

**WACO INDEPENDENT SCHOOL DISTRICT  
REGULAR MEETING  
WISD Conference Center  
115 S 5th Street  
Waco, Texas 76701**

**Thursday, July 18, 2024 - 6:00 PM**

A Regular Meeting of the Board of Trustees of Waco Independent School District will be held July 18, 2024, beginning at 6:00 PM in the WISD Conference Center, 115 S 5th Street, Waco, Texas.

The subjects to be discussed or 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/agenda.

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

**AGENDA**

1. **Call to Order**
2. **Public Comments on Agenda Items**
3. **Moment of Silence and Pledge of Allegiance**
4. **Special Recognitions**
  - 4.A. Pledge Leaders
  - 4.B. Texas Solo and Ensemble Contest
  - 4.C. International Thespian Festival and UIL One-Act Play
  - 4.D. Texas Educational Theatre Association Award of Distinction
  - 4.E. Greater Waco Chamber Waco Under 40
  - 4.F. Texas Association of School Boards Media Honor Roll
  - 4.G. Community Partner Award
5. **Superintendent's Report**
  - 5.A. Family Fest - August 3, 2024
6. **Information Items/Reports**
  - 6.A. Monthly Financial Reports for the Period Ended June 30, 2024
7. **Consent Agenda: Consider and Take Appropriate Action**
  - 7.A. Amendments to the 2023-2024 Budget
  - 7.B. Bid Award for Educational Consulting, Professional Development and other Student-Based Contracted Services
  - 7.C. Bid Award for Local Retailers' General Merchandise
  - 7.D. Bid Award for Maintenance Supplies, Equipment and Services
  - 7.E. Bid Award for Kitchen Equipment for Multiple Campuses
  - 7.F. Bid Award for Kitchen Equipment for Newly Renovated South Waco Elementary School

- 7.G. Purchases over \$50,000 Under Pre-Existing Bid, Purchasing Cooperative or Allowed Professional Services
- 7.H. Cost Share Agreement Between Communities-In-Schools and Waco ISD for the 2024-2025 School Year
- 7.I. Memorandum of Understanding Between Economic Opportunities Advancement Corporation (EOAC) Head Start
- 7.J. Child Nutrition Services Adult Meal Pricing Increase for the 2024-2025 School Year
- 7.K. Amendment to the Interlocal Agreement Between the McLennan County Juvenile Probation Department and the Waco ISD for Child Nutrition Services for the 2024-2025 School Year
- 7.L. Interlocal Participation Agreement Renewal with the Texas Association of School Boards (TASB) Risk Management Fund for Property, Auto Liability, and Physical Damage, School Liability Insurance, and Workers' Compensation Coverage
- 7.M. 2024-2025 Student Handbook
- 7.N. Hiring of an Employee Related to a Current Administrator
- 7.O. School District Teaching Permit for Selected Teacher Candidates to Teach a Non-Core Academic CTE Course
- 8. **Consider, Discuss, and Take Appropriate Action Regarding Allowance Expenditure Authorization #47 for Materials Cost Escalation for the Waco High School Construction Project**  
**Presenter:** Gloria Barrera
- 9. **Consider, Discuss and Take Appropriate Action Regarding Allowance Expenditure Authorization #48 for Demolition of Existing Building**  
**Presenter:** Gloria Barrera
- 10. **Review and Discuss Budget Update**  
**Presenter:** Sheryl Davis
- 11. **Review and Discuss College, Career and Military Readiness and High School Graduation Rates**  
**Presenter:** Denise Bell
- 12. **Consider, Discuss and Take Appropriate Action Regarding Hazardous Routes**  
**Presenter:** Dr. Ricky Edison
- 13. **Announcements**
- 14. **Consideration of Personnel**
  - 14.A. Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee
  - 14.B. Hear a Complaint or Charge Against an Officer or Employee
- 15. **Adjournment**

**Waco Independent School District**

***Board of Trustees Meeting Agenda Item***

**Date:** June 27, 2024

**Contact Person:** Wendy Sledd

**RE: Special Recognitions**

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**Background Information:**

**Pledge Leaders**

Pledge Leaders are students Mia Suarez and Ryker Rivas of Mountainview Elementary.

**Texas High School Solo and Ensemble Contest**

Waco ISD high school students earned top honors at the Texas High School Solo and Ensemble Contest.

University High: Suri Enriquez, Da'Nashja Bellamy, Oliver Houston, Thomas Vidana, Jobanny Lorenzo, Ana Mendoza, Mariah Rodriguez, Aidyn Tarver, Mariana Zavala

**International Thespian Festival**

Waco ISD high school students qualified for and competed at the International Thespian Festival in Indianapolis, Indiana after excelling at the UIL State Theatrical Design competition and the UIL State One Act Play contest.

Waco High School: Lily Howell, Sarah Townsend, Claire Prather, Lydia Allen, Vianey Ramos Andrew Eggers, Easley Lawson, Eleanor Rhodes, Ashley-Elizabeth Vermeulen.

University High School: Derrick Thomas, Jimesha Pringle, Noah Martinez

**Texas Educational Theatre Association Award of Distinction**

The Waco ISD Fine Arts Department and University High School Theater Arts Department earned Distinction status from the Texas Educational Theater Association.

**Waco 40 Under 40 Selection**

Sgt. Larry Martinez of the Waco ISD Police Department has been selected for the Waco Chamber of Commerce 40 Under 40 honor for his measured impact on the community.

**Texas Association of School Board Media Honor Roll**

Waco ISD honors local media reporters for their fair and balanced continuous reporting during the 2024-2025 school year of Waco ISD and public education.

Waco Tribune: Carl Hoover  
KWKT-Fox 44: Earl Stoudemire  
KWTX News 10: Ally Kadlubar and Bradley Vaughn  
25 News KXXV: Heather Healy and Dominique Leh

**Community Partner Award**

Abbie is the July Waco ISD Community Partner of the Month for its continued support of STEM education of the district's elementary students and school supply contributions districtwide.

**Fiscal Implications:**

none

**Administration Recommendations:**

Take no action on this item.

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** July 18, 2024

**Contact Person:** Sheryl Davis

**RE: Monthly Financial Reports for the Period Ended June 30, 2024**

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**Background Information:**

Attached are the compiled June monthly financial reports for the following:

- General Fund
- Food Service Fund
- Debt Service Fund
- Internal Services Fund

These interim financial statements have been prepared utilizing data generated from the automated financial system and do not include any information related to other special revenue funds, capital projects funds, or trust and agency funds. Balances included in the report are unaudited and may change as a result of final year end closing entries and audit activities.

**Fiscal Implications:**

None.

**Administrative Recommendations:**

The Administration recommends that the Board of Trustees accept the monthly financial reports for the period ended June 30, 2024, as presented.



**Waco Independent School  
District  
Business & Support Services**

Sheryl Davis  
Chief Finance Officer

P.O. Box 27, Waco, Texas 76703  
Phone: 254-755-9440

July 10, 2024

Board of Trustees  
Waco Independent School District  
Waco, Texas

The accompanying balance sheets, statements of revenues, expenditures and changes in fund balance, and encumbrances and expenditures by fund, function and object for the month ending June 30, 2024 have been compiled for the General Fund, Food Service Fund, Debt Service Fund, and Internal Services Fund. Final cash reconciliation procedures and financial audit activities may result in additional adjustments to the financial statements. These preliminary financial reports are prepared utilizing the following assumptions:

- Revenue: Recorded on a cash basis with adjustments to accrual basis made at August 31, 2024.
- Expenditure: Totals on the "Statement of Revenues, Expenditures and Changes in Fund Balance" include expenditures occurring during the interim period reported. Balances will be adjusted to accrual basis at August 31, 2024. Outstanding encumbrances are included on the "Encumbrances and Expenditures by Fund, Function, and Object" schedule, only.
- Beginning Fund Balance: Represents August 31, 2023 audited ending fund balance.

I have not performed an audit or review of these financial statements. Please do not hesitate to call if you have any questions or need further assistance.

Sheryl Davis  
Chief Finance Officer

## **Comparison of Fiscal Year 2023-2024 Revenues and Expenditures to Previous Fiscal Year as of June 30, 2024**

Variations in revenues and expenditures as compared to the previous year are primarily due to the cyclical nature of budgetary receipts and expenditures. The larger variances are explained in this summary.

### **General Fund**

#### **Revenues:**

5710 Local Property Taxes – Collections have decreased \$15.0 million from last year. However, as a percent of estimated revenue, lag last year's collections by 4.6%. The decrease in collections is due to the compression of the tax rate and the increase in the homestead exemption. As of the end of June, value adjustments resulting from appeals and the impact of the new homestead exemption on frozen values have reduced the original levy by \$5.4 million. Additionally, with the application of the retroactive adjustments to the frozen values, have reduced the amounts due on prior years' delinquent taxes by \$1.7 million

5730 Tuition and Fees – Current year revenue reflects a decrease of \$55,635 from last year.

5740 Other Local Revenue – Revenues have increased \$1.9 million over last year. This is primarily attributable to an increase in earnings on investments of \$1.3 million and the receipt of an advance of \$0.5 million in insurance recovery from the June 16, 2023, storm that caused significant roof damage to many of our campuses. Although, the Federal Reserve Board maintained a steady posture at their June 11-12 meeting at a target range of 5.25 to 5.5 percent, we should expect that interest rates will eventually decline, though there has been little in the way of measurable progress toward a 2 percent inflation in recent months. Investment earnings will also be impacted by lower investable funds due to the Texas Education Agency recovering overpayments from the prior year and the decline in fund balance.

5810 Per Capita and Foundation School Program Revenue – Revenue shows a decrease \$0.2 million from last year. Prior year revenue was overstated by approximately \$11.5 million due to the error in the property values and losses in enrollment and average daily attendance. Final adjustments for value errors and tax collections have been posted to the 2022-2023 fiscal year. As a result, TEA's adjustments to current year payments total \$17,973,804. As of the end of June, TEA has recaptured \$9,539,405 of those adjustments. The remaining \$8.4 million will be withheld from monthly payments through the end of August. These adjustments are in line with final revenue recorded in 2022-2023. Projected revenue for 2023-2024, based on the sixth six weeks attendance data and requested property value adjustments, is expected to be \$5.4 million higher than estimated for the adopted budget, partially offsetting a \$6.7 million loss in property tax collections.

5900 Federal Sources Revenue – Revenues from federal sources have decreased \$1.2 million from last year. As a result of an audit conducted by the federal Department of Health and Human Services and the Inspector General, the Texas Health and Human Services Commission notified districts that Medicaid reimbursements for special education students would be reduced by more than \$300 million. Consequently, the Department has recalculated the statewide RMTS percentage for the federal fiscal year 2022 SHARS cost reports. The fiscal impact on Waco ISD is a loss of \$1,474,135 which represents a 42.2% loss in reimbursement. However, because we had

budgeted a 20% reduction in anticipation of some loss, the \$2.0 million we will now receive is only \$787,300 less than what we estimated in developing the 2023-2024 budget.

### **Functional Expenditures:**

Expenditures in the functional categories appear to be consistent with last year's spending pattern with the exceptions shown below.

11 Instruction – Expenditures have increased \$1.3 million over last year. Expenditures, as a percent of budget, have decreased 0.4%. At this point, it appears that we will not have as much salary savings as we have had in previous years. While, this is consistent with a decrease in the District's turnover rate, the elimination of certain positions and the absorption of some positions previously funded through federal stimulus funds make it difficult to project the final impact on August expenditures.

12 Instructional Resources and Media Services – Expenditures have increased \$77,184 or 18.6% over last year as a result of picking up two middle school librarians from ESSER funding in order to meet comparability of services.

31 Guidance, Counseling and Evaluation Services – Expenditures have increased \$0.5 million over last year. Again, this increase is primarily due to picking up two middle school counselors from ESSER funding in order to meet comparability of services as well as the increase in diagnosticians and other evaluation staff in the special education department.

34 Student Transportation – Expenditures have increased \$0.2 million over last year. The increase is primarily due to the increase in contractual rates for the 2023-2024 school year. Additionally, we have incurred consulting fees and other start-up costs in the transition to in-house transportation services. Expenditures for buses, a GPS system, and security cameras have been encumbered but not yet received.

36 Extracurricular Activities – The increase of \$0.1 million results from an increase in security costs as well as the purchase of new spring sport uniforms for Carver middle school. Additional expenditures for scoreboard and sound board repairs and upgrades are on this month's agenda for approval as is an amendment to fund athletic uniforms for Tennyson Middle School.

51 Plant Maintenance and Operations – Approximately \$0.2 million of the \$0.5 million increase is due to an increase in property insurance with another \$0.3 million in utilities increases. Additionally, significant salary increases were awarded to entry level custodial staff and that has resulted in a lower vacancy rate and associated salary savings. These increases are partially offset by the completion of insurance-funded repair projects in the prior year.

52 Security and Monitoring Services – The increase of \$1.0 million is due to the increase in the number of officers required to staff all District campuses. At sites where the positions have not been filled, the District is placing contracted off-duty officers from other agencies. Currently, ten officer positions are vacant and we have spent \$789,123 with RollKall for substitute officers. About \$600,000 of this cost has been funded with salary savings from vacant positions. On this month's Board agenda for approval, is an amendment reallocating savings from other functions to fund expenditures through August 31<sup>st</sup>.

53 Data Processing Services – Expenditures have decreased \$0.2 million.

71 Debt Service – The decrease in debt service results from the timing of entries to implement right-to-use leases and subscription-based information technology, as required by Governmental Accounting Standards.

81 Facilities Acquisition and Construction – Expenditures have decreased \$0.4 million due to the completion of the walk-in cooler/freezer project.

93 Shared Services Arrangements – The increase of \$0.3 million is due to the timing of the District’s payment for services rendered by the Regional Day School Program for the Deaf for the 2023-2024 school year.

95 Juvenile Justice Program – Expenditures have decreased by \$104,083 from last year due to a 20% reduction in daily rates and a decrease in participation for the 2023-2024 school year. The Challenge Academy Board has approved a 10% increase in rates for the 2024-2025 school year.

97 – Payments to Tax Increment Fund – The District is still participating in the Tax Increment Reinvestment Zone #3. As a result of settlements on value appeals and related tax refunds, last year’s expenditures reflect a negative amount. Additionally, new development in the Zone has resulted in unanticipated tax collections and pass-through payments.

### **Child Nutrition Fund**

#### **Revenues:**

5740 Other Local Revenues – The increase of \$156,835 is due to increased investment earnings resulting from higher interest rates.

5750 Extracurricular Activities – Revenues generated through adult meals and catering have increased \$75,229 over last year.

5820 Other State Program (TEA) – Revenues from state programs reflect a decrease of \$130,979 from last year. Revenues in 2022-2023 were overstated due to the correction of a reporting error in 2021-2022.

5900 Federal Sources Revenue – Federal reimbursements for meals have increased \$171,125 from last year. While the percentage of students participating has increased slightly over last year’s slow start, enrollments are down. However, as a participant in the Community Eligibility Program, where all of our students are eligible for free meals, the District’s percentage of reimbursement has increased. Last year, the District was reimbursed at 95%, our reimbursement rate has returned to 100% for the 2023-2024 school year.

#### **Functional Expenditures:**

Expenditures in the functional categories appear to be consistent with last year’s spending pattern with the exceptions shown below.

35 Food Services – Expenditures have decreased \$0.9 million from last year. The decrease is due to the timing of food and non-food purchases. Last year’s expenditures included \$1.4 million in equipment purchases including the completion of the walk-in cooler/freezer project.

## Debt Service Fund

### Revenues:

5710 Local Property Taxes – Property tax collections at the end of June have decreased \$3.1 million in comparison to last year. This is due, to levy adjustments resulting from appeals and corrections related to frozen levies reducing the original levy by \$5.4 million and the requirement that the District utilize some of the prior year’s excess tax collections in funding the current year’s debt.

5820 Other State Program Revenue (TEA) – Other Foundation School Program Revenue for facilities has increased \$0.6 million over last year. Current revenue projections would indicate that the FSP revenue will be more in line with original budget estimates and increase to \$2.3 million. The state has increased the hold harmless amount in an effort to compensate for the inability to correctly certify values last July and the resultant impact on the setting of tax rates.

### Functional Expenditures:

Expenditures in the functional categories appear to be consistent with last year’s spending pattern with the exceptions shown below.

97 – Payments to Tax Increment Fund – As discussed above for the General Fund, the District is still participating in the Tax Increment Reinvestment Zone #3. As a result of settlements on value appeals and related tax refunds, last year’s expenditures reflect a negative amount.

## Proprietary Fund – Governmental Activities – Internal Service Fund

The District utilizes an Internal Services Fund to account for its fully-insured group health insurance plan as well as its partially self-insured workers’ compensation and unemployment coverages. Internal service funds are utilized to account for the financing of goods or services provided by one organizational unit of the school district to other organizational units. It essentially facilitates the allocation of costs to all funding sources.

Operating revenues and operating expenses have been included in a detail designed to provide relevant information. Revenues from District contributions (assessments to other funds) are distinguished from revenues from employee contributions to health insurance. Expenses detail claims payments, administrative fees, and stop-loss or excess insurance costs.

The following chart reflects net operations for the various programs accounted for in the fund:

Program	Revenues	Expenditures	Net
Group Health Insurance	\$ 12,063,198	\$ 12,551,792	\$ (488,595)
Unemployment Compensation	36,791	56,690	(19,899)
Workers’ Compensation	637,349	305,564	331,785
Wellness Programs*	0	42,720	(42,720)
Total	\$ 12,737,338	\$ 12,956,766	\$ (219,428)

*\*Under the terms of the agreement with Blue Cross-Blue Shield, the District received an annual claims credit of \$150,000 to use for wellness programs. This provision was not included in the current bid with United Health Care.*

As of June 30, 2024, expenditures exceeded revenues by \$0.2 million compared to \$1.4 million last year. Medical claims have decreased \$1.4 million. However, that figure is net of \$1.3 million in stop loss recoveries. Prescription drug claims have increased \$1.0 million, a 25.2% increase over

last year. On July 2nd, the District received a payment for prescription drug rebates of \$605,415. This was the first payment from the CVS Employers Health Purchasing Corporation. As of the new plan year, that began January 1<sup>st</sup>, CVS replaced Express Scripts as the District's pharmacy benefits manager (PBM). For the last three quarters with Express Scripts, the rebated averaged \$331,192 per quarter.

Unemployment shows an expenditure of \$56,690 for the year, an increase of \$43,318 over last year. Credits received from federal stimulus funds are no longer offsetting normal unemployment expenditures.

While workers' compensation claims expenditures have increased \$102,524, administrative fees have decreased \$16,342.

Reserves for estimated incurred-but-not-reported (IBNR) claims for the fully self-funded health insurance plan totaled \$282,000 for medical claims and \$99,000 for prescription drugs, at August 31, 2023. Additionally, reserves for the estimated allocated loss adjustment expense (ALAE) for the partially self-funded workers' compensation plan totaled \$228,137. The audited beginning net position at September 1, 2023 is \$1,585,715; a decrease of \$1,406,518 from last year's beginning fund balance. As of June 30, 2024, the fund is not in a deficit situation. Revenues exceeded expenditures for the month of June by \$144,060 compared to last year where expenditures exceeded revenues by \$487,113. However, the ending net position is less than \$1.4 million. Future activity could require supplemental funding from the General Fund.

Waco Independent School District  
**BALANCE SHEET**  
**GENERAL FUND**  
As of June 30, 2024

**ASSETS**

Cash and Temporary Investments	\$	76,207,372
Property Taxes Receivable, Net of Allowance of \$2,216,808		869,765
Accrued Interest		452,292
Due from Other Funds		2,277,509
Other Receivables		73,424
Inventories		404,955
Deferred Expenditures		<u>1,238</u>
Total Assets	\$	<u><u>80,286,555</u></u>

**LIABILITIES**

Accounts Payable	\$	730,427
Payroll Withholdings and Contributions Payable		1,819,010
Accrued Wages Payable		9,086,217
Due to Other Funds		1,474,825
Due to Other Governments		<u>10,910,188</u>
Total Liabilities	\$	<u><u>24,020,667</u></u>

**DEFERRED INFLOWS OF RESOURCES**

Unavailable Revenues - Property Taxes	\$	<u>869,765</u>
Total Deferred Inflows of Resources	\$	<u><u>869,765</u></u>

**FUND BALANCES**

Nonspendable Fund Balance	\$	406,194
Restricted Fund Balance		2,345,002
Committed Fund Balance		523,263
Unassigned Fund Balance		<u>52,121,664</u>
Total Fund Balances	\$	<u><u>55,396,123</u></u>
Total Liabilities and Fund Balances	\$	<u><u>80,286,555</u></u>

Waco Independent School District  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL**  
For the Period Ended June 30, 2024

**GENERAL FUND**

	Adopted Budget	Amended Budget	(Memo)		(Memo)		Difference- Amended Budget to YTD Actual	CY YTD As % of Budget	PY YTD As % of Budget
			Monthly		Year-to-Date				
			Current 6/30/2024	Prior Year 6/30/2023	Current 6/30/2024	Prior Year 6/30/2023			
<b>REVENUES</b>									
<b>LOCAL SOURCES</b>									
5710 Local Property Taxes	\$ 69,432,000	69,432,000	148,863	550,700	63,119,089	78,118,361	(6,312,911)	90.91%	95.49%
5720 Services to Other Districts	76,000	76,000	-	2,791	66,574	70,519	(9,426)	87.60%	95.30%
5730 Tuition & Fees	189,000	189,000	-	-	133,365	187,843	(55,635)	70.56%	97.33%
5740 Other Local Revenue	3,143,200	3,751,435	423,677	387,847	4,803,230	2,853,301	1,051,795	128.04%	604.13%
5750 Extracurricular Activities	314,300	314,300	1,818	2,879	354,829	272,039	40,529	112.90%	69.68%
5760 Intermediate Source (C.E.D.)	334,000	334,000	-	-	328,691	310,435	(5,309)	0.00%	0.00%
Total Local Sources	\$ 73,488,500	74,096,735	574,358	944,218	68,805,779	81,812,497	(5,290,956)	92.86%	97.47%
<b>STATE SOURCES</b>									
5810 Per Capita & FSP Act	\$ 71,253,781	73,523,701	4,754,135	6,459,415	51,491,266	53,590,325	(22,032,435)	70.03%	88.62%
5830 Other State Program	7,451,780	7,463,089	575,409	553,075	5,643,863	5,421,803	(1,819,226)	75.62%	75.66%
Total State Sources	\$ 78,705,561	80,986,790	5,329,544	7,012,490	57,135,129	59,012,128	(23,851,661)	70.55%	87.25%
<b>FEDERAL SOURCES</b>									
5900 Federal Sources Revenue	5,405,000	5,405,000	48,716	90,609	2,411,909	3,636,573	(2,993,091)	44.62%	69.33%
Total Revenues	\$ 157,599,061	160,488,525	5,952,618	8,047,317	128,352,817	144,461,198	(32,135,708)	79.98%	92.12%
<b>EXPENDITURES</b>									
11 Instruction	\$ 88,456,586	91,353,271	1,534,651	1,582,298	72,967,496	71,635,602	18,385,775	79.87%	80.24%
12 Instructional Resources & Media	530,514	699,177	8,171	16,454	491,464	414,280	207,713	70.29%	74.15%
13 Curriculum & Staff Development	4,585,198	4,469,072	250,748	246,561	2,899,416	2,717,169	1,569,656	64.88%	64.07%
21 Instructional Leadership	4,007,386	4,044,834	295,856	321,486	3,095,408	3,143,162	949,426	76.53%	77.47%
23 School Leadership	10,496,861	10,558,555	633,783	639,822	8,597,141	8,565,283	1,961,414	81.42%	81.78%
31 Guidance, Counseling & Evaluation	6,502,343	6,504,783	244,633	223,086	5,327,320	4,826,425	1,177,463	81.90%	80.63%
32 Social Work Services	829,625	819,984	22,157	25,836	611,357	590,144	208,627	74.56%	77.70%
33 Health Services	1,544,147	1,546,326	32,759	27,347	1,260,467	1,271,415	285,859	81.51%	83.46%
34 Student Transportation	3,729,228	5,866,349	6,428	12,608	2,924,883	2,765,467	2,941,466	49.86%	52.36%
36 Extracurricular Activities	5,870,373	6,150,768	217,470	268,268	4,749,144	4,616,183	1,401,624	77.21%	79.57%
41 General Administration	7,443,184	7,628,244	502,236	560,437	5,537,318	5,445,745	2,090,926	72.59%	72.56%
51 Plant Maintenance & Operations	18,408,136	19,962,382	1,076,988	1,304,257	14,819,231	14,269,373	5,143,151	74.24%	72.09%
52 Security & Monitoring Services	3,602,281	3,805,114	231,064	136,142	3,158,975	2,138,985	646,139	83.02%	73.61%
53 Data Processing Services	2,979,816	3,273,445	150,454	154,653	2,660,334	2,901,446	613,111	81.27%	87.82%
61 Community Services	520,969	533,847	32,018	55,103	456,332	586,024	77,515	85.48%	87.57%
71 Debt Service	302,000	302,000	25,219	27,363	204,156	265,318	97,845	67.60%	0.00%
81 Facilities Acquisition & Construction	-	-	-	-	-	430,919	-	0.00%	0.00%
93 Shared Services Arrangements	300,000	300,000	300,000	-	300,000	-	-	100.00%	0.00%
95 Juvenile Justice Program	585,000	585,000	70,160	-	462,460	566,543	122,540	79.05%	87.16%
97 Payments to Tax Increment Fund	25,000	120,000	(5,097)	(2,467)	99,339	4,650	20,661	82.78%	18.60%
99 Other Intergovernmental Charges	938,000	938,000	206,912	212,703	833,438	832,484	104,562	88.85%	99.94%
Total Expenditures	\$ 161,656,647	\$ 169,461,151	\$ 5,836,609	5,811,957	131,455,679	127,986,616	38,005,472	77.57%	77.55%
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$ (4,057,586)	(8,972,626)	116,010	2,235,359	(3,102,862)	16,474,582	5,869,764		
<b>OTHER FINANCING SOURCES (USES)</b>									
7900 Other Sources	-	490,130	-	-	503,624	168,188	13,494		
8900 Other Uses	(565,731)	(565,731)	-	-	-	-	(565,731)		
Total Other Financing Source (Uses)	\$ (565,731)	(75,601)	-	-	503,624	168,188	(552,237)		
Total Changes in Fund Balances	\$ (4,623,317)	(9,048,227)	116,010	2,235,359	(2,599,238)	16,642,770	6,448,989		
Fund Balances, Beginning	52,192,203	57,995,361			57,995,361	55,253,929	-		
Fund Balances, Ending	\$ 47,568,886	48,947,134			55,396,123	71,896,699	6,448,989		

Waco Independent School District  
**EXPENDITURES AND ENCUMBERED FUNDS BY FUNCTION AND MAJOR OBJECT**  
**GENERAL FUND**  
For the Period Ended June 30, 2024

							<i>(Memo)</i>		
		Payroll	Purchased & Contracted	Supplies & Materials	Other Operating	Debt Services	Capital Outlay	Total Year-to-Date	Total Year-to-Date
		6100	6200	6300	6400	6500	6600	6/30/2024	6/30/2023
11	Instruction	\$ 67,666,589	2,591,646	2,563,197	525,926	-	417,037	73,764,395	72,836,733
12	Instructional Resources & Media	424,411	35,482	32,264	6,836	-	-	498,993	427,987
13	Curriculum & Staff Development	2,593,704	155,028	47,669	209,338	-	-	3,005,739	2,926,153
21	Instructional Leadership	2,757,515	119,945	82,936	157,317	-	30,769	3,148,482	3,239,154
23	School Leadership	8,287,268	73,507	141,499	147,615	-	-	8,649,889	8,654,349
31	Guidance, Counseling & Evaluation	5,044,984	142,989	187,428	33,256	-	-	5,408,657	4,854,271
32	Social Work Services	599,198	346	2,007	10,912	-	-	612,463	592,326
33	Health Services	1,243,173	4,078	23,908	2,761	-	-	1,273,920	1,281,421
34	Student Transportation	65,983	3,099,152	675,559	(64,502)	-	1,038,372	4,814,564	3,569,673
36	Co/Extracurricular Activities	2,791,416	703,895	559,695	915,132	-	124,098	5,094,236	4,916,003
41	General Administration	4,089,338	905,171	209,313	407,119	-	44,569	5,655,510	5,628,542
51	Plant Maintenance & Operations	7,419,671	5,676,168	1,271,196	1,270,408	-	259,907	15,897,350	15,613,145
52	Security & Monitoring Services	1,592,640	1,393,425	299,818	15,313	-	187,524	3,488,722	2,435,887
53	Data Processing Services	1,329,360	186,592	1,181,638	27,365	-	27,769	2,752,725	2,992,302
61	Community Services	237,408	190,423	27,577	9,232	-	10,360	474,999	590,303
71	Debt Service	-	-	-	-	204,156	-	204,156	265,318
81	Facilities Acquisition & Construction	-	-	-	-	-	-	-	497,239
93	Shared Services Arrangements	-	-	-	300,000	-	-	300,000	-
95	Juvenile Justice Program	-	-	-	462,460	-	-	462,460	566,543
97	Payments to Tax Increment Fund	-	-	-	99,339	-	-	99,339	4,650
99	Other Intergovernmental Charges	-	833,438	-	-	-	-	833,438	832,484
Total Expenditures & Encumbered Funds		<u>\$ 106,142,658</u>	<u>16,111,287</u>	<u>7,305,704</u>	<u>4,535,828</u>	<u>204,156</u>	<u>2,140,405</u>	<u>136,440,038</u>	<u>132,724,484</u>

Waco Independent School District  
**BALANCE SHEET**  
**CHILD NUTRITION FUND**  
As of June 30, 2024

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**ASSETS**

Cash and Temporary Investments	\$ 7,719,966
Due from Other Governments	238,276
Accrued Interest	46,833
Due from Other Funds	314,758
Total Assets	<u>\$ 8,319,834</u>

**LIABILITIES**

Accounts Payable	\$ 176,896
Accrued Wages Payable	252,294
Total Liabilities	<u>\$ 429,189</u>

**FUND BALANCES**

Restricted Fund Balance	\$ 7,890,645
Total Fund Balances	<u>\$ 7,890,645</u>
Total Liabilities and Fund Balances	<u>\$ 8,319,834</u>

Waco Independent School District  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL**  
For the Period Ended June 30, 2024

**CHILD NUTRITION FUND**

	Adopted Budget	Amended Budget	<i>(Memo)</i> Monthly		<i>(Memo)</i> Year-to-Date		Difference- Amended Budget to YTD Actual	CY YTD As % of Budget	PY YTD As % of Budget
			Current 6/30/2024	Prior Year 6/30/2023	Current 6/30/2024	Prior Year 6/30/2023			
<b>REVENUES</b>									
LOCAL SOURCES									
5740 Other Local Revenue	\$ 25,000	25,000	20,931	6,108	193,042	36,208	168,042	772.17%	113.15%
5750 Extracurricular Activities	379,000	379,000	2,627	29,317	552,786	477,557	173,786	145.85%	118.50%
Total Local Sources	\$ 404,000	404,000	23,558	35,425	745,828	513,765	341,828	184.61%	118.11%
STATE SOURCES									
5820 Other State Program (TEA)	\$ -	-	-	-	42,615	173,594	42,615	0.00%	0.00%
Total State Sources	\$ -	-	-	-	42,615	173,594	42,615	0.00%	0.00%
FEDERAL SOURCES									
5900 Federal Sources Revenue	\$ 10,585,000	10,607,613	263,913	236,624	9,856,901	9,685,777	(750,712)	92.92%	101.17%
Total Revenues	\$ 10,989,000	11,011,613	287,471	272,049	10,645,345	10,373,136	(366,268)	96.67%	103.64%
<b>EXPENDITURES</b>									
35 Food Services	\$ 11,281,649	13,735,268	359,091	299,329	8,692,047	9,554,549	5,043,221	63.28%	71.56%
Total Expenditures	\$ 11,281,649	13,735,268	359,091	299,329	8,692,047	9,554,549	5,043,221	63.28%	71.56%
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$ (292,649)	(2,723,655)	(71,620)	(27,280)	1,953,298	818,587	4,676,953		
<b>OTHER FINANCING SOURCES (USES)</b>									
7900 Other Sources	-	-	-	-	63,393	95,520	63,393		
Total Other Financing Sources (Uses)	\$ -	-	-	-	63,393	95,520	63,393		
Total Changes in Fund Balances	\$ (292,649)	(2,723,655)	(71,620)	(27,280)	2,016,691	914,107	4,740,346		
Fund Balances, Beginning	5,656,031	5,873,954			5,873,954	5,676,286	-		
Fund Balances, Ending	\$ 5,363,382	3,150,299			7,890,645	6,590,393	4,740,346		

Waco Independent School District  
**EXPENDITURES AND ENCUMBERED FUNDS BY FUNCTION AND MAJOR OBJECT**  
**CHILD NUTRITION FUND**  
For the Period Ended June 30, 2024

							<i>(Memo)</i>
	Payroll Costs	Purchased & Contracted Services	Supplies & Materials	Other Operating Costs	Capital Outlay	Total Year-to-Date 6/30/2024	Total Year-to-Date 6/30/2023
	<u>6100</u>	<u>6200</u>	<u>6300</u>	<u>6400</u>	<u>6600</u>	<u>6000</u>	<u>6000</u>
35 Food Services	\$ 3,021,508	4,547,943	1,150,916	13,011	315,401	9,048,779	10,203,341
Total Expenditures & Encumbered Funds	<u>\$ 3,021,508</u>	<u>4,547,943</u>	<u>1,150,916</u>	<u>13,011</u>	<u>315,401</u>	<u>9,048,779</u>	<u>10,203,341</u>

Waco Independent School District  
**BALANCE SHEET**  
**DEBT SERVICE FUND**  
As of June 30, 2024

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**ASSETS**

Cash and Temporary Investments	\$ 19,110,045
Property Taxes Receivable, Net of Allowance of \$548,098.99	255,845
Accrued Interest	276,634
Total Assets	<u>\$ 19,642,524</u>

**LIABILITIES**

Accounts Payable	\$ 9,500
Due to Other Funds	825
Due to Other Governments	125,097
Total Liabilities	<u>\$ 135,422</u>

**DEFERRED INFLOWS OF RESOURCES**

Unavailable Revenues - Property Taxes	\$ 255,845
Total Deferred Inflows of Resources	<u>\$ 255,845</u>

**FUND BALANCES**

Restricted Fund Balance	\$ 19,251,257
Total Fund Balances	<u>\$ 19,251,257</u>
Total Liabilities and Fund Balances	<u>\$ 19,642,524</u>

Waco Independent School District  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL**  
For the Period Ended June 30, 2024

**DEBT SERVICE FUND**

	Adopted Budget	Amended Budget	(Memo)		(Memo)		Difference- Amended Budget to YTD Actual	CY YTD As % of Budget	PY YTD As % of Budget
			Monthly		Year-to-Date				
			Current 6/30/2024	Prior Year 6/30/2023	Current 6/30/2024	Prior Year 6/30/2023			
<b>REVENUES</b>									
LOCAL SOURCES									
5710 Local Property Taxes	\$ 22,304,772	22,304,772	52,060	167,316	21,580,810	24,667,243	(723,962)	96.75%	100.05%
5740 Other Local Revenue	505,000	505,000	81,687	83,845	445,388	508,422	(59,612)	88.20%	2033.69%
Total Local Sources	\$ 22,809,772	22,809,772	133,747	251,161	22,026,197	25,175,664	(783,575)	96.56%	102.01%
STATE SOURCES									
5820 Other State Program (TEA)	\$ 2,359,589	2,359,589	-	-	1,187,138	576,413	(1,172,451)	50.31%	260.00%
Total State Sources	\$ 2,359,589	2,359,589	-	-	1,187,138	576,413	(1,172,451)	50.31%	260.00%
Total Revenues	\$ 25,169,361	25,169,361	133,747	251,161	23,213,335	25,752,077	(1,956,026)	92.23%	103.42%
<b>EXPENDITURES</b>									
71 Debt Service	\$ 25,914,221	25,914,221	825	-	9,003,899	8,973,296	16,910,322	34.75%	36.04%
97 Payments to Tax Increment Fund	6,000	6,000	(1,099)	(734)	33,652	94	(27,652)	560.87%	1.88%
Total Expenditures	\$ 25,920,221	25,920,221	(274)	(734)	9,037,551	8,973,390	16,882,670	34.87%	36.04%
Total Changes in Fund Balances	\$ (750,860)	(750,860)	134,020	251,895	14,175,784	16,778,687	14,926,644		
Fund Balances, Beginning	5,005,919	5,075,474			5,075,474	4,006,234	-		
Fund Balances, Ending	\$ 4,255,059	4,324,614			19,251,257	20,784,921	14,926,644		

Waco Independent School District  
**Statement of Net Position**  
**Proprietary Fund**  
As of June 30, 2024

	Governmental Activities ----- Internal Service Fund
<b>Assets</b>	
Current assets:	
Due from other funds	\$ 1,392,405
Other receivables	80,511
Prepaid items-health insurance	635,370
Total Assets	\$ 2,108,285
<b>Liabilities</b>	
Current liabilities:	
Accounts payable	\$ 132,860
Other current liabilities	609,137
Total current liabilities	\$ 741,997
Total liabilities	\$ 741,997
<b>Net position</b>	
Unrestricted net position	\$ 1,366,288
Total net position	\$ 2,108,285

**Waco Independent School District**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**Budget and Actual**  
**For the Period Ended June 30, 2024**

**Proprietary Fund**  
**Governmental Activities - Internal Service Fund**

	Budget	(Memo)		(Memo)		Difference Budget to Current Year-to-Date	CY YTD As % of Budget	PY YTD As % of Budget
		Monthly		Year-to-Date				
		Current 6/30/2024	Prior Year 6/30/2023	Current 6/30/2024	Prior Year 6/30/2023			
<b>Operating revenues:</b>								
Employee contributions:								
Group health	\$ 3,690,000	328,436	\$ 288,833	3,147,708	\$ 2,849,715	(542,292)	85.30%	78.48%
Assessments to other funds:								
Group health	9,770,000	792,020	803,848	7,921,913	8,176,787	(1,848,087)	81.08%	79.88%
Unemployment	38,485	5,463	9,488	36,791	96,798	(1,694)	95.60%	86.43%
Workers compensation	441,187	-	35,908	627,242	310,946	186,055	142.17%	86.86%
Prescription drug rebates	804,000	70,249	-	993,576	473,052	189,576	123.58%	39.85%
Insurance recovery	-	7,059	-	10,108	-	10,108	0.00%	0.00%
Total operating revenues	\$ 14,743,672	1,203,227	1,138,077	12,737,338	11,907,298	(2,006,334)	86.39%	76.70%
<b>Operating expenses:</b>								
Administrative fees	\$ 1,150,232	6,746	104,663	923,978	1,116,121	226,254	80.33%	83.04%
Claims expense:								
Medical claims	8,889,635	534,239	902,962	5,438,476	6,894,271	3,451,159	61.18%	73.10%
Prescription drug claims	4,730,506	518,181	455,343	4,872,766	3,890,968	(142,260)	103.01%	99.06%
Unemployment	22,000	-	-	56,690	13,372	(34,690)	257.68%	13.11%
Workers compensation	187,685	-	38,844	202,291	138,611	(14,606)	107.78%	53.31%
Stop-loss insurance	1,513,614	-	123,257	1,419,846	1,198,088	93,769	93.80%	68.90%
Wellness Program	50,000	-	121	42,720	57,215	7,280	85.44%	85.40%
Total operating expenses	\$ 16,543,672	1,059,166	1,625,190	12,956,766	13,308,647	3,586,906	78.32%	78.88%
Change in net position	\$ (1,800,000)	144,060	(487,113)	(219,428)	(1,401,349)	1,580,572		
<b>Net position:</b>								
Net position, beginning	\$ 1,585,716			1,585,716	2,992,233	-		
Net position, ending	\$ (214,284)			1,366,288	1,590,884	1,580,572		

Waco Independent School District  
**Statement of Cash Flows**  
For the Period Ended May 31, 2024

**Proprietary Fund**

	Governmental Activities ----- Internal Service Fund
<b>Cash flows from operating activities:</b>	
Cash received from employee contributions	\$ 328,436
Cash received from assessments to other funds	653,423
Cash payments for claims	(1,052,420)
Cash payments for stop loss premiums	-
Cash payments for professional and contracted services	(6,746)
Net cash provided by operating activities	\$ 0
Net increase in cash and cash equivalents	\$ 0
Cash and cash equivalents at beginning of year	-
Cash and cash equivalents at end of year	\$ 0
<b>Reconciliation of operating income to net cash provided by operating activities:</b>	
Operating gain (loss)	\$ 144,060
Effects of increases and decreases in current assets and liabilities:	
Increase in receivables	(563,779)
Decrease in accounts payable	(37,626)
Increase in current liabilities	-
Net cash provided by operating activities	\$ 0

**Waco Independent School District**  
**Board of Trustee Meeting Agenda Item**

**Date:** July 18, 2024

**Contact Person:** Sheryl Davis

**RE: Amendments to the 2023-2024 Budget**

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**Background Information:**

The Texas Education Agency has established additional requirements for school district budget preparation. As part of these requirements, a school district must amend the official budget before exceeding a functional expenditure category, i.e., instruction, administration, etc., in the total district budget. Attached is a copy of the proposed amendment to the Official Budget identifying details of the request. The following summarizes the effect of the amendment by functional category.

**Summary:**

***Amendment #051: Human Resources (Fund 199)***

This amendment will increase revenues from donations, received from United Healthcare in support of the District’s annual health fair, and place budget for offsetting expenditures in general administration contracted services. These adjustments are required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

			<u>TEA Revenue/Function Description</u>
Source of Funds:	\$	6,175	Local Revenue – Foundation Grants, Gifts, Bequests
Use of Funds:	\$	6,175	General Administration
Fund Balance Effect		<b>None</b>	

***Amendment #052: Dean Highland Elementary School (Fund 199)***

This amendment will budget reallocate excess funds in various line items to cover school administration supplies, materials, and fees. These adjustments are required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

			<u>TEA Revenue/Function Description</u>
Source of Funds:	\$	6,226	Instruction, Instructional Resources & Media Services, Curriculum & Instructional Staff Development, Guidance, Counseling & Evaluation Services, Health Services, Community Services
Use of Funds:	\$	6,226	School Leadership
Fund Balance Effect		<b>None</b>	

***Amendment #053: Career and Technical Education Department (Fund 199)***

This amendment will reallocate excess funds in curriculum and instructional staff development to cover instructional supplies and reclassified transportation costs. These adjustments are required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

		<u>TEA Revenue/Function Description</u>	
Source of Funds:	\$	2,550	Curriculum & Instructional Staff Development
Use of Funds:	\$	2,550	Instruction
Fund Balance Effect		<b>None</b>	

***Amendment #054: Curriculum Department (Fund 199)***

This amendment will increase revenues from donations in support of the new teacher orientation and place budget for offsetting expenditures in curriculum and instructional staff development contracted services. These adjustments are required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

		<u>TEA Revenue/Function Description</u>	
Source of Funds:	\$	1,900	Local Revenue – Foundation Grants, Gifts, Bequests
Use of Funds:	\$	1,900	Curriculum & Instructional Staff Development
Fund Balance Effect		<b>None</b>	

***Amendment #055: Greater Waco Advanced Manufacturing Academy (Fund 497)***

This amendment will reallocate funds from instructional supplies to instructional leadership for contracted services and employee travel. These adjustments are required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

		<u>TEA Revenue/Function Description</u>	
Source of Funds:	\$	700	Instruction
Use of Funds:	\$	700	Instructional Leadership
Fund Balance Effect		<b>None</b>	

***Amendment #056: State and Federal Programs Department (Fund 199)***

This amendment will reallocate excess funds from various functional line items to school leadership for general supplies, equipment, and employee travel. These adjustments are required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

		<u>TEA Revenue/Function Description</u>	
Source of Funds:	\$	25,551	Instruction, Instructional Resources & Media Services, Curriculum & Instructional Staff Development, Health Services, Extracurricular Activities, Security & Monitoring Services
Use of Funds:	\$	25,551	School Leadership
Fund Balance Effect		<b>None</b>	

***Amendment #057: Payments to Fiscal Agent (Fund 199)***

This amendment will reallocate funds from general administration contingency to shared services arrangements payments to the fiscal agent for the Regional Day School Program for the Deaf. These adjustments are required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

		<u>TEA Revenue/Function Description</u>	
Source of Funds:	\$	3,000	General Administration
Use of Funds:	\$	3,000	Payments to Fiscal Agent – Regional Day School Program for the Deaf
Fund Balance Effect		<b>None</b>	

**Amendment #058: Security and Monitoring Services Districtwide (Fund 199)**

This amendment will reallocate excess curriculum and instructional staff development and extracurricular activities payroll cost savings to cover security and monitoring costs for athletic events and contracted services for required coverage of District campuses. These adjustments are required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

			<u>TEA Revenue/Function Description</u>
Source of Funds:	\$	172,978	Curriculum & Instructional Staff Development, Extracurricular Activities
Use of Funds:	\$	172,978	Security & Monitoring Services
Fund Balance Effect		<b>None</b>	

Copies of the amendments, detailing line items to be adjusted, are attached for your review.

**Fiscal Implications:**

The amendments have no impact on the the fund balance.

**Administrative Recommendation(s):**

The administration recommends that the Board of Trustees approve the budget amendment, as presented.



**WACO INDEPENDENT SCHOOL DISTRICT  
BUDGET AMENDMENT FORM**

**AMENDMENT # 052**

CAMPUS OR DEPARTMENT: Dean Highland Elementary

DATE: 6/26/2024

BUDGET CODE							A	B	C	D	
FUND	FNC	OBJ	SO	ORG	PRG	LOPT	DESCRIPTION	CURRENT APPROPRIATION	CURRENT ACCOUNT BALANCE	REQUESTED INCREASE (DECREASE)	AMENDED APPROPRIATION
199	11	6299	00	107	11	000	Other Miscellaneous Contracted Services	4,035	508.00	(508)	3,527
199	11	6329	00	107	11	000	Other Reading Materials	400	236.84	(236)	164
199	11	6498	00	107	11	000	Student Awards & Incentives	3,000	955.08	(955)	2,045
199	11	6499	00	107	11	000	Miscellaneous Operating Costs	1,500	32.51	(32)	1,468
199	11	6399	00	107	11	000	Otther General Supplies & Materials	37,553	5,992.31	(1,746)	35,807
199	12	6121	00	107	99	000	Extra-duty/Overtime-Support Staff	100	100.00	(100)	0
199	12	6329	00	107	99	000	Other Reading Materials	1,350	978.50	(978)	372
199	12	6399	00	107	99	000	Other General Supplies & Materials	200	107.31	(107)	93
199	13	6118	00	107	99	000	Extra-duty Pay-Teachers/Other Professionals	301	301.00	(301)	0
199	13	6411	00	107	99	000	Travel Costs - Employee Only	299	299.00	(299)	0
199	13	6239	00	107	99	000	Educatons Service Center Services	692	233.00	(233)	459
199	31	6399	00	107	99	000	Otther General Supplies & Materials	150	45.93	(45)	105
199	31	6411	00	107	99	000	Travel Costs - Employee Only	350	350.00	(350)	0
199	33	6121	00	107	99	000	Extra-duty/Overtime-Support Staff	200	200.00	(200)	0
199	61	6399	00	107	99	000	Otther General Supplies & Materials	75	75.00	(75)	0
199	61	6499	00	107	99	000	Miscellaneous Operating Costs	175	61.42	(61)	114
199	23	6399	00	107	99	000	Otther General Supplies & Materials	2,500	281.84	4,408	6,908
199	23	6497	00	107	99	000	Fees	40	(5.00)	5	45
199	23	6329	00	107	99	000	Other Reading Materials	-	(1,812.20)	1,813	1,813

0

REASON FOR REQUEST: Consolidating funds initially budgeted for other areas but were not used. Funds will be used to cover the cost associated with adminstrative supplies to implement processes and procedures to provide more efficent support in the classroom. Funds will also be used to cover account deficits from this year.

  
BUDGET ADMINISTRATOR /  
DEPARTMENT HEAD

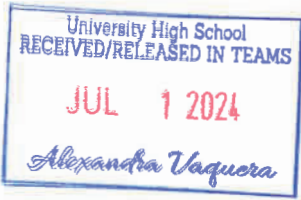
  
Chief Financial Officer

YOU CANNOT REDUCE A BUDGET BY MORE THAN THE CURRENT ACCOUNT BALANCE AMOUNT.









**WACO INDEPENDENT SCHOOL DISTRICT  
BUDGET AMENDMENT FORM**

**AMENDMENT # 056**

**CAMPUS OR DEPARTMENT:** University High School

**DATE:** 6/27/2024

BUDGET CODE							A	B	C	D	
FUND	FNC	OBJ	SO	ORG	PRG	LOPT	DESCRIPTION	CURRENT APPROPRIATION	CURRENT ACCOUNT BALANCE	REQUESTED INCREASE (DECREASE)	AMENDED APPROPRIATION
199	11	6121	00	003	11	000	Extra-Duty/Overtime Support Staff	390	390.00	(390)	0
199	11	6299	00	003	11	000	Other Misc. Contracted Services	2,000	1,650.00	(1,650)	350
199	11	6499	00	003	11	000	Miscellaneous Operating Costs	32,980	4,568.65	(4,568)	28,412
199	12	6329	00	003	99	000	Other Reading Materials	3,022	76.28	(76)	2,946
199	13	6411	00	003	99	000	Travel Costs-Employee only	278	26.94	(26)	252
199	13	6299	00	003	99	000	Other Misc. Contracted Services	5,500	1,488.08	(1,488)	4,012
199	13	6399	00	003	99	000	Other General Supplies/ Materials	12,121	9,940.30	(8,440)	3,681
199	33	6399	00	003	99	000	Other General Supplies/ Materials	1,000	3.42	(3)	997
199	33	6118	00	003	99	000	Extra-Duty/Teachers/Other Prof.	500	500.00	(500)	0
199	36	6299	00	003	99	000	Other Misc. Contracted Services	12,018	9,367.81	(8,099)	3,919
199	52	6121	00	003	99	000	Extra-Duty/Overtime Support Staff	1,180	311.26	(311)	869
199	23	6397	00	003	99	000	Equip.-Unit Cost<\$5000-Controlled	1,552	0.22	4,400	5,952
199	23	6399	00	003	99	000	Other General Supplies/ Materials	25,216	185.66	20,901	46,117
199	23	6411	00	003	99	000	Travel Costs-Employee only	4,750	751.79	250	5,000

0

**REASON FOR REQUEST:** Realigning funds to cover scheduled AVID travel, planned purchases of equipment/furniture for University High School reception areas, conference room, assistant principal offices, and faculty work rooms.

  
\_\_\_\_\_  
**BUDGET ADMINISTRATOR /  
DEPARTMENT HEAD**

\_\_\_\_\_  
**Chief Financial Officer**

**YOU CANNOT REDUCE A BUDGET BY MORE THAN THE CURRENT ACCOUNT BALANCE AMOUNT.**

**WACO INDEPENDENT SCHOOL DISTRICT  
AMENDMENT BUDGET FORM**

**AMENDMENT # 057**

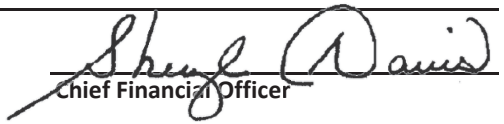
**CAMPUS OR DEPARTMENT:** Payments to Fiscal Agent - Regional Day School Program for the Deaf

**DATE:** 7/18/2024

BUDGET CODE							DESCRIPTION	A	B	C	D
FUND	FNC	OBJ	SO	ORG	PRG	LOPT		CURRENT APPROPRIATION	CURRENT ACCOUNT BALANCE	REQUESTED INCREASE (DECREASE)	AMENDED APPROPRIATION
199	93	6492	23	999	23	000	SSA-Payments to Fiscal Agent	300,000	(1,925.00)	2,000	302,000
199	41	6499	98	750	99	000	Miscellaneous Operating Costs-Contingency	48,500	48,500.00	(2,000)	46,500

**REASON FOR REQUEST:** Amend budget to cover Waco ISD's tuition payments for students enrolled in the Regional Day School Program for the Deaf. Funds will come from general administration contingency funds.

**BUDGET ADMINISTRATOR /  
DEPARTMENT HEAD**

  
 Chief Financial Officer

**WACO INDEPENDENT SCHOOL DISTRICT  
AMENDMENT BUDGET FORM**

**AMENDMENT # 058**

**CAMPUS OR DEPARTMENT:** Security and Monitoring Services

**DATE:** 7/18/2024

BUDGET CODE							DESCRIPTION	A	B	C	D
FUND	FNC	OBJ	SO	ORG	PRG	LOPT		CURRENT APPROPRIATION	CURRENT ACCOUNT BALANCE	REQUESTED INCREASE (DECREASE)	AMENDED APPROPRIATION
199	13	6119	18	999	99	000	Salaries-Teachers/Other Professionals	241,483	140,462.68	(119,000)	122,483
199	13	6142	18	999	99	000	Group Health & Life Insurance	13,968	6,486.96	(5,463)	8,505
199	13	6142	18	999	99	287	Group Health & Life Insurance	9,312	9,312.00	(9,312)	-
199	36	6116	32	999	91	000	Supplemental Stipend-Teachers/Other Prof	2,100	2,100.00	(2,100)	-
199	36	6118	32	999	91	000	Extra-duty Pay-Teachers/Other Professionals	26,000	23,723.35	(19,000)	7,000
199	36	6119	32	999	91	000	Salaries-Teachers/Other Professionals	91,204	16,785.40	(16,785)	74,419
199	36	6141	32	999	91	000	Social Security/Medicare	1,353	438.83	(438)	915
199	36	6146	32	999	91	000	Teacher Retirement/TRS Care	4,348	880.26	(880)	3,468
199	52	6121	30	999	91	000	Extra-duty/Overtime-Support Staff	50,424	(12,478.37)	18,736	69,160
199	52	6121	31	999	91	000	Extra-duty/Overtime-Support Staff	36,000	(5,918.40)	10,401	46,401
199	52	6141	30	999	91	000	Social Security/Medicare	-	(746.32)	786	786
199	52	6141	31	999	91	000	Social Security/Medicare	-	(492.81)	523	523
199	52	6143	30	999	91	000	Workers' Compensation	-	(1,519.90)	2,099	2,099
199	52	6143	31	999	91	000	Workers' Compensation	-	(989.26)	1,090	1,090
199	52	6144	30	999	99	000	TRS On-behalf	2,989	(741.17)	2,084	5,073
199	52	6146	30	999	91	000	Teacher Retirement/TRS Care	-	(2,031.89)	2,141	2,141
199	52	6146	31	999	91	000	Teacher Retirement/TRS Care	-	(1,270.55)	1,343	1,343
199	52	6119	68	999	99	000	Salaries-Teachers/Other Professionals	247,362	27,361.80	19,000	266,362
199	52	6121	68	999	99	999	Extra-duty/Overtime-Support Staff	13,000	(276.51)	16,000	29,000
199	52	6129	68	999	99	000	Wages-Support Staff	988,009	89,616.58	31,000	1,019,009
199	52	6141	68	999	99	000	Social Security/Medicare	28,867	12,022.36	(9,000)	19,867
199	52	6299	68	999	99	000	Other Miscellaneous Contracted Services	1,067,101	30,809.23	76,775	1,143,876

**REASON FOR REQUEST:** Reallocated funds budgeted for curriculum and instructional staff development and extra-curricular activities to cover increased costs of security for extracurricular events and required coverage of District campuses.

**BUDGET ADMINISTRATOR /  
DEPARTMENT HEAD**

**Chief Financial Officer**

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** July 18, 2024

**Contact Person:** M. Tish

**RE: Bid Award for Educational Consulting, Professional Development, and Other Student-Based Contracted Services**

=====

**Background Information:**

Request for Proposal, RFP # 21-1182, Educational Consulting, Professional Development, and Other Student-Based Contracted Services have been received for the purpose of creating a list of vendors which can service the District. We received two (2) responses during the past month. The recommended vendors will be added to our previously approved list of three hundred thirty-five (335) responses.

Examples of the types of services covered under this RFP are:

- Academic Educational Consultant
- Professional/Staff Development Training
- Motivational or Professional Speaker
- Program Review/Recommendation Services
- Data/Statistical Analysis
- Curriculum Design
- Evaluator Services
- Judging Services
- Technology Analysis/Consultant
- Operations Analysis/Consultant
- Grant Evaluation Services
- Presentations/Programs for staff and students (e.g. authors)
- Marching Band/Drill/Cheer Design and Choreography (includes camps)
- Theatre Coaching Services
- Instructors for outside of the school day classes (art, photography, gardening, tennis, Zumba, etc.)
- Speaker(s) for Assembly Programs
- Other services deemed appropriate for this request

In an effort to create inclusivity with our consulting, professional development, and student-based contracted services vendors and in light of changes made in 2019 by the Texas Education Agency's, Financial Accountability Systems Resource Guide (FASRG) Module 5 – Purchasing, the Business Services Department has elected to utilize the Extended Period for Multiple Award Contracts as shown in the FASRG excerpt shows.

### **3.16.6 Limited Response Period versus Extended Period for Multiple Award Contracts**

Normal procurement practices will allow solicitation responses to be submitted to the district within a limited, specific time period, usually two to three weeks. The district may want to review past policies to determine if a limited response time is in the best interest of the district and the needs of its end users.

Consideration may need to be given to have an extended opening for receiving responses.

- **Limited Response Period.** This choice is considered a normal, formal RFP. Examples include newspaper advertisements and awards made and limited to only the responders that submitted and awarded for the solicitation.

- Extended Response Period. This choice is more informal than a limited response period. The major difference is the date the responses are due. This method allows for responses to be accepted throughout an extended period such as the date of the contract award expiration and awards made periodically. Periodic board approval may also be required. For newspaper advertisements, our District will continue to publicize periodic republication through our website and continue to enlist the assistance of the three (3) Chamber of Commerce's, as received on this first solicitation. The advertisement will address concerns about transparency by announcing the solicitation to new readers even though the statutory requirements were met by the initial publication.

The intent for awarding additional vendors to this bid will be done on an as needed basis. Vendors submitting a response by the end of each month will be submitted for consideration at the next board meeting.

#### **Fiscal Implications:**

The cost of these items will be charged to the appropriate campus/department budget.

#### **Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the additional two (2) vendors for the Educational Consulting, Professional Development, and Other Student-Based Contracted Services bid, as presented.

**Jason Nitsch**

Company Name: Jason Nitsch  
Street Address: 3040 Stonebriar Dr.  
City, State, Zip: Waxahachie, TX 75165  
Contact Name: Jason Nitsch  
Contact Phone Number: 832-202-7094  
Contact Email Address: Jason@jasonnitsch.com  
Category of Service Provided: Fine Arts Services (Band, Choir, Theater)  
Target Audience: Band Directors  
Description of Services: Music Composition and Arranging and Marching Band Drill Design  
Pricing: Pricing for music is per-grade level, for drill design is per marching position requested.

**The 4Green Group, LLC. (4Green Educational Consulting)**

Company Name: The 4Green Group, LLC.  
Street Address: 633 S. Brick Road  
City, State, Zip: Columbia, SC 29229  
Contact Name: Dr. Toneka Green  
Contact Phone Number: 803-470-6265  
Contact Email Address: support@4greenedconsulting.com  
Category of Service Provided: Professional/Staff Development Training  
Target Audience: Teachers and Administrators  
Description of Services: Keynote Speaking; Leadership Academy; Instructional Coaches Academy; Professional Development for Classroom Teachers; Board Development; Strategic Planning; Classroom Management Coaching  
Pricing: \$5,000/day and \$625/hour

**Waco Independent School District**  
**Board of Trustee Meeting Agenda Item**

**Date: July 18, 2024**

**Contact Person: M. Tish**

**RE: Bid Award for Local Retailers' General Merchandise**

=====

**Background Information:**

Request for Proposal, RFP # 24-1263, Local Retailers' General Merchandise have been received for the purpose of creating a list of vendors from the Greater Waco Area that can provide supplies, equipment, and services for the District on an as needed basis. We have received twenty-three (23) responses for this initial bid. We received two (2) additional vendors this past month and has been attached for your consideration.

In an effort to allow maximum participation for vendors currently residing in Waco, as well as new vendors moving into the area, the Waco Independent School District is electing to engage in Extended Period for Multiple Award Contracts as allowed under the Texas Education Agency's, Financial Accountability Systems Resource Guide (FASRG), Module 5: Purchasing, exhibited below.

**3.16.6 Limited Response Period versus Extended Period for Multiple Award Contracts**

Normal procurement practices will allow solicitation responses to be submitted to the district within a limited, specific time period, usually two to three weeks. The district may want to review past policies to determine if a limited response time is in the best interest of the district and the needs of its end users. Consideration may need to be given to have an extended opening for receiving responses.

- Limited Response Period. This choice is considered a normal, formal RFP. Examples include newspaper advertisements and awards made and limited to only the responders that submitted and awarded for the solicitation.
- Extended Response Period. This choice is more informal than a limited response period. The major difference is the date the responses are due. This method allows for responses to be accepted throughout an extended period such as the date of the contract award expiration and awards made periodically. Periodic board approval may also be required. For newspaper advertisements, our District will continue to publicize periodic republication through our website and continue to enlist the assistance of the three (3) Chamber of Commerce's, as received on this first solicitation. The advertisement will address concerns about transparency by announcing the solicitation to new readers even though the statutory requirements were met by the initial publication.

Additional vendors will be added as needed. Vendors submitting a bid by the end of each month will be recommended for consideration at the next Board Meeting.

**Fiscal Implications:**

The cost of these items will be charged to the appropriate campus/department budget.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the two (2) new vendors for the Local Retailers' General Merchandise, as presented.

RFP # 24-1263  
 Local Retailer's General Merchandise  
 Vendors for July 2024

New Responding Suppliers	City	State
Peerport Collective	Waco	TX
AHP Media Technology	Hewitt	TX
Previously Awarded Suppliers	City	State
25N Coworking Waco (25N Waco, LLC)	Waco	TX
A-1 Banner & Sign Co., Inc.	Waco	TX
Air Flow Filter Service, Ltd	Waco	TX
Award Specialties, inc.	Waco	TX
Axiom Advertising (Bosque Forms, Inc.)	Waco	TX
Batteries Plus Waco/Temple/Harker Heights (Glacierbeach	Waco	TX
Bosque Fence and Supply, LLC. (Jeff Bray)	Waco	TX
Centex Carpet & Interiors	Waco	TX
Dream Big Balloons	China Spring	TX

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** July 18, 2024

**Contact Person:** M. Tish/G. Barrera

**RE: Bid Award for Maintenance Supplies, Equipment, and Services**

=====

**Background Information:**

Request for Proposal, RFP # 22-1229, Maintenance Supplies, Equipment, and Services have been received for the purpose of creating a list of vendors which can provide supplies, equipment, and services for the Facilities and Maintenance and Custodial Departments. We have received one hundred twenty-one (121) responses for this initial bid. We received three (3) additional vendors this past month and has been attached for your consideration.

In an effort to allow for maximum participation with our Maintenance and Custodial vendors and in light of changes made in 2019 by the Texas Education Agency's, Financial Accountability Systems Resource Guide (FASRG) Module 5 Purchasing, the Purchasing Department has elected to utilize the Extended Period for Multiple Award Contracts as shown in the FASRG excerpt shows.

**3.16.6 Limited Response Period versus Extended Period for Multiple Award Contracts**

Normal procurement practices will allow solicitation responses to be submitted to the district within a limited, specific time period, usually two to three weeks. The district may want to review past policies to determine if a limited response time is in the best interest of the district and the needs of its end users.

Consideration may need to be given to have an extended opening for receiving responses.

- **Limited Response Period.** This choice is considered a normal, formal RFP. Examples include newspaper advertisements and awards made and limited to only the responders that submitted and awarded for the solicitation.

- Extended Response Period. This choice is more informal than a limited response period. The major difference is the date the responses are due. This method allows for responses to be accepted throughout an extended period such as the date of the contract award expiration and awards made periodically. Periodic board approval may also be required. For newspaper advertisements, our District will continue to publicize periodic republication through our website and continue to enlist the assistance of the three (3) Chamber of Commerce's, as received on this first solicitation. The advertisement will address concerns about transparency by announcing the solicitation to new readers even though the statutory requirements were met by the initial publication.

The intent for awarding additional vendors to this bid will be done on an as needed basis. Vendors submitting a response by the end of each month will be submitted for consideration at the next board meeting.

**Fiscal Implications:**

The cost of these items will be charged to the appropriate campus/department budget.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the three (3) additional new vendors for the Maintenance Supplies, Equipment, and Services bid, as presented.

RFP # 22-1229  
Maintenance Supplies, Equipment and Services  
Vendors for July 2024

<b>Responding Supplier</b>	<b>City</b>	<b>State</b>
AHP Media Technology	Hewitt	TX
Tyggr Roofing & Construction Company	Morgan	TX
School Bus Safety Company	Hudson	OH
<b>Previously Awarded Vendors</b>	<b>City</b>	<b>State</b>
A&H Refrigeration Company, Inc.	Waco	TX
A-1 Banner & Sign Company, Inc.	Waco	TX
A-1 Vacuum Center, Inc.	Conroe	TX
AAA Elevator Inspections	Austin	TX
Access Lift & Service Company, Inc.	Peaster	TX
Acme Architectural Hardware	College Station	TX
Air Flow Filter Service, Ltd.	Waco	TX
Allen Glass Company	Hewitt	TX
ARC Abatement 1, Ltd.	Waco	TX
Arrow Magnolia International, Inc.	Dallas	TX
B F Hurley Mat Co, Inc.	LaGrange	GA
B&B Repair Shop	West	TX
Bain Paper Company	Waco	TX
Barnett Contracting, Inc.	Waco	TX
Batteries Plus Waco/Temple/Harker Heights (Glacierbeach)	Waco	TX
Belfor (Belfor USA Group, Inc.)	Waco	TX
Benchmark Signs	Weatherford	TX
Bill's Discount Tire Service (Maria G. Castanon-Vega)	Waco	TX
Bleacher Service Company (Gilbert D. Trevino)	Moody	TX
Brandt (The Brandt Companies, LLC)	Waco	TX
Brem's Fencing LLC	Valley Mills	TX
Brewer Lock and Safe	Waco	TX
BUGSDOTCOM Termite and Pest	Waco	TX
Bullseye Glass (Bullseye Glass LLC)	Waco	TX
Carquest of Hewitt (Pavelka Truck and Auto Parts, Inc)	Hewitt	TX
CCP Industries, Inc. (The Tranzonic Companies)	Richmond Heights	OH
Centex Carpet & Interiors	Waco	TX
Central Texas Mobile Storage	Waco	TX
CF Supply, Inc.	Waco	TX
CheckSammy, Inc.	Plano	TX
City Tire and Battery	Waco	TX
Clarks Small Engine Repair	Lacy Lakeview	TX
Climatec, LLC	Austin	TX
Code-3 Fire & Safety Products	Waco	TX
Communication Concepts	Fort Worth	TX
Competitive Choice, Inc.	Houston	TX
Complete Supply, Inc.	Dallas	TX
Core Controls	Dallas	TX
Dealers Electrical Supply	Waco	TX
DenaliCS (Denali Construction Services, LP)	Carrollton	TX
Dent Enterprises LLC	Desoto	TX

RFP # 22-1229  
Maintenance Supplies, Equipment and Services  
Vendors for July 2024

Previously Awarded Vendors	City	State
DH Pace Company, Inc.	Coppell	TX
Diesel Power Supply Company	Waco	TX
Encore Fence	Temple	TX
Environmental Concerns, Inc.	Waco	TX
Epic Solar Control, LLC	McKinney	TX
Fairway Supply	Irving	TX
Fastsigns Waco (Red Bird Digital Media LLC)	Waco	TX
Filterbuy Incorporated	Talladega	AL
Firetrol Protection Systems (Heather Foster)	Austin	TX
Fissco Supply (Frigelar North America DBA Fissco Supply)	Dallas	TX
Fitzgerald Lawnscape Ltd.	Woodway	TX
Flip Lok, LLC	Houston	TX
Flow Plumbing Services, LLC	Waco	TX
Fort Worth Window Cleaning, Inc.	Haltom City	TX
Fred's Power Wash (Washer Power)	Waco	TX
Gene Ives Acoustic & Tile Company	Waco	TX
Global Industrial (Global Equipment Company, Inc.)	Buford	GA
Grones Environmental Services	Waco	TX
H. B. Blake Company	Hewitt	TX
HCS Inc. (MB Home Construction)	Waco	TX
Hill Country Paints (Wendy Hui Anderson)	Waco	TX
Image Maker 4U, Inc.	Hughes Springs	TX
Independent Hardware, Inc.	Philadelphia	PA
Interboro Packaging Corporation	Montgomery	NY
Intercon Environmental, Inc.	Mansfield	TX
Intermountain Lock & Security Supply	Salt Lake City	UT
J.K. Brown	Moody	TX
JLM Contracting, LLC	Waco	TX
Justin Seed Company	Justin	TX
Landscape Supply (Waco Landscape Supply, LP)	Waco	TX
Lennox Industries (Lennox Industries, Inc.)	Richardson	TX
Liftcrete Solutions (Green Foam Solutions, Inc.)	Waco	TX
Lonestar Chiller Systems (Lonestar Chiller Systems LLC)	Crawford	TX
Lonestar Truck Group Waco (Lonestar Freighliner Group, LLC)	Waco	TX
Loop 340 Overhead Door (Sideline Enterprises, Inc.)	Waco	TX
Ludwig Saw AND Tool Sharpening	Waco	TX
M.A.N.S Distributors, Inc.	Carrollton	TX
Marks Plumbing Parts (John W Gasparini, Inc.)	Fort Worth	TX
Morrison Supply Company	Waco	TX
National Wholesale Supply Company	Woodway	TX
Newman Technology Solutions	Temple	TX
Otuy, Inc	Provo	UT
P&E Mechanical Contractors, LLC	Waco	TX
Patriot Supply Company	Brady	TX
Perry Office Plus (Perry Office Products)	Temple	TX

RFP # 22-1229  
Maintenance Supplies, Equipment and Services  
Vendors for July 2024

Previously Awarded Vendors	City	State
Pye Barker Fire	Waco	TX
RBO Technologies, LLC	Waco	TX
Resco (E & O investments, LLC)	Hewitt	TX
Richards Equipment Company	Waco	TX
Ryberg Plumbing LLC	Waco	TX
Share Corporation	Milwaukee	WI
Sherwin Williams (The Sherwin Williams Company)	Waco	TX
Shiffler Equipment Sales, Inc.	Chardon	OH
Sims Plastics of Waco	Waco	TX
Smoot-Anderson Company, Inc.	Waco	TX
Solar Supply	Waco	TX
Southern Clean Pressure Washing (Michael Jackson)	Ferris	TX
Southwest Maintenance, LTD	Waco	TX
Starks Janitorial Services	Mesquite	TX
Sunrise Environmental LLC (Jessica L Marquesen)	Bridgeport	TX
SWS Concrete Contractor (Scott W Schreiber)	Waco	TX
T & W Tire	Waco	TX
T&G Chemical and Supply	Waco	TX
T.E.A.M. Solutions, Inc. (Texas Energy & Automation Management Solutions, Inc.)	Waco	TX
Texas Alternator Starter Service (McAdamsGroup, LLC)	Austin	TX
The Reynolds Company (D. Reynolds Co., LLC)	Fort Worth	TX
The Roof Co. Waco, LLC	Waco	TX
TJ's Professional Painting and Construction, LLC	Red Oak	TX
Trane	Fort Worth	TX
Truck Alignment Frame, LLC	Elm Mott	TX
UniFirst Corporation	Hewitt	TX
United Ag & Turf	Waco	TX
United Refrigeration, Inc.	Waco	TX
Virkim, Inc.	Hewitt	TX
Visual Techniques	Longview	TX
Waco Hydro Wash	Waco	TX
Waco Lock and Key, LLC	Waco	TX
WESCO Chemicals, Inc.	Waxahachie	TX
Winston Watercooler of Waco LTD	Waco	TX
Woodard Builders Supply Company	Fort Worth	TX

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** July 18, 2024

**Contact Person:** M. Tish/C. Reece

**RE: Bid Award for Kitchen Equipment for Multiple Campuses**

=====

**Background Information:**

Competitive Sealed Bid (CSB) # 24-1267, has been issued and opened for the purpose of soliciting qualified vendors to provide kitchen equipment for multiple campuses throughout the District We received six (6) responses for this bid.

Due to new Texas Department of Agriculture (TDA) requirements, all Child Nutrition purchases over \$50,000, must be bid under a formal procurement method and requires all bidding documents, evaluations and bid tabulation be forwarded to Texas Department of Agriculture (TDA) for formal approval and therefore this bid award is contingent upon TDA approval.

This bid consisted of multiple line items in which the bidders were to submit pricing for each line item and the evaluation committee evaluated each line item separately to ensure that the District receive the best value. The committee recommends the following suppliers be awarded as follows. The line item spreadsheet is attached for your review.

Ace Mart Restaurant Supply	\$297,507.30
Douglas Equipment	\$457,750.54
ISI Commercial Refrigeration	\$121,312.00
Kommerical Kitchens	\$191,196.00

**Fiscal Implications:**

The total cost of the awarded equipment is \$ 1,067,766.31 and is contingent on approval from Texas Department of Agriculture (TDA).

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the awarded suppliers as listed above for the Kitchen Equipment for Multi-Campuses upon approval by the Texas Department of Agriculture, and as presented.

24-1267  
Kitchen Equipment - Multi-Campuses

1 Package A - This price should included shipping and handline for line items A1, A2 & A3 from the pricing form. (Awarded All or None)								Recommend
Supplier	QTY	UOM	Unit Price	Extended	Supplier Notes	Manufacturer	X	
Douglas Equipment (Douglas Food Stores Inc)	1	EA	\$45,197.94	\$45,197.94		Advance Tabco		
Ace Mart Restaurant Supply Co	1	EA	\$47,432.28	\$47,432.28		Advance Tabco		
ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	1	EA	\$48,489.24	\$48,489.24	If Payment or Performance bond is required, add \$969.78	Advance Tabco		
Kommercial Kitchens (Terry Woodard Enterprises, INC)	1	EA	\$52,835.00	\$52,835.00		Advance Tabco		
MISSION RESTAURANT SUPPLY	1	EA	No Bid			Advance Tabco		
2 Package B - This price should included shipping for all items in B1 - B9 from the pricing form. (Awarded All or None)								
Supplier	QTY	UOM	Unit Price	Extended	Supplier Notes	Manufacturer	X	
Ace Mart Restaurant Supply Co	1	EA	\$65,054.08	\$65,054.08		Metro	X	
Douglas Equipment (Douglas Food Stores Inc)	1	EA	\$76,218.20	\$76,218.20		Metro		
Kommercial Kitchens (Terry Woodard Enterprises, INC)	1	EA	\$76,970.00	\$76,970.00		Metro		
ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	1	EA	\$78,488.90	\$78,488.90	If Payment or Performance bond is required, add \$1,569.78	Metro		
ODP Business Solution's	1	EA	\$199,306.90	\$199,306.90		Metro		
MISSION RESTAURANT SUPPLY	1	EA	No Bid			Metro		
3 Package C - This price should included shipping on all items from C1 - C6 from the pricing form. (Awarded All of None)								
Supplier	QTY	UOM	Unit Price	Extended	Supplier Notes	Manufacturer	X	
Ace Mart Restaurant Supply Co	1	EA	\$191,865.52	\$191,865.52		Traulsen	X	
ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	1	EA	\$223,085.52	\$223,085.52	If Payment or Performance bond is required, add \$4,461.71	Traulsen		
Kommercial Kitchens (Terry Woodard Enterprises, INC)	1	EA	\$232,362.00	\$232,362.00	The optional payment and performance bond for this Package would be \$1,569.78	Traulsen		
MISSION RESTAURANT SUPPLY	1	EA	\$234,828.92	\$234,828.92	Quoted as specified. It includes freights, delivery and final connections to ex	Traulsen		
Douglas Equipment (Douglas Food Stores Inc)	1	EA	\$288,051.55	\$288,051.55		Traulsen		
4 Package D - This price should included shipping on all items D1 - D6 from the pricing form. (Awarded All or None)								
Supplier	QTY	UOM	Unit Price	Extended	Supplier Notes	Manufacturer	X	
Douglas Equipment (Douglas Food Stores Inc)	1	EA	\$9,461.18	\$9,461.18		Vollrath	X	
Ace Mart Restaurant Supply Co	1	EA	\$59,101.22	\$59,101.22		Vollrath		
Kommercial Kitchens (Terry Woodard Enterprises, INC)	1	EA	\$64,550.00	\$64,550.00		Vollrath		
ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	1	EA	No Bid			Vollrath		
MISSION RESTAURANT SUPPLY	1	EA	No Bid			Vollrath		
5 Project A - Bell's Hill Project - This price should included shipping on all items DA1 - DA13 from the pricing form. (Awarded all or None)								
Supplier	QTY	UOM	Unit Price	Extended	Supplier Notes	Manufacturer	X	
Douglas Equipment (Douglas Food Stores Inc)	1	EA	\$55,387.42	\$55,387.42		Vollrath	X	
Ace Mart Restaurant Supply Co	1	EA	\$57,941.85	\$57,941.85		Vollrath		
Kommercial Kitchens (Terry Woodard Enterprises, INC)	1	EA	\$64,170.00	\$64,170.00		Vollrath		
ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	1	EA	No Bid			Vollrath		
MISSION RESTAURANT SUPPLY	1	EA	No Bid			Vollrath		

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6 Project B - Mountainview Project - This price should included shipping on items DB1 - DB10 from the pricing form. (Awarded All of None)								
Supplier	QTY	UOM	Unit Price	Extended	Supplier Notes	Manufacturer		
Douglas Equipment (Douglas Food Stores Inc)	1	EA	\$41,676.04	\$41,676.04		Vollrath	X	
Ace Mart Restaurant Supply Co	1	EA	\$43,598.08	\$43,598.08		Vollrath		
Kommerical Kitchens (Terry Woodard Enterprises, INC)	1	EA	\$48,405.00	\$48,405.00		Vollrath		
ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	1	EA	No Bid			Vollrath		
MISSION RESTAURANT SUPPLY	1	EA	No Bid			Vollrath		
7 Project C - Hillcrest Project - This price should included shipping on all items for DC1 - DC21 from the pricing form. (Awarded All or None)								
Supplier	QTY	UOM	Unit Price	Extended	Supplier Notes	Manufacturer		
Douglas Equipment (Douglas Food Stores Inc)	1	EA	\$49,614.76	\$49,614.76		Vollrath	X	
Ace Mart Restaurant Supply Co	1	EA	\$51,902.95	\$51,902.95		Vollrath		
Kommerical Kitchens (Terry Woodard Enterprises, INC)	1	EA	\$57,485.00	\$57,485.00		Vollrath		
ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	1	EA	No Bid			Vollrath		
MISSION RESTAURANT SUPPLY	1	EA	No Bid			Vollrath		
8 Project D - J. H. Hines Project - This price should included shipping on all items for DD1 from the pricing form. (Awarded All or None)								
Supplier	QTY	UOM	Unit Price	Extended	Supplier Notes	Manufacturer		
Douglas Equipment (Douglas Food Stores Inc)	1	EA	\$4,575.66	\$4,575.66		Vollrath	X	
Ace Mart Restaurant Supply Co	1	EA	\$4,786.69	\$4,786.69		Vollrath		
Kommerical Kitchens (Terry Woodard Enterprises, INC)	1	EA	\$5,355.00	\$5,355.00		Vollrath		
ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	1	EA	No Bid			Vollrath		
MISSION RESTAURANT SUPPLY	1	EA	No Bid			Vollrath		
9 Project E - University High Pizza Line Project - This price should included shipping on all items for DE1- DE21 from the pricing form. (Awarded All or None)								
Supplier	QTY	UOM	Unit Price	Extended	Supplier Notes	Manufacturer		
Douglas Equipment (Douglas Food Stores Inc)	1	EA	\$24,816.40	\$24,816.40		Vollrath	X	
Ace Mart Restaurant Supply Co	1	EA	\$25,960.89	\$25,960.89		Vollrath		
Kommerical Kitchens (Terry Woodard Enterprises, INC)	1	EA	\$29,030.00	\$29,030.00		Vollrath		
ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	1	EA	No Bid			Vollrath		
MISSION RESTAURANT SUPPLY	1	EA	No Bid			Vollrath		
10 Project F - University High Salad Line Project - This price should included shipping on all items for DF1- DF32 from the pricing form. (Awarded All or None)								
Supplier	QTY	UOM	Unit Price	Extended	Supplier Notes	Manufacturer		
Douglas Equipment (Douglas Food Stores Inc)	1	EA	\$30,774.85	\$30,774.85		Vollrath	X	
Ace Mart Restaurant Supply Co	1	EA	\$32,194.14	\$32,194.14		Vollrath		
Kommerical Kitchens (Terry Woodard Enterprises, INC)	1	EA	\$36,000.00	\$36,000.00		Vollrath		
ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	1	EA	No Bid			Vollrath		
MISSION RESTAURANT SUPPLY	1	EA	No Bid			Vollrath		
11 Project G - University High Salad Line Project - This price should included shipping on all items for DG1- DF36 from the pricing form. (Awarded All or None)								

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	Supplier	QTY	UOM	Unit Price	Extended	Supplier Notes	Manufacturer	
	Ace Mart Restaurant Supply Co	1	EA	\$33,450.72	\$33,450.72		Vollrath	X
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	1	EA	\$37,405.00	\$37,405.00		Vollrath	
	Douglas Equipment (Douglas Food Stores Inc)	1	EA	\$64,228.91	\$64,228.91		Vollrath	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	1	EA	No Bid			Vollrath	
	MISSION RESTAURANT SUPPLY	1	EA	No Bid			Vollrath	
<b>12</b>	<b>Project I- University High Kiosk Line Project - This price should included shipping on all items for DI1- DI41 from the pricing form. (Awarded All or None)</b>							
	Supplier	QTY	UOM	Unit Price	Extended	Supplier Notes	Manufacturer	
	Douglas Equipment (Douglas Food Stores Inc)	1	EA	\$46,995.59	\$46,995.59		Vollrath	X
	Ace Mart Restaurant Supply Co	1	EA	\$49,392.46	\$49,392.46	Line missing for pricing on Project H-\$33,855.42	Vollrath	
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	1	EA	\$54,450.00	\$54,450.00		Vollrath	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	1	EA	No Bid			Vollrath	
	MISSION RESTAURANT SUPPLY	1	EA	No Bid			Vollrath	
<b>13</b>	<b>Project J - South Waco Project - This price should included shipping on all items for DJ1- DJ10 from the pricing form. (Awarded All or None)</b>							
	Supplier	QTY	UOM	Unit Price	Extended	Supplier Notes	Manufacturer	
	Douglas Equipment (Douglas Food Stores Inc)	1	EA	\$13,263.03	\$13,263.03		Vollrath	X
	Ace Mart Restaurant Supply Co	1	EA	\$13,874.69	\$13,874.69		Vollrath	
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	1	EA	\$15,515.00	\$15,515.00		Vollrath	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	1	EA	No Bid			Vollrath	
	MISSION RESTAURANT SUPPLY	1	EA	No Bid			Vollrath	
<b>14</b>	<b>E1</b>							
	Supplier	QTY	UOM	Unit Price	Extended	Supplier Notes	Manufacturer	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	240	EA	\$19.37	\$4,648.80		t Alternate Brand	X
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	240	EA	\$21.00	\$5,040.00		t Alternate Brand	
	Ace Mart Restaurant Supply Co	240	EA	\$21.00	\$5,040.00	\$216 shipping not included in pricing above	t Alternate Brand	
	MISSION RESTAURANT SUPPLY	240	EA	No Bid			t Alternate Brand	
	Douglas Equipment (Douglas Food Stores Inc)	240	EA	No Bid			t Alternate Brand	
<b>15</b>	<b>E2 -</b>							
	Supplier	QTY	UOM	Unit Price	Extended	Supplier Notes	Manufacturer	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	1	EA	\$2,888.00	\$2,888.00		nate Brands will b	X
	Douglas Equipment (Douglas Food Stores Inc)	1	EA	\$2,899.65	\$2,899.65		nate Brands will b	
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	1	EA	\$2,995.00	\$2,995.00		nate Brands will b	
	Ace Mart Restaurant Supply Co	1	EA	\$3,115.80	\$3,115.80		nate Brands will b	
	MISSION RESTAURANT SUPPLY	1	EA	No Bid			nate Brands will b	
<b>16</b>	<b>E3 -</b>							
	Supplier	QTY	UOM	Unit Price	Extended	Supplier Notes	Manufacturer	

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	Douglas Equipment (Douglas Food Stores Inc)	6	EA	\$296.68	\$1,780.08		Cambro	X
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	6	EA	\$318.75	\$1,912.50		Cambro	
	Kommerical Kitchens (Terry Woodard Enterprises, INC)	6	EA	\$325.00	\$1,950.00		Cambro	
	Ace Mart Restaurant Supply Co	6	EA	\$325.62	\$1,953.72	\$351 shipping not included in pricing above	Cambro	
	MISSION RESTAURANT SUPPLY	6	EA	No Bid			Cambro	
<b>17</b>	<b>E4 -</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Ace Mart Restaurant Supply Co	2	EA	\$7.11	\$14.22	\$16.00 shipping not included in pricing above	Carlisle Sparta	X
	Kommerical Kitchens (Terry Woodard Enterprises, INC)	2	EA	\$9.00	\$18.00		Carlisle Sparta	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	2	EA	\$12.56	\$25.12		Carlisle Sparta	
	Douglas Equipment (Douglas Food Stores Inc)	2	EA	\$35.34	\$70.68		Carlisle Sparta	
	MISSION RESTAURANT SUPPLY	2	EA	No Bid			Carlisle Sparta	
<b>18</b>	<b>E5 -</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Kommerical Kitchens (Terry Woodard Enterprises, INC)	4	EA	\$2,865.00	\$11,460.00		Crathco	X
	Ace Mart Restaurant Supply Co	4	EA	\$3,022.27	\$12,089.08		Crathco	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	4	EA	No Bid			Crathco	
	MISSION RESTAURANT SUPPLY	4	EA	No Bid			Crathco	
	Douglas Equipment (Douglas Food Stores Inc)	4	EA	No Bid			Crathco	
<b>19</b>	<b>E6 -</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Kommerical Kitchens (Terry Woodard Enterprises, INC)	24	EA	\$195.00	\$4,680.00		Displays2Go	X
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	24	EA	No Bid			Displays2Go	
	MISSION RESTAURANT SUPPLY	24	EA	No Bid			Displays2Go	
	Douglas Equipment (Douglas Food Stores Inc)	24	EA	No Bid			Displays2Go	
	Ace Mart Restaurant Supply Co	24	EA	No Bid			Displays2Go	
<b>20</b>	<b>E7</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Kommerical Kitchens (Terry Woodard Enterprises, INC)	12	EA	\$45.00	\$540.00		urable Corporatio	X
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	12	EA	No Bid			urable Corporatio	
	MISSION RESTAURANT SUPPLY	12	EA	No Bid			urable Corporatio	
	Douglas Equipment (Douglas Food Stores Inc)	12	EA	No Bid			urable Corporatio	
	Ace Mart Restaurant Supply Co	12	EA	No Bid			urable Corporatio	
<b>21</b>	<b>E8</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Kommerical Kitchens (Terry Woodard Enterprises, INC)	2	EA	No Bid			Econvim	X

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	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	2	EA	No Bid			Econvim	
	MISSION RESTAURANT SUPPLY	2	EA	No Bid			Econvim	
	Douglas Equipment (Douglas Food Stores Inc)	2	EA	No Bid			Econvim	
	Ace Mart Restaurant Supply Co	2	EA	No Bid			Econvim	
<b>22</b>	<b>E9 -</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Kommerical Kitchens (Terry Woodard Enterprises, INC)	20	EA	\$135.00	\$2,700.00		Equalslice	<b>X</b>
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	20	EA	\$135.04	\$2,700.80		Equalslice	
	MISSION RESTAURANT SUPPLY	20	EA	No Bid			Equalslice	
	Douglas Equipment (Douglas Food Stores Inc)	20	EA	No Bid			Equalslice	
	Ace Mart Restaurant Supply Co	20	EA	No Bid			Equalslice	
<b>23</b>	<b>E10 -</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Kommerical Kitchens (Terry Woodard Enterprises, INC)	6	EA	No Bid			Guardian	<b>X</b>
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	6	EA	No Bid			Guardian	
	MISSION RESTAURANT SUPPLY	6	EA	No Bid			Guardian	
	Douglas Equipment (Douglas Food Stores Inc)	6	EA	No Bid			Guardian	
	Ace Mart Restaurant Supply Co	6	EA	No Bid			Guardian	
<b>24</b>	<b>E11 -</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Kommerical Kitchens (Terry Woodard Enterprises, INC)	3	EA	\$21,420.00	\$64,260.00		Groen	<b>X</b>
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	3	EA	\$22,314.60	\$66,943.80	If Payment or Performance bond is required, add \$1,338.88	Groen	
	Ace Mart Restaurant Supply Co	3	EA	\$22,813.38	\$68,440.14	\$1382.70 freight not included in pricing above	Groen	
	Douglas Equipment (Douglas Food Stores Inc)	3	EA	\$23,980.65	\$71,941.95		Groen	
	MISSION RESTAURANT SUPPLY	3	EA	No Bid			Groen	
<b>25</b>	<b>E12 -</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Douglas Equipment (Douglas Food Stores Inc)	4	EA	\$1,217.95	\$4,871.80		Lakeside	<b>X</b>
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	4	EA	\$1,298.67	\$5,194.68		Lakeside	
	Ace Mart Restaurant Supply Co	4	EA	\$1,333.33	\$5,333.32		Lakeside	
	Kommerical Kitchens (Terry Woodard Enterprises, INC)	4	EA	\$1,335.00	\$5,340.00		Lakeside	
	MISSION RESTAURANT SUPPLY	4	EA	No Bid			Lakeside	
<b>26</b>	<b>E13 -</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Ace Mart Restaurant Supply Co	2	EA	\$24,668.44	\$49,336.88		Lincoln	<b>X</b>
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	2	EA	\$25,072.75	\$50,145.50	If Payment or Performance bond is required, add \$1002.91	Lincoln	

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	Kommercial Kitchens (Terry Woodard Enterprises, INC)	2	EA	\$25,160.00	\$50,320.00	Each conveyor deck is 120V/1ph 5.0 amps. Extended price is for two double	Lincoln	
	MISSION RESTAURANT SUPPLY	2	EA	No Bid			Lincoln	
	Douglas Equipment (Douglas Food Stores Inc)	2	EA	No Bid			Lincoln	
<b>27</b>	<b>E14 -</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Ace Mart Restaurant Supply Co	2	EA	\$7,999.11	\$15,998.22		Manitowoc	X
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	2	EA	\$8,670.00	\$17,340.00	Will require K00470 bin adapter for the 30" machine to mount on the 48" ice	Manitowoc	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	2	EA	\$9,304.54	\$18,609.08		Manitowoc	
	MISSION RESTAURANT SUPPLY	2	EA	No Bid			Manitowoc	
	Douglas Equipment (Douglas Food Stores Inc)	2	EA	No Bid			Manitowoc	
<b>28</b>	<b>E15 -</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	12	EA	\$273.70	\$3,284.40		Nemco	X
	Ace Mart Restaurant Supply Co	12	EA	\$281.14	\$3,373.68	Free shipping if both E15 & E16 ordered together	Nemco	
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	12	EA	\$288.00	\$3,456.00		Nemco	
	Douglas Equipment (Douglas Food Stores Inc)	12	EA	\$350.77	\$4,209.24		Nemco	
	MISSION RESTAURANT SUPPLY	12	EA	No Bid			Nemco	
<b>29</b>	<b>E16 -</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Douglas Equipment (Douglas Food Stores Inc)	24	EA	\$0.00	\$0.00	Included in line E15	Nemco	X
	Ace Mart Restaurant Supply Co	24	EA	\$32.13	\$771.12	Free shipping if both E15 & E16 ordered together	Nemco	
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	24	EA	\$34.00	\$816.00		Nemco	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	24	EA	\$34.22	\$821.28		Nemco	
	MISSION RESTAURANT SUPPLY	24	EA	No Bid			Nemco	
<b>30</b>	<b>E17</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Ace Mart Restaurant Supply Co	2	EA	\$17,180.27	\$34,360.54	\$1307.25 freight not included in pricing above	Ovention	X
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	2	EA	\$17,684.00	\$35,368.00	The extended price is for one double stack conveyor oven on a stand.	Ovention	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	2	EA	\$19,577.27	\$39,154.54	C \$783.09	Ovention	
	MISSION RESTAURANT SUPPLY	2	EA	No Bid			Ovention	
	Douglas Equipment (Douglas Food Stores Inc)	2	EA	No Bid			Ovention	
<b>31</b>	<b>E18 -</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	5	EA	\$2,990.11	\$14,950.55		Piper	X
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	5	EA	\$3,345.00	\$16,725.00		Piper	
	Ace Mart Restaurant Supply Co	5	EA	\$3,365.45	\$16,827.25	\$2293.26 Freight not included in pricing above	Piper	

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	MISSION RESTAURANT SUPPLY	5	EA	No Bid			Piper	
	Douglas Equipment (Douglas Food Stores Inc)	5	EA	No Bid			Piper	
<b>32</b>	<b>E19 -</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	2	EA	\$135.04	\$270.08		Proluxe	<b>X</b>
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	2	EA	\$140.00	\$280.00		Proluxe	
	MISSION RESTAURANT SUPPLY	2	EA	No Bid			Proluxe	
	Douglas Equipment (Douglas Food Stores Inc)	2	EA	No Bid			Proluxe	
	Ace Mart Restaurant Supply Co	2	EA	No Bid			Proluxe	
<b>33</b>	<b>E20 -</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	2	EA	\$20,510.00	\$41,020.00		Quick n Crispy	
	Ace Mart Restaurant Supply Co	2	EA	\$20,608.88	\$41,217.76	\$1119.84 Freight not included in pricing above	Quick n Crispy	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	2	EA	\$22,590.62	\$45,181.24	If Payment or Performance bond is required, add \$903.62	Quick n Crispy	
	MISSION RESTAURANT SUPPLY	2	EA	No Bid			Quick n Crispy	
	Douglas Equipment (Douglas Food Stores Inc)	2	EA	No Bid			Quick n Crispy	
<b>34</b>	<b>E21 -</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	12	EA	\$114.28	\$1,371.36		San Jamar	<b>X</b>
	Ace Mart Restaurant Supply Co	12	EA	\$120.60	\$1,447.20	\$48.00 Shipping no included in price above	San Jamar	
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	12	EA	\$128.00	\$1,536.00		San Jamar	
	Douglas Equipment (Douglas Food Stores Inc)	12	EA	\$136.35	\$1,636.20		San Jamar	
	MISSION RESTAURANT SUPPLY	12	EA	No Bid			San Jamar	
<b>35</b>	<b>E22</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Ace Mart Restaurant Supply Co	3	EA	\$7,748.92	\$23,246.76		Scotsman	<b>X</b>
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	3	EA	\$8,150.94	\$24,452.82		Scotsman	
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	3	EA	\$8,340.00	\$25,020.00		Scotsman	
	MISSION RESTAURANT SUPPLY	3	EA	No Bid			Scotsman	
	Douglas Equipment (Douglas Food Stores Inc)	3	EA	No Bid			Scotsman	
<b>36</b>	<b>E23</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Ace Mart Restaurant Supply Co	20	EA	\$49.78	\$995.60		Scotsman	<b>X</b>
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	20	EA	\$58.00	\$1,160.00		Scotsman	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	20	EA	\$61.09	\$1,221.80		Scotsman	
	MISSION RESTAURANT SUPPLY	20	EA	No Bid			Scotsman	

24-1267  
Kitchen Equipment - Multi-Campuses

	Douglas Equipment (Douglas Food Stores Inc)	20	EA	No Bid			Scotsman	
<b>37</b>	<b>E24</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	6	EA	\$15,513.00	\$93,078.00	If Payment or Performance bond is required, add \$1,861.56	Turbochef	X
	Ace Mart Restaurant Supply Co	6	EA	\$15,701.73	\$94,210.38	\$4725 Freight and \$930.80 ConnectWare Kitchen Bundle not included in price	Turbochef	
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	6	EA	\$16,210.00	\$97,260.00		Turbochef	
	MISSION RESTAURANT SUPPLY	6	EA	No Bid			Turbochef	
	Douglas Equipment (Douglas Food Stores Inc)	6	EA	No Bid			Turbochef	
<b>38</b>	<b>E25</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Douglas Equipment (Douglas Food Stores Inc)	12	EA	\$1,496.88	\$17,962.56		Vulcan	X
	Ace Mart Restaurant Supply Co	12	EA	\$1,522.80	\$18,273.60	gas hose kits listed as optional and not included in pricing above	Vulcan	
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	12	EA	\$1,669.00	\$20,028.00		Vulcan	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	12	EA	\$1,986.11	\$23,833.32		Vulcan	
	MISSION RESTAURANT SUPPLY	12	EA	No Bid			Vulcan	
<b>39</b>	<b>E26</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Ace Mart Restaurant Supply Co	12	EA	\$103.37	\$1,240.44	\$52.50 Shipping not included in pricing above	Waring	X
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	12	EA	\$110.66	\$1,327.92		Waring	
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	12	EA	\$113.00	\$1,356.00		Waring	
	MISSION RESTAURANT SUPPLY	12	EA	No Bid			Waring	
	Douglas Equipment (Douglas Food Stores Inc)	12	EA	No Bid			Waring	
<b>40</b>	<b>E27</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Ace Mart Restaurant Supply Co	2	EA	\$6.13	\$12.26	\$30.80 Shipping not included in pricing above	Winco	X
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	2	EA	\$7.00	\$14.00		Winco	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	2	EA	\$11.10	\$22.20		Winco	
	MISSION RESTAURANT SUPPLY	2	EA	No Bid			Winco	
	Douglas Equipment (Douglas Food Stores Inc)	2	EA	No Bid			Winco	
<b>41</b>	<b>E28</b>							
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended</b>	<b>Supplier Notes</b>	<b>Manufacturer</b>	
	Kommercial Kitchens (Terry Woodard Enterprises, INC)	24	EA	\$249.00	\$5,976.00		Winholt	X
	Ace Mart Restaurant Supply Co	24	EA	\$287.55	\$6,901.20		Winholt	
	ISI Commercial Refrigeration, LLC (Strategic Equipment, LLC)	24	EA	\$329.94	\$7,918.56		Winholt	
	MISSION RESTAURANT SUPPLY	24	EA	No Bid			Winholt	
	Douglas Equipment (Douglas Food Stores Inc)	24	EA	No Bid			Winholt	

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** July 18, 2024

**Contact Person:** M. Tish/C. Reece

**RE: Bid Award for Kitchen Equipment for Newly Renovated South Waco Elementary**

=====

**Background Information:**

Competitive Sealed Bid (CSB) # 24-1264, has been issued and opened for the purpose of soliciting qualified vendors to provide kitchen equipment for the Newly Renovated South Waco Elementary. We received two (2) responses for this bid.

Due to new Texas Department of Agriculture (TDA) requirements, all Child Nutrition purchases over \$50,000, must be bid under a formal procurement method and requires all bidding documents, evaluations and bid tabulation be forwarded to Texas Department of Agriculture (TDA) for formal approval and therefore this bid award is contingent upon TDA approval.

This bid consisted of three (3) groups of multiple line items in which the bidders were to submit pricing for all listed items. We asked for a turn-key price based on all the line items. Once the bids were opened and evaluated, it was determined that only one supplier provided pricing for all items and therefore the committee recommends Waco Restaurant Supply be awarded this bid.

**Fiscal Implications:**

The total cost of the awarded equipment of \$ 401,759.00 and is contingent on approval from Texas Department of Agriculture (TDA) since this equipment is being allocated to Child Nutrition Department and the remaining amount of \$133,639.00 will be allocated to the Bond Project Budget.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the bid award to Waco Restaurant Supply for the Kitchen Equipment for the Newly Renovated South Waco Elementary, as presented.

<b>Event Number</b>	24-1264 Addendum 1	
<b>Event Title</b>	Kitchen Equipment for Newly Renovated South Waco Elementary	
<b>Event Type</b>	CSB	
<b>Issue Date</b>	5/23/2024 02:30:29 PM (CT)	
<b>Close Date</b>	7/3/2024 09:00:00 AM (CT)	

<b>Responding Supplier</b>	<b>City</b>	<b>State</b>	<b>Response Submitted</b>	<b>Lines Responded</b>	<b>Response Total</b>
MISSION RESTAURANT SUPPLY	SAN ANTONIO	TX	6/24/2024 09:56:56 AM (CT)	0	\$0.00
Waco Restaurant Supply (Waco	Waco	TX	7/2/2024 05:06:57 PM (CT)	3	\$535,398.00

**Supplier Scoring Summary**

**24-1264 Addendum 1 - Kitchen Equipment for Newly Renovated South Waco Elementary - Scoring Round**

<i>Supplier</i>	<i>Rank</i>	<i>Score</i>	<i>Cost</i>	<i>Timely Delivery of Equip</i>	<i>Experience doing business</i>	<i>Reputation of Vendors</i>	<i>Past Experience with Waco</i>
		<b>100</b>	50.00	10.00	10.00	20.00	10.00
Waco Restaurant Supply	1	95.00	50.00	10.00	10.00	15.00	10.00
MISSION RESTAURANT SUPPLY	2	27.00	0.00	2.00	10.00	5.00	10.00

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date: July 18, 2024**

**Contact Person: M. Tish**

**RE: Purchases over \$50,000 Under Pre-Existing Bid, Purchasing Cooperative, or Allowed Professional Service**

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**Background Information:**

In April 2020, the Board approved a change in Board Policy CH (Local) that requires all purchase requests over \$50,000 to be approved by the Board of Trustees prior to being made. These purchases will be made under a pre-existing bid or purchasing cooperative. The following purchase requests have been made as of July 18, 2024:

**Pre-Existing Bid:**

- United Ag & Turf - \$66,204.63 – Purchase of John Deer cab Tractor (approved last month to purchase from Deere and Company – incorrect vendor) – Waco ISD Bid# 22-1229 Maintenance Supplies
- Candor Consulting and Diagnostics, LLC - \$287,150.32 - Contracted services for Special Education: ECI assessment personnel, school psychologist, speech language pathologist, speech language pathologist assistant, and music therapist – Board Approved \$355,201.00 in August 2023; Special Education has exceeded that amount by \$203,565.00 and this purchase needs to be ratified. In addition, \$83,585.32 will be needed to complete fiscal year expenses - Waco ISD Bid# 22-1232 Special Education Consulting Services
- Warren Instructional Network - \$100,000.00 – District-wide Professional Development; Training/Coaching to support best practices and implementation of ELAR Resources including reading and writing connection - Waco ISD Bid# 21-1182 Educational Consulting, Professional Development, and Other Student-Based Contracted Services
- Emergent Tree Education - \$120,580.00 - District Wide Student Support Services for 2024-2025 School Year to include Classroom Coaching Tool, Universal Behavior Screener, Behavior Progress Monitor, Resource Subscription for Tier 1 & 2, Coaching Sessions, Program Review, and Consultation - Waco ISD Bid# 21-1182 Educational Consulting, Professional Development, and Other Student-Based Contracted Services
- UniFirst Corporation - \$56,600.00 – Dust Mop and Microfiber Service Districtwide (Contracted Cleaning Service Agreement); Original Purchase

Order was for \$49,000.00; Custodial Services has asked for an additional \$7,600.00 which puts the annual expenditure above the threshold that requires Board approval before proceeding with the purchase – Waco ISD Bid# 19-1141 Local Retailer General Merchandise

Purchasing Cooperative:

- ParentSquare - \$71,400.00 - Safe and secure platform for all Waco ISD staff to communicate with students and their families. The tool offers two-way group messaging in multiple languages, private conversations that are archived by the district, district-wide alerts and notices, newsletter capabilities, and more. Its simple user interface will keep Waco ISD staff all using the same platform to communicate with parents regardless of where their students attend and will replace the multiple platforms currently being used throughout the district. - TIPS Contract# 230105 Technology Solutions Products and Services
- Relay Graduate School of Education - \$333,500.00 – Effective Schools Grant to provide coaching with a focus on instructional leadership, developing campus leadership roles and clarifying responsibilities, and ensuring strong systems are in place to support school improvement for the following returning campuses: Waco HS, Cesar Chavez MS, Dean Highland ES, and Mountainview ES. This year we are also adding these campuses: South Waco ES, J.H. Hines ES, Brook Avenue ES, and Alta Vista ES - Grant requires Local Education Agencies to use Vetted Improvement Programs - Spring ISD Contract# 22-023 Professional Development, Speakers, Consultants, Trainers and Related Services and Materials, CTPA

Other:

- Baylor University School of Education - \$77,743.22 – PDS Partnership Services for the 24-25 School Year – Contract AASE-Waco ISD-PDS K12 – Memorandum of Understanding
- Education Service Center Region 12 - \$237,465.15 - Annual ESC Region 12 SSA Contract to provide continued support and services for the 2024-25 school year. The contract includes services that support departments and campuses across the district for Coordinated School Health Membership, Counselor Membership, CTE Membership, Eduphoria: Aware Premium + Strive, Enhanced Curriculum with TEKS RS, Leadership Membership, Migrant Shared Services Arrangement, Region 12 Job Posting Board, TEKS Bank, TEKS Resource System Membership, TExGuide, TSDS/PEIMS Membership. Districtwide (all campuses and district-level departments)-Shared Services Agreement Contract
- Education Service Center Region 11 - \$55,360.00 – Technology Resources Education Consortium (TREC) for Library Management Service and

Resource Management Services- Texas Educational Technology  
Purchasing Consortium (TETPC)

**Fiscal Implications:**

The cost of these goods and services will be charged to the appropriate departmental budget.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the purchase requests over \$50,000, as presented.

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date: July 18, 2024**

**Contact Person: M. Tish/R. Warren**

**RE: Cost Share Agreement Between Communities-in-Schools and Waco  
ISD for the 2024-2025 School Year**

=====

**Background Information:**

The Waco ISD and Communities-in-Schools of the Heart of Texas (CIS) are entering into a cooperative effort to provide school-based support services to students and their families in order to increase their level of academic success. CIS is a thoroughly evaluated dropout prevention program with a foundation of integrated student support systems. CIS will implement the Texas Education Agency’s Case Management Model utilizing the full array of the following six (6) component services to meet the diverse needs of CIS students and their families.

Supportive Guidance/Counseling	Enrichment Activities
Health and Human Services	Parent and Family Engagement
Academic Support	Career and College Readiness

CIS Support Services will be provided by fourteen (14) full-time CIDS Site Coordinators at the following campuses:

- Alta Vista Elementary
- Brook Avenue Elementary
- Cedar Ridge Elementary\*
- Dean Highland Elementary\*
- J.H. Hines Elementary
- Kendrick Elementary
- Parkdale Elementary
- Provident Heights Elementary\*\*
- South Waco Elementary\*
- G.W. Carver Middle
- Cesar Chavez\*
- Tennyson Middle
- University High
- Waco High

\*CIS secured private funding to expand to additional campuses in the 2024-2025 school year at a reduced cost to the District for the first three (3) years. District cost for each added campus is \$4,750 for Year 1, \$14,250 for Year 2, and \$23,750 for Year 3.

for Year 3. The current per-campus cost to the District for already services Campuses is #30,000.

\*\* CIS secured private grant funding to support the CIS program at Provident Heights Elementary. The District cost for this campus is \$5,000 for 2024-2025 school year.

**CIS also provides the District 5 full-time grant-funded case management staff at no additional cost at the following campuses:**

- J.H. Hines Elementary School (1 FTE)
- Carver Middle School (3 FTE)
- Waco High School (1 FTE)

**District cost for the CIS Support Services in Waco ISD for 2024-2025 - \$268,750**

- Waco ISD agrees to pay \$268,750, which represents 20% of the total cost of program implementation
- CIS agrees to match the district cost share with \$1,061,250 which represents 80% of the total cost of program implementation

The term of this agreement shall be from September 1, 2024 through August 31, 2025, which is automatically extended for one calendar year on the first day of every August, unless one or both parties request modification of, or the cancellation of this Memorandum, prior to June 30 of any year. Either party may cancel this agreement if thirty days written notification is provided to the other party.

**Fiscal Implications:**

Waco ISD will assume a total of \$268,500 which represents 20% of the total cost associated with the implementation of CIS programming on fourteen (14) campuses. The District will pay CIS in ten equal installments of \$ 26,850. State Compensatory Education Funds will be used from the appropriate campus and/or department budget.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the cost share agreement between Waco ISD and Communities in Schools of the Heart of Texas for services, as presented.

**Contract for Communities In Schools of the Heart of Texas Support Services**  
**School Year: 2024 – 2025**

The Texas Education Agency (“TEA”) administers the Communities In Schools (“CIS”) program in accordance with the Texas Education Code §33.152 and provides guidance to local CIS programs for the implementation of programs statewide based on a model designed for Texas.

The primary goals of CIS are to help students who demonstrate early warning signs for dropping out of school, to improve in academics, attendance, and/or behavior and, ultimately, to stay in school and graduate.

**Parties to Contract**

This contract is entered into by and between **Waco ISD**, hereinafter referred to as “District”, and **Communities In Schools of the Heart of Texas**, a 501(c)3 non-profit organization, hereinafter referred to as “CIS”.

The Parties agree to enter into a cooperative effort to provide school-based support services to at-risk students and their families.

**In support of this contract, CIS shall:**

1. Fully implement and adhere to CIS program requirements on each campus served by CIS, in accordance with the guidance provided by the Texas Education Agency which has established rules and procedures for the operation of the program.
2. Provide overall management and supervision of CIS programs and employees on named District campuses. CIS employees assigned to District campuses are responsible for developing, implementing, and managing the CIS program and activities under the direction of the CIS Chief Executive Officer and the CIS Board of Directors. While CIS employees are an additional resource and support to the campus, TEA requirements as well as CIS responsibilities restrict them from accepting additional duties generally fulfilled by District employees (administrative, clerical, substitute teacher, or otherwise). However, CIS staff are willing to show their support by assisting the campus in other ways.

All CIS Site Coordinators will be hired with the concurrence of the Campus Principal. All CIS personnel assigned to campus sites remain employees of CIS and will receive direct supervision from their direct supervisor who is responsible for their performance and demeanor. Input from the Principal of the school campus will be obtained for the Site Coordinator’s annual performance evaluation. Any questions or concerns regarding the performance of any CIS Site Coordinator should be directed as soon as possible to the Supervisor assigned to the Site Coordinator or the Chief Operations Officer.

3. Follow the calendar of the assigned District. CIS employs both exempt and non-exempt salaried employees. It is CIS policy that no employee may work overtime (more than 40 hours per week) without the prior and expressed authorization from the CIS Chief Executive Officer.
4. Develop and provide the principal of the assigned campus with a CIS Campus Plan. The CIS Campus Plan is an annual, formal written agreement developed by CIS and signed by the principal, which contains all the information, requirements, standards, processes, and forms necessary to develop a plan that reflects the service needs of a campus and its students, as well as all of the services that will be provided to students and their families. The CIS Campus Plan includes an Agreement which addresses the role of CIS in the Campus

Improvement Plan, the access to student records that CIS will have, the sharing of student data, CIS responsibilities, school responsibilities, reporting of data, and any other issues critical to the success of the CIS program.

5. Implement the Texas Education Agency's Case Management Model utilizing the full array of the following six (6) component services to meet the diverse needs of CIS students and their families:
  - Supportive Guidance/Counseling
  - Health & Human Services
  - Academic Support
  - Enrichment Activities
  - Parent and Family Engagement
  - Career and College Readiness
6. Provide multidisciplinary case management for students and coordinate the resources of the community to benefit students and families. Per TEA requirements, each full-time CIS Site Coordinator is required to case manage no more than 100 at-risk students.
7. Ensure the integrity of the CIS program service delivery initiatives by providing training and support (managerial, administrative, logistical and technical) to all CIS staff assigned to District campuses.
8. Provide periodic progress reports to the District's CIS Representative as well as an annual report of program outcomes.
9. Safeguard all student data and information according to TEA policy for CIS programs as well as federal and state laws, specifically FERPA, HIPPA, and HB300.

**In support of this contract, the District shall:**

1. Facilitate and support the implementation and adherence to CIS program requirements on each campus served by CIS.
2. Allow CIS Staff to obtain written parental consent to access student records and render services using the official Texas Education Agency Parent Consent and Release of Information forms.
3. Allow CIS, with written parental consent, access to student information such as school records, test scores, attendance, free/reduced lunch status, at-risk list, public assistance status, and grades through access to all necessary student databases including but not limited to: Eduphoria, TEAMS, TxEIS, etc.
4. Allow CIS, in the absence of written parental consent, but acting at the request and on behalf of the District/Campus, access to student information in order to provide services. This allows the local CIS program to provide crisis type services, at the request of a school official, until a signed Parental Consent- Release of Information (PC-ROI) form is obtained.
5. Identify CIS as a Contract Provider who will be granted access to student data and listed in the District's FERPA notification to parents, i.e.; "Code of Conduct Book", "Student Handbook", etc.
6. Include CIS as a partner in addressing dropout issues and is so written into the District and Campus Improvement Plans (note: TEA requires that CIS be included in the District and Campus Improvement Plans).
7. Provide each CIS Staff with office space, including: a computer with internet and District software programs access (to facilitate communication and student data retrieval), office furniture, phone, printer/access to a printer, janitorial services, maintenance/repair, and utilities.

8. Assist with the distribution and collection of Parent Consent Forms by adding the CISHOT PC-ROI in all Campus Registration Documents – electronic or paper

**CIS Support Services will be provided by 14 full-time CIS Site Coordinators at the following campuses:**

- Alta Vista Elementary School
- Brook Avenue Elementary School
- Cedar Ridge Elementary School\*
- Dean Highland Elementary School\*
- J.H. Hines Elementary School
- Kendrick Elementary School
- Parkdale Elementary School\*
- Provident Heights Elementary School\*\*
- South Waco Elementary School\*
- Carver Middle School
- Cesar Chavez Middle School\*
- Tennyson Elementary School
- University High School
- Waco High School

*\*CIS secured private funding to expand to additional campuses in the 2024-25 school year at a reduced cost to the District for the first 3 years. District cost for each added campus is \$4,750 for Year 1, \$14,250 for Year 2, and \$23,750 for Year 3. The current per-campus cost to the District for already-served campuses is \$30,000.*

*\*\*CIS secured private grant funding to support the CIS program at Provident Heights Elementary. The district cost for this campus is \$5,000 for 2024-25.*

**CIS also provides the District 5 full-time grant-funded case management staff at no additional cost at the following campuses:**

- J.H. Hines Elementary School (1 FTE)
- Carver Middle School (3 FTE)
- Waco High School (1 FTE)

**District cost for the CIS Support Services in Waco ISD for 2024-2025 - \$268,750**

- Waco ISD agrees to pay \$268,750, which represents 20% of the total cost of program implementation
- CIS agrees to match the district cost share with \$1,061,250 which represents 80% of the total cost of program implementation

Timeline: 7-1-2024 contract signed and due back to CIS  
9-1-2024 CIS will send first invoice to District

The term of this agreement shall be from September 1, 2024 through August 31, 2025, which is automatically extended for one calendar year on the first day of every August, unless one or both parties request modification of, or the cancellation of this Memorandum, prior to June 30 of any year. Either party may cancel this agreement if thirty days written notification is provided to the other party.

**Waco Independent School District**

Dr. Susan Kincannon  
Superintendent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Communities In Schools of the Heart of Texas**

Aaron Mize  
Chief Executive Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date: July 18, 2024**

**Contact Person: S. Smith/ G. James**

**RE: Memorandum of Understanding Between Economic Opportunities Advancement Corporation (EOAC) Head Start**

=====

**Background Information:**

The Waco Independent School District (Waco ISD) has had a collaborative partnership with the Economic Opportunities Advancement Corporation (EOAC) or over twenty years. The purpose of this memorandum of understanding (MOU) is to continue the established collaborative to provide comprehensive early childhood education, health, nutrition, and parent involvement services to low-income children and families through the Jump Start preschool program at South Waco and West Avenue Elementaries.

Services and resources designed to foster stable family relationships, enhance children's physical and emotional well-being, and establish an environment to develop strong cognitive skills will be provided in four classrooms total, two on each campus. Enrollment will include a maximum of no more than 20 children per classroom and the schedule will follow the district-adopted school calendar

**Fiscal Implications:**

Waco ISD's in-kind contribution, including salaries and benefits for teachers assigned to the four Jump Start classrooms, are included in the 2024-2025 budget.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the memorandum of understanding (MOU) between Waco ISD and EOAC, as presented.

**Memorandum of Understanding between  
Waco Independent School District and  
Economic Opportunities Advancement Corporation of Planning Region VI  
2024-2025**

This Memorandum of Understanding (MOU) is made and effective on August 1, 2024, by and between the Waco Independent School District, a legally constituted Independent School District located in McLennan County, Texas (hereafter referred to as "Waco ISD"), located at 501 Franklin Avenue, Waco, Texas and Economic Opportunities Advancement Corporation of Planning, Region VI (the grantee and administrators of the Head Start program in McLennan County, which is a federally funded early childhood program) (hereafter referred to as "EOAC Head Start"), located at 500 Franklin Avenue, Waco, Texas.

**I. Purpose of Memorandum of Understanding**

The purpose of this MOU is to establish the best possible cooperative method of providing high-quality school readiness services to local preschool children and their families, including the transition to kindergarten, and to establish working procedures in the provision of services to preschool children eligible for special education in compliance with Federal and Texas State law and regulations.

This collaborative preschool program will hereafter be known as "Jump Start." The program will be offered at the campuses, as shown in "Attachment A."

It is the intent of this Agreement to:

- A. Define the services to be provided by each agency.
- B. Ensure that eligible children receive high-quality, appropriate preschool services.
- C. Ensure that each agency communicates with the other and shares leadership responsibilities so available resources can be utilized most effectively.
- D. Ensure that children eligible for preschool and special education services receive free and appropriate public education in the least restrictive environment, as the law requires.
- E. Provide services to preschool children with disabilities on a mandatory basis, including comprehensive evaluations of children with suspected disabilities by appropriate personnel using appropriate instruments.
- F. Ensures that this cooperative arrangement between Waco ISD and EOAC Head Start is developed, implemented, and reviewed at least annually.

**II. Description of Program**

Collaborative Head Start/ISD Pre-k classrooms will serve four-year-old children who meet eligibility regulations for pre-k Enrollment of the Texas Education Agency and the enrollment guidelines for Head Start programs. The children will be served on two campuses in 4 classrooms (see "Attachment A"). Enrollment will include a maximum of 20 children per classroom. Enrollment of 20 children per classroom must be maintained to comply with Federal regulations. This collaboration will follow the district-adopted school calendar year.

This collaboration will include eligible children who may receive (ECSE) Early Childhood Special Education Services in a self-contained Jump Start or Head Start classroom for dual enrollment opportunities.

Preschool children with disabilities will be provided a free and appropriate public education (FAPE), including the development and implementation of an Individualized Education Plan (IEP) or

Individualized Family Service Plan (IFSP), which includes all the components of an IEP, procedural safeguards, and the provision of related services.

### **III. Agency Responsibilities**

#### **A. Responsibilities of Waco ISD**

1. Must recruit, enroll, and serve eligible preschool children (four-year-olds) for the collaborative classrooms, per state and local pre-kindergarten regulations and Head Start eligibility guidelines. Children enrolled must meet the criteria of both programs. Serving these children will include provisions of state and local pre-k curriculum materials, developmentally appropriate materials and supplies, and other components typically occurring in public pre-k classrooms in Waco ISD.
2. Assist in recruiting, enrolling, and serving children with disabilities who are eligible to participate, as identified by the LEA. (Economic Opportunity Act PL92-424).
3. Provide classroom space for the collaborative classrooms on the campuses named in "Attachment A," along with the usual and customary usage of the accompanying facilities such as a library, gym, and playground. Classroom space and associated utilities are considered in-kind to the Head Start program with a monthly rental valuation of facility use as identified in the appraisal document on file at the EOAC Central Office.
4. Provide food services for enrolled students during the adopted school calendar year. Food services will be accomplished through "family style" dining (Head Start will provide any additional utensils or equipment necessary to undertake that style of food service).
5. Provide a daily three-hour period of pre-k instruction based on the Texas Education Agency Pre-kindergarten Guidelines for all enrolled students. A teacher who meets the Texas Education Agency early childhood certification requirements will deliver classroom instruction. The teacher will be a Waco ISD employee funded by Waco ISD. A Waco ISD administrator (principal) will supervise and evaluate the teacher.
6. Provide for common planning time by Waco ISD pre-k teachers and EOAC Head Start teachers each day, before or at the end of the instructional day.
7. Salaries and fringe benefits of Waco ISD teachers will be considered an in-kind donation to the Head Start program at the starting rate for certified teachers and supporting staff.
8. Provide student testing and evaluation and collaborative program evaluation deemed necessary to fulfill school district requirements. An analysis of the evaluation will be shared by both agencies as it may be pertinent.
9. Assist in delivering collaborative staff development for Waco ISD and Head Start staff involved in the collaborative project.
10. Ensure that campus health staff are available to children participating in Jump Start classrooms on campuses. Provide for the state of Texas annual requirements for vision and hearing screening and report such to the state.
11. Provide office space and access to and use of a telephone for Head Start Child and Family Advocate.
12. Provide a substitute when a Waco ISD employee is absent from duty, which is contingent on the availability of Waco ISD substitutes on the given day.
13. Provide a designated person to coordinate efforts between Waco ISD and Head Start.

14. Include Head Start in the Child Find plan under part B of the Individuals with Disabilities Education Act (IDEA) for evaluation purposes. If children are identified and services are recommended, the family will have options of enrolling in Waco ISD to receive their services through the district, dual Enrollment in Waco ISD and Head Start, or receiving services through proportionate share funds until funds are depleted at Head Start. Services will only be provided through IDEA-B if children are dually enrolled.
15. Inform Head Start of the appropriate local referral procedures and referral information required by Waco ISD.
16. Identify district staff responsible for accepting and processing the referral of students from Head Start.
17. Report referral and assessment process results to Head Start with the parent's written consent.
18. Assure that whenever appropriate, the IEP will include instructions for parents(s)/guardians(s) to assist in accomplishing the goals and objectives of the IEP.
19. Assure that procedural safeguards and confidentiality of information are provided to eligible children and their parents.
20. Facilitate the transition of eligible children into Waco ISD.
21. Assessment
  - a. Individuals with exceptional needs assessed for special education services shall benefit from a multi-disciplinary team. No single procedure shall be used as a sole criterion for assessment.
  - b. The district shall ensure that a full and individual evaluation is conducted for each child being considered for special education and related services under Part B of IDEA (1). The evaluation is completed per the procedures described in 300.560300.535. (2) The results of the evaluation are used by the child's IEP team to meet the requirements of 300.340-300.350
  - c. Parents shall receive five business days' notice of an IEP meeting to ensure an opportunity to attend and for Head Start to help with transportation if necessary.
  - d. The meeting notice shall also identify any local agency that shall be invited to send a representative. The EOAC Head Start program is here noted to be acknowledged as the other local agency.

(See "Attachment B" for disability service implementation)

#### B. Responsibilities of EOAC Head Start

1. Assist in recruiting, enrolling, and serving eligible preschool children (four-year-olds) for the collaborative classrooms, per state and local pre-kindergarten regulations and Head Start eligibility guidelines. Serving these children will include provisions of the curriculum materials (including any mandated by Head Start Performance Standards), developmentally appropriate materials and supplies, and other components typically occurring in Head Start classrooms in McLennan County.
2. EOAC Head Start will reimburse Waco ISD for food services for enrolled students and adult meals consumed and the difference between the current "free" rate and the current "reduced and paid" rate as applicable for each day of service.
3. Support and implement the existing state and district medical policies of Waco ISD.
4. Provide at least six hours of classroom services for enrolled students.

5. For each collaboration classroom, provide one Head Start teacher and one teacher aide who will meet the Office of Head Start educational requirements. The Teacher Aide will assist the teachers in the classrooms. EOAC will employ, fund, supervise, and evaluate these staff.
6. Provide one part-time Relief staff member to provide breaks for Head Start staff who will be employed, funded, supervised, and evaluated by EOAC.
7. Ensure that Head Start staff co-teaches with Waco ISD staff members assigned to the classroom, taking equal responsibility for lesson plans, daily preparation, and student instruction.
8. Provide the necessary paperwork for EOAC Head Start staff to comply with Waco ISD's requirements (i.e., criminal background check results, TB test results, CPR certification). EOAC Head Start must register with the Texas DPS Criminal History Clearinghouse and have all employees working at the Waco ISD campus to have passed the fingerprint-based applicant clearinghouse of Texas (FACT).
9. Provide student testing and evaluation and collaborative program evaluations deemed necessary to fulfill EOAC/Head Start requirements. Both agencies will share an analysis of the collaborative program evaluation.
10. Provide or make support services available to participating children and their families that would be available to eligible students in a Head Start Center.
11. Provide a designated person to coordinate efforts between Waco ISD and Head Start.
12. Provide confidentiality of the identity of students with disabilities enrolled in the collaborative program.
13. Follow Waco ISD's dress code policy.
14. Provide a substitute when a Head Start employee is absent from duty contingent on the availability of Head Start substitutes on the given day and notify the WISD campus principal if problems arise in finding a substitute.
15. As needed, supplement materials and supplies to accommodate the classroom setting.
16. Provide parent training, training information, and parent activities.
17. Ensure that only children residing within the Waco ISD boundaries are served in the collaborative classrooms.
18. Ensure discussion between collaborative campuses before a student is transferred.
19. Recruit and identify children to participate in dual Enrollment from Waco ISD ECSE (Early Childhood Special Education) per TEA.
20. Participate in the District child find plan under Part B of IDEA through monthly transition meetings with the Preschool Assessment team.
21. Screen all children within the first 45 days of enrollment and refer those suspected to need special education and related services to the district for assessment.
22. Refer children suspected of having a disability to the child's School District for evaluation (1302.33 (3)(i))
23. Ensure completion of health screening/assessment (medical, dental, nutritional, and developmental) not performed by the local education agency as part of the evaluation to determine if a disability is present.
24. Collaborate with the local education agency in the multi-disciplinary evaluation, implementing the portions of the IEP identified for the Head Start Program to assist in or follow through on activities to support the achievement of the child's IEP goals and objectives, the IEP annual review, and the transition process.

25. Ensure that procedural safeguards, including confidentiality of records, are provided for all children with disabilities and their parents.
26. Offer a support system for families of children with disabilities through training, information, and social support to enable parents to advocate for their child.
27. Provide information on special education and the referral process to all families with a child suspected to have a disability. This is done throughout the year in Head Start child recruitment efforts and meetings.

(See "Attachment B" for disability service implementation)

#### **IV. Confidentiality**

EOAC Head Start and Waco ISD may review the enrollment data on current and previously enrolled students to verify those students' participation in the collaborative program. In rendering performance, EOAC Head Start and Waco ISD will ensure compliance with all applicable statutory requirements relating to the confidentiality of education records outlined in the Family Education Rights and Privacy Act (FERPA), 20 US. C. S1232g. et. seq. EOAC Head Start and Waco ISD will have a system to protect student records maintained in connection with the services provided according to this Agreement. EOAC Head Start and Waco ISD will not transfer or disclose any identifiable student education records to any third party or entity without the express written consent of someone authorized to act on behalf of the student. The Waco ISD may require EOAC Head Start to transfer a student record to another agency if the transfer is necessary to protect the record's confidentiality or the student's health or welfare. EOAC Head Start and Waco ISD understand and agree that no confidential information will be disclosed in any document intended for public disclosure.

#### **V. Collaboration Efforts**

- A. EOAC Head Start and Waco ISD will utilize weekly planning time for lesson plan development and preparation. The EOAC Head Start teacher aide will assist with classroom coverage during planning. Lesson plans and supply lists will be provided to the Head Start Education Manager weekly.
- B. Staff training will be determined and coordinated by the Head Start Education Manager and the responsible Waco ISD personnel based on needs assessments completed by EOAC Head Start staff and Waco ISD collaborative staff.
- C. Meetings between Head Start administrators and district administrators will be held per the schedule in "Attachment A." Efforts will be made to provide a joint planning and meeting time to Waco ISD and Head Start teachers before the first day of school in August 2024.
- D. Waco ISD teachers and principals will be invited to all Head Start staff meetings related to this collaboration.
- E. Head Start teachers and administrative staff will be invited to all Waco ISD meetings related to this collaboration.
- F. Head Start will provide all Head Start support services for children enrolled in this collaborative.
- G. Waco ISD will provide breakfast and lunch to all students who qualify.
- H. Head Start will provide tables, chairs, and serving dishes to accommodate family-style meal service if needed.

- I. Head Start will provide a snack for all students in this collaborative if not provided by the district.
- J. Waco ISD will distribute and maintain all forms and records needed for the USDA School Lunch Program.
- K. Head Start will purchase meals for Head Start staff from Waco ISD.
- L. Head Start will provide an Education Manager and Mentor Coach who will observe classrooms 3 times per year. The agency will also support the collaborative classrooms by making available the EOAC Head Start Special Services Manager, Nutrition Manager, Child Outcomes Coordinator, Health Manager, Parent, Family & Community Engagement Senior Leader, and ERSEA (Eligibility, Recruitment, Selection, and Attendance) Manager. Pertinent information will be shared with the Head Start Associate Director and Principal.
- M. Head Start will comply with screening, identification, and services for children with disabilities per Waco ISD guidelines.
- N. Per IDEA, Waco ISD will provide special education services to all children with Individual Education Plans (IEP) as determined by the district.
- O. Waco ISD will provide space for family-style meal services if needed.
- P. The Waco ISD school nurse will provide student services as needed.
- Q. Head Start will provide for the cost of two class field trips per year per classroom.
- R. Document parent and community in-kind services to support Head Start's non-federal share requirement.
- S. Head Start will work with Waco ISD to comply with screening, identification, and services for children whose Home Language Survey indicates that the home language is other than English.

**VI. Physical Environment**

- A. The Waco ISD and Head Start teachers will work together to set up the classroom environment.
- B. Head Start and Waco ISD will provide classroom furniture and equipment.
- C. Waco ISD will provide Head Start teachers access to the laminator and die-cut machine.
- D. Waco ISD will provide custodial services. Head Start will support custodial supplies for Jumpstart classrooms.

**VII. Registration, Enrollment, and Transition**

- A. Waco ISD and Head Start will coordinate to provide joint Pre-K and Head Start registration and transition. Waco ISD/Head Start will collaborate by sharing enrollment information on all children before the child's first day of attendance.
- B. Waco ISD will publicize pre-k through public notices in English and Spanish per TEC-Texas Education Code 29.153, (e), page 192.
- C. Waco ISD will provide pre-kindergarten registration online for all children, including those in Jumpstart classrooms.
- D. Students will be screened as they enroll throughout the school year. Under the following circumstances, they will be enrolled in Head Start:
  - 1. the child qualifies by age
  - 2. the family qualifies by income
  - 3. there is space in one of the collaborative classrooms
  - 4. the family chooses to participate
- E. Head Start will collaborate with the school district to keep and maintain all student

immunizations current or up to date.

- F. Waco ISD and Head Start will work together to meet the target attendance level for the collaborative classrooms of at least 95% each day.
- G. Waco ISD and EOAC Head Start will work collaboratively to actively recruit and enroll children with disabilities to meet the 10 percent disability enrollment requirement for Head Start.
- H. Waco ISD will share educational data Pre-K through at least 3rd grade to aggregate and/or on individual levels as appropriate to ensure program impact is measured and tracked.

#### **VIII. Communication with Parents and Parent Involvement**

- A. Head Start staff receiving parent concerns, compliments, and complaints will follow the district's policy and the Head Start complaint procedure.
- B. Head Start Child and Family Advocate will contact families of students who are absent for 2 or more days by making a home visit.
- C. Head Start teachers will conduct two family home visits and two parent conferences each year.
- D. Head Start Child and Family Advocate will plan at least five parent meetings per school year.

#### **IX. Management of Collaboration**

- A. Head Start and Waco ISD administrators will meet per the schedule in "Attachment A."
- B. Waco ISD and Head Start will provide general liability insurance for all pre-k children enrolled in this collaborative.
- C. Waco ISD and Head Start will observe a communication/problem-solving protocol.
- D. Head Start will provide a designated person to coordinate efforts between Waco ISD Principals and Head Start campus-assigned staff.

#### **X. Notices**

All notices required or permitted under this Agreement may be given to a party personally or by mail, addressed to such party at the address stated below or to such other address as one party may notify the other in writing from time to time. Any notice given shall be deemed received when deposited in the United States mail addressed with postage prepaid.

#### **XI. Terms/Termination**

This Agreement will be for one (1) year, August 1, 2024, through May 31, 2025, unless earlier terminated as provided herein. At the end of each year, the Agreement may be renewed for an additional term to be determined by the Agreement of both parties. Termination of this Agreement may be made by either party should funding cease. Such termination will be in writing with sixty (60) days' notice.

#### **XII. Supplements, Modification, or Waivers**

Any supplement, modification, or waiver of any provision of this Agreement must be in writing and signed by authorized representatives of both parties.

#### **XIII. Miscellaneous Provisions**

- A. This Agreement shall not create a principal-agent relationship, partnership, or joint venture. Each party shall retain control over its own employees and agents.
- B. Due to entering this Agreement, no party waives or relinquishes any immunity or defense on behalf of itself, its agents, trustees, officers, or employees.
- C. This Agreement shall not benefit or obligate any person or entity, not a party.
- D. The parties shall cooperate fully in opposing any attempt by any third party to claim any benefit, protection, or other consideration under this Agreement.
- E. Any notice required under this Agreement must be in writing and directed to the following persons.

**Waco Independent School District**

Contact Person:

Dr. Deena Cornblum, Assistant Superintendent of Curriculum and Instruction  
Waco ISD Administration Bldg.  
501 Franklin Avenue  
Waco, TX 76703

Person Responsible for Implementing Agreement:

Sherry Smith, Director of Purchasing  
501 Franklin Avenue  
Waco, TX 76703

**EOAC Head Start**

Contact Person:

Susanne S. Wilson, Director EOAC Head Start  
500 Franklin Avenue  
Waco, TX 76701

Person Responsible for Implementing Agreement:

James Jesse, EOAC Executive Director  
500 Franklin Avenue  
Waco, TX 76701

- Either party may not assign this Agreement without the prior written consent of the other party.
- Both parties agree to abide by the rules and regulations or standards of law and regulatory agencies.

The Waco Independent School District and the EOAC Head Start program agree to enter into the collaborative preschool agreement outlined above in this MOU.

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Deena Cornblum Assistant Superintendent of Curriculum and Instruction-Waco ISD	Date
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Dr. Susan Kincannon Superintendent of Schools-Waco ISD	Date
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Robert Kunze EOAC Interim Executive Director	Date
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Susanne S. Wilson EOAC Head Start Director	Date
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**ATTACHMENT A**

**COLLABORATIVE CAMPUS 2024-2025**

West Avenue            2 Classrooms  
South Waco Elem.    2 Classrooms

COMMUNICATION/MEETINGS

Regular communication between EOAC and Waco ISD will be implemented. Meetings will be scheduled with Head Start and Pre-K to train and inform all persons working with the Jump Start collaboration as needed, but at least quarterly. (See timeline).

Timeline

August 2024	Master list of combined Waco ISD/Head Start students for Jump Start classrooms are defined. Collaborative Leadership Team meeting for Head Start/WISD Jump Start before students begin.
October 2024	Collaboration Meeting-Administrators Re: Beginning of Year (BOY) Student Assessment Data
February 2025	Collaboration Meeting-Administrators Re: Middle of Year (MOY) Student Assessment Data
April 2025	Develop/Revise MOU for the following school year. Evaluation of Jump Start Collaboration
May 2025	Pre-K Round-Up/Recruitment and Enrollment for Collaboration Begin ordering materials and supplies for classrooms (curriculum-specific).
June 2025	Collaboration Meeting-Administrators Re: End of Year (EOY) Student Assessment Data
June-July 2025	Head Start recruitment and enrollment for the following year continues. Dates for parent orientation for each campus are determined by Head Start Child and Family Advocate (acceptance letters are given out to parents during this time)

## ATTACHMENT B

### PROCEDURAL SAFEGUARDS

The individual shall be afforded procedural safeguards and confidentiality of all identifiable information per the Texas Education Code and federal regulation. The district shall:

- Implement all procedural safeguards per Texas and federal laws and regulations.
- Inform parents of legal rights and protections, including due process hearings and complaint procedures.
- Inform Head Start of any due process hearing of grievances of children and families who are provided special education by the district and enrolled in Head Start.
- With the parent's written consent, provide information to Head Start.

Head Start shall:

- Ensure all procedural safeguards per Texas and federal laws and regulations are implemented.
- Inform parents of legal rights and protections.
- With the parent's written consent, Head Start will provide information to the district.
- Participate in the meetings and assist in developing an IEP for children eligible for special education.
- Facilitate active involvement of parents/guardians.
- Coordinate the review of both agencies.
- Provide space for team meetings.
- Provide a location for Occupational Therapy/Speech/Physical Therapy if students are not enrolled with Waco ISD and the family determines to have services provided at Head Start through Proportionate share funds until these funds are depleted.

### TRANSITION

The child with exceptional needs and his or her parents shall benefit from a uniform transition plan from Head Start to the local public school.

The District shall

- Establish a system to ensure a smooth transition of children with disabilities from Head Start center sites to public schools.
- With the parent's consent, provide to Head Start by October 13, 2023, of any children in attendance for Head Start students receiving special education services through the district.

Head Start shall:

- Be invited to participate in the preschool transition committee.
- Assist the District in establishing a transition plan for Head Start students transitioning to public school.
- Update the list of identified special education students attending Head Start, including their home addresses, emergency information, and telephone numbers.

**ATTACHMENT B (continued)**

**AREAS OF COORDINATION AND COOPERATION (1302.63)**

1. Information on children enrolled in Head Start and/or jointly enrolled children will be shared with the written consent of the parent /guardian. This information would include the Head Start developmental screenings, contractual screenings/evaluations, physician referrals, etc., per the Head Start Performance Standards Part (1302.63(c) (1-2).
2. A copy of a Head Start Referral and Treatment Record will be sent to Waco ISD when referring a child for further evaluation. Upon completing the evaluation, the school will complete and return the Head Start referral form with a notification if special services are necessary.
3. Waco ISD may refer eligible children to the Head Start program orally or in writing at any time throughout the year.
4. Waco ISD may request a Head Start representative to attend the IEP meeting of a child being considered for Head Start enrollment to explain Head Start service. All information shared will remain confidential.
5. Waco ISD will notify Head Start in writing, electronically, or by phone of Placement Committee Meetings, IEP meetings, or IEP review meetings for any child receiving joint services.
6. An Individual Education Plan (IEP) will be collaboratively developed for each jointly placed child identified with a disability at a staffing that includes the child's parent or legal guardian, public school staff, Head Start staff, and other appropriate service providers.
7. Services for jointly placed children with disabilities, including purchasing necessary equipment, may be cooperatively shared as agreed upon at joint IEP meetings.
8. Staff working with jointly placed children with disabilities will meet monthly.
9. Planning for the transition of each child with disabilities will be discussed during the IEP review. (1302.71)
10. Waco ISD staff may be used on a consultation basis for children served in Head Start, including preschool psychological screening, assessment, and observation. The written recommendation provided by Waco ISD staff will be used by Head Start teaching staff to meet the individual needs of the child/children. All information will remain confidential.
11. Waco ISD and Head Start agree to share information on training and in-services to facilitate joint training whenever appropriate. (1302.71 (2)(iii))

**Waco Independent School District**  
**Board of Trustee Meeting Agenda Item**

**Date:** July 18, 2024

**Contact Person:** S. Davis / C. Reece

**RE: Child Nutrition Services Adult Meal Pricing Increase for the 2024-2025 School Year**

=====

**Background Information:**

The USDA Healthy, Hunger-Free Kids Act of 2010, which was signed by President Obama, implemented new provisions for Child Nutrition Programs across the nation.

Since the Program’s express purpose is to safeguard the health and well-being of the nation’s children, meals served to adults are not eligible for federal cash reimbursement— therefore, the reimbursements Contract Entities (CEs) receive for serving students must not be used to pay for adult meals. The charge for adult meals must, at a minimum, be greater than the amount of total reimbursement received for a free meal plus any other supplemental payments received by the CE plus per-meal value of USDA Foods (Commodities) used for the meal service. Total reimbursement includes standard reimbursements for free, reduced-price, and paid meals as well as performance-based and severe need for breakfast or lunch reimbursements. Any time this is not met, the price of adult breakfasts and lunches must be increased to cover the cost.

Waco I.S.D. currently charges \$3.10 for an adult/non-student breakfast, which is \$0.19 below the cost outlined on the attached and currently charges \$4.75 for an adult/non-student lunch, which is \$0.24 below the cost outlined on the attached.

The administration is recommending a \$0.20 increase in adult paid breakfast and a \$0.25 increase in adult paid lunch, which will bring the district in-line with the funding requirement.

**Fiscal Implications:**

The revenue increase will be utilized in developing the 2024-2025 Child Nutrition budget.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve an increase in meal prices, as presented:

Adult Meal Prices / Non-Student Prices:

Adult and non-student Breakfast from \$3.10 to \$3.30

Adult and non-student Lunch from \$4.75 to \$5.00

# Adult Breakfast Meal Pricing for SY 2024-2025

The charge for adult breakfast meal prices must be at least the amount of Federal reimbursement received for a free breakfast added to the Federal Severe Need breakfast reimbursement and added to the per-meal value of USDA-donated foods.

## Method 2

## Using Free Reimbursement Rate for Breakfast

Add the rate of federal reimbursement for a free student breakfast to the severe need breakfast reimbursement to the per-meal value of USDA-donated commodities.

Federal Reimbursement rate for Free Breakfast
Federal Reimbursement rate for Severe Need Breakfast
USDA Foods Rate

July 1, 2024- June 30, 2025
July 1, 2024- June 30, 2025
July 1, 2024- June 30, 2025

\$	2.37
\$	0.47
\$	0.4500

**Total Minimum Adult Breakfast Price**

**\$ 3.2900**

Note: adult pricing must be at least the amount of reimbursement received for a free breakfast + the amount of reimbursement for a severe need breakfast + the USDA-donated food per meal value.

**So, Minimum Adult Breakfast Pricing should be \$3.29**

**Current Waco ISD SY 2023-2024 Adult Breakfast Price \$3.10**

**Recommended Adult Breakfast Price for SY 2024-2025 \$3.30**

**Recommended Adult Breakfast Price Increase for SY 2024-2025 \$0.20**

**Increase of \$0.20**

# Adult Lunch Meal Pricing for SY 2024-2025

The charge for adult lunch meal prices is at least the amount of the Federal Reimbursement received for a free lunch added to the per-meal value of USDA-donated foods, plus the two-cent Federal Supplement, plus the Performance-Based Reimbursement, if received by the SFA.

## Method

## Using Free Reimbursement Rate for Lunch

Add the rate of federal reimbursement for a free student lunch to the per meal value of USDA-donated commodities.

Federal Reimbursement rate for Free lunch
\$0.02 Federal supplement payment
\$0.08 Federal Performance-Based Reimbursement
USDA-donated food per-meal value *

July 1, 2024 - June 30, 2025
July 1, 2024 - June 30, 2025
July 1, 2024 - June 30, 2025
July 1, 2024 - June 30, 2025

\$	4.43
\$	0.02
\$	0.09
\$	0.4500

### Total Minimum Adult Lunch Price

**\$ 4.99**

Note: adult pricing must be at least the amount of reimbursement received for a free lunch + the USDA-donated food per meal value + \$0.02 severe need supplement and the \$0.09 supplement if applicable

**So, Minimum Adult Lunch Pricing should be \$4.99**

**Current Waco ISD SY 2023-2024 Adult Lunch Price \$4.75**

**Recommended Adult Lunch Price for SY 2024-2025 \$5.00**

**Recommended Adult Lunch Price Increase for SY 2024-2025 \$0.25**

**Increase of \$0.25**

## Waco I.S.D. 2024-2025 Adult Meal Calculator Worksheet

This worksheet provides the information needed to calculate adult meal prices using both approved methods. Choose the method of calculation (see the *Administrator's Reference Manual (ARM), Section 19, Meal Pricing* for additional information on which method to use). If the rate applies, record the rate in the *Amount CE Receives* cell. If using Method 1, record the local student paid charge in the designated *Local Student Paid Charge* cell. If using Excel, this worksheet will automatically calculate the amounts in the *Minimum Adult Charge* and *Total Federal Funds* cells. All amounts are carried to 4 digits and must be rounded up when determining the adult meal price. Non-pricing programs must always use Method 2.

Use the applicable rates for the school year when the adult meal prices will apply.

Method 2 Lunch		Method 2 Breakfast	
Federal Funds/Reimbursement Rate	Amount CE Receives	Federal Funds/Reimbursement Rate	Amount CE Receives
Free Reimbursement Rate <small>(SY 2024-25 = \$4.43)</small>	\$4.43	Free Reimbursement Rate <small>(SY 2024-25 = \$2.37)</small>	\$2.37
Severe Need Lunch <small>(SY 2024-25 = \$0.02)</small>	\$0.02	Severe Need Breakfast <small>(SY 2024-25 = \$0.47)</small>	\$0.47
Performance-Based Reimbursement <small>(SY 2024-25 = \$0.09)</small>	\$0.09	USDA Foods Rate (Add if USDA Foods are used at breakfast) <small>(SY 2024-2025= \$0.45)</small>	\$0.4500
USDA Foods <small>(SY 2024-25 = \$0.45)</small>	\$0.4500		
<b>Total Federal Funds</b>	<b>\$4.9900</b>	<b>Total Federal Funds</b>	<b>\$3.2900</b>
<b>Minimum Adult Charge</b>	<b>\$ 4.99</b>	<b>Minimum Adult Breakfast Charge</b>	<b>\$ 3.29</b>

**Waco Independent School District**  
**Board of Trustee Meeting Agenda Item**

**Date:** July 18, 2024

**Contact Person:** Sheryl Davis

**RE: Amendment to the Interlocal Agreement between the McLennan County Juvenile Probation Department and the Waco ISD for Child Nutrition Services for the 2024-2025 School Year**

=====

**Background Information:**

The Waco ISD Child Nutrition Services provides meals to the youth and staff of the Bill Logue Juvenile Justice Detention Center (JDC) each day school is in session during the regular school year (to match Waco I.S.D. School calendar) and on weekdays during the summer months, as mutually agreed upon.

For these services, the JDC agrees to pay the Service Provider an amount of \$3.60 per adult breakfast and \$5.25 per adult lunch. This arrangement has proved successful and the District and JDC wish to enter into the same agreement for the 2024-2025 school year. A copy of the agreement is attached.

With the implementation of the Community Eligibility Provision (CEP), the district will no longer obtain free and reduced applications from students.

**Fiscal Implications:**

Because there will be no additional fixed costs for us to prepare the meals, we anticipate that results of operations will result in a slight financial gain to the District.

**Administrative Recommendation(s):**

The Administration recommends the Board of Trustees approve the interlocal agreement with the McLennan County Juvenile Probation Department for child nutrition services, as presented.

# **INTERLOCAL AGREEMENT BETWEEN**

**MCLENNAN COUNTY JUVENILE PROBATION DEPARTMENT**

**and**

**WACO INDEPENDENT SCHOOL DISTRICT**

**FOR CHILD NUTRITION SERVICES**

This Agreement for the 2023-2024 school year is entered into by and between The McLennan County Juvenile Probation Department (hereinafter called “Department”), 2601 Gholson Road, Waco, Texas, 76704, and the Waco Independent School District’s Child Nutrition Services (hereinafter called “Service Provider”, 2025 S. 19<sup>th</sup> Street, Waco, Texas 76706-3018, in consideration of the mutual terms and conditions set forth below:

## **I. Provisions of Services**

1. The Service Provider shall provide the Services set out, which is incorporated by reference herein, to Juveniles who are referred to the Service Provider by the Department.
2. All breakfast and lunch meal components provided by the Service Provider shall conform to the minimum standards set forth by the United States Department of Agriculture (USDA) and the Texas Department of Agriculture (TDA) meal pattern requirements for all reimbursable meals prepared and provided. The Service Provider and the Department will comply with all applicable laws, ordinances, rules and regulation related to food service sanitation, safety and health.
3. Service Provider shall adjust the dietary allowance to accommodate the Boot Camp residents’ needs for increased caloric intake due to participation in strenuous physical activity.
4. The Service Provider shall adhere to all applicable federal and state laws and regulations in the provisions of services hereunder.
5. The Service Provider shall provide breakfast and lunch meals to the youth and staff of the Bill Logue Juvenile Justice Detention each day Waco I.S.D. school is in session during the regular school year (to match Waco ISD school calendar) and on weekdays during the summer months as mutually agreed upon.

6. Department will assist Service Provider with getting a 2023-2024 Waco I.S.D. Socioeconomic Information Form completed for each client on the day that said client arrives on the premises and is present for meal service.
7. Department will assist Service Provider with getting a daily roster of students, by full name, of who is on the premises for breakfast meal service and for lunch meal service to ensure Service Provider has documentation for TDA meal claim.
8. Department will assist Service Provider with a list of adults who receive breakfast and lunch meals each day for correct meal recording.
9. All withdrawn clients will be noted in writing and shared with Service Provider employee on date of departure.
10. The Department shall inform the Service Provider the afternoon prior to any changes in breakfast and lunch service, such as service time changes.
11. The Department and the Service Provider agree that federal, state, and local health and sanitation requirements will be met at all times. All existing health and sanitation problems will be corrected by The Department prior to breakfast and lunch being served. The Department must have on display at all times a current health department permit from the City of Waco Health Department and provide the Service Provider with a copy of these permits. The Department must insure that 2 health department inspections occur each 12 month period, per TDA regulations.

## **II. Compensation to Service Provider**

1. For and in consideration of the above-mentioned services, the Department agrees to pay the Service Provider an amount of **\$3.40** per adult breakfast, **\$5.00** per adult lunch.
2. Billings for payment will be submitted to the Department no later than fifteen (15) days from the last day of the month for which payment is being requested. The Department will make payment no later than thirty (30) days after receipt of the billing for approved charges from the Service Provider.
3. Each billing shall contain the description of the services rendered, along with the number of meals for which payment is being requested by the Service Provider.

4. Billing will be submitted by:

Waco I.S.D.  
Child Nutrition Services  
2025 S. 19<sup>th</sup> Street  
Waco, TX 76706-3018

5. Billing will be submitted to:

McLennan County Juvenile Justice Center  
Attn: McLennan County Juvenile Probation  
2601 Gholson Road  
Waco, TX 76704

### **III. Examination of Program and Records**

1. The Service Provider agrees that it will permit the Department to examine and evaluate its program of services provided under the terms of this Agreement.

### **IV. Fee Assessment**

1. Neither clients nor their families shall be assessed fees for services by the Service Provider unless arrangements are specified by the court.
2. If client is eligible for fiscal support from another state agency or organization, the Service Provider shall ensure that the Department is not charged for such fiscal support for which the client is otherwise eligible.

### **V. Equal Opportunity**

1. Service shall be provided by Service Provider in compliance with the Civil Rights Act of 1964. The Service Provider will not discriminate against any employee, applicant for employment, or client because of race, religion, color, sex, national origin, age or handicapped condition.

### **VI. Officials Not to Benefit**

1. No officer, member, or employee of the McLennan County Juvenile Board or the McLennan County Juvenile Probation Department, and no member of its governing body, and no other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this project shall participate in any decision related to this Agreement which affects his personal interest or have any personal or pecuniary interest, direct or indirect in this Agreement or the proceeds thereof.

**VII. Default**

1. The Department may, by written notice of default to the Service Provider, terminate this Agreement, in whole or in part, in any one of the following circumstances:
  - a. If the Service Provider fails to perform the work called for by this Agreement within the time specified herein or any extension thereof, or
  - b. If the Service Provider fails to perform any of the other provisions of this Agreement, or fails to prosecute the work as to endanger performance of this Agreement in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days (or such extension as authorized by Department in writing) after receiving notice of default.
  
2. Department may withhold payment to the Service Provider in any month that the Service Provider has not complied with its reporting requirements hereunder, and may withhold such funds until all such reporting requirements have been complied with in accordance with this Agreement.

**VIII. Default**

1. This Agreement may be terminated by either party by giving thirty (30) days written notice to the other party hereto of the intention to terminate.

**IX. Law and Venue**

1. In any legal action arising under this Agreement, the laws of Texas shall apply and venue shall be in McLennan County, Texas.

**X. Other Terms and Conditions**

1. This Agreement does not obligate the Department to assign a specific number of clients to the Service Provider's program.
  
2. Department, or its designated representative, shall have the right to conduct programmatic monitoring of the Service Provider to ensure performance of and compliance with this Agreement.
  
3. Attachment to include the Waco I.S.D. annual school calendar, approved each April. Included so both parties are clear on the service dates. The Summer Food Service Program (SFSP) calendar will be submitted in the Spring.

4. Service Provider is an independent organization, and is not intended to be, and shall not be, an employee, partner or joint venture of the Department for any purpose. Service Provider shall not be treated as an employee of the Department for purposes of tax withholding, insurance, retirement or other benefits. Service Provider is solely responsible for all taxes relating to payments of employee under this agreement, and indemnifies and holds harmless the Department from such claims. Service Provider shall have no authority to bind the Department to any obligation.
  
5. The Service Provider's menu plan shall be designed and evaluated based on the age range of the residents served at the facility to ensure dietary allowance are commensurate with the USDA's age specific requirements.

**XI. Contract Period**

1. This Agreement period will begin on August 1, 2023 and will terminate on July 31, 2024.

**XII. Contract Period**

In Witness Whereof, the parties hereto have caused this agreement to be executed by their duty authorized representatives as of the day and year written:

**“Department”  
McLennan County Juvenile Probation Department**

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

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

Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

**“Service Provider”  
Waco I.S.D. Child Nutrition Services**

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

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

Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

# Waco ISD 2024-2025 Instructional Calendar

JULY						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Key	
<span style="background-color: #f8d7da; border: 1px solid #c3e6cb;"></span>	Student Holiday/Staff Inservice or Workday
<span style="background-color: #d1ecf1; border: 1px solid #bee5eb;"></span>	Student and Staff Holiday
<span style="background-color: #d4edda; border: 1px solid #c3e6cb;"></span>	Beginning of 6-week
<span style="background-color: #d4edda; border: 1px solid #c3e6cb;"></span>	End of 6-week
<span style="background-color: #d1ecf1; border: 1px solid #bee5eb;"></span>	Early Student Release/Staff Inservice
<span style="background-color: #fff3cd; border: 1px solid #ffeeba;"></span>	New Staff Orientation
<span style="background-color: #fff3cd; border: 1px solid #ffeeba;"></span>	Bad Weather Day

AUGUST						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Holidays	
9/2/2024	Labor Day
10/14/2024	Columbus Day
11/25/2024 - 11/29/2024	Thanksgiving Break
12/23/2024 - 1/3/2025	Winter Break
1/20/2025	Martin Luther King Jr. Day
2/17/2025	President's Day
3/10/2025 - 3/14/2025	Spring Break
4/18/2025	Good Friday

SEPTEMBER						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Six Week Instructional Days		
26 days	8/14/2024	9/19/2024
26 days	9/24/2024	11/1/2024
29 days	11/4/2024	12/20/2024
<b>1st Semester</b>	<b>81</b>	
31 days	1/7/2025	2/21/2025
28 days	2/24/2025	4/11/2025
28 days	4/14/2025	5/22/2025
<b>2nd Semester</b>	<b>87</b>	
<b>Total</b>	<b>168</b>	

OCTOBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

School Start and End Times	
ES Regular	7:30 - 3:15 / 465 min.
ES Early Release	7:30 - 12:15 / 285 min
MS Regular	8:45 - 4:30 / 465 min
MS Early Release	8:45 - 1:30 / 285 min
HS Regular	8:15 - 4:00 / 465 min
HS Early Release	8:15 - 1:00 / 285 min
LAMMS Regular	7:30 - 3:15 / 465 min
LAMMS Early Release	7:30 - 12:15 / 285 min

NOVEMBER						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Early Release Day(s)	
Friday, December 20, 2024	
Wednesday, May 21, 2025	
Thursday, May 22, 2025	

DECEMBER						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Bad Weather Make-up Day(s)	

Total Minutes: 79980  
 Total Student Days: 168  
 Additional Minutes: 4380  
 Additional Days: 9.42  
 Teacher Workdays: 187

**Protected Planning Days**  
 9/20, 10/11, 2/14, 4/4

**Professional Development Days**  
 9/23, 10/28, 11/22 (campus), 3/7

**Campus Days** 8/1, 8/12, half-day 8/13, half-day 1/6, half-day 5/21 & 5/22

**Teacher Work Days** 8/8, half-day 8/13, half-day 1/6, 5/23



**Waco Independent School District**  
***Board of Trustee Meeting Agenda Item***

**Date:** July 18, 2024

**Contact Person:** M. Tish/S. Smith

**RE: Interlocal Participation Agreement with the Texas Association of School Boards (TASB) Risk Management Fund for Property, Auto Liability and Physical Damage, School Liability Insurance, and Workers' Compensation Coverage**

=====

**Background Information:**

The Waco Independent School District has acquired property, auto liability and physical damage, and school liability insurance as well as workers' compensation coverage through an interlocal participation agreement with the Texas Association of School Boards (TASB) Risk Management Fund. The TASB Risk Management Fund operates under the provisions of the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The purpose of this agreement is to provide a comprehensive coverage program. These coverage lines require concurrent participation and may not be purchased as 'stand-alone' coverages.

TASB has provided the District with a renewal proposal for the 2024-2025 fiscal year. TASB did reach out to the district in May to advise us that contributions would increase for most members and that there would be a shift to "percent" based weather perils deductibles. We were advised that we would see property rate increases in the 10%-25% range for most members but that would be dependent on member losses, location, and exposures. They did indicate that some members may see sharper increases when warranted. TASB also indicated to expect auto coverage increases in the 20% range, and workers' compensation increases in the 4.5% range. The following paragraphs detail the coverage and proposed contribution rates for each program.

***Property Insurance***

The coverage is on district owned buildings, contents, and adjacent structures at a combined total value of \$816,477,000 with a maximum replacement of \$400,000,000 per occurrence for all perils except named/numbered windstorms which has a maximum limit of \$50,000,000 per occurrence. The property deductible for weather perils and named/numbered windstorms will be two percent (2%) of the total value of a loss-affected structure, including contents, as listed on the statement of values schedule or \$1,000,000, whichever is higher and \$250,000 for all perils except weather perils. The proposal also provides coverage for boiler and machinery, flood, earthquake, crime and equipment breakdown with acceptable limits and deductibles. The coverage includes a sublimit of \$2,000,000 for wind and hail loss to single ply membrane roofs and accompanying roof system.

The premium reflects an increase of **\$429,625** from the previous year.

*Flood Zone Exclusion: Flood coverage, for district owned properties that fall in flood zones A (high risk) or B (moderate risk), is not included under this policy. The administration will obtain quotes for the continuation of additional flood coverage through the National Flood Insurance Program (NFIP) currently managed by FEMA. The NFIP provides coverage limits of \$500,000 per building and \$500,000 for contents in flood zones A and B with a \$1,250 deductible per occurrence on the six properties in Zone B and a \$5,000 deductible on the property in Zone A. The premium for this coverage was \$28,472.00 for 2023-2024.*

The following schedule details the proposed rates as compared to the past five years:

COVERAGE	POLICY YEAR 2019-2020	POLICY YEAR 2020-2021	POLICY YEAR 2021-2022	POLICY YEAR 2022-2023	POLICY YEAR 2023-2024	POLICY YEAR 2024-2025
<b>PROPERTY VALUES</b>	<b>\$ 536,969,954</b>	<b>\$ 536,969,954</b>	<b>\$ 600,857,408</b>	<b>\$ 663,013,306</b>	<b>\$801,656,976</b>	<b>\$816,477,000</b>
<b>Property</b>	\$535,321	\$556,736	\$654,124	\$758,117	\$1,145,695	\$1,575,320
	Premium	Contribution	Contribution	Contribution	Contribution	Contribution
	@.099700	@.103700	@.108900	@.114300	@.142900	@.192941
	rate per	rate per	rate per	rate per	rate per	rate per
	\$100 of	\$100 of	\$100 of	\$100 of	\$100 of	\$100 of
	value	value	value	value	value	value
<b>Engineering Fee</b>	Included	Included	Included	Included	Included	Included
<b>Certified Acts of Terrorism</b>	Included	Included	Included	Included	Included	Included
<b>Total Premium --&gt;</b>	<b>\$535,321</b>	<b>\$556,736</b>	<b>\$654,124</b>	<b>\$758,117</b>	<b>\$1,145.695</b>	<b>\$1,575,320</b>

**Commercial Auto Liability**

The proposed premium for auto liability coverage for 2024-2025 is \$66,097, an increase of \$35,501 over the prior year. The proposed premium for auto physical damage is \$69,263, an increase of \$42,986. This increase is due to bringing transportation services in-house, with the corresponding increase in the quantity and value of vehicles insured, as well as the increase in the number of covered drivers. These factors are in addition to the 20% increase that TASB had projected. The plan provides up to a \$300,000 liability limit for each occurrence, a \$2,500 deductible for bodily injury, property damage, comprehensive and collision coverage. Automobile Physical Damage is limited to actual cash value.

**School Liability**

The school liability coverage under TASB combines general, professional legal, and employee benefits liability into a single coverage agreement to prevent gaps in coverage. This policy carries a \$25,000 deductible per claim and is an occurrence made policy with a \$5,000,000 maximum annual aggregate limit.

The renewal premium for 2024-2025 is \$75,119, a decrease of \$10,380 from the prior year. Ancillary coverage included in the renewal includes Violent Acts coverage at no charge, \$0 deductible and \$250,000 per occurrence.

**Privacy and Information Security**

The privacy and information security liability coverage began in 2020-2021. The plan coverage is \$500,000, no deductible applies. This combines single limit and covers the most common cyber claims, including a data breach, phishing attack, or fraudulent direction incident. The premium for this coverage for 2024-2025 is \$8,000, the same amount as the previous year.

**Workers' Compensation**

The Risk Management Fund continues to serve the District well by managing all workers' compensation claims and providing legal defense when appropriate. The District continues to maintain a return to work program that began in 2001. The District changed from a fully funded to a partially funded aggregate deductible plan in 2002 because of a consistent reduction in paid out losses.

TASB bases their renewals on five years of prior claims experience and on the Fund's overall progress throughout Texas.

Fiscal Year	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
Contribution	\$103,774	\$109,534	\$109,205	\$103,273	\$103,271	\$120,516
Estimated Claims Liability	\$688,982	\$654,396	\$671,190	\$680,769	\$682,454	\$705,316
Maximum WC Claims/ Liability	\$792,756	\$763,930	\$780,395	\$784,012	\$785,725	\$825,832

The administrative contribution of \$120,516 reflects an increase of \$17,245 from last year. The estimated payroll for 2024-2025 is multiplied by the claims liability factor to arrive at estimated claims liability for 2024-2025. The addition of our transportation department contributed to the rate increase for this upcoming year. The claims liability will be adjusted at the end of the plan year based on the actual audited payroll total year ending August 31, 2025.

The following schedule details proposed rates as compared to the past four years:

COVERAGE	POLICY YEAR	POLICY YEAR	POLICY YEAR	POLICY YEAR	POLICY YEAR
	2020-2021	2021-2022	2022-2023	2023-2024	2023-2024
<b>Auto Fleet</b>	\$ 48,982	\$ 50,962	\$ 53,574	\$ 56,873	\$ 135,360
<b>General Liability</b>	\$ 74,847	\$74,847	\$80,902	\$ 80,902	\$ 75,119
<b>*Educators Legal Liability</b>	\$ Included under General Liability	\$ Included under General Liability	\$ Included under General Liability	\$ Included under General Liability	\$ Included under General Liability
<b>\$5,000,000 Excess Liability – ELL, Only</b>	\$ Included under General Liability	\$ Included under General Liability <sup>93</sup>	\$ Included under General Liability	\$ Included under General Liability	\$ Included under General Liability

<b>Privacy &amp; Information Security</b>	\$2,500	\$ 4,000	\$6,000	\$8,000	\$8,000
<b>Total Premium --&gt;</b>	<b>\$ 126,329</b>	<b>\$ 129,809</b>	<b>\$140,476</b>	<b>\$ 145,775</b>	<b>\$ 218,479</b>

**Fiscal Implications:**

The total cost of these coverages is \$1,914,315, an increase of \$514,977 over 2023-2024. This increase has been included in the proposed 2024-2025 budget.

**Administrative Recommendations:**

The Administration recommends that the Board of Trustees approve the renewal of the Interlocal Participation Agreement with the Texas Association of School Boards (TASB) Risk Management Fund, to include property, auto liability and physical damage, school liability insurance, as well as workers' compensation coverage for the 2024-2025 fiscal year, as presented.



June 14, 2024

Sherry Smith

Waco ISD

Dear Sherry Smith,

The TASB Risk Management Fund is pleased to provide the following proposal for renewing your coverage for the coming year. The proposal reflects the Fund's ongoing commitment to the risk sharing partnership among its more than 1,000 members.

The Fund is the oldest and largest governmental risk pool serving public schools and other educational entities in Texas. The Fund is governed by a 19-member board of school trustees, superintendents, and administrators from member districts. The board ensures the Fund remains financially strong and responsive to member needs.

Fund programs and coverages continue to support the risks shared by Fund members but also reflect the challenging environments that Fund members face today.

The coverage proposal on the following pages includes terms and contribution amounts for the programs in which your organization participates. A summary of coverage changes and updates to the Fund's Coverage Agreements is included in this proposal. Coverage Agreements can also be accessed on the Fund's website.

Please review all terms, provisions, and features of this renewal proposal. When ready, you may accept your renewal proposal by signing the Contribution & Coverage Summary (CCS) and returning it by email to me or to [TASBRMF@tasbrmf.org](mailto:TASBRMF@tasbrmf.org). You may also complete the electronic acceptance using the link in the renewal email sent to the designated Program Contact.

**Please note, if you take no action, coverage will automatically renew under the terms of this renewal proposal. If you wish to terminate coverage, the Fund must receive written notice of termination at least 30 days prior to your renewal date.** If you are unsure of your plans to renew or have questions about this renewal proposal or any aspect of your Fund membership, please contact Heide Gaden or any member of TASB's Underwriting or Marketing teams at 800.482.7276.

Thank you for your membership in the TASB Risk Management Fund and your partnership with all Fund members. The Fund is proud to be your partner in managing risks and serving the students in your community.

Sincerely,  
Heide Gaden  
Risk Management Consultant  
Division of Risk Management Marketing & Strategic Partnerships  
Texas Association of School Boards, Inc.

TASB Risk Management Fund  
12007 Research Blvd., Austin, Texas 78759-2439  
P.O. Box 301, Austin, Texas 78767-0301  
Toll-Free: 800.482.7276 | Austin area: 1 (512) 505-2816

CC:

## Notification of Coverage Changes and Clarifications Effective July 1, 2024

As a part of the annual coverage review, the TASB Risk Management Fund (Fund) implemented the following coverage changes and clarifications *for all renewals taking effect on or after July 1, 2024*. This document is a summary of changes and clarifications only; please carefully review the full text of all Fund Coverage Agreements and any applicable Contribution and Coverage Summary (CCS).

### Automobile Liability & Physical Damage Coverage Agreement

- Under Part D, § 17.2 **Excess Coverage**, clarify that the Fund Member’s auto coverage is primary, not pro rata, when a **Covered Person** is driving a Fund Member’s vehicle.

### School Liability Coverage Agreement

- Under Part B, § 5.8 **Joint Ventures**, clarify that Joint Ventures include support for an in-district or 1882 charter school; however, there is no coverage for the charter school operator itself or its board members or employees. Clarify that all **Covered Persons** are covered, not just the Fund Member.
- Under Part F, § 16.1 **PLL related acts**, clarify that acts related to the original Wrongful Act are subject to one **Claim’s** limit of liability.
- Under Part F, § 17.5 **Maximum annual aggregate limit**, clarify that the maximum aggregate limit applies to purchased *and* automatic extended reporting periods.

### Property Coverage Agreement

- Weather Perils and Named/Numbered Windstorm deductibles will be based on a percentage (as shown on the CCS) of the total value of a Loss-affected structure, including contents, as listed on the Statement of Values schedule provided to Fund Members with the coverage proposal, or an Occurrence minimum deductible (also shown on the CCS), whichever is higher. If the Weather Perils or Named/Numbered Windstorm deductible does not exceed the minimum Occurrence deductible, the Occurrence deductible will apply for all Loss, including Loss-affected Covered Property not listed on the Statement of Values.
- Expanded coverage for single-ply membrane roofing systems rated for Very Severe Hail by FM Global or UL Solution’s equivalent rating to the full Weather Perils limit and deductible. The sublimit for single-ply roofing systems not rated for very severe hail remains in place.
- Under Part C, added § 6.6, indicating the Fund will limit payment for heating, ventilation, and air conditioning (HVAC) units based on actual cash value (ACV) only. Additionally, HVAC units **installed after March 1, 2025**, are excluded for the peril of hail unless commercial hail protection/coil guards are installed.
- Revise the Property Coverage Agreement, the Named/Numbered Windstorm Endorsement, and the CCS language to reflect how coverage and specified limits extend to the Fund Member’s Covered Property for the Named/Numbered Windstorm peril based on the county’s location (e.g., Tier I, Tier II, Harris, or all other Texas counties).

- Revise the Property Coverage Agreement and the Flood Endorsement to clarify that Flood coverage is excluded in designated flood zones unless coverage is otherwise extended under the Named/Numbered Windstorm Endorsement, and updated language to describe flooding uniformly throughout the Coverage Agreement.
- Under Part C, § 6.4 **Aesthetic Impairment**, eliminate the option to pay up to \$100,000 per **Occurrence** for appearance harm only to **Covered Property** while maintaining the coverage provision allowing reimbursement for 50% of the cost, up to \$1 million, to replace Aesthetically Impaired metal roofs.
- Limit coverage to the amount reported on the Statement of Values for Covered Property that has a recognized national or state historic designation. This limitation includes, but is not limited to, Covered Property listed on the National Register of Historic Places or Recorded Texas Historic Landmarks.
- Add a provision that specifically indicates prior loss is excluded.
- Add a provision that temporary repairs will be reimbursed to the Fund Member up to 10% of the Loss, including (if applicable) outside any sublimit. Additionally, under Part C, § 7.5, clarify that “Extra Expense” does not include temporary repairs after a **Loss**.
- Clarify that wildfire and accidental smoke damage, unrelated to agricultural or industrial origins, is covered and not considered **Pollution**.
- Under Part C, § 7.1 **Debris removal**, clarify that such removal is outside any sublimit.
- Under Part E, § 12.4 **Vendor Panel**, revise to remove the panel-related language and clarify that the Fund Member must use any Fund-preferred vendor when requested by the Fund.
- Under Part G, § 18, **New Construction**, move to Part F as a condition of coverage. This provision requires the Fund Member to report any new construction or renovation to the Fund before coverage extends.

#### **Privacy & Information Security Coverage Agreement**

- Under Part C, § 4.29 (A) **Fraudulent Instruction**, clarify and reinforce that the Fund Member must verify the authenticity *and* validate the payment request. Additionally, clarify that the validation may not rely on contact information in the communication or source of the inquiry regarding a change of banking or payment information.

#### **Violent Act Coverage**

- No changes.

## Waco ISD

### Contribution & Coverage Summary (CCS) Participation Period: 9/1/2024 through 8/31/2025

The following is a summary of coverages, limits, deductibles, and contribution amounts. More information about coverage, limits, deductibles, terms, and conditions are found on the following pages and are part of this CCS. Please review all pages of this CCS document and associated Fund Coverage Agreements. **Coverage under this CCS is contingent upon concurrent participation in the Fund's Auto, Liability, Property and Worker's Compensation programs.**

This is not a declarations page. The Fund is not insurance but a self-insured risk pool through which members agree to share risk and actively participate in their contractual obligations as a member of the Fund.

Coverage	Limit	Deductible	Contribution
<b>Property</b>	See Property Coverage Summary	See Property Coverage Summary	<b>\$1,575,320</b>
<b>Automobile Liability</b>	\$100K Person Bodily / \$300K Occurrence Bodily / \$100K Occurrence Property	\$2,500	<b>\$66,097</b>
<b>Automobile Physical Damage</b>	Actual Cash Value	See Automobile Coverage Summary	<b>\$69,263</b>
<b>School Liability including Professional Legal, General, and Employee Benefits Liability</b>	See School Liability Coverage Summary	See School Liability Coverage Summary	<b>\$75,119</b>
<b>Privacy &amp; Information Security</b>	\$500,000	\$0	<b>\$8,000</b>
<b>Violent Acts</b>	\$250,000	\$0	<b>No Cost</b>
<b>Workers' Comp Aggregate Deductible</b>	Statutory	\$705,316	<b>\$120,516</b>
<b>Total Contribution</b>			<b>\$1,914,315</b>

**THIS IS NOT AN INVOICE.** The TASB Risk Management Fund will issue an invoice when coverage is accepted by the Member. Total Contribution is an estimate and is subject to exposure audit.



**Waco ISD**

**Property Coverage Summary**  
**Participation Period: 9/1/2024 through 8/31/2025**  
**Total Property Contribution: \$1,575,320**

The following is an overview of the limits and deductibles for risk of Direct Physical Loss to Covered Property. Additional coverages, limits, exclusions, and terms are included in the Fund's Coverage Agreement for this Participation Period. All limits are per Occurrence unless otherwise shown.

<b>Coverage</b>	<b>Limit</b>	<b>Deductible</b>
<b>All Perils except Weather Perils</b>	\$400,000,000	\$250,000
<b>Weather Perils except Named/Numbered Windstorm</b>	\$400,000,000	2% Minimum \$1,000,000
<b>Named/Numbered Windstorm</b>	\$50,000,000	2% Minimum \$1,000,000
<b>Flood – Annual Aggregate Limit</b>	\$2,000,000	\$50,000
<b>Earthquake – Annual Aggregate Limit</b>	\$2,000,000	\$50,000
<b>Crime</b>	\$100,000	\$10,000
<b>Equipment Breakdown</b>	\$100,000,000	\$50,000

<b>Additional Sublimit for Weather Perils</b>	<b>Limit</b>	<b>Deductible</b>
Sublimit for Wind, Hail Loss to Single Ply Membrane roofs and accompanying roof systems; all other deductibles apply. This does not apply to Named/Numbered Windstorm Loss in Tier 1, Tier 2, or Harris counties.	\$2,000,000	Weather Perils Deductible applies

## Property Coverage Provisions

**Weather Perils:** Weather Perils is an Occurrence of wind, hail, convective storm, or freeze. The Weather Perils Limit and Deductible shown on this CCS will apply to Loss (including ensuing Loss) by a Weather Peril. Weather Perils does not include Named/Numbered Windstorm.

**Named/Numbered Windstorm:** Named/Numbered Windstorm is an Occurrence of hurricane, typhoon, tropical cyclone, tropical storm, or tropical depression that is designated by name or number by the National Weather Bureau, National Hurricane Center, or any recognized meteorological authority, including any related wind-driven rain, flood, tidal water or wave, storm surge, wave wash, surface water, overflow of bodies of water, or spray from any of these conditions. The Named/Numbered Windstorm Limit and Deductible indicated on this CCS will apply to Loss (including ensuing Loss) by a Named/Numbered Windstorm.

**Percent Deductible/Occurrence Minimum Deductible:** When Covered Property sustains a Loss caused by a Weather Peril or Named/Numbered Windstorm, the Fund Member's deductible will be either a percent-based deductible or an Occurrence-based minimum deductible, depending on which is higher.

The percent deductible will be calculated based on the designated percent, as shown on the CCS, applied to the Total Covered Value of the Loss-affected structure (including contents) in the Statement of Values schedule, which is considered a part of this CCS. This designated percentage is reflected as the deductible dollar amount listed under the deductible column of the schedule for each Loss-affected structure. The Fund will only pay once the covered Loss amount for each Loss-affected structure exceeds the deductible amount listed on the schedule. This deductible amount remains the same even if the entire structure (or contents) did not sustain a Loss. In the case of an Occurrence causing Loss to more than one member structure, the member may incur multiple percent-based deductibles, which will be added up to determine the total percent deductible.

Regardless of the total percent deductible, the amount of Loss sustained, or the number of Loss-affected structures in an Occurrence, in no event will the member's total deductible obligation be less than the Occurrence-based minimum deductible listed on the CCS. To determine whether the total amount of the percent-based deductible(s) exceeds the Occurrence minimum deductible, only the actual Loss will apply toward the Occurrence minimum deductible. However, the Fund's payment obligations in excess of this Occurrence deductible are based on the Loss to each structure exceeding that structure's scheduled deductible dollar amount.

No coverage is available for Loss to Fund Member property excluded by the Property Coverage Agreement.

**Location:** Location is a single street address that is the site of the Covered Property. Locations may have multiple Covered Properties, including structures.

**Flood Zone Exclusions:** The Fund Member's Covered Property (as defined in the Coverage Agreement) is excluded from coverage under the Flood Endorsement of the Coverage Agreement if any portion of the Covered Property subject to loss is located in any Special Flood Hazard Areas (SFHA) beginning with 'A' or 'V' as identified on the most recently published pre-Loss FEMA Flood Insurance Rate Map (FIRM).

**Other Limits:** If more than one Per Occurrence Limit may be applicable, the Fund shall determine which limit will apply.

**Statement of Values:** The Statement of Values schedule will be provided to the Fund member before the beginning of the Participation Period and is considered incorporated into the Agreements between the Fund and the member. The Fund Member agrees to allow the Fund to conduct property appraisals of the Fund Member's property periodically and agrees to accept values provided by the Fund. The Fund reserves the right to adjust the Fund Member's Contribution for new Covered Property accepted within the first 180 days of the Participation Period.

**Salvage:** The Fund will have the right, at its discretion, to exercise rights of salvage to any damaged property paid for or replaced under the terms of this Agreement.



**Single Ply Membrane:** 'Single Ply Membrane' is a synthetic roofing material that includes EPDM, TPO, and PVC membranes. For Weather Perils, Single Ply Membrane roofs are subject to the Single Ply Membrane sublimit and deductible indicated on the CCS, except for roofs rated for Very Severe Hail by FM Global or UL Solution's equivalent rating, which are subject to the Weather Perils limit and deductible.

**Fund Member Mitigation:** As indicated in the Property Coverage Agreement, including Sections 9.29 and 12.5, the Fund Member must preserve Covered Property before and after Loss, or the Fund may exclude coverage.

**Fund Member Notice:** As indicated in the Property Coverage Agreement, including Section 13.1, time is of the essence for the Fund Member to give notice of a claim for all Loss. Coverage is only available if the Fund Member reports all Loss within 365 days of an Occurrence.

**Limit Elimination:** The Fund may reduce all Property limits to zero and cease all payments (promised or otherwise) to the member for any claim under this CCS if the Fund's applicable property reinsurance coverage exhausts during the Participation Period through any property claim payment to any Fund member.

## Waco ISD

### Automobile Coverage Summary

**Participation Period: 9/1/2024 through 8/31/2025**  
**Total Automobile Contribution: \$135,360**

The following is an overview of the limits and deductibles for risks associated with the ownership, maintenance, or use of Covered Automobiles. The Fund's Coverage Agreement includes additional coverages, limits, exclusions, and terms for this Participation Period.

Coverage	Limit	Deductible
<b>Automobile Liability</b>	\$100K Person Bodily / \$300K Occurrence Bodily / \$100K Occurrence Property	\$2,500
<b>Automobile Physical Damage - Collision</b>	Actual Cash Value	\$2,500
<b>Automobile Physical Damage - Comprehensive</b>	Actual Cash Value	\$2,500
<b>Automobile Physical Damage - Catastrophic</b>	Actual Cash Value	\$50,000

### Automobile Terms & Conditions

**Statement of Values:** The Fund Member has provided the Fund with the most complete and accurate listing of vehicles owned and leased by the Fund Member and will make this listing current throughout the Participation Period. The Fund Member agrees to allow the Fund to conduct vehicle appraisals of the Fund Members' fleet periodically and agrees to accept values provided by the Fund, if any.

**Salvage:** The Fund will have the right, at its discretion, to exercise rights of salvage to any damaged property paid for or replaced under the terms of this Agreement.

**Excluded Vehicles:** Vehicles specifically listed on this CCS are excluded from all Automobile coverage as noted under 'Exclusion.'



## Waco ISD

### School Liability Coverage Summary Participation Period: 9/1/2024 through 8/31/2025 Total School Liability Contribution: \$75,119

The following is an overview of the limits and deductibles for legal, general, and other liability risks. The Fund's Coverage Agreement includes additional coverages, limits, exclusions, and terms for this Participation Period.

Coverage	Limit	Deductible
<b>Professional Legal Liability</b> Subject to \$5,000,000 Maximum Annual Aggregate	\$5,000,000	\$25,000
<b>General Liability</b>	\$5,000,000	\$0
<b>Employee Benefits Liability</b>	\$100,000	\$0

### School Liability Coverage Provisions

**Known Prior Acts:** As indicated in the School Liability Coverage Agreement, including in Section 4.1, the Fund Member agrees that all known prior acts (including previously reported acts) that may result in a legal claim against the Fund Member have been fully disclosed to prior carriers, including the Fund, and no coverage will apply to these acts under this CCS. However, this CCS does not void coverage afforded to the Fund Member under any previous CCS.

**Fund-requested Settlement Contributions:** As indicated in the School Liability Coverage Agreement, including Section 4.6, the Fund may request a monetary or non-pecuniary contribution from the Fund Member to address the portion of a Claim that is not covered by the Coverage Agreement so that the Fund can settle the Claim in its entirety. Any refusal by the Fund Member to contribute to the settlement as requested by the Fund will result in the Fund Member being responsible for further defense costs and indemnity payments other than what the Fund would have paid.



**Waco ISD**

**Privacy & Information Security Coverage Summary**  
**Participation Period: 9/1/2024 through 8/31/2025**  
**Total Privacy & Information Security Contribution: \$8,000**

The following is an overview of the limits and deductibles for privacy and information security risks. The Fund's Coverage Agreement includes additional coverages, limits, exclusions, and terms for this Participation Period.

Coverage	Aggregate Limit Per Event	Deductible
Privacy & Information Security	\$500,000	\$0

**Privacy & Information Security Conditions**

**No Known Losses:** Fund Member certifies that all known or reported events occurring prior to the effective date of this coverage, as applicable, which it is reasonably believed may result in a claim under this Coverage have been fully disclosed or reported.

## Waco ISD

### Workers' Compensation – Aggregate Deductible

Participation Period: 9/1/2024 through 8/31/2025

**Total Workers' Compensation – Aggregate Deductible Contribution: \$120,516**

The following is a summary of estimated payrolls and contribution for Workers' Compensation coverage. The Contribution and Claims Liability amounts shown are subject to audit at the end of the Participation Period.

Classification	Estimated Payroll	Net Annual Rate	Estimated Contribution
7380 - BUS DRIVERS	\$5,468,176	0.00318735	\$17,429
7720 - POLICE OFFICER	\$863,606	0.00397172	\$3,430
8810 - CLERICAL OFFICE EMPLOYEES	\$2,852,401	0.00020895	\$596
8868 - PROFESSIONAL/ADMINISTRATON	\$103,754,350	0.00056430	\$58,549
9101 - ALL OTHERS	\$9,691,892	0.00417999	\$40,512
<b>Total</b>	<b>\$122,630,426</b>		<b>\$120,516</b>

<b>Estimated Contribution</b>	<b>\$120,516</b>
<b>Estimated Claims Liability</b>	<b>\$705,316</b>
<b>Estimated Maximum Program Cost</b>	<b>\$825,832</b>

### Workers' Compensation – Aggregate Deductible Provisions

**Claims Liability:** The Fund Member agrees to reimburse the Fund for amounts paid for workers' compensation claims with injury dates within the Participation Period up to the Claims Liability amount (Aggregate Deductible). The Fund will pay claims in excess of the Claim Liability amount.

**Benefit Limits:** Workers' Compensation benefits paid to the Fund Member's employees under this CCS will be as defined in the Texas Workers' Compensation Act (the Act). The Fund is responsible for claims payments as reflected in this CCS. This CCS does not cover the defense of any suit or claim against a Fund Member except a workers' compensation claim by an eligible employee or former employee of the Fund Member for the payment of statutory workers' compensation benefits.

**Cooperation:** The Fund Member designates the TASB Risk Management Fund as the Workers' Compensation claim administrator of record for all purposes. The Fund Member agrees to use the Fund's contractors for services related to the administration of claims and to follow the Fund's election under Section 504.053 of the Labor Code to direct care through the Political Subdivision Workers' Compensation Alliance.

**Claims Reporting:** For Workers' Compensation claims arising during the Participation Period, the Fund Member agrees to report those claims timely and solely to the Fund. The report of Workers' Compensation claims to any other entity will waive all Fund liability under this agreement for those claims, regardless of reporting sequence. Any fines levied against the Fund for the Fund Member's failure to comply with the rules and regulations of the Act will be the Fund Member's sole responsibility.



**Seasonal Benefits Adjustments:** The Fund adjusts weekly workers' compensation Temporary Income Benefits (TIBS) to zero during specific holiday periods. Benefit adjustments are always made during the summer, Thanksgiving, spring, and winter breaks. Other extended holiday periods may also trigger benefit adjustments.



## Program Coordinators

The Fund Member is required to designate a Program Coordinator (Coordinator) with express authority to represent and bind the Fund Member in all program matters. Below are the current Coordinators associated with the Fund Member. If a Coordinator’s name and e-mail address are not listed or the Coordinator identified needs to be updated, please provide updated information to the Fund as soon as possible or include updates on this document.

### Current Program Coordinators

Program	Name	Title	E-mail
TASB RMF-Liability	Sherry Smith	Executive Director of Finance	sherry.smith@wacoisd.org
TASB RMF-Workers' Compensation	Sherry Smith	Executive Director of Finance	sherry.smith@wacoisd.org
TASB RMF-Auto	Sherry Smith	Executive Director of Finance	sherry.smith@wacoisd.org
TASB RMF-Property	Sherry Smith	Executive Director of Finance	sherry.smith@wacoisd.org

### Program Coordinator Updates

Program	Name	Title	E-mail

If accepting this proposal electronically, you may scan and email this page to [tasbrmf@tasbrmf.org](mailto:tasbrmf@tasbrmf.org) to provide Program Coordinator updates.



## Contribution & Coverage Summary General Provisions

**Coverage:** This CCS and the Fund’s corresponding Coverage Agreements for this Participation Period outline the coverage terms and limits.

**Claims Reporting:** The Fund Member will provide to the Fund timely notice of all claims as required in the Interlocal Participation Agreement, the applicable Fund Coverage Agreement, and this CCS. The lack of timely notice may result in a loss of coverage.

**Definitions:** Any terms not defined in this CCS will use the definition for that term from the corresponding Fund Coverage Agreement.

**Payment:** The Fund Member agrees to pay contributions based on a plan developed by the Fund. All contributions are payable upon receipt of an invoice from the Fund. The Fund will determine the contribution for each program and how each contribution is applied.

**Termination:** In addition to any CCS-specific provisions, the Interlocal Participation Agreement outlines the termination-related provisions that govern this CCS. These provisions include that this CCS may be terminated by either party, with termination effective at the end of the Participation Period, by giving written notice to the other party no later than 30 days before the end of the Participation Period. If the Fund Member ceases to be an Active or Associate member of the Texas Association of School Boards, Inc., this CCS will terminate at the end of the Participation Period, and the Fund will not offer a renewal CCS. If neither party terminates this CCS, any renewal CCS offered by the Fund becomes effective based on the terms of the renewal CCS and will bind the Fund Member.

**Concurrent Participation:** All coverages through this CCS are only effective if the Fund Member concurrently participates in or has agreed in writing to participate in all the following Fund programs: Auto, Liability, Property, and Workers’ Compensation. The Fund may terminate all coverages immediately if the Fund Member fails to or ceases to participate in any of these Fund programs concurrently. If this termination occurs, the total contribution under this CCS shall be considered fully earned, and the Fund Member agrees that no refund of any contribution is due. This paragraph’s termination provisions take precedence over any conflicting termination provisions in the Interlocal Participation Agreement or this CCS.

### Fund Member Authorization:

I approve this Contribution and Coverage Summary (CCS) and certify that this information is correct. I affirm that I am duly authorized to approve this CCS and that I have read and agree to this CCS and the Interlocal Participation Agreement.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



**TASB™  
RISK  
FUND**

**Proof of Auto Liability Coverage**

THIS GOVERNMENT VEHICLE IS EXEMPT FROM THE MOTOR VEHICLE SAFETY RESPONSIBILITY ACT. Liability coverage in effect meets the minimum limits required by Texas law.

Member: **Waco ISD**  
Contract Number: **P161914-2024-001**  
Contract Period: **9/1/2024 through 8/31/2025**

If you have an accident, please notify the TASB Risk Management Fund at 800.482.7276.

**Coverage is applicable to all vehicles owned by the above-named entity. Coverage remains in effect only if contribution has been paid.**



**TASB™  
RISK  
FUND**

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**WHAT TO DO IF YOU HAVE AN ACCIDENT**

**(Keep this Card in Vehicle at all times)**

- Move vehicle to the side of the road if drivable.
- Call 911 immediately. Have driver's license and this card ready to give to police.
- Help the injured by making them comfortable and providing emergency first aid. Call for medical help and provide requested information.
- Report the accident to your supervisor as soon as possible. If you have been injured, notify your supervisor.
- Do not discuss blame or fault. Discuss accident only with the police.
- Collect names, insurance, and other driver's license number. If there are witnesses, collect their names and contact information and give the information to the police and your supervisor.
- Do not sign any documents except as requested by law enforcement.

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- Move vehicle to the side of the road if drivable.
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**Waco ISD**  
**Statement of Values**  
**As of date: 6/14/2024**  
**Participation Period: 9/1/2024 through 8/31/2025**

Campus Name – Site Address	Building ID	Building Name	Total Covered Value	Weather Perils Deductible
ADVANCED MANUFACTURING ACADEMY CAMPUS, 2401 J J FLEWELLEN ROAD, WACO, TX, 76704	161914--20	ADVANCED MANUFACTURING ACADEMY SCHOOL	\$12,579,000	\$251,580
ADVANCED MANUFACTURING ACADEMY CAMPUS, 2401 J J FLEWELLEN ROAD, WACO, TX, 76704	9566	DRESSING ROOM	\$452,000	\$9,040
ADVANCED MANUFACTURING ACADEMY CAMPUS, 2401 J J FLEWELLEN ROAD, WACO, TX, 76704	9567	METAL PAVILION	\$15,000	\$300
ADVANCED MANUFACTURING ACADEMY CAMPUS, 2401 J J FLEWELLEN ROAD, WACO, TX, 76704	9568	PORTABLE STORAGE	\$19,000	\$380
ADVANCED MANUFACTURING ACADEMY CAMPUS, 2401 J J FLEWELLEN ROAD, WACO, TX, 76704	9564	STORAGE BUILDING	\$60,000	\$1,200
ADVANCED MANUFACTURING ACADEMY CAMPUS, 2401 J J FLEWELLEN ROAD, WACO, TX, 76704	26881	STORAGE CONTAINER	\$10,000	\$200
ADVANCED MANUFACTURING ACADEMY CAMPUS, 2401 J J FLEWELLEN ROAD, WACO, TX, 76704	9563	WELDING BUILDING #1	\$3,969,000	\$79,380
ADVANCED MANUFACTURING ACADEMY CAMPUS, 2401 J J FLEWELLEN ROAD, WACO, TX, 76704	9565	WELDING BUILDING #2	\$1,183,000	\$23,660
ALTA VISTA ELEMENTARY SCHOOL CAMPUS, 3637 ALTA VISTA DRIVE, WACO, TX, 76706	161914--23	ALTA VISTA ELEMENTARY SCHOOL	\$13,395,000	\$267,900
ALTA VISTA ELEMENTARY SCHOOL CAMPUS, 3637 ALTA VISTA DRIVE, WACO, TX, 76706	9583	PORTABLE CLASSROOM #1	\$146,000	\$2,920
ALTA VISTA ELEMENTARY SCHOOL CAMPUS, 3637 ALTA VISTA DRIVE, WACO, TX, 76706	9584	PORTABLE CLASSROOM #2	\$274,000	\$5,480
ALTA VISTA ELEMENTARY SCHOOL CAMPUS, 3637 ALTA VISTA DRIVE, WACO, TX, 76706	9587	PORTABLE CLASSROOM #3	\$330,000	\$6,600



ALTA VISTA ELEMENTARY SCHOOL CAMPUS, 3637 ALTA VISTA DRIVE, WACO, TX, 76706	9586	STORAGE BUILDING	\$34,000	\$680
ALTA VISTA ELEMENTARY SCHOOL CAMPUS, 3637 ALTA VISTA DRIVE, WACO, TX, 76706	26887	STORAGE BUILDING #2	\$10,000	\$200
ALTA VISTA ELEMENTARY SCHOOL CAMPUS, 3637 ALTA VISTA DRIVE, WACO, TX, 76706	9585	WOOD SHED	\$10,000	\$200
BELL'S HILLS ELEMENTARY SCHOOL CAMPUS, 2100 ROSS AVENUE, WACO, TX, 76706	161914--5	BELL'S HILLS ELEMENTARY SCHOOL	\$32,979,000	\$659,580
BELL'S HILLS ELEMENTARY SCHOOL CAMPUS, 2100 ROSS AVENUE, WACO, TX, 76706	9421	GREENHOUSE	\$35,000	\$700
BELL'S HILLS ELEMENTARY SCHOOL CAMPUS, 2100 ROSS AVENUE, WACO, TX, 76706	9422	STORAGE SHED	\$2,000	\$40
BROOK AVENUE ELEMENTARY SCHOOL CAMPUS, 720 BROOK AVENUE, WACO, TX, 76708	161914--28	BROOK AVENUE ELEMENTARY SCHOOL	\$11,511,000	\$230,220
CEDAR RIDGE ELEMENTARY SCHOOL CAMPUS, 2115 MERIDIAN AVENUE, WACO, TX, 76708	161914--21	CEDAR RIDGE ELEMENTARY SCHOOL	\$15,384,000	\$307,680
CEDAR RIDGE ELEMENTARY SCHOOL CAMPUS, 2115 MERIDIAN AVENUE, WACO, TX, 76708	9575	GREENHOUSE	\$2,000	\$40
CEDAR RIDGE ELEMENTARY SCHOOL CAMPUS, 2115 MERIDIAN AVENUE, WACO, TX, 76708	26884	HELPING HANDS STORAGE	\$1,000	\$20
CEDAR RIDGE ELEMENTARY SCHOOL CAMPUS, 2115 MERIDIAN AVENUE, WACO, TX, 76708	9577	METAL SHED	\$1,000	\$20
CEDAR RIDGE ELEMENTARY SCHOOL CAMPUS, 2115 MERIDIAN AVENUE, WACO, TX, 76708	9571	PORTABLE CLASSROOMS #1	\$282,000	\$5,640
CEDAR RIDGE ELEMENTARY SCHOOL CAMPUS, 2115 MERIDIAN AVENUE, WACO, TX, 76708	9572	PORTABLE CLASSROOMS #2	\$282,000	\$5,640
CEDAR RIDGE ELEMENTARY SCHOOL CAMPUS, 2115 MERIDIAN AVENUE, WACO, TX, 76708	9573	PORTABLE CLASSROOMS #3	\$282,000	\$5,640
CEDAR RIDGE ELEMENTARY SCHOOL CAMPUS, 2115 MERIDIAN AVENUE, WACO, TX, 76708	9574	PORTABLE CLASSROOMS \$4	\$337,000	\$6,740
CEDAR RIDGE ELEMENTARY SCHOOL CAMPUS, 2115 MERIDIAN AVENUE, WACO, TX, 76708	26883	STORAGE SHED	\$3,000	\$60
CEDAR RIDGE ELEMENTARY SCHOOL CAMPUS, 2115 MERIDIAN AVENUE, WACO, TX, 76708	9576	WOOD PAVILION	\$3,000	\$60
CESAR CHAVEZ MIDDLE SCHOOL CAMPUS, 700 SOUTH 15TH STREET, WACO, TX, 76706	161914--8	CESAR CHAVEZ MIDDLE SCHOOL	\$32,132,000	\$642,640



CESAR CHAVEZ MIDDLE SCHOOL CAMPUS, 700 SOUTH 15TH STREET, WACO, TX, 76706	9456	PORTABLE CLASSROOM	\$274,000	\$5,480
CESAR CHAVEZ MIDDLE SCHOOL CAMPUS, 700 SOUTH 15TH STREET, WACO, TX, 76706	26861	STORAGE SHED #1	\$23,000	\$460
CESAR CHAVEZ MIDDLE SCHOOL CAMPUS, 700 SOUTH 15TH STREET, WACO, TX, 76706	26862	STORAGE SHED #2	\$23,000	\$460
CRESTVIEW ELEMENTARY SCHOOL CAMPUS, 1120 NORTH NEW ROAD, WACO, TX, 76710	9520	CAFETERIA STORAGE SHED	\$15,000	\$300
CRESTVIEW ELEMENTARY SCHOOL CAMPUS, 1120 NORTH NEW ROAD, WACO, TX, 76710	161914--14	CRESTVIEW ELEMENTARY SCHOOL	\$20,889,000	\$417,780
CRESTVIEW ELEMENTARY SCHOOL CAMPUS, 1120 NORTH NEW ROAD, WACO, TX, 76710	9519	MAINTENANCE STORAGE BUILDING	\$82,000	\$1,640
CRESTVIEW ELEMENTARY SCHOOL CAMPUS, 1120 NORTH NEW ROAD, WACO, TX, 76710	9517	PICNIC PAVILION	\$28,000	\$560
CRESTVIEW ELEMENTARY SCHOOL CAMPUS, 1120 NORTH NEW ROAD, WACO, TX, 76710	9516	PORTABLE CLASSROOM LIBRARY	\$149,000	\$2,980
CRESTVIEW ELEMENTARY SCHOOL CAMPUS, 1120 NORTH NEW ROAD, WACO, TX, 76710	9518	STORAGE SHED #1	\$5,000	\$100
CRESTVIEW ELEMENTARY SCHOOL CAMPUS, 1120 NORTH NEW ROAD, WACO, TX, 76710	26874	STORAGE SHED #2	\$17,000	\$340
DEAN HIGHLAND ELEMENTARY SCHOOL CAMPUS, 3300 MAPLE AVENUE, WACO, TX, 76707	161914--11	DEAN HIGHLAND ELEMENTARY SCHOOL	\$28,154,000	\$563,080
DEAN HIGHLAND ELEMENTARY SCHOOL CAMPUS, 3300 MAPLE AVENUE, WACO, TX, 76707	9478	GREENHOUSE	\$41,000	\$820
G. W. CARVER MIDDLE SCHOOL CAMPUS, 1601 J J FLEWELLEN ROAD, WACO, TX, 76704	23363	G. W. CARVER MIDDLE SCHOOL	\$62,216,000	\$1,244,320
G. W. CARVER MIDDLE SCHOOL CAMPUS, 1601 J J FLEWELLEN ROAD, WACO, TX, 76704	26865	LUNCH PAVILION	\$24,000	\$480
G. W. CARVER MIDDLE SCHOOL CAMPUS, 1601 J J FLEWELLEN ROAD, WACO, TX, 76704	26864	TRACK RESTROOM / STORAGE	\$268,000	\$5,360
G.L. WILEY OPPORTUNITY CENTER CAMPUS, 1030 EAST LIVE OAK STREET, WACO, TX, 76704	9524	BAND HALL	\$2,069,000	\$41,380
G.L. WILEY OPPORTUNITY CENTER CAMPUS, 1030 EAST LIVE OAK STREET, WACO, TX, 76704	161914--15	G.L. WILEY OPPORTUNITY CENTER	\$15,732,000	\$314,640
G.L. WILEY OPPORTUNITY CENTER CAMPUS, 1030 EAST LIVE OAK STREET, WACO, TX, 76704	9528	GAZEBO	\$26,000	\$520



G.L. WILEY OPPORTUNITY CENTER CAMPUS, 1030 EAST LIVE OAK STREET, WACO, TX, 76704	9527	GREENHOUSE	\$42,000	\$840
G.L. WILEY OPPORTUNITY CENTER CAMPUS, 1030 EAST LIVE OAK STREET, WACO, TX, 76704	9523	GYMNASIUM	\$3,757,000	\$75,140
G.L. WILEY OPPORTUNITY CENTER CAMPUS, 1030 EAST LIVE OAK STREET, WACO, TX, 76704	9525	PORTABLE CLASSROOM #1	\$274,000	\$5,480
G.L. WILEY OPPORTUNITY CENTER CAMPUS, 1030 EAST LIVE OAK STREET, WACO, TX, 76704	9526	PORTABLE CLASSROOM #2	\$274,000	\$5,480
G.L. WILEY OPPORTUNITY CENTER CAMPUS, 1030 EAST LIVE OAK STREET, WACO, TX, 76704	9529	STORAGE SHED	\$4,000	\$80
J.H. HINES ELEMENTARY SCHOOL CAMPUS, 301 GARRISON STREET, WACO, TX, 76704	9512	GREENHOUSE	\$42,000	\$840
J.H. HINES ELEMENTARY SCHOOL CAMPUS, 301 GARRISON STREET, WACO, TX, 76704	161914--13	J.H. HINES ELEMENTARY SCHOOL	\$21,980,000	\$439,600
KENDRICK ELEMENTARY SCHOOL CAMPUS, 500 NORTH UNIVERSITY PARKS DRIVE, WACO, TX, 76701	9448	FIELDHOUSE	\$854,000	\$17,080
KENDRICK ELEMENTARY SCHOOL CAMPUS, 500 NORTH UNIVERSITY PARKS DRIVE, WACO, TX, 76701	9449	GREENHOUSE	\$82,000	\$1,640
KENDRICK ELEMENTARY SCHOOL CAMPUS, 500 NORTH UNIVERSITY PARKS DRIVE, WACO, TX, 76701	161914--4	KENDRICK ELEMENTARY SCHOOL	\$40,826,000	\$816,520
KENDRICK ELEMENTARY SCHOOL CAMPUS, 500 NORTH UNIVERSITY PARKS DRIVE, WACO, TX, 76701	9454	KITCHEN STORAGE/COOLER	\$135,000	\$2,700
KENDRICK ELEMENTARY SCHOOL CAMPUS, 500 NORTH UNIVERSITY PARKS DRIVE, WACO, TX, 76701	9450	PORTABLE CLASSROOM #1	\$137,000	\$2,740
KENDRICK ELEMENTARY SCHOOL CAMPUS, 500 NORTH UNIVERSITY PARKS DRIVE, WACO, TX, 76701	9451	PORTABLE CLASSROOM #2	\$137,000	\$2,740
KENDRICK ELEMENTARY SCHOOL CAMPUS, 500 NORTH UNIVERSITY PARKS DRIVE, WACO, TX, 76701	26855	PORTABLE CLASSROOM #3	\$278,000	\$5,560
KENDRICK ELEMENTARY SCHOOL CAMPUS, 500 NORTH UNIVERSITY PARKS DRIVE, WACO, TX, 76701	26856	PORTABLE CLASSROOM #4	\$278,000	\$5,560
KENDRICK ELEMENTARY SCHOOL CAMPUS, 500 NORTH UNIVERSITY PARKS DRIVE, WACO, TX, 76701	26857	PORTABLE CLASSROOM #5	\$278,000	\$5,560
KENDRICK ELEMENTARY SCHOOL CAMPUS, 500 NORTH UNIVERSITY PARKS DRIVE, WACO, TX, 76701	9452	STORAGE SHED #1	\$4,000	\$80
KENDRICK ELEMENTARY SCHOOL CAMPUS, 500 NORTH UNIVERSITY PARKS DRIVE, WACO, TX, 76701	9453	STORAGE SHED #2	\$10,000	\$200



KENDRICK ELEMENTARY SCHOOL CAMPUS, 500 NORTH UNIVERSITY PARKS DRIVE, WACO, TX, 76701	26858	STORAGE SHED #3	\$17,000	\$340
KENDRICK ELEMENTARY SCHOOL CAMPUS, 500 NORTH UNIVERSITY PARKS DRIVE, WACO, TX, 76701	26859	STORAGE SHED #4	\$13,000	\$260
LAKE AIR MONTESSORI SCHOOL CAMPUS, 4601 COBBS DRIVE, WACO, TX, 76710	9470	ARTS BUILDING	\$1,017,000	\$20,340
LAKE AIR MONTESSORI SCHOOL CAMPUS, 4601 COBBS DRIVE, WACO, TX, 76710	9467	FREEMAN GYMNASIUM	\$2,770,000	\$55,400
LAKE AIR MONTESSORI SCHOOL CAMPUS, 4601 COBBS DRIVE, WACO, TX, 76710	9473	HEN CAGE #1	\$1,000	\$20
LAKE AIR MONTESSORI SCHOOL CAMPUS, 4601 COBBS DRIVE, WACO, TX, 76710	9474	HEN CAGE #2	\$1,000	\$20
LAKE AIR MONTESSORI SCHOOL CAMPUS, 4601 COBBS DRIVE, WACO, TX, 76710	9475	HEN CAGE #3	\$3,000	\$60
LAKE AIR MONTESSORI SCHOOL CAMPUS, 4601 COBBS DRIVE, WACO, TX, 76710	9476	HEN CAGE #4	\$1,000	\$20
LAKE AIR MONTESSORI SCHOOL CAMPUS, 4601 COBBS DRIVE, WACO, TX, 76710	26868	HEN CAGE #5	\$2,000	\$40
LAKE AIR MONTESSORI SCHOOL CAMPUS, 4601 COBBS DRIVE, WACO, TX, 76710	161914--10	LAKE AIR MONTESSORI SCHOOL	\$22,537,000	\$450,740
LAKE AIR MONTESSORI SCHOOL CAMPUS, 4601 COBBS DRIVE, WACO, TX, 76710	9468	PIERCE GYMNASIUM	\$4,089,000	\$81,780
LAKE AIR MONTESSORI SCHOOL CAMPUS, 4601 COBBS DRIVE, WACO, TX, 76710	9469	PORTABLE CLASSROOMS	\$274,000	\$5,480
LAKE AIR MONTESSORI SCHOOL CAMPUS, 4601 COBBS DRIVE, WACO, TX, 76710	9471	STORAGE BUILDING #1	\$239,000	\$4,780
LAKE AIR MONTESSORI SCHOOL CAMPUS, 4601 COBBS DRIVE, WACO, TX, 76710	9472	STORAGE BUILDING #2	\$186,000	\$3,720
LAKE AIR MONTESSORI SCHOOL CAMPUS, 4601 COBBS DRIVE, WACO, TX, 76710	9466	STORAGE SHED	\$4,000	\$80
MCCA NORTH WACO CAMPUS, 2015 ALEXANDER AVENUE, WACO, TX, 76708	161914--19	MCCA NORTH WACO SCHOOL	\$14,058,000	\$281,160
MCCA NORTH WACO CAMPUS, 2015 ALEXANDER AVENUE, WACO, TX, 76708	9560	STORAGE SHED	\$4,000	\$80
MOUNTAINVIEW ELEMENTARY SCHOOL CAMPUS, 5901 BISHOP DRIVE, WACO, TX, 76710	9604	1ST GRADE/PRE K BUILDING	\$1,577,000	\$31,540



MOUNTAINVIEW ELEMENTARY SCHOOL CAMPUS, 5901 BISHOP DRIVE, WACO, TX, 76710	9601	2ND GRADE BUILDING	\$1,372,000	\$27,440
MOUNTAINVIEW ELEMENTARY SCHOOL CAMPUS, 5901 BISHOP DRIVE, WACO, TX, 76710	9599	4TH GRADE BUILDING	\$1,558,000	\$31,160
MOUNTAINVIEW ELEMENTARY SCHOOL CAMPUS, 5901 BISHOP DRIVE, WACO, TX, 76710	9594	5TH GRADE BUILDING	\$1,604,000	\$32,080
MOUNTAINVIEW ELEMENTARY SCHOOL CAMPUS, 5901 BISHOP DRIVE, WACO, TX, 76710	26889	GARDEN STORAGE SHED	\$6,000	\$120
MOUNTAINVIEW ELEMENTARY SCHOOL CAMPUS, 5901 BISHOP DRIVE, WACO, TX, 76710	9600	GYMNASIUM	\$1,055,000	\$21,100
MOUNTAINVIEW ELEMENTARY SCHOOL CAMPUS, 5901 BISHOP DRIVE, WACO, TX, 76710	9603	KINDERGARTEN BUILDING	\$1,535,000	\$30,700
MOUNTAINVIEW ELEMENTARY SCHOOL CAMPUS, 5901 BISHOP DRIVE, WACO, TX, 76710	161914--25	MOUNTAINVIEW ELEMENTARY SCHOOL	\$7,621,000	\$152,420
MOUNTAINVIEW ELEMENTARY SCHOOL CAMPUS, 5901 BISHOP DRIVE, WACO, TX, 76710	9595	PORTABLE CLASSROOM #1	\$137,000	\$2,740
MOUNTAINVIEW ELEMENTARY SCHOOL CAMPUS, 5901 BISHOP DRIVE, WACO, TX, 76710	9596	PORTABLE CLASSROOM #2	\$137,000	\$2,740
MOUNTAINVIEW ELEMENTARY SCHOOL CAMPUS, 5901 BISHOP DRIVE, WACO, TX, 76710	9597	PORTABLE CLASSROOM #3	\$137,000	\$2,740
MOUNTAINVIEW ELEMENTARY SCHOOL CAMPUS, 5901 BISHOP DRIVE, WACO, TX, 76710	9598	PORTABLE CLASSROOM #4	\$137,000	\$2,740
MOUNTAINVIEW ELEMENTARY SCHOOL CAMPUS, 5901 BISHOP DRIVE, WACO, TX, 76710	9602	PORTABLE CLASSROOM #5	\$137,000	\$2,740
OLD KENDRICK ELEMENTARY SCHOOL CAMPUS, 1801 KENDRICK LANE, WACO, TX, 76711	9546	GYMNASIUM	\$1,031,000	\$20,620
OLD KENDRICK ELEMENTARY SCHOOL CAMPUS, 1801 KENDRICK LANE, WACO, TX, 76711	9547	MAINTENANCE STORAGE BUILDING	\$98,000	\$1,960
OLD KENDRICK ELEMENTARY SCHOOL CAMPUS, 1801 KENDRICK LANE, WACO, TX, 76711	9551	METAL STORAGE SHED	\$24,000	\$480
OLD KENDRICK ELEMENTARY SCHOOL CAMPUS, 1801 KENDRICK LANE, WACO, TX, 76711	161914--18	OLD KENDRICK ELEMENTARY SCHOOL	\$14,162,000	\$283,240
OLD KENDRICK ELEMENTARY SCHOOL CAMPUS, 1801 KENDRICK LANE, WACO, TX, 76711	9556	PORTABLE CLASSROOM #30	\$137,000	\$2,740
OLD KENDRICK ELEMENTARY SCHOOL CAMPUS, 1801 KENDRICK LANE, WACO, TX, 76711	9555	PORTABLE CLASSROOM #31	\$137,000	\$2,740



OLD KENDRICK ELEMENTARY SCHOOL CAMPUS, 1801 KENDRICK LANE, WACO, TX, 76711	9554	PORTABLE CLASSROOM #32	\$137,000	\$2,740
OLD KENDRICK ELEMENTARY SCHOOL CAMPUS, 1801 KENDRICK LANE, WACO, TX, 76711	9553	PORTABLE CLASSROOM #33	\$137,000	\$2,740
OLD KENDRICK ELEMENTARY SCHOOL CAMPUS, 1801 KENDRICK LANE, WACO, TX, 76711	9550	PORTABLE CLASSROOM #36	\$137,000	\$2,740
OLD KENDRICK ELEMENTARY SCHOOL CAMPUS, 1801 KENDRICK LANE, WACO, TX, 76711	9548	PORTABLE CLASSROOM #37	\$137,000	\$2,740
OLD KENDRICK ELEMENTARY SCHOOL CAMPUS, 1801 KENDRICK LANE, WACO, TX, 76711	9549	PORTABLE CLASSROOM #40	\$274,000	\$5,480
OLD KENDRICK ELEMENTARY SCHOOL CAMPUS, 1801 KENDRICK LANE, WACO, TX, 76711	9552	PORTABLE CLASSROOMS #34/35	\$274,000	\$5,480
OLD KENDRICK ELEMENTARY SCHOOL CAMPUS, 1801 KENDRICK LANE, WACO, TX, 76711	9557	STORAGE SHED	\$2,000	\$40
PARKDALE ELEMENTARY SCHOOL CAMPUS, 6400 EDMOND AVENUE, WACO, TX, 76710	9535	GYMNASIUM/CLASSROOM BUILDING	\$3,106,000	\$62,120
PARKDALE ELEMENTARY SCHOOL CAMPUS, 6400 EDMOND AVENUE, WACO, TX, 76710	161914--17	PARKDALE ELEMENTARY SCHOOL	\$12,861,000	\$257,220
PARKDALE ELEMENTARY SCHOOL CAMPUS, 6400 EDMOND AVENUE, WACO, TX, 76710	9536	PORTABLE CLASSROOM #1	\$274,000	\$5,480
PARKDALE ELEMENTARY SCHOOL CAMPUS, 6400 EDMOND AVENUE, WACO, TX, 76710	9537	PORTABLE CLASSROOM #2	\$274,000	\$5,480
PARKDALE ELEMENTARY SCHOOL CAMPUS, 6400 EDMOND AVENUE, WACO, TX, 76710	9538	PORTABLE CLASSROOM #3	\$137,000	\$2,740
PARKDALE ELEMENTARY SCHOOL CAMPUS, 6400 EDMOND AVENUE, WACO, TX, 76710	9539	PORTABLE CLASSROOM #4	\$274,000	\$5,480
PARKDALE ELEMENTARY SCHOOL CAMPUS, 6400 EDMOND AVENUE, WACO, TX, 76710	9540	PORTABLE CLASSROOM #5	\$274,000	\$5,480
PARKDALE ELEMENTARY SCHOOL CAMPUS, 6400 EDMOND AVENUE, WACO, TX, 76710	9541	PORTABLE CLASSROOM #6	\$137,000	\$2,740
PARKDALE ELEMENTARY SCHOOL CAMPUS, 6400 EDMOND AVENUE, WACO, TX, 76710	9542	PORTABLE CLASSROOM #7	\$330,000	\$6,600
PARKDALE ELEMENTARY SCHOOL CAMPUS, 6400 EDMOND AVENUE, WACO, TX, 76710	9543	PORTABLE CLASSROOM #8	\$137,000	\$2,740
SOUTH WACO ELEMENTARY SCHOOL CAMPUS, 2104 GURLEY LANE, WACO, TX, 76706	161914--16	SOUTH WACO ELEMENTARY SCHOOL	\$17,279,000	\$345,580



TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	9428	BAND ROOM 405	\$786,000	\$15,720
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	9441	GARDEN STORAGE SHED	\$2,000	\$40
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	9425	GYMNASIUM #1	\$4,674,000	\$93,480
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	9427	ORCHESTRA ROOM R19	\$1,063,000	\$21,260
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	26852	PORTABLE CLASSROOM 301- 302	\$274,000	\$5,480
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	26853	PORTABLE CLASSROOM 303- 304	\$274,000	\$5,480
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	26843	PORTABLE CLASSROOM 305- 306	\$274,000	\$5,480
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	26844	PORTABLE CLASSROOM 307- 308	\$274,000	\$5,480
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	26845	PORTABLE CLASSROOM 309- 310	\$274,000	\$5,480
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	26846	PORTABLE CLASSROOM 311- 312	\$274,000	\$5,480
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	26847	PORTABLE CLASSROOM 313- 314	\$274,000	\$5,480
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	26848	PORTABLE CLASSROOM 315- 316	\$274,000	\$5,480
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	26849	PORTABLE CLASSROOM 317- 318	\$274,000	\$5,480
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	9437	PORTABLE CLASSROOM 410	\$137,000	\$2,740
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	9429	PORTABLE CLASSROOM 412	\$137,000	\$2,740
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	9430	PORTABLE CLASSROOM 413	\$137,000	\$2,740
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	9431	PORTABLE CLASSROOM 414	\$137,000	\$2,740
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	26850	PORTABLE CLASSROOM 420- 421	\$274,000	\$5,480



TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	9439	PORTABLE CLASSROOMS 406/407	\$274,000	\$5,480
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	9438	PORTABLE CLASSROOMS 408/409	\$274,000	\$5,480
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	9432	PORTABLE CLASSROOMS 416/417	\$274,000	\$5,480
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	9440	PORTABLE CLASSROOMS 501/502	\$274,000	\$5,480
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	26851	PORTABLE RESTROOM BUILDING	\$89,000	\$1,780
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	9443	STORAGE SHED #2	\$5,000	\$100
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	9444	STORAGE SHED #3	\$11,000	\$220
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	161914--6	TENNYSON MIDDLE SCHOOL	\$16,600,000	\$332,000
TENNYSON MIDDLE SCHOOL CAMPUS, 6100 TENNYSON DRIVE, WACO, TX, 76710	9445	TRACK STORAGE	\$4,000	\$80
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9412	BASEBALL HOME DUGOUT	\$20,000	\$400
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9413	BASEBALL PRESS BOX	\$84,000	\$1,680
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9411	BASEBALL STORAGE SHED	\$3,000	\$60
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9406	BASEBALL STORAGE SHED #1	\$5,000	\$100
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9407	BASEBALL TICKET BOOTH	\$5,000	\$100
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9414	BASEBALL VISITOR'S DUGOUT	\$20,000	\$400
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9396	CONCESSIONS/RE STROOM BUILDING	\$792,000	\$15,840
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9416	FOOTBALL PRESS BOX	\$173,000	\$3,460
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9417	FOOTBALL STORAGE SHED #1	\$5,000	\$100



UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9418	FOOTBALL STORAGE SHED #2	\$8,000	\$160
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9397	FOOTBALL TICKET BOOTH	\$3,000	\$60
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9398	GREENHOUSE	\$100,000	\$2,000
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	26840	GUARD SHACK	\$3,000	\$60
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	26839	MORGAN SHED	\$11,000	\$220
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9415	RESTROOM/GROU NDS BUILDING	\$396,000	\$7,920
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9408	SOCCER STORAGE SHED #1	\$3,000	\$60
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9409	SOCCER STORAGE SHED #2	\$5,000	\$100
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9410	SOCCER STORAGE SHED #3	\$5,000	\$100
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9405	SOFTBALL HOME DUGOUT	\$20,000	\$400
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9404	SOFTBALL PRESS BOX	\$79,000	\$1,580
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9402	SOFTBALL STORAGE SHED	\$3,000	\$60
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9403	SOFTBALL VISITOR'S DUGOUT	\$20,000	\$400
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9399	STORAGE SHED #1	\$24,000	\$480
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	9400	STORAGE SHED #2	\$4,000	\$80
UNIVERSITY HIGH SCHOOL CAMPUS, 3201 SOUTH NEW ROAD, WACO, TX, 76706	161914--1	UNIVERSITY HIGH SCHOOL	\$123,492,000	\$2,469,840
WACO ISD ADMINISTRATION BUILDING, 501 FRANKLIN AVENUE, WACO, TX, 76701	161914--7	ADMINISTRATION BUILDING	\$41,465,000	\$829,300
WACO ISD DISTRICT TRANSPORTATION CENTER, 2001 SOUTH 18TH STREET, WACO, TX, 76706	161914--26	WACO ISD TRANSPORTATION CENTER	\$1,688,000	\$33,760



WACO ISD DISTRICT WAREHOUSE, 2025 SOUTH 19TH STREET, WACO, TX, 76706	26895	DISTRICT COOLER/FREEZER	\$879,000	\$17,580
WACO ISD DISTRICT WAREHOUSE, 2025 SOUTH 19TH STREET, WACO, TX, 76706	9611	DRIVER'S LOUNGE PORTABLE	\$135,000	\$2,700
WACO ISD DISTRICT WAREHOUSE, 2025 SOUTH 19TH STREET, WACO, TX, 76706	9614	METAL STORAGE CONTAINER #1	\$7,000	\$140
WACO ISD DISTRICT WAREHOUSE, 2025 SOUTH 19TH STREET, WACO, TX, 76706	9615	METAL STORAGE CONTAINER #2	\$7,000	\$140
WACO ISD DISTRICT WAREHOUSE, 2025 SOUTH 19TH STREET, WACO, TX, 76706	9616	METAL STORAGE CONTAINER #3	\$7,000	\$140
WACO ISD DISTRICT WAREHOUSE, 2025 SOUTH 19TH STREET, WACO, TX, 76706	9617	METAL STORAGE CONTAINER #4	\$7,000	\$140
WACO ISD DISTRICT WAREHOUSE, 2025 SOUTH 19TH STREET, WACO, TX, 76706	9619	METAL STORAGE CONTAINER #6	\$7,000	\$140
WACO ISD DISTRICT WAREHOUSE, 2025 SOUTH 19TH STREET, WACO, TX, 76706	26892	METAL STORAGE CONTAINER #7	\$10,000	\$200
WACO ISD DISTRICT WAREHOUSE, 2025 SOUTH 19TH STREET, WACO, TX, 76706	26893	METAL STORAGE CONTAINER #8	\$10,000	\$200
WACO ISD DISTRICT WAREHOUSE, 2025 SOUTH 19TH STREET, WACO, TX, 76706	26894	METAL STORAGE CONTAINER #9	\$5,000	\$100
WACO ISD DISTRICT WAREHOUSE, 2025 SOUTH 19TH STREET, WACO, TX, 76706	9612	STORAGE BUILDING	\$20,000	\$400
WACO ISD DISTRICT WAREHOUSE, 2025 SOUTH 19TH STREET, WACO, TX, 76706	9609	WACO ISD CHILD NUTRITION SERVICE	\$3,556,000	\$71,120
WACO ISD DISTRICT WAREHOUSE, 2025 SOUTH 19TH STREET, WACO, TX, 76706	161914--27	WAREHOUSE	\$3,666,000	\$73,320
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	9374	BAND HALL	\$3,400,000	\$68,000
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	9379	CENTRAL PLANT	\$3,019,000	\$60,380
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	9385	CHILLER PAVILION	\$115,000	\$2,300
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	9377	CTE BUILDING	\$1,515,000	\$30,300
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	9376	FIELDHOUSE	\$3,186,000	\$63,720



WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	9375	GYMNASIUM	\$15,708,000	\$314,160
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	9378	JUNIOR ROTC BUILDING	\$1,847,000	\$36,940
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	9393	MAINTENANCE STORAGE #2	\$6,000	\$120
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	9381	PICNIC PAVILION #1	\$24,000	\$480
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	9382	PICNIC PAVILION #2	\$24,000	\$480
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	9383	PICNIC PAVILION #3	\$24,000	\$480
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	9384	PICNIC PAVILION #4	\$24,000	\$480
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	26833	PORTABLE CLASSROOM #1	\$274,000	\$5,480
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	26834	PORTABLE CLASSROOM #2	\$274,000	\$5,480
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	9380	ROTC STORAGE BUILDING	\$28,000	\$560
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	9386	SECURITY BOOTH	\$15,000	\$300
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	26835	STORAGE CONTAINER #1	\$9,000	\$180
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	26836	STORAGE CONTAINER #2	\$9,000	\$180
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	26837	STORAGE CONTAINER #3	\$9,000	\$180
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	26832	STORAGE CONTAINER #4	\$9,000	\$180
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	9387	TECHNOLOGY STORAGE BUILDING	\$39,000	\$780
WACO ISD HIGH SCHOOL CAMPUS, 2020 NORTH 42ND STREET, WACO, TX, 76710	161914--3	WACO HIGH SCHOOL	\$68,450,000	\$1,369,000
WACO ISD LAUNDRY/STORAGE FACILITY, 319 NORTH 10TH STREET, WACO, TX, 76701	161914--36	LAUNDRY/STORAGE FACILITY	\$1,301,000	\$26,020



WACO ISD MUNICIPAL STADIUM, 1000 SOUTH 15TH STREET, WACO, TX, 76706	161914--35	CONCESSIONS/RE STROOM BUILDING	\$272,000	\$5,440
WACO ISD MUNICIPAL STADIUM, 1000 SOUTH 15TH STREET, WACO, TX, 76706	9659	HURDLE STORAGE PAVILION	\$5,000	\$100
WACO ISD MUNICIPAL STADIUM, 1000 SOUTH 15TH STREET, WACO, TX, 76706	9658	LOCKER ROOM	\$552,000	\$11,040
WACO ISD PAUL TYSON STADIUM, 1850 LAKE AIR DRIVE, WACO, TX, 76710	26906	BASEBALL DUGOUT #1	\$53,000	\$1,060
WACO ISD PAUL TYSON STADIUM, 1850 LAKE AIR DRIVE, WACO, TX, 76710	26907	BASEBALL DUGOUT #2	\$53,000	\$1,060
WACO ISD PAUL TYSON STADIUM, 1850 LAKE AIR DRIVE, WACO, TX, 76710	26910	BASEBALL STORAGE	\$6,000	\$120
WACO ISD PAUL TYSON STADIUM, 1850 LAKE AIR DRIVE, WACO, TX, 76710	26905	BASEBALL/SOFTBA LL RESTROOM BUILDING	\$79,000	\$1,580
WACO ISD PAUL TYSON STADIUM, 1850 LAKE AIR DRIVE, WACO, TX, 76710	26904	HOME PRESS BOX	\$1,053,000	\$21,060
WACO ISD PAUL TYSON STADIUM, 1850 LAKE AIR DRIVE, WACO, TX, 76710	26902	HOME TICKET BOOTH/ CONCESSIONS	\$292,000	\$5,840
WACO ISD PAUL TYSON STADIUM, 1850 LAKE AIR DRIVE, WACO, TX, 76710	26903	RESTROOMS/TRAC K STORAGE BUILDING	\$826,000	\$16,520
WACO ISD PAUL TYSON STADIUM, 1850 LAKE AIR DRIVE, WACO, TX, 76710	26909	SOFTBALL DUGOUT #1	\$39,000	\$780
WACO ISD PAUL TYSON STADIUM, 1850 LAKE AIR DRIVE, WACO, TX, 76710	26908	SOFTBALL DUGOUT #2	\$39,000	\$780
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9509	BASEBALL CONCESSIONS/RE STROOMS	\$326,000	\$6,520
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9502	BASEBALL DUGOUT #1	\$32,000	\$640
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9507	BASEBALL DUGOUT #2	\$32,000	\$640
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9484	BASEBALL DUGOUT #3	\$27,000	\$540
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9485	BASEBALL DUGOUT #4	\$27,000	\$540
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9481	BASEBALL PRESS BOX	\$35,000	\$700



WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9506	BASEBALL PRESS BOX/CONCESSION S/RESTROOMS	\$277,000	\$5,540
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9504	BASEBALL STORAGE SHED #1	\$6,000	\$120
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9503	BASEBALL TICKET BOOTH #1	\$3,000	\$60
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9508	BASEBALL TICKET BOOTH #2	\$17,000	\$340
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9482	BLEACHER PAVILION	\$83,000	\$1,660
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9493	EAST CONCESSIONS/RE STROOMS	\$914,000	\$18,280
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9492	EAST TICKET BOOTH	\$23,000	\$460
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9486	FIELD HOUSE	\$1,845,000	\$36,900
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	161914--12	FOOTBALL HOME PRESS BOX/GRANDSTAND	\$7,281,000	\$145,620
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9483	MAINTENANCE STORAGE SHED	\$28,000	\$560
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9491	NORTH CONCESSIONS/RE STROOMS	\$831,000	\$16,620
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9490	NORTH TICKET BOOTH	\$23,000	\$460
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9498	SOFTBALL DUGOUT #1	\$35,000	\$700
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9499	SOFTBALL DUGOUT #2	\$35,000	\$700
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9501	SOFTBALL DUGOUT #3	\$26,000	\$520
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	26870	SOFTBALL DUGOUT #4	\$26,000	\$520
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9497	SOFTBALL PRESS BOX/CONCESSION S/RESTROOMS	\$570,000	\$11,400
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9500	SOFTBALL STORAGE SHED	\$6,000	\$120



WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9496	SOFTBALL TICKET BOOTH	\$3,000	\$60
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9495	SOUTH CONCESSIONS/RE STROOMS	\$835,000	\$16,700
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9494	SOUTH TICKET BOOTH	\$23,000	\$460
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	26871	STORAGE CONTAINER	\$5,000	\$100
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9487	VISITOR'S GRANDSTAND	\$4,813,000	\$96,260
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9489	WEST CONCESSIONS/RE STROOMS	\$831,000	\$16,620
WACO ISD SPORTS COMPLEX, 1401 SOUTH NEW ROAD, WACO, TX, 76711	9488	WEST TICKET BOOTH	\$23,000	\$460
WEST AVENUE ELEMENTARY SCHOOL CAMPUS, 1101 NORTH 15TH STREET, WACO, TX, 76707	9580	STORAGE BUILDING	\$4,000	\$80
WEST AVENUE ELEMENTARY SCHOOL CAMPUS, 1101 NORTH 15TH STREET, WACO, TX, 76707	161914--22	WEST AVENUE ELEMENTARY SCHOOL	\$14,583,000	\$291,660
WISD MAINTENANCE/CUSTODIAL/GROU P, 4315 BEVERLY DRIVE, WACO, TX, 76711	161914--31	MAINTENANCE/ GROUNDS FACILITY	\$11,161,000	\$223,220
WISD MAINTENANCE/CUSTODIAL/GROU P, 4315 BEVERLY DRIVE, WACO, TX, 76711	26899	SHIPPING CONTAINER #1	\$12,000	\$240
WISD MAINTENANCE/CUSTODIAL/GROU P, 4315 BEVERLY DRIVE, WACO, TX, 76711	26900	SHIPPING CONTAINER #2	\$6,000	\$120
WISD MAINTENANCE/CUSTODIAL/GROU P, 4315 BEVERLY DRIVE, WACO, TX, 76711	26898	TRACTOR SHED	\$242,000	\$4,840
WISD MAINTENANCE/CUSTODIAL/GROU P, 4315 BEVERLY DRIVE, WACO, TX, 76711	9641	WELDING/CARPEN TRY SHOP	\$1,204,000	\$24,080

# Waco Independent School District

## Board of Trustees Board Meeting Item

**Date:** July 18, 2024

**Contact Person:** Suzanne Hamilton

**RE: 2024-2025 Student Handbook**

=====

**Background Information:**

Attached is the Student Handbook (SHB) for 2024-2025, with changes (blue text) and updates indicated in the chart.

<b>Location</b>	<b>Date of Change</b>	<b>Name &amp; Reason</b>	<b>Summary of Change</b>
Entire Document Review	July 2024	Suzanne Hamilton; TASB model	Minor updates, titles & names of district representatives as needed.
Document updates	July 2024	Suzanne Hamilton; SHB policy & procedural updates; TASB SCC guidance	Updated policies & procedures, certain language was edited or expanded by TASB, as reflected in the Student Handbook areas listed below.

TASB made the following edits, additions, or language changes in these areas:

- Parent Notification,
- Child Abuse Signs and Reporting,
- Safe Use of Technology
- Nicotine Products (Restriction guidelines)
- Library Information

Assistant Superintendents and their designees reviewed and adjusted the language in the handbook's sections about their departments to reflect updated policies and procedures in each department.

**Fiscal Implications:**

None

**Administrative Recommendation(s):**

2024-2025 Student Handbook provided for review; no action needed.



**Waco ISD Student Handbook  
2024-2025 School Year**

If you have difficulty accessing the information in this document because of disability, please contact the district at [info@wacoisd.org](mailto:info@wacoisd.org) or call 254-755-9473.

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### **Waco ISD Board of Trustees**

- Stephanie Korteweg, President, District 2
- Jose Vidaña, Vice President, District 3
- Jeremy Davis, Secretary, District 1
- Keith Guillory, At-Large
- Jim Patton, District 5
- Angelo Ochoa, At-Large
- Jonathan Grant, District 4

### **Waco ISD Administrative Leadership Team**

- Dr. Susan Kincannon, Superintendent of Schools
- Dr. Josie Hernandez-Gutierrez, Deputy Superintendent
- Elizabeth Cox, Chief of Staff
- Sheryl Davis, Chief Financial Officer
- Jerry Allen, Chief Technology Officer
- Gloria Barrera, Chief of Facilities & Operations
- Dr. Deena Cornblum, Assistant Superintendent for Curriculum & Instruction
- Dr. Daniel Lopez, Assistant Superintendent for Human Resources
- Dr. Rachelle Warren, Assistant Superintendent for Student Services & Support
- Wendy Sledd, Executive Director for Communications
- Ed Love, Director of Athletics

**Red** new TASB language.

## Preface Parents and Students:

Welcome to the new school year!

Education is a team effort. Students, parents, teachers, and other staff members working together will make this a successful year.

The Waco ISD Student Handbook is a general reference guide divided into two sections:

**Section One: Parental Rights** describes certain parental rights as specified in state or federal law.

**Section Two: Other Important Information for Parents and Students** is organized alphabetically by topic. Where applicable, the topics are further organized by grade level.

**Note:** Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with law, board-adopted policy, and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is not meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the Waco ISD Student Code of Conduct. To review the Code of Conduct, visit the district’s website at [www.wacoisd.org](http://www.wacoisd.org). State law requires the Code of Conduct to be prominently displayed or available for review at each campus.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

Although the Student Handbook may refer to rights established through law or district policy, it does not create additional rights for parents and students. It does not, nor is it intended to, represent a contract between any parent or student and the district.

A hard copy of the Student Code of Conduct or Student Handbook can be requested at your child’s school campus or the Waco ISD Administration offices at 501 Franklin Ave, Waco, TX, 76701.

**Note:** References to board policy codes are included for ease of reference. The hard copy of the district’s official policy manual is available for review in the district administration office, and an unofficial electronic copy is available at <https://pol.tasb.org/PolicyOnline?key=867>.

The policy manual includes

- Legally referenced (LEGAL) policies that contain provisions from federal and state laws and regulations, case law, and other legal authorities that provide the legal framework for school districts.
- Board-adopted (LOCAL) policies that articulate the board's choices and values regarding district practices.

For questions about the material in this handbook, please contact:

Suzanne Hamilton,

Executive Director for Student Services

501 Franklin Ave., Waco, TX, 76701

[suzanne.hamilton@wacoisd.org](mailto:suzanne.hamilton@wacoisd.org)

254-755-9417

Complete and return to the student's campus the following forms (provided in the forms packet distributed at the beginning of the year or upon enrollment):

- Acknowledgment Form **OR** Acknowledgment of Electronic Distribution of Student Handbook,
- Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information,
- Parents' Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education (if you choose to restrict the release of information to these entities), and
- Consent/Opt-Out Form for participation in third-party surveys.

[See [Objecting to the Release of Directory Information](#) and [Consent Required Before Student Participation in a Federally Funded Survey](#) for more information.]

## Accessibility

If you have difficulty accessing this handbook because of a disability, please contact

Waco ISD Administrative Offices

501 Franklin Ave., Waco, TX, 76701

[info@wacoisd.org](mailto:info@wacoisd.org)

254-755-9473

## Section One: Parental Rights

This section describes certain parental rights as specified in state or federal law.

### Consent, Opt-Out, and Refusal Rights

#### Consent to Conduct a Psychological Evaluation

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent.

**Note:** An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

#### Consent to Human Sexuality Instruction

##### *Annual Notification*

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction.

Per state law, here is a summary of the district's curriculum regarding human sexuality instruction:

**Puberty: The Wonder Years Grade 5 "I Wonder What is Happening to Me"** curriculum begins by reviewing prior knowledge about puberty and developing guidelines for a safe and productive classroom climate. Students learn about male and female reproductive systems and the changes that occur during puberty. Additionally, students learn new personal hygiene and health habits. Students practice communicating with their family members, analyzing media influences for sexual messages, clarifying misinformation, and promoting healthy behavior among their peers. The emphasis is on promoting respect for peers as they experience puberty, impressing young people with the awe and responsibility of becoming physically capable of reproduction, and the importance of postponing sexual intercourse.

**The Puberty: The Wonder Years Grade 5 "I Wonder What is Happening to Me"** curriculum was recommended by the Waco ISD SHAC and approved by the school board. The curriculum is implemented on all elementary school campuses at the 5th-grade level.

**The Big Decisions** curriculum is recommended for young people ages 12 to 18. The Big Decisions curriculum aims to help young people make healthy and informed decisions about sex. Big Decisions is designed to vigorously—and effectively—encourage young people to postpone sexual involvement and provide the guidance and information they need to reduce their risks when they become sexually active. The Big Decisions curriculum was recommended by the Waco ISD SHAC and approved by the school board. The Big Decisions curriculum is implemented at both the 7th and 9th-grade levels.

**The Puberty: The Wonder Years Grade 5 "I Wonder What is Happening to Me"** curriculum and the Big Decisions curriculum conform to the Texas Education Code (§28.004) requirements for sex education programs in Texas public schools. In addition, both curricula cover the Texas Essential Knowledge and Skills (TEKS) for Health Education. For further information, see the district's human sexuality instruction website at [www.wacoisd.org](http://www.wacoisd.org).

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials.
- Remove their child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. (See the campus principal for details.)
- Use the district's grievance procedure concerning a complaint. See [Complaints and Concerns \(All Grade Levels\)](#) and FNG(LOCAL).

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age.
- Devote more attention to abstinence from sexual activity than any other behavior.
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections, and the emotional trauma associated with adolescent sexual activity.
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases.
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

[See [Consent to Instruction of Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking](#).]

### ***Consent Before Human Sexuality Instruction***

Before a student receives human sexuality instruction, the **parent must give** written consent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

### **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**

Before a student receives instruction on the prevention of child abuse, family violence, dating violence, and sex trafficking, the district must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction begins.

### ***Annual Notification***

Students receive instruction related to the prevention of child abuse, family violence, dating violence, and sex trafficking. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction.

Counselors address issues like dating violence, family violence, and child abuse through individual and group meetings, guidance lessons, and community partnerships. Community partners may assist by providing resources, student support groups, student/parent assemblies,

and staff training. For further information, see the district's abuse prevention instruction website at [www.wacoisd.org](http://www.wacoisd.org).

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials. As required by law, any curriculum materials in the public domain used in this instruction will be posted on the district's website at the above location.
- Remove their child from any part of this instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. (See the campus principal for details.)
- Use the district's grievance procedure concerning a complaint. See [Complaints and Concerns \(All Grade Levels\)](#) and policy FNG for information on the grievance and appeals process.

[See [Consent to Human Sexuality Instruction; Dating Violence](#); and [Child Sexual Abuse, Neglect, Trafficking, and Other Maltreatment of Children](#)]

### **Consent to Provide a Mental Health Care Service**

The district will not provide a mental health care service to a student or conduct a medical screening of a student as part of the district's intervention procedures except as permitted by law.

The district has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provides information about available counseling options.

The district has also established procedures for staff to notify the mental health liaison regarding a student needing intervention.

The mental health liaison can be reached at:

Dr. Rachelle Warren,

Assistant Superintendent for Student Services & Support

501 Franklin Ave., Waco, TX, 76701

[rachelle.warren@wacoisd.org](mailto:rachelle.warren@wacoisd.org)

254-755-9417

The mental health liaison can provide further information regarding these procedures, as well as curriculum materials on identifying risk factors, accessing resources for treatment or support on and off campus, and accessing available student accommodations provided on campus.

[See [Mental Health Support](#).]

### **Consent to Display a Student’s Original Works and Personal Information**

Teachers may display a student’s work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes:

- Artwork
- Special projects
- Photographs
- Original videos or voice recordings
- Other original works

However, the district will seek parental consent before displaying a student’s work on the district’s website, a website affiliated with or sponsored by the district (such as a campus or classroom website), or in district publications, which may include printed materials, videos, or other methods of mass communication.

### **Consent to Receive Parenting and Paternity Awareness Instruction if a Student is Under Age 14**

A student under age 14 must have parental permission to participate in the district’s [Parenting and Paternity Awareness Program](https://www.texasattorneygeneral.gov/child-support/programs-and-initiatives/parenting-and-paternity-awareness-papa/papa-educators/papa-curriculum) (<https://www.texasattorneygeneral.gov/child-support/programs-and-initiatives/parenting-and-paternity-awareness-papa/papa-educators/papa-curriculum>). This program was developed by the Office of the Texas Attorney General and the State Board of Education (SBOE) to be incorporated into health education classes.

### **Consent to Video or Audio Record a Student when Not Already Permitted by Law**

State law permits the school to make a video or voice recording without parental permission when **the recording is to be used for:**

- School safety
- Classroom instruction or a cocurricular or extracurricular activity
- Media coverage of the school
- Promotion of student safety, as provided by law for a student receiving special education services in certain settings

In other circumstances, the district will seek written parental consent before making a video or voice recording of a student.

Please note that parents and visitors to a classroom, both virtual and in person, may not record video or audio or take photographs or other still images without permission from the teacher or other school officials.

### **Opting Out of Advanced Mathematics in Grades 6-8**

The district will automatically enroll in the Middle School Advanced Mathematics Program any student who earned a raw score of 25 and a scale score of 1651 on the Grade 5 Mathematics STAAR.

Enrollment in an advanced mathematics course in grade 6 will enable students to enroll in Algebra I in grade 8 and advanced mathematics in grades 9-12.

The student's parent may opt the student out of automatic enrollment in an advanced mathematics course.

### **Limiting Electronic Communications between Students and District Employees**

The district permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines.

For example, a teacher may create a social networking page for their class to relay information regarding classwork, homework, and tests. A parent is welcome to access such a page.

However, text messages sent to an individual student are only allowed if a district employee responsible for an extracurricular activity must communicate with a student participating in that activity.

The employee is required to include their immediate supervisor and the student's parent as recipients on all text messages.

A parent who does not want their child to receive one-to-one electronic communications from a district employee should contact the campus principal.

### **Objecting to the Release of Directory Information**

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a student's education records without written consent.

"Directory information" is information that, if released, is generally not considered harmful or an invasion of privacy. Examples include:

- A student's photograph (for publication in the school yearbook)
- A student's name and grade level (for communicating class and teacher assignments)
- The name, weight, and height of an athlete (for publication in a school athletic program)
- A list of student birthdays (for generating schoolwide or classroom recognition)
- A student's name and photograph (posted on a district-approved and -managed social media platform)
- The names and grade levels of students submitted by the district to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period)

Directory information will be released to anyone who follows the procedures for requesting it.

However, a parent or eligible student may object to releasing this information. Any objection must be made in writing to the principal within ten school days of the student's first day of instruction for this school year. [See **Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**, included in the forms packet.]

The district requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to

opt out of the release of directory information so that the district does not release any information that might reveal the location of such a shelter.

The district has identified the following as directory information. If a parent objects to the release of the student's information included on the directory information response form, this objection also applies to the use of that information for school-sponsored purposes, such as:

- Honor roll
- School newspaper
- Yearbook
- Recognition activities
- News releases
- Athletic programs

**Note:** Also see [Authorized Inspection and Use of Student Records](#)..

### **Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)**

Unless a parent has advised the district not to release their student's information, the Every Student Succeeds Act (ESSA) requires the district to comply with requests from military recruiters or institutions of higher education to provide the following information about students:

- Name
- Address
- Telephone listing

Military recruiters may also have access to a student's district-provided email address unless a parent has advised the district not to release this information.

[See **Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education**, included in the forms packet.]

### **Participation in Third-Party Surveys**

#### ***Consent Required Before Student Participation in a Federally Funded Survey***

The Protection of Pupil Rights Amendment (PPRA) provides parents with certain rights regarding participation in surveys, the collection and use of information for marketing purposes, and certain physical exams.

A parent has the right to consent before a student is required to submit to a survey funded by the U.S. Department of Education that concerns any of the following protected areas:

- Political affiliations or beliefs of the student or the student's parent
- Mental or psychological problems of the student or the student's family
- Sex behavior or attitudes
- Illegal, antisocial, self-incriminating, or demeaning behavior
- Critical appraisals of individuals with whom the student has a close family relationship

- Legally recognized privileged relationships, such as with lawyers, doctors, and ministers
- Religious practices, affiliations, or beliefs of the student or parent
- Income, except when the information is required by law and will be used to determine the student's eligibility for a program

A parent may inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey. [See policy EF(LEGAL) for more information.]

### ***“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information***

The PPRA gives parents the right to receive a notice and an opportunity to opt a student out of

- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA for more information.]

A parent may inspect:

- Protected information surveys of students and surveys created by a third party
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- Instructional material used as part of the educational curriculum

The ED provides extensive information about the [Protection of Pupil Rights Amendment](https://studentprivacy.ed.gov/resources/protection-pupil-rights-amendment-ppra-general-guidance) (<https://studentprivacy.ed.gov/resources/protection-pupil-rights-amendment-ppra-general-guidance>), including a [PPRA Complaint Form](https://studentprivacy.ed.gov/file-a-complaint) (<https://studentprivacy.ed.gov/file-a-complaint>).

### **Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction**

See [Consent to Human Sexuality Instruction](#) and [Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking](#) for information on a parent's right to remove a student from such instruction.

### **Reciting a Portion of the Declaration of Independence in Grades 3-12**

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes to provide the following:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution
- A specific recitation from the Declaration of Independence for students in grades 3-12.

Per state law, a student may be excused from the recitation of a portion of the Declaration of Independence if any of the following apply:

- A parent provides a written statement requesting that their child be excused.
- The district determines that the student has a conscientious objection to the recitation.
- A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity.

[See policy EHBK(LEGAL) for more information.]

### **Reciting the Pledges to the U.S. and Texas Flags**

A parent may request that their child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing.

State law, however, requires that all students participate in one minute of silence following the recitation of the pledges.

[See [Pledges of Allegiance and a Minute of Silence](#) and policy EC(LEGAL) for more information.]

### **Religious or Moral Beliefs**

A parent may remove their child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. The student must also satisfy grade level and graduation requirements determined by the school and state law.

### **Tutoring or Test Preparation**

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

- Informal observations
- Evaluative data such as grades earned on assignments or tests
- Results from diagnostic assessments

The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

Per state law and policy EC, districts must obtain parental permission before removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

If a district offers tutorial services to students, state law requires a student with a grade below 70 for a reporting period to attend.

[For questions about school-provided tutoring programs, contact the student's teacher and see policies EC and EHBC. See [Standardized Testing](#) for information regarding required accelerated instruction after a student fails to perform satisfactorily on certain state-mandated tests.]

## **Right of Access to Student Records, **Instructional** Materials, and District Records/Policies**

### **Parent Review of Instructional Materials**

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered, whether the instruction is delivered in-person, virtually, or remotely.

The district will make instructional materials available for parent review no later than 30 days before the school year begins and for at least 30 days after the school year ends. However, tests that have not yet been administered will not be available for parent examination.

The district will provide login credentials to each student's parent for any learning management system or online learning portal used in instruction to facilitate parent access and review.

A parent is also entitled to request that the school allow the student to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

[For information about parental access to any online library catalog and library materials, see **Library (All Grade Levels).**]

### **District Review of Instructional Materials**

A parent may request that the district conduct an instructional material review in math, English Language Arts, science, or social studies class in which the parent's student is enrolled to determine alignment with state standards and the level of rigor for the grade level.

The district is not required to conduct an instructional material review for a specific subject area or grade level at a specific campus more than once per school year.

Contact the campus principal for more information about requesting an instructional material review.

### **Notices of Certain Student Misconduct to Noncustodial Parent**

A noncustodial parent may request in writing that they be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to their child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See the Student Code of Conduct and policy FO(LEGAL) for more information.]

### **Participation in Federally Required, State-Mandated, and District Assessments**

Following the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to their child's participation in required assessments.

### **Student Records**

#### ***Accessing Student Records***

A parent may review their child's records, including:

- Attendance records
- Test scores
- Grades
- Disciplinary records
- Counseling records
- Psychological records
- Applications for admission
- Health and immunization information
- Other medical records
- Teacher and school counselor evaluations
- Reports of behavioral patterns
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term “intervention strategy” is defined by law
- State assessment instruments that have been administered to the child
- Teaching materials and tests used in the child’s classroom

***Authorized Inspection and Use of Student Records***

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an “eligible” student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at [Objecting to the Release of Directory Information](#), are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access.
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise violating FERPA.
- Provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent.
- [File a complaint](https://studentprivacy.ed.gov/file-a-complaint) (<https://studentprivacy.ed.gov/file-a-complaint>) with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements.

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students with certain rights of privacy.

Before disclosing personally identifiable information from a student’s records, the district must verify the person’s identity, including a parent or the student requesting the information.

Virtually all information pertaining to student performance — including grades, test results, and disciplinary records — is considered confidential educational records.

Inspection and release of student records are restricted to an eligible student or a student's parent unless the school receives a copy of a court order terminating parental rights or the right to access a student's education records. A parent's rights regarding access to student records are not affected by the parent's marital status.

Federal law requires that control of the records goes to the student as soon as the student **meets at least one of the following criteria:**

- Reaches the age of 18;
- Is emancipated by a court;
- Enroll in a postsecondary educational institution.

However, the parent may continue to have access to the records if the student is a dependent for tax purposes and, under limited circumstances, when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records without the parent's or eligible student's written consent when school officials have what federal law refers to as a "legitimate educational interest" in a student's records.

Legitimate educational interests may include:

- Working with the student
- Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities
- Compiling statistical data
- Reviewing an educational record to fulfill the official's professional responsibility
- Investigating or evaluating programs

School officials may include:

- Board members and employees, such as the superintendent, administrators, and principals
- Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff)
- A person or company with whom the district has contracted or allowed to provide a specific institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer)
- A person appointed to serve on a team to support the district's safe and supportive school program
- A parent or student serving on a school committee
- A parent or student assisting a school official in the performance of his or her duties

FERPA also permits the disclosure of personally identifiable information without written consent:

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, the Texas Education Agency, the U.S. Secretary of Agriculture's

office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.

- To individuals or entities granted access in response to a subpoena or court order.
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled.
- In connection with financial aid, a student has applied or received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses directory information-designated details. [See [Objecting to the Release of Directory Information](#) to prohibit this disclosure.]

Release of personally identifiable information to any other person or agency — such as a prospective employer or for a scholarship application — will occur only with parental or student permission as appropriate.

The Campus Principal is the custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated.

A parent or eligible student who wants to inspect the student's records should submit a written request to the custodian of records identifying the records they want to inspect.

Records may be reviewed in person during regular school hours. The records custodian or designee will be available to explain the record and answer questions.

A parent or eligible student who submits a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review the records.

You may contact the custodian of records for currently enrolled students by contacting your child's campus principal.

You may contact the custodian of records for students who have withdrawn or graduated at

Margarita Ramirez

Records Management

P.O. Box 27, Waco, TX, 76703

[margarita.ramirez@wacoisd.org](mailto:margarita.ramirez@wacoisd.org)

254-755-9473

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights.

A request to correct a student's record should be submitted to the appropriate custodian of records. The request must identify the part of the record that should be corrected and explain how the information is inaccurate. If the district denies the request to amend the records, the parent or eligible student can request a hearing. If the records are not amended after the hearing, the parent or eligible student has 30 school days to place a statement in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the complaint process found in policy FNG(LOCAL). A grade issued by a teacher can be changed only if the board of trustees determines that the grade is arbitrary, erroneous, or inconsistent with the district's grading guidelines.

[See [Report Cards/Progress Reports and Conferences](#), [Complaints and Concerns](#), and Finality of Grades at policy FNG(LEGAL).]

The district's student records policy is found at policy FL(LEGAL) and (LOCAL) and is available at the principal's or superintendent's office or on the district's website at [www.wacoisd.org](http://www.wacoisd.org).

**Note:** The parent's or eligible student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records — such as a teacher's personal notes about a student shared only with a substitute teacher — do not have to be made available.

### **Teacher and Staff Professional Qualifications**

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Has an emergency permit or other provisional status for which state requirements have been waived; and
- Is currently teaching in the field or discipline of his or her certification.

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

### **A Student with Exceptionalities or Special Circumstances**

#### **Children of Military Families**

[The Interstate Compact on Educational Opportunities for Military Children](https://www.dodea.edu/partnership/interstatecompact.cfm) (<https://www.dodea.edu/partnership/interstatecompact.cfm>) entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements
- Grade level, course, or educational program placement
- Eligibility requirements for participation in extracurricular activities
- Enrollment in the Texas Virtual School Network (TXVSN)
- Graduation requirements

The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:

- Called to active duty
- On leave
- Returning from a deployment of at least four months

The district will permit **no more than five** excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at [Military Family Resources at the Texas Education Agency](https://tea.texas.gov/about-tea/other-services/military-family-resources) (<https://tea.texas.gov/about-tea/other-services/military-family-resources>).

## Parental Role in Certain Classroom and School Assignments

### *Multiple-Birth Siblings*

State law permits a parent of multiple-birth siblings (for example, twins, triplets) assigned to the same grade and campus to request in writing that the children be placed in either the same classroom or separate classrooms.

Written requests must be submitted by the 14th day after the student's enrollment. [See policy FDB(LEGAL) for more information.]

### *Safety Transfers/Assignments*

The board or its designee will honor a parent's request to transfer their child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.

The board may transfer a student who has engaged in bullying to another classroom. The board or the designee will consult with the parent of a child who has engaged in bullying before transferring the child to another campus.

Transportation is not provided for a transfer to another campus. See the Superintendent **OR** campus principal for more information.

[See [Bullying \(All Grade Levels\)](#) and policies FDB and FFI for more information.]

The district will honor a parent's request for the transfer of their child to a safe public school in the district if the child attends a school identified by the Texas Education Agency as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

[See policy FDE for more information.]

The board will honor a parent's request for the transfer of their child to another district campus if the child has been the victim of sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for the assault. Per policy FDE, the board will transfer the assailant if the victim does not wish to transfer.

### **Student Use of a Service/Assistance Animal**

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

### **A Student in the Conservatorship of the State (Foster Care)**

To provide educational stability, the district will provide enrollment and registration assistance, as well as other educational services throughout the student's enrollment, to any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care).

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The district will assess the student's available records to determine the transfer of credit for subjects and courses taken before the student's enrollment in the district.

The district will award partial course credit when the student only passes one-half of a two-half course. [For provisions on partial course credit for students not in the state's conservatorship, see EI(LOCAL).]

A student in the conservatorship of the state who is moved outside the district's or school's attendance boundaries — or who is initially placed in the conservatorship of the state and moved outside the district's or school's boundaries — is entitled to remain at the school the student was attending prior to the placement or move until the student reaches the highest grade level at that particular school.

If a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request a diploma from the previous district if the student meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of applications for admission or financial aid.
- Arrange and accompany the student on campus visits.
- Assist in researching and applying for private or institution-sponsored scholarships.
- Identify whether the student is a candidate for appointment to a military academy.
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS).
- Coordinate contact between the student and a liaison officer for students formerly in the state's conservatorship.

If you have questions, please contact the district's foster care liaison:

Julianne Heldt, MA, LPC

Supervisor, Highly Mobile Student Services

District Homeless & Foster Liaison

julianne.heldt@wacoisd.org

254-755-9433

[See [Credit by Examination for Advancement/Acceleration — If a Student Has Not Taken the Course/Subject](#) and [Course Credit \(Secondary Grade Levels Only\)](#)]

### **A Student Who Is Experiencing Homelessness**

A parent is encouraged to inform the district if their child is experiencing homelessness. District staff can share resources that may be able to assist families.

Please also check the District website for information on services available in the area that can help families experiencing homelessness. Highly Mobile Student Services  
<https://www.wacoisd.org/Page/4131>

A student who is experiencing homelessness will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements
- Immunization requirements
- Educational program placement (if the student is unable to provide previous academic records or misses an application deadline during a period of homelessness)
- Credit-by-examination opportunities at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules
- Assessment of the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district
- Awarding partial credit when a student passes only one-half of a two-half course
- Eligibility requirements for participation in extracurricular activities
- Graduation requirements

Federal law allows a student who is homeless to remain enrolled in the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

If a student who is homeless in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if the student meets the criteria to graduate from the previous district.

A student or parent dissatisfied with the district's eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). When possible, the district will expedite local timelines for prompt dispute resolution.

For more information on services for students who are homeless, contact the district's homeless education liaison:

If you have questions, please contact the district's foster care liaison:

Julianne Heldt, MA, LPC

Supervisor, Highly Mobile Student Services

District Homeless & Foster Liaison

julianne.heldt@wacoisd.org

254-755-9433

[See [Credit by Examination for Advancement/Acceleration — If a Student Has Not Taken the Course/Subject](#) and [Course Credit \(Secondary Grade Levels Only\)](#)]

### **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services**

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavioral support services that are available to all students, including a process based on Response to Intervention (RtI). Implementing RtI can positively impact the district's ability to meet the needs of all struggling students.

If a student is experiencing learning difficulties, their parents may contact the individuals listed below to learn about the school's overall general education referral or screening system for support services.

This system links students to various support options, including making a referral for a special education evaluation or a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

#### ***Special Education Referrals***

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or a district administrative employee of the school district, the district must respond no later than 15 school days after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the [Notice of Procedural Safeguards](https://fw.escapps.net/Display_Portal/publications) ([https://fw.escapps.net/Display\\_Portal/publications](https://fw.escapps.net/Display_Portal/publications)). If the district agrees to evaluate the student, it must also allow the parent to give written consent.

**Note:** A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements, as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15-school-day timeline.

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from receiving a parent's written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If the district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of

the school year, it must complete the written report and provide a copy to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled [Parent's Guide to the Admission, Review, and Dismissal Process](https://fw.escapps.net/Display_Portal/publications) ([https://fw.escapps.net/Display\\_Portal/publications](https://fw.escapps.net/Display_Portal/publications)).

### **Contact Person for Special Education Referrals**

The designated contact person regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Cathy Parker

Coordinator-Special Education

501 Franklin Ave, Waco, TX, 76701

[cathy.parker@wacoisd.org](mailto:cathy.parker@wacoisd.org)

254-755-9569

For questions regarding post-secondary transitions, including the transition from education to employment, for students receiving special education services, contact the district's transition and employment designee:

James Glidewell

Transition Specialist

P.O. Box 27, Waco, TX, 76703

[james.glidewell@wacoisd.org](mailto:james.glidewell@wacoisd.org)

254-981-5839

### **Section 504 Referrals**

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes:

- Notice
- An opportunity for a parent or guardian to examine relevant records
- An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel
- A review procedure

### **Contact Person for Section 504 Referrals**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Kourtnei Parnell

Director for Intervention Services and State & Federal Programs

501 Franklin Ave., Waco, TX, 76701

[kourtnei.parnell@wacoisd.org](mailto:kourtnei.parnell@wacoisd.org)

254-799-0983

[See [A Student with Physical or Mental Impairments Protected under Section 504.](#)]

Visit these websites for information regarding students with disabilities and the family:

- [Legal Framework for the Child-Centered Special Education Process](https://fw.escapps.net/Display_Portal?destination=/) ([https://fw.escapps.net/Display\\_Portal?destination=/](https://fw.escapps.net/Display_Portal?destination=/))
- [Partner Resource Network](http://prntexas.org/) (<http://prntexas.org/>)
- [SPEED TEST: Special Education Information Center](https://www.spedtex.org/) (<https://www.spedtex.org/>)
- [Texas First Project](http://www.texasprojectfirst.org/) (<http://www.texasprojectfirst.org/>)

### **Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education**

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

### **Texas Driving with Disability Program**

In accordance with state law, the district will provide notification of the Texas Driving with Disability Program to students who have a health condition or disability that may impede effective communication with a peace officer and receive special education or are covered by Section 504 of the Rehabilitation Act of 1973. This notification will be provided annually to an eligible student aged 16 years or older until the student's graduation or 21st birthday and to the student's parents.

The Texas Driving with Disability Program focuses on improving the interaction between law enforcement and drivers with disabilities that have unique communication needs.

### **A Student Who Receives Special Education Services with Other School-Aged Children in the Home**

If a student is receiving special education services at a campus outside their attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus — if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs before requesting a transfer for other children in the home. [See policy FDB(LOCAL) for more information.]

### **A Student Who Speaks a Primary Language Other than English**

A student may be eligible to receive specialized support if their primary language is not English and the student has difficulty performing ordinary class work in English.

If the student qualifies for these services, the Language Proficiency Assessment Committee (LPAC) will determine the services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

[See [Emergent Bilingual Students](#) on page 54 and [Special Programs](#) on page 91.]

### **A Student with Physical or Mental Impairments Protected under Section 504**

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law — and who does not otherwise qualify for special education services — may qualify for protections under Section 504 of the Rehabilitation Act.

Section 504 is a federal law prohibiting discrimination against individuals with disabilities.

When an evaluation is requested, a committee will be formed to determine whether the student needs services and support under Section 504 to receive a free appropriate public education (FAPE), as defined in federal law.

[See [A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services](#) on page 26 and policy FB for more information.]

## Section Two: Other Important Information for Parents and Students

This section contains important information on academics, school activities, and school operations and requirements.

It is organized alphabetically to serve as a quick reference guide. Where applicable, the topics are further organized by grade level.

Parents and children should take a moment to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact the campus principal.

### Absences/Attendance

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.

Two important state laws are discussed below — one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit.

### Compulsory Attendance

#### *Prekindergarten and Kindergarten*

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

#### *Ages 6-18*

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session unless the student is otherwise excused from attendance or legally exempt.

State law requires a student in kindergarten-grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

A student must attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on an applicable subject area state assessment.

#### *Age 19 and Older*

A student who voluntarily attends or enrolls after their 19th birthday must attend each school day until the end of the school year. If the student incurs more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property after that would be unauthorized and may be considered trespassing. [See policy FEA for more information.]

### Compulsory Attendance — Exemptions

#### *All Grade Levels*

State law allows exemptions to the compulsory attendance requirements, **as long as the student makes up all work**, for the following activities and events:

- Religious holy days
- Required court appearances
- Appearing at a governmental office to obtain U.S. citizenship
- Taking part in a US naturalization oath ceremony
- Serving as an election clerk
- Health-care appointments for the student or a child of the student, including absences related to autism services
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician
- For students in the conservatorship of the state:
  - An activity required under a court-ordered service plan; or
  - Any other court-ordered activity, provided it is not practical to schedule the student's participation in the activity outside of school hours.

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments. [See [Children of Military Families](#) on page 20.]

Note that documented healthcare appointments may include telehealth appointments. Students who are physically on campus will not be allowed to participate in telehealth or other online appointments without specific authorization from an appropriate administrator. Students should not use district-issued technology, including wifi or Internet, for telehealth appointments because district-owned equipment and its network systems are not private and may be monitored by the district. For more information, see [Telecommunication and Other Electronic Devices](#) on page 91.

### ***Secondary Grade Levels***

The district will allow a student who is 15 years of age or older to be absent for one day to obtain a learner license and one day to obtain a driver's license, provided that the board has authorized such excused absences under policy FEA(LOCAL). The student will be required to provide documentation of their visit to the driver's license office for each absence and must make up any work missed.

[See [Driver License Attendance Verification](#) on page 31.]

The district will allow junior and senior students to be absent for up to two days per year to visit a college or university if the following conditions are met:

- The board has authorized such excused absences under policy FEA(LOCAL).
- The principal has approved the student's absence.
- The student follows campus procedures to verify the visit and makes up for any work missed.

The district will allow a student 17 years old or older to be absent for up to four days while the student is enrolled in high school to pursue enlistment in the U.S. armed services or Texas National Guard, provided the student verifies these activities to the district.

The district will allow a student to be absent for up to two days during the student's junior year and two days during the student's senior year for a career investigation day to visit a professional at that individual's workplace to determine the student's interest in pursuing a career in the professional's field, provided the student verifies these activities to the district.

The district will allow a student to be absent for up to two days per school year to serve as

- An early voting clerk, provided the district's board has authorized this in policy FEA(LOCAL), the student notifies their teachers, and the student receives approval from the principal prior to the absences; or
- An election clerk, if the student makes up any work missed.

The district will allow a student in grades 6-12 to be absent for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran.

## **Compulsory Attendance — Failure to Comply**

### ***All Grade Levels***

School employees must investigate and report violations of the compulsory attendance law.

A student who is absent without permission from the school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

### ***Students with Disabilities***

If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan.

### ***Ages 6-18***

When a student ages 6-18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent.

The notice will:

- Remind the parent of their duty to monitor the student's attendance and require the student to attend school.
- Request a conference between school administrators and the parent.
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitator for the district is:

Student Services Department

501 Franklin Ave

501 Franklin Ave., Waco, TX, 76701

254-755-9417

For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

If a student aged 12-18 incurs ten or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies FEA(LEGAL) and FED(LEGAL) for more information.]

### ***Age 19 and Older***

After a student age 19 or older incurs a third unexcused absence, the district is required by law to send the student a letter explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

### **Attendance for Credit or Final Grade (All Grade Levels)**

To receive credit or a final grade in a class, a student must attend the class at least 90 percent of the days it is offered. A student who attends at least 75 percent but fewer than 90 percent of the days may receive credit or a final grade if they complete a plan approved by the principal that allows the student to fulfill the class's instructional requirements. If a student is involved in a criminal or juvenile court proceeding, the judge presiding over the case must also approve the plan before the student receives credit or a final grade.

If a student attends fewer than 75 percent of the class days or does not complete the principal-approved plan, then the attendance review committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See policy FEC for more information.]

Except for absences due to serious or life-threatening illness or related treatment, all absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, the attendance committee will consider:

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- Whether the student has completed makeup work satisfactorily. If the student completes makeup work, absences listed under [Compulsory Attendance — Exemptions](#) on page 27 and absences for extracurricular activities will be considered extenuating circumstances.
- Whether the student or the student's parent had any control over the absences.
- Any information the student or parent presents to the committee about the absences.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

### **Official Attendance-Taking Time (All Grade Levels)**

The district will take official attendance every day at 10:15 am at all campuses. A student absent for any portion of the day should follow the procedures below to provide documentation of the absence.

### **Documentation after an Absence (All Grade Levels)**

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is 18 or older or is an emancipated minor under state law.

The campus will document whether the absence is excused or unexcused in its attendance records.

**Note:** The district is not required to excuse any absence, even if the parent provides a note explaining the absence unless the absence is an exemption under compulsory attendance laws.

### **Doctor's Note after an Absence for Illness (All Grade Levels)**

Within three days of returning to school, a student who is absent for more than five consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a doctor or health clinic statement verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

### ***Certification of Absence Due to Severe Illness or Treatment***

If a student is absent because of a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, a parent must provide certification from a physician licensed to practice in Texas specifying the student's illness and the anticipated period of absence related to the illness or treatment.

### **Driver License Attendance Verification (Secondary Grade Levels Only)**

A currently enrolled student seeking a driver's license shall submit the Texas Department of Public Safety Verification of Enrollment and Attendance Form (VOE), signed by the parent, to the campus central office at least 10 days before it is needed. The district will issue a VOE only if the student meets class credit or attendance requirements. The [VOE form](https://www.tdlr.texas.gov/driver/forms/VOE.pdf) (<https://www.tdlr.texas.gov/driver/forms/VOE.pdf>) is available online.

Further information may be found on the [Texas Department of Public Safety website](https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license-teen) (<https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license-teen>).

See [Compulsory Attendance — Exemptions for Secondary Grade Levels](#) on page 28 for information on excused absences for obtaining a learner license or driver's license.

## **Accountability under State and Federal Law (All Grade Levels)**

Waco ISD and its campuses are held to certain accountability standards under state and federal law. A key component of accountability is the dissemination and publication of certain reports and information, including:

- The Texas Academic Performance Report (TAPR) for the district, compiled by the Texas Education Agency (TEA), based on academic factors and ratings
- A School Report Card (SRC) for each campus in the district, compiled by TEA
- The district's financial management report, which includes the financial accountability rating assigned to the district by TEA
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

Accountability information can be found on the district's website at [www.wacoisd.org](http://www.wacoisd.org). Hard copies of any reports are available to the district's administration office upon request.

TEA maintains additional accountability and accreditation information at:

[TEA Performance Reporting Division](https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting)

(<https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting>).

## **Armed Services Vocational Aptitude Battery Test (Grades 10-12)**

A student in grades 10-12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter.

A notice of the date, time, and location of the test will be provided to students and parents by the campus counselors.

Contact the principal for information about this opportunity.

## **Bullying (All Grade Levels)**

The district strives to prevent bullying, in accordance with the district's policies, by promoting a positive school culture; building healthy relationships between students and staff; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school
- Infringes on the rights of the victim at school

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done using any electronic communication device, including:

- A cellular or other type of telephone
- A computer
- A camera
- Electronic mail
- Instant messaging
- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting
- Teasing
- Confinement
- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions
- Name-calling
- Rumor-spreading
- Ostracism

[The district will integrate into instruction research-based content designed to reduce bullying that is appropriate for students' age groups.](#)

Students in elementary grades will participate in:

- Instruction designed so that students can recognize bullying behaviors and how to report them
- Age-appropriate discussions that encourage peers to intervene when they observe bullying occur
- Instruction that characterizes bullying as a behavior that results from the student's need to acquire more mature social or coping skills, not an unchangeable trait

Students in secondary grades will participate in:

- Instruction on the brain's ability to change and grow so the student recognizes bullying behavior can come from a developmental need to acquire more social skills, can change when the brain matures and learns better ways of coping, and is not an unchangeable trait
- Discussions that portray bullying as undesirable behavior and a means for attaining or maintaining social status at school, and that discourage students from using bullying as a tool for social status
- Instruction designed so that students recognize the role that reporting bullying behaviors plays in promoting a safe school community

The district will use an age-appropriate survey regarding school culture that includes relevant questions on bullying to identify and address student concerns.

Each campus has a committee that addresses bullying by focusing on prevention efforts and health and wellness initiatives. The committee will include parents and secondary students. For more information on this committee, including interest in serving on the committee, contact the campus principal.

If a student believes that they have experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Any district employee aware of a report of a bullying incident will relay the report to an appropriate administrator. Procedures for reporting allegations of bullying may be found on the district's website.

A student may anonymously report an alleged bullying incident by reporting on the District's website, [www.wacoisd.org](http://www.wacoisd.org), or through the Stop It app.

The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not **meet the definition** of bullying.

The district will provide research-based interventions, which may include counseling options for students who engage in bullying behaviors, students who are targeted by bullying behaviors, and any student who witnessed bullying behaviors.

Any action taken in response to bullying will comply with state and federal law regarding students with disabilities.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the administration's recommendation, the board may transfer a student found to have engaged in bullying to another classroom on the campus. In consultation with the student's parents, the board may transfer the student to another campus in the district.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See [Safety Transfers/Assignments](#) on page 21.]

A copy of the district's bullying policy is available in the principal's office, the superintendent's office, and on the district's website and is included at the end of this handbook as an appendix.

A student or parent dissatisfied with an investigation's outcome may appeal through policy FNG(LOCAL).

[See [Safety Transfers/Assignments](#) on page 21, [Dating Violence, Discrimination, Harassment, and Retaliation](#) on page 47, [Hazing](#) on page 64, policy FFI, the district's Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.]

## **Career and Technical Education (CTE) and Other Work-Based Programs (Secondary Grade Levels Only)**

The District offers career and technical education programs in the following career clusters: Architecture & Construction, Arts, Audio-Visual Technology & Communications, Business Management & Administration, Education & Training, Finance, Health Sciences, Hospitality & Tourism, Information Technology, Manufacturing, Marketing, Science, Technology, Engineering, & Math (STEM). In some Career and Technical Education (CTE) courses, Enrollment Review in Committee (ERIC) processes may be conducted when a course requires limited enrollment considerations due to facility space, safety and skills competence, and/or community partnership agreements.

Admission to these programs is based on student interest.

District policy prohibits discrimination based on race, color, national origin, sex, or handicap in its vocational programs, services, or activities and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

District policy also prohibits discrimination based on race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The district will take steps to assure that lack of English language skills will not be a barrier to admission or participation in all educational and vocational programs.

Contact the Title IX Coordinator and the ADA/Section 504 coordinator for information about your rights or grievance procedures.

[See [Nondiscrimination Statement](#) on page 77 for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator.]

## **Celebrations (All Grade Levels)**

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have severe allergies to certain food products. Discuss any classroom allergies with the teacher before bringing food to share.

Occasionally, the school or a class may host functions or celebrations tied to the curriculum that involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers to provide food.

[See [Food Allergies](#) on page 71.]

## **Child Sexual Abuse, Neglect, Trafficking, and Other Maltreatment of Children (All Grade Levels)**

The district has established a plan for addressing child abuse, neglect, trafficking, and other maltreatment of children. The plan is available at [www.wacoisd.org](http://www.wacoisd.org). Abuse includes physical abuse, including sexual abuse, and psychological and emotional abuse. Trafficking includes both sex and labor trafficking.

### **Duty to Report**

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). See below for information about how to report and respond to allegations of child abuse or neglect.

### **Possible Warning Signs of Child Abuse, Neglect, Trafficking, and Other Maltreatment of Children**

#### ***Physical abuse***

Possible warning signs of physical abuse include:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without apparent injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Extreme fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unseasonable clothing that may hide injuries to arms or legs

#### ***Sexual Abuse***

Possible warning signs of sexual abuse include:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors, or play beyond what is considered age-appropriate behavior
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

Children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [**Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)** and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking.**]

#### ***Emotional Abuse***

Possible warning signs of emotional abuse include:

- Over-compliance or low self-esteem caused by scapegoating or verbal abuse by caregivers
- Severe depression, anxiety, or aggression
- Lag in physical, emotional, and intellectual development
- Indicators of a caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems
- Significant changes to behavior, such as withdrawal or over-aggression
- Significant changes to weight, such as substantial weight gain or weight loss

### ***Neglect***

Possible warning signs of neglect include:

- Obvious malnourishment
- Consistent lack of personal hygiene that poses a health risk
- Stealing or begging for food
- Child unattended for long periods of time
- Unaddressed need for dental care or other medical attention

### **Description and Warning Signs of Sexual Abuse**

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches. Some traffickers contact victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology)
- Tattoos or branding
- Refillable gift cards
- Frequent runaway episodes
- Multiple phones or social media accounts
- Provocative pictures posted online or stored on the phone
- Unexplained injuries
- Isolation from family, friends, and community
- Older romantic partners

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips

- Being employed but not having a school-authorized work permit
- Being employed and having a work permit but clearly working outside the permitted hours for students
- Owing a large debt and being unable to pay it off
- Not being allowed breaks at work or being subjected to excessively long work hours
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss
- Not being in control of his or her own money
- Living with an employer or having an employer listed as a student's caregiver
- A desire to quit a job but not being allowed to do so

[See [Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking](#) on page 47.]

### **Reporting and Responding to Child Abuse, Neglect, Trafficking, and Other Maltreatment of Children**

A child who has experienced any type of abuse or neglect should be encouraged to seek out a parent or trusted adult. Children may be reluctant to disclose abuse and may only disclose sexual abuse indirectly. As a parent or trusted adult, it is important to be calm and comforting if your child or another child confides in you. Reassure the child that they did the right thing by telling you.

If your child is a victim of abuse, neglect, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. DFPS also manages early intervention counseling programs.

To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](#) ([http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp)).

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1 800-252-5400 or on the web at [Texas Abuse Hotline Website](#) ([www.txabusehotline.org](http://www.txabusehotline.org)).

### **Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children**

The following websites include resources to help increase awareness of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- [Child Welfare Information Gateway](https://www.childwelfare.gov/pubPDFs/whatiscan.pdf) (<https://www.childwelfare.gov/pubPDFs/whatiscan.pdf>)
- [KidsHealth, For Parents, Child Abuse](https://kidshealth.org/en/parents/child-abuse.html) (<https://kidshealth.org/en/parents/child-abuse.html>)
- [Office of the Texas Governor's Child Sex Trafficking Team](https://gov.texas.gov/organization/cjd/childsextrafficking) (<https://gov.texas.gov/organization/cjd/childsextrafficking>)
- [Human Trafficking of School-aged Children](https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children) (<https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children>)
- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](https://taasa.org/product/child-sexual-abuse-parental-guide/) (<https://taasa.org/product/child-sexual-abuse-parental-guide/>)

- [National Center of Safe Supportive Learning Environments: Human Trafficking in America's Schools](https://safesupportivelearning.ed.gov/human-trafficking-americas-schools) (<https://safesupportivelearning.ed.gov/human-trafficking-americas-schools>)

### **Class Rank/Highest-Ranking Student (Secondary Grade Levels Only)**

The District shall apply the same class rank calculation method and rules for local graduation honors for all students in a graduating class, regardless of the school year in which a student first earned high school credit.

Note: The following provisions shall apply to students beginning with the graduating class of 2024.

#### **Calculation**

The District shall include in the calculation of class rank semester grades earned in Advanced Placement (AP) courses taken in grades 6–8 and in high school credit courses taken in grades 9–12, but only in the following subject areas: English, mathematics, science, social studies, economics, languages other than English, and all dual credit courses in these areas. The calculation shall include failing grades.

#### **Exclusions**

The calculation of class rank shall exclude grades earned in any course for which a pass/fail grade is assigned; any local credit course; any course taken for credit recovery or remediation; distance learning in the form of traditional correspondence courses; any course for which credit is earned outside the regular school day or regular school year; and through credit by examination, with or without prior instruction.

#### **Weighted Grade System**

The District shall categorize and weight eligible courses as Tier 4, Tier 3, Tier 2, and Tier 1 in accordance with provisions of this policy and as designated in appropriate District publications. Eligible Advanced Placement (AP) courses shall be categorized and weighted as Tier 4 courses.

Eligible dual credit courses shall be categorized and weighted as Tier 3 courses. Eligible pre-advanced and pre-AP courses shall be categorized and weighted as Tier 2 courses. All other eligible courses shall be categorized and weighted as Tier 1 courses.

The District shall assign weights to semester grades earned in eligible courses and calculate a weighted numerical grade average, in accordance with the following:

Category Weight:

Tier 4 multiplied by 1.20

Tier 3 multiplied by 1.15

Tier 2 multiplied by 1.10

Tier 1 multiplied by 1.00

The District shall record unweighted numerical grades on student transcripts.

Note: The following provisions shall apply to all students, regardless of their graduating class. When a student transfers semester grades for courses that would be eligible under the Tier 1

category and the District has accepted the credit, the District shall include the grades in the calculation of class rank.

When a student transfers semester grades for courses that would be eligible to receive additional weight under the District's weighted grade system, the district shall assign additional weight to the grades based on the categories and grade weight system used by the district only if a similar or an equivalent course is offered to the same class of students in the district.

### **Local Graduation Honors**

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank in accordance with this policy and administrative regulations by using grades available at the time of calculation at the end of the third week of the six-week grading period of the senior year.

For the purpose of applications to institutions of higher education, the district shall also calculate class rank as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognition and shall not restrict class rank for the purpose of automatic admission under state law. [See EIC (LEGAL/LOCAL)]

### **Valedictorian and Salutatorian**

The valedictorian and salutatorian shall be the eligible students with the highest and second highest rank, respectively. To be eligible for this local graduation honor, a student must:

1. Have been continuously enrolled in the district high school for the four semesters immediately preceding graduation.
2. Have been enrolled and in attendance in at least four academic courses each year of high school;
3. Be graduating after exactly eight semesters of enrollment in high school; and
4. Have completed the foundation program with a distinguished level of achievement.

### **Breaking Ties**

In case of a tie in weighted numerical grade averages after calculation to the fourth decimal place, the District shall calculate a weighted numerical grade average using only eligible grades in Tier 4, Tier 3, and Tier 2 courses taken in grades 9–12 to determine recognition as valedictorian or salutatorian. If the tie is not broken after applying these methods, the District shall recognize all students involved in the tie as sharing the honor and title.

The student meeting the local eligibility criteria for recognition as the valedictorian shall also be considered the highest-ranking graduate to receive the honor graduate certificate from the state of Texas.

[See policy EIC (LOCAL) for more information.]

- Courses that are included in class rank calculations;
- Any course exclusions;
- Whether courses taken in middle/junior high school are included in the calculation;
- Whether grades earned by alternative means (summer school, distance learning, credit by examination, dual credit off campus vs. on campus, and the like) are counted;

- The weighted grade system used in the district to calculate class rank [for example, weighted numerical average or weighted grade point average (GPA)];
- Whether and when transferred grades will be weighted;
- When class rank will be calculated for purposes of determining local honors;
- Criteria a student must meet to be declared valedictorian, salutatorian, and any other local honor designations, including how the district will resolve ties in these positions;
- Whether the district will award the honor graduate certificate provided by the state to the district-declared valedictorian or the true highest-ranking graduate;
- If appropriate for your handbook, the list of courses that meet each category within your weighted grade system; and
- Any other information related to class rank appropriate for this document. [See policy EIC for more information.]

### **Class Schedules (Secondary Grade Levels Only)**

All students are expected to attend school for the entire school day and maintain a full class schedule. Exceptions may be made occasionally by the campus principal for students in grades 9-12 who meet specific criteria and receive parental consent to enroll in less than a full-day schedule.

[See [Schedule Changes](#) on page 86 for information related to student requests to revise their course schedule.]

### **College and University Admissions and Financial Aid (All Grade Levels)**

For two school years following graduation, a district student who graduates as valedictorian or in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student **meets one of the following requirements**:

- Completes the distinguished level of achievement under the foundation graduation program [see [Foundation Graduation Program](#) on page 59]; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

The student is ultimately responsible for meeting the admission requirements of the university or college, including timely submission of a completed application.

If a college or university adopts an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. From the summer 2024 term through the spring 2026 term, the University will admit the top six percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

As required by law, the district will provide written notice concerning the following:

- Automatic college admission

- Curriculum requirements for financial aid
- Benefits of completing the requirements for automatic admission and financial aid
- The Texas First Early High School Completion Program, which requires a student to provide an official copy of assessment results and transcripts, as applicable, to receive credit for the assessments and credits required for early graduation under the program
- The Texas First Scholarship Program
- The Future Texas Teachers Scholarship Program

Parents and students will be asked to sign an acknowledgment that they received this information.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

[See [Class Rank/Highest-Ranking Student](#) on page 38 for information specifically related to how the district calculates a student's rank in class, and requirements for [Graduation](#) on page 58 for information associated with the foundation graduation program.]

[See [Students in the Conservatorship of the State \(Foster Care\)](#) on page 21 for information on assistance in transitioning to higher education for students in foster care.]

### **College Credit Courses (Secondary Grade Levels Only)**

Students in grades 9-12 may earn college credit through the following opportunities:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB), or college preparatory
- Enrollment in AP or dual credit courses through the Texas Virtual School Network (TXVSN)
- Enrollment in courses taught in conjunction and in partnership with McLennan Community College and Texas State Technical College, which may be offered on or off campus; and
- Enrollment in courses taught at other colleges or universities
- Enrollment in these programs is based on the corollary memorandum of understanding for each entity.

Under the Financial Aid for Swift Transfer (FAST) program, a student may be eligible to enroll at no cost to the student in dual credit courses at a participating institution of higher education. The FAST program allows students who are or have been educationally disadvantaged at any time during the four years preceding the student's enrollment in a dual credit course to enroll at no cost to the student. The district will determine eligibility upon the student's enrollment in the dual credit course. See the CCMR Specialist for more information.

A student may be eligible for subsidies based on financial need for AP or IB exam fees. See [Fees \(All Grade Levels\)](#) on page 56 for more information.

A student may also earn college credit for certain Career and Technical Education (CTE) courses. See [Career and Technical Education \(CTE\) and Other Work-Based Programs \(Secondary Grade Levels Only\)](#) on page 34 for information on CTE and other work-based programs.

All these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student's

grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

Not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

## **Communications (All Grade Levels)**

### **Parent Contact Information**

A parent is legally required to provide in writing the parent's contact information, including address, phone number, and email address.

A parent must provide the contact information to the district upon enrollment and again within two weeks after the beginning of each following school year while the student is enrolled in the district.

If the parent's contact information changes during the school year, the parent must update the information in writing no more than two weeks after the date the information changes.

A parent may update contact information by informing the campus registrar, school secretary, principal or assistant principal, and/or front office staff.

### **Automated Emergency Communications**

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency situation may include early dismissal, delayed opening, or restricted access to the campus due to severe weather, another emergency, or a security threat. It is crucial to notify your child's school when a phone number changes.

[See [Safety](#) on page 84 for information regarding contact with parents during an emergency situation.]

### **Automated Non Emergency Communications**

Your child's school periodically sends information by automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission and specific to your child, your child's school, or the district.

Standard messaging rates of your wireless phone carrier may apply.

If you do not wish to receive such communications, please contact your child's principal. [See [Safety](#) on page 84 for information regarding contact with parents during an emergency.]

### **Complaints and Concerns (All Grade Levels)**

Usually, student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal.

For those complaints and concerns that cannot be resolved informally, the board has adopted a Student and Parent Complaints/Grievances policy at FNG(LOCAL). This policy can be viewed in the district's policy manual, available online at [www.wacoisd.org](http://www.wacoisd.org). The complaint forms can be

accessed at [www.wacoisd.org](http://www.wacoisd.org) , Student Services Office, and at the principal's or Superintendent's office.

To file a formal complaint a parent or student should complete and submit the complaint form. In general, the written complaint form should be completed and submitted to the campus principal in a timely manner.

If the concern is not resolved, a parent or student may request a conference with the superintendent.

If the concern is still unresolved, the district provides a process for parents and students to appeal to the board of trustees.

## **Conduct (All Grade Levels)**

### **Applicability of School Rules**

The board has adopted a Student Code of Conduct that defines standards of acceptable behavior — on and off campus, during remote and in-person instruction, and on district vehicles — and outlines consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

During summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately preceding the summer period shall apply unless the district amends either or both documents for the purposes of summer instruction.

### **Campus Behavior Coordinator**

Each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for each campus behavior coordinator is available on the district's website at [www.wacoisd.org](http://www.wacoisd.org). For the names of each campus coordinator, please contact your child's campus principal or visit the campus website.

### **Deliveries**

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

### **Disruption of School Operations**

Disruption of school operations is not tolerated and may constitute a misdemeanor offense. As identified by state law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.

- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.

Disruption of classes or other school activities while on or within 500 feet of district property includes:

- Making loud noises
- Trying to entice a student away from or to prevent a student from attending a required class or activity
- Entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct

Interference with the transportation of students in vehicles owned or operated by the district is also considered a disruption.

### **Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of their guest.

A student attending a social event will be asked to sign out when leaving before the end of the event and will not be readmitted.

A parent interested in serving as a chaperone for any school social events should contact the campus principal.

### **Counseling**

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

### **Academic Counseling**

#### ***Elementary and Middle/Junior High School Grade Levels***

The school counselor will provide information to students and parents about college and university admissions and the importance of planning for postsecondary education, including appropriate coursework and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction on how best to prepare for high school, college, and a career.

### ***High School Grade Levels***

High school students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures.

Each year, high school students will be provided information on anticipated course offerings for the next school year, how to make the most of academic and career and technical education (CTE) opportunities, and the importance of postsecondary education.

The school counselor will also provide information each year a student is enrolled in high school regarding:

- The importance of postsecondary education
- The advantages of earning an endorsement and completing the foundation program with the distinguished level of achievement
- The disadvantages of pursuing a high school equivalency exam (GED) as opposed to earning a high school diploma
- Financial aid eligibility and how to apply for financial aid
- Automatic admission to state-funded Texas colleges and universities
- Eligibility requirements for the TEXAS Grant
- Availability of district programs that allow students to earn college credit
- Availability of tuition and fee assistance for postsecondary education for students in foster care
- Availability of college credit awarded by institutions of higher education to veterans and military service members for military experience, education, and training

Additionally, the school counselor can provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

[See [Scholarships and Grants](#) on page 63 for more information.]

### **Personal Counseling (All Grade Levels)**

The school counselor is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues and substance abuse. A student who wishes to meet with the school counselor should make an appointment. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

If your child has experienced trauma, contact the school counselor for more information.

[See [Mental Health Support](#) on page 68, and [Child Sexual Abuse, Trafficking, and Other Maltreatment of Children](#) on page 35 and [Dating Violence](#) on page 47.]

### **Course Credit (Secondary Grade Levels Only)**

A student at any grade level enrolled in a high school course will earn credit for the course only if the final grade is 70 or above. For a two-part (two-semester, 1-credit course), the student's grades from both halves (semesters) will be averaged, and credit will be awarded if the combined average is 70 or above. If the student's combined average is less than 70, the student will be awarded credit only for the half (semester) with a passing grade.

### **Credit by Examination — If a Student Has Taken the Course/Subject (Grades 6-12)**

A student who has previously taken a course or subject but did not receive credit or a final grade for it may, in the circumstances determined by the principal or attendance committee, be permitted to earn credit or a final grade by passing an examination approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject.

Examples of prior instruction include incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to earn credit by examination after the student has had prior instruction is sometimes referred to as "credit recovery."

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination.

If a student is granted approval to take an examination for credit, the student must score at least 70 on the examination to receive credit for the course or subject.

[See the school counselor and policy EHDB(LOCAL) for more information.]

### **Credit by Examination for Advancement/Acceleration — If a Student Has Not Taken the Course/Subject**

A student will be permitted to earn credit by examination for an academic course or subject area for which the student had no prior instruction for advancement or to accelerate to the next grade level.

The examinations offered by the district are approved by the district's board of trustees. Testing windows for these examinations will be published in district publications and on the district's website. A student may take a specific examination only once per testing window.

The only exceptions to the published testing windows will be for examinations administered by another entity or to accommodate a student experiencing homelessness or a student involved in the foster care system.

When another entity administers an examination, the student and the district must comply with the testing schedule of the other entity.

If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days prior to the scheduled testing date. [See policy EHDC for more information.]

### **Students in Grades 1-5**

A student in elementary school is eligible to accelerate to the next grade level if:

- The student scores at least an 80 on each examination in the subject areas of language arts, mathematics, science, and social studies;
- A district administrator recommends that the student be accelerated; and
- The student's parent gives written approval of the grade advancement.

### **Students in Grades 6-12**

A student in grade 6 or above is eligible to earn course credit with:

- A passing score of at least 80 on an examination approved by the board; or
- A scaled score of 50 or higher on an examination administered through the College Level Examination Program (CLEP); or
- A score of 3 or higher on an AP examination, as applicable.

A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, and then the student must complete the course.

### **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)**

Students learn best, and their welfare is best served in a school environment that is free from dating violence, discrimination, harassment, and retaliation.

Students are expected to treat peers and district employees with courtesy and respect, avoid offensive behaviors, and stop those behaviors as directed. District employees are likewise expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office at [www.wacoisd.org](http://www.wacoisd.org). [See policy FFH for more information.]

### **Dating Violence**

Dating violence will not be tolerated at school. To report dating violence, see [Reporting Procedures](#).

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship or any of the person's past or subsequent partners. This type of conduct is considered harassment if it is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include but are not limited to:

- Physical or sexual assaults
- Name-calling
- Put-downs

- Threats to hurt the student, the student's family members, or members of the student's household
- Destroying property belonging to the student
- Threats to commit suicide or homicide if the student ends the relationship
- Threats to harm a student's past or current dating partner
- Attempts to isolate the student from friends and family
- Stalking
- Encouraging others to engage in these behaviors

In accordance with law, when the district receives a report of dating violence, a district official will immediately notify the parent of the alleged victim and alleged perpetrator.

The counselor's office has information about the dangers of dating violence and resources for seeking help.

For more information on dating violence, see:

- Texas Attorney General's Office [recognizing and responding to dating violence flier](https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf) (<https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf>)
- The CDC's [Preventing Teen Dating Violence](https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html) (<https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html>)

[See [Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking](#) on page 9.]

## **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law that negatively affects the student.

## **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to:

- Offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation
- Threatening, intimidating, or humiliating conduct
- Offensive jokes, name-calling, slurs, or rumors
- Physical aggression or assault
- Graffiti or printed material promoting racial, ethnic, or other negative stereotypes
- Other kinds of aggressive conduct such as theft or damage to property

## **Sexual Harassment and Gender-Based Harassment**

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but are not limited to:

- Touching private body parts or coercing physical contact that is sexual in nature
- Sexual advances
- Jokes or conversations of a sexual nature
- Other sexually motivated conduct, communications, or contact

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic, sexual, and other inappropriate social relationships between students and district employees are prohibited, even if consensual.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity. Examples of gender-based harassment directed against a student may include, but are not limited to:

- Offensive jokes, name-calling, slurs, or rumors
- Physical aggression or assault
- Threatening or intimidating conduct
- Other kinds of aggressive conduct such as theft or damage to property

## **Pregnancy or Related Conditions**

The district does not discriminate on the basis of pregnancy or a related condition.

Please contact your school counselor or the high school parent educator for pregnancy-related accommodations.

## **Retaliation**

Retaliation against a person who makes a good-faith report or participates in an investigation of discrimination, harassment, or dating violence is prohibited.

## **Reporting Procedures**

Any student who believes they have experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The student's parents may make the report. [See the FFH series of policies and FFH(EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report, the district will determine whether the allegations, if proven, constitute prohibited conduct as defined by the FFH series of policies. If not, the district will refer to policy FFI to determine whether the allegations, if proven, constitute bullying, as defined by law and policy FFI. If the alleged prohibited conduct also meets the statutory and policy definitions for bullying, an investigation of bullying will also be conducted. [See [Bullying \(All Grade Levels\)](#)]

The district will promptly notify the parent of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parent of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by the FFH series of policies.

### **Investigation of Report**

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

To the extent possible, the district will respect the privacy of the student. However, limited disclosures may be necessary to conduct a thorough investigation and comply with the law.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume its investigation at the conclusion of the agency's investigation.

During an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action and, in some cases, corrective action will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

A student or parent dissatisfied with the outcome of the investigation may appeal per policy FNG(LOCAL).

### **Discrimination**

[See [Dating Violence, Discrimination, Harassment, and Retaliation](#) on page 47.]

### **Distance Learning (All Grade Levels)**

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, internet, video-conferencing, and instructional television.

The distance learning opportunities that the district makes available to district students are determined by individual needs.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN), as described below, to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in

the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

[See [Remote Instruction](#) on page 82.]

## **Distribution of Literature, Published Materials, or Other Documents (All Grade Levels)**

### **School Materials**

Publications prepared by and for the school may be posted or distributed with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, newspapers, yearbooks, brochures, flyers, and the like.

All school publications are under the supervision of a teacher, sponsor, and principal.

### **Non-School Materials**

#### ***From Students***

Students must obtain prior approval from the Communications Department before selling, posting, circulating, or distributing more than ten copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. Approval will be granted or denied within two school days.

The campus principal has designated the front office as the location for approved non-school materials to be placed for voluntary viewing or collection by students. [See policy FNAA for more information.]

A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who sells, posts, circulates, or distributes nonschool material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

[See policy FNG(LOCAL) for student complaint procedures.]

#### ***From Others***

No person or group will sell, circulate, distribute, or post on any district premises written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that are not sponsored by the district or by a district-affiliated school-support organization, except as permitted by policy GKDA.

To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Communications Department for prior review. The Communication Department will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies DGBA or GF for more information.]

The campus principal has designated the front office as the location for approved non school materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a non-curriculum-related student group meeting held in accordance with policy FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

### **Dress and Grooming (All Grade Levels)**

The district's dress code teaches grooming and hygiene, prevents disruption and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Students must wear shoes. No beach-style flip-flops or house shoes will be allowed.
- Hats, caps, and hoods may not be worn inside the school building during the school day. These items may be worn at other school-sponsored events as determined appropriate by the principal or designee. Sunglasses or other glasses not required for vision correction may not be worn inside the building.
- Hair must not be tied up in a bandana or covered by a hat, a hood, a cap, a doo rag, or a visor. Hair rollers must not be worn. Mustaches and beards shall be acceptable.
- Articles of clothing with pictures, emblems, or writings that are lewd, offensive, vulgar, or obscene or advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under Board Policy FNCA (Local) are not allowed.
- Shirts must have sleeves, and the neck opening on any type of shirt may not exceed the equivalent of the second button below the collar. All shirts must be tucked in pants and/or skirts if they extend beyond the end of the student's fingertips. Students will not wear halters, tank tops that expose any part of the midriff, low-cut dresses/tops, short shorts, or excessively tight clothing. Cardigan sweaters, pullover sweaters, and sweatshirts may be worn outside of pants and skirts.
- Undergarments must be covered by a student's clothing, including brassieres or appropriate undergarments. Underwear-type shirts such as tank tops or muscle shirts are not acceptable and may only be worn with t-shirts under them.
- Clothes should fit and be worn appropriately. Pants are to be worn at the waist and with a belt (if the pants have belt loops) and shirts buttoned. Skirts, dresses, and shorts must extend beyond the end of the student's fingertips when standing. No sagging pants or oversized clothes are permitted.
- Longer athletic/gym-style shorts may be worn.
- Pierced earrings may be worn on the ear(s) only. All other body-piercing jewelry is prohibited. "Grillz" or temporary decorations on teeth are not to be worn.
- Tattoos or fake tattoos are allowed if they are not lewd, offensive, vulgar, or obscene or advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under Board Policy FNCA (Local).

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school and return to the classroom. If the problem cannot be corrected at school, the principal will work with the student and parent to obtain an acceptable change of clothing for the student to minimize the loss of instructional time.

Repeated or severe offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

## **Electronic Devices and Technology Resources (All Grade Levels)**

### **Safe Use of Technology**

The district is committed to ensuring that students use technology safely and will follow all federal and state requirements to protect students from excessive data collection or materials that are considered harmful to minors. The district considers parents as partners in cybersecurity and online safety.

In accordance with state and federal law, the district will:

- Install a filter that blocks and prohibits pornographic or obscene materials or applications, including from unsolicited pop-ups, installations, and downloads, before transferring an electronic device to a student to be used for an educational purpose
- Block or filter students' internet access to pictures that are obscene, contain child pornography, or have been determined to be harmful to minors in accordance with the Children's Internet Protection Act (CIPA)
- Require direct and informed parental consent for a student's use of software, other than software excluded from the consent requirement by law [See **Required State Assessments and Standardized Testing.**]
- Require direct and informed parental consent for a student's use of software that conducts mental health assessments or other assessments unrelated to education curricula that are intended to collect information about students [See **Consent to Conduct a Psychological Evaluation.**]

If you want to know more about partnering with the district regarding cybersecurity and online safety, or if you have complaints or concern about student use of electronic devices, please contact:

Jerry Allen

Chief Technology Officer

112 South 6th Street

Waco, TX 76701

[jerry.allen@wacoisd.org](mailto:jerry.allen@wacoisd.org)

254-755-9503

[See [Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials \(All Grade Levels\)](#).]

### **Possession and Use of Personal Telecommunications Devices, Including Cell Phones and Other Electronic Devices**

The district permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. [See [Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials](#) on page 93 for graphing calculator applications on computing devices.]

A student must have approval to possess other personal telecommunications devices on campus, such as laptops, tablets, or other portable computers.

Without such permission, teachers will collect the items and turn them into the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated.

The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices not retrieved by the student or the student's parent will be disposed of after the notice is required by law. [See policy FNCE for more information.]

In limited circumstances and according to law, a student's personal telecommunications device may be searched by authorized personnel. [See [Searches](#) on page 90 and policy FNF for more information.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

### **Instructional Use of Personal Telecommunications and Other Electronic Devices**

Students must obtain prior approval to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

All personal devices must be turned off during the instructional day when not used for approved instructional purposes. User Agreement violations may result in the withdrawal of privileges and other disciplinary actions.

### **Acceptable Use of District Technology Resources**

District-owned technology resources may be issued to individual students for instructional purposes. The district's network systems and equipment are restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding the use of these district resources. User Agreement violations may result in the withdrawal of privileges and other disciplinary actions.

## Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether on district-owned or personally owned equipment, if it substantially disrupts the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually-oriented, lewd, or otherwise illegal images or other content — commonly referred to as “sexting” — will be disciplined in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

This type of behavior may constitute bullying or harassment and impede a student's future endeavors. We encourage parents to review with their child the ["Before You Text" Sexting Prevention Course](https://txssc.txstate.edu/tools/courses/before-you-text/) (<https://txssc.txstate.edu/tools/courses/before-you-text/>), a state-developed program that addresses the consequences of sexting.

In accordance with state law, the district prohibits the installation or use of TikTok or any successor application or service on a district device, along with any other social media application or service determined by the governor.

Any student who engages in conduct that breaches the district's computer security will be disciplined following the Student Code of Conduct. In some cases, the consequence may be expulsion.

## End-of-Course (EOC) Assessments

[See [Graduation](#) and [Standardized Testing](#).]

## Emergent Bilingual Students (All Grade Levels)

An emergent bilingual student is entitled to specialized services from the district. A Language Proficiency Assessment Committee (LPAC), consisting of district personnel and at least one parent representative, will determine whether the student qualifies for services. The student's parent must consent to any services recommended by the LPAC. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

To determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade-level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned on [Standardized Testing](#) on page 92, may be administered to an emergent bilingual student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency

Assessment System (TELPAS) will also be administered to emergent bilingual students who qualify for services.

If a student is considered an emergent bilingual student and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

### **Extracurricular Activities, Clubs, and Organizations (All Grade Levels)**

Participation in school-sponsored activities is an excellent way for students to develop talents, receive individual recognition, and build strong friendships.

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the district to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor. [See [Transportation](#) on page 94.]

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing the interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students and parents can access the [UIL Parent Information Manual](https://www.uil texas.org/athletics/manuals) (<https://www.uil texas.org/athletics/manuals>) online. The coach or sponsor of the activity on request can provide a hard copy.

To report alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov).

[See [UIL Texas](https://www.uil texas.org/) (<https://www.uil texas.org/>) for additional information on all UIL-governed activities.]

Student safety in extracurricular activities is a priority of the district. Parents are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

Generally, a student who receives a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

However, if a student receives a grade below 70 at the end of a grading period in an Advanced Placement (AP) or International Baccalaureate (IB), honors, or dual credit course in English language arts, mathematics, science, social studies, economics, or languages other than English, the student remains eligible for participation in all extracurricular activities.

If a student is enrolled in a state-approved course that requires demonstration of the mastery of essential knowledge and skills in public performance and the student receives a grade below 70 in any course at the end of the grading period, the student may participate in a performance so long as the general public is invited.

If a student is enrolled in a state-approved music course that participates in UIL Concert and Sight-reading Evaluation, and the student receives a grade below 70 in any course at the end of a grading period, the student may perform with the ensemble during the UIL evaluation performance but is ineligible for other extracurricular activities for at least three weeks.

In addition, the following applies to all extracurricular activities:

- A student who receives special education services and fails to meet the individualized education program (IEP) standards may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but not participate in any competitive activity.
- A student is allowed in a school year up to 15 absences unrelated to post-district competition; however, a student shall be allowed unlimited absences for participation in post-district, state, or national competitions. All extracurricular activities and public performances, whether UIL or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will be considered an unexcused absence.

### **Standards of Behavior**

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by board policy will apply in addition to any consequences specified by the organization's standards of behavior.

### **Offices and Elections**

Certain clubs, organizations, and performing groups will hold elections for student officers.

### **Fees (All Grade Levels)**

Basic educational program materials are provided at no charge to a student. However, students are expected to provide their supplies, such as pencils, paper, erasers, and notebooks. A student may also be required to pay certain other costs, fees, or deposits, including:

- Materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations.
- Admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, and the like.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance when the district provides uniforms.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses.
- Fees for optional courses offered for credit that require the use of facilities not available on district premises.
- Summer school for courses offered tuition-free during the regular school year.

- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See [Buses and Other School Vehicles](#) on page 94.]
- A maximum fee of \$50 for an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program for the student to meet the 90 percent attendance requirements. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TXVSN).

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. [See policy FP for more information.]

### **Fundraising (All Grade Levels)**

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [See policies FJ and GE for more information.]

### **Gang-Free Zones (All Grade Levels)**

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest offense category if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

### **Grade-Level Classification (Grades 9-12 Only)**

After grade 9, students are classified according to the number of credits earned toward graduation.

<b>Credits Earned</b>	<b>Classification</b>
6	Grade 10 (Sophomore)
12	Grade 11 (Junior)
18	Grade 12 (Senior)

### **Grading Guidelines (All Grade Levels)**

Approved grading guidelines for each grade level or course will be communicated to students and their parents by the classroom teacher. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period
- How the student’s mastery of concepts and achievement will be communicated (for example, letter grades, numerical averages, checklist of required skills, and the like)
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed
- Procedures for a student to follow after an absence

- Grading consequences for academic dishonesty, including cheating or copying the work of another student, plagiarism (including the unauthorized use of artificial intelligence (AI) such as ChatGPT), and unauthorized communication between students during an examination.

[See [Report Cards/Progress Reports and Conferences](#) for additional information on grading guidelines.]

## **Graduation (Secondary Grade Levels Only)**

### **Requirements for a Diploma**

A student must meet the following requirements to receive a high school diploma from the district:

- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law
- Complete the required number of credits established by the state and any additional credits required by the district
- Complete any locally required courses in addition to the courses mandated by the state
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE)
- Complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA)

### **Testing Requirements for Graduation**

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments:

- English I
- English II
- Algebra I
- Biology
- U.S. History

A student who does not achieve a sufficient score will have opportunities to retake an assessment.

State law allows students to meet EOC requirements by substituting satisfactory performance on approved national standardized assessments or the state-developed assessment for entrance into Texas public universities. [See the school counselor for more information on the state testing requirements for graduation.]

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation in the applicable content area. This may require the student's participation outside normal school operating times.

In limited circumstances, a student who fails to demonstrate proficiency on up to two of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

[See [Standardized Testing](#).]

### ***Foundation Graduation Program***

Every Texas public school student will graduate under the foundation graduation program. The foundation graduation program features endorsements, which are paths of interest that include:

- Science, Technology, Engineering, and Mathematics (STEM)
- Business and Industry
- Public Service
- Arts and Humanities
- Multidisciplinary Studies

Endorsements earned by a student will be noted on the student's transcript.

A student can complete the foundation graduation program with a "distinguished level of achievement," which reflects completing at least one endorsement and Algebra II as one of the required advanced mathematics credits.

A [Personal Graduation Plan](#) will be completed for each high school student.

State law generally prohibits a student from graduating solely under the foundation graduation program without an endorsement. However, after the student's sophomore year, the student and the student's parents may request that the student graduate without an endorsement. The district will advise the student and the student's parents of the specific benefits of graduating with an endorsement. The student and the student's parent must then submit written permission to the school counselor for the student to graduate without an endorsement.

A student wishing to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation program without an endorsement will satisfy the admission requirements of the desired college or university.

A student graduating under the foundation graduation program can also earn performance acknowledgments on their transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy, in a dual credit course, on an AP or IB examination, on certain national college preparatory and readiness or college entrance examinations, or for earning a license or certificate recognized at the state, national, or international level. The school counselor can provide more information about these acknowledgments.

A student is not required to complete an Algebra II course to graduate under the foundation graduation program, and the district will annually notify a student's parent of this fact. However, not taking Algebra II will make a student ineligible for automatic admission to four-year public universities and colleges in Texas and for certain financial aid and grants while attending those institutions.

A school district will permit a student to satisfy the curriculum requirements for graduation under the foundation program with a distinguished level of achievement, including an endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. Please see your counselor for more information.

**Credits Required**

The foundation graduation program requires completion of the following credits:

<b>Course Area</b>	<b>Number of Credits: Foundation Graduation Program</b>	<b>Number of Credits: Foundation Graduation Program with an Endorsement</b>
English/Language Arts	4	4
Mathematics	3	4
Science	3	4
Social Studies	3	3
Physical Education	1	1
Languages other than English	2	2
Fine Arts	1	1
Electives	5	7
<b>Total</b>	<b>22 credits</b>	<b>26 credits</b>

Additional considerations apply in some course areas, including:

- **Mathematics:** To obtain the distinguished level of achievement under the foundation graduation program, a student must complete an endorsement and take Algebra II as one of the four mathematics credits. A student's completion of the distinguished level of achievement is a requirement to be considered for automatic admission to a Texas four-year college or university and will be included on a student's transcript.
- **Physical education:** A student unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.
- **Languages other than English:** Students are required to earn two credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits.
  - A student may substitute computer programming languages for these credits.
  - A student may satisfy one of the 2 required credits by successfully completing in elementary school a dual language immersion program or a course in American Sign Language.

- In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

### ***Available Endorsements***

A student must specify upon entering grade 9 which endorsement they wish to pursue.

### ***Financial Aid Application Requirement***

Before graduating from high school, each student must complete and submit an application for financial aid for post-secondary education. Students must complete and submit either a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

A student is not required to complete and submit a FAFSA or TASFA if:

- The student's parent submits a TEA form provided by the district indicating that the parent authorizes the student to opt out;
- A student who is 18 years of age or older or a legally independent minor submits a TEA form provided by the district indicating that the student opts out.

Please contact the school counselor for more information.

To confirm that a student has completed and submitted a TASFA, the student must submit one of the following:

- A screenshot that includes the processed date field of the FAFSA ApplyTexas Counselor Suite
- Notification, such as a copy of an email from the United States Department of Education verifying completion of the FAFSA
- A copy or screenshot of the FAFSA acknowledgment page
- A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form)
- An acknowledgment receipt from an institution of higher education (IHE)
- A copy of a financial aid award letter from an IHE

### ***Personal Graduation Plans***

A personal graduation plan will be developed for each high school student.

The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with a distinguished level of achievement. Attainment of the distinguished level of achievement is a requirement for a student to be considered for automatic admission to a public four-year college or university in Texas, depending on their rank in class.

The school will review personal graduation plan options with each student entering grade 9 and their parents. Before the end of grade 9, students and their parents must sign off on a personal graduation plan that promotes college and workforce readiness, career placement, and advancement and facilitates the transition from secondary to postsecondary education.

The student's personal graduation plan will outline an appropriate course sequence based on the student's endorsement choice.

Please review [TEA's Graduation Toolkit](https://tea.texas.gov/about-tea/news-and-multimedia/brochures/tea-brochures) (<https://tea.texas.gov/about-tea/news-and-multimedia/brochures/tea-brochures>).

A student may amend their personal graduation plan after this initial confirmation. The school will send written notice of any such amendment to the student's parents.

### **Available Course Options for All Graduation Programs**

Each spring, the district will update students on the courses required or offered in each curriculum area so students can enroll for the upcoming school year.

**Note:** The district may require the completion of certain courses for graduation even if the state does not require these courses for graduation.

Not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at their regular campus should contact the school counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for a course in the required curriculum other than fine arts or career and technical education (CTE), the district will offer the course the following year either by teleconference or at the school from which the transfers were requested.

### **Certificates of Coursework Completion**

A certificate of coursework completion will not be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

### **Students with Disabilities**

Admission, Review, and Dismissal (ARD) committees will make instructional and assessment decisions for students with disabilities who receive special education services in accordance with state law.

Upon the recommendation of the ARD committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of their individualized education program (IEP) and in accordance with state rules.

A student who receives special education services may earn an endorsement under the foundation program. If the student's curriculum requirements for the endorsement were modified, the student's ARD committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

A student who receives special education services and has completed four years of high school but has not met the requirements of their IEP may participate in graduation ceremonies and receive a certificate of attendance. The student may then remain enrolled to complete the IEP and earn their high school diploma but will only be allowed to participate in one graduation ceremony.

[See policy FMH(LEGAL) for more information.]

## Graduation Activities

Students that are eligible to graduate but assigned to a disciplinary alternative education program at the end of the school year will be allowed to participate in the graduation ceremony and related graduation activities.

## Graduation Speakers

Certain graduating students will be given an opportunity to speak at graduation ceremonies.

To have a speaking role, a student must meet local eligibility criteria, which may include requirements related to student conduct. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

[See the Student Code of Conduct and policy FNA(LOCAL) for more information.]

[See [Student Speakers](#) for student speakers at other school events.]

## Graduation Expenses

Because students and parents will incur expenses to participate in graduation traditions — such as the purchase of invitations, senior rings, cap and gown, and senior picture — both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See [Fees](#) on page 56.]

## Scholarships and Grants

Students who have a financial need according to federal criteria and who complete the foundation graduation program may be eligible under the TEXAS Grant Program, Teach for Texas Grant Program, and [Future Texas Teachers Scholarship Program](#) for scholarships and grants toward tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. Certain students who graduate early may also be eligible for the Texas First Scholarship Program.

See [College and University Admissions and Financial Aid \(All Grades\)](#) on page 40 for more information.

Contact the school counselor for information about other scholarships and grants available to students.

## Harassment

[See [Dating Violence, Discrimination, Harassment, and Retaliation](#) on page 47.]

## Hazing (All Grade Levels)

Hazing is defined as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements,

confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances

- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated

The district will not tolerate hazing. Disciplinary consequences for hazing will be in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal, superintendent, or law enforcement official.

[See [Bullying](#) on page 32 and policies FFI and FNCC for more information.]

## **Health — Physical and Mental**

### **Illness (All Grade Levels)**

When your child is ill, please contact the school to let us know they will not attend that day. If your child has been diagnosed with a communicable illness (strep, flu, RSV, COVID, etc), please notify the campus nurse. Contagious illnesses are monitored on all campuses. Any concerning patterns will be reported to the local health district.

State rules require schools to exclude students with certain illnesses from school for certain periods of time. For example, if a child has a fever over 100.0 degrees, they must stay out of school until fever-free for 24 hours without using fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without using diarrhea-suppressing medications for 24 hours.

A full list of conditions for which the school must exclude children can be obtained from the school nurse and is aligned with the Texas Department of Health Services (DSHS) requirements and the local Health Department.

If a student becomes ill during the school day and the school nurse determines that the child should go home, the nurse will contact the parent. We asked that guardians pick up their student within one hour from the time of notification.

The district is required to report certain contagious (communicable) diseases or illnesses to the Department of State Health Services (DSHS) or our local/regional health authority. The school nurse can provide information from DSHS on these notifiable conditions.

The school nurse is available to answer any questions from parents concerned about whether their child should stay home.

### **Immunization (All Grade Levels)**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized.

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS) Immunization Branch can be honored by the district. You may access the [DSHS exemption form](#)

(<https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-immunization-exemptions>) online or by writing to this address:

Texas Department of State Health Services  
Immunization Section, Mail Code 1946  
P.O. Box 149347  
Austin, Texas 78714-9347

The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. The notarized form is valid for two years from the date it was notarized.

The immunizations required are:

- Diphtheria, tetanus, and pertussis
- Polio
- Measles, mumps, and rubella
- Hepatitis B
- Varicella (chicken pox)
- Meningococcal
- Hepatitis A

The school nurse can provide information on immunization requirements. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

For information on immunization against bacterial meningitis and college enrollment and attendance, see [Bacterial Meningitis](#).

[See the DSHS's [Texas School & Child Care Facility Immunization Requirements](https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization) (<https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization>) and policy FFAB(LEGAL) for more information.]

### **Lice (All Grade Levels)**

Head lice are very common among children. Although not an illness or a disease, head lice spread through head-to-head contact during play, sports, and nap time and when children share objects like brushes, combs, hats, and headphones.

~~The district does not require or recommend that students be removed from school because of lice or nits.~~ If nits are identified, the student's guardian will be notified and educated on best treatment practices. The school nurse will educate on the importance of combing the nits out of the hair.

When live lice are identified, the student's guardian will be notified and educated on best treatment practices. When the student returns to school, proof of treatment (shampoo bottle/box, a letter from a physician, etc) is required. The campus nurse will inspect the student's hair for live lice. If live lice are found after treatment, the student will be excluded until live lice are no longer present.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent lice from returning.

The district will provide notice to parents of elementary school students and secondary students in self contained rooms in an affected classroom without identifying the student with lice.

More information on head lice can be obtained from the DSHS website- [Managing Head Lice in School Settings and at Home](https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school) (<https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school>) and from the Centers for Disease Control and Prevention's website [Head Lice Information for Parents](https://www.cdc.gov/parasites/lice/head/parents.html) (<https://www.cdc.gov/parasites/lice/head/parents.html>).

[See policy FFAA for more information.]

### **Medicine at School (All Grade Levels)**

If a student must take medication during school hours, the student's parent must provide the medication. All medication, whether prescription or nonprescription, must be kept in the nurse's office and administered by the nurse or another authorized and trained district employee. Students may be authorized to possess their own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student.

In accordance with policy FFAC, authorized employees may administer:

- Prescription medication in the original, properly labeled container provided by the parent along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container provided by the parent along with a written request.
- Nonprescription medication in the original, properly labeled container, provided by the parent, along with a written request. **Note:** Insect repellent and cough drops are considered a nonprescription medication. Over the counter medications will only be given according to the original label. If the medication is to be given outside the given parameters, a doctor's order will be required.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities. Herbal or dietary supplements will only be administered if a doctor's order is provided.
- Students requiring low-dose THC or CBD to manage a documented medical condition approved by the Texas Compassionate Use Act must provide a written order from a licensed

physician who is qualified under the Texas Compassionate Use Program. The medication must be obtained from a regulated dispensary/pharmacy maintained under the Texas Compassionate Use Program. The doctor's order must contain the patient's name, date of birth, a form of CBD to be used, dosage, time to be administered, and qualifying condition being treated. There must be an authorized and trained individual on campus at all times to administer the medication to the student.

An elementary or secondary student may possess and self-apply sunscreen to avoid overexposure to the sun. An elementary student's teacher or other district personnel will apply sunscreen to the student's exposed skin if the student brings the sunscreen to school and asks for help applying it. If a secondary student needs assistance with sunscreen application, please address the need with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

### **Asthma and Severe Allergic Reactions**

A student with asthma or severe allergic reaction (anaphylaxis) may possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if they have written authorization from their parent and a physician or other licensed health-care provider. The student must also demonstrate to their healthcare provider and the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

See also [Food Allergies](#).

### **Unassigned Epinephrine Auto-injectors**

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized school personnel who have been adequately trained to administer an unassigned epinephrine auto-injector to a person who is reasonably believed to be experiencing a severe allergic reaction (anaphylaxis).

An "unassigned epinephrine auto-injector" is an epinephrine auto-injector prescribed by an authorized healthcare provider in the name of the school issued with a non-patient-specific standing delegation order for the administration of an epinephrine auto-injector.

Epinephrine auto-injectors include brand-name devices such as EpiPens®.

Authorized and trained individuals may administer an epinephrine auto-injector at any time to a person experiencing anaphylaxis on a school campus.

The district will ensure that at each campus, a sufficient number of school personnel are trained to administer epinephrine so that at least one trained individual is present on campus during regular school hours and whenever school personnel are physically on-site for school-sponsored activities.

Authorized and trained individuals may administer an unassigned epinephrine auto-injector to a person experiencing anaphylaxis at any time when an unassigned epinephrine auto-injector is

available. The unassigned epinephrine auto-injector must be in a clearly marked location and available at all times during school hours.

For additional information, see FFAC(LOCAL).

### **Unassigned Medication for Respiratory Distress**

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized and trained school nurses to administer medication for respiratory distress on a school campus or at a school-related activity to a person reasonably believed to be experiencing symptoms of respiratory distress.

The district will provide at each campus school personnel who are trained to administer prescription medication for respiratory distress during regular school hours.

“Unassigned medication for respiratory distress” means albuterol, levalbuterol, or another medication designated by the executive commission of the Health and Human Services Commission for treatment of respiratory distress, prescribed by an authorized health care provider in the name of the district with a non-patient-specific standing delegation order for the administration of medication for respiratory distress, and issued by an authorized health-care provider.

For additional information, see FFAC(LOCAL).

### **Unassigned Opioid Antagonists All Grades**

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized and trained registered nurses or other designated and trained District employees shall be authorized at each campus to administer an opioid antagonist, such as Narcan or Naloxone, to an individual who is reasonably believed to be experiencing an opioid-related drug overdose.

One or more authorized and trained individuals will be present on each campus subject to this policy during regular school hours.

Narcan or Naloxone must be kept in a clearly marked location and available at all times during school hours.

### **Steroids (Secondary Grade Levels Only)**

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for physician-prescribed medical use only.

Bodybuilding, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

### **Mental Health Support (All Grade Levels)**

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making

- Substance abuse prevention and intervention
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community)
- Grief, trauma, and trauma-informed care
- Positive behavior interventions and supports
- Positive youth development
- Safe, supportive, and positive school climates

Waco ISD utilizes programs such as Emergent Tree, Character Strong, and No Place for Hate, plus additional programs specific to the needs of individual campuses. Please contact the counselor at your child's school for further information.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend the use of psychotropic drugs. A psychotropic drug is a substance used in diagnosing, treating, or preventing a disease or as a medication component intended to alter perception, emotion, mood, or behavior.

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [See policy FFEB for more information.]

For related information, see:

- [Consent to Conduct a Psychological Evaluation](#) on page 8 and [Consent to Provide a Mental Health Care Service](#) on page 10 for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information;
- [Counseling](#) on page 44 for the district's comprehensive school counseling program;
- [Physical and Mental Health Resources](#) on page 72 for campus and community mental and physical health resources; and
- [Policies and Procedures that Promote Student Physical and Mental Health](#) on page 72 for board-adopted policies and administrative procedures that promote student health.

## **Physical Activity Requirements**

### ***Elementary School***

The district will ensure that students in full-day prekindergarten-grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week, in accordance with policies at EHAB, EHAC, EHBG, and FFA.

Please see the principal for additional information on the district's elementary school student physical activity programs and requirements.

### ***Middle School***

The district will ensure that middle or junior high school students will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters, per policies at EHAB, EHAC, EHBG, and FFA.

Please see the principal for additional information on the district's middle school student physical activity programs and requirements.

### ***Temporary Restriction from Participation in Physical Education***

Students who are temporarily restricted from participation in physical education will not actively participate in skill demonstrations but will remain in class to learn the concepts of the lessons. Injuries or conditions that prohibit a student from actively participating in three consecutive PE classes will require a doctor's note.

### **Physical Fitness Assessment (Grades 3-12)**

Annually, the district will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to obtain the results of their child's physical fitness assessment conducted during the school year by contacting:

Ed Love

Director of Athletics

1401 S. New Road, Waco, TX, 76711

[ed.love@wacoisd.org](mailto:ed.love@wacoisd.org)

254-745-2250

### **Physical Health Screenings/Examinations**

#### ***Athletics Participation (Secondary Grade Levels Only)***

For certain extracurricular activities, a student must submit certification from an authorized healthcare provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- A district athletics program
- District marching band
- Any district extracurricular program identified by the superintendent

This examination is required in the first year of middle school competition and the first and third years of high school competition. During the alternate years, the student must complete a medical appraisal form, and the results of this appraisal may prompt the district to require a physical examination.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders in addition to their required physical examination.

See the UIL's explanation of [sudden cardiac arrest](https://www.uilTEXAS.org/health/info/sudden-cardiac-death) (<https://www.uilTEXAS.org/health/info/sudden-cardiac-death>) for more information.

### ***Spinal Screening Program***

School-based spinal screening helps identify adolescents with abnormal spinal curvature at an early stage when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. Spinal screening is non-invasive and conducted in accordance with the most recent nationally accepted and peer-reviewed standards.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. As appropriate, students will be referred for follow-up with their physician.

For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, contact the superintendent or see policy FFAA(LEGAL).

### ***Other Examinations and Screenings (All Grade Levels)***

[See policy FFAA for more information.]

### **Special Health Concerns (All Grade Levels)**

#### ***Bacterial Meningitis (All Grade Levels)***

Please see the district's website at [www.wacoisd.org](http://www.wacoisd.org) for information regarding meningitis.

**Note:** Entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See [Immunization](#).]

#### ***Diabetes***

Following a student's individual health plan for the management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL) for more information.]

#### ***Food Allergies (All Grade Levels)***

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by breathing, eating, or touching the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Parents should provide an antihistamine and/or epinephrine for severe allergic reactions. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan based on the Texas Department of State Health Services (DSHS) *Guidelines for the Care of Students with Food Allergies at Risk for Anaphylaxis* found on the DSHS [Allergies and Anaphylaxis](https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis) website (<https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis>)

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, an individual care plan will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at [www.wacoisd.org](http://www.wacoisd.org).

[See [Celebrations](#) and policy FFAF for more information.]

### **Seizures (All Grade Levels)**

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder. Seizure actions plans must be updated and submitted to the school nurse yearly.

[See [A Student with Physical or Mental Impairments Protected under Section 504](#) and contact the school nurse for more information.]

### **Tobacco, E-Cigarettes, and Nicotine Products Prohibited (All Grade Levels and All Others on School Property)**

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity. **With limited exceptions for medication, [see [Medicine at School \(All Grade Levels\)](#)] students are also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity.**

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies FNCD and GKA for more information.]

## **Health-Related Resources, Policies, and Procedures**

### **Physical and Mental Health Resources (All Grade Levels)**

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- All WISD schools have either a school RN/LVN on campus or access to a health care professional to provide quality and preventative health care to all students. Please contact your child's campus or visit [https://www.wacoisd.org/Page/4152.the health services webpage](https://www.wacoisd.org/Page/4152.the%20health%20services%20webpage).
- All WISD schools have at least one degreed and certified school counselor on campus to provide support, resources, and guidance to all students and families. Please contact your child's campus or visit <https://www.wacoisd.org/Page/11120> for a list of the campus counselor(s).
- The local public health authority, Waco-McLennan County Public Health District, may be contacted at 254-750-5450.

- The local mental health authority, Heart of Texas Region MHMR, may be contacted at 866-752-3451. The Crisis Hotline may be reached at 866-752-3451.

### **Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)**

The district has adopted board policies that promote student physical and mental health. Local policies on the topics below can be found in the district's policy manual, available at the central administration office and online at <https://pol.tasb.org/Home/Index/867>.

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: the FFH series of policies.
- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health.

- Continue using the Stop It anonymous reporting system for students, parents, and/or others to report bullying incidents or other unsafe behaviors. Ensure the program is widely communicated.
- MTSS for students that incorporates positive behavior interventions.
- A comprehensive school counseling program.
- Continue implementation of processes for the use of campus threat assessment teams to implement processes and systems for compliance with SB 11.
- Continue to provide training to staff on the identification of student mental health needs.
- Continue Klaras support at Waco High School to provide direct mental health services to identified students.
- Provide ongoing professional development and coaching to campuses to facilitate social-emotional learning (SEL) curriculum and practices. Build SEL leader capacity to promote sustainable and aligned SEL practices across all campuses.

The district has developed administrative procedures as necessary to implement the above policies and plans.

For further information regarding these procedures and access to the District Improvement Plan, please contact:

Dr. Rachelle Warren

Assistant Superintendent for Student Services & Support

501 Franklin Ave., Waco, TX, 76701

[rachelle.warren@wacoisd.org](mailto:rachelle.warren@wacoisd.org)

254-755-9417

### **School Health Advisory Council (SHAC) (All Grade Levels)**

During the preceding school year, the district's School Health Advisory Council (SHAC) held four meetings. Additional information regarding the district's SHAC is available from the Assistant Superintendent for Student Services and Support.

Notification of upcoming SHAC meetings will be posted at each campus administrative office at least 72 hours before the meeting. Notification of upcoming SHAC meetings, meeting minutes, and a meeting recording will be posted on the district website at

<https://www.wacoisd.org/Page/4216> .

[See [Consent to Human Sexuality Instruction](#) on page 8, [Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking](#) on page 9, and policies BDF and EHAA. For more information.]

### **Student Wellness Policy/Wellness Plan (All Grade Levels)**

To encourage healthy habits in our students, the district has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding implementation plans and procedures. For questions about the content or implementation of the district's wellness policy and plan, please contact:

Rhiannon Settles, RN-BC, BSN

Director for Health Services

P.O. Box 27, Waco, TX, 76703

[rhiannon.settles@wacoisd.org](mailto:rhiannon.settles@wacoisd.org)

254-754-9480

### **Law Enforcement Agencies (All Grade Levels)**

#### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the principal will:

- Verify and record the identity of the officer or other authority and ask for an explanation of the need to question the student at school.

- Ordinarily make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- Ordinarily be present for the questioning or interview unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken into Custody**

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive from a juvenile court to take a student into custody.

Before a student is released to a legally authorized person, the principal will verify the person's identity and, to the best of their ability, will verify the person's authority to take custody of the student.

The principal will immediately notify the superintendent and attempt to notify the parent unless the legally authorized person raises what the principal considers a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a legally authorized person, any notification will most likely be after the fact.

### **Notification of Law Violations**

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.

- All appropriate district personnel regarding a student who is required to register as a sex offender.

[See policy GRAA(LEGAL) for more information.]

### **Leaving Campus (All Grade Levels)**

Student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Except for extenuating circumstances, students will not regularly be released before the end of the school day.

Parental consent is required before any student leaves campus for any part of the school day.

For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and the stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

The same process applies to students in high school if a parent picks the student up from campus. If the student's parent authorizes the student to leave campus unaccompanied, the parent must **submit a note** to the main office **at least two hours before the student needs** to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon return if the student returns the same day.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from the school.

Unless the parent directs district personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by their parents to leave campus unaccompanied, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied.

If a student is 18 years of age or is an emancipated minor, the student may sign him- or herself out of school. Documentation regarding the reason for the absence will be required.

### **During Lunch**

Students are not allowed to leave campus during lunch without a parent.

### **At Any Other Time during the School Day**

Students are not authorized to leave campus during regular school hours for any other reason, except with the principal's permission.

Students who leave campus violating these rules will be subject to disciplinary action per the Student Code of Conduct.

## **Lost and Found (All Grade Levels)**

A lost and found collection box is located in the campus office. A student who loses an item should check the lost and found box. The district discourages bringing personal items of high monetary value to the school, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

## **Makeup Work**

### **Makeup Work Because of Absence (All Grade Levels)**

A teacher may assign makeup work to a student who misses class based on instructional objectives and the student's needs in mastering the essential knowledge and skills or meeting subject or course requirements.

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. A student who does not make-up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

The student is encouraged to speak with their teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school. With limited exceptions, all absences count for the 90 percent threshold set in state law regarding attendance for credit or final grade attendance. [See [Attendance for Credit or Final Grade](#) on page 30.]

A student involved in an extracurricular activity must notify their teachers ahead of time about any absences.

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

## **DAEP Makeup Work**

### ***Elementary and Middle School Grade Levels***

The academic mission of DAEP shall be to enable students to perform at grade level. A DAEP shall focus on English language arts, mathematics, science, history, and self-discipline.

### ***Grades 9-12***

If a high school student is enrolled in a foundation curriculum course at the time of removal to a disciplinary alternative education program (DAEP), they will have an opportunity to complete the course before the beginning of the next school year. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL) for more information.]

## **In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)**

### ***Alternative Means to Receive Coursework***

While a student is in ISS or OSS, the district will provide the student with all coursework for the student's foundation curriculum classes that the student misses as a result of the suspension.

### ***Opportunity to Complete Courses***

A student removed from the regular classroom to ISS or another setting other than a DAEP will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL) for more information.]

## **Nondiscrimination Statement (All Grade Levels)**

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, age, disability, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex and **prohibits sex discrimination** in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the **U.S. Department of Education's Office for Civil Rights, or both.**

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district's nondiscrimination policy and grievance procedures are in the FFH series of policies in the district's policy manual, available at [www.wacoisd.org](http://www.wacoisd.org).

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment:

Dr. Rachele Warren

Assistant Superintendent for Student Services & Support

501 Franklin Ave, Waco, TX 76701

[rachele.warren@wacoisd.org](mailto:rachele.warren@wacoisd.org)

254-755-9417

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described in **the FFH series of policies.**

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator:

Charlotte Davis

Executive Director for Special Education

501 Franklin Ave, Waco, TX, 76701

[charlotte.davis@wacoisd.org](mailto:charlotte.davis@wacoisd.org)

254-755-9569

- For all other concerns regarding discrimination, see the superintendent:

Dr. Susan Kincannon

Superintendent of Schools

501 Franklin Ave, Waco, TX, 76701

[susan.kincannon@wacoisd.org](mailto:susan.kincannon@wacoisd.org)

254-755-9420

[See policies FB, the FFH series, and GKD for more information.]

## **Nontraditional Academic Programs (All Grade Levels)**

### **Optional Flexible School Day Program**

The Optional Flexible School Day Program allows for students who meet certain at-risk criteria to attend school for partial days. The program is designed to accommodate students who work, who are taking care of family, and other circumstances that make it difficult to attend full day.

### **Waco ISD Future Educators Academy**

Waco ISD, Future Educators Academy, is a Pathways in Technology Early College High School (P-TECH). The purpose of the program is to culminate in an Associate's Degree for students who complete the program and offer the possibility of a Bachelor's of Education two years after high school graduation. The program reflects the populace of the district and shall be weighted via lottery if more than the maximum number of students apply.

## **Parent and Family Engagement (All Grade Levels)**

### **Working Together**

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child every day to make the most of the educational opportunities the school provides.
- Ensuring your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.

- Becoming familiar with all of your child’s school activities and the academic programs, including special programs, offered in the district.
- Discuss with the school counselor or principal any questions about the options and opportunities available to your child.
- Review the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child’s academic progress and contacting teachers as needed. [See [Academic Counseling](#) on page 45.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during their conference period, before or after school. [See [Report Cards/Progress Reports and Conferences](#) on page 82.]
- Becoming a school volunteer. [See [Volunteers](#) on page 97 and policy GKG for more information.]
- Participating in campus parent organizations. Parent organizations include:
  - Quality District Advisory Committee (QDAC)
  - Parent Teacher Organizations, Parent Teacher Associations (PTOs, PTAs)
  - Campus Decision-Making Councils (CDMC).
- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. For more information, see policies BQA and BQB and contact:

Dr. Josie Hernandez-Gutierrez

Deputy Superintendent

501 Franklin Ave., Waco, TX, 76701

[josie.gutierrez@wacoisd.org](mailto:josie.gutierrez@wacoisd.org)

254-755-9419

- Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction, human sexuality instruction, instruction on the prevention of child abuse, family violence, dating violence, and sex trafficking, and other wellness issues. [See [School Health Advisory Council \(SHAC\)](#) on page 73 and policies BDF, EHAA, and FFA for more information.]
- Being aware of the school’s ongoing bullying and harassment prevention efforts.
- Contact school officials if you are concerned with your child’s emotional or mental well-being.
- Attending board meetings to learn more about district operations. Regular board meetings are held on the fourth Thursday of each month at 6:00 p. m. at 115 South 5th Street, Waco, TX, 76701. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at 501 Franklin Ave, Waco, TX, 76701 and 115 South 5th Street, Waco,

TX, 76701 and online at <https://www.wacoisd.org/domain/2487>[See policies BE and BED for more information.]

### **Parking and Parking Permits (Secondary Grade Levels Only)**

A student must present a valid driver's license and proof of insurance to be eligible for a parking permit.

Students must request a parking permit to park in a school parking lot. So long as space is available, parking permits may be issued throughout the year.

Students will not be permitted to:

- Speed
- Double-park
- Park across a white or yellow line
- Park in a fire lane
- Sit in parked cars during school hours

Students may be subject to disciplinary action for violation of these rules. The district may tow cars that are parked in violation of these rules.

### **Pledges of Allegiance and a Minute of Silence (All Grade Levels)**

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See [Reciting the Pledges to the U.S. and Texas Flags](#) on page 80.]

State law requires that one minute of silence follow the recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

In addition, state law requires that each campus provides for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day.

[See policy EC for more information.]

### **Prayer (All Grade Levels)**

Each student has a right to pray individually, voluntarily, and silently or to meditate in school in a manner that does not disrupt school activities. The school will not encourage, require, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

### **Promotion and Retention**

A student will be promoted only based on academic achievement or proficiency. In making promotion decisions, the district will consider the following:

- Teacher recommendation
- Grades
- Scores on criterion-referenced or state-mandated assessments

- Any other necessary academic information as determined by the district

### **Elementary and Middle School Levels**

In grades 1-5, promotion is based on an overall final average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) in mathematics, reading, and language arts, and a combined average of 70 in science and social studies.

In grades 6-8, promotion is based on an overall final average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in English language arts and mathematics, and a grade of 70 in either science or social studies. [For additional information, see policies EIE(LEGAL) and EIE(LOCAL).]

### **Repeating Pre-Kindergarten or Kindergarten — Grade-8 at Parent Request**

A parent may request in writing that a student repeat kindergarten or any grade in grades 1-8. Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

### **High School Grade Levels**

To earn credit in a course, a student must receive a grade of at least 70 based on course-level standards.

A student in grades 9-12 will be advanced a grade level based on the number of course credits earned. [See [Grade-Level Classification](#) on page 57.]

Students will also have multiple opportunities to retake EOC assessments. [See [Graduation](#) on page 58 and [Standardized Testing](#) on page 92.]

### **Repeating a High-School Credit Course**

A parent may request in writing that a student repeat a high-school credit course in which the student was enrolled during the previous school year unless the district determines that the student has met all requirements for graduation.

Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

Only the student's first passing grade will be included in the calculation of class ranking.

### **Release of Students from School**

[See [Leaving Campus](#) on page 75.]

### **Remote Instruction**

The district may offer remote instruction in accordance with TEA guidelines.

All district policies, procedures, guidelines, rules, and other student behavior expectations will be enforced as applicable in a remote or virtual learning environment.

### **Report Cards/Progress Reports and Conferences (All Grade Levels)**

Report cards with each student's performance and absences in each class or subject are issued at least once every six weeks.

At the end of the 3 weeks, parents will receive a progress report if their child's performance in any course/subject area is near or below 70 or below the expected performance level. If a student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be asked to schedule a conference with the teacher. [See [Working Together](#) for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the superintendent pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error or that the teacher did not follow the district's grading policy. [See [Grading Guidelines](#) and policy EIA(LOCAL) for more information.]

Questions about grade calculation should first be discussed with the teacher. If the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student receiving a grade below 70.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school. The district may communicate academic information about a student electronically, including for progress reporting purposes. The district will accept an electronic signature, but parents are entitled to request a handwritten acknowledgment signature instead.

## **Retaliation**

[See [Dating Violence, Discrimination, Harassment, and Retaliation](#) on page 47.]

## **Required State Assessments**

### **STAAR (State of Texas Assessments of Academic Readiness) for Grades 3-8**

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR in the following subjects:

- Mathematics, annually in grades 3-8
- Reading, annually in grades 3-8
- Science in grades 5 and 8
- Social Studies in grade 8

### **Standardized Testing for a Student Enrolled Above Grade Level**

If a student in grades 3-8 is enrolled in a class or course intended for students above their current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which they are enrolled unless otherwise required to do so by federal law.

A student in grades 3-8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science prior to high school.

## High School Courses End-of-Course (EOC) Assessments

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- U.S. History

Satisfactory performance on the applicable assessments are required for graduation unless waived or substituted as allowed by state law and rules.

There are three testing windows during the year for a student to take an EOC assessment. The windows occur in the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have opportunities to retake the assessment.

### Requesting Administration of STAAR/EOC in Paper Format (All Grade Levels)

STAAR and EOC assessments are administered electronically.

A parent or teacher may request that a student's STAAR or EOC be administered in paper format. The district may grant this request for any single administration for up to three percent of the number of students enrolled in the district. Requests will be granted in the order in which they are received.

Requests for paper format for a fall administration of a STAAR or EOC must be submitted no later than September 15 each school year.

Requests for paper format for a spring administration of a STAAR or EOC must be submitted no later than December 1 each school year.

### Standardized Testing for a Student in Special Programs

Certain students — some with disabilities and some classified as emergent bilingual students — may be eligible for exemptions, accommodations, or deferred testing. See the principal, school counselor, or special education director for more information.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain criteria established by the state as determined by the student's ARD committee.

An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PGP). [See [Graduation](#).]

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

For more information, see the principal, school counselor, or special education director.

### Failure to Perform Satisfactorily on STAAR or EOC

If a student does not perform satisfactorily on a required state assessment in any subject, the district will provide accelerated instruction for the student in the next school year through one of the following:

- Assigning the student to a teacher who is certified as a master, exemplary, or recognized teacher if one is available in the grade and subject matter of the state assessment on which the student did not perform satisfactorily, or
- Providing supplemental instruction.

A student may be required to attend any assigned supplemental instruction program before or after school or during the summer.

When a student fails to perform satisfactorily on a required state assessment in the same subject area for two or more years, the district shall develop an accelerated education plan. Parents are encouraged to participate in developing this plan.

### **Personal Graduation Plans — Middle School Students**

For a middle-school student who does not perform satisfactorily on a state-mandated examination, a school official will prepare a personal graduation plan (PGP).

School officials will also develop a PGP for a middle-school student who is determined by the district to be unlikely to earn a high school diploma within five years of high school enrollment. The plan will, among other items:

- Identify the student's educational goals.
- Address the parent's educational expectations for the student.
- Outline an intensive instruction program for the student.

[See the school counselor and EIF(LEGAL) policy for more information.]

For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

[See [Personal Graduation Plans](#) for information related to the development of personal graduation plans for high school students.]

### **Safety (All Grade Levels)**

Student safety on campus, at school-related events, and in district vehicles is a high district priority. The cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Help secure the campus by keeping all exterior doors closed, latched, and locked unless a district employee actively monitors the door.
- Follow instructions from teachers and other district employees regarding classroom doors.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns by submitting an online anonymous reporting tool at <https://www.wacoisd.org/Page/10997>.
- Know emergency evacuation routes and signals.

- Follow immediately the instructions of teachers, bus drivers, and other district employees overseeing students' welfare.

### **Accident Insurance**

At any time throughout the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

### **Insurance for Career and Technical Education (CTE) Programs**

The district may purchase accident, liability, or automobile insurance coverage for students and businesses involved in the district's CTE programs.

### **Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies**

Periodically, the school will conduct preparedness drills for emergency procedures. When the command is given or an alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and orderly.

### **Preparedness Training: CPR and Stop the Bleed**

The district will offer instruction in CPR and using an automated external defibrillator (AED) at least once to students in grades 7-12. The instruction can be provided as part of any course and is not required to result in CPR or AED certification.

The district will annually offer students in grades 7-12 instruction on using bleeding control stations to respond to traumatic injury. For more information, see:

- [Homeland Security's Stop the Bleed \(https://www.dhs.gov/stopthebleed\)](https://www.dhs.gov/stopthebleed)
- [Stop the Bleed Texas \(https://stopthebleedtexas.org/\)](https://stopthebleedtexas.org/)

### **Emergency Medical Treatment and Information**

All parents are asked each year to complete a medical care authorization form, providing written parental consent to obtain emergency treatment and information about allergies to medications or drugs. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, and the like).

The district may consent to medical treatment, including dental treatment, if necessary, for a student if all of the following requirements are met:

- The district has received written authorization from a person having the right to consent;
- That person cannot be contacted; and
- That person has not given the district actual notice to the contrary.

The district will use the emergency care authorization form when a student's parent or authorized designee cannot be contacted. A student may provide consent if authorized by law or court order.

Regardless of parental authorization for the district to consent to medical treatment, district employees will contact emergency medical services to provide emergency care when required by law or when deemed necessary, such as to avoid a life-threatening situation.

## **Emergency School Closing Information**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that the district needs to notify parents of early dismissal, delayed opening, or restricted access to campus because of severe weather, a security threat, or another emergency cause.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. Notifying your child's school when a phone number changes is crucial. State law requires parents to update contact information within two weeks after the date the information changes.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways: automated phone calls, texts, emails, District website, Twitter, Facebook, and local news outlets.

[See [Parent Contact Information](#) and [Automated Emergency Communications](#).]

## **SAT, ACT, and Other Standardized Tests**

[See [Standardized Testing](#).]

## **Schedule Changes (Middle and High School)**

Course assignments were made based on the course selection and alternate choices. If an error has been made, please indicate the error. Every effort will be made to correct the error as soon as possible. Changes will NOT be approved without valid documentation and/or reasoning.

Changes MAY be considered for the following reasons:

1. Students are in need of a graduation requirement.
2. Error in the schedule (wrong class assigned, no class assigned, duplicate class assigned).
3. Balancing class sizes (counselor or principal may change a student's schedule to balance class size in order to facilitate an optimal learning environment.)
4. A student may be removed from a class if counseling and other corrective measures have failed to create a positive situation for the student and the rest of the class. Students must attend all classes listed on their original schedule until a new schedule is issued.

## **School Facilities**

### **Asbestos Management Plan (All Grade Levels)**

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact the district's designated asbestos coordinator:

Randy Sulak

Director of Maintenance & Grounds

4315 Beverly Dr., Waco, TX, 76711

[randy.sulak@wacoisd.org](mailto:randy.sulak@wacoisd.org)

254-752-3497

### **Food and Nutrition Services (All Grade Levels)**

The district operates the Community Eligibility Provision (CEP) under USDA. CEP is a non-pricing meal service option for school districts. CEP allows all Waco ISD schools to offer healthy, free breakfasts and free lunches to all students daily without requiring their families to complete individual applications. No paperwork is required and all students eat for free.

All Waco ISD students will be offered the same meal options as their peers and will not be treated differently from their peers.

For information about the Waco ISD Child Nutrition Services program, contact:

Cliff Reece

Director of Child Nutrition

2025 South 19th Street

[cns@wacoisd.org](mailto:cns@wacoisd.org)

254-752-5522; 254-227-1623

[See policy CO for more information.]

Parents should continually monitor their child's meal account balance. The district will notify the parent when a student's meal account is depleted. The student may continue to purchase meals according to the grace period set by the school board. The district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals.

If the district is unable to work out an agreement with the student's parent on replenishment of the meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

The following information is published as required by the USDA for participation in the National School Lunch Program:

"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

"Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language) should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

"To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by

calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

2. **fax:**

(833) 256-1665 or (202) 690-7442; or

3. **email:**

[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

"This institution is an equal opportunity provider."

The responsible state agency that administers the program is the Texas Department of Agriculture (<https://www.texasagriculture.gov/Home/Contact-Us>), which can be reached at (800) TELL-TDA (835-5832) or (800) 735-2989 (TTY).

The local agency that administers the program is the district. See [Nondiscrimination Statement](#) for the name and contact information of the Title IX Coordinator, ADA/Section 504 coordinator, and superintendent for other concerns about discrimination.

### ***Vending Machines (All Grade Levels)***

The district has adopted and implemented state and federal policies for food service, including guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see [www.wacoisd.org](http://www.wacoisd.org) [See policy FFA for more information.]

### ***Pest Management Plan (All Grade Levels)***

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the district's IPM coordinator:

Lucas Wells

Custodial Supervisor / IPM Coordinator

4315 Beverly Dr., Waco, TX, 76711

[lucas.wells@wacoisd.org](mailto:lucas.wells@wacoisd.org)

254-750-3404

### **Conduct Before and After School (All Grade Levels)**

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students must follow the same rules of conduct that apply during the instructional day. Misbehavior will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

### **Library (All Grade Levels)**

The library is a learning laboratory with books, computers, magazines, and other materials available to assist with classroom instruction and assignments, projects, and reading or listening pleasure. The library is open for independent student use before and after school and during the day, according to the specific campus schedule.

The district provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. The district follows the Texas State Library and Archive Commission's standards for school library collection development.

Parents are the primary decision-makers regarding their student's access to library material. The district encourages parental involvement in library acquisition, maintenance, and campus activities. Parents should communicate with the campus librarian, principal, and their child's teacher about special considerations regarding library materials self-selected by their student.

A parent who wants to access the school's library or any available online catalog should submit a request to the principal.

The district welcomes student and parent feedback on library materials and services. Parents may contact the campus principal with requests. A district employee or parent may request the reconsideration of library material by contacting the campus principal or another campus administrator. If the complainant wishes to submit a formal reconsideration, the principal or designee shall provide the complainant a copy of policy EF (LOCAL) and a reconsideration of library materials form provided by the district. The completed, signed form should be returned to the campus principal, and the principal shall appoint a reconsideration committee according to the criteria outlined in policy EF(LOCAL).

For more information, see **EF(LOCAL)**.

### **Use of Hallways during Class Time (All Grade Levels)**

During class times, loitering or standing in the halls is not permitted, and a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

### **Use by Students Before and After School (All Grade Levels)**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

Students must leave campus immediately after school dismissal in the afternoon unless the student is involved in an activity under the supervision of a teacher, other authorized employee, or adult.

### **Meetings of Non-Curriculum-Related Groups (Secondary Grade Levels Only)**

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

### **School-Sponsored Field Trips (All Grade Levels)**

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student's medical provider and insurance coverage and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip that is not required as part of a basic educational program or course to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need. See [Fees \(All Grade Levels\)](#) on page 56 for more information.

The district is not responsible for refunding fees paid directly to a third-party vendor.

## **Searches and Investigations**

### **Searches in General (All Grade Levels)**

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches **and investigations**.

**District officials may conduct investigations in accordance with law and district policy and may question students regarding a student's own conduct or the conduct of others. [For questioning of students by law enforcement officials, see [Law Enforcement Agencies \(All Grade Levels\)](#).**

District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

### **District Property (All Grade Levels)**

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy on district property.

Students are responsible for any item found on district property provided to the student that is prohibited by law, district policy, or the Student Code of Conduct.

### **Metal Detectors (All Grade Levels)**

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.

### **Telecommunications and Other Electronic Devices (All Grade Levels)**

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal electronic devices will be conducted in accordance with the law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See [Electronic Devices and Technology Resources](#) on page 53 and policy FNF(LEGAL) for more information.]

### **Trained Dogs (All Grade Levels)**

The district may use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

### **Drug Testing (Secondary Grade Levels Only)**

The district's policy FNF(LOCAL) addresses board authorization for drug testing of students as described in the policy, but specifics of the drug-testing program should be addressed in administrative regulations, such as this handbook or your extracurricular conduct guide.

[See [Steroids](#).]

### **Vehicles on Campus (Secondary Grade Levels Only)**

If a vehicle subject to the search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student's parents. If the parents also refuse to permit

the vehicle to be searched, the district may turn the matter over to law enforcement. The district may contact law enforcement even if permission to search is granted.

## **Sexual Harassment**

[See [Dating Violence, Discrimination, Harassment, and Retaliation](#) on page 47.]

## **Special Programs (All Grade Levels)**

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, [emergent bilingual students](#), students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the campus counselor/principal or the Waco ISD Administrative Offices at 254-755-9473.

The Texas State Library and Archives Commission's [Talking Book Program](#) (<https://www.tsl.texas.gov/tbp/index.html>) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

## **Standardized Testing**

### **SAT/ACT (Scholastic Aptitude Test and American College Test)**

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. These assessments are usually taken at the end of the junior year. Students are encouraged to talk with the school counselor early during their junior year to learn about these assessments and determine the appropriate examination to take. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT.

**Note:** These assessments may qualify a student to receive a performance acknowledgment on the student's transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

### **TSI (Texas Success Initiative) Assessment**

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The TSI assesses the reading, mathematics, and writing skills that first-year students need to perform effectively as undergraduates in Texas public colleges and universities. This assessment may also be required before a student enrolls in a dual credit course offered through the district. Achieving certain benchmark scores on this assessment may also waive certain end-of-course assessment requirements in limited circumstances.

### **Student Speakers (All Grade Levels)**

The district allows students to introduce the following school events: Introductory Speakers. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit their name per policy FNA(LOCAL).

[See [Graduation](#) for information related to student speakers at graduation ceremonies and policy FNA(LOCAL) regarding other speaking opportunities.]

## **Summer School (All Grade Levels)**

### Accelerated Program

By participating in summer school, a student can complete the required hours for accelerated instruction before the start of the school year. HB 1416 requires students who fail the state assessment for one year to have 15 hours of accelerated instruction for each tested subject. Students who fail the state assessment for two or more consecutive years are required to have 30 hours of Accelerated Instruction (AI) per subject. Reading and math should be the priority for AI. These hours can be obtained by attending summer school. Still, students may also be assigned to additional accelerated instruction during the school day during campus-wide or grade-level supplemental instruction time. High school students may attend the WISD Summer School Program for credit recovery. A maximum of one credit may be earned during the program. Most students participate in the regular classroom instruction environment.

### Language Acquisition

This program is for children of limited English proficiency who will be eligible for admission to kindergarten or first grade at the beginning of the next school year, and the instructional focus is on language development and basic core content appropriate to the level of the student. The program addresses the limited English proficient students' affective, linguistic, and cognitive needs. [For additional information, see policy (EHBE(LEGAL)).]

### Special Education

Extended School Year services are designed for eligible students with disabilities. ESY services are available to provide FAPE to a student with a disability. ESY services are provided if the ARD committee determines, on an individual basis, that the services are necessary for FAPE. [For additional information, see policy (EHBA(LEGAL)).]

## **Tardies (All Grade Levels)**

A student who is more than ten minutes tardy to class may be assigned to detention hall or given another appropriate consequence.

## **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)**

Instructional materials are any resources used in classroom instruction as part of the required curriculum, such as textbooks, workbooks, computer software, or online services.

The district selects instructional materials in accordance with state law and policy EFA.

The district provides approved instructional materials to students free of charge for each subject or class. Students must treat instructional materials with care, as directed by the teacher.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the parent pays for the damage. However, the student will be provided with the necessary instructional resources and equipment for use at school during the school day.

For information on library books and other resources, students may access them voluntarily. See [Library \(All Grade Levels\)](#) on page 89.

### **Transfers (All Grade Levels)**

The principal is authorized to transfer a student from one classroom to another.

The superintendent is authorized to investigate and approve transfers between schools.

[See [Safety Transfers/Assignments](#) on page 21, [Bullying](#) on page 32, and [A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services](#) on page 26, for other transfer options.]

### **Transportation (All Grade Levels)**

#### **School-Sponsored Trips**

Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for their child to ride with or be released after the event to the parent or another adult designated by the parent. [See [School-Sponsored Field Trips](#) on page 90.]

#### **Buses and Other School Vehicles**

The district makes school bus transportation available to all students living two or more miles from school and to students experiencing homelessness. This service is provided at no cost to students.

Bus routes and stops will be designated annually. Any subsequent changes will be posted at the school and on the district's website. For the safety of the driver and all passengers, students must board district vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

The Administration has identified the following hazardous routes, conditions, and/or a high risk of violence exist for students who live within two miles of the campus for the 2023-2024 school year:

1. Alta Vista Elementary- New Road between I-35 and Robinson Road; Robinson Road between New Road and Primrose Drive; Primrose Drive between I-35 and Robinson Road
2. Bells Hills Elementary- South Valley Mills Drive between Clay Avenue and I-35; South 26<sup>th</sup> between Clay Avenue and I-35; Speight Avenue between South Valley Mills Drive and 18<sup>th</sup> and 17<sup>th</sup>; Dutton Avenue between South Valley Mills Drive and South 26<sup>th</sup>; Clay Avenue between South Valley Mills Drive and South 18<sup>th</sup> and 17<sup>th</sup> Street.
3. Brook Avenue Elementary School- North 18<sup>th</sup> Street between Trice Avenue and Herring Avenue; Trice Avenue between 18<sup>th</sup> Street and 15<sup>th</sup> Street.

4. Cedar Ridge Elementary School- Lake Shore Drive between College Drive and Park Lake Drive; North 19<sup>th</sup>/18<sup>th</sup> Street between Lyle Avenue and Lake Shore Drive; Herring Ave between 18<sup>th</sup> Street and 4<sup>th</sup> Street.
5. Crestview Elementary School- Bosque Boulevard between Lake Air and 36<sup>th</sup> Street; North 36<sup>th</sup> Street between Waco Dr. and Bosque Boulevard; Valley Mills between Waco Dr. and Lake Air; Lake Air between Valley Mills and Bosque Boulevard; Waco Dr. between Valley Mills and 36<sup>th</sup> Street.
6. Dean Highland Elementary School- Lyle Avenue between North 18<sup>th</sup> Street and McArthur Avenue; Herring Avenue between North 18<sup>th</sup> and McArthur; 26<sup>th</sup> Street between Maple and Herring Ave.
7. J. H. Hines Elementary School- I-35 between Martin Luther King Boulevard and Forrest Street; Martin Luther King Blvd between Waco Dr and I-35; East Waco Drive between Martin Luther King Blvd and Clifton Street; Faulkner Lane between Martin Luther King Blvd and Garrison Ave.
8. Kendrick Elementary School- New Road between Beverly Drive and Bagby Avenue; Memorial Drive between New Road and South Valley Mills Drive
9. Mountainview Elementary- Cobbs Dr. between Valley Mills and Lake Air
10. Parkdale Elementary-Sanger Ave between Valley Mills and Hwy 6; Bosque Blvd between Hwy 6 and Valley Mills; Valley Mills Dr between Sanger Ave and Bosque Blvd.
11. South Waco Elementary- S. 18<sup>th</sup> St. between I-35 and Lasalle Ave; LaSalle Ave Between 23<sup>rd</sup> and 12<sup>th</sup>; Garden between Boyd and 15<sup>th</sup>.
12. West Avenue Elementary- N 18th St and 17<sup>th</sup> between Bosque Blvd and W. Waco Dr; Waco Dr between 22<sup>nd</sup> and 5<sup>th</sup>.
13. Cesar Chavez MS- Valley Mills between Beverly and I-35; Lasalle between University Parks and the Circle
14. Indian Springs MS- Waco Dr. between 5<sup>th</sup> Street and University Parks; 5<sup>th</sup> Street between Waco Dr. and Washington; University Park Dr. between Washington Ave. and Waco Dr.
15. Tennyson MS- Sanger Ave. between Hwy 6 and Valley Mills; Hwy 6 between Hwy 84 and Bosque Blvd.; Hwy 84 between Hwy 6 and Valley Mills; Valley Mills between Hwy 84 and Bosque Blvd.
16. Waco High- 18<sup>th</sup> between Waco Dr. and Lyle Ave; Lyle Ave. between 18<sup>th</sup> St. and 41<sup>st</sup>; Cobbs between 41<sup>st</sup> and Valley Mills; Valley Mills between Ridgewood Dr and Waco Dr; Lake Air between Cobbs and Valley Mills; Waco Dr. between Valley Mills and 18<sup>th</sup>; New Rd. between Valley Mills and Cobbs; Bosque Blvd. between Valley Mills and 18<sup>th</sup>.
17. University High- I-35 between Hwy 6 and Valley Mills; Hwy 6 between I-35 and N. Robinson Dr.; N. Robinson Dr. between Hwy 6 and Lasalle Ave.

Because students in these areas might encounter hazardous traffic conditions or be subject to a high risk of violence when walking to and from school, the district will provide transportation to these students. For additional information, please contact:

Dr. Ricky Edison

Director of Transportation

2001 South 18th Street, Waco, TX, 76706

254-752-9200

A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for their child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact [www.infofinder.com](http://www.infofinder.com).

Students are expected to assist district staff in ensuring that buses and other district vehicles are clean and safe. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct, including loss of the privilege to ride in a district vehicle.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

### **Vandalism (All Grade Levels)**

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

### **Video Cameras (All Grade Levels)**

For safety purposes, the district uses video and audio recording equipment to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment,

contact the principal or Special Education Offices at 254-755-6569, which the district has designated to coordinate the implementation of and compliance with this law.

[See policy EHBAF(LOCAL) for more information.]

[See [Consent to Video or Audio Record a Student when Not Already Permitted by Law](#) on pagfor video and other recordings by parents or visitors to virtual or in-person classrooms.]

## Visitors to the School (All Grade Levels)

### General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must:

- Request entry to the school at the primary entrance unless otherwise directed by a district employee.
- Report to the main office.
- Be prepared to show identification.
- Exit the school at the primary entrance and leave all exterior doors closed, latched, and locked unless actively monitored by a district employee.
- Comply with all applicable district policies and procedures.

If requested by a district employee, a visitor must provide identification such as a driver's license, other picture identification issued by a government entity, or employee or student identification issued by the district. A person who refuses to provide identification and who reasonably appears to have no legitimate reason to be on district property may be ejected from district property.

Individuals may visit classrooms or observe virtual instruction during instructional time only with the approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or violations of student privacy will not be permitted.

[See [Consent to Video or Audio Record a Student when Not Already Permitted by Law](#) for video and other recordings by parents or visitors to virtual or in-person classrooms.]

### Unauthorized Persons

Under Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL).

[See the Student Code of Conduct.]

## **Visitors Participating in Special Programs for Students**

### ***Business, Civic, and Youth Groups***

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

### ***Career Day***

On college and career days, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

## **Volunteers (All Grade Levels)**

The district invites and appreciates the efforts of volunteers who are willing to serve our district and students.

If you are interested in volunteering, please contact:

Human Resources Department

501 Franklin Ave, Waco, TX, 76701

254-284-1115

Subject to exceptions in accordance with state law and district procedures, the district requires a state criminal history background check for each volunteer, including parents, guardians, or grandparents of a child enrolled in the district. The volunteer must pay all costs for the background check.

## **Voter Registration (Secondary Grade Levels Only)**

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

## **Withdrawing from School (All Grade Levels)**

To withdraw a student under age 18 from school, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

A student who is 18 or older, married, or has been declared by a court to be an emancipated minor may withdraw without parental signature.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

## Glossary

**Accelerated instruction, including supplemental instruction**, is an intensive educational program designed to help an individual student acquire the knowledge and skills required at their grade level. It is required when a student does not meet the passing standard on a state-mandated assessment. Accelerated instruction may be provided by assigning a student to a classroom teacher who is certified as a master, exemplary, or recognized teacher or by providing supplemental instruction in addition to regular instruction.

**ACT**, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

**ACT-Aspire** is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

**ARD** stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and their parents are members of the committee.

**Attendance review committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

**CPS** stands for Child Protective Services.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**DFPS** stands for the Texas Department of Family and Protective Services.

**DPS** stands for the Texas Department of Public Safety.

**DSHS** stands for the Texas Department of State Health Services.

**ED** stands for the U.S. Department of Education.

**Emergent bilingual student** refers to a student of limited English proficiency. Other related terms include English learner, English language learner, and limited English proficient student.

**EOC (end-of-course) assessments** are state-mandated and are part of the STAAR program. Successful performance on EOC assessments is required for graduation. These examinations will be in English I, II, Algebra I, Biology, and U.S. History.

**ESSA** is the federal Every Student Succeeds Act.

**FERPA** refers to the federal Family Educational Rights and Privacy Act, which grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 years of age or older directs the school not to release directory information.

**IEP** stands for the individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services.

**IGC** is the individual graduation committee formed in accordance with state law to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

**PGP** stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after they begin grade 9.

**PSAT** is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

**Safe and Supportive School Team** is a team established at each campus that is responsible for conducting a threat assessment regarding individuals who make threats of violence or exhibit harmful, threatening, or violent behavior and determining appropriate intervention, and providing guidance to students and school employees on recognizing harmful, threatening, or violent behavior that may pose a threat to the community, school, or individual.

**SAT** refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to help ensure that local community values and health issues are reflected in the district's health education instruction, as well as assist with other student and employee wellness issues.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

**STAAR Alternate 2** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements as determined by the student's ARD committee.

**STAAR Spanish** is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

**State-mandated assessments** are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for graduation.

**Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle; sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP; and outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

**TAC** stands for the Texas Administrative Code.

**TEA** stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that emergent bilingual students make in learning the English language and is administered to those who meet the participation requirements in kindergarten-grade 12.

**TSI** stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

**TXVSN** stands for the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors and are equivalent in rigor and scope to a course taught in a traditional classroom setting.

**UIL** refers to the University Interscholastic League, the statewide, voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

## Appendix: Freedom from Bullying Policy

**Note:** This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

For legal context and the most current copy of the local policy, visit <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=867&code=FFI#legalTabContent>.

Below is the text of *Waco ISD's* policy FFI(LOCAL) as of the date this handbook was finalized for this school year.

### Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) was adopted on *July 27, 2023*

#### **Bullying Prohibited:**

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

#### *Examples-*

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism.

#### **Minimum Standards:**

In accordance with the law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.

#### **Retaliation:**

The District prohibits retaliation by a student or District employee against any person who, in good faith, makes a report of bullying, serves as a witness, or participates in an investigation.

#### *Examples-*

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

#### **False Claims:**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

#### **Timely Reporting:**

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

#### **Reporting Procedures:**

#### *Student Report-*

To obtain assistance and intervention, any student who believes that they have experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to report an alleged bullying incident anonymously.

*Employee Report-*

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

*Report Format-*

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

*Periodic Monitoring-*

The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.

**Notice of Report:**

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

**Prohibited Conduct:**

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

**Investigation of Report:**

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

**Concluding the Investigation:**

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time, if necessary, to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred and, if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

**Notice to Parents:**

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

**District Action:**

*Bullying-*

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

*Discipline-*

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

*Corrective Action-*

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

*Transfers-*

The principal or designee shall refer to FDB for transfer provisions.

*Counseling-*

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

*Improper Conduct-*

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

**Confidentiality:**

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

**Appeal:**

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

**Records Retention:**

Retention of records shall be in accordance with CPC(LOCAL).

**Access to Policy and Procedures:**

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

**Waco Independent School District**  
**Board of Trustee Meeting Agenda Item**

**Date:** July 18, 2024

**Contact Person:** Dr. Daniel Lopez

**RE: Hiring of an Employee Related to a Current Administrator**

=====

**Background Information:**

Policy DC (Local) states, “An applicant for employment, who is related to a district administrator within the second degree by blood or marriage, as defined in this policy, shall disclose the nature of the relationship during the application process. The District shall employ such an applicant only with board approval.”

Sofia Lopez has been hired as a Primary Literacy Aide at Dean Highland Elementary School and will be under the supervision of Principal Sharina Hubbard. Sofia Lopez is Dr. Daniel Lopez's daughter, currently serving as the Assistant Superintendent of Human Resources.

**Fiscal Implications:**

Salary is included in the fiscal year budget

**Administrative Recommendation(s):**

Approve the employment of Sofia Lopez.

**Waco Independent School District**

**Board of Trustees Meeting Agenda**

**Date: July 11, 2023**

**Contact Person: Dr. Daniel Lopez**

**RE: School District Teaching Permit for Selected Teacher Candidates to Teach a Non-Core Academic CTE Course**

=====

**Background Information:**

Since 1995, Texas law has allowed school districts to issue a school district permit to someone who does not hold a teaching certificate subject to approval by the Commissioner of Education (Texas Education Code 21.055). For “non-core academic career and technical education (CTE) courses” only, state law allows the school district’s Board of Trustees the authority to determine if a school district may issue a school district teaching permit without approval by the Commissioner of Education (House Bill 2205, 84<sup>th</sup> Regular Legislative Session).

In order for a non-core academic CTE teacher candidate to be qualified for a school district teaching permit, the individual must demonstrate subject matter expertise, such as:

- Professional work experience
- Formal training and education
- Relevant industry license, certification, or registration
- Any combination of work experience, training and education, or industry credential related to the subject matter he or she will be teaching

A bachelor’s degree is not a requirement.

The Administration requests the following candidate be issued a school district teaching permit effective for the 2024-2025 school year:

**Cody Musia - Welding**

Cody Musia has 16 years of experience in the welding industry. He is currently employed at Butler Weldments as a Quality Engineer, determining quality improvement factors. He has been a lead welding instructor at TSTC-Waco, supervising instructors and developing and teaching curriculum.

**Richard Vargas – Welding**

Richard Vargas has 16 years of experience in the welding industry. He is currently employed with Prolec-GE, performing weld repairs on transformers in sub-stations around the country. He has been a welding instructor at TSTC-

Waco, teaching welding positions and techniques, along with welding automation with different machines and troubleshooting procedures.

**Racquel Burns – Criminal Justice**

Racquel Burns has 20 years of experience in the criminal justice field. Currently employed at the Heart of Texas Goodwill as a Mission Services Coordinator, she conducts classes and training for all program participants in Vocational Adjustment Training. She worked in the Texas Juvenile Justice Department for 15 years, providing oversight, leadership, training, and technical assistance to assigned staff.

**Fiscal Implications:**

Salaries are included in fiscal year budget for CTE.

**Administrative Recommendation(s):**

Approve the named teacher candidates to be issued a school district teaching permit, allowing them to teach assigned non-core academic career and technology courses for Waco ISD.

**Waco Independent School District**  
**Board of Trustee Meeting Agenda Item**

**Date:** July 18, 2024

**Contact Person:** Gloria Barrera

**RE: Consider, Discuss and Take Appropriate Action Regarding Allowance Expenditure Authorization #47 for Materials Cost Escalation for the Waco High School Construction Project**

=====

**Background Information:**

Given the lengthy duration of the construction process at Waco High School and the volatile nature of the construction market, the Guaranteed Maximum Price for Waco High School included an allowance for future cost escalation. The project team has worked closely with the subcontracting and vendor community to monitor and reduce potential cost impacts. However, there have been significant materials cost increases in asphalt and masonry products.

The cost of AEA #47 is distributed as follows:

Proposed Change #1141 – Asphalt Escalation - \$167,316 .44

Proposed Change #1145 – Masonry Escalation - \$193,965.00

Total Allowance Expenditure Authorization #46 - \$361,281.44

The trade partners affected by this escalation and Rogers O’Brien have assured that there will be no further cost escalation related to these scopes of work for the duration of the project.

O’Connell Robertson and Waco ISD have reviewed the proposed cost and verified the cost increases with industry sources and find it to be acceptable.

**Fiscal Implications**

Funding for the additional \$361,281.44 in costs associated with this authorization will come from the Escalation Contingency Allowance included in the project contract. This does not increase the Guaranteed Maximum Price for the project or change the project schedule.

**Administrative Recommendation(s):**

Approve Allowance Expenditure Authorization (AEA) #47 for costs associated with escalation in materials pricing for asphalt and masonry materials and authorize the Superintendent to execute the AEA



## ALLOWANCE EXPENDITURE AUTHORIZATION (AEA)

**WACO ISD**  
**Construction Department**  
 Date: 7/10/2024

**ALLOWANCE FUND:** GMP 02 Escalation Allowance

**Project:** Replacement Waco High School

**AEA#:** 47

**To:** Rogers-O'Brien Construction

**Re:** PCO #1141 & #1145

You are authorized to perform the following item(s) of work and to adjust the Allowance Sum accordingly:

- PCO #1141 - Asphalt Escalation = \$167,316.44
- PCO #1145 - Masonry Escalation = \$193,965.00

**THIS IS NOT A CHANGE ORDER AND DOES NOT INCREASE OR DECREASE THE CONTRACT AMOUNT OR CONTRACT TIME**

Beginning Allowance Balance	1,000,000.00
Allowance Expenditures prior to this Authorization	173,550.71
Allowance will be <b>Decreased</b> by this Authorization	361,281.44
<i>*amounts that increase allowance should be shown as negative</i>	
<b>New Allowance Balance</b>	<b>465,167.85</b>

**O'Connell Robertson**  
 ARCHITECT *(Firm name)*

**Rogers-O'Brien Construction**  
 CONTRACTOR

**Waco ISD**  
 OWNER *(Firm name)*

Brian Glade

\_\_\_\_\_

SIGNATURE

SIGNATURE

SIGNATURE

Jaiy Braulick, CA  
 PRINTED NAME AND TITLE

Brian Glade, Project Manager  
 PRINTED NAME AND TITLE

Dr. Susan Kincannon, Superintendent  
 PRINTED NAME AND TITLE

July 11th, 2024  
 DATE

7/10/2024  
 DATE

\_\_\_\_\_  
 DATE

- Attachments
- Current AEA Log
- PCO's

**Waco H.S. Replacement PCO Log**

Remaining Balance=> \$616,227.86 \$110,106.21 \$75,813.25 \$0.00 Wednesday, July 10, 2024  
 GMP 02 GC Contingency 01-.21.13-02.0 GMP 02 Owner Contingency 01-.21.15-02.0 GMP 02 Escalation Allowance 01-.21.17-02.0 Demo Allowance 02-.41.99-02.5

AEA	PCO	Ball In Court	Description	Resolve By Date	PCO Amount <i>(red if not balanced)</i>	Status	\$1,500,000.00	\$1,002,236.00	\$1,000,000.00	\$1,500,000.00	Submitted Date	Approved Date	Approval Time (Days)
<b>APPROVED</b>													
1			Demolition PAC		\$ 147,500.00	AEA Approved				\$ 147,500.00	12/2/2022	12/16/2022	14
2	1005		Building Pad Remediation		\$ 367,500.00	AEA Approved NTE					12/9/2022	12/16/2022	7
3	1005		Building Pad Remediation Deductive CO		\$ (67,443.88)	AEA Approved					1/24/2023	2/9/2023	16
4	1001		CIP Junction Boxes and Remove Existing Concrete Blocks		\$ 80,140.58	AEA Approved					1/19/2023	2/9/2023	21
5	1006		Sewer Reroute		\$ 123,479.64	AEA Approved					3/2/2023	3/15/2023	13
6	1008		PR 007 and Added VE		\$ (75,297.00)	AEA Approved	\$ (75,297.00)				6/26/2023	6/29/2023	3
6	1015		BAS Revised Controls Adder		\$ 318,483.00	AEA Approved	\$ 318,483.00				6/26/2023	6/29/2023	3
7	1011		Added Junction Boxes		\$ 55,854.00	AEA Approved					6/20/2023	6/26/2023	6
7	1012		Existing Sewer Re-Route at CTE Wing		\$ 31,138.38	AEA Approved					6/20/2023	6/26/2023	6
8	1014		Temporary Fire Lane		\$ 107,289.60	AEA Approved					6/8/2023	6/20/2023	12
9	1018		PR 008 & Misc VE and Substitution Request/Buyout Savings		\$ 8,444,536.00	AEA Approved					8/1/2023	8/11/2023	10
10	1022		PR 012 Civil Updates		\$ 114,614.48	AEA Approved		\$ 114,614.48			7/31/2023	8/11/2023	11
11	1023		PR 009		\$ 446,438.56	AEA Approved	\$ 446,438.56				8/1/2023	9/21/2023	51
12	1024		PR 014		\$ 95,851.55	AEA Approved		\$ 95,851.55			8/1/2023	8/28/2023	27
13	1030		PR 017 3Form Wall Covering		\$ 356,600.00	AEA Approved					8/31/2023	9/11/2023	11
14	1027		PR 021 Kiln & Electrical Room		\$ 2,236.00	AEA Approved		\$ 2,236.00			8/31/2023	9/11/2023	11
14	1026		PR 019 Technology		\$ 18,260.00	AEA Approved		\$ 18,260.00			8/31/2023	9/11/2023	11
14	1033		PR 024 Electrical Changes		\$ 12,923.46	AEA Approved		\$ 12,923.46			8/31/2023	9/11/2023	11
14	1036		PR 023 Food Service Changes		\$ (3,329.20)	AEA Approved		\$ (3,329.20)			8/31/2023	9/11/2023	11
15	1031		Site Sewer Rework / Lift Station		\$ 52,114.11	AEA Approved					9/13/2023	9/20/2023	7
16	1029		Alamo T&M (RFI 178)		\$ 2,123.00	AEA Approved					8/31/2023	9/11/2023	11
17	1040		Roofing Escalation		\$ 353,288.00	AEA Approved					10/11/2023	10/17/2023	6
18	1050		Roofing Escalation Allowance transfer to Owner Contingency		\$ (227,729.46)	AEA Approved					10/5/2023	10/17/2023	12
19	1039		CMU Framing @ Theater (RFI 202)		\$ 6,016.00	AEA Approved					10/11/2023	10/17/2023	6
19	1041		Pump Rental for Sewer Reroutes		\$ 20,510.97	AEA Approved					10/11/2023	10/17/2023	6
N/A	1054		Contingency Transfers		\$ -	N/A	\$ (194,293.30)	\$ (226,933.76)			N/A	N/A	
20	1044		Nosing at Stairs (RFI 174)		\$ 40,733.22	AEA Approved	\$ 40,733.22				11/7/2023	11/13/2023	6
20	1045		Added Curb at Area M (RFI 56)		\$ 7,459.23	AEA Approved	\$ 7,459.23				11/7/2023	11/13/2023	6
20	1046		STC 50 Assemblies (RFI 189)		\$ 33,541.00	AEA Approved	\$ 33,541.00				11/7/2023	11/13/2023	6
21	1047		CMU Block Wall in Area P (RFI 219)		\$ 17,065.00	AEA Approved	\$ 17,065.00				11/29/2023	12/5/2023	6
21	1048		Curtain Wall Support (RFI 180)		\$ 2,097.00	AEA Approved	\$ 2,097.00				11/29/2023	12/5/2023	6
21	1051		Wire Mesh Clarification (RFI 238)		\$ 8,354.50	AEA Approved	\$ 8,354.50				11/29/2023	12/5/2023	6
21	1053		Door Upsize in Area N (RFI 235)		\$ 945.00	AEA Approved	\$ 945.00				11/29/2023	12/5/2023	6
21	1056		Expansion Tank Clarification (RFI 234)		\$ 643.00	AEA Approved	\$ 643.00				11/29/2023	12/5/2023	6
22	1057		PR 030 Cooling Tower Clarification (RFI 225)		\$ 95,260.00	AEA Approved		\$ 95,260.00			12/20/2023	1/11/2024	22
22	1068		PR 034 Video Intercom Clarification & Gym Tech Coordination		\$ 4,936.80	AEA Approved		\$ 4,936.80			12/20/2023	1/11/2024	22
22	1069		PR 035 Tape Light at Stairs		\$ 2,544.14	AEA Approved		\$ 2,544.14			12/20/2023	1/11/2024	22
22	1073		Proposed CW HW Rerouting (RFI 270)		\$ (32,689.00)	AEA Approved		\$ (32,689.00)			12/20/2023	1/11/2024	22
23	1037		PR 016R Site Access Control Power		\$ 43,140.36	AEA Approved		\$ 43,140.36			1/23/2024	1/25/2024	2
23	1064		PR 033 Chilled Water Piping Details		\$ 15,285.00	AEA Approved		\$ 15,285.00			1/23/2024	1/25/2024	2
23	1072		Power at Light Poles (RFI 229)		\$ 46,226.71	AEA Approved		\$ 46,226.71			1/23/2024	1/25/2024	2
23	1076		LS2 Fixtures in Weight Room (RFI 262)		\$ 2,560.10	AEA Approved		\$ 2,560.10			1/23/2024	1/25/2024	2
24	1077		Casing Piers due to Ground Water		\$ 104,193.27	AEA Approved		\$ 104,193.27			1/23/2024	1/25/2024	2
25	1078		Escalation - LPI		\$ 84,383.00	AEA Approved		\$ 84,383.00			2/6/2024	2/9/2024	3
26	1079		Escalation - Kitchen Guys		\$ 89,167.71	AEA Approved		\$ 89,167.71			2/6/2024	2/9/2024	3
27	1043		PR 029 Area E Storm Piping (RFI 216)		\$ 46,666.00	AEA Approved		\$ 46,666.00			2/6/2024	2/9/2024	3
27	1089		Verticle Platform Lift Power Door Operator		\$ (1,800.00)	AEA Approved		\$ (1,800.00)			2/6/2024	2/9/2024	3
28	1052		PR 020 Structural Steel Revisions		\$ 30,369.00	AEA Approved		\$ (7,131.00)			2/22/2024	2/27/2024	5
30	1086		Area M RCP (RFI 278)		\$ 5,601.00	AEA Approved	\$ 5,601.00				2/22/2024	2/27/2024	5
29	1082		Existing Water Main Location (RFI 274)		\$ 18,009.82	AEA Approved		\$ 18,009.82			2/22/2024	3/12/2024	19
29	1090		Missing Water Lines in Area H (RFI 281)		\$ 7,966.00	AEA Approved		\$ 7,966.00			2/22/2024	3/12/2024	19
29	1091		PR 042 Removal of Heat Tracing in Hydronic Piping		\$ (3,647.00)	AEA Approved		\$ (3,647.00)			2/22/2024	3/12/2024	19
29	1092		PR 031 Area M Sump Pump		\$ 13,555.00	AEA Approved		\$ 13,555.00			2/22/2024	3/12/2024	19
29	1099		PR 037 Missing VFD Control Points Condensing Water Pumps		\$ -	AEA Approved		\$ -			2/22/2024	3/12/2024	19
31	1063		PR 040 Kitchen Equipment Revisions		\$ 29,146.66	AEA Approved		\$ 29,146.66			3/18/2024	3/19/2024	1
31	1098		PR 038 Wall, Ceiling, Light, Tech Shifts		\$ 29,901.95	AEA Approved		\$ 29,901.95			3/18/2024	3/19/2024	1
N/A	1115		Allowances Consolidation		\$ -	N/A		\$ (647,293.00)			4/2/2024	4/4/2024	2
32	1035		PR 025 North Courtyard Drainage		\$ 62,999.40	AEA Approved		\$ 62,999.40			4/12/2024	4/17/2024	5
32	1083		PR 015 Cove Lighting		\$ (2,117.08)	AEA Approved		\$ (2,117.08)			4/12/2024	4/17/2024	5
32	1117		PR 047 Mini Split for Guard Room Removal Details		\$ -	AEA Approved		\$ -			4/12/2024	4/17/2024	5
33	1101		Shear Wall at East Side of Area P (RFI 277)		\$ 12,152.00	AEA Approved	\$ 12,152.00				5/1/2024	5/6/2024	5
33	1096		Overflow Scuppers in Areas B & C (RFI 267)		\$ 53,069.00	AEA Approved	\$ 53,069.00				5/1/2024	5/6/2024	5
34	1126		Egress Lighting at Canopies (RFI 361)		\$ 1,974.49	AEA Approved		\$ 1,974.49			5/7/2024	5/8/2024	1
34	1105		PR 043 AV Studio Clarifications		\$ 4,368.00	AEA Approved		\$ 4,368.00			5/7/2024	5/8/2024	1
34	1119		PR 048 Electrical Updates		\$ 4,504.80	AEA Approved		\$ 4,504.80			5/7/2024	5/8/2024	1
35	1097		4" CMU Wall in Theater (RFI 289)		\$ 23,121.00	AEA Approved		\$ 23,121.00			5/13/2024	5/15/2024	2
35	1104		Lion's Den Bench Backing (RFI 319)		\$ 6,445.47	AEA Approved		\$ 6,445.47			5/13/2024	5/15/2024	2
36	1127		Fireproofing @ Auditorium (RFI 312)		\$ 10,432.00	AEA Approved	\$ 10,432.00				5/13/2024	5/15/2024	2
37	1124		Slab @ CUP Yard (RFI 273)		\$ 32,484.49	AEA Approved		\$ 32,484.49			5/17/2024	5/21/2024	4
37	1125		Metal Canopies (RFI 282)		\$ 18,630.00	AEA Approved		\$ 18,630.00			5/17/2024	5/21/2024	4
37	1130		PR 044 Owner Requested Workstation Power Data Revisions		\$ 50,000.97	AEA Approved		\$ 50,000.97			5/17/2024	5/21/2024	4
37	1131		PR 052 Furniture Driven Construction Changes		\$ 4,472.53	AEA Approved		\$ 4,472.53			5/17/2024	5/21/2024	4
38	1123		Area N Brick Lugs (RFI 316)		\$ 4,531.86	AEA Approved	\$ 4,531.86				5/20/2024	5/21/2024	1
39	1129		Elevator Flooring (RFI 357)		\$ 2,061.00	AEA Approved	\$ 2,061.00				5/22/2024	5/29/2024	7
39	1133		Fireproofing Revisions in Areas M, F, & G		\$ 11,055.00	AEA Approved	\$ 11,055.00				5/22/2024	5/29/2024	7
39	1137		Area K Divider Curtain Additional Steel (RFI 325)		\$ 5,191.27	AEA Approved	\$ 5,191.27				5/22/2024	5/29/2024	7
40	1138		PR 057 Electrical Changes		\$ 5,122.75	AEA Approved		\$ 5,122.75			5/22/2024	5/29/2024	7
41	1093 R1		CCD1 PR 036 Entry Flooring Material Revision		\$ 77,302.76	AEA Approved		\$ 77,302.76			5/28/2024	6/7/2024	10
42	1128		Area B Door and Window Systems (RFI 334)		\$ 6,592.00	AEA Approved		\$ 6,592.00			6/7/2024	6/17/2024	10
43	1134		Skylight Framing Details (RFI 309)		\$ 21,429.34	AEA Approved	\$ 21,429.34				6/7/2024	6/17/2024	10
44	1142		Piers for Stone Retaining Wall		\$ 47,603.57	AEA Approved	\$ 47,603.57				6/26/2024	7/1/2024	5
44	1144		Area M Stud Wall at Black Box Catwalk (RFI 332)		\$ 3,075.00	AEA Approved	\$ 3,075.00				6/26/2024	7/1/2024	5
44	1153		Area Q Masonry Conflict at Roof Steel (RFI 314)		\$ 2,701.18	AEA Approved	\$ 2,701.18				6/26/2024	7/1/2024	5
44	1154		Area G Mechanical Penetrations (RFI 388)		\$ 1,362.54	AEA Approved	\$ 1,362.54				6/26/2024	7/1/2024	5
45	1143		PR 055 Battery Backup at Canopies D, E, & K		\$ 1,974.49	AEA Approved		\$ 1,974.49			6/26/2024	7/1/2	



# Rogers-O'Brien CONSTRUCTION

## PCO #1141

Rogers-O'Brien Construction  
3901 S Lamar Boulevard Suite 200  
Austin, Texas 78704  
Phone: (512) 486-3800  
Fax: (512) 486-3701

Project: 212053 - Waco High School  
2020 N 42nd Street  
Waco, Texas 76710

### Asphalt Escalation

**TO:** Waco Independent School District      **DATE:** 5/23/2024  
501 Franklin Avenue  
Waco, Texas 76701

**PCO NUMBER/REVISION:** 1141 / 0      **TOTAL AMOUNT:** \$0.00

**SCHEDULE IMPACT:**

**POTENTIAL CHANGE ORDER DESCRIPTION:**

CE #234 - Asphalt Escalation  
Asphalt escalation

**ATTACHMENTS:**

[PCO #1141 Asphalt Escalation.pdf](#)

#	Subcontractor	Description	Amount
1	Lone Star Paving		\$167,316.44
2	GMP 02 Escalation Allowance		\$(167,316.44)
<b>Grand Total:</b>			<b>\$0.00</b>

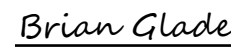
**O'Connell Robertson**  
811 Barton Springs Rd, Suite 900  
Austin, Texas 78704

  
June 26, 2024  
SIGNATURE      DATE

**Waco Independent School District**  
501 Franklin Avenue  
Waco, Texas 76701

\_\_\_\_\_  
241  
SIGNATURE      DATE

**Rogers-O'Brien Construction Company**  
1901 Regal Row  
Dallas, Texas 75235

 6/5/2024  
SIGNATURE      DATE



# LONE STAR PAVING

5513 Taylors Valley Rd  
Temple, TX 76502

# ESTIMATE

Date: **November 14, 2023**  
Estimate #: 15003332

Estimator: Kris Bauer  
Phone: 254-613-1370  
Fax: 254-613-1603  
Cell: 512-563-0215  
Email: kbauer@lspaving.com

Customer: Rogers-O'Brien  
  
Project: Waco High School  
2020 N. 42nd Street  
Waco Tx 76510  
  
Contact: Johnathan Eggeling  
jeggeling@r-o.com  
(512) 541-8583

Description	Qty	U/M	Unit Price	Total
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PHASE 1 - 2024 Tack / Prime / Pave 2" Ty. D-HMAC TxDot 340 w/Rap ( 795 tons, any overrun to be billed per ton/trucking ) TAX ON MATERIALS IS EXCLUDED.	6,845.00	Sq Yd	16.21	\$110,957.45
				6,845 * 12.28 per = \$84,056.60

PHASE 1 - 2024 Tack / Prime / Pave 3" Ty. D-HMAC TxDot 340 w/Rap ( 902 tons, any overrun to be billed per ton/trucking ) TAX ON MATERIALS IS EXCLUDED.	5,463.00	Sq Yd	22.44	\$122,589.72
				5,463 * 17.61 per = \$96,203.43

PHASE 2 - 2025 Tack / Prime / Pave 2" Ty. D-HMAC TxDot 340 w/Rap ( 875 tons, any overrun to be billed per ton/trucking ) TAX ON MATERIALS IS EXCLUDED.	7,535.00	Sq Yd	17.05	\$128,471.75
				7,535 * 12.28 per = \$92,529.80

PHASE 2 - 2025 Tack / Prime / Pave 3" Ty. D-HMAC TxDot 340 w/Rap ( 2,246 tons, any overrun to be billed per ton/trucking ) TAX ON MATERIALS IS EXCLUDED.	12,907.00	Sq Yd	23.66	\$305,379.62
				12,907 * 17.61 per = \$227,292.27

Pricing Excludes All Taxes - Tax Exemption Form Required      Total: \$667,398.54

Proposal Expiration: 09/22/2024

TOTAL cost delta = \$(167,316.44)

Phase 2 pricing is good thru November 2025.  
Pricing includes (2) mobilizations for each phase so 4 total. Any additional mobilizations will be \$7,500.00 Each.  
Proposal must be accepted within 30 days of Proposal Date.  
Accepted Proposals will be valid for Nine Months from Proposal Date. Pricing Subject to Change after Nine Months.  
Material Overruns will be charged at \$150/ton

### Terms and Conditions

EXCLUDES - BONDING, PERMITS, UTILITY ADJUSTMENTS, TESTING, LAYOUT OR SURVEYING, SAFETY SLOPE INSTALL/REMOVAL, TEMP TAPERS FOR UTILITIES, EXCAVATION, SAWCUTTING, TRAFFIC CONTROL OR FLAGMEN, LANE CLOSURE FEES OR PERMITS, TEMPORARY OR PERMANENT STRIPING, NIGHT OR WEEKEND WORK, SWEEP/CLEAN PRIOR TO PAVING AND ANY ITEMS OF WORK NOT SPECIFICALLY QUOTED.

**RO Comment - Current escalation cost to date and through final phase of 2025.**



**LONE STAR  
PAVING**

5513 Taylors Valley Rd  
Temple, TX 76502

# ESTIMATE

Date: November 14, 2023  
Estimate #: 15003332

Estimator: Kris Bauer  
Phone: 254-613-1370  
Fax: 254-613-1603  
Cell: 512-563-0215  
Email: kbauer@lspaving.com

Customer: Rogers-O'Brien  
  
Project: Waco High School  
2020 N. 42nd Street  
Waco Tx 76510  
  
Contact: Johnathan Eggeling  
jeggeling@r-o.com  
(512) 541-8583

LONE STAR PAVING ("LSP") WILL EXECUTE ONLY THOSE ITEMS OF WORK LISTED IN THE "SCOPE OF WORK" ABOVE. ANY ADDITIONAL ITEMS OF WORK WILL REQUIRE A WRITTEN CHANGE ORDER IN ADVANCE. LSP IS NOT RESPONSIBLE FOR DRAINAGE ISSUES ON SLOPES LESS THAN 2%. ALL QUANTITY OVERRUNS WILL BE VERIFIED IN PLACE UPON COMPLETION AND BILLED AT UNIT PRICES SHOWN ABOVE. THE ABOVE QUOTED PRICES ARE SUBJECT TO CHANGE IF NOT ACCEPTED BY SIGNING THIS QUOTE WITHIN THIRTY DAYS FROM THE PROPOSAL DATE; IF ACCEPTED IN ACCORDANCE WITH THESE TERMS, QUOTED PRICES ARE FIRM UNTIL PROPOSAL EXPIRATION DATE ABOVE IN RED. This quote will become part of the subcontract agreement, and shall supersede any other conflicting language in the subcontract agreement between the parties. Asphalt paving standards for newly constructed areas are proposed to comply with the Texas Department of Transportation hot mix standards. Other paving specifications must be specifically outlined. All permits and fees are excluded unless otherwise noted. LSP is not responsible for utility lines less than 12 inches deep. Customer/Owner is responsible for protecting the work site from tenants, customers, other work activities, and will bear any additional costs of repairing work. LSP will carry Workers Compensation, General Liability, and Auto Insurance for labor provided in the performance of this contract. The amounts included in this estimate are based on information provided to-date, and are subject to change if new information is provided or differing site conditions are encountered. LSP is only responsible for its asphalt work, and expressly excludes injury, warranty, damages, and remediation to business or property if there are deficiencies with the subgrade or base, which shall meet or exceed the governing specifications, and shall also meet or exceed the ride specifications. From time to time, the paving surface may have areas whereby additional hotmix must be applied to achieve desired results, and the fees for these additional amounts of materials will be discussed and agreed to prior to commencement of work. All changes in the scope of the work must be agreed prior to the commencement of work. Full payment for LSP's services is due 30 days from the date of the invoice. No retainage shall be withheld from any payments due LSP. If payment and/or performance bonds are required and the cost of such bonds is not included in LSP's quote, 1.5% shall be added to the overall bid price. Testing for HMAC QCQA items only. LSP shall retain all production, ride, and placement bonus/penalty on HMAC item(s) according to specification where applicable. The bonus/penalty calculations shall be based on LSP's unit prices or the unit bid prices, whichever is greater. Maximum one (1) year warranty on materials and workmanship. Payments should be remitted to Asphalt Inc., LLC d/b/a Lone Star Paving, PO Box 200608, Austin, TX 78720. Interest shall accrue for all amounts past due at the rate of eighteen percent (18%) compound interest per annum or highest legal limit. Customer agrees to pay attorneys' fees, expert fees, all costs of court, and any other expenses incurred by LSP in the collection of any sums due under the performance of this contract. The venue for any legal action under this contract shall be Travis County, Texas. The parties expressly agree to waive the right to a jury trial. Pricing based on (and subject to) a mutually agreeable contract being executed by both parties. LSP shall not be liable for any failure of or delay in the performance of its work for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to, acts of God, epidemic, pandemic, abnormal weather conditions, war, strikes or labor disputes, embargoes, government orders or any other force majeure event. If delayed by a force majeure event, LSP shall be entitled to an extension of time equal to the length of the delay and an increase in price if LSP's prices have been increased as a result of such force majeure event.

The above prices, specifications, and conditions are satisfactory and are hereby accepted. Payment will be made as outlined above.

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



# LONE STAR PAVING

5513 Taylors Valley Rd  
Temple, TX 76502

# ESTIMATE

Date: **April 13, 2022**  
Estimate #: 15002224

Estimator: Kris Bauer  
Phone: 254-613-1370  
Fax: 254-613-1603  
Cell: 512-563-0215  
Email: kbauer@lspaving.com

Customer: Rogers-O'Brien  
  
Project: Waco High School  
2020 North 42nd St.  
Waco Tx 76712  
  
Contact: Justin Stewart  
JStewart@r-o.com  
(512) 486-3800

Description	Qty	U/M	Unit Price	Total
Tack / Prime / Pave 2" Ty. D-HMAC TxDot 340 w/Rap ( 1,729 tons, any overrun to be billed per ton/trucking ) TAX ON MATERIALS IS EXCLUDED.	15,714.00	Sq Yd	<b>12.28</b>	\$192,967.92
Tack / Prime / Pave 3" Ty. D-HMAC TxDot 340 w/Rap ( 2,824 tons, any overrun to be billed per ton/trucking ) TAX ON MATERIALS IS EXCLUDED.	17,112.00	Sq Yd	<b>17.61</b>	\$301,342.32
<b>Total:</b>				<u><u>\$494,310.24</u></u>

Pricing includes (4) mobilizations. Any additional mobilizations will be \$7,500.00 Each.  
Proposal must be accepted within 30 days of Proposal Date.  
Accepted Proposals will be valid for Nine Months from Proposal Date. Pricing Subject to Change after Nine Months.  
Material Overruns will be charged at \$150/ton

### Terms and Conditions

EXCLUDES - BONDING, PERMITS, UTILITY ADJUSTMENTS, TESTING, LAYOUT OR SURVEYING, SAFETY SLOPE INSTALL/REMOVAL, TEMP TAPERS FOR UTILITIES, EXCAVATION, SAWCUTTING, TRAFFIC CONTROL OR FLAGMEN, LANE CLOSURE FEES OR PERMITS, TEMPORARY OR PERMANENT STRIPING, NIGHT OR WEEKEND WORK, SWEEP/CLEAN PRIOR TO PAVING AND ANY ITEMS OF WORK NOT SPECIFICALLY QUOTED.

**RO Comment - GMP 01 cost at time of amendment approval.**



**LONE STAR  
PAVING**

5513 Taylors Valley Rd  
Temple, TX 76502

**ESTIMATE**

Date: April 13, 2022  
Estimate #: 15002224

Estimator: Kris Bauer  
Phone: 254-613-1370  
Fax: 254-613-1603  
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Customer: Rogers-O'Brien  
  
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Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_



Rogers-O'Brien Construction  
3901 S Lamar Boulevard Suite 200  
Austin, Texas 78704  
Phone: (512) 486-3800  
Fax: (512) 486-3701

Project: 212053 - Waco High School  
2020 N 42nd Street  
Waco, Texas 76710

**Masonry Escalation**

<b>TO:</b>	Waco Independent School District 501 Franklin Avenue Waco, Texas 76701	<b>DATE:</b>	6/5/2024
<b>PCO NUMBER/REVISION:</b>	1145 / 0	<b>TOTAL AMOUNT:</b>	\$0.00
<b>SCHEDULE IMPACT:</b>			

**POTENTIAL CHANGE ORDER DESCRIPTION:**

CE #241 - Masonry Escalation  
Masonry Escalation

**ATTACHMENTS:**

[PCO #1145 Masonry Escalation](#)

#	Subcontractor	Description	Amount
1	Brazos Masonry Inc.		\$193,965.00
2	GMP 02 Escalation Allowance		\$(193,965.00)
<b>Grand Total:</b>			<b>\$0.00</b>


Comments from Acme Brick Architectural Representative:

There have been significant increases throughout the masonry products industry...as with all construction building materials. Since Covid, there have been unprecedented increases, mostly due to labor increases and raw material increases. Additionally, as the commercial construction sector continues to be strong, supply and demand has also factored into the masonry material increases. Luckily for Acme Brick, we "front-loaded" the job with a price that anticipated the brick not shipping until late 2023 / early 2024, so there was no need for us to increase the price...that's usually not the case.

Steve Morris  
Acme Brick Architectural Representative  
June 26, 2024

These comments refer to the face brick on the project but this gentleman is involved with the masonry business in the Austin area.

O'Connell Robertson  
811 Barton Springs Rd, Suite 900  
Austin, Texas 78704

  
June 26, 2024  
SIGNATURE DATE

Waco Independent School District  
501 Franklin Avenue  
Waco, Texas 76701

246  
SIGNATURE DATE

Rogers-O'Brien Construction Company  
1901 Regal Row  
Dallas, Texas 75235

Brian Glade 6/5/2024  
SIGNATURE DATE



# BRAZOS MASONRY

S I N C E 1 9 8 9

June 5, 2024

ATTN:  
 Rogers-O'Brien Construction  
 400 Austin Ave Suite 201  
 Waco TX 76701

PROJECT: Waco High School  
 LOCATION: Waco TX

## CHANGE ORDER PROPOSAL

Below you will find pricing to perform additional work on the above referenced project.

**DESCRIPTION OF CHANGE:**

Material Cost Escalation

Per: BMI Pricing Request:# 20

ITEM	QUANTITY	UNIT OF MEASURE	U/P LABOR	TOTAL	U/P	TOTAL	TOTAL
				LABOR	MAT	MAT	
4" CMU	-10861	ea.			\$ 1.10	-\$11,947.10	-\$11,947.10
8" CMU	-135701	ea.			\$ 1.51	-\$204,908.51	-\$204,908.51
12" CMU	-29276	ea.			\$ 2.30	-\$67,334.80	-\$67,334.80
4" CMU	10861	ea.			\$ 1.43	\$15,531.23	\$15,531.23
8" CMU	135701	ea.			\$ 1.95	\$264,616.95	\$264,616.95
12" CMU	29276	ea.			\$ 2.97	\$86,949.72	\$86,949.72
Gray Mortar @ CMU	-449	ea.			\$ 181.00	-\$81,269.00	-\$81,269.00
Gray Mortar @ Brick	-285	ea.			\$ 181.00	-\$51,585.00	-\$51,585.00
Gray Mortar @ Stone	-119	ea.			\$ 265.00	-\$31,535.00	-\$31,535.00
Gray Mortar @ CMU	449	ea.			\$ 273.00	\$122,577.00	\$122,577.00
Gray Mortar @ Brick	285	ea.			\$ 268.00	\$76,380.00	\$76,380.00
Gray Mortar @ Stone	119	ea.			\$ 355.00	\$42,245.00	\$42,245.00
Grout	-1130	yds.			\$ 97.00	-\$109,610.00	-\$109,610.00
Grout	1130	yds.			\$ 111.70	\$126,221.00	\$126,221.00
SUB TOTAL					\$0.00	\$176,331.49	\$176,331.49
MATERIAL TAX				0.00%			\$0.00
SUB TOTAL							\$176,331.49
OH & P				10.00%			\$17,633.15
<b>GRAND TOTAL</b>					<b>Add</b>		<b>\$193,965.00</b>

Duration of Working Days ADDED to Contract Schedule:

Please send a change order as soon as possible if this work is to take place. Work under this proposal will NOT take place unless formal change order is received.

Any alteration to this change order without the approval of Brazos Masonry is prohibited and will void the change order. Change order price is good for 30 days. After 30 days costs may be reevaluated

Sincerely,  
 Brazos Masonry, Inc.  
*Matt Farley*  
 \_\_\_\_\_  
 Mat Farley  
 VP Project Management



---

2561 S.W. Grapevine Mills Pkwy – Suite 200  
Grapevine, TX 76051

June 4, 2024

Re: Amerimix pricing information for Waco High School

To: Matt Farley – Vice President of Project Management

Matt,

We quoted Brazos Masonry pricing for Waco High School in the summer of 2022, based on current pricing at that time. Below is pricing for projects shipping at that time:

PCL N Gray	\$181
PCL S Gray	\$181
PCL N White	\$265

Between when we quoted this in the summer of 2022 and when it began shipping in May of 2023, cost inputs escalated dramatically and mortar price increased as a result. Below is pricing in effect at the time the job started for this project:

PCL N Gray	\$268
PCL S Gray	\$273
PCL N White	\$355

Let me know if I can help with anything else.

Thanks,

**Mike Atwood, CDT, CCCM, CMT**  
Central Texas Masonry Sales  
**Jewell, an Oldcastle Company**

## Matt Farley

---

**From:** Atwood, Mike <Mike.Atwood@oldcastle.com>  
**Sent:** Monday, July 11, 2022 1:57 PM  
**To:** Phillip Rodriguez  
**Subject:** RE: Waco High School

Phillip,  
See below for updated pricing, based on today's price and start of masonry projected price for June 2023. I tried to call you to discuss. Please call me, when you get this.

Pricing is good for 30 days.

Also for shipments beginning January 1, 2024, the following escalators will be added:  
Q1&Q2 2024 add 7.5% to 2023 pricing  
Q3&Q4 2024 add 7.5% to Q1&Q2 2024 pricing

Product Current Q2-2023

PCL S Gray ~~\$181~~ \$217

Gray Mortar @ CMU &  
Gray Mortar @ Brick

PCL N Std Colors ~~\$265~~ \$308

Coarse Grout \$160 \$197

colored Mortar @ Rock

Pallets \$20/\$20

Supply Chain Surcharge, based on \$100 per load, is included in bag pricing.

If marked conditions cool, we will evaluate the need for escalators and, hopefully we will be able to tighten our numbers.

Let me know if you have any questions.

Thanks,

**Mike Atwood, CDT, CCCM, CMT**

Central Texas Masonry Sales

**Jewell, an Oldcastle Company**

Cell 737.600.5918

Customer Service - 844.576.1364

Fax – 855.332.3235



Jewell  
 an Oldcastle company  
 2561 Southwest Grapevine Pkwy Suite 200  
 Grapevine, Texas 76051  
 Phone: 844-576-1364 Fax: 888-302-0464

# INVOICE

RECEIVED MAY 31 2023

**ENTERED**

**JUN 09 2023**

INVOICE NO: 171554425

INVOICE DATE: 05/30/23

DUE DATE: 06/29/23

DELIVERY NO: 34196326

**Remit To:**

Oldcastle APG, Inc.  
 P.O. Box 281479  
 Atlanta GA 30384-1479  
 USA

**PICK UP/SHIP TO:**

WACO HIGH SCHOOL  
 2020 North 42nd St  
 Juan Ramirez 254.379.3111  
 Waco TX 76710

MAIL TO: 137848  
 BRAZOS MASONRY  
 PO BOX 23428  
 WACO TX 76702-3428

ORDERED BY: 137848  
 Brazos Masonry  
 PO Box 23428  
 Waco TX 76702-3428  
 Contact  
 Phone 254-848-5830

SOLD TO: 137848 / Brazos Masonry

JOB NAME		ORDER NO	ORDER DATE	CUST PO NO	SALESPERSON
WACO HIGH SCHOOL		1021272854	05/04/23	13678	Mike Atwood
TERMS	DELIVERY DATE	CARRIER		F.O.B.	
Net 30 Days /	05/26/23	Gerald Turmel Db a Gerald Turmel		FOB Destination	

LN NO	ITEM / DESCRIPTION	SHIP WHSE	QTY U/M	NET PRICE PER	AMOUNT	NON TAX
1	62100014 Amerimix 400 Type S Mortar PortlandLime 3000lb	164	16.0 EA	273.00	4,368.00	*
2	99050130 Pallet Charge	164	16.0 EA	20.00	320.00	*

MORTAR @ CMU

JOB: 1742 P.O. 13678

PHASE/COST CODE \_\_\_\_\_

AMOUNT: \_\_\_\_\_ APPR BY: 09

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<http://oldcastleapg.billtrust.com>

ITEM TOTAL	4,688.00
ORDER TOTAL	4,688.00
TAX TOTAL	0.00
INVOICE TOTAL	4,688.00
<b>TO PAY USD</b>	<b>\$4,688.00</b>

TO VIEW AND PAY ONLINE GO TO [http://oldcastleapg.billtrust.com/](http://oldcastleapg.billtrust.com) USE THIS ENROLLMENT TOKEN PRZ VQH RFV

If there is a cash discount printed above, the discount is allowed only if paid in full by the indicated terms. Accounts not paid within terms are subject to being placed on a cash basis, and to pay a finance charge of 1.5% per month (18% per annum) on any past due amount. No credits will be issued for damages or shortages unless noted on delivery receipt.

INVOICE

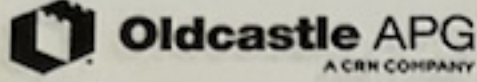
RECEIVED

INVOICE NO: 171663175

INVOICE DATE: 04/19/24

DUE DATE: 05/20/24

DELIVERY NO: 36178571



Jewell  
an Oldcastle company  
400 E. Las Colinas Blvd, Suite 100  
Irving, Texas 75039  
Phone: 844-576-1364 Fax: 888-302-0464

5

Remit To:  
Oldcastle APG, Inc.  
P.O. Box 281479  
Atlanta GA 30384-1479  
USA

ENTERED  
APR 29 2024  
BY:

PICK UP/SHIP TO:  
WACO HIGH SCHOOL  
2020 North 42nd St  
Juan Ramirez 254.379.3111  
Waco TX 76710

ORDERED BY: 137848  
Brazos Masonry  
PO Box 23428  
Waco TX 76702-3428  
Contact  
Phone 254-848-5830

MAIL TO: 137848  
BRAZOS MASONRY  
PO BOX 23428  
WACO TX 76702-3428

UNPAID INVOICES  
WACO HIGH SCHOOL

SOLD TO: 137848 / Brazos Masonry

JOB NAME		ORDER NO	ORDER DATE	CUST PO NO	SALESPERSON	
WACO HIGH SCHOOL		1022698208	04/17/24	13678	Mike Atwood	
TERMS		DELIVERY DATE	CARRIER		F.O.B.	
Net 30 Days /		04/19/24	Gordillo Transportation Inc		FOB Destination	
LN NO	ITEM / DESCRIPTION	SHIP WHSE	QTY U/M	NET PRICE PER	AMOUNT	NON TAX
1	62100015 Amerimix 400 Type N Mortar PortlandLime 3000lb	164	16.0 EA	268.00	4,288.00	*
2	99050130 Pallet Charge	164	16.0 EA	20.00	320.00	*

Mortar @ Brick

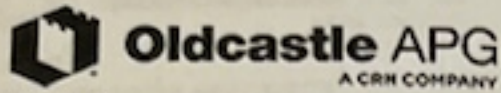
JOB: 1742 P.O. 13678  
 PHASE/COST CODE: \_\_\_\_\_  
 AMOUNT: \_\_\_\_\_ APPR BY: [Signature]

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ITEM TOTAL	4,608.00
ORDER TOTAL	4,608.00
TAX TOTAL	0.00
INVOICE TOTAL	4,608.00
TO PAY USD	\$4,608.00

TO VIEW AND PAY ONLINE GO TO <http://oldcastleapg.billtrust.com/> USE THIS ENROLLMENT TOKEN PRZ VQH RFV

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Jewell  
an Oldcastle company  
400 E. Las Colinas Blvd, Suite 100  
Irving, Texas 75039  
Phone: 844-576-1364 Fax: 888-302-0464

INVOICE

RECEIVED INVOICE NO: 171662333

RECEIVED

APR 19 2024

INVOICE NO: 171662333  
INVOICE DATE: 04/18/24  
DUE DATE: 05/17/24  
DELIVERY NO: 36144891

**ENTERED**  
APR 29 2024  
BY: \_\_\_\_\_

5

Remit To:  
Oldcastle APG, Inc.  
P.O. Box 281479  
Atlanta GA 30384-1479  
USA

PICK UP/SHIP TO:  
WACO HIGH SCHOOL  
2020 North 42nd St  
Juan Ramirez 254.379.3111  
Waco TX 76710

MAIL TO: 137848  
BRAZOS MASONRY  
PO BOX 23428  
WACO TX 76702-3428

ORDERED BY: 137848  
Brazos Masonry  
PO Box 23428  
Waco TX 76702-3428  
Contact  
Phone 254-848-5830


SOLD TO: 137848 / Brazos Masonry

JOB NAME		ORDER NO	ORDER DATE	CUST PO NO		SALESPERSON	
WACO HIGH SCHOOL		1022672998	04/12/24	13678		Mike Atwood	
TERMS		DELIVERY DATE	CARRIER			F.O.B.	
Net 30 Days /		04/17/24	Compass Carriers LLC dba Compass			FOB Destination	
LN NO	ITEM / DESCRIPTION	SHIP WHSE	QTY U/M	NET PRICE PER	AMOUNT	NON TAX	
1	62100014 Amerimix 400 Type S Mortar PortlandLime 3000lb	164	16.0 EA	273.00	4,368.00	*	
2	99050130 Pallet Charge	164	16.0 EA	20.00	320.00	*	

Mortar @ CMU

JOB: 1742 P.O. 13678  
PHASE/COST CODE: \_\_\_\_\_  
AMOUNT: \_\_\_\_\_ APPR BY: MF

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ITEM TOTAL	4,688.00
ORDER TOTAL	4,688.00
TAX TOTAL	0.00
INVOICE TOTAL	4,688.00
TO PAY USD	\$4,688.00

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**oldcastle APG**  
A CRH COMPANY  
 Jewell  
 an Oldcastle company  
 2561 Southwest Grapevine Pkwy Suite 200  
 Grapevine, Texas 76051  
 Phone: 844-576-1364 Fax: 888-302-0464

INVOICE  
 RECEIVED FEB 22 2024

029241

**ENTERED**

INVOICE NO: 171640802  
 INVOICE DATE: 2/21/24  
 DUE DATE: 03/22/24  
 DELIVERY NO: 35772614

3

MAR 07 2024

Remit To:  
 Oldcastle APG, Inc.  
 P.O. Box 281479  
 Atlanta GA 30384-1479  
 USA

PICK UP/SHIP TO:  
 WACO HIGH SCHOOL  
 2020 North 42nd St  
 Juan Ramirez 254.379.3111  
 Waco TX 76710

MAIL TO: 137848  
 BRAZOS MASONRY  
 PO BOX 23428  
 WACO TX 76702-3428

ORDERED BY: 137848  
 Brazos Masonry  
 PO Box 23428  
 Waco TX 76702-3428  
 Contact  
 Phone 254-848-5830

**ENTERED**

MAR 15 2024

SOLD TO: 137848 / Brazos Masonry

LN NO	ITEM / DESCRIPTION	SHIP WHSE	QTY U/M	NET PRICE PER	AMOUNT	NON TAX
1	65100141 AMX 400 PCL-N White 3000lb	164	16.0 EA	355.00	5,680.00	*
2	99050130 Pallet Charge	164	16.0 EA	20.00	320.00	*


Mortar @ Stone

JOB: 1742 P.O. 13678

PHASE/COST CODE \_\_\_\_\_

AMOUNT: \_\_\_\_\_ APPR BY: [Signature]

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<http://oldcastleapg.billtrust.com>



ITEM TOTAL	6,000.00
ORDER TOTAL	6,000.00
TAX TOTAL	0.00
INVOICE TOTAL	6,000.00
TO PAY USD	\$6,000.00

TO VIEW AND PAY ONLINE GO TO <http://oldcastleapg.billtrust.com/> USE THIS ENROLLMENT TOKEN PRZ VQH RFV

If there is a cash discount printed above, the discount is allowed only if paid in full by the indicated terms. Accounts not paid within terms are subject to being placed on a cash basis, and to pay a finance charge of 1.5% per month (18% per annum) on any past due amount. No credits will be issued for damages or shortages unless noted on delivery receipt.

**AHI Supply, LP**  
**P.O. Box 2789**  
**Alvin, Texas 77512**  
**(800) 873-5794**  
[www.ahi-supply.com](http://www.ahi-supply.com)



May 27<sup>th</sup>, 2022

Dear Valued Customer,

Above all, AHI Supply would like to thank you for your continued support, and we value your partnership.

As our industry continues to receive unprecedented price increases across the board, we are now faced with cement cost increases. Our costs have risen significantly on pigments, empty bags, freight/transportation, labor, and energy costs. The impacts of the continued supply chain issues, material shortages, and fuel and energy surcharges has created significant inflationary pressures on the cost of our business. Shortages and extended lead times of some raw materials have required us to limit sales on several products to ensure we have adequate inventory to service our existing customers. We have done all that we can do to help mitigate many of these challenges, but our costs continue to rise. To allow us to continue to be a reliable supplier and partner, it is unavoidable that we announce a price increase on the products below that we currently supply you with.

**The following increases will be effective July 1<sup>st</sup>, 2022:**

- \$1.10 per bag on all Spectrum Gray and Colored Portland & Lime Cements
- \$0.80 per bag on Spectrum White Portland & Lime (N&S), all Spectrum Colored Masonry Cements, and all Texas Lehigh Gray Cement Products
- \$0.40 per bag on Spectrum White Masonry Cement and Lehigh White Masonry Cement
- \$0.35 per bag on all Spectrum Sanded Cement Products
- \$0.90 per bag on Austin White Lime
- \$1.00 per gallon on TexTral Masonry Cleaner
- An approximate 5% increase on all angle iron sizes
- A delivery charge based on destination

We will continue to monitor the market and adjust accordingly. As always, please be assured that AHI Supply is committed to serving you at a very high standard. Please do not hesitate to call me or your sales representative if you have any questions, or if we can be of service to you in any way.

Sincerely,

A handwritten signature in black ink, appearing to read "Joel Johnson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Joel Johnson  
Sales Manager



# TEXAS LEHIGH CEMENT COMPANY LP

---

April 29, 2022

## TO OUR VALUED CUSTOMERS:

We value your business and pledge our continued support to serve your cement requirements with quality products and service. In previous communications, we mentioned the possibility of a midyear increase if conditions persisted. Market demand has continued to strengthen and our manufacturing and logistics costs have continued to escalate.

In response to customer requests and to ensure sufficient time for planning, bid work and budgeting, we are notifying you of the following adjustments to your pricing below.

**Effective July 1, 2022** the following increases out of all Texas terminal locations and the Buda, TX plant:

- |                                |                      |
|--------------------------------|----------------------|
| • <b>\$12.00 per short ton</b> | All Bulk Cements     |
| • <b>\$0.60 per bag</b>        | Portland Gray Cement |
| • <b>\$0.60 per bag</b>        | White Cement         |
| • <b>\$0.55 per bag</b>        | Masonry Cement       |
| • <b>\$0.60 per bag</b>        | Oil Well Cement      |
| • <b>\$12.00 per bag</b>       | Standard Super Sacks |
| • <b>\$5.00 per pallet</b>     | All sack products    |

All other terms and conditions of sale will remain unchanged.

Delivered prices to your location will be furnished upon request. Any increases in transportation costs will be added to your invoice, as they become effective. No price protection will be offered.

We appreciate and value your continuing business and pledge our continued support to serve your cement requirements with quality products and service. If you have any questions, please contact your sales professional.

**Texas Lehigh Cement Company LP**

Matt Gotta  
VP Sales and Marketing

April 1, 2022

Customer: Brazos Masonry, Inc. #2757 & Legacy Masonry, LLC #6047

PRODUCT CODE	DESCRIPTION	OLD PRICES	4-1-2022
SPGRAY	Spectrum Gray P&L - N	\$ 7.90	\$ 8.85
SPGRAYS	Spectrum Gray P&L - S	\$ 7.95	\$ 8.90
TLCN	Texas Lehigh Masonry - N	\$ 7.15	\$ 7.65
TLCS	Texas Lehigh Masonry - S	\$ 7.25	\$ 7.75
TLCI	Texas Lehigh Portland Type I	\$ 8.70	\$ 9.30
APGS	APG Mason's Lime Type S - 50#	\$ 7.43	\$ 8.43
SPWMASN	Spectrum White Masonry - N	\$ 11.95	\$ 12.70
SPWHT	Spectrum White P&L - N	\$ 12.40	\$ 13.35
SPWHTS	Spectrum White P&L - S	\$ 12.70	\$ 13.65
SP72420F	CUSTOM Shell P&L - N	\$ 14.40	\$ 15.35
SPALMOND	Spectrum Almond P&L - N	\$ 15.00	\$ 15.95
SPAUTAN	Spectrum Austin Tan P&L - S	\$ 13.35	\$ 14.30
SPBRBRN	Spectrum Brazos Brown P&L - N	\$ 14.10	\$ 15.05
SPCAPS	Spectrum Caprock Buff P&L - S	\$ 15.35	\$ 16.30
SPCONCH	Spectrum Concho Brown Masonry - N	\$ 12.80	\$ 13.55
SPDRKBLKPL	Spectrum Dark Black P&L - N	\$ 16.80	\$ 19.75
SPDRKBRN	Spectrum Dark Brown P&L - S	\$ 15.10	\$ 16.05
SPHCB	Spectrum Hill Country Buff P&L - S	\$ 15.60	\$ 16.55
SPKHAKI	Spectrum Khaki P&L -S	\$ 15.35	\$ 16.30
SPLIMESTONE	Spectrum Limestone P&L - S	\$ 15.35	\$ 16.30
SPLOE	Spectrum Lakes of Eldridge Buff P&L - N	\$ 15.00	\$ 15.95
SPLQ	Spectrum Light Quarry Masonry -N	\$ 14.50	\$ 15.25
SPLTBLK	Spectrum Light Black Masonry - N	\$ 13.15	\$ 13.90
SPLTBRN	Spectrum Light Brown Masonry - N	\$ 13.90	\$ 14.65
SPMEDBLK	Spectrum Medium Black Masonry - N	\$ 14.90	\$ 17.05
SPMER	Spectrum Meridian Mauve Masonry - N	\$ 13.65	\$ 14.40
SPPANAM	Spectrum Pan Am Red P&L - N	\$ 15.35	\$ 16.30
SPPEC	Spectrum Pecos Brown Masonry - S	\$ 13.90	\$ 14.65
SPRIOPL	Spectrum Rio Grande Red P&L - S	\$ 13.10	\$ 14.05
SPROSE	Spectrum Perry Rose P&L - S	\$ 13.00	\$ 13.95
SPRYLUMBR	Spectrum Royal Umber P&L - S	\$ 13.35	\$ 14.30
SPSHELL	Spectrum Shell P&L - S	\$ 15.35	\$ 16.30
SPSTONE	Spectrum Stone Buff P&L - N	\$ 15.00	\$ 15.95
SPTAUPE	Spectrum Taupe Masonry - N	\$ 12.80	\$ 13.55
SPTTB	Spectrum Texas Tech Brown Masonry - N	\$ 13.90	\$ 14.65
SPTXGOLD	Spectrum Texas Gold P&L - N	\$ 14.75	\$ 15.70
SPTXTAN	Spectrum Texas Tan Masonry - N	\$ 12.55	\$ 13.30
SPTXTANS	Spectrum Texas Tan Masonry - S - 75#	\$ 13.60	\$ 14.35
SPUTTAN	Spectrum UT Tan P&L - N	\$ 13.85	\$ 14.80
SPVANILLA	Spectrum Vanilla Masonry - N	\$ 14.60	\$ 15.35
SPWHEAT	Spectrum Wheat Masonry - N	\$ 14.60	\$ 15.35

Additional haul charges may apply.

1-Nov-22

Customer: Brazos Masonry, Inc. #2757 & Legacy Masonry, LLC #6047

PRODUCT CODE	DESCRIPTION	9-1-2022	11-1-2022
SPGRAY	Spectrum Gray P&L - N	\$ 11.45	\$ 11.75
SPGRAYS	Spectrum Gray P&L - S	\$ 10.95	\$ 11.25
TLCN	Texas Lehigh Masonry - N	\$ 8.45	\$ 8.75
TLCS	Texas Lehigh Masonry - S	\$ 8.55	\$ 8.85
TLCI	Texas Lehigh Portland Type I	\$ 10.10	\$ 10.50
APGS	APG Mason's Lime Type S - 50#	\$ 12.83	\$ 12.83
SPWMASN	Spectrum White Masonry - N	\$ 13.10	\$ 13.10
SPWHT	Spectrum White P&L - N	\$ 15.95	\$ 16.25
SPWHTS	Spectrum White P&L - S	\$ 15.70	\$ 16.00
SP72420F	CUSTOM Shell P&L - N	\$ 17.95	\$ 18.25
SPALMOND	Spectrum Almond P&L - N	\$ 18.55	\$ 18.85
SPAUTAN	Spectrum Austin Tan P&L - S	\$ 16.35	\$ 16.65
SPBRBRN	Spectrum Brazos Brown P&L - N	\$ 17.65	\$ 17.95
SPCAPS	Spectrum Caprock Buff P&L - S	\$ 18.35	\$ 18.65
SPCONCH	Spectrum Concho Brown Masonry - N	\$ 14.35	\$ 14.65
SPDRKBLKPL	Spectrum Dark Black P&L - N	\$ 22.35	\$ 22.65
SPDRKBRN	Spectrum Dark Brown P&L - S	\$ 18.10	\$ 18.40
SPHCB	Spectrum Hill Country Buff P&L - S	\$ 18.60	\$ 18.90
SPKHAKI	Spectrum Khaki P&L -S	\$ 18.35	\$ 18.65
SPLOE	Spectrum Lakes of Eldridge Buff P&L - N	\$ 18.55	\$ 18.85
SPLQ	Spectrum Light Quarry Masonry -N	\$ 16.05	\$ 16.35
SPLTBLK	Spectrum Light Black Masonry - N	\$ 14.70	\$ 15.00
SPLTBRN	Spectrum Light Brown Masonry - N	\$ 15.45	\$ 15.75
SPMEDBLK	Spectrum Medium Black Masonry - N	\$ 17.85	\$ 18.15
SPMER	Spectrum Meridian Mauve Masonry - N	\$ 15.20	\$ 15.50
SPPANAM	Spectrum Pan Am Red P&L - N	\$ 18.90	\$ 19.20
SPPEC	Spectrum Pecos Brown Masonry - S	\$ 15.45	\$ 15.75
SPRIOPL	Spectrum Rio Grande Red P&L - S	\$ 16.10	\$ 16.40
SPROSE	Spectrum Perry Rose P&L - S	\$ 16.00	\$ 16.30
SPRYLUMBR	Spectrum Royal Umber P&L - S	\$ 16.35	\$ 16.65
SPSHELL	Spectrum Shell P&L - S	\$ 18.35	\$ 18.65
SPSTONE	Spectrum Stone Buff P&L - N	\$ 18.55	\$ 18.85
SPTAUPE	Spectrum Taupe Masonry - N	\$ 14.35	\$ 14.65
SPTTB	Spectrum Texas Tech Brown Masonry - N	\$ 15.45	\$ 15.75
SPTXGOLD	Spectrum Texas Gold P&L - N	\$ 18.30	\$ 18.60
SPTXTAN	Spectrum Texas Tan Masonry - N	\$ 14.10	\$ 14.40
SPTXTANS	Spectrum Texas Tan Masonry - S - 75#	\$ 15.15	\$ 15.45

# Order Invoice



**AHI SUPPLY LP**  
 2800 NORTH GORDON  
 ALVIN, TX 77511  
 US  
 Tel: 281-331-0088

RECEIVED JUN 05 2023

**ENTERED**

JUN 09 2023

Invoice No Page

1555089 1

Invoice Date

06/01/2023

**Bill To:**

Brazos Masonry, Inc.  
 PO Box 23428  
 Waco, TX 76702  
 US

**Ship To:**

WACO HIGH  
 2020 N 42ND ST  
 WACO TX  
 DELIVERY  
 US

Order No	Order Date	Customer No	Loc	Sales Rep
1870622	05/03/2023	2757	BD	225 Jacob Emery

Customer PO Number	Job No	Ship Via	PPD/COL
13676		BUDA	

Item No Description	Qty	Qty Shipped/Returned		Unit Disc%	UOM	Extended Price
			Qty Backordered			

TLCI Texas Lehigh T-I Gray Portland	490.00		490.00	10.500000	BG	5,145.00
HAUL Hauling Charge	1.00		1.00	350.000000	EA	350.00

JOB: 1742 P.O. 13676  
 PHASE/COST CODE \_\_\_\_\_  
 AMOUNT: \_\_\_\_\_ APPR BY: JF

**Comments:**

<b>Sale Amount:</b>	5,495.00
<b>Misc./Handling:</b>	0.00
<b>Shipping/Freight:</b>	0.00
<b>Sales Tax:</b>	<del>28.88</del>
<b>SubTotal:</b>	<del>5,523.88</del>
<b>Amount Received:</b>	0.00
<b>Balance Due:</b>	<b>5,523.88</b>

258

**Terms:** Net 90 days



**AHI SUPPLY LP**  
 2800 NORTH GORDON  
 ALVIN, TX 77511  
 US  
 Tel: 281-331-0088

# Order Invoice

RECEIVED FEB 28 2024

Invoice No	Page
1605718	1
Invoice Date	
02/26/2024	

**Bill To:**

Brazos Masonry, Inc.  
 PO Box 23428  
 Waco, TX 76702  
 US

**Ship To:**

WACO HIGH SCHOOL  
 2020 N 42ND  
 WACO TX  
 DELIVERY JUAN 254-379-1111  
 US

**ENTERED**

**MAR 07 2024**

Order No	Order Date	Customer No	Loc	Sales Rep
1929088	02/22/2024	2757	BD	225 Jacob Emery
Customer PO Number	Job No	Ship Via	PPD/COL	
		BUDA		

Item No	Qty	Qty Shipped/Returned	Unit	UOM	Extended Price
Description		Qty Backordered	Disc%		
TLCI Texas Lehigh T-I Gray Portland	490.00	490.00	10.500000	BG	5,145.00
PALLETS Pallets Shipped	14.00	14.00	0.000000	EA	0.00
HAUL Hauling Charge	1.00	1.00	50.000000	EA	50.00

5.4 Bags of Portland per yard of grout= \$56.70/Yard

JOB: 1742 P.O. 13676

PHASE/COST CODE \_\_\_\_\_

AMOUNT: \_\_\_\_\_ APPR BY: [Signature]

**Comments:**

Sale Amount:	5,195.00
Misc./Handling:	0.00
Shipping/Freight:	0.00
Sales Tax:	<del>4.13</del>
SubTotal:	<del>5,199.13</del>
Amount Received:	0.00
<b>Balance Due:</b>	<b>5,199.13</b>

Terms: Net 90 days



RECEIVED MAY 31 2023

ENTERED

JUN 09 2023

INVOICE

7140808106

PAGE 1

DATE 5/30/2023

Net 30

1112 E Copeland Rd, Suite 500  
Arlington, TX 76011  
(800)877-2269

ACCOUNT NO. 17251

Location : 1588B  
ASA, TX

SOLD TO BRAZOS MASONRY INC  
ACCOUNTS PAYABLE  
PO BOX 23428  
WACO , TX 76702-3428

PO Number : 13677  
Order Number : 16485  
Customer Job #:

FOB - WACO HIGH SCHOOL

\$16.50/Ton  
(Material cost)

Product: 38 Product Description: PEAMIX

Tickets:  
45438089 11.80

Qty	Rate	Amount *	Tax	Subtotal
11.80	16.50	\$194.70	\$0.00	\$194.70

USPS Mailing:  
Arcosa Aggregates  
P.O. Box 911205  
Dallas, TX 75373-1205

For ACH Delivery:  
Remit to: Arcosa Aggregates  
Bank Routing Number: 028000024  
Account No.: 20000011261516

Invoice Subtotal	Load Fee	Invoice Total
\$194.70	\$2.95	\$197.65

\*This figure may include miscellaneous charges such as freight, service fees, and etcetera.

\*\* Want to receive your invoices by email?  
Please email us @ [ArcMatAR.Remit@arcosa.com](mailto:ArcMatAR.Remit@arcosa.com) \*\*

JOB: 1742 P.O. 13677

PHASE/COST CODE \_\_\_\_\_

AMOUNT: \_\_\_\_\_ APPR BY: JS

RECEIVED JUN 19 2023

Excavation and Hauling,

Invoice 2499

Old Bethany Rd.  
Waco, TX 76630  
(817) 379-2562  
loredotrucking@gmail.com

**ENTERED**

**JUL 11 2023**

**BILL TO**  
Brazos Masonry Inc.  
287 Cherokee Trail  
Waco, TX. 76712 McLennan

DATE  
06/19/2023

PLEASE PAY  
\$468.93

DUE DATE  
06/29/2023

**\$21/Ton (Freight Cost)**

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
06/09/2023	Waco High School PO-13889	Ticket(s): 45440895	22.33	21.00	468.93

TOTAL DUE

\$468.93

THANK YOU

**\$37.50/ton (material & freight)**

JOB: 1742 P.O. 13884

PHASE/COST CODE \_\_\_\_\_

AMOUNT: \_\_\_\_\_ APPR BY: JF

SONRY, INC.

RECEIVED

MAR 28 2024

Invoice 2798

edo's Excavation and Hauling,  
LC  
1551 Old Bethany Rd.  
Bruceville, TX 76630  
(254) 379-2562  
loredotrucking@gmail.com

ENTERED

APR 06 2024

BILL TO

Brazos Masonry Inc.  
287 Cherokee Trail  
Waco, TX. 76712 McLennan

DATE 03/28/2024	PLEASE PAY \$660.00	DUE DATE 04/07/2024
--------------------	------------------------	------------------------

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
03/20/2024	Waco High School PO- 13889	Ticket: 30654 Material: Pea Mix	15	23.00	345.00
03/20/2024	Waco High School PO- 13889	Ticket: 30654 Hauling	15	21.00	315.00
TOTAL DUE					\$660.00

THANK YOU.

Aggregate for Grout mix is \$44/Ton.  
1.25 Tons per yard=\$55/Yard

JOB: 1742 P.O. 13889

PHASE/COST CODE \_\_\_\_\_

AMOUNT: \_\_\_\_\_ APPR BY: [Signature]



# Austin Block + Hardscape

Innovative Concrete Solutions  
For Inspired Spaces™

5/31/2024

To Whom It May Concern,

The below prices were subject to change due to market conditions. Please let me know if you have any questions or need anything additional.

4" CMU: Original quote amount \$1.10...price at start of project \$1.43  
8" CMU: Original quote amount \$1.51...price at start of project \$1.95  
12" CMU: Original quote amount \$2.30...price at start of project \$2.97

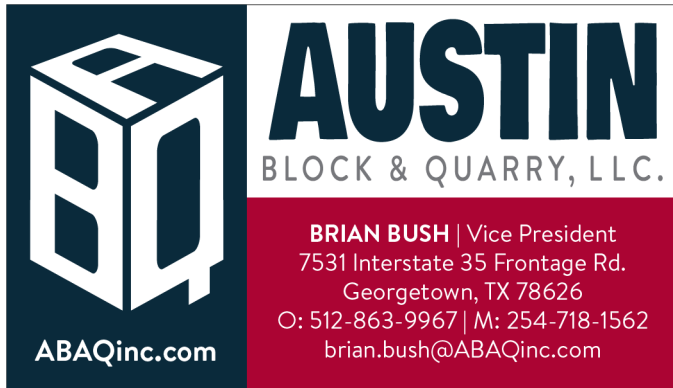
Adriana Espinoza | Owner and Managing Member  
7531 N Interstate 35  
Georgetown, TX 78626  
O: 512.930.1398  
Adriana.dm@ausbh.com

## Matt Farley

---

**From:** Brian Bush <brian.bush@abaqinc.com>  
**Sent:** Wednesday, July 13, 2022 3:09 PM  
**To:** Phillip Rodriguez  
**Subject:** RE: Waco High School

Correct



---

**From:** Phillip Rodriguez <prodriguez@brazosmasonry.com>  
**Sent:** Wednesday, July 13, 2022 3:03 PM  
**To:** Brian Bush <brian.bush@abaqinc.com>  
**Subject:** RE: Waco High School

Is the 7% for June 2023?

Thank you,

**Phillip Rodriguez : Estimator**  
P. 254.848.5830 | F. 206.202.0991  
[www.brazosmasonry.com](http://www.brazosmasonry.com)



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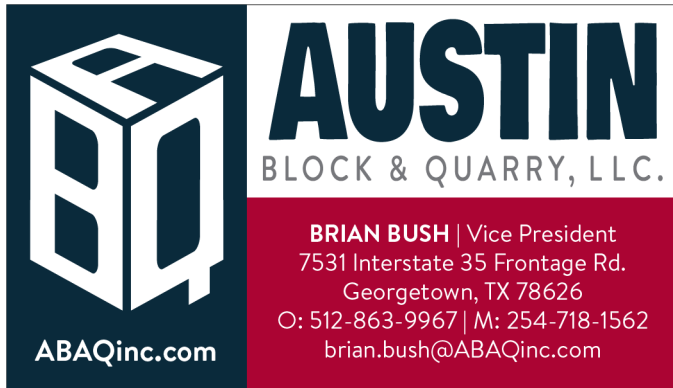
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---

**From:** Brian Bush <[brian.bush@abaqinc.com](mailto:brian.bush@abaqinc.com)>  
**Sent:** Wednesday, July 13, 2022 2:56 PM  
**To:** Phillip Rodriguez <[prodriguez@brazosmasonry.com](mailto:prodriguez@brazosmasonry.com)>  
**Subject:** RE: Waco High School

Q3-Q4 plus 7% ←

This is stating for us to follow the 2022 Q3-Q4 price list (attached) for today's pricing, and estimated 7% cost escalation for June 2023 start date.



---

**From:** Phillip Rodriguez <[prodriguez@brazosmasonry.com](mailto:prodriguez@brazosmasonry.com)>  
**Sent:** Wednesday, July 13, 2022 2:14 PM  
**To:** Brian Bush <[brian.bush@abaqinc.com](mailto:brian.bush@abaqinc.com)>  
**Subject:** Waco High School

Good Afternoon,

Could I get a price for the CMU on this Waco High School project?  
See details below:

4816 Regular Grey CMU – approx. 10,947 pcs  
8816 Regular Grey CMU – approx. 134,750 pcs  
12816 Regular Grey CMU – approx. 29,163 pcs

2020 N. 42nd Street,  
Waco TX 76710

Job is predicted to start in June 2023.

If I could get a price in today's dollars and another price for June 2023, I would appreciate it.

Thank you!

**Phillip Rodriguez : Estimator**

P. 254.848.5830 | F. 206.202.0991

[www.brazosmasonry.com](http://www.brazosmasonry.com)



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**Brazos/Legacy - Q3-Q4" 2022 Delivered Pricing-\*\*\* ADD 5% TO JOBS THAT START IN 2023\*\*\***

NW	Units Per Pallet	Austin	San Antonio	DFW	Houston	BCS	Bell/ McLennan	Special Add	IWR Add	Face Add	End Add
8x2.25x16	180	\$ 0.79	\$ 0.84	\$ 0.88	\$ 0.88	\$ 0.86	\$ 0.79		\$ 0.15		
4"	150	\$ 1.10	\$ 1.15	\$ 1.19	\$ 1.19	\$ 1.17	\$ 1.10	\$ 0.10			
4"L*	100	\$ 3.98	\$ 4.03	\$ 4.07	\$ 4.07	\$ 4.05	\$ 3.98				
6"	120	\$ 1.25	\$ 1.30	\$ 1.35	\$ 1.35	\$ 1.33	\$ 1.25	\$ 0.10			
6"L*	90	\$ 4.24	\$ 4.29	\$ 4.34	\$ 4.34	\$ 4.32	\$ 4.24				
8"	90	\$ 1.51	\$ 1.59	\$ 1.66	\$ 1.66	\$ 1.64	\$ 1.51	\$ 0.10			
8"H*	90	\$ 1.72	\$ 1.80	\$ 1.87	\$ 1.87	\$ 1.85	\$ 1.72				
10"	60	\$ 2.40	\$ 2.50	\$ 2.61	\$ 2.61	\$ 2.59	\$ 2.40	\$ 0.20			
12"	60	\$ 2.30	\$ 2.41	\$ 2.52	\$ 2.52	\$ 2.50	\$ 2.30	\$ 0.10			
12"H*	60	\$ 2.55	\$ 2.66	\$ 2.77	\$ 2.77	\$ 2.75	\$ 2.55				
LW	Units Per Pallet	Austin	San Antonio	DFW	Houston	BCS	Bell/ McLennan	Special Add	IWR Add	Face Add	End Add
8x2.25x16	180	\$ 0.91	\$ 0.96	\$ 1.00	\$ 1.00	\$ 0.98	\$ 0.91		\$ 0.15		
4"	150	\$ 1.22	\$ 1.26	\$ 1.30	\$ 1.30	\$ 1.28	\$ 1.22	\$ 0.10			
4"L*	100	\$ 4.18	\$ 4.22	\$ 4.26	\$ 4.26	\$ 4.24	\$ 4.18				
6"	120	\$ 1.40	\$ 1.44	\$ 1.49	\$ 1.49	\$ 1.47	\$ 1.40	\$ 0.10			
6"L*	90	\$ 4.49	\$ 4.53	\$ 4.58	\$ 4.58	\$ 4.56	\$ 4.49				
8"	90	\$ 1.71	\$ 1.78	\$ 1.84	\$ 1.84	\$ 1.82	\$ 1.71	\$ 0.10			
8"H*	90	\$ 1.91	\$ 1.98	\$ 2.04	\$ 2.04	\$ 2.02	\$ 1.91				
10"	60	\$ 2.60	\$ 2.69	\$ 2.79	\$ 2.79	\$ 2.77	\$ 2.60	\$ 0.20			
12"	60	\$ 2.55	\$ 2.64	\$ 2.74	\$ 2.74	\$ 2.72	\$ 2.55	\$ 0.10			
12"H*	60	\$ 2.67	\$ 2.76	\$ 2.86	\$ 2.86	\$ 2.84	\$ 2.67				
SMO	Units Per Pallet	Austin	San Antonio	DFW	Houston	BCS	Bell/ McLennan	Special Add	IWR Add	Face Add	End Add
8x2.25x16	180	\$ 1.17	\$ 1.22	\$ 1.26	\$ 1.26	\$ 1.24	\$ 1.17			\$ 2.00	\$ 2.00
4**	150	\$ 2.06	\$ 2.11	\$ 2.15	\$ 2.15	\$ 2.13	\$ 2.06	\$ 0.15			
4"L*	100	\$ 4.53	\$ 4.61	\$ 4.70	\$ 4.70	\$ 4.68	\$ 4.53				
6**	120	\$ 2.48	\$ 2.53	\$ 2.58	\$ 2.58	\$ 2.56	\$ 2.48	\$ 0.15			
6"L*	90	\$ 5.05	\$ 5.10	\$ 5.15	\$ 5.15	\$ 5.13	\$ 5.05				
8**	90	\$ 2.69	\$ 2.77	\$ 2.84	\$ 2.84	\$ 2.82	\$ 2.69	\$ 0.15			
8"H*	90	\$ 3.00	\$ 3.08	\$ 3.15	\$ 3.15	\$ 3.13	\$ 3.00				
10**	60	\$ 4.26	\$ 4.36	\$ 4.47	\$ 4.47	\$ 4.45	\$ 4.26	\$ 0.50			
12**	60	\$ 3.74	\$ 3.85	\$ 3.96	\$ 3.96	\$ 3.94	\$ 3.74	\$ 0.15			
12"H*	60	\$ 4.16	\$ 4.27	\$ 4.38	\$ 4.38	\$ 4.36	\$ 4.16				
SF	Units Per Pallet	Austin	San Antonio	DFW	Houston	BCS	Bell/ McLennan	Special Add	IWR Add	Face Add	End Add
4**	150	\$ 2.32	\$ 2.37	\$ 2.41	\$ 2.41	\$ 2.39	\$ 2.32				
4"L*	100	\$ 4.79	\$ 4.87	\$ 4.96	\$ 4.96	\$ 4.94	\$ 4.79				
6**	120	\$ 2.74	\$ 2.82	\$ 2.91	\$ 2.91	\$ 2.89	\$ 2.74	\$ 0.25			
8**	90	\$ 2.88	\$ 2.95	\$ 3.02	\$ 3.02	\$ 3.00	\$ 2.88	\$ 0.25		\$ 5.00	\$ 1.00
8" w/out COLOR/IWR	90	\$ 2.69	\$ 2.78	\$ 2.86	\$ 2.86	\$ 2.84	\$ 2.69	\$ 0.25	\$ 0.25	\$ 5.00	\$ 1.00
10**	60	\$ 4.53	\$ 4.63	\$ 4.74	\$ 4.74	\$ 4.72	\$ 4.53	\$ 1.25			
12**	60	\$ 4.00	\$ 4.11	\$ 4.22	\$ 4.22	\$ 4.20	\$ 4.00	\$ 0.50			
GF (1F Burnished)	Units Per Pallet	Austin	San Antonio	DFW	Houston	BCS	Bell/ McLennan	Special Add	IWR Add	Face Add	End Add
4**	150	\$ 4.02	\$ 4.07	\$ 4.11	\$ 4.11	\$ 4.09	\$ 4.02			\$ 3.00	\$ 0.75
4"L*	100	\$ 5.07	\$ 5.15	\$ 5.24	\$ 5.24	\$ 5.22	\$ 5.07				
6**	120	\$ 4.55	\$ 4.60	\$ 4.65	\$ 4.65	\$ 4.63	\$ 4.55	\$ 0.25		\$ 3.00	\$ 1.00
8**	90	\$ 4.76	\$ 4.84	\$ 4.91	\$ 4.91	\$ 4.89	\$ 4.76	\$ 0.25		\$ 3.00	\$ 1.00
10**	60	\$ 6.33	\$ 6.43	\$ 6.54	\$ 6.54	\$ 6.52	\$ 6.33	\$ 0.50		\$ 4.00	\$ 1.50
12**	60	\$ 6.12	\$ 6.23	\$ 6.34	\$ 6.34	\$ 6.32	\$ 6.12	\$ 0.50		\$ 4.00	\$ 1.50
LTL Fee- All Product		\$ 500.00	\$ 600.00	\$ 700.00	\$ 700.00	\$ 600.00	\$ 500.00				

Email brian.bush@abaqinc.com about solid units, oversized units, special shapes and delivery areas not shown above

**NO PALLET CHARGE- ADD FUEL SURCHARGE AS RELEASED IN SEPARATE COMMUNICATIONS**

On projects less than 10,000 pieces, or on very large projects, please request a quote

Special Order Items (items with \*) less than 500 pieces are subject to a \$500 per item set up fee

Buyer is responsible for purchasing 100% of all architectural and special order CMU

NW and LW block are sold in pallet quantities only

LTL fees apply to all deliveries shipped at less than truckload quantities

Add \$250 to all loads requiring a lift to unload

Prices subject to change with a change in market conditions

Prices are valid for projects bidding and delivering thru Q4, 2022-\*\*\*Add 5% to jobs shipping in 2023\*\*\*

RECEIVED JUN 05 2023



# AUSTIN

BLOCK & QUARRY, LLC.

# INVOICE

Date	6/5/2023
S.O. No.	7916
Invoice #	12648
Due Date	6/8/2023

Bill To

BRAZOS MASONRY, INC.  
P.O. BOX 23428  
WACO, TX 76702

**ENTERED**

**JUN 08 2023**

Ship To

Waco High School  
4150 Trice Ave.  
Waco, TX 76707  
Juan Ramirez 254-379-3111

P.O. No.	13672	Terms	Net 30	Rep	BB	Project / Job	
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Description	Qty	U/M	Rate	Load #	Amount
NW 8x8x16	1,170	ea	1.95		2,281.50
NW KOBBS 8x8x16	180	ea	2.07		372.60
Pallet Charge	15		20.00		300.00
1 cent per masonry unit goes to the Concrete Masonry Checkoff Board pursuant to the Concrete Masonry Products Research, Education, and Promotion Act of 2018	1,350		0.01		13.50
Freight Fee	1	ea	450.00		450.00
Embedded or Discounted Freight	1	ea	-450.00		-450.00
Fuel Surcharge	1	ea	75.00		75.00
2nd Load By JPZ Trucking 6/05/23					

8" CMU @ \$1.95EA

JOB: 1742 P.O. 13672

PHASE/COST CODE \_\_\_\_\_

AMOUNT: \_\_\_\_\_ APPR BY: JB

- All orders are subject to additional surcharges in order to offset current market volatility of costs including, but not limited to, fuel, raw materials, and transportation.
- Payment terms are net 30, when purchased on account.
  - All payments made by credit card are subject to a fee of up to 3% for processing. Customer must present ID and a signed authorization.
- Quoted prices are valid for 30 days from the estimate date. Quotes older than 30 days should be re-quoted. See your salesperson for details.
- Unit prices are subject to change if your order quantity changes.
- KCJ Block, LLC. (KCJ), DBA, Austin Block & Quarry, LLC (ABAQ) do not calculate unit quantities for customers. By accepting a Sales Order, the customer agrees that all quantities in the Sales Order are correct.
- Wooden pallets purchased from, and returned to ABAQ, are eligible for a refund if returned and if accepted in reusable condition.
- Payment for special orders may be required prior to production or delivery. See your salesperson.
- All sales are final on all architectural CMU, bagged goods, and natural stone products. Sales on all products are final once production or installation has begun.
- Custom orders for items with quantities of less than 500 pieces or units are subject to a \$700 per item setup fee.
- Sales Orders for less than pallet quantities are subject to short pallet charges and fees.
- Sales Orders for less than truckload quantities are subject to less than truckload (LTL) fees.
- Customer accepts responsibility for damage to product shipped prior to the recommended ship date. (Cracks, chips, spalling, etc.)
- Customer should expect color variation on all CMU not produced on the same manufacturing date, especially when adding product to an existing or previous order.
- Sales Orders for in-stock items that are not picked up within 3 days of the requested pickup date will go back into inventory and sold on a first come, first served basis.
- Custom orders that do not ship within 60 days of the requested delivery date, and orders that remain on our premises for more than 30 days after the job is complete, must be paid for in full.
- Installation or use of any product from ABAQ constitutes acceptance that the product meets all applicable industry standards.
- Interest shall accrue on any amount due and payable hereunder that remains unpaid for more than thirty (30) days at 1.5% per month. All taxes, other than taxes based on the income of ABAQ, are the responsibility of the Customer. Applicable sales tax will be added to all invoices where ABAQ is required to remit sales/use tax to the state or other taxing jurisdiction in which the Customer resides or has its principal place of business.

Subtotal	\$3,042.60
Sales Tax (8.25%)	\$0.00
<b>Total</b>	<b>\$3,042.60</b>
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$3,042.60</b>
Thank you for your business.	



# AUSTIN

BLOCK & QUARRY, LLC.

# INVOICE

Date	12/4/2023
S.O. No.	7916
Invoice #	14941
Due Date	1/3/2024

**Bill To**

BRAZOS MASONRY, INC.  
 P.O. BOX 23428  
 WACO, TX 76702

**ENTERED**  
 JAN 18 2024

**Ship To**

Waco High School  
 4150 Trice Ave.  
 Waco, TX 76707  
 Juan Ramirez 254-379-3111

P.O. No.	13672	Terms	Net 30	Rep	BB	Project / Job	
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Description	Qty	U/M	Rate	Load #	Amount
NW 8x8x16 Stretcher KOBBS Combo	450	ea	1.95		877.50
NW 8x8x8	900	ea	1.65		1,485.00
NW 4x8x16	600	ea	1.43		858.00
Pallet Charge	5		20.00		100.00
1 cent per masonry unit goes to the Concrete Masonry Checkoff Board pursuant to the Concrete Masonry Products Research, Education, and Promotion Act of 2018	1,950		0.01		19.50
Freight Fee			450.00		450.00
Embedded or Discounted Freight	1	ea	-450.00		-450.00
Fuel Surcharge	1	ea	75.00		75.00
73rd Load By ESP-Truck Randy--12/4/2023					

JOB: 1742 P.O. 13672

PHASE/COST CODE \_\_\_\_\_

AMOUNT: \_\_\_\_\_ APPR BY: JB

- All orders are subject to additional surcharges in order to offset current market volatility of costs including, but not limited to, fuel, raw materials, and transportation.
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- Customer accepts responsibility for damage to product shipped prior to the recommended ship date. (Cracks, chips, spalling, etc.)
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- Sales Orders for in-stock items that are not picked up within 3 days of the requested pickup date will go back into inventory and sold on a first come, first served basis.
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<b>Subtotal</b>	\$3,415.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	\$3,415.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$3,415.00
Thank you for your business.	

RECEIVED OCT 12 2023



# AUSTIN

BLOCK & QUARRY, LLC.

# INVOICE

Date	10/12/2023
S.O. No.	7916
Invoice #	14320
Due Date	11/11/2023

**Bill To**

BRAZOS MASONRY, INC.  
P.O. BOX 23428  
WACO, TX 76702

**ENTERED**

**NOV 01 2023**

**Ship To**

Waco High School  
4150 Trice Ave.  
Waco, TX 76707  
Juan Ramirez 254-379-3111

P.O. No.	13672	Terms	Net 30	Rep	BB	Project / Job	
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Description	Qty	U/M	Rate	Load #	Amount
NW 12x8x16 Stretcher KOBB Combo	840	ea	2.97		2,494.80
NW 12x8x8	240	ea	2.67		640.80
NW KOBB 12x8x16	120	ea	3.12		374.40
Pallet Charge	14		20.00		280.00
1 cent per masonry unit goes to the Concrete Masonry Checkoff Board pursuant to the Concrete Masonry Products Research, Education, and Promotion Act of 2018	1,200		0.01		12.00
Freight Fee	1	ea	450.00		450.00
Embedded or Discounted Freight	1	ea	-450.00		-450.00
Fuel Surcharge	1	ea	75.00		75.00
30th Load By JPZ Trucking 10/12/2023					

**JOB: 1742 P.O. 13672**  
**PHASE/COST CODE**  
**AMOUNT: APPR BY: [Signature]**

**12" CMU @ \$2.97EA**

- All orders are subject to additional surcharges in order to offset current market volatility of costs including, but not limited to, fuel, raw materials, and transportation.
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- Sales Orders for in-stock items that are not picked up within 3 days of the requested pickup date will go back into inventory and sold on a first come, first served basis.
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<b>Subtotal</b>	\$3,877.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	\$3,877.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$3,877.00
Thank you for your business.	



# Austin Block + Hardscape

Innovative Concrete Solutions For Inspired Spaces™

RECEIVED

APR 18 2024

## INVOICE

Date	4/18/2024
S.O. No.	10454
Invoice #	16751
Due Date	5/18/2024

**Bill To**

BRAZOS MASONRY, INC.  
P.O. BOX 23428  
WACO, TX 76702

**Ship To**

Waco High School  
4150 Trice Ave.  
Waco, TX 76707  
Juan Ramirez 254-379-3111

**ENTERED**  
APR 29 2024  
BY: \_\_\_\_\_

P.O. No.	ADD ON 4.17.24 13672	Terms	Net 30	Rep	KCJ	Project / Job
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Description	Qty	U/M	Rate	Load #	Amount
NW 8x8x16 Stretcher ONLY	900	ea	1.95		1,755.00
Pallet Charge	10		20.00		200.00
1 cent per masonry unit goes to the Concrete Masonry Checkoff Board pursuant to the Concrete Masonry Products Research, Education, and Promotion Act of 2018	900		0.01		9.00
Freight Fee	1	ea	450.00		450.00
Embedded or Discounted Freight	1	ea	-450.00		-450.00
Fuel Surcharge	1	ea	50.00		50.00
ADD ON 4.17.24 PO13672 Waco High School					
1st Load By Franco Baxter 4/18/2024					

JOB: 1742 P.O. 13672

PHASE/COST CODE: \_\_\_\_\_

AMOUNT: \_\_\_\_\_ APPR BY: [Signature]

8" CMU @ \$1.95ea

- All orders are subject to additional surcharges in order to offset current market volatility of costs including, but not limited to, fuel, raw materials, and transportation.
- Payment terms are net 30, when purchased on account.
  - All payments made by credit card are subject to a fee of up to 3% for processing. Customer must present ID and a signed authorization.
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- Unit prices are subject to change if your order quantity changes.
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- Sales Orders for in-stock items that are not picked up within 3 days of the requested pickup date will go back into inventory and sold on a first come, first served basis.
- Custom orders that do not ship within 60 days of the requested delivery date, and orders that remain on our premises for more than 30 days after the job is complete, must be paid for in full.
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<b>Subtotal</b>	\$2,014.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	\$2,014.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$2,014.00

Thank you for your business.

KCJ Block LLC | Dba: Austin Block + Hardscapes  
P.O. Box 752 | Jarrell, TX 76537 | Office: 512-930-1398 | ar@AusBH.com



# Austin Block + Hardscape

Innovative Concrete Solutions For Inspired Spaces™

**ENTERED INVOICE**  
APR 29 2024  
BY: \_\_\_\_\_

RECEIVED

APR 18 2024

Date	4/18/2024
S.O. No.	7916
Invoice #	16754
Due Date	5/18/2024

**Bill To**  
BRAZOS MASONRY, INC.  
P.O. BOX 23428  
WACO, TX 76702

**Ship To**  
Waco High School  
4150 Trice Ave.  
Waco, TX 76707  
Juan Ramirez 254-379-3111

P.O. No.	13672	Terms	Net 30	Rep	BB	Project / Job
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Description	Qty	U/M	Rate	Load #	Amount
NW 4x8x16	864	ea	1.43		1,235.52
1 cent per masonry unit goes to the Concrete Masonry Checkoff Board pursuant to the Concrete Masonry Products Research, Education, and Promotion Act of 2018	864		0.01		8.64

4" CMU @ \$1.43ea

JOB: 1742 P.O. 13672

PHASE/COST CODE: \_\_\_\_\_

AMOUNT: \_\_\_\_\_ APPR BY: [Signature]

- All orders are subject to additional surcharges in order to offset current market volatility of costs including, but not limited to, fuel, raw materials, and transportation.
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- Unit prices are subject to change if your order quantity changes.
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- Sales Orders for less than truckload quantities are subject to less than truckload (LTU) fees.
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Subtotal	\$1,244.16
Sales Tax (8.25%)	\$0.00
Total	\$1,244.16
Payments/Credits	\$0.00
Balance Due	\$1,244.16
Thank you for your business.	

KCJ Block LLC | DbA: Austin Block + Hardscapes  
P.O Box 752 | Jarrell, TX 76537 | Office: 512-930-1398 | ar@AusBH.com

RECEIVED FEB 26 2024



# AUSTIN

BLOCK & QUARRY, LLC.

# INVOICE

Date	2/26/2024
S.O. No.	7916
Invoice #	15944
Due Date	3/27/2024

Bill To

BRAZOS MASONRY, INC.  
P.O. BOX 23428  
WACO, TX 76702

**ENTERED**  
**MAR 07 2024**

Ship To

Waco High School  
4150 Trice Ave.  
Waco, TX 76707  
Juan Ramirez 254-379-3111

P.O. No.	13672	Terms	Net 30	Rep	BB	Project / Job	Ship Date 2/26/24
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Description	Qty	U/M	Rate	Load #	Amount
NW 12x8x16 Stretcher KOBB Combo	1,080	ca	2.97		3,207.60
Pallet Charge	18		20.00		360.00
1 cent per masonry unit goes to the Concrete Masonry Checkoff Board pursuant to the Concrete Masonry Products Research, Education, and Promotion Act of 2018	1,080		0.01		10.80
Freight Fee	1	ca	450.00		450.00
Embedded or Discounted Freight	1	ca	-450.00		-450.00
Fuel Surcharge	1	ca	75.00		75.00
124th Load By David K 2/26/2024					

12" CMU @ 2.97ea

JOB: 1742 P.O. 13672

PHASE/COST CODE \_\_\_\_\_

AMOUNT: \_\_\_\_\_ APPR BY: [Signature]

- All orders are subject to additional surcharges in order to offset current market volatility of costs including, but not limited to, fuel, raw materials, and transportation.
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- Sales Orders for in-stock items that are not picked up within 3 days of the requested pickup date will go back into inventory and sold on a first come, first served basis.
- Custom orders that do not ship within 60 days of the requested delivery date, and orders that remain on our premises for more than 30 days after the job is complete, must be paid for in full.
- Installation or use of any product from ABAQ constitutes acceptance that the product meets all applicable industry standards.
- Interest shall accrue on any amount due and payable hereunder that remains unpaid for more than thirty (30) days at 1.5% per month. All taxes, other than taxes based on the income of ABAQ, are the responsibility of the Customer. Applicable sales tax will be added to all invoices where ABAQ is required to remit sales/use tax to the state or other taxing jurisdiction in which the Customer resides or has its principal place of business.

Subtotal	\$3,653.40
Sales Tax (8.25%)	\$0.00
<b>Total</b>	<b>\$3,653.40</b>
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$3,653.40</b>
Thank you for your business.	

KCJ Block LLC | DbA: Austin Block & Quarry  
P.O. Box 752 | Jarrell, TX 76537 | Office: 512-863-9967 | ar@kcjblock.com

**Waco Independent School District**  
**Board of Trustee Meeting Agenda Item**

**Date:** July 18, 2024

**Contact Person:** Gloria Barrera

**Re: Consider, Discuss and Take Appropriate Action Regarding Allowance Expenditure Authorization #48 for Demolition of Existing Building**

=====

**Background Information:**

The Guaranteed Maximum Price approved by the Board on September 29, 2022, included a contingency allowance to address demolition of the existing building. At the December 15, 2022 meeting, the Board of Trustees approved the demolition of the existing Performing Arts Center to allow for the expediting of the construction process.

In 2022, due to various factors, demolition prices were coming in higher than normal. The project team agreed that it was prudent to bid the demolition services closer to the actual start date. Rogers O'Brien has received proposals for this work that will start in June of 2025.

The demolition costs for the building are summarized below:

- 1. Performing Arts Center - \$147,500
- 2. Remainder of building & Site - \$1,338,400 (AEA #48)
- Total Cost All Demolition - \$1,485,900

O'Connell Robertson and Waco ISD have reviewed the proposed cost for the demolition of the remainder of the facility and find it to be acceptable. Remaining funds in the Demolition Allowance will be moved to the Owner Contingency Allowance.

**Fiscal Implications**

Funding for the costs associated with this authorization will come from the Demolition Allowance included in the project contract. This does not increase the Guaranteed Maximum Price for the project or change the project schedule.

**Administrative Recommendation(s):**

Approve Allowance Expenditure Authorization (AEA) #48 for demolition of the existing facility and authorize the Superintendent to execute the AEA



**ALLOWANCE EXPENDITURE AUTHORIZATION (AEA)**

**WACO ISD**  
**Construction Department**  
 Date: 7/10/2024

**ALLOWANCE FUND:** Demolition Allowance

**Project:** Replacement Waco High School **AEA#:** 48

**To:** Rogers-O'Brien Construction

**Re:** PCO #1160

You are authorized to perform the following item(s) of work and to adjust the Allowance Sum accordingly:

**PCO #1160 - Demolition Buyout = \$1,338,400.00**

**Remaining Balance Transfer to GMP 02 Owner Contingency = \$14,100.00**

**THIS IS NOT A CHANGE ORDER AND DOES NOT INCREASE OR DECREASE THE CONTRACT AMOUNT OR CONTRACT TIME**

Beginning Allowance Balance	<b>1,500,000.00</b>
Allowance Expenditures prior to this Authorization	<b>147,500.00</b>
Allowance will be <b>Decreased</b> by this Authorization	<b>1,352,500.00</b>
<i>*amounts that increase allowance should be shown as negative</i>	
New Allowance Balance	<b>0.00</b>

**O'Connell Robertson**  
 ARCHITECT *(Firm name)*

**Rogers-O'Brien Construction**  
 CONTRACTOR

**Waco ISD**  
 OWNER *(Firm name)*

*Jay Braulick*

*Brian Glade*

SIGNATURE

SIGNATURE

SIGNATURE

**Jaiy Braulick, CA**  
 PRINTED NAME AND TITLE

**Brian Glade, Project Manager**  
 PRINTED NAME AND TITLE

**Dr. Susan Kincannon, Superintendent**  
 PRINTED NAME AND TITLE

**July 11th, 2024**  
 DATE

**7/10/2024**  
 DATE

DATE

Attachments  
 Current AEA Log  
 PCO's

Waco H.S. Replacement PCO Log

Remaining Balance -> \$616,227.86 \$110,106.21 \$75,813.25 \$0.00 Wednesday, July 10, 2024

GMP 02 GC Contingency 01-21.13-02.0 GMP 02 Owner Contingency 01-21.15-02.0 GMP 02 Escalation Allowance 01-21.17-02.0 Demo Allowance 02-41.99-02.5

AEA	PCO	Ball In Court	Description	Resolve By Date	PCO Amount (not E-Amount)	Status	\$1,500,000.00	\$1,002,236.00	\$1,000,000.00	\$1,500,000.00	Submitted Date	Approved Date	Approval Time (Days)
			APPROVED										
1			Demolition PAC		\$ 147,500.00	AEA Approved				\$ 147,500.00	12/2/2022	12/16/2022	14
2	1005		Building Pad Remediation		\$ 367,500.00	AEA Approved NTE					12/9/2022	12/16/2022	7
3	1005		Building Pad Remediation Conductive CO		\$ (67,443.88)						1/24/2023	2/9/2023	16
4	1001		CIP Junction Boxes and Remove Existing Concrete Blocks		\$ 80,140.58	AEA Approved					1/19/2023	2/9/2023	21
5	1006		Sewer Reroute		\$ 123,479.64	AEA Approved					3/7/2023	3/15/2023	13
6	1008		PR 007 and Added VE		\$ (75,297.00)	AEA Approved	\$ (75,297.00)				6/26/2023	6/29/2023	3
6	1015		BAS Revised Control Adder		\$ 318,483.00	AEA Approved	\$ 318,483.00				6/26/2023	6/29/2023	3
7	1011		Added Junction Boxes		\$ 55,854.00	AEA Approved					6/20/2023	6/26/2023	6
7	1012		Existing Sewer Re-Route at CTE Wing		\$ 31,138.38	AEA Approved					6/20/2023	6/26/2023	6
8	1014		Temporary Fire Lane		\$ 107,289.60	AEA Approved					6/8/2023	6/20/2023	12
9	1018		PR 008 & Misc VE and Substitution Request/Buyout Savings		\$ 8,444,536.00	AEA Approved					8/17/2023	8/11/2023	10
10	1022		PR 011 Civil Updates		\$ 114,934.48	AEA Approved		\$ 114,614.48			7/15/2023	7/15/2023	11
11	1023		PR 005		\$ 446,438.56	AEA Approved	\$ 446,438.56				8/17/2023	9/21/2023	51
12	1024		PR 014		\$ 95,851.55	AEA Approved		\$ 95,851.55			8/17/2023	8/28/2023	27
13	1030		PR 017 3Form Wall Covering		\$ 356,600.00	AEA Approved					8/31/2023	9/11/2023	11
14	1027		PR 021 Kln & Electrical Room		\$ 2,236.00	AEA Approved		\$ 2,236.00			8/31/2023	9/11/2023	11
14	1036		PR 013 Technology		\$ 18,360.00	AEA Approved		\$ 18,360.00			8/31/2023	9/11/2023	11
14	1033		PR 024 Electrical Changes		\$ 12,923.46	AEA Approved		\$ 12,923.46			8/31/2023	9/11/2023	11
14	1036		PR 023 Food Service Changes		\$ (3,329.20)	AEA Approved		\$ (3,329.20)			8/31/2023	9/11/2023	11
15	1031		Site Sewer Reroute / Lift Station		\$ 52,114.11	AEA Approved					9/13/2023	9/20/2023	7
16	1029		Alamo T&M (RFI 178)		\$ 2,123.00	AEA Approved					8/31/2023	9/11/2023	11
17	1000		Roofing Escalation		\$ 353,588.00	AEA Approved					10/13/2023	10/17/2023	6
18	1050		Roofing Escalation Allowance transfer to Owner Contingency		\$ (227,725.46)	AEA Approved					10/5/2023	10/17/2023	12
19	1039		CMU Framing @ Theater (RFI 202)		\$ 6,016.00	AEA Approved					10/11/2023	10/17/2023	6
19	1041		Pump Rental for Sewer Reroutes		\$ 20,510.97	AEA Approved					10/11/2023	10/17/2023	6
N/A	1054		Contingency Transfer				\$ (194,293.30)	\$ (226,993.76)					
20	1044		Noising at Stairs (RFI 174)		\$ 40,733.22	AEA Approved		\$ 40,733.22			11/7/2023	11/13/2023	6
20	1045		Added Curb at Area M (RFI 56)		\$ 7,459.23	AEA Approved		\$ 7,459.23			11/7/2023	11/13/2023	6
20	1046		SIC 50 Assemblies (RFI 189)		\$ 33,541.00	AEA Approved		\$ 33,541.00			11/7/2023	11/13/2023	6
21	1047		CMU Block Wall in Area P (RFI 219)		\$ 17,065.00	AEA Approved		\$ 17,065.00			11/29/2023	12/5/2023	6
21	1048		Curtain Wall Support (RFI 380)		\$ 2,097.00	AEA Approved		\$ 2,097.00			11/29/2023	12/5/2023	6
21	1051		Wire Mesh Clarification (RFI 238)		\$ 8,354.50	AEA Approved		\$ 8,354.50			11/29/2023	12/5/2023	6
21	1053		Door Upsize in Area N (RFI 235)		\$ 945.00	AEA Approved		\$ 945.00			11/29/2023	12/5/2023	6
21	1056		Expansion Tank Clarification (RFI 234)		\$ 643.00	AEA Approved		\$ 643.00			11/29/2023	12/5/2023	6
22	1057		PR 030 Cooling Tower Clarification (RFI 225)		\$ 95,260.00	AEA Approved		\$ 95,260.00			12/20/2023	1/11/2024	22
22	1068		PR 031 Video Intercom Clarification & Gym Tech Coordination		\$ 4,936.80	AEA Approved		\$ 4,936.80			12/20/2023	1/11/2024	22
22	1069		PR 035 Tape Light at Stairs		\$ 2,544.14	AEA Approved		\$ 2,544.14			12/20/2023	1/11/2024	22
22	1073		Proposed CW HW Rerouting (RFI 270)		\$ (32,689.00)	AEA Approved		\$ (32,689.00)			12/20/2023	1/11/2024	22
23	1037		PR 016R Site Access Control		\$ 43,140.36	AEA Approved		\$ 43,140.36			1/23/2024	1/25/2024	2
23	1064		PR 033 Chilled Water Piping Details		\$ 15,285.00	AEA Approved		\$ 15,285.00			1/23/2024	1/25/2024	2
23	1072		Power at Light Poles (239)		\$ 46,276.71	AEA Approved		\$ 46,276.71			1/23/2024	1/25/2024	2
23	1076		LS2 Fixtures in Weight Room (RFI 262)		\$ 2,560.10	AEA Approved		\$ 2,560.10			1/23/2024	1/25/2024	2
24	1077		Casing Piers due to Ground Water		\$ 104,193.27	AEA Approved		\$ 104,193.27			1/23/2024	1/25/2024	2
25	1078		Escalation - IPI		\$ 84,383.00	AEA Approved			\$ 84,383.00		2/6/2024	2/9/2024	3
26	1079		Escalation - Eftchen Guys		\$ 89,167.71	AEA Approved			\$ 89,167.71		2/6/2024	2/9/2024	3
27	1043		PR 025 Area E Storm Piping (RFI 216)		\$ 353,588.00	AEA Approved		\$ 46,666.00			2/6/2024	2/9/2024	3
27	1089		Vehicle Structural Lift Power Door Operator		\$ (1,800.00)	AEA Approved		\$ (1,800.00)			2/6/2024	2/9/2024	3
28	1052		PR 020 Structural Steel Revisions		\$ 30,369.00	AEA Approved		\$ (7,131.00)			2/22/2024	2/27/2024	5
30	1086		Area M RCP (RFI 278)		\$ 5,601.00	AEA Approved		\$ 5,601.00			2/22/2024	2/27/2024	5
29	1082		Existing Water Main Location (RFI 274)		\$ 18,009.82	AEA Approved		\$ 18,009.82			2/22/2024	2/27/2024	5
29	1090		Missing Water Lines in Area H (RFI 281)		\$ 7,966.00	AEA Approved		\$ 7,966.00			2/22/2024	3/12/2024	19
29	1091		PR 042 Removal of Heat Tracing in Hydronic Piping		\$ (3,647.00)	AEA Approved		\$ (3,647.00)			2/22/2024	3/12/2024	19
29	1092		PR 031 Area M Sump Pump		\$ 13,555.00	AEA Approved		\$ 13,555.00			2/22/2024	3/12/2024	19
29	1099		PR 037 Missing VFD Control Panels Condensing Water Pumps			AEA Approved					2/22/2024	3/12/2024	19
31	1063		PR 040 Kitchen Equipment Systems		\$ 29,146.66	AEA Approved		\$ 29,146.66			3/18/2024	3/19/2024	1
31	1098		PR 038 Wall, Ceiling, Light, Tech Shifts		\$ 29,901.95	AEA Approved		\$ 29,901.95			3/18/2024	3/19/2024	1
N/A	1115		Allowances Consolidation			N/A		\$ (647,293.00)			4/7/2024	4/4/2024	2
32	1035		PR 025 North Courtyard Drainage		\$ 62,999.40	AEA Approved		\$ 62,999.40			4/12/2024	4/17/2024	5
32	1083		PR 015 Cove Lighting		\$ (2,117.08)	AEA Approved		\$ (2,117.08)			4/12/2024	4/17/2024	5
32	1117		PR 027 Misc Sills for Guard Room Removal Details			AEA Approved					4/12/2024	4/17/2024	5
33	1101		Shear Wall at East Side of Area P (RFI 277)		\$ 12,152.00	AEA Approved		\$ 12,152.00			5/1/2024	5/6/2024	5
33	1096		Overflow Scuppers in Areas B & C (RFI 267)		\$ 53,069.00	AEA Approved		\$ 53,069.00			5/1/2024	5/6/2024	5
34	1126		Egress Lighting at Canopies (RFI 361)		\$ 1,974.49	AEA Approved		\$ 1,974.49			5/7/2024	5/8/2024	1
34	1105		PR 043 AV Studio Clarifications		\$ 4,368.00	AEA Approved		\$ 4,368.00			5/7/2024	5/8/2024	1
34	1119		PR 048 Electrical Updates		\$ 4,504.80	AEA Approved		\$ 4,504.80			5/7/2024	5/8/2024	1
35	1097		J' CMU Wall in Theater (RFI 289)		\$ 23,121.00	AEA Approved		\$ 23,121.00			5/13/2024	5/15/2024	2
35	1104		Lion's Den Bench Backing (RFI 319)		\$ 6,445.47	AEA Approved		\$ 6,445.47			5/13/2024	5/15/2024	2
36	1127		Fireproofing @ Auditorium (RFI 312)		\$ 10,432.00	AEA Approved		\$ 10,432.00			5/13/2024	5/15/2024	2
37	1124		Sub @ CIP Head (RFI 275)		\$ 32,484.40	AEA Approved		\$ 32,484.40			5/17/2024	5/21/2024	4
37	1125		Metal Canopies (RFI 282)		\$ 18,630.00	AEA Approved		\$ 18,630.00			5/17/2024	5/21/2024	4
37	1130		PR 044 Owner Requested Workstation Power Data Revisions		\$ 50,000.97	AEA Approved		\$ 50,000.97			5/17/2024	5/21/2024	4
37	1131		PR 052 Furniture Driven Construction Changes		\$ 4,472.53	AEA Approved		\$ 4,472.53			5/17/2024	5/21/2024	4
38	1123		Area N Brick Lugs (RFI 316)		\$ 4,531.86	AEA Approved		\$ 4,531.86			5/20/2024	5/21/2024	1
39	1129		Elevator Flooring (RFI 357)		\$ 2,061.00	AEA Approved		\$ 2,061.00			5/23/2024	5/29/2024	7
39	1133		Fireproofing Revisions in Areas M, F, & G		\$ 11,055.00	AEA Approved		\$ 11,055.00			5/23/2024	5/29/2024	7
39	1137		Area K Divider Curtain Additional Steel (RFI 325)		\$ 5,191.27	AEA Approved		\$ 5,191.27			5/22/2024	5/29/2024	7
40	1138		PR 057 Electrical Changes		\$ 5,122.75	AEA Approved		\$ 5,122.75			5/22/2024	5/29/2024	7
41	1093 R1		CCD1 PR 036 Entry Flooring Material Revision		\$ 77,302.76	AEA Approved		\$ 77,302.76			5/28/2024	6/7/2024	10
42	1128		Area D Door and Window Systems (RFI 334)		\$ 6,592.00	AEA Approved		\$ 6,592.00			6/18/2024	6/17/2024	10
44	1134		Skylight Framing Details (RFI 309)		\$ 21,429.34	AEA Approved		\$ 21,429.34			6/7/2024	6/17/2024	10
44	1142		Piers for Stone Retaining Wall		\$ 47,603.57	AEA Approved		\$ 47,603.57			6/26/2024	7/1/2024	5
44	1144		Area M Stud Wall at Black Box Catwalk (RFI 332)		\$ 3,075.00	AEA Approved		\$ 3,075.00			6/26/2024	7/1/2024	5
44	1153		Area Q Masonry Corridor at Roof Steel (RFI 314)		\$ 2,701.18	AEA Approved		\$ 2,701.18			6/26/2024	7/1/2024	5
44	1154		Area G Mechanical Penetrations (RFI 388)		\$ 1,362.54	AEA Approved		\$ 1,362.54			6/26/2024	7/1/2024	5
45	1143		PR 055 Battery Backup at Canopies D, E, & K		\$ 1,974.49	AEA Approved							



Rogers-O'Brien Construction  
3901 S Lamar Boulevard Suite 200  
Austin, Texas 78704  
Phone: (512) 486-3800  
Fax: (512) 486-3701

Project: 212053 - Waco High School  
2020 N 42nd Street  
Waco, Texas 76710

**Remaining Demolition Buyout**

<b>TO:</b>	Waco Independent School District 501 Franklin Avenue Waco, Texas 76701	<b>DATE:</b>	6/18/2024
<b>PCO NUMBER/REVISION:</b>	1160 / 0	<b>TOTAL AMOUNT:</b>	\$0.00
<b>SCHEDULE IMPACT:</b>			

**POTENTIAL CHANGE ORDER DESCRIPTION:**

CE #257 - Remaining Demolition Buyout  
Buyout - Remaining Demolition of Existing School Buildings and Structures

To be funded from the demo allowance. Remaining funds will be transferred to the GMP 02 Owners Contingency.

**ATTACHMENTS:**

[PCO #1160 Remaining Demolition Buyout.pdf](#)

#	Subcontractor	Description	Amount
1	Total Demolition, Inc.		\$1,338,400.00
2	Demolition Allowance		\$(1,352,500.00)
3	GMP 02 Owners Contingency		\$14,100.00
<b>Grand Total:</b>			<b>\$0.00</b>

According to the General Contractor:

"It is unknown at this point how much of the utility trench will need to be removed. It's partial removal could be required if there are conflicts with the new site work like underground utility work, light pole bases, piers, grading, landscaping, etc."

~~It is possible this work will have to be undertaken, especially near the new tennis courts building. The price for any of that work will not be allowed to exceed the \$47.50 per linear foot shown on Page 2 of Total Demolitions letter, attached.~~

**Alternate #2 for demolition of the utility chase is not accepted and not applicable to this PCO.**

O'Connell Robertson  
811 Barton Springs Rd, Suite 900  
Austin, Texas 78704

June 26, 2024

SIGNATURE DATE

Waco Independent School District  
501 Franklin Avenue  
Waco, Texas 76701

277

SIGNATURE DATE

Rogers-O'Brien Construction Company  
1901 Regal Row  
Dallas, Texas 75235

Brian Glade 6/18/2024

SIGNATURE DATE

TOTAL DEMOLITION, INC  
914 John Nors Rd  
West, Texas 76691  
PH. (512) 247-9485

June 18th, 2024

John Eggeling  
Rogers-O'Brien Construction  
jeggeling@r-o.com  
(512) 451-8583

Re:#5: Summer 2025 Scope  
Waco High School  
2020 N. 42<sup>nd</sup> St.  
Waco, Tx. 76710

Dear Mr. Eggeling,

I would like to thank you for the opportunity to submit our pricing on the above referenced project.

We will supply all necessary supervision, labor, materials, equipment and supplies required for the proper execution of demolition for this project. All applicable federal, state and local regulations will be complied with and is the basis for this proposal.

### **SCOPE OF WORK**

Demolition of the buildings and foundation located at 2020 N. 42<sup>nd</sup> St. Waco, Tx.76710. This price will include demolition and haul-off/disposal of all debris generated from this work as per email from John Eggeling on 10/19/2022 regarding the new phasing. The following items are specifically included:

### **SUMMER 2025 SCOPE**

- One (1) Mobilization
- Demolition buildings including foundations up to 3' below grade
- Demolition of sheds including foundations up to 3' below grade
- Removal of fencing
- Removal of air conditioner pads
- Removal of grease interceptor
- Haul-off and disposal/recycling of all debris generated from this scope of work

**Summer 2025 Demolition Price** **\$1,240,900.00**

One Million Two Hundred Forty Thousand Nine Hundred Dollars and 0/100

### **ALT #1 SUMMER 2025 SCOPE**

- Removal of pavements
- Light poles, OHE, bollards and A/C units
- Twenty (20) trees
- Haul-off and disposal/recycling of all debris generated from this scope of work

**Summer 2025 ALT #2 Demolition Price** **\$97,500.00**

Ninety-Seven Thousand Five Hundred Dollars and 0/100

~~**ALT #2 Utility Chase Unit Price per Linear Foot\***~~

- Removal of walls, floor and footing of subgrade concrete utility chase

~~**ALT #2 per linear foot unit price**~~

~~**\$47.50**~~

~~Forty-Seven Dollars and 50/100~~

CONDITIONS

- 1) Work to be performed under normal working hours
- 2) This bid price is good for 60 days
- 3) All salvage is to be property of Total Demolition, Inc. including copper, steel, etc.
- 4) One (1) mobilization per scope of work included all others are additional.

EXCLUSIONS

- 1) Permits/fees, DSHS notification/fees
- 2) Termination, cutting, capping, locating, or rerouting/removal of utilities other than stated in scope of work above
- 3) Removal of hazardous materials/hazardous testing and any associated costs/fees (pricing available upon inspection of buildings for accuracy)
- 4) Removal of tennis courts, gravel/aggregates and dirt
- 5) SWPPP/erosion controls/tree permits/tree protection/tree removal permits
- 6) Make-safe/shoring/build-back/engineering/replacement materials/weather proofing/security and any associated costs
- 7) Temporary facilities including fences, barricades, signs, partitions, etc.
- 8) Site work/backfill/seeding/sodding/hydro mulch

INCLUSIONS

- 1) All Insurance is "A" rated or better companies
- 2) Total Demolition, Inc. cannot Indemnity owners or owner's affiliates/representatives for their own sole negligence.

Should you have any questions regarding this proposal or suggestions that will allow Total Demolition to be more competitive, please do not hesitate to call me.

Sincerely,

Matthew Collins President

Accepted By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print

\_\_\_\_\_

## Jaiy Braulick

---

**From:** Johnathan Eggeling <jeggeling@r-o.com>  
**Sent:** Wednesday, July 10, 2024 1:16 PM  
**To:** Jaiy Braulick; Gloria S. Barrera; Gloria S. Barrera  
**Cc:** Jarrod Sterzinger; Andrew Faust; Justin Mason; Kevin Hafer; Brian Glade  
**Subject:** RE: Board Memo for AEA 46 - WHS Cost Escalation  
**Attachments:** 20240718WHS AEA 46 Escalation.docx; Waco High ISD Phase 2 6-18-2024\_R1.pdf

**Categories:** Filed by Newforma

Hello Gloria, et All,

We will use AEA 47 for the escalation allowance and AEA 48 for the demolition allowance. We still need all these PCOs 1141, 1145, and 1160 returned signed by WISD, so we package these AEAs. We have no other comments regarding this draft board memo.

@Gloria S. Barrera, I looked back to search for that email noted in the backup for demolition allowance PCO, and it really isn't relevant to anything important; I would cross out or delete that verbiage. It was left over from the initial buyout of the phase 1 & 2 Performing Arts building demolition done at the end of 2022 and is not relevant to this scope buyout. Just in case you want it, I've attached a revised proposal from them without that verbiage that could be slip-sheeted in.

Let us know if you need anything else from us.

Respectfully,

**Johnathan Eggeling**

Senior Project Manager  
W — (512) 541-8583

**Rogers-O'Brien Construction**  
Texas' Premier Builder | [r-o.com](http://r-o.com)

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**From:** Jaiy Braulick <jbraulick@oconnellrobertson.com>  
**Sent:** Wednesday, July 10, 2024 11:47 AM  
**To:** Gloria S. Barrera <gloria.barrera@wacoisd.org>  
**Cc:** Johnathan Eggeling <jeggeling@r-o.com>; Jarrod Sterzinger <jsterzinger@oconnellrobertson.com>; Andrew Faust <afaust@oconnellrobertson.com>; Justin Mason <jmason@oconnellrobertson.com>; Kevin Hafer <kevin.hafer@wacoisd.org>; Brian Glade <bglade@r-o.com>  
**Subject:** RE: Board Memo for AEA 46 - WHS Cost Escalation

Yes ma'am.

**Brian, will you send me the AEA for 1141 and 1145 and I will sign and ask Michelle to forward immediately?**

If I missed it, I apologize.

**Jaiy Braulick**

512.478.7286 | AUSTIN

280

1

210.224.6032 | SAN ANTONIO

713.487.1583 | HOUSTON



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**From:** Gloria Barrera <[gloria.barrera@wacoisd.org](mailto:gloria.barrera@wacoisd.org)>

**Sent:** Wednesday, July 10, 2024 11:15 AM

**To:** Jaiy Braulick <[jbraulick@oconnellrobertson.com](mailto:jbraulick@oconnellrobertson.com)>

**Cc:** Johnathan Eggeling <[jeggeling@r-o.com](mailto:jeggeling@r-o.com)>; Jarrod Sterzinger <[jsterzinger@oconnellrobertson.com](mailto:jsterzinger@oconnellrobertson.com)>; Andrew Faust <[afaust@oconnellrobertson.com](mailto:afaust@oconnellrobertson.com)>; Justin Mason <[jmason@oconnellrobertson.com](mailto:jmason@oconnellrobertson.com)>; Kevin Hafer <[kevin.hafer@wacoisd.org](mailto:kevin.hafer@wacoisd.org)>; Brian Glade <[bglade@r-o.com](mailto:bglade@r-o.com)>

**Subject:** Re: Board Memo for AEA 46 - WHS Cost Escalation

We need to get the numbers correct. I am only focused on the AEAs that need Board approval at the 7/18 meeting.

Gloria S. Barrera

Waco ISD

713-805-7499

On Wed, Jul 10, 2024 at 11:00 AM Jaiy Braulick <[jbraulick@oconnellrobertson.com](mailto:jbraulick@oconnellrobertson.com)> wrote:

Gloria,

I see AEA046, attached, as including PCO1139 for \$4,075.30 and \$25,757.05.

I don't find a record of receiving an AEA for the two escalation amounts (PCO1141 and 1145).

I am copying Brian Glade on this e-mail as he is the person putting together the PCO's, AEA, etc.

**Jaiy Braulick**

512.478.7286 | AUSTIN

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713.487.1583 | HOUSTON



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**From:** Gloria Barrera <[gloria.barrera@wacoisd.org](mailto:gloria.barrera@wacoisd.org)>

**Sent:** Wednesday, July 10, 2024 10:29 AM

**To:** Jaiy Braulick <[jbraulick@oconnellrobertson.com](mailto:jbraulick@oconnellrobertson.com)>; Johnathan Eggeling <[jeggeling@r-o.com](mailto:jeggeling@r-o.com)>; Jarrod Sterzinger <[jsterzinger@oconnellrobertson.com](mailto:jsterzinger@oconnellrobertson.com)>; Andrew Faust <[afaust@oconnellrobertson.com](mailto:afaust@oconnellrobertson.com)>; Justin Mason <[jmason@oconnellrobertson.com](mailto:jmason@oconnellrobertson.com)>

**Cc:** Kevin Hafer <[kevin.hafer@wacoisd.org](mailto:kevin.hafer@wacoisd.org)>

**Subject:** Board Memo for AEA 46 - WHS Cost Escalation

Please review attached and let me know of any comments or corrections.

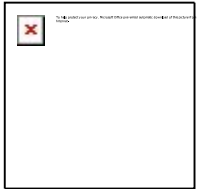
Gloria S. Barrera

Chief Officer of Operations & Facilities

Waco ISD

713-805-7499

[gloria.barrera@wacoisd.org](mailto:gloria.barrera@wacoisd.org)



**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** July 18, 2024

**Contact Person:** Sheryl Davis

**RE: Review and Discuss Budget Update**

=====

**Background Information:**

The administration will present an update on attendance, revenue, expenditures, and ending position projections as they relate to the budget for the 2023-2024 fiscal year; 2024 property values and projected tax rates; and an update on estimates for 2024-2025, including a progress report on budget cuts.

**Fiscal Implications:**

None.

**Administrative Recommendation(s):**

The report is presented for information, only.

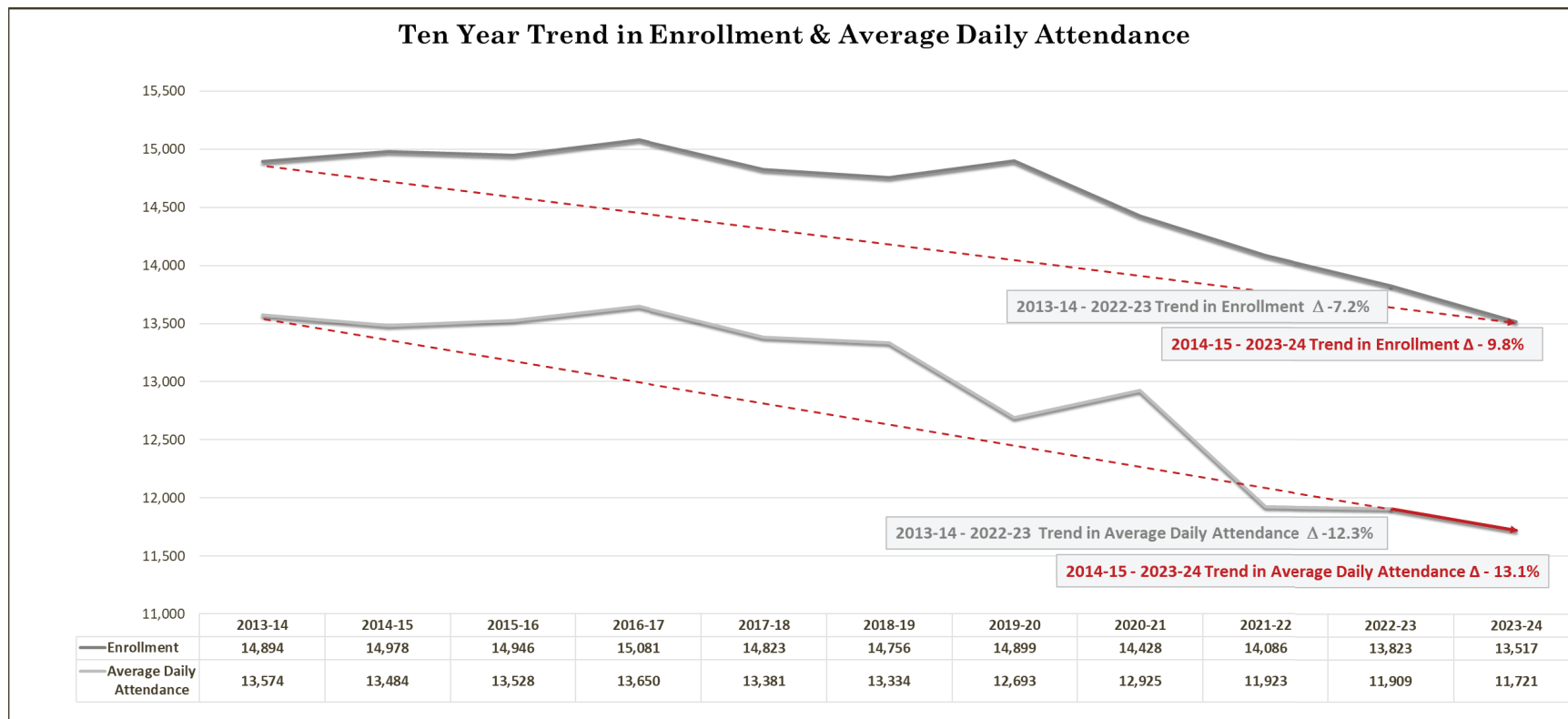
# Budget Update

July 18, 2024

# Agenda

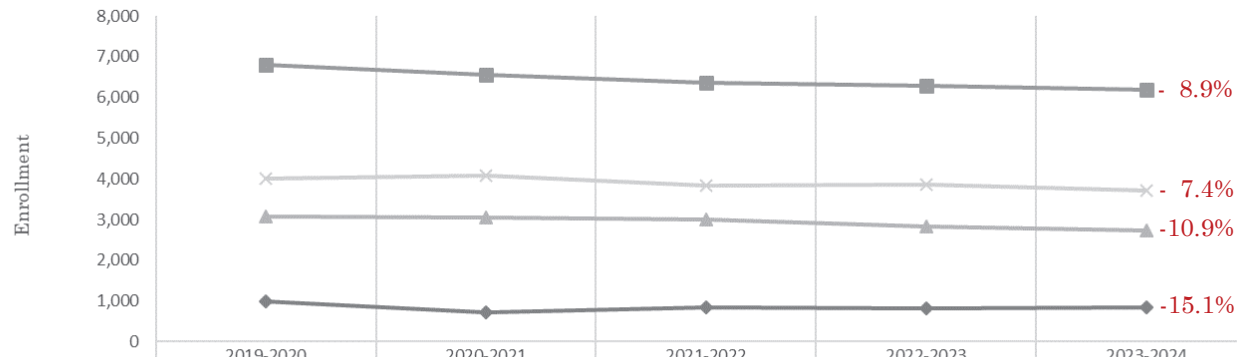
- Enrollment and Average Daily Attendance
- 2023-2024 General Fund Projections
- 2024 Local Property Values and Projected Tax Rates
- 2024-2025 General Fund Update
- Budget Calendar

# Enrollment and Average Daily Attendance



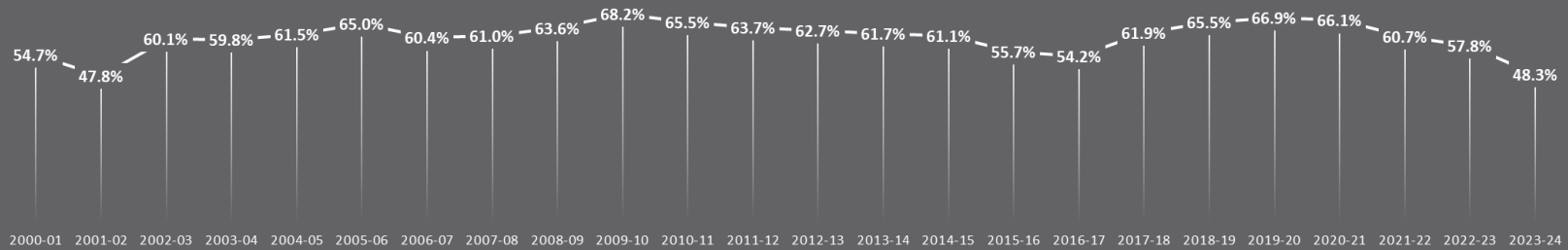
# Enrollment and Average Daily Attendance

### Enrollment Trends by Grade Span



Grade Span	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Prekindergarten	992	727	834	811	842
Elementary School	6,797	6,547	6,367	6,278	6,192
Middle School	3,067	3,049	3,006	2,839	2,733
High School	4,003	4,070	3,846	3,852	3,708

### Cohort Survival Rate - Grades Kindergarten through 12



# Enrollment and Average Daily Attendance

School Year	Fall PEIMS Enrollment	Total ADA per PEIMS Submission	Final ADA as a Percent of Fall PEIMS	TEA Summary of Finances ADA *with Hold Harmless	ADA Utilized for Budget Purposes	*State Hold Harmless Provisions
2016-2017	15,081	13,649	90.5%		13,455	
2017-2018	14,823	13,379	90.3%		13,669	
2018-2019	14,758	13,334	90.4%		13,301	
2019-2020	14,796	11,329	76.6%	13,354*	13,257	First 4 six weeks actual ADA with last two based on 2017-2018 ADA patterns
2020-2021	14,428	12,925	89.6%	13,188*	13,241	Received funding based on 2019-2020 ADA with 3-year trend of 100.4%, 13,537.681, difference came from ESSER funds
2021-2022	14,086	11,756	84.6%	12,503*	13,261	First 4 six weeks based on target percentage attendance rate from 2019-2020, 5 <sup>th</sup> & 6 <sup>th</sup> actual
2022-2023	13,823	11,909	86.2%		12,461	
2023-2024	13,517	11,758	87.0%		11,816	Actual final ADA per PEIMS submission was 58 less than ADA used for budget purposes
2024-2025	13,294	11,645	87.0%		11,645	

*Projected enrollment loss of 223*

*Projected average daily attendance loss of 171*

# 2023-2024 General Fund Projections

	<b>Original Budget</b>	<b>Current Budget</b>	<b>Projected Actual</b>	<b>Variance - Original</b>	<b>Variance - Current</b>
Revenues	\$ 157,599,061	160,389,025	159,994,751	2,395,690	(394,274)
Expenditures	(161,649,717)	(168,613,306)	(161,725,045)	(75,328)	6,888,261
Revenues Over / (Under) Expenditures	(4,050,656)	(8,224,281)	(1,730,294)	2,320,362	6,493,987
Other Resources	-	490,130	503,624	503,624	13,494
Other Uses	(565,731)	(565,731)	(343,124)	222,607	222,607
Net Change in Fund Balance	(4,616,387)	(8,299,882)	(1,890,795)	3,046,593	6,730,088
Beginning Fund Balance	57,995,364	57,995,364	57,995,364	-	-
<b>Ending Fund Balance</b>	<b>\$ 53,378,977</b>	<b>49,695,482</b>	<b>56,265,070</b>	<b>1,178,708</b>	<b>4,249,242</b>
Fund Balance as a Percentage of Expenditures & Other Uses	32.9%	29.5%	34.8%		

# 2023-2024 General Fund Revenues

Significant revenue variances:

- Local Property Tax Collections
  - YTD levy adjustments of \$5.4m for the current year and \$1.7m for prior years, resulting from impact of new homestead exemption on frozen values. While the impact on the General Fund will be offset by State revenue, this adjustment will negatively impact the Debt Service Fund.
- Earnings on Investments
  - Despite early predictions, the Federal Reserve has not reduced interest rates, at this point.
- State Foundation School Program
  - Lower average daily attendance is projected to decrease funding by \$2.0m. This loss is offset by an increase in special programs funding of \$2.0m and value adjustments of \$3.1m.
  - New Instructional Facilities allotment \$0.7m
  - Teacher Incentive Allotment of \$2.3m
- Indirect Cost Recoveries
  - Higher than previous years due to expenditure of federal ESSER funds
- Medicaid Programs (SHARS/MAC)
  - Loss of \$1.5m due to change in time study methodology for Student Health Related Services (SHARS) (\$1.1m impact because original budget was reduced)

Revenue Source	Original Budget	Projected Actual	Variance
Local Property Tax Collections	\$ 69,447,000	63,904,496	(5,542,504)
Earnings on Investments	2,700,000	4,688,107	1,988,107
Other Local Revenue	1,007,500	1,405,430	397,930
Intermediate Source Revenue	334,000	328,691	(5,309)
<b>Total Local &amp; Intermediate</b>	<b>73,488,500</b>	<b>70,326,724</b>	<b>(3,161,776)</b>
State Foundation School Program	71,253,781	77,339,339	6,085,558
TRS On-behalf	7,451,780	7,423,376	(28,404)
<b>Total State Program</b>	<b>78,705,561</b>	<b>84,762,715</b>	<b>6,057,154</b>
Indirect Cost Recoveries (Federal Programs)	2,154,000	2,843,691	689,691
Medicaid Programs (SHARS/MAC)	3,020,000	1,836,023	(1,183,977)
Other Federal Program Revenue	231,000	225,598	(5,402)
<b>Total Federal Program</b>	<b>5,405,000</b>	<b>4,905,312</b>	<b>(499,688)</b>
<b>Total Revenues</b>	<b>\$157,599,061</b>	<b>159,994,751</b>	<b>2,395,690</b>

# 2023-2024 General Fund Expenditures

Functional Expenditure Category	Original Budget	Current Budget	Projected Actual	Variance-Original
Instruction & Instructional-Related Services	\$ 93,572,298	96,432,126	91,979,372	1,592,926
Instructional & School Leadership	14,497,317	14,576,808	14,285,281	212,036
Student Support Services	18,475,716	20,576,914	19,734,976	(1,259,260)
Administrative Support	7,443,184	7,624,744	6,881,316	561,868
Support Services	24,990,233	26,733,969	26,240,006	(1,249,773)
Community Services	520,969	518,745	516,685	4,284
Debt Services	302,000	302,000	300,812	1,188
Intergovernmental Charges	1,848,000	1,938,000	1,786,597	61,403
<b>Total Expenditures</b>	<b>\$161,649,717</b>	<b>168,613,306</b>	<b>161,725,045</b>	<b>(75,328)</b>

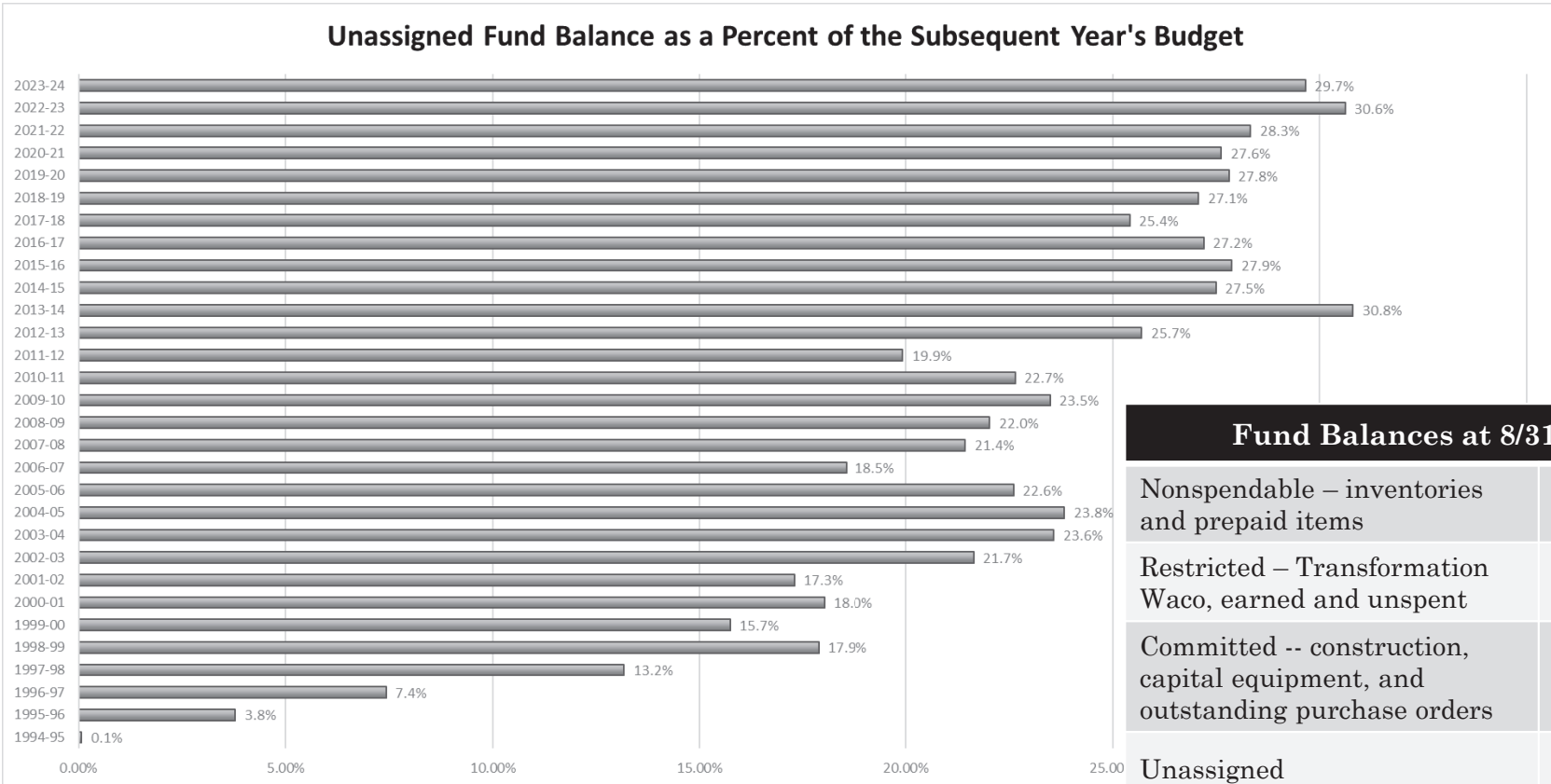
## Significant expenditure variances:

- Amended from Fund Balance
  - Purchase orders carried forward \$0.3m
  - Maintenance projects in progress \$0.4m
  - Classroom furniture \$0.1m
  - Committed funds for bus replacement \$1.3m
  - Funding to meet comparability \$0.1m
  - Funding for required security \$0.2m
  - Funding of compensatory services for special education \$0.1m
  - Budget expenditures for insurance recovery received in August 2023 and deductible for roofing damage \$1.0m
  - Funding for transportation transition costs \$0.5m
  - Teacher Incentive Allotment \$2.2 million
  - New Instructional Facilities allotment for Tennyson of \$0.8 million

*Projected actual expenditures do not currently include a bail-out of the health insurance fund, currently estimated at \$642,000*

# Fund Balance

**Unassigned Fund Balance as a Percent of the Subsequent Year's Budget**



**Fund Balances at 8/31/2023**

Nonspendable – inventories and prepaid items	\$ 316,156
Restricted – Transformation Waco, earned and unspent	2,345,002
Committed -- construction, capital equipment, and outstanding purchase orders	5,671,337
Unassigned	49,662,869
<b>Total Fund Balance</b>	<b>\$ 57,995,364</b>

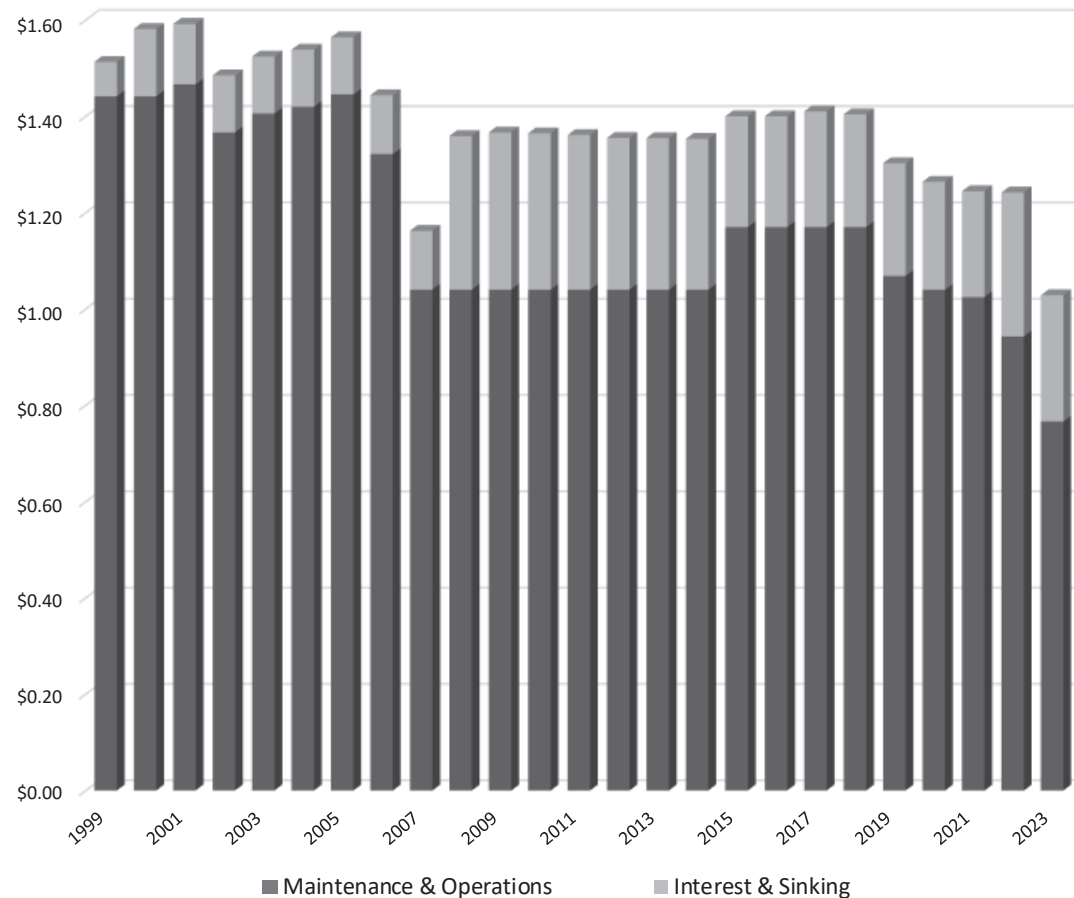
# 2024 Property Values

- School FIRST requires a discussion of property values with School Board within 120 days of adopting the budget
- Current year State-certifies property values are used in the formulas to calculate State Foundation School Program revenue
- District must now estimate those State values
- Differences in values are primarily related to local exemptions and deductions such as the Freeport exemption, leased vehicles, pollution control, and solar energy deductions
- Estimated 2024 “T-2” value for State funding purposes is **\$9,329,043,905**

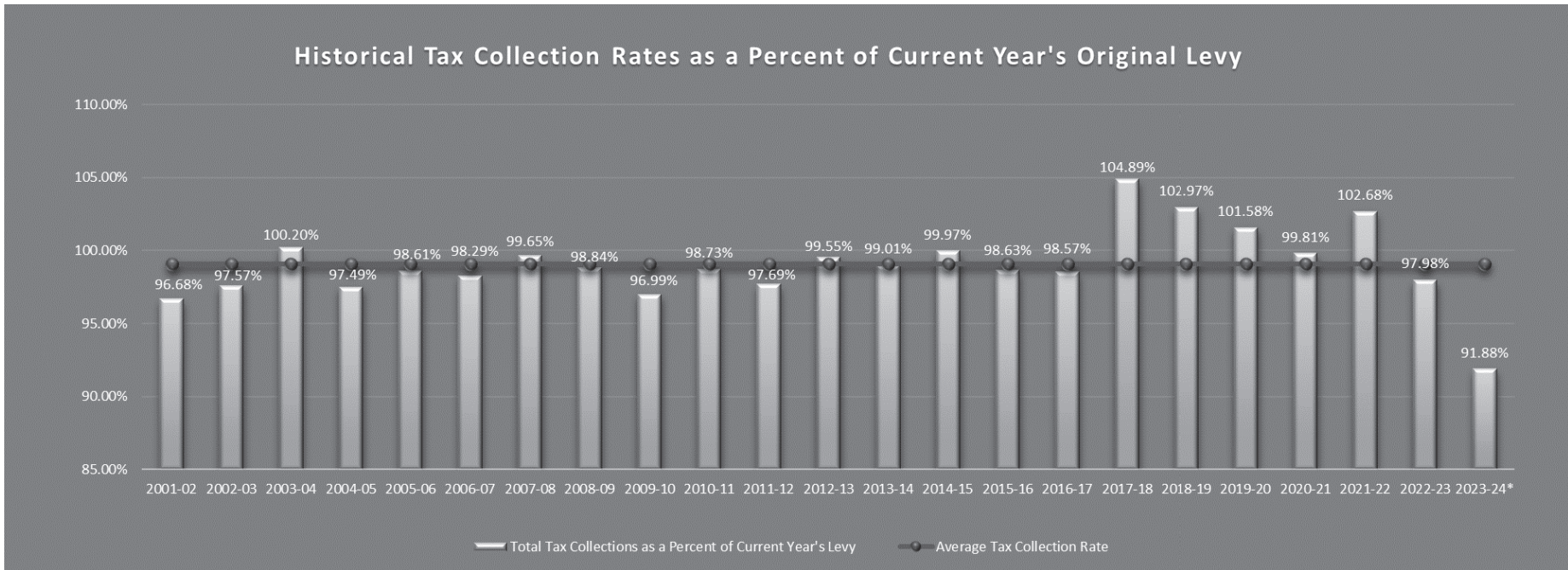


# 2024 Property Values

Tax Rate (\$) per \$100 Valuation			
Year	Maintenance & Operations	Interest & Sinking	Total
1999	\$1.44120	\$0.07180	\$1.51300
2000	\$1.44120	\$0.14000	\$1.58120
2001	\$1.46670	\$0.12530	\$1.59200
2002	\$1.36650	\$0.11850	\$1.48500
2003	\$1.40570	\$0.11850	\$1.52420
2004	\$1.41983	\$0.11850	\$1.53833
2005	\$1.44559	\$0.11850	\$1.56409
2006	\$1.32181	\$0.12200	\$1.44381
2007	\$1.04005	\$0.12200	\$1.16205
2008	\$1.04005	\$0.31910	\$1.35915
2009	\$1.04005	\$0.32630	\$1.36635
2010	\$1.04000	\$0.32475	\$1.36475
2011	\$1.04000	\$0.32100	\$1.36100
2012	\$1.04000	\$0.31518	\$1.35518
2013	\$1.04000	\$0.31480	\$1.35480
2014	\$1.04000	\$0.31324	\$1.35324
2015	\$1.17000	\$0.23000	\$1.40000
2016	\$1.17000	\$0.23000	\$1.40000
2017	\$1.17000	\$0.24000	\$1.41000
2018	\$1.17000	\$0.23408	\$1.40408
2019	\$1.06835	\$0.23410	\$1.30245
2020	\$1.03980	\$0.22415	\$1.26395
2021	\$1.02440	\$0.22024	\$1.24464
2022	\$0.94290	\$0.29897	\$1.24187
2023	\$0.76640	\$0.26219	\$1.02859

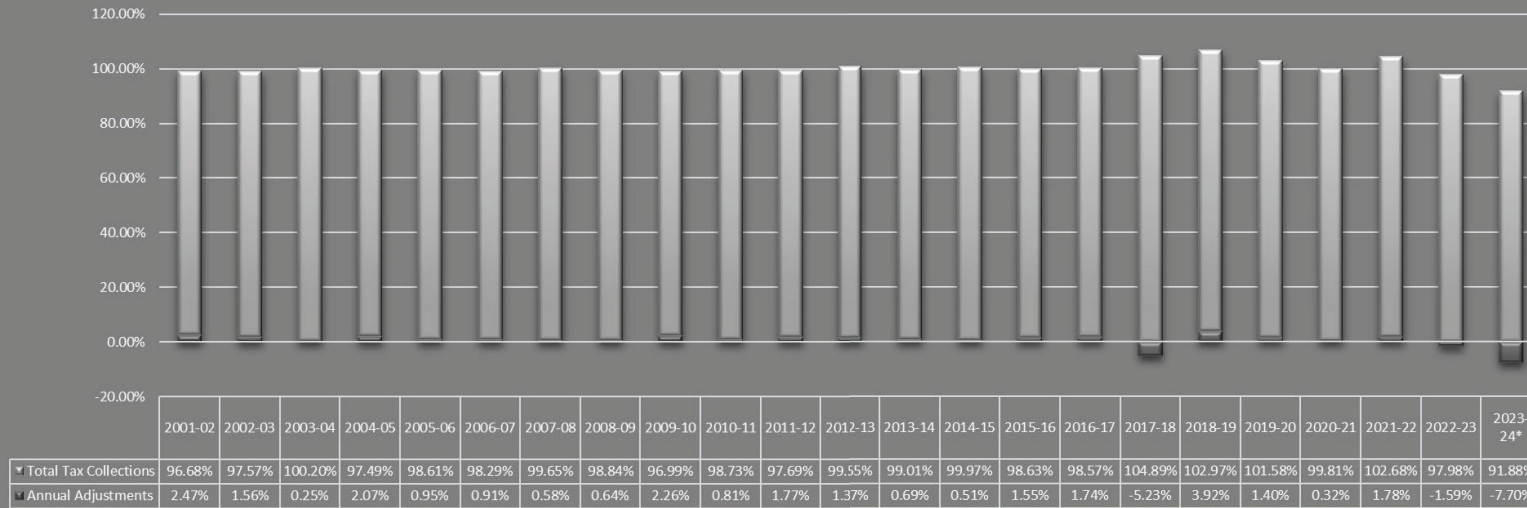


# 2024 Property Values

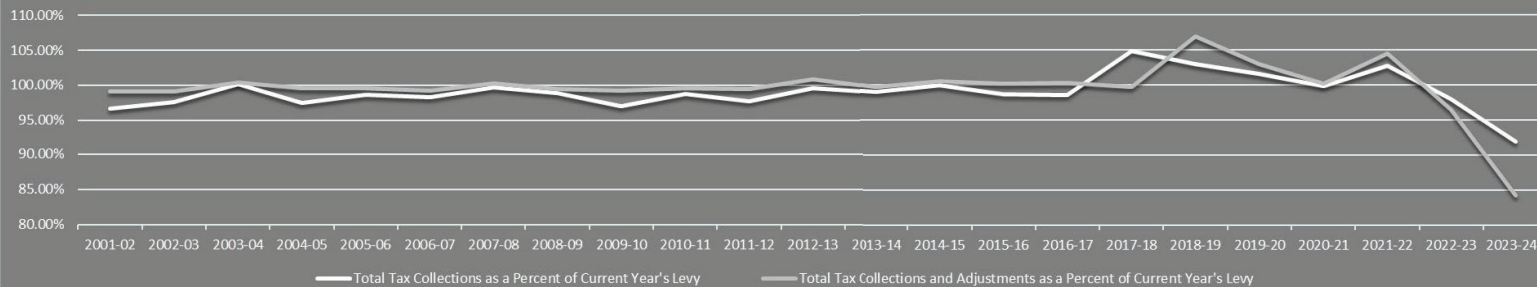


# 2024 Property Values

Historical Tax Collections and Adjustments as a Percent of Current Year's Original Levy



Total Tax Collections and Adjustments as a Percent of Current Year's Original Levy



# 2024 Property Values

## Foundation School Program Tax Information Survey Estimates

Total current & delinquent collections – M&O	\$ 63,132,059
Total current & delinquent collections – I&S	21,614,844
Total M&O and I&S collections	\$ 84,746,903
Total current M&O and I&S taxes levied	\$ 86,831,857
M&O payments into a TIF	\$ 105,359
Tax refunds under §26.1115(c) Tax Code	56,068
Net M&O collections for Summary of Finances	\$ 63,082,768
Current year collection rate	97.00%
Year 2 collection rate	103.00%
Year 1 collection rate	98.00%
Anticipated collection rate	100.00%

## Calculated Excess Collections

I&S levy paid	\$ 21,614,844
Total I&S disbursements	21,820,841
Less: I&S TIF amount *prior to 2021*	(1,858)
Less: I&S TIF current year calculated portion	(33,099)
Total I&S	\$ 21,785,884
Previous year debt	\$ 22,397,797
Excess collections	\$ 0

# 2024 Property Values

Tax Year	Net Taxable Values		Value Adjustment	Percent Change from:		Homestead Exemption
	Preliminary	Certified		Preliminary	Prior Year	
2017	\$ 5,952,976,568	\$ 5,744,499,011	\$ (208,477,557)	- 3.50%	+ 9.39%	\$ 25,000
2018	6,530,822,722	6,341,596,283	(189,226,439)	- 2.90%	+10.39%	25,000
2019	7,014,667,561	6,827,446,082	(187,221,479)	- 3.21%	+ 7.66%	25,000
2020	7,587,072,447	7,247,140,447	(339,932,000)	- 4.48%	+ 6.74%	25,000
2021	7,421,037,502	7,557,152,053	136,114,551	+ 1.83%	+ 4.28%	25,000
2022	9,773,735,622	8,838,221,086	(935,514,536)	- 9.57%	+16.95%	\$ 40,000
2023	10,101,801,466	9,191,914,689	(909,886,777)	- 9.01%	+ 4.00%	\$ 100,000
2024*	9,808,290,401	<b>9,329,043,905</b>	<b>(479,246,496)</b>	<b>- 4.89%</b>	<b>+ 1.49%</b>	<b>100,000</b>

\* Based on five-year historical patterns

# 2024-2025 Tax Rate

- The Maintenance & Operations tax rate is subject to compression each year based on estimated statewide property value growth compared to local property value growth
- By law, the tax year 2024 limitation of the Maximum Compressed Tax (MCR) Rate is set at \$0.6169 down from \$0.7155 for 2023
- The Voter Approval (or rollback) Tax Rate includes any previously voter approved pennies for Tier 2 Funding, Level 1 (Golden Pennies) and Level 2 (Copper Pennies – as previously compressed under HB 3)

## Preliminary

Computation of Tax Rate	
2023 Comptroller Certified Taxable Value	\$ 8,450,392,761
2023 Chief Appraiser's Certified Values	9,191,914,689
2024 Chief Appraiser's Estimated Certified Values	9,329,043,905
Central Appraisal District (CAD) Value Growth	1.49%
2024 Comptroller Estimated Certified School District Value	8,574,528,716
Prior Year Maximum Compressed Tax Rate (MCR)	\$ 0.6281
Local Preliminary MCR	\$ 0.6281
2024 State Compression Percentage	\$ 0.6855
2024 Limitation on MCR	\$ 0.6169
MCR (lesser of state or local limited under law)	\$ 0.6281
Add: Voter Approved Golden Pennies	\$ 0.0800
Add: Voter Approved Copper Pennies (compressed)	\$ 0.0583
2024 Total M&O Tax Rate	\$ 0.7664
2024 I&S Tax Rate (required to pay debt service)	\$ 0.2740
<b>2024 Voter Approved Tax Rate</b>	<b>\$ 1.0404</b>

## Preliminary Year-to-Year Comparison of Tax Rates

Tax	2023	2024*	Increase/ (Decrease)
Maintenance & Operations (General Fund)	\$ 0.766400	\$ 0.766400	\$ -
Interest & Sinking (Debt Service Fund)	\$ 0.262187	\$ 0.273980	+ \$ 0.011800
Total Tax Rate	\$ 1.028587	\$ 1.040400	+ \$ 0.011800

*\*Projected rates based on preliminary property values and appeal submitted to correct CPTD values for incorrect submission of TIF #3 values*

The I&S tax rate, as promoted during the bond election, was estimated to be \$0.320300 for fiscal year 2024-2025 so this is about \$0.04632 lower than originally projected.

# 2024-2025 General Fund

- Revenue challenges:
  - Continuing enrollment & resultant average daily attendance declines
  - Comptroller's Property Values are currently mis-stated due to TIF #3 reporting error
  - Interest rates are schedule to decrease but timing and level are unknown
  - Loss of Foundation School Program revenue for 1882 partnership
  - Loss of indirect cost revenue generated from federal stimulus funds
  - Loss of Medicaid funding for Student Health Related Services
- Expenditure challenges:
  - Absorption of positions previously funded by federal stimulus funds
  - Unavoidable rate increases
  - Current year budget shortfalls, including health benefits
  - Transportation transition
  - Mandated programs increase, special education and safety
  - Lack of funding for maintenance, technology, and vehicle replacements



# 2024-2025 General Fund Revenues

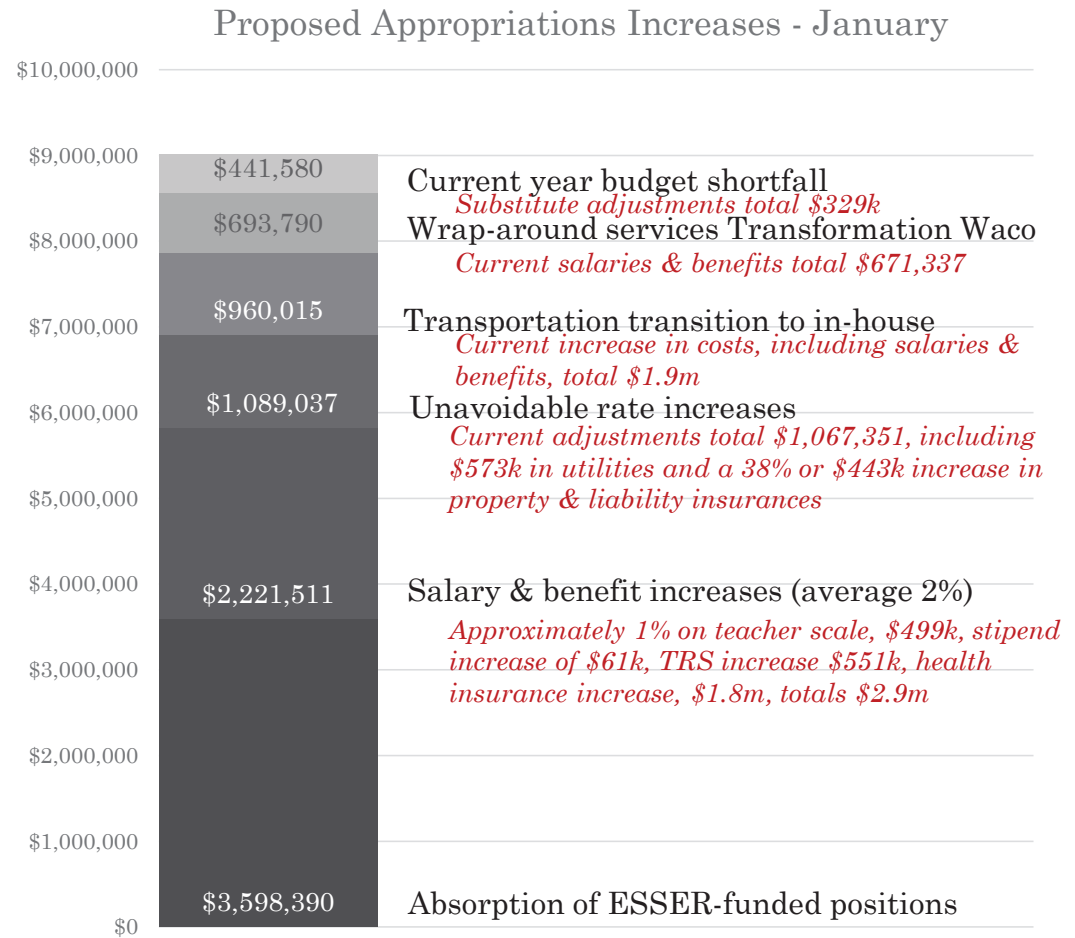
Significant revenue variances:

- Local Property Tax Collections
  - Assumes property value growth of 1.5%
- Earnings on Investments
  - Assumes Federal Reserve will begin to reduce interest rates by the end of 2024
- Other Local Revenue
  - Assumes no insurance recoveries
- State Foundation School Program
  - Loss of \$2.0m in Tier I funding-current law
  - Loss of \$0.8m due to increase in local share
  - Loss of \$1.4m in 1882 partnership funding
  - Teacher Incentive Allotment not in 2024-25
- TRS On-behalf
  - Rates increase 1%, overall decrease due to position reductions
- Indirect Cost Recoveries
  - ESSER funds will be fully expended so we will lose indirect cost recovery of \$1.2m
- Medicaid Programs (SHARS/MAC)
  - Loss of \$1.0m in SHARS was implemented in 2023-2024

Revenue Source	2023-2024 Projected	2024-2025 Estimates	Increase / (Decrease)
Local Property Tax Collections	\$ 63,904,496	67,732,920	↑ 3,828,424
Earnings on Investments	4,688,107	2,700,000	↓ (1,988,107)
Other Local Revenue	1,405,430	856,950	↓ (548,480)
Intermediate Source Revenue	328,691	381,000	↑ (52,309)
<b>Total Local &amp; Intermediate</b>	<b>70,326,724</b>	<b>71,670,870</b>	<b>↑ 1,344,146</b>
State Foundation School Program	77,339,339	72,263,618	↓ (5,075,721)
TRS On-behalf	7,423,376	6,827,515	↓ (595,861)
<b>Total State Program</b>	<b>84,762,715</b>	<b>79,091,133</b>	<b>↓ (5,671,582)</b>
Indirect Cost Recoveries (Federal Programs)	2,843,691	1,681,000	↓ (1,162,691)
Medicaid Programs (SHARS/MAC)	1,836,023	1,869,000	↑ 32,977
Other Federal Program Revenue	225,598	225,700	↑ 102
<b>Total Federal Program</b>	<b>4,905,312</b>	<b>3,775,700</b>	<b>↓ (1,129,612)</b>
<b>Total Revenues</b>	<b>\$159,994,751</b>	<b>154,537,703</b>	<b>↓ (5,457,048)</b>

# 2024-2025 General Fund Expenditure Issues

- Proposed appropriations increases total \$9.4m
  - Current year shortfalls in substitutes and utilities and unavoidable rate increases in utilities, insurance, benefit rates, etc. total \$1.5m
- Health plan may end year in a deficit position requiring a bail out from the general fund \$??
- No funding for major repair projects, vehicle replacements, or other program increases



# 2024-2025 General Fund Projected Ending Position

	January	Current
<b>Beginning Fund Balance at September 1, 2023</b>	<b>\$ 57,995,364</b>	<b>57,995,364</b>
2023-2024 projected deficit	(3,735,923)	(1,890,795)
2024-2025 beginning fund balance	<b>\$ 54,259,448</b>	<b>56,104,569</b>
Estimated revenues	156,543,772	154,537,703
Estimated appropriations:		
Base budget	(161,830,125)	(161,830,125)
Proposed appropriations increase w/o additional requests	(9,379,646)	(1,396,651)
Net change in fund balance	(14,665,999)	(8,154,073)
Other uses (operating transfers)	(618,143)	(535,000)
	(15,284,142)	(8,689,073)
<b>Ending Fund Balance at August 31, 2024</b>	<b>\$ 38,975,306</b>	<b>47,415,496</b>
Ending fund balance as a percentage of appropriations	23.8%	29.0%

# 2024-2025 General Fund Projected Ending Position

## Budget reductions to date:

- Net position cuts to date 91, all funding sources, salary savings **\$5.3m**
  - *Net of \$2.9m in additional positions for transportation transition*
- Related benefit cuts **\$1.1m**
- Non-payroll budget cuts, approximately 3% **\$0.8m**

## Possible budget increases to be added:

- Budgets inadequately funded include: maintenance, police, technology, and special education
- Other additional requests

## Other issues:

- Certified values??
- CPTD values have been appealed and final values may not be known until January
- Interest rate cuts – investment income can go south in a hurry

Chief Appraiser certifies 2024 property values

**Date**  
7/25/2024

Meeting to present the proposed budget for the following fiscal year (date by which the Superintendent shall cause to be prepared a proposed budget for the following fiscal year is 8/20/24)

8/8/2024

Notice of Budget and Tax Rate Meeting must be 10 – 30 days before the date of the Public Hearing

8/9/2024

Budget and Tax Rate Meeting

8/22/2024

Meeting to Adopt the Budget & Tax Rate (budget must be adopted before adoption of the tax rate for the ta year in which the fiscal year covered by the budge

8/22/2024

First day of 2024-2025 fiscal year

9/1/2024

# 2024-2025 Budget Calendar

**Waco Independent School District  
Board of Trustee Meeting Agenda Item**

**Date:** July 18, 2024

**Contact Person:** Denise Bell

**RE: Review and Discuss College, Career and Military Readiness and High School Graduation Rates**

=====

**Background Information:**

College, Career and Military Readiness (CCMR) and graduation rate data are factored into state accountability ratings.

The Board will review and discuss the district’s most recent CCMR and graduation rate data.

**Fiscal Implications:**

Not Applicable

**Administrative Recommendation(s):**

Report Only



# Career, College and Military Readiness (CCMR) and Graduation Rate Update July 18, 2024

Accountability 2024  
[not finalized with TEA]

# Graduation & Completion Rates

# What is “Graduation Rate”?

**Graduation rate** is calculated by dividing the number of graduates from a cohort of students.

The cohort of students is established by their enrollment in Texas public schools. When a student begins attending a Texas public high school, they are attached to a cohort based on their grade level. TEA then tracks this set of students for the 4 years of that cohort and calculates the % of graduates.

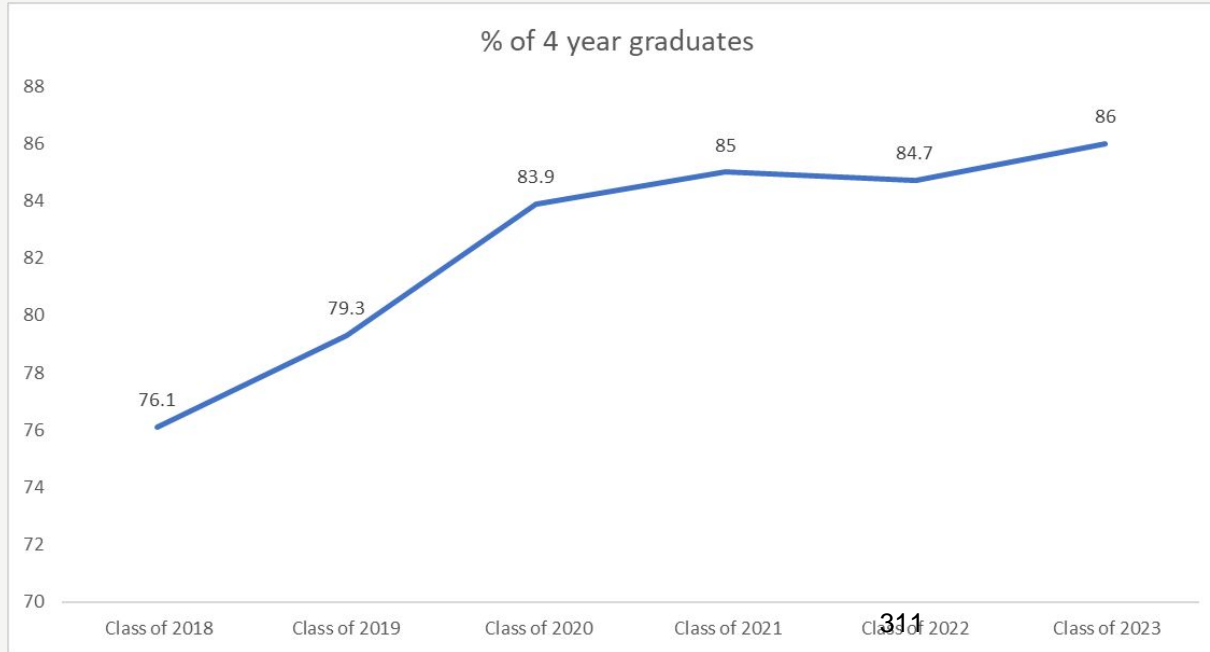
*Examples:*

- *Joseph enters Waco HS in August 2021 as a freshmen (9th grade) – their cohort is 2025*
- *Andrea enters University HS from Oklahoma in August 2021 as a junior (11th grade) - their cohort is 2023*

Students who leave for documented reasons, for example moving out of state, are coded with documentation in PEIMS by registrars so that they are not included in the calculation.

Students who move to another Texas public school are added to that school's cohort via PEIMS. This is why this measure is always a year behind.

# Waco ISD Graduation Rates



While Covid may have eased some graduation requirements for the class of 2020, the high schools have been able to maintain momentum.



# +10.9

The Hispanic graduation rate has increased 10.9 percentage points since 2018.



**+7.2**

The African American graduation rate has increased  
7.2 percentage points since 2018.

# How is the Calculation for Brazos HS different?

Brazos HS is designated as an Alternative Education Campus – Dropout Recovery school. This designation means there are other data taken into consideration to calculate their “completion” rate given the work that they do.

For their rate, these students are included:

- Graduates from any cohort
- Students who are “Continuers” - they enroll in the next school year to continue progress towards their diploma
- Texas High School Equivalency recipients - students who had been enrolled at Brazos HS, left and earned their GED through community programs
- In 2023 Accountability, former dropouts who graduated from Brazos would be included as bonus points

# Brazos HS Completion Rates

	2019	2020	2021*	2022	2023
% in Completion Group	50.7%	67%	58.5%	100%	100%
# of Students in Completion Group	140 students	91 students	94 students	99 students	84 students

*\* From 2012-2020, Brazos HS served middle school grade levels. In 2020-21, they began serving only grades 9-12 again.*

# Graduation Rate Used in Accountability 2024 - Class of 2023

## Domain 1

- Graduation rate is 20% of Domain 1 Score using the best of 4 year, 5 year or the 6 year graduation rate.
- Brazos HS is rated using the AEA system which uses completion rate with bonus points

## Domain 3

- Graduation rate is 10% of Domain 3 and is based on the 4 year graduation rate. It includes some students excluded in Domain 1. Brazos HS is calculated in the same manner as all other high schools.
- The graduation rate is reviewed for 4 subgroups and anywhere from 0-4 points are awarded based on the graduation rate of each subgroup.

# Domain 1 method - WISD Graduation Rates for 2024 Accountability

	4 Year Rate Class of 2023	5 Year Rate Class of 2022	6 Year Rate Class of 2021	Scale Score for Accountability
District (Informational Purpose)	86.0%	85.6%	88.6%	
University HS	88.7%	88.5%	94.9%	70 (C)
Waco HS	86.6%	84.1%	90.6%	60 (D)

# Domain 1 - Brazos HS Completion Rate for 2024 Accountability

Brazos High School	4 Year Rate	5 Year Rate	6 Year Rate	Scale Score for Accountability
Completion (graduates, continuers and GED)	100%	100% <sup>317</sup>	100%	100 (A)

# Domain 1 - Graduation Rate Comparisons

	4 Year Rate Class of 2023 (accountability 2024)	4 Year Rate Class of 2022 (accountability 2023)
University HS	88.7% (=)	88.7%
Waco HS	86.6% (+3%)	83.6%

## Domain 3 - 4 year Graduation Rate for “All”

	4 Year Rate Class of 2023	Target for 2023	Met Target?	Minimum Growth Expected	Met Minimum Growth?
University HS	85.5%	90%	No	86.7%	No
Waco HS	84.3%	90%	No	81.5%	Yes
Brazos HS	48.2%	90%	No	52.1%	No

# College, Career and Military Readiness (CCMR)

# CCMR = a set of criteria as determined by TEA which deems a student is ready for postsecondary success

## COLLEGE READY

- Meeting the college readiness testing criteria for both Reading and Math (TSI Criteria)
- Scoring 3+ on any AP exam
- Earning 3 hours of dual credit in Math or ELA
- Earning 9 hours of dual credit in areas outside of Math and ELA
- Earning an Associate Degree while in high school
- Earned OnRamps course credits (*not offered in Waco ISD*)

## CAREER READY

- Earned an approved Industry Based Certification while in high school
- Earned a Level I or II certificate while in high school
- Completed IEP/Workforce Readiness
- Graduated with an Advanced Diploma (a diploma with earned endorsements) and are a current Special Education student

## MILITARY READY - returns with the class of 2023

- a DD4 Form is submitted to TEA

# Change is coming for students who earn an IBC and CCMR

## CCMR Credit Requirements for Annual Graduates by Accountability Year

Annual Graduates	Accountability Year	CCMR Credit Requirement
Class of 2022	2023	Earn IBC (2019–2022 list with sunseting limit)
Class of 2023	2024	Earn IBC (2019–2022 & 2022–2025 lists with sunseting limit)
Class of 2024	2025	Earn IBC (2019–2022 & 2022–2025 lists with sunseting limit) plus 1 course in aligned program of study <sup>1</sup>
Class of 2025	2026	Earn IBC (2022–2025) plus Concentrator in aligned program of study <sup>2</sup>
Class of 2026	2027	Earn IBC (2022–2025 & 2025–2029 lists with sunseting limit) plus Completer in aligned program of study <sup>3</sup>

*Note: Waco ISD did not utilize any IBCs that were sunsetted*



# 837

Industry Based Certifications earned by Waco ISD students in 2023-2024,  
an increase of 302 from 2022-2023

# How Does CCMR Factor into Accountability?

## Domain 1 - 40%

- the percent of **graduates** who have met at least one of the CCMR criteria

## Domain 2B - 50%

- uses the Domain 1 CCMR score along with STAAR to create a score which is compared to other schools based on % of economically disadvantaged students

## Domain 3 - 30%

- The percent of graduates and students who were a 12th grader at any time during the last 6 weeks of school but did not graduate

# WACO ISD CCMR Data - 833 Graduates

	<b>Class of 2022</b>	<b>Class of 2023</b>
<b>Met the TSI Criteria on Both RLA and Math</b>	<b>28%</b>	<b>33%</b>
<b>Met the TSI Criteria on Reading</b>	<b>51%</b>	<b>52%</b>
<b>TSIA2 Reading</b>	<b>32%</b>	<b>32%</b>
<b>ACT Reading</b>	<b>3%</b>	<b>1%</b>
<b>SAT Reading</b>	<b>9%</b>	<b>21%</b>
<b>College Prep Course Reading</b> <small>325</small>	<b>22%</b>	<b>20%</b>

# WACO ISD CCMR Data - 833 Graduates

	<b>Class of 2022</b>	<b>Class of 2023</b>
<b>Met the TSI Criteria on Both RLA and Math</b>	<b>28%</b>	<b>33%</b>
<b>Met the TSI Criteria on Math</b>	<b>33%</b>	<b>45%</b>
<b>TSIA2 Math</b>	<b>18%</b>	<b>24%</b>
<b>ACT Math</b>	<b>3%</b>	<b>1%</b>
<b>SAT Math</b>	<b>4%</b>	<b>9%</b>
<b>College Prep Course Math</b> <small>326</small>	<b>15%</b>	<b>23%</b>

# WACO ISD CCMR Data - 833 Graduates

	<b>2022</b>	<b>2023</b>
<b>Dual Credit</b>	<b>18%</b>	<b>20%</b>
<b>AP Exam</b>	<b>9%</b>	<b>10%</b>
<b>Associate Degree</b>	<b>5%</b>	<b>4%</b>
<b>Industry Based Certification</b>	<b>26%</b>	<b>27%</b>
<b>Military Enlistment</b>	<b>N/A</b>	<b>3%</b>
<b>Special Ed - Adv Degree</b>	<b>4%</b>	<b>5% (51% of SpEd students)</b>
<b>Special Ed - IEP Graduate</b>	<b>1%<sup>327</sup></b>	<b>3% (30% of SpEd students)</b>

# 523

Students over the past 3 years who have earned 3 hours of dual credit  
ELA or Math or 9 hours in other subjects.

# How is Waco ISD Improving CCMR Rates?

By implementing systems to track and monitor students, Waco ISD high schools have been able to increase the number of students graduating in 4 years and the percent of students who are College, Career or Military ready.

- Cohort system at the high schools - an AP/Counselor team move up each year with students
- CTE tracking instruction and progress for IBCs and course completions
- Curricular improvements have led to more students scoring college ready on college readiness exams
- Special Education focuses on maximizing outcomes for students
- Leaver meetings are held throughout the year to monitor coding of students
- Attendance work highlights the students who are falling behind in credits



Questions?



**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** July 18, 2024

**Contact Person:** Dr. Ricky Edison

**RE: Consider, Discuss and Take Appropriate Action Regarding Hazardous Routes**

=====

**Background Information:**

Texas Education Code 42.155(d) allows Districts to obtain supplemental state funding for transporting regular, otherwise ineligible students, who live within two miles of their school, but who would be subject to hazardous traffic conditions if they walked to school. No more than 10% of the District’s routes may be designated as “hazardous” for state funding purposes. Using a standardized matrix with various safety and traffic criteria, the Transportation Department evaluates the hazardous walk-out areas in the District to ensure that students have a safe walking path to school and annually makes recommendations for the adoption of a Resolution regarding Hazardous Traffic Conditions.

The Administration has identified the following hazardous routes for the 2024-2025 school year which are included in the proposed Resolution:

1. Alta Vista Elementary- North- Primrose between I-35 and Robinson Rd. (will still pick up students at apartments on Primrose); South- New Road between I-35 and Robinson Rd.; East- Robinson Rd. between New Road and Primrose; West- I-35.
2. Bells Hills Elementary- North- S 18th St. & S 17th St.; South- 26th St. between Clay Ave. and I-35; East- Speight Ave. between S Valley Mills Dr. and S 18<sup>th</sup> St. & S 17th St.; West- Clay Ave. between S Valley Mills and S 18th St. & S 17th St.; Circle Rd. from 18th St. to the I-35 frontage road.
3. Brook Avenue Elementary School- Southwest- N 18th St. between Trice Ave. and Herring Ave.; Southeast- Trice Ave. between 18th St. and 15th St.; Colcord between 9th St. and 8th St. for The Villages Apartments.
4. Cedar Ridge Elementary School- North & West- Lake Shore Dr. between College Dr. and Park Lake Dr. (will still pick up students at apartments on Lake Shore Dr.); South- Herring Ave between 18th St. and 15th A St.; East- N 19th St./ N 18th St. between Lyle Ave. and Lake Shore Dr.; East to 19th St. from Park Lake Dr. to Proctor Ave.
5. Crestview Elementary School- Northwest- Bosque Blvd. between Lake Air and 36th St.; Northeast- N 36th St. between Waco Dr. and Bosque Blvd.; South- Valley Mills between Waco Dr. and Lake Air; East- Waco Dr. between Valley Mills and 36th St; West- Lake Air between Valley Mills and Bosque Blvd.
6. Dean Highland Elementary School- Northwest- Lyle Ave. between N 18<sup>th</sup> St. and MacArthur + Herring Ave. between N 18th St. and MacArthur; Northeast- 26th St. between Maple and Herring Ave.
7. J. H. Hines Elementary School- Northeast- N 36th St. between Waco Dr. and Bosque Blvd.; South- Martin Luther King Blvd between Waco Dr. and I-35; East- I-35; West-

- E Waco Dr. between Martin Luther King Blvd and Clifton; Faulkner Ln. between Martin Luther King Blvd and Garrison Ave.
8. Mountainview Elementary- Southeast- Cobbs Dr. between Valley Mills and Lake Air; Hillcrest Dr. from Lake Shore Dr. to Cobbs Dr.; Lake Shore Dr./Valley Mills Dr.
  9. Parkdale Elementary-North- Valley Mills between Sanger Ave. and Bosque Ave.; South- Hwy 6; East- Sanger Ave. between Valley Mills and Hwy 6; West- Bosque Blvd between Hwy-6 and Valley Mills; Lake Air Dr.
  10. Provident Heights - Northwest- Trice Ave from 21st St.-30th St.; Southeast- Waco Dr. (18<sup>th</sup> St.-26th St.)
  11. South Waco Elementary- East- Garden from S 16th St. to 3rd St.; West- LaSalle Ave.; S 18th and 17th St. between I-35 and LaSalle Ave.
  12. West Avenue Elementary- Southeast- Waco Dr. between 22nd St. and 5th St.; Southwest- N 18th St. and 17th St. between Bosque Blvd. and W Waco Dr.
  13. Cesar Chavez MS- South- Valley Mills between Beverly and I-35; East- I-35 and LaSalle Ave. between University Parks Dr. and the Circle; 26th St. from Mary Ave. to Bagby Ave.; Speight Ave. from 18th St. to 26th St.
  14. GW Carver MS- South- Martin Luther King between Waco Dr. and Herring; East- Waco Dr. between Clifton St. and Martin Luther King Blvd.; West- Herring Ave. between Martin Luther King Blvd. and Gholson.
  15. Tennyson MS- North- Valley Mills between Hwy 84 and Bosque Blvd.; South- Hwy 6 between Hwy 84 and Bosque Blvd.; East- Sanger Ave. between Hwy 6 and Valley Mills Dr.; West- Bosque Blvd. between Hwy 6 and Valley Mills Dr.; Hwy 84 between Hwy 6 and Valley Mills; Lake Air Dr.
  16. Waco High- North & West- North and West Lake Shore Dr., Herring Ave. from MacArthur Dr. to 25th St.; South- Valley Mills Dr. between Cobbs and Waco Dr.; East- Waco Dr. between Valley Mills and 36th St.; 34th St./36th St. from Bosque Blvd. to Waco Dr.; Bosque Blvd. from 34th St. to 26th St.; 25th St./26th St. from Herring Ave. to Bosque Blvd.
  17. University High- North- Primrose Dr. (will still pick up students at apartments on Primrose Dr.); South- Hwy 6 between I-35 and North Robinson Dr.; East- North Robinson Dr. between Hwy 6 and Primrose Dr.; West- I-35 between Hwy 6 and Primrose Dr.

**Fiscal Implications:**

The Resolution regarding Hazardous Traffic Conditions allows the District to secure transportation funding. The designated routes continue to exceed 10% of our regular routes, but there will be a reduction in routes overall which will result in a cost savings.

**Administrative Recommendation:**

Approve the Resolution regarding Hazardous Traffic Conditions as presented.

## **RESOLUTION REGARDING HAZARDOUS TRAFFIC CONDITIONS**

WHEREAS, Texas Education Code 42.155(d) allows the Board of Trustees of the Waco Independent School District to obtain supplemental state funding for transporting regular, otherwise ineligible students who live within two miles of their school but who would be subject to hazardous traffic conditions if they walked to school;

WHEREAS, the TEA handbook of School Transportation Allotments requires the Board to adopt language providing the definition of hazardous traffic conditions applicable to the District and identifying the specific hazardous areas for which such funding is requested;

WHEREAS, the Board acknowledges the Texas Education Code 42.155(d) provisions stating that a hazardous condition exists where no walkway is provided and students must walk along or cross a freeway or expressway, an underpass, an overpass or a bridge, an uncontrolled major traffic artery, an industrial or commercial area, or another comparable condition;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Waco Independent School District has defined hazardous traffic conditions in the same manner as stated in Texas Education Code 42.155(d) and has identified the following specific hazardous areas in which such conditions exist:

1. Alta Vista Elementary- North- Primrose between I-35 and Robinson Rd. (will still pick up students at apartments on Primrose); South- New Road between I-35 and Robinson Rd.; East- Robinson Rd. between New Road and Primrose; West- I-35.
2. Bells Hills Elementary- North- S 18th St. & S 17th St.; South- 26th St. between Clay Ave. and I-35; East- Speight Ave. between S Valley Mills Dr. and S 18th St. & S 17th St.; West- Clay Ave. between S Valley Mills and S 18th St. & S 17th St.; Circle Rd. from 18th St. to the I-35 frontage road.
3. Brook Avenue Elementary School- Southwest- N 18th St. between Trice Ave. and Herring Ave.; Southeast- Trice Ave. between 18th St. and 15th St.; Colcord between 9th St. and 8th St. for The Villages Apartments.
4. Cedar Ridge Elementary School- North & West- Lake Shore Dr. between College Dr. and Park Lake Dr. (will still pick up students at apartments on Lake Shore Dr.); South- Herring Ave between 18th St. and 15th A St.; East- N 19th St./ N 18th St. between Lyle Ave. and Lake Shore Dr.; East to 19th St. from Park Lake Dr. to Proctor Ave.
5. Crestview Elementary School- Northwest- Bosque Blvd. between Lake Air and 36th St.; Northeast- N 36th St. between Waco Dr. and Bosque Blvd.; South- Valley Mills between Waco Dr. and Lake Air; East- Waco Dr. between Valley Mills and 36th St; West- Lake Air between Valley Mills and Bosque Blvd.
6. Dean Highland Elementary School- Northwest- Lyle Ave. between N 18th St. and MacArthur + Herring Ave. between N 18th St. and MacArthur; Northeast- 26th St. between Maple and Herring Ave.

7. J. H. Hines Elementary School- Northeast- N 36th St. between Waco Dr. and Bosque Blvd.; South- Martin Luther King Blvd between Waco Dr. and I-35; East- I-35; West- E Waco Dr. between Martin Luther King Blvd and Clifton; Faulkner Ln. between Martin Luther King Blvd and Garrison Ave.
8. Mountainview Elementary- Southeast- Cobbs Dr. between Valley Mills and Lake Air; Hillcrest Dr. from Lake Shore Dr. to Cobbs Dr.; Lake Shore Dr./Valley Mills Dr.
9. Parkdale Elementary-North- Valley Mills between Sanger Ave. and Bosque Ave.; South- Hwy 6; East- Sanger Ave. between Valley Mills and Hwy 6; West- Bosque Blvd between Hwy-6 and Valley Mills; Lake Air Dr.
10. Provident Heights - Northwest- Trice Ave from 21st St.-30th St.; Southeast- Waco Dr. (18<sup>th</sup> St.-26<sup>th</sup> St.)
11. South Waco Elementary- East- Garden from S 16th St. to 3rd St.; West- LaSalle Ave.; S 18th and 17th St. between I-35 and LaSalle Ave.
12. West Avenue Elementary- Southeast- Waco Dr. between 22nd St. and 5th St.; Southwest- N 18th St. and 17th St. between Bosque Blvd. and W Waco Dr.
13. Cesar Chavez MS- South- Valley Mills between Beverly and I-35; East- I-35 and LaSalle Ave. between University Parks Dr. and the Circle; 26th St. from Mary Ave. to Bagby Ave.; Speight Ave. from 18th St. to 26th St.
14. GW Carver MS- South- Martin Luther King between Waco Dr. and Herring; East- Waco Dr. between Clifton St. and Martin Luther King Blvd.; West- Herring Ave. between Martin Luther King Blvd. and Gholson.
15. Tennyson MS- North- Valley Mills between Hwy 84 and Bosque Blvd.; South- Hwy 6 between Hwy 84 and Bosque Blvd.; East- Sanger Ave. between Hwy 6 and Valley Mills Dr.; West- Bosque Blvd. between Hwy 6 and Valley Mills Dr.; Hwy 84 between Hwy 6 and Valley Mills; Lake Air Dr.
16. Waco High- North & West- North and West Lake Shore Dr., Herring Ave. from MacArthur Dr. to 25th St.; South- Valley Mills Dr. between Cobbs and Waco Dr.; East- Waco Dr. between Valley Mills and 36th St.; 34th St./36th St. from Bosque Blvd. to Waco Dr.; Bosque Blvd. from 34th St. to 26th St.; 25th St./26th St. from Herring Ave. to Bosque Blvd.
17. University High- North- Primrose Dr. (will still pick up students at apartments on Primrose Dr.); South- Hwy 6 between I-35 and North Robinson Dr.; East- North Robinson Dr. between Hwy 6 and Primrose Dr.; West- I-35 between Hwy 6 and Primrose Dr.

ADOPTED THIS 18<sup>th</sup> DAY OF JULY 2024.

WACO INDEPENDENT SCHOOL DISTRICT

By: \_\_\_\_\_  
 President, Board of Trustees



# Hazardous Routes

2024 - 2025 School Year





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# Background Information

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TEA's definition of a “hazardous traffic condition”

-- An area within two miles of a campus where no walkway is provided and children must walk along or cross a freeway or expressway, an underpass, an overpass or a bridge, an uncontrolled major traffic artery, an industrial or commercial area, or another comparable condition.



## Hazardous Zone Funding

(TEC), §48.151, allows a school district to apply for up to 10% of its regular transportation allotment in additional funding to transport children who live within two miles of their campus, but are subject to hazardous traffic conditions or a high risk for violence when walking to and from school.

# Alta Vista



- North- Primrose between I-35 and Robinson Rd. (will still pick up students at apartments on Primrose)
- South- New Road between I-35 and Robinson Rd.
- East- Robinson Rd. between New Road and Primrose
- West I-35





# Brook Avenue



- Southwest- N 18th St. between Trice Ave. and Herring Ave.
- Southeast- Trice Ave. between 18th St. and 15th St.
- **Add: Colcord between 9th St. and 8th St. for The Villages Apartments**

# Cedar Ridge



- North & West- Lake Shore Dr. between College Dr. and Park Lake Dr. (will still pick up students at apartments on Lake Shore Dr.)
- South- Herring Ave between 18th St. and 15A St.
- East- N 19<sup>th</sup> St. / N 18th St. between Lyle Ave and Lake Shore Dr.
- **Add: 19th St. from Park Lake Dr. to Proctor Ave. (Crosswalks at 19th St. at Meridian Ave., Powell Dr., & College Dr.)**

# Crestview



- Northwest- Bosque Blvd between Lake Air and 36th St.
- Northeast- N 36th St. between Waco Dr. and Bosque Blvd.
- South- Valley Mills between Waco Dr. and Lake Air
- East- Waco Dr. between Valley Mills and 36th St.
- West- Lake Air between Valley Mills and Bosque Blvd.

# Dean Highland



- Northwest- Lyle Ave. between N 18th St. and MacArthur + Herring Ave. between N 18th St. and MacArthur
- Northeast- 26th St. between Maple and Herring Ave.



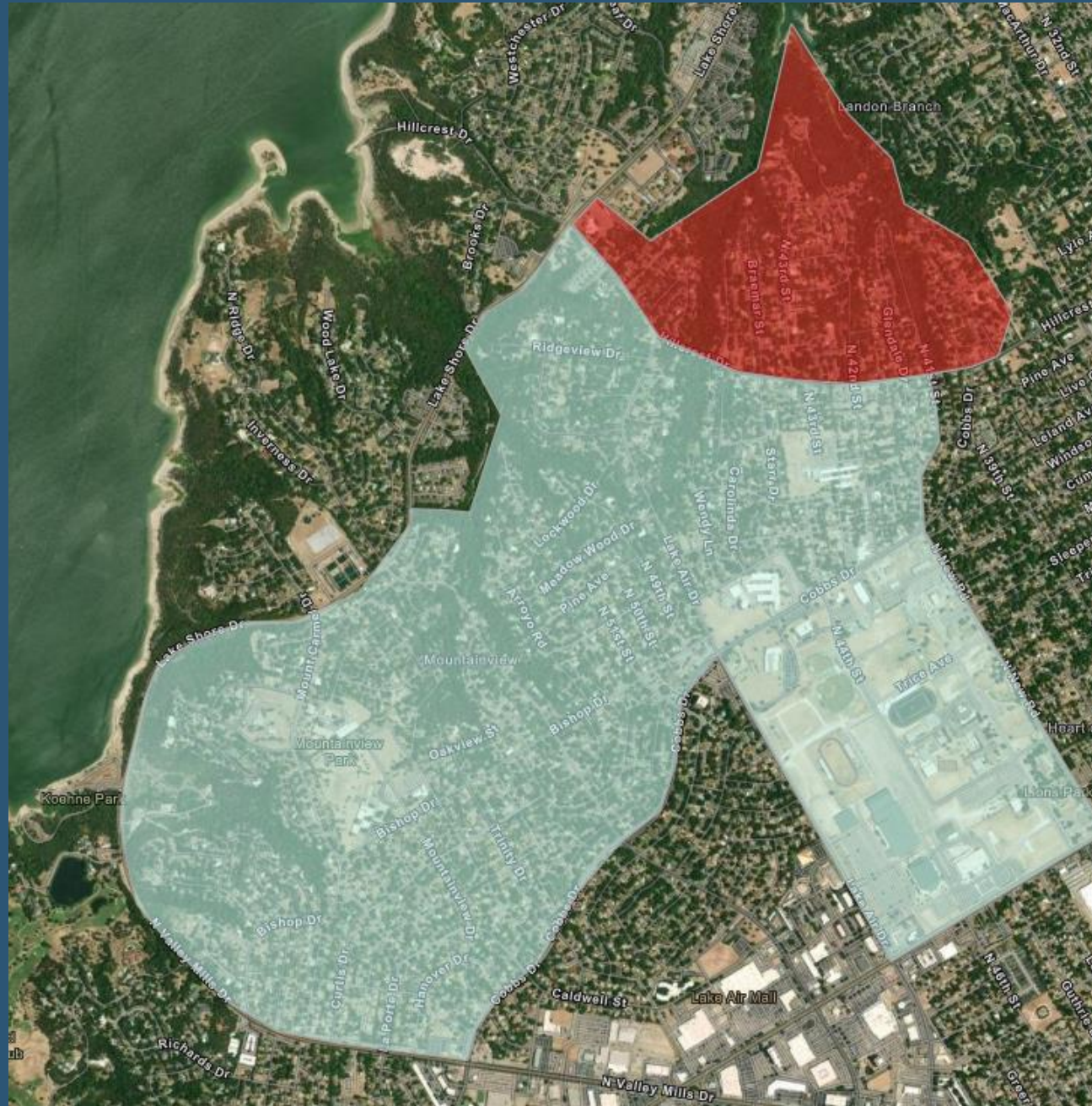


# Kendrick

Not applicable for 2024-2025 due to building construction – all student addresses are greater than 2 miles



# Mountainview



- North –
- **Add: Hillcrest Dr. from Lake Shore Dr. to Cobbs Dr.**
- Southeast - Cobbs Dr. between Valley Mills and Lake Air
- West & South –
- **Add: Lake Shore Dr. and Valley Mills Dr. (excluded from previous list)**



# Parkdale



- North- Valley Mills between Sanger Ave. and Bosque Ave.
- South- Hwy 6
- East - Sanger Ave. between Valley Mills and Hwy 6
- West- Bosque Blvd. between Hwy-6 and Valley Mills
- **Add: Lake Air Dr.**



# Provident Heights

(not listed on hazardous routes last school year)



- Northwest -
- Add: Trice Ave. (21st St.-30<sup>th</sup> St.)
- Southeast -
- Add: Waco Dr. (18th St.-26th St.)



# West Avenue



- North- attendance boundary ends
- Southeast- Waco Dr. between 22nd St. and 5th St.
- Southwest- N 18th St. and 17th St. between Bosque Blvd. and W Waco Dr.
- West- attendance boundary ends

# Cesar Chavez



- South- Valley Mills between Beverly and I-35
- Add: 26th St. from Mary Ave. to Bagby Ave. (excluded from previous list)
- East- I-35 and LaSalle Ave. between University Parks Dr. and the Circle
- Add: Speight Ave. from 18th St. to 26th St. (excluded from previous list)

# GW Carver



- South- Martin Luther King between Waco Dr. and Herring
- East- Waco Dr. between Clifton St. and Martin Luther King Blvd.
- West- Herring Ave. between Martin Luther King Blvd. and Gholson



# Tennyson



- North- Valley Mills between Hwy 84 and Bosque Blvd.
- South- Hwy 6 between Hwy 84 and Bosque Blvd.
- East - Sanger Ave. between Hwy 6 and Valley Mills Dr.
- West- Bosque Blvd between Hwy 6 and Valley Mills Dr., Hwy 84 between Hwy 6 and Valley Mills
- **Add: Lake Air Dr.**



# Waco High



- North & West-
  - Lake Shore Dr. is a hazard (will still pick up students at apartments on Lake Shore Dr.)
  - Herring Ave is a hazard from MacArthur Dr. to 25th St.
- South- Valley Mills Dr. between Cobbs and Waco Dr.
- East- Waco Dr. between Valley Mills and 36th St; 34th St./36th St. from Bosque Blvd. to Waco Dr.; Bosque Blvd. from 34th St to 26th St; 25th St./26th St. from Herring Ave. to Bosque Blvd.

\*The hazards may appear different than the 2023-2024 list because they are rephrased for clarity based on actual routes.

# University High



- North- Add: Primrose Dr. (excluded from previous list)
- South- Hwy 6 between I-35 and North Robinson Dr.
- East- North Robinson Dr. between Hwy 6 and Primrose Dr.
- West- I-35 between Hwy 6 and Primrose Dr.



Thank You

