



Agenda of Regular Meeting

Thursday, December 11, 2025

The Board of Trustees

Richardson ISD

A Regular Meeting of the Board of Trustees of Richardson ISD will be held Thursday, December 11, 2025, 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 December 5, 2025.

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. Non-Agenda Related Topic</p> <p>III. CONSENT / CONFIRMATION AGENDA ITEMS</p> <p>Submitted for Action and/or Information</p>	<p>A. Minutes of November 17 and November 20, 2025 11</p> <p style="padding-left: 20px;">Action Item</p> <p>B. Human Resources Report 20</p> <p style="padding-left: 20px;">Action/Information Item</p> <p>C. Recommended Specified Best Value/Low Bids, Contracts and Cumulative Purchases 24</p> <p style="padding-left: 20px;">Action/Information Item</p> <p style="padding-left: 40px;">Part A: New Bids - For Approval</p> <p style="padding-left: 60px;">Miscellaneous Consultant Services</p> <p style="padding-left: 60px;">Commodity Discount Providers</p> <p style="padding-left: 60px;">Excess Workers Compensation</p> <p style="padding-left: 40px;">Part B: Bid Renewals - For Approval</p> <p style="padding-left: 60px;">None</p> <p style="padding-left: 40px;">Part C: Purchase and Contract Information (Greater than \$100,000) - For Approval Purchases, Contracts, Contract Modifications & Change</p> <p style="padding-left: 60px;">Hill & Wilkinson - Natatorium Renovation Project (Berkner High School) (RISD 25-351)</p> <p style="padding-left: 60px;">CDW-G - Microsoft Enrollment Education Services Yearly Renewal (TIPS 230105- Technology Solutions Products and Services)</p> <p style="padding-left: 60px;">DH Pace Company, Inc. - BSE Door/Hardware Replacement (TIPS 240501)</p> <p style="padding-left: 60px;">MeTEOR Education, LLC - Family Services Furniture (Equalis R10-1176)</p> <p style="padding-left: 60px;">Vertosoft, LLC - Annual renewal of support for the UKG-Kronos timekeeping system for 2026 (Omnia Partners 01-165)</p> <p style="padding-left: 40px;">Part D: Interlocal Agreements, Memorandums of Understanding, and Other - For Approval</p> <p style="padding-left: 60px;">Interlocal Agreements:</p> <p style="padding-left: 80px;">None</p> <p style="padding-left: 60px;">Memorandums of Understanding:</p> <p style="padding-left: 80px;">None</p> <p style="padding-left: 60px;">Cooperative Agreements:</p> <p style="padding-left: 80px;">Global Furniture Group per Tips 230301 (Furniture, Furnishings and Services) through May 31, 2028</p> <p style="padding-left: 80px;">MooreCo Inc. per Tips 230301 (Furniture, Furnishings and Services) through May 31, 2028</p> <p style="padding-left: 80px;">Johnson Controls, Inc. - per University of California (through Omnia Partners) 2023003491 (Building Management Services) through August 31, 2028</p> <p style="padding-left: 80px;">EAN Services - per TPASS 975-C1 (Auto/Truck Rental Services) through August 1, 2026</p> <p style="padding-left: 80px;">Z Floor Co., Ltd. - per BuyBoard 737-24 (Indoor and Outdoor Sports Surfaces, Repair and Renovation and Gym Floor Refinishing) through May 31, 2026</p> <p style="padding-left: 80px;">Netsync Network Solutions per DIR -CPO-4866 (Cybersecurity Products and Related Services) through November 16, 2026</p> <p style="padding-left: 80px;">Jostens Inc. per McKinney ISD 2025-07-644 (Printing, Photo Copying, Graphic Design, Signage, Graduation, Yearbook Supplies and Services) through August 18, 2026</p> <p style="padding-left: 80px;">Intermountain Lock Security Supply dba IML Security Supply per Paradise Valley Unified School District through 1GPA 25-08PV-04-E1 (Locks, Door Hardware, Related Parts and Services) through November 25, 2026</p> <p style="padding-left: 60px;">Other:</p> <p style="padding-left: 80px;">None</p> <p style="padding-left: 40px;">Part E: Contracts, Contract Modifications & Change Orders: Less than \$100,000 (Information Only)</p> <p style="padding-left: 60px;">Soliant Healthcare Services LLC on behalf of Verona Burgess - Fulfill all teacher responsibilities for the position assigned to on days that school is in session between December 1, 2025, and May 22, 2026, including but not limited to: planning and providing instruction, assisting with students' personal care needs, preparing Individual Education Plans (IEPs), and attending</p>
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Admission Review Dismissal(ARD) committee meetings, and participating in campus team meetings and staff development through May 22, 2026.

Soliant Healthcare Services LLC on behalf of Carla Shequita Leejay - to provide support to Richardson Independent School District Evaluation staff including but not limited to educational assessment, report writing, and attendance of Admission, Review and Dismissal meetings through January 30, 2026.

Soliant Healthcare Services LLC on behalf of Blanca L. Aguilar - to provide support to Richardson Independent School District Evaluation staff including but not limited to educational assessment, report writing, and attendance of Admission, Review and Dismissal meetings through the 2025-26 school year.

Camp El Tesoro - Field Trip for Canyon Creek May 6 - 8, 2026.

Part F: Cumulative Purchases - Information Only

Cumulative Purchases from Qualified Vendors:

1GPA

ALLIED STATE (Region 19)

BUY BOARD - Texas Association of School Boards

CPGPC - Choice Partners

CTPA

DIR - State of Texas Department of Information Resources

EPCNT - Education Purchasing Cooperative of North Texas

ESC - Educational Service Center

SOURCEWELL - Sourcewell (previously NJPA)

OMNIA Partners - TCPN/IPA/US Communities

TIPS - The Interlocal Purchasing System

EQUALIS

D.	Schedule of Upcoming Bids	31
	Information Item	
E.	Bond Expenditure Report	33
	Information Item	
F.	Budget Status Report	37
	Action Item	
G.	Monthly Financial Statements	44
	Information Item	
H.	Consider Casting a Vote for the Board of Directors for DCAD	64
	Action Item	

IV. ACTION / INFORMATION ITEMS

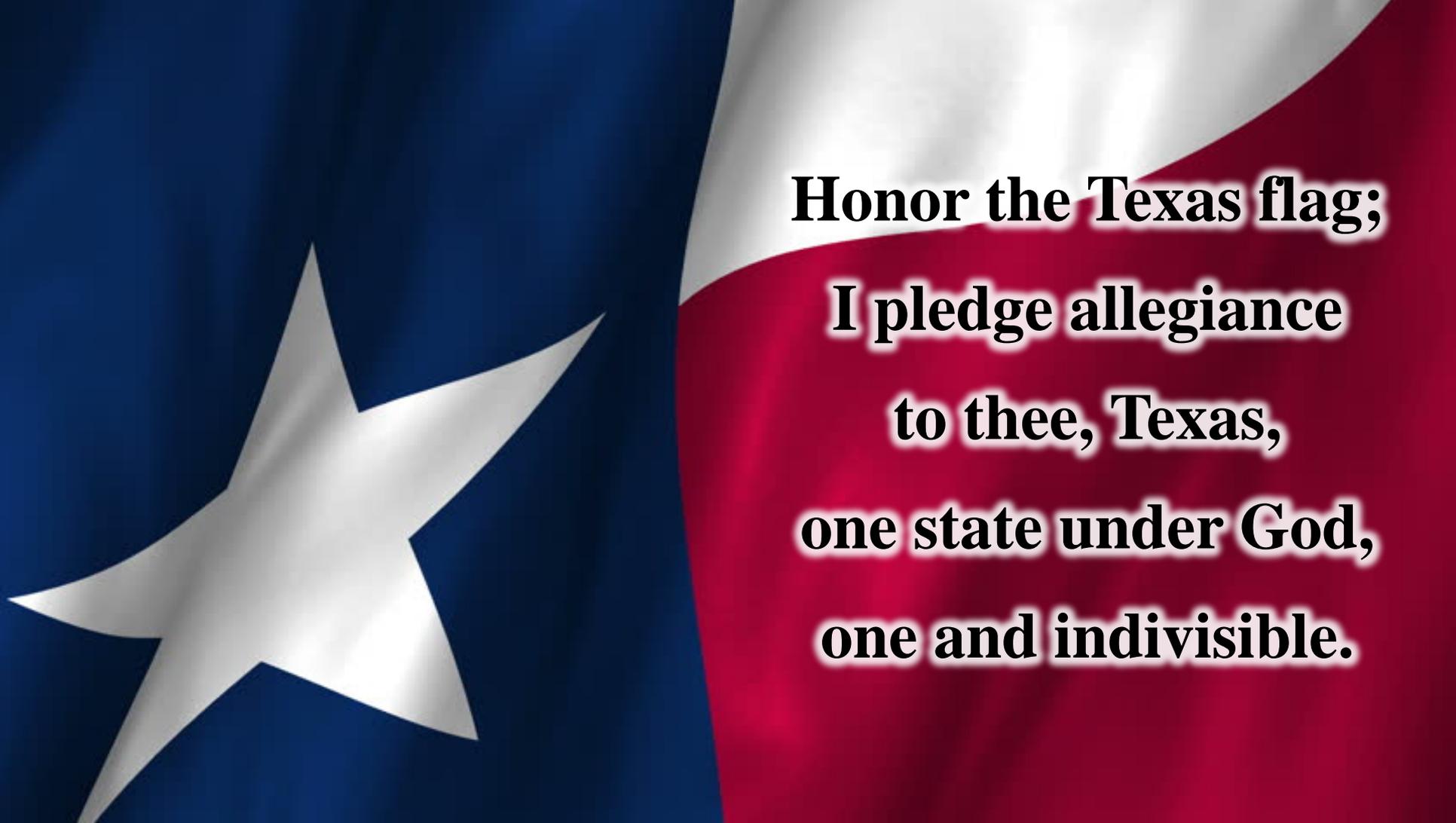
A.	Consider Gifts	68
	Action Item	
B.	Consider Adoption of 2026 PIA Calendar	70
	Action Item	
C.	Consider Adoption of 26-27 and 27-28 Academic Calendars	72
	Action Item	
D.	Middle Schools Transformation Presentation	90
	Information Item	
E.	Strategy & Engagement Communications and Marketing Update	115
	Information Item	
F.	2026-2027 Budget Discussion	135
	Information Item	

G.	Review Revisions to Board Policies:	144
	1. FNG (LOCAL): Student and Parent Complaints/ Grievances	
	2. DGBA (LOCAL): Employee Complaints/ Grievances	
	3. GF (LOCAL): Public Complaints	
	Information Item	
H.	Receive Intruder Audit Update	184
	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 551.074 - Personnel Matters.	
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(LEGAL)]

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 background of the image is the Texas state flag, featuring a blue field with a white five-pointed star on the left, and a white and red field on the right. The text is overlaid on the right side of the flag.

**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 video. Una persona que elija hablar durante la Sección de Comentarios Públicos está consintiendo la publicación en línea de sus comentarios en audio y video.

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: December 11, 2025

Department: Board of Trustees Office

Submitted by: Viri Gutierrez, Administrative Manager - Board Relations

ACTION ITEM

TOPIC: Minutes of November 17 and November 20, 2025 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 2025 meeting(s) listed above.

**RICHARDSON INDEPENDENT SCHOOL DISTRICT
Board of Trustees
November 17, 2025**

The Board of Trustees of the Richardson Independent School District met in a Called Meeting at 5:31 P.M., in the Administration Building, 400 South Greenville Avenue, Richardson, Texas with the following present: Regina Harris and Megan Timme. As well as Mrs. Tabitha Branum, Superintendent; Ms. Leticia McGowan, General Counsel; Matthew Gibbins, Assistant Superintendent of Administrative Services and Mr. David Pate, Assistant Superintendent of Finance and Support Services. Present

Chris Poteet, Rachel McGowan, Eric Eager, Debbie Rentería, Vanessa Pacheco Absent

Public Speakers Public Comment

- Euan Blackman - Bond Election Results

A motion was made by Megan Timme and seconded by Regina Harris to approve the resolution whereas, in accordance with the Election Order and Notice that the Board of Trustees approved on August 7, 2025, RISD participated in a joint, county-wide election on November 4, 2025, for the purposes of holding a bond election for three bond propositions; and whereas, the Board, after canvassing the November 4, 2025, returns determined that RISD voters approved Bond Proposition A (approximately 63.89% in favor); Bond Proposition B (approximately 64.69% in favor); and Bond Proposition C (approximately 52.85% in favor). Therefore, be it resolved that the Board of Trustees accepts the results of the November 4, 2025, election as certified by the Dallas County Elections Department and approves the attached Order Canvassing Returns and Declaring the Results of a Bond Election Held in the Richardson Independent School District on November 4, 2025. No. 9070
Canvass Returns
-Bond Election

Motion passed 2-0

Regina Harris, Megan Timme

None

Yeas

Nays

Ms. Harris adjourned the meeting at 5:38 P.M. on September 17, 2025. Adjourned

Approved as submitted on December 11, 2025.

Secretary

President

RICHARDSON INDEPENDENT SCHOOL DISTRICT
Board of Trustees
November 20, 2025

The Board of Trustees of the Richardson Independent School District met in a Regular Meeting at 6:02 P.M. in the Administration Building, 400 South Greenville Avenue, Richardson, Texas with the following present: Mr. Chris Poteet, President; Ms. Rachel McGowan, Vice President; Mrs. Debbie Rentería, Secretary; Ms. Regina Harris, Mrs. Vanessa Pacheco and Mr. Eric Eager. As well as Mrs. Tabitha Branum, Superintendent; Mr. Mike Jasso, Assistant Superintendent of Operations; Ms. Leticia McGowan, General Counsel; Dr. Chris Goodson, Assistant Superintendent of Human Resources; Dr. Kristin Leeper, Assistant Superintendent of Teaching and Learning; Mr. David Pate, Assistant Superintendent of Finance and Support Services; Dr. Melissa Heller, Assistant Superintendent of Strategy and Engagement; Mr. Henry Hall, Assistant Superintendent of Technology, and Dr. Matthew Gibbins, Assistant Superintendent of Administrative Services.	Present
Megan Timme	Absent
Mr. Chris Poteet, welcomed Layne Sandidge from Richardson High School, to help lead the pledges of Allegiance.	Pledges of Allegiance
Dr. Melissa Heller presented the recognitions listed below. The Board recognized the following: Partner Recognitions <ul style="list-style-type: none">● Rev. Joanna Kim and Rev. Carolyn Osoinach, St. Barnabas Presbyterian Church District Recognition <ul style="list-style-type: none">● RISD Career & Technical Education -2026 CTE District of Distinction Designee Staff Recognitions <ul style="list-style-type: none">● RISD Apple Learning Coaches -<ul style="list-style-type: none">○ Morgan Cave○ Kelsey Ord○ Kadie Trammell○ Taylor Wooten○ Kim Farias○ Ashley Gideon○ Lindsay Cross○ Ashleigh Edney● Laura Blatzheim, ALTRUSA Outstanding Women of Today: Hearts of Service Award● Ashley Jones, ALTRUSA Outstanding Women of Today: Hearts of Service Award Winner● Dr. Summer Martin, LSSSCA Kathryn Everest Advocacy Award● Brandi Jackson, 2025 TAGT Advocate for the Gifted● Lee Geffert, RHS Teacher, Teacher of Excellence by the Texas Business Hall of Fame Student Recognitions <ul style="list-style-type: none">● Logan Zutavern, RHS Senior, National Merit Semifinalist● PSAT Commended Seniors<ul style="list-style-type: none">○ BHS:<ul style="list-style-type: none">○ Alma Zakaria○ LHHS:<ul style="list-style-type: none">○ Christopher Dykes○ Miriam McClung○ PHS:<ul style="list-style-type: none">○ Luke Berry○ Taylor Kesler○ Hannah Rosen○ Sofia Tishlias○ Megan Tran○ Jackson Winton○ Ainsley Wooley○ Ashlyn Yarborough○ Aubrey Yarbrough○ RHS:<ul style="list-style-type: none">○ Anna Capps	Recognitions

- Brody Crowder
- Cora Davies
- Benjamin Learner
- Thomas Mehari
- Layne Sandidge
- Bram Teeple
- Simon Dtran
- Isla Usie
- Theodore Yost

Special Recognitions

- Sandra Hayes, Assistant Superintendent, Celebrating 37 Years of Service in RISD

Public Speakers-

- Euan Blackman - Passing and accountability of Bond 2025
- Roger Hayes - Accomplishments and retirement of Sandra Hayes

Public Comment -
Regular

A motion was made by Vanessa Pacheco and seconded by Eric Eager to approve the consent agenda as follows:

No. 9071
Consent Agenda

- Minutes of October 9 and October 30, 2025, Meetings
- Human Resources Report
- Recommended Specified Bids, Contracts, and Cumulative Purchases:
 - Action/Information Item*
 - Part A: New Bids - For Approval*
 - Miscellaneous Consultant Services*
 - Commodity Discount Providers*
 - Lake Highlands High School, L, Building- Partial HVAC Replacement*
 - HVAC Equipment, Parts, Supplies and Services*
 - Bond Underwriting Services*
 - Classroom Music Supplies*
 - Part B: Bid Renewals - For Approval*
 - Inventory Management System*
 - Kitchen Equipment Repair and Maintenance Services*
 - Districtwide Alarm Monitoring Services*
 - Service and Repairs of District Alarms*
 - Part C: Contract Information (Greater than \$100,000) - For Approval*
 - MJYC Tech - Campus surveillance systems refresh and upgrades (TIPS 250106*
 - Netsync Network Solutions - Staff PC Device Refresh (RISD #21-124)*
 - Apple Inc. - Apple Staff Device Refresh (Choice Partners 23/036SG-01)*
 - Netsync Network Solutions - Cisco DNA and Smartnet (DIR-DIR-CPO-5347)*
 - Netsync Network Solutions - District Microsoft domain reconfiguration and modernization (DIR-CPO-4866)*
 - HKS Architects, Inc. - Addition and Renovation Project - Additional Services*
 - Agreement No. 1 (RISD Bid #23-276) - originally reported and approved Action Item, December 12, 2024*
 - Tech Smart - Curriculum as a Service (CaaS) - Term December 1, 2025 - June 30, 2027 (RISD Bid # 24-284)*
 - Part D: Interlocal Agreements, Memorandums of Understanding, and Other - For Approval*
 - Interlocal Agreements:*
 - Education Service Center Region 10 Multi-Region Purchasing Cooperative July 1, 2026 through June 30, 2027*
 - Memorandums of Understanding:*
 - None*
 - Cooperative Agreements:*
 - ParentSquare - per TIPS 230105 (Technology Solutions, Productions, and Services) through May 31, 2028*
 - CDW Government LLC - per Equalis Group R10-1123C (Audio Visual Products and Services) through August 31, 2026*
 - The Hon Company LLC - per Omnia Partners R240117 (Furniture Installation and Related Services) through December 31, 2027*

Staples Contract & Commercial Inc. - per Sourcwell 091423-SCC (Equipment, Products or Services) through December 04, 2027

AmTab - per TIPS 230301 (Furniture, Furnishings and Services) through May 31, 2028

Kimball International Brand Inc. - per Omnia Partners R240108 (Furniture, Installation and Related Services) through December 31,2027

Lakeshore Learning Materials - per Omnia Partners R240110 (Furniture, Installation and Related Services) through December 31, 2027

Indeco Sales Inc. - per Choice Partners 23/022MF-08 Addendum1 (Furniture, Fixtures, Equipment & Related Items) through April 18, 2026

Lonestar Furnishings - per TIPS 240301 (Furniture, Furnishings and Services) through May 31, 2029

Meteor Education LLC - per Equalis Group R10-1176K (Furniture and Storage Related Products and Services) through June 30, 2028

Child's Play, Inc. - per BuyBoard 781-25 (Parks and Recreation Equipment, Products and Installation Services) through September 30, 2026

B&H Photo - per Omnia Partners R250402 (Audio Visual Solutions & Services) through September 30, 2028

Agile Sports Technologies dba HUDL - per CTPA College Station RFP 23-009 (Athletic Supplies, Apparel, Equipment and Services) through May 31, 2026

Buckeye Technology Solutions dba CCS Presentation System - per TIPS 230105 (Technology Solutions, Products and Services) through May 28, 2028

Great Openings / Metalworks Inc. - per TIPS 210305 (Furniture, Furnishings and Services) through May 31, 2026

National Business Furniture - per Buy Board 767-25 (Furniture for School, Office, Science, Library and Dormitory) through March 31, 2026

WB Manufacturing LLC - per Omnia Partners R240119 (Furniture, Installation and Related Services) through December 31, 2027

Marco Group Inc. - per TIPS 240301 (Furniture, Furnishings and Services) through May 31, 2029

Wenger Corporation - per Omnia Partners R240120 (Furniture, Installation and Related Services) through December 31, 2027

Paragon Furniture Inc. - per TIPS 230301 (Furniture, Furnishings and Services) through May 31, 202

MiEN Company Inc. - per TIPS 230301 (Furniture, Furnishings and Services) through May 31, 2028

Central National Gottesman Inc. dba Lindenmeyr Munroe - per BuyBoard 747-24 (Custodial Supplies and Equipment) through September 30, 2026

Avalon Motor Coaches LLC. - per EPCNT / Dallas ISD RV-206900 (Charter Bus Services) through October 27, 2026.

All In Learning - per TIPS 240804 (Academic and Educational Goods and Services) through October 31, 2029

Watchfire Signs, LLC per BuyBoard 777-25 (Scoreboards, Signage and Digital Display Products and Installation Services) through September 30, 2026

Byrdseed LLC - per CTPA Belton ISD 2410-450-372 Addendum 1 (Instructional Materials, Supplies Equipment and Services) through March 31, 2026

Zoobean - per TIPS 230807 (Academic and Educational Goods and Services) through October 31, 2028

Other:

None

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

SHC Services Inc dba Supplemental Health Care on behalf of Gloria Kindzeka - to provide skilled nursing services for a singular student. Services include but are not limited to tracheostomy care, basic nursing assessment and care, safety, following medical orders, and communication with District staff through May 22, 2026

Soliant Healthcare Services LLC on behalf of Regina Smith - Fulfill all teacher responsibilities for the position assigned to on days that school is in session between Oct. 20, 2025 and May 22, 2026, including but not limited to: planning and providing instruction, assisting with students' personal care needs, preparing Individual Education Plans ("IEPs") and attending Admission Review

and Dismissal ("ARD") meetings, and participating in campus team meetings and staff development through May 22, 2026.

Soliant Healthcare Services LLC on behalf of Brigitte Danielle West - to provide support to Richardson Independent School District Evaluation staff including but not limited to educational assessment, report writing, and attendance of Admission, Review and Dismissal meetings through June 4, 2026.

Soliant Healthcare Services LLC on behalf of Amy Racine - Fulfill all teacher responsibilities for the position assigned to on days that school is in session between Nov. 4, 2025 and May 22, 2026, including but not limited to: planning and providing instruction, assisting with students' personal care needs, preparing Individual Education Plans ("IEPs") and attending Admission Review and Dismissal ("ARD") meetings, and participating in campus team meetings and staff development through May 22, 2026.

The Stepping Stones on behalf of Kimberly Duncan - Fulfill all teacher responsibilities for the position assigned to on days that school is in session between Oct. 29, 2025, and May 22, 2026, including but not limited to: planning and providing instruction, assisting with students' personal care needs, preparing Individual Education Programs (IEPs) and attending Admission Review Dismissal (ARD) meetings, and participating in campus team meetings and staff development through May 22, 2026.

Soliant Healthcare Services LLC on behalf of Tammy Williams - to provide support to Richardson Independent School District Evaluation staff including but not limited to educational assessment, report writing, and attendance of Admission, Review and Dismissal meetings through June 4, 2026.

Bilingual Speech Services on behalf of Terri Johnson - to provide support to District Speech Language Pathology Team to include but not limited to collaboration with campus teams, attendance in Multi-Tiered Support Systems meetings, comprehensive speech language therapy, writing Individualized Education Program completing evaluations, updating progress, and attendance of Admission, Review and Dismissal meetings January 6, 2026 through May 12, 2026.

Erin LaRue - to provide support to District Speech Language Pathology Team to include but not limited to collaboration with campus teams, attendance in Multi-Tiered Support Systems meetings, comprehensive speech language therapy, writing Individualized Education Program completing evaluations, updating progress, and attendance of Admission, Review and Dismissal meetings January 6, 2026 through May 12, 2026.

Soliant Healthcare Bianca L. Aguilar, - to provide support to RISD Evaluation staff including but not limited educational assessment, report writing, and attendance of Admission, Review and Dismissal meetings December 1, 2025 through May 22, 2026.

Bilingual Speech Services on behalf of Lindsay Leander - Amended contract amount, from \$39,000 reported August 2025 BOT, to \$57,000, a difference of \$18,000.

Capturing Kids' Hearts dba The Flippen Group LLC - Provide access to course training manual, videos, and resources, and subscription that provides comprehensive ongoing support to staff through 2025-26 school year.

Omnigo Software, LLC - Security software 7/20/2025 - 7/19/2026 (ratified)

Education in Action - Field trip for Canyon Creek Elementary 5/5/26

Part F: Cumulative Purchases - Information Only

Cumulative Purchases from Qualified Vendors:

1GPA

BUY BOARD- Texas Association of School Boards

CPGPC - Choice Partners

CTPA

EPCNT - Education Purchasing Cooperative of North Texas

ESC - Educational Service Center

SOURCEWELL - Sourcewell (previously NJPA)

OMNIA Partners - TCPN/IPA/US Communities

TIPS - The Interlocal Purchasing System

EQUALIS

- Schedule of Upcoming Bids

- Bond Expenditure Reports
- Budget Status Report
- Monthly Financial Statements
- Quarterly Investment Report
- Approval of Board Policies:
 - Additions to CQC (LOCAL) Technology Resources: Equipment
 - Revision to CKC (LOCAL) Safety Program/Risk Management: Emergency Plans
 - Addition to CKE (LOCAL) Safety Program/Risk Management: Security Personnel
 - Deletion of CKEC (LOCAL) Security Personnel: School Resource Officers
- Reimbursement for Capital Expenditure
- Approval of Campus Improvement Plans (CIPs)
- Additional Teacher Appraisers for 2025-2026
- Approval of Ratified Agreements
- Approval to Utilize the Educational & Institutional Cooperative (E&I) through Application Agreement Contract
- Fixed Rate New Money & Refunding Parameter Order
- Variable Rate New Money & Refunding Parameter Order

The motion passed 6-0

Chris Poteet, Rachel McGowan, Debbie Rentería, Regina Harris, Vanessa Pacheco, Eric Eager, None

Yeas
Nays

Mr. Pate, Assistant Superintendent of Finance and Support Services, presented the following gifts of \$5,000 or more:

No. 9072
Gifts

- Arapaho Classical Magnet PTA donated \$6,000.00 to Arapaho Classical Magnet Elementary to pay for soccer goals.
- Leah Shafer Glaser donated \$7,316.01 to Arapaho Classical Magnet Elementary to help pay for science camp.
- Canyon Creek Elementary PTA donated \$6,069.35 to Canyon Creek Elementary to pay for Scholastic magazines, science camp, and student incentives.
- AALC (All Around Landscape & Construction) donated \$25,398.91 to Lake Highlands Elementary to pay for courtyard improvements.
- Yale Elementary PTA donated \$8,000.00 to Yale Elementary to pay for field trips and staff development.

A motion was made by Debbie Rentería, 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 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 and approves amending the District's overall budget to reflect receipt of the monetary gifts.

The motion passed 6-0.

Chris Poteet, Rachel McGowan, Debbie Rentería, Regina Harris, Vanessa Pacheco, Eric Eager, None

Yeas
Nays

David Pate, Assistant Superintendent of Finance and Support Services, introduced Sarah Dempsey from Weaver. Ms. Dempsey presented information to the Board regarding the Financial Statement Audit results which included:

No. 9073
Annual
Comprehensive
Financial Report
(ACFR) for FY
Ended June 30,
2025

- The Audit process and engagement timeline
- Auditor's Report on the Financial Statements - Unmodified Opinion
- Auditor's Report on the Internal Control & Compliance - No Material weaknesses were noted
- Auditor Required Communications

A motion was made by Eric Eager and seconded by Vanessa Pacheco to approve the resolution whereas, Texas Education Code, paragraph 44.008(a), requires an external audit of the school district fiscal accounts by a Texas certified or public accountant holding a permit from the Texas State Board of Public Accountancy; and whereas, the firm of Weaver and Tidwell, L.L.P. has completed the audit of the district's fiscal accounts for the twelve months ended June 30, 2025; and whereas, a copy of the audit must be filed with the Texas Education Agency no later than 150 days after the close of the fiscal year for which the audit was made; and whereas, an annual

audit of the District's fiscal accounts supports the Board's goal that the District will demonstrate fiscal responsibility, efficiency, and effectiveness in all operations; now therefore, be it resolved, that the Board of Trustees of the Richardson Independent School District approve the audit of the District's fiscal accounts for the year ended June 30, 2025, and file the report with the Texas Education Agency no later than November 27, 2025.
The motion passed 6-0.

Chris Poteet, Rachel McGowan, Debbie Rentería, Regina Harris, Vanessa Pacheco, Eric Eager
None

Yeas
Nays

Ms. Cameka Crawford, President of the Richardson ISD Foundation, provided an annual Foundation Report. Ms. Crawford reviewed the Foundation's history and the current mission, vision and values of the Foundation. Ms. Crawford presented the following information:

Richardson ISD
Foundation
Annual Report

- 2024-2025 highlights and impact across the district
- Revenue for the last 5 years
- Impact of funds and events for Fiscal Year 25-26
- Upcoming events include Center Stage and R.A.G.E.

The Board followed with questions and comments, thanking Ms. Crawford and the RISD Foundation for the initiatives and updates presented.

At 7:22 P.M. Mr. Poteet announced the Board would take a break.

Break

Kelsey Karcher, Director of Advanced Learning Programs & Services, presented a brief presentation regarding the Instructional Materials Review and Adoption. Ms. Karcher presented information that included:

Instructional
Materials
Adoption (IMRA)

- Evaluation Criteria includes State process, quality focus, transparency and funding connection.
- High Quality Instructional Material - aligns to academic standards, content rich and clear learning outcomes.
- 25-26 IMA adoptions include Kindergarten - 5th grade RLA, Kindergarten - Algebra 1 (8th grade)
- Central Committee Members
- Timeline of IMRA adoption

The Board thanked Ms. Karcher for the information presented and followed with comments and questions.

Dr. Matthew Gibbins, Joe Miniscalco and Ms. Cecilia Galvan, presented a 25-26 Enrollment update. Key takeaways that were presented included the following data:

25-26 Enrollment
Update

- Historical enrollment trends
- RISD's enrollment peaked in 2019 - decline since then
- Decline comparison - slightly lower than surrounding districts
- Emergent Bilingual students - large percentage of enrollment decline
- Grade level impact- most grade levels experienced a decline
- Factors of District and Non-District control
- Next Steps - Recruit, retain and recover

The Board followed with questions and comments.

Dr. Matthew Gibbins, provided a presentation on the "Be The One" Magnet update. Dr. Gibbins presented key information that included.

Be The One
Magnet
Presentation

- History of Magnet programs
- District Alignment standpoint
- Differences between Magnet and Choice campuses
- Pillars of Magnet Strategic Plan
- Journey of Magnet Students from Elementary to High School
- Reasons to attend a Magnet school
- Current needs and support and how success will be measured

The Board thanked Dr. Gibbins and his team for presenting an update on Magnet schools. The Board followed with questions and comments.

At 9:29 p.m. Mr. Poteet announced that the board would convene to a closed session in accordance with the Texas Open Meetings Act, Texas Government Code Section 551.071 - consultation with attorney and Section 551.074 - Personnel matters and duties of public officer.

Closed Session

At 10:55 p.m. the board reconvened having taken no action in closed session.

Reconvene

Mr. Poteet adjourned the meeting at 10:55 p.m. on November 20, 2025.

Adjourn

Approved as submitted on December 11, 2025.

Secretary

President

BOARD OF TRUSTEES
Richardson Independent School District
Richardson, Texas

Date: December 11, 2025

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 2025-2026 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 December 11, 2025.

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 December 11, 2025.

PART A: Proposed Personnel Actions Submitted for Board of Trustees' Approval			
APPOINTMENTS OF PROFESSIONAL PERSONNEL:			
ELEMENTARY			
NAME	ASSIGNMENT	START DATE	ORGANIZATION
ASH, CHANDA	SCHOOL IMPROVEMENT SPECIALIST	11/10/2025	TEACHING & LEARNING SVCS
SECONDARY			
NAME	ASSIGNMENT	START DATE	ORGANIZATION
ROBINSON, TIFFANY	TEACHER	11/10/2025	LIBERTY JUNIOR HIGH
CENTRAL ADMINISTRATION			
NAME	ASSIGNMENT	START DATE	ORGANIZATION
None			
ADMINISTRATIVE PROFESSIONAL			
NAME	ASSIGNMENT	START DATE	ORGANIZATION
None			

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

APPOINTMENTS of Paraprofessional and Classified Personnel:

CLASSIFIED	DATE	POSITION	LOCATION
ABAY, FREWINI	11/10/2025	BUS MONITOR	TRANSPORTATION
AKHTER, MIRZA	11/05/2025	CHILD NUTRITIONIST	CHILD NUTRITION
BAUTISTA VICENTE, ARACELI	11/05/2025	CHILD NUTRITIONIST	CHILD NUTRITION
BERGAN, JOHN	11/05/2025	CAMPUS SECURITY	SAFETY & SECURITY
CAMPOS, ERICK	11/05/2025	IRRIGATION SPECIALIST	GROUNDS
CORREA BAUTISTA, SANDRA	11/05/2025	CUSTODIAL I	CUSTODIAL SERVICES
CRUZ DAVILA, ANA	11/10/2025	CHILD NUTRITIONIST	CHILD NUTRITION
EVANS, KENDRICK	11/04/2025	BUS MONITOR	TRANSPORTATION
JOHNSON, SHERIDA	10/27/2025	BUS DRIVER	TRANSPORTATION
KAMANDA, WISDOM	11/05/2025	CHILD NUTRITIONIST	CHILD NUTRITION
LAY, KRISTINA	11/10/2025	BUS MONITOR	TRANSPORTATION
LUQUE, ELSA	11/13/2025	CHILD NUTRITIONIST	BOWIE ELEMENTARY
MEBRAT, JAMAL	11/12/2025	CUSTODIAL I	CUSTODIAL SERVICES
MEDLOCK, WENDELL	11/17/2025	CHILD NUTRITIONIST	CHILD NUTRITION
QUINTEROS CENICEROS, JACOB	11/04/2025	GROUNDS II	GROUNDS
ROBLES, JACQUILINE	11/06/2025	CHILD NUTRITIONIST	CHILD NUTRITION
SERVIN RANGEL, NORA	11/10/2025	CHILD NUTRITIONIST	CHILD NUTRITION
SITU, KELLY	11/11/2025	CHILD NUTRITIONIST	CHILD NUTRITION
SOLOMON, ELSA	11/11/2025	CHILD NUTRITIONIST	CHILD NUTRITION
WALKER-ROGERS, CHANDLER	11/12/2025	CHILD NUTRITIONIST	CHILD NUTRITION
WASHINGTON II, JASON	11/10/2025	BUS MONITOR	TRANSPORTATION
PARAPROFESSIONAL	DATE	POSITION	LOCATION
BLIVI, ADOUDE	11/05/2025	AIDE I	LITTLE MUSTANGS CLA
NEVENS, GWENDOLYN	11/13/2025	SECRETARY II	LAKE HIGHLANDS HIGH SCHOOL

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

SEPARATIONS OF PERSONNEL:

PROFESSIONAL/ CLASSIFIED/PARA- PROFESSIONAL	NAME	ASSIGNMENT/ SUBJECT/GRADE	LOCATION	DATE EFFECTIVE	RISD TENURE
PARAPROFESSIONAL	COLLIER, EBONY	SPED AIDE	BERKNER HIGH SCHOOL	11/7/2025	1
CLASSIFIED	CROWDUS, BOB	BUS DRIVER	TRANSPORTATION	11/5/2025	3
CLASSIFIED	DAO, HONG	CUSTODIAL I	CANYON CREEK ELEMENTARY	10/21/2025	4
PARAPROFESSIONAL	EMMANUEL UMEJURU, GIFT	SPED AIDE	HAMILTON PARK PACESETTER	11/12/2025	0
CLASSIFIED	JACKSON, BRIANESHA	CHILD NUTRITIONIST	CHILD NUTRITION	10/20/2025	0
PROFESSIONAL ADMINISTRATION	LAW, VERONICA	TEACHER	ENGLISH AS SECOND LANGUAGE	11/21/2025	2
PARAPROFESSIONAL	MOJICA NAVA, ASHLEY	STUDENT DATA SPEC	NORTHRICH ELEMENTARY	10/20/2025	5
CLASSIFIED	NGUYEN, HOANGVAN	CHILD NUTRITIONIST	CHILD NUTRITION	11/5/2025	0
CLASSIFIED	NGUYEN, NGA	CHILD NUTRITIONIST	CHILD NUTRITION	11/5/2025	0
PROFESSIONAL ELEMENTARY	PELTO, KATELYN	TEACHER	PRESTONWOOD ELEMENTARY	11/21/2025	3
CLASSIFIED	ROBLES, JACQUILINE	CHILD NUTRITIONIST	CHILD NUTRITION	11/6/2025	0
PARAPROFESSIONAL	SAAVEDRA, NANCY	STUDENT DATA SPEC	LAKE HIGHLANDS ELEMENTARY	11/21/2025	6

BOARD OF TRUSTEES
Richardson Independent School District
Richardson, Texas

Date: December 11, 2025

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

INFORMATION AND ACTION ITEM

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 December 11, 2025

PART A - New Bids -- For Approval

Bid Number	Description	Recommended Vendor	Amount	Budgeted Amount	Number of Responses	Number Of No Bid Responses	Bids Sought
25-344	Miscellaneous Consultant Services (SY25-26)	Derreka Walkup dba Money Mystery Detectives LLC - Prof Staff Development Core Personnel Staffing LLC - Staffing Services Creative Healing and Counseling PLLC - Consulting/Training			3		
25-339	Commodity Discount Providers	Psychological Assessment Resources PAR Inc. The Davey Tree Expert Company Stone Education Consultants LLC Bluebonnet Supply, LLC dba Teters Faucet Parts			3		
25-354	Excess Workers Compensation	Midwest Employers Casualty	\$ 350,863.00				

PART B - Bid Renewals -- For Approval

Bid Number	Description	Recommended Vendor	Amount	Budgeted Amount	Number of Responses	Number Of No Bid Responses	Bids Sought
	None						

PART C - Purchase and Contract Information (Greater than \$100,000) -- For Approval	
Purchases, Contracts, Contract Modifications & Change Orders:	Amount
Greater than \$100,000	

Hill & Wilkinson - Natatorium Renovation Project (Berkner High School) (RISD 25-351)	\$	1,800,000.00
CDW-G - Microsoft Enrollment Education Services Yearly Renewal (TIPS 230105- Technology Solutions Products and Services)	\$	476,177.48
DH Pace Company, Inc. - BSE Door/Hardware Replacement (TIPS 240501)	\$	232,713.61
MeTEOR Education, LLC - Family Services Furniture (Equalis R10-1176)	\$	180,861.00
Vertosoft, LLC - Annual renewal of support for the UKG-Kronos timekeeping system for 2026 (Omnia Partners 01-165)	\$	103,902.83

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

Interlocals

None

Memorandum of Understanding

None

Cooperative Agreements

	Not to Exceed
Global Furniture Group per Tips 230301 (Furniture, Furnishings and Services) through May 31, 2028	\$ 200,000.00
MooreCo Inc. per Tips 230301 (Furniture, Furnishings and Services) through May 31, 2028	\$ 200,000.00
Johnson Controls, Inc. - per University of California (through Omnia Partners) 2023003491 (Building Management Services) through August 31, 2028	\$ 200,000.00
EAN Services - per TPASS 975-C1 (Auto/Truck Rental Services) through August 1, 2026	\$ 200,000.00
Z Floor Co., Ltd. - per BuyBoard 737-24 (Indoor and Outdoor Sports Surfaces, Repair and Renovation and Gym Floor Refinishing) through May 31, 2026	\$ 150,000.00

Netsync Network Solutions per DIR -CPO-4866 (Cybersecurity Products and Related Services) through November 16, 2026	\$	200,000.00
Jostens Inc. per McKinney ISD 2025-07-644 (Printing, Photo Copying, Graphic Design, Signage, Graduation, Yearbook Supplies and Services) through August 18, 2026	\$	200,000.00
Intermountain Lock Security Supply dba IML Security Supply per Paradise Valley Unified School District through 1GPA 25-08PV-04-E1 (Locks, Door Hardware, Related Parts and Services) through November 25, 2026	\$	50,000.00

Other

None

PART E - Contracts, Contract Modifications & Change Orders: Less than \$100,000 (Information Only)	Amount
Soliant Healthcare Services LLC on behalf of Verona Burgess - Fulfill all teacher responsibilities for the position assigned to on days that school is in session between December 1, 2025, and May 22, 2026, including but not limited to: planning and providing instruction, assisting with students' personal care needs, preparing Individual Education Plans (IEPs), and attending Admission Review Dismissal(ARD) committee meetings, and participating in campus team meetings and staff development through May 22, 2026.	\$ 69,000.00
Soliant Healthcare Services LLC on behalf of Carla Shequita Leejay - to provide support to Richardson Independent School District Evaluation staff including but not limited to educational assessment, report writing, and attendance of Admission, Review and Dismissal meetings through January 30, 2026.	\$ 22,500.00
Soliant Healthcare Services LLC on behalf of Blanca L. Aguilar - to provide support to Richardson Independent School District Evaluation staff including but not limited to educational assessment, report writing, and attendance of Admission, Review and Dismissal meetings through the 2025-26 school year.	\$ 18,500.00
Camp El Tesoro - Field Trip for Canyon Creek May 6 - 8, 2026.	\$ 10,420.00

PART F - Cumulative Purchases -- Information Only**Cumulative Purchases from Qualified Vendors:****Amount**

1GPA	\$876.10
ALLIED STATES (Region 19)	\$37,795.80
BUY BOARD - Texas Association of School Boards	\$79,901.58
CPGPC - Choice Partners	\$148,134.99
CTPA	\$667.12
DIR - State of Texas Department of Information Resources	\$21,340.78
EPCNT - Education Purchasing Cooperative of North Texas	\$245,821.25
ESC - Educational Service Center	\$79,487.65
SOURCEWELL - Sourcewell (previously NJPA)	\$63,486.10
OMNIA Partners - TCPN/IPA/US Communities	\$31,180.66
TIPS - The Interlocal Purchasing System	\$1,861,131.01
EQUALIS	\$20,594.46

TOTAL: \$ 2,590,417.50

BOARD AGENDA - December 11, 2025
RECOMMENDED SPECIFIED BID COMMENTS

Bid #	Description	Comments
25-344	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 8/31/2030.
25-339	Commodity Discount Providers	This RFP (unsealed) establishes a roster of vendors to be used for various district commodities. Vendors will be added as responses are submitted to the district and approved for district use. The term end date for these vendors will be assigned per commodity.
25-354	Excess Workers Compensation	Midwest Employers Casualty Insurance Company submitted the lowest quote for the appropriate coverage for Excess Workers Compensation coverage. The recommendation is to award coverage to Midwest Employers Casualty Insurance Company as best value based on appropriate coverage, lowest price and quality of service. Term of award is two years, ending December 31, 2027

Bid Renewals:

Bid #	Description	Comments
	None	

BOARD OF TRUSTEES
Richardson Independent School District
Richardson, Texas

Date: December 11, 2025

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.

BOT Meeting

January

Graduation Stage and Event Related Items
District-Wide Furniture Purchase and Installation
Charter Bus Services

February

Moving Supplies and Services
Investment Management Services

March

April

Custodial Supplies and Related Items

May

Athletic & PE Equipment & Supplies
Truck and Bus Parts & Supplies
Minor Construction Services
Medical Supplies & Related Items

June

Serving Line for Child Nutrition Department
Computers and Service
Copiers (District-wide)
Paper (Specialty)
Teaching Aids
Fundraisers
Special Education Supplies, Equipment and Related Items

August

September

October

November

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

Date: December 11, 2025

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 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 November 18, 2025
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 14-Oct-25			
									Spent and Committed	Estimate to Complete	Available or (Shortage)	
Instruction & Technology												
Athletics	9,205,140	8,636,905	8,635,751	100.0%	1,155	1,155	-	9,205,140	(1,155)	1,155	-	
Career & Technical Education	16,332,244	16,315,063	16,315,063	100.0%	-	-	-	16,332,244	-	-	-	
Fine Arts	7,405,580	6,867,231	6,867,231	100.0%	-	-	-	7,405,580	-	-	-	
Health Services	266,780	358,445	358,445	100.0%	-	-	-	266,780	-	-	-	
Innovative Instructional Space/Library Media	19,188,412	16,238,121	16,238,121	100.0%	-	-	-	19,188,412	-	-	-	
Instructional Technology	59,216,049	59,095,911	59,095,911	100.0%	-	-	-	59,216,049	-	-	-	
Junior Reserve Officer Training Corp (JROTC)	623,500	565,923	565,923	100.0%	-	-	-	623,500	-	-	-	
Language Arts	1,914,445	1,878,280	1,878,280	100.0%	-	-	-	1,914,445	-	-	-	
Languages Other Than English	1,185,800	1,188,737	1,188,737	100.0%	-	-	-	1,185,800	-	-	-	
Mathematics	1,151,550	1,151,369	1,151,369	100.0%	-	-	-	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	216,000	216,000	100.0%	-	-	-	216,000	-	-	-	
Physical Education & Health	489,400	448,362	448,362	100.0%	-	-	-	489,400	-	-	-	
Science	2,656,702	2,689,598	2,689,598	100.0%	-	-	-	2,656,702	-	-	-	
Social Studies	311,523	311,708	311,708	100.0%	-	-	-	311,523	-	-	-	
Special Education	1,438,000	4,860,883	4,860,883	100.0%	-	-	-	1,438,000	-	-	-	
Student Assistance Programs	55,875	55,262	55,262	100.0%	-	-	-	55,875	-	-	-	
Student Performance and Evaluation	410,000	365,573	365,573	100.0%	-	-	-	410,000	-	-	-	
Visual Arts	547,697	465,795	465,795	100.0%	-	-	-	547,697	-	-	-	
	<u>182,596,362</u>	<u>171,602,079</u>	<u>171,600,924</u>	<u>100.0%</u>	<u>1,155</u>	<u>1,155</u>	<u>-</u>	<u>182,596,362</u>	<u>(1,155)</u>	<u>1,155</u>	<u>-</u>	
Infrastructure and Support												
Enterprise Technology	35,565,000	31,437,902	26,969,089	85.8%	4,468,813	4,468,813	-	35,565,000	-	-	-	
Facilities	97,507,693	88,072,347	87,854,756	99.8%	217,591	217,591	-	97,507,693	38,552	(38,552)	-	
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	1,250,958	94.1%	78,054	78,054	-	1,282,044	-	-	-	
Transportation	3,349,835	1,773,307	1,599,438	90.2%	173,868	173,868	-	3,349,835	-	-	-	
	<u>148,533,832</u>	<u>135,260,837</u>	<u>130,172,296</u>	<u>96%</u>	<u>5,088,541</u>	<u>5,088,541</u>	<u>-</u>	<u>148,533,832</u>	<u>38,552</u>	<u>(38,552)</u>	<u>-</u>	
Construction												
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>	
TOTAL 2016 BOND	<u>438,401,553</u>	<u>438,897,216</u>	<u>433,807,520</u>	<u>98.8%</u>	<u>5,089,696</u>	<u>5,089,696</u>	<u>-</u>	<u>438,401,553</u>	<u>37,397</u>	<u>(37,397)</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: December 11, 2025

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 November 18, 2025
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		
									Spent and Committed	Estimate to Complete	Available or (Shortage)
Instruction & Technology											
Accountability Continuous Imp	2,580,000	2,580,000	1,849,623	71.7%	730,377	730,377	-	2,580,000	-	-	-
Advance Learning Services	3,745,000	3,745,000	1,492,321	39.8%	2,252,679	2,252,679	-	3,745,000	37,796	(37,796)	-
Athletics	11,405,260	11,405,260	10,558,593	92.6%	846,667	846,667	-	11,405,260	75,137	(75,137)	-
Bilingual	1,610,000	1,610,000	1,449,846	90.1%	160,155	160,155	-	1,610,000	46,364	(46,364)	-
Career & Technical Education	14,250,000	14,250,000	13,921,914	97.7%	328,086	328,086	-	14,250,000	76,984	(76,984)	-
English as Second Language	3,183,130	3,183,130	2,051,615	64.5%	1,131,515	1,131,515	-	3,183,130	-	-	-
Fine Arts Music and Theatre	10,924,000	10,924,000	9,153,827	83.8%	1,770,173	1,770,173	-	10,924,000	730,756	(730,756)	-
Health Services	273,000	273,000	245,722	90.0%	27,278	27,278	-	273,000	2,275	(2,275)	-
Innovative Instructional Space/Library Media	2,943,000	2,943,000	2,777,037	94.4%	165,963	165,963	-	2,943,000	64,701	(64,701)	-
Instructional Technology	70,521,762	70,521,762	62,294,028	88.3%	8,227,734	8,227,734	-	70,521,762	793,791	(793,791)	-
JROTC	560,970	560,970	246,131	43.9%	314,839	314,839	-	560,970	5,913	(5,913)	-
Language Arts	5,965,050	5,965,050	5,299,289	88.8%	665,761	665,761	-	5,965,050	-	-	-
Language Other Than English	441,000	441,000	406,526	92.2%	34,474	34,474	-	441,000	5,794	(5,794)	-
Literacy & Intervention	6,819,514	6,819,514	6,438,082	94.4%	381,432	381,432	-	6,819,514	(67,260)	67,260	-
Mathematics	3,728,000	3,728,000	3,519,850	94.4%	208,150	208,150	-	3,728,000	-	-	-
Physical Education & Health	525,000	525,000	491,777	93.7%	33,223	33,223	-	525,000	1,455	(1,455)	-
PreKindergarten	1,586,970	1,586,970	1,132,769	71.4%	454,201	454,201	-	1,586,970	-	-	-
Prevention Programming	100,000	100,000	22,182	22.2%	77,818	77,818	-	100,000	-	-	-
Print Services	2,040,000	2,040,000	1,968,947	96.5%	71,053	71,053	-	2,040,000	-	-	-
Science	3,180,000	3,180,000	3,128,869	98.4%	51,131	51,131	-	3,180,000	-	-	-
Social Studies	574,000	574,000	573,993	100.0%	7	7	-	574,000	-	-	-
Special Student Services	2,978,741	2,978,741	1,912,208	64.2%	1,066,533	1,066,533	-	2,978,741	-	-	-
Teaching and Learning Svcs	1,559,030	1,559,030	970,740	62.3%	588,290	588,290	-	1,559,030	-	-	-
Visual Arts	893,900	893,900	791,838	88.6%	102,062	102,062	-	893,900	12,098	(12,098)	-
	<u>152,387,327</u>	<u>152,387,327</u>	<u>132,697,726</u>	<u>87.1%</u>	<u>19,689,601</u>	<u>19,689,601</u>	<u>-</u>	<u>152,387,327</u>	<u>1,785,803</u>	<u>(1,785,803)</u>	<u>-</u>
Infrastructure and Support											
Enterprise Technology	40,580,000	40,580,000	38,808,414	95.6%	1,771,586	1,771,586	-	40,580,000	1,644,080	(1,644,080)	-
Facilities	118,300,963	117,469,892	89,164,666	75.9%	28,305,226	28,305,226	-	118,300,963	709,072	(709,072)	-
Furniture, Office Equipment, Copiers	24,077,400	24,077,400	23,057,484	95.8%	1,019,916	1,019,916	-	24,077,400	21,591	(21,591)	-
Maintenance & Operations	4,307,511	4,307,511	2,915,486	67.7%	1,392,025	1,392,025	-	4,307,511	47,492	(47,492)	-
Program and Project Management	1,138,200	1,138,200	1,110,239	97.5%	27,961	27,961	-	1,138,200	67,371	(67,371)	-
Safety and Security	7,471,466	7,471,466	1,264,426	16.9%	6,207,040	6,207,040	-	7,471,466	199,936	(199,936)	-
Transportation	11,025,652	11,025,652	10,856,554	98.5%	169,098	169,098	-	11,025,652	-	-	-
	<u>206,901,192</u>	<u>206,070,121</u>	<u>167,177,269</u>	<u>81.1%</u>	<u>38,892,851</u>	<u>38,892,851</u>	<u>-</u>	<u>206,901,192</u>	<u>2,689,542</u>	<u>(2,689,542)</u>	<u>-</u>
Construction											
Construction	383,062,817	383,062,817	373,258,372	97.4%	9,804,445	9,804,445	-	383,062,817	46,443	(46,443)	-
	<u>383,062,817</u>	<u>383,062,817</u>	<u>373,258,372</u>	<u>97.4%</u>	<u>9,804,445</u>	<u>9,804,445</u>	<u>-</u>	<u>383,062,817</u>	<u>46,443</u>	<u>(46,443)</u>	<u>-</u>
TOTAL 2021 BOND	<u>742,351,336</u>	<u>741,520,265</u>	<u>673,133,367</u>	<u>90.8%</u>	<u>68,386,898</u>	<u>68,386,898</u>	<u>-</u>	<u>742,351,336</u>	<u>4,521,788</u>	<u>(4,521,788)</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 06/08/22, \$200M was issued on 11/30/22, \$125M was issued 07/15/2024

BOARD OF TRUSTEES
Richardson Independent School District
Richardson, Texas

Date: December 11, 2025

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

ACTION ITEM

TOPIC: Budget Status Report – 2025-2026 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 December 11, 2025

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	\$ 160,586,737	\$ -	\$ -	\$ -	\$ 160,586,737	\$ -	\$ -	\$ -	\$ 160,586,737
Revenues									
Local	382,231,162	-	24,852	-	382,256,014	-	-	-	382,256,014
State	140,732,432	-	-	-	140,732,432	-	-	-	140,732,432
Federal	20,082,619	-	-	-	20,082,619	-	-	-	20,082,619
Total Revenues	543,046,213	-	24,852	-	543,071,065	-	-	-	543,071,065
Expenditures									
Function 11 - Instruction	271,936,976	125,161	4,291,620	122,357	276,476,114	-	-	10,090	276,486,204
Function 12 - Library/Media Services	6,103,854	8,487	-	(8,500)	6,103,841	-	-	(2,000)	6,101,841
Function 13 - Curriculum/Instructional Staff Development	8,400,967	16,489	-	11,966	8,429,422	-	-	29,565	8,458,987
Function 21 - Instruction Leadership	8,081,984	60,365	-	(122,746)	8,019,603	-	-	(115,967)	7,903,636
Function 23 - School Leadership	27,407,598	3,093	-	27,807	27,438,498	-	-	5,644	27,444,142
Function 31 - Guidance / Counseling	23,060,289	21,013	-	(49,435)	23,031,867	-	-	72,968	23,104,835
Function 32 - Social Work Services	1,565,692	-	-	-	1,565,692	-	-	-	1,565,692
Function 33 - Health Services	6,310,698	-	-	324	6,311,022	-	-	-	6,311,022
Function 34 - Student Transportation	9,512,524	224,680	-	(91,000)	9,646,204	-	-	(34,000)	9,612,204
Function 35 - Child Nutrition	20,200,901	-	-	-	20,200,901	-	-	-	20,200,901
Function 36 - Co-curricular / Extracurricular Activities	3,626,509	32,252	12,200	3,212	3,674,173	-	-	(300)	3,673,873
Function 41 - General Administration	10,011,273	13,105	567,079	6,580	10,598,037	-	-	-	10,598,037
Function 51 - Maintenance & Operations	38,736,069	40,882	220,000	-	39,087,147	-	-	34,000	39,121,147
Function 52 - Security Services	7,236,251	41,910	-	-	7,278,161	-	-	-	7,278,161
Function 53 - Data Processing Services	5,201,720	186,328	-	2,000	5,390,048	-	-	-	5,390,048
Function 61 - Community Services	4,418,149	2,222	100,000	6,015	4,526,386	-	-	-	4,526,386
Function 71 - Debt Administration	103,616,171	-	46,328	-	103,662,499	-	-	(730,000)	102,932,499
Function 72 - Debt Administration	41,786,324	-	-	-	41,786,324	-	-	720,000	42,506,324
Function 73 - Debt Administration	20,000	-	-	-	20,000	-	-	10,000	30,000
Function 81 - Facilities Acquisition & Construction	-	-	-	1,224	1,224	-	-	-	1,224
Function 91 - Intergovernmental Charges	6,638,967	-	-	-	6,638,967	-	-	-	6,638,967
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	-	-	-	50,000	-	-	-	50,000
Function 97 - Payments to Tax Increment	-	-	-	-	-	-	-	-	-
Function 99 - Other Intergovernmental Charges	1,338,146	-	-	-	1,338,146	-	-	-	1,338,146
Total Expenditures	605,516,766	775,987	5,237,227	-	611,529,980	-	-	-	611,529,980
Other Plan Sources (Uses)									
7911 Refunding Bonds Issued	-	-	-	-	-	-	-	-	-
7912 Sale of Real and Personal Property	10,500,000	-	-	-	10,500,000	-	-	-	10,500,000
7916 Premium on Issuance of Bonds	-	-	-	-	-	-	-	-	-
7915 Transfers In	150,000	-	-	-	150,000	-	-	-	150,000
8911 Transfers Out	(1,000,000)	-	-	-	(1,000,000)	-	-	-	(1,000,000)
8949 Payment to Refunded Bond Escrow Agent	-	-	-	-	-	-	-	-	-
Total Other Plan Sources (Uses)	9,650,000	-	-	-	9,650,000	-	-	-	9,650,000
Ending Fund Balance	\$ 107,766,184	\$ (775,987)	\$ (5,212,375)	\$ -	\$ 101,777,822	\$ -	\$ -	\$ -	\$ 101,777,822

Note: The beginning fund balance reflects the 2024-25 ending fund balance per the 2024-25 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 December 11, 2025

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	\$ 108,523,219	\$ -	\$ -	\$ -	\$ 108,523,219	\$ -	\$ -	\$ -	\$ 108,523,219
Revenues									
Local	261,743,177	-	24,852	-	261,768,029	-	-	-	261,768,029
State	133,233,603	-	-	-	133,233,603	-	-	-	133,233,603
Federal	6,500,000	-	-	-	6,500,000	-	-	-	6,500,000
Total Revenues	401,476,780	-	24,852	-	401,501,632	-	-	-	401,501,632
Expenditures									
Function 11 - Instruction	271,936,976	125,161	4,291,620	122,357	276,476,114	-	-	10,090	276,486,204
Function 12 - Library/Media Services	6,103,854	8,487	-	(8,500)	6,103,841	-	-	(2,000)	6,101,841
Function 13 - Curriculum/Instructional Staff Development	8,400,967	16,489	-	11,966	8,429,422	-	-	29,565	8,458,987
Function 21 - Instruction Leadership	8,081,984	60,365	-	(122,746)	8,019,603	-	-	(115,967)	7,903,636
Function 23 - School Leadership	27,407,598	3,093	-	27,807	27,438,498	-	-	5,644	27,444,142
Function 31 - Guidance / Counseling	23,060,289	21,013	-	(49,435)	23,031,867	-	-	72,968	23,104,835
Function 32 - Social Work Services	1,565,692	-	-	-	1,565,692	-	-	-	1,565,692
Function 33 - Health Services	6,310,698	-	-	324	6,311,022	-	-	-	6,311,022
Function 34 - Student Transportation	9,512,524	224,680	-	(91,000)	9,646,204	-	-	(34,000)	9,612,204
Function 35 - Child Nutrition	250,000	-	-	-	250,000	-	-	-	250,000
Function 36 - Co-curricular / Extracurricular Activities	3,626,509	32,252	12,200	3,212	3,674,173	-	-	(300)	3,673,873
Function 41 - General Administration	10,011,273	13,105	567,079	6,580	10,598,037	-	-	-	10,598,037
Function 51 - Maintenance & Operations	38,269,401	40,882	220,000	90,196	38,620,479	-	-	34,000	38,654,479
Function 52 - Security Services	7,236,251	41,910	-	-	7,278,161	-	-	-	7,278,161
Function 53 - Data Processing Services	5,201,720	186,328	-	2,000	5,390,048	-	-	-	5,390,048
Function 61 - Community Services	4,418,149	2,222	100,000	6,015	4,526,386	-	-	-	4,526,386
Function 71 - Debt Administration	34,513	-	46,328	-	80,841	-	-	-	80,841
Function 72 - Debt Administration	540	-	-	-	540	-	-	-	540
Function 73 - Debt Administration	-	-	-	-	-	-	-	-	-
Function 81 - Facilities Acquisition & Construction	-	-	-	1,224	1,224	-	-	-	1,224
Function 91 - Intergovernmental Charges	6,638,967	-	-	-	6,638,967	-	-	-	6,638,967
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	-	-	-	50,000	-	-	-	50,000
Function 97 - Payments to Tax Increment Fund	-	-	-	-	-	-	-	-	-
Function 99 - Other Intergovernmental Charges	1,338,146	-	-	-	1,338,146	-	-	-	1,338,146
Total Expenditures	439,711,755	775,987	5,237,227	-	445,724,969	-	-	-	445,724,969
Other Plan Sources (Uses)									
7911 Refunding Bonds Issued	-	-	-	-	-	-	-	-	-
7912 Sale of Real and Personal Property	10,500,000	-	-	-	10,500,000	-	-	-	10,500,000
7916 Premium on Issuance of Bonds	-	-	-	-	-	-	-	-	-
7915 Transfers In	150,000	-	-	-	150,000	-	-	-	150,000
8911 Transfers Out	(1,000,000)	-	-	-	(1,000,000)	-	-	-	(1,000,000)
8949 Payment to Refunded Bond Escrow Agent	-	-	-	-	-	-	-	-	-
Total Other Plan Sources (Uses)	9,650,000	-	-	-	9,650,000	-	-	-	9,650,000
Ending Fund Balance	\$ 79,938,244	\$ (775,987)	\$ (5,212,375)	\$ -	\$ 73,949,882	\$ -	\$ -	\$ -	\$ 73,949,882

Note: The beginning fund balance reflects the 2024-25 ending fund balance per the 2024-25 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 December 11, 2025

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	\$ 7,136,057				\$ 7,136,057				\$ 7,136,057
Revenues									
Local	3,570,500	-	-	-	3,570,500	-	-	-	3,570,500
State	75,000	-	-	-	75,000	-	-	-	75,000
Federal	13,582,619	-	-	-	13,582,619	-	-	-	13,582,619
Total Revenues	17,228,119	-	-	-	17,228,119	-	-	-	17,228,119
Expenditures									
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	19,950,901	-	-	-	19,950,901	-	-	-	19,950,901
Function 36 - Co-curricular / Extracurricular Activities	-	-	-	-	-	-	-	-	-
Function 41 - General Administration	-	-	-	-	-	-	-	-	-
Function 51 - Maintenance & Operations	466,668	-	-	-	466,668	-	-	-	466,668
Function 52 - Security Services	-	-	-	-	-	-	-	-	-
Function 53 - Data Processing Services	-	-	-	-	-	-	-	-	-
Function 61 - Community Services	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-
Total Expenditures	20,417,569	-	-	-	20,417,569	-	-	-	20,417,569
Other Plan Sources (Uses)									
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	-				-				-
Total Other Plan Sources (Uses)	-	-	-	-	-	-	-	-	-
Ending Fund Balance	\$ 3,946,607	\$ -	\$ -	\$ -	\$ 3,946,607	\$ -	\$ -	\$ -	\$ 3,946,607

Note: The beginning fund balance reflects the 2024-25 ending fund balance less nonspendable balances per the 2024-25 ACFR.

Summary of Budget - Proposed Amendments - Debt Service Fund
 Summary as of Date December 11, 2025

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	\$ 44,927,461				\$ 44,927,461				\$ 44,927,461
Revenues									
Local	116,917,485	-	-	-	116,917,485	-	-	-	116,917,485
State	7,423,829	-	-	-	7,423,829	-	-	-	7,423,829
Federal	-	-	-	-	-	-	-	-	-
Total Revenues	124,341,314	-	-	-	124,341,314	-	-	-	124,341,314
Expenditures									
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	103,581,658	-	-	-	103,581,658	-	-	(730,000)	102,851,658
Function 72 - Debt Administration	41,785,784	-	-	-	41,785,784	-	-	720,000	42,505,784
Function 73 - Debt Administration	20,000	-	-	-	20,000	-	-	10,000	30,000
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	-	-	-	-	-	-	-	-	-
Function 99 - Other Intergovernmental Charges	-	-	-	-	-	-	-	-	-
Total Expenditures	145,387,442	-	-	-	145,387,442	-	-	-	145,387,442
Other Plan Sources (Uses)									
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	-	-	-	-	-	-	-	-	-
Total Other Plan Sources (Uses)	-	-	-	-	-	-	-	-	-
Ending Fund Balance	\$ 23,881,333	\$ -	\$ -	\$ -	\$ 23,881,333	\$ -	\$ -	\$ -	\$ 23,881,333

Note: The beginning fund balance reflects the 2024-25 ending fund balance less nonspendable balances per the 2024-25 ACFR.

**BOARD MEETING
December 11, 2025**

FUND BALANCE NEUTRAL CHANGES - OPERATING FUND (199)

ACCOUNTS	REASON	AMOUNT
To 199.11.63991.050.11.1600.000.000	Consumable Supplies Teaching	7,000.00
To 199.11.64998.902.11.0000.902.000	Student Clothing not uniforms	546.00
To 199.11.61170.102.11.0000.000.000	Extra Pay OT Prof Personnel	3,000.00
To 199.11.64991.047.11.1600.000.000	Food Consumed by Students	1,000.00
To 199.11.63991.109.11.1600.000.000	Consumable Supplies Teaching	5,000.00
To 199.11.63991.044.11.1600.000.000	Consumable Supplies Teaching	500.00
To 199.11.63991.107.11.1600.000.000	Consumable Supplies Teaching	500.00
To 199.11.63990.002.11.0000.000.000	Other Supplies and Materials	500.00
To 199.11.64110.005.11.3054.000.000	Travel, Train, Subsistence EE	1,500.00
From 199.11.64990.044.21.3006.000.000	Other Misc Operating Cost	(1,044.50)
From 199.11.63991.049.11.1600.000.000	Consumable Supplies Teaching	(100.00)
To 199.11.62990.839.11.0000.839.000	Misc Contracted Services	1,880.00
To 199.11.62993.872.11.0000.872.000	NLA-WebBased Software-62695	11,545.21
To 199.11.61250.118.24.1117.000.000	Temp Part Time Support Pers	4,000.00
To 199.11.63990.883.37.0000.883.000	Other Supplies and Materials	1,500.00
To 199.11.63990.883.37.0000.883.000	Other Supplies and Materials	6,000.00
From 199.11.61190.876.23.0000.997.000	Salaries Teachers and Oth Prof	(33,237.00)
From 199.11.63990.893.11.0000.893.000	Other Supplies and Materials	(1,000.00)
To 199.11.61170.044.11.0000.000.000	Extra Pay OT Prof Personnel	1,000.00
TOTAL FUNCTION 11		10,089.71
From 199.12.63990.864.99.0000.864.000	Other Supplies and Materials	(2,000.00)
TOTAL FUNCTION 12		(2,000.00)
From 199.13.64992.852.99.0000.852.000	Food Consumed by EE Onsite	(340.00)
To 199.13.64992.949.99.0000.949.000	Food Consumed by EE Onsite	300.00
To 199.13.63990.949.99.0000.949.000	Other Supplies and Materials	500.00
From 199.13.64110.852.99.0000.852.000	Travel, Train, Subsistence EE	(1,500.00)
From 199.13.64110.852.99.0000.852.000	Travel, Train, Subsistence EE	(1,500.00)
To 199.13.64992.878.99.0000.878.000	Food Consumed by EE Onsite	368.00
From 199.13.64992.883.37.0000.883.000	Food Consumed by EE Onsite	(1,500.00)
To 199.13.62990.876.23.0000.876.000	Misc Contracted Services	33,237.00
TOTAL FUNCTION 13		29,565.00
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(7,000.00)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(546.00)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(3,000.00)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(1,000.00)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(5,000.00)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(72,000.00)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(500.00)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(500.00)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(500.00)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(500.00)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(500.00)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(500.00)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(500.00)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(500.00)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(500.00)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(500.00)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(500.00)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(500.00)
To 199.21.64110.864.99.0000.864.000	Travel, Train, Subsistence EE	2,000.00
From 199.21.64992.884.99.0000.884.000	Food Consumed by EE Onsite	(368.00)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(1,880.00)
From 199.21.63990.872.99.0000.872.000	Other Supplies and Materials	(11,545.21)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(4,000.00)
From 199.21.64110.883.37.0000.883.000	Travel, Train, Subsistence EE	(6,000.00)
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(628.00)
To 199.21.64992.893.99.0000.893.000	Food Consumed by EE Onsite	1,000.00
From 199.21.63990.838.99.0000.838.000	Other Supplies and Materials	(1,000.00)
TOTAL FUNCTION 21		(115,967.21)
To 199.23.64992.103.99.0000.000.000	Food Consumed by EE Onsite	500.00
To 199.23.64996.112.99.0000.000.000	Staff Awards and Incentives	500.00
To 199.23.64990.049.99.0000.000.000	Other Misc Operating Cost	500.00
To 199.23.64992.102.99.0000.000.000	Food Consumed by EE Onsite	500.00
To 199.23.64992.143.99.0000.000.000	Food Consumed by EE Onsite	500.00

FUND BALANCE NEUTRAL CHANGES - OPERATING FUND (199)

ACCOUNTS	REASON	AMOUNT
To 199.23.63990.130.99.0000.000.000	Other Supplies and Materials	500.00
To 199.23.64999.044.99.0000.000.000	Employee Clothing not uniforms	1,044.50
To 199.23.64110.003.99.0000.848.000	Travel, Train, Subsistence EE	1,500.00
To 199.23.64992.049.99.0000.000.000	Food Consumed by EE Onsite	100.00
TOTAL FUNCTION 23		5,644.50
To 199.31.64990.003.99.2502.000.000	Other Misc Operating Cost	340.00
To 199.31.66580.874.99.0000.874.000	SBITA Assets-Software	72,000.00
To 199.31.64999.105.99.0000.896.000	Employee Clothing not uniforms	628.00
TOTAL FUNCTION 31		72,968.00
From 199.34.62490.931.99.0000.931.000	Other Cont Maint and Repair	(34,000.00)
TOTAL FUNCTION 34		(34,000.00)
From 199.36.64990.949.99.1025.949.000	Other Misc Operating Cost	(300.00)
TOTAL FUNCTION 36		(300.00)
To 199.51.63190.931.99.0000.931.000	Other Supplies Maint and Ops	34,000.00
TOTAL FUNCTION 51		34,000.00
TOTAL FUND BALANCE NEUTRAL CHANGES - OPERATING FUND (199)		0.00

FUND BALANCE NEUTRAL CHANGES - DEBT SERVICE FUND (599)

ACCOUNTS	REASON	AMOUNT
From 599.71.65190.999.99.0000.000.000	Debt Principal	(730,000.00)
TOTAL FUNCTION 71		(730,000.00)
To 599.72.65210.999.99.0000.000.000	Interest on Bonds	720,000.00
TOTAL FUNCTION 72		720,000.00
To 599.73.65990.999.99.0000.000.000	Other Debt Service	10,000.00
TOTAL FUNCTION 73		10,000.00
TOTAL FUND BALANCE NEUTRAL CHANGES - DEBT SERVICE FUND (599)		0.00

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

Date: December 11, 2025

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: December 11, 2025

To: Tabitha Branum
Superintendent

From: David Pate, CPA
Assistant Superintendent of Finance and Support Services

Subject: Summary of August 2025 Monthly Financial Statements

YEAR TO DATE PAYROLL COST EXCLUDING TRS AND ESSER SUPPLANTING– FUND 199, GENERAL FUND

As of August 31, 2025, the actual payroll costs exceeded year-to-date budget for the General Fund by \$745,008 (4.3%). Actual payroll costs for the General Fund (excluding TRS On-behalf payments) totaled \$17,913,911, an increase of \$1,080,670 (6.4%) when compared to \$16,833,242 at August 31, 2024.

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) decreased by \$399,019 (27.1%) due to interest rates changes, when compared to the previous year.

As of August 31, 2025 17% of the year has passed. Expenditures are consistent with budget expectations and/or prior year activity.

Child Nutrition Fund (240)

Revenues are consistent with budget expectations and/or prior year activity.

As of August 31, 2025 17% of the year has passed. Expenditures are consistent with budget expectations and/or prior year activity.

Debt Service Fund (599)

Revenues are consistent with budget expectations and/or prior year activity.

As of August 31, 2025 17% of the year has passed. Expenditures are consistent with budget expectations and/or prior year activity.

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

% OF YEAR COMPLETE: 17%

DESCRIPTION

	Aug-25 Budget	Aug-25 Actual	% of Actual to Budget	Aug-24 Budget	Aug-24 Actual	% of Actual to Budget
REVENUES						
5711 Taxes Current Year Levy	\$ 246,665,677	-	0%	\$ 239,124,374	\$ -	0%
5712 Taxes Prior Years	(1,635,000)	535,524	-33%	(913,939)	(121,075.00)	13%
5719 Penalties Interest and Other Tax Revenues	1,250,000	347,766	28%	1,180,270	228,601	19%
5739 Tuition and Fees	5,997,500	554,230	9%	4,683,318	426,487	9%
5742 Earnings from Temporary Deposits and Investments	6,050,000	1,072,383	18%	9,107,250	1,471,402	16%
5743 Rent	2,175,000	408,311	19%	2,150,000	381,666	18%
5744 Revenue from Foundations, Non-Profits, and Gifts	-	16,049	100%	-	6,401	100%
5745 Insurance Recovery	125,000	2,340	2%	234,595	73,192	31%
5749 Other Revenues from Local Sources	550,000	157,534	29%	1,708,095	323,227	19%
5752 Athletic Activities	565,000	47,146	8%	485,000	36,636	8%
5769 Miscellaneous Revenues from Intermediate Sources	-	-	0%	319,679	-	0%
5811 Per Capita Apportionment	13,293,825	-	0%	13,421,301	-	0%
5812 Foundation School Program Act Entitlements	95,939,778	-	0%	90,137,987	-	0%
5829 State Program Revenues Distributed by Texas Education Agency	-	14,054	100%	-	394	100%
5831 Teacher Retirement TRS Care On-Behalf Payments	24,000,000	3,754,132	16%	24,000,000	3,573,106	15%
5929 Federal Revenues Distributed by Texas Education Agency	2,250,000	81,258	4%	1,594,018	103,540	6%
5931 School Health and Related Services (SHARS)	4,250,000	-	0%	3,500,000	-	0%
5939 Federal Revenues Distributed by State of Texas Government	-	30,275	100%	-	7,974	100%
5949 Federal Revenues Distributed Directly from the Federal	-	26,468	100%	-	342	100%
TOTAL REVENUES	\$ 401,476,780	\$ 7,047,470	1.8%	\$ 390,731,948	\$ 6,511,893	2%

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

% OF YEAR COMPLETE: 17%

DESCRIPTION

	Aug-25 Budget	Aug-25 Actual	% of Actual to Budget	Aug-24 Budget	Aug-24 Actual	% of Actual to Budget
EXPENDITURES						
11 Instruction	\$ 272,095,417	\$ 9,191,695	3%	\$ 250,832,323	\$ 8,256,862	3%
12 Instructional Resources and Media Services	6,105,354	258,387	4%	6,248,002	255,669	4%
13 Curriculum Development and Instructional Staff Development	8,406,483	935,462	11%	9,967,251	776,156	8%
21 Instructional Leadership	8,025,265	1,132,773	14%	7,516,910	961,395	13%
23 School Leadership	27,433,908	2,471,043	9%	27,354,758	2,401,867	9%
31 Guidance, Counseling and Evaluation Services	23,060,264	1,406,931	6%	20,665,672	1,311,285	6%
32 Social Work Services	1,565,692	247,590	16%	1,515,022	240,446	16%
33 Health Services	6,311,022	222,617	4%	6,192,566	665,910	11%
34 Student (Pupil) Transportation	9,421,524	1,464,610	16%	8,654,021	1,237,042	14%
35 Food Service	250,000	52,847	21%	250,000	-	0%
36 Cocurricular/Extracurricular Activities	3,636,409	748,705	21%	6,644,970	613,236	9%
41 General Administration	10,540,417	2,054,385	19%	10,239,818	1,630,622	16%
51 Plant Maintenance and Operations	38,459,597	5,750,067	15%	39,009,825	4,897,979	13%
52 Security and Monitoring Services	7,236,251	327,950	5%	7,080,445	289,347	4%
53 Data Processing Services	5,201,720	642,331	12%	5,119,690	707,107	14%
61 Community Services	4,423,169	384,338	9%	3,308,907	275,912	8%
71 Debt Service	38,374	3,861	10%	79,924	45,411	57%
72 Interest on Long-term Debt	540	-	0%	540	-	0%
81 Facilities, Acquisition and Construction	1,224	1,224	100%	-	-	0%
91 Contracted Instructional Services Between Public Schools	6,638,967	-	0%	4,918,676	-	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	1,338,146	-	0%	1,316,566	-	0%
TOTAL EXPENDITURES	440,495,447	27,296,816	6%	417,221,590	24,566,246	6%
EXCESS (DEFICIENCY) REVENUES OVER (UNDER) EXPENDITURES	(39,018,667)	(20,249,346)		(26,489,642)	(18,054,353)	
OTHER FINANCING SOURCES (USES)						
7912 Sale of Real and Personal Property	10,650,000	247	0%	131,470	165	0%
8911 Transfers Out	(1,000,000)	(1,000,000)	100%	(1,000,000)	(1,000,000)	100%
TOTAL OTHER FINANCING SOURCES (USES)	9,650,000	(999,753)	-10%	(868,530)	(999,835)	115%
NET CHANGE IN FUND BALANCE	(29,368,667)	(21,249,099)		(27,358,172)	(19,054,188)	
FUND BALANCE JULY 1	166,520,684	166,520,684		183,514,011	183,514,011	
FUND BALANCE AUGUST 31 (UNAUDITED)	\$ 137,152,017	\$ 145,271,585		\$ 156,155,839	\$ 164,459,823	

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

% OF YEAR COMPLETE: 17%

DESCRIPTION

	Aug-25 Budget	Aug-25 Actual	% of Actual to Budget	Aug-24 Budget	Aug-24 Actual	% of Actual to Budget
REVENUES						
5742 Earnings from Temporary Deposits and Investments	\$ 350,000	\$ 54,786	16%	\$ 350,000	\$ 93,078	27%
5749 Revenues from Local Sources	35,500	1,557	4%	49,600	10,545	21%
5751 Food Service	3,185,000	228,926	7%	3,187,500	203,393	6%
5829 TEA/Non-Foundation Revenue	75,000	-	0%	88,000	-	0%
5921 School Breakfast Program	2,800,000	1,541	0%	2,610,000	21,907	1%
5922 National School Lunch Program	9,300,000	-	0%	9,285,000	67,508	1%
5923 United States Department of Agriculture Donated Commodities	1,482,439	-	0%	1,349,630	-	0%
5939 Federal Revenues Distributed by State of Texas Government Agencies	180	132,892	73829%	1,560,000	-	0%
TOTAL REVENUES	\$ 17,228,119	\$ 419,702	2%	\$ 18,479,730	\$ 396,431	2%

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

% OF YEAR COMPLETE: 17%

DESCRIPTION

	Aug-25 Budget	Aug-25 Actual	% of Actual to Budget	Aug-24 Budget	Aug-24 Actual	% of Actual to Budget
EXPENDITURES						
35 Food Service	\$ 19,950,901	\$ 1,108,608	6%	\$ 24,110,529	\$ 1,179,657	5%
51 Plant Maintenance and Operations	466,668	62,058	13%	370,504	29,777	8%
61 Community Services	-	-	0%	200	-	0%
TOTAL EXPENDITURES	20,417,569	1,170,666	6%	24,481,233	1,209,433	5%
EXCESS (DEFICIENCY) REVENUES OVER (UNDER) EXPENDITURES	(3,189,450)	(750,964)		(6,001,503)	(813,002)	
OTHER FINANCING SOURCES (USES)						
7915 Operating Transfers In	-	-	0%	-	-	0%
TOTAL OTHER FINANCING SOURCES (USES)	-	-		-	-	
NET CHANGE IN FUND BALANCE	(3,189,450)	(750,964)		(6,001,503)	(813,002)	
FUND BALANCE JULY 1	7,223,242	7,223,242		8,674,740	8,674,740	
FUND BALANCE AUGUST 31 (UNAUDITED)	\$ 4,033,792	\$ 6,472,278		\$ 2,673,237	\$ 7,861,738	

*Estimated Fund Balance until final results are available

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

% OF YEAR COMPLETE: 17%

DESCRIPTION

REVENUES

	Aug-25 Budget	Aug-25 Actual	% of Actual to Budget	Aug-24 Budget	Aug-24 Actual	% of Actual to Budget
5711 Taxes on Current Year Levy	\$ 116,883,214	\$ -	0%	\$ 103,041,373	\$ -	0%
5712 Taxes for Prior Years	(265,729)	233,951	-88%	(265,729)	332,523	-125%
5719 Penalties, Interest and Other Tax Revenues	200,000	144,276	72%	200,000	47,645	24%
5742 Earnings from Temporary Deposits and Investments	100,000	295,257	295%	100,000	147,304	147%
5746 Tax Increment Fund	-	-	0%	3,000,000	-	0%
5829 State Program Revenues Distributed by TEA	7,423,829	-	0%	9,066,818	-	0%
TOTAL REVENUES	\$ 124,341,314	\$ 673,484	1%	\$ 115,142,462	\$ 527,472	0%

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

% OF YEAR COMPLETE: 17%

DESCRIPTION

	Aug-25 Budget	Aug-25 Actual	% of Actual to Budget	Aug-24 Budget	Aug-24 Actual	% of Actual to Budget
EXPENDITURES						
71 Debt Service	103,581,658	-	0%	67,210,605	-	0%
72 Interest on Long-term Debt	41,785,784	20,995,725	50%	44,936,210	19,894,125	44%
73 Bond Issuance Costs and Fees	20,000	2,090	10%	20,000	500	3%
97 Payment to Tax Increment Fund	-	-	0%	3,000,000	-	0%
TOTAL EXPENDITURES	145,387,442	20,997,815	14%	115,166,815	19,894,625	17%
EXCESS (DEFICIENCY) REVENUES OVER (UNDER) EXPENDITURES	(21,046,128)	(20,324,331)		(24,353)	(19,367,153)	
OTHER FINANCING SOURCES (USES)						
7911 Issuance of Bonds	-	-	0%	-	-	0%
7916 Premium or Discount on Issuance of Bonds	-	-	0%	-	-	0%
8949 Other Uses	-	-	0%	-	-	0%
TOTAL OTHER FINANCING SOURCES (USES)	-	-		-	-	
NET CHANGE IN FUND BALANCE	(21,046,128)	(20,324,331)		(24,353)	(19,367,153)	
FUND BALANCE JULY 1	44,927,461	44,927,461		35,279,086	35,279,086	
FUND BALANCE AUGUST 31 (UNAUDITED)	\$ 23,881,333	\$ 24,603,130		\$ 35,254,733	\$ 15,911,933	

*Estimated Fund Balance until final results are available

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

Date: December 11, 2025

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: December 11, 2025
To: Tabitha Branum
Superintendent
From: David Pate, CPA
Assistant Superintendent of Finance and Support Services
Subject: Summary of September 2025 Monthly Financial Statements

YEAR TO DATE PAYROLL COST EXCLUDING TRS AND ESSER SUPPLANTING– FUND 199, GENERAL FUND

As of September 30, 2025, the actual payroll costs exceeded year-to-date budget for the General Fund by \$1,297,770 (2.7%). Actual payroll costs for the General Fund (excluding TRS On-behalf payments) totaled \$49,438,172, an increase of \$2,238,940 (4.7%) when compared to \$47,199,232 at September 30, 2024.

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) decreased by \$523,338 (25.6%) due to interest rates changes, when compared to the previous year.

As of September 30, 2025, 25% of the year has passed. Expenditures are consistent with budget expectations and/or prior year activity.

Child Nutrition Fund (240)

Revenues are consistent with budget expectations and/or prior year activity.

As of September 30, 2025 25% of the year has passed. Expenditures are consistent with budget expectations and/or prior year activity.

Debt Service Fund (599)

Revenues are consistent with budget expectations and/or prior year activity.

As of September 30, 2025 25% of the year has passed. Expenditures are consistent with budget expectations and/or prior year activity.

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

% OF YEAR COMPLETE: 25%

DESCRIPTION

	Sep-25 Budget	Sep-25 Actual	% of Actual to Budget	Sep-24 Budget	Sep-24 Actual	% of Actual to Budget
REVENUES						
5711 Taxes Current Year Levy	\$ 246,665,677	-	0%	\$ 239,124,374	\$ 1,919	0%
5712 Taxes Prior Years	(1,635,000)	914,839	-56%	(913,939)	64,792.00	-7%
5719 Penalties Interest and Other Tax Revenues	1,250,000	465,446	37%	1,180,270	280,258	24%
5739 Tuition and Fees	5,997,500	1,406,624	23%	4,683,318	1,202,559	26%
5742 Earnings from Temporary Deposits and Investments	6,050,000	1,520,524	25%	9,107,250	2,043,862	22%
5743 Rent	2,175,000	590,448	27%	2,150,000	541,424	25%
5744 Revenue from Foundations, Non-Profits, and Gifts	-	17,774	100%	24,279	6,601	27%
5745 Insurance Recovery	125,000	2,340	2%	234,595	73,192	31%
5749 Other Revenues from Local Sources	550,000	459,162	83%	1,708,095	334,042	20%
5752 Athletic Activities	565,000	187,021	33%	485,000	164,101	34%
5769 Miscellaneous Revenues from Intermediate Sources	-	-	0%	319,679	-	0%
5811 Per Capita Apportionment	13,293,825	1,413,395	11%	13,421,301	1,372,718	10%
5812 Foundation School Program Act Entitlements	95,939,778	72,325,091	75%	90,137,987	41,394,990	46%
5829 State Program Revenues Distributed by Texas Education Agency	-	19,544	100%	-	394	100%
5831 Teacher Retirement TRS Care On-Behalf Payments	24,000,000	5,618,131	23%	24,000,000	5,342,971	22%
5929 Federal Revenues Distributed by Texas Education Agency	2,250,000	160,719	7%	1,594,018	369,621	23%
5931 School Health and Related Services (SHARS)	4,250,000	20,330	0%	3,500,000	7,079	0%
5939 Federal Revenues Distributed by State of Texas Government	-	39,240	100%	-	21,619	100%
5949 Federal Revenues Distributed Directly from the Federal	-	59,861	100%	-	29,148	100%
TOTAL REVENUES	\$ 401,476,780	\$ 85,220,489	21.2%	\$ 390,756,227	\$ 53,251,290	14%

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

% OF YEAR COMPLETE: 25%

DESCRIPTION

	Sep-25 Budget	Sep-25 Actual	% of Actual to Budget	Sep-24 Budget	Sep-24 Actual	% of Actual to Budget
EXPENDITURES						
11 Instruction	\$ 276,408,499	\$ 32,112,614	12%	\$ 250,871,981	\$ 25,970,004	10%
12 Instructional Resources and Media Services	6,103,841	689,957	11%	6,249,989	615,691	10%
13 Curriculum Development and Instructional Staff Development	8,429,172	1,663,481	20%	10,017,920	1,354,934	14%
21 Instructional Leadership	8,037,798	1,671,550	21%	7,500,842	1,496,572	20%
23 School Leadership	27,438,498	4,622,600	17%	27,363,074	4,028,157	15%
31 Guidance, Counseling and Evaluation Services	23,081,867	3,117,048	14%	20,790,045	2,749,481	13%
32 Social Work Services	1,565,692	361,059	23%	1,515,190	357,421	24%
33 Health Services	6,311,022	699,155	11%	6,222,771	1,083,664	17%
34 Student (Pupil) Transportation	9,646,204	2,358,008	24%	8,670,667	2,284,715	26%
35 Food Service	250,000	91,656	37%	250,000	-	0%
36 Cocurricular/Extracurricular Activities	3,672,718	1,490,478	41%	6,712,338	1,078,783	16%
41 General Administration	10,596,537	2,989,451	28%	10,251,866	2,533,899	25%
51 Plant Maintenance and Operations	38,500,479	9,709,071	25%	39,271,235	8,181,289	21%
52 Security and Monitoring Services	7,278,161	815,986	11%	7,090,032	584,744	8%
53 Data Processing Services	5,390,048	962,917	18%	5,264,334	1,018,260	19%
61 Community Services	4,526,386	700,443	15%	3,313,617	480,635	15%
71 Debt Service	80,841	3,861	5%	79,924	45,411	57%
72 Interest on Long-term Debt	540	-	0%	540	-	0%
81 Facilities, Acquisition and Construction	1,224	1,224	100%	-	-	0%
91 Contracted Instructional Services Between Public Schools	6,638,967	-	0%	4,918,676	-	0%
93 Payments to Member Districts of Shared Services Arrangements	255,704	204,262	80%	255,704	-	0%
95 Payments to Juvenile Justice Alternative Education Programs	50,000	-	0%	50,000	-	0%
99 Other Intergovernmental Charges	1,338,146	-	0%	1,318,067	-	0%
TOTAL EXPENDITURES	445,602,344	64,264,821	14%	417,978,812	53,863,660	13%
EXCESS (DEFICIENCY) REVENUES OVER (UNDER) EXPENDITURES	(44,125,564)	20,955,668		(27,222,585)	(612,370)	
OTHER FINANCING SOURCES (USES)						
7912 Sale of Real and Personal Property	10,650,000	247	0%	131,470	92,299	70%
8911 Transfers Out	(1,000,000)	(1,000,000)	100%	(1,000,000)	(1,000,000)	100%
TOTAL OTHER FINANCING SOURCES (USES)	9,650,000	(999,753)	-10%	(868,530)	(907,701)	105%
NET CHANGE IN FUND BALANCE	(34,475,564)	19,955,915		(28,091,115)	(1,520,071)	
FUND BALANCE JULY 1	166,520,684	166,520,684		183,514,011	183,514,011	
FUND BALANCE SEPTEMBER 30 (UNAUDITED)	\$ 132,045,120	\$ 186,476,599		\$ 155,422,896	\$ 181,993,940	

**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

REVENUES

	Sep-25 Budget	Sep-25 Actual	% of Actual to Budget	Sep-24 Budget	Sep-24 Actual	% of Actual to Budget
5742 Earnings from Temporary Deposits and Investments	\$ 350,000	\$ 80,486	23%	\$ 350,000	\$ 135,294	39%
5749 Revenues from Local Sources	35,500	4,049	11%	49,600	10,535	21%
5751 Food Service	3,185,000	609,649	19%	3,187,500	476,300	15%
5829 TEA/Non-Foundation Revenue	75,000	-	0%	88,000	-	0%
5921 School Breakfast Program	2,800,000	213,437	8%	2,610,000	217,088	8%
5922 National School Lunch Program	9,300,000	875,945	9%	9,285,000	679,711	7%
5923 United States Department of Agriculture Donated Commodities	1,482,439	-	0%	1,349,630	-	0%
5939 Federal Revenues Distributed by State of Texas Government Agencies	180	132,892	73829%	1,560,000	-	0%
TOTAL REVENUES	\$ 17,228,119	\$ 1,916,458	11%	\$ 18,479,730	\$ 1,518,928	8%

**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

	Sep-25 Budget	Sep-25 Actual	% of Actual to Budget	Sep-24 Budget	Sep-24 Actual	% of Actual to Budget
EXPENDITURES						
35 Food Service	\$ 19,950,901	\$ 3,275,099	16%	\$ 24,110,529	\$ 3,017,844	13%
51 Plant Maintenance and Operations	466,668	95,512	20%	370,504	52,702	14%
61 Community Services	-	-	0%	200	-	0%
TOTAL EXPENDITURES	20,417,569	3,370,611	17%	24,481,233	3,070,546	13%
EXCESS (DEFICIENCY) REVENUES OVER (UNDER) EXPENDITURES	(3,189,450)	(1,454,153)		(6,001,503)	(1,551,618)	
OTHER FINANCING SOURCES (USES)						
7915 Operating Transfers In	-	-	0%	-	-	0%
TOTAL OTHER FINANCING SOURCES (USES)	-	-		-	-	
NET CHANGE IN FUND BALANCE	(3,189,450)	(1,454,153)		(6,001,503)	(1,551,618)	
FUND BALANCE JULY 1	7,223,242	7,223,242		8,674,740	8,674,740	
FUND BALANCE SEPTEMBER 30 (UNAUDITED)	\$ 4,033,792	\$ 5,769,089		\$ 2,673,237	\$ 7,123,122	

*Estimated Fund Balance until final results are available

**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

REVENUES

	Sep-25 Budget	Sep-25 Actual	% of Actual to Budget	Sep-24 Budget	Sep-24 Actual	% of Actual to Budget
5711 Taxes on Current Year Levy	\$ 116,883,214	\$ -	0%	\$ 103,041,373	\$ 738	0%
5712 Taxes for Prior Years	(265,729)	397,455	-150%	(265,729)	20,033	-8%
5719 Penalties, Interest and Other Tax Revenues	200,000	189,096	95%	200,000	105,704	53%
5742 Earnings from Temporary Deposits and Investments	100,000	381,373	381%	100,000	328,438	328%
5746 Tax Increment Fund	-	-	0%	3,000,000	-	0%
5829 State Program Revenues Distributed by TEA	7,423,829	-	0%	9,066,818	-	0%
TOTAL REVENUES	\$ 124,341,314	\$ 967,924	1%	\$ 115,142,462	\$ 454,913	0%

**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

	Sep-25 Budget	Sep-25 Actual	% of Actual to Budget	Sep-24 Budget	Sep-24 Actual	% of Actual to Budget
EXPENDITURES						
71 Debt Service	103,581,658	-	0%	67,210,605	-	0%
72 Interest on Long-term Debt	41,785,784	20,995,725	50%	44,936,210	19,894,125	44%
73 Bond Issuance Costs and Fees	20,000	3,680	18%	20,000	13,630	68%
97 Payment to Tax Increment Fund	-	-	0%	3,000,000	-	0%
TOTAL EXPENDITURES	145,387,442	20,999,405	14%	115,166,815	19,907,755	17%
EXCESS (DEFICIENCY) REVENUES OVER (UNDER) EXPENDITURES	(21,046,128)	(20,031,481)		(24,353)	(19,452,842)	
OTHER FINANCING SOURCES (USES)						
7911 Issuance of Bonds	-	-	0%	-	-	0%
7916 Premium or Discount on Issuance of Bonds	-	-	0%	-	-	0%
8949 Other Uses	-	-	0%	-	-	0%
TOTAL OTHER FINANCING SOURCES (USES)	-	-		-	-	
NET CHANGE IN FUND BALANCE	(21,046,128)	(20,031,481)		(24,353)	(19,452,842)	
FUND BALANCE JULY 1	44,927,461	44,927,461		35,279,086	35,279,086	
FUND BALANCE SEPTEMBER 30 (UNAUDITED)	\$ 23,881,333	\$ 24,895,980		\$ 35,254,733	\$ 15,826,244	

*Estimated Fund Balance until final results are available

BOARD OF TRUSTEES
Richardson Independent School
District Richardson, Texas

Date: December 11, 2025

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

ACTION ITEM

TOPIC: Casting a Votes for the Board of Directors of the Dallas Central Appraisal District

BACKGROUND INFORMATION

Section 6.0301 was added to the Texas Tax Code by the 88th Texas Legislature through SB 2 and changed the composition of the board of directors of appraisal districts in counties with a population of 75,000 or more. The appraisal district is governed by a nine-member board. The county assessor-collector serves as an ex officio director, three directors are elected by the voters in the county, and five are selected by a vote of the taxing entities.

Tax Code Section 6.03(d) requires that the number of votes allocated to each taxing entity be determined based on the proportionate share of property taxes imposed in the county. Richardson ISD has been allocated **96** votes.

The Texas Property Tax Code specifies the qualifications for membership to the Board of Directors in Section 6.03. The candidate must be a resident of the Dallas Central Appraisal District (DCAD) for at least two years prior to the election; may be an elected official of an agency represented by the DCAD; and cannot be an employee of any agency represented by the DCAD unless they are also a member of the governing body or an elected official of a taxing unit that participates in DCAD.

Each taxing entity may submit a nomination by an official resolution one candidate for each position to be filled on the Board of Directors.

The Chief Appraiser of the Appraisal District is charged with the responsibility to conduct an election to determine the membership of the Board of Directors. The Chief Appraiser of the DCAD has provided the attached ballot containing the nominees. Additionally, DCAD has also provided biographies submitted by each of the nominees.

From those nominations, the taxing entities shall elect by majority vote two members of the DCAD Board of Directors. Each taxing entity may cast all of their votes for one nominee or allocate their votes among multiple nominees.

SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends that the Board cast its 96 votes for Kevin Carbo, Sr. to represent the District on the Board of Directors of the Dallas Central Appraisal District.

RESOLUTION

WHEREAS, Section 6.03 of the Texas Property Tax Code charges the Chief Appraiser of the Appraisal District with the responsibility of conducting the election to determine the membership of the Appraisal District Board of Directors; and,

WHEREAS, each of the of the taxing entities 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, the Chief Appraiser of the Appraisal District, from such nominations, has prepared the attached ballot containing the nominees for a member of the Board of Directors; and

WHEREAS, the Chief Appraiser of the Appraisal District has determined Richardson Independent School District has 96 votes based on the methodology outlined in Tax Code Section 6.03(d);

THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Richardson Independent School District does hereby cast its votes in accordance with the attached ballot, for a Member of the Board of Directors for the Dallas Central Appraisal District.

PASSED and approved by the RISD Board of Trustees this 11th day of December 2025.

Board of Trustees

By: _____

Name: Chris Poteet
Title: President

Date Signed: December 11, 2025

Attest:

By: _____

Name: Debbie Rentería
Title: Secretary, Board of Trustees

Date Signed: December 11, 2025

Dallas Central Appraisal District Official Ballot
Election of Members to the Board of Directors

Below are the candidates for appointment to the two (2) voting positions on the Board, listed alphabetically. Please indicate your taxing unit's vote(s) by entering the number of votes to the right of the candidate(s) of choice.

Nominees	Votes
Kevin Carbo, Sr.	96
Johannaé Cortez	
John Cote	
Clyde Hairston	
Marion Hamilton	
Carter Holton	
Pauline Medrano	
Elishima Myles	
Larry Offutt	
William David Palmer	
Cassandra Phillips	
America Rodriquez	
Yemi Salau	

Submit this official ballot before December 15, 2025, to Chief Appraiser, Shane Docherty, via email DcadElections@dcad.org and mail a hardcopy to Shane Docherty, Executive Director/Chief Appraiser, 2949 N. Stemmons Fwy., Dallas, Texas 75247.

Attach this ballot to the resolution passed by your taxing unit authorizing the taxing unit vote.

BOARD OF TRUSTEES
Richardson Independent School District
Richardson, Texas

Date: December 11, 2025

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 November 2025. 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
Canyon Creek Elementary	Canyon Creek PTA	Landscaping, Ink toner	\$1,033.48	\$16,802.56
Mohawk Elementary	Mohawk PTA	Field trips, supplemental technology, library, art and other instructional supplies	\$7,721.66	
Moss Haven Elementary	MHE Dad's Club	Tutors, student incentives	\$7,542.62	
Moss Haven Elementary	MHE PTA	Parttime counselor, parttime instructional coach, tutor, supplemental lunchroom monitor	\$96,000.00	
Prestonwood Elementary	PWE PTA	Tutors, field trips, garden supplies	\$9,494.00	
RISD Operations Center	Indeco Furniture Sales, LLC	Office Furniture		\$8,000.00
Spring Creek Elementary	SCE PTA	Tutoring	\$7,000.00	
			\$128,791.76	\$24,802.56
				\$153,594.32

December 2025

Less Than \$5,000

To	From	Purpose	Cash Received	Estimated Supply/Equip
Arapaho Classical Magnet	Arapaho Classical Magnet PTA	Storage shed and installation		\$4,901.00
Canyon Creek Elementary	Smith Lawn & Tree	Landscaping plans		\$500.00
Greenwood Hills Learning Center	Richardson East Rotary	Improvements to 'Little Library'		\$1,000.00
O Henry Elementary	Anonymous donors via Donors Choose	Supplemental STEM activities		\$745.54
Prairie Creek Elementary	PCE PTA	Toner for library	\$1,800.00	
			\$1,800.00	\$7,146.54
Total Cash & Supply/Equipment Value - Gifts Under \$5,000				\$8,946.54
Grand Total of All Gifts Over & Under \$5,000 December 2025				\$162,540.86

Prior Year Comparison

Fiscal YTD Cash & Supply/Equipment Value - Gifts Over \$5,000	\$672,511.68
Fiscal YTD Cash & Supply/Equipment Value - Gifts Under \$5,000	\$35,281.12
Fiscal YTD Total of All Gifts Over & Under \$5,000 December 2025	\$707,792.80
Fiscal YTD Total of All Gifts Over & Under \$5,000 December 2024	\$622,864.81
Increase / (decrease) compared to prior year	\$84,927.99

BOARD OF TRUSTEES
Richardson Independent School District
Richardson, Texas

Date: December 11, 2025
Department: Office of the General Counsel
Submitted by: Leticia D. McGowan, General Counsel

ACTION ITEM

TOPIC: 2026 Public Information Act Designated Non-Business Days Calendar

BACKGROUND INFORMATION:

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 Texas Government Code, Section 552.0031, 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 the Friday before or Monday after 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.

SUPERINTENDENT’S RECOMMENDATION:

The Superintendent recommends that the Board of Trustees of Richardson Independent School District approve the 2026 Public Information Act Designated Non-Business Days Calendar.

Richardson ISD 2026 PIR Calendar

January

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28

March

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Su	Mo	Tu	We	Th	Fr	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
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28	29	30				

July

Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
26	27	28	29	30	31	

August

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23	24	25	26	27	28	29
30	31					

September

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20	21	22	23	24	25	26
27	28	29	30			

October

Su	Mo	Tu	We	Th	Fr	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

— = RISD Closed

○ = State/National Holiday

□ = RISD Designated PIR Non-Business Days

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

Date: December 11, 2025

Division: Human Resources

Submitted by: Dr. Chris Goodson,

Assistant Superintendent of Human Resources

ACTION ITEM

TOPIC: 2026-2027 and 2027-2028 Academic Calendars

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 20, 2025 and reviewed the academic calendar requirements and calendar options.

The District Planning Committee (DPC) was given an opportunity to review and provide input on the 2026-2027 and 2027-2028 academic calendars as well. An essential role of the DPC, as defined by Texas Education Code, is to review and provide input on the adoption of the academic calendar. DPC members represent elementary, secondary, staff, parents and the business community.

After considerable deliberation and consideration of input from the broad RISD community, the Calendar Committee brings forward a final recommendation for the academic calendars for the 2026-2027 and 2027-2028 academic calendars for the Board's consideration.

Recommended academic calendars presented tonight meet the minimum requirements for the 75,600 minutes as required by law and allow for "banked" minutes in case of an emergency.

The Texas Education Agency Additional Days School Year (ADSY) initiative provides formula funding to support school systems with adding up to 30 additional instructional days (beyond a minimum of 175 days) at eligible campuses. Established through House Bill 3 passed by the 86th Texas Legislature in 2019 and recently updated by the 89th Legislature

in 2025, ADSY addresses summer learning loss, which can have a profound effect on students from low-income backgrounds. The cumulative impact of summer learning loss has been shown to create a gap of up to three grade levels for low-income students by the fifth grade.

SUPERINTENDENT'S RECOMMENDATION: The Superintendent recommends that the Richardson Independent School District Board of Trustees approve the recommended 2026-2027 and 2027-2028 Academic calendars and Additional Days School Year (ADSY) Academic Calendars for designated campuses (see attached calendars).



RICHARDSON INDEPENDENT SCHOOL DISTRICT 2026-2027 SCHOOL CALENDAR

AUGUST 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					

SEPTEMBER 2026						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026						
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18	19	20	21	22	23	24
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NOVEMBER 2026						
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DECEMBER 2026						
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JANUARY 2027						
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FEBRUARY 2027						
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28						

MARCH 2027						
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APRIL 2027						
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MAY 2027						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- July 3 Fourth of July Staff Holiday
- August 12 First day of School
- September 7 Labor Day
- October 7 First Grading Period Ends
- October 8-12 Fall Break
- November 2-3 Student Holiday/Staff Professional Learning Day
- November 23-25 Student Holiday/Staff Exchange Days
- November 26-27 Thanksgiving Holiday
- December 18 Early Release for All Campuses, Second Grading Period Ends
- December 21 - January 4 Winter Break
- January 5 Student Holiday/Staff Professional Learning Day
- January 6 Second Semester Begins
- January 18 Martin Luther King Jr. Day Holiday
- February 15 Student Holiday/Staff Professional Learning Day
- February 23 Enrollment Opens for 2027-28
- March 12 Third Grading Period Ends
- March 15-19 Spring Break
- March 26 Make-Up Day
- April 23 Make-Up Day
- May 26 Last Day of School Early Release for All Campuses, Fourth Grading Period Ends
- May 31 Memorial Day Staff Holiday

CALENDAR SYMBOLS KEY

 Student and Staff Holiday
 Student Holiday/Staff Professional Learning
 Student Holiday/Staff Exchange Day
 Make-Up Day (if needed, subject to change)
 Early Release for All Campuses
 Early Release for Elementary Schools Only
 Grading Period Ends
A / B..... Block Schedule for Secondary Schools
 Enrollment Opens

Total Student Days: 174
82 Days 1st Semester, 92 Days 2nd Semester

Staff Professional Learning Days 4
Staff Exchange Days 3
Make-Up Days 2



RICHARDSON INDEPENDENT SCHOOL DISTRICT 2027-2028 SCHOOL CALENDAR

AUGUST 2027						
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SEPTEMBER 2027						
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OCTOBER 2027						
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NOVEMBER 2027						
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DECEMBER 2027						
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JANUARY 2028						
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FEBRUARY 2028						
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MARCH 2028						
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APRIL 2028						
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MAY 2028						
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July 5	Fourth of July Staff Holiday
August 11	First day of School
September 6	Labor Day
October 6	First Grading Period Ends
October 7-11	Fall Break
November 1-2	Student Holiday/Staff Professional Learning Day
November 22-24	Student Holiday/Staff Exchange Day
November 25-26	Thanksgiving Holiday
December 17	Early Release for All Campuses, Second Grading Period Ends
December 20-January 3	Winter Break
January 4	Student Holiday/Staff Professional Learning Day
January 5	Second Semester Begins
January 17	Martin Luther King Jr. Day Holiday
February 14	Student Holiday/Staff Professional Learning Day
February 22	Enrollment Opens for 2028-29
March 10	Third Grading Period Ends
March 13-17	Spring Break
April 14	Make-Up Day
April 17	Make-Up Day
May 24	Last Day of School Early Release for All Campuses, Fourth Grading Period Ends
May 29	Memorial Day

CALENDAR SYMBOLS KEY

	Student and Staff Holiday
	Student Holiday/Staff Professional Learning
	Student Holiday/Staff Exchange Day
	Make-Up Day (if needed, subject to change)
	Early Release for All Campuses
	Early Release for Elementary Schools Only
	Grading Period Ends
A / B	Block Schedule for Secondary Schools
	Enrollment Opens

Total Student Days: 174
 82 Days 1st Semester, 92 Days 2nd Semester
Staff Professional Learning Days 4
Staff Exchange Days 3
Make-Up Days 2



RICHARDSON INDEPENDENT SCHOOL DISTRICT 2026-27 ADSY SCHOOL CALENDAR

AUGUST 2026						
S	M	T	W	T	F	S
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30	31					

SEPTEMBER 2026						
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OCTOBER 2026						
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NOVEMBER 2026						
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DECEMBER 2026						
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JANUARY 2027						
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FEBRUARY 2027						
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21	22	23	24	25	26	27
28						

MARCH 2027						
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21	22	23	24	25	26	27
28	29	30	31			

APRIL 2027						
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 2027						
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					

- July 3 Fourth of July Staff Holiday
- August 11 First day of School
- September 7 Labor Day
- October 7 First Grading Period Ends
- October 8-12 Fall Break
- November 2-3 Student Holiday/Staff Professional Learning Day
- November 23-25 Student Holiday/Staff Exchange Days
- November 26-27 Thanksgiving Holiday
- December 18 Early Release for All Campuses, Second Grading Period Ends
- December 21 - January 4 Winter Break
- January 5 Student Holiday/Staff Professional Learning Day
- January 6 Second Semester Begins
- January 18 Martin Luther King Jr. Day Holiday
- February 15 Student Holiday/Staff Professional Learning Day
- February 23 Enrollment Opens for 2027-28
- March 12 Third Grading Period Ends
- March 15-19 Spring Break
- March 26 Make-Up Day
- April 23 Make-Up Day
- May 26 Last Day of School Early Release for All Campuses, Fourth Grading Period Ends
- May 31 Memorial Day Staff Holiday

CALENDAR SYMBOLS KEY

- Student and Staff Holiday
- Student Holiday/Staff Professional Learning
- Student Holiday/Staff Exchange Day
- Make-Up Day (if needed, subject to change)
- Early Release for All Campuses
- Early Release for Elementary Schools Only
- Grading Period Ends
- A / B Block Schedule for Secondary Schools
- Enrollment Opens

Total Student Days: 175

83 Days 1st Semester, 92 Days 2nd Semester

Staff Professional Learning Days 4

Staff Exchange Days 3

Make-Up Days 2



RICHARDSON INDEPENDENT SCHOOL DISTRICT 2027-2028 ADSY SCHOOL CALENDAR

AUGUST 2027						
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				

SEPTEMBER 2027						
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		

OCTOBER 2027						
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						

NOVEMBER 2027						
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				

DECEMBER 2027						
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	

JANUARY 2028						
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					

FEBRUARY 2028						
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				

MARCH 2028						
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 2028						
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 2028						
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			

July 5	Fourth of July Staff Holiday
August 10	First day of School
September 6	Labor Day
October 6	First Grading Period Ends
October 7-11	Fall Break
November 1-2	Student Holiday/Staff Professional Learning Day
November 22-24	Student Holiday/Staff Exchange Day
November 25-26	Thanksgiving Holiday
December 17	Early Release for All Campuses, Second Grading Period Ends
December 20-January 3	Winter Break
January 4	Student Holiday/Staff Professional Learning Day
January 5	Second Semester Begins
January 17	Martin Luther King Jr. Day Holiday
February 14	Student Holiday/Staff Professional Learning Day
February 22	Enrollment Opens for 2028-29
March 10	Third Grading Period Ends
March 13-17	Spring Break
April 14	Make-Up Day
April 17	Make-Up Day
May 24	Last Day of School Early Release for All Campuses, Fourth Grading Period Ends
May 29	Memorial Day

CALENDAR SYMBOLS KEY

	Student and Staff Holiday
	Student Holiday/Staff Professional Learning
	Student Holiday/Staff Exchange Day
	Make-Up Day (if needed, subject to change)
	Early Release for All Campuses
	Early Release for Elementary Schools Only
	Grading Period Ends
A / B	Block Schedule for Secondary Schools
	Enrollment Opens

Total Student Days: 175

83 Days 1st Semester, 92 Days 2nd Semester

Staff Professional Learning Days 4

Staff Exchange Days 3

Make-Up Days 2



2026–2027 and 2027–2028 Academic Calendars

December 11, 2025



Agenda



- Review Calendar Feedback Process
- Consider 2026-2027 and 2027-2028 Academic Calendars
- Consider Additional Days School Year (ADSY) Calendar

“There is NO Perfect Calendar!”



Calendar Feedback



- Calendar Committee
 - October 20
- Board Meeting
 - October 30
- Let's Talk Channel
 - October 31 - November 21
- District Planning Committee
 - December 2

Almost 2500
Responses on
Let's Talk





Calendar Recommendations



OUR NORTH STAR GOAL: EVERY STUDENT, TEACHER, AND LEADER WILL MEET OR EXCEED THEIR ACADEMIC GROWTH GOALS.

Recommended 2026–2027 Calendar



UPDATED 10/26/2025
RICHARDSON INDEPENDENT SCHOOL DISTRICT
2026-2027 SCHOOL CALENDAR

AUGUST 2026							SEPTEMBER 2026								
2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	9
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	27	28	29	30	31				

OCTOBER 2026							NOVEMBER 2026								
4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31			27	28	29	30	31				

DECEMBER 2026							JANUARY 2027								
4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	17	18
20	21	22	23	24	25	26	27	28	29	30	31				

FEBRUARY 2027							MARCH 2027								
7	8	9	10	11	12	13	7	8	9	10	11	12	13	14	15
14	15	16	17	18	19	20	16	17	18	19	20	21	22	23	24
21	22	23	24	25	26	27	28	29	30	31					

APRIL 2027							MAY 2027								
4	5	6	7	8	9	10	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	23	24	25	26	27	28	29	30	31

CALENDAR SYMBOLS KEY

- Student and Staff Holiday
- Student Holiday/Staff Professional Learning
- Student Holiday/Staff Exchange Day
- ★ Make-Up Day (if needed, subject to change)
- Early Release for All Campuses
- Early Release for Elementary Schools Only
- Grading Period Ends
- | Block Schedule for Secondary Schools
- Enrollment Opens

Total Student Days: 174
 82 Days 1st Semester, 92 Days 2nd Semester
 Staff Professional Learning Days 4
 Staff Exchange Days 3
 Make-Up Days 2

July 3	Fourth of July Staff Holiday
August 12	First day of School
September 7	Labor Day
October 7	First Grading Period Ends
October 8-12	Fall Break
November 2-3	Student Holiday/Staff Professional Learning Day
November 23-25	Student Holiday/Staff Exchange Days
November 26-27	Thanksgiving Holiday
December 18	Early Release for All Campuses, Second Grading Period Ends
December 21 - January 4	Winter Break
January 5	Student Holiday/Staff Professional Learning Day
January 6	Second Semester Begins
January 18	Martin Luther King Jr. Day Holiday
February 15	Student Holiday/Staff Professional Learning Day
February 23	Enrollment Opens for 2027-28
March 12	Third Grading Period Ends
March 15-19	Spring Break
March 26	Make-Up Day
April 23	Make-Up Day
May 26	Last Day of School Early Release for All Campuses, Fourth Grading Period Ends
May 31	Memorial Day Staff Holiday



OUR NORTH STAR GOAL: EVERY STUDENT, TEACHER, AND LEADER WILL MEET OR EXCEED THEIR ACADEMIC GROWTH GOALS.



Recommended 2027–2028 Calendar

RICHARDSON INDEPENDENT SCHOOL DISTRICT
2027-2028 SCHOOL CALENDAR

USDA 160-1006/2022

AUGUST 2027	SEPTEMBER 2027	OCTOBER 2027	NOVEMBER 2027
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	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	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	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
DECEMBER 2027	JANUARY 2028	FEBRUARY 2028	MARCH 2028
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	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	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	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 2028	MAY 2028		
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	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		

CALENDAR SYMBOLS KEY

- Student and Staff Holiday
- Student Holiday/Staff Professional Learning
- Student Holiday/Staff Exchange Day
- Make-Up Day (if needed, subject to change)
- Early Release for All Campuses
- Early Release for Elementary Schools Only
- Grading Period Ends
- Block Schedule for Secondary Schools
- Enrollment Opens

Total Student Days: 174
 82 Days for Semester, 92 Days 2nd Semester
 Staff Professional Learning Days 4
 Staff Exchange Days 3
 Make-Up Days 2

July 5	Fourth of July Staff Holiday
August 11	First day of School
September 6	Labor Day
October 6	First Grading Period Ends
October 7-11	Fall Break
November 1-2	Student Holiday/Staff Professional Learning Day
November 22-24	Student Holiday/Staff Exchange Day
November 25-26	Thanksgiving Holiday
December 17	Early Release for All Campuses, Second Grading Period Ends
December 20-January 3	Winter Break
January 4	Student Holiday/Staff Professional Learning Day
January 5	Second Semester Begins
January 17	Martin Luther King Jr. Day Holiday
February 14	Student Holiday/Staff Professional Learning Day
February 22	Enrollment Opens for 2028-29
March 10	Third Grading Period Ends
March 13-17	Spring Break
April 14	Make-Up Day
April 17	Make-Up Day
May 24	Last Day of School Early Release for All Campuses, Fourth Grading Period Ends
May 29	Memorial Day





Additional Days School Year (ADSY) Calendar



OUR NORTH STAR GOAL: EVERY STUDENT, TEACHER, AND LEADER WILL MEET OR EXCEED THEIR ACADEMIC GROWTH GOALS.

ADSY Calendar



Background

The Texas Education Agency Additional Days School Year (ADSY) initiative provides formula funding to support school systems with adding up to 30 additional instructional days (beyond a minimum of 175 days) at eligible campuses.

Established through House Bill 3 passed by the 86th Texas Legislature in 2019 and recently updated by the 89th Legislature in 2025, ADSY addresses summer learning loss, which can have a profound effect on students from low-income backgrounds. The cumulative impact of summer learning loss has been shown to create a gap of up to three grade levels for low-income students by the fifth grade.



26–27 Additional Days School Year Calendar



RICHARDSON INDEPENDENT SCHOOL DISTRICT 2026-27 ADSY SCHOOL CALENDAR

UPDATED 10/20/2025

AUGUST 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					

OCTOBER 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					

DECEMBER 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					

FEBRUARY 2027						
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

APRIL 2027						
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					

SEPTEMBER 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					

JANUARY 2027						
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					

MARCH 2027						
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					

MAY 2027						
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					

Total Student Days: 175
 83 Days 1st Semester, 92 Days 2nd Semester
Staff Professional Learning Days 4
Staff Exchange Days 3
Make-Up Days 2

July 3	Fourth of July Staff Holiday
August 11	First day of School
September 7	Labor Day
October 7	First Grading Period Ends
October 8-12	Fall Break
November 2-3	Student Holiday/Staff Professional Learning Day
November 23-25	Student Holiday/Staff Exchange Days
November 26-27	Thanksgiving Holiday
December 18	Early Release for All Campuses, Second Grading Period Ends
December 21 - January 4	Winter Break
January 5	Student Holiday/Staff Professional Learning Day
January 6	Second Semester Begins
January 18	Martin Luther King Jr. Day Holiday
February 15	Student Holiday/Staff Professional Learning Day
February 23	Enrollment Opens for 2027-28
March 12	Third Grading Period Ends
March 15-19	Spring Break
March 26	Make-Up Day
April 23	Make-Up Day
May 26	Last Day of School Early Release for All Campuses, Fourth Grading Period Ends
May 31	Memorial Day Staff Holiday



OUR NORTH STAR GOAL: EVERY STUDENT, TEACHER, AND LEADER WILL MEET OR EXCEED THEIR ACADEMIC GROWTH GOALS.

27-28 Additional Days School Year Calendar



UPDATED 09/08/2022

RICHARDSON INDEPENDENT SCHOOL DISTRICT
2027-2028 ADSY SCHOOL CALENDAR

AUGUST 2027	SEPTEMBER 2027	OCTOBER 2027	NOVEMBER 2027	DECEMBER 2027	JANUARY 2028
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	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	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	1 2 3 5 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	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	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
FEBRUARY 2028	MARCH 2028	APRIL 2028	MAY 2028		
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	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	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	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		

CALENDAR SYMBOLS KEY

- Student and Staff Holiday
- Student Holiday/Staff Professional Learning
- Student Holiday/Staff Exchange Day
- Make-Up Day (if needed, subject to change)
- Early Release for All Campuses
- Early Release for Elementary Schools Only
- Grading Period Ends
- A/B Block Schedule for Secondary Schools
- Enrollment Opens

Total Student Days 175
63 Days 1st Semester 99 Days 2nd Semester
Staff Professional Learning Days 4
Staff Exchange Days 3
Make-Up Days 2

July 5	Fourth of July Staff Holiday
August 10	First day of School
September 6	Labor Day
October 6	First Grading Period Ends
October 7-11	Fall Break
November 1-2	Student Holiday/Staff Professional Learning Day
November 22-24	Student Holiday/Staff Exchange Day
November 25-26	Thanksgiving Holiday
December 7	Early Release for All Campuses, Second Grading Period Ends
December 20-January 3	Winter Break
January 4	Student Holiday/Staff Professional Learning Day
January 5	Second Semester Begins
January 9	Martin Luther King Jr. Day Holiday
February 14	Student Holiday/Staff Professional Learning Day
February 22	Enrollment Opens for 2028-29
March 10	Third Grading Period Ends
March 13-17	Spring Break
April 14	Make-Up Day
April 17	Make-Up Day
May 24	Last Day of School Early Release for All Campuses, Fourth Grading Period Ends
May 29	Memorial Day



Next Steps



- Communicate to All Stakeholders
- District and Campus Websites



Thank You



BOARD OF TRUSTEES
Richardson Independent School District
Richardson, Texas

Date: December 11, 2025

Division: Operations

Submitted by: Mike Jasso, Assistant Superintendent

INFORMATION ITEM

TOPIC: Middle School Transformation- Bond 2025

The Board of Trustees adopted a middle school transformation resolution in January of 2021 based on the recommendation of the RISD Grade Configuration Committee. The initiative transitions sixth grade from elementary to middle school campuses creating an aligned 6-8 model. This matches the method the state bundles curriculum, as well as alignment to over 90% of public school districts across the state. Bond 2025 allows six junior high campuses to convert to middle schools. Those schools include: Apollo, Liberty, Parkhill, Richardson North, Richardson West and Westwood. Each of these middle schools would open for sixth through eighth grade students in the Fall of 2028.

BACKGROUND INFORMATION:

This middle school transformation began with the Lake Highlands learning community under Bond 2021 which transitioned sixth grade students to Lake Highlands Middle School and Forest Meadow Middle School.

SUPERINTENDENT'S RECOMMENDATION:

The Superintendent offers the presentation as an information item for the Board.

Middle School Transformations

December 2025 Board Update



Dream

BIG

Richardson ISD



Every Child. Every Day.

◆ Middle School Transformations



- Recommendation by the Student Learning Strategic Action Committee and later approved by the Board of Trustees in January 2021.
- All middle school transformations start with the Program Planning Committee (PPC) process
 - This committee helps define the school's community/uniqueness
 - This committee helps define the school's values and how they are reflected in the new design
 - This committee helps define design priorities
- Selected design partners (Architects) by Learning Community to ensure consistency and design continuity between secondary schools within our Learning Communities
 - BLC – HKS, Inc.
 - LHLC – Perkins & Will
 - PLC – Stantec
 - RLC – Glenn Partners

◆ Middle School Programming

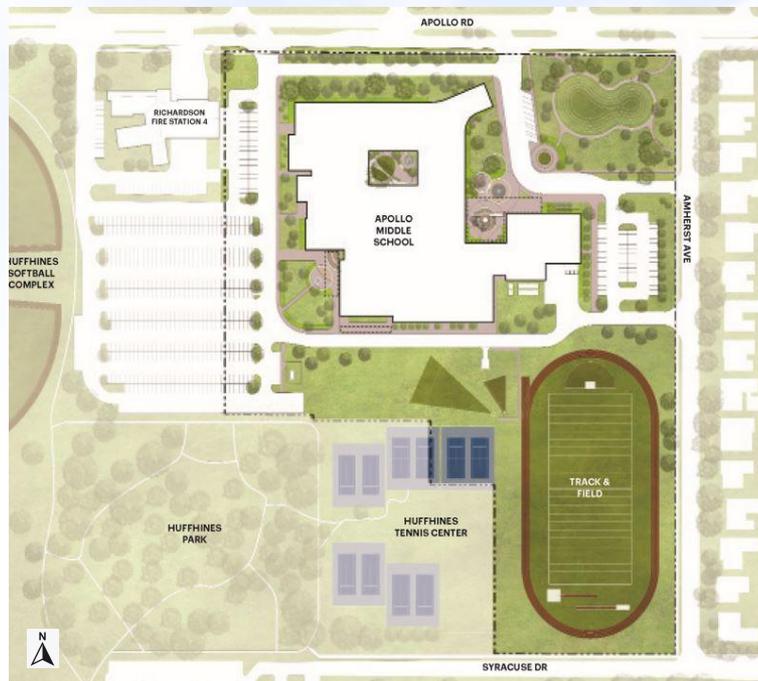
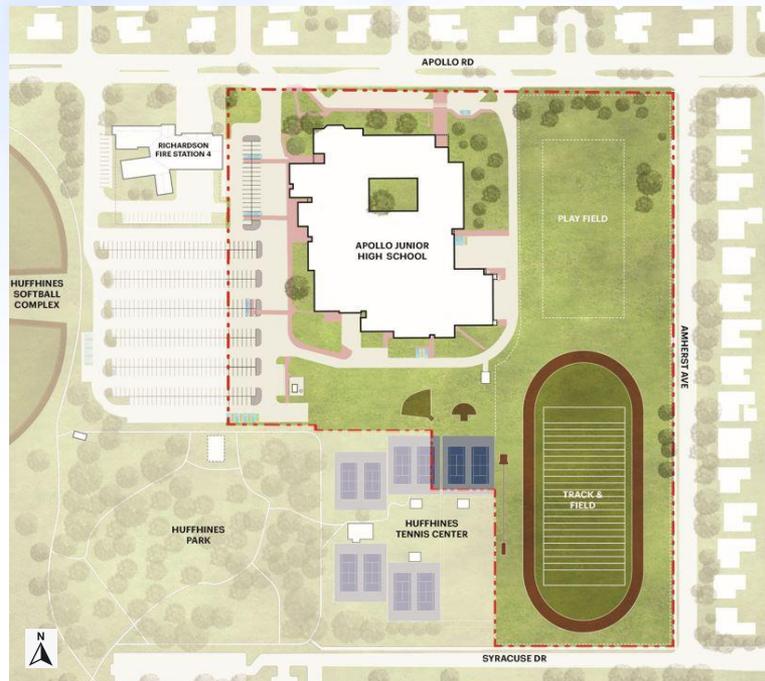


- Academic and extracurricular programming for the middle schools was created with the Forest Meadow MS and Lake Highlands MS transformations and has stayed consistent for this phase of transformations. Current design capacity is for a 1000 student enrollment.
- Core Academic Spaces (6th – 8th)
- Science/Labs
- Career and Technology Education
- Special Education and Intervention
- Fine Arts and Athletics
- Guidance and Counseling
- Collaboration
- Teacher Support Spaces
- Administration/Clinic
- Cafeteria/Kitchen
- Culinary Arts, Robotics, Theater, Digital Communications (West MS)
- Leadership, Health Science, Computer Science, Criminal Justice w/ Mock Trial (Westwood MS)

◆ Apollo Junior High

Existing Site Plan

New Site Plan



◆ Apollo Junior High

Front Main Entry, Northeast Side – Conceptual Only



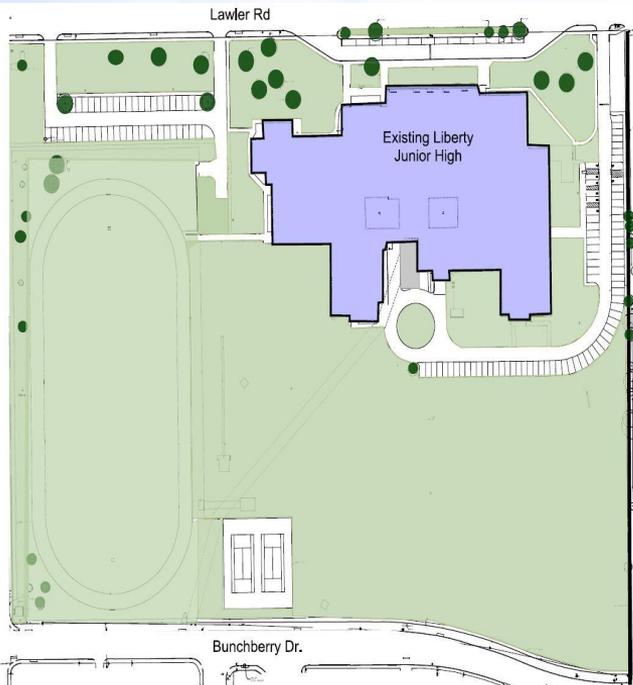
◆ Apollo Junior High

Athletics Entry, West Side – Conceptual Only

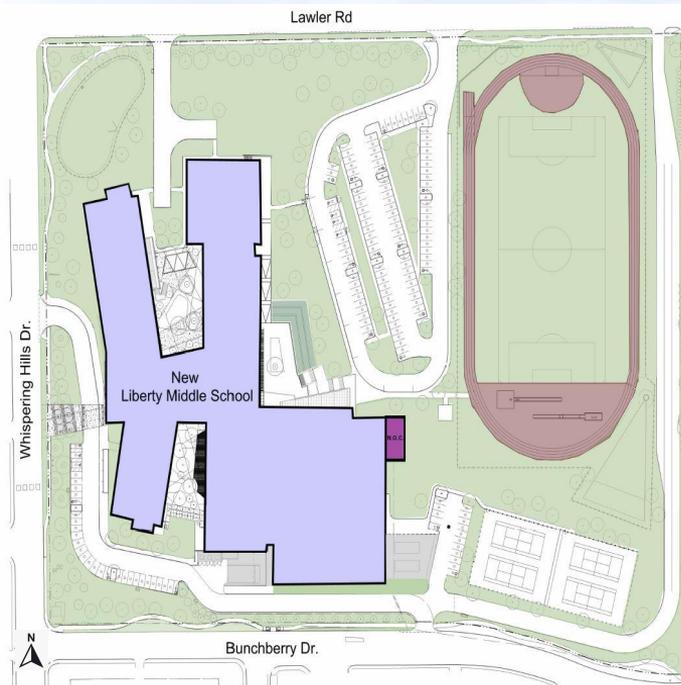


◆ Liberty Junior High

Existing Site Plan



New Site Plan



◆ Liberty Junior High

Front Main Entry, West Side – Conceptual Only



◆ Liberty Junior High

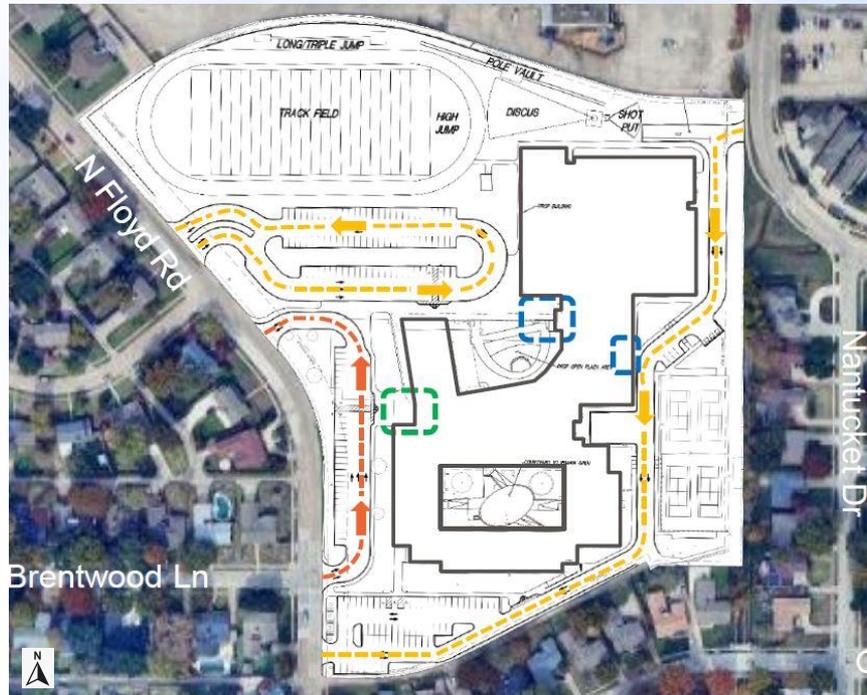
Northeast Courtyard – Conceptual Only



◆ North Junior High

Existing Site Plan

New Site Plan



◆ North Junior High

Front Main Entry, West Side – Conceptual Only



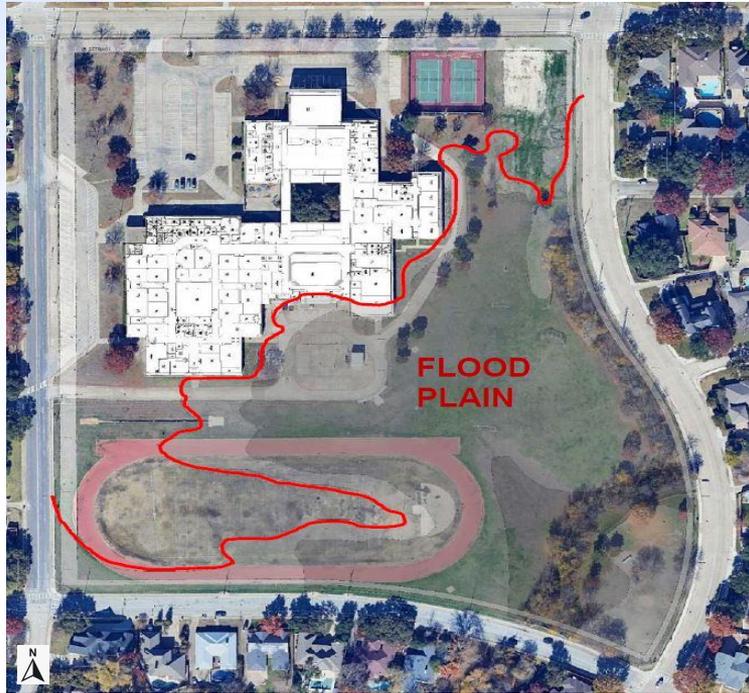
◆ North Junior High

West Side Courtyard View – Conceptual Only

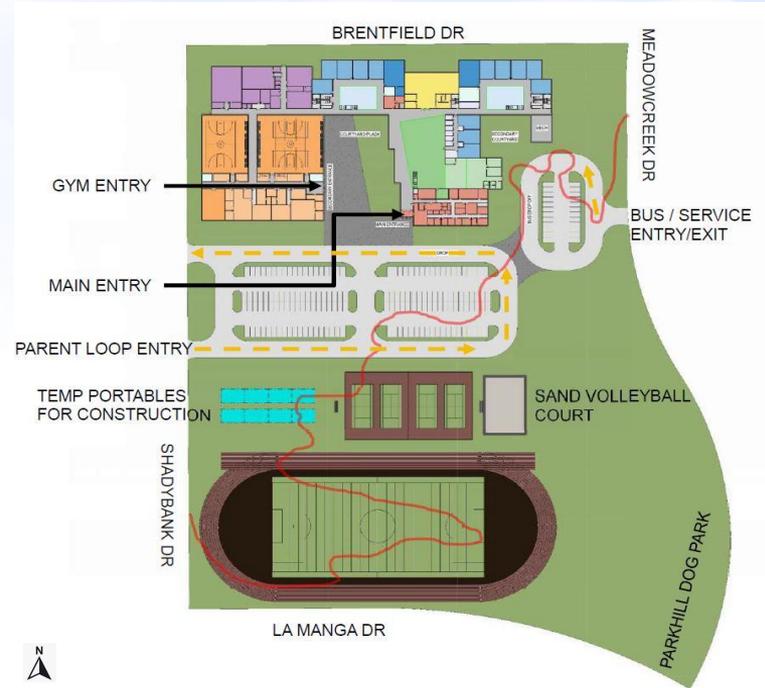


◆ Parkhill Junior High

Existing Site Plan



New Site Plan



◆ Parkhill Junior High



Front Main Entry, South Side – Conceptual Only



◆ Parkhill Junior High

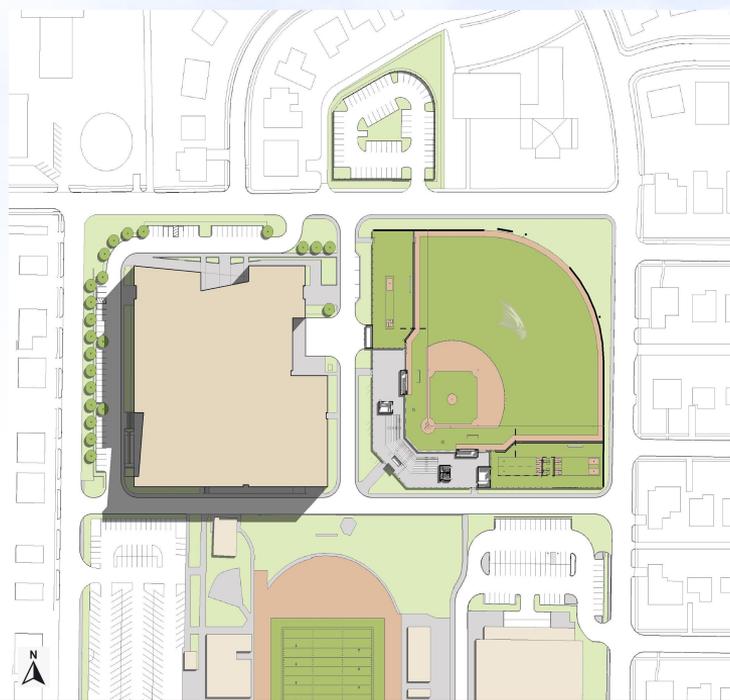
Front Courtyard, South Side – Conceptual Only



◆ West Junior High

Existing Site Plan

New Site Plan



◆ West Junior High

Front Main Entry, North Side – Conceptual Only



◆ West Junior High

Athletics Entry, West Side – Conceptual Only



◆ Westwood Junior High

Existing Site Plan

New Site Plan



◆ Westwood Junior High

Front Main Entry, North Side – Conceptual Only



◆ Westwood Junior High

Academic Wing, South Side – Conceptual Only



◆ Project Schedules



December | 2025

Design/City Reviews

Early Spring | 2026

Possible Early GMP's for Board

Spring | 2026

Finalize Design Documents

June | 2026

Construction Starts

End of May | 2028

Substantial Completion

July | 2028

Owner Move-in

Fall | 2028

Site Completion



◆ **Thank you!**



COMMENTS/QUESTIONS?



BOARD OF TRUSTEES
Richardson Independent School District
Richardson, Texas

Date: December 9, 2025

Submitted by: Dr. Melissa Heller, Assistant Superintendent, Strategy & Engagement
Sandra Verduzco, Executive Director, Communications & Marketing

INFORMATION ITEM

TOPIC: Strategic Communications & Marketing Update

BACKGROUND INFORMATION:

The Strategy & Engagement Department is requesting direction to design and issue a Request for Proposal (RFP) for an Advertising and Marketing Agency/Consultant. This is necessary due to declining enrollment trends and increased competition from charter, private, virtual, and homeschool options, making public education no longer a monopoly.

The objective of the resulting marketing campaign, branded "RISD is the ONE," is to position Richardson ISD as the premier choice for current and prospective families. The campaign goals focus on three key areas to stabilize and grow district enrollment, which directly impacts funding:

1. **Recruitment:** Ensuring enrollment of every eligible 3 and 4-year-old.
2. **Retention:** Ensuring that enrolled students stay and graduate.
3. **Recovery:** Re-enrolling students and families who may have left for other educational choices.

The consultant will develop competitive branding and marketing strategies to support these recruitment, retention, and recovery efforts.



#RISDIsTheOne

Communications and Marketing

Update

Strategy & Engagement Department | December 11, 2025



OUR NORTH STAR GOAL: EVERY STUDENT, TEACHER, AND LEADER WILL MEET OR EXCEED THEIR ACADEMIC GROWTH GOALS.

#RISDIIsTheOne



Strategic Plan Alignment

- Goal 1 - Individual Growth
- Goal 2 - Staff Recruitment & Retention
- Goal 3 - Curriculum & Learning
- Goal 4 - Community Engagement
- Goal 5 - Financial Stewardship

District Improvement Alignment

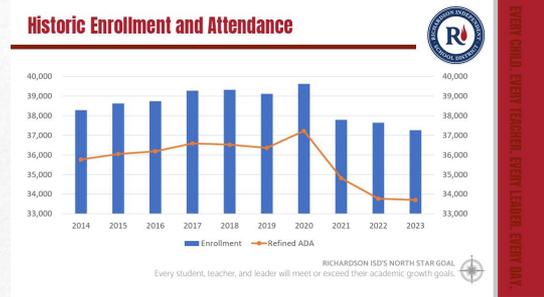
- Goal 3, PO 1, Strategy 7 - Expand Pre K
- Goal 3, PO 1, Strategy 8 - Magnet programming
- Goal 3, PO 11, Strategy 9 - Explore, research and identify specific specialized program options



Market Challenges and Opportunities



- Declining enrollment
- Increased competition from private, charter, virtual and homeschool
- Public education is no longer a monopoly
- Open enrollment opportunities with RISD peer districts
- Opportunities to educate families about the educational opportunities and experiences offered in RISD

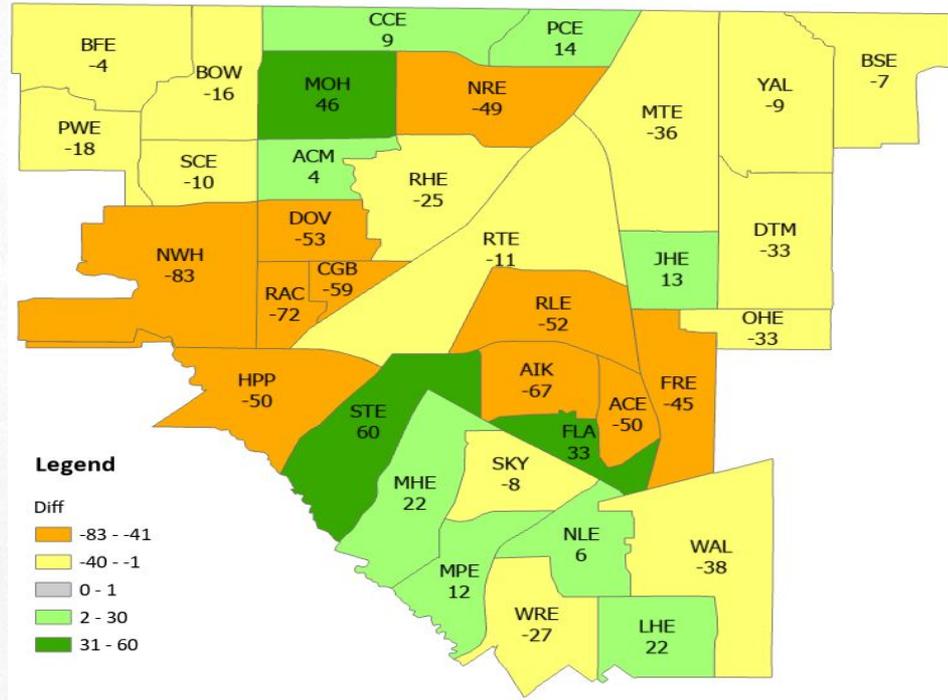


Enrollment Recovery



Variance by Residing Neighborhood - Elementary Students

As of October 27, 2025



Why do we need to market RISD?



- Families have choices
- Enrollment = Funding
- Strategically Target Charter and Private Schools
- Marketing (branding and storytelling) drives higher engagement & ROI

Your brand is what people
say about you when
you're not in the room.

Jeff Bezos

@amazon



Data-Driven Marketing Research & Resources



Annual Demographers Report

RISD Enrollment Data and Trends

MyPlanware Software

State and National Trend Data



Marketing by Other Peer Districts & Education Providers



Part of the Nation's #1 Public School Network



OUR NORTH STAR GOAL: EVERY STUDENT, TEACHER, AND LEADER WILL MEET OR EXCEED THEIR ACADEMIC GROWTH GOALS.

Marketing Campaign Objective & Goals



Objective:

- Position Richardson ISD as the premier choice—“RISD is the ONE”—for current and prospective families seeking outstanding PK-12 educational opportunities and experiences.

Goals:

- **Recruitment:** Ensure we are enrolling every eligible 3 & 4 year old into RISD!
- **Retention:** Ensure that once a student enrolls and chooses RISD, they stay and graduate!
- **Recovery:** Re-enroll students and families who may have left RISD for another educational choice and realized RISD is the ONE for them.



RISD IS THE ONE

Opportunities and Experiences for Families Include:



RISD is the ONE



Opportunities for learners tailored to every style and ability.

Neighborhood schools that foster family-centered communities.

Experiences beyond the classroom that enhance learning!



KEY MESSAGES

#RISDIsTheOne for Academics – Engaging all students in world-class, future-focused learning. From Two-Way Dual Language Immersion and gifted programs to cutting-edge STEM and CTE initiatives, RISD offers innovative, high-quality academics that prepare students for success in college and beyond.

#RISDIsTheOne for Arts – RISD is the premier destination for arts education, offering a comprehensive, PK-12 experience in music, marching band, orchestra, choir, visual arts, and performing arts, empowering students to create, perform, and excel.

#RISDIsTheOne for Athletics – With competitive middle and junior high school sports and championship-winning high school athletics, RISD provides student athletes with top-tier coaching, state-of-the-art facilities, and pathways to collegiate and professional success.

#RISDIsTheOne Community – At RISD, parents are partners in the education of their children. Strong family engagement, district safety and support, and community collaboration create an environment where students thrive.



Sharing the “RISD Is the ONE” Story



Opportunities

Eighth-grade AVID Student Earns Prestigious Pre-College Scholarship



Neighborhood Schools (family centered communities)



Wallace Elem. Annual Can Food Drive

Experiences

J.J. Pearce’s Inclusive Cheer Squad Spreads Joy and Belonging



RISD Is the ONE – Marketing Strategies



- Grassroots Outreach
 - Retention Campaign
- Targeted Digital Marketing
- Traditional Marketing
- Direct Mail
- Recruitment Events



RISD Is the ONE – Current Efforts

- Organic Enrollment Campaign
- Cohesive and Branded Magnet Schools Promotion
- Support Schools With Grassroots Outreach for Recruitment & Retention

RESERVE YOUR SEAT TODAY!
Richardson ISD Now Enrolling for 2025-2026 School Year

RISD.ORG/ENROLL

Junior High Magnet APPLICATIONS ARE OPEN!

Apply by December 1

Elementary Magnet & Choice School Options Information Toolkit for Principals

Action Items for ACM, HPPM, MST and Stults:
Note: you may tweak and edit the messaging as needed, the messages are provided as suggestions, and as a way of supporting you with ready-to copy and paste messaging.

Date	Content	Asset
For Arapaho Nov. 20 - Dec. 19 Updated messaging for January and February coming soon	Families interested in our K-6 magnet program are invited to come and tour our campus to take a glimpse of the magnet experience that we offer. Our magnet program includes Visual Arts, Performing Arts, Media Arts, and Applied Arts Magnet. Tours will be offered from December through February. Interested families must RSVP at Daniel.Sandoval@risd.org . Online applications are open Dec. 1, 2025 - Feb. 28, 2026. More information can be found at https://web.risd.org/magnetschools/elementary-checklist/ .	ACM Tour Dates Graphic
For HPPM Nov. 20 - Dec. 19	Our Leadership Magnet K-6 Program applications are open from Dec. 1, 2025 through February 28, 2026.	HPPM Tour Dates

ELEMENTARY MAGNET AND CHOICE CAMPUS INFORMATION TOURS

CURRENT 6TH GRADERS

YOU'RE INVITED TO

NORTH NAVIGATION NIGHT

NOVEMBER 18TH

DOORS OPEN 5:50
PEP RALLY STARTS AT 6:15
TOURS START AT 6:50

1820 N FLOYD Rd, RICHARDSON, 75080



District & Campus Profiles



Richardson ISD

SUPERINTENDENT Tabitha Branum

GRADES PreK through 12th grade

Richardson ISD is committed to educational excellence, fostering a safe and creative environment where every student can thrive. We're proud of our students' achievements, including 71 athletes who signed to play at the collegiate level, multiple sports championships, and numerous academic all-district and all-state honors. For the 13th consecutive year, we were named a Best Community for Music Education and a District of Distinction for Visual Arts for the 4th consecutive year.



93.6%

Attendance Rate

NORTH STAR GOAL

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



11.54% = LOWEST employee turnover rate that the district has seen in the last decade!



79% → 95%
Class of 2024 Class of 2025



Record number of credit!
Improved Passing Rate:
80% → 83%
2024 2025



Largest number of AP ever!
Improved Passing Rate:
57% → 67%
2024 2025



Record number of credit!
Improved Passing Rate:
89% → 94%
2024 2025

More than 55% of RISD's Class of 2025 earned an Industry Certification.

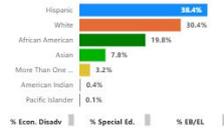
162 PTECH seniors graduated from high school with their Associates Degree.

400 S. Greenville Ave, Richardson, TX 75081 — 469-593-0000 — <https://web.risd.org/home/>

Student Information 2024-25

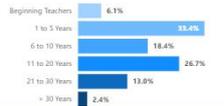
Total Student Enrollment

36,880



Teacher Information 2024-25

of Full-time Teachers: **2,646.0**
of Students per Teacher: **13.9**



Yale Elementary

PRINCIPAL Carrier Greer

GRADES PreK - 4th grade

School Hours

7:50am to 3:10pm



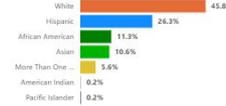
Yale Elementary sparks curiosity, creativity, and excellence in every learner. A TEA "A" rated campus with distinctions in closing gaps and student growth, and an AVID Elementary and 2024 Solution Tree Promising Practices school, Yale engages students with hands-on, real-world learning every day. Our passionate teachers and vibrant classrooms inspire a love of learning, challenge students to think critically, explore boldly, collaborate effectively, and grow with confidence and purpose, preparing them for lifelong success.



Student Information 2024-25

Total Student Enrollment

426



94.8%

Attendance Rate

NORTH STAR GOAL

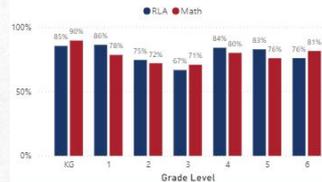
Every student, teacher, and leader will meet or exceed their academic growth goals.



Earned 2 State Distinctions from TEA & PLC at Work Campus

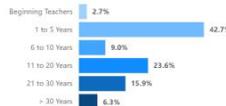
MAP RLA and Math

% of Students on Grade Level or Showed Growth in Spring 2025



Teacher Information 2024-25

of Full-time Teachers: **36.5**
of Students per Teacher: **11.7**



1900 E Collins Blvd, Richardson, TX 75081 - 469-593-8300 - <https://schools.risd.org/YaleES/>



OUR NORTH STAR GOAL: EVERY STUDENT, TEACHER, AND LEADER WILL MEET OR EXCEED THEIR ACADEMIC GROWTH GOALS.

Recommendation



Design a Request for Proposal (RFP) to partner with an Advertising and Marketing Agency/Consultant to develop competitive branding marketing strategies to support our recruitment, retention and recovery efforts.



Implementation Timeline

- Q3 (January - March)
 - Complete RFP process and select Advertising Firm
 - Launch "RISD is the ONE" campaign through storytelling; publish district and campus profiles
 - Update website and marketing materials.
 - Develop resources for schools.
 - Retention Campaign for current families
 - Enrollment Marketing
- Q4 (March - May)
 - Continue with Enrollment Marketing
 - Promote summer learning programs.
 - Share student/alumni success stories.
 - Host RISD Education Expo.
 - Evaluate campaign reach and adjust tactics.
- Summer 2026
 - Survey families for feedback.
 - Highlight new initiatives and achievements.
 - Plan for next year's campaign cycle.

"Marketing is no longer about the stuff you make, but about the stories you tell and when you tell them."
-S. Godini



Measuring ROI



Measurement & Evaluation:

- Monitor website traffic, app downloads, social media engagement and prospects garnered.
- Convert prospects into enrollees.
- Survey current and prospective families for awareness and satisfaction.
- Assess enrollment trends and community feedback.



Key Takeaways



- Public schools are no longer a monopoly
- Vouchers are here
- RISD had an opportunity to elevate their brand and story in an increasing competitive N. Texas market for educational services
- Marketing (branding and storytelling) drives higher engagement & ROI
- Recruitment, Retention, Recovery



Questions?



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

Date: December 11, 2025

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

INFORMATION ITEM

TOPIC: 2026-27 Budget Discussion

BACKGROUND INFORMATION

The Texas Education Code and the Texas Education Agency Financial Accountability System Resource Guide requires the district to prepare and adopt a budget prior to the start of the new fiscal year.

The budget process begins each July and culminates in June with the Board of Trustees adopting the budget.

The administration has prepared a budget calendar for the 2026-27 budget process.

The primary purpose of the presentation is to set a foundation for the 2026-27 budget process.

SUPERINTENDENT'S RECOMMENDATION

The Superintendent presents the information regarding the 2026-27 Budget Calendar for the Board's Information and review.



2026 – 2027
Budget Calendar
December 11, 2025



2026–2027 Budget Calendar



- January 15, 2026 - Board of Trustee Meeting: Status of 25-26, Budget Presentation and Demographic Study Presentation
- January 30, 2026 - Send out budget worksheets to campuses and departments
- February 19, 2026 - Board of Trustee Meeting: Budget presentation
- February 24, 2026 - Campus and Department budget worksheets due to the budget office
- February 24, 2026 - Cabinet member special requests due to the budget office
- February 26, 2026 - Receive update from Dallas Central Appraisal District (tentative)
- March 12, 2026 - Board of Trustee Meeting: Budget presentation
- April 2, 2026 - Board of Trustee Meeting: Budget presentation

Dates are subject to change



2026–2027 Budget Calendar



- April 23, 2026 - Board of Trustee Work Session: Budget presentation
- April 30, 2026 - Last day to receive estimated certified value from Dallas Central Appraisal District
- May 7, 2026 - Board of Trustee Meeting: 26-27 Compensation Plan Approval
- May 14, 2026 - Board of Trustee Work Session: Budget presentation
- May 25, 2026 - Publish notice of hearing to adopt budget and tax rate (no less than 10 and no more than 30 days prior to hearing)
- June 4, 2026 - Board of Trustee Meeting: Conduct public hearing on budget and tax rate, and adopt budget

Dates are subject to change



2026–2027 Budget Calendar



- July 25, 2026 - Last day to receive certified value from Dallas Central Appraisal District
- August 1, 2026 - Last day to provide certified value to Texas Education Agency
- August 5, 2026 - Last day to for Texas Education Agency to provide Maximum Compressed Tax Rate
- September 7, 2026 - Publish notice of hearing on tax rate (no less than 10 and no more than 30 days prior to hearing), if necessary
- September 17, 2026 - Board of Trustees Work Session: Adopte tax rate
- October 1, 2026 - Mail tax bills with adopted tax rate

Dates are subject to change





2026 – 2027
Budget Calendar
December 11, 2025



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

Date: December 11, 2025

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 to update the policy to comply with recent changes from the 89th Legislative Session, specifically Senate Bill 12 and House Bill 2.

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 incorporate updates necessary because of legislative updates from the 89th Legislative Session, specifically Senate Bill 12 and House Bill 2. The updates include:

- Extended deadline to file parent/student complaint;
- Specific statutory deadlines for hearings and hearing decisions;
- Specific statutory deadlines for Board hearing;
- Language on the assignment of hearing officers; and
- Requirement that an employee be notified when complaint filed against the employee and to provide the ability for the employee to provide a written statement.

Language in the existing policy is also streamlined and reordered where appropriate.

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 has been followed:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with ~~the~~ FFH series.
2. Complaints concerning dating violence shall be submitted in accordance with ~~the~~ FFH series.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with ~~the~~ FFH series.
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, 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, 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 the CKE series.
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 and on the District's website.

Guiding Principles

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other appropriate campus or District central 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.~~

Filing Deadlines

After Informal Process

If a student or parent has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a resolution during the process, the student or parent shall have the later of:

- Ninety calendar days to file a complaint from the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint; or
- Thirty calendar days to file a complaint from the date on which the District provided information to the student or parent regarding how to file a grievance.

[See Formal Process, below]

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

No Prior Informal Process

If the student or parent has not engaged in the informal process, the student or parent shall have no more than 60 calendar days from the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance to file a complaint using the appropriate forms.

Deadline Extensions

All deadlines shall be strictly followed unless otherwise required by law or modified by mutual written consent. Unless extraordinary circumstances exist as determined by the District, no more than two extensions shall be granted per grievance level.

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 complaint form shall be filed with the lowest level 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, In most circumstances, students and parents shall file Level One complaints with the campus principal for any complaint on a matter related to a~~

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

~~campus. For a the complaint that arises on a matter that is unre-~~
~~lated to a campus, the complaint shall be filed with the appropriate~~
~~District-level administrator. may, at the District's discretion, begin at~~
~~Level Two following the procedure, including deadlines, for filing~~
~~the Level One complaint form. Complaint forms shall be submitted~~
~~to Grievances@risd.org.~~

~~A Board member shall be permitted to file a complaint under this~~
~~policy, but, if the complaint is considered by the Board or Board~~
~~committee, the Board member shall be prohibited from voting on~~
~~the Board's or Board committee's decision.~~

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.

Option to Continue
Informal Process

~~Even after initiating the formal complaint process, the Grievant is~~
~~encouraged to seek informal resolution of their concerns. A~~
~~Grievant whose concerns are resolved may withdraw a formal~~
~~complaint at any time.~~

Notice of Complaint

~~A District employee against whom a complaint has been filed shall~~
~~be provided notice of the complaint in accordance with administra-~~
~~tive regulations. The employee shall have sufficient opportunity to~~
~~submit a written response to the complaint that shall be included in~~
~~the record of the complaint.~~

Freedom from
Retaliation

~~Neither the Board nor any District employee shall unlawfully retali-~~
~~ate against any student or parent for bringing a concern or com-~~
~~plaint.~~

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

Direct
Communications
with Board
Members

~~The grievant, as defined further in this policy, shall not be prohib-~~
~~ited 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 griev-~~
~~ance.~~

General
Provisions

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

Filing	<p>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:</p> <p>For h<u>Hand-delivered filings shall be timely filed</u>, 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, <u>as indicated by the date/time shown as received</u>;</p> <p>For filings <u>Filings</u> submitted by electronic communication <u>shall be timely filed</u>, if they are received at <u>Grievances@risd.org</u> 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; or</p> <p>For m<u>Mail filings shall be timely filed</u>, if <u>they are</u> 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.</p>
Scheduling Hearings	<p>The District shall make reasonable attempts to schedule hearings at a mutually agreeable time. If a grievant fails to appear at a scheduled hearing, the District may hold the hearing and issue a decision in the grievant's absence.</p>
Decision	<p>At Levels One and Two, A "decision" shall mean a written communication to the grievant from the appropriate administrator <u>that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested.</u></p> <p><u>The decision shall also include information regarding the filing of an appeal in accordance with this policy. After a hearing at Level Three, the decision shall include information on submitting an appeal to the commissioner.</u></p> <p>- A Decisions <u>decision</u> may be hand-delivered, sent by electronic communication to the grievant's email address of record, or sent by U.S. Mail to the grievant's mailing address of record. Mailed decisions shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
Days	<p>"Days" shall mean, <u>unless otherwise indicated, District business calendar</u> 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 <u>business calendar</u> day as "day</p>

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

~~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, the deadline shall be extended to the first business day following the holiday or closure.~~

Grievant	“Grievant” is defined as a 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.
Grievance Coordinator	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.
Representative	“Representative” shall mean any person <u>who</u> or organization that is designated by the grievant to represent the grievant in the complaint process. A student may be represented by an adult at any level of the complaint. The grievant may designate a representative through written notice to the District at any level of this process. The representative may participate in person, by telephone conference call or virtually. If the student or parent designates a representative with fewer than three days’ notice to the District before a scheduled hearing, the District may reschedule the hearing to a later date, if desired, in order to include the District’s legal counsel. The District may be represented by legal counsel at any level of the process.
Consolidating Complaints	To promote efficiency in addressing complaints, the Superintendent’s designee shall determine if Complaints arising out of an event or a series of related events shall be addressed in one complaint. A grievant shall not file separate or serial complaints arising from <u>an any</u> event or series of <u>related</u> events should be <u>consolidated</u> . that have been or could have been addressed in a previous complaint.
Untimely Filing of Complaint	All time limits for filing shall be strictly followed. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the grievant, at any point during the complaint process. The grievant may appeal the dismissal due to untimeliness by seeking review in writing within seven business days from the date the written dismissal notice was sent.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

- 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 complaint and appeal forms:~~
1. A copy of any documents that support the complaint should be ~~attached to~~ included with the complaint form.
 2. If the grievant does not have a copy of ~~the supporting these~~ documents ~~when filing the initial Level One complaint~~, a copy of the supporting documentation may be presented at the Level One hearing.
 3. After the Level One hearing, ~~no new the grievant may supplement the records with additional documents or include additional claims. may be submitted by the grievant unless the grievant did not know the documents existed before the Level One hearing officer allows the introduction of the documents.~~

Record Amendment of Complaint A record of each grievance hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the grievant, documents determined relevant by District personnel, and the decision.

Remand A complaint or appeal form that is incomplete in any material aspect ~~may be dismissed but may~~ shall be refiled ~~with all the required information if~~ at Level One, and remanded at all other levels in order to develop an adequate record of the complaint. the refiling is within the designated time for filing. An amendment does not restart the timeline for submission. The timelines for scheduling the hearing will be based on the date the refiled grievance is received or the date the hearing is remanded.

Level One Complaint forms must be filed:

~~Within 10 business days of the date the grievant first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and~~

~~Grievants shall file Level One complaints with the campus principal with a copy to grievances@risd.org.~~

The date and time If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a

~~lower level if at the Board level of review an adequate record has not been developed. 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.~~

Assignment of Hearing Officer

~~If the only administrator who has authority to remedy the alleged problem is the Superintendent, the grievance may begin at the appropriate level following this policy, including any established deadlines.~~

~~When a District employee is the subject of a grievance, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the grievance shall recuse themselves from reviewing the grievance at any level in the process.~~

Investigation

~~The District may conduct an investigation at any level in the grievance process. If the District and the grievant mutually agree, all deadlines shall be suspended during an investigation.~~

Complaint Levels

Level One

~~At Level One, the appropriate hearing officer shall hold a hearing with the grievant within 10 calendar days. The hearing officer may set reasonable time limits for the hearing in accordance with the grievance guidelines. The hearing officer shall conduct an investigation as is appropriate to fairly respond to the grievance. Following the hearing, the 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 submit the written decision to the grievance coordinator, and the written decision must be provided to the grievant within 20 calendar days following the hearing. 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.~~

Level Two

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

The appeal notice must be filed in writing, on a form provided by the District, form within ~~seven business 20 calendar~~ days of the date of the Level One decision ~~being sent to the grievant~~ If or, if no decision has been communicated to the grievant, response was received, the appeal must be filed within seven business within 20 calendar days of the Level One response issuance decision deadline. The appeal shall be sent to Grievances@risd.org.

After receiving notice of the appeal, the grievance coordinator shall prepare and forward a record of the Level One grievance to the Level Two hearing officer and provide ~~forward the notice of the appeal and Level One record to the Level Two hearing officer. The grievant may request~~ a copy of the Level One record to from the grievance coordinator ~~grievant~~.

The Level One record shall include:

1. The original complaint form and any attachments;
2. ~~All~~ Any other documents submitted by the grievant student or parent at Level One;
3. If the grievance is against a District employee, the ~~The~~ written response of the District employee, if any, issued at Level One and any attachments; and
4. The decision issued at Level One and any attachments;
5. All other documents relied upon by the Level One hearing officer administrator in reaching the Level One decision.

The grievance coordinator shall schedule a hearing within ~~seven business 10 calendar~~ days after the appeal notice is filed. The hearing officer may set reasonable time limits in accordance with the grievance guidelines for the hearing. In reaching a decision, the hearing officer may consider the Level One record, any additional information provided prior to the Level Two hearing, and any other relevant documents or information the hearing officer believes will help resolve the grievance. The hearing officer shall conduct an investigation as is appropriate to fairly respond to the grievance. Level Two hearing shall be limited to the issues presented on the Level One complaint form and documents 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.~~

The hearing officer shall submit the written decision to the grievance coordinator, and the written decision must be provided to the grievant within 20 calendar days following the hearing.

~~Following the hearing, the hearing officer shall conduct such investigation as 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.~~

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

Level Three

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

The Level Three appeal notice must be filed in writing, on a form provided by the District, ~~form~~ within 20 calendar ~~seven business~~ days of the Level Two decision, ~~being sent to the grievant or, if no decision has been communicated to the grievant, response was received,~~ within 20 calendar ~~seven business~~ days of the Level Two decision response issuance deadline. The appeal shall be sent to Grievances@risd.org.

Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.

Prior to scheduling the Level Three hearing, After receiving notice of the appeal, the Board or Board committee shall hold a meeting to discuss the grievance no later than 60 calendar days after the date on which the Level Two decision was made.

Informal Mediation Meeting

The grievant will be given the opportunity to engage in an informal mediation meeting with the Superintendent's designee prior to the Level Three hearing. 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 calendar days of submitting the Level Three appeal form, the ~~student or parent grievant~~ shall notify the Superintendent's designee grievance coordinator if grievant is interested in participating in an informal mediation meeting.

The informal mediation conference will be scheduled within 15 calendar ~~10 business~~ days of the grievant expressing interest in participating in an informal discussion. Within seven calendar 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 to coordinate scheduling the Level Three hearing for scheduling.

Level Three

The Level Three hearing shall occur when a quorum of the Board is available to hear the complaint. The office of general counsel shall inform the grievant whether the Board or a Board committee will hear the appeal and of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.

At least five business days before the Board, or Board committee meeting, the Office of the General Counsel shall provide the grievant a description of any information the Board intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.

The Office of the General Counsel shall provide the Board the record of the Level Two appeal. The grievant 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. Any other documents submitted by the grievant at the Level Two hearing;
4. The decision written response issued at Level Two and any attachments; and

5. All other documents relied upon by the administration in reaching the Level Two decision.

~~The grievant may request that 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 notice of the nature of the evidence at least three business days before the hearing.~~

~~The District shall determine whether the complaint be heard will be presented in open or closed meeting. The District shall honor that request unless in accordance with the Texas Open Meetings Act and other applicable law requires otherwise. [See BE]~~

~~The Board's At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the grievant and administration to each make a presentation and provide rebuttal and an opportunity for questioning by Board members, 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 or Board committee shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the grievant or the grievant's representative, any presentation from the administration, and questions from ~~the~~ Board members with responses, shall be recorded by audio recording, video/audio recording, or court reporter, ~~at the presiding officer's discretion.~~

The Board, or Board committee, shall then consider the complaint. It ~~shall~~ 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 no later than 30 calendar days after the date of the Board or Board committee meeting at which regarding the complaint was presented. The grievant shall be provided a decision in accordance with this policy and state law. 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: December 11, 2025
Submitted by: Dr. Christopher Goodson, Assistant Superintendent- Human Services;
Leticia D. McGowan, General Counsel

INFORMATION ITEM

TOPIC: Revision to Policy DGBA (LOCAL) – Personnel Management Relations: 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) – Personnel Management Relations: Employee Complaints/Grievances to update the policy to comply with recent changes from the 89th Legislative Session, specifically Senate Bill 12 and House Bill 2.

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

DGBA (LOCAL) – Personnel Management Relations: Employee
Complaints/Grievances

PROPOSED RECOMMENDATION:

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

DGBA (LOCAL) – Personnel Management Relations: Employee
Complaints/Grievances

The recommended revisions to the policy are to incorporate updates necessary because of legislative updates from the 89th Legislative Session, specifically Senate Bill 12 and House Bill 2. The updates include:

- Adjustment to deadline to file employee complaint;
- Specific statutory deadlines for hearings and hearing decisions;
- Specific statutory deadlines for Board hearing;
- Language on the assignment of hearing officers; and
- Requirement that an employee be notified when complaint filed against the employee and to provide the ability for the employee to provide a written statement.

Language in the existing policy is also streamlined and reordered where appropriate.

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 has been followed:

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 ~~the~~ DIA series.

Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with ~~the~~ DIA series.

Complaints concerning retaliation relating related to discrimination and harassment shall be submitted in accordance with ~~the~~ DIA series.

Complaints concerning instructional resources shall be submitted in accordance with the EF series.

Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.

Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.

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 and on the District's website.

~~Guiding Principles~~
Informal Process

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate campus or District central 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 complaint.~~

Filing Deadlines

~~If an employee has engaged in the informal process in an attempt to resolve the grievance with the District and has not reached a resolution during the process, the employee must file a grievance within 20 calendar days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.~~

Deadline Extensions

~~All deadlines shall be strictly followed unless otherwise required by law or modified by mutual written consent. Unless extraordinary circumstances exist as determined by the District, no more than two extensions shall be granted per grievance level.~~

Formal Process

~~An employee may initiate the formal process described below by timely filing a written grievance form.~~

~~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.~~

~~If the only The grievance form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, the employee shall file Level One complaints with the campus principal for any complaint on a matter related to a campus. For a complaint that arises on a matter that is unrelated to a campus, the grievance shall be filed with the appropriate District-level administrator. 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. Complaint forms shall be submitted to Grievances@risd.org.~~

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~~

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

~~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.~~

Option to Continue Informal Process

Even after initiating the formal grievance process, the employee is encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal grievance at any time.

Notice of Complaint

A District employee against whom a grievance has been filed shall be provided notice of the grievance in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.

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 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:~~

~~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;~~

~~For filings submitted by electronic communication, if they are received at 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 and time shown on the electronic communication; or~~

~~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.~~

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. Complaints ~~forms~~ alleging a violation of law by the Superintendent may be submitted directly to the Board or Board's designee.

Direct Communication with Board Members

Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, or by U.S. Mail.

1. Hand-delivered filings shall be timely filed; if received at the administration building front desk or to 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 as received;
2. Filings submitted by electronic communication shall be timely filed; if they are received at 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; or
3. Mail filings shall be timely filed; if they are 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.

Scheduling Hearings

The District shall make reasonable attempts to schedule hearings at a mutually agreeable time. If the grievant-employee fails to appear at a scheduled hearing, the District may hold the hearing and issue a decision in the grievant's employee's absence.

Decision	<p>At Levels One and Two, A “decision” shall mean a written communication to the employee grievant from the appropriate administrator that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be provided. A decision shall be issued on the merits of the concern raised in the grievance notwithstanding any procedural errors or the type of relief or redress requested.</p> <p>The decision shall also include information regarding the filing of an appeal in accordance with this policy. After a hearing at Level Three, the decision shall include information on submitting an appeal to the commissioner.</p> <p>Responses A decision may be hand-delivered, sent by electronic communication to the grievant’s employee’s email address of record, or sent by U.S. Mail to the employee’s grievant’s mailing address of record. Mailed responses decisions shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
Days	<p>For purposes of this policy, unless otherwise indicated, “days” shall mean District business calendar 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 business calendar 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.</p>
Grievant	<p>“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.</p>
Grievance Coordinator	<p>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.</p>
Representative	<p>“Representative” shall mean any person who or organization that does not claim the right to strike and is designated by the grievant 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, by telephone conference call, or virtually. If the grievant designates a representative with fewer than three</p>

	<p><u>business</u> days' notice to the District before a scheduled hearing, the District may reschedule the hearing to a later date, if desired, in order to include the District's legal counsel. The District may be represented by legal counsel at any level of the process.</p>
Consolidating Complaints	<p><u>To promote efficiency in addressing complaints, the Superintendent's designee shall determine if Complaints arising out of an event or a series of related events shall be addressed in one complaint. A grievant shall not file</u> separate or serial complaints arising from <u>an any</u> event or series of <u>related</u> events <u>should be consolidated. that have been or could have been addressed in a previous complaint.</u></p> <p>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.</p> <p>The grievance coordinator 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 grievance coordinator deems appropriate under the circumstances.</p>
Untimely Filing of Complaint	<p>All time limits for filing shall be strictly followed.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the grievant, at any point during the complaint process. The grievant may appeal the dismissal due to untimeliness by seeking review in writing within seven business days from the date the written dismissal notice was sent. The review will begin at the level at which the complaint was dismissed and shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>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:</p> <p>A copy of any documents that support the complaint should be <u>included with attached to</u> the complaint form.</p> <p>If the <u>employee grievant</u> does not have a copy of these <u>supporting</u> documents when filing the initial Level One complaint, a copy of the <u>supporting</u> documents may be presented at the Level One hearing.</p>

~~After the Level One hearing, the employee may supplement the record with additional documents or include additional claims. ~~no~~ new documents may be submitted by the grievant unless the grievant did not know the documents existed before the Level One hearing officer allows the introduction of the documents.~~

Record

A record of each grievance hearing shall be created and retained in accordance with this policy. The records shall include documents submitted by the employee who filed the grievance, documents determined relevant by District personnel, and the decision.

Amendment of
Complaint Remand

~~A complaint or appeal form that is incomplete in any material aspect may be dismissed but may shall be refiled if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint. with all the required information if the refiling is within the designated time for filing. An amendment does not restart the timeline for submission. The timelines for scheduling the hearing will be based on the date the refiled grievance is received or the date the hearing is remanded.~~

If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.

Assignment of
Hearing Officer

If the only administrator who has authority to remedy the alleged problem is the Superintendent, the grievance may begin at the appropriate level following this policy, including any established deadlines.

When a District employee is the subject of a grievance, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the grievance shall recuse themselves from reviewing the grievance at any level in the process.

Investigation

The District may conduct an investigation at any level in the grievance process. If the District and the grievant mutually agree, all deadlines shall be suspended during an investigation.

Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place. An unedited copy of the employee's audio recording will need to be provided to the District within five business days.

Complaint Levels
~~Level One~~ Level One

At Level One, the appropriate hearing officer shall hold a hearing with the employee within 10 calendar days. The hearing officer may set reasonable time limits for the hearing in accordance with the grievance guidelines. The hearing officer shall conduct an investigation as is appropriate to fairly respond to the grievance. 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 and the written decision must be provided to the grievant within 20 calendar days following the hearing.

~~Complaint forms must be filed:~~

~~Within 10 business days of the date the grievant first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.~~

~~In most circumstances, grievants on a school campus shall file Level One complaints with the campus principal with a copy to grievances@risd.org. Other grievants shall file Level One complaints with their immediate supervisor with a copy to grievances@risd.org.~~

~~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 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 his or her 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.~~

Level Two

If the employee grievant did not receive the relief requested at Level One or if the time for a decision response has expired, the employee grievant may request a hearing at proceed with filing a Level Two complaint to appeal the Level One decision as outlined below.

The appeal notice must be filed in writing, on a form provided by the District form, within 20 calendar days seven business days of the date of the Level One decision being sent to the grievant or, if no response decision has been communicated to the employee was received, within 20 seven business calendar days of the Level One decision issuance deadline. The appeal shall be sent to grievances@risd.org.

After receiving notice of the appeal, the grievance coordinator shall prepare and forward a record of the Level One complaint to the notice of appeal and Level One record to the Level Two hearing officer and provide a copy of the Level One record to the employee. ~~from the grievance coordinator.~~

The Level One record shall include:

1. The original complaint form and any attachments;
2. ~~All~~ Any other documents submitted by the employee grievant at Level One;
3. If the complaint is against a District employee, the written response of the District employee, if any.
4. The written response decision issued at Level One and any attachments; and
5. All other documents relied upon by the Level One hearing officer administrator in reaching the Level One decision.

The grievance coordinator shall schedule and the hearing officer shall hold a hearing within ~~seven~~ 10 calendar business days after the appeal notice is filed. The Level Two hearing officer may set reasonable time limits in accordance with the grievance guidelines for the hearing. ~~shall be limited to the issues presented on the Level One complaint form and documents submitted at the Level One hearing.~~

The hearing officer shall submit the written decision to the grievance coordinator and the written decision must be provided to the grievant within 20 calendar days following the hearing. In reaching

~~a decision, the hearing officer may consider the Level One record, any additional information provided prior to the Level Two hearing, and any other relevant documents or information the hearing officer believes will help resolve the grievance. The hearing officer shall conduct an investigation as is appropriate to fairly respond to the grievance. 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.~~

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

~~Absent extenuating circumstances, the grievance coordinator shall provide the grievant the hearing officer's written response within seven business days following the hearing.~~

Level Three

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

The ~~Level Three~~ appeal notice must be filed in writing on a form provided by the District, ~~form~~ within 20 calendar seven business days of the date of the ~~written~~ Level Two decision or, if no decision has been communicated to the employee, being sent to the grievant or, if no response was received, within 20 calendar seven business days of the Level Two decision ~~issuance~~ deadline. The appeal shall be sent to grievances@risd.org.

Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.

After receiving notice of the appeal, the Board or Board committee shall hold a meeting to discuss the grievance no later than 60 calendar days after the date on which the Level Two decision was made.

Informal Mediation Meeting

The grievant will be given the opportunity to engage in an informal mediation meeting with the Superintendent's designee prior to the Level Three hearing. 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 calendar days of submitting the Level Three appeal form, the employee shall notify the Superintendent's designee if the employee is interested in participating in an informal mediation meeting.

The informal mediation conference will be scheduled within 15 calendar days of the employee expressing interest in participating in an informal discussion. Within seven calendar days of the meeting, the Superintendent's designee will send follow-up correspondence to the employee. If the employee is satisfied with the outcome of the informal mediation meeting, the grievance will be closed. If the employee is not satisfied with the outcome of the informal mediation meeting, the Level Three hearing will be forwarded to the office of general counsel to coordinate scheduling the Level Three hearing.

The Level Three hearing shall occur when a quorum of the Board is available to hear the complaint. The Office of the General Counsel ~~office of the general counsel~~ shall inform the grievant whether the Board or a Board committee will hear the appeal and of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.

At least five business days before the Board, or Board committee meeting, the Office of the General Counsel shall provide the grievant a description of any information the Board intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.

The Office of the General Counsel ~~office of the general counsel~~ shall provide the Board the record of the Level Two appeal. The grievant 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. Any other documents submitted by the grievant at the Level Two hearing;
4. The ~~decision written response~~ issued at Level Two and any attachments; and
5. 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 the Level Two hearing. 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 notice of the nature of the evidence at least three business days before the hearing.~~

The employee may request that the grievance be heard in open or closed meeting. The District shall honor that request unless determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law requires otherwise. [See BE]

~~The Board's- At the meeting, the~~ presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the grievant and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board members. ~~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 or Board committee shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, grievant, any presentation from the administration, and questions from the Board members with responses, shall be recorded by audio recording, video/audio recording, or court reporter, at the presiding officer's discretion.

The Board, or Board committee, shall then consider the complaint. It ~~shall 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 no later than 30 calendar days after the date of the Board or Board committee meeting at which regarding the complaint was presented. The grievant shall be provided a decision in accordance with this policy and state law. 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: December 11, 2025

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

INFORMATION ITEM

TOPIC: Revision to Policy GF (LOCAL) – Public Complaints

BACKGROUND INFORMATION:

Staff regularly review local policies to ensure they conform to District needs, applicable law, and best practices. The recommendation is to revise GF (LOCAL) – Public Complaints to update the policy to comply with recent changes from the 89th Legislative Session, specifically Senate Bill 12 and House Bill 2.

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

GF (LOCAL) – Public Complaints

PROPOSED RECOMMENDATION:

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

GF (LOCAL) – Public Complaints

The recommended revisions to the policy are to incorporate updates necessary because of legislative updates from the 89th Legislative Session, specifically Senate Bill 12 and House Bill 2. The updates include:

- Extended deadline to file parent/student complaint;
- Specific statutory deadlines for hearings and hearing decisions;
- Specific statutory deadlines for Board hearing;
- Language on the assignment of hearing officers; and
- Requirement that an employee be notified when complaint filed against the employee and to provide the ability for the employee to provide a written statement.

Language in the existing policy is also streamlined and reordered where appropriate.

Complaints

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

Other Complaint Processes

Complaints by members of the public 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 GF after the relevant complaint process has been followed:

1. Complaints concerning instructional resources shall be submitted filed in accordance with the EF series.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted filed in accordance with the CKE series.
- ~~3. Complaints by employees related to their RISD employment or by RISD students or parents related to their RISD enrollment shall be filed in accordance with DGBA (employees) or FNG (parent/students), as appropriate.~~

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)]

~~Guiding Principles~~

The Board encourages the public to discuss concerns with an 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.

Informal Resolution

Informal resolution shall be encouraged but shall not extend any deadlines in this policy ~~or otherwise delay the processing of a complaint~~, except by mutual written consent.

Filing Deadlines

If a member of the public has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a resolution during the process, the individual must file a complaint within 20 calendar days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

Deadline Extensions

All deadlines shall be strictly followed unless otherwise required by law or modified by mutual written consent. Unless extraordinary circumstances exist as determined by the District, no more than two extensions shall be granted per grievance level.

Formal Process

An **eligible** individual may initiate the formal process described below by timely filing a written complaint form. ~~Except as otherwise required by law, an individual is eligible to file a formal complaint in accordance with this policy if he or she:~~

- ~~• Resides within the District's boundaries;~~
- ~~• Owns real property within the District;~~
- ~~• Pays property taxes to the District (real and/or personal property taxes);~~
- ~~• Has a complaint related to the District's purchasing/procurement or contract process and the individual is a current or a former vendor or has responded to a procurement process request such as a Request for Proposal or a Request for Qualifications to become a vendor; or~~
- ~~• Is a non-District resident who was ejected from or denied entry to District premises under Chapter 37 of the Texas Education Code.~~

~~The District shall dismiss by written notice any complaint filed by an individual who does not meet at least one of the criteria listed above. An individual whose complaint is dismissed on the grounds that the individual is ineligible may, within three business days of the date of the dismissal, provide written documentation to grievances@risd.org to establish that the individual is eligible to file a complaint hereunder. The grievance coordinator shall evaluate the documentation and reinstate the complaint if the individual establishes eligibility. An individual whose complaint is not reinstated may appeal the dismissal by seeking review within seven business days from the date of the dismissal notice. Such appeal shall be limited to the issue of eligibility.~~

~~Even after initiating the formal complaint process, District residents and other eligible individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.~~

~~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, 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.

The grievance form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, the individual shall file Level One complaint with the campus principal for any complaint on a matter related to a campus. For a complaint that arises on a matter that is unrelated to a campus, the grievance shall be filed with the appropriate District central level administrator. Complaint forms shall be submitted to Grievances@risd.org.

If the subject matter of the grievance requires a Board decision, is a grievance about a Board member, or is a complaint about the Superintendent, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

A Board member shall be permitted to file a grievance under this policy, but, if the grievance is considered by the Board or Board committee, the Board member shall be prohibited from voting on the Board's or Board committee's decision.

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

Option to Continue Informal Process

Even after initiating the formal grievance process, the employee is encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal grievance at any time.

Notice of Complaint

A District employee against whom a grievance has been filed shall be provided notice of the grievance in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.

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.~~

Freedom from Retaliation

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

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. ~~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. Hand-delivered filings shall be timely filed, if received at the administration building front desk or to 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 as received;~~
- ~~2. For filings submitted by electronic communication, if received at 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. Filings submitted by electronic communication shall be timely filed, if they are received at 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; or~~
- ~~3. For mail filings, if postmarked by U.S. Postal Service on or before the deadline date and received by the appropriate administrator or the grievance coordinator no more than three days after the deadline. Mail filings shall be timely filed, if they are 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.~~

Scheduling Hearings

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

Decision

~~At Levels One and Two, A~~ "decision" shall mean a written communication to the grievant from the appropriate administrator that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be provided. A decision shall be issued on the merits of the concern raised in the grievance notwithstanding any procedural errors or the type of relief or redress requested.

The decision shall also include information regarding the filing of an appeal in accordance with this policy. After a hearing at Level Three, the decision shall include information on submitting an appeal to the commissioner.

~~Responses~~ A decision may be hand-delivered, sent by electronic communication to the ~~individual's~~ grievant's email address of record, or sent by U.S. Mail to the ~~grievant's individual'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	For purposes of this policy, unless otherwise indicated, "days" shall mean <u>calendar business</u> 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 <u>calendar business</u> 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, the deadline shall be extended to the first business day following the holiday or closure.
Grievant	"Grievant" is defined as the individual 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.
Grievance Coordinator	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.
Representative	<p>"Representative" shall mean any person <u>who</u> or organization that is designated by the grievant to represent the grievant in the complaint process.</p> <p>The grievant may designate a representative through written notice to the District at any level of this process. The representative may participate in person, by telephone conference call, or virtually. If the grievant designates a representative with fewer than three business days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by legal counsel at any level of the process.</p>
Consolidating Complaints	<u>To promote efficiency in addressing complaints, the Superintendent's designee shall determine if Complaints arising out of an event or a series of related events shall be addressed in one complaint.</u> A grievant shall not file separate or serial complaints arising

from an any event or series of related events should be consolidated. ~~that have been or could have been addressed in a previous complaint.~~

Complaint
Management

~~The Board authorizes the Superintendent or designee to take such actions as are reasonable and necessary to ensure the effective and efficient operation of the complaint process. Such actions may include, without limitation, combining similar or redundant complaints, beginning the process at Level Two or Three, offering a method of alternative dispute resolution such as a conference with a Board hearing officer, assigning staff to facilitate a grievance or appeal conference, identifying complaints as frivolous or repetitive and altering the grievance process to avoid the unnecessary use of staff resources for such complaints, recommending to the Board's presiding officer that appropriate Level Three appeals be presented to the Board of Trustees only via written submission, or other actions the Superintendent deems appropriate under the circumstances. The Superintendent's authority hereunder is intended to provide the Superintendent or designee with the flexibility to manage and administer the public complaint process in a reasonable and practical manner to address legitimate concerns without undue exhaustion of staff resources.~~

Untimely Filings

~~All time limits shall be strictly followed.~~

~~If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the grievant, at any point during the complaint process. The grievant 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. The review shall 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 shall govern the submission of complaint and appeal forms:~~

1. A copy of any documents that support the complaint should be included with ~~attached to~~ the complaint form.
2. If the grievant does not have a copy of these documents ~~when filing the initial Level One complaint~~, a copy of the ~~supporting~~ documentation may be presented at the Level One hearing.
3. After the Level One hearing, ~~the grievant no new documents~~ may supplement the record with additional ~~be submitted by~~

~~the grievant unless the grievant did not know the documents or include additional claims. existed before the Level One hearing officer allows the introduction of the documents.~~

Record

A record of each grievance hearing shall be created and retained in accordance with this policy. The records shall include documents submitted by the employee who filed the grievance, documents determined relevant by District personnel, and the decision.

Remand

A complaint or appeal form that is incomplete in any material aspect shall ~~may be dismissed but may~~ be refiled with all the required information if at Level One, and remanded at all other levels in order to develop and adequate record of the grievance. ~~the refiling is within the designated time for filing. The timelines for scheduling the hearing will be based on the date the refiled grievance is received or the date the hearing is remanded.~~

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.~~

If an adequate record has not been developed, the appropriate administrator may remand the grievance to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.

Assignment of Hearing Officer

When a District employee is the subject of a grievance, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the grievance shall recuse themselves from reviewing the grievance at any level in the process.

Investigation

The District may conduct an investigation at any level in the grievance process. If the District and the grievant mutually agree, all deadlines shall be suspended during an investigation.

Complaint Levels

Level One

At Level One, the appropriate hearing officer shall hold a hearing with the grievant within 10 calendar days after the receipt of the written grievance. The hearing officer may set reasonable time limits for the hearing in accordance with the grievance guidelines. The

hearing officer shall conduct an investigation as is appropriate to fairly respond to the grievance. In reaching a decision, the hearing officer may consider information provided with the Level One grievance form 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 and the written decision must be provided to the grievant within 20 calendar days following the hearing.

Level One

Complaint forms must be filed:

- ~~1. Within 10 business days of the date the grievant first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and~~
- ~~2. The grievant shall file Level One complaints to grievances@risd.org.~~

~~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 grievant does not receive a decision within the required timeframe, the grievant may proceed with filing a Level Two complaint as outlined below.~~

Level Two

If the grievant did not receive the relief requested at Level One or if the time for a decision response has expired, the grievant may request a hearing at Level Two to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ~~seven~~ 20 calendar business days of the date of the Level One decision or, if no decision has been communicated being sent to the grievant within 20 calendar ~~. If no response was received, the appeal must be filed within seven~~ business days of the Level One ~~decision response issuance~~ deadline. The appeal shall be sent to grievances@risd.org.

After receiving notice of the appeal, the grievance coordinator shall prepare and forward the notice of appeal and a record of the Level One grievance record to the Level Two hearing officer and provide a copy of the Level One record to the grievant.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All-Any other documents submitted by the grievant at Level One.
3. If the complaint is against a District employee, the written response of the District employee, if any.
4. The written decision response issued at Level One and any attachments.
5. All other documents relied upon by the Level One hearing officer administrator in reaching the Level One decision.

The grievance coordinator shall schedule and the hearing officer shall hold a hearing within seven 10 calendar business days after the appeal notice is filed. The Level Two hearing officer may set reasonable time limits in accordance with the grievance guidelines for the hearing. shall be limited to the issues presented on the Level One complaint form and documents submitted by the grievant at the Level One hearing.

The hearing officer shall submit the written decision to the grievance coordinator and the written decision must be provided to the grievant within 20 calendar days following the hearing.

In reaching a decision, the hearing officer may consider the Level One record, any additional information provided prior to the Level Two hearing, and any other relevant documents or information the hearing officer believes will help resolve the grievance. The hearing officer shall conduct an investigation as is appropriate to fairly respond to the grievance. The hearing officer shall submit the written decision to the grievance coordinator.

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

~~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 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.~~

Level Three

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

The Level Three appeal notice must be filed in writing on a form provided by the District, ~~form~~ within ~~seven~~ 20 calendar business days of the date of the Level Two decision being sent to the grievant or, if no decision has been communicated to the grievant response was received, within ~~seven~~ 20 calendar business days of the Level Two decision response issuance deadline. The appeal shall be sent to grievances@risd.org.

Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.

After receiving notice of the appeal, the Board or Board committee shall hold a meeting to discuss the grievance no later than 60 calendar days after the date on which the Level Two decision was made.

Informal Mediation Meeting

The grievant will be given the opportunity to engage in an informal mediation meeting with the Superintendent's designee prior to the Level Three hearing. 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 calendar days of submitting the Level Three appeal form, the employee shall notify the Superintendent's designee if the employee is interested in participating in an informal mediation meeting.

The informal mediation conference will be scheduled within 15 calendar days of the employee expressing interest in participating in an informal discussion. Within seven calendar days of the meeting, the Superintendent's designee will send follow-up correspondence to the employee. If the employee is satisfied with the outcome of the informal mediation meeting, the grievance will be closed. If the employee is not satisfied with the outcome of the informal mediation meeting, the Level Three hearing will be forwarded to the office

of general counsel to coordinate scheduling the Level Three hearing.

~~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 conference will be scheduled within 10 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~~

The Level Three hearing shall occur when a quorum of the Board is available to hear the complaint. The Office of the General Counsel ~~office of the general counsel~~ shall inform the grievant whether the Board or a Board committee will hear the appeal and of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.

At least five business days before the Board, or Board committee meeting, the Office of the General Counsel shall provide the grievant a description of any information the Board intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.

The Office of the General Counsel ~~office of general counsel~~ shall provide the Board the record of the Level Two appeal. The grievant may request a copy of the Level Two record from the Office of the General Counsel ~~office of 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. Any other documents submitted by the grievant at the Level Two hearing;

4. The written decision response issued at Level Two and any attachments.
5. 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 notice of the nature of the evidence at least three business days before the hearing.~~

~~The grievant may request that the grievance be heard in open or closed meeting. The District shall honor that request unless determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law requires otherwise. [See BE]~~

~~At the discretion of the Board President, the Board may consider the complaint based on oral argument or on written submissions. If the complaint is considered on written submissions, the Board will not hear oral argument.~~

~~The Board's At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the grievant and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board members. 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 or Board committee shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, grievant, any presentation from the administration, and questions from the Board members with responses, shall be recorded by audio recording, video/audio recording, or court reporter, at the presiding officer's discretion.~~

~~The Board, or Board committee, shall then consider the complaint. It shall 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 no later than 30 calendar days after the date of the Board or Board committee meeting at which regarding the complaint was presented. The grievant shall be provided a decision in accordance with this policy and state law. by~~

~~the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.~~

~~If the Board considers the complaint on written submission, it shall make a determination based on the complaint record. The Board shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. The written submissions shall serve as the record of the Level Three appeal proceeding before the Board.~~

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

Date: December 11, 2025

Department: Operations- Safety & Security

Submitted by: Mike Jasso, Assistant Superintendent

INFORMATION ITEM

TOPIC: Intruder Audit Updates

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. State guidelines from the Governor's Office require districts to document and report any occurrence of an unannounced intruder audit conducted on campus. Since the beginning of the 2024-2025 school year, all campuses have had unannounced intruder audits. JJ Pearce High School, had an intruder detection audit in November and had two audit findings identified: overhead door at CTE construction shop was open and Ceramics classroom door was locked, but did not latch. Audelia Creek Elementary had an audit finding identified: weekly door log not updated for the week of November 17. These issues will be addressed and the Safety and Security Department will work with campus Administration to complete the required training, as well as documentation to submit to the state.

SUPERINTENDENT'S RECOMMENDATION:

The Superintendent presents the Unannounced Intruder Audit Update for the Board's information.