

BOARD OF TRUSTEES Regular Meeting  
Buckholts Elementary School Library, 203 S. 10th Street, Buckholts, TX 76518  
Buckholts Independent School District

**DISTRICT VISION**

Buckholts ISD is dedicated to developing responsible citizens with high moral and ethical standards who are educated in a safe environment designed to maximize their potential for academic, athletic, and vocational opportunities.

**DISTRICT GOALS**

1. Buckholts ISD will demonstrate high expectations and focus on student success.
2. Buckholts ISD fosters a culture of pride in our students and an atmosphere of respect and positivity.
3. Buckholts ISD strives to create an inviting, supportive work environment and provide training to recruit and maintain the best staff for student growth.

**AGENDA**

**Monday, June 21, 2021 at 6:00 PM**

- I. Call to Order
- II. Declaration of Quorum
  - A. Announcement by President as to the presence of quorum, that this is a regular board meeting and the notice of the meeting was posted in the time and manner required.
- III. Pledge/Invocation
- IV. Public Comments-pursuant to Board Policy BED (LOCAL)
- V. Reports
  - A. Sherry Lopez- Finance Director Report
  - B. Dr. Randy Lund- Principal Report
  - C. Dr. Remy Godfrey- Superintendent Report
- VI. Consent Agenda Items
  - A. Minutes from Regular Board Meeting on May 17, 2021
  - B. Discussion and take possible action regarding TASB Policy Update 117.
- VII. Action Items
  - A. Discussion and take possible action regarding Resolution to Delegate Summer Hiring Authority to Superintendent.
  - B. Discussion and take possible action regarding BISD 2021-2022 Salary Scale.
  - C. Discussion and take possible action regarding BISD 2021-2022 Stipend Chart.

- VIII. Executive/Closed Meeting will be held as authorized by Texas Government Code, §551.071, §551.072, §551.073, §551.074, §551.075, §551.076, §551.082, §551.083, §551.084, if needed.
  - A. Discussion and take possible action regarding teacher contracts, internal positions, and resignations.
- IX. Action from Executive Session
  - A. Discussion and take possible action regarding BISD Special Education teacher.
  - B. Discussion and take possible action regarding BISD Middle School teacher.
  - C. Discussion and take possible action regarding BISD High School English teacher.
- X. Adjourn

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting accordance with the Texas Open Meetings Act, Tex: Gov't Code, Chapter 551, Subchapters D and E, and Tex. Education Code, Chapter 21.556.

I, the undersigned, do hereby certify that this Notice was posted on the bulletin board of the main entrance of the Buckholts ISD Administration Building and at the Buckholts Post Office at , which is at least 72 hours prior to the date and time of the scheduled meeting.

---

Mr. Ricky McCall  
Board President

---

Dr. Remy Godfrey  
Superintendent

BOARD OF TRUSTEES Regular Meeting  
Buckholts Elementary School Library, 203 S. 10th Street, Buckholts, TX 76518  
Buckholts Independent School District

**District Vision**

Buckholts ISD is dedicated to developing responsible citizens with high moral and ethical standards who are educated in a safe environment designed to maximize their potential for academic, athletic, and vocational opportunities.

**District Goals**

1. Buckholts ISD will demonstrate high expectations and focus on student success.
2. Buckholts ISD fosters a culture of pride in our students and an atmosphere of respect and positivity.
3. Buckholts ISD strives to create an inviting, supportive work environment and provide training to recruit and maintain the best staff for student growth.

**AGENDA**

**Monday, May 17, 2021 at 6:00 PM**

*The Board of Trustees of the Buckholts Independent School District met on Monday, May 17, 2021 at 6:00 p.m. in the Buckholts Elementary School Library located at 203 South 10<sup>th</sup> Street Buckholts, Texas 76518. The following members were present: Ricky McCall, Chris Marrs, James Shelton, Leslie Lorenz, Jessie Benavidez, and Margaret Green. Not present was Adan Losoya.*

- I. Call to Order  
*President Ricky McCall called the meeting to order.*
- II. Declaration of Quorum  
*President Ricky McCall declared a quorum.*
- III. Pledge/Invocation  
*President Ricky McCall led the Pledge of Allegiance.*  
*Judge Steve Young led with the Invocation.*
- IV. Public Comments-pursuant to Board Policy BED (LOCAL)
- V. Swearing In and Oaths of Office for Trustees  
*Judge Steve Young swore in Leslie Lorenz, Jessie Benavidez and James Shelton as the newly elected board members.*
- VI. Discussion and Take Action Regarding Reorganization of Officers for Board of Trustees (As Authorized by Section 551.074 of the Texas Government Code)

*A motion was made by Jessie Benavidez and seconded by Margaret Green to name Ricky McCall as Board President and updating the bank signature card with his name and removing Adan Losoya. Motion carried 6 to 0.*

*A motion was made by Ricky McCall and seconded by Leslie Lorenz to name Chris Marrs as Board Vice President. Motion carried 6 to 0.*

*A motion was made by Chris Marrs to name Margaret Green as School Board Secretary. Margaret Green declined before anyone seconded the motion. Motion carried 6 to 0.*

*A motion was made by Leslie Lorenz and seconded by Jessie Benavidez to name James Shelton as Board Secretary and updating the bank signature card with his name and removing Kerri Hernandez. Motion carried 6 to 0.*

## VII. Reports

- A. Status Report Concerning the Collection of Delinquent Property Taxes by Perdue, Brandon, Fielder, Collins & Mott, LLP.

*John discussed and gave information to the board about the Collection of Delinquent Property Taxes by Perdue, Brandon, Fielder, Collins & Mott, LLP.*

- B. Dr. Randy Lund- Career and Technology Report

*Dr. Randy Lund, presented the CTE Report and gave a brief update on a greenhouse that will be arriving soon, getting final bids on foundation, and that we had 5 seniors certify in welding and food management.*

- C. Dr. Remy Godfrey- Principal/ Superintendent Report

*Dr. Godfrey presented Principal and Superintendent Report. Discussed was how STAAR testing week went, Summer School and the Summer Feeding Program.*

- D. Sherry Lopez- Finance Director Report

*Sherry Lopez was not able to attend the board meeting. Discussed within the board was the purchasing/swamping of busses with A/C.*

## VIII. Action Items

- A. Discussion of and Possible Action Regarding Amended District of Innovation Plan

*Dr. Godfrey presented the board with the District of Innovation Plan. Discussed was the amendment of the Transfer Application. A motion was made by Jessie Benavidez and seconded by Leslie Lorenz to amend the transfer application as presented with the waiver of the 1-year transfer commitment. Motion carried 6 to 0.*

- B. Discussion of and Possible Action Regarding 2021-2022 BISD Board of Trustees Operating Procedures

*Sharesa Alexander presented the board with the change of attendance on page 11 on the 2021-2022 BISD Board of Trustee Operating Procedure. A motion was made by Leslie Lorenz and seconded by Jessie Benavidez to adopt the 2021-2022 Board of Trustee Operating Procedure as presented to them. Motion carried 6 to 0.*

IX. Consent Agenda Items

*The board reviewed the minutes then President Ricky McCall called for a 5-minute recess.*

- A. Receive and Approve Minutes for the February 25, 2021 Regular Meeting
- B. Receive and Approve Minutes for the March 22, 2021 Regular Meeting
- C. Receive and Approve Minutes for the April 14, 2021 Special Meeting
- D. Receive and Approve Minutes for the April 19, 2021 Regular Meeting
- E. Receive and Approve Minutes for the April 28, 2021 Special Meeting
- F. Receive and Approve Minutes for the May 5, 2021 Special Meeting
- G. Receive and Approve Minutes for the May 12, 2021 Special Meeting

*All board members except Leslie Lorenz returned and a motion was made by Jessie Benavidez and Chris Marrs to approve the items on the Consent Agenda. Motion carried 5 to 0.*

X. **Closed Session**

**Executive/Closed Meeting will be held as authorized by Texas Government Code, §551.071, §551.072, §551.073, §551.074, §551.075, §551.076, §551.082, §551.083, §551.084.**

XI. **Open Session**

XII. Adjourn

*President Ricky McCall declared the meeting adjourned at 7:02 p.m.*

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting accordance with the Texas Open Meetings Act, Tex: Gov't Code, Chapter 551, Subchapters D and E, and Tex. Education Code, Chapter 21.556.

I, the undersigned, do hereby certify that this Notice was posted on the bulletin board of the main entrance of the Buckholts ISD Administration Building and at the Buckholts Post Office at , which is at least 72 hours prior to the date and time of the scheduled meeting.

---

Adan Losoya  
Board President

---

Ricky McCall  
Board Vice President

# Explanatory Notes

## TASB Localized Policy Manual Update 117

### **Buckholts ISD**

#### **AIC(LEGAL)**

#### **ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS**

Administrative Code provisions amended effective January 5, 2021, address program performance regarding certain special student populations. The rules address supervision and monitoring reviews and require the commissioner to assign districts an annual determination level based on performance of the special student populations.

#### **BBC(LEGAL)**

#### **BOARD MEMBERS: VACANCIES AND REMOVAL FROM OFFICE**

We have streamlined the reference to CH(LEGAL) regarding board member removal for purchasing violations.

#### **BBD(EXHIBIT)**

#### **BOARD MEMBERS: TRAINING AND ORIENTATION**

As approved by the State Board of Education in November 2020, the Framework for School Board Development has been extensively revised.

#### **BJCE(LEGAL)**

#### **SUPERINTENDENT: SUSPENSION/TERMINATION DURING CONTRACT**

Changes to this legally referenced policy on suspension of the superintendent without pay and termination during the contract term were prompted by Administrative Code revisions effective January 11, 2021.

#### **C(LEGAL)**

#### **BUSINESS AND SUPPORT SERVICES**

The C Section table of contents has been revised to rename CHE to Vendor Disclosures and Contracts.

#### **CBB(LEGAL)**

#### **STATE AND FEDERAL REVENUE SOURCES: FEDERAL**

The federal Department of Education issued correcting amendments to the Uniform Guidance for Grants and Agreements, effective February 22, 2021, resulting in a change to the provisions on cooperative purchasing in this legally referenced policy. Citations have also been updated.

#### **CH(LEGAL)**

#### **PURCHASING AND ACQUISITION**

Update 117 includes a reorganization of the purchasing and facilities construction legally referenced policies in the CH and CV series.

As part of the reorganization, we have:

- Added cross-references to other pertinent policy codes to eliminate duplicated material;
- Added existing provisions on site-based purchasing;
- Reordered and adjusted provisions for clarity and to better match statutory wording;
- Moved to CHE(LEGAL) provisions on required vendor disclosures and contract provisions and lobbying restrictions; and
- Moved detailed provisions on competitive bidding to CVA(LEGAL).

Provisions on purchasing recycled products were added from new Administrative Code rules, effective July 2, 2020.

#### **CH(LOCAL)**

#### **PURCHASING AND ACQUISITION**

The major winter storms earlier this year caused extensive damage to many district facilities. Based on district requests for additional flexibility in such emergency circumstances, we recommend a new provision delegating authority to the superintendent to contract for the replacement, construction, or repair of equipment or facilities in the event of a catastrophe, emergency, or natural disaster affecting the district if

# Explanatory Notes

## TASB Localized Policy Manual Update 117

### **Buckholts ISD**

emergency replacement, construction, or repair is necessary for the health and safety of district students and staff. The superintendent must report to the board any contracts made under the delegated authority at the next regular meeting.

The recommended text also clarifies that the delegation *does not* permit the superintendent to act under Education Code 44.031(h) to make purchases without following normal competitive purchasing requirements; the board must take action to waive any Chapter 44 provisions in accordance with law.

**The recommended delegation provision is optional. Please carefully review the new text to ensure it aligns with the district's practices and contact the district's policy consultant if your district does not wish to add this provision or has other revisions.**

TASB Legal Services' eSource article [Emergency Management for Texas Public Schools](#) provides additional information on purchasing in emergency situations.

The *Legal Issues in Update 117* memo describes common legal concerns and best practices specific to [this policy topic](#).

### **CHE(LEGAL) PURCHASING AND ACQUISITION: VENDOR DISCLOSURES AND CONTRACTS**

This legally referenced policy has been reorganized to focus on required vendor disclosures and contract provisions. This material has been moved from CH(LEGAL).

In addition, we have:

- Included references to other pertinent codes and deleted material duplicated at other policy codes; and
- Reordered and adjusted provisions for clarity and to better match statutory wording.

### **CL(LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT**

New Administrative Code rules, effective July 2, 2020, prompted revisions to provisions on recycling programs.

Provisions on pool sanitation and safety standards have been streamlined to refer to the relevant legal guidance.

### **CV(LEGAL) FACILITIES CONSTRUCTION**

Update 117 includes a reorganization of the purchasing- and construction-related legally referenced policies in the CH and CV series.

As part of the reorganization, we have:

- Added cross-references to other pertinent policy codes to eliminate duplicated material; and
- Reordered and adjusted provisions for flow and to better match statutory wording.

### **CV(LOCAL) FACILITIES CONSTRUCTION**

For ease of reference and to align with recommended changes at CH(LOCAL) on delegation to the superintendent for emergency contracting, Policy Service recommends adding a Note referring to CH(LOCAL) for those provisions.

The *Legal Issues in Update 117* memo describes common legal concerns and best practices specific to [this policy topic](#).

# Explanatory Notes

## TASB Localized Policy Manual Update 117

### **Buckholts ISD**

#### **CVA(LEGAL)**

#### **FACILITIES CONSTRUCTION: COMPETITIVE BIDDING**

Provisions on identical, competitive bids have been moved from CH(LEGAL). In addition, a provision on making bid evaluations public has been moved to this policy from CV(LEGAL). Other revisions are to delete material duplicated at other policy codes and adjust language for clarity and to better match statutory wording.

#### **CVB(LEGAL)**

#### **FACILITIES CONSTRUCTION: COMPETITIVE SEALED PROPOSALS**

A cross-reference has been added to procurement processes included at other policy codes, and duplicated material has been deleted. Other revisions are to adjust language for clarity and to better match statutory wording.

#### **CVC(LEGAL)**

#### **FACILITIES CONSTRUCTION: CONSTRUCTION MANAGER-AGENT**

Additional detail has been added regarding the construction manager-agent method. A cross-reference has been added to procurement processes included at other policy codes, and duplicated material has been deleted. Other revisions are to adjust language for clarity and to better match statutory wording.

#### **CVD(LEGAL)**

#### **FACILITIES CONSTRUCTION: CONSTRUCTION MANAGER-AT-RISK**

Additional detail has been added regarding the construction manager-at-risk method. A cross-reference has been added to procurement processes included at other policy codes, and duplicated material has been deleted. Other revisions are to adjust language for clarity and to better match statutory wording.

#### **CVE(LEGAL)**

#### **FACILITIES CONSTRUCTION: DESIGN-BUILD**

A cross-reference has been added to procurement processes included at other policy codes, duplicated material has been deleted, and provisions have been reordered for flow. Other revisions are to adjust language for clarity and to better match statutory wording.

#### **CVF(LEGAL)**

#### **FACILITIES CONSTRUCTION: JOB ORDER CONTRACTS**

A cross-reference has been added to procurement processes included at other policy codes, duplicated material has been deleted, and provisions have been reordered for flow. Other revisions are to adjust language for clarity and to better match statutory wording.

#### **DEC(LOCAL)**

#### **COMPENSATION AND BENEFITS: LEAVES AND ABSENCES**

The events of the past year have highlighted the need for additional flexibility regarding administration of leave. TASB Policy, Legal, and HR Services collaborated on the recommended revisions to this policy, which remove administrative details not required to be in board policy and that may be more appropriately addressed elsewhere, such as in the employee handbook.

To support the removal of these administrative details, a new paragraph directs the superintendent to develop administrative regulations to implement the policy. [Remember that BJA(LOCAL) permits the superintendent to delegate this responsibility as appropriate.] In addition, TASB HR Services has:

- Created a corresponding [Framework for Developing Leaves and Absences Procedures](#), with prompts and placeholders for administrative decisions; and
- Revised the 2021–22 *Model Employee Handbook* to address administrative provisions removed from the policy, as appropriate.

Other changes include:

- Adding a definition of *school year* that aligns with terminology in the TASB sample contracts and provides context for references to the term when used elsewhere in the policy.

# Explanatory Notes

## TASB Localized Policy Manual Update 117

### **Buckholts ISD**

- Relocating provisions on concurrent use of leave and compensatory time to the sections addressing temporary disability leave.
- Simplifying the statement reflecting that the district permits paid leave offset in conjunction with workers' compensation benefits.
- Revising terminology from *reimbursement* to *payment* for unused leave to reflect that employees are receiving payment for days of accumulated leave upon retirement.

New recommended provisions on state personal leave clarify that the district will also consider how the duration of the requested absence affects the educational program and district operations.

The *Legal Issues in Update 117* memo describes common legal concerns and best practices specific to [this policy topic](#).

Currently, our records reflect that the district's current policy does not include text to address the Family and Medical Leave Act (FMLA). If your district currently employs 50 or more employees, please contact your policy consultant to discuss adding those FMLA provisions to your policy.

### **EHAA(LLEGAL)**

### **BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)**

New Administrative Code rules address the requirement for districts to provide instruction in positive character traits, which can be met through a stand-alone course or by integrating the TEKS into other courses. The rules address the frequency of instruction by grade bands and are effective for the 2021–22 school year.

### **EHBA(LLEGAL)**

### **SPECIAL PROGRAMS: SPECIAL EDUCATION**

Revised Administrative Code rules, effective March 14, 2021, address various special education provisions and:

- Provide more detail on instructional arrangements;
- Include a definition of *regular school day* for the purpose of determining the instructional arrangement; and
- Update citations to funding statutes.

### **EHBA(LLEGAL)**

### **SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY**

Provisions on a district's obligation to refer for evaluation and the definition of a *child with a disability* have been updated based on revised Administrative Code rules, effective March 14, 2021. Other changes are to better reflect statute.

### **EHBAB(LLEGAL)**

### **SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM**

As a result of revised Administrative Code rules effective March 14, 2021, we have updated text regarding establishment of the admission, review, and dismissal (ARD) committee and added a provision addressing a district's overall responsibility for all of the functions of the IEP team and ARD committee. Citations have also been updated.

# Explanatory Notes

## TASB Localized Policy Manual Update 117

### **Buckholts ISD**

#### **EHBAC(LLEGAL) SPECIAL EDUCATION: STUDENTS IN NONDISTRICT PLACEMENT**

From revised Administrative Code rules effective March 14, 2021, we have added a provision requiring the district to notify TEA within 30 calendar days of an ARD committee's decision to place a student in a residential education program.

#### **EHBAD(LLEGAL) SPECIAL EDUCATION: TRANSITION SERVICES**

Revised Administrative Code rules, effective March 14, 2021, prompted a revision to the graduation provisions and updates to cites throughout this legally referenced policy.

#### **EHBC(LLEGAL) SPECIAL PROGRAMS: COMPENSATORY/ACCELERATED SERVICES**

Revisions regarding approval of an optional flexible school day program are from revised Administrative Code rules, effective December 6, 2020.

#### **EIF(LLEGAL) ACADEMIC ACHIEVEMENT: GRADUATION**

Details have been added on the graduation of students receiving special education services who entered grade nine after the 2014–15 school year. The changes come from revised Administrative Code rules effective March 14, 2021.

In addition, we have replaced detailed provisions on graduation of students receiving special education services who entered grade nine before the 2014–15 school year with a reference to the relevant Administrative Code provision. Citations have been updated throughout.

#### **EKB(LLEGAL) TESTING PROGRAMS: STATE ASSESSMENT**

In accordance with House Bill 3906 (86th Legislative Session) and effective September 1, 2021, the reference to the separate writing assessment in grades 4 and 7 has been removed.

#### **EL(LLEGAL) CAMPUS OR PROGRAM CHARTERS**

We have added provisions that a district is entitled to additional state aid if the district was under contract during the 2017–18 school year or is under renewal of such a contract to jointly operate a campus or campus program under Education Code 11.157 (Contracts for Educational Services). Details may be found in revised Administrative Code rules, effective March 30, 2021.

#### **FFAC(LLEGAL) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT**

New Administrative Code rules, effective February 18, 2021, address maintenance and administration of unassigned asthma medication for districts that choose to implement such a program. Contact your policy consultant if your district has a program but lacks local policy provisions.

See FFAC in the [TASB Regulations Resource Manual](#).



## (LOCAL) Policy Comparison Packet

This packet is generated by an automated process that compares the updated policy to the district's current policy as found in TASB records.

In this packet, you will find:

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

Annotations are shown as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

---

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

---

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

<b>Contact:</b>	<b>School Districts and Education Service Centers</b>	<b>Community Colleges</b>
	<a href="mailto:policy.service@tasb.org">policy.service@tasb.org</a>	<a href="mailto:colleges@tasb.org">colleges@tasb.org</a>
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

PURCHASING AND ACQUISITION

CH  
(LOCAL)

**Purchasing  
Authority**

The Board delegates to the Superintendent the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs ~~\$20,000~~ \$20,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

Exception for  
Emergency  
Contracts

In the event of a catastrophe, emergency, or natural disaster affecting the District, the Board delegates to the Superintendent the authority to contract for the replacement, construction, or repair of school equipment or facilities in accordance with law, if emergency replacement, construction, or repair is necessary for the health and safety of District students and staff. The Superintendent shall report to the Board at the next regular meeting any contract made under this authority. [See Disaster Exception, CH(LEGAL)]

The delegation regarding emergency contracts does not waive competitive purchasing requirements under Education Code Chapter 44. Only the Board is authorized to waive competitive purchasing requirements under limited circumstances in accordance with Education Code 44.031(h). [See Emergency Damage or Destruction, CH(LEGAL)]

Purchasing  
Procedures

The Superintendent shall develop purchasing procedures to implement the requirements of state and federal law. [See also CB, CBB, CH(LEGAL), and COA]

Purchasing Method

The Board delegates to the Superintendent the authority to determine the method of purchasing in accordance with CH(LEGAL) or CBB(LEGAL), as appropriate.

*Competitive  
Bidding*

If competitive bidding is chosen as the purchasing method, the Superintendent shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids in accordance with state or federal law, as applicable.

*Competitive  
Sealed Proposals*

If competitive sealed proposals are chosen as the purchasing method, the Superintendent shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time

PURCHASING AND ACQUISITION

CH  
(LOCAL)

specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals in accordance with state or federal law, as applicable.

Electronic Bids or  
Proposals

Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

**Responsibility for  
Debts**

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

**Purchase  
Commitments**

All purchase commitments shall be made by the Superintendent in accordance with administrative procedures, including the District's purchasing procedures.

**Personal Purchases**

District employees shall not be permitted to make purchases for personal use through the District's business office.

**Compliance with Law**

The Superintendent shall establish procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.

**Construction Contracts**

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000. To assist the Board, the Superintendent shall recommend the project delivery/contract award method that he or she determines provides the best value to the District. [See CV series generally and CBB(LEGAL) for requirements if federal funds are involved.]

For construction contracts valued at or above ~~\$10,000~~ \$10,000, the Superintendent shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH and CBB(LEGAL)]

---

**Note:** For provisions regarding delegation of authority for construction contracts in the event of a catastrophe, emergency, or natural disaster affecting the District, see CH(LOCAL).

---

**Change Orders**

Change orders permitted by law shall be approved prior to any changes being made in the approved plans or the actual construction of the facility.

Change orders valued at or above ~~\$10,000~~ \$10,000 shall require Board approval. The Superintendent shall be authorized to approve change orders of a lesser amount.

**Project Administration**

All construction projects shall be administered by the Superintendent or designee.

The Superintendent shall keep the Board informed concerning construction projects and also shall provide information to the general public.

**Final Payment**

The District shall not make final payments for construction or the supervision of construction until the work has been completed and the Board has accepted the work.

**Leave  
Administration**

The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy.

**Definitions**

The term “immediate family” is defined as:

**Immediate Family**

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

**Family Emergency**

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

**Leave Day**

A “leave day” for purposes of earning, ~~using~~**use**, or recording ~~of~~ leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

**School Year**

A “school year” for purposes of earning, using, or recording leave shall mean the term of the employee’s annual employment as set by the District for the employee’s usual assignment, whether full-time or part-time.

**Catastrophic Illness  
or Injury**

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

---

**Note:** For District contribution to employee insurance during leave, see CRD(LOCAL).

---

<b>Availability</b>	The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.
<b>State Deductions</b> <i>Leave Without Pay</i>	<del>The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.</del>
Leave Proration <i>Employed for Less Than Full Year</i>	<p>If an employee separates from employment with the District before his or her last duty day of the school year, or begins employment after the first duty day of the school year, state personal leave <del>and local leave</del> shall be prorated based on the actual time employed.</p> <p>If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave <del>and local leave</del> the employee used beyond his or her pro rata entitlement for the school year.</p>
<b>Recording</b>	<del>Leave shall be recorded as follows:</del> <ol style="list-style-type: none"><li><del>1. Leave shall be recorded in half-day increments for all employees.</del></li><li><del>2. If the employee chooses to offset leave against workers' compensation benefits, leave shall be recorded in the amount used.</del></li></ol>
<b>Order of Use</b>	<del>Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:</del> <ol style="list-style-type: none"><li><del>1. Local leave.</del></li><li><del>2. State sick leave accumulated before the 1995-96 school year.</del></li><li><del>3. State personal leave.</del></li></ol>
<b>Concurrent Use of Leave</b>	<del>The District shall require the employee to use paid leave, including compensatory time, concurrently with temporary disability leave.</del> <p><del>An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated temporary disability leave and/or assault leave, as applicable.</del></p>
<b>Medical Certification</b>	An employee shall submit medical certification of the need for leave if: <ol style="list-style-type: none"><li>1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family; or</li></ol>

2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent.

In each case, medical certification shall be made by a health-care provider as defined by the ~~FMLA, Family and Medical Leave Act (FMLA)~~. [See DECA(LEGAL)]

---

~~Note: For District contribution to employee insurance during leave, see CRD(LOCAL).~~

---

### State Personal Leave

The Board requires employees to differentiate the manner in which state personal leave is used. :

~~Nondiscretionary~~  
~~Non-discretionary~~ Use

- 1.3. ~~Nondiscretionary~~~~Non-discretionary~~ use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

~~Nondiscretionary~~~~Non-discretionary~~ use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

Discretionary Use

- 2.4. Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

#### ~~Limitations~~

Request for  
Leave

~~In deciding whether to approve or deny a~~~~The employee shall submit a written~~ request for discretionary use of state personal leave, ~~to the immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and/or~~ District operations, as well as the availability of substitutes.

### Local Leave

~~Each employee~~~~All employees~~ shall earn two paid local leave days per school year in accordance with administrative regulations.

Local leave shall be noncumulative.

Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]

### Bereavement Leave

An employee shall be granted, ~~upon request, up to~~ three ~~days of~~ ~~bereavement~~ leave ~~upon days in the event of the~~ death of a member of the employee's immediate family. ~~Such~~~~This~~ leave shall be taken with no loss of pay or other paid leave.

### Sick Leave Pool

An employee who has exhausted all paid leave **as well as any applicable compensatory time** and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate local leave or state personal leave for use by the eligible employee.

~~If the employee is unable to submit the request, a member of the employee's family or the employee's supervisor may submit the request to establish a sick leave pool.~~

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

The Superintendent ~~or designee~~ shall develop regulations for the implementation of the sick leave pool that address the following:

1. Procedures to request the establishment of a sick leave pool;
2. The maximum number of days an employee may donate to a sick leave pool;
3. The maximum number of days per school year an eligible employee may receive from a sick leave pool; and
4. The return of unused days to donors.

### Appeal

**An employee may appeal a decision** ~~All decisions~~ regarding the establishment or implementation of the District's sick leave pool ~~may be appealed~~ in accordance with DGBA(LOCAL), beginning with the Superintendent or **appropriate administrator** ~~designee~~.

### Temporary Disability Leave

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent ~~or designee~~ as a request for temporary disability leave.

**The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently.**

**Workers'  
Compensation**

---

**Note:** Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance. ~~[See CRD(LOCAL) regarding payment of insurance contribution during employee absences.]~~

---

An absence due to a work-related injury or illness shall be designated as temporary disability leave and/or assault leave, as applicable.

Paid Leave Offset

The District shall permit the option ~~An employee eligible for paid leave offset in conjunction with workers' compensation income benefits, and not on assault leave, may elect in writing to use available partial-day increments of paid leave to make up the difference between the employee's income benefits and the pre-injury wage.~~ [See CRE]

**Court Appearances**

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

**Payment Reimbursement for  
Accumulated Leave  
Upon Retirement**

The following leave provisions shall apply to state and local leave ~~accumulated~~ **earned** beginning on the original effective date of this program.:-

An employee who retires from the District shall be eligible for ~~payment~~ **reimbursement** for ~~accumulated~~ state and local leave under the following conditions::

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 90 days before the last day of employment. ~~Noncontract~~ **Non-contract** employees must provide written notice at least two weeks before the last day of employment.
3. The employee has at least ten years of service with the District.

The employee shall ~~receive payment~~ **be reimbursed** for each day of ~~accumulated~~ state and local leave, to a maximum of 100 days, at a rate established by the Board. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.



**Buckholts ISD**

**Certificated Teacher Salary Schedule 2021 - 2022**

---

<b>Experience / Steps</b>	<b>Bachelor's Degree</b>
0	\$40,000.00
1	\$40,500.00
2	\$41,000.00
3	\$41,500.00
4	\$42,000.00
5	\$48,880.00
6	\$50,410.00
7	\$51,830.00
8	\$53,170.00
9	\$54,440.00
10	\$55,630.00
11	\$56,770.00
12	\$57,850.00
13	\$58,850.00
14	\$59,810.00
15	\$60,710.00
16	\$61,570.00
17	\$62,370.00
18	\$63,140.00
19	\$63,860.00
20	\$64,540.00

**\*\*Half time staff paid at half of full salary**

## BUCKHOLTS ISD 2021-2022 STIPEND CHART

A stipend form must be completed and submitted to Human Resources. All stipends are subject to certification and schedule verification and may not be paid until the employee's first or second paycheck of the year.

<b>Position Description</b>	<b>Amount</b>
Special Education Self – Contained: PPCD, Functional Academics	\$1,000
Dyslexia	\$1,500
Bilingual/Translator	\$500
ESL (CERTIFIED ONLY)***	\$1,000
Technology Coordinator	\$5,000
Mentoring	\$7,000
GT Stipend	\$1,000
National Honor Society	\$500
FFA Sponsor	\$5,000
UIL Coordinator	\$1,000
UIL Sponsor Events	\$600
Student Council	\$500
Yearbook	\$1,000
TASBO Certification	\$1,000
Special Programs Coordinator	\$2,000
Kinder/Pre-K Stipend	\$1,000
<b><i>Coaching Stipends</i></b>	
Athletic Director	\$5,000
HS Head Football	\$3,500
O/D Coordinator	\$2,000
MS Head Football	\$1,250
MS Asst. Football	\$1,000
HS Cheer	\$1,200
MS Cheer	\$800
HS Head Volleyball	\$2,250
HS Asst. Volleyball	\$1,500
MS Head Volleyball	\$1,000
MS Asst. Volleyball	\$650
Head Cross Country	\$1,000
Asst. Cross Country	\$500
HS Head (B) Basketball	\$2,250
HS Asst. (B) Basketball	\$1,500
HS Head (G) basketball	\$2,250
HS Asst. (G) Basketball	\$1,500
MS Head (B) Basketball	\$875
MS Asst. (B) Basketball	\$625
MS Head (G) Basketball	\$875
HS Head Track	\$2,000
HS Asst. Track	\$1,000
MS Head Track	\$650
MS Asst. Track	\$450
CDL Bonus	\$750

BUCKHOLTS ISD 2021-2022 STIPEND CHART