



# Agenda of Regular Meeting

## Thursday, January 18, 2024

### The Board of Trustees

### Richardson ISD

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A Regular Meeting of the Board of Trustees of Richardson ISD will be held Thursday, January 18, 2024, beginning at 6:00 PM in the Administration Building, 400 S. Greenville Ave, Richardson, TX 75081.

Prior to or during consideration of agenda subjects, the board will hear public comments from any member of the public who has complied with District procedures for signing up to speak. The notice for this meeting was posted on January 15, 2024.

Public Comments: - Persons wishing to address the Board must complete an online Public Comment form by signing up at <https://web.risd.org/board/public-comments/> beginning when the meeting agenda is posted through 12:00 p.m. on the day of the meeting. RISD will not accept submissions after 12:00 p.m. on the posted meeting date. Persons who do not have access to a computer to complete the Public Comment form online may contact the Board Office during normal business hours at 469-593-0403 (español 469-593-0312) for assistance. Persons wishing to speak must complete the online registration form in full and be present at the meeting to make his/her own comments during the designated time for Public Comment to be eligible to speak. Any registered speaker who is absent from the meeting at the time for Public Comment forfeits the opportunity to address the Board at that meeting.

Disruptions. Disruptive behavior will not be tolerated during a meeting. After providing at least one warning to a disruptive visitor, the presiding officer may request assistance from law enforcement officials to remove from the meeting any person who continues to disrupt the meeting by utterances or actions. A visitor who exhibits disruptive behavior in a subsequent meeting may be issued a trespass warrant. It is a criminal offense for a person, with intent to prevent or disrupt a lawful meeting, to substantially obstruct or interfere with the ordinary conduct of a meeting by physical action or verbal utterance. 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.

I. **CALL TO ORDER**

- A. Pledge of Allegiance / Moment of Silence
- B. Announcements / Communications  
Recognition of Schools, Students and Staff

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II. **PUBLIC COMMENT SECTION**

Comments from visitors who submitted the form requesting to address Board Members.

- A. Agenda Related Topic

<p><b>B. Non-Agenda Related Topic</b></p> <p><b>III. CONSENT / CONFIRMATION AGENDA ITEMS</b></p> <p>Submitted for Action and/or Information</p>	<p><b>A. Minutes of December 14 and December 21, 2023</b> <span style="float: right;"><b>11</b></span></p> <p>Action Item</p> <p><b>B. Human Resources Report</b> <span style="float: right;"><b>19</b></span></p> <p>Action/Information Item</p> <p><b>C. Recommended Specified Best Value/Low Bids, Contracts and Cumulative Purchases</b> <span style="float: right;"><b>24</b></span></p> <p>Action/Information Item</p> <p><b>Part A: New Bids - For Approval</b></p> <p>Miscellaneous Consultant Services</p> <p>Multi-Campus Fire Alarm Replacement</p> <p>Commercial Reach-In Cooler and Freezer Replacements</p> <p>Online Subscriptions including Curriculum Delivery and other Online Delivery Services</p> <p><b>Part B: Bid Renewals - For Approval</b></p> <p>Full-Service Delivery of Fresh Produce</p> <p><b>Part C: Contract Information (Greater than \$100,000) - For Approval</b></p> <p>ESS South Central - Substitute Staff Placement (Equalis Contract #R10-1105C)</p> <p>Interior Resource Group - Phase IIB Furniture PHS (multiple cooperatives)</p> <p>Offen Petroleum LLC - Bus and Fleet Bulk Fuel (TCCPP 2023-070)</p> <p>County of Dallas - Joint election cost, May 4, 2024.</p> <p>Cloud Ingenuity - Visitor management system 3 years - (TIPS #230105)</p> <p>TNTP - Multilingual Learner-Focused Training and Support ending June 30, 2024 (RISD # 21-129) - Authority to approve, negotiate, and enter into a contract</p> <p><b>Part D: Interlocal Agreements, Memorandums of Understanding, and Other - For Approval</b></p> <p><b>Interlocal Agreements:</b></p> <p>Region 10 ESC - Texas Reading Initiative</p> <p><b>Memorandums of Understanding:</b></p> <p>University of North Texas at Dallas - Field Placement (3 year term)</p> <p><b>Other:</b></p> <p>Update Here</p> <p><b>Part E: Contracts, Contract Modifications &amp; Change Orders: Less than \$100,000 (Information Only)</b></p> <p>Heather Lyn Towell - to provide support to Richardson ISDs Evaluation staff including but not limited to educational assessment, report writing, and attendance of ARD meeting through May 24, 2024.</p> <p><b>Part F: Cumulative Purchases - Information Only</b></p> <p><b>Cumulative Purchases from Qualified Vendors:</b></p> <p>BUY BOARD - Texas Association of School Boards</p> <p>CPGPC - Choice Partners</p> <p>CTPA - Central Texas Purchasing Association</p> <p>DIR - State of Texas Department of Information Resources</p> <p>EPCNT - Education Purchasing Cooperative of North Texas</p> <p>SOURCEWELL - Sourcewell (previously NJPA)</p> <p>OMNIA Partners - TCPN/IPA/US Communities</p> <p>PPPCCP - Prospering Pals</p> <p>TCCPP - Tarrant County Cooperative Purchasing Program</p> <p>TIPS - The Interlocal Purchasing System</p>
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D.	Schedule of Upcoming Bids	31
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- 6. FNG (LOCAL) - Student Rights and Responsibilities: Student and Parent Complaints/Grievances
- 7. DGBA (LOCAL) - Employee Complaints/Grievances
- 8. FFAC (LOCAL) - Wellness and Health Services: Medical Treatment
- 9. EF (LOCAL) - Instructional Resources
- 10. EFA (LOCAL) - Instructional Resources: Instructional Materials
- 11. EFB (LOCAL) - Instructional Resources: Library Materials Information Item

- K. Intruder Audit Report 191  
Information Item
- L. Discussion of Legislative Issues  
Information Item
- M. Discussion of Student / District Activities  
Information Item
- N. Discussion of Upcoming Events  
Information Item
- O. Discussion of Recently Attended or Upcoming Conferences and Meetings  
Information Item
- P. Proposal of Future Agenda Items  
Information Item

V. **CLOSED MEETING**

If, during the course of the meeting, the Board of Trustees should determine that a closed session is required, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, including but not limited to Section 551.071-Consultation with Attorney, and Section 551.074 - Duties of public officers.

VI. **RECONVENE**

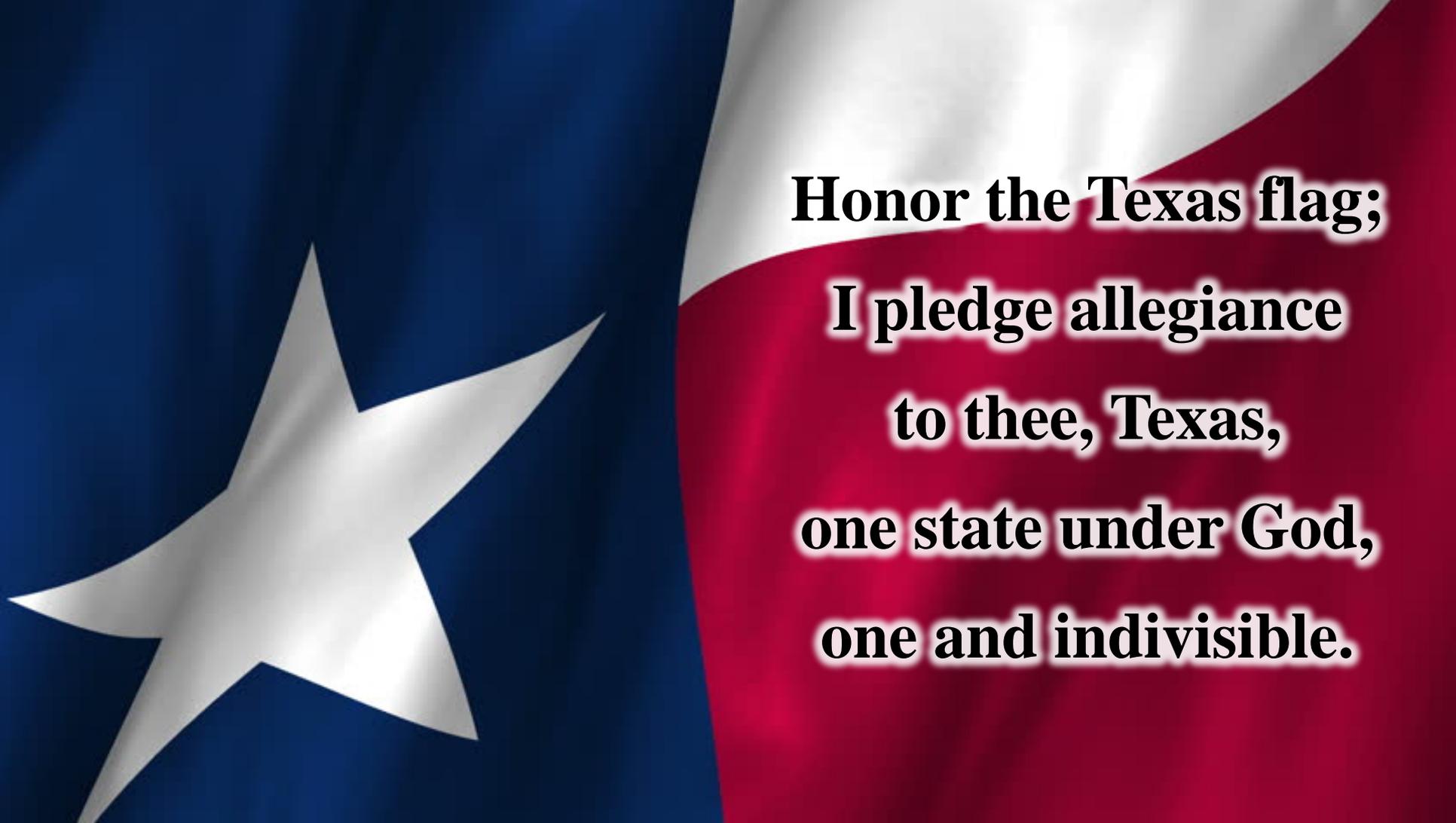
Open Meeting to vote on matters considered in Closed Meeting, if applicable.

VII. **ADJOURNMENT**

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 in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See BEC(LLEGAL)]

The background of the image is a waving American flag. The stars and stripes are clearly visible, with the blue field of stars on the left and the red and white stripes on the right. The flag appears to be moving, creating a sense of dynamic energy.

**I pledge allegiance  
To the Flag of the  
United States of America,  
and to the Republic  
for which it stands,  
one Nation under God,  
indivisible, with liberty  
and justice for all.**

The image features a close-up, slightly blurred view of the Texas state flag. The flag is divided into three horizontal stripes: a dark blue stripe at the top, a white stripe in the middle, and a red stripe at the bottom. A large, white, five-pointed star is positioned on the left side, partially overlapping the blue and white stripes. The text is overlaid on the right side of the image, set against the white and red stripes.

**Honor the Texas flag;  
I pledge allegiance  
to thee, Texas,  
one state under God,  
one and indivisible.**



# BOARD OF TRUSTEES RICHARDSON INDEPENDENT SCHOOL DISTRICT

## Procedures for Public Comments During Board Meetings

The Board of Trustees of the Richardson Independent School District welcomes members of the public to its meetings. The purpose of meetings is to allow trustees to conduct the business of the District. Although Board meetings are held in public, they are not public meetings and the public does not have a right to participate except as provided by the Board. The Board offers a limited open forum at meetings through its Public Comment Sections to provide opportunities for members of the public to convey information to the Board.

The Board adopted the following procedures concerning public comments to facilitate the efficient operation of meetings:

### Public Comment Section

- The Board of Trustees will include a Public Comment Section on the posted Agenda for each meeting. The Board holds regular monthly business meetings each month of the year, excluding July. Business meetings typically are scheduled for the first Thursday of the month. The Board schedules work sessions to address topics of study or as other needs arise. The Board reserves the third Thursday of each month for work sessions, but they also may be scheduled at any other time when a need arises. The Board reserves the right to schedule or reschedule meetings as necessary to meet the operational needs of the District. A written Agenda is posted for each Board meeting at least 72 hours before the meeting is scheduled. If an Emergency Meeting is authorized, an agenda will be posted at least one hour before the meeting is scheduled.

The Public Comment Section for agenda-related topics ordinarily will be placed on the Agenda just prior to the first business item on the Agenda. Where appropriate for efficient meeting management, the section for comments related to non-agenda topics may be placed on the Agenda after other action and information items. A speaker who attempts to address a non-agenda related topic during any period reserved for agenda-related topics is engaging in disruptive behavior. The speaker must stop his or her comments when directed.

- When necessary for effective meeting management, to accommodate large numbers of individuals wishing to address the Board at a meeting, or when otherwise advisable to accommodate specific circumstances, the Board delegates to the presiding officer the authority to make adjustments to these public comment procedures. Such adjustments may include, without limitation, adjusting when public comment will occur during a meeting, reordering agenda items, deferring public comment on non-agenda items, continuing an agenda item to a later meeting, temporarily revising public comment procedures as necessary if a meeting is conducted via videoconference, providing expanded opportunity for public comment, or establishing an overall time limit for public comments and adjusting the time allotted to each speaker.

### Speaker Topics

- Regular Business Meetings. Speakers may comment on specific Agenda items, as well as matters not on the posted Agenda (i.e. non-agenda items), during the Public Comment Section at regular business meetings.
- Work Sessions or Other Called Meetings. Speakers may comment only on specific agenda items during the Public Comment Section at work sessions and other called meetings.
- Public Hearings. When RISD gives notice of a public hearing, speakers may complete a separate online public comment form for the public hearing. Speakers may only comment on the specific topic noticed for the public hearing. All other rules noted herein apply to comments during a public hearing.

### Public Comment Form

- Persons wishing to address the Board must complete an online Public Comment form by signing up at the designated registration form link on the District's website beginning when the meeting agenda is posted through 12:00 p.m. on the day of the meeting. RISD will not accept submissions after 12:00pm on the posted meeting date. Persons wishing to speak must complete the designated registration form in full and be present at the meeting to make his/her own comments during the designated time for Public Comment to be eligible to speak. Any registered speaker who is absent from the meeting at the time for Public Comment forfeits the opportunity to address the Board at that meeting.
- In addition to identifying information, each speaker must indicate the specific Agenda item about which he or she wishes to comment and/or identify the non-Agenda topic of the comments.
- If RISD gives notice of a public hearing, it will provide a separate designated registration form link on the District's website for the public hearing that persons who wish to speak must complete. Individuals will be able to register beginning when the meeting agenda for

the public hearing is posted through 12:00 p.m. on the day of the meeting. RISD will not accept comment cards after 12:00pm on the posted meeting date.

- Persons who do not have access to a computer to complete the Public Comment form online may contact the Board Office at 469-593-0403 for assistance. The online form is required to be completed by no later than 12:00 pm on the day of the posted meeting.

### Written Materials

- A speaker who wishes to provide written materials to the Board of Trustees must bring at least nine (9) copies of the materials to the Board meeting. A copy of the materials will be provided to the trustees before the speaker is called. The speaker may not distribute materials when he or she is called to speak.

### Time

- Each speaker is limited to a total of three\* minutes and a speaker may not use time of another speaker to extend his or her comment period. Note: A speaker who addresses the Board through a translator will have six\* minutes to present comments to ensure that non-English speakers receive the same opportunity to address the Board.
- Staff will set a three\*-minute digital timer for each speaker. The speaker shall end his or her comments when the timer expires. Any speaker who fails to stop speaking and yield the podium at the end of his or her allotted time is considered out of order and may be escorted from the podium and/or asked to leave the meeting.  
**(\*Unless the comment period has been limited as provided herein.)**

### Single comment

- A speaker may complete one online Public Comment form for each meeting. A speaker who comments during a public hearing is not ineligible to speak during the regular public comment period.

### Protocol for Speakers

- The Board Secretary will call the name of each speaker who has submitted a public comment card and state the topic(s) on which the individual has registered to speak.
- Each speaker should approach the podium when his or her name is called. An adjustable microphone is affixed to the podium in the Auditorium. The speaker should clearly state his or her name and the school or school(s) the speaker's children attend or have attended before beginning to comment.
- The Board will not engage in dialogue with a speaker. Specific factual information or reference to an existing policy may be furnished in response to inquiries or statements. The Board cannot deliberate or make a decision on any subject that is not on the Agenda.
- The public comment period is not the appropriate forum for presentation of formal complaints. RISD maintains a formal grievance policy to address complaints. The Board will only consider formal complaints that remain unresolved after they have been addressed through proper administrative channels and when they have been placed on the Agenda. Attacks of a personal nature against Board members, RISD staff, students, or other citizens by name or unique title will not be allowed or tolerated. Speakers who wish to make a complaint regarding an employee should comply with the appropriate complaint policy. (DGBA – Employee Complaints; FNG – Student/Parent Complaints; GF – Public Complaints). Complaint policies are available on the RISD website.
- Remarks or other conduct that disrupt the meeting are considered out of order and will not be allowed. Visitors and staff must listen quietly and respectfully during the public comment section whether they agree or disagree with a speaker's message. It is not appropriate for staff or visitors to clap, cheer, boo, display banners, or otherwise engage in disruptive conduct. Persons who disrupt the meeting will be cautioned to observe meeting rules. Persons who persist in disrupting the meeting may be removed from the meeting.

### Consent for Online Publication

RISD may audio and video record its meetings. A person who chooses to speak during the Public Comment Section is consenting to the online audio/video publication of his or her comments.

### Reasonable Accommodation and Translation

Persons desiring to make a public comment who need reasonable accommodations of a disability or who require a language translator should contact the Board office at 469-593-0403 in advance of the meeting to request assistance.

Approved: September 15, 2022



# JUNTA DIRECTIVA DISTRITO ESCOLAR INDEPENDIENTE DE RICHARDSON

## Procedimientos para los comentarios del público durante las reuniones de la Junta Directiva

La Junta Directiva del Distrito Escolar Independiente de Richardson da la bienvenida a los miembros del público a sus reuniones. El propósito de las reuniones es permitir a los miembros de la Junta conducir los negocios del Distrito. Aunque las reuniones de la Junta Directiva se celebran en público, no son reuniones públicas y el público no tiene derecho a participar, salvo lo dispuesto por la Junta. La Junta ofrece un foro abierto limitado en las reuniones a través de su Sección de Comentarios Públicos para proporcionar oportunidades a los miembros del público para transmitir información a la Junta.

La Junta Directiva adoptó los siguientes procedimientos relativos a los comentarios del público para facilitar el funcionamiento eficiente de las reuniones:

### Sección de comentarios del público

- La Junta Directiva incluirá una sección de comentarios del público en el orden del día de cada reunión. La Junta celebra reuniones mensuales de trabajo todos los meses del año, excepto julio. Las reuniones de trabajo suelen celebrarse el primer jueves de cada mes. La Junta Directiva programa sesiones de trabajo para tratar temas de estudio o cuando surgen otras necesidades. La Junta se reserva el tercer jueves de cada mes para las sesiones de trabajo, pero también pueden programarse en cualquier otro momento cuando surja una necesidad. La Junta se reserva el derecho de programar o reprogramar las reuniones según sea necesario para satisfacer las necesidades operativas del Distrito. Se publica una agenda por escrito para cada reunión de la Junta Directiva al menos 72 horas antes de su realización. Si se autoriza una reunión de emergencia, se publicará una agenda al menos una hora antes de la fecha de la reunión.

La sección de comentarios del público para los temas relacionados con la agenda se incluirá normalmente en la agenda justo antes del primer punto de la misma. Cuando sea conveniente para una gestión eficaz de la reunión, la sección de comentarios relacionados con temas no incluidos en la agenda podrá incluirse después de otros puntos de acción e información. Un orador que intente abordar un tema no relacionado con la agenda durante cualquier período reservado para los temas relacionados con la agenda está incurriendo en un comportamiento perturbador. El orador deberá interrumpir sus comentarios cuando se le indique.

- Cuando sea necesario para la gestión eficaz de la reunión, para dar cabida a un gran número de personas que deseen dirigirse a la Junta en una reunión, o cuando sea aconsejable para adaptarse a circunstancias específicas, la Junta delega en el presidente la autoridad para hacer ajustes a estos procedimientos de comentarios del público. Dichos ajustes pueden incluir, sin limitación, la adaptación del momento en que se producirán los comentarios del público durante una reunión, la reordenación de los puntos del orden del día, el aplazamiento de los comentarios del público sobre los puntos no incluidos en el orden del día, la continuación de un punto del orden del día para una reunión posterior, la revisión temporal de los procedimientos de comentarios del público según sea necesario si una reunión se lleva a cabo a través de videoconferencia, la ampliación de las oportunidades para los comentarios del público, o el establecimiento de un límite de tiempo general para los comentarios del público y el ajuste del tiempo asignado a cada orador.

### Temas de los oradores

- Reuniones ordinarias de trabajo. Los oradores podrán hacer comentarios sobre puntos específicos de la agenda, así como sobre asuntos que no figuren en la agenda (es decir, puntos no incluidos en la agenda), durante la sección de comentarios del público en las reuniones ordinarias de trabajo.
- Sesiones de trabajo u otras reuniones convocadas. Los oradores sólo pueden comentar puntos específicos de la agenda durante la sección de comentarios del público en las sesiones de trabajo y otras reuniones convocadas.
- Audiencias públicas. Cuando RISD notifica una audiencia pública, los oradores pueden completar un formulario de comentarios públicos en línea separado para la audiencia pública. Los oradores sólo pueden hacer comentarios sobre el tema específico anunciado para la audiencia pública. Todas las demás normas indicadas aquí se aplican a los comentarios durante una audiencia pública.

### Formulario de comentarios públicos

- Las personas que deseen dirigirse a la Junta deben llenar un formulario de comentarios públicos en línea inscribiéndose en el enlace del formulario de registro designado en la página web del Distrito a partir del momento en que se publique la agenda de la reunión y hasta las 12:00 p.m. del día de la reunión. RISD no aceptará presentaciones después de las 12:00 p.m. de la fecha de la reunión publicada. Las personas que deseen hacer uso de la palabra deben completar el formulario de registro designado en su totalidad y estar presentes en la reunión para hacer sus propios comentarios durante el tiempo designado para los Comentarios Públicos para tener derecho a hablar. Cualquier orador registrado que se ausente de la reunión a la hora de los Comentarios Públicos perderá la oportunidad de dirigirse a la Junta en esa reunión.
- Además de la información de identificación, cada orador debe indicar el punto específico del orden del día sobre el que desea

comentar y/o identificar el tema no incluido en el orden del día de los comentarios.

- Si RISD avisa de la celebración de una audiencia pública, proporcionará un enlace a un formulario de registro designado por separado en el sitio web del Distrito para la audiencia pública que las personas que deseen intervenir deberán rellenar. Las personas podrán inscribirse a partir del momento en que se publique el orden del día de la audiencia pública hasta las 12:00 horas del día de la reunión. El RISD no aceptará tarjetas de comentarios después de las 12:00 p.m. de la fecha de la reunión anunciada.
- Las personas que no tengan acceso a una computadora para completar el formulario de comentarios públicos en línea pueden comunicarse con la Oficina de la Junta al 469-593-0403 para obtener ayuda. El formulario en línea debe completarse antes de las 12:00 p.m. del día de la reunión publicada.

### Materiales escritos

Un orador que desee proporcionar materiales escritos a la Junta Directiva debe traer al menos nueve (9) copias de los materiales a la reunión de la Junta. Se proporcionará una copia de los materiales a los miembros de la Junta antes de que el orador sea convocado. El orador no podrá distribuir materiales cuando sea llamado a hablar.

### Tiempo

- Cada orador está limitado a un total de tres\* minutos y un orador no puede utilizar el tiempo de otro orador para extender su período de comentarios. Nota: Un orador que se dirija a la Junta a través de un traductor dispondrá de seis\* minutos para presentar sus comentarios a fin de garantizar que las personas que no hablan inglés tengan la misma oportunidad de dirigirse a la Junta.

- El personal pondrá un reloj digital de tres\* minutos para cada orador. El orador terminará sus comentarios cuando el tiempo expire. Cualquier orador que no deje de hablar y ceda el podio al final de su tiempo asignado se considerará fuera de lugar y podrá ser escoltado del podio y/o se le pedirá que abandone la reunión.

(\*A menos que el período de comentarios se haya limitado según lo dispuesto en el presente documento).

### Un solo comentario

Un orador puede completar un formulario de comentarios públicos en línea para cada reunión. Un orador que comente durante una audiencia pública no podrá intervenir durante el periodo de comentarios públicos regular.

### Protocolo para los oradores

- La secretaria de la Junta llamará por su nombre a cada orador que haya presentado una tarjeta de comentarios públicos e indicará el tema o temas sobre los que se ha inscrito para hablar.
- Cada orador deberá acercarse al podio cuando se diga su nombre. En el podio del Auditorio hay un micrófono ajustable. El orador debe decir claramente su nombre y la escuela o escuelas a las que asisten o han asistido sus hijos/as antes de comenzar a comentar.
- La Junta no entablará un diálogo con el orador. En respuesta a las preguntas o declaraciones, se puede proporcionar información específica sobre los hechos o hacer referencia a una política existente. La Junta no puede deliberar ni tomar una decisión sobre ningún tema que no figure en la agenda.
- El período de comentarios públicos no es el foro apropiado para la presentación de quejas formales. El RISD mantiene una política de quejas formales para atenderlas. La Junta sólo considerará las quejas formales que queden sin resolver después de que se hayan abordado a través de los canales administrativos adecuados y cuando se hayan incluido en el orden del día. No se permitirán ni tolerarán los ataques de carácter personal contra los miembros de la Junta, el personal de RISD, los estudiantes u otros ciudadanos por su nombre o título. Los oradores que deseen presentar una queja sobre un empleado deberán cumplir con la política de quejas correspondiente. (DGBA - Quejas de empleados; FNG - Quejas de estudiantes/padres; GF - Quejas del público). Las políticas de quejas están disponibles en la página web de RISD.
- Los comentarios u otras conductas que perturben la reunión se consideran fuera de lugar y no se permitirán. Los visitantes y el personal deben escuchar en silencio y con respeto durante la sección de comentarios del público, tanto si están de acuerdo como si no lo están con el mensaje del orador. No es apropiado que el personal o los visitantes aplaudan, chiflen, abucheen, muestren pancartas o adopten cualquier otra conducta perturbadora. Las personas que perturben la reunión serán amonestadas para que respeten las normas de la misma. Las personas que persistan en perturbar la reunión podrán ser expulsadas de la misma.

### Consentimiento para la publicación en línea

RISD puede grabar sus reuniones en audio y vídeo. Una persona que elija hablar durante la Sección de Comentarios Públicos está consintiendo la publicación en línea de sus comentarios en audio y vídeo.

### Acomodación razonable e interpretación

Las personas que deseen hacer un comentario público y que necesiten adaptaciones razonables de una discapacidad o que requieran un traductor de idiomas deben ponerse en contacto con la oficina de la Junta al 469-593-0403 antes de la reunión para solicitar asistencia.

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** January 18, 2023

**Department:** Board of Trustees Office

**Submitted by:** Viri Gutierrez, Administrative Manager - Board Relations

## **ACTION ITEM**

**TOPIC:** Minutes of December 14 and December 21, 2023 Board Meetings

### **BACKGROUND INFORMATION**

Minutes recorded on above date(s).

### **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends that the Board of Trustees approve the minutes of the 2023 meeting(s) listed above.

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Board of Trustees**  
**December 14, 2023**

The Board of Trustees of the Richardson Independent School District met in a Called Meeting at 2:10 p.m., at 400 S. Greenville Avenue, Richardson, Texas, with the following present: Ms. Regina Harris, President; Mr. Chris Poteet, Secretary, Ms. Rachel McGowan and Mrs. Megan Timme, as well as Mrs. Tabitha Branum, Superintendent, Dr. Matthew Gibbins, Assistant Superintendent of Administrative Services; Ms. Leticia McGowan, General Counsel; Dr. Christopher Goodson Assistant Superintendent of Human Resources; and Mr. Mike Jasso, Chief of Staff.	Present
Mrs. Debbie Rentería, Mr. Eric Eager and Mrs. Vanessa Pacheco	Absent
Ms. Harris opened the DGBA(Local) Level III Grievance Hearing of Lakesha Norman, introducing all parties present. At 2:13 pm the meeting closed, according to Texas Education Code 551.071 and 551.074 of the Texas Open Meetings Act. Lakesha Norman’s representative, Amber Cohoon made her presentation to the board followed by Dr. Gibbins’ response on behalf of the district. Board members asked clarifying questions and at 2:53 pm, Ms. Harris announced that the Board would convene into closed session in order to deliberate in accordance with Section 551.071 of the Texas Open Meetings Act.	DGBA (Local)  Level III Grievance Hearing – Norman
At 3:16 pm, the Board returned to open session having taken no action in closed session. A motion was made by Chris Poteet and seconded by Megan Timme for the board to deny the grievance. The motion passed 4-0.	No. 8925 Norman Grievance
Regina Harris, Chris Poteet, Rachel McGowan, and Megan Timme None	Yeas Nays
Ms. Harris stated that the action taken serves as a grievance notice of the Board’s decision and the grievance is concluded.	Norman Grievance Concluded
Ms. Harris adjourned the meeting at 3:17 pm on December 14, 2023	Adjourned

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Chris Poteet, Secretary

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Regina Harris, President

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Board of Trustees**  
**December 14, 2023**

The Board of Trustees of the Richardson Independent School District met in a Regular Meeting at 6:07 P.M. in the Administration Building, 400 South Greenville Avenue, Richardson, Texas with the following present: Ms. Regina Harris, President; Mr. Chris Poteet, Secretary; Mr. Eric Eager, Mrs. Megan Timme, and Ms. Rachel McGowan. As well as Mrs. Tabitha Branum, Superintendent; Mr. Mike Jasso, Chief of Staff; Ms. Leticia McGowan, General Counsel; Mrs. Kristin Leeper, Assistant of Teaching and Learning; Mr. David Pate, Assistant Superintendent of Finance and Support Services; Dr. Melissa Heller, Assistant Superintendent of Strategy and Engagement; Dr. Christopher Goodson Assistant Superintendent of Human Resources; Mr. Henry Hall, Assistant Superintendent of Technology; and Dr. Matthew Gibbins, Assistant Superintendent of Administrative Services. Present

Debbie Rentería, Vanessa Pacheco Absent

Ms. Harris welcomed students from the National Honor Society from Liberty Junior High School to help lead the pledges of allegiance. Pledges of Allegiance

Dr. Melissa Heller presented the recognitions listed below. Recognitions

The Board recognized the following:

Special Recognition and Appreciation

- Operation Warm- Lennox International

Welcome to RISD

- Allison Davenport, Executive Director of Finance

Staff Recognitions

- RHS and PHS - College Board AP School Honor Roll
- Richardson ISD - Apprenticeship Champion Excellence Award from Dallas College
- Anahi Ruiz- 2023 Apprentice Teacher of the Year Award from Dallas College
- Kelsey Karcher - Canyon Creek Elementary - 2023 Advocate of the Gifted

Student Recognitions

- Berkner Mighty Ram Band - 2023 UIL Marching Band Contest
- Trevor Henning - 9th Grade - PHS - Holiday Card Art Contest Winner
- Sherrilyn Villarreal - 12th Grade - LHHS - 4-Year Army ROTC Scholarship
- Averie Farrell - 11th Grade - RHS - "Making a Difference On and Off the Field" Award
- Cross Country and Volleyball 2023-2024 Academic All State
  - Cross Country: Lake Highlands High School - Rose Ferguson, John Matlack, Jack Norris, Luke Polito, Dylan Teague; Pearce High School - Angel Alberino, Courtney Cloete, Quincy Cobb, Cooper Forejt, Colin Greer, Hayden Kessels, Gabriel Lurie, Sophia Manganiello, Noah Roemer, Harper Shultz, Jackson Stibor, Dylan Sullivan, Delaney Vanderpool, Hayden Warner; Richardson High School - Afeefa Ahmed, Grady Hendrix, Maryam Kassem, Jake Wiseman
  - Volleyball: Lake Highlands High School - Catherine Dishman, Liza Dishman, Haley Pokorski, Payton Tompkins, Brynn Winburne; Pearce High School - Hailey Ashcraft, Victoria Carrasco, Meghan Clark, Molly Harris, Catherine McWhorter, Ryann Vik; Richardson High School - Dannie Davis, Abigail Fender, Erin Quin, Angelyn Rojas, Maelle Wolff

RISD Believes Student Award

- Presley Brizzolara, Layla Herrera, Laila Noorstani, Jacqueline Pomposo, Amina Sadat, Nazia Shinwary - 7th and 8th Graders- LHJH
- Estrella Ortez Ortiz - 7th Grade - RNJH
- Miguel Jaimes Paniagua - 7th Grade - PHJH

RISD Believes Staff Award

- Dina Davila- Student Information and Reporting - Executive Assistant
- Amiee Himler - LJH - Assistant Principal

The following persons addressed the board during the regular comment section: Public Comments

- Christina Nerea - Library issues and concerns
- Randy Blankenship - Department of Equity, Diversity and Inclusion
- Euan Blackman - Community Budget Steering Committee

A motion was made by Chris Poteet and seconded by Megan Timme to approve the consent agenda as follows:

No. 8926  
Consent Agenda

- Minutes of November 9, 2023 Meeting
- Human Resources Report
- Recommended Specified Bids, Contracts, and Cumulative Purchases:

*Action/Information Item*

**Part A: New Bids - For Approval**

*Miscellaneous Consultant Services*

*Architectural Services*

*Commercial Dish Dryers*

**Part B: Bid Renewals - For Approval**

*None*

**Part C: Contract Information (Greater than \$100,000) - For Approval**

*Scholastic - Storyworks Grade 1-6 subscription and DPA through December 31, 2026 (RISD 21-121)*

*CDW-G - Yearly renewal of Microsoft enrollment for education services (TIPS 230105)*

*Newsela - Formative software subscription for all campuses (RISD # 21-121)*

*Netsync Network Solutions - FMMS Network Switches (DIR-TSO-4167)*

*Technology for Education - JPHS Phase 2B Cabling (TIPS 230105)*

*Onstage Systems/Dallas Backup Inc. - Graduation Stage Rental 23-24 (RISD # 22-164)*

*Landmark Interior Builders Inc. - PDC Building A, 2nd Floor Renovation (RISD # 23-263)*

*McGriff Insurance Services LLC - Excess Workers Comp Insurance - PSAT*

*Dealers Electric - LED Lighting Upgrades - R. Terrance Elem (RISD # 23-269)*

*Dealers Electric - LED Lighting Upgrades - Dover Elem (RISD # 23-269)*

**Part D: Interlocal Agreements, Memorandums of Understanding, and Other - For Approval**

**Interlocal Agreements:**

*Oklahoma State University - Field Clinical Experiences for (1) year*

*Irving Convention Center at Las Colinas - RHS Prom*

**Memorandums of Understanding:**

*None*

**Other:**

*Special Education Staffing contracts increase - (referencing Action Item on 9/21/23)*

*Letter of Agreement - Workforce Solutions Greater Dallas Adult Education and Literacy Consortium*

**Part E: Contracts, Contract Modifications & Change Orders: Less than \$100,000 (Information Only)**

*Rachel Loar - Diagnostician to provide remote support to the Richardson ISD's Evaluation staff including, but not limited to, educational assessment, report writing, and attendance of ARD meetings through June 10, 2024.*

*Translation & Interpretation Network LLC - foreign language translation services to include written language translation for Special Education documents, as required, and on demand phone and video interpretation, as well as scheduled consecutive interpretation onsite through July 12, 2024.*

*Vanessa Lopez - Diagnostician to provide remote support to the Richardson ISD's Evaluation staff including, but not limited to, educational assessment, report writing, and attendance of ARD meetings through May 24, 2024.*

*Teach for America - to provide recruitment, selection, training, and ongoing professional development of Teach for America teachers under contract with Richardson ISD through May 30, 2024.*

*Region 10 - Instructional Practices Package provides district and campus personnel access to core content professional learning, career and technical education, technical expertise, support for state and federal accountability systems, Quarterly Curriculum Directors' Meetings, and Compliance Training Bundle. Training is offered through on-site / in-district sessions at the request of districts and campuses and in central or geographically-clustered events at Region 10 ESC or other venues. Through June 30, 2024.*

*Joshua Ellis dba H1 K9 Consultants LLC - to provide master handler and master trainer services for canine and firearm detection through May 30, 2024.*

*Region 10 - Services to LEAs that join the Gifted & Talented Package include access to technical assistance in the area of gifted education, face-to-face and online*

professional learning, which includes state-mandated 30-hour GT professional development and 6-hour GT updates for all teachers, administrators, and counselors through June 30, 2024.

Kalavalli Ezekiel - to provide evaluations to determine the presence of ADHD and other health impairments, through May 24, 2024.

**Part F: Cumulative Purchases - Information Only**  
**Cumulative Purchases from Qualified Vendors:**

ALLIED STATES (Region 19)

BUY BOARD - Texas Association of School Boards

CCGPF - Collin County Governmental Purchasing Forum

CPGPC - Choice Partners

DIR - State of Texas Department of Information Resources

EPCNT - Education Purchasing Cooperative of North Texas

ESC - Educational Service Center

EQUALIS

NCPA - National Cooperative Purchasing Alliance

SOURCEWELL - Sourcewell (previously NJPA)

OMNIA Partners - TCPN/IPA/US Communities

PPPCCP - Prospering Pals

TIPS - The Interlocal Purchasing System

TPASS - Texas Procurement and Support Services

- Schedule of Upcoming Bids
- Bond Expenditure Reports (2016 & 2021)
- Budget Status Report
- Unclaimed Property
- Consider Addition to Lone Star Authorized Representatives
- Notice of Grants Award: Stronger Connections & Safety Facilities Enhancement Grant (SAFE)

The motion passed 5-0

Regina Harris, Chris Poteet, Eric Eager, Rachel McGowan, Megan Timme  
None

Yeas  
Nays

Mr. Pate presented the following gifts of \$5,000 or more:

- White Rock Elementary PTA donated \$6,328.00 to White Rock Elementary for a Field trip and P.E. program.

No. 8927  
Gifts Report

A motion was made by Eric Eager and seconded by Rachel McGowan, to approve the resolution whereas, the Board of Trustees has considered the gifts of \$5,000 or more as listed above; and whereas, ensuring timely and accurate financial record keeping supports the Board's Strategic Objectives and Strategies; therefore be it resolved, that the Board of Trustees of the Richardson Independent School District accepts the gifts of \$5,000 or more as presented and approves amending the District's overall budget to reflect receipt of the monetary gifts

The motion passed 5-0

Regina Harris, Chris Poteet, Eric Eager, Rachel McGowan, Megan Timme  
None

Yeas  
Nays

A motion was made by Megan Timme and seconded by Rachel McGowan, to approve the 2024 Public Information Act Designated Non-Business Days Calendar. The 88th Texas Legislative Session included the passage of House Bill 3033 ("HB 3033"). HB 3 amended the Texas Government Code by adding Section 552.0031, which now provides a specific definition of "business day" for purposes of the Texas Public Information Act ("TPIA"). Traditionally, the Office of the Attorney General has defined "business day" as a day that a governmental body is closed. Under the new legislation, the definition of "business day" for purposes of the TPIA is now limited to: a day other than Saturday or Sunday; a national holiday, a state holiday or days on which a governmental body observes a national or state holiday that occurs on a Saturday or Sunday. Additionally, the new law allows governmental bodies to designate up to 10 non-business days each calendar year. The designations are for days that Richardson ISD is closed but those days are not covered within the new definition of non-business day.

The motion passed 5-0.

No. 8928  
Approval of 2024  
Public Information  
Act Designated  
Non-Business  
Calendar

Regina Harris, Chris Poteet, Eric Eager, Rachel McGowan, Megan Timme  
None

Yeas  
Nays

A motion was made by Chris Poteet and seconded by Eric Eager, to approve the resolution whereas, Section 6.03 of the Texas Property Tax Code authorizes the Chief Appraiser of the Appraisal District with the responsibility of conducting the election process to determine the membership of the Appraisal District Board of Directors; and, whereas, eligible taxing entities in Dallas County have approved an option which allows for representation on the Appraisal District Board of Directors in accordance with section 6.03 of the Tax Code; and whereas, each of the independent school districts, except for the Dallas Independent School District, shall have the right to nominate by an official resolution one (1) candidate to serve as a member of the Board of Directors; and whereas, from such nominations, the independent school districts, except for the Dallas Independent School District, may elect by majority vote the fifth member of the Board of Directors; therefore, be it resolved, by the Board of Trustees of the Richardson Independent School District hereby cast its vote for Cassandra Phillips to represent the independent school districts as a Member of the Board of Directors for the Dallas Central Appraisal District.  
The motion passed 5-0.

No. 8929  
Vote for Board of  
Director of DCAD

Regina Harris, Chris Poteet, Eric Eager, Rachel McGowan, Megan Timme  
None

Yeas  
Nays

A motion was made by Chris Poteet and seconded by Eric Eager, to approve the resolution whereas, the Board of Trustees, consistent with the requirement to maintain annual property insurance; and whereas, the district has facilitated a competitive bid; and whereas, the most responsive option was reviewed and accepted, be it therefore resolved, that the Board of Trustees of the Richardson Independent School District hereby approves the recommendation that McGriff, Seibels & Williams will facilitate the various payments on the District's behalf.  
The motion passed 5-0

No. 8930  
Updated  
Insurance Policy

Regina Harris, Chris Poteet, Eric Eager, Rachel McGowan, Megan Timme  
None

Yeas  
Nays

David Pate, Assistant Superintendent of Finance and Support Services, presented an overview of the recommendations from the Community Budget Steering Committees. The presentation included the following information:

Recommendations  
from Community  
Budget Steering  
Committee

- Introductions
- District Vision and Beliefs
- Committee Purpose and Charge
  - Subcommittee Focus: Central Administration and Support, Facility Utilization, Revenue Generation, Staffing and Compensation
- Sub-Committee Recommendations
  - Central Admin and Support - Reduce Central Expenditures 5-7%, Create a Standard Rubric for Evaluating Reductions
  - Facility Utilization - Consolidate Elementary Schools, Expand Inter-District Transfer Options
  - Revenue Generation - Voter- Approved Tax Rate Election (VATRE), Expand xPlore! Enrollment, Expand Inter-District Transfer Options, Choice Programming
  - Staffing and Compensation - Implement Standard Staffing Model, Strategic Compensation Plan
- Next Steps: Timeline and Initial Community Feedback- Let's Talk

Mrs. Harris announced that the Board would take a brief break.

Break

Mike Jasso, Chief of Staff, presented information regarding the Middle School Transition update. Information presented to the Board included:

Middle School  
Transition Update

- Reviewing History and Context
- Timeline
- 6th Grade Core Content Continuum Of course Options
- Advanced learning in middle schools
- 6th Grade Elective choices and timeline
- Human Resources - Staffing Implications and Processes
- Student / Parent Choice: Transfer Considerations and Processes
- Other Considerations and Next Steps

The Board asked clarifying questions and thanked the staff for presenting important updates of the Middle School Transition.

David Pate, briefly presented an update regarding the 2024 - 2025 Budget Planning Calendar.

Budget Planning  
Calendar

Ms. Harris provided an opportunity for the Board to discuss any events or district activities that they attended.

Discussion of  
District Events

Ms. Harris adjourned the meeting at 10:04 PM, on December 14, 2023.

Adjournment

Approved as submitted on December 14, 2023.

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Chris Poteet, Secretary

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Regina Harris, President

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Board of Trustees – Board Training Retreat**  
**December 21, 2023**

The Board of Trustees of the Richardson Independent School District convened in open session at 8:37 A.M. at the Berkner High School STEM Center, 1600 Spring Valley Rd, Richardson, Texas with the following present: Ms. Regina Harris, President; Mrs. Debbie Rentería, Vice President; Mr. Chris Poteet, Secretary, Mr. Eric Eager, Mrs. Vanessa Pacheco, Ms. Rachel McGowan, and Mrs. Megan Timme as well as Mrs. Tabitha Branum, Superintendent and Ms. Leticia McGowan, General Counsel.	Present
None	Absent
Ms. Harris welcomed everyone, and announced at 8:37 AM, that the Board would convene into a closed session in accordance with the Texas Open Meetings Act. Texas Government Code Section 551.071 - Consultation with attorney and 551.072 - Deliberations about Real Property.	Closed Session
Ms. Harris announced the board was reconvening in open session at 9:22 AM, having taken no action in closed session.	Reconvene
Ms. Harris introduced Dr. Jacinto Ramos, who led the team of eight training presentation.	Team of Eight Training- Board Operating Procedures
At 9:26 AM, Ms. Harris announced that the Board would convene into a closed session in accordance with the Texas Open Meetings Act, Texas Government Code Section 551.071 - Consultation with Attorney and 551.074 - For the purpose of considering the duties of a public officer.	Closed Session
At 12:07 PM, Ms. Harris announced that the board was returning to open session having taken no action in closed session.	Open Session
Ms. Harris adjourned the meeting at 12:07 PM on December 21, 2023.	Adjourned
Approved as submitted on January 18, 2024.	

\_\_\_\_\_  
Chris Poteet, Secretary

\_\_\_\_\_  
Regina Harris, President

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** January 18, 2024

**Submitted by:** Christopher B. Goodson, Ed.D.  
Assistant Superintendent, Human Resources

## **ACTION ITEM**

**TOPIC:** Human Resources Report

### **BACKGROUND INFORMATION**

Listed on the following pages is the Human Resources Report. Part A of this report includes the appointments of professional personnel. The Assistant Superintendent of Human Resources has reviewed this report and recommends that the Board employ the individuals listed to work in the Richardson Schools during the 2023-2024 school year under the salary schedule adopted by the Board, subject to assignment and reassignment as determined by the Superintendent.

Also submitted for your information in Part B of the Human Resources Report, are appointments of paraprofessionals and classified employees, and separations of professional, paraprofessional, and classified personnel.

### **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends that the Board of Trustees approve Part A of the Human Resources Report, dated January 18, 2024.

### **RESOLUTION**

**WHEREAS**, the Board of Trustees has approved the appropriate budgets and staffing allocations for the Richardson Independent School District and the following recommendations fall within those guidelines; and

**WHEREAS**, the appointment of highly qualified, student-focused staff supports the Board's vision, values, goals, and mission;

**THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Richardson Independent School District approves Part A of the Human Resources Report for January 18, 2024.

**PART A: Proposed Personnel Actions Submitted for Board of Trustees' Approval**

**APPOINTMENTS OF PROFESSIONAL PERSONNEL:**

**ELEMENTARY**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>START DATE</b>	<b>ORGANIZATION</b>
HENDERSON, MARSHAE	TEACHER	12/12/2023	HAMILTON PARK PACESETTER
NUNCIO, MELISSA	TEACHER	12/04/2023	SPRING VALLEY ELEMENTARY
REYNOLDS, KIMBERLY	ASSOCIATE TEACHER FT	12/01/2023	SPRING VALLEY ELEMENTARY

**APPOINTMENTS OF PROFESSIONAL PERSONNEL:**

**SECONDARY**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>START DATE</b>	<b>ORGANIZATION</b>
SCOTT, WALTER	TEACHER	12/06/2023	LIBERTY JUNIOR HIGH

**CENTRAL PROFESSIONAL**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>START DATE</b>	<b>ORGANIZATION</b>
None			

**ADMINISTRATIVE PROFESSIONAL**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>START DATE</b>	<b>ORGANIZATION</b>
STRINGER, BROOKE	SPEECH THERAPIST	12/04/2023	SPECIAL STUDENT SERVICES
TAYLOR, STEPHANIE	CHILD LEARN ACADEMY MGR	12/07/2023	PRE KINDERGARTEN

**PART B: Personnel Actions Submitted for Board of Trustees' Information**

**APPOINTMENTS of Paraprofessional and Classified Personnel:**

<b>PARAPROFESSIONAL</b>	<b>DATE</b>	<b>POSITION</b>	<b>LOCATION</b>
ARAUJO LEPE, CLAUDEL	12/18/2023	CAREGIVER	PRE KINDERGARTEN
CEASER, KORRENA	12/18/2023	CAREGIVER	PRE KINDERGARTEN
HARRISON, AMANDA	12/18/2023	EDUCATIONAL ASSISTANT	LAKE HIGHLANDS HIGH SCHOOL
HERNANDEZ DUQUE, DEISSY	12/11/2023	ADMIN SPECIALIST II	STUDENT SERVICES
IBARRA GAYTAN, MARIA	12/04/2023	CAREGIVER	PRE KINDERGARTEN
LAMERE, REBECCA	12/18/2023	CAREGIVER	PRE KINDERGARTEN
LOPEZ, HECTOR	12/04/2023	SPECIAL ED AIDE	R NORTH JUNIOR HIGH
LOWE, TANYA	11/30/2023	SPECIAL ED AIDE	NORTHLAKE ELEMENTARY
MEDELES CORTES, ELIZABETH	12/18/2023	EXECUTIVE ASSISTANT I	LIBERTY JUNIOR HIGH
MIKHAIL, MARY	11/15/2023	SPECIAL ED AIDE	GREENWOOD HILLS ELEMENTARY
MITCHELL, MACKENZIE	12/18/2023	EXEC ASSISTANT I	CAREER & TECHNOLOGY ED
PORTER, AMY	12/21/2023	SPECIAL ED AIDE	LAKE HIGHLANDS JUNIOR HIGH
SIMON SANCHEZ, LETICIA	12/05/2023	SECRETARY I	THURGOOD MARSHALL ELEM
SOTO ROSALES, LESLIE	12/04/2023	SECRETARY II	LAKE HIGHLANDS HIGH SCHOOL
VAUGHN, ASHAUNTI	12/13/2023	SECRETARY II	LAKE HIGHLANDS HIGH SCHOOL
<b>CLASSIFIED</b>	<b>DATE</b>	<b>POSITION</b>	<b>LOCATION</b>
AGUILERA, MARIA	12/12/2023	CHILD NUTRITIONIST	BERKNER HIGH SCHOOL
BAKER, BLAKE	12/06/2023	BUS DRIVER	TRANSPORTATION
DARDEN, DOMYNIQUE	12/13/2023	CHILD NUTRITION MGR	THURGOOD MARSHALL ELEM
DORSEY, CAROLYN	12/01/2023	BUS MONITOR	TRANSPORTATION
HERNANDEZ ROMERO, EVA	12/01/2023	CHILD NUTRITIONIST	BERKNER HIGH SCHOOL
HERRERA, MARTIN	12/11/2023	CUSTODIAL I	CUSTODIAL SERVICES
JACKSON, SHONTA	12/18/2023	BUS MONITOR	TRANSPORTATION
JACKSON, STEPHANIE	12/18/2023	BUS MONITOR	TRANSPORTATION
MENDOZA-LOPEZ, TERESA	12/01/2023	CUSTODIAL I	LAKE HIGHLANDS HIGH SCHOOL
NGUYEN, NGUYET	12/18/2023	CUSTODIAL I	GREENWOOD HILLS ELEMENTARY
OSORIO, IRIS	11/16/2023	CUSTODIAL I	DOBIE PRE KINDERGARTEN SCH
VERA, EMIGDIO	12/18/2023	CUSTODIAL I	CUSTODIAL SERVICES

**PART B: Personnel Actions Submitted for Board of Trustees' Information**

**SEPARATIONS OF PERSONNEL:**

<b>PROFESSIONAL/ CLASSIFIED/PARA- PROFESSIONAL</b>	<b>NAME</b>	<b>ASSIGNMENT/ SUBJECT/GRADE</b>	<b>LOCATION</b>	<b>LOCAL YEARS EXPERIENCE</b>	<b>DATE EFFECTIVE</b>
PARAPROFESSIONAL	ALAS GONZALEZ, KIMBERLIN	SECRETARY II	JJ PEARCE HIGH SCHOOL	0	11/15/2023
PROFESSIONAL ELEMENTARY	BOND, JAQUELINE	TEACHER	NORTHLAKE ELEMENTARY	3	12/21/2023
PARAPROFESSIONAL	BROADNAX, JACQUALINE	SPECIAL ED AIDE	RICHLAND ELEMENTARY	0	12/07/2023
PARAPROFESSIONAL	BROWN, ANN	ADMIN SPECIALIST III	FINE ARTS/MUSIC/THEATRE	23	12/21/2023
PROFESSIONAL SECONDARY	CONTRERAS , MICHELLE	TEACHER	RICHARDSON HIGH SCHOOL	4	12/21/2023
PARAPROFESSIONAL	CRUZ-SANCHEZ, ALEXANDRA	CLERK	DOBIE PRE KINDERGARTEN SCH	1	12/15/2023
CLASSIFIED	DOAN, VAN	CUSTODIAL I	CUSTODIAL SERVICES	0	12/18/2023
PROFESSIONAL SECONDARY	DOZIER, PRESTON	TEACHER	JJ PEARCE HIGH SCHOOL	4	12/21/2023
PROFESSIONAL SECONDARY	DYER, LESLIE	TEACHER	BERKNER HIGH SCHOOL	2	12/21/2023
PROFESSIONAL ELEMENTARY	EVANS, MARQUITA	TEACHER	THURGOOD MARSHALL ELEM	0	12/05/2023
PROFESSIONAL SECONDARY	FULLARD, JONAI	TEACHER	C MCAULIFFE LEARNING CTR	0	12/21/2023
PARAPROFESSIONAL	GRAFFIS, JOY	SECRETARY II	LAKE HIGHLANDS HIGH SCHOOL	1	12/01/2023
PARAPROFESSIONAL	HODGES, RONDA	TECHNICAL ASSISTANT	WHITE ROCK ELEMENTARY	4	11/30/2023
PARAPROFESSIONAL	HSO, MU	SPECIAL ED AIDE	NORTHLAKE ELEMENTARY	0	12/01/2023
PARAPROFESSIONAL	KEMP, NICKELOSTAJ	SPECIAL ED AIDE	WALLACE ELEMENTARY	1	11/30/2023
PARAPROFESSIONAL	KHAYER, SHABNAZ	SPECIAL ED AIDE	BERKNER HIGH SCHOOL	2	11/17/2023
PARAPROFESSIONAL	LANSFORD, TERESA	LIBRARY ASSISTANT	LIBERTY JUNIOR HIGH	20	12/21/2023
PARAPROFESSIONAL	LATSON, SHCOLBY	AIDE I	PRE K 12 INTERVENTION	0	11/14/2023
PROFESSIONAL ELEMENTARY	LEONI TORREALBA, LUSBED	ASSOCIATE TEACHER FT	RISD ACADEMY	0	12/21/2023
PARAPROFESSIONAL	MCGEE, TREVIONA	SPECIAL ED AIDE	R WEST TECH MAGNET	1	12/21/2023
CLASSIFIED	MENDEZ, MARIA	CUSTODIAL I	SPRINGRIDGE ELEMENTARY	21	12/29/2023
PARAPROFESSIONAL	MOORE, RACHEL	SPECIAL ED AIDE	NORTHRICH ELEMENTARY	0	11/27/2023
PARAPROFESSIONAL	MORENO, MARY LINDA	SPECIAL ED AIDE	RICHLAND ELEMENTARY	18	11/27/2023
PROFESSIONAL SECONDARY	MUNOZ, ZULLY	ASSOCIATE TEACHER FT	R WEST TECH MAGNET	0	12/21/2023
PARAPROFESSIONAL	NAVA, REGINA	SECRETARY II	LAKE HIGHLANDS HIGH SCHOOL	13	11/10/2023
PROFESSIONAL SECONDARY	NELSON, CAROL	TEACHER	MEMORIAL PARK ACADEMY	28	12/21/2023
PARAPROFESSIONAL	NELSON, WILLIAM	SPECIAL ED AIDE	SPECIAL STUDENT SERVICES	9	12/21/2023
PARAPROFESSIONAL	OLSON, LYNNELLE	SPECIAL ED AIDE	R NORTH JUNIOR HIGH	0	11/15/2023

<b>SEPARATIONS OF PERSONNEL CONTINUED:</b>					
<b>PROFESSIONAL/ CLASSIFIED/PARA- PROFESSIONAL</b>	<b>NAME</b>	<b>ASSIGNMENT/ SUBJECT/GRADE</b>	<b>LOCATION</b>	<b>LOCAL YEARS EXPERIENCE</b>	<b>DATE EFFECTIVE</b>
CLASSIFIED	ORTEGA, JORGE	CUSTODIAL	HAMILTON PARK PACESETTER	1	12/20/2023
PARAPROFESSIONAL	PADILLA, STEPHANIE	SECRETARY II	JJ PEARCE HIGH SCHOOL	0	12/21/2023
PROFESSIONAL ELEMENTARY	PRINCE, ALYESSA	TEACHER	NORTHLAKE ELEMENTARY	0	12/21/2023
PROFESSIONAL SECONDARY	REYES, FERNANDO	TEACHER	BERKNER HIGH SCHOOL	4	12/21/2023
CLASSIFIED	RIVAS CORDERO, RICARDO	CUSTODIAL I	CUSTODIAL SERVICES	0	12/12/2023
PARAPROFESSIONAL	RUSTOM, HENOCK	TECHNICAL ASSISTANT	AIKIN ELEMENTARY	1	12/11/2023
PROFESSIONAL ELEMENTARY	SALCEDO, AMELIA	TEACHER	MATH/SCIENCE/TECH MAGNET	4	12/21/2023
CLASSIFIED	SALIM, ABDULJELAN	CUSTODIAL I	FOREST MEADOW JUNIOR HIGH	0	12/06/2023
PROFESSIONAL ELEMENTARY	SANCHEZ, CRISTAL	TEACHER	SPRINGRIDGE ELEMENTARY	7	12/21/2023
PROFESSIONAL ELEMENTARY	SARGENT, BETHENY	TEACHER	SPRINGRIDGE ELEMENTARY	1	12/21/2023
CLASSIFIED	STINNETT, REBECCA	CHILD NUTRITIONIST	BOWIE ELEMENTARY	23	12/08/2023
PARAPROFESSIONAL	TOVAR, REGINA	ADMIN SPECIALIST II	STUDENT INFORMATION SVCS	10	12/29/2023
CLASSIFIED	TRAN, THI BINH	CUSTODIAL I	PRESTONWOOD ELEMENTARY	0	12/08/2023
PARAPROFESSIONAL	TRILLO BARRAZA, MONICA	SPECIAL ED AIDE	SKYVIEW ELEMENTARY	0	12/06/2023
PARAPROFESSIONAL	WALL, IRMA	TECHNICAL ASSISTANT	CAROLYN G BUKHAIR ELEM	1	12/08/2023
PROFESSIONAL SECONDARY	WELLS, THEADIS	TEACHER	FOREST MEADOW JUNIOR HIGH	1	12/04/2023

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** January 18, 2024

**Submitted by:** David Pate, Assistant Superintendent of Finance & Support Services

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**INFORMATION AND ACTION ITEM**

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**TOPIC:** Specified Best Value/Low Bids, Contracts, and Cumulative Purchases

**BACKGROUND INFORMATION:**

Bids for the items listed in Part A on the attached sheets were advertised and received for opening in the RISD Purchasing Department. The bid(s) listed under Part A are recommended for acceptance as the lowest responsive bid(s) or other qualifying bid that meets specifications and provides the best value to the District. If the lowest responsive bid does not fall within the budgeted amount for the item, supportive justification and information has been requested and may be made available.

Bids listed in Part B reflect vendors recommended for renewal of an existing bid that was originally approved as providing the best value/lowest responsive bid for the district.

Part C sets out purchases, contracts, contract modifications, and any contract change orders recommended for approval. The amount of items listed in Part C exceeds \$100,000. Purchases and contract(s) for the goods and services reflected under Part C have been reviewed and negotiated, where appropriate. Each contract is within the budgeted amount for the item, category, or service. As indicated, certain purchases and contracts have been renegotiated, modified, or otherwise changed. Any such changes recommended are within budgeted amounts.

Part D reflects Interlocal Agreements or other Memorandums of Understanding that address agreements and understandings between other local governmental entities or certain nonprofit organizations. These items are recommended for the Board's approval.

Part E is provided for the Board's information. The items reflected in this section involve contract amounts of less than \$100,000. Board policy CH (Local) delegates purchasing authority to the Superintendent for expenditure of budgeted amounts for goods and services under \$100,000.

Part F is provided for the Board's information. This section provides information about cumulative purchases from state-approved vendors under contracts or buying

cooperative agreements that the Board already has approved. All such purchases have been made through established District procedures to ensure that the purchase provided the best buy at the lowest available price.

### **SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends that the Board approve the items recommended under Parts A, B, C, and D. The items in Parts E and F are provided for the Board's information.

### **PROPOSED RESOLUTION**

**Whereas**, in compliance with state purchasing and procurement requirements and other applicable law, the RISD Purchasing Department, in collaboration with the end-user departments, has solicited, received, opened, and considered responsive bids for contracts to procure various goods and services required for District operations and has made recommendations for the acceptance and approval of bids and contracts that provide the best value to the District; and

**WHEREAS**, the district has collaborated with other local government entities to develop Interlocal Agreements and Memoranda of Understanding to obtain goods or share services; and

**WHEREAS**, the District has made cumulative purchases from previously qualified vendors in accordance with applicable procedures for services and has entered into contracts for goods and services within the Superintendent's delegated purchasing authority; and

**WHEREAS**, effective management of the District's purchasing and acquisition processes supports the Board's strategic objectives and strategies; now

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Richardson Independent School District accepts, and/or approves the recommended bids, contracts, and Interlocal Agreements and Memoranda of Understanding set out in Parts A, B, C, and D on the attached pages.

**Board Agenda January 18, 2024**

**PART A - New Bids -- For Approval**

<b>Bid Number</b>	<b>Description</b>	<b>Recommended Vendor</b>	<b>Amount</b>	<b>Budgeted Amount</b>	<b>Number of Responses</b>	<b>Number Of No Bid Responses</b>	<b>Bids Sought</b>	
23-260	Miscellaneous Consultant Services	SuiteMate Staffing Solutions, Inc - Recruiting services Bill of Rights Institute - Prof. staff development		Compliance		2		
23-275	Multi-Campus Fire Alarm Replacement	General Sound - Berkner High School  Fire Tron - Big Springs Elementary Communication Concepts - Carolyn Bukhair Elementary Communication Concepts - Forest Lane Academy Communication Concepts - Thurgood Marshall Elementary	\$ 1,145,000.00  \$ 220,000.00 \$ 370,000.00 \$ 285,000.00 \$ 345,000.00		4		98	
23-273	Commercial Reach-In Cooler and Freezer Replacements	Ace Mart	\$ 326,208.69	\$ 500,000.00	11	0	278	
23-270	Online Subscriptions including Curriculum Delivery and other Online Delivery Services	Age of Learning Beable Education Inc. BH365 LLC Bloomsbury Publishing Inc. Branching Minds, Inc. BusinessU Cadenza Strategy Group LLC Capturing Kids' Hearts - The Flippen Group Carnegie Learning CEV Multimedia, Ltd. ChatENG Coherent Cyber Education CS Educational Services LLC/ Think Law DeltaMath Solutions Inc eCampus Systems		Compliance		85	0	237

Emergent Tree Education  
EPS Operations LLC  
Essential Education  
FOCALPOINTK12, INC.  
Generation Genius  
Goodheart-Willcox Publisher  
Istation  
IXL Learning  
J Taylor Education  
Kids Discover, LLC  
Learn By Doing, Inc  
Learning A-Z, LLC  
Mackin Educational Resources  
Membean Inc  
MIND Education  
MindRise Learning  
MobyMax Education, LLC  
OneSeventeen Media  
Perfection Learning  
Piraino Consulting  
Pivot Point International, Inc  
Polar3D Inc.  
Precision Business Machines, Inc.  
PROGRESS LEARNING LLC  
QuaverEd, Inc.  
Ripple Effects Inc.  
Romeo Music  
Scholarus Learning  
Scholastic Inc.  
Social Studies School Service / Nystrom Education  
Social Studies Success  
Sown To Grow  
SpecialNeedsWare Inc (DBA Ori Learning)  
Steered Straight Inc  
TalkingPoints  
Teaching Strategies LLC  
Thinking Nation Corp  
This is School

TPS Publishing, Inc.  
 WeVideo, Inc.  
 William H. Sadlier  
 www.winwardacademy.com

**PART B - Bid Renewals -- For Approval**

Bid Number	Description	Recommended Vendor	Amount	Budgeted Amount	Number of Responses	Number Of No Bid Responses	Bids Sought
21-153	Full-Service Delivery of Fresh Produce	Walnut Creek Farm		\$ 1,046,764.00			

**PART C - Purchase and Contract Information (Greater than \$100,000) -- For Approval**

**Purchases, Contracts, Contract Modifications & Change Orders:**

<b>ESS South Central</b> - Substitute Staff Placement (Equalis Contract #R10-1105C)	\$ 2,500,000.00
<b>Interior Resource Group</b> - Phase IIB Furniture PHS (multiple cooperatives)	\$ 1,966,154.68
<b>Offen Petroleum LLC</b> - Bus and Fleet Bulk Fuel (TCCPP 2023-070)	\$ 500,000.00
<b>County of Dallas</b> - Joint election cost, May 4, 2024.	\$ 140,844.04
<b>Cloud Ingenuity</b> - Visitor management system 3 years - (TIPS #230105)	\$ 139,546.45
<b>TNTP</b> - Multilingual Learner-Focused Training and Support ending June 30, 2024 (RISD # 21-129) - Authority to approve, negotiate, and enter into a contract	\$ 127,443.00

**PART D - Interlocals, MOU's, and Other -- For Approval**

**Interlocals**

Region 10 ESC - Texas Reading Initiative

**Memorandum of Understanding**

University of North Texas at Dallas - Field Placement (3 year term)

**Other**

None

**PART E - Contracts, Contract Modifications & Change Orders: Amount  
Less than \$100,000 (Information Only)**

<b>Heather Lyn Towell</b> - to provide support to Richardson ISDs Evaluation staff including but not limited to educational assessment, report writing, and attendance of ARD meeting through May 24, 2024.	\$	24,000.00
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**PART F - Cumulative Purchases -- Information Only**

**Cumulative Purchases from Qualified Vendors:**

	<b>Amount</b>
BUY BOARD - Texas Association of School Boards	\$ 1,695,545.21
CPGPC - Choice Partners	\$ 168,650.31
CTPA - Central Texas Purchasing Association	\$ 3,062.64
DIR - State of Texas Department of Information Resources	\$ 14,153.06
EPCNT - Education Purchasing Cooperative of North Texas	\$ 148,331.28
SOURCEWELL - Sourcewell (previously NJPA)	\$ 65,423.07
OMNIA Partners - TCPN/IPA/US Communities	\$ 99,376.30
PPPCP - Prospering Pals	\$ 5,854.20
TCCPP - Tarrant County Cooperative Purchasing Program	\$ 157,474.00
TIPS - The Interlocal Purchasing System	\$ 437,640.48
TPASS - Texas Procurement and Support Services	\$ 250.00
EQUALIS	\$ 9,391.47

**TOTAL: \$ 2,805,152.02**

**BOARD AGENDA - January 18, 2024**  
**RECOMMENDED SPECIFIED BID COMMENTS**

<b>Bid #</b>	<b>Description</b>	<b>Comments</b>
22-184	Miscellaneous Consultant Services	This RFP (unsealed) establishes a roster of vendors to be used for consulting contracts. Vendors will be added as responses are submitted to the district and approved for district use. Contracts will be reported as needed per the BOT reporting guidelines. The term for this roster of vendors ends 8/31/2028.
23-275	Multi-Campus Fire Alarm Replacement	This RFSP (Request for Sealed Proposal) establishes multiple vendors to facilitate the needed Fire Alarm Replacements at various schools.
23-273	Commercial Reach-In Coolers and Freezer Replacements	This RFSP (Request for Sealed Proposal) establishes a vendor(s) to provide Commercial Reach-In Cooler and Freezer Replacements to RISD Child Nutrition Department on an as needed basis. The term of this award is one (1) year with three (3) annual renewals expiring January, 2028.
23-270	Online Subscriptions including Curriculum Delivery and other Online Delivery Services	This RFSP (Request for Sealed Proposal) establishes a roster of vendors who provide Online Subscription services. Term of this award ends June 30, 2028.

**Bid Renewals:**

<b>Bid #</b>	<b>Description</b>	<b>Comments</b>
21-153	Full-Service Delivery of Fresh Produce.	This RFSP (Request for Sealed Proposal) establishes a vendor who provides produce delivery service for RISD Child Nutrition Department. This is the second year of three (3) consecutive, single-year renewal options.

**BOARD OF TRUSTEES**  
Richardson Independent School District  
Richardson, Texas

**Date:** January 18, 2024

**Submitted by:** David Pate, Assistant Superintendent of Finance & Support Services

## **INFORMATION ITEM**

**TOPIC:** Upcoming Bids

### **BACKGROUND INFORMATION**

Attached is a schedule of anticipated bids for the next 12 months.

### **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent presents this schedule for the Board's information.

## RISD Purchasing Department- Upcoming Bids

### **BOT Meeting**

#### **February**

Cheerleading, Dance, and Drill Team Related Items

School Pictures/Portraits

Master Scheduling System

#### **March**

Career and Technology Programs - Supplies, Service, Software, and Related Items

#### **April**

Elevator and Wheelchair Lifts, Service and Inspections

#### **May**

Document Storage including Retrieval and Destruction Services

Custodial Supplies

#### **June**

#### **August**

#### **September**

#### **October**

#### **November**

#### **December**

**BOARD OF TRUSTEES  
Richardson Independent School District  
Richardson, Texas**

**Date:** January 18, 2024

**Submitted by:** David Pate, Assistance Superintendent of Finance and Support Services

## **INFORMATION ITEM**

**TOPIC:** Bond Expenditure Reports

### **BACKGROUND INFORMATION**

The Bond Program Management Department prepares a report of the 2016 bond authorization expenditures each month. These reports are presented as part of a process to ensure community understanding and provide a degree of oversight of financial decisions regarding these monies.

### **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent presents these reports for the Board's information.

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Bond Expenditures By Project Through December 15, 2023**  
**Bond Series 2016**

	Original Budget	Amended Budget	Spent and Committed	% Spent To Date	Balance	Estimate To Complete	Available or (Shortage)	Amounts Issued 2016 Bond	Changes from Prior Report 27-Nov-23			
									Spent and Committed	Estimate to Complete	Available or (Shortage)	
<b>Instruction &amp; Technology</b>												
Athletics	9,205,140	8,656,850	8,217,487	94.9%	439,363	439,363	-	9,205,140	-	-	-	
Career & Technical Education	16,332,244	16,340,778	16,315,844	99.8%	24,933	24,933	-	16,332,244	-	-	-	
Fine Arts	7,405,580	6,869,930	6,867,405	100.0%	2,525	2,525	-	7,405,580	-	-	-	
Health Services	266,780	358,445	358,445	100.0%	-	-	-	266,780	-	-	-	
Innovative Instructional Space/Library Media	19,188,412	16,534,298	16,238,121	98.2%	296,177	296,177	-	19,188,412	-	-	-	
Instructional Technology	59,216,049	59,535,629	59,020,044	99.1%	515,584	515,584	-	59,216,049	-	-	-	
Junior Reserve Officer Training Corp (JROTC)	623,500	660,610	565,923	85.7%	94,687	94,687	-	623,500	-	-	-	
Language Arts	1,914,445	1,916,255	1,878,280	98.0%	37,974	37,974	-	1,914,445	-	-	-	
Languages Other Than English	1,185,800	1,196,600	1,188,737	99.3%	7,863	7,863	-	1,185,800	-	-	-	
Mathematics	1,151,550	1,151,550	1,151,369	100.0%	181	181	-	1,151,550	-	-	-	
Multipurpose Activity Centers	59,981,665	49,892,912	49,892,912	100.0%	-	-	-	59,981,665	-	-	-	
PACE After School Program	216,000	223,204	216,000	96.8%	7,204	7,204	-	216,000	-	-	-	
Physical Education & Health	489,400	462,878	448,362	96.9%	14,516	14,516	-	489,400	-	-	-	
Science	2,656,702	2,689,598	2,689,598	100.0%	-	-	-	2,656,702	-	-	-	
Social Studies	311,523	340,900	311,708	91.4%	29,192	29,192	-	311,523	-	-	-	
Special Education	1,438,000	5,439,878	4,929,611	90.6%	510,266	510,266	-	1,438,000	3,373	(3,373)	-	
Student Assistance Programs	55,875	55,875	55,262	98.9%	613	613	-	55,875	-	-	-	
Student Performance and Evaluation	410,000	437,026	369,015	84.4%	68,011	68,011	-	410,000	-	-	-	
Visual Arts	547,697	469,294	465,795	99.3%	3,499	3,499	-	547,697	-	-	-	
	<u>182,596,362</u>	<u>173,232,507</u>	<u>171,179,918</u>	<u>98.8%</u>	<u>2,052,588</u>	<u>2,052,588</u>	<u>-</u>	<u>182,596,362</u>	<u>3,373</u>	<u>(3,373)</u>	<u>-</u>	
<b>Infrastructure and Support</b>												
Enterprise Technology	35,565,000	31,437,902	27,608,661	87.8%	3,829,241	3,829,241	-	35,565,000	-	-	-	
Facilities	97,507,693	88,200,917	84,619,892	95.9%	3,581,025	3,581,025	-	97,507,693	9,250	(9,250)	-	
Furniture, Office Equipment, Copiers	7,534,426	9,354,001	9,203,786	98.4%	150,215	150,215	-	7,534,426	-	-	-	
Maintenance & Operations	3,294,834	3,294,269	3,294,269	100.0%	-	-	-	3,294,834	-	-	-	
Program and Project Management	1,282,044	1,329,012	1,238,090	93.2%	90,922	90,922	-	1,282,044	-	-	-	
Transportation	3,349,835	1,176,497	1,092,929	92.9%	83,568	83,568	-	3,349,835	-	-	-	
	<u>148,533,832</u>	<u>134,792,597</u>	<u>127,057,627</u>	<u>94%</u>	<u>7,734,970</u>	<u>7,734,970</u>	<u>-</u>	<u>148,533,832</u>	<u>9,250</u>	<u>(9,250)</u>	<u>-</u>	
<b>Construction</b>												
Construction	107,271,359	132,034,300	132,034,300	100.0%	-	-	-	107,271,359	-	-	-	
	<u>107,271,359</u>	<u>132,034,300</u>	<u>132,034,300</u>	<u>100.0%</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>107,271,359</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>TOTAL 2016 BOND</b>	<u>438,401,553</u>	<u>440,059,404</u>	<u>430,271,845</u>	<u>97.8%</u>	<u>9,787,558</u>	<u>9,787,558</u>	<u>-</u>	<u>438,401,553</u>	<u>12,623</u>	<u>(12,623)</u>	<u>-</u>	

(1) "Estimate To Complete" includes 100% of the original project estimate for projects not yet bid and estimated cost of projects in progress.

(2) From the total bond amount, \$84M was issued on 7/21/16, \$225M was issued on 5/31/17, and \$128M was issued on 6/13/19

**BOARD OF TRUSTEES  
Richardson Independent School District  
Richardson, Texas**

**Date:** January 18, 2024

**Submitted by:** David Pate, Assistant Superintendent of Finance and Support Services

## **INFORMATION ITEM**

**TOPIC:** Bond Expenditure Reports

### **BACKGROUND INFORMATION**

The Bond Program Management Department prepares a report of the 2021 bond authorization expenditures each month. These reports are presented as part of a process to ensure community understanding and provide a degree of oversight of financial decisions regarding these monies.

### **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent presents these reports for the Board's information.

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Bond Expenditures By Project Through December 15, 2023**  
**Bond Series 2021**

	Original Budget	Amended Budget	Spent and Committed	% Spent To Date	Balance	Estimate To Complete	Available or (Shortage)	Amounts Issued 2021 Bond	Changes from Prior Report 27-Nov-23		
									Spent and Committed	Estimate to Complete	Available or (Shortage)
<b>Instruction &amp; Technology</b>											
Accountability Continuous Imp	2,580,000	2,580,000	1,661,581	64.4%	918,419	918,419	-	2,580,000	-	-	-
Advance Learning Services	3,527,000	3,167,000	905,202	28.6%	2,261,798	2,261,798	-	3,527,000	7,145	(7,145)	-
Athletics	10,400,440	14,525,385	8,933,047	61.5%	5,592,338	5,592,338	-	10,400,440	103,954	(103,954)	-
Bilingual	1,100,000	1,100,000	567,528	51.6%	532,472	532,472	-	1,100,000	-	-	-
Career & Technical Education	13,700,000	12,300,000	5,739,208	46.7%	6,560,792	6,560,792	-	13,700,000	126,562	(126,562)	-
English as Second Language	3,083,130	3,083,130	1,756,949	57.0%	1,326,181	1,326,181	-	3,083,130	51,750	(51,750)	-
Fine Arts Music and Theatre	7,250,000	7,925,000	5,833,318	73.6%	2,091,682	2,091,682	-	7,250,000	20,749	(20,749)	-
Health Services	248,000	248,000	158,812	64.0%	89,188	89,188	-	248,000	-	-	-
Innovative Instructional Space/Library Media	2,943,000	2,943,000	1,414,086	48.0%	1,528,914	1,528,914	-	2,943,000	17,251	(17,251)	-
Instructional Technology	70,521,762	71,756,214	39,511,238	55.1%	32,244,976	32,244,976	-	70,521,762	943,286	(943,286)	-
JROTC	336,582	336,582	131,154	39.0%	205,428	205,428	-	336,582	-	(2,883)	-
Language Arts	5,965,050	5,965,050	664,017	11.1%	5,301,033	5,301,033	-	5,965,050	-	(2,500)	-
Language Other Than English	431,000	431,000	393,264	91.2%	37,736	37,736	-	431,000	-	-	-
Literacy & Intervention	6,071,311	7,037,573	3,340,201	47.5%	3,697,372	3,697,372	-	6,071,311	-	-	-
Mathematics	3,553,500	3,728,000	3,398,253	91.2%	329,747	329,747	-	3,553,500	-	-	-
Physical Education & Health	325,000	325,000	260,276	80.1%	64,724	64,724	-	325,000	7,529	(7,529)	-
PreKindergarten	967,232	967,232	553,719	57.2%	413,513	413,513	-	967,232	-	-	-
Prevention Programming	100,000	97,400	22,182	22.8%	75,218	75,218	-	100,000	-	-	-
Print Services	1,710,000	1,710,000	1,550,537	90.7%	159,463	159,463	-	1,710,000	24,655	(24,655)	-
Science	1,940,000	1,940,000	721,538	37.2%	1,218,462	1,218,462	-	1,940,000	-	-	-
Social Studies	343,000	343,000	261,400	76.2%	81,600	81,600	-	343,000	-	-	-
Special Student Services	1,828,068	1,828,068	938,023	51.3%	890,045	890,045	-	1,828,068	11,136	(11,136)	-
Teaching and Learning Svcs	1,672,000	1,672,000	970,740	58.1%	701,260	701,260	-	1,672,000	(128,158)	128,158	-
Visual Arts	628,024	628,024	600,801	95.7%	27,223	27,223	-	628,024	9,936	(9,936)	-
	<u>141,224,099</u>	<u>146,636,658</u>	<u>80,287,075</u>	<u>54.8%</u>	<u>66,349,582</u>	<u>66,349,582</u>	<u>-</u>	<u>141,224,099</u>	<u>1,195,793</u>	<u>(1,201,177)</u>	<u>-</u>
<b>Infrastructure and Support</b>											
Enterprise Technology	34,120,000	36,607,754	30,820,801	84.2%	5,786,953	5,786,953	-	34,120,000	940	(940)	-
Facilities	115,134,118	90,631,258	71,346,689	78.7%	19,284,569	19,284,569	-	115,134,118	(3,509,352)	3,476,852	-
Furniture, Office Equipment, Copiers	13,534,803	18,498,871	11,924,895	64.5%	6,573,976	6,573,976	-	13,534,803	1,271	(1,271)	-
Maintenance & Operations	2,681,811	2,681,811	1,735,584	64.7%	946,227	946,227	-	2,681,811	124,074	(124,074)	-
Program and Project Management	1,138,200	1,138,200	565,801	49.7%	572,399	572,399	-	1,138,200	19,666	(19,666)	-
Safety and Security	7,471,466	7,116,496	669,367	9.4%	6,447,129	6,447,129	-	7,471,466	6,805	(6,805)	-
Transportation	9,344,876	10,628,205	9,954,456	93.7%	673,749	673,749	-	9,344,876	85,488	(85,488)	-
	<u>183,425,274</u>	<u>167,302,595</u>	<u>127,017,593</u>	<u>75.9%</u>	<u>40,285,002</u>	<u>40,285,002</u>	<u>-</u>	<u>183,425,274</u>	<u>(3,271,108)</u>	<u>3,238,608</u>	<u>-</u>
<b>Construction</b>											
Construction	283,534,254	354,170,330	340,645,325	96.2%	13,525,005	13,525,005	-	283,534,254	4,169,059	(4,136,559)	-
	<u>283,534,254</u>	<u>354,170,330</u>	<u>340,645,325</u>	<u>96.2%</u>	<u>13,525,005</u>	<u>13,525,005</u>	<u>-</u>	<u>283,534,254</u>	<u>4,169,059</u>	<u>(4,136,559)</u>	<u>-</u>
<b>TOTAL 2021 BOND</b>	<u>608,183,627</u>	<u>668,109,583</u>	<u>547,949,993</u>	<u>82.0%</u>	<u>120,159,590</u>	<u>120,159,590</u>	<u>-</u>	<u>608,183,627</u>	<u>2,093,745</u>	<u>(2,099,128)</u>	<u>-</u>

(1) "Estimate To Complete" includes 100% of the original project estimate for projects not yet bid and estimated cost of projects in progress.

(2) From the total bond amount, \$200M was issued on 07/19/21. \$200M was issued on 6/08/22

**BOARD OF TRUSTEES  
Richardson Independent School District  
Richardson, Texas**

**Date:** January 18, 2024

**Submitted by:** David Pate, Assistant Superintendent of Finance & Support Services

## **ACTION ITEM**

**TOPIC:** Budget Status Report – 2023-2024 Annual Budget

### **BACKGROUND INFORMATION**

In compliance with the Texas Education Code and also with TEA Financial Accounting and Reporting Budgeting Module, the expenditure budget for the District must be approved by the Board of Trustees. The annual budget includes Funds 199 (Operating), 240 (Child Nutrition), and 599 (Debt Service) and is adopted by function and object series as prescribed by the Budgeting Module.

Many changes in function expenditures occur within each month. To keep the Board informed of these changes, the Budget Status Report for expenditures is presented for approval on a monthly basis. Changes in function expenditures or appropriations in amounts greater than \$5,000 are not made until the Board of Trustees gives its approval.

### **SUPERINTENDENT’S RECOMMENDATION**

The Superintendent recommends that the Board of Trustees of the Richardson Independent School District approve the Budget Status Report as listed on the following pages.

### **RESOLUTION**

**WHEREAS**, the Board of Trustees adopted the budget for the fiscal year in June; and

**WHEREAS**, changes occur in expenditures during the year; and

**WHEREAS**, these changes are necessary for the successful education of the students in the district and

**WHEREAS**, ensuring timely and accurate financial record keeping supports the Board’s Strategic Objectives and Strategies;

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Richardson Independent School District approve the Budget Status Report on the following pages.

**Summary of Budget - Proposed Amendments - All Official Funds**  
 Summary as of Date January 18, 2024

Description	Original Budget	Previously Adopted Budget Amendments			Revised Budget	Proposed Budget Amendments			Potential Revised Budget
		Rolled Over Encumbrances	Other Plan Changes	Fund Balance Neutral Transfers		Rolled Over Encumbrances	Other Plan Changes	Fund Balance Neutral Transfers	
Beginning Fund Balance	\$ 154,026,746	\$ -	\$ -	\$ -	\$ 154,026,746	\$ -	\$ -	\$ -	\$ 154,026,746
<b>Revenues</b>									
Local	413,402,762	-	(61,919,898)	-	351,482,864	-	-	-	351,482,864
State	69,694,803	-	56,323,580	-	126,018,383	-	-	-	126,018,383
Federal	22,095,187	-	18,233	-	22,113,420	-	-	-	22,113,420
<b>Total Revenues</b>	<b>505,192,752</b>	<b>-</b>	<b>(5,578,085)</b>	<b>-</b>	<b>499,614,667</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>499,614,667</b>
<b>Expenditures</b>									
Function 11 - Instruction	227,803,407	331,679	200	(501,424)	227,633,862	-	2,500,000	7,500	230,141,362
Function 12 - Library/Media Services	6,454,165	54,176	-	(23,878)	6,484,463	-	-	-	6,484,463
Function 13 - Curriculum/Instructional Staff Development	9,308,330	10,620	-	40,388	9,359,338	-	-	(15,000)	9,344,338
Function 21 - Instruction Leadership	7,877,451	4,871	5,000	(108,448)	7,778,874	-	-	(4,500)	7,774,374
Function 23 - School Leadership	27,634,725	4,615	-	4,491	27,643,831	-	-	1,840	27,645,671
Function 31 - Guidance / Counseling	20,108,858	67,627	1,383,412	24,482	21,584,379	-	-	-	21,584,379
Function 32 - Social Work Services	1,504,426	201	-	-	1,504,627	-	-	-	1,504,627
Function 33 - Health Services	6,362,928	269	11,863	62	6,375,122	-	-	-	6,375,122
Function 34 - Student Transportation	9,402,757	67,548	27,906	(70,000)	9,428,211	-	-	-	9,428,211
Function 35 - Child Nutrition	21,435,237	-	-	-	21,355,237	-	-	-	21,355,237
Function 36 - Co-curricular / Extracurricular Activities	6,701,534	24,236	-	61,250	6,787,020	-	58,942	-	6,845,962
Function 41 - General Administration	10,758,791	88,457	21,000	-	10,868,248	-	-	-	10,868,248
Function 51 - Maintenance & Operations	34,869,143	439,587	309,900	-	35,717,292	-	2,728,278	10,000	38,455,570
Function 52 - Security Services	2,384,850	2,484	-	18,871	2,406,205	-	700,000	160	3,106,365
Function 53 - Data Processing Services	5,194,734	176,496	-	62,378	5,433,608	-	-	-	5,433,608
Function 61 - Community Services	2,065,429	3,127	49,057	473,166	2,590,779	-	-	-	2,590,779
Function 71 - Debt Administration	79,659,513	-	(5,140,224)	-	74,519,289	-	-	-	74,519,289
Function 72 - Debt Administration	42,357,249	-	-	-	42,357,249	-	-	-	42,357,249
Function 73 - Debt Administration	15,000	-	-	-	15,000	-	-	-	15,000
Function 81 - Facilities Acquisition & Construction	48,000	-	-	-	48,000	-	-	-	48,000
Function 91 - Intergovernmental Charges	5,721,195	-	-	-	5,721,195	-	-	-	5,721,195
Function 92 - Incremental Ch 41 costs	-	-	-	-	-	-	-	-	-
Function 93 - Payments to Member Districts	255,704	-	-	-	255,704	-	-	-	255,704
Function 95 - Payments to JJAEP	50,000	-	20,000	-	70,000	-	-	-	70,000
Function 97 - Payments to Tax Increment	2,875,000	-	-	-	2,875,000	-	-	-	2,875,000
Function 99 - Other Intergovernmental Charges	1,316,566	-	-	-	1,316,566	-	-	-	1,316,566
<b>Total Expenditures</b>	<b>532,164,992</b>	<b>1,275,993</b>	<b>(3,311,886)</b>	<b>-</b>	<b>530,129,099</b>	<b>-</b>	<b>5,987,220</b>	<b>-</b>	<b>536,116,319</b>
<b>Other Plan Sources (Uses)</b>									
7911 Refunding Bonds Issued	-	-	-	-	-	-	-	-	-
7912 Sale of Real and Personal Property	100,000	-	-	-	100,000	-	-	-	100,000
7916 Premium on Issuance of Bonds	-	-	-	-	-	-	-	-	-
7915 Transfers In	-	-	-	-	-	-	-	-	-
8911 Transfers Out	(1,000,000)	-	-	-	(1,000,000)	-	-	-	(1,000,000)
8949 Payment to Refunded Bond Escrow Agent	-	-	-	-	-	-	-	-	-
<b>Total Other Plan Sources (Uses)</b>	<b>(900,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(900,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(900,000)</b>
<b>Ending Fund Balance</b>	<b>\$ 126,154,506</b>	<b>\$ (1,275,993)</b>	<b>\$ (2,266,199)</b>	<b>\$ -</b>	<b>\$ 122,612,314</b>	<b>\$ -</b>	<b>\$ (5,987,220)</b>	<b>\$ -</b>	<b>\$ 116,625,094</b>

Note: The beginning fund balance reflects the 2022-23 ending fund balance per the 2022-23 ACFR less nonspendable balances and restrictions, commitments and assignments in the General Fund.

**Summary of Budget - Proposed Amendments - General Operating Fund**  
 Summary as of Date January 18, 2024

Description	Original Budget	Previously Adopted Budget Amendments			Revised Budget	Proposed Budget Amendments			Potential Revised Budget
		Rolled Over Encumbrances	Other Plan Changes	Fund Balance Neutral Transfers		Rolled Over Encumbrances	Other Plan Changes	Fund Balance Neutral Transfers	
Beginning Fund Balance	\$ 104,138,245	\$ -	\$ -	\$ -	\$ 104,138,245	\$ -	\$ -	\$ -	\$ 104,138,245
<b>Revenues</b>									
Local	299,295,616	-	(56,838,405)	-	242,457,211	-	-	-	242,457,211
State	67,995,532	-	56,426,836	-	124,422,368	-	-	-	124,422,368
Federal	5,080,000	-	18,233	-	5,098,233	-	-	-	5,098,233
<b>Total Revenues</b>	<b>372,371,148</b>	<b>-</b>	<b>(393,336)</b>	<b>-</b>	<b>371,977,812</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>371,977,812</b>
<b>Expenditures</b>									
Function 11 - Instruction	227,803,407	331,679	200	(501,424)	227,633,862	-	2,500,000	7,500	230,141,362
Function 12 - Library/Media Services	6,454,165	54,176	-	(23,878)	6,484,463	-	-	-	6,484,463
Function 13 - Curriculum/Instructional Staff Development	9,308,330	10,620	-	40,388	9,359,338	-	-	(15,000)	9,344,338
Function 21 - Instruction Leadership	7,877,451	4,871	5,000	(108,448)	7,778,874	-	-	(4,500)	7,774,374
Function 23 - School Leadership	27,634,725	4,615	-	4,491	27,643,831	-	-	1,840	27,645,671
Function 31 - Guidance / Counseling	20,108,858	67,627	1,383,412	24,482	21,584,379	-	-	-	21,584,379
Function 32 - Social Work Services	1,504,426	201	-	-	1,504,627	-	-	-	1,504,627
Function 33 - Health Services	6,362,928	269	11,863	62	6,375,122	-	-	-	6,375,122
Function 34 - Student Transportation	9,402,757	67,548	27,906	(70,000)	9,428,211	-	-	-	9,428,211
Function 35 - Child Nutrition	775,600	-	-	-	775,600	-	-	-	775,600
Function 36 - Co-curricular / Extracurricular Activities	6,701,534	24,236	-	61,250	6,787,020	-	58,942	-	6,845,962
Function 41 - General Administration	10,758,791	88,457	21,000	-	10,868,248	-	-	-	10,868,248
Function 51 - Maintenance & Operations	34,556,499	439,587	309,900	18,662	35,324,648	-	2,728,278	10,000	38,062,926
Function 52 - Security Services	2,384,850	2,484	-	18,871	2,406,205	-	700,000	160	3,106,365
Function 53 - Data Processing Services	5,194,734	176,496	-	62,378	5,433,608	-	-	-	5,433,608
Function 61 - Community Services	2,064,229	3,127	49,057	473,166	2,589,579	-	-	-	2,589,579
Function 71 - Debt Administration	34,513	-	44,525	-	79,038	-	-	-	79,038
Function 72 - Debt Administration	540	-	-	-	540	-	-	-	540
Function 73 - Debt Administration	-	-	-	-	-	-	-	-	-
Function 81 - Facilities Acquisition & Construction	48,000	-	-	-	48,000	-	-	-	48,000
Function 91 - Intergovernmental Charges	5,721,195	-	-	-	5,721,195	-	-	-	5,721,195
Function 92 - Incremental Ch 41 costs	-	-	-	-	-	-	-	-	-
Function 93 - Payments to Member Districts	255,704	-	-	-	255,704	-	-	-	255,704
Function 95 - Payments to JJAEP	50,000	-	20,000	-	70,000	-	-	-	70,000
Function 97 - Payments to Tax Increment Fund	-	-	-	-	-	-	-	-	-
Function 99 - Other Intergovernmental Charges	1,316,566	-	-	-	1,316,566	-	-	-	1,316,566
<b>Total Expenditures</b>	<b>386,319,802</b>	<b>1,275,993</b>	<b>1,872,863</b>	<b>-</b>	<b>389,468,658</b>	<b>-</b>	<b>5,987,220</b>	<b>-</b>	<b>395,455,878</b>
<b>Other Plan Sources (Uses)</b>									
7911 Refunding Bonds Issued	-	-	-	-	-	-	-	-	-
7912 Sale of Real and Personal Property	100,000	-	-	-	100,000	-	-	-	100,000
7916 Premium on Issuance of Bonds	-	-	-	-	-	-	-	-	-
7915 Transfers In	-	-	-	-	-	-	-	-	-
8911 Transfers Out	(1,000,000)	-	-	-	(1,000,000)	-	-	-	(1,000,000)
8949 Payment to Refunded Bond Escrow Agent	-	-	-	-	-	-	-	-	-
<b>Total Other Plan Sources (Uses)</b>	<b>(900,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(900,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(900,000)</b>
<b>Ending Fund Balance</b>	<b>\$ 89,289,591</b>	<b>\$ (1,275,993)</b>	<b>\$ (2,266,199)</b>	<b>\$ -</b>	<b>\$ 85,747,399</b>	<b>\$ -</b>	<b>\$ (5,987,220)</b>	<b>\$ -</b>	<b>\$ 79,760,179</b>

Note: The beginning fund balance reflects the 2022-23 ending fund balance per the 2022-23 ACFR less nonspendable balances and restrictions, commitments and assignments in the General Fund.

**Summary of Budget - Proposed Amendments - Child Nutrition Fund**  
 Summary as of Date January 18, 2024

Description	Original Budget	Previously Adopted Budget Amendments			Revised Budget	Proposed Budget Amendments			Potential Revised Budget
		Rolled Over Encumbrances	Other Plan Changes	Fund Balance Neutral Transfers		Rolled Over Encumbrances	Other Plan Changes	Fund Balance Neutral Transfers	
Beginning Fund Balance	\$ 9,048,501				\$ 9,048,501				\$ 9,048,501
<b>Revenues</b>									
Local	1,340,500	-	-	-	1,340,500	-	-	-	1,340,500
State	165,000	-	-	-	165,000	-	-	-	165,000
Federal	17,015,187	-	-	-	17,015,187	-	-	-	17,015,187
<b>Total Revenues</b>	<b>18,520,687</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,520,687</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,520,687</b>
<b>Expenditures</b>									
Function 11 - Instruction	-	-	-	-	-	-	-	-	-
Function 12 - Library/Media Services	-	-	-	-	-	-	-	-	-
Function 13 - Curriculum/Instructional Staff Development	-	-	-	-	-	-	-	-	-
Function 21 - Instruction Leadership	-	-	-	-	-	-	-	-	-
Function 23 - School Leadership	-	-	-	-	-	-	-	-	-
Function 31 - Guidance / Counseling	-	-	-	-	-	-	-	-	-
Function 32 - Social Work Services	-	-	-	-	-	-	-	-	-
Function 33 - Health Services	-	-	-	-	-	-	-	-	-
Function 34 - Student Transportation	-	-	-	-	-	-	-	-	-
Function 35 - Child Nutrition	20,659,637	-	-	(80,000)	20,579,637	-	-	-	20,579,637
Function 36 - Co-curricular / Extracurricular Activities	-	-	-	-	-	-	-	-	-
Function 41 - General Administration	-	-	-	-	-	-	-	-	-
Function 51 - Maintenance & Operations	312,644	-	-	80,000	392,644	-	-	-	392,644
Function 52 - Security Services	-	-	-	-	-	-	-	-	-
Function 53 - Data Processing Services	-	-	-	-	-	-	-	-	-
Function 61 - Community Services	1,200	-	-	-	1,200	-	-	-	1,200
Function 71 - Debt Administration	-	-	-	-	-	-	-	-	-
Function 72 - Debt Administration	-	-	-	-	-	-	-	-	-
Function 73 - Debt Administration	-	-	-	-	-	-	-	-	-
Function 81 - Facilities Acquisition & Construction	-	-	-	-	-	-	-	-	-
Function 91 - Intergovernmental Charges	-	-	-	-	-	-	-	-	-
Function 92 - Incremental Ch 41 costs	-	-	-	-	-	-	-	-	-
Function 93 - Payments to Member Districts	-	-	-	-	-	-	-	-	-
Function 95 - Payments to JJAEP	-	-	-	-	-	-	-	-	-
Function 97 - Payments to Tax Increment Fund	-	-	-	-	-	-	-	-	-
Function 99 - Other Intergovernmental Charges	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>20,973,481</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,973,481</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,973,481</b>
<b>Other Plan Sources (Uses)</b>									
7911 Refunding Bonds Issued	-	-	-	-	-	-	-	-	-
7912 Sale of Real and Personal Property	-	-	-	-	-	-	-	-	-
7916 Premium on Issuance of Bonds	-	-	-	-	-	-	-	-	-
7915 Transfers In	-	-	-	-	-	-	-	-	-
8911 Transfers Out	-	-	-	-	-	-	-	-	-
8949 Payment to Refunded Bond Escrow Agent	-	-	-	-	-	-	-	-	-
<b>Total Other Plan Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Ending Fund Balance	\$ 6,595,707	\$ -	\$ -	\$ -	\$ 6,595,707	\$ -	\$ -	\$ -	\$ 6,595,707

Note: The beginning fund balance reflects the 2022-23 ending fund balance less nonspendable balances per the 2022-23 ACFR.

**Summary of Budget - Proposed Amendments - Debt Service Fund**  
 Summary as of Date January 18, 2024

Description	Original Budget	Previously Adopted Budget Amendments			Revised Budget	Proposed Budget Amendments			Potential Revised Budget
		Rolled Over Encumbrances	Other Plan Changes	Fund Balance Neutral Transfers		Rolled Over Encumbrances	Other Plan Changes	Fund Balance Neutral Transfers	
Beginning Fund Balance	\$ 40,840,000				\$ 40,840,000				\$ 40,840,000
<b>Revenues</b>									
Local	112,766,646	-	(5,081,493)	-	107,685,153	-	-	-	107,685,153
State	1,534,271	-	(103,256)	-	1,431,015	-	-	-	1,431,015
Federal	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>114,300,917</b>	<b>-</b>	<b>(5,184,749)</b>	<b>-</b>	<b>109,116,168</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>109,116,168</b>
<b>Expenditures</b>									
Function 11 - Instruction	-	-	-	-	-	-	-	-	-
Function 12 - Library/Media Services	-	-	-	-	-	-	-	-	-
Function 13 - Curriculum/Instructional Staff Development	-	-	-	-	-	-	-	-	-
Function 21 - Instruction Leadership	-	-	-	-	-	-	-	-	-
Function 23 - School Leadership	-	-	-	-	-	-	-	-	-
Function 31 - Guidance / Counseling	-	-	-	-	-	-	-	-	-
Function 32 - Social Work Services	-	-	-	-	-	-	-	-	-
Function 33 - Health Services	-	-	-	-	-	-	-	-	-
Function 34 - Student Transportation	-	-	-	-	-	-	-	-	-
Function 35 - Child Nutrition	-	-	-	-	-	-	-	-	-
Function 36 - Co-curricular / Extracurricular Activities	-	-	-	-	-	-	-	-	-
Function 41 - General Administration	-	-	-	-	-	-	-	-	-
Function 51 - Maintenance & Operations	-	-	-	-	-	-	-	-	-
Function 52 - Security Services	-	-	-	-	-	-	-	-	-
Function 53 - Data Processing Services	-	-	-	-	-	-	-	-	-
Function 61 - Community Services	-	-	-	-	-	-	-	-	-
Function 71 - Debt Administration	79,625,000	-	(5,184,749)	-	74,440,251	-	-	-	74,440,251
Function 72 - Debt Administration	42,356,709	-	-	-	42,356,709	-	-	-	42,356,709
Function 73 - Debt Administration	15,000	-	-	-	15,000	-	-	-	15,000
Function 81 - Facilities Acquisition & Construction	-	-	-	-	-	-	-	-	-
Function 91 - Intergovernmental Charges	-	-	-	-	-	-	-	-	-
Function 92 - Incremental Ch 41 costs	-	-	-	-	-	-	-	-	-
Function 93 - Payments to Member Districts	-	-	-	-	-	-	-	-	-
Function 95 - Payments to JJAEP	-	-	-	-	-	-	-	-	-
Function 97 - Payments to Tax Increment Fund	2,875,000	-	-	-	2,875,000	-	-	-	2,875,000
Function 99 - Other Intergovernmental Charges	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>124,871,709</b>	<b>-</b>	<b>(5,184,749)</b>	<b>-</b>	<b>119,686,960</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>119,686,960</b>
<b>Other Plan Sources (Uses)</b>									
7911 Refunding Bonds Issued	-	-	-	-	-	-	-	-	-
7912 Sale of Real and Personal Property	-	-	-	-	-	-	-	-	-
7916 Premium on Issuance of Bonds	-	-	-	-	-	-	-	-	-
7915 Transfers In	-	-	-	-	-	-	-	-	-
8911 Transfers Out	-	-	-	-	-	-	-	-	-
8949 Payment to Refunded Bond Escrow Agent	-	-	-	-	-	-	-	-	-
<b>Total Other Plan Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Ending Fund Balance	\$ 30,269,208	\$ -	\$ -	\$ -	\$ 30,269,208	\$ -	\$ -	\$ -	\$ 30,269,208

Note: The beginning fund balance reflects the 2022-23 ending fund balance less nonspendable balances per the 2022-23 ACFR.

**BOARD MEETING  
January 18, 2024**

**FUND BALANCE NEUTRAL CHANGES - OPERATING FUND (199)**

<b>ACCOUNTS</b>	<b>REASON</b>	<b>AMOUNT</b>
<b>From</b> 199.11.63991.114.11.1600.000.000	Consumable Supplies Teaching	(2,000.00)
<b>To</b> 199.11.62990.839.11.0000.839.000	Misc Contracted Services	4,500.00
<b>To</b> 199.11.61210.005.11.0000.000.000	Extra Duty Pay OT Supp Pers	10,000.00
<b>To</b> 199.11.62995.127.11.0000.000.000	Contracted Substitute Teachers	2,000.00
<b>To</b> 199.11.63991.121.11.1600.000.000	Consumable Supplies Teaching	1,000.00
<b>From</b> 199.11.62491.867.11.0000.736.000	Cont Maint and Repair Equip	(10,000.00)
<b>To</b> 199.11.63991.004.11.1600.000.000	Consumable Supplies Teaching	2,000.00
<b>TOTAL FUNCTION 11</b>		<b>7,500.00</b>
<b>From</b> 199.13.63990.839.99.0000.839.000	Other Supplies and Materials	(15,000.00)
<b>TOTAL FUNCTION 13</b>		<b>(15,000.00)</b>
<b>From</b> 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(4,500.00)
<b>From</b> 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(10,000.00)
<b>From</b> 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(2,000.00)
<b>From</b> 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(1,000.00)
<b>From</b> 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(2,000.00)
<b>To</b> 199.21.64110.839.99.0000.839.000	Travel, Train, Subsistence EE	15,000.00
<b>TOTAL FUNCTION 21</b>		<b>(4,500.00)</b>
<b>To</b> 199.23.64992.114.99.0000.000.000	Food Consumed by EE Onsite	2,000.00
<b>From</b> 199.23.64990.113.99.0000.000.000	Other Misc Operating Cost	(160.00)
<b>TOTAL FUNCTION 23</b>		<b>1,840.00</b>
<b>To</b> 199.51.62491.867.99.0000.736.000	Cont Maint and Repair Equip	10,000.00
<b>TOTAL FUNCTION 51</b>		<b>10,000.00</b>
<b>To</b> 199.52.64990.936.99.0000.936.000	Other Misc Operating Cost	160.00
<b>TOTAL FUNCTION 52</b>		<b>160.00</b>
<b>TOTAL FUND BALANCE NEUTRAL CHANGES - OPERATING FUND (199)</b>		<b>0.00</b>

**OTHER PLAN CHANGES - OPERATING FUND (199)**

<b>ACCOUNTS</b>	<b>REASON</b>	<b>AMOUNT</b>
<b>To</b> 199.11.62995.999.11.0000.997.000	Contracted Substitute Teachers	2,500,000.00
<b>TOTAL FUNCTION 11</b>		<b>2,500,000.00</b>
<b>To</b> 199.36.61170.882.91.0000.882.000	Athletics	58,942.00
<b>TOTAL FUNCTION 36</b>		<b>58,942.00</b>
<b>To</b> 199.51.63190.934.99.0000.934.000	Facilities Maintenance	1,000,000.00
<b>To</b> 199.51.64291.999.99.0000.734.000	Property Insurance increase	1,728,278.00
<b>TOTAL FUNCTION 51</b>		<b>2,728,278.00</b>
<b>To</b> 199.52.61210.936.99.0000.996.000	Safety & Security	700,000.00
<b>TOTAL FUNCTION 52</b>		<b>700,000.00</b>
<b>TOTAL OTHER PLAN CHANGES - OPERATING FUND (199)</b>		<b>5,987,220.00</b>

**BOARD OF TRUSTEES  
Richardson Independent School District  
Richardson, Texas**

**Date:** January 18, 2024

**Submitted by:** David Pate, Assistant Superintendent of Finance and Support Services

## **INFORMATION ITEM**

**TOPIC:** Monthly Financial Statements

### **BACKGROUND INFORMATION**

The financial statements for the General Fund, Child Nutrition Fund and Debt Service Fund are presented for review.

### **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent presents these financial statements for the Board's Information



# **RICHARDSON INDEPENDENT SCHOOL DISTRICT**

EVERY CHILD. EVERY TEACHER. EVERY LEADER. EVERY DAY.

## **Finance and Support Services**

Date: January 18, 2024  
To: Tabitha Branum  
Superintendent  
From: David Pate, CPA  
Assistant Superintendent of Finance and Support Services  
Subject: Summary of September 2023 Monthly Financial Statements

### **YEAR TO DATE PAYROLL COST EXCLUDING TRS – FUND 199, GENERAL FUND**

As of September 30, 2023, the year-to-date budget exceeded actual payroll costs for the General Fund by \$423,740 (1%). Actual payroll costs for the General Fund (excluding TRS On-behalf payments) totaled \$44,041,426, an increase of \$6,503 (0.01%) when compared to \$44,034,923 at September 30, 2022.

### **SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

#### **General Fund (199)**

Revenues are consistent with budget expectations and/or prior year activity, except for the following sources:

- Earnings from Temporary Deposits and Investments (Object 5742) increased by \$1,823,212 (265%) due to increased interest rates, when compared to the previous year.
- Rent (Object 5743) decreased by \$336,578 (-36%) due to tenants moving out of the Sherman Street properties as their leases ended.
- Gifts (Object 5744) decreased by \$163,097 (-758%) due to the reclass of a donation recorded in the general fund to the campus activity fund.
- Insurance Recovery (Object 5745) increased by \$185,819 due to the receipt of insurance proceeds related to the winter storm damage that occurred in December 2022.

- Miscellaneous Revenue from Intermediate Sources increased by \$319,679 due to the receipt of a payment related to the dissolution of Dallas County Schools.

As of September 30, 2023 25% of the year has passed. Expenditures are consistent with budget expectations and/or prior year activity, except for the following functions:

- Function 52 (Security and Monitoring Services) decreased by \$177,778. This is due to the timing of the School Resource Officer invoices from the City of Dallas.

#### **Child Nutrition Fund (240)**

Revenues are consistent with budget expectations and/or prior year activity, except for the following sources:

- Federal Revenues Distributed by State of Texas Government Agencies (Object 5939) decreased by \$227,618 due to the timing of payments from the Texas Department of Agriculture.

As of September 30, 2023 25% of the year has passed. Expenditures are consistent with budget expectations and/or prior year activity, except for the following functions:

- Function 35 (Food Service) increased by \$791,715, primarily due to the timing of the receipt of invoices for the purchase of food at the start of school.

#### **Debt Service Fund (599)**

Revenues are consistent with budget expectations and/or prior year activity, except for the following sources:

- Earnings from Temporary Deposits and Investments (Object 5742) increased by \$221,237 (221%) due to increased interest rates, when compared to the previous year.

The District makes scheduled principal and interest payments in February and interest only payments in August. The increase in Function 72 (Interest on Long-term Debt) of \$7,624,506 is due to scheduled increases in interest payments associated with the issuance of bond series 2022A issued in November 2022.



**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET TO ACTUAL  
GENERAL FUND (199)**

**% OF YEAR COMPLETE: 25%**

**DESCRIPTION**

	<b>Sep-23 Budget</b>	<b>Sep-23 Actual</b>	<b>% of Actual to Budget</b>	<b>Sep-22 Budget</b>	<b>Sep-22 Actual</b>	<b>% of Actual to Budget</b>
<b>REVENUES</b>						
5711 Taxes Current Year Levy	\$ 292,388,042	\$ -	0%	\$ 282,518,535	\$ -	0%
5712 Taxes Prior Years	978,000	221,741	23%	100,000	268,749	269%
5719 Penalties Interest and Other Tax Revenues	976,574	65,055	7%	400,000	69,148	17%
5739 Tuition and Fees	2,253,000	752,689	33%	2,050,000	646,243	32%
5742 Earnings from Temporary Deposits and Investments	150,000	2,510,966	1674%	150,000	687,754	459%
5743 Rent	1,850,000	591,121	32%	1,850,000	927,699	50%
5744 Revenue from Foundations, Non-Profits, and Gifts	5,000	(141,569)	-2831%	1,848	21,528	1165%
5745 Insurance Recovery	69,573	219,673	316%	-	33,854	100%
5749 Other Revenues from Local Sources	400,000	88,275	22%	101,000	121,121	120%
5752 Athletic Activities	300,000	217,820	73%	300,000	178,563	60%
5769 Miscellaneous Revenues from Intermediate Sources	-	319,679	100%	-	-	0%
5811 Per Capita Apportionment	13,483,100	1,135,574	8%	31,861,184	1,796,097	6%
5812 Foundation School Program Act Entitlements	30,512,432	32,246,010	106%	15,473,780	31,878,857	206%
5831 Teacher Retirement TRS Care On-Behalf Payments	24,000,000	5,241,418	22%	24,000,000	5,110,135	21%
5929 Federal Revenues Distributed by Texas Education Agency	1,500,000	-	0%	4,500,000	2,063	0%
5931 School Health and Related Services (SHARS)	3,500,000	46,965	1%	3,000,000	21	0%
5939 Federal Revenues Distributed by State of Texas Government Agencies	80,000	33,133	41%	80,000	19,764	25%
5949 Federal Revenues Distributed Directly from the Federal Government	18,233	18,233	100%	-	-	0%
<b>TOTAL REVENUES</b>	<b>\$ 372,463,954</b>	<b>\$ 43,566,783</b>	<b>12%</b>	<b>\$ 366,386,347</b>	<b>\$ 41,761,596</b>	<b>11%</b>

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET TO ACTUAL  
GENERAL FUND (199)**

**% OF YEAR COMPLETE: 25%**

**DESCRIPTION**

	<b>Sep-23 Budget</b>	<b>Sep-23 Actual</b>	<b>% of Actual to Budget</b>	<b>Sep-22 Budget</b>	<b>Sep-22 Actual</b>	<b>% of Actual to Budget</b>
<b>EXPENDITURES</b>						
11 Instruction	\$ 228,116,542	\$ 28,071,566	12%	\$ 238,458,772	\$ 27,508,947	12%
12 Instructional Resources and Media Services	6,494,464	750,131	12%	5,888,042	736,050	13%
13 Curriculum Development and Instructional Staff Development	9,343,404	1,592,552	17%	8,908,476	1,805,498	20%
21 Instructional Leadership	7,840,926	1,461,135	19%	6,541,603	1,420,549	22%
23 School Leadership	27,642,147	4,663,370	17%	26,829,314	4,720,565	18%
31 Guidance, Counseling and Evaluation Services	20,178,468	2,547,411	13%	19,182,136	2,450,549	13%
32 Social Work Services	1,504,627	350,288	23%	1,368,015	350,308	26%
33 Health Services	6,375,022	1,080,082	17%	6,008,231	1,038,234	17%
34 Student (Pupil) Transportation	9,428,210	2,211,744	23%	7,697,476	2,486,965	32%
35 Food Service	775,600	80,983	10%	775,600	71,258	9%
36 Cocurricular/Extracurricular Activities	6,755,270	1,586,590	23%	6,470,813	1,486,121	23%
41 General Administration	10,868,248	2,428,763	22%	11,800,756	2,626,107	22%
51 Plant Maintenance and Operations	35,064,986	8,197,521	23%	33,804,394	8,411,918	25%
52 Security and Monitoring Services	2,397,463	652,887	27%	2,586,630	830,665	32%
53 Data Processing Services	5,433,608	1,047,267	19%	5,300,797	991,601	19%
61 Community Services	2,125,018	248,888	12%	2,089,555	240,993	12%
71 Debt Service	79,038	49,426	63%	9,245	-	0%
72 Interest on Long-term Debt	540	99	18%	-	-	0%
81 Facilities, Acquisition and Construction	48,000	-	0%	4,048,000	-	0%
91 Contracted Instructional Services Between Public Schools	5,721,195	-	0%	3,680,761	-	0%
93 Payments to Member Districts of Shared Services Arrangements	255,704	-	0%	255,704	-	0%
95 Payments to Juvenile Justice Alternative Education Programs	50,000	-	0%	50,000	-	0%
99 Other Intergovernmental Charges	1,316,566	-	0%	1,239,453	-	0%
<b>TOTAL EXPENDITURES</b>	<b>387,815,046</b>	<b>57,020,703</b>	<b>15%</b>	<b>392,993,773</b>	<b>57,176,328</b>	<b>15%</b>
<b>EXCESS (DEFICIENCY) REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(15,351,092)</b>	<b>(13,453,920)</b>		<b>(26,607,426)</b>	<b>(15,414,732)</b>	
<b>OTHER FINANCING SOURCES (USES)</b>						
7912 Sale of Real and Personal Property	100,000	116,184	116%	100,000	47,453	47%
8911 Transfers Out	(1,000,000)	(1,000,000)	100%	(1,000,000)	(1,000,000)	100%
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(900,000)</b>	<b>(883,816)</b>	<b>98%</b>	<b>(900,000)</b>	<b>(952,547)</b>	<b>106%</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(16,251,092)</b>	<b>(14,337,736)</b>		<b>(27,507,426)</b>	<b>(16,367,279)</b>	
<b>FUND BALANCE JULY 1</b>	<b>184,894,749</b>	<b>184,894,749</b>		<b>170,696,165</b>	<b>170,696,165</b>	
<b>FUND BALANCE SEPTEMBER 30 (UNAUDITED)</b>	<b>\$ 168,643,657</b>	<b>\$ 170,557,013</b>		<b>\$ 143,188,739</b>	<b>\$ 154,328,886</b>	

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET TO ACTUAL  
FOOD SERVICE FUND (240)**

**% OF YEAR COMPLETE: 25%**

**DESCRIPTION**

	<b>Sep-23 Budget</b>	<b>Sep-23 Actual</b>	<b>% of Actual to Budget</b>	<b>Sep-22 Budget</b>	<b>Sep-22 Actual</b>	<b>% of Actual to Budget</b>
<b>REVENUES</b>						
5742 Earnings from Temporary Deposits and Investments	\$ 250,000	\$ 129,299	52%	\$ 3,720	\$ 42,842	1152%
5749 Revenues from Local Sources	38,000	4,205	11%	-	15,785	100%
5751 Food Service	1,052,500	487,837	46%	5,512,438	568,067	10%
5829 TEA/Non-Foundation Revenue	165,000	-	0%	88,883	-	0%
5921 School Breakfast Program	3,120,000	-	0%	3,527,562	-	0%
5922 National School Lunch Program	12,348,000	-	0%	9,348,600	-	0%
5923 United States Department of Agriculture Donated Commodities	1,466,487	6,138	0%	-	89,471	100%
5939 Federal Revenues Distributed by State of Texas Government Agencies	80,700	9,473	12%	124,511	237,091	190%
<b>TOTAL REVENUES</b>	<b>\$ 18,520,687</b>	<b>\$ 636,952</b>	<b>3%</b>	<b>\$ 18,605,714</b>	<b>\$ 953,256</b>	<b>5%</b>

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET TO ACTUAL  
FOOD SERVICE FUND (240)**

**% OF YEAR COMPLETE: 25%**

**DESCRIPTION**

	<b>Sep-23 Budget</b>	<b>Sep-23 Actual</b>	<b>% of Actual to Budget</b>	<b>Sep-22 Budget</b>	<b>Sep-22 Actual</b>	<b>% of Actual to Budget</b>
<b>EXPENDITURES</b>						
35 Food Service	\$ 20,639,637	\$ 3,079,248	15%	\$ 22,582,087	\$ 2,287,533	10%
51 Plant Maintenance and Operations	332,644	55,290	17%	318,145	31,446	10%
61 Community Services	1,200	-	0%	2,500	-	0%
<b>TOTAL EXPENDITURES</b>	<b>20,973,481</b>	<b>3,134,538</b>	<b>15%</b>	<b>22,902,732</b>	<b>2,318,979</b>	<b>10%</b>
<b>EXCESS (DEFICIENCY) REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(2,452,794)</b>	<b>(2,497,586)</b>		<b>(4,297,018)</b>	<b>(1,365,723)</b>	
<b>OTHER FINANCING SOURCES (USES)</b>						
7915 Operating Transfers In	-	-	0%	-	-	0%
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	
<b>NET CHANGE IN FUND BALANCE</b>	<b>(2,452,794)</b>	<b>(2,497,586)</b>		<b>(4,297,018)</b>	<b>(1,365,723)</b>	
<b>FUND BALANCE JULY 1</b>	<b>9,150,404</b>	<b>9,150,404</b>		<b>7,191,247</b>	<b>7,191,247</b>	
<b>FUND BALANCE SEPTEMBER 30 (UNAUDITED)</b>	<b>\$ 6,697,610</b>	<b>\$ 6,652,818</b>		<b>\$ 2,894,229</b>	<b>\$ 5,825,524</b>	

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
 SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 BUDGET TO ACTUAL  
 DEBT SERVICE FUND (599)**

**% OF YEAR COMPLETE: 25%**

**DESCRIPTION**

	<b>Sep-23 Budget</b>	<b>Sep-23 Actual</b>	<b>% of Actual to Budget</b>	<b>Sep-22 Budget</b>	<b>Sep-22 Actual</b>	<b>% of Actual to Budget</b>
<b>REVENUES</b>						
5711 Taxes on Current Year Levy	\$ 108,841,646	\$ -	0%	\$ 101,387,063	\$ -	0%
5712 Taxes for Prior Years	100,000	79,246	79%	100,000	89,356	89%
5719 Penalties, Interest and Other Tax Revenues	200,000	18,959	9%	200,000	21,633	11%
5742 Earnings from Temporary Deposits and Investments	750,000	321,500	43%	25,000	100,263	401%
5746 Tax Increment Fund	2,875,000	-	0%	-	-	0%
5829 State Program Revenues Distributed by TEA	1,534,271	-	0%	-	27,814	100%
<b>TOTAL REVENUES</b>	<b>\$ 114,300,917</b>	<b>\$ 419,705</b>	<b>0%</b>	<b>\$ 101,712,063</b>	<b>\$ 239,066</b>	<b>0%</b>

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET TO ACTUAL  
DEBT SERVICE FUND (599)**

**% OF YEAR COMPLETE: 25%**

**DESCRIPTION**

	<b>Sep-23 Budget</b>	<b>Sep-23 Actual</b>	<b>% of Actual to Budget</b>	<b>Sep-22 Budget</b>	<b>Sep-22 Actual</b>	<b>% of Actual to Budget</b>
<b>EXPENDITURES</b>						
71 Debt Service	79,625,000	-	0%	63,242,657	-	0%
72 Interest on Long-term Debt	42,356,709	21,178,354	50%	36,762,817	13,553,848	37%
73 Bond Issuance Costs and Fees	15,000	1,590	11%	200,000	17,695	9%
97 Payment to Tax Increment Fund	2,875,000	-	0%	1,900,000	-	0%
<b>TOTAL EXPENDITURES</b>	<b>124,871,709</b>	<b>21,179,944</b>	<b>17%</b>	<b>102,105,474</b>	<b>13,571,543</b>	<b>13%</b>
<b>EXCESS (DEFICIENCY) REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(10,570,792)</b>	<b>(20,760,239)</b>		<b>(393,411)</b>	<b>(13,332,477)</b>	
<b>OTHER FINANCING SOURCES (USES)</b>						
7911 Issuance of Bonds	-	-	0%	-	-	0%
7916 Premium or Discount on Issuance of Bonds	-	-	0%	-	-	0%
8949 Other Uses	-	-	0%	-	-	0%
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	
<b>NET CHANGE IN FUND BALANCE</b>	<b>(10,570,792)</b>	<b>(20,760,239)</b>		<b>(393,411)</b>	<b>(13,332,477)</b>	
<b>FUND BALANCE JULY 1</b>	<b>35,088,859</b>	<b>35,088,859</b>		<b>28,415,581</b>	<b>28,415,581</b>	
<b>FUND BALANCE SEPTEMBER 30 (UNAUDITED)</b>	<b>\$ 24,518,067</b>	<b>\$ 14,328,620</b>		<b>\$ 28,022,170</b>	<b>\$ 15,083,104</b>	

**BOARD OF TRUSTEES  
Richardson Independent School District  
Richardson, Texas**

**Date:** January 18, 2024

**Submitted by:** David Pate, Assistant Superintendent of Finance & Support Services

## **INFORMATION ITEM**

**TOPIC: TEA Learning Acceleration Support Opportunities (LASO) Cycle II Notice of Application**

### **BACKGROUND INFORMATION**

Board policy CB Local calls for public notice of all federal and state grant awards including pending grant applications to be presented to the Board and published to the district website. Teaching and Learning Services and Federal Programs and Grants have worked collaboratively on the LASO II grant application that was submitted to TEA by the deadline of December 7, 2023. This is a competitive grant focused on supporting continued learning acceleration and innovation opportunities. Richardson applied for grant support that will enhance the development of strong instructional frameworks in math and literacy and enhance PTECH learning opportunities.

### **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent presents the information for the Board's information and review.

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** January 18, 2024

**Submitted by:** David Pate, Assistant Superintendent of Finance & Support Services

## **ACTION ITEM**

**TOPIC:** Gifts

**BACKGROUND INFORMATION:**

The following gifts to the Richardson Independent School District were received as of December 2023. The Board of Trustees formally accepts gifts to the District of \$5,000 or more as described on the following pages. Gifts or donations of less than \$5,000 and a cumulative year-to-date total are also included for your information.

The Board's acceptance of gifts shall not be construed as a testimonial or endorsement by the Board or the District of a product or business enterprise.

By acknowledging these gifts and formally accepting those of \$5,000 or more, the Board also ratifies corresponding adjustments to the applicable organizations' budgets. Gifts of equipment or supplies do not require an adjustment in an organization's budget. The Superintendent's Advisory Council has approved this adjustment. Staff will provide the Board with the necessary information to formally amend the District's overall budget at the appropriate time.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends that the Board accept the gifts of \$5,000 or more as listed on the following pages.

**RESOLUTION**

**WHEREAS**, the Board of Trustees has considered the gifts of \$5,000 or more as listed on the following pages; and

**WHEREAS**, the Board recognizes that monetary gifts to the District will require an adjustment to the overall adopted budget; and

**WHEREAS**, ensuring timely and accurate financial record keeping supports the Board's Strategic Objectives and Strategies;

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Richardson Independent School District accepts the gifts of \$5,000 or more as listed on the following pages and approves amending the District's overall budget to reflect receipt of the monetary gifts.

**\$5,000 or More**

To	From	Purpose	Cash Received	Estimated Supply/Equip Value
Northwood Hills Elementary	NWHE PTA	Austin field trip, student headphones	\$5,039.64	
RISD Schools	Randy Blankenship	Supplemental books for school libraries		\$5,961.64
			<b>\$5,039.64</b>	<b>\$5,961.64</b>
<b>Total Cash &amp; Supply/Equipment Value - Gifts Over \$5,000 January 2024</b>			<b>\$11,001.28</b>	

**Less Than \$5,000**

To	From	Purpose	Cash Received	Estimated Supply/Equip
Berkner Learning Community	University of Texas at Dallas	Lego Mindstorm kits		\$4,999.00
Canyon Creek Elementary	Charities Aid Foundation America	Supplemental instructional supplies	\$164.94	
Dartmouth Elementary	Sunflower Bank	Supplemental instructional supplies	\$500.00	
Mohawk Elementary	MOH PTA	Field trips, supplemental PE supplies	\$1,067.81	
Northlake Elementary	James M Devanski	Supplemental instructional supplies	\$300.00	
O Henry Elementary	Keith and Karen Shephard	Staff incentives	\$200.00	
Prestonwood Elementary	PWE PTA	Field trip	\$1,130.00	
RISD Fine Arts	CJ and Charlene Fitzgerald	Trumpet and trombone		\$1,200.00
RISD Schools	Sunflower Bank	Supplemental instructional supplies	\$500.00	
Spring Valley Elementary	Anonymous donors via Donors Choose	STEM manipulatives, composition notebooks, classroom library		\$1,716.30
Thurgood Marshal Elementary	Hope for Lake Highlands	Trunk or Treat event supplies		\$200.00
Thurgood Marshal Elementary	Lake Highlands Exchange Club	Staff lunch		\$250.00
Thurgood Marshal Elementary	Lake Highlands Junior Women's League	Student incentives		\$2,000.00
Thurgood Marshal Elementary	Lake Highlands Public Improvement District	Staff breakfast and teacher's lounge supplies		\$700.00
Thurgood Marshal Elementary	Lake Highlands Women's League	Staff lunch, supplemental instructional supplies		\$600.00
Thurgood Marshal Elementary	Noot Products	Student headphones		\$769.52
Thurgood Marshal Elementary	Northwood Woman's Club	Supplemental instructional supplies		\$300.00
Thurgood Marshal Elementary	Operation Impact	Supplemental instructional supplies		\$2,600.00
Thurgood Marshal Elementary	Project Safe Neighborhoods	Support for Community Walk event		\$300.00
Thurgood Marshal Elementary	Royal Donuts	Food for parent events		\$468.00
Thurgood Marshal Elementary	Young Men's Service league	Trunk or Treat event supplies		\$200.00
Westwood Junior High	Elizabeth Waring	Campus athletics	\$1,000.00	
			<b>\$4,862.75</b>	<b>\$16,302.82</b>
<b>Total Cash &amp; Supply/Equipment Value - Gifts Under \$5,000</b>			<b>\$21,165.57</b>	
<b>Grand Total of All Gifts Over &amp; Under \$5,000 January 2024</b>			<b>\$32,166.85</b>	

**Prior Year Comparison**

<b>Fiscal YTD Cash &amp; Supply/Equipment Value - Gifts Over \$5,000</b>	<b>\$375,383.91</b>
<b>Fiscal YTD Cash &amp; Supply/Equipment Value - Gifts Under \$5,000</b>	<b>\$72,293.36</b>
<b>Fiscal YTD Total of All Gifts Over &amp; Under \$5,000 January 2024</b>	<b>\$447,677.27</b>
<b>Fiscal YTD Total of All Gifts Over &amp; Under \$5,000 January 2023</b>	<b>\$302,527.84</b>
<b>Increase / (decrease) compared to prior year</b>	<b>\$145,149.43</b>

**BOARD OF TRUSTEES  
Richardson Independent School District  
Richardson, Texas**

**Date:** January 18, 2024

**Submitted by:** David Pate, Assistant Superintendent of Finance & Support Services

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## **ACTION ITEM**

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**TOPIC:** Approval to Negotiate, Enter Into, and Ratify Contract – Agile Sports Technologies Inc.

**BACKGROUND INFORMATION:**

Agile Sports Technologies provides video software for the district's high school athletic departments. The agreement started 9/30/2023 and will end 9/29/2025. The amount of this agreement is \$180,000.

**SUPERINTENDENT'S RECOMMENDATION:**

The Board of Trustees of the Richardson Independent School District approve the Administration negotiate, enter into, and ratify the agreement with Agile Sports Technologies per interlocal agreement with Allied States Cooperative #20-7373.

**PROPOSED RESOLUTION**

**WHEREAS**, the Board of Trustees, consistent with the requirement to maintain proper contract compliance; and

**WHEREAS**, the district seeks to negotiate, enter into, and ratify an agreement with vendor;

**BE IT THEREFORE RESOLVED**, that the Board of Trustees of the Richardson Independent School District hereby approves the Administration negotiate, enter into, and ratify the agreement with Agile Sports Technologies.

**APPROVED** on the 18<sup>th</sup> day of January 2024.

Board of Trustees

By: \_\_\_\_\_  
Name: Regina Harris  
Title: President

Date Signed: January 18, 2024

ATTEST:

By: \_\_\_\_\_  
Name: Chris Poteet  
Title: Secretary

Date Signed: January 18, 2024

**BOARD OF TRUSTEES  
Richardson Independent School District  
Richardson, Texas**

**Date:** January 18, 2024

**Submitted by:** David Pate, Assistant Superintendent of Finance & Support Services

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## **ACTION ITEM**

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**TOPIC:** Approval and Ratification of Contract – DataKeeper Technologies

**BACKGROUND INFORMATION:**

DataKeeper Technologies provides software for the RISD Family Center used for tracking home visits, document lesson content, record referrals, storing family information, and assessments. The HIPPA portion of the agreement started 9/1/23 and will end 9/30/24. The amount of this agreement is \$850. The Parent as Teachers portion of the agreement starts 10/1/23 and will end 9/30/24. The amount of this agreement is \$550.

**SUPERINTENDENT'S RECOMMENDATION:**

The Board of Trustees of the Richardson Independent School District approve and ratify contract agreement with DataKeeper Technologies and the Data Privacy Agreement (DPA).

**PROPOSED RESOLUTION**

**WHEREAS**, the Board of Trustees, consistent with the requirement to maintain proper contract compliance; and

**WHEREAS**, the district has facilitated an agreement with vendor

**BE IT THEREFORE RESOLVED**, that the Board of Trustees of the Richardson Independent School District hereby approves and ratifies the contract agreement and DPA agreement with Data Keeper Technologies.

**APPROVED** on the 18<sup>th</sup> day of January 2024.

Board of Trustees

By: \_\_\_\_\_  
Name: Regina Harris  
Title: President

Date Signed: January 18, 2024

ATTEST:

By: \_\_\_\_\_  
Name: Chris Poteet  
Title: Secretary

Date Signed: January 18, 2024

**BOARD OF TRUSTEES  
Richardson Independent School District  
Richardson, Texas**

**Date:** January 18, 2024

**Submitted by:** David Pate, Assistant Superintendent of Finance & Support Services

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## **ACTION ITEM**

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**TOPIC:** Approval and Ratification of Contract – Texas State & Library Commission: TexQuest Program.

**BACKGROUND INFORMATION:**

The Texas State Library and Archives Commission through the TexQuest Program provides access to licensed electronic resources to Richardson ISD. The TexQuest agreement started 9/1/23 and will end 8/31/24. The amount of this agreement is \$10,805.40.

**SUPERINTENDENT'S RECOMMENDATION:**

The Board of Trustees of the Richardson Independent School District approve and ratify contract agreement with Texas State Library & Archives Commission's TexQuest Program

**PROPOSED RESOLUTION**

**WHEREAS**, the Board of Trustees, consistent with the requirement to maintain proper contract compliance; and

**WHEREAS**, the district has facilitated an agreement with vendor

**BE IT THEREFORE RESOLVED**, that the Board of Trustees of the Richardson Independent School District hereby approves and ratifies the contract agreement with The Texas State Library & Archives Commission's TexQuest Program.

**APPROVED** on the 18<sup>th</sup> day of January 2024.

Board of Trustees

By: \_\_\_\_\_  
Name: Regina Harris  
Title: President

Date Signed: January 18, 2024

ATTEST:

By: \_\_\_\_\_  
Name: Chris Poteet  
Title: Secretary

Date Signed: January 18, 2024

**BOARD OF TRUSTEES**  
**Richardson Independent School District Richardson,**  
**Texas**

**Date:**            **January 18, 2024**

**Submitted by:** **David Pate, Assistant Superintendent of Finance & Support Services**

**ACTION ITEM**

**TOPIC:**        May 2024 General Election

**BACKGROUND INFORMATION:**

At a lawfully called meeting on February 4, 2019, the Board adopted a Resolution and Order that replaced its at-large electoral system with a combination at-large/single member district system, known as a “5:2 System,” and at another lawfully called meeting on May 20, 2019, the Board adopted a transition plan to phase in the 5:2 System as current trustee terms expire.

The terms of office of the following trustees will expire on May 4, 2024, or when their successors are duly elected and qualified:

- Megan Timme, Single-Member District 1;
- Chris Poteet, At-Large Place 7

RISD must hold an election to fill the expiring districts.

The Texas Election Code requires a governmental body to call an election no later than the 78<sup>th</sup> day before the election is to be held. RISD traditionally holds its trustee election with the countywide general election and will again contract with Dallas County Elections Department to conduct the election subject to the Board's authorization. The general election in Dallas County is scheduled for May 4, 2024.

**SUPERINTENDENT’S RECOMMENDATION:**

The Superintendent recommends that the Board of Trustees authorize a general election to fill Single Member District number 1, and At - Large Place 7, and approve the attached Election Order and Notice.

## **PROPOSED RESOLUTION**

**WHEREAS**, the term of office for Board of Trustee members aligned with Single Member Districts 1, and At - Large Place 7, will expire this year; and

**WHEREAS**, the Board of Trustees must call regular elections no later than 78 days before the election will be held; and

**WHEREAS**, holding the trustee elections with the countywide general election and contracting with Dallas County Elections Department to conduct the election is consistent with applicable law and will allow the District to realize cost savings and other efficiencies which support the Board's strategic parameter to practice responsible stewardship;

**THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Richardson Independent School District approves the Board of Trustees Election Order and Notice as presented, and as may be amended as to voting center locations by recommendation of the Dallas County Elections Department, and further authorizes the Superintendent or her designee to contract with the Dallas County Elections Department to conduct the general election as approved in the Election Order and Notice.

**ORDER OF THE  
BOARD OF TRUSTEES OF THE RICHARDSON INDEPENDENT SCHOOL  
DISTRICT CALLING A GENERAL ELECTION, MAKING PROVISIONS FOR  
THE CONDUCT AND THE GIVING OF NOTICE OF THE ELECTION, AND  
CONTAINING OTHER PROVISIONS RELATING THERETO**

On the 18<sup>th</sup> day of January, 2024, a quorum of the Board of Trustees (the “Board”) of the RICHARDSON INDEPENDENT SCHOOL DISTRICT (“RISD” or the “District”) convened in a lawfully called meeting and, among other proceedings, determined the following:

**WHEREAS**, at a lawfully called meeting on February 4, 2019, the Board adopted a Resolution and Order that replaced its at-large electoral system with a combination at-large/single member district system, known as a “5:2 System;” and

**WHEREAS**, at a lawfully called meeting on May 20, 2019, the Board adopted a transition plan to phase in the 5:2 System as current trustee terms expire; and

**WHEREAS**, the terms of office of the following trustees will expire on May 4, 2024, or when their successors are duly elected and qualified:

- Megan Timme, Single Member District 1;
- Chris Poteet, At-Large Place 7;

**WHEREAS**, the Board of Trustees desires to hold a general trustee election for Single-Member District 1, and At-Large Place 7; and,

**WHEREAS**, it is necessary and advisable to call and hold an election for and within the RISD for the purpose(s) stated herein; and

**WHEREAS**, Texas law requires RISD to hold said election on a uniform election date established by Section 41.001(a) of the Texas Election Code, as amended, and holding the election on such date supports the Board’s goal to ensure excellence in operations; and

**WHEREAS**, the Board has or will enter into an agreement for election services with the Dallas County Elections Administrator and into an agreement to conduct a joint election with other political subdivisions within Dallas County, all as ordered by the Board herein; and

**WHEREAS**, the meeting at which this Order is considered is open to the public; and the public notice of the time, place, and purposes of the meeting were given, as required by Chapter 551 of the Texas Government Code, as amended;

**NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF TRUSTEES OF THE RICHARDSON INDEPENDENT SCHOOL DISTRICT:**

1. **Findings.** The statements contained in the preamble of this Order are true and correct and are hereby adopted as findings of fact and as a part of the operative provisions hereof.

2. **Date and Purposes of Elections.** A general election shall be held for and within the RISD on May 4, 2024 (“Election Day”), in accordance with the Texas Election Code. The Election shall be held for the purpose of electing two members to the RISD Board of Trustees: one member in Single-Member District 1, one member in At-Large Place 7.

3. **Candidates for Election to Board of Trustees.** All requests by candidates to have their names placed upon the ballot for the general election to the RISD Board of Trustees (i) shall be timely made in accordance with law, (ii) shall be in writing, (iii) shall state the number of the position (Single-Member District number or At-Large Place) for which such person is filing as a candidate, (iv) shall be signed by the candidate, and (v) shall be filed with the Secretary of the RISD Board of Trustees (the “Secretary”) or his/her designee, at the RISD Administration Building, 400 South Greenville Avenue, Richardson, Texas 75081, beginning on January 17, 2024, and not later than 5:00 p.m. on February 16, 2024 (except that the deadline to file a declaration of write-in candidacy is 5:00 p.m. on February 20, 2024), for the general election; and

The office will be open Monday through Thursday until 4:30 p.m., and Friday until 4:00 p.m. on regular business days and until 5:00 p.m. on February 16 and 20, 2024.

4. **Loyalty Affidavit.** All candidates for election to the RISD Board of Trustees shall file with said application the loyalty affidavit required by Section 141.031 (a)(4)(K) of the Election Code.

5. **Posted List of Candidates.** The Secretary or his/her designee shall post in the building where the RISD Board of Trustees meets, the names of all candidates who have filed their applications in accordance with the terms and provisions of this Order.

6. **Persons Qualified to Vote.** All resident, qualified voters of the District shall be eligible to vote in the Election.

7. **Election Precincts, Election Day Voting Locations/Polling Times.** The election precincts (the “Election Precincts”) for the Election shall consist of the territory within the boundaries of the Single-Member District 1, and At-Large Place 7, situated within one or more Dallas County election precincts, which bear the precinct numbers set forth in Exhibit A, which is attached hereto and incorporated herein as if set out in full. The locations of the voting centers for voting in the general election on Election Day for all Election Precincts in Single-Member District 1, and At-Large Place 7, shall be as so designated by Dallas County Elections Department. The polls at all polling places shall be open on Election Day from 7:00 a.m. to 7:00 p.m.

**8. Election Judges/Other Election Officials.** Dallas County Elections Department will appoint the Election Judges prior to Election Day and the Election Judges may be changed and the polling places may be combined for some precincts, pursuant to decisions of the Dallas County Elections Department. The Board hereby authorizes the President of the RISD Board of Trustees to appoint any such other officials not designated herein as are necessary and appropriate to conduct the Election in accordance with the Election Code.

**9. Early Voting Locations, Dates, and Times.** Heider Garcia, Elections Administrator (or his designee or successor) is hereby appointed Clerk for early voting. The Early Voting Clerk’s mailing address to which ballot applications shall be sent and where persons voting by mail shall send their voted ballots is Dallas County Elections Department, 1520 Round Table Drive, Dallas, Texas 75247. Completed ballot applications also may be emailed to [evapplications@dallascounty.org](mailto:evapplications@dallascounty.org).

The period for early voting by personal appearance will be from Monday, April 22, 2024, through Tuesday, April 30, 2024. The location of the main early voting polling place is Elections Training / Warehouse 1460 Round Table Dr. Dallas, TX 75247. Early voting by personal appearance will be conducted on the following dates and times:

<b>Date</b>	<b>Time</b>
Monday, April 22, 2024 – Friday, April 26, 2024	8:00 a.m. – 5:00 p.m.
Saturday, April 27, 2024	7:00 a.m. – 7:00 p.m.
Sunday, April 28, 2024	12:00 p.m. – 6:00 p.m.
Monday, April 29, 2024 – Tuesday, April 30, 2024	7:00 a.m. – 7:00 p.m.

Early voting by personal appearance may be completed during the above dates at the main early voting polling place identified above and at such other locations designated by the Dallas County Elections Department.

**10. Joint Election.** RISD shall participate in a joint election with other participating governmental entities in Dallas County who also are holding elections on Election Day. David Pate, Assistant Superintendent of Finance & Support Services, is authorized to contract with the County of Dallas and the Commissioners Court, or any other agency, on behalf of the District for the carrying out of these elections by the office of the Dallas County Elections Administrator in a joint election with other participating governmental entities in Dallas County. Under the Joint Election Services Contract, the Dallas County Elections Administrator will perform election services as set forth in the contract and applicable law including coordinating, supervising, and handling all aspects of administering the Joint Election in accordance with applicable law.

**11. Voting System/Manner of Elections.** Voting at the General Elections, early voting therefor, and voting in any runoff election shall be by the use of lawfully approved voting systems and ballots. This Board of Trustees has determined that the following voting systems or other similar compliant system, approved by the Secretary of State in accordance with the Texas Election Code, shall be available at polling places during the general and any runoff election:

Election Systems & Software (ES&S) ExpressVote Universal Voting System (Ballot Marking Device), EVS 6.0.2.0, Firmware 2.4.0.0; the ES&S DS200 Digital Precinct Scanner, EVS 6.0.2.0, Firmware 2.17.0.0; and ES&S Model DS850 High-Speed Scanner and Tabulator, Version 1, EVS 6.0.2.0.

The manner of holding the elections shall be governed by the Election Code and other applicable law, including the Texas Education Code, the Texas Government Code, and the Federal Voting Rights Act of 1965, as amended, including particularly Chapter 272 of the Code pertaining to bilingual requirements. The office of the Dallas County Elections Administrator shall furnish all necessary ballots and other election supplies requisite to said election.

**12. Counting Ballots.** Immediately after the Election has been held, the Precinct Election Judge shall deliver the voted ballots in the locked ballot box and all election forms and supplies to the satellite counting station designated by the Dallas County Elections Administrator for that precinct, for eventual transportation to the Central Counting Station in the Dallas County Elections Department, 1520 Round Table Drive, Dallas, Texas 75247. The Elections Department will be responsible for establishing and operating the central counting station to receive and tabulate the voted ballots in accordance with the provisions of the Texas Election Code.

**13. Reports of Election Results.** The Board of Trustees hereby, in accordance with the Texas Election Code, appoints Heider Garcia, Dallas County Elections Administrator (or his designee or successor), as Manager of the central counting station, and a Joint Election Representative (or his/her designee or successor), who is yet to be determined, as presiding judge. The Manager or his/her representative will deliver timely cumulative reports of the election results as precincts are tabulated. The Manager will be responsible for releasing cumulative totals and precinct returns from the election to the joint participants, candidate, press, and general public by distribution of hard copies or electronic transmittals (where accessible).

**14. Majority Vote.** Trustees will be elected by majority vote, whereby the candidate receiving the majority of the votes wins.

**15. Tie Votes/Runoff Election.** If a tie vote occurs in the General Election, the tying candidates may agree to cast lots. Otherwise, a second election (the "Runoff Election") will be held on June 15, 2024 (the "Runoff Election Day"). If another entity involved in the Joint Election also shall hold a Runoff Election on such date, Dallas County Elections Department shall designate which of the polling places designated above for Early Voting and Election Day shall be used for a Runoff Election.

The polling places shall be open from 7:00 a.m. until 7:00 p.m. for voting on the Runoff Election Day, and all procedures used for canvassing the election returns shall be the same as those used on May 4, 2024. Early voting by personal appearance for any Runoff Election shall be held and designated by Dallas County Elections. The address to which applications and ballots voted by mail shall be sent is: Early Voting Clerk, Dallas County Elections Department, 1520 Round Table Drive, Dallas, Texas 75247, or by email to [evapplications@dallascounty.org](mailto:evapplications@dallascounty.org). The dates and times for early voting by personal

appearance will be determined and established by the Dallas County Elections Department.

**16. Combined Election Order and Notice.** The Board of Trustees shall give notice of the General Election and the Runoff Election, should a Runoff Election be necessary, and this combined Election Order and Notice (Appendix B) shall serve as Notice for all such elections.

**17. Posting and Publication of Combined Election Order and Notice.** The Secretary or his/her designee is hereby authorized and instructed to post or cause to be posted, in English, Spanish and Vietnamese, the attached Notice of General Election, along with a list of the polling places, in three public places where notices are customarily posted in the District, on the bulletin board used for posting notices of the meetings of the RISD Board of Trustees, on the District's website, and at any other locations as required by law. Dallas County Elections also shall cause a copy of this combined Election Order and Notice to be published one time in a newspaper of general circulation in Dallas County, Texas.

a. **General Election: Posting of Election Order and Notice.** This Election Order and Notice and/or attached Notice of General Election (Appendix B) shall be posted, in the manner described above, not later than the 21st day (April 13, 2024) before the May 4, 2024, election.

b. **General Election: Publication of Election Order and Notice.** This combined Election Order and Notice and/or attached Notice of General Election (Appendix B) shall be published, in the manner described above, not more than 30 days (April 4, 2024) or less than 10 days (April 24, 2024) before the date of the May 4, 2024, election.

c. **Runoff Election: Posting Notice of Election Order and Notice.** In the event it is necessary to hold a Runoff Election, this combined Election Order and Notice and/or attached Notice of General Election shall be posted, in the manner described above, not earlier than 30 days (May 16, 2024) and not later than 10 days (June 5, 2024) before the date of the June 15, 2024, Runoff Election.

**18. Authority to Act.** The President and Secretary of the RISD Board of Trustees, the Superintendent, and their designees, in consultation with the General Counsel, are hereby authorized to take any and all actions necessary (whether expressly authorized or mentioned herein) to comply with the provisions of the Election Code, the Federal Voting Rights Act, the Texas Education Code, and other applicable law in implementing this Order and in carrying out and conducting the Election and any Runoff Election, whether or not expressly authorized herein.

**19. Effective Date.** This Order shall take effect immediately upon approval.

UNANIMOUSLY PASSED AND APPROVED by the RISD Board of Trustees on this 18th day of January, 2024.

By: \_\_\_\_\_  
Name: Regina Harris Date Signed  
Title: President, RISD Board of Trustees

ATTEST:

By: \_\_\_\_\_  
Name: Chris Poteet Date Signed  
Title: Secretary, RISD Board of Trustees

# Appendix A/EI Apéndice A

## ELECTION DAY PRECINCTS RECINTOS DE VOTACIÓN EL DÍA DE LA ELECCIÓN

POLLS OPEN FROM 7:00a.m. – 7:00 p.m., May 4, 2024 ESTARÁN  
ABIERTOS DE 7:00a.m. – 7:00 p.m., el 4 de mayo de 2024

**PRECINCT NUMBER/  
NÚMERO DE RECINTO**

<u>Single Member District 1/</u>	<u>At- Large Place 7/</u>				
<u>Distrito Uninominal 1</u>	<u>Lugar 7 En general</u>				
2044-02	2044-02	1705-02	2119-01	2124-01	2094-03
2090-01	2090-01	1748-02	2517-01	2125-01	2119-02
2091-03	2091-03	1750-02	2120-02	2126-02	2123-04
2052-01	2052-01	1751-05	2518-01	2127-02	2124-02
2057-02	2057-02	1751-06	2123-01	2127-04	2125-02
2056-03	2056-03	1751-02	2125-03	2128-02	2128-01
2504-01	2504-01	1752-03	2126-01	2020-04	2017-01
2047-01	2047-01	1752-01	2127-01	1043-01	2129-02
2046-01	2046-01	1752-04	2513-03	1141-01	2020-02
2050-02	2050-02	2515-01	2513-02	1142-01	2133-01
2049-01	2049-01	2507-02	2129-01	1007-01	2055-02
2051-01	2051-01	2511-01	2130-01	1128-01	
2503-01	2503-01	2517-02	2514-03	1143-01	
2500-01	2500-01	2513-01	2514-02	1144-01	
2506-01	2506-01	2514-01	2519-01	1044-01	
2507-01	2507-01	2520-01	2520-03	1006-01	
2108-01	2108-01	2521-03	2520-02	1146-01	
2119-03	2119-03	2512-01	2132-01	1147-01	
2519-02	2519-02	2501-01	2521-02	1707-04	
2520-04	2520-04	2508-01	1043-02	1707-06	
2521-01	2521-01	2505-01	1705-03	1004-02	
2045-01	2045-01	2502-01	1707-07	1040-02	
2042-01	2042-01	2510-01	1707-05	1162-01	
2501-02	2501-02	2509-01	1039-01	1049-01	
2508-02	2508-02	2123-03	1004-01	1129-01	
2043-01	2043-01	1705-01	1040-01	1172-01	
2505-02	2505-02	1704-01	1041-01	2091-02	
2044-01	2044-01	2080-01	1162-02	2058-01	
2041-02	2041-02	2091-01	2120-01	2092-01	
2523-02	2523-02	2058-02	2121-01	2016-02	
2523-01	2523-01	2052-03	2122-01	2057-01	
2048-02	2048-02	2108-02	2123-02	2056-01	

## APPENDIX B

**TO: ALL REGISTERED VOTERS OF THE RICHARDSON INDEPENDENT SCHOOL DISTRICT**

### **NOTICE OF TRUSTEE ELECTION**

The Board of Trustees of the Richardson Independent School District hereby gives notice of an election to be held on **May 4, 2024**, for the purposes of electing trustees for three-year terms in Single-Member District 1, and At-Large Place 7. Election Precinct Numbers for Single-Member District 1, and At-Large Place 7 are listed below in Appendix A.

**EARLY VOTING** by personal appearance will be conducted as follows:

Date	Time
Monday, April 22 – Friday, April 26, 2024	8:00 a.m. – 5:00 p.m.
Saturday, April 27, 2024	7:00 a.m. – 7:00 p.m.
Sunday, April 28, 2024	12:00 p.m. - 6:00 p.m.
Monday, April 29 – Tuesday, April 30, 2024	7:00 a.m. – 7:00 p.m.

Any qualified voter for the Joint Election may vote early by personal appearance at either the main early voting location or at any one of the Countywide Voting Centers.

**EARLY VOTING** by personal appearance will be conducted at the Dallas County Elections Training/Warehouse, 1460 Round Table Dr., Dallas, TX 75247, and at the additional Early Voting Locations listed below. Applications for absentee ballots by mail should be mailed to Heider Garcia, Early Voting Clerk, Elections Department, 1520 Round Table Drive, Dallas, Texas 75247. Completed ballot applications also may be emailed to [evapplications@dallascounty.org](mailto:evapplications@dallascounty.org).

**ON ELECTION DAY**, voters may vote at any countywide voting center. A list of the voting centers is available on the Dallas County Elections website at [www.dallascountyvotes.org](http://www.dallascountyvotes.org). The list also is attached below.

**A: TODOS LOS VOTANTES REGISTRADOS DEL DISTRITO ESCOLAR INDEPENDIENTE DE RICHARDSON**

### **AVISO DE ELECCIÓN DE REGENTES**

Por la presente la Junta Directiva del Distrito Independiente de las Escuelas de Richardson da aviso que se llevará a cabo una elección **el día 4 de mayo del 2024**, con los propósitos (i) de elegir a regentes de la Junta de Administradores de dicho Distrito por términos de tres años para llenar Distrito Uninominal **1**, y Lugar **7** En general. Los números de recintos y centros electorales se listan en los Apéndice A.

**LA VOTACIÓN TEMPRANA** en persona se llevará a cabo como sigue:

Fecha	Horario
lunes, 22 de abril– viernes, 26 de abril, 2024	8:00 a.m. – 5:00 p.m.
sábado, 27 de abril, 2024	7:00 a.m. – 7:00 p.m.
domingo, 28 de abril, 2024	12:00 p.m. – 6:00 p.m.
lunes, 29 de abril, – martes 30 de mayo, 2024	7:00 a.m. – 7:00 p.m.

Cualquier votante calificado para la Elección Conjunta puede votar temprano por la apariencia personal en el lugar principal de votación anticipada o en cualquiera de los Centros de Votación del Condado.

**LA VOTACIÓN TEMPRANA** en persona se llevará a cabo en el Dallas County Elections Training/Warehouse, 1460 Round Table Dr., Dallas, TX 75247, y en las ubicaciones adicionales indicadas. Para recibir una boleta para votar en ausencia, mande su solicitud por correo a Heider Garcia, funcionario de votación temprana, en el Departamento de Elecciones, 1520 Round Table Drive, Dallas, Texas 75247. Las solicitudes para votar en ausencia también pueden ser enviadas por correo electrónico a [evapplications@dallascounty.org](mailto:evapplications@dallascounty.org).

**EL DÍA DA LAS ELECCIONES**, los electores pueden votar en cualquier centro de votación del condado. Una lista de los centros de votación también se adjunta a continuación en la página [www.dallascountyvotes.org](http://www.dallascountyvotes.org). Esta lista se encuentra a continuación.

**APPENDIX B**

**Appendix A/El Apèndice A**

**ELECTION DAY PRECINCTS**  
**RECINTOS DE VOTACIÓN EL DÍA DE LA ELECCIÓN**

**POLLS OPEN FROM 7:00a.m. – 7:00 p.m., May 4, 2024 ESTARÁN**  
**ABIERTOS DE 7:00a.m. – 7:00 p.m., el 4 de mayo de 2024**

**PRECINCT NUMBER/  
NÚMERO DE RECINTO**

<b><u>Single Member District 1/</u></b>	<b><u>At- Large Place 7/</u></b>				
<b><u>Distrito Uninominal 1</u></b>	<b><u>Lugar 7 En general</u></b>				
2044-02	2044-02	1705-02	2119-01	2124-01	2094-03
2090-01	2090-01	1748-02	2517-01	2125-01	2119-02
2091-03	2091-03	1750-02	2120-02	2126-02	2123-04
2052-01	2052-01	1751-05	2518-01	2127-02	2124-02
2057-02	2057-02	1751-06	2123-01	2127-04	2125-02
2056-03	2056-03	1751-02	2125-03	2128-02	2128-01
2504-01	2504-01	1752-03	2126-01	2020-04	2017-01
2047-01	2047-01	1752-01	2127-01	1043-01	2129-02
2046-01	2046-01	1752-04	2513-03	1141-01	2020-02
2050-02	2050-02	2515-01	2513-02	1142-01	2133-01
2049-01	2049-01	2507-02	2129-01	1007-01	2055-02
2051-01	2051-01	2511-01	2130-01	1128-01	
2503-01	2503-01	2517-02	2514-03	1143-01	
2500-01	2500-01	2513-01	2514-02	1144-01	
2506-01	2506-01	2514-01	2519-01	1044-01	
2507-01	2507-01	2520-01	2520-03	1006-01	
2108-01	2108-01	2521-03	2520-02	1146-01	
2119-03	2119-03	2512-01	2132-01	1147-01	
2519-02	2519-02	2501-01	2521-02	1707-04	
2520-04	2520-04	2508-01	1043-02	1707-06	
2521-01	2521-01	2505-01	1705-03	1004-02	
2045-01	2045-01	2502-01	1707-07	1040-02	
2042-01	2042-01	2510-01	1707-05	1162-01	
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2044-01	2044-01	2080-01	1162-02	2058-01	
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2523-02	2523-02	2058-02	2121-01	2016-02	
2523-01	2523-01	2052-03	2122-01	2057-01	
2048-02	2048-02	2108-02	2123-02	2056-01	

**ORDEN DE LA JUNTA DIRECTIVA DEL DISTRITO ESCOLAR  
INDEPENDIENTE DE RICHARDSON CONVOCANDO ELECCIONES  
GENERALES, DISPONIENDO ACERCA DE LA REALIZACIÓN Y  
CONVOCATORIA A LAS ELECCIONES, Y CONTENTIVA DE OTRAS  
DISPOSICIONES EN RELACIÓN CON LO ANTERIOR**

El día 16 de enero de 2024, con un quórum de la Junta Directiva (la “Junta”) del DISTRITO ESCOLAR INDEPENDIENTE DE RICHARDSON (“RISD” o el “Distrito”) se reunió en una asamblea legalmente convocada en la cual, entre otros, determinaron lo siguiente:

**POR CUANTO**, en una asamblea legalmente convocada el día 4 de febrero de 2019, la Junta adoptó una Resolución y Orden por medio de los cuales se cambió su sistema electoral general con un sistema combinado de distrito general/uninominal, conocido como un “Sistema 5:2”; y

**POR CUANTO**, en una asamblea convocada legalmente el día 20 de mayo de 2019, la Junta adoptó un plan de transición para incorporar gradualmente el Sistema 5:2 en la medida en que se vencen los mandatos de los regentes actuales; y

**POR CUANTO**, los mandatos de los siguientes regentes se vencen el día 4 de mayo de 2024, o cuando sus sucesores sean debidamente elegidos y calificados:

- Megan Timme, Miembro del Distrito Uninominal 1;
- Chris Poteet, Lugar 7 bajo el antiguo sistema at-large;

**POR CUANTO**, la Junta Directiva desea celebrar elecciones generales de regentes para los Miembros de los Distritos Uninominales 1 y Lugar 7 bajo el antiguo sistema at-large; y,

**POR CUANTO**, es necesario y recomendable convocar y celebrar elecciones para y dentro de RISD a los fines antes indicados; y

**POR CUANTO**, la ley de Texas exige que RISD celebre dichas elecciones en una fecha de elecciones uniforme establecida por la Sección 41.001(a) del Código de Elecciones de Texas, según sus modificaciones, y el que se celebren las elecciones en la referida fecha se conforma con la meta de la Junta de garantizar la excelencia en las operaciones; y

**POR CUANTO**, la Junta tiene o celebrará un convenio para los servicios electorales con el Administrador Electoral del Condado de Dallas y un convenio para realizar unas elecciones conjuntas con otras subdivisiones políticas dentro del Condado de Dallas, todo según lo ordena la Junta conforme al presente; y

**POR CUANTO**, la asamblea en la que se considera esta Orden estará abierta al público; y la notificación pública de la hora, lugar y objetos de la asamblea fue realizada

según lo exige el Capítulo 551 del Código de Gobierno de Texas, según sus modificaciones;

**AHORA, POR LO TANTO, LA JUNTA DIRECTIVA DEL DISTRITO ESCOLAR INDEPENDIENTE DE RICHARDSON ORDENA:**

1. **Determinaciones.** Las declaraciones contenidas en el preámbulo de esta Orden son fieles y exactas y quedan adoptadas por este medio como conclusiones de hecho y como parte de las disposiciones operativas de la presente.

2. **Fecha y Objetos de las Elecciones.** Se celebrarán elecciones generales para y dentro del RISD el día 4 de mayo de 2024 (“Día de las Elecciones”), conforme a lo dispuesto en el Código Electoral de Texas. Las Elecciones serán celebradas a los fines de elegir a dos miembros de la Junta Directiva de RISD: un miembro en el Distrito Uninominal 1 y Lugar 7 bajo el antiguo sistema at-large.

3. **Candidatos a Elección en la Junta Directiva.** Todas las solicitudes por los candidatos de que se incorporen sus nombres en la boleta para la elección general de la Junta Directiva de RISD (i) deberán realizarse de manera oportuna conforme a lo dispuesto por la ley, (ii) deberán constar por escrito, (iii) deberán indicar el número del cargo (número del Miembro de Distrito Uninominal o Cargo General) para el cual dicha persona se postula como candidato, (iv) deberán estar firmados por el candidato, y (v) deberán consignarse ante el Secretario de la Junta Directiva de RISD (el “Secretario”) o la persona por ésta designada, en el Edificio de Administración de RISD, 400 South Greenville Avenue, Richardson, Texas 75081, a partir del 17 de enero de 2024, y a más tardar a las 5:00 p.m. del 16 de febrero de 2024 (salvo que la fecha límite para consignar una declaración de candidatura por nominación directa será las 5:00 p.m. del 20 de febrero de 2024), para las elecciones generales; y

La oficina estará abierta de lunes a jueves hasta las 4:30 p.m., y los viernes hasta las 4:00 p.m., los días normales de oficina, y hasta las 5:00 p.m. los días 16 y 20 de febrero de 2024.

4. **Declaración Jurada de Lealtad.** Todos los candidatos a elección a la Junta Directiva de RISD deberán consignar junto a dicha solicitud la declaración jurada de lealtad exigida por la sección 141.031 (a)(4)(K) del Código Electoral.

5. **Listado de Candidatos Publicado.** El secretario o la persona designada por ésta deberá publicar en el edificio en el que se reúna la Junta Directiva los nombres de todos los candidatos que hayan consignado sus solicitudes según los términos y disposiciones de esta Orden.

6. **Personas Calificadas para Votar.** Todos los residentes calificados para votar en el Distrito podrán optar a votar en las Elecciones.

7. **Recintos Electorales, Lugares para Votar el Día de las Elecciones/Horario de los Comicios.** Los recintos electorales para las Elecciones (los “Recintos Electorales”) constarán del territorio dentro de las fronteras del Distrito

Uninominal 1 y Lugar 7 bajo el antiguo sistema at-large, ubicado en uno o más de los recintos electorales del Condado de Dallas, que llevan los números de recinto previstos en el Apéndice A, el cual se acompaña e incorpora como si estuviera incluido en su totalidad. Los lugares de los centros de votación durante la elección general el Día de las Elecciones para todos los Recintos Electorales del Distrito Uninominal 1 y Lugar 7 bajo el antiguo sistema at-large serán según sean designados por el Departamento de Elecciones del Condado de Dallas. Los comicios en todos los lugares de votación estarán abiertos el Día de las Elecciones de 7:00 a.m. a 7:00 p.m.

**8. Jueces Electorales/Otros Oficiales Electorales.** El Departamento Electoral del Condado de Dallas designará Jueces Electorales antes del Día de las Elecciones y los Jueces Electorales podrán modificarse y los lugares de los comicios podrán combinarse para algunos recintos, conforme a las decisiones del Departamento de Elecciones del Condado de Dallas. La Junta por este medio autoriza al presidente de la Junta Directiva de RISD a designar a cualesquiera otros oficiales que no se encuentren aquí designados según sean necesarios y apropiados para llevar a cabo las Elecciones conforme al Código Electoral.

**9. Lugares, Fechas y Horas para Votación Temprana.** Heider Garcia, Administrador de Elecciones (o la persona que éste designe o su sucesor) queda designado por este medio como Oficial para las votaciones tempranas. La dirección postal del Oficial para la votación temprana a la que serán enviadas las solicitudes de boletas y a la que las personas que voten por correo enviarán sus boletas con sus votos es Departamento de Elecciones del Condado de Dallas, 1520 Round Table Drive, Dallas, Texas 75247. Las solicitudes de boletas cumplimentadas también pueden enviarse por correo electrónico a [evapplications@dallascounty.org](mailto:evapplications@dallascounty.org).

El plazo para la votación temprana mediante comparecencia personal será entre el lunes, 22 de abril de 2024 y el martes, 30 de abril de 2024. La dirección del principal lugar para la votación temprana será George L. Allen Sr. Courts Building, 600 Commerce Street, Dallas, Texas 75202. La votación temprana mediante comparecencia personal será realizada en las siguientes fechas y horas:

<b>Fecha</b>	<b>Hora</b>
Lunes, 22 de abril de 2024 – viernes, 26 de abril de 2024	8:00 a.m. – 5:00 p.m.
Sábado, 27 de abril de 2024	8:00 a.m. – 5:00 p.m.
Domingo, 28 de abril de 2024	12:00 p.m. – 6:00 p.m.
Lunes, 29 de abril de 2024 – martes, 30 de abril de 2024	7:00 a.m. – 7:00 p.m.

La votación temprana mediante comparecencia personal podrá realizarse durante las fechas arriba indicadas en el principal lugar para la votación temprana identificado anteriormente y en aquellos otros lugares designados por el Departamento de Elecciones del Condado de Dallas.

**10. Elección Conjunta.** RISD participará en una elección conjunta, con otros entes gubernamentales participantes en el Condado de Dallas que también celebran sus comicios el Día de las Elecciones. David Pate, Director Financiero, queda autorizado para contratar con el Condado de Dallas y la Corte de Comisionados, o cualquier otra agencia, en nombre del Distrito, para la realización de estas elecciones por la oficina del Administrador de Elecciones del Condado de Dallas en una elección conjunta con otros

entes gubernamentales participantes en el Condado de Dallas. Bajo el Contrato de Servicios de Elecciones Conjuntas, el Administrador de Elecciones del Condado de Dallas prestará los servicios previstos en el contrato y en la legislación aplicable, incluyendo la coordinación, supervisión y el manejo de todos los aspectos administrativos de las Elecciones Conjuntas, de conformidad con lo dispuesto en la legislación aplicable.

**11. Sistema de Votación/Formato de las Elecciones.** La votación en las Elecciones Generales, la votación temprana en ellas, y la votación en cualesquiera comicios de segunda vuelta se hará mediante el uso de sistemas de votación y boletas legalmente aprobadas. Esta Junta Directiva ha determinado que los siguientes sistemas de votación u otro sistema similar armonizado, aprobado por el Secretario de Estado conforme a lo dispuesto en el Código Electoral de Texas, estarán disponibles en los lugares de comicios durante las elecciones generales y cualesquiera elecciones de segunda vuelta:

Sistemas y Software de Elecciones (ES&S) Sistema de Votación Universal (Dispositivo Marcador de Boletas), EVS 6.0.2.0, Firmware 2.4.0.0; el Escáner de Recintos Digital ES&S DS200, EVS 6.0.2.0, Firmware 2.17.0.0; y el Escáner y Tabulador de Alta Velocidad ES&S Modelo DS850, Versión 1, EVS 6.0.2.0.

La forma de celebrar las elecciones estará regida por el Código Electoral y demás leyes aplicables, incluyendo el Código Educativo de Texas, el Código de Gobierno de Texas, y la Ley Federal sobre el Derecho al Voto de 1965, según sus modificaciones, incluyendo en especial el Capítulo 272 del Código correspondiente a los requisitos bilingües. La oficina del Administrador de Elecciones del Condado de Dallas suministrará todas las boletas necesarias y demás suministros electorales requeridos para dicha elección.

**12. Contabilización de Boletas.** Inmediatamente tras celebrarse las Elecciones, el Juez de Comicios del Precinto entregará las boletas con los votos en la caja de boletas cerrada y todas las planillas y suministros electorales a la estación de contabilización satélite designada por el Departamento de Elecciones del Condado de Dallas para ese recinto, para su posterior transporte a la Estación de Contabilización Central en el Departamento de Elecciones del Condado de Dallas, 1520 Round Table Drive, Dallas, Texas 75247. El Departamento de Elecciones será responsable por establecer y operar la estación de contabilización central para recibir y tabular las boletas de votos, según las disposiciones del Código Electoral de Texas.

**13. Reportes de los Resultados de las Elecciones.** La Junta Directiva designa por este medio, según el Código Electoral de Texas, a Heider Garcia, Administrador de Elecciones del Condado de Dallas (o a la persona que éste designe o a su sucesor), como Gerente de la estación de contabilización central, y a un Representante de Comicios Conjuntos (o a la persona que designe o a su sucesor), quien está aún por determinar, como juez presidente. El Gerente o su representante entregará informes acumulativos oportunos sobre los resultados de las elecciones en la medida en que sean tabulados los resultados electorales. El Gerente será responsable por emitir los totales acumulativos y los resultados por recinto de las elecciones a los participantes conjuntos, candidatos, prensa y al público en general mediante la distribución de copias impresas o transmisiones electrónicas (en cuanto sea accesible).

**14. Voto Mayoritario.** Los Regentes serán elegidos por una mayoría de votos, lo que significa que el candidato que reciba una mayoría de los votos ganará.

**15. Empate en los Votos/Elecciones de Segunda Vuelta.** En caso de ocurrir un empate en los votos en las Elecciones Generales, los candidatos empatados podrán convenir en sortearse el voto. De otra forma, se celebrarán unas segundas elecciones (las “Elecciones de Segunda Vuelta”) el día 15 de junio de 2024 (el “Día de las elecciones de segunda vuelta”). Si otro ente involucrado en las Elecciones Conjuntas también realizara Elecciones de Segunda Vuelta en la misma fecha, el Departamento de Elecciones del Condado de Dallas designará cuál de los lugares de comicios anteriormente designados para la Votación Temprana y el Día de Elecciones será utilizado para las Elecciones de Segunda Vuelta.

Los lugares de los comicios estarán abiertos de 7:00 a.m. a 7:00 p.m. para la votación el Día de las Elecciones de Segunda Vuelta y todos los procedimientos utilizados para el escrutinio de los resultados electorales serán los mismos que los utilizados el día 4 de mayo de 2024. La votación temprana por comparecencia personal en cualquier Elección de Segunda Vuelta será celebrada y designada por el Departamento de Elecciones del Condado de Dallas. La dirección a la cual deben enviarse las solicitudes y boletas con votos por correo será la siguiente: Oficial de Votación Temprana, Departamento de Elecciones del Condado de Dallas, 1520 Round Table Drive, Dallas, Texas 75247, o por correo electrónico a [evapplications@dallascounty.org](mailto:evapplications@dallascounty.org). Las fechas y horas para la votación temprana por comparecencia personal será determinada y establecida por el Departamento de Elecciones del Condado de Dallas.

**16. Orden y Notificación de Elecciones Combinadas.** La Junta Directiva debe notificar sobre las Elecciones Generales y sobre las Elecciones de Segunda Vuelta, en caso de ser necesarias Elecciones de segunda vuelta, y esta Orden y Notificación de Elecciones Combinadas (Apéndice B) servirá como Notificación para todas las elecciones correspondientes.

**17. Anuncio y Publicación de Orden y Notificación de Elecciones Combinadas.** El secretario o la persona por ella designada queda por este medio autorizada e instruida para publicar o procurar la publicación, tanto en inglés como en español, de la Notificación de Elecciones Generales que se acompaña, en tres lugares públicos en los que se acostumbre publicar en el Distrito, en la cartelera utilizada para publicar notificaciones de las asambleas de la Junta Directiva RISD, en el portal del Distrito, y en cualesquiera otros lugares según lo exija la ley. Las Elecciones del Condado de Dallas también conllevarán a que sea publicada una copia de esta Orden y Notificación de Elecciones Combinadas, en una oportunidad, en un periódico de circulación general en el Condado de Dallas, Texas.

a. **Elecciones Generales: Anuncio de Orden y Notificación de Elecciones.** Esta Orden y Notificación de Elecciones y/o Notificación de Elecciones Generales (Apéndice B) deberá ser anunciada, de la manera anteriormente descrita, a más tardar para el día 21 (13 de abril de 2024) antes de las elecciones del 4 de mayo de 2024.

b. **Elecciones Generales: Publicación de Orden y Notificación de Elecciones.** Esta Orden y Notificación de Elecciones y/o Notificación de Elecciones Generales (Apéndice B) deberá ser publicada, de la manera anteriormente descrita, no más de 30 días (4 de abril de 2024) ni menos de 10 días (24 de abril de 2024) antes de la fecha de las elecciones del 4 de mayo de 2024.

c. **Elecciones de Segunda Vuelta: Anuncio de Orden y Notificación de Elecciones.** En caso que resulte necesario celebrar Elecciones de Segunda vuelta, esta Orden y Notificación de Elecciones combinadas y/o Notificación de Elecciones Generales anexa deberá ser anunciada, de la manera anteriormente descrita, no más de 30 días (16 de mayo de 2024) ni menos de 10 días (6 de junio de 2024) antes de la fecha de las Elecciones de Segunda Vuelta del 15 de junio de 2024.

**18. Autoridad para Actuar.** El Presidente y el Secretario de la Junta Directiva RISD, el Superintendente y sus representantes designados, previa consulta con los Asesores Generales, quedan por este medio autorizados para tomar todas y cualesquiera acciones sean necesarias (sean autorizadas expresamente o mencionadas en el presente) para cumplir con las disposiciones del Código Electoral, la Ley Federal sobre el Derecho al Voto, el Código Educativo de Texas, y demás leyes aplicables, en la implementación de esta Orden y en la realización y conducta de las Elecciones y las Elecciones de Segunda Vuelta, de ser el caso, sea que se encuentren o no expresamente autorizados conforme al presente.

**19. Fecha de Vigencia.** Esta Orden entrará en vigencia inmediatamente tras su aprobación.

PASADO Y APROBADO UNÁNIMEMENTE por la Junta Directiva RISD en fecha de hoy, 18 de febrero de 2024.

Por: \_\_\_\_\_  
Nombre: Regina Harris  
Cargo: Presidente, Junta Directiva de RISD

\_\_\_\_\_  
Fecha de la Firma

DA FE:

Por: \_\_\_\_\_  
Nombre: Chris Poteet  
Cargo: Secretario, Junta Directiva de RISD

\_\_\_\_\_  
Fecha de la Firma

# Appendix A/Apéndice A

## ELECTION DAY PRECINCTS RECINTOS DE VOTACIÓN EL DÍA DE LA ELECCIÓN

POLLS OPEN FROM 7:00a.m. – 7:00 p.m., May 4, 2024  
ESTARÁN ABIERTOS DE 7:00a.m. – 7:00 p.m., el 4 de mayo de 2024

**PRECINCT NUMBER/  
NÚMERO DE RECINTO**

<u>Single Member District 1/</u>	<u>At- Large Place 7/</u>				
<u>Distrito Uninominal 1</u>	<u>Lugar 7 en general</u>				
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2042-01	2042-01	2510-01	1707-05	1162-01	
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## APÉNDICE B

**TO: ALL REGISTERED VOTERS OF THE RICHARDSON INDEPENDENT SCHOOL DISTRICT**

### **NOTICE OF TRUSTEE ELECTION**

The Board of Trustees of the Richardson Independent School District hereby gives notice of an election to be held on **May 4, 2024**, for the purposes of electing trustees for three-year terms in Single-Member District 1, and At-large Place 7. Election Precinct Numbers for Single-Member District 1, and At-large place 7 are listed below in Appendix A.

**EARLY VOTING** by personal appearance will be conducted as follows:

<b>Date</b>	<b>Time</b>
Monday, April 22 – Friday, April 26, 2024	8:00 a.m. – 5:00 p.m.
Saturday, April 27, 2024	8:00 a.m. – 5:00 p.m.
Sunday, April 28, 2024	12:00 p.m. – 6:00 p.m.
Monday, April 29 – Tuesday, April 30, 2024	7:00 a.m. – 7:00 p.m.

Any qualified voter for the Joint Election may vote early by personal appearance at either the main early voting location or at any one of the Countywide Voting Centers.

**EARLY VOTING** by personal appearance will be conducted at the George L. Allen Sr. Courts Building, Main Lobby, 600 Commerce Street, Dallas, Texas 75202, and at the additional Early Voting Locations listed below. Applications for absentee ballots by mail should be mailed to Michael Scarpello, Early Voting Clerk, Elections Department, 1520 Round Table Drive, Dallas, Texas 75247. Completed ballot applications also may be emailed to [evapplications@dallascounty.org](mailto:evapplications@dallascounty.org).

**ON ELECTION DAY**, voters may vote at any countywide voting center. A list of the voting centers is available on the Dallas County Elections website at [www.dallascountyvotes.org](http://www.dallascountyvotes.org). The list also is attached below.

**A: TODOS LOS VOTANTES REGISTRADOS DEL DISTRITO ESCOLAR INDEPENDIENTE DE RICHARDSON**

### **AVISO DE ELECCIÓN DE REGENTES**

Por la presente la Junta Directiva del Distrito Independiente de las Escuelas de Richardson da aviso que se llevará a cabo una elección **el día 4 de mayo del 2024**, con los propósitos (i) de elegir a regentes de la Junta Directiva de dicho Distrito por términos de tres años para llenar Distrito Uninominal 1 y Lugar 7 bajo el antiguo sistema at-large. Los números de recintos y centros electorales se listan en los Apéndice A.

**LA VOTACIÓN TEMPRANA** en persona se llevará a cabo como sigue:

<b>Fecha</b>	<b>Horario</b>
Lunes, 22 de abril– viernes, 26 de abril, 2024	8:00 a.m. – 5:00 p.m.
Sábado, 27 de abril, 2024	8:00 a.m. – 5:00 p.m.
Domingo, 28 de abril, 2024	12:00 p.m. – 6:00 p.m.
Lunes, 29 de abril, – martes 30 de abril, 2024	7:00 a.m. – 7:00 p.m.

Cualquier votante calificado para la Elección Conjunta puede votar temprano por la apariencia personal en el lugar principal de votación anticipada o en cualquiera de los Centros de Votación del Condado.

**LA VOTACIÓN TEMPRANA** en persona se llevará a cabo en el George L. Allen Sr. Courts Building, Vestíbulo principal, 600 Commerce Street, Dallas, Texas 75202, y en las ubicaciones adicionales indicadas. Para recibir una boleta para votar en ausencia, mande su solicitud por correo a Heider Garcia, funcionario de votación temprana, en el Departamento de Elecciones, 11520 Round Table Drive, Dallas, Texas 75247. Las solicitudes para votar en ausencia también pueden ser enviadas por correo electrónico a [evapplications@dallascounty.org](mailto:evapplications@dallascounty.org).

**EL DÍA DA LAS ELECCIONES**, los electores pueden votar en cualquier centro de votación del condado. Una lista de los centros de votación también se adjunta a continuación en la página [www.dallascountyvotes.org](http://www.dallascountyvotes.org). Esta lista se encuentra a continuación.

**APÉNDICE B**

**Appendix A/Apéndice A**

**ELECTION DAY PRECINCTS**  
**RECINTOS DE VOTACIÓN EL DÍA DE LA ELECCIÓN**

**POLLS OPEN FROM 7:00a.m. – 7:00 p.m., May 4, 2024**  
**ESTARÁN ABIERTOS DE 7:00a.m. – 7:00 p.m., el 4 de mayo de 2024**

**PRECINCT NUMBER/  
NÚMERO DE RECINTO**

<b><u>Single Member District 1/</u></b>	<b><u>At- Large Place 7/</u></b>				
<b><u>Distrito Uninominal 1</u></b>	<b><u>Lugar 7 en general</u></b>				
2044-02	2044-02	1705-02	2119-01	2124-01	2094-03
2090-01	2090-01	1748-02	2517-01	2125-01	2119-02
2091-03	2091-03	1750-02	2120-02	2126-02	2123-04
2052-01	2052-01	1751-05	2518-01	2127-02	2124-02
2057-02	2057-02	1751-06	2123-01	2127-04	2125-02
2056-03	2056-03	1751-02	2125-03	2128-02	2128-01
2504-01	2504-01	1752-03	2126-01	2020-04	2017-01
2047-01	2047-01	1752-01	2127-01	1043-01	2129-02
2046-01	2046-01	1752-04	2513-03	1141-01	2020-02
2050-02	2050-02	2515-01	2513-02	1142-01	2133-01
2049-01	2049-01	2507-02	2129-01	1007-01	2055-02
2051-01	2051-01	2511-01	2130-01	1128-01	
2503-01	2503-01	2517-02	2514-03	1143-01	
2500-01	2500-01	2513-01	2514-02	1144-01	
2506-01	2506-01	2514-01	2519-01	1044-01	
2507-01	2507-01	2520-01	2520-03	1006-01	
2108-01	2108-01	2521-03	2520-02	1146-01	
2119-03	2119-03	2512-01	2132-01	1147-01	
2519-02	2519-02	2501-01	2521-02	1707-04	
2520-04	2520-04	2508-01	1043-02	1707-06	
2521-01	2521-01	2505-01	1705-03	1004-02	
2045-01	2045-01	2502-01	1707-07	1040-02	
2042-01	2042-01	2510-01	1707-05	1162-01	
2501-02	2501-02	2509-01	1039-01	1049-01	
2508-02	2508-02	2123-03	1004-01	1129-01	
2043-01	2043-01	1705-01	1040-01	1172-01	
2505-02	2505-02	1704-01	1041-01	2091-02	
2044-01	2044-01	2080-01	1162-02	2058-01	
2041-02	2041-02	2091-01	2120-01	2092-01	
2523-02	2523-02	2058-02	2121-01	2016-02	
2523-01	2523-01	2052-03	2122-01	2057-01	
2048-02	2048-02	2108-02	2123-02	2056-01	

## **LỆNH CỦA HỘI ĐỒNG CHƯỜNG QUẢN HỌC KHU ĐỘC LẬP RICHARDSON KÊU GỌI MỘT CUỘC TỔNG TUYỂN CỬ, LẬP RA CÁC ĐIỀU KHOẢN VỀ TIẾN HÀNH VÀ THÔNG BÁO VỀ CUỘC BẦU CỬ, VÀ ĐƯA RA NỘI DUNG VỀ NHỮNG ĐIỀU KHOẢN KHÁC LIÊN QUAN**

Vào ngày 18 tháng 01 năm 2024, một nhóm nhỏ thành viên Hội đồng Chương quản (“Hội đồng Chương quản”) của HỌC KHU ĐỘC LẬP RICHARDSON (sau đây gọi tắt là “RISD” hoặc “Học khu”) đã được triệu tập trong một cuộc họp được gọi là họp pháp, cùng với các thủ tục khác, xác định những điều sau đây:

**XÉT RẰNG**, tại cuộc họp được gọi là họp pháp vào ngày 04 tháng 02 năm 2019, Hội đồng đã thông qua Nghị quyết và Lệnh thay thế hệ thống bầu cử tổng quát của mình bằng một hệ thống kết hợp vị trí tổng quát/học khu một thành viên, được gọi là “Hệ thống 5:2,” và

**XÉT RẰNG**, tại cuộc họp được gọi là họp pháp vào ngày 20 tháng 05 năm 2019, Hội đồng đã thông qua kế hoạch chuyển đổi sang giai đoạn trong Hệ thống 5:2 khi các nhiệm kỳ của chương quản hiện tại hết hạn; và

**XÉT RẰNG**, nhiệm kỳ của những chương quản sau sẽ hết hạn vào ngày 04 tháng 05 năm 2024 hoặc khi những người kế nhiệm của họ được bầu hợp lệ và đủ tiêu chuẩn:

- Megan Timme, Học khu Một Thành Viên 1;
- Chris Poteet, Vị trí Tổng quát 7;

**XÉT RẰNG**, Hội đồng Chương quản mong muốn tổ chức một cuộc tổng tuyển cử chương quản cho Học khu Một Thành viên 1 và Vị trí Tổng quát 7; và,

**XÉT RẰNG**, điều cần thiết và nên làm là kêu gọi và tổ chức một cuộc bầu cử cho và trong RISD cho (các) mục đích được nêu trong tài liệu này; và

**XÉT RẰNG**, Luật pháp Texas yêu cầu RISD tổ chức cuộc bầu cử nói trên vào một ngày bầu cử thống nhất theo Mục 41.001 (a) của Bộ luật Bầu cử Texas, theo như tu chính, và việc tổ chức cuộc bầu cử vào ngày đó sẽ hỗ trợ mục tiêu của Hội đồng là đảm bảo hoạt động xuất sắc; và

**XÉT RẰNG**, Hội đồng đã hoặc sẽ ký một thỏa thuận cho các dịch vụ bầu cử với Quản trị viên Bầu cử của Quận Dallas và ký một thỏa thuận để tiến hành một cuộc bầu cử chung với các phân khu chính trị khác trong Quận Dallas, tất cả theo lệnh của Hội đồng ở đây; và

**XÉT RẰNG**, cuộc họp đưa ra Lệnh này được công khai trước công chúng; và thông báo công khai về thời gian, địa điểm và mục đích của cuộc họp đã được đưa ra, theo yêu cầu của Chương 551 của Bộ luật Chính quyền Texas, theo như tu chính;

**VÌ VẬY, NAY, HỘI ĐỒNG CHƯỜNG QUẢN CỦA HỌC KHU ĐỘC LẬP  
RICHARDSON BAN HÀNH LỆNH NHƯ SAU:**

**1. Các kết luận.** Các tuyên bố trong phần mở đầu của Lệnh này là đúng sự thật và chính xác và theo đây được chấp nhận như những kết luận về thực tế và là một phần của các điều khoản có hiệu lực của lệnh này.

**2. Ngày và các Mục đích của Cuộc bầu cử.** Một cuộc tổng tuyển cử sẽ được tổ chức cho và trong RISD vào ngày 04 tháng 05 năm 2024 (“Ngày bầu cử”), theo Bộ luật Bầu cử Texas. Cuộc Bầu cử sẽ được tổ chức với mục đích bầu hai thành viên vào Hội đồng Trường quản của RISD: một thành viên cho Học khu Một Thành viên 1, một thành viên ở Vị trí Tổng quát 7.

**3. Các ứng cử viên để bầu vào Hội đồng Trường quản.** Tất cả các yêu cầu của các ứng cử viên để ghi tên của họ lên lá phiếu cho cuộc tổng tuyển cử vào Hội đồng Trường quản RISD (i) sẽ được thực hiện kịp thời theo quy định của pháp luật, (ii) sẽ bằng văn bản, (iii) sẽ nêu rõ số vị trí (số Học khu Một thành viên hoặc Vị trí tổng quát) mà người đó nộp đơn với tư cách là ứng cử viên, (iv) sẽ do ứng cử viên ký, và (v) sẽ được nộp cho Thư ký của Hội đồng Trường quản RISD (“Thư ký”) hoặc người được chỉ định, tại Tòa nhà Hành chính RISD, 400 South Greenville Avenue, Richardson, Texas 75081, bắt đầu vào ngày 17 tháng 01 năm 2024 và không muộn hơn 5:00 chiều vào ngày 16 tháng 02 năm 2024 (ngoại trừ thời hạn nộp hồ sơ tuyên bố ứng cử là 5:00 giờ chiều ngày 20 tháng 02 năm 2024) cho cuộc tổng tuyển cử; và

Văn phòng sẽ mở cửa từ thứ Hai đến thứ Năm cho đến 4:30 chiều và thứ Sáu đến 4:00 chiều vào các ngày làm việc bình thường và cho đến 5:00 chiều vào ngày 16 và 20 tháng 2 năm 2024.

**4. Tuyên thệ trung thành.** Tất cả các ứng cử viên tranh cử vào Hội đồng Trường quản của RISD phải nộp cùng đơn đăng ký này bản tuyên thệ trung thành theo yêu cầu của Mục 141.031 (a) (4) (K) của Bộ luật Bầu cử.

**5. Danh sách ứng cử viên đã niêm yết.** Thư ký hoặc người được chỉ định của anh ấy/cô ấy sẽ niêm yết trong tòa nhà nơi Hội đồng Trường quản RISD nhóm họp, tên của tất cả các ứng cử viên đã nộp đơn theo các điều khoản và quy định của Lệnh này.

**6. Những người đủ tư cách để bỏ phiếu.** Tất cả các cử tri cư trú, đủ tiêu chuẩn của Học khu sẽ đủ điều kiện để bỏ phiếu trong Cuộc bầu cử.

**7. Khu vực bầu cử, Địa điểm bỏ phiếu trong ngày bầu cử/Thời gian bỏ phiếu.** Các khu vực bầu cử (“Khu vực bầu cử”) cho Cuộc bầu cử sẽ bao gồm lãnh thổ nằm trong ranh giới của Học khu Một thành viên 1 và Vị trí Tổng quát 7, nằm trong một hoặc nhiều khu vực bầu cử của Quận Dallas, mang số của khu vực bầu cử được ấn định trong Phụ lục A, được đính kèm theo đây và được tích hợp ở đây như thể được trình bày đầy đủ. Vị trí của các trung tâm bỏ phiếu để bỏ phiếu trong cuộc tổng tuyển cử vào Ngày Bầu cử cho tất cả các Khu vực Bầu cử ở Học khu Một thành viên 1 và Vị trí Tổng quát 7 sẽ do Phòng Bầu cử Quận Dallas chỉ định. Các phòng phiếu ở tất cả các điểm bỏ phiếu sẽ mở cửa vào Ngày Bầu cử từ 7:00 sáng đến 7:00 tối.

**8. Thẩm phán bầu cử/Các quan chức bầu cử khác.** Phòng Bầu cử Quận Dallas sẽ bổ nhiệm các Thẩm phán Bầu cử trước Ngày Bầu cử và các Thẩm phán Bầu cử có thể được thay đổi và ở một số khu vực bầu cử, các địa điểm bỏ phiếu có thể được kết hợp, theo quyết định của Phòng Bầu cử Quận Dallas. Theo đây, Hội đồng ủy quyền cho Chủ tịch Hội đồng Chương quản RISD bổ nhiệm bất kỳ viên chức nào khác không được chỉ định ở đây nếu cần thiết và thích hợp để tiến hành Bầu cử theo Quy tắc Bầu cử.

**9. Địa điểm, ngày và giờ bỏ phiếu sớm.** Heider Garcia, Quản trị viên Bầu cử (hoặc người được chỉ định hoặc người kế nhiệm) theo đây được bổ nhiệm làm Thư ký phụ trách việc bỏ phiếu sớm. Địa chỉ gửi thư của Thư ký Bỏ phiếu Sớm nơi nhận đơn bỏ phiếu và nơi tiếp nhận lá phiếu đã bầu chọn của những người bỏ phiếu qua đường bưu điện là Dallas County Elections Department, 1520 Round Table Drive, Dallas, Texas 75247 (Sở Bầu cử Quận Dallas). Đơn bỏ phiếu đã hoàn thành cũng có thể được gửi qua email đến [evapplications@dallascounty.org](mailto:evapplications@dallascounty.org).

Thời gian để bỏ phiếu sớm theo hình thức cá nhân sẽ là từ Thứ Hai ngày 24 tháng 22 năm 2024 đến hết Thứ Ba ngày 30 tháng 04 năm 2024. Địa điểm bỏ phiếu sớm chính là Elections Training / Warehouse 1460 Round Table Dr. Dallas, TX 75247. Bỏ phiếu sớm theo hình thức cá nhân sẽ được tiến hành vào những ngày và giờ sau:

<b>Ngày</b>	<b>Giờ</b>
Thứ Hai, ngày 22 tháng 04 năm 2024 – Thứ Sáu, ngày 26 tháng 04 năm 2024	8:00 SA – 5:00 CH
Thứ Bảy, ngày 27 tháng 04 năm 2024	7:00 SA – 7:00 CH
Chủ Nhật, ngày 28 tháng 04 năm 2024	12:00 CH – 6:00 CH
Thứ Hai, ngày 29 tháng 04 năm 2024 – Thứ Ba, ngày 30 tháng 04 năm 2024	7:00 SA – 7:00 CH

Cử tri có thể bỏ phiếu sớm theo hình thức cá nhân vào những ngày trên đây tại các điểm bỏ phiếu sớm chính được nêu ở trên và tại những địa điểm khác được Sở Bầu cử Quận Dallas chỉ định.

**10. Bầu cử chung.** RISD sẽ tham gia một cuộc bầu cử chung với các tổ chức chính phủ tham gia khác ở Quận Dallas, những người cũng đang tổ chức bầu cử vào Ngày Bầu cử. David Pate, Trợ lý Giám đốc Tài chính & Dịch vụ Hỗ trợ, được ủy quyền ký hợp đồng với Quận Dallas và Tòa án Ủy ban, hoặc bất kỳ cơ quan nào khác, thay mặt cho Quận để thực hiện các cuộc bầu cử này bởi văn phòng Quản trị viên Bầu cử Quận Dallas trong một bầu cử với các tổ chức chính phủ tham gia khác ở Dallas County. Theo Hợp đồng Dịch vụ Bầu cử Chung, Quản trị viên Bầu cử của Quận Dallas sẽ thực hiện các dịch vụ bầu cử như được quy định trong hợp đồng và luật hiện hành bao gồm điều phối, giám sát và xử lý tất cả các khía cạnh của việc điều hành Cuộc Bầu cử Chung theo luật hiện hành.

**11. Hệ thống bỏ phiếu/Cách thức bầu cử.** Việc bỏ phiếu tại các cuộc Tổng tuyển cử, việc bỏ phiếu sớm và bỏ phiếu trong bất kỳ cuộc bầu cử nào sẽ được thực hiện bằng cách sử dụng các hệ thống bỏ phiếu và lá phiếu đã được phê duyệt hợp pháp. Hội đồng Chương quản này đã xác định rằng các hệ thống bỏ phiếu sau đây hoặc hệ thống tuân thủ tương tự khác, được Bộ trưởng Ngoại giao chấp thuận theo Bộ luật Bầu cử Texas, sẽ được bố trí tại các điểm bỏ phiếu trong thời gian diễn ra cuộc bầu cử chung và bất kỳ cuộc bầu cử runoff nào:

Hệ thống bỏ phiếu chung Election Systems & Software (ES&S) ExpressVote Universal Voting System (Thiết bị đánh dấu lá phiếu), EVS 6.0.2.0, Firmware 2.4.0.0; máy quét ES&S DS200 Digital Precinct Scanner, EVS 6.0.2.0, Firmware 2.17.0.0; và máy quét và máy lập bảng tốc độ cao ES&S Model DS850, Phiên bản 1, EVS 6.0.2.0.

Cách thức tổ chức bầu cử sẽ được điều chỉnh bởi Bộ luật Bầu cử và luật hiện hành khác, bao gồm Bộ luật Giáo dục Texas, Bộ luật Chính quyền Texas và Đạo luật Quyền Bầu cử Liên bang năm 1965, theo như tu chính, bao gồm đặc biệt là Chương 272 của Bộ luật liên quan đến yêu cầu song ngữ. Văn phòng của Quản trị viên Bầu cử Quận Dallas sẽ cung cấp tất cả các lá phiếu cần thiết và các vật dụng bầu cử khác cần thiết cho cuộc bầu cử nói trên.

**12. Đếm phiếu bầu.** Ngay sau khi cuộc Bầu cử được tổ chức, Thẩm phán bầu cử ở khu vực bầu cử sẽ chuyển các lá phiếu đã bỏ phiếu trong thùng phiếu có khóa và tất cả các biểu mẫu bầu cử và vật tư đến trạm kiểm đếm vệ tinh do Quản trị viên bầu cử Quận Dallas chỉ định cho khu vực đó, để sau đó vận chuyển đến Trung tâm Trạm kiểm phiếu tại Sở Bầu cử Quận Dallas, 1520 Round Table Drive, Dallas, Texas 75247. Sở Bầu cử sẽ chịu trách nhiệm thiết lập và vận hành trạm kiểm phiếu trung tâm để nhận và lập bảng số phiếu đã bầu phù hợp với các quy định của Bộ luật Bầu cử Texas.

**13. Báo cáo kết quả bầu cử.** Theo đây, Hội đồng Chương quản, theo Bộ luật Bầu cử Texas, bổ nhiệm Heider Garcia, Quản trị viên Bầu cử Quận Dallas (hoặc người được chỉ định hoặc người kế nhiệm), làm Quản lý trạm kiểm phiếu trung tâm và Đại diện Bầu cử Chung (hoặc người được chỉ định hoặc người kế nhiệm), người vẫn chưa được xác định, làm chủ tọa thẩm phán chủ tọa. Người quản lý hoặc người đại diện của anh ấy/cô ấy sẽ gửi báo cáo tích lũy kịp thời về kết quả bầu cử khi các khu bầu cử được lập bảng. Người quản lý sẽ chịu trách nhiệm thông báo tổng số tích lũy và số phiếu gửi từ khu bầu cử của cuộc bầu cử cho các bên tham gia trong cuộc bầu cử chung, ứng cử viên, báo chí và công chúng bằng cách phát hành bản in ra giấy hoặc bản truyền điện tử (nếu có thể áp dụng được).

**14. Đa số phiếu.** Các chương quản sẽ được bầu theo đa số phiếu, theo đó ứng cử viên nhận được đa số phiếu sẽ thắng.

**15. Phiếu hòa/Bầu cử Runoff (chung kết đặc biệt).** Nếu có xảy ra kết quả bỏ phiếu hòa trong cuộc Tổng tuyển cử, các ứng cử viên có phiếu hòa có thể đồng ý bỏ phiếu. Nếu không, một cuộc bầu cử thứ hai ("Ngày bầu cử Runoff") sẽ được tổ chức vào ngày 15 tháng 06 năm 2024 ("Ngày Bầu cử Runoff"). Nếu một tổ chức khác tham gia vào Cuộc Bầu cử Chung cũng sẽ tổ chức Cuộc Bầu cử Runoff vào ngày đó, Sở Bầu cử Quận Dallas sẽ chỉ định những địa điểm bỏ phiếu nào trong số các địa điểm được ấn định ở trên cho Ngày Bầu cử và Bầu cử Sớm mà sẽ được sử dụng cho Cuộc Bầu cử Runoff.

Các địa điểm bỏ phiếu sẽ mở cửa từ 7:00 sáng đến 7:00 tối để bỏ phiếu vào Ngày Bầu cử Runoff, và tất cả các thủ tục được sử dụng để bảo vệ các kết quả bầu cử sẽ giống như những thủ tục được sử dụng vào ngày 04 tháng 05 năm 2024. Việc bỏ phiếu sớm theo hình thức cá nhân cho bất kỳ Cuộc Bầu cử Runoff nào sẽ được tổ chức và chỉ định bởi Tổ chức Bầu cử Quận Dallas. Địa chỉ nơi nhận đơn đăng ký và lá phiếu qua thư sẽ là: Early Voting Clerk, Dallas County Elections Department, 1520 Round Table Drive, Dallas, Texas 75247, hoặc qua email tới [evapplications@dallascounty.org](mailto:evapplications@dallascounty.org). Ngày và giờ

cho việc bỏ phiếu sớm theo hình thức cá nhân sẽ do Phòng Bầu cử Quận Dallas xác định và thiết lập.

**16. Thông báo và Thứ tự Bầu cử Kết hợp.** Hội đồng Chương quản sẽ đưa ra thông báo về cuộc Tổng tuyển cử và Cuộc bầu cử Runoff, nếu cần phải có Cuộc bầu cử Runoff, và Thông báo và Lệnh Bầu cử kết hợp này (Phụ lục B) sẽ đóng vai trò là Thông báo cho tất cả các cuộc bầu cử như vậy.

**17. Niêm yết và Công bố Thông báo và Lệnh Bầu cử Kết hợp.** Thư ký hoặc người được chỉ định theo đây được ủy quyền và hướng dẫn niêm yết hoặc chỉ đạo đăng tin, bằng cả tiếng Anh, tiếng Tây Ban Nha và tiếng Việt, Thông báo Tổng tuyển cử đính kèm, cùng với danh sách các địa điểm bỏ phiếu, ở ba nơi công cộng nơi thông báo được niêm yết theo thông lệ Học khu, trên bảng thông báo được sử dụng để đăng thông báo về các cuộc họp của Hội đồng Chương quản RISD, trên trang web của Học khu, và tại bất kỳ địa điểm nào khác theo yêu cầu của luật pháp. Các cuộc bầu cử của Quận Dallas phải xuất bản một bản sao của Lệnh và Thông báo Bầu cử kết hợp này một lần trên một tờ báo lưu hành chung ở Quận Dallas, Texas.

a. **Tổng tuyển cử: Niêm yết Thông báo và Lệnh Bầu cử.** Lệnh và Thông báo Bầu cử này và/hoặc Thông báo Tổng tuyển cử kèm theo (Phụ lục B) sẽ được niêm yết, theo cách thức được mô tả ở trên, không muộn hơn ngày 21 (13 tháng 04 năm 2024) trước cuộc bầu cử ngày 04 tháng 05 năm 2024.

b. **Tổng tuyển cử: Công bố Thông báo và Lệnh Bầu cử.** Thông báo và Lệnh bầu cử kết hợp này và/hoặc Thông báo Tổng tuyển cử kèm theo (Phụ lục B) sẽ được công bố, theo cách thức được mô tả ở trên, không quá 30 ngày (ngày 04 tháng 04 năm 2024) hoặc ít hơn 10 ngày (ngày 24 tháng 04 năm 2024) trước ngày bầu cử 04 tháng 05 năm 2024.

c. **Bầu cử Runoff: Niêm yết Thông báo về Lệnh và Thông báo Bầu cử.** Trong trường hợp cần thiết phải tổ chức một cuộc Bầu cử Runoff, Lệnh và Thông báo Bầu cử kết hợp này và/hoặc Thông báo về Tổng tuyển cử kèm theo sẽ phải được niêm yết, theo cách thức được mô tả ở trên, không sớm hơn 30 ngày (ngày 16 tháng 05 năm 2024) và không muộn hơn 10 ngày (ngày 05 tháng 06 năm 2024) trước ngày 15 tháng 06 năm 2024 của Cuộc bầu cử Runoff.

**18. Thẩm quyền hành động.** Chủ tịch và Thư ký của Hội đồng Chương quản RISD, Giám đốc điều hành và những người được chỉ định của họ, với sự tham vấn của Tổng cố vấn, theo đây được ủy quyền thực hiện bất kỳ và tất cả các hành động cần thiết (cho dù được ủy quyền rõ ràng hoặc được đề cập ở đây) để tuân thủ các quy định của Bộ luật Bầu cử, Đạo luật Quyền Bầu cử Liên bang, Bộ luật Giáo dục Texas và các luật hiện hành khác trong việc thực hiện Lệnh này và trong việc thực hiện và tiến hành Bầu cử và bất kỳ Cuộc Bầu cử Bỏ phiếu nào, cho dù có được ủy quyền rõ ràng ở đây hay không.

**19. Ngày hiệu lực.** Lệnh này sẽ có hiệu lực ngay sau khi được chấp thuận.

ĐƯỢC NHẤT TRÍ THÔNG QUA VÀ PHÊ DUYỆT bởi Hội đồng Chương quản  
RISD vào ngày 18 tháng 01 năm 2024.

Bởi: \_\_\_\_\_

Họ tên: Regina Harris

Ngày ký

Chức danh: Chủ tịch, Hội đồng Chương

quản RISD CHỨNG THỰC:

Bởi: \_\_\_\_\_

Họ tên: Chris Poteet

Ngày Ký

Chức danh: Thư ký, Hội đồng Chương quản RISD

# Appendix A/ Phụ lục A

## ELECTION DAY PRECINCTS CÁC KHU VỰC TRONG NGÀY BẦU CỬ

POLLS OPEN FROM 7:00a.m. – 7:00 p.m., May 4, 2024  
PHÒNG PHIẾU MỞ TỪ 7:00 SA – 7:00 CH, Ngày 04 tháng 05 năm 2024

**PRECINCT NUMBER/ SỐ KHU  
VỰC**

<u>Single Member District 1/</u>	<u>At- Large Place 7/</u>				
<u>Học khu Một Thành viên 1/</u>	<u>Vị trí Tổng quát 7</u>				
2044-02	2044-02	1705-02	2119-01	2124-01	2094-03
2090-01	2090-01	1748-02	2517-01	2125-01	2119-02
2091-03	2091-03	1750-02	2120-02	2126-02	2123-04
2052-01	2052-01	1751-05	2518-01	2127-02	2124-02
2057-02	2057-02	1751-06	2123-01	2127-04	2125-02
2056-03	2056-03	1751-02	2125-03	2128-02	2128-01
2504-01	2504-01	1752-03	2126-01	2020-04	2017-01
2047-01	2047-01	1752-01	2127-01	1043-01	2129-02
2046-01	2046-01	1752-04	2513-03	1141-01	2020-02
2050-02	2050-02	2515-01	2513-02	1142-01	2133-01
2049-01	2049-01	2507-02	2129-01	1007-01	2055-02
2051-01	2051-01	2511-01	2130-01	1128-01	
2503-01	2503-01	2517-02	2514-03	1143-01	
2500-01	2500-01	2513-01	2514-02	1144-01	
2506-01	2506-01	2514-01	2519-01	1044-01	
2507-01	2507-01	2520-01	2520-03	1006-01	
2108-01	2108-01	2521-03	2520-02	1146-01	
2119-03	2119-03	2512-01	2132-01	1147-01	
2519-02	2519-02	2501-01	2521-02	1707-04	
2520-04	2520-04	2508-01	1043-02	1707-06	
2521-01	2521-01	2505-01	1705-03	1004-02	
2045-01	2045-01	2502-01	1707-07	1040-02	
2042-01	2042-01	2510-01	1707-05	1162-01	
2501-02	2501-02	2509-01	1039-01	1049-01	
2508-02	2508-02	2123-03	1004-01	1129-01	
2043-01	2043-01	1705-01	1040-01	1172-01	
2505-02	2505-02	1704-01	1041-01	2091-02	
2044-01	2044-01	2080-01	1162-02	2058-01	
2041-02	2041-02	2091-01	2120-01	2092-01	
2523-02	2523-02	2058-02	2121-01	2016-02	
2523-01	2523-01	2052-03	2122-01	2057-01	
2048-02	2048-02	2108-02	2123-02	2056-01	

## PHỤ LỤC B

**TO: ALL REGISTERED VOTERS OF THE RICHARDSON INDEPENDENT SCHOOL DISTRICT**

### **NOTICE OF TRUSTEE ELECTION**

The Board of Trustees of the Richardson Independent School District hereby gives notice of an election to be held on **May 4, 2024**, for the purposes of electing trustees for three-year terms in Single-Member District 1, and At-Large Place 7. Election Precinct Numbers for Single-Member District 1, and At-Large Place 7 are listed below in Appendix A.

**EARLY VOTING** by personal appearance will be conducted as follows:

<b>Date</b>	<b>Time</b>
Monday, April 22 – Friday, April 26, 2024	8:00 a.m. – 5:00 p.m.
Saturday, April 27, 2024	7:00 a.m. – 7:00 p.m.
Sunday, April 28, 2024	12:00 p.m. - 6:00 p.m.
Monday, April 29 – Tuesday, April 30, 2024	7:00 a.m. – 7:00 p.m.

Any qualified voter for the Joint Election may vote early by personal appearance at either the main early voting location or at any one of the Countywide Voting Centers.

**EARLY VOTING** by personal appearance will be conducted at the Dallas County Elections Training/Warehouse, 1460 Round Table Dr., Dallas, TX 75247, and at the additional Early Voting Locations listed below. Applications for absentee ballots by mail should be mailed to Heider Garcia, Early Voting Clerk, Elections Department, 1520 Round Table Drive, Dallas, Texas 75247. Completed ballot applications also may be emailed to [evapplications@dallascounty.org](mailto:evapplications@dallascounty.org).

**ON ELECTION DAY**, voters may vote at any countywide voting center. A list of the voting centers is available on the Dallas County Elections website at [www.dallascountyvotes.org](http://www.dallascountyvotes.org). The list also is attached below.

**GỬI ĐẾN: TẤT CẢ CÁC CỬ TRI CÓ ĐĂNG**  
Phụ lục B– Trang B-1

**KÝ CỦA HỌC KHU ĐỘC LẬP RICHARDSON**

### **THÔNG BÁO VỀ CUỘC BẦU CỬ CHƯỜNG QUẢN**

Hội đồng Trường quản của Học khu Độc lập Richardson thông báo về một cuộc bầu cử sẽ được tổ chức vào ngày 04 tháng 05 năm 2024, với mục đích bầu các trường quản cho nhiệm kỳ ba năm tại Học khu Một Thành viên 1 và Vị trí Tổng quát 7. Các số Phòng phiếu cho Học khu Một Thành viên 1 và Vị trí Tổng quát 7 được liệt kê bên dưới trong Phụ lục A.

**BẦU CỬ SỚM** bằng hình thức cá nhân sẽ được tiến hành như sau:

<b>Ngày</b>	<b>Giờ</b>
Thứ Hai, ngày 22 tháng 04 – Thứ Sáu, ngày 26 Tháng 04 năm 2024	8:00 SA – 5:00 CH
Thứ Bảy, ngày 27 tháng 04 năm 2024	7:00 SA – 7:00 CH
Chủ Nhật, ngày 28 tháng 04 năm 2024	12:00 CH – 6:00 CH
Thứ Hai, ngày 29 tháng 04 – Thứ Ba, ngày 30 tháng 04 năm 2024	7:00 SA – 7:00 CH

Bất kỳ cử tri đủ tiêu chuẩn nào cho Cuộc Bầu cử Chung đều có thể bỏ phiếu sớm bằng hình thức cá nhân tại địa điểm bỏ phiếu sớm chính hoặc tại bất kỳ Trung tâm Bỏ phiếu Toàn Quận nào.

**BỎ PHIẾU SỚM** bằng hình thức cá nhân sẽ được tổ chức tại Dallas County Elections Training/Warehouse, 1460 Round Table Dr., Dallas, TX 75247 và tại các Địa điểm Bầu cử sớm được liệt kê bên dưới. Đơn xin bỏ phiếu vắng mặt qua đường bưu điện phải được gửi đến Heider Garcia, Early Voting Clerk, Elections Department, 1520 Round Table Drive, Dallas, Texas 75247. Đơn bỏ phiếu đã hoàn thành cũng có thể được gửi qua email đến [evapplications@dallascounty.org](mailto:evapplications@dallascounty.org).

**VÀO NGÀY BẦU CỬ**, các cử tri có thể bỏ phiếu tại bất kỳ trung tâm bầu cử nào trong toàn quận. Danh sách trung tâm bầu cử được đăng trên trang web Bầu cử Quận Dallas tại [www.dallascountyvotes.org](http://www.dallascountyvotes.org). Danh sách địa điểm cũng được đính kèm theo đây.

PHỤ LỤC B

**Appendix A/ Phụ lục A**

**ELECTION DAY PRECINCTS**  
**CÁC KHU VỰC TRONG NGÀY BẦU CỬ**

**POLLS OPEN FROM 7:00a.m. – 7:00 p.m., May 4, 2024**  
**PHÒNG PHIẾU MỞ TỪ 7:00 SA – 7:00 CH, Ngày 04 tháng 05 năm 2024**

**PRECINCT NUMBER/ SỐ KHU**  
**VỰC**

<b><u>Single Member</u></b> <b><u>District 1/</u></b>	<b><u>At- Large Place 7/</u></b>				
<b><u>Học khu Một Thành</u></b> <b><u>viên 1</u></b>	<b><u>Vi trí Tổng quát 7</u></b>				
2044-02	2044-02	1705-02	2119-01	2124-01	2094-03
2090-01	2090-01	1748-02	2517-01	2125-01	2119-02
2091-03	2091-03	1750-02	2120-02	2126-02	2123-04
2052-01	2052-01	1751-05	2518-01	2127-02	2124-02
2057-02	2057-02	1751-06	2123-01	2127-04	2125-02
2056-03	2056-03	1751-02	2125-03	2128-02	2128-01
2504-01	2504-01	1752-03	2126-01	2020-04	2017-01
2047-01	2047-01	1752-01	2127-01	1043-01	2129-02
2046-01	2046-01	1752-04	2513-03	1141-01	2020-02
2050-02	2050-02	2515-01	2513-02	1142-01	2133-01
2049-01	2049-01	2507-02	2129-01	1007-01	2055-02
2051-01	2051-01	2511-01	2130-01	1128-01	
2503-01	2503-01	2517-02	2514-03	1143-01	
2500-01	2500-01	2513-01	2514-02	1144-01	
2506-01	2506-01	2514-01	2519-01	1044-01	
2507-01	2507-01	2520-01	2520-03	1006-01	
2108-01	2108-01	2521-03	2520-02	1146-01	
2119-03	2119-03	2512-01	2132-01	1147-01	
2519-02	2519-02	2501-01	2521-02	1707-04	
2520-04	2520-04	2508-01	1043-02	1707-06	
2521-01	2521-01	2505-01	1705-03	1004-02	
2045-01	2045-01	2502-01	1707-07	1040-02	
2042-01	2042-01	2510-01	1707-05	1162-01	
2501-02	2501-02	2509-01	1039-01	1049-01	
2508-02	2508-02	2123-03	1004-01	1129-01	
2043-01	2043-01	1705-01	1040-01	1172-01	
2505-02	2505-02	1704-01	1041-01	2091-02	
2044-01	2044-01	2080-01	1162-02	2058-01	
2041-02	2041-02	2091-01	2120-01	2092-01	
2523-02	2523-02	2058-02	2121-01	2016-02	
2523-01	2523-01	2052-03	2122-01	2057-01	
2048-02	2048-02	2108-02	2123-02	2056-01	

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** January 18, 2024  
**Division:** Operations  
**Submitted by:** Sandra Hayes, Assistant Superintendent

## **ACTION ITEM**

**TOPIC:** Consider Authority to Publish Required Legal Notice and Negotiate and Enter into a Contract to Sell Real Property Located at 401 S. Sherman St. Richardson, Texas 75081 Description: Lot 1 Block 1 Sherman Plaza Business Park II 4.4906 acres

**BACKGROUND INFORMATION:**

In connection with its ongoing strategic planning to address anticipated budget deficiencies, the District is seeking to sell real property having no planned future use of said property. This real property was purchased in 2019 and currently has warehouse buildings located on the property.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends that the Board authorize the Administration to publish the required legal notice as outlined under Local Government Code, Section 272.001 and provide the Administration with authority to negotiate and enter into a contract to sell the property located at 401 S. Sherman St., as set out in the Resolution below.

**PROPOSED RESOLUTION**

WHEREAS, in connection with the District's strategic planning efforts to ensure future budget stability, the Administration recently identified an available tract of real property currently owned by the district,

WHEREAS, the Administration inspected the property and determined it would be suitable to sell;

THEREFORE, BE IT RESOLVED that the Board of Trustees hereby:

- authorizes the Superintendent or her designee to cause to be published the required legal notice for the sale of 401 S. Sherman St. as outlined in Local Government Code, Section 272.001;
- authorizes the Administration to negotiate and enter into a contract for the sale of 401 S. Sherman St.; and
- authorizes District staff and the Board President to take such actions necessary to execute such documents as required to sell said real property.

APPROVED on the 18<sup>th</sup> day of January, 2024.

RISD Board of Trustees

By: \_\_\_\_\_  
Name: Regina Harris  
Title: President

ATTEST:

By: \_\_\_\_\_  
Name: Chris Poteet  
Title: Secretary

**BOARD OF TRUSTEES  
RICHARDSON INDEPENDENT SCHOOL DISTRICT  
RICHARDSON, TEXAS**

**Date:** January 18, 2024

**Submitted by:** Tabitha Branum, Superintendent; Leticia D. McGowan, General Counsel

## **ACTION ITEM**

**TOPIC:** Chaplain Resolution

**BACKGROUND INFORMATION:**

Senate Bill 763 added Chapter 23 to the Texas Education Code. The new law allows school districts to employ or accept as volunteers, chaplains to provide support, services, and programs for students as assigned by the Board of Trustees. The chaplain employed for volunteering under this law is not required to be certified by the State Board of Educator Certification. Each Trustee is required to take a record vote not later than six months after the effective date of this Act (March 1, 2024) on whether to adopt a policy authorizing a campus of the district or school to employ or accept as a volunteer a chaplain under the new law.

**PROPOSED RECOMMENDATION:**

The recommendation from the Administration is to decline adopting a specific chaplain policy. RISD already permits any community member who meets the requirements, including chaplains, to volunteer to provide support, services, and programs for students in accordance with the district's existing GKG policy. Further, any individual who meets the job requirements is able to apply for and be hired for positions in the district. The district currently employs individuals who are faith leaders in their communities. Individuals who are chaplains will continue to be able to volunteer and seek employment in RISD.

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** January 18, 2024  
**Division:** School Operations  
**Submitted by:** Mike Jasso, Chief of Staff

## INFORMATION ITEM

### **TOPIC: 2025-2026 Academic Calendar**

**Background:** The Board of Trustees charged the leadership team to create a calendar committee to review and provide a recommendation to the Board. The committee composition included parents/community representatives from all four Learning Communities, staff and central leadership. The committee met on October 30th and reviewed the calendar requirements and calendar options. After considerable deliberation, the 2023-2024 Calendar Committee brings forward two calendars for the Board's consideration. Both options presented tonight meet the minimum requirements for the 75,600 minutes as required legislatively and allow for "banked" minutes in case of an emergency.

Additionally, during the December 12 meeting, the DPC was given an opportunity to review and provide input on the 2025-26 calendar. One of the essential roles of the DPC, as defined by Texas Education Code, is to review and provide input on the adoption of the academic calendar. The DPC has 52 members representing elementary, secondary, staff, parents and business community.

After careful consideration, key considerations for both committees in considering the calendar options included:

- Instructional needs must drive the calendar
- Consider parent/family implication for childcare, etc.
- Balance of days in each 9 weeks; balance of days each semester
- Professional Development is positioned throughout the year to support teacher practice
- Complete 1<sup>st</sup> semester before the winter break
- Utilize professional development day on election day

- Consider athletic/fine arts summer practice calendar

**Next Steps:** After receiving input from the Board of Trustees, we will post these proposed draft calendars on the website for two weeks and seek input from the broad community. All input will be gathered using the RISD Let's Talk tool. A specific channel will be created specifically for the 2025-26 calendar. This new input will be evaluated and a final recommendation will be prepared for the Board of Trustees' consideration.



# 2025-26 Calendar- RISD Calendar Committee

Mike Jasso | January 18, 2024

RICHARDSON ISD'S NORTH STAR GOAL  
Every student, teacher, and leader will meet or exceed their academic growth goals.



EVERY Teacher. EVERY Day.

EVERY Leader. EVERY Day.

EVERY Child. EVERY Day.

# Calendar Committee



- **Committee Appreciation**
- **Board of Trustees Representative: Rachel McGowan**
- **Representatives from central, campus and community**
- **Collaborative process**
- **“There is NO perfect calendar.”**

Every student, teacher, and leader will meet or exceed their academic growth goals.

**RICHARDSON ISD'S NORTH STAR GOAL**



# Calendar Requirements



HB 2610:

- 75,600 minutes
- 1 day of instruction= 420 minutes
- 174 Days instruction/student days
- 13 professional development/exchange days
- Last day of school cannot be prior to May 15
- 2 bad weather days

RISD High School:  
**440 Minutes**

RISD Junior High:  
**445 Minutes**

RISD Elementary School:  
**440 Minutes**

RICHARDSON ISD'S NORTH STAR GOAL

Every student, teacher, and leader will meet or exceed their academic growth goals.



# Calendar Requirements



## TEC Code 25.0811

District may not begin instruction for a school year before the 4th Monday in August unless they are identified as a District of Innovation.

## RISD District of Innovation

Richardson ISD will not begin the first day of instruction prior to the 2nd Monday in August.

RICHARDSON ISD'S NORTH STAR GOAL

Every student, teacher, and leader will meet or exceed their academic growth goals.



# Calendar Considerations

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9 Week  
Reporting Periods &  
Balance of Semesters:  
Semester Classes  
Semester Exam Schedule

Election Days:  
Tues, November 4, 2025  
Tues, March 3, 2026

Fine Arts/Athletics  
Practice Schedules  
and UIL Regulations

Bank 2 or 3 Weather  
Days (420 Minutes)

STAAR/EOC/AP  
Testing Schedule

DCCCD  
Spring Break  
(March)\*

# Other Calendar Considerations/Logistics



First Day of Classes	Presidents Day
Labor Day	Primary Election Day
Fair Day/Columbus Day	Spring Break (DCCCD Implications)
November Election	Snow Days
Thanksgiving	Weather Day/Good Friday
Winter Break (DCCC/On Ramps Implications)	End Before Memorial Day
Martin Luther King Day	

**RICHARDSON ISD'S NORTH STAR GOAL**

Every student, teacher, and leader will meet or exceed their academic growth goals.



# 2025-26 Academic Calendar Options

## Option A

Topic	Date	Note
Student Start Date	August 12	Tuesday
Staff PD/Student Holiday	Oct 10 Nov 3 Nov 4 Jan 5 Feb 16	Day Before Election Day Election Day
Student Holiday/Staff Exchange Day	Nov 24 Nov 25 Nov 26	Thanksgiving Week Thanksgiving Week Thanksgiving Week
First Semester Ends	Dec 19	84 Days in 1 <sup>st</sup> Semester
Winter Break	Dec 22 - Jan 2	
Second Semester Begins	Jan 6	
Spring Break	Mar 16 - Mar 20	
Make Up Days if needed	Apr 3 May 1	Good Friday
Last Student Day	May 22	90 Days in 2 <sup>nd</sup> Semester
Student & Staff Holidays		
	Sep 1 Oct 13 Nov 27-28 Dec 22-31 Jan 1-2 Jan 1 Jan 19 Mar 16-20 May 25	Labor Day Fair Day Thanksgiving Winter Break Winter Break New Year's Day MLK Spring Break Memorial Day

## Option B

Topic	Date	Note
Student Start Date	August 12	Tuesday
Staff PD/Student Holiday	Nov 3 Nov 4 Jan 5 Feb 16	Day Before Election Day Election Day
Student Holiday/Staff Exchange Day	Aug. 4 Nov 24 Nov 25 Nov 26	Before Classes Begin Thanksgiving Week Thanksgiving Week Thanksgiving Week
First Semester Ends	Dec 19	84 Days in 1 <sup>st</sup> Semester
Winter Break	Dec 22 - Jan 2	
Second Semester Begins	Jan 6	
Spring Break	Mar 16 - Mar 20	
Make Up Days if needed	Apr 3 April 6	Good Friday
Last Student Day	May 22	90 Days in 2 <sup>nd</sup> Semester
Student & Staff Holidays		
	Sep 1 Oct 10 Oct 13 Nov 27-28 Dec 22-31 Jan 1-2 Jan 1 Jan 19 Mar 16-20 May 25	Labor Day Fall Holiday Fair Day Thanksgiving Winter Break Winter Break New Year's Day MLK Spring Break Memorial Day

# 2025-26 Academic Calendar Options



UPDATED 10/07/2023

## DRAFT 2025-2026 CALENDAR OPTION A

AUGUST 2025						
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SEPTEMBER 2025						
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OCTOBER 2025						
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NOVEMBER 2025						
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DECEMBER 2025						
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JANUARY 2026						
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FEBRUARY 2026						
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MARCH 2026						
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APRIL 2026						
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MAY 2026						
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30	31					

August 17 ..... First Day of School

September 1 ..... Labor Day

October 9 ..... First Grading Period End

October 10 ..... Student Holiday/Staff Professional Learning Day

October 13 ..... State Fair Holiday

November 3-4 ..... Student Holiday/Staff Professional Learning Day

November 24-26 ..... Student Holiday/Staff Exchange Days

November 27-28 ..... Thanksgiving Holiday

December 19 ..... Second Grading Period End

December 22 - January 2 ..... Winter Break

January 5 ..... Student Holiday/Staff Professional Learning Day

January 6 ..... Second Semester Begins

January 19 ..... Martin Luther King Jr. Day Holiday

February 16 ..... Student Holiday/Staff Professional Learning Day

March 6 ..... Third Grading Period End

March 16-20 ..... Spring Break

April 3 ..... Make-Up Day

May 1 ..... Make-Up Day

May 22 ..... Fourth Grading Period End/Last Day of School

May 25 ..... Memorial Day Holiday

**CALENDAR SYMBOLS KEY**

<span style="display: inline-block; width: 10px; height: 10px; background-color: red; border: 1px solid black;"></span>	Student and Staff Holiday
<span style="display: inline-block; width: 10px; height: 10px; background-color: blue; border: 1px solid black;"></span>	Student Holiday/Staff Professional Learning Day
<span style="display: inline-block; width: 10px; height: 10px; background-color: black; border: 1px solid black;"></span>	Student Holiday/Staff Exchange Day
<span style="display: inline-block; width: 10px; height: 10px; border: 1px solid black; border-style: dashed;"></span>	Make-Up Day (if needed, subject to change)
<span style="display: inline-block; width: 10px; height: 10px; border: 1px solid black; border-style: dotted;"></span>	Early Release
<span style="display: inline-block; width: 10px; height: 10px; border: 1px solid black; border-style: solid;"></span>	Grading Period Ends

Block schedule for secondary schools is indicated by the small letter beside the calendar date.

**SCHOOL HOURS**

Pre-K Programs	Check with home campus
Dodge Pre-K	7:30 a.m. - 2:50 p.m.
Elementary	7:50 a.m. - 3:00 p.m.
Junior High	8:05 a.m. - 3:40 p.m.
High School	9 a.m. - 4:20 p.m.

Early release dismissal is two hours ahead of normal dismissal time.



UPDATED 10/07/2023

## DRAFT 2025-2026 CALENDAR OPTION B

AUGUST 2025						
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
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SEPTEMBER 2025						
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OCTOBER 2025						
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NOVEMBER 2025						
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DECEMBER 2025						
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JANUARY 2026						
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FEBRUARY 2026						
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MARCH 2026						
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APRIL 2026						
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MAY 2026						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 11 ..... Staff Professional Learning Day

August 17 ..... First Day of School

September 1 ..... Labor Day

October 9 ..... First Grading Period End

October 10-13 ..... Fall Break

November 3-4 ..... Student Holiday/Staff Professional Learning Day

November 24-26 ..... Student Holiday/Staff Exchange Days

November 27-28 ..... Thanksgiving Holiday

December 19 ..... Second Grading Period End

December 22 - January 2 ..... Winter Break

January 5 ..... Student Holiday/Staff Professional Learning Day

January 6 ..... Second Semester Begins

January 19 ..... Martin Luther King Jr. Day Holiday

February 16 ..... Student Holiday/Staff Professional Learning Day

March 6 ..... Third Grading Period End

March 16-20 ..... Spring Break

April 3 ..... Make-Up Day

April 6 ..... Make-Up Day

May 22 ..... Fourth Grading Period End/Last Day of School

May 25 ..... Memorial Day Holiday

**CALENDAR SYMBOLS KEY**

<span style="display: inline-block; width: 10px; height: 10px; background-color: red; border: 1px solid black;"></span>	Student and Staff Holiday
<span style="display: inline-block; width: 10px; height: 10px; background-color: blue; border: 1px solid black;"></span>	Student Holiday/Staff Professional Learning Day
<span style="display: inline-block; width: 10px; height: 10px; background-color: black; border: 1px solid black;"></span>	Student Holiday/Staff Exchange Day
<span style="display: inline-block; width: 10px; height: 10px; border: 1px solid black; border-style: dashed;"></span>	Make-Up Day (if needed, subject to change)
<span style="display: inline-block; width: 10px; height: 10px; border: 1px solid black; border-style: dotted;"></span>	Early Release
<span style="display: inline-block; width: 10px; height: 10px; border: 1px solid black; border-style: solid;"></span>	Grading Period Ends

Block schedule for secondary schools is indicated by the small letter beside the calendar date.

**SCHOOL HOURS**

Pre-K Programs	Check with home campus
Dodge Pre-K	7:30 a.m. - 2:50 p.m.
Elementary	7:50 a.m. - 3:00 p.m.
Junior High	8:05 a.m. - 3:40 p.m.
High School	9 a.m. - 4:20 p.m.

Early release dismissal is two hours ahead of normal dismissal time.

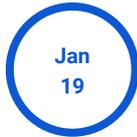
# Timeline- Next Steps



EVERY CHILD. EVERY TEACHER. EVERY LEADER. EVERY DAY.



Calendars Presented to BOT at January Meeting



Community Feedback via Let's Talk Channel



Feedback Presented to BOT at February Meeting (Action Item)



Communicate 2025-26 Calendar to Stakeholders

RICHARDSON ISD'S NORTH STAR GOAL

Every student, teacher, and leader will meet or exceed their academic growth goals.



# Questions?

**RICHARDSON ISD'S NORTH STAR GOAL**

Every student, teacher, and leader will meet or exceed their academic growth goals.



## Considerations for Option A Calendar 2025-2026

Topic	Date	Note
Student Start Date	August 12	Tuesday
Staff PD/Student Holiday	Oct 10 Nov 3 Nov 4 Jan 5 Feb 16	Day Before Election Day Election Day
Student Holiday/Staff Exchange Day	Nov 24 Nov 25 Nov 26	Thanksgiving Week Thanksgiving Week Thanksgiving Week
First Semester Ends	Dec 19	84 Days in 1 <sup>st</sup> Semester
Winter Break	Dec 22 - Jan 2	
Second Semester Begins	Jan 6	
Spring Break	Mar 16 - Mar 20	
Make Up Days if needed	Apr 3 May 1	Good Friday
Last Student Day	May 22	90 Days in 2 <sup>nd</sup> Semester
Student & Staff Holidays		
	Sep 1 Oct 13 Nov 27-28 Dec 22-31 Jan 1-2 Jan 1 Jan 19 Mar 16-20 May 25	Labor Day Fair Day Thanksgiving Winter Break Winter Break New Year's Day MLK Spring Break Memorial Day

## Considerations for Option **B** Calendar 2025-2026

Topic	Date	Note
Student Start Date	August 12	Tuesday
Staff PD/Student Holiday	Nov 3 Nov 4 Jan 5 Feb 16	Day Before Election Day Election Day
Student Holiday/Staff Exchange Day	Aug. 4 Nov 24 Nov 25 Nov 26	Before Classes Begin Thanksgiving Week Thanksgiving Week Thanksgiving Week
First Semester Ends	Dec 19	84 Days in 1 <sup>st</sup> Semester
Winter Break	Dec 22 - Jan 2	
Second Semester Begins	Jan 6	
Spring Break	Mar 16 - Mar 20	
Make Up Days if needed	Apr 3 April 6	Good Friday
Last Student Day	May 22	90 Days in 2 <sup>nd</sup> Semester
Student & Staff Holidays		
	Sep 1 Oct 10 Oct 13 Nov 27-28 Dec 22-31 Jan 1-2 Jan 1 Jan 19 Mar 16-20 May 25	Labor Day Fall Holiday Fair Day Thanksgiving Winter Break Winter Break New Year's Day MLK Spring Break Memorial Day



# DRAFT 2025-2026 CALENDAR **OPTION A**

AUGUST 2025						
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SEPTEMBER 2025						
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OCTOBER 2025						
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NOVEMBER 2025						
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DECEMBER 2025						
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JANUARY 2026						
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FEBRUARY 2026						
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MARCH 2026						
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APRIL 2026						
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MAY 2026						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- August 12 ..... First Day of School
- September 1 ..... Labor Day
- October 9 ..... First Grading Period Ends
- October 10 ..... Student Holiday/Staff Professional Learning Day
- October 13 ..... State Fair Holiday
- November 3-4 ..... Student Holiday/Staff Professional Learning Day
- November 24-26 ..... Student Holiday/Staff Exchange Days
- November 27-28 ..... Thanksgiving Holiday
- December 19 ..... Second Grading Period Ends
- December 22 - January 2 ..... Winter Break
- January 5 ..... Student Holiday/Staff Professional Learning Day
- January 6 ..... Second Semester Begins
- January 19 ..... Martin Luther King Jr. Day Holiday
- February 16 ..... Student Holiday/Staff Professional Learning Day
- March 6 ..... Third Grading Period Ends
- March 16-20 ..... Spring Break
- April 3 ..... Make-Up Day
- May 1 ..... Make-Up Day
- May 22 ..... Fourth Grading Period Ends/Last Day of School
- May 25 ..... Memorial Day Holiday

### CALENDAR SYMBOLS KEY

- Student and Staff Holiday
- Student Holiday/Staff Professional Learning Day
- Student Holiday/Staff Exchange Day
- ❄️ Make-Up Day (if needed, subject to change)
- Early Release
- Grading Period Ends

Block schedule for secondary schools is indicated by the small letter beside the calendar date.

### SCHOOL HOURS

- Pre-K Programs ..... Check with home campus
- Dobie Pre-K ..... 7:30 a.m. - 2:50 p.m.
- Elementary ..... 7:50 a.m. - 3:10 p.m.
- Junior High ..... 8:15 a.m. - 3:40 p.m.
- High School ..... 9 a.m. - 4:20 p.m.

Early release dismissal is two hours ahead of normal dismissal time.



# DRAFT 2025-2026 CALENDAR **OPTION B**

AUGUST 2025						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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31						

SEPTEMBER 2025						
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OCTOBER 2025						
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NOVEMBER 2025						
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DECEMBER 2025						
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JANUARY 2026						
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FEBRUARY 2026						
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22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	T	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 2026						
S	M	T	W	T	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 2026						
S	M	T	W	T	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						

- August 11 ..... Staff Professional Learning Day
- August 12 ..... First Day of School
- September 1 ..... Labor Day
- October 9 ..... First Grading Period Ends
- October 10-13 ..... Fall Break
- November 3-4 ..... Student Holiday/Staff Professional Learning Day
- November 24-26 ..... Student Holiday/Staff Exchange Days
- November 27-28 ..... Thanksgiving Holiday
- December 19 ..... Second Grading Period Ends
- December 22 - January 2 ..... Winter Break
- January 5 ..... Student Holiday/Staff Professional Learning Day
- January 6 ..... Second Semester Begins
- January 19 ..... Martin Luther King Jr. Day Holiday
- February 16 ..... Student Holiday/Staff Professional Learning Day
- March 13 ..... Third Grading Period Ends
- March 16-20 ..... Spring Break
- April 3 ..... Make-Up Day
- April 6 ..... Make-Up Day
- May 22 ..... Fourth Grading Period Ends/Last Day of School
- May 25 ..... Memorial Day Holiday

### CALENDAR SYMBOLS KEY

- ..... Student and Staff Holiday
- ..... Student Holiday/Staff Professional Learning Day
- ..... Student Holiday/Staff Exchange Day
- ..... Make-Up Day (if needed, subject to change)
- ..... Early Release
- ..... Grading Period Ends

Block schedule for secondary schools is indicated by the small letter beside the calendar date.

### SCHOOL HOURS

- Pre-K Programs ..... Check with home campus
- Dobie Pre-K ..... 7:30 a.m. - 2:50 p.m.
- Elementary ..... 7:50 a.m. - 3:10 p.m.
- Junior High ..... 8:15 a.m. - 3:40 p.m.
- High School ..... 9 a.m. - 4:20 p.m.

Early release dismissal is two hours ahead of normal dismissal time.

**BOARD OF TRUSTEES Richardson  
Independent School District  
Richardson, Texas**

**Date:** January 18, 2024

**Department:** District Operations

**Submitted by:** Sandra Hayes, Assistant Superintendent Operations

## **INFORMATION ITEM**

**TOPIC:** District Demography Report 2023-2024

**BACKGROUND INFORMATION:**

The RISD has engaged Davis Demographics to perform a demography study for the district. This presentation will concentrate on the number of students residing in our attendance areas along with birth rate data and housing data within the RISD boundary. Information presented in this discussion will be considered a baseline for future year demography discussions.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent presents the information regarding the District's 2023-2024 Demography Report for your information and review.



# Resident Student Forecast

SY2023/24 to SY2033/34



# Work accomplished by Davis Demographics for Richardson ISD

1

Spatial and tabular data setup for District

2

Researched active, proposed, and future residential development projects.

3

Analyzed current and future demographic dynamics of the district and attendance areas.

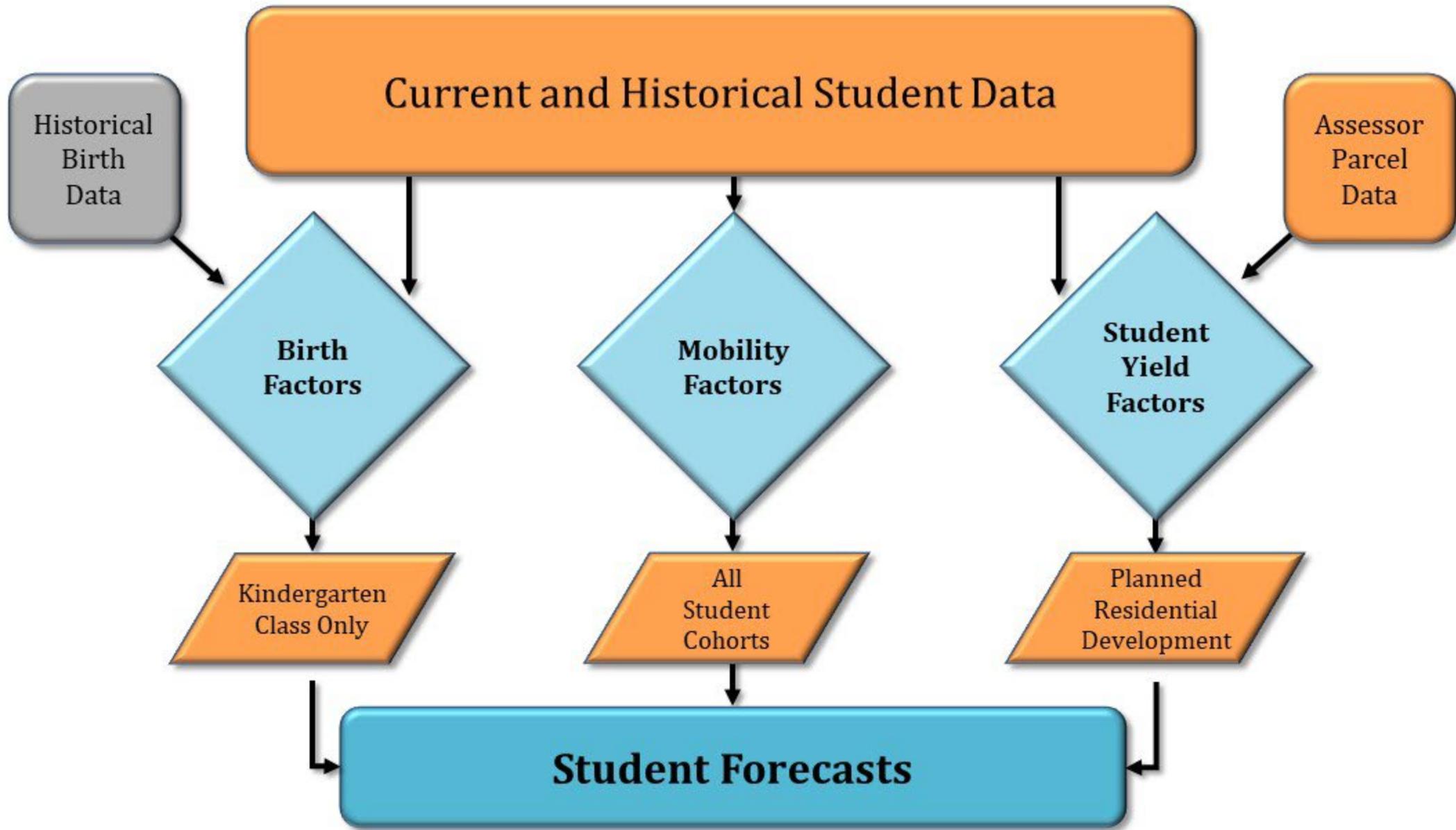
4

Developed population forecasts by grade and attendance area for the next 10 years

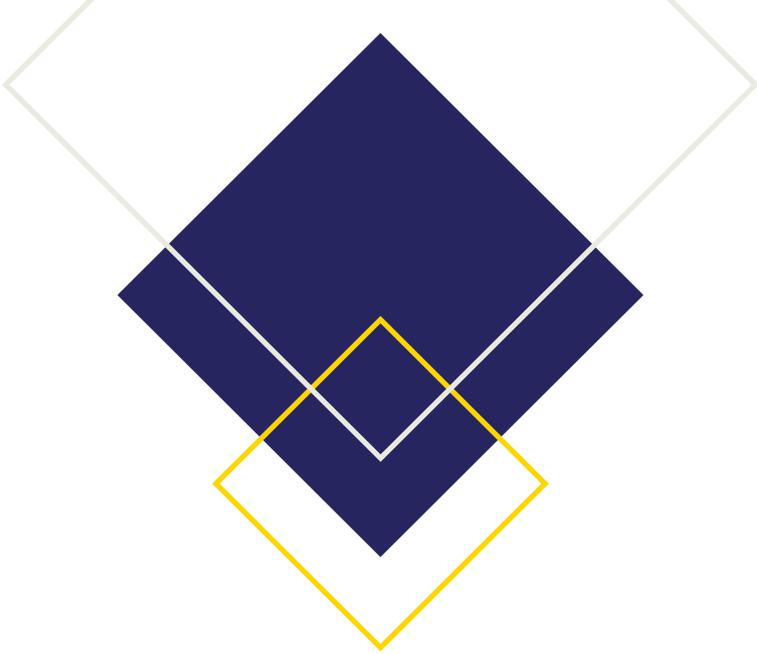
Data Sets  
for  
Analysis

Created  
Forecast  
Factors

Factors  
Applied  
to Data

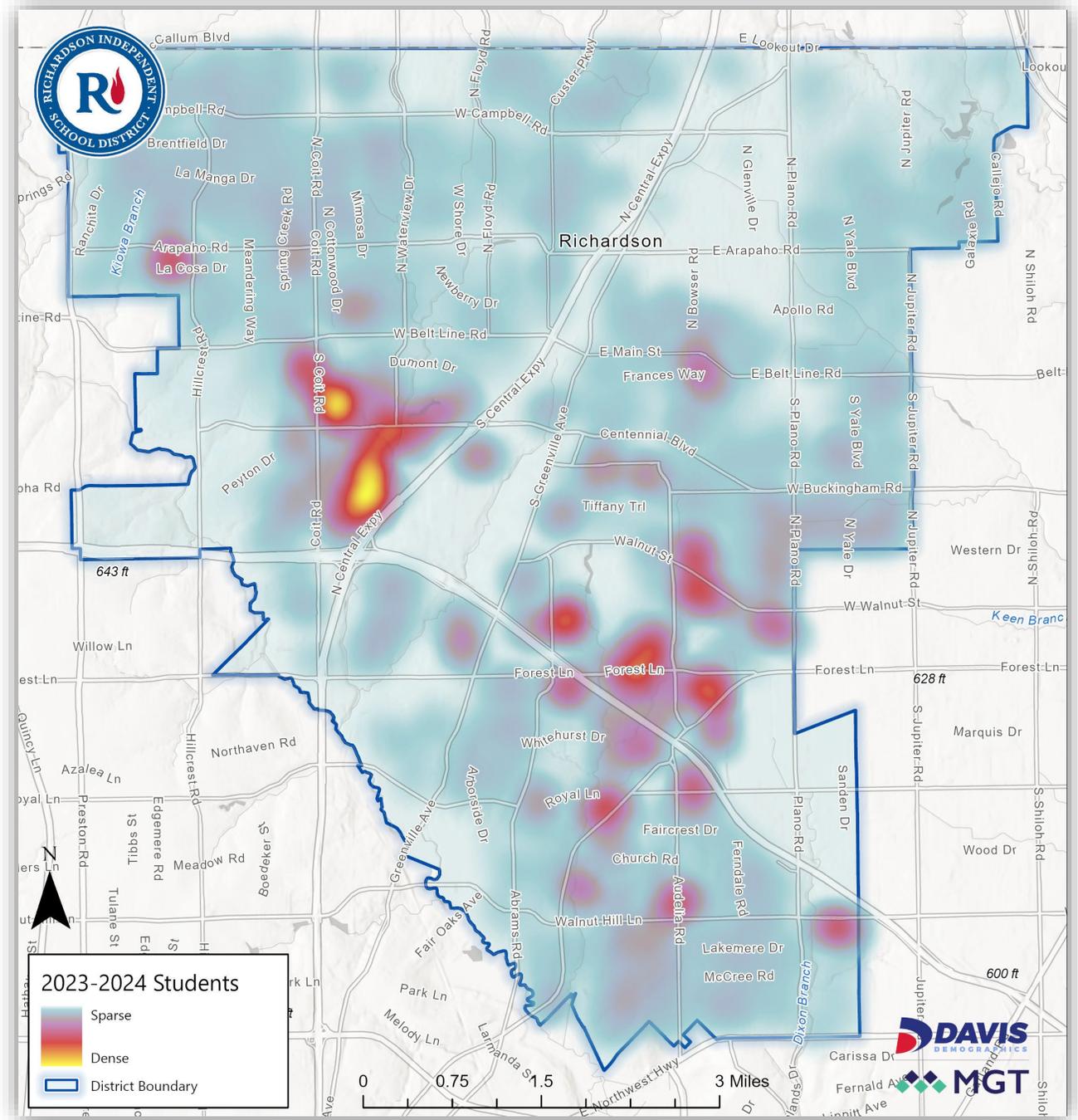






# Student Density Fall 2023

Yellow areas indicate a higher concentration of student population, while areas shaded blue have fewer students.



# Attendance Matrix - Elementary



Attendance Matrices were created for all attendance zones in RISD that detail where students reside compared to where they are enrolled.

Date of Student Data: 10/27/2023			School of Enrollment												
School of Residence	Attendance Area	Grade Range	Count of Students Living within Attendance Area	Aikin ES	Arapaho Classical Magnet	Audelia Creek ES	Big Springs ES	Bowie ES	Brentfield ES	Canyon Creek ES	Carolyn G Bukhair ES	Dartmouth ES	Dover ES	Forest Lane Academy	
	Aikin ES	PK-6	645	469	11	7	0	0	0	0	0	1	0	0	29
	Arapaho Classical Magnet	PK-6	250	0	213	0	0	1	1	2	0	0	1	0	
	ACM (w/ Managed Choice)		64	0	18	0	0	1	2	0	0	0	0	0	
	Audelia Creek ES	PK-6	628	14	8	504	1	0	0	0	0	0	0	11	
	Big Springs ES	PK-6	408	0	11	0	326	1	1	3	0	3	1	0	
	Bowie ES	PK-6	626	0	15	0	0	561	5	1	0	0	4	0	
	Brentfield ES	PK-6	815	0	3	0	0	2	771	0	0	0	1	1	
	Canyon Creek ES	PK-6	202	0	8	0	0	0	0	187	0	0	0	0	
	Carolyn G Bukhair ES	PK-6	680	0	0	0	1	0	0	0	589	0	9	0	
	Dartmouth ES	PK-6	338	0	12	2	4	0	0	0	0	269	0	0	
	Dover ES	PK-6	518	0	29	0	3	1	1	4	0	0	403	0	
Forest Lane Academy	PK-6	588	7	1	5	2	0	0	0	0	1	0	485		

*Due to the number of schools, only the first few rows of the attendance matrices are shown.*

# Utilization and Transfer Analysis - Elementary



The Utilization and Transfer Analysis tables provide the count of RISD students who reside in each zone, the number of enrolled students, transfers in and out, and campus utilization.

Attendance Area	Grade Range	School Capacity	Residence		Enrollment		Resident Student Transfers			Inter-District Transfers	Total Transfer Rate
			Students	Utilization	Students	Utilization	In	Out	Out Rate	In	
Aikin ES	PK-6	806	645	80%	518	64.3%	46	176	27.3%	3	9.5%
Arapaho Classical Magnet	PK-6	718	314*	44%	578	80.5%	332*	83*	26.4%	15	60.0%
Audelia Creek ES	PK-6	872	628	72%	582	66.7%	77	124	19.7%	1	13.4%
Big Springs ES	PK-6	662	408	62%	402	60.7%	63	82	20.1%	13	18.9%
Bowie ES	PK-6	850	626	74%	640	75.3%	43	65	10.4%	20	9.8%
Brentfield ES	PK-6	884	815	92%	812	91.9%	29	44	5%	9	4.7%
Canyon Creek ES	PK-6	420	202	48%	304	72.4%	61	15	7%	54	37.8%

*Due to the number of schools, only the first few rows are shown.*

# Utilization and Transfer Analysis

## Junior High

Attendance Area	Grade Range	School Capacity	Residence		Enrollment		Resident Student Transfers			Inter-District Transfers	Total Transfer Rate
			Students	Utilization	Students	Utilization	In	Out	Out Rate	In	
Apollo JHS	7-8	1,066	563	53%	617	57.9%	150	109	19.4%	13	26.4%
Forest Meadow JHS	7-8	1,176	833	71%	688	58.5%	17	165	19.8%	3	2.9%
Lake Highlands JHS	7-8	1,120	825	74%	810	72.3%	27	57	6.9%	15	5.2%
Liberty JHS	7-8	896	789*	88%	542	60.5%	13*	261*	33.1%	1	2.6%
Parkhill JHS	7-8	952	662*	70%	638	67.0%	91*	116*	17.5%	1	14.4%
Richardson North JHS	7-8	1,130	581	51%	560	49.6%	54	83	14%	8	11.1%
Richardson West JHS	7-8	1,173	510*	43%	793	67.6%	322*	67*	13%	28	44.1%
Westwood JHS	7-8	868	438*	50%	591	68.1%	277*	135*	31%	11	48.7%

## High School

Attendance Area	Grade Range	School Capacity	Residence		Enrollment		Resident Student Transfers			Inter-District Transfers	Total Transfer Rate
			Students	Utilization	Students	Utilization	In	Out	Out Rate	In	
Berkner HS	9-12	3,533	2,835	80%	2,313	65.5%	51	604	21.3%	31	3.5%
Lake Highlands HS	9-12	3,500	3,170	91%	2,927	83.6%	54	335	10.6%	38	3.1%
Pearce HS	9-12	2,716	2,463*	91%	2,453	90.3%	295*	327*	9.8%	22	7.5%
Richardson HS	9-12	3,724	1,920*	52%	2,754	74.0%	1,032*	267*	7.0%	69	36.9%

\*includes Resident Students in Managed Choice zones

# Historic & Live Births Factors

Births in the county directly relate to the kindergarten class five years later.

Births by ZIP Code																Birth Rate		
Birth Year	Kinder Year	75042	75044	75080	75081	75082	75230	75231	75238	75240	75243	75248	75251	75254	Total	% Change*	Birth Rates Used in Forecast	School Year
2013	2018	615	467	632	489	189	321	811	679	507	1247	421	38	439	6,855	103.0%		2018/19
2014	2019	622	496	647	512	237	324	781	666	499	1178	430	36	468	6,896	103.6%		2019/20
2015	2020	631	511	657	555	220	314	832	663	490	1287	484	37	444	7,125	107.0%		2020/21
2016	2021	613	498	645	564	221	304	845	685	442	1316	488	49	424	7,094	106.6%		2021/22
2017	2022	607	460	610	506	240	292	796	627	487	1307	433	48	410	6,823	102.5%	2022/23	
<b>2018</b>	<b>2023</b>	<b>618</b>	<b>436</b>	<b>624</b>	<b>504</b>	<b>244</b>	<b>265</b>	<b>733</b>	<b>605</b>	<b>467</b>	<b>1286</b>	<b>433</b>	<b>54</b>	<b>388</b>	<b>6,657</b>	<b>Base Year</b>	<b>2023/24</b>	
2019	2024	548	524	649	538	239	246	727	571	421	1209	438	55	403	6,568	98.7%	0.987	2024/25
2020	2025	548	506	594	480	276	234	701	592	388	1083	405	52	354	6,213	93.3%	0.933	2025/26
2021	2026	521	504	637	494	286	263	690	551	408	989	399	53	312	6,107	91.7%	0.917	2026/27
2022	2027	Birth data was not available at time of study.														94.6%	0.946	2027/28
2023	2028															93.2%	0.932	2028/29
2024	2029															93.2%	0.932	2029/30
2025	2030															93.7%	0.937	2030/31
2026	2031															93.3%	0.933	2031/32
2027	2032															93.4%	0.934	2032/33
2028	2033															93.5%	0.935	2033/34

# Mobility Factors SY 2020 - 2023

## How is Mobility Applied?

100 Kindergarten students in SY2022-23

X **1.07** (Aikin ES 1st grade mobility)

= 107 1st grade students in SY2023-24

- ❖ Determined from 4 years of historical mapped student data.
- ❖ Tracks the percentage gain or loss for each grade level as students progress through the grades.
- ❖ Factors are applied at the elementary attendance area
- ❖ Addresses move-ins/outs, charter & private school movement, shifts in existing housing patterns, attrition at upper grades

Attendance Area	K to 1	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7	7 to 8	8 to 9	9 to 10	10 to 11	11 to 12
Aikin ES	1.07	1.07	0.96	0.93	1.08	0.96	0.97	1.00	1.11	0.89	0.87	1.02
Arapaho Classical Magnet	0.97	1.00	0.95	0.99	0.98	0.97	1.01	0.97	1.02	0.97	0.92	0.91
Audelia Creek ES	0.94	1.01	1.02	0.96	1.04	1.10	0.89	0.95	0.96	0.90	0.77	0.88
Big Springs ES	1.01	1.02	1.10	0.97	1.00	1.13	0.89	1.03	0.92	0.90	0.99	0.98
Bowie ES	1.03	1.01	1.01	0.98	1.00	1.00	1.05	0.95	1.13	0.95	0.99	1.00
Brentfield ES	1.03	1.04	0.97	1.01	1.02	1.02	1.07	1.00	0.92	0.96	0.99	0.96
Canyon Creek ES	1.04	0.95	0.97	1.13	0.95	0.98	1.01	0.98	0.98	0.98	1.04	0.92
Carolyn G Bukhair ES	1.12	0.93	0.93	0.97	0.99	1.03	0.94	0.90	1.13	0.81	0.76	0.92



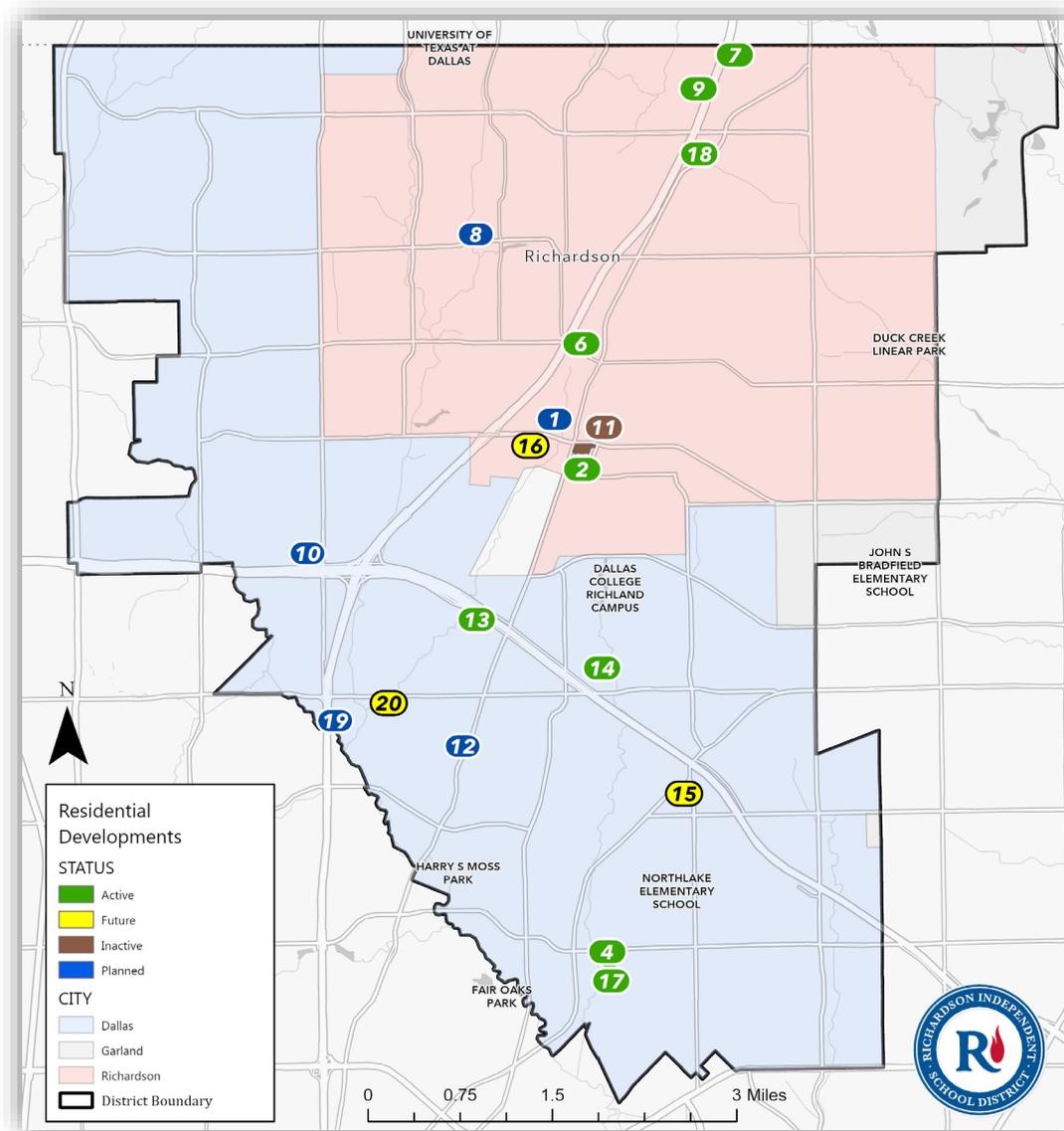
# Student Yield Factors

Student Yield Factors (SYF) help determine the forecasted number of students for new residential developments. For single family detached homes, the PK-12 SYF is **0.586**, which means RISD could expect to gain 59 students for every 100 new single family detached homes built.

	Apartment (APT)	Townhomes (SFA)	Single Family Detached (SFD)
PK	0.008	0.007	0.105
K-6	0.056	0.063	0.315
7-8	0.012	0.030	0.066
9-12	0.024	0.052	0.100
Total	<b>0.100</b>	<b>0.152</b>	<b>0.586</b>

# Residential Development

- ❖ 20 active or proposed residential developments are being tracked across the district.
- ❖ Over 2,000 new residential units are included in the 10-year forecast.

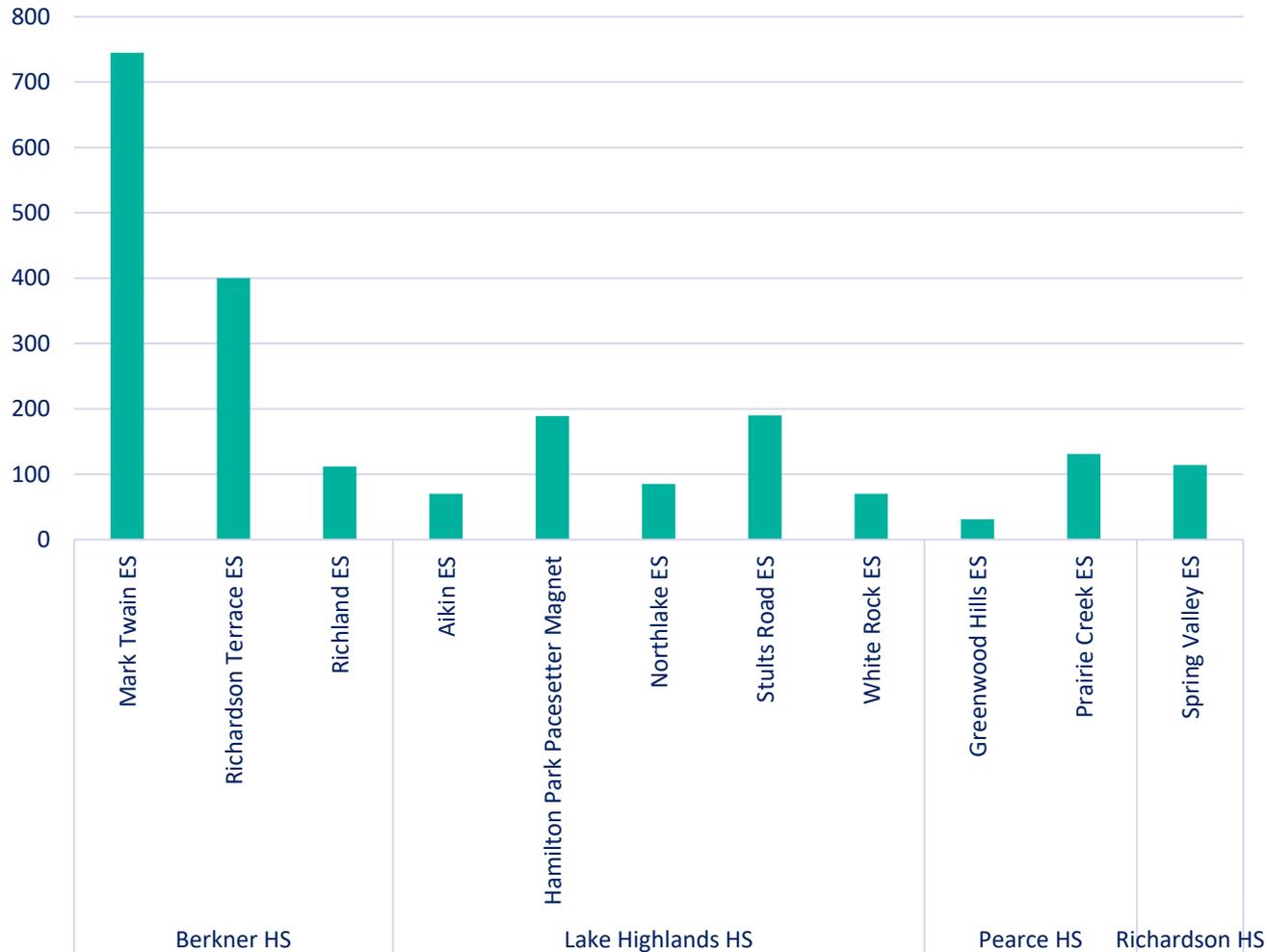


Map ID #	Development Name	Total Units	Housing Type	Project Status
2	Village of Abrams	33	SFD	Active
4	Goose (formerly)	36	SFD	Active
6	Belt + Main	250	APT	Active
7	Ovation Galatyn Park	361	APT	Active
9	Trellis Richardson	131	APT	Active
13	St. Jude Center Vantage Point	132	APT	Active
14	Urban Commons	70	SFD	Active
17	White Rock Bluffs	34	SFD	Active
18	The Caroline Eastside	384	APT	Active
1	Sherman Lofts	373	APT	Planned
8	Greenwood Square	31	SFD	Planned
10	Avia Apartments on Alpha	114	APT	Planned
12	Greenville Heights	29	SFD	Planned
19	Cypress Creek at Forest Lane	189	APT	Planned
15	Lake Highlands Village	85	SFA	Future
16	Sherman Multi-Family	215	APT	Future
20	Cottonwood Forest	29	SFD	Future
11	The Crossings at Greenville	79	SFA	Inactive

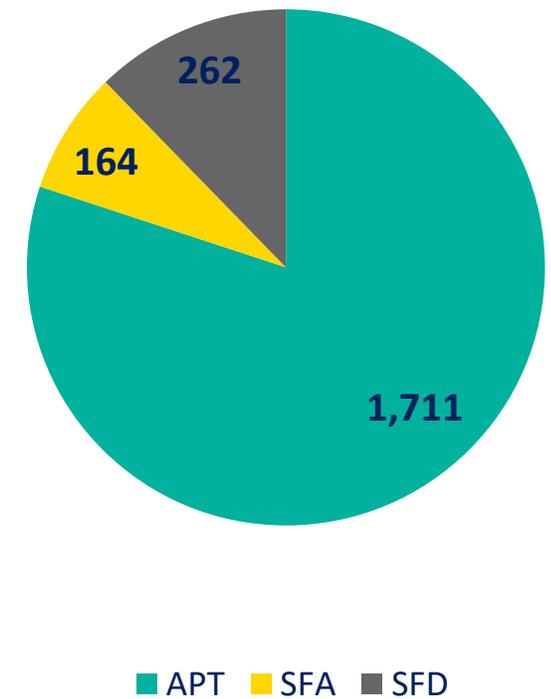
# Residential Development (cont.)

- ❖ Most new residences are in the Mark Twain and Richardson Terrace attendance zones along the US 75 corridor.
- ❖ Over 80% of new residential units in RISD are apartments, with the remainder being single family homes and townhomes.

### Forecasted Units by School Zone

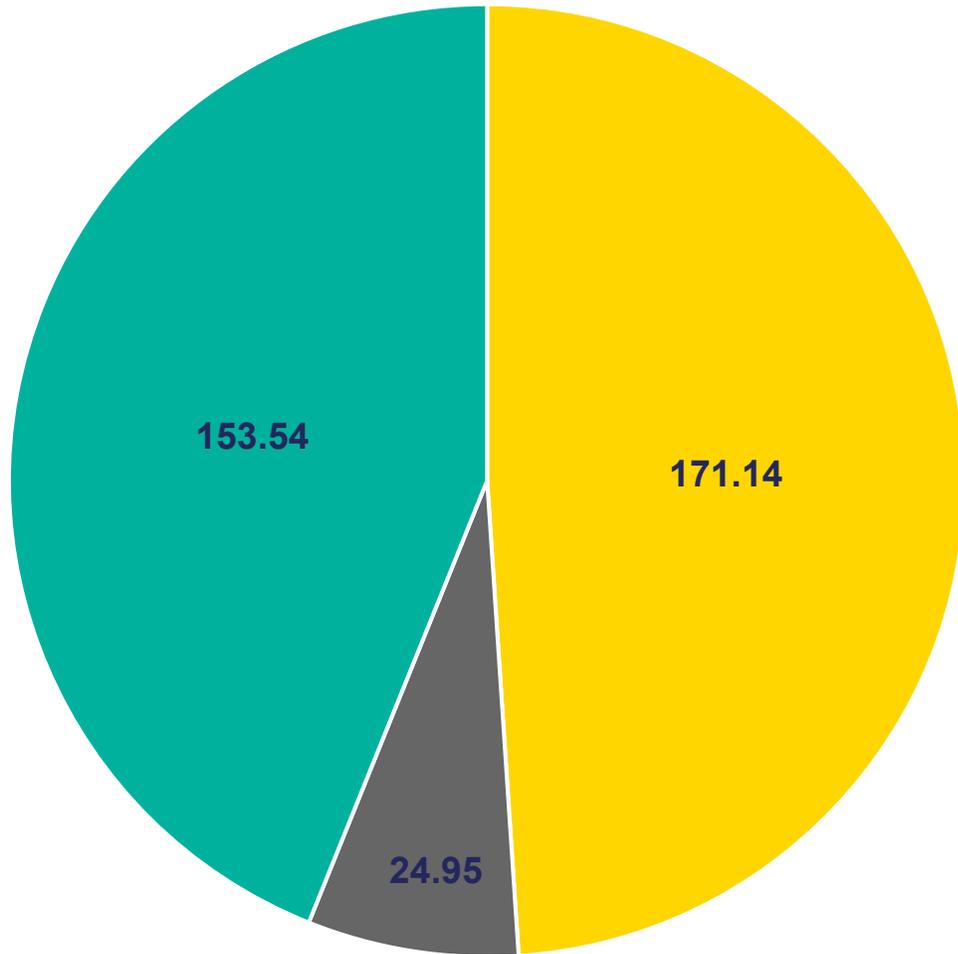


### Forecasted Units by Housing Type



# Forecasted Students from Development

Forecasted Students from Development



■ APT ■ SFA ■ SFD

	APT	SFA	SFD
Forecasted Development	1,711	164	262

# Forecasted Resident Students

Resident Students														
Grade	Historic			Current	Forecasted									
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
PK	1,209	1,383	1,469	1,553	1,474.2	1,449.4	1,468.9	1,474.8	1,471.6	1,476.9	1,477.0	1,475.6	1,477.1	1,477.1
K	2,769	2,740	2,738	2,576	2,550.9	2,416.3	2,378.1	2,451.5	2,417.0	2,416.3	2,429.1	2,418.8	2,421.3	2,423.9
1	2,902	2,849	2,746	2,766	2,597.7	2,572.5	2,435.7	2,392.3	2,466.8	2,430.0	2,429.0	2,441.7	2,431.3	2,433.9
2	2,866	2,856	2,767	2,742	2,712.5	2,546.8	2,520.7	2,382.1	2,340.0	2,410.6	2,374.5	2,373.5	2,386.0	2,375.8
3	2,815	2,850	2,769	2,755	2,702.6	2,677.8	2,512.3	2,481.8	2,345.8	2,302.2	2,371.4	2,335.7	2,334.7	2,347.0
4	2,722	2,779	2,746	2,758	2,694.8	2,639.1	2,612.7	2,448.6	2,419.4	2,285.0	2,242.4	2,309.8	2,275.0	2,274.0
5	2,818	2,676	2,665	2,747	2,723.0	2,656.0	2,602.1	2,574.4	2,417.2	2,386.4	2,253.7	2,211.4	2,277.8	2,243.6
6	2,927	2,708	2,638	2,666	2,701.2	2,687.6	2,611.5	2,558.4	2,535.1	2,378.9	2,348.4	2,217.7	2,176.1	2,241.5
7	2,750	2,831	2,641	2,583	2,603.0	2,633.0	2,617.9	2,542.6	2,482.2	2,461.7	2,315.9	2,286.1	2,158.9	2,118.3
8	2,824	2,698	2,760	2,618	2,543.3	2,558.7	2,592.3	2,572.2	2,495.7	2,433.0	2,415.7	2,276.1	2,246.9	2,121.8
9	2,888	2,983	2,950	2,967	2,738.3	2,655.7	2,660.8	2,700.8	2,679.4	2,594.6	2,526.5	2,511.9	2,360.9	2,330.6
10	2,679	2,669	2,717	2,643	2,679.8	2,480.9	2,405.4	2,407.1	2,440.7	2,429.9	2,349.3	2,287.4	2,277.7	2,144.8
11	2,388	2,395	2,404	2,469	2,386.0	2,423.3	2,246.0	2,170.7	2,183.1	2,203.8	2,197.2	2,123.5	2,074.1	2,060.8
12	2,236	2,245	2,220	2,309	2,334.9	2,252.9	2,288.3	2,123.0	2,053.1	2,064.4	2,082.8	2,079.3	2,007.9	1,966.5
Resident Student Totals by Grade Configuration														
PK-6	21,028	20,841	20,540	20,563	20,156.9	19,645.5	19,142.0	18,763.9	18,412.9	18,086.3	17,925.5	17,784.2	17,779.3	17,816.8
7-8	5,574	5,529	5,401	5,201	5,146.3	5,191.7	5,210.2	5,114.8	4,977.9	4,894.7	4,731.6	4,562.2	4,405.8	4,240.1
9-12	10,191	10,292	10,291	10,388	10,139.0	9,812.8	9,600.5	9,401.6	9,356.3	9,292.7	9,155.8	9,002.1	8,720.6	8,502.7
PK-12	36,793	36,662	36,232	36,152	35,442.2	34,650.0	33,952.7	33,280.3	32,747.1	32,273.7	31,812.9	31,348.5	30,905.7	30,559.6

**K-class  
Matriculation**

Resident forecasts are based on where the student's home address is within the district.

Forecasts were generated using the October 2023 student enrollment data as a base.



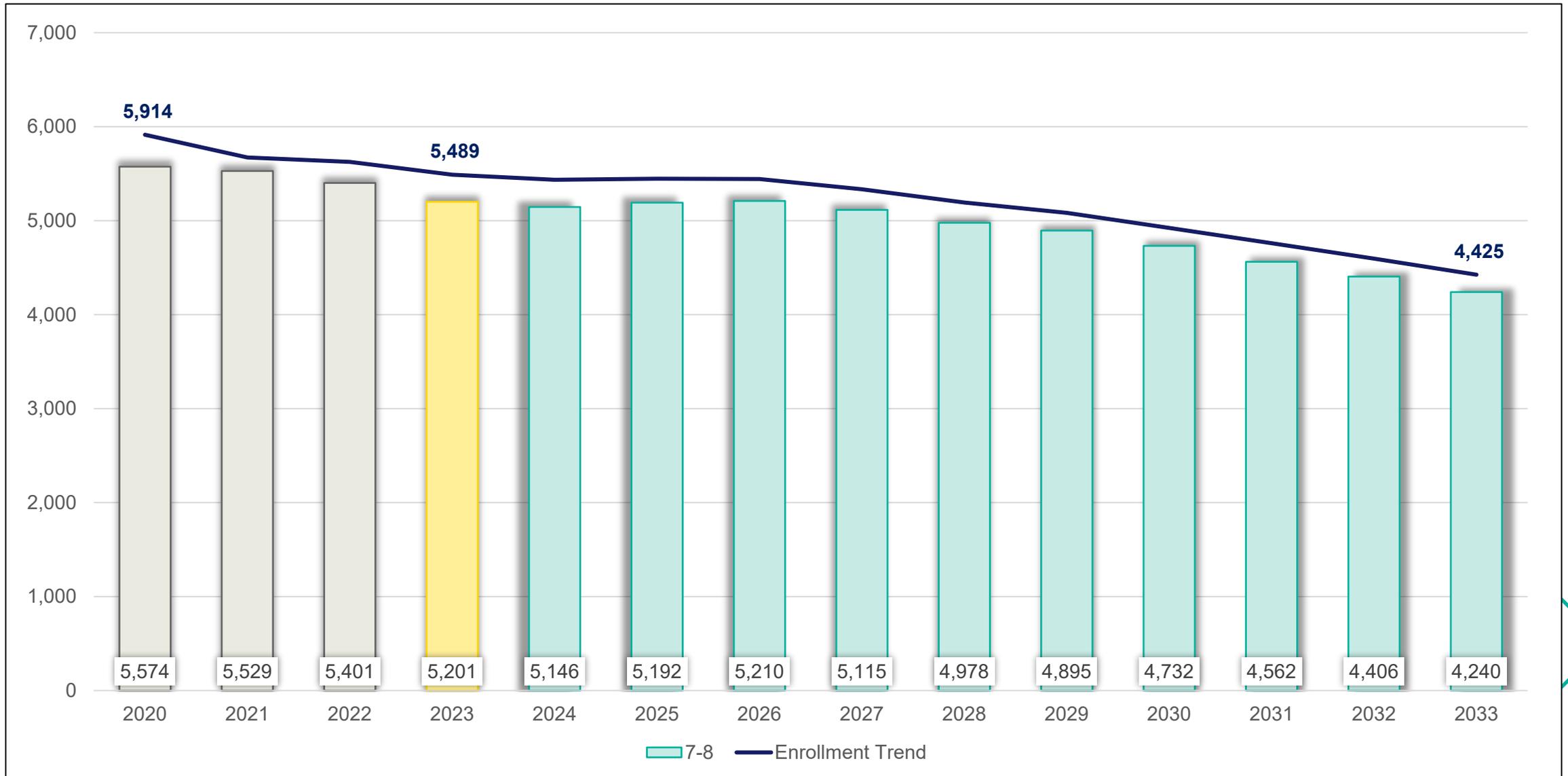
# All Forecasted Students

Resident Students														
Grade	Historic			Current	Forecasted									
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
PK-12	36,793	36,662	36,232	36,152	35,442.2	34,650.0	33,952.7	33,280.3	32,747.1	32,273.7	31,812.9	31,348.5	30,905.7	30,559.6
Inter-District Transfer Students														
PK-6	470	502	475	454	445.0	433.7	422.6	414.3	406.5	399.3	395.8	392.6	392.5	393.4
7-8	98	96	88	73	72.2	72.9	73.1	71.8	69.9	68.7	66.4	64.0	61.8	59.5
9-12	225	218	214	168	164.0	158.7	155.3	152.0	151.3	150.3	148.1	145.6	141.0	137.5
PK-12	793	816	777	695	681.2	665.3	651.0	638.1	627.7	618.3	610.3	602.3	595.4	590.4
Total Enrollment														
EE	206	180	252	240	235.3	229.3	223.4	219.0	214.9	211.1	209.2	207.6	207.5	207.9
PK-6	21,498	21,343	21,015	21,017	20,601.9	20,079.2	19,564.6	19,178.2	18,819.4	18,485.6	18,321.3	18,176.8	18,171.8	18,210.2
7-8	5,672	5,625	5,489	5,274	5,218.5	5,264.6	5,283.3	5,186.6	5,047.8	4,963.4	4,798.0	4,626.2	4,467.6	4,299.6
9-12	10,416	10,510	10,505	10,556	10,303.0	9,971.5	9,755.8	9,553.6	9,507.6	9,443.0	9,303.9	9,147.7	8,861.6	8,640.2
PK-12	37,792	37,658	37,261	37,087	36,358.7	35,544.6	34,827.1	34,137.4	33,589.7	33,103.1	32,632.4	32,158.3	31,708.6	31,357.9
Annual Change														
PK-6 Difference	-155	-328	2	-415.1	-522.7	-514.6	-386.4	-358.7	-333.8	-164.4	-144.4	-5.0	38.3	
7-8 Difference	-47	-136	-215	-55	46.0	18.8	-96.7	-138.8	-84.4	-165.4	-171.8	-158.6	-168.0	
9-12 Difference	94	-5	51	-253.0	-331.5	-215.7	-202.1	-46.0	-64.6	-139.1	-156.2	-286.1	-221.4	
PK-12 Difference	-134	-397	-174	-728.3	-814.1	-717.5	-689.7	-547.7	-486.6	-470.7	-474.0	-449.7	-350.7	

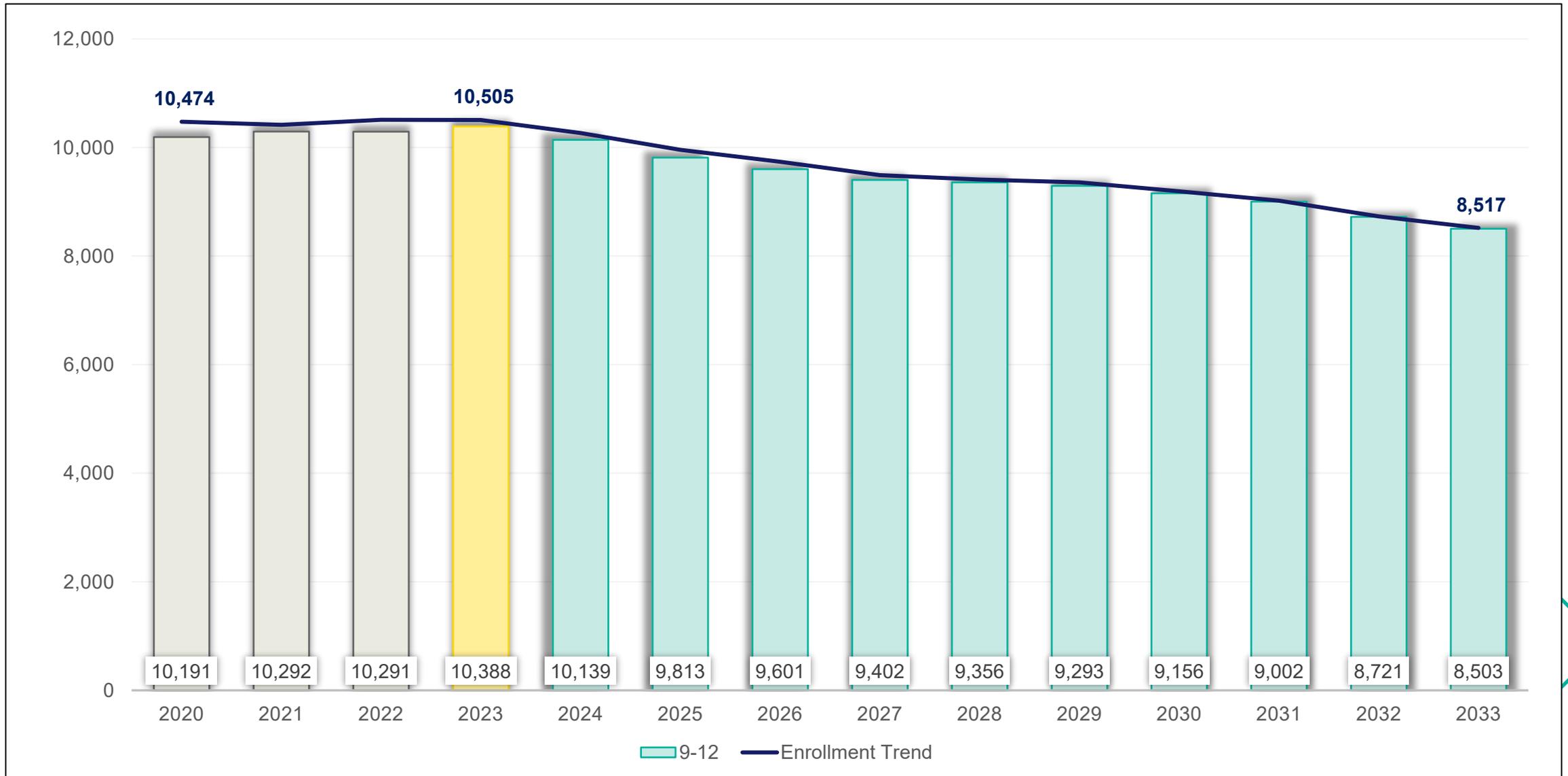
# Forecasted Resident Students PK-6



# Forecasted Resident Students 7-8

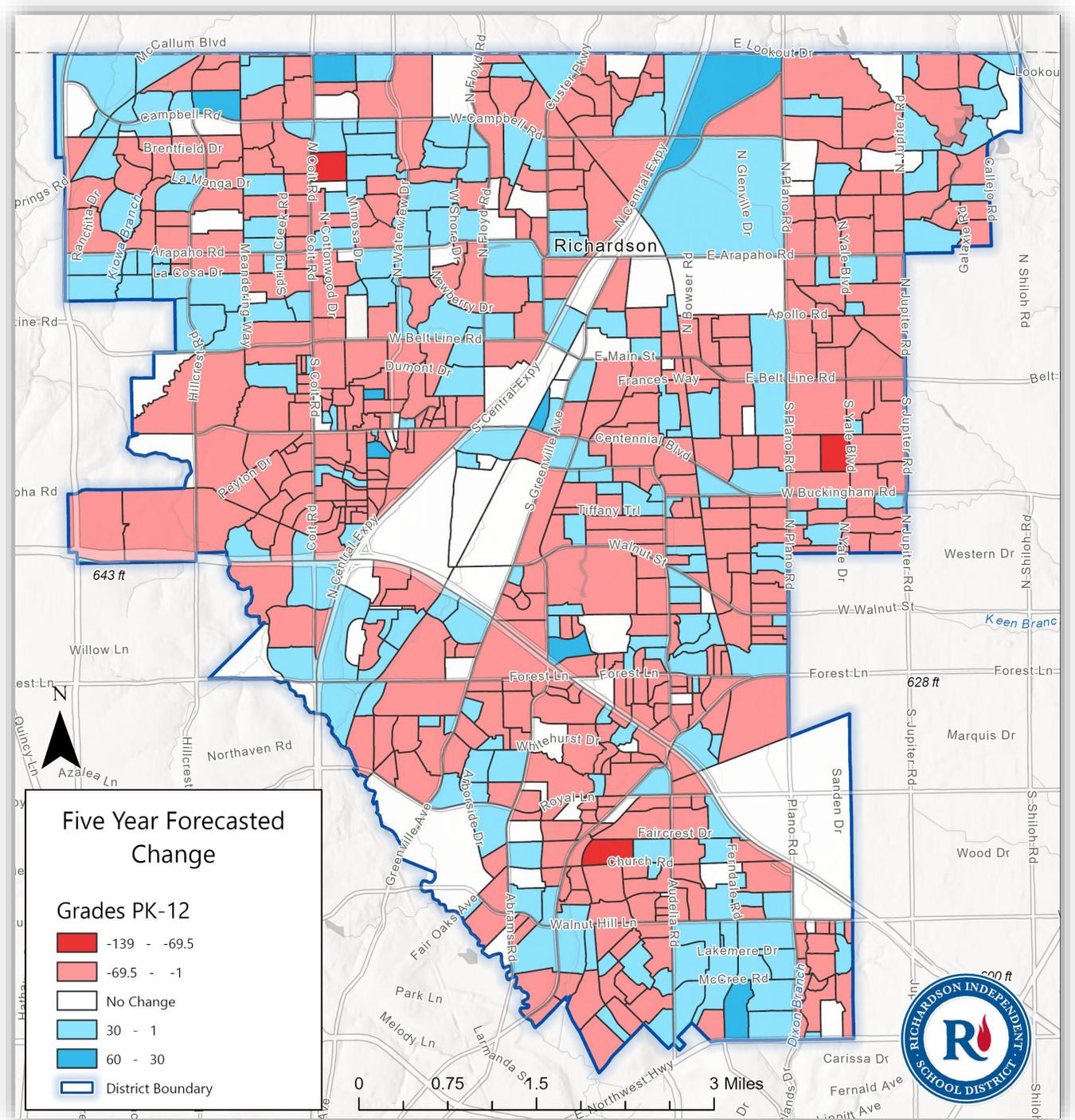


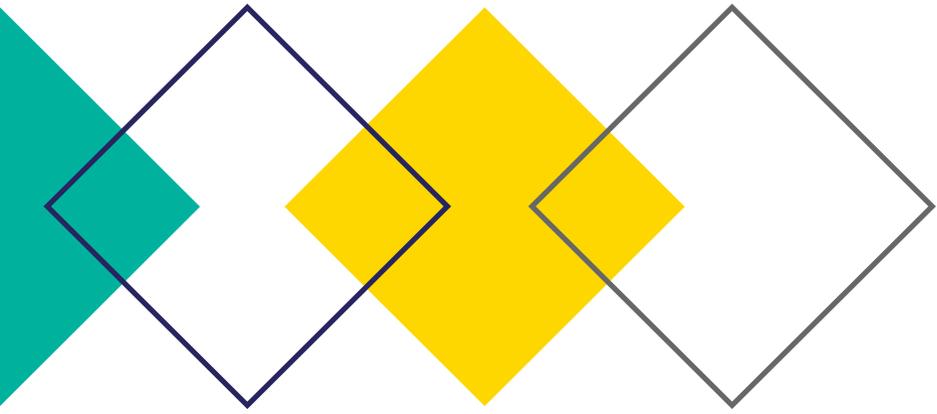
# Forecasted Resident Students 9-12



# Resident Student Projected Net Change SY 2023 to 2028

- ❖ Study areas with significant loss are dark red, while those with minor loss are light red.
- ❖ White indicates no net change in the study area.
- ❖ Study areas with significant growth are dark blue, while those with minor growth are light blue.

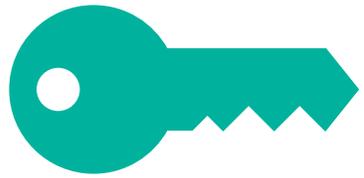




# Current and Forecasted Resident Student Enrollment

	BASE YEAR SY2023-24	FORECAST FIVE YEARS OUT SY2027-28	FORECAST TEN YEARS OUT SY2032-33
PK-6	20,563	18,412.9	17,816.8
7-8	5,201	4,977.9	4,240.1
9-12	10,388	9,356.3	8,502.1
<b>PK-12</b>	<b>36,152</b>	<b>32,747.1</b>	<b>30,559.6</b>

- These figures represent **Resident Enrollment**
- Intra-District Transfer students and students enrolled in Early Education are not included.



# Key Items in Districtwide Analysis

- ❖ Overall, the student population for RISD is projected to decrease by an estimated 3,600 resident students over the next five years reflecting a declining rate of 9%.
- ❖ The PK-6 resident student population is forecasted to decrease 10% over the next 5 years.
- ❖ As larger class sizes matriculate through, grades 7-8 will be expected to decrease approximately 6% over the next 5 years.
- ❖ The district high school population is also expected to decrease by 10% by SY 2028 as larger class sizes graduate.



Questions?

**BOARD OF TRUSTEES  
RICHARDSON INDEPENDENT SCHOOL DISTRICT  
RICHARDSON, TEXAS**

**Date:** January 18, 2024  
**Submitted by:** Dr. Matthew Gibbins, Assistant Superintendent- Administrative Services;  
Leticia D. McGowan, General Counsel

## INFORMATION ITEM

**TOPIC:** Amendment to Policy FEC (LOCAL) – Attendance: Attendance for Credit

**BACKGROUND INFORMATION:**

Staff regularly review local policies to ensure they conform to District needs, applicable law, and best practices. The recommendation is to amend FEC (LOCAL) – Attendance: Attendance for Credit.

The following policy is provided for the Board’s review:

- a. FEC (LOCAL) – Attendance: Attendance for Credit

**PROPOSED RECOMMENDATION:**

The proposed revision of the Local Policy is submitted for the Board’s review:

- 1. FEC (LOCAL) – Attendance: Attendance for Credit

The recommended revisions are to incorporate legislative updates. As reflected in the revision at Absences Considered, in calculating whether a student has met the 90 percent attendance requirement, HB 699 (2021 legislative session) creates an exception for absences resulting from a serious or life-threatening illness or related treatment. Administrative details on documentation of student illnesses have been included in the *Model Student Handbook* and are recommended for deletion. Provisions on the attendance committee's consideration of the best interest of the student, extenuating circumstances, and conditions for awarding credit or a final grade have been revised and reordered to emphasize a student's mastery of the essential knowledge and skills and maintaining a passing grade rather than assigning a student to attend programs for an amount of time equivalent to the student’s absences. The district’s locally developed text identifying driver’s license tests on the list of non-extenuating circumstances is recommended for deletion based on SB 289 (2021 legislative session), which creates an optional excused absence to obtain a learning permit or driver’s license. Provisions to address the district’s DOI exemption have been reordered for clarity and consistency with policy style.

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**Note:** This local policy has been revised in accordance with the District's [innovation plan](#).<sup>1</sup>

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This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.

**Absences  
Considered**

Except as otherwise provided by law, all absences incurred while enrolled in the District shall be considered in determining whether a student has attended the required percentage of days under this policy.

Exception

In accordance with the District's innovation plan, the District shall be exempt from portions of the state law regarding student minimum attendance to earn credit or a final grade. Absences related to District-approved, college-based dual credit courses, other innovative learning opportunities, participation in the Memorial Park Academy Program, or other nontraditional education programs offered by the District to all students to complete high school early or make up missed coursework to qualify for graduation shall not be considered in determining whether a student has attended the required percentage of days under this policy.

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent shall make the specific appointments in accordance with legal requirements.

**Written Excuse**

A written excuse stating the reason for the absence, and signed by the parent, guardian, or person standing in parental relation to the student, shall be required for all absences. Periodic checks on students absent may be made by phone; chronic absentees shall be referred to the coordinator of student services. [See also FEB]

**Truancy**

Students absent from school without permission of the parent or guardian, or absent from class without the principal's permission, shall be considered truant and shall be subject to disciplinary action

**Parental Notice of  
Excessive Absences**

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

**Methods for  
Regaining Credit or  
Awarding a Final  
Grade**

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to

meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The attendance committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

A student who has lost credit or has not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

**Personal Illness**

The principal or attendance committee may require verification from a health-care provider in accordance with administrative regulations as a condition of classifying an absence for personal illness as one for which there are extenuating circumstances.

**Best Interest Standard**

In reaching consensus regarding a student's absences and how the student can be awarded credit or a final grade, the attendance committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent shall develop administrative regulations to document the attendance committee's decision.

**Guidelines on Extenuating Circumstances**

The attendance committee shall consider whether a student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.

1. When makeup work is completed satisfactorily, the attendance committee shall consider extracurricular absences and other excused absences as days of attendance for award of credit or a final grade. [See FEA]
2. The attendance committee shall consider whether the reasons for the absences were out of the parent's or student's

control and whether documentation for the absence is acceptable.

3. The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

**Non-Extenuating  
Circumstances**

The Attendance Appeal Committee shall consider non-extenuating circumstances when reviewing absences, which shall include, but are not limited to, the following:

1. Truancy.
2. Personal or family vacation (i.e., skiing, hunting, fishing, or other pleasure trips); business trips; nonschool related trips, classes, or activities; work activities other than District-approved work programs; and private lessons. [See FEF]
3. Personal business.
4. Job interviews, college visitations, and educational trips not approved by the school.
5. Off-campus instruction activities that cause the student to miss other classes (excluding approved extracurricular activities). [See FM]
6. Baby-sitting siblings.

The attendance committee shall consider the student's unique circumstances and, if necessary, shall impose conditions for awarding credit or a final grade that permit the student to meet the instructional requirements of the class rather than assigning a student to attend a specified program for an amount of time equivalent to the student's absences. Conditions may include:

1. Maintaining attendance standards for the rest of the semester.
2. Completing additional assignments, as specified by the committee or teacher.
3. Attending tutorial sessions as scheduled.
4. Completing other instructional programs, as specified by the committee.
5. Taking an examination to earn credit. [See EHDB]

In all cases, the student must earn a passing grade in order to receive credit.

**Appeal Process**

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).

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<sup>1</sup> Innovation Plan: <https://web.risd.org/home/about/>

**BOARD OF TRUSTEES  
RICHARDSON INDEPENDENT SCHOOL DISTRICT  
RICHARDSON, TEXAS**

**Date:** January 18, 2024

**Submitted by:** Dr. Matthew Gibbins, Assistant Superintendent- Administrative Services;  
Leticia D. McGowan, General Counsel

## **INFORMATION ITEM**

**TOPIC:** Amendment to Policy EI (LOCAL) – Academic Achievement

**BACKGROUND INFORMATION:**

Staff regularly review local policies to ensure they conform to District needs, applicable law, and best practices. The recommendation is to amend EI (LOCAL) – Academic Achievement.

The following policy is provided for the Board’s review:

EI (LOCAL) – Academic Achievement

**PROPOSED RECOMMENDATION:**

The proposed revision of the Local Policy is submitted for the Board’s review:

1. EI (LOCAL) – Academic Achievement

The recommended policy text incorporates the optional Administrative Code rule that permits districts, in accordance with local district policy, to award course credit proportionately to a student who successfully completes only half of a course. A new board policy provision has been recommended to address this option, which matches common practice.

**Certificate of  
Coursework  
Completion**

The District shall issue a certificate of coursework completion to a student who has successfully completed state and local credit requirements for graduation but has failed to meet all applicable state testing requirements. The certificate of coursework completion shall reflect the date on which all coursework was completed. The student shall be allowed to participate in the graduation ceremonies, but shall not receive a diploma unless all state testing requirements have been successfully completed. [See EIF for graduation requirements and FMH for provisions on commencement exercises.]

A student who participates in the Memorial Park Academy Program or other nontraditional education program offered by the District to all students to complete high school early or make up missed coursework to qualify for graduation shall not be required to attend school once all coursework required for graduation has been completed. [See FEC]

**Partial Credit**

**When a student earns a passing grade in only half of a course and the combined grade for both halves is lower than 70, the District shall award the student credit for the half with the passing grade.**

**BOARD OF TRUSTEES  
RICHARDSON INDEPENDENT SCHOOL DISTRICT  
RICHARDSON, TEXAS**

**Date:** January 18, 2024

**Submitted by:** Dr. Matthew Gibbins, Assistant Superintendent- Administrative Services;  
Leticia D. McGowan, General Counsel

## **INFORMATION ITEM**

**TOPIC:** Amendment to Policy EIE (LOCAL) – Academic Achievement: Retention and Promotion

### **BACKGROUND INFORMATION:**

Staff regularly review local policies to ensure they conform to District needs, applicable law, and best practices. The recommendation is to amend EIE (LOCAL) – Academic Achievement: Retention and Promotion.

The following policy is provided for the Board’s review:

EIE (LOCAL) – Academic Achievement: Retention and Promotion

### **PROPOSED RECOMMENDATION:**

The proposed revision of the Local Policy is submitted for the Board’s review:

1. EIE (LOCAL) – Academic Achievement: Retention and Promotion

The recommended policy text removes outdated provisions on grade advancement testing, including provisions on assignment of retained students, which were based on Administrative Code provisions addressing grade advancement requirements. The statement about eliminating the practice of retaining students is recommended for deletion, as it is only needed if a district operates an optional extended year program (OEYP) under Education Code 29.082. Accelerated instruction is now addressed at EHBC.

Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory, intensive, and/or accelerated services. [See EHBC] The District shall comply with applicable state and federal requirements when determining methods for students with disabilities [see FB] or students who are English language learners [see EHBE and EKBA] to demonstrate mastery of the curriculum.

Students Receiving  
Special Education  
Services

Any modified promotion standards for a student receiving special education services shall be determined by the student's admission, review, and dismissal (ARD) committee and documented in the student's individualized education program (IEP). [See EHBA series and EKB]

**Standards for  
Mastery**

In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows:

1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

Grades 1–2

In grades 1–2, promotion to the next grade level shall be based on 70 percent mastery of formal and informal assessments of the course-level, grade-level standards (essential knowledge and skills).

Grades 3–5

3. In grades 3–5, promotion to the next grade level shall be based on an overall 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 language arts, mathematics, science, and social studies.

Grades 6–8

4. In grades 6–8, promotion to the next grade level shall be based on an overall 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 language arts, mathematics, science, and social studies.

Grades 9–12

Grade-level advancement for students in grades 9–12 shall be earned by course credits. [See EI]

**BOARD OF TRUSTEES  
RICHARDSON INDEPENDENT SCHOOL DISTRICT  
RICHARDSON, TEXAS**

**Date:** January 18, 2024

**Submitted by:** Dr. Matthew Gibbins, Assistant Superintendent- Administrative Services;  
Leticia D. McGowan, General Counsel

## **INFORMATION ITEM**

**TOPIC:** Addition of Policy EHB(LOCAL) – Curriculum Design: Special Programs

**BACKGROUND INFORMATION:**

Staff regularly review local policies to ensure they conform to District needs, applicable law, and best practices. The recommendation is to add EHB(LOCAL) – Curriculum Design: Special Programs.

The following policy is provided for the Board’s review:

EHB(LOCAL) – Curriculum Design: Special Programs

**PROPOSED RECOMMENDATION:**

The proposed addition of the Local Policy is submitted for the Board’s review:

1. EHB (LOCAL) – Curriculum Design: Special Programs

The recommended policy is to address TEA policy requirements for the ongoing TEA special education cyclical monitoring reviews and providing regular training opportunities for teachers of students with dyslexia.

In accordance with administrative procedures, the District shall provide regular training opportunities for teachers of students with dyslexia that include new research and practices for educating students with dyslexia.

**BOARD OF TRUSTEES  
RICHARDSON INDEPENDENT SCHOOL DISTRICT  
RICHARDSON, TEXAS**

**Date:** January 18, 2024

**Submitted by:** Dr. Matthew Gibbins, Assistant Superintendent- Administrative Services;  
Leticia D. McGowan, General Counsel

## **INFORMATION ITEM**

**TOPIC:** Addition of Policy EHBAA (LOCAL) – Special Education: Identification, Evaluation and Eligibility

**BACKGROUND INFORMATION:**

Staff regularly review local policies to ensure they conform to District needs, applicable law, and best practices. The recommendation is to add EHBAA (LOCAL) – Special Education: Identification, Evaluation and Eligibility.

The following policy is provided for the Board’s review:

EHBAA (LOCAL) – Special Education: Identification, Evaluation and Eligibility

**PROPOSED RECOMMENDATION:**

The proposed addition of the Local Policy is submitted for the Board’s review:

1. EHBAA (LOCAL) – Special Education: Identification, Evaluation and Eligibility

The recommended policy is to address TEA policy requirements for the ongoing TEA special education cyclical monitoring reviews and requiring the district to ensure that a student who is transitioning from early childhood intervention (ECI) has an individualized education program (IEP) developed and implemented by the child’s third birthday.

When a student transitions from early childhood intervention (ECI) to early childhood special education (ECSE) services, the District shall develop and implement an individualized education program (IEP) by the child's third birthday.

**BOARD OF TRUSTEES  
RICHARDSON INDEPENDENT SCHOOL DISTRICT  
RICHARDSON, TEXAS**

**Date:** January 18, 2024

**Submitted by:** Dr. Matthew Gibbins, Assistant Superintendent- Administrative Services;  
Leticia D. McGowan, General Counsel

## **INFORMATION ITEM**

**TOPIC:** Revision to Policy FNG(LOCAL) – Student Rights and Responsibilities:  
Student and Parent Complaints/Grievances

**BACKGROUND INFORMATION:**

Staff regularly review local policies to ensure they conform to District needs, applicable law, and best practices. The recommendation is to revise FNG(LOCAL) – Student Rights and Responsibilities: Student and Parent Complaints/Grievances.

The following policy is provided for the Board’s review:

FNG(LOCAL) – Student Rights and Responsibilities: Student and Parent  
Complaints/Grievances

**PROPOSED RECOMMENDATION:**

The proposed revision to the Local Policy is submitted for the Board’s review:

1. FNG(LOCAL) – Student Rights and Responsibilities: Student and Parent  
Complaints/Grievances

The recommended revisions to the policy are to address numerous items. First, the list of protected characteristics at “Other Complaint Processes” is to align with the revised list made to FFH(LOCAL). A recommended revision specifies that a person filing a complaint regarding refusal of entry to or ejection from property based on Education Code 37.105 shall be permitted to address the board within 90 "calendar" days. Recommended changes at “Other Complaint Processes” are to:

- Clarify how special education complaints are addressed;
- Encompass all instructional resources policies; and
- Reference the required hearing procedure for eligibility disputes under school nutrition programs.

Administration has additional revisions including providing a definition of Grievance Coordinator, clarifying that deadlines are by business days rather than calendar days, altering some timelines based on the use of business days, changing the flow of the information, clearly identifying the informal mediation process and other changes to address process concerns that have been raised in the last year.



STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

**Complaints**

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint  
Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability, ~~or religion~~ shall be submitted in accordance with FFH.
2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning removal to a DAEP and expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, ~~within the scope of Section 504~~ shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, ~~within the scope of the Individuals with Disabilities Education Act~~ shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with the EF series.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

**Notice to Students and Parents**

The District shall inform students and parents of this policy through appropriate District publications.

**Guiding Principles**

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the more formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

**Freedom from Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

### General Provisions

The Board encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall **not** extend any filing deadlines in this policy. The burden of proof for the hearing is on the student or parent filing the complaint.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may, at the District's discretion, begin at Level Two following the procedure, including deadlines, for filing the Level One complaint form.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

Unless there is mutual consent, Level One and Level Two hearings are not recorded. If a recording is made, recordings of the Level One and Level Two hearings conferences, if any, shall be maintained with the Level One and Level Two records.

### Direct Communication with Board Members

The Grievant, as defined further in this policy, shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between the Grievant and a Board member would be inappropriate because of a pending hearing or appeal related to the Grievant's pending grievance.

### Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Filings shall be deemed timely filed if:

1. For hand-delivered filings, if received at the Administration Building front desk by the close of business (4:30 p.m. unless otherwise indicated in writing) on the deadline date;
2. For filings submitted by electronic communication, if they are received at [Grievances@risd.org](mailto:Grievances@risd.org) by the close of business (4:30 p.m. unless otherwise indicated in writing) on the deadline date, as indicated by the date/time shown on the electronic communication;

3. For mail filings, if postmarked by the U.S. Postal Service on or before the deadline date and received by the appropriate administrator or the Grievance Coordinator no more than three business days after the deadline.

~~Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business (4:30 p.m.) on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business (4:30 p.m.) on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.~~

Scheduling  
Hearings  
Conferences

The District shall make reasonable attempts to schedule hearings conferences at a mutually agreeable time. If a Grievant student or parent fails to appear at a scheduled hearing conference, the District may hold the hearing conference and issue a decision in the Grievant's student's or parent's absence.

Decision Response

At Levels One and Two, "decision" "response" shall mean a written communication to the Grievant student or parent from the appropriate administrator. Responses Decisions may be hand-delivered, sent by electronic communication to the Grievant's student's or parent's email address of record, or sent by U.S. Mail to the Grievant's student's or parent's mailing address of record. Mailed decisions responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business calendar days. In calculating timelines under this policy, the day a document is filed is "day zero," and all deadlines shall be determined by counting the following business day as "day one." A District business day does not include a school holiday or a day on which District administrative offices are closed for business. If a deadline falls on a school holiday or other day on which District administrative offices are closed for business, ~~then~~ the deadline shall be extended to the first business day following the holiday or closure."

Grievant

"Grievant" is defined as the parent or student bringing forth the complaint. The Grievant may have, but is not required to have, a representative as the term is defined below. For purpose of this policy, references to "Grievant" shall also include the Grievant's representative.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

<u>Grievance Coordinator</u>	<u>The “Grievance Coordinator” is the designated District employee who serves as the point of contact for receipt of grievance complaints. The Grievance Coordinator is responsible for coordinating and scheduling hearings and communicating with the parties, unless otherwise noted in this policy.</u>
Representative	<p>“Representative” shall mean any person <del>who</del> or organization <del>that is</del> designated by the <u>Grievant student or parent</u> to represent the <u>Grievant student or parent</u> in the complaint process. A student may be represented by an adult at any level of the complaint.</p> <p>The <u>Grievant student or parent</u> may designate a representative through written notice to the District at any level of this process. <u>The representative may participate in person, by telephone conference call or virtually.</u> If the student or parent designates a representative with fewer than three days’ notice to the District before a scheduled <del>conference or</del> hearing, the District may reschedule the <del>conference or</del> hearing to a later date, if desired, in order to include the District’s <u>legal</u> counsel. The District may be represented by <u>legal</u> counsel at any level of the process.</p>
Consolidating Complaints	Complaints arising out of an event or a series of related events shall be addressed in one complaint. A <u>Grievant student or parent</u> shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.
Untimely Filings of Complaint	<p>All time limits <u>for filing</u> shall be strictly followed <del>unless modified by mutual written consent.</del></p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the <u>Grievant student or parent</u>, at any point during the complaint process. The <u>Grievant student or parent</u> may appeal the dismissal <u>due to untimeliness</u> by seeking review in writing within seven <u>business</u> days from the date of the written dismissal notice <u>was sent.</u> <del>, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness. The review will begin at the level at which the complaint was dismissed and shall be limited to the issue of timeliness.</del></p>
Costs Incurred	Each party shall pay its own costs incurred in the course of the complaint.
Complaint and Appeal Forms	Complaints and appeals under this policy shall be submitted in writing on a form provided by the District. <u>The following will govern the submission of complaint and appeal forms:</u>

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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(LOCAL)

1. ~~Copies~~ A copy of any documents that support the complaint should be attached to the complaint form.
2. If the ~~Grievant student or parent~~ does not have a copy ~~copies~~ of ~~these the supporting~~ documents when filing the initial Level One complaint, ~~copies a copy of the supporting documentation~~ may be presented at the Level One hearing conference.
3. After the Level One hearing conference, no new documents may be submitted by the ~~Grievant student or parent~~ unless the ~~Grievant student or parent~~ did not know the documents existed before the Level One ~~conference or the~~ hearing officer allows the introduction of the documents.

Amendment of  
Complaint

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing. An amendment does not restart the timeline for submission.

**Level One**

Complaint forms must be filed:

1. Within ~~ten business~~<sup>15</sup> days of the date the ~~Grievant student or parent~~ first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. Grievants shall file Level One complaints with the campus principal with a copy to [Grievances@risd.org](mailto:Grievances@risd.org). ~~With the lowest level administrator who has the authority to remedy the alleged problem.~~

~~In most circumstances, students and parents shall file Level One complaints with the campus principal.~~

The date and time the complaint form was received shall be noted by the Grievance Coordinator. The Grievance Coordinator shall schedule a hearing with the Grievant within seven business days after receipt of the written complaint. The Grievance Coordinator will communicate to the parties the procedures for the hearing, including time limits.

Following the hearing, the Hearing Officer shall conduct such investigation as is appropriate to fairly respond to the complaint. In reaching a decision, the Hearing Officer may consider information provided at the Level One hearing and any other relevant documents or information the Hearing Officer believes will help resolve

the complaint. The Hearing Officer shall submit the written decision to the Grievance Coordinator.

Absent extenuating circumstances, the Grievance Coordinator shall provide the Grievant the Hearing Officer's written response within seven business days following the hearing. If the student or parent does not receive a decision within the required timeframe, the Grievant may proceed with filing a Level Two complaint as outlined below.

~~If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.~~

~~If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.~~

~~The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within seven days after receipt of the written complaint. The administrator may set reasonable time limits for the conference. Following the conference, the administrator shall conduct such investigation as he or she believes is appropriate to fairly respond to the complaint.~~

~~Absent extenuating circumstances, the administrator shall provide the student or parent a written response within seven days following the conference. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.~~

## Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the Grievant student or parent may request a hearing conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing on the District form, on a form provided by the District, within seven business days of the Level One decision being sent to Grievant. date of the written Level One response or, if no response was received, the appeal must be filed within seven business days of the Level One response issuance deadline. The appeal shall be sent to [Grievances@risd.org](mailto:Grievances@risd.org).

After receiving notice of the appeal, the Grievance Coordinator Level One administrator, with assistance from human resources if needed, shall prepare and forward the notice of appeal and Level

~~One a record of the Level One complaint~~ to the Level Two ~~Hearing Officer administrator~~. The ~~Grievant student or parent~~ may request a copy of the Level One record ~~from the Grievance Coordinator~~.

The Level One record shall include:

1. The original complaint form and any attachments;~~:-~~
2. All other documents submitted by the student or parent at Level One;~~:-~~
3. The written response issued at Level One and any attachments;~~:-and~~
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

~~The Superintendent or designee Grievance Coordinator shall schedule a hearing conference within seven business days after the appeal notice is filed. The Level Two hearing conference shall be limited to the issues presented on the Level One complaint form and documents considered submitted by the Grievant at the Level One hearing. If the Level One Hearing Officer relied upon additional evidence in making the decision, the Grievant may also submit this evidence as part of their documentation at the Level Two hearing. The Grievance Coordinator will communicate the procedures for the hearing to both parties, including time limits. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.~~

~~The Superintendent or designee Following the hearing, the Hearing Officer shall conduct such investigation or review as he or she believes is as necessary to fairly respond to the complaint. grievant's concerns and shall provide the student or parent a written response within seven days following the conference. In reaching a decision, the Superintendent or designee Hearing Officer may consider the Level One record, information provided at the Level Two hearing conference, and any other relevant documents or information the Superintendent or designee Hearing Officer believes will help resolve the complaint. The Hearing Officer shall submit the written decision to the Grievance Coordinator.~~

~~Absent extenuating circumstances, the Grievance Coordinator shall provide the Grievant the Hearing Officer's written response within seven business days following the hearing.~~

~~Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.~~

If the Grievant did not receive the relief requested at Level Two or if the time for a response has expired, the Grievant may appeal the decision to the Board. The Level Three appeal notice must be filed in writing on the District form within seven business days of the Level Two decision being sent to the Grievant or, if no response was received, within seven business days of the Level Two response issuance deadline. The appeal shall be sent to [Grievances@risd.org](mailto:Grievances@risd.org).

Informal Mediation Meeting

Prior to scheduling the Level Three hearing, the Grievant will be given the opportunity to engage in an informal mediation meeting with the Superintendent's designee. The informal mediation meeting is voluntary and provides the parties an opportunity to attempt a final resolution prior to the Level Three hearing. Within five business days of submitting the Level Three appeal form, the student or parent shall notify the Grievance Coordinator if Grievant is interested in participating in an informal mediation meeting.

The informal mediation conference will be scheduled within ten business days of the Grievant expressing interest in participating in an informal discussion. Within five business days of the meeting, the Superintendent's designee will send follow-up correspondence to the Grievant. If the Grievant is satisfied with the outcome of the informal mediation meeting, the grievance will be closed. If the Grievant is not satisfied with the outcome of the informal mediation meeting, the Level Three hearing will be forwarded to the Office of General Counsel for scheduling.

**Level Three**

~~If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.~~

~~The appeal notice must be filed in writing, on a form provided by the District, within seven days of the date of the written Level Two response or, if no response was received, within seven days of the Level Two response deadline.~~

~~The Level Three hearing shall occur when a quorum of the Board is available to hear the complaint. The Superintendent or designee Office of the General Counsel shall inform the Grievant student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.~~

~~The Superintendent or designee Office of the General Counsel shall provide the Board the record of the Level Two appeal. The Grievant student or parent may request a copy of the Level Two record from the Office of the General Counsel.~~

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(LOCAL)

The Level Two record shall include:

1. The Level One record~~;~~
2. The notice of appeal from Level One to Level Two~~;~~
3. The written response issued at Level Two and any attachments~~;~~~~and~~
4. All other documents relied upon by the administration in reaching the Level Two decision.

The Level Three appeal shall be limited to the issues outlined on the Level Two appeal form and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the Grievant student or parent notice of the nature of the evidence at least three business days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The Board's presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the Grievant student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The hearing procedures shall be provided to both parties prior to the hearing. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the Grievant student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter, at the presiding officer's discretion.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**BOARD OF TRUSTEES  
RICHARDSON INDEPENDENT SCHOOL DISTRICT  
RICHARDSON, TEXAS**

**Date:** January 18, 2024

**Submitted by:** Dr. Christopher Goodson, Assistant Superintendent- Human Resources;  
Leticia D. McGowan, General Counsel

## **INFORMATION ITEM**

**TOPIC:** Revision to Policy DGBA (LOCAL) – Employee Complaints/Grievances

**BACKGROUND INFORMATION:**

Staff regularly review local policies to ensure they conform to District needs, applicable law, and best practices. The recommendation is to revise DGBA (LOCAL) – Employee Complaints/Grievances.

The following policy is provided for the Board’s review:

DGBA (LOCAL) – Employee Complaints/Grievances

**PROPOSED RECOMMENDATION:**

The proposed revision to the Local Policy is submitted for the Board’s review:

1. DGBA (LOCAL) – Employee Complaints/Grievances

The recommended revisions to the policy are to align the policy to the changes proposed for FNG(LOCAL). Administration has recommended revisions including providing a definition of Grievance Coordinator, clarifying that deadlines are by business days rather than calendar days, altering some timelines based on the use of business days, changing the flow of the information, clearly identifying the informal mediation process and other changes to address process concerns that have been raised in the last year.

**Complaints**

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint  
Processes

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with DIA.
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with DIA.
3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with DIA.
4. Complaints concerning instructional resources shall be submitted in accordance with the EF series.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

**Notice to Employees**

The District shall inform employees of this policy through appropriate District publications.

**Guiding Principles**

Informal Process

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. An employee whose concerns are resolved may withdraw a formal complaint at any time.

Informal resolution shall be encouraged but shall not extend any fil-  
ing deadlines in this policy, ~~except by mutual written consent. The  
burden of proof for the hearing is on the employee filing the com-  
plaint.~~

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may, at the District's discretion, begin at Level Two following the procedure, including deadlines, for filing the Level One complaint form.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

Level One and Level Two hearings are not recorded. An employee who files a grievance may make an audio recording of any hearing or meeting at which the substance of the employee's grievance that complies with this policy is discussed or investigated. The employee's audio recording shall not result in a delay of any timeline under this policy. The employee must provide his or her own equipment to make any such recording. If a recording is made, recordings of the Level One and Level Two hearings, if any, shall be maintained with the Level One and Level Two records.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Direct  
Communication with  
Board Members

The Grievant, as defined further in this policy, ~~Employees~~ shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between the Grievant ~~an employee~~ and a Board member would be inappropriate because of a pending hearing or appeal related to the Grievant's pending grievance. ~~employee.~~

Filing Formal  
Process

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Filings shall be deemed timely filed if:

1. For hand-delivered filings, if received at the Administration Building front desk by the close of business (4:30 p.m. unless otherwise indicated in writing) on the deadline date;
2. For filings submitted by electronic communication, if they are received at [Grievances@risd.org](mailto:Grievances@risd.org) by the close of business (4:30 p.m. unless otherwise indicated in writing) on the deadline date, as indicated by the date/time shown on the electronic communication;
3. For mail filings, if postmarked by the U.S. Postal Service on or before the deadline date and received by the appropriate administrator or the Grievance Coordinator no more than three business days after the deadline.

~~An employee may initiate the formal process described below by timely filing a written complaint form.~~

~~Even after initiating the more formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.~~

~~The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.~~

**Freedom from Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

**Whistleblower Complaints**

Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint.  
[See DG]

**Complaints Against Supervisors**

Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.

**General Provisions**

**Filing**

~~Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business (4:30 p.m.) on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business (4:30 p.m.) on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.~~

**Scheduling  
Hearings  
Conferences**

The District shall make reasonable attempts to schedule hearings conferences at a mutually agreeable time. If the Grievant employee fails to appear at a scheduled hearing conference, the District may hold the hearing conference and issue a decision in the Grievant's employee's absence.

**Decision Response**

At Levels One and Two, "decision" "response" shall mean a written communication to the Grievant employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic

	<p>communication to the <u>Grievant's employee's</u> email address of record, or sent by U.S. Mail to the <u>Grievant's employee's</u> mailing address of record. Mailed responses shall be timely if they are post-marked by U.S. Mail on or before the deadline.</p>
Days	<p>For purposes of this policy, "days" shall mean <u>District business calendar</u> days. In calculating timelines under this policy, the day a document is filed or served is "day zero," and all deadlines shall be determined by counting the following <u>business</u> day as "day one." <u>A District business day does not include a school holiday or a day on which District administrative offices are closed for business.</u> If a deadline falls on a school holiday or other day on which District administrative offices are closed for business, then the deadline shall be extended to the first business day following the holiday or closure."</p>
<u>Grievant</u>	<p><u>"Grievant" is defined as the employee bringing forth the complaint. The Grievant may have, but is not required to have, a representative as the term is defined below. For purpose of this policy, references to "Grievant" shall also include the Grievant's representative.</u></p>
<u>Grievance Coordinator</u>	<p><u>The "Grievance Coordinator" is the designated District employee who serves as the point of contact for receipt of grievance complaints. The Grievance Coordinator is responsible for coordinating and scheduling hearings and communicating with the parties, unless otherwise noted in this policy.</u></p>
Representative	<p>"Representative" shall mean any person <del>who</del> or <del>an</del> organization that does not claim the right to strike and is designated by the <u>Grievant employee</u> to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person, <del>or</del> by telephone conference call <u>or virtually</u>. If the <u>Grievant employee</u> designates a representative with fewer than three days' notice to the District before a scheduled <del>conference or</del> hearing, the District may reschedule the <del>conference or</del> hearing to a later date, if desired, in order to include the District's <u>legal</u> counsel. The District may be represented by <u>legal</u> counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. <u>A Grievant Employees</u> shall</p>

not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and the remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.

The Grievance Coordinator Superintendent or designee is authorized to take such actions as are reasonable and necessary to ensure the effective and efficient operation of the complaint process, which may include combining similar complaints, beginning the process at Level Two, offering a method of alternative dispute resolution, or other actions the Grievance Coordinator Superintendent deems appropriate under the circumstances.

Untimely Filings of Complaint

All time limits for filing shall be strictly followed ~~unless modified by mutual written consent.~~

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the Grievant employee, at any point during the complaint process. The Grievant employee may appeal the dismissal due to untimeliness by seeking review in writing within seven business days from the date of the written dismissal notice was sent., ~~starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness. The review will begin at the level at which the complaint was dismissed and shall be limited to the issue of timeliness.~~

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District. The following will govern the submission of the complaint and appeal forms:

1. A copy Copies of any documents that support the complaint should be attached to the complaint form.
2. If the Grievant employee does not have a copy copies of ~~the these supporting~~ documents, when filing the initial Level One complaint, a copy of the supporting documents they may be presented at the Level One hearing conference.
3. After the Level One hearing conference, no new documents may be submitted by the Grievant employee unless the Grievant employee did not know the documents existed before the Level One ~~conference or the~~ hearing officer allows the introduction of the documents.

Amendment of  
Complaint

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiled is within the designated time for filing. An amendment does not restart the timeline for submission.

Audio Recording

~~An employee who reports a grievance that complies with this policy may make an audio recording of any conference or meeting at which the substance of the employee's grievance is discussed. The employee's audio recording shall not result in a delay of any timeline under this policy. The employee must provide his or her own equipment to make any such recording.~~

**Level One**

Complaint forms must be filed:

1. Within ~~ten business~~<sup>15</sup> days of the date the Grievant employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. ~~With the lowest level administrator who has the authority to remedy the alleged problem.~~ In most circumstances, Grievants employees on a school campus shall file Level One complaints with the campus principal with a copy to Grievances@risd.org; other District employees Grievants shall file Level One complaints with their immediate supervisor with a copy to Grievances@risd.org.

~~If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.~~

~~If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.~~

The date and time the complaint form was received shall be noted by the Grievance Coordinator. The Grievance Coordinator appropriate administrator shall schedule a hearing conference with the Grievant employee within seven business days after receipt of the written complaint. The Grievance Coordinator administrator will communicate to the parties the procedures for the hearing, including time limits. may set reasonable time limits for the conference.

Following the hearing conference, the Hearing Officer administrator ~~may shall~~ conduct such investigation as ~~he or she may believe~~ is appropriate to fairly respond to the complaint. employee's concerns. In reaching a decision, the Hearing Officer may consider information provided at the Level One hearing and any other relevant

~~documents or information the Hearing Officer believes will help resolve the complaint. The Hearing Officer shall submit his or her written decision to the Grievance Coordinator. Such investigation may include reviewing relevant documents, talking with persons who have knowledge of relevant facts, or other such actions the administrator believes will help resolve the complaint.~~

~~Absent extenuating circumstances, the Grievance Coordinator administrator shall provide the Grievant employee a the Hearing Officer's written response within seven business days following the hearing conference. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.~~

## Level Two

~~If the Grievant employee did not receive the relief requested at Level One or if the time for a response has expired, the Grievant employee may proceed with filing a Level Two complaint appeal as outlined below. request a conference with the Superintendent or designee to appeal the Level One decision.~~

~~The appeal notice must be filed in writing on the District form, on a form provided by the District, within seven business days of the date of the written Level One decision being sent to Grievant response or, if no response was received, within seven business days of the Level One response decision issuance deadline. The appeal shall be sent to [Grievances@risd.org](mailto:Grievances@risd.org).~~

~~After receiving notice of the appeal, the Grievance Coordinator shall forward the notice of appeal and Level One record to the Level Two Hearing Officer. The Grievant may request a copy of the Level One record from the Grievance Coordinator.~~

~~After receiving notice of the appeal, the Level One administrator, with assistance from human resources if necessary, shall prepare and forward a record of the Level One complaint to the Level Two administrator.~~

The Level One record shall include:

1. The original complaint form and any attachments;
2. All other documents submitted by the Grievant employee at Level One;
3. The written response issued at Level One and any attachments; and;
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The ~~Grievance Coordinator Superintendent or designee~~ shall schedule a hearing conference within seven business days after the appeal notice is filed. ~~The Level Two hearing~~ The conference shall be limited to the issues presented on the Level One complaint form and documents submitted considered at the Level One hearing. ~~At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.~~

If the Level One Hearing Officer relied upon additional evidence in making the decision, the Grievant may also submit this evidence as part of their documentation at the Level Two hearing. The Grievance Coordinator will communicate the procedures for the hearing to both parties, including time limits.

Following the hearing, the Hearing Officer shall conduct such investigation as he or she believes is necessary to fairly respond to the complaint. In reaching a decision, the Hearing Officer may consider the Level One record, information provided at the Level Two hearing, and any other relevant documents or information the Hearing Officer believes will help resolve the complaint. The Hearing Officer shall submit the written decision to the Grievance Coordinator.

Absent extenuating circumstances, the Grievance Coordinator shall provide the Grievant the Hearing Officer's written response within seven business days following the hearing.

~~The Level Two hearing officer shall conduct such investigation or review as he or she believes is necessary to fairly respond to the employee's concerns and shall provide the employee a written response within seven days following the conference. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.~~

~~Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.~~

### ~~Level Three~~

If the ~~Grievant employee~~ did not receive the relief requested at Level Two or if the time for a response has expired, the Grievant employee may appeal the decision to the Board.

The Level Three appeal notice must be filed in writing on the District form, on a form provided by the District, within seven business days of the date of the written Level Two decision being sent to the Grievant response or, if no response was received, within seven

business days of the Level Two ~~decision issuance response~~ deadline. The appeal shall be sent to [Grievances@risd.org](mailto:Grievances@risd.org).

### Informal Mediation Meeting

Prior to scheduling the Level Three hearing, the Grievant will be given the opportunity to engage in an informal mediation meeting with the Superintendent's designee. The informal mediation meeting is voluntary and provides the parties an opportunity to attempt a final resolution prior to the Level Three hearing. Within five business days of submitting the Level Three appeal form, the Grievant shall notify the Grievance Coordinator if Grievant is interested in participating in an informal mediation meeting.

The informal mediation meeting will be scheduled within ten business days of the Grievant expressing interest in participating in an informal discussion. Within five business days of the meeting, the Superintendent's designee will send follow-up correspondence to the Grievant. If the Grievant is satisfied with the outcome of the informal mediation meeting, the grievance will be closed. If the Grievant is not satisfied with the outcome of the informal mediation meeting, the Level Three hearing will be forwarded to the Office of General Counsel for scheduling.

~~Employees who seek a Level Three hearing shall first meet with the Board's designee to review the complaint. The Board's designee shall schedule a meeting within seven days of receiving the Level Three request to consider the complaint and explore avenues of resolution. If the complaint is not resolved, the Board's designee shall conduct any further investigation he or she believes is appropriate to fairly consider the complaint and shall prepare a written recommendation and schedule a hearing for an upcoming Board meeting. The employee shall receive a copy of the recommendation before the scheduled hearing.~~

### Level Three

The Level Three hearing shall occur when a quorum of the Board is available to hear the complaint. The Office of the General Counsel ~~The Superintendent or designee~~ shall inform the Grievant employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Office of the General Counsel Superintendent or designee shall provide the Board the record of the Level Two appeal. The Grievant employee may request a copy of the Level Two record from the Office of the General Counsel.

The Level Two record shall include:

1. The Level One record~~:-~~
2. The notice of appeal from Level One to Level Two~~:-~~

3. The written response issued at Level Two and any attachments; and.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The Level Three appeal shall be limited to the issues outlined on the Level Two appeal form and documents considered at Level Two hearing. ~~except that if~~ If at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the Grievant employee notice of the nature of the evidence at least three business days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The Board's presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the Grievant employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The hearing procedures shall be provided to both parties prior to the hearing. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the Grievant employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter, at the presiding officer's discretion.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**BOARD OF TRUSTEES  
RICHARDSON INDEPENDENT SCHOOL DISTRICT  
RICHARDSON, TEXAS**

**Date:** January 18, 2024

**Submitted by:** Dr. Matthew Gibbins, Assistant Superintendent- Administrative Services;  
Leticia D. McGowan, General Counsel

## INFORMATION ITEM

**TOPIC:** Amendment to Policy FFAC (LOCAL) - Wellness and Health Services: Medical Treatment

**BACKGROUND INFORMATION:**

Staff regularly review local policies to ensure they conform to District needs, applicable law, and best practices. The recommendation is to amend FFAC (LOCAL) - Wellness and Health Services: Medical Treatment.

The following policy is provided for the Board's review:

- a. FFAC (LOCAL) - Wellness and Health Services: Medical Treatment

**PROPOSED RECOMMENDATION:**

The proposed revision of the Local Policy is submitted for the Board's review:

1. FFAC (LOCAL) - Wellness and Health Services: Medical Treatment

The recommended revisions are to incorporate legislative changes from Senate Bill 629. Senate Bill 629 requires a district to adopt a policy regarding maintenance, administration, and disposal of opioid antagonists at each campus that serves students in grades 6 through 12. The proposed amendments reflect this requirement and expands the policy to all grade levels.

No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by this or other District policy.

**Medication Provided  
by Parent**

The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations:

1. Prescription medication in accordance with legal requirements.
2. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan for a student with disabilities.

**Medication Provided  
by District**

Except as required by law and provided by this policy, the District shall not purchase medication to administer to a student.

**Opioid Antagonist**

This provision shall be applicable to every campus.

*On Campus*

The District authorizes school personnel who have been adequately trained to administer an opioid antagonist in accordance with law and this policy. Administration of an opioid antagonist shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing an opioid-related overdose.

Each applicable campus shall have at least one individual who is authorized and trained to administer an opioid antagonist present during regular school hours.

*Maintenance,  
Availability,  
Training, and  
Reporting*

Each applicable campus shall have at least two unused, unexpired opioid antagonist doses available.

All opioid antagonists shall be stored in a secure location and shall be easily accessible by individuals who are authorized and trained to administer an opioid antagonist.

The Superintendent shall develop administrative regulations addressing acquisition, maintenance, expiration, and disposal of opioid antagonists in the District, as well as reporting, employee training, and emergency notification requirements.

**Psychotropics**

Except as permitted by law, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

**Medical Treatment**

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.

The District shall seek appropriate emergency care for a student as required or deemed necessary.

**BOARD OF TRUSTEES  
RICHARDSON INDEPENDENT SCHOOL DISTRICT  
RICHARDSON, TEXAS**

**Date:** January 18, 2024

**Submitted by:** Dr. Kristin Leeper, Assistant Superintendent- Teaching & Learning; Leticia D. McGowan, General Counsel

## **INFORMATION ITEM**

**TOPIC:** Deletion of Policy EF(LOCAL) – Instructional Resources

**BACKGROUND INFORMATION:**

Staff regularly review local policies to ensure they conform to District needs, applicable law, and best practices. The recommendation is to delete EF(LOCAL) – Instructional Resources.

The following policy is provided for the Board’s review:

- a. EF (LOCAL) - Instructional Resources.

**PROPOSED RECOMMENDATION:**

The proposed revision of the Local Policy is submitted for the Board’s review:

1. EF(LOCAL) – Instructional Resources

The recommended deletion is to appropriately address the procedures for instructional materials and library materials in the distinct policies for those topics. While instructional materials and library materials are both considered instructional resources, they are not the same. Therefore, library materials should be treated differently from instructional materials used in classroom instruction. The information in the current version of the EF policy will be moved into the LOCAL policy for Instructional Materials and the LOCAL policy for Library Materials, as appropriate.

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**Note:** For information related to the selection process and accounting of instructional materials, as this term is defined by state law and rule, see CMD and EFA.

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The District shall provide a wide range of instructional resources for students and faculty that present varying levels of difficulty, diversity of appeal, and a variety of points of view. Although professional staff members may select instructional resources for their use in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

The principal shall annually review with his or her staff this policy and guidelines along with EMB(LOCAL), Teaching About Controversial Issues.

### Objectives

In this policy, "instructional resources" may include textbooks, library acquisitions, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional resources are to implement, enrich, and support the District's educational program.

The Board shall rely on District professional staff to select and acquire instructional resources that:

1. Enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturity levels.
2. Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards.
3. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives.
4. Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.
5. Provide a wide range of background information that will enable students to make intelligent judgments in their daily lives.

### Selection Criteria

In the selection of instructional resources, professional staff shall ensure that the resources:

INSTRUCTIONAL RESOURCES

EF  
(LOCAL)

- ~~1.— Support and are consistent with the general educational goals of the state and District and the aims and objectives of individual schools and specific courses consistent with the District and campus improvement plans.~~
- ~~2.— Meet high standards for artistic quality and/or literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.~~
- ~~3.— Are appropriate for the subject area and for the age, ability level, learning styles, and social and emotional development of the students for whom they are selected.~~
- ~~4.— Are designed to help students gain an awareness of our pluralistic society.~~
- ~~5.— Are designed to provide information that will motivate students and staff to examine their own attitudes and behavior; to understand their duties, responsibilities, rights, and privileges as citizens participating in our society; and to make informed choices in their daily lives.~~
- ~~6.— For library selections, are integral to the instructional program, are appropriate for the reading levels and understanding of students, reflect the interests and needs of the students and faculty, are included because of their literary or artistic value and merit, and present information with the greatest degree of accuracy and clarity.~~
- ~~7.— Comply with criteria for instructional material dealing with HIV/AIDS and sexuality education. [Refer to EHAA(LEGAL); EHAA(REGULATION), and applicable instructional guidelines]~~

~~Administrators, teachers, library media specialists, other District personnel, parents, and community members, as appropriate, may recommend instructional resources for selection. Gifts of instructional resources shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).~~

~~Selection of resources is an ongoing process that includes the removal of resources no longer appropriate and the periodic replacement or repair of resources that still have educational value.~~

~~CONTROVERSIAL OR  
SENSITIVE ISSUES~~

~~The Superintendent shall develop and implement guidelines under which sensitive or controversial issues are identified and reviewed prior to inclusion as District instructional resources or acquired in materials via the District's library system. The process also shall address the methods to be used at the local building level to address concerns and challenges to sensitive or controversial issues.~~

~~While any issue may become controversial or sensitive because of outside events or specific circumstances, the following list identifies those topics that traditionally have included sensitive or controversial issues:~~

- ~~1.— American heritage;~~
- ~~2.— Personal values and morals;~~
- ~~3.— Crime prevention and drug education;~~
- ~~4.— Home and family life;~~
- ~~5.— Sex and violence;~~
- ~~6.— Racial and ethnic issues, including cultural bias;~~
- ~~7.— Controversial language;~~
- ~~8.— Religion (see also policy EMI);~~
- ~~9.— The occult or supernatural; and~~
- ~~10.— Political systems and economic philosophy.~~

~~The Superintendent may identify additional topics from time to time that should be considered potentially sensitive or controversial for an identified period of time in response to external events or specific circumstances affecting the school community. A District employee shall follow the guidelines developed by the Superintendent in handling or presenting controversial or sensitive issues related to curriculum and instruction, speakers, presentations, and surveys.~~

~~The selection of library acquisitions that may include controversial issues shall endeavor to maintain a balanced collection representing various views. Library materials shall be chosen to clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems. [See also EMB(LOCAL) for policy regarding instruction involving controversial issues]~~

~~Materials used for classroom instruction that address HIV/AIDS and sexuality education shall be consistent with criteria established in policy EHAA(LEGAL) and applicable instructional guidelines. All media and other resources secured from outside the District that address these and other controversial issues shall be previewed and reviewed by a committee.~~

**Challenged  
Resources**

~~A parent of a District student, any employee, or any District resident may formally challenge an instructional resource used in the~~

~~District's educational program on the basis of appropriateness. A parent should be informed via course syllabus or letter when instructional resources that include sensitive or controversial issues will be presented.~~

~~Informal  
Reconsideration~~

~~The school receiving a complaint about the appropriateness of an instructional resource shall try to resolve the matter informally using the following procedure:~~

- ~~1. The principal or designee shall explain the school's selection process, the criteria for selection, and the qualifications of the professional staff who selected the questioned resource.~~
- ~~2. The principal or designee shall explain the intended educational purpose of the resource and any additional information regarding its use.~~
- ~~3. If appropriate, the principal or designee may offer a concerned parent an alternative instructional resource to be used by that parent's child in place of the challenged resource.~~
- ~~4. If the complainant wishes to make a formal challenge, the principal or designee shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the resource.~~

~~Formal  
Reconsideration~~

~~The Superintendent may develop additional procedures for submitting a formal objection about instructional resources. Such objections shall be made on the Request for Reconsideration of Instructional Resources form. The form shall be completed and signed by the concerned party and filed with the principal or designee. Upon receipt of the request, the principal shall send it to the office of the director of Library/Media Services or other professional staff members designated by the Superintendent who shall establish a reconsideration committee. [See ICG 9.33.1–9.33.7]~~

~~The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged resource with students or is familiar with the challenged resource's content. Other members of the committee may include District-level staff, library staff, secondary-level students, parents, and any other appropriate individuals.~~

~~All members of the committee shall review the challenged resource in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged resource conforms to the principles of selection set out in this policy. The committee shall prepare a written report of its findings and provide copies to the principal, the Superintendent or designee, and the complainant.~~

~~Appeal~~

~~The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting with the appropriate administrator. [See DGBA, FNG, and GF]~~

~~Guiding Principles~~

~~The following principles shall guide the Board and staff in responding to challenges of instructional resources:~~

- ~~1. A complainant may raise an objection to an instructional resource used in a school's educational program, despite the fact that the professional staff selecting the resources were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for instructional resources set out in this policy.~~
- ~~2. A parent's ability to exercise control over reading, listening, or viewing matter extends only to his or her own child.~~
- ~~3. Access to a challenged resource shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.~~

~~The major criterion for the final decision on challenged resources is the appropriateness of the resource for its intended educational use. No challenged instructional resource shall be removed solely because of the ideas expressed therein.~~

~~Disposal of Materials~~

~~The District shall systematically remove worn or obsolete library books and other instructional materials and equipment from the library collection. The Superintendent shall adopt guidelines for such disposal.~~

**BOARD OF TRUSTEES  
RICHARDSON INDEPENDENT SCHOOL DISTRICT  
RICHARDSON, TEXAS**

**Date:** January 18, 2024

**Submitted by:** Dr. Kristin Leeper, Assistant Superintendent- Teaching & Learning; Leticia D. McGowan, General Counsel

## **INFORMATION ITEM**

**TOPIC:** Addition of Policy EFA(LOCAL) – Instructional Resources: Instructional Materials

**BACKGROUND INFORMATION:**

Staff regularly review local policies to ensure they conform to District needs, applicable law, and best practices. The recommendation is to add EFA(LOCAL) – Instructional Resources: Instructional Materials.

The following policy is provided for the Board’s review:

- a. EFA (LOCAL) - Instructional Resources: Instructional Materials.

**PROPOSED RECOMMENDATION:**

The proposed addition of the Local Policy is submitted for the Board’s review:

- 1. EFA(LOCAL) – Instructional Resources: Instructional Materials.

The recommended addition is to appropriately address the procedures for instructional materials, including specifically to address the selection and review of Instructional Materials.

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**Note:** For information related to the accounting of instructional materials, as this term is defined by state law and rule, see CMD.

For information related to the selection process of library materials, see EFB(LOCAL).

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The District shall provide instructional materials designed to teach the Texas Essential Knowledge and Skills and further the District's educational mission. Although the Superintendent shall ensure that professional staff select instructional materials in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

### **Objectives**

In this policy, "instructional materials" may include textbooks, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional materials are to implement, enrich, and support the District's educational program.

### **Selection**

Instructional materials that are textbooks and related supplemental materials shall be chosen from the list of resources adopted by the State Board of Education in accordance with administrative regulations and the objectives above.

The Board shall rely on District professional staff to select and acquire instructional materials that:

1. Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and objectives of individual schools and specific courses, and the District and campus improvement plans.
2. Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom they are selected.
3. Meet high standards for artistic quality, literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.
4. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives. [See also EMB regarding instruction about controversial issues.]
5. Promote literacy.

District professional staff may select additional instructional materials in accordance with administrative regulations and the criteria above.

Administrators, teachers, other District personnel, parents, and community members, as appropriate, may recommend instructional materials for selection. Gifts of instructional materials shall be evaluated according to these criteria and accepted or rejected in

accordance with CDC(LOCAL).

Selection of instructional materials is an ongoing process that includes the removal of materials no longer appropriate and the periodic replacement or repair of materials that still have educational value.

### **Challenged Resources**

A parent of a District student, a student who is 18 years of age or older, an individual employee, or any District resident may challenge an instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy.

#### *Guiding Principles*

The following principles shall guide the Board and staff in responding to challenges of instructional materials:

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged instructional materials is the appropriateness of the material for its intended educational use. No challenged instructional material shall be removed solely because of the ideas expressed therein.

#### *Informal Reconsideration*

When the District or a campus receives an objection to the appropriateness of an instructional material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the administrator may offer a concerned parent an alternative instructional material to be used by that parent's child in place of the challenged material.

If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the instructional material.

#### *Formal Reconsideration*

A complainant shall make any formal challenge to an instructional material on the form provided by the District and shall submit the completed and signed form to the principal and Teaching and Learning. Upon receipt of the form, the Teaching and Learning office designee shall establish a reconsideration committee.

### Reconsideration Committee Pool

Each year, the District shall solicit applications from parents, community members, secondary students, and teachers to be included in a reconsideration committee pool. The application submission period shall be open for at least 30 calendar days. Upon the closing of the application submission period, the Board shall review the applicants and make appointments to the reconsideration committee pool.

### Reconsideration Committees

The reconsideration committee shall be an uneven number and include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may include District-level staff, secondary-level students, parents, and any other appropriate individuals. Secondary-level students, parents, teachers, and community members shall be selected from the Reconsideration Committee Pool.

All members of the committee shall review the challenged instructional material in its entirety. Within thirty (30) business days or as soon thereafter as reasonably possible given the length, complexity, or availability of the challenged material, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall prepare a written report of its findings within ten (10) business days of the reconsideration committee meeting. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

If the District receives multiple objections to the same instructional material, all objections shall be consolidated, and a single reconsideration committee appointed.

The decision of the reconsideration committee shall apply to all campuses of the same level in the District.

### Frequency of Review

After an instructional material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the periodic local selection process.

### Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the Level II. [See DGBA, FNG, and GF]

INSTRUCTIONAL RESOURCES  
INSTRUCTIONAL MATERIALS

EFA  
(LOCAL)

**BOARD OF TRUSTEES  
RICHARDSON INDEPENDENT SCHOOL DISTRICT  
RICHARDSON, TEXAS**

**Date:** January 18, 2024

**Submitted by:** Dr. Kristin Leeper, Assistant Superintendent- Teaching & Learning; Leticia D. McGowan, General Counsel

## **INFORMATION ITEM**

**TOPIC:** Addition of Policy EFB (LOCAL) – Instructional Resources: Library Materials

**BACKGROUND INFORMATION:**

Staff regularly review local policies to ensure they conform to District needs, applicable law, and best practices. The recommendation is to add EFB (LOCAL) – Instructional Resources: Library Materials.

The following policy is provided for the Board’s review:

- a. EFB (LOCAL) - Instructional Resources: Library Materials.

**PROPOSED RECOMMENDATION:**

The proposed addition of the Local Policy is submitted for the Board’s review:

1. EFB (LOCAL) – Instructional Resources: Library Materials.

The recommended addition is to appropriately address the procedures for library materials, including specifically to address the selection and review of Library Materials.

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**Note:** For information related to the selection of instructional materials, see EF(LEGAL) and EFA.

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The District shall provide 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 Superintendent shall ensure that librarians and other designated professional staff select library materials in accordance with District policy and administrative regulations.

### **Objectives**

In this policy, “library materials” may include printed and electronic library acquisitions and other ancillary or supplementary materials maintained in a campus or classroom library. In accordance with state and local guidelines, library collections should enrich and support the state and local curriculum. Collections should also provide materials of high interest to encourage student reading and learning pleasure.

Library materials may be used to enhance the instructional program, for formal or informal teaching and learning purposes, and for voluntary inquiry or self-selected reading. While instructional materials and library materials are both considered instructional resources, they are not the same, and the term library materials should not be used interchangeably with instructional materials for the purpose of this policy.

In accordance with state and local standards, school libraries are essential interactive collaborative learning environments, ever evolving to provide equitable physical and virtual access to ideas, information, and learning tools for the entire school community.

School libraries are essential, safe, and inviting centers for teaching and learning that provide equitable access to emerging technologies and physical and virtual collections of high quality, reflecting input from stakeholders.

### **Parental Involvement**

The District shall focus on maximizing transparency with parents and community members while meeting student needs and providing enrichment opportunities with library materials. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

To support transparency and access for the school community, the District shall establish means for parents and the public to review holdings, including information about titles and how materials are assessed. Parents may also elect to restrict their own student’s ability to select library materials in accordance with administrative regulation.

### **Protection from Inappropriate Material**

Library materials shall not include “harmful material” as defined by Penal Code 43.24(a)(2) or “obscene” material as defined by Penal Code 43.21(a)(1).

Library materials shall comply with the Children’s Internet Protection Act (CIPA), including technology protection measures. [See CQ]

### **Collection Development**

Library materials in the library collection shall be chosen in accordance with this policy and administrative regulation. In the selection of library materials, the District-level library director or individuals designated by that supervisor (i.e., campus librarians) staff shall ensure that the materials:

1. Are consistent with the standards and guidelines adopted by the Texas State Library and Archives Commission,
2. Enrich and support the Texas Essential Knowledge and Skills (TEKS), and curriculum established by Education Code 28.002, while taking into consideration students' varied interests, abilities, learning styles, and maturity levels,
3. Foster growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards,
4. Develop a balanced collection presenting multiple viewpoints related to controversial issues to foster critical thinking skills and encourage discussion based on rational analysis [see EMB regarding instruction about controversial issues],
5. Represent many ethnic, religious, and cultural groups of the state and their contributions to Texas, the nation, and the world,
6. Provide a wide range of background information that will enable the students to think critically and make informed decisions in their daily lives,
7. Demonstrate literary merit, quality, value, and significance,
8. Have received favorable professional library reviews from state and nationally recognized review publications,
9. Have received state or national awards or are included on recommended reading lists developed by library professionals and educators or an advanced course recommended literature reading list,
10. Cover topics, authors, series, or genres that fill gaps in the school library collection,
11. Include accurate and authentic factual content from authoritative sources,
12. Have a high degree of potential user appeal and interest,
13. Offer equitable access including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners,
14. Are requested or recommended by students, teachers and parents,
15. Mirror selections found in neighboring districts or libraries in the region,
16. Represent the diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

### **Parent Consideration**

In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent. Parents are encouraged to communicate with the campus librarian and their child's teacher about self-selected library materials. Special considerations regarding library materials may be requested by filling out the Opt-Out form available on the District's website. In accordance with state law and administrative regulations, parents may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources see EF(LEGAL)].

### Challenged Resources

A parent of a District student, a student who is 18 years of age or older, an individual employee, or any District resident may challenge a library material and/or electronic resource maintained in the District's library collection on the basis that the library material fails to meet the standards set forth in this policy.

#### Guiding Principles

The following principles shall guide the Board and staff in responding to challenges of library materials:

1. A complainant may raise an objection to a library material used in the District's library program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.
2. A parent's ability to exercise control over instruction and instructional resources, including library materials, extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the district may deny access to a child if requested by the child's parents [EF LEGAL].

The major criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed therein.

#### Informal Reconsideration

When the District or a campus receives an objection to the appropriateness of a library material, the appropriate librarian or administrator shall try to resolve the matter informally. The librarian or administrator shall explain the selection process and discuss the intended purpose for the library material. If appropriate, the librarian or administrator may offer a concerned parent an alternative library material to be used by that parent's child in place of the challenged material.

If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the library material.

#### Formal Reconsideration

A complainant shall make any formal challenge to a library material on the form provided by the District and shall submit the completed and signed form to the District's Library and Information Technology office. Upon receipt of the form, the Director of Library and Information Technology shall appoint a reconsideration committee.

#### Reconsideration Committee Pool

Each year, the District shall solicit applications from parents, community members, secondary students, and teachers to be included in a reconsideration committee pool. The

application submission period shall be open for at least 30 calendar days. Upon the closing of the application submission period, the Board shall review the applicants and make appointments to the reconsideration committee pool.

### Reconsideration Committees

The reconsideration committee shall be an uneven number and include a district appointed librarian and at least one member of the instructional staff who is familiar with the challenged material's content. Other members of the committee may include District-level staff, parents, community members, secondary-level students, and any other appropriate individuals. Secondary-level students, parents, teachers, and community members shall be selected from the Reconsideration Committee Pool.

All members of the committee shall review the challenged library material in its entirety. Within thirty (30) business days or as soon thereafter as reasonably possible given the length, complexity, or availability of the challenged material, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be part of the library collection. The committee shall prepare a written report of its findings within ten (10) business days of the reconsideration committee meeting. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

If the District receives multiple objections to the same library material, all objections shall be consolidated, and a single reconsideration committee appointed.

The decision of the reconsideration committee shall apply to all campuses of the same level or that own the library material in the District.

### Frequency of Review

After a library material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the regular maintenance of the library collection. [See Maintenance of Library Materials, below.]

### Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the level II. [See DGBA, FNG, and GF]

### Gifts and Donations

Annually the District will evaluate and make a determination if book or monetary donations are needed. Gifts and donations to school and/or classroom libraries are accepted as needed with the understanding that the decision for use and disposition of the materials and/or funds will be determined using the same selection criteria as purchased materials as set out above. All materials should support the curriculum and needs of library users. Gifts and donations, like purchased resources, shall be removed from the collection at the end of their useful life. Gifts and donations shall also be subject to the reconsideration procedure as set out in this policy [See CDC].

**Maintenance of Library Materials**

In accordance with state and local guidelines, collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are established for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See CI]

**BOARD OF TRUSTEES Richardson  
Independent School District  
Richardson, Texas**

**Date:** January 18, 2024

**Department:** District Operations

**Submitted by:** Sandra Hayes, Assistant Superintendent

## **INFORMATION ITEM**

**TOPIC:** Safety and Security Update

### **BACKGROUND INFORMATION:**

The safety and security of students and staff is of paramount importance. Richardson ISD works with the Texas School Safety Center to make sure the district is in compliance with all safety and security initiatives. In an effort to keep schools protected in the wake of the Uvalde School Massacre a new mandate coming from our Governors Office requires districts to report any time an unannounced intruder audit is carried out in our district. Since the beginning of the 2023-2024 school year 34 campuses have had unannounced intruder audits with three campuses, O'Henry, Wallace and Carolyn Bukhair, each having one finding.

### **SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent presents the Safety and Security Update for the Board's information.