the applicant and agreed to by the commissioner. The TEA will provide notice to applicants and additional instructions for completion of reports at least 45 days before the date a report is due, or as soon as possible, in order to give school districts and charter schools adequate time to prepare and submit the reports to the TEA. The TEA may request additional reports as necessary to monitor and assess progress of students participating in the program.

Provisions of Agreement

Article I – Parties to Agreement

This agreement is entered into by and between the Texas Education Agency, an agency of the State of Texas, hereinafter referred to as the "TEA," and

Hays Consolidated Independent School District

(Legal Name of School District or Open-Enrollment Charter School)

located at

21003 IH 35 South Kyle, Texas 78640

(Physical Address)

hereinafter referred to as "district."

Article II – Period of Agreement

The period of the agreement, as detailed by participating campus in **Appendix 5**, is for a maximum of one (1) school year plus an additional thirty (30) school days if the district is applying for credit recovery. **Note that the agreement term is subject to annual renewal.**

Article III – Purpose of Agreement

The district must perform all the functions and duties set out in the agreement, the authorizing program statute, and applicable regulations.

Article IV – Reporting Requirements

The district may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. The TEA may request additional reports as necessary to monitor and assess progress of students participating in the program.

Article V – General and Special Provisions to the Agreement

Attached hereto and made a part hereof by reference is each of the provisions indicated below with an "X" beside it:

- Appendix One, Assurances
- Appendix Two, Board Approval
- Appendix Three, Attendance and Compliance Procedures of Proposed Program (Attach PDF File)
- Appendix Four, Contact Sheet
- Appendix Five, Participating Campuses, Student Eligibility, and Period of Agreement (Attach Excel File)

Article VI – Application Process

- For questions or assistance regarding this application, email opfex@tea.texas.gov or call 512-463-9294.
- Applications should be submitted 30 days prior to the start of the program. Start date(s) on Appendix 5 should be at least thirty (30) days after the application is submitted.
- Applications submitted by July 15th should be approved by August 15th.
- Email the complete application and attachments to: opfex@tea.texas.gov.
- Email subject line should indicate: OFSDP Application - District Name, County District Number

Article VII – Agreement

AGREED and accepted on behalf of the school district or open-enrollment charter school to be effective on the earliest date written above by a person authorized to bind the district.

Typed Name James D. Agnew
Typed Title Principal

James D. Agnew
Authorized Signature

Digitally signed by James D. Agnew
DN: cn=James D. Agnew, o=Hays CISD, ou=Live Oak
Academy, email=doug.agnew@hayscisid.net, c=US
Date: 2021.07.19 16:32:03 -0500

Appendix One Assurances

The definition of terms of the application applies to this Appendix One, Assurances. The school district or open-enrollment charter school hereinafter called "district" does hereby certify and agree to the following conditions of the agreement.

PAGE LIMIT: SUBMIT NO ADDITIONAL PAGES FOR APPENDIX ONE. ALL INFORMATION REQUESTED MUST BE INCLUDED WITH THIS FORM.

The district agrees to enroll only eligible students to participate in an OFSDP authorized under this application. A student is eligible to participate in an OFSDP authorized under the TEC, §29.0822, if:

1. the student meets one of the following conditions:
 - the student is at risk of dropping out of school, as defined by the [TEC, §29.081](#); or
 - the student is attending a campus implementing an approved innovative campus plan; or
 - the student is attending a community-based dropout recovery education program, as defined by the [TEC, §29.081\(e-1\) or \(e-2\)](#); or
 - the student is attending a campus with an approved early college high school program designation as defined by the [TEC, §29.908](#); or
 - the student, as a result of attendance requirements under the [TEC, §25.092](#), will be denied credit for one or more classes in which the student has been enrolled.

and

2. there is an agreement in writing to the student's participation
 - by the student, if the student is over 18 years of age; or
 - by the student and the student's parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

The district agrees:

1. to administer mandatory assessment instruments during the regular assessment cycle to students enrolled in OFSDPs;
2. to ensure all instructional materials and facilities are comparable or exceed the required standards for students in similar programs;
3. that the students participating in an OFSDP will not be isolated from other academic and vocational programs of the school district and that all students will have access to school counselors for pre- and post-entry counseling, academic or personal counseling, and career counseling;
4. to provide faculty and administrators with baccalaureate or advanced degrees, highly qualified staff, and certified teachers as required by 19 Texas Administrative Code §129.1027 for the program;
5. to adopt a policy that does not penalize students participating in an OFSDP in accordance with the 90% rule (TEC, §25.092[a]) or the 75% to 90% rule for class credit (TEC, §25.092[a-1]);
6. to adopt a policy to require students to attend regularly scheduled instruction for the OFSDP with penalties for nonattendance including filing truancy charges, if appropriate;
7. to track the number of minutes the student receives instruction each day and to comply with applicable sections of the [Student Attendance Accounting Handbook](#).

8. to comply with all reporting requirements established by the TEA;
9. not to discriminate based on disability, race, color, national origin, religion, or sex; and
10. to prohibit a student participating in an OFSDP from participating in a competition or other activity sanctioned or conducted under the authority of the UIL unless the student meets all UIL eligibility requirements.

AGREED and accepted terms and conditions of Appendix One on behalf of the school district or open-enrollment charter school by persons authorized to bind the district.

Vanessa Petrea, Board President 512-268-2141

Name, Title, and Telephone Number of School Board President

Signature of School Board President

Date

Dr. Eric Wright, Superintendent of Schools 512-268-2141

Name, Title, and Telephone Number of District Superintendent or Charter School Chief Operations Officer

Signature of Person Authorized to Bind the District or Charter School

Date

Appendix Two
Board Approval

The definition of terms of the application applies to this Appendix Two, Board Approval. The school district or open-enrollment charter school hereinafter called "district" does hereby certify and agree to the following conditions of the agreement.

PAGE LIMIT: SUBMIT NO ADDITIONAL PAGES FOR APPENDIX ONE. ALL INFORMATION REQUESTED MUST BE INCLUDED WITH THIS FORM.

1. The board of trustees of the school district or the governing board of the open-enrollment charter school **agrees to include the OFSDP as an item on the agenda** concerning the proposed application.
2. The board of trustees of the school district or the governing board of the open-enrollment charter school must discuss the progress of the program before applying to operate an OFSDP.

The proposed OFSDP application was on the agenda and discussed at the board meeting conducted on:

Month: August
Day: 30
Year: 2021
Time: 6:00pm
Location: Kunkel room at Historic Buda Campus

AGREED and accepted on behalf of the school district or open-enrollment charter school by persons authorized to bind the district.

Vanessa Petrea, Board President 512-268-2141

Name, Title, and Telephone Number of School Board President

Signature of School Board President

Date

Dr. Eric Wright, Superintendent of Schools 512-268-2141

Name, Title, and Telephone Number of District Superintendent or Charter School Chief Operations Officer

Signature of Person Authorized to Bind the District or Charter School

Date

Appendix Three

Attendance and Compliance Procedures of Proposed Program

The definition of terms of the application applies to this Appendix Three, Attendance Procedures of Proposed Program. The school district or open-enrollment charter school hereinafter called "district" does hereby certify and agree to the following conditions of the agreement.

PAGE LIMIT: SUBMIT A SEPARATE PDF TO CONCISELY PROVIDE THE INFORMATION BELOW, LABELED WITH THE CORRESPONDING NUMBER, FOR APPENDIX THREE. ALL INFORMATION REQUESTED MUST BE INCLUDED WITH THIS FORM.

1. Indicate the expected start date of the district's OFSDP.
2. Indicate the estimated number of OFSDP students that will be served per teacher.
3. **If** the OFSDP program will offer special education, career and technology education, pregnancy related services or bilingual education, indicate how services will be provided, the teacher certification standards in each program area, and how services will comply with the [Student Attendance Accounting Handbook](#).
4. OFSDP requires a teacher of record to record the actual number of students' instructional minutes on any given day. Explain the following:
 - a. How the classroom teacher will verify the number of instructional minutes a student receives each day.
 - b. How the district will make sure that minutes for students who did not attend a minimum of 45 minutes on a particular day are not reported for funding.
 - c. How the district will ensure that students transferring from the traditional program (ADA Codes 0-6) to OFSDP (ADA Codes 7-8) will not generate more than one ADA in total for the school year and that students will not receive more than 10,800 minutes per course. It is recommended that the district apply the following formula to determine the maximum OFSDP minutes a student is eligible = (Calendar School Days - Traditional Days Present x 240).
 - d. How the district will ensure that attendance practices and records comply with Sections 2.2.3 and 11.6 of the [Student Attendance Accounting Handbook](#).
 - e. How Student Detail Audit reports for the OFSDP track will be reviewed and certified each six-week attendance reporting period.

NOTE: absences and days present do not exist in the OFSDP

5. **If** students are attending a community-based dropout recovery education program offered online as defined by TEC, §29.081 (e-2), must include the following:
 - a. Describe the curriculum credentials, certifications, or other course offerings that relate directly to employment opportunities in the state.
 - b. Describe the individual learning plan or process used to monitor each student's progress.
 - c. Indicate how students will be served by an academic coach and local advocate.
 - d. Indicate the date of the month that monthly student progress reports will be provided to the student's school district.
 - e. Describe the educational software utilized and explain how the software will track and certify the number of instructional minutes each student receives each day.

Appendix Three
Narrative Description of Proposed Program
The Phoenix Program at Live Oak Academy

The proposed Optional Flexible School Day Program (OFSDP) Live Oak Academy High School (LOA), who are at risk of dropping out or did not complete high school on a Hays CISD campus within four years of initial enrollment into the ninth grade and want to return to complete the work needed to earn a diploma. The program is housed on the Live Oak Campus and served by teachers and staff at Live Oak. By providing flexible hours and a self-paced curriculum for students to attend we hope to accomplish the following goals and objectives:

1. The expected start date for OFSD
OFSD will start on August 19, 2021 and run through July 1, 2021
2. Expected number of students
 - a. Due to the extended length of Covid and its impact on student learning, we expect our numbers to increase greatly and will be somewhere around 250-300 students
3. Serving SPED, CTE, PEP, and Bilingual services for OFSD students.
 - Students who are SPED are served by the LOA sped certified teacher. This teacher is assigned to the lab for multiple periods in the morning and again in the afternoon to ensure that they have the opportunity to work with all sped students no matter what hours they attend the program.
 - A CTE teacher is assigned to the lab and all CTE courses that are available to LOA students is also available to the OFSD students.
 - Parenting Education services are offered through the PEP program at LOA. The PEP teacher is in the lab for the first two periods. Students in PEP are schedule into the class at LOA.
 - Bilingual services are offered through the Hays CISD bilingual department. Bilingual staff are housed on the same campus as the OFSD program and will participate directly with students who need services or request services.
 - In addition to the services above, the OFSD program will also provide effective transition services to post-secondary education and/or career of choice through continued monitoring of course progress, attendance, and assessment performance.
4. Tracking Attendance for those students participating in the OFSDP:

Students participating in the optional flexible school day program are able to attend classes at any time between 8:00 a.m. and 7:00 p.m. on Monday through Friday.

 - a) The classroom teacher will keep track of the number of minutes students attend each day. The teacher will certify the minutes daily with their signature and then again weekly to ensure proper accounting of minutes served. If a student does not attend for a minimum of 45 minutes, no data is recorded. This is again verified at the

teacher level, and also again by the attendance clerk when the attendance log is turned in for reporting.

- b) At the district level, attendance is audited on a six-week basis and the minutes that are entered into the SIS are verified against the paper logs mention above. The SIS does not allow the end user to save minutes a total less then 45 a day.
- c) In order to meet the ADA requirements, no student can have their code changed within a six-week period. This ensures that not student can generate more ADA than allowed. This is also audited at the district level each six-weeks.
- d) Our SIS department has audit procedures and meets each six weeks at the campus to ensure that we are following the SAAH
- e) Our SIS department has audit procedures and meets each six weeks at the campus with attendance personnel and administration.

5. Students attending a community-based dropout recovery program:

- a) By the time students are assigned to the community-based dropout program(CBDP), they most likely have completed any training that they may have desired and are now focused on receiving a diploma. This program is designed to meet the student's individual needs and get them a diploma for either college entry, military, or the current job market.
- b) Students who are in the CBDP are first required to meet with the school counselor to develop an individual graduation plan. This plan is shared and monitored by our Phoenix teacher who monitors and tracks student progress. Regular phone calls and emails are sent to both students and parents to monitor and track progress toward completion.
- c) The Phoenix teacher is the students' academic coach. This person regularly emails and calls both student and parent to keep them updated on students' progress. Parents have a personal login to the online learning platform to see student progress in real time.
- d) Our online learning platform shows real time progress toward completion and the academic coach will send an email at the first of each month showing progress in all subjects.
- e) Edgenuity is our online learning platform and it delivers personalized learning to meet the needs of every student. The core curriculum, credit recovery courses, intervention programs, are used in online learning implementations to ensure students and teachers have access to engaging resources that propel success and meet students' diverse learning needs; pairing online curriculum and real-time data. To track attendance, reports of log-in and log-out times will be generated from the system and the academic coach will track this time on the attendance form. If a student does not log-in and actively work on assignments for a minimum of 45 minutes, no data is recorded. This is again verified at the teacher level, and also again by the attendance clerk when the attendance log is turned in for reporting.

Appendix Four
Contact(s) Sheet

The definition of terms of the application applies to this Appendix Four, Contact Sheet. The school district or open-enrollment charter school hereinafter called "district" does hereby certify and agree to the following conditions of the agreement:

PAGE LIMIT: SUBMIT NO ADDITIONAL PAGES FOR APPENDIX FOUR, CONTACT SHEET. ALL INFORMATION REQUESTED MUST BE INCLUDED WITH THIS FORM.

District Contact(s) for the Application

Contact Name:	Dr. Eric Wright
District Superintendent or Charter School Chief Operations Officer:	Superintendent
Mailing Address:	21003 IH 35 Frontage Road
City, State, Zip Code:	Kyle, Texas 78640
Telephone Number:	512-268-2141
Alternate Telephone Number:	830-995-1881
Fax Number:	512-268-5147
Email Address:	eric.wright@hayscisd.net

Contact Name:	Marivel Sedillo
Email Address:	marivel.sedillo@hayscisd.net

Contact Name:	James D. Agnew
Email Address:	doug.agnew@hayscisd.net

Contact Name:	Jana Jennings
Email Address:	jana.jennings@hayscisd.net

NOTE: Most of the contact for the approved OFSDP is done via email. A valid email address(es) must be submitted on this form. Provide the full name(s) of the person(s) who is (are) the email contact(s) to ensure that the TEA has accurate information.

Appendix Five
Participating Campuses, Student Eligibility, and Period of Agreement

The definition of terms of the application applies to this Appendix Five, Participating Campuses, Student Eligibility, and Period of Agreement. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement:

PAGE LIMIT: SUBMIT NO ADDITIONAL PAGES FOR APPENDIX FIVE, PARTICIPATING CAMPUSES, STUDENT ELIGIBILITY, AND PERIOD OF AGREEMENT. ALL INFORMATION REQUESTED MUST BE INCLUDED ON THIS TEMPLATE AND SUBMITTED IN A SEPARATE EXCEL FILE.

Download and complete Appendix 5, which can be found on the [OFSDP webpage](#) under the *Applications and Templates* section.

Once completed, email the following to OPFLEX@tea.texas.gov:

1. The application (in PDF file format)
2. Appendix Three (in PDF file format)
3. Appendix Five (in MS Excel file format)

Optional Flexible School Day Program (OFSDP)

School Year Hays CISD

(Updated May 2021)

District Number	105906	ELIGIBILITY DESIGNATION							School Year Period of Agreement (Reported in TSDS PEIMS Summer Collection 3)	Credit Recovery - Designation 5 only (Reported in TSDS PEIMS Extended Collection 4)							
		1 = TEC §29.081 At-Risk Students 2 = TEC §25.092 Minimum Attendance 3 = TEC §29.908 Early College HS 4 = TEC §39A Campus Turnaround Plan 5 = Credit Recovery 6 = TEC §29.081 (e-1) Campus Dropout Recovery 7 = TEC §29.081 (e-2) Online Dropout Recovery							Students may not be reported with more than one ADA in total on the 42400 Basic Attendance Collection 3 and 42500 Flex Attendance in collections 3 and 4	Students may not be reported with more than one ADA in total on the 42400 Basic Attendance Collection 3 and 42500 Flex Attendance in collections 3 and 4 Summer period of agreement is not to exceed 30 days							
Nine Digit District and Campus Number	Campus Name	1	2	3	4	5	6	7	Estimated Total Students	Start Date	End Date	Proposed Days: SUMTWHFS	Minutes Per Day	Start Date	End Date	Proposed Days: SUMTWHFS	Minutes Per Day
105906004	LIVE OAK ACADEMY	1	2			5	6		300	8/19/2021	5/30/2022	MTWTHF	420	6/6/2022	7/1/2022	MTWTHF	420
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Optional Flexible School Day Program (OFSDP)

School Year Hays CISD

(Updated May 2021)

District Number
105906

District and Campus Number	Campus Name	ELIGIBILITY DESIGNATION							Estimated Total Students	School Year Period of Agreement (Reported in TSDS PEIMS Summer Collection 3)			Credit Recovery - Designation 5 only (Reported in TSDS PEIMS Extended Collection 4)				
		1	2	3	4	5	6	7		Start Date	End Date	Proposed Days: SUMTWTHFS	Minutes Per Day	Start Date	End Date	Proposed Days: SUMTWTHFS	Minutes Per Day
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HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 30, 2021

Subject: Property, School Liability, Automobile and Workers' Compensation Insurance

Administrator Responsible/Position: Randy Rau -Chief Financial Officer
Max Cleaver-Chief Operations Officer
Fernando Medina – Chief Human Resource Officer

A. Purpose of Agenda Item:
 Action needed Information only Receive input

B. Authority for This Action:
 Local Policy Law or Rule N/A

C. Goal or Need Addressed:
 To protect the District's investments in real and personal property and to protect the board, District, and District employees from claims asserted against them.

D. Summary:
 Previous board action relating to this item – August 24, 2020
 Future action anticipated –
 Background information – See table below for cost impact:

Coverage	Expiring Premium 2020-2021	Proposed Premium 2021-2022	Cost Increase
Property and Equipment Breakdown	\$ 659,895	\$ 752,251	\$ 92,356
School Liability and Privacy & Information Security	\$ 82,731	\$ 85,996	\$ 3,265
Auto Liability, Comprehensive and Collison	\$ 113,408	\$ 126,090	\$ 12,682
Workers' Compensation	\$ 571,535	\$ 516,940	\$ (54,595)
TOTAL	\$ 1,427,569	\$ 1,481,277	\$ 53,708

E. Comments Received:
 Cabinet DLT FBOC Teacher Org. Reps. Other:
 From public -

F. Administrative Recommendation:
 The administration recommends the board approve the property, school liability, automobile and workers' compensation insurance coverages from the Texas Association of School Boards (TASB) Risk Management Fund in the amount of \$1,481,277 as presented.

G. Fiscal Impact and Cost: Total Amount: \$1,481,277

Budget – General Operating Fund **Bond** **Grant/Special Funds** **Other** _____

Prior Year Spending – \$1,427,569

Future/Ongoing –

H. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action— Randy Rau, Max Cleaver, and Fernando Medina

Evaluation method and time line -

Next report to the board -

I. Suggested Motion:

I move that the Board approve the property, school liability, automobile and workers' compensation insurance coverages from the Texas Association of School Boards (TASB) Risk Management Fund in the amount of \$1,481,277 as presented.

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 23, 2021

Subject: Superintendent's recommendation to employ administrative personnel

Administrator Responsible/Position: Dr. Fernando Medina, CHRO

A. Purpose of Agenda Item:

Action needed Information only Receive input

B. Authority for This Action:

Local Policy (DC Legal & Local); DP(Legal & Local) Law or Rule N/A

C. Goal or Need Addressed: Request approval of the following administrator positions:

- Simon Middle School Principal

D. Summary:

Previous board action relating to this item
 Future action anticipated -
 Background information - In accordance with policy DC (Local), the Superintendent has sole authority to recommend the employment of contractual personnel who serve as administrators and the Board of Trustees retains final authority to approve such personnel.

E. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other -Campus-Level Interview Committee and District-Level Committee

F. Administrative Recommendation:

Administration recommends the Board of Trustees approve the Superintendent's recommendations regarding the employment of administrative professional personnel.

Consequences of not approving recommendation – Supervising and supporting campus-level operations is adversely affected without the leadership of a campus principal.

G. Fiscal Impact and Cost: Amount: Budget Neutral (replacements)

Budget Bond Grant/Special Funds Other _____
Prior Year Spending - \$ _____
Future/Ongoing -

H. Monitoring and Reporting Timeline:

Person responsible for evaluating this decision or action — Dr. Fernando Medina, CHRO
Evaluation method and timeline – The contractual personnel who serve as administrators undergo an annual performance appraisal.
Next report to the board -

I. Suggested Motion:

I move that the Hays CISD Board of Trustees approve the Superintendent's recommendation to employ the Simon Middle School Principal as presented.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: August 23, 2021

Subject: Consideration and possible endorsement of an individual to serve on the TASB Board of Directors
Region 13, Position C

Person Responsible/Position: Vanessa Petrea, Board President

A. Purpose of Agenda Item:

Action Needed Information Only Receive Input

B. Authority for This Action

Local Policy Law or Rule N/A

C. Goal or Need Addressed:

Possible endorsement of an individual to serve on the TASB Board of Directors – Region 13, Position C

D. Summary:

Previous board action relating to this item -
 Future action anticipated – The endorsement must be received in the TASB headquarters by August 30, 2021
 Background information – TASB Region 13, Position C has a position on the Board of Directors or candidates have expiring terms. The Hays CISD Board of Directors is invited to endorse a candidate for the position. The District/Board has received letters from Mr. Terrence Owens, Ms. Renae Mitchell and Ms. Kathy Major requesting the Board’s endorsement. All of those letters are attached.

A TASB Director represents his or her region on the Board, guiding the organization in fulfilling its mission to provide advocacy, visionary leadership, and high-quality services to its members.

E. Administrative Recommendation: Board Matter no administrative recommendation.

F. Fiscal Impact and Cost: Amount \$ N/A

Budget – General Operating Fund Bond Grant/Special Funds Other _____
Prior Year Spending: \$ _____
Future/Ongoing: \$ _____

G. Suggested Motion

Board Matter no administrative recommendation.

TASB Director Nomination Information

This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional advisor. Consult with your attorney or professional advisor to apply these principles to specific fact situations.
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TASB Board of Directors

- **Terms:** Directors serve 3-year terms, once elected to a 3-year term, can be elected to maximum of 3 additional terms
- **Vacancies:** Directors can be elected to a term of less than three years when a vacancy is created by resignation or a Director leaving his or her local board
- **Duties:** supervise, control and direct affairs of TASB in accordance with Articles of Incorporation, Bylaws, and Advocacy Agenda
- **Board Meetings:** Four annual meetings—Spring, Summer, Convention, December



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TASB Nomination Materials

- By April 30, local school districts (Active Members) are notified of vacancies and expiring terms on the TASB Board.
- Board Presidents and Superintendents will receive an e-mail with the following information:
 - Nomination Form
 - Endorsement Form
 - TASB Nominations Q&A
 - New Directors Candidate Questionnaire
 - Biographical Sketch
 - Excerpt VI from the TASB Bylaws
- Materials will also be posted on the TASB website.



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TASB Nomination Submissions

To submit a nominee from your local school board for a vacancy or expiring position on the TASB Board in your TASB Region:

The following must be **received in the TASB Austin office** no later than **Wednesday, June 30** at 11:59 p.m.

- Nomination Form (Local Board action is required)
- Biographical Sketch
- New Director Candidate Questionnaire



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Endorsement Process

By July 3, a complete listing of nominated individuals will be posted on the [TASB Nominations page](#).

Local school districts (*Active Members*) within a TASB Region containing a vacancy or expiring position can endorse a nominated candidate by submitting the TASB Endorsement Form on or before **August 29** at 11:59 p.m.



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Endorsement Process (continued)

- Endorsements can only be accepted from districts that take **board action** to endorse between **July 3** and **August 29**.
- A district's nomination of an individual also serves as an endorsement for that candidate.
- According to the TASB Bylaws, Large Districts are treated as Association Regions and, therefore, do not participate in the endorsement process. A Large District's local board nomination constitutes a majority.
- An endorsement count for each candidate will be updated daily on the TASB website.



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Endorsement Process (continued)

District participation in the Endorsement Process is strongly encouraged :

If a nominated individual has received endorsements from a majority of the Active Members in the TASB Region, one more than 50%, that individual is elected to the Board and will take office after the final convention session in the year elected. (Large District nominations serve as a majority)

If no individual has received a majority of the endorsements, the Delegate Assembly ballot will include the TASB Nominations Committee's nominees and will also list any nominated individuals who have received endorsements from at least 25 percent of the Active Members within their TASB Region.



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TASB Nominations Committee

For positions in which no individual has received a majority of regional endorsements:

The TASB Nominations Committee will meet in Austin in September to interview nominated individuals and prepare a slate of nominees to present to the Delegate Assembly.

Candidate expenses incurred for the interview will be the responsibility of the local school district.



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Delegate Nomination

If a candidate is not selected by the TASB Nominations Committee to appear on the Delegate Assembly ballot and has not received endorsements from 25 percent of the Active Members in their TASB Region, they can be nominated by their local district's Delegate Assembly Delegate.

The candidate's Delegate must have interviewed with the Nominations Committee and submit a Delegate Nomination Form and a statement of the candidate's intent and consent to run for the position by this alternate means. These documents must be **received in the TASB Austin office** five days prior to the annual Delegate Assembly.



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Delegate Candidate

At Delegate Assembly:

If there is more than one nominee for a Director position, the nominees will be allowed three minutes to speak to the Assembly on their behalf.

The nominee receiving the majority of votes from the Delegates present and voting shall be elected to the TASB Director position.



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If you have any questions or need further information regarding the TASB Director Nominations Process, please contact Lysa Hoelscher at (800) 580-8272, ext. 2976 or (512) 467-0222, ext. 2976.



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Excerpt from the Bylaws of the
TEXAS ASSOCIATION OF SCHOOL BOARDS, INC.
(as last amended on September 29, 2018)

ARTICLE VI. BOARD OF DIRECTORS

SECTION 1. ASSOCIATION REGIONS.

The Association Regions shall correspond to the ESC region boundaries.

SECTION 2. QUALIFICATIONS, NOMINATION, ENDORSEMENT, AND ELECTION OF DIRECTORS.

A. Each voting Director shall be a trustee of the governing board of a school district that is an Active Member, except as provided below:

- (1) The President and the Immediate Past President, and
- (2) The ESC ex officio Director, in accordance with Article VI, Section 4F.

B. No Active Member shall have more than one candidate running for a Director position, even if more than one Director position is subject to an expiring term or vacancy within the Active Member's Region. No person shall be a candidate for more than one Director position.

C. For purposes of this section, an Active Member school district with an Average Daily Attendance (ADA) meeting the requirements of Article VI, Section 4C(1) shall be treated as an Association Region and referred to in these Bylaws as a Large District.

D. Nominations and endorsements shall be accepted in accordance with the following requirements, in chronological order within the timeframes and deadlines set out in Board policy:

(1) Active Members in any Association Region in which there are expiring terms or vacancies in Director positions shall be notified, by the date established through Board policy, that the Active Member may nominate one of its trustees as a candidate for a Director position in which the term is expiring or a vacancy exists within the Active Member's Region.

(2) The Nominations Committee's chair, or designee, shall have received the following in writing in the Austin office of the Association by the deadline established through Board policy:

(a) The Active Member's nomination, in such form as required by the Association, which shall include a verification by the Active Member's board president or other board officer as to the date of board action; and

(b) Candidate information required by the Association, which shall include (i) the candidate's written confirmation of his or her intent to be nominated as a candidate and willingness to serve

if elected, (ii) biographical information, and (iii) responses to the questionnaire(s) developed by the Association.

(3) A listing of all candidates running for Director positions shall be sent to the superintendent and board president of each Active Member in each Association Region in which there are any expiring terms or vacancies in Director positions by the date established through Board policy. The candidate listing shall also be posted on the Association's Web site. Candidates, Directors, Delegates, and Active Members shall be subject to any campaign protocols or regulations established through Board policy.

(4) Active Member endorsements of candidates shall be received in the Austin office of the Association by the deadline established through Board policy in order for such endorsements to be considered. An Active Member may endorse only one candidate for each open Director position within its Association Region. Only candidates who have complied with the requirements of Article VI, Section 2D(2), may be endorsed. Endorsements adopted by an Active Member before the Association sends the list of candidates pursuant to Article VI, Section 2D(3), or endorsements that are not on the endorsement form provided by the Association in a given year shall not be accepted. An Active Member's nomination of one of its trustees [Article VI, Section 2D(2)] shall be considered the Active Member's endorsement for that Director position.

(5) If a majority of the Active Members in an Association Region endorses the same candidate, that candidate shall be elected to the Director position and shall take office at the completion of the final official session of the annual convention during the year in which the Director was elected.

(6) If no candidate receives endorsements from a majority of the Active Members in the candidate's Association Region [Article VI, Section 2D(4)], the official annual Delegate Assembly list of nominees shall include the following:

(a) Candidates nominated by the Nominations Committee [Article VIII, Section 2H] and

(b) Candidates receiving endorsements from at least 25 percent but less than a majority of the Active Members in an Association Region.

(7) Thereafter nominations may be made by the candidate's Delegate, provided the following conditions are met:

(a) The candidate's nomination was submitted in compliance with Article VI, Section 2D(2),

(b) The candidate interviewed with the Nominations Committee, unless the Committee waived the need for an interview based on criteria set out in Board policy, and

(c) The candidate's intent and consent to run for the position by this alternate means is received in the Austin office of the Association five days prior to the annual Delegate Assembly.

E. Except for a Director position filled in accordance with Article VI, Section 2D(5), the official annual Delegate Assembly list of nominees shall be prepared by the Nominations Committee as

provided in these Bylaws [Article VIII, Section 2I]. The election shall comply with these Bylaws and any rules and procedures adopted by the Delegate Assembly at the start of the meeting. Such rules and procedures may allow uncontested nominees to be deemed elected without a vote.

F. If there is more than one nominee for a Director position, the nominee receiving the majority of the votes of the Delegates present and voting shall be elected. If no nominee receives a majority vote of the Delegates, a run-off election shall be conducted between the two nominees receiving the greater numbers of votes, and the election shall be repeated for that position as many times as necessary to obtain a majority.

SECTION 3. DUTIES. The Board shall supervise, control, and direct affairs of the Association in accordance with the Articles of Incorporation, Bylaws, beliefs, and Advocacy Agenda approved by the annual Delegate Assembly. The Board shall:

- A. Actively promote the mission, beliefs, and purposes of the Association.
- B. Adopt the Association's budget and have discretion in the disbursement of the Association's funds.
- C. Receive any devise, bequest, donation, or otherwise, either real or personal property, or both, and hold the same absolutely or in trust, and invest, reinvest, and manage the same, and apply said property and the income arising there from to the mission, beliefs, and purposes of the Association.
- D. Establish such Board policies, as it deems appropriate in fulfilling its responsibilities under these Bylaws.
- E. Appoint such agents as it may consider necessary.

SECTION 4. COMPOSITION.

A. The Association's governing body shall be composed of Directors from Large Districts or Association Regions. No Active Member shall have more than one individual serving on the Board.

B. All Directors shall represent their respective Association Regions, except the President, President-Elect, and the Immediate Past President.

C. By virtue of student enrollment, individual Active Members or Association Regions may be eligible for a Director position as follows:

(1)(a) Not more than 14 Active Members shall be entitled to Large District Director positions. To qualify for a Large District Director position, the Active Member shall have had at least 1.25 percent of the total state ADA for two consecutive years. If more than 14 Active Members qualify for Large District Director positions under this provision, the 14 Active Members with the largest ADA shall qualify.

(b) If the Active Member's ADA falls below 1.25 percent of the total state ADA for two consecutive school years, or if an Active Member has qualified for a Large District Director position and that Active Member is no longer one of the 14 school districts with the ADA required under Article VI, Section 4C(1)(a), the Active Member's entitlement to a Large District Director position shall end with the expiration of the current representative's term.

(2)(a) An Association Region shall be entitled to Regional Director positions for each 4.25 percent or fraction thereof of the total state ADA contained within the Association Region for two consecutive years, and after the ADA of each Active Member qualifying for a position by virtue of Article VI, Section 4 C(1), has been subtracted. Notwithstanding the foregoing, an Association Region shall be entitled to no more than three Regional Director positions.

(b) If an Association Region becomes entitled to multiple positions by this provision and, subsequently, for two consecutive years, fails to sustain sufficient ADA for the entitlement, a Regional Director position shall be eliminated as follows:

- i. If a vacancy exists in the Regional Director position, that position shall be eliminated, or
- ii. If there is more than one vacancy in the Regional Director positions, the vacant position with the first expiring term shall be eliminated, or
- iii. If there is no vacancy in the Regional Director positions, the existing position with the first expiring term within the Region shall be eliminated at the end of that term, or
- iv. If there is no vacancy and more than one Regional Director position having the first expiring term in the same year, the position being held by the individual with the least tenure as a Regional Director shall be eliminated at the end of that term, or
- v. If there is no vacancy and more than one Regional Director position having the first expiring term in the same year and being held by individuals with the same tenure, there shall be a drawing of lots to determine which Regional Director position shall be eliminated at the end of the term.

D. All calculations under this section shall be based on ADA data furnished by the Texas Education Agency available as of April 1 preceding the annual Delegate Assembly.

E. The Executive Director shall be a nonvoting ex officio Director and shall not be counted in the quorum of the Board.

F. The ESC boards shall be represented by one voting ex officio Director selected by a process and for a term prescribed by guidelines established by the ESC boards, but shall not be counted in the quorum of the Board.

SECTION 5. DURATION OF OFFICE.

- A. The term of office of each Director shall be three years and shall begin at the completion of the final official session of the annual convention during which the Director was elected by the annual Delegate Assembly.
- B. Terms of Directors shall be staggered to allow, to the extent possible, for the election of one-third of the Directors each year. New Director positions shall be assigned to terms to retain this balance; however, if this is not possible, the assignment of terms shall be decided by drawing of lots.
- C. Upon election to a three-year term, a Director may be reelected to no more than three additional terms. For purposes of determining a Director term limit, service time attaches to the individual and not the Association Region with which the Director is associated.
- D. Upon election or succession to the office of President-Elect, the Director position previously held shall be declared vacant and a successor elected, except as provided in Article VI, Section 4A. Once elected President-Elect, the term limit that applies to a Director position shall no longer apply and shall not prevent the individual from completing the term of one year as President-Elect, one year as President, and one year as Immediate Past President.

SECTION 6. RESIGNATION AND REMOVAL.

- A. A Director may resign by submitting a letter of resignation to the President. The resignation shall become effective upon receipt by the President.
- B. A Director who is absent from three consecutive regularly scheduled Board meetings or from three consecutive regularly scheduled standing committee meetings may be removed from the Director position by a majority vote of all of the Directors. A Large District Director removed pursuant to this section shall be ineligible to serve for the remainder of the term to which the Director was elected.
- C. Any Director may be removed by a two-thirds vote of the Board when, in the Board's judgment, the best interests of the Association would be served by removal.

SECTION 7. MEETINGS.

- A. A Board year or annual period commences at the official close of the annual convention and ends after the same event in the next year. The Board shall hold at least four regular meetings that shall be spread throughout the year, with one taking place during the summer and the last meeting taking place during the week of the annual Delegate Assembly. The Executive Committee of the Board shall determine the dates and locations of the meetings for the upcoming Board year and report the meeting schedule to the Board before the Board year commences. The Board also shall be given 30 days' notice before each regular meeting by electronic means, or by any other means accessible to the Directors.

B. Additional meetings of the Board may be called by the President or by the written request of a majority of the Board, provided that a written notice is sent to each Director at least 10 days before the meeting.

C. A meeting of the Board or a committee may be conducted in person or by alternate means, such as teleconference, videoconference, the Internet, or any other means by which each participant can communicate with all other participants.

SECTION 8. QUORUM AND VOTING.

A. A quorum shall consist of a majority of the Board.

B. Unless otherwise specifically provided by these Bylaws, a majority vote of those present and voting shall govern. No proxy voting shall be permitted.

C. Any action required to be taken at a meeting of Directors, or any action which may be taken at a meeting of the Directors or any committee, may be taken without a meeting if a consent in writing, setting forth the action to be taken, shall have been signed or executed by the number of Directors or committee members as would be necessary to take that action at a meeting at which all of the Directors or members of the committee were present and voted. The Board, by policy or resolution, may increase the number of votes required for an action taken by written consent. A written consent shall be signed or executed and dated by each Director or committee member, and consent may be provided in multiple counterparts. Directors or committee members may provide written consent by facsimile, email (from the email address of record), or any other form of writing which comes from the Director or committee member.

SECTION 9. VACANCIES. By majority vote of those present and voting, the Board may fill vacancies that occur in Director positions by electing an individual to fill the vacancy until the next annual Delegate Assembly, in accordance with Board policy. At that time, a candidate shall be elected by the annual Delegate Assembly to fill the unexpired term in accordance with Article VI, Section 2D.



Mr. Terrence Owens
Hutto ISD Board of Trustees, Vice President
200 College Street
Hutto, Texas 78634

July 2021

Dear ESC XIII Superintendents and School Board Presidents:

I am writing to ask for your support and endorsement of my quest to serve on the TASB Board of Directors for ESC XIII.

As a 20-year community member, I have watched our district grow from 2A to 6A, which gives me a unique ability to relate to all of the ESC XIII school districts. My passion is meeting people and learning from others. If selected, I would make it my mission to visit each district and learn how I can best serve you. That is my commitment.

I was elected to the Hutto ISD Board of Trustees in 2016. I have served as board president and am currently serving my second term as vice-president. In addition, I serve as a member of the Williamson County Health District Board of Directors. I am a Physical Therapist Assistant and a proud product of East Texas. I married my high school sweetheart 29 years ago, and we have a son and a daughter.

Serving Hutto ISD is one of the most fulfilling and rewarding experiences I have had as a public servant. My commitment to public service and, most importantly, public education, is deeply rooted in my core values and who I am as a person. I would be honored to serve on the TASB Board of Directors and represent the entire ESC XIII public school community. I humbly ask for your endorsement.

Sincerely,

Terrence Owens
Vice President
Hutto ISD Board of Trustees

Joanne Klaerner

From: Renae Mitchell <Renae@Skipstone.com>
Sent: Wednesday, July 21, 2021 9:16 PM
To: HaysCISD Superintendent; Vanessa Petrea
Cc: Renae@Skipstone.com; Esperanza Orosco; Raul Vela; Merideth Keller; Willie Tenorio; Courtney Runkle; Will McManus
Subject: TASB's Board of Directors Endorsement
Attachments: RENAE MITCHELLBio_TASB_BOD.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dr. Wright, Board President Petrea, and HaysCISD Board Members,
I hope all are well and you all are staying safe.

This email is to inform you that I am running for the TASB's Board of Directors (BOD) position for Region 13 as Vernagene Mott's term on the board has expired. I'm asking that your board endorse me for the TASB's BOD seat/position.

Presently, I serve as the Board President for Pflugerville ISD, past Vice President and I'm in my second term (5 1/2 years). Currently, I'm also the Central Texas School Board Association Vice President. Below and attached is my bio for your information. Additional information can be found on the TASB site [13c mitchell redacted.pdf \(tasb.org\)](#)

Please feel free to email or call me if you have any questions. I would love to serve as your voice on TASB's BOD for Region 13. Thank you in advance for your support.



RENAE MITCHELL, M.Ed./MBA

President, Pflugerville ISD Board of Trustees

BIO

(512) 940-8904 (C)

[Renae PflISD@Skipstone.com](mailto:Renae.PflISD@Skipstone.com)

M.Ed./MBA University of Texas at Austin
President of Pflugerville ISD Board of Trustees
Vice President of the Central Texas School Board Association (CTSBA)
Executive Coach and Trainer, TEA Provider, Team of 8 Board Building/Training

- Lead from a place of having a servant's heart and caring for all.
- Over 25 years of Human Resources Management and Leadership experience including in Education.
- Experience in leading and directing companies and school districts in strategic planning, program development and implementation, process improvements, identifying and achieving legislative priorities.
- Expertise in developing performance evaluation plans including Superintendents' Evaluation tools.

- Proficient in managing and directing personnel/staff, executive hiring, coaching, and training.
- Adept at collaboration with governing bodies, including State of Texas Lawmakers, local officials, Texas Association of School Boards (TASB), and Regional Education Service Centers.
- Accomplished in collaborative efforts with school boards to operate more effectively and efficiently

- Develop and administer policies and procedures based on current guidelines and laws coupled with dealing with growing concerns of the “work-life balance” and now “student and parent life balance;” motivate/coach school boards/superintendents, executives, and employees; assist staff and employees to consistently achieve high standards; successfully work with parents and teacher groups
- Assist Executive teams, Boards of Directors, investors, and professionals to create organizational systems and structures that are in line with school districts and/or company culture.

- Additional experience includes residential real estate development and management.
(See the attached for more information)

RENAE MITCHELL, M.Ed/MBA
BIO
(512) 940-8904 (C)
Renaem@Skipstone.com

It is a pleasure to be given the opportunity to submit an application for the TASB Board of Directors. Educating our kids/students and overseeing the management of school districts is a joy for me and it is such rewarding and gratifying work. My broad knowledge base, global education perspective, and business acumen, coupled with my M.Ed./MBA from the University of Texas at Austin, make me uniquely qualified to be a part of the TASB Board/team.

I have over 25 years of combined experience leading and directing companies and school districts in areas including but not limited to strategic planning, program implementation, process improvements, identifying and achieving legislative priorities. My years as a human resource professional, which include working for the City of Austin in Human Resources management, have allowed me to develop proficiency in managing and directing personnel/staff, executive hiring, coaching, and training. As an elected school board trustee, I work with Texas Lawmakers and local officials, the Texas Association of School Boards (TASB), the Central Texas School Board Association (CTSBA), and Regional Education Service Centers to positively affect the future of our schools and students' success. In the positions of Vice President and now President for the Pflugerville Independent (PflISD) School Board and Vice President of the CTSBA, I work with school boards in a collaborative effort to operate more effectively and efficiently so that our students are equipped with tools to reach their full.

Because education is a passion, I lead from a place of having a servant's heart and caring for all. I utilize creativity to apply "best practices" for education solutions and business strategies. My background includes being a strategic partner in reengineering companies and school districts given their mission, vision, and goals. Developing and administering policies and procedures based on current guidelines and laws coupled with dealing with growing concerns of the "work-life balance" and now "student and parent life balance;" motivating/coaching school boards/superintendents, executives, and employees; assisting staff and employees to consistently achieve high standards; successfully working with parents and teacher groups are just some of my accomplishments. Professionally, I have dealt with the economy's downturn and how "to do more with less." I have worked with Executive teams, Board of Directors, investors, and professionals to create organizational systems and structures that are in line with school districts and/or company culture. I am deeply passionate about educating all our diverse learners and communities in making sure that there are programs that address diversity, equity, and inclusion (even within the workforce). Developing and providing solutions that are best for all including employees within an organization is another one of my strongest assets. I have also worked for startups, hi-tech and low-tech companies, and government entities designing and implementing practices, policies, and plans that enhanced "company culture" and promote organizational values.

Additional professional experience includes being the founder and manager of a highly successful Pflugerville business. This includes developing a 123-acre family-oriented residential neighborhood where I was responsible for developing and managing all operations including land and purchase acquisitions, sales; negotiating contracts; performing all marketing activities and strategies; maintained and oversaw a multi-million-dollar budget; past chair of both the Home Owners Association and the Architectural Review Committee. During the construction phase of this subdivision, I directed and supervised the design and construction process for all infrastructures including lots, utilities, roads, etc. Worked with engineers, contractors, lawyers, LCRA, County departments, and County Commissioners to develop the subdivision. Furthermore, I am a graduate of LTASB class of 2019 and Leadership Pflugerville programs.

Given my passion for education, problem-solving abilities, and human resource professional background, I am excited to be considered for the TASB Board of Directors.

Thank You, 
Renae Mitchell, M.Ed/MBA
President, Pflugerville Independent School District



LIBERTY HILL INDEPENDENT SCHOOL DISTRICT

301 Forrest Street | Liberty Hill, TX 78642 | Phone: (512) 260-5580 | Fax: (512) 260-5581

July 26, 2021

Dear Dr. Eric Wright

I am writing to ask for your Board endorsement of my candidacy for the TASB Board of Directors, Place C for Region 13.

I have been a central Texas resident and educator since 1984 with the last 31 years serving Liberty Hill ISD as a teacher, administrator and now Board of Trustee member Place 4. I have been directly involved with the growth and development of Region 13 schools, especially those who have developed from small rural districts to fast growth suburban schools. Our communities are changing but what is right for students has not. Together, we can continue to look forward in meeting the needs of our students, while advocating for our communities and their unique cultures.

I was elected to LHISD school board in 2018. I served as board secretary and am now in my second rotation as Vice President. I sit as the board liaison to our Education Foundation, member of our LHISD long range planning committee, and strategic planning committee. I volunteer for our elementary reading program and several committees at Cross Tracks United Methodist Church. My husband, Estes, and I have been married 37 years; have 2 children and 7 grandchildren.

Serving my community through education is my calling. It is humbling and gratifying that my community relationships support my continued involvement in the decisions that have the greatest impact on our future: decisions defining what's right for students. I would be proud to represent your district in the same way. This is why I humbly ask for your endorsement for Region 13 TASB Director Place C.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Major".

Kathy Major, Place 4

Vice President

Liberty Hill ISD Board of Trustees



TASB ENDORSEMENT FORM

DATE: _____

Our school board endorses the candidacy of the following individual nominated to fill a position on the TASB Board of Directors.

CANDIDATE INFORMATION

NAME: _____

SCHOOL DISTRICT: _____

This endorsement was approved by our school district's board of trustees at a duly called meeting on

(Date)

Best regards,

(Signature of board president or officer)

PRINTED NAME: _____

SCHOOL DISTRICT: _____

MAILING ADDRESS: _____

CITY: _____ ZIP: _____

This form is to be used to endorse a nominated individual from a board of trustees within your TASB Region who is a timely candidate for a position on the TASB Board of Directors.

Must be received by TASB on or before AUGUST 30, 2021.

**RETURN TO: E-mail: boardcommunications@tasb.org
FAX: 512.467.3554**

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 30, 2021

Subject: 2021-22 Certified Property Values

Administrator Responsible/Position: Randy Rau

A. Purpose of Agenda Item:

Action needed

Information only

Receive input

B. Authority for This Action:

Local Policy

Law or Rule

N/A

C. Goal or Need Addressed:

D. Summary:

Previous board action relating to this item – August 24, 2020 information presented to the board.

Future action anticipated -

Background information – The 2021-2022 budget has been approved by the Board of Trustees based on April 2021 Certified Estimates. Certified Values were received on July 25, 2021 (see attached summary). Net taxable values for 2021 tax year (2021-22 fiscal year) from the Hays, Caldwell and Travis appraisal districts have increased \$1,887,484,226 or 19.22 percent compared to the tax year 2020 (2020-21 fiscal year).

E. Comments Received:

Cabinet

DLT

FBOC

Teacher Org. Reps.

Other _____

F. Administrative Recommendation:

The administration recommends acceptance of the certified values as presented.

G. Fiscal Impact and Cost:

Budget

Bond

Grant/Special Funds

Other _____

Amount:

H. Suggested Motion:

I move that the Board accept the certified values as presented in the attached summary.

Hays Consolidated Independent School District
Summary of Certified Values
for the Tax Year 2021 and Budget Year Ending June 30, 2022

<u>Tax Year</u>	<u>Appraisal District</u>	<u>"Certified" ARB Net Taxable Value</u>	<u>Under ARB Review (80% and Appraiser's Opinion)</u>	<u>Total Certified Values</u>
2021	Hays	\$ 11,237,704,077	\$ 384,888,775	\$ 11,622,592,852
2021	Caldwell	\$ 58,091,375	\$ 1,634,321	\$ 59,725,696
2021	Travis	\$ 20,980,134	\$ 2,441,797	\$ 23,421,931
Total		\$ 11,316,775,586	\$ 388,964,893	\$ 11,705,740,479
2020	Hays	\$ 8,661,069,529	\$ 1,100,115,391	\$ 9,761,184,920
2020	Caldwell	\$ 41,894,512	\$ 1,434,494	\$ 43,329,006
2020	Travis	\$ 12,112,111	\$ 1,630,216	\$ 13,742,327
Total		\$ 8,715,076,152	\$ 1,103,180,101	\$ 9,818,256,253
Difference				<u>\$ 1,887,484,226</u>
% Increase/(decrease)				<u>19.22%</u>

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: 08-30-2021

Subject: Procurement: SIUS System + Range Control Accessories for Hays MCJROTC Marksmen Program – SIUS Target Systems USA, Inc.

Administrator Responsible/Position: Marivel Sedillo, Chief Academic Officer
Jesus Gomez, Deputy Academic Officer

A. Purpose of Agenda Item:

Action needed Information only Receive input

B. Authority for This Action:

Local Policy Law or Rule N/A

C. Goal or Need Addressed: The purpose of this agenda is to procure the system components and accessories for the Hays MCJROTC Marksman Program

D. Summary:

Previous board action relating to this item –
 Future action anticipated –
 Background information – Range Control Accessories

E. Scope of Options Reviewed:

One-time purchase
Reasons for rejecting alternatives:

F. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other: Curriculum & Instruction

G. Administrative Recommendation:

The administration recommends approval of SIUS System from SUIIS Target Systems USA, Inc.

Advantages/benefits of this proposal –
• Will provide the District with a competition range with electronic scoring systems
• Host our own competitions

Expected results in terms of student benefit/achievement – Our students will be able to become marksmanship proficient and competitively compete at a level that will afford scholarship opportunities.

H. Fiscal Impact and Cost: Total Amount: \$ 52,934.00

- SIUS System Total 50,450.87
- Range Control Accessories 2,486.13

Budget – General Operating Fund Bond Grant/Special Funds Other _____

Prior Year Spending –
Future/Ongoing –

- I. **Monitoring and Reporting Time Line:**
 - Person responsible for evaluating this decision or action—** Donald Wimp, Senior Marine Instructor, HS
 - Evaluation method and time line -**
 - Next report to the board -**

- J. **Suggested Motion:**

I move that the Board approve the purchase of the SIUS System Components and the Range Control Accessories from SIUS Target Systems USA, Inc. for \$52,934.00, as presented.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: August 23, 2021

Subject: Compensation Plan Amendment

Administrator Responsible/Position: Dr. Fernando Medina, CHRO

A. Purpose of Agenda Item:

Action needed Information only Receive input

B. Authority for This Action:

Local Policy (DEA Legal & Local); DK (Local) Law or Rule N/A

C. Goal or Need Addressed: To enhance recruitment and retention of our valued employees, we are requesting approval to amend the compensation plan.

- Compressed Counselor Hiring Schedule will align with the New Teacher Hiring Schedule. The schedule now reflects 30 steps. Fiscal impact is approximately \$1,500-\$2,000.
- Increased substitute rates as presented in the Compensation Plan to align with market and provide better alignment with existing pay grades. Fiscal impact is approximately \$100K.

D. Summary:

- Previous board action relating to this item - Board approved the 2021-2022 compensation plan in June 2022.
- Future action anticipated -
- Background information - In accordance with legal and local policy (DEA), the board approves any amendments/changes to the compensation plan.

E. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other -

F. Administrative Recommendation: Administration recommends adoption of the amended Compensation Plan for 2021-2022 as presented.

Advantages/benefits of this proposal – The Counselor Hiring Schedule has been compressed from 40 years to 30 years so that it aligns with the New Teacher Hiring Schedule. The change to the substitute daily/hourly rate ensures that our Guest Teachers earn more than the minimum paraprofessional salary recently adopted by the board and better aligns with market. Their current hourly/daily rates are \$13.75/\$110.

Consequences of not approving recommendation – If there is no change to the counselor hiring schedule, the district would operate under the existing schedule keeping in mind that recently hired counselors would be compensated based on the proposed schedule as communicated to them. Given continued shortages in Guest Teachers in education due, in part to COVID, the district would continue to experience shortages. Also, our Guest Teachers may experience decreased morale if they do not receive the board adopted minimum hourly rate and compensation that is commensurate with their level of responsibilities.

G. Fiscal Impact and Cost: Amount: Approximately \$ 102,000

Budget Bond Grant/Special Funds Other _____

Prior Year Spending - \$ _____

Future/Ongoing -

H. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action— Dr. Fernando Medina, CHRO

Evaluation method and timeline – Future market analysis and benchmarks will reflect that Hays CISD continues to offer compensation at market which enhances our ability recruit, and retain valued employees as well as compete with local peer districts.

Next report to the board – As requested by the Board, Human Resources will engage in evaluating the need for market and equity adjustments in other areas of employment. These areas will be provided in a future Board Blog and presented as part of the annual budgeting process for 2022-2023.

I. Suggested Motion:

I move that the Board adopt the amended 2021-2022 Compensation Plan as presented by administration.

Hays Consolidated Independent School District
New Teacher Hiring Schedule Template for 2021-2022
for the Budget Year Ending June 30, 2022

<u>2022</u> <u>Years Exp (Step)</u>	<u>187 Days</u>		<u>187 Days</u>		<u>187 Days</u>	
	<u>Salary Schedule</u>	<u>Daily Rate</u>	<u>Salary Schedule</u>	<u>Daily Rate</u>	<u>Salary Schedule</u>	<u>Daily Rate</u>
	<u>Bachelor</u>	<u>187 Days</u>	<u>Masters + \$1,500</u>	<u>187 Days</u>	<u>Doctorate + \$4,000</u>	<u>187 Days</u>
0	\$	50,000	\$	51,500	\$	54,000
1	\$	50,881	\$	52,381	\$	54,881
2	\$	51,979	\$	53,479	\$	55,979
3	\$	53,964	\$	55,464	\$	57,964
4	\$	54,064	\$	55,564	\$	58,064
5	\$	54,544	\$	56,044	\$	58,544
6	\$	54,944	\$	56,444	\$	58,944
7	\$	56,034	\$	57,534	\$	60,034
8	\$	57,014	\$	58,514	\$	61,014
9	\$	57,544	\$	59,044	\$	61,544
10	\$	58,074	\$	59,574	\$	62,074
11	\$	58,604	\$	60,104	\$	62,604
12	\$	59,134	\$	60,634	\$	63,134
13	\$	59,724	\$	61,224	\$	63,724
14	\$	60,264	\$	61,764	\$	64,264
15	\$	60,804	\$	62,304	\$	64,804
16	\$	61,344	\$	62,844	\$	65,344
17	\$	61,884	\$	63,384	\$	65,884
18	\$	62,474	\$	63,974	\$	66,474
19	\$	62,964	\$	64,464	\$	66,964
20	\$	63,454	\$	64,954	\$	67,454
21	\$	63,944	\$	65,444	\$	67,944
22	\$	64,434	\$	65,934	\$	68,434
23	\$	64,964	\$	66,464	\$	68,964
24	\$	65,444	\$	66,944	\$	69,444
25	\$	65,924	\$	67,424	\$	69,924
26	\$	66,404	\$	67,904	\$	70,404
27	\$	66,884	\$	68,384	\$	70,884
28	\$	67,389	\$	68,889	\$	71,389
29	\$	67,869	\$	69,369	\$	71,869
30	\$	70,000	\$	71,500	\$	74,000

For any funds received by Hays CISD for a designated teacher under the Teacher Incentive Allotment (TIA), (90) percent will be paid to the designated teacher. The remaining (10) percent will be used for (training and support of the system, expansion of the system, administrative expenses, professional development). Should the district receive funding for a designated teacher who has resigned or retired, the district will forward payment to the resigned or retired teacher as soon as practicable.

Hays Consolidated Independent School District
Counselor Hiring Schedule
for the Fiscal Year Ending June 30, 2022

<u>2022</u> <u>Years Exp (Step)</u>	<u>Daily Rate</u> <u>187 Days</u>	<u>192 Day</u> <u>Salary Schedule</u>	<u>204 Day</u> <u>Salary Schedule</u>	<u>210 Day</u> <u>Salary Schedule</u>	<u>215 Day</u> <u>Salary Schedule</u>
0	\$ 277.1818	\$ 53,219	\$ 56,545	\$ 58,208	\$ 59,594
1	\$ 285.6096	\$ 54,837	\$ 58,264	\$ 59,978	\$ 61,406
2	\$ 294.9893	\$ 56,638	\$ 60,178	\$ 61,948	\$ 63,423
3	\$ 305.6043	\$ 58,676	\$ 62,343	\$ 64,177	\$ 65,705
4	\$ 306.1390	\$ 58,779	\$ 62,452	\$ 64,289	\$ 65,820
5	\$ 308.7059	\$ 59,272	\$ 62,976	\$ 64,828	\$ 66,372
6	\$ 310.8449	\$ 59,682	\$ 63,412	\$ 65,277	\$ 66,832
7	\$ 316.6738	\$ 60,801	\$ 64,601	\$ 66,501	\$ 68,085
8	\$ 321.9144	\$ 61,808	\$ 65,671	\$ 67,602	\$ 69,212
9	\$ 324.7487	\$ 62,352	\$ 66,249	\$ 68,197	\$ 69,821
10	\$ 327.5829	\$ 62,896	\$ 66,827	\$ 68,792	\$ 70,430
11	\$ 330.4171	\$ 63,440	\$ 67,405	\$ 69,388	\$ 71,040
12	\$ 333.2513	\$ 63,984	\$ 67,983	\$ 69,983	\$ 71,649
13	\$ 336.4064	\$ 64,590	\$ 68,627	\$ 70,645	\$ 72,327
14	\$ 339.2941	\$ 65,144	\$ 69,216	\$ 71,252	\$ 72,948
15	\$ 342.1818	\$ 65,699	\$ 69,805	\$ 71,858	\$ 73,569
16	\$ 345.0695	\$ 66,253	\$ 70,394	\$ 72,465	\$ 74,190
17	\$ 347.9572	\$ 66,808	\$ 70,983	\$ 73,071	\$ 74,811
18	\$ 351.1123	\$ 67,414	\$ 71,627	\$ 73,734	\$ 75,489
19	\$ 353.7326	\$ 67,917	\$ 72,161	\$ 74,284	\$ 76,053
20	\$ 356.3529	\$ 68,420	\$ 72,696	\$ 74,834	\$ 76,616
21	\$ 358.9733	\$ 68,923	\$ 73,231	\$ 75,384	\$ 77,179
22	\$ 361.5936	\$ 69,426	\$ 73,765	\$ 75,935	\$ 77,743
23	\$ 364.4278	\$ 69,970	\$ 74,343	\$ 76,530	\$ 78,352
24	\$ 366.9947	\$ 70,463	\$ 74,867	\$ 77,069	\$ 78,904
25	\$ 369.5615	\$ 70,956	\$ 75,391	\$ 77,608	\$ 79,456
26	\$ 372.1283	\$ 71,449	\$ 75,914	\$ 78,147	\$ 80,008
27	\$ 374.6952	\$ 71,941	\$ 76,438	\$ 78,686	\$ 80,559
28	\$ 377.3957	\$ 72,460	\$ 76,989	\$ 79,253	\$ 81,140
29	\$ 379.9626	\$ 72,953	\$ 77,512	\$ 79,792	\$ 81,692
30	\$ 390.3743	\$ 74,952	\$ 79,636	\$ 81,979	\$ 83,930

NOTE: Add \$4,000 for a Doctorate

Hays Consolidated Independent School District
Academic / Professional Compensation Plan
for the Fiscal Year ending June 30, 2022

Updated 8/12/21

Pay Grade 1					4.00%
Daily	Minimum	Midpoint	Maximum	MPI	
	\$254.67	\$307.81	\$360.94	\$12.31	
187	47,623	57,560	67,496	2,302	
226	57,555	69,565	81,572	2,782	
	JR ROTC (226)	SE COTA (187) Testing Specialist (226)	SE Certified Interpreter** (187)		

*** 2 years experience granted for each approved interpreter certification Level held by candidate.
Maximum additional years = 6; Levels: Basic, Advanced and Master*

Pay Grade 2					4.00%
Daily	Minimum	Midpoint	Maximum	MPI	
	\$261.45	\$318.83	\$376.22	\$12.75	
<i>Currently no positions in this pay grade</i>					

Pay Grade 3					4.00%
Daily	Minimum	Midpoint	Maximum	MPI	
	\$282.36	\$344.34	\$406.33	\$13.77	
187	52,801	64,392	75,984	2,575	
197	55,625	67,835	80,047	2,713	
215	60,707	74,033	87,361	2,961	
	Math Specialist (215) SE Licensed Physical Therapist (187)	SE Behavior Specialist (187) SE Therapist - Music (187) SE Orientation & Mobility Specialist (187)	SE Low Incidence Specialist (197) SE Therapist - Occupational (187)		

Pay Grade 4					4.00%
Daily	Minimum	Midpoint	Maximum	MPI	
	\$304.99	\$371.89	\$438.79	\$14.88	
187	57,033	69,543	82,054	2,783	
204	62,218	75,866	89,513	3,036	
210	64,048	78,097	92,146	3,125	
215	65,573	79,956	94,340	3,199	
226	68,928	84,047	99,167	3,363	
	Asst. Principal, Elementary (204) Coordinator, CTE & CCMR (226) Coordinator, ELAR Secondary (226) Coordinator, Math Elementary (226) Coordinator, PEP (226) Coordinator, Social Studies (PK-12) (226) Coordinator, SE Behavior Services (210) Coordinator, SE Motor Team (210) Elementary Sheltered Instr/ESL Spec. (226) SE Diagnostician (187) Secondary Sheltered Instr/ESL Spec. (226)	Audiologist (187) Coordinator, Early Intervention (226) Coordinator, GT (226) Coordinator, Math Secondary (226) Coordinator, Pysch Services (210) Coordinator, STEM (226) Coordinator, SE Early Childhood (210) Coordinator, SE Speech Services (210) Literacy Specialist (226) SE Licensed Specialist School Psychology (LSSP) (187)	Coordinator, CTE (226) Coordinator, ELAR Elementary (226) Coordinator, LPAC & TELPAS (226) Coordinator, PD (226) Coordinator, Secondary Science (226) Coordinator, SE Auditory Impairment (210) Coordinator, SE Instruction (210/215) Coord, SE Transition & Sec. Support (210) SE Assistive Tech (187) SE Speech Language Pathologist (SLP) (187) Coordinator, CTE Tech Support (204)		

Pay Grade 5					4.00%
Daily	Minimum	Midpoint	Maximum	MPI	
	\$329.35	\$401.65	\$473.94	\$16.07	
210	69,164	84,347	99,527	3,375	
	Assistant Principal, Impact/Live Oak (210)	Assistant Principal, Middle School (210)	Coordinator, SE Software & Medicaid (210)		

Hays Consolidated Independent School District
Academic / Professional Compensation Plan
for the Fiscal Year ending June 30, 2022

Updated 8/12/21

Pay Grade 6					4.00%
Daily	Minimum	Midpoint	Maximum	MPI	
	\$355.69	\$433.78	\$511.87		\$17.35
215	76,473	93,263	110,052		3,730
226	80,386	98,034	115,683		3,921
230	81,809	99,769	117,730		3,991
	Academic Dean (226) Coordinator, Athletics (226)	Assistant Principal, High School (215) Director, Band (Head-High School) (226)	Assistant Principal, Lead High School (226) Director, Student Info Svcs (SIS) (230)		

Pay Grade 7					4.00%
Daily	Minimum	Midpoint	Maximum	MPI	
	\$384.16	\$468.49	\$552.81		\$18.74
226	86,820	105,879	124,935		4,235
	Director, Academic Support Director, Career Technical Education Director, Federal Programs Director, SPED	Director, Advanced Academics Director, CCR & Counseling Director, Fine Arts Director, Support Staff Principal, Elementary School	Director, Assessment/Accountability Director, Digital Learning Director, Multilingual/LOTE Director, Student Services		

Pay Grade 8					4.00%
Daily	Minimum	Midpoint	Maximum	MPI	
	\$422.57	\$515.33	\$608.09		\$20.61
226	95,501	116,465	137,428		4,658
	Director, C & I Principal, IMPACT Center	Director, Safety and Security Principal, Live Oak	Executive Officer of SPED Principal, Middle School		

Pay Grade 9					4.00%
Daily	Minimum	Midpoint	Maximum	MPI	
	\$464.82	\$566.87	\$669.22		\$22.67
226	105,049	128,113	151,244		5,123
	Director, Athletics	Principal, High School			

Pay Grade 10					4.00%
Daily	Minimum	Midpoint	Maximum	MPI	
	\$578.21	\$680.25	\$782.28		\$27.21
226	130,675	153,737	176,795		6,149
	Deputy Academic Officer	Deputy Human Resource Officer			

Pay Grade 11					4.00%
Daily	Minimum	Midpoint	Maximum	MPI	
	\$690.45	\$812.29	\$934.13		\$32.49
226	156,042	183,578	211,113		7,343
	Chief Communication Officer Chief Operations Officer	Chief Financial Officer	Chief Human Resources Officer Chief Technology Officer		

Pay Grade 12					4.00%
Daily	Minimum	Midpoint	Maximum	MPI	
	\$828.53	\$974.74	\$1,120.95		\$38.99
226	187,248	220,291	253,335		8,812
	Deputy Superintendent / Chief Academic Officer				

Hays Consolidated Independent School District
Business / Professional Compensation Plan
for the Fiscal Year ending June 30, 2022

Updated 8/12/21

Pay Grade 1					4.00%
	Minimum	Midpoint	Maximum	MPI	
Daily	\$189.88	\$231.56	\$273.25	\$9.26	
226	42,913	52,333	61,755	2,093	
230	43,672	53,259	62,848	2,130	
248	47,090	57,427	67,766	2,296	
	SIS Assistant (230)		Technician I (248)		

Pay Grade 2					4.00%
	Minimum	Midpoint	Maximum	MPI	
Daily	\$208.87	\$254.71	\$300.56	\$10.19	
210	43,863	53,489	63,118	2,140	
226	47,205	57,564	67,927	2,303	
230	48,040	58,583	69,129	2,344	
248	51,800	63,168	74,539	2,527	
	Attendance Intervention Specialist (210) Photo & Digital Correspondent (226)	CN Registered Dietician (226) Purchasing Buyer (230)	MIS Assistant I (230) Technician II / Help Desk (230/248)		

Pay Grade 3					4.00%
	Minimum	Midpoint	Maximum	MPI	
Daily	\$240.20	\$292.92	\$345.66	\$11.72	
226	54,285	66,200	78,119	2,649	
230	55,246	67,372	79,502	2,696	
248	59,570	72,644	85,724	2,907	
	Accountant II (230) Coordinator, Instructional Materials (230) Coordinator, Performing Arts Center (226) Coordinator, Transportation (230) Mobile Device Specialist (248)	Assistant Tech Specialist (248) Coordinator, Fleet Services (248) Coordinator, SE Tech Services (248) Manager, Print Shop (230) Security System Administrator (248)	Communications Specialist (230) Coordinator, Payroll (230) Coordinator, Staffing & HR Systems (230) MIS Assistant II (230) Software Support Specialist (248)		

Pay Grade 4					4.00%
	Minimum	Midpoint	Maximum	MPI	
Daily	\$264.23	\$322.23	\$380.23	\$12.89	
230	60,773	74,113	87,453	2,965	
248	65,529	79,913	94,297	3,197	
	Coordinator, SIS (230)	Coordinator, Supt. Admin Support (230)	Technician IV/Network Asst (248)		

Pay Grade 5					4.00%
	Minimum	Midpoint	Maximum	MPI	
Daily	\$290.65	\$354.45	\$418.25	\$14.18	
230	66,850	81,524	96,198	3,261	
248	72,081	87,904	103,726	3,517	
	Coordinator, Mobile Device Mgmt (248) Data Programmer (248) Director, Grounds/Utilities/IPM (248) Systems Administrator - VOIP (248)	Coordinator, PI/Webmaster (230) Director, Custodial Services (248) Network Engineer (248)	Coordinator, Tech Workflow (230) Director, Energy Mngment (248) Senior Program Analyst (248) Systems Engineer (248)		

Hays Consolidated Independent School District
Business / Professional Compensation Plan
for the Fiscal Year ending June 30, 2022

Updated 8/12/21

Pay Grade 6					4.00%
Daily	Minimum	Midpoint	Maximum	MPI	
	\$319.71	\$389.88	\$460.11	\$15.60	
226	72,254	88,113	103,985	3,526	
248	79,288	96,690	114,107	3,869	
	Asst Director, Employee Services (226) Director, Desktop Support (248) Director, Security Systems (248)	Asst Director, Transportation (226) Director, Energy Mngment (248)	Cybersecurity Engineer (248) Director, Maintenance & Operations (248) Director, Software Services (248)		

Pay Grade 7					4.00%
Daily	Minimum	Midpoint	Maximum	MPI	
	\$354.88	\$432.79	\$510.67	\$17.31	
226	80,203	97,811	115,411	3,912	
230	81,622	99,542	117,454	3,981	
248	88,010	107,332	126,646	4,293	
	Director, Budget (226) Director, MIS (230)	Director, Community Partnerships (226) Director, Purchasing (226)	Director, Construction & Planning (248) Director, Tech Admin Support (230)		

Pay Grade 8					4.00%
Daily	Minimum	Midpoint	Maximum	MPI	
	\$415.21	\$506.36	\$597.51	\$20.25	
226	93,837	114,437	135,037	4,577	
248	102,972	125,577	148,182	5,022	
	Deputy Technology Officer (248)	Director, Finance (226) Director, Transportation (226)	Director, Student Health Services (226)		

Pay Grade 9					4.00%
Daily	Minimum	Midpoint	Maximum	MPI	
	\$419.24	\$511.28	\$603.31	\$20.45	
<i>Currently no positions in this pay grade</i>					

Pay Grade 10					4.00%
Daily	Minimum	Midpoint	Maximum	MPI	
	\$482.12	\$587.96	\$693.61	\$23.52	
<i>Currently no positions in this pay grade</i>					

Hays Consolidated Independent School District
ParaProfessional Compensation Plan
for the Fiscal Year ending June 30, 2022

Updated 7/2/21

Pay Grade 1					4.00%
Daily	Hrs	Minimum	Midpoint	Maximum	MPI
		\$10.35	\$12.63	\$14.91	\$0.51
<i>Currently no positions in this pay grade</i>					

Pay Grade 2					4.00%
Daily	Hrs	Minimum	Midpoint	Maximum	MPI
		\$11.60	\$14.14	\$16.69	\$0.57
187	8	\$17,354	\$21,153	\$24,968	\$853
Child Care Provider (ELC)					

Pay Grade 3					4.00%
Daily	Hrs	Minimum	Midpoint	Maximum	MPI
		\$12.75	\$15.57	\$18.37	\$0.62
<i>Currently no positions in this pay grade</i>					

Pay Grade 4					4.00%
Daily	Hrs	Minimum	Midpoint	Maximum	MPI
		\$14.03	\$17.12	\$20.20	\$0.68
187	8	\$20,989	\$25,612	\$30,219	\$1,017
192	8	\$21,550	\$26,296	\$31,027	\$1,044
197	8	\$22,111	\$26,981	\$31,835	\$1,072
230	8	\$25,815	\$31,501	\$37,168	\$1,251
		Attendance Clerk (ES/MS/HS) (197)	Campus Support (187)	Child Care Site Director (197)	
		Clerk Counselor (204)	Clerk MO (230)	Clerk SE (187)	
		Clerk Tech (230)	Color Guard Asst. (187)	Inst Aide I (187)	
		Inst Aide II (187)	Inst Aide III (187)	Inst Aide - ESL	
		Inst Aide - Title I (187)	Inst Aide - Title III (187)	ISS Monitor (MS/HS) (187)	
		Library Tech (192)	LPAC Clerk/Parent Liaison	PEP Caregiver (187)	
		Purchasing Assistant (230)	Receptionist - Admin (230)	Receptionist (ES) (192)	
		Receptionist - Freshman Center (192)	Receptionist - Food Service (187)	Receptionist (MS/HS) (197)	
		Receptionist Transportation (230)	Routing Clerk (230)	SE ARD Facilitator Assistant (187)	
		SE Inst Aide III (187)	SE Inst Aide III - Behavior (187)	SE Inst Aide - ECSE (187)	
		SE Inst Aide - Found Learning (187)	SE Inst Aide - FL-S (187)	SE Inst Aide-Incl/Res (187)	
		SE Inst Aide III - Job Coach (187)	SE Inst Aide III - Social Behavior (187)	SE Inst Aide - STARS (187)	
		Station Clerk (197)		Tardy Monitor (187)	

Hays Consolidated Independent School District
ParaProfessional Compensation Plan
for the Fiscal Year ending June 30, 2022

Updated 7/2/21

Pay Grade 5		Minimum	Midpoint	Maximum	4.00% MPI
Daily	Hrs	\$15.43	\$18.82	\$22.21	\$0.75
187	8	\$23,083	\$28,155	\$33,226	\$1,122
197	8	\$24,318	\$29,660	\$35,003	\$1,182
204	8	\$25,182	\$30,714	\$36,247	\$1,224
210	8	\$25,922	\$31,618	\$37,313	\$1,260
230	8	\$28,391	\$34,629	\$40,866	\$1,380
		HR Specialist I (230) PEIMS Clerk (MS/HS) (210) SE Inst Aide IV (187) SE Inst Aide IV - Elem (187)	Inst Aide IV (187) PEIMS Rotation Clerk (210) SE Inst Aide IV - Deaf Supp Spec (187) SE Inst Aide IV - IMPACT (187)	PEIMS Clerk (ES) (204) Secretary, Attendance (197) SE Inst Aide IV - Brailist (187) Education Foundation Specialist (197)	

Pay Grade 6		Minimum	Midpoint	Maximum	4.00% MPI
Daily	Hrs	\$16.98	\$20.71	\$24.43	\$0.83
197	8	\$26,760	\$32,639	\$38,502	\$1,308
204	8	\$27,711	\$33,799	\$39,870	\$1,355
210	8	\$28,526	\$34,793	\$41,042	\$1,394
230	8	\$31,243	\$38,106	\$44,951	\$1,527
		Food Service Office Assistant (230) Registrar (HS) (230) Secretary, PAC (230) Shop Clerk (230)	PEIMS Clerk/Receptionist (LOA) (210) Secretary, Assistant Principal (197) Secretary, SPED (230) Trans Clerk (230)	Print Shop Production Operator (204) Secretary, Counselor (210) SPED Transition Facilitator (204) Trip Clerk (230)	

Pay Grade 7		Minimum	Midpoint	Maximum	4.00% MPI
Daily	Hrs	\$19.52	\$23.82	\$28.10	\$0.95
187	8	\$29,202	\$35,635	\$42,038	\$1,421
230	8	\$35,917	\$43,829	\$51,704	\$1,748
		Bookkeeper (230) Finance Specialist (230) Print Shop Operator (230) Secretary, Director (230)	Business Specialist (230) IMPACT Electives Liaison (187) Secretary, Athletics (230) Secretary, PIO (230)	Finance Assistant (230) Learning Materials Suppt Spec (230) Secretary, Band (230) Secretary, Principal (230)	

Pay Grade 8		Minimum	Midpoint	Maximum	4.00% MPI
Daily	Hrs	\$22.85	\$27.86	\$32.87	\$1.11
187	8	\$34,184	\$41,679	\$49,174	\$1,661
230	8	\$42,044	\$51,262	\$60,481	\$2,042
		Accounting Specialist (230) Nurse LVN (192) Secretary, Chief Officer (230)	Finance Specialist II (230) Payroll Assistant (230) Secretary II, Director (230)	HR Specialist II (230) Screening & Student Health Lead (187) Time and Attendance Specialist (230)	

Pay Grade 9		Minimum	Midpoint	Maximum	4.00% MPI
Daily	Hrs	\$27.49	\$33.95	\$40.42	\$1.36
230	8	\$50,582	\$62,468	\$74,373	\$2,502
		Business Specialist III (230)	Finance Specialist III (230)	HR Specialist III (230)	

Hays Consolidated Independent School District
Auxiliary Compensation Plan
for the Fiscal Year ending June 30, 2022

Updated 6/30/21

Pay Grade 1		Minimum	Midpoint	Maximum	4.00% MPI
Daily	Hrs	\$10.35	\$12.63	\$14.91	\$0.51
175	8	\$14,490	\$17,682	\$20,874	\$707
		Crossing Guard	Monitor I (Lunchroom)	Monitor II (Lunchroom/Cross. Grd)	

Pay Grade 2		Minimum	Midpoint	Maximum	4.00% MPI
Daily	Hrs	\$11.19	\$13.65	\$16.10	\$0.55
<i>Currently no positions in this pay grade.</i>					

Pay Grade 3		Minimum	Midpoint	Maximum	4.00% MPI
Daily	Hrs	\$14.03	\$17.12	\$20.20	\$0.68
175	8	\$18,200	\$23,968	\$28,280	\$770
180	5	\$12,627	\$15,408	\$18,180	\$612
187	8	\$20,989	\$25,612	\$30,219	\$1,017
248	8	\$27,836	\$33,966	\$40,077	\$1,349
		Bus Monitor (180) Parts Runner (248) Security Monitor District (248)	CN Maintenance (175) Production Specialist (Cook)(175)	Custodian (248) Security Monitor Campus (187) Textbk Spec/Food Svc Asst (248)	

Pay Grade 4		Minimum	Midpoint	Maximum	4.00% MPI
Daily	Hrs	\$14.41	\$17.56	\$20.73	\$0.70
175	8	\$20,174	\$24,584	\$29,022	\$980
230	8	\$26,514	\$32,310	\$38,143	\$1,288
248	8	\$28,589	\$34,839	\$41,128	\$1,389
		CN Manager in Training (175) \$15.00 Production Spec/Cashier (Cook) (175)	CN Warehouse Specialist (175) Custodian, Lead (248)	Courier (230) Warehouse Specialist (248)	

Pay Grade 5		Minimum	Midpoint	Maximum	4.00% MPI
Daily	Hrs	\$15.85	\$19.33	\$22.81	\$0.77
175	8	\$22,190	\$27,062	\$31,934	\$1,078
230	8	\$29,164	\$35,567	\$41,970	\$1,417
248	8	\$31,446	\$38,351	\$45,255	\$1,528
		Assistant Cafeteria Manager, HS (175) Custodian, Head (248) HVAC Coil Cleaning Technician (248) Utility Worker (248)	Child Nutrition Catering Manager (230) Custodial Trainer (248) HVAC Tech I (248)	Child Nutrition Manager (175) General Maintenance Worker (248) Key and Lock Technician (248) Warehouse Assistant (248)	

Hays Consolidated Independent School District
Auxiliary Compensation Plan
for the Fiscal Year ending June 30, 2022

Updated 6/30/21

Pay Grade 6		Minimum	Midpoint	Maximum	4.00% MPI
Daily	Hrs	\$17.43	\$21.27	\$25.09	\$0.85
175	8	\$24,402	\$29,778	\$35,126	\$1,190
230	8	\$32,071	\$39,137	\$46,166	\$1,564
248	8	\$34,581	\$42,200	\$49,779	\$1,686
		Camera Technician (230) Hazard Technician (230)	Child Nutrition Manager HS (175) Painter (248)	Child Nutrition Support Manager (175) Shop Support (248)	

Pay Grade 7		Minimum	Midpoint	Maximum	4.00% MPI
Daily	Hrs	\$19.18	\$23.39	\$27.60	\$0.94
230	8	\$35,291	\$43,038	\$50,784	\$1,730
248	8	\$38,053	\$46,406	\$54,758	\$1,865
		Athletic Grounds (248) Dispatcher (230) Tech Assist PAC (248)	Carpenter (248) Lead Trainer (230) Upholstery Technician (248)	DDC Assistant (248) Sign Technician (248) Wash Technician (248)	

Pay Grade 8		Minimum	Midpoint	Maximum	4.00% MPI
Daily	Hrs	\$21.87	\$25.72	\$29.59	\$1.03
230	8	\$40,241	\$47,325	\$54,446	\$1,895
248	8	\$43,390	\$51,028	\$58,707	\$2,044
		HVAC Technician II (248)	Kitchen Equip Repair Technician (248) Trans Operations Specialist (230)	Locksmith (248)	

Pay Grade 9		Minimum	Midpoint	Maximum	4.00% MPI
Daily	Hrs	\$24.06	\$28.31	\$32.55	\$1.13
248	8	\$47,735	\$56,167	\$64,579	\$2,242
		Assistant Supervisor, Grounds DDC Controls Technician Equipment Mechanic Irrigation Technician Trans Mechanic II	Assistant Supervisor, Maintenance Electrician HVAC Technician III Plumber	Assistant Supervisor, Utilities Electronics Technician Integrated Pest Control Technician Project Manager Water Service Technician	

Pay Grade 10		Minimum	Midpoint	Maximum	4.00% MPI
Daily	Hrs	\$27.66	\$32.55	\$37.43	\$1.30
248	8	\$54,877	\$64,579	\$74,261	\$2,579
		Custodial/Warehouse Manager Supervisor, Electrical Supervisor, HVAC Supervisor, Plumbing	Shop Foreman Supervisor, Energy Management Supervisor, IPM Supervisor, Safety/Compliance	Supervisor, Athletic Fields Supervisor, General Maintenance Supervisor, Paint Supervisor, Utility/Grounds	

Hays Consolidated Independent School District
Bus Driver Placement Scale
for the Fiscal Year Ending June 30, 2022

<u>Range</u> <u>Position</u>	<u>2022</u> <u>Local Experience</u>	<u>2022</u> <u>Paygrades</u>	
Minimum	0	\$	17.35
	1	\$	17.96
	2	\$	19.25
	3	\$	20.08
	4	\$	20.38
	5	\$	20.65
	6	\$	20.91
	7	\$	21.19
	8	\$	21.47
	9	\$	21.76
	10	\$	22.05
	11	\$	22.34
	12	\$	22.64
	13	\$	22.95
	14	\$	23.26
Midpoint	15	\$	23.57
	16	\$	23.89
	17	\$	24.22
	18	\$	24.55
	19	\$	24.89
	20	\$	25.23
	21	\$	25.58
	22	\$	25.93
	23	\$	26.29
	24	\$	26.66
	25	\$	27.03
	26	\$	27.41
	27	\$	27.79
	28	\$	28.18
	29	\$	28.58
Maximum	30	\$	28.99
	31	\$	29.40
	32	\$	29.82
	33	\$	30.24
	34	\$	30.67
	35	\$	31.12
	36	\$	31.56
	37	\$	32.02
	38	\$	32.49
	39	\$	32.96
	40	\$	33.44

Hays Consolidated Independent School District
Stipend Pay Schedule
for the Fiscal Year ending June 30, 2022

Updated 8/2/21

Category	Assignment	Level	Proposed Stipend
Academics			
UIL	UIL Coach MS	MS	\$ 375.0
	UIL Coord MS	MS	\$ 1,000.0
	UIL Art	MS	\$ 400.0
HIGH SCHOOL	UIL Coord	HS	\$ 4,140.0
	UIL Art	HS	\$ 400.0
	UIL Accounting	HS	\$ 700.0
	UIL Calculator	HS	\$ 700.0
	UIL Computer Applications	HS	\$ 700.0
	UIL Computer Science	HS	\$ 700.0
	UIL Copy Editing	HS	\$ 700.0
	UIL Curriculum Evaluation	HS	\$ 700.0
	UIL Current Issues and Events	HS	\$ 700.0
	UIL Debate	HS	\$ 3,000.0
	UIL Film	HS	\$ 700.0
	UIL Informational Speaking	HS	\$ 700.0
	UIL Journalism	HS	\$ 1,750.0
	UIL Literary Criticism	HS	\$ 700.0
	UIL Math	HS	\$ 700.0
	UIL Number Sense	HS	\$ 700.0
	UIL One Act Play	HS	\$ 2,500.0
	UIL Personal Speaking	HS	\$ 700.0
	UIL Persuasive Speaking	HS	\$ 700.0
	UIL Poetry	HS	\$ 700.0
	UIL Prose	HS	\$ 700.0
	UIL Ready Writing	HS	\$ 700.0
	UIL Robotics	HS	\$ 700.0
	UIL Science	HS	\$ 700.0
	UIL Social Studies	HS	\$ 700.0
	UIL Spelling	HS	\$ 700.0
	UIL Student Congress	HS	\$ 700.0
Athletics			
	Athletic Coord MS	MS	\$ 2,000.0
	Basketball C-team	MS	\$ 900.0
	Basketball MS	MS	\$ 2,000.0
	Cheer MS	MS	\$ 2,500.0
	Cross Country MS	MS	\$ 2,000.0
	Dance MS	MS	\$ 2,500.0
	Football MS	MS	\$ 3,000.0
	Soccer MS	MS	\$ 2,000.0
	Tennis MS	MS	\$ 2,000.0
	Track MS	MS	\$ 2,000.0

Athletics Continued			
	Volleyball C-team	MS	\$ 900.0
	Volleyball MS	MS	\$ 2,000.0
HIGH SCHOOL	Athletic Asst - Girls Coordinator	HS	\$ 3,000.0
	Athletic Trainer HS	HS	\$ 9,000.0
	Baseball Head HS	HS	\$ 7,250.0
	Baseball Asst HS	HS	\$ 4,000.0
	Basketball Head HS	HS	\$ 7,250.0
	Basketball Asst HS	HS	\$ 4,000.0
	Cheer Head HS	HS	\$ 5,500.0
	Cheer Asst HS	HS	\$ 3,500.0
	Cross Country Head HS	HS	\$ 5,000.0
	Cross Country Asst HS	HS	\$ 4,000.0
	Drill Team Head HS	HS	\$ 6,500.0
	Drill Team Asst HS	HS	\$ 4,500.0
	Football Coord HS	HS	\$ 8,000.0
	Football Asst HS	HS	\$ 7,000.0
	Golf Head HS	HS	\$ 6,000.0
	Golf Asst HS	HS	\$ 4,000.0
	Off-Season Conditioning	HS	\$ 5,000.0
	Powerlift HS	HS	\$ 4,000.0
	Soccer Head HS	HS	\$ 6,000.0
	Soccer Asst HS	HS	\$ 4,000.0
	Softball Head HS	HS	\$ 7,250.0
	Softball Asst HS	HS	\$ 4,000.0
	Swim Head HS	HS	\$ 6,300.0
	Swim Asst HS	HS	\$ 4,000.0
	Tennis Head HS	HS	\$ 6,300.0
	Tennis Asst HS	HS	\$ 5,000.0
	Track Head HS	HS	\$ 6,000.0
	Track Asst HS	HS	\$ 4,000.0
	Volleyball Head HS	HS	\$ 7,500.0
	Volleyball Asst HS	HS	\$ 5,000.0
	Water Polo Head HS	HS	\$ 6,000.0
	Water Polo Asst. HS	HS	\$ 4,000.0
	Webmaster-Athletics	HS	\$ 1,000.0
	Wrestling Head HS	HS	\$ 6,000.0
	Wrestling Asst. HS	HS	\$ 4,000.0
District	Campus Webmaster	All	\$ 1,000.0
	District Content Lead	All	\$ 2,000.0
	District Lead Librarian	All	\$ 3,500.0
	Events Coverage	All	\$ 6,000.0
	New Administrator Mentor	All	\$ 600.0
	New Teacher Advisor	All	\$ 400.0
	New Teacher Mentors	All	\$ 400.0
	Reading Academy Facilitator	All	\$ 3,000.0
	Reading Academy Teacher	All	\$ 300.0

Fine Arts			
	Band Director MS	MS	\$ 7,500.0
	Band Asst Director MS	MS	\$ 5,500.0
	Choir Director MS	MS	\$ 3,000.0
	Choir Asst Director MS	MS	\$ 2,000.0
	District Honor Choir	All	\$ 500.0
	Mariachi MS	MS	\$ 5,000.0
	Orchestra MS	MS	\$ 5,000.0
	Theatre Director MS	MS	\$ 3,000.0
	Theatre Asst. Director MS	MS	\$ 2,500.0
HIGH SCHOOL			
	Band Asst Director HS	HS	\$ 8,000.0
	Choir Director HS	HS	\$ 5,000.0
	Choir Asst Director HS	HS	\$ 3,500.0
	Mariachi HS	HS	\$ 7,000.0
	Theatre Director HS	HS	\$ 4,000.0
	Theatre Asst HS	HS	\$ 2,500.0
	Winter Guard	HS	\$ 2,500.0
Job-Related			
	Asbestos Abatement License	All	\$ 2,000.0
	Asbestos Designated Person	All	\$ 2,000.0
	Customer Service Inspector	All	\$ 1,500.0
	Ground Water Operator	All	\$ 2,000.0
	IAQ Mold Inspection	All	\$ 2,000.0
	Indoor Air Quality	All	\$ 2,000.0
	Irrigation Technician	All	\$ 2,000.0
	Journeyman Electrician/Fire Tech	All	\$ 2,000.0
	Journeyman Plumber	All	\$ 2,000.0
	Lead Custodian	All	\$ 1,000.0
	Locksmith	All	\$ 2,000.0
	Locksmith Technician	All	\$ 1,000.0
	Master Electrician	All	\$ 3,000.0
	Master Plumber	All	\$ 3,000.0
	Non Commercial Applicator License	All	\$ 2,000.0
	Environmental AC Class A or B	All	\$ 3,000.0
	Commercial Refrigeration Class A or B	All	\$ 3,000.0
	RFCI Asbestos Tile Removal	All	\$ 2,000.0
	Sheetmetal Certification	All	\$ 2,000.0
	Tradesman Plumber	All	\$ 1,500.0
	Wastewater Treatment - Grease Traps	All	\$ 500.0
Special Areas			
	CTE Agriculture	HS	\$ 7,000.0
	CTE Cosmetology	HS	\$ 5,000.0
	CTE Culinary Arts	HS	\$ 5,500.0
	Department Chair HS	HS	\$ 2,000.0
	Department Chair MS	MS	\$ 1,000.0
	Department Chair ES	ES	\$ 750.0
	Dual Credit	HS	\$ 1,500.0
	JROTC	HS	\$ 3,000.0
	JROTC Lead	HS	\$ 4,000.0

Special Areas Continued			
	JROTC Secondary Officer	HS	\$ 2,000.0
	Lead Counselor	HS	\$ 3,300.0
	National Honor Society	HS	\$ 1,000.0
	National Junior Honor Society	MS	\$ 600.0
	Newspaper HS	HS	\$ 1,600.0
	Student Council HS	HS	\$ 1,700.0
	Student Council MS	MS	\$ 750.0
	Stadium Manager	All	\$ 12,500.0
	TX Assoc Future Educators HS	HS	\$ 600.0
	Yearbook HS	HS	\$ 1,800.0
	Yearbook MS	MS	\$ 500.0

Category	Assignment	Level	Proposed Stipend
Special Populations			
	*Bilingual	All	\$ 5,000.0
	21/22 Bilingual Teacher Incentive	All	\$ 1,500.0
	*Bilingual Deaf (English / American)	All	\$ 5,000.0
	Dual Language ESL	All	\$ 2,500.0
	ESL Secondary	All	\$ 1,500.0
	GT Lead	All	\$ 1,200.0
	Special Ed BCBA	All	\$ 3,000.0
	Special Ed LSSP (Licensed)	All	\$ 1,000.0
	Special Ed SLP (Licensed)	All	\$ 1,000.0
	Special Ed Teacher	All	\$ 1,350.0
	Special Ed Assignment Specialized	All	\$ 2,500.0
	Special Olympics Head	All	\$ 6,000.0
	Special Olympics Asst	All	\$ 4,000.0
	Teacher (IMPACT)	All	\$ 1,000.0

***Bilingual stipend amounts are determined by internal service years as shown below.**

Years of service with Hays CISD	Amount
BILINGUAL STIPEND <5 YEARS	\$5,000.0
BILINGUAL STIPEND 6 - 10 YEARS	\$5,250.0
BILINGUAL STIPEND 11 - 15 YEARS	\$5,500.0
BILINGUAL STIPEND 16 - 20YEARS	\$5,750.0
BILINGUAL STIPEND >20YEARS	\$6,000.0

Hays Consolidated Independent School District
Substitute and Extra Duty Pay
for the Fiscal Year ending June 30, 2022

Updated 8/12/21

SUBSTITUTES		
Assignment	Rate	Per
Guest Teacher	\$ 120.00	Day
Guest Teacher - Longterm w/ no Certification	\$ 130.00	Day
Guest Teacher - Longterm w/ Certification	\$ 140.00	Day
Guest Teacher - Longterm w/matching Certification	\$ 150.00	Day
Paraprofessional	\$ 100.00	Day
Paraprofessional - Long term	\$ 110.00	Day
Paraprofessional - High Needs Classroom	\$ 110.00	Day
Paraprofessional - Long term High Needs Classroom	\$ 120.00	Day
Early Release Day (Teacher)	\$ 90.00	Day
Early Release Day - (Paraprofessional)	\$ 75.00	Day
Nurse - RN	\$ 210.00	Day
Nurse - LVN	\$ 110.00	Day
Nurse - Screener	\$ 110.00	Day
Sub Assistant Principal	\$ 300.00	Day
Sub Principal	\$ 400.00	Day
Sub Counselor	\$ 250.00	Day
Custodian Substitute	\$ 14.03	Hour
Child Nutrition Substitute	\$ 14.03	Hour
NSHE Tutors - Certified	\$ 20.00	Hour
NSHE Tutors - Degreed/Non-certified	\$ 17.50	Hour
NSHE Tutors - Non-degreed	\$ 15.00	Hour
Daily Intervention Tutoring Rate - Certified	\$160.00	Full Day
Daily Intervention Tutoring Rate - Degreed	\$140.00	Full Day
Daily Intervention Tutoring Rate - NonDegreed	\$120.00	Full Day

****All NSHE employees will be paid at the minimum rate for the position in which they are serving.**

EXTRA DUTY PAY		
Special Assignment	Rate	Per
Assessment Test Vetting	\$ 25.00	Hour
Club Sponsor - ES	\$ 30.00	Hour
Curriculum Writer	\$ 25.00	Hour
Gifted Talented Testing Coordinator	\$ 25.00	Hour
Gifted Talented Testing Facilitator	\$ 25.00	Hour
Native Speaker Fluency Assessment	\$ 25.00	Hour
Professional Support	\$ 25.00	Hour
Paraprofessional Support	Current hourly rate	
Professional Development - Presenter (Non-Contract Period) District Staff	\$ 50.00	Hour (Max 6 hrs.)
Professional Development - Presenter (Contract Period) District Staff		
<i>Non-contract day preparation</i>	\$ 25.00	Hour (Max 7 hrs.)

Special Assignment continued	Rate	Per
Professional Development - Attendee (Non-Contract Period) District Staff	\$ 100.00	Full Day
Textbook Warehouse Assistance	Current hourly rate	
Full-Time Teacher Tutoring Rate	\$ 30.00	Hour
Interim Duty Pay	\$ 50.00	Per Day
Incentive Pay		
Special Assignment Pay	Rate	Per
Employee Referral Incentive Program	\$50	Referral
Bilingual Teacher Referral Incentive Program	\$250	Referral
Employee Referral Incentive Program - 6 month stay	\$50	Referral
Elementary Teacher Coverage - No Split (2 Full Classes)	\$60	Half Day
Elementary Teacher Coverage - 2 Teacher Split	\$30	Half Day
Elementary Teacher Coverage - 3 Teacher Split	\$20	Half Day
Secondary Teacher Coveage - 45 minute Class period	\$20	Per Class Period
Secondary Teacher Coveage - 90 minute Class period	\$30	Per Class Period
Paraprofessional Coverage - No Split (2 Full Classes)	\$120	Full Day
Paraprofessional Coverage - 2 Teacher/Para Split	\$30	Half Day
Paraprofessional Coverage - 3 Teacher/Para Split	\$20	Half Day

****Sub Shortage coverage compensation will be paid up to the daily sub rate for the position. This
This can be split multiple ways depending on how the campus chooses to arrange the day.
Not to exceed the daily rate that a sub would have been paid to cover the assignment.**

EVENT WORKERS		
Special Assignment Pay	Rate	Per
Gate Ticket Workers	\$15	hour
Security Worker	\$20	hour
Announcer	\$30	hour
Athletic Ticketing Coordinator	\$25	hour
<i>No Blended Rates - Occasional & Sporadic - Flat Rate</i>		

Hays Consolidated Independent School District
2021 Summer School Pay
for the Fiscal Year ending June 30, 2022

Updated 6/24/21

SUMMER SCHOOL		
Summer School – High	Daily Rate	Amount
Principal HS		\$6,500.00
Assistant Principal HS		\$4,800.00
Counselor HS		\$4,200.00
Technologist HS	\$255	\$4,335.00
Teacher (PreAP, Credit Recovery, Language, Acceleration)	\$255	\$4,590.00
Teacher (STAAR EOC, Credit Recovery)	\$255	\$4,080.00
Teacher (ESY - 5.5 hours)	\$165	\$2,970.00
Librarian	\$255	\$1,275.00
Nurse	\$255	\$4,335.00
Registrar HS		\$20.00 hrly. rate
Receptionist HS		\$14.00 hrly. rate
Summer School – Middle	Daily Rate	Amount
Principal MS		\$5,500.00
Technologist MS (split with ES)	\$225	\$1,687.50
Teacher MS	\$225	\$3,600.00
Librarian MS	\$225	\$1,800.00
Nurse	\$225	\$3,375.00
Receptionist MS		\$14.00 hrly. rate
Summer School - Elementary	Daily Rate	Amount
Principal ES		\$5,500.00
Assistant Principal ES		\$4,800.00
Technologist ES (split with MS)	\$225	\$1,687.50
Teacher ES	\$248	\$3,960.00
Nurse ES	\$248	\$4,207.50
Receptionist ES		\$14.00 hrly. rate
Library Tech		\$14.00 hrly. rate
Cafeteria Monitor		\$10.15 hrly. rate

Summer School – Bilingual	Daily Rate	Amount
Assistant Principal – BIL ES		\$4,800.00
Teacher BIL ES	\$289	\$5,197.50
Librarian BIL ES	\$289	\$4,908.75
Paraprofessional - BIL ES		\$14.00 hrly. rate

* The rate for teachers, nurses, librarians and technologists is \$30.00/hour.

* The rate for Bilingual teachers is \$35.00/hour.

* The rate for paraprofessionals, except Registrar, is \$14.00/hour

* **Number of summer school hours vary based on the summer school requirements and/or virtual learning.**

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 23, 2021

Subject: Request for additional teacher allocations

Administrator Responsible/Position: Dr. Fernando Medina, CHRO

A. Purpose of Agenda Item:

Action needed Information only Receive input

B. Authority for This Action:

Local Policy DC Legal/Local Law or Rule N/A

C. Goal or Need Addressed: In order to maintain established student-to-teacher staffing ratios and to staff the Homebound Academy which will provide home instruction during COVID, advanced approval to increase the number of teacher allocations is requested.

D. Summary:

- Previous board action relating to this item -
- Future action anticipated -
- Background information - The Board of Trustees has in past years approved the addition of teacher allocations in lieu of approving a request for class-size exceptions as well as to maintain the established student-to-teacher staffing ratios. Given our history of increasing student growth in Hays CISD, the district anticipates the need to increase the overall number of teacher allocations. The district has established the Homebound Academy to provide home instruction to qualifying students during COVID. The District will also provide Remote Conferencing to students who are directly affected by COVID. Both programs may require additional teaching staff.

Increases to teacher allocations will be reported to the Board by way of a monthly budget amendment.

E. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other

F. Administrative Recommendation: Administration recommends that the Board authorize the Superintendent to increase the number of teacher allocations as needed to ensure the established student-to-teacher staffing ratios at each campus and to support instruction for the Homebound Academy and Remote Conferencing.

Advantages/benefits of this proposal – Advanced Board approval will provide the opportunity for the district to immediately recruit and hire staff and avoid delays resulting from postponing until a future board meeting. The administration will keep the Board informed of allocations added to any campus.

G. Fiscal Impact and Cost: Amount: TBD (based on the number of positions needed)

Budget Bond Grant/Special Funds Other _____

Prior Year Spending - \$ _____

Future/Ongoing - _____

H. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action—Dr. Fernando Medina, CHRO

Evaluation method and time line – The administration will add only the allocations needed to maintain established student-to-teacher staffing ratios and to support the Homebound Academy and Remote Conferencing.

Next report to the board – The administration will provide the Board with a budget amendment on a monthly basis that reflects the number of allocations added.

I. Suggested Motion:

I move that the Board of Trustees authorize the Superintendent to increase the number of teacher allocations as needed to ensure the established student-to-teacher staffing ratios at each campus and to support instruction for the Homebound Academy and Remote Conferencing, as presented.



H A Y S C I S D

Student Code of Conduct

2021-2022 School Year



If you have difficulty accessing the information in this document because of disability, please contact the Office of Student Services at 512-268-2141.

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Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact the Office of Student Services at 512-268-2141.

Purpose

The Student Code of Conduct (“Code”), 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 Student Code of Conduct has been adopted by the *Hays Consolidated Independent School District* 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 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 shall be posted at each school campus or shall be available for review at the campus principal’s office. Additionally, the Code shall be available at the campus behavior coordinator’s office and posted on the district’s website. 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 Student 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 and the Student Handbook, the Code 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; including any remote instruction activity regardless of location and while the student is going to and from school or a school-sponsored or school related activity on district transportation.
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. The designated person may be the principal or any other campus administrator selected by the principal. The campus behavior coordinator 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 campus behavior coordinator. Contact information may be found at and at <https://www.hayscisd.net/domain/83>.

Threat Assessment and Safe and Supportive School Team

The campus behavior coordinator or other appropriate administrator will work closely with the campus threat assessment 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.

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.

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.

Reporting Crimes

The principal or campus behavior coordinator 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

To ensure sufficient security and protection of students, staff, and property, the board employs Texas Peace Officers through the Hays County Sheriff's Office as School Resource Officers (SROs). In accordance with law, the board has coordinated with the campus behavior coordinator and other district employees to ensure appropriate law enforcement duties are assigned to security staff. The law enforcement duties of district peace officers are listed in policy CKE (LOCAL). The law enforcement duties of school resource officers are: determined by inter-local agreement/MOU approved by the Board.

"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.

Participation might include a speaking role, as established by district policy and procedures.

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, school resource officer (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

School District Authority and Jurisdiction

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 22 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.

Because of significant variations in student conduct, it is not always possible for the SCC to address each and every act of student misbehavior. To that end, the district retains discretion to address student misconduct that is inconsistent with these nine standards even though the conduct may not be specifically included in the SCC.

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 16, **DAEP Placement** on page 17, **Placement and/or Expulsion for Certain Offenses** on page 25, and **Expulsion** on page 28, 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 15.

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 25.)
- Horseplay, roughhousing, and other playful behavior that, though not intended to harm, presents a reasonable risk of harm and threatens the safety of others.
- Name-calling, ethnic or racial slurs, derogatory statements, or other language prohibited by law or policy that school employees reasonably believe could substantially disrupt the school environment or incite violence.
- Threaten a district student, employee, or volunteer, whether on or off school property or by electronic means, 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.
- Consensual hugging, touching, or other displays of affection that interfere with, detract from, or disrupt the school environment.
- 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.
- Retaliating against a student for (1) reporting either a violation of the SCC or bullying, or (2) participating in an investigation of a violation of the SCC or bullying.

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 25.)
- 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.
- Attempting to start or starting a fire on or in any property owned, used, or controlled by a student, the district, or district employees, officials, or volunteers.
- 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 25.)
- 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 25. 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 any prohibited substance/illegal drug. (Also see **DAEP Placement** on page 17 and **Expulsion** on page 28 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:

General Conduct Violations

- 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.
- 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. The district prohibits any clothing, grooming, or display of images that cause, or in the principal or designee's judgement may reasonably be predicted to cause, disruption of or interference with school activities. The district also prohibits the wearing or display of pictures, writings, images or symbols that 1) are lewd, vulgar, sexually-explicit, or obscene; 2) seek to demonstrate or recruit gang membership; 3) are discriminatory, harassing, or threatening towards others on the basis of their race, sex, disability, ethnicity, religion, or gender

General Conduct Violations

(including, but not limited to, display of the confederate flag); or 4) advertise or promote tobacco products, alcoholic beverages, drugs, or any other substance prohibited by policy.

- Display of the confederate flag while on district property and while at district or school sponsored events.
- Engage in academic dishonesty, which includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination.
- Inappropriate exposure of a student's private body parts which are ordinarily covered by clothing, including through such acts as mooning, streaking, or flashing.
- Refusing to cooperate with an investigation or questioning of a district employee, including but not limited to any attempt to evade, avoid, or delay said investigation or questioning.
- Failing to wear and/or provide proper identification upon request of a district employee.
- Failing to immediately report to a school employee knowledge of a device, object, substance, or event that the student suspects could cause harm to self or others.
- Violating District policies or rules for computer use, Internet access, technology, or other electronic communications or imaging devices.
- Failing to comply with guidelines applicable to student speakers who are speaking at school-sponsored or school-related events. (See FNA (Local)).
- 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. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

Additional Rules

Students may be subject to campus, classroom, transportation, extracurricular, and/or organization rules in addition to those found in the SCC. Students may face consequences under these additional rules as well as possible disciplinary action under the SCC. Further, to the extent a student engages in misconduct that is not specifically addressed in the SCC, the student may still be disciplined if the misconduct disrupts or interferes with the educational process, learning environment, or school safety.

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 Student 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 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 Student 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.

- Detention, including outside regular school hours.
- Sending the student to the office, another assigned area, or to in-school suspension.
- 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 16.
- Placement in a DAEP, as specified in **DAEP** on page 17.
- Expulsion and/or placement in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page 25.
- Expulsion, as specified in **Expulsion** on page 28.
- 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.

- 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 campus behavior coordinator 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 campus behavior coordinator 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 campus behavior coordinator shall send written notification by U.S. Mail. If the campus behavior coordinator 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 campus behavior coordinator, 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 campus behavior coordinator's office, or the central administration office or through Policy On Line at the following address: <https://www.hayscisd.net/Page/327>

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 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.

Since the district's primary responsibility in transporting students in district vehicles is to do so as safely as possible, 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 campus behavior coordinator may restrict or revoke a student's transportation privileges, in accordance with law.

In addition to compliance with the SCC, students are expected to comply with the following transportation rules:

- Enter and exit transportation in an orderly manner at the designated stop
- Remain seated in designated seats facing forward
- Keep aisles clear of books, bags, instruments, feet, or other obstructions
- Comply with lawful directives issued by the driver
- Follow the driver's rules for food or beverages
- Do not extend any body part, clothing, or other article outside of the transportation
- Keep hands, feet, other body parts, or objects to yourself
- Refrain from making loud or distracting noises
- Do not obstruct the driver's view
- Do not throw objects inside the transportation or out of the windows or doors
- Do not mark, deface, destruct, or tamper with seats, window, emergency doors, or other equipment

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 campus behavior coordinator's office as a discipline management technique. The campus behavior coordinator 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 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 campus behavior coordinator 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 campus behavior coordinator 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 campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- 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, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder 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 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.

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 campus behavior coordinator 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 campus behavior coordinator 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 campus behavior coordinator 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 in-school suspension 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.

In School Suspension (ISS)

Reasons for ISS

Students may be placed in ISS for any misconduct listed in any category of the SCC.

Procedure for ISS

The student will be informed of the reason for placement in ISS and be given an opportunity to respond before the administrator's decision is final. While in ISS the student will complete assignments from his or her teacher.

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 5 and secondary classification shall be grades 6–12.

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 campus behavior coordinator shall take into consideration:

7. Self-defense (see **glossary**),
8. Intent or lack of intent at the time the student engaged in the conduct,
9. The student's disciplinary history,
10. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
11. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
12. A student's status as homeless.

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student may be placed in a DAEP for the following conduct violations:

- Possessing, giving, buying, or selling less than a usable amount of stems, seeds, or other pieces of marijuana
- Possessing, using, selling, buying, or giving paraphernalia (see glossary) related to any prohibited substance, including but not limited to marijuana, a controlled substance (see glossary), a dangerous drug (see glossary), or an alcoholic beverage (see glossary)
- Abusing the student's own prescription drug or using it in a way other than prescribed; giving, buying, or selling a prescription drug; possessing, using, or being under the influence of another person's prescription drug
- Offering to sell or buy any amount of marijuana, a controlled substance (see glossary), a dangerous drug (see glossary), an abusable volatile chemical (see glossary), a prescription drug, or an alcoholic beverage (see glossary)
- Preparing a hit list (see glossary)
- Committing any offense included in the list of General Conduct Violations in this SCC
- Engaging in persistent (see glossary) misbehavior that violates this SCC

Misconduct Identified in State Law

In accordance with state law, a student **may** be placed in a DAEP for any of the following offenses:

Disciplinary Alternative Education Program (DAEP) Placement

- 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**.)
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

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 campus behavior coordinator **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 marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. 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. (School-related felony drug offenses are addressed in **Expulsion** on page 28.) (See **glossary** for "under the influence" "controlled substance," and "dangerous drug.")
 - 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, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in **Expulsion** on page 28.)
 - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.

Disciplinary Alternative Education Program (DAEP) Placement

- 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 between six and 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 28.)
- 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's designee 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 campus behavior coordinator.

Conference

When a student is removed from class for a DAEP offense, the campus behavior coordinator 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 campus behavior coordinator 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.

Disciplinary Alternative Education Program (DAEP) Placement

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator 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.

Placement Order

After the conference, if the student is placed in a DAEP, the campus behavior coordinator shall write a placement order. A copy of the DAEP placement order 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, the placement order shall give notice of the inconsistency.

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 campus behavior coordinator 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.

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.

Disciplinary Alternative Education Program (DAEP) Placement

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 campus behavior coordinator 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.

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 campus behavior coordinator's office, the central administration office, or through Policy on Line at the following address: <https://www.hayscisd.net/Page/327> .

Appeals shall begin at level one with the campus behavior coordinator or other administrator.

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.

The district will provide transportation to and from DAEP. This transportation privilege may be revoked if the student does not follow the transportation rules, refuses to cooperate with the driver or other district personnel involved in providing transportation or violates any provision of the SCC during transport.

Other DAEP Issues

Students placed in DAEP for any mandatory or discretionary reasons are not allowed to attend or participate in school-sponsored or school-related extracurricular or co-curricular activities during the period of DAEP placement. This restriction applies until the student fulfills the DAEP assignment at this or another school district.

Disciplinary Alternative Education Program (DAEP) Placement

The district will provide transportation to and from DAEP. This transportation privilege may be revoked if the student does not follow the transportation rules, refuses to cooperate with the driver or other district personnel involved in providing transportation or violates any provision of the SCC during transport.

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 campus behavior coordinator 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 campus behavior coordinator 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.

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

Disciplinary Alternative Education Program (DAEP) Placement

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 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 campus behavior coordinator 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 campus behavior coordinator 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 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 campus behavior coordinator 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:

Placement and/or Expulsion for Certain Offenses

- Have received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have 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;
- Have been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Have 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
- Have 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 campus behavior coordinator 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.

Placement and/or Expulsion for Certain Offenses

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 campus behavior coordinator 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 17.)

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 any conduct containing the elements of 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:

- 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 drug- or alcohol-related offense.
- 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, 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 marijuana, a controlled substance, a dangerous drug, or alcohol, or committing a serious act or offense while under the influence of alcohol.
- 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 campus behavior coordinator 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 campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- 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 delegates to the principal or district designee authority to conduct hearings and expel students.

Review of Expulsion

A student and/or a parent/guardian may appeal the expulsion decision by filing an appeal notice with the Superintendent within ten days of receiving the written expulsion decision. The appeal notice must be filed in writing on a form provided by the District. The Superintendent's designee shall hold a conference within ten days after the appeal notice is filed. The Level Two conference shall be limited to the issues presented by the parties at the expulsion hearing and identified in the Level Two appeal notice. The Superintendent's designee may set reasonable time limits for the conference.

New documents or information may only be submitted at the Level Two conference at the discretion of the Superintendent's designee. The Superintendent's designee may conduct an independent inquiry into the issues at his or her discretion. Any additional information considered by the Superintendent's designee as part of an independent inquiry shall be incorporated into the record of the Level Two conference. The Superintendent's designee shall provide the student and the parent/guardian a written response that sets forth the basis for the decision within ten days following the Level Two conference.

If the student and the parent/guardian did not receive the relief requested at Level Two or if the time for issuing a Level Two response has expired, the student and/or the parent/guardian may appeal the decision to the Board. The appeal notice must be filed with the Superintendent 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 and parent/guardian of the date, time, place, and format of the Board meeting at which the appeal shall be on the agenda for Board consideration.

New information or evidence may not be presented at Level Three. In extenuating circumstances and subject to the Board's discretion, a new expulsion hearing may be conducted at Level Three to remedy any procedural issues from the levels below. The Board 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 appeal by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two (see Policy FOD (LOCAL) for further detail at <https://pol.tasb.org/Policy/Code/621?filter=FOD>).

Expulsion Order

Before ordering the expulsion, the principal or district designee 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 principal or district 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 principal or district designee 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 Student 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 campus behavior coordinator 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 campus behavior coordinator or the board's designee 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. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another; and
 - e. 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.

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, including 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.

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 30, 2021

Subject: 2021 Bond – Consideration and possible approval of Guaranteed Maximum Price (GMP) for Bid Package 3 Negley ES Renovations and Expansion

Administrator Responsible/Position: Max Cleaver, Chief Operations Officer

A. Purpose of Agenda Item:

Action needed

Information only

Receive input

B. Authority for This Action:

Local Policy

Law or Rule

N/A

C. Goal or Need Addressed:

Provide cost-effective, timely facilities.

D. Summary:

Previous board action relating to this item –

In December 2020, the Board approved a reimbursement resolution to begin design work for the Negley ES Improvements to be included in the May 2021 Bond.

At the FBOC meeting on February 4, 2021, OCR presented the design work-to-date for Negley ES.

At the February 2021 Board meeting (actually held on March 1, 2021 as a result of a winter storm) staff presented the design to date, approximately 95% Schematic Design (SD), and gained approval to proceed to construction documents. We have attached a CD site plan, floor plan, elevation, and isometric drawing for your review.

Improvements include 8 additional classrooms with shared student restrooms, 2 typical classrooms, storage, additional cafeteria seating, outdoor courtyard, teacher work room renovations, stage relocation and renovation, storm drainage relocation, playground relocation, and flooring replacements.

In June 2021, the Board approved the GMP for 2021 Bond Bid Package 2 containing improvements at BMS, DMS MMS, and EGES. At that time, approximately \$1,251,208 of contingency was identified in the project accounting.

Future action anticipated -

Background information:

On July 29, 2021, Bartlett-Cocke received bids on behalf of the District and began the evaluation process. On August 16, the project team arrived at the GMP presented in this agenda item.

Staff wishes to present this GMP for discussion to the Board and FBOC on August 23 and 26 respectively, and return to the Board for consideration of approval on August 30.

We continue to experience higher than normal pricing for concrete, metals such as fencing and walkway covers, carpet, mechanical, electric, and plumbing items, earthwork, and utilities.

E. Comments Received:
 Cabinet DLT FBOC Teacher Org. Reps. Other: Campus Staff

F. Administrative Recommendation:
 Consideration and approval of the GMP for Negley ES Improvements.

G. Fiscal Impact and Cost: Amount: Estimated
 Budget Bond Grant/Special Funds Other

The accounting for the proposed project is summarized in the following table:

Estimated		Proposed		Over/Under
Construction	\$5,202,260	Construction (GMP); Includes \$244,000 contingency	\$6,108,912	\$906,652
Architect 7%	\$364,158	Architect 6.5%	\$397,079	\$32,921
FFE 7%	\$364,158	FFE	\$303,500	-\$60,658
Infrastructure and Fees 3%	\$190,327	Infrastructure and Fees	\$135,000	-\$55,327
Project Contingency	\$223,317	Project Contingency	\$25,000	-\$198,317
Totals	\$6,344,220	Totals	\$6,969,491	\$625,271

Staff proposes to utilize a portion of the contingency resulting from Bid Package 2 to make this project whole.

Prior Year Spending – not applicable

Future/Ongoing – not applicable

H. Monitoring and Reporting Time Line:
 Person responsible for evaluating this decision or action: Max Cleaver, Chief Operations Officer
Evaluation method and time line -
Next report to the board -

I. Suggested Motion:
 I move the Board approve the Guaranteed Maximum Price (GMP) for the 2021 Bond Bid Package 3, Negley Elementary School Improvements, as designed by O’Connell Robertson Architects and submitted by Bartlett-Cocke Construction, in the amount of \$6,108,912, as presented.



August 16, 2021

Mr. Max Cleaver
Hays Consolidated Independent School District
21003 Interstate 35
Kyle, Texas 78640

Re: Guaranteed Maximum Price for the Hays CISD Negley Elementary School

Dear Mr. Cleaver:

Bartlett Cocke General Contractors advertised for, and received Subcontractor and Supplier proposals for the 100% Construction Document set for the above-referenced project on July 29, 2021. Based on the receipt of proposals and subsequent analysis, we have assembled the Guaranteed Maximum Price (GMP) for the work included in this proposal package. We are pleased to offer for approval the following overall GMP:

Six Million One Hundred Eight Thousand Nine Hundred Twelve Dollars (\$6,108,912.00)

Included In This GMP:

- Post Bid Allowance \$30,000
Owner Contingency \$122,178
CM Contingency \$122,178

Unit Prices Included In This GMP:

- None \$0.00

Alternates Included In This GMP:

- None \$0.00

Items Included In This GMP:

- Payment and Performance Bond.
Accepted Cost Value Options.
Construction Manager Fee.
General Conditions Costs.
BCLP Self-Perform Bid Items per July 28, 2021 letter.
Subcontracted Cost-of-Work Items.
Payroll Taxes, Insurance, and other Costs.
Prevailing Wages and Benefits per Documents.
All construction work per Plans, Specifications and Addendums, unless specifically noted or excluded below.

Items Excluded From This GMP:

- Sales tax.
Testing and inspections.
Impact / Use / Development / Consultant / Jurisdictional / Agency fees.
Environmental surveys and hazardous material identification, handling and/or removal.
Adjustments, removal, or relocations to existing utilities, unless specifically shown or specified.

BARTLETT COCKE GENERAL CONTRACTORS

Building Better Lives



- Sub-surface investigations, test probe holes, geo-technical testing, and hidden conditions costs.
- All items not shown or specified in the referenced Proposal Documents.
- Utility consumption costs, public utility applications, public utility construction costs and hookup fees.

Clarifications and Assumptions:

- Per clarifications and assumptions log.

Proposal Documents:

- Documents developed by O’Connell Robertson Architects:

100% Construction Documents.....	July 2, 2021
Addendum #1	July 16, 2021
Addendum #2	July 23, 2021

We have provided a GMP Summary for your assistance in preparing the Contract Amendment. At this time, we are requesting that you review and approve our GMP for the project in the above amounts. Upon approval, we will need a Contract Amendment to our Contract by the stated amounts and a Contract Notice to Proceed for this package. If you have any questions, please do not hesitate to call.

Sincerely,
BARTLETT COCKE GENERAL CONTRACTORS

Stefan Doerr

Stefan Doerr
Lead Estimator

- CC: HCISD – Mike Garcia
 O’Connell Robertson – Jarrod Sterzinger
 O’Connell Robertson – Misela Vandewalle
 BCGC – Derek Even
 BCGC – Hans Schneider
 BCGC – Michael Shmidt
 File

BARTLETT COCKE GENERAL CONTRACTORS



O'CONNELL ROBERTSON

Architecture - Engineering - Interiors

5940 MCNAUGHTON
KYLE, TX 78640

Dunaway Associates

Structural Engineer
5707 Southwest Pkwy , Building 2, Suite 250
Austin , TX 78735

Pape-Dawson Engineers

Civil Engineer
10801 North Mopac Expressway , Building 3, Suite 200
Austin , TX 78759

Studio | 16:19, LLC

Landscape Architect
1717 North IH 35, Suite 308 ,
Round Rock , TX 78664

True North Consulting Group

Datacom Consultant
13284 Pond Springs Road , #304
Austin , TX 78729



Mission: We believe every project has a mission and strive to design environments that have a purpose that extends far beyond form and function.

NEGLEY ES IMPROVEMENTS

5940 MCNAUGHTON, KYLE, TX 78640

CONTRACT DOCUMENTS

07/01/21

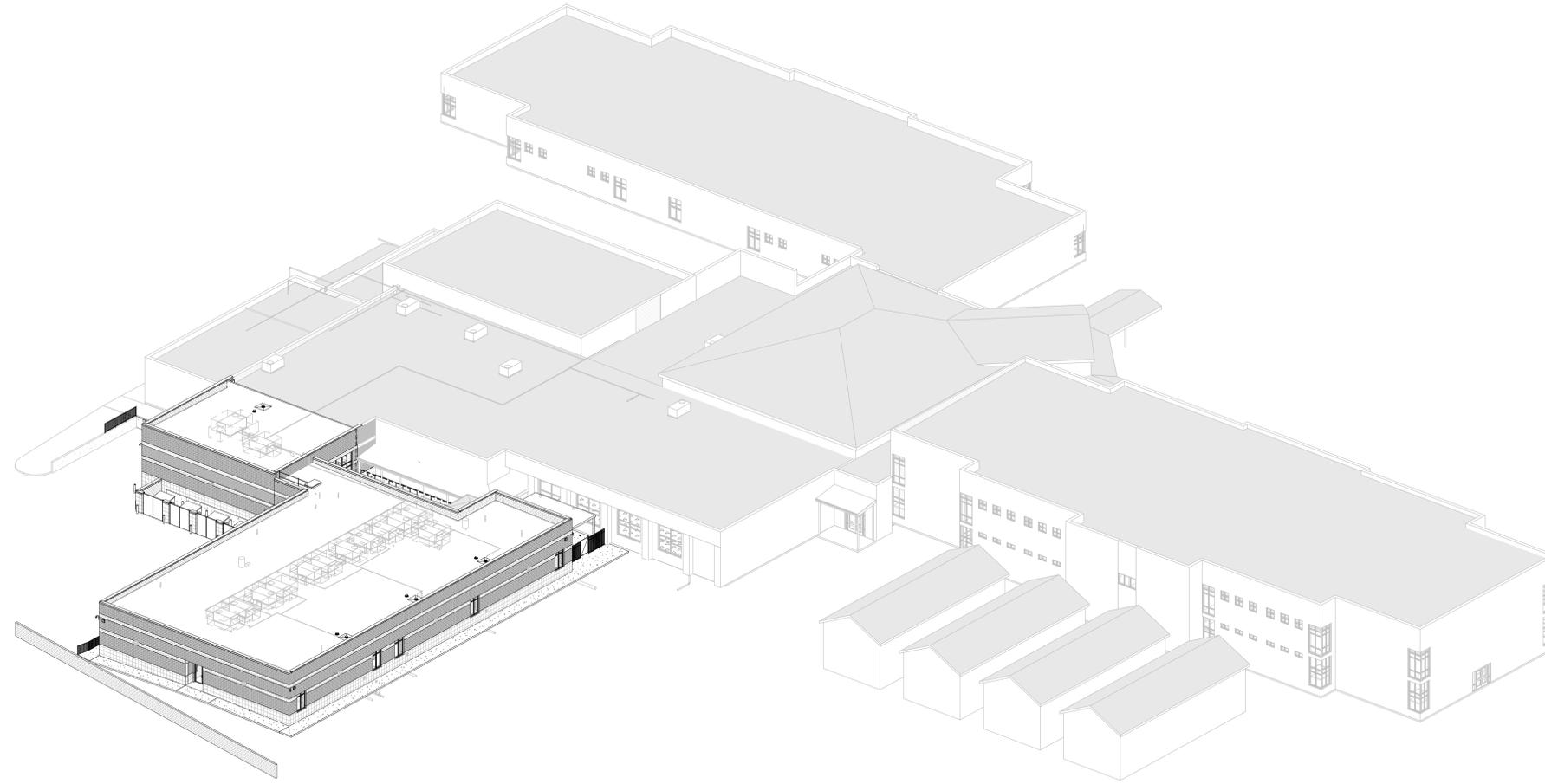


NO. DESCRIPTION DATE

07/01/21
Project No. 1900.11
CONTRACT DOCUMENTS

COVER SHEET
G1.0

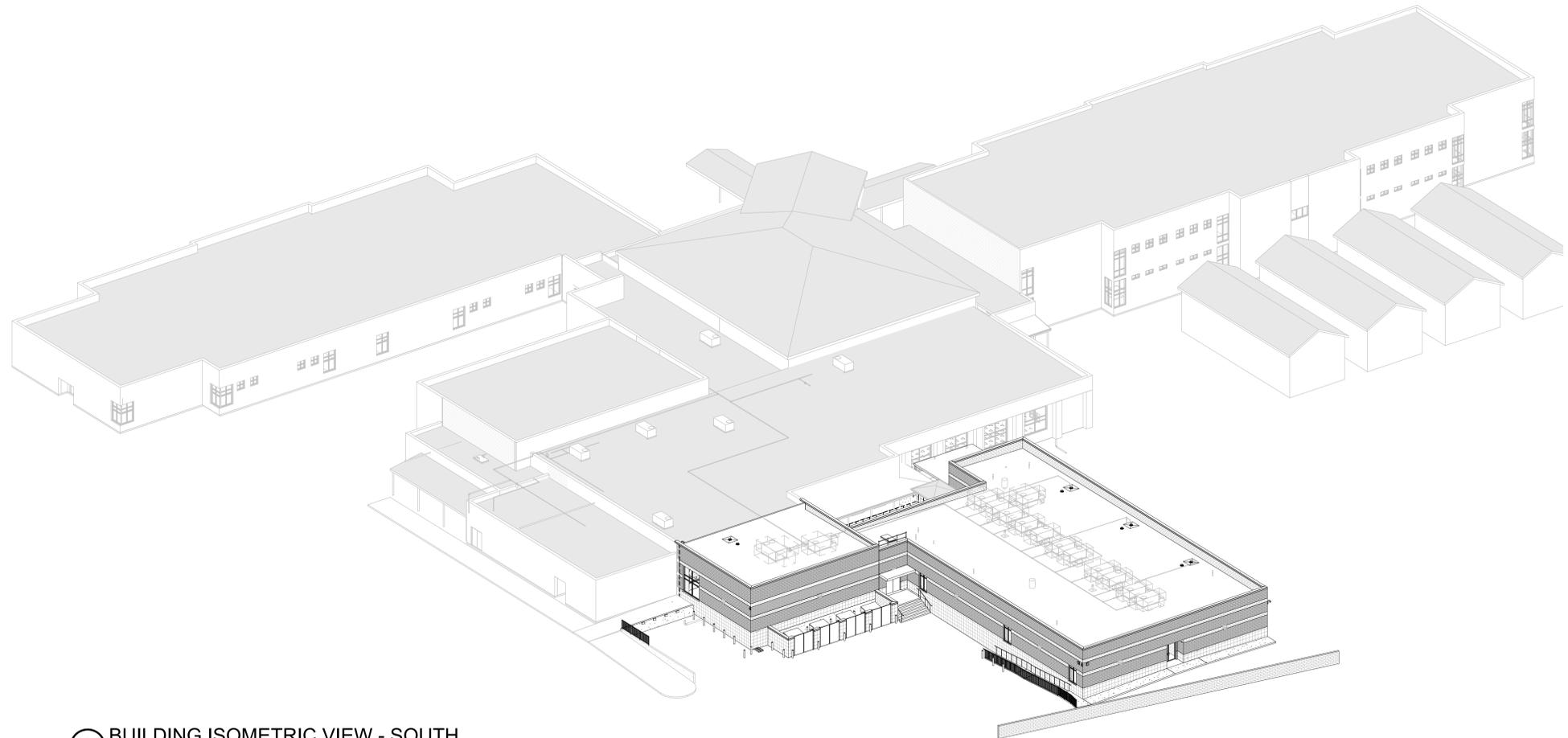




GENERAL ISOMETRIC NOTES

- 1. ISOMETRIC VIEWS AS SHOWN ARE FOR BUILDING MASSING ONLY. REFER TO PLANS AND ELEVATIONS FOR CONSTRUCTION INFORMATION.

2 BUILDING ISOMETRIC VIEW - NORTH
SCALE:



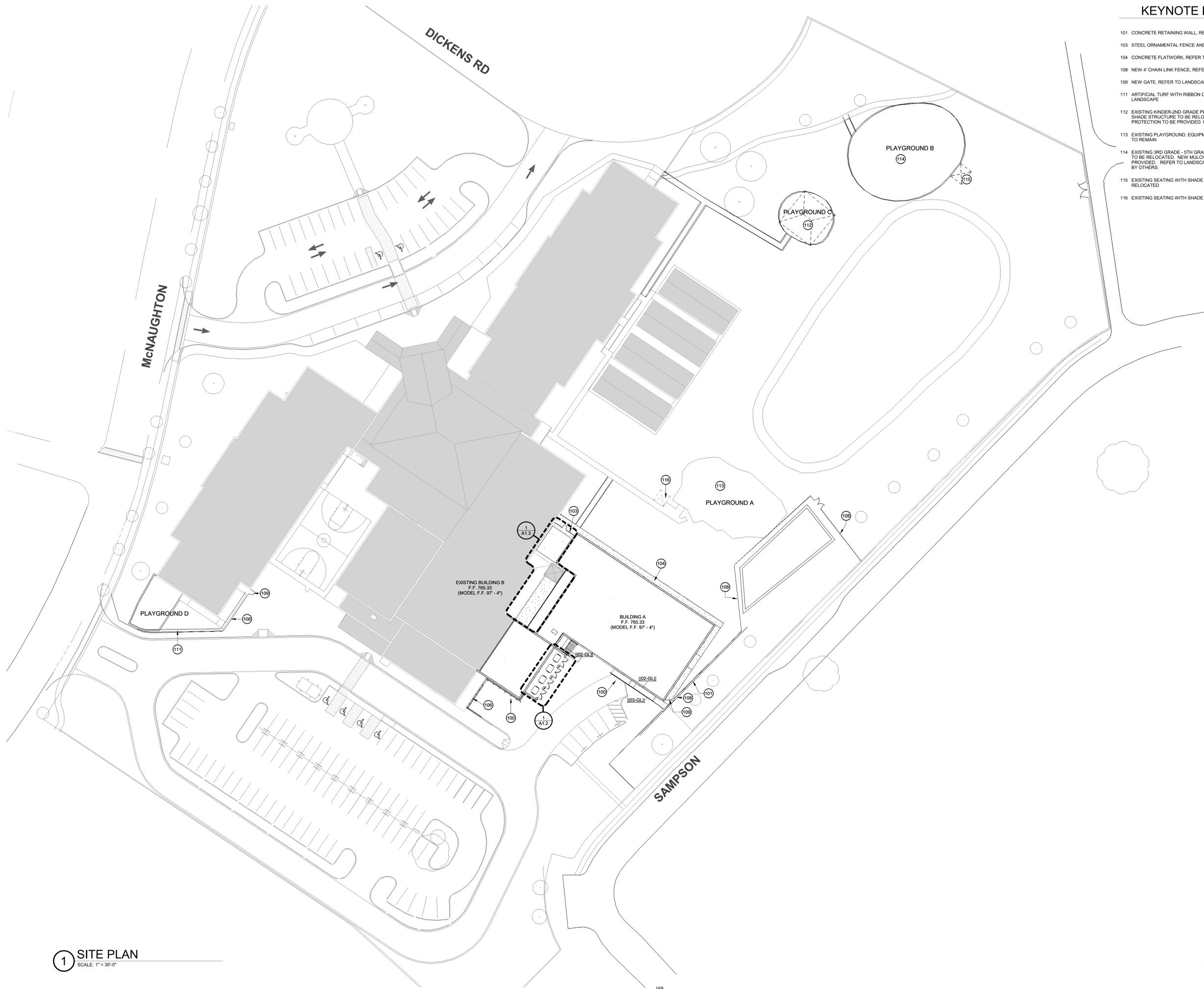
1 BUILDING ISOMETRIC VIEW - SOUTH
NOT TO SCALE



NO.	DESCRIPTION	DATE

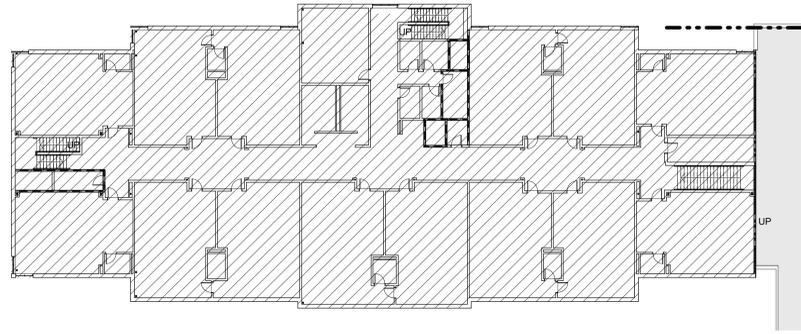
KEYNOTE LEGEND

- 101 CONCRETE RETAINING WALL, REFER TO CIVIL.
- 103 STEEL ORNAMENTAL FENCE AND GATE
- 104 CONCRETE FLATWORK, REFER TO CIVIL AND LANDSCAPE
- 108 NEW 4' CHAIN LINK FENCE, REFER TO LANDSCAPE
- 109 NEW GATE, REFER TO LANDSCAPE
- 111 ARTIFICIAL TURF WITH RIBBON CURB SURROUND, REFER TO LANDSCAPE
- 112 EXISTING KINDER-2ND GRADE PLAYGROUND EQUIPMENT AND SHADE STRUCTURE TO BE RELOCATED. NEW MULCH FALL PROTECTION TO BE PROVIDED, REFER TO LANDSCAPE
- 113 EXISTING PLAYGROUND, EQUIPMENT AND SHADE STRUCTURE TO REMAIN
- 114 EXISTING 3RD GRADE - 5TH GRADE PLAYGROUND EQUIPMENT TO BE RELOCATED. NEW MULCH FALL PROTECTION TO BE PROVIDED. REFER TO LANDSCAPE. NEW SHADE STRUCTURE BY OTHERS.
- 115 EXISTING SEATING WITH SHADE STRUCTURE TO BE RELOCATED
- 116 EXISTING SEATING WITH SHADE STRUCTURE TO REMAIN

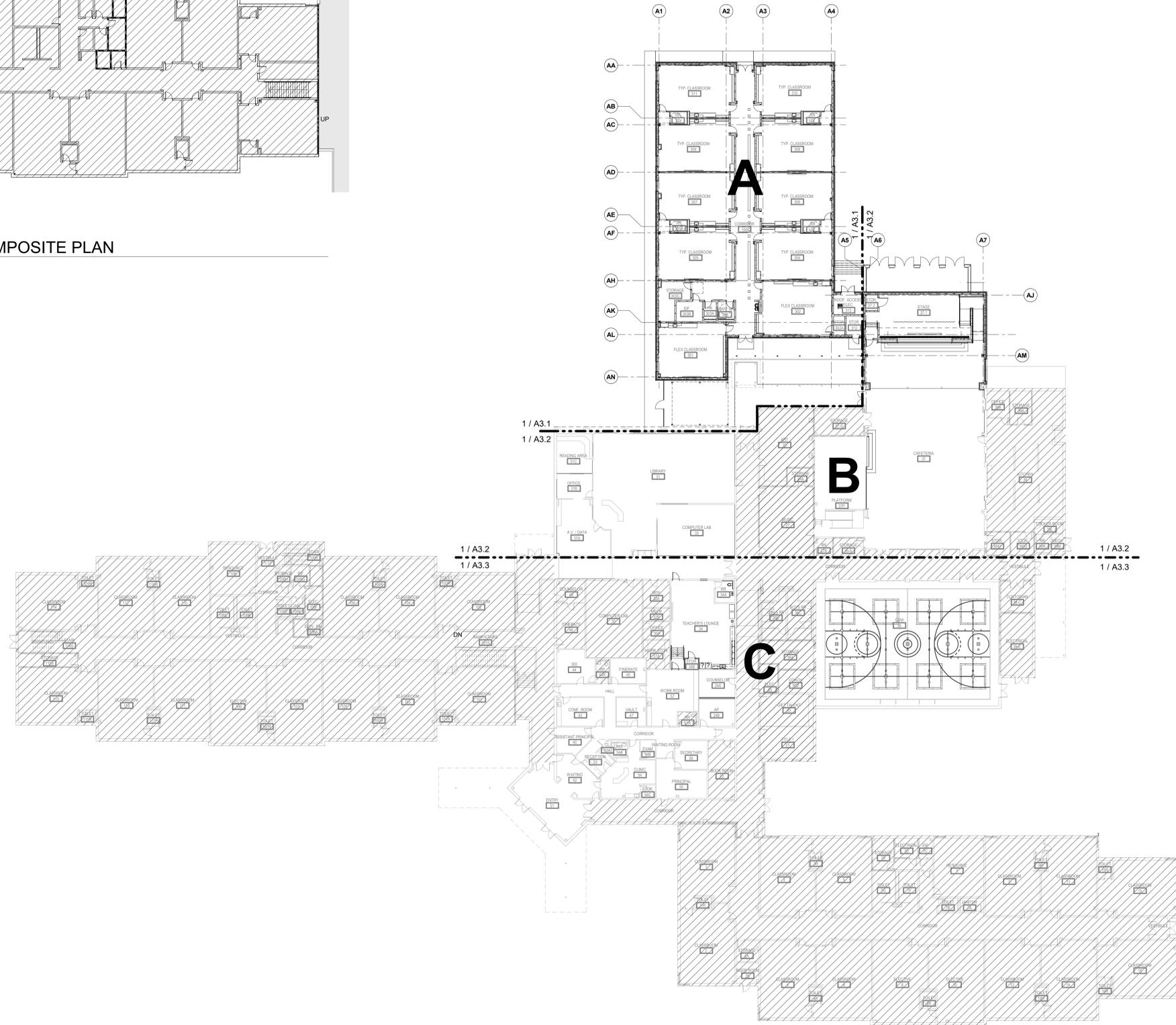


1 SITE PLAN
SCALE: 1" = 30'-0"





2 SECOND FLOOR COMPOSITE PLAN
SCALE: 3/8" = 1'-0"

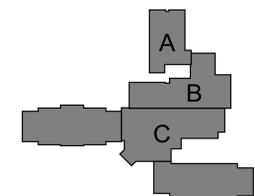


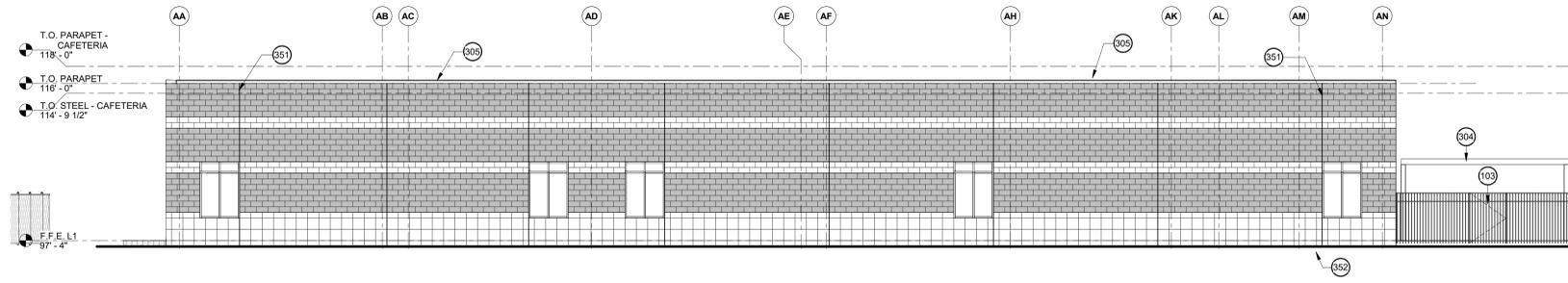
1 FIRST FLOOR COMPOSITE PLAN
SCALE: 3/8" = 1'-0"

PLAN LEGEND

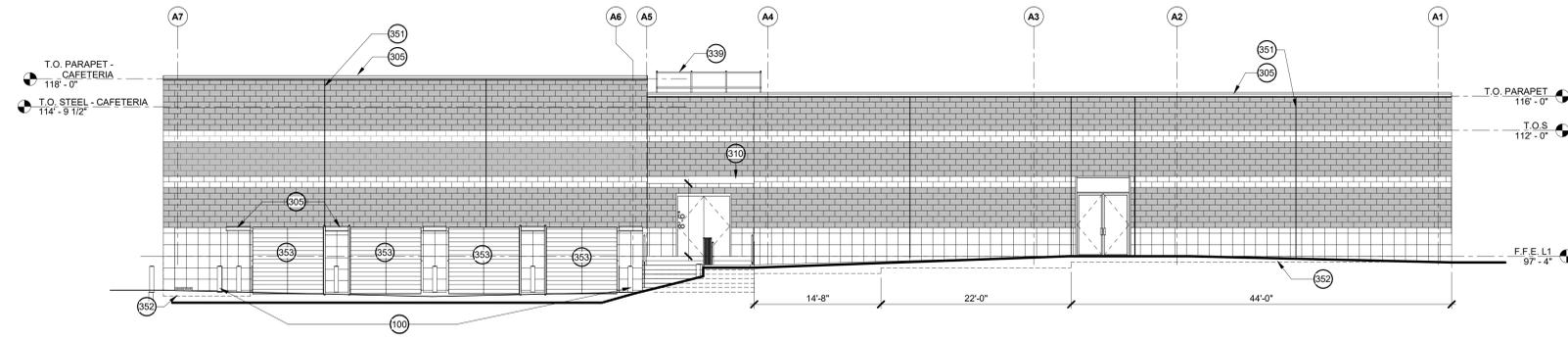


N.I.C.

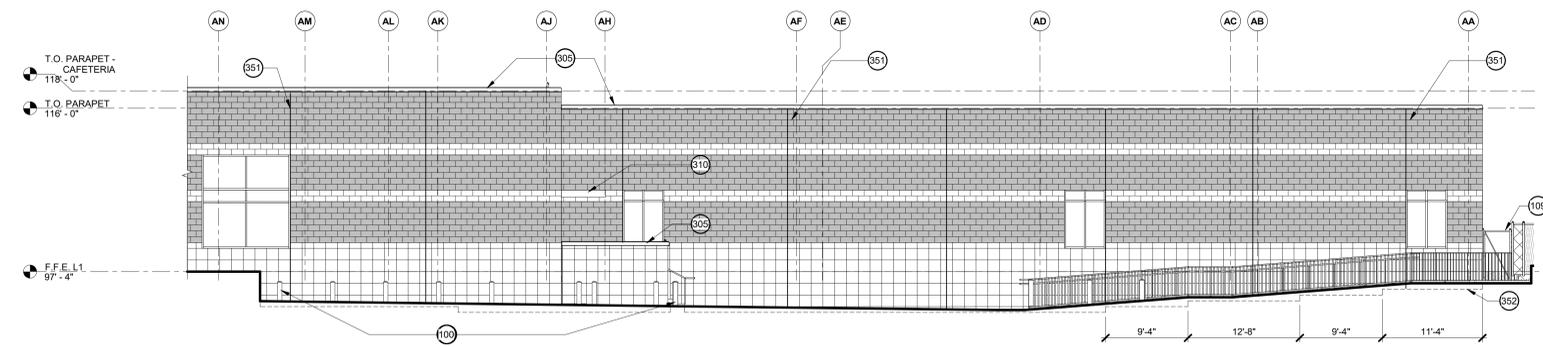




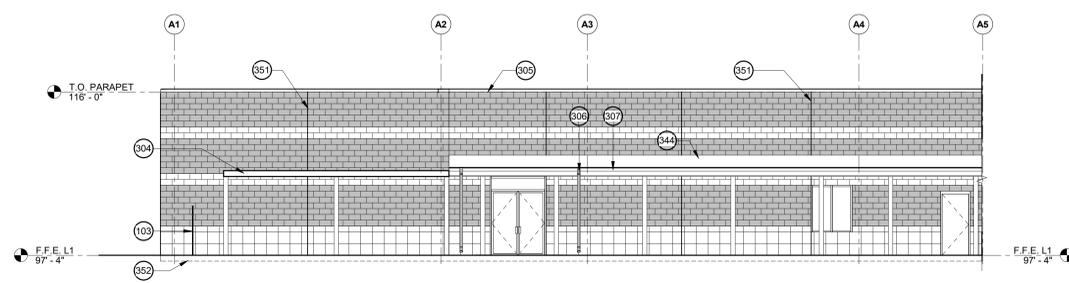
1 CLASSROOM ADDITION ELEVATION - WEST
SCALE: 1/8" = 1'-0"



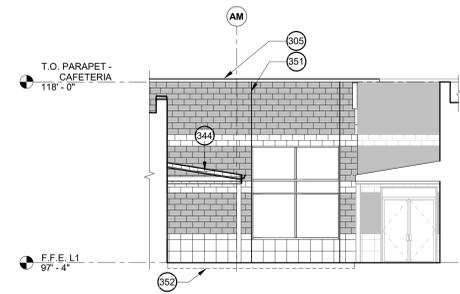
2 CLASSROOM ADDITION ELEVATION - NORTH
SCALE: 1/8" = 1'-0"



3 CAFETERIA ELEVATION - EAST
SCALE: 1/8" = 1'-0"

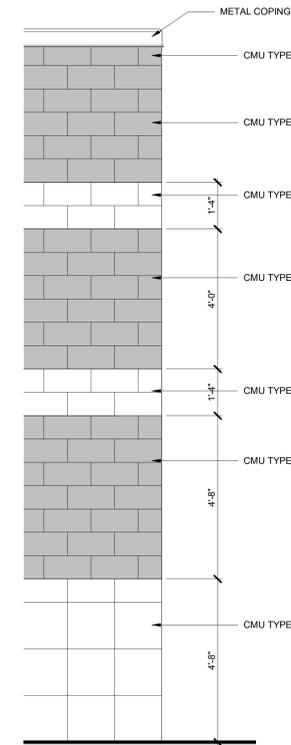


4 CLASSROOM ADDITION ELEVATION - SOUTH
SCALE: 1/8" = 1'-0"



5 COURTYARD ELEVATION - WEST
SCALE: 1/8" = 1'-0"

EXTERIOR MATERIALS LEGEND



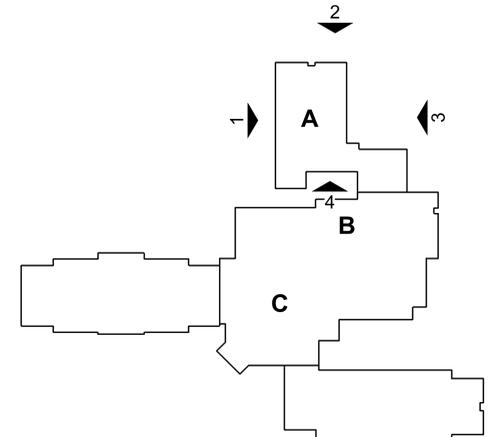
KEYNOTE LEGEND

- 100 6" DIAM. STEEL PIPE BOLLARD
- 103 STEEL ORNAMENTAL FENCE AND GATE
- 109 NEW GATE. REFER TO LANDSCAPE
- 304 WALKWAY COVERING SYSTEM
- 305 PRE-FINISHED METAL COPING
- 306 PRE-FINISHED DOWN SPOUT
- 307 PRE-FINISHED METAL GUTTER
- 310 WALKWAY COVERING SYSTEM CANTILEVERED CANOPY
- 339 SAFETY WALL MOUNTED GUARDRAIL
- 344 STRUCTURAL CANOPY WITH STANDING SEAM METAL ROOF, PRE-FINISHED METAL GUTTER AND DOWNSPOUT, AND PRE-FINISHED METAL PANEL SOFFIT TO MATCH EXISTING
- 351 VERTICAL MASONRY EXPANSION JOINT
- 352 DASHED LINE INDICATES LUG, RE. EXTERIOR DETAILS AND STRUCTURAL
- 353 STEEL GATE WITH VERTICAL METAL PANEL

EXTERIOR MATERIAL LEGEND

- CMU TYPE 1, 16 X 16 STACKED HEADER COURSE
- CMU TYPE 2, 8 X 16 RUNNING BOND
- CMU TYPE 3, 8 X 16 RUNNING BOND
- CMU TYPE 4, 8 X 16 RUNNING BOND

KEY PLAN



HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 30, 2021

Subject: Empaneling an election Redistricting Advisory Committee (RAC)

Administrator Responsible/Position:

A. Purpose of Agenda Item:

Action needed Information only Receive input

B. Authority for This Action:

Local Policy: BBB (Legal) Law or Rule: Education Code 11.052 (i) N/A

C. Goal or Need Addressed:

Not later than the 90th day before the date of the first regular board election at which trustees may officially recognize and act on the last preceding federal census, a board shall re-divide a district into the appropriate number of trustee districts if the census data indicates that the population of the most populous district exceeds the population of the least populous district by more than ten percent. Redivision of a district shall be in the manner provided above at Board Member Districts. *Education Code 11.052(i)*

D. Summary:

Previous board action relating to this item – Previous action occurred in the fall of 2011 and the spring of 2012 following the release of census data from the 2010 census.

Future action anticipated – The board will have to vote on a new map if a new map is needed to meet the requirements of the law, where the population of the most populous single-member-district cannot exceed the population of the least populous district by more than 10 percent.

Background information – Redistricting is required every decade following the completion of the United States census.

E. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other _____

From public – input will come from the committee to the Board.

F. Fiscal Impact and Cost: Amount: \$ 35,000 to \$100,000

Budget Bond Grant/Special Funds Other _____

Prior Year Spending - \$ 0 in prior year

Future/Ongoing – N/A – one time expense until next census in 10 years.

G. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action— Tim Savoy; representatives from legal counsel,
representatives from district demographer

Evaluation method and time line – the timeline will occur during the fall semester of 2021. If the Board empanels the committee in August, members could be seated as early as September. The committee would meet approximately 2 to 4 times to develop a map option to present to the Board of Trustees for approval as early as October, but not later than November or December. Presently, the district is not required to seek pre-clearance from the United States Justice Department. However, should federal law change that reinstates the pre-clearance requirement, the Board would submit its map and the accompanying process packet to the United States Justice Department for preclearance no later than December or early January for a ruling in advance of the filing period closing for the May 2021 election.

Next report to the board – Next report to the Board will be the committee recommendation.

H. Suggested Motion:

I move that the Board empanel an election Redistricting Advisory Committee comprised of (7) seven members and authorize the committee to study election redistricting in Hays CISD.



**TO: Dr. Eric Wright
Superintendent of Schools**

FROM: Tim Savoy

DATE: August 16, 2021

SUBJECT: Overview of Election Redistricting Timeline

Section 11.052(i) of the Texas Education Code requires school districts to re-divide each single-member district following a federal census so that the population of most populous district does not exceed the population of the least populous district by more than 10 percent.

Once the workable census data from the 2021 census is released a committee empaneled by the Board can review the data and study the issue of redistricting in Hays CISD. The committee will be under the tutelage of the district's legal general counsel in partnership with the district's demographers.

The minimum recommended timetable for the redistricting process is as follows:

August 2021 – Board action to appoint an election Redistricting Advisory Committee (RAC) and authorize a redistricting study.

September 2021 – Anticipated release of workable census data and commencement of the RAC study to include a public input component.

Mid-September to Mid-October 2021 – Primary work of the committee. Extended if need-be.

October 2021 – Earliest date for first reading to the Board of the of the proposed new redistricting map and plan. (if the Board wishes to hold a first reading)

November 2021 – Board action adopting the redistricting plan and all other related election changes.

***Early December** – Optimum date for making preclearance submission to the U.S. Department of Justice (if applicable). Because of a 2013 United States Supreme Court, preclearance does not currently apply to Hays CISD. Should Congress make changes to the law, preclearance could possibly be required by the end of the redistricting process.*

January 19, 2022 – Filing period opens for the May 7, 2022, school board election. Provided the Board has adopted a new single-member-district map by this date and federal preclearance has been granted (if applicable), the new map will be in effect for the May 7, 2022, school board election.

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 30, 2021

Subject: Empaneling a School Naming Committee

Administrator Responsible/Position: Tim Savoy

A. Purpose of Agenda Item:

Action needed Information only Receive input

B. Authority for This Action:

Local Policy: CW (Local) Law or Rule N/A

C. Goal or Need Addressed:

To name elementary school #15 located in Sunfield subdivision.

D. Summary:

Previous board action relating to this item – Bond 2021 was approved by voters

Future action anticipated – Voting on name suggestions made to the Board from the committee.

Background information – Policy CW (Local) requires the Board to empanel a naming committee to study submitted name nominations and recommend up to the top three for consideration by the Board.

E. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other _____

From public – Comments and nominations to be received from the community upon empaneling the committee and the opening of the name nomination process as outlined in policy CW (Local).

F. Fiscal Impact and Cost:

Amount: \$ No fiscal impact for hosting a naming committee and nomination process
 Budget Bond Grant/Special Funds Other _____

G. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action— Tim Savoy

Evaluation method and time line – Timeline runs through the fall semester of 2021. If the naming committee is empaneled in August, Board members could have members seated by September. The committee could meet about 3 to 4 times as needed. The actual nomination window must be open at least two weeks. We anticipate the committee will conclude its work and make a recommendation to the Board as soon as October or November, but not later than December 2021.

Next report to the board – Next item to the Board will be the committee recommendation for possible action.

H. Suggested Motion:

I move that the Board empanel a school naming committee comprised of (7) seven members to provide a recommendation regarding a possible name for the elementary school currently under construction in the Sunfield subdivision.

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 30, 2021

Subject: School Attendance Boundary Rezoning Process Discussion

Administrator Responsible/Position: Tim Savoy

A. Purpose of Agenda Item:

Action needed

Information only

Receive input

B. Authority for This Action:

Local Policy: FC (Local)

Law or Rule

N/A

C. Goal or Need Addressed:

Adjustments to the Hays CISD attendance zone maps is needed to accommodate an attendance zone for the elementary school currently under construction in the Sunfield subdivision. To maintain feeder patters, changing elementary attendance zones could possibly result in adjustments to middle and high school zones.

Policy guides as follows: The Board may take action regarding attendance zones without empaneling a committee or the Board may appoint a committee comprised of District parents, staff, or community members to study new attendance zone recommendations. Following study and discussion of the attendance zone committee recommendations, if applicable; consideration of feedback garnered from public forums, if applicable; and deliberation of any recommendations from the Superintendent, the Board shall take appropriate action with respect to the establishment of school attendance boundaries.

D. Summary:

Previous board action relating to this item - None

Future action anticipated – Adoption of an new attendance zone map to accommodate the elementary school under construction in the Sunfield subdivision.

E. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other _____

From public – a public input component would be include in the map development and deliberation process. Traditionally, this has included electronic feedback options and in-person public forums.

F. Administrative Recommendation:

It is recommended the Board conduct the attendance map drawing process and seek public input directly rather than empanel a citizens' committee, in accordance with Board policy.

Advantages/benefits of this proposal – Addressing changes to school attendance boundaries is among the most difficult jobs of a school district. It is a process that evokes much passion and emotion. Having the Board provide direct oversight of the map development and public input portion of the process protects citizens from negative experiences serving on a committee.

G. Fiscal Impact and Cost:

Budget

Bond

Amount: \$ 0

Grant/Special Funds

Other _____

H. Monitoring and Reporting TimeLine:

Person responsible for evaluating this decision or action— Tim Savoy

Evaluation method and time line – The timeline would take place during the fall semester of 2021 to provide for a Board decision no later than December 2021. This will allow parents to prepare for attendance zone changes in advance of a new map taking affect in August 2022.

Next report to the board -

I. Suggested Motion:

I move that the Board act as the attendance boundary committee, in accordance with policy FC (Local), to create an attendance zone for the elementary school under construction in the Sunfield subdivision, making any necessary changes to any current district attendance zone map.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: August 30, 2021

Subject: Review and possible adoption of the Hays CISD Goals for 2021-2022

Administrator Responsible/Position: Dr. Eric Wright, Superintendent of Schools

A. Purpose of Agenda Item:

Action Needed Information Only Receive Input

B. Authority for This Action

Local Policy Law or Rule N/A

C. Goal or Need Addressed:

Adoption of the Hays CISD Goals for 2021-2022

D. Summary:

Previous board action relating to this item -

Future action anticipated -

Background information – Board members and the Superintendent and Cabinet have participated in professional development to develop the goals for the district.

E. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other - Board Members
 From public -

All agenda items are reviewed by the Superintendent’s Cabinet.

F. Administrative Recommendation:

The administration recommends the board adopt the Hays CISD Goals for 2021-2022, as presented.

G. Fiscal Impact and Cost: Amount \$ N/A

Budget – General Operating Fund Bond Grant/Special Funds Other _____

H. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action – Board and Superintendent

Evaluation method and time line -

Next report to the board -

I. Suggested Motion

I move that the Board adopt the Hays CISD Goals for 2021-2022, as presented

Hays CISD Goals

2020-2021

Student Goal—Hays CISD believes in the achievement of every student. The District will evaluate and address the individual needs of each student. Students and parents/guardians will receive academic advising and will utilize data, based upon aptitude, ability, and career inventory data, to formulate their plan of study for high school credit beginning in the spring semester of their 5th grade year. Student performance will be evaluated in academics, college, career, and military readiness. Our staff believes in the education of the whole child and believes that success is based on more than the results of a single test, including social and emotional learning, strong interpersonal skills, and the development of positive members of society. Through attention to individual students' needs, each campus will demonstrate continuous improvement by showing academic growth and student engagement.

School Safety Goal—Hays CISD is dedicated to the safety of all students and staff. A safe environment must include secure facilities, staff and student training, and our adopted standard response protocol. The district will partner with local and state entities to assure preparedness. Specific areas addressed are physical and cybersecurity, data privacy, campus access, detecting and reporting possible threats, COVID19 safety/prevention planning/reporting, and maintaining an environment of trust between adults and all students. Our Emergency Operations Plan (EOP) is updated annually, and followed throughout the district.

Board/Staff/Community Relations Goal—Hays CISD is dedicated to treating everyone with respect and dignity. Cultivating a culture of positive engagement and public service requires empathy, visibility, trust, and communication. Communication through all appropriate avenues is a priority, and staff will receive training in these areas. Our district is committed to increasing client engagement both internally and externally. The Diversity Advisory Council will make recommendations to the Superintendent about improving our diversity efforts and inclusive practices to remove systemic obstacles for all students.

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 30, 2021

Subject: Consideration and possible adoption of Board Operating Procedures

Administrator Responsible/Position: Vanessa Petrea, Board President
Dr. Eric Wright, Superintendent

- A. Purpose of Agenda Item:
 Action needed Information only Receive input
- B. Authority for This Action:
 Local Policy Law or Rule N/A
Board Operating Procedures
- C. Goal or Need Addressed:
The Board has reviewed the Board Operating Procedures and has made revisions to the document.
- D. Summary:
 Previous board action relating to this item – The Board adopted Board Operating Procedures on October 26, 2020.
 Future action anticipated – Annual review of the Board Operating Procedures and revisions made if necessary
 Background information –
- E. Comments Received:
 Cabinet DLT FBOC Teacher Org. Reps. Other – Board
- F. Administrative Recommendation:
N/A – this is a Board Matter.
- G. Fiscal Impact and Cost: Amount: N/A
 Budget Bond Grant/Special Funds Other _____
- H. Suggested Motion:
I move that the Board adopt the Board Operating Procedures as presented.

Hays CISD

Board of Trustees Operating Procedures



Board Meetings

While Board Meetings are for the purpose of the Board conducting the business of the District in public, they are not public forums for the purpose of securing interaction with the public.

Developing the Board Meeting Agenda (Ref Policy BE)

- ▶ Agendas
 - The Superintendent will develop all Board Meeting agendas in collaboration with the Board President.
 - Items discussed at previous Board Meetings which are proposed for inclusion by more than one board member at a future meeting will also be added when appropriate.
 - Board Members must request to the Board President and Superintendent in writing, any item(s) they wish to have considered for placement on the agenda.
 - Items may be placed on the agenda by the Superintendent, the Board President, any Board Member with approval of the President, or through a request by any two Board Members.
 - No item can be placed on the agenda less than ten days in advance of the meeting without the Board President's approval.
 - No item can be placed on the agenda less than three work days in advance of the meeting unless an emergency or public necessity exists.
 - The complete agenda will be reviewed by the Superintendent and the Board President the Tuesday afternoon prior to the Agenda Workshop Meeting.
 - An annual agenda content calendar will be maintained by the Superintendent's office. This will be used to determine the minimum routine items that need to be on each regular meeting agenda. Other items can be added as requested following the procedures above and as noted in the minutes of previous Board Meetings. ~~Board Members will be provided with a copy of t~~ At, or close to the beginning of each school year, this his agenda content calendar, including policy references, -will be presented to the Board at an agenda workshop meeting for Board review. at, or close to, the beginning of each school year.
 - Board Members will adhere to deadlines and parameters of the Board agenda/event calendar.

- ▶ Timely Notification and Information
 - Board Members shall be notified of a meeting at least 72 hours prior to a regular meeting, workshop or special meeting, and at least one hour prior to an emergency meeting.
 - Typically, information will be provided to each Board Member via electronic or hard copy delivery. Questions regarding supporting documents should be directed to

the Superintendent, or a member of the Superintendent's Cabinet, with a copy to the Administrative Assistant to the Superintendent.

- Copies of the agenda, for non-emergency meetings, shall be available for the Board Members requesting a copy no later than 5:00 p.m. on Wednesday prior to the Agenda Workshop Meeting.
- Board members will attempt to have all questions regarding agenda items submitted to the Superintendent by 5:00 p.m. on Friday prior to the Board Agenda Workshop Meeting. The Superintendent and his Cabinet will make every attempt to communicate the answers to the questions to Board Members prior to the Monday meeting with a copy of the questions and answers included in the dais folders.

▶ Open and Closed Session Format

- Every Board Meeting will begin at the designated posted time and reconvene at the posted time.
- Closed Session items for which there is a corresponding action item to be considered during the Open Session of the meeting will be scheduled prior to the beginning of the Open Session. The Board President and Superintendent shall, to the extent possible, allocate sufficient time to complete Closed Session discussion prior to the beginning of the Open Session.
- If more Closed Session discussion is needed, the Presiding Officer shall announce that it is necessary for the Board to reconvene in Closed Session.
- The Presiding Officer shall state publicly that any action, if taken, will be conducted in Open Session following the Public Comment portion of the meeting; or, if appropriate, that no action will then be taken.

▶ Consent Agenda

- The consent agenda includes items of routine and/or recurring nature, grouped together under one action item.
- The consent agenda shall be limited to:
 - > Routine Personnel
 - > Minutes
 - > ~~Finance Report~~
 - > Budget Amendments
 - > Routine Contracts/Agreements
 - > Routine Procurements
 - > Acceptance of Gifts
 - > Acceptance of Grants
 - > Other items agreed to by the Board
- Background material for each consent agenda item shall be furnished to the Board in the meeting's supporting documents.
- All consent agenda items shall be acted upon by one vote without separate discussion.
- A Board Member may request that an item be withdrawn for individual consideration.

▶ Meeting Dates

- The Superintendent and Board will develop a Board calendar that will include regular and workshop meeting dates of the Board of Trustees and the Board shall vote on the calendar annually.
- The calendar will include those items that are cyclical and/or recurring for consideration at regular or workshop meetings.

Conducting Board Meetings

- ▶ Quorum
 - Attendance at Meetings - Whenever a Board Member will be late to, or absent from, a meeting or workshop, the Board Member must notify the Board President and the Superintendent's Secretary of the absence or the anticipated time of arrival to the meeting or workshop.
 - Any time four or more Board Members are gathered to discuss school district business, it is considered a meeting, and must be posted as such according to Board legal policy.
- ▶ Closed Sessions
 - The Board may meet in Closed Session as provided for in the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E.
 - Before any Closed Session is convened, the Presiding Officer will announce publicly, as appropriate, that matters before the Board exist that necessitate convening into Closed Session to serve and protect the interests of the District, and that any action, if necessary, resulting from duly posted Closed Session items shall be conducted in Open Session. The Presiding Officer will also announce the specific sections of the Texas Government Code under which the Board will be meeting in closed session.
 - The posted agenda shall identify the section or sections of the Act authorizing the Closed Session and the general topics or subjects to be discussed. The Presiding Officer of the Board shall publicly identify such section or sections and such topics and subjects.
 - The Superintendent shall attend all sessions of the Board, both Open and Closed, except when the Board desires to meet without the Superintendent to consider the Superintendent's contract, evaluation or performance, or to resolve conflicts between individual Board Members, or to act as a tribunal.
 - In the event of the Superintendent's illness or Board approved absence, the Superintendent's designee shall attend such meetings.
- ▶ Public Participation at Board Meetings
 - The Board shall provide for public comment at each meeting, including all regular and special meetings. (Ref Policy BED)
 - Prior to the beginning of the Public Forum, the Presiding Officer will announce the rules for public participation.
 - A citizen must sign up on the appropriate form prior to the Public Forum portion of the agenda. The topic described on the form ~~shall~~may be complete and in sufficient detail as to determine appropriateness of the topic prior to addressing the Board. Comments on posted agenda items ~~will~~may be taken first. Comments

on non-agenda items ~~shall~~may be permitted only after all agenda-specific comments have been made and if time permits.

- Public comments may be on items listed on the agenda or other areas of school district operations. Speakers with specific complaints or comments about identifiable students, employees, or officials of the District will be directed to the appropriate District administrator and/or the District's formal complaint process. Speakers shall be discouraged from using the names of specific individuals in their public comments.
 - Questions asked during Public Forum on posted agenda items may be answered or addressed by the Board during the discussion of that agenda item. Comments or questions on topics not on the posted agenda may be referred to the Superintendent for consideration and a later response, if appropriate.
 - The Presiding Officer shall determine the time limitation for each speaker, based on the number of individuals signed up to speak in Public Forum at the entrance prior to reconvening in open session. The time allotted to each speaker shall not exceed five minutes. Groups of five or more people wishing to speak on a single subject will be encouraged to appoint a spokesperson to express the views of the group. A speaker may not defer his/her allotted time to another speaker.
 - The Presiding Officer shall determine the total allotment of time for each Public Forum, based on the number of individuals signed up to speak at the start of each meeting. The standard time allotted for Public Forum shall be a total of 30 minutes.
 - The Board vests in its Presiding Officer the authority to terminate the remarks of any individual when such individual does not adhere to the established rules.
 - The Board shall not tolerate disruption of the meeting by members of the audience. If any person disrupts the meeting by his or her words or actions, the Presiding Officer may request assistance from law enforcement officials to have the person removed from the meeting.
- ▶ Board Meeting Parliamentary Procedure (Ref Policy BE)
- The Board President serves as the Presiding Officer at Board Meetings. In the absence of the President, the Vice-President will preside.
 - The Board shall be guided by parliamentary procedure as detailed in Robert's Rules of Order, Revised for Small Boards and Committees, or as spelled out in adopted procedure.
 - The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.
- ▶ Transacting Business (Ref Policy BBE)
- When an agenda item is presented, a discussion shall be held and a decision reached through voting in accordance with prescribed procedures.
 - Whenever possible, the Board should work toward a consensus model of decision-making. There may be dissenting votes which are a matter of record. However, once a decision has been made, all Board Members should support the majority vote of the Board, recognize that it carries the full authority of the Board, and individually respect that vote.
- ▶ Hearings (Ref Policy FNG, FOD, DGBA, GF)

- Employee, community and/or student/parent grievances will be handled according to Board policy FNG, FOD, DGBA, GF.

Board Workshops

The Board will conduct Special Meetings/Board Workshops as needed.

- ▶ The workshop format is intended to allow the Administration to present information to the Board that is:
 - Time sensitive and/or discussion intensive
 - Required by law, rule or policy, and
 - Is necessary for the efficient and effective operation of the District
- ▶ Board workshops are not intended to substitute for regular monthly Board Business Meetings, although a quorum of the Board may take action, as necessary.
- ▶ The workshops are intended to allow an opportunity for presentation, questions, discussion and an assessment of the Board’s perspective.
- ▶ The Board President serves as the Presiding Officer at Board Workshops; however, it is understood that the intended nature and format of workshops allows for the Superintendent to substantially facilitate the presentation and ordering of items under consideration. In the absence of the President, the Vice-President will preside.

Board Committees (Ref Policy BDB)

- ▶ The Board may, from time to time as it deems necessary, create committees to facilitate the efficient and necessary operation of the Board.
- ▶ The President shall appoint members to special Board committees, and the Board President and the Superintendent shall be ex officio members of all Board committees unless otherwise provided by Board action.

District- and Campus-Level Committees

- ▶ District- and campus-level planning and decision-making committees serve in an advisory capacity to the Board and make recommendations to the Board for final Board action; therefore, Board Members shall not serve on or attend such committees, except the Board and Superintendent Student Advisory Panel, unless otherwise provided by federal or state law, or approved by the Board.

Electing Board Officers (Ref Policy BDAA)

- ▶ At the first meeting after each election and qualification of Board members, the members of the Board shall organize by selecting:
 1. A president, who shall be a member of the Board
 - 1-2. A vice president, who shall be a member of the Board
 - 2-3. A secretary, who may or may not be a member of the Board
 - 3-4. Such other officers and committees as the Board may deem necessary

Education Code 11.061(c).

- ▶ A vacancy among officers of the Board shall be filled by majority action of the Board.

ANNUAL EVALUATIONS

Superintendent Evaluation (Ref Policy BJCD, BJCF, BJA)

- ▶ The Superintendent evaluation instrument will be updated and approved annually in conjunction with the adoption of the Board and Superintendent Goals after the Board goal-setting workshop session.
- ▶ Three formative evaluations may will be conducted annually in closed sessions at the Board Agenda Workshops. The suggested dates of these evaluations are the Agenda Workshops in , in February, August and November, or as close to those months as possible. New Board members will receive training on how to evaluate the superintendent prior to the first formative dialogue session.
- ▶ A summative evaluation will be conducted in closed session annually in May.
 - This closed session shall be on a date separate from the regular monthly Board Agenda Workshop or Board Meeting.
 - This session may include a discussion of the Superintendent's contract.
- ▶ The Board will use the approved evaluation instrument for the summative evaluation. A copy of the evaluation document will be completed in advance by each Board Member and brought with the Board Member to a special closed session meeting. After coming to a consensus on each evaluated item, the Board shall prepare a single composite Summative Evaluation Document to be given to the Superintendent for discussion during that closed meeting.
- ▶ The Board shall strive to accomplish the following objectives during each evaluation.
 - Develop and sustain a harmonious working relationship between the Board and the Superintendent.
 - Ensure administrative leadership for excellence in the District.
 - Formulate Board consensus about the Superintendent's performance and the District's progress toward achieving its goals and objectives.

Board Evaluation/Team Building

- ▶ There will be a routine assessment of the status of the Board/Superintendent team annually as required by law.
- ▶ The evaluation and team building process may include:
 - Board operating procedures
 - Board Member training
 - Social Contract
 - Conflict resolution

- Working relationships with the Superintendent
- ~~Conduct of Board Meetings~~
- Long-range planning and goal setting
- Relationship with the community

INDIVIDUAL BOARD MEMBERS

Access to Information (Ref Policy BBE)

- ▶ An individual Board Member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code.
- ▶ Individual Board Members shall not have access to confidential student records, unless there is a legitimate educational interest in the records in accordance with policies FL (LEGAL) and (LOCAL).
- ▶ A Board Member may request existing information and reports from the Superintendent's office. If the information is not available or a new report must be generated, it shall be requested through the Board President. If the Board President does not agree to the request, it may be resubmitted to the Board President by two or more Trustees. In case of emergency, the Board President may request information or reports.
- ▶ Board Member inquiries of staff shall be limited to Superintendent's Cabinet and responses will be distributed to all Board Members.

Communication with Other Board Members

- ▶ Board electronic and written communications regarding District issues should be routed through the Superintendent's office so that information can be disseminated and/or questions can be addressed in this manner, rather than among and between Board Members.
- ▶ A Board Member may discuss a District issue with no more than two other Board Members unless in a duly posted Board Meeting.

Communication with the Media

- ▶ The Board President serves as the official spokesperson for the Board team to the media/press on issues of media attention.
- ▶ Media calls should be directed to Superintendent and the ~~Public Information~~Chief Communication Officer as the district spokesperson.

- ▶ Board Members asked for individual comments or opinions by the media/press are to qualify those statements as being the opinion of the individual Board Member and not representative of the Board as a whole or the District.

Complaints to Board Members (Ref Policy BBE)

- ▶ Employees, students, parents or other members of the public who bring concerns or complaints to an individual Board Member for the purpose of seeking remedy or perspective shall receive guidance that reflects:
 - An understanding by each Board Member that information provided to a Board Member, in some specific situations, could cause the Board Member receiving the information to be disqualified from participating in future hearing(s) or action by the Board specific to the issue;
 - Adherence to the Board’s policies (DGBA, FNG, FOD and GF) regarding complaints and grievances.
- ▶ Board Members may notify the Superintendent’s office of any complaint.
- ▶ As necessary, the Superintendent or designee shall guide the complainant to the appropriate staff member.

~~▶ When the concern or complaint directly pertains to the Board’s own actions or policy, for which there is no administrative remedy, the Trustee may request that the issue be placed on the agenda.~~

Visits to Campuses

- ▶ Board Members are encouraged to attend any and all school events as their time permits, and to show support of school activities.
- ▶ Board Members must notify the Superintendent or designee prior to visiting a campus in an official capacity.
- ▶ Board Members shall not visit a campus in an attempt to evaluate ~~personnel on a campus.~~

Board Member Training (Ref Policy BBD)

- ▶ Board Members are required to attend training set forth in Policy BBD. In addition to the orientation and team building training, a Board Member shall receive additional continuing education on an annual basis, in fulfillment of assessed needs and based on the framework for governance leadership. At a minimum, ~~t~~The district will cover the cost of registration, travel and lodging for each Board Member for the minimum number of hours shown on the *Continuing Education Requirements for School Board Members* as published on the TASB website. All costs for additional training will be

the responsibility of the individual Board Member, unless otherwise agreed to by the Board.

- ▶ Board memberships to any and all associations shall be brought to the Board for discussion and approval.

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 30, 2021

Subject: Consideration and possible approval of existing Social Contract for the Hays CISD Board of Trustees for the 2021-2022 school year

Administrator Responsible/Position: Dr. Eric Wright, Superintendent
Vanessa Petrea, Board President

A. Purpose of Agenda Item:

Action needed

Information only

Receive input

B. Authority for This Action:

Local Policy

Law or Rule

N/A

C. Goal or Need Addressed:

Approval of existing Social Contract for the Hays CISD Board of Trustees

D. Summary:

Previous board action relating to this item – The Social Contract for the Hays CISD Board of Trustees was adopted by the Board on October 26, 2020.

Future action anticipated – Annual review and possible revisions, if necessary.

Background information – The existing Social Contract for the Hays CISD Board of Trustees was reviewed at the Board Training held on August 12, 2021. No changes were necessary to the existing document.

E. Comments Received:

Cabinet

DLT

FBOC

Teacher Org. Reps.

Other: Board

F. Administrative Recommendation:

N/A – this is a Board Matter.

G. Fiscal Impact and Cost: Amount: N/A

Budget

Bond

Grant/Special Funds

Other _____

H. Suggested Motion:

I move that the Board approve the existing Social Contract for the Hays CISD Board of Trustees for the 2021-2022 school year, as presented.



Social Contract for the Hays CISD Board of Trustees for the 2021-2022 school year

The Board will:

1. Serve as District Ambassadors
2. Be Professional
3. Collaborate as a Team and Respect the Body Corporate
4. Promote Discussion and Respect Each Other
5. Assume Positive and Noble Intentions

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 30, 2021

Subject: Consideration and possible adoption of the instrument to be used to evaluate the Superintendent

Administrator Responsible/Position: Dr. Eric Wright/ Superintendent

A. Purpose of Agenda Item:

Action needed

Information only

Receive input

B. Authority for This Action:

Local Policy

Law or Rule

N/A

Board Policy BJCD states the Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals and that the appraisal process and criteria will be adopted by the board.

C. Goal or Need Addressed:

Adoption of document to be used to evaluate the Superintendent

D. Summary:

Previous board action relating to this item – Previous Superintendent Evaluation Document was adopted by the board on October 26, 2021

Future action anticipated - annually

Background information -

E. Comments Received:

Cabinet

DLT

FBOC

Teacher Org. Reps.

Other _____

F. Administrative Recommendation:

The Superintendent recommends adoption of the presented evaluation document.

G. Fiscal Impact and Cost: Amount: N/A

Budget

Bond

Grant/Special Funds

Other _____

H. Suggested Motion:

I move that the Board adopt the Superintendent Evaluation Instrument, as presented.



Superintendent Evaluation Instrument 2021-2022

Priority Performance Goals

Student Goal:

Hays CISD believes in the achievement of every student. The District will evaluate and address the individual needs of each student. Students and parents/guardians will receive academic advising and will utilize data, based upon aptitude, ability, and career inventory data, to formulate their plan of study for high school credit beginning in the spring semester of their 7th 5th grade year. Student performance will be evaluated in academics, college, career, and military readiness. Our staff believes in the education of the whole child and believes that success is based on more than the results of a single test, including social and emotional learning, strong interpersonal skills, and the development of positive members of society. Through attention to individual students' needs, each campus will demonstrate continuous improvement by showing academic growth and student engagement.

Evidence of Attainment—

Rating:

- | | | |
|--------------------------|-------------------|--|
| <input type="checkbox"/> | Exceptional | Progress exceeds expectations and criteria noted in the instrument |
| <input type="checkbox"/> | Proficient | Progress meets the expectations and criteria noted in the instrument |
| <input type="checkbox"/> | Needs Improvement | Progress does not meet the expectations and criteria noted in the instrument |

Comments may be made on any item. Any rating of "Needs Improvement" must be accompanied by a comment indicating the nature of the deficiency or a statement of what the board expected to see in performance that was not evident



Superintendent Evaluation Instrument 2021-2022

Priority Performance Goals

School Safety Goal

Hays CISD is dedicated to the safety of all students and staff. A safe environment must include secure facilities, staff and student training, and our adopted standard response protocol. The district will partner with local and state entities to assure preparedness. Specific areas addressed are physical and cybersecurity, data privacy, campus access, detecting and reporting possible threats, COVID19 safety/prevention planning/reporting, and maintaining an environment of trust between adults and all students. Our Emergency Operations Plan(EOP) is updated annually, and followed throughout the district.

Evidence of Attainment—

Rating:

- | | | |
|--------------------------|-------------------|--|
| <input type="checkbox"/> | Exceptional | Progress exceeds expectations and criteria noted in the instrument |
| <input type="checkbox"/> | Proficient | Progress meets the expectations and criteria noted in the instrument |
| <input type="checkbox"/> | Needs Improvement | Progress does not meet the expectations and criteria noted in the instrument |

Comments may be made on any item. Any rating of “Needs Improvement” must be accompanied by a comment indicating the nature of the deficiency or a statement of what the board expected to see in performance that was not evident



Superintendent Evaluation Instrument 2021-2022

Priority Performance Goals

Board/Staff/Community Relations Goal

Hays CISD is dedicated to treating everyone with respect and dignity. Cultivating a culture of positive engagement and public service requires empathy, visibility, trust, and communication. Communication through all appropriate avenues is a priority, and staff will receive training in these areas. Our district is committed to increasing client engagement both internally and externally. The Diversity Advisory Council will make recommendations to the Superintendent about improving our diversity efforts and inclusive practices to remove systemic obstacles for all students.

Evidence of Attainment—

Rating:

- | | | |
|--------------------------|-------------------|--|
| <input type="checkbox"/> | Exceptional | Progress exceeds expectations and criteria noted in the instrument |
| <input type="checkbox"/> | Proficient | Progress meets the expectations and criteria noted in the instrument |
| <input type="checkbox"/> | Needs Improvement | Progress does not meet the expectations and criteria noted in the instrument |

Comments may be made on any item. Any rating of “Needs Improvement” must be accompanied by a comment indicating the nature of the deficiency or a statement of what the board expected to see in performance that was not evident

District Management

The superintendent demonstrates effective planning and management of the district administration, finances, operations, and personnel.

- A. Facilities and operations management:** The superintendent maintains a management system designed to produce ongoing efficiencies in major district operations, including transportation, food services, and building maintenance and operations.

Rating:

Exceptional

Proficient

Needs Improvement

Comments:

- B. Fiscal management:** The superintendent manages a budget development, implementation, and monitoring process that reflects sound business and fiscal practices and that supports district goals.

Rating:

Exceptional

Proficient

Needs Improvement

Comments:

- C. Human resources management:** The superintendent oversees a comprehensive human resources program (recruitment, retention, staff organization, compensation and benefits, staff recognition, and support), tied to defined goals and targets developed by administration for board review.

Rating:

Exceptional

Proficient

Needs Improvement

Comments:

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 30, 2021

Subject: 2021-22 Tax Rate Adoption

Administrator Responsible/Position: Randy Rau

A. Purpose of Agenda Item:

Action needed

Information only

Receive input

B. Authority for This Action:

Local Policy

Law or Rule

N/A

C. Goal or Need Addressed:

D. Summary:

Previous board action relating to this item – August 24, 2020.

Future action anticipated – Annually in August.

Background information – In accordance with the Property Tax Code Section 26.05, the Board of Trustees must approve the tax rate of the District. A public hearing regarding the 2022 proposed budget and tax rate was held on June 28, 2021 in accordance with law. The 2021-2022 budget as adopted requires a tax rate of \$1.3597 (\$.8720 – M&O and \$.4877 I&S). The proposed tax rate is \$.044 less than the rate adopted in fiscal year 2020-2021 and represents a total decrease of \$.1780 over the past three years.

E. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other _____

F. Administrative Recommendation:

The administration recommends adoption of the tax rate ordinance as presented.

G. Fiscal Impact and Cost:

Budget

Bond

Grant/Special Funds

Other _____

H. Suggested Motion:

I move that the Board approve the tax rate as presented in the attached resolution.

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
RESOLUTION OF THE BOARD TO SET THE TAX RATE
FOR FISCAL YEAR 2021-2022

On this date, we, the Board of Trustees of the Hays Consolidated Independent School District, at a duly called meeting held in accordance with all applicable legal requirements, including open meeting laws, hereby set the tax rate on \$100 valuation for the District for the tax year 2021 at a total tax rate of \$1.3597, to be assessed and collected by the Hays County Tax Assessor Collector as follows:

Maintenance & Operations Rate of	\$0.8720
Interest & Sinking Rate of	\$0.4877
Combined Total Tax Rate of	\$1.3597

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 6.6769 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$54.58 ANNUALLY.

Adopted this 30th day of August, 2021 by the Hays CISD Board of Trustees.

ATTEST:

By: _____
Vanessa Petrea, President

By: _____
Merideth Keller, Secretary

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: August 23, 2021

Subject: Consideration and possible adoption of Board Resolution for Creation of Pandemic Leave Allotment

Administrator Responsible/Position: Dr. Fernando Medina, CHRO

A. Purpose of Agenda Item:

Action needed Information only Receive input

B. Authority for This Action:

Local Policy DEA (Local); DEC (Local) Law or Rule N/A

C. Goal or Need Addressed:

Given that the Families First Coronavirus Response Act (FFCRA) which required the district to provide employees with up to 10 days of paid leave has expired, we are seeking board approval to offer additional COVID-support leave and to temporarily suspend any board practices and operating procedures that conflict with these goals, as further explained below. We are seeking to provide a one-time benefit of up to 10 paid leave days to those employees who contract any variant of COVID-19 and are required to quarantine or are required to quarantine as part of the district's contact tracing safety protocol. This leave will remain available through June 30, 2022 and will be made retroactive to July 1, 2021. No additional leave will be granted for subsequent quarantines required for re-infection. We believe that the district has a substantial public interest in protecting the health and safety of its students, staff, and community and that this benefit provides financial assistance to affected employees who have engaged in good faith with the district's safety protocols which are designed to limit the chance of infection or spread of COVID-19. This benefit is brought forth because the district has been informed that our county is experiencing increased rates of viral spread and that our employees are likely to be impacted.

D. Summary:

- Previous board action relating to this item - Board approved similar resolution in the 2020-2021 school year.
- Future action anticipated -
- Background information – As stated, FFCRA has expired and the district is no longer required to provide paid leave to employees required to quarantine due to a positive COVID-19 test or as part of the district contract tracing safety protocol.

E. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other -

F. Administrative Recommendation: Administration recommends that the Board adopt the Resolution for Creation of Pandemic Leave Allotment

- Advantages/benefits of this proposal – Suspending practices and policies within Board Policies DEA (Local) and DEC (Local), as needed, will provide financial support to our employees during required quarantines by the district. This resolution provides the district the opportunity to suspend its practices of deducting days from employees' leave accruals and reducing their pay when no paid leave accruals exist. This resolution supports the district's desire to recruit and retain its valued employees by supporting them through a financial impact resulting from absence from work due to contracting COVID or being required by the district to quarantine.
- Consequences of not approving recommendation – In the absence of such resolution, employees who are absent from work due to a quarantine for contracting COVID or being required to quarantine as part of the district's contract tracing protocol will need to access leave accruals and possibly lose compensation when no leave accruals exist.

G. Fiscal Impact and Cost: Amount: \$
 Budget Bond Grant/Special Funds Other _____
Prior Year Spending - \$ _____
Future/Ongoing - _____

H. Monitoring and Reporting Time Line:
Person responsible for evaluating this decision or action—Dr. Fernando Medina, CHRO
Evaluation method and timeline – Suspension of policies and provision of compensation are provided only through June 30, 2022.
Next report to the board – _____

I. Suggested Motion:
I move that the Hays CISD Board of Trustees adopt the Board Resolution for Creation of Pandemic Leave Allotment, as presented.

**THE BOARD OF TRUSTEES OF THE
HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

Board Resolution for Creation of Pandemic Leave Allotment

WHEREAS, the Coronavirus and variants (COVID-19) pandemic continues to affect school operations as it spreads across Texas and the world; and

WHEREAS, through circumstances beyond their control, certain District employees may be forced to miss workdays due to required isolation after contracting the COVID-19 virus; and

WHEREAS, the Board recognizes that the unique circumstances created by the COVID-19 pandemic may place an unexpected financial burden on employees; and

WHEREAS, the Board recognizes that many employees have taken all reasonable steps available to avoid contracting the virus and being absent from duty; and

WHEREAS, the Board finds a public purpose will be served by granting ten (10) days of additional local paid leave to those employees who contract COVID-19, by demonstrating support of its employees, enhancing employee morale, supporting the retention of employees, and protecting the health of employees.

Now therefore it be resolved by the Board that:

1. The findings and recitals outlined above are found to be true and correct and are hereby approved and adopted; and
2. The Board finds that a public purpose and a benefit to the Hays CISD exists to compensate District employees for up to ten (10) workdays missed between July 1, 2021, and June 30, 2022, due to required quarantine or as part of District contact tracing safety protocols after contracting COVID-19, and that this expenditure is necessary and appropriate in the conduct of the public schools as provided by Texas Education Code § 45.105(c); and
3. No additional paid leave will be granted for quarantine required for additional contractions of the virus after exhaustion of the ten (10) additional local leave days; and
4. The Board hereby suspends the operation of Board Policies DEA (Local) and DEC (Local) only to the extent necessary to effect the purposes of this Resolution; and
5. This Resolution shall automatically expire on June 30, 2022 unless extended by action of the Board; and

6. The Board hereby authorizes the Superintendent to take whatever steps reasonably necessary to fulfill the purposes of this Resolution, including the creation of additional requirements or procedures for an employee to request this leave and making determinations regarding employee eligibility for this leave.

Adopted by the vote of the majority of members of the Board of Trustees of the Hays CISD present and voting at an open meeting of the Board on the 23 day of August 2021, at which a quorum was present:

BY: _____
Vanessa Petrea, Board President

BY: _____
Merideth Keller, Board Secretary

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: August 23, 2021

Subject: Consideration and possible appointment of Texas Association of School Board Delegate and Alternate Delegate for the annual TASA/TASB Convention

Responsible Person/Position: Vanessa Petrea, Board President

A. Purpose of Agenda Item:

Action Requested Information Only Receive Input

B. Authority for This Action

Local Policy Law or Rule N/A

C. Goal or Need Addressed:

Appointment of current board members to represent the District as a Delegate and Alternate Delegate at the annual TASA/TASB Convention

D. Summary:

Previous board action relating to this item -

Future action anticipated -

Background information – Annually, school districts have the opportunity to select a delegate and alternate delegate to represent local district interests at the Delegate Assembly held in conjunction with the annual TASA/TASB Convention. TASB’s Delegate Assembly gives the Board a direct voice in advocating for Texas public schools, and in the overall direction of your Association.

It is the responsibility of the Board to designate a delegate and an alternate delegate to serve at the annual TASA/TASB Convention scheduled for this fall.

TASB’s Delegate Assembly is a vital component of the association’s governance structure. During the assembly local trustees from across Texas provide crucial direction to the TASB Board and staff in representing members’ interests before state and national policy makers. Attending Delegate Assembly gives you the chance to participate in the democratic process that governs TASB. The selected delegate will :

1. Elect TASB’s leadership team.
2. Vote on the upcoming Advocacy Agenda.
3. Learn how you can take action to champion your public schools.
4. Earn up to two hours of advocacy training credit.

In order to receive all assembly materials in advance of the TASA/TASB Convention, the delegate and alternate must be registered by August 26, 2021.

E. Fiscal Impact and Cost:

Amount \$ -0-

Budget – General Operating Fund Bond Grant/Special Funds Other _____

Prior Year Spending: \$ _____

Future/Ongoing: \$ _____

F. Suggested Motion

This is a Board matter. If the Board wishes to appoint a delegate and alternate delegate, it must be by motion.

Official Delegate Designation Form

Please note:

- Only board members of TASB Active Members (public school districts and ESCs) may serve as delegates or alternates.
- TASB Directors and the four Legislative Advisory Council (LAC) members serving on the TASB Legislative Committee are delegates by virtue of their positions. If one of your board members is also a TASB Director or one of the four LAC representatives, do not designate this member; he or she will already be participating as a voting delegate in the Assembly.
- If you are designating an individual newly elected to your board, please update your district's membership information in myTASB. The update form is available under the Member Profile link (<https://www.tasb.org/apps/memberprofile/index.aspx>). If you have any questions about updating your membership information, contact Michael Pennant (contact information located at bottom of page).
- The Delegate Assembly Handbook will be distributed electronically at least 20 days prior to Delegate Assembly. Hard copies of the Handbook will be available on site. (Mailed copies will be available by request.)
- You also may submit your designation online. The online form is available in myTASB under the Member Profile link (<https://www.tasb.org/apps/memberprofile/index.aspx>).

Credentials (ribbon and button) will be mailed to delegates and alternates who are registered by August 26. After that date, credentials must be picked up on site at Delegate Assembly.

Delegate: _____

Board position: _____ E-mail: _____

Mailing address (if NOT the district address) for Delegate Assembly materials:

Alternate: _____

Board position: _____ E-mail: _____

Mailing address (if NOT the district address) for Delegate Assembly materials:

Name of school district: _____

County-district number: _____ **TASB (ESC) region number:** _____

I hereby certify that the above persons were chosen by our board as our official voting delegate and alternate to the 2021 TASB Delegate Assembly scheduled for September 25 (as provided by the TASB Bylaws).

Board president: _____ Date: _____

Please return your board's designations online or to the address below by August 26, 2021, to receive Delegate Assembly credentials by mail. Delegates submitted after August 26 will need to pick up credentials (button and ribbon) on site.

Texas Association of School Boards
Attn: Michael Pennant
Email: membercommunications@tasb.org
Fax: 512.467.3554

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Questions? Contact Michael Pennant at 800.580.8272 or membercommunications@tasb.org.



**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: August 23, 2021

Subject: 2021-2022 Appraisal Calendar

Administrator Responsible/Position: Dr. Fernando Medina, CHRO

A. Purpose of Agenda Item:

Action needed

Information only

Receive input

B. Authority for This Action:

Local Policy (DNA Legal/Local)

Law or Rule

N/A

C. Goal or Need Addressed: Appraisal Calendar for the 21-22 School Year.

D. Summary:

Previous board action relating to this item –

Future action anticipated -

Background information – In accordance with TAC 150.1003(d), a district shall establish a calendar for teacher appraisals and provide that calendar to teachers within three weeks from the first day of instruction. The appraisal period for each teacher must include all of the days of the teacher’s contract. Observations during the appraisal period must be conducted during the required days of instruction for students during one school year.

The appraisal calendar shall:

1. Exclude observations in the two weeks after the day of completion of the T-TESS orientation in the school years when an orientation is required; and
2. Indicate a period for end-of-year conferences that ends no later than 15 working days before the last day of instruction for students.

E. Comments Received:

Cabinet

DLT

FBOC

Teacher Org. Reps.

Other _____

F. Administrative Recommendation: No Board action necessary

Advantages/benefits of this proposal – The calendar will provide for effective implementation of the teacher appraisal system.

Possible problems or disadvantages of this proposal – Failure to adhere to Commissioner Rules may result in invalid appraisals.

G. Fiscal Impact and Cost: Amount: \$ ____ N/ A _____

H. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action— Dr. Fernando Medina, CHRO

Evaluation method and timeline – The Appraisal Calendar will help ensure that all required elements of the appraisal system are met in a timely manner.

Next report to the board -

I. Suggested Motion:

No Board action needed.



2021-2022 EMPLOYEE APPRAISAL CALENDAR & TIMELINE

Date	Appraisal Activity
August 9, 2021	Annual T-TESS orientation for <i>New to District Teachers ONLY</i>
September 7, 2021 to September 30, 2021	No Formal Observations Allowed
October 1, 2021 to April 29, 2022	Formal Teacher Observation Period
October 4, 2021	T-TESS Non-Evaluative Year Agreements must be submitted by teacher in Records.
October 8, 2021	T-TESS Non-Evaluative Year Agreements must be approved or denied by principal in Records.
October 13, 2021	No observations allowed
October 15, 2021	T-TESS Goal Setting and Professional Development due to appraiser (<i>for existing and new teachers</i>)
November 12, 2021	Student Learning Objective (SLO) Complete
November 19, 2021	No observations allowed
November 29, 2021	No observations allowed
Prior to Thanksgiving Break	Formal Observations for <i>New Teachers</i> Complete
December 13, 2021 – December 17, 2021	No observations allowed
Prior to Winter Break	Formal Observations for Teachers <i>New to Hays CISD</i> Complete
January 4, 2022 – January 7, 2022	No observations allowed
January 18, 2022	No observations allowed
January 28, 2022	T-TESS Formal Observations for teachers who may be considered for nonrenewal/termination at the end of the school year should be complete.
February 22, 2022	No observations allowed
February 25, 2022	Administrator Contract Recommendations due to HR
March 4, 2022	TNLC Contract Recommendations due to HR

March 11, 2022	No observations allowed
March 21, 2022	No observations allowed
March 28, 2022	Administrator Contracts and Nonrenewals or Terminations Presented to the Board
April 4, 2022	TNLC Contracts Presented to the Superintendent
April 14, 2022	No observations allowed
April 22, 2022	Nurse, Librarian, and Counselor Appraisals Due
April 25, 2022	TNLC Nonrenewals or Terminations Presented to Board
April 29, 2022	Last Day to Conduct Formal Observations
May 5, 2022	Last Day for Summative Conferences (<i>Teachers ONLY</i>)
May 9, 2022	Retire-Rehire Contracts, TNLC Contracts issued after January 1, 2022, and Contracts for Teachers with Pending Certifications Presented to Superintendent
May 13, 2022	Paraprofessional/Auxiliary Appraisal Conferences Complete
May 20, 2022	Paraprofessional/ Auxiliary Appraisals Due
May 26, 2022	Last Day of School
May 31, 2022	Summatives Complete in Perform
June 23, 2022	Administrator/ Professional Appraisal Conferences Complete
June 30, 2022	Administrator/ Professional Appraisals Due

***Teachers who wish to participate in TIA may not waive their 2021-2022 T-TESS Evaluation.**

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 30, 2021

Subject: Information on Purchasing Cooperative Fees

Administrator Responsible/Position: Randy Rau, Chief Financial Officer

A. Purpose of Agenda Item:

Action Needed Information Only Receive Input

B. Authority for This Action

Local Policy Law or Rule N/A

C. Goal or Need Addressed:

The Texas Education Code requires that school districts disclose the amounts spent on purchasing cooperative fees on an annual basis.

D. Summary:

- Previous board action relating to this item -
- Future action anticipated -
- Background information –

The Texas Education Code requires that school districts disclose the amounts spent on purchasing cooperative fees on an annual basis. Section 44.0331 (a) states, “a school district that enters into a purchasing contract valued at \$25,000 or more under Section 44.031(a)(5), under Subchapter F, Chapter 271, Local Government Code, or under any other cooperative purchasing program authorized for school districts by law shall document any contract-related fee, including any management fee, and the purpose of each fee under the contract.” Section 44.0331 (b) states, “the amount, purpose, and disposition of any fee described by Subsection (a) must be presented in a written report and submitted annually in an open meeting of the board of trustees of the school district.”

Fees Paid in FY 20-21

COOPERATIVE	GOVERNED BY	FEE
Central Texas Purchasing Alliance	An alliance of 70 School Districts	\$125
Texas Procurement and Support Services (State Contract)	Texas State Comptroller	\$100

TEC Section 44.0331 (b) states, “the amount, purpose, and disposition of any fee described by Subsection (a) must be presented in a written report and submitted annually in an open meeting of the board of trustees of the school district.”

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: August 23, 2021

Subject: Quarterly Investment Report for the Fourth Quarter of 2020-2021

Administrator Responsible/Position: Randy Rau

A. Purpose of Agenda Item:

Action Needed Information Only Receive Input

B. Authority for This Action

Local Policy - CDA Law or Rule N/A

C. Goal or Need Addressed:

Board Policy CDA(LLEGAL) Not less than quarterly, the investment officer shall prepare and submit to the board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period.

D. Summary:

Previous board action relating to this item - Quarterly
 Future action anticipated -
 Background information – Quarterly Investment Report is attached

E. Administrative Recommendation:

There is no board action necessary. The Quarterly Investment Reports are presented as an information item

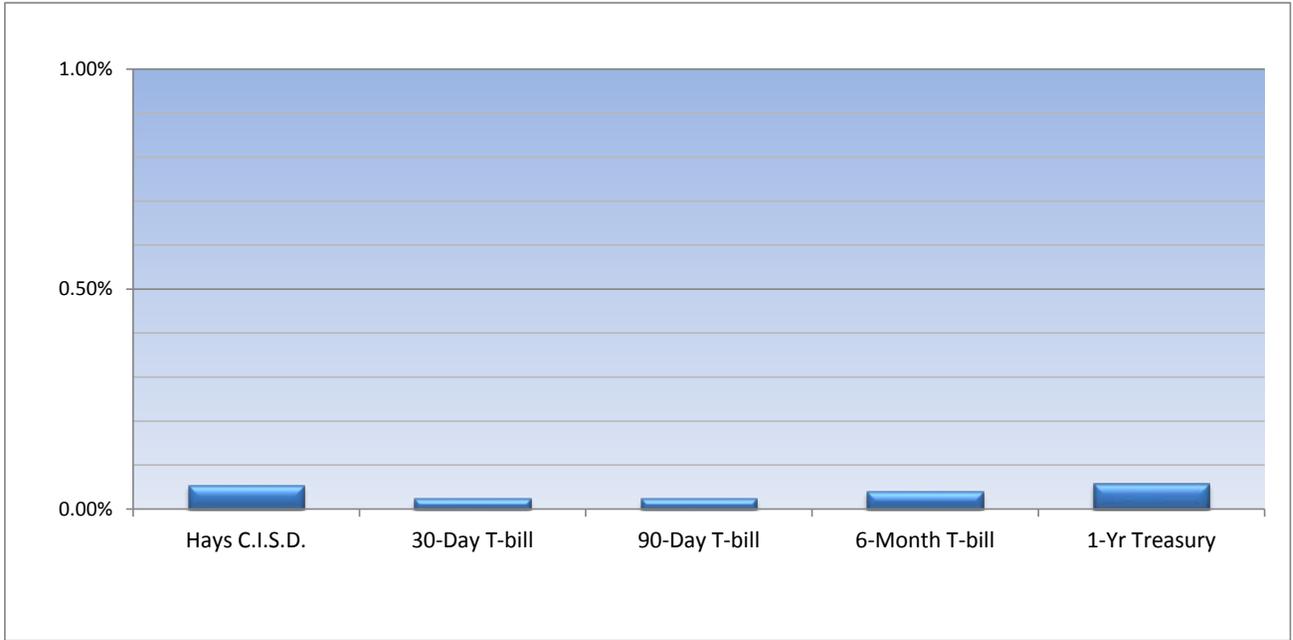
Quarterly Investment Report HAYS CISD

Portfolio Summary As Of June 30, 2021

Ending Market Value	\$ 101,081,261.14
Ending Book Value	\$ 101,081,261.14
Current Period Earnings	\$ -
Portfolio Rate of Return	0.05%
Weighted Average Maturity	19 Days

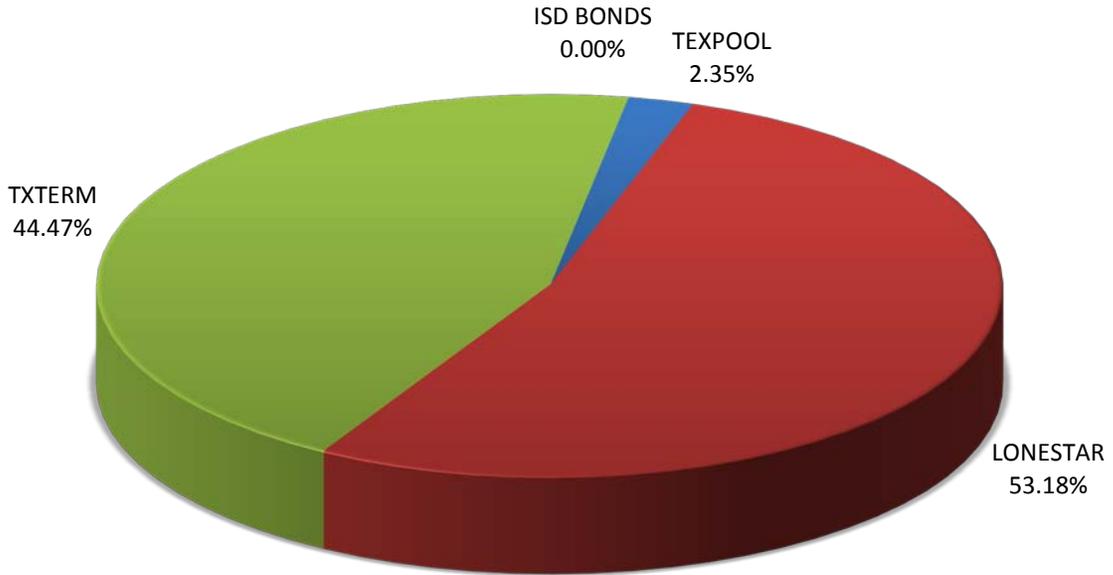
Benchmark Analysis for June 30, 2021

Hays C.I.S.D.	0.05%
30-Day T-bill	0.02%
90-Day T-bill	0.02%
6-Month T-bill	0.04%
1-Year Treasury	0.06%

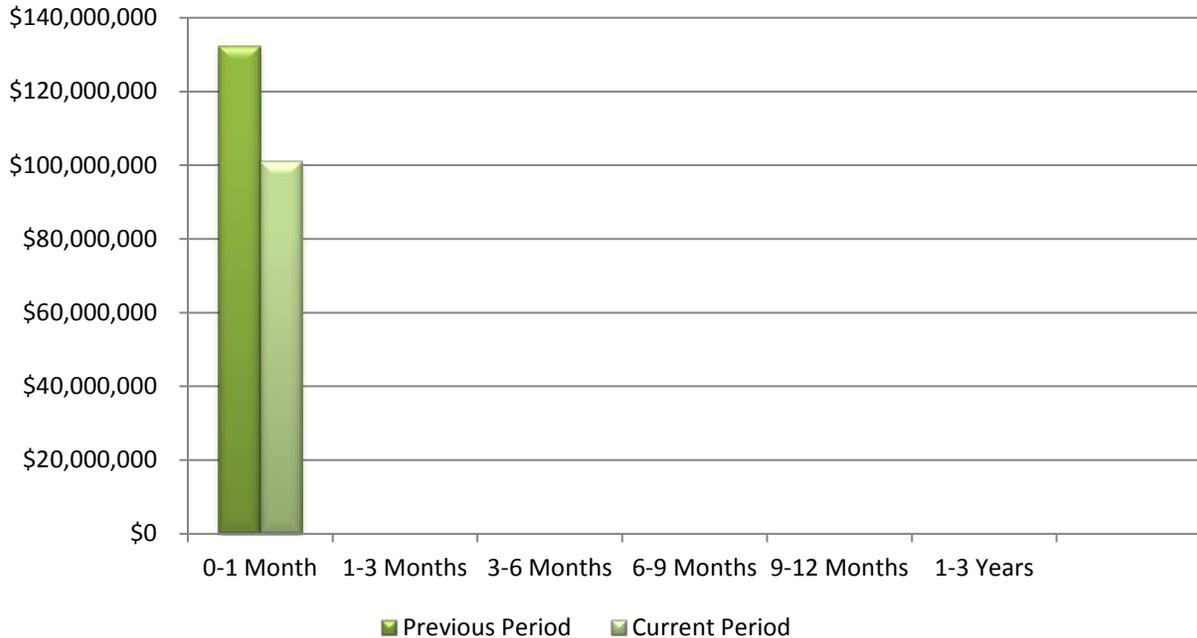


**Quarterly Investment Report
HAYS CISD
4th Quarter 2020-2021**

Portfolio Composition at 6/30/2021



Maturity Aging - 3/31/2020 vs 6/30/2021



Detail of Investment Holdings

HAYS CISD

4th Quarter 2020-2021

Portfolio Summary As Of June 30, 2021

Description	CUSIP	Beginning Par Value	Ending Par Value	Beginning Book Value 3/31/2021	Ending Book Value 6/30/2021	Beginning Market Value 3/31/2021	Ending Market Value 6/30/2021	Current Period Earnings	Yield To Maturity	Maturity Date	Days to Maturity
199 - General Operating											
Lone Star LGIP	LONESTAR	5,576,680.49	45,470,816.47	5,576,680.49	45,470,816.47	5,576,680.49	45,470,816.47		0.120	N/A	1
TexasTERM LGIP	TEXASTERM	2,643,604.73	3,777,741.92	2,643,604.73	3,777,741.92	2,643,604.73	3,777,741.92		0.040	N/A	1
TexPool LGIP	TEXPOOL02	56,819,151.50	1,485,734.24	56,819,151.50	1,485,734.24	56,819,151.50	1,485,734.24		0.010	N/A	1
		<u>65,039,436.72</u>	<u>50,734,292.63</u>	<u>65,039,436.72</u>	<u>50,734,292.63</u>	<u>65,039,436.72</u>	<u>50,734,292.63</u>	0.00			
240 - Child Nutrition											
Lone Star LGIP	LONESTAR	1,095,022.72	3,447,786.48	1,095,022.72	3,447,786.48	1,095,022.72	3,447,786.48		0.120	N/A	1
TexasTERM LGIP	TEXASTERM	1,832,463.59	744.92	1,832,463.59	744.92	1,832,463.59	744.92		0.040	N/A	1
TexPool LGIP	TEXPOOL05			0.00	0.00	0.00	0.00		0.180	N/A	1
		<u>2,927,486.31</u>	<u>3,448,531.40</u>	<u>2,927,486.31</u>	<u>3,448,531.40</u>	<u>2,927,486.31</u>	<u>3,448,531.40</u>	0.00			
599-Debt Service											
Lone Star LGIP	LONESTAR	1,952,248.61	1,952,789.98	1,952,248.61	1,952,789.98	1,952,248.61	1,952,789.98		0.120	N/A	1
TexasTERM LGIP	TEXASTERM	1,107,095.25	26,107,437.30	1,107,095.25	26,107,437.30	1,107,095.25	26,107,437.30		0.040	N/A	1
TexPool LGIP	TEXPOOL03	34,438,802.14	888,879.55	34,438,802.14	888,879.55	34,438,802.14	888,879.55		0.010	N/A	1
		<u>37,498,146.00</u>	<u>28,949,106.83</u>	<u>37,498,146.00</u>	<u>28,949,106.83</u>	<u>37,498,146.00</u>	<u>28,949,106.83</u>	0.00			
614- 2014 Construction											
Lone Star LGIP	LONESTAR	1,049,930.74	445,181.05	1,049,930.74	445,181.05	1,049,930.74	445,181.05		0.120	N/A	1
TexasTERM LGIP	TEXASTERM	246.43	246.46	246.43	246.46	246.43	246.46		0.040	N/A	1
		<u>1,050,177.17</u>	<u>445,427.51</u>	<u>1,050,177.17</u>	<u>445,427.51</u>	<u>1,050,177.17</u>	<u>445,427.51</u>	0.00			
617-2017 Construction											
TexasTERM LGIP	TEXASTERM	15,067,354.04	15,068,876.37	15,067,354.04	15,068,876.37	15,067,354.04	15,068,876.37		0.040	N/A	1
		<u>15,067,354.04</u>	<u>15,068,876.37</u>	<u>15,067,354.04</u>	<u>15,068,876.37</u>	<u>15,067,354.04</u>	<u>15,068,876.37</u>	0.00			
617.18- 2017 Construction											
Lone Star LGIP	LONESTAR	10,563,470.26	2,234,967.67	10,563,470.26	2,234,967.67	10,563,470.26	2,234,967.67		0.120	N/A	1
		<u>10,563,470.26</u>	<u>2,234,967.67</u>	<u>10,563,470.26</u>	<u>2,234,967.67</u>	<u>10,563,470.26</u>	<u>2,234,967.67</u>	0.00			
608- 2008 Construction											
Lone Star LGIP	LONESTAR	200,003.28	200,058.73	200,003.28	200,058.73	200,003.28	200,058.73		0.120	N/A	1
		<u>200,003.28</u>	<u>200,058.73</u>	<u>200,003.28</u>	<u>200,058.73</u>	<u>200,003.28</u>	<u>200,058.73</u>	0.00			
606- 2006 Construction											
Lone Star LGIP	LONESTAR	0.04	0.00	0.04	0.00	0.04	0.00		0.120	N/A	1
		<u>0.04</u>	<u>0.00</u>	<u>0.04</u>	<u>0.00</u>	<u>0.04</u>	<u>0.00</u>	0.00			
634- 2004 Construction											
Lone Star LGIP	LONESTAR	0.06	0.00	0.06	0.00	0.06	0.00		0.120	N/A	1
		<u>0.06</u>	<u>0.00</u>	<u>0.06</u>	<u>0.00</u>	<u>0.06</u>	<u>0.00</u>	0.00			
699- Construction											
Lone Star LGIP	LONESTAR	0.02	0.00	0.02	0.00	0.02	0.00		0.120	N/A	1
		<u>0.02</u>	<u>0.00</u>	<u>0.02</u>	<u>0.00</u>	<u>0.02</u>	<u>0.00</u>	0.00			
Summary By Fund											
199- General Operating		65,039,436.72	50,734,292.63	65,039,436.72	50,734,292.63	65,039,436.72	50,734,292.63	0.00			
240- Food Service		2,927,486.31	3,448,531.40	2,927,486.31	3,448,531.40	2,927,486.31	3,448,531.40	0.00			
599- Debt Service		37,498,146.00	28,949,106.83	37,498,146.00	28,949,106.83	37,498,146.00	28,949,106.83	0.00			
614- 2014 Construction		1,050,177.17	445,427.51	1,050,177.17	445,427.51	1,050,177.17	445,427.51	0.00			
617-2017 Construction		15,067,354.04	15,068,876.37	15,067,354.04	15,068,876.37	15,067,354.04	15,068,876.37	0.00			
617.18- 2017 Construction		10,563,470.26	2,234,967.67	10,563,470.26	2,234,967.67	10,563,470.26	2,234,967.67	0.00			
608- 2008 Construction		200,003.28	200,058.73	200,003.28	200,058.73	200,003.28	200,058.73	0.00			
606- 2006 Construction		0.04	0.00	0.04	0.00	0.04	0.00	0.00			
634- 2004 Construction		0.06	0.00	0.06	0.00	0.06	0.00	0.00			
699- Construction		0.02	0.00	0.02	0.00	0.02	0.00	0.00			
TOTAL PORTFOLIO		<u>132,346,073.90</u>	<u>101,081,261.14</u>	<u>132,346,073.90</u>	<u>101,081,261.14</u>	<u>132,346,073.90</u>	<u>101,081,261.14</u>	0.00			

**Quarterly Investment Report
HAYS CISD
4th Quarter 2020-2021**

Current Period Purchases

Description	CUSIP	Purchase Date	Par Value	Principal Invested	Yield To Maturity
199 - General Operating					

Current Period Maturities/Calls

Description	CUSIP	Maturity Date	Par Value	Principal Matured	Yield To Maturity
199 - General Operating					

Glossary of Terms

- Market Value = How much money you would receive for a security, if you were to sell that security on a given date. Market value changes daily.
- Purchase Date = The date of the initial purchase/investment.
- Maturity Date = Securities which matured on the maturity date or were sold on a given date.
- Yield to Maturity = The interest rate earned on an investment if security is held to maturity date.
- Par Value = The face value of a bond.
- Book Value = For fixed income securities, book value is the face amount of the security plus the amount of unamortized premium or minus the unamortized discount. It can also be calculated by multiplying the face amount times the book price. For stock, mutual fund and money market, book value is the same as the cost.
- Days to Maturity (D-T-M) = Days remaining to maturity from end of the current reporting period.

Quarterly Investment Report
HAYS CISD
4th Quarter 2020-2021

We, the approved Investment Officers of Hays CISD, hereby certify that the following Investment Report represents the investment position of the district as of **June 30, 2021** in compliance with the Board approved Investment Policy, the Public Funds Investment Act (*Texas Government Code 2256*), and, Generally Accepted Accounting Principles (GAAP).

Randall Rau
Chief Financial Officer



Rebecca Palmer,
Director of Finance



HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 30, 2021

Subject: July 2021 Financial Statements

Administrator Responsible/Position:

- A. Purpose of Agenda Item:
 Action needed Information only Receive input
- B. Authority for This Action:
 Local Policy Law or Rule N/A
- C. Goal or Need Addressed:
- D. Summary:
 Previous board action relating to this item - Monthly
 Future action anticipated -
 Background information – A separate summary is attached with the financials.
- E. Comments Received:
 Cabinet DLT FBOC Teacher Org. Reps. Other _____
- F. Administrative Recommendation:
There is no board action necessary. The monthly financial statements are presented as an information item.
- G. Fiscal Impact and Cost: Amount: \$ _____
 Budget Bond Grant/Special Funds Other _____
- H. Suggested Motion:
There is no board action necessary. The monthly financial statements are presented as an information item.

Hays Consolidated Independent School District

Division of Financial Services

21003 Interstate 35 Frontage Road
Kyle, Texas 78640
Ph: (512) 268-2141
Fx: (512) 268-2147



Date: August 30, 2021

Monthly Financial Highlights

- The monthly Financial Reports represent financial data through July 31, 2021.
- The cash and investment balances of all funds at month end totals \$114,966,174.51. The General Fund makes up the largest portion of the total with \$59,079,395.19 or roughly 51.39%.
- Through the end of the month (1/12 or 8.33% of the budget year):
 - The General Fund has collected \$52,774.57 (.03% of its budgeted revenue) and has spent \$13,339,175.82 (6.47% of its budgeted expenditures). The *estimated* ending fund balance through the month of July 2021 is \$55,355,967.20.
 - The Child Nutrition fund has collected \$1,345.20 (.01% of its budgeted revenue) and has spent \$306,369.59 (2.69% of its budgeted expenditures).
 - The Debt Service fund collected \$622.99 (0.00% of its budgeted revenue) and spent \$0.00 (0.00% of its budgeted expenditures). Debt service payments are made two times a year, February 15th and August 15th.
 - The Capital Project funds have expenditures of \$5,430 in the current fiscal year through the month of July 2021 and have collected \$484.53 in interest revenue.
- Special Revenue funds consist of Federal, State, and local grants received by the District. Some of these grants such as Title I and IDEA are non-competitive federal grants which the District receives based on certain types of student populations reported through PEIMS. Other local grants are “competitive grants” and are awarded based on demonstrated needs. This group of funds also includes the Textbook (IMA) and awarded Education Foundation funds. Total revenue is \$892,971.94 and total expenditures are \$892,971.94.
- Current Tax collections for the month of July 2021 totaled \$604,568.82 representing .45% of the levy collected during the month. Approximately 99.32% of the total levy has been collected through the end of July 2021. In comparison, 99.32% of the total levy was collected through the end of July 2020.

If you should have any questions regarding these financials please contact me.

Randall Rau, CPA

Chief Financial Officer
Hays Consolidated Independent School District

Hays Consolidated Independent School District

Financial Reports



July 31, 2021

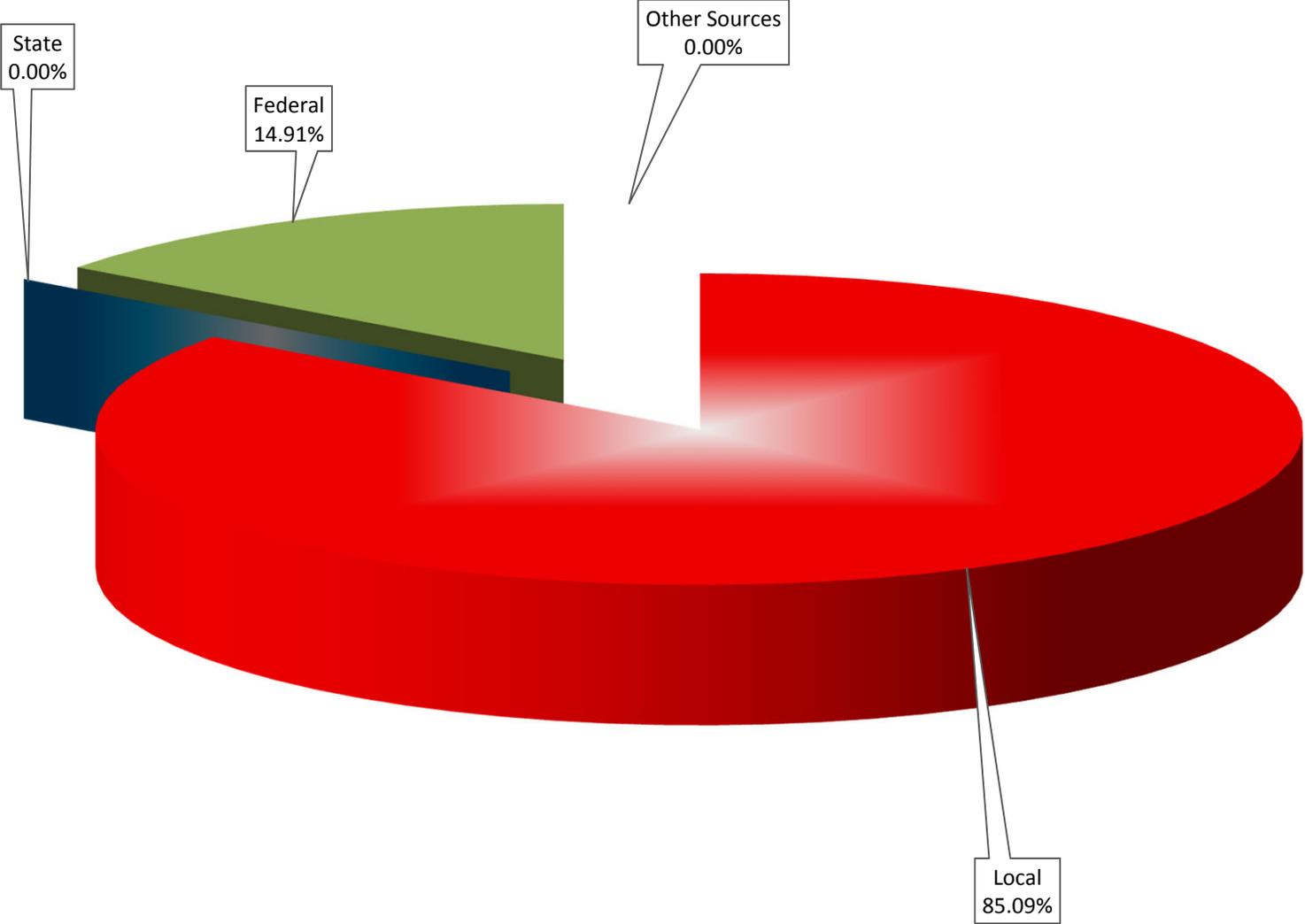
Hays Consolidated Independent School District
Combined Balance Sheet
for the Month Ending July 31, 2021
(Un-Audited)

	<u>General</u> <u>Fund</u>	<u>Child Nutrition</u> <u>Fund</u>	<u>Debt Service</u> <u>Fund</u>	<u>Capital</u> <u>Projects Funds</u>	<u>Special Revenue</u> <u>Funds</u>	<u>Total</u>
Assets:						
Cash and Cash Equivalents	\$ 12,076,968.32	\$ (3,580,967.12)	\$ 10,025,526.86	\$ (254,253.03)	\$ (53,818.53)	\$ 18,213,456.50
Current Investments	47,002,426.87	2,798,791.93	29,040,493.30	17,911,005.91	-	96,752,718.01
Total Cash and Investments	\$ 59,079,395.19	\$ (782,175.19)	\$ 39,066,020.16	\$ 17,656,752.88	\$ (53,818.53)	\$ 114,966,174.51
Property Taxes - Delinquent	2,329,520.68	-	1,101,692.13	-	-	3,431,212.81
Allowance for Uncollectible Taxes	(641,060.91)	-	(281,301.97)	-	-	(922,362.88)
Due from State Agencies	11,954,024.63	-	-	-	825,660.84	12,779,685.47
Due from other Governments	1,559,113.44	-	231,387.54	-	-	1,790,500.98
Accrued Interest	-	-	-	-	-	-
Due from Other Funds	2,279,594.77	3,651,464.07	5.32	-	-	5,931,064.16
Other Receivables	-	142,553.11	-	-	-	142,553.11
Total Receivables	\$ 17,481,192.61	\$ 3,794,017.18	\$ 1,051,783.02	\$ -	\$ 825,660.84	\$ 23,152,653.65
Inventories	-	239,581.36	-	-	-	239,581.36
Prepaid Items	7,129,177.45	500.00	-	-	-	7,129,677.45
Other Current Assets	\$ 7,129,177.45	\$ 240,081.36	\$ -	\$ -	\$ -	\$ 7,369,258.81
Total Current Assets	\$ 83,689,765.25	\$ 3,251,923.35	\$ 40,117,803.18	\$ 17,656,752.88	\$ 771,842.31	\$ 145,488,086.97
Liabilities and Fund Balance:						
Current Liabilities						
Accounts Payable	\$ 75,863.04	\$ 36,146.31	\$ -	\$ -	\$ 5,697.95	\$ 117,707.30
Other Liabilities	177,404.37	-	-	-	-	177,404.37
Payroll Deductions and Withholdings	217,631.78	-	-	-	-	217,631.78
Accrued Wages Payable	17,105,544.18	418,839.36	-	-	-	17,524,383.54
Due to Other Funds	4,692,011.13	2,075.00	-	1,932,196.51	-	6,626,282.64
Due to Student Groups	209,591.76	-	-	-	-	209,591.76
Due to State Agencies	12,283.00	-	-	-	-	12,283.00
Due to other Governments	26,089.68	-	-	-	-	26,089.68
Deferred Revenues	4,128,919.34	279,848.66	-	-	766,144.36	5,174,912.36
Deferred Inflows	1,688,459.77	-	820,390.16	-	-	2,508,849.93
Total Liabilities	\$ 28,333,798.05	\$ 736,909.33	\$ 820,390.16	\$ 1,932,196.51	\$ 771,842.31	\$ 32,595,136.36
Fund Balance/Equity						
Reserved/Designated Fund Balance	-	2,776,347.91	39,296,790.03	9,320,918.75	-	51,394,056.69
Current Year Revenues less	-	-	-	-	-	-
Expenditures/Expenses	(13,286,401.25)	(305,024.39)	\$ 622.99	(4,945.47)	-	(13,595,748.12)
Reserved Fund Balance for Current Year	-	-	-	-	-	-
Encumbrances (POs)	4,920,637.67	43,690.50	-	6,408,583.09	-	11,372,911.26
Unreserved Fund Balance/Fund Equity	\$ 63,721,730.78	\$ -	\$ -	\$ -	\$ -	\$ 63,721,730.78
Total Fund Balance/Equity	\$ 55,355,967.20	\$ 2,515,014.02	\$ 39,297,413.02	\$ 15,724,556.37	\$ -	\$ 112,892,950.61
Total Liabilities and Fund Equity	\$ 83,689,765.25	\$ 3,251,923.35	\$ 40,117,803.18	\$ 17,656,752.88	\$ 771,842.31	\$ 145,488,086.97

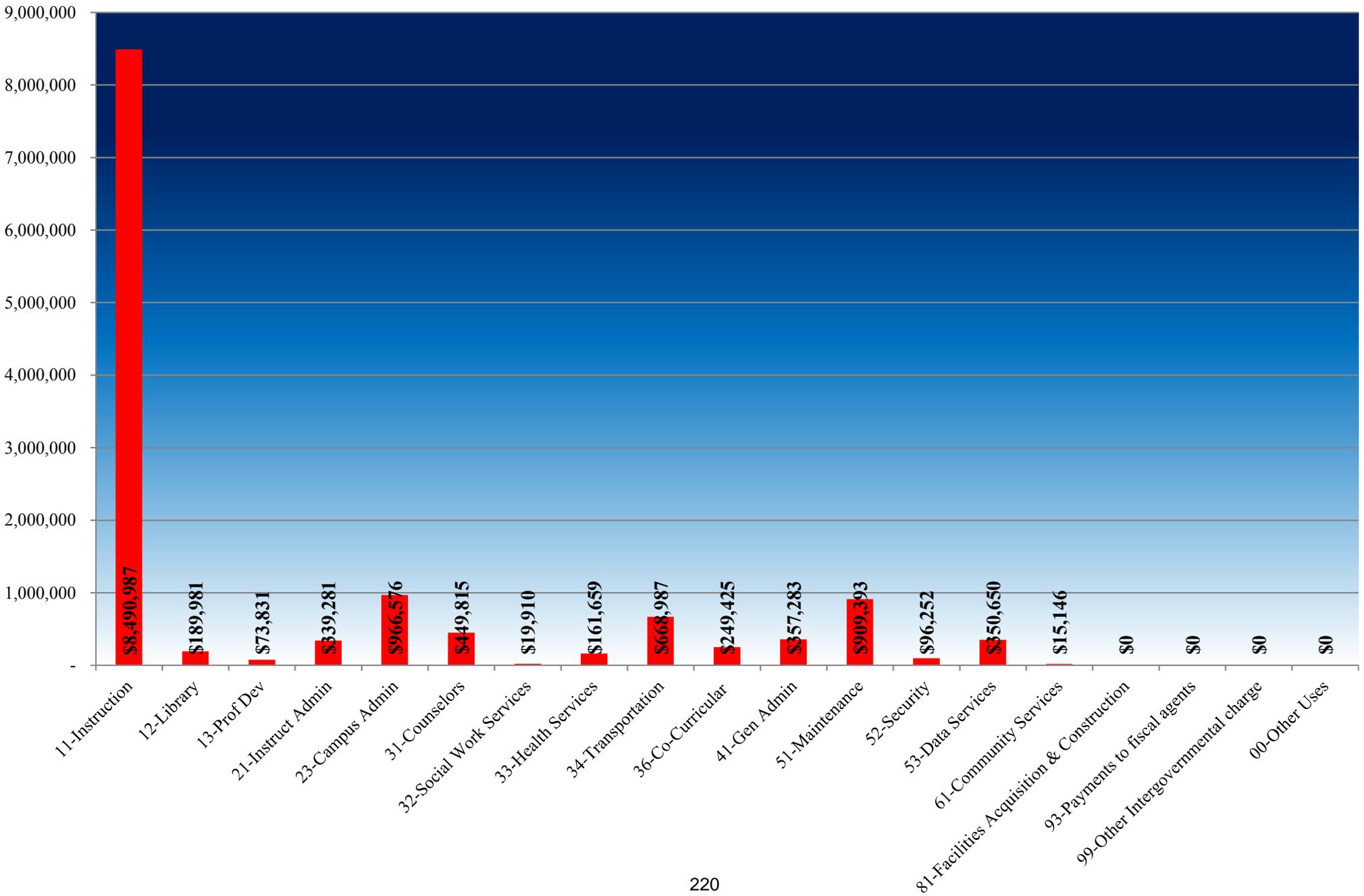
Hays Consolidated Independent School District
Statement of Revenues, Expenditures, and Changes in Fund Balance - General Fund
for the Month Ending July 31, 2021
(Un-Audited)

	GENERAL FUND					
	<u>Prior Year</u> <u>Actual Revenues/</u> <u>Expenditures</u>	<u>Original</u> <u>Budget</u>	<u>Official</u> <u>Budget</u>	<u>Current Year</u> <u>Actual Revenues/</u> <u>Expenditures</u>	<u>Unrealized/</u> <u>Unexpended</u> <u>Budget</u>	<u>Percentage</u> <u>Y-T-D</u>
Revenues:						
Local	\$ 84,932.19	\$ 102,840,161	\$ 102,840,161	\$ 44,906.59	(102,795,254.41)	0.04%
State	-	95,549,500	95,549,500	-	(95,549,500.00)	0.00%
Federal	877.22	2,900,000	2,900,000	7,867.98	(2,892,132.02)	0.27%
Other Sources	12,095.70	-	-	-	-	NA
Total Revenues	\$ 97,905.11	\$ 201,289,661	\$ 201,289,661	\$ 52,774.57	\$ (201,236,886.43)	0.03%
Expenditures and Other Uses:						
11-Instruction	7,972,008.26	121,274,842	121,274,842	8,490,986.77	112,783,855.23	7.00%
12-Library	172,974.12	2,761,977	2,761,977	189,981.31	2,571,995.69	6.88%
13-Prof Dev	67,394.71	1,779,392	1,779,392	73,830.55	1,705,561.45	4.15%
21-Instruct Admin	345,880.93	4,838,114	4,838,114	339,280.96	4,498,833.04	7.01%
23-Campus Admin	896,481.64	12,599,004	12,599,004	966,575.64	11,632,428.36	7.67%
31-Counselors	485,184.43	6,624,986	6,624,986	449,815.10	6,175,170.90	6.79%
32-Social Work Services	26,766.30	288,612	288,612	19,909.94	268,702.06	6.90%
33-Health Services	141,745.14	2,395,541	2,395,541	161,659.12	2,233,881.88	6.75%
34-Transportation	553,757.98	11,117,747	11,117,747	668,986.86	10,448,760.14	6.02%
36-Co-Curricular	288,609.54	6,342,176	6,342,176	249,424.63	6,092,751.37	3.93%
41-Gen Admin	327,458.16	5,586,601	5,586,601	357,283.28	5,229,317.72	6.40%
51-Maintenance	884,054.02	21,120,309	21,120,309	909,393.25	20,210,915.75	4.31%
52-Security	78,138.83	2,616,970	2,616,970	96,252.45	2,520,717.55	3.68%
53-Data Services	275,174.58	5,050,588	5,050,588	350,650.24	4,699,937.76	6.94%
61-Community Services	22,437.76	238,624	238,624	15,145.72	223,478.28	6.35%
81-Facilities Acquisition & Construction	-	-	-	-	-	NA
93-Payments to fiscal agents	-	400,000	400,000	-	400,000.00	0.00%
99-Other Intergovernmental charge	-	975,000	975,000	-	975,000.00	0.00%
00-Other Uses	-	-	-	-	-	NA
Total Expenditures and Other Uses	\$ 12,538,066.40	\$ 206,010,483	\$ 206,010,483	\$ 13,339,175.82	\$ 192,671,307.18	6.47%
Excess of Revenues and Other Resources Over (Under) Expenditures and Other Uses	\$ (12,440,161.29)	\$ (4,720,822)	\$ (4,720,822)	\$ (13,286,401.25)		
Fund Balance July 1, 2021 - (Un-Audited)		\$ 68,642,368.45	\$ 68,642,368.45	\$ 68,642,368.45		
Fund Balance Ending - Monthly Reporting Period		\$ 63,921,546.45	\$ 63,921,546.45	\$ 55,355,967.20	\$ (8,565,579.25)	

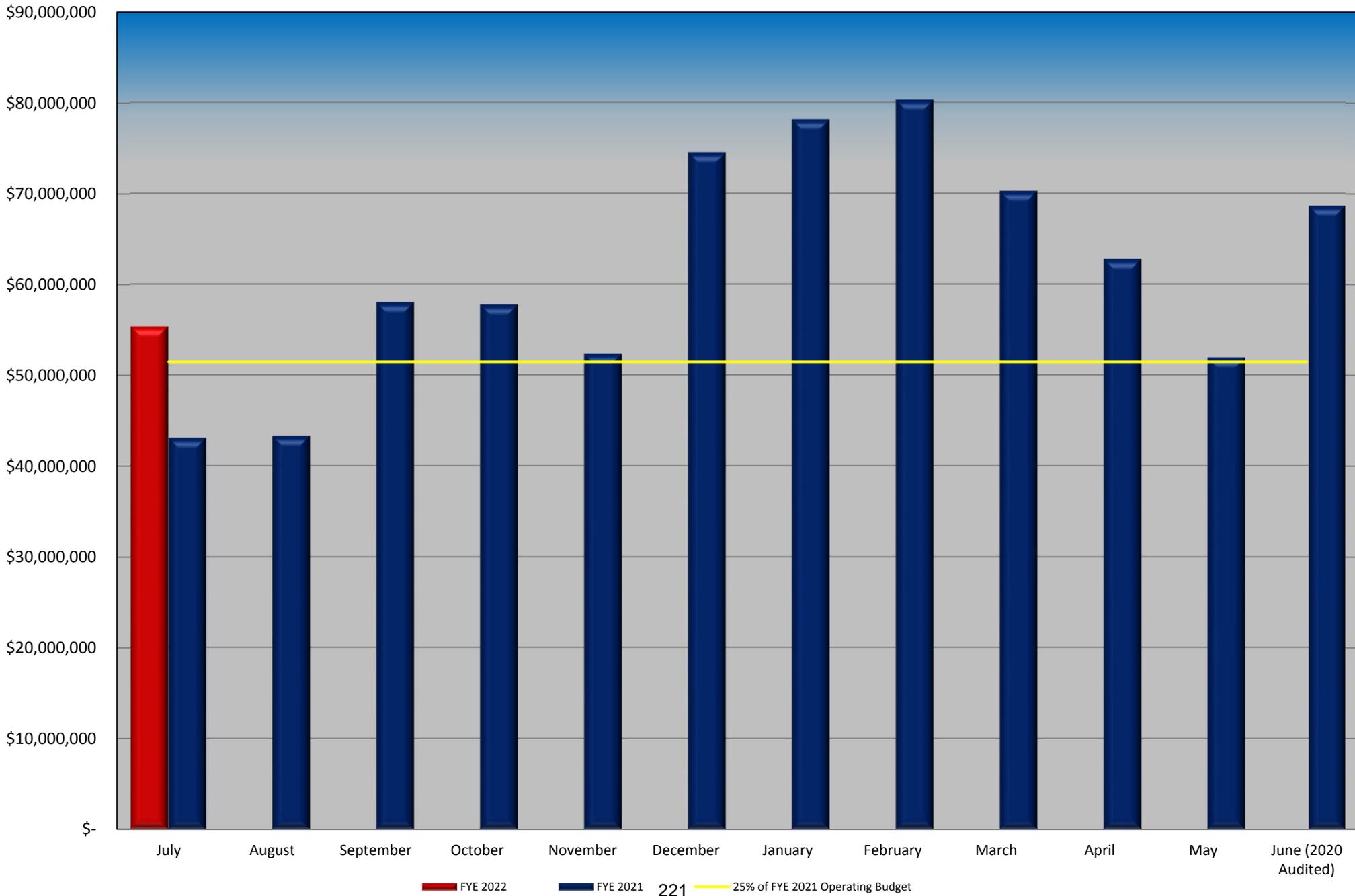
General Fund Revenues Collected to Date



General Fund Expenditures to Date



General Fund Balance by Reporting Month



Hays Consolidated Independent School District
Statement of Revenues, Expenditures, and Changes in Fund Balance - Child Nutrition Fund
for the Month Ending July 31, 2021
(Un-Audited)

	CHILD NUTRITION FUND					
	<u>Prior Year</u>			<u>Current Year</u>	<u>Unrealized/</u>	<u>Percentage</u>
	<u>Actual Revenues/ Expenditures</u>	<u>Original Budget</u>	<u>Official Budget</u>	<u>Actual Revenues/ Expenditures</u>	<u>Unexpended Budget</u>	<u>Y-T-D</u>
Revenues and Other Resources:						
Local	\$ 912.36	\$ 3,786,628	\$ 3,786,628	\$ 1,345.20	\$ (3,785,282.80)	0.04%
State	-	45,000	45,000	-	(45,000.00)	0.00%
Federal	-	7,545,186	7,545,186	-	(7,545,186.00)	0.00%
Other sources	-	-	-	-	-	NA
Total Revenues and Other Resources	\$ 912.36	\$ 11,376,814	\$ 11,376,814	\$ 1,345.20	\$ (11,375,468.80)	0.01%
Expenditures and Other Uses:						
35-6100 Payroll	335,793.76	5,194,736	5,194,736	292,899.28	4,901,836.72	5.64%
35-6200 Professional and Contracted Services	-	904,618	904,618	61.43	904,556.57	0.01%
35-6341 Food Supplies	27,993.77	4,155,089	4,155,089	3,630.62	4,151,458.38	0.09%
35-6342 Non-Food Supplies	4,808.73	291,845	291,845	382.26	291,462.74	0.13%
35-6344 USDA Commodities	-	471,868	471,868	-	471,868.00	0.00%
35-6349 Miscellaneous Supplies	-	178,310	178,310	-	178,310.00	0.00%
35-6300 Supplies & Materials	9,396.00	88,004	88,004	9,396.00	78,608.00	10.68%
35-6400 Food Service Other Operating Expenses	-	92,344	92,344	-	92,344.00	0.00%
35-6600 Food Service Capital Expenses	-	-	-	-	-	NA
Total Expenditures	\$ 377,992.26	\$ 11,376,814	\$ 11,376,814	\$ 306,369.59	\$ 11,070,444.41	2.69%
Excess of Revenues and Other Resources Over (Under) Expenditures and Other Uses	\$ (377,079.90)	\$ -	\$ -	\$ (305,024.39)		
Fund Balance July 1, 2021 - (Un-Audited)		2,820,038.41	2,820,038.41	2,820,038.41		
Fund Balance Ending - Monthly Reporting Period		\$ 2,820,038.41	\$ 2,820,038.41	\$ 2,515,014.02	\$ (305,024.39)	

Hays Consolidated Independent School District
Statement of Revenues, Expenditures, and Changes in Fund Balance - Debt Service Fund
for the Month Ending July 31, 2021
(Un-Audited)

DEBT SERVICE FUND										
	<u>Prior Year</u> <u>Actual Revenues/</u> <u>Expenditures</u>		<u>Original</u> <u>Budget</u>		<u>Official</u> <u>Budget</u>		<u>Current Year</u> <u>Actual Revenues/</u> <u>Expenditures</u>		<u>Unrealized/</u> <u>Unexpended</u> <u>Budget</u>	<u>Percentage</u> <u>Y-T-D</u>
Revenues:										
Local Revenue										
Taxes, Current Year Levy	-	\$	56,782,902	\$	56,782,902		-	\$	(56,782,902.00)	0.00%
Taxes, Prior Year	-		350,000		350,000		-		(350,000.00)	0.00%
Penalties, Interest and Other Tax Revenues	-		225,000		225,000		-		(225,000.00)	0.00%
Earnings from Investments	5,386.20		-		-		622.99		622.99	NA
Miscellaneous Revenue	-		-		-		-		-	NA
Local Revenue	\$ 5,386.20	\$	57,357,902	\$	57,357,902	\$	622.99	\$	(57,357,279.01)	0.00%
State Revenue										
Additional State Aid for Homestead Exemption	-	\$	-	\$	-	\$	-		-	NA
State Revenue	\$ -	\$	-	\$	-	\$	-	\$	-	NA
Other Sources										
Operating Transfer In		\$	-	\$	-	\$	-		-	NA
Other Sources		\$	-	\$	-	\$	-	\$	-	NA
Total Revenue	\$ 5,386.20	\$	57,357,902.00	\$	57,357,902.00	\$	622.99	\$	(57,357,279.01)	0.00%
Expenditures:										
71-6511 Bond Principal	-		38,303,562		38,303,562		-		38,303,562.00	0.00%
71-6521 Interest on Bonds	-		19,019,340		19,019,340		-		19,019,340.00	0.00%
71-6599 Other Debt Service Fees	-		35,000		35,000		-		35,000.00	0.00%
Total Expenditures	\$ -	\$	57,357,902	\$	57,357,902	\$	-	\$	57,357,902.00	0.00%
Excess of Revenues										
Over (Under) Expenditures	\$ 5,386.20	\$	-	\$	-	\$	622.99			
Fund Balance July 1, 2021 - (Un-Audited)			\$ 39,296,790.03	\$	39,296,790.03	\$	39,296,790.03			
Fund Balance Ending - Monthly Reporting Period			\$ 39,296,790.03	\$	39,296,790.03	\$	39,297,413.02	\$	622.99	

Hays Consolidated Independent School District
Statement of Revenues, Expenditures, and Changes in Fund Balance - Capital Project Funds
for the Month Ending July 31, 2021
(Un-Audited)

	<u>2008</u> <u>Capital Projects</u> <u>Program</u>	<u>2014</u> <u>Capital Projects</u> <u>Program</u>	<u>2017</u> <u>Capital Projects</u> <u>Program</u>	<u>2021</u> <u>Capital Projects</u> <u>Program</u>	<u>2021 - 2022</u> <u>Capital Projects</u> <u>Total Revenues/</u> <u>Expenses</u>
<i>Revenues and Other Resources:</i>					
Local	\$ 15.70	\$ 34.90	\$ 433.93	\$ -	\$ 484.53
State	-	-	-	-	-
Other sources	-	-	-	-	-
Total Revenues and Other Resources	\$ 15.70	\$ 34.90	\$ 433.93	\$ -	\$ 484.53
<i>Expenditures and Other Uses:</i>					
6100 Payroll	-	-	-	-	-
6200 Professional and Contracted Services	-	-	-	-	-
6300 Supplies and Materials	-	-	-	-	-
6400 Other Operating Expenses	-	-	-	5,430.00	5,430.00
6600 Capital Outlay	-	-	-	-	-
8000-Other Uses	-	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ 5,430.00	\$ 5,430.00
Excess of Revenues and Other Resources Over (Under) Expenditures and Other Uses	\$ 15.70	\$ 34.90	\$ 433.93	\$ (5,430.00)	\$ (4,945.47)
Fund Balance July 1, 2021 - (<i>Un-Audited</i>)	\$ 200,058.73	\$ 445,427.51	\$ 17,016,212.11	\$ (1,932,196.51)	\$ 15,729,501.84
Fund Balance Ending - Monthly Reporting Period	\$ 200,074.43	\$ 445,462.41	\$ 17,016,646.04	\$ (1,937,626.51)	\$ 15,724,556.37

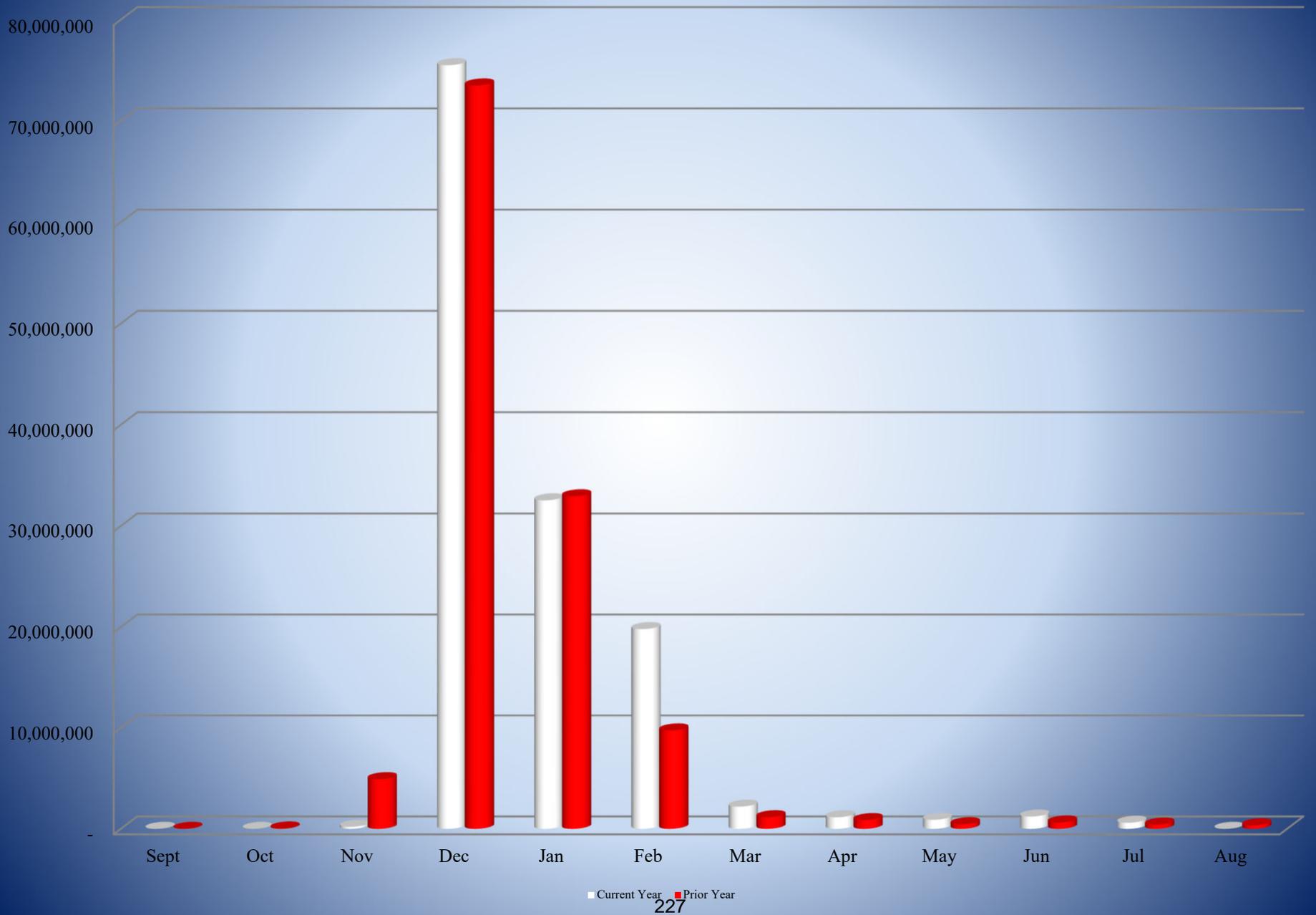
Hays Consolidated Independent School District
Statement of Revenues, Expenditures, and Changes in Fund Balance - Special Revenue Funds (Grants)
for the Month Ending July 31, 2021
(Un-Audited)

	SPECIAL REVENUE FUNDS					
	<u>Prior Year</u> <u>Actual Revenues/</u> <u>Expenditures</u>	<u>Original</u> <u>Budget</u>	<u>Official</u> <u>Budget</u>	<u>Current Year</u> <u>Actual Revenues/</u> <u>Expenditures</u>	<u>Unrealized/</u> <u>Unexpended</u> <u>Budget</u>	<u>Percentage</u> <u>Y-T-D</u>
Revenues:						
Local	\$ 3,143.20	\$ 1,000	\$ 1,000	\$ 979.32	\$ (20.68)	97.93%
State	124,363.92	1,678,535	1,678,535	435,389.69	(1,243,145.31)	25.94%
Federal	400,260.32	23,771,185	23,771,185	456,602.93	(23,314,582.07)	1.92%
Total Revenues	\$ 527,767.44	\$ 25,450,720	\$ 25,450,720	\$ 892,971.94	\$ (24,557,748.06)	3.51%
Expenditures:						
6100 Payroll	527,198.69	24,330,588	24,330,588	586,692.94	23,743,895.06	2.41%
6200 Professional and Contracted Services	568.75	430,400	430,400	-	430,400.00	0.00%
6300 Supplies and Materials	-	648,732	648,732	306,279.00	342,453.00	47.21%
6400 Other Operating Expenses	-	41,000	41,000	-	41,000.00	0.00%
6600 Capital Outlay	-	-	-	-	-	NA
Total Expenditures	\$ 527,767.44	\$ 25,450,720	\$ 25,450,720	\$ 892,971.94	\$ 24,557,748.06	3.51%
Excess of Revenues						
Over (Under) Expenditures	\$ -	\$ -	\$ -	\$ -		
Fund Balance July 1, 2021 - (<u>Un-Audited</u>)		\$ -	\$ -	\$ -	\$ -	
Fund Balance Ending - Monthly Reporting Period		\$ -	\$ -	\$ -	\$ -	

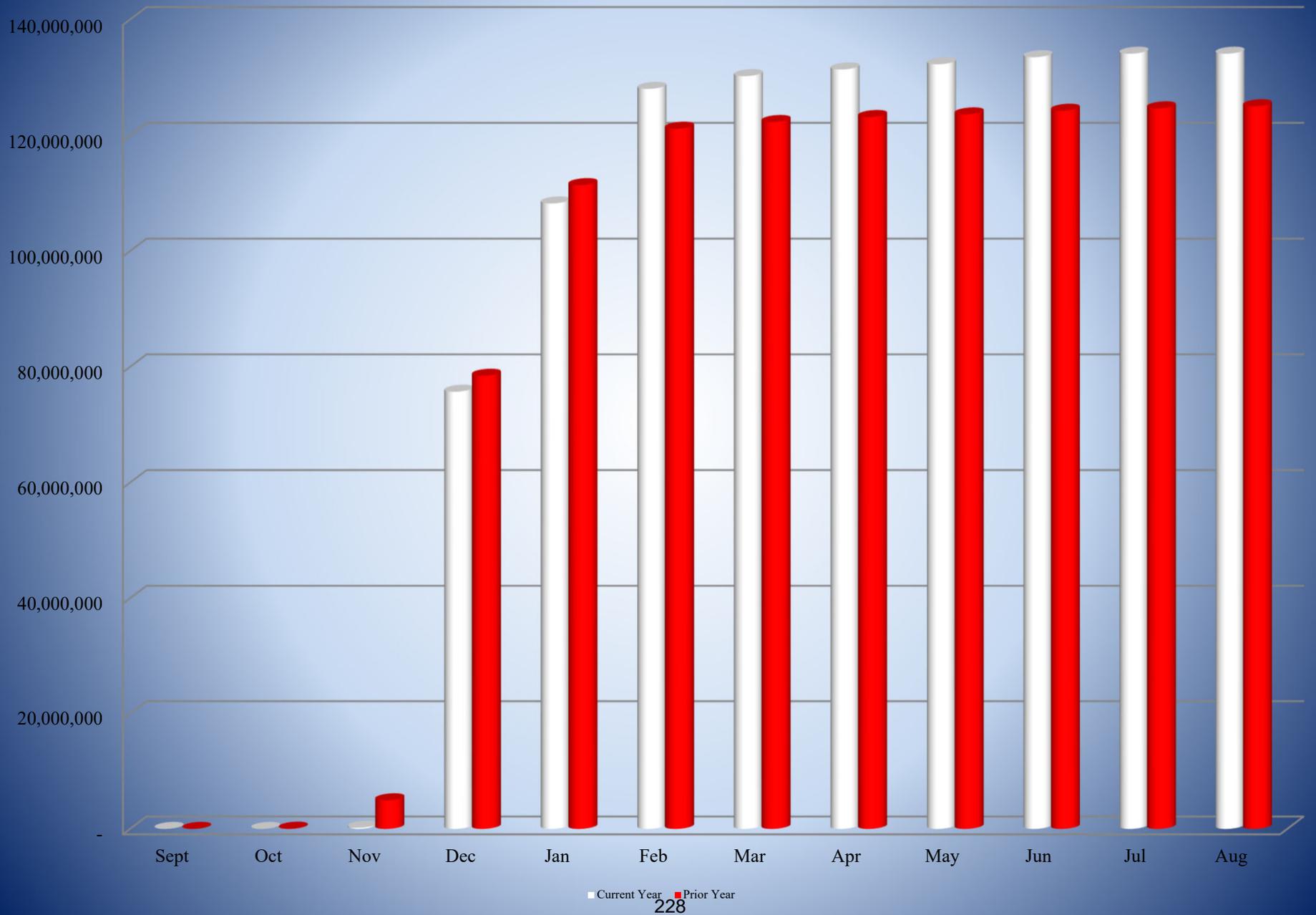
Hays Consolidated Independent School District
Monthly Tax Collection Report
for the Month Ending July 31, 2021

	Prior Tax Year 2019 - 2020				Current Tax Year 2020 - 2021			
	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Total</u>	<u>% of Levy</u>	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Total</u>	<u>% of Levy</u>
<u>Current Month Tax Collections:</u>								
5711 Taxes-Current Year Tax Levy	\$ 277,301.66	\$ 142,054.68	\$ 419,356.34	0.33%	\$ 390,285.67	\$ 214,283.15	\$ 604,568.82	0.45%
5712 Taxes-Delinquent Collections	\$ 36,835.41	\$ 17,495.55	\$ 54,330.96		\$ 5,238.52	\$ 2,554.35	\$ 7,792.87	
5719 Penalties and Interest	\$ 40,445.96	\$ 20,139.76	\$ 60,585.72		\$ 27,036.77	\$ 14,550.04	\$ 41,586.81	
Total Current Month Collections	\$ 354,583.03	\$ 179,689.99	\$ 534,273.02		\$ 422,560.96	\$ 231,387.54	\$ 653,948.50	
<u>Fiscal Year to Date Collections:</u>								
5711 Taxes-Current Year Tax Levy	\$ 82,397,670.67	\$ 42,259,628.90	\$ 124,657,299.57	99.33%	\$ 86,558,442.62	\$ 47,534,229.06	\$ 134,092,671.68	99.32%
5712 Taxes-Delinquent Collections	\$ 414,344.35	\$ 195,814.03	\$ 610,158.38		\$ 871,057.52	\$ 429,265.56	\$ 1,300,323.08	
5719 Penalties and Interest	\$ 386,991.16	\$ 193,167.21	\$ 580,158.37		\$ 541,278.53	\$ 282,397.26	\$ 823,675.79	
Total Revenue Collected	\$ 83,199,006.18	\$ 42,648,610.14	\$ 125,847,616.32		87,970,778.67	48,245,891.88	136,216,670.55	
Total Budgeted Tax Revenue (Current, Delinquent, Penalty & Interest)	\$ 82,048,026.00	\$ 41,354,502.00	\$ 123,402,528.00		\$ 86,187,397.00	\$ 43,715,670.00	\$ 129,903,067.00	
Percentage of Budget Collected	101.40%	103.13%	101.98%		102.07%	110.36%	104.86%	

Month to Date Tax Collections Current Levy



Year to Date Tax Collections Current Levy



HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 23, 2021

Subject: 2021 Bond Construction Projects

Administrator Responsible/Position: Max Cleaver, Chief Operations Officer

A. Purpose of Agenda Item:

Action needed

Information only

Receive input

B. Authority for This Action:

Local Policy – CV(LOCAL)

Law or Rule

N/A

C. Summary:

Previous board action relating to this item -

Future action anticipated – As needed

Background information - The board needs to monitor the progress of the 2021 bond projects and other construction projects to ensure the contract with the community is fulfilled.

D. Comments Received:

Cabinet

DLT

FBOC

Teacher Org. Reps.

Other _____

All agenda items are reviewed by Superintendent's Cabinet.

E. Administrative Recommendation: N/A

F. Fiscal Impact and Cost: Amount: N/A

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: August 30, 2021

Subject: First Reading of Policy Revision Recommendations to Local Policies DEAB and DED

Administrator Responsible/Position: Dr. Fernando Medina, CHRO

A. Purpose of Agenda Item:

Action needed Information only Receive input

B. Authority for This Action:

Local Policy DEAB (Local) and DED (Local) Law or Rule N/A

C. Goal or Need Addressed: Consider revisions to Policies DED (Local) and DEAB (Local)

D. Summary:

- Previous board action relating to this item -
- Future action anticipated – Second reading and potential board action on August 30, 2021
- Background information –

The purpose of the proposed policy revisions is to conform practice with policy and to address observed concerns. The district has observed inconsistent practice and implementation of Board policy as currently communicated in DEAB (Local). The former has led to a financial and operational impact to the district. For example, department supervisors may have established different acceptable levels of accrued compensatory time.

Compensatory time must be paid in accordance with FLSA at a rate of one- and one-half times the employee's rate of pay. With this said, compensatory time that is accrued and not taken over an extended period of time incrementally costs the district more money to pay out when the employee does not use the time. Any board-approved pay increase in effect increases an employee's daily rate and the total monetary value of comp time across the district. As of August 7, 2021, the approximate monetary value or fiscal impact is approximately \$82K

Compensatory time that is accrued and not taken over an extended period of time also results in an operational impact. When employees use their compensatory time, it must be given in accordance with FLSA which is also at one- and one-half the original time. When employees request to use their comp time at this rate, the district experiences decreased work product or services to our district community. In addition, those employees who remain in attendance experience increased workload and potentially decreased morale.

The revision to DED (local) clarifies that vacation days are awarded to those employees who work at least 248 days in a calendar year. No further recommendations are made at this time.

E. Scope of Options Reviewed:

The district is proposing the following:

1. Generally discouraging the practice of providing for overtime when not absolutely necessary.
2. Limiting the amount of accrued compensatory time beginning with a limit of 8 hours in 21-22 and then 4 hours in 22-23.
3. Allowing employees to have some accruals for their benefit in the event that they require time off.
4. Paying employees for comp time earned (during the regularly scheduled pay period) that exceeds the limits.
5. Paying off entire balances on the last day of their established work calendar which is August 31 of each year.

Reasons for rejecting alternatives:

While the district has experienced fiscal and operational impacts, employees have enjoyed and benefited from both the financial reward and the time off at one- and one-half the pay rate and time, respectively. A change in awarding compensatory time will be a change in culture. I believe the incremental change over a two-year period with help transition into our new practice while allowing employees to adjust.

F. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other

G. Administrative Recommendation: No recommendation at this time - this is an informational item.

Advantages/benefits of this proposal – see above

Consequences of not approving recommendation – The district will continue to experience adverse financial and operational impacts.

H. Fiscal Impact and Cost: Amount: Approximately \$82K

Budget Bond Grant/Special Funds Other _____

Prior Year Spending - \$ _____

Future/Ongoing - _____

I. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action— Dr. Fernando Medina, CHRO

Evaluation method and time line –.Following board approval, Human Resources will continue to monitor the implementation of the policy and work with finance to monitor the financial impact of comp time.

Next report to the board – Second reading is scheduled for August 30 and may possibly lead to board action on the same evening to allow for implementation on September 1 which aligns with the beginning of the work calendar.

248 DAYS

Employees will have 5 additional paid vacation days to use at their discretion.

	BEG/END DATE
	UNPAID HOLIDAY
	PAID VACATION

September 2021							1
S	M	T	W	Th	F	Sa	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			21

October 2021							2
S	M	T	W	Th	F	Sa	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							20

November 2021							3
S	M	T	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					19

December 2021							4
S	M	T	W	Th	F	Sa	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		21

January 2022							5
S	M	T	W	Th	F	Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						21

February 2022							6
S	M	T	W	Th	F	Sa	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28						20

March 2022							7
S	M	T	W	Th	F	Sa	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			20

April 2022							8
S	M	T	W	Th	F	Sa	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
							20

May 2022							9
S	M	T	W	Th	F	Sa	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					21

June 2022							10
S	M	T	W	Th	F	Sa	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			22

July 2022							11
S	M	T	W	Th	F	Sa	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							20

August 2022							12
S	M	T	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				23
							248

Classification of Positions

The Superintendent or designee shall determine the classification of positions or employees as “exempt” or “nonexempt” for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

Exempt

The District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District’s attention, through the District’s complaint policy. [See DGBA] -If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

Nonexempt

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for up to and including a 40-hour workweek.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

Workweek Defined

For purposes of FLSA compliance, the workweek for District employees shall begin at 12:00 a.m. Sunday and end at 11:59 p.m. Saturday.

Compensatory Time

The district generally discourages working overtime and accruing compensatory time. However, in the best interest of the district, At the District’s option, supervisor may request an employee to work overtime. In such case, the supervisor may approve a, nonexempt employees tomay receive compensatory time off, rather than overtime pay, for overtime worked. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

Accrual

Compensatory time earned by nonexempt employees may not accrue beyond a maximum established within Administrative Procedures of 860 hours at any given time, for employees working in bi-monthly positions such as transportation, cusotidal, and maintenance—If an employee has a balanceaccrues of more than the established maximum 860 hours of compensatory time, the District shall require the employee to use the compensatory time, or at the District’s option, the District shall pay the employee for the

Use

compensatory time ~~that exceeds the allowable accrual. 4 hours within a pay period.~~

~~An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a duty year, the District shall pay the employee for the compensatory time and the compensatory time bank will be zeroed.~~

Compensatory time may be used at either the employee's or the District's ~~discretion option~~. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] -The District ~~may~~ require an employee to use compensatory time when in the best interest of the District.

All unused compensatory time (accruals) remaining on or before August 31 of each year will be paid out during the regularly scheduled pay period at one and one-half times the regular rate of pay in accordance with FLSA. Compensatory time balances will be brought to zero following and employees may begin to accrue time beginning September 1 of each year.

DRAFT

COMPENSATION AND BENEFITS
VACATIONS AND HOLIDAYS

DED
(LOCAL)

Vacation Days

Eligible employees in positions normally requiring at least 248 226 days of service annually shall receive paid vacation days in accordance with administrative regulations that address the following:

1. Eligibility criteria;
2. Accrual rates and availability;
3. Request and approval processes;
4. Accumulation and carryover limits; and
5. Treatment of vacation days upon separation from service.

DRAFT

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: August 23, 2021

Subject: TASB Policy Update 117 Affecting Local Policies - First Reading

Administrator Responsible/Position: Dr. Eric Wright

A. Purpose of Agenda Item:

Action Needed Information Only Receive Input

B. Authority for This Action

Local Policy Law or Rule N/A

The official Board Policies have been designated in accordance with BF(LOCAL) and shall be considered authoritative and binding.

C. Goal or Need Addressed:

Legal policies reflect changes mandated by federal and/or state law and must be incorporated into our district policies. Board discretion may be exercised on local policies.

D. Summary:

Previous board action relating to this item -

Future action anticipated – TASB Update 117 will be presented for a second reading at the September 20, 2021 Agenda Workshop Meeting with anticipated action being taken at the September 27, 2021 Business Meeting.

Background information – Update 117 focuses on updating (LEGAL) policies that were affected by changes in administrative rule and commissioner of education rulings. Several (LOCAL) policy revisions to local policies listed below, are provided by TASB and reflect the changes in law or administrative rules for organizational and restructuring purposes:

CH(LOCAL): Purchasing and Acquisition

CV(LOCAL): Facilities Construction

DEC(LOCAL): Compensation and Benefits - Leaves and Absences

E. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other _____

From public -

All agenda items are reviewed by the Superintendent's Cabinet.

F. Administrative Recommendation:

The TASB Update 117 is presented as a first reading for the Board's consideration, review and feedback.

Explanatory Notes

TASB Localized Policy Manual Update 117

Hays CISD

AIC(LEGAL)

ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

Administrative Code provisions amended effective January 5, 2021, address program performance regarding certain special student populations. The rules address supervision and monitoring reviews and require the commissioner to assign districts an annual determination level based on performance of the special student populations.

BBC(LEGAL)

BOARD MEMBERS: VACANCIES AND REMOVAL FROM OFFICE

We have streamlined the reference to CH(LEGAL) regarding board member removal for purchasing violations.

BBD(EXHIBIT)

BOARD MEMBERS: TRAINING AND ORIENTATION

As approved by the State Board of Education in November 2020, the Framework for School Board Development has been extensively revised.

BJCE(LEGAL)

SUPERINTENDENT: SUSPENSION/TERMINATION DURING CONTRACT

Changes to this legally referenced policy on suspension of the superintendent without pay and termination during the contract term were prompted by Administrative Code revisions effective January 11, 2021.

C(LEGAL)

BUSINESS AND SUPPORT SERVICES

The C Section table of contents has been revised to rename CHE to Vendor Disclosures and Contracts.

CBB(LEGAL)

STATE AND FEDERAL REVENUE SOURCES: FEDERAL

The federal Department of Education issued correcting amendments to the Uniform Guidance for Grants and Agreements, effective February 22, 2021, resulting in a change to the provisions on cooperative purchasing in this legally referenced policy. Citations have also been updated.

CH(LEGAL)

PURCHASING AND ACQUISITION

Update 117 includes a reorganization of the purchasing and facilities construction legally referenced policies in the CH and CV series.

As part of the reorganization, we have:

- Added cross-references to other pertinent policy codes to eliminate duplicated material;
- Added existing provisions on site-based purchasing;
- Reordered and adjusted provisions for clarity and to better match statutory wording;
- Moved to CHE(LEGAL) provisions on required vendor disclosures and contract provisions and lobbying restrictions; and
- Moved detailed provisions on competitive bidding to CVA(LEGAL).

Provisions on purchasing recycled products were added from new Administrative Code rules, effective July 2, 2020.

CH(LOCAL)

PURCHASING AND ACQUISITION

The major winter storms earlier this year caused extensive damage to many district facilities. Based on district requests for additional flexibility in such emergency circumstances, we recommend a new provision delegating authority to the superintendent to contract for the replacement, construction, or repair of equipment or facilities in the event of a catastrophe, emergency, or natural disaster affecting the district if

Explanatory Notes

TASB Localized Policy Manual Update 117

Hays CISD

emergency replacement, construction, or repair is necessary for the health and safety of district students and staff. The superintendent must report to the board any contracts made under the delegated authority at the next regular meeting.

The recommended text also clarifies that the delegation *does not* permit the superintendent to act under Education Code 44.031(h) to make purchases without following normal competitive purchasing requirements; the board must take action to waive any Chapter 44 provisions in accordance with law.

The recommended delegation provision is optional. Please carefully review the new text to ensure it aligns with the district's practices and contact the district's policy consultant if your district does not wish to add this provision or has other revisions.

TASB Legal Services' eSource article [Emergency Management for Texas Public Schools](#) provides additional information on purchasing in emergency situations.

The *Legal Issues in Update 117* memo describes common legal concerns and best practices specific to [this policy topic](#).

CHE(LEGAL) PURCHASING AND ACQUISITION: VENDOR DISCLOSURES AND CONTRACTS

This legally referenced policy has been reorganized to focus on required vendor disclosures and contract provisions. This material has been moved from CH(LEGAL).

In addition, we have:

- Included references to other pertinent codes and deleted material duplicated at other policy codes; and
- Reordered and adjusted provisions for clarity and to better match statutory wording.

CL(LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT

New Administrative Code rules, effective July 2, 2020, prompted revisions to provisions on recycling programs.

Provisions on pool sanitation and safety standards have been streamlined to refer to the relevant legal guidance.

CV(LEGAL) FACILITIES CONSTRUCTION

Update 117 includes a reorganization of the purchasing- and construction-related legally referenced policies in the CH and CV series.

As part of the reorganization, we have:

- Added cross-references to other pertinent policy codes to eliminate duplicated material; and
- Reordered and adjusted provisions for flow and to better match statutory wording.

CV(LOCAL) FACILITIES CONSTRUCTION

For ease of reference and to align with recommended changes at CH(LOCAL) on delegation to the superintendent for emergency contracting, Policy Service recommends adding a Note referring to CH(LOCAL) for those provisions.

The *Legal Issues in Update 117* memo describes common legal concerns and best practices specific to [this policy topic](#).

Explanatory Notes

TASB Localized Policy Manual Update 117

Hays CISD

CVA(LEGAL)

FACILITIES CONSTRUCTION: COMPETITIVE BIDDING

Provisions on identical, competitive bids have been moved from CH(LEGAL). In addition, a provision on making bid evaluations public has been moved to this policy from CV(LEGAL). Other revisions are to delete material duplicated at other policy codes and adjust language for clarity and to better match statutory wording.

CVB(LEGAL)

FACILITIES CONSTRUCTION: COMPETITIVE SEALED PROPOSALS

A cross-reference has been added to procurement processes included at other policy codes, and duplicated material has been deleted. Other revisions are to adjust language for clarity and to better match statutory wording.

CVC(LEGAL)

FACILITIES CONSTRUCTION: CONSTRUCTION MANAGER-AGENT

Additional detail has been added regarding the construction manager-agent method. A cross-reference has been added to procurement processes included at other policy codes, and duplicated material has been deleted. Other revisions are to adjust language for clarity and to better match statutory wording.

CVD(LEGAL)

FACILITIES CONSTRUCTION: CONSTRUCTION MANAGER-AT-RISK

Additional detail has been added regarding the construction manager-at-risk method. A cross-reference has been added to procurement processes included at other policy codes, and duplicated material has been deleted. Other revisions are to adjust language for clarity and to better match statutory wording.

CVE(LEGAL)

FACILITIES CONSTRUCTION: DESIGN-BUILD

A cross-reference has been added to procurement processes included at other policy codes, duplicated material has been deleted, and provisions have been reordered for flow. Other revisions are to adjust language for clarity and to better match statutory wording.

CVF(LEGAL)

FACILITIES CONSTRUCTION: JOB ORDER CONTRACTS

A cross-reference has been added to procurement processes included at other policy codes, duplicated material has been deleted, and provisions have been reordered for flow. Other revisions are to adjust language for clarity and to better match statutory wording.

DEC(LOCAL)

COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

The events of the past year have highlighted the need for additional flexibility regarding administration of leave. TASB Policy, Legal, and HR Services collaborated on the recommended revisions to this policy, which remove administrative details not required to be in board policy and that may be more appropriately addressed elsewhere, such as in the employee handbook.

To support the removal of these administrative details, a new paragraph directs the superintendent to develop administrative regulations to implement the policy. [Remember that BJA(LOCAL) permits the superintendent to delegate this responsibility as appropriate.] In addition, TASB HR Services has:

- Created a corresponding [Framework for Developing Leaves and Absences Procedures](#), with prompts and placeholders for administrative decisions; and
- Revised the 2021–22 *Model Employee Handbook* to address administrative provisions removed from the policy.

Other changes include:

- Adding a definition of *school year* that aligns with terminology in the TASB sample contracts and that provides context for references to the term elsewhere in the policy.

Explanatory Notes

TASB Localized Policy Manual Update 117

Hays CISD

- Relocating provisions on concurrent use of leave and compensatory time to the sections addressing temporary disability leave and family and medical leave.
- Streamlining of family and medical leave provisions to eliminate information not necessary in board-adopted policy.
- Adding a clear statement to reflect that the district does not permit paid leave offset in conjunction with workers' compensation benefits.
- Revising terminology from *reimbursement* to *payment* for unused leave to reflect that employees are receiving payment for days of accumulated leave upon separation from employment.

New recommended provisions on state personal leave clarify that:

- Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.
- In approving or denying requests for the discretionary use of leave, the district will also consider how the duration of the requested absence affects the educational program and district operations.

The *Legal Issues in Update 117* memo describes common legal concerns and best practices specific to [this policy topic](#).

Please note: For clarity and consistency with policy style, the district's locally developed text throughout the policy has been lightly edited. Other revisions to your unique text include:

- Removing administrative details related to an employee's Request for Leave.
- Deleting the text addressing schedule limitations as this is administrative in nature and better suited for the employee handbook.
- Removing the text relating to the use of leave for the death of an employee's immediate family member as this was based on an obsolete State Board rule.
- Deleting the text addressing military differential pay as this would be better suited for the district's compensation plan.
- Revising the text describing the way the district determines the 12-month period for FMLA purposes to align with federal regulations.
- For your consideration, replacing the district's Neutral Absence Control text with a new provision to ensure it applies consistently to all employees and to clarify the district will consider an employee's eligibility for reasonable accommodations, as required by the Americans with Disabilities Act.

Please contact your policy consultant if you have any questions or need further edits to this policy.

EHAA(LEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)

New Administrative Code rules address the requirement for districts to provide instruction in positive character traits, which can be met through a stand-alone course or by integrating the TEKS into other courses. The rules address the frequency of instruction by grade bands and are effective for the 2021–22 school year.

EHBA(LEGAL) SPECIAL PROGRAMS: SPECIAL EDUCATION

Revised Administrative Code rules, effective March 14, 2021, address various special education provisions and:

- Provide more detail on instructional arrangements;

Explanatory Notes

TASB Localized Policy Manual Update 117

Hays CISD

- Include a definition of *regular school day* for the purpose of determining the instructional arrangement; and
- Update citations to funding statutes.

EHBAA(LLEGAL) SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY

Provisions on a district's obligation to refer for evaluation and the definition of a *child with a disability* have been updated based on revised Administrative Code rules, effective March 14, 2021. Other changes are to better reflect statute.

EHBAB(LLEGAL) SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM

As a result of revised Administrative Code rules effective March 14, 2021, we have updated text regarding establishment of the admission, review, and dismissal (ARD) committee and added a provision addressing a district's overall responsibility for all of the functions of the IEP team and ARD committee. Citations have also been updated.

EHBAC(LLEGAL) SPECIAL EDUCATION: STUDENTS IN NONDISTRICT PLACEMENT

From revised Administrative Code rules effective March 14, 2021, we have added a provision requiring the district to notify TEA within 30 calendar days of an ARD committee's decision to place a student in a residential education program.

EHBAD(LLEGAL) SPECIAL EDUCATION: TRANSITION SERVICES

Revised Administrative Code rules, effective March 14, 2021, prompted a revision to the graduation provisions and updates to cites throughout this legally referenced policy.

EHBC(LLEGAL) SPECIAL PROGRAMS: COMPENSATORY/ACCELERATED SERVICES

Revisions regarding approval of an optional flexible school day program are from revised Administrative Code rules, effective December 6, 2020.

EIF(LLEGAL) ACADEMIC ACHIEVEMENT: GRADUATION

Details have been added on the graduation of students receiving special education services who entered grade nine after the 2014–15 school year. The changes come from revised Administrative Code rules effective March 14, 2021.

In addition, we have replaced detailed provisions on graduation of students receiving special education services who entered grade nine before the 2014–15 school year with a reference to the relevant Administrative Code provision. Citations have been updated throughout.

EKB(LLEGAL) TESTING PROGRAMS: STATE ASSESSMENT

In accordance with House Bill 3906 (86th Legislative Session) and effective September 1, 2021, the reference to the separate writing assessment in grades 4 and 7 has been removed.

EL(LLEGAL) CAMPUS OR PROGRAM CHARTERS

We have added provisions that a district is entitled to additional state aid if the district was under contract during the 2017–18 school year or is under renewal of such a contract to jointly operate a campus or campus program under Education Code 11.157 (Contracts for Educational Services). Details may be found in revised Administrative Code rules, effective March 30, 2021.

Explanatory Notes
TASB Localized Policy Manual Update 117

Hays CISD

FFAC(LEGAL)

WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

New Administrative Code rules, effective February 18, 2021, address maintenance and administration of unassigned asthma medication for districts that choose to implement such a program. Contact your policy consultant if your district has a program but lacks local policy provisions.

See FFAC in the [TASB Regulations Resource Manual](#).



(LOCAL) Policy Comparison Packet

This packet is generated by an automated process that compares the updated policy to the district's 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; omitted in Word)

Annotations are shown as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

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 makes formatting changes appear tracked, even though the text remains the same.

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.

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

Purchasing Authority

The Board delegates to the Superintendent the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

Exception for
Emergency
Contracts

In the event of a catastrophe, emergency, or natural disaster affecting the District, the Board delegates to the Superintendent the authority to contract for the replacement, construction, or repair of school equipment or facilities in accordance with law, if emergency replacement, construction, or repair is necessary for the health and safety of District students and staff. The Superintendent shall report to the Board at the next regular meeting any contract made under this authority. [See Disaster Exception, CH(LEGAL)]

The delegation regarding emergency contracts does not waive competitive purchasing requirements under Education Code Chapter 44. Only the Board is authorized to waive competitive purchasing requirements under limited circumstances in accordance with Education Code 44.031(h). [See Emergency Damage or Destruction, CH(LEGAL)]

Purchasing
Procedures

The Superintendent shall develop purchasing procedures to implement the requirements of state and federal law. [See also CB, CBB, CH(LEGAL), and COA]

Purchasing Method

The Board delegates to the Superintendent the authority to determine the method of purchasing in accordance with CH(LEGAL) or CBB(LEGAL), as appropriate.

*Competitive
Bidding*

If competitive bidding is chosen as the purchasing method, the Superintendent shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids in accordance with state or federal law, as applicable.

*Competitive
Sealed Proposals*

If competitive sealed proposals are chosen as the purchasing method, the Superintendent shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time

PURCHASING AND ACQUISITION

CH
(LOCAL)

specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals in accordance with state or federal law, as applicable.

Electronic Bids or Proposals

Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

Responsibility for Debts

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

Purchase Commitments

All purchase commitments shall be made by the Superintendent on a properly drawn and issued purchase order, by electronic transaction, or by use of a District-authorized and -issued procurement card, in accordance with administrative procedures.

Personal Purchases

District employees shall not be permitted to make purchases for personal use through the District's business office.

Compliance with Law

The Superintendent shall establish procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.

Construction Contracts

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000. To assist the Board, the Superintendent shall recommend the project delivery/contract award method that he or she determines provides the best value to the District. [See CV series generally and CBB(LEGAL) for requirements if federal funds are involved.]

For construction contracts valued at or above \$50,000, the Superintendent shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH and CBB(LEGAL)]

Note: For provisions regarding delegation of authority for construction contracts in the event of a catastrophe, emergency, or natural disaster affecting the District, see CH(LOCAL).

Change Orders

Change orders permitted by law shall be approved by the Board or its designee prior to any changes being made in the approved plans or the actual construction of the facility.

Project Administration

All construction projects shall be administered by the Superintendent or designee.

The Superintendent shall keep the Board informed concerning construction projects and also shall provide information to the general public.

Final Payment

The District shall not make final payments for construction or the supervision of construction until the work has been completed and the Superintendent or designee has accepted the work.

Leave Administration

The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy.

Definitions

The term "immediate family" is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee's household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

Leave Day

A "leave day" for purposes of earning, ~~using~~**use**, or recording ~~of~~ leave shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.

School Year

A "school year" for purposes of earning, using, or recording leave shall mean the term of the employee's annual employment as set by the District for the employee's usual assignment, whether full-time or part-time.

Catastrophic Illness or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery, or are expected to result in disability or death. ~~Conditions relating to~~**Complications resulting from** pregnancy or childbirth shall be ~~considered catastrophic if they meet~~**treated** the requirements of this paragraph ~~same as any other condition~~.

Note: For District contribution to employee insurance during leave, see CRD(LOCAL).

Availability

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

State Earning Local Leave

~~An employee shall not earn any local leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.~~

Deductions

~~Leave without Pay~~

~~The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.~~

~~Leave Proration~~

~~Employed for Less Than Full Year~~

If an employee separates from employment with the District before his or her last duty day of the school year, or begins employment after the first duty day of the school year, state personal leave ~~and local leave~~ shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.:

- ~~1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and~~
- ~~2. Local leave the employee used but had not earned as of the date of separation.~~

~~Employed for Full Year~~

~~If an employee uses more local leave than he or she earned and remains employed with the District through his or her last duty day, the District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.~~

Recording

~~Leave shall be recorded as follows:~~

- ~~1. Leave shall be recorded in quarter-day increments for child nutrition, transportation, maintenance, technology, and operations employees.~~
- ~~2. Leave shall be recorded in half-day increments for all other employees.~~
- ~~3. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments.~~

Order of Use

~~Earned compensatory time shall be used before any available paid state and local leave. [See DEAB]~~

~~All paid leave balances shall be used prior to using nonpaid leave.~~

~~Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:~~

- ~~1. Local leave.~~
- ~~2. State sick leave accumulated before the 1995-96 school year.~~
- ~~3. State personal leave.~~

~~Use of sick leave bank days shall be permitted only after all available state and local leave has been exhausted.~~

Concurrent Use of Leave

~~When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.~~

~~The District shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FMLA leave.~~

~~An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.~~

Medical Certification

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
- ~~3.~~ The employee requests FMLA leave for the employee's serious health condition; a serious health condition or that of the employee's spouse, parent, or child; or
- 4.3. The employee requests FMLA leave for military caregiver leave purposes.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

~~**Note:** For District contribution to employee insurance during leave, see CRD(LOCAL).~~

State Personal Leave The Board requires employees to differentiate the manner in which state personal leave is used.

Nondiscretionary Use Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

Discretionary Use Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

~~**Limitations**~~

~~Request for
Leave~~

~~In deciding whether to approve or deny a~~The employee shall submit a written request for discretionary use of state personal leave, to the immediate supervisor or designee at least three days in advance in accordance with administrative regulations. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and/or District operations, as well as the availability of substitutes. Failure to receive approval prior to taking leave for discretionary absences shall result in denial of the request and subsequent loss of pay.

~~Duration of
Leave~~

Discretionary use of state personal leave shall not exceed three consecutive workdays.

~~Annual Use~~

No more than ten personal leave days, including any combination of state personal leave and local leave, shall be used in a school year.

~~Schedule
Limitations~~

~~Except in the case of extreme circumstances, as determined by the immediate supervisor or designee and with prior approval of the immediate supervisor or designee, discretionary use of personal leave shall not be authorized during:~~

- ~~1. The first ten days of the school year;~~
- ~~2. The last ten days of the school year;~~
- ~~3. The first five days of the second semester;~~
- ~~4. The last five days of the first semester;~~

- ~~5. The day before a school holiday;~~
- ~~6. The day after a school holiday;~~
- ~~7. Days scheduled for end of semester or end of year examinations;~~
- ~~8. Days scheduled for state mandated assessments;~~
- ~~9. Professional or staff development days; or~~
- ~~10. The first or last day of a grading period.~~

Local Leave

~~Each employee~~**All employees** shall earn five paid local leave days per school year in accordance with administrative regulations.

~~Employees hired after September 1 shall be granted local leave days on a prorated basis.~~

Local leave shall accumulate to a maximum of 60 leave days.

Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]

Catastrophic Leave Bank

The District shall establish a catastrophic leave bank that employees may join through contribution of local leave.

Leave contributed to the ~~catastrophic leave~~ bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave **and any applicable compensatory time.**

~~If the employee is unable to request leave from the catastrophic leave bank, a member of the employee's family or the employee's supervisor may submit the request.~~

The Superintendent ~~or designee~~ shall develop regulations for the operation of the catastrophic leave bank that address the following:

1. Membership in the catastrophic leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the catastrophic leave bank;
3. The maximum number of days per school year a member employee may receive from the catastrophic leave bank;

4. The committee or administrator authorized to consider requests for leave from the catastrophic leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the catastrophic leave bank.

Appeal

An employee may appeal a decision ~~All decisions~~ regarding the catastrophic leave bank ~~may be appealed~~ in accordance with ~~administrative regulations and~~ DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

Sick Leave Pool

An employee who has exhausted all paid leave as well as any applicable compensatory time and/or catastrophic leave bank days and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate local leave or state personal leave for use by the eligible employee.

~~If the employee is unable to submit the request, a member of the employee's family or the employee's supervisor may submit the request to establish a sick leave pool.~~

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

The Superintendent ~~or designee~~ shall develop regulations for the implementation of the sick leave pool that address the following:

1. Procedures to request the establishment of a sick leave pool;
2. The maximum number of days an employee may donate to a sick leave pool;
3. The maximum number of days per school year an eligible employee may receive from a sick leave pool; and
4. The return of unused days to donors.

Appeal

An employee may appeal a decision ~~All decisions~~ regarding the establishment or implementation of the District's sick leave pool ~~may be appealed~~ in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator ~~designee~~.

Bereavement Leave

~~Use of state leave and/or local leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the District.~~

Military Differential Pay

~~A full-time, non-temporary employee who is called to active military duty, who is not on a voluntary enlistment, and who is not a volunteer for service shall be eligible for differential pay in an amount equal to the difference between his or her pay while on military duty and his or her regular District salary. A noncontract employee must have at least 12 months of continuous service with the District to be eligible.~~

~~Military pay shall include base military pay and other military pay such as enlistment and reenlistment bonuses, hazardous duty pay, and separation.~~

~~Upon receipt of the military leave and earnings statement or similar documentation, the District shall calculate any amount due the employee. If the documentation is not provided until the employee returns to work, the differential pay due shall be determined at that time.~~

~~When an employee has earned paid leave or compensatory time, the District may choose to give the employee the option of being paid for such leave time or to exhaust such leave prior to being designated as being on military leave without pay.~~

Family and Medical Leave

FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable.

Note: See DECA(LEGAL) for provisions addressing FMLA.

Twelve-Month Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured backward from a consecutive 12-month period immediately preceding the date an first day the employee uses FMLA takes leave.

Combined Leave for Spouses

WhenIf both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks. [See DECA(LEGAL)]

Intermittent or Reduced -Schedule Leave

The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. [See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]

Certification of Leave

WhenIf an employee requests leave, the employee shall provide certification, in accordance withas required by FMLA regulations, of the need for leave. [See DECA(LEGAL)]

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Fitness-for-Duty Certification	<p>In accordance with administrative regulations, when if an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. If the District will require certification of the employee's ability to perform essential job functions, the District shall provide a list of essential job functions to the employee with the FMLA designation notice.</p>
Leave at the End -of -Semester-Leave	<p>When if a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester. [See DECA(LEGAL), Leave at the End of a Semester]</p>
Failure to Return	<p>If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. [See DECA(LEGAL), Recovery of Benefit Cost]</p>
Temporary Disability Leave	<p>Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]</p> <p>An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent or designee as a request for temporary disability leave.</p> <p>The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.</p>
Workers' Compensation	<hr/> <p>Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance. [See CRD(LOCAL) regarding payment of insurance contribution during employee absences.]</p> <hr/> <p>An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.</p>
No Paid Leave Offset	<p>The District shall not permit the option An employee eligible for paid leave offset in conjunction with workers' compensation income benefits. [See CRE], and not on assault leave, may elect in writing to use paid leave.</p>

Court Appearances

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

Payment Reimbursement for Accumulated Leave Upon Separation

The following leave provisions shall apply to local leave accumulated earned beginning on the original effective date of this program.

An employee who separates from employment with the District shall be eligible for payment reimbursement for accumulated local leave under the following conditions:

1. The employee's separation from employment is voluntary, i.e., the employee is retiring or resigning and is not being discharged or nonrenewed.
2. The employee provides advance written notice of intent to separate from employment. Contract employees must provide written notice at least 90 days before the last day of employment. Noncontract Non-contract employees must provide written notice at least two weeks before the last day of employment.
3. The employee has at least five years of service with the District.

~~The When an employee leaves the District after a minimum of five years of service, the employee shall receive payment be reimbursed at a rate established by the Board for each day of accumulated unused-local leave day for which there is an equal number of state leave days, up to a the maximum of 60 days, at a rate established by the Board. The unused local leave days shall be deducted from the employee's accumulated balance.~~ If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

Neutral Absence Control

If an employee does not return to work after exhausting all available paid and unpaid ~~Except as otherwise provided by law, no~~ leave, the District shall provide the employee written notice that he of absence, by itself or she no in combination with other periods of leave, may last longer has leave available for use. The District shall automatically pursue termination of an ~~than 180 calendar days.~~ An employee who has exhausted all available leave, regardless of the reason for the absence [see DF series]. ~~The for any reason or combination of reasons misses a total of 180 calendar days may be~~

COMPENSATION AND BENEFITS
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~~subject to separation from employment due to unavailability for work.~~

~~A medical clearance showing that the employee is physically able to perform the essential functions of his or her position, with reasonable accommodations if necessary, shall be required to return to work.~~

~~Contract Employees~~ A contract employee's eligibility for reasonable accommodations, as required by the Americans with Disabilities Act [see DAA(LEGAL)], failure to immediately return to work upon medical certification of the employee's ability to perform essential job functions, with or without accommodations, shall be considered ~~before~~ good cause for termination. If terminated, or nonrenewal of the employment contract.

~~Noncontract Employees~~ A noncontractual employee who fails to return to duty upon issuance of a medical release showing that the employee ~~is~~ physically able to perform the essential functions of his or her position, with reasonable accommodations if necessary, shall be deemed to have voluntarily resigned his or her employment with the District.

~~Leave as Accommodation~~ In the case of a disability, leave for a definite period of time in excess of the terms identified above may be granted as a reasonable accommodation when such leave does not create an undue hardship to the District. Any employee separated from employment under the terms of this policy may reapply for any vacancies.

Update 117 Local Policy Overview

May 4, 2021

Introduction

Update 117 includes recommended (LOCAL) policy revisions concerning the board's delegation of authority to the superintendent to approve purchases or construction in the event of an emergency. Also in this update are substantial revisions recommended to the district's leaves and absences policy.

While not covered in this publication, many of the (LEGAL) policies included in this update were affected by recent changes to Administrative Code rules or legislation from the 86th Legislative Session that is now in effect.

The 87th Legislative Session is scheduled to end May 31, 2021. Once the June 20 deadline for the governor to sign legislation passes, Policy Service will begin developing policy recommendations that will appear in Update 118, which is scheduled for release in the fall.

TASB Numbered Update Reminders

You should also review your own district's customized Update 117 materials for your specific policy recommendations. Please remember that (LEGAL) policies provide the legal framework for key areas of district operations; they are not adopted by the board.

CH: Purchasing and Acquisition and CV: Facilities Construction

The major winter storms earlier this year caused extensive damage to many district facilities. Existing law permits districts to delegate authority to the superintendent to contract for the replacement, construction, or repair of equipment or facilities in the event of a catastrophe, emergency, or natural disaster affecting the district. The superintendent would be able to exercise this authority only if the replacement or repair is necessary for the health and safety of students and staff.

The recommended text at CH(LOCAL) provides this delegation in policy and requires the superintendent to report to the board any contracts made under the delegated authority at the next board meeting. The text also clarifies that the delegation does not permit the superintendent to suspend any

competitive purchasing requirements. As permitted by law, the board would still need to take action to waive competitive purchasing requirements.

At policy CV(LOCAL) we have included a cross-reference to CH(LOCAL) for the emergency delegation text.

Keep in mind that this is an optional delegation that provides flexibility to the district in the event of an emergency, catastrophe, or natural disaster. If the board does not wish to delegate this emergency contracting authority, please contact your policy consultant.

DEC: Compensation and Benefits, Leaves and Absences

DEC(LOCAL) is the policy that governs the district's practices related to leaves and absences. It includes information on whether the district provides local leave, limits on the use of leave, and when concurrent use of leave and compensatory time is required.

TASB Policy Service collaborated with TASB Legal and HR Services in developing the recommended revisions to DEC(LOCAL), which remove administrative details that are not necessary to include in board policy. Many of the removed provisions can be addressed in the employee handbook or in administrative procedures. TASB HR Services has revised its Model Employee Handbook and developed a separate procedural framework to assist districts in documenting these administrative details. The superintendent and designated policy contact can access these resources through their myTASB account. A link is provided in the Update 117 explanatory notes included in the update.

Some of the notable changes to DEC(LOCAL) include:

- We moved provisions related to concurrent use of leave and compensatory time to the sections of the policy addressing temporary disability leave and, if applicable to the district, family medical leave.
- We added a provision that classifies use of state or local leave taken within the first year after a child's birth, adoption, or foster placement as nondiscretionary use of leave. When leave is used for this purpose, it would not be subjected to any limits on duration of leave that are in place when leave is used for a discretionary purpose.
- And we revised provisions addressing requests for discretionary use of leave to permit the district to consider how the duration of the requested absence affects the educational program and district operations.

Given the substantial number of revisions to this policy, we recommend that you closely review the customized explanatory notes to better understand the changes made to your specific DEC(LOCAL).

Thank You!

That covers the local policies in Update 117 for most districts. We hope you find this overview helpful. Should you have any questions or want further clarification, please feel free to contact your assigned policy consultant at the [TASB Policy Service website](#).¹

¹ TASB Policy Service: <https://policy.tasb.org>

Hays CISD

Board of Trustees Operating Procedures



Board Meetings

While Board Meetings are for the purpose of the Board conducting the business of the District in public, they are not public forums for the purpose of securing interaction with the public.

Developing the Board Meeting Agenda (Ref Policy BE)

- ▶ Agendas
 - The Superintendent will develop all Board Meeting agendas in collaboration with the Board President.
 - Items discussed at previous Board Meetings which are proposed for inclusion by more than one board member at a future meeting will also be added when appropriate.
 - Board Members must request to the Board President and Superintendent in writing, any item(s) they wish to have considered for placement on the agenda.
 - Items may be placed on the agenda by the Superintendent, the Board President, any Board Member with approval of the President, or through a request by any two Board Members.
 - No item can be placed on the agenda less than ten days in advance of the meeting without the Board President's approval.
 - No item can be placed on the agenda less than three work days in advance of the meeting unless an emergency or public necessity exists.
 - The complete agenda will be reviewed by the Superintendent and the Board President the Tuesday afternoon prior to the Agenda Workshop Meeting.
 - An annual agenda content calendar will be maintained by the Superintendent's office. This will be used to determine the minimum routine items that need to be on each regular meeting agenda. Other items can be added as requested following the procedures above and as noted in the minutes of previous Board Meetings. Board Members will be provided with a copy of this agenda content calendar at, or close to, the beginning of each school year.
 - Board Members will adhere to deadlines and parameters of the Board agenda/event calendar.
- ▶ Timely Notification and Information
 - Board Members shall be notified of a meeting at least 72 hours prior to a regular meeting, workshop or special meeting, and at least one hour prior to an emergency meeting.
 - Typically, information will be provided to each Board Member via electronic or hard copy delivery. Questions regarding supporting documents should be directed to the Superintendent.

- Copies of the agenda, for non-emergency meetings, shall be available for the Board Members requesting a copy no later than 5:00 p.m. on Wednesday prior to the Agenda Workshop Meeting.
 - Board members will attempt to have all questions regarding agenda items submitted to the Superintendent by 5:00 p.m. on Friday prior to the Board Agenda Workshop Meeting. The Superintendent and his Cabinet will make every attempt to communicate the answers to the questions to Board Members prior to the Monday meeting with a copy of the questions and answers included in the dais folders.
- ▶ Open and Closed Session Format
- Every Board Meeting will begin at the designated posted time and reconvene at the posted time.
 - Closed Session items for which there is a corresponding action item to be considered during the Open Session of the meeting will be scheduled prior to the beginning of the Open Session. The Board President and Superintendent shall, to the extent possible, allocate sufficient time to complete Closed Session discussion prior to the beginning of the Open Session.
 - If more Closed Session discussion is needed, the Presiding Officer shall announce that it is necessary for the Board to reconvene in Closed Session.
 - The Presiding Officer shall state publicly that any action, if taken, will be conducted in Open Session following the Public Comment portion of the meeting; or, if appropriate, that no action will then be taken.
- ▶ Consent Agenda
- The consent agenda includes items of routine and/or recurring nature, grouped together under one action item.
 - The consent agenda shall be limited to:
 - > Routine Personnel
 - > Minutes
 - > Finance Report
 - > Budget Amendments
 - > Routine Contracts/Agreements
 - > Routine Procurements
 - > Acceptance of Gifts
 - > Acceptance of Grants
 - > Other items agreed to by the Board
 - Background material for each consent agenda item shall be furnished to the Board in the meeting's supporting documents.
 - All consent agenda items shall be acted upon by one vote without separate discussion.
 - A Board Member may request that an item be withdrawn for individual consideration.
- ▶ Meeting Dates
- The Superintendent and Board will develop a Board calendar that will include regular and workshop meeting dates of the Board of Trustees and the Board shall vote on the calendar annually.

- The calendar will include those items that are cyclical and/or recurring for consideration at regular or workshop meetings.

Conducting Board Meetings

▶ Quorum

- Attendance at Meetings - Whenever a Board Member will be late to, or absent from, a meeting or workshop, the Board Member must notify the Board President and the Superintendent's Secretary of the absence or the anticipated time of arrival to the meeting or workshop.
- Any time four or more Board Members are gathered to discuss school district business, it is considered a meeting, and must be posted as such according to Board legal policy.

▶ Closed Sessions

- The Board may meet in Closed Session as provided for in the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E.
- Before any Closed Session is convened, the Presiding Officer will announce publicly, as appropriate, that matters before the Board exist that necessitate convening into Closed Session to serve and protect the interests of the District, and that any action, if necessary, resulting from duly posted Closed Session items shall be conducted in Open Session. The Presiding Officer will also announce the specific sections of the Texas Government Code under which the Board will be meeting in closed session.
- The posted agenda shall identify the section or sections of the Act authorizing the Closed Session and the general topics or subjects to be discussed. The Presiding Officer of the Board shall publicly identify such section or sections and such topics and subjects.
- The Superintendent shall attend all sessions of the Board, both Open and Closed, except when the Board desires to meet without the Superintendent to consider the Superintendent's contract, evaluation or performance, or to resolve conflicts between individual Board Members, or to act as a tribunal.
- In the event of the Superintendent's illness or Board approved absence, the Superintendent's designee shall attend such meetings.

▶ Public Participation at Board Meetings

- The Board shall provide for public comment at each meeting, including all regular and special meetings. (Ref Policy BED)
- Prior to the beginning of the Public Forum, the Presiding Officer will announce the rules for public participation.
- A citizen must sign up on the appropriate form prior to the Public Forum portion of the agenda. The topic described on the form shall be complete and in sufficient detail as to determine appropriateness of the topic prior to addressing the Board. Comments on posted agenda items will be taken first. Comments on non-agenda items shall be permitted only after all agenda-specific comments have been made and if time permits.

- Public comments may be on items listed on the agenda or other areas of school district operations. Speakers with specific complaints or comments about identifiable students, employees, or officials of the District will be directed to the appropriate District administrator and/or the District's formal complaint process. Speakers shall be discouraged from using the names of specific individuals in their public comments.
 - Questions asked during Public Forum on posted agenda items may be answered or addressed by the Board during the discussion of that agenda item. Comments or questions on topics not on the posted agenda may be referred to the Superintendent for consideration and a later response, if appropriate.
 - The Presiding Officer shall determine the time limitation for each speaker, based on the number of individuals signed up to speak in Public Forum at the entrance prior to reconvening in open session. The time allotted to each speaker shall not exceed five minutes. Groups of five or more people wishing to speak on a single subject will be encouraged to appoint a spokesperson to express the views of the group. A speaker may not defer his/her allotted time to another speaker.
 - The Presiding Officer shall determine the total allotment of time for each Public Forum, based on the number of individuals signed up to speak at the start of each meeting. The standard time allotted for Public Forum shall be a total of 30 minutes.
 - The Board vests in its Presiding Officer the authority to terminate the remarks of any individual when such individual does not adhere to the established rules.
 - The Board shall not tolerate disruption of the meeting by members of the audience. If any person disrupts the meeting by his or her words or actions, the Presiding Officer may request assistance from law enforcement officials to have the person removed from the meeting.
- ▶ Board Meeting Parliamentary Procedure (Ref Policy BE)
 - The Board President serves as the Presiding Officer at Board Meetings. In the absence of the President, the Vice-President will preside.
 - The Board shall be guided by parliamentary procedure as detailed in Robert's Rules of Order, Revised, or as spelled out in adopted procedure.
 - The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.
 - ▶ Transacting Business (Ref Policy BBE)
 - When an agenda item is presented, a discussion shall be held and a decision reached through voting in accordance with prescribed procedures.
 - Whenever possible, the Board should work toward a consensus model of decision-making. There may be dissenting votes which are a matter of record. However, once a decision has been made, all Board Members should support the majority vote of the Board, recognize that it carries the full authority of the Board, and individually respect that vote.
 - ▶ Hearings (Ref Policy FNG, FOD, DGBA, GF)
 - Employee, community and/or student/parent grievances will be handled according to Board policy FNG, FOD, DGBA, GF.

Board Workshops

The Board will conduct Special Meetings/Board Workshops as needed.

- ▶ The workshop format is intended to allow the Administration to present information to the Board that is:
 - Time sensitive and/or discussion intensive
 - Required by law, rule or policy, and
 - Is necessary for the efficient and effective operation of the District
- ▶ Board workshops are not intended to substitute for regular monthly Board Business Meetings, although a quorum of the Board may take action, as necessary.
- ▶ The workshops are intended to allow an opportunity for presentation, questions, discussion and an assessment of the Board's perspective.
- ▶ The Board President serves as the Presiding Officer at Board Workshops; however, it is understood that the intended nature and format of workshops allows for the Superintendent to substantially facilitate the presentation and ordering of items under consideration. In the absence of the President, the Vice-President will preside.

Board Committees (Ref Policy BDB)

- ▶ The Board may, from time to time as it deems necessary, create committees to facilitate the efficient and necessary operation of the Board.
- ▶ The President shall appoint members to special Board committees, and the Board President and the Superintendent shall be ex officio members of all Board committees unless otherwise provided by Board action.

District- and Campus-Level Committees

- ▶ District- and campus-level planning and decision-making committees serve in an advisory capacity to the Board and make recommendations to the Board for final Board action; therefore, Board Members shall not serve on such committees, unless otherwise provided by federal or state law, or approved by the Board.

Electing Board Officers (Ref Policy BDAA)

- ▶ At the first meeting after each election and qualification of Board members, the members of the Board shall organize by selecting:
 1. A president, who shall be a member of the Board
 2. A secretary, who may or may not be a member of the Board
 3. Such other officers and committees as the Board may deem necessary*Education Code 11.061(c).*
- ▶ A vacancy among officers of the Board shall be filled by majority action of the Board.

ANNUAL EVALUATIONS

Superintendent Evaluation (Ref Policy BJCD, BJCF, BJA)

- ▶ The Superintendent evaluation instrument will be updated and approved annually after the Board goal setting workshop session.
- ▶ Three formative evaluations will be conducted annually in closed sessions at the Board Agenda Workshops, in February, August and November. New Board members will receive training on how to evaluate the superintendent prior to the first formative dialogue session.
- ▶ A summative evaluation will be conducted in closed session annually in May.
 - This closed session shall be on a date separate from the regular monthly Board Agenda Workshop or Board Meeting.
 - This session may include a discussion of the Superintendent's contract.
- ▶ The Board will use the approved evaluation instrument for the summative evaluation. A copy of the evaluation document will be completed in advance by each Board Member and brought with the Board Member to a special closed session meeting. After coming to a consensus on each evaluated item, the Board shall prepare a single composite Summative Evaluation Document to be given to the Superintendent for discussion during that closed meeting.
- ▶ The Board shall strive to accomplish the following objectives during each evaluation.
 - Develop and sustain a harmonious working relationship between the Board and the Superintendent.
 - Ensure administrative leadership for excellence in the District.
 - Formulate Board consensus about the Superintendent's performance and the District's progress toward achieving its goals and objectives.

Board Evaluation/Team Building

- ▶ There will be a routine assessment of the status of the Board/Superintendent team annually.
- ▶ The evaluation and team building process may include:
 - Board operating procedures
 - Board Member training
 - Social Contract
 - Conflict resolution
 - Working relationships with the Superintendent
 - Conduct of Board Meetings
 - Long-range planning and goal setting
 - Relationship with the community

INDIVIDUAL BOARD MEMBERS

Access to Information (Ref Policy BBE)

- ▶ An individual Board Member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code.
- ▶ Individual Board Members shall not have access to confidential student records, unless there is a legitimate educational interest in the records in accordance with policies FL (LEGAL) and (LOCAL).
- ▶ A Board Member may request existing information and reports from the Superintendent's office. If the information is not available or a new report must be generated, it shall be requested through the Board President. If the Board President does not agree to the request, it may be resubmitted to the Board President by two or more Trustees. In case of emergency, the Board President may request information or reports.
- ▶ Board Member inquiries of staff shall be limited to Superintendent's Cabinet and responses will be distributed to all Board Members.

Communication with Other Board Members

- ▶ Board electronic and written communications regarding District issues should be routed through the Superintendent's office so that information can be disseminated and/or questions can be addressed in this manner, rather than among and between Board Members.
- ▶ A Board Member may discuss a District issue with no more than two other Board Members unless in a duly posted Board Meeting.

Communication with the Media

- ▶ The Board President serves as the official spokesperson for the Board team to the media/press on issues of media attention.
- ▶ Media calls should be directed to Superintendent and the Public Information Officer as the district spokesperson.
- ▶ Board Members asked for individual comments or opinions by the media/press are to qualify those statements as being the opinion of the individual Board Member and not representative of the Board as a whole or the District.

Complaints to Board Members (Ref Policy BBE)

- ▶ Employees, students, parents or other members of the public who bring concerns or complaints to an individual Board Member for the purpose of seeking remedy or perspective shall receive guidance that reflects:
 - An understanding by each Board Member that information provided to a Board Member, in some specific situations, could cause the Board Member receiving the information to be disqualified from participating in future hearing(s) or action by the Board specific to the issue;
 - Adherence to the Board's policies (DGBA, FNG, FOD and GF) regarding complaints and grievances.

- ▶ Board Members may notify the Superintendent's office of any complaint.

- ▶ As necessary, the Superintendent or designee shall guide the complainant to the appropriate staff member.

- ▶ When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Trustee may request that the issue be placed on the agenda.

Visits to Campuses

- ▶ Board Members are encouraged to attend any and all school events as their time permits, and to show support of school activities.

- ▶ Board Members must notify the Superintendent or designee prior to visiting a campus in an official capacity.

- ▶ Board Members shall not visit a campus in an attempt to evaluate personnel on a campus.

Board Member Training (Ref Policy BBD)

- ▶ Board Members are required to attend training set forth in Policy BBD. In addition to the orientation and team building training, a Board Member shall receive additional continuing education on an annual basis, in fulfillment of assessed needs and based on the framework for governance leadership. The district will cover the cost of registration, travel and lodging for each Board Member for the minimum number of hours shown on the *Continuing Education Requirements for School Board Members* as published on the TASB website. All costs for additional training will be the responsibility of the individual Board Member.

- ▶ Board memberships to any and all associations shall be brought to the Board for discussion and approval.