



**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**  
**September 14, 2020**  
**5:00 PM**

A Regular Meeting of the Board of Trustees of Waxahachie Independent School District will be held September 14, 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.

**VI. RECOGNITIONS. \***

**VII. REPORTS.**

- A. DIR-S Presentation.
- B. Testing Procedures to Ensure Equity Between Online and Face-to-Face Learners.
- C. Letter to County Regarding COVID-19 Fund Distribution.
- D. Hybrid Learning.
- E. December Board Meeting.

**VIII. OPEN PUBLIC HEARING.**

- A. Conduct a public hearing on the annual Financial Integrity Rating System of Texas (FIRST) rating and report from TEA.

**IX. CLOSE PUBLIC HEARING.**

**X. 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 with possible action to accept a gift of a tree from the Jon Wilson family to be planted at Max H. Simpson Elementary in Remembrance and Honor of Jon and Darla Wilson.
  - D. Consideration with possible action to declare wrecked vehicle as surplus property and authorize disposal of vehicle.
  - E. Consideration and action to approve a resolution authorizing the retention of the Webster Law Firm via a proposed contract to initiate litigation and file suit against any appropriate parties, including JUUL, to compensate the District for damages suffered by the District and its students as a result of the manufacture, marketing, sale and use of electronic-cigarettes and vaping products, and to seek any other appropriate relief. Additional supporting information regarding this item as required by Section 2254.1036 of the Government Code and the Texas Attorney General is included within this notice, on page 3 of the agenda.
  - F. Consideration and action to approve recommended changes to local policies as provided within TASB Update 115, affecting Waxahachie ISD local policies BF, DED, DIA, DMD, EI, FB, FD, FEB, FFG, FFH, FNG, AND GF.
  - G. Consideration with action to approve recommended changes to local policy EIC.
  - H. Consideration with possible action to accept the Agriscience facility telephone system project as complete and authorize final payment.
  - I. Consideration with possible action to accept certain projects in the building of Simpson Elementary as complete and authorize final payment of retainage for those projects.
  - J. Consideration and action to establish a behavior threat assessment team and adopt procedures in accordance with Section 37.115(c) of the Education Code.
  - K. Consideration with possible action to approve renewal quote with Public Educators Association of Texas for property/casualty, errors & omissions, automobile liability, cyber liability, school board liability and law enforcement liability coverages for the 2020-2021 school year in the amount of \$990,335.
  - L. Consideration with action to ratify Waxahachie ISD's Asynchronous Learning Plan.
- XI. **\*The Waxahachie ISD Board of Trustees meeting begins at 5 p.m. To respect the time of those being recognized, recognitions will not begin before 6 p.m., and agenda items may be taken out of order to accommodate recognitions. Those being recognized are asked to arrive before 6 p.m.**

**XII. 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: **September 14, 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.

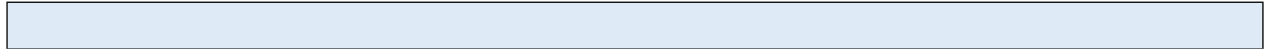
**Recommendation:**

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

Waxahachie ISD  
BOARD OF TRUSTEES

Date: September 14, 2020

Subject: Recognitions



**Background:**

This month, we will recognize the following:

- An August 2020 High School of Choice graduate
- Employees of the month from Shackelford and WHS
- The recipient of the 2020 Heart of a Warrior award
- Local businesses being honored as part of the TASB Business Recognition Program

Waxahachie ISD  
BOARD OF TRUSTEES

Date: September 14, 2020  
Subject: DIR-S Active Shooter/  
Crisis Communication App

**Report**

This spring, Waxahachie ISD was awarded grant funds through the 2019-21 TEA School Safety and Security Grant to purchase and implement the DIR-S Active Shooter/Crisis Communication App through BAT Security. In the event of a crisis, the App will enable teachers and staff to make initial reports to law enforcement. During a crisis, the App will further enable all teachers and staff to continuously communicate with law enforcement regarding the immediate status of themselves and their students.

In August, Kyle Beller and Mark Vogel of BAT Security performed a functional preview demonstration of the App for multiple law enforcement officers with the Waxahachie Police Department and Ellis County Sheriff's Office. Also in attendance were all of the WPD school resource officers assigned to WISD, along with many of WISD's security officers. At that time, the App was functionally complete for many campuses; though improvements were still being made to fully align the App's prompts with the current standard response protocol of the I Love U Guys Foundation.

The App is now functionally complete and ready for full implementation within WISD. Mr. Beller and Mr. Vogel of BAT Security will be present with Lt. Josh Oliver to present a demonstration of the App to the Board. They will also answer any questions Trustees may have regarding the functionality of the App.

Functional training will be provided for all campus principals on September 17. Lt. Oliver will be providing campus-specific training for teachers and staff throughout September and October.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **September 14, 2020**

Subject: **Online/Face-to-Face Testing Protocols**



**Background:**

Dr. Averett will update the Board on resolving concerns about class rank/testing as it relates to face-to-face versus distance learners.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **September 14, 2020**

Subject: **COVID-19 Relief Funding**



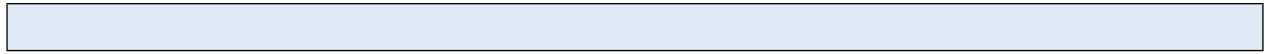
**Background:**

This is an informational item only. Attached is a letter sent to Ellis County from the Ellis County Superintendents requesting an allocation of the COVID relief funds received by the county officials.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: September 14, 2020

Subject: Hybrid Learning



**Background:**

Ms. Timmermann asked for a report on how the hybrid learning is working. Dr. Averett, Ms. Harris and Mr. Lynch will provide the requested information.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **September 14, 2020**

Subject: **Reschedule of December Board Meeting**



**Background:**

The UIL State Marching Contest has been scheduled for Tuesday, December 15, 2020. Due to COVID-19 and the delays to school starts, this is a change from the usual early November contest date.

The Spirit of Waxahachie Indian Band is a perennial participant at the state level; therefor, the December 14, 2020 Board meeting has been rescheduled to December 7, 2020.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **September 14, 2020**

Subject: **Public Hearing – FIRST Report**



**Background:**

There will be the required public hearing and a presentation of Waxahachie ISD's annual Financial Integrity Rating System of Texas (FIRST) report.

# 2019 – 2020

# First Financial

# Integrity Rating



User: Ryan Kahlden  
User Role: District

RATING YEAR 2019-2020

DISTRICT NUMBER district #

Select An Option

Help

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### Financial Integrity Rating System of Texas

## 2019-2020 RATINGS BASED ON SCHOOL YEAR 2018-2019 DATA - DISTRICT STATUS DETAIL

Name: <b>WAXAHACHIE ISD(070912)</b>	Publication Level 1: 8/6/2020 9:26:37 AM
Status: <b>Passed</b>	Publication Level 2: 8/6/2020 11:17:34 AM
Rating: A = Superior	Last Updated: 8/6/2020 11:17:34 AM
District Score: 100	Passing Score: 60

#	Indicator Description	Updated	Score
1	<u>Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline depending on the school district's fiscal year end date of June 30 or August 31, respectively?</u>	3/30/2020 1:07:04 PM	Yes
2	Review the AFR for an unmodified opinion and material weaknesses. The school district must pass 2.A to pass this indicator. The school district fails indicator number 2 if it responds "No" to indicator 2.A. or to both indicators 2.A and 2.B.		
2.A	<u>Was there an unmodified opinion in the AFR on the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.)</u>	3/30/2020 1:07:04 PM	Yes
2.B	<u>Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds? (The AICPA defines material weakness.)</u>	3/30/2020 1:07:04 PM	Yes
3	<u>Was the school district in compliance with the payment terms of all debt agreements at fiscal year end? (If the school district was in default in a prior fiscal year, an exemption applies in following years if the school district is current on its forbearance or payment plan with the lender and the payments are made on schedule for the fiscal year being rated. Also exempted are technical defaults that are not related to monetary defaults. A technical default is a failure to uphold the terms of a debt covenant, contract, or master promissory note even though payments to the lender, trust, or sinking fund are current. A debt agreement is a legal agreement between a debtor (= person, company, etc. that owes money) and their creditors, which includes a plan for paying back the debt.)</u>	3/30/2020 1:07:05 PM	Yes
4	<u>Did the school district make timely payments to the Teachers Retirement System (TRS), Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies?</u>	3/30/2020 1:07:05 PM	Yes
5	This indicator is not being scored.		
			1 Multiplier Sum

6	<u>Was the number of days of cash on hand and current investments in the general fund for the school district sufficient to cover operating expenditures (excluding facilities acquisition and construction)? (See ranges below.)</u>	3/30/2020 1:07:06 PM	10
7	<u>Was the measure of current assets to current liabilities ratio for the school district sufficient to cover short-term debt? (See ranges below.)</u>	3/30/2020 1:07:06 PM	10
8	<u>Was the ratio of long-term liabilities to total assets for the school district sufficient to support long-term solvency? If the school district's increase of students in membership over 5 years was 7 percent or more, then the school district passes this indicator. See ranges below.</u>	3/30/2020 1:07:06 PM	10
9	<u>Did the school district's general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)? If not, was the school district's number of days of cash on hand greater than or equal to 60 days?</u>	3/30/2020 1:07:06 PM	10
10	<u>Was the debt service coverage ratio sufficient to meet the required debt service? (See ranges below.)</u>	3/30/2020 1:07:08 PM	10
11	<u>Was the school district's administrative cost ratio equal to or less than the threshold ratio? (See ranges below.)</u>	3/30/2020 1:07:08 PM	10
12	<u>Did the school district not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)? (If the student enrollment did not decrease, the school district will automatically pass this indicator.)</u>	3/30/2020 1:07:09 PM	10
13	<u>Did the comparison of Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a total variance of less than 3 percent of all expenditures by function?</u>	3/30/2020 1:07:10 PM	10
14	<u>Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds? (The AICPA defines material noncompliance.)</u>	3/30/2020 1:07:11 PM	10
15	<u>Did the school district not receive an adjusted repayment schedule for more than one fiscal year for an over allocation of Foundation School Program (FSP) funds as a result of a financial hardship?</u>	3/30/2020 1:07:11 PM	10
			100 Weighted Sum
			1 Multiplier Sum
			100 Score

## DETERMINATION OF RATING

<b>A.</b>	Did the district answer 'No' to Indicators 1, 3, 4, or 2.A? If so, the school district's rating is <b>F for Substandard Achievement</b> regardless of points earned.
<b>B.</b>	Determine the rating by the applicable number of points. (Indicators 6-15)
<b>A = Superior</b>	13 90-100
<b>B = Above Standard</b>	80-89

C = Meets Standard	60-79
F = Substandard Achievement	<60

No Rating = A school district receiving territory that annexes with a school district ordered by the commissioner under TEC 13.054, or consolidation under Subchapter H, Chapter 41. No rating will be issued for the school district receiving territory until the third year after the annexation/consolidation.

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FIRST 5.9.1.0

User: Ryan Kahlden  
 User Role: District

DISTRICT NUMBER



**Financial Integrity Rating System of Texas**

**2019-2020 RATINGS BASED ON 2018-2019 SCHOOL YEAR DATA INDICATOR TEST 1**

<b>Name:</b>	<b>WAXAHACHIE ISD (070912)</b>
<b>Indicator:</b>	<b>Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline depending on the school district's fiscal year end date of June 30 or August 31, respectively?</b>
<b>Status</b>	Passed
<b>Last Updated:</b>	3/30/2020 1:07:04 PM

**FORMULA**

Field	Value
Date Received	2019/12/17
<= Due Date (Fiscal Year End + Deadline in Days After Fiscal Year End)	2020/02/28

**RESULT DETERMINATION REFERENCE**

This indicator will be considered PASSED if the audit report was on time or filed within 30 days of the deadline.

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FIRST 5.9.1.0



**Financial Integrity Rating System of Texas**

**2019-2020 RATINGS BASED ON 2018-2019 SCHOOL YEAR DATA INDICATOR TEST 2.A**

Name:	<b>WAXAHACHIE ISD (070912)</b>
Indicator:	<b>Was there an unmodified opinion in the AFR on the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.)</b>
Status	Passed
Last Updated:	3/30/2020 1:07:04 PM

**FORMULA**

Field	Value
Unmodified Opinion	true

**RESULT DETERMINATION REFERENCE**

This indicator will be considered PASSED if the district received an unmodified opinion in the AFR.

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2019-2020 RATINGS BASED ON 2018-2019 SCHOOL YEAR DATA INDICATOR TEST 2.B

Name:	WAXAHACHIE ISD (070912)
Indicator:	Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds? (The AICPA defines material weakness.)
Status	Passed
Last Updated:	3/30/2020 1:07:04 PM

FORMULA

Field	Value
Not Weak Internal Controls	false

RESULT DETERMINATION REFERENCE

This indicator will be considered PASSED if the external auditor reported no material weaknesses in the audit report.

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**Financial Integrity Rating System of Texas**

**2019-2020 RATINGS BASED ON 2018-2019 SCHOOL YEAR DATA INDICATOR TEST 3**

<b>Name:</b>	<b>WAXAHACHIE ISD (070912)</b>
<b>Indicator:</b>	<b>Was the school district in compliance with the payment terms of all debt agreements at fiscal year end? (If the school district was in default in a prior fiscal year, an exemption applies in following years if the school district is current on its forbearance or payment plan with the lender and the payments are made on schedule for the fiscal year being rated. Also exempted are technical defaults that are not related to monetary defaults. A technical default is a failure to uphold the terms of a debt covenant, contract, or master promissory note even though payments to the lender, trust, or sinking fund are current. A debt agreement is a legal agreement between a debtor (= person, company, etc. that owes money) and their creditors, which includes a plan for paying back the debt.)</b>
<b>Status</b>	Passed
<b>Last Updated:</b>	3/30/2020 1:07:05 PM

**FORMULA**

Field	Value
Not Default Disclosures	false

**RESULT DETERMINATION REFERENCE**

This indicator will be considered PASSED if there were no disclosures in the annual financial report and/or other sources of information concerning default on debt agreements.

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**Financial Integrity Rating System of Texas**

**2019-2020 RATINGS BASED ON 2018-2019 SCHOOL YEAR DATA INDICATOR TEST 4**

Name:	<b>WAXAHACHIE ISD (070912)</b>
Indicator:	<b>Did the school district make timely payments to the Teachers Retirement System (TRS), Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies?</b>
Status	Passed
Last Updated:	3/30/2020 1:07:05 PM

**FORMULA**

Field	Value
Timely Payments to Government Agencies	<input type="text" value="true"/>

**RESULT DETERMINATION REFERENCE**

This indicator will be considered PASSED if the district made timely payments to the TRS, TWC, IRS, and other government agencies.

DISTRICT NUMBER

district #

Select An Option

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**Financial Integrity Rating System of Texas**

**2019-2020 RATINGS BASED ON 2018-2019 SCHOOL YEAR DATA INDICATOR TEST 6**

Name:	<b>WAXAHACHIE ISD (070912)</b>
Indicator:	<b>Was the number of days of cash on hand and current investments in the general fund for the school district sufficient to cover operating expenditures (excluding facilities acquisition and construction)? (See ranges below.)</b>
Result/Points	10
Last Updated:	3/30/2020 1:07:06 PM

**FORMULA**

Field	Value
(	
(	
Cash and Equivalents	24,499,060
+ Current Investments	0
)	
/	
(	
Total Expenditures	86,924,213
- Facilities Acquisition and Construction	4,264,732
)	
)	
* 365	
<b>Mathematical Breakdown: 108.1807</b>	

**RESULT DETERMINATION REFERENCE**

<b>DETERMINATION OF POINTS</b>					
<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>2</b>	<b>0</b>
<b>&gt;=90</b>	<b>&lt;90 &gt;=75</b>	<b>&lt;74 &gt;=60</b>	<b>&lt;60 &gt;=45</b>	<b>&lt;45 &gt;=30</b>	<b>&lt;30</b>

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Financial Integrity Rating System of Texas

2019-2020 RATINGS BASED ON 2018-2019 SCHOOL YEAR DATA INDICATOR TEST 7

Name:	WAXAHACHIE ISD (070912)
Indicator:	Was the measure of current assets to current liabilities ratio for the school district sufficient to cover short-term debt? (See ranges below.)
Result/Points	10
Last Updated:	3/30/2020 1:07:06 PM

FORMULA

Field	Value
Current Assets	58,552,438
/ Current Liabilities	14,394,201
Mathematical Breakdown: 4.0678	

RESULT DETERMINATION REFERENCE

DETERMINATION OF POINTS					
10	8	6	4	2	0
$\geq 3.00$	$< 3.00 \geq 2.50$	$< 2.50 \geq 2.00$	$< 2.00 \geq 1.50$	$< 1.50 \geq 1.00$	$< 1.00$

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**Financial Integrity Rating System of Texas**

**2019-2020 RATINGS BASED ON 2018-2019 SCHOOL YEAR DATA INDICATOR TEST 8**

<b>Name:</b>	<b>WAXAHACHIE ISD (070912)</b>
<b>Indicator:</b>	<b>Was the ratio of long-term liabilities to total assets for the school district sufficient to support long-term solvency? If the school district's increase of students in membership over 5 years was 7 percent or more, then the school district passes this indicator. See ranges below.</b>
<b>Result/Points</b>	10
<b>Last Updated:</b>	3/30/2020 1:07:06 PM

**FORMULA**

Field	Value
( Long Term Liabilities	<input type="text" value="273,366,248"/> ?
/ Total Assets	<input type="text" value="317,053,415"/> ?
<= 1 ) Or ( ( 2019 Total Students	<input type="text" value="8,915"/> ?
- 2015 Total Students	<input type="text" value="7,947"/> ?
) / 2015 Total Students	<input type="text" value="7,947"/> ?
>= Threshold for Five-Year Percent Increase in Students )	<input type="text" value="0.07"/> ?
<b>Mathematical Breakdown: 0.8622 &lt;= 1 Or 0.1218 &gt;= 0.07</b>	

**RESULT DETERMINATION REFERENCE**

<b>DETERMINATION OF POINTS</b>					
<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>2</b>	<b>0</b>
<b>&lt;=0.60</b>	<b>&gt;0.60 &lt;=0.70</b>	<b>&gt;0.70 &lt;=0.80</b>	<b>&gt;0.80 &lt;=0.90</b>	<b>&gt;0.90 &lt;=1.00</b>	<b>&gt;1.00</b>



Financial Integrity Rating System of Texas

2019-2020 RATINGS BASED ON 2018-2019 SCHOOL YEAR DATA INDICATOR TEST 9

Name:	WAXAHACHIE ISD (070912)
Indicator:	Did the school district's general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)? If not, was the school district's number of days of cash on hand greater than or equal to 60 days?
Result/Points	10
Last Updated:	3/30/2020 1:07:06 PM

FORMULA

Field	Value	
(		
Total Revenue	87,510,462	?
/		
(		
Total Expenditures	86,924,213	?
-		
Facilities Acquisition and Construction	4,264,732	?
)		
-		
1		
)		
>=		
0		
Or		
(		
(		
Cash and Equivalents	24,499,060	?
+		
Current Investments	0	?
)		
/		
(		
Total Expenditures	86,924,213	?
-		
Facilities Acquisition and Construction	4,264,732	?
)		
)		
*		
365		
>=		
Acceptable Days Cash on Hand	60	?

Mathematical Breakdown: 0.0587 >= 0 Or 108.1807 >= 60

RESULT DETERMINATION REFERENCE

DETERMINATION OF POINTS	
10	23
0	

**>=0%**

**<0%**

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FIRST 5.9.1.0



Financial Integrity Rating System of Texas

2019-2020 RATINGS BASED ON 2018-2019 SCHOOL YEAR DATA INDICATOR TEST 11

Name:	WAXAHACHIE ISD (070912)
Indicator:	Was the school district's administrative cost ratio equal to or less than the threshold ratio? (See ranges below.)
Result/Points	10
Last Updated:	3/30/2020 1:07:08 PM

FORMULA

Field	Value	
District Administrative Cost Ratio	0.0747	?
And		
ADA	8,428.552	?
Or		
Sparse	false	?

RESULT DETERMINATION REFERENCE

DETERMINATION OF POINTS						
ADA Size	10	8	6	4	2	0
10,000 and Above	<= 0.0855	> 0.0855 <= 0.1105	> 0.1105 <= 0.1355	> 0.1355 <= 0.1605	> 0.1605 <= 0.1855	> 0.1855
5,000 to 9,999	<= 0.1000	> 0.1000 <= 0.1250	> 0.1250 <= 0.1500	> 0.1500 <= 0.1750	> 0.1750 <= 0.2000	> 0.2000
1,000 to 4,999	<= 0.1151	> 0.1151 <= 0.1401	> 0.1401 <= 0.1651	> 0.1651 <= 0.1901	> 0.1901 <= 0.2151	> 0.2151
500 to 999	<= 0.1311	> 0.1311 <= 0.1561	> 0.1561 <= 0.1811	> 0.1811 <= 0.2061	> 0.2061 <= 0.2311	> 0.2311
Less than 500	<= 0.2404	> 0.2404 <= 0.2654	> 0.2654 <= 0.2904	> 0.2904 <= 0.3154	> 0.3154 <= 0.3404	> 0.3404
Sparse	<= 0.3364	> 0.3364 <= 0.3614	> 0.3614 <= 0.3864	> 0.3864 <= 0.4114	> 0.4114 <= 0.4364	> 0.4364

DISTRICT NUMBER

district #

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**Financial Integrity Rating System of Texas**

**2019-2020 RATINGS BASED ON 2018-2019 SCHOOL YEAR DATA INDICATOR TEST 10**

Name:	<b>WAXAHACHIE ISD (070912)</b>
Indicator:	<b>Was the debt service coverage ratio sufficient to meet the required debt service? (See ranges below.)</b>
Result/Points	10
Last Updated:	3/30/2020 1:07:08 PM

**FORMULA**

Field	Value
(	
Total Revenues (in the General Fund and Debt Service Fund)	103,364,912
- Total Expenditures (in the General Fund and Debt Service Fund)	102,532,427
+ Debt Service function codes 71, 72, and 73 (in the General Fund and Debt Service Fund)	17,449,373
+ Fund Code 599 (Ending Debt Service fund balance)	3,165,588
+ Function Code 81	4,264,732
)	
/ Debt Service function codes 71, 72, and 73 (in the General Fund and Debt Service Fund)	17,449,373
<b>Mathematical Breakdown: 1.4735</b>	

**RESULT DETERMINATION REFERENCE**

DETERMINATION OF POINTS					
10	8	6	4	2	0
<b>&gt;=1.20</b>	<b>&lt;1.20 &gt;=1.15</b>	<b>&lt;1.15 &gt;=1.10</b>	<b>&lt;1.10 &gt;=1.05</b>	<b>&lt;1.05 &gt;=1.00</b>	<b>&lt;1.00</b>

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THE **TEXAS EDUCATION AGENCY**  
 1701 NORTH CONGRESS AVENUE · AUSTIN, TEXAS, 78701 · (512) 463-9734



Financial Integrity Rating System of Texas

2019-2020 RATINGS BASED ON 2018-2019 SCHOOL YEAR DATA INDICATOR TEST 12

Name:	WAXAHACHIE ISD (070912)
Indicator:	Did the school district not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)? (If the student enrollment did not decrease, the school district will automatically pass this indicator.)
Result/Points	10
Last Updated:	3/30/2020 1:07:09 PM

FORMULA

Field	Value	
(		
2018-2019 Total Enrollment	8,937	?
/		
2018-2019 Number of FTE Staff	1,291.3543	?
)		
/		
(		
2016-2017 Total Enrollment	8,408	?
/		
2016-2017 Number of FTE Staff	1,186.9413	?
)		
-	1	
>	Threshold for Three-Year Percent Change in Ratio	
	-0.15	?
Or		
2018-2019 Total Enrollment	8,937	?
-	2016-2017 Total Enrollment	
	8,408	?
>	0	
Mathematical Breakdown: $-0.023 > -0.15$ Or $529 > 0$		

RESULT DETERMINATION REFERENCE

DETERMINATION OF POINTS	
10	0
Yes	No



Financial Integrity Rating System of Texas

2019-2020 RATINGS BASED ON 2018-2019 SCHOOL YEAR DATA INDICATOR TEST 13

Name:	WAXAHACHIE ISD (070912)
Indicator:	Did the comparison of Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a total variance of less than 3 percent of all expenditures by function?
Result/Points	10
Last Updated:	3/30/2020 1:07:10 PM

FORMULA

Field	Value
Sum of Differences	84
/ Denominator	86,924,183
< Acceptable Level of Variance	.03

Mathematical Breakdown:  $0 < 0.03$

RESULT DETERMINATION REFERENCE

DETERMINATION OF POINTS	
10	0
< 3%	>= 3%

DISTRICT NUMBER

district #

Select An Option

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Financial Integrity Rating System of Texas

2019-2020 RATINGS BASED ON 2018-2019 SCHOOL YEAR DATA INDICATOR TEST 14

Name:	WAXAHACHIE ISD (070912)
Indicator:	Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds? (The AICPA defines material noncompliance.)
Result/Points	10
Last Updated:	3/30/2020 1:07:11 PM

FORMULA

Field	Value
Not Material Non-Compliance	false

RESULT DETERMINATION REFERENCE

DETERMINATION OF POINTS	
10	0
Yes	No

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FIRST 5.9.1.0



Financial Integrity Rating System of Texas

2019-2020 RATINGS BASED ON 2018-2019 SCHOOL YEAR DATA INDICATOR TEST 15

Name:	WAXAHACHIE ISD (070912)
Indicator:	Did the school district not receive an adjusted repayment schedule for more than one fiscal year for an over allocation of Foundation School Program (FSP) funds as a result of a financial hardship?
Result/Points	10
Last Updated:	3/30/2020 1:07:11 PM

FORMULA

Field	Value
No Adjusted Repayment Schedule	true

RESULT DETERMINATION REFERENCE

DETERMINATION OF POINTS	
10	0
Yes	No

2018 – 2019

Superintendent/  
School Board  
Disbursements

**School FIRST Annual Financial Management Report**

Title 19 Texas Administrative Code Chapter 109, Budgeting, Accounting, and Auditing Subchapter AA, Commissioner's Rules Concerning Financial Accountability Rating System, Section 109.1001(o). Effective 8/6/2015. The template has been established to help the districts in gathering their data and presenting it at their School FIRST hearing. The template may not be all inclusive.

**Superintendent's Current Employment Contract**

A copy of the superintendent's current employment contract at the time of the School FIRST hearing is to be provided. In lieu of publication in the annual School FIRST financial management report, the school district may choose to publish the superintendent's employment contract on the school district's internet site. If published on the internet, the contract is to remain accessible for twelve months.

**Reimbursements Received by the Superintendent and Board Members**

For the Twelve-Month Period Ended August 31, 2019

Description of Reimbursements	Superintendent		Board		Board		Board		Board		Board	
	Bonny Cain	Clay Schoolfield	Dusty Autrey	Melissa Starnater	Joe Langley	John Rodgers	Judd McCutchen	Kim Kriegel	Debbie Timmermann			
Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lodging	1,389.05	800.52	800.52	1,069.23	398.09	800.52	800.52	1,467.32	800.52	1,467.32	800.52	800.52
Meals	49.30	-	-	16.18	72.33	32.73	20.00	89.31	20.00	89.31	23.00	23.00
Transportation	1,281.65	267.05	267.05	359.64	265.96	267.05	267.05	533.01	267.05	533.01	267.05	267.05
Other (Registration fees)	395.00	395.00	395.00	395.00	-	395.00	395.00	395.00	395.00	395.00	395.00	395.00
<b>Total</b>	<b>\$ 3,115.00</b>	<b>\$ 1,462.57</b>	<b>\$ 1,462.57</b>	<b>\$ 1,840.05</b>	<b>\$ 736.38</b>	<b>\$ 1,495.30</b>	<b>\$ 1,482.57</b>	<b>\$ 2,484.64</b>	<b>\$ 1,482.57</b>	<b>\$ 2,484.64</b>	<b>\$ 1,482.57</b>	<b>\$ 1,485.57</b>

All "reimbursements" expenses, regardless of the manner of payment, including direct pay, credit card, cash, and purchase order are to be reported. Items to be reported per category include:

- Meals – Meals consumed out of town, and in-district meals at area restaurants (outside of board meetings, excludes catered board meeting meals).
- Lodging - Hotel charges.
- Transportation - Airfare, car rental (can include fuel on rental, taxis, mileage reimbursements, leased cars, parking and tolls).
- Other: - Registration fees, telephone/cell phone, internet service, fax machine, and other reimbursements (or on-behalf of) to the superintendent and board member not defined above.

**Outside Compensation and/or Fees Received by the Superintendent for Professional Consulting and/or Other Personal Services**

For the Twelve-Month Period  
Ended August 31, 2019

Superintendent	\$0.00
<b>Total</b>	<b>\$0.00</b>

Compensation does not include business revenues generated from a family business (farming, ranching, etc.) that has no relation to school district business.

**Gifts Received by Executive Officers and Board Members (and First Degree Relatives, if any)  
(Gifts that had an economic value of \$250 or more in the aggregate in the fiscal year)**

For the Twelve-Month Period  
Ended August 31, 2019

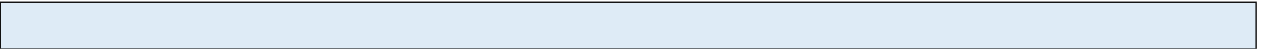
Superintendent	Board	Board	Board	Board	Board	Board	Board	Board	Board
Bonny Cain	Clay Schoolfield	Dusty Autrey	Melissa Starnater	Joe Langley	John Rodgers	Judd McCutchen	Kim Kriegel	Debbie Timmermann	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Note -** The summary amounts reported under this disclosure are not to duplicate the items disclosed in the summary schedule of reimbursements received by board members.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **September 14, 2020** \_\_\_\_\_ -

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



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

August 10, 2020

August 31, 2020

**Recommendation:**

The minutes listed above be approved as presented.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: September 14, 2020

Subject: Budget and Finance

Presented by: Ryan Kahlden

**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 JULY 2020**

Actual Invested Funds:	\$26,963,962.68
Actual Cash Balance:	<u>\$ 917,532.80</u>

**Total Cash Balance (June 30, 2020): \$27,881,495.48**

Estimated Aug. 20 Tax Revenue:	\$ 97,964.00
Estimated Aug. 20 State/Other Revenue:	\$ 5,475,800.00
Estimated Aug. 20 Payroll Expenses:	\$ -6,275,300.00
Estimated Aug. 20 A/P Expenses:	<u>\$ -2,485,650.00</u>

**Projected Cash Balance end (Aug. 31st): \$24,694,309.48**

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
<b>Beginning Balance</b>	\$ 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	\$ 27,881,495	
Local Tax Revenue	\$ 156,775	\$ 65,997	\$ 2,766,900	\$ 21,062,624	\$ 18,067,034	\$ 4,749,925	\$ 693,257	\$ 231,535	\$ 251,992	\$ 261,223	\$ 175,718	\$ 97,984	\$ 48,580,943
State/Other Revenue	\$ 14,447,809	\$ 7,609,514	\$ 4,451,808	\$ 919,079	\$ 443,926	\$ 495,995	\$ 1,893,176	\$ 2,979,205	\$ 2,169,029	\$ 3,957,046	\$ 4,968,718	\$ 5,475,800	\$ 49,609,105
Payroll Expenses	\$ (6,104,115)	\$ (6,203,769)	\$ (6,194,703)	\$ (6,533,509)	\$ (6,119,783)	\$ (6,209,609)	\$ (6,186,975)	\$ (6,027,143)	\$ (6,079,132)	\$ (6,046,173)	\$ (6,044,525)	\$ (6,275,300)	\$ (74,024,736)
Accounts Payable	\$ (1,993,534)	\$ (1,663,232)	\$ (1,596,809)	\$ (1,663,785)	\$ (1,546,569)	\$ (2,147,861)	\$ (1,287,955)	\$ (1,770,621)	\$ (1,164,477)	\$ (2,569,238)	\$ (2,520,755)	\$ (2,485,850)	\$ (22,409,566)
<b>Ending Balance</b>	\$ 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	\$ 27,881,495	\$ 24,694,309	

**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	\$ 51,228,968	\$ 49,256,678	\$ 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
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)
Accounts Payable	\$ (1,993,534)	\$ (1,875,600)	\$ (1,995,300)	\$ (1,875,600)	\$ (1,975,400)	\$ (1,275,300)	\$ (1,985,400)	\$ (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.

Accounts 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  
JULY 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	\$ 487,326.99	\$ 261,560.48	\$ -	\$ 298,299.50	\$ 822,997.01	\$ 1,870,183.98
Add: Deposits	\$ 8,995,485.78	\$ 33.02	\$ -	\$ 1,435,939.51	\$ 29,827.95	\$ 10,461,286.26
Less: Disbursements	\$ (8,565,279.97)	\$ -	\$ -	\$ (1,432,242.83)	\$ (160,887.62)	\$ (10,158,410.42)
Ending Balances	\$ 917,532.80	\$ 261,593.50	\$ -	\$ 301,996.18	\$ 691,937.34	\$ 2,173,059.82
Add: Investments	\$ 26,963,962.68	\$ 13,592,216.93	\$ 1,384,338.44	\$ 3,677,217.17	\$ 0.00	\$ 45,617,735.22
<b>TOTALS</b>	\$ 27,881,495.48	\$ 13,853,810.43	\$ 1,384,338.44	\$ 3,979,213.35	\$ 691,937.34	\$ 47,790,795.04

**PERCENTAGE OF CURRENT YEAR REVENUES**  
General Operating and Interest & Sinking

	<u>7/31/2020</u>	<u>Percentage</u>
<b>Total Levy (Budgeted)</b>		
2018-19 Tax Collections		
Current	\$ 60,679,841.62	99.35%
Prior Yr. Delinquent	\$ 227,179.07	58.25%
Penalties	\$ 537,178.44	162.78%
2019-20 Tax Collections		
Current	\$ 65,137,568.77	98.81%
Prior Yr. Delinquent	\$ 488,784.94	125.32%
Penalties	\$ 327,773.76	99.32%
2018-19 Other Revenue	\$ 32,104,954.54	87.18%
2019-20 Other Revenue	\$ 43,271,301.31	90.25%
2018-19 Total Revenue	\$ 93,549,153.67	94.85%
2019-20 Total Revenue	\$ 109,225,428.78	95.31%

WAXAHACHIE INDEPENDENT SCHOOL DISTRICT INVESTMENT PORTFOLIO

DATE	FUND	TYPE	DESCRIPTION	PUR.AMT.	MATURITY	RATE	YIELD	COST	PROJ. INT.	PAR
7/1/2020	GIO	POOL	TASB LONE STAR	\$29,836,533.39	**7/31/2020	0.151	0.151	\$29,836,533.39	\$3,831.50	\$29,840,364.89
6/1/2020	GIO	POOL	TEX-POOL	\$980,479.53	**7/31/2020	0.208	0.208	\$980,479.53	\$173.38	\$980,652.91
7/2/2020	GIO	POOL	TASB LONE STAR	-\$31,392.01	withdrawal			-\$31,392.01	\$0.00	-\$31,392.01
7/2/2020	GIO	POOL	TASB LONE STAR	-\$292,222.01	withdrawal			-\$292,222.01	\$0.00	-\$292,222.01
7/2/2020	GIO	POOL	TASB LONE STAR	-\$159,695.47	withdrawal			-\$159,695.47	\$0.00	-\$159,695.47
7/2/2020	GIO	POOL	TASB LONE STAR	-\$552,818.42	withdrawal			-\$552,818.42	\$0.00	-\$552,818.42
7/6/2020	GIO	POOL	TASB LONE STAR	-\$164,451.23	withdrawal			-\$164,451.23	\$0.00	-\$164,451.23
7/7/2020	GIO	POOL	TASB LONE STAR	\$13,060.50	**7/31/2020	0.151	0.151	\$13,060.50	\$1.30	\$13,061.80
7/7/2020	GIO	POOL	TASB LONE STAR	\$32,947.70	**7/31/2020	0.151	0.151	\$32,947.70	\$3.27	\$32,950.97
7/8/2020	GIO	POOL	TASB LONE STAR	\$19,825.19	**7/31/2020	0.151	0.151	\$19,825.19	\$1.89	\$19,827.08
7/8/2020	GIO	POOL	TASB LONE STAR	-\$69,622.67	withdrawal			-\$69,622.67	\$0.00	-\$69,622.67
7/9/2020	GIO	POOL	TASB LONE STAR	\$6,488.62	**7/31/2020	0.151	0.151	\$6,488.62	\$0.59	\$6,489.21
7/9/2020	GIO	POOL	TASB LONE STAR	\$4,974.99	**7/31/2020	0.151	0.151	\$4,974.99	\$0.45	\$4,975.44
7/9/2020	GIO	POOL	TASB LONE STAR	\$20,509.06	**7/31/2020	0.151	0.151	\$20,509.06	\$1.87	\$20,510.93
7/9/2020	GIO	POOL	TASB LONE STAR	\$80,404.04	**7/31/2020	0.151	0.151	\$80,404.04	\$7.32	\$80,411.36
7/9/2020	GIO	POOL	TASB LONE STAR	\$6,567.98	**7/31/2020	0.151	0.151	\$6,567.98	\$0.60	\$6,568.58
7/9/2020	GIO	POOL	TASB LONE STAR	\$112,271.01	**7/31/2020	0.151	0.151	\$112,271.01	\$10.22	\$112,281.23
7/10/2020	GIO	POOL	TASB LONE STAR	\$7,907.30	**7/31/2020	0.151	0.151	\$7,907.30	\$0.69	\$7,907.99
7/10/2020	GIO	POOL	TASB LONE STAR	\$1,684.53	**7/31/2020	0.151	0.151	\$1,684.53	\$0.15	\$1,681.49
7/10/2020	GIO	POOL	TASB LONE STAR	\$1,981.32	**7/31/2020	0.151	0.151	\$1,981.32	\$0.17	\$1,980.85
7/13/2020	GIO	POOL	TASB LONE STAR	\$9,002.18	**7/31/2020	0.151	0.151	\$9,002.18	\$0.67	\$9,002.85
7/14/2020	GIO	POOL	TASB LONE STAR	\$13,000.00	**7/31/2020	0.151	0.151	\$13,000.00	\$0.91	\$13,000.91
7/14/2020	GIO	POOL	TASB LONE STAR	\$1,105.00	**7/31/2020	0.151	0.151	\$1,105.00	\$0.08	\$1,105.08
7/15/2020	GIO	POOL	TASB LONE STAR	-\$266,908.23	withdrawal			-\$266,908.23	\$0.00	-\$266,908.23
7/15/2020	GIO	POOL	TASB LONE STAR	\$2,093.01	**7/31/2020	0.151	0.151	\$2,093.01	\$0.14	\$2,093.15
7/15/2020	GIO	POOL	TASB LONE STAR	\$6,935.87	**7/31/2020	0.151	0.151	\$6,935.87	\$0.46	\$6,936.33
7/15/2020	GIO	POOL	TASB LONE STAR	-\$32,947.70	withdrawal			-\$32,947.70	\$0.00	-\$32,947.70
7/16/2020	GIO	POOL	TASB LONE STAR	\$12,170.43	**7/31/2020	0.151	0.151	\$12,170.43	\$0.76	\$12,171.19
7/16/2020	GIO	POOL	TASB LONE STAR	-\$61,796.50	withdrawal			-\$61,796.50	\$0.00	-\$61,796.50
7/16/2020	GIO	POOL	TASB LONE STAR	-\$230,755.45	withdrawal			-\$230,755.45	\$0.00	-\$230,755.45
7/16/2020	GIO	POOL	TASB LONE STAR	-\$490,236.45	withdrawal			-\$490,236.45	\$0.00	-\$490,236.45
7/17/2020	GIO	POOL	TASB LONE STAR	\$5,046.35	**7/31/2020	0.151	0.151	\$5,046.35	\$0.29	\$5,046.64
7/20/2020	GIO	POOL	TASB LONE STAR	\$7,191.23	**7/31/2020	0.151	0.151	\$7,191.23	\$0.33	\$7,191.56
7/21/2020	GIO	POOL	TASB LONE STAR	\$12,266.26	**7/31/2020	0.151	0.151	\$12,266.26	\$0.51	\$12,266.77
7/23/2020	GIO	POOL	TASB LONE STAR	\$2,522.87	**7/31/2020	0.151	0.151	\$2,522.87	\$0.08	\$2,522.95
7/23/2020	GIO	POOL	TASB LONE STAR	-\$5,552,891.05	withdrawal			-\$5,552,891.05	\$0.00	-\$5,552,891.05
7/23/2020	GIO	POOL	TASB LONE STAR	-\$25,354.64	withdrawal			-\$25,354.64	\$0.00	-\$25,354.64
7/23/2020	GIO	POOL	TASB LONE STAR	-\$24,324.84	withdrawal			-\$24,324.84	\$0.00	-\$24,324.84
7/23/2020	GIO	POOL	TASB LONE STAR	-\$74,251.27	withdrawal			-\$74,251.27	\$0.00	-\$74,251.27
7/23/2020	GIO	POOL	TASB LONE STAR	-\$228,337.49	withdrawal			-\$228,337.49	\$0.00	-\$228,337.49
7/24/2020	GIO	POOL	TASB LONE STAR	\$7,753.65	**7/31/2020	0.151	0.151	\$7,753.65	\$0.22	\$7,753.87
7/24/2020	GIO	POOL	TASB LONE STAR	\$4,310,794.00	**7/31/2020	0.151	0.151	\$4,310,794.00	\$124.84	\$4,310,918.84
7/27/2020	GIO	POOL	TASB LONE STAR	\$14,173.35	**7/31/2020	0.151	0.151	\$14,173.35	\$0.23	\$14,173.58

\*\*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
7/28/2020	G/O	POOL	TASB LONE STAR	\$ 4,108.45	**7/31/2020	0.151	0.151	\$ 4,108.45	\$0.05	\$4,108.50
7/29/2020	G/O	POOL	TEX-POOL	\$ 6,520.45	**7/31/2020	0.151	0.151	\$ 6,520.45	\$0.05	\$6,520.50
7/30/2020	G/O	POOL	TASB LONE STAR	\$ 18,340.26	**7/31/2020	0.151	0.151	\$ 18,340.26	\$0.08	\$18,340.34
7/30/2020	G/O	POOL	TASB LONE STAR	-\$ 125,042.73	withdrawal			-\$ 125,042.73		
7/30/2020	G/O	POOL	TASB LONE STAR	-\$ 235,713.11	withdrawal			-\$ 235,713.11		
7/31/2020	G/O	POOL	TASB LONE STAR	\$ 3,960.78	**7/31/2020			\$ 3,960.78		
8/3/2020	G/O	POOL	TASB LONE STAR	\$ 4,655.29	in transit			\$ 4,655.29		
7/31/2020	G/O	POOL	TASB LONE STAR	\$ 3,580.50	interest			\$ 3,580.50		
7/31/2020	G/O	POOL	TEX-POOL	\$ 173.32	interest			\$ 173.32		
8/4/2020	G/O	POOL	TASB LONE STAR	\$ 5,625.04	in transit			\$ 5,625.04		
8/5/2020	G/O	POOL	TASB LONE STAR	\$ 6,070.50	in transit			\$ 6,070.50		
			SUB-TOTAL:	\$ 26,963,962.68				\$ 26,963,962.68		
7/1/2020	I&S	POOL	TASB-LONE STAR	\$13,528,350.28	**7/31/2020	0.151	0.151	\$13,528,350.28	\$1,734.96	\$13,530,085.24
7/7/2020	I&S	POOL	TASB-LONE STAR	\$ 4,669.06	**7/31/2020	0.151	0.151	\$ 4,669.06	\$0.46	\$4,669.52
7/8/2020	I&S	POOL	TASB-LONE STAR	\$ 7,110.32	**7/31/2020	0.151	0.151	\$ 7,110.32	\$0.68	\$7,111.00
7/9/2020	I&S	POOL	TASB-LONE STAR	\$ 2,322.21	**7/31/2020	0.151	0.151	\$ 2,322.21	\$0.21	\$2,322.42
7/10/2020	I&S	POOL	TASB-LONE STAR	\$ 2,791.26	**7/31/2020	0.151	0.151	\$ 2,791.26	\$0.24	\$2,791.50
7/13/2020	I&S	POOL	TASB-LONE STAR	\$ 3,230.84	**7/31/2020	0.151	0.151	\$ 3,230.84	\$0.24	\$3,231.08
7/15/2020	I&S	POOL	TASB-LONE STAR	\$ 743.56	**7/31/2020	0.151	0.151	\$ 743.56	\$0.05	\$743.61
7/16/2020	I&S	POOL	TASB-LONE STAR	\$ 2,489.30	**7/31/2020	0.151	0.151	\$ 2,489.30	\$0.16	\$2,489.46
7/16/2020	I&S	POOL	TASB-LONE STAR	\$ 4,027.27	**7/31/2020	0.151	0.151	\$ 4,027.27	\$0.25	\$4,027.52
7/17/2020	I&S	POOL	TASB-LONE STAR	\$ 1,861.16	**7/31/2020	0.151	0.151	\$ 1,861.16	\$0.11	\$1,861.27
7/20/2020	I&S	POOL	TASB-LONE STAR	\$ 2,560.27	**7/31/2020	0.151	0.151	\$ 2,560.27	\$0.12	\$2,560.39
7/21/2020	I&S	POOL	TASB-LONE STAR	\$ 4,118.41	**7/31/2020	0.151	0.151	\$ 4,118.41	\$0.17	\$4,118.58
7/23/2020	I&S	POOL	TASB-LONE STAR	\$ 1,201.26	**7/31/2020	0.151	0.151	\$ 1,201.26	\$0.04	\$1,201.30
7/24/2020	I&S	POOL	TASB-LONE STAR	\$ 2,781.92	**7/31/2020	0.151	0.151	\$ 2,781.92	\$0.08	\$2,782.00
7/27/2020	I&S	POOL	TASB-LONE STAR	\$ 4,745.93	**7/31/2020	0.151	0.151	\$ 4,745.93	\$0.08	\$4,746.01
7/28/2020	I&S	POOL	TASB-LONE STAR	\$ 1,459.97	**7/31/2020	0.151	0.151	\$ 1,459.97	\$0.02	\$1,459.99
7/29/2020	I&S	POOL	TASB-LONE STAR	\$ 2,175.68	**7/31/2020	0.151	0.151	\$ 2,175.68	\$0.02	\$2,175.70
7/30/2020	I&S	POOL	TASB-LONE STAR	\$ 6,568.12	**7/31/2020	0.151	0.151	\$ 6,568.12	\$0.03	\$6,568.15
7/31/2020	I&S	POOL	TASB-LONE STAR	\$ 1,423.04	**7/31/2020			\$ 1,423.04	\$0.00	\$1,423.04
7/31/2020	I&S	POOL	TASB-LONE STAR	\$ 1,734.59	interest			\$ 1,734.59	\$0.00	\$1,734.59
8/3/2020	I&S	POOL	TASB-LONE STAR	\$ 1,661.16	in transit			\$ 1,661.16	\$0.00	\$1,661.16
8/4/2020	I&S	POOL	TASB-LONE STAR	\$ 2,011.47	in transit			\$ 2,011.47		
8/5/2020	I&S	POOL	TASB-LONE STAR	\$ 2,179.85	in transit			\$ 2,179.85		
			SUB-TOTAL:	\$13,592,216.93				\$13,592,216.93		

\*\*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
7/1/2020	QSCB	POOL	TASB-LONE STAR	\$1,384,161.23	**7/31/2020	0.151	0.151	\$1,384,161.23	\$177.51	\$1,384,338.74
7/31/2020	QSCB	POOL	TASB-LONE STAR	\$177.21	interest			\$177.21		
			SUB-TOTAL:	\$1,384,338.44				\$1,384,338.44		
7/1/2020	BLDG.	POOL	TASB-LONE STAR	\$5,118,708.79	**7/31/2020	0.151	0.151	\$5,118,708.79	\$656.46	\$5,119,365.25
7/2/2020	BLDG.	POOL	TASB-LONE STAR	-\$10,644.99				-\$10,644.99	\$0.00	-\$86.75
7/2/2020	BLDG.	POOL	TASB-LONE STAR	-\$3,077.54				-\$3,077.54	\$0.00	-\$314.70
7/2/2020	BLDG.	POOL	TASB-LONE STAR	-\$12,309.04				-\$12,309.04	\$0.00	-\$29,567.19
7/6/2020	BLDG.	POOL	TASB-LONE STAR	-\$86.75				-\$86.75	\$0.00	-\$12,536.04
7/8/2020	BLDG.	POOL	TASB-LONE STAR	-\$1,346,486.53				-\$1,346,486.53	\$0.00	-\$1,619,313.88
7/16/2020	BLDG.	POOL	TASB-LONE STAR	-\$32,101.68				-\$32,101.68	\$0.00	-\$244.85
7/16/2020	BLDG.	POOL	TASB-LONE STAR	-\$26,340.50				-\$26,340.50	\$0.00	-\$291.57
7/23/2020	BLDG.	POOL	TASB-LONE STAR	-\$6,112.76				-\$6,112.76	\$0.00	-\$2,973.25
7/23/2020	BLDG.	POOL	TASB-LONE STAR	-\$1,189.99				-\$1,189.99	\$0.00	-\$13,196.48
7/30/2020	BLDG.	POOL	TASB-LONE STAR	-\$3,663.34				-\$3,663.34	\$0.00	-\$6,112.76
7/31/2020	BLDG.	POOL	TASB-LONE STAR	-\$521.50				-\$521.50	\$0.00	-\$32,579.37
				\$3,677,217.17				\$3,677,217.17		
			TOTAL INVESTED:	\$45,617,735.22						
			total does not include							
			scholarship investments							
7/1/2020	SCH.	POOL-PLUS	TASB-LONE STAR	\$907,899.11	**7/31/2020	0.151	0.151	\$907,899.11	\$116.43	\$908,015.54
7/31/2020	SCH.	POOL-PLUS	TASB-LONE STAR	\$325.48	interest			\$325.48		
			SCHOLARSHIP TOTAL:	\$908,224.59				\$908,224.59		

THEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT SUMMARY OF THE DISTRICT'S INVESTMENTS AS OF 07/31/2020. 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 JULY 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	91,343,701.54	93,478,960	96,929,939	94.23%	93.68%
EXPENDITURES	82,707,790.08	92,438,918	99,848,497	82.83%	80.84%
<b>SPECIAL PROGRAMS</b>					
REVENUES	2,478,952.92	2,974,289	5,051,603	49.07%	55.75%
EXPENDITURES	3,450,839.36	3,221,698	5,052,182	68.30%	71.57%
<b>INTEREST &amp; SINKING</b>					
REVENUES	17,881,727.24	17,660,125	17,660,125	101.25%	101.15%
EXPENDITURES	6,027,575.00	17,660,125	17,832,125	33.80%	37.62%
<b>CAPITAL PROJECTS</b>					
REVENUES	170,894.92	261,679	261,679	65.31%	99.80%
EXPENDITURES	16,074,594.51	21,775,456	21,775,456	73.82%	13.99%
<b>ENTERPRISE FUNDS</b>					
REVENUES	3,518,510.87	4,447,717	4,454,217	78.99%	91.82%
EXPENDITURES	3,525,266.32	4,422,325	4,445,795	79.29%	82.53%

FC OBJ	2019-20		2019-20		2019-20		Unencumbered Balance	2019-20 FYTD \$
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget	Balance			
00 LOCAL/INTER. SOURCES	49,468,402.54	0.00	50,224,455	51,051,490	1,583,087.46	96.90		
00 STATE PROGRAM REV.	40,341,779.73	0.00	41,254,505	43,878,449	3,536,669.27	91.94		
00 FEDERAL PROG. REV.	1,187,840.41	0.00	2,000,000	2,000,000	812,159.59	59.39		
00 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00		
00 OTHER RESOURCES	345,678.86	0.00	0	0	-345,678.86	0.00		
00 gen	91,343,701.54	0.00	93,478,960	96,929,939	5,586,237.46	94.24		
-- Revenue	91,343,701.54	0.00	93,478,960	96,929,939	5,586,237.46	94.24		
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	42,523,947.39	0.00	52,427,633	52,071,618	9,547,670.61	81.66		
11 PRO./CONTRACTED SVC.	742,243.93	18,575.37	1,028,282	1,066,412	305,592.70	71.34		
11 SUPPLIES	1,978,300.39	855,206.96	1,564,547	3,728,681	895,173.15	75.99		
11 OTHER OPERATING EXP.	68,758.85	234,682.87	560,395	344,924	41,481.78	87.97		
11 CAPITAL PROJECTS	17,400.00	0.00	19,410	36,900	19,500.00	47.15		
11 INSTRUCTION	45,330,650.56	1,108,465.20	55,600,267	57,248,535	10,809,418.24	81.12		
12 PAYROLL COSTS	891,434.08	0.00	1,184,014	1,184,014	292,579.92	75.29		
12 PRO./CONTRACTED SVC.	15,500.00	0.00	16,730	15,500	0.00	100.00		
12 SUPPLIES	136,404.79	13,979.53	115,570	152,320	1,935.68	98.73		
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	1,045,778.87	13,979.53	1,319,514	1,354,514	294,755.60	78.24		
13 PAYROLL COSTS	711,471.61	0.00	747,966	746,816	35,344.39	95.27		
13 PRO./CONTRACTED SVC.	54,334.79	0.00	63,000	60,548	6,213.21	89.74		
13 SUPPLIES	187,067.77	22,192.23	53,430	409,021	199,761.00	51.16		
13 OTHER OPERATING EXP.	73,655.64	5,692.49	111,588	119,772	40,423.87	66.25		
13 CURRICULUM DEV.& INS	1,026,529.81	27,884.72	975,984	1,336,157	281,742.47	78.91		
21 PAYROLL COSTS	1,734,971.83	0.00	1,971,687	1,960,987	226,015.17	88.47		
21 PRO./CONTRACTED SVC.	4,164.98	0.00	6,700	6,700	2,535.02	62.16		
21 SUPPLIES	21,712.16	4,763.84	13,500	29,913	3,437.00	88.51		
21 OTHER OPERATING EXP.	22,492.88	1,707.67	33,700	29,795	5,584.45	81.25		
21 INSTRUCTIONAL LEADER	1,783,341.85	6,471.51	2,025,587	2,027,385	237,571.64	88.28		

FC OBJ	2019-20 FYTD Activity	Encumbered Amount	2019-20		2019-20 Revised Budget	Unencumbered Balance	2019-20 FYTD \$
			Original Budget	Unencumbered Balance			
23 PAYROLL COSTS	4,884,435.73	0.00	5,782,170	5,783,242	898,806.27	84.46	
23 PRO./CONTRACTED SVC.	18,889.02	0.00	9,500	23,090	4,200.98	81.81	
23 SUPPLIES	72,770.22	14,772.81	69,201	94,558	7,014.97	92.58	
23 OTHER OPERATING EXP.	19,223.48	75.00	76,080	23,004	3,705.52	83.89	
23 SCHOOL LEADERSHIP	4,995,318.45	14,847.81	5,936,951	5,923,894	913,727.74	84.58	
31 PAYROLL COSTS	2,402,549.03	0.00	2,806,138	2,806,139	403,588.97	85.62	
31 PRO./CONTRACTED SVC.	0.00	0.00	0	0	0.00	0.00	
31 SUPPLIES	44,013.49	2,662.40	110,712	49,566	2,890.11	94.17	
31 OTHER OPERATING EXP.	3,711.64	0.00	13,605	5,109	1,397.36	72.65	
31 GUIDANCE & COUNSELIN	2,450,274.16	2,662.40	2,930,455	2,860,814	407,876.44	85.74	
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	958,756.19	0.00	1,194,294	1,194,294	235,537.81	80.28	
33 PRO./CONTRACTED SVC.	5,000.00	1,241.00	3,400	7,495	1,254.00	83.27	
33 SUPPLIES	43,916.44	4,305.62	32,055	71,657	23,434.94	67.30	
33 OTHER OPERATING EXP.	3,908.92	150.00	6,830	6,830	2,771.08	59.43	
33 DEBT SERVICE	0.00	0.00	0	0	0.00	0.00	
33 HEALTH SERVICES	1,011,581.55	5,696.62	1,236,579	1,280,276	262,997.83	79.46	
34 PAYROLL COSTS	2,063,478.86	0.00	2,019,530	2,019,530	-43,948.86	102.18	
34 PRO./CONTRACTED SVC.	109,311.55	12,681.28	99,300	130,700	8,707.17	93.34	
34 SUPPLIES	224,079.79	29,635.46	284,381	261,695	7,979.75	96.95	
34 OTHER OPERATING EXP.	115,508.99	2,824.67	70,900	78,559	-39,774.66	150.63	
34 CAPITAL PROJECTS	469,559.50	101,253.00	291,986	570,813	0.50	100.00	
34 PUPIL TRANSPORTATION	2,981,938.69	146,394.41	2,766,097	3,061,297	-67,036.10	102.19	
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	2,409,654.95	0.00	2,914,823	2,914,823	505,168.05	82.67	
36 PRO./CONTRACTED SVC.	171,116.36	10,882.65	181,689	173,488	-8,511.01	104.91	
36 SUPPLIES	236,297.21	94,432.57	290,084	368,374	37,644.22	89.78	
36 OTHER OPERATING EXP.	340,545.72	40,332.55	591,482	451,769	70,890.73	84.31	
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	Balance	FYTD
36 COCURR./EXTRACURR.AC	3,180,830.31	145,647.77	3,978,078	3,931,670	605,191.92	84.61	605,191.92	84.61
41 PAYROLL COSTS	2,143,593.82	0.00	2,312,032	2,297,832	154,238.18	93.29	154,238.18	93.29
41 PRO./CONTRACTED SVC.	467,476.44	12,405.13	425,657	414,457	-65,424.57	115.79	-65,424.57	115.79
41 SUPPLIES	100,148.57	22,318.56	54,200	131,930	9,462.87	92.83	9,462.87	92.83
41 OTHER OPERATING EXP.	108,824.72	14,348.24	201,643	184,063	60,890.04	66.92	60,890.04	66.92
41 CAPITAL PROJECTS	0.00	0.00	25,300	10,550	10,550.00	0.00	10,550.00	0.00
41 GENERAL ADMINISTRATI	2,820,043.55	49,071.93	3,018,832	3,038,832	169,716.52	94.42	169,716.52	94.42
51 PAYROLL COSTS	4,013,966.38	0.00	4,406,403	4,386,403	372,436.62	91.51	372,436.62	91.51
51 PRO./CONTRACTED SVC.	2,198,251.45	74,891.42	2,316,845	2,371,067	97,924.13	95.87	97,924.13	95.87
51 SUPPLIES	604,905.99	68,813.60	555,438	727,491	53,771.41	92.61	53,771.41	92.61
51 OTHER OPERATING EXP.	721,266.35	761.65	473,000	471,069	-250,959.00	153.27	-250,959.00	153.27
51 CAPITAL PROJECTS	231,402.87	0.00	305,532	231,404	1.13	100.00	1.13	100.00
51 PLANT MAINTENANCE &	7,769,793.04	144,466.67	8,057,218	8,187,434	273,174.29	96.66	273,174.29	96.66
52 PAYROLL COSTS	973,812.18	0.00	1,089,343	1,074,343	100,530.82	90.64	100,530.82	90.64
52 PRO./CONTRACTED SVC.	39,951.43	3,950.50	186,000	231,250	187,348.07	18.98	187,348.07	18.98
52 SUPPLIES	25,327.28	10,173.80	16,800	32,550	-2,951.08	109.07	-2,951.08	109.07
52 OTHER OPERATING EXP.	2,435.34	0.00	3,865	3,865	1,429.66	63.01	1,429.66	63.01
52 CAPITAL PROJECTS	0.00	0.00	0	0	0.00	0.00	0.00	0.00
52 SECURITY & MONITORIN	1,041,526.23	14,124.30	1,296,008	1,342,008	286,357.47	78.66	286,357.47	78.66
53 PAYROLL COSTS	880,547.74	0.00	886,814	866,614	-13,933.74	101.61	-13,933.74	101.61
53 PRO./CONTRACTED SVC.	257,470.50	30,209.56	274,683	291,663	3,982.94	98.63	3,982.94	98.63
53 SUPPLIES	326,432.41	86,037.82	356,632	435,738	23,267.77	94.66	23,267.77	94.66
53 OTHER OPERATING EXP.	9,576.53	175.88	38,989	13,103	3,350.59	74.43	3,350.59	74.43
53 CAPITAL PROJECTS	0.00	0.00	50,000	25,000	25,000.00	0.00	25,000.00	0.00
53 DATA PROCESSING SERV	1,474,027.18	116,423.26	1,607,118	1,632,118	41,667.56	97.45	41,667.56	97.45
61 PAYROLL COSTS	217,504.59	0.00	237,300	237,300	19,795.41	91.66	19,795.41	91.66
61 PRO./CONTRACTED SVC.	448.00	1,183.00	1,781	1,781	150.00	91.58	150.00	91.58
61 SUPPLIES	7,878.34	469.00	15,241	15,241	6,893.66	54.77	6,893.66	54.77
61 OTHER OPERATING EXP.	5,145.53	518.57	10,908	10,908	5,243.90	51.93	5,243.90	51.93
61 COMMUNITY SERVICES	230,976.46	2,170.57	265,230	265,230	32,082.97	87.90	32,082.97	87.90
71 DEBT SERVICE	0.00	0.00	0	0	0.00	0.00	0.00	0.00
71 DEBT SERVICES	0.00	0.00	0	0	0.00	0.00	0.00	0.00
81 PRO./CONTRACTED SVC.	0.00	2,800.00	0	0	-2,800.00	0.00	-2,800.00	0.00

FC OBJ	2019-20 FYTD Activity	Encumbered Amount	2019-20 Original Budget	2019-20 Revised Budget	Unencumbered Balance	2019-20 FYTD \$
81 SUPPLIES	0.00	0.00	0	0	0.00	0.00
81 CAPITAL PROJECTS	4,948,468.31	674,114.29	925,000	5,858,333	235,750.40	95.98
81 FACILITIES ACQ. & CO	4,948,468.31	676,914.29	925,000	5,858,333	232,950.40	96.02
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.	593,958.29	0.00	500,000	500,000	-93,958.29	118.79
99 OTHER OPERATING EXP.	0.00	0.00	0	0	0.00	0.00
99 Other Governmental C	593,958.29	0.00	500,000	500,000	-93,958.29	118.79
-- Expense	82,707,790.08	2,475,220.99	92,438,918	99,848,497	14,665,483.93	85.31
Grand Revenue Totals	91,343,701.54	0.00	93,478,960	96,929,939	5,586,237.46	94.24
Grand Expense Totals	82,707,790.08	2,475,220.99	92,438,918	99,848,497	14,665,483.93	85.31
Grand Totals	8,635,911.46	2,475,220.99	1,040,042	2,918,558	9,079,246.47	-295.90
	Profit	Loss	Profit	Loss	Loss	

Number of Accounts: 12712

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

FC OBJ	2019-20 FYTD Activity	Encumbered Amount	Original Budget	2019-20 Revised Budget	2019-20 Comment	Unencumbered Balance	2019-20 FYTD \$
00 LOCAL/INTER. SOURCES	0.00	0.00	0.00	0.00		0.00	0.00
00 STATE PROGRAM REV.	343,977.86	0.00	265,802.00	1,087,799.00		743,821.14	31.62
00 FEDERAL PROG. REV.	2,134,975.06	0.00	2,853,096.00	3,963,804.00		1,828,828.94	53.86
00 PAYROLL COSTS	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
00 gen	2,478,952.92	0.00	3,118,898.00	5,051,603.00		2,572,650.08	49.07
-- Revenue	2,478,952.92	0.00	3,118,898.00	5,051,603.00		2,572,650.08	49.07
00 PAYROLL COSTS	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
00 SUPPLIES	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
00 gen	0.00	0.00	0.00	0.00		0.00	0.00
11 PAYROLL COSTS	989,802.05	0.00	1,301,039.00	1,346,649.00		356,846.95	73.50
11 PRO./CONTRACTED SVC.	193,549.21	16,199.50	324,048.00	362,815.00		153,066.29	53.35
11 SUPPLIES	957,390.17	69,506.18	198,509.00	1,089,841.00		62,944.65	87.85
11 OTHER OPERATING EXP.	19,716.35	3,336.93	50,311.00	57,618.00		34,564.72	34.22
11 CAPITAL PROJECTS	0.00	0.00	0.00	0.00		0.00	0.00
11 INSTRUCTION	2,160,457.78	89,042.61	1,873,907.00	2,856,923.00		607,422.61	75.62
12 PAYROLL COSTS	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
12 CAPITAL PROJECTS	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
13 PAYROLL COSTS	13,695.72	0.00	9,498.00	9,048.00		-4,647.72	151.37
13 PRO./CONTRACTED SVC.	47,019.48	0.00	10,914.00	64,043.00		17,023.52	73.42
13 SUPPLIES	16,421.68	44,199.60	46,818.00	99,695.00		39,073.72	16.47
13 OTHER OPERATING EXP.	123,225.85	4,152.15	114,500.00	148,437.00		21,059.00	83.02
13 CURRICULUM DEV.& INS	200,362.73	48,351.75	181,730.00	321,223.00		72,508.52	62.37
21 PAYROLL COSTS	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
21 SUPPLIES	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
21 INSTRUCTIONAL LEADER	840.28	0.00	1,459.00	841.00		0.72	99.91
23 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00

FC OBJ	2019-20		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	904,483.27	0.00	1,124,096.00	1,171,813.00		267,329.73	77.19
31 PRO./CONTRACTED SVC.	0.00	0.00	0.00	0.00		0.00	0.00
31 SUPPLIES	34,083.21	539.00	25,000.00	461,267.00		426,644.79	7.39
31 OTHER OPERATING EXP.	4,488.59	0.00	15,000.00	15,000.00		10,511.41	29.92
31 CAPITAL PROJECTS	0.00	0.00	0.00	0.00		0.00	0.00
31 GUIDANCE & COUNSELIN	943,055.07	539.00	1,164,096.00	1,648,080.00		704,485.93	57.22
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	0.00	0.00	0.00	0.00		0.00	0.00
35 SUPPLIES	0.00	0.00	0.00	0.00		0.00	0.00
35 FOOD SERVICES	0.00	0.00	0.00	0.00		0.00	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 Balance	2019-20 FYTD \$
	FYTD Activity	Amount	Original Budget	Revised Budget	Comment	Revised Budget	Comment	Balance		
51 PRO./CONTRACTED SVC.	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	
51 PLANT MAINTENANCE &	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	
52 PRO./CONTRACTED SVC.	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		67,235.00		39.00	99.94	
52 CAPITAL PROJECTS	0.00	77,374.00	77,374.00	77,374.00		77,374.00		0.00	0.00	
52 SECURITY & MONITORIN	67,196.00	77,374.00	144,609.00	144,609.00		144,609.00		39.00	46.47	
53 PAYROLL COSTS	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	
61 PAYROLL COSTS	0.00	0.00	506.00	506.00		506.00		506.00	0.00	
61 PRO./CONTRACTED SVC.	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	
61 COMMUNITY SERVICES	0.00	0.00	506.00	506.00		506.00		506.00	0.00	
71 DEBT SERVICE	0.00	0.00	0.00	0.00		0.00		0.00	0.00	
70 DEBT SERVICES	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	
81 CAPITAL PROJECTS	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	
-- Expense	3,450,839.36	215,307.36	3,366,307.00	5,052,182.00		5,052,182.00		1,386,035.28	68.30	
Grand Revenue Totals	2,478,952.92	0.00	3,118,898.00	5,051,603.00		5,051,603.00		2,572,650.08	49.07	
Grand Expense Totals	3,450,839.36	215,307.36	3,366,307.00	5,052,182.00		5,052,182.00		1,386,035.28	68.30	
Grand Totals	971,886.44	215,307.36	247,409.00	579.00		579.00		1,186,614.80	????????	
	Loss	Loss	Loss	Loss		Loss		Profit		

Number of Accounts: 10769

\*\*\*\*\* 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	17,494,934.12	0.00	17,260,125	17,260,125	-234,809.12	101.36		
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	40,728,325.54	0.00	17,660,125	17,660,125	-23,068,200.54	230.62		
-- Revenue	40,728,325.54	0.00	17,660,125	17,660,125	-23,068,200.54	230.62		
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	17,832,125	11,804,550.00	33.80		
71 DEBT SERVICES	6,027,575.00	0.00	17,660,125	17,832,125	11,804,550.00	33.80		
-- Expense	28,655,765.01	0.00	17,660,125	17,832,125	-10,823,640.01	160.70		
Grand Revenue Totals	40,728,325.54	0.00	17,660,125	17,660,125	-23,068,200.54	230.62		
Grand Expense Totals	28,655,765.01	0.00	17,660,125	17,832,125	-10,823,640.01	160.70		
Grand Totals	12,072,560.53	0.00	0	172,000	12,244,560.53	-7,018.93		
	Profit		Loss	Loss				

Number of Accounts: 28

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

FC OBJ	2019-20		Encumbered Amount	2019-20		2019-20 Comment	2019-20	
	FYTD Activity	Original Budget		Revised Budget	Unencumbered Balance		FYTD \$	
00 LOCAL/INTER. SOURCES	165,768.70	256,000	0.00	256,000		90,231.30	64.75	
00 STATE PROGRAM REV.	5,126.22	5,679	0.00	5,679		552.78	90.27	
00 OTHER RESOURCES	0.00	0	0.00	0		0.00	0.00	
00 gen	170,894.92	261,679	0.00	261,679		90,784.08	65.31	
-- Revenue	170,894.92	261,679	0.00	261,679		90,784.08	65.31	
00	0.00	0	0.00	0		0.00	0.00	
00 gen	0.00	0	0.00	0		0.00	0.00	
11 PAYROLL COSTS	0.00	0	0.00	0		0.00	0.00	
11 SUPPLIES	163,515.64	0	100,771.33	265,000		713.03	61.70	
11 CAPITAL PROJECTS	0.00	0	0.00	0		0.00	0.00	
11 INSTRUCTION	163,515.64	0	100,771.33	265,000		713.03	61.70	
12 SUPPLIES	1,518.40	0	99,918.28	102,000		563.32	1.49	
12 CAPITAL PROJECTS	0.00	0	0.00	0		0.00	0.00	
12 INST. RESOURCES & ME	1,518.40	0	99,918.28	102,000		563.32	1.49	
36 SUPPLIES	0.00	0	12,600.99	13,000		399.01	0.00	
35 FOOD SERVICES	0.00	0	12,600.99	13,000		399.01	0.00	
36 SUPPLIES	0.00	0	0.00	0		0.00	0.00	
36 CAPITAL PROJECTS	0.00	0	0.00	0		0.00	0.00	
36 COCURRE./EXTRACURR.AC	0.00	0	0.00	0		0.00	0.00	
51 PRO./CONTRACTED SVC.	0.00	0	0.00	0		0.00	0.00	
51 SUPPLIES	0.00	0	22,235.29	20,000		-2,235.29	0.00	
51 CAPITAL PROJECTS	0.00	0	5,250.00	5,500		250.00	0.00	
51 PLANT MAINTENANCE &	0.00	0	27,485.29	25,500		-1,985.29	0.00	
52 PRO./CONTRACTED SVC.	0.00	0	0.00	0		0.00	0.00	
52 SUPPLIES	0.00	0	0.00	0		0.00	0.00	
52 CAPITAL PROJECTS	0.00	0	0.00	0		0.00	0.00	
52 SECURITY & MONITORIN	0.00	0	0.00	0		0.00	0.00	
71 DEBT SERVICE	0.00	0	0.00	0		0.00	0.00	
71 DEBT SERVICES	0.00	0	0.00	0		0.00	0.00	
81 PAYROLL COSTS	74,015.33	75,456	0.00	75,456		1,440.67	98.09	

FC OBJ	2019-20		Encumbered Amount	2019-20		2019-20 Comment	2019-20	
	FYTD Activity	Original Budget		Revised Budget	Unencumbered Balance		FYTD \$	
81 PRO./CONTRACTED SVC.	8,282.06	0	4,950.00	0	3,000		-10,232.06	276.07
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	15,824,998.08	21,700,000	892,352.89	21,700,000	21,291,500		4,574,149.03	74.33
81 FACILITIES ACQ. & CO	15,909,550.47	21,775,456	897,302.89	21,775,456	21,369,956		4,563,102.64	74.45
-- Expense	16,074,584.51	21,775,456	1,138,078.78	21,775,456	21,775,456		4,562,792.71	73.82
Grand Revenue Totals	170,894.92		0.00	261,679	261,679		90,784.08	65.31
Grand Expense Totals	16,074,584.51		1,138,078.78	21,775,456	21,775,456		4,562,792.71	73.82
Grand Totals	15,903,689.59		1,138,078.78	21,513,777	21,513,777	Loss	4,472,008.63	73.92
			Loss	Loss	Loss			

Number of Accounts: 227

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

EC OBJ	2019-20		2019-20		2019-20		Unencumbered Balance	2019-20 FYTD
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget	2019-20	2019-20		
00 LOCAL/INTER. SOURCES	1,578,173.98	0.00	1,857,116	1,863,616	285,442.02	84.68		
00 STATE PROGRAM REV.	106,432.10	0.00	149,197	149,197	42,764.90	71.34		
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	1,833,904.79	0.00	2,441,404	2,441,404	607,499.21	75.12		
00 gen	3,518,510.87	0.00	4,447,717	4,454,217	935,706.13	78.99		
-- Revenue	3,518,510.87	0.00	4,447,717	4,454,217	935,706.13	78.99		
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	1,671,662.01	0.00	2,078,060	2,078,060	406,397.99	80.44		
35 PRO./CONTRACTED SVC.	8,217.83	4,919.00	10,000	13,200	63.17	99.52		
35 SUPPLIES	1,491,057.17	275,552.15	1,880,700	1,960,700	194,090.68	90.10		
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	3,173,524.25	280,471.15	4,059,760	4,059,760	605,764.60	85.08		
61 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00		
61 PRO./CONTRACTED SVC.	2,922.88	0.00	88,440	88,440	85,517.12	3.30		
61 PLANT MAINTENANCE &	2,922.88	0.00	88,440	88,440	85,517.12	3.30		
61 PAYROLL COSTS	306,309.12	0.00	233,940	233,940	-72,369.12	130.93		
61 PRO./CONTRACTED SVC.	22,909.20	0.00	12,923	29,505	6,595.60	77.65		
61 SUPPLIES	19,208.87	11,139.86	22,250	32,946	2,597.27	92.12		
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	348,819.19	11,139.86	274,125	297,595	-62,364.05	120.96		
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	3,525,266.32	291,611.01	4,422,325	4,445,795	628,917.67	85.85		
Grand Revenue Totals	3,518,510.87	0.00	4,447,717	4,454,217	935,706.13	78.99		
Grand Expense Totals	3,525,266.32	291,611.01	4,422,325	4,445,795	628,917.67	85.85		
Grand Totals	6,755.45	291,611.01	25,392	8,422	306,788.46	-80.21		
	Loss	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 July 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	51,051,490	49,468,403			17,260,125	17,494,934	256,000	165,769	1,857,116	1,578,174
5800 STATE PROGRAM REVENUES	41,254,505	43,878,449	40,341,780	1,087,799	343,978	300,000	334,450	5,679	5,126	149,197	106,432
5900 FEDERAL REVENUES	2,000,000	2,000,000	1,187,840	3,963,804	2,134,975	100,000	52,343				
7900 OTHER RESOURCES/TRANSFERS			345,679				22,846,598			2,441,404	1,833,905
<b>TOTAL REVENUES</b>	<b>93,478,960</b>	<b>96,929,939</b>	<b>91,343,702</b>	<b>5,051,603</b>	<b>2,478,953</b>	<b>17,660,125</b>	<b>40,728,325</b>	<b>261,679</b>	<b>170,895</b>	<b>4,447,717</b>	<b>3,518,511</b>
<b>APPROPRIATIONS BY FUNCTION</b>											
00 TRANSFERS BETWEEN FUNDS							22,628,190				
11 INSTRUCTIONAL RESOURCES & MEDIA SER	55,600,267	57,248,535	45,330,651	2,856,923	2,160,458			265,000	163,516		
12 INSTRUCTIONAL RESOURCES & MEDIA SER	1,319,514	1,354,514	1,045,779					102,000	1,518		
13 CURRICULUM & INSTRUCTIONAL STAFF DEV.	975,984	1,336,157	1,026,530	321,223	200,363						
21 INSTRUCTIONAL LEADERSHIP	2,025,587	2,027,385	1,783,342	841	840						
23 SCHOOL ADMINISTRATION	5,936,951	5,923,894	4,995,318								
31 GUIDANCE AND COUNSELING SERVICES	2,930,455	2,860,814	2,450,274	1,648,080	943,055						
32 SOCIAL WORK SERVICES		0									
33 HEALTH SERVICES	1,236,579	1,280,276	1,011,582								
34 STUDENT (PUPIL) TRANSPORTATION	2,766,097	3,061,297	2,981,939	80,000	78,928						
35 FOOD SERVICES		0	22,753					13,000		4,059,760	3,173,524
36 CURRICULAR/EXTRACURRICULAR ACTIV.	3,978,078	3,931,670	3,180,830								
41 GENERAL ADMINISTRATION	3,018,832	3,038,832	2,820,044								
51 PLANT MAINTENANCE AND OPERATION	8,057,218	8,187,434	7,769,793					25,500		88,440	2,923
52 SECURITY & MONITORING SERVICES	1,296,008	1,342,008	1,041,526	144,609	67,196						
53 DATA PROCESSING SERVICES	1,607,118	1,632,118	1,474,027								
61 COMMUNITY SERVICES	265,230	265,230	230,976	506		17,832,125	6,027,575			291,095	348,819
71 DEBT SERVICE		0									
81 FACILITIES	925,000	5,858,333	4,948,468					21,368,956	15,909,550		
99 OTHER	500,000	500,000	593,958								
<b>TOTAL APPROPRIATIONS AND TRANSFERS</b>	<b>92,438,918</b>	<b>99,848,497</b>	<b>82,707,790</b>	<b>5,052,182</b>	<b>3,450,839</b>	<b>17,832,125</b>	<b>28,655,765</b>	<b>21,775,456</b>	<b>16,074,585</b>	<b>4,439,295</b>	<b>3,525,266</b>
<b>TOTAL REVENUES OVER (UNDER) APPROPRIATIONS</b>	<b>1,040,042</b>	<b>(2,918,558)</b>	<b>8,635,912</b>	<b>(579)</b>	<b>(971,886)</b>	<b>(172,000)</b>	<b>12,072,560</b>	<b>(21,513,777)</b>	<b>(15,903,690)</b>	<b>8,422</b>	<b>(6,755)</b>

Waxahachie ISD  
BOARD OF TRUSTEES

Date: September 14, 2020

Subject: Budget and Finance

Presented by: Ryan Kahlden

**Background:**

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

**Recommendation:**

Review and approve as presented.

**Waxahachie ISD 2020-2021 Proposed Budget Amendments for September 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	51,518,443	51,518,443			51,518,443	
5800 STATE PROGRAM REVENUES	46,702,162	46,702,162			46,702,162	
5900 FEDERAL REVENUES	2,000,000	2,000,000			2,000,000	
7900 OTHER RESOURCES					-	
<b>TOTAL REVENUES</b>	<b>100,220,605</b>	<b>100,220,605</b>			<b>100,220,605</b>	
11 INSTRUCTIONAL RESOURCES & MEDIA SER	59,526,852	59,526,852	89,000		59,615,852	MOVING FUNDS WITHIN TECHNOLOGY BUDGET TO CORRECT FUNCTION FOR CURRICULUM BASED SOFTWARE LICENSES
12 INSTRUCTIONAL RESOURCES & MEDIA SER	1,406,093	1,406,093				
13 CURRICULUM & INSTRUCTIONAL STAFF DEV.	1,448,395	1,448,395			1,448,395	
21 INSTRUCTIONAL LEADERSHIP	2,448,012	2,448,012			2,448,012	
23 SCHOOL ADMINISTRATION	5,906,327	5,906,327			5,906,327	
31 GUIDANCE AND COUNSELING SERVICES	2,913,128	2,913,128			2,913,128	
32 SOCIAL WORK SERVICES					-	
33 HEALTH SERVICES	1,302,573	1,302,573			1,302,573	
34 STUDENT (PUPIL) TRANSPORTATION	3,068,028	3,068,028				
36 COCURRICULAR/EXTRACURRICULAR ACTIV.	4,025,017	4,025,017			4,025,017	
41 GENERAL ADMINISTRATION	3,088,971	3,088,971			3,088,971	
51 PLANT MAINTENANCE AND OPERATION	8,813,291	8,813,291			8,813,291	
52 SECURITY & MONITORING SERVICES	1,458,312	1,458,312			1,458,312	
53 DATA PROCESSING SERVICES	2,066,579	2,066,579		(89,000)	1,977,579	MOVING FUNDS WITHIN TECHNOLOGY BUDGET TO CORRECT FUNCTION FOR CURRICULUM BASED SOFTWARE LICENSES
61 COMMUNITY SERVICES	261,800	261,800				
71 DEBT SERVICE					-	
81 FACILITIES	625,000	625,000			625,000	
95 JJAEP	15,000	15,000			15,000	
99 OTHER OPERATING	525,000	525,000			525,000	
<b>TOTAL APPROPRIATIONS</b>	<b>98,898,378</b>	<b>98,898,378</b>	<b>89,000</b>	<b>(89,000)</b>	<b>98,898,378</b>	
	<b>Yes</b>	<b>No</b>				
<b>Approved by Board:</b>			<b>Date:</b>		<b>Signed:</b>	

COPIES  
 WHITE VENDOR  
 YELLOW RECEIVING

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

REQ. NUMBER: 9370021002  
 VENDOR KEY : LABATFOS001  
 PAGE NUMBER: 1  
 REQ. DATE : 09/01/2020  
 SHIP DATE : 09/01/2020  
 SHIP VIA : Best Way  
 FISCAL YEAR: 2020-2021  
 ENTERED BY : HODGEMAR000

PRINTED 09/03/2020

COMPANY:  
 LABATT FOOD SERVICE  
 PO BOX 137  
 SAN ANTONIO, TX 78291-0137

DELIVER TO:  
 WISD CHILD NUTRITION  
 631 SOLON RD  
 WAXAHACHIE, TX 75165

ATTN: MARY HODGE

QUANT.	UNIT OF MEASURE	DESCRIPTION	UNIT COST	TOTAL COST
1	EACH	Food Purchases--District Wide	250000.00000	250000.00
1	EACH	Non-Food/Supplies--District Wide	65000.00000	65000.00
		Region 10 Vendor		
		TOTAL		315,000.00

#####  
 #  
 # 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.: 9370021002 ACCOUNT SUMMARY (FOR INTERNAL USE) VENDOR KEY : LABATFOS001  
 ACCOUNT AMOUNT  
 701 E 35 6341 00 937 0 99 000 250,000.00  
 701 E 35 6342 00 937 0 99 000 65,000.00

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

REQ. NUMBER: 9370021004  
 VENDOR KEY : BROTHER'000  
 PAGE NUMBER: 1  
 REQ. DATE : 09/01/2020  
 SHIP DATE : 09/01/2020  
 SHIP VIA : Best Way  
 FISCAL YEAR: 2020-2021  
 ENTERED BY : HODGEMAR000

PRINTED 09/03/2020

COMPANY:  
 BROTHER'S PRODUCE  
 PO BOX 550278  
 DALLAS, TX 75355

DELIVER TO:  
 WISD CHILD NUTRITION  
 631 SOLON RD  
 WAXAHACHIE, TX 75165

ATTN: MARY HODGE

QUANT.	UNIT OF MEASURE	DESCRIPTION	UNIT COST	TOTAL COST
1	EACH	Produce delivered to all District Cafeterias  Region 10 Vendor	50000.00000	50000.00

#####  
 #  
 # 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.: 9370021004 ACCOUNT SUMMARY (FOR INTERNAL USE) VENDOR KEY : BROTHER'000  
 ACCOUNT AMOUNT  
 701 E 35 6341 00 937 0 99 000 50,000.00

COPIES  
WHITE VENDOR  
YELLOW RECEIVING

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

REQ. NUMBER: 9370021006  
VENDOR KEY : BORDEINC001  
PAGE NUMBER: 1  
REQ. DATE : 09/01/2020  
SHIP DATE : 09/01/2020  
SHIP VIA : Best Way  
FISCAL YEAR: 2020-2021  
ENTERED BY : HODGEMAR000

PRINTED 09/03/2020

COMPANY:  
BORDEN INC  
PO BOX 679378  
DALLAS, TX 75267-9378

DELIVER TO:  
WISD CHILD NUTRITION  
631 SOLON RD  
WAXAHACHIE, TX 75165

ATTN: MARY HODGE

QUANT.	UNIT OF MEASURE	DESCRIPTION	UNIT COST	TOTAL COST
1	EACH	Milk Products delivered to all District Cafeterias Region 10 Vendor	135000.00000	135000.00

#####  
#  
# 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.: 9370021006 ACCOUNT SUMMARY (FOR INTERNAL USE)	VENDOR KEY : BORDEINC001
ACCOUNT	AMOUNT
701 E 35 6341 00 937 0 99 000	135,000.00

Waxahachie ISD  
BOARD OF TRUSTEES

Date: September 14, 2020

Subject: Donation of Tree



**Background:**

The family of Captain Jon Wilson would like to present a gift of a tree to be planted at Max H. Simpson Elementary in memory and honor of Jon and Darla Wilson.

**Recommendation:**

That the Board approve the receipt of the gift of a tree.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: **September 14, 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. The vehicle listed below was involved in an accident and has been declared a total loss by the other (responsible) party's insurance carrier.

Vehicle: 2008 Ford F-150 (VIN: 1FTRF12238KF06688)

**Recommendation:**

Approve authorization of surplus property and authorize administration to execute paperwork with insurance carrier to dispose of vehicle.

Coppell Salvage  
P.O. BOX 660636  
DALLAS TX 75266



WAXAHACHIE INDEPENDENT SCHOOL DISTRICT  
631 SOLON RD  
WAXAHACHIE TX 751651378

Information as of August 24, 2020

Claim Number: 0592877542  
Insured: RICHARD CAIN  
Date of Loss: July 15, 2020  
Dedicated Claims Team: Your Claim Team  
Customer service: 866-851-8500  
For 24/7 info, visit: [MyClaim.com](http://MyClaim.com)

To : WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

### Action Needed: Provide Document(s)

Hello,

We've determined that your vehicle is a total loss. Now, we'll need your assistance getting the documents completed and returned within the next 10 business days.

Please follow the next steps listed below. If you need further assistance, give us a call. We're here to help.

#### What's included:

---

- Sample copy of the Texas Certificate of Title
- Texas Power of Attorney form and sample form
- Odometer Disclosure Statement and sample form

#### Next Steps:

---

To make things easy, along with the blank forms of the documents that you'll need to sign, we've included sample forms with detailed instructions.

- 1. COMPLETE THE POWER OF ATTORNEY FORM**
- 2. COMPLETE THE ODOMETER DISCLOSURE STATEMENT**
- 3. MAIL IN THE VEHICLE TITLE, UNSIGNED**
- 4. MAIL ANY KEYS/REMOTES YOU MAY HAVE IN YOUR POSSESSION**

**Instructions for returning document(s):**

---

The Texas Power of Attorney form and Texas Odometer Disclosure Statement can be sent via:

Email: [titlesyard012@copart.com](mailto:titlesyard012@copart.com);

**NOTE:** When E-mailing, please enter “Allstate Insurance” followed by our 10 digit claim number in the subject line of the e-mail.

or mailed to the address below along with the Certificate of Title and keys/remotes:

Copart - Dallas  
505 Idlewild Road  
Grand Prairie, TX 75051

Reference Lot #: 45952970

We cannot accept the title via email or fax.

**State-Specific Communications:**

---

The state of Texas requires/requests us to share this important information regarding your claim.

The state requires the documents to be signed by the owner(s) of the vehicle to process your title out of your name, and into Allstate’s name. Until you return the requested documents, you will continue to be held legally and financially responsible for your car.

**Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.**



## ODOMETER DISCLOSURE STATEMENT

Federal and State Law require that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment. This form **may not be used** in conjunction with title transfer documents, which comply with federal and state odometer disclosure requirements such as Texas Certificate of Titles issued on or after April 29, 1990.

### VEHICLE DESCRIPTION

Year	Make	Body Style	Model
Vehicle Identification Number			

I, \_\_\_\_\_, certify to the best of my knowledge that the odometer reading  
(Seller/Agent Name)  
 is the actual mileage of the vehicle described above unless one of the following statements is checked:

Odometer Reading <small>(No Tenths)</small>
--

- 1. The mileage stated is in excess of its mechanical limits.
- 2. The odometer reading is not the actual mileage.  
**WARNING – ODOMETER DISCREPANCY.**

Date of Statement	Signature of Seller/Agent	Printed Name (Same as Signature)
-------------------	---------------------------	----------------------------------

If titled in a firm's name, print the firm's name on the line above.

Street Address	City	State	Zip Code
----------------	------	-------	----------


### ACKNOWLEDGMENT OF ODOMETER DISCLOSURE BY BUYER/AGENT

I am aware of the above odometer certification made by the seller/agent.			
Date of Statement	Signature of Buyer/Agent	Printed Name (Same as Signature)	
If purchased by a firm, print the firm's name on the line above.			
Street Address	City	State	Zip Code

**WARNING: TRANSPORTATION CODE, §501.155, PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED STATEMENT OR APPLICATION IS A THIRD-DEGREE FELONY.**

**TEXAS CERTIFICATE OF TITLE**

VEHICLE TITLES AND REGISTRATION DIVISION

 VEHICLE IDENTIFICATION NUMBER YEAR MODEL MAKE OF VEHICLE BODY STYLE

TITLE/DOCUMENT NUMBER DATE TITLE ISSUED

MODEL MFG. CAPACITY IN TONS WEIGHT LICENSE NUMBER

PREVIOUS OWNER ODOMETER READING

OWNER REMARK(S)

X \_\_\_\_\_  
SIGNATURE OF OWNER OR AGENT MUST BE IN INK

UNLESS OTHERWISE AUTHORIZED BY LAW, IT IS A VIOLATION OF STATE LAW TO SIGN THE NAME OF ANOTHER PERSON ON A CERTIFICATE OF TITLE OR TO PROVIDE OR FURNISH INFORMATION ON A CERTIFICATE OF TITLE.

**SAMPLE**

DATE OF LIEN 1ST LIENHOLDER 1ST LIEN RELEASED \_\_\_\_\_ DATE

BY \_\_\_\_\_ AUTHORIZED AGENT

DATE OF LIEN 2ND LIENHOLDER 2ND LIEN RELEASED \_\_\_\_\_ DATE

BY \_\_\_\_\_ AUTHORIZED AGENT

DATE OF LIEN 3RD LIENHOLDER 3RD LIEN RELEASED \_\_\_\_\_ DATE

BY \_\_\_\_\_ AUTHORIZED AGENT

IT IS HEREBY CERTIFIED THAT THE PERSON HEREIN NAMED IS THE OWNER OF THE VEHICLE DESCRIBED ABOVE WHICH IS SUBJECT TO THE ABOVE LIENS.

**RIGHTS OF SURVIVORSHIP AGREEMENT**  
WE, THE PERSONS WHOSE SIGNATURES APPEAR HEREIN, HEREBY AGREE THAT THE OWNERSHIP OF THE VEHICLE DESCRIBED ON THIS CERTIFICATE OF TITLE SHALL FROM THIS DAY FORWARD BE HELD JOINTLY, AND IN THE EVENT OF DEATH OF ANY OF THE PERSONS NAMED IN THE AGREEMENT, THE OWNERSHIP OF THE VEHICLE SHALL VEST IN THE SURVIVOR(S).

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
SIGNATURE DATE

FORM 30-C REV. 5/2002 DO NOT ACCEPT TITLE SHOWING ERASURE, ALTERATION, OR MUTILATION.

## ODOMETER DISCLOSURE STATEMENT

Federal and State Law require that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment. This form **may not be used** in conjunction with title transfer documents, which comply with federal and state odometer disclosure requirements such as Texas Certificate of Titles issued on or after April 29, 1990.

### VEHICLE DESCRIPTION

Year	Make	Body Style	Model
Vehicle Identification Number			

Enter Vehicle Information Here

I, Name(s) here, certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle described above unless one of the following statements is checked:

Enter exact mileage here. No tenths

Odometer Reading	(No Tenths)
------------------	-------------

1. The mileage stated is in excess of its mechanical limits.  
 2. The odometer reading is not the actual mileage.

WARNING – ODOMETER DISCREPANCY.

Sign Here

Name(s) here

Date of Statement	Signature of Seller/Agent	Printed Name (Same as Signature)
If titled in a firm's name, print the firm's name on the line above.		
Street Address	City	State Zip Code

Address Here

### ACKNOWLEDGMENT OF ODOMETER DISCLOSURE BY BUYER/AGENT

I am aware of the above odometer certification made by the seller/agent.		
Date of Statement	Signature of Buyer/Agent	Printed Name (Same as Signature)
If purchased by a firm, print the firm's name on the line above.		
Street Address	City	State Zip Code

WARNING: TRANSPORTATION CODE, §501.155, PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED STATEMENT OR APPLICATION IS A THIRD-DEGREE FELONY.





## Limited Power of Attorney for Eligible Motor Vehicle Transactions

### Information

All sections of this form must be properly completed in order for this document to be accepted. Original signatures are required, only black or blue ink are acceptable, and no alterations are allowed on this form.

This completed and signed form grants the grantee, with full power of substitution, full power and authority to perform every act necessary and proper to purchase, transfer, and assign the legal title to the motor vehicle described on behalf of the grantor. "Full power of substitution" means that whoever is given this power of attorney may delegate that power by putting another person in his or her place by a substitute power of attorney.

This power of attorney cannot be used in a dealer transaction to complete a title assignment on a motor vehicle subject to federal odometer disclosure. Federal law specifies a motor vehicle is subject to odometer disclosure if it is self-propelled, less than 10 years old, and has a gross vehicle weight of 16,000 pounds or less. In compliance with federal law, the secure *Power of Attorney for Transfer of Ownership to a Motor Vehicle (Form VTR-271-A)* must be used when use of a power of attorney is permitted by the applicable regulations for a vehicle subject to federal odometer disclosure.

If a power of attorney is used to apply for title, initial registration, or a certified copy of title, the grantor (person signing this form) and the grantee (person signing the application) must include a photocopy of their photo identification as required by state law.

### Vehicle Information

Vehicle Identification Number	Year	Make	Body Style	Model
License Plate State and Number (if any)		Title/Document Number (if unknown, leave blank)		



### Grantor Information

First Name (or Entity Name)	Middle Name	Last Name	Suffix (if any)
Address			
City	County	State	Zip

SAMPLE



### Grantee Information

First Name (or Entity Name)	Middle Name	Last Name	Suffix (if any)
<b>Allstate Insurance Co. or Copart Auto Auction</b>			
Address			
<b>PO Box 1987</b>			
City	County	State	Zip
<b>Coppell</b>	<b>Dallas</b>	<b>TX</b>	<b>75019</b>

### Certification – State law makes falsifying information a third degree felony

I, the grantor of the county and state as listed above, owner of the motor vehicle described above, certify that I do make, constitute, and appoint the grantee of the county and state as listed above, or to anyone the grantee may substitute, my true and lawful attorney, for me and in my name, place, and stead to title, and to allow my attorney the authority to substitute as it pertains to the motor vehicle described above.

Signature of Grantor	Printed Name (Same as Signature)	Date



## Limited Power of Attorney for Eligible Motor Vehicle Transactions

### Information

All sections of this form must be properly completed in order for this document to be accepted. Original signatures are required, only black or blue ink are acceptable, and no alterations are allowed on this form.

This completed and signed form grants the grantee, with full power of substitution, full power and authority to perform every act necessary and proper to purchase, transfer, and assign the legal title to the motor vehicle described on behalf of the grantor. "Full power of substitution" means that whoever is given this power of attorney may delegate that power by putting another person in his or her place by a substitute power of attorney.

This power of attorney cannot be used in a dealer transaction to complete a title assignment on a motor vehicle subject to federal odometer disclosure. Federal law specifies a motor vehicle is subject to odometer disclosure if it is self-propelled, less than 10 years old, and has a gross vehicle weight of 16,000 pounds or less. In compliance with federal law, the secure *Power of Attorney for Transfer of Ownership to a Motor Vehicle (Form VTR-271-A)* must be used when use of a power of attorney is permitted by the applicable regulations for a vehicle subject to federal odometer disclosure.

If a power of attorney is used to apply for title, initial registration, or a certified copy of title, the grantor (person signing this form) and the grantee (person signing the application) must include a photocopy of their photo identification as required by state law.

### Vehicle Information

Vehicle Identification Number	Year	Make	Body Style	Model
License Plate State and Number (if any)	Title/Document Number (if unknown, leave blank)			

### Grantor Information

First Name (or Entity Name)	Middle Name	Last Name	Suffix (if any)
Address			
City	County	State	Zip

### Grantee Information

First Name (or Entity Name)	Middle Name	Last Name	Suffix (if any)
Address			
City	County	State	Zip

### Certification – State law makes falsifying information a third degree felony

I, the grantor of the county and state as listed above, owner of the motor vehicle described above, certify that I do make, constitute, and appoint the grantee of the county and state as listed above, or to anyone the grantee may substitute, my true and lawful attorney, for me and in my name, place, and stead to title, and to allow my attorney the authority to substitute as it pertains to the motor vehicle described above.

Signature of Grantor \_\_\_\_\_ Printed Name (Same as Signature) \_\_\_\_\_ Date \_\_\_\_\_

## REPORT SUMMARY

### CLAIM INFORMATION

Owner	Waxahachie Independent School, Waxahachie Independent School 631 Solon Rd Waxahachie, TX 75165-1378
Loss Vehicle	2008 Ford F-150 XL Regular Cab 145" WB
Loss Incident Date	07/15/2020
Claim Reported	08/07/2020

The CCC ONE® Market Valuation Report reflects CCC Information Services Inc.'s opinion as to the value of the loss vehicle, based on information provided to CCC by ALLSTATE INDEMNITY COMPANY.

Loss vehicle has 65% fewer than average mileage of 169,700.

### INSURANCE INFORMATION

Report Reference Number	98256456 -3
Claim Reference	000592877542B02
Adjuster	Rodriguez, Erica
Appraiser	Nickels, Ted
Odometer	60,071
Last Updated	08/10/2020 01:34 PM

### VALUATION SUMMARY

<b>Base Vehicle Value</b>	<b>\$ 8,199.00</b>
<b>Adjusted Vehicle Value</b>	<b>\$ 8,199.00</b>
Vehicular Tax (6.25%)	+ \$ 512.44
Tax reflects applicable state, county and municipal taxes.	
DMV FEE*	+ \$ 35.50

**Total \$ 8,746.94**

Adjustments indicated with an Asterisk (\*) have been determined by ALLSTATE INDEMNITY COMPANY and have been added here for convenience.

The total may not represent the total of the settlement as other factors (e.g. license and fees) may need to be taken into account.

#### BASE VEHICLE VALUE

This is derived per our Valuation methodology described on the next page.

#### ADJUSTED VEHICLE VALUE

This is determined by adjusting the Base Vehicle Value to account for the actual condition of the loss vehicle and certain other reported attributes, if any, such as refurbishments and after factory equipment.

#### Inside the Report

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Vehicle Information.....	3
Vehicle Condition.....	5
Comparable Vehicles.....	6
Valuation Notes.....	10
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## VALUATION METHODOLOGY

### How was the valuation determined?

#### CLAIM INSPECTION



ALLSTATE INDEMNITY COMPANY has provided CCC with the zip code where the loss vehicle is garaged, loss vehicle VIN, mileage, equipment, as well as loss vehicle condition, which is used to assist in determining the value of the loss vehicle.

#### DATABASE REVIEW



CCC maintains an extensive database of vehicles that currently are or recently were available for sale in the U.S. This database includes vehicles that CCC employees have physically inspected, as well as vehicles advertised for sale by dealerships or private parties. All of these sources are updated regularly.

#### SEARCH FOR COMPARABLES

When a valuation is created the database is searched and comparable vehicles in the area are selected. The zip code where the loss vehicle is garaged determines the starting point for the search. Comparable vehicles are similar to the loss vehicle based on relevant factors.



#### CALCULATE BASE VEHICLE VALUE

Adjustments to the price of the selected comparable vehicles are made to reflect differences in vehicle attributes, including mileage and options. Dollar adjustments are based upon market research.

Finally, the Base Vehicle Value is the weighted average of the adjusted values of the comparable vehicles based on the following factors:

- Source of the data (such as inspected versus advertised)
- Similarity (such as equipment, mileage, and year)
- Proximity to the loss vehicle's primary garage location
- Recency of information



 **VEHICLE INFORMATION**

**VEHICLE DETAILS**

Location	WAXAHACHIE, TX 75165-1378
VIN	1FTRF12238KF06688
Year	2008
Make	Ford
Model	F-150
Trim	XL
Body Style	Regular Cab 145" WB
Body Type	Pickup
Engine -	
Cylinders	6
Displacement	4.2L
Fuel Type	Gasoline
Carburation	EFI
Transmission	Automatic Transmission Overdrive
Curb Weight	4524 lbs

Vehicles sold in the United States are required to have a manufacturer assigned Vehicle Identification Number(VIN). This number provides certain specifications of the vehicle.

Please review the information in the Vehicle Information Section to confirm the reported mileage and to verify that the information accurately reflects the options, additional equipment or other aspects of the loss vehicle that may impact the value.

**VEHICLE ALLOWANCES**

Package 1: Hd Payload		+ 208
<b>Odometer</b>	60,071	+ 2,152
<b>Options</b>		
Automatic Transmission	Reported	+ 174
Air Conditioning	Reported	+ 174
Cruise Control	Reported	+ 35
Bedliner	Reported	+ 52
Tool Box (permanent)	Reported	+ 35

Allowances are factors influencing the value of the loss vehicle when compared to a typical vehicle. The typical vehicle is a vehicle of the same year, make, and model as the loss vehicle, including average mileage, and all standard equipment. These allowances are displayed for illustrative purposes only.

The Base Vehicle Value is calculated from the comparable vehicles with adjustments to reflect the loss vehicle configuration




























Reported\* Option(s) added after initial valuation

**VEHICLE HISTORY SUMMARY**


Experian AutoCheck	No Title Problem Found
Insurance Services Organization/ National Insurance Crime Bureau	1 Record Found
National Highway Traffic Safety Administration	1 Recall


## VEHICLE INFORMATION

### VEHICLE EQUIPMENT

<b>Package 1:</b>	Hd Payload	
<b>Odometer</b>	60,071	
<b>Transmission</b>	Automatic Transmission	
	Overdrive	
<b>Power</b>	Power Steering	
	Power Brakes	
<b>Decor/Convenience</b>	Air Conditioning	
	Tilt Wheel	
	Cruise Control	
	Intermittent Wipers	
	Message Center	
<b>Seating</b>	Cloth Seats	
	Bucket Seats	
<b>Radio</b>	AM Radio	
	FM Radio	
	Stereo	
	Search/Seek	
<b>Wheels</b>	Styled Steel Wheels	
<b>Safety/Brakes</b>	Air Bag (Driver Only)	
	Passenger Air Bag	
	Anti-lock Brakes (4)	
	4-wheel Disc Brakes	
	Front Side Impact Air Bags	
<b>Exterior/Paint/Glass</b>	Dual Mirrors	
	Tinted Glass	
	Clearcoat Paint	
<b>Other - Trucks</b>	Rear Step Bumper	
	Bedliner	
	Tool Box (permanent)	

To the left is the equipment of the loss vehicle that ALLSTATE INDEMNITY COMPANY provided to CCC.

 **Standard** This equipment is included in the base configuration of the vehicle at time of purchase.

 **Additional** Equipment that is not Standard but was noted to be on the loss vehicle.

 VEHICLE CONDITION

**COMPONENT CONDITION**

	Condition	Inspection Notes	Value Impact
<b>INTERIOR</b>			
Seats	PRIVATE OWNER	Valuation by photo	\$ 0
Carpets	PRIVATE OWNER	Valuation by photo	\$ 0
Dashboard	PRIVATE OWNER	Valuation by photo	\$ 0
Headliner	PRIVATE OWNER	Valuation by photo	\$ 0
<b>EXTERIOR</b>			
Sheet Metal	PRIVATE OWNER	Valuation by photo	\$ 0
Trim	PRIVATE OWNER	Valuation by photo	\$ 0
Paint	PRIVATE OWNER	Valuation by photo	\$ 0
Glass	PRIVATE OWNER	Valuation by photo	\$ 0
<b>MECHANICAL</b>			
Engine	PRIVATE OWNER	Valuation by photo	\$ 0
Transmission	PRIVATE OWNER	Valuation by photo	\$ 0
<b>TIRES</b>			
Front Tires	PRIVATE OWNER	Valuation by photo	\$ 0
Rear Tires	PRIVATE OWNER	Valuation by photo	\$ 0
<b>Total Condition Adjustments</b>			<b>\$ 0</b>

ALLSTATE INDEMNITY COMPANY uses condition inspection guidelines to determine the condition of key components of the loss vehicle prior to the loss. The guidelines describe physical characteristics for these key components, for the condition selected based upon age. Inspection Notes reflect observations from the appraiser regarding the loss vehicle's condition. CCC makes dollar adjustments that reflect the impact the reported condition has on the value of the loss vehicle as compared to Private Owner condition. These dollar adjustments are based upon interviews with dealerships across the United States.

COMPARABLE VEHICLES

Owner: Waxahachie Independent School, Waxahachie Independent School  
 Claim: 000592877542B02

Options	Loss Vehicle	Comp 1	Comp 2	Comp 3
Hd Payload	✓	✗	✗	✗
Odometer	60,071	130,625	250,000	110,420
Automatic Transmission	✓	✗	✓	✓
5 Speed Transmission	✗	✓	✗	✗
Overdrive	✓	✓	✓	✓
Power Steering	✓	✓	✓	✓
Power Brakes	✓	✓	✓	✓
Power Windows	✗	✓	✗	✗
Air Conditioning	✓	✗	✗	✓
Tilt Wheel	✓	✓	✓	✓
Cruise Control	✓	✗	✗	✓
Intermittent Wipers	✓	✓	✓	✓
Message Center	✓	✓	✓	✓
Cloth Seats	✓	✓	✓	✗
Bucket Seats	✓	✗	✗	✗
AM Radio	✓	✓	✓	✓
FM Radio	✓	✓	✓	✓
Stereo	✓	✓	✓	✓
Search/Seek	✓	✓	✓	✓
Styled Steel Wheels	✓	✓	✓	✓
Drivers Side Air Bag	✓	✓	✓	✓
Passenger Air Bag	✓	✓	✓	✓
Anti-lock Brakes (4)	✓	✓	✓	✓
4-wheel Disc Brakes	✓	✓	✓	✓
Front Side Impact Air Bags	✓	✓	✓	✓
Dual Mirrors	✓	✓	✓	✓
Tinted Glass	✓	✓	✓	✓
Clearcoat Paint	✓	✗	✗	✗
Metallic Paint	✗	✗	✗	✓
Rear Step Bumper	✓	✓	✓	✓
Bedliner	✓	✗	✗	✗
Tool Box (permanent)	✓	✗	✗	✗
<b>List Price</b>		\$ 6,199	\$ 4,878	\$ 6,952
<b>Adjustments:</b>				
Transmission			- \$ 174	- \$ 174
Package		+ \$ 208	+ \$ 208	+ \$ 208
Options		+ \$ 435	+ \$ 470	+ \$ 261
Mileage		+ \$ 1,197	+ \$ 3,354	+ \$ 854
Condition <sup>1</sup>		- \$ 808	76 \$ 808	- \$ 808

**Comp 1** Updated Date: 07/28/2020  
**2008 Ford F-150 XI Regular Cab 126"**

**Wb 6 4.2l Gasoline Efi**  
**VIN 1FTRF12218KC42872**  
**Dealership Car Plaza**  
**Telephone (817) 200-6727**  
**Source Dealer Ad**

**Distance from Waxahachie, TX**  
 30 Miles - Arlington, TX

**Comp 2** Updated Date: 07/26/2020  
**2008 Ford F-150 XI Regular Cab 126"**

**Wb 6 4.2l Gasoline Efi**  
**VIN 1FTRF12268KE95881**  
**Dealership Town East Ford**  
**Telephone (877) 319-0046**  
**Source Autotrader**  
**Stock # T34448B**

**Distance from Waxahachie, TX**  
 30 Miles - Mesquite, TX

**Comp 3** Updated Date: 07/31/2020  
**2008 Ford F-150 XI Regular Cab 126"**

**Wb 6 4.2l Gasoline Efi**  
**VIN 1FTRF12238KC56725**  
**Dealership Autonation Hyundai North**  
**Telephone (817) 953-6549**  
**Source Dealer Ad**

**Distance from Waxahachie, TX**  
 38 Miles - North Richland Hills, TX

**Comparable vehicles** used in the determination of the Base Vehicle Value are not intended to be replacement vehicles but are reflective of the market value, and may no longer be available for sale.

**List Price** is the sticker price of an inspected dealer vehicle and the advertised price for the advertised vehicle.

**Distance** is based upon a straight line between loss and comparable vehicle locations.

<sup>1</sup>The **Condition Adjustment** sets that comparable vehicle to Private Owner condition, which the loss vehicle is also compared to in the Vehicle Condition section.

 COMPARABLE VEHICLES

Adjusted Comparable Value	\$ 7,231	\$ 7,928	\$ 7,293
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 **COMPARABLE VEHICLES**

 **ADDITIONAL COMPARABLE VEHICLES**

Source	Vehicle	Price	Adjusted Comparable Value
<b>Comp 4</b>			
Source: Inspected Inventory Auto Nation Ford Arlington, TX (817) 200-4503 26 Miles From Waxahachie, TX	<b>2008 Ford F-150 XI Regular Cab 126" Wb 6 4.2I Gasoline Efi</b> Odometer: 76,805 Stock #: 8KE26763 Updated Date: 06/10/2020	\$ 9,952 (Take)	\$ 9,247
<b>Comp 5</b>			
Source: Dealer Ad Reliable Chevrolet Richardson, TX (972) 330-4326 39 Miles From Waxahachie, TX	<b>2008 Ford F-150 XI Regular Cab 126" Wb 6 4.2I Gasoline Efi</b> Odometer: 89,012 Stock #: 8KB30976 Updated Date: 05/29/2020	\$ 8,991 (List)	\$ 9,004
<b>Comp 6</b>			
Source: Dealer Ad Rockwall Chrysler Dodge J Rockwall, TX (469) 251-8570 43 Miles From Waxahachie, TX	<b>2008 Ford F-150 XI Regular Cab 126" Wb 6 4.2I Gasoline Efi</b> Odometer: 156,325 Stock #: 8KC74543 Updated Date: 07/30/2020	\$ 7,100 (List)	\$ 8,510
<b>Comp 7</b>			
Source: Dealer Ad Lute Riley Honda Richardson, TX (800) 574-9708 39 Miles From Waxahachie, TX	<b>2008 Ford F-150 XI Regular Cab 126" Wb 6 4.2I Gasoline Efi</b> Odometer: 197,201 Stock #: T8KE57288 Updated Date: 07/12/2020	\$ 4,999 (List)	\$ 7,577
<b>Comp 8</b>			

**Additional Comparable Vehicles** are in summary format, but are adjusted the same as those on the previous page.

**Comparable vehicles** used in the determination of the Base Vehicle Value are not intended to be replacement vehicles but are reflective of the market value, and may no longer be available for sale.

**List Price** is the sticker price of an inspected dealer vehicle and the advertised price for the advertised vehicle.

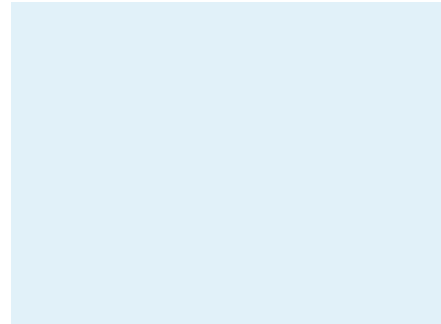
**Take Price** is the amount that the dealership will accept to sell the inspected vehicle, though a lower price may be obtainable through negotiation.

**Distance** is based upon a straight line between loss and comparable vehicle locations.

 **COMPARABLE VEHICLES**

 **ADDITIONAL COMPARABLE VEHICLES**

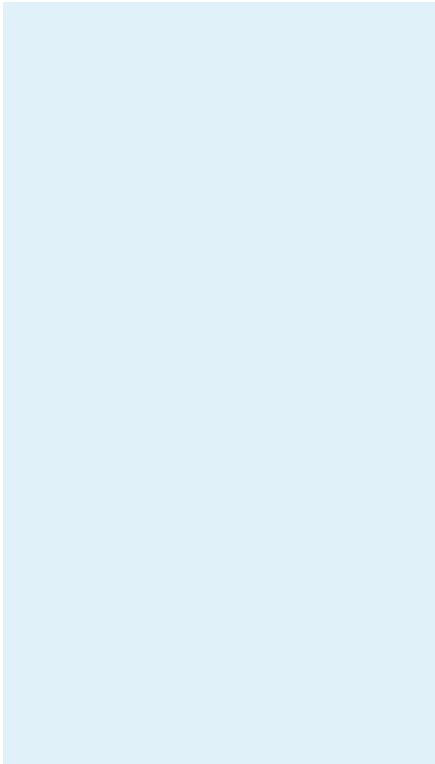
Source: Dealer Ad	<b>2008 Ford F-150 XI Regular</b>	\$ 7,995	\$ 8,410
Schneck Motor Company	<b>Cab 126" Wb 6 4.2l</b>	(List)	
Plano, TX	<b>Gasoline Efi</b>		
(214) 501-6239	Odometer: 108,647		
43 Miles From Waxahachie, TXVIN: 1FTRF12248KD52573			
	Stock #: D525273		
	Updated Date: 07/28/2020		



 VALUATION NOTES

08/10/2020 13:34 - POADJ CHANGE REQUESTED BY: RODRIGUEZ,ERICA  
08/10/2020 13:34 - Pre/Post Tax data modified after Valuation  
08/10/2020 13:34 - Post Valuation Adjustment entered for:  
08/10/2020 13:34 - Packages added : HD PAYLOAD  
08/10/2020 13:34 - AdjusterId changed, Old : TNICA with New : EROD5  
08/10/2020 13:34 - AdjusterLastName changed, Old : NICKELS with New : RODRIGUEZ  
08/10/2020 13:34 - User has changed one or more of the below mentioned items:  
Appraiser, Insured, Owner, Loss Type, Coverage, Lease, Third Party  
08/10/2020 13:34 - AdjusterFisrtName changed, Old : TED with New : ERICA  
08/07/2020 09:45 - POADJ CHANGE REQUESTED BY: NICKELS,TED  
08/07/2020 09:45 - ADJR Z03 CONFIGURATION CHANGE  
08/07/2020 09:45 - Mileage changed to 60071 from 150000  
08/07/2020 09:45 - Adjust miles from vehicle history

This Market Valuation Report has been prepared exclusively for use by ALLSTATE INDEMNITY COMPANY, and no other person or entity is entitled to or should rely upon this Market Valuation Report and/or any of its contents. CCC is one source of vehicle valuations, and there are other valuation sources available.



## SUPPLEMENTAL INFORMATION



### VEHICLE HISTORY INFORMATION

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#### VINGuard®

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VINGuard® Message: VINGuard has decoded this VIN without any errors

#### ISO Vehicle History:

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<b>Number of times reported to ISO:</b>	1
<b>ISO's file number:</b>	H0304645945
Loss date:	07/15/2020
Phone:	8067882100
Claim ref:	0592877542

SUPPLEMENTAL INFORMATION

Owner: Waxahachie Independent School, Waxahachie Independent School  
 Claim: 000592877542B02



EXPERIAN® AUTOCHECK® VEHICLE HISTORY REPORT

TITLE CHECK	RESULTS FOUND
Abandoned	✓ No Abandoned Record Found
Damaged	✓ No Damaged Record Found
Fire Damage	✓ No Fire Damage Record Found
Grey Market	✓ No Grey Market Record Found
Hail Damage	✓ No Hail Damage Record Found
Insurance Loss	✓ No Insurance Loss Record Found
Junk	✓ No Junk Record Found
Rebuilt	✓ No Rebuilt Record Found
Salvage	✓ No Salvage Record Found
EVENT CHECK	RESULTS FOUND
NHTSA Crash Test Vehicle	✓ No NHTSA Crash Test Vehicle Record Found
Frame Damage	✓ No Frame Damage Record Found
Major Damage Incident	✓ No Major Damage Incident Record Found
Manufacturer Buyback/Lemon	✓ No Manufacturer Buyback/Lemon Record Found
Odometer Problem	✓ No Odometer Problem Record Found
Recycled	✓ No Recycled Record Found
Water Damage	✓ No Water Damage Record Found
Salvage Auction	✓ No Salvage Auction Record Found
VEHICLE INFORMATION	RESULTS FOUND
Accident	📄 Accident Record Found
Corrected Title	✓ No Corrected Title Record Found
Driver Education	✓ No Driver Education Record Found
Fire Damage Incident	✓ No Fire Damage Incident Record Found
Lease	✓ No Lease Record Found
Lien	✓ No Lien Record Found
Livery Use	✓ No Livery Use Record Found
Government Use	✓ No Government Use Record Found
Police Use	✓ No Police Use Record Found
Fleet	✓ No Fleet Record Found
Rental	✓ No Rental Record Found
Fleet and/or Rental	✓ No Fleet and/or Rental Record Found
Repossessed	✓ No Repossessed Record Found
Taxi use	✓ No Taxi use Record Found
Theft	✓ No Theft Record Found
Fleet and/or Lease	✓ No Fleet and/or Lease Record Found
Emissions Safety Inspection	✓ No Emissions Safety Inspection Record Found
Duplicate Title	✓ No Duplicate Title Record Found

CCC provides ALLSTATE INDEMNITY COMPANY information reported by Experian regarding the **2008 Ford F-150 (1FTRF12238KF06688)**. This data is provided for informational purposes. Unless otherwise noted in this Valuation Detail, CCC does not adjust the value of the loss vehicle based upon this information.

**LEGEND :**  
 ✓ No Event Found  
 🚫 Event Found  
 📄 Information Needed

**TITLE CHECK**  
 THIS VEHICLE CHECKS OUT  
 AutoCheck's result for this loss vehicle show no significant title events. When found, events often indicate automotive damage or warnings associated with the vehicle.

**EVENT CHECK**  
 THIS VEHICLE CHECKS OUT  
 AutoCheck's result for this loss vehicle show no historical events that indicate a significant automotive problem. These problems can indicate past previous car damage, theft, or other significant problems.

**VEHICLE INFORMATION**  
 INFORMATION FOUND  
 AutoCheck found additional information on this vehicle. These records will provide more history for this loss vehicle

**ODOMETER CHECK**  
 THIS VEHICLE CHECKS OUT  
 AutoCheck's result for this loss vehicle show no indication of odometer rollback or tampering was found. AutoCheck determines odometer rollbacks by searching for records that indicate odometer readings less than a previously reported value. Other odometer events can report events of tampering, or possible odometer breakage.

SUPPLEMENTAL INFORMATION



FULL HISTORY REPORT RUN DATE: 08/10/2020

Below are the historical events for this vehicle listed in chronological order.

EVENT DATE	RESULTS FOUND	ODOMETER READING	DATA SOURCE	EVENT DETAIL
07/17/2008	TX		Independent Source	VEHICLE MANUFACTURED AND SHIPPED TO DEALER
01/20/2009	WAXAHACHIE, TX		Motor Vehicle Dept.	REGISTRATION EVENT/ RENEWAL
01/30/2009	WAXAHACHIE, TX	75	Motor Vehicle Dept.	TITLE
06/23/2015	WAXAHACHIE, TX		Motor Vehicle Dept.	REGISTRATION EVENT/ RENEWAL
06/15/2016	WAXAHACHIE, TX	42426	Independent Emission Source	PASSED EMISSION INSPECTION
06/15/2016	WAXAHACHIE, TX		Independent Emission Source	PASSED SAFETY INSPECTION
07/20/2016	WAXAHACHIE, TX		Motor Vehicle Dept.	REGISTRATION EVENT/ RENEWAL
06/12/2017	WAXAHACHIE, TX	46961	Independent Emission Source	PASSED EMISSION INSPECTION
06/12/2017	WAXAHACHIE, TX		Independent Emission Source	PASSED SAFETY INSPECTION
07/01/2017	WAXAHACHIE, TX		Motor Vehicle Dept.	REGISTRATION EVENT/ RENEWAL
11/08/2018	WAXAHACHIE, TX	53013	Independent Emission Source	PASSED EMISSION INSPECTION
11/08/2018	WAXAHACHIE, TX		Independent Emission Source	PASSED SAFETY INSPECTION
11/28/2018	WAXAHACHIE, TX		Motor Vehicle Dept.	REGISTRATION EVENT/ RENEWAL
11/12/2019	WAXAHACHIE, TX	57248	Independent Emission Source	PASSED EMISSION INSPECTION
11/12/2019	WAXAHACHIE, TX		Independent Emission Source	PASSED SAFETY INSPECTION
11/15/2019	WAXAHACHIE, TX		Motor Vehicle Dept.	REGISTRATION EVENT/ RENEWAL
07/15/2020	WAXAHACHIE, TX		Police Report	ACCIDENT REPORTED
07/15/2020	TX		Police Report	VEHICLE WAS TOWED

**AUTOCHECK TERMS AND CONDITIONS:**

Experian's Reports are compiled from multiple sources. It is not always possible for Experian to obtain complete discrepancy information on all vehicles; therefore, there may be other title brands, odometer readings or discrepancies that apply to a vehicle that are not reflected on that vehicle's Report. Experian searches data from additional sources where possible, but all discrepancies may not be reflected on the Report.

## SUPPLEMENTAL INFORMATION

These Reports are based on information supplied to Experian by external sources believed to be reliable, BUT NO RESPONSIBILITY IS ASSUMED BY EXPERIAN OR ITS AGENTS FOR ERRORS, INACCURACIES OR OMISSIONS. THE REPORTS ARE PROVIDED STRICTLY ON AN "AS IS WHERE IS" BASIS, AND EXPERIAN FURTHER EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE REGARDING THIS REPORT.

YOU AGREE TO INDEMNIFY EXPERIAN FOR ANY CLAIMS OR LOSSES, INCLUDING COSTS, EXPENSES AND ATTORNEYS FEES, INCURRED BY EXPERIAN ARISING DIRECTLY OR INDIRECTLY FROM YOUR IMPROPER OR UNAUTHORIZED USE OF AUTOCHECK VEHICLE HISTORY REPORTS.

Experian shall not be liable for any delay or failure to provide an accurate report if and to the extent which such delay or failure is caused by events beyond the reasonable control of Experian, including, without limitation, "acts of God", terrorism, or public enemies, labor disputes, equipment malfunctions, material or component shortages, supplier failures, embargoes, rationing, acts of local, state or national governments, or public agencies, utility or communication failures or delays, fire, earthquakes, flood, epidemics, riots and strikes.

These terms and the relationship between you and Experian shall be governed by the laws of the State of Illinois (USA) without regard to its conflict of law provisions. You and Experian agree to submit to the personal and exclusive jurisdiction of the courts located within the county of Cook, Illinois.

## SUPPLEMENTAL INFORMATION

Owner: Waxahachie Independent  
School, Waxahachie Independent  
School  
Claim: 000592877542B02



### NHTSA VEHICLE RECALL

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**NHTSA Campaign ID :** 08V523000

**Mfg's Report Date :** OCT 02, 2008

**Component :** ENGINE AND ENGINE COOLING

**Potential Number Of Units Affected :** 213

**Summary :** ROUSH IS RECALLING 213 MY 2007-2008 FORD F-150 TRUCKS ALTERED TO OPERATE USING LIQUID PROPANE INJECTION. THE HYDRO-CARBON PAPER AFFIXED TO THE INSIDE OF THE AIRBOX LID WITH ADHESIVE MAY BECOME DISLODGED DURING OPERATION.

**Consequence :** THIS FAILURE MAY RESULT IN A LOSS OF PERFORMANCE, ILLUMINATION OF THE MALFUNCTION INDICATOR LAMP (MIL) AND, IN EXTREME CASES, A STALLING OF THE VEHICLE DURING OPERATION WITHOUT NOTICE, WHICH COULD RESULT IN A CRASH.

**Remedy :** DEALERS WILL REPLACE THE AIRBOX LID WITH A NEW ONE THAT INCLUDES THE HYDRO-CARBON PAPER WHICH HAS BEEN AFFIXED USING AN ADHESIVE PROMOTER AND GREATER PRESSURE AS RECOMMENDED BY THE MANUFACTURER FREE OF CHARGE. THE RECALL IS EXPECTED TO BEGIN ON OR BEFORE NOVEMBER 17, 2008. OWNERS MAY CONTACT ROUSH AT 1-866-307-6788.

**Notes :** CUSTOMERS MAY ALSO CONTACT THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION'S VEHICLE SAFETY HOTLINE AT 1-888-327-4236 TTY 1-800-424-9153), OR GO TO [HTTP://WWW.SAFERCAR.GOV](http://www.safercar.gov).

The National Highway Traffic Safety Administration has issued 1 safety related recall notices that may apply to the above valued vehicle.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: September 14, 2020  
**Resolution to approve  
retention of Webster Law  
Firm to pursue litigation  
Subject: against JUUL**

**Action Item**

**Background:**

On February 10, 2020, the Board approved a resolution to retain Jason Webster of the Webster Law Firm to pursue litigation on behalf of Waxahachie ISD against JUUL and other potentially appropriate parties for damages suffered by school districts and their students as a result of the manufacture, marketing, sale and use of electronic-cigarettes and vaping products, and to seek any other appropriate relief. The Webster Law Firm has years of experience pursuing mass tort and other personal injury litigation. Jason Webster, of The Webster Law Firm, is a former resident of Ellis County with lasting ties in the community. These cases will be pursued in Multi District Litigation (MDL) in Northern California.

The District’s attorney and supporting personnel cannot adequately prosecute this case while tending to the myriad other legal and supervisory duties on behalf of the District. The District does not possess the funds to pay the estimated amounts required under a contract providing only for the payment of hourly fees. Pursuant to the proposed agreement, with the Webster Firm, the District would pay no attorneys’ fees or expenses in the event there is no recovery.

**Submission of proposed contract to Attorney General:**

Pursuant to Section 2254.1038 of the Government Code, the District provided a copy of the resolution and proposed contract to the Attorney General for the Attorney General’s review and approval. The Attorney General rejected the resolution and initial proposed contract.

The attached notice, resolution and proposed contract is being resubmitted in an effort to correct the procedural deficiencies identified by the Attorney General.

**Administration Recommendation:**

Administration recommends approval of the revised resolution to enter into a contingency fee contract with The Webster Law Firm. Pursuing this litigation is in the best interest of the students, staff, employees, and the District to recoup some of the costs incurred in dealing with the abuse of these products in our schools.

## MEETING NOTICE AND NOTES

The District has expended considerable time and funds combatting student use of JUUL products on campus and during school events. As a result, the District is entering into deliberation of authorizing The Webster Law Firm to initiate litigation and file suit against any appropriate parties to compensate the District for damages suffered by the District and its students as a result of the manufacture, marketing, sale and use of electronic-cigarettes and vaping products, and to seek any other appropriate relief. The District believes there is substantial need for these legal services, as the District has spent a good amount of money combatting JUUL abuse, and wishes to recoup those funds if possible.

The Webster Law Firm has years of experience pursuing mass tort and other personal injury litigation. The Webster Law Firm has successfully handled a number of mass tort Multi District Litigation cases. Jason Webster, of The Webster Law Firm, is a former resident of Ellis County with lasting ties in the community. Jason Webster and David Averett have been long time friends. David Averett, Assistant Superintendent of Secondary Learning, spoke with Mr. Webster regarding JUUL litigation. Dr. Averett began these discussions in or about October of 2019 when Dr. Averett approached Mr. Webster asking if he could assist the District.

These cases will be pursued in Multi District Litigation in Northern California. The District's attorneys and supporting personnel cannot adequately prosecute this case in the MDL or otherwise. Therefore, the District will enter into a contingency fee contract with The Webster Law Firm. The District has chosen to pursue the JUUL litigation on a contingency fee contract basis, as the District currently does not have and does not wish to allocate funds to pay an attorney or law firm on an hourly basis to pursue the litigation. The legal services cannot reasonably be obtained from attorneys in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because the District does not have funds to pay the estimated amounts required under a contract providing only for the payment of hourly fees.

With the contingency fee contract, Waxahachie ISD will pay no fees or expenses unless a recovery is made. Pursuing this litigation is in the best interest of the students, staff, employees, and the District to recoup some of the costs incurred in dealing with the abuse of these products in our schools. This notice is intended to comply with Gov't Code 2254.1036.

## **AGREEMENT FOR LEGAL SERVICES**

This Agreement for Legal Services ("Agreement") is entered into between The Webster Law Firm ("Counsel") and the undersigned entity, Waxahachie Independent School District, Waxahachie, Texas ("Client").

LEGAL REPRESENTATION: Counsel will pursue claim(s) against the drug or product manufacturers of JUUL for damages to Client.

ATTORNEYS' FEES: CLIENT IS NOT RESPONSIBLE FOR ANY ATTORNEYS' FEES OR EXPENSES UNLESS CLIENT RECOVERS MONEY. If a verdict, judgment or settlement is entered and paid by defendant(s), Client agrees to pay to Counsel as compensation for its services thirty-three percent (33%) of the gross amount of recovery including all actual, compensatory, punitive and/or exemplary damages, interest, and any attorneys' fees. Client agrees to pay Counsel thirty-five percent (35%) if the case is tried and appealed. There is no difference in the method by which the contingent fee is computed if the matter settled or tried. *See* Tex.Gov't Code § 2254.105(2). If no recovery is made, Client does not owe Counsel anything.

Client agrees that if a claim for attorneys' fees is made in a court, administrative, or arbitration proceeding, Counsel will seek to and may recover fees from defendant(s) based on the Texas Government Code. Subject to and in accordance with Tex. Gov't Code § 2254.106, The Webster Law Firm provides the following reasonable hourly rates for work performed by an attorney law clerk, or paralegal who will perform legal or support services under the contract based on the reasonable and customary rate in this locality for the type of work performed and relevant experience, demonstrated ability, and standard hourly billing rate, if any, of the person performing the work pursuant to Tex.Gov't Code § 2254.106(a), to be used to compute the base fee with a reasonable multiplier of four:

- Jason C. Webster, partner, – hourly rate \$750
- Heidi O. Vicknair, attorney, – hourly rate \$600
- Omar R. Chawdhary, attorney, – hourly rate \$500
- Other firm attorneys – hourly rate \$400
- Firm contract and of counsel attorneys – hourly rate \$350
- Paralegals – hourly rate \$85
- Law Clerks – hourly rate \$50

As per Tex. Gov't Code § 2254.106(c), the contingent fee is computed by multiplying the base fee by a multiplier of 4. The reasonable multiplier of 4 is based on any expected difficulties in performing the contract, the amount of expenses expected to be risked by the contractor, the expected risk of no recovery, and any expected long delay in recovery. Since these cases are prosecuted in an MDL, the risk is higher as many cases are consolidated and issues of one case are spread across all cases. Additionally, counsel is required to contribute to the Common Benefit Costs of the MDL litigation. Also, MDL litigation is expected to cause delays as many cases are worked together for discovery and through bellwether trials.

The amount of the contingent fee will not exceed the lesser of the stated percentage of the amount recovered, as stated above, or the amount computed under Tex. Gov't Code § 2254.106 (a), (b), and (c).

**CASE EXPENSES: CLIENT IS NOT RESPONSIBLE FOR REPAYING ANY CASE EXPENSE UNLESS CLIENT RECOVERS MONEY.** Case expenses are the out-of-pocket expenses paid by Counsel for the benefit of Client. A full list of any expenses are available to Client upon request, Client acknowledges that certain expenses, referred to as "Common Benefit Costs," may be incurred by Counsel in a joint effort to handle all similarly situated cases, Client authorizes Counsel to pro rate expenses among all the cases in a particular group, Case expenses will never exceed the total net recovery.

Case expenses are deducted from the gross recovery. Litigation and other expenses will be paid from gross recovery. Reimbursement of any expense is contingent on the outcome of the matter; if Client does not recovery, no expenses are owed to The Webster Law Firm. Expenses are reimbursable from the amount recovered; the amount recovered for purposes of the contingent fee computation is considered to be the amount obtained before expenses are deducted. *See* Tex. Gov't Code § 2254.105(3).

Any subcontracted legal or support services performed by a person who is not a contracting attorney or a partner, shareholder, or employee of The Webster Law Firm is an expense subject to reimbursement only in accordance with this subchapter, *see* Tex. Gov't Code § 2254.105(3). Client and The Webster Law Firm understand that expense records are subject to public disclosure under Chapter 552 of the Texas Government Code. Further, The Webster Law Firm will keep current and complete written time and expense records that describe the time and money spent each day in performing the contract. *See* Tex. Gov't Code § 2254.104(a).

**LIMITED POWER OF ATTORNEY:** In the event of a favorable resolution, the defendant will likely issue a joint check payable to both Client and Counsel. Client authorizes Counsel to sign this check, as Client's attorney in fact, and deposit the check into Counsel's client trust account. Counsel will then issue a separate check to Client for Client's portion of the settlement proceeds.

**ATTORNEY REPRESENTATION AND CONSENT TO ASSOCIATE:** Client understands that Counsel is representing others that may have similar claims. Client understands that other law firms are working in the JUUL MDL to prosecute this case, including those who have been or will be designated as lead counsel by the MDL Judge, and Client agrees that Counsel may, in its sole discretion, provide these law firms with Client's material, if necessary to prosecute Client's claims.

**WITHDRAWAL:** Client understands that Counsel has not completed its investigation of the facts and circumstances surrounding Client's claim(s). Client agrees that Counsel has the right to withdraw from its representation at any time, for any reason, by mailing to Client a notice of intent to withdraw at Client's last known address.

**BINDING:** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

**ENFORCEABILITY:** In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal, or unenforceable, such determination shall not impact any other provisions, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein. To the extent any provision of this Agreement, including the calculation of attorney's fees is deemed to be contrary to any

applicable rule of professional responsibility or statute it shall be deemed invalid and the proper rule or statute shall apply instead.

INTEGRATION CLAUSE: The Agreement constitutes the sole Agreement between the parties and supersedes any prior understandings or agreements, whether written or oral, between the parties concerning the subject matter of this Agreement. The Agreement shall not be modified or revoked unless by written agreement signed by the parties.

INTERPRETATION: This Agreement will be interpreted pursuant to the laws of the State of Texas.

INDEMNIFICATION: Waxahachie ISD does NOT require indemnification or a hold harmless agreement from claims and liabilities resulting from the negligent acts or omissions of The Webster Law Firm or persons employed by the The Webster Law Firm. *See* Tex.Gov't Code § 2254.1034.

GOVERNMENT CODE: This contract is effective and enforceable after review and approval by the OAG, and that no legal services will be or have been performed under the contract unless and until the contract is approved pursuant to Tex. Gov't Code § 2254(b)-(c). On conclusion of the matter for which these legal services were obtained, The Webster Law Firm, shall provide Waxahachie ISD a breakdown that describes the outcome of the matter, states the amount of any recovery, shows The Webster Law Firm's computation of the amount of the contingent fee, and contains the final complete time and expense records, as required under Tex. Gov't Code § 2254.104(c). The amount of the contingent fee and reimbursement of expenses under this contract will be paid and limited in accordance with Tex. Gov't Code § 2254.105(5).

COMPREHENSION AND NO GUARANTEES: Client acknowledges that Client has read, comprehended, and understood the Agreement in its entirety and that Counsel has answered all questions of Client, if any, concerning the Agreement. Client further acknowledges that the Agreement is fair and reasonable under the circumstances. Client understands that neither Counsel nor any other person has made any promises or guarantees to Client that there will be a recovery and that this case depends upon the facts and the law.

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Dr. Bonny Cain  
Superintendent of Schools  
Waxahachie ISD

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Jason C. Webster  
The Webster Law Firm

Executed on this \_\_\_\_ day of \_\_\_\_\_, 2020.

## RESOLUTION AUTHORIZING LITIGATION AGAINST MANUFACTURERS, DISTRIBUTORS AND SELLERS OF ELECTRONIC CIGARETTES AND VAPING PRODUCTS AND APPROVING CONTINGENT FEE CONTRACT

WHEREAS, the Waxahachie ISD finds that there is substantial need for the legal services described herein regarding manufacturers, distributors and sellers of electronic cigarettes and vaping products based upon the information below.

WHEREAS, this statement in writing confirms Waxahachie ISD's approval of a contingent fee contract to pursue litigation as described herein pursuant to Tex. Gov't Code § 2254.1036(b).

WHEREAS, the Surgeon General of the United States Public Health Service has issued an Advisory on E-Cigarette Use Among Youth which:

- emphasized “the importance of protecting our children from a lifetime of nicotine addiction and associated health risks by immediately addressing the epidemic of youth e-cigarette use;” and
- emphasized that “[t]he recent surge in e-cigarette use among youth, which has been fueled by new types of e-cigarettes that have recently entered the market is a cause for great concern;” and
- concluded that “*We must take action now to protect the health of our nation’s young people;*”<sup>1</sup> and

WHEREAS, the Surgeon General of the United States Public Health Service has further concluded that:

- “E-cigarette use among U.S. middle and high school students increased 900% during 2011-2015;” and
- “[C]urrent e-cigarette use increased 78% among high school students during the past year, from 11.7% in 2017 to 20.8% in 2018;” and
- “In 2018, more than 3.6 million youth, including 1 in 5 high school students and 1 in 20 middle school students, currently use e-cigarettes;” and
- “Nicotine exposure during adolescence can impact learning, memory, and attention;” and
- “Using nicotine in adolescence can also increase risk for future addiction to other drugs;” and

- “We must take aggressive steps to protect our children from these highly potent products that risk exposing a new generation of young people to nicotine;”<sup>2</sup> and

WHEREAS, the Surgeon General of the United States Public Health Service has specifically urged that educators “**have an important role to play in addressing this public health epidemic.**”<sup>3</sup> and

WHEREAS, the former Commissioner of the United States Food and Drug Administration (FDA), Scott Gottlieb, has concluded that teen use of e-cigarettes “is now an addiction crisis” and an “epidemic” and has identified JUUL Labs as having primary responsibility for the epidemic, further concluding that “the problem that’s been created has been created largely by their product;”<sup>4</sup> and

WHEREAS, the former Commissioner of the United States Food and Drug Administration (FDA), David Kessler, has stated that the JUUL e-cigarette is “facilitating initiation” to nicotine use and addiction by teens and “the blueprint for that e-cigarette could easily have been taken straight out of the tobacco industry’s playbook;”<sup>5</sup> and

WHEREAS, the Committee on Oversight and Reform of the United States House of Representatives, following review of 55,000 non-public documents of JUUL Labs, Inc, found that:

- “JUUL deployed a sophisticated program to enter schools and convey its messaging directly to teenage children;” and
- “JUUL also targeted teenagers and children, as young as eight years old, in summer camps and out-of-school programs;” and
- “JUUL recruited thousands of online ‘influencers’ to market to teens;”<sup>6</sup> and

WHEREAS, a national survey of youth found that nearly 1 in 5 middle and high school students between 12 and 17 years old had seen a JUUL e-cigarette used in school;<sup>7</sup> and

WHEREAS, a national survey of more than 1,500 teachers and administrators of middle and high schools across the U.S. found that 88 percent of high school staff and 77 percent of middle school staff were somewhat or very concerned about e-cigarette use by students at school;<sup>8</sup> and

WHEREAS, it has been widely reported that “Juuling has become a nightmare for school administrators” throughout the United States;<sup>9</sup> and

WHEREAS, a U.S. Judicial Panel on Multidistrict Litigation to establish cases against JUUL as an MDL in Federal Court in the Northern District of California and it is anticipated that hundreds, if not thousands of cases will be filed in this MDL.

WHEREAS, Waxahachie Independent School District has and continues to experience significant problems with student use of JUUL e-cigarettes, which use, among other things: (i) has created a substantial and ongoing interruption of and disturbance to its educational mission; (ii)

has resulted in the diversion of substantial resources in an attempt to abate and prevent such use; and (iii) poses a significant risk to the health and well-being of its students; and

WHEREAS, Waxahachie Independent School District attorneys and supporting personnel cannot adequately perform the legal services of prosecuting this case in the JUUL MDL on behalf of the District;

WHEREAS, the legal services cannot reasonably be obtained from attorneys in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because Waxahachie Independent School District does not have funds to pay the estimated amounts required under a contract providing only for the payment of hourly fees;<sup>10</sup>

WHEREAS, Waxahachie Independent School District is a leader in education excellence whose faculty and administrators care deeply about the education and well-being of its students and which is committed to the health, well-being and education of our students and JUUL litigation described herein is in the best interest of the students, staff and employees of the Waxahachie Independent School District;

NOW, THEREFORE, BE IT RESOLVED BY WAXAHACHIE INDEPENDENT SCHOOL DISTRICT:

That Waxahachie Independent School District, Ellis County, Texas, authorizes THE WEBSTER LAW FIRM to initiate litigation and file suit against any appropriate parties to compensate the district for damages suffered by the district and its students as a result of the manufacture, marketing, sale and use of electronic-cigarettes and vaping products, and to seek any other appropriate relief. The district hereby authorizes Superintendent Dr. Bonny Cain to sign all appropriate documents and fee agreements on behalf of the district.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020

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Dusty Autrey, President

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<sup>1</sup> U.S. DEP'T OF HEALTH AND HUMAN SERVS., OFFICE OF THE SURGEON GEN., SURGEON GENERAL'S ADVISORY ON E-CIGARETTE USE AMONG YOUTH 1 (2016) (emphasis in original), <https://e-cigarettes.surgeongeneral.gov/documents/surgeon-generals-advisory-on-e-cigarette-use-among-youth-2018.pdf>.

<sup>2</sup> *Id.*

<sup>3</sup> *Id.* (emphasis in original).

<sup>4</sup> Julia Belluz, *Scott Gottlieb's last word as FDA chief: Juul drove a youth addiction crisis*, VOX (Apr. 5, 2019, 7:10 AM), <https://www.vox.com/science-and-health/2019/4/5/18287073/vaping-juul-fda-scott-gottlieb>; Statement from Scott Gottlieb, Commissioner, U.S. Food and Drug Administration, on launch of 'The Real Cost' Youth E-Cigarette Prevention Campaign amid evidence of sharply rising use among kids (Sept. 18, 2018), <https://www.fda.gov/news-events/press-announcements/statement-fda-commissioner-scott-gottlieb-md-launch-real-cost-youth-e-cigarette-prevention-campaign> ("Kids use of e-cigarettes has reached an epidemic level of growth").

<sup>5</sup> David A. Kessler, Opinion, *Juul Says It Doesn't Target Kids. But Its E-Cigarettes Pull Them In.*, N.Y. TIMES (Jul. 31, 2019), <https://www.nytimes.com/2019/07/31/opinion/juul-kids.html>.

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<sup>6</sup> Press Release, House Oversight Committee, New Documents Show JUUL Deliberately Targeted Children to Become the Nation's Largest Seller of E-Cigarettes (Jul. 25, 2019), <https://oversight.house.gov/news/press-releases/new-documents-show-juul-deliberately-targeted-children-to-become-the-nation-s>.

<sup>7</sup> *Nearly 1 in 5 youth say they have seen JUUL used in school*, THE TRUTH INITIATIVE (May 23, 2018), <https://truthinitiative.org/research-resources/emerging-tobacco-products/nearly-1-5-youth-say-they-have-seen-juul-used-school>.

<sup>8</sup> *How are schools responding to JUUL and the youth e-cigarette epidemic?*, THE TRUTH INITIATIVE (Jan. 18, 2019), <https://truthinitiative.org/research-resources/emerging-tobacco-products/how-are-schools-responding-juul-and-youth-e-cigarette>.

<sup>9</sup> *Why 'juuling' has become a nightmare for school administrators*, NBC NEWS (Mar. 26, 2018, 12:34 PM), <https://www.nbcnews.com/health/kids-health/why-juuling-has-become-nightmare-school-administrators-n860106>.

<sup>10</sup> See Tex. Gov't Code § 2254.1036 (b).

#### Additional Supporting Information Regarding Agenda Item X.E:

The District has expended considerable time and funds combatting student use of JUUL products on campus and during school events. As a result, the District is entering into deliberation of authorizing The Webster Law Firm to initiate litigation and file suit against any appropriate parties to compensate the District for damages suffered by the District and its students as a result of the manufacture, marketing, sale and use of electronic-cigarettes and vaping products, and to seek any other appropriate relief. The District believes there is substantial need for these legal services, as the District has spent a good amount of money combatting JUUL abuse, and wishes to recoup those funds if possible.

The Webster Law Firm has years of experience pursuing mass tort and other personal injury litigation. The Webster Law Firm has successfully handled a number of mass tort Multi District Litigation cases. Jason Webster, of The Webster Law Firm, is a former resident of Ellis County with lasting ties in the community. Jason Webster and David Averett have been long time friends. David Averett, Assistant Superintendent of Secondary Learning, spoke with Mr. Webster regarding JUUL litigation. Dr. Averett began these discussions in or about October of 2019 when Dr. Averett approached Mr. Webster asking if he could assist the District.

These cases will be pursued in Multi District Litigation in Northern California. The District's attorneys and supporting personnel cannot adequately prosecute this case in the MDL or otherwise. Therefore, the District will enter into a contingency fee contract with The Webster Law Firm. The District has chosen to pursue the JUUL litigation on a contingency fee contract basis, as the District currently does not have and does not wish to allocate funds to pay an attorney or law firm on an hourly basis to pursue the litigation. The legal services cannot reasonably be obtained from attorneys in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because the District does not have funds to pay the estimated amounts required under a contract providing only for the payment of hourly fees.

With the contingency fee contract, Waxahachie ISD will pay no fees or expenses unless a recovery is made. Pursuing this litigation is in the best interest of the students, staff, employees, and the District to recoup some of the costs incurred in dealing with the abuse of these products in our schools. This notice is intended to comply with Gov't Code 2254.1036 and the written directives of the Texas Attorney General.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: September 14, 2020

Subject: TASB Update 115



**Background:**

The changes recommended to local policies identified by the Texas Association of School Boards within Update 115 were presented on August 10 for the first review by the Board of Trustees. The Board was provided the Local Policy Comparison Packet, along with Explanatory Notes and Vantage Points prepared by TASB.

TASB Board Policy Update 115 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

**Administration Recommendation:**

The affected policies with line-item revisions are attached. Administration has analyzed the proposed changes and recommends approval of Update 115 as recommended 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~~ **it**. 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]

<b>Persons Age 21 and Over</b>	The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.
<b>Registration Forms</b>	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.
<b>Minor Living Apart</b>	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.
Person Standing in Parental Relation	
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.
<b>Nonresident Student in Grandparent's After-School Care</b>	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>	<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>
<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>	<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,

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~~ proven, 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~~ proven, 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: September 14, 2020

Subject: Board Policy EIC (Local)



**Background:**

Prior to the commencement of this school year, WISD transitioned from nine-week grading periods to six-week grading periods. This change necessitates a change to WISD Board Policy EIC (Local) which governs the calculation of final rankings for valedictorian and salutatorian. Prior to this year, these calculations were made at the conclusion of the third nine-week grading period.

Dr. Averett presented the proposed changes at the August 31, 2020 Board meeting.

**Recommendation:**

Administration recommends approval of WISD Board Policy EIC (Local) as presented.

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

**Calculation**

The District shall include in the calculation of class rank only semester grades earned in grades 9–12 for high school credit in the following subjects: English, mathematics (not including math electives), science, and social studies.

District-approved distance learning courses in these subjects, including approved courses taken through the Texas Virtual School Network (TxVSN), shall be included in class rank calculations.

Exclusions

The calculation of class rank shall exclude grades earned in or by credit by examination, with or without prior instruction; summer school courses, except courses taken for acceleration; and distance learning courses not approved for this purpose.

**Weighted Grade Point Average (GPA)**

The District shall convert grades earned in eligible courses to grade points in accordance with the following chart and shall calculate a weighted GPA:

Numeric Grade	Dual Credit, Advanced Placement (AP), and Pre-AP	Regular	Letter Grade
97–100	6.00	4.00	A
93–96	5.75	3.75	A
90–92	5.50	3.50	A
85–89	5.25	3.25	B
80–84	5.00	3.00	B
75–79	4.50	2.50	C
70–74	4.00	2.00	D

Transferred Grades

When a student transfers grades for properly documented and eligible courses, the District shall assign weight to those grades based on the categories and grade weight system used by the District.

Students transferring into the District shall receive the numerical grade that was earned in courses at another school. Letter grades shall be recorded as follows:

Conversion Scale							
A+	98	B+	88	C+	78	D+	74
A	95	B	85	C	77	D	72
A-	92	B-	82	C-	75	D-	70
						F	60

**Local Graduation Honors**

Class rank for all students in grades 10–12 shall be calculated three times per year, following the first full semester, the second full semester, and at the completion of all summer school programs. Official class rankings for students in grade 9 shall be calculated only after the completion of the second full semester and all summer school programs.

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank using grades available at the time of calculation at the end of the ~~fifth six weeks~~ ~~third nine weeks~~ grading period of the senior year. The cumulative average of the ~~fourth and fifth six weeks~~ ~~grades~~ ~~grade~~ ~~for the third nine-week grading period~~ shall be used as the semester grade for this purpose.

For the purpose of applications to institutions of higher education, the District shall also calculate class ranking as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class ranking for the purpose of automatic admission under state law. [See EIC(LEGAL)]

Valedictorian,  
Salutatorian, and  
Distinguished  
Scholar

The valedictorian, salutatorian, and distinguished scholar shall be the eligible students with the highest, second highest, and third highest ranking, respectively. To be eligible for such recognition, a student must:

1. Have been continuously enrolled in the same high school in the District for the three school years immediately preceding graduation;
2. Have completed the Recommended Program, the Advanced/Distinguished Achievement Program, or the foundation program with the distinguished level of achievement; and
3. Be graduating after exactly eight semesters of enrollment in high school.

*Breaking Ties*

In case of a tie in weighted grade point averages among the top ranking students, the following methods shall be used to determine who shall be recognized as salutatorian or valedictorian:

1. The weighted grade point average shall be computed to a sufficient number of decimal places until the tie is broken.
2. However, if a tie still remains, the student with the highest numerical grade average of all Pre-AP, AP, and dual credit courses taken shall be designated.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: September 14, 2020

Subject: Accept Phone system at Agriscience Facility as complete



**Background:**

We recently received the certificate of substantial completion from The Nay Company on the Agriscience Facility project at WHS and are working to clear the punch list.

We have received the invoice for the phone system at the agriscience facility with a request for \$17,895.00 for the project. This is the total price without a reservation for retainage.

In accordance with board policy CV (LOCAL), staff recommends the board accept the telephone project as complete and authorize final payment.

**Recommendation:**

Accept telephone portion of agriscience facility project as complete and authorize final payment to Advanced Telecom for \$17,895.00.

# Invoice

**ADVANCED TELECOM INC.**  
**BUSINESS TELEPHONE SYSTEMS**  
 P.O. BOX 1573 Red Oak, Texas 75154  
 Phone or Fax 972-223.8351

**INVOICE # 00021354**

DATE: 08/20/20

ACCOUNT #: 00002562

**Due: \$17,895.00**

**Payment: \$ \_\_\_\_\_**

**BILLING ADDRESS**

WAXAHACHIE ISD  
 411 N. GIBSON  
 WAXAHACHIE, TX 75165

**SERVICE ADDRESS**

WAXAHACHIE ISD AGRISCIENCE BLDG  
 2541 US HWY. 287 BYPASS  
 WAXAHACHIE, TX 75167

TERMS	F.O.B.	SHIP VIA	OUR ORDER #	P.O. NUMBER
DUE ON RECEIPT			00039599	9000020611

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	<p>WORK REQUESTED: INSTALLATION OF CATEGORY 6 &amp; CATEGORY 6A STRUCTURED DATA CABLING NETWORK FOR WORKSTATIONS, CAMERAS, AND WIRELESS ACCESS POINTS IN ALL 3 AGRISCIENCE BUILDINGS. INSTALL, TERMINATE, TEST, &amp; LABEL (59) PLENUM RATED CABLES IN BUILDINGS. INSTALL OF INDOOR/OUTDOOR FIBER OPTIC BACKBONES AND SECONDARY CATEGORY 6 BACKBONES BETWEEN ALL (3) BUILDINGS INCLUDING FIBER OPTIC TERMINATION BOXES / FIBER TRAYS, FIBER PATCH PANELS, &amp; TERMINATION OF (24) FIBER OPTIC LC CONNECTORS. INSTALLATION INCLUDED INSTALL OF (2) 2 FOOT WALL MOUNT DATA CABINETS INCLUDING PATCH PANELS, CONDUITS, &amp; MOUNTING HARDWARE. CABLING INSTALLATION ALSO INCLUDED INSTALL OF SURFACE MOUNT CONDUITS &amp; METAL OUTLET BOXES FOR WORKSTATIONS IN CLASSROOMS AND CABLE SUPPORT HANGERS INSTALLED THROUGHOUT THE BUILDINGS.</p> <p>1 INSTALLATION / EQUIPMENT, WIRING, LABOR</p>	\$17,895.00	\$17,895.00

TAXABLE AMOUNT	NON-TAXABLE AMOUNT	TAX	FINANCE CHARGE
\$0.00	\$17,895.00		\$0.00

INVOICE AMOUNT	\$17,895.00
AMOUNT PAID	\$0.00
BALANCE DUE	\$17,895.00

Waxahachie ISD  
BOARD OF TRUSTEES

Date: September 14, 2020

Subject: Accept Simpson Elementary as Complete, part 1



**Background:**

We have received invoices related to the construction on Simpson Elementary that are outside of the scope of the CMR agreement with BTC. These contracts include furniture for the facility, phone system, and technology.

In accordance with board policy CV (LOCAL), staff recommends the board accept these specific projects as complete and authorize final payment.

**Recommendation:**

Accept the furniture, phone system, and technology projects at Simpson Elementary as complete and authorize final payment.

WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

162257

CMC NETW000 CMC NETWORK SOLUTIONS, LLC Check Date: 06/10/2020 Check Number: 162257

26660	CAT 1 DARK FIBER FOR SIMPSON	9000020107	138,858.76	138,858.76
	ELEMENTARY - ERATE PROJECT			
161 E 81 6629 00 999 0 99 161			138,858.76	

Vendor Total 138,858.76

WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

162257

CMC NETW000 CMC NETWORK SOLUTIONS, LLC Check Date: 06/10/2020 Check Number: 162257

26660	CAT 1 DARK FIBER FOR SIMPSON	9000020107	138,858.76	138,858.76
	ELEMENTARY - ERATE PROJECT			
161 E 81 6629 00 999 0 99 161			138,858.76	

Vendor Total 138,858.76

WAXAHACHIE INDEPENDENT SCHOOL DISTRICT  
**ACCOUNTS PAYABLE**  
 411 N. GIBSON  
 WAXAHACHIE, TX 75165 972-923-4631

FIRST FINANCIAL BANK  
 856-680-5882

162257

88-112/1113  
 162257 47  
 CHECK ARMOR  
 PHOTO PROTECTION

\*\*\* One Hundred Thirty-Eight Thousand Eight  
 \*\*\* Hundred Fifty-Eight Dollar(s) & 76 Cents\*

06/10/2020 \$138,858.76

CMC NETWORK SOLUTIONS, LLC  
 2700 RESEARCH DRIVE STE 100  
 PLANO, TX 75074

VOID AFTER 90 DAYS  
*Dusty Aubrey*  
 AUTHORIZED SIGNATURE

157

⑈ 16 2 2 5 7 ⑈ ⑆ 1 1 1 3 0 1 1 2 2 ⑆ ⑈ 4 7 1 1 0 0 7 3 0 2 1 ⑈

Photo Safe Deposit  
Details on Back.

COPIES  
WHITE VENDOR  
YELLOW RECEIVING

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

P.O. NUMBER: 9000020107  
VENDOR KEY : CMC NETW000  
PAGE NUMBER: 1  
P.O. DATE : 11/13/2019  
SHIP DATE : 11/13/2019  
SHIP VIA : NA  
FISCAL YEAR: 2019-2020  
ENTERED BY : ROSS WEN001

PRINTED 11/13/2019

COMPANY:

CMC NETWORK SOLUTIONS, LLC  
2700 RESEARCH DRIVE STE 100  
PLANO, TX 75074

DELIVER TO:

WISD CENTRAL ADMINISTRATION  
411 N GIBSON ST.  
WAXAHACHIE, TX 75165

ATTN: JEFF ROBINSON

QUANT.	UNIT OF MEASURE	DESCRIPTION	UNIT COST	TOTAL COST
1	EACH	CATEGORY 1 DARK FIBER FOR SIMPSON ELEMENTARY - ERATE PROJECT - BOARD APPROVED 11/11/2019	138858.76000	138858.76

USE P.O. NUMBER ON ALL CORRESPONDENCE

*Board approved  
this final pmt  
6/8/20  
WR ✓*

*OK Per  
J. Robinson  
to pay -  
WR  
5/13/20*

TAX EXEMPTIONS

TAX EXEMPT ENTITY  
NO BACK ORDERS ACCEPTED

PURCHASE APPROVED BY:

*Ry-Kahld*

CHIEF FINANCIAL OFFICER

=====

P.O.: 9000020107 ACCOUNT SUMMARY (FOR INTERNAL USE)	VENDOR KEY : CMC NETW000
ACCOUNT	AMOUNT
161 E 81 6629 00 999 0 99 161	138,858.76

## Wendy Ross

---

**From:** Jeff Robinson  
**Sent:** Tuesday, November 12, 2019 1:15 PM  
**To:** Wendy Ross; Rhonda Johnston  
**Cc:** Ryan Kahlden; Jeff Robinson  
**Subject:** E-Rate POs for Simpson Elem and Year 2 Network Upgrades at Finley, Global and Northside

Wendy,  
I hope you are having a good day. I sent you the quotes for these items last week. Everything was approved by the Board last night. I will need a PO for each of these projects. Thanks for all you do.

Simpson Elementary			
Cat 1 Dark Fiber =	CMC	Simpson Elem	\$138,858.76
Cat 1 Equipment to light the Fiber	NetSync	Simpson Elem	\$ 27,454.10
Cat 2 Equipment for Switches and Access Points	NetSync	Simpson Elem	\$255,138.00
		Total	\$421,450.86
Finley, Global and Northside			
Year 2 E-Rate	Cat 2 NetSync	Finley JH, Global HS and Northside	
		Total	\$464,942.24

Call me if you have questions.  
Thanks  
Jeff ^  
972.923.4675

---

**From:** Ryan Kahlden <[rkahlden@wisd.org](mailto:rkahlden@wisd.org)>  
**Sent:** Wednesday, October 30, 2019 1:50 PM  
**To:** Jeff Robinson <[jrobinson@wisd.org](mailto:jrobinson@wisd.org)>  
**Subject:** RE: E-Rate POs for Simpson Elem and Year 2 Network Upgrades

When I add Simpson cat 1 and cat 2, I get approx. \$283,000. The RFP responses shows a total investment of \$397,597.49. Did the prices go down that much or is there some product/service missing from the updated quotes?

Ryan Kahlden  
Assistant Superintendent of Business and Finance  
Waxahachie ISD / 411 N Gibson St, Waxahachie, TX 75165  
P: (972) 923-4631 x 249 F: (972) 923-4658 [www.wisd.org](http://www.wisd.org)

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---

**From:** Jeff Robinson  
**Sent:** Wednesday, October 30, 2019 10:14 AM  
**To:** Ryan Kahlden <[rkahlden@wisd.org](mailto:rkahlden@wisd.org)>; Wendy Ross <[wross@wisd.org](mailto:wross@wisd.org)>  
**Cc:** Alexis Seifert <[aseifert@wisd.org](mailto:aseifert@wisd.org)>; Jeff Robinson <[jrobinson@wisd.org](mailto:jrobinson@wisd.org)>  
**Subject:** E-Rate POs for Simpson Elem and Year 2 Network Upgrades

Good Morning,  
Please review these updated quotes pricing has changed a little. The Board approved these in February of 2019. Please let us know what account POs can be created from or if Wendy can create POs for Board approval on November 14<sup>th</sup>.



# Invoice

SIMPLIFYING TECHNOLOGY

CMC NETWORK SOLUTIONS, LLC  
2700 Research Dr. Suite 100, Plano, Texas 75074  
Phone: 972-203-3400 Fax: 972-476-1292  
www.cmcns.com

DATE	INVOICE #
5/11/2020	26660

**Bill To:**

Waxahachie ISD Accounts Payable 405 Third Street Waxahachie, TX 75165
--

CUST. P.O. NO.	TERMS	PROJECT
	Due on receipt	

QUANTITY	DESCRIPTION	RATE	AMOUNT
1	North Grove / Simpson Elm Fiber Project (5500) Single 24 Strand Mode Fiber (5200) Tracer Wire (4) 12 strand fan-out kit (4) 12 Stand SC Pig Tail Kit (4) 12 Strand Splice Kit (4) 6 Duplex LC Fiber Bulkheads at MDF (4) SC - LC - Single Mode Fiber Patch cables (1) Pole / Fiber Support Trunnions (1) Dead Ends / 45's and 90's (5200) 2" Schedule 40 PVC w/Couplers (5) Quazite Enclosures 17" x 30" Concrete Top	18,736.70	18,736.70
5,200	Directional Bore/Trench 2" Conduit	16.875	87,750.00
1	Surveying, Mapping, and submittal documentation to TX Dot, City, and Home owner associate if applicable	17,647.06	17,647.06
145	Project Prep, Project Management, Fiber Installation, Fusion Splice Termination, Testing	80.00	11,600.00
1	Travel, Freight, Bucket Truck, Tools, Insurance, Consumables, and Contingency Allowance	3,125.00	3,125.00

*Jeff Robinson 5-12-20*

Total	✓ \$138,858.76
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PAST DUE INVOICES ARE SUBJECT TO A 1.5% FINANCE CHARGE PER MONTH **Returns may be subject to a 20% restocking Charge**
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# Invoice

## ADVANCED TELECOM INC.

BUSINESS TELEPHONE SYSTEMS

PO. BOX 1573 Red Oak, Texas 75154  
Phone or Fax 972-223 8351

INVOICE # 00021345

DATE: 08/08/20

ACCOUNT #: 00002556

Due: \$42,295.00

Payment: \$ \_\_\_\_\_

**BILLING ADDRESS**

WAXAHACHIE ISD  
411 N. GIBSON  
WAXAHACHIE, TX 75165

**SERVICE ADDRESS**

WISD SIMPSON ELEMENTARY  
470 WASHINGTON AVE  
WAXAHACHIE, TX 75165

TERMS	F.O.B.	SHIP VIA	OUR ORDER #	P.O. NUMBER
DUE ON RECEIPT			00039586	9000020491

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	<p>WORK REQUESTED: INSTALL NEW PANASONIC NS700 IP PBX SYSTEM EQUIPPED FOR 64 VOIP STATIONS, 2 DIGITAL STATIONS, 4 ANALOG STATIONS INCLUDING 6 ANALOG CO CARD &amp; 23 CHANNEL DIGITAL PRI CARD. INSTALL VOICE MAIL LICENSES, BUILD VOICE MAIL AUTO ATTENDANT, VOICE MAILBOXES, AND PROGRAM VOICEMAIL TO EMAIL FOR USERS. INSTALL (12) 24 BUTTON LCD SELF LABELING IP PHONES, (61) 8 BUTTON LCD IP PHONES, &amp; (2) 48 BUTTON ATTENDANT CONSOLE UNITS. INSTALL RACK MOUNT CYBERPOWER SURGE UPS BATTERY BACKUP UNIT WITH WIRE MANAGEMENT &amp; CONNECT SYSTEM TO LOCAL AREA NETWORK. INSTALL AND CONNECT OVERHEAD SPEAKER IN CAFETERIA KITCHEN WITH AUXILIARY RINGING UNIT &amp; PORTABLE PHONE TO RING ON ALL CAFETERIA CALLS. PROGRAM VOIP SETTINGS ON ALL (18) PHONE SYSTEMS LOCATED THE THROUGHOUT DISTRICT FOR DIRECT EXTENSION TO EXTENSION COMMUNICATIONS DISTRICT WIDE WITH SIMPSON'S NEW CAMPUS. TRAIN STAFF AND POPULATE SYSTEM SPEED DIAL DIRECTORY WITH OTHER CAMPUS EXTENSIONS.</p> <p>1 INSTALLATION / EQUIPMENT AND WIRING</p>	\$42,295.00	\$42,295.00

TAXABLE AMOUNT	NON-TAXABLE AMOUNT	TAX	FINANCE CHARGE
\$0.00	\$42,295.00		\$0.00

INVOICE AMOUNT	\$42,295.00
AMOUNT PAID	\$0.00
BALANCE DUE	\$42,295.00

Invoice # 608100024712  
Site Name SIMPSON ELEMENTARY SCHOOL  
Attention  
Purchase Order # 9000020317  
Amount Due \$684,447.86

Bill To:  
WAXAHACHIE INDEPENDENT  
SCHOOL DIST  
Attention: AP\*, \*  
411 N GIBSON ST  
WAXAHACHIE, TX, 75165-3007, US

Date Invoiced 10-AUG-20  
Payment Due Date 09-SEP-20

*pay only  
\$ 650,225.46*

Thank you for your project order. School Specialty strives to bring you the best products and services in the school industry. This invoice summary indicates the project has been substantially completed. This means the product has been shipped and assembled on site. Please remit payment on or before due date noted above. If there are any issues please contact me as soon as possible so they can be resolved in a timely manner.

Projects by Design  
CREDIT &  
COLLECTIONS DEPT.  
School Specialty  
Educational Essentials  
Ph: 800-305-0174  
EXT: 1710  
RENEE CRAWFORD

RECEIVED

AUG 14 2020

W.I.S.D. BUSINESS OFFICE

Please remit payment to: SCHOOL SPECIALTY INC  
32656 COLLECTION CENTER DR  
CHICAGO, IL, 60693-0326, US  
Corporate FID # 39-0971239

*Per Ryan -  
withhold  
5% for  
retainage*

*WR 8/18/20*

Waxahachie ISD  
BOARD OF TRUSTEES

Date: September 14, 2020  
          Behavior Threat  
Subject: Assessment Team

**Background:**

Behavior threat assessment teams were created during the 2019 Legislature as a part of Senate Bill 11 and incorporated within Section 37.115 of the Education Code. As referenced within WISD Board Policy FFB (Legal) and pursuant to Section 37.115(c) of the Education Code, the board of trustees of each school district shall establish a threat assessment and safe and supportive school team to serve at each campus of the district and shall adopt policies and procedures for the teams.

Prior to the new statutory implementation of behavior threat assessment teams, WISD followed and continues to follow appropriate district-approved suicide prevention and homicide prevention protocols. WISD also utilizes and responds to written safety alert forms on each campus and anonymous online Tip 411 reports districtwide. Reports of significant concerns are brought to the attention of the superintendent, in a similar manner to the reporting requirement prescribed by Section 37.115(h) regarding the required report of a behavior threat assessment team to the superintendent of a determination that a student or other individual poses a serious risk of violence to self or others.

Before the commencement of this school year, TEA worked with the Texas School Safety Center to develop guidelines for behavior threat assessment teams and conducted trainings this summer. Several district leaders underwent trainings conducted by the Texas School Safety Center. The attached designation of team members and guidelines have been developed in accordance with the trainings conducted by the Texas School Safety Center.

**Administration Recommendation:**

Administration recommends the Board approve and adopt the attached designation of behavior threat assessment team members and guidelines, in accordance with Section 37.115(c) of the Education Code.

**Waxahachie ISD**  
**Behavior Threat Assessment**  
**2020-2021**

**District Team Members**

- Jacob Perry – Director of Campus and Student Services (Co-Leader)
- Ginger Robinson – Director of Educational Support and Counseling (Co-Leader)
- Dr. David Averett – Assistant Superintendent of Secondary Learning
- Lisa Mott – Assistant Superintendent of Elementary Learning
- Brandy Pustejovsky – Director of Special Education
- Melissa Bousquet – Coordinator of Nursing Services
- Lt. Josh Oliver – Director of SRO Program
- Lee Auvenshine – Deputy Superintendent & General Counsel

**District team procedures and protocols**

- Screen reports from campus threat assessment teams to determine imminence
- Convene district level team for all mid or high level threats
- Screen report to determine need for district level threat assessment
- Gather information about the person and situation
- Identify and evaluate the threat
- Provide appropriate notifications to parents and Superintendent as needed
- Develop and share a case management plan for the campus

**Behaviors for screening or interventions**

- Engaging in violence
- Threatening violence
- Veiled threats
- Bringing a weapon to school
- Bullying or harassing behavior
- Marked decline in performance
- Increased absenteeism
- Sudden or dramatic change in behavior or appearance
- Erratic, depressive, or other mental health symptoms

### **Campus Team Members**

- Campus Principal
- Campus AP
- Campus Counselor

### **Possible campus team additions depending on situation**

- Campus Nurse
- Teacher/Coach/Extracurricular Sponsor
- Special Education Specialist
- SRO/Security
- Director of Campus and Student Services
- Director of Educational Support and Counseling

### **Campus team procedures and protocols**

\*Any threat made involving a weapon, campus must contact Lt. Josh Oliver immediately\*

- Identify who will conduct investigation
- Gather information from multiple sources about the person and his/her situation
  - Teachers, administrators, school staff, coaches, parents, other students, friends, social media sites, local law enforcement, etc.
- Document information gathered/interviews conducted
- Document **threat level** determined and **intervention strategies** taken
- Mid or High level warrant a full threat assessment conducted by district team member
- Submit report and supporting documentation to the Director of Campus and Student Services

### **Team Discussion Talking Points**

- Focus on facts of specific case
- Focus on the person's behavior rather than the person's traits
- Focus on understanding of context of behavior
- Examine progression of behavior over time
- Corroborate critical information

### **Case Management**

- Refer to outpatient counseling/mental health care
- Refer for FIE or 504 evaluation
- Mentoring relationship
- Academic accommodations
- Suspension/expulsion
- Involvement in extracurricular activities
- Social skills training
- Behavioral contract
- Parental involvement
- Law enforcement involvement

Waxahachie ISD  
BOARD OF TRUSTEES

Date: September 14, 2020

Subject: Renew Insurance – Property/Casualty



**Background:**

At the August 10 meeting, an estimated total of the insurance proposal was presented. Unfortunately, the estimate did not include the coverage value of the agriscience facility at the time. As the facility houses our supplies, materials, and projects, it has been added to the insurance schedule. The total coverage value, and premiums, have been adjusted for the 2020-2021 school year.

**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 of \$990,355.



August 17, 2020

Steve Neece  
CenCore Insurance Agency, LLC  
PO Box 190  
Paris, TX 75461

Re: Waxahachie ISD  
Package Insurance Proposal  
Proposed Effective Date: 9/1/2020

Dear Steve,

Thank you for your interest in terms from the Public Educators Association of Texas. We are pleased to present the following revised proposal for your consideration.

Please note that this proposal includes but is not limited to the following subjectivities:

- Signed PEAT Application.
- Signed Statement of Values.
- Signed Proposal Acceptance page.
- Completed and Signed PEAT Cyber Short Form Application.
- Five years currently valued prior carrier loss runs.
- Copies of current Guardian/Marshall training certifications and concealed weapons permit.
- This proposal expires on the effective date of coverage unless coverage is bound.
- Request to bind coverage must be sent in writing.
- Your commission will be 10%

Please review the quotation provided as it may or may not match all of the coverages and conditions requested on your application.

Thanks,

Spencer Burnam  
Senior Underwriter

# **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: August 17, 2020**



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## ***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**

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**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	\$879,253
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>\$990,355</b>





**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**

<b><u>Third Party Coverages:</u></b>	<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

<b><u>First Party Coverages:</u></b>	
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

<b><u>Deductibles:</u></b>	\$75,000 each sublimit 10 hours BI and EE
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<b><u>Combined Aggregate Limit:</u></b>	\$5,000,000*
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- \* 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	\$365,509,348
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**

<b><u>Form:</u></b>	Occurrence	
<b><u>Limits of Liability:</u></b>		
Primary Bodily Injury and Property Damage Liability-Combined	\$1,000,000	Per Occurrence
General Aggregate	\$2,000,000	Annual
<b><u>Deductible:</u></b>	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*

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**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**

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**CRIME COVERAGE**

<b><u>Form:</u></b>	Commercial Crime
<b><u>Limits of Liability:</u></b>	\$100,000      Public Employee Dishonesty
	\$50,000      Money & Securities, inside
	\$50,000      Money & Securities, outside
	\$50,000      Forgery and Alteration
	\$50,000      Computer Fraud
<b><u>Deductible:</u></b>	\$1,000      Per Wrongful Act





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**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.



*Public Educators Association of Texas*

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**CLAIMS ADMINISTRATION**

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.



*Public Educators Association of Texas*

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**ACCEPTANCE OF PROPOSAL**

**Member Name: Waxahachie ISD**

After careful review and consideration of the terms and conditions described herein,

**I hereby accept / reject this proposal:**

(Please circle one)

---

(Name)

---

(Title)

---

(Date)

We appreciate the opportunity to provide you with a competitive proposal. This proposal should be considered proprietary information. In the event we are unsuccessful in earning your good business, we respectfully request that all copies of this proposal be returned to our agency representative.

Waxahachie ISD  
BOARD OF TRUSTEES

Date: 09/04/2020

Subject: WISD Asynchronous Plan



**Background:**

TEA requires all school districts to offer virtual learning for the 2020-21 school year. Before the first date of instruction, school districts were 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 anticipated that the overwhelming vast majority of school districts would 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 secured WISD's state funding for the fall semester.

WISD's Board approved asynchronous plan must be submitted to TEA prior to October 1, 2020. 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 is necessary for WISD to secure full state funding for the spring semester.

**Recommendation:**

Administration recommends ratification of the WISD Asynchronous Plan.



Asynchronous Plan Open Response - Waxahachie ISD

**Please check the grade level(s) for which these open response descriptions/attachments apply.**  
 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.

<input type="checkbox"/> PK3	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 8
<input checked="" type="checkbox"/> PK4	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> 9
<input checked="" type="checkbox"/> K	<input checked="" type="checkbox"/> 5	<input checked="" type="checkbox"/> 10
<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> 11
<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 7	<input checked="" type="checkbox"/> 12

**Instructional Schedule:** Describe (or attach a description of) the structure of your asynchronous schedule highlighting any differences by grade level and/or content area. To assist families in scheduling learning expectations and to provide additional resources to keep healthy routines in place during social distancing, please see a suggested daily schedule included below. Schedules may differ somewhat by teacher / school.

**Open Responses  
Instructional Schedule Samples**

<i>Sample PRE-K - Face to Face &amp; Virtual Schedule</i>				
<i>Time</i>	<i>Student Activity</i>			<i>Synchronous / Asynchronous</i>
	<i>Face to Face Instruction</i>	<i>Time</i>	<i>Virtual Instruction</i>	
		<b>8:30 - 9:00</b>	<b>Breakfast</b>	
<b>7:45 - 8:00</b>	<b>Morning Meeting</b>	<b>9:00 - 9:15</b>	<b>Zoom Circle Time (15 Min)</b>	<b>Synchronous</b>
<b>8:05 - 8:20</b>	<b>Circle Time - Read Aloud &amp; Vocabulary</b>	<b>9:15 - 9:30</b>	<b>SeeSaw activity (15 Min)</b>	<b>Asynchronous</b>
<b>8:25 - 8:45</b>	<b>Recess</b>	<b>9:30-10:00</b>	<b>Virtual Centers (30 Min)</b>	<b>Synch &amp; Asynchronous</b>
<b>8:45-9:10</b>	<b>Whole Group Phonics, Circle Time, &amp; Read Aloud</b>	<b>10:00-10:15</b>	<b>Recess</b>	
<b>9:10-10:30</b>	<b>7 Super Centers - Small Group - (Literacy/Phonics)</b>	<b>10:15-10:30</b>	<b>Zoom Math Circle (15 Min)</b>	<b>Synchronous</b>
<b>10:30 - 11:00</b>	<b>Lunch</b>	<b>10:30-10:50</b>	<b>SeeSaw Math Activity (15 Min)</b>	<b>Asynchronous</b>
<b>11:05 - 11:50</b>	<b>Rest &amp; Recess</b>	<b>10:50-11:20</b>	<b>Lunch</b>	
<b>11:50 - 12:15</b>	<b>Math Whole Group Focus - Circle Time - Read Aloud</b>	<b>11:20-11:35</b>	<b>Zoom Reading Circle (15 Min)</b>	<b>Synchronous</b>
<b>12:15 - 1:15</b>	<b>7 Super Centers - Small Group - (Math Focus)</b>	<b>11:35-11:50</b>	<b>SeeSaw Reading Activity (15 Min)</b>	<b>Asynchronous</b>
<b>1:15 - 2:05</b>	<b>Specials - PE, Music, Art, Library</b>	<b>11:50-12:10</b>	<b>Virtual Centers (20 Min)</b>	<b>Synch &amp; Asynchronous</b>
<b>2:10 - 2:45</b>	<b>Science/Social Studies &amp; STEM Time</b>	<b>12:10-1:05</b>	<b>Rest &amp; Recess</b>	
<b>2:45 - 2:55</b>	<b>Pack Up - Dismissal</b>	<b>1:05-1:20</b>	<b>Zoom Science/Soc.Studies (15 Min)</b>	<b>Synchronous</b>
		<b>1:20-1:35</b>	<b>SeeSaw Activity - Sci/SS (15 Min)</b>	<b>Asynchronous</b>
		<b>1:35-2:35</b>	<b>Recess &amp; Break</b>	
		<b>2:35-2:45</b>	<b>Zoom Meeting with Exit Ticket (10 Min)</b>	<b>Synchronous</b>

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<i>Sample Kinder - 1st Grade Schedule - (May vary by teacher and campus)</i>		
<i>Time</i>	<i>Student Activity</i>	<i>Synchronous/Asynchronous</i>
<i>120 Min</i>	<i>ELAR or SLAR - Zoom and/or Video Broadcast with SeeSaw Activities</i>	<i>Asynchronous</i>
<i>75 Min</i>	<i>Math - Zoom and/or Video Broadcast SeeSaw Activities</i>	<i>Asynchronous</i>
<i>45 Min</i>	<i>Science - Zoom and/or Video Broadcast</i>	<i>Asynchronous</i>
<i>30 Min</i>	<i>Social Studies - Zoom and/or Video Broadcast</i>	<i>Asynchronous</i>
<i>30-60 Min</i>	<i>Targeted Intervention and/or small group instruction</i>	<i>Synchronous</i>
<i>35 Min x 2</i>	<i>Office hours - 1 in the morning and 1 in the afternoon</i>	
<i>Total – 400 Minutes</i>		
<i>Sample 2nd - 5th Grade Schedule - (May vary by teacher and campus)</i>		
<i>Time</i>	<i>Student Activity</i>	<i>Synchronous/Asynchronous</i>
<i>120 Min</i>	<i>ELAR - Zoom and/or Video Broadcast – with SeeSaw Activities</i>	<i>Asynchronous</i>
<i>(DL - 120 Min - 60/60)</i>	<i>ELAR/SLAR - DL - 60 ELAR/60 SLAR - Zoom and/or Video Broadcast with SeeSaw Activ.</i>	<i>Asynchronous</i>
<i>90 Min</i>	<i>Math - Zoom and/or Video Broadcast with SeeSaw Activities</i>	<i>Asynchronous</i>
<i>40-50 Min</i>	<i>Science - Zoom and/or Video Broadcast</i>	<i>Asynchronous</i>
<i>30-50 Min</i>	<i>Social Studies - Zoom and/or Video Broadcast</i>	<i>Asynchronous</i>
<i>30-60 Min</i>	<i>Targeted Intervention and/or small group instruction</i>	<i>Synchronous</i>
<i>35 Min x 2</i>	<i>Office hours - 1 in the morning and 1 in the afternoon</i>	
<i>Total - 440 Minutes</i>		

Students receive 180+ minutes of both synchronous and/or asynchronous instruction each day. Daily schedules are provided to parents and students. Students will attend live sessions for community building, counselor guidance, and intervention or enrichment. These live lessons will allow peer-to-peer interaction and relationship connections with teachers. Campus counselors will set up one-on-one or small group guidance classes to support social and emotional learning.

Content for core subject areas will be provided through our campus instructional resources and supplemented by the Texas Home Learning 3.0 system as it is released. In grades 3-5, content and instruction is provided by departmentalized teachers. These teachers are the point of contact for their prospective subject areas. Office hours will be available for one-on-one conferences during the day and before and after school for parent and student assistance. Attendance will be taken daily in Skyward, as determined through engagement. Grading will be the same as on-campus learning and outlined in our WISD District Handbook and policy. The Learning Management System (LMS) for grades Pre-K-5 is SeeSaw. Physical Education, art, and music will provide a bank of exercises, physical activities, and resources.

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Middle and High School		
Time	Content	Notes
8:00-8:30	Office Hours AM	<ul style="list-style-type: none"> <li>• Students receive 240 + minutes of both synchronous and/or asynchronous instruction each day.</li> <li>• Daily schedules are provided to parents and students.</li> <li>• Content for core subject areas will be provided through our district curriculum, supplemental resources, and the Texas Home Learning 3.0 system.</li> <li>• In grades 6-12, content and instruction is provided by departmentalized teachers.</li> <li>• These teachers are the point of contact for their prospective subject areas.</li> <li>• Office hours will be available for one-on-one conferences during the day and before and after school for parent and student assistance.</li> <li>• Attendance will be taken daily in Skyward, as determined through engagement.</li> <li>• Grading will be the same as on-campus learning as outlined in our WISD District Handbook and policy.</li> <li>• Google Classrooms are hosted within the district Learning Management System (Schoology) for grades 6-12.</li> </ul>
8:30-9:15	Period 1	
9:15-10:00	Period 2	
10:00-10:45	Period 3	
10:45-11:30	Period 4	
11:30-12:30	Lunch/Break	
12:30-1:15	Period 5	
1:15-2:00	Period 6	
2:00-2:45	Period 7	
2:45-3:30	Period 8	
3:30-4:00	Office Hours	
<p><b>Asynchronous Synchronous</b>                      Appointments can be made by teacher and/or student/parent during teacher connection time to answer questions, remediate instruction, or to reteach difficult material. Attendance will be required if the teacher requests an appointment with your child. The instructional materials provided through the Learning Management System and/or Texas Home Learning 3.0 will help to address students with disabilities and English Learners.</p>		

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Summarize how your instructional schedules meet the criteria:

Component	Explanation
<p><b>What are the expectations for daily student interaction with academic content?</b></p>	<p>Full day schedules will be housed in our Learning Management System and will include the following time requirements: academic blocks, small group instruction, intervention and Social Emotional Learning opportunities.</p> <p><b>Elementary:</b>            Students are expected to engage in the scheduled content asynchronously for a <u>minimum of 180 minutes per day</u>. Students may attend synchronous instruction provided by the online teacher, or watch the lessons asynchronously. Teachers can track student login time and assignment completions via online LMS and Classlink in Seesaw classrooms, and can tailor pacing and content for students based on their individual progress and/or areas where students may require additional practice or support.            Additional synchronous opportunities of small group instruction and office hours are provided daily:</p> <ul style="list-style-type: none"> <li>● Small group instruction time is determined on an as-needed basis by teachers based on student progress</li> <li>● Office hours will be provided thirty minutes in the morning and thirty minutes in the afternoon. Attendance is optional based on parent/student need.</li> </ul> <p><b>Secondary:</b>            Students are expected to engage in the scheduled content asynchronously for a <u>minimum of 240 minutes per day</u>. Students may attend synchronous instruction provided by the online teacher, or watch the lessons asynchronously. Teachers can track student login time and assignment completions via online LMS and Classlink in Google Classroom, and can tailor pacing and content for students based on their individual progress and/or areas where students may require additional practice or support.            Additional synchronous opportunities of small group instruction and office hours are provided daily:</p> <ul style="list-style-type: none"> <li>● Small group instruction time is determined on as-needed basis by teachers based on student progress</li> <li>● Office hours will be provided thirty minutes in the morning and thirty minutes in the afternoon. Attendance is optional based on parent/student need.</li> </ul>
<p><b>How will you ensure all student groups and grade levels will have the opportunity to engage in approx. a full day of academic content every day?</b></p>	<p><b>Elementary Instructional alignment:</b>            To achieve instructional alignment, instructional student engagement for asynchronous and on-campus synchronous instruction is a minimum of 3 hours (180 minutes) of daily instruction for core subjects (excluding Fine Arts / Electives / PE). Students will complete 180 minutes of asynchronous and synchronous learning. Activities will primarily be completed asynchronously, and students will receive direct synchronous instruction and support through teacher lessons, interventions, small group instruction, and office hours.</p> <p><b>Secondary Instructional Alignment:</b>            To facilitate instructional alignment in secondary, instructional parameters, such as the amount of time of engagement, should be consistent across remote asynchronous and on-campus synchronous models. To achieve instructional alignment, student engagement for asynchronous and synchronous instruction is a minimum of 4 hours (240 minutes) of daily instruction for core subjects (excluding Fine Arts / Electives / PE). Students will complete 240 minutes of asynchronous learning a day. Activities will be completed primarily asynchronously, and students will receive direct synchronous instruction and support through teacher lessons, interventions, small group instruction, and office hours.            Fine Arts/Electives/PE/Specials are included in the schedules providing full day learning opportunities.</p>

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<p><b>What are the expectations for teacher/student interactions?</b></p>	<p>Teachers are expected to engage with students through daily feedback. Additionally, students can interact with teachers and peers daily during the interventions and/or small group instruction via video conferencing. Teachers will establish a scheduled time for daily open office hours where they can meet with students/parents or answer student questions. Attending office hours is not mandatory; students may determine if they choose to attend.</p> <p><b>Daily Schedules include:</b></p> <ul style="list-style-type: none"> <li>● Asynchronous</li> <li>● Synchronous</li> <li>● Office Hours</li> <li>● Small Group as needed for instruction/remediation/enrichment/individualized supports</li> </ul>
<p><b>How will teacher/student interactions be differentiated for students with additional learning needs?</b></p>	<p><b>Intervention</b>  Teachers will provide small group intervention sessions based on student need and progress markers. Assessment data and student performance on assignments will serve as diagnostic information teachers will use to identify students who need more 1:1 support. Teachers may also work virtually with students 1:1 if they notice student progress is insufficient, or if a student is engaging but struggling to make progress. Intervention sessions will be conducted synchronously over video conferencing. Students have the opportunity for personalized support during designated office hours. In grades K-5 triangulation of data and MTSS Tier identification for students needing intervention is accomplished via Branching Minds for academics, behavior and attendance. Additionally, in grades 6-8 students will have access to a homework helpline and online tutors from 4-6 PM Monday-Thursday in ELAR, Math, Social Studies and Science.</p> <p><b>EL</b> - Teachers will follow the Gomez model and provide Conceptual Refinement as needed. Teachers and interventionists will offer small groups and 1:1 instruction to students that are struggling. State allowable accommodations will be provided as needed. Resources include but not limited to: <i>Soluciones, Read Naturally, Esperanza, etc.</i></p> <p><b>SPED</b> - For students with disabilities, WISD teachers will work with general education teachers, students, and families to minimize barriers the student may experience in a remote setting. All students receiving special education services will have both face to face and Remote Learning plans for the 2020-2021 school year documented in their IEP. These students will also have access to additional accommodations in the instructional materials as stated in their IEP.</p> <p><b>Section 504/Dyslexia</b> - For students with identified disabilities, WISD teachers will utilize the student’s current classroom accommodation plan. Should a student’s accommodation plan need to be adjusted for remote learning, a Section 504 virtual meeting will be scheduled.</p> <p><b>GT</b> - Each GT student will develop an Advanced Learning Plan with their teachers. These plans will engage students in the tracking of their own progress, under guidance of the GT teacher. The plans are updated as needed and shared with parents. GT classroom teachers will work with GT coordinators to ensure supports are in place for success. GT teachers document and connect with students in ClassLink, SeeSaw, Google Classrooms, phone calls, virtual Zoom lessons and small group/individual virtual meetings. ClassLink calculates the time the students are engaged with lessons/activities/learning. Secondary Advanced Academics uses Albert i.o. to provide interventions. GT families have the opportunity to attend a Back to School Advanced Academics Informational meeting to address service plans, identification process, transfer &amp; furlough policies, instructional plans, resources, etc. The Advanced Academics team provides an electronic monthly newsletter for GT families that includes opportunities for parents and students to participate in educational opportunities outside of the school day, SEL opportunities, both in-person and online, including parent book studies, parent support videos, Super Saturdays for students, challenges and coding opportunities, and many more resources.</p>

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**Key Requirement Material Design:** Describe how your instructional materials support your asynchronous environment, including how all students can access instructional materials.

Subject/ Course	Grade Level(s)	Instructional Materials	Progress Monitoring and Assessment	Is it TEKS aligned?	What resources are included to support students with disabilities?	What resources are included to support ELs?
<b>Math Instructional Materials</b>	Pre-K	Frog Street	Circle Assessment Teacher Observations	Yes	The resources have differentiated components to meet the needs of students with disabilities including accessibility features.	TX Home Learning 3.0 includes built-in supports for ELs in each lesson. For elementary, the product is in both English and Spanish.
	K-5	Pearson Investigations STEMscopes Math TX Home Learning 3.0	MAP Universal Screener (BOY, MOY, EOY)	Yes	Access to Supplemental Aids based on the student's IEP, access to a certified Special Education Teacher or Paraprofessional for Synchronous Support services.	Bilingual Teachers at Dual Language Campuses will utilize Gomez instructional components throughout the lesson plan cycle in both face to face and virtual.
	6-8, Alg 1, 2  Alg 1 Geometry Alg 2  Statistics	McGraw-Hill TX Home L.3.0 IXL  Big Ideas TX Home L. 3.0  HMH Pearson	Teacher Created Assessments  District Progress Measures	Yes	Accommodations and Modifications to instructional materials applied according to the student's IEP.  Parent Training will be provided as needed.	Linguistic accommodations for instruction, and designated supports for assessment, will be determined by the LPAC committee.  <a href="https://www.txel.org/parents-and-families/">https://www.txel.org/parents-and-families/</a>
<b>ELA/SLA Instructional Materials</b>	Pre-K	Frog Street	Circle Assessment	Yes	The resources have differentiated components to meet the needs of students with disabilities including accessibility features.  Access to Supplemental Aids based on the student's IEP, access to a certified Special Education Teacher or Paraprofessional for Synchronous Support services.	TX Home Learning 3.0 includes built-in supports for ELs in each lesson. For elementary, the product is in both English and Spanish.
	K-1	Fountas & Pinnell (Eng) Pearson (Sp),  FCCR, Jan Richardson's Lev. Literacy Intervention	MAP Universal Screener (BOY, MOY, EOY)  DRA/EDL			
	2-5	Pearson (Sp. & Eng.) TX Home Learning 3.0	Teacher Created Assessments  District Progress Measures		Accommodations and Modifications to instructional materials applied according to the student's IEP.  Parent Training will be provided as needed.	Elementary - Bilingual Teachers at Dual Language Campuses will utilize Gomez instructional components throughout the lesson plan cycle in both face to face and virtual. Elem. Bilingual Interventions Resources: <ul style="list-style-type: none"> <li>• Soluciones</li> <li>• Esperanza</li> </ul>
<b>ELA Instructional Materials</b>	6-8  9-12 PreAP & AP	SAVVAS, IXL TX Home Learning 3.0  McGraw Hill SpringBoard TX Home Learning 3.0	MAP Universal Screener (BOY, MOY, EOY)  Teacher Created Assessments  District Progress Measures	Yes	Parent Training will be provided as needed.  190	Linguistic accommodations for instruction, and designated supports for assessment, will be determined by the LPAC committee.  <a href="https://www.txel.org/parents-and-families/">https://www.txel.org/parents-and-families/</a>

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<b>Science Instructional Materials</b>	K-5	STEMScopes TX Home Learning 3.0	MAP Universal Screener (BOY, MOY, EOY) for grades 3+ Teacher Created Assessments District Progress Measures	Yes	The resources have differentiated components to meet the needs of students with disabilities including accessibility features.  Access to Supplemental Aids based on the student's IEP, access to a certified Special Education Teacher or Paraprofessional for Synchronous Support services.	TX Home Learning 3.0 includes built-in supports for ELs in each lesson. For elementary, the product is in both English and Spanish.
	6-12	STEMScopes	MAP Universal Screener (BOY, MOY, EOY) for grades 3+ Teacher Created Assessments District Progress Measures	Yes	Accommodations and Modifications to instructional materials applied according to the student's IEP.  Parent Training will be provided as needed.  STEMScopes has differentiated components to meet the needs of students with disabilities including accessibility features.	Linguistic accommodations for instruction, and designated supports for assessment, will be determined by the LPAC committee face to face or virtually.  <a href="https://www.txel.org/parents-and-families/">https://www.txel.org/parents-and-families/</a>
<b>Social Studies Instructional Materials</b>	K-5	Social Studies Weekly TX Home Learning 3.0	Teacher Created Assessments District Progress Measures	Yes	The resources have differentiated components to meet the needs of students with disabilities including accessibility features.	TX Home Learning 3.0 includes built-in supports for ELs in each lesson. For elementary, the product is in both English and Spanish.
	6-8 World Geography, Economics, Understanding Psychology, Sociology 10-12	McGraw Hill  HMH	Teacher Created Assessments  District Progress Measures	Yes	Access to Supplemental Aids based on the student's IEP, access to a certified Special Education Teacher or Paraprofessional for Synchronous Support services.  Accommodations and Modifications to instructional materials applied according to the student's IEP.  Parent Training will be provided as needed.	Bilingual Teachers at Dual Language Campuses will utilize Gomez instructional components throughout the lesson plan cycle in both face to face and virtual.  Linguistic accommodations for instruction, and designated supports for assessment, will be determined by the LPAC committee.  <a href="https://www.txel.org/parents-and-families/">https://www.txel.org/parents-and-families/</a>

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Provide additional explanations of how your instructional materials meet the criteria if needed:

Component	Explanation
<p><b>How will materials be designed or will be adapted for asynchronous instruction, ensuring coherence and retention on knowledge</b></p>	<p>The district will leverage our existing instructional materials as the basis for our curriculum for online learners. In addition, we will utilize Texas Home Learning (THL) 3.0 PK-5. Asynchronous students will follow the same scope, sequence, minute requirements, and curriculum as face-to-face students. This is to allow for students transitioning between learning modalities (e.g., remote and face-to-face) at the end of grading periods. All materials we use are Texas Essential Knowledge and Skills (TEKS) aligned as we are a TEKS Resource System district. Students will leverage a number of instructional software resources included in the above table by grade level. The programs are inherently tailored to support self-paced, adaptive, and personalized student learning. This will support progress monitoring for all students as well. Teachers will receive professional development on both content and remote instructional practices to support appropriate adaptation, instructional practices, and coherence.</p> <p>Online learning will follow the same scope &amp; sequence as in person learning to ensure coherent sequence through the TEKS and support potential fluid transitions between the two learning environments.</p> <p>Online testing/assessment protocol: Testing security and equity of assessment will be ensured by incorporating district protocols. Resources include, but are not limited to, Proctoria, Eduphoria and Edmodo. Enhanced components for test security include browser lockdown, randomization, exam data recorded, FERPA compliance and state-of-the-art detection technology.</p>
<p><b>What additional support (in addition to resources listed above) will be provided for students with disabilities and ELs?</b></p>	<p><b>Bilingual and ESL</b>-To support our English Language Learners the Bilingual and ESL department will support Bilingual and ESL teachers and students. Teachers will host virtual office hours regularly. Bilingual teachers will utilize Gomez instruction components throughout the lesson plan cycle for both face-to-face and virtual instruction. Additionally, ESL teachers will plan and collaborate with the general education teacher to schedule pull out services.</p> <p>English Learner Portal - <a href="https://www.txel.org/parents-and-families/">https://www.txel.org/parents-and-families/</a></p> <p><b>Special Education</b> - For students with disabilities, WISD SPED teachers will work with general education teachers, students, and families to minimize barriers the student may experience in a remote setting. All students receiving special education services will have both face-to-face and remote learning plans for the 2020-2021 school year documented in their IEP.</p>

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**Key Requirement Student Progress:** Describe (or attach a description of) how you're tracking student engagement and progress in your asynchronous environment.

Component	Explanation
<p><b>What is the expectation for daily student engagement?</b></p>	<p><b>Attendance/Engagement Expectation:</b></p> <ul style="list-style-type: none"> <li>● Students are required to be engaged daily with work. Students who do not demonstrate engagement on a given day are marked absent.</li> <li>● Daily student engagement expectations and progress must be clearly defined, measurable, and published online for parents and students.</li> <li>● Engagement expectations are defined by grade level and/or subjects/courses.</li> <li>● Students participate daily by completing instructional tasks, answering questions, submitting assignments, completing projects, or submitting pictures of assignments and tasks. Students are encouraged to actively participate in teacher office hours for any additional support and answers to questions they may have.</li> <li>● Students are expected to log on daily to Seesaw or Google Classroom to reference activities and assignments for the day. Daily student engagement expectations and progress must be clearly defined, measurable, and documented in the learning management system for students to self-monitor. Students are given asynchronous assignments daily by the teacher, and completion time equates to the minutes assigned for specific grades. They are also encouraged to actively participate in the synchronous sessions, such as calendar time, table time, and small group sessions. Students are expected to demonstrate engagement for the teacher to track at a predesignated time every day; however, if assignments are turned in during afterhours of the same day, teachers can amend attendance the following day (within a 48-hour window). Teachers are also expected to meet virtually with all students daily. Online learners will access Google Classroom or Seesaw using a daily calendar of assignments.</li> </ul>
<p><b>What is the system for tracking daily student engagement?</b></p>	<p><b>Attendance/Engagement Tracking:</b></p> <ul style="list-style-type: none"> <li>● Following the guidance from TEA, ADA funding may be met according to the following:             <ol style="list-style-type: none"> <li>1. Daily Progress in the Management System Schoology and ClassLink reports</li> <li>2. Daily Progress via student-teacher interaction</li> <li>3. Completion / Turn-in of assignments</li> </ol> </li> <li>● Teachers monitor and check for student engagement each day.</li> <li>● Students that are not actively engaged and do not have documentation of completing the minimum targeted activities will be marked absent.</li> <li>● Additionally, students have a late night engagement option until 11:59 of each day to be considered engaged. If a student shows engagement from 3:00 pm to 11:59 pm and the student had been marked absent by the teacher on the previous day, the teacher will make the change in the system and count the student present.</li> </ul> <p>WISD maintains high expectations for students related to daily engagement. We believe that students should demonstrate more than basic progress daily. While we recognize that the 20-21 school year will represent a significant departure from normal for our students and families, we cannot afford to miss a single opportunity for our students to learn and grow.</p> <p><a href="#">Attendance Flowchart</a>  <a href="#">Recording Attendance in Skyward</a>  <a href="#">Remote Learner Attendance Log</a></p>

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<p><b>How are the expectations for daily student engagement consistent with progress that would occur in an on-campus environment?</b></p>	<p>Apart from interventions and office hours, attendance will be tracked daily in Classlink, through the built-in Progress Markers, using the same process and protocol as is used during on-campus instruction. In addition, students who fall below a 90% attendance for the time that the course is offered will not receive credit for the course, regardless of level of engagement. This is consistent with on-campus expectations. These methods require engagement that is consistent with an on-campus learning environment because they mimic the ways in which students would interact with their teachers and classmates on-campus though duration, learning objectives achieved, activities completed, and coursework. Furthermore, these opportunities for engagement provide evidence that the student is making progress and engaging with their schoolwork daily.</p>
<p><b>What is the system for tracking student academic progress?</b></p>	<p><b>Attached is the assessment calendar that includes a schedule for re-teach, intervention, and reassessment. The GT Asynchronous Plan is also in the attached folder.</b></p> <p>Student progress will be tracked daily using a standardized structure in tracking instructional minutes and engagement. Parents have full access to student work, interactions with teachers, assignment submissions and feedback by viewing their student’s account. In Skyward, parents can designate either weekly or daily progress reports. These expectations for student engagement and progress monitoring will be shared with parents at the start of the school year via the parent academy that clearly lists the expectation that parents should have and the level of support they will be required to provide students if they opt for a fully-remote school option for 20-21.</p> <p>Currently, the district is planning for a 1:1 device roll-out at the high school level to be complete in the fall. In the meantime, the district is developing a plan to address the needs of students who may still face device and access gaps. For students that do not have access to the internet, there will be a non-digital, paper-based version of instructional content, exercises and supports. The district is currently considering implementing traditional grading and phone check-ins to measure academic progress in these situations.</p> <p>Students will have several assessments to track academic progress throughout the school year:</p> <ul style="list-style-type: none"> <li>● Every 6 weeks, students will take district progress measure assessments on the 4 core subjects (Grades 2-12)             <ul style="list-style-type: none"> <li>○ District Progress Measures assess TEKS recently taught</li> <li>○ District Progress Measures are used to drive future instruction, spiral past instruction and design interventions</li> </ul> </li> <li>● CIRCLE Pre-K Assessment: Beginning of Year, Middle of Year, and End of Year assessments will be offered and remain consistent</li> <li>● NWEA Map Growth will be administered BOY, MOY, and EOY and data used to drive instruction and interventions</li> </ul> <p>In addition, WISD will continue to implement the following official grade reports:</p> <ul style="list-style-type: none"> <li>● Report Cards - The purpose of report card grades is to communicate the student’s level of mastery of the designated TEKS-based instructional objectives. Report cards will be issued for all students at the end of the six week grading period.</li> <li>● Progress Reports - Interim progress reports shall be issued for all students after the third week of each grading period.</li> <li>● Gradebook - All grades recorded in the gradebook will relate directly to one or more TEKS-based instructional objectives. Grades will be entered in a timely manner according to board policy.</li> <li>● Progress Updates - Progress updates on goals and objectives for students receiving special education services will be distributed to parents every six weeks corresponding with the district’s grading period.</li> </ul>

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**What is the system for providing regular (at least weekly) feedback to all students on progress?**

### Feedback System:

- Daily feedback will be provided via Seesaw or Google Classroom through student work and assignment completion.
- Three weeks' progress reports will be provided through Skyward and shared with the parents/guardians.
- Teachers will respond to parent emails and phone calls in a 24-hour time period.
- At the end of every grading period, feedback and grade reports will be provided.
- Contact logs will be provided to all teachers to document weekly contact.
- Elementary school teachers are expected to host 40-60 minutes of intervention and two 35-minute office hour sessions per day.
- Secondary school teachers office hours will be held during their scheduled conference periods.
- Teachers will review each individual student's progress and conduct outreach for small group intervention sessions where and when appropriate. Feedback will also be provided through discussion forums, chat features, email correspondence and other channels in accordance with what students prefer or find most effective.
- Intermittent feedback is provided to students as needs arise.
- Teachers are expected to provide daily feedback for asynchronous work with a 24-hour turnaround time period.
- Daily feedback from teachers to students is conducted through a variety of methods, via Seesaw/Google Classroom, activities, or small group instruction and teacher tutorial time. The daily feedback mechanism allows students to have a clear understanding of their academic progress on a consistent and frequent basis.

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**Key Requirement Implementation:** Describe specific supports for educators and families to implement effective remote asynchronous instruction.

Time of Year	Key Topics - Sample	Targeted Audience	Follow up Support
Fall Teacher In-service 8/11 and 8/13	<ul style="list-style-type: none"> <li>Asynchronous Plan</li> <li>Planning for Student Engagement</li> <li>MAP Diagnostic Assessment to Identify Learning Gaps</li> <li>Seesaw and Google Classroom</li> <li>Curriculum Crosswalks</li> <li>lead4ward Field Guides</li> <li>Bridge Online PL Platform</li> <li>Classlink</li> <li>Recording instruction with Zoom</li> </ul>	All WISD Teachers, Counselors, and Administrators	<p>Additional training will be held virtually throughout the fall semester or accessed through course modules in Bridge.</p> <p>Curriculum coordinators and instructional coaches will be trained first so that they can support learning at the campuses. Administrators are invited to attend these training sessions as well.</p>
September (Virtual training through Bridge)	<ul style="list-style-type: none"> <li>Administering MAP for online learners</li> <li>Recording instruction with Zoom - Student Engagement</li> <li>Interpreting MAP reports</li> <li>Texas Home Learning Webinars provided by TEA</li> <li>Meaningful Menus for Gifted and Talented Differentiation</li> <li>Branching Minds training for teachers, administrators, and campus leadership to support MTSS</li> <li>K-12 TX Performance Standards Projects</li> </ul>	Teachers, counselors, curriculum coordinator, instructional coaches, and administrators	<p>Follow-up also includes implementing the online platforms and instructional strategies obtained during training both in the classroom and online with students learning from home.</p> <p>More intensive support will be provided by curriculum coordinators and instructional coaches based on campus or individual teacher need.</p>
October	<ul style="list-style-type: none"> <li>Interpreting Campus MAP reports</li> </ul>	Administrators, coordinators, and instructional coaches	<p>Online academies will be rolled out to elementary and secondary teachers.</p>
Fall	Elementary Online Teachers Academy	Elementary Teachers	
Fall	Secondary Online Teachers Academy	Secondary Teachers	
Fall	TEA Released Online Learning Modules for Online Learning	Teachers and Administrators	
January	<ul style="list-style-type: none"> <li>Depth &amp; Complexity</li> <li>Interpreting MAP Growth Reports</li> </ul>	Teachers, counselors, curriculum coordinator, instructional coaches, and administrators	

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All Year	NISE Microcert for Digital Learning	Coordinators	
Ongoing	Professional Learning Community Meetings	Coordinators and Online Learning Teachers	Bi-weekly meetings of grade level/content area online learning teachers facilitated by curriculum coordinators. These sessions will equip teachers with tools and resources to effectively support asynchronous learning.

**Summarize how your professional development for educators will support asynchronous instruction:**

Component	Explanation
<b>How will both initial and ongoing, job-embedded educator development opportunities occur?</b>	<p><b>Teacher PLCs:</b> Every week, teachers will take part in a dedicated PLC with other teachers in the same content/grade-level. This will take place on the same day each week for teachers. This will be composed of general education teachers, special education teachers, interventionists, and administrators who will work together to disaggregate the weekly unit resources provided from the Content Leads to make it directly meaningful for students. Content Coordinators and Instructional Coaches would be available to answer questions, provide training on the curriculum, and support the development of educators using this.</p> <p><b>Asynchronous Training for Educators:</b> Much like students use Seesaw or Google Classroom for excellent, high-quality content, we will provide a similar system for teachers through Bridge. This will be available to all educators to learn and grow on their own time. This would include normal learn-at-your-own-pace modules such as compliance training and GT training as well as newly developed PD regarding specific educator roles in our system.</p> <p><b>Real-Time Feedback:</b> Educators in our system will receive real-time feedback from specially trained instructional coaches who will be observing lessons and providing feedback and coaching for the educators. The online platform SIBME will be used for this purpose as well as to curate a master teacher video library.</p> <p>The PD calendar above outlines the primary methods of delivery for initial and ongoing professional learning for all stakeholders:</p> <ul style="list-style-type: none"> <li>● District Administrator Academy</li> <li>● Campus Administrator Academy</li> <li>● On-Line Instructor Academy</li> <li>● Partners In Education Academy (Parents &amp; Guardians)</li> <li>● Professional On-Line Professional Learning Delivery:             <ul style="list-style-type: none"> <li>○ Train the trainer model</li> <li>○ Timeline for other ongoing training and support (leadership teams will attend these meetings and are responsible for replicating this virtual training with their respective campuses during District Staff Development days) found on the table above.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ District Coordinators and Instructional Coaches are assigned to every campus to provide the following ongoing educator development and support</li> <li>○ Provide on-going personalized professional development and instructional coaching (video coaching via the SIBME platform) through real-time feedback</li> <li>○ IT Instructional Coordinators model on-line lessons with guidance on content specific instructional strategies and resources to support teachers in the development of purposeful integration of technology and the delivery of high-quality instruction in a virtual environment.</li> </ul>
<p><b>How will professional development experiences develop educator content knowledge to support internalizing the asynchronous curriculum and analyzing and responding to data?</b></p>	<p>As described in the sample professional development calendar embedded above, teachers will learn how to apply the strategies of a blended or flipped classroom in the context of specific content areas. The professional development experiences will be delivered virtually and address how certain virtual tools can be implemented in order to facilitate teaching a class in a specific subject. These sessions will be offered by content coordinators and based on point of need.</p> <p>For example, an educator would attend a content specific session and be shown how to teach the class both face-to-face and asynchronously. Throughout the year, educators will learn how to adopt different asynchronous instruction methods</p>

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**Describe your communication and support plan for families engaging with asynchronous learning:**

Component	Explanation
<p><b>How will you communicate the expectations for asynchronous instruction to families?</b></p>	<p>The following platforms will be used to provide quick and easily accessible announcements pertaining to all students:</p> <ul style="list-style-type: none"> <li>● WISD website</li> <li>● WISD Curriculum &amp; Instruction website</li> <li>● Social Media – Facebook, Instagram, Twitter, &amp; YouTube</li> <li>● School Messenger</li> <li>● Accessing the Google Classroom or Seesaw student account</li> <li>● <a href="#">Parent Online Learning Page</a></li> </ul> <p>Waxahachie ISD Asynchronous Plan will be posted on our district’s website. A Parent Academy has been developed covering topics determined by high-interest and parent suggestions. Frequent communication will occur using platforms including SeeSaw+, Google classroom, Skyward, personal contact from teachers via email, virtual platforms and/or voice calls.</p> <p>Parent Meeting: When a student goes from on-campus learning to remote, campus personnel including teachers will host a virtual meeting to review the expectations of remote learning with both the parent and the student. Discussion points will include:</p> <ul style="list-style-type: none"> <li>● Overview of online instruction</li> <li>● Partner in Education Academy (ongoing support)</li> <li>● Accessing online learning             <ul style="list-style-type: none"> <li>○ Student Devices</li> <li>○ Internet Access</li> <li>○ LMS/Dashboard/Platforms</li> </ul> </li> <li>● Attendance requirements for promotion and graduation</li> <li>● Completion and grading of assignments</li> <li>● Who and how to contact for virtual and academic supports</li> </ul>
<p><b>What are the expectations for family engagement/support of students?</b></p>	<p>It is paramount that WISD students and families understand the expectations and importance of remote learning during asynchronous instruction. Communication will be provided to clarify the focus on coherence between on-campus and remote instruction. It is our expectation for staff, students, and families to maintain strong partnerships to allow students to easily transition between these delivery methods.</p> <p>Families will be expected to support their students by attending and engaging in the following events and practices:</p> <ul style="list-style-type: none"> <li>● Daily instructional support to the student.</li> <li>● Open communication and checking on student progress regularly in each class</li> <li>● Support the use of technology tools to help access instruction</li> <li>● Support students to complete their work in regular school hours</li> <li>● If the student elects to take courses such as CTE in an on campus environment, the parent/guardian will provide transportation</li> </ul>

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	<p><b>Social and Emotional Learning-</b> students will have access to positive reinforcement and positive reinforcement systems set up by the teacher using Google Classroom, SeeSaw, distribution of incentives via mail or delivery, etc. The teacher will also work with the parent on creating structures in the home that helps to reduce distractions and gives students opportunity for breaks. For students requiring Behavior Intervention Plans all teachers will work to implement strategies and make adjustments for the home environment.</p>
<p><b>What additional supports, training, and/or resources will be provided for families who may need additional support?</b></p>	<p>Ongoing parent/student supports:</p> <ul style="list-style-type: none"> <li>● Partners in Education Academy</li> <li>● Distributing additional resources and support to each campus i.e., school supplies for students</li> <li>● Identifying health and human services support for families in need</li> <li>● Increasing school staff capacity to effectively connect, engage, and partner with families</li> </ul> <p>SEL - Available at no cost, Harmony at Home is an online toolkit for families and caregivers to teach vital social emotional learning (SEL) skills to boys and girls using the strategies. <a href="https://www.sanfordharmony.org/harmony-at-home/">https://www.sanfordharmony.org/harmony-at-home/</a></p> <p>For technology services and help, parents can access support in the following ways:</p> <ul style="list-style-type: none"> <li>● Help desk phone number</li> </ul> <p>To help parents support their students, Waxahachie ISD has also made the following resources available:</p> <ul style="list-style-type: none"> <li>● Videos for families and staff on the Waxahachie ISD website</li> <li>● Campuses have opened Wi-Fi access for their surrounding area</li> </ul>

Attachments: [https://drive.google.com/drive/folders/1qVQUcnQ5NObfCU5ysUMR1mm\\_GSvwwSEq?usp=sharing](https://drive.google.com/drive/folders/1qVQUcnQ5NObfCU5ysUMR1mm_GSvwwSEq?usp=sharing)