



**Waxahachie Independent School District**  
**411 North Gibson Street**  
**Waxahachie, TX 75165**  
**972-923-4631**  
**www.wisd.org**  
**Meeting Live Stream: <https://www.youtube.com/waxahachieisd>**

**Regular Meeting | AGENDA**  
**August 10, 2020**  
**5:00 PM**

A Regular Meeting of the Board of Trustees of Waxahachie Independent School District will be held August 10, 2020, beginning at 5:00 PM in the Waxahachie ISD Administration Building.

The subjects to be discussed or considered or acted upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

**I. BOARD MEETING - 5:00 P.M.**

**A. CALL TO ORDER.**

1. Announcement in the Boardroom by presiding officer that a quorum is present, that the meeting has been duly called, and that notice of the meeting has been duly posted for time and manner required by law.

**II. CLOSED SESSION. Section 551.001 et seq. (if necessary)**

- A. Deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, including discussing complaints, hiring, resignation, termination, proposal for non renewal, proposal for termination, evaluation, promotion or demotion of personnel. Gov't Code 551.074
- B. Deliberating the purchase, exchange, lease or value of real property. Gov't Code 551.072
- C. Deliberation regarding security devices, personnel deployment, or security audits. Gov't Code 551.076.
- D. Consulting privately with the board's attorney concerning contemplated litigation. Gov't Code 551.071.
- E. Discussion regarding the duties and responsibilities of School Board members. Gov't Code 551.074.

**III. RECONVENE TO OPEN SESSION.**

- A. Invocation and Pledges of Allegiance to the American and Texas Flags.

**IV. OPEN FORUM: Hearing of individuals or committees.**

**V. HUMAN RESOURCES.**

- A. Consideration to approve the personnel report as recommended by the superintendent that include employment, retirements, resignations, positions changes, and potential additional positions.
- B. Consideration with possible action to approve the 2020-2021 stipend schedule.
- C. Consideration with possible action to approve the 2020-2021 hiring pay schedules.

**VI. RECOGNITIONS. (No earlier than 6:00 P.M.)**

**VII. REPORTS.**

- A. Project Manager Report.
- B. First review of TASB Update 115.
- C. Employee Opinion Survey.
- D. 2015 Bond Issue Audit.
- E. ATPE Expressed Concerns.
- F. Grading Guidelines.
- G. COVID-19 Updates.
- H. Budget Update.

I. Special Meeting Reminder - August 31, 2020.

**VIII. CONSENT AGENDA.**

- A. Consideration and approval of Minutes from previous meetings.
- B. Consideration to approve Monthly Financial Reports that include cash position, revenue reports, budget summary, tax collection report, bid report, purchase order requiring board approval, and proposed budget amendments.
  - 1. Financial Reports.
  - 2. Budget Amendments/Transfers/Purchase Order Approval.
- C. Consideration and action to approve a Memorandum of Understanding between Waxahachie ISD and Southwestern Assemblies of God University regarding the use of facilities, specifically including Lumpkins Stadium, Sheaffer Center, Hagee Communications Center and Garrison Center Pool during the 2020-2021 school year.
- D. Consideration with possible action to renew worker's compensation insurance coverage with TASB Risk Management Fund for the 2020-2021 school year.
- E. Consideration with action to ratify the letter of attestation to provide Asynchronous Instruction.
- F. Consideration with possible action to identify, declare, and authorize disposal of surplus property.
- G. Consideration with possible action to approve the 2020-2021 Dual Credit Partnership Agreement between Waxahachie High School and Navarro College.
- H. Consideration with possible action to approve an employee education incentive plan.
- I. Consent with possible action to approve K. Evans & Associates, PLLC to conduct the 2019-2020 financial audit.
- J. Consideration with possible action to renew environmental remediation liability insurance for district owned fuel tanks at transportation center for the 2020-2022 school years with Crum & Forster.
- K. Consideration with possible action to renew property/casualty, automobile liability, school board liability, and cyber liability policy with Public Educators Association of Texas for the 2020-2021 school year.
- L. Consideration with possible action to approve renewal of student athletics and activities accident insurance policy with Great American Insurance Group for the 2020-2021 school year.
- M. Consideration and possible action to ratify interlocal agreement with ESC Region 4 to purchase technology equipment as part of Operation Connectivity program.
- N. Consideration and possible action to approve an interlocal agreement with the City of Waxahachie to allow the City to utilize available surplus telecommunication fiber owned by WISD in exchange for compensation.
- O. Consideration with action to amend the May 2, 2020 Order of Election to reflect the November 3, 2020 General Election information.

**IX. ADJOURN.**

Audience participation is limited to the time allotted for those individuals who submit a Public Comment Card indicating the agenda or non-agenda topic they wish to address. At all other times during Board Meetings, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer. Speaker presentation time will be set by the Board President at the Board dais. No action may be taken regarding the information received by the Board.

In accordance with state law, public comment may not be used to voice a complaint involving the naming of specific individuals, including but not limited to the names of district employees or students, even if the matter is listed on the agenda. Additionally, no information that may be reasonably linked to an individual person may be spoken about during public comment. All complaints may be directed through the appropriate administrative channels before being presented to the Board:

Students/Parents – Board Policy FNG(LOCAL);  
Employee – Board Policy DGBA(LOCAL); or,  
Community Member – Board Policy GF(LOCAL).

This agenda (one or more pages) is part of a document attached and entitled NOTICE OF MEETING in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551. The Waxahachie ISD Administration Building, Board Room, 411 North Gibson Street, Waxahachie, Texas, 75165 is wheelchair accessible. A curb slope entry is available at the rear entrance.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020** \_\_\_\_\_

Subject: **Human Resources Report** \_\_\_\_\_

Presented by: **Monica James** \_\_\_\_\_

**Action**

**Background:**

Consideration to approve the personnel report as recommended by the superintendent and as presented in closed session that includes employment, retirements, resignations, position changes, creation of new positions, and reclassification of existing positions.

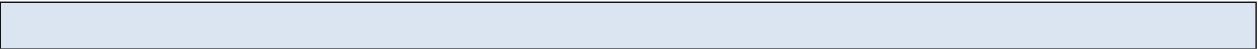
**Recommendation:**

The Board is asked to approve the report as presented in closed session.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020**\_\_\_\_\_

Subject: **Stipend Schedule**\_\_\_\_\_



**Background:**

The district reviews the stipend schedule annually to ensure the additional compensation is warranted, fair, and comparable to surrounding districts.

**Recommendation:**

Approve 2020-2021 stipend schedule as presented.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020** \_\_\_\_\_

Subject: **Proposed Salary Schedule** \_\_\_\_\_

Presented by: **Monica James** \_\_\_\_\_

**Background:**

The district reviews the hiring schedule annually to ensure the additional compensation is warranted, fair, and comparable to surrounding districts. Due to changes and projected changes in WISD funding model, administration is not recommending increases to salary schedules for the 2020-2021 school year. However, Teachers, Librarians, Counselors and Nurses on the teacher pay scale will receive a step increase based on years of experience.

**Recommendation:**

Approve 2020-2021 salary schedule as presented.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020**

Subject: **Recognitions**



**Background:**

This month, we will recognize the following staff members on recent achievements:

- Northside Elementary's principal and counselor on behalf of its student council, which received the TEPSA Student Leadership Award.
- LEAP Academy graduates

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020** \_\_\_\_\_

Subject: **Project Manager Report** \_\_\_\_\_



**Background:**

Mikel Craig will provide the Board an update on the progress of various major projects.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: August 10, 2020

Subject: TASB Update 115

**REPORTS**

**Background:**

Lee Auvenshine will present a first review of TASB Board Policy Update 115, which incorporates changes required prior to the upcoming 2020-21 school year. It contains many significant changes to “Legal” policies, along with proposed changes to the district’s “Local” policies. Legal policies are restatements of the current law as it relates to Texas school districts generally. The Board will not be required to take any action regarding the changes to Legal policies, as TASB will automatically update the Legal policies to ensure that they reflect the current law.

Update 115 affects the following local policies listed below:

- BF(LOCAL): BOARD POLICIES
- DED(LOCAL): COMPENSATION AND BENEFITS - VACATIONS AND HOLIDAYS
- DIA(LOCAL): EMPLOYEE WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
- DMD(LOCAL): PROFESSIONAL DEVELOPMENT - PROFESSIONAL MEETINGS AND VISITATIONS
- EI(LOCAL): ACADEMIC ACHIEVEMENT
- FB(LOCAL): EQUAL EDUCATIONAL OPPORTUNITY
- FD(LOCAL): ADMISSIONS
- FEB(LOCAL): ATTENDANCE - ATTENDANCE ACCOUNTING
- FFG(LOCAL): STUDENT WELFARE - CHILD ABUSE AND NEGLECT
- FFH(LOCAL): STUDENT WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
- FMF(LOCAL): STUDENT ACTIVITIES - CONTESTS AND COMPETITION
- FNG(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT AND PARENT COMPLAINTS/GRIEVANCES
- GF(LOCAL): PUBLIC COMPLAINTS

Attached is the Local Policy Comparison Packet, along with Explanatory Notes and Vantage Points prepared by TASB.



## (LOCAL) Policy Comparison Packet

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

In this packet, you will find:

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

Annotations are shown as follows.

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

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

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

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

Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

**Organization**

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

[Legally referenced policies are not adopted by the Board.](#)

At each policy code the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

**Terms**

The terms "Trustee" and "Board member" are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

[See AB for District name terminology.]

**Harmony with Law**

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

Severability

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

**Policy Development**

Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens, but generally shall be recommended for the Board's consideration by the Superintendent.

**Official Policy Manual**

The Board shall designate one copy of the local policy manual as the official policy manual of the District. The official copy shall be kept in the central administration office, and the Superintendent ~~or designee~~ shall be responsible for its accuracy and integrity and shall maintain a historical record of the District's policy manual.

**Adoption and Amendment**

Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have had advance written notice of the proposed change and that it has been placed on the agenda for such meeting.

BOARD POLICIES

BF  
(LOCAL)

Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

TASB Localized  
Updates

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. If discrepancies occur between different copies of the manual, the version contained in the official policy manual shall be regarded as authoritative.

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(LOCAL)

~~District~~ Vacation  
Days

Eligible employees ~~who are employed~~ in positions normally requiring ~~260 days~~ ~~260 days~~ of service ~~annually~~ ~~per school year~~ shall receive paid vacation days in accordance with administrative regulations that address the following:

1. Eligibility criteria;

Accrual rates ~~holidays~~ and availability; ~~paid vacation as follows:~~

2. Request and approval processes;
3. Accumulation and carryover limits; and
4. Treatment of vacation days upon separation from service.

Holidays

Eligible employees in positions normally requiring 260 days of service annually shall receive ~~the following paid holidays:~~

- ~~• Labor Day~~
- ~~• Thanksgiving — two days~~
- ~~• Christmas — two days~~
- ~~• New Year's — two days~~
- ~~• MLK Day~~
- ~~• President's Day — (unless used as a bad weather makeup day)~~
- ~~• Memorial Day~~
- ~~• Independence Day — (July 4th)~~
- ~~• Good Friday — (unless used as a bad weather makeup day)~~

~~Vacation~~

~~Eligible employees shall receive ten days of paid holidays in accordance with the employee's duty~~ ~~vacation per year. An eligible employee who has completed at least six months but less than one year of employment, shall be granted paid vacation based on 5/6 of a vacation day for each month of employment.~~

~~An employee shall schedule use of vacation days with his or her immediate supervisor. All earned vacation days must be used within 18 months or shall be lost. Vacation days shall not accumulate beyond 18 months. Upon any voluntary separation from employment, and administrative regulations with at least a two-week notice of resignation, the District shall pay an employee for all available unused vacation days.~~

[See DEAB for overtime pay provisions.]

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**Note:** This policy addresses discrimination, harassment, and retaliation ~~against~~~~involving~~ District employees. ~~For Title IX and other provisions regarding~~ ~~For~~ discrimination, harassment, and retaliation ~~against~~~~involving~~ students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

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**Definitions**

Solely for purposes of this policy, the term “employee” includes former employees, applicants for employment, and unpaid interns.

**Statement of Nondiscrimination**

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, sex, ~~gender~~, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy ~~and is prohibited~~.

**Discrimination**

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, sex, ~~gender~~, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.

~~In accordance with law, discrimination on the basis of sex includes discrimination on the basis of biological sex, gender identity, sexual orientation, gender stereotypes, or any other prohibited basis related to sex.~~

**Prohibited Conduct**

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

~~Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]~~

**Prohibited Harassment**

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, sex, ~~gender~~, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee’s performance, environment, or employment opportunities.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or

practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; **cyberharassment**; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other **negative** stereotypes; or other **kinds** types of aggressive conduct such as theft or damage to property.

**Sex-Based Harassment**

As required by law, the District shall follow the procedures below at Response to Sexual Harassment—Title IX upon a report of sex-based harassment, including sexual harassment, when such allegations, if proved, would meet the definition of sexual harassment under Title IX. [See FFH(LEGAL)]

**Sexual Harassment**

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, **contact**, or communication, **including electronic communication** or ~~contact~~.

~~Retaliation~~

~~The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, **serves as a witness, or otherwise participates in an investigation.**~~

~~Examples~~

~~Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. **Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.**~~

~~Prohibited Conduct~~

~~In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.~~

**Reporting Procedures**

**Any** An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced

prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

**Definition of District Officials**

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment, may be directed to the designated Title IX coordinator. [See DIA(EXHIBIT)]

ADA / Section 504 Coordinator

Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator. [See DIA(EXHIBIT)]

Superintendent

The Superintendent shall serve as coordinator for purposes of District compliance with all other ~~nondiscrimination~~ ~~antidiscrimination~~ laws.

**Alternative Reporting Procedures**

An employee shall not be required to report prohibited conduct to the person alleged to have committed ~~the conduct~~. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

**Timely Reporting**

To ensure the District's prompt investigation, reports ~~Reports~~ of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. ~~A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.~~

**Notice of Report**

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

Any District employee who receives a report of prohibited conduct based on sex, including sexual harassment, shall immediately notify the Title IX coordinator.

**Investigation of Reports Other Than Title IX ~~the Report~~**

The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX. [See FFH(LEGAL)] For allegations of sex-based harassment that,

if proved, would meet the definition of sexual harassment under Title IX, see the procedures below at Response to Sexual Harassment—Title IX.

The District may request, but shall not ~~require~~~~insist upon~~, a written report. If a report is made orally, the District official shall reduce the report to written form.

#### Initial Assessment

Upon receipt or notice of a report, the District official shall determine whether the allegations, if ~~proved~~~~proven~~, would constitute prohibited conduct as defined by this policy. If so, the District ~~official~~ shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

#### Interim Action

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

#### District Investigation

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the ~~campus~~ principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

#### Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

#### District Action

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

#### Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**Appeal**

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

The complainant may have a right to file a complaint with appropriate state or federal agencies.

**Response to Sexual Harassment—Title IX**

General Response

For purposes of the District’s response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).

When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant’s wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District’s response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and administrative procedures.

Title IX Formal Complaint Process

To distinguish the process described below from the District’s general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District’s “Title IX formal complaint process.”

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the

District's website. In compliance with Title IX regulations, the District's Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

Standard of  
Evidence

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

**Retaliation**

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or otherwise participates or refuses to participate in an investigation.

**Examples**

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, intimidation, coercion, unjustified negative evaluations, unjustified negative references, or increased surveillance.

**Records Retention**

The District shall retain copies of allegations ~~Copies of reports alleging prohibited conduct~~, investigation reports, and related records regarding any prohibited conduct in accordance with ~~shall be maintained by~~ the District's records control schedules, but ~~District~~ for no less than the minimum amount ~~a period~~ of time required by law. ~~at least three years~~. [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process.]

**Access to Policy and Procedures**

Information regarding this ~~This~~ policy and any accompanying procedures shall be distributed annually to District employees. Copies of the policy and procedures shall be ~~posted on the District's website, to the extent practicable, and readily available at each campus and the District's~~ ~~District~~ administrative offices.

PROFESSIONAL DEVELOPMENT  
PROFESSIONAL MEETINGS AND VISITATIONS

DMD  
(LOCAL)

**Meetings,  
Conferences, and  
Workshops**

Professional personnel may attend and participate in meetings, conferences, and workshops that will contribute to their professional growth and development. [See also DMA and DMG]

When attendance at such events is recommended or required by the administration, the Board, TEA, or UIL, personnel may attend with the Superintendent's approval. No salary deduction or loss of leave shall occur when attendance is recommended or required.

The Superintendent may grant additional absences to employees for attendance at meetings, conferences, and workshops that are of special interest to the employee.

**Release Time**

Requests for release time with pay to attend employee organization meetings, other than any such meetings approved for required staff development purposes, shall be considered on a case-by-case basis. The responsibility for justifying the school-related purpose to be accomplished by attendance shall rest with the employee. Approval shall be given only if the employee is on the program, has some official function, or can obtain specific information related to his or her job description that will assist the District in improving the instructional program.

**Certificate of Coursework Completion**

The District shall not issue a certificate of coursework completion to a student who fails to meet all state and local requirements for graduation. [See EIF, FMH]

**Partial Credit**

When a student earns a passing grade in only ~~half one semester~~ of a ~~two semester~~ course and the combined grade for ~~both halves~~ ~~the two semesters~~ is lower than 70, the District shall award the student credit for the ~~half semester~~ with the passing grade. ~~The student shall be required to retake only the semester in which he or she earned the failing grade.~~

**~~Withdrawal or Late Enrollment~~**

~~A migrant or homeless student who enrolls after the first day of instruction or who withdraws early shall be provided opportunities to achieve mastery of the essential knowledge and skills to meet course requirements. Teachers and counselors shall consider the student's particular circumstances in determining appropriate opportunities, which may include, but are not limited to:~~

- ~~1. Individualized work.~~
- ~~2. Tutorial sessions.~~
- ~~3. Testing to verify mastery of the essential knowledge and skills.~~
- ~~4.1. Early final examinations.~~

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**Note:** The following provisions address equal educational opportunity for all students in accordance with law. For provisions addressing discrimination, harassment, and retaliation involving District students, see FFH.

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**Title IX Coordinator** The District ~~designates and authorizes the~~ ~~has designated a~~ Title IX coordinator for students to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended. [See FB(EXHIBIT)]

**ADA / Section 504 Coordinator** The District ~~designates and authorizes the~~ ~~has designated an~~ ADA/Section 504 coordinator for students to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973 (“Section 504”), as amended. [See FB(EXHIBIT)]

**Superintendent** The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

**Equal Educational Opportunity**  
General Education The District shall provide necessary services and supports to provide students equal access to educational opportunities. [See EHBC]- Certain instructional or other accommodations, including on state-mandated assessments, may be made when necessary, when allowable, and when these accommodations do not modify the rigor or content expectations of a subject, course, or assessment. [See EKB]

Additional Services and Supports If the District has reason to believe that a student has a disability that may require additional services and supports in order for the student to receive an appropriate education as this term is defined by law, Section 504 and/or the Individuals with Disabilities Education Act (IDEA) shall govern the evaluation, services, and supports provided by the District. [See also EHBA series]

[For information regarding dyslexia and related disorders, see EHB.]

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**Note:** The following provisions address the District’s compliance efforts and system of procedural safeguards as required by federal regulations for a student with a disability as defined by Section 504. A report of discrimination or harassment based on a student’s disability shall be made in accordance with FFH.

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**Section 504**

Committees

The District shall form Section 504 committees as necessary. The Section 504 coordinator and members of each Section 504 committee shall receive training in the procedures and requirements for identifying and providing educational and related services and supports to a student who has a disability that results in a substantial limitation of a major life activity.

Each Section 504 committee shall be composed of a group of persons knowledgeable about the student, the meaning of the evaluation data, placement options, and the legal requirements regarding least restrictive environment and comparable facilities for students with disabilities.

Referrals

If a teacher, school counselor, administrator, or other District employee has reason to believe that a student may have a disability as defined by Section 504, the District shall evaluate the student. A student may also be referred for evaluation by the student's parent.

Notice and Consent

The District shall seek written parental consent prior to conducting a formal evaluation. Ordinary observations in the classroom or other school setting shall not require prior parental consent.

Evaluation and Placement

The results of an evaluation shall be considered before any action is taken to place a student with a disability or make a significant change in placement in an instructional program. The Superintendent shall ensure that the District's procedures for tests and other evaluation materials comply with the minimum requirements of law. In interpreting evaluation data and when making decisions related to necessary services and supports, each Section 504 committee shall carefully consider and document information from a variety of sources in accordance with law.

Review and Reevaluation Procedure

To address the periodic reevaluation requirement of law, the District shall adhere to the reevaluation timelines in the IDEA regulations.

A parent, teacher, or other District employee may request a review of a student's services and supports at any time, but a formal reevaluation shall generally occur no more frequently than once a year.

Examining Records

A parent shall make any request to review his or her child's education records to the campus principal or other identified custodian of records. [See FL]

Right to Impartial Hearing

A parent shall be given written notice of the due process right to an impartial hearing if the parent has a concern or complaint about the District's actions regarding the identification, evaluation, or educational placement of a student with a disability. The impartial hearing

shall be conducted by a person who is knowledgeable about Section 504 issues and who is not employed by the District or related to a member of the Board in a degree that would be prohibited under the nepotism statute [see DBE]. The impartial hearing officer is not required to be an attorney. The District and the parent shall be entitled to legal representation at the impartial hearing.

Records Retention

Records specific to identification, evaluation, and placement as these pertain to Section 504 shall be retained by the District in accordance with law and the District's local records ~~control~~ retention schedules. [See CPC]

ADMISSIONS

FD  
(LOCAL)

**Persons Age 21 and Over**

The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.

**Registration Forms**

The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.

Proof of Residency

At the time of initial registration and on an annual basis thereafter, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency in accordance with administrative regulations developed by the Superintendent. The District may investigate stated residency as necessary.

**Minor Living Apart**

Person Standing in Parental Relation

A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.

Misconduct

A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.

Exceptions

Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.

Extracurricular Activities

The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.

**Nonresident Student in Grandparent's After-School Care**

The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.

The Superintendent shall have authority to approve or deny such admissions requests in accordance with this policy.

Substantial After-School Care

For the purpose of admission under this provision, a substantial amount of after-school care shall consist of at least two hours per school day for five days during the regular school week.

A student enrolled under this provision may continue in enrollment so long as the grandparent provides this level of care.

The Superintendent shall have authority to waive these requirements on the basis of a student's extenuating circumstances.

**"Accredited" Defined**

For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.

**Grade-Level Placement**

Accredited Schools

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

Nonaccredited Schools

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

**Transfer of Credit**

Accredited Texas Public Schools

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

Other Accredited or Nonaccredited Schools

Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit.

Transition Assistance

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student's available records and other relevant information

to determine transfer of credit for subjects and courses taken prior to enrollment.

[See EI]

**Withdrawal**

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdrawal. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL).]

**Attendance  
Accounting System**

The Superintendent shall be responsible for **designating the official attendance-taking time during the campus's instructional day and** maintaining a student attendance accounting system in accordance with statutory and TEA requirements. [See also FD for admissions and residency requirements.]

Alternative  
Attendance-  
Taking **Recording**  
Time

**The** ~~When appropriate, the~~ Superintendent is authorized to **shall** establish written procedures permitting a campus to **record absences in** ~~specify~~ an alternative **hour from the District's official time for taking attendance-taking time other than the second or fifth instructional hour. Exceptions may be authorized for an entire campus** or for a designated group of students at a campus. The alternative ~~time for recording~~ attendance-taking time shall be determined in accordance with TEA's *Student Attendance Accounting Handbook* **and administrative regulations.**

**Parental Consent to  
Leave Campus**

The Superintendent shall establish procedures regarding parental consent for a student to leave campus, including procedures for documenting a student's absence. The procedures shall be communicated in the employee and student handbooks.

**Program to Address  
Child Sexual Abuse,  
Trafficking, and  
Maltreatment**

The District's program to address child sexual abuse, trafficking, and other maltreatment of children, as included in the District improvement plan and the student handbook, shall include:

1. Methods for increasing staff, student, and parent awareness regarding these issues, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim;
2. Age-appropriate, research-based antivictimization programs for students;
3. Actions that a child who is a victim should take to obtain assistance and intervention; and
4. Available counseling options for affected students.

**Training**

The District shall provide training to employees as required by law. Training shall address techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children, including children with significant cognitive disabilities. [See DMA]

[See BBD for Board member training requirements and BJCB for Superintendent continuing education requirements.]

**Reporting Child  
Abuse and Neglect**

Any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a legal responsibility, under state law, to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

The following individuals have an additional legal obligation to submit a written or oral report within 48 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

1. Any District employee, agent, or contractor who suspects a child's physical or mental health or welfare has been adversely affected by abuse or neglect.
2. A professional who has cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child. A professional is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

~~Any~~ **any** person is required to ~~shall~~ **make a report** if the person has cause to believe that an adult was a victim of abuse or neglect ~~im-~~  
~~mediately~~ **as** a child and the person determines in good faith that

disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person. ~~required by law.~~

~~Reports shall be made in accordance with FFG(EXHIBIT).~~

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

### Restrictions on Reporting

In accordance with law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

1. Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
2. Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

### Making a Report

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the [Texas Abuse Hotline Website](#);
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus principal, school counselor, or another District staff member. Furthermore, the District is prohibited from requiring an employee to first report his or her suspicion to a District or campus administrator.

### Confidentiality

In accordance with state law, the identity of a person making a report of suspected child abuse or neglect shall be kept confidential

and disclosed only in accordance with the rules of the investigating agency.

**Immunity**

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

**Failing to Report Suspected Child Abuse or Neglect**

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report;
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment; and
4. May have his or her certification from the State Board for Educator Certification suspended, revoked, or canceled in accordance with 19 Administrative Code Chapter 249.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

**Responsibilities Regarding Investigations**

In accordance with law, District officials shall be prohibited from:

1. Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect;
2. Requiring that a parent or school employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

District personnel shall cooperate fully and without parental consent, if necessary, with an investigation of reported child abuse or neglect. [See GKA]

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<sup>i</sup> Texas Abuse Hotline Website: <http://www.txabusehotline.org>

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**Note:** This policy addresses discrimination, harassment, and retaliation ~~against~~~~involving~~ District students. For provisions regarding discrimination, harassment, and retaliation ~~against~~~~involving~~ District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

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**Statement of Nondiscrimination**

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, ~~age~~, disability, ~~age~~, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

**Discrimination**

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, ~~age~~, disability, ~~age~~, or ~~on~~ any other basis prohibited by law, that adversely affects the student.

**Prohibited Conduct**

In this policy, the term “prohibited conduct” includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]

**Prohibited Harassment**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, sex, gender, national origin, ~~age~~, disability, ~~age~~, or any other basis prohibited by law, ~~when the conduct that~~ is so severe, persistent, or pervasive that the conduct:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

Prohibited harassment includes dating violence as defined by ~~law~~ and this policy.

**Examples**

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or

practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; [cyberharassment](#); physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

### Sex-Based Harassment

As required by law, the District shall follow the procedures below at Response to Sexual Harassment—Title IX upon a report of sex-based harassment, including sexual harassment, gender-based harassment, and dating violence, when such allegations, if proved, would meet the definition of sexual harassment under Title IX. [See FFH(LEGAL)]

### Sexual Harassment

#### By an Employee

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
  - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
  - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or [other](#) inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

#### By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, [contact](#), or communications, [including electronic communication](#) ~~or contact~~.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

**Gender-Based Harassment**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; [cyberharassment](#); physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

**Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

~~Retaliation~~

~~The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or participates in an investigation.~~

~~Examples~~

~~Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.~~

~~False Claim~~

~~A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action.~~

~~Prohibited Conduct~~

~~In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.~~

**Reporting  
Procedures**

Student Report

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.

Employee Report	Any District employee who suspects or receives <b>direct or indirect</b> notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.
<i>Definition of District Officials</i>	For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.
<i>Title IX Coordinator</i>	Reports of discrimination based on sex, including sexual harassment, <del>or</del> gender-based harassment, <b>or dating violence</b> , may be directed to the designated Title IX coordinator for students. [See FFH(EXHIBIT)]
<i>ADA / Section 504 Coordinator</i>	Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator for students. [See FFH(EXHIBIT)]
<i>Superintendent</i>	The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.
<b>Alternative Reporting Procedures</b>	<p><b>An individual</b><del>A student</del> shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.</p> <p>A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
<b>Timely Reporting</b>	<p><b>To ensure the District's prompt investigation, reports</b>Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. <del>A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.</del></p>
<b>Notice to Parents</b>	<p>The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.</p> <p>[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]</p>
<b>Investigation of Reports Other Than Title IX</b> <del>the Report</del>	<p><b>The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX.</b> [See FFH(LEGAL)] For allegations of sex-based harassment that, if proved, would meet the definition of sexual harassment under Title IX, including sexual harassment, gender-based harassment,</p>

and dating violence, see the procedures below at [Response to Sexual Harassment—Title IX](#).

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

**Initial Assessment** Upon receipt or notice of a report, the District official shall determine whether the allegations, if ~~proved~~<sup>proven</sup>, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at Criminal Investigation.

If the District official determines that the allegations, if ~~proved~~<sup>proven</sup>, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.

**Interim Action** If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.

**District Investigation** The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

**Criminal Investigation** If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.

**Concluding the Investigation** Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District

business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

*Notification of Outcome*

Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.

**District Action**

Prohibited Conduct

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

*Corrective Action*

Examples of corrective action may include a training program for those involved in the ~~report~~ ~~complaint~~, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination and harassment.

Bullying

If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.

**Confidentiality**

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**Appeal**

A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

**Response to Sexual Harassment–Title IX**

General Response

For purposes of the District’s response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).

When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant’s wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District’s response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and the Student Code of Conduct.

Title IX Formal Complaint Process

To distinguish the process described below from the District’s general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District’s “Title IX formal complaint process.”

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the District’s website. In compliance with Title IX regulations, the District’s Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;

4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

Standard of Evidence

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

Retaliation

The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation. The definition of prohibited retaliation under this policy also includes retaliation against a student who refuses to participate in any manner in an investigation under Title IX.

Examples

Examples of retaliation may include threats, intimidation, coercion, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim or offers false statements in a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action in accordance with law.

**Records Retention**

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records ~~control~~retention schedules, but for no less than the minimum amount of time required by law. [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process.]

**Access to Policy and Procedures**

Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

STUDENT ACTIVITIES  
CONTESTS AND COMPETITION

FMF  
(LOCAL)

**UIL Activities**

~~State Board and UIL rules shall govern interscholastic activities; however, Board policies and District rules may supplement State Board and UIL rules.~~

~~No event shall be scheduled and no student allowed to participate in any UIL event unless all pertinent rules and regulations are strictly enforced. The Superintendent or designee shall maintain all necessary records and reports. Sponsors and coaches are responsible for knowledge of and compliance with rules for eligibility and participation. [See FM]~~

**Athletic Program**

~~A well-rounded program of interscholastic athletics shall be maintained in the District secondary schools. The operation of the total program, including the starting and ending dates for each sport, shall be in accordance with regulations set by the UIL and the Board.~~

~~Supervision of the program shall be the responsibility of the Superintendent, but certain responsibilities may be delegated to other staff members. In each school, the principal shall have direct responsibility to maintain the athletic program as an integral part of the educational program of that school.~~

~~Interscholastic competitive athletics shall not be part of the elementary grades' program. To the extent practicable, a program of intra-school sports activities for elementary students shall be maintained as part of the physical education program.~~

**Non-UIL Activities**

~~Contests and competitive activities that are sponsored by outside organizations shall not be recommended to students unless the activities supplement and do not interfere with the regular school program. Contests and competitive activities shall have the prior approval of the Superintendent or designee, who shall develop the necessary rules and regulations to implement this policy. [See FM]~~

**Overnight Trips**

~~Students involved in UIL competition that requires an overnight trip shall have their expenses paid by the District. [See also FM, FMG]~~

## Complaints

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

### Other Complaint Processes

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

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

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.

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

**Notice to Students and Parents**

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

**Guiding Principles**

Informal Process

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

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

Formal Process

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

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

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

**Freedom from Retaliation**

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

**General Provisions**

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the

STUDENT RIGHTS AND RESPONSIBILITIES  
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	<p>deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.</p>
Scheduling Conferences	<p>The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.</p>
Response	<p>At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
Days	<p>"Days" shall mean District business days, <a href="#">unless otherwise noted</a>. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."</p>
Representative	<p>"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.</p> <p>The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the</p>

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level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

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

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

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

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

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

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the

decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

## **Level Two**

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

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

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

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

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

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

### **Level Three**

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

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

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

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

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

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

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

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any

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presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

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

**Complaints**

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

Other Complaint Processes

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

1. Complaints concerning instructional resources shall be filed in accordance with EF.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with CKE.

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

**Guiding Principles**

Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

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

Formal Process

An individual may initiate the formal process described below by timely filing a written complaint form.

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

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

**Freedom from Retaliation**

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

**General Provisions**

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on

the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling  
Conferences

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

Response

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

Days

"Days" shall mean District business days, [unless otherwise noted](#). In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.

The individual may designate a representative through written notice to the District at any level of this process. If the individual designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating  
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date

of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

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

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

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

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

The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other

relevant documents or information the administrator believes will help resolve the complaint.

**Level Two**

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

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

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

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

### Level Three

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

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

The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual may request a copy of the Level Two record.

The Level Two record shall include:

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

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

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

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presentation

from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

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

# Vantage Points

## A Board Member's Guide to Update 115

**Please note:** *Vantage Points* is an executive summary, prepared specifically for board members, of the local policies included in the update. The topic-by-topic outline and brief descriptions focus on key issues to help local officials understand changes found in the policies.

**The description of local policy changes in *Vantage Points* is highly summarized. Please pay careful attention to the more detailed, district-specific Explanatory Notes and the policies in your localized update packet.**

For questions, contact Policy Service at [policy.service@tasb.org](mailto:policy.service@tasb.org), call us at 800-580-7529, or visit our website at [policy.tasb.org](http://policy.tasb.org).

This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this 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.

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Update 115 focuses on updating and reorganizing several policies in the FFE series of the policy manual addressing student welfare. FFEA continues to focus on counseling, and a new code, FFEB, focuses on mental health provisions.

Several policies have been revised to incorporate the new Title IX regulations, effective August 14, 2020, which define sexual harassment under Title IX and establish detailed procedures for how districts must respond to notice or allegations of sexual harassment.

In addition to these changes, Update 115 includes several other policies affected by legislation from the 86th Legislative Session that were not included in Update 114 and incorporates numerous changes from revised Administrative Code rules.

**We strongly encourage you to review the Explanatory Notes contained in your district's update packet for information specific to your local policies and background on changes to the legal policies. Please remember that (LEGAL) policies provide the legal framework for key areas of district operations; they are not adopted by the board.**

## **Section B—Local Governance**

### **Board Policy**

A revision to **BF(LOCAL)** addressing board policy adoption clarifies that a district's legally referenced policies are not adopted by the board. The (LEGAL) policies provide information on current law and context for the district's (LOCAL) policies.

## **Section D—Personnel**

### **Compensation and Benefits**

For districts that provide paid vacation and holiday benefits, recommended revisions to **DED(LOCAL)** address the board's authorization of these programs, including which employees are eligible for the benefits. Administrative procedures are recommended to address the details of these programs to promote consistent, effective implementation and prevent conflict between policy and administrative procedures.

### **Discrimination, Harassment, and Retaliation**

Revisions to **DIA(LOCAL)** incorporate the recent United States Supreme Court decision *Bostock v. Clayton County, Georgia*, which held that an adverse employment action against an employee on the basis of homosexuality or transgender status violates Title VII's prohibition on sex discrimination in employment. As a result, the policy clarifies that discrimination on the basis of sex includes discrimination on the basis of biological sex, gender identity, sexual orientation, gender stereotypes, or any other prohibited basis related to sex.

Other revisions address the new Title IX regulations and:

- Include sexual harassment as defined by Title IX in the definition of prohibited conduct and clarify employee reporting requirements;

- Indicate that the district will follow the district’s existing investigation process to address allegations of prohibited conduct that would not meet the Title IX definition of sexual harassment;
- Add specific provisions outlining the legally required district response when the district receives notice or an allegation of conduct that could meet the definition of sexual harassment under Title IX;
- Add a requirement for the superintendent to develop a Title IX formal complaint process that will apply following a formal complaint and that must comply with the elements in the new regulations; and
- Designate the preponderance of the evidence standard to determine responsibility in formal complaints of sexual harassment under Title IX. **If the board wishes to instead use the clear and convincing evidence standard, which is a higher standard of evidence, please contact the district’s policy consultant.** The district must use the same standard of evidence for investigation of all formal Title IX sexual harassment complaints, including complaints by employees.

**Section E—  
Instruction**

**Academic  
Achievement**

Revised Administrative Code rules prompted revisions to **EI(LOCAL)** on academic achievement. Provisions on partial credit reflect new terminology from the rules regarding awarding of credit proportionately when a student receives a passing grade in “half” of a course, rather than per “semester.”

To provide flexibility, Policy Service recommends deletion of the statement in most districts’ policies that a student shall be required to retake only the portion of the course with a failing grade. There are various methods for a student to earn credit for the failed part of a course, and board policy is not required to specify which particular method may be used.

For those districts that did not have existing provisions on awarding course credit proportionately to a student who successfully completes only half a course, provisions have been recommended for the district’s consideration. **This is optional text; contact the district’s policy consultant if the district does not wish to include it.**

Some districts’ local policies included provisions on late enrollment or withdrawal of mobile students. To avoid conflict with new Administrative Code rules addressing transition assistance for highly mobile students who are homeless or in substitute care, which are addressed in **FD(LOCAL)**, below, Policy Service recommends deleting these provisions from **EI(LOCAL)**. Any specific practices in this area will need to align with the new rules and could be included in administrative procedures.

## **Section F— Students**

### **Admissions**

As mentioned above, recommended changes to **FD(LOCAL)** on admissions are based on new Administrative Code rules addressing transition assistance for highly mobile students who are homeless or in substitute care. The rules require districts to adopt local policy to assist with awarding credit to these students for a course that was earned prior to the student enrolling in or transferring to the district.

### **Attendance Accounting**

Recommended revisions to **FEB(LOCAL)** on attendance accounting are to address amended Administrative Code rules. The rules remove the reference to taking attendance during the second or fifth instructional hour and specify that attendance shall be determined at the official attendance-taking time during the campus's instructional day. The recommended policy text assigns to the superintendent the responsibility of designating the district's official attendance-taking time. Note that there is no requirement to include the official attendance-taking time in policy; it may be designated in district procedures.

### **Child Abuse and Neglect**

**FFG(LOCAL)** on child abuse and neglect has been significantly revised to comply with amended Administrative Code rules.

Recommended text is included to provide the required policy addressing sexual abuse, trafficking, and other maltreatment of children that must be included in the district improvement plan and the student handbook.

The rules also revise the elements of the required child abuse and neglect reporting policy. To ensure all the policy elements are addressed in board-adopted local policy, we have revised and moved provisions from **FFG(EXHIBIT)** into the local policy and recommend deletion of the exhibit.

### **Discrimination, Harassment, and Retaliation**

Revisions to **FFH(LOCAL)** address the new Title IX regulations and are similar to those made at **DIA(LOCAL)**, above. The **FFH(LOCAL)** revisions:

- Include sexual harassment as defined by Title IX in the definition of prohibited conduct and clarify employee reporting requirements;
- Indicate that the district will follow the district's existing investigation process to address allegations of prohibited conduct that would not meet the Title IX definition of sexual harassment;
- Add specific provisions outlining the legally required district response when the district receives notice or an allegation of conduct that could meet the definition of sexual harassment under Title IX;
- Add a requirement for the superintendent to develop a Title IX formal complaint process that will apply following a formal complaint and that must comply with the elements in the new regulations; and

- Designate the preponderance of the evidence standard to determine responsibility in formal complaints of sexual harassment under Title IX. **If the board wishes to instead use the clear and convincing evidence standard, which is a higher standard of evidence, please contact the district’s policy consultant.** The district must use the same standard of evidence for investigation of all formal Title IX sexual harassment complaints, including complaints by employees.

Provisions in **FB(LOCAL)** on the district’s Title IX coordinator for students have been updated to include required language from the new Title IX regulations. Corresponding wording changes were also made to the ADA/Section 504 coordinator text.

**Student and Parent Complaints**

**FNG(LOCAL)** on grievances by students and parents includes a recommended revision to specify that a person filing a complaint regarding refusal of entry to or ejection from property based on Education Code 37.105 shall be permitted to address the board within 90 “calendar” days unless the complaint is resolved at the administrative level. This is an exception to how other timelines are calculated in the policy, which are based on “business” days in accordance with how days are defined. In addition, we have reordered the list of protected characteristics at Other Complaint Processes, item 1, to align with revisions at FFH(LOCAL) above.

**Section G—Community and Governmental Relations**

**Public Complaints**

As with FNG(LOCAL), above, **GF(LOCAL)** on complaints by members of the public includes a recommended revision to specify that a person filing a complaint regarding refusal of entry to or ejection from property based on Education Code 37.105 shall be permitted to address the board within 90 “calendar” days unless the complaint is resolved at the administrative level. This is an exception to how other timelines are calculated in the policy, which are based on “business” days in accordance with how days are defined.

**Miscellaneous Deletions**

Several local policies focusing on administrative details are recommended for deletion for those districts that had them. Board-adopted policy is not required on these topics.

- BDF(LOCAL)—citizen advisory committees
- DMD(LOCAL)—professional meetings
- FMF(LOCAL)—student contests and competitions

*A message from TASB Governmental Relations*

### **TASB Advocates for Public Schools**

It's a given that state and federal legislation influences school district policy and practice. But did you know that school board members can influence legislation?

- As a private citizen who serves the public, [your voice has weight with legislators](#).<sup>1</sup>
- By [engaging with TASB](#)<sup>2</sup> you can influence the TASB Advocacy Agenda by participating in our grassroots meetings, attending Delegate Assembly, serving on the TASB Legislative Advisory Council, and more.

If you have questions about TASB's advocacy efforts and programs, contact [TASB Governmental Relations](#)<sup>3</sup> at 800-580-4885 or [Dax.Gonzalez@tasb.org](mailto:Dax.Gonzalez@tasb.org).

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<sup>1</sup> Working with Legislators: <https://www.tasb.org/trustees/champion-your-district/working-with-legislators.aspx>

<sup>2</sup> Engage with TASB: <https://www.tasb.org/trustees/champion-your-district/engage-with-tasb.aspx>

<sup>3</sup> TASB Governmental Relations: <https://gr.tasb.org>

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020**

Subject: **Employee Opinion Survey**



**Background:**

Mrs. Starnater and Mrs. Timmermann asked for a report in July addressing the survey topics where there was a significant decrease from the 2018-2019 school year, but key staff members were on vacation.

Staff will address the topics during the Report portion of the meeting.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020**

Subject: **2015 Bond Program AUP report**



**Background:**

At the request of the Trustees, Waxahachie ISD engaged K. Evans & Associates, CPA's to conduct an agreed upon procedures engagement to review all bond expenditures of at least \$2,500. The report from the auditor indicates no exceptions found for any of the procedures that were applied.



**Independent Accountant's Report  
on Applying Agreed-upon Procedures**

July 20, 2020

Board of School Trustees  
**Waxahachie Independent School District**  
Waxahachie, Texas

We have performed the procedures enumerated below, which were agreed to by Waxahachie Independent School District Board of School Trustees on 2015 bond capital projects of a new Waxahachie Independent School high school construction, and Coleman Jr. High and Finley and Turner renovation. Waxahachie Independent School District management is responsible for identifying the agreed upon procedures.

The sufficiency of these procedures is solely the responsibility of the Waxahachie Independent School District management. Consequently, we make no representation regarding the sufficiency of the procedures below either for the purpose for which this report has been requested or any other purpose.

Our procedures and associated findings are as follows:

- 1) We obtained all capital project fund disbursements of \$2,500 or more during the period July 1, 2015 through January 31, 2020 and reviewed them.

No exceptions were found as a result of applying the procedure.

- 2) For each disbursement, we reviewed the transaction for appropriate supporting documentation and approval.

No exceptions were found as a result of applying the procedure.

- 3) We reviewed each disbursement to determine specific project it is associates with.

No exceptions were found as a result of applying the procedure.

- 4) We Compared disbursements to bank records and agree bank records to supporting documentation.

No exceptions were found as a result of applying the procedure.



5) We Prepared summary report of disbursement by project and reconcile that activity to District's general ledger and bank activity.

No exceptions were found as a result of applying the procedure.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on construction accounting of 2015 bond capital projects of a new Waxahachie Independent School high school construction, and Coleman Jr. High and Finley and Turner renovation. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Waxahachie Independent School District Board of School Trustees and is not intended to be and should not be used by anyone other than those specified parties.

Very truly yours,

A handwritten signature in cursive script that reads "K. Evans &amp; Associates". The signature is written in dark ink and is positioned above the typed name of the firm.

K. Evans & Associates, CPAs  
Frisco, TX

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020**

Subject: **ATPE Expressed Concerns**



**Background:**

Mrs. Timmermann asked for an overview from Mr. Auvenshine regarding the ATPE concerns expressed by Nora Crist at the July board meeting; specifically, why or how the attorney general became involved in the first place in such a matter.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: August 10, 2020

Subject: Grading Guidelines

**Consent Agenda**

**Background:**

Waxahachie ISD provides grading guidelines to inform students, parent and staff of grading expectations and to insure consistent grading practices occur across all campuses.

- 2020-2021 Elementary (Grades PK-5) Grading Guidelines
- 2020-2021 Secondary (Grades 6-12) Grading Guidelines
- 2020-2021 Progress Report and Report Card Reporting Dates
- 2020-2021 UIL Eligibility Grade Check Dates

**Recommendation:**

Approve grading guidelines, progress/report card dates and UIL eligibility dates as presented.

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# 2020-2021 Elementary Grading Guidelines (PK-5)

Waxahachie Independent School District

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The purpose of the grading guidelines is to ensure that grading practices are consistent among grade levels, subjects, and campuses. These guidelines shall ensure that grading reflects student achievement and that a sufficient number of grades are taken to support the average grade assigned.

## **LESSON PLANS**

Lesson plans will be aligned with the District's curriculum Scope and Sequence, Pacing Guide, and Timelines. The district lesson plan format will be followed. Campus principals will determine due dates and monitor lesson plans for compliance and effectiveness. Lesson plans must include modifications for students receiving special education services and extensions for Gifted and Talented students.

Teachers will adhere to the District scope and sequence. Technology objectives listed in the TEKS must be integrated into the content areas

## **GRADE REPORTING CATEGORIES**

Independent Practice - classwork, daily work, and/or homework

Assessment - assessments and major projects for all content areas as well as writing assignments in ELAR, and labs in science.

Independent Practice grades and Assessment grades are weighted equally in the final grade. (50%/50%)

All teachers will utilize the grade reporting percentages listed. These standards may not be modified in Skyward. All assignments must be on the 0-100 point scale.

## **MINIMUM NUMBER OF GRADES REQUIRED PER GRADING PERIOD**

	Independent Practice	Assessments
Language Arts and Reading	6	3 *
Mathematics	5	2
Science	5	2
Social Studies	5	2

Music, P.E., Technology and Art will be recorded with an "S" for Satisfactory =70% or above, or an "N" for Needs Improvement = 69% or below.

Conduct grades will be recorded as E (Excellent), S (Satisfactory), N (Needs Improvement) or U (Unsatisfactory). Campus criteria will be established for each category. The conduct grade is given by the homeroom teacher.

\*A minimum of 1 writing assessment must be entered as a writing grade in this category

## **GRADE ENTRY**

All assignment grades must have a specific title of assignment and have a TEKS-based Student Expectation listed in the Skyward Gradebook program.

An assignment grade may only be entered one time.

## **TIMELINE FOR POSTING GRADES IN GRADEBOOK/FAMILY ACCESS**

Teachers must post grades into Skyward no later than 5 school days from the day the assignment(s) were completed or turned in, with the exception of major projects or essays which must be posted no later than 10 school days.

Exception will be given to assignments that include a written component which would require additional grading time from a teacher. Such assignments may include but are not limited to research papers, written compositions, data-based inquiries, etc. In such an exception, teachers will communicate an intended timeline for grade posting.

## **DISTRICT 6-WEEK PROGRESS MEASUREMENT GUIDELINES**

- Progress Measurements will be entered as an independent practice grade. Re-teach/Re-tests are required if the student receives a failing grade.
- Scoring guidelines are specific to each content area and will take into consideration state passing standards and scoring methods.
- Progress Measurement administration and scoring will follow state STAAR and STAAR EOC guidelines.
- Progress Measurement content, including questions, answers or graphics may not be altered.
- Completed Progress Measurements may not be sent home, but must be available for review by the student and/or parent upon request.
- Progress Measurements may not be used as a tool to review students prior to their administration.

## **PROGRESS REPORTS**

Progress Reports will be sent to parents/guardians on designated dates as posted on the WISD Grade Reporting Timeline. A minimum of 2 Independent Practice grades and 1 Assessment/Major Project grade will be included on each progress report for grades 1-5.

Progress reports will be in accordance with board policy and standards established in EIA (LOCAL)

- A parent conference is required for any student with a grade of 74 or below on a progress report.
- 1<sup>st</sup> graders will not receive a progress report during the first 6 weeks.

## **REPORT CARDS**

The District shall issue report cards every six weeks as posted on the WISD Grade Reporting Timeline.

The actual numerical grade earned shall be recorded in the student's permanent cumulative records for grades 1-5.

In 1<sup>st</sup> grade on report card #1, students will receive 4 Independent Practice grades and 1 assessment grade in each subject to provide a transition to the numeric grading system.

PK and Kindergarten students will utilize a standards-based report card. The standards-based report card will include information on the specific standards that need to be mastered in the four core subjects of language arts, math, science, and social studies. Additionally, parents are to receive information indicating reading skills that will include reading level, fluency, and comprehension.

## **ACADEMIC DISHONESTY**

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students. Depending on the severity of the incident, consequences may include repeat of the assignment, grade reduction, grade of zero, and other disciplinary action as appropriate. EIA (LOCAL)

## **RE-DO OR RE-TAKE OF CLASS ASSIGNMENTS, DCA'S, PROJECTS, AND TESTS**

A student who meets the criteria detailed in the grading guidelines will have a reasonable opportunity to redo a class assignment, DCA, project or re-take a test for which the student received a failing grade (below 70%). The following criteria may be considered when determining the opportunity to redo a major assignment, major project or test:

WISD Board Policy EIA (LEGAL) and EIA (LOCAL)

1. Students may not be permitted to redo a class assignment, DCA, project or test if they received a grade of zero or a reduced grade on the original assignment because they were found to have committed an act of academic dishonesty
2. Student must participate in any reasonable reteach or reviewing activities assigned by the teacher in preparation for redoing a major assignment, major project or test at the agreed upon time. The teacher will strive to complete the re-teach/re-test process before school, after school, during campus-wide intervention time, or during class.
3. Students will be allowed to demonstrate proficiency of learning objectives by means of a re-teach activity or re-test for a maximum grade of 70%.
4. Upon the completion of the re-do or re-test, the two grades will be reviewed. The higher grade of the two grades (not the average) will be recorded in Skyward Gradebook. A score of a 70-100% on the re-test should be recorded as a 70% in the grade book.
5. Students will have 5 school days from the date the assessment or test was graded and returned to the students to complete the re-teach/re-test process.

## **LATE WORK**

The operational definition of late work is when a student has been provided adequate time and instruction to complete student work and has not completed the assigned work by the assigned time and date.

Homework will be accepted 1 day late with a maximum grade of 70%. Homework will be accepted 2-5 days late with a maximum grade of a 50%.

A teacher may choose to provide a different independent practice activity to ensure that the student has adequate practice on the skill or concept.

A teacher may assign a late penalty to any project turned in after the due date in accordance with the previously established guidelines approved by the principal and disseminated to the students.

Students with extended time accommodations written into their IEPs, 504 plans, and LPAC documentation will be addressed on an individual basis.

## **MAKE-UP WORK**

Students who are absent will be permitted to make up regular class work, including tests and DCA's and receive the actual grade earned. Students are given the number of days absent to make up all work assigned in their absence. Students will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

The District will not impose a grade penalty for makeup work after an absence resulting from suspension.

## **Multi-Tiered System of Supports**

WISD teachers will implement general Tier I classroom interventions and instructional accommodations for students who are struggling academically and/or behaviorally. If classroom accommodations are not resulting in student success, the teacher may request help from the campus Multi-Tiered System of Support team (MTSS) for Tier II and III supports.

The MTSS team may be composed of an instructional coach, counselor, administrator, teacher(s), and the parents. Other WISD staff members may be invited to attend based on the needs of the student. The MTSS team may recommend that the teacher(s) implement specific targeted interventions, based on the difficulties the student is experiencing. Please note that if a student is receiving targeted intervention, a Notice of Intervention letter is required to go home notifying the parent of the intervention being received. The teacher(s) will gather data on the student's performance (progress monitoring) throughout the intervention process and will periodically report the results to the MTSS team. The parent will also receive progress monitoring updates for the duration of the intervention.

Ultimately, if the interventions do not result in improved student performance, the MTSS team may recommend that the parents provide consent for the district to conduct a full individual evaluation under the Individuals with 11 Disabilities Education Act (IDEA) or an assessment under Section 504 of the Rehabilitation Act.

### **STUDENTS WITH DISABILITIES (SPECIAL EDUCATION/SECTION 504)**

If a student is in special education or is identified as a Section 504 student, testing methods must allow the student to demonstrate certain knowledge and skills regardless of his/her disability. If alternative methods of testing are required, it should be documented in the accommodations section of the Individual Education Plan (IEP) or Section 504 Individual Accommodation Plan (IAP). All teachers working with the student should be aware of these accommodations and shall follow the IEP or 504 accommodations as indicated.

### **PROMOTION GUIDELINES FOR GRADES PK– 5**

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. EIE (LEGAL)

Grades PK-K: Progress of students in kindergarten will be reported on a standards-based report card. The standards-based report card will include information on the specific standards that need to be mastered in the four core subjects of language arts, math, science, and social studies. Additionally, parents are to receive information indicating reading skills that will include reading level, fluency, and comprehension.

In grades 1–3, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in English language arts/reading and mathematics and either science or social studies. EIE (LOCAL)

In grades 4–5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in English language arts/reading, mathematics, science, and social studies. EIE (LOCAL)

### **The following requirement has been waived by the Texas Education Agency for the 2020-2021 school year**

Students in grades 5 must meet the passing standard on the applicable state-mandated assessments (STAAR) in reading and mathematics to be promoted to the next grade level in addition to the District's local standards for mastery and promotion. If a parent initiates an appeal of his or her child's retention following the student's failure to demonstrate proficiency after the third testing opportunity for STAAR, the campus Grade Placement Committee (GPC) shall review all facts and circumstances in accordance with law.

The student shall not be promoted unless:

1. All members of the GPC agree that the student is likely to perform on grade level if given additional accelerated instruction during the following school year in accordance with the educational plan developed by the GPC; and
2. The student has completed required accelerated instruction in the subject area for which the student failed to demonstrate proficiency. EIE (LOCAL)





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## 2020-2021 Secondary Grading Guidelines (6-12)

Waxahachie Independent School District

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The purpose of the grading guidelines is to ensure that grading practices are consistent among grade levels, subjects, and campuses. These guidelines shall ensure that grading reflects student achievement and that a sufficient number of grades are taken to support the average grade assigned.

### **LESSON PLANS**

Lesson plans shall be aligned with the District's curriculum Scope and Sequence, Pacing Guide, and Timelines. The lesson plan design shall include those items deemed appropriate for that specific campus by the campus principal. Such items shall include, but not be limited to, Texas Essential Knowledge and Skills, English Learner Proficiency Standards (ELPS), instructional strategies/activities which considers any needed prerequisite teaching, student practice, assessment for student mastery, and any required accelerated learning and/or re-teaching. Documentation of modifications for students receiving special education services and extensions for Gifted and Talented students must be maintained.

Teachers shall adhere to the District scope and sequence. Technology objectives listed in the TEKS must be integrated into the content areas.

## GRADE REPORTING CATEGORIES

All Subjects:		
Tests (55%)	Quiz / Classwork (30%)	Independent Practice/Homework (15%)
<ul style="list-style-type: none"> <li>● Science Lab</li> <li>● Major Projects</li> <li>● Summative Tests</li> <li>● Unit Tests</li> <li>● 6 Weeks Performance Measurements</li> </ul>	<ul style="list-style-type: none"> <li>● Independent Practice/Group</li> <li>● Formative Assessments</li> <li>● Quick Formative Checks (QFC)</li> </ul>	<ul style="list-style-type: none"> <li>● Homework</li> <li>● Warm Ups/Bell Ringers</li> <li>● Exit Tickets</li> </ul>
<ul style="list-style-type: none"> <li>● Minimum of 3 per 6 weeks</li> <li>● Minimum of 1 at 3 weeks reporting</li> </ul>	<ul style="list-style-type: none"> <li>● Minimum of 5 per 6 weeks</li> <li>● Minimum of 3 at 3 weeks reporting</li> </ul>	<ul style="list-style-type: none"> <li>● Minimum of 5 per 6 weeks</li> <li>● Minimum of 3 at 3 weeks reporting</li> </ul>

**Pre-AP and AP courses:** Assessment, Quiz/Classwork, and Homework shall follow percentage breakdowns as listed above.

**Dual Credit Courses:** Course objectives published by the higher education institution must be followed. Course will follow grading guidelines of the institution rewarding credits for the course.

**Semester Grades are weighted as follows:**

- 1st Six Weeks (30%), 2nd Six Weeks (30%), 3rd Six Weeks (30%), S1 Exam (10%)
- 4th Six Weeks (30%), 5th Six Weeks (30%), 6th Six Weeks (30%), Final Exam (10%)
- All teachers are required to update grades weekly and send weekly progress reports and communications via email.
- All class assignments or examinations (i.e. homework, quizzes, tests, etc.) should be graded and returned within 5 school days of the date the assignment was submitted.
- Grades are based on the following scale: A is 90-100, B is 80-89, C is 70-79, F is 69 and below.

Conduct grades **may** be recorded as E (Excellent), S (Satisfactory), N (Needs Improvement) or U (Unsatisfactory). Campus criteria will be established for each category. The conduct grade is given by the homeroom teacher.

## **GRADE ENTRY & TIMELINE FOR POSTING GRADES IN GRADEBOOK/FAMILY ACCESS**

All assignment grades must have a specific title of assignment and have a TEKS-based Student Expectation listed in the Skyward Gradebook program.

An assignment grade may only be entered one time.

Teachers must post grades into Skyward no later than 5 school days from the day the assignment(s) was submitted, with the exception of major projects or essays which must be posted no later than 10 school days from the date the assignment was submitted for grading.

Exception will be given to assignments that include a written component which would require additional grading time from a teacher. Such assignments may include but are not limited to research papers, written compositions, data-based inquiries, etc. In such an exception, teachers will communicate an intended timeline for grade posting. The proximity to the end of a grading period must be considered when assigning and grading student work.

## **Six Week Progress Measurements**

- 6WPM's will be entered as a test grade. Re-tests are permitted if the student receives a failing grade.
- 6WPM content, including questions, answers or graphics may not be altered.
- Completed 6WPM's may not be sent home, but must be available for review by the student and/or parent upon request.

## **PROGRESS REPORTS**

Progress Reports will be posted in Skyward Family Access to parents/guardians on designated dates as posted on the WISD Grade Reporting Timeline. A minimum of 3 Independent Practice/Homework grades, 3 Quiz/Classwork Grades and 1 Assessment/Major Project grade will be included on each progress report for grades 6-12.

Progress reports will be in accordance with board policy and standards established in EIA (LOCAL)

- A parent conference is required for any student with a grade of 74 or below on a progress report. Parent conferences must be in person, by phone, or by video conference. An email does not satisfy this requirement.

## **REPORT CARDS**

The District shall issue report cards every six weeks as posted on the WISD Grade Reporting Timeline.

The actual numerical grade earned shall be recorded in the student's permanent cumulative records.

## **ACADEMIC DISHONESTY**

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students. Depending on the severity of the incident, consequences may include repeat of the assignment, grade reduction, grade of zero, and other disciplinary action as appropriate. EIA (LOCAL)

## **RE-DO OR RE-TAKE OF CLASS ASSIGNMENTS, 6WPM, PROJECTS, AND TESTS**

A student who meets the criteria detailed in the grading guidelines will have a reasonable opportunity to redo a class assignment, 6WPM, project or re-take a test for which the student received a failing grade (below 70%). The following criteria may be considered when determining the opportunity to redo a major assignment, major project or test:

WISD Board Policy EIA (LEGAL) and EIA (LOCAL)

1. Students may not be permitted to redo a class assignment, 6WPM, project or test **if** they received a grade of zero or a reduced grade on the original assignment because they were found to have committed an act of academic dishonesty. Teachers, at their discretion, may allow or require a student found to have committed an act of academic dishonesty to submit an alternative assignment.
2. Student must participate in any reasonable reteach or reviewing activities assigned by the teacher in preparation for redoing a major assignment, major project or test at the agreed upon time. The teacher will strive to complete the re-teach/re-test process before school, after school, during campus-wide intervention time, or during class.

3. Students will be allowed to demonstrate proficiency of learning objectives by means of a re-teach activity or re-test for a maximum grade of 70%.
4. Upon the completion of the re-do or re-test, the two grades will be reviewed. The higher grade of the two grades (not the average) will be recorded in Skyward Gradebook. A score of a 70-100% on the re-test should be recorded as a 70% in the grade book.
5. Students will have 5 school days from the date the assessment or test was graded and returned to the students to complete the re-teach/re-test process.

### **LATE WORK**

The operational definition of late work is when a student has been provided adequate time and instruction to complete student work and has not completed the assigned work by the assigned time and date.

Home work/classwork/projects/etc. will be accepted 1 day late with a maximum grade of 70%. Homework will be accepted 2-5 days late with a maximum grade of a 50%.

A teacher may choose to provide a different independent practice activity to ensure that the student has adequate practice on the skill or concept.

A teacher may assign a late penalty to any project turned in after the due date in accordance with the previously established guidelines approved by the principal and disseminated to the students.

Students with extended time accommodations written into their IEPs, 504 plans, and LPAC documentation will be addressed on an individual basis.

### **MAKE-UP WORK**

Students who are absent will be permitted to make up regular class work, including tests and 6WPMs and receive the actual grade earned. Students are at minimum given the number of days absent to make up all work assigned in their absence. Students will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the timeline allotted by the teacher will receive a zero for the assignment.

Students are encouraged to speak with his/her teacher in advance of absences related to extracurricular activities. Students who are absent due to an extracurricular activity should expect assignments due on the date of their absence to be due immediately upon their return to class.

The District will not impose a grade penalty for makeup work after an absence resulting from suspension.

### **Grading Make-Up Work**

- Make-up work is assigned the same grading guidelines as regular assigned work.
- There is not a penalty for make-up work that is turned in within the district timelines – for every school day absent, the student has one school day for completion.
- Teachers may assign different or additional work to ensure students who have been absent have sufficient opportunity to master the essential knowledge and skills or to meet subject or course requirements.
- The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work.
- Teachers should assign a code of “ABS” for any work missed due to absence until the allotted time expires for the work to be made up. A zero may only be recorded when the student has failed to make-up or re-do the assignment according to the grading guidelines.
- According to EIA(LEGAL): The District grading policy must require a classroom teacher to assign a grade that reflects the student’s relative mastery of any assignment.
- Please note that make-up work for students who have missed more than five days of school (with a doctor’s note) will be based on critical concepts/objectives and may look different than their non-absent peers.
  - ★ Here are questions to consider before assigning makeup work to students who have missed more than five days of instruction:
    1. Has the student had original instruction in the concepts needed to complete the make-up work?
    2. Is the make-up work essential and centered on critical standards necessary for academic success?
    3. Does the assignment consist of only the essential skills for which the student has received original instruction?
    4. Has the flexibility of the make-up timeline been communicated to all involved?
- Is the need for make-up work due to an extended illness with a Doctor’s Note, a wide spread illness in a campus or grade level or an individual student circumstance resulting in excessive absences.

## **Multi-Tiered System of Supports**

WISD teachers will implement general classroom interventions and instructional accommodations for students who are struggling academically and/or behaviorally. If classroom accommodations are not resulting in student success, the teacher may request help from the campus Multi-Tiered System of Support team. (MTSS)

The MTSS team may be composed of an instructional coach, counselor, administrator, teacher(s), and the parents. Other WISD staff members may be invited to attend based on the needs of the student. The MTSS team may recommend that the teacher(s) implement specific targeted interventions, based on the difficulties the student is experiencing. Please note that if a student is receiving targeted intervention a Notice of Intervention letter is required to go home notifying the parent of the intervention being received. The teacher(s) will gather data on the student's performance (progress monitoring) throughout the intervention process and will periodically report the results to the MTSS team. The parent will also receive progress monitoring updates for the duration of the intervention.

Ultimately, if the interventions do not result in improved student performance, the MTSS team may recommend that the parents provide consent for the district to conduct a full individual evaluation under the Individuals with Disabilities Education Act (IDEA) or an assessment under Section 504 of the Rehabilitation Act.

## **STUDENTS WITH DISABILITIES (SPECIAL EDUCATION/SECTION 504)**

If a student is in special education or is identified as a Section 504 student, testing methods must allow the student to demonstrate certain knowledge and skills regardless of his/her disability. If alternative methods of testing are required, it should be documented in the accommodations section of the Individual Education Plan (IEP) or Section 504 Individual Accommodation Plan (IAP). All teachers working with the student should be aware of these accommodations and shall follow the IEP or 504 accommodations as indicated.

## **PROMOTION GUIDELINES FOR GRADES 9-12**

Promotion guidelines for students in grades 9-12 can be found in the Course Catalog and in WISD Policy EI (Legal)

## Semester Exam Exemptions (WHS only)

Waxahachie High School will offer exemptions from some semester exams for students who meet the following criteria:

- Freshman may qualify for semester and final exam exemptions in up to 2 classes.
- Sophomores may qualify for semester and final exam exemptions in up to 4 classes.
- Juniors may qualify for semester and final exam exemptions in up to 6 classes.
- Seniors may qualify for semester and final exam exemptions in up to 8 classes.
- To be eligible for an exemption in a particular class, students must have a 90 or better semester average in that class 7 days prior to the date exams begin, AND must have no zeros in that class, AND must not have been assigned any Out of School Suspension (OSS) or Alternative School (AEP) days, AND, must not have been assigned more than 3 In School Suspension (ISS) days.

\*Any student that qualifies for an exemption may choose to take the exam. The option which best helps the student's semester grade will be used by the teacher in their calculations.

\*\*The Waxahachie High School exemption policy in dual credit courses pertains only to the Waxahachie High School curriculum. College courses still must meet semester exam / final exam requirements as determined by the college curriculum.

\*\*\*The students are exempt from the EXAM ONLY, not from attendance in the class during the exam day.

\*\*\*\*All WHS Semester and Final Exam exemptions require parental signatures to confirm consent (permission).

## Waxahachie Independent School District

### 2020-2021 Progress Report and Report Card Reporting Dates

Reporting Period	Begins On	Ends On	Grades Posted By*	Reports Go Out
1. Progress Report 1	08-17-2020	PR1 09-04-2020	09-08-2020	09-11-2020
2. Report Card 1		RC1 09-25-2020	09-29-2020	10-02-2020
3. Progress Report 2	09-29-2020	PR2 10-09-2020	10-12-2020	10-15-2020
4. Report Card 2		RC2 10-29-2020	11-02-2020	11-05-2020
5. Progress Report 3	11-02-2020	PR3 11-20-2020	11-30-2020	12-04-2020
6. Report Card 3		RC3 12-18-2020	01-04-2021	01-07-2021
7. Progress Report 4	01-07-2021	PR4 01-29-2021	02-01-2021	02-04-2021
8. Report Card 4		RC4 02-19-2021	02-22-2021	02-25-2021
9. Progress Report 5	02-22-2021	PR5 03-19-2021	03-22-2021	03-25-2021
10. Report Card 5		RC5 04-09-2021	04-12-2021	04-15-2021
11. Progress Report 6	04-12-2021 <i>Elementary</i>	PR6 04-30-2021	05-03-2021	05-06-2021
12. Report Card 6		RC6 05-21-2021	05-24-2021	05-28-2021
13. Progress Report 6	04-12-2021 <i>Secondary</i>	PR6 04-30-2021	05-03-2021	05-06-2021
14. Report Card 6		RC6 05-28-2021	06-01-2021	06-04-2021

**Note: Grades are required to be posted in Skyward by 4:00 PM per on the date required per district policy.**

Waxahachie ISD  
Six Weeks Attendance Reporting Periods  
2020-2021

Start Date	Stop Date
August 17, 2020	September 25, 2020  29 days
September 29, 2020	October 29, 2020  23 days
November 2, 2020	December 18, 2020  30 days
January 7, 2021	February 19, 2021  30 days
February 22, 2021	April 9, 2021  28 days
April 12, 2021	May 28, 2021  35 days



## 2020-2021 UIL ACADEMIC ELIGIBILITY GRADE CHECK DATES

<u>Grade check date/type</u>	<u>Eligibility Status / Effective Date</u>
Friday 9/25 (RC1) 6 Weeks <i>Grading Period</i> / All Students	<u>Regain or lose eligibility</u> - Effective Friday 10/2 end of school day
Friday 10/16 3 Week Grade Check / Only students failing 9/25	<u>Regain eligibility only</u> - Effective Friday 10/23 end of school day
Thursday 10/29 (RC2) 6 Weeks <i>Grading Period</i> / All Students	<u>Regain or lose eligibility</u> - Effective Thursday 11/5 end of school day
Friday 11/20 3 Week Grade Check / Only students failing 10/29	<u>Regain eligibility only</u> - Effective Monday 12/7 end of school day
Friday 12/18 (RC3) 6 Weeks <i>Grading Period</i> / All Students	<u>Regain or lose eligibility</u> – Effective Thursday 1/14 end of school day
Wednesday 1/27 3 Week Grade Check / Only students failing 12/18	<u>Regain eligibility only</u> – Effective Wednesday 2/3 end of school day
Friday 2/19 (RC 4) 6 Week <i>Grading Period</i> / All Students	<u>Regain or lose eligibility</u> – Effective Friday 2/26 end of school day
Friday 3/19 3 Week Grade Check / Only students failing Friday 2/19	<u>Regain eligibility only</u> - Effective Friday 3/26 end of school day
Friday 4/9 (RC5) 6 Week <i>Grading Period</i> / All Students	<u>Regain or lose eligibility</u> – Effective Friday 4/16 end of school day
Friday 4/30 3 Week Grade Check / Only students failing Friday 4/9	<u>Regain eligibility only</u> – Effective Friday 5/7 end of school day

**Note:** There is a **7-day** period following grade check date before a student **gains or loses** eligibility. The **Effective Date** is at the conclusion of those 7 days. **Any student holiday of 7 calendar days or more (Thanksgiving, Christmas and Spring Break) is not included in a student's academic eligibility.**

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020**

Subject: **COVID-19 Updates**



**Background:**

At its regular meeting held on Monday, April 13, 2020, the Board of Trustees voted unanimously to delegate authority to Superintendent Dr. Bonny Cain to respond to the COVID-19 emergency. Since the June 8, 2020 meeting report, the district has taken the following steps to respond to COVID-19:

- Submission of Letter of Intent with TEA for Asynchronous virtual learning for 2020-2021 school year.
- Submission of survey response to TEA Operation Connectivity.
- Execution of interlocal agreement with ESC Region 4 to purchase materials from Operation Connectivity survey response.
- Approval of a purchase order to purchase materials from Operation Connectivity survey response.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020**

Subject: **Budget Update**



Mr. Kahlden will provide the board with another budget update along with the budget book that includes information on the proposed 2020-2021 budgets in the General Fund, Debt Service Fund, and Child Nutrition Fund.

As a reminder, there is a called meeting on August 31, 2020 at 5:00 pm to amend the final 2019-2020 fiscal year budget, adopt the 2020-2021 budget for the general fund, debt service fund, and child nutrition fund, and adopt the M&O and I&S tax rates for 2020.

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

2020-2021 FISCAL YEAR  
PROPOSED BUDGET

SUBMITTED FOR CONSIDERATION:  
August 10, 2020

2020-2021 Board of Trustees

Dusty Autrey, President  
Clay Schoolfield, Vice President  
Judd McCutchen, Secretary  
Debbie Timmermann

John Rodgers  
Kim Kriegel  
Melissa Starnater



Dr. Bonny Cain, Superintendent  
411 N Gibson St, Waxahachie, TX 75165  
[www.wisd.org](http://www.wisd.org)

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axahachie  
Independent School District

411 N. Gibson Street Waxahachie, TX 75165 P (972) 923-4631 F (972) 923-4759 www.wisd.org

July 31, 2020

Board of Trustees  
Waxahachie Independent School District  
Waxahachie, TX 75165

Dear Trustees,

I am pleased to submit the respective budgets that follow this letter for the Waxahachie Independent School District's upcoming fiscal year beginning September 1, 2020 and ending August 31, 2021. These budgets are presented in accordance with the requirements of Texas Education Code Chapter 44, section 44.002.

Annually, the Board of Trustees must review and approve the budgets for the General Fund, Debt Service Fund, and Child Nutrition Fund at the fund and function level before the beginning of the fiscal year for which they were prepared to be in compliance with TEC §44.002 - §44.004. The following budgets presented for adoption meet the requirements established by Statute.

Through the hard work, dedication and collaboration of board members, district administrators and staff, the attached budgets for the General Fund, Debt Service Fund and Child Nutrition Fund have been prepared based upon the school finance provisions adopted by the 86<sup>th</sup> Legislature, Regular Session and all applicable grant provisions.

The 2020-2021 fiscal year is going to contain a significant number of unknowns that could cause the actual results to vary significantly from the original budget. Shifting economic conditions, a looming legislative session, and uncertainty in a pandemic are all leading to a conservative approach when preparing this fiscal budget and should weigh heavily in all decisions when modifying this fiscal plan.

We appreciate the support of the Board, the community, and the staff who all work together to ensure the best education for our students. It is because of this that Waxahachie ISD is an award-winning District with a reputation for "Excellence in Education".

Respectfully submitted,

Ryan Kahlden, RTSBA  
Assistant Superintendent of Business and Finance

## **Executive Summary – General Fund**

---

The main operating fund, or General Fund, is the primary source of funds to sustain the ongoing daily operations of Waxahachie ISD. The two primary sources of revenues for the general fund are local revenues and state revenues. Expenses from this fund cover most of the ongoing operations of the District, including athletics, fine arts, instruction, insurance, maintenance, professional development, salaries and benefits, supplies, technology and transportation.

The 2020-2021 budget was based on a projected enrollment of 9,981 students; 4,494 elementary students across 10 campuses and 5,493 secondary students across 6 campuses. This is an expected increase of 5.3% from our 2019-2020 snapshot enrollment total of 9,481 students, per our most recent demographic study.

Our expected average daily attendance (ADA) for the 2020-2021 school year is 9,309.439 students, an expected increase of 4.50% from our ending 2019-2020 ADA of 8,908.554.

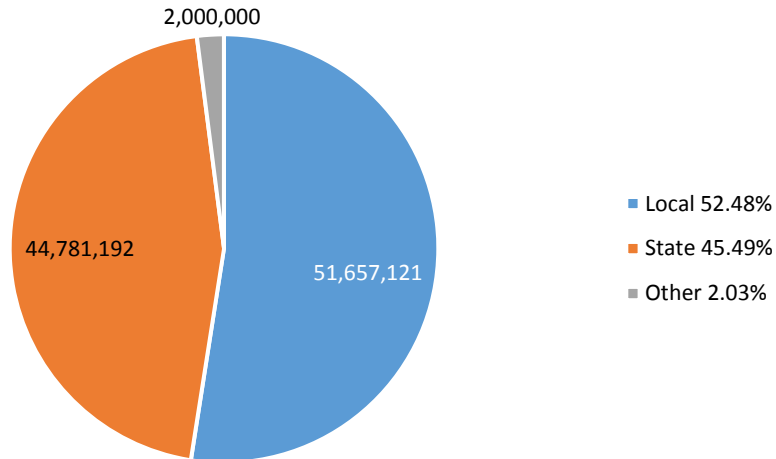
### **General Fund Revenues**

The two primary sources of General Fund revenues in Waxahachie ISD come from local revenues and state revenues. Local revenues include sources such as, property taxes, athletic revenues, insurance proceeds, proceeds from the sale of property, investment earnings, and other miscellaneous revenues. Local revenue sources account for approximately 52.48% of the total general fund revenues. State revenues are earned through student attendance (ADA) and make up approximately 45.49% of total general fund revenues. Approximately 2.03% of general fund revenues are earned from federal sources through the School Health and Related Services (SHARS) program.

The two main components of state funding are (1) students in attendance and (2) local property values. The students in attendance component is made up of various weights and averages based on the PEIMS information of each student and how often they are present for school. This information is an educated guess each year until actual attendance data is calculated at the end of the school year and submitted to the State.

The changes to the state funding formulas enacted by the 86<sup>th</sup> Legislative session reach far and wide. Where the property values included in the funding formula use to be prior year values, the new models call for the use of current values. There were also many changes, additions, and deletions to special program funding beginning with the 2019-2020 school year. At the time of the publishing of this book, we do not have official confirmation from TEA on our Tier I Maximum Compressed Tax Rate (MCR) which could effect our local revenues and state revenues once approved by TEA.

## Budgeted General Fund Revenues \$98,438,313



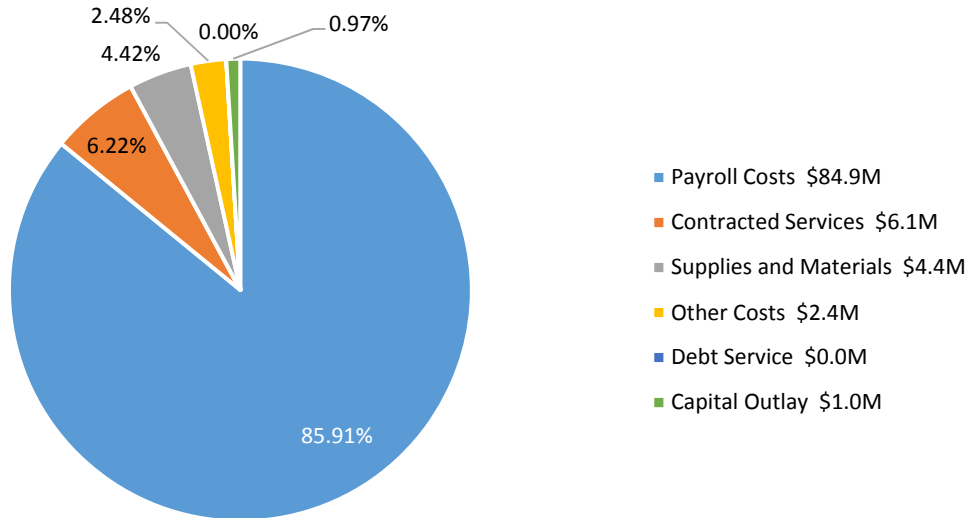
### General Fund Budgeted Revenue Highlights:

- Property taxes are budgeted at \$49.9MM, a \$1.1MM, or 2.25% increase from the 2019-2020 fiscal year. Information from the Ellis County Appraisal District shows property values, including new additions, increasing approximately 13.04%, but with changes enacted by the 86<sup>th</sup> Texas Legislature, the District will be proposing a lower tax rate for the 2020-2021 fiscal year. This change in proposed rate will reduce the gain in revenues from property taxes expected to be realized by the District.
- State revenue is budgeted to be \$44.7MM in the 2020-2021 fiscal year, a \$1.0MM or 2.4% increase as a result of changes to the state funding formula enacted by the 86<sup>th</sup> Texas Legislature. Budgeted state revenue includes an intentional reduction of 5% to restrain spending before the next legislative session to begin in January 2021.

### General Fund Expenditures

The general fund expenditure budget for the 2020-2021 fiscal year is \$98,698,378. The state requires school districts to follow the Financial Accountability System Resource Guide when classifying these expenditures. The six major object categories are: payroll costs, professional and contracted services, supplies and materials, other operating costs, debt service costs, and capital outlay.

## General Fund Expenditures by Major Object



### PAYROLL COSTS (6100 – 6199)

Consistent with most districts in the State of Texas, the payroll and related benefits budget for Waxahachie ISD is greater than 80% of our budget. For the 2020-2021 school year, payroll costs are estimated to be approximately \$84.9MM, which is an 6.81% increase from 2019-2020 payroll costs. Currently, payroll costs are estimated to be approximately 86.08% of the 2020-2021 general fund budget. This percentage is a little high compared to the more accepted range of 80-85% of the budget and should every effort should be made to reduce this to 80% in the coming fiscal years. With the opening of Simpson Elementary in the 2020-2021 fiscal year, this percentage will be a little higher as the enrollment increases.

Certified teachers, librarians, and nurses are paid in accordance with the minimum salary requirements established by the Texas Legislature. All teachers, librarians, counselors, and nurses are paid on a fixed step schedule, as approved by the school board. Last year, the administration proposed moving the starting pay on this scale to \$51,000 per year. In addition, the administration proposed a \$500 increase in pay for each step on the scale years 1-4, a \$1,500 increase to the step in year 5, and a \$600 increase in pay for each step beyond year 5. Employees on the teaching pay scale will be seeing a step increase this year with no additional adjustments to the scale being proposed.

Waxahachie ISD has three additional pay scales for employees; each scale having its own proposed pay increase. There are no proposed increases in pay or adjustments to the scales being proposed for the 2020-2021 fiscal year due to a lack of resources.

The Board of Trustees has approved 70 new positions to be utilized across the District for the 2020-2021 school year. These positions will have an impact on both elementary and secondary campuses, but the majority of these positions will be devoted to improving student outcomes across all campuses.

Looking forward to next year – While in the middle of the COVID-19 pandemic, the district used up all of the budgeted surplus in the 2019-2020 fiscal budget and also utilized available fund balance, to purchase technology devices for students to continue learning remotely while the physical buildings were ordered closed by the Governor. The budget being presented this year has a beginning deficit of approximately \$560,000 when accounting for all new staff positions, increased costs, and contingencies. Every attempt should be made to limit non-essential expenditures in the 2020-2021 fiscal year as local revenue constrains have been enacted by HB 3 from the 86<sup>th</sup> legislative session and there will be minimal opportunities to add to fund balance in the coming fiscal years without legislative changes.

### **PROFESSIONAL AND CONTRACTED SERVICES (6200 – 6399)**

After payroll costs, professional and contracted services make up the next most significant category of expenditures for Waxahachie ISD. At approximately 6.24% of all expenditures, professional and contracted services encompass a wide array of services that keep the district operating. These services include audit services, legal services, contracted professional services through Region 10 for occupational and physical therapies, audiological services, and most significantly utility services to each campus.

Currently, utility services comprise approximately 25.32% of the budget for all professional and contracted services – accounting for approximately 1.58% of the total expenditure budget within the general fund. During the 2019-2020 school year, the District executed an agreement on a lower electric rate that will begin in December 2020 which should provide savings of at least \$40,000 annually based on current consumption.

### **SUPPLIES AND MATERIALS (6300 – 6399)**

The next most significant expenditure category is supplies and materials, which account for approximately 4.42% of the total general fund expenditure budget. The supplies and materials category is used to equip our students and staff with the materials they need to be successful. From textbooks and classroom curriculum materials to vehicle fuels, this category includes testing supplies, reading intervention materials, office supplies, and maintenance and transportation supplies and materials.

## **OTHER OPERATING COSTS (6400 – 6499)**

The category of other operating costs includes the items that have not previously been described, property and casualty insurance, student and staff travel and meals, election worker costs, dues and fees, and other miscellaneous operating costs.

The most significant category within this group is property and casualty insurance, which accounts for approximately 39.96% of all other operating costs. We are anticipating premium rate increases of approximately 17%.

## **DEBT SERVICE (6500 – 6599)**

As a result of the Tax Ratification Election (TRE) approved by the taxpayers in September 2014, Waxahachie ISD uses surplus general fund assets (fund balance) to supplement annual debt service payments from the Debt Service Fund. These payments originally were budgeted to be \$3.9M annually but have been steadily reduced to approximately \$2.0M annually due to property value growth. This year, we anticipate the Interest and Sinking fund will be able to support all debt service requirements of the District.

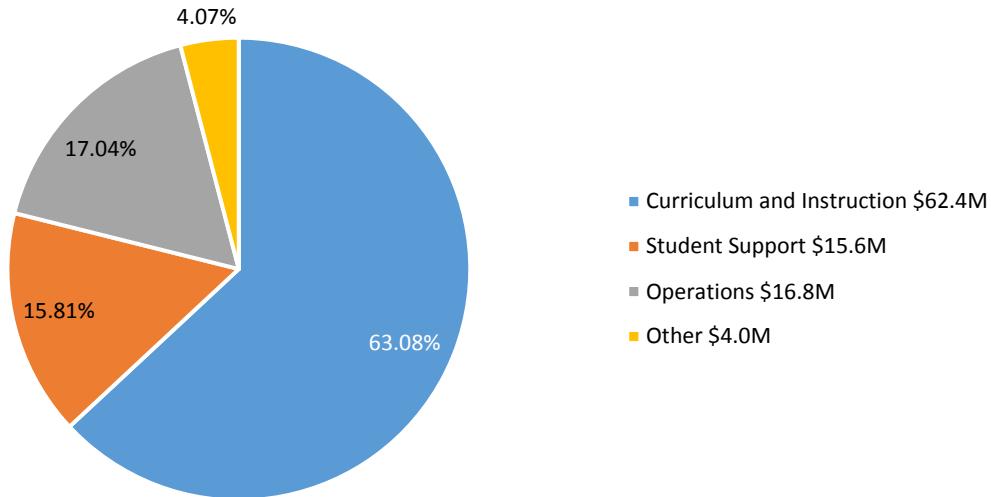
## **CAPITAL OUTLAY (6600 – 6699)**

The last major category of expenditures is capital outlay. These are funds that are used to purchase goods that have an individual value, or are combined with other items to have a combined value, greater than \$5,000 and a useful life over more than one year. Capital outlays cover many different types of purchases: land acquisition and improvements, building construction and improvements, furniture and fixtures, vehicles, and other equipment. Within the budget for capital outlays, there is \$500,000 that is set aside annually to renovate/refresh a campus. This is allocated on a rotational basis as needs arise. Other district initiatives within the capital outlay category are campus playground improvements, digital signage, and athletic field renovations and improvements.

## **EXPENDITURES BY FUNCTION**

School districts are required to budget expenditures by function and the budget must be approved at the fund and function level, at a minimum.

## General Fund Expenditures by Functional Category



### SUMMARY OF EXPENDITURES

The main driver of all Waxahachie ISD expenditures is student success. The commitment to delivering quality instruction utilizing available technology and delivery methods is evident in not only payroll costs, but also in the amount of expenditures budgeted to instruction and student support.

Within a district that is growing at the pace that Waxahachie ISD is currently experiencing, there will always be the need for additional personnel. Between the human resources department and business office, we try to identify the most pressing needs to address related to personnel and bring only those needs to you for consideration. Fiscal year 2018-2019 saw the implementation of campus staffing formulas that should help to further streamline campus personnel requests in future years.

In addition to hiring new personnel, the human resources department works hard to ensure that all our employees feel valued through competitive salaries and benefit packages. The curriculum department strives to ensure the most current and relevant materials are available for our students, while the facilities and support service departments provide safe and clean learning environments and the transportation needed to experience these environments.

Waxahachie ISD has been recognized by the State of Texas with the Transparency Star Award for traditional finances. This award highlights our commitment to transparency and providing relevant information to the taxpayers.

## FUND BALANCE

Fund balance is the accumulation of unspent funds from previous fiscal years. It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (i.e. revenue shortfalls, unanticipated expenditures, and emergency capital needs) and to ensure stable tax rates. Fund balance levels are a crucial consideration, too, in long-term financial planning. Our current outstanding debt covenants recommend, at a minimum, Waxahachie ISD maintain unrestricted fund balance in their general fund of no less than three months of regular general fund operating revenues or regular general fund operating expenditures.

As of August 31, 2019 (the most recently completed external financial audit), Waxahachie ISD had \$23.2M of unassigned fund balance in the general fund. During the 2018-2019 fiscal year, Trustees committed \$4,888,868 for the agriscience facility project which is scheduled to be completed in fiscal year 2019-2020.

Budgeted general fund expenditures for the 2020-2021 fiscal year are expected to be \$98.6M. Our current unassigned fund balance would equate to approximately 85.94 days, or 2.83 months, of fund balance on-hand. To help ensure solid financial position going forward, we should strive to maintain a reserve of at least three months operating expenditures in unassigned fund balance.

The budget being presented for next year starts with a slight deficit balance, revenues not expected to cover expenditures, and any positive variances in student attendance, revenue generation/collection, or expenditure savings should help to balance this deficit and/or produce a slight addition to fund balance.

## PROPERTY TAXES

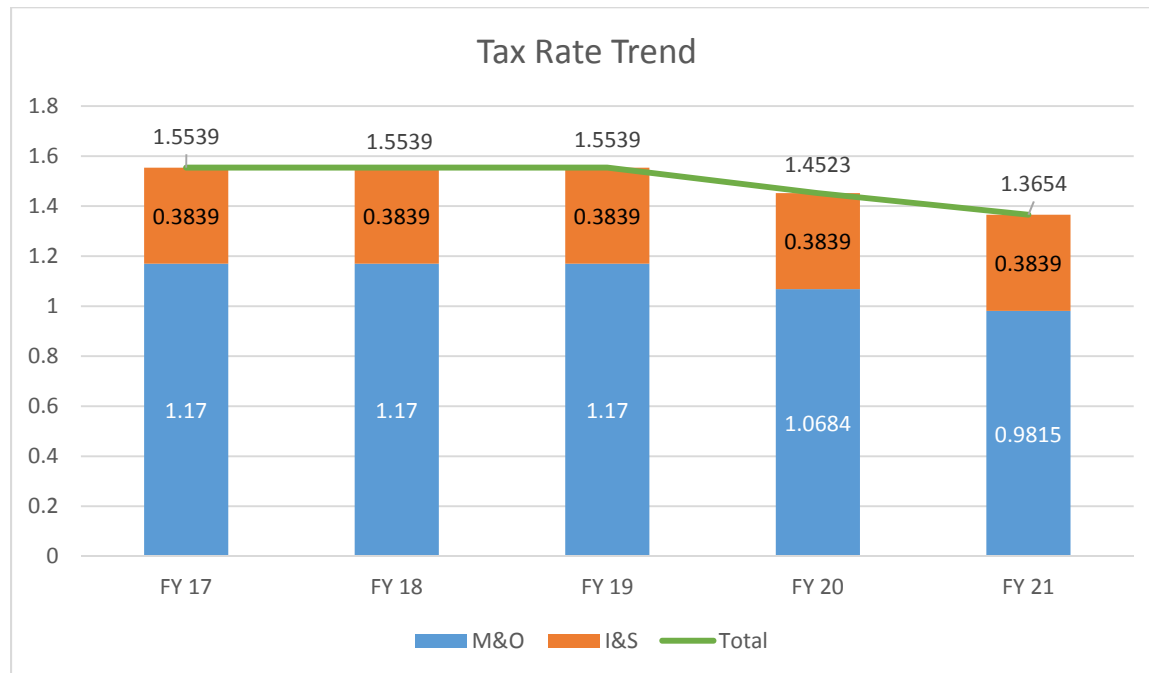
All residents of Waxahachie ISD contribute to the operations of the District through their payment of property taxes. The overall rate that is seen by property owners is actually made up of two different tax rates, Maintenance and Operations (M&O) tax rate and the Interest and Sinking (I&S) tax rate.

Waxahachie Independent School District 2020-2021 Tax Rate Analysis	
Maintenance and Operations Tax Rate	\$ 0.9815
Interest and Sinking Tax Rate	<u>0.3839</u>
Overall Waxahachie ISD Tax Rate	1.3654 / \$100 in valuation

The M&O tax rate is dedicated specifically to the maintenance and operations of the school district. Teacher salaries, utility costs, supplies and materials, and contracted services are just a few of the expenditures supported with the M&O taxes collected. Every school district has an M&O tax rate.

The I&S tax rate is completely dedicated to the outstanding supporting debts of the district. As the servicing requirements for outstanding debt changes over time, the I&S rate also changes to match these obligations. For districts without any outstanding debt, there is no I&S tax rate.

Overall, the proposed tax rate of \$1.3654, comprised of \$0.9815 for the M&O tax rate and \$0.3839 for the I&S tax rate, is approximately 6.0% lower than the 2019-2020 \$1.4523 total tax rate.



### Executive Summary – Debt Service Fund

The Debt Service Fund is used to account for resources set aside to pay interest and principal on general long-term debt. The general long-term debt of a state or local government is secured by the general credit and revenue-raising powers of the government rather than by the assets acquired or specific fund resources.

The Debt Service Fund’s revenue budget for the 2020-2021 fiscal year is \$20,117,363. This represents an increase of \$2,457,238 over last year’s revenues due to an increase in property values. The expenditure budget which is used to make bond payments is \$17,543,956, a decrease of \$116,169 from the prior year. The surplus of revenues will be added to fund balance to provide further stability to this fund in the event of an economic downturn.

The debt service fund balance at the August 31, 2020 fiscal year end is projected to be approximately \$3.1M.

## **Executive Summary – Child Nutrition Fund**

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The Child Nutrition Fund is an enterprise fund that is used to account for all of the revenues and expenses of operating the food service program at each campus. As an enterprise fund, the resources available (revenues) of the fund are expected to meet the needs of the fund (expenses), without subsidization from the general fund, just like a regular business.

The revenue budget for the 2020-2021 fiscal year is \$4,624,101, \$475,901 more than the prior year based primarily on expected increased student participation and increased meal prices. The expense budget of \$4,624,101, is \$475,901 more than the prior year. At the end of the August 31, 2020 fiscal year, the Child Nutrition Fund is anticipated to have a fund balance of \$50,000.

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

FISCAL YEAR 2020-2021

BUDGET FOR ADOPTION

## GENERAL FUND

### REVENUES

LOCAL & INTERMEDIATE SOURCES	\$ 51,657,121
STATE PROGRAM REVENUES	44,693,839
FEDERAL PROGRAM REVENUES	<u>2,000,000</u>
TOTAL REVENUES	<u>98,350,960</u>

### EXPENDITURES

FUNCTION: 11 INSTRUCTION	59,526,852
FUNCTION: 12 INSTRUCTIONAL RESOURCES	1,406,093
FUNCTION: 13 CURRICULUM AND STAFF DEVELOPMENT	1,448,395
FUNCTION: 21 INSTRUCTIONAL LEADERSHIP	2,448,012
FUNCTION: 23 SCHOOL LEADERSHIP	5,906,327
FUNCTION: 31 GUIDANCE AND COUNSELING	2,913,128
FUNCTION: 32 SOCIAL WORK SERVICES	-
FUNCTION: 33 HEALTH SERVICES	1,302,573
FUNCTION: 34 TRANSPORTATION	3,068,028
FUNCTION: 35 FOOD SERVICES	-
FUNCTION: 36 EXTRACURRICULAR ACTIVITIES	4,025,017
FUNCTION: 41 GENERAL ADMINISTRATION	3,088,971
FUNCTION: 51 PLANT MAINTENANCE AND OPERATIONS	8,813,291
FUNCTION: 52 SECURITY AND MONITORING SERVICES	1,458,312
FUNCTION: 53 DATA PROCESSING SERVICES	2,066,579
FUNCTION: 61 COMMUNITY SERVICE	261,800
FUNCTION: 71 DEBT SERVICE	-
FUNCTION: 81 FACILITIES ACQUISITION AND CONSTRUCTION	625,000
FUNCTION: 95 JUVENILE JUSTICE ALTERNATIVE EDUCATION	15,000
FUNCTION: 99 OTHER INTERGOVERNMENTAL CHARGES	<u>525,000</u>
TOTAL EXPENDITURES	<u>98,898,378</u>

DEFICIENCY OF REVENUES UNDER EXPENDITURES \$ (547,418)

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

FISCAL YEAR 2020-2021

BUDGET FOR ADOPTION

## DEBT SERVICE FUND

### REVENUES

LOCAL & INTERMEDIATE SOURCES	19,629,647
STATE PROGRAM REVENUES	387,716
FEDERAL PROGRAM REVENUES	100,000
TOTAL REVENUES	<u>20,117,363</u>

### EXPENDITURES

FUNCTION: 71 DEBT SERVICE	<u>17,543,956</u>
TOTAL EXPENDITURES	<u>17,543,956</u>

EXCESS OF REVENUES OVER EXPENDITURES	<u><u>\$ 2,573,407</u></u>
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# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

FISCAL YEAR 2020-2021

BUDGET FOR ADOPTION

## CHILD NUTRITION FUND

### REVENUES

LOCAL & INTERMEDIATE SOURCES	\$ 1,689,959
STATE PROGRAM REVENUES	155,027
FEDERAL PROGRAM REVENUES	<u>2,779,115</u>
TOTAL REVENUES	<u>4,624,101</u>

### EXPENDITURES

FUNCTION: 35 FOOD SERVICES	4,535,601
FUNCTION: 51 PLANT MAINTENANCE AND OPERATIONS	88,500
FUNCTION: 81 FACILITIES ACQUISITION AND CONSTRUCTION	<u>-</u>
TOTAL EXPENDITURES	<u>4,624,101</u>

DEFICIENCY OF REVENUES UNDER EXPENDITURES

\$ -

**WAXAHACHIE INDEPENDENT SCHOOL DISTRICT**

FISCAL YEAR 2020-2021

**BUDGET FOR ADOPTION - ALL FUNDS**

	<u>General Fund</u>	<u>Debt Service</u>	<u>Child Nutrition</u>
	Proposed	Proposed	Proposed
<b>REVENUES</b>			
5711 Current Property Taxes	\$ 49,879,443	\$ 19,509,647	\$ -
5712 Delinquent Property Taxes	300,000	90,000	-
5719 Other Tax Revenue	300,000	30,000	-
5729 Single Age Parent Education	89,000	-	-
5735 Out of District Tuition - CTE	50,000	-	-
5739 Miscellaneous Tuition Charges	12,000	-	-
5742 Investment Earnings	100,000	-	5,000
5743 Rent	55,000	-	-
5749 Local Source Revenue	619,178	-	10,959
5751 Food Service Sales	-	-	1,674,000
5752 Athletic Activity	252,500	-	-
5811 Per Capita Apportionment	4,246,797	-	-
5812 Foundation School Program	35,466,252	-	-
5828 Pre-K State Program	-	-	-
5829 Revenues from TEA	-	387,716	20,000
5831 Other State Revenues	4,980,790	-	135,027
5929 QSCB Interest Reimbursements	-	100,000	-
5931 SHARS Reimbursements from Medicaid	2,000,000	-	-
7952 School Breakfast Program	-	-	570,000
7953 National School Lunch Program	-	-	2,018,812
7954 USDA Commodities	-	-	190,303
<b>TOTAL REVENUES</b>	<u>98,350,960</u>	<u>20,117,363</u>	<u>4,624,101</u>
<b>EXPENDITURES</b>			
11 Instruction	59,526,852	-	-
12 Instructional Resources	1,406,093	-	-
13 Curriculum & Instructional Staff Development	1,448,395	-	-
21 Instructional Leadership	2,448,012	-	-
23 School Leadership	5,906,327	-	-
31 Guidance / Counseling	2,913,128	-	-
32 Social Work Services	-	-	-
33 Health Services	1,302,573	-	-
34 Student Transportation	3,068,028	-	-
35 Food Services	-	-	4,535,601
36 Extracurricular Activities	4,025,017	-	-
41 General Administration	3,088,971	-	-
51 Maintenance and Operations	8,813,291	-	88,500
52 Security and Monitoring	1,458,312	-	-
53 Data Processing Services	2,066,579	-	-
61 Community Services	261,800	-	-
71 Debt Service	-	17,543,956	-
81 Capital Outlay	625,000	-	-
95 Juvenile Justice Alternative Education Program	15,000	-	-
99 Other Governmental Charges	525,000	-	-
<b>TOTAL EXPENDITURES</b>	<u>98,898,378</u>	<u>17,543,956</u>	<u>4,624,101</u>
<b>BUDGET SURPLUS (DEFICIT)</b>	<u>105</u> <u>\$ (547,418)</u>	<u>\$ 2,573,407</u>	<u>\$ -</u>

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

## FISCAL YEAR 2020-2021 BUDGETARY COMPARISON

### GENERAL FUND

	2020-2021 PROPOSED BUDGET	2019-2020 REVISED BUDGET	INCREASE (DECREASE)
<b>REVENUES</b>			
LOCAL & INTERMEDIATE SOURCES	\$ 51,657,121	\$ 51,179,655	\$ 477,466
STATE PROGRAM REVENUES	44,693,839	43,750,284	943,555
FEDERAL PROGRAM REVENUES	2,000,000	2,000,000	-
TOTAL REVENUES	<u>98,350,960</u>	<u>96,929,939</u>	<u>1,421,021</u>
<b>EXPENDITURES</b>			
FUNCTION: 11 INSTRUCTION	59,526,852	56,841,927	2,684,925
FUNCTION: 12 INSTRUCTIONAL RESOURCES	1,406,093	1,354,514	51,579
FUNCTION: 13 CURRICULUM AND STAFF DEVELOPMENT	1,448,395	1,335,357	113,038
FUNCTION: 21 INSTRUCTIONAL LEADERSHIP	2,448,012	2,027,385	420,627
FUNCTION: 23 SCHOOL LEADERSHIP	5,906,327	5,946,648	(40,321)
FUNCTION: 31 GUIDANCE AND COUNSELING	2,913,128	2,870,382	42,746
FUNCTION: 32 SOCIAL WORK SERVICES	-	-	-
FUNCTION: 33 HEALTH SERVICES	1,302,573	1,283,806	18,767
FUNCTION: 34 TRANSPORTATION	3,068,028	3,061,297	6,731
FUNCTION: 35 FOOD SERVICES	-	-	-
FUNCTION: 36 EXTRACURRICULAR ACTIVITIES	4,025,017	3,951,907	73,110
FUNCTION: 41 GENERAL ADMINISTRATION	3,088,971	3,038,832	50,139
FUNCTION: 51 PLANT MAINTENANCE AND OPERATIONS	8,813,291	8,163,418	649,873
FUNCTION: 52 SECURITY AND MONITORING SERVICES	1,458,312	1,596,008	(137,696)
FUNCTION: 53 DATA PROCESSING SERVICES	2,066,579	1,632,118	434,461
FUNCTION: 61 COMMUNITY SERVICE	261,800	265,230	(3,430)
FUNCTION: 71 DEBT SERVICE	-	-	-
FUNCTION: 81 FACILITIES ACQUISITION AND CONSTRUCTION	625,000	5,882,349	(5,257,349)
FUNCTION: 95 JUVENILE JUSTICE ALTERNATIVE EDUCATION	15,000	-	15,000
FUNCTION: 99 OTHER INTERGOVERNMENTAL CHARGES	525,000	500,000	25,000
TOTAL EXPENDITURES	<u>98,898,378</u>	<u>99,751,178</u>	<u>(852,800)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (547,418)</u>	<u>\$ (2,821,239)</u>	<u>\$ 2,273,821</u>

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

## FISCAL YEAR 2020-2021 BUDGETARY COMPARISON

### DEBT SERVICE

	2020-2021 PROPOSED BUDGET	2019-2020 REVISED BUDGET	INCREASE (DECREASE)
<b>REVENUES</b>			
LOCAL & INTERMEDIATE SOURCES	\$ 19,629,647	\$ 17,260,125	\$ 2,369,522
STATE PROGRAM REVENUES	387,716	300,000	87,716
FEDERAL PROGRAM REVENUES	100,000	100,000	-
TOTAL REVENUES	20,117,363	17,660,125	2,457,238
<b>EXPENDITURES</b>			
FUNCTION: 71 DEBT SERVICE	17,543,956	17,660,125	(116,169)
TOTAL EXPENDITURES	17,543,956	17,660,125	(116,169)
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	\$ 2,573,407	\$ -	\$ 2,573,407

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

## FISCAL YEAR 2020-2021 BUDGETARY COMPARISON

### CHILD NUTRITION

	2020-2021 PROPOSED BUDGET	2019-2020 REVISED BUDGET	INCREASE (DECREASE)
<b>REVENUES</b>			
LOCAL & INTERMEDIATE SOURCES	\$ 1,689,959	\$ 1,557,900	\$ 132,059
STATE PROGRAM REVENUES	155,027	148,896	6,131
FEDERAL PROGRAM REVENUES	2,779,115	2,441,404	337,711
TOTAL REVENUES	4,624,101	4,148,200	475,901
<b>EXPENDITURES</b>			
FUNCTION: 35 FOOD SERVICE	4,535,601	4,059,760	475,841
FUNCTION: 51 PLANT MAINTENANCE AND OPERATIONS	88,500	88,440	60
FUNCTION: 81 CAPITAL OUTLAY	-	-	-
TOTAL EXPENDITURES	4,624,101	4,148,200	475,901
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	\$ -	\$ -	\$ -

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

FISCAL YEAR 2020-2021

## EXPENDITURE BY FUNCTION AND MAJOR OBJECT

### GENERAL FUND

	2020-2021 PROPOSED BUDGET	2019-2020 REVISED BUDGET	INCREASE (DECREASE)
<b>FUNCTION: 11 INSTRUCTION</b>			
6100 PAYROLL COSTS	55,841,198	52,071,618	3,769,580
6200 CONTRACTED SERVICES	1,321,658	1,072,905	248,753
6300 SUPPLIES AND MATERIALS	1,981,165	3,273,863	(1,292,698)
6400 OTHER COSTS	370,831	406,142	(35,311)
6600 CAPITAL OUTLAY	12,000	17,400	(5,400)
<b>TOTAL FOR FUNCTION 11</b>	<b>59,526,852</b>	<b>56,841,927</b>	<b>2,684,925</b>
<b>FUNCTION: 12 INSTRUCTIONAL RESOURCES</b>			
6100 PAYROLL COSTS	1,264,893	1,184,014	80,879
6200 CONTRACTED SERVICES	16,000	16,750	(750)
6300 SUPPLIES AND MATERIALS	121,200	151,070	(29,870)
6400 OTHER COSTS	4,000	2,680	1,320
6600 CAPITAL OUTLAY	-	-	-
<b>TOTAL FOR FUNCTION 12</b>	<b>1,406,093</b>	<b>1,354,514</b>	<b>51,579</b>
<b>FUNCTION: 13 CURRICULUM AND STAFF DEVELOPMENT</b>			
6100 PAYROLL COSTS	1,202,393	746,816	455,577
6200 CONTRACTED SERVICES	50,199	60,548	(10,349)
6300 SUPPLIES AND MATERIALS	57,285	409,021	(351,736)
6400 OTHER COSTS	138,518	118,972	19,546
6600 CAPITAL OUTLAY	-	-	-
<b>TOTAL FOR FUNCTION 13</b>	<b>1,448,395</b>	<b>1,335,357</b>	<b>113,038</b>
<b>FUNCTION: 21 INSTRUCTIONAL LEADERSHIP</b>			
6100 PAYROLL COSTS	2,380,464	1,960,987	419,477
6200 CONTRACTED SERVICES	4,500	6,700	(2,200)
6300 SUPPLIES AND MATERIALS	18,200	28,017	(9,817)
6400 OTHER COSTS	44,848	31,681	13,167
6600 CAPITAL OUTLAY	-	-	-
<b>TOTAL FOR FUNCTION 21</b>	<b>2,448,012</b>	<b>2,027,385</b>	<b>420,627</b>

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

FISCAL YEAR 2020-2021

## EXPENDITURE BY FUNCTION AND MAJOR OBJECT

### GENERAL FUND

	2020-2021 PROPOSED BUDGET	2019-2020 REVISED BUDGET	INCREASE (DECREASE)
<b>FUNCTION: 23 SCHOOL LEADERSHIP</b>			
6100 PAYROLL COSTS	5,743,766	5,783,242	(39,476)
6200 CONTRACTED SERVICES	6,000	25,737	(19,737)
6300 SUPPLIES AND MATERIALS	85,244	101,661	(16,417)
6400 OTHER COSTS	71,317	36,008	35,309
6600 CAPITAL OUTLAY	-	-	-
<b>TOTAL FOR FUNCTION 23</b>	<b>5,906,327</b>	<b>5,946,648</b>	<b>(40,321)</b>
<b>FUNCTION: 31 GUIDANCE AND COUNSELING</b>			
6100 PAYROLL COSTS	2,878,091	2,806,138	71,953
6200 CONTRACTED SERVICES	-	-	-
6300 SUPPLIES AND MATERIALS	22,425	55,382	(32,957)
6400 OTHER COSTS	12,612	8,862	3,750
6600 CAPITAL OUTLAY	-	-	-
<b>TOTAL FOR FUNCTION 31</b>	<b>2,913,128</b>	<b>2,870,382</b>	<b>42,746</b>
<b>FUNCTION: 32 SOCIAL WORK SERVICES</b>			
6100 PAYROLL COSTS	-	-	-
6200 CONTRACTED SERVICES	-	-	-
6300 SUPPLIES AND MATERIALS	-	-	-
6400 OTHER COSTS	-	-	-
6600 CAPITAL OUTLAY	-	-	-
<b>TOTAL FOR FUNCTION 32</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUNCTION: 33 HEALTH SERVICES</b>			
6100 PAYROLL COSTS	1,259,348	1,194,294	65,054
6200 CONTRACTED SERVICES	7,495	7,495	-
6300 SUPPLIES AND MATERIALS	28,900	75,187	(46,287)
6400 OTHER COSTS	6,830	6,830	-
6600 CAPITAL OUTLAY	-	-	-
<b>TOTAL FOR FUNCTION 33</b>	<b>1,302,573</b>	<b>1,283,806</b>	<b>18,767</b>

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

FISCAL YEAR 2020-2021

## EXPENDITURE BY FUNCTION AND MAJOR OBJECT

### GENERAL FUND

	2020-2021 PROPOSED BUDGET	2019-2020 REVISED BUDGET	INCREASE (DECREASE)
<b>FUNCTION: 34 TRANSPORTATION</b>			
6100 PAYROLL COSTS	2,271,461	2,019,530	251,931
6200 CONTRACTED SERVICES	165,400	129,700	35,700
6300 SUPPLIES AND MATERIALS	493,500	262,695	230,805
6400 OTHER COSTS	133,667	78,559	55,108
6600 CAPITAL OUTLAY	4,000	570,813	(566,813)
<b>TOTAL FOR FUNCTION 34</b>	<b>3,068,028</b>	<b>3,061,297</b>	<b>6,731</b>
<b>FUNCTION: 35 FOOD SERVICES</b>			
6100 PAYROLL COSTS	-	-	-
6200 CONTRACTED SERVICES	-	-	-
6300 SUPPLIES AND MATERIALS	-	-	-
6400 OTHER COSTS	-	-	-
6600 CAPITAL OUTLAY	-	-	-
<b>TOTAL FOR FUNCTION 35</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUNCTION: 36 EXTRACURRICULAR ACTIVITIES</b>			
6100 PAYROLL COSTS	2,928,131	2,914,823	13,308
6200 CONTRACTED SERVICES	179,689	174,738	4,951
6300 SUPPLIES AND MATERIALS	290,252	370,001	(79,749)
6400 OTHER COSTS	626,945	469,129	157,816
6600 CAPITAL OUTLAY	-	23,216	(23,216)
<b>TOTAL FOR FUNCTION 36</b>	<b>4,025,017</b>	<b>3,951,907</b>	<b>73,110</b>
<b>FUNCTION: 41 GENERAL ADMINISTRATION</b>			
6100 PAYROLL COSTS	2,374,671	2,297,832	76,839
6200 CONTRACTED SERVICES	439,843	414,457	25,386
6300 SUPPLIES AND MATERIALS	81,590	131,930	(50,340)
6400 OTHER COSTS	185,867	184,063	1,804
6600 CAPITAL OUTLAY	7,000	10,550	(3,550)
<b>TOTAL FOR FUNCTION 41</b>	<b>3,088,971</b>	<b>3,038,832</b>	<b>50,139</b>

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

FISCAL YEAR 2020-2021

## EXPENDITURE BY FUNCTION AND MAJOR OBJECT

### GENERAL FUND

	2020-2021 PROPOSED BUDGET	2019-2020 REVISED BUDGET	INCREASE (DECREASE)
<b>FUNCTION: 51 PLANT MAINTENANCE AND OPERATIONS</b>			
6100 PAYROLL COSTS	4,651,052	4,386,403	264,649
6200 CONTRACTED SERVICES	2,370,199	2,368,726	1,473
6300 SUPPLIES AND MATERIALS	727,068	672,088	54,980
6400 OTHER COSTS	803,000	473,800	329,200
6600 CAPITAL OUTLAY	261,972	262,401	(429)
<b>TOTAL FOR FUNCTION 51</b>	<b>8,813,291</b>	<b>8,163,418</b>	<b>649,873</b>
<b>FUNCTION: 52 SECURITY AND MONITORING SERVICES</b>			
6100 PAYROLL COSTS	974,504	1,074,343	(99,839)
6200 CONTRACTED SERVICES	454,643	485,250	(30,607)
6300 SUPPLIES AND MATERIALS	25,300	32,550	(7,250)
6400 OTHER COSTS	3,865	3,865	-
6600 CAPITAL OUTLAY	-	-	-
<b>TOTAL FOR FUNCTION 52</b>	<b>1,458,312</b>	<b>1,596,008</b>	<b>(137,696)</b>
<b>FUNCTION: 53 DATA PROCESSING SERVICES</b>			
6100 PAYROLL COSTS	957,745	866,614	91,131
6200 CONTRACTED SERVICES	598,613	287,883	310,730
6300 SUPPLIES AND MATERIALS	421,232	439,518	(18,286)
6400 OTHER COSTS	38,989	13,103	25,886
6600 CAPITAL OUTLAY	50,000	25,000	25,000
<b>TOTAL FOR FUNCTION 53</b>	<b>2,066,579</b>	<b>1,632,118</b>	<b>434,461</b>
<b>FUNCTION: 61 COMMUNITY SERVICE</b>			
6100 PAYROLL COSTS	233,870	237,300	(3,430)
6200 CONTRACTED SERVICES	1,781	1,781	-
6300 SUPPLIES AND MATERIALS	15,241	15,241	-
6400 OTHER COSTS	10,908	10,908	-
6600 CAPITAL OUTLAY	-	-	-
<b>TOTAL FOR FUNCTION 61</b>	<b>261,800</b>	<b>265,230</b>	<b>(3,430)</b>

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

FISCAL YEAR 2020-2021

## EXPENDITURE BY FUNCTION AND MAJOR OBJECT

### GENERAL FUND

	2020-2021 PROPOSED BUDGET	2019-2020 REVISED BUDGET	INCREASE (DECREASE)
<b>FUNCTION: 71 DEBT SERVICE</b>			
6100 PAYROLL COSTS	-	-	-
6200 CONTRACTED SERVICES	-	-	-
6300 SUPPLIES AND MATERIALS	-	-	-
6400 OTHER COSTS	-	-	-
6500 DEBT SERVICE	-	-	-
6600 CAPITAL OUTLAY	-	-	-
<b>TOTAL FOR FUNCTION 71</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUNCTION: 81 FACILITIES ACQUISITION AND CONSTRUCTION</b>			
6100 PAYROLL COSTS	-	-	-
6200 CONTRACTED SERVICES	-	-	-
6300 SUPPLIES AND MATERIALS	-	-	-
6400 OTHER COSTS	-	-	-
6600 CAPITAL OUTLAY	625,000	5,882,349	(5,257,349)
<b>TOTAL FOR FUNCTION 81</b>	<b>625,000</b>	<b>5,882,349</b>	<b>(5,257,349)</b>
<b>FUNCTION: 95 JUVENILE JUSTICE ALTERNATIVE EDUCATION</b>			
6100 PAYROLL COSTS	-	-	-
6200 CONTRACTED SERVICES	15,000	-	15,000
6300 SUPPLIES AND MATERIALS	-	-	-
6400 OTHER COSTS	-	-	-
6600 CAPITAL OUTLAY	-	-	-
<b>TOTAL FOR FUNCTION 95</b>	<b>15,000</b>	<b>-</b>	<b>15,000</b>
<b>FUNCTION: 99 OTHER INTERGOVERNMENTAL CHARGES</b>			
6100 PAYROLL COSTS	-	-	-
6200 CONTRACTED SERVICES	525,000	500,000	25,000
6300 SUPPLIES AND MATERIALS	-	-	-
6400 OTHER COSTS	-	-	-
6600 CAPITAL OUTLAY	-	-	-
<b>TOTAL FOR FUNCTION 99</b>	<b>525,000</b>	<b>500,000</b>	<b>25,000</b>
<b>TOTAL FOR GENERAL FUND</b>	<b>98,898,378</b>	<b>99,751,178</b>	<b>(852,800)</b>

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

FISCAL YEAR 2020-2021

## EXPENDITURE BY FUNCTION AND MAJOR OBJECT

### GENERAL FUND

	2020-2021 PROPOSED BUDGET	2019-2020 REVISED BUDGET	INCREASE (DECREASE)
TOTAL FOR ALL FUNCTIONS BY MAJOR OBJECT			
6100 PAYROLL COSTS	84,961,587	79,543,954	5,417,633
6200 CONTRACTED SERVICES	6,156,020	5,552,670	603,350
6300 SUPPLIES AND MATERIALS	4,368,602	6,018,224	(1,649,622)
6400 OTHER COSTS	2,452,197	1,844,602	607,596
6600 CAPITAL OUTLAY	959,972	6,791,729	(5,831,757)
 TOTAL	<u>98,898,378</u>	<u>99,751,178</u>	<u>(852,800)</u>

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

FISCAL YEAR 2020-2021

## EXPENDITURE BY FUNCTION AND MAJOR OBJECT

### DEBT SERVICE FUND

	2020-2021 PROPOSED BUDGET	2019-2020 REVISED BUDGET	INCREASE (DECREASE)
FUNCTION: 71 DEBT SERVICE			
6100 PAYROLL COSTS	-	-	-
6200 CONTRACTED SERVICES	-	-	-
6300 SUPPLIES AND MATERIALS	-	-	-
6400 OTHER COSTS	-	-	-
6500 DEBT SERVICE	17,543,956	17,660,125	(116,169)
6600 CAPITAL OUTLAY	-	-	-
 TOTAL FOR FUNCTION 71	 17,543,956	 17,660,125	 (116,169)
TOTAL FOR DEBT SERVICE FUND	17,543,956	17,660,125	(116,169)
 TOTAL FOR ALL FUNCTIONS BY MAJOR OBJECT			
6100 PAYROLL COSTS	-	-	-
6200 CONTRACTED SERVICES	-	-	-
6300 SUPPLIES AND MATERIALS	-	-	-
6400 OTHER COSTS	-	-	-
6500 DEBT SERVICE	17,543,956	17,660,125	
6600 CAPITAL OUTLAY	-	-	-
 TOTAL	 17,543,956	 17,660,125	 (116,169)

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

FISCAL YEAR 2020-2021

## EXPENDITURE BY FUNCTION AND MAJOR OBJECT

### CHILD NUTRITION FUND

	2020-2021 PROPOSED BUDGET	2019-2020 REVISED BUDGET	INCREASE (DECREASE)
<b>FUNCTION: 35 FOOD SERVICES</b>			
6100 PAYROLL COSTS	2,150,611	2,078,060	72,551
6200 CONTRACTED SERVICES	10,000	13,200	(3,200)
6300 SUPPLIES AND MATERIALS	2,302,990	1,960,700	342,290
6400 OTHER COSTS	7,000	7,800	(800)
6600 CAPITAL OUTLAY	65,000	-	65,000
<b>TOTAL FOR FUNCTION 35</b>	<b>4,535,601</b>	<b>4,059,760</b>	<b>475,841</b>
<b>FUNCTION: 51 PLANT MAINTENANCE AND OPERATIONS</b>			
6100 PAYROLL COSTS	-	-	-
6200 CONTRACTED SERVICES	88,500	88,440	60
6300 SUPPLIES AND MATERIALS	-	-	-
6400 OTHER COSTS	-	-	-
6600 CAPITAL OUTLAY	-	-	-
<b>TOTAL FOR FUNCTION 51</b>	<b>88,500</b>	<b>88,440</b>	<b>60</b>
<b>FUNCTION: 81 FACILITIES MAINTENANCE AND CONSTRUCTION</b>			
6100 PAYROLL COSTS	-	-	-
6200 CONTRACTED SERVICES	-	-	-
6300 SUPPLIES AND MATERIALS	-	-	-
6400 OTHER COSTS	-	-	-
6600 CAPITAL OUTLAY	-	-	-
<b>TOTAL FOR FUNCTION 81</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FOR CHILD NUTRITION FUND</b>	<b>4,624,101</b>	<b>4,148,200</b>	<b>475,901</b>
<b>TOTAL FOR ALL FUNCTIONS BY MAJOR OBJECT</b>			
6100 PAYROLL COSTS	2,150,611	2,078,060	72,551
6200 CONTRACTED SERVICES	98,500	101,640	(3,140)
6300 SUPPLIES AND MATERIALS	2,302,990	1,960,700	342,290
6400 OTHER COSTS	7,000	7,800	(800)
6600 CAPITAL OUTLAY	65,000	-	65,000
<b>TOTAL</b>	<b>4,624,101</b>	<b>4,148,200</b>	<b>475,901</b>

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

FISCAL YEAR 2020-2021

REVENUE BY SOURCE

## GENERAL FUND

	2020-2021 PROPOSED BUDGET	2019-2020 REVISED BUDGET	INCREASE (DECREASE)
<b>5700 LOCAL &amp; INTERMEDIATE SOURCES</b>			
5711 CURRENT TAXES	\$ 49,879,443	\$ 48,782,649	\$ 1,096,794
5712 DELINQUENT TAXES	300,000	300,000	-
5719 PENALTY & INTEREST	300,000	300,000	-
5729 SINGLE AGE PARENT EDUCATION	89,000	89,000	-
5735 OUT OF DISTRICT TUITION - CTE	50,000	50,000	-
5739 MISCELLANEOUS TUITION	12,000	12,000	-
5742 INVESTMENT EARNINGS	100,000	300,000	(200,000)
5743 RENT	55,000	55,000	-
5749 OTHER REVENUE FROM LOCAL SOURCES	619,178	1,038,506	(419,328)
5752 ATHLETIC ACTIVITY	252,500	252,500	-
<b>TOTAL FROM LOCAL &amp; INTERMEDIATE SOURCES</b>	<b>51,657,121</b>	<b>51,179,655</b>	<b>477,466</b>
<b>5800 STATE REVENUE PROGRAMS</b>			
5811 AVAILABLE SCHOOL FUND	4,246,797	2,334,754	1,912,043
5812 FOUNDATION SCHOOL FUND	35,466,252	36,904,704	(1,438,452)
5828 PRE-K STATE PROGRAM REVENUE	-	-	-
5829 OTHER REVENUES FROM TEA	-	-	-
5831 TRS ON-BEHALF	4,980,790	4,510,826	469,964
<b>TOTAL FROM STATE REVENUE SOURCES</b>	<b>44,693,839</b>	<b>43,750,284</b>	<b>943,555</b>
<b>5900 FEDERAL REVENUE DISTRIBUTED FROM FEDERAL AGENCIES</b>			
5931 SHARS REIMBURSEMENTS FROM MEDICAID	2,000,000	2,000,000	-
<b>TOTAL FOR GENERAL FUND</b>	<b>\$ 98,350,960</b>	<b>\$ 96,929,939</b>	<b>\$ 1,421,021</b>

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

FISCAL YEAR 2020-2021

REVENUE BY SOURCE

## DEBT SERVICE

	2020-2021 PROPOSED BUDGET	2019-2020 REVISED BUDGET	INCREASE (DECREASE)
5700 LOCAL & INTERMEDIATE SOURCES			
5711 CURRENT TAXES	\$ 19,509,647	\$ 17,140,125	\$ 2,369,522
5712 DELINQUENT TAXES	90,000	90,000	-
5719 PENALTY & INTEREST	30,000	30,000	-
5742 INVESTMENT EARNINGS	-	-	-
TOTAL FROM LOCAL & INTERMEDIATE SOURCES	19,629,647	17,260,125	2,369,522
5800 STATE REVENUE PROGRAMS			
5829 OTHER STATE REVENUE SOURCES	387,716	300,000	87,716
TOTAL FROM STATE REVENUE SOURCES	387,716	300,000	87,716
5900 FEDERAL REVENUE DISTRIBUTED FROM FEDERAL AGENCIES			
5949 QUALIFIED SCHOOL CONSTRUCTION BOND (QSCB) INTEREST REIMBURSEMENT	100,000	100,000	-
TOTAL FOR DEBT SERVICE	\$ 20,117,363	\$ 17,660,125	\$ 2,457,238

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

FISCAL YEAR 2020-2021

REVENUE BY SOURCE

## CHILD NUTRITION

	2020-2021 PROPOSED BUDGET	2019-2020 REVISED BUDGET	INCREASE (DECREASE)
5700 LOCAL & INTERMEDIATE SOURCES			
5742 INVESTMENT EARNINGS	\$ 5,000	\$ 5,000	\$ -
5749 OTHER LOCAL REVENUE SOURCES	10,959	20,000	(9,041)
5751 CHARGES FOR SERVICE	1,674,000	1,532,900	141,100
TOTAL FROM LOCAL & INTERMEDIATE SOURCES	1,689,959	1,557,900	132,059
5800 STATE REVENUE PROGRAMS			
5829 OTHER STATE REVENUE SOURCES	20,000	20,000	-
5831 TRS ON-BEHALF	135,027	128,896	6,131
TOTAL FROM STATE REVENUE SOURCES	155,027	148,896	6,131
5900 FEDERAL REVENUE DISTRIBUTED FROM FEDERAL AGENCIES			
7952 NATIONAL SCHOOL BREAKFAST PROGRAM	570,000	505,000	65,000
7953 NATIONAL SCHOOL LUNCH PROGRAM	2,018,812	1,746,101	272,711
7954 USDA COMMODITIES PROGRAM	190,303	190,303	-
TOTAL FOR CHILD NUTRITION	\$ 4,624,101	\$ 4,148,200	\$ 475,901

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

## FISCAL YEAR 2020-2021 5 YEAR BUDGET COMPARISON

### GENERAL FUND

	2020-2021 PROPOSED BUDGET	2019-2020 REVISED BUDGET	2018-2019 ACTUAL BALANCES	2017-2018 ACTUAL BALANCES	2016-2017 ACTUAL BALANCES
LOCAL & INTERMEDIATE SOURCES	\$ 51,657,121	\$ 51,179,655	\$ 48,380,496	\$ 43,998,894	\$ 40,408,641
STATE PROGRAM REVENUES	44,693,839	43,750,284	35,976,947	32,852,979	33,109,628
FEDERAL PROGRAM REVENUES	2,000,000	2,000,000	3,153,019	1,428,893	1,815,447
TOTAL REVENUES	<u>98,350,960</u>	<u>96,929,939</u>	<u>87,510,462</u>	<u>78,280,766</u>	<u>75,333,716</u>
% GROWTH OVER PRIOR YEAR	1.47%	10.76%	11.79%	3.91%	13.53%
FUNCTION: 11 INSTRUCTION	59,526,852	56,841,927	48,921,125	44,134,421	40,829,313
FUNCTION: 12 INSTRUCTIONAL RESOURCES	1,406,093	1,354,514	1,204,742	1,084,659	960,891
FUNCTION: 13 CURRICULUM AND STAFF DEVELOPMENT	1,448,395	1,335,357	856,933	812,900	750,526
FUNCTION: 21 INSTRUCTIONAL LEADERSHIP	2,448,012	2,027,385	1,449,415	1,371,626	1,332,131
FUNCTION: 23 SCHOOL LEADERSHIP	5,906,327	5,946,648	4,971,366	4,562,322	4,320,013
FUNCTION: 31 GUIDANCE AND COUNSELING	2,913,128	2,870,382	2,497,505	2,197,298	1,913,999
FUNCTION: 32 SOCIAL WORK SERVICES	-	-	-	-	-
FUNCTION: 33 HEALTH SERVICES	1,302,573	1,283,806	1,028,723	981,216	943,186
FUNCTION: 34 TRANSPORTATION	3,068,028	3,061,297	2,374,095	2,904,593	2,170,216
FUNCTION: 35 FOOD SERVICES	-	-	24,868	32,029	14,274
FUNCTION: 36 EXTRACURRICULAR ACTIVITIES	4,025,017	3,951,907	3,594,157	3,268,397	3,071,981
FUNCTION: 41 GENERAL ADMINISTRATION	3,088,971	3,038,832	2,499,327	2,489,084	2,228,011
FUNCTION: 51 PLANT MAINTENANCE AND OPERATIONS	8,813,291	8,163,418	7,696,036	6,958,845	6,666,027
FUNCTION: 52 SECURITY AND MONITORING SERVICES	1,458,312	1,596,008	1,345,647	1,352,649	901,707
FUNCTION: 53 DATA PROCESSING SERVICES	2,066,579	1,632,118	1,545,408	1,494,092	1,729,142
FUNCTION: 61 COMMUNITY SERVICE	261,800	265,230	251,906	249,754	265,891
FUNCTION: 71 DEBT SERVICE	-	-	1,841,158	1,809,600	2,335,729
FUNCTION: 81 FACILITIES ACQUISITION AND CONSTRUCTION	625,000	5,882,349	4,264,732	2,525,154	999,766
FUNCTION: 91 CONTR INSTR BTWN PUBLIC SCHOOLS	-	-	97,796	-	-
FUNCTION: 95 JUVENILE JUSTICE ALT EDUC PROG	15,000	-	-	-	-
FUNCTION: 99 OTHER INTERGOVERNMENTAL CHARGES	525,000	500,000	458,971	400,488	404,364
TOTAL EXPENDITURES	<u>98,898,378</u>	<u>99,751,178</u>	<u>86,923,910</u>	<u>78,629,127</u>	<u>71,837,167</u>
% GROWTH OVER PRIOR YEAR	-0.85%	120 14.76%	10.55%	9.45%	1.30%

	2020-2021 PROPOSED BUDGET	2019-2020 REVISED BUDGET	2018-2019 ACTUAL BALANCES	2017-2018 ACTUAL BALANCES	2016-2017 ACTUAL BALANCES
6100 PAYROLL COSTS	84,961,587	79,543,954	70,214,708	62,185,117	58,359,879
6200 CONTRACTED SERVICES	6,156,020	5,552,670	5,467,040	4,910,611	4,441,079
6300 SUPPLIES AND MATERIALS	4,368,602	6,018,224	3,414,114	4,585,220	3,643,186
6400 OTHER COSTS	2,452,197	1,844,602	1,543,709	1,383,893	1,223,475
6500 DEBT SERVICE	-	-	1,841,158	1,809,600	2,335,729
6600 CAPITAL OUTLAY	959,972	6,791,729	4,443,183	3,754,686	1,833,817
	<u>98,898,378</u>	<u>99,751,178</u>	<u>86,923,912</u>	<u>78,629,127</u>	<u>71,837,165</u>
MAINTENANCE & OPERATIONS TAX RATE	0.9815	1.0684	1.1700	1.1700	1.1700
INTERST & SINKING TAX RATE	0.3839	0.3839	0.3839	0.3839	0.3839
TOTAL TAX RATE	<u>1.3654</u>	<u>1.4523</u>	<u>1.5539</u>	<u>1.5539</u>	<u>1.5539</u>

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

FISCAL YEAR 2020-2021

BUDGET STATISTICS

## GENERAL FUND

	2020-2021 PROPOSED BUDGET	2019-2020 REVISED BUDGET
PERCENT OF REVENUE FROM LOCAL SOURCES	52.52%	52.80%
PERCENT OF REVENUE FROM STATE SOURCES	45.44%	45.14%
PERCENT OF REVENUE FROM FEDERAL SOURCES	2.03%	2.06%
 AS A PERCENT OF TOTAL EXPENDITURE BUDGET:		
By Major Object Group:		
Salaries and Benefits	85.91%	79.74%
Professional and Contracted Services	6.22%	5.57%
Supplies and Materials	4.42%	6.03%
Other Operating Costs	2.48%	1.85%
Capital Outlay	0.97%	6.81%
 By Function:		
Instruction and Related Services	60.19%	56.98%
Plant Maintenance and Operations	8.91%	8.18%
School Leadership	5.97%	5.96%
Debt Service	0.00%	0.00%
Extracurricular and Co-curricular	4.07%	3.96%
General Administration	3.12%	3.05%
Transportation	3.10%	3.07%
Guidance and Counseling	2.95%	2.88%
Data Processing	2.09%	1.64%
Capital Outlay	0.63%	5.90%
Instructional Leadership	2.48%	2.03%
Instructional Resources	1.42%	2.03%
Health Services	1.32%	1.29%
Security	1.47%	1.60%
Curriculum & Staff Development	1.46%	1.34%
Other Charges	0.53%	0.50%
Community Service	0.26%	0.27%

# WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

FISCAL YEAR 2020-2021

BUDGET CHANGE OF +/- 5%, BY FUNCTION

## GENERAL FUND

	2020-2021 PROPOSED BUDGET	2019-2020 REVISED BUDGET	INCREASE (DECREASE)	PERCENT INCREASE (DECREASE)	COMMENTS
<b>EXPENDITURES</b>					
FUNCTION: 13 CURRICULUM AND STAFF DEVELOPMENT	1,448,395	1,335,357	113,038	8.47%	Increased curriculum staff
FUNCTION: 21 INSTRUCTIONAL LEADERSHIP	2,448,012	2,027,385	420,627	20.75%	Increased curriculum staff
FUNCTION: 51 PLANT MAINTENANCE AND OPERATIONS	8,813,291	8,163,418	649,873	7.96%	Addition of Simpson and Ag
FUNCTION: 52 SECURITY AND MONITORING SERVICES	1,458,312	1,596,008	(137,696)	-8.63%	Reduced overtime
FUNCTION: 53 DATA PROCESSING SERVICES	2,066,579	1,632,118	434,461	26.62%	UCX contract and additional devices
FUNCTION: 81 FACILITIES ACQUISITION AND CONSTRUCTION	625,000	5,882,349	(5,257,349)	-89.37%	Completion of Ag project
FUNCTION: 95 JUVENILE JUSTICE ALTERNATIVE EDUCATION	15,000	-	15,000		Anticipated start of JJAEP
FUNCTION: 99 OTHER INTERGOVERNMENTAL CHARGES	525,000	500,000	25,000	5.00%	Increased costs from Ellis CAD

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020**

Subject: **August 31, 2020 Meeting Reminder**



**Background:**

There will be a Special Meeting on Monday, August 31, 2020 at 5:00 P.M. to close the 2019-2020 budget, adopt the 2020-2021 budget, approve the 2020 tax rates, and deal with other matters.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020** \_\_\_\_\_ -

Subject: **Minutes** \_\_\_\_\_



The following minutes for July, 2020 are included for the Board:

July 13, 2020

July 22, 2020

July 27, 2020

**Recommendation:**

The minutes listed above be approved as presented.

**Minutes July 13, 2020**  
**Board of Trustees Regular Meeting**  
**Waxahachie Independent School District**

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The Board of Trustees of the Waxahachie Independent School District met July 13, 2020, in the school district boardroom. Board President Dusty Autrey called the meeting to order at 5:00 P.M. All trustees were present with the exception of Clay Schoolfield. WISD Superintendent Dr. Bonny Cain was also present. Deputy Superintendent Lee Auvenshine, Assistant Superintendent Ryan Kahlden, Dr. David Averett, Lisa Mott, Monica James, and Jenny Bridges, as well as other administrators, were present in the building to be called as necessary. The Board entered closed session at 5:00 P.M. to discuss personnel. (Gov't Code 551.001).

The Board reconvened to Open Session at 6:06 P.M. Trustee Melissa Starnater gave the invocation and Trustee Kim Kriegel led the pledges to the American and Texas flags.

Open Forum:

- Nora Crist, ATPE local President, addressed local ATPE membership deduction processes and competitive pay for substitutes to attract more subs.

Trustee Melissa Starnater made a motion to approve the personnel report as presented in closed session. Trustee Debbie Timmermann seconded, and the motion passed 6-0.

Recognitions:

- Joshua Oliver, Lead SRO, received promotion to Lieutenant.
- Phillip Morgan, Fine Arts Director, received his Doctorate from Lamar University
- Ryan Cavazos, Howard principal, received his Doctorate from Abilene Christian University

Workshop items discussed:

- Board Standard Operating Procedures
- Consideration of earlier graduation date
- Consideration of district testing scores
- Clarification of process of disciplining an employee
- District benchmarks and DCAs
- Community-Based Accountability System consideration

Project Manager Mikel Craig updated the progress on the Agriscience Facility and Max H. Simpson Elementary School.

Superintendent Dr. Bonny Cain updated the Board as to what guidelines have been provided for reopening schools for the fall semester and the work district officials are doing to provide information as soon as possible.

Dr. David Averett, Executive Director of Secondary Learning, addressed the board on the Student Handbook and Student Code of Conduct. Only minor changes to the handbook including that each campus had to designate a Title IX Coordinator and post in the handbook. No Dress Code changes were

made though Dr. Averett did note that face masks, if required, would have to be appropriate in design/color.

The report on No Change Policy was pulled from the agenda.

Lee Auvenshine, Deputy Superintendent, addressed the board on the updated Crisis Management Plan as approved by the Crisis Management Team. Lieutenant Josh Oliver explained this will be a living document to meet the needs of our growing community.

Dr. Cain reminded the board that at the August meeting they will be required to amend the Order of Election for the trustee election.

Consent Agenda Item L was pulled from Consent for discussion. Trustee Judd McCutchen made a motion to approve Consent Agenda Items A-K and M. Trustee Melissa Starnater seconded, and the motion carried 6-0.

Assistant Superintendent Ryan Kahlden answered questions pertaining to Item L, the meal charge policy for 2020-2021. He stated that this is the exact same policy from the 2019-2020 school year, it simply needs to be updated to show that it will be in effect for the 2020-2021 school year. After explanation of the alternate meal given once a student exceeded the charge limit, Trustee Judd McCutchen made a motion to approve Consent Agenda Item L. Trustee John Rodgers seconded and the motion carried 5-1. Trustee Kim Kriegel opposed.

Mr. Kahlden presented the three options received for an electric provider for Waxahachie ISD. He recommended Tradition Energy which did not have large markup to the generation price. Trustee John Rodgers made a motion to approve the energy broker as recommended by administration. Trustee Debbie Timmermann seconded and the motion carried 6-0.

Trustee Judd McCutchen made a motion to approve the Superintendent Evaluation Document. Trustee Debbie Timmermann seconded and the motion carried 6-0.

Trustee Kim Kriegel made a motion to adjourn. Trustee Judd McCutchen seconded, and the motion carried 6-0.

The meeting adjourned at 7:57 P.M.

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Dusty Autrey, President

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Judd McCutchen, Secretary

**Minutes July 22, 2020**  
**Board of Trustees Special Meeting**  
**Waxahachie Independent School District**

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The Board of Trustees of the Waxahachie Independent School District met July 22, 2020, in the school district boardroom. With all seven Trustees present, Board President Dusty Autrey called the meeting to order at 8:00 A.M. Staff present included Superintendent Dr. Bonny Cain, Lee Auvenshine, Ryan Kahlden, Monica James, Melissa Bousquet and Jenny Bridges, as well as other district administrators. The Board immediately entered closed session at 8:00 A.M. to discuss personnel, hiring, pending litigation, security matters, or duties and responsibilities of School Board members. (Gov't Code 551.001, 551.074).

The Board reconvened to Open Session at 8:40 A.M.

No one spoke in Open Forum.

Monica James, Executive Director of Human Resources, asked the Board to approve the personnel report as recommended by the superintendent, that included employment, retirements, resignations, and position changes as presented. Kim Kriegel made a motion to approve, Debbie Timmermann seconded, and the motion passed 7-0.

Assistant Superintendent Ryan Kahlden presented a PowerPoint concerning the budgeting process for the school district, as well as the time frame for approval of the 2020-2021 budget.

Drafts of the guidelines for school reopening, Fall 2020 School Year Guidance for Disease Mitigation and Elementary and Secondary Guidelines, were presented. Public Relations Director Jenny Bridges, Nurse Coordinator Melissa Bousquet, Deputy Superintendent Lee Auvenshine, Executive Director David Averett, and Executive Director Lisa Mott answered questions concerning various protocols that will be in place. Support Services Director Raul Gomez informed the board of the cleaning and disinfecting procedures to be done on a daily basis as well as in emergency situations. Mr. Auvenshine explained the designated Disease Activity Levels, which will be Substantial (Red), Moderate (Orange), and Minimal (Blue) and the requirements of those. Executive Director of Human Resources Monica James addressed issues related to employee absences.

Dr. Cain informed the Board that principals already have the document drafts and that as soon as the meeting is over, the drafts will be placed on the webpage for public feedback.

Trustee Judd McCutchen left the meeting at 10:27 A.M.

Trustee Clay Schoolfield left the meeting at 10:28 A.M.

Trustees agreed to call a Special Meeting on Monday, July 27, at 5:00 P.M. to approve the guidelines and discuss possible amendments to the 2020-2021 Academic Calendar.

Kim Kriegel made a motion to adjourn, Trustee Debbie Timmermann seconded, and the motion carried 5-0.

The meeting adjourned at 10:33 A.M.

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Dusty Autrey, President

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Judd McCutchen, Secretary

**Minutes July 27, 2020**  
**Board of Trustees Special Meeting**  
**Waxahachie Independent School District**

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The Board of Trustees of the Waxahachie Independent School District met July 27, 2020, in the school district boardroom. With all seven Trustees present, Board President Dusty Autrey called the meeting to order at 5:00 P.M. Staff present included Superintendent Dr. Bonny Cain, Lee Auvenshine, Ryan Kahlden, Monica James, Melissa Bousquet, Jenny Bridges, David Averett, Susan Holt, and Lisa Mott, as well as other district administrators.

A recess was called to allow technology to address an issue with live streaming. The meeting resumed at 5:10 P.M.

In Open Forum Betty Square Coleman addressed the Board concerning school reopening during the COVID-19 pandemic.

Each trustee voiced questions and concerns they had following their review of the drafts of the guidelines for school reopening and the feedback received from the public and staff. Administrators shared information pertaining to the different areas questioned.

Trustee John Rodgers made a motion to approved the Fall 2020 School Year Guidance and Disease Mitigation Guidelines. Trustee Melissa Starnater seconded, and the motion carried 7-0.

Trustee Judd McCutchen made a motion to amend the 2020-2021 Academic Calendar as presented, with student start date being August 17, 2020, State Fair Day becoming a staff and student holiday, and Homecoming changed to November 6, 2020. Debbie Timmermann seconded, and the motion passed 7-0.

Kim Kriegel made a motion to adjourn, Trustee Clay Schoolfield seconded, and the motion carried 7-0.

The meeting adjourned at 6:48 P.M.

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Dusty Autrey, President

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Judd McCutchen, Secretary

Waxahachie ISD  
BOARD OF TRUSTEES

Date: August 10, 2020

Subject: Budget and Finance



**Background:**

General Operating Cash Position Report, Cash Projection Reports, followed by report showing cash position for multiple funds including G/O, I&S, Capital Projects and Enterprise Funds. Investment Reports for all funds included. Revenue and Expense reports shown by summary and by function and object.

**Recommendation:**

Review and approve the monthly Financial Reports as presented.

**GENERAL OPERATING  
CASH POSITION  
AS OF JUNE 30, 2020**

Actual Invested Funds:	\$30,817,012.92
Actual Cash Balance:	<u>\$ 487,326.99</u>

**Total Cash Balance (June 30, 2020): \$31,304,339.91**

Estimated July 20 Tax Revenue:	\$ 280,400.00
Estimated July 20 State/Other Revenue:	\$ 4,640,800.00
Estimated July 20 Payroll Expenses:	\$ -6,105,470.00
Estimated July 20 A/P Expenses:	<u>\$ -1,875,650.00</u>

**Projected Cash Balance end (July 31st): \$28,244,419.91**

There are no anticipated cash flow problems for the District.

**GENERAL OPERATING REVENUE AND EXPENSE PROJECTIONS 2019-20**  
(updated with monthly actuals)

Projected 2019-20 Cashflow	September	October	November	December	January	February	March	April	May	June	July	August	TOTALS
Beginning Balance	\$ 22,938,565	\$ 29,445,499	\$ 29,254,009	\$ 28,681,205	\$ 42,465,634	\$ 53,310,242	\$ 50,198,691	\$ 45,131,095	\$ 40,544,070	\$ 35,721,482	\$ 31,304,339	\$ 28,244,419	
Local Tax Revenue	\$ 158,775	\$ 65,997	\$ 2,766,900	\$ 21,062,624	\$ 18,067,034	\$ 4,748,925	\$ 693,257	\$ 231,535	\$ 251,982	\$ 261,223	\$ 280,400	\$ 97,964	\$ 48,685,625
State/Other Revenue	\$ 14,447,809	\$ 7,609,514	\$ 4,451,808	\$ 919,079	\$ 443,926	\$ 495,995	\$ 1,693,176	\$ 2,979,205	\$ 2,169,029	\$ 3,957,046	\$ 4,640,800	\$ 5,475,800	\$ 49,283,186
Payroll Expenses	\$ (6,104,115)	\$ (6,203,769)	\$ (6,194,703)	\$ (6,533,509)	\$ (6,119,783)	\$ (6,208,609)	\$ (6,186,975)	\$ (6,027,143)	\$ (6,079,132)	\$ (6,046,173)	\$ (6,105,470)	\$ (6,275,300)	\$ (74,085,681)
Accounts Payable	\$ (1,983,534)	\$ (1,663,232)	\$ (1,598,809)	\$ (1,663,765)	\$ (1,546,569)	\$ (2,147,861)	\$ (1,267,055)	\$ (1,770,821)	\$ (1,164,477)	\$ (2,589,238)	\$ (1,875,650)	\$ (2,485,650)	\$ (21,764,461)
Ending Balance	\$ 29,445,499	\$ 29,254,009	\$ 28,681,205	\$ 42,465,634	\$ 53,310,242	\$ 50,198,691	\$ 45,131,095	\$ 40,544,070	\$ 35,721,482	\$ 31,304,339	\$ 28,244,419	\$ 25,057,233	\$ (95,850,142)

**GENERAL OPERATING REVENUE AND EXPENSE PROJECTIONS 2019-20**  
(original projections)  
(September actual)

Projected 2019-20 Cashflow

	September	October	November	December	January	February	March	April	May	June	July	August	TOTALS
Beginning Balance	\$ 22,938,565	\$ 29,445,499	\$ 29,379,948	\$ 28,960,148	\$ 38,885,048	\$ 51,226,968	\$ 48,256,678	\$ 43,032,868	\$ 39,121,528	\$ 33,911,028	\$ 30,226,018	\$ 28,425,398	
Local Tax Revenue	\$ 156,775	\$ 465,300	\$ 3,875,200	\$ 17,375,400	\$ 19,730,250	\$ 4,750,360	\$ 1,200,550	\$ 639,450	\$ 475,600	\$ 335,400	\$ 280,400	\$ 97,964	\$ 49,382,649
State/Other Revenue	\$ 14,447,809	\$ 7,450,300	\$ 3,874,600	\$ 800,750	\$ 695,470	\$ 760,450	\$ 550,490	\$ 3,650,400	\$ 2,765,000	\$ 3,680,400	\$ 5,600,250	\$ 5,345,300	\$ 49,621,219
													\$ 99,003,868
Payroll Expenses	\$ (6,104,115)	\$ (6,105,550)	\$ (6,204,300)	\$ (6,375,650)	\$ (6,108,400)	\$ (6,205,800)	\$ (6,109,450)	\$ (6,250,790)	\$ (6,475,300)	\$ (6,105,360)	\$ (6,105,470)	\$ (6,275,300)	\$ (74,425,485)
Account's Payable	\$ (1,993,534)	\$ (1,875,600)	\$ (1,965,300)	\$ (1,875,600)	\$ (1,975,400)	\$ (1,275,300)	\$ (1,865,400)	\$ (1,950,400)	\$ (1,975,800)	\$ (1,595,450)	\$ (1,575,800)	\$ (2,100,650)	\$ (22,024,234)
Ending Balance	\$ 29,445,499	\$ 29,379,949	\$ 28,960,148	\$ 38,885,048	\$ 51,226,968	\$ 49,256,678	\$ 43,032,868	\$ 39,121,528	\$ 33,911,028	\$ 30,226,018	\$ 28,425,398	\$ 25,492,712	\$ (96,449,719)

Projections based on these assumptions:

The beginning balance is based on the adjusted 8/31/19 cash balance of \$645,066 plus the actual invested balance of \$22,293,499.

Tax revenue is based on total taxes budgeted for 19-20 and divided per month based on 18-19 collections.  
Tax revenue includes General Operating only - not I&S, and includes budgeted amount for current, delinquent and penalties.

State/Other revenue based on budgeted revenue for General Operating and Federal/State Special Programs.  
The September amounts are actuals. The October thru August are projected amounts. These projections do not include Child Nutrition, Lighthouse for Learning, Child Care Center, Student Activity Campus Activity, Interest and Sinking or Capital Projects - which all have separate bank accounts.

Payroll expenses are based on September's actual payroll expense and certain fluctuations anticipated throughout the 19-20 year - including substitutes and retiree payoffs.

Account's payable amounts for September are actual. October through August are projected amounts. These projections only include General Operating and Federal/State Special Programs.

WAXAHACHIE INDEPENDENT SCHOOL DISTRICT  
CASH POSITION  
FOR THE PERIOD ENDED  
JUNE 2020

	<u>LOCAL MAIN</u>	<u>I &amp; S</u>	<u>OSCB ESCROW</u>	<u>CAPITAL</u>	<u>ENTERPRISE</u>	<u>TOTAL</u>
Beginning Balances	\$ 602,291.53	\$ 261,537.57	\$ -	\$ 332,371.42	\$ 936,177.08	\$ 2,132,377.60
Add: Deposits	\$ 8,520,447.28	\$ 22.91	\$ -	\$ 1,711,133.20	\$ 30,086.20	\$ 10,261,689.59
Less: Disbursements	\$ (8,635,411.82)	\$ -	\$ -	\$ (1,745,205.12)	\$ (143,266.27)	\$ (10,523,883.21)
Ending Balances	\$ 487,326.99	\$ 261,560.48	\$ -	\$ 298,299.50	\$ 822,997.01	\$ 1,870,183.98
Add: Investments	\$ 30,817,012.92	\$ 13,528,350.28	\$ 1,384,161.23	\$ 5,118,708.79	\$ 0.00	\$ 50,848,233.22
<b>TOTALS</b>	<b>\$ 31,304,339.91</b>	<b>\$ 13,789,910.76</b>	<b>\$ 1,384,161.23</b>	<b>\$ 5,417,008.29</b>	<b>\$ 822,997.01</b>	<b>\$ 52,718,417.20</b>

PERCENTAGE OF CURRENT YEAR REVENUES  
General Operating and Interest & Sinking

	<u>Total Levy</u> (Budgeted)	<u>6/30/2020</u>	<u>Percentage</u>
2018-19 Tax Collections			
Current	\$ 61,076,286	\$ 60,473,102.66	99.01%
Prior Yr. Delinquent	\$ 390,000	\$ 206,328.91	52.90%
Penalties	\$ 330,000	\$ 493,091.91	149.42%
2019-20 Tax Collections			
Current	\$ 65,922,774	\$ 64,954,454.83	98.53%
Prior Yr. Delinquent	\$ 390,000	\$ 464,917.69	119.20%
Penalties	\$ 330,000	\$ 296,905.31	89.97%
2018-19 Other Revenue	\$ 36,828,156	\$ 28,264,670.98	76.75%
2019-20 Other Revenue	\$ 47,947,290	\$ 38,210,935.61	79.69%
2018-19 Total Revenue	\$ 98,624,442	\$ 89,437,194.46	90.68%
2019-20 Total Revenue	\$ 114,590,064	\$ 103,927,213.44	90.69%

WAXAHACHIE INDEPENDENT SCHOOL DISTRICT INVESTMENT PORTFOLIO

DATE	FUND	TYPE	DESCRIPTION	PUR.AMT.	MATURITY	RATE	YIELD	COST	PROJ. INT.	PAR
6/1/2020	G/O	POOL	TASB LONE STAR	\$34,138,885.07	**6/30/2020	0.192	0.192	\$34,138,885.07	\$3,597.21	\$34,142,482.28
6/1/2020	G/O	POOL	TEX-POOL	\$980,305.13	**6/30/2020	0.217	0.217	\$980,305.13	\$174.44	\$980,479.57
6/3/2020	G/O	POOL	TASB LONE STAR	-\$172,457.49	WITHDRAWAL			-\$172,457.49	\$0.00	-\$172,457.49
6/4/2020	G/O	POOL	TASB LONE STAR	\$23,265.82	**6/30/2020	0.192	0.192	\$23,265.82	\$3.18	\$23,269.00
6/5/2020	G/O	POOL	TASB LONE STAR	-\$300,000.00	WITHDRAWAL			-\$300,000.00	\$0.00	-\$300,000.00
6/5/2020	G/O	POOL	TASB LONE STAR	-\$357,928.99	WITHDRAWAL			-\$357,928.99	\$0.00	-\$357,928.99
6/5/2020	G/O	POOL	TASB LONE STAR	\$14,188.10	**6/30/2020	0.192	0.192	\$14,188.10	\$1.87	\$14,189.97
6/8/2020	G/O	POOL	TASB LONE STAR	\$11,239.07	**6/30/2020	0.192	0.192	\$11,239.07	\$1.30	\$11,240.37
6/8/2020	G/O	POOL	TASB LONE STAR	\$5,908.68	**6/30/2020	0.192	0.192	\$5,908.68	\$0.68	\$5,909.36
6/8/2020	G/O	POOL	TASB LONE STAR	\$5,673.60	**6/30/2020	0.192	0.192	\$5,673.60	\$0.66	\$5,674.26
6/8/2020	G/O	POOL	TASB LONE STAR	\$87,317.55	**6/30/2020	0.192	0.192	\$87,317.55	\$10.10	\$87,327.65
6/8/2020	G/O	POOL	TASB LONE STAR	\$199,969.85	**6/30/2020	0.192	0.192	\$199,969.85	\$23.14	\$199,992.99
6/8/2020	G/O	POOL	TASB LONE STAR	\$4,102.31	**6/30/2020	0.192	0.192	\$4,102.31	\$0.47	\$4,102.78
6/8/2020	G/O	POOL	TASB LONE STAR	\$1,957.34	**6/30/2020	0.192	0.192	\$1,957.34	\$0.23	\$1,957.57
6/9/2020	G/O	POOL	TASB LONE STAR	\$14,330.18	**6/30/2020	0.192	0.192	\$14,330.18	\$1.58	\$14,331.76
6/10/2020	G/O	POOL	TASB LONE STAR	\$39,197.15	**6/30/2020	0.192	0.192	\$39,197.15	\$4.12	\$39,201.27
6/11/2020	G/O	POOL	TASB LONE STAR	-\$267,035.14	WITHDRAWAL			-\$267,035.14	\$0.00	-\$267,035.14
6/11/2020	G/O	POOL	TASB LONE STAR	\$360.12	**6/30/2020	0.192	0.192	\$360.12	\$0.04	\$360.16
6/11/2020	G/O	POOL	TASB LONE STAR	-\$976,531.72	WITHDRAWAL			-\$976,531.72	\$0.00	
6/11/2020	G/O	POOL	TASB LONE STAR	-\$24,671.44	WITHDRAWAL			-\$24,671.44	\$0.00	-\$24,671.44
6/11/2020	G/O	POOL	TASB LONE STAR	-\$23,529.89	WITHDRAWAL			-\$23,529.89	\$0.00	-\$23,529.89
6/11/2020	G/O	POOL	TASB LONE STAR	-\$117,206.81	WITHDRAWAL			-\$117,206.81	\$0.00	-\$117,206.81
6/12/2020	G/O	POOL	TASB LONE STAR	\$32,848.40	**6/30/2020	0.192	0.192	\$32,848.40	\$3.11	\$32,851.51
6/15/2020	G/O	POOL	TASB LONE STAR	\$256.26	**6/30/2020	0.192	0.192	\$256.26	\$0.02	\$256.28
6/16/2020	G/O	POOL	TASB LONE STAR	\$7,011.06	**6/30/2020	0.192	0.192	\$7,011.06	\$0.52	\$7,011.58
6/17/2020	G/O	POOL	TASB LONE STAR	\$1,797.01	**6/30/2020	0.192	0.192	\$1,797.01	\$0.12	\$1,797.13
6/18/2020	G/O	POOL	TASB LONE STAR	\$8,302.23	**6/30/2020	0.192	0.192	\$8,302.23	\$0.52	\$8,302.75
6/19/2020	G/O	POOL	TASB LONE STAR	\$241.92	**6/30/2020	0.192	0.192	\$241.92	\$0.01	\$241.93
6/23/2020	G/O	POOL	TASB LONE STAR	\$1,170.11	**6/30/2020	0.192	0.192	\$1,170.11	\$0.04	\$1,170.15
6/23/2020	G/O	POOL	TASB LONE STAR	-\$62,731.42	WITHDRAWAL			-\$62,731.42	\$0.00	-\$62,731.42
6/23/2020	G/O	POOL	TASB LONE STAR	-\$33,701.95	WITHDRAWAL			-\$33,701.95	\$0.00	-\$33,701.95
6/23/2020	G/O	POOL	TASB LONE STAR	-\$138,662.35	WITHDRAWAL			-\$138,662.35	\$0.00	-\$138,662.35
6/24/2020	G/O	POOL	TASB LONE STAR	-\$5,532,763.80	WITHDRAWAL			-\$5,532,763.80	\$0.00	-\$5,532,763.80
6/24/2020	G/O	POOL	TASB LONE STAR	\$1,586.84	**6/30/2020	0.192	0.192	\$1,586.84	\$0.05	\$1,586.89
6/25/2020	G/O	POOL	TASB LONE STAR	\$18,948.22	**6/30/2020	0.192	0.192	\$18,948.22	\$0.50	\$18,948.72
6/25/2020	G/O	POOL	TASB LONE STAR	\$3,478,992.00	**6/30/2020	0.192	0.192	\$3,478,992.00	\$91.50	\$3,479,083.50
6/26/2020	G/O	POOL	TASB LONE STAR	\$9,668.18	**6/30/2020	0.192	0.192	\$9,668.18	\$0.20	\$9,668.38
6/29/2020	G/O	POOL	TASB LONE STAR	-\$79,762.75	WITHDRAWAL			-\$79,762.75	\$0.00	-\$79,762.75
6/29/2020	G/O	POOL	TASB LONE STAR	-\$21,107.95	WITHDRAWAL			-\$21,107.95	\$0.00	-\$21,107.95
6/29/2020	G/O	POOL	TASB LONE STAR	-\$14,956.83	WITHDRAWAL			-\$14,956.83	\$0.00	-\$14,956.83
6/29/2020	G/O	POOL	TASB LONE STAR	\$5,822.20	**6/30/2020	0.192	0.192	\$5,822.20	\$0.03	\$5,822.23
6/30/2020	G/O	POOL	TASB LONE STAR	-\$229,789.23	WITHDRAWAL			-\$229,789.23	\$0.00	-\$229,789.23
6/30/2020	G/O	POOL	TASB LONE STAR	\$2,842.08	**6/30/2020			\$2,842.08	\$0.00	\$2,842.08

\*\*Pool interest calculated on a per month basis using month end balance

WAXAHACHIE INDEPENDENT SCHOOL DISTRICT INVESTMENT PORTFOLIO

DATE	FUND	TYPE	DESCRIPTION	PUR.AMT.	MATURITY	RATE	YIELD	COST	PROJ. INT.	PAR
6/30/2020	G/O	POOL	TASB LONE STAR	\$ 5,099.47	INTEREST			\$ 5,099.47		
6/30/2020	GO	POOL	TEX.POOL	\$ 174.40	INTEREST			\$ 174.40		
7/1/2020	G/O	POOL	TASB LONE STAR	\$ 8,530.43	IN TRANSIT			\$ 8,530.43		
7/2/2020	G/O	POOL	TASB LONE STAR	\$ 26,889.87	IN TRANSIT			\$ 26,889.87		
7/6/2020	G/O	POOL	TASB LONE STAR	\$ 32,970.03	IN TRANSIT			\$ 32,970.03		
			SUB-TOTAL:	\$ 30,817,012.92				\$ 30,817,012.92		
6/1/2020	I&S	POOL	TASB-LONE STAR	\$ 13,432,883.80	**6/30/20	0.192	0.192	\$ 13,432,883.80	\$ 2,119.82	\$ 13,435,003.62
6/4/2020	I&S	POOL	TASB-LONE STAR	\$ 8,288.78	**6/30/20	0.192	0.192	\$ 8,288.78	\$ 1.13	\$ 8,289.91
6/5/2020	I&S	POOL	TASB-LONE STAR	\$ 5,082.57	**6/30/20	0.192	0.192	\$ 5,082.57	\$ 0.67	\$ 5,083.24
6/8/2020	I&S	POOL	TASB-LONE STAR	\$ 4,027.85	**6/30/20	0.192	0.192	\$ 4,027.85	\$ 0.47	\$ 4,028.32
6/9/2020	I&S	POOL	TASB-LONE STAR	\$ 5,136.68	**6/30/20	0.192	0.192	\$ 5,136.68	\$ 0.57	\$ 5,137.25
6/10/2020	I&S	POOL	TASB-LONE STAR	\$ 14,038.43	**6/30/20	0.192	0.192	\$ 14,038.43	\$ 1.48	\$ 14,039.91
6/11/2020	I&S	POOL	TASB-LONE STAR	\$ 129.39	**6/30/20	0.192	0.192	\$ 129.39	\$ 0.01	\$ 129.40
6/11/2020	I&S	POOL	TASB-LONE STAR	\$ 11,744.60	**6/30/20	0.192	0.192	\$ 11,744.60	\$ 1.11	\$ 11,745.71
6/15/2020	I&S	POOL	TASB-LONE STAR	\$ 89.52	**6/30/20	0.192	0.192	\$ 89.52	\$ 0.01	\$ 89.53
6/16/2020	I&S	POOL	TASB-LONE STAR	\$ 2,519.48	**6/30/20	0.192	0.192	\$ 2,519.48	\$ 0.19	\$ 2,519.67
6/17/2020	I&S	POOL	TASB-LONE STAR	\$ 642.90	**6/30/20	0.192	0.192	\$ 642.90	\$ 0.04	\$ 642.94
6/18/2020	I&S	POOL	TASB-LONE STAR	\$ 2,929.02	**6/30/20	0.192	0.192	\$ 2,929.02	\$ 0.18	\$ 2,929.20
6/23/2020	I&S	POOL	TASB-LONE STAR	\$ 283.75	**6/30/20	0.192	0.192	\$ 283.75	\$ 0.01	\$ 283.76
6/24/2020	I&S	POOL	TASB-LONE STAR	\$ 567.67	**6/30/20	0.192	0.192	\$ 567.67	\$ 0.02	\$ 567.69
6/25/2020	I&S	POOL	TASB-LONE STAR	\$ 6,795.04	**6/30/20	0.192	0.192	\$ 6,795.04	\$ 0.18	\$ 6,795.22
6/26/2020	I&S	POOL	TASB-LONE STAR	\$ 3,452.95	**6/30/20	0.192	0.192	\$ 3,452.95	\$ 0.07	\$ 3,453.02
6/29/2020	I&S	POOL	TASB-LONE STAR	\$ 2,040.39	**6/30/20	0.192	0.192	\$ 2,040.39	\$ 0.01	\$ 2,040.40
6/30/2020	I&S	POOL	TASB-LONE STAR	\$ 1,005.91	**6/30/20	0.192	0.192	\$ 1,005.91	\$ 0.00	\$ 1,005.91
6/30/2020	I&S	POOL	TASB-LONE STAR	\$ 2,123.93	INTEREST			\$ 2,123.93	\$ 0.00	\$ 2,123.93
7/1/2020	I&S	POOL	TASB-LONE STAR	\$ 3,043.99	IN TRANSIT			\$ 3,043.99	\$ 0.00	\$ 3,043.99
7/2/2020	I&S	POOL	TASB-LONE STAR	\$ 9,692.83	IN TRANSIT			\$ 9,692.83	\$ 0.00	\$ 9,692.83
7/6/2020	I&S	POOL	TASB-LONE STAR	\$ 11,830.80	IN TRANSIT			\$ 11,830.80		
			SUB-TOTAL:	\$ 13,528,350.28				\$ 13,528,350.28		
6/1/2020	QSCB	POOL	TASB-LONE STAR	\$ 1,383,943.04	**6/30/2020	0.192	0.192	\$ 1,383,943.04	\$ 218.40	\$ 1,384,161.44
5/29/2020	QSCB	POOL	TASB-LONE STAR	\$ 218.19	INTEREST			\$ 218.19		
			SUB-TOTAL:	\$ 1,384,161.23				\$ 1,384,161.23		
6/1/2020	BLDG.	POOL	TASB-LONE STAR	\$ 6,835,017.77	**6/30/2020	0.192	0.192	\$ 6,835,017.77	\$ 1,078.62	\$ 6,836,096.39
6/4/2020	BLDG.	POOL	TASB-LONE STAR	\$ 86.75	WITHDRAWAL			\$ 86.75	\$ 0.00	\$ 86.75
6/5/2020	BLDG.	POOL	TASB-LONE STAR	\$ 314.70	WITHDRAWAL			\$ 314.70	\$ 0.00	\$ 314.70

\*\*Pool interest calculated on a per month basis using month end balance.

WAXAHACHIE INDEPENDENT SCHOOL DISTRICT INVESTMENT PORTFOLIO

DATE	FUND	TYPE	DESCRIPTION	PUR.AMT.	MATURITY	RATE	YIELD	COST	PROJ. INT.	PAR
6/5/2020	BLDG.	POOL	TASB-LONE STAR	-\$ 29,567.19	WITHDRAWAL			-\$ 29,567.19	\$0.00	-\$ 29,567.19
6/11/2020	BLDG.	POOL	TASB-LONE STAR	-\$ 12,536.04	WITHDRAWAL			-\$ 12,536.04	\$0.00	-\$ 12,536.04
6/11/2020	BLDG.	POOL	TASB-LONE STAR	-\$ 1,619,313.88	WITHDRAWAL			-\$ 1,619,313.88	\$0.00	-\$ 1,619,313.88
6/12/2020	BLDG.	POOL	TASB-LONE STAR	-\$ 244.85	WITHDRAWAL			-\$ 244.85	\$0.00	-\$ 244.85
6/23/2020	BLDG.	POOL	TASB-LONE STAR	-\$ 291.57	WITHDRAWAL			-\$ 291.57	\$0.00	-\$ 291.57
6/23/2020	BLDG.	POOL	TASB-LONE STAR	-\$ 2,973.25	WITHDRAWAL			-\$ 2,973.25	\$0.00	-\$ 2,973.25
6/23/2020	BLDG.	POOL	TASB-LONE STAR	-\$ 13,196.48	WITHDRAWAL			-\$ 13,196.48	\$0.00	-\$ 13,196.48
6/24/2020	BLDG.	POOL	TASB-LONE STAR	-\$ 6,112.76	WITHDRAWAL			-\$ 6,112.76	\$0.00	-\$ 6,112.76
6/29/2020	BLDG.	POOL	TASB-LONE STAR	-\$ 32,579.37	WITHDRAWAL			-\$ 32,579.37	\$0.00	-\$ 32,579.37
6/30/2020	BLDG.	POOL	TASB-LONE STAR	\$ 907.86	INTEREST			\$ 907.86	\$0.00	\$ 907.86
				\$5,118,708.79				\$5,118,708.79		
			TOTAL INVESTED:	\$50,848,233.22						
			total does not include							
			scholarship investments							
6/1/2020	SCH.	POOL-PLUS	TASB-LONE STAR	\$908,361.17	**6/30/2020	0.696	0.696	\$908,361.17	\$519.41	\$908,880.58
6/24/2020	SCH.	POOL-PLUS	TASB-LONE STAR	-\$500.00				-\$500.00		
6/30/2020	SCH.	POOL-PLUS	TASB-LONE STAR	-\$480.00				-\$480.00		
6/30/2020	SCH.	POOL-PLUS	TASB-LONE STAR	\$517.94	interest			\$517.94		
			SCHOLARSHIP TOTAL:	\$907,899.11				\$907,899.11		

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT SUMMARY OF THE DISTRICT'S INVESTMENTS AS OF 06/30/2020. INVESTMENTS REPRESENTED IN THIS REPORT ARE IN COMPLIANCE WITH THE ADOPTED WISD INVESTMENT STRATEGY AND POLICY.

RYAN KAHLDEN, ASST. SUP. FOR BUSINESS & FINANCE

WENDY ROSS, DIRECTOR OF ACCOUNTING

\*\*Pool interest calculated on a per month basis using month end balance.

**WAXAHACHIE ISD SUMMARY OF ACTIVITY AS OF JUNE 2020**

<b>GENERAL FUND</b>	<b>YTD ACTUAL</b>	<b>ORIGINAL BUDGET</b>	<b>REVISED BUDGET</b>	<b>YTD %</b>	<b>PRIOR YTD %</b>
REVENUES	86,109,563.08	93,478,960	96,929,939	88.83%	88.84%
EXPENDITURES	74,810,647.89	92,438,918	99,751,180	74.99%	72.79%
<b>SPECIAL PROGRAMS</b>					
REVENUES	2,236,231.00	2,974,289	5,027,889	44.47%	49.55%
EXPENDITURES	2,549,700.14	3,221,698	5,028,468	50.70%	52.76%
<b>INTEREST &amp; SINKING</b>					
REVENUES	40,664,248.66	17,660,125	17,660,125	230.26%	100.44%
EXPENDITURES	28,655,765.01	17,660,125	17,660,125	161.69%	37.62%
<b>CAPITAL PROJECTS</b>					
REVENUES	169,828.21	261,679	261,679	64.89%	99.61%
EXPENDITURES	14,635,722.86	21,775,456	21,775,456	67.21%	12.16%
<b>ENTERPRISE FUNDS</b>					
REVENUES	3,441,088.12	4,447,717	4,447,717	77.36%	90.78%
EXPENDITURES	3,316,783.90	4,422,325	4,439,295	74.75%	78.49%

FC OBJ	2019-20		2019-20		2019-20		2019-20	
	FYTD Activity	Amount	Original Budget	Revised Budget	Unencumbered Balance	FYTD &		
00 LOCAL/INTER. SOURCES	49,279,665.82	0.00	50,224,455	51,051,490	1,771,824.18	96.53		
00 STATE PROGRAM REV.	35,642,232.79	0.00	41,254,505	43,878,449	8,236,216.21	81.23		
00 FEDERAL PROG. REV.	1,186,809.17	0.00	2,000,000	2,000,000	813,190.83	59.34		
00 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00		
00 OTHER RESOURCES	855.30	0.00	0	0	-855.30	0.00		
00 gen	86,109,563.08	0.00	93,478,960	96,929,939	10,820,375.92	88.84		
-- Revenue	86,109,563.08	0.00	93,478,960	96,929,939	10,820,375.92	88.84		
00	0.00	0.00	0	0	0.00	0.00		
00 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00		
00 OTHER OPERATING EXP.	0.00	0.00	0	0	0.00	0.00		
00	0.00	0.00	0	0	0.00	0.00		
00 gen	0.00	0.00	0	0	0.00	0.00		
11 PAYROLL COSTS	38,340,747.66	0.00	52,427,633	52,071,618	13,730,870.34	73.63		
11 PRO./CONTRACTED SVC.	660,877.49	32,443.37	1,028,282	1,077,181	383,860.14	64.36		
11 SUPPLIES	1,656,981.99	648,001.82	1,564,547	3,269,171	964,186.69	70.51		
11 OTHER OPERATING EXP.	61,146.23	241,207.82	560,395	406,558	104,203.45	74.37		
11 CAPITAL PROJECTS	17,400.00	0.00	19,410	17,400	0.00	100.00		
11 CONSTRUCTION	40,737,153.37	921,653.01	55,600,267	56,841,928	15,183,120.62	73.29		
12 PAYROLL COSTS	805,633.01	0.00	1,184,014	1,184,014	378,380.99	68.04		
12 PRO./CONTRACTED SVC.	0.00	15,500.00	16,730	16,750	1,250.00	92.54		
12 SUPPLIES	131,908.54	17,725.34	115,570	151,070	1,436.12	99.05		
12 OTHER OPERATING EXP.	2,440.00	0.00	3,200	2,680	240.00	91.04		
12 CAPITAL PROJECTS	0.00	0.00	0	0	0.00	0.00		
12 INST. RESOURCES & ME	939,981.55	33,225.34	1,319,514	1,354,514	381,307.11	71.85		
13 PAYROLL COSTS	640,470.04	0.00	747,966	746,816	106,345.96	85.76		
13 PRO./CONTRACTED SVC.	53,827.21	0.00	63,000	60,548	6,720.79	88.90		
13 SUPPLIES	12,672.74	270,318.48	53,430	409,021	126,029.78	69.19		
13 OTHER OPERATING EXP.	67,247.44	9,661.56	111,588	118,972	42,063.00	64.64		
13 CURRICULUM DEV. & INS	774,217.43	279,980.04	975,984	1,335,357	281,159.53	78.94		
21 PAYROLL COSTS	1,577,063.67	0.00	1,971,687	1,960,987	383,923.33	80.42		
21 PRO./CONTRACTED SVC.	3,538.42	0.00	6,700	6,700	3,161.58	52.81		
21 SUPPLIES	18,198.45	5,023.91	13,500	28,017	4,794.64	82.69		
21 OTHER OPERATING EXP.	20,406.86	2,244.10	33,700	31,681	9,030.04	71.50		
21 INSTRUCTIONAL LEADER	1,619,207.40	7,268.01	2,025,587	2,027,385	400,909.59	80.23		

FC OBJ	2019-20		2019-20		Unencumbered Balance	2019-20	
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget		Balance	FYTD %
23 PAYROLL COSTS	4,439,560.39	0.00	5,782,170	5,783,242	1,343,681.61	76.77	
23 PRO./CONTRACTED SVC.	18,889.02	0.00	9,500	25,737	6,847.98	73.39	
23 SUPPLIES	66,438.27	9,849.05	69,201	101,661	25,373.68	75.04	
23 OTHER OPERATING EXP.	19,223.48	75.00	76,080	36,008	16,709.52	53.59	
23 SCHOOL LEADERSHIP	4,544,111.16	9,924.05	5,936,951	5,946,648	1,392,612.79	76.58	
31 PAYROLL COSTS	2,185,918.93	0.00	2,806,138	2,806,139	620,219.07	77.90	
31 PRO./CONTRACTED SVC.	0.00	0.00	0	0	0.00	0.00	
31 SUPPLIES	43,948.92	2,680.45	110,712	55,014	8,384.63	84.76	
31 OTHER OPERATING EXP.	2,888.82	822.82	13,605	9,230	5,518.36	40.21	
31 GUIDANCE & COUNSELIN	2,232,756.67	3,503.27	2,930,455	2,870,383	634,122.06	77.91	
32 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00	
32 PRO./CONTRACTED SVC.	0.00	0.00	0	0	0.00	0.00	
32 OTHER OPERATING EXP.	0.00	0.00	0	0	0.00	0.00	
32 SOCIAL WORK SERVICES	0.00	0.00	0	0	0.00	0.00	
33 PAYROLL COSTS	865,732.76	0.00	1,194,294	1,194,294	328,561.24	72.49	
33 PRO./CONTRACTED SVC.	5,000.00	1,241.00	3,400	7,495	1,254.00	83.27	
33 SUPPLIES	39,293.73	8,850.82	32,055	75,187	27,042.45	64.03	
33 OTHER OPERATING EXP.	4,118.92	905.16	6,830	6,830	1,805.92	73.56	
33 DEBT SERVICE	0.00	0.00	0	0	0.00	0.00	
33 HEALTH SERVICES	914,145.41	10,996.98	1,236,579	1,283,806	358,663.61	72.06	
34 PAYROLL COSTS	1,887,786.94	0.00	2,019,530	2,019,530	131,743.06	93.48	
34 PRO./CONTRACTED SVC.	103,544.42	14,822.86	99,300	127,700	9,332.72	92.69	
34 SUPPLIES	219,751.34	24,704.78	284,381	263,673	19,216.88	92.71	
34 OTHER OPERATING EXP.	114,651.42	594.67	70,900	76,900	-38,346.09	149.86	
34 CAPITAL PROJECTS	469,559.50	0.00	291,986	573,494	103,934.50	81.88	
34 PUPIL TRANSPORTATION	2,795,293.62	40,122.31	2,766,097	3,061,297	225,881.07	92.62	
35 PAYROLL COSTS	22,752.77	0.00	0	0	-22,752.77	0.00	
35 OTHER OPERATING EXP.	0.00	0.00	0	0	0.00	0.00	
35 FOOD SERVICES	22,752.77	0.00	0	0	-22,752.77	0.00	
36 PAYROLL COSTS	2,187,781.82	0.00	2,914,823	2,914,823	727,041.18	75.06	
36 PRO./CONTRACTED SVC.	170,218.86	10,882.65	181,689	174,738	-6,363.51	103.64	
36 SUPPLIES	229,379.92	86,027.55	290,084	363,713	48,305.53	86.72	
36 OTHER OPERATING EXP.	344,290.75	44,931.33	591,482	475,417	86,194.92	81.87	
36 CAPITAL PROJECTS	23,216.07	0.00	0	23,216	-0.07	100.00	

FC OBJ	2019-20		2019-20		2019-20		2019-20	
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget	Unencumbered Balance	FYTD %		
36 COCURR./EXTRACURR.AC	2,954,887.42	141,841.53	3,978,078	3,951,907	855,178.05	78.36		
41 PAYROLL COSTS	1,932,951.24	0.00	2,312,032	2,297,832	364,880.76	84.12		
41 PRO./CONTRACTED SVC.	451,844.15	26,262.49	425,657	414,457	-63,649.64	115.36		
41 SUPPLIES	76,101.18	27,876.70	54,200	131,930	27,952.12	78.81		
41 OTHER OPERATING EXP.	107,175.82	12,795.49	201,643	184,063	64,091.69	65.18		
41 CAPITAL PROJECTS	0.00	0.00	25,300	10,550	10,550.00	0.00		
41 GENERAL ADMINISTRATI	2,568,072.39	66,934.68	3,018,832	3,038,832	403,824.93	86.71		
51 PAYROLL COSTS	3,663,091.97	0.00	4,406,403	4,386,403	723,311.03	83.51		
51 PRO./CONTRACTED SVC.	1,963,734.37	114,564.33	2,316,845	2,368,726	290,427.30	87.74		
51 SUPPLIES	581,605.97	67,929.48	555,438	672,088	22,552.55	96.64		
51 OTHER OPERATING EXP.	721,266.35	565.75	473,000	473,800	-248,032.10	152.35		
51 CAPITAL PROJECTS	215,676.87	15,726.00	305,532	262,401	30,998.13	88.19		
51 PLANT MAINTENANCE &	7,145,375.53	198,785.56	8,057,218	8,163,418	819,256.91	89.96		
52 PAYROLL COSTS	885,959.63	0.00	1,089,343	1,074,343	188,383.37	82.47		
52 PRO./CONTRACTED SVC.	25,112.02	18,950.50	186,000	485,250	441,187.48	9.08		
52 SUPPLIES	25,327.28	6,710.00	16,800	32,550	512.72	98.42		
52 OTHER OPERATING EXP.	2,435.34	0.00	3,865	3,865	1,429.66	63.01		
52 CAPITAL PROJECTS	0.00	0.00	0	0	0.00	0.00		
52 SECURITY & MONITORIN	938,834.27	25,660.50	1,296,008	1,596,008	631,513.23	60.43		
53 PAYROLL COSTS	800,328.44	0.00	886,814	866,614	66,285.56	92.35		
53 PRO./CONTRACTED SVC.	217,964.17	7,965.00	274,683	282,883	56,953.83	79.87		
53 SUPPLIES	304,500.98	49,531.79	356,632	448,518	94,485.23	78.93		
53 OTHER OPERATING EXP.	9,402.36	175.88	38,989	19,103	9,524.76	50.14		
53 CAPITAL PROJECTS	0.00	0.00	50,000	15,000	15,000.00	0.00		
53 DATA PROCESSING SERV	1,332,195.95	57,672.67	1,607,118	1,632,118	242,249.38	85.16		
61 PAYROLL COSTS	198,036.89	0.00	237,300	237,300	39,263.11	83.45		
61 PRO./CONTRACTED SVC.	448.00	1,183.00	1,781	1,781	150.00	91.58		
61 SUPPLIES	2,050.61	1,796.73	15,241	15,241	11,393.66	25.24		
61 OTHER OPERATING EXP.	4,635.29	1,028.81	10,908	10,908	5,243.90	51.93		
61 COMMUNITY SERVICES	205,170.79	4,008.54	265,230	265,230	56,050.67	78.87		
71 DEBT SERVICE	0.00	0.00	0	0	0.00	0.00		
71 DEBT SERVICES	0.00	0.00	0	0	0.00	0.00		
81 PRO./CONTRACTED SVC.	0.00	2,800.00	0	0	-2,800.00	0.00		

FC OBJ	2019-20		2019-20		2019-20		2019-20	
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget	Unencumbered Balance	FYTD \$		
81 SUPPLIES	0.00	0.00	0	0	0.00	0.00		
81 CAPITAL PROJECTS	4,692,033.50	813,426.17	925,000	5,882,349	376,889.33	93.59		
81 FACILITIES ACQ. & CO.	4,692,033.50	816,226.17	925,000	5,882,349	374,089.33	93.64		
91 PRO./CONTRACTED SVC.	0.00	0.00	0	0	0.00	0.00		
91 CONT.INST.SVCS.\PUBL	0.00	0.00	0	0	0.00	0.00		
95 PRO./CONTRACTED SVC.	0.00	0.00	0	0	0.00	0.00		
95 PYMTS.TO JJAEP PROGR	0.00	0.00	0	0	0.00	0.00		
99 PRO./CONTRACTED SVC.	394,458.66	0.00	500,000	500,000	105,541.34	78.89		
99 OTHER OPERATING EXP.	0.00	0.00	0	0	0.00	0.00		
99 Other Governmental C	394,458.66	0.00	500,000	500,000	105,541.34	78.89		
-- Expense	74,810,647.89	2,617,802.66	92,438,918	99,751,180	22,322,727.45	77.62		
Grand Revenue Totals	86,109,563.08	0.00	93,478,960	96,929,939	10,820,375.92	88.84		
Grand Expense Totals	74,810,647.89	2,617,802.66	92,438,918	99,751,180	22,322,727.45	77.62		
Grand Totals	11,298,915.19	2,617,802.66	1,040,042	2,821,241	11,502,351.53	-400.49		
		Profit	Profit	Loss	Loss			

Number of Accounts: 12520

\*\*\*\*\* End of report \*\*\*\*\*

FC OBJ	2019-20		2019-20		2019-20	2019-20		Unencumbered	2019-20	
	FYTD Activity	Amount	Original Budget	Revised Budget		Comment	Balance		FYTD \$	
00 LOCAL/INTER. SOURCES	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
00 STATE PROGRAM REV.	323,080.89	0.00	265,802.00	1,087,799.00		764,718.11	29.70	764,718.11	29.70	29.70
00 FEDERAL PROG. REV.	1,913,150.11	0.00	2,853,096.00	3,940,090.00		2,026,939.89	48.56	2,026,939.89	48.56	48.56
00 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
00 OTHER RESOURCES	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
00 gen	2,236,231.00	0.00	3,118,898.00	5,027,889.00		2,791,658.00	44.48	2,791,658.00	44.48	44.48
-- Revenue	2,236,231.00	0.00	3,118,898.00	5,027,889.00		2,791,658.00	44.48	2,791,658.00	44.48	44.48
00 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
00 PRO./CONTRACTED SVC.	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
00 SUPPLIES	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
00 gen	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
11 PAYROLL COSTS	886,775.38	0.00	1,301,039.00	1,346,649.00		459,873.62	65.85	459,873.62	65.85	65.85
11 PRO./CONTRACTED SVC.	183,272.21	26,476.50	324,048.00	362,815.00		153,066.29	50.51	153,066.29	50.51	50.51
11 SUPPLIES	386,125.01	575,801.28	198,509.00	1,089,841.00		127,914.71	35.43	127,914.71	35.43	35.43
11 OTHER OPERATING EXP.	19,716.35	3,336.93	50,311.00	57,618.00		34,564.72	34.22	34,564.72	34.22	34.22
11 CAPITAL PROJECTS	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
11 CONSTRUCTION	1,475,888.95	605,614.71	1,873,907.00	2,856,923.00		775,419.34	51.66	775,419.34	51.66	51.66
12 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
12 SUPPLIES	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
12 CAPITAL PROJECTS	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
12 INST. RESOURCES & ME	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
13 PAYROLL COSTS	15,377.53	0.00	9,498.00	26,040.00		10,662.47	59.05	10,662.47	59.05	59.05
13 PRO./CONTRACTED SVC.	46,819.48	200.00	10,914.00	58,328.00		11,308.52	80.27	11,308.52	80.27	80.27
13 SUPPLIES	0.00	13,380.60	46,818.00	43,704.00		30,323.40	0.00	30,323.40	0.00	0.00
13 OTHER OPERATING EXP.	24,962.53	104,167.15	114,500.00	169,437.00		40,307.32	14.73	40,307.32	14.73	14.73
13 CURRICULUM DEV.& INS	87,159.54	117,747.75	181,730.00	297,509.00		92,601.71	29.30	92,601.71	29.30	29.30
21 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
21 PRO./CONTRACTED SVC.	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
21 SUPPLIES	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
21 OTHER OPERATING EXP.	840.28	0.00	1,459.00	841.00		0.72	99.91	0.72	99.91	99.91
21 INSTRUCTIONAL LEADER	840.28	0.00	1,459.00	841.00		0.72	99.91	0.72	99.91	99.91
23 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00

FC OBJ	2019-20		2019-20		Comment	2019-20	
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget		Unencumbered Balance	FYTD
23 PRO./CONTRACTED SVC.	0.00	0.00	0.00	0.00		0.00	0.00
23 SUPPLIES	0.00	0.00	0.00	0.00		0.00	0.00
23 OTHER OPERATING EXP.	0.00	0.00	0.00	0.00		0.00	0.00
23 SCHOOL LEADERSHIP	0.00	0.00	0.00	0.00		0.00	0.00
31 PAYROLL COSTS	804,445.49	0.00	1,124,096.00	1,171,813.00		367,367.51	68.65
31 PRO./CONTRACTED SVC.	0.00	0.00	0.00	0.00		0.00	0.00
31 SUPPLIES	22,959.80	12,265.48	25,000.00	461,267.00		426,041.72	4.98
31 OTHER OPERATING EXP.	4,363.59	125.00	15,000.00	15,000.00		10,511.41	29.09
31 CAPITAL PROJECTS	0.00	0.00	0.00	0.00		0.00	0.00
31 GUIDANCE & COUNSELIN	831,768.88	12,390.48	1,164,096.00	1,648,080.00		803,920.64	50.47
32 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00
32 OTHER OPERATING EXP.	0.00	0.00	0.00	0.00		0.00	0.00
32 SOCIAL WORK SERVICES	0.00	0.00	0.00	0.00		0.00	0.00
33 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00
33 SUPPLIES	0.00	0.00	0.00	0.00		0.00	0.00
33 HEALTH SERVICES	0.00	0.00	0.00	0.00		0.00	0.00
34 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00
34 PRO./CONTRACTED SVC.	0.00	0.00	0.00	0.00		0.00	0.00
34 OTHER OPERATING EXP.	0.00	0.00	0.00	0.00		0.00	0.00
34 CAPITAL PROJECTS	78,927.50	0.00	0.00	80,000.00		1,072.50	98.66
34 PUPIL TRANSPORTATION	78,927.50	0.00	0.00	80,000.00		1,072.50	98.66
35 PAYROLL COSTS	7,918.99	0.00	0.00	0.00		-7,918.99	0.00
35 SUPPLIES	0.00	0.00	0.00	0.00		0.00	0.00
35 FOOD SERVICES	7,918.99	0.00	0.00	0.00		-7,918.99	0.00
36 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00
36 PRO./CONTRACTED SVC.	0.00	0.00	0.00	0.00		0.00	0.00
36 SUPPLIES	0.00	0.00	0.00	0.00		0.00	0.00
36 OTHER OPERATING EXP.	0.00	0.00	0.00	0.00		0.00	0.00
36 COCURR./EXTRACURR.AC	0.00	0.00	0.00	0.00		0.00	0.00
41 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00
41 GENERAL ADMINISTRATI	0.00	0.00	0.00	0.00		0.00	0.00
51 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00

FC OBJ	2019-20		2019-20		2019-20	2019-20		Unencumbered	2019-20	
	FYTD Activity	Amount	Original Budget	Revised Budget		Comment	Balance		FYTD %	
51 PRO./CONTRACTED SVC.	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
51 CAPITAL PROJECTS	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
51 PLANT MAINTENANCE &	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
52 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
52 PRO./CONTRACTED SVC.	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
52 SUPPLIES	67,196.00	0.00	67,235.00	67,235.00		39.00	99.94	39.00	99.94	
52 CAPITAL PROJECTS	0.00	77,374.00	77,374.00	77,374.00		0.00	0.00	0.00	0.00	
52 SECURITY & MONITORIN	67,196.00	77,374.00	144,609.00	144,609.00		39.00	46.47	39.00	46.47	
53 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
53 DATA PROCESSING SERV	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
61 PAYROLL COSTS	0.00	0.00	506.00	506.00		506.00	0.00	506.00	0.00	
61 PRO./CONTRACTED SVC.	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
61 OTHER OPERATING EXP.	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
61 COMMUNITY SERVICES	0.00	0.00	506.00	506.00		506.00	0.00	506.00	0.00	
71 DEBT SERVICE	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
71 DEBT SERVICES	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
81 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
81 CAPITAL PROJECTS	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
81 FACILITIES ACQ. & CO	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	
-- Expense	2,549,700.14	813,126.94	3,366,307.00	5,028,468.00		1,665,640.92	50.71	1,665,640.92	50.71	
Grand Revenue Totals	2,236,231.00	0.00	3,118,898.00	5,027,889.00		2,791,658.00	44.48	2,791,658.00	44.48	
Grand Expense Totals	2,549,700.14	813,126.94	3,366,307.00	5,028,468.00		1,665,640.92	50.71	1,665,640.92	50.71	
Grand Totals	313,469.14	813,126.94	247,409.00	579.00		1,126,017.08	????????	1,126,017.08	????????	
	Loss	Loss	Loss	Loss		Profit				

Number of Accounts: 10725

\*\*\*\*\* End of report \*\*\*\*\*

FC OBJ	2019-20 FYTD Activity	Encumbered Amount	2019-20 Original Budget	2019-20 Revised Budget	Unencumbered Balance	2019-20 FYTD %
00 LOCAL/INTER. SOURCES	17,430,857.24	0.00	17,260,125	17,260,125	-170,732.24	100.99
00 STATE PROGRAM REV.	334,450.00	0.00	300,000	300,000	-34,450.00	111.48
00 FEDERAL PROG. REV.	52,343.12	0.00	100,000	100,000	47,656.88	52.34
00 OTHER RESOURCES	22,846,598.30	0.00	0	0	-22,846,598.30	0.00
00 gen	40,664,248.66	0.00	17,660,125	17,660,125	-23,004,123.66	230.26
-- Revenue	40,664,248.66	0.00	17,660,125	17,660,125	-23,004,123.66	230.26
00 DEBT SERVICE	0.00	0.00	0	0	0.00	0.00
00	22,628,190.01	0.00	0	0	-22,628,190.01	0.00
00 gen	22,628,190.01	0.00	0	0	-22,628,190.01	0.00
71 DEBT SERVICE	6,027,575.00	0.00	17,660,125	17,660,125	11,632,550.00	34.13
71 DEBT SERVICES	6,027,575.00	0.00	17,660,125	17,660,125	11,632,550.00	34.13
-- Expense	28,655,765.01	0.00	17,660,125	17,660,125	-10,995,640.01	162.26
Grand Revenue Totals	40,664,248.66	0.00	17,660,125	17,660,125	-23,004,123.66	230.26
Grand Expense Totals	28,655,765.01	0.00	17,660,125	17,660,125	-10,995,640.01	162.26
Grand Totals	12,008,483.65	0.00	0	0	12,008,483.65	0.00
	Profit				Loss	

Number of Accounts: 28

\*\*\*\*\* End of report \*\*\*\*\*

FC OBJ	2019-20		2019-20		2019-20	2019-20		Unencumbered	2019-20	
	FYTD Activity	Amount	Original Budget	Revised Budget		Comment	Balance		FYTD \$	
00 LOCAL/INTER. SOURCES	165,208.05	0.00	256,000	256,000		90,791.95	64.53			
00 STATE PROGRAM REV.	4,620.16	0.00	5,679	5,679		1,058.84	81.36			
00 OTHER RESOURCES	0.00	0.00	0	0		0.00	0.00			
00 gen	169,828.21	0.00	261,679	261,679		91,850.79	64.90			
-- Revenue	169,828.21	0.00	261,679	261,679		91,850.79	64.90			
00	0.00	0.00	0	0		0.00	0.00			
00 gen	0.00	0.00	0	0		0.00	0.00			
11 PAYROLL COSTS	0.00	0.00	0	0		0.00	0.00			
11 SUPPLIES	81,822.69	175,743.71	0	265,000		7,433.60	30.88			
11 CAPITAL PROJECTS	0.00	0.00	0	0		0.00	0.00			
11 INSTRUCTION	81,822.69	175,743.71	0	265,000		7,433.60	30.88			
12 SUPPLIES	0.00	101,436.77	0	102,000		563.23	0.00			
12 CAPITAL PROJECTS	0.00	0.00	0	0		0.00	0.00			
12 INST. RESOURCES & ME.	0.00	101,436.77	0	102,000		563.23	0.00			
35 SUPPLIES	0.00	12,600.99	0	13,000		399.01	0.00			
35 FOOD SERVICES	0.00	12,600.99	0	13,000		399.01	0.00			
36 SUPPLIES	0.00	0.00	0	0		0.00	0.00			
36 CAPITAL PROJECTS	0.00	0.00	0	0		0.00	0.00			
36 COCURR./EXTRACURR.AC	0.00	0.00	0	0		0.00	0.00			
51 PRO./CONTRACTED SVC.	0.00	0.00	0	0		0.00	0.00			
51 SUPPLIES	0.00	0.00	0	20,000		20,000.00	0.00			
51 CAPITAL PROJECTS	0.00	0.00	0	5,500		5,500.00	0.00			
51 PLANT MAINTENANCE &	0.00	0.00	0	25,500		25,500.00	0.00			
52 PRO./CONTRACTED SVC.	0.00	0.00	0	0		0.00	0.00			
52 SUPPLIES	0.00	0.00	0	0		0.00	0.00			
52 CAPITAL PROJECTS	0.00	0.00	0	0		0.00	0.00			
52 SECURITY & MONITORIN	0.00	0.00	0	0		0.00	0.00			
71 DEBT SERVICE	0.00	0.00	0	0		0.00	0.00			
71 DEBT SERVICES	0.00	0.00	0	0		0.00	0.00			
81 PAYROLL COSTS	67,309.76	0.00	75,456	75,456		8,146.24	89.20			

FC OBJ	2019-20		Encumbered Amount	2019-20		2019-20 Comment	2019-20	
	FYTD Activity	Original Budget		Original Budget	Revised Budget		Unencumbered Balance	FYTD &
81 PRO./CONTRACTED SVC.	6,981.84	0	4,950.00	0	3,000		-8,931.84	232.73
81 SUPPLIES	2,255.00	0	0.00	0	0		-2,255.00	0.00
81 OTHER OPERATING EXP.	0.00	0	0.00	0	0		0.00	0.00
81 CAPITAL PROJECTS	14,477,353.57	21,700,000	887,189.14	21,700,000	21,291,500		5,926,957.29	68.00
81 FACILITIES ACQ. & CO	14,553,900.17	21,775,456	892,139.14	21,775,456	21,369,956		5,923,916.69	68.10
-- Expense	14,635,722.86	21,775,456	1,181,920.61	21,775,456	21,775,456		5,957,812.53	67.21
Grand Revenue Totals	169,828.21	261,679	0.00	261,679	261,679		91,850.79	64.90
Grand Expense Totals	14,635,722.86	21,775,456	1,181,920.61	21,775,456	21,775,456		5,957,812.53	67.21
Grand Totals	14,465,894.65	21,513,777	1,181,920.61	21,513,777	21,513,777		5,865,961.74	67.24
	Loss	Loss	Loss	Loss	Loss		Loss	

Number of Accounts: 227

\*\*\*\*\* End of report \*\*\*\*\*

FC OBJ	2019-20		2019-20		2019-20		2019-20	
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget	Unencumbered Balance	FYTD %		
00 LOCAL/INTER. SOURCES	1,546,492.51	0.00	1,857,116	1,857,116	310,623.49	83.27		
00 STATE PROGRAM REV.	93,638.52	0.00	149,197	149,197	55,558.48	62.76		
00 FEDERAL PROG. REV.	0.00	0.00	0	0	0.00	0.00		
00 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00		
00 OTHER RESOURCES	1,800,957.09	0.00	2,441,404	2,441,404	640,446.91	73.77		
00 gen	3,441,088.12	0.00	4,447,717	4,447,717	1,006,628.88	77.37		
-- Revenue	3,441,088.12	0.00	4,447,717	4,447,717	1,006,628.88	77.37		
11 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00		
11 INSTRUCTION	0.00	0.00	0	0	0.00	0.00		
35 PAYROLL COSTS	1,500,625.55	0.00	2,078,060	2,078,060	577,434.45	72.21		
35 PRO./CONTRACTED SVC.	3,695.36	9,134.00	10,000	13,200	370.64	97.19		
35 SUPPLIES	1,487,478.70	219,254.59	1,880,700	1,960,700	253,966.71	87.05		
35 OTHER OPERATING EXP.	2,587.24	0.00	11,000	7,800	5,212.76	33.17		
35 CAPITAL PROJECTS	0.00	0.00	80,000	0	0.00	0.00		
35 FOOD SERVICES	2,994,386.85	228,388.59	4,059,760	4,059,760	836,984.56	79.38		
51 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00		
51 PRO./CONTRACTED SVC.	2,556.79	0.00	88,440	88,440	85,883.21	2.89		
51 PLANT MAINTENANCE &	2,556.79	0.00	88,440	88,440	85,883.21	2.89		
61 PAYROLL COSTS	277,822.37	0.00	233,940	233,940	-43,882.37	118.76		
61 PRO./CONTRACTED SVC.	22,909.20	0.00	12,923	29,505	6,595.60	77.65		
61 SUPPLIES	18,716.69	4,554.45	22,250	26,446	3,174.86	87.99		
61 OTHER OPERATING EXP.	392.00	0.00	5,012	1,204	812.20	32.55		
61 CAPITAL PROJECTS	0.00	0.00	0	0	0.00	0.00		
61 COMMUNITY SERVICES	319,840.26	4,554.45	274,125	291,095	-33,299.71	111.44		
81 CAPITAL PROJECTS	0.00	0.00	0	0	0.00	0.00		
81 FACILITIES ACQ. & CO	0.00	0.00	0	0	0.00	0.00		
-- Expense	3,316,783.90	232,943.04	4,422,325	4,439,295	889,568.06	79.96		
Grand Revenue Totals	3,441,088.12	0.00	4,447,717	4,447,717	1,006,628.88	77.37		
Grand Expense Totals	3,316,783.90	232,943.04	4,422,325	4,439,295	889,568.06	79.96		
Grand Totals	124,304.22	232,943.04	25,392	8,422	117,060.82	1,475.95		
	Profit	Loss	Profit	Profit	Profit	Profit		

FC	OBJ	2019-20	Encumbered	2019-20	2019-20	Unencumbered	2019-20
		FYTD Activity	Amount	Original Budget	Revised Budget	Balance	FYTD

Number of Accounts: 964

\*\*\*\*\* End of report \*\*\*\*\*

Waxahachie ISD 2019-20 Budget Summary June 2020

	Adopted Gen. Fund 1XXX	Amended Gen. Fund 1XXX	YTD Actual Gen. Fund 1XXX	Amended State-Fed Programs	YTD Actual State-Fed Programs	Amended Debt Serv. 5XXX	YTD Actual Debt Serv. 5XXX	Amended Cap. Proj. 6XXX	YTD Actual Cap. Proj. 6XXX	Amended Ent Fund 7XXX	YTD Actual Ent Fund 7XXX
<b>REVENUES</b>											
5700 LOCAL & INTER. SOURCE REVENUE	50,224,455	51,061,490	49,279,666			17,260,125	17,430,857	256,000	165,208	1,857,116	1,546,493
5800 STATE PROGRAM REVENUES	41,294,505	43,878,449	35,642,233	1,087,799	323,081	300,000	334,450	5,679	4,620	149,197	93,639
5900 FEDERAL REVENUES	2,000,000	2,000,000	1,186,809	3,940,090	1,913,150	100,000	52,343				
7900 OTHER RESOURCES/TRANSFERS			855				22,846,598			2,441,404	1,800,957
<b>TOTAL REVENUES</b>	<b>93,478,960</b>	<b>96,929,939</b>	<b>86,109,563</b>	<b>5,027,889</b>	<b>2,236,231</b>	<b>17,660,125</b>	<b>40,664,249</b>	<b>261,679</b>	<b>169,828</b>	<b>4,447,717</b>	<b>3,441,088</b>
<b>APPROPRIATIONS BY FUNCTION</b>											
00 TRANSFERS BETWEEN FUNDS							22,628,190				
11 INSTRUCTIONAL RESOURCES & MEDIA SER	55,600,267	56,841,928	40,737,153	2,856,923	1,475,889			265,000	81,823		
12 INSTRUCTIONAL RESOURCES & MEDIA SER	1,319,514	1,354,514	939,982					102,000			
13 CURRICULUM & INSTRUCTIONAL STAFF DEV.	975,984	1,335,357	774,217	297,509	87,160						
21 INSTRUCTIONAL LEADERSHIP	2,025,587	2,027,385	1,619,207	841	840						
23 SCHOOL ADMINISTRATION	5,936,951	5,946,648	4,544,111								
31 GUIDANCE AND COUNSELING SERVICES	2,930,455	2,870,383	2,232,757	1,648,080	831,769						
32 SOCIAL WORK SERVICES		0									
33 HEALTH SERVICES	1,236,579	1,283,806	914,145								
34 STUDENT (PUPIL) TRANSPORTATION	2,766,097	3,061,297	2,795,294	80,000	78,928						
35 FOOD SERVICES		0	22,753		7,919			13,000		4,059,760	2,994,387
36 CURRICULAR/EXTRACURRICULAR ACTIV.	3,978,078	3,951,907	2,954,887								
41 GENERAL ADMINISTRATION	3,018,832	3,038,832	2,568,072								
51 PLANT MAINTENANCE AND OPERATION	8,057,218	8,163,418	7,145,376		67,196			25,500		88,440	2,557
52 SECURITY & MONITORING SERVICES	1,296,008	1,596,008	938,894	144,609							
53 DATA PROCESSING SERVICES	1,607,118	1,632,118	1,332,196								
61 COMMUNITY SERVICES	265,230	265,230	205,171	506						291,095	319,840
71 DEBT SERVICE		0				17,660,125	6,027,575				
81 FACILITIES	925,000	5,882,349	4,692,034					21,369,956	14,553,900		
99 OTHER	500,000	500,000	394,459								
<b>TOTAL APPROPRIATIONS AND TRANSFERS</b>	<b>92,438,918</b>	<b>99,751,180</b>	<b>74,810,648</b>	<b>5,028,468</b>	<b>2,549,700</b>	<b>17,660,125</b>	<b>28,655,765</b>	<b>21,775,456</b>	<b>14,635,723</b>	<b>4,439,295</b>	<b>3,316,784</b>
<b>TOTAL REVENUES OVER (UNDER) APPROPRIATIONS</b>	<b>1,040,042</b>	<b>(2,821,241)</b>	<b>11,298,915</b>	<b>(579)</b>	<b>(313,469)</b>	<b>-</b>	<b>12,008,484</b>	<b>(21,513,777)</b>	<b>(14,465,895)</b>	<b>8,422</b>	<b>124,304</b>

Waxahachie ISD  
BOARD OF TRUSTEES

Date: August 10, 2020

Subject: Budget and Finance - Amendments & Purchase Order

Presented by: Ryan Kahlden

**Background:**

Presented for Board consideration and approval are multiple budget transfers/amendments and a purchase order over \$50,000 requiring Board approval.

**Recommendation:**

Review and approve as presented.

Waxahachie ISD 2019-20 Proposed Budget Amendments for August 2020

	Adopted Gen. Fund 1XXX	Amended Gen. Fund 1XXX	Proposed Budget Amendments- Increases Gen. Fund 1XXX	Proposed Budget Amendments- (Decreases) Gen. Fund 1XXX	Proposed Revised Budget Gen. Fund 1XXX	Explanation
<b>REVENUES</b>						
5700 LOCAL & INTER. SOURCE REVENUE	50,224,455	51,051,490			51,051,490	
5800 STATE PROGRAM REVENUES	41,254,505	43,878,449			43,878,449	
5900 FEDERAL REVENUES	2,000,000	2,000,000			2,000,000	
7900 OTHER RESOURCES						
<b>TOTAL REVENUES</b>	<b>93,478,960</b>	<b>96,929,939</b>			<b>96,929,939</b>	
11 INSTRUCTIONAL RESOURCES & MEDIA SER	55,600,267	56,841,928	87,703	(1,495)	56,928,136	Move \$800 from function 11 to 13 for Vocational budget. Move \$18,459 from 36 to 11 for payroll correction. Move \$69,244 from 23 to 11 for payroll correction. Move \$695 from function 11 to 36 for Vocational student travel.
12 INSTRUCTIONAL RESOURCES & MEDIA SER	1,319,514	1,354,514				
13 CURRICULUM & INSTRUCTIONAL STAFF DEV.	975,984	1,335,357	800		1,336,157	Move \$800 from function 11 to 13 for Vocational budget.
21 INSTRUCTIONAL LEADERSHIP	2,025,587	2,027,385			2,027,385	
23 SCHOOL ADMINISTRATION	5,936,951	5,946,648		(69,244)	5,877,404	Move \$68,244 from 23 to 11 for payroll correction.
31 GUIDANCE AND COUNSELING SERVICES	2,930,455	2,870,383			2,870,383	
32 SOCIAL WORK SERVICES						
33 HEALTH SERVICES	1,236,579	1,283,806			1,283,806	
34 STUDENT (PUPIL) TRANSPORTATION	2,766,097	3,061,297				

**Waxahachie ISD 2019-20 Proposed Budget Amendments for August 2020**

36 COCURRICULAR/EXTRACURRICULAR ACTIV.	3,978,078	3,951,907	695	(18,459)	3,934,143	Move \$18,459 from 36 to 11 for payroll correction. Move \$695 from 11 to 36 for Vocational student travel.
41 GENERAL ADMINISTRATION	3,018,832	3,038,832			3,038,832	
51 PLANT MAINTENANCE AND OPERATION	8,057,218	8,163,418	24,016		8,187,434	Move remainder of funds in campus refresh account into maintenance budget.
52 SECURITY & MONITORING SERVICES	1,296,008	1,596,008			1,596,008	
53 DATA PROCESSING SERVICES	1,607,118	1,632,118			1,632,118	
61 COMMUNITY SERVICES	265,230	265,230				
71 DEBT SERVICE					-	
81 FACILITIES	925,000	5,882,349		(24,016)	5,858,333	Move remainder of funds in campus refresh account into maintenance budget.
99	500,000	500,000			500,000	
<b>TOTAL APPROPRIATIONS</b>	<b>92,438,918</b>	<b>99,751,180</b>	<b>113,214</b>	<b>(113,214)</b>	<b>99,751,180</b>	
	Yes	No				
Approved by Board:			Date:		Signed:	

**Waxahachie ISD 2019-20 Proposed Enterprise Funds Budget  
Amendments for August 2020**

	Adopted Ent. Fund	Amended Ent. Fund	Proposed Budget Amendments- Increases Ent. Fund	Proposed Budget Amendments- (Decreases) Ent. Fund	Proposed Revised Budget Ent. Fund	Explanation
	7XXX	7XXX	7XXX	7XXX	7XXX	
5700 LOCAL & INTER. SOURCE REVENUE	1,857,116	1,857,116	6,500		1,863,616	Increase to Day Care budget for equipment purchase.
5800 STATE PROGRAM REVENUES	149,197	149,197			149,197	
5900 FEDERAL REVENUES						
7900 OTHER RESOURCES	2,441,404	2,441,404			2,441,404	
<b>TOTAL REVENUES</b>	<b>4,447,717</b>	<b>4,447,717</b>	<b>6,500</b>	<b>-</b>	<b>4,454,217</b>	
<b>APPROPRIATIONS BY FUNCTION</b>						
11 INSTRUCTIONAL RESOURCES & MEDIA SER	-	-				
12 INSTRUCTIONAL RESOURCES & MEDIA SER	-	-				
13 CURRICULUM & INSTRUCTIONAL STAFF DEV.	-	-				
21 INSTRUCTIONAL LEADERSHIP	-	-				
23 SCHOOL ADMINISTRATION	-	-				
31 GUIDANCE AND COUNSELING SERVICES	-	-				
32 SOCIAL WORK SERVICES	-	-				
33 HEALTH SERVICES	-	-				
34 STUDENT (PUPIL) TRANSPORTATION	-	-				
35 FOOD SERVICES	4,059,760	4,059,760			4,059,760	
36 CURRICULAR/EXTRACURRICULAR ACTIV.						
41 GENERAL ADMINISTRATION						
51 PLANT MAINTENANCE AND OPERATION	88,440	88,440			88,440	
52 SECURITY & MONITORING SERVICES						
53 DATA PROCESSING SERVICES						
61 COMMUNITY SERVICES	274,125	291,095	6,500		297,595	Increase to Day Care budget for equipment purchase.
71 DEBT SERVICE						
81 FACILITIES						
8900 OTHER USES						
<b>TOTAL APPROPRIATIONS</b>	<b>4,422,325</b>	<b>4,439,295</b>	<b>6,500</b>	<b>-</b>	<b>4,445,795</b>	
	<b>Yes</b>	<b>No</b>				
<b>Approved by Board:</b>						
<b>Date:</b>						
<b>Signed:</b>						

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 411 N. GIBSON STREET  
 WAXAHACHIE, TX 75165  
 TAX NBR: 75-6002723  
 PHONE: 972-923-4631  
 FAX NBR: 972-923-4658

REQ. NUMBER: 9980020022  
 VENDOR KEY : CENGAGE 000  
 PAGE NUMBER: 1  
 REQ. DATE : 07/30/2020  
 SHIP DATE : 07/27/2020  
 SHIP VIA : Best Way  
 FISCAL YEAR: 2019-2020  
 ENTERED BY : HASTIJUL001

PRINTED 07/30/2020

COMPANY: CENGAGE LEARNING, INC. PO BOX 95999 CHICAGO, IL 60694-5999	DELIVER TO: WISD TEXTBOOK WAREHOUSE 300 BRYSON ST. WAXAHACHIE, TX 75165  ATTN: Rodger Wilt
--	---

QUANT.	UNIT OF MEASURE	DESCRIPTION	UNIT COST	TOTAL COST
10	BOOKS	ISBN 978-1-305-95677-3 Becoming Rhetorical Analyzing/Composing Multimedia World	56.25000	562.50
10	BOOKS	ISBN 978-1-337-28101-0 Portable Literature Reading Reacting Writing MLA 2016 Update	75.00000	750.00
10	BOOKS	ISBN 978-1-337-28501-8 Successful Writing at Work with MLA 2016 Update	75.00000	750.00
30	BOOKS	ISBN 978-1-305-49962-1 SE Plazas	150.00000	4500.00
1	UNIT	ISBN 978-0-357-70004-4 CENGAGE Unlimited - 350 codes @ \$179.99/ea with 10% discount - 12 month	56696.85000	56696.85

QUOTE 70956036

WISD BUSINESS OFFICE CONTACT:  
 Julie Hastings  
 Phone: 972-923-4631 x-213  
 jhastings@wisd.org

WISD WAREHOUSE CONTACT:  
 Rodger Wilt  
 Phone: 972-268-3608  
 rowilt@wisd.org

SUB TOTAL

63,259.35

( CONTINUED ON NEXT PAGE )

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 411 N. GIBSON STREET  
 WAXAHACHIE, TX 75165  
 TAX NBR: 75-6002723  
 PHONE: 972-923-4631  
 FAX NBR: 972-923-4658

REQ. NUMBER: 9980020022  
 VENDOR KEY : CENGAGE 000  
 PAGE NUMBER: 2  
 REQ. DATE : 07/30/2020  
 SHIP DATE : 07/27/2020  
 SHIP VIA : Best Way  
 FISCAL YEAR: 2019-2020  
 ENTERED BY : HASTIJUL001

PRINTED 07/30/2020

COMPANY: CENGAGE LEARNING, INC. PO BOX 95999 CHICAGO, IL 60694-5999		DELIVER TO: WISD TEXTBOOK WAREHOUSE 300 BRYSON ST. WAXAHACHIE, TX 75165  ATTN: Rodger Wilt
--	--	---

QUANT.	UNIT OF MEASURE	DESCRIPTION	UNIT COST	TOTAL COST
		WISD DIGITAL TECHNOLOGY CONTACT: Ashley Cieri Phone: 316-305-1744 acieri@wisd.org		
		VENDOR LIST - Region 18		
		VENDOR CONTACT: Matt Ball Phone: 817-823-2777 matthew.ball@cengage.com		
		TOTAL		63,259.35

#####  
 #  
 # This is a Requisition and not an official Purchase Order. #  
 # The District is not financially responsible for #  
 # the unauthorized purchases made with a Requisition. #  
 #####

P.O.: 9980020022 ACCOUNT SUMMARY (FOR INTERNAL USE)	VENDOR KEY : CENGAGE 000
ACCOUNT	AMOUNT
199 E 11 6321 00 999 0 11 000	63,259.35

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020**

Subject: **MOU – SAGU Facilities**

**Background:**

For many years, Waxahachie ISD has entered into a memorandum of understanding with Southwestern Assemblies of God University (SAGU) regarding the mutual use of each other's facilities, specifically including WISD's Lumpkins Stadium and SAGU's Sheaffer Center, Hagee Communications Center and Garrison Wellness Center Pool. SAGU intends to utilize Lumpkins Stadium for at least four and up to six football games this fall, all of which will be conducted on Saturdays. WISD would also grant SAGU permission to utilize athletic fields located at WHS and junior high campuses on dates and times which would not conflict with any intended use of the facilities by WISD. In exchange, SAGU will allow the WHS swim team to utilize the Garrison Wellness Center for daily swim practice throughout the school year and host the following events within the Sheaffer Center for no charge to the district: Partners in Education Luncheon, Global High School Capstone, Global High School Graduation and WISD Employee Awards.

**Recommendation:**

Administration recommends approval of the memorandum of understanding and is appreciative of the ongoing mutually beneficial relationship between WISD and SAGU.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE WAXAHACHIE INDEPENDENT SCHOOL DISTRICT  
AND SOUTHWESTERN ASSEMBLIES OF GOD UNIVERSITY  
REGARDING USE OF FACILITIES DURING THE 2020-21 SCHOOL YEAR**

This Memorandum of Understanding is made and entered into by and between the Waxahachie Independent School District (“the District” or “WISD”) and Southwestern Assemblies of God University (“the University” or “SAGU”);

WHEREAS, WISD is a public primary and secondary educational institution fully accredited by the Texas Education Agency to certify completion of all educational requirements through high school graduation, and SAGU is a private, non-profit university fully accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associates, baccalaureate, masters and doctoral degrees;

WHEREAS, the continued and ongoing partnership between WISD and SAGU furthers the educational mission of each institution;

WHEREAS, WISD and SAGU each derive a benefit through the sharing of each other’s facilities in a manner that does not interfere with any intended use or activity of the owner of the respective facilities;

WHEREAS, WISD and SAGU desire to enter into a memorandum of understanding regarding the mutual use of facilities, specifically including WISD’s Lumpkins Stadium and other athletic facilities and SAGU’s Sheaffer Center, Hagee Communications Center and Garrison Wellness Center Pool;

WHEREAS, SAGU plays competitive football, does not have a facility comparable to Lumpkins Stadium in which to host football games, and desires to host at least four and up to six competitive football games at said facility on Saturdays during the fall of 2020 at scheduled times which do not interfere with any intended use or activity by WISD;

WHEREAS, WISD competes in competitive swimming, does not have a facility comparable to the Garrison Wellness Center Pool, and desires to utilize said facility for daily swim practice during the 2020-21 school year at times which do not interfere with any intended use or activity by SAGU;

WHEREAS, WISD hosts large events each year, including but not limited to WISD Global High School Capstone and Graduation, Partners in Education Luncheon, and Waxahachie ISD Employee Awards Program and desires to host such events at the Sheaffer Center at times which do not interfere with any intended use or activity by SAGU;

WHEREAS, pursuant to WISD Board Policy GKD (LOCAL), the WISD Board of Trustees has determined that the intended use of Lumpkins Stadium by SAGU for the purpose of hosting up to six football games and the occasional use of other WISD athletics facilities for the purpose of conducting intercollegiate athletics consists of permissible educational, recreational, civic and

social activities conducted by a non-profit organization at scheduled times which do not interfere with any intended use or activity by WISD;

WHEREAS, the WISD Board of Trustees has further determined that SAGU's agreement to allow WISD to utilize SAGU's Sheaffer Center and Garrison Wellness Center Pool in the manner described above without monetary compensation is sufficient consideration to authorize SAGU's use of Lumpkins Stadium and other athletics facilities in the manner described above without additional monetary consideration; and,

WHEREAS, SAGU has determined that WISD's agreement to allow SAGU to utilize WISD's Lumpkins Stadium and other athletics facilities in the manner described above without monetary compensation is sufficient consideration to authorize WISD's use of the Sheaffer Center, Hagee Communications Center and Garrison Wellness Center Pool in the manner described above without additional monetary consideration:

NOW THEREFORE, IT IS HEREBY MUTUALLY AGREED:

1. WISD authorizes SAGU to utilize Lumpkins Stadium to host at least four and up to six competitive football games at said facility on the following Saturdays during the fall of 2020:  
September 26<sup>th</sup>,  
October 3<sup>rd</sup>,  
October 24<sup>th</sup>,  
November 7<sup>th</sup>, and  
Other dates to be determined as requested by SAGU and as available if not utilized for any other purpose by WISD.
2. WISD authorizes SAGU to utilize other athletics facilities, including but not limited to the athletic fields located at Waxahachie High School and WISD junior high campuses throughout the 2020-21 school year at times which do not interfere with any intended use or activity by WISD.
3. SAGU authorizes WISD to utilize the Garrison Wellness Center Pool for daily swim practice of the Waxahachie High School swim team throughout the 2020-21 school year at times which do not interfere with any intended use or activity by SAGU.
4. SAGU authorizes WISD to utilize the Sheaffer Center to conduct events such as the Partners in Education Luncheon (May 5, 2021), Global High School Capstone (May 13, 2021), Global High School Graduation (May 27, 2020) and WISD Employee Awards Program (May 28, 2021) at times which do not interfere with any intended use or activity by SAGU.
5. In consideration of the mutual facility use authorizations described within paragraphs 1-4, neither WISD nor SAGU will seek monetary compensation from each other for the authorization to utilize each other's facilities in the above described manner.

6. Nothing in this agreement shall be deemed to transfer ownership of one party's property to the other.
7. Nothing in this agreement shall be deemed to require one party to employ individuals for the benefit of the other party. Should SAGU or WISD desire to obtain the services of employees of the other party in order to facilitate the use of the other party's facility, such procurement of services will be the sole responsibility of the party seeking such services. Neither SAGU nor WISD will prevent employees from receiving compensation from the other party for services rendered in relation to one party's use of the other's facility.
8. Both parties agree to abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms and the use of tobacco products in regard to the use of the other's property.
9. Both parties agree to make no alteration, temporary or permanent, to the other's property without prior written consent.
10. Both parties will be responsible for the cost of repairing any damages incurred during use of the other's property.
11. It is understood and agreed that by execution of this agreement, WISD neither waives nor surrenders any of its governmental powers or immunities.
12. This agreement shall be constructed in accordance with Texas law. Venue for any dispute arising out of this agreement shall reside in a court of appropriate jurisdiction in Ellis County, Texas.
13. Any clause, sentence, paragraph or article of the agreement which is determined by a court of competent jurisdiction to be invalid, illegal or unenforceable, in any respect shall not be deemed to impair, invalidate or nullify the remainder of this agreement.
14. This agreement contains the entire agreement between the parties respecting the subject matter thereof, and supersedes all prior understandings and agreements between the parties regarding such matters. This agreement may not be modified or amended except by written agreement duly executed by the parties hereto.
15. The failure of WISD or SAGU to insist upon the performance of any term or provision of this agreement or to exercise any right granted herein shall not constitute a waiver of WISD's or SAGU's respective right to insist upon appropriate performance or to assert any such right on any future occasion.
16. Any notice given hereunder shall be in writing, and may be affected by personal delivery or by registered or certified mail, return receipt requested, at the address of the respective parties indicated below:

WISD: Superintendent  
Waxahachie ISD  
411 N. Gibson St.  
Waxahachie, Texas 75165

SAGU: President  
Southwestern Assemblies of God University  
1200 Sycamore St.  
Waxahachie, Texas 75165

17. The term of this agreement is the duration of the 2020-21 school year, and will expire on June 30, 2021.

IN WITNESS WHEREOF, the parties hereto have executed this agreement in Waxahachie, Ellis County, Texas, this \_\_\_\_ day of \_\_\_\_\_, 2020.

**WAXAHACHIE INDEPENDENT  
SCHOOL DISTRICT**

**SOUTHWESTERN ASSEMBLIES  
OF GOD UNIVERSITY**

\_\_\_\_\_  
Dusty Autrey, President  
Board of Trustees

\_\_\_\_\_  
Kermit Bridges, President

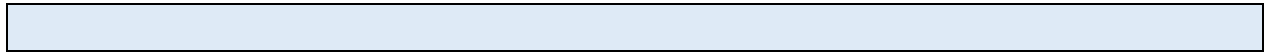
Date: \_\_\_\_\_

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

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10 , 2020**

Subject: **Worker's Comp Insurance Renewal**



**Background:**

The District last did a solicitation for insurance coverage in 2017 and received two responses, at which time the District selected TASB to provide worker's compensation insurance coverage. Mr. Kahlden is recommending soliciting formal quotes for insurance every five years and also recommends continuing coverage with TASB for the 2020-2021 fiscal year.

**Recommendation:**

Approve renewal of worker's compensation insurance coverage with TASB Risk Management Fund for the 2020-2021 school year.



## Waxahachie ISD

### Contribution & Coverage Summary (CCS)

Participation Period: September 1, 2020 through August 31, 2021

#### WORKERS' COMPENSATION FULLY FUNDED

##### *Estimated Payroll and Contribution - Subject to Audit*

Classification	Estimated Payroll	Net Annual Rate	Estimated Contribution
7380 - Bus Drivers	\$1,441,698	0.018088	\$26,077
7720 - Police Officers	\$0	0.022536	\$0
8810 - Clerical	\$3,746,600	0.001186	\$4,443
8868 - Professional	\$64,084,562	0.003202	\$205,199
9101 - All Other	\$5,625,441	0.023722	\$133,447
<b>Totals</b>	<b>\$74,898,301</b>		<b>\$369,166</b>

Ancillary Coverage	Per Occurrence Limit	Deductible	Contribution
Violent Acts	\$250,000	\$0	\$0

#### **TOTAL CONTRIBUTION**

**\$369,166**

*This is not an Invoice.*

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## Conditions

### Workers' Compensation - Fully Funded

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

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

**Claim Reporting:** For Workers' Compensation claims arising during the CCS participation period, the Fund Member agrees that it will report those claims solely to the Fund. The report of Workers' Compensation claims to any other entity, regardless of reporting sequence, will waive all Fund liability under this agreement for those claims.

### General

**Coverage:** Coverage terms and limits provided are as set out in this CCS and the Fund's Coverage Agreement for this participation period.

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

**Payment:** The Fund Member agrees to pay contributions based on a plan developed by the Fund. All contributions are payable upon receipt of an invoice from the Fund. The Fund shall determine the applicable program for each contribution. Termination under this Agreement of any program shall not affect the remaining programs.

**Termination:** This CCS may be terminated by either party with termination to be effective on any successive renewal date by giving written notice to the other party no later than 30 days prior to automatic renewal in accordance with Section 4(a) of the Interlocal Participation Agreement. If this CCS is not terminated, the renewal CCS becomes effective on the automatic renewal date and the member shall be bound by the terms of the renewal CCS.

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## Program Coordinators

### Coordinator:

The Fund Member is required to designate a Program Coordinator (Coordinator) with express authority to represent and bind the Fund Member in all program matters. Below are the current program coordinators as we have listed.

### Workers' Compensation - Norma Salazar

If a Coordinator's name and contact information is not provided above, the current designated Coordinator and contact information will need to be completed below:

Program	Name	Title	Address	Phone	Email
Workers' Compensation					

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**Fund Member Authorization:**

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

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020**

Subject: **Letter of Intent to provide asynchronous instruction**

**Background:**

TEA requires all school districts to offer virtual learning for the 2020-21 school year. Before the first date of instruction, school districts are required to submit either an attestation to commit to synchronous learning for the upcoming school year or a letter of intent to provide asynchronous instruction. WISD anticipates the overwhelming vast majority of school districts will elect to provide asynchronous instruction, which provides districts the greatest amount of flexibility while still being able to offer some components of synchronous learning.

As provided within the COVID-19 update, WISD submitted its letter of intent to provide asynchronous virtual learning for 2020-2021 school year on July 16, 2020. The submission of the letter of intent secures WISD's state funding for the fall semester.

WISD's full asynchronous plan must be submitted to TEA prior to October 1, 2020. Administration anticipates being able to provide the Board the district's full asynchronous plan at an upcoming special called meeting in late August. The district will then submit its full asynchronous plan to TEA in September. TEA will review the plan and inform WISD of its approval or rejection within 45 days. If rejected, TEA will provide WISD 30 additional days to make changes to obtain approval. TEA's approval of WISD's asynchronous plan will be necessary for WISD to secure full state funding for the spring semester.

**Recommendation:**

Administration recommends ratification of the letter of intent submitted to TEA.

## Remote Instruction

LEAs must submit online application of attestations stating they are prepared to offer Synchronous instruction and its intent to develop an Asynchronous Plan in order to receive funding.

Waxahachie ISD Asynchronous Letter of Intent was submitted on July 16, 2020.

Waxahachie ISD Synchronous Instruction was submitted Aug. 4<sup>th</sup>, 2020.

TEA submission verification is included in this document.

Curriculum & Instruction is now developing an asynchronous plan according to guidelines and rubrics provided by TEA (see attached.) The plan must be submitted to TEA for approval no later than October 1<sup>st</sup>, 2020. Curriculum & Instruction will submit the plan to the Board for approval on September 9<sup>th</sup>, 2020.

In order to allow WISD families to make informed decisions regarding their choice of on-campus and/or on-line instruction the attached on-line snapshot has been released (see attached.)

### Letter of Intent Submission Submission July 16, 2020

**From:** Texas Education Agency <[noreply@tea.texas.gov](mailto:noreply@tea.texas.gov)>

**Sent:** Thursday, July 16, 2020 9:45 AM

**To:** Bonny Cain <[bcain@wisd.org](mailto:bcain@wisd.org)>

**Subject:** Fall 2020 Asynchronous LOI Survey

Below are your answers submitted for the survey

Please select your region and LEA from the list below.

ESC Region

ESC 10 - Richardson

LEA Name and Number

WAXAHACHIE ISD, (070912)

Please enter your LEA Superintendent's email address.

[bcain@wisd.org](mailto:bcain@wisd.org)

Your Information

Name Dr. Susan Holt

Role Executive Director Curriculum & Instruction

E-mail Address [sholt@wisd.org](mailto:sholt@wisd.org)

By selecting "Yes," I attest that I have been authorized to submit this survey on behalf of my LEA.

Yes

Do you intend to develop and submit an asynchronous instruction plan?

Yes

Have you read and understood the requirements for the asynchronous instruction plan?

Yes

(Optional) When do you expect to submit an asynchronous instruction plan to TEA (for TEA review planning purposes)? Note: Asynchronous Instruction Plans should be submitted by October 1st in order to provide time for review, revisions, and resubmission before the end of the grace period.

09-18-2020

Do you plan to submit as part of a consortium?

No

### Synchronous Attestation Online Submission

[Synchronous Attestation Online Application July 9 2020](#)

**Due Date: Sept. 7<sup>th</sup>**

LEAs must submit this online application of attestations stating that they are prepared to offer synchronous instruction in order to receive funding for synchronous attendance. Submit one online application per LEA.

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#### Recipient Data:

**Time Finished:** 2020-08-04 09:00:53 CDT

**IP:** 66.206.96.159

**ResponseID:** R\_WIHbRWBmhEyxP1f

**Link to View Results:** [Click Here](#)

**URL to View Results:**

[https://tea.co1.qualtrics.com/CP/Report.php?SID=SV\\_6fEuFL9oc0KmBKd&R=R\\_WIHbRWBmhEyxP1f](https://tea.co1.qualtrics.com/CP/Report.php?SID=SV_6fEuFL9oc0KmBKd&R=R_WIHbRWBmhEyxP1f)

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#### Response Summary:

Please select your region and LEA from the list below.

ESC Region

ESC 10 - Richardson  
LEA Name and Number  
WAXAHACHIE ISD, (070912)

Your Information

Name Dr. Susan Holt  
Role Executive Director Curriculum and Instruction  
E-Mail Address [sholt@wisd.org](mailto:sholt@wisd.org)

By selecting "Yes," I attest that I have been authorized to submit this survey on behalf of my LEA.

Yes

All students, including students with disabilities and English Learners, are able to receive instruction via synchronous methods, and LEAS are able to provide accommodations or resources to support when necessary.

Yes

Student IEPs are followed regardless of learning environment such that students with disabilities receive a Free Appropriate Public Education (FAPE).

Yes

Families and students are provided with clear communications about expectations and support for accessing and participating in synchronous instruction.

Yes

Families are aware of options for transferring between instructional settings and the design of the synchronous remote options allows for transitions to occur with minimal disruption to continuity of instruction.

Yes

Educators are trained and supported to do synchronous instruction on the LEA chosen platform, including practice with the platform prior to delivery with students.

Yes

Educators receive ongoing, job-embedded support to continuously improve their practice in the synchronous remote setting.

Yes

LEA IT staff are trained on the platform and can troubleshoot access issues for parents and students when issues arise. A helpdesk or other support line is accessible for parents and students for this purpose.

Yes

Consistent, daily platform is identified by the LEA for delivery of instruction to students

Yes

Educators have technology equipment that allows them to deliver synchronous remote instruction including proper internet bandwidth and devices with enabled cameras and microphones.

Yes

Curriculum is fully aligned to the TEKS and designed to ensure all TEKS are covered by the end of the year.

Yes

Instructional schedule meets the minimum number of daily minutes to meet full day funding: 3rd through 5th grade – 180 instructional minutes 6th through 12th grade – 240 instructional minutes PK - 2nd grade are not eligible to earn funding through the synchronous model.

Yes

School grading policies for remote student work are consistent with those used before COVID for on campus assignments.

Yes

The Superintendent and the Board attest that these commitments are being met as of the date the attestation is submitted.

Yes

Please enter LEA Superintendent's email address.

[bcain@wisd.org](mailto:bcain@wisd.org)

Include the date the Board approved the final attestations or the date the Board authorized the Superintendent to submit the attestations. Note: the date selected should be today's date or earlier.

08-04-2020

## Part I: Attestations

### Student and Family Support

- Districts ensure that all students, including students with disabilities and English Learners, are able to receive instruction via synchronous methods and provide accommodations or resources to support when necessary.
- Student IEPs are followed regardless of learning environment such that students with disabilities receive a Free, and Appropriate Public Education (FAPE).
- Families and students are provided with clear communications about expectations and support for accessing and participating in synchronous instruction
- Families are aware of options for transferring between instructional settings and the design of the synchronous remote options allows for transitions to occur with minimal disruption to continuity of instruction

### Educator Support

- Educators are trained and supported to do synchronous instruction on the district chosen platform, including practice with the platform prior to delivery with students.
- Educators receive ongoing, job-embedded support to continuously improve their practice in the synchronous remote setting.

### Tech Support and Access

- District IT staff are trained on the platform and can troubleshoot access issues for parents and students when issues arise. A helpdesk or other support line is accessible for parents and students for this purpose.
- Consistent, daily platform is identified by the district for delivery of instruction to students
- Educators have technology equipment that allows them to deliver synchronous remote instruction including proper internet bandwidth and devices with enabled cameras and microphones.

### Instructional Framework

- Curriculum is fully aligned to the TEKS and designed to ensure all TEKS are covered by the end of the year
- Instructional schedule meets the minimum number of daily minutes to meet full day funding:
  - 3rd through 5th grade – 180 instructional minutes
  - 6th through 12th grade – 240 instructional minutes
  - PK - 2nd grade are not eligible to earn funding through the synchronous model.
- School grading policies for remote student work are consistent with those used before COVID for on campus assignments

## Part II: Final Attestation

*This draft is for guidance only. Plans must be submitted through a survey link after July 9.*

- The Superintendent and the Board attest that these commitments are being met as of the date the attestation is submitted.
- Include the date the Board approved the final attestations or pre-approved the Superintendent's submission of the attestations.

*This draft is for guidance only. Plans must be submitted through a survey link after July 9.*

## Part I: Attestations

### Instructional Schedule

- Teacher interaction** with students is predictable, sufficient to support schedule.
- Teacher availability** for students (e.g. office hours schedule) is planned in advance, predictable, sufficient for student progress, clearly defined, and published in the student syllabus.
- Students can access instructional support** from teachers when needed, direct instruction is delivered by teachers, and students know how and when they can interact with their teachers.
- Students are provided **clear means to engage with academic material on a daily basis**.
- Student IEPs** are followed regardless of learning environment such that students with disabilities receive a Free, and Appropriate Public Education (FAPE).
- Student academic work ensures **engagement that is equivalent to direct content work that a student would be engaged in over a normal school year**. As guidance, this direct work with academic content matches or exceeds the following average daily minimums across all subjects:
  - Half day PreK – 90 instructional minutes
  - Full day PreK – 180 instructional minutes
  - K through 5th grade – 180 instructional minutes
  - 6th through 12th grade – 240 instructional minutes

### Materials Design

- District has adopted a **full, TEKS-aligned curriculum can be executed in an asynchronous remote learning environment**. This includes:
  - Assessments that ensure continued information on student progress remotely
  - Instructional materials that support a coherent, logical course sequence that reinforces concepts at appropriate times to ensure continuity of learning remotely
  - Instructional materials consistently reinforce concepts at appropriate times to ensure retention of knowledge in asynchronous environments
- Instructional materials include specifically designed resources and/or accommodations and modifications to support students with disabilities and English Learners in an asynchronous environment.
- There is a plan to ensure district adopted instructional materials are used during instruction and in the hands of students.

### Student Progress

*This draft is for guidance only. Plans must be submitted through a survey link after July 20.*

- Expected student progress in remote asynchronous learning is **planned in advance, defined by day, and ties to the overall course coverage in the course syllabus.**
- Daily, trackable student engagement exists** to ensure curricular progress in asynchronous learning. Curricular progress can be measured through any of the following means:
  - Data from the Learning Management System (LMS) showing progress made that day
  - Curricular progress evidenced from teacher/student interactions made that day
  - Completion and submission of assignments planned for that day
- Districts have **systems to measure academic progress** of all students to **inform instructional practice** in an asynchronous environment.
  - Progress monitoring includes all students and can be done in any proposed at-home scenario (digital or print)
- Student **feedback is provided from instructor at least weekly** in asynchronous learning environments including next steps or necessary academic remediation to improve performance.
- School grading policies** for remote student work are consistent with those used before COVID for on campus assignments

### Implementation

- Campuses plan for and implement **professional development calendars** with specific supports for asynchronous instruction. These include the following for educators:
  - Provide introductory and ongoing content-focused, job-embedded training linked to chosen asynchronous curricular resources
  - Cover all grade levels and content areas that are participating in asynchronous learning
  - Develop content knowledge to help educators internalize the asynchronous curriculum and analyze and respond to data with the use of the instructional materials
  - Explicitly cover asynchronous remote instructional delivery and use of the asynchronous learning platform and/or learning management system
- Districts provide **explicit communication and support for families** in order to support asynchronous work at home.

### Part II: Open Response

<p><b>Please check the grade level(s) for which these open response descriptions/attachments apply.</b></p> <p><i>Note: You will be able to submit a response for each grade or grade band, but you may also submit just one response for each question if you prefer, describing any differences by grade level(s) within your responses.</i></p>		
<input type="checkbox"/> PK3	<input type="checkbox"/> 3	<input type="checkbox"/> 8
<input type="checkbox"/> PK4	<input type="checkbox"/> 4	<input type="checkbox"/> 9
<input type="checkbox"/> K	<input type="checkbox"/> 5	<input type="checkbox"/> 10
<input type="checkbox"/> 1	<input type="checkbox"/> 6	<input type="checkbox"/> 11
<input type="checkbox"/> 2	<input type="checkbox"/> 7	<input type="checkbox"/> 12

1. Describe (or attach a description of) the structure of your asynchronous schedule highlighting any differences by grade level and/or content area.

2. Describe (or attach a description of) how your instructional materials support your asynchronous environment, including how all students can access instructional materials
3. Describe (or attach a description of) how you're tracking student engagement and progress in your asynchronous environment.
4. Describe (or attach a description of) specific supports for educators and families to implement effective remote asynchronous instruction.

### **Part III: Final Attestation**

- The Superintendent and the Board attest that this plan is being executed as described, effective no later than the end of the grace period.
- Include the date the Board approved the final plan or pre-approved the Superintendent's submission of the plan.

**Instructional Schedule:** Describe (or attach a description of) the structure of your asynchronous schedule highlighting any differences by grade level and/or content area.

Points Category	0 Points	1 Point	2 Points
<p><b>1.1</b> Instructional schedule outlines expected time for students to interact with academic content.</p>	<ul style="list-style-type: none"> <li>Expectation for daily interaction with academic content is not clear,</li> <li><b>Or</b> times for daily interactions are not defined</li> </ul>	<ul style="list-style-type: none"> <li>Expectations for daily interaction with academic content is clear</li> <li><b>And</b> times are defined for student interaction with academic content</li> <li><b>But</b> it is not clear how all student groups and grade levels will have the opportunity to engage in approx. a full day of academic content everyday</li> </ul>	<ul style="list-style-type: none"> <li>Expectation for daily interaction with academic content is clear</li> <li><b>And</b> times are defined for student interaction with academic content</li> <li><b>And</b> it is clear that all student groups and grade levels will have the opportunity to engage in approx. a full day of academic content everyday</li> </ul>
<p><b>1.2</b> Instructional schedule outlines expected time for students to interact with teacher(s) and receive instructional support</p>	<ul style="list-style-type: none"> <li>Instructional schedule does not include expectations and pre-planned times for teacher/student interactions and support</li> </ul>	<ul style="list-style-type: none"> <li>Expectations and pre-planned times for teacher/student interactions are clear in instructional schedule</li> <li><b>But</b> expectations and pre-planned times for teacher/student interactions is inadequate (e.g. less than 30 minutes per day) or does not consider differentiation (e.g. is not differentiated for students with additional learning needs)</li> </ul>	<ul style="list-style-type: none"> <li>Expectations and pre-planned times for teacher/student interactions are clear in instructional schedule</li> <li><b>And</b> expectations and pre-planned times for teacher/student interactions are adequate for all students</li> <li><b>And</b> expectations and pre-planned times for teacher/student interactions are differentiated for students with additional learning needs</li> </ul>

**Material Design:** Describe (or attach a description of) how your instructional materials support your asynchronous environment, including how all students can access instructional materials

Points Category	0 Points	1 Point	2 Points
<p><b>2.1</b> District has adopted a full, TEKS-aligned curriculum that can be executed in an asynchronous remote learning environment.</p>	<ul style="list-style-type: none"> <li>• TEKS-aligned instructional materials and assessments are not named</li> <li>• Or it is unclear how instructional materials and assessment have been designed/adapted for asynchronous instruction</li> </ul>	<ul style="list-style-type: none"> <li>• TEKS-aligned instructional materials and assessments are named</li> <li>• <b>And</b> there is clear research/evidence-base for how instructional materials and assessment have been designed/adapted for asynchronous instruction</li> <li>• <b>But</b> there is not a clear research/evidence-base for how instructional materials will ensure a coherent, logical sequence of learning and consistently provide opportunities to reinforce concepts to improve retention of knowledge as students move between learning environments</li> </ul>	<ul style="list-style-type: none"> <li>• TEKS-aligned instructional materials and assessments are named</li> <li>• <b>And</b> there is clear research/evidence-base for how instructional materials and assessment have been designed/adapted for asynchronous instruction</li> <li>• <b>And</b> there is clear research/evidence-base for how instructional materials will ensure a coherent, logical sequence of learning and consistently provide opportunities to reinforce concepts to improve retention of knowledge as students move between learning environments</li> </ul>
<p><b>2.2</b> Instructional materials include specifically designed resources to support students with disabilities and English Learners in an asynchronous environment</p>	<ul style="list-style-type: none"> <li>• It is unclear how instructional materials have been designed to support students with disabilities and ELs</li> </ul>	<ul style="list-style-type: none"> <li>• Instructional materials include resources designed to support students with disabilities and ELs</li> <li>• <b>But</b> it is unclear that there is a plan for all students with disabilities and ELs to receive the needed support through the use of the instructional materials</li> </ul>	<ul style="list-style-type: none"> <li>• Instructional materials include resources designed to support students with disabilities and ELs</li> <li>• <b>And</b> it is clear that there is a plan for all students with disabilities and ELs to receive the needed support through the use of the instructional materials</li> </ul>

**Student Progress:** Describe (or attach a description of) how you're tracking student engagement and progress in your asynchronous environment.

Points Category	0 Points	1 Point	2 Points
<p><b>3.1</b> Daily student engagement is defined, trackable, and includes expectations for daily student engagement that is consistent with progress that would occur in an on-campus environment</p>	<ul style="list-style-type: none"> <li>• Expectations for daily student engagement is not defined</li> <li>• <b>Or</b> there is not a clear system for tracking daily student engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Expectations for daily student engagement is defined</li> <li>• <b>And</b> there is a system for tracking daily student engagement</li> <li>• <b>But</b> expectations for daily student engagement are lower than what would occur in an on-campus environment (e.g. only requirement is for students to log in without anything else)</li> </ul>	<ul style="list-style-type: none"> <li>• Expectations for daily student engagement is defined</li> <li>• <b>And</b> there is a system for tracking daily student engagement</li> <li>• <b>And</b> expectations for daily student engagement are consistent with progress that would occur in an on-campus environment</li> </ul>
<p><b>3.2</b> There is a system for tracking student academic progress to inform instruction and providing regular feedback to students on their progress</p>	<ul style="list-style-type: none"> <li>• There is not a clear system for tracking student academic progress</li> <li>• Or there is not a clear system for providing regular feedback to students on progress</li> </ul>	<ul style="list-style-type: none"> <li>• There is a clear system for tracking student academic progress</li> <li>• And there is a clear system for providing feedback to students on progress</li> <li>• But it is not clear that all students will receive regular (at least weekly) feedback on progress</li> </ul>	<ul style="list-style-type: none"> <li>• There is a clear system for tracking student academic progress</li> <li>• And there is a clear system for providing regular (at least weekly) feedback to all students on progress</li> </ul>

**Implementation:** Describe (or attach a description of) specific supports for educators and families to implement effective remote asynchronous instruction.

Points Category	0 Points	1 Point	2 Points
<p><b>4.1</b> Professional development for educators is planned and specific to supporting asynchronous instruction</p>	<ul style="list-style-type: none"> <li>There is no pre-planned calendar for educators with specific supports for implementing asynchronous instruction</li> <li><b>Or</b> the professional development calendar does not include both initial and ongoing, job-embedded development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>There is a pre-planned calendar for educators with specific supports for implementing asynchronous instruction</li> <li><b>And</b> the professional development calendar includes both initial and ongoing, job-embedded development opportunities</li> <li><b>But</b> it is not clear how the professional learning will develop content knowledge to help educators internalize the asynchronous curriculum and analyze and respond to data with the use of the instructional materials</li> </ul>	<ul style="list-style-type: none"> <li>There is a pre-planned calendar for educators with specific supports for implementing asynchronous instruction</li> <li><b>And</b> the professional development calendar includes both initial and ongoing, job-embedded development opportunities</li> <li><b>And</b> it is clear how the professional learning will develop content knowledge to help educators internalize the asynchronous curriculum and analyze and respond to data with the use of the instructional materials</li> </ul>
<p><b>4.2</b> There is explicit communication and support for families in order to support asynchronous work at home</p>	<ul style="list-style-type: none"> <li>There is not a plan for explicit communication of expectations and support for families specific to asynchronous instruction</li> <li><b>Or</b> the plan does not have reasonable expectations for families (e.g. expects families to be primary deliverer of instruction)</li> </ul>	<ul style="list-style-type: none"> <li>There is a plan for explicit communication for families specific to expectations for asynchronous instruction</li> <li><b>And</b> the plan has reasonable expectations for family engagement/support of students</li> <li><b>But</b> the plan does not include additional supports, training, and/or resources for families who may need additional support</li> </ul>	<ul style="list-style-type: none"> <li>There is a plan for explicit communication for families specific to expectations for asynchronous instruction</li> <li>And the plan has reasonable expectations for family engagement/support of students</li> <li>And the plan includes additional supports, training, and/or resources for families who may need additional support</li> </ul>

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020**

Subject: **Disposal of Surplus Property**



**Background:**

In accordance with Board Policy CI (Local), the attached listing of items carry a title of ownership and Board approval for this disposal is required. Each of these vehicles has been removed from service and is awaiting disposal.

Items removed from service and identified as surplus include:

1993 Ford F-150, VIN: 1FTEX15N8PKA16229

1993 Ford Aerostar Van, VIN: 1122

1994 Chevrolet 1500 Ext. Cab truck, VIN: 2GCEC19K4R1282944

1998 Chevrolet Suburban, VIN: 3GNEC16R6WG135746

1993 International Bus, VIN: 1HVBAZRN7PH498101

An item that has been removed from regular use by the transportation department, a 1995 Ford Bronco (VIN: 1FMEU15N8SLB60919) is going to be utilized by our WHS Automotive department for a project.

**Recommendation:**

Approve listing of surplus property and authorize administration to dispose of them.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020**

Subject: **MOU with Navarro College & Waxahachie High**



**Background:**

Navarro College and Waxahachie ISD (Waxahachie High School) are partnering to provide eligible high school student with the opportunity to enroll in Navarro College courses and receive simultaneous academic credit (dual credit) from Navarro College and Waxahachie ISD (Waxahachie High School). Results of the dual credit/concurrent enrollment courses will be noted on transcripts from both institutions.

**Recommendation:**

Approve the 2020-2021 MOU between Navarro College and Waxahachie High School.

**Part I: General Information**

Navarro College is pleased to propose a joint partnership effort with Waxahachie ISD for the 2020-2021 academic year, hereafter referred to as “the I.S.D.,” to provide high school students an opportunity to take selected college-level academic and/or career and technical courses for both high school credit and college credit. Students must meet requirements established by the Texas Higher Education Coordinating Board (THECB) and the Texas Education Association as outlined in the Texas Administrative Code Rule 4.85:

**Alignment of Navarro College Dual Credit Program Goals to the Texas Higher Education Coordinating Board Dual Credit Statewide Goals:**

THECB Statewide Dual Credit Goals	Navarro College Dual Credit Program Goals
<p><b>Goal 1:</b> Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit including enrollment and fee policies.</p> <ul style="list-style-type: none"> <li>▪ Measures of Implementation and examples of items to include in documentation: Collaboration between ISDs and IHE partner(s) to host informational sessions for students and parents on dual credit opportunities, benefits, and cost; ISD and IHE dual credit webpages reflect the most current dual credit program information including enrollment and fee policies, hosting dual credit 101 sessions for high school counselors, collaboration between ISDs and IHE partner(s) on a marketing campaign, documentation summarizing collaboration and outreach efforts of IHEs; and secondary school partners will be readily available and posted.</li> </ul>	<p><b>Goal 1:</b> Provide high school students the opportunities to a smooth transition from high school into college. Continue to increase communication to all parties with our dual credit population.</p> <ul style="list-style-type: none"> <li>▪ Measurements of Implementation:</li> <li>▪ Constant collaboration with ISD partners.</li> <li>▪ Routine meetings with counselors and administrators.</li> <li>▪ Dual Credit Staff presents to students and parents several times throughout the year to share program information; such as; enrollment, college expectations, benefits, costs and student services.</li> <li>▪ Dual Credit webpage is updated routinely for current information. We routinely share updates and marketing materials with our partners to then share information to students and parents through handouts, email, text, and social media.</li> <li>▪ Dual Credit department maintains records of all dual credit events and tracks enrollment to best communicate with all students.</li> </ul>
<p><b>Goal 2:</b> Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.</p> <ul style="list-style-type: none"> <li>▪ Metric: Examples of items included in analysis: Student enrollment in postsecondary after high school; time to degree completion; semester credit hours to degree; analysis of measures in enrollment in and persistence through,</li> </ul>	<p><b>Goal 2:</b> Continue to create and implement guided pathways for dual credit students that align with high school pathways and graduation requirements.</p> <ul style="list-style-type: none"> <li>▪ Metric:</li> <li>▪ Student enrollment in postsecondary after high school is tracked through THECB and internal data.</li> <li>▪ Time to degree completion and semester credit</li> </ul>

<p>postsecondary education disaggregated by student sub-population.</p>	<p>hours to degree is tracked through internal data.</p> <ul style="list-style-type: none"> <li>▪ Analysis of measures in enrollment in persistence through postsecondary education, disaggregated by student subpopulation is tracked through internal data.</li> <li>▪ Dual credit office performs transcript audits to determine hours to degree completion, student success, and graduation opportunities.</li> <li>▪ The Dual Credit Department performs student academic advising with dual credit high school students per THECB rules.</li> </ul>
<p><b>Goal 3:</b> All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.</p> <ul style="list-style-type: none"> <li>▪ Metric:</li> <li>• Examples of items included in analysis: Student enrollment in postsecondary after high school</li> <li>▪ Time to degree completion; decrease in excess number of semester hours beyond required hours to degree completion; analysis of measures in enrollment and degree completion disaggregated by student sub-population.</li> </ul>	<p><b>Goal 3:</b> Continue to increase academic and transition advising to our dual credit population.</p> <ul style="list-style-type: none"> <li>○ Metric:</li> <li>▪ Student enrollment in postsecondary after high school is tracked through THECB and internal data.</li> <li>▪ The Dual Credit Department performs transcript audits to determine time to degree completion, student success, and graduation opportunities.</li> <li>▪ The Dual Credit Department performs academic and career goal advisement to establish a plan of enrollment for efficient use of courses in order to decrease the excess hours to completion.</li> <li>▪ Collaboration with ISD's to offer more dual credit course offerings that are of high need/interest with student's field of study goals.</li> </ul>
<p><b>Goal 4:</b> The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.</p> <ul style="list-style-type: none"> <li>○ Metric: Analysis of performance in subsequent course work.</li> </ul>	<p><b>Goal 4:</b></p> <ul style="list-style-type: none"> <li>○ The Dual Credit Department, continuously analyzes student success by course by term, as well as, performs faculty evaluations to insure student success.</li> </ul>

**Eligible Courses**

- Courses offered for college credit must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual (ACGM) adopted by the Texas Higher Education Coordinating Board, or as college-level workforce education courses in the current edition of the Workforce Education Course Manual (WECM) adopted by the Texas Higher Education Coordinating Board.

- A college course offered for dual credit must be: (A) in the core curriculum of the public institution of higher education providing the credit; (B) a career and technical education course; (C) a foreign language course; or (D) a college pathway course that satisfies specific degree plan requirements leading to the completion of a Board approved certificate; AA, AS, AAS degree program, or FOSC.
- Public colleges may not offer remedial and developmental courses for dual credit. ISD is encouraged to partner with Navarro College (as required by House Bill 5, 83rd Texas Legislature) to develop and provide courses in college preparatory mathematics and English Language Arts to prepare student for success in entry-level college courses  
(See HB 5 MOU)

### **Student Eligibility**

- High school students must meet all eligibility requirements set forth in the Texas Higher Education Coordinating Board rules, and demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative to be eligible for enrollment in a dual credit course offered by a public college. Please reference the Dual Credit Testing Requirements for detailed score information.
- A student may enroll in workforce Education College courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute in the eleventh and/or twelfth grade and shall not be required to provide any additional demonstration of college readiness. Students enrolling in a Level 2 certificate or applied associate degree program must demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative.
- To be eligible for enrollment in a dual credit course offered by Navarro College, students must meet all the College's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.) to be eligible for enrollment in a college course offered by a public college.
- Ninth and tenth grade students with demonstrated outstanding academic performance and capability may be eligible to begin academic or technical college courses. Students must meet the following requirements prior to enrollment:
  - Must have a minimum overall average of 85, or an equivalent GPA, in the year preceding enrollment in college coursework.
  - Must be TSI complete in both TSI Writing and Reading or TSI Math and have successfully met the Texas Success Initiative (TSI) requirements (Reading and Writing, OR Math) for the desired college course.
  - Must have approval from the high school official, parent/legal guardian, and a Navarro College Dual Credit Coordinator.

### **Dual Credit Admissions**

- Students must meet the following admission requirements:
  - Complete an application for Navarro College through Apply Texas.
  - Complete the online Dual Credit Enrollment Form on the NC Self-Service student portal. New students must have parent approval upon initial enrollment and all students must have high school official approval each semester enrolling.
  - Provide a current high school transcript. Incoming 9<sup>th</sup> graders may provide a final 8<sup>th</sup> grade report card.
  - Provide applicable test score reports to meet current college readiness standards and dual credit eligibility. Please reference the Dual Credit Testing Requirements page for further test score information.
  - Provide a vaccination record indicating a current bacterial meningitis vaccination if the student will be taking courses on the Navarro College campus.
  
- High school students who have completed 15 semester credit hours must see a Navarro College Academic Advisor or Navarro College Dual Credit Coordinator prior to enrolling in additional coursework. Students must select a Navarro College degree plan or program of study upon completion of 15 semester credit hours.
  
- High school students taking Navarro College courses are recognized as college students and will be treated as such, regardless of the course location. All Navarro College students, including students enrolled for dual credit, are expected to abide by the Navarro College Code of Conduct and Academic Decorum standards located in the Navarro College Student Handbook. A collegiate classroom environment is expected at all times.
  
- Navarro College courses, including those offered on high school campuses, may contain controversial material and mature content. Navarro College courses will not be tailored to high school learners. Parents and high school officials are encouraged to consider the maturity level of the individual student prior to approving that student's enrollment in college courses.
  
- Dual credit students who earn a Navarro College GPA of less than 2.0 may be removed from the dual credit program.

Additional enrollment requirements may apply.

### **Location of Class**

- College courses may be taught on the college campus, on the high school campus, or via distance learning. In addition, college courses taught electronically shall comply with the Navarro College Standards for Quality Online Course Design and Instruction.

### **Deadline Requirements**

- Please refer to the Navarro College Dual Credit Program deadlines for the dual credit enrollment periods. All course offering requests for the upcoming school year must be submitted to the Dual Credit Department no later than April 1st.

## **Composition of Class**

College courses taught for dual credit may be composed of:

- Dual credit students only
- Dual credit and college credit students
- Dual credit and high school credit-only students if one of the following conditions apply:
  - The course is required by State Board of Education and the high school is otherwise unable to offer such a course.
  - The high school credit-only students are College Board Advanced Placement (AP) students.
  - The course is a career and technical or college workforce education course and the high school credit-only students are earning articulated college credit. Please note that Navarro College does not articulate credit. Therefore, all Navarro College career and technical dual credit course sections are for dual credit only and may not be mixed with regular high school students.

## **Faculty Selection, Supervision, and Evaluation**

- Faculty members who are employed with the school district on a full-time basis and teach a Navarro College course, either inside or outside of their regular ISD duty hours, are considered employees of Navarro College for the purposes of the college course taught for dual credit and are required to meet all other Navarro College adjunct faculty requirements.
- The College shall approve instructors of college courses taught for dual credit. These adjunct faculty members must meet the same credentialing standards and complete the same approval processes as other faculty who are selected to teach the same courses at Navarro College. This includes, but is not limited to, adhering to the minimum requirements set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- The College cannot guarantee that a faculty member will be available to teach every dual credit course requested by the I.S.D.
- The College will supervise and evaluate instructors of college courses taught for dual credit using the same criteria and procedures as those used for other faculty at Navarro College.

## **Course Curriculum, Instruction, and Grading**

- The College shall ensure that a college course taught for dual credit is equivalent to the corresponding course offered at Navarro College in relation to the curriculum, materials, instruction, method, and rigor of student evaluation. These standards must be maintained regardless of the student composition of the class.
- College courses taught for dual credit, regardless of location, will start and end with Navarro College's semester dates. Faculty will follow the College's calendar for all course planning, curriculum, reporting, and grading.

- College courses taught for dual credit must meet the appropriate contact hours required for each course taught.
- Final course grades must be submitted on the College's schedule.
- The only official grades currently assigned at Navarro College are mid-term and final course number grades. Navarro College does not assign progress grades to our college students. All course-grading conventions are stipulated in each instructor's course syllabus. Students are responsible for managing their status in their college course(s) and for reporting progress to their high school official. Students may obtain their current grade or course standing by the gradebook method outlined in their course syllabi. Grades provided by students should only be used as an academic check for intervention purposes and to monitor student success. As always, faculty report academic or behavioral concerns through Navarro College's Care Report system as appropriate.

### **Academic Policies and Student Support Services**

- Regular academic policies applicable to courses taught at Navarro College also apply to college courses taught for dual credit. These policies include, but are not limited to, syllabus distribution, communication of grading policies to students, course drops, academic integrity, scholastic probation and suspension, student/instructor conflict resolution, and final course grade challenges.
- High school students in college courses are eligible to utilize the same support services that are afforded all Navarro College students. The College is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.
- High school students requesting disability accommodations in their college classes must file with Navarro College's Disability Services Department at least two weeks prior to the start of each semester. Please refer to the Navarro College Student Handbook or Navarro College Catalog for additional information.

### **Transcription of Credit**

- For dual credit courses, both high school and college credit should be transcribed immediately upon a student's completion of the college course.

### **Tuition and Fees**

- Navarro College offers a dual credit discount for tuition and fees for the fall and spring terms only. Navarro County residents receive a 50% discount and residents outside of Navarro County receive a 51% discount. For current tuition and fee schedules, please refer to the Navarro College Website at: <https://www.navarrocollege.edu/costs-aid/>

### **Funding**

The state funding for dual credit courses will be available to both public school districts and colleges based on the current funding rules of the State Board of Education.

## **Part II: Responsibilities of Navarro College**

- 1. A Navarro College administrator or full-time faculty member may visit dual credit classes for evaluation purposes.**
- 2. Navarro College will conduct an orientation session for I.S.D. faculty teaching Navarro College courses as needed.**
- 3. Appropriate Navarro College faculty and/or administrators may review major examinations in each course to determine whether students are required to master the skills and concepts identified in the course syllabus.**
- 4. Navarro College is responsible for maintaining a college transcript for each student. All courses will be identified on the college transcript as regular college-level courses.**
- 5. Navarro College will work with the high school administration to determine which courses will be offered for dual credit and will review the list of dual credit courses annually.**
- 6. Navarro College reserves the right to require a minimum number of students for enrollment in each course section. If the minimum is not met, Navarro College reserves the right to cancel the course offering. Navarro College cannot guarantee the availability of every course requested by the high school.**
- 7. All reasonable accommodations for disability services and special needs must be approved by the Navarro College Disability Services Office.**
- 8. Navarro College is responsible for maintaining the confidentiality of all student information and records as required by the Family Educational Rights and Privacy Act (FERPA). Students who wish to allow parents or guardians to access grades or other student information must complete the Navarro College Student Record Release Form available in the Navarro College Office of Admissions or MyNC Student Portal.**
- 9. Navarro College reserves the right to deny continued enrollments for students who display unsatisfactory academic progress.**
- 10. Navarro College reserves the right to deny enrollment or readmission for students who violate the Navarro College Student Code of Conduct.**
- 11. Navarro College will provide academic advisement to all dual credit students who complete 15 semester credit hours.**
- 12. Navarro College will collaborate with school administrators to schedule dual credit information sessions, parent meetings, advising sessions, and other related events.**
- 13. Navarro College will provide routine updates to our service area partners about tuition and fees, enrollment policies and procedures, and deadlines.**

### Part III: Responsibilities of the Dual Credit Instructor

1. The instructor is responsible for providing any necessary employment documents and official college transcripts to the appropriate Navarro College dean or department chair.
2. The instructor shall meet all the same requirements and guidelines as other Navarro College adjunct faculty.
3. All Navarro College faculty are required to use their Navarro College email and to check it on a regular basis.
4. Each course must be taught using and conforming to the Navarro College course syllabus for each specific course.
5. The instructor is responsible for verifying the accuracy of the Navarro College class roster(s) and reporting discrepancies to the Registrar's Office prior to the official census date.
6. The instructor is responsible for teaching the material outlined in the College course syllabus and departmental requirements.
7. The instructor will adhere to the policies and practices of Navarro College. This includes using the approved departmental syllabus, textbook, and other related materials. The high school text may serve as a supplement, if necessary, to meet the TEKS requirements.
8. Faculty members teaching a dual credit course must record student grades in Navarro College's system in accordance with the College calendar and deadlines.
9. Faculty are required to inform students of course standing, grades, etc., and must comply with all Navarro College departmental and grading policies.
10. Faculty are encouraged to report progress or potential problems to the I.S.D. as requested.
11. Faculty may not give any accommodations to students without written approval from the Navarro College Disability Services Department.
12. Instructors should treat dual credit students in the same manner as other college students.
13. Dual credit instructors will attend Convocation and/or departmental meetings each fall and spring semester. New instructors will also need to attend Canvas training as well as any training provided by the department regarding topics such as publisher materials. Competency evaluations may be required when teaching a career and technical dual credit course. Any instructor teaching hybrid or online classes must complete Canvas training and be approved for online or hybrid courses prior to teaching them. Information about upcoming Canvas training is provided by Office of Media Integration.

## Part IV: Responsibilities of the School District

1. The high school is responsible for maintaining the high school transcript.
2. Every semester, the designated high school official must approve each student's enrollment in college courses, regardless of whether the student is enrolling for dual credit or college credit only.
3. The I.S.D. must provide all final official high school transcripts for graduating seniors who have completed coursework with Navarro College. Official Navarro College transcripts will not be released until the final official high school transcript is on file.
4. The I.S.D. will provide Navarro College personnel with a school calendar (including teacher in-service days, holidays, and special events).
5. The I.S.D. will provide Navarro College faculty teaching courses on the high school campus with an overview and orientation to the high school facility and procedures.
6. The I.S.D. is responsible for covering all course time outside of the College calendar and regular meeting dates and times.
7. The high school must provide an adequate college learning environment and appropriately equipped classroom facilities for each dual credit course taught on the high school campus.
8. The I.S.D., a stakeholder in student success, will communicate issues and concerns to the appropriate dean in a timely manner.
9. The high school will establish the weighted value of college-credit courses in determining high school class rank and honor graduates.
10. All dual credit enrollment and schedule changes must be finalized with the Dual Credit Department prior to the first day of classes each semester.
11. The I.S.D. will provide Navarro College personnel a proposed course offering schedule and anticipated enrollment per course by the end of March for planning the upcoming school year.
12. The I.S.D. will provide Navarro College meeting dates and times for each scheduled college course section taught on the high school campus.
13. The I.S.D. will collaborate with Navarro College dual credit staff to establish dates for information sessions, parent meetings, and student advising sessions.
14. The I.S.D. will provide professional-level personnel, as needed, to assist with enrollment and advisement of dual credit students.
15. Dual credit students must have access to all online student resources provided by the College. The Navarro College website and library resources must not be blocked by the I.S.D.

16. The I.S.D. will schedule dual credit courses in a manner which minimizes student absences due to school related activities.
17. The I.S.D. will minimize interruptions during scheduled dual credit courses.

## **Part V: Responsibilities of the Student**

1. All students in the program must have written approval from the high school principal or counselor as well as the student's parent or guardian.
2. In order for college credit to be awarded the student must be registered for the course and required tuition must be paid by the stated deadline.
3. Students anticipating completion of a certificate or degree must provide an updated current high school transcript and meet the graduation requirements as outlined in the Navarro College Admissions and Records policies and procedures. The student is responsible for applying for graduation. This includes monitoring the Navarro College student email and following instructions regarding any additional graduation requirements.
4. Students will be required to have the necessary college textbooks and course materials for each course in which the student is enrolled. These may be purchased by the student or provided by the I.S.D.
5. Student are expected to adhere to all policies of Navarro College and the I.S.D.
6. Students and their parents/guardians should communicate any dual credit questions or concerns to their high school counselor.
7. Students must complete a "Navarro College Student Record Release Form" to give permission for parents or designated individuals to have access to their student academic and/or financial records. Students may access this form through their MyNC Student Portal under the Admissions and Records page.
8. Navarro College expects all students to do their own schoolwork at all times. Any student found in violation of academic integrity is subject to instructional consequences as defined in the course syllabus or departmental handbook. This may include any of the following: a grade of zero, course failure, or removal from a program.
9. The student is required to use all Navarro College student portals and to keep all Navarro College passwords and access codes confidential.
10. Students are responsible for keeping up with their progress in their college courses and for communicating with their instructors for any clarifications, questions, or concerns.
11. Maintaining eligibility in University Interscholastic League (UIL) activities is the responsibility of the student.
12. High school students are not eligible for federal financial aid.

**Part VI: Signatures of Authorization**

With the understanding that this Dual Credit Program is being offered to assist students, Navarro College and the I.S.D. agree to the above.

**APPROVAL SIGNATURES:**

*Carol Hansen*

Navarro College Administrator Signature

ISD Administrator Signature

*7/1/2020*

Date

**WAXAHACHIE HS DUAL CREDIT MOU CROSSWALK 2020-2021**

Navarro College ID	Navarro College Course Title	NC Credit Hours	HS Course	HS Credits	Grade	Code	AAR Code
BIOL 1406/1407	Biology for Science Majors I & II	8	SRD 3	1	12	130037220	Science
CHEM 1405/1407	Intro to Chemistry I & II	8	SRD1	1	12	13037200	Science
COSC 1301	Intro to Computing	3	Fundamental of Computer Sci	0.5	10	03580140	Tech Apps
ECON-2301	Principles-Economics Macro	3	Economics	0.5	12	03310300	Social Studies
EDUC 1301	Intro to Teaching Profession	3	Instr. Practices or Pract in Edu	1/2	11/12	13014400/130114500	CTE
ENGL-1301/1302	Composition I & II	6	English III & IV	1	11	03220300	English
ENGL-2322/2323	British Literature I & II	6	English IV	1	12	03220400	English
GEOL-1401/1402	Earth Sciences Non Majors 1 & II	8	SRD 2	1	12	13037210	Science
GOVT-2305	Federal Government	3	United States Government	0.5	12	03330100	Social Studies
GOVT 2306	Texas Government	3	SSADV I	0.5	11/12	03380001	Social Studies Elective
HIST-1301/1302	United States History I & UU	6	United States History	1	11	03340100	Social Studies
MATH-1314	College Algebra	3	Pre Calculus	0.5	11/12	03101100	Math
MATH-1316	Plane Trigonometry	3	Pre Calculus	0.5	11/12	03101100	Math
MATH 1314	College Algebra	3	Statistics	0.5	11/12	03102500	Math
MATH-1342	Elem. Statistical Methods	3	Statistics	0.5	11/12	03102500	Math
MUSI-1306	Music Appreciation	3	Music Theory-Music Appreciation I	0.5	10	03155600	Fine Arts
PSYC 2301	General Psychology	3	Psychology	0.5	10	03350100	Social Studies
PSYC 2314	Human Growth & Development	3	Human Growth	1	11	13014300	Other Elective
SOCI 1301	Intro to Sociology	3	Sociology	0.5	10	03370100	Social Studies
<b>CTE DC Pathways</b>							
CJSA 1312	Crime in America	3	Law Enforcement I	0.5	11/12	13029300	CTE
CJSA 1322	Intro to Criminal Justice	3	Principles of Law	0.5	11/12	13029200	CTE
CJSA 1342	Criminal Investigation	3	Law Enforcement II	0.5	11/12	13029400	CTE
CJSA 1317	Juvenile Justice System	3	Federal Law Enforcement	0.5	11/12	13029800	CTE
CJSA 1310	Comm. Resources in Correction	3	Principles of Law	0.5	11/12	13029200	CTE
CSME-1401	FYE Beau Camp-Cosmetology	4	Cosmo I	0.5	11	13025200	CTE
CSME-1505	Fund of Cosmetology	5	Principles of Cosmetology	1	11	13025050	CTE
CSME-1410	Intro to Haircutting & Related Theory	4	Cosmo I	0.5	11	13025200	CTE
CSME-1453	Chemical Reformation & Related theory	4	Cosmo I	0.5	11	13025200	CTE
CSME-1443	Manicuring & Related Theory	3	Cosmo II	0.5	12	13025300	CTE
CSME 2401	Principles-Hair Coloring & Theory	4	Cosmo II	1	12	13025300	CTE
CSME 1447	Principles- Skin Care/Facials	4	Cosmo II	0.5	12	13025300	CTE
CSME-2350	Prep for State Licensing	3	Cosmo II	0.5	12	13026300	CTE

WLDG-1423	Welding Safety, Tools, & Eq	4	Welding I	0.5	11/12	13032300	CTE
WLDG-1317	Intro to Layout & Fabrication	3	Welding II	0.5	11/12	13032400	CTE
WLDG-1428	Intro Shielded Metal Arc Wel	4	Welding I	0.5	11/12	13032300	CTE
WLDG-1430	Intro Gas Metal Arc Welding	4	Welding II	0.5	11/12	13032400	CTE

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020**

Subject: **Education Incentive Plan**



**Background:**

The District would like to establish an education incentive plan for employees that would offer district paid scholarships to staff members to further their own education. There would be three annual scholarships offered by application and committee review process in the amount of \$2,000 each for staff interested in furthering their own education.

The goal of this plan is to attract, develop, and retain high quality staff members who will ultimately benefit the district with the advanced knowledge of their areas of study.

With the plan structured the way that it is, these scholarships would be considered a tax-free fringe benefit to our recipient employees in accordance with IRS guidelines.

**Recommendation:**

Approve Education Incentive Plan for Waxahachie ISD.

## WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

### Employee Education Incentive Program Guidelines

Waxahachie ISD realizes that learning is a lifelong task that benefits all who choose to participate. As a way to encourage staff to be lifelong learners, the district is offering a new scholarship program as a tax-free fringe benefit to our employees.

Waxahachie ISD's program is an Education Assistance Program in accordance with Internal Revenue Service (IRS) Publication 15-B, *Employer's Tax Guide to Fringe Benefits* and United State Code Title 26, Section 127.

#### Eligible Employees

Employees must have been with the District for 1 full calendar year and must have worked at least 900 hours in the previous year to qualify for the benefit. Employees who have announced their intent to retire, or have previously retired, are not eligible for this program.

All employees are eligible for the benefit, except for employees on step 3 or above of the administrative/professional pay scale.

Employees who receive an Education Incentive Program payment are expected to remain with the District for three fiscal years after their award unless separation is otherwise approved by the Superintendent.

#### Education Expenses

This benefit is eligible to cover education expenses of the employee to include, but not limited to, tuition, fees, books, supplies, required equipment, and related costs. Costs incurred before the adoption of this policy are not eligible for reimbursement under this program.

Employees must be seeking additional education in a field that is related to their job to be eligible for a scholarship.

#### Ineligible Expenses

Expenses related to tools or supplies which may be retained by the employee after completion of a course, meals, lodging, and transportation costs are not eligible for reimbursement. Any course of education involving sports, games, or hobbies are ineligible for the scholarship.

Expenses for doctoral degrees, or equivalent, are ineligible for this program.

District will not reimburse employee for costs that were not presented during the semester the course was originally taken. Repeat courses are not eligible for scholarship or reimbursement.

### Eligible Funding

There are three scholarship awards available each year by the District. The maximum amount of any award is \$2,000 and all payments will be made directly to the educational institution upon presentation of statement, or to employee upon presentation of proper receipts to substantiate expenses in relation to eligible course work. Similar awards from other entities (TEA, Education Foundation for Waxahachie ISD, etc.) will be administered similarly.

Employees are eligible for a maximum of two scholarship awards in a career. Any unused funds will not be available after fiscal year in which they were originally awarded.

Award may be delayed for unforeseen hardships upon approval from program coordinator. Employee should contact program coordinator as soon as possible to request any modification.

Interest employees should complete application for scholarship program and return applications to the District's Coordinator of Grants Management and Professional Development.

**WAXAHACHIE INDEPENDENT SCHOOL DISTRICT**  
**Employee Education Incentive Program Application**

Employee Name: \_\_\_\_\_ Campus/Department: \_\_\_\_\_

Educational Institution: \_\_\_\_\_

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

City, State Zip: \_\_\_\_\_

Field of Study: \_\_\_\_\_ Degree Level: \_\_\_\_\_

Hours enrolled for: \_\_\_\_\_ Expectation of Expenses: \$ \_\_\_\_\_

How does this education relate to your current position and/or enhance your skills within the District:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why is furthering your education important to you? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If awarded, can we publish an article about you in the newsletter?    Yes        No

By signing below, you are indicating that you have read the program guidelines and agree to remain with Waxahachie ISD for at least three academic years after receiving this award.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

FOR DISTRICT USE ONLY

Date application received: \_\_\_\_\_ Date bill received: \_\_\_\_\_

Date eligibility determined: \_\_\_\_\_ Date check mailed: \_\_\_\_\_

Start of employment: \_\_\_\_\_ Number of awards: \_\_\_\_\_

Hours worked in prior year: \_\_\_\_\_

\_\_\_\_\_  
Signature of Reviewer

200

\_\_\_\_\_  
Date

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020**

Subject: **Fiscal year 2019-2020 Audit Engagement**



**Background:**

The district is requesting to extend its relationship with K. Evans & Associates, to conduct the 2019-2020 financial audit. A copy of the engagement letter is attached for execution by the Board President.

**Recommendation:**

Approve engagement letter with K. Evans & Associates for 2019-2020 financial audit engagement.

## **K. EVANS & ASSOCIATES, PLLC**

CERTIFIED PUBLIC ACCOUNTANTS

4433 Punjab Way, Suite 102

Frisco, Texas 75033

PH 972-335-9754

FAX 972-335-9758

July 20, 2020

To Board of Trustees  
Waxahachie Independent School District  
411 N. Gibson Street  
Waxahachie, TX 75165

Board of Trustees,

We are pleased to confirm our understanding of the services we are to provide Waxahachie ISD for the year ended August 31, 2020. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Waxahachie ISD as of and for the year ended August 31, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Waxahachie ISD's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Waxahachie ISD's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedule

We have also been engaged to report on supplementary information other than RSI that accompanies Waxahachie ISD's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, [in a separate written report accompanying our auditor's report on the financial statements OR in a report combined with our auditor's report on the financial statements]:

- 1) Schedule of expenditures of federal awards.
- 2) Combining and individual Non-major fund financial statements.
- 3) Schedule of Delinquent Taxes Receivable

## **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to The Board of Trustees of Waxahachie ISD. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

## **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our

responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Waxahachie ISD's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Waxahachie ISD's major programs. The purpose of these procedures will be to express an opinion on Waxahachie ISD's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Waxahachie ISD in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to Waxahachie ISD; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of K. Evans & Associates, PLLC and constitutes confidential information.

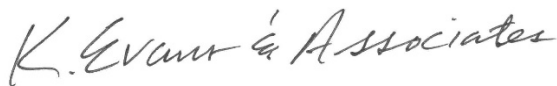
The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Kirk Evans is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for the audit will not exceed \$32,000. In addition to the audit, you will also be billed for out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, and online bank confirmations). We require a \$10,000 retainer to be paid with the signing of the engagement letter. A progress billing will be presented at the close of fieldwork and a final invoice when the report is delivered. All invoices are due upon receipt. In accordance with our firm policies, work may be suspended if your account becomes past due and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Waxahachie ISD and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return a copy to us.

Very truly yours,



K. Evans & Associates, PLLC

RESPONSE:

This letter correctly sets forth the understanding of Waxahachie ISD.

Governance signature: \_\_\_\_\_

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

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



# Texas State Board of Public Accountancy

William Treacy, Executive Director

## Office - K. EVANS & ASSOCIATES, PLLC

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**Firm License ID**

C10583

**Firm name**

K. EVANS & ASSOCIATES, PLLC

**Resident manager**

Mr. EVANS

**Location**

4433 PUNJAB WAY STE 102

FRISCO TX 75033

Phone: (972)335-9754

Email: [kirk@evansmail.net](mailto:kirk@evansmail.net)

**Texas County**

**Date registered**

10/30/2019

**License expiration date**

10/31/2020

**Status**

**Issued (Current)**

**History of disciplinary actions**

NO DISCIPLINARY HISTORY

[Back to Selection](#)

[TSBPA Home](#)

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020**

Subject: **Renew Insurance – Environmental Remediation Policy**



**Background:**

This policy covers a potential environmental remediation liability of the district in the event of a fuel spill involving one of the district's fuel storage tanks at transportation. The policy has a single year renewal option at \$1,100 or a two year renewal option at \$2,100.

**Recommendation:**

Approve renewal of environmental remediation liability policy with Crum & Forster for a two year term in the amount of \$2,100.



**CRUM & FORSTER**  
A FAIRFAX COMPANY

**CRUM & FORSTER SPECIALTY INSURANCE COMPANY**

**ENVIRONMENTAL QUOTE**

**DATE OF PROPOSAL:**  
07/28/2020

Item 1.	<b>NAMED INSURED &amp; ADDRESS:</b> WAXAHACHIE ISD 411 N Gibson Waxahachie, TX 75165	<b>PRODUCER NAME &amp; ADDRESS:</b> USG INSURANCE SERVICES, INC.	
	<b>FORM OF BUSINESS:</b> Corporation	<b>PRODUCER CODE:</b> 82549	
Item 2.	<b>PROPOSED POLICY PERIOD:</b>	10/01/2020 to 10/01/2022	
		12:01 a.m. Standard Time at the Named Insured's address stated above.	
Item 3.	<b>LIMITS OF INSURANCE:</b>		
	Each Confirmed Release Limit:		\$2,000,000
	Policy Aggregate Limit :		\$2,000,000
	Defense Expense Aggregate Limit:		\$250,000
Item 4.	<b>DEDUCTIBLE/SELF-INSURED RETENTION:</b>	See Tank Schedule	
Item 5.	<b>RETROACTIVE DATES:</b>	See Tank Schedule	
Item 6.	<b>PREMIUM:</b>	1 Year	2 Year
	Policy Premium:	\$1,000	\$1,900
	Additional Insured Premium:	\$0	\$0
	TRIPRA Premium:	\$100	\$200
	Total Policy Premium:	\$1,100	\$2,100
	Minimum Earned Premium:		25%
Item 7.	<b>AUDIT PERIOD:</b> Not Subject to Audit	<b>Basis:</b> Units: 0 USTs ,2 ASTs	<b>Rate:</b> Flat

All rates are based on the revenue basis shown above and no deductions of any kind are allowed. All premiums applicable to additional coverage(s) as required during the policy period will be invoiced separately and will not apply toward the minimum earned or estimated policy premium. The broker is responsible for filing all affidavits and paying all fees, if applicable. The insured shall be responsible for applying any and all applicable taxes and surcharges.

+surplus lines taxes and fees



# CRUM & FORSTER

A FAIRFAX COMPANY

## FORMS AND ENDORSEMENTS

CFSTP 00 001 10 16	COMMERCIAL STORAGE TANK LIABILITY POLICY DECLARATIONS
EN002-0211	SCHEDULE OF FORMS AND ENDORSEMENTS
IL P 001 01 04	U.S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL ("OFAC") ADVISORY NOTICE TO POLICY HOLDERS
CS 07001 10 17	C&F SPECIALTY SIGNATURE PAGE
EN0004-0816	CLAIMS REPORTING
EN0005-1017	SERVICE OF PROCESS CLAUSE
EN0006 0120	Policyholder Disclosure Notice of Terrorism Insurance Coverage
EN0011-1014	PRIVACY NOTICE
EN0050-0816	EMERGENCY RESPONSE HOTLINE
EN0052-0816	NOTICE OF LOSS ALL
	TX POLICY HOLDERNOTICE
CFSTP 00 000 01 15	STORAGE TANK POLLUTION POLICY
CFSTP 00 002 10 15	DEDUCTIBLE ENDORSEMENT
CFSTP 00 525 05 16	COVERED STORAGE TANK COVERAGE ENDORSEMENT
CFSTP 00 546 10 13	LOADING OR UNLOADING COVERAGE ENDORSMENT
CFSTP FR CERT-TX	FINANCIAL RESPONSIBILITY CERTIFICATE OF INSURANCE - TX

This proposal is based on the insurance carrier's most recent policy forms and endorsements and is subject to all terms and conditions of such forms and endorsements. If you would like to review a copy, please let me know and I would be pleased to send you a specimen form.

## WARRANTIES/REQUIREMENTS

Please be advised that coverage has been proposed conditional upon receipt, review, verification and approval of the following items:

<u>Subjectivity</u>	<u>Time Frame</u>
Crum & Forster Tank Application completed and signed by the First Named Insured	Prior To Binding
Signed Terrorism Rejection / Selection Form	Prior To Binding
Completed Surplus Lines Tax Form	Prior To Binding

**This proposal is valid until the policy effective date or 30 days from the date of this letter, whichever is sooner.** After expiration, all terms and conditions of this proposal must be re-evaluated by Crum & Forster Specialty Insurance Company. Please note that this proposal is based upon terms and conditions that Crum & Forster Specialty Insurance Company is willing to offer and not the terms and conditions which were requested. It is your responsibility to review these terms and conditions prior to presenting this proposal. Crum & Forster Specialty Insurance Company reserves the right to modify, change or cancel any or all terms of this proposal at anytime without notice.



**CRUM & FORSTER**

A FAIRFAX COMPANY

**COVERED STORAGE TANK AND LOCATION ENDORSEMENT**

<u>Loc #</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>	<u>Tank #</u>	<u>AST /UST</u>	<u>Year Installed</u>	<u>Capacity</u>	<u>Contents</u>	<u>Deductible</u>	<u>Retroactive Date</u>
1	631 Solon Rd.	Waxahachie	TX	75165	1	AST	2000	10,000	Diesel	\$25,000	10/01/2008
1	631 Solon Rd.	Waxahachie	TX	75165	2	AST	2000	2,000	Gasoline	\$25,000	10/01/2008

## POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

### TERRORISM RISK INSURANCE ACT

YOU ARE HEREBY NOTIFIED THAT UNDER THE TERRORISM RISK INSURANCE ACT, AS AMENDED, YOU HAVE A RIGHT TO PURCHASE INSURANCE COVERAGE FOR LOSSES RESULTING FROM ACTS OF TERRORISM, AS DEFINED IN SECTION 102(1) OF THE ACT: THE TERM "ACT OF TERRORISM" MEANS ANY ACT THAT IS CERTIFIED BY THE SECRETARY OF THE TREASURY-IN CONSULTATION WITH THE SECRETARY OF HOMELAND SECURITY AND THE ATTORNEY GENERAL OF THE UNITED STATES-TO BE AN ACT OF TERRORISM; TO BE A VIOLENT ACT OR AN ACT THAT IS DANGEROUS TO HUMAN LIFE, PROPERTY, OR INFRASTRUCTURE; TO HAVE RESULTED IN DAMAGE WITHIN THE UNITED STATES, OR OUTSIDE THE UNITED STATES IN THE CASE OF CERTAIN AIR CARRIERS OR VESSELS OR THE PREMISES OF A UNITED STATES MISSION; AND TO HAVE BEEN COMMITTED BY AN INDIVIDUAL OR INDIVIDUALS AS PART OF AN EFFORT TO COERCE THE CIVILIAN POPULATION OF THE UNITED STATES OR TO INFLUENCE THE POLICY OR AFFECT THE CONDUCT OF THE UNITED STATES GOVERNMENT BY COERCION.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 80% BEGINNING ON JANUARY 1, 2020 OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF THE LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

**IN ACCORDANCE WITH THE ACT, YOU MUST CHOOSE TO ELECT OR REJECT COVERAGE FOR 'CERTIFIED ACTS OF TERRORISM' BELOW:**

	I hereby elect to purchase certified acts of terrorism coverage for a premium of <u>\$200</u> .
	I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

\_\_\_\_\_  
*Policyholder/Applicant Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*WAXAHACHIE ISD  
Named Insured/Firm*

\_\_\_\_\_  
*411 N Gibson, Waxahachie, TX, 75165  
Mailing Address*

\_\_\_\_\_  
*Quote/Policy Number*



**STORAGE TANK RENEWAL APPLICATION**

1 - Are all tanks in compliance with current EPA and State regulations?  Yes  No If No, please provide details. (Attach separately)

2 - Do you own the tanks?  Yes  No If No, please provide the name & address of the tank owner. (Attach separately)

3 - Is the Applicant aware of any incident, fact, circumstance, or situation including any act, error or omission that may result in a claim being made against it or any other person or entity for which coverage is sought?  Yes  No

4 - Have any claims ever been made against the applicant or have any claims ever been reported under any Storage Tank policy?  Yes  No If Yes, please provide details. (Attach separately)

5 - Has the Applicant ever had any reportable releases or spills of regulated substances, hazardous waste or any other pollutants, as defined by the applicable environmental statutes and regulations?  Yes  No If Yes, please provide details. (Attach separately)

6 - Has there ever been any contamination at any owned facility prior to or during your tenancy, operation and/or ownership?  Yes  No If Yes, please provide details. (Attach separately)

7 - Are there any plans to close, remove or upgrade any tanks at any facility in the next 18 months?  Yes  No If Yes, please indicate anticipated closure/removal/upgrade date and plans. (Attach separately)

8 - Are there any additional insureds?  Yes  No If Yes, please provide the name(s) and address(es). (Attach separately)

**REPRESENTATIONS AND WARRANTIES  
NOTICE TO APPLICANT - PLEASE READ CAREFULLY**

The undersigned authorized officer of the applicant declares that the statements set forth herein are true to the best of my knowledge and that no material fact has been omitted or misstated. The undersigned authorized officer agrees that if the information supplied on the application changes between the date of the application and the effective date of the insurance, he/she (undersigned) will immediately notify the insurer of such change, and the insurer may withdraw or modify any outstanding quotations and/or authorization or agreement to bind the insurance.

Signing of this application does not bind the applicant to purchase or the insurer to provide the insurance. Acceptance of the applicant by the company is required prior to quotation or binding of coverage or the issuance of a policy. It is agreed that this application and the reliance upon its contents shall be the basis of the issuance of a policy and shall be attached and made part of said policy.

**FRAUD WARNING: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD OR DECEIVE ANY INSURANCE COMPANY, SUBMITS AN APPLICATION OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE, INCOMPLETE, OR MISLEADING INFORMATION MAY BE SUBJECT TO CIVIL OR CRIMINAL PENALTIES.**

**I HAVE READ AND FULLY UNDERSTAND THE QUESTIONS AND MY ANSWERS ON THIS APPLICATION. I UNDERSTAND THAT ANY OMISSION OR MISSTATEMENT OF ANY OF THE RESPONSES THAT ARE MATERIAL TO THE RISK ASSUMED (AS WELL AS ATTACHED TO THIS APPLICATION), MAY CAUSE THIS POLICY TO BECOME NULL AND VOID AND/OR MAY GIVE RISE TO A RESCISSION OF THE POLICY.**

Applicant/Insured Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Producer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

# Cencore Insurance Agency LLC

Quote for: Waxahachie ISD

Type of Quote: Storage Tanks

Agent	Insured	Writing Company
<b>AR ID:</b> FL3888	<b>DBA:</b> Waxahachie ISD	<b>Carrier:</b> Crum & Forster Specialty
<b>Name:</b> Steve Neece	<b>Name:</b> Waxahachie ISD	<b>AM Best:</b> A XIII (as of 02/28/2018)
<b>Agency:</b> Cencore Insurance Agency LLC	<b>Address:</b> 411 n gibson waxahachie	<b>NAIC#:</b> 44520
<b>Email:</b> steve@cencoreagency.com	<b>Phone:</b> Waxahachie, TX, 75165	<b>Filing State:</b> TX
<b>Phone:</b> 903.706.5016		
<b>Fax:</b> 512.519.7192		

**Effective Dates:** 10/1/2020 - 10/1/2022

**Submission #:** RE20031716

**Renewing Policy:** STP123781

**Description of Coverage:**  
storage tanks

**Subject To:**  
All Additional Insured's and Waiver of Subrogation Charges are fully earned  
The listing of forms and endorsements are for informational purposes only and does not intend to represent the entire list of forms and/or endorsements that may be attached to any policy issued as a result of this quotation.

**Notes:**  
this is based on a 2 year term  
tria is not included in this summary  
In accordance with your Preferred Limited Producers Agreement with USG, if the Producer extends credit to an insured, it shall be at the Producer's sole risk and all Premiums shall be paid to USG when due. REGARDLESS of whether such premiums were collected by your agency. No flat cancellations of policies is permitted.

Premium Calculation		Percentages	
Premium	\$1,900.00	Minimum Earned Premium	25.00%
Broker Fee	\$150.00	Minimum & Deposit	100.00%
Stamping Fee:	\$3.08		
TX Tax:	\$99.43	Not Auditable	
<b>Total</b>	<b>\$2,152.51</b>		

**See Attached Quote for Complete Terms & Conditions**

# Cencore Insurance Agency LLC

Quote for: Waxahachie ISD

Type of Quote: Storage Tanks

## State Wording

This insurance contract is with an insurer not licensed to transact insurance in this state and is issued and delivered as surplus lines coverage under the Texas insurance statutes. The Texas Department of Insurance does not audit the finances or review the solvency of the surplus lines insurer providing this coverage, and the insurer is not a member of the property and casualty insurance guaranty association created under Chapter 462, Insurance Code. Chapter 225, Insurance Code, requires payment of a 4.85 percent tax on gross premium.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020**

Subject: **Renew Insurance – Property/Casualty**



**Background:**

This is the general insurance policy for the district that provides property/casualty, automobile liability, cyber liability, school board liability, and law enforcement liability coverage. The premium rates for property insurance saw a 17% increase in premium this year (for all participants) due in part of large hail claims across the state. In the renewal, the district has added coverage for Simpson Elementary, the agriscience facility, and the new portable building behind the administration building. It was also discovered this year that a significant number of vehicles were not previously listed on our policy so those were added as well. Overall, the total premium has increased from \$798,000 last year to \$980,000 this year. The quote included in the packet is missing coverage for Simpson elementary and the expected premium increase with the addition of Simpson is \$40,000.

This will be the fifth year of our policy with Public Educators Association of Texas (PEAT) and the district will be conducting a solicitation for insurance coverage in the spring of 2021 for a policy with similar coverage.

**Recommendation:**

Approve renewal of property/casualty, automobile liability, cyber liability, school board liability, and law enforcement liability coverage for the 2020-2021 school year with Public Educators Association of Texas in the amount not to exceed \$985,000.

# **PUBLIC EDUCATORS ASSOCIATION OF TEXAS**



**PUBLIC EDUCATORS ASSOCIATION OF TEXAS**

**PEAT-TX.COM**

## **PROPERTY & CASUALTY PROPOSAL**

**PREPARED ESPECIALLY FOR:**

**Member:** Waxahachie ISD  
411 N. Gibson Street  
Waxahachie, TX 75165

**Policy Term:** 9/1/2020 to 9/1/2021

**Date of Proposal:** July 29, 2020



## ***Public Educators Association of Texas***

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**PUBLIC EDUCATORS ASSOCIATION OF TEXAS** is a property & casualty Fund formed by the Texas Interlocal Cooperation act to provide coverages for Texas educational institutions. PEAT operates as a risk pool with “aggregate stop loss” protection backed by “A” rated carriers. PEAT is a financially secure alternative for Texas schools for property & liability coverage, with a foundation built upon a personalized service commitment to the members, customized loss control initiatives and aggressive claims management.

Specific coverages from PEAT may include:

**General Liability**

**Property & Inland Marine**

**Equipment Breakdown**

**Educators Legal**

**Cyber Liability**

**Auto Liability & APD**

**Crime/Employee Dishonesty**

**Law Enforcement**

**Umbrella**

The following is a brief overview of the Pool structure and service components:

### **1. Legal Structure**

- Governing Board of Directors comprised of elected officials.
- Formed by Interlocal Agreement.
- Gary Howell – Director - Tyler.

### **2. Administration**

- Jan Skovbjerg – Vice President - San Antonio.
- J. Spencer Burnam – Senior Underwriter - San Antonio.
- Pamela Boggs – Underwriting Assistant - Richardson.

### **3. Claims, Loss Control & Member Services**

- Contracted by Claims Administrative Services (CAS).

### **4. Funding**

- Fully funded aggregate stop-loss protection.
- Backed by A rated reinsurance carriers



**Public Educators Association of Texas**

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**CONTRIBUTION AND COVERAGE SUMMARY PAGE**

**Member: Waxahachie ISD**

**Policy Term: From: 9/1/2020 To 9/1/2021**

<b><u>Coverage Offered</u></b>	<b><u>Contribution</u></b>
Property / Inland Marine / Equipment Breakdown	\$828,148
Cyber Liability	Included
General Liability / Employee Benefits Liability	\$8,876
Automobile Liability	\$63,699
Automobile Physical Damage	Included
Commercial Crime	Included
School Board Liability	\$32,277
Law Enforcement Liability	\$6,250
Excess Liability	Excluded
<hr/>	
<b>Total Annual Contribution</b>	<b>\$939,250</b>



**Public Educators Association of Texas**  
**PROPERTY – INLAND MARINE**

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**Limits of Liability:**

(Per schedules provided)	\$300,976,369	Buildings
	\$43,257,979	Contents
	<hr/>	
	\$344,234,348	Total Blanket Limit

**Deductibles:**

\$25,000 Per Occurrence-Buildings and Contents  
 1% Wind and Hail Per Occurrence for affected buildings (including contents), minimum \$250,000 per occurrence.

**Additional Coverages:**

Business Income: \$1,000,000  
 Deductible: 72 hours

**Coverage:**

1. Standard ISO property coverage -Special form, subject to coverage document exclusions.
2. Blanket Property - Replacement Cost applicable to Buildings, Contents and EDP All others paid per coverage document form.
3. No Coinsurance Clause.
4. Cosmetic Loss or Damage to Metal Rooftop Material Caused by Wind or Hail is excluded except as otherwise endorsed.
5. Pre-Existing Damage exclusion.
6. ACV applies to roofs over 15 years old.
7. Flood is excess of NFIP. No coverage for zone A & V (If Applicable).
8. Certain coverages subject to sublimits stated in coverage document.



**Public Educators Association of Texas**

**PROPERTY – INLAND MARINE (Continued)**

**Special Property Coverages**

**Limit**

Sublimits are within, not in addition to, the total limits of liability

Unless otherwise stated, a **\$500 deductible** applies.

1. Extra Expense	\$250,000
2. Valuable papers	\$100,000
3. Accounts receivable including electronic media	\$100,000
4. Fine arts	\$25,000
5. Mobile, portable, or contractor's equipment	\$200,000
6. Rented, leased or borrowed equipment	\$50,000
7. Outdoor Trees, shrubs, plants	\$2,500 per tree/shrub (\$250,000 in the aggregate)
8. Ordinance or Law coverage, loss to undamaged portion	Included
Demolition	\$500,000
Increased cost of construction	\$500,000
9. Computers, Media, and Communications equipment	\$500,000

**Extensions of Coverage**

**Limit**

1. Preservation of property	Included
2. Fire Department service charge	\$25,000
3. Pollutant clean up and removal	\$25,000
4. Pollutant clean up and removal-planned events	\$10,000
5. Off premises service interruption direct damage	Actual loss sustained
6. Sewer back up	Included
7. Tuition and fees	\$20,000
8. Recharge or refill of fire protection systems after covered loss	\$5,000
9. Broadened water coverage	Included
10. Food contamination shutdown-planned events	\$10,000
11. Lock replacement coverage	\$1,000
12. Loss reduction rewards	10% of loss or \$25,000



**Public Educators Association of Texas**

**PROPERTY – INLAND MARINE (Continued)**

**Extensions of Coverage**

13. Money, securities, stamps	Inside	\$7,500
	Outside	\$7,500
14. Newly acquired or constructed property		
Building		\$1,000,000
Business personal property		\$500,000
15. Non-owned detached trailers		\$5,000
16. Band Equipment and Uniforms		\$250,000
17. Miscellaneous equipment		\$100,000
18. Outdoor fences	Actual Loss Sustained	
19. Outdoor signs	Actual Loss Sustained	
20. Personal effects and property of others		\$10,000
21. Premises extension property	Included	
22. Property off premises	Actual loss sustained	
23. Refrigerated property	Actual loss sustained	
24. Roof protection – Snow removal- \$500 any one clearing \$1,000 aggregate		
25. Cost of Inventory or Appraisal		\$25,000
26. Specified appurtenant structures		
Public use		\$100,000
Your use		\$10,000
Contents		\$1,000
27. Underground Pipes		\$100,000
28. Utility services-direct damage	Actual loss sustained	
29. Utility services-planned events	Actual loss sustained	
30. Voluntary parting by trick, scheme or device	Included	
31. Building foundations coverage	Included	
32. Personal property in transit		\$100,000



**Public Educators Association of Texas**

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**CYBER LIABILITY**

**Third Party Coverages:**

	<b><u>Sublimit</u></b>
Media	\$1,000,000
Privacy and Cyber Security	\$1,000,000
Privacy Regulatory Defense Awards & Fines	\$1,000,000
Technical & Professional Services	Included

**First Party Coverages:**

Business Interruption & Extra Expense	\$1,000,000
Data Recovery	\$1,000,000
Cyber-Extortion	\$1,000,000
Data Breach Response and Crisis Management Recovery	\$1,000,000

**Deductibles:**

\$100,000 each sublimit  
10 hours BI and EE

**Combined Aggregate Limit:**

\$5,000,000\*

- \* The combined aggregate limit is shared between all members of the Public Educators Association of Texas.
- \* Cyber Liability is claims made coverage with defense inside the limits.



**Public Educators Association of Texas**

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**EQUIPMENT BREAKDOWN**

**Covered Equipment:** Covered Property built to operate under vacuum or pressure, other than weight of contents, or used for the generation, transmission or utilization of energy.

<b><u>Coverages:</u></b>	<b><u>Limit</u></b>
Equipment Breakdown Limit	\$344,234,348
Property Damage	Included
Business Income	Included
Extra Expense	Included
Utility Interruption	\$1,000,000 – BI/EE
Hazardous Substances	\$1,000,000
Expediting Expenses	\$1,000,000
Ammonia Contamination	\$1,000,000
Water Damage	\$1,000,000
Spoilage	\$1,000,000
<b><u>Deductibles</u></b>	<b>\$5,000</b>



**Public Educators Association of Texas**

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**GENERAL LIABILITY**

**Form:** Occurrence

**Limits of Liability:**

Primary Bodily Injury and Property Damage Liability-Combined	\$1,000,000	Per Occurrence
General Aggregate	\$2,000,000	Annual

**Deductible:** Not Applicable Per Occurrence

**Coverage:**

1. Premises Operations
2. Products and Completed Operations
3. Fire Legal Liability \$50,000
4. Corporal Punishment
5. Limited Worldwide Coverage
6. Additional Persons Insured
7. Employee Benefits Liability: Claims-made with sub-limits of \$1,000,000/\$1,000,000 and retro-active date of 9/1/2017; Deductible: \$1,000.

Exclusions include but are not limited to:  
Pollution, Asbestos, Fungi or Bacteria, Lead, Nuclear, War, Medical Payments  
(unless a limit is shown), Intentional and Criminal Acts.



**Public Educators Association of Texas**

**AUTOMOBILE LIABILITY**

**Limits of Liability:**

Bodily Injury and Property Damage Liability	\$100,000 / \$300,000 / \$100,000
Medical Payments	No Coverage
Uninsured/Underinsured Motorists	No Coverage

**Deductible:** Each Accident 25,000

**Number of Autos:** 150

**AUTOMOBILE PHYSICAL DAMAGE**

**Physical Damage Deductible:**

Comprehensive	\$1,000
Collision	\$1,000

**Number of Autos:** Refer to schedule on file

**Additional Coverage:**

Hired Physical Damage:	\$50,000
Deductible	\$1,000

**Coverage and Notes of Importance:**

1. Hired and Non-Owned Liability included.
2. Contribution is based on number of vehicle and subject to adjustment if schedule is changed prior to coverage effective date.
3. Fleet Automatic Coverage Applies.
4. Catastrophic Auto Physical Damage coverage is included with a limit of \$1,000,000.



**Public Educators Association of Texas**  
**CRIME COVERAGE**

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**Form:**

Commercial Crime

**Limits of Liability:**

\$100,000	Public Employee Dishonesty
\$50,000	Money & Securities, inside
\$50,000	Money & Securities, outside
\$50,000	Forgery and Alteration
\$50,000	Computer Fraud

**Deductible:**

\$1,000 Per Wrongful Act



**Public Educators Association of Texas**  
**School Board Liability**

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**Form:** Claims Made-Duty to Defend

**Coverage:** Pays damages the insured becomes legally obligated to pay because of a "wrongful act" arising out of the discharge of duties

**Limits of Liability:** \$1,000,000 Each Occurrence  
\$1,000,000 Each Annual Aggregate

**Deductible:** \$10,000 Each Claim

**Retro-active Date:** Full Prior Acts

**Coverage Extensions:**

1. Deductible applies towards damages, "claims expense" and supplemental payments.
2. Broadened definition of "Who is an Insured".
3. Employment Practices including Sexual Harassment
4. Non-monetary claims are excluded. Limited coverage of \$50,000 each claim with \$100,000 policy aggregated is provided for defense of Employment Related Practices.
5. Back pay limited coverage of \$50,000 each claim with \$100,000 policy aggregate.

**Notes of Importance:**

1. This proposal is subject to receipt and approval of completed and signed Educators Legal Liability portion of the PEAT Package Application prior to binding.
2. Retro-active date is contingent on proof of prior coverage.

**Exclusions include but are not limited to:**

Known acts or pending litigation/claims, formulation or collection of taxes, internet site, pollution, construction contracts, asbestos.



**Public Educators Association of Texas**  
**LAW ENFORCEMENT LIABILITY**

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**Form:** Occurrence

**Coverage:** Pays damages the insured becomes legally obligated to pay because of a "wrongful act" arising out of the discharge of duties

**Limits of Liability**

\$1,000,000 Each Occurrence

\$1,000,000 Annual Aggregate

**Deductible:** \$5,000 Each Occurrence

**Coverage Extensions:**

1. Deductible applies towards damages, "claims expense" and supplemental payments.

**Notes of Importance:**

1. This proposal is subject to receipt and approval of completed and signed Law Enforcement Liability portion of the PEAT Package Application prior to binding.
2. Defense costs are in addition to the Coverage Document limits and there is no exclusion for punitive and exemplary damages.



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***Public Educators Association of Texas***  
**CLAIMS ADMINISTRATION**

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Claims Administrative Services (CAS), administers and closely controls all claims from start to finish. Rick Fisher is the Claims Coordinator for property, liability, and professional liability and performs the initial review of all loss notices. CAS is dedicated to exclusively serving governmental agencies throughout Texas. This team of full-time, licensed adjusters understands federal laws and state statutes governing actions against public entities. A toll-free telephone number will be provided upon binding.

You will find our approach to be aggressive and protective of your entity's interests. We take full advantage of rights afforded under the law.

In case of a disaster, a 24-hour claim hotline is available.



## **Public Educators Association of Texas**

### **NOTES OF IMPORTANCE**

1. Public Educators Association of Texas is a property & casualty fund formed by the Texas Interlocal Cooperation Act. PEAT is not subject to the Texas Insurance Guaranty Act, in the event it becomes unable to meet its claims payment obligations. However, insured is named on reinsurance provided by Munich Reinsurance America Inc. (A+ XV) and excess insurance provided by Travelers Boiler and Machinery (A AV), Princeton Excess & Surplus Lines Insurance Company (A+ XV ), Arch Specialty Insurance Company (A+ XV ), Old Republic Ins Co (A+ XV ), Starr Surplus Lines Insurance Company (A XV ), Ironshore Specialty Insurance Company (A XV ), National Fire & Marine Ins Co (A++ XV ), Aspen Specialty Insurance Company (A XV ), Everest Indemnity Insurance Co (A+ XV ), First Specialty Ins Corp (A+ XV ), James River Insurance Company (A X ), Hallmark Specialty Insurance Company (A- IX ), Homeland Insurance Company of New York (A+ XV ), General Star Indemnity Co (A++ XV ), QBE Specialty Insurance Company (A XV ), General Security Indemnity Company of Arizona (A+ XV ), Steadfast Insurance Company (A+ XV ), and XL Insurance Company (A XV).
2. Quote is subject to review and acceptance by PEAT Board of Directors.
3. Contributions quoted are based on entire package and not available for individual lines of coverage without prior authorization from the underwriter.
4. Not all coverages, limits or deductibles requested may be provided in this quotation.
5. Quote is not bound until written orders to bind are received from the producer and PEAT subsequently accepts the risk.
6. This proposal is based upon exposures to loss made known to the underwriter. Any changes in exposures (i.e. new operations, new acquisitions of property or change in liability exposure) need to be reported to us immediately.
7. All proposals are subject to the underwriter's acceptance of completed, signed PEAT Package Application. Should signed application reveal differing information than original application received, the entire quote/binder is subject to revision and possible retraction
8. A signed Statement of Values for all property to be insured is required within 30 days of binding.
9. Functional replacement cost applies to buildings over 65 years old or other property with historical/landmark status. Please refer to the PEAT coverage document form on how this coverage applies.
10. PEAT's liability for loss or damage will be limited only to the loss or damage resulting from a covered cause of loss subject to deductibles conditions and restrictions that are stipulated in the PEAT coverage document.

This proposal expires on the effective date of coverage unless coverage is bound. If we have not received a written request to bind coverage by then, we will close our file. This proposal may not match the coverage requested. If you have any questions or would like alternative proposals, please contact us.

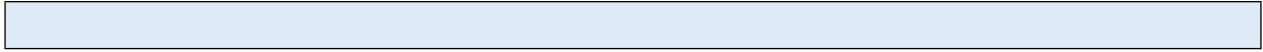
Please note that this proposal is a brief summary only, provided for comparison purposes. The actual terms, conditions, coverages and exclusions will always be determined by the coverage document forms. In the event of a difference, the policy will prevail. Increased limits of liability insurance are available. Please contact your agent for a proposal at your convenience.

**REMINDER:** Only PEAT has the authority to bind, alter or cancel coverage on behalf of the carrier. Coverage cannot be assumed to be bound without written confirmation from an authorized representative of PEAT.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020**

Subject: **Renew Insurance – Student Accident and Athletic**



**Background:**

These are the student athletic and activities accident insurance and student catastrophic accident and health coverage policies. Both coverages are free to parents and provide coverage to all students in physical education classes and in UIL athletics in the event of injury.

**Recommendation:**

Approve renewal of student athletic and activities insurance policy with Unified Life in the amount of \$34,900 and approve renewal of student catastrophic accident and health policy with Great American Insurance Group in the amount of \$3,439 for the 2020-2021 school year.

**2020-2021**  
**Application for K-12 Blanket**  
**Athletics and Activities**  
**Accident Insurance**



**GENERAL INFORMATION**

School/District: Waxahachie ISD  
 Address: 411 North Gibson Street  
 City: Waxahachie State: TX Zip: 75165 County: Ellis  
 Telephone: (972) 923-4651 Fax: (972) 923-4658  
 Policy Effective Date: 8/01/2020 1st Day of Football Practice

**ENROLLMENT DATA**

**Student Enrollment:** Grades K - 8 \_\_\_\_\_ Grades 9 - 12 \_\_\_\_\_  
 Number of High Schools in District: \_\_\_\_\_ Number of Junior High/Middle Schools in District: \_\_\_\_\_

**Deductible: \$0**

**Texas Kids First Plan Selection**

*One plan selection per application only. If additional plans are desired, please submit with a new application.*

	Lone Star	Lone Star 2	Lone Star 3	Lone Star Special	Interscholastic Football Rider	Premium
All School Activities and Athletics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Circle One</b> Yes No	\$ _____
All Interscholastic Athletics and Activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes No	\$ <u>34,900.00</u>
All Interscholastic Athletics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes No	\$ _____
All School Activities Excluding Athletics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	\$ _____
Interscholastic Football Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	\$ _____

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which may be a crime and may subject such person to criminal and civil penalties.

**AUTHORIZED SIGNATURES**

School Official's Name (print): \_\_\_\_\_  
 School Official's Title (print): \_\_\_\_\_  
 School Official's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Agent's Name (print): Mel Thomas  
 Agent's Signature: Mel Thomas Date: 3-23-20

**Return to:**  
**Mel Thomas**  
**4801 Seaton Court**  
**Fort Worth, TX 76132**

For Office Use Only:



## Great American Student Accident & Health 2020 Application for Catastrophic Coverage

Legend Insurance Agency, 13931 Quail Pointe Drive, Oklahoma City, OK 73134

New  Renewal

Requested Effective Date of Coverage: 8/01/2020 Quote Date: \_\_\_\_\_

School or District Name: Waxahachie ISD

Address: 411 North Gibson Street City: Waxahachie State: TX Zip: 75165

Number of Schools: Junior High: 2 Senior High: 1

Estimated Number of Students (per grade): Grades K-8: \_\_\_\_\_ Grades 9-12: \_\_\_\_\_

Eligible Classes: Junior High:  Yes Senior High:  Yes

**Class I:** All registered Students of the School or School District, including all sports and activities (includes student coaches, student trainers and student managers).

Football:  Yes  No

**Class II:** All registered Students of the School or School District, while participating in gym classes and extracurricular school activities, including intramural and interscholastic sports, such as football, band members, cheerleaders, majorettes, student coaches, student trainers and student managers. Coverage also includes supervised travel to and from such games and practice sessions.

Football:  Yes  No

### Desired Benefits:

Accident Medical Expense: \$10,000,000 Maximum Benefit  
(Excess Coverage)  
 Accidental Death: \$ 10,000 Maximum Benefit  
 Accidental Dismemberment: \$ 20,000 Maximum Benefit  
 Catastrophic Cash Benefit: \$100,000 Maximum Benefit  
 Upgraded Catastrophic Cash Benefit: \$500,000 Maximum Benefit

Premium: \$ 3,439.00

I hereby acknowledge that all answers and statements contained on this form and any attachments are complete and accurate. I also understand that no coverage will become effective until the application has been approved by the Company.

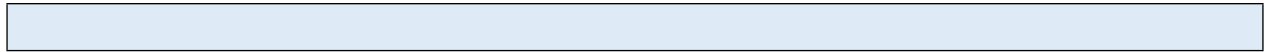
Official's Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title (print): \_\_\_\_\_ Date: \_\_\_\_\_

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020**

Subject: **Interlocal agreement with Region 4**



**Background:**

Utilizing the COVID-19 authorization granted by the Board of Trustees, Dr. Cain has executed an interlocal agreement with ESC Region 4 to purchase laptop computers and hotspot devices as part of Operation Connectivity. Utilizing federal CARES Act funding, TEA will match 50% of the purchases for these devices.

Purchases of the devices will be made utilizing available funds and fund balance.

**Recommendation:**

Ratify the interlocal purchasing agreement with ESC Region 4 for purchasing of technology equipment as part of the Operation Connectivity program, including appropriate budget amendments to facilitate purchases.

## OPERATION CONNECTIVITY INTERLOCAL ACQUISITION AGREEMENT

*Entered between Region 4 Education Service Center ("Region 4") and Local Education Agency ("LEA")  
pursuant to Tex. Gov't Code, Chapter 791.*

**Local education agency name:** WAXAHACHIE ISD, (070912)  
**County district number:** 70912  
**Point of contact:** Ryan Kahlden  
**Date:** July 29th, 2020

This Operation Connectivity Interlocal Acquisition Agreement ("Agreement") contains key information and terms regarding your LEA's participation in the Operation Connectivity bulk purchase process. The following addendums are incorporated into this Agreement:

1. State Funding Allocation Methodology Addendum *(attached)*
2. EDGAR Certification Addendum *(attached - to be executed by Region 4)*
3. Grant Program Guidelines *(attached)*
4. LEA Order Logistics Confirmation *(separate document)*
5. Additional Quantity Request *(separate document)*

Due the urgency required to maintain our position within our vendors' supply chain, **please submit the completed and signed copy of this Agreement [as well as your Additional Quantity Request Addendum] through DocuSign by COB Tuesday, August 4, 2020.** Should your LEA not be able to provide signed approval of this Agreement by this date, your order will unfortunately have to be cancelled, and this Agreement will automatically terminate without further action by the parties.

Below you will find your LEA's allocated quantities per provider / OEM ("Vendor") and model. These quantities are based on two inputs: 1) your LEA's requested quantities as included in your LEA's bulk order survey / form, 2) the total dollar value for which the state funding program is able to cover 50% of your LEA hotspot / device costs, as based on the state's allocation methodology (see State Funding Allocation Methodology Addendum).

**Any change to the quantities allocated below must be requested by emailing [customerservice@teabulkorder.com](mailto:customerservice@teabulkorder.com) with your revisions.** We will then review requested revisions and send you an updated Agreement. Please note that allocated quantities can only be decreased. Any proposed revisions to increase quantities for any Vendor or model will be rejected.

For quantity needs above what the state has allocated your LEA [capped at your LEA's *remaining quantity* as listed in your Additional Quantity Request Addendum], please include this in your LEA's Additional Quantity Request Addendum. If your submitted Additional Quantity Request Addendum is accepted, it will become a binding part of the Agreement. Your Additional Quantity Request Form must be submitted by Tuesday, August 4, 2020. Failure to submit by the deadline will result in your Additional Quantity Request Addendum being rejected.

**Mobile broadband hotspots:**

Vendor	AT&T	T-Mobile	Verizon
Data limit	Unlimited	Unlimited	Unlimited
Hotspot type	Category 4	Category 4	Category 4
Contract length	1 year	1 year	1 year
Warranty length	1 year	1 year	1 year

Device costs/unit	\$60	\$0	\$60
Monthly rate/unit	\$15	\$15	\$10
Asset tagging cost/unit	\$0	\$0	\$5
Custom CIPA filtering enablement monthly rate/unit	\$0	\$0	\$2
Total 1-year hotspot costs/unit	\$240	\$180	\$209
Original LEA quantity request (through bulk order survey)	0	0	417
<b>Allocated quantity</b>	0	0	417
<b>Total hotspot order costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$87153</b>
<b>LEA portion of hotspot order costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$43576.5</b>

Learning devices:

	Middle & elementary laptops			High school laptops		Chromebooks		iPad
Vendor	Dell	HP	Lenovo	Dell	HP	Dell	HP	Apple
Model number	3190	9ru44ut	100e	3410	PB11x360	3100 Chrome	1A764UT	iPad 7 <sup>th</sup> Generation
CPU processor	Celeron 4120	Celeron 4020	Celeron	I3	Pentium 5030	N/A	N/A	N/A
RAM	4 GB	4 GB	4 GB	4 GB	8 GB	4 GB	4 GB	N/A
Hard drive size	64 GB	64 GB	64 GB	500 GB	128 GB	16 GB	32 GB	32 GB
Screen size	11.6"	11.6"	11.6"	14"	11.6"	11.6"	11.6"	10.2"
Wi-Fi protocol	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
Touch Screen	No	Yes	No	No	Yes	No	Yes	Yes
Convert to tablet	No	Yes	No	No	Yes	No	No	Yes
External keyboard (Y/N)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Y
Warranty	1 year on-site	1 year mail in	1 year mail in	1 year on-site	1 year mail in	1 year on-site	1 year mail in	N/A
Additional features	Windows 10, custom tagging	Windows 10, custom tagging	Windows 10, custom tagging	Windows 10, custom tagging	Windows 10, custom tagging	Google license, custom tagging	Google license, custom tagging	iPadOS, custom engraving
Price	\$237	\$266	\$205	\$323	\$369	\$228	\$237	\$386
Original LEA quantity request (through bulk order survey)	3150	0	0	0	0	0	0	500
<b>Allocated quantity</b>	3150	0	0	0	0	0	0	500
<b>Total device order costs</b>	<b>\$746550</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$193000</b>
<b>LEA portion of device order costs</b>	<b>\$373275</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$96500</b>

Total costs:

Total hotspot order costs	\$87153
Total device order costs	\$939550
LEA portion of hotspot order costs	\$43576.5
LEA portion of device order costs	\$469775
<b>Total order costs (hotspots and devices)</b>	<b>\$1026703</b>
<b>Total LEA portion of order costs (hotspots and devices)</b>	<b>\$513351.5</b>

Payment terms:

Payment for your LEA's portion of the order costs will be due immediately upon receipt of the order invoice that your LEA will be receiving via email. Please note that payment is required before hotspots / devices will be asset tagged and shipped to your LEA. Specific payment instructions will be provided with your issued invoice.

LEA orders will be tagged and shipped in the order in which invoice payment is received. Delay in payment will result in a delay of devices to your LEAs. Any LEA whose payment has not been received by Region 4 within 3 business days from the invoice date will have their order cancelled, resulting in an automatic termination of this Agreement. LEAs must provide a completed LEA Order Logistics Confirmation by Friday, August 7, 2020. Failure to complete and provide this confirmation timely may result in the delay or cancellation of your order and termination of this Agreement.

**Matching Funds Allocation:**Funding allocation:

You will find below your LEA's state matching award. This allocation is based on two inputs, 1) your LEA's requested quantities as included in your LEA's bulk order survey/form, 2) the state's allocation methodology (see State Funding Allocation Methodology Addendum).

<b>Total state matching (hotspots and devices)</b>	<b>\$513351.5</b>
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Please note that this amount includes only the 1:1 matching of the funds that are expected to be contributed by your LEA. By executing this Agreement, your LEA is committing to pay the amounts set forth herein.

**Incorporation of Vendor Warranties and Terms/Disclaimer and Release of Region 4 Liability:**

**LEA ACKNOWLEDGES AND AGREES THAT ANY PRODUCTS OR SERVICES ACQUIRED THROUGH THIS AGREEMENT ARE SUBJECT TO ANY VENDORS' TERMS AND CONDITIONS ("VENDOR TERMS") PROVIDED SEPARATELY BY VENDOR TO LEA. THIS AGREEMENT SHALL CONTROL IN THE EVENT OF ANY CONFLICT WITH VENDOR TERMS. THE PROVISIONS OF ANY MANUFACTURER OR OTHER VENDOR WARRANTIES AND OBLIGATIONS UNDER THE VENDOR TERMS ARE HEREBY EXTENDED TO LEA. THE LEA'S EXCLUSIVE REMEDY FOR BREACH OF ANY SUCH WARRANTY OR OTHER VENDOR OBLIGATIONS RELATED TO THE PRODUCTS OR SERVICES WILL BE THE ENFORCEMENT OF ANY RIGHTS UNDER THE VENDOR TERMS, AND REGION 4 SHALL HAVE NO LIABILITY TO LEA RELATED TO SAME. THE LEA ACKNOWLEDGES AND AGREES AS A STRICT TERM OF THIS AGREEMENT THAT REGION 4 DOES NOT ASSUME BUT, RATHER, EXPRESSLY DISCLAIMS ALL WARRANTIES OR OTHER OBLIGATIONS SET FORTH IN THE VENDOR TERMS, AND REGION 4 DOES NOT MAKE AND EXPRESSLY DISCLAIMS ANY ADDITIONAL WARRANTIES, OBLIGATIONS OR LIABILITY IN CONNECTION WITH THE**

**PRODUCTS AND SERVICES. LEA HEREBY RELEASES REGION 4 FROM ALL LIABILITY RELATED TO THE VENDOR PRODUCTS AND SERVICES. LEA IS RESPONSIBLE FOR ENSURING COMPLIANCE WITH ALL APPLICABLE LAWS AND REGULATIONS, INCLUDING THOSE RELATED TO PROCUREMENT.**

**Acknowledgement of Federal Funding:**

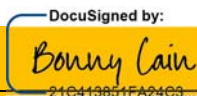
The source of all matching funds pursuant to this Agreement are federal funds made available through the 2020-2021 Remote Learning Operation Connectivity-CV19 grant (“Grant”) awarded to Region 4. All fund matches and other obligations under this Agreement for the acquisition of products or services are subject to appropriation of funds to Region 4. As such, if Region 4 does not receive sufficient Grant funding, Region 4 may immediately terminate this Agreement without penalty or further obligation to LEA upon written notice. This Agreement is further subject to and incorporates all terms of Region 4’s Grant agreement with the TEA, including the Grant Program Guidelines issued by TEA related to the Grant, and LEA is subject to and agrees to follow any relevant terms set forth in the Grant Program Guidelines. The parties acknowledge and agree to follow all applicable federal, state and local laws, rules, ordinances and regulations related to the expenditure of the Grant funds (“Applicable Laws”). Region 4 specifically acknowledges and agrees to all applicable terms contained in the EDGAR Certification Addendum. All participating Vendors will be required to follow Applicable Laws, the applicable conditions in the Grant Program Guidelines and similarly will agree to applicable EDGAR certifications.

**Execution:**

This Agreement and the listed addendums and Vendor Terms constitute the entire agreement between the parties, and no part of the Agreement may be modified unless expressed in writing and signed by both parties. Neither party waives or relinquishes any immunity or defense that either party is entitled to by law. All payments made pursuant to this Agreement will be made from current revenues. Each party warrants that it has authority to enter into this Agreement and perform its obligations. The signatory below shall have authority to act on all matters related to this Agreement.

By signing below, the parties are binding themselves to the terms of this Agreement, subject only to any necessary approvals and actions by the parties’ governing boards. By execution of this Agreement, the LEA gives Region 4 permission to move forward with purchasing the above quantity of hotspots and devices on the LEA’s behalf.

**For LEA**

<u>Bonny Cain</u>	<u>Superintendent</u>
(Printed name/title)	(Title)
<u></u>	<u>7/30/2020</u>
(Signature)	(Date)

**For Region 4 Education Service Center**

Dr. Pamela Wells, Executive Director



DocuSigned by:

*Pamela Wells*

18066C774B3E427...

(Signature)

7/30/2020

(Date)

## **ADDENDA**

1. State Matching Allocation Methodology
2. EDGAR Certifications
3. Program Guidelines

## ADDENDUM ONE

### State Matching Allocation Methodology

#### Overview

On July 17, 2020, Governor Abbott, Lt. Governor Patrick, Speaker Bonnen, Senate Finance, and House Appropriations Committee Chairs announced eLearning funding For Texas students. The State of Texas will allocate \$200 million in Coronavirus Aid, Relief, and Economic Security (CARES) Act funding to the Texas Education Agency (TEA) for the purchase of eLearning devices and home internet solutions to enable remote learning during the COVID-19 pandemic for Texas students that lack connectivity.

The majority of the \$200 million in CARES Act funding will be allocated to LEAs through matching funds for purchases of hotspots (with data plans) and devices through a statewide bulk purchasing event. This document provides the methodology for the allocation of these CARES Act funds. Additional state dollars may be available through a reimbursement program. More details will be released as this is designed. The TEA is the passthrough agency for this grant. Region 4 Education Service Center shall serve as the grant recipient and shall conduct the bulk purchases on behalf of LEAs.

#### Funding Allocation – Bulk Purchase Matching Funds

LEAs will be eligible for fund matching of 50% of the expenditures incurred through the statewide bulk purchasing event. However, the level of LEA fund matching for purchases made through the statewide bulk purchasing event will be contingent on the number of economically disadvantaged students in the LEA.<sup>1</sup> The amount of fund matching will not exceed 50% of LEA expenditures to purchase device and/or hotspots for the number of economically disadvantaged students in the LEA. The costs associated with device and hotspot purchase volume that exceeds the number of economically disadvantaged students in an LEA will not be eligible for fund matching.<sup>2</sup>

If an LEA is purchasing a quantity of devices and/or hotspots less than the number of economically disadvantaged students, the LEA will still receive the full 50% fund matching for those expenditures.

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<sup>1</sup> The number of economically disadvantaged students in an LEA are calculated as the PEIMS ages 3-21 low income students (eligible for free lunch, reduced price lunch, or federal aid programs), from the October 2019 fall collection, released for 2020-2021 ESSA funding formulas.

<sup>2</sup> If an LEA orders more devices and/or hotspots than they have economically disadvantaged students, the LEA will still have the opportunity to order at the bulk purchase order's discounted rates, but those expenditures will not be eligible for fund matching.

**For example (figures illustrative):**

**District A orders device volume equal to economically disadvantaged (eco dis.) enrollment**

- Enrollment: 1000 total students; **500** economically disadvantaged students
- District A is capped at 500 total devices for this program (due to percent eco dis.)
- Bulk order: **500** devices x \$200 cost per device = **\$100,000 LEA spend**
- LEA spend eligible for fund matching: up to **500** students x \$200 cost per device = up to **\$100,000**
- TEA fund matching: up to **\$50,000**
- LEA responsibility: \$50,000

**District B orders device volume greater than economically disadvantaged enrollment**

- Enrollment: 1000 total students; **500** economically disadvantaged students
- District B is capped at 500 total devices for this program (due to percent eco dis.)
- Bulk order: **750** devices x \$200 cost per device = **\$150,000 LEA spend**
- LEA spend eligible for fund matching: up to **500** students x \$200 cost per device = up to **\$100,000**
- TEA fund matching: up to **\$50,000**
- LEA responsibility: \$100,000

**District C orders device volume less than economically disadvantaged enrollment**

- Enrollment: 1000 total students; **500** economically disadvantaged students
- District C is capped at 500 total devices for this program (due to percent eco dis.)
- Bulk order: **250** devices x \$200 cost per device = **\$50,000 LEA spend**
- LEA spend eligible for fund matching: up to **250** students x \$200 cost per device = up to **\$50,000**
- TEA fund matching: up to **\$25,000**
- LEA responsibility: \$25,000

## ADDENDUM TWO

### EDGAR CERTIFICATIONS

(TO BE EXECUTED BY REGION 4)

The following certifications and provisions are required and apply when the Local Education Agency ("LEA") expends federal funds for any contract. **Accordingly, the parties agree that the following terms and conditions apply, as applicable, in all situations where Region 4 has been paid or will be paid with federal funds:**

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#### REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS APPENDIX II TO 2 CFR PART 200

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**(A) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**

Pursuant to Federal Rule (A) above, when LEA expends federal funds, LEA reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

**(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)**

Pursuant to Federal Rule (B) above, when LEA expends federal funds, LEA reserves the right to immediately terminate any agreement in excess of \$10,000 in the event of a breach or default of the agreement by Region 4 in the event Region 4 fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract. LEA also reserves the right to terminate the contract immediately, with written notice to Region 4, for convenience, if LEA believes, in its sole discretion that it is in the best interest of LEA to do so. Region 4 will be compensated for work performed and accepted and goods accepted by LEA as of the termination date if the contract is terminated for convenience of LEA. The Contract is not exclusive and LEA reserves the right to purchase goods and services from other vendors when it is in LEA's best interest.

**(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."**

Pursuant to Federal Rule (C) above, when LEA expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

**(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or**

**subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.**

Pursuant to Federal Rule (D) above, when LEA expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Region 4 will be in compliance with all applicable Davis-Bacon Act provisions.

**(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.**

Pursuant to Federal Rule (E) above, when LEA expends federal funds, Region 4 certifies that Region 4 will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by LEA.

**(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.**

Pursuant to Federal Rule (F) above, when federal funds are expended by LEA, Region 4 certifies that during the term of an award for all contracts by LEA resulting from this procurement process, Region 4 agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

**(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).**

Pursuant to Federal Rule (G) above, when federal funds are expended by LEA, Region 4 certifies that during the term of an award for all contracts by LEA resulting from this procurement process, Region 4 agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

**(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.**

Pursuant to Federal Rule (H) above, when federal funds are expended by LEA, Region 4 certifies that during the term of an award for all contracts by LEA, Region 4 certifies that neither it nor its principals is presently debarred, suspended,

proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

**(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.**

Pursuant to Federal Rule (I) above, when federal funds are expended by LEA, Region 4 certifies that during the term and after the awarded term of an award for all contracts by LEA, Region 4 certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

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#### **RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS**

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When federal funds are expended by LEA for any contract, Region 4 certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. Region 4 further certifies that it will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

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#### **CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

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When LEA expends federal funds for any contract, Region 4 certifies that it will comply, as applicable, with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

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#### **CERTIFICATION OF EQUAL EMPLOYMENT STATEMENT**

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It is the policy of LEA not to discriminate on the basis of race, color, national origin, gender, limited English proficiency or handicapping conditions in its programs. Region 4 agrees not to discriminate against any employee or applicant for employment to be employed in the performance of this Contract, with respect to hire, tenure, terms, conditions and privileges of employment, or a matter directly or indirectly related to employment, because of age (except where based on a bona fide occupational qualification), sex (except where based on a bona fide occupational qualification) or race, color, religion, national origin, or ancestry. Region 4 further agrees that every subcontract entered into for the performance of this Contract shall contain a provision requiring non-discrimination in employment herein specified, binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the Contract.

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**CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS**

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LEA has a preference for domestic end products for supplies acquired for use in the United States when spending federal funds (purchases that are made with non-federal funds or grants are excluded from the Buy America Act). Region 4 certifies that it is in compliance with all applicable provisions of the Buy America Act.

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**CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336**

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Region 4 agrees that the District’s Inspector General or any of their duly authorized representatives shall have access to any books, documents, papers and records of Region 4 that are directly pertinent to Region 4’s discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Region 4’s personnel for the purpose of interview and discussion relating to such documents.

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**CERTIFICATION OF APPLICABILITY TO SUBCONTRACTS**

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Region 4 agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

---

**REGION 4 AGREES TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, RULES, REGULATIONS, AND ORDINANCES. IT IS FURTHER ACKNOWLEDGED THAT REGION 4 CERTIFIES COMPLIANCE WITH ALL APPLICABLE PROVISIONS, LAWS, ACTS, REGULATIONS, ETC. AS SPECIFICALLY NOTED ABOVE**

Printed Name and Title of Authorized Representative:

Bonny Cain Superintendent

---

Email Address:

bcain@wisd.org

---

Signature of Authorized Representative:

DocuSigned by:  
*Bonny Cain*  
21C413851FA24C3...

---

Date: 7/30/2020

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ADDENDUM THREE

REQUEST FOR APPLICATION

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# Program Guidelines

## 2020-2021 Remote Learning Operation Connectivity-CV19

Authorized by Coronavirus Aid, Relief, and Economic Security  
(CARES) Act, Section 5001, Coronavirus Relief Fund (CRF)

Application Closing Date —5:00 p.m., Central Time  
Application due date July 23, 2020

**PROGRAM GUIDELINES**

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TEXAS EDUCATION AGENCY

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**Office of Information Technology Services  
1701 North Congress Avenue  
Austin, Texas 78701**

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**PROGRAM GUIDELINES**

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**PROGRAM GUIDELINES**

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# Introduction to the Program Guidelines

TEA, as the pass-through entity<sup>1</sup>, is the grantee<sup>2</sup> from the U.S. Department of Education (USDE) and TEA awards subgrants to non-federal entities<sup>3</sup> such as local educational agencies (LEAs), including school districts, charter schools, and education service centers, and to a lesser degree institutions of higher education (IHEs), and nonprofit organizations (NPOs) who are the agency's subgrantees<sup>4</sup>. These guidelines apply to all subgrantees of TEA, regardless of whether referenced herein as subgrantee or grantee. For purposes of this document, TEA may use the terms grantee and subgrantee synonymously for its subrecipients.

This part of the request for application (RFA), Program Guidelines, is to be used in conjunction with the [General and Fiscal Guidelines](#) and any application instructions. The Standard Application System (SAS) consists of Application Part 1 (PDF – narrative schedules) and Application Part 2 (Excel - budget schedules) to be completed in order for the applicant to be eligible for funding.

For applicants selected for funding, all guidelines and instructions will be incorporated by reference into the Notice of Grant Award (NOGA).

## Reference to the General and Fiscal Guidelines

The Program Guidelines provide information specifically relevant to this grant program. The [General and Fiscal Guidelines](#) provide information relevant to all TEA grant programs. Throughout the Program Guidelines, cross-references are given to applicable sections of the [General and Fiscal Guidelines](#). It is critical that you review all referenced sections of the [General and Fiscal Guidelines](#) when preparing your application.

---

<sup>1</sup> Pass-through entity is defined as a non-Federal entity that provides a subaward to a subrecipient to carry out part of a federal program. (2 CFR 200.74)

<sup>2</sup> Grantee is defined as the legal entity to which a grant is awarded and that is accountable to the federal government for the use of the funds provided. The term “grantee” does not include any secondary recipients, such as subgrantees and contractors that may receive funds from a grantee. (34 CFR 77)

<sup>3</sup> Non-federal entity is defined as a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient. (2 CFR 200.69)

<sup>4</sup> Subgrantee is defined by TEA to be the same as a subrecipient which is defined as a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. (2 CFR 200.93) Subgrantee is defined in 34 CFR 77 as the legal entity to which a subgrant is awarded and that is accountable to the grantee for the use of the funds provided.

**PROGRAM GUIDELINES**

# Contact for Clarifying Information

## Program Contact

Julia Schacherl, Director  
Office of Information Technology Services [julia.schacherl@tea.texas.gov](mailto:julia.schacherl@tea.texas.gov)  
Phone: (512) 463-9745

## Funding Contact

Sarah Averill, Grant Manager, Grants Administration Division  
[sarah.averill@tea.texas.gov](mailto:sarah.averill@tea.texas.gov) Phone: (512) 463-8525

# US Department of Education and/or State Appropriations

The following is provided in compliance with the US Department of Education Appropriations Act:

Category	Amount
Total funds available for this project	\$200,000,000
Percentage to be financed with federal funds	100%
Amount of federal funds	\$200,000,000
Percentage to be financed from nonfederal sources	0%
Amount of nonfederal funds	\$0

## Grant Timeline

For all dates related to the grant, including reporting dates, see the [TEA Grant Opportunities](#) page. If a report due date falls on a weekend or holiday, the report will be due the following business day. All dates except the grant ending date may vary slightly as conditions require.

# Grant at a Glance

This section provides detailed information about the grant program.

## Program Purpose, Goals, and Objectives

The purpose of the Remote Learning Operation Connectivity-CV19 grant is to support Texas LEA purchases of eLearning devices and home internet solutions to enable the remote learning of students during the COVID-19 pandemic. Bulk purchases will require a local match, either from LEA funds or from local Coronavirus Relief Funds (CRF), as defined by TEA. This local match requirement may be waived by TEA in cases of significant hardship.

## Eligible Applicants

See the [General and Fiscal Guidelines](#), Eligibility Requirements.

Region 4 Education Service Center is the only eligible applicant for this grant.

## Shared Services Arrangement

See the [General and Fiscal Guidelines](#), Shared Services Arrangements.

Shared services arrangements (SSAs) are not allowed.

## Cost Share or Matching Requirement

See the [General and Fiscal Guidelines](#), Cost Share/Match Requirement.

There is no cost share or matching requirement imposed on Region 4 Education Service Center for this grant program. Per the Program Purpose, Goals, and Objectives stated above, LEAs who benefit from bulk purchases may be required to match, either from LEA funds or from local CRF funds.

## Supplement, Not Supplant

For supplement, not supplant guidance, see the Supplement, Not Supplant Handbook on the Grants Administration Division's [Administering a Grant](#) page.

The supplement, not supplant provision does apply to this grant program.

## Limitation of Administrative Funds

See the [General and Fiscal Guidelines](#), Administrative Costs.

NOTE: Administrative funds include **both** direct administrative costs **and** allowable indirect costs.

TEA limits the amount of funds that may be budgeted to administer this grant, including direct administrative costs and indirect costs, to no more than \$1,000,000 of the total grant awarded.

**PROGRAM GUIDELINES**

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To calculate the maximum indirect costs that can be claimed for a grant, complete the [Maximum Indirect Costs Worksheet](#), posted on the Administering a Grant page, under the Handbooks and Other Guidance section.

## Pre-Award Costs

See the [General and Fiscal Guidelines](#), Pre-Award Costs.

Pre-award costs are permitted, if requested, from May 21, 2020, to stamp-in date.

## Application Requirements and Assurances

This section identifies the two types of requirements in which applicants must comply to be eligible for funding:

- 📌 Statutory requirements (requirements defined in the authorizing statute)
- 📌 TEA program requirements (requirements defined by TEA program staff)

### Statutory Requirements

See the [General and Fiscal Guidelines](#), Statutory Requirements.

Per Section 22.0834 of the Texas Education Code (TEC), any person offered employment by any entity that contracts with TEA or receives grant funds administered by TEA (i.e., a grantee or subgrantee) is subject to the fingerprinting requirement. TEA is prohibited from awarding grant funds to any entity, including nonprofit organizations, that fails to comply with this requirement. For details, refer to the [General and Fiscal Guidelines](#), Fingerprinting Requirement.

The following requirements are defined in the statute that authorizes this program. The applicant must comply with each of these requirements in the application to be considered for funding:

1. Necessary expenditures must have been incurred due to COVID-19 pandemic, defined as actions taken to respond to the public health emergency which may include expenditures to respond directly to the emergency, or to second-order effects of the emergency.
2. Allowable costs cannot have been accounted for in the most recently approved budget as of March 27, 2020, defined as (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation; without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency.
3. Allowable costs must be incurred May 21, 2020, through December 30, 2020, defined as when the entity has expended funds to cover the allowable cost.

### TEA Program Requirements

See the [General and Fiscal Guidelines](#), TEA Program Requirements.

In addition to the statutory requirements, TEA has established the following program requirements. The applicant must comply with each of these requirements in the application to be considered for funding:

**PROGRAM GUIDELINES**

1. Grant expenses will be to facilitate and administer the statewide bulk purchase program whereby providing a unique service to Texas LEAs to purchase eLearning devices and home internet solutions to enable the remote learning of students during the COVID-19 pandemic as described in the federal CRF guidance document as facilitating distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
2. Any grant funds not used in the bulk purchase program or administrative costs will be returned to TEA in a time and manner requested by TEA.
3. Grant administrative costs will be reasonable and necessary, not to exceed \$1,000,000, including indirect costs.
4. Grantee, with assistance from consultants, will negotiate the bulk procurement prices and order for the LEAs, provide shipping information to the vendors, and provide LEAs with appropriate guidance for asset tagging and inventorying of purchased equipment so that the LEA retains proper ownership and maintains documentation of the purchase.
5. TEA will make all determinations regarding apportionment of matching funds to LEAs and LEA orders, including vendors, product and service specifications and LEA financial participation. All order information will be provided by Region 4 and approved by TEA to be placed with vendors. TEA shall provide approval to Region 4 specifying any amendments to orders, including any changes to LEA recipients or LEA financial participation. Region 4 may rely on all TEA direction and approvals.
6. On behalf of TEA, Region 4 may, if needed on a temporary basis, enter into purchase agreements with vendors to procure and take title, if and as needed, of all ordered products and services. Region 4 may enter into sale, transfer or other agreements as appropriate with LEAs to transfer or assign any ownership or warranties of products and services.
7. Initial bulk orders shall be made by Region 4 to vendors as specified by TEA, and orders shall be modified as additional data is collected by TEA and Region 4 from LEAs. TEA shall provide funds to Region 4 sufficient to cover the full amount of any order placed that is not covered by funds actually received by Region 4 from LEAs not to exceed the initial total grant award of \$200,000,000. Except for the initial bulk orders, no orders shall be placed or modified by Region 4 until sufficient funds have been received from TEA and LEAs.
8. Region 4 shall not take any permanent ownership of products or services subject to this grant. Region 4 shall not be responsible for issuing asset tags on any devices. Region 4 shall not be responsible for warranting devices and shall have no liability to LEAs for any products or services procured under this grant. LEAs shall be required as a condition of participation to waive any liability against Region 4.
9. Grantee must keep records sufficient to demonstrate the amount of funds expended is in accordance with statute and these grant rules and guidelines.
10. Grantee must provide data and reporting information as required by TEA or the federal government in a time and manner requested by TEA.
11. Any grant funds requested as advanced payment must be placed in an interest-bearing account and must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses herein.
12. Grantee must collaborate and communicate with TEA in the time and manner requested by TEA.
13. Grantee may utilize noncompetitive procurement with these federal funds as authorized by TEA.

**PROGRAM GUIDELINES**

## Program-Specific Assurances

See the [General and Fiscal Guidelines](#), Provisions and Assurances.

The program-specific assurances for this grant program are listed in the Application Part 1.

## Allowable Activities and Use of Funds

See the [Administering a Grant](#) page for general guidance on allowable activities and use of funds.

Allowable activities and use of funds for this grant may include but are not limited to the following:

### General Allowable Activities and Use of Funds

- Payroll costs
- Professional and contracted services
- Supplies and materials
- Other operating costs that do not require specific approval
- Capital outlay
- Reasonable and necessary administrative costs, including any consulting, legal, and temporary staff expenses.
- Other costs necessary to facilitate and administer the Remote Learning Operation Connectivity-CV19 program, whereby providing a unique service to Texas LEAs to purchase eLearning devices and home internet solutions to enable the remote learning of students during the COVID-19 pandemic, at reduced prices for LEAs.

## Unallowable Activities and Use of Funds

In general, refer to the Budgeting Cost Guidance Handbook on the [Administering a Grant](#) page for unallowable costs.

In addition, unallowable activities and use of funds for this grant may include but are not limited to the following:

- Debt service (lease-purchase)
- Student field trips
- Advisory councils
- Cost of membership in any civic or community organization
- Hosting or sponsoring of conferences
- Out-of-state travel
- Travel costs for officials such as Executive Director, Superintendent, or Board Members
- Expenses for the State share of Medicaid.
- Damages covered by insurance

#### **PROGRAM GUIDELINES**

- 👤 Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency (general ESC/LEA employees)
- 👤 Expenses that have been or will be reimbursed under any federal program are not eligible uses of CRF funds
- 👤 Reimbursement to donors for donated items or services
- 👤 Workforce bonuses other than hazard pay or overtime
- 👤 Severance pay
- 👤 Legal settlements
- 👤 Revenue replacement

## **Performance Measures**

The applicant agrees to collect data and report on the following mandatory performance measures:

1. Number of devices, by type, ordered on behalf of and delivered directly to LEAs.
2. Average number of days for LEAs to respond and complete agreements.
3. Average number of days for LEAs to pay Region 4 for their match on the bulk order.

## **Federal Grant Requirements**

### **Equitable Access and Participation**

See the [General and Fiscal Guidelines](#), Equitable Access and Participation.

This requirement does apply to this federally funded grant program.

### **Private Nonprofit School Participation**

See the [General and Fiscal Guidelines](#), Private Nonprofit School Participation.

This requirement does not apply to this federally funded grant program.

### **Maintenance of Effort**

See the [General and Fiscal Guidelines](#), Maintenance of Effort.

This requirement does not apply to this federally funded grant program.

# **Attachments**

See the following sections of the [General and Fiscal Guidelines](#):

- 👤 Required Fiscal-Related Attachments
- 👤 Required Program-Related Attachments

This section describes the two types of attachments that may be required to be submitted with the application: fiscal-related attachments and program-related attachments.

### **Required Fiscal-Related Attachments**

See the [General and Fiscal Guidelines](#), Required Fiscal-Related Attachments, for a general description of fiscal-related documents that can be required as attachments to the application.

### **Required Program-Related Attachments**

See the [General and Fiscal Guidelines](#), Required Program-Related Attachments, for a general description of program-related documents that can be required as attachments to the application.

No program-related attachments are required for this grant program.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: August 10, 2020  
Subject: Interlocal Agreement –  
City of Waxahachie



**Background:**

The City of Waxahachie needs available telecommunication fiber to expand communication services and availability. The purchase and installation of new fiber is cost prohibitive. Waxahachie ISD has a surplus of available telecommunication fiber, some of which it will not utilize or need for the foreseeable future. WISD's managed service provider for technology services, Unified Connexions, is confident that WISD can provide available fiber access to the City in a manner that will neither: 1) inhibit WISD's technology needs in any way, both now and in the future; nor 2) compromise the security and confidentiality of WISD's information systems. The City of Waxahachie will compensate WISD in the amount of \$100,000 to utilize the available surplus telecommunication fiber.

**Recommendation:**

Administration recommends granting authority to the Board President to execute an interlocal agreement with the City of Waxahachie allowing the City to utilize available surplus telecommunication fiber owned by WISD in exchange for payment in the amount \$100,000.

A draft of the agreement was not able to be completed prior to completion of Boardbook. A draft will be provided to each trustee in advance of the board meeting.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **August 10, 2020**

Subject: **Order of Election**



**Background:**

With the postponement of the previously ordered May 2, 2020 Trustee Election to the November 3, 2020 General Election date, the board must issue an Amended Order of Election. The Order must include the new election date, changes in early voting dates and times, and changes in early voting sites.

The governor has extended early voting by five days and will begin on October 13, 2020. The Main Early Voting Site has been changed from the Ellis County Elections Office to First United Methodist Church, 505 W. Marvin. All early voting sites, dates, and times are listed on Exhibit A. Election Day sites are listed on Exhibit B.

**Recommendation:**

That the Board approve the Amended Order of Election.

## ORDER OF ELECTION Amended

An election is hereby ordered to be held on Tuesday, November 3, 2020 for the purpose of electing:

**Two trustees for a full 3-year term each**

### **Early Voting:**

Early voting by personal appearance will be conducted at the locations listed in Exhibit "A". This election is being conducted as a joint election with the Ellis County Elections Department and other participating entities. The early voting locations are subject to change based on participating entities.

Absentee Application (Regular or Federal Postcard) for ballot by mail shall be mailed to:

**Jana Onyon, Early Voting Clerk,  
204 E Jefferson Street, Waxahachie, TX 75165  
or faxed to 972-923-5194**

**or email a scanned copy of signed application to elections@co.ellis.tx.us  
(If faxed or emailed, then must receive original application within 4 days)  
Application for ballot by mail must be received no later than close of  
business on Friday, October 23, 2020.**

### **Election Day:**

The voting locations on Election Day shall be set forth in Exhibit "B". This election is being conducted as a joint election with the Ellis County Elections Department and other participating entities. The election day locations are subject to change based on participating entities.

Issued this the 10<sup>th</sup> day of August, 2020.

\_\_\_\_\_  
Signature of Presiding Officer

## ***ORDEN DE ELECCIÓN MODIFICADA***

*Por la presente se ordena que se llevará a cabo una elección el martes el 3 de noviembre del 2020 con el propósito de:*

***Elegir 2 Regentes a un término de 3 años cada uno***

*La votación anticipada en persona se llevará a cabo en las ubicaciones enlistadas en Exhibición "A". Esta elección se lleva a cabo como una elección conjunta con el Departamento de Elecciones del Condado de Ellis y otras entidades participantes. Las ubicaciones de votación anticipada están sujetas a cambios según las entidades participantes. Solicitudes de boleta por correo (Regular o Tarjeta Postal Federal) serán enviadas a:*

**Jana Onyon, Secretaria de Votación Anticipada,  
204 E Jefferson Street, Waxahachie, TX 75165  
O por fax al número 972-923-5194**

**o envíe una copia escaneada de la solicitud firmada a elections@co.ellis.tx.us**

**(Si se envía por fax o correo electrónico, la solicitud original deberá recibirse dentro de 4 días)**

**La Solicitud de boleta por correo deberá recibirse a más tardar el cierre de negocio el viernes, el 23 de octubre, 2020.**

### **Día de la Elección:**

*Las ubicaciones de votación el Día de Elección serán enlistadas en Exhibición "B". Esta elección se lleva a cabo como una elección conjunta con el Departamento de Elecciones del Condado de Ellis y otras entidades participantes. Las ubicaciones de votación anticipada están sujetas a cambios según las entidades participantes.*

*Emitida este día 10 de agosto 2020*

**Ellis County, Texas *Condado de Ellis, Texas***  
**General and Special Elections *Elecciones General y Especial***  
**November 3, 2020 *03 de noviembre de 2020***

**Early Voting Vote Centers *Centros de votación adelantada***

The below listed Early Voting Vote Centers will be established for any qualified voter with an effective date of registration on or before November 3, 2020. A voter may vote at ANY of the Early Voting Vote Centers for the General and Special Elections.

*Las ubicaciones para centros de votación anticipada que se enumeran a continuación se establecerán para cualquier votante calificado con una fecha efectiva de registro en o antes del 03 de noviembre de 2020. Un votante puede votar en cualquiera de los lugares de votación anticipada para las Elecciones General y Especial.*

**Early Voting Location Dates and Times:**

*Ubicación, fechas, y horarios de la votación anticipada:*

**1. Main Early Voting Site - First United Methodist Church**

**(Fidelis Hall) 505 W Marvin Ave Waxahachie, TX 75166**

**2. Ellis County Sub-Courthouse (Foyer) 207 S. Sonoma Trail Ennis, TX 75119**

**3. Midlothian Conf. Ctr (Ballroom/Foyer) 1 Community Circle Dr Midlothian, TX 76065**

**4. Palmer ISD Annex Bldg (Portable Bldg) 303 Bulldog Way Palmer, TX 75152**

**5. Grace Covenant Church (Dining Hall) 212 N Main Street Red Oak, TX 75154**

**6. Harvest of Praise (House of Manna Rm) 2603 S Hampton Rd Glenn Heights, TX 75154**

<b>Tuesday, October 13, 2020</b> <i>martes, 13 de octubre de 2020</i>	<b>through</b> <i>hasta</i>	<b>Friday, October 16, 2020</b> <i>viernes, 16 de octubre de 2020</i>	<b>8:00 AM - 5:00 PM</b> <i>8:00 AM - 5:00 PM</i>
<b>Saturday, October 17, 2020</b> <i>sábado, 17 de octubre de 2020</i>			<b>8:00 AM - 4:00 PM</b> <i>8:00 AM - 4:00 PM</i>
<b>Monday, October 19, 2020</b> <i>lunes, 19 de octubre de 2020</i>	<b>through</b> <i>hasta</i>	<b>Friday, October 23, 2020</b> <i>viernes, 23 de octubre de 2020</i>	<b>8:00 AM - 6:00 PM</b> <i>8:00 AM - 6:00 PM</i>
<b>Saturday, October 24, 2020</b> <i>sábado, 24 de octubre de 2020</i>			<b>7:00 AM - 7:00 PM</b> <i>7:00 AM - 7:00 PM</i>
<b>Sunday, October 25, 2020</b> <i>domingo, 25 de octubre de 2020</i>			<b>1:00 PM - 6:00 PM</b> <i>1:00 PM - 6:00 PM</i>
<b>Monday, October 26, 2020</b> <i>lunes, 26 de octubre de 2020</i>	<b>through</b> <i>hasta</i>	<b>Friday, October 30, 2020</b> <i>viernes, 30 de octubre de 2020</i>	<b>7:00 AM - 7:00 PM</b> <i>7:00 AM - 7:00 PM</i>

**Last day to register to vote for the General and Special Elections is: Monday, October 05, 2020.**

*Último día para registrarse para votar en la Elecciones General y Especial es: lunes, 05 de octubre de 2020.*

**Last day for the Election's Office to receive a Regular or FPCA Ballot by Mail Application (October 16th is the last day the voter can walk-in and hand deliver an application) : Friday, October 23, 2020.**

*El Último día para que la Oficina de Elecciones reciba una solicitud regular o una solicitud de tarjeta postal federal para votar por correo (FPCA-por sus siglas en inglés) es (El 16 de Octubre es el último día en que el votante puede venir en persona y entregar personalmente una solicitud): viernes, 23 de octubre de 2020.*

**Ellis County, Texas** *Condado de Ellis, Texas*  
**General and Special Elections** *Elecciones General y Especial*  
**November 3, 2020** *03 de noviembre de 2020*

**Election Day Vote Centers** *Centros de votación el día de las elecciones*

**Polls open from 7:00 am to 7:00 pm**

*Horario de votación estarán abiertos de 7:00 am a 7:00 pm*

**The below listed Election Day Vote Centers will be established for any qualified voter with an effective date of registration on or before November 3, 2020. A voter may vote at ANY of the Election Day Vote Centers for the General and Special Elections.**

*Las ubicaciones para centros de voto de días de votación se establecerán para cualquier votante calificado con una fecha efectiva de registro en o antes del 03 de noviembre de 2020. Un votante puede votar en cualquiera de los centros de votación de día de las elecciones para las Elecciones General y Especial.*

1	FIRST BAPTIST CHURCH-AVALON (Annex) 206 GILES STREET	AVALON, TX 76623
2	FIRST UNITED METHODIST-BARDWELL (Church Annex) 104 PECAN ST	BARDWELL, TX 75119
3	BRISTOL UNITED METHODIST (Fellowship Hall) 104 CHURCH ST	BRISTOL, TX 75119
4	ALMA COMMUNITY CENTER (Foyer) 104 INTERURBAN RD	ENNIS, TX 75119
5	ELLIS COUNTY SUB-COURTHOUSE (Conference Rm) 207 S SONOMA TRAIL	ENNIS, TX 75119
6	ENNIS PUBLIC LIBRARY (Learning Center) 501 W. ENNIS AVE	ENNIS, TX 75119
7	FAITH ASSEMBLY OF GOD CHURCH (Fellowship Hall) 1810 W BALDRIDGE ST.	ENNIS, TX 75119
8	NEW FOUNDERS MISS. BAPTIST (Fellowship Hall) 1903 LAFAYETTE ST.	ENNIS, TX 75119
9	FERRIS PUBLIC LIBRARY (Aubrey Trussell Rm) 301 E 10TH STREET	FERRIS, TX 75125
10	FORRESTON BAPTIST CHURCH (Fellowship Hall) 211 SEVENTH ST.	FORRESTON, TX 76041
11	HARVEST OF PRAISE (House of Manna Rm) 2603 S HAMPTON RD	GLENN HEIGHTS, 75154
12	MT GILEAD MISSIONARY BAPTIST CHURCH (Fellowship Hall) 106 HARRIS ST.	ITALY, TX 76651
13	FIRST BAPTIST CHURCH-MAYPEARL (Fellowship Hall) 5744 FM 66	MAYPEARL, TX 76064
14	MIDLOTHIAN CHURCH OF CHRIST (Fellowship Hall) 1627 N HWY 67	MIDLOTHIAN, TX 76065
15	MIDLOTHIAN CONFERENCE CTR (Foyer) 1 COMMUNITY CIRCLE DR	MIDLOTHIAN, TX 76065
16	MOUNTAIN PEAK COMMUNITY CHURCH (Sanctuary) 751 W. FM 875	MIDLOTHIAN, TX 76065
17	SARDIS UNITED METHODIST CHURCH (Fellowship Hall) 640 SARDIS RD	MIDLOTHIAN, TX 76065
18	STONEGATE CHURCH (Rams Rm) 4025 E US 287	MIDLOTHIAN, TX 76065
19	THE SHEPHERD'S HOUSE (Sanctuary) 3221 MOCKINGBIRD LN	MIDLOTHIAN, TX 76065
20	MILFORD SENIOR CENTER (Main Rm) 109 S MAIN ST	MILFORD, TX 76670
21	GRACE CHURCH OF OVILLA (Flex Rm Bldg B) 519 WESTMORELAND RD	OVILLA, TX 75154
22	OVILLA CITY HALL (Council Chambers) 105 S COCKRELL HILL RD	OVILLA, TX 75154
23	PALMER ISD ANNEX BUILDING (Portable Bldg) 303 BULLDOG WAY	PALMER, TX 75152
24	EASTRIDGE BAPTIST CHURCH (Family Activity Ctr) 732 E OVILLA RD	RED OAK, TX 75154
25	LIFEPOINT COMMUNITY CHURCH (Fellowship Hall) 201 LOUISE RITTER RD	RED OAK, TX 75154
26	RED OAK MUNICIPAL CENTER (Pitts Room) 200 LAKEVIEW PKWY	RED OAK, TX 75154
27	GRACE COVENANT CHURCH (Dining Hall) 212 N MAIN ST	RED OAK, TX 75154
28	BIBLE BAPTIST CHURCH (Fellowship Hall) 1400 FM 1446	WAXAHACHIE, TX 75167
29	ELLIS COUNTY WOMANS BUILDING (Main Room) 407 W JEFFERSON ST.	WAXAHACHIE, TX 75165
30	FARLEY STREET BAPTIST CHURCH (Foyer) 1116 BROWN ST.	WAXAHACHIE, TX 75165
31	FIRST UNITED METHODIST-WAXAHACHIE (Fidelis Hall) 505 W MARVIN AVE	WAXAHACHIE, TX 75165
32	PARK MEADOWS BAPTIST CHURCH (Foyer) 3350 N HWY 77	WAXAHACHIE, TX 75165
33	SALVATION ARMY OF ELLIS CO. (Fellowship Hall in rear) 620 FARLEY ST.	WAXAHACHIE, TX 75165
34	SOUTHLAKE BAPTIST CHURCH (Sanctuary) 2378 S HWY 77	WAXAHACHIE, TX 75165
35	THE AVENUE BAPTIST CHURCH (Venue Rm) 1761 N HWY 77	WAXAHACHIE, TX 75165
36	WAXAHACHIE CIVIC CENTER (MTG RM C) 2000 CIVIC CENTER LANE	WAXAHACHIE, TX 75165

**Last day to register to vote for the General and Special Elections is: Monday, October 05, 2020.**

*Último día para registrarse para votar en la Elecciones General y Especial es: Lunes, 05 de octubre de 2020.*

**Last day for the Election's Office to receive a Regular or FPCA Ballot by Mail Application (October 16th is the last day the voter can walk-in and hand deliver an application): Friday, October 23, 2020.**

*El Último día para que la Oficina de Elecciones reciba una solicitud regular o una solicitud de tarjeta postal federal para votar por correo (FPCA-por sus siglas en inglés) es (El 16 de Octubre es el último día en que el votante puede venir en persona y entregar personalmente una solicitud) viernes, 23 de octubre de 2020.*

**For More Information: Website at [www.co.ellis.tx.us/Elections](http://www.co.ellis.tx.us/Elections)  
 OR Contact us at Elections Office 204 E Jefferson Waxahachie, TX 75165 972-825-5195  
 OR [Facebook.com/EllisCountyElections](https://www.facebook.com/EllisCountyElections)**