

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 September 27, 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.

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 Assistant Principal - Tx. Gov't Code Sec. 551.074

C. **RECONVENE IN OPEN SESSION (approximately 6:00 PM)**

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 FORUM**

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 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.

*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.*

H. **SUPERINTENDENT REPORT**

- Update on 2021-2022 school year

6

7

I.	<b><u>STUDENT ACHIEVEMENT REPORT</u></b>	<b>8</b>
	Report on the district's Blended Learning 4-Year Plan	
J.	<b><u>CONSENT AGENDA</u></b>	<b>18</b>
	1. Minutes of Board of Trustees Meetings	19
	2. Budget Amendments	30
	3. Procurements	34
	a. Web Hosting Services - Blackboard, Inc.	35
	b. JM Electronic	36
	c. Audio-Visual Equipment and Technical Contracted Services - Pathway Communications	38
	d. Software and Equipment - Software House International (SHI)	40
	4. Contracts, Memorandums of Understanding and/or Agreements	
	a. Texas State University Teacher Fellows Program MOU	42
K.	<b><u>ACTION ITEMS - ACTION TAKEN ON SEPTEMBER 20, 2021</u></b>	
	1. Consideration and possible approval of Superintendent's recommendations regarding employment, resignations, extended leaves, and other personnel matters, including Assistant Principal for Simon Middle School	48
L.	<b><u>ACTION ITEMS</u></b>	
	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 Assistant Principal for Camino Real Elementary School	49
	2. Consideration and possible approval of the purchase of air purifying equipment	50
	3. Consideration and possible approval of the schematic design for the proposed improvements to Hays High School - 2020 Bond Project - Bid Package 8	55
	4. Consideration and possible approval of purchase of card reader replacements from Associated Time Instruments	64
	5. Consideration and possible approval of purchase of software and hardware to support district-wide servers from Waypoint	65
	6. Consideration and possible adoption of the Hays CISD Virtual Learning Plan including the possible expansion of the virtual academy enrollment up to 10% of all enrolled students	67
	7. Consideration and possible adoption of the Resolution of the Board Regarding Local Remote Learning Program	88
	8. Consideration and possible adoption of the revised Hays CISD Vision Statement	90
	9. Review and possible adoption of the Hays CISD Goals for 2021-2022	92
	10. Consideration and possible adoption of the instrument to be used to evaluate the Superintendent	105
	11. Consideration and possible adoption of revision to DED(LOCAL)	110
	12. Consideration and possible adoption of TASB Policy Update 117 Affecting Local Policies - TASB initiated revisions with no further recommendations at district level	112
	• CH(LOCAL): Purchasing and Acquisition	
	• CV(LOCAL): Facilities Construction	
	• DEC(LOCAL): Compensation and Benefits - Leaves and Absences	
	13. Consideration and possible nominations for directors of the Hays County Appraisal District	136
M.	<b><u>INFORMATION ITEMS</u></b>	
	1. Financial Statements	141
	2. Update on 2021 Bond construction and renovations projects in the district	156
N.	<b><u>REQUESTS FOR INFORMATION FROM THE BOARD OF TRUSTEES</u></b>	
O.	<b><u>BOARD REFERENCE DOCUMENTS</u></b>	<b>157</b>
P.	<b><u>UPCOMING BOARD MEETINGS</u></b>	
	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  
*Official Board of Trustees information may be obtained at [www.hayscisd.net](http://www.hayscisd.net)*

Q. **ADJOURN**

This notice was posted in compliance with the Texas Open Meetings act on: September 24, 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"><li>a. The medical records or psychiatric records of an individual applicant for a benefit from the plan; or</li><li>b. A matter that includes a consideration of information in the medical or psychiatric records of an individual applicant for a benefit from the plan.</li></ul> <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"><li>a. The deployment, or specific occasions for implementation, of security personnel or devices; or</li><li>b. A security audit.</li></ul> <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"> <li>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</li> <li>b. To deliberate the offer of a financial or other incentive to such a business prospect.</li> </ul> <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: September 20, 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.

*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:** September 20, 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

**D. Administrative Recommendation: N/A**

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

**Date:** September 27, 2021

**Subject:** Report on the district's Blended Learning 4-Year Plan

**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 –

**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 –

# 2021/22 District Core Problem



Context: The situation we return to this fall.

As students, parents, teachers, and staff re-acclimate to our in-person learning environment, we will see an increase in both the number of classroom learners as well as the access to instructional technology tools. Our return in the Fall of 2021 will necessitate a re-establishment of school norms, student academic behaviors, and expectations.

Problem: At its core, what are we trying to solve through systemic change?

We recognize that our students will have a much greater range of learned concepts and skills and broader social and emotional needs, due to pandemic related factors as well as inconsistent expectations for Tier 1 instruction.

Additionally, students need support to further develop executive functioning skills, student agency and learning stamina in the classroom.

Moving forward, our district has a need for routines and processes that support systemic change, address core problems and employ a whole-child approach which will help students reach their full potential and realize success beyond high school.

2020/2021

## Immediate Need



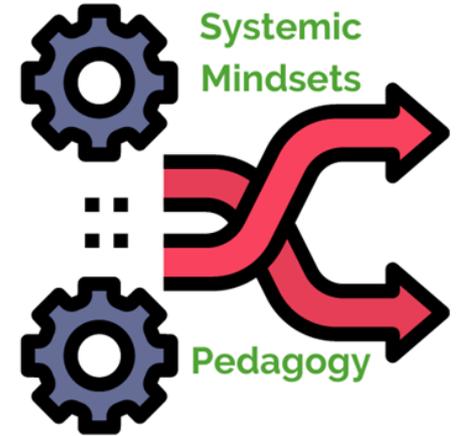
Uninterrupted access  
to quality content and  
instruction for ALL  
students.

## Long-term Needs



For All Students:  
Differentiation  
Personalization  
Learner Profile Outcomes

## Shift in Practice



Support for  
sustainable change at  
scale across the system

# BREAKING DOWN BLENDED LEARNING

Trying to understand how all the verbiage around blending learning fits together? Although experts vary in how they define these terms, here is one conceptualization that may be helpful for visual learners.

by Tracy Mulligan

@lmacMulligan

## BLENDED LEARNING IS...



... a conceptual framework



... a means to...



... a way of organizing the learning environment

## THAT CONSISTS OF...



online & offline activities



some student control over the path, pace and place of learning



the use of data to inform instruction

## FOR THE PURPOSE OF



Personalizing the learning experience



differentiating for learning needs



individualizing learning paths

## THROUGH INCORPORATION OF



small group instruction



adaptive software



independent learning



whole class instruction



playlists



choice boards



PBL & genius hour



collaborative activities

## TO HELP STUDENTS ATTAIN



academic achievement

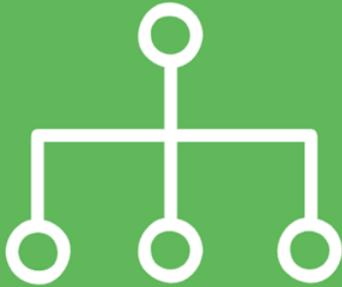


college, career & military readiness



self-actualization

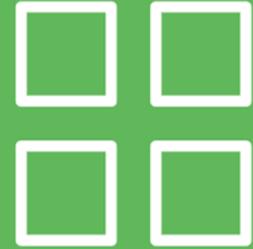
# BLENDED LEARNING IS...



...a conceptual  
framework



...a means to...



...a way of organizing the  
learning environment

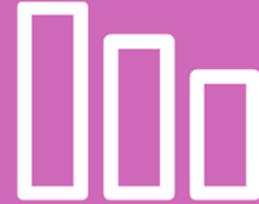
## THAT CONSISTS OF...



online & offline activities



some student control  
over the path, pace  
and place of learning



the use of data to  
inform instruction

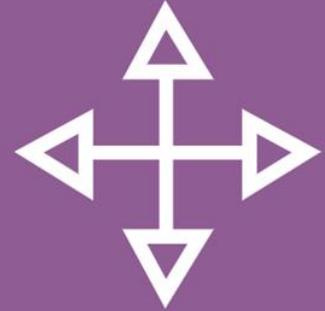
## FOR THE PURPOSE OF...



Personalizing the  
learning experience



differentiating for  
learning needs



individualizing learning  
paths

# THROUGH THE INCORPORATION OF..



small group instruction



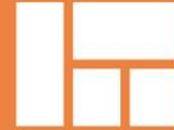
adaptive software



independent learning



whole class instruction



choice boards



PBL & genius hour



playlists



collaborative activities

## TO HELP STUDENTS ATTAIN...



academic achievement



college, career & military readiness



self-actualization



2021-2022



Establish our baselines



Identify our current blended teachers



Campuses identify of teachers to onboard next year.



Teachers attend a 3 day blended learning institute

2022-2023



Evaluate efficacy and refine



Coaching/capacity building with summer training attendees



Connect mentor teachers + beginning blenders



Continued support of blended teachers



Campuses identify of teachers to onboard next year.



Teachers attend a 3 day blended learning institute

2023-2024



Coaching/capacity building with summer training attendees



Connect mentor teachers + beginning blenders



Continued support of blended teachers



Campuses identify of teachers to onboard next year.



Teachers attend a 3 day blended learning institute

2024-2025



Coaching/capacity building with summer training attendees



Connect mentor teachers + beginning blenders



Continued support of blended teachers



Campuses identify of teachers to onboard next year.



Teachers attend a 3 day blended learning institute

# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: September 27, 2021

Subject: Consideration and Possible Approval of Consent Agenda

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 BE

Law or Rule

N/A

Policy Be local states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote

**C. Goal or Need Addressed:**

As listed on attached pages

**D. Summary:**

Previous board action relating to this item - Ongoing

Future action anticipated - Monthly

Background information – The following items are presented for approval

1. Board Meeting Minutes
2. Budget Amendments
3. Procurements
4. Contracts, Memorandums of Understanding and/or Agreements

**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 consent agenda items as presented.

**G. Fiscal Impact and Cost: Amount:** Per individual items attached

**H. Suggested Motion:**

I move that the Board approve the consent agenda as presented.

# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: September 27, 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 August 12, 2021, August 23, 2021 and August 30, 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 August 12, 2021, August 23, 2021 and August 30, 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 August 12, 2021, August 23, 2021 and August 30, 2021 meetings as presented.

# Minutes of Special Meeting August 12, 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](http://www.hayscisid.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 Wednesday August 12, 2021, beginning at 9:00 AM 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 9:04 AM. All Board Members, Raul Vela, Merideth Keller, Will McManus, Esperanza Orosco, Vanessa Petrea, Willie Tenorio and Courtney Runkle were present.

### **PUBLIC FORUM**

Many members of the community addressed the board voicing their individual opinions regarding the district's practice of following the Governor's "No Mask" mandate. Though highly recommending that everyone wear a mask, the district is following the Governor's order and not requiring masks on campuses

### **COVID-19 UPDATE**

Dr. Eric Wright gave an update on the plans to start school on August 19. He reviewed the current COVID protocol plans and addressed questions from the board.

### **REQUIRED BOARD TRAINING: BBD TEAM BUILDING**

Dr. Eric Wright led the Board in team building in the very uncertain times that everyone is dealing with. Discussion ensued regarding the Mission Statement, Vision Statement, Core Beliefs, Social Contract and Board Operating Procedures.

### **BOARD AND SUPERINTENDENT VISION AND GOALS**

Cabinet Members presented to the board their individual division goals and initiatives for the 2021-2022 school year. The administrators answered questions from the board during the presentations. The 2020-2021 Goals were reviewed and together the group made revisions as necessary to continue to move the district forward. The revised goals will be presented for adoption at a later meeting.

### **ADJOURN**

No further business was conducted and the meeting adjourned at 5:53 PM

# Minutes of Regular Meeting August 23, 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](http://www.hayscisd.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, August 23, 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 5:27 PM. All Board Members, Raul Vela, Merideth Keller, Will McManus, Esperanza Orosco, Vanessa Petrea, Willie Tenorio and Courtney Runkle, were present.

### **CLOSED SESSION**

The Board adjourned to closed session at 5:27 PM to review the Superintendent's recommendations regarding employment, resignations, extended leaves, and other personnel matters, including administrative recommendations for principal of Simon Middle School, under Tx. Gov't Code Sec. 551.074, and for consultation with legal counsel regarding health and safety protocols and other subject matters as provided by law, pursuant to Tx. Gov't Code 551.071, 551.129.

### **RECONVENE IN OPEN SESSION**

The Board reconvened in open session at 6:36 PM.

### **PLEDGE OF ALLEGIANCE TO UNITED STATES AND TEXAS FLAGS**

### **MISSION STATEMENT**

### **SOCIAL CONTRACT**

### **PUBLIC HEARING - APPLICATION FOR OPTIONAL FLEXIBLE SCHOOL DAY PROGRAM AT LIVE OAK ACADEMY**

### **PUBLIC FORUM**

Many members of the community addressed the board voicing their individual opinions regarding the district's practice of following the Governor's "No Mask" mandate. Though highly recommending that everyone wear a mask, the district is following the Governor's order and not requiring masks on campuses.

### **SUPERINTENDENT REPORT - UPDATE ON 2021-2022 SCHOOL YEAR**

Dr. Wright gave a COVID update and information regarding current enrollment numbers. He also gave a brief overview of the Remote Conferencing and Homebound Academy programs.

### **STUDENT ACHIEVEMENT REPORT**

This item was moved to the August 30, 2021 Board meeting.

**CONSENT AGENDA - FOR ACTION ON AUGUST 30, 2021**

Minutes of Board of Trustees Meetings

Budget Amendments

Procurements

Various Band Instruments - 2021 Bond

Bread Products - Kurz & Co.

Single Sign-On Solution - ClassLink

Technology Supplies & Equipment - GTS Technology Solutions

Contracts. Memorandums of Understanding and/or Agreements

Extra-Curricular Status of 4-H/Adjunct Faculty Status of Hays County Extension Agents

Consideration and possible approval of the List of Certified Appraisers for 2021-2022

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

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

**ACTION ITEMS - FOR ACTION ON AUGUST 23, 2021**

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 Campus Principal

Mr. Tenorio moved and Mrs. Runkle seconded the motion that the board approve Laura Briones as the principal of Simon Middle School. The motion passed with a 7-0 vote.

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

No motion was made and no action taken on this item.

**ACTION ITEMNS - FOR ACTION ON AUGUST 30, 2021**

Consideration and possible acceptance of the certified values for Hays, Caldwell and Travis Counties

Randy Rau informed the Board that certified values were received on July 25, 2021. 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).

SIUS System + Range Control Accessories - SIUS Target Systems USA, Inc.

Marivel Sedillo presented information regarding the SUI System and Range Control Accessories. She answered questions from the Board and was also going to email additional information to the Board.

Consideration and possible approval of the amendment to the 2021-2022 Compensation Plan

Dr. Fernando Medina presented the amendments to the Compensation Plan. He answered questions from the Board. The Board directed him to increase the minimum pay for Crossing Guards and Lunchroom Monitors to \$14.03. Discussion ensued regarding the pay for ELC employees.

Consideration and possible approval of release of additional positions

Dr. Fernando Medina informed the Board that in order to maintain established student-to-teacher staffing ratios and to staff the Homebound Academy, which will provide home instruction during COVID, it may be necessary to increase the number of teacher allocations. Rigorous discussion ensued.

Consideration and possible adoption of Student Code of Conduct for the 2021-2022 School Year  
Administration answered questions from Board Members regarding the proposed Student Code of Conduct.

Consideration and possible approval of Guaranteed Maximum Price (GMP) for Bid Package 3 - Negley Elementary School Renovations and Expansion  
Max Cleaver presented the CD site plan, floor plan, elevation and isometric drawing, together with the Guaranteed Maximum Price for the Negley Elementary school Renovations and Expansion. Discussion ensued.

Consideration and possible action regarding empaneling an Election Redistricting Advisory Committee (RAC)  
Tim Savoy presented information to the Board regarding the legally required redistricting after the federal census. Discussion ensued. Mr. Savoy answered questions from the Board.

Consideration and possible action regarding empaneling a School Naming Committee  
Tim Savoy shared with the Board district information regarding empaneling a school naming committee. The elementary school currently being constructed in the Sunfield Subdivision will need to be named soon.

Consideration and possible action regarding empaneling an Attendance Boundary Rezoning Committee  
Adjustments to the Hays CISD attendance zone maps are needed to accommodate an attendance zone for the elementary school currently under construction in the Sunfield Subdivision. To maintain feeder patterns, changing elementary attendance zones could possibly result in adjustments to middle and high school zones. Rigorous discussion ensued. Consensus was reached by board members that each board member should appoint two people to the committee.

Review and possible adoption of the Hays CISD Goals for 2021-2022  
Rigorous discussion was had regarding the 2021-2022 Hays CISD Goals. This item was moved to the September Board Meeting.

Review and possible adoption of the Board Operating Procedures  
The board discussed the revised Board Operating Procedures. Additional changes are required to the presented document before adoption at next week's Board Meeting.

Review and possible approval of the existing Social Contract for the Hays CISD Board of Trustees  
The Board Members discussed the existing Social Contract and decided there did not need to be any changes made. It will be brought forward next week for approval.

Consideration and possible adoption of the instrument to be used to evaluate the Superintendent  
This item was moved to the September Board Meeting

Consideration and possible adoption of a Resolution setting the District's Tax Rate for the Fiscal Year 2022  
Randy Rau presented the following information to the Board.

.....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.

Mr. Rau answered questions from the Board.

Consideration and possible adoption of a Board Resolution to Suspend DEC(LOCAL) and DEA(LOCAL) and Board Resolution to Provide Paid Sick Leave

Given that the Families First Coronavirus Response Act (FFCRA) which required the district to provide employees with up to 10 days of paid sick leave has expired, administration is seeking board approval to offer additional COVID-support leave and to temporarily suspend any board practices and operating procedures. This leave will remain available through June 30, 2022 and will be made retroactive to July 1, 2021. Additionally, administration is seeking to provide a one-time benefit of up to 10 compensated paid sick leave days only to those employees who contract COVID-19 (or a variant). 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 to take the necessary precautions 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. Rigorous discussion ensued.

Consideration and possible of Texas Association of School Board Delegate and Alternate Delegate for the annual TASA/TASB Conference

No discussion was had on this matter.

**INFORMATION ITEMS** – presentations postponed to the August 30, 2021 Board Meeting

2021-2022 Appraisal Calendar

Purchasing Coop Fees

4th Quarter Investment Report

Financial Statements

Update on 2021 Bond construction and renovation projects in the district

Policy Revision Recommendations to DED(LOCAL) and DEAB(LOCAL) - First Reading

TASB Policy Update 117 Affecting Local Policies - First Reading

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

ADJOURN

No further business was conducted and the meeting was adjourned at 10:39 PM.

# Minutes of Regular Meeting August 30, 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](http://www.hayscisd.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, August 30 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 5:32 PM. All Board Members, Raul Vela, Merideth Keller, Will McManus, Esperanza Orosco, Vanessa Petrea, Willie Tenorio and Courtney Runkle, were present.

### **PLEDGE OF ALLEGIANCE TO UNITED STATES AND TEXAS FLAGS**

### **MISSION STATEMENT**

### **SOCIAL CONTRACT**

### **PUBLIC FORUM**

Some members of the community addressed the board voicing their individual opinions regarding the district's practice of following the Governor's "No Mask" mandate. There was also a representative from the Hays CISD Maintenance & Operations Department addressing the board regarding the proposed revision of policies DEAB(LOCAL) and DED(LOCAL).

Action Item – SIUS System + Range Control Accessories – SIUS Target Systems USA, Inc. was moved up to this point in the agenda.

Lt. Col. Donald Wimp presented information to the Board regarding the components and accessories of the SIUS system for the Hays High School MCJROTC Marksman Program. He answered questions from the Board. Mr. Vela moved and Mrs. Orosco seconded the motion that the Board approve the purchase of the SIUS System Components and the Range Control Accessories from SIUS Target Systems USA, Inc. The motion passed with a 7-0 vote.

Information - Policy Revision Recommendations to DED(LOCAL) and DEAB(LOCAL) - First Reading – was moved up to this point in the agenda. There were employees in the audience who were interested in the discussion related to this item.

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 revision to DED(LOCAL) clarifies that vacation days are awarded to those employees who work at least 248 days in a calendar year. Rigorous discussion ensued.

### **SUPERINTENDENT REPORT - UPDATE ON 2021-2022 SCHOOL YEAR**

Dr. Wright gave the Board the most current district Covid protocol updates

### **STUDENT ACHIEVEMENT REPORT**

#### Homebound Academy and Remote Conferencing Update

Marivel Sedillo shared information with the Board regarding the Homebound Academy and the Remote Conferencing. She answered questions from the Board Members and will be furnishing additional information as she receives it from her team.

Action Item - Consideration and possible approval of plat for Negley Elementary School – was moved up to this point in the agenda

The re-plat of the school site is necessary in order to be eligible to apply for future building permits. Mrs. Orosco moved and Mrs. Runkle seconded the motion that the Board approve the final plat for Negley Elementary School, as presented. The motion passed with a 7-0 vote.

Action Item - Consideration and possible approval of Guaranteed Maximum Price (GMP) for Bid Package 3 - Negley Elementary School Renovations and Expansion

Mrs. Orosco moved and Mrs. Runkle seconded the motion that 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. The motion passed with a 7-0 vote.

#### **CONSENT AGENDA**

Minutes of Board of Trustees Meetings

Budget Amendments

Procurements

Various Bond Instruments - 2021 Bond

Bread Products - Kurz & Co.

Single Sign-On Solution - ClassLink

Technology Supplies & Equipment - GTS Technology Solutions

Contracts. Memorandums of Understanding and/or Agreements

Extra-Curricular Status of 4-H/Adjunct Faculty Status of Hays County Extension Agents

Consideration and possible approval of the List of Certified Appraisers for 2021-2022

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

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

Mrs. Orosco pulled the last consent item - 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.

Mrs. Petrea moved and Mr. Vela seconded the motion that the Board approve the remaining Consent Items as presented. The motion passed with a 7-0 vote.

Regarding the pulled item, Mrs. Orosco stated that since she was a TASB employee, she would be abstaining from the vote on this item. Mrs. Petrea moved and Mr. Vela seconded the motion 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 \$1,481,227 as presented. The motion passed with a vote of 6-0, with Mrs. Orosco abstaining.

#### **ACTION ITEMS**

Consideration and possible acceptance of the certified values for Hays, Caldwell and Travis Counties

Mr. McManus moved and Mr. Vela seconded the motion that the Board accept the certified values as presented. The motion passed with a 7-0 vote.

SIUS System + Range Control Accessories - SIUS Target Systems USA, Inc.  
This item was moved up on the agenda.

Consideration and possible approval of the amendment to the 2021-2022 Compensation Plan  
Mrs. Orosco moved and Mr. Vela seconded the motion that the Board adopt the amended 2021-2022 Compensation Plan as presented. The motion passed with a 7-0 vote.

Consideration and possible approval of release of additional positions  
Mrs. Keller moved and Mr. Tenorio seconded the motion 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, as presented. The motion passed with a 7-0 vote.

Consideration and possible adoption of Student Code of Conduct for the 2021-2022 School Year  
Mrs. Keller moved and Mr. Vela seconded the motion that the Board adopt the 2021-2022 Student Code of Conduct as presented. The motion passed with a 7-0 vote.

Consideration and possible approval of plat for Negley Elementary School  
This item was moved up on the agenda.

Consideration and possible approval of Guaranteed Maximum Price (GMP) for Bid Package 3 - Negley Elementary School Renovations and Expansion  
This item was moved up on the agenda.

Consideration and possible action regarding empaneling an Election Redistricting Advisory Committee (RAC)  
Mr. Tenorio moved and Mr. McManus seconded the motion that the Board empanel an election Redistricting Advisory Committee comprised of seven (7) members and authorize the committee to study election redistricting in Hays CISD. The motion passed with a 7-0 vote.

Consideration and possible action regarding empaneling a School Naming Committee  
Mrs. Keller moved and Mrs. Runkle seconded the motion that the Board empanel a school naming committee comprised of seven (7) members to provide a recommendation regarding a possible name for the elementary school currently under construction in the Sunfield subdivision. The motion passed with a 7-0 vote.

Consideration and possible action regarding empaneling an Attendance Boundary Rezoning Committee  
Mrs. Runkle moved and Mr. Vela seconded the motion that the Board empanel a boundary rezoning committee comprised of fourteen (14) members to provide recommendations regarding needed changes to current district attendance zone maps to accommodate growth, which at a minimum, includes the creation of a new attendance zone for the elementary school under construction in the Sunfield subdivision. The motion passed with a 7-0 vote.

Review and possible adoption of the Board Operating Procedures  
Mrs. Orosco moved and Mr. Vela seconded the motion that the Board adopt the Board Operating Procedures as amended during the meeting with the addition of a third bullet to the "Transacting Business" topic on page 4 of the document. The motion passed with a 7-0 vote.

Review and possible approval of the existing Social Contract for the Hays CISD Board of Trustees  
Mrs. Orosco moved and Mr. Vela seconded the motion that the Board approve the existing Social contract for the Hays CISD Board of Trustees for the 2021-2022 school year, as presented. The motion passed with a 7-0 vote.

Consideration and possible adoption of a Resolution setting the District's Tax Rate for the Fiscal Year 2022

Mrs. Orosco moved and Mrs. Runkle seconded the motion that the Board adopt the resolution setting the District's Tax Rate for the Fiscal Year 2022 as presented.

.....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.

The motion passed with a 7-0 vote.

Consideration and possible adoption of a Board Resolution to Suspend DEC(LOCAL) and DEA(LOCAL) and Board Resolution to Provide Paid Sick Leave

Mrs. Keller moved and Mrs. Runkle seconded the motion that the Board adopt the Board Resolution for creation of the Pandemic Leave Allotment, as presented at the meeting. The motion passed with a 7-0 vote

Consideration and possible approval of Texas Association of School Board Delegate and Alternate Delegate for the annual TASA/TASB Conference

No motion was made. No action was taken.

Discussion and possible approval of letter to Texas Education Agency (TEA) and elected officials advocating for local control

Mrs. Orosco read the letter from the Hays CISD Board of Trustees and Superintendent to the Governor of the State of Texas, the TEA Commissioner, the Texas Attorney General and State Senator and State Representative advocating for local control to be returned to the district. Mrs. Petrea moved and Mrs. Orosco seconded the motion that the Board approve the letter as read in the open meeting. The motion passed with a 7-0 vote.

## **INFORMATION ITEMS**

2021-2022 Appraisal Calendar

Purchasing Coop Fees

4th Quarter Investment Report

Financial Statements

Update on 2021 Bond construction and renovation projects in the district

TASB Policy Update 117 Affecting Local Policies - First Reading

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

ADJOURN

No further business was conducted and the meeting was adjourned at 10:25 PM.

# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: September 27, 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 2 – September 27, 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	\$ (26,214)
12 - Instructional Resources and Media Services	\$ 0
13 - Instructional Staff Development	\$ (700)
21 - Instructional Administration	\$ 21,314
23 - Campus Administration	\$ 0
31 - Guidance and Counseling Services	\$ 11,900
32 - Social Work Services	\$ 0
33 - Health Services	\$ 0
34 - Transportation	\$ 0
36 - Co curricular / Extracurricular	\$ (6,300)
41 - General Administration	\$ 0
51 - Maintenance	\$ 0
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
<b>Total Net Transfers</b>	<b>\$ 0</b>

**REQUESTS for Re-APPROPRIATIONS:**

**General Operating Fund:**

New appropriations requested for purchase orders encumbered in the prior fiscal year “rolled over” to the current fiscal year for payment - \$3,461,610. Of this amount:

- \$1,973,198 are purchase orders related to the 2021 snowstorm that were still pending at June 30, 2021 and are offset with anticipated insurance proceeds.
- \$604,902 are purchase orders related to the Hays High School mascot change which were still pending at June 30, 2021.
- \$883,510 are purchase orders in the normal course of business that were not closed prior to June 30, 2021. Prior year purchase order rollover in the normal course of business totaled \$1,045,279 at June 30, 2020.

<b>General Operating Fund Re-Appropriations Summary</b>			
<b>Description</b>	<b>Official Budget</b>	<b>Increase/ (Decrease)</b>	<b>Amended Budget</b>
<b><u>Revenues:</u></b>			
199-00-5745-00-000-00-0-0-SN	\$ 0	\$ 1,973,198	\$ 1,973,198
<b>Total</b>	<b>\$ 0</b>	<b>\$ 1,973,198</b>	<b>\$ 1,973,198</b>
<b><u>Expenditures:</u></b>			
199-11-6000-00-000-00-9	\$ 0	\$ 161,318	\$
199-12-6000-00-000-00-9	\$ 0	\$ 1,792	\$
199-13-6000-00-000-00-9	\$ 0	\$ 23,288	\$
199-23-6000-00-000-00-9	\$ 0	\$ 16,214	\$
199-31-6000-00-000-00-9	\$ 0	\$ 1,485	\$
199-34-6000-00-000-00-9	\$ 0	\$ 32,677	\$
199-36-6000-00-000-00-9	\$ 0	\$ 756,185	\$
199-41-6000-00-000-00-9	\$ 0	\$ 2,960	\$
199-51-6000-00-000-00-9	\$ 0	\$ 2,455,775	\$
199-53-6000-00-000-00-9	\$ 0	\$ 6,241	\$
199-81-6000-00-000-00-9	\$ 0	\$ 3,675	\$
<b>Total</b>	<b>\$ 0</b>	<b>\$ 3,461,610</b>	<b>\$ 0</b>
<b>Total Net Appropriations (Revenues minus Expenditures)</b>		<b>\$ (1,488,412)</b>	

**ACTION REQUIRED**

Board Approval

**SUPPORT INFORMATION**

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

**Hays Consolidated Independent School District**  
**Budget Amendment 2 Support Information**  
**for the Fiscal Year Ending June 30, 2022**

**Budget Amendment #2 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>
199-36-6411-51-006-91-1-0	36	006	\$ 700.00	raur	Pending	3		280		
199-13-6411-00-006-99-1-0	13	006	\$ (700.00)	raur	Pending	3		280		
199-36-6412-00-945-99-3-0	36	945	\$ (7,000.00)	montielk	Pending	3		276		
199-31-6399-00-945-99-3-0	31	945	\$ 7,000.00	montielk	Pending	3		276		
199-11-6399-00-006-11-1-0	11	006	\$ (4,900.00)	molinac	Pending	2		668		
199-31-6397-00-006-99-1-0	31	006	\$ 4,900.00	molinac	Pending	2		668		
199-11-6339-RT-943-24-3-0	11	943	\$ (9,116.00)	logniond	Pending	2		653		
199-11-6399-RT-943-24-3-0	11	943	\$ (4,948.00)	logniond	Pending	2		653		
199-11-6397-TE-943-24-3-0	11	943	\$ (7,250.00)	logniond	Pending	2		653		
199-21-6397-TE-943-24-3-0	21	943	\$ 21,314.00	logniond	Pending	2		653		

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

**Date:** September 27, 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. Web Hosting Services - Blackboard
  - b. JM Electronic
  - c. Audio-Visual Equipment and Technical Contracted Services - Pathway Communications
  - d. Software and Equipment – Software House International (SHI)

**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: September 27, 2021

Procurement: Web Hosting Services - Blackboard, Inc.

Administrator Responsible/Position: Tim Savoy, Chief Communication 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 approve the renewal of our website hosting and content management solution. Blackboard provides reliable hosting and our mass notification system for the entire district.

**D. Summary:**

Previous board action relating to this item –

Future action anticipated –

**Background information** – Blackboard provides the district a reliable mass notification system for sending messages via voice, text, email, push notification, website announcements, website alerts and social media.

**E. Scope of Options Reviewed:**

Choice Partners Contract #21/031KN-11

**Length of Contract:** This is a one year contract with three (3) options to renew.

**Reasons for rejecting alternatives:**

**F. Comments Received:**

Cabinet     DLT                       FBOC                       Teacher Org. Reps.                       Other: Technology

**G. Administrative Recommendation:**

The administration recommends approval of the purchase of services from Blackboard, Inc.

**H. Fiscal Impact and Cost: Total Amount: \$ 73,587.06**

Budget – General Operating Fund     Bond     Grant/Special Funds     Other \_\_\_\_\_

Prior Year Spending – \$72,178.41

Future/Ongoing – N/A

**I. Monitoring and Reporting Time Line:**

Person responsible for evaluating this decision or action – Tim Savoy

Evaluation method and time line -

Next report to the board -

**J. Suggested Motion:**

I move that the Board approve the purchase of services from Blackboard, Inc. for total cost of \$73,587.06 as presented.

# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: September 27, 2021

Subject: Procurement: Fire Alarm and Sprinkler Inspections, Repairs, and Testing, District Wide- JM Electronic Engineering

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:  
 Maintain safe facilities for students, staff, and guests.

D. Summary:  
 Previous board action relating to this item -  
 Future action anticipated -  
 Background information JM Electronic Engineering provides contracted services and materials for inspections, repairs, and monitoring of fire alarm systems, backflow prevention devices, fire extinguishers, fire pumps, fire sprinkler systems, kitchen vent hoods, and inert gas systems, estimated in the following table:

Expense	Cost
Monitoring of fire alarm systems, districtwide, 12 months at \$800 per month	\$9,600.00
West side inspections, performed July - August	\$23,148.70
east side inspections, performed March - June	\$23,844.50
Parts and repairs, based on actual spend Summer 2021	\$86,024.64
<b>Amount Requested</b>	<b>\$142,617.84</b>

E. Scope of Options Reviewed:  
 Bid # 18-041709SC  
 This is a one-year contract through 05/02/2022.  
 Reasons for rejecting alternatives:

F. Comments Received:  
 Cabinet     DLT     FBOC     Teacher Org. Reps.     Other: Maintenance & Operations

G. Administrative Recommendation:  
 The administration recommends approval of JM Electronic Engineering for safety inspections, repairs, monitoring and materials for all district facilities.

H. Fiscal Impact and Cost: Total Amount: \$145,000  
 Budget – General Operating Fund     Bond     Grant/Special Funds     Other \_\_\_\_\_  
 Prior Year Spending - \$ 494,697.94, of which \$365,016 was a Board approved fire alarm replacement project  
 Future/Ongoing – This procurement will be a recurring cost (annually)

**I. Monitoring and Reporting Timeline:**

**Person responsible for evaluating this decision or action—** Michael Baker, Director of Maintenance

**Evaluation method and timeline -**

**Next report to the board -**

**J. Suggested Motion:**

I move that the Board approve JM Electronic Engineering for the procurement of services and materials related to life safety system maintenance at all district facilities, in the amount of \$145,000, as presented.

# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: September 27, /2021

Procurement: Audio Visual Equipment & Technical Contracted Services – Pathway Communications

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 authorize the purchase of audio/visual equipment and technical contracted services districtwide.

**D. Summary:**

**Previous board action relating to this item** – Board approved Pathway Communication 06/2020

**Future action anticipated -**

**Background information** – Pathway provides contracted services for maintenance/repair of the district audio visual systems and basic cabling for adds, moves and changes. They also provide surveillance cameras, projectors, TV displays and external sound systems for the district.

**E. Scope of Options Reviewed:**

TIPS/TAPS Cooperative Contract #210101 – Technology Solutions, Products & Services  
This is a one-year contract with one (1) one-year renewal remaining through 05/31/2026

TIPS/TAPS Cooperative Contract #200904 Audio Visual Equipment, Supplies & Services  
This is a one-year contract with one (1) one-year renewal remaining through 11/30/2023

TIPS/TAPS Cooperative Contract #200101 – Assistive Technology Goods & Services  
This is a one-year contract with one (1) one-year renewal remaining through 03/31/2023

TIPS/TAPS Cooperative Contract #18050101 – Networking Equipment, Software & Services  
This is a one-year contract with one (1) one-year renewal remaining through 07/31/2021

**F. Comments Received:**

Cabinet     DLT     FBOC     Teacher Org. Reps.     Other: Technology

**G. Administrative Recommendation:**

The administration recommends approval of the procurement of audio/visual equipment & technical contracted services districtwide from Pathway Communications

**H. Fiscal Impact and Cost: Amount: \$300,000**

Budget – General Operating Fund     Bond     Grant/Special Funds     Other \_\_\_\_\_

Prior Year Spending - \$503,348.53

Future/Ongoing – This 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  
**Evaluation method and time line -**  
**Next report to the board -**

**J. Suggested Motion:**  
I move that the Board approve the procurement of audio/visual equipment & technical contracted services districtwide from Pathway Communications for \$300,000 as presented.

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

**Date:** September 27, 2021

**Procurement: Software & Equipment – Software House International (SHI)**

**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 authorize the potential procurement of various software programs, renew support licenses for existing applications and purchase of miscellaneous equipment. Software can include anti-virus, backup, network support, network security, VPN/cloud solutions and Microsoft Enterprise agreement. Our Microsoft agreement covers the entire district for all Microsoft applications. This agreement also allows for teachers and students to utilize Office 365 cloud applications.

**D. Summary:**

Previous board action relating to this item – Board has previously approved the purchase of supplies/materials, supplies & software from SHI.  
 Future action anticipated -  
 Background information – Software includes backup, network support, network security, VPN/cloud solutions and Microsoft Enterprise agreement.

**E. Scope of Options Reviewed:**

DIR-TSO-3838	DIR-TSO-4291
DIR-TSO-4172	DIR-CPO-4398
DIR-TSO-3984	DIR-TSO-3863
DIR-TSO-4246	DIR-TSO-4092
DIR-TSO-4181	DIR-TSO-4056

**F. Comments Received:**

Cabinet     DLT     FBOC     Teacher Org. Reps.     Other: Technology Department

**G. Administrative Recommendation:**

The administration recommends approval of purchasing supplies/materials, supplies & software from SHI.

**H. Fiscal Impact and Cost: Amount: \$ 250,000**

Budget     Bond     Grant/Special Funds     Other \_\_\_\_\_

Prior Year Spending - \$173,667.02

Future/Ongoing - The requested procurement is an estimated annual reoccurring expense of \$250,000.

**I. Monitoring and Reporting Time Line:**

Person responsible for evaluating this decision or action— Dianne Borreson

Evaluation method and time line -

Next report to the board -

**J. Suggested Motion:**

I move the board to approve purchases from SHI for approximately \$250,000 per year, as presented.

# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

**Date:** September 27, 2021

**Subject:** Consideration and Possible Approval of Cooperative Agreement between the Teacher Fellows Program of Texas State University and Hays CISD

**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

Law or Rule

N/A

**C. Goal or Need Addressed:** The purpose of this agreement is to specify the relationship among the Texas State Teacher Fellows Program, the Teacher Fellows (inductees), the Exchange Faculty teacher(s) and the school district.

**D. Summary:**

Previous board action relating to this item – Previous MOU approved by Board on September 28, 2020

Future action anticipated -

Background information - To maintain the common interests of Texas State University and Hays CISD in providing appropriate ongoing professional development programs for Teacher Fellows and Exchange Faculty.

**E. Comments Received:**

Cabinet

DLT

FBOC

Teacher Org. Reps.

Other -

**F. Administrative Recommendation:** Administration recommends approving the Teacher Fellows Program MOU

Advantages/benefits of this proposal – Continuing this annual agreement benefits our students and teachers.

**G. Fiscal Impact and Cost: Amount: \$ 326,286 (8 fellows)**

Budget

Bond

Grant/Special Funds

Other \_\_\_\_\_

Prior Year Spending - \$285,990 ( 8 fellows)

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 – Our Teacher Fellows undergo a rigorous program while teaching and are expected to present on their annual performance.

Next report to the board -

**I. Suggested Motion:**

I move that the Board approve the annual agreement for the Teacher Fellows Program between Texas State University and Hays CISD as presented.

**Texas State University  
Teacher Fellows Program Memorandum of Understanding**

This Memorandum of Understanding (MOU) is between Texas State University, on behalf of the Teacher Fellows Program and herein called "TxState," Hays CISD herein called "school district," TxState Teacher Fellows, and the school district's Exchange Teacher. The purpose of this agreement is to specify the relationship among TxState, the Teacher Fellows (inductees), the Exchange Teacher(s), and the school district. This agreement reflects our common interests in providing appropriate on-going professional development programs for Teacher Fellows and Exchange Teachers.

In consideration of their participation in this cooperative professional development program, the benefits and responsibilities accruing to the parties from such an agreement, TxState, the Exchange Teacher(s), the Teacher Fellow(s), and the school district each, individually and jointly, agree as follows:

I

The terms of this MOU are conditioned upon full performance by Hays CISD of all obligations, including but not limited to the financial obligations, imposed upon it by the Teacher Fellows Program Responsibility Agreement entered into between TxState and Hays CISD.

II

TxState agrees to:

1. Provide a TxState Teacher Fellows Program Director.
2. Provide administrative support to the TxState Teacher Fellows Program.
3. Together with school district, screen and select Teacher Fellows applicants to ensure that the applicants meet school district and university standards.
4. Together with school district, jointly screen and select Exchange Teacher applicants to ensure that the applicants meet district and university standards.
5. Provide on-going professional training to the Teacher Fellows through graduate courses. .
6. Meet with the Teacher Fellow, Exchange Teacher and school district principal to assist in the professional development of the Teacher Fellow.
7. Provide each Teacher Fellow a stipend of **\$19,200**, provided the Hays CISD fully funds the total amount of this stipend in accordance with the Texas Fellows Program Responsibility Agreement which is attached and incorporated herein for all purposes.
8. Provide tuition for Teacher Fellows for the year of internship plus Summer I and II sessions immediately preceding and following the teaching fellowship year.
9. Provide induction training for the Exchange Teacher.
10. Provide access to TxState Student Health Services for TxState Teacher Fellows.
11. Require that the Exchange Teacher engage in the following:
  - a. Regular visits to the Teacher Fellow's campus (no less than 1 visit per week) for the purpose of providing on-site assistance to the Teacher Fellow
  - b. Participates with Teacher Fellows at Saturday and after school seminars and graduate classes
  - c. Serves as liaison between the university and the school district.
  - d. Participates in supervision and/or induction training.

Signatures

\_\_\_\_\_  
President, Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of College of Education, Texas State University

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Curriculum & Instruction Department

\_\_\_\_\_  
Date

*Aurora Duhon*  
\_\_\_\_\_  
TxState Teacher Fellows Representative

*7/21/21*

\_\_\_\_\_  
Date

*Amber Renee*  
\_\_\_\_\_  
Exchange Teacher

*7/28/2021*

\_\_\_\_\_  
Date

*Connie Salley*  
\_\_\_\_\_  
Exchange Teacher

*07-28-2021*

\_\_\_\_\_  
Date

*Bailey Neess*  
\_\_\_\_\_  
TxState Teacher Fellow

*07.21.2021*

\_\_\_\_\_  
Date

*Emily Garcia*  
\_\_\_\_\_  
TxState Teacher Fellow

*07/21/2021*

\_\_\_\_\_  
Date

*Kayla Mensing*  
\_\_\_\_\_  
TxState Teacher Fellow

*07/21/2021*

\_\_\_\_\_  
Date

*Jaclyn Cruz*  
\_\_\_\_\_  
TxState Teacher Fellow

*7/21/2021*

\_\_\_\_\_  
Date

*Zoe Escalante*  
\_\_\_\_\_  
TxState Teacher Fellow

*7/21/2021*

\_\_\_\_\_  
Date

*Jordan Grull*  
\_\_\_\_\_  
TxState Teacher Fellow

*7/21/2021*

\_\_\_\_\_  
Date

*[Signature]*  
\_\_\_\_\_  
TxState Teacher Fellow

*7/21/2021*

\_\_\_\_\_  
Date

*Hilda M. Medel*  
\_\_\_\_\_  
TxState Teacher Fellow

*7/21/2021*

\_\_\_\_\_  
Date

## Teacher Fellows Program Responsibility Agreement

This Agreement, dated the 20th day of July, 2021, is between Texas State University (TxState) and **Hays CISD (also referred to herein as either the Party or Parties).**

### 1. Background

1.01. TxState operates a Teacher Fellows Program in its Department of Curriculum and Instruction as a part of its course of study for graduate level teacher development. The Teacher Fellows Program pairs experienced teachers with fully certified first year teachers. TxState believes the participation of experienced elementary school teachers in this program will enhance its teacher development curriculum and quality induction for new teachers. **Hays CISD** employs experienced elementary school teachers who are willing to participate as mentors in TxState's Teacher Fellows Program.

1.02. By participating in TxState Teacher Fellows Program, **Hays CISD's** Teacher Fellows and Exchange Teachers can benefit from intensive professional development activities.

### 2. Agreement

2.01. Sponsorship of Teacher Fellows. **Hays CISD** agrees to sponsor eight fully certified first-year teachers from TxState Teacher Fellows Program and to assign them duties under the terms of the Teacher Fellows Program Memorandum of Understanding between TxState and **Hays CISD**. The Terms of the Texas State University Teacher Fellows Program Memorandum of Understanding are incorporated by reference into this agreement. **Hays CISD** may assign these Teacher Fellows reasonable additional duties and may anticipate that they will perform their duties satisfactorily.

- a. Each Teacher Fellow will comply with state and federal laws and **Hays CISD's** district policies and administrative directives.
- b. The Teacher Fellows will not be employees of **Hays CISD**, but **Hays CISD** will allow Teacher Fellows to utilize the same sick leave and other leave allowed to other teachers **Hays CISD** employs. **Hays CISD** will treat absences in excess of normal leave according to its policies.
- c. After an academic year in this program, **Hays CISD** may credit each Teacher Fellow with a year of teaching experience for purposes of local district creditable service for placement on the salary schedule if **Hays CISD** subsequently employs the Teacher Fellow.
- d. The Teacher Fellow hereby agrees and understands that health insurance or worker's compensation is not afforded by the **Hays CISD**.

2.02 Exchange Teachers. **Hays CISD** will release one experienced teacher, to be known as a Exchange Teacher, from classroom duties with **Hays CISD**, and allow him/her to work full-time in TxState Teacher Fellows Program. The Parties will identify this teacher together. The Exchange Teacher will provide support services to TxState Teacher Fellows. TxState will assign duties to the Exchange Teacher, but the Exchange Teacher will remain an employee of **Hays CISD**, and will retain his/her current salary and be eligible for all employee benefits, including career ladder benefits. **Hays CISD** will pay these salaries and benefits.

2.03. TxState Support Services. TxState will provide professional support services to the Teacher Fellows and to **Hays CISD** as provided in this agreement and the Teacher Fellows Program.

3. Payment

3.01 **Hays CISD** will pay TxState THREE HUNDRED TWENTY-SIX THOUSAND TWO HUNDRED EIGHTY-SIX DOLLARS (**\$326,286.00**) in two installments of ONE HUNDRED SIXTY-THREE THOUSAND ONE HUNDRED FORTY-THREE DOLLARS (**\$163,143.00**) each. The first installment is due on or before **September 15, 2021**. The second installment is due on or before **February 15, 2022**. This payment is for two cohort(s) of four Teacher Fellows within each cohort in **Hays CISD**.

Table for Teacher Fellows Program 2021-2022  
**Hays CISD**

# of Cohorts	Beginning Teacher Salary (based on 20-21 Salary Schedule)	Total per Cohort
1	\$54,381 x 3 =	\$163,143
2	\$54,381 x 3 =	\$163,143
	Total for district	\$326,286

4. Term

4.01. This Agreement will begin on **July 31, 2021** and end on **July 31, 2022** unless sooner terminated as provided below.

4.02. Either Party may terminate this Agreement by giving the other 30 days written notice and reasonable opportunity to correct a perceived deficiency. If either Party terminates this Agreement under this section, the Parties will prorate the amount due to TxState according to the termination date.

5. General Provisions

5.01. Neither Party may assign its rights or obligations under this Agreement without the written consent of the other. This Agreement is binding on the Parties and their successors and their assigns where permitted by this Agreement.

5.02. This Agreement and all claims arising from this Agreement shall be interpreted and construed in accordance with the laws of the State of Texas, without regard to its conflict of laws principles. Any judicial action or proceeding between the parties relating to this Agreement and all claims arising from this Agreement shall be brought in the federal or state courts serving Hays County in the State of Texas.

5.03. In their execution of this Agreement the parties and others acting by or through them shall comply with all federal and state laws prohibiting discrimination, harassment, and sexual misconduct. -, The parties agree not to discriminate on the basis of race, color, national origin, age, sex, religion, disability, veterans' status, sexual orientation, gender identity or gender expression. Any breach of this covenant may result in termination of this Agreement.

5.04 This Agreement is the only agreement between the parties respecting this subject, and it supersedes all prior written or oral understandings between the parties respecting this subject.

5.05 Notwithstanding any provision of this Agreement, nothing herein shall be construed as a waiver by Texas State University of its constitutional, statutory or common law rights, privileges, immunities or defenses. To the extent the terms of this paragraph conflicts with any other provision in this Agreement, the terms of this paragraph shall control.

5.06. The Parties may not amend this agreement unless they do so in writing. Representatives of both parties must sign any amendment for it to be valid.

**Signatures**

\_\_\_\_\_  
President, Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

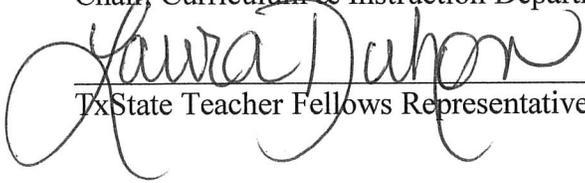
\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of College of Education, Texas State University

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Curriculum & Instruction Department

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
TxState Teacher Fellows Representative

\_\_\_\_\_  
Date  
7/21/21

\_\_\_\_\_  
Date

# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

**Date:** September 20, 2021

**Subject:** Superintendent's recommendation to employ contractual 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 Assistant 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 provided by an assistant 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 contractually employ the Simon Middle School Assistant Principal as presented.

# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

**Date:** September 27, 2021

**Subject:** Superintendent's recommendation to employ contractual 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:

- Camino Real Elementary School Assistant 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 provided by an assistant 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 contractually employ the Camino Real Elementary School Assistant Principal as presented.

# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: September 20, 2021

Subject: Consideration of Approval for the Purchase of Air Purifying Equipment

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 safe facilities for students, staff, and guests.

**D. Summary:**

Previous board action relating to this item -

In June 2020, the Board approved an increase in HVAC filter changes from 6 to 10 times per year.

Future action anticipated -

Background information:

Staff has reviewed available air filtration and air purifying technology for educational settings and recommends the purchase of equipment manufactured by Novaerus, containing *NanoStrike* Technology, a patented process which uses electrical current to destroy pathogens in the air. The Model NV 900 units have been in use in the medical space for approximately 12 years.

Because the equipment does not use filters or chemicals, and because of the low electrical usage, this technology offers a low total cost of ownership over time. There is one small reusable debris filter to prevent large particles from entering the motor housing which will be managed via a monthly swap-out process.

The units are currently available through the vendor Protect Education via the Region 13 Purchasing Cooperative. The equipment comes with a 100% replacement, 7 year warranty, designated as the Model NV 900W.

There is more about this vendor and the equipment in the attached presentation. The estimated quantities needed to cover the District are described in the table at the end of this agenda item.

**E. Scope of Options Reviewed:**

HEPA filtration, bi-polar ionization, dielectric barrier discharge/electrostatic (NanoStrike)

**Reasons for rejecting alternatives:**

Filter cost, filter availability, noise, electrical cos

**F. Comments Received:**

Cabinet     DLT     FBOC     Teacher Org. Reps.     Other:

Director of Student Health Services and Campus Nurses

District Academic Officers

Director of Safety and Security

Director of HVAC and Energy Management

SHAC and FBOC Representatives

**G. Administrative Recommendation:**

Consideration and approval of the purchase of Novaerus air-purifying equipment from Protect-Ed via the Region 13 Purchasing Cooperative and the labor and materials to complete the installation.

**H. Fiscal Impact and Cost: Amount: Estimated at \$4,199,865**

Budget                       Bond                       Grant/Special Funds : ESSER Funds                       Other

- Estimate 1760 units at \$2,344 each (1708 units plus 3% contingency): \$4,125,440
- Estimate labor at \$39,600 (880 man hours at \$45/hour)
- Estimate supplies at \$17,600 (\$10 each)
- Estimate electrical power needs at 3% of total number of units (53 each X \$325): \$17,225

**Prior Year Spending** – not applicable

**Future/Ongoing** – not applicable

**I. Monitoring and Reporting Time Line:**

Person responsible for evaluating this decision or action: Max Cleaver

**Evaluation method and time line -**

**Next report to the board -**

**J. Suggested Motion:**

I move the Board approve the purchase of Novaerus air-purifying equipment from Protect-Ed via the Region 13 Purchasing Cooperative and the labor and materials to complete the installation, estimated at \$4,199,865, as presented.

**Estimated Number of Novaerus (900 W) Units Required:**

<b>ES</b>	<b>Est. Number of Units</b>	<b>Number of Campuses</b>	<b>Total</b>
Classroom PK-5	48	14	672
Nurse	1	14	14
Office Reception	1	14	14
Art	1	14	14
Music	1	14	14
Gym	2	14	28
Cafeteria	2	14	28
Library	2	14	28
<b>MS</b>			
Classroom	60	6	360
FA	6	6	36
Athletic/PE	4	6	24
Nurse	1	6	6
Office Reception	1	6	6
Gym	2	6	12
Cafeteria	2	6	12
Library	2	6	12
Weight Room	1	6	6
<b>HS</b>			
Classroom	85	3	255
FA	12	3	36
Athletic	8	3	24
Nurse	1	3	3
Office Reception	1	3	3
Gym	6	3	18
Cafeteria	2	3	6
Library	2	3	6
Trainer	1	3	3
Weight Room	1	3	3
<b>Alt</b>			
Impact	25	1	25
Live Oak	25	1	25
<b>Other</b>			
PAC	4	1	4
SPED	1	1	1
Transportation	4	1	4
Beacon Hill	4	1	4
C+I	2	1	2
		<b>52</b>	<b>1708</b>

10300 Alliance Rd Ste 300  
Blue Ash, OH 45242  
+1 5132362856



## Estimate

**ADDRESS**

Hays Consolidated  
Independent School District  
21003 IH 35  
Kyle, TX 78640

**SHIP TO**

Hays Consolidated  
Independent School District  
21003 IH 35  
Kyle, TX 78640

**ESTIMATE #** 1487-c

**DATE** 09/11/2021

DESCRIPTION	QTY	RATE	AMOUNT
NV900W	1,760	2,344.00	\$4,125,440

Items are non-returnable, non-refundable, but has a 7-year 100% replacement warranty

**TOTAL**

**\$4,125,440.00**

Accepted By

Accepted Date



290 Harbor Drive  
2nd Floor  
Stamford, CT 06902-8700

September 22, 2021

Hays Consolidated Independent School District

Re: Sole Source for NV 900/900W

To Whom It May Concern,

WellAir Group is the sole owner and manufacturer of the patented technology, *NanoStrike*<sup>™</sup> and the product, NV 900/900W.

This letter confirms that Protect I Education, having a place of business at 10300 Alliance Road Suite 300 Cincinnati, Ohio 45242, is a designated authorized reseller for WellAir. Protect | ED is a focused distributor to the Education and K-12 marketplace. Protect I ED will be the only (Sole Source) WellAir distributor that sells NV 900/900W. Additionally, any other bids that have surfaced or presented are not considered viable.

Please do not hesitate to contact myself or David Wilson, SVP if we can be of further assistance. His email address is [dwilson@wellairsolutions.com](mailto:dwilson@wellairsolutions.com) and phone number is (615) 618-2067.

Best regards,

A handwritten signature in black ink, appearing to read "Bradley Niemann". The signature is fluid and cursive, with a long horizontal stroke at the end.

Bradley Niemann  
Executive Vice President - Sales  
WellAir

# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: September 27, 2021

Subject: 2021 Bond Project – Bid Package 8 Hays High School Improvements

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:**

Deliver timely, cost effective facilities.

**D. Summary:**

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

The 2021 Bond contains provisions for improvements to Hays HS including Science Lab Renovations, roofing, HVAC, fire alarm, flooring, and gym bleacher replacement, drainage work, and asphalt replacement valued at \$31.1 M. The Live Oak Academy Project is a separate project valued at \$8.9M and is scheduled to begin design in January 2022.

The Project Team consisting of the owner (central and campus staff), architect (O’Connell Robertson, OCR), and construction manager at risk (Bartlett-Cocke ) began detailed schematic design (SD) work on this project in May 2021 and held multiple meetings with campus groups which culminated with a design activity on September 8 which allowed the science faculty an additional opportunity to express their ideas prior to this Board agenda item. Members of the FBOC were also present for this activity.

Due to the heavy renovation involved in the science labs, staff wishes to adequately vet the scope and design-to-date prior to proceeding.

**E. Comments Received:**

Cabinet       DLT                       FBOC                       Teacher Org. Reps.                       Other: Campus Staff

**F. Administrative Recommendation:**

Consideration and approval of the design-to-date for this project.

**G. Fiscal Impact and Cost: Amount: See table below**

Budget                       Bond                       Grant/Special Funds                       Other \_\_\_\_\_

BP 8 HHS	Original Estimate	SD Estimate
Construction	\$25,555,458	\$24,246,802
Architect	\$1,788,882	\$1,576,042
FFE	\$1,788,882	\$1,697,276
Infrastructure and Fees	\$934,956	\$934,956
Project Contingency	\$1,097,015	\$2,710,117
Totals	\$31,165,193	\$31,165,193

**H. Monitoring and Reporting Time Line:**

Person responsible for evaluating this decision or action: Max Cleaver, Mike Garcia

Evaluation method and time line:

Next report to the board:

Date	Project	Action	Information
September 20, 2021	Hays HS Improvements (BP 8)	Present SD for Approval	Current Agenda Item
December 13, 2021	Hays HS Improvements (BP 8)	Present DD for Approval	One Meeting in December
April 18, 2022	Hays HS Improvements (BP 8)	Present GMP for Approval	Potential early procurement package for HVAC and Bleachers in order to utilize Summer 2022

**I. Suggested Motion:**

I move the Board approve the schematic design for the proposed improvements to Hays High School, designed by O'Connell Robertson Architects, as presented.



## Hays CISD

### Multi-Campus Improvements

Bid Package 8 - Hays High School

Presentation of Schematic Design +  
Progress to Date

September 2021

## District & School Stakeholder Meetings

### Hays High School Improvements - 13 Meetings in 2021

- *School Stakeholders (principal, teachers, coaches, and staff)*
- *Deputy Academic Officers*
- *Hays CISD Project Managers and Maintenance Team*

## Design Team

	Owner
Architecture, Interiors, and MEP Engineering	Hays Consolidated School District
	O'Connell Robertson
Civil Engineering	Pape-Dawson Engineers
Structural Engineering	Dunaway Associates
Datacom Consultant	True North Consulting Group
Land Surveying	Spot on Surveying
Geotechnical Engineering	Raba Kistner
Construction Manager at Risk	Bartlett Cocke General Contractors

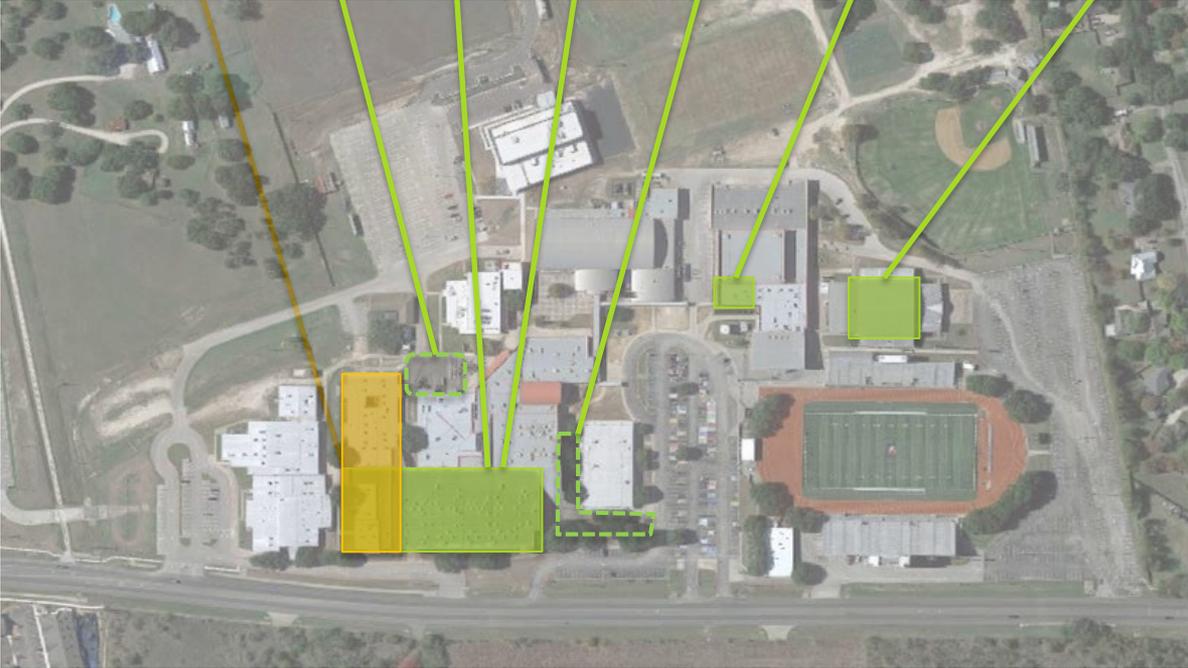
## Stakeholders

# Hays High School

Proposition A

Proposition B

- Science Lab Renovations
- Parking Lot Resurfacing
- HVAC replacement
- Roof replacement
- Sidewalks and Drainage
- Gym Shower Drain
- Gym Bleachers



### Summary of Projects

Proposition A

- Science Lab Renovations

Proposition B

- HVAC & Associated Electrical Upgrades
- Roofing Replacement
- Gym Bleachers
- Sidewalks and Drainage (front)
- Resurface Asphalt @ Kitchen
- Polished Concrete
- Gym Shower Drains

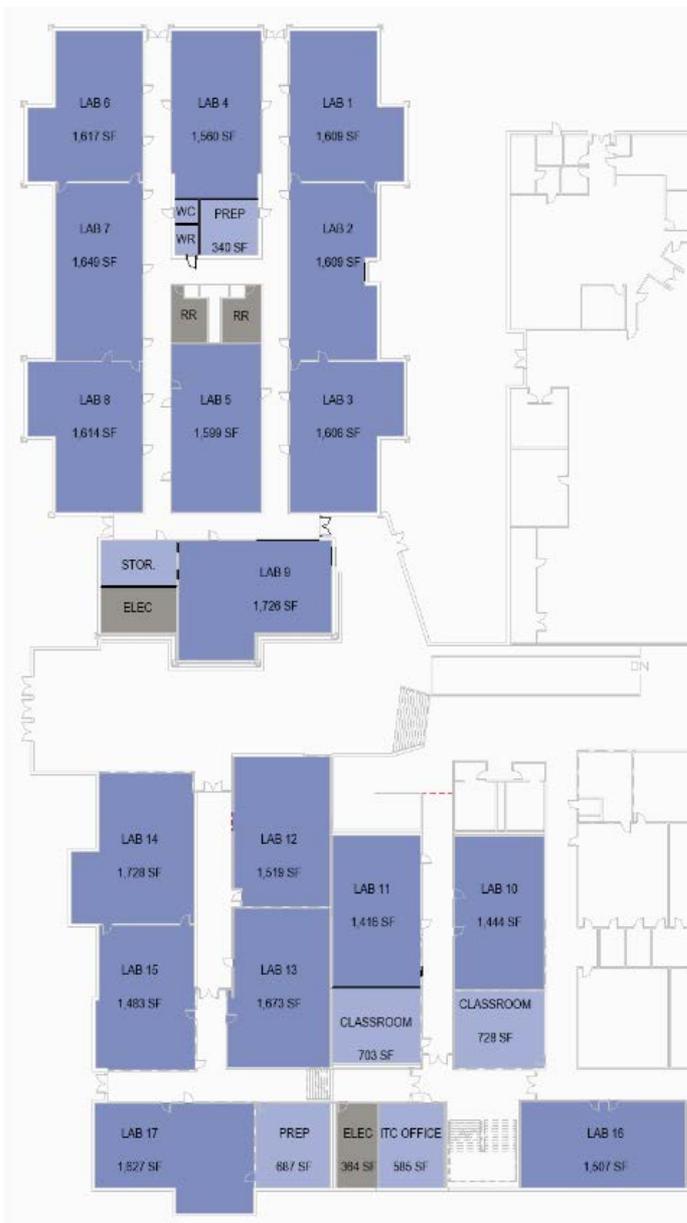


## Project Objectives:

- Science Renovations
  - 17 combination lab/lecture classrooms
  - 2 prep
  - 2 classrooms
  - 1 storage
  - 2 electrical rooms
  - 2 student restrooms renovated
  - Polished concrete floors
- Replace aging HVAC units and roofing
- Provide new bleachers at gym
- Fix drainage issues around campus

# Hays High School Improvements

60



## Hays High School – Science Labs

- Lab Renovation
  - Moving towards more flexible layouts
  - Increasing student lab opportunities
  - Removing walls
  - Addressing drainage issues
- Full Ceiling Renovation
- Polished concrete floors
- Casework and epoxy counter tops
- Phased Renovation



RENOVATED SCIENCE LABS

## Hays High School Interior

## Schedule

- Feb '22: Design Development Complete
- March '22: Contract Document Completion
- Spring '22: Bidding & Negotiation Phase
- April '22: Board of Trustees Guaranteed Maximum Price Approval
- May '22 – Construction Notice to Proceed
- August '23 – Construction Complete

**Next Steps**

# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: September 27, 2021

Subject: Consideration and possible approval of purchase of Card Reader Replacements from Associated Time Instruments

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 procurement is to upgrade and extend our current keyless system. This purchase includes upgrading all existing card readers and current software. This procurement also includes adding additional card readers to increase security to areas identified as currently lacking adequate access control. This project is phase one of the keyless entry upgrades – Proposition B of the 2021 Bond.

D. Summary:

Previous board action relating to this item –  
 Future action anticipated –  
 Background information – As stated above, this project is part of the 2021 Bond. Additional info will be provided in a memo to the board.

E. Scope of Options Reviewed:

RFP # 06-0721002VL Card Reader Replacements; 3 proposals received

Length of Contract N/A

Reasons for rejecting alternatives:

F. Comments Received:

Cabinet     DLT     FBOC     Teacher Org. Reps.     Other: Technology

G. Administrative Recommendation:

The administration recommends approval of the purchase of /services from Associated Time Instruments

H. Fiscal Impact and Cost: Total Amount: \$ 277,825.79

Budget – General Operating Fund     Bond     Grant/Special Funds     Other \_\_\_\_\_

Prior Year Spending: \$28,446.93

Future/Ongoing – N/A

I. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action – Mark Timmons; Alan Duerr

Evaluation method and time line -

Next report to the board -

J. Suggested Motion:

I move that the Board approve the purchase of services from Associated Time Instruments for total cost of \$277,825.79 as presented.

# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: 09/27/2021

Procurement: Software & Hardware to Support District-wide Servers - Waypoint

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 item is to procure services, software and hardware to support our district-wide Dell servers. This includes software, hardware and support for our two SANs (Storage Area Network). Waypoint is a preferred Dell Partner for these services.

**D. Summary:**

Previous board action relating to this item – None

Future action anticipated – Board approval will be required on an annual basis to approve upcoming procurements.

Background information – Dell works with several partners to provide services and equipment for their DIR accounts. We have worked with Waypoint on several large projects and have been very happy with their support and services. As new infrastructure is added, we will use Waypoint to provide the Dell equipment and professional services.

**E. Scope of Options Reviewed:**

DIR-TSO-3763 Contract for Products and Related Services

This is a one-year contract with four (4) options to renew through 01/10/2024

Reasons for rejecting alternatives:

**F. Comments Received:**

Cabinet

DLT

FBOC

Teacher Org. Reps.

Other: Technology

From public -

**G. Administrative Recommendation:**

The administration recommends approval of the Waypoint procurement for services, software and hardware to support our districtwide physical and virtual servers and SAN. The increase in the amount over prior year is to provide upgrades to the existing SANs additional info provided in Board Memo to support increased data needs.

**H. Fiscal Impact and Cost: Total Amount: \$750,000**

Budget – General Operating Fund

Bond

Grant/Special Funds

Other

Prior Year Spending – \$77,576.42

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

**I. Monitoring and Reporting Time Line:**

Person responsible for evaluating this decision or action— Alan Duerr – Deputy Director of Network Services

Evaluation method and time line -

Next report to the board -

**J. Suggested Motion:**

I move that the Board approve the procurement for services, software and support from Waypoint for \$750,000 as presented.

# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

**Date:** September 27, 2021

**Subject:** Consideration and possible adoption of the Hays CISD Virtual Learning Plan including the possible expansion of the virtual academy enrollment up to 10% of all enrolled students

**Administrator Responsible/Position:** Marivel Sedillo, DS/CAO

**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:**

- Consider and take possible action, through adoption of the Hays CISD Virtual Plan, to transition the current Hays CISD Virtual Homebound Academy into the Hays CISD Virtual Academy and possibly expand the Hays CISD Virtual Academy up to 10% of all enrolled students, based on SB15.
- Adopt the Hays CISD Virtual Plan which includes a combination of remote synchronous and asynchronous instruction with daily attendance for synchronous instruction taken at 9:30 am for elementary/10:20 am for secondary and attendance for asynchronous instruction determined through a daily attendance measure as described in the District's asynchronous instructional plan.

**D. Summary:**

Previous board action relating to this item -

Future action anticipated -

Background information – The district determined the importance of offering a Homebound Virtual Academy at the beginning of the 2021-2022 school year to serve students unable to attend in-person school due to a variety of medical reasons. Our current homebound virtual academy was not going to yield ADA funding, but due to the recent passing of SB15, the district would like to expand our remote learning (virtual) option to more students in K-6 up to the 10% threshold pending staffing availability. We are currently serving approximately over 300 students, K-12. The district will need to adjust it's remote learning plan once TEA releases official guidelines.

**E. Comments Received:**

Cabinet

DLT

FBOC

Teacher Org. Reps.

Other

**F. Administrative Recommendation:**

Advantages/benefits of this proposal – SB 15 will fund up to 10% of our virtual academy and retroactively fund our Homebound Virtual Academy effective on the first day of school.

**G. Fiscal Impact and Cost: Amount: TBD - ESSER or GENERAL funds may be used to hire additional staff.**

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 --Marivel Sedillo, DS/CAO

Evaluation method and time line – The district will evaluate program and teacher effectiveness on an ongoing basis.

Next report to the board –

**I. Suggested Motion:**

I move that the Board adopt the Hays CISD Virtual Learning Plan, including the possible expansion of the virtual academy enrollment up to 10% of all enrolled students, as presented.



# Virtual Learning Plan



## Hays Consolidated Independent School District

Changing Lives One Student at a Time

# VIRTUAL LEARNING PLAN



# Virtual Learning Plan

INTRODUCTION	2
1. INSTRUCTIONAL PLAN OVERVIEW	3
2. CONTENT DELIVERY	4
3. DIGITAL RESOURCES	16
4. PROFESSIONAL DEVELOPMENT RESOURCES	17

DRAFT

**Hays CISD Virtual Academy**  
512-268-9775

Principal - Jodie Wymore  
[jodie.wymore@hayscisid.net](mailto:jodie.wymore@hayscisid.net)  
Hernandez-Eckert

Assistant Principal - Rachel  
[rachel.hernandez-eckert@hayscisid.net](mailto:rachel.hernandez-eckert@hayscisid.net)

Website:  
[tinyurl.com/HaysVirtualAcademy](https://tinyurl.com/HaysVirtualAcademy)



# Virtual Learning Plan

## INTRODUCTION

As we continue to grapple with the effects of the ongoing COVID-19 pandemic, Hays CISD is committed to creating learning environments that are as safe as possible for all of its students. For some students and families with special circumstances, this means continuing to learn from home for the time being.

In August, 2021, the district established a Homebound Virtual Academy for students who qualified; this academy serves students in K-12. With the signing of Senate Bill 15 on September 10, Hays CISD has the approval to expand virtual learning from home to 10% of the student body. In Hays CISD, this expansion of services will be for students in grades K-6 who are not yet old enough to receive a COVID-19 vaccine.

The purpose of this document is to articulate the plan for educating students in our original Homebound Virtual Academy and in the expansion of virtual learning to students in grades K-6.

The current application process has closed. However, on September 28th the application process for the Hays Virtual Academy will open on our Parent Self-Serve Portal (PSS) for a limited number of seats. The window will close on October 4th at 5:00 p.m. Students who are accepted will begin in the Hays Virtual Academy on October 18th, the beginning of the second nine weeks. Additional seats may become available pending staffing availability. Each progress reporting period applications will be reviewed and seats will be allocated based on availability. Enrollment will remain open in PSS until April 11, 2022. Applications will be processed and placed on a waiting list in the order they are received. Please be reminded that students must meet criteria outlined by the Texas Education Agency in Senate Bill 15 to include: must have passed all STAAR exams, must have passed all core courses, and have attended at least 90% of instructional days in the prior school year.

*** ALL DEADLINES END AT 5:00PM ON GIVEN DATE	DEADLINE TO SUBMIT INTEREST	PARENT NOTIFIED OF STATUS UPDATE (Acceptance depends on available space in each grade level)	LAST DAY FOR IN PERSON LEARNING ON CAMPUS	BEGINS VIRTUAL INSTRUCTION
OPEN WINDOW 1	OCTOBER 4	OCTOBER 13	OCTOBER 15	OCTOBER 18
OPEN WINDOW 2	NOVEMBER 8	NOVEMBER 16	NOVEMBER 19	NOVEMBER 29
OPEN WINDOW 3	DECEMBER 6	DECEMBER 14	DECEMBER 17	JANUARY 4
OPEN WINDOW 4	JANUARY 24	FEBRUARY 1	FEBRUARY 4	FEBRUARY 7
OPEN WINDOW 5	FEBRUARY 28	MARCH 8	MARCH 11	MARCH 21
OPEN WINDOW 6	APRIL 11	APRIL 19	APRIL 22	APRIL 25



# Virtual Learning Plan

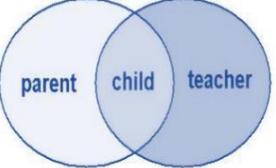
## 1. INSTRUCTIONAL PLAN OVERVIEW

The Instructional Plan is a combination of asynchronous and synchronous instruction with three major components: Content Delivery, Digital Resources, and Instructional Support. The following table provides a concise overview of each component.

	<p style="text-align: center;"><b>CONTENT DELIVERY</b></p>	<p>Students will utilize an online Learning Management System (LMS) to access materials and instructional activities to engage in high quality teaching and learning.</p> <ul style="list-style-type: none"> <li>• The LMS for K-5 school students is <b>Schoology</b>.</li> <li>• The LMS for middle school and high school students is <b>Edgenuity</b>.</li> </ul> <p>What is an LMS, and what are the benefits?</p> <ul style="list-style-type: none"> <li>• An LMS is a platform designed to make it easy for teachers and students to access resources from multiple sources.</li> </ul> <p>Some of the benefits are:</p> <ul style="list-style-type: none"> <li>• giving teachers a centralized place to post learning resources and make the administration of classwork simpler.</li> <li>• helping teachers create lessons and resources that engage their students and deliver personalized learning (include resources for different levels of understanding, which can then be assigned to specific students.)</li> <li>• automating routine administrative tasks and communication to parents.</li> <li>• allowing online tools housed in the LMS to be accessed on the many devices used by teachers and students.</li> <li>• promoting collaboration inside and outside the classroom, engaging students more in their learning and giving a voice to less confident students.</li> <li>• providing teachers the ability to share lesson plans, assignments, classroom announcements and other information with others.</li> </ul>
---	--	--



# Virtual Learning Plan

	<p><b>DIGITAL RESOURCES</b></p>	<ul style="list-style-type: none"> <li>• Students will have access to computers and Internet connectivity in order to engage with instructional learning materials.</li> <li>• If a student needs a device or Wi-Fi hotspot, families can reach out to the home campus to check out technology.</li> <li>• ClassLink is utilized as the single sign-on application for all digital resources.</li> </ul>
	<p><b>INSTRUCTIONAL SUPPORT</b></p>	<ul style="list-style-type: none"> <li>• Teachers will receive ongoing professional development and strategies for teaching in a digital (online) learning environment.</li> <li>• Parents will receive support and strategies for assisting their children with learning expectations at home. There is not an expectation that parents are their children’s teacher, but are partners in ensuring the success of the child.</li> <li>• Middle and High School students 7-12 will have an Edgenuity Coach with whom they must meet each week to discuss progress.</li> </ul>

## 2. CONTENT DELIVERY

Students will have access to digital (online) learning materials and instructional activities to engage in quality learning.

### Glossary

**Adapted Learning** Adapted Learning is providing learning experiences outside of the traditional classroom. Other terms also used include virtual education and eLearning. All of these terms have the same meaning.

**Asynchronous Learning** Asynchronous Learning, also known as **Independent Learning** is when learners participate in an online learning course at different times. Asynchronous learning allows learners to go through a course, lesson, or activity at their own pace and on their own schedule.

**Synchronous Learning** Synchronous learning, also known as **Teacher Led Learning**, is when learners participate in an online learning course, lesson, or activity at the same time but in



# Virtual Learning Plan

different locations. Synchronous learning allows learners to interact with the instructor and other participants. This is done through software that creates a virtual classroom.

**Virtual Learning** Virtual Learning, also known as **Online Learning**, is a system for learning and teaching using the internet and special software.

**Video Conferencing** Video conferencing refers to the use of video technology (both hardware and software) to create a virtual meeting between two or more people in different physical locations. Participants can see and hear each other through this technology.

## Learning Management System

### **K-5 Students:**

**Schoology** - a streamlined, easy-to-use LMS that helps teachers manage coursework. With Schoology, educators can create classes, distribute assignments, grade and send feedback, and see everything in one place.

<u>User</u>	<u>How will Hays Virtual Academy use Schoology?</u>
Teachers	<ul style="list-style-type: none"> <li>● Create and manage classes, assignments, and grades online without paper.</li> <li>● Add materials to assignments such as YouTube videos, a Google Forms survey, and other items.</li> <li>● Give direct, real-time feedback.</li> <li>● Use class discussion boards and/or updates to post announcements.</li> <li>● Invite parents and guardians to sign up for email summaries with a student's upcoming or missing work.</li> </ul>
Students	<ul style="list-style-type: none"> <li>● Track classwork and submit assignments.</li> <li>● Receive feedback and grades.</li> <li>● Share resources and interact in the class stream.</li> </ul>
Parents	<ul style="list-style-type: none"> <li>● Receive an email summary of a student's work.</li> <li>● Review announcements and activities.</li> <li>● Assist students when needed to access course materials.</li> </ul>

### **6-12 Students:**

**Edgenuity** - is an online learning platform with a built-in curriculum grounded in research and aligned to state standards. Courses combine direct instruction videos, performance tasks, and



# Virtual Learning Plan

assessments to engage students and ensure mastery. *Please note, High School students 9-12 will be withdrawn from their home campus and enrolled into Live Oak Academy.*

## User    How will Hays CISD use Edgenuity?

**Teachers**    **Personalization** - Edgenuity allows educators to assign things to individual students, give individual students multiple attempts to take a quiz, and share different resources with different student groups. Teachers are available daily via zoom to provide real time support as well as monitor students progress.

**Students**    **Mobility and Accessibility** - Students now have the ability to access their assignments easily as long as they have access to the internet. If a student is unable to grasp a concept during an instructional video, students are able to pause videos and access guided notes to ensure they understand the concepts prior to moving on.

**Single sign-on** - Classlink allows our students to use their district computer account for single sign-on capabilities. There are no longer multiple platforms and passwords to remember because all information and access goes through Classlink for our students.

**Consistency** - When students log in to Edgenuity, their course map will display upcoming activities, along with the overall grade in each course and the percentage of the course they have completed.

**Pacing** - Students are provided a pacing guide on their course map in Edgenuity which will assist students in staying on track to ensure they finish their course in the appropriate amount of time. It is crucial for students to maintain the appropriate pace to acquire course credit within the allotted time.

**Communication** - Knowing that a teacher is communicating through one platform helps students realize the importance of checking for communication more often. It is crucial for students to check their school email regularly as teachers often send messages through Edgenuity. Students should also email their teachers if they need any assignments unlocked.

**Immediate Content** - Edgenuity is self-paced. Therefore, students can work on assignments at their own pace, any time, and in any place they have internet access. Teachers must unlock quizzes and tests for students. It is recommended that if a student is waiting for a teacher to unlock a quiz or test, the student should work on a different subject until their quiz or test is unlocked.

**Parents**    **Transparent view** - Parents have the ability to view student progress and grades through the Edgenuity parent portal.



# Virtual Learning Plan

**Parent portal for accountability** - Parents can set up to receive daily or weekly notifications regarding their student's progress through Edgenuity. Please contact the student's Edgenuity coach to receive an activation code to access the Edgenuity Family Portal.

## Virtual Learning Schedules

<b>Kindergarten - Grade 2</b>			
<b>Schedule</b>	<b>Time</b>	<b>Independent Learning Time / Teacher Led Time</b>	<b>Topic</b>
Morning meeting	8:00 - 8:15	Teacher Led Time	Announcements Calendar Time SEL
ELAR	8:15 - 8:45	Teacher Led Time	Phonics - Open Court
ELAR/SS	8:45 - 9:20	Teacher Led Time	Direct Instruction- Read Aloud and Writing Instruction
ELAR/SS Small Group and Stations	9:20 - 10:00	Teacher Led Time / Independent Learning Time	Small Group (approx. 20 mins each for 2 groups) Independent Station Time
Recess	10:00 - 10:30		
Math	10:30 - 11:30	Teacher Led Time / Independent Learning Time	Daily Problem Solving, Fluency Routine, Direct Teach Mini- Lesson
Lunch	11:30 - 12:30		
Math/Science	12:30 - 1:30	Teacher Led Time / Independent Learning Time	Independent Practice, Math Menu/Playlist, Dreambox, Small Group
Specials Additional Services Independent Work time	1:30 - 3:00	Teacher Led Time / Independent Learning Time	

## **Grade 3 - 5**



# Virtual Learning Plan

Schedule	Time	Independent Learning Time / Teacher Led Time	Topic
Morning meeting	8:00 - 8:15	Teacher Led Time	Announcements Calendar Time SEL
ELAR/SS	8:15 - 9:20	Teacher Led Time	Direct Instruction- Reading, Writing, Foundational Skills
ELAR/SS Small Group and Stations	9:20 - 10:00	Teacher Led Time / Independent Learning Time	Small Group (approx. 20 mins, 2 groups,) Independent Station Time
Recess	10:00 - 10:30		
Math	10:30 - 11:30	Teacher Led Time / Independent Learning Time	Daily Problem Solving, Fluency Routine, Direct Teach Mini-Lesson
Lunch	11:30 - 12:30		
Math/Science	12:30 - 1:30	Teacher Led Time / Independent Learning Time	Independent Practice, Math Menu/Playlist, Dreambox, Small Group
Specials Additional Services Independent Work time	1:30 - 3:00	Teacher Led Time / Independent Learning Time	

## Middle School Grade 6

Time	Course Support	Teacher	Attendance
9:05 – 9:55	English Language Arts	Jennifer Hutchinson	Optional
9:55 – 10:05	Social Emotional Learning	Dayna White	Required
10:05 – 10:20	Math	Clinton Towers	Optional



# Virtual Learning Plan

10:20 – 10:25	Attendance	Dayna White	Required
10:25 – 11:05	Math	Clinton Towers	Optional
11:05 – 12:00	Social Studies	Dustin Wake	Optional
12:00 – 12:35	Lunch		
12:35 – 1:30	Science	Amy Berg	Optional

## Middle School - Grade 7 & 8

Time	Course Support	Teacher	Attendance
9:05 – 10:00	English Language Arts	Jennifer Hutchinson	Optional
10:00 – 10:20	Math	Clinton Towers	Optional
10:20 – 10:25	Attendance	Dayna White	Required
10:25 – 10:55	Math	Clinton Towers	Optional
10:55 – 11:05	Social Emotional Learning	Dayna White	Required
11:05 – 12:00	Social Studies	Dustin Wake	Optional
12:00 – 12:35	Lunch		
12:35 – 1:30	Science	Amy Berg	Optional

## High School - Grade 9-12

Time	Course Support	Teacher	Attendance
9:45 – 10:30	Social Studies	Christy Giordano	Optional
10:32 – 11:17	Math	Jennifer Hughes	Optional
11:20 – 12:05	English	Shawna Mayerson	Optional
12:10 – 12:55	Spanish	Gaspar Romero	Optional



# Virtual Learning Plan

1:00 – 1:45	Science	Gwen Crowe	Optional
-------------	---------	------------	----------

\*Attendance for high school students is taken on daily progress in Edgenuity, not a set time of the day.

## Virtual Learning - Instructional Delivery

### **Elementary K-5**

Virtual Learning involves five days per week of teacher-directed/synchronous and independent learning/asynchronous instruction. Elementary students will follow the K-5 virtual learning schedule throughout the day, with specials, independent learning, and additional services provided in the afternoon block of time. Content will be delivered through Schoology with live instruction facilitated via Zoom. Virtual learning may include the following:

- Face-to-face instruction through video conferencing (whole group, small group, 1:1). The purpose of what is provided by the district is to ensure that all families have consistent, equal access to the most essential part of school, therefore, all video conferencing sessions will be recorded and made available to students in the event they were unable to participate in live time.
- Group activities through Zoom and Schoology.
- Flipped lessons/labs using video lessons and screencasts.
- Short formative assignments through Schoology
- Discussion boards or threads through Schoology
- Virtual labs, scenarios, demonstrations
- Hands-on activities that can be completed at home
- Independent reading, writing, research, exercises, and projects

### **Secondary 6-12**

Virtual Learning for secondary students utilizes the Edgenuity platform to complete self-paced modules and independent learning. Within each module, students will have access to instructional videos, lessons, checks for understanding, assignments, and assessments. Instructional support with a live teacher is offered throughout the day for a minimum of four hours. During these times, students may ask the teacher for course support including clarifying and modeling specific concepts and skills, providing performance feedback, and progress monitoring. Virtual learning may include the following:

- Face-to-face instructional support through video conferencing (whole group, small group, 1:1). The purpose of what is provided by the district is to ensure that all families have consistent, equal access to the most essential part of school, therefore, all video conferencing sessions will be recorded and made available to your student in the event they were unable to participate in live time.
- Short formative assignments through Edgenuity
- Discussion boards or threads through Edgenuity
- Virtual labs, scenarios, demonstrations
- Independent reading, writing, research, exercises, and projects



# Virtual Learning Plan

## Virtual Learning - Instructional Resources

### Elementary K-5

Instructional resources for elementary courses are from the district curriculum and district approved programs. Including:

- Amplify Reading (online, adaptive software)
- Open Court Phonics
- Dreambox (online, adaptive software)
- HMH Into Reading (textbook resource)
- HMH Texas/Go Math (textbook resource)
- Music, Art, PE (Schoolology Master Courses developed by Hays CISD)

### Secondary 6-12

Instructional materials for secondary courses are from Edgenuity, the district curriculum, and district approved programs. All Edgenuity courses have been vetted and aligned to the TEKS and the Hays CISD curriculum. Coursework in Edgenuity is designed to be self-paced. Therefore, students can complete work at any time, and in any place as long as they have internet access. The student dashboard notifies students if they are on pace, ahead, or behind in each course. Middle School physical education courses will be housed in Schoolology.

- Instructional Guidelines and Time Per Day
  - For secondary students, it is required that **each subject area** provides **50 minutes** of work per day.
  - Secondary students should complete at least one Edgenuity lesson per subject each day to stay on pace

## Virtual Learning - Assessment

As of September 2021, all district-required universal screeners and assessments will be administered virtually. State mandated tests, including STAAR and/or EOCs, will be administered in-person on a Hays CISD campus as required by the Texas Education Agency. The district will also be administering PSAT and SAT tests in person for students in grades 8-11. When needed, district transportation will be provided for students to meet state testing requirements. More detailed information will be provided in the Spring as assessments are scheduled.

### Elementary K-5

K-5 assessments will be both **formative** and **summative**.

- **Formative assessments** (assessments *for* learning designed to provide teachers with feedback as students are learning and forming their understanding of the content) are journal entries, discussion boards, assignments, projects, etc. that are completed through Schoolology or Zoom. Teachers will offer written and verbal feedback as appropriate to help the students gain understanding and proficiency.
- **Summative assessments** (assessments *of* learning designed to evaluate student proficiency after the content has been taught) will be collected at the conclusion of the



# Virtual Learning Plan

virtual learning experience and will be conducted by the students' teachers. This data will measure students' acquisition and mastery of the content taught. Reporting on student learning will be based on formative data collected over the course of the virtual learning experience, and will be considered in progress until summative data, when possible, is collected.

- Students may be allowed to make corrections in order to demonstrate proficiency on specified assessments.

## Secondary 6-12

6-12 assessments will be both **formative** and **summative**.

- **Formative assessments** are journal entries, discussion boards, assignments, projects, etc. that are completed through Edgenuity. Teachers will offer written and verbal feedback as appropriate to help the students gain understanding and proficiency.
- **Summative assessments** will be built into the online platform Edgenuity.

## Attendance Requirements

Attendance for K-8 students is mandatory and will be taken daily via Zoom at the following times:

- **K-5 attendance time is 9:30 a.m.**
- **6-8 attendance time is 10:20 a.m.**
- Students must be logged into Zoom with their cameras on to be counted present.
- Students will be provided a minimum of 240 instructional minutes each day.
- Elementary students are required to attend and participate in **all** virtual classes, lessons, assignments, and discussions with both visual and audio support. Students will be required to leave their cameras on and show their face at all times.
- Elementary students must attend class beginning at 8:00 a.m. Students joining after the designated 8:00 a.m. class start time will be counted tardy.
- Elementary students are required to have adult supervision at home while in class.
- Please note, there may be a delay in attendance being posted in the parent self serve portal.
- Students not meeting the 90% attendance requirement will be required to return to their home campus for in person instruction. (Students may not miss more than 4 days each nine-week grading period)

## Video Conferencing (Zoom) Expectations

Students participating in virtual learning via Zoom have the following expectations:

- Cameras are required to remain on at all times.
- Students are required to show their face at all times.
- Students are required to rename their Zoom accounts with First, Last, and Grade level.
- No nicknames or emoticons.
- Visible names and faces are critical for accurate attendance.



# Virtual Learning Plan

Attendance for 9-12 students is mandatory and will be based on academic progress each day in Edgenuity. The following measures are collected and monitored in Edgenuity:

- Active Time Spent – This indicates time a student is active in a course that is logged and recorded by Edgenuity and is used by the district as a method to track participation in the course.
- Student Submissions in Edgenuity – This indicates required coursework submissions by a student in a course that is logged and recorded Edgenuity and is used by the district as a method to track participation in the course.
- Teacher and Student Communication – This indicates academic-based communication between a student and the course teacher or the Edgenuity Coach. This communication is logged by the teacher or Coach and is used by the district as a method to track participation in the course.
- Other Indicators Tracked by the Teacher – This is a description of student participation activities that are logged and recorded by the course teacher and are used by the district as a method to track participation in the course.

## **Withdrawing From Virtual Academy**

Families seeking withdrawal from the Virtual Academy to return to their Hays CISD home campus for *in person* instruction must complete and submit the following form to schedule the transition prior to returning to home campus. Home campus will contact the parent with the return to home campus date.

- [Homebound Virtual Academy Request to Withdraw and Return to Home Campus](#)

## **Virtual Learning - Instructor Expectations**

- Teachers will be expected to meet in their PLC teams to follow the district's curriculum and plan lessons accordingly.
- Teachers will be expected to make contact with their students, monitor progress, and offer assistance as needed.
- Teachers will be expected to follow the Hays CISD grading guidelines.
- Teachers will be expected to provide direct instruction and offer specific, individualized feedback to students.
- Teachers will be expected to implement all accommodations, differentiation, and scaffolds to meet individual student needs, including those for Special Education, Bilingual, Dyslexia, Section 504, and Gifted and Talented.

## **Virtual Learning - Student Expectations**

- Elementary students in Kindergarten - 2nd grade will be expected to demonstrate proficiency on the Early Learning Standards and State Standards through formative/summative assessment.
- Students in 3<sup>rd</sup> – 5<sup>th</sup> grades and secondary students will be expected to demonstrate proficiency in all subject areas.
- Secondary students in grades 6-12 will be expected to log into Edgenuity and actively participate in the lessons/modules/learning opportunities presented each day.



# Virtual Learning Plan

- Secondary students (grades 6-12) will be expected to attend the live, instructional support sessions as needed. Based on performance, secondary students may be required to attend the support sessions to receive additional guidance and help.
- If students fail to make adequate academic progress or fail to meet attendance requirements they will be moved back to in-person learning at their home campus.
  - Students must be passing all core content classes each grading period to remain in the Hays CISD Virtual Academy. An administrator from the Hays CISD Virtual Academy will contact parents to explain the transition process if a student must return to the home campus.

## Virtual Learning - Graduation Requirements

- All seniors will be required to meet all graduation requirements.

## Virtual Learning - Additional Services (K-12)

For students who receive additional services, the classroom teacher will collaborate with the appropriate service provider to determine what differentiation, accommodations, and scaffolds need to be put in place for the student to access the learning. This includes Special Education, Bilingual, Dyslexia, and GT services. All virtual teachers are responsible for follow-up and check-in with these service providers and students.

## Virtual Learning - Individualized Learning Needs

Hays CISD is committed to providing equitable education for all students and provides the following guidelines for students with disabilities or special needs (Special Education, 504 Plans, or At-Risk Students), English Language Learners, and/or Gifted and Talented.

### **Special Education**

Special Education staff members will engage in ongoing professional development to learn best practices for specialized instruction in a "distance learning" format.



# Virtual Learning Plan

- Special Education Teachers will provide copies of the students' accommodations and modifications to each general education teacher and provide an overview of how to implement the accommodations. In the event the accommodations and modifications need to be revised, an IEP meeting will be scheduled with the required committee members.
- Special Education teachers will provide instructional opportunities utilizing online and/or web-based programs that are most appropriate for each individual student.
- Special Education teachers, paraprofessionals and Related Service providers will make direct contact with students and/or parents as specified in the Individualized Education Plan.
- Special Education staff may identify additional learning programs, resources, and time to provide differentiated opportunities for students to access remotely as determined by student progress.

## **English Language Learners**

- ELL teachers will collaborate with General Education teachers to determine individual student needs and to design and provide instructional supports and accommodations to address those needs.
- ELL teachers will provide instructional opportunities utilizing online &/or web-based programs that were previously being used by ELL students.
- ELL staff may identify additional learning programs to provide differentiated opportunities to ELL students to access remotely as determined by scholar progress.

## **Gifted and Talented**

- Teachers will engage in on-going professional development to learn the best practices for differentiated instruction on a virtual learning platform.
- Teachers will provide exploratory activities that spark students' interest by utilizing online and/or web-based programs that accommodate students' learning needs and allow students to work at their own pace.
- Teachers will collaborate virtually with grade level and content area teachers to identify additional differentiated learning opportunities for students to access remotely as needed.

## **McKinney Vento Students**

- Students experiencing housing transition will be assisted by the home campus counselor to be prepared for virtual learning with a focus on communication from student and family with their teachers and schools.
- Student progress will be monitored by teachers and the counselor. Monitoring and support will include academic progress and social-emotional needs.



# Virtual Learning Plan

## Section 504 Students

- All students who have an active 504 plan will be provided their specific accommodations by their general education teacher.
- Teachers will provide instructional opportunities utilizing online and/or web-based programs that were previously being used by students receiving 504 services.
- Teachers may identify additional learning programs to provide differentiated opportunities to students receiving 504 services to access remotely as determined by student progress.

## 3. DIGITAL RESOURCES

Students will have access to digital learning devices and Internet connectivity in order to engage with instructional learning materials.

### Resources for Staff and Student Use

- All staff will use their home computers and/or their work laptops.
- Students will use their home computers and internet OR will check out one of the district's Chromebooks, iPads, or Hot Spots to use at home.

### Distribution of Digital Resources

- Students who need a device may contact their home campus librarian to check out a device.

### Virtual Learning Support for Students and Parents

- The first contact for all support for devices and applications must be the teacher and the school. Central Office support is available for all student and parent technical issues that cannot be resolved at the school level.
- For assistance you can contact the Hays CISD help desk at [HelpDesk@hayscisd.net](mailto:HelpDesk@hayscisd.net) or 512-268-2141 ext. 4HELP.

### **Chromebook Support**

- If a parent reports the Chromebook cannot turn on or there is another issue that renders the device inoperable, the device will have to be returned to the home school.
- The student should be given another device or provided with an alternate learning plan in the event the device must be sent for repair.
- Students will need to return any device or technology they have checked out at the end of the school year.



# Virtual Learning Plan

## **Application Support**

- The first contact for all technical issues for all applications is the teacher as that is the fastest way to address all concerns.

## **Software Resources**

- Students can access their classes through either Schoology (elementary K-5) or Edgenuity (secondary 6-12)
- Students can access additional resources through ClassLink, Google, or through links in Schoology.
- ClassLink is used to provide students a simple way to use one login to access multiple programs. All ClassLink logins are the student's school ID and unique password.

## **Internet Access**

- The district has wifi hotspot devices available for families who do not already have access to the internet. Please contact the Hays CISD Helpdesk at [HelpDesk@hayscisid.net](mailto:HelpDesk@hayscisid.net) or 512-268-2141 ext. 4HELP.

## **4. Professional Development Resources**

---

Teachers will be provided professional development on virtual instructional strategies and best practices for teaching in a virtual environment.

### **Instructional Supports**

- All virtual academy teachers will receive training on best practices for virtual instruction prior to beginning as a virtual teacher
- A digital learning coach will support the virtual academy teachers with lesson planning, instructional delivery, Schoology training, and overall best practices for virtual learning.
- All virtual academy teachers will have daily dedicated planning time

### **Parent Instructional Supports**

The following guidelines and helpful hints will assist parents/guardians with how to support students learning from home. It is important to remember that home is not school, so things will look and feel different for students as they transition into this model:

- **Limit Distractions** - Limit students' use of their devices, other than what is needed to complete their work, until their schoolwork is done. If parents/guardians choose, students can be allowed to play on a device during a designated break, but should be made aware that they only have a limited amount of time until they need to get back to work.
- **Provide a Space to Learn** - Students will achieve their best work in a quiet, comfortable, and dedicated space that is strictly devoted to learning. This space should be a different set-up than where they normally play games or watch television.



# Virtual Learning Plan

- **Establish Routines and Procedures** - Routines and schedules are extremely important for children at school, and this is no different than their at-home school. Children will function best if they maintain their routine as close to normal as possible. Setting alarms similar to those they would encounter at school can be helpful for keeping them on a schedule.
- **Keep Learning a Priority** - This time at home might feel like a vacation for students, but it's important to remind them that their education still comes first. Obligations like class assignments, grades, tests, state exams, and college entrance requirements aren't going away just because classes have moved online.
- **Parent and Family Engagement** - The Hays CISD Virtual Academy will assist parents and families with educational resource materials, equipment and information to become more effective in working with their children on specific skills at home.
- **Parent Requested Services** - The staff will work with parents in securing community services and assistance for their families.

DRAFT

# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

**Date:** September 27, 2021

**Subject:** Consideration and Possible adoption of Resolution of the Board Regarding Local Remote Learning Program

**Administrator Responsible/Position:** Marivel Sedillo, DS/CAO

**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:**

- Consider and take possible action to adopt a resolution to approve a Local Remote Learning Program which will include a combination of remote synchronous and asynchronous instruction, with daily attendance for synchronous instruction taken at 9:30 am for elementary and 10:20 am for secondary and attendance for asynchronous instruction determined through a daily attendance measure as described in the District's asynchronous instructional plan.

**D. Summary:**

Previous board action relating to this item -

Future action anticipated -

Background information – Based on the needs of our community, the district has determined the importance of offering a local remote learning program for the 2021-2022 school year to serve students unable to attend in-person school.

**E. Comments Received:**

Cabinet

DLT

FBOC

Teacher Org. Reps.

Other

**F. Administrative Recommendation:** Administration recommends adoption of the Resolution of the Board Regarding a Local Remote Learning Program

Advantages/benefits of this proposal – If a student is unable to attend school in-person, a remote learning program will afford these students an opportunity to learn and continue their education from a remote location during the 2021-2022 school year.

**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 --Marivel Sedillo, DS/CAO

Evaluation method and time line – The district will evaluate the remote learning program through observation and feedback on an ongoing basis.

Next report to the board –

**I. Suggested Motion:**

I move that the Board adopt the Resolution of the Board Regarding Local Remote Learning Program and authorize the District to operate a local remote learning program, as presented.

**Note:** This resolution only needs to be adopted if the board decides to offer a local remote learning program in accordance with Education Code 29.9091.

### **Resolution of the Board Regarding Local Remote Learning Program**

WHEREAS, pursuant to Education Code 29.9091, a district may operate a local remote learning program in accordance with the statutory requirements;

WHEREAS, pursuant to Education Code 25.9091(c), a district offering a local remote learning program may provide a virtual course through remote synchronous instruction, asynchronous instruction, or a combination of synchronous and asynchronous instruction, and proposed amendments to the *Student Attendance Accounting Handbook* provide that a board-approved local policy determines which instructional methods and attendance-taking methods the district will use; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of **Hays Consolidated School District** through this resolution, which has the effect of board-adopted policy, approves the following provisions:

- The Board authorizes the District to operate a local remote learning program as permitted by law and employ the following instructional and attendance-taking methods in providing its remote learning program:
  - A combination of remote synchronous and asynchronous instruction, with daily attendance for synchronous instruction taken at **9:30 am for elementary and 10:20 am for secondary** and attendance for asynchronous instruction determined through a daily attendance measure as described in the District’s asynchronous instructional plan.

The authority granted by this resolution shall apply for the 2021–22 school year, unless the Board takes further action.

Adopted this \_\_\_\_\_ (*date*) day of September (*month*), 2021 (*year*), by the Board of Trustees.

---

Presiding Officer – Vanessa Petrea

---

Secretary – Merideth Keller

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

**Date:** September 27, 2021

**Subject:** Review and possible adoption of the Hays CISD Vision Statement

**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                       NA

**C. Goal or Need Addressed:**

Adoption of revised Hays CISD Vision Statement

**D. Summary:**

**Previous board action relating to this item** – The Board previously adopted the current vision statement on October 23, 2017

**Future action anticipated** –

**Background information** – The Board held training on August 12, 2021. One part of this training was the review of the current Vision Statement. After discussion, the Board Members came to consensus that a slight revision should be made to that document.

**E. Comments Received:**

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

**F. Administrative Recommendation**

The administration recommends the board adopt the revised Vision Statement, as presented.

**G. Fiscal Impact and Cost:** Amount \$   -0-  

**H. Suggested Motion**

I move that the Board adopt the revised Vision Statement, as presented.

**Hays CISD  
Vision Statement  
adopted  
October 23, 2017**

**All Hays CISD learners will be:**

- academically prepared for college, career, and life
- effective communicators and collaborators
- globally competent and competitive
- prepared for life and citizenship

---

**Proposed Revisions  
September, 2021**

**All Hays CISD learners will be:**

- academically prepared for college, military, or career
- effective communicators and collaborators
- globally competent and competitive
- prepared for life and citizenship

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

Date: September 27, 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

## 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	Goal(s)
<p><b>Grade 5-12 Student Advising:</b> 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.)                      -Utilize the K-12 Insight survey data to determine the impact of college and career advising based on parent and student input.                      -The district will also cross-reference assessment data with student course selection to ensure ability alignment. By June, the campus principal will make course schedule adjustments for rising 5th and 8th graders based on assessment performance.</p>
<p><b>Student Achievement:</b> In January, 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. In August 2022, the superintendent will present the student growth goals addressing the Hays CISD approaches/meets/masters % vs. the state performance.</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><b>College &amp; Career Readiness:</b> 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 December 2021.</p>	<p>55% of the class of 2022, will meet college and career readiness as demonstrated on the TAPR in November 2023.</p>
<p><b>Professional Development:</b> 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.                      -Reading Academies: TEA documents progress as 95% certification of K-3 teachers. The district measures progress through alignment and delivery of a research-based curriculum, implementation of an explicit phonics program and explicit targeted intervention lessons based on student need, ongoing growth on the mCLASS progress measures and on 3rd grade STAAR results.</p>
<p><b>Social Emotional Learning:</b> 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 November 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	Moved to September: Report on the district's Blended Learning 4-Year Plan and Evidence of Attainment and Goals for the 21-22 SY.	Sedillo, McDaniel, Herrin, Malandrucolo	Goals Documents
September	-Report on the district's Blended Learning 4-Year Plan and Evidence of Attainment and Goals for the 21-22 SY. -Board Blog: 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, Herrin, Malandrucolo	Goals Documents 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, Brown, McDaniel, Malandrucolo	mCLASS BOY ES Universal Screener / MS 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	Final 2020 CCMR SEL Action Video
December	Summary of data disaggregation and administrative walk-throughs with a focus on 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 Writing Task Data PreK Update (Letter Names & Sounds) Walk-Through Update
January	Provide a mid-year review on extracurricular/club participation.	Westerberg, Moreno	Fine Arts and Athletics
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	Sedillo, Malandrucolo, McDaniel, Brown, Mitchell, Melgar-Cook, Philpott	CBA 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	mCLASS EOY and Action Plan
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	STAAR/EOC Results

# 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	70	33	15
4 Reading	74	43	22	63	36	18	-11	-7	-4	74	45	23	66	36	19	-8	-9	-4	69	38	20
4 Math	74	46	28	58	35	21	-16	-11	-7	73	48	29	60	35	20	-13	-13	-9	63	37	21
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	74	43	25
5 Science	74	48	23	61	30	12	-13	-18	-11	76	51	25	66	33	14	-10	-18	-11	69	35	15
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	72	36	14
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	39	9	2
8 Reading	77	53	27	72	45	21	-5	-8	-6	78	51	26	68	40	18	-10	-11	-8	71	42	19
8 Math	81	55	16	60	35	10	-21	-20	-6	83	58	17	66	40	11	-17	-18	-6	69	42	12
8 Science	79	49	24	67	42	23	-12	-7	-1	81	53	28	62	39	22	-19	-14	-6	65	41	23
8 Soc. Stu.	67	35	20	56	27	13	-11	-8	-7	67	32	16	50	20	8	-17	-12	-8	53	22	9
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	76	41	24
Biology	88	63	26	81	54	22	-7	-9	-4	86	64	28	83	57	22	-3	-7	-6	86	59	23
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.

To calculate the 2021-2022 STAAR/EOC performance goal, we used the same method as in previous years of adding 3% Approaches, 2% Meets, and 1% Masters

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%	72%
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%	37%
4th GRADE	34%	36%	10%	15%	18%
5th GRADE	53%	56%	35%	41%	44%
6th GRADE	37%	38%	20%	27%	30%
7th GRADE	40%	50%	22%	31%	34%
8th GRADE	43%	42%	22%	27%	30%
9th GRADE	26%	27%	16%	23%	26%
10th GRADE	32%	38%	19%	27%	30%
11th GRADE	32%	34%	19%	22%	25%
12th GRADE	30%	42%	17%	33%	36%

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.

To calculate TELPAS goals, we stuck to previous method of adding 3% to the previous year's percentage.

Percentages in green show where our drops were less than the state.

## Pre-K Goals 2021-2022

	2019-2020 Kindergarten Ready		2020-2021 GOAL*	2021-2022 GOAL
	STATE	DISTRICT	DISTRICT	DISTRICT
KINDER	57%	76% (Met-Goal)	TBD	TBD <sup>96</sup>

\*Taken from: Texas PK-16 Public Education Information Resource that is released in the fall of the following year.

Because we used mCLASS for the first time in 2020-2021, we need to see how we compare to the state on the TPEIR report.

## Advanced Academic Goals 2021-2022

	Participation					2023 GOAL	Performance					2023 GOAL
	2016-2017	2017-2018	2018-2019	2019-2020*	2020-2021**		2016-2017	2017-2018	2018-2019	2019-2020*	2020-2021**	
SAT, ACT	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%	32.2% AP-21%, DC/OnRamps 11.2%	37.6% AP-20%, DC/OnRamps 17.6%	54.3% AP-20%, DC/OnRamps 33.9%	*	**	Combined-50%

\*Available November 2021

\*\*Available November 2022

2023 Goal set for the class of 2023.

## 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%	33%	35%	37%	39%	51%	53%	55%	57%	59%
Hispanic	37%	40%	43%	46%	49%	22%	25%	28%	31%	34%	47%	50%	53%	56%	59%
African American	38%	41%	44%	47%	50%	32%	35%	38%	41%	44%	39%	42%	45%	48%	51%
White	63%	65%	67%	69%	71%	47%	49%	51%	53%	55%	64%	66%	68%	70%	72%
Asian	42%	44%	46%	48%	50%	42%	44%	46%	48%	50%	63%	65%	67%	69%	71%
Special Education	20%	23%	26%	29%	32%	16%	19%	22%	25%	28%	69%	72%	75%	78%	81%
LEP	27%	30%	36%	39%	42%	16%	19%	22%	25%	28%	34%	37%	40%	43%	46%
Eco Dis	31%	34%	37%	40%	43%	24%	27%	30%	33%	36%	44%	47%	50%	53%	56%

97

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

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

\*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
<b>All Students</b>																				
Approaches	78%	70%	77%	64%	69%	73%	68%	76%	72%	67%	77%	74%	50%	75%	80%	71%	72%	86%	59%	92%
Meets	48%	41%	49%	31%	43%	46%	51%	61%	33%	42%	47%	39%	17%	49%	55%	42%	46%	61%	26%	73%
Masters	24%	21%	32%	13%	22%	22%	10%	10%	19%	25%	29%	17%	4%	14%	29%	20%	25%	25%	12%	44%
<b>Hispanic</b>																				
Approaches	68%	60%	100%	56%	64%	64%	60%	71%	66%	55%	68%	64%	32%	61%	70%	62%	57%	81%	44%	89%
Meets	40%	30%	43%	24%	39%	35%	44%	54%	25%	29%	39%	28%	8%	33%	33%	29%	33%	51%	16%	68%
Masters	16%	14%	26%	9%	19%	16%	8%	8%	16%	15%	20%	9%	2%	10%	18%	12%	17%	17%	6%	37%
<b>African Am.</b>																				
Approaches	63%	80%	100%	58%	58%	60%	66%	60%	68%	60%	57%	58%	45%	51%	66%	46%	54%	85%	53%	91%
Meets	41%	44%	26%	12%	30%	29%	46%	44%	35%	29%	22%	24%	11%	31%	38%	18%	29%	52%	11%	70%
Masters	13%	29%	19%	5%	17%	13%	4%	9%	15%	11%	12%	5%	6%	7%	10%	4%	13%	20%	2%	44%
<b>White</b>																				
Approaches	87%	85%	100%	81%	81%	86%	86%	90%	87%	80%	88%	89%	62%	90%	92%	86%	84%	99%	74%	99%
Meets	65%	56%	65%	49%	54%	59%	70%	80%	49%	54%	57%	53%	18%	65%	61%	52%	62%	81%	40%	87%
Masters	35%	31%	50%	23%	31%	30%	18%	17%	30%	33%	38%	26%	6%	21%	40%	24%	38%	38%	17%	60%
<b>Asian</b>																				
Approaches	94%	78%	100%	85%	76%	89%	70%	78%	88%	78%	97%	94%	70%	95%	82%	91%	70%	82%	103%	94%
Meets	44%	69%	61%	66%	55%	59%	58%	62%	44%	77%	67%	66%	19%	56%	59%	49%	69%	60%	102%	88%
Masters	36%	51%	36%	10%	34%	44%	23%	26%	33%	59%	30%	19%	1%	24%	44%	19%	34%	38%	68%	69%
<b>Special Ed</b>																				
Approaches	45%	37%	33%	22%	28%	30%	27%	30%	41%	38%	39%	34%	29%	30%	50%	29%	28%	51%	24%	60%
Meets	23%	18%	13%	7%	17%	13%	14%	17%	19%	15%	13%	6%	8%	10%	18%	11%	30%	21%	10%	33%
Masters	10%	11%	6%	3%	10%	3%	3%	2%	8%	11%	7%	3%	2%	6%	11%	5%	10%	6%	4%	13%
<b>LEP</b>																				
Approaches	58%	53%	62%	42%	49%	41%	33%	35%	50%	47%	64%	52%	24%	47%	55%	51%	34%	61%	18%	62%
Meets	30%	19%	31%	17%	19%	15%	15%	15%	19%	24%	31%	19%	6%	21%	13%	20%	13%	23%	6%	32%
Masters	13%	6%	18%	4%	8%	4%	2%	2%	10%	10%	16%	4%	2%	4%	5%	7%	5%	5%	2%	14%
<b>Eco Dis</b>																				
Approaches	64%	56%	65%	51%	60%	60%	59%	67%	54%	51%	64%	59%	30%	57%	70%	57%	53%	81%	40%	89%
Meets	34%	25%	35%	21%	33%	29%	42%	50%	27%	25%	33%	24%	7%	28%	32%	24%	28%	48%	13%	63%
Masters	14%	12%	20%	7%	14%	13%	6%	6%	11%	13%	16%	7%	2%	7%	19%	9%	13%	15%	4%	32%

2022 Expanded goals represented an increase of 3% (Meets PL) in the areas of African American, Hispanic, Special Education (Current), English Learners, and Economically Disadvantaged. All other areas are set for a 2% increase.

# Hays CISD Goals

## 2020-2021

**School Safety Goal**—Hays CISD is dedicated to the safety of all students and staff. A safe environment must include secure facilities<sup>1</sup>, staff and student training<sup>2</sup>, and our adopted standard response protocol<sup>3</sup>. The district will partner with local and state entities to assure preparedness<sup>4</sup>. Specific areas addressed are physical<sup>5</sup> and cybersecurity, data privacy, campus access<sup>6</sup>, detecting and reporting possible threats<sup>7</sup>, COVID19 safety/prevention planning/reporting<sup>8</sup>, and maintaining an environment of trust between adults and all students<sup>9</sup>. Our Emergency Operations Plan(EOP) is updated annually, and followed throughout the district<sup>10</sup>.

### **Evidence of Attainment—**

#### **“secure facilities”**

Safety audits of all elementary school campuses will be conducted during the 2021-2022 school year. Campus guidelines require locked classrooms, common instructional spaces and all exterior doors. Compliance to this guideline will be of special importance during all campus audits. Feedback from such audits will be shared with the campus administrators. A report of the compiled data from these audits will be shared with the Board in Board Blog or in a Closed Session of a Board Meeting by the end of July, 2022.

The district security team will continue to receive training, as necessary, on the district camera system. Continued improvement on documentation, district patrols, sharing of information and communication. District security will be receiving new uniforms to establish their role in the District. Pictures of the security officers with the new uniforms will be placed on Board Blog as soon as they receive the uniforms.

The grant fending and camera project will be completed during the 2021-2022 school year. A high level overview of what improvements were made to the campuses will be placed in Board Blog by the end of June, 2022.

#### **“staff and student training”**

Continued monitoring of staff and student viewings of the required SRP videos

**“adopted standard response protocol<sup>3</sup>”**

The district will participate in a first-responder led lockdown drill this school year along with all area Hays County Schools. (See attached calendar)

The district will continue to partner with local first responders and further enhanced the SRP program.

**“The district will partner with local and state entities to assure preparedness.<sup>4</sup>”**

The Director of Safety & Security has and will continue to work with the Office of Emergency Management to provide training, vaccines, testing, programs and education to our population. Information regarding the trainings, vaccines, testing and other programs will be posted in Board Blog as they are scheduled throughout the year.

The Director of Safety & Security will monitor the compliance by campuses to perform the district established mandatory drills developed with the guidance of the Texas School Safety Center (TSSC), Hays County Fire Marshall, local EMS, fire and law enforcement officials and the Hays County Office of Emergency Management.

Providing training on the drill management program purchased by the District. The Board will be provided copies of the reports generated by this management program either in Board Blog or in a closed session of a Board Meeting. The breakdown of the required drills:

<b>DRILL TYPE</b>	<b>#</b>	<b>FREQUENCY</b>
Lockdown	1	One per school year (With first responder partners), <b>SRO led</b>
Lockdown Discussion**	2	Two per school year (Within first 45 days of school each semester)
Lockout	1	One per school year (Opposite semester of Lockdown drill)
911 Mock Call	1	One per school year (Within first 60 days of school) <b>SRO led</b>
Fire - Evacuate/Educate*	4	One in August, November, January & April ONLY (4 total)
Shelter (Weather)	1	One per school year (Fall semester)
Shelter (Haz-Mat) ***	1	One per school year (Held with campus adults only/no students)
Hold	2	Two per school year (One each semester)
<b>TOTAL</b>	<b>13</b>	<b>Require Objectives and After Action Report</b>

The Director of Safety & Security will continue to train and provide support to all campus teams regarding the drill expectations and documentation required, including a completed After-Action Report (AAR) for all drills and/or activities.

**“physical security<sup>5</sup>”**

See detailed information above under “secure facilities”

**“campus access<sup>6</sup>”**

Continued monitoring of campus compliance with the district-wide ID mandate for all students, teachers and staff.

**“detecting and reporting possible threats<sup>7</sup>”**

Continuing the partnership with local first responders and the Austin Regional Intelligence Center (ARIC) for 24-hour/7-day monitoring of anonymous submitted tips submitted via the on-line reporting portal. Monitoring and taking care of reports concerning district personnel and/or facilities.

**“COVID19 safety/prevention planning/reporting<sup>8</sup>”**

Continue to update the district COVID plan, dashboard, flowchart on the district web page, letter and social media outlets. The district will continue to monitor local conditions and work with the local health authority and the Office of Emergency Management to collaborate on testing, vaccination and education efforts. These efforts will continue until COVID is eradicated or manageable.

**“maintaining an environment of trust between adults and all students<sup>9</sup>”**

The MOU for SROs will be continued. The Director of Safety & Security will continue to visit and communicate with the SRO staff on a regular basis.

Implementation of and continued training to use a threat management software purchased by the District to assist in meeting state mandates for reporting.

**“Emergency Operations Plan (EOP) is updated annually, and followed throughout the district.<sup>10</sup>”**

The district and campus Emergency Operation Plans have been updated and submitted to the TSSC for review and approval. In anticipation of the plan approval, much of the information has been shared with the campus and department populations via Nuts & Bolts training or via the District Safety & Security Monthly newsletter. The District Safety & Security Monthly newsletter will continue to be distributed to all staff throughout the year (also posted in Board Blog).

**~~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. An~~**

~~overview of student and staff character development, including extra-curricular/club participation, and social/emotional supports (discipline, attendance, counseling strategies...) will be presented in October. The report will include the participation rates/numbers by campus for SEL programs including person/position responsible on each campus. The superintendent and his staff will attend all relevant training and report to the Board throughout the year on this topic. Specific attention will be given to the communication of district safety efforts (both physical and training) to our community. The board, staff, and community will receive updated COVID19 plans as they occur and beginning after the first week in September the district will post a weekly COVID19 dashboard reflecting the number of positive cases by campus.~~

**~~Below is Evidence of Attainment added August, 2021~~**

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.
-----------	---

# Hays CISD Goals

## 2020-2021

**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. Hays CISD is committed to: operating with openness and transparency by providing ready access to accurate information; being responsive to customer service needs and inquiries; recognizing the district belongs to the community and its taxpayers; and valuing the concept that the reputation of Hays CISD affects the lives of its students, staff, and community in direct and significant ways. 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:**

- Inform the Board of district events and provide information or invitations as received.
- Maintain an updated COVID safety plan on the web during the pandemic
- Convert the weekly COVID Dashboard to daily reporting
- Expand the capability of the district to create and produce video and other digital content
- Develop a drone policy and get a staff member license to operate a drone for the purposes of content generation
- Receive regular updates and recommendations from the Diversity Advisory Council with the intent to implement inclusive practices that will remove systematic obstacles for all students.
- Expand the Board & Superintendent Student Advisory Panel to allow more student input
- Create central digital repositories for major processes, which include opportunities for public engagement (2021 redistricting, 2021 rezoning, 2021 naming committee, 2022-2024 school calendar development, potential Bond 2022)

- Relaunch (post pandemic) the district’s Ambassador Academy to arm teachers and staff with the tools to combat negative perceptions of public education and to aid them in promoting public education
- Use annual parent, community, staff, and student survey data to guide decisions
- Track and monitor media inquiries, open records requests processed, and social media and website analytics to inform communication and community relations decisions
- Require all volunteers to display district issues ID badges while on campus (as a safety measure and a point-of-pride identity piece for our volunteers)

~~Evidence of Attainment—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. 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. The board and community will have the opportunity to view the latest “Wright this Minute” video each week. 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.~~

~~Below is Evidence of Attainment added August, 2021~~

Ongoing	<del>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.</del>
Weekly	<del>The board and community will have the opportunity to view the latest “Wright this Minute” video each week.</del>
November	<del>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.</del>
December/June	<del>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.</del>

# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: September 27, 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 5<sup>th</sup> 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. Hays CISD is committed to: operating with openness and transparency by providing ready access to accurate information; being responsive to customer service needs and inquiries; recognizing the district belongs to the community and its taxpayers; and valuing the concept that the reputation of Hays CISD affects the lives of its students, staff, and community in direct and significant ways.

#### 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:** September 27, 2021

**Subject:** Consideration and possible adoption of revisions to policy DED(LOCAL)

**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** DED (Local)                       **Law or Rule**                       **N/A**

**C. Goal or Need Addressed:** Consider revisions to Policy DED (Local)

**D. Summary:**

- Previous board action relating to this item -
- Future action anticipated – Adoption of revised local policy
- Background information –

The revision to DED (local) clarifies that vacation days are awarded to those employees who work 248 days in a calendar year. This revision conforms policy with practice. No further recommendations are made at this time.

Current policy miscommunicates who is eligible to earn vacation days. Employees on a 248-day work calendar earn vacation days, not those employees who work 226 days.

**E. Comments Received:**

Cabinet     DLT                       FBOC                       Teacher Org. Reps.     Other

**F. Administrative Recommendation:** Administration recommends that the board adopt revisions to policy DED(LOCAL)

Possible problems or disadvantages of this proposal – Misunderstanding may occur among employees.

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

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 –.

Next report to the board –

**I. Suggested Motion:**

I move that the Board adopt the revisions to local policy DED, as presented.

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:** September 27, 2021

**Subject:** Consideration and possible adoption of TASB Policy Update 117 Affecting Local Policies

**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 -**

**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. Suggested Motion:**

I move that the Board adopt TASB Policy Update 117 affecting policies CH, CV and DEC, as presented.

# 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.

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

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

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

**When** If 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

**When** If an employee requests leave, the employee shall provide certification, **in accordance with as required by** FMLA regulations, of the need for leave. **{See DECA(LEGAL)}**

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

Fitness-for-Duty Certification	<p>In accordance with administrative regulations, when 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. <del>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.</del></p>
Leave at the End of Semester-Leave	<p>When 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. <del>[See DECA(LEGAL), Leave at the End of a Semester]</del></p>
Failure to Return	<p><del>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]</del></p>
<b>Temporary Disability Leave</b>	<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 <del>or designee</del> 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>
<b>Workers' Compensation</b>	<hr/> <p><b>Note:</b> 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. <del>[See CRD(LOCAL) regarding payment of insurance contribution during employee absences.]</del></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 <del>An employee eligible</del> for paid leave offset in conjunction with workers' compensation income benefits. <del>[See CRE], and not on assault leave, may elect in writing to use paid leave.</del></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  
LEAVES AND ABSENCES

DEC  
(LOCAL)

~~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 **may apply for reemployment** 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](#).<sup>1</sup>

---

<sup>1</sup> TASB Policy Service: <https://policy.tasb.org>

# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: September 27, 2021

Subject: Consideration and possible nominations for directors of the Hays County Appraisal District

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

Texas Property Tax Code, Section 603(g)

**C. Goal or Need Addressed:**

District representation on the Appraisal District Board of Directors

**D. Summary:**

Previous board action relating to this item – September 23, 2019 At that time, Mr. Dennis Miller and Mr. Abel Tenorio were nominated directors of the Hays County Appraisal District

Future action anticipated – Biennial

Background information – The district received notification that nominations for directors of the Hays County Appraisal District are to be submitted to the chief appraiser on or before October 15, 2021. Each taxing unit may nominate one candidate for each position to be filled. All seven positions are available for selection, therefore Hays CISD may nominate up to seven candidates. The notification is attached for your review.

**E. Comments Received:**

Cabinet

DLT

FBOC

Teacher Org. Reps.

Other \_\_\_\_\_

All agenda items are reviewed by Superintendent's Cabinet.

**F. Administrative Recommendation:**

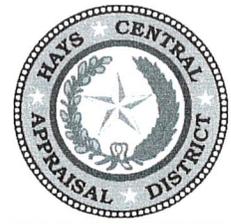
The administration defers to the Board for nominations.

**G. Fiscal Impact and Cost: Amount: NA**

**H. Suggested Motion:**

I move that the Board adopt the resolution to nominate \_\_\_\_\_  
to fill a position on the Hays Central Appraisal Board.

# Hays Central Appraisal District



512-268-2522 ■ Lex Word Building ■ 21001 IH 35 ■ Kyle, Texas 78640

## MEMORANDUM

Received

AUG 24 2021

Superintendent's Office

TO: Voting Taxing Units  
FROM: Laura Raven, Chief Appraiser  
DATE: August 17, 2021  
SUBJECT: Nomination of Appraisal District Directors and NEW INFORMATION  
**DEADLINE** for Nominations: Before October 15, 2021

Our appraisal district is governed by a board of seven directors. Members of the board serve two-year terms beginning on January 1 of even numbered years. The Hays CAD board of directors usually meets the third Thursday of every month at the district office in Kyle.

If the county assessor-collector is not appointed to the board, the county assessor-collector serves as a nonvoting director.

In considering individuals to serve as directors, taxing units should look for expertise in such areas as business management, information systems, computers, accounting, finance, real estate and taxation.

Each taxing unit other than a conservation and reclamation district that is entitled to vote may nominate, by resolution adopted by its governing body, one candidate for each position to be filled on the board of directors. The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the chief appraiser before October 15, 2021. [Texas Property Tax Code, Section 6.03 (g)]

Please see Attached:

**Directors Qualifications with new legislative changes**

**Timetable for Hays CAD Board Member Election with new legislative changes**

**Calculation of Votes**

## **Appraisal District Director Qualifications:**

To be eligible to serve on the board of directors, an individual must be a resident of the district and must have resided in the district for at least two years immediately preceding the date he or she takes the office.

An individual who is otherwise eligible to serve on the board is not ineligible because of membership on the governing body of a taxing unit or because the individual is an elected official.

However, an employee of a taxing unit that participates in the district is not eligible to serve on the board unless the individual is also a member of the governing body or an elected official of a taxing unit that participates in the district.

### **NEW LEGISLATIVE CHANGES**

For counties with populations of 120,000 or more, a member of the appraisal district board of directors may not serve more than five two-year terms. Effective Date: Service on the board of directors before January 1, 2022, does not count for purposes of determining whether a person is ineligible to serve on the board.

A person may not serve if he/she has engaged in appraising property for compensation in the preceding three years or has been an employee of the appraisal district in the preceding three years.

Section 6.03 is amended and in counties with populations of 120,000 or more a taxing unit with at least 5% of the vote must determine its votes by resolution at the first or second meeting after the date the chief appraiser delivers the ballot. That taxing unit must submit its resolution to the CAD not later than the 3rd day after the resolution is adopted. Applies to the election for board members for terms beginning January 1, 2022.

## Hays CAD Board Member Election TIMETABLE

Texas Property Tax Code, Section 6.03:

### **before October 1**

The chief appraiser shall calculate the number of votes to which each taxing unit is entitled and shall deliver written notice to each of those units of its voting entitlement in the election of members to the Hays Central Appraisal District Board of Directors.

A governing body may cast all its votes for one candidate or distribute them among candidates for any number of directorships.

### **before October 15**

The presiding officer of the governing body of the taxing unit shall submit the names of the unit's nominees to the chief appraiser.

### **before October 30**

The chief appraiser shall prepare a ballot listing the candidates...and shall deliver a copy of the ballot to the presiding officer of the governing body of each taxing unit that is entitled to vote.

### **before December 15**

The governing body of each taxing unit that is entitled to vote shall determine its vote by resolution and submit it to the chief appraiser. *\*A taxing unit with at least 5% of the vote must determine its votes by resolution at the first or second meeting after the date the chief appraiser delivers the ballot. That taxing unit must submit its resolution to the CAD not later than the 3rd day after the resolution is adopted.*

### **before December 31**

The chief appraiser shall count the votes, declare the seven candidates who receive the largest cumulative vote totals elected, and submit the results to the governing body of each taxing unit in the district and to the candidates.

### **after January 1**

Elected board members take the oaths of office at the first meeting and elect board officers.

HAYS CENTRAL APPRAISAL DISTRICT  
 CALCULATION OF VOTES  
 2022-2023 BOARD ELECTION

CODE	JURISDICTION	2020 TAX LEVY	VOTE PERCENTAGE	NUMBER OF VOTES
				<b>7000</b>
1	AUSTIN COMMUNITY COLLEGE DIST	\$10,139,017.24	0.0191	134
2	CITY OF AUSTIN	\$861,941.33	0.0016	11
3	(CITY OF) VILLAGE OF BEAR CREEK	\$67,322.22	0.0001	1
4	CITY OF BUDA	\$6,828,529.18	0.0129	90
5	CITY OF DRIPPING SPRINGS	\$1,616,237.81	0.0030	21
6	CITY OF HAYS	\$17,616.34	0.0000	0
7	CITY OF KYLE	\$19,291,724.16	0.0364	255
8	CITY OF MOUNTAIN CITY	\$92,692.25	0.0002	1
9	CITY OF NIEDERWALD	\$59,793.31	0.0001	1
10	CITY OF SAN MARCOS	\$37,129,241.44	0.0700	490
11	CITY OF UHLAND	\$99,800.62	0.0002	1
12	CITY OF WOODCREEK	\$553,414.73	0.0010	7
13	HAYS COUNTY	\$111,324,810.94	0.2098	1,469
14	SPECIAL ROAD	***	0.0000	0
15	BLANCO ISD	\$768,942.69	0.0014	10
16	COMAL ISD	\$520,755.39	0.0010	7
17	DRIPPING SPRINGS ISD	\$87,476,243.02	0.1649	1,154
18	HAYS CISD	\$139,056,242.71	0.2621	1,835
19	JOHNSON CITY ISD	\$1,161,918.33	0.0022	15
20	SAN MARCOS CISD	\$79,870,820.03	0.1505	1,054
21	WIMBERLEY ISD	\$33,645,744.77	0.0634	444
		\$530,582,808.51	1.0000	7,000
	Report created 08/16/2021			
	Levy after 2020 Supplement #12			
***	Levy included with Hays County	\$ 7,599,687.25		
	Laura Raven, Chief Appraiser			
	Hays Central Appraisal District			



# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: September 27, 2021

Subject: August 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: September 27, 2021

### Monthly Financial Highlights

- The monthly Financial Reports represent financial data through August 31, 2021.
- The cash and investment balances of all funds at month end totals \$85,870,021.85. The General Fund makes up the largest portion of the total with \$53,162,032.89 or roughly 61.90%.
- Through the end of the month (2/12 or 16.67% of the budget year):
  - The General Fund has collected \$129,067.23 (.06% of its budgeted revenue) and has spent \$28,882,789.99 (14.02% of its budgeted expenditures). The *estimated* ending fund balance through the month of August 2021 is \$40,013,128.64.
  - The Child Nutrition fund has collected \$106,850.91 (.94% of its budgeted revenue) and has spent \$599,861.56 (5.27% of its budgeted expenditures).
  - The Debt Service fund collected \$34,727.03 (0.06% of its budgeted revenue) and spent \$21,620,005.13 (37.69% of its budgeted expenditures). Debt service payments are made two times a year, February 15<sup>th</sup> and August 15<sup>th</sup>.
  - The Capital Project funds have expenditures of \$5,544,245.67 in the current fiscal year through the month of August 2021 and have collected \$919.78 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 \$1,803,949.27 and total expenditures are \$1,803,949.27.
- Current Tax collections for the month of August 2021 totaled \$599,890.38 representing .37% of the levy collected during the month. Approximately 99.24% of the total levy has been collected through the end of August 2021. In comparison, 99.61% of the total levy was collected through the end of August 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**



**August 31, 2021**

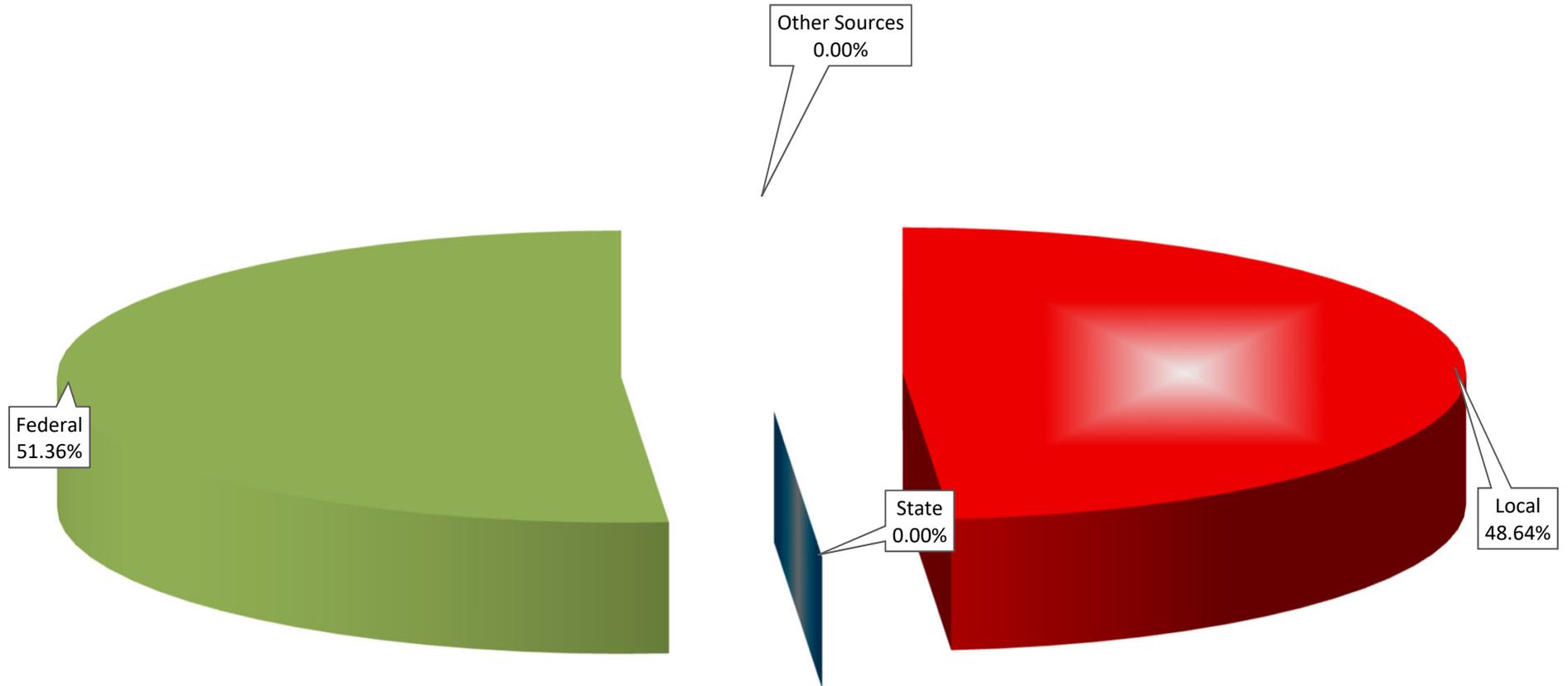
**Hays Consolidated Independent School District**  
**Combined Balance Sheet**  
**for the Month Ending August 31, 2021**  
**(Un-Audited)**

	<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>
<b>Assets:</b>						
Cash and Cash Equivalents	\$ 33,890,158.03	\$ 196,029.41	\$ -	\$ -	\$ (878,724.21)	\$ 33,207,463.23
Current Investments	19,271,874.86	2,493,420.13	17,912,543.38	12,984,720.25	-	52,662,558.62
<b>Total Cash and Investments</b>	<b>\$ 53,162,032.89</b>	<b>\$ 2,689,449.54</b>	<b>\$ 17,912,543.38</b>	<b>\$ 12,984,720.25</b>	<b>\$ (878,724.21)</b>	<b>\$ 85,870,021.85</b>
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	-	-	-	-	1,650,966.52	1,650,966.52
Due from other Governments	906,269.43	-	10,238.54	-	-	916,507.97
Accrued Interest	-	-	-	-	-	-
Due from Other Funds	5,201,792.43	98,259.88	5.32	-	-	5,300,057.63
Other Receivables	-	-	-	-	-	-
<b>Total Receivables</b>	<b>\$ 7,796,521.63</b>	<b>\$ 98,259.88</b>	<b>\$ 830,634.02</b>	<b>\$ -</b>	<b>\$ 1,650,966.52</b>	<b>\$ 10,376,382.05</b>
Inventories	-	155,216.69	-	-	-	155,216.69
Prepaid Items	5,224,576.54	500.00	-	-	-	5,225,076.54
<b>Other Current Assets</b>	<b>\$ 5,224,576.54</b>	<b>\$ 155,716.69</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,380,293.23</b>
<b>Total Current Assets</b>	<b>\$ 66,183,131.06</b>	<b>\$ 2,943,426.11</b>	<b>\$ 18,743,177.40</b>	<b>\$ 12,984,720.25</b>	<b>\$ 772,242.31</b>	<b>\$ 101,626,697.13</b>
<b>Liabilities and Fund Balance:</b>						
<b>Current Liabilities</b>						
Accounts Payable	\$ 6,671.30	\$ -	\$ -	\$ -	\$ 5,697.95	\$ 12,369.25
Other Liabilities	177,404.37	-	-	-	-	177,404.37
Payroll Deductions and Withholdings	1,506,652.05	-	-	-	-	1,506,652.05
Accrued Wages Payable	17,105,544.18	418,839.36	-	-	-	17,524,383.54
Due to Other Funds	1,262,929.14	202,075.00	-	4,703,084.89	-	6,168,089.03
Due to State Agencies	12,283.00	-	-	-	-	12,283.00
Due to other Governments	26,089.68	-	-	-	-	26,089.68
Due to Student Groups	254,288.58	-	-	-	-	254,288.58
Deferred Revenues	4,129,680.35	283,443.75	-	-	766,544.36	5,179,668.46
Deferred Inflows	1,688,459.77	-	820,390.16	-	-	2,508,849.93
<b>Total Liabilities</b>	<b>\$ 26,170,002.42</b>	<b>\$ 904,358.11</b>	<b>\$ 820,390.16</b>	<b>\$ 4,703,084.89</b>	<b>\$ 772,242.31</b>	<b>\$ 33,370,077.89</b>
<b>Fund Balance/Equity</b>						
Reserved/Designated Fund Balance	-	1,898,059.25	39,508,065.34	11,092,623.66	-	52,498,748.25
Current Year Revenues less						
Expenditures/Expenses	(28,753,722.76)	(493,010.65)	(21,585,278.10)	(5,543,325.89)	-	(56,375,337.40)
Reserved Fund Balance for Current Year						
Encumbrances (POs)	5,294,428.78	634,019.40	-	2,732,337.59	-	8,660,785.77
Unreserved Fund Balance/Fund Equity	<b>\$ 63,472,422.62</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>63,472,422.62</b>
<b>Total Fund Balance/Equity</b>	<b>\$ 40,013,128.64</b>	<b>\$ 2,039,068.00</b>	<b>\$ 17,922,787.24</b>	<b>\$ 8,281,635.36</b>	<b>\$ -</b>	<b>\$ 68,256,619.24</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 66,183,131.06</b>	<b>\$ 2,943,426.11</b>	<b>\$ 18,743,177.40</b>	<b>\$ 12,984,720.25</b>	<b>\$ 772,242.31</b>	<b>\$ 101,626,697.13</b>

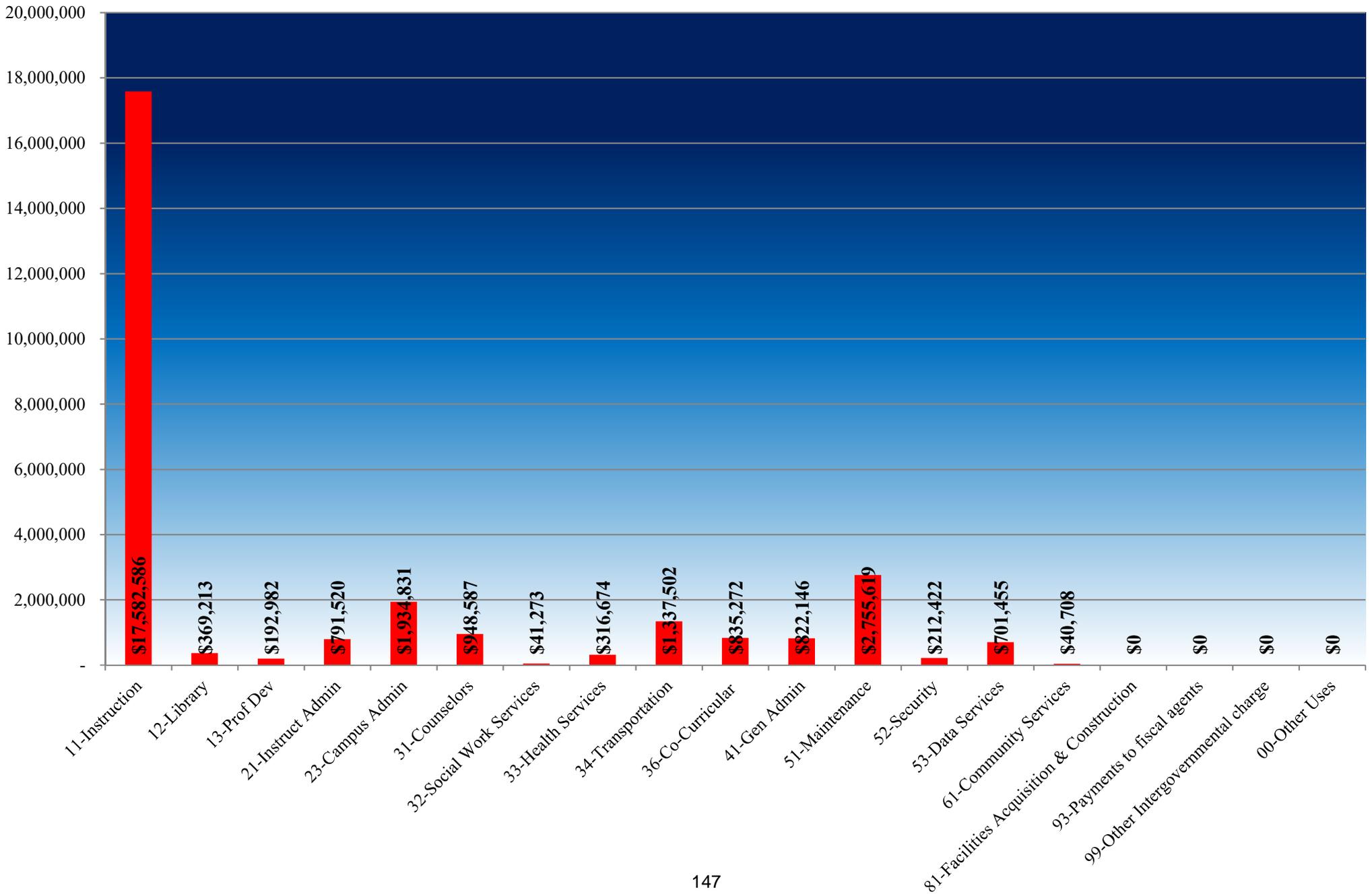
**Hays Consolidated Independent School District**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance - General Fund**  
**for the Month Ending August 31, 2021**  
**(Un-Audited)**

	GENERAL 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>
<b>Revenues:</b>						
Local	\$ 189,523.49	\$ 102,840,161	\$ 102,840,161	\$ 62,778.27	(102,777,382.73)	0.06%
State	-	95,549,500	95,549,500	-	(95,549,500.00)	0.00%
Federal	30,696.47	2,900,000	2,900,000	66,288.96	(2,833,711.04)	2.29%
Other Sources	-	-	-	-	-	NA
<b>Total Revenues</b>	<b>\$ 220,219.96</b>	<b>\$ 201,289,661</b>	<b>\$ 201,289,661</b>	<b>\$ 129,067.23</b>	<b>\$ (201,160,593.77)</b>	<b>0.06%</b>
<b>Expenditures and Other Uses:</b>						
11-Instruction	16,960,858.67	121,273,641	121,274,842	17,582,586.30	103,692,255.70	14.50%
12-Library	418,475.37	2,761,977	2,761,977	369,213.48	2,392,763.52	13.37%
13-Prof Dev	178,255.18	1,782,392	1,779,392	192,982.46	1,586,409.54	10.85%
21-Instruct Admin	731,671.48	4,838,114	4,838,114	791,519.55	4,046,594.45	16.36%
23-Campus Admin	1,922,707.73	12,597,004	12,599,004	1,934,831.45	10,664,172.55	15.36%
31-Counselors	1,058,670.05	6,624,986	6,624,986	948,587.13	5,676,398.87	14.32%
32-Social Work Services	56,654.86	288,612	288,612	41,273.02	247,338.98	14.30%
33-Health Services	318,369.97	2,395,541	2,395,541	316,673.87	2,078,867.13	13.22%
34-Transportation	1,304,503.13	11,117,747	11,117,747	1,337,502.07	9,780,244.93	12.03%
36-Co-Curricular	783,071.21	6,342,176	6,342,176	835,271.71	5,506,904.29	13.17%
41-Gen Admin	693,420.83	5,586,601	5,586,601	822,145.63	4,764,455.37	14.72%
51-Maintenance	2,650,386.32	21,120,510	21,120,309	2,755,618.87	18,364,690.13	13.05%
52-Security	140,625.02	2,616,970	2,616,970	212,422.10	2,404,547.90	8.12%
53-Data Services	606,953.30	5,050,588	5,050,588	701,454.60	4,349,133.40	13.89%
61-Community Services	44,230.31	238,624	238,624	40,707.75	197,916.25	17.06%
81-Facilities Acquisition & Construction	215,348.91	-	-	-	-	NA
93-Payments to fiscal agents	-	400,000	400,000	-	400,000.00	0.00%
99-Other Intergovernmental charge	(433.17)	975,000	975,000	-	975,000.00	0.00%
00-Other Uses	-	-	-	-	-	NA
<b>Total Expenditures and Other Uses</b>	<b>\$ 28,083,769.17</b>	<b>\$ 206,010,483</b>	<b>\$ 206,010,483</b>	<b>\$ 28,882,789.99</b>	<b>\$ 177,127,693.01</b>	<b>14.02%</b>
<b>Excess of Revenues and Other Resources Over (Under) Expenditures and Other Uses</b>	<b>\$ (27,863,549.21)</b>	<b>\$ (4,720,822)</b>	<b>\$ (4,720,822)</b>	<b>\$ (28,753,722.76)</b>		
<b>Fund Balance July 1, 2021 - (<u>Un-Audited</u>)</b>		<b>\$ 68,766,851.40</b>	<b>\$ 68,766,851.40</b>	<b>\$ 68,766,851.40</b>		
<b>Fund Balance Ending - Monthly Reporting Period</b>		<b>\$ 64,046,029.40</b>	<b>\$ 64,046,029.40</b>	<b>\$ 40,013,128.64</b>	<b>\$ (24,032,900.76)</b>	

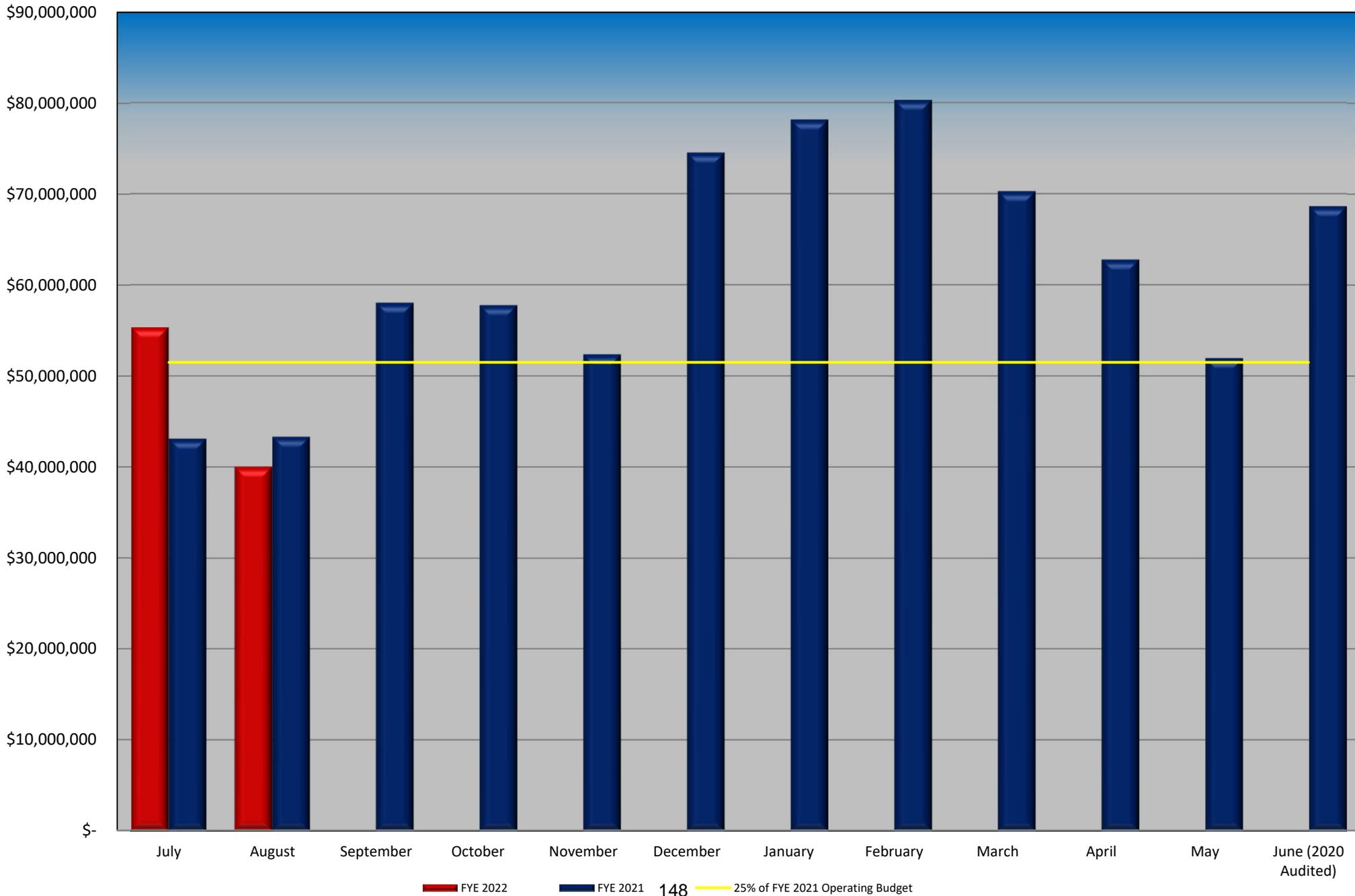
# General Fund Revenues Collected to Date



# 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 August 31, 2021**  
**(Un-Audited)**

	CHILD NUTRITION 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>	
<b>Revenues and Other Resources:</b>							
Local	\$ 1,579.10	\$ 3,786,628	\$ 3,786,628	\$ 67,270.91	\$ (3,719,357.09)	1.78%	
State	-	45,000	45,000	-	(45,000.00)	0.00%	
Federal	-	7,545,186	7,545,186	39,580.00	(7,505,606.00)	0.52%	
Other sources	-	-	-	-	-	NA	
<b>Total Revenues and Other Resources</b>	<b>\$ 1,579.10</b>	<b>\$ 11,376,814</b>	<b>\$ 11,376,814</b>	<b>\$ 106,850.91</b>	<b>\$ (11,269,963.09)</b>	<b>0.94%</b>	
<b>Expenditures and Other Uses:</b>							
35-6100 Payroll	661,188.47	5,194,736	5,194,736	575,778.24	4,618,957.76	11.08%	
35-6200 Professional and Contracted Services	2,257.70	904,618	904,618	5,217.71	899,400.29	0.58%	
35-6341 Food Supplies	55,651.20	4,155,089	4,155,089	8,431.03	4,146,657.97	0.20%	
35-6342 Non-Food Supplies	6,139.49	291,845	291,845	972.07	290,872.93	0.33%	
35-6344 USDA Commodities	-	471,868	471,868	-	471,868.00	0.00%	
35-6349 Miscellaneous Supplies	28,342.45	178,310	178,310	-	178,310.00	0.00%	
35-6300 Supplies & Materials	41,452.25	88,004	88,004	9,396.00	78,608.00	10.68%	
35-6400 Food Service Other Operating Expenses	320.84	92,344	92,344	66.51	92,277.49	0.07%	
35-6600 Food Service Capital Expenses	6,993.97	-	-	-	-	NA	
<b>Total Expenditures</b>	<b>\$ 802,346.37</b>	<b>\$ 11,376,814</b>	<b>\$ 11,376,814</b>	<b>\$ 599,861.56</b>	<b>\$ 10,776,952.44</b>	<b>5.27%</b>	
<b>Excess of Revenues and Other Resources Over (Under) Expenditures and Other Uses</b>	<b>\$ (800,767.27)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (493,010.65)</b>			
<b>Fund Balance July 1, 2021 - (<u>Un-Audited</u>)</b>		<b>2,532,078.65</b>	<b>2,532,078.65</b>	<b>2,532,078.65</b>			
<b>Fund Balance Ending - Monthly Reporting Period</b>		<b>\$ 2,532,078.65</b>	<b>\$ 2,532,078.65</b>	<b>\$ 2,039,068.00</b>	<b>\$ (493,010.65)</b>		

**Hays Consolidated Independent School District**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance - Debt Service Fund**  
**for the Month Ending August 31, 2021**  
**(Un-Audited)**

DEBT SERVICE FUND						
	<u>Prior Year</u>	<u>Original</u>	<u>Official</u>	<u>Current Year</u>	<u>Unrealized/</u>	<u>Percentage</u>
<u>Actual Revenues/</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Actual Revenues/</u>	<u>Unexpended</u>	<u>Y-T-D</u>
<u>Expenditures</u>				<u>Expenditures</u>	<u>Budget</u>	
<b>Revenues:</b>						
<b>Local Revenue</b>						
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	<u>7,442.95</u>	-	-	1,022.03	1,022.03	NA
Miscellaneous Revenue	-	-	-	-	-	NA
<b>Local Revenue</b>	<b><u>\$ 7,442.95</u></b>	<b><u>\$ 57,357,902</u></b>	<b><u>\$ 57,357,902</u></b>	<b><u>\$ 1,022.03</u></b>	<b><u>\$ (57,356,879.97)</u></b>	<b>0.00%</b>
<b>State Revenue</b>						
Additional State Aid for Homestead Exemption	<u>\$ -</u>	\$ -	\$ -	\$ 33,705.00	33,705.00	NA
<b>State Revenue</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 33,705.00</u></b>	<b><u>\$ 33,705.00</u></b>	<b>NA</b>
<b>Other Sources</b>						
Operating Transfer In	<u>\$ 1,081,077.15</u>	\$ -	\$ -	\$ -	-	NA
<b>Other Sources</b>	<b><u>\$ 1,081,077.15</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b>NA</b>
<b>Total Revenue</b>	<b><u>\$ 1,088,520.10</u></b>	<b><u>\$ 57,357,902.00</u></b>	<b><u>\$ 57,357,902.00</u></b>	<b><u>\$ 34,727.03</u></b>	<b><u>\$ (57,323,174.97)</u></b>	<b>0.06%</b>
<b>Expenditures:</b>						
71-6511 Bond Principal	<u>18,368,781.24</u>	38,303,562	38,303,562	12,875,000.00	25,428,562.00	33.61%
71-6521 Interest on Bonds	<u>9,699,676.63</u>	19,019,340	19,019,340	8,744,355.13	10,274,984.87	45.98%
71-6599 Other Debt Service Fees	<u>6,250.00</u>	35,000	35,000	650.00	34,350.00	1.86%
<b>Total Expenditures</b>	<b><u>\$ 28,074,707.87</u></b>	<b><u>\$ 57,357,902</u></b>	<b><u>\$ 57,357,902</u></b>	<b><u>\$ 21,620,005.13</u></b>	<b><u>\$ 35,737,896.87</u></b>	<b>37.69%</b>
<b>Excess of Revenues</b>						
<b>Over (Under) Expenditures</b>	<b><u>\$ (26,986,187.77)</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ (21,585,278.10)</u></b>		
<b>Fund Balance July 1, 2021 - (Un-Audited)</b>		<b><u>\$ 39,508,065.34</u></b>	<b><u>\$ 39,508,065.34</u></b>	<b><u>\$ 39,508,065.34</u></b>		
<b>Fund Balance Ending - Monthly Reporting Period</b>		<b><u>\$ 39,508,065.34</u></b>	<b><u>\$ 39,508,065.34</u></b>	<b><u>\$ 17,922,787.24</u></b>	<b><u>\$ (21,585,278.10)</u></b>	

**Hays Consolidated Independent School District**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance - Capital Project Funds**  
**for the Month Ending August 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>
<b><i>Revenues and Other Resources:</i></b>					
Local	\$ 29.96	\$ 66.67	\$ 823.15	\$ -	\$ 919.78
State	-	-	-	-	-
Other sources	-	-	-	-	-
<b>Total Revenues and Other Resources</b>	<b>\$ 29.96</b>	<b>\$ 66.67</b>	<b>\$ 823.15</b>	<b>\$ -</b>	<b>\$ 919.78</b>
<b><i>Expenditures and Other Uses:</i></b>					
6100 Payroll	-	-	-	-	-
6200 Professional and Contracted Services	-	-	-	-	-
6300 Supplies and Materials	-	-	290,778.26	-	290,778.26
6400 Other Operating Expenses	-	-	-	56,856.81	56,856.81
6600 Capital Outlay	-	-	3,960,306.73	1,236,303.87	5,196,610.60
8000-Other Uses	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,251,084.99</b>	<b>\$ 1,293,160.68</b>	<b>\$ 5,544,245.67</b>
<b>Excess of Revenues and Other Resources</b>					
<b>Over (Under) Expenditures and Other Uses</b>	<b>\$ 29.96</b>	<b>\$ 66.67</b>	<b>\$ (4,250,261.84)</b>	<b>\$ (1,293,160.68)</b>	<b>\$ (5,543,325.89)</b>
<b>Fund Balance July 1, 2021 - (<i>Un-Audited</i>)</b>	<b>\$ 200,058.73</b>	<b>\$ 445,427.51</b>	<b>\$ 17,013,372.11</b>	<b>\$ (3,833,897.10)</b>	<b>\$ 13,824,961.25</b>
<b>Fund Balance Ending - Monthly Reporting Period</b>	<b>\$ 200,088.69</b>	<b>\$ 445,494.18</b>	<b>\$ 12,763,110.27</b>	<b>\$ (5,127,057.78)</b>	<b>\$ 8,281,635.36</b>

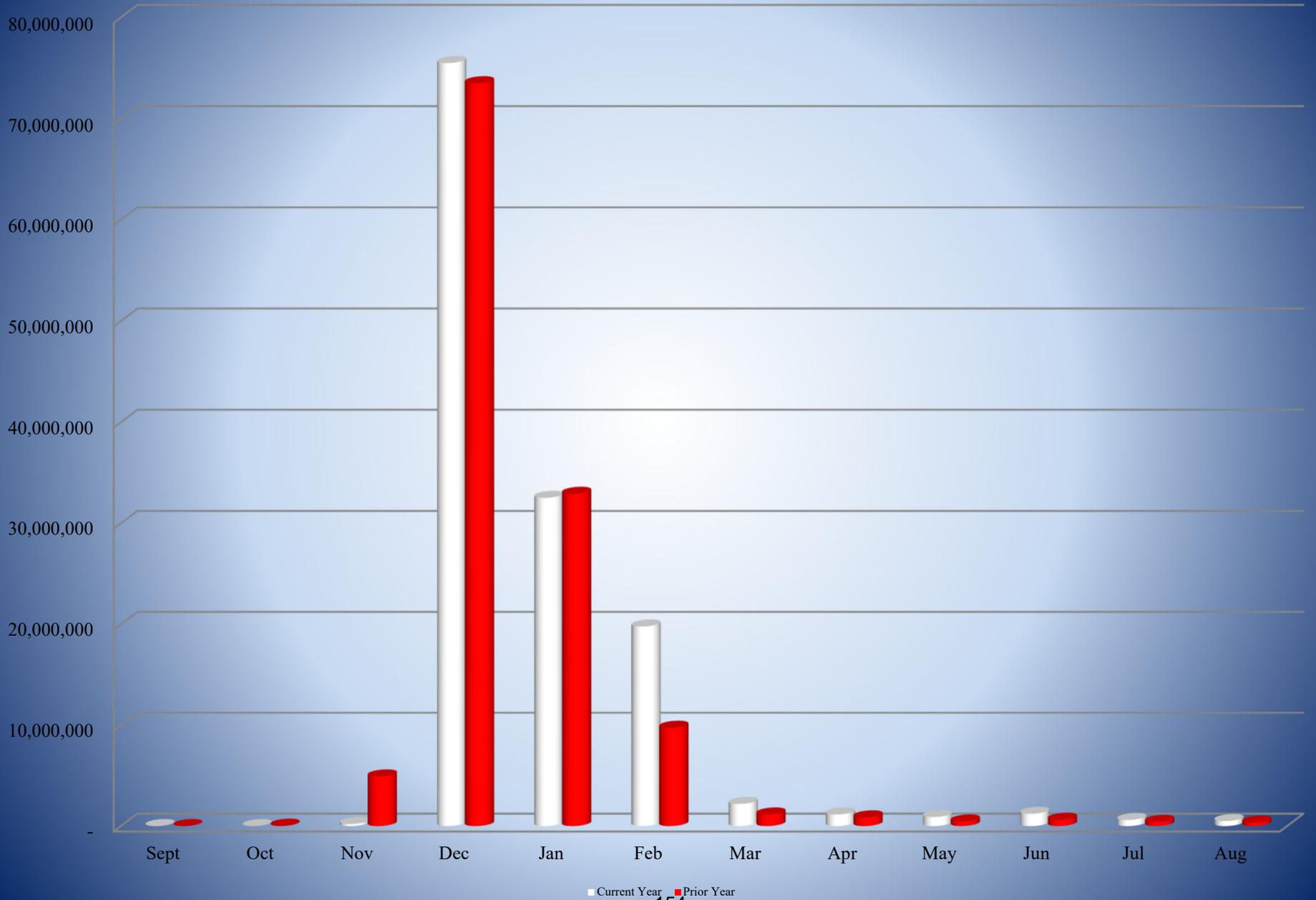
**Hays Consolidated Independent School District**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance - Special Revenue Funds (Grants)**  
**for the Month Ending August 31, 2021**  
**(Un-Audited)**

	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>
<b>Revenues:</b>						
Local	\$ 1,775.00	\$ 1,000	\$ 1,000	\$ 10,000.00	\$ 9,000.00	1000.00%
State	522,327.65	1,678,535	1,678,535	733,477.23	(945,057.77)	43.70%
Federal	1,062,432.17	23,771,185	23,771,185	1,060,472.04	(22,710,712.96)	4.46%
<b>Total Revenues</b>	<b>\$ 1,586,534.82</b>	<b>\$ 25,450,720</b>	<b>\$ 25,450,720</b>	<b>\$ 1,803,949.27</b>	<b>\$ (23,646,770.73)</b>	<b>7.09%</b>
<b>Expenditures:</b>						
6100 Payroll	1,117,679.75	24,330,588	24,330,588	1,260,072.13	23,070,515.87	5.18%
6200 Professional and Contracted Services	568.75	430,400	430,400	687.50	429,712.50	0.16%
6300 Supplies and Materials	468,286.32	648,732	648,732	508,824.98	139,907.02	78.43%
6400 Other Operating Expenses	-	41,000	41,000	1,578.16	39,421.84	3.85%
6600 Capital Outlay	-	-	-	32,786.50	(32,786.50)	NA
<b>Total Expenditures</b>	<b>\$ 1,586,534.82</b>	<b>\$ 25,450,720</b>	<b>\$ 25,450,720</b>	<b>\$ 1,803,949.27</b>	<b>\$ 23,646,770.73</b>	<b>7.09%</b>
<b>Excess of Revenues</b>						
<b>Over (Under) Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Fund Balance July 1, 2021 - (<u>Un-Audited</u>)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Fund Balance Ending - Monthly Reporting Period</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

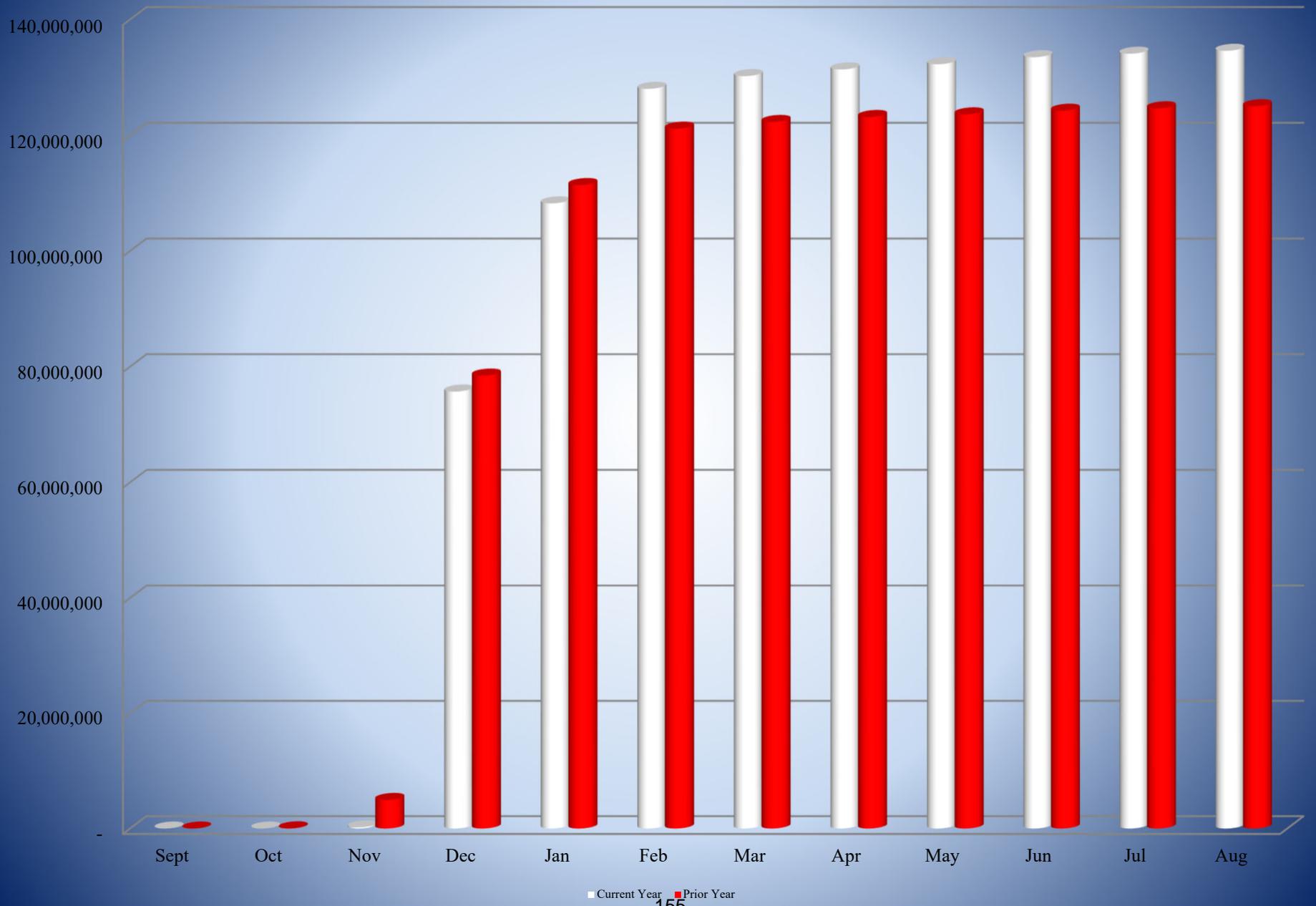
**Hays Consolidated Independent School District**  
**Monthly Tax Collection Report**  
**for the Month Ending August 31, 2021**

	<b>Prior Year 2019 - 2020</b>				<b>Current Year 2020 - 2021</b>			
	<b><u>General Fund</u></b>	<b><u>Debt Service Fund</u></b>	<b><u>Total</u></b>	<b><u>% of Levy</u></b>	<b><u>General Fund</u></b>	<b><u>Debt Service Fund</u></b>	<b><u>Total</u></b>	<b><u>% of Levy</u></b>
<b><u>Current Month Tax Collections:</u></b>								
5711 Taxes-Current Year Tax Levy	\$ 232,435.57	\$ 117,046.04	\$ 349,481.61	<b>0.28%</b>	\$ 323,831.29	\$ 177,610.97	\$ 501,442.26	<b>0.37%</b>
5712 Taxes-Delinquent Collections	\$ (26,750.69)	\$ (12,935.79)	\$ (39,686.48)		\$ 19,485.65	\$ 9,470.44	\$ 28,956.09	
5719 Penalties and Interest	\$ 36,143.46	\$ 17,963.56	\$ 54,107.02		\$ 45,298.13	\$ 24,193.90	\$ 69,492.03	
<b>Total Current Month Collections</b>	<b>\$ 241,828.34</b>	<b>\$ 122,073.81</b>	<b>\$ 363,902.15</b>		<b>\$ 388,615.07</b>	<b>\$ 211,275.31</b>	<b>\$ 599,890.38</b>	
<b><u>Fiscal Year to Date Collections:</u></b>								
5711 Taxes-Current Year Tax Levy	\$ 82,630,106.24	\$ 42,376,674.94	\$ 125,006,781.18	<b>99.61%</b>	\$ 86,882,273.91	\$ 47,711,840.03	\$ 134,594,113.94	<b>99.24%</b>
5712 Taxes-Delinquent Collections	\$ 387,593.66	\$ 182,878.24	\$ 570,471.90		\$ 890,543.17	\$ 438,736.00	\$ 1,329,279.17	
5719 Penalties and Interest	\$ 423,134.62	\$ 211,130.77	\$ 634,265.39		\$ 586,576.66	\$ 306,591.16	\$ 893,167.82	
<b>Total Revenue Collected</b>	<b>\$ 83,440,834.52</b>	<b>\$ 42,770,683.95</b>	<b>\$ 126,211,518.47</b>		<b>88,359,393.74</b>	<b>48,457,167.19</b>	<b>136,816,560.93</b>	
<b>Total Budgeted Tax Revenue (Current, Delinquent, Penalty &amp; Interest)</b>	<b>\$ 82,048,026.00</b>	<b>\$ 41,354,502.00</b>	<b>\$ 123,402,528.00</b>		<b>\$ 86,187,397.00</b>	<b>\$ 43,715,670.00</b>	<b>\$ 129,903,067.00</b>	
<b>Percentage of Budget Collected</b>	<b>101.70%</b>	<b>103.42%</b>	<b>102.28%</b>		<b>102.52%</b>	<b>110.85%</b>	<b>105.32%</b>	

# Month to Date Tax Collections Current Levy



# Year to Date Tax Collections Current Levy



# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: September 20, 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 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. At, or close to the beginning of each school year, this agenda content calendar, including references to impacted policies and performance goals, will be presented to the Board at an agenda workshop meeting for Board review.
  - 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
    - > 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 may be complete and in sufficient detail as to determine appropriateness of the topic prior to addressing the Board. Comments on posted agenda items may be taken first. Comments on non-agenda items 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, 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.
  - Whenever possible, board members are strongly encouraged to state reason why they are abstaining or voting no on an item.

- ▶ 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 – Presides as chair over meetings.

2. A vice president, who shall be a member of the Board – Fills in as chair if President unable to attend or chair meeting
3. A secretary, who may or may not be a member of the Board – Records requests for information from trustees.
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.
- ▶ Three formative evaluations may be conducted annually in closed sessions at the Board Agenda Workshops. The suggested dates of these evaluations are the Agenda Workshops 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
  - 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 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.

## **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.

## **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, 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 (with the exception of the 2021 TASA/TASB Convention). 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.