



**TARKINGTON INDEPENDENT SCHOOL DISTRICT
REGULAR BOARD MEETING
JULY 13, 2020 6:00 PM
OFFICE
TARKINGTON ISD
CLEVELAND, TX 77327**

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice. Items on the consent agenda will be enacted with one motion. There will be no separate discussion of consent items unless a Board member so request, in which event the item will be removed from the consent agenda and considered as an item on the regular agenda.

1. Call to Order and Establish Quorum
2. Pledges of Allegiance
3. Invocation
4. Public Forum
5. Consent Agenda Items
 - A. Consider Approval of Minutes of the June 15, 2020 Regular Meeting.
 - B. Consider Approval of Minutes of the June 29, 2020 Special Called Meeting.
 - C. Consider Approval of Monthly Financial Report and Disbursement of Funds
6. Central Office Reports
 - A. Assistant Superintendent of Business Services
 1. Quarterly Investment Report
 - B. Superintendent Report
 1. TASB Delegate Assembly - Delegate and Alternate Appointments
 2. Re-Opening School Report
 3. Personnel Report
7. Regular Agenda (Agenda Items for Discussion and Possible Action)
 - A. Regulations Resource Manual Update 61 - (Correlates with Local Policy Manual Update 115)
 1. Action - Discussion Only and No Board Action Necessary
 - B. Consider Approval of Adjunct Faculty Request for Liberty County Extension Staff
 - C. Consider Approval of Liberty County Texas 4-H Organization for Extracurricular Status
Consideration Resolution
 - D. Consider Approval Asphalt Bids for TISD
 - E. Approval of Board Member Resignation Letter
 - F. Discussion of Board Member Vacancy Position
 - G. Consider Approval of Personnel Recommendations
 1. TMS Principal Recommendation
 2. THS Principal Recommendation
8. Adjourn into Closed Session - (No Public Discussion) Pursuant to Chapter 551 of the Texas Government Code Sections - .071 Consultation with Attorney; .074 Personnel Matters; .076 Deliberation regarding security devices; .082 Student/Employee Information; .0821 Student Information.
9. Reconvene into Open Session and Take Action (if needed) on items discussed in Closed Session
10. Future Agenda Items (Next regular board meeting will be August 17, 2020)
11. Adjourn
12. Subsequent meeting if necessary to be held July 14, 2019 at 6:00 p.m.

Closed Session

If, during the course of the meeting, discussion of any item on the agenda should be held in closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551. 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

Tarkington Independent School District

Board Document

To Call Meeting to Order:

I call this meeting of the Tarkington Independent School District to order. Let the record show that a quorum of board members are present, that this meeting has been duly called, and that notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551.

Tarkington Independent School District

Board Document

AGENDA ITEM: Patron Presentations

To be read by the presiding officer immediately before calling the first audience member to participate in the public comment section of the Board Meeting.

The Board is always pleased to have patrons attend its meetings. Welcome to this school board meeting of the Tarkington ISD.

Public participation is limited to this portion of the meeting. At all other times during the Board meeting, the audience is not permitted to enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer.

The board will hear comments from the audience only during the public comment portion of the meeting. The public comment portion of the meeting will be no more than 30 minutes total. Each speaker will be allowed a maximum of 3 minutes to address the board. Groups of 3 or more people who wish to express the same viewpoint regarding an issue must appoint a representative to speak for the group, who will have 3 minutes to present.

The Board cannot deliberate or make a decision regarding any subject that is not on the agenda of this meeting.

Please respect the privacy of others and refrain from identifying students, employees, or other community members by name. Disruption of the meeting will not be tolerated at any time.

Tarkington Independent School District

Board Document

AGENDA ITEM: **Consent Agenda Items for Approval**

Board members may approve consent agenda items or have any items moved from consent agenda to regular agenda for discussion and action. Do I have a motion to approve consent agenda items as listed.

Resource Personnel: Superintendent and Board Members

Tarkington I.S.D.
Regular Board Meeting
June 15, 2020

Tarkington ISD Board of Trustees met for a regular scheduled board meeting at 6:00 pm on June 15, 2020 with the following members present Kevin Johnson, Grant Cook, Pete Vandver, Donny Haltom, Paige Bostwick and Marcus King. Tarkington ISD faculty in attendance were Dr. Marc Keith, Superintendent, Dennis Shew, Assistant Superintendent of Business Services and Dr. Mary Jane Moore, Assistant Superintendent of Curriculum & Instruction.

Meeting was called to order at 6:09 p.m.

Invocation was given by K. Johnson

Motion by K. Johnson, seconded by P. Bostwick to approve all Consent Agenda Items. All in favor.

Dennis Shew, Assistant Superintendent of Business Services presented the following:

- Annual Investment Review (Goal 4)
- Budget Update Report (Goal 5)

Dr. Mary Jane Moore, Assistant Superintendent of Curriculum & Instruction presented the following:

- Parent & Family Engagement Report (Goal 3)

Dr. Marc Keith, Superintendent presented the following:

- Campus/District Activities Report
- SLI Virtual Conference Update and Information

Motion by M. King, seconded by D. Haltom to approve the Tarkington ISD Proclamation 2020 Instructional Materials Adoption Report. All in favor.

Motion by M. King, seconded by P. Bostwick to approve the Library Services Resolution and Library Services Agreement. All in favor.

Motion by K. Johnson, seconded by D. Haltom to accept the recommendation by Dr. Marc Keith, Superintendent to hire Michael Kelley as the Executive Director for Student Services. All in favor.

Motion by K. Johnson, seconded by D. Haltom to approve the amending of the pay structure for Adm./Prof. All in favor.

The board went into closed session at 7:22 p.m. pursuant to Chapter 551 of the Texas Government Code Sections - .071 Consultation with Attorney; .074 Personnel Matters; .076 Deliberation regarding security devices; .082 Student/Employee Information; .0821 Student Information.

The meeting reconvened to an open meeting at 7:59 p.m.

Motion by D. Haltom, seconded by M. King to adjourn meeting at 8:03 p.m. All in favor.

Approved: _____ 2020 _____
Grant Cook, President Marcus King, Secretary

Tarkington I.S.D.
Special Board Meeting
June 29, 2020

Tarkington ISD Board of Trustees met for a special board meeting at 6:00 pm on June 29, 2020 with the following members present Pete Vandver, Kem Arnold, Marcus King, Kevin Johnson and Paige Bostwick. Tarkington ISD staff attending were Dr. Marc Keith, Superintendent, Dennis Shew, Assistant Superintendent of Business Services and Renee Padgett, Executive Director of Curriculum & Testing.

Meeting was called to order at 6:02 p.m.

Motion by M. King, seconded by K. Johnson to approve Regular Agenda Items A-D. All in favor.

Motion by K. Arnold, seconded by P. Bostwick to approve the Revised TISD 2020-2021 School Calendar. All in favor.

Motion by K. Arnold, seconded by P. Bostwick to approve the Personnel Recommendations of Dr. Marc Keith, Superintendent. All in favor.

The board went into closed session at 6:31 p.m. pursuant to Chapter 551 of the Texas Government Code Sections - .071 Consultation with Attorney; .074 Personnel Matters; .076 Deliberation regarding security devices; .082 Student/Employee Information; .0821 Student Information.

The meeting reconvened to an open meeting at 6:49 p.m.

Motion by M. King, seconded by K. Arnold to adjourn the meeting at 6:52 p.m.

Approved: _____ 2020 _____
Grant Cook, President Marcus King, Secretary

	FUND	FUNCTION	REVENUE	EXPENDITURE(OBJECT)	ORGANIZATION	PROGRAM
General Fund	199					
Safe & Drug Free Schools	204					
Title I, Part A - Improving Basic Programs	211					
Food Service	240					
Vocational - Basic Grant	244					
Title VI, Class Size Reduction	255					
Reading First	261					
Enhancing Education through Technology	262					
Advanced Placement Incentives	397					
Student Success Initiative (ARI)	404					
High School Allotment	429					
Technology	411					
Debt Service	599					
Capital Projects	699					
Instruction		11				
Instructional Resources & Media Services		12				
Curriculum Development & Staff Development		13				
Instructional Leadership		21				
School Leadership		23				
Guidance, Counseling & Evaluation Services		31				
Social Work		32				
Health Services		33				
Student Transportation		34				
Food Services		35				
Cocurricular/Extracurricular Activities		36				
General Administration		41				
Plant Maintenance & Operations		51				
Security & Monitoring Services		52				
Data Processing Services		53				
Community Services		61				
Debt Service		71				
Facilities Acquisitions & Construction		81				
Local & Intermediate Sources			5700			
State Program Revenue			5800			
Federal Program Revenue			5900			
Payroll costs				6100		
Professional & Contracted Services				6200		
Supplies & Materials				6300		
Other Operating Costs				6400		
Debt Service				6500		
Capital Outlay - Land, Building & Equip.				6600		
High School					001	
Middle School					041	
Primary School					101	
Intermediate School					102	
Superintendent Office					701	
School Board					702	
Tax Office					703	
Business Office					750	
Unallocated Organization Unit					999	
Basic Educational Services						11
Gifted and Talented						21
Career & Technology						22
Services to Students with Disabilities (SE)						23
Accelerated Education						24
Bilingual Education & Special Language Programs (ESL)						25
AEP						26-29
Athletics (includes drill team, cheerleaders, pep squad, sports)						91
Undistributed						99

TARKINGTON ISD

Fund 199 / 0 LOCAL MAINTENANCE

As of June

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5700 - REVENUE-LOCAL & INTERMED					
5710 - REAL & PERS PROP TAXES	6,090,000.00	-337,288.49	-6,209,339.21	-119,339.21	101.96%
5720 - REV FM SRVCS TO LOCAL ED AG	.00	.00	.00	.00	.00%
5730 - TUITION & FEES FROM PATRONS	.00	.00	.00	.00	.00%
5740 - TRANS FROM WITHIN STATE	125,000.00	-37,191.78	-199,469.45	-74,469.45	159.58%
5750 - ENTERPRISING ACTIVITIES	14,300.00	.00	-25,692.73	-11,392.73	179.67%
Total REVENUE-LOCAL & INTERMED	6,229,300.00	-374,480.27	-6,434,501.39	-205,201.39	103.29%
5800 - STATE PROGRAM REVENUES					
5810 - PER CAPITA-FOUNDATION REV	9,400,000.00	-762,228.00	-7,526,472.00	1,873,528.00	80.07%
5820 - STATE PROG REV (DIST BY TEA)	.00	.00	.00	.00	.00%
5830 - STATE REV (OTHER THAN TEA)	1,500,480.00	.00	.00	1,500,480.00	.00%
Total STATE PROGRAM REVENUES	10,900,480.00	-762,228.00	-7,526,472.00	3,374,008.00	69.05%
5900 - FEDL PROG REV & NONREV RCPTS					
5910 - FEDERALLY DIST REVENUES	225,000.00	-19,978.73	-295,319.06	-70,319.06	131.25%
5930 - VOC ED NON FOUNDATION	.00	.00	-355.30	-355.30	.00%
5940 - E C I A AND E S E A	8,000.00	.00	-8,245.78	-245.78	103.07%
Total FEDL PROG REV & NONREV RCPTS	233,000.00	-19,978.73	-303,920.14	-70,920.14	130.44%
7000 - OTHER RESOURCES					
7900 - OTHER RESOURCES/NON-OP REV					
7910 - OTHER RESOURCES	.00	.00	.00	.00	.00%
Total OTHER RESOURCES/NON-OP REV	.00	.00	.00	.00	.00%
Total Revenue Local-State-Federal	17,362,780.00	-1,156,687.00	-14,264,893.53	3,097,886.47	82.16%

TARKINGTON ISD

Fund 199 / 0 LOCAL MAINTENANCE

As of June

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	-8,609,426.00	.00	6,809,997.03	649,065.37	-1,799,428.97	79.10%
6200 - PURCHASE & CONTRACTED SVS	-78,600.00	8,970.83	100,630.98	10,476.67	31,001.81	128.03%
6300 - SUPPLIES AND MATERIALS	-275,000.00	13,682.89	183,422.85	1,515.27	-77,894.26	66.70%
6400 - OTHER OPERATING EXPENSES	-15,000.00	50.00	11,121.54	84.12	-3,828.46	74.14%
6600 - CPTL OUTLY LAND BLDG & EQUIP	.00	.00	.00	.00	.00	.00%
Total Function11 INSTRUCTION	-8,978,026.00	22,703.72	7,105,172.40	661,141.43	-1,850,149.88	79.14%
12 - INSTRUCTIONAL RESOURCES/MEDIA						
6100 - PAYROLL COSTS	-167,705.00	.00	135,084.02	13,170.99	-32,620.98	80.55%
6200 - PURCHASE & CONTRACTED SVS	-5,800.00	.00	4,357.50	.00	-1,442.50	75.13%
6300 - SUPPLIES AND MATERIALS	-31,290.00	3,707.35	19,268.76	-35.92	-8,313.89	61.58%
6400 - OTHER OPERATING EXPENSES	-9,000.00	.00	4,775.06	-305.00	-4,224.94	53.06%
Total Function12 INSTRUCTIONAL	-213,795.00	3,707.35	163,485.34	12,830.07	-46,602.31	76.47%
13 - CURRICULUMINSTRUCTIONAL STAFF						
6200 - PURCHASE & CONTRACTED SVS	.00	5,563.94	14,575.00	.00	20,138.94	.00%
6300 - SUPPLIES AND MATERIALS	.00	.00	.00	.00	.00	.00%
6400 - OTHER OPERATING EXPENSES	-50,000.00	8,348.00	49,030.30	1,192.00	7,378.30	98.06%
Total Function13	-50,000.00	13,911.94	63,605.30	1,192.00	27,517.24	127.21%
21 - INSTRUCTIONAL DEVELOPMENT						
6100 - PAYROLL COSTS	-115,025.00	.00	112,223.59	10,728.17	-2,801.41	97.56%
6200 - PURCHASE & CONTRACTED SVS	-500.00	41.04	349.03	32.12	-109.93	69.81%
6300 - SUPPLIES AND MATERIALS	-1,500.00	6.00	3,153.63	102.67	1,659.63	210.24%
6400 - OTHER OPERATING EXPENSES	-3,500.00	.00	2,906.32	.00	-593.68	83.04%
Total Function21 INSTRUCTIONAL	-120,525.00	47.04	118,632.57	10,862.96	-1,845.39	98.43%
23 - SCHOOL ADMINISTRATION						
6100 - PAYROLL COSTS	-920,200.00	.00	726,387.17	70,506.61	-193,812.83	78.94%
6200 - PURCHASE & CONTRACTED SVS	-17,000.00	85.16	15,712.80	42.60	-1,202.04	92.43%
6300 - SUPPLIES AND MATERIALS	-30,000.00	277.62	29,636.36	2,017.05	-86.02	98.79%
6400 - OTHER OPERATING EXPENSES	-12,000.00	2,071.69	11,719.27	1,194.00	1,790.96	97.66%
Total Function23 SCHOOL ADMINISTRATION	-979,200.00	2,434.47	783,455.60	73,760.26	-193,309.93	80.01%
31 - GUIDANCE AND COUNSELING SVS						
6100 - PAYROLL COSTS	-424,695.00	.00	346,931.60	33,844.05	-77,763.40	81.69%
6200 - PURCHASE & CONTRACTED SVS	-5,000.00	.00	.00	.00	-5,000.00	-.00%
6300 - SUPPLIES AND MATERIALS	-12,000.00	1,450.00	2,570.57	109.98	-7,979.43	21.42%
6400 - OTHER OPERATING EXPENSES	-3,500.00	25.00	2,656.18	.00	-818.82	75.89%
Total Function31 GUIDANCE AND	-445,195.00	1,475.00	352,158.35	33,954.03	-91,561.65	79.10%
33 - HEALTH SERVICES						
6100 - PAYROLL COSTS	-147,255.00	.00	122,125.61	12,242.08	-25,129.39	82.93%
6200 - PURCHASE & CONTRACTED SVS	-19,000.00	.00	4,338.00	.00	-14,662.00	22.83%
6300 - SUPPLIES AND MATERIALS	-8,000.00	132.00	4,215.13	89.99	-3,652.87	52.69%
6400 - OTHER OPERATING EXPENSES	-1,500.00	.00	572.60	.00	-927.40	38.17%
Total Function33 HEALTH SERVICES	-175,755.00	132.00	131,251.34	12,332.07	-44,371.66	74.68%
34 - PUPIL TRANSPORTATION-REGULAR						
6100 - PAYROLL COSTS	-552,715.00	.00	460,725.53	42,941.57	-91,989.47	83.36%
6200 - PURCHASE & CONTRACTED SVS	-22,200.00	1,017.80	58,922.81	631.00	37,740.61	265.42%
6300 - SUPPLIES AND MATERIALS	-140,000.00	.00	74,231.72	1,992.35	-65,768.28	53.02%
6400 - OTHER OPERATING EXPENSES	-30,000.00	.00	33,403.45	97.99	3,403.45	111.34%
6600 - CPTL OUTLY LAND BLDG & EQUIP	-1,355,737.00	.00	1,356,537.00	.00	800.00	100.06%

TARKINGTON ISD

Fund 199 / 0 LOCAL MAINTENANCE

As of June

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
34 - PUPIL TRANSPORTATION-REGULAR						
Total Function34 PUPIL TRANSPORTATION-	-2,100,652.00	1,017.80	1,983,820.51	45,662.91	-115,813.69	94.44%
35 - FOOD SERVICES						
6300 - SUPPLIES AND MATERIALS	.00	.00	12,439.05	.00	12,439.05	.00%
Total Function35 FOOD SERVICES	.00	.00	12,439.05	.00	12,439.05	.00%
36 - CO-CURRICULAR ACTIVITIES						
6100 - PAYROLL COSTS	-362,075.00	.00	312,588.35	23,650.18	-49,486.65	86.33%
6200 - PURCHASE & CONTRACTED SVS	-55,000.00	1,008.68	52,196.72	8.88	-1,794.60	94.90%
6300 - SUPPLIES AND MATERIALS	-86,700.00	4,098.34	99,465.88	1,982.51	16,864.22	114.72%
6400 - OTHER OPERATING EXPENSES	-64,250.00	1,450.00	51,409.58	.00	-11,390.42	80.01%
6600 - CPTL OUTLY LAND BLDG & EQUIP	.00	.00	10,948.00	.00	10,948.00	.00%
Total Function36 CO-CURRICULAR ACTIVITIES	-568,025.00	6,557.02	526,608.53	25,641.57	-34,859.45	92.71%
41 - GENERAL ADMINISTRATION						
6100 - PAYROLL COSTS	-680,070.00	.00	559,391.72	55,472.26	-120,678.28	82.26%
6200 - PURCHASE & CONTRACTED SVS	-113,538.00	9,921.65	118,355.68	34,381.55	14,739.33	104.24%
6300 - SUPPLIES AND MATERIALS	-40,000.00	1,957.12	44,290.10	1,581.43	6,247.22	110.73%
6400 - OTHER OPERATING EXPENSES	-45,000.00	.00	33,087.19	-70.00	-11,912.81	73.53%
Total Function41 GENERAL ADMINISTRATION	-878,608.00	11,878.77	755,124.69	91,365.24	-111,604.54	85.95%
51 - PLANT MAINTENANCE & OPERATION						
6100 - PAYROLL COSTS	-725,225.00	.00	577,836.90	55,786.66	-147,388.10	79.68%
6200 - PURCHASE & CONTRACTED SVS	-889,505.00	141,926.85	635,242.08	85,154.27	-112,336.07	71.42%
6300 - SUPPLIES AND MATERIALS	-389,967.00	455.00	110,541.49	6,806.93	-278,970.51	28.35%
6400 - OTHER OPERATING EXPENSES	-180,000.00	.00	173,029.72	.00	-6,970.28	96.13%
6600 - CPTL OUTLY LAND BLDG & EQUIP	-200,000.00	.00	.00	.00	-200,000.00	-.00%
Total Function51 PLANT MAINTENANCE &	-2,384,697.00	142,381.85	1,496,650.19	147,747.86	-745,664.96	62.76%
52 - SECURITY & MONITORING SERV						
6100 - PAYROLL COSTS	.00	.00	.00	.00	.00	.00%
6200 - PURCHASE & CONTRACTED SVS	-162,000.00	1,610.00	130,861.83	12,634.51	-29,528.17	80.78%
6300 - SUPPLIES AND MATERIALS	-13,000.00	2,300.00	13,929.65	250.00	3,229.65	107.15%
Total Function52 SECURITY & MONITORING	-175,000.00	3,910.00	144,791.48	12,884.51	-26,298.52	82.74%
53 - TECHNOLOGY						
6100 - PAYROLL COSTS	-117,115.00	.00	84,826.34	8,309.56	-32,288.66	72.43%
6200 - PURCHASE & CONTRACTED SVS	-81,700.00	13,436.25	28,059.09	350.00	-40,204.66	34.34%
6300 - SUPPLIES AND MATERIALS	-38,500.00	486.98	83,555.41	.00	45,542.39	217.03%
6400 - OTHER OPERATING EXPENSES	-1,000.00	.00	.00	.00	-1,000.00	-.00%
Total Function53 TECHNOLOGY	-238,315.00	13,923.23	196,440.84	8,659.56	-27,950.93	82.43%
71 - MANAGEMENT						
6500 - DEBT SERVICE	.00	.00	.00	.00	.00	.00%
Total Function71 MANAGEMENT	.00	.00	.00	.00	.00	.00%
81 - FACILITIES ACQUISITION/CONSTRU						
6600 - CPTL OUTLY LAND BLDG & EQUIP	.00	.00	.00	.00	.00	.00%
Total Function81 FACILITIES	.00	.00	.00	.00	.00	.00%
93 - PAYMENTS TO FISCAL AGENTS						
6200 - PURCHASE & CONTRACTED SVS	-382,000.00	.00	381,119.20	38,111.92	-880.80	99.77%
Total Function93 PAYMENTS TO FISCAL	-382,000.00	.00	381,119.20	38,111.92	-880.80	99.77%
99 - OTHER INTER GOV CHARGES						
6200 - PURCHASE & CONTRACTED SVS	-187,500.00	10 .00	181,563.41	46,838.06	-5,936.59	96.83%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
99 - OTHER INTER GOV CHARGES						
Total Function99 OTHER INTER GOV CHARGES	-187,500.00	.00	181,563.41	46,838.06	-5,936.59	96.83%
8000 - OBJECT DESCR FOR 8000						
00 -						
8900 - OBJECT DESCR FOR 8900	.00	.00	.00	.00	.00	.00%
Total Function00	.00	.00	.00	.00	.00	.00%
Total Expenditures	-17,877,293.00	224,080.19	14,396,318.80	1,222,984.45	-3,256,894.01	80.53%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6200 - PURCHASE & CONTRACTED SVS	.00	.00	.00	.00	.00	.00%
Total Function11 INSTRUCTION	.00	.00	.00	.00	.00	.00%
13 - CURRICULUM/INSTRUCTIONAL STAFF						
6400 - OTHER OPERATING EXPENSES	.00	.00	.00	.00	.00	.00%
Total Function13	.00	.00	.00	.00	.00	.00%
Total Expenditures	.00	.00	.00	.00	.00	.00%

Board Report
 Comparison of Revenue to Budget
 TARKINGTON ISD
 As of June

Fund 211 / 0 TITLE 1 REG/TITLE 1 SCHL IMPRV

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5800 - STATE PROGRAM REVENUES					
5830 - STATE REV (OTHER THAN TEA)	.00	.00	.00	.00	.00%
Total STATE PROGRAM REVENUES	.00	.00	.00	.00	.00%
5900 - FEDL PROG REV & NONREV RCPTS					
5920 - FED REV DIST BY TEA	439,620.00	.00	-179,020.81	260,599.19	40.72%
Total FEDL PROG REV & NONREV RCPTS	439,620.00	.00	-179,020.81	260,599.19	40.72%
Total Revenue Local-State-Federal	439,620.00	.00	-179,020.81	260,599.19	40.72%

TARKINGTON ISD

Fund 211 / 0 TITLE 1 REG/TITLE 1 SCHL IMPRV

As of June

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	-409,000.00	.00	377,337.15	40,712.66	-31,662.85	92.26%
6200 - PURCHASE & CONTRACTED SVS	-10,000.00	.00	480.57	.00	-9,519.43	4.81%
6300 - SUPPLIES AND MATERIALS	-3,200.00	.00	13,579.39	288.98	10,379.39	424.36%
6400 - OTHER OPERATING EXPENSES	-17,420.00	.00	.00	.00	-17,420.00	-.00%
Total Function11 INSTRUCTION	-439,620.00	.00	391,397.11	41,001.64	-48,222.89	89.03%
12 - INSTRUCTIONAL RESOURCES/MEDIA						
6300 - SUPPLIES AND MATERIALS	.00	2,796.79	.00	.00	2,796.79	.00%
Total Function12 INSTRUCTIONAL	.00	2,796.79	.00	.00	2,796.79	.00%
13 - CURRICULUM/INSTRUCTIONAL STAFF						
6200 - PURCHASE & CONTRACTED SVS	.00	.00	1,160.00	.00	1,160.00	.00%
6300 - SUPPLIES AND MATERIALS	.00	.00	243.21	.00	243.21	.00%
6400 - OTHER OPERATING EXPENSES	.00	.00	7,525.00	.00	7,525.00	.00%
Total Function13	.00	.00	8,928.21	.00	8,928.21	.00%
21 - INSTRUCTIONAL DEVELOPMENT						
6300 - SUPPLIES AND MATERIALS	.00	.00	.00	.00	.00	.00%
6400 - OTHER OPERATING EXPENSES	.00	.00	.00	.00	.00	.00%
Total Function21 INSTRUCTIONAL	.00	.00	.00	.00	.00	.00%
23 - SCHOOL ADMINISTRATION						
6200 - PURCHASE & CONTRACTED SVS	.00	.00	.00	.00	.00	.00%
6300 - SUPPLIES AND MATERIALS	.00	.00	.00	.00	.00	.00%
6400 - OTHER OPERATING EXPENSES	.00	.00	.00	.00	.00	.00%
Total Function23 SCHOOL ADMINISTRATION	.00	.00	.00	.00	.00	.00%
41 - GENERAL ADMINISTRATION						
6300 - SUPPLIES AND MATERIALS	.00	.00	.00	.00	.00	.00%
6400 - OTHER OPERATING EXPENSES	.00	.00	.00	.00	.00	.00%
Total Function41 GENERAL ADMINISTRATION	.00	.00	.00	.00	.00	.00%
Total Expenditures	-439,620.00	2,796.79	400,325.32	41,001.64	-36,497.89	91.06%

Comparison of Revenue to Budget

TARKINGTON ISD

As of June

Fund 224 / 0 IDEA B, FORMULA

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5800 - STATE PROGRAM REVENUES					
5830 - STATE REV (OTHER THAN TEA)	.00	.00	.00	.00	.00%
Total STATE PROGRAM REVENUES	.00	.00	.00	.00	.00%
5900 - FEDL PROG REV & NONREV RCPTS					
5950 - OTHR STATE DIST FED REVEN	.00	-18,034.50	-18,034.50	-18,034.50	.00%
Total FEDL PROG REV & NONREV RCPTS	.00	-18,034.50	-18,034.50	-18,034.50	.00%
Total Revenue Local-State-Federal	.00	-18,034.50	-18,034.50	-18,034.50	.00%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	.00	.00	207.04	.00	207.04	.00%
6200 - PURCHASE & CONTRACTED SVS	.00	.00	.00	.00	.00	.00%
Total Function11 INSTRUCTION	.00	.00	207.04	.00	207.04	.00%
Total Expenditures	.00	.00	207.04	.00	207.04	.00%

Board Report
 Comparison of Revenue to Budget
 TARKINGTON ISD
 As of June

Fund 240 / 0 FOOD SERVICE

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5700 - REVENUE-LOCAL & INTERMED					
5740 - TRANS FROM WITHIN STATE	.00	.00	.00	.00	.00%
5750 - ENTERPRISING ACTIVITIES	488,000.00	-2,190.69	-335,197.25	152,802.75	68.69%
Total REVENUE-LOCAL & INTERMED	488,000.00	-2,190.69	-335,197.25	152,802.75	68.69%
5800 - STATE PROGRAM REVENUES					
5820 - STATE PROG REV (DIST BY TEA)	5,500.00	.00	-5,304.03	195.97	96.44%
5830 - STATE REV (OTHER THAN TEA)	34,000.00	.00	.00	34,000.00	.00%
Total STATE PROGRAM REVENUES	39,500.00	.00	-5,304.03	34,195.97	13.43%
5900 - FEDL PROG REV & NONREV RCPTS					
5910 - FEDERALLY DIST REVENUES	.00	.00	.00	.00	.00%
5920 - FED REV DIST BY TEA	705,000.00	-11,132.10	-498,836.93	206,163.07	70.76%
Total FEDL PROG REV & NONREV RCPTS	705,000.00	-11,132.10	-498,836.93	206,163.07	70.76%
Total Revenue Local-State-Federal	1,232,500.00	-13,322.79	-839,338.21	393,161.79	68.10%

Board Report
Comparison of Expenditures and Encumbrances to Budget
TARKINGTON ISD
As of June

Fund 240 / 0 FOOD SERVICE

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
35 - FOOD SERVICES						
6100 - PAYROLL COSTS	-559,300.00	.00	413,057.49	38,722.40	-146,242.51	73.85%
6200 - PURCHASE & CONTRACTED SVS	-50,000.00	10,754.58	22,034.85	1,067.03	-17,210.57	44.07%
6300 - SUPPLIES AND MATERIALS	-632,500.00	109,830.25	484,735.59	3,607.99	-37,934.16	76.64%
6400 - OTHER OPERATING EXPENSES	-3,200.00	.00	915.61	.00	-2,284.39	28.61%
6600 - CPTL OUTLY LAND BLDG & EQUIP	.00	.00	.00	.00	.00	.00%
Total Function35 FOOD SERVICES	-1,245,000.00	120,584.83	920,743.54	43,397.42	-203,671.63	73.96%
Total Expenditures	-1,245,000.00	120,584.83	920,743.54	43,397.42	-203,671.63	73.96%

Board Report
Comparison of Revenue to Budget
TARKINGTON ISD
As of June

Fund 244 / 0 VOCATIONAL

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5900 - FEDL PROG REV & NONREV RCPTS					
5910 - FEDERALLY DIST REVENUES	24,501.00	.00	.00	24,501.00	.00%
5920 - FED REV DIST BY TEA	.00	.00	-26,720.00	-26,720.00	.00%
Total FEDL PROG REV & NONREV RCPTS	24,501.00	.00	-26,720.00	-2,219.00	109.06%
Total Revenue Local-State-Federal	24,501.00	.00	-26,720.00	-2,219.00	109.06%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	.00	.00	.00	.00	.00	.00%
6200 - PURCHASE & CONTRACTED SVS	-2,000.00	.00	2,000.00	.00	.00	100.00%
6300 - SUPPLIES AND MATERIALS	-21,501.00	17,223.00	20,898.98	.00	16,620.98	97.20%
6400 - OTHER OPERATING EXPENSES	-1,000.00	.00	.00	.00	-1,000.00	-.00%
Total Function11 INSTRUCTION	-24,501.00	17,223.00	22,898.98	.00	15,620.98	93.46%
13 - CURRICULUM/INSTRUCTIONAL STAFF						
6400 - OTHER OPERATING EXPENSES	.00	.00	.00	.00	.00	.00%
Total Function13	.00	.00	.00	.00	.00	.00%
31 - GUIDANCE AND COUNSELING SVS						
6200 - PURCHASE & CONTRACTED SVS	.00	.00	.00	.00	.00	.00%
6300 - SUPPLIES AND MATERIALS	.00	.00	.00	.00	.00	.00%
Total Function31 GUIDANCE AND	.00	.00	.00	.00	.00	.00%
Total Expenditures	-24,501.00	17,223.00	22,898.98	.00	15,620.98	93.46%

Board Report
Comparison of Revenue to Budget
TARKINGTON ISD
As of June

Fund 255 / 0 TITLE II, A T/P TRAIN/RECRUIT

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5900 - FEDL PROG REV & NONREV RCPTS					
5920 - FED REV DIST BY TEA	72,061.00	.00	-889.24	71,171.76	1.23%
Total FEDL PROG REV & NONREV RCPTS	72,061.00	.00	-889.24	71,171.76	1.23%
Total Revenue Local-State-Federal	72,061.00	.00	-889.24	71,171.76	1.23%

TARKINGTON ISD

Fund 255 / 0 TITLE II, A T/P TRAIN/RECRUIT

As of June

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	.00	.00	31.14	.00	31.14	.00%
6200 - PURCHASE & CONTRACTED SVS	-60,000.00	.00	23,415.00	.00	-36,585.00	39.02%
6300 - SUPPLIES AND MATERIALS	-10,000.00	6,376.82	2,400.00	2,400.00	-1,223.18	24.00%
6400 - OTHER OPERATING EXPENSES	-2,061.00	.00	.00	.00	-2,061.00	-.00%
Total Function11 INSTRUCTION	-72,061.00	6,376.82	25,846.14	2,400.00	-39,838.04	35.87%
13 - CURRICULUMINSTRUCTIONAL STAFF						
6200 - PURCHASE & CONTRACTED SVS	.00	.00	4,000.00	.00	4,000.00	.00%
6300 - SUPPLIES AND MATERIALS	.00	.00	594.00	.00	594.00	.00%
6400 - OTHER OPERATING EXPENSES	.00	525.00	.00	.00	525.00	.00%
Total Function13	.00	525.00	4,594.00	.00	5,119.00	.00%
23 - SCHOOL ADMINISTRATION						
6300 - SUPPLIES AND MATERIALS	.00	.00	629.18	.00	629.18	.00%
6400 - OTHER OPERATING EXPENSES	.00	.00	.00	.00	.00	.00%
Total Function23 SCHOOL ADMINISTRATION	.00	.00	629.18	.00	629.18	.00%
31 - GUIDANCE AND COUNSELING SVS						
6200 - PURCHASE & CONTRACTED SVS	.00	.00	700.00	.00	700.00	.00%
6400 - OTHER OPERATING EXPENSES	.00	75.00	.00	.00	75.00	.00%
Total Function31 GUIDANCE AND	.00	75.00	700.00	.00	775.00	.00%
Total Expenditures	-72,061.00	6,976.82	31,769.32	2,400.00	-33,314.86	44.09%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6300 - SUPPLIES AND MATERIALS	.00	.00	.00	.00	.00	.00%
Total Function11 INSTRUCTION	.00	.00	.00	.00	.00	.00%
13 - CURRICULUMINSTRUCTIONAL STAFF						
6400 - OTHER OPERATING EXPENSES	.00	.00	.00	.00	.00	.00%
Total Function13	.00	.00	.00	.00	.00	.00%
Total Expenditures	.00	.00	.00	.00	.00	.00%

Board Report
Comparison of Revenue to Budget
TARKINGTON ISD
As of June

Fund 270 / 0 TITLE V

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5900 - FEDL PROG REV & NONREV RCPTS					
5920 - FED REV DIST BY TEA	.00	.00	-71,044.00	-71,044.00	.00%
Total FEDL PROG REV & NONREV RCPTS	.00	.00	-71,044.00	-71,044.00	.00%
Total Revenue Local-State-Federal	.00	.00	-71,044.00	-71,044.00	.00%

Board Report
 Comparison of Expenditures and Encumbrances to Budget
 TARKINGTON ISD
 As of June

Fund 270 / 0 TITLE V

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6200 - PURCHASE & CONTRACTED SVS	.00	.00	6,000.00	.00	6,000.00	.00%
6300 - SUPPLIES AND MATERIALS	.00	1,500.00	.00	.00	1,500.00	.00%
Total Function11 INSTRUCTION	.00	1,500.00	6,000.00	.00	7,500.00	.00%
Total Expenditures	.00	1,500.00	6,000.00	.00	7,500.00	.00%

Board Report
Comparison of Revenue to Budget
TARKINGTON ISD
As of June

Fund 282 / 0 CHANGED TO FUND#211

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5800 - STATE PROGRAM REVENUES					
5830 - STATE REV (OTHER THAN TEA)	.00	.00	.00	.00	.00%
Total STATE PROGRAM REVENUES	.00	.00	.00	.00	.00%
Total Revenue Local-State-Federal	.00	.00	.00	.00	.00%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	.00	.00	.00	.00	.00	.00%
6200 - PURCHASE & CONTRACTED SVS	.00	.00	.00	.00	.00	.00%
Total Function11 INSTRUCTION	.00	.00	.00	.00	.00	.00%
13 - CURRICULUMINSTRUCTIONAL STAFF						
6400 - OTHER OPERATING EXPENSES	.00	.00	.00	.00	.00	.00%
Total Function13	.00	.00	.00	.00	.00	.00%
Total Expenditures	.00	.00	.00	.00	.00	.00%

Board Report
Comparison of Revenue to Budget
TARKINGTON ISD
As of June

Fund 287 / 0 EDUCATION JOBS PROGRAM

	<u>Estimated Revenue (Budget)</u>	<u>Revenue Realized Current</u>	<u>Revenue Realized To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
5000 - RECEIPTS					
5900 - FEDL PROG REV & NONREV RCPTS					
5920 - FED REV DIST BY TEA	.00	.00	.00	.00	.00%
Total FEDL PROG REV & NONREV RCPTS	.00	.00	.00	.00	.00%
Total Revenue Local-State-Federal	.00	.00	.00	.00	.00%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	.00	.00	.00	.00	.00	.00%
Total Function11 INSTRUCTION	.00	.00	.00	.00	.00	.00%
Total Expenditures	.00	.00	.00	.00	.00	.00%

Board Report
Comparison of Revenue to Budget
TARKINGTON ISD
As of June

Fund 289 / 0 TITLE IV AND HURRICANE HARVEY

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5900 - FEDL PROG REV & NONREV RCPTS					
5920 - FED REV DIST BY TEA	.00	.00	-31,808.00	-31,808.00	.00%
Total FEDL PROG REV & NONREV RCPTS	.00	.00	-31,808.00	-31,808.00	.00%
Total Revenue Local-State-Federal	.00	.00	-31,808.00	-31,808.00	.00%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6300 - SUPPLIES AND MATERIALS	.00	14,730.50	.00	.00	14,730.50	.00%
Total Function11 INSTRUCTION	.00	14,730.50	.00	.00	14,730.50	.00%
12 - INSTRUCTIONAL RESOURCES/MEDIA						
6300 - SUPPLIES AND MATERIALS	.00	2,153.21	.00	.00	2,153.21	.00%
Total Function12 INSTRUCTIONAL	.00	2,153.21	.00	.00	2,153.21	.00%
13 - CURRICULUM\INSTRUCTIONAL STAFF						
6200 - PURCHASE & CONTRACTED SVS	.00	.00	3,000.00	.00	3,000.00	.00%
Total Function13	.00	.00	3,000.00	.00	3,000.00	.00%
Total Expenditures	.00	16,883.71	3,000.00	.00	19,883.71	.00%

Board Report
Comparison of Revenue to Budget
TARKINGTON ISD
As of June

Fund 397 / 0 ADVANCED PLACEMENT INCENTIVES

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5800 - STATE PROGRAM REVENUES					
5820 - STATE PROG REV (DIST BY TEA)	.00	-26.46	-26.46	-26.46	.00%
Total STATE PROGRAM REVENUES	.00	-26.46	-26.46	-26.46	.00%
Total Revenue Local-State-Federal	.00	-26.46	-26.46	-26.46	.00%

Board Report
 Comparison of Revenue to Budget
 TARKINGTON ISD
 As of June

Fund 410 / 0 STATE INSTRUCTIONAL MATERIALS

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5800 - STATE PROGRAM REVENUES					
5820 - STATE PROG REV (DIST BY TEA)	.00	.00	-244,003.13	-244,003.13	.00%
Total STATE PROGRAM REVENUES	.00	.00	-244,003.13	-244,003.13	.00%
Total Revenue Local-State-Federal	.00	.00	-244,003.13	-244,003.13	.00%

Board Report
Comparison of Expenditures and Encumbrances to Budget
TARKINGTON ISD
As of June

Fund 410 / 0 STATE INSTRUCTIONAL MATERIALS

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6300 - SUPPLIES AND MATERIALS	.00	110,044.74	223,342.04	.00	333,386.78	.00%
Total Function11 INSTRUCTION	.00	110,044.74	223,342.04	.00	333,386.78	.00%
Total Expenditures	.00	110,044.74	223,342.04	.00	333,386.78	.00%

Board Report
Comparison of Revenue to Budget
TARKINGTON ISD
As of June

Fund 429 / 0 LITERACY ACHIEVE TCHR STIPEND

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5800 - STATE PROGRAM REVENUES					
5820 - STATE PROG REV (DIST BY TEA)	.00	.00	.00	.00	.00%
5830 - STATE REV (OTHER THAN TEA)	.00	.00	.00	.00	.00%
Total STATE PROGRAM REVENUES	.00	.00	.00	.00	.00%
Total Revenue Local-State-Federal	.00	.00	.00	.00	.00%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	.00	.00	.00	.00	.00	.00%
Total Function11 INSTRUCTION	.00	.00	.00	.00	.00	.00%
Total Expenditures	.00	.00	.00	.00	.00	.00%

Board Report
 Comparison of Revenue to Budget
 TARKINGTON ISD
 As of June

Fund 599 / 0 DEBT SERVICE

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5700 - REVENUE-LOCAL & INTERMED					
5710 - REAL & PERS PROP TAXES	752,088.00	-28,989.53	-796,482.92	-44,394.92	105.90%
5740 - TRANS FROM WITHIN STATE	10,000.00	-331.75	-1,615.24	8,384.76	16.15%
Total REVENUE-LOCAL & INTERMED	762,088.00	-29,321.28	-798,098.16	-36,010.16	104.73%
5800 - STATE PROGRAM REVENUES					
5820 - STATE PROG REV (DIST BY TEA)	1,500.00	.00	-6,110.00	-4,610.00	407.33%
Total STATE PROGRAM REVENUES	1,500.00	.00	-6,110.00	-4,610.00	407.33%
7000 - OTHER RESOURCES					
7900 - OTHER RESOURCES/NON-OP REV					
7910 - OTHER RESOURCES	.00	.00	.00	.00	.00%
Total OTHER RESOURCES/NON-OP REV	.00	.00	.00	.00	.00%
Total Revenue Local-State-Federal	763,588.00	-29,321.28	-804,208.16	-40,620.16	105.32%

Board Report
Comparison of Expenditures and Encumbrances to Budget
TARKINGTON ISD
 As of June

Fund 599 / 0 DEBT SERVICE

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
41 - GENERAL ADMINISTRATION						
6400 - OTHER OPERATING EXPENSES	-1,300.00	.00	1,300.00	.00	.00	100.00%
Total Function41 GENERAL ADMINISTRATION	-1,300.00	.00	1,300.00	.00	.00	100.00%
71 - MANAGEMENT						
6500 - DEBT SERVICE	-762,288.00	.00	626,068.75	.00	-136,219.25	82.13%
Total Function71 MANAGEMENT	-762,288.00	.00	626,068.75	.00	-136,219.25	82.13%
Total Expenditures	-763,588.00	.00	627,368.75	.00	-136,219.25	82.16%

For the Month of June

Check Nbr	Trans Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
		XEROX	019271	702404023	199-11-6249.00-102-011000	MONTHLY COPIER LEASE	204.00	N
			019271	702404023	199-11-6249.00-102-011000	REVERSAL	-204.00	N
Totals for Vendor 03682							.00	
052350	06-18-2020	GOOD PROMOTIONS	90781F	8613	199-41-6399.00-701-099000	LOST IN MAIL	-150.00	N
052394	06-16-2020	TARKINGTON SPECIAL	019257	#1175 APRIL	199-51-6259.10-999-099000	LOST IN MAIL	-61.17	N
			019257	#1758 APRIL	199-51-6259.10-999-099000	LOST IN MAIL	-371.25	N
			019257	#1166 APRIL	199-51-6259.10-999-099000	LOST IN MAIL	-1,167.46	N
			019257	#1757 APRIL	199-51-6259.10-999-099000	LOST IN MAIL	-1,156.59	N
			019257	#1171 APRIL	199-51-6259.10-999-099000	LOST IN MAIL	-219.73	N
			019257	#738 APRIL	199-51-6259.10-999-099000	LOST IN MAIL	-369.84	N
			019257	#157 APRIL	199-51-6259.10-999-099000	LOST IN MAIL	-702.88	N
			019257	#1192 APRIL	199-51-6259.10-999-099000	LOST IN MAIL	-2,398.99	N
Totals for Check 052394							-6,447.91	
052476	06-04-2020	BETTY SUE VICKERY	90887F	DP EXEMPTION	199-00-5711.01-000-000000	TAX REFUND DP EXEMPTION	34.29	N
052477	06-04-2020	BRENT HEAD	90885F	HOMESTEAD	199-00-5711.01-000-000000	TAX REFUND HOMESTEAD	274.57	N
052478	06-04-2020	CAMRYN HAHN	90865F	C HAHN	240-00-5751.00-001-000000	LUNCH \$ REFUND C HAHN	19.60	N
052479	06-04-2020	CAPITAL ONE BANK	90870F		199-11-6399.35-101-011000	POSTAGE MAIL STUDENT PACKE	44.55	N
			90870F		199-12-6399.00-101-099000	CRATES TECHNOLOGY STORAG	65.67	N
			90870F		199-23-6399.00-101-099000	GIFT CARDS PARA/STATIONARY	189.98	N
			90870F		199-33-6399.35-999-099000	DIGITAL THEREMOMETER	89.99	N
			90870F		199-34-6411.00-999-099000	UST OPERATOR CERT L SHEW	79.99	N
			90870F		199-41-6399.00-750-099000	SUPPLIES	54.52	N
			90870F		199-41-6411.00-750-099000	TASBO INVESTMENT TRAIN	215.00	N
			90870F		199-41-6411.00-750-099000	TASBO PURCHASE/SUPPLY TRAI	175.00	N
			90870F		199-41-6411.00-750-099000	TASBO BUSINESS ADMIN TRAIN	175.00	N
			90870F		199-41-6499.00-702-099000	POSTAGE MAIL GIFT CARDS	165.00	N
Totals for Check 052479							1,254.70	
052480	06-04-2020	CATHY THORNTON	90877F	HOMESTEAD	199-00-5711.01-000-000000	TAX REFUND HOMESTEAD	681.67	N
052481	06-04-2020	CECIL AILLS	90884F	HOMESTEAD/D	199-00-5711.01-000-000000	TAX REFUND HOMESTEAD/DP EX	411.30	N
052482	06-04-2020	CENTERPOINT ENERGY	019258	7111134 APR	199-51-6259.18-999-099000	NATURAL GAS#1001123309	347.52	N
			019258	7111134 APR	199-51-6259.18-999-099000	NATURAL GAS#1001689982	543.05	N
Totals for Check 052482							890.57	
052483	06-04-2020	CHRISTOPHER FOSSET	90890F	COMBINE 2	199-00-5711.01-000-000000	TAX REFUND COMBINED ACCTS	293.80	N
052484	06-04-2020	COASTAL WELDING SUP	019160	80149962 MAY	199-11-6269.45-001-022000	CYLINDER RENTAL	347.20	N
052485	06-04-2020	CORELOGIC TAX SERVI	90873F	HOMESTEAD	199-00-5711.01-000-000000	TAX REFUND HOMESTEAD	562.08	N
052486	06-04-2020	DARRELL JACKSON	90879F	DP EXEMPTION	199-00-5711.01-000-000000	TAX REFUND DP EXEMPT	123.05	N
052487	06-04-2020	DAYTON ELECTRIC	90868F	41202	199-51-6249.00-999-099000	SERV CALL UNIT AG SHOP	250.00	N
			90868F	41230	199-51-6249.00-999-099000	SERV/REP A/C UNITS PRIMARY	500.00	N
Totals for Check 052487							750.00	

For the Month of June

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
052488	06-04-2020	DEPT OF INFORMATION	019255	20041448N APR	199-51-6259.08-999-099000	LONG DISTANCE PHONE SERVIC	7.33	N
052489	06-04-2020	ETC LITE LLC	019309	L15572 JUNE	199-41-6219.00-750-099000	1095C CONSULTING SERVICE JU	315.00	N
052490	06-04-2020	GEORGE HAYDEN	90881F	OVER 65	199-00-5711.01-000-000000	TAX REFUND OVER 65 EXEMPT	142.78	N
052491	06-04-2020	GRAINGER	90864F	9524733921	199-11-6399.35-001-011000	BAGS TO EMPTY LOCKERS	288.00	N
			90864F	9524733921	199-11-6399.35-041-011000	BAGS TO EMPTY LOCKERS	30.00	N
			90864F	9524733921	199-11-6399.35-101-011000	BAGS TO EMPTY LOCKERS	192.00	N
			90864F	9524733921	199-11-6399.35-102-011000	BAGS TO EMPTY LOCKERS	90.00	N
			90864F	9522071951	199-51-6399.00-999-099000	SUMP PUMP	344.00	N
			90864F	9538404576	199-51-6399.00-999-099000	COAT AND GARMENT HOOKS	28.08	N
			90864F	9541267432	199-51-6399.00-999-099000	V BELT	210.00	N
			90864F	9541267440	199-51-6399.00-999-099000	OSCILLATING MULTITOO	189.00	N
Totals for Check 052491							1,371.08	
052492	06-04-2020	GULF COAST BOILER SE	90867F	6707	199-51-6249.00-999-099000	SERV/REP BOILER	710.00	N
052493	06-04-2020	JUSTIN EDWARDS	90889F	HOMESTEAD	199-00-5711.01-000-000000	TAX REFUND HOMESTEAD	274.58	N
052494	06-04-2020	JUSTIN ELLINGTON	90882F	HOMESTEAD	199-00-5711.01-000-000000	TAX REFUND HOMESTEAD	274.57	N
052495	06-04-2020	KAIA BLACKMON	90866F	K BLACKMON	240-00-5751.00-001-000000	LUNCH \$ REFUND K BLACKMON	13.55	N
052496	06-04-2020	KENNETH RUTTER	90891F	OVER 65	199-00-5711.01-000-000000	TAX REFUND OVER 65 EXEMPTIO	360.79	N
052497	06-04-2020	KENNETH WATSON	90871F	OVERPAYMENT	199-00-5711.01-000-000000	TAX REFUND OVERPAYMENT	112.84	N
052498	06-04-2020	KP INVESTMENTS LLC	90872F	HOMESTEAD	199-00-5711.01-000-000000	TAX REFUND HOMESTEAD	881.21	N
052499	06-04-2020	LERETA LLC	90876F	HOMESTEAD	199-00-5711.01-000-000000	TAX REFUND HOMESTEAD	274.58	N
052500	06-04-2020	LERETA LLC	90875F	HOMESTEAD	199-00-5711.01-000-000000	TAX REFUND HOMESTEAD	274.57	N
052501	06-04-2020	LIBERTY COUNTY C.A.D.	019314	201 3RD Q 2020	199-99-6213.00-703-099000	APPRAISAL SERV 2020 3RD QTR	46,838.06	N
052502	06-04-2020	LIBERTY COUNTY	19341P	0520 MAY	199-52-6249.35-999-099000	RESOURCE OFFICERS	11,858.80	N
052503	06-04-2020	LIBERTY PEST CONTRO	019169	67148	199-51-6249.00-999-099000	PEST CONTROL SERVICE	165.00	N
052504	06-04-2020	LINEBARGER GOGGAN	90862F	MAY	199-00-2210.00-000-000000	ATTORNEY FEES MAY	10,400.10	N
052505	06-04-2020	MC COY'S	90863F	98-09866213	199-51-6399.00-999-099000	MAINT SUPPLIES AND PARTS	70.86	N
052506	06-04-2020	NEWBURY FAMILY REV	90888F	OVER 65	199-00-5711.01-000-000000	TAX REFUND OVER 65 EXEMPTIO	142.78	N
052507	06-04-2020	O'REILLY AUTO PARTS	90871F	CUST#630712	199-34-6319.00-999-099000	MV#54 BATTERY/FILTERS/WIPER	207.62	N
			90871F	CUST#630712	199-34-6319.00-999-099000	MV#52 AIR/OIL FILTER	16.30	N
			90871F	CUST#630712	199-34-6319.00-999-099000	MV#35 AIR/OIL FILTER	12.46	N
			90871F	CUST#630712	199-34-6319.00-999-099000	MV#57 AIR/OIL FILTER	20.41	N
			90871F	CUST#630712	199-34-6319.00-999-099000	SUB#59 EXT DOOR HANDLE	53.47	N
			90871F	CUST#630712	199-34-6319.00-999-099000	SHOP DEP NEW BUSES	49.95	N
			90871F	CUST#630712	199-34-6319.00-999-099000	SHOP#45 FLTR/SNSR/BTRY/REG	668.51	N
Totals for Check 052507							1,028.72	
052508	06-04-2020	OLD RIVER CHEMICAL A	019330	200615	199-51-6249.00-999-099000	CHEMICAL WATER TREATING	430.00	N

For the Month of June

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
052509	06-04-2020	POTETZ HOME CENTER	90861F	I200756529	199-51-6399.00-999-099000	PVC SUPPLIES/NYLON ROPE	31.24	N
052510	06-04-2020	RANDY BERRY	90880F	OVER 65	199-00-5711.01-000-000000	TAX REFUND OVER 65 EXEMPT	149.50	N
052511	06-04-2020	ROLAND EWING SR	90878F	DP EXEMPTION	199-00-5711.01-000-000000	TAX REFUND DP EXEMPT	499.40	N
052512	06-04-2020	RONALD FORD	90883F	DP EXEMPTION	199-00-5711.01-000-000000	TAX REFUND DP EXEMPT	109.83	N
052513	06-04-2020	RONALD MEEKINS	90886F	HOMESTEAD	199-00-5711.01-000-000000	TAX REFUND HOMESTEAD	274.58	N
052514	06-04-2020	SAM HOUSTON ELECTRI	019265	#1081090 MAY	199-51-6259.09-999-099000	ELECTRIC BILL	12,599.43	N
			019265	#19117 MAY	199-51-6259.09-999-099000	ELECTRIC BILL	12,560.63	N
			019265	#27730 MAY	199-51-6259.09-999-099000	ELECTRIC BILL	320.81	N
			019265	#1974088 MAY	199-51-6259.09-999-099000	ELECTRIC BILL	54.10	N
			019265	#424309 MAY	199-51-6259.09-999-099000	ELECTRIC BILL	42.98	N
Totals for Check 052514							25,577.95	
052515	06-04-2020	SCREENCASTIFY LLC	019516	SC-230220	255-11-6399.00-001-011000	SCREENCASTIFY SOFTWARE	600.00	N
			019516	SC-230220	255-11-6399.00-041-011000	SCREENCASTIFY SOFTWARE	600.00	N
			019516	SC-230220	255-11-6399.00-101-011000	SCREENCASTIFY SOFTWARE	600.00	N
			019516	SC-230220	255-11-6399.00-102-011000	SCREENCASTIFY SOFTWARE	600.00	N
Totals for Check 052515							2,400.00	
052516	06-04-2020	SOUTHEAST TEXAS WA	019159	CUSTOMER#145	199-11-6399.00-001-028000	DRINKING WATER	4.00	N
			019159	CUSTOMER#145	199-11-6399.00-041-028000	DRINKING WATER	4.00	N
			019159	CUSTOMER#145	199-21-6399.00-999-099000	DRINKING WATER	2.67	N
			019159	CUSTOMER#307	199-23-6399.00-102-099000	DRINKING WATER	14.95	N
			019159	CUSTOMER#145	199-41-6399.00-701-099000	DRINKING WATER	5.34	N
			019159	CUSTOMER#145	199-41-6399.00-703-099000	DRINKING WATER	2.67	N
			019159	CUSTOMER#145	199-41-6399.00-720-099000	DRINKING WATER	2.67	N
			019159	CUSTOMER#145	199-41-6399.00-750-099000	DRINKING WATER	10.65	N
Totals for Check 052516							46.95	
052517	06-04-2020	SOUTHWEST BUILDING	90869F	M4400	199-52-6249.00-999-099000	SERV/REP FIRE ALARM PANEL M	775.71	N
052518	06-04-2020	TARKINGTON SPECIAL	019257	#1171 MAY	199-51-6259.10-999-099000	WATER BILL	54.54	N
			019257	#157 MAY	199-51-6259.10-999-099000	WATER BILL	708.10	N
			019257	#738 MAY	199-51-6259.10-999-099000	WATER BILL	369.84	N
			019257	#1166 MAY	199-51-6259.10-999-099000	WATER BILL	1,169.75	N
			019257	#1175 MAY	199-51-6259.10-999-099000	WATER BILL	76.20	N
			019257	#1192 MAY	199-51-6259.10-999-099000	WATER BILL	2,387.98	N
			019257	#1757 MAY	199-51-6259.10-999-099000	WATER BILL	1,156.31	N
			019257	#1758 MAY	199-51-6259.10-999-099000	WATER BILL	384.16	N
	06-10-2020	TARKINGTON SPECIAL	019257	#1175 MAY	199-51-6259.10-999-099000	WRONG AMOUNT	-76.20	N
			019257	#1171 MAY	199-51-6259.10-999-099000	WRONG AMOUNT	-54.54	N
			019257	#157 MAY	199-51-6259.10-999-099000	WRONG AMOUNT	-708.10	N
			019257	#1758 MAY	199-51-6259.10-999-099000	WRONG AMOUNT	-384.16	N
			019257	#1757 MAY	199-51-6259.10-999-099000	WRONG AMOUNT	-1,156.31	N
			019257	#1166 MAY	199-51-6259.10-999-099000	WRONG AMOUNT	-1,169.75	N
			019257	#738 MAY	199-51-6259.10-999-099000	WRONG AMOUNT	-369.84	N
			019257	#1192 MAY	199-51-6259.10-999-099000	WRONG AMOUNT	-2,387.98	N
Totals for Check 052518							-0.00	

For the Month of June

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
052519	06-04-2020	TISD DEBT SERVICE	90855F	DEBT SERV TEA	199-00-2173.00-000-000000	TRANS DS TEA PAY PSTD GF	1,983.00	N
			90855F	DEBT SERV TEA	199-00-2173.00-000-000000	TRANS DS TEA PAY PSTD GF	14,264.00	N
Totals for Check 052519							16,247.00	
052520	06-04-2020	VANDERBILT MORTGAG	90874F	HOMESTEAD	199-00-5711.01-000-000000	TAX REFUND HOMESTEAD	274.57	N
052521	06-04-2020	VERIZON WIRELESS	18609J	9854918005	199-00-1290.00-000-000000	VERIZON P/R PART MAY	343.82	N
			018609	9854918005	199-11-6259.08-001-011000	MOBILE PHONE SERVICE	9.02	N
			018609	9854918005	199-11-6259.08-041-011000	MOBILE PHONE SERVICE	9.02	N
			018609	9854918055	199-11-6259.08-101-011000	MOBILE PHONE SERVICE	9.02	N
			018609	9854918055	199-11-6259.08-102-011000	MOBILE PHONE SERVICE	9.01	N
			18609J	9854918005	199-11-6259.35-001-011000	CELL PHONES/MIFI CONVID 19	1,120.09	N
			18609J	9854918005	199-11-6259.35-041-011000	CELL PHONES/MIFI CONVID 19	1,120.09	N
			18609J	9854918005	199-11-6259.35-101-011000	CELL PHONES/MIFI CONVID 19	1,120.09	N
			18609J	9854918005	199-11-6259.35-102-011000	CELL PHONES/MIFI CONVID 19	1,120.07	N
			018609	9854918055	199-41-6259.08-701-099000	MOBILE PHONE SERVICE WIFI	37.99	N
			018609	9854918055	199-41-6259.08-750-099000	MOBILE PHONE SERVICE	49.63	N
Totals for Check 052521							4,947.85	
052522	06-04-2020	MAZON ASSOCIATES IN	019315	8824 JUNE	199-53-6249.00-999-099000	E-RATE SERVICE FEE	350.00	N
052523	06-04-2020	WALSH GALLEGOS TRE	019345	582286	199-41-6211.00-701-099000	LEGAL SERVICES ARCHITECT AG	63.00	N
			019345	582285	199-41-6211.00-701-099000	LEGAL SERVICES K GARRETT EE	29.50	N
			019345	582287	199-41-6211.00-701-099000	LEGAL SERVICES LAYTON D NON	706.00	N
			019345	586195	199-41-6211.00-701-099000	LEGAL SERVICES LAYTON D NON	619.50	N
			019345	586196	199-41-6211.00-701-099000	LEGAL SERVICES COVID 19 2020	1,268.50	N
			019345	588253	199-41-6211.00-701-099000	LEGAL SERVICES LAYTON D NON	1,888.00	N
			019345	588254	199-41-6211.00-701-099000	LEGAL SERVICES COVID 19 2020	501.50	N
Totals for Check 052523							5,076.00	
052524	06-04-2020	WASTE MANAGEMENT	019168	5677940-1792-9	199-51-6259.10-999-099000	TRASH SERVICE	997.89	N
			019168	1435158-1792-0	199-51-6259.10-999-099000	TRASH SERVICE	54.97	N
			019168	5677940-1792-9	240-35-6259.10-999-099000	TRASH SERVICE	997.88	N
			019168	1435158-1792-0	240-35-6259.10-999-099000	TRASH SERVICE	54.97	N
Totals for Check 052524							2,105.71	
052525	06-04-2020	GLAZIER FOODS CO.	000789	100127137	240-35-6341.35-999-099000	FOOD - COVID 19	2,069.81	N
052526	06-04-2020	XEROX	019271	702400275	199-11-6249.00-001-011000	MONTHLY COPIER LEASE	1,221.53	N
052527	06-04-2020	SCHOLASTIC BOOK FAI	000791	B4445291FR	711-00-2190.41-102-000000	BOOK FAIR	2,786.82	N
			000791	B4445257FR	711-00-2190.42-101-000000	BOOK FAIR	4,833.93	N
Totals for Check 052527							7,620.75	
052528	06-04-2020	BORDEN/MILK PRODUC	000788	542553	240-35-6341.35-999-099000	FOOD - COVID 19	1,151.18	N
052529	06-04-2020	SOUTHEAST TEXAS WA	000792	1029585	711-00-2190.89-001-000000	WATER FOR GIRLS WEIGHT ROO	8.00	N
052530	06-04-2020	THE COLLEGE BOARD	000790	EA95681695	711-00-2190.42-041-000000	PSAT - 8TH GRADE	540.00	N
052531	06-04-2020	BROTHERS PRODUCE	000787	TRK002	240-35-6341.35-999-099000	FOOD - COVID 19	227.00	N
052532	06-10-2020	AMY GAWLIK	91021F	T WALLER	199-11-6411.00-001-023000	REIMB MILES HMBND T WALLER	17.25	N

For the Month of June

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
052533	06-10-2020	B DEPENDABLE PLUMBI	91016F	40120	199-51-6249.00-999-099000	SERV CALL PRI TOILET CLOGS	565.00	N
052534	06-10-2020	BALFOUR COMPANY	019452	1132	199-23-6499.00-001-099000	DIPLOMA COVERS	1,194.00	N
052535	06-10-2020	CANNON'S FARM & RAN	91002F	MAY	199-51-6399.00-999-099000	WASP SPRAY/FITTINGS/ERASER	90.80	N
052536	06-10-2020	CAROLYN JACKSON	91020F	J HENSON	199-11-6229.00-001-023000	INSTRUCT HRS HMBND J HENSO	1,025.00	N
			91020F	J HENSON	199-11-6411.00-001-023000	REIMB MILE HMBND J HENSON	41.57	N
Totals for Check 052536							1,066.57	
052537	06-10-2020	CAUY CONNER	91014F	C CONNER	240-00-5751.00-001-000000	LUNCH \$ REFUND C CONNER	33.00	N
052538	06-10-2020	CHRISTIAN HOWARD	91013F	C HOWARD	240-00-5751.00-001-000000	LUNCH \$ REFUND C HOWARD	88.85	N
052539	06-10-2020	COASTAL TANK AND TE	91004F	7559	199-34-6249.00-999-099000	STAGE 1 TEST BELOWGRND TAN	525.00	N
052540	06-10-2020	COMMERCE BANK-COM	91009F		199-41-6399.00-701-099000	ZOOM.US	15.99	N
			91009F		199-41-6399.00-750-099000	SUPPLIES	26.07	N
			91009F		711-00-2190.38-041-000000	TEACHER APPREC CRAWFISH B	594.72	N
Totals for Check 052540							636.78	
052541	06-10-2020	DUSTIN CASTLEBERRY	91012F	D	240-00-5751.00-001-000000	LUNCH \$ REFUND D CASTLEBER	21.25	N
052542	06-10-2020	KARCHER NORTH AMER	91015F	5333668825	199-51-6249.43-999-099000	SERV/REP WINDSOR SCRUBBER	423.99	N
052543	06-10-2020	LIBERTY PEST CONTRO	019169	67278	199-51-6249.00-999-099000	ADD PEST CONTROL FLIES DRAI	260.00	N
052544	06-10-2020	MICHELLE COOGLER	91008F	WHITEBOARD	199-11-6399.11-041-011000	REIMB DRY ERASE WHITEBOARD	173.19	N
052545	06-10-2020	OFFICE DEPOT	91003F	502184242001	199-23-6399.00-001-099000	LABELS FOR FOLDERS	44.12	N
			91003F	502184242001	199-23-6399.00-041-099000	LABELS FOR FOLDERS	44.12	N
			91003F	502184242001	199-23-6399.00-101-099000	LABELS FOR FOLDERS	17.58	N
			91003F	502184242001	199-23-6399.00-102-099000	LABELS FOR FOLDERS	18.63	N
			91003F	500956019001	199-31-6399.00-102-099000	PLANNER	19.99	N
			91003F	500955447001	199-31-6399.00-102-099000	MONITOR	89.99	N
			91003F	498211361001	199-34-6399.00-999-099000	TONER	197.97	N
			91003F	501384930001	199-41-6399.00-701-099000	COLORED TONER	133.98	N
Totals for Check 052545							566.38	
052546	06-10-2020	REGION 4 ESC	91018F	RECERT CARD	199-34-6499.00-999-099000	REPLACE RECERT CARD J FLOR	10.00	N
052547	06-10-2020	ROBERTA LAKAVAGE	91011F	PROPS/COSTU	199-36-6399.26-001-099000	REIMB UIL OAP PROPS/COSTUM	901.60	N
052548	06-10-2020	SOUTHEAST TEXAS CO	019311	JUNE	199-93-6229.00-001-023000	SHARED SERVICE AGREEMENT	11,814.69	N
			019311	JUNE	199-93-6229.00-041-023000	SHARED SERVICE AGREEMENT	8,765.74	N
			019311	JUNE	199-93-6229.00-101-023000	SHARED SERVICE AGREEMENT	9,909.10	N
			019311	JUNE	199-93-6229.00-102-023000	SHARED SERVICE AGREEMENT	7,622.39	N
Totals for Check 052548							38,111.92	
052549	06-10-2020	TARKINGTON SPECIAL	019257	#1171 MAY	199-51-6259.10-999-099000	WATER BILL	59.54	N
			019257	#157 MAY	199-51-6259.10-999-099000	WATER BILL	708.10	N
			019257	#738 MAY	199-51-6259.10-999-099000	WATER BILL	369.84	N
			019257	#1166 MAY	199-51-6259.10-999-099000	WATER BILL	1,169.75	N
			019257	#1175 MAY	199-51-6259.10-999-099000	WATER BILL	76.20	N
			019257	#1192 MAY	199-51-6259.10-999-099000	WATER BILL	2,387.98	N
			019257	#1757 MAY	199-51-6259.10-999-099000	WATER BILL	1,156.31	N

For the Month of June

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			019257	#1758 MAY	199-51-6259.10-999-099000	WATER BILL	384.16	N
						Totals for Check 052549	6,311.88	
052550	06-10-2020	TEXAS DEPT OF MOTOR	91010F	TITLE	199-34-6499.00-999-023000	REAPPLY NON REPAIR TITLE #43	8.00	N
052551	06-10-2020	THE HOME DEPOT PRO	91001F	550025399	199-51-6319.43-999-099000	CUSTODIAL SUPPLIES	699.90	N
			91001F	550469555	199-51-6319.43-999-099000	CUSTODIAL SUPPLIES SUMMER	4,391.35	N
			91001F	550690184	199-51-6319.43-999-099000	CUSTODIAL SUPPLIES	327.00	N
						Totals for Check 052551	5,418.25	
052552	06-10-2020	TISD PAYROLL FUND	90896F	TRS NON OASDI	199-00-2177.99-000-000000	TRS NON OASDI MAY	10,736.55	N
			90897F	TRS ABOVE	199-00-2177.99-000-000000	TRS ABOVE STATE MAY	12,068.43	N
			90896F	TRS NON OASDI	211-00-2177.99-000-000000	TRS NON OASDI MAY	366.47	N
			90897F	TRS ABOVE	211-00-2177.99-000-000000	TRS ABOVE STATE MAY	559.25	N
			90896F	TRS NON OASDI	240-00-2177.99-000-000000	TRS NON OASDI MAY	551.63	N
			90999F	RETIREMENT	240-00-2177.99-000-000000	RETIREMENT CONTRIB MAY	479.06	N
			90999F	TRS CARE	240-00-2177.99-000-000000	TRS CARE CONTRIB MAY	70.45	N
						Totals for Check 052552	24,831.84	
052553	06-10-2020	TISD WORKERS' COMP	91022F	CAS	240-35-6143.00-001-099000	CAS INC ADMIN FOR TEIA	53.50	N
			91022F	CAS	240-35-6143.00-041-099000	CAS INC ADMIN FOR TEIA	53.50	N
			91022F	CAS	240-35-6143.00-101-099000	CAS INC ADMIN FOR TEIA	53.50	N
			91022F	CAS	240-35-6143.00-102-099000	CAS INC ADMIN FOR TEIA	53.50	N
						Totals for Check 052553	214.00	
052554	06-10-2020	UNITED REFRIGERATIO	91000F	73223237-00	199-51-6399.00-999-099000	COND FAN MOTOR	217.50	N
052555	06-10-2020	WHITENER AUTO	91007F	ACCT#6605 MAY	199-51-6399.00-999-099000	HI POWER V BELT	63.60	N
052556	06-10-2020	SCOTT'S EQUIPMENT S	91023F	027727	199-11-6249.47-001-022000	SERV/REP TIRE MACHINE	708.98	N
052557	06-11-2020	4 MOORE CONSTRUCTI	91024F	1109	199-51-6249.00-999-099000	INT PATCH/PRIME/PAINT 18 RMS	9,900.00	N
			91024F	1110	199-51-6249.00-999-099000	HS AG REWRK DOWN SPOUTS	3,200.00	N
						Totals for Check 052557	13,100.00	
052558	06-11-2020	ADECCO SEALANTS, IN	019533	#8151	199-51-6249.00-999-099000	COMPL CONCRETE DRAW	2,500.00	N
			019533	#8160	199-51-6249.00-999-099000	COMPL RAISE/STABLE CNCRTE	2,900.00	N
			019533	#8160	199-51-6249.00-999-099000	COMPL CONCRETE DRAW	2,500.00	N
						Totals for Check 052558	7,900.00	
052559	06-11-2020	CALESTA HOUSE	000797	REIMB	711-00-2190.38-102-000000	TEACHER APPREC/STUDENT BD	244.99	N
052560	06-11-2020	KSA EVENTS	000793	13576	711-00-2190.83-001-000000	VOLLEYBALL TRIP	6,400.00	N
052561	06-11-2020	RITA STOVALL	000796	591559	711-00-2190.39-041-000000	CAKE - MANUEL RETIREMENT	55.50	N
052562	06-11-2020	VA VA BLOOM	000795	113019	711-00-2190.63-001-000000	GRADUATION FLOWERS	215.00	N
			000795	060820	711-00-2190.75-001-000000	GRADUATION FLOWERS	612.50	N
						Totals for Check 052562	827.50	
052563	06-11-2020	VANNEE'S BLOOMING Y	000794	567797	199-41-6399.00-701-099000	FUNERAL PLANT - J. PARMA	49.50	N
052564	06-11-2020	LONE STAR COLLEGE -	000808	SCHOLARSHIP-	711-00-2190.59-001-000000	SCHOLARSHIP - DEVITO	750.00	N
052565	06-11-2020	CHRISTY SANFORD	000807	REIMB PLANT	711-00-2190.50-001-000000	REIMB FUNERAL PLANT - PARMA	24.50	N

For the Month of June

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
052566	06-11-2020	RILEY PATTON	000798	PROM TICKET	711-00-2190.74-001-000000	REIMB - PROM TICKET	65.00	N
052567	06-11-2020	MAKENZIE WELLS	000799	PROM TICKET	711-00-2190.74-001-000000	REIMB - PROM TICKET	65.00	N
052568	06-11-2020	CODY GRAHAM	000800	PROM TICKET	711-00-2190.74-001-000000	REIMB - PROM TICKET	65.00	N
052569	06-11-2020	K'BRYONHA SOLOMON	000001	PROM TICKET	711-00-2190.74-001-000000	REIMB - PROM TICKET	65.00	N
052570	06-11-2020	TAW CARPENTER	000801	PROM TICKET	711-00-2190.74-001-000000	REIMB - PROM TICKET	65.00	N
052571	06-11-2020	BRANDON KISSMAN	000802	PROM TICKET	711-00-2190.74-001-000000	REIMB - PROM TICKET	65.00	N
052572	06-11-2020	JACKELIN CASTILLO	000803	PROM TICKET	711-00-2190.74-001-000000	REIMB - PROM TICKET	65.00	N
052573	06-11-2020	AUTUMN DESTIFINO	000804	PROM TICKET	711-00-2190.74-001-000000	REIMB - PROM TICKET	65.00	N
052574	06-11-2020	AJIA WHITTLEMORE	000805	PROM TICKET	711-00-2190.74-001-000000	REIMB - PROM TICKET	65.00	N
052575	06-11-2020	BRIAN WEST	000806	PROM TICKET	711-00-2190.74-001-000000	PROM - TICKET	65.00	N
052576	06-17-2020	A T & T	019319	281 592-7739	199-51-6259.08-999-099000	LOCAL PHONE SERVICE	1,018.91	N
			019319	281 592-7737	199-51-6259.08-999-099000	LOCAL PHONE SERVICE	85.34	N
			019319	281 592-0377	199-51-6259.08-999-099000	LOCAL PHONE SERVICE	63.01	N
						Totals for Check 052576	1,167.26	
052577	06-17-2020	SCHOOL SPECIALTY	019505	208125157344	199-23-6399.00-001-099000	TEXAS CUMULATIVE FOLDERS	29.99	N
			019505	208125157344	199-23-6399.00-041-099000	TEXAS CUMULATIVE FOLDERS	29.99	N
			019505	208125157344	199-23-6399.00-101-099000	TEXAS CUMULATIVE FOLDERS	59.98	N
			019505	208125157344	199-23-6399.00-102-099000	TEXAS CUMULATIVE FOLDERS	29.99	N
						Totals for Check 052577	149.95	
052578	06-17-2020	SCHOOL CHECK IN	91033F	00039959	199-52-6399.00-101-099000	ADD SCHOOL CHECK IN	250.00	N
052579	06-17-2020	OFFICE DEPOT	91031F	506296094001	199-41-6399.00-701-099000	CYAN TONER FOR PRINTER	66.99	N
			91031F	505639797001	199-41-6399.00-703-099000	DOUBLE WINDOW ENVELOPES	97.25	N
			91031F	505639797001	199-41-6399.00-750-099000	PENS/CREAMER	11.39	N
			91031F	505648272001	199-41-6399.00-750-099000	DESK CALENDAR	19.99	N
			91031F	505648273001	199-41-6399.00-750-099000	PEN REFILLS	1.99	N
			91031F	509500844001	199-41-6399.00-750-099000	PRINTING CALCULATOR	97.57	N
						Totals for Check 052579	295.18	
052580	06-17-2020	VARSITY SPIRIT FASHIO	000811	90300420	711-00-2190.83-041-000000	CHEER UNIFORMS & APPAREL	14,563.35	N
052581	06-17-2020	BAND SHOPPE	019517	SIV151635	199-36-6399.03-999-099000	FIELD MARKING MACHINE	272.85	N
			019517	SIV152153	199-36-6399.03-999-099000	JARVIS DRILL MARKERS	138.00	N
						Totals for Check 052581	410.85	
052582	06-17-2020	REGION 5 ESC	019501	080503	199-13-6411.00-102-021000	GT UPDATE FOR MATH S RICE	100.00	N
			019501	080502	199-13-6411.00-102-021000	GT UPDATE FOR MATH L SPILLE	100.00	N
						Totals for Check 052582	200.00	
052583	06-17-2020	TISD TAX DEPARTMENT	91027F	CC CHARGES	199-41-6213.00-703-099000	REIMB CC CHARGES 4/2019-5/202	28,566.00	N
052584	06-17-2020	RICE UNIVERSITY	019528	SESSION#43368	199-13-6411.00-001-099000	AP HS PRE CALCULUS NEW TEA	545.00	N
052585	06-17-2020	SAFETY-KLEEN SYSTEM	019170	R002705878	199-34-6269.00-999-023000	VAT RENTAL TO CLEAN TOOLS	15.90	N
			019170	R002705878	199-34-6269.00-999-099000	VAT RENTAL TO CLEAN TOOLS	90.10	N
						Totals for Check 052585	106.00	

For the Month of June

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
052586	06-17-2020	WADE'S PHOTOGRAPHY	91029F	GRAD PHOTOS	199-23-6399.00-001-099000	HS GRAD CEREMONY PHOTOS	590.00	N
052587	06-17-2020	AMAZON	91028F		199-11-6399.00-001-011000	REPLACE CHROMEBOOK SCREE	35.23	N
			91028F		199-11-6399.11-001-011000	CHROMEBOOK SCREEN	37.31	N
			91028F		199-11-6399.11-041-011000	TABLET CHARGING CART	399.99	N
			91028F		199-12-6399.00-101-099000	PRINTER CABLE	8.41	N
			91028F		199-23-6399.00-001-099000	PARCHMENT PAPER	46.24	N
			91028F		199-23-6399.00-001-099000	POLY SHEETING-GRADUATION	142.38	N
			91028F		199-34-6399.00-999-099000	NEW PHONE FOR SHOP	36.55	N
			91028F		199-34-6399.00-999-099000	TIRE CAGE	654.49	N
			91028F		199-34-6399.00-999-099000	MAGLITE	74.62	N
			91028F		199-51-6319.43-999-099000	TOWELS SUMMER FLOOR WAX	99.60	N
						Totals for Check 052587	1,534.82	
052588	06-17-2020	KARCHER NORTH AMER	91026F	5333683441	199-51-6249.43-999-099000	SERV/REP WINDSOR SCRUBBER	340.49	N
052589	06-17-2020	TARKINGTON SPECIAL	019257	#1171 APRIL	199-51-6259.10-999-099000	WATER BILL	219.73	N
			019257	#157 APRIL	199-51-6259.10-999-099000	WATER BILL	702.88	N
			019257	#1166 APRIL	199-51-6259.10-999-099000	WATER BILL	2,056.17	N
			019257	#1175 APRIL	199-51-6259.10-999-099000	WATER BILL	61.17	N
			019257	#1192 APRIL	199-51-6259.10-999-099000	WATER BILL	2,398.99	N
			019257	#1757 APRIL	199-51-6259.10-999-099000	WATER BILL	1,156.59	N
			019257	#1758 APRIL	199-51-6259.10-999-099000	WATER BILL	371.25	N
				#738 APRIL	199-51-6259.10-999-099000	REPLACE CK#52394	-518.87	N
						Totals for Check 052589	6,447.91	
052590	06-17-2020	NATIONAL CHEERLEAD	000810	REG-	711-00-2190.83-041-000000	CHEER CAMP	3,243.00	N
052591	06-17-2020	FUNCTION 4	019266	27196775	199-11-6269.00-001-011000	MAIL MACHINE EQUIP LEASE	4.44	N
			019266	27196775	199-11-6269.00-041-011000	MAIL MACHINE EQUIP LEASE	4.44	N
			019266	27196775	199-11-6269.00-101-011000	MAIL MACHINE EQUIP LEASE	4.44	N
			019266	27196775	199-11-6269.00-102-011000	MAIL MACHINE EQUIP LEASE	4.44	N
			019266	27196775	199-11-6269.45-001-022000	MAIL MACHINE EQUIP LEASE	4.44	N
			019266	27196775	199-21-6269.00-999-099000	MAIL MACHINE EQUIP LEASE	8.87	N
			019266	27196775	199-23-6269.00-001-099000	MAIL MACHINE EQUIP LEASE	10.65	N
			019266	27196775	199-23-6269.00-041-099000	MAIL MACHINE EQUIP LEASE	10.65	N
			019266	27196775	199-23-6269.00-101-099000	MAIL MACHINE EQUIP LEASE	10.65	N
			019266	27196775	199-23-6269.00-102-099000	MAIL MACHINE EQUIP LEASE	10.65	N
			019266	27196775	199-36-6269.00-999-091000	MAIL MACHINE EQUIP LEASE	4.44	N
			019266	27196775	199-36-6269.03-999-099000	MAIL MACHINE EQUIP LEASE	4.44	N
			019266	27196775	199-41-6269.00-701-099000	MAIL MACHINE EQUIP LEASE	23.07	N
			019266	27196775	199-41-6269.00-703-099000	MAIL MACHINE EQUIP LEASE	31.06	N
			019266	27196775	199-41-6269.00-720-099000	MAIL MACHINE EQUIP LEASE	8.87	N
			019266	27196775	199-41-6269.00-750-099000	MAIL MACHINE EQUIP LEASE	17.75	N
			019266	27196775	240-35-6269.00-001-099000	MAIL MACHINE EQUIP LEASE	3.55	N
			019266	27196775	240-35-6269.00-041-099000	MAIL MACHINE EQUIP LEASE	3.55	N
			019266	27196775	240-35-6269.00-101-099000	MAIL MACHINE EQUIP LEASE	3.55	N
			019266	27196775	240-35-6269.00-102-099000	MAIL MACHINE EQUIP LEASE	3.53	N
						Totals for Check 052591	177.48	

For the Month of June

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
052592	06-17-2020	C & R WATER SUPPLY	019313	332 JUNE	199-51-6249.44-999-099000	MANAGEMENT WWP JUNE	2,150.00	N
			019313	332 MAY	199-51-6249.44-999-099000	ANALYSIS WWP MAY	354.00	N
Totals for Check 052592							2,504.00	
052593	06-17-2020	CONNIE CHAMPION	91030F	H STANEK	240-00-5751.00-001-000000	LUNCH \$ REFUND H STANEK	8.45	N
052594	06-17-2020	RUBY RAE'S BOUTIQUE	000809	0251	711-00-2190.62-001-000000	SHIRTS FOR CAMP	882.00	N
052595	06-18-2020	4 MOORE CONSTRUCTI	91037F	INT PAINT	199-51-6249.00-999-099000	INT PAINT RESTROOM/HALLWAY	1,275.00	N
			91037F	PRI RAIL/PAINT	199-51-6249.00-999-099000	PRI CHAIR RAIL/REPAINT HALLW	11,200.00	N
Totals for Check 052595							12,475.00	
052596	06-18-2020	ADECCO SEALANTS, IN	019533	#8151	199-51-6249.00-999-099000	BAL CONCRETE PRI	850.00	N
052597	06-18-2020	GOOD PROMOTIONS	91038F	8613	199-41-6399.00-701-099000	JOB FAIR BANNER-RECRUITING	150.00	N
052598	06-18-2020	KACY FREEZE	000812	REIMB BOOKS	199-00-5749.00-000-000000	REIMB FOR LOST BOOKS	255.30	N
052599	06-18-2020	MSB	91036F	138857	199-00-5919.00-000-000000	8% TMHP PAY \$50.46 5/29/2020	4.04	N
			91036F	139137	199-00-5919.00-000-000000	8% TMHP PAY \$21665.55 6/5/2020	1,733.24	N
Totals for Check 052599							1,737.28	
052600	06-18-2020	SOUTHWEST BUILDING	91035F	17989-6-1-20	199-51-6249.00-999-099000	SERV FA PANEL HS KEEPS BEEPI	328.30	N
			91035F	M4408	199-51-6249.00-999-099000	SERV/REP REPL HORN HS	184.08	N
			91035F	M4407	199-51-6249.00-999-099000	SERV/REP MS BATTERIES	301.56	N
Totals for Check 052600							813.94	
052601	06-18-2020	VISUAL TECHNIQUES IN	019486	40887	211-11-6399.01-101-011000	PROJECTOR MOUNT/CABLE	288.98	N
052602	06-24-2020	CIRCLE SAW BUILDERS	91043F	792228	199-51-6399.00-999-099000	MAINT SUPPLIES AND PARTS	44.00	N
052603	06-24-2020	IVY MORRISON	91042F	S ADAMS	199-11-6411.00-001-023000	REIMB MILES HMBND S ADAMS	25.30	N
052604	06-24-2020	JAN WOLCIK	91042F	REIMB PROF	199-13-6411.00-101-099000	REIMB PROF DEV BEHAVE SOLU	447.00	N
052605	06-24-2020	JOE MAINES	000824	MEALS - BOYS	711-00-2190.95-001-000000	MEALS POWER MEET	154.28	N
052606	06-24-2020	JUST FOR KIX	91040F	FACILITY USE	199-00-5749.00-000-000000	REF FACILITIES USE FEE	352.00	N
052607	06-24-2020	KAREN BLUM	91044F	SCHL BRD	199-41-6399.00-702-099000	REIMB SCHL BRD MEAL SUPPLIE	82.08	N
052608	06-24-2020	RIDDELL/ ALL AMERICA	019508	951166533	199-36-6399.11-999-091000	SHOULDER PAD RACK	570.06	N
052609	06-24-2020	SHELBURNE ADVERTISI	91041F	T20-179	199-23-6399.00-001-099000	PARKING PASSES 2020 - 2021	279.10	N
052610	06-24-2020	STAR GRAPHICS INC	019272	68500261	199-11-6249.00-041-011000	MONTHLY RISO LEASE	275.00	N
			019272	68500261	199-11-6249.00-101-011000	MONTHLY RISO LEASE	275.00	N
			019272	68500261	199-11-6249.00-101-011000	MONTHLY RISO LEASE	275.00	N
Totals for Check 052610							825.00	
052611	06-24-2020	TISD PAYROLL FUND	91039F	P/R TRANSFER	199-00-2177.99-000-000000	PAYROLL TRANSFER JUNE	975,367.50	N
			91039F	P/R TRANSFER	211-00-2177.99-000-000000	PAYROLL TRANSFER JUNE	40,712.66	N
			91039F	P/R TRANSFER	240-00-2177.99-000-000000	PAYROLL TRANSFER JUNE	38,508.40	N
Totals for Check 052611							1,054,588.56	
052612	06-24-2020	TISD PAYROLL FUND	91045F	M MORGAN	199-11-6142.00-041-011000	TEA/DIST CONT H/I MAY M MORG	350.00	N
052613	06-24-2020	XEROX	019271	702404023	199-11-6249.00-001-011000	MONTHLY COPIER LEASE	154.23	N
			019271	702404023	199-11-6249.00-001-011000	MONTHLY COPIER LEASE	217.81	N
			019271	702404023	199-11-6249.00-041-011000	MONTHLY COPIER LEASE	146.21	N

For the Month of June

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			019271	702404023	199-11-6249.00-041-011000	MONTHLY COPIER LEASE	156.87	N
			019271	702404023	199-11-6249.00-101-011000	MONTHLY COPIER LEASE	218.03	N
			019271	702404023	199-11-6249.00-101-011000	MONTHLY COPIER LEASE	157.14	N
			019271	702404023	199-11-6249.00-101-011000	MONTHLY COPIER LEASE	208.22	N
			019271	702404023	199-11-6249.00-102-011000	MONTHLY COPIER LEASE	204.00	N
			019271	702404023	199-11-6249.00-102-011000	MONTHLY COPIER LEASE	190.76	N
			019271	702404023	199-11-6249.03-001-011000	MONTHLY COPIER LEASE	157.08	N
			019271	702404023	199-21-6249.00-999-099000	MONTHLY COPIER LEASE	23.25	N
			019271	702404023	199-41-6249.00-701-099000	MONTHLY COPIER LEASE	46.50	N
			019271	702404023	199-41-6249.00-703-099000	MONTHLY COPIER LEASE	23.25	N
			019271	702404023	199-41-6249.00-720-099000	MONTHLY COPIER LEASE	23.25	N
			019271	702404023	199-41-6249.00-750-099000	MONTHLY COPIER LEASE	163.18	N
Totals for Check 052613							2,089.78	
052614	06-29-2020	4 MOORE CONSTRUCTI	91046F	1114	199-51-6249.00-999-099000	PAINT CAFE/CLASSROOM PRI	3,400.00	N
052615	06-29-2020	B C G F	019518	20121	199-51-6249.00-999-099000	RESURFACE GYM FLOORS	5,459.00	N
081232	06-25-2020	TISD LOCAL	DEDCH		863-00-2159.00-006-000000	JUN DED MISCELLANEOUS DEDU	796.65	N
			DEDCH		863-00-2159.00-010-000000	JUN DED MISCELLANEOUS DEDU	20.00	N
			DEDCH		863-00-2159.00-035-000000	JUN DED MISCELLANEOUS DEDU	50.00	N
Totals for Check 081232							866.65	
081233	06-25-2020	ATPE	DEDCH		863-00-2159.00-007-000000	JUN DED UNION DUES	492.78	N
081234	06-25-2020	TEXAS TEACHERS	DEDCH		863-00-2159.00-049-000000	JUN DED MISCELLANEOUS DEDU	425.00	N
081235	06-25-2020	TIVA	DEDCH		863-00-2159.00-014-000000	JUN DED MISCELLANEOUS DEDU	32.00	N
081236	06-25-2020	AFT/TX FEDERATION OF	DEDCH		863-00-2159.00-002-000000	JUN DED UNION DUES	52.50	N
081237	06-25-2020	AMERICAN NATIONAL LI	DEDCH		863-00-2159.00-067-000000	JUN DED TAX SHEL. ANNUITY	626.55	N
081238	06-25-2020	TX CLASSROOM TEACH	DEDCH		863-00-2159.00-008-000000	JUN DED UNION DUES	18.00	N
081239	06-25-2020	VERIZON WIRELESS	DEDCH		863-00-2159.00-094-000000	JUN DED MISCELLANEOUS DEDU	364.50	N
081240	06-25-2020	PRE-PAID LEGAL SERVI	DEDCH		863-00-2159.00-062-000000	JUN DED MISCELLANEOUS DEDU	225.30	N
081241	06-25-2020	NATIONAL BENEFIT SER	DEDCH		863-00-2159.00-031-000000	JUN DED TAX SHEL. ANNUITY	250.00	N
			DEDCH		863-00-2159.00-033-000000	JUN DED TAX SHEL. ANNUITY	203.00	N
			DEDCH		863-00-2159.00-034-000000	JUN DED TAX SHEL. ANNUITY	128.00	N
			DEDCH		863-00-2159.00-039-000000	JUN DED TAX SHEL. ANNUITY	300.00	N
			DEDCH		863-00-2159.00-042-000000	JUN DED TAX SHEL. ANNUITY	600.00	N
			DEDCH		863-00-2159.00-043-000000	JUN DED TAX SHEL. ANNUITY	600.00	N
			DEDCH		863-00-2159.00-065-000000	JUN DED TAX SHEL. ANNUITY	600.00	N
			DEDCH		863-00-2159.00-066-000000	JUN DED TAX SHEL. ANNUITY	5,240.00	N
			DEDCH		863-00-2159.00-068-000000	JUN DED TAX SHEL. ANNUITY	500.00	N
			DEDCH		863-00-2159.00-069-000000	JUN DED TAX SHEL. ANNUITY	350.00	N
			DEDCH		863-00-2159.00-071-000000	JUN DED TAX SHEL. ANNUITY	350.00	N
			DEDCH		863-00-2159.00-076-000000	JUN DED TAX SHEL. ANNUITY	1,283.00	N
			DEDCH		863-00-2159.00-081-000000	JUN DED TAX SHEL. ANNUITY	401.00	N
			DEDCH		863-00-2159.00-088-000000	JUN DED TAX SHEL. ANNUITY	1,284.00	N
Totals for Check 081241							12,089.00	

For the Month of June

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
081242	06-25-2020	FINANCIAL BENEFIT SE	DEDCH		863-00-2153.00-009-000000	JUN DED HEALTH INSURANCE	509.37	N
			DEDCH		863-00-2153.00-016-000000	JUN DED LIFE INSURANCE	108.78	N
			DEDCH		863-00-2153.00-018-000000	JUN DED LIFE INSURANCE	2,001.96	N
			DEDCH		863-00-2153.00-019-000000	JUN DED HEALTH INSURANCE	531.00	N
			DEDCH		863-00-2153.00-020-000000	JUN DED HEALTH INSURANCE	525.72	N
			DEDCH		863-00-2153.00-021-000000	JUN DED HEALTH INSURANCE	2,937.53	N
			DEDCH		863-00-2153.00-022-000000	JUN DED HEALTH INSURANCE	1,205.00	N
			DEDCH		863-00-2153.00-023-000000	JUN DED HEALTH INSURANCE	1,883.64	N
			DEDCH		863-00-2153.00-027-000000	JUN DED TEA CONTRIB	412.53	N
			DEDCH		863-00-2153.00-028-000000	JUN DED HEALTH INSURANCE	7,286.87	N
			DEDCH		863-00-2153.00-037-000000	JUN DED HEALTH INSURANCE	1,798.41	N
			DEDCH		863-00-2153.00-041-000000	JUN DED HEALTH INSURANCE	583.73	N
			DEDCH		863-00-2153.00-059-000000	JUN DED HEALTH INSURANCE	668.01	N
			DEDCH		863-00-2153.00-060-000000	JUN DED HEALTH INSURANCE	229.16	N
			DEDCH		863-00-2153.00-061-000000	JUN DED HEALTH INSURANCE	169.39	N
			DEDCH		863-00-2153.00-074-000000	JUN DED HEALTH INSURANCE	6,371.66	N
			DEDCH		863-00-2153.00-093-000000	JUN DED HEALTH INSURANCE	626.00	N
			DEDCH		863-00-2159.00-078-000000	JUN DED MISCELLANEOUS DEDU	315.90	N
			DEDCH		863-00-2159.00-091-000000	JUN DED HSA	2,145.00	N
					Totals for Check 081242		30,309.66	
091006	06-03-2020	FRANCOTYP-POSTALIA,	91006F	POSTAGE	199-11-6399.00-001-011000	POSTAGE FOR MAIL MACHINE	50.00	N
			91006F	POSTAGE	199-11-6399.00-041-011000	POSTAGE FOR MAIL MACHINE	50.00	N
			91006F	POSTAGE	199-11-6399.00-101-011000	POSTAGE FOR MAIL MACHINE	50.00	N
			91006F	POSTAGE	199-11-6399.00-102-011000	POSTAGE FOR MAIL MACHINE	50.00	N
			91006F	POSTAGE	199-11-6399.45-001-022000	POSTAGE FOR MAIL MACHINE	50.00	N
			91006F	POSTAGE	199-21-6399.00-999-099000	POSTAGE FOR MAIL MACHINE	100.00	N
			91006F	POSTAGE	199-23-6399.00-001-099000	POSTAGE FOR MAIL MACHINE	120.00	N
			91006F	POSTAGE	199-23-6399.00-041-099000	POSTAGE FOR MAIL MACHINE	120.00	N
			91006F	POSTAGE	199-23-6399.00-101-099000	POSTAGE FOR MAIL MACHINE	120.00	N
			91006F	POSTAGE	199-23-6399.00-102-099000	POSTAGE FOR MAIL MACHINE	120.00	N
			91006F	POSTAGE	199-36-6399.00-999-091000	POSTAGE FOR MAIL MACHINE	50.00	N
			91006F	POSTAGE	199-36-6399.03-999-099000	POSTAGE FOR MAIL MACHINE	50.00	N
			91006F	POSTAGE	199-41-6399.00-701-099000	POSTAGE FOR MAIL MACHINE	260.00	N
			91006F	POSTAGE	199-41-6399.00-703-099000	POSTAGE FOR MAIL MACHINE	350.00	N
			91006F	POSTAGE	199-41-6399.00-720-099000	POSTAGE FOR MAIL MACHINE	100.00	N
			91006F	POSTAGE	199-41-6399.00-750-099000	POSTAGE FOR MAIL MACHINE	200.00	N
			91006F	POSTAGE	240-35-6399.00-001-099000	POSTAGE FOR MAIL MACHINE	40.00	N
			91006F	POSTAGE	240-35-6399.00-041-099000	POSTAGE FOR MAIL MACHINE	40.00	N
			91006F	POSTAGE	240-35-6399.00-101-099000	POSTAGE FOR MAIL MACHINE	40.00	N
			91006F	POSTAGE	240-35-6399.00-102-099000	POSTAGE FOR MAIL MACHINE	40.00	N
					Totals for Check 091006		2,000.00	
091049	06-25-2020	TEACHER RETIREMENT	91049F	TRS DEPOSIT	863-00-2155.00-000-000000	TRS DEPOSIT JUNE	77,775.01	N
			91049F	TRS DEPOSIT	863-00-2155.02-000-000000	TRS DEPOSIT JUNE	12,584.92	N
			91049F	TRS DEPOSIT	863-00-2155.04-000-000000	TRS DEPOSIT JUNE	6,985.86	N
			91049F	TRS DEPOSIT	863-00-2155.06-000-000000	TRS DEPOSIT JUNE	3,100.20	N

For the Month of June

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			91049F	TRS DEPOSIT	863-00-2155.06-000-000000	TRS DEPOSIT JUNE	1,070.00	N
			91049F	TRS DEPOSIT	863-00-2155.08-000-000000	TRS DEPOSIT JUNE	11,454.76	N
Totals for Check 091049							112,970.75	
091050	06-25-2020	ATTORNEY GENERAL, S	91050F	CHILD	863-00-2159.00-050-000000	CHILD SUPPORT FLORES	925.00	N
			91050F	SERVICE	863-00-2159.00-050-000000	SERVICE CHARGE FLORES	1.50	N
			91050F	CHILD	863-00-2159.00-051-000000	CHILD SUPPORT MAINES	700.00	N
			91050F	SERVICE	863-00-2159.00-051-000000	SERVICE CHARGE MAINES	1.50	N
			91050F	CHILD	863-00-2159.00-052-000000	CHILD SUPPORT SHIPLEY	518.00	N
			91050F	SERVICE	863-00-2159.00-052-000000	SERVICE CHARGE SHIPLEY	1.50	N
Totals for Check 091050							2,147.50	
091051	06-25-2020	TEACHER RETIREMENT	91051F	TRS DEPOSIT	863-00-2153.00-024-000000	TRS DEPOSIT JUNE	54,832.00	N
			91051F	TRS DEPOSIT	863-00-2153.00-025-000000	TRS DEPOSIT JUNE	41,090.00	N
			91051F	TRS DEPOSIT	863-00-2153.00-026-000000	TRS DEPOSIT JUNE	12,885.00	N
Totals for Check 091051							108,807.00	
091052	06-25-2020	PROSPERITY BANK	91052F	P/R TAX	863-00-2151.00-000-000000	PAYROLL TAX DEPOSIT JUNE	67,393.50	N
			91052F	P/R TAX	863-00-2152.01-000-000000	PAYROLL TAX DEPOSIT JUNE	13,033.56	N
			91052F	P/R TAX	863-00-2152.02-000-000000	PAYROLL TAX DEPOSIT JUNE	13,033.56	N
Totals for Check 091052							93,460.62	
Total Checks							1,771,264.51	

End of Report

For the Month of June

Check Nbr	Payee	Organization	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount
				Totals for Fund 199 / 0	1,282,807.49
				Totals for Fund 211 / 0	41,927.36
				Totals for Fund 240 / 0	44,683.26
				Totals for Fund 255 / 0	2,400.00
				Totals for Fund 711 / 0	36,558.59
				Totals for Fund 863 / 0	362,887.81
				Totals For Checks	1,771,264.51

Estimated Number Of Unpaid Checks To Print:0

End of Report

Tarkington ISD
TAX OFFICE ACTIVITY REPORT
DEPOSITS 1757 - 1774

=====

FOR THE MONTH OF JUNE, 2020

=====

CURRENT YEAR COLLECTIONS	16.47
CURRENT YEAR DELINQUENT	127,853.10
DELINQUENT COLLECTIONS	88,052.52
PENALTY & INTEREST	97,692.70
ATTORNEY'S FEES	31,982.69
PRIOR TO 1977 COLLECTIONS	0.00
TAX CERTIFICATES	0.00
SUPPLEMENTAL COLLECTIONS	0.00
ROLLBACK	0.00
OTHER COLLECTIONS	113.26
ADJUSTMENTS	0.00
INTEREST INCOME	0.00
DISCOUNTS	0.00

ISD Total	345,710.74

Year	ISD Base Tax	ISD P & I	ISD Atty
1999	1,782.70	4,563.73	952.04
2000	2,383.00	5,814.84	1,229.79
2001	1,689.67	3,920.34	841.37
2002	2,511.49	5,525.61	1,205.63
2003	2,975.96	6,190.29	1,374.96
2004	3,256.69	6,383.39	1,927.90
2005	3,296.22	6,066.09	1,872.48
2006	2,917.28	5,018.36	1,587.14
2007	1,003.15	1,605.31	521.64
2008	1,042.58	1,542.95	517.06
2009	1,156.14	1,572.80	546.08
2010	2,226.11	2,760.62	997.63
2011	2,285.52	2,560.24	969.30
2012	2,492.87	2,493.04	997.09
2013	2,977.16	2,622.39	1,119.69
2014	5,939.88	4,516.91	2,091.75
2015	5,702.75	3,650.49	1,870.54
2016	4,090.06	2,135.97	1,245.27
2017	11,356.46	4,558.56	3,182.99
2018	26,966.83	7,695.17	6,932.34
2019	127,869.57	16,495.60	0.00

Loretta Burt

LORETTA BURT
TAX ASSESSOR-COLLECTOR

Tarkington ISD
TAX OFFICE ACTIVITY REPORT
DEPOSITS 1671 - 1774

=====

YEAR-TO-DATE

=====

CURRENT YEAR COLLECTIONS	5,765,760.14
CURRENT YEAR DELINQUENT	566,842.66
DELINQUENT COLLECTIONS	386,297.63
PENALTY & INTEREST	313,037.16
ATTORNEY'S FEES	124,311.53
PRIOR TO 1977 COLLECTIONS	0.00
TAX CERTIFICATES	0.00
SUPPLEMENTAL COLLECTIONS	0.00
ROLLBACK	0.00
OTHER COLLECTIONS	11,507.48
ADJUSTMENTS	0.00
INTEREST INCOME	0.00
DISCOUNTS	0.00
ISD Total	----- 7,167,756.60

Year	ISD Base Tax	ISD P & I	ISD Atty
1998	145.64	386.55	79.82
1999	3,437.50	8,696.76	1,820.26
2000	4,497.91	10,849.32	2,302.10
2001	3,823.79	8,738.14	1,884.20
2002	5,214.86	11,302.26	2,477.72
2003	7,127.43	14,601.92	3,259.45
2004	8,307.12	16,002.02	4,861.76
2005	8,760.75	15,815.03	4,915.23
2006	8,207.17	13,846.48	4,410.76
2007	3,859.44	6,028.53	1,977.67
2008	4,288.73	6,175.59	2,092.67
2009	5,386.87	7,126.88	2,502.84
2010	9,581.75	11,499.98	4,216.86
2011	8,866.31	9,584.45	3,690.29
2012	10,828.70	10,388.67	4,243.12
2013	12,515.00	10,557.38	4,614.32
2014	20,792.25	15,115.33	7,181.71
2015	23,076.58	13,844.31	7,384.29
2016	24,665.83	11,259.22	6,934.15
2017	58,497.71	20,675.54	15,565.27
2018	154,416.29	36,434.48	37,863.66
2019	6,332,602.80	54,108.32	33.38

Loretta Burt

LORETTA BURT
TAX ASSESSOR-COLLECTOR

Tarkington ISD
 LEVY TOTALS AS OF
 06/30/2020

	<u>Base</u>	<u>Payments</u>	<u>Adjustments</u>	<u>Balance</u>	<u>% COLLECT</u>
Tax	7,107,542.00	6,333,392.80	-22,119.48	752,029.72	89.4
Value	680,750,447		-2,045,794	678,704,653	

Tarkington ISD
 DELINQUENT BASE TAX REPORT
 06/30/2020

YEAR	ISD TAX	ITEM COUNT	CED TAX	ITEM COUNT
1998	2,790.38	128		
1999	45,948.43	2348		
2000	54,326.20	2562		
2001	51,535.45	2193		
2002	67,518.80	2681		
2003	88,908.56	2737		
2004	103,707.19	2786		
2005	111,168.99	2960		
2006	96,893.60	2937		
2007	60,017.55	3235		
2008	61,272.55	3441		
2009	106,849.42	3530		
2010	134,644.92	3592		
2011	150,613.50	3686		
2012	151,681.86	3761		
2013	153,428.80	3850		
2014	164,206.97	3994		
2015	191,795.93	4103		
2016	199,247.28	3208		
2017	306,789.24	4426		
2018	418,911.15	4689		
	2,722,256.77	66847	0.00	0

DELINQUENT TAXES:

TOTAL PREV. MO. BASE TAX INCL. INACTIVES	<i>MAY</i>	\$2,838,329.26
LESS THIS MONTH'S PAYMENTS		\$88,052.52
LESS THIS MONTH'S ADJUSTMENTS		\$0.00
BASE TAX TOTAL INCLUDING INACTIVES	<i>JUNE</i>	\$2,750,276.74
LESS TOTAL INACTIVES		\$28,019.97
BASE TAX TOTAL EXCL. INACTIVES	<i>JUNE</i>	\$2,722,256.77

CURRENT TAXES:

PREV. MONTH'S BASE TAX TOTAL	<i>MAY</i>	\$879,899.29
LESS THIS MONTH'S PAYMENTS		\$127,869.57
LESS THIS MONTH'S ADJUSTMENTS		\$0.00
BASE TAX TOTAL	<i>JUNE</i>	\$752,029.72

DEPOSIT : 1757-1774		
TOTAL DEPOSITED:	\$	345,710.74
TOTAL TRANSFERRED:	\$	<u>345,710.74</u>

% of Current Roll Collected - Base Tax Only	<u>89.40%</u>
% of Current Roll Collected - Base Tax + Pen. & Int.	<u>89.86%</u>
% of Current Roll Collected Based on Total Collections:	<u>99.00%</u>

Regulations Resource Manual

Update 61

(Correlates with Local Policy Manual Update 115)

What is the *Regulations Resource Manual*?

The *Regulations Resource Manual (RRM)* is an online collection of sample administrative regulations (also called “procedures”) and exhibits (which include forms). TASB Policy Service provides the *RRM* to help superintendents develop regulations and implement board policies.

“The duties of the superintendent include...developing or causing to be developed appropriate **administrative regulations** to implement policies established by the board of trustees....”

Texas Education Code 11.201(d)(8)

How do I use the *RRM*?

Review the changes associated with Update 61 in the Explanatory Notes. Download a copy of these administrative documents from your MyTASB account and adapt them to reflect your district’s day-to-day practices.

The following resources will help you get started:

- [A User’s Guide to the Regulations Resource Manual](#) (pdf)
- [Tutorial video: Regulations Resource Manual](#)

Contact us

The *RRM* is available through myTASB in the [Policy Service Resource Library](#). Contact TASB Policy Service at (800) 580-7529 or (512) 467-0222 if you have questions.

Disclaimer

This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matters. This information is neither an exhaustive treatment on the subject nor is it intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.

Copyright

© 2020 Texas Association of School Boards, Inc. All rights reserved.

For in-district use by subscribers to TASB Policy Service only. Further duplication or distribution of this material, in whole or in part, is prohibited without written permission of TASB Policy Service.

Instruction Sheet

TASB Regulations Resource Manual Update 61

Regulations Resource Manual

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
BBG	(EXHIBIT)	DELETE exhibit	See explanatory note
BED	(EXHIBIT)	Replace exhibit	Revised exhibit
BJCF	(EXHIBIT)	Replace exhibit	Revised exhibit
CDA	(EXHIBIT)	Replace exhibit	Revised exhibit
CE	(REGULATION)	Replace regulation	Revised regulation
CFB	(REGULATION)	DELETE regulation	See explanatory note
CFB	(EXHIBIT)	DELETE exhibit	See explanatory note
CFEA	(REGULATION)	DELETE regulation	See explanatory note
CFF	(REGULATION)	DELETE regulation	See explanatory note
CHB	(REGULATION)	DELETE regulation	See explanatory note
CHD	(REGULATION)	DELETE regulation	See explanatory note
CHE	(REGULATION)	DELETE regulation	See explanatory note
CHE	(EXHIBIT)	DELETE exhibit	See explanatory note
CI	(EXHIBIT)	DELETE exhibit	See explanatory note
CMB	(EXHIBIT)	DELETE exhibit	See explanatory note
CO	(REGULATION)	Replace regulation	Revised regulation
CPC	(REGULATION)	Replace regulation	Revised regulation
CQA	(EXHIBIT)	DELETE exhibit	See explanatory note
CRG	(REGULATION)	DELETE regulation	See explanatory note
CV	(EXHIBIT)	DELETE exhibit	See explanatory note
D	(LEGAL)	Replace table of contents	Revised table of contents
DAA	(REGULATION)	DELETE regulation	See explanatory note
DED	(REGULATION)	DELETE regulation	See explanatory note
DED	(EXHIBIT)	DELETE exhibit	See explanatory note
DK	(REGULATION)	DELETE regulation	See explanatory note
DMA	(REGULATION)	DELETE regulation	See explanatory note
DMA	(EXHIBIT)	DELETE exhibit	See explanatory note
DMD	(REGULATION)	DELETE regulation	See explanatory note
DMD	(EXHIBIT)	DELETE exhibit	See explanatory note
DN	(REGULATION)	DELETE regulation	See explanatory note
DPB	(REGULATION)	DELETE regulation	See explanatory note
EHBD	(REGULATION)	ADD regulation	See explanatory note
EIF	(REGULATION)	Replace regulation	Revised regulation

Instruction Sheet

TASB Regulations Resource Manual Update 61

Regulations Resource Manual

Code	Type	Action To Be Taken	Note
F	(LEGAL)	Replace table of contents	Revised table of contents
FEA	(REGULATION)	DELETE regulation	See explanatory note
FEB	(REGULATION)	Replace regulation	Revised regulation
FEB	(EXHIBIT)	Replace exhibit	Revised exhibit
FED	(EXHIBIT)	Replace exhibit	Revised exhibit
FEF	(REGULATION)	DELETE regulation	See explanatory note
FFA	(REGULATION)	ADD regulation	See explanatory note
FFB	(REGULATION)	DELETE regulation	See explanatory note
FFD	(EXHIBIT)	DELETE exhibit	See explanatory note
FFE	(EXHIBIT)	DELETE exhibit	See explanatory note
FFF	(REGULATION)	Replace regulation	Revised regulation
FFFD	(REGULATION)	DELETE regulation	See explanatory note
FFG	(EXHIBIT)	Replace exhibit	Revised exhibit
FFH	(REGULATION)	Replace regulation	Revised regulation
FFI	(REGULATION)	Replace regulation	Revised regulation
FL	(REGULATION)	DELETE regulation	See explanatory note
FL	(EXHIBIT)	Replace exhibit	Revised exhibit
FMD	(REGULATION)	DELETE regulation	See explanatory note
FME	(REGULATION)	DELETE regulation	See explanatory note
FNG	(EXHIBIT)	Replace exhibit	Revised exhibit
FO	(EXHIBIT)	Replace exhibit	Revised exhibit
FODA	(EXHIBIT)	ADD exhibit	See explanatory note
GBAA	(REGULATION)	Replace regulation	Revised regulation
GBAA	(EXHIBIT)	Replace exhibit	Revised exhibit
GF	(EXHIBIT)	Replace exhibit	Revised exhibit
GKA	(EXHIBIT)	Replace exhibit	Revised exhibit
GNC	(REGULATION)	DELETE regulation	See explanatory note

Explanatory Notes

TASB Regulations Resource Manual Update 61

Regulations Resource Manual

ATTN(NOTE) GENERAL INFORMATION ABOUT THIS UPDATE

Please note:

Multiple changes at Update 61 are based on legislation from the Regular Session of the 86th Texas Legislature that impose changes effective with the 2020–21 school year. Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 86th Legislature.

BBG(EXHIBIT) BOARD MEMBERS: COMPENSATION AND EXPENSES

The exhibit for a board member to request travel reimbursement has been deleted.

BED(EXHIBIT) BOARD MEETINGS: PUBLIC PARTICIPATION

Since the board adopts procedures regarding public comment, adoption date text has been added to EXHIBIT A. An address of someone wishing to address the board is not needed, so EXHIBIT C has been revised accordingly.

BJCF(EXHIBIT) SUPERINTENDENT: NONRENEWAL

The Notice of Proposed Contract Nonrenewal of Superintendent has been revised to include timelines for delivery.

CDA(EXHIBIT) OTHER REVENUES: INVESTMENTS

An Affidavit for Exemption from Public Funds Investment Act Training has been added at EXHIBIT C.

CE(REGULATION) ANNUAL OPERATING BUDGET

The regulation on budgets has been revised to increase transparency of any expenditures for registered lobbyists.

CFB(REGULATION) ACCOUNTING: INVENTORIES

The regulation relating to inventories of fixed assets has been deleted.

CFB(EXHIBIT) ACCOUNTING: INVENTORIES

The exhibits relating to inventories of fixed assets have been deleted.

CFEA(REGULATION) PAYROLL PROCEDURES: SALARY DEDUCTIONS AND REDUCTIONS

The regulation relating to salary deductions and reductions has been deleted.

CFE(REGULATION) ACCOUNTING: CHECKING ACCOUNTS

The regulation relating to checking accounts has been deleted.

CHB(REGULATION) PURCHASING AND ACQUISITION: PETTY CASH ACCOUNT

The regulation relating to petty cash accounts has been deleted.

CHD(REGULATION) PURCHASING AND ACQUISITION: PURCHASING PROCEDURES

The regulation relating to purchasing procedures has been deleted.

Explanatory Notes

TASB Regulations Resource Manual Update 61

Regulations Resource Manual

CHE(REGULATION) PURCHASING AND ACQUISITION: VENDOR RELATIONS

The regulation relating to vendor relations has been deleted.

CHE(EXHIBIT) PURCHASING AND ACQUISITION: VENDOR RELATIONS

The exhibit regarding approval for vendor sales calls has been deleted.

CI(EXHIBIT) SCHOOL PROPERTIES DISPOSAL

The exhibit addressing an invitation to bid on the sale of district-owned property has been deleted.

CMB(EXHIBIT) EQUIPMENT AND SUPPLIES MANAGEMENT: AUTHORIZED USES OF EQUIPMENT AND SUPPLIES

The exhibit addressing acknowledgement of responsibility for district equipment has been deleted.

CO(REGULATION) FOOD AND NUTRITION MANAGEMENT

A pointer to policy CDC has been added to the regulation for guidance on donations to pay outstanding student meal charge balances.

CPC(REGULATION) OFFICE MANAGEMENT: RECORDS MANAGEMENT

The regulation has been revised to clarify the duties of the district and the records management officer, the implementation of records control schedules, and the standards for destruction of records.

CQA(EXHIBIT) TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES

This exhibit, which cross-referenced FL(EXHIBIT) for the sample release form permitting display of original student work, has been deleted since the exhibit at FL has been deleted.

CRG(REGULATION) INSURANCE AND ANNUITIES MANAGEMENT: DEFERRED COMPENSATION AND ANNUITIES

The regulation relating to marketing tax-sheltered annuities has been deleted.

CV(EXHIBIT) FACILITIES CONSTRUCTION

The exhibits relating to selection of an architect for facilities construction have been deleted.

D(LLEGAL) PERSONNEL

The D Section table of contents has been revised to rename DBAA Pre-Employment Reviews.

DAA(REGULATION) EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY

The regulation ensuring equal opportunity employment has been deleted. TASB HR Services provides information on this topic.

DED(REGULATION) COMPENSATION AND BENEFITS: VACATIONS AND HOLIDAYS

The regulation regarding employee vacation has been deleted. TASB HR Services provides information on this topic.

Explanatory Notes

TASB Regulations Resource Manual Update 61

Regulations Resource Manual

DED(EXHIBIT) COMPENSATION AND BENEFITS: VACATIONS AND HOLIDAYS

The exhibit for an employee to request vacation has been deleted. TASB HR Services provides information on this topic.

DK(REGULATION) ASSIGNMENT AND SCHEDULES

The regulation regarding assignment and schedules has been deleted. TASB HR Services provides information on this topic.

DMA(REGULATION) PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

The regulation regarding staff development has been deleted. TASB HR Services provides information on this topic.

DMA(EXHIBIT) PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

The exhibits on staff development have been deleted. TASB HR Services provides information on this topic.

DMD(REGULATION) PROFESSIONAL DEVELOPMENT: PROFESSIONAL MEETINGS AND VISITATIONS

The regulation regarding professional meetings has been deleted. TASB HR Services provides information on this topic.

DMD(EXHIBIT) PROFESSIONAL DEVELOPMENT: PROFESSIONAL MEETINGS AND VISITATIONS

The exhibit regarding authorizing professional trips has been deleted. TASB HR Services provides information on this topic.

DN(REGULATION) PERFORMANCE APPRAISAL

The regulation regarding evaluation of noncontractual personnel has been deleted. TASB HR Services provides information on this topic.

DPB(REGULATION) PERSONNEL POSITIONS: SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

The regulation regarding substitute teachers has been deleted. TASB HR Services provides information on this topic.

EHBD(REGULATION) SPECIAL PROGRAMS: FEDERAL TITLE I

This new regulation addresses outreach and communication with parents of English learner students and parents with limited English proficiency so they may participate in their child's education.

EIF(REGULATION) ACADEMIC ACHIEVEMENT: GRADUATION

We have added language to this regulation to guide districts to TEA's website for information and sample language addressing the Required Notification Regarding Algebra II.

F(LLEGAL) STUDENTS

The F section table of contents has been revised to reflect the reorganization of student mental health provisions at Local Policy Manual Update 115:

Explanatory Notes

TASB Regulations Resource Manual Update 61

Regulations Resource Manual

- FFE has been renamed Counseling and Mental Health;
- FFEA has been renamed Counseling; and
- FFEB has been renamed Mental Health.

FEA(REGULATION) ATTENDANCE: COMPULSORY ATTENDANCE

The regulation regarding student tardies has been deleted.

FEB(REGULATION) ATTENDANCE: ATTENDANCE ACCOUNTING

The regulation regarding attendance accounting has been revised to reflect the official attendance-taking time designated by the superintendent and update provisions on requests for alternative attendance-taking times.

FEB(EXHIBIT) ATTENDANCE: ATTENDANCE ACCOUNTING

EXHIBIT A, for requesting an alternative attendance-taking time, has been revised to provide more flexibility.

FED(EXHIBIT) ATTENDANCE: ATTENDANCE ENFORCEMENT

The exhibit on student attendance enforcement has been revised to include a reminder about local truancy court procedures.

FEF(REGULATION) ATTENDANCE: RELEASED TIME

The regulation regarding a student being released from school early has been deleted.

FFA(REGULATION) STUDENT WELFARE: WELLNESS AND HEALTH SERVICES

Since student health and wellness resources have been moved to Policy Service's public-facing website, this regulation guides districts to the site.

FFB(REGULATION) STUDENT WELFARE: CRISIS INTERVENTION

The regulation regarding prevention and intervention programs for student mental health has been deleted. Information on this topic is in the *TASB Model Student Handbook*.

FFD(EXHIBIT) STUDENT WELFARE: STUDENT INSURANCE

The exhibit for a parent to reject student insurance has been deleted.

FFE(EXHIBIT) STUDENT WELFARE: COUNSELING AND MENTAL HEALTH

The exhibits regarding student assistance programs have been deleted.

FFF(REGULATION) STUDENT WELFARE: STUDENT SAFETY

The links to the Texas School Safety Center regarding student safety and emergency operation planning and TEA's website regarding student mental health and behavioral health have been updated.

FFFD(REGULATION) STUDENT SAFETY: BICYCLE/AUTOMOBILE USE

The regulation regarding student parking on district property has been deleted. Information on this topic is in the *TASB Model Student Handbook*.

Explanatory Notes

TASB Regulations Resource Manual Update 61

Regulations Resource Manual

FFG(EXHIBIT) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

The link to a sample child abuse poster has been updated.

**FFH(REGULATION) STUDENT WELFARE: FREEDOM FROM DISCRIMINATION,
HARASSMENT, AND RETALIATION**

The regulation has been revised to include more detail on required reporting of employee misconduct.

FFI(REGULATION) STUDENT WELFARE: FREEDOM FROM BULLYING

A cross-reference to FFG(EXHIBIT) has been removed.

FL(REGULATION) STUDENT RECORDS

The regulation regarding student records has been deleted. This information is covered in the relevant LEGAL policies.

FL(EXHIBIT) STUDENT RECORDS

EXHIBIT A has been deleted because the notices regarding directory information and parent's response regarding release of student information are found in the *TASB Model Student Handbook*. EXHIBIT D has been deleted because parental consent is not needed for incidental recordings of students captured during a recording of a teacher's instruction.

FMD(REGULATION) STUDENT ACTIVITIES: SOCIAL EVENTS

The regulation regarding school-related social events has been deleted.

FME(REGULATION) STUDENT ACTIVITIES: PERFORMANCES

The regulation regarding public performances by student organizations has been deleted.

**FNG(EXHIBIT) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT
COMPLAINTS/GRIEVANCES**

EXHIBIT A, EXHIBIT C, and EXHIBIT E have been revised to reflect that a person filing a complaint regarding refusal of entry to or ejection from property under the district's control will be able to address the board within 90 "calendar" days.

FO(EXHIBIT) STUDENT DISCIPLINE

EXHIBIT D has been deleted because the district does not have to obtain parental consent regarding video and audio recording used only for student safety in common areas of the school or on school buses.

**FODA(EXHIBIT) EXPULSION: JUVENILE JUSTICE ALTERNATIVE EDUCATION
PROGRAM**

We have added an exhibit to address a student's transition plan when the student is released from a Juvenile Justice Alternative Education Program.

GBAA(REGULATION) INFORMATION ACCESS: REQUESTS FOR INFORMATION

The regulation on Public Information Act requests has been revised to better match current statute.

Explanatory Notes

TASB Regulations Resource Manual Update 61

Regulations Resource Manual

GBAA(EXHIBIT) INFORMATION ACCESS: REQUESTS FOR INFORMATION

The exhibits on Public Information Act requests have been updated to better match current statute.

GF(EXHIBIT) PUBLIC COMPLAINTS

EXHIBIT A, EXHIBIT C, and EXHIBIT E have been revised to reflect that a person filing a complaint regarding refusal of entry to or ejection from property under the district's control will be able to address the board within 90 "calendar" days.

GKA(EXHIBIT) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

EXHIBIT B and EXHIBIT C have been revised to reflect that a person filing a complaint regarding refusal of entry to or ejection from property under the district's control will be able to address the board within 90 "calendar" days.

GNC(REGULATION) RELATIONS WITH EDUCATIONAL ENTITIES: COLLEGES AND UNIVERSITIES

The regulation regarding student teachers has been deleted.

Table of Contents

[Exhibit A—Sample Board Operating Procedures for Public Comment](#)

[Exhibit B—Sample Statement for Introducing the Public Comment Segment of a Board Meeting](#)

[Exhibit C—Public Comment Signup Sheet](#)

Exhibit A—Sample Board Operating Procedures for Public Comment

Note to developer: The sample Board operating procedures below are based on provisions typically found in policy BED(LOCAL). Adjust the following Board operating procedures as necessary to align with the District's BED(LOCAL) and submit the procedures for Board adoption prior to implementation. Insert these procedures in the District's Board Operating Procedures manual.

Speaker Signup

Individuals who wish to provide public comment or testimony to the Board at the designated time during a Board meeting must sign up in advance of the Board meeting by _____ (*insert the methods through which an individual may sign up to provide public comments, e.g., email, facsimile, online website submission, in-person at a location, etc.*). Signup will open at _____ (*time*) and close at _____ (*time*). When an individual signs up, the individual must indicate whether the comment pertains to an item on the Board agenda and, if so, which item or items. An individual who will be accompanied by a translator must notify the District at the time of signup.

If an agenda item is continued or posted again for a meeting on a later date, individuals who wish to address the Board on the item must sign up separately for that later date.

Topic of Public Comment

At meetings other than regular Board meetings, public comments are limited to items on the posted meeting notice and agenda. At regular meetings, comments on other topics may be allowed as time permits. Public comments should be limited to topics relevant to District business.

Time for Public Comment

Generally, the Board will conduct public comment at the beginning of its Board meetings.

However, in the interest of time and the orderly conduct of public business, the Board reserves the right to:

- Increase or decrease the per-speaker time limit to address the Board.
- Move comment on non-agenda topics to the end of the meeting.
- Take items in a different order than shown on the meeting notice.
- Proceed first with agenda items for which no speakers have registered to provide comment.
- Recommend that comments involving the performance of individual District employees or officers be made through the grievance policy.

- Require that comments involving personally identifiable student information be made through the grievance policy.
- Continue a meeting or an agenda item to another day in order to allow adequate time for public comment.
- Make other reasonable adjustments to the timing of public comment in accordance with law.

The Board delegates to its presiding officer the authority to make reasonable adjustments to the timing and conduct of public comment in accordance with law. [See BDAA]

The presiding officer will announce these adjustments in an open meeting.

Per-Speaker Time Limit

A speaker will be given up to _____ (*insert the speaker time limit from the District's BED(LOCAL)*) minutes to address the Board. If, however, the total number of speakers seeking to address the Board at a meeting exceeds _____ (*insert number of individuals, such as 10*), the per-speaker time limit may be reduced. In no event will a speaker be given less than one minute to address the Board. A speaker who wishes to address multiple agenda items may be given _____ (*insert time, such as one minute*) as additional time to address the Board.

Written Comments to the Board

In lieu of or in addition to speaking at an open meeting, a member of the public may also submit written comments to the Board regarding District business as follows:

[Insert the methods through which an individual may submit written comments, e.g., email, facsimile, online website submission, in-person at a location, etc.]

Written submissions to the Board are subject to public disclosure in accordance with the law.

This Board operating procedure was adopted on _____ (*insert date the Board voted to approve these procedures and insert these procedures in the District's Board Operating Procedures manual*).

Exhibit B—Sample Statement for Introducing the Public Comment Segment of a Board Meeting

Note to developer: Adjust the following as necessary to align with the District's BED(LOCAL) and Board operating procedures adopted by the Board at Exhibit A.

"The Board encourages comments about the District from members of the public. Anyone who has signed up to speak in advance of the meeting in accordance with the Board procedures may do so at this time. The Board asks that each participant's comments pertain to District business and be no longer than ____ (*insert the speaker time limit from the District's BED(LOCAL)*) minutes.

[Insert optional text if the presiding officer will adjust the Board's procedures on public comment for the meeting]:

Due to the large number of individuals wishing to speak tonight and in the interest of time, the following adjustments to the public comment procedures will apply: (*describe the adjustments*)

[Add the following if the Board is not using simultaneous translation equipment: "For any member of the public who is accompanied by a translator, your time will be doubled as required by law."**]**

Remember that the Board may not discuss or act upon any issues that are not posted on our agenda.

In addition, the Board has adopted policies to provide prompt and equitable resolution of complaints and concerns for employees, students or their parents, and the general public. Copies of our District policies and procedures on public comment and filing complaints are available _____ (*location*)."

Exhibit C—Public Comment Signup Sheet

Note to developer: This text is based on provisions typically found in policy BED(LOCAL). Adjust the following as necessary to align with the District's BED(LOCAL) and the Board's adopted operating procedures.

Public comment at regular Board meetings will be conducted in accordance with BED(LOCAL) and the Board's procedures on public comment.

At meetings other than regular Board meetings, public comments are limited to items on the posted meeting notice and agenda. At regular meetings, comments on other topics may be allowed as time permits. Public comments should be limited to topics relevant to District business.

In lieu of or in addition to speaking at an open meeting, a member of the public may also submit written comments to the Board regarding District business as follows:

[Insert the methods through which an individual may submit written comments, e.g., email, facsimile, online website submission, in-person at a location, etc.]

The following guidelines apply to public comment:

1. Individuals must sign up in advance of the Board meeting by _____ (*insert the methods through which an individual may sign up to provide public comments, e.g., email, facsimile, online website submission, in-person at a location, etc.*). Signup will open at ____ (*time*) and close at ____ (*time*). When an individual signs up, the individual must indicate whether the comment pertains to an item on the Board agenda and, if so, which item or items. An individual who will be accompanied by a translator must notify the District at the time of signup.
2. If an agenda item is continued or posted again for a meeting on a later date, individuals who wish to address the Board on the item must sign up separately for that later date.
3. The period reserved for public comment at a Board meeting will generally occur at the beginning of the meeting. However, in the interest of time and the orderly conduct of public business, the presiding officer may make adjustments in accordance with the Board's adopted procedures on public comment.
4. A speaker will be given up to ____ (*insert the speaker time limit from the District's BED(LOCAL)*) minutes to address the Board. If, however, the total number of speakers seeking to address the Board at a meeting exceeds ____ (*insert number of individuals, such as 10*), the per-speaker time limit may be reduced. In no event will a speaker be given less than one minute to address the Board. A speaker who wishes to address multiple agenda items may be given more time to address the Board in accordance with the Board's adopted procedures.
5. Under the Texas Open Meetings Act, the Board is not permitted to discuss or act upon any issues that are not posted on the agenda for the meeting.

6. The Board has adopted complaint policies that are designed to secure, at the lowest possible administrative level, a prompt and equitable resolution of complaints and concerns for employees, students or their parents, and the general public. [See DGBA, FNG, and GF] Each of these processes provides that, if a resolution cannot be achieved administratively, the person may appeal the administrative decision to the Board as a properly posted agenda item. For further information on those policies, please contact _____ (*name and/or title of designated District employee*) at _____ (*phone number*). If the subject of a speaker's comment involves a pending grievance, the speaker should seek resolution through the grievance process and address the Board only at the appropriate stage of that process.
7. Under the Texas Open Meetings Act, the Board may exercise its authority to discuss certain subject matters on the agenda in closed session, including matters involving individual District staff members and individual students. If a speaker's comment concerns one of these subjects, the speaker should address the concern through the District's complaint policies.
8. Rules of order and decorum will be enforced during the public comment period to ensure efficient meetings. Unlawful or disruptive conduct, including interrupting scheduled speakers, speaking out of turn, or interfering with the rights of others, will not be tolerated. Each participant is legally responsible for the content and consequences of his or her own statements.

Please provide the information requested below if you wish to address the Board during the public comment period:

Name: _____

Telephone or
other contact
information: _____

Will you be accompanied by a translator?

Yes (if known, please provide the name of the translator: _____)

No

Does the topic or topics on which you wish to address the Board appear on the current agenda?

Yes

No

If Yes, please indicate the topic or topics on the agenda about which you wish to address the Board:

If No, please list any topics on which you would like to comment that are not on the agenda for the meeting:

Note to developer: This notice must be given to the Superintendent no later than the 30th day before the last day of the contract term. [See BJCF(LEGAL)]

Notice of Proposed Contract Nonrenewal of Superintendent

Date: _____

Name: _____

Address: _____

City/State/Zip: _____

Dear: _____

YOU ARE HEREBY NOTIFIED that a majority of the Board of _____ ISD has determined at a lawfully called meeting of the Board on _____ (*date*) that your employment contract as Superintendent in the District should not be renewed for the succeeding school year, and the Board voted to propose nonrenewal.

This notice is given pursuant to the provisions of Section 21.212 of the Texas Education Code.

The Board's proposed nonrenewal of your contract is being made for the following reasons:

[List all reasons in detail.]

[Choose one of the sections below that matches District practice.]

[If BJCF(LOCAL) at REQUEST FOR HEARING specifies that the Board conducts nonrenewal hearings, use the text below.]

To request a hearing, you must notify the Board of Trustees in writing not later than the 15th day after receiving this written notice. The Board will provide a hearing to be held not later than the 15th day after receiving your notice requesting a hearing unless the parties agree in writing to a different date. After the hearing, the Board will make a determination and provide a written notice of the decision to you. The hearing will be closed unless you request an open hearing. If you fail to make a timely request for a hearing, the Board may proceed and make

a determination on its action not later than the 30th day after the date the Board sends you notice of the proposed nonrenewal.

If you have questions concerning any of the reasons supporting the proposed action to non-renew your contract, please advise me in writing.

Attached to this notice is a copy of the District's policy on nonrenewal of the Superintendent's term contract, containing the rules for the hearing.

President, Board of Trustees

ISD

OR

[If BJCF(LOCAL) at REQUEST FOR HEARING specifies that an independent hearing officer will conduct the hearing, use the text below.]

If you desire a hearing, you must file a written request with the commissioner of education not later than the 15th day after the date you receive this notice and provide the Board with a copy of that request. The commissioner will assign a hearing examiner not later than the tenth business day after receiving your written request. The hearing will be closed unless you request an open hearing. If you fail to make a timely request for a hearing, the Board may proceed and make a determination not later than the 30th day after the date the notice of proposed nonrenewal was sent to you.

If you have questions concerning any of the reasons supporting the proposed action to non-renew your contract, please advise me in writing.

Attached to this notice is a copy of the District's policy on nonrenewal of the Superintendent's term contract and an exhibit on the procedures for a hearing by the hearing examiner.

President, Board of Trustees

ISD

Table of Contents

[Exhibit A—Resolution of the Board Regarding Review of the Investment Program](#)

[Exhibit B—Resolution of the Board to Designate Investment Officer\(s\)](#)

[Exhibit C—Sworn Affidavit for Exemption from Public Funds Investment Act Training](#)

Exhibit A—Resolution of the Board Regarding Review of the Investment Program

WHEREAS Section 2256.005(e) of the Public Funds Investment Act (Texas Government Code Chapter 2256) requires the Board of Trustees of _____ School District to (a) review the District's investment policy and investment strategies set forth in CDA(LOCAL) not less than annually and (b) adopt this resolution reflecting the Board's review and recording any changes made to the investment policy or strategies;

WHEREAS the District's investment policy for fiscal year _____ – _____ (*current year*) has been presented to the Board for its consideration and approval, as required by the Public Funds Investment Act; and

WHEREAS the District's investment policy for fiscal year _____ – _____ (*current year*) includes

[Choose one of the following to complete this sentence]

no changes from the District's investment policy for fiscal year _____ – _____ (*previous year*).

OR

the following changes from the District's investment policy for fiscal year _____ – _____ (*previous year*):

- 1.
- 2.

WHEREAS Government Code 2256.025 requires the Board or a designated investment committee to, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the District;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of _____ School District has reviewed the District's investment policy, and hereby adopts the policy for fiscal year _____ – _____ (*current year*) in compliance with the Public Funds Investment Act.

BE IT FURTHER RESOLVED that, after review of the District's qualified brokers, the Board of Trustees of _____ School District adopts the following list of qualified brokers for fiscal year _____ – _____ (*current year*): _____

Adopted this _____ (*date*) day of _____ (*month*), _____ (*year*), by the Board of Trustees.

Presiding Officer

Secretary

Exhibit B—Resolution of the Board to Designate Investment Officer(s)

WHEREAS Section 2256.005(f) of the Public Funds Investment Act (Texas Government Code Chapter 2256) requires the Board of Trustees of _____ School District to designate one or more officers or employees as investment officer of the District; and

WHEREAS the investment officer is responsible for the investment of the District's funds consistent with the District's investment policy;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of _____ School District designates _____ to serve as the investment officer of the District to invest District funds as directed by the Board.

The authority of the investment officer granted by this resolution is effective until rescinded by the District or the termination of the named individual's employment by the District.

Adopted this _____ (date) day of _____ (month), _____ (year), by the Board of Trustees.

Presiding Officer

Secretary

Exhibit C—Sworn Affidavit for Exemption from Public Funds Investment Act Training

Note: To claim an exemption from required Public Funds Investment Act training, a district's treasurer, chief financial officer if the treasurer is not the chief financial officer, or investment officer must submit annually to TEA a sworn affidavit identifying the applicable exemption criteria. [See CDA(LEGAL)] For information regarding submission requirements, see [Public Funds Investment Act Training for School Districts](#)¹ on TEA's website.

I, _____ (name), _____ (treasurer,
chief financial officer, or investment officer) for _____ School District, do hereby
swear that the District:

[Choose only the one(s) that apply.]

- Does not invest District funds, or
- Only deposits District funds in:
 - Interest-bearing accounts, or
 - Certificates of deposit authorized by Government Code section 2256.010.

Therefore, I am submitting this affidavit to be exempt from required Public Funds Investment Act training for the _____ - _____ (year) school year.

Name of affiant (*print or type*): _____

Title: _____

Affiant's signature: _____

Date: _____

OTHER REVENUES
INVESTMENTS

CDA
(EXHIBIT)

STATE OF TEXAS
COUNTY OF _____

Sworn to and subscribed before me on the ____ day of _____ (*month*), _____ (*year*), by
_____ (*name of signer*).

(Personalized Seal)

Notary Public, State of Texas

¹ Public Funds Investment Act Training for School Districts: <https://tea.texas.gov/finance-and-grants/financial-compliance/public-funds-investment-act-training-school-districts>

Prior to undertaking the process of developing a budget for the upcoming school year, the persons primarily responsible for the budget should carefully review Subchapter A of Chapter 44 of the Texas Education Code and the budgeting information in the [Financial Accountability System Resource Guide](#).¹

Budget Amendment Procedures

Requests for amendments to the adopted budget must be submitted in writing and must be accompanied by a clear statement of the reasons for the change requested.

Approval from the Superintendent or designee is required on all requests for budget amendments before they may be presented to the Board. Board approval will be required in accordance with CE(LOCAL) and the budgeting and other relevant provisions of the *Financial Accountability System Resource Guide*.

Lobbying
Expenditures

Any District expenditures for directly or indirectly influencing or attempting to influence legislation or administrative action, including for registered lobbyists, can be found in the proposed budget published on the District's website.

¹ Financial Accountability System Resource Guide:
https://tea.texas.gov/Finance_and_Grants/Financial_Accountability/Financial_Accountability_System_Resource_Guide

Note: The Texas Department of Agriculture provides further guidance related to the management of food and nutrition programs in the [Administrator's Reference Manual \(ARM\)](#).¹

See policy CDC for guidance on donations to pay outstanding student meal charge balances.

[Revise the section below based on District practice.]

**School Meal
Leftovers**

All state and local health and safety regulations will be followed if the District allows a campus to minimize food waste by selling, sharing, or donating school meal leftovers.

Or

The District does not allow a campus to sell, share, or donate school meal leftovers.

[If the District allows a campus to sell, share, or donate school meal leftovers, revise the sections below in each category.]

Sales

The District _____ (*allows*) (*does not allow*) leftovers to be sold at a campus cafeteria or other designated eating area as second meals, à la carte items, or meals.

[Add the sentences below if the District allows for the sale of leftovers.]

Any items sold must meet the competitive food requirements. Income from sales will be handled in accordance with school nutrition program guidelines.

Alternatively, the leftovers _____ (*may*) (*may not*) be incorporated into future reimbursable meals.

Sharing Tables

The District _____ (*allows*) (*does not allow*) a campus to set up leftover sharing tables for school meal items students do not want.

[Add the statement below if the District allows sharing tables.]

The District will follow procedures to limit the risk posed to students with food allergies and address the care of students with a diagnosed food allergy who are at risk for anaphylaxis. [See FFAF]

Donations

When an official of a nonprofit organization, such as a local food bank or charitable organization, is directly affiliated with the campus, including a teacher, school counselor, or parent of a student enrolled at the campus, the District _____ (*allows*) (*does not allow*) the campus to donate food to the nonprofit organization.

[If the District allows a campus to donate leftovers, permission to donate food will be granted through a memorandum of understanding (MOU) with the nonprofit organization. See CO(EXHIBIT)]

The food donated by the campus to the nonprofit organization may include:

- Surplus food prepared for breakfast, lunch, or dinner meals or a snack to be served at the campus cafeteria, subject to all applicable local, state, and federal requirements. Surplus food will not be intentionally prepared to support the donation program.
- Food donated to the campus as the result of a food drive or similar event.

The food that will be donated may include the following:

- Packaged or unpackaged unserved food;
- Packaged served food if the packaging is in good condition;
- Whole, uncut produce;
- Wrapped raw produce; and
- Unpeeled fruit that is required to be peeled before consumption.

The MOU will address procedures regarding notification to students about the program and distribution of food to students. The nonprofit will work with the campus principal to establish where food may be stored on the campus and the times and locations when food may be distributed on the campus.

The District will follow all applicable local, state, and federal food safety regulations for handling and storing donated food. Temporary storage of food in school nutrition program equipment or facilities will be in accordance with school nutrition program guidelines.

A campus employee may volunteer to assist the nonprofit organization in preparing and/or distributing the food. The employee must

obtain permission from the employee's supervisor if these activities occur during the employee's regularly scheduled working hours.

The employee _____ (*will*) (*will not*) be able to charge time to the school nutrition program when identifying and organizing food items to be donated. The employee may not charge time to the school nutrition program when performing operational tasks for the food donation program. In addition, the employee volunteer may not take food for personal use.

**Free or Reduced-
Price School Meals**

A parent and/or guardian may contact _____ (*position title*) at _____ (*telephone number*) to obtain information for applying for free or reduced-price school meals.

A student who qualifies for free meals will never be denied a meal, even if the student has a negative balance from other purchases, such as à la carte items.

[See COB for further information on free and reduced-price meals.]

**Nondiscrimination
Statement**

When applicable, the District will include the nondiscrimination statement provided by the U.S. Department of Agriculture (USDA) on all forms of its communications and printed program materials.

Note to administrator: The [USDA](#)² provides further guidance documents on unpaid meal charges. Choose **Option 1** if the District uses a prepaid meal card or meal account. Choose **Option 2** if the District does not operate a prepaid meal card or meal account program.

[Option 1: District uses a prepaid meal card or meal account]

**Insufficient Meal
Card or Meal
Account Balance**

Any student who uses a prepaid meal card or meal account to purchase his or her school meals, including reduced-price meals, will be allowed a grace period each school year, as established by the Board, during which the student may continue to charge school meals after the account balance has been exhausted. [See CO(LOCAL)]

The student _____ (*will*) (*will not*) be allowed to charge à la carte items or extra items during the grace period.

Any student who has an insufficient meal card or who has an insufficient meal account balance will be able to purchase a meal if the student brings cash to purchase the meal.

[Adjust the text below if the District will not provide the student the lowest-cost reimbursable meal. The USDA Food and Nutrition Service encourages districts to provide a reimbursable meal to students with insufficient funds to purchase a meal.]

Lowest-Cost Reimbursable Meal	After the grace period has ended, the student will be served the lowest-cost reimbursable meal for _____ (<i>number of meals or days</i>).
Medical Notification	When offering lowest-cost reimbursable meals, the District will provide modified meals to any student requesting dietary accommodations in accordance with his or her care plan. [See FFAF]
Overt Identification	The District will not use any strategy or notification method that overtly identifies the free and reduced-price meal eligibility or unpaid account status of any student. Examples of prohibited practices include:

[Add to the list below according to District practice.]

- Announcing or publicizing the names of students who have insufficient funds or unpaid meal charges.
- Requiring students who have free or reduced-price meal eligibility or unpaid meal charges to use a different serving line to pick up a lowest-cost reimbursable meal.
- Notifying students about a low or negative account balance in front of other students.
- Using hand stamps, stickers, or other physical markers to identify students' account status or asking students to raise their hands to self-identify their account status.
- Sending visibly marked notices home with students who have outstanding balances.
- Other: _____

To prevent the overt identification of a student with insufficient funds, the student and parent will be discreetly instructed on how the student will access the lowest-cost reimbursable meal in the food service line, and the lowest-cost reimbursable meal will be available to all students as a choice on the regular meal service line.

Notification

The District will make reasonable efforts to notify families when meal card or meal account balances are low and will communicate privately with families to resolve unpaid charges. Notification methods that overtly identify a student with unpaid meal charges are prohibited.

The parent or guardian will be notified in writing by _____
_____ (*position title*) within _____ (*number of*) days after
the student's meal card or meal account balance is exhausted.
[See CO(EXHIBIT)]

Repayment

Unpaid student meal charges become a debt owed to the District. The District will begin collecting debt immediately after expiration of the grace period.

[The District may choose to apply a two-year debt collection period only if it determines there is a reasonable probability or likelihood that the debt will be collected the second school year. Otherwise, the District must reclassify delinquent debt as bad debt at the end of the school year.]

The District will apply a delinquent debt collection period for unpaid charges not to exceed _____ (*one*)(*two*) year(s).

The District will make reasonable efforts to collect unpaid meal charges classified as delinquent debt and will establish a schedule for repayment. Only appropriate school personnel trained in USDA confidentially requirements may request payment from families with unpaid meal charges. [See CO(EXHIBIT)]

If a parent and/or guardian does not repay a debt, the District will take the following actions:

[Revise this list based on District practice.]

- The debt will be turned over to the Superintendent or designee for collection.
- The debt will be turned over to collection agencies.
- The District will use any other legal method permitted by law.
- Other: _____

[If the District allows an employee to charge a meal, include the text below and any other relevant procedures.]

Employee Meal Charges

An employee may use a charge account for meals, but the employee may charge no more than \$_____ (*amount*) to the account.

[Option 2: If the District does not operate a prepaid meal card or meal account program, the District may choose to adhere to the same procedures above or use the adjusted text below.]

[Adjust the text if the District will not provide the student the lowest-cost reimbursable meal. The USDA Food and Nutrition Service encourages Districts to provide a reimbursable meal to students with insufficient funds to purchase a meal.]

Insufficient Meal Funds

Lowest-Cost Reimbursable Meal

A student with insufficient funds to purchase a meal will be served the lowest-cost reimbursable meal for _____ (number of meals or days).

Medical Accommodations

When offering lowest-cost reimbursable meals, the District will provide modified meals to any student requesting dietary accommodations in accordance with his or her care plan. [See FFAF]

Overt Identification Prohibited

The District will not use any strategy or notification method that overtly identifies the free and reduced-price meal eligibility or insufficient funds of any student. Examples of prohibited practices include:

[Add to the list below according to District practice.]

- Announcing or publicizing the names of students who have insufficient funds.
- Requiring students who have free or reduced-price meal eligibility or who have insufficient funds to use a different serving line to pick up a lowest-cost reimbursable meal.
- Notifying students who have no or insufficient funds in front of other students.
- Using hand stamps, stickers, or other physical markers to identify students with no or insufficient funds or asking students to raise their hands to self-identify their status.
- Sending visibly marked notices home with students who have insufficient funds.
- Other: _____

To prevent overt identification of a student with insufficient funds, the student and parent will be discreetly instructed on how the student will access the lowest-cost reimbursable meal in the food service line, and the lowest-cost reimbursable meal will be

available to all students as a choice on the regular meal service line.

Notification

The District will privately communicate with families to resolve insufficient funds for meals or unpaid charges. Notification methods that overtly identify a student with insufficient funds or unpaid meal charges are prohibited.

The parent or guardian will be notified in writing by _____
_____ (position title) within _____ (number of) days of
when the student began incurring unpaid meal charges. [See
CO(EXHIBIT)]

Repayment

Unpaid student meal charges become a debt owed to the District. The District will begin collecting debt immediately after expiration of the grace period.

[The District may choose to apply a two-year debt collection period only if it determines there is a reasonable probability or likelihood that the debt will be collected the second school year. Otherwise, the District must reclassify delinquent debt as bad debt at the end of the school year.]

The District will apply a delinquent debt collection period for unpaid charges not to exceed _____ (one) (two) year(s).

The District will make reasonable efforts to collect unpaid meal charges classified as delinquent debt and will establish a schedule for repayment. Only appropriate school personnel trained in USDA confidentially requirements may request payment from families with unpaid meal charges or insufficient funds. [See CO(EXHIBIT)]

If a parent and/or guardian does not repay a debt, the District will take the following actions:

[Revise this list based on District practice.]

- The debt will be turned over to the Superintendent or designee for collection.
- The debt will be turned over to collection agencies.
- The District will use any other legal method permitted by law.
- Other: _____

[If the District allows an employee to charge a meal, include the text below and any other relevant procedures.]

**Employee Meal
Charges**

An employee may use a charge account for meals, but the employee may charge no more than \$ _____ (*amount*) to the account.

¹ Administrator's Reference Manual (ARM):

<http://www.squaremeals.org/Programs/NationalSchoolLunchProgram/NSLPPolicy&ARM.aspx>

² USDA: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>

Note: This document is intended to implement state law and [Texas State Library and Archives Commission \(TSLAC\)](#)¹ guidance regarding local government records management practices.

See TSLAC forms SLR 504 and SLR 508, available on the TSLAC website.

Records Management Officer

The records management officer (RMO) is responsible for implementing the District's records management program in accordance with state law and local policy.

Custodians of Records

The RMO will designate each department head as a custodian of records created or received by the department. A custodian of records will:

- Cooperate with the RMO to carry out the duties required under the District's records management program;
- Adequately document the transaction of District business for which the custodian's department is responsible; and
- Properly maintain, preserve, microfilm, destroy, or dispose of records in the custodian's care in accordance with the District's records management program.

[Records liaisons are not required by law. If the district does not have liaisons, delete the below paragraph and other references to liaisons throughout this regulation.]

Records Liaisons

The RMO will appoint an appropriate number of District employees as records liaisons to receive training regarding the requirements of the Local Government Code Title 6, Subtitle C, and assist with implementation of the District's records management program.

Records Control Schedules

The RMO, in cooperation with custodians of records and liaisons, may prepare records control schedules on a department-by-department basis, listing all records maintained by the department, the retention period for each record, and other information that the District's records management program may require. [See CPC(LEGAL)]

Each records control schedule will be monitored and amended, as appropriate, by the RMO to ensure that it is in compliance with District policy and records retention schedules issued by TSLAC, and

that it continues to reflect the recordkeeping procedures and needs of the department and the records management program of the District.

Custodians of records must notify the RMO of any records created or received by their departments that are not listed on the District's records control schedules. Before the RMO adopts a records control schedule or amended schedule for a department, the officer must consider the recommendations of a custodian of records.

Declaration of
Compliance

Using the form provided by TSLAC, the RMO will file with TSLAC a written declaration that the RMO has adopted District records control schedules that comply with records retention schedules issued by TSLAC. The RMO will file a new declaration when District records control schedules are amended.

Implementation of
Records Schedules

A records control schedule that the RMO has adopted for a department will be implemented by the custodians of records and liaisons according to the District's records management program.

**Electronically Stored
Information**

The RMO will develop procedures to ensure that appropriate records control schedules are applied to electronically stored information based on the content of the information and in accordance with the TSLAC records retention schedules for local governments (for example, records are retained for the same period of time, whether they are electronic or hard copy). For this purpose, the RMO will establish systems to efficiently manage electronically stored information, including sorting, storage, retrieval, and destruction.

District Social
Media

As determined by the District, content maintained in a social media format that is related to District business will constitute a public record and is subject to records retention requirements if the content is:

[Revise criteria to match District practice.]

1. Unique and not duplicative;
2. Not captured elsewhere by the District in a different record subject to retention requirements; and
3. Documents the transaction of District business.

**Destruction of
Scheduled Records**

A local government record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

Legal Holds	<p>The Superintendent or RMO may impose a legal hold on District information and records.</p> <p>The RMO will notify appropriate department heads, liaisons, and custodians of records when routine records destruction practices must be suspended and when they may resume.</p> <p>Notice of a legal hold should be sent to all relevant individuals, including board members, contractors, and District employees, who may possess information responsive to a request. Notices should inform recipients of their duty to preserve all relevant documents and electronic data regardless of the District's records control schedules.</p> <p>Preservation procedures may include removing access to preserved data, disabling use of delete or move functions, or locking files and backup files to prevent accidental or intentional alteration of data subject to a request.</p> <p>A legal hold due to litigation may only be lifted, and records destruction practices resumed, upon approval by the Superintendent.</p>
Destruction of Unscheduled Records	<p>In accordance with state law, a record that has not been listed on the District's records control schedule and that is not listed on any records retention schedules issued by TSLAC may be destroyed if the District provides notice to TSLAC at least ten days before destroying the record.</p>
List of Obsolete Records	<p>The RMO may make a separate list of records that the District no longer creates or receives and for which retention periods have expired. The list must be reviewed or approved by the Board as the Board deems necessary before records on the list may be destroyed.</p>
Permanent Records	<p>Records of permanent value must be preserved in accordance with state law and the District's records management program.</p>
Destruction of Original Copies	<p>When a record is microfilmed or converted from paper to electronic format in accordance with state law, the RMO may determine how long the original copy should be retained before deletion or destruction.</p>
Destruction of Non- Record Material	<p>As determined by the RMO, the District records control schedules may list and provide retention periods for material that is not defined as a local government record or that is exempted by Section 202.001(b) of the Local Government Code if the inclusion of the material or records for periodic retention and destruction is necessary and in the interest of efficient records management.</p>

**Records No Longer
Administratively
Valuable**

In cooperation with custodians of records, the RMO will determine the administrative value of records that are not subject to minimum retention requirements under the District's records control schedules. Records that are no longer administratively valuable may be destroyed in accordance with the District's records management program.

¹ TSLAC website: <https://www.tsl.texas.gov/slrn/forms>

Please Note: This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.

SECTION D: PERSONNEL

DA	EMPLOYMENT OBJECTIVES
DAA	Equal Employment Opportunity
DAB	Genetic Nondiscrimination
DAC	Objective Criteria for Personnel Decisions
DB	EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
DBA	Credentials and Records
DBAA	Pre-Employment Reviews
DBB	Medical Examinations and Communicable Diseases
DBD	Conflict of Interest
DBE	Nepotism
DC	EMPLOYMENT PRACTICES
DCA	Probationary Contracts
DCB	Term Contracts
DCC	Continuing Contracts
DCD	At-Will Employment
DCE	Other Types of Contracts
DE	COMPENSATION AND BENEFITS
DEA	Compensation Plan
DEAA	Incentives and Stipends
DEAB	Wage and Hour Laws
DEB	Fringe Benefits
DEC	Leaves and Absences
DECA	Family and Medical Leave
DECB	Military Leave
DED	Vacations and Holidays
DEE	Expense Reimbursement
DEG	Retirement
DF	TERMINATION OF EMPLOYMENT
DFA	Probationary Contracts
DFAA	Suspension/Termination During Contract
DFAB	Termination at End of Year
DFAC	Return to Probationary Status
DFB	Term Contracts
DFBA	Suspension/Termination During Contract
DFBB	Nonrenewal
DFC	Continuing Contracts
DFCA	Suspension/Termination
DFD	Hearings Before Hearing Examiner
DFE	Resignation
DFF	Reduction in Force

Please Note: This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.

SECTION D: PERSONNEL

DFFA	Financial Exigency
DFFB	Program Change
DFFC	Continuing Contracts
DG	EMPLOYEE RIGHTS AND PRIVILEGES
DGA	Freedom of Association
DGB	Personnel-Management Relations
DGBA	Employee Complaints/Grievances
DGC	Immunity
DH	EMPLOYEE STANDARDS OF CONDUCT
DHA	Gifts and Solicitations
DHB	Reports to State Board for Educator Certification
DHC	Reports to Texas Education Agency
DHE	Searches and Alcohol/Drug Testing
DI	EMPLOYEE WELFARE
DIA	Freedom from Discrimination, Harassment, and Retaliation
DJ	EMPLOYEE RECOGNITION AND AWARDS
DK	ASSIGNMENT AND SCHEDULES
DL	WORK LOAD
DLA	Staff Meetings
DLB	Required Plans and Reports
DM	PROFESSIONAL DEVELOPMENT
DMA	Required Staff Development
DMB	Career Advancement
DMC	Continuing Professional Education
DMD	Professional Meetings and Visitations
DME	Research and Publication
DN	PERFORMANCE APPRAISAL
DNA	Evaluation of Teachers
DNB	Evaluation of Campus Administrators
DP	PERSONNEL POSITIONS
DPB	Substitute, Temporary, and Part-Time Positions

Note: Title 1 of The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), requires districts to conduct effective outreach to inform parents of English learners about how to be involved in their children’s education by providing notices and information in an understandable and uniform format and, to the extent practicable, in a language parents can understand.

The Texas Education Agency and the Statewide Parent and Family Engagement Initiative’s [Title I, Part A Parent and Family Engagement Handbook](#)¹ has information regarding family engagement requirements. Additional resources, including TEA’s templates for family engagement plans, can be found on ESC Region 16’s [website](#).²

The US Department of Education [Dear Colleague Letter addressing English Learner Students and Limited English Proficient Parents](#)³ and [Chapter 10](#)⁴ of the English Learner Tool Kit offer guidance on strategies for meaningful communication with limited English-proficient parents. In addition, the fact sheet, [Information for Limited English Proficient \(LEP\) Parents and Guardians and for Schools and School Districts that Communicate with Them](#),⁵ answers common questions about the obligations of schools when communicating with parents and guardians who do not speak, read, or write English proficiently because it is not their primary language.

Language Identification

The District will develop and implement a process for determining if parents and guardians are limited English proficient (LEP) and, if so, what is their primary language.

[Describe the process for determining whether parents and guardians are LEP and how the District will evaluate language needs, including whether the initial inquiry was translated.]

Interpretation and Translation Services

To the extent practicable, the District will provide a LEP parent or guardian who seeks language assistance with written translation of information communicated to non-LEP parents. Whenever such written translations are not practicable, the District will ensure that LEP parents are provided oral translations of the written information. For such purposes, the District will arrange for access to

qualified and trained interpreters and translators who have knowledge of specialized educational terms and concepts.

The District will inform LEP parents and guardians about the availability of free language assistance services, including qualified interpreters and translators by the following methods:

[List the methods that the District uses to inform LEP parents and guardians about the availability of free language assistance services.]

To ensure that LEP parents and guardians have adequate notice of and meaningful access to information about programs, services, and activities in a language they can understand, the District will:

- Translate written communications, when needed, such as information regarding progress reports, report cards, and permission slips; and
- Provide translation or interpretation services, when needed, for meetings, such as parent/teacher conferences, IEP meetings, and disciplinary proceedings.

¹ Title I, Part A Parent and Family Engagement Handbook:

<https://www.esc11.net/cms/lib3/TX21000259/Centricity/Domain/489/Title%20I%20Parent%20and%20Family%20Engagement%20Handbook.pdf>

² Region 16 Website: <https://www.esc16.net/page/title1swi.home>

³ US Department of Education Dear Colleague Letter, English Learner Students and Limited English Proficient Parents:

<https://www2.ed.gov/about/offices/list/ocr/letters/colleague-el-201501.pdf>

⁴ Chapter 10 of the English Learner Tool Kit:

<https://www2.ed.gov/about/offices/list/oela/english-learner-toolkit/chap10.pdf>

⁵ Information For Limited English Proficient (LEP) Parents and Guardians and for Schools and School Districts that Communicate with Them:

<https://www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-lep-parents-201501.pdf>

**Required Notification
Regarding Algebra II**

In accordance with law, not later than September 1 of each year, the District will notify by regular mail or email the parents of or person standing in parental relation to each student enrolled in grade 9 or above that a student is not required to complete Algebra II to graduate under the foundation high school program.

[Information and sample language addressing the [Required Notification Regarding Algebra II](#)¹ are posted on TEA's website.]

Note to administrator: The provisions below only need to be used if the Board approves local alternative graduation requirements differing from those in state rule for an eligible individual who entered grade 9 before the 2011–12 school year to be awarded a high school diploma.

**Alternative Local
Graduation
Requirements for
Certain Individuals**

An individual who entered grade 9 before the 2011–12 school year and meets the requirements of Education Code 28.02541(a) [see EIF(LEGAL)] may be awarded a high school diploma if a local graduation committee determines that the individual has demonstrated proficiency in the content areas related to the assessments on which the individual has not performed satisfactorily.

Local Graduation
Committee

The local graduation committee for an eligible individual will consist of the following:

1. The _____ (*position title, e.g., assistant superintendent for curriculum*);
2. A representative of the District with knowledge of the assessments on which the individual has not performed satisfactorily and the subject areas covered by such assessments; and
3. The individual seeking graduation under these provisions.

Alternative
Requirements

To be eligible to graduate and receive a high school diploma under these provisions, an eligible individual must demonstrate proficiency to the satisfaction of the local graduation committee in the content areas related to the assessments on which the individual has not performed satisfactorily.

As approved by resolution of the Board, proficiency must be established through one or more of the following factors:

1. The individual's grade in each course in the subject areas applicable to the assessments on which the individual has not performed satisfactorily;
2. The individual's score on each assessment instrument on which the individual has failed to perform satisfactorily;

3. The individual's performance on any projects or work samples in the subject areas applicable to the assessments on which the individual has not performed satisfactorily (including any projects or work samples identified and assigned by the local graduation committee to be completed by the individual);
4. The individual's participation in offered remediation;
5. The individual's school attendance rate;
6. The individual's transcript of course work;
7. The individual's completion of career and technical education (CTE) program courses; or
8. Any other academic, work, or life experience determined to be relevant by the local graduation committee.

Finality of Decision The decision of the local graduation committee regarding whether an individual qualifies to graduate and receive a high school diploma is final and may not be appealed. The decision of the local graduation committee must be unanimous in order for the individual to be eligible to receive a diploma.

Expiration Education Code 28.02541 and 19 Administrative Code 74.1027 expire on September 1, 2023. An individual may graduate by means of the local graduation committee under these provisions if the local graduation committee has made its determination by September 1, 2023.

¹ Graduation Information, Required Notification Regarding Algebra II:
https://tea.texas.gov/Academics/Graduation_Information

Please Note: This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.

SECTION F: STUDENTS

FA	STUDENT GOALS AND OBJECTIVES
FB	EQUAL EDUCATIONAL OPPORTUNITY
FBA	Service Animals
FC	SCHOOL ATTENDANCE AREAS
FD	ADMISSIONS
FDA	Interdistrict Transfers
FDAA	Public Education Grants
FDB	Intradistrict Transfers and Classroom Assignments
FDC	Homeless Students
FDD	Military Dependents
FDE	School Safety Transfers
FE	ATTENDANCE
FEA	Compulsory Attendance
FEB	Attendance Accounting
FEC	Attendance for Credit
FED	Attendance Enforcement
FEE	Open/Closed Campus
FEF	Released Time
FF	STUDENT WELFARE
FFA	Wellness and Health Services
FFAA	Physical Examinations
FFAB	Immunizations
FFAC	Medical Treatment
FFAD	Communicable Diseases
FFAE	School-Based Health Centers
FFAF	Care Plans
FFB	Crisis Intervention
FFBA	Trauma-Informed Care
FFC	Student Support Services
FFD	Student Insurance
FFE	Counseling and Mental Health
FFEA	Counseling
FFEB	Mental Health
FFF	Student Safety
FFFA	Supervision of Students
FFFB	Safety Patrols
FFFD	Bicycle/Automobile Use
FFFF	School Buses
FFG	Child Abuse and Neglect

Please Note: This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.

SECTION F: STUDENTS

FFH	Freedom from Discrimination, Harassment, and Retaliation
FFI	Freedom from Bullying
FG	STUDENT AWARDS AND SCHOLARSHIPS
FH	STUDENT VOLUNTEERS
FJ	STUDENT FUNDRAISING
FL	STUDENT RECORDS
FLA	Confidentiality of Student Health Information
FM	STUDENT ACTIVITIES
FMA	School-Sponsored Publications
FMB	Student Government
FMD	Social Events
FME	Performances
FMF	Contests and Competition
FMG	Travel
FMH	Commencement
FN	STUDENT RIGHTS AND RESPONSIBILITIES
FNA	Student Expression
FNAA	Distribution of Nonschool Literature
FNAB	Use of School Facilities for Nonschool Purposes
FNB	Involvement in Decision Making
FNC	Student Conduct
FNCA	Dress Code
FNCB	Care of School Property
FNCC	Prohibited Organizations and Hazing
FNCD	Tobacco Use and Possession
FNCE	Personal Telecommunications/Electronic Devices
FNCF	Alcohol and Drug Use
FNCG	Weapons
FNCH	Assaults
FNCI	Disruptions
FND	Married Students
FNE	Pregnant Students
FNF	Investigations and Searches
FNG	Student and Parent Complaints/Grievances
FO	STUDENT DISCIPLINE
FOA	Removal by Teacher or Bus Driver
FOB	Out-of-School Suspension
FOC	Placement in a Disciplinary Alternative Education Setting

Please Note: This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.

SECTION F: STUDENTS

FOCA	Disciplinary Alternative Education Program Operations
FOD	Expulsion
FODA	Juvenile Justice Alternative Education Program
FOE	Emergency and Alternative Placement
FOF	Students with Disabilities
FP	STUDENT FEES, FINES, AND CHARGES

**Official Attendance -
Taking Time**

The Superintendent designates _____ (*time*) as the official attendance-taking time during the campus's instructional day, except for otherwise approved alternative attendance-taking times.

**Alternative
Attendance-Taking
Time**

The following procedures will be used in establishing an alternative attendance-taking time in accordance with TEA's [Student Attendance Accounting Handbook](#).¹

Entire Campus

A principal wishing to establish an alternative attendance-taking time for the entire campus must obtain approval from the Superintendent by submitting the Request for Alternative Attendance-Taking Time at least _____ (*number of*) days before the first day of instruction. Once approved, the alternative attendance-taking time for an entire campus cannot be changed during that school year.

Certain Student
Populations

A Request for Alternative Attendance-Taking Time for certain student populations must be submitted to the Superintendent at least ____ (*number of*) days before the requested alternative attendance-taking time will begin. The alternative attendance-taking time will be in effect for the period of days or weeks for which the group is scheduled to be off campus during the regular attendance-taking time. Once selected, the alternative attendance-taking time for a particular group for a particular period must not be changed.

An alternative attendance-taking time must not be used for any student who is scheduled to be on campus during the regular attendance-taking time.

For auditing purposes, the principal will oversee documentation of the alternative attendance-taking time for each applicable group, the students who make up each group, and the attendance taken for the group each day.

**Parental Consent to
Leave Campus**

State rules require parental consent before any student leaves campus for any part of the school day. Information regarding leaving campus is addressed in the student handbook.

**Career-Prep and / or
Practicum Courses**

In accordance with TEA's *Student Attendance Accounting Handbook*, a student is expected to be enrolled in a career-prep and/or practicum course for the entire school year unless extenuating circumstances require the student to enter or exit the course at a different time. [See EHBFB]

Extenuating
Circumstances

The District will consider the following to be extenuating circumstances:

1. The student requires homebound instruction in accordance with EEH.

2. The student does not have access to reliable transportation to attend the course.
3. _____
4. _____
5. _____
6. Other circumstances as deemed appropriate by the Superintendent.

(If the District has other extenuating circumstances it wishes to include, please use the blanks provided, or add more.)

¹TEA's *Student Attendance Accounting Handbook*: <https://tea.texas.gov/finance-and-grants/financial-compliance/student-attendance-accounting-handbook>

Table of Contents

[Exhibit A—Request for Alternative Attendance-Taking Time](#)

[Exhibit B—Resolution of the Board to Approve Off-Campus Activities and Staff for Attendance Accounting Purposes](#)

[Exhibit C—Acceptable Documentation for Certain Student Absences](#)

Exhibit A—Request for Alternative Attendance-Taking Time

Note: For complete information on attendance accounting requirements, see the [Student Attendance Accounting Handbook¹](#) (SAAH).

For more information on absences for compulsory attendance, see FEA.

[District administration will set a deadline for a campus to submit to the Superintendent a request for an alternative attendance-taking time.]

Please submit this form at least _____ (*number of*) days before the first day of instruction if an alternative attendance-taking time is requested for the entire campus or at least _____ (*number of*) days before an alternative attendance-taking time begins for certain student populations.

(Please print)

Campus: _____

Grade levels: _____

Previous recording time: _____

Alternative attendance-taking time requested: _____

Duration of alternative attendance-taking time: _____

Request is for:

(Check all that apply.)

- Entire campus
- Certain groups of students

If request is only for certain students, please identify the group(s) of students:

Are these students enrolled and participating in a commissioner of education–approved alternative attendance accounting program?

- Yes
- No

Reason for requesting alternative recording time:

Principal's signature: _____

Date: _____

For Office Use Only

Request is:

- Approved
- Denied

Reason if denied: _____

Superintendent's signature: _____

Date: _____

¹ Student Attendance Accounting Handbook: [https://tea.texas.gov/Finance and Grants/Financial Compliance/Student Attendance Accounting Handbook/](https://tea.texas.gov/Finance_and_Grants/Financial_Compliance/Student_Attendance_Accounting_Handbook/)

Exhibit B—Resolution of the Board to Approve Off-Campus Activities and Staff for Attendance Accounting Purposes

WHEREAS, 19 Administrative Code 129.21(j) provides that a student not actually on campus at the time attendance is taken may be considered in attendance for foundation school program funding purposes if the student is participating in an activity that is approved by the Board and is under the direction of a member of the professional or paraprofessional staff or an adjunct staff member of the District approved by the Board to supervise the activity; and

NOW, THEREFORE, BE IT RESOLVED that the Board of _____ School District has approved for District students the following off-campus activities and supervising staff:

[List each activity and the Board-approved professional or paraprofessional District staff or adjunct staff member who will serve as an official of the District for the purpose of supervising students for the activity. An adjunct staff member must have a bachelor’s degree and be eligible for participation in the Teacher Retirement System of Texas (TRS). See the TEA Student Attendance Accounting Handbook for requirements.]

Board-Approved Activities	Board-Approved District Staff Member or Adjunct Staff Member

The authority granted by this resolution is effective for the 20__–__ school year.

Adopted this _____ (date) day of _____ (month), _____ (year), by the Board of Trustees.

Presiding officer’s signature: _____

Board Secretary’s signature: _____

Exhibit C—Acceptable Documentation for Certain Student Absences

Note: For complete information on attendance accounting requirements, see the [Student Attendance Accounting Handbook¹](#) (SAAH).

For more information on absences for compulsory attendance, see FEA.

In accordance with the Texas Education Agency (TEA) *Student Attendance Accounting Handbook*, a student who is not on campus at the time attendance is taken may be considered in attendance under certain circumstances for a limited number of days, with appropriate documentation acceptable to the District. Below are acceptable forms of documentation for students to be considered in attendance:

Notice: Documentation related to a student’s absence must be kept on file for auditing purposes.

Reason for Absence from Campus at the Time Attendance Is Taken	Acceptable Documentation
A student is enrolled in and attending an off-campus dual credit program or an off-campus work-based learning opportunity and is not scheduled to be on campus during any part of the school day.	The completed and signed Request to Enroll in Dual Credit Courses form. [See EHDD(EXHIBIT) and approval forms]
A student is enrolled full time in courses through the Texas Virtual School Network (TXVSN).	All completed enrollment and approval forms from the TXVSN site coordinator. [See EHDE(EXHIBIT)]
A student is participating in a Board-approved activity under the direction of a Board-approved professional or paraprofessional District staff member or adjunct staff member.	Any appropriate approval forms or permission slips, completed and signed, to participate in the activity, including signature of the staff member who supervised the student.
A student is participating in a mentorship approved by the District to serve as one or more of the advanced measures needed to complete the Advanced/Distinguished Achievement Program.	A form or note signed by the mentorship sponsor stating that the student is permitted to participate.
A student misses school for the purpose of observing religious holy day(s), including up to two days traveling for that purpose.	A signed note from the student’s parent, stating the holiday the student will be observing, as well as the specific travel days required.

Reason for Absence from Campus at the Time Attendance Is Taken	Acceptable Documentation
A student is participating in an off-campus work-based learning opportunity and is not on campus during any part of the school day.	The completed and approved forms to participate in such program.
A student in grades 6–12 misses school in order to sound “Taps” at a military honors funeral held in Texas for a deceased veteran.	A signed note from the student’s parent or a copy of an obituary or funeral program.
A student misses school to attend a required court appearance, including up to two days of traveling for that purpose.	A copy of a subpoena (if applicable) or other court documents stating that the student’s appearance was required.
A student misses school to serve as an election clerk, including up to two days per school year of traveling for that purpose.	A signed note from the head election clerk at the polling location at which the student is working. [See FEA(EXHIBIT)]
A student misses school to serve as an early voting clerk, if allowed by FEA(LOCAL), including up to two days of traveling for that purpose.	A signed note from the head election clerk at the polling location at which the student is working. [See FEA(EXHIBIT)]
A student misses school to appear at a government office in order to complete paperwork required for the student’s application for U.S. citizenship, including up to two days of traveling for that purpose.	A signed letter from the student’s legal representative or other documentation from the U.S. Citizenship and Immigration Service, affirming that the student’s absence was associated with the application for citizenship.
A student misses school to take part in the student’s own U.S. naturalization oath ceremony, including up to two days of traveling for that purpose.	A copy of the letter detailing when the student’s ceremony will take place, as well as a signed letter from the student’s parent specifying the travel dates.
A student is temporarily absent within the school day because of a documented appointment for the student or the student’s child with a health-care professional licensed to practice in the United States.	A signed note from the doctor’s office.
A student in the conservatorship of the Department of Family and Protective Services (DFPS) is absent to attend a court-ordered mental health appointment, therapy appointment, family visitation, or any other activity ordered by a court, including up to two days of traveling for that purpose.	A statement signed by the student’s caseworker or other education decision-maker or a copy of relevant sections of the court order.

Reason for Absence from Campus at the Time Attendance Is Taken	Acceptable Documentation
A student is visiting his or her parent, step-parent, or legal guardian who has been called to duty for, is on leave from, or has immediately returned from continuous deployment of at least four months, and the student meets the requirements in FEA(LEGAL). A district must excuse up to five days for this purpose each school year.	A copy of the deployment orders or other corroborating information.
A student is a junior or senior visiting an accredited institution of higher education, for up to two days during junior year and up to two days during senior year.	The completed and signed Verification of Higher Education Visit. [See FEA(EXHIBIT)]
For up to four days during high school enrollment, a student who is 17 years of age or older is pursuing enlistment in the military.	Paperwork signed by the relevant military branch showing that the student's absence was related to enlistment. [See FEA(EXHIBIT)]
A student is participating, with Board approval, in a short-term, off-campus class that is provided by the Texas School for the Blind and Visually Impaired (TSBVI) or the Texas School for the Deaf (TSD), including any traveling day between the District and the class location on which the student is attending class.	Documentation of the student's class attendance from the TSBVI or TSD.

¹ Student Attendance Accounting Handbook: https://tea.texas.gov/Finance_and_Grants/Financial_Compliance/Student_Attendance_Accounting_Handbook/

Note: For additional resources regarding truancy, review the following:

The Texas Office of Court Administration has published a [flowchart](#)¹ showing school district responsibilities regarding truancy. A [commentary](#)² explaining the steps in the flowchart is available.

See FED(LEGAL) for minimum standards and best practices for truancy prevention measures.

Truancy Prevention Measures Checklist

[This checklist will assist District administrators in complying with legal requirements and necessary documentation to make a truancy referral. The District must establish procedures to notify the admission, review, and dismissal committee or the Section 504 committee of attendance issues relating to a student with a disability and ensure that the committee considers whether the student's attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.]

Counties with two or more courts hearing truancy cases and two or more school districts are required to develop uniform truancy policies addressing procedures for truancy cases. If your District is located within one of these counties, coordinate the information below with the uniform procedures in your county.]

Truancy Prevention Facilitator

For questions about completing the checklist or implementing truancy prevention measures, please contact the District's truancy prevention facilitator listed below:

Name: _____

Position: _____

Phone number: _____

Email: _____

Student Information

Name: _____

Student's age: _____ (See provision below for students age 19 or older.)

Student's grade level: _____

Student has one of the following:

Individualized education plan (IEP)

Section 504 Plan

School attended: _____

Truancy Prevention Measures Prior to Third Absence

[If the District has implemented any truancy prevention measures for the student prior to the third absence (days or parts of days) without excuse within a four-week period, describe them here along with any effect on attendance.]

On _____ (date) after the student's _____
(e.g., first or second) absence within a four-week period, the District implemented the follow-
ing truancy prevention measure: _____

Following application of this truancy prevention measure, the student:

Had continued absences on _____ (dates).

Required Actions after Third Absence

The following required actions were taken after the above-named student failed to attend school without excuse on three or more days or parts of days within a four-week period:

The student has failed to attend school without an excuse on three or more days or parts of days within a four-week period.

[Attach attendance report.]

The four-week period during which the three absences occurred was:
_____ (starting date) to _____ (ending date).

The dates of the three absences within the four-week period were:

Absence 1: _____

Absence 2: _____

Absence 3: _____

The student's parent or guardian was informed in writing of the student's absences and of the parent's or guardian's duty to monitor school attendance and require the student to attend school.

• Date the notice was sent: _____

• Name of the parent or guardian to whom the notice was sent:

• Address to which the notice was sent:

- A meeting was scheduled with school officials and the parent or guardian to discuss the causes of the absences and actions to be taken to improve attendance, and to share information on community services and programs that the parent and student may access to address the student's barriers to attendance. ***[The District is required to identify the root cause of the absences and actions to address each cause, and maintain ongoing communication with students and parents on the actions to be taken to improve attendance.]***

- Date of the meeting: _____
- Individuals in attendance:

- Notification was sent to the admission, review, and dismissal (ARD) committee or the Section 504 committee. ***[Required by law if attendance issues relate to a student with a disability.]***

- The committee met to consider whether the student's attendance issues warrant an evaluation, reevaluation, and/or modifications to the student's IEP or Section 504 plan, as appropriate.
- Date of the meeting: _____
- Individuals in attendance:

Special Provisions for Students Age 19 or Older

If a student who is voluntarily attending school at age 19 or older has failed to attend school without excuse for three or more days or parts of days within a four-week period, the District must send a warning letter stating that the student's enrollment may be revoked if the student has more than five unexcused absences in one semester. The District cannot revoke the enrollment of a student age 19 or older on a day that the student is physically present in school.

[Complete the following information if the student is age 19 or older.]

Date the warning letter was sent to the student: _____

Address to which the notice was sent: _____

As an alternative to revoking enrollment after five unexcused absences, the District may create a behavior improvement plan for the student. See below for behavior improvement plan elements.

Note: As required by law, following the third absence (days or parts of days) without excuse within a four-week period, the District must impose a behavior improvement plan, impose school-based community service, or make a written referral for services. The District must establish reasonable timelines for completion of the truancy prevention measures. The following truancy prevention measures were implemented.

Truancy Prevention Measures: Behavioral Improvement Plan

The District created a behavior improvement plan for the student signed:

- By the parent or guardian on _____ (date).
- By the student on _____ (date).
- By _____ (name and position title)
on _____ (date).

The plan included:

[Check all that apply.]

- A specific description of the behavior with which the student is required to comply or which is prohibited.
- The effective dates of the plan, which began on _____ (date) and ended on _____ (date, no later than 45 days after the beginning date).
- A description of the penalties for additional absences, including additional disciplinary action or referral to truancy court.

[Texas Education Code section 25.0915 requires that at least one of the above elements be included in a behavior improvement plan. Ideally a behavior improvement plan would include all three elements.]

The plan also included the following truancy prevention measures to improve attendance:

[Check all that apply.]

- Measurable goals to improve attendance as appropriate, based on the student's age and factors contributing to nonattendance (e.g., using an alarm clock, going to bed earlier, arriving at the bus stop on time).
- A requirement for regular check-ins with a District employee.
- A description of any restrictions until the student meets specific attendance goals (e.g., restriction of off-campus lunch privileges).
- Other: _____

Following application of the behavior improvement plan, the student:

[Check one of the following.]

- Had continued absences on _____ (dates).
- Did not have additional absences for _____ (days/weeks).
- Had improved attendance as evidenced by _____.

[Attach a written behavior improvement plan.]

Truancy Prevention Measures: School-Based Community Service

The District implemented a school-based community service plan for the student.

Description of service required:

Date on which the student was scheduled to complete the school-based community service:

[Check one of the following.]

- The student **completed** the school-based community service on _____ (date).
- The student **did not complete** the school-based community service.

Following application of the school-based community service plan, the student:

[Check one of the following.]

- Had continued absences on _____ (dates).
- Did not have additional absences for _____ (days/weeks).
- Had improved attendance as evidenced by _____.

[Attach a school-based community service plan.]

Truancy Prevention Measures: Written Referral

The District provided a written referral requiring the student to participate in:

[Check the box next to the appropriate referral type.]

- Counseling consisting of _____. Date of written referral: _____
- Mediation consisting of _____. Date of written referral: _____
- Mentoring consisting of _____. Date of written referral: _____
- Teen court consisting of _____. Date of written referral: _____
- Community-based service(s) consisting of _____.
Date of written referral: _____
- Other in-school or out-of-school services consisting of _____.
Date of written referral: _____

The student's parent or guardian _____ (was/was not) invited to participate in the program to which the student was referred.

Following the application of the above referral measure, the student:

[Check one of the following.]

- Had continued absences on _____ (dates).
- Did not have additional absences for _____ (days/weeks).
- Had improved attendance as evidenced by _____.

[Attach a written referral.]

If the student is pregnant, in the state foster program, homeless, or the principal income earner for the student's family, the District must offer counseling to the student.

The District has determined that the student's truancy is the result of _____
_____ (list circum-
stances).

A referral for counseling was made on _____ (date) and consisted
of _____.

[Attach a written referral to counseling.]

Other Truancy Prevention Measures

In addition to the truancy prevention measures required by law, the following truancy preven-
tion measures were implemented (describe truancy prevention measures):

Following application of the above truancy prevention measures, the student:

- Had continued absences on _____ (dates).
- Did not have additional absences for _____ (days/weeks).
- Had improved attendance as evidenced by _____.

**[Consider a referral to truancy court after a student has failed to attend school without
excuse for ten or more days or parts of days within a six-month period.]**

Referral to Truancy Court

Note: The District may not make a referral to truancy court if the student's absences are
the result of pregnancy, being in the state foster program, homelessness, or being
the principal income earner for the student's family. The District must offer addi-
tional counseling to the student and must consider other services as described in
19 Administrative Code 129.1045(b). Please check with the truancy court for addi-
tional local procedures, if any.

In accordance with law, the District may make a referral to truancy court if a student has
failed to attend school without excuse for ten or more days or parts of days within a six-
month period in the same school year.

**A referral to truancy court must be made within ten days of the student's tenth ab-
sence.**

[Attach attendance report.]

The six-month period during which the absences occurred was:

_____ (starting date) to _____ (ending date).

Dates of the ten absences within the six-month period:

Absence 1:	Absence 6:
Absence 2:	Absence 7:
Absence 3:	Absence 8:
Absence 4:	Absence 9:
Absence 5:	Absence 10:

- The student is age 12 –18. ***[A referral to truancy court for excessive absences may not be filed on a student voluntarily attending school after his or her 19th birthday.]***
- The District has prepared and submitted a statement certifying:
 - That the school applied truancy prevention measures (*provide specific information about the truancy prevention measures used*);
 - That the truancy prevention measures failed to meaningfully address the student’s school attendance (*provide a timeline showing continued absences after implementation of truancy prevention measures*); and
 - That the student is not eligible for or receiving special education services.
- Truancy documentation reviewed by the District’s truancy prevention facilitator:
 - Name (*print*): _____
 - Position title: _____
 - Signature: _____
 - Date: _____



- A truancy referral was submitted to the court _____ (*date*).

Or

- The District has determined that:
 - a. The truancy prevention measures are succeeding, and
 - b. It is in the best interests of the student not to make, or to delay making, a referral to truancy court.*
 - The student’s absences will be reevaluated on _____ (*date; suggest reevaluation within ten days from student’s tenth absence*).

- During this period, the District will continue to apply the following truancy prevention measures:

[Attach a copy of truancy prevention measures.]

*In this circumstance, the District can decide to refer the student to truancy court at a later time. However, a prosecutor must file a truancy petition with the truancy court within 45 days of the student's tenth absence, regardless of whether the District makes a later referral. Any period that the District delays the referral is subtracted from the prosecutor's 45-day timeline, thus shortening the time available for the prosecutor to file a petition.

¹ Flowchart of school responsibilities regarding truancy:

<https://www.tmcec.com/files/3914/3759/0429/01 - Truancy Court Procedures.pdf>

² Commentary accompanying flowchart: <https://www.tmcec.com/files/8914/3759/0431/04 - Commentary Accompanying School Responsibilities Regarding Truancy Flowchart.pdf>

Note: Resources regarding [Student Health and Wellness](#)¹, including a wellness policy worksheet and a wellness plan template, can be found on the TASB website.

¹ Student Health and Wellness Resources: <https://www.tasb.org/services/policy-service/resources/student-health-and-wellness.aspx>

Note: Materials regarding student safety and emergency operations planning can be found on the [Texas School Safety Center](#)¹ website and at CKC.

Materials related to student [mental health and behavioral health](#)² can be found on TEA's website and at FFEB.

¹ Texas School Safety Center: <https://txssc.txstate.edu/>

² TEA, Mental Health and Behavioral Health:
https://tea.texas.gov/About_TEA/Other_Services/Mental_Health

Note: Employee responsibilities for reporting child abuse and neglect can be found in the District's policy manual at FFG(LOCAL).

At each campus, the District must place a poster meeting the legal requirements outlined in FFG(LEGAL) in at least one high-traffic, highly and clearly visible public area that is readily accessible and widely used by students. A sample poster meeting these criteria can be found on the website of [One With Courage](#)¹.

¹ One With Courage: <http://www.onewithcourage.org/take-action/for-educators/>

Note: The procedures below address allegations of prohibited conduct *other than* allegations of sexual harassment prohibited by Title IX. [See FFH] For TASB’s Title IX model procedures, see [TASB Legal Services’ eSource](#).¹

For provisions regarding bullying, see FFI. Note that FFH should be used in conjunction with FFI for certain alleged conduct.

Please see the student handbook for further information and resources on child sexual abuse, including awareness, prevention, and appropriate action.

Initial Assessment

Except for allegations of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the following guidelines apply when addressing student complaints of discrimination, harassment, or retaliation committed by an employee or another adult associated with the District or a complaint of student-to-student harassment or dating violence when the allegations presented, if proven, would constitute prohibited conduct as defined by District policy at FFH.

In the event that the allegations, if proven, would not constitute prohibited conduct as defined by District policy at FFH, the Superintendent or designee may then need to refer to policies and procedures at FFI, regarding bullying, or the Student Code of Conduct for other improper conduct.

Investigative Procedures

General Considerations

The investigator must maintain confidentiality to the extent possible and as allowed by law and must advise the complainant that limited disclosure may be necessary to complete a thorough investigation. Records of the investigation must be maintained in accordance with FB(LOCAL).

If possible, when investigating allegations of discrimination and/or gender-based harassment, the investigator should be the same sex as the student. During the investigative process, the student should be permitted to be accompanied by a parent, friend, or advisor.

In the course of the investigation, the investigator may also need to determine whether the allegations, if proven, would constitute bullying as defined by District policy. If the allegations would constitute bullying, the investigator will need to make a determination about the bullying incident in accordance with policies and procedures at FFI.

Guidelines

In conducting the investigation, the investigator will:

1. Take immediate action to protect the student from the alleged situation.
2. Notify parents of the allegations, explain to them the purpose of the investigation, and keep them apprised during the process.
3. Assure complainant of protection from retaliation.
4. Advise complainant that the District does not tolerate discrimination, harassment, dating violence, or retaliation and help the complainant feel secure about presenting allegations of wrongdoing.
5. Notify Child Protective Services of the Department of Family and Protective Services or local law enforcement within 48 hours if there is cause to believe the student has been sexually abused or neglected or has been a victim of indecency with a child.
6. If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation and proceed only to the extent that the District's investigation does not impede the ongoing agency investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the District will promptly resume its investigation.
7. Reduce all complaints to writing. If the student refuses to make or sign a written complaint, the administrator will carefully document the allegations in writing and record the date and circumstances of the interview.
8. Take a sworn statement if at all possible.
9. Secure any physical evidence.
10. Interview the complainant first, proceeding chronologically through the allegations.
11. Interview the alleged victim if that person is not also the complainant. Assure the alleged victim of protection from retaliation.
12. Interview any witnesses.
13. Maintain detailed notes of all interviews. Notes will be read to witnesses to verify details and to ensure accuracy. Record facts, not conclusions. In addition, the interviewer may audio-record the interview.

14. Develop a summary of interview notes, which should be signed by witnesses to verify the accuracy of their statements. If a witness declines to sign the summary or to allow the use of his or her name, the interviewer will note that restriction and retain the unsigned document.
15. Interview the alleged harasser and take a written or sworn statement, if possible. The alleged harasser will be presented with each allegation and provided an opportunity to respond.
16. Advise the alleged harasser that retaliation against the victim, the complainant, or any witnesses is strictly prohibited by District policy.
17. Not concede the truth or falsehood of the allegations during the course of the investigation.
18. Not divulge information regarding the identity of the victim or alleged perpetrator unnecessarily when interviewing other witnesses.
19. Document all efforts made to investigate the alleged harassment.
20. If alleged harasser is a District employee, complete the investigation even if the employee resigns from employment before completion of the investigation.
21. Prepare a written report of the investigation.

Investigation Report

The Superintendent or designee will communicate the results of the investigation to the alleged victim, the alleged victim's parents, the alleged harasser, and the alleged harasser's parents, in accordance with the Family Educational Rights and Privacy Act (FERPA).

The investigation report should include any determinations made by the investigator regarding prohibited conduct and bullying and the actions to be taken in response to such determinations.

Dismissal of Complaint

If upon completion of the investigation, the investigator determines that dismissal of the complaint is warranted, he or she will follow up with the alleged victim, the alleged harasser, the complainant, and the witnesses, if possible, to ensure that behavior giving rise to the allegations does not recur.

The investigator will advise the alleged victim and his or her parents, the harasser, and the complainant of their right to appeal the investigator's decision through the student complaint process at FNG(LOCAL), beginning at Level Two, as well as notify them of

their right to file a complaint with the United States Department of Education Office for Civil Rights.

Disciplinary Action

Against a Student

If upon completion of the investigation the investigator determines that disciplinary action against a student is warranted, the investigator will proceed with the appropriate course of action, in accordance with the District's Student Code of Conduct.

Against an Employee

If, upon completion of the investigation, the investigator determines that misconduct occurred or disciplinary action against an employee is warranted, the investigator will notify the principal and the Superintendent.

Principal Report to Superintendent

Within timelines established by law, a principal must notify the Superintendent about an employee's termination or resignation following an allegation of certain misconduct under law. [See DF, DP]

Superintendent Report to SBEC

Within timelines established by law, the Superintendent must notify TEA's Division of Educator Investigations upon gaining knowledge about an employee's termination or resignation when there is evidence of certain misconduct under law or upon receiving the above required notification from the principal. [See DF, DHB, DHC]

Note: Information regarding [Superintendent Reporting Requirements](#)² can be found on TEA's website.

¹ TASB Legal Services' eSource: <https://www.tasb.org/services/legal-services/tasb-school-law-esource.aspx>

² Superintendent Reporting Requirements: <https://tea.texas.gov/texas-educators/investigations/superintendent-reporting-requirements>

Note: This regulation addresses procedures for reporting a bullying, including cyberbullying, incident and investigation of reports of bullying of District students. For procedures regarding transfer of a student who is a victim of bullying or who engaged in bullying, see FDB. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI should be used in conjunction with FFH for certain prohibited conduct.

Reporting a Bullying Incident

Student Report

Bullying, including cyberbullying, is defined in FFI(LEGAL). A student who believes that he or she has experienced bullying, including cyberbullying, or that another student has, or that other students have, experienced bullying is encouraged to report the incident, in accordance with District policy. A student may report an incident of bullying anonymously.

The method(s) for a student to report bullying anonymously will be the following:

[Insert District's procedures for anonymously reporting bullying]

Employee Report

An employee will adhere to the requirements of District policy in reporting an alleged bullying incident.

Report Format

The report may be made orally or in writing by completing the Incident Report form [see FFI(EXHIBIT)]. If the report is made orally, the principal or designee will document the allegations in writing and record the date and circumstances of the interview on a form designated by the District, as applicable.

The parent of the alleged victim will be notified of the incident of bullying on or before the third business day after the incident is reported. The alleged bully's parent will be notified within a reasonable amount of time after the incident, but no later than _____ (number of) days.

Investigative Procedures

The principal or designee must determine whether the allegations, if proven, would constitute prohibited conduct under FFH. If so, the principal or designee must refer the report for processing under the policies and procedures at FFH. If not, the principal or designee, herein referred to as the investigator, will proceed under this policy following the guidelines below, as appropriate.

General Considerations

The investigator must maintain confidentiality to the extent possible and as required by law and should advise the complainant that limited disclosure may be necessary to complete a thorough investigation.

If a student desires to be accompanied by a parent or friend during his or her interview, the District will consider the request and determine whether the presence of a parent or friend in the interview will help or hinder the investigation process. If the student's request is granted, the District will adhere to all applicable laws, policies, and associated procedures to protect the privacy of all students involved.

Guidelines

In conducting the investigation, the investigator will:

1. If appropriate, take action to protect the student and to prevent bullying during the investigation. If the District determines that a serious risk to the student's physical safety exists, the principal or designee may contact law enforcement directly. [See GRAA for classes of offenses for which the District is required to contact law enforcement.]
2. Secure any evidence.
3. If the investigator did not receive the initial complaint, interview the complainant first, proceeding chronologically through the allegations, and advise the complainant that the District does not tolerate bullying. If the complainant is a student, help the student feel secure about presenting allegations of wrongdoing. Ask the names of any witnesses who might confirm the complainant's version of the events. Also ask if the complainant is aware of or able to provide evidence that supports his or her version of the events. Assure the complainant of protection from retaliation.
4. Interview the alleged victim if that person is not also the complainant and explain how the investigation process will work. Advise the alleged victim that the District does not tolerate bullying and help the student feel secure about presenting allegations of wrongdoing. Ask the names of any witnesses who might confirm the alleged victim's version of the events. Also ask if the alleged victim is aware of or able to provide evidence that supports his or her version of the events. Assure the alleged victim of protection from retaliation.
5. Interview the alleged bully and explain how the investigation process will work. The alleged bully will be presented with each allegation and provided an opportunity to respond. Ask the names of any witnesses who might confirm the alleged bully's version of the events. Also ask if the alleged bully is aware of or able to provide evidence that supports his or her version of the events. Advise the alleged bully that retaliation against the victim, the complainant, or any witnesses is strictly prohibited by District policy.

6. Interview any witnesses. Help a student witness feel secure and assure him or her of protection from retaliation. Ask the names of any additional witnesses who might have information about the alleged incident(s).
7. Do not divulge information regarding the identity of the alleged victim, alleged bully, complainant, or witnesses unnecessarily when interviewing other witnesses.
8. If necessary, interview the alleged bully, alleged victim, and any witnesses again to address any new information discovered during the course of the investigation.
9. Maintain detailed notes of all interviews. Notes will be read to the person being interviewed to verify details and to ensure accuracy. In addition, the interviewer may audio record the interview with permission of the person being interviewed.
10. Document all efforts made to investigate the alleged bullying. Gather all relevant evidence.

**Resolution of the
Complaint**

The investigator will prepare a written report of the investigation, which will include a determination of whether bullying occurred, and, if so, whether the victim used reasonable self-defense. The investigator will notify the parties to the complaint of the resolution.

Disciplinary Action

If upon completion of the investigation the investigator determines that disciplinary action against a student is warranted, the investigator will proceed with the appropriate course of action, in accordance with the District's Student Code of Conduct. After an investigation is completed, the principal or designee may report to law enforcement if the principal has reasonable grounds to believe that a student has engaged in harassment using electronic communications or assault. In accordance with law, a school counselor may not be designated as the person to report to law enforcement because a counselor's duties include serving as an impartial, non-reporting conciliator.

Counseling Options

If the students involved have not yet been notified, the District will notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct

If upon completion of the investigation the investigator determines that the alleged incident does not rise to the level of bullying, the District will proceed in accordance with the Student Code of Conduct or any other appropriate corrective action.

Notice to Superintendent	Within ten District business days of the completion of an investigation, the principal will submit the Investigation Report [see FFI(EX-HIBIT)] and any appropriate materials associated with the investigation to the Superintendent or designee.
Notice to Parents	If an incident of bullying is confirmed, the investigator will promptly notify the parents of the victim and of the student who engaged in bullying. The investigator must document that notice was provided to parents on the Investigation Report.
Notice of Right to Appeal	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
Reporting Child Abuse	In accordance with law, if the District has reason to believe that a child has been or may be abused or neglected, the District must contact a local or state law enforcement agency or Child Protective Services (CPS). [See FFG]
Follow-Up	After concluding the investigation, the District should periodically follow up with the complainant or other persons involved in the incident(s), as appropriate.

Table of Contents

[Exhibit A—Consent to Release Information in School Records](#)

[Exhibit B—Notice of Intent to Comply with Subpoena/Court Order](#)

[Exhibit C—Release Form for Display of Student Work and Personal Information](#)

Note: For Notices Regarding Directory Information and Parent's Response Regarding Release of Student Information, see the TASB Model Student Handbook.

Exhibit A—Consent to Release Information in School Records

To whom it may concern:

I hereby authorize _____ School District to release the following information contained in the school record of _____ (*student's name*):

for the purpose of:

The above information may be released to (*person, school, agent, or other*):

Print or type name of parent (or eligible student if age 18 or older): _____

Signature: _____

Date: _____

Exhibit B—Notice of Intent to Comply with Subpoena/Court Order

Note to administrator: This notice may be mailed or emailed. DO NOT SEND this notice if the subpoena or court order indicates parents are not to be notified.

Date: _____

To parents/guardians of: _____

Parent/guardian email address: _____

Campus name: _____

Grade level: _____

Dear parent/guardian:

Enclosed please find a copy of a **subpoena or court order**, which was received on _____, 20__ (date received). The subpoena or court order requires one or more of the following actions by the date noted on the attached subpoena or court order:

- The disclosure of student information/records of _____ (name of student); and/or
- The testimony (under oath) of a District employee in the above-noted case. During the testimony, the employee under subpoena may be required to disclose information concerning the student, including information from his or her educational record.

The District is required by law to comply with lawfully issued subpoenas and with court orders. According to the Family Educational Rights and Privacy Act, the District is required to notify a parent in advance that the District intends to comply with the subpoena or court order. If you have no objections to the District's compliance with the subpoena or court order, no further action is necessary. If you have such objections to the District's release of information in compliance with the subpoena or court order, please consult your attorney or take whatever steps you deem necessary with the issuing party, agency, or court.

The District will comply as directed by the subpoena or as provided by law unless the parent provides a copy of, or confirmation of, the filing of your objection, if any, with the court. To prevent the District from disclosing information or records the parent deems objectionable, a new court order prohibiting the disclosure or describing in detail the information not to be disclosed must be received by the administrator noted below prior to the deadline in the attached subpoena or court order.

Sincerely,

_____, Principal/Administrator

Enclosure/attachment

Exhibit C—Release Form for Display of Student Work and Personal Information

Occasionally, the District wishes to display or publish original student work, which may include personally identifiable student information as defined by law or by the District, to promote student academic and extracurricular activities on the District's website; on a website affiliated with or sponsored by the District, such as a campus or classroom website; and in District publications.

Original student work includes artwork, projects, photos taken by the student, other academic or creative work, or original video and voice recordings.

The District agrees to use these student works and information only in the manner described above.

Parent or eligible student (*age 18 or older*):

I, parent of _____ (*student's name*), give my permission for the following to be displayed or published by the District:

Or

I, _____ (*name of eligible student if 18 or older*), give my permission for the following to be displayed or published by the District:

(Check all that apply.)

- Original student work
- Voice recordings
- Video recordings

Signature of parent or eligible student: _____

Date: _____

Note: For information regarding student records, including directory information, see FL, and the student handbook. For information regarding intellectual property and copyright compliance, see CY.

Table of Contents

[Exhibit A—Student / Parent Complaint Form—Level One](#)

[Exhibit B—Response to Level One Complaint](#)

[Exhibit C—Level Two Appeal Notice](#)

[Exhibit D—Response to Level Two Appeal](#)

[Exhibit E—Level Three Appeal Notice](#)

[Exhibit F—Board’s Response to Level Three Appeal](#)

Exhibit A—Student / Parent Complaint Form—Level One

Note: Informal resolution is encouraged but does not extend any deadlines in FNG(LOCAL), except by mutual written consent. Please use this form to file a formal, initial complaint in accordance with FNG(LOCAL), regardless of the level of administrator or hearing that may be designated by the District to respond to the complaint.

Please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. Mail to the appropriate administrator within the time established in FNG(LOCAL). All complaints will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

A person filing a complaint regarding refusal of entry to or ejection from property under the District's control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before reaching the Board. [See GKA]

(Please print.)

Name: _____

Address: _____

Telephone number: _____

Email address: _____

Campus: _____

If you will be represented in presenting your complaint, please identify the person representing you.

Name: _____

Address: _____

Telephone number: _____

Email address: _____

Please describe the decision or circumstances causing your complaint. *(Give specific, factual details.)*

What was the date of the decision or circumstances causing your complaint?

Please explain how you have been harmed by this decision or circumstance.

Please describe any efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and whom you communicated with regarding your concerns.

Please describe the outcome or remedy you seek for this complaint.

Student's or parent's signature: _____

Signature of student's or parent's representative: _____

Date of filing: _____

Complainant, please note:

If you are initiating a formal complaint with the District, please use this Exhibit A—Level One form. The appropriate level administrator or level hearing will be designated to respond to the complaint in accordance with this policy.

A complaint form that is incomplete in any material way may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.

Exhibit B—Response to Level One Complaint

_____ (date)
_____ (complainant's name)
_____ (complainant's address)
_____ (complainant's email)

Dear _____:

Having considered the complaint at our Level One conference on _____
(date), I have decided on the following response:

[Note: When preparing the letter, include only one of the following sentences.]

For the following reasons, I am unable to provide the remedy you seek:

Or

I will take the following actions to grant the remedy you seek for your complaint:

Or

Although I am unable to provide the full remedy you seek for your complaint, I will take the following actions to provide a partial remedy:

(signature of principal or other
appropriate administrator)

Complainant, please note:

To appeal this response, you must file a written notice of appeal with the appropriate administrator within the time limits set in FNG(LOCAL). The necessary appeal forms are available at _____ during regular business hours.

Exhibit C—Level Two Appeal Notice

To appeal a Level One decision, or the lack of a timely response after a Level One conference, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. Mail to the Superintendent or designee within the time established in FNG(LOCAL). Appeals will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

A person filing a complaint regarding refusal of entry to or ejection from property under the District's control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before reaching the Board. [See GKA]

(Please print.)

Name: _____

Address: _____

Telephone number: _____

Email address: _____

Campus: _____

If you will be represented in presenting your appeal, please identify the person representing you.

Name: _____

Address: _____

Telephone number: _____

Email address: _____

Who held the Level One conference? _____

Date of conference: _____

Date you received a response to the Level One conference: _____

Please explain specifically how you disagree with the outcome at Level One.

1. Attach a copy of your original Level One complaint and any documentation submitted at Level One.
2. Attach a copy of the Level One response being appealed, if applicable.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(EXHIBIT)

Student's or parent's signature: _____

Signature of student's or parent's representative: _____

Date of filing: _____

Complainant, please note:

If you are initiating a formal complaint with the District, please use the Exhibit A—Level One form. The appropriate level administrator or level hearing will be designated to respond to the complaint in accordance with this policy.

A complaint or appeal form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing a complaint or appeal.

Please keep a copy of the completed form and any supporting documentation for your records.

Exhibit D—Response to Level Two Appeal

_____ (date)
_____ (complainant's name)
_____ (complainant's address)
_____ (complainant's email)

Dear _____:

Having considered the Level Two appeal on _____ (date), I have decided on the following response:

[Note: When preparing the letter, include only one of the following sentences.]

I am unable to grant your appeal. I will uphold the decision made at Level One by _____ (name) and communicated to you in the Level One response.

Or

I wish to grant your appeal and have instructed _____ (name) to find a resolution in keeping with the remedy you seek.

Or

Although I am unable to fully grant your appeal, I have instructed _____ (name) to take the following actions as a partial remedy to your complaint:

_____, Superintendent (or designee)

Complainant, please note:

To appeal this response, you must file a written notice of appeal with the appropriate administrator within the time limits set in FNG(LOCAL). The necessary appeal forms are available at _____ during regular business hours.

Exhibit E—Level Three Appeal Notice

To appeal a Level Two decision, or the lack of a timely response after a Level Two conference, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. Mail to the Superintendent or designee within the time established in FNG(LOCAL). Appeals will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

A person filing a complaint regarding refusal of entry to or ejection from property under the District's control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before reaching the Board. [See GKA]

(Please print.)

Name: _____

Address: _____

Telephone number: _____

Email address: _____

Campus: _____

If you will be represented in presenting your appeal, please identify the person representing you.

Name: _____

Address: _____

Telephone number: _____

Email address: _____

Who held the Level Two conference? _____

Date of conference: _____

Date you received a response to the Level Two conference: _____

Please explain specifically how you disagree with the outcome at Level Two.

Do you want the Board to hear this appeal in open session?

- No
 Yes

If yes, the Board will consider your request; however, you may not have a legal right under the Texas Open Meetings Act to require a meeting in open session.

1. Attach a copy of your original Level One complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.
2. Attach a copy of the Level Two response being appealed, if applicable.

Student's or parent's signature: _____

Signature of student's or parent's representative: _____

Date of filing: _____

Complainant, please note:

If you are initiating a formal complaint with the District, please use the Exhibit A—Level One form. The appropriate level administrator or level hearing will be designated to respond to the complaint in accordance with this policy.

A complaint or appeal form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing a complaint or appeal.

Please keep a copy of the completed form and any supporting documentation for your records.

Exhibit F—Board’s Response to Level Three Appeal

_____ (date)
_____ (complainant’s name)
_____ (complainant’s address)
_____ (complainant’s email)

Dear _____:

Having heard the presentation of your appeal at Level Three, the Board took the following action at its meeting on _____ (date):

[Note: When preparing the letter or announcing the decision at the Board meeting, include only one of the following sentences.]

We have denied the appeal and have upheld the decision made by the Superintendent (or designee) at Level Two.

Or

We have granted the appeal and have instructed the Superintendent to find a resolution in keeping with the remedy you seek.

Or

We have partially denied and partially granted the appeal and have instructed the Superintendent as follows:

Sincerely,

_____, President of the Board of Trustees
_____ School District

Note: A written report is required after restraint of a student with a disability who receives special education services. For a [Written Summary of Restraint Use Sample Form](#),¹ visit TEA's website.

Table of Contents

[Exhibit A—Parent/Guardian Statement Prohibiting Corporal Punishment](#)

[Exhibit B—Parent/Guardian Permission to Use Corporal Punishment](#)

[Exhibit C—Corporal Punishment Report](#)

¹ Written Summary of Restraint Use Sample Form: https://tea.texas.gov/Academics/Special_Student_Populations/Special_Education_SPED/Programs_and_Services/State_Guidance/Written_Summary_of_Restraint_Use_Sample_Form

Exhibit A—Parent/Guardian Statement Prohibiting Corporal Punishment

[This form should be used when a parent or guardian wishes to prohibit the District's use of corporal punishment with his or her child.]

The Board has authorized the use of corporal punishment, to include spanking or paddling the student, as a discipline management technique in accordance with law, the Student Code of Conduct, and policy FO(LOCAL) in the District's policy manual.

A parent or guardian or other person having lawful control over the student has the responsibility of submitting a signed statement to the principal each school year to prohibit the use of corporal punishment with his or her child.

A parent or guardian who signs this form prohibits the District from using corporal punishment as a discipline management technique on his or her child during this school year. A parent or guardian may reinstate permission to use corporal punishment at any time during this school year by submitting a signed revocation to the principal.

Parent/Guardian Statement Prohibiting Corporal Punishment:

I prohibit the use of corporal punishment with my child this school year.

Parent's name: _____

Parent's signature: _____

Date: _____

Student's Name: _____

Campus: _____

Grade: _____

Exhibit B—Parent/Guardian Permission to Use Corporal Punishment

[The District should provide this form to parents/guardians only if the District requires parent/guardian permission before administering corporal punishment to a student.]

[The campus behavior coordinator (CBC) may be the campus principal, or the principal may select another campus administrator to serve as the campus behavior coordinator. See FO(LEGAL). Adjust the text below if the campus behavior coordinator will perform any of the following duties or responsibilities.]

A parent or guardian must submit to the principal a signed statement each school year if the parent/guardian chooses to grant permission for the use of corporal punishment with his or her child. A parent or guardian may revoke permission to use corporal punishment at any time during the school year by submitting a signed statement to the principal. Corporal punishment will be administered in accordance with law, District policy, and the Student Code of Conduct (SCOC). [See FO and the SCOC.]

If permission has been granted, corporal punishment will be administered as soon as possible after an offense and will not be administered in anger. The principal or designee may choose not to use corporal punishment even if the parent or guardian has requested its use. Any use of corporal punishment will be documented on a District form. The principal or designee will inform the parent or guardian when corporal punishment is used. Paddles used for administering corporal punishment will not be generally displayed and will be under the control of the principal or designee. Corporal punishment will be limited to spanking or paddling and will consist of an appropriate number of strikes based upon the size, age, and the physical, mental, and emotional condition of the student. Before corporal punishment is used, the District may give the student a choice between other disciplinary measures and corporal punishment.

Parent/Guardian Permission to Use Corporal Punishment:

I give my permission for the District to administer corporal punishment to my child in accordance with law, District policy, and the Student Code of Conduct.

Parent's name: _____

Parent's signature: _____

Date: _____

Student's Name: _____

Campus: _____

Grade: _____

Exhibit C—Corporal Punishment Report

[The campus behavior coordinator (CBC) may be the campus principal, or the principal may select another campus administrator to serve as the campus behavior coordinator. See FO(LEGAL). Adjust the text below if the campus behavior coordinator will perform any of the duties or responsibilities described.]

Student's name: _____ Grade: _____

Date: _____ Time: _____

Period: _____ Campus: _____

Nature of misconduct: _____

Previous disciplinary methods (*explain fully*): _____

By signing this form, the principal or other designated person administering the corporal punishment affirms he or she has reviewed the District's policy and guidelines regarding corporal punishment.

Type of corporal punishment administered: _____

Name of person administering punishment (*print*): _____

Signature of person administering punishment: _____

Name of witness (*print*): _____

Signature of witness: _____

Name of parent or guardian contacted: _____

Date: _____

Time: _____

Personalized Transition Plan Following Student's Release from a Juvenile Justice Alternative Education Program (JJAEP)

Note to administrator: Transition plans are personalized documents meant to assist a student in his or her transition back into the regular classroom from an alternative education program. The transition plan should be based on the student's specific needs. The regular campus administrator must coordinate the student's transition back to the regular classroom not later than five instructional days after the date of a student's release from an alternative education program. Such coordination must include the assistance of and recommendations from certain individuals. School districts in a county with a population greater than 125,000 may also refer to the joint memorandum of understanding with the JJAEP for agreements concerning transition services. [See FODA(LEGAL) and FOCA(LEGAL)]

Student's name: _____

Grade: _____ Original length of JJAEP placement: _____

Date of scheduled return to the regular classroom: _____

In developing this personalized transition plan, the following documentation provided by the JJAEP coordinator was considered:

- An assessment of the student's academic growth while attending the JJAEP; and
- The results of any assessment instruments administered to the student.

The following individuals provided assistance and recommendations for the development of the student's personalized transition plan (check all that apply):

- The campus behavior coordinator;
- The student's classroom teachers who are or may be involved in implementing this plan:

Classroom teacher	Subject

- School counselor(s);
- District peace officer(s);
- Campus school resource officer(s);
- Licensed clinical social worker(s); and

- Other appropriate school district personnel, including: _____ (list any other positions).

[The student's personalized transition plan must include recommendations for the best educational placement of the student.]

Based on the assistance and recommendations of the transition team, the best educational placement for this student has been determined to be: _____ (describe best educational placement).

[The student's personalized transition plan may include the following recommendations. Participation in certain services will require parental consent.]

Transition activities following the student's return to the regular classroom include (check all that apply):

[Insert details as applicable regarding the topics listed below.]

- Counseling
- Behavioral management
- Academic assistance (concentrated on the student's academic or career goals)
- Mental health services provided by:
 - District or campus
 - A local mental health authority
 - Private or public entity
- Providing parents with information about requesting a full individual and initial evaluation for special education services
- Regular review dates of the student's progress toward the student's academic or career goals

To coordinate the student's transition, the regular campus administrator or designee (choose one below):

- Met with the student's parent or person standing in parental relation to the student to coordinate plans for the transition on: _____ (date met with parent)
- Attempted but was unable to meet with the parent or person standing in parental relation to the student to coordinate plans for the transition.

Name of campus administrator: _____

Signature of campus administrator: _____

Date: _____

Note: The Office of the Attorney General of Texas provides the [Public Information Act Handbook 2020](#).¹

The temporary suspension of the requirements of the Public Information Act (PIA) when a governmental body is impacted by a catastrophe is found in Section 552.233 of the Government Code. In order to suspend the requirements of the PIA, a district must provide notice to the Office of the Attorney General. A copy of the [catastrophe notice](#)² can be found on the Office of the Attorney General's website.

Persons desiring to review information maintained by the District and classified as public information must submit their requests in writing. Requests may be made on a form provided by the District [see GBAA(EXHIBIT)—A] or in any other written manner that is legible. The request must reasonably identify the information desired to be inspected or copied.

[Add this additional paragraph if the District allows the use of the attorney general's public information request form.]

A request may also be made by submitting to the District the completed [Public Information Request Form](#)³ from the attorney general, available on the attorney general's website.

Note to administrator: Choose Option 1 below if the District has designated a mailing address and email address for receiving public information requests. Choose Option 2 below if the District has not made such a designation to receive public information requests.

[Option 1: District has designated a mailing address and email address for receiving public information requests.]

The District has designated the following mailing and email addresses to receive written requests for public information:

[Match these addresses with the addresses published on the District's website or required PIA sign.]

Mailing address: _____

Email address: _____

The above designated addresses have also been published on the District's website or required PIA sign. Therefore, the District will not respond to a written request for public information that is not received at one of the above addresses, by hand delivery, or by a method approved by the District as indicated on the District's website or required PIA sign.

[Option 2: District has not designated a mailing address and email address for receiving public information requests.]

The District will accept public information requests submitted to the District by any of the following methods:

- By mail;
- By hand delivery;
- By email; or
- By _____ (*insert any other additional methods, e.g., fax or online submission form, that have been approved by the District and published as an approved method on the District's website or required PIA sign*).

**Requester
Identification**

The requester's name and contact information must appear on the request. The District may require a photo identification card, such as a driver's license, to verify the person's identity prior to disclosing information.

Requests will be handled in the order in which they are received. If the District cannot determine the actual receipt date of a request properly submitted by U.S. mail, the request is considered to have been received on the third business day after the postmark date.

Waiver of Charges

A schedule of charges for any requested copies of information will be made available to all requesters.

As allowed by law, the District will waive charges under \$_____ (*insert amount of waiver as determined by the District*) due to the cost of collection exceeding the amount that would be collected.

[Add the below paragraph if the Board has adopted provisions on charging for personnel time for large or frequent requests. See GBAA(LOCAL)]

Unless the requester is exempted by law, the District will charge for additional personnel time spent producing information after District personnel have spent 36 hours of time during the District's fiscal year or 15 hours of time during a one-month period. The District will keep track of the time spent in complying with each request. The District will provide each requester with a statement detailing the time spent in complying with each request and the cumulative amount of time the requester has accrued towards the established limit. [See GBAA(LOCAL)]

**Information
Unavailable**

In the event the requested information is not available at the time of the request due to active use or being in storage, the officer for public information will notify the requester in writing and will set a date and hour when the requested information will be available. If the requested information cannot be made available within ten business days after receipt of the request, the officer for public information will notify the requester of that fact in writing and will set a date and hour within a reasonable time when the information will be available.

**Designated
Inspection Area and
Hours**

Persons inspecting information may do so only in a designated inspection area, with a District employee available for assistance. Information may be inspected during regular District business hours and may not be removed from District premises or placed onto non-District devices. The District is not required to compile or extract information if the information can be made available by giving the requester access to the information. [See FL for parent access to student information.]

**Copy Limit During
Inspection**

The officer for public information may limit the number of pages that can be copied and supplied during a person's visit if the number of copies requested is beyond the reasonable capacity of the available personnel and machines. Copies in excess of the number that can be provided during a single visit may be provided to the requester at a later time and in accordance with applicable cost rules.

**Responding to a
Request**

If the District is required by law to redact information made confidential by law or wishes to redact other information from data or documents it is releasing to the public, it must generally [seek the decision](#)⁴ of the attorney general unless it is relying on a previous attorney general determination to redact information.

Redacting
Information

In addition to previous determinations, a district does not need to request an attorney general decision if it is redacting information under sections of the PIA (Chapter 552 of the Government Code)

that give the District explicit permission to redact information without requesting an attorney general decision. These sections include:

- Student record information (Government Code 552.114);
- Social security numbers (Government Code 552.147);
- Certain personal information of an employee or Board member (Government Code 552.024);
- Motor vehicle record information (Government Code 552.130);
- Account and access device numbers, including credit cards, debit cards, or charge cards (Government Code 552.136);
- Family violence shelter center, victims of trafficking shelter center, and sexual assault program information (Government Code 552.138); and
- Certain personal information of enumerated individuals held by the District in a non-employment capacity, including peace officers (Government Code 552.1175).

When redacting information covered by Government Code sections 552.024, .1175, .130, .136, and .138, the attorney general requires that the District provide requesters a specific [form notice](#),⁵ which can be accessed at the website of the Office of the Attorney General.

Information on Personal Devices

If the District's officer for public information is aware of facts sufficient to warrant a reasonable belief that a former or current District employee or Board member has possession, custody, or control of requested information subject to disclosure, and that information has not been provided to the District by the employee or Board member, the officer will make reasonable efforts to obtain the information without which the District cannot comply with duties imposed by the PIA.

Reasonable efforts may include:

- Verbal directive;
- Written directive;
- Remote access to District-owned devices and services in accordance with law and policy; and
- _____

[See BBI, CQ, GB]

Failure to surrender or return the requested information may result in disciplinary action.

¹ Public Information Act Handbook: https://www.texasattorneygeneral.gov/sites/default/files/files/divisions/open-government/publicinfo_hb.pdf

² Catastrophe Notice: <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/catastrophe-notice/submit-catastrophe-notice>

³ Public Information Request Form: <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/responding-pia-request/public-information-request-form>

⁴ Responding to a PIA Request: <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/responding-pia-request>

⁵ Redacting Public Information Rules and Forms: <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/responding-pia-request/redacting-public-information>

Table of ContentsTable of Contents

[Exhibit A—Sample Request for Information Form](#)

[Exhibit B—Response to Request for Information](#)

[Exhibit C—Sample Letter of Estimated Charges](#)

Note: Please refer to the [Public Information Act Handbook 2020](#)¹ from the Office of the Attorney General to view additional forms, including a step-by-step guide to Public Information Act Deadlines for Governmental Bodies (Part Seven), a sample Notice Statement to Persons Whose Proprietary Information is Requested (Part Eight), and Texas Government Code Section 552.024 Public Access Option Form (Part Nine).

¹ Public Information Act Handbook 2020: https://www.texasattorneygeneral.gov/sites/default/files/files/divisions/open-government/publicinfo_hb.pdf

Exhibit A—Sample Request for Information Form

In accordance with GBAA(LEGAL) and the Texas Public Information Act, I request that the following District information be made available to me as copies or for my inspection. I agree to pay the duplication costs if the cost does not exceed \$40. I understand that if the cost will exceed \$40, I will receive an estimate of charges and will have the opportunity to modify or withdraw my request before any copies are made. I understand that the information I provide on this form is subject to public disclosure in accordance with law.

Public information requested (include description adequate to clarify request)	Inspection only (Circle one)	Copies requested (Circle one)	Number of copies requested	Copy format (circle appropriate choice for paper or electronic)
	Yes No	Yes No		Paper – mailed Paper – will pick up Electronic
	Yes No	Yes No		Paper – mailed Paper – will pick up Electronic
	Yes No	Yes No		Paper – mailed Paper – will pick up Electronic

Name of person requesting information: _____

Phone: _____

Mailing Address: _____

City / State / Zip: _____

Email address (if requesting electronic copy): _____

This completed form should be presented to the officer for public information.

For Office Use Only

From: Officer for Public Information

To: Principal or department head

Date: _____

The District received this request for public information on _____ (*date*). Please take the following actions no later than _____ (*date*).

- Request for Copies:** If this information is readily available, please return this form and copies of requested information to my office. If sensitive, confidential, voluminous, or electronic information is included, please contact the officer for public information for further instructions, if any, concerning method of transfer.
- Request for Inspection:** Please indicate the place, dates, and times the requested information will be available for inspection.
- If this information is not readily available, please explain the circumstances preventing availability and indicate place, date, and time the requested information will be available for copies or inspection:

Exhibit B—Response to Request for Information

Note: If the District receives a written request by U.S. mail and cannot adequately establish the actual date on which the District received the request, the written request is considered to have been received by the District on the third business day after the date of the postmark on a properly addressed request. *Gov't Code 552.301(a-1)*

From: Officer for Public Information

To: Person requesting information

Date:

Your request for public information was received by the District on _____ (date).

- The information will be available for inspection at _____ (location) on _____ (date) at _____ (time).
- Copies of the information you requested are ready and may be picked up at _____ (location) between 8:00 a.m. and 5:00 p.m. The charge for copies you requested will be \$_____. Please bring exact change if paying with cash.
- Copies of the information you requested are hereby being provided on _____ (date) by _____ (method of disclosure, e.g., mail, email, hand delivery, facsimile, overnight or express mail, etc.). Enclosed is an invoice for charges of copies. Please make payment as indicated immediately upon receipt.
- The information is not readily available because _____. The information will be available at _____ (time) on _____ (date).
- All or some of the information you requested is confidential or otherwise protected from disclosure under the Texas Public Information Act. This information includes:

In accordance with the Act, the District has asked for a decision from the attorney general about whether the information you requested is within an exception to public disclosure. Attached to this form, you will find a copy of our written communication to the attorney general asking for the decision. If our written communication to the attorney general discloses the requested information, that information will have been redacted from the copy you receive. **(If checking this item, attach to this form a copy of the District's communication to the attorney general.)**

- The information you requested does not exist.
- Some of the information you requested does not exist. This information includes:

Officer for Public Information:

Exhibit C—Sample Letter of Estimated Charges

Please refer to the [cost estimator tool](#)¹ on the attorney general's website for information. The cost estimator will automatically calculate the charges based on your inputs and generate a sample letter to the requestor. The cost estimator is based on charges established by the attorney general. Consult your school attorney if your charges are based on charges established by the District.

¹ Texas Attorney General, Cost Estimator Tool: <https://www.texasattorneygeneral.gov/og/public-information-cost-estimate-model>

Table of Contents

[Exhibit A—Public Complaint Form—Level One](#)

[Exhibit B—Response to Level One Complaint](#)

[Exhibit C—Level Two Appeal Notice](#)

[Exhibit D—Response to Level Two Appeal](#)

[Exhibit E—Level Three Appeal Notice](#)

[Exhibit F—Board’s Response to Level Three Appeal](#)

Exhibit A—Public Complaint Form—Level One

Note: Informal resolution is encouraged but does not extend any deadlines in GF(LOCAL), except by mutual written consent. Please use this form to file a formal, initial complaint in accordance with GF(LOCAL), regardless of the level of administrator or hearing that may be designated by the District to respond to the complaint.

To file a formal complaint, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. Mail to the appropriate administrator within the time established in GF(LOCAL). All complaints will be heard in accordance with GF(LEGAL) and (LOCAL) or any exceptions outlined therein.

A person filing a complaint regarding refusal of entry to or ejection from property under the District’s control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before reaching the Board. [See GKA]

(Please print.)

Name: _____

Address: _____

Telephone number: _____

Email address: _____

If you will be represented in presenting your complaint, please identify the person representing you.

Name: _____

Address: _____

Telephone number: _____

Email address: _____

Please describe the decision or circumstances causing your complaint *(give specific factual details)*.

What was the date of the decision or circumstances causing your complaint?

Please explain how you have been harmed by this decision or circumstance.

Please describe any efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and whom you communicated with regarding your concerns.

Please describe the outcome or remedy you seek for this complaint.

Complainant's signature: _____

Signature of complainant's representative: _____

Date of filing: _____

Complainant, please note:

If you are initiating a formal complaint with the District, please use this Exhibit A–Level One form. The appropriate level administrator or level hearing will be designated to respond to the complaint in accordance with this policy.

A complaint form that is incomplete in any material way may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.

Exhibit B—Response to Level One Complaint

_____ (date)
 _____ (complainant's name)
 _____ (complainant's address)
 _____ (complainant's email)

Dear _____:

Having considered the complaint at the Level One conference on _____ (date), I have decided on the following response:

[Note: When preparing the letter, include only one of the following sentences.]

For the following reasons, I am unable to provide the remedy you seek:

Or

I will take the following actions to grant the remedy you seek for your complaint:

Or

Although I am unable to provide the full remedy you seek for your complaint, I will take the following actions to provide a partial remedy:

_____ (signature of appropriate administrator)

Complainant, please note:

To appeal this response, you must file a written notice of appeal with the appropriate administrator within the time limits set in GF(LOCAL). The necessary appeal forms are available at _____ during regular business hours.

Exhibit C—Level Two Appeal Notice

To appeal a Level One decision, or the lack of a timely response after a Level One conference, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. Mail to the Superintendent or designee within the time established in GF(LOCAL). Appeals will be heard in accordance with GF(LEGAL) and (LOCAL) or any exceptions outlined therein.

A person filing a complaint regarding refusal of entry to or ejection from property under the District’s control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before reaching the Board. [See GKA]

(Please print.)

Name: _____

Address: _____

Telephone number: _____

Email address: _____

If you will be represented in presenting your appeal, please identify the person representing you.

Name: _____

Address: _____

Telephone number: _____

Email address: _____

Who held the Level One conference? _____

Date of conference: _____

Date you received a response to the Level One conference: _____

Please explain specifically how you disagree with the outcome at Level One.

1. Attach a copy of your original Level One complaint and any documentation submitted at Level One.
2. Attach a copy of the Level One response being appealed, if applicable.

Complainant’s signature: _____

Signature of complainant’s representative: _____

Date of filing: _____

Complainant, please note:

If you are initiating a formal complaint with the District, please use the Level One form at Exhibit A. The appropriate level administrator or level hearing will be designated to respond to the complaint in accordance with this policy.

A complaint or appeal form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a complaint or appeal.

Please keep a copy of the completed form and any supporting documentation for your records.

Exhibit D—Response to Level Two Appeal

_____ (date)
 _____ (complainant's name)
 _____ (complainant's address)
 _____ (complainant's email)

Dear _____:

Having considered the Level Two appeal on _____ (date), I have decided on the following response:

[Note: When preparing the letter, include only one of the following sentences.]

I am unable to grant your appeal. I will uphold the decision made at Level One by _____ (name) and communicated to you in the Level One response.

Or

I wish to grant your appeal and have instructed _____ (name) to find a resolution in keeping with the remedy you seek.

Or

Although I am unable to fully grant your appeal, I have instructed _____ (name) to take the following actions as a partial remedy to your complaint:

_____, Superintendent (or designee)

Complainant, please note:

To appeal this response, you must file a written notice of appeal with the appropriate administrator within the time limits set in GF(LOCAL). The necessary appeal forms are available at _____ during regular business hours.

Exhibit E—Level Three Appeal Notice

To appeal a Level Two decision, or the lack of a timely response after a Level Two conference, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. Mail to the Superintendent or designee within the time established in GF(LOCAL). Appeals will be heard in accordance with GF(LEGAL) and (LOCAL) or any exceptions outlined therein.

A person filing a complaint regarding refusal of entry to or ejection from property under the District’s control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before reaching the Board. [See GKA]

(Please print.)

Name: _____

Address: _____

Telephone number: _____

Email address: _____

If you will be represented in presenting your appeal, please identify the person representing you.

Name: _____

Address: _____

Telephone number: _____

Email address: _____

Who held the Level Two conference? _____

Date of conference: _____

Date you received a response to the Level Two conference: _____

Please explain specifically how you disagree with the outcome at Level Two.

Do you want the Board to hear this appeal in open session?

- No
- Yes

If yes, the Board will consider your request; however, you may not have a legal right under the Texas Open Meetings Act to require a meeting in open session.

1. Attach a copy of your original Level One complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.
2. Attach a copy of the Level Two response being appealed, if applicable.

Complainant's signature: _____

Signature of complainant's representative: _____

Date of filing: _____

Complainant, please note:

If you are initiating a formal complaint with the District, please use the Level One form at Exhibit A. The appropriate level administrator or level hearing will be designated to respond to the complaint in accordance with this policy.

A complaint or appeal form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing a complaint or appeal.

Please keep a copy of the completed form and any supporting documentation for your records.

Exhibit F—Board’s Response to Level Three Appeal

_____ (date)
 _____ (complainant’s name)
 _____ (complainant’s address)
 _____ (complainant’s email)

Dear _____ :

Having heard the presentation of your appeal at Level Three, the Board took the following action at its meeting on _____ (date):

[Note: When preparing the letter or announcing the decision at the Board meeting, include only one of the following sentences.]

We have denied the appeal and have upheld the decision made by the Superintendent (or designee) at Level Two.

Or

We have granted the appeal and have instructed the Superintendent to find a resolution in keeping with the remedy you seek.

Or

We have partially denied and partially granted the appeal and have instructed the Superintendent as follows:

Sincerely,

_____, President of the Board of Trustees
 _____ School District

Table of Contents

[Exhibit A—Log Documenting the Refusal of Entry to or Ejection of an Individual from District Property](#)

[Exhibit B—Notice of Refusal of Entry to or Ejection of an Individual from District Property](#)

[Exhibit C—Website Notice Regarding the Refusal of Entry to or Ejection of an Individual from District Property](#)

Exhibit B—Notice of Refusal of Entry to or Ejection of an Individual from District Property

To: _____: *(name of person refused entry to or ejected from property)*

In accordance with Education Code 37.105, you are being refused entry to or ejected from property under the control of _____ School District because you have refused to leave peaceably upon request and either posed a substantial risk of harm or continued to behave in a manner that is inappropriate for a school setting after being given a verbal warning.

You will be refused entry for a period of _____ *(may not exceed two years)*.

You may appeal this action by filing an appeal under FNG(LOCAL) or GF(LOCAL) at the links listed below. A person appealing under the District's grievance process will be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before reaching the Board.

(Please print)

Name of person issuing the notice: _____

Position of person issuing the notice: _____

Signature of person issuing the notice: _____

Date of notice: _____

Note to developer: Insert links to the District's FNG(LOCAL)–Student and Parent Complaints/Grievances and GF(LOCAL)–Public Complaints.

Exhibit C—Website Notice Regarding the Refusal of Entry to or Ejection of an Individual from District Property

The District has the right to refuse entry to or eject a person from property under the District's control if the person refuses to leave peaceably upon request and:

1. The individual poses a substantial risk of harm to any person, or
2. The individual continues to behave in a manner inappropriate for the school setting after having received a verbal or written warning to cease the inappropriate behavior.

A person ejected from or refused entry to property under this provision may appeal this action by filing an appeal under FNG(LOCAL) or GF(LOCAL) and will be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before reaching the Board. [See the links listed below.]

Note to developer: Insert links to the District's FNG(LOCAL)—Student and Parent Complaints/Grievances and GF(LOCAL)—Public Complaints.

Tarkington Independent School District Board Document

**AGENDA ITEM: Consider Approval of Adjunct Faculty Request for
Liberty County Extension Staff**

The appointment of the named Texas A&M AgriLife Extension Service employees and Liberty County Extension Agent(s), below:

Alexis Cordova, William Roy Flora, Amanda Brooks, and Elisha Jones are hereby named as adjunct faculty member(s) of the Tarkington Independent School District subject to the considerations and provisions listed in the Adjunct Faculty Request as presented.

Recommendation: It is recommended that the Board of Trustees approve the appointment of the Texas A&M AgriLife Extension Service employees and Liberty County Extension Agent(s) listed in the Adjunct Faculty Request:

Resource Personnel: Dr. Marc Keith, Superintendent

ADJUNCT FACULTY REQUEST

June 8, 2020

Tarkington ISD
Marc Keith, Superintendent
2770 FM 163
Cleveland, TX 77327

Dear Mr. Keith:

On behalf of the Liberty County Extension Staff, I hereby respectfully request approval of the attached Adjunct Faculty Agreement with the Tarkington Independent School District.

The State Board of Education passed an amendment to 19 TAC§129.21 (j). Requirements for Student Attendance Accounting for State Funding Purposes allows public school students to be considered “in attendance” when participating in off-campus activities with an adjunct staff member of the school district. Section 3 of the Student Attendance Handbook states:

(1) The student is participating in an activity that is approved by the local board of school trustees and is under the direction of a member of the professional or paraprofessional staff of the school district, or an adjunct staff member who:

(A) has a minimum of a bachelor’s degree; and

(B) is eligible for participation in the Teacher Retirement System of Texas.

Liberty County requests the agents listed on the enclosed Adjunct Faculty Agreement be considered awarded adjunct staff member status for the period of time indicated on the agreement.

I hope Tarkington Independent School District will accept this request. Please let me know if you would like to schedule an appointment to discuss the amendment and request or if you need further information.

Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,



Alexis Cordova, M.S.
County Extension Agent – FCH
Department Head/County Coordinator

Attachment: Resolution for Extracurricular Status of 4-H Organization

ADJUNCT FACULTY REQUEST

THE STATE OF TEXAS COUNTY OF LIBERTY

On this date, at a regularly scheduled and posted meeting, came the Board of Trustees of the Tarkington Independent School District, hereinafter referred to as "District." A quorum having been established, the Board proceeded to consider the appointment of the herein named individuals as adjunct members of the Tarkington Independent School District.

Upon consideration and vote of _____ in favor, Alexis Cordova, William Roy Flora, Amanda Brooks and Eisha Jones are hereby named as adjunct faculty member(s) of the Tarkington Independent School District subject to the following considerations and provisions of such appointment to wit:

1. This appointment shall commence on the _____ day of _____, 20____ and remain in effect until the _____ day of _____, 20____.
2. This appointment will include the Texas A&M AgriLife Extension Service employees listed below:

NAME	TITLE	DEGREE	INSTITUTION	DATE
Alexis Cordova	CEA-FCS Department Head	MS	Texas State University	08/14/2004
William R. Flora	CEA-ANR	MS	Texas A&M University	12/06/1994
Amanda Brooks	CEA-4-H	MAg	Sam Houston State University	12/08/2018
Eisha Jones	CEA-CED	MBA	Prairie View A&M University	12/16/2018

3. Adjunct faculty member(s) will receive no compensation, salary, or remuneration from Tarkington Independent School District.
4. Adjunct faculty member(s) is and shall remain an employee, in good standing, of the Texas A&M AgriLife Extension Service.
5. Adjunct faculty member(s) is and shall remain under the direct supervision of the District Extension Administrator of District 9.
6. Adjunct faculty member(s) shall receive all group insurance benefits, workman's compensation insurance benefits, unemployment insurance, and any and all other plans for the benefit of Texas A&M AgriLife Extension Service employees. District shall have no responsibility for any of such benefits or plans.

Adjunct faculty member(s) shall direct the activities and participation of students of the school district in sponsored and approved activities as designated from time to time by adjunct faculty members for which notice shall be given to School District administrative personnel. Adjunct faculty members' activities and participation with students of the School District are directed, supervised, and controlled by and through supervisory personnel of Texas A&M AgriLife Extension Service pursuant to the supervisory authority of the District Extension Administrator or County Extension Director. Adjunct faculty member(s) is not the employee of the School District, and School District does not nor shall not supervise, direct or control the activities and/or participation of such Liberty County Extension Agent(s) who have/has been herein designated as an adjunct faculty member.

This appointment is made by the Independent School District by and through the Board of Trustees of said district for the benefit of allowing voluntary student participation in programs conducted by the Texas A&M

Tarkington Independent School District Board Document

AGENDA ITEM: **Consider Approval of Liberty County Texas 4-H
Organization for Extracurricular Status
Consideration Resolution**

Resolution that recognizes the Liberty County Texas 4-H Organization as approved for recognition and eligible for extracurricular status consideration under 19 Texas Administrative Code, Chapter 76.1, pertaining to extracurricular activities.

Participation by 4-H members under provisions of this resolution are subject to all rules and regulations set forth under the 19 Texas Administrative Code as interpreted by this Board and designated officials of this school district whose rules shall be final.

Recommendation: It is recommended that the Board of Trustees approve the Liberty County Texas 4-H Organization for Extracurricular Status Consideration Resolution

Resource Personnel: Dr. Marc Keith, Superintendent

RESOLUTION

Be it hereby resolved that upon this date, the duly elected Board of Trustees of the

TARKINGTON INDEPENDENT SCHOOL DISTRICT

meeting in public with a quorum present and certified,
did adopt this resolution that recognizes the

LIBERTY

County Texas 4-H Organization as approved for recognition and eligible
for extracurricular status consideration under 19 Texas Administrative Code,
Chapter 76.1, pertaining to extracurricular activities.

Participation by 4-H members under provisions of this resolution are subject
to all rules and regulations set forth under the 19 Texas Administrative Code
as interpreted by this Board and designated officials of this school district
whose rules shall be final.

Approved this _____ day of _____, 20_____.

Board of Trustee

Superintendent

Tarkington Independent School District

Board Document

AGENDA ITEM: Consider Approval of Asphalt Bids for TISD

RECOMMENDATION: It is recommended that the Board of Trustees approve the Asphalt Bids as reported by Dennis Shew.

Resource Personnel:

Mr. Dennis Shew, Assistant Superintendent of Business Services

Tarkington Independent School District

Board Document

At this time the Board will adjourn into closed session pursuant to Texas Government Code Sec. 551 to discuss matters as specifically listed or authorized by law.

1. Consultation with Attorney – Texas Government Code, Chapter 551.071;
2. Consultations Between Governmental Body and Its Attorney – Texas Government Code, Chapter 551.129;
3. Student/Employee Information – Texas Government Code, Chapter 551.082;
4. Student Information – Texas Government Code, Chapter 551.0821;
5. Personnel Matters – Texas Government Code, Chapter 551.074;
6. Deliberation regarding security devices – Texas Government Code, Chapter 551.076

The time is _____.

Recommendations: Discussion only

Tarkington Independent School District

Board Document

Reconvene Meeting Back to Open Session:

I reconvene this meeting of the Tarkington Independent School District back into Open Session.

Tarkington Independent School District

Board Document

AGENDA ITEM: Board Member Requests for Future Agenda Items

Board members will be given an opportunity to request items they would like considered for placement on a future board meeting agenda.

Do any Board Members have any items that they would like to place on a future board meeting agenda?

Resource Personnel: Board Members

Tarkington Independent School District

Board Document

Motion to Adjourn Meeting:

I need a motion to adjourn this meeting of the Tarkington Independent School District.

Resource Personnel: Board Members