

Regular Meeting  
Tuesday, December 8, 2020 7:00 PM

Harleton Independent School District  
17000 S.H. 154  
Harleton, Texas 75651

## **Agenda**

1. Call Public Hearing on FIRST Report to Order
2. Conduct Public Hearing on FIRST Report
3. Adjourn Public Hearing
4. Call to Order
5. Invocation and Pledge of Allegiance
6. Roll Call of Board Members
7. Open Forum
8. Installation of Board Members
  - A. Statement of Officer Form
  - B. Oath of Office
9. Consent Agenda
  - A. Approval of Board Minutes
  - B. Donations
10. Action Items
  - A. Consider/Take Action on 2019-2020 FIRST Report
  - B. Consider/Take Action on Approving the District Improvement Plan for 2020-2021
  - C. Consider/Take Action on Approving the Safety & Security Audit for 2020-2021
  - D. Consider/Take Action on Approving the Purchase of 20 Additional Air Purification Units for the Harleton ISD
  - E. Consider/Take Action on Approving a Stipend for the District Nurse for Additional COVID Mitigation, Management, and Notification Duties
11. Superintendent Report and Information Items
  - A. Current Enrollment - Goals - All
  - B. Update on Softball Fieldhouse
  - C. Final Discussion of Superintendent Evaluation Instrument and Process
  - D. Positive COVID Case and Close Contact Tracing Notification Process for School Holidays and Breaks
  - E. Discuss an Increase for Substitute Daily Rate During COVID-19
12. Closed Session
  - A. Pursuant to Texas Government Code Sections 551.074 for the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee and 551.072 Deliberations about Real Property - A governmental body 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 position of the governmental body in negotiations with a third person.
13. Adjourn



RATING YEAR  DISTRICT NUMBER



**Financial Integrity Rating System of Texas**

**2019-2020 RATINGS BASED ON SCHOOL YEAR 2018-2019 DATA - DISTRICT STATUS DETAIL**

<b>Name:</b> HARLETON ISD (102905)	<b>Publication Level 1:</b> 8/6/2020 9:26:37 AM
<b>Status:</b> Passed	<b>Publication Level 2:</b> 8/6/2020 11:17:34 AM
<b>Rating:</b> A = Superior	<b>Last Updated:</b> 8/6/2020 11:17:34 AM
<b>District Score:</b> 100	<b>Passing Score:</b> 60

#	Indicator Description	Updated	Score
1	<a href="#">Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline depending on the school district's fiscal year end date of June 30 or August 31, respectively?</a>	3/31/2020 1:15:00 PM	Yes
2	Review the AFR for an unmodified opinion and material weaknesses. The school district must pass 2.A to pass this indicator. The school district fails indicator number 2 if it responds "No" to indicator 2.A. or to both indicators 2.A and 2.B.		
2.A	<a href="#">Was there an unmodified opinion in the AFR on the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.)</a>	3/31/2020 1:15:00 PM	Yes
2.B	<a href="#">Did the external independent auditor report that the AFR was free of any instance (s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds? (The AICPA defines material weakness.)</a>	3/31/2020 1:15:01 PM	Yes
3	<a href="#">Was the school district in compliance with the payment terms of all debt agreements at fiscal year end? (If the school district was in default in a prior fiscal year, an exemption applies in following years if the school district is current on its forbearance or payment plan with the lender and the payments are made on schedule for the fiscal year being rated. Also exempted are technical defaults that are not related to monetary defaults. A technical default is a failure to uphold the terms of a debt covenant, contract, or master promissory note even though payments to the lender, trust, or sinking fund are current. A debt agreement is a legal agreement between a debtor (= person, company, etc. that owes money) and their creditors, which includes a plan for paying back the debt.)</a>	3/31/2020 1:15:01 PM	Yes
4		3/31/2020 1:15:01 PM	Yes

	<u>Did the school district make timely payments to the Teachers Retirement System (TRS), Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies?</u>		
5	This indicator is not being scored.		
			1 Multiplier Sum
6	<u>Was the number of days of cash on hand and current investments in the general fund for the school district sufficient to cover operating expenditures (excluding facilities acquisition and construction)? (See ranges below.)</u>	3/31/2020 1:15:02 PM	10
7	<u>Was the measure of current assets to current liabilities ratio for the school district sufficient to cover short-term debt? (See ranges below.)</u>	3/31/2020 1:15:02 PM	10
8	<u>Was the ratio of long-term liabilities to total assets for the school district sufficient to support long-term solvency? If the school district's increase of students in membership over 5 years was 7 percent or more, then the school district passes this indicator. See ranges below.</u>	3/31/2020 1:15:03 PM	10
9	<u>Did the school district's general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)? If not, was the school district's number of days of cash on hand greater than or equal to 60 days?</u>	3/31/2020 1:15:03 PM	10
10	<u>Was the debt service coverage ratio sufficient to meet the required debt service? (See ranges below.)</u>	3/31/2020 1:15:05 PM	10
11	<u>Was the school district's administrative cost ratio equal to or less than the threshold ratio? (See ranges below.)</u>	3/31/2020 1:15:05 PM	10
12	<u>Did the school district not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)? (If the student enrollment did not decrease, the school district will automatically pass this indicator.)</u>	3/31/2020 1:15:06 PM	10
13	<u>Did the comparison of Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a total variance of less than 3 percent of all expenditures by function?</u>	3/31/2020 1:15:07 PM	10
14	<u>Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds? (The AICPA defines material noncompliance.)</u>	3/31/2020 1:15:07 PM	10
15	<u>Did the school district not receive an adjusted repayment schedule for more than one fiscal year for an over allocation of Foundation School Program (FSP) funds as a result of a financial hardship?</u>	3/31/2020 1:15:07 PM	10
			100 Weighted Sum
			1 Multiplier Sum

100 Score

**DETERMINATION OF RATING**

<b>A.</b>	Did the district answer 'No' to Indicators 1, 3, 4, or 2.A? If so, the school district's rating is <b>F for Substandard Achievement</b> regardless of points earned.	
<b>B.</b>	Determine the rating by the applicable number of points. (Indicators 6-15)	
	<b>A = Superior</b>	90-100
	<b>B = Above Standard</b>	80-89
	<b>C = Meets Standard</b>	60-79
	<b>F = Substandard Achievement</b>	<60
No Rating = A school district receiving territory that annexes with a school district ordered by the commissioner under TEC 13.054, or consolidation under Subchapter H, Chapter 41. No rating will be issued for the school district receiving territory until the third year after the annexation/consolidation.		

Home Page: [Financial Accountability](#) | Send comments or suggestions to [FinancialAccountability@tea.texas.gov](mailto:FinancialAccountability@tea.texas.gov)

THE **TEXAS EDUCATION AGENCY**  
 1701 NORTH CONGRESS AVENUE · AUSTIN, TEXAS, 78701 · (512) 463-9734

FIRST 5.9.1.0

DOCUMENT INCLUDES CHEMICAL REACTIVE PROPERTIES AND FEATURES A SECURITY FEATURE NP

EDWARD J. KAMINSKI  
MARCIA ALISE KAMINSKI  
1816 POPE RD.  
HARLETON, TX 75651

88-327  
1131 22  
DATE Nov. 19, 2000  
2414



PAY TO THE ORDER OF Five Hundred and no/100 ATHLETICS

\$ 500.00

DOLLARS



**AustinBank**  
www.austinbank.com Member FDIC  
Longview, Texas 75605

MEMO \_\_\_\_\_  
⑆ 113103276⑆ 2414⑆ 2210016977⑆

*Edward J. Kaminski*  
NP

Donation





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FIRST 5.9.1.0

# HARLETON ISD

## District Improvement Plan

### 2020/2021

*For 2020-2021, most of the District Improvement Plan remained constant. Also, the HISD did not receive reliable, valid state accountability information (TAPR), due to COVID-19 school closures in March 2020. We will remain steadfast in district improvement and maintenance, on every front. The District Site-Base Team will examine the DIP through the lens of COVID-19 mitigation. The HISD will accomplish the tasks spelled out in the DIP, to the maximum extent possible, in 2020-2021.*

Jay Ratcliff  
17000 SH 154, Harleton, TX 75651  
9366153556  
ratcliffjay@harletonisd.net

Date Reviewed: 10/28/2020

Date Approved:

# HARLETON ISD

## **Mission**

*Harleton ISD seeks to be the premier district in East Texas.*

## **Vision**

*Pride, Tradition, Excellence for All, Forever!*

### Nondiscrimination Notice

HARLETON ISD does not discriminate on the basis of race, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and section 504 of the rehabilitation Act of 1973; as amended.

# HARLETON ISD Site Base

Name	Position
Ratcliff, Jay	Superintendent
Winsted, Kimberly	District Counselor
Fitts, Melissa	Elementary Teacher
Bates, Kristi	Elementary Teacher
Smith, Sonya	Jr High Teacher
Minor, Jana	Jr High Teacher
Clynch, Tabitha	High School Teacher
Coulter, Brian	High School Teacher
Coyne, Tina	Special Education
Newman, Patricia	CTE Professional
Clynch, Kim	Librarian
Ready, Melinda	Elem Assistant Principal
Chandler, Adam	HS Assistant Principal
Busby, Jena	Business Representative
Wright, Julie	Business Representative
Fajardo, Martha	Community Member
Howeth, Lori	Community Member
Woods, Danielle	Parent Representative
Ogden, Mollie	Parent Representative

# HARLETON ISD

**Goal 1.** All student's will be prepared to achieve above the state average in the standards set by the state to provide student's at Harleton Independent School District the optimal preparation for college, necessary skills for career/future employment, or the military.

**Objective 1.** The District will develop student work, teacher professional development opportunities, and instructional leadership strategies that lead to and reflect 21st Century Skills and college or career readiness.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
1. Provide teachers with the ability to utilize the TEKS Resource System to aide in instructional planning. The system will also aide instructional staff in the development of higher-ordered lessons and the design of engaging work for students. The district's Asynchronous Plan will be fully implemented and utilized. (Title I SW: 2,8,9) (Strategic Priorities: 1,2,3,4)	Principal(s), Superintendent	August 2020	(F)Title I, (L)Instructional Funds, (S)Instructional Materials Allotment (IMA), (S)Local Funds, (S)State Compensatory	Summative - Principals will ensure that teachers are utilizing the TEKS Resource System by checking lesson plans on a weekly basis, as well as document progress during Asynchronous Learning.
2. A teacher-developed assessment will be given and disaggregated each six weeks in order to determine and monitor strengths and weaknesses of students and to ensure that all populations tested will meet the state standard on STAAR subject areas. (Title I SW: 1,4,8,9,10) (Strategic Priorities: 2,4)	Classroom Teachers, Principal(s)	Each six weeks	(L)Instructional Funds, (S)Local Funds	Summative - Teachers will develop first six weeks tests by August 28, 2020. Campus principals will provide to the superintendent disaggregated data along with plans for improvement within one week after receiving assessment results.
3. Continue the use of a 3-tiered Response to Intervention (RTI) program, maintained through Success Ed, to serve students who are experiencing difficulties succeeding without interventions. The district and each campus will continually evaluate the effectiveness of this program and the strategies utilized and will make changes or revisions as needed. (Title I SW: 2,9,10) (Strategic Priorities: 2,4)	Asst. Principal of Student Services, Classroom Teachers, Counselor(s), Principal(s), Superintendent	Ongoing	(F)IDEA Special Education, (L)Instructional Funds, (S)State Compensatory	Summative - Minutes of RTI meetings.
4. The District will contract with Region 7 Educational Service Center to provide support for teachers and instructional staff. Teachers and paraprofessionals will attend professional development during the course of the school year that focuses on subject area knowledge, instructional strategies, working with students with special needs, improving home/school	Business Manager, Principal(s), Superintendent	By September 1, 2020	(F)IDEA Special Education, (F)Title I, (F)Title IIA Principal and Teacher Improvement, (F)Title III Bilingual / ESL, (F)Title IV Safe and Drug Free, (F)Title VI, Part B Rural/Low Income, (L)Instructional Funds, (S)GT Funds, (S)Local Funds,	Summative - Region 7 participant report. Parent communication logs.

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Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
communication, students from poverty, and assessment of student performance. (Title I SW: 2,3,4,6,8,9,10) (Strategic Priorities: 1,2,3,4)			(S)State Compensatory	
5. Campuses will provide accelerated instruction to students at-risk of failing a class or one or more of the state assessments. (Title I SW: 2,9) (Strategic Priorities: 2,4)	Asst. Principal of Student Services, Counselor(s), Principal(s), Superintendent	Ongoing	(S)State Compensatory	Summative - Documentation forms from tutorial teachers and sign-in sheets for Content Mastery classes.
6. Continue to provide instructional aides in critical areas to assist teachers as needed in an effort to provide assistance to individual or small groups of students. (Title I SW: 2,9) (Strategic Priorities: 2,4)	Business Manager, Classroom Teachers, Harrison Co Special Ed Coop, Principal(s), Superintendent	Ongoing	(F)IDEA Special Education, (F)Title I, (F)Title VI, Part B Rural/Low Income, (L)Instructional Funds, (S)State Compensatory	Summative - Documentation of instructional aide assignments and activities.
7. Identify and provide GT certification training for all staff who are not certified in this area. State requires 6 hour update to remain current. (Title I SW: 3)	Principal(s), Region 7 ESC, Superintendent	By May 27, 2021	(S)GT Funds	Summative - Certificates for all district teachers showing GT certifications. Curriculum/Special Programs Director will monitor all students of special programs through monitoring systems. She will present the information gathered each 6 weeks to the principals and superintendent.
8. Teachers will work to develop a Student Learning Objective (SLO) plan for one classroom/one objective to meet the requirements for the T-TESS. (Title I SW: 1,2,8,9) (Strategic Priorities: 2,4)	Asst. Principal of Student Services, Classroom Teachers, Counselor(s), Principal(s), Superintendent	By September 30, 2020	(L)Instructional Funds, (S)Local Funds	Summative - A summary of each teacher's SLO will be monitored each six weeks by the campus principal. A year-end summary will be presented to the superintendent.
9. The Curriculum/Special Programs Director	Asst. Principal of Student	Each six weeks	(S)Local Funds	Summative - The District

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Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
will utilize the District Dashboard for progress monitoring of all special programs and students involved with special programs. Data analysis and recommendations for improvements will be communicated with the superintendent and principals each six weeks. (Title I SW: 1,9,10) (Strategic Priorities: 4)	Services, Principal(s), Superintendent			Dashboard will be updated each six weeks.
10. Ensure campuses are addressing Drop-out prevention and college/career readiness options with students. (Title I SW: 9,10) (Strategic Priorities: 3)	Asst. Principal of Student Services, Counselor(s), Principal(s)	By August 28, 2020	(F)Title I, (L)Instructional Funds, (S)Local Funds	Summative - The superintendent and campus principals will meet each six weeks to discuss these issues.
11. Campus principals will document at least 120 minutes per week of classroom walk-throughs. (Title I SW: 1,2,3,9) (Strategic Priorities: 1,4)	Principal(s)	Weekly-September 21, 2020	(S)Local Funds	Summative - DMAC reports showing walk-throughs completed.
12. Campus principals will meet with teachers each six weeks to discuss data analysis, including: attendance, student performance, student discipline reports, curriculum planning, campus & classroom needs. The campus principal should lead instructional staff in the development of Professional Learning Communities where teachers are able to analyze data in order to make decisions concerning instruction. (Title I SW: 1,2,4,8,9,10) (Strategic Priorities: 1,4)	Classroom Teachers, Principal(s)	Each Six Weeks	(S)Local Funds	Summative - Agendas from six weeks meetings with instructional staff. Principal reports to the superintendent of campus analysis and plans for improvements.
13. Campuses will work to maintain an attendance rate of at least 97%. (Title I SW: 9) (Strategic Priorities: 4)	Asst. Principal of Student Services, Campus Office Staff, Classroom Teachers, Principal(s)	Ongoing	(S)Local Funds	Summative - Six weeks attendance reports
14. The High School campus will offer Life 101/Financial Math. This course will provide students with practical life math skills and	Asst. Principal of Student Services, CTE Personnel, Principal(s)	By August 28, 2020	(F)Career and Technology Education (CTE), (L)Instructional Funds, (S)Local	Summative - The HS course manual will reflect the addition of the Life 101/Financial Math

# HARLETON ISD

**Goal 1.** All student's will be prepared to achieve above the state average in the standards set by the state to provide student's at Harleton Independent School District the optimal preparation for college, necessary skills for career/future employment, or the military.

**Objective 1.** The District will develop student work, teacher professional development opportunities, and instructional leadership strategies that lead to and reflect 21st Century Skills and college or career readiness.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
support basic life on one's own skills (i.e., fill out resume, open bank account, etc.) (Strategic Priorities: 3)			Funds	course.
15. The High School campus will offer Art I & II to students.	Asst. Principal of Student Services, Principal(s)	By August 28, 2020	(L)Instructional Funds, (S)Local Funds	Summative - The HS course manual will reflect the addition of Art I & II.
16. The High School campus will continue to offer Certified Nursing Assistant (CNA) course for students wanting to pursue a career in the Health Services field. This course will be a dual-credit course in partnership with Panola College and Jefferson Nursing Home. (Strategic Priorities: 3)	Asst. Principal of Student Services, Principal(s)	By August 28, 2020	(F)Career and Technology Education (CTE), (S)Local Funds	Summative - The HS course manual will reflect the addition of the CNA program.
17. The Engineering program will continue with participation in the Systems Go Rocketry program. (Strategic Priorities: 3)	Principal(s)	Ongoing	(F)Career and Technology Education (CTE), (S)GT Funds, (S)Local Funds	Summative - Inclusion of the Rocketry class in the HS course manual.
18. Harleton ISD will provide students with the opportunity to participate in the Wildcat Honors Track. This track will allow students to take Honors courses in all core subject areas. (Title I SW: 2,10) (Strategic Priorities: 3)	Asst. Principal of Student Services, Core Subject Teachers, Principal(s), Superintendent	Ongoing	(S)Local Funds	Summative - Master course schedule will reflect participants in the Wildcat Honors Track.
19. All campuses will have a tutorial, remediation, or acceleration time built into their schedules. (Title I SW: 3,9) (Strategic Priorities: 2,4)	Asst. Principal of Student Services, Counselor(s), Principal(s), Superintendent	By August 28, 2020	(F)IDEA Special Education, (F)Title I, (S)State Compensatory	Summative - Documentation will be kept of all tutorial times including student participation and instructional strategies utilized.

# HARLETON ISD

- Goal 1.** All student's will be prepared to achieve above the state average in the standards set by the state to provide student's at Harleton Independent School District the optimal preparation for college, necessary skills for career/future employment, or the military.
- Objective 2.** Maintain and improve quality, standards-based infrastructure throughout the District that will support present and emerging technology to ensure that all teachers and students have adequate hardware and software to meet the requirements of the Technology TEKS and technology literacy as required by the State.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
1. The District will continue to integrate technology into the curriculum and instruction on a daily basis. (Title I SW: 10)	Director of Technology, Librarian/Media Service, Principal(s), Superintendent, Technology Staff	Daily	(L)Instructional Funds, (S)Instructional Materials Allotment (IMA), (S)Local Funds	Summative - Principals will check lesson plans on a weekly basis. Walkthrough observation reports.
2. The Director of Technology will produce a monthly computer usage report.	Director of Technology, Technology Staff	Monthly	(L)Instructional Funds, (S)Instructional Materials Allotment (IMA), (S)Local Funds	Summative - Usage reports
3. The District will contract with Region 7 ESC to provide professional development opportunities to instructional staff in technology literacy and integration of technology in classroom instruction. (Title I SW: 3) (Strategic Priorities: 1)	Business Manager, Director of Technology, Principal(s), Superintendent	Ongoing	(F)Title IIA Principal and Teacher Improvement, (L)Instructional Funds, (S)Instructional Materials Allotment (IMA), (S)Local Funds	Formative - Sign in sheets for local trainings. Region 7 EOY reports for training.
4. Continue the rotation and replacement plan for the maintenance and upgrading of district technological hardware. This process will be expedited through Operation Connectivity, with the purchase of 335 new Chromebooks.	Director of Technology, Principal(s), Technology Staff	By September 1, 2020	(S)Local Funds	Summative - Budget plans for technology will be presented to the superintendent.
5. Continue the use of Skyward Student Information System and gradebook program. This program also works to provide parents with real-time information about student performance. (Title I SW: 6)	Director of Technology, Technology Staff	Ongoing	(S)Local Funds	Formative - The Skyward program will be functional and accessible.
6. Revise and update the District Technology Long-range plan. (Title I SW: 1)	Director of Technology	By May 27, 2021	(S)Local Funds	Summative - The revised plan will be presented to the superintendent.
7. Research and develop a plan to offer a personalized learning environment for students, as per District Asynchronous Plan. (Title I SW: 2,4,10) (Strategic Priorities: 4)	Campus Site-based Teams, Director of Technology, Principal(s), Superintendent	By October 2021	(S)Local Funds	Summative - A strategic plan will be created and presented to the superintendent.

# HARLETON ISD

**Goal 2.** Recruit and retain highly qualified employees at all levels by developing an accountability system to promote professional growth, a culture of respect and pride, and are engaging and effective instructional leaders at the campus and district level.

**Objective 1.** Harleton ISD will have a teacher retention rate of 95% or higher.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
1. Continue to offer the insurance stipend to all employees of up to \$1000 each year. This will be evaluated on a yearly basis.	Business Manager, Superintendent	September 1, 2020	(S)Local Funds	Summative - Teacher retention rates. 2020-2021 approved budget.
2. Each campus site-based decision making committee will assess school climate, work ethics, discipline management, and procedures for acknowledging accomplishments on the individual campus. (Title I SW: 1,2,3,8) (Strategic Priorities: 1)	Principal(s)	By May 27, 2021		Summative - Written summary of surveys sent to the superintendent/DEIC by July 1, 2021.
3. The District will recognize years of service (5, 10, 15, 20, 25, etc.) in education and will provide these employees with a reward at the end of year staff meeting. (Strategic Priorities: 1)	Superintendent Secretary	By May 27, 2021	(S)Local Funds	Summative - List of awards and requisition of service awards to the superintendent by March 2021.
4. The District will purchase each employee a "spirit" item in the Fall semester to wear or take to athletic and academic events. (Strategic Priorities: 1)	Superintendent Secretary	By September 1, 2020	(S)Local Funds	Summative - Invoice for order of items.
5. The District will provide employees with an appreciation meal at three times during the school year (beginning of school, Christmas break, and at the end of school). (Strategic Priorities: 1)	Superintendent, Superintendent Secretary	Aug 20,Dec 20,May 2021	(S)Local Funds	Summative - Invoices for meals.
6. The District will seek to serve all students with teachers that are certified in the courses that they are teaching. Any teacher not certified must have a written plan describing how certification will be obtained. (Title I SW: 3) (Strategic Priorities: 1)	Principal(s), Superintendent, Superintendent Secretary	August 2020	(S)Local Funds	Summative - A list of non-certified personnel will be delivered to the superintendent by August 28, 2020, along with the plans for gaining certification for these employees.
7. The District will utilize a hiring committee	Principal(s), Superintendent	Ongoing	(S)Local Funds	Summative - A list of hiring

# HARLETON ISD

**Goal 2.** Recruit and retain highly qualified employees at all levels by developing an accountability system to promote professional growth, a culture of respect and pride, and are engaging and effective instructional leaders at the campus and district level.

**Objective 1.** Harleton ISD will have a teacher retention rate of 95% or higher.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
made up of teachers and administrators when possible to interview prospective hires. (Title I SW: 3) (Strategic Priorities: 1)				committee members will be submitted to the superintendent.
8. Each campus principal will develop and implement a Mentoring/Induction program for new employees. (Title I SW: 4,9) (Strategic Priorities: 1)	Principal(s)	By August 2020	(S)Local Funds	Summative - A summary of the mentoring/induction program activities will be submitted to the superintendent by June 1, 2021.
9. The District will form partnerships with surrounding universities and teacher preparation programs in order to recruit new teachers to the district. (Title I SW: 3) (Strategic Priorities: 1)	Principal(s), Superintendent	Ongoing	(S)Local Funds	Summative - Principals will obtain contact information for preparation program students when needed.

# HARLETON ISD

**Goal 2.** Recruit and retain highly qualified employees at all levels by developing an accountability system to promote professional growth, a culture of respect and pride, and are engaging and effective instructional leaders at the campus and district level.

**Objective 2.** Harleton ISD will provide high quality and individualized opportunities for professional development for employees.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
<p>1. Teachers and paraprofessionals attend professional development that promotes high quality teaching and the development of skills to teach the TEKS, to improve communication with and involvement of parents, to monitor instruction for mastery, and to develop strategies for special areas including accelerated instruction, dyslexia, special education, ESL, GT, and College Readiness. (Title I SW: 3,4,9,10) (Strategic Priorities: 1,2,3,4)</p>	<p>Campus Site-based Teams, Core Subject Teachers, Counselor(s), CTE Personnel, Principal(s), Superintendent</p>	<p>Ongoing</p>	<p>(F)IDEA Special Education, (F)Title I, (F)Title IIA Principal and Teacher Improvement, (F)Title III Bilingual / ESL, (L)Instructional Funds, (S)Local Funds, (S)State Compensatory</p>	<p>Summative - List of professional development activities for the year will be provided by teachers and paraprofessionals to the campus principal by May 27, 2021.</p>
<p>2. The District will pay for the testing of any teacher who takes and passes the ESL certification examination. This is to ensure that each grade level has a teacher certified to instruct ESL students. (Title I SW: 3,10) (Strategic Priorities: 1,2)</p>	<p>Business Manager, Superintendent, Superintendent Secretary</p>	<p>Ongoing</p>	<p>(F)Title III Bilingual / ESL, (L)Instructional Funds</p>	<p>Summative - Certificate of passing and teacher certification from SBEC.</p>

# HARLETON ISD

**Goal 3.** The District will provide a safe environment, optimal learning climate, and maintenance of current facilities while evaluating future facility needs based on student enrollment trends.

**Objective 1.** One hundred percent of teacher, student, and community needs assessments show that Harleton ISD provides a school climate that is safe, healthy, orderly, and includes good work ethics, accountability, fair consequences for misbehavior, and acknowledgement of accomplishments. Research shows that physiological needs such as health and safety must be present before learning can occur.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
1. The District will review the Emergency Management Plan. Findings from the review will be used for revision to the Emergency Operating Procedures Manual. (Title I SW: 1)	Campus Site-based Teams, Directors, Principal(s), SHAC Committee, Superintendent	Ongoing	(S)Local Funds	Formative - A copy of the revised Emergency Operating Procedures Manual will be presented to the superintendent.
2. The district will follow state guidelines for conducting emergency drills including each campus practicing emergency drills at least one time per month. Drills will cover different emergency situations throughout the year.	Principal(s)	Monthly	(S)Local Funds	Summative - Each campus will document monthly drills and send a copy of that report to the superintendent.
3. The School Health Advisory Committee (SHAC) will meet at least 2 times (due to COVID) during the year to assess and evaluate the food and nutrition program, the health education program, the sex education program, the mental health program, and the wellness program for the district.	Principal(s), SHAC Committee, Superintendent	By April 2021	(S)Local Funds	Summative - A copy of the agendas and minutes from the SHAC meetings will be provided to the superintendent.
4. The Board will continue to plan for the maintenance and improvements of the District's facilities.	Board of Trustees, Business Manager, Superintendent	By September 1, 2020	(S)Local Funds	Summative - Adopted 2020-2021 budget
5. Each campus will develop a Student Code of Conduct which reflects the discipline management policies that will be employed on each campus.	Campus Site-based Teams, Principal(s)	By August 2020	(S)Local Funds	Summative - Campuses will present their Student Handbooks and Student Code of Conduct to the Board for review at the July or August Board meeting.
6. The Board will continue to recognize Student of the Month from each campus at the monthly Board meeting. (Title I SW: 6)	Classroom Teachers, Principal(s)	Monthly	(S)Local Funds	Summative - Each campus will maintain a list of the students of the month for the year.

# HARLETON ISD

**Goal 3.** The District will provide a safe environment, optimal learning climate, and maintenance of current facilities while evaluating future facility needs based on student enrollment trends.

**Objective 1.** One hundred percent of teacher, student, and community needs assessments show that Harleton ISD provides a school climate that is safe, healthy, orderly, and includes good work ethics, accountability, fair consequences for misbehavior, and acknowledgement of accomplishments. Research shows that physiological needs such as health and safety must be present before learning can occur.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
7. The Skylert program and Campus Life will be used by the District in order to notify parents in times of emergency.	Business Manager, Director of Technology, Superintendent	By September 1, 2020	(S)Instructional Materials Allotment (IMA), (S)Local Funds	Summative - Listing of messages sent from each campus in the Skylert system.
8. The District will continue to provide a counselor or an Assistant Principal of Student Services at each campus to provide guidance to students and programs.	Business Manager, Superintendent	By September 1, 2020	(F)Title VI, Part B Rural/Low Income, (S)Local Funds	Summative - Meeting agendas, documentation of parent notifications
9. The SHAC will address sexual abuse issues according to district policy BQ(LEGAL). The committee will provide information concerning child sexual abuse and action steps for victims seeking and obtaining help and counseling. The committee will make sure that students are aware of the 1-800# located on the posters in each campus to report any sexual abuse or harassment.	SHAC Committee	Ongoing	(S)Local Funds	Summative - The Student Handbooks from each campus will reflect these issues.
10. Campus administrators will maintain a record of positive contacts to parents and students throughout the year. Administrators will be required to have at least two positive contacts each week. (Title I SW: 6)	Principal(s)	Weekly	(S)Local Funds	Summative - Positive Contact logs will be kept and submitted to the superintendent.

# HARLETON ISD

**Goal 4.** The Board will operate a balanced budget to maintain fiscal responsibility and transparency.

**Objective 1.** The District will maintain a fund balance of at least three months operating expenses and maintain a Superior rating from the state's FIRST financial accountability system.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
1. The superintendent and business manager will ensure that the District fund balance is invested appropriately.	Business Manager, Superintendent	Monthly	(S)Local Funds	Formative - Monthly Financial report to the Board of Trustees
2. The District will hire an independent auditor to conduct a financial audit for the year ending August 31, 2021.	Business Manager, Superintendent	By January 31, 2021	(S)Local Funds	Summative - Board minutes will reflect that the Board has approved the contracting of the independent auditor.
3. The District will continue to work with internal controls so that no material weaknesses will be evident in the fiscal audit.	Business Manager, Superintendent	Monthly	(S)Local Funds	Formative - Monthly budget reports
4. The District will work in cooperation with the Harrison County Tax Collector's office to ensure that the tax collection rate is greater than or equal to 96%.	Business Manager	Monthly	(S)Local Funds	Summative - By January 31, 2020, the District will contact the Tax Collector's office to inquire about the tax collection percentage and recommend a course of action to the superintendent.
5. The District will utilize the services of tax attorneys to seek to gain an increase in the collection of delinquent taxes.	Business Manager, Superintendent	Monthly	(S)Local Funds	Summative - Overall tax collections report for the fiscal year
6. Federally funded grants will be submitted for Title funds, as well as, other funding opportunities that apply. (Title I TA: 1,8) (Target Group: ECD,ESL,Migrant,LEP,SPED,GT,CTE,AtRisk,Dys,504)	Region 7 ESC, Superintendent	As required	(F)Title I, (F)Title IIA Principal and Teacher Improvement, (F)Title III Bilingual / ESL, (F)Title IV Safe and Drug Free, (F)Title VI, Part B Rural/Low Income, (L)Instructional Funds, (S)GT Funds, (S)State Compensatory	Formative - Copies of the grants will be given to the superintendent as they are completed.

# HARLETON ISD

**Goal 4.** The Board will operate a balanced budget to maintain fiscal responsibility and transparency.

**Objective 1.** The District will maintain a fund balance of at least three months operating expenses and maintain a Superior rating from the state's FIRST financial accountability system.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
7. The District will conduct a Business Case Efficiency Audit with Schneider Electric, to measure efficiency in order to effectively cut costs where available.	Business Manager, Directors, Principal(s), Superintendent	November 2020	(S)Local Funds	Formative - Findings will be presented to the Board to determine if any strategies can be implemented for cost savings.
8. The District will utilize Skyward School Management Software to increase efficiency and effectiveness of district operations.	Business Manager, Superintendent	Ongoing	(S)Local Funds	Formative - Monthly analysis of budget

# HARLETON ISD

**Goal 5.** The District will improve communication to ensure the development of Harleton Independent School District pride to promote parent, community, staff and stakeholder support of the educational efforts of the District.

**Objective 1.** Parent, community, and stakeholder support for the school's mission will be developed by the District to ensure a partnership in providing a 21st Century learning experience for all students.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
1. Each campus will encourage parental involvement through the use of Parent Nights and Open House nights, as allowed during COVID. (Title I SW: 6)	Campus Site-based Teams, Classroom Teachers, Principal(s)	Ongoing	(S)Local Funds	Summative - Sign-in sheets for parental involvement meetings.
2. Each campus will have a Site-based Decision Making Committee comprised of teachers, auxiliary personnel, parents, business leaders, and community members. The SBDM will be charged with assessing the campus climate and programs, as well as, providing an avenue for communications with the community. (Title I SW: 1,6)	Campus Site-based Teams, Parent Volunteers, Principal(s)	Ongoing	(S)Local Funds	Summative - Agendas from SBDM meetings will be collected and presented to the superintendent.
3. The High School will hold a conference with each student and their parents during the summer months to ensure that each student's educational plans are clear and effective. (Title I SW: 6,10) (Strategic Priorities: 3)	Asst. Principal of Student Services, Principal(s)	By August 28, 2020	(S)Local Funds	Summative - Principal will have documentation of all student/parent conferences.

# HARLETON ISD

**Goal 5.** The District will improve communication to ensure the development of Harleton Independent School District pride to promote parent, community, staff and stakeholder support of the educational efforts of the District.

**Objective 2.** The District will work to improve communication avenues to all stakeholders.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
1. Communication with parents, students, and the community will be provided in various forms, including Campus Life, email, the District webpage, Facebook, Twitter, marquees, etc. (Title I SW: 6)	Director of Technology, Principal(s), Superintendent	Ongoing	(S)Local Funds	Summative - Parents, students, and community members will be informed of the district activities.
2. Each campus principal will develop a monthly calendar that will inform stakeholders of upcoming events. (Title I SW: 6)	Principal(s)	Monthly	(S)Local Funds	Summative - Monthly calendars will be presented to the superintendent.
3. Campuses will have parent support groups (i.e., WIN Committee, PTO) that will meet periodically throughout the school year, as allowed during COVID. Campus administration will use this group as an avenue for communication of campus goals and activities. (Title I SW: 6)	Principal(s)	Ongoing	(S)Local Funds	Summative - Campus principals will keep written documentation of meetings of their parent groups.

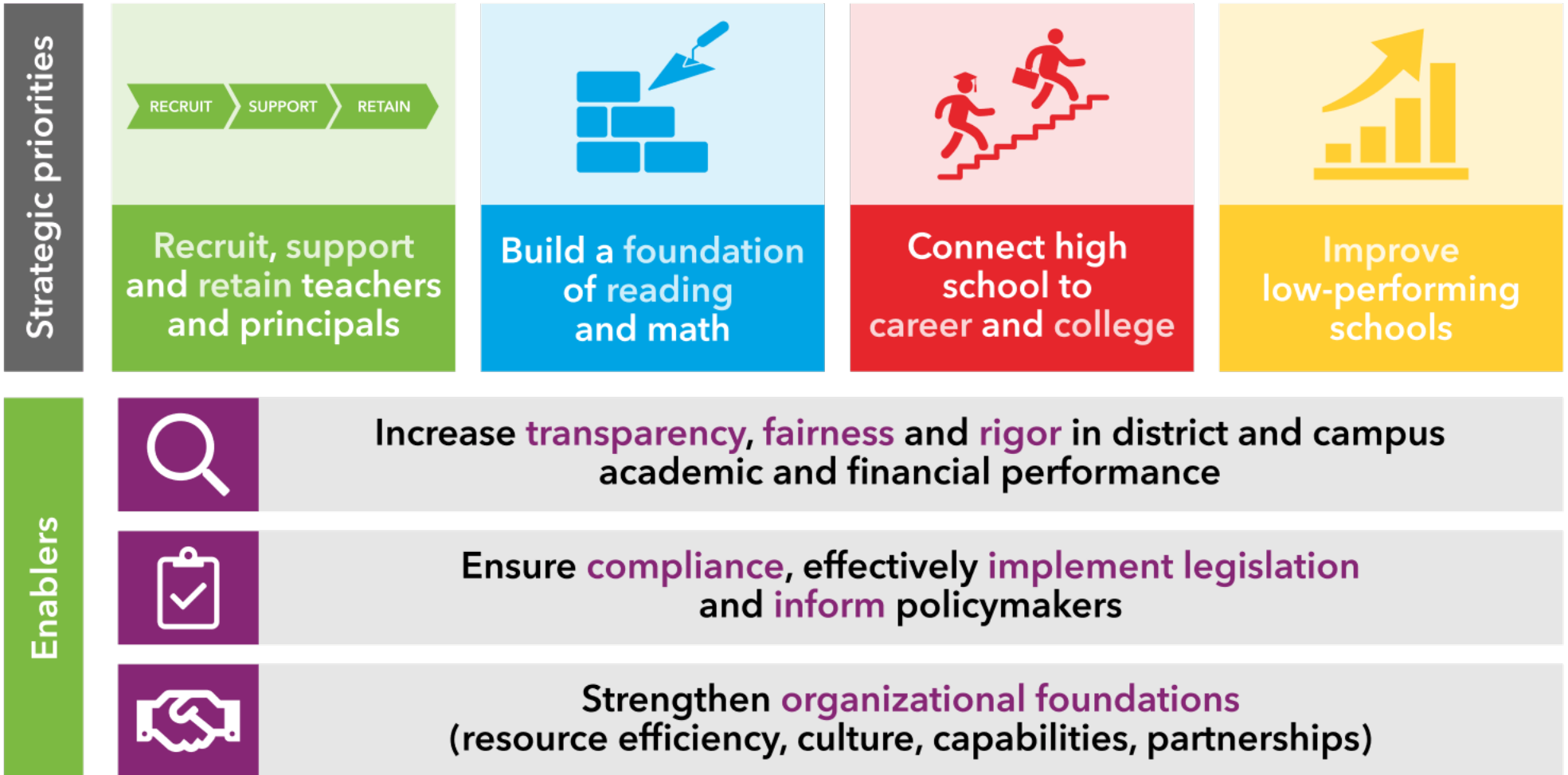
# HARLETON ISD

**Goal 5.** The District will improve communication to ensure the development of Harleton Independent School District pride to promote parent, community, staff and stakeholder support of the educational efforts of the District.

**Objective 3.** The District will work to develop school pride for all students and stakeholders.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
1. Each campus will develop a plan to encourage school pride. Plans will be utilized throughout the school year to teach students to have pride in their school and themselves.	Asst. Principal of Student Services, Campus Site-based Teams, Counselor(s), Principal(s)	By August 28, 2020	(S)Local Funds	Summative - Plans will be submitted to superintendent by August 28, 2020. A summary of all activities conducted during the course of the 2020-2021 school year will be presented to the superintendent.
2. The High School campus will develop Team Time. Every student will be assigned to a staff sponsor and will meet with that sponsor periodically to discuss character building, mentoring, grade and attendance accountability, etc. (Title I SW: 2,9)	Asst. Principal of Student Services, Classroom Teachers, CTE Personnel, Principal(s)	Ongoing	(S)Local Funds	Summative - Staff members will keep written documentation of their Team Time meetings.

# Every child, prepared for success in college, a career or the military.



*\*adapted from TEA Strategic Plan - <https://tea.texas.gov>*

# HARLETON INDEPENDENT SCHOOL DISTRICT

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DECEMBER 02, 2020

DISTRICT SAFETY AUDIT  
FINAL SUBMISSION & FINDINGS  
PREPARED BY SUPERINTENDENT DESIGNEE  
ADAM CHANDLER ASSISTANT PRINCIPAL OF STUDENT SERVICES

To Superintendent Jay Ratcliff,

As required by Texas Education Code 37.108, the Harleton ISD District Safety and Security Committee has prepared this report for the Harleton ISD Board of Trustees. Inclosed in this report you will find all required documentation used to complete the Texas School Safety Center Audit for the 2017 to 2020 cycle. Districts are required to submit answers to the reporting questions contained in the DAR Tool to the Texas School Safety Center by December 31, 2020. The Harleton ISD DAR Tool has been completed and was submitted on November 18, 2020. The findings are scheduled for presentation to the Harleton ISD Board of Trustees at the December 08, 2020 board meeting.

Adam Chandler  
Assistant Principal of Student Services  
Harleton High School



# HARLETON INDEPENDENT SCHOOL DISTRICT

## Clarifying Information for Board Agenda Item

**Date:** December 02, 2020

**Subject:** Safety Audit Report

**Person Responsible:** Adam Chandler

**Purpose of Agenda Item (Information or Action):** Action

**Objective, Goal, or Need Addressed:** Texas Education Code 37.108

### **Background Information:**

In accordance with state law, Texas school districts must conduct a safety and security audit in three year cycles. The Harleton ISD Safety and Security Committee has completed the required September 1, 2017 to October 31, 2020 Safety and Security Audit. A summary of results from the audit are presented here for the Harleton ISD Board of Trustees to review. To be in compliance with Texas Education Code 37.108, the audit process has three required components that must be completed. The components are as follows:

1. Complete the audit during the assigned window.
2. Submit the results of the audit to the Texas School Safety Center using the DAR Tool.
3. Present the findings of the audit to the Board of Trustees for approval

The Harleton ISD DAR Tool has been completed and was submitted to the Texas School Safety Center on November 18, 2020.

**Best Option Consideration:** Approval of the findings by the Board does not necessarily equate to agreement. However, approval will satisfy the official record requirement.

**Motion (If needed):** Motion to approve the Safety & Security Audit for 2020-2021.



# SCHOOL SAFETY AND SECURITY AUDIT

## CONDUCTED:

September 1, 2017 to October 31, 2020

## DISTRICT:

Harleton ISD

## Audit Performed By:

Adam Chandler  
Assistant Principal of Student Services  
Harleton High School

Audit prepared using the



School District Facility Safety and Security Audit Toolkit



# Harleton Administration / District Summary

Harleton ISD is a rural district with a total enrollment of 719 students. The grades served range from Pre K to 12th grade. The district facilities include 3 instructional campuses, 4 athletic complexes, and one transportation / maintenance shop. As mandated by law, a safety and security audit of all main campuses, administration building, transportation facility, and auxiliary facilities in Harleton ISD was conducted from September 10, 2020 to October 31, 2020. This audit was for the September 1, 2017 to October 31, 2020 window. An initial meeting was held on August 21, 2020 with the superintendent of schools and the safety and security committee. To complete the audit, the team reviewed campus documents and completed the Texas School Safety Center Audit Toolkit. Additionally, the team inspected all instructional facilities and conducted an intruder assessment.

## District Self Reflection

### **1. What are the most pressing safety needs in your district?**

- The most pressing safety issue for our district is our location and lack of a dedicated local police force. We are a rural school district and as such, are dependent on county law enforcement to handle any issues that arise in the district.
- Every campus is in need of security camera upgrades.
- Most of the district facilities are open to public access due to the layout of school facilities.

### **2. What school safety activities does your district do best?**

- As a district, every campus does a very good job of completing required drills and documenting them accordingly.
- Every campus uses Crisis Go to manage students and staff during drills.
- Information is disseminated to students, staff, and the community in a timely and concise manner. The district is extremely transparent in our operations and includes all stakeholders in the decision making process.
- All campuses have and follow district visitor access procedures.
- As a district, we excel in celebrating our students, staff, and community.

### **3. What topics are most important for security training and staff development?**



- As a district, we need to develop and implement drills concerning mass casualty events (ie: responding to an active shooter) and mass evacuation events.
- As a district, we need to improve training for all staff to identify possible threats including suicide prevention and mental health crises.
- As a district, we need to strengthen our training concerning identifying in person and online bullying.

**4. What are the biggest barriers to improve school safety?**

- Our location in relation to police and emergency resources
- Due to the age and layout of district facilities, the Budget to address issues is a barrier.
- The age and layout of district facilities provide challenges that would require extreme measures to address security issues.

**5. What other comments do you have regarding district safety?**

- Harleton ISD is committed to providing a safe environment for all students and staff. Any and all issues that may threaten the safety of our students or staff is dealt with without delay.
- The district firmly believes that having a positive climate and culture throughout their campuses is key to having safer schools overall. They have processes in place to ensure that their students and staff feel good about attending school and work at Harleton ISD.

## Commendations

1. There is a clear and shared vision throughout the district and community.
2. The district has taken concrete steps to increase security by adding SRO officers, adopting the Guardian Program, and securing campus main entrances.
3. The district has a website that is user friendly and allows users to access information in a concise way.
4. The district's EOP is in compliance with state guidelines and is updated regularly
5. The district's COVID 19 operations and mitigation plan is robust and flexible to deal with any and all issues that arise.



## Concerns

1. The district has not completed a mass casualty or mass evacuation drill
2. District signage is faded and presents an unflattering district image.
- 3 The district has no perimeter fencing and road ways that run through the campus.  
There is no signage indicating you are on school property rather than a public roadway.
4. Much of the district facilities are accessible by the public without having to check in with any campus.

## District Documents Reviewed

### **The Emergency Operations Plan**

- Harleton ISD does have an updated Crisis Management Plan with pertinent response to emergency situations
- The district plan is based on responding to multi-hazards as mandated for Texas school districts
- The plan is reviewed and updated on a regular basis
- Includes SRO as an integral part of developing the EOP
- The EOP does address the phases of the emergency management system; mitigation/prevention, preparedness, response and recovery
- NIMS/ICS components were observed in the plan by audit team
- The EOP does not contain updated maps of each campus floor and site plans with room numbers, evacuation routes, utility shut-offs, locations of first-aid kit and AED's
- There are several statements in the EOP that are recommended as best practices for high quality emergency management planning. The team agrees that the guidelines for high quality emergency management planning were used as a resource in the development of the district's EOP. They include but not limited to the following:
  1. Promulgation Statement
  2. Cover Sheet
  3. Approval and Implementation
  4. Record of Changes

## The Evacuation Plan

- Evacuation plans are in place for each campus
- Each campus has a drill system in place and routinely practices those drills.

## Documentation of Drills

- Each principal has a schedule of each drill on his/her calendar

## The Floor Plans

- Each facilities floor plan was current

## The Site Plans

- Site plan was provided for the Jr. and High School campuses
- Site plan not provided to audit team for Elementary school

## An Aerial Photograph

- District-wide aerial photograph was not observed by the audit team

## Staff Communication Protocol

- Procedures are in place throughout the district

## Student Code of Conduct

- Available online and hardcopy
- Contains all mandated information

## Staff and Student I.D. Policy

- All district staff are provided I.D. badges
- Students have but are not required to wear visible I.D. badges

## Visitor Policy

- All visitors must check-in at the front office of each facility

## Campus Improvement Plan

- Each Campus has an improvement plan that includes all components



## Harleton Elementary Campus Summary

The Harleton Elementary Campus has a great team in place. There is a clearly defined campus culture that creates a great learning environment. The leadership team and staff do a great job of ensuring all students feel safe and appreciated. It is evident that all staff members are dedicated to putting the needs of students first. The overall campus culture and climate is beyond reproach.

The campus facility is in need of major updates. Due to the age of the campus and additions added to meet student needs, there are major safety concerns. The most pressing need revolves around campus access. The facility has a main building with exterior support buildings. Due to this design, students have to exit the main building to access the exterior buildings. For this reason, exterior doors are left unlocked to accommodate students traveling back and forth. There is fencing that surrounds the campus, but unlocked gates allow access to the campus. Once access is gained, the entire campus is accessible.

The second major issue is security camera coverage. The audit revealed many blind spots and areas not covered by security cameras. Furthermore, the campus shares some security cameras with the Junior High Campus. This design causes a coverage issue for both campuses.

### **Commendations:**

- Outstanding campus leadership team that puts their students and staff first.
- Awesome campus culture and climate for students and staff.
- Student common areas promote a positive campus culture by celebrating student work
- Entrances are clearly marked and visitors are buzzed into a holding area before accessing the main campus.
- Parking lot traffic flows well due to reinforced policies and procedures.
- There are signs directing visitors to office to check in and obtain visitor pass
- All policies and procedures support the Emergency Operation Plan and the district improvement plan.
- Guardian signs are posted at the main entrance

### **Concerns:**

- Due to open gates and the facility layout, the campus is accessible to the public.
- Once an intruder gains access to the facilities, there are multiple vantage points for intruders to avoid detection.
- The security camera system is in need of major updates.
- Limited storage space in all buildings creates clutter that could interfere with evacuations.

### **Recommendations:**

- Conduct intruder assessments at least twice per year
- Ensure all external doors are locking properly and staff understand the protocol to keep them locked



- Implement a plan to ensure all gates around the perimeter fence are locked daily.
- Update security camera system to cover all areas.

### **Building Access**

- There are visitor check-in policy signs posted at each entrance
- Tobacco Free signs posted. Weapon/Gun Free signs were not observed by the team
- Open Carry Prohibited signs were observed at the facility
- Guardian signs are prominently displayed at the main entrance.

### Visitor Policies and Procedures

- Visitors are asked to show picture ID upon signing in
- Dated visitor passes are issued by staff using the Raptor system
- Visitor badge displays picture, name and is time-stamped

### Secured Door Policy

- There is a policy in place for all classroom doors to be locked during class
- All exterior doors were not locked and secured

### The Alarm System

- There is no alarm system in place

### Access to buses and parking deliveries

- There are adequate procedures in place for safely loading and unloading of buses.
- There are procedures in place to direct deliveries on campus.

### **Grounds and Building Exterior**

#### Exterior Access

- The team was able to gain access into the facility via exterior entrances.
- Visitors arriving at the elementary parking lot must enter the building at the main entrance
- Visitors must be buzzed into a secure area at the main entrance before entering the campus.

#### Fencing, Gates, and Walkways

- There is perimeter fencing around the facilities.
- Two gates were unlocked and not secured, allowing access to the facilities.
- All walkways at the facility are in good condition

#### Windows

- All windows are in good condition

## Buses, Parking, and Dismissal

- There is adequate parking available at the main parking lot of the campus
- There are clearly designated areas for drop-off and pick-up of students
- There are effective procedures in place for bus loading and departure.

## Exterior Lighting

- The exterior lighting is adequate.

## Trees/Brush

- There are no issues with trees or brush impacting the security of the facility
- Grounds are well maintained.

## Playground

- The playground equipment appears to be in working order.
- There is sufficient mulch underneath the playground equipment

## Other Exterior Observations

- Overall, there were no major issues with the exterior of the building.

## **Building Interior**

### Entrance

- There are procedures in place for allowing visitors access
- Visitors are required to check in using the raptor system.
- All visitors are buzzed into a secured area before entering the facility from the main entrance.

### Hallways

- All hallways are clean, free of clutter, and lighting is sufficient
- Hallway fire extinguishers were charged and had recently been inspected
- Students were monitored in the hallways during transitional periods
- Restrooms are clean and were in good working order,

### Classroom Doors

- No classroom doors were found unlocked

### Classroom Windows

- No issues were observed with windows, all appear to be in good condition



### Interior Lighting

- There are no issues observed with Interior lighting throughout the facility

### Cafeteria

- Equipment is older but appears to be in good condition
- All fire extinguishers and suppression systems are charged and are routinely inspected

### Other Interior Observations

- The campus climate is awesome and student work is displayed and celebrated.
- All hallways are well monitored by staff during the passing periods.

### General Security

- Contracted SRO does not have an office on the campus
- SRO are on campus routinely during the course of the day
- SRO was present at the end of the day as cars and buses were leaving the campus.
- SRO is provided with a Harleton ID and school radio daily.

### Two-Way Communications System

- There is direct communication to each classroom from the main office.

### Monitoring and Surveillance

- During transition period (lunch) and dismissal teachers were actively present monitoring hallways
- Cameras are visible in each hallway
- The Camera system does not adequately cover all areas of the campus.



## Harleton Junior High Campus

Like the elementary campus, Harleton Junior High has a great team in place. It is clear that all policies and expectations are clearly defined and are constantly reinforced. Both the students and staff understand the campus vision and work to support a positive learning environment. Like the elementary campus, the leadership team and staff do a great job of ensuring all students feel safe and appreciated. All district policies concerning student and staff safety are implemented with fidelity. There are no observable examples that detract from the overall campus culture.

The Harleton Junior High facilities are in major need of updating. The layout of the facilities are not conducive for campus security. The design of the main campus, presents many line of site obstacles. The security cameras do not cover all common areas and result in large portions of the campus having no security camera coverage. The campus shares some facilities with the elementary campus. To access the gym and cafeteria, students must leave the main building. To accommodate the flow of students, exterior doors must remain unlocked. If an intruder gains access to the campus, they can move freely throughout the building.

### Commendations:

- The campus leadership and staff do a great job supporting the needs of all students.
- The culture and climate of the campuses is positive and promotes a common shared vision.
- Visitor entrances are clearly marked.
- All visitors must be buzzed into a contained area before accessing the building.
- There is signage directing visitors to office to check in and obtain visitor pass
- Guardian signs are posted at the main entrance.

### Concerns:

- Gates in the perimeter fence allow Intruders to access all building without checking in at office;
- There are trip hazards throughout campus
- The facility is in need of significant updates
- The facility does not present a positive learning environment.
- The facility design could impair student and staff evacuations.
- The security camera system is in need of major updates
- Due to the age of the building, the hallways and lighting do not promote a positive environment.

### Recommendations:

- Conduct intruder assessments at least twice per year
- Develop a plan to ensure all perimeter gates are locked daily.
- Update the security camera system.
- Reinforce the door locking policy to ensure all classroom doors are locked during class.
- Update lighting and pain to promote a positive student experience.



## **Campus Review**

### **Building Access**

#### Signage

- The visitor check-in policy signs are posted at the main entrance.
- Tobacco Free signs posted. Weapon/Gun Free signs are present.
- Open Carry Prohibited signs were observed at the facility
- Guardian signs are prominently displayed at the main entrance.

#### Visitor Policies and Procedures

- Visitors must show a valid picture ID upon signing into the office
- Dated visitor passes are issued by staff using the Raptor System
- Visitor badge displays picture, name, and is time stamped

#### Secured Door Policy

- Policy is in place for all classroom doors to be locked during class- The audit team did not observe classroom doors that were unlocked during the time of assessment
- Due to student traveling to exterior facilities, exterior doors were not locked and secured

#### The Alarm System

- There is no alarm system on campus

#### Key Control

- There are processes in place for key control

#### Access to buses and parking deliveries

- Students can access buses during the school day but keys are removed.
- Adequate procedures to secure bus keys are in place
- Loading and unloading policies are efficient and promote student safety.

### **Grounds and Building Exterior**

#### Exterior Access

- The team was able to gain access into all parts of the building.
- Visitors must enter at the main entrance and are buzzed into a secure area before accessing the building.

#### Fencing, Gates and Walkways



- There is a perimeter fence that surrounds the campus. However, there are gates by the elementary campus and maintenance shop that are unlocked, allowing intruder access to the building.

#### Windows

- No windows were open.
- All windows appear to be in good condition.

#### Buses, Parking, Dismissal

- Adequate parking is available at the main parking lot of campus
- Designated areas for drop-off and pick-up of students
- Bus loading and departure appears to be orderly and safe. Buses did not move if students were off of the sidewalk at any given time (Commendation)

#### Exterior Lighting

- Parking lot lighting after hours is inadequate
- No issues observed

#### Trees/Brush

- There are no issues with trees or brush impacting the security of the campus

#### Other Exterior Observations

- There were no major exterior issues observed.

### **Building Interior**

#### Entrance

- Check-in procedures are in place using the raptor system.
- Visitors are required to buzz in through a secured vestibule upon entering the facility from the main entrance.

#### Hallways

- All hallways clean, free of clutter, and lighting is adequate
- Hallway fire extinguishers were charged and had recently been inspected
- Students were monitored in the hallways during transitional periods
- Restrooms were in working order

#### Classroom Doors

- No classrooms were observed to be unlocked



## Classroom Windows

- All windows were in good condition

## Interior Lighting

- Interior lighting appears to be adequate

## Cafeteria

- The Junior High campus shares cafeteria facilities with the Elementary campus.
- Equipment is older and appears to be in good condition
- All fire extinguishers charged and routinely inspected

## Gymnasium/Multi-Purpose Facility

- Main entry of gym was accessible to team during the day
- Adequate lighting is present
- Light fixtures in gym are covered with protection
- Gym floor is in good condition
- Exit signs are lit
- AED on site (Commendation)
- Space available and procedure in place for students in case of a lockdown or shelter in place situation
- The team did not observe any Steroids Prohibited signs in the gym (See Recommendation R)

## Storage/Custodial Closets

- All closets were secured throughout the course of the school day

## Other Interior Observations

- There were no major interior issues observed

## General Security

- SRO are routinely on school premises
- SRO provides a visible and regular presence during school hours
- There is a security camera at the main entrance, but the camera system does not adequately cover all areas of the campus
- There is a locked secure vestibule at the main entrance of the building
- Classrooms and SRO officer is provided with a radio daily
- During transition periods, teachers were actively present monitoring hallways
- Cameras are visible in some of the hallways but camera coverage does not adequately cover all areas of the campus



# High School Campus

The culture and climate of Harleton High School is extremely positive and student-centered. As soon as you enter the campus, you can see examples of campus pride prominently displayed. Student work and achievements are celebrated with posters, banners, and pictures. The campus leadership team does an excellent job of including all students, parents, staff, and community members in the campus culture. The campus facebook page is constantly updated and is full of examples demonstrating a positive campus culture.

All exterior access points to the campus are completely accessible by the general public. The student parking lot does not have a gate or fencing and can be accessed by anyone during the school day. Student scheduling allows students to arrive and depart at various times throughout the school day. Due to the lack of gates or security guards, students can leave without being documented. Measures to control the speed of vehicles on campus driveways is not sufficient to slow vehicles down. There are speed limit signs posted, but speed bumps need to be added.

The security camera system does not adequately cover all areas of the campus. There are many common student areas that have no camera coverage. The security camera system is in need of a substantial upgrade.

## Commendations

- All students are provided with a student ID and IDs are required to access the campus.
- The main entrance to the campus has been secured with the addition of a security vestibule. The addition forces visitors to check in with the main office before gaining access to the campus.
- Guardian signage is prominently displayed at the main entrances to the campus and are posted at the driveway entrance.
- Flexible scheduling, morning break, multiple lunch seating options enhance campus climate.
- The driveways are lined with school spirit signage that promotes a positive campus climate.
- As soon as you enter the campus, displays of student celebrations are visible. There is a college bound wall, honor roll list, and other celebration of student achievements.

## Concerns

- Although doors require a badge to access the building access, multiple entry points are accessible throughout the day
- The student parking lot is unsecured and accessible by the general public during the school day
- Many of the exterior emergency exits have no security camera coverage

## Recommendations

- Consider installing perimeter fencing and parking lot gate, to limit access to the campus during the school day
- Upgrade security cameras to provide coverage of all student common areas.

- Add additional signage on all exterior doors directing visitors to the main campus entrance
- Review campus policies with students and staff concerning propping exterior doors open.

## **Building Access**

### Signage

- Visitor check-in policy is not posted at each door/entrance of the campus buildings
- There are no student and staff only access signs posted leading into the student and staff parking lots.
- The campus is very open to public access, but there is signage pointing to the main entrance
- Guardian program signage is prominently posted at main entrances and driveways
- Weapons / Gun Free signs were observed by the team
- Open Carry Prohibited signs were posted

### Visitor Policies and Procedures

- Visitors must have a valid picture ID upon signing in
- There is a visitor sign in and out policy in place
- Dated visitor passes are issued by staff using the Raptor system
- Visitor badge displays picture, name and is time-stamped

### Secured Door Policy

- There is policy in place directing all classroom doors are to be locked during class, however
- All exterior doors were locked and not available for immediate access by the team

### The Alarm System

- There is no alarm system in place

### Key Control

- There are processes in place for key control throughout the campus buildings.

### Access to buses and parking deliveries

- Buses are accessible to students throughout the school day
- The keys are removed from the buses

## **Grounds and Building Exterior**

### Exterior Access

- The building exterior doors were locked and did not allow access into the facility
- The weight-room and field house was locked and secured
- Exterior doors are not labeled and or numbered



- Visitors are required to enter the premises and report to the visitor parking lot. However, visitors can access the student and staff parking lots without checking into the main office.

#### Fencing, Gates and Walkways

- All of the sidewalks surrounding the campus are in good condition and do not create trip-hazards
- There is no fencing around the perimeter of the building. Vehicles can access the high school campus without checking into the main office

#### Windows

- All in good condition throughout the facility
- Team did not observe any windows open or unlocked at time of assessment

#### Buses/Parking

- There is adequate parking for buses on campus.
- Bus keys are secured while buses are not in use

#### Exterior Lighting

- There are no issues concerning campus exterior lighting

#### Trees/Brush

- There are no issues with trees or brush impacting security on campus

#### Other Exterior Observations

- There are supply racks located adjacent to the welding shop doors. There is no protective rails or caution signs posted around the rack.

### **Building Interior**

#### Entrance

- Check-in procedures for all visitors are in place and require visitors ID to be scanned using the raptor system before entering the building

#### Hallways

- All hallways were clean and free of clutter
- All hallway fire extinguishers were charged and had recently inspected
- During transition periods students were monitored at all times by staff members
- Restrooms were in good working order, clean and free of graffiti



## Classroom Doors

- No classroom doors were observed to be unlocked during the assessment

## Classroom Windows

- The audit team did not observe any unlocked or damaged windows at the facility
- Blinds and/or shades are present for all classroom windows

## Interior Lighting

- All interior lighting appears to be adequate and no issues were observed

## Cafeteria

- The cafeteria equipment is in good condition
- All fire extinguishers and suppression systems have been recently inspected
- The kitchen area was very clean and well maintained

## Gymnasium

- Students can access the gym during the day
- All lighting, stands, scoreboards, and protective padding are well maintained and are in working order.
- The gym floor is in great condition
- Exit signs are properly installed and maintained
- Students can access the locker room areas without supervision during the school day due to locker room doors being unlocked

## Other Interior Observations

- Overall the campus is in very good condition and no major issues were observed

## Science/Chemistry Laboratories

- There is adequate floor space for students in labs and classroom areas
- All labs are in compliance with all codes and requirements
- Mobile Fume Hood are available and in good working condition
- Positive ventilation flow is present and working order
- There are body-wash stations available in the labs
- The chemical storage room was locked, and is properly labeled
- Fire blanket is present and in good condition
- Fire extinguisher is present and available
- Emergency procedures, safety symbols, and emergency signs posted as needed



## General Security

- SRO is shared between campuses but routinely patrols the high school campus
- SRO provides a visible and regular presence during school hours
- The district has adopted the Guardian program

## Two-way communications system available in the following locations

- Classrooms
- Science Labs
- Band Hall
- Shipping/Receiving/Maintenance
- School Nurse's Office
- SRO officers are provided a radio daily

## Monitoring and Surveillance

- During transition periods, teachers were actively present and monitoring hallways
- Cameras are visible in hallways but do not cover all student common areas

## Football / Baseball / Softball Fields

- There were no issues observed at these facilities
- The fields are in good condition and are well maintained
- All stands and fencing are in good condition



## Transportation and Maintenance

The transportation and maintenance facility is located on a publicly accessible roadway. The building's main entrance is accessible and has no perimeter fencing. Due to the ease of access and lack of staff in the facility throughout the day, there is a risk of an unauthorized person entering the facility. Due to the nature of the facility, there is a risk of injury or theft. The facility is well maintained and organized. Aside from accessibility issues, there were no major issues observed that would present unsafe conditions. All tools and equipment are stored neatly. There were no observed chemicals easily accessible or unsecured.

### **Miscellaneous Facilities**

#### Commendations

- The facility is neatly organized and tools are stored correctly
- Fire extinguishers are present and accessible in bus/maintenance shop
- MSDS easily accessible
- There was no clutter that would present trip hazards or block emergency exits

#### Concerns

- The facility is easily accessible to the general public
- The facility is unlocked and easily accessible; with no staff members present
- There is a risk of theft due to the ease of access
- Unauthorized persons could enter the facility and there is a risk of liability due to injury

#### Recommendations

- Secure all entry access points when no one is in the facility.
- Upgrade security camera system at the facility
- Lock all gates surrounding the facility to limit access to instructional buildings





**December 4, 2020**

**HARLETON ISD BID**

**Aerus bid to Harleton ISD for  
5 – Beyond Guardian Air Model #0634 at \$1,500.00  
a unit for \$7,500.00**

**15 – Pure & Clean Model #0746 at \$1,000.00  
a unit for \$15,000.00**

***TOTAL BID FOR HARLETON ISD IS \$22,500.00***

**C/O Salesperson – Clay Elmer**

**Delivery Time 7-14 Days**

**Kelly Abel  
2212 Gilmer Road  
Longview, TX 75604  
903-759-0749**

School Enrollment

001 HARLETON HIGH SCHOOL

Grade	American Ind		Asian		Black		Nat Hawaiian		White		Hispanic/Lat Eth		Multi-Race		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
09	0	0	0	0	0	1	0	0	31	24	1	3	3	0	35	28	63
10	0	0	0	0	0	0	0	0	27	27	2	1	3	3	32	31	63
11	0	0	1	0	0	1	0	0	33	15	0	3	1	0	35	19	54
12	0	0	0	0	2	3	0	0	33	19	3	3	0	2	38	27	65
TOTAL	0	0	1	0	2	5	0	0	124	85	6	10	7	5	140	105	245

School Enrollment

041 HARLETON JR HIGH SCHOOL

Grade	American Ind		Asian		Black		Nat Hawaiian		White		Hispanic/Lat Eth		Multi-Race		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
06	0	0	0	0	1	0	0	0	20	19	1	3	3	1	25	23	48
07	0	0	0	0	1	0	0	0	20	22	1	3	3	0	25	25	50
08	0	0	0	0	2	0	0	0	27	18	2	0	2	1	33	19	52
TOTAL	0	0	0	0	4	0	0	0	67	59	4	6	8	2	83	67	150

School Enrollment

101 HARLETON ELEMENTARY SCHOOL

Grade	American Ind		Asian		Black		Nat Hawaiian		White		Hispanic/Lat Eth		Multi-Race		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
01	0	0	0	0	0	0	0	0	21	26	4	3	0	1	25	30	55
02	0	0	0	0	0	1	0	0	27	21	0	2	2	0	29	24	53
03	0	0	0	0	0	0	0	0	20	23	0	1	0	1	20	25	45
04	0	0	0	0	0	0	0	0	20	18	1	3	0	0	21	21	42
05	0	0	0	0	0	0	0	0	18	27	2	5	1	1	21	33	54
EE	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1
KG	1	0	0	0	1	0	0	0	26	20	1	1	2	3	31	24	55
PK	0	0	0	0	0	0	0	0	6	12	0	1	0	0	6	13	19
TOTAL	1	0	0	0	1	1	0	0	139	147	8	16	5	6	154	170	324

Totals for All Schools

Grade	American Ind		Asian		Black		Nat Hawaiian		White		Hispanic/Lat Eth		Multi-Race		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
01	0	0	0	0	0	0	0	0	21	26	4	3	0	1	25	30	55
02	0	0	0	0	0	1	0	0	27	21	0	2	2	0	29	24	53
03	0	0	0	0	0	0	0	0	20	23	0	1	0	1	20	25	45
04	0	0	0	0	0	0	0	0	20	18	1	3	0	0	21	21	42
05	0	0	0	0	0	0	0	0	18	27	2	5	1	1	21	33	54
06	0	0	0	0	1	0	0	0	20	19	1	3	3	1	25	23	48
07	0	0	0	0	1	0	0	0	20	22	1	3	3	0	25	25	50
08	0	0	0	0	2	0	0	0	27	18	2	0	2	1	33	19	52
09	0	0	0	0	0	1	0	0	31	24	1	3	3	0	35	28	63
10	0	0	0	0	0	0	0	0	27	27	2	1	3	3	32	31	63
11	0	0	1	0	0	1	0	0	33	15	0	3	1	0	35	19	54
12	0	0	0	0	2	3	0	0	33	19	3	3	0	2	38	27	65
EE	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1
KG	1	0	0	0	1	0	0	0	26	20	1	1	2	3	31	24	55
PK	0	0	0	0	0	0	0	0	6	12	0	1	0	0	6	13	19
TOTAL	1	0	1	0	7	6	0	0	330	291	18	32	20	13	377	342	719