



**Waxahachie**  
INDEPENDENT SCHOOL DISTRICT

411 N. Gibson St. Waxahachie, TX 75165 • 972-923-4631 Phone • 972-923-4759 Fax. • wisd.org

**Regular Meeting and Workshop |**

**AGENDA**

**Monday, July 14, 2025**

**4:00 PM**

**Live Stream:**

**<https://www.youtube.com/waxahachieisd>**

A Regular Meeting and Workshop of the Board of Trustees of Waxahachie Independent School District will be held Monday, July 14, 2025, beginning at 4:00 PM in the Waxahachie ISD Administration Building, 411 N. Gibson St., Waxahachie, TX 75165.

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. CALL TO ORDER.
  - A. Announcement by the 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. WORKSHOP.
  - A. Future use of the Coleman building.
- III. 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.
- IV. RECONVENE TO OPEN SESSION.
  - A. Invocation and Pledges of Allegiance to the American and Texas Flags.
- V. OPEN FORUM: Hearing of individuals or committees.\*\*
- VI. REPORTS.
  - A. Superintendent's Report. 4
  - B. Informational Bond 2023 construction update. 5
  - C. WISD Special Education department update. 6
  - D. Informational report on Policy Update 125. 14
- VII. INFORMATIONAL ITEMS
  - A. Human Resources department overview of resignations, retirements, and new hires in the past month. 50
  - B. 2025-2026 employee handbook is presented to the board for informational purposes. 51
  - C. Informational report on the maintenance department's work orders. 147

VIII. CONSENT AGENDA.

A.	Consideration and approval of minutes from previous meetings.	150
B.	Consideration and approval of monthly bid reports, purchase orders requiring board approval, and proposed budget amendments.	155
C.	Consideration and approval of monthly financial reports that include cash position, revenue reports, budget summary, and tax collection reports.	182
D.	Consideration and possible action to approve the addition of 7 special education aide positions in new and existing separate setting classrooms.	204
E.	Consideration with possible action to approve the NWEA MAP testing universal screening program.	207
F.	Consideration with possible approval of a Memorandum of Understanding between WISD and Ellis County Juvenile Board.	226
G.	Consideration with possible action to approve the WISD meal charge policy for the 2025-2026 school year.	237
H.	Consideration with possible action to approve the WISD 2025-2026 meal pricing.	239
I.	Consideration with possible approval of a Memorandum of Understanding between WISD and UT Tyler.	241
J.	Consideration with possible approval of a Memorandum of Understanding between WISD Global High School and Navarro College.	247
K.	Consideration with possible action to approve a Memorandum of Understanding between WISD and Navarro College for dual credit purposes.	269
L.	Consideration with possible approval of changes in authorized users for financial accounts and to authorize administration to execute all necessary documents.	285
M.	Consideration with possible action to approve a land easement related to property surrounding Waxahachie Creek High School.	286
N.	Consideration with possible approval of the relocation of interactive boards to TC Wilemon building from Delcom Group at a cost not to exceed \$56,819.30.	287
O.	Consideration with possible action to ratify purchase of Canvas and Parchment from Instructure, Inc in the total amount of \$57,436.80.	293
P.	Consideration with possible action to approve the Credit by Examination date to allow students in secondary courses to earn credit for a course by examination.	300
Q.	Consideration with possible action to approve the TEA Strong Foundations Implementation Part C Grant to enter into an agreement with Great Minds to provide increased support to all elementary campuses for Bluebonnet Learning Math.	302
R.	Consideration with possible action to enter into a one-year contract with Imagine Learning at a price not to exceed \$74,535.00 for Edgenuity.	305
S.	Consideration with possible action to upgrade the entire district badge readers and new badges at a price not to exceed \$136,788.00 from BAT Security and Allegion.	308
T.	Consideration with possible action to add a set of group bathrooms at Finley Junior High at a price not to exceed \$75,000.00, to be completed by Harts Flooring.	312
U.	Consideration with possible action to enter a change order for the bathroom remodel at Howard Junior at a price not to exceed \$17,825.00 to be completed by Concord Commercial Services Inc.	314

V.	Consideration with possible action to enter a change order for the bathroom remodel at Shackelford Elementary at a price not to exceed \$17,825.00 to be completed by Concord Commercial Services Inc.	316
W.	Consideration with possible action to enter a change order for the bathroom remodel at Turner Pre-K at a price not to exceed \$17,825.00 to be completed by Concord Commercial Services Inc.	318
X.	Consideration with possible action to remove asbestos found in Turner Pre-K Nurse's bathroom at a price not to exceed \$13,205.45 to be completed by Concord Commercial Services Inc.	320
Y.	Consideration with possible action to change all bathroom partitions at TC Wilemon at a price not to exceed \$85,000.00 to be completed by Harts Flooring.	322
Z.	Consideration with possible action to make a full remodel of the single classroom bathrooms at Shackelford Elementary at a price not to exceed \$105,000.00 to be completed by Concord Commercial Services Inc.	324
AA.	Consideration with possible action to make a change order to purchase additional furniture & install in the common areas & cafeteria furniture for Global High School at an additional price not to exceed \$70,000.00, to be completed by School Specialty.	328
BB.	Consideration and possible action to approve certified appraisers.	332
IX.	ACTION ITEMS.	
A.	Consideration with possible approval to hire a Director of Public Relations.	337
B.	Consideration with possible approval to hire a Director of Curriculum.	338
C.	Consideration with possible approval to hire a Principal at Finley Junior High.	339
X.	ADJOURN.	

If, during the course of the meeting, a discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See BEC(LEGAL)]

Regular meetings of the Waxahachie ISD Board of Trustees begin 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 by 6 p.m.

\*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 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 Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025      **Presented By:** Stephen Mott

**Subject:** Bond 2023 Construction Update      **Related Page(s)** 1



**EXECUTIVE SUMMARY:**  
**Monthly Bond 2023 Construction Update**

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
	Priority #2	Honor and Support Staff
X	Priority #3	Community and Stakeholder Relationships
X	Priority #4	Financial Integrity

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025      **Presented By:** Erin Edmondson

**Subject:** SPED/Dyslexia Update      **Related Page(s)** 7


**Informational  
Agenda Item**

**EXECUTIVE SUMMARY:**

Erin Edmondson, Director of Special Populations, will present an update on Special Education, including Dyslexia, for the 2024-2025 school year.

		<b>BOARD PRIORITY GOALS</b>
X	<b>Priority #1</b>	<b>Student Growth</b>
	<b>Priority #2</b>	<b>Honor and Support Staff</b>
	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
	<b>Priority #4</b>	<b>Financial Integrity</b>


**RECOMMENDATION:**



# Special Education Update

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2024-2025



# Year at a Glance in Special Education

HB3928- All students with Dyslexia services must be moved under Special Education by end of 2024-2025 school year.

	May 2024	May 2025
Students Identified:	918	1266
Students receiving direct instruction:	414	462
Completed instruction & receive accommodations	504 <sup>8</sup>	804

# Year at a Glance in Special Education

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## Special Education Totals:

- August 2023 - 1,805
- May 2024 - 1,924
- August 2024- 1,918
- May 2025- 2,174

## Speech Only Totals:

- August 2024 - 249
- May 2025 - 216

## Dyslexia Services Totals:

- August 2024 - 1,266 identified
- May 2025 - 462 receiving instruction

# Year at a Glance in Special Education

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## Referral/Testing Data:

- Initial Referral/Testing for 2024-2025: 386
- Students qualified for services in 24 – 25: 349 or 90.4%
- Students that did not qualify in 24 – 25: 37 or 9.6%

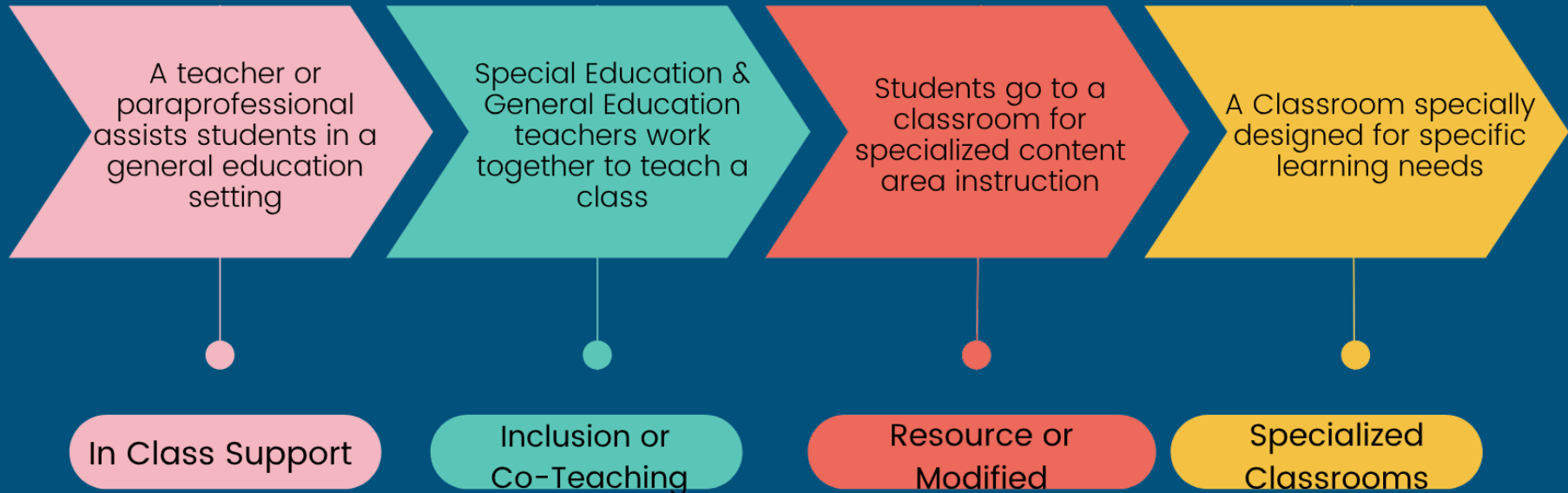
ARD Meetings held within 187 school days:

Elementary: 1,510+

Jr. High: 768+

High School: 650+

# Continuum of Services



# Specialized Classrooms

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- **ECSE** - Early Childhood Special Education= 62 students
- **PBSE** - Positive Behavior Support Environment= 65 students
- **SLE** - Structured Learning Environment= 103 students
- **Life Skills** - Functional Living Environment= 157 students
- **Homebound** - medically dictated by a physician= 8
- **18+ Program** - Goal continuation post-high school= 10
  
- Total= 405 students out of 2,174

# Next Steps in Special Education

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2025-2026

- Continue to refine our referral process.
- Honor teachers time & decrease the ARD prep burden by training & implementing Goal Book.
- Retain Special Education staff at high levels.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025 **Presented By:** Sean Cagle

**Subject:** Policy Update 125, FD(LOCAL) & FM(LOCAL) **Related Page(s)** 30

**Informational  
Agenda Item**

**EXECUTIVE SUMMARY:**

The Texas Association of School Boards (TASB) recently published and distributed Board Policy Update 125. Update 125 contains changes to twenty-seven “Legal” policies and six “Local” policies. Also, this informational item contains updates to FD(LOCAL) and FM(LOCAL). These policies address new legislation about eligibility of any out-of-district/homeschool student to participate in UIL programs for Waxahachie ISD. Adjustments to the Local policies are presented as an informational item (“first reading”).

Local policies with changes below:

- 125 BDAA(LOCAL) Officers and Officials: Duties And Requirements Of Board Officers
- 125 BDB(LOCAL) Board Internal Organization: Board Committees
- 125 BDF(LOCAL) Board Internal Organization: Advisory Committees
- 125 EI(LOCAL) Academic Achievement
- 125 FDE(LOCAL) Admissions: School Safety Transfers
- 125 FEC(LOCAL) Attendance: Attendance For Credit
- FD(LOCAL) Admissions
- FM(LOCAL) Student Activities

**ATTACHMENTS:**

- Update 125 (LOCAL) policy update packet (summary and draft changes).
- FD(LOCAL) draft
- FM(LOCAL) draft

		BOARD PRIORITY GOALS
X	<b>Priority #1</b>	<b>Student Growth</b>
X	<b>Priority #2</b>	<b>Honor and Support Staff</b>
X	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
X	<b>Priority #4</b>	<b>Financial Integrity</b>

# Policy Update 125 and other Policy Recommendations Informational Report

(July 14, 2025)

# Explanatory Notes

## TASB Localized Policy Manual Update 125

### Waxahachie ISD

#### **AIA(LEGAL) ACCOUNTABILITY: ACCREDITATION AND PERFORMANCE INDICATORS**

Revisions to 19 Administrative Code 97.1003(f)(3), effective February 10, 2025, prompted edits at Local Accountability Plan — Submission and Audit Standards.

#### **AIE(LEGAL) ACCOUNTABILITY: INVESTIGATIONS**

A citation to the Administrative Code has been adjusted at the end of the policy.

#### **B(LEGAL) LOCAL GOVERNANCE**

The Section B Table of Contents has been updated to reflect revised names for policies BDB, Board Committees, and BDF, Advisory Committees.

#### **BBD(LEGAL) BOARD MEMBERS: TRAINING AND ORIENTATION**

19 Administrative Code 61.1051 was repealed on December 6, 2024, but 19 Administrative Code 61.1(b)(7), which references the repealed rule, was not amended. The requirements in the repealed provision were moved to 19 Administrative Code 103.1401. A Note has been added at Identifying and Reporting Abuse to clarify the location of the requirements.

#### **BDAA(LOCAL) OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS**

Revisions are recommended to this local policy on board officer duties and requirements. At Board Officers, the sentence indicating that the board may assign a district employee to provide clerical assistance is recommended for deletion since the superintendent, rather than the board, manages staff assignments, including providing support to the board. Under Terms and Duties — Vice President, the revised language clarifies that when the vice president automatically becomes president due to a vacancy, they then serve as president until the board reorganizes.

#### **BDB(LEGAL) BOARD INTERNAL ORGANIZATION: BOARD COMMITTEES**

To coordinate with the recommended changes to the local policy at this code, the subtopic has been changed from Internal Committees to Board Committees.

#### **BDB(LOCAL) BOARD INTERNAL ORGANIZATION: BOARD COMMITTEES**

This policy has been revised in coordination with BDF(LOCAL) to clarify the difference between board committees and advisory committees. Accordingly, the subtopic of this code has been changed from Internal Committees to Board Committees, and new provisions are recommended to establish how board committees are formed and outline their purpose. Text addressing Dissolution of board committees is also recommended for inclusion. The language previously at Special Committees has been moved to BDF(LOCAL).

#### **BDF(LEGAL) BOARD INTERNAL ORGANIZATION: ADVISORY COMMITTEES**

To coordinate with the recommended changes to the local policy at this code, the subtopic has been changed from Citizen Advisory Committees to Advisory Committees.

#### **BDF(LOCAL) BOARD INTERNAL ORGANIZATION: ADVISORY COMMITTEES**

This new local policy is recommended for inclusion to coordinate with the changes at BDB. The subtopic of this code has been changed from Citizen Advisory Committees to Advisory Committees. Language has been moved here from BDB(LOCAL) and updated to clarify how advisory committees are formed and the

# Explanatory Notes

## TASB Localized Policy Manual Update 125

### **Waxahachie ISD**

parameters of their responsibilities. A section on Dissolution of the committees is also recommended for inclusion.

#### **BJB(LLEGAL) SUPERINTENDENT: RECRUITMENT AND APPOINTMENT**

New rules at 19 Administrative Code 103.1213 regarding the Sentinel system were adopted on December 13, 2024, and a new section on required reporting in that system after a superintendent change has been added to this legal framework.

#### **CBA(LLEGAL) STATE AND FEDERAL REVENUE SOURCES: STATE**

Revisions reflect amendments at 19 Administrative Code 61.1034, effective April 13, 2025, to clarify the criteria a district must meet to be eligible for the New Instructional Facility Allotment (NIFA). Additional information about NIFA has also been included to outline eligibility provisions and the application process. NIFA was created in 1999 for districts to provide for operational expenses associated with the opening of a new instructional facility and is available to all public school districts that meet the requirements of the statute and rule.

#### **CKA(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: SAFETY AND SECURITY AUDITS AND MONITORING**

New rules at 19 Administrative Code 103.1213, effective December 15, 2024, relating to the Sentinel system prompted revisions to this legal framework on safety and security audits and monitoring. A section on Reporting Through Sentinel has been added, and additional changes reflecting new reporting requirements for vulnerability assessments and intruder detection audits have been made.

#### **CKC(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS**

The new rules regarding the Sentinel system necessitated additional language regarding the Texas School Safety Center's uploading of multihazard emergency operation plans to that system. The new rules became effective December 15, 2024, and are found at 19 Administrative Code 103.1213.

#### **CLA(LLEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: SECURITY**

New requirements have been added at Human Trafficking Warning Signs to reflect a new rule adopted at 19 Administrative Code 103.1403, effective December 11, 2024.

#### **CMD(LLEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT: INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING**

Changes at 19 Administrative Code 67.1315, effective December 15, 2024, prompted revisions relating to the requirement for districts to adopt an open education resource instructional materials plan unless otherwise exempt.

#### **CNB(LLEGAL) TRANSPORTATION MANAGEMENT: DISTRICT VEHICLES**

A cross-reference to CNC has been added at School Bus Advertising for clarity regarding reporting requirements for crashes involving buses with advertising.

#### **CNC(LLEGAL) TRANSPORTATION MANAGEMENT: TRANSPORTATION SAFETY**

At Annual Report to TEA, revisions to this legal framework were required after 19 Administrative Code 61.1028 was repealed and provisions moved to the new 19 Administrative Code 103.1231, effective March 10, 2025. Other revisions have been made for clarity.

# Explanatory Notes

## TASB Localized Policy Manual Update 125

### Waxahachie ISD

#### **DEAB(LLEGAL)                      COMPENSATION PLAN: WAGE AND HOUR LAWS**

At Exempt Employees — Academic Administrators, the salary/fee rate has been removed and replaced with a reference to the established weekly threshold to prevent the need for continuous updating as the Fair Labor Standards Act rules are amended over time.

#### **DMA(LLEGAL)                      PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT**

A citation change at Child Abuse, Trafficking, and Maltreatment reflects provisions from the Administrative Code that were repealed on December 11, 2024, and moved to 19 Administrative Code 103.1401. At Mental Health, provisions have been added to reflect the adoption of 19 Administrative Code 153.1015, effective December 2, 2024.

#### **EHBAA(LLEGAL)                      SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY**

At Evaluation for Change in Eligibility, provisions have been removed to reflect amendments to 19 Administrative Code 89.1070, adopted November 1, 2024. A cross-reference to EIF has been added for clarity.

#### **EHBAD(LLEGAL)                      SPECIAL EDUCATION: TRANSITION SERVICES**

Provisions at Graduation have been revised to reflect amendments to 19 Administrative Code 89.1070, adopted November 1, 2024.

#### **EHBAF(LLEGAL)                      SPECIAL EDUCATION: VIDEO/AUDIO MONITORING**

19 Administrative Code 61.1051 was repealed on December 6, 2024, but 19 Administrative Code 103.1301, which references the repealed rule, was not amended. The requirements in the repealed provision were moved to 19 Administrative Code 103.1401. A Note has been added at Confidentiality — Duty to Report to clarify the location of the requirements.

#### **EHBE(LLEGAL)                      SPECIAL PROGRAMS: BILINGUAL EDUCATION/ESL**

Extensive revisions throughout this legal framework reflect amendments to numerous Administrative Code rules, effective February 7, 2025, relating to bilingual and ESL programs.

#### **EHDE(LLEGAL)                      ALTERNATIVE METHODS FOR EARNING CREDIT: DISTANCE LEARNING**

Changes throughout this legal framework reflect amendments to the Administrative Code adopted on February 14, 2025.

#### **EI(LOCAL)                              ACADEMIC ACHIEVEMENT**

At Partial Credit, recommended revisions replace the phrase "combined grade for" with "average of" to more accurately reflect the determination of awarding credit when a student earns a passing grade in only half of a course.

#### **EIF(LLEGAL)                              ACADEMIC ACHIEVEMENT: GRADUATION**

Revisions to this legal framework are a result of amendments to 19 Administrative Code 89.1070, adopted November 1, 2024.

#### **FDA(LLEGAL)                              ADMISSIONS: INTERDISTRICT TRANSFERS**

A paragraph has been added at Discipline and Threat Assessment Records as a result of the new Sentinel rules found at 19 Administrative Code 103.1213, effective December 15, 2024.

# Explanatory Notes

## TASB Localized Policy Manual Update 125

### Waxahachie ISD

#### FDE(LOCAL)

#### ADMISSIONS: SCHOOL SAFETY TRANSFERS

At Safe Schools Data, "bullying" is recommended for inclusion as an offense for which the district must collect and maintain data. The revision aligns with the Unsafe School Choice Option Guidance Handbook.

#### FEC(LOCAL)

#### ATTENDANCE: ATTENDANCE FOR CREDIT

Revisions throughout this policy are recommended for clarity.

The information in the first sentence of the policy has been incorporated at Absences Considered for improved readability. Rather than directing the board to establish attendance committees, the policy now authorizes the establishment of those committees by the administration. At Methods for Regaining Credit or Awarding a Final Grade, specifics regarding petitions for credit are recommended for deletion in favor of a reference to administrative regulations.

Revisions at Imposing Conditions for Awarding Credit or a Final Grade are recommended to clarify requirements regarding "seat time." For more information, see the TASB.org article [TEKS Mastery, Not Seat Time, Required for Attendance for Credit](#).

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

#### FFAC(LEGAL)

#### WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

Extensive changes throughout this legal framework have been made for clarity and to reflect new Department of State Health Services rules on Maintenance and Administration of Medication for Respiratory Distress.

#### FFAC(LOCAL)

#### WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

The revisions to the legal framework at this code reflect the new Department of State Health Services rules on unassigned medication for respiratory distress. If your district currently maintains medication that can be used when a person is experiencing respiratory distress, please contact your policy consultant for appropriate text to include in your local policy.

#### FFB(LEGAL)

#### STUDENT WELFARE: CRISIS INTERVENTION

A section on Use of Sentinel Assessment Instrument, Manual, and Field Guide has been added to reflect the new Sentinel rules found at 19 Administrative Code 103.1213, effective December 15, 2024.

#### FOC(LEGAL)

#### STUDENT DISCIPLINE: PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING

Revisions to this legal framework at Determination of Violent Conduct reflect new language at 19 Administrative Code 103.1205, effective October 29, 2024.

#### FOF(LEGAL)

#### STUDENT DISCIPLINE: STUDENTS WITH DISABILITIES

A new section on Peace Officer or Security Personnel Use of Restraint or Taser has been added to reflect new language at 19 Administrative Code 89.1053, effective October 7, 2024.

## (LOCAL) Policies Packet

For your convenience, this file contains *only* the local policies from your school district's TASB update packet.

### What is in this packet?

- Instruction sheet for recommended (LOCAL) policies
- Explanatory Notes for recommended (LOCAL) policies
- Clean copies of recommended (LOCAL) policies
- Annotated (redlined) copies of recommended (LOCAL) policy changes

### This is not the full update packet.

To retrieve your district's full update packet, log in to Policy Online® and visit My Policy Manual > Local Manual Updates > Numbered Updates.

### What is in the full update packet?

The full update packet contains:

- A summary of the overall policy update
- (LEGAL) policies and (EXHIBIT) documents that describe the statutory framework in which your local policies must operate
- Instructions and Explanatory Notes for every policy change, not just the (LOCAL) policies
- Guidance on how to:
  - Present recommended policy changes to the board
  - Keep minutes
  - Notify TASB of board action
  - Maintain your historical record
  - Update your administrative regulations

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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.

Instruction Sheet  
TASB Localized Policy Manual Update 125

**Waxahachie ISD**

<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
BDAA	(LOCAL)	Replace policy	Revised policy
BDB	(LOCAL)	Replace policy	Revised policy
BDF	(LOCAL)	ADD policy	See explanatory note
EI	(LOCAL)	Replace policy	Revised policy
FDE	(LOCAL)	Replace policy	Revised policy
FEC	(LOCAL)	Replace policy	Revised policy
FFAC	(LOCAL)	No policy enclosed	See explanatory note

# Explanatory Notes

## TASB Localized Policy Manual Update 125

### Waxahachie ISD

#### **BDAA(LOCAL)                      OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS**

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Explanatory Notes  
TASB Localized Policy Manual Update 125

**Waxahachie ISD**

**FFAC(LOCAL)**

**WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT**

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OFFICERS AND OFFICIALS  
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA  
(LOCAL)

<b>Board Officers</b>	The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. Officers shall be elected by majority vote of the members present and voting.
Vacancy	A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.
<b>Term and Duties</b>	Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
President	In addition to the duties required by law, the President of the Board shall: <ol style="list-style-type: none"><li>1. Preside at all Board meetings unless unable to attend.</li><li>2. Have the right to discuss, make motions, propose resolutions, and vote on all matters coming before the Board.</li></ol>
Vice President	The Vice President of the Board shall: <ol style="list-style-type: none"><li>1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.</li><li>2. Automatically become President of the Board if a vacancy in that office occurs and serve in this role until the Board reorganizes.</li></ol>
Secretary	The Secretary of the Board shall: <ol style="list-style-type: none"><li>1. Ensure that an accurate record is kept of the proceedings of each Board meeting.</li><li>2. Ensure that notices of Board meetings are posted and sent as required by law.</li><li>3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.</li><li>4. Sign or countersign documents as directed by action of the Board.</li></ol>



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**Note:** For advisory committees that include staff, parents, community members, or students, see BDF.

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**Board Committees**

For purposes of this policy, a Board committee is a committee composed only of current Board members.

Formation of a Board committee shall be by Board action. When establishing a Board committee, the Board action shall, at a minimum, specify the:

- Number of Board members on the committee;
- Process to appoint Board members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

A Board committee shall be fact-finding, deliberative, and advisory, and shall make recommendations in the areas of their responsibility. Board committees shall report their findings and recommendations to the Board and shall not assume administrative duties or responsibilities.

Transacting  
Business

Unless specified by the Board, a Board committee shall not have final decision-making authority. Board committee recommendations must be reported to the Board at a regular or special meeting. The Board shall not accept a Board committee's recommendation without due consideration of the matter.

Dissolution

A Board committee shall be dissolved upon Board action.



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**Note:** For committees composed only of current Board members, see BDB.

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**Advisory  
Committees**

For purposes of this policy, an advisory committee is a committee composed primarily of District staff, parents, other community members, and/or students. An advisory committee may also include Board members in numbers less than a quorum of the Board.

Formation of an advisory committee shall be by Board action. When establishing an advisory committee, the Board action shall, at a minimum, specify the:

- Number of members on the committee;
- Process to appoint members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

An advisory committee shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. Advisory committees shall report their findings and recommendations to the Board.

Transacting  
Business

An advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such committee recommendations must be reported to the Board at a regular or special meeting for approval and entry into the minutes as a public record.

Dissolution

An advisory committee shall be dissolved upon completion of the assigned task or Board action.



ACADEMIC ACHIEVEMENT

EI  
(LOCAL)

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



**Safe Schools Data**

The Superintendent shall ensure that the District complies with Texas Education Agency (TEA) guidelines for the collection and maintenance of data regarding:

1. Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property [see FOD]; and
2. Any student who becomes a victim of one of the following violent criminal offenses while on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property:
  - a. Attempted murder;
  - b. Indecency with a child;
  - c. Aggravated kidnapping;
  - d. Aggravated assault on someone other than a District employee or volunteer;
  - e. Sexual assault or aggravated sexual assault against someone other than a District employee or volunteer;
  - f. Aggravated robbery;
  - g. Continuous sexual abuse of a young child or disabled individual; or
  - h. Bullying.

**School Safety Transfers**

The parent of a student who becomes a victim of a violent criminal offense as described in the state guidance for unsafe school choice options or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

**From a Persistently Dangerous School**

The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment.

The parent must submit to the Superintendent an application for transfer. The Superintendent shall complete the transfer prior to the beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.

Any transfer arranged for a student from a campus identified by TEA as persistently dangerous shall be renewed so long as the campus from which the student transferred retains that designation.

The District shall maintain, in accordance with the District's record retention schedule, documentation of notification to parents of the transfer option, transfer applications submitted, and action taken.

For a Victim of a  
Violent Criminal  
Offense

Within 14 calendar days after a violent criminal offense described above occurs in or on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property, the District shall notify the parent of a student who is a victim of the offense of the parent's right to request a transfer. The parent must submit to the Superintendent an application for transfer. The Superintendent shall approve or disapprove the request within 14 calendar days of its submission.

Any transfer arranged for a student who was a victim of a violent crime as described above shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each offense, the District shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

**Additional Transfer  
Options**

In circumstances described by Education Code 25.0341, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer of the parent's child or the student assailant from the same campus.

[For other transfer provisions, see also FDA and FDB.]

**Absences  
Considered**

Except as otherwise provided by law, all absences incurred while enrolled in the District shall be considered in determining whether a student has been in attendance for 90 percent of the days the class is offered.

**Attendance  
Committees**

The Board authorizes the establishment of an attendance committee or as many attendance committees as necessary for efficient implementation of state law.

The Superintendent is authorized to make the specific appointments in accordance with legal requirements.

**Parental Notice of  
Excessive Absences**

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

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

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

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

A petition for credit or a final grade may be filed in accordance with administrative regulations. The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. [See Imposing Conditions for Awarding Credit or a Final Grade, below]

Regardless of whether a petition is filed, the attendance committee may also review the records of all students whose attendance drops below 90 percent of the days the class is offered.

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

**Personal Illness**

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

**Best Interest Standard**

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

**Guidelines on Extenuating Circumstances**

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

When makeup work is completed satisfactorily, the attendance committee shall consider extracurricular absences and other excused absences as days of attendance for award of credit or a final grade. [See FEA]

The attendance committee shall consider whether the reasons for the absences were out of the parent's or student's control and whether documentation for the absence is acceptable.

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

**Imposing Conditions for Awarding Credit or a Final Grade**

The attendance committee or principal, as applicable, is not required to assign a student to attend a specified program for an amount of time equivalent to the student's absences (i.e., "seat time").

The attendance committee or principal, as applicable, shall consider the student's unique circumstances and, if necessary, shall impose other conditions for awarding credit or a final grade that permit the student to meet the instructional requirements of the class. Conditions may include:

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

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

**Appeal Process**

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



## **(LOCAL) Policy Comparisons**

These documents are generated by an automated process that compares the updated policy to the 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; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes **moved text**.
- Revision bars appear in the right margin to show sections with changes.

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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 make 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.

### **Contact us:**

School Districts and Education Service Centers, call 800-580-7529 or email [policy.service@tasb.org](mailto:policy.service@tasb.org).

Community Colleges, call 800-580-1488 or email [colleges@tasb.org](mailto:colleges@tasb.org).

OFFICERS AND OFFICIALS  
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA  
(LOCAL)

<b>Board Officers</b>	The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. <del>The Board may assign a District employee to provide clerical assistance to the Board.</del> Officers shall be elected by majority vote of the members present and voting.
Vacancy	A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.
<b>Term and Duties</b>	Board officers shall serve for a term of <del>one year</del> <b>one year</b> or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
President	In addition to the duties required by law, the President of the Board shall: <ol style="list-style-type: none"><li>1. Preside at all Board meetings unless unable to attend.</li><li>2. Have the right to discuss, make motions <del>and</del>, <b>propose</b> resolutions, and vote on all matters coming before the Board.</li></ol>
Vice President	The Vice President of the Board shall: <ol style="list-style-type: none"><li>1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.</li><li>2. Automatically become President of the Board if a vacancy in that office occurs <b>and serve in this role until the Board reorganizes.</b></li></ol>
Secretary	The Secretary of the Board shall: <ol style="list-style-type: none"><li>1. Ensure that an accurate record is kept of the proceedings of each Board meeting.</li><li>2. Ensure that notices of Board meetings are posted and sent as required by law.</li><li>3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.</li><li>4. Sign or countersign documents as directed by action of the Board.</li></ol>

**Special Committees**

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~~The President shall appoint members to special~~**Note:** For ad-  
visory committees ~~created by the Board to fulfill specific~~  
~~assignments, unless otherwise provided that include~~  
staff, parents, community members, or students, see  
BDF.

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**Board Committees**

For purposes of this policy, a Board committee is a committee com-  
posed only of current Board members.

Formation of a Board committee shall be by Board action. ~~These~~  
~~committees may include District personnel~~When establishing a  
Board committee, the Board action shall, at a minimum, specify  
the:

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- Process to appoint Board members to the committee;
- Term of committee membership; and ~~citizens. The function of~~  
~~committees~~
- Responsibilities of the committee.

A Board committee shall be fact-finding, deliberative, and advisory,  
~~but not administrative. Special~~and shall make recommendations in  
the areas of their responsibility. Board committees shall report their  
findings and recommendations to the Board and shall ~~be dissolved~~  
~~upon completion of the assigned task or vote of the Board~~not as-  
sume administrative duties or responsibilities.

~~The President of the Board and the Superintendent shall be ex offi-~~  
~~cio members of all Board committees, unless otherwise provided~~  
~~by Board action.~~

Transacting  
Business

~~Committees may transact business only within the specific author-~~  
~~ity granted~~Unless specified by the Board. ~~To be binding, all such~~  
~~business~~, a Board committee shall not have final decision-making  
authority. Board committee recommendations must be reported to  
the Board at ~~the next~~a regular or special meeting ~~for approval and~~  
~~entry into the minutes as a public record.~~ The Board shall not ac-  
cept a Board committee's recommendation without due considera-  
tion of the matter.

Dissolution

A Board committee shall be dissolved upon Board action.

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**Note:** For committees composed only of current Board members, see BDB.

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**Advisory  
Committees**

For purposes of this policy, an advisory committee is a committee composed primarily of District staff, parents, other community members, and/or students. An advisory committee may also include Board members in numbers less than a quorum of the Board.

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An advisory committee shall be dissolved upon completion of the assigned task or Board action.

ACADEMIC ACHIEVEMENT

EI  
(LOCAL)

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

**Safe Schools Data**

The Superintendent shall ensure that the District complies with Texas Education Agency (TEA) guidelines for the collection and maintenance of data regarding:

1. Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property [see FOD]; and
2. Any student who becomes a victim of one of the following violent criminal offenses, ~~as defined by the Penal Code~~, while on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property:
  - a. Attempted murder;
  - b. Indecency with a child;
  - c. Aggravated kidnapping;
  - d. Aggravated assault on someone other than a District employee or volunteer;
  - e. Sexual assault or aggravated sexual assault against someone other than a District employee or volunteer;
  - f. Aggravated robbery; ~~or~~
  - g. Continuous sexual abuse of a young child or disabled individual; ~~or~~
  - ~~g~~-h. Bullying.

**School Safety Transfers**

The parent of a student who becomes a victim of a violent criminal offense as described in the state guidance for unsafe school choice options or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

**From a Persistently Dangerous School**

The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment.

The parent must submit to the Superintendent an application for transfer. The Superintendent shall complete the transfer prior to the

beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.

Any transfer arranged for a student from a campus identified by TEA as persistently dangerous shall be renewed so long as the campus from which the student transferred retains that designation.

The District shall maintain, in accordance with the District's record retention schedule, documentation of notification to parents of the transfer option, transfer applications submitted, and action taken.

For a Victim of a  
Violent Criminal  
Offense

Within 14 calendar days after a violent criminal offense described above occurs in or on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property, the District shall notify the parent of a student who is a victim of the offense of the parent's right to request a transfer. The parent must submit to the Superintendent an application for transfer. The Superintendent shall approve or disapprove the request within 14 calendar days of its submission.

Any transfer arranged for a student who was a victim of a violent crime as described above shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each offense, the District shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

**Additional Transfer  
Options**

In circumstances described by Education Code 25.0341, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer of the parent's child or the student assailant from the same campus.

[For other transfer provisions, see also FDA and FDB.]

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

**Absences  
Considered**

Except as otherwise provided by law, all absences incurred while enrolled in the District shall be considered in determining whether a student has ~~attended been in attendance for 90 percent of the re-~~ **attended been in attendance for 90 percent of the re-** ~~quired percentage of days under this policy~~ **quired percentage of days** the class is offered.

**Attendance  
Committees**

The Board ~~shall establish~~ **authorizes the establishment of** an attendance committee or as many **attendance** committees as necessary for efficient implementation of ~~Education Code 25.092~~ **state** law.

The Superintendent ~~shall~~ **is authorized to** make the specific appointments in accordance with legal requirements.

**Parental Notice of  
Excessive Absences**

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

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

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

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

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

**time the student receives notice but, in any event, no later than the last day of classes.**  
**in accordance with administrative regulations.** The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. ~~The~~ **[See Imposing Conditions for Awarding Credit or a Final Grade, below]**

**Regardless of whether a petition is filed, the** attendance committee may also, ~~whether a petition is filed or not,~~ review the records of all students whose attendance drops below 90 percent of the days the class is offered.

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

**Personal Illness**

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

**Best Interest Standard**

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

**Guidelines on Extenuating Circumstances**

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

When makeup work is completed satisfactorily, the attendance committee shall consider extracurricular absences and other excused absences as days of attendance for award of credit or a final grade. [See FEA]

The attendance committee shall consider whether the reasons for the absences were out of the parent's or student's control and whether documentation for the absence is acceptable.

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

**Imposing Conditions for Awarding Credit or a Final Grade**

The attendance committee or principal, as applicable, is not required to assign a student to attend a specified program for an amount of time equivalent to the student's absences (i.e., "seat time").

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

1. Maintaining attendance standards for the rest of the semester.
2. Completing additional assignments, as specified by the committee or teacher.

3. Attending tutorial sessions as scheduled.
4. Completing other instructional programs, as specified by the committee.
5. Taking an examination to earn credit. [See EHDB]

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

**Appeal Process**

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

### PROPOSED REVISIONS

<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	In accordance with administrative regulations, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency. 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.
<u>Students Not Enrolled</u>	<u><a href="#">A student enrolled in a private school, including a homeschool, shall not be eligible for concurrent enrollment in the District nor for participation in curricular or extracurricular activities. [See EEL and FM]</a></u>
<b>Nonresident Student in Grandparent's After-School Care</b>	<p>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.</p> <p>The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.</p>
<b>"Accredited" Defined</b>	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 ensure credit, including proportionate credit, is awarded appropriately for all subjects and courses taken prior to enrollment.

[See E!]

**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).]

**PROPOSED REVISIONS**

**Extracurricular  
Activity Absences**

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year a maximum of 15 extracurricular absences not related to post-district competition.

For post-district and state competition, a student shall be allowed the number of absences required to participate in the competition.

[\[For eligibility of a private school student, including a homeschool student, to participate in extracurricular activities, see FD\(LOCAL\).\]](#)

**Scheduling**

Insofar as possible, school activities shall not be scheduled on Wednesday nights and Sundays. School activities scheduled for Sundays shall be approved by the Superintendent.

**Use of District  
Facilities**

School-sponsored student groups may use District facilities with prior approval of the appropriate administrator. Other student groups may use District facilities in accordance with policy FNAB.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025 **Presented By:** Theresa Burkhalter

**Subject:** New Hires and Resignations **Related Page(s)** Memorandum



**EXECUTIVE SUMMARY:**

The Human Resources Department has provided an overview of resignations, retirements, and new hires in the past month.

**ATTACHMENTS:**

Memorandum

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
X	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
X	Priority #4	Financial Integrity

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025      **Presented By:** Theresa Burkhalter

**Subject:** Employee Handbook      **Related Page(s)** Handbook

**Information  
Agenda Item**

**EXECUTIVE SUMMARY:**

The 2025-2026 employee handbook is presented to the board for informational purposes.

**ATTACHMENTS:**

WISD 2025-2026 Employee Handbook

		BOARD PRIORITY GOALS
	<b>Priority #1</b>	<b>Student Growth</b>
X	<b>Priority #2</b>	<b>Honor and Support Staff</b>
	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
	<b>Priority #4</b>	<b>Financial Integrity</b>



## **Waxahachie ISD**

# **2025-2026 Employee Handbook**

If you have difficulty accessing the information in this document because of a disability, please email the Assistant Superintendent of Human Resources.

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# Employee Handbook Receipt

Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

I hereby acknowledge receipt of a copy of the Waxahachie ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

***Electronic copies are found on the district website, employee portal, and through Vector Solutions training***

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook and understand I am required to contact \_\_\_\_\_ to obtain a hard copy.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resources Department if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to your supervisor within 4 weeks of your start date for the 2025-2026 school year.

# Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to [hr@wisd.org](mailto:hr@wisd.org).

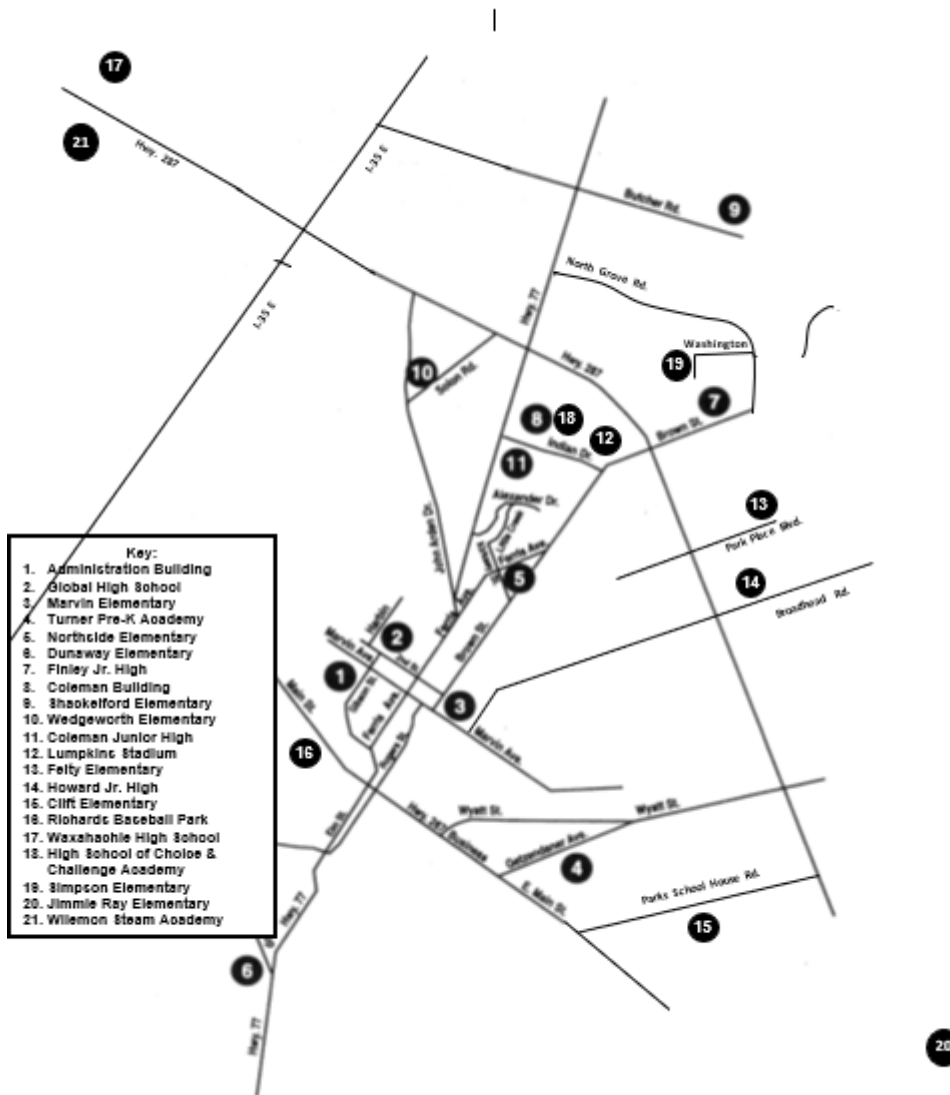
This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online in the [WISD Board Policy Manual](#).

# District Information

## Description of the District

With an enrollment of nearly 11,000 students, each of our seventeen campuses is committed to the academic success and well-being of every student in a district where innovation thrives and growth is limitless. Our 1,700+ employees embrace our district's core values of Choices, Belonging, Collaboration, and Community. Each day, they strive to be a professional learning community by focusing on learning rather than teaching, working collaboratively as a team, and holding each other accountable for results.

## District Map



# Mission Statement, Goals, and Objectives

## [Policy AE](#)

### Vision

Our Vision is to be a district where innovation thrives and growth is limitless.

### Core Values

**Choices:** We value choices because they make us unique and are critical to learning.

**Collaboration:** We value a collaborative culture that honors and supports all who positively impact the lives of our students.

**Belonging:** We value an environment of belonging that respects individual difference and ensures equality for all.

**Relationships:** We value relationships that broaden learning experiences and enrich our community.

## Board of Trustees

*Policies [BA](#), [BB](#) series, [BD](#) series, and [BE](#) series*

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected by place and serve 3-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Dusty Autrey, President
- Debbie Timmermann, Vice President
- Ryan Pitts, Secretary
- Adrian Cooper, Trustee
- Judd McCutchen, Trustee

- Clay Schoolfield, Trustee
- Kim Kriegel, Trustee

The board usually meets the 2<sup>nd</sup> Monday of each month at the Waxahachie ISD Administration Building Board Room. In the event that large attendance is anticipated, the board may meet at another location in the district such as the TLI department or Fine Arts Center. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and Waxahachie ISD Administration Building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

## Board Meeting Schedule

<i>July 14, 2025</i>
<i>August 11, 2025</i>
<i>September 8, 2025</i>
<i>October 13, 2025</i>
<i>November 10, 2025</i>
<i>December 8, 2025</i>
<i>January 12, 2026</i>
<i>February 9, 2026</i>
<i>March 16, 2026</i>
<i>April 13, 2026</i>
<i>May 11, 2026</i>
<i>June 8, 2026</i>

# Administration

Becky McCutchen, Superintendent

Ryan Kahlden, Chief Financial and Operations Officer

Lisa Mott, Assistant Superintendent of Elementary Leadership

Theresa Burkhalter, Assistant Superintendent of Human Resources

Stephanie Heimbuch, Assistant Superintendent of Teaching and Learning

Brian Rogers, Executive Director of Athletics

Sean Cagle, Director of Student and Campus Services

# School Calendar

[WISD Academic Calendar](#)

2025-2026 Academic Calendar																																
<b>August 2025</b>							<b>September 2025</b>							<b>October 2025</b>							<b>November 2025</b>											
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa					
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8					
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15					
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22					
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29										
31																										30						
<b>December 2025</b>							<b>January 2026</b>							<b>February 2026</b>							<b>March 2026</b>											
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa					
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14					
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21					
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28					
28	29	30	31	25	26	27	28	29	30	31								29	30	31												
<b>April 2026</b>							<b>May 2026</b>							<b>June 2026</b>							<b>July 2026</b>											
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa					
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11					
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18					
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25					
26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31												
							31																									

Important Dates:	
August	4-12 Professional Day (includes 2 classroom work days) 5 Convocation 13 First student day
September	1 Labor Day/Staff and student holiday 15 District Deep Dive/Professional Learning 8:00-4:00
October	10 Parent/Teacher Conferences - No School Students "HOMECOMING" 13 Fair day/Staff and student holiday 27 District Deep Dive/Professional Learning 8:00-4:00
November	21 District Deep Dive/Professional Learning 8:00-4:00 24-28 Thanksgiving Break/Staff and student holiday
December	19 End of semester 1/Early release for staff and students 22-1/2 Holiday Break/Staff and student holiday
January	5 Staff professional work day 6 District Deep Dive/Professional Learning 8:00-4:00 7 Semester 2 begins 19 Martin Luther King Jr/Staff and student holiday
February	13 District Deep Dive/Professional Learning 8:00-4:00 16 Presidents Day/Staff and student holiday
March	9-13 Spring Break/Staff and student holiday 16 District Deep Dive/Professional Learning 8:00-4:00
April	3 Good Friday/Staff and student holiday
May	20 Last student day/Early release 21 Professional work day for staff/Global graduation 22 Professional work day for staff/WHS graduation 25 Memorial Day/Staff holiday 26 Professional work day/Staff exchange day 27 Professional work day/Staff exchange day

COLOR CODING	
<span style="background-color: yellow;"> </span>	Student & Staff Holiday
<span style="background-color: lightblue;"> </span>	District Deep Dive Day/Professional Learning
<span style="background-color: lightgreen;"> </span>	Early Release for staff and students
<span style="background-color: lightpurple;"> </span>	Student Holiday/PTF Conferences/Homecoming
<span style="background-color: lightorange;"> </span>	Staff Exchange Day
<span style="background-color: lightpink;"> </span>	Staff Professional Day
<span style="background-color: lightyellow;"> </span>	Convocation
<span style="color: orange;">○</span>	First day of the semester
<span style="color: blue;">○</span>	Last day of the semester

Early Release Times	
Junior High Campuses	11:30 a.m.
Turner Pre-K	11:55 a.m.
Elementary Campuses	12:05 p.m.
High School Campuses	12:40 p.m.

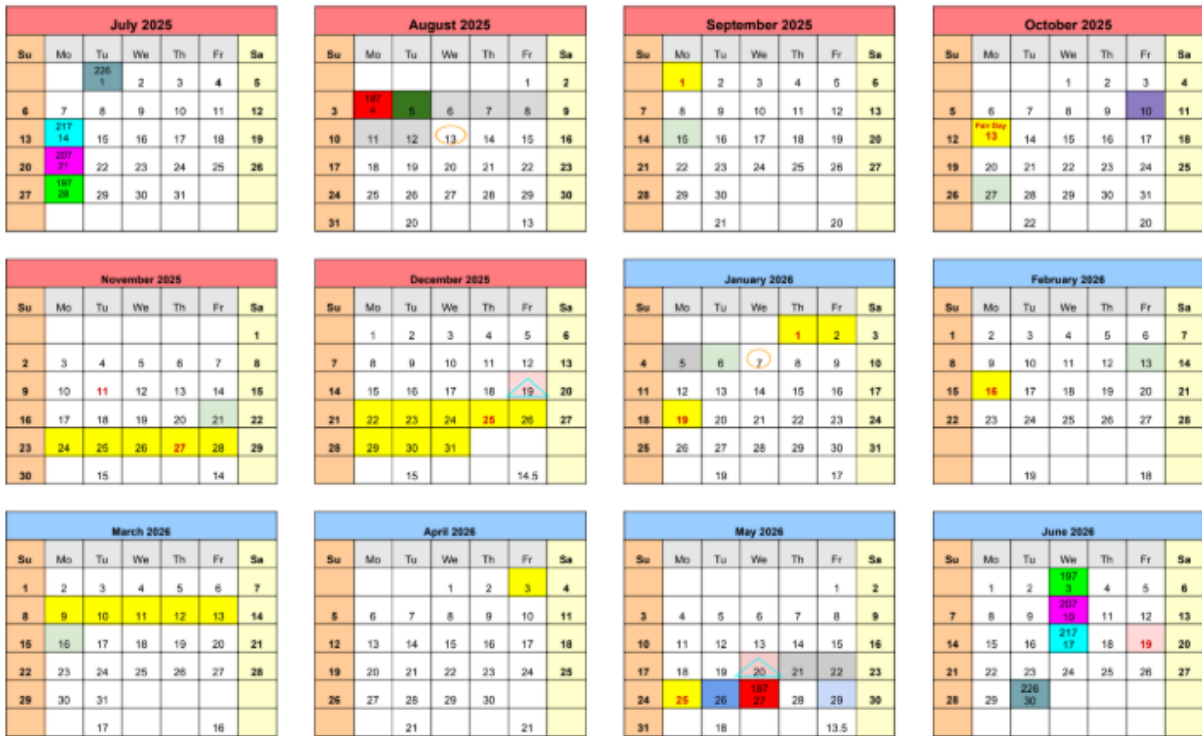
Proposed Grading Periods	
1	August 13 - September 26
2	September 29 - October 31
3	November 3 - December 19
4	January 7 - February 20
5	February 23 - April 10
6	April 13 - May 21

CHECK MINUTES/DAYS	
# Student full days	165
# Student half days	2
(Full Days = 480 minutes)	78,360
(Half Days = 240 minutes)	480
Total Minutes	78,840
Required Minutes	75,800
# of Additional Minutes	1,240
1st Semester # Days	82
2nd Semester # Days	85
Teacher Days	187
Professors Learning Minutes = 1,800	
Surplus minutes from calendar = 1240	
Total surplus = 3540 6.6 Days	

# WISD Employee Calendar

## 2025-2026 Employee Calendar - 187, 197, 207, 217, 226



**Important Dates:**

<b>August</b>	4-12	Professional Day (includes 2 classroom work days)
	5	Convocation
	13	First student day
<b>September</b>	1	Labor Day/Staff and student holiday
	15	District Deep Dive/Professional Learning 8:00-4:00
<b>October</b>	10	Parent/Teacher Conferences - No School Students *HOMECOMING*
	13	Fair day/Staff and student holiday
	27	District Deep Dive/Professional Learning 8:00-4:00
<b>November</b>	21	District Deep Dive/Professional Learning 8:00-4:00
	24-28	Thanksgiving Break/Staff and student holiday
<b>December</b>	19	End of semester I/Early release for staff and students
	22-1/2	Holiday Break/Staff and student holiday
<b>January</b>	5	Staff professional work day
	6	District Deep Dive/Professional Learning 8:00-4:00
	7	Semester 2 begins
	19	Martin Luther King Jr/Staff and student holiday
<b>February</b>	13	District Deep Dive/Professional Learning 8:00-4:00
	16	Presidents Day/Staff and student holiday
<b>March</b>	9-13	Spring Break/Staff and student holiday
	16	District Deep Dive/Professional Learning 8:00-4:00
<b>April</b>	3	Good Friday/Staff and student holiday
<b>May</b>	20	Last student day/Early release
	21	Professional work day for staff/Global graduation
	22	Professional work day for staff/WHHS graduation
	25	Memorial Day/Staff holiday
	26	Professional work day/Staff exchange day
	27	Professional work day/Staff exchange day

**COLOR CODING**

- Student & Staff Holiday
- District Deep Dive/Professional Learning
- Early Release for staff and students
- Student Holiday/PT Conferences/Homecoming
- Staff Exchange Day
- Staff Professional Day
- Convocation

First day of the semester (blue circle)  
Last day of the semester (blue triangle)

**Early Release Times**

- Junior High Campuses: 11:30 a.m.
- Turner Pre-K: 11:55 a.m.
- Elementary Campuses: 12:05 p.m.
- High School Campuses: 12:40 p.m.

**Proposed Grading Periods**

- August 13 - September 25
- September 29 - October 31
- November 3 - December 19
- January 7 - February 20
- February 23 - April 10
- April 13 - May 21

**CHECK MINUTES/DAYS**

# Student full days	166
# Student half days	2
(Full Days = 480 minutes)	79,360
(Half Days = 240 minutes)	480
Total Minutes	79,840
Required Minutes	75,000
# of Additional Minutes	1,240
1st Semester # Days	82
2nd Semester # Days	86
Teacher Days	187

Professionals Learning Waiver Minutes = 1,800  
Surplus minutes from calendar = 1240  
Total surplus = 3040 6.6 Days

187 - Start 8/4/25 - End 8/27/26  
197 - Start 7/29/25 - End 8/2/26  
207 - Start 7/21/25 - End 8/1/26  
217 - Start 7/14/25 - End 8/17/26  
226 - Start 7/31/25 - End 8/30/26 (3 non duty days)

## Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

Office	Leader	Phone Number
Athletics Office	<b>Brian Rogers</b> , Executive Director	200 Indian Drive
	<b>Adrian Eaglin</b> , Assistant Director	
	<b>Daniel Dopson</b> , <i>Director of Sports Medicine</i>	Waxahachie, TX 75165
	<b>Shane Tolleson</b> , <i>Boys Athletic Coordinator</i>	972-923-4606 (Phone)
	<b>June Villers</b> , <i>Girls Athletic Coordinator</i>	972-923-2099 (Fax)
Campus & Student Services	<b>Sean Cagle</b> , <i>Director</i>	411 N. Gibson St. Waxahachie, TX 75165 972-923-4631
Community Outreach and Public Relations	<b>open</b> , <i>Director</i> <b>Rebecca Lockridge</b> , <i>Coordinator</i> <b>Ami Trull</b> , <i>Coordinator</i>	411 N. Gibson St. Waxahachie, TX 75165 972-923-4631
Curriculum & Instruction Department	<b>Stephanie Heimbuch</b> , <i>Assistant Superintendent of Teaching and Learning</i>	51 Northgate Drive
		Waxahachie, TX 75165
		972-923-4727 (Phone)
		972-923-4739 (Fax)
Child Nutrition Department	<b>Kam Bridgers</b> , <i>Director</i>	631 Solon Rd.
		Waxahachie, TX 75165
		972-923-4645 (Phone)
		972-923-4775 (Fax)
Career & Technology	<b>Blake Harrison</b> , <i>Director</i>	411 N. Gibson St. Waxahachie, TX 75165 972-923-4631
Fine Arts	<b>Gary Barnard</b> , <i>Director</i>	411 N. Gibson St. Waxahachie, TX 75165 972-923-4631
Little Chiefs Academy	<b>Sonja Clark</b> , <i>Director</i>	614 Getzendaner
		Waxahachie, TX 75165
		972-923-4691 (phone)
		972-923-4692 (fax)

<b>Nursing</b>	<b>Melissa Bousquet, Director</b>	411 N. Gibson St. Waxahachie, TX 75165 972-923-4631
<b>PEIMS</b>	<b>Alison Mendelsohn, Executive Director</b>	411 N. Gibson St. Waxahachie, TX 75165 972-923-4631
<b>Support Services Department</b>	<b>Andy Reeves, Director</b>	631 Solon Rd.
		Waxahachie, TX 75165
		972-923-4645 (phone)
		972-923-4775 (fax)
<b>Security Department</b>	<b>LT. Chris Dickinson</b>	411 N. Gibson St. Waxahachie, TX 75165 972-923-4631
<b>Special Populations Department</b>	<b>Erin Edmondson, Executive Director</b>	1000 Hwy 77 North
		Waxahachie, TX 75165
		972-923-4638 (phone)
		972-923-4663 (fax)
<b>Technology Department</b>	<b>Joe O'Daniel Eli Saenz, Coordinator of Technology Services</b>	405 Third St.
		Waxahachie, TX 75165
		972-923-4675 (phone)
		972-923-0776 (fax)
<b>Transportation Department</b>	<b>Christian Garippa, Director</b>	631 Solon Rd.
		Waxahachie, TX 75165
		972-923-4632 (phone)
		972-923-4743 (fax)

# School Directory

## WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

### ELEMENTARY CAMPUSES

Clift Elementary-111  
650 Park School House Road  
(972) 923-4720  
(972) 937-5367 Fax

### Dunaway Elementary-106

600 Highway 77  
(972) 923-4646  
(972) 923-4752 Fax

### Felty Elementary-110

231 Park Place Boulevard  
(972) 923-4616  
(972) 923-9394 Fax

### Marvin Biomedical Academy-112

110 Brown Street  
(972) 923-4670  
(972) 923-4677 Fax

### Northside Elementary-104

801 Brown Street  
(972) 923-4610  
(972) 923-4750 Fax

### Ray Elementary-116

250 Saratoga Drive  
(972) 923-4628

### Shackelford Elementary-107

1001 Butcher Road  
(972) 923-4666  
(972) 923-4753 Fax

### Simpson Elementary-115

460 Washington Avenue  
(972) 923-4740  
(972) 937-2610 Fax

### Wedgeworth Elementary-108

405 Solon Road  
(972) 923-4640  
(972) 923-4751 Fax

### Wilemon STEAM Academy-114

2999 US-287 BUS  
(972) 923-4780  
(972) 923-4736 Fax

### PRE-K CAMPUS

Turner Pre-Kindergarten-113  
614 N. Getzendaner  
(972) 923-4690  
(972) 923-4759 Fax

### SECONDARY CAMPUSES

Coleman Junior High-045  
275 Indian Dr.  
(972) 923-4790  
(972) 923-4621 Fax

### Finley Junior High-042

2401 Brown Street  
(972) 923-4680  
(972) 923-4687 Fax

### Howard Junior High-043

265 Broadhead Road  
(972) 923-4771  
(972) 923-3817 Fax

### Waxahachie High School-002

3001 US Hwy 287 Bypass  
(972) 923-4600  
(972) 923-4717 Fax

### Waxahachie High School of Choice-003

55 Northgate Drive  
(972) 923-4695  
(972) 923-4717 Fax

### Waxahachie Challenge Academy-003

55 Northgate Drive  
(972) 923-4695  
(972) 923-4717 Fax

### Waxahachie Global High-004

600 W. Second St  
(972) 923-4761  
(972) 923-4738 Fax

### Lt. Chris Dickinson-Security

(972) 965-7104

### SUPPORT CAMPUSES

Administration  
411 N. Gibson Street  
(972) 923-4631  
(972) 923-4658 Fax - Bus Off  
(972) 923-2182 Fax – HR

### Athletics Ofc/Lumpkins-936

200 Indian Drive  
(972) 923-4606  
(972) 923-2099 Fax

### TL&I Dept.-030/073/210/862

51 Northgate Drive  
(972) 923-4727  
(972) 923-4739 Fax

### Child Nutrition-937

631 Solon Road  
(972) 923-4630  
(972) 923-4775 Fax

### Little Chiefs Academy-711

614 Getzendaner  
(972) 923-4691  
(972) 923-4692 Fax

### Support Services-951

631 Solon Road  
(972) 923-4645  
(972) 923-4775 Fax

### Special Populations-876

1000 Highway 77 North  
(972) 923-4638  
(972) 923-4663 Fax

### Technology-161

405 Third Street  
(972) 923-4675  
(972) 923-4743 Fax

### Transportation-926

631 Solon Road  
(972) 923-4632  
(972) 923-4743 Fax

# Employment

## Equal Employment Opportunity

*Policies DAA, DIA*

In its efforts to promote nondiscrimination and as required by law, Waxahachie ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: *Sean Cagle, Director of Campus and Student Services, 411 N. Gibson St. Waxahachie, TX 75165 [scagle@wisd.org](mailto:scagle@wisd.org), 972-923-4631* Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: *Ginger Robinson, 411 N. Gibson St. Waxahachie, TX 75165, [grobinson@wisd.org](mailto:grobinson@wisd.org), 972-923-4631.*

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

## Job Vacancy Announcements

*Policy DC*

Announcements of job vacancies by position and location are posted on a regular basis to the district's website.

## **Employment after Retirement**

### *Policy DC*

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website ([www.trs.texas.gov](http://www.trs.texas.gov)).

## **Contract and Noncontract Employment**

### *Policy DC series*

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

**Probationary Contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

**Term Contracts.** Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed Online or copies will be provided upon request.

**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a Chapter 21 probationary or term contract.

**Paraprofessional and Auxiliary Employees.** All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

## **Certification and Licenses**

*Policies DBA, DF*

Professional employees whose positions require SBEC certification or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Human Resources Department in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Human Resources Department when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the Human Resources Department if you have any questions regarding certification or licensure requirements.

## **Recertification of Employment Authorization**

*Policy DC*

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Human Resources Department if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

## **Searches and Alcohol and Drug Testing**

*Policy CQ, DHE*

Noninvestigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no

legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

**Employees Required to Have a Commercial Driver's License.** Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Human Resources Department.

## **Health Safety Training**

### *Policies DBA, DMA*

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Director of Sports Medicine by the deadline outlined by the department.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, Online training regarding seizure disorder aware-ness, recognition, and related first aid.

## **Reassignments and Transfers**

### *Policy DK*

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA(Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by June 6. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources Department and must be approved by the receiving supervisor.

## **Workload and Work Schedules**

### *Policies DEAB, DK, DL*

**Professional Employees.** Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on

an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation on page 19 for additional information.

## **ADA Accommodations**

*Policies DAA, DBB, DIA*

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting the Benefits Office and identifying an adjustment or change at work that is needed because of a disability. An employee may also submit a written request to HR using the ADA Accommodation Request Form, which is available from the Benefits Office.

Upon receiving the reasonable accommodation request, HR will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability and to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, HR will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HR will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

## **Breaks for Expression of Breast Milk**

*Policies DEAB, DG*

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Theresa Burkhalter, Assistant Superintendent of Human Resources at 972-923-4631

## **Pregnant Workers Fairness Act**

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Theresa Burkhalter, Assistant Superintendent of Human Resources, 972-923-4631 to begin the interactive process.

## **Notification to Parents Regarding Qualifications**

*Policies DK, DBA*

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child’s teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Human Resources Department.

## **Outside Employment and Tutoring**

*Policy DBD*

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

## **Performance Evaluation**

### *Policy DN series*

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

## **Employee Involvement**

### *Policies BQA, BQB*

At both the campus and district levels, Waxahachie ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from Waxahachie ISD Administration.

## **Staff Development**

### *Policy DMA*

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

## **Mental Health Training**

### *Policy DMA*

All district employees who regularly interact with students are required to complete an evidenced-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the district that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

# Compensation and Benefits

## Salaries, Wages, and Stipends

*Policies DEA, DEAA, DEAB*

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 19.)

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact the Payroll Department for more information about the district's pay schedules or their own pay.

## Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid semi-monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. Employees are responsible for regularly reviewing the accuracy of their pay statement and should contact the Payroll Department if they have any questions.

The schedule of pay dates for the 2025-2026 school year follows:

<b>Pay Schedule-Monthly 2025-2026</b>		
<b>2025</b>	<b>Pay Date</b>	<b>Pay Period**</b>
July	24	06/01/25-06/30/25
August	22	07/01/25-07/31/25
September	24	08/01/25-08/31/25
October	24	09/01/25-09/30/25
November	21	10/01/25-10/31/25
December	19	11/01/25-11/30/25

<b>2026</b>	<b>Pay Date</b>	<b>Pay Period**</b>
January	23	12/01/25-12/31/25
February	24	01/01/26-01/31/26
March	24	02/01/26-02/28/26
April	24	03/01/26-03/31/26
May	22	04/01/26-04/30/26
June	24	05/01/26-05/31/26

**\*\* Pay period represents extra duty/dock calculation period.**  
 (Employee extra duty & absences/docks are posted one month in arrears.)

**Important Information to Know**

- » All Payroll Changes are due in Payroll no later than the 15th of each month.
- » Frontline corrections are to be entered no later than the 5th of each month.
- » True Time Time Sheets are due every Monday.
- » To view your pay check go to [www.wisd.org](http://www.wisd.org) > For Staff > Skyward Employee Access.

**Note:** If you do not participate in direct deposit, your first paycheck will be mailed the evening before the scheduled payday from the Payroll Office to the address on file. You will then be issued a payroll card.

**Under no circumstances will paychecks be picked up from the Administration Building or Campuses.**

Pay Schedules- Semi-Monthly 2025-2026			
2025	Pay Date	Pay Period **	Due to Payroll
August	15	07/20/25 – 08/02/25	Aug 4
	29	08/03/25 – 08/16/25	Aug 18
September	15	08/17/25 – 08/30/25	Sept 2
	30	08/31/25 – 09/13/25	Sept 15
October	15	09/14/25 – 09/27/25	Sept 29
	31	09/28/25 – 10/11/25	Oct 14
November	14	10/12/25 - 10/25/25	Oct 27
	26	10/26/25 – 11/08/25	Nov 10
December	15	11/09/25 – 11/22/25	Dec 1
	31	11/23/25 – 12/06/25	Dec 8
January 2026	15	12/07/25 - 01/03/26	Jan 5
	30	01/04/26 – 01/17/26	Jan 20

2026	Pay Date	Pay Period **	Due to Payroll
February	13	01/18/26 – 01/31/26	Feb 2
	27	02/01/26 - 02/14/26	Feb 17
March	13	02/15/26 – 02/28/26	Mar 2
	31	03/01/26 – 03/14/26	Mar 16
April	15	03/15/26 – 04/04/26	Apr 6
	30	04/05/26 – 04/18/26	Apr 20
May	15	04/19/26 – 05/02/26	May 4
	29	05/03/26 -05/16/26	May 18
June	15	05/17/26 – 05/30/26	June 1
	30	05/31/26 – 06/13/26	June 15
July	15	06/14/26 – 06/27/26	June 29
	31	06/28/26 – 07/18/26	July 20

**\*\* Pay Period represents extra duty/dock calculation period.**

**Important Information to Know:**

- True Time sheets are due every Monday.
- To view your pay check go to [www.wisd.org](http://www.wisd.org) > For Staff > Skyward Employee Access > Employee Information > under the Payroll Menu, click on Check History > Select check > Show Check
- **Direct deposit of your wages is mandatory.** If the payroll department has not received your direct deposit information before your first check is due, a live check will be printed and mailed to the address that we have on file for you. After that, a payroll card from First Financial Bank will be issued to you.

## Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification by the 15<sup>th</sup> of the month is necessary to activate this service. Contact the payroll department for more information about the automatic payroll deposit service.

## **Payroll Deductions**

### *Policy CFEA*

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations and charitable contributions. Salary deductions are automatically made for unauthorized or unpaid leave.

**Overpayments.** Employees are not entitled to any funds the district overpays. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay.

If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year.

An agreement between an employee and the district must be in place in order to deduct any overpayment.

## **Overtime Compensation**

### *Policies DEAB, DEC*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A

nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 am on Sunday and ends at midnight on Saturday.

Nonexempt employees that are paid on a salary basis are paid for the hours set by the normal work schedule. Hours worked beyond the normal schedule up to 40 hours will be paid at a regular rate of pay.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

## **Travel Expense Reimbursement**

### *Policy DEE*

Before any travel expenses are incurred by an employee, the employee's supervisor and the Business Office must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.

## **Health, Dental, and Life Insurance**

### *Policy CRD*

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to employee insurance

premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the Benefits Office for more information.

## **Supplemental Insurance Benefits**

### *Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, supplemental life, and disability. Premiums for these programs can be paid by payroll deduction. Employees should contact the Benefits Office for more information.

## **Cafeteria Plan Benefits (Section 125)**

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

## **Workers' Compensation Insurance**

### *Policy CRE*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Texas Political Subdivisions JSIF, effective August 2021.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to their supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, page 22 for information on use of paid leave for such absences.

## **Unemployment Compensation Insurance**

### *Policy CRF*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Human Resources Office.

## **Teacher Retirement**

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Human Resources Office as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web ([www.trs.texas.gov](http://www.trs.texas.gov)). See page 23 for information on restrictions of employment of retirees in Texas public schools.

## **Other Benefit Programs**

- Tax-sheltered annuities
- Pass for admission to all home school activities except varsity football games
- Tuition-free attendance for children of non-resident employees

# Leaves and Absences

## *Policies DEC, DECA, DECB*

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the Benefits Office for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in half day or full day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- State sick Leave (Accumulated prior to 1995-1996 school year)
- Local Leave
- State Leave

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for 3 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

**Immediate Family.** For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild

- Any person residing in the employee’s household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA(LEGAL).

**Medical Certification.** Any employee, who is absent more than 5 days because of a personal or family illness, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

The district may require medical certification due to an employee’s questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee’s serious health condition, a serious health condition of the employee’s spouse, parent, or child, or for military caregiver leave.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member, or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**Continuation of Health Insurance.** Employees, on an approved leave of absence other than family and medical leave, may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the FMLA will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee’s unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

## Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee’s usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts,

and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

**Nondiscretionary.** Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

**Discretionary.** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 5 days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

**Leave Proration.** If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

## State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

## Local Leave

The district provides the employee five local leave days at no cost.

## **Extended Leave**

A full-time employee who has worked for the District in a full-time capacity for less than 12 consecutive months preceding the need for leave shall be granted in a school year a maximum of 30 workdays of unpaid leave to be used:

- For the employee's personal illness or injury, including pregnancy-related illness or injury;
- For absences related to the illness, injury, or disability of a member of the employee's immediate family; or
- For the birth, adoption, or placement of a child.

To be eligible for unpaid leave, the employee shall have been absent for at least five consecutive workdays. Once the employee has met this minimum absence requirement, unpaid leave days can be taken intermittently for the same condition, so long as the employee

## **Vacation**

### *Policy DED*

Eligible employees (260 day staff) shall receive paid vacation days each 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. Upon any voluntary separation from employment, and with at least a two-week notice of resignation, the District shall pay an employee for all available unused non-duty days.

## **Sick Leave Bank (or Pool)**

Employees may participate in a Sick Leave Bank. The purpose of the Sick Leave Bank is to provide additional sick leave days to members of the bank in the event of unexpected illness, surgery, or disability due to an injury. Days may be requested from the bank only if employee has donated days according to the Sick Leave Bank guidelines and only after the member has exhausted all accumulated state and local sick leave days.

## Family and Medical Leave Act (FMLA)—General Provisions

The following text is from the federal notice, *Your Employee Rights Under the Family and Medical Leave Act*. Specific information that the district has adopted to implement the FMLA follows this general notice.

### What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor’s Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer’s paid leave policy covers the reason for which you need FMLA leave.

### Am I eligible to take FMLA leave?

You are an **eligible employee** if *all* of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different “hours of service” requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

#### **How do I request FMLA leave?**

Generally, **to request FMLA leave you *must***:

- Follow your employer’s normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do *not* have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You ***must also inform your employer if FMLA leave was previously taken*** or approved for the same reason when requesting additional leave.

Your **employer *may* request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional

employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

### **What does my employer need to do?**

If you are eligible for FMLA leave, your employer **must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

### **Where can I find more information?**

Call **1-866-487-9243** or visit [dol.gov/fmla](https://dol.gov/fmla) to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



## Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period *measured backward from the date an employee uses FML.*

**Use of Paid Leave.** FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

**Combined Leave for Spouses.** Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

**Intermittent Leave.** When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

**Fitness for Duty.** An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

**Reinstatement.** An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according the procedures outlined in policy (see DECA(LEGAL)).

**Failure to Return.** If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If

the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

**District Contact.** Employees that require FML or have questions should contact the Benefits Office for details on eligibility, requirements, and limitations.

## **Temporary Disability Leave**

**Certified Employees.** Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Benefits Office should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

## **Workers' Compensation Benefits**

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

## **Assault Leave**

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to the Benefits Office.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person nonresponsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

## **Jury Duty**

*Policies DEC, DG*

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon

as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

## **Compliance with a Subpoena**

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

## **Truancy Court Appearances**

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

## **Religious Observance**

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

## **Military Leave**

**Paid Leave for Military Service.** Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty orders by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in

response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Reemployment after Military Leave.** Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the Benefits Office. In most cases, the length of federal military service cannot exceed five years.

**Continuation of Health Insurance.** Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Benefits Office for details on eligibility, requirements, and limitations.

## **Payment for Accumulated Leave Upon Separation**

The following leave provisions shall apply to state and local leave accumulated beginning on the original effective date of this program.

An employee who retires from the District shall be eligible for payment for accumulated state and local leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee provides advance written notice of intent to retire.
  - a. A campus-based employee shall provide advanced written notice to retire three months before the last day of instruction of the fall or spring semester.
  - b. A non-campus-based employee shall provide advanced written notice to retire three months before the employee's last day of employment.
3. The employee has at least 15 years of continuous service with the District.
4. The employee has maintained a 95 percent attendance rate for each of the three years preceding retirement, excluding absences for approved FMLA leave.

The employee shall receive payment for each day of accumulated state and local leave, to a maximum of 40 days, at half of the employee's daily rate of pay in the final year of service. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

Exception: At the option of the District, the employee may be absent from work with full pay for the final 30 workdays of employment instead of receiving payment for accumulated leave upon retirement

# Employee Relations and Communications

## Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include Elementary, Secondary, and Rookie Teachers of the Year, Support Staff Member of the Year, and Employee of the Month.

## District Communications

Throughout the school year, the Public Relations office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

- *The Drumbeat* - weekly newsletter for staff and families.
- Monthly Employee Newsletter – monthly newsletter for staff.
- The Waxahachie ISD web page – updated as necessary and available to internet users at [www.wisd.org](http://www.wisd.org)
- WISD School Messenger – Initiated upon need and with approval by District Administration

# Complaints and Grievances

## *Policy DGBA*

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:

[\*DGBA \(Local\)\*](#)

# Employee Conduct and Welfare

## Standards of Conduct

### *Policy DH*

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including termination.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 62 for additional information.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

## *Texas Educators' Code of Ethics*

### **Purpose and Scope**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

### **Enforceable Standards**

#### **1. Professional Ethical Conduct, Practices, and Performance**

**Standard 1.1** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

**Standard 1.2** The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

**Standard 1.3** The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

**Standard 1.4** The educator shall not use institutional or professional privileges for personal or partisan advantage.

**Standard 1.5** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

**Standard 1.6** The educator shall not falsify records, or direct or coerce others to do so.

**Standard 1.7** The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

**Standard 1.8** The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

**Standard 1.9** The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

**Standard 1.10** The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

**Standard 1.11** The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

**Standard 1.12** The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs and toxic inhalants.

**Standard 1.13** The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

## **2. Ethical Conduct toward Professional Colleagues**

**Standard 2.1** The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

**Standard 2.2** The educator shall not harm others by knowingly making false statements about a colleague or the school system.

**Standard 2.3** The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

**Standard 2.4** The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

**Standard 2.5** The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

**Standard 2.6** The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

**Standard 2.7** The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

**Standard 2.8** The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

### 3. Ethical Conduct toward Students

**Standard 3.1** The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

**Standard 3.2** The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

**Standard 3.3** The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

**Standard 3.4** The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

**Standard 3.5** The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

**Standard 3.6** The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

**Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

**Standard 3.8** The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

**Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

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

### *Policies DH, DIA*

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action up to and including termination.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

### [DIA \(Local\).](#)

## **Harassment of Students**

### *Policies DF, DH, DHB, FFG, FFH, FFI*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual

harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 43 and *Bullying*, page 66 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

[DHB \(Legal\)](#)

[FFH \(Local\)](#)

[FFH \(Regulation\)](#)

## **Reporting Suspected Child Abuse**

*Policies DG, FFG, GRA*

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to Child Protective Services can be made Online at <https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

## **Sexual Abuse and Maltreatment of Children**

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at each campus. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

## **Reporting Crime**

### *Policy DG*

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

## **Scope and Sequence**

### *Policy DG*

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

## **Technology Resources**

### *Policy CQ*

The district's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's technology resources.
- Has no adverse effect on job performance or on a student's academic performance.

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and/or legal action. Employees with questions about computer use and data management can contact the Technology Department.

## **Personal Use of Electronic Communications**

### *Policy CQ, CY, DH*

Electronic communications include all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, X, LinkedIn, Instagram). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic communications for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH(EXHIBIT)]

- Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
- Copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH(EXHIBIT)]

See *Electronic Communications between Employees, Students, and Parents*, below, for regulations on employee communication with students through electronic media.

## **Electronic Communications between Employees, Students, and Parents**

### *Policy DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee’s child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student’s parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol;
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee’s communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic media with students:

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages,

instant messages, and any communication made through an Internet website, including a social media website or a social networking website.

- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.

- The employee shall not communicate directly with any student between the hours of 11:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

## **Public Information on Private Devices**

### *Policy DH, GB*

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will

take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

## **Criminal History Background Checks**

### *Policy DBAA*

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

## **Employee Arrests and Convictions**

### *Policy DH, DHB, DHC*

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft

- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code.

If an educator is arrested or criminally charged, the superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA.

**Certified Employees.** The superintendent and directors are required to report the misconduct or criminal history of a certified employee or individual applying for certification or permit to TEA Division of Educator Investigations. Information about misconduct or allegations of misconduct of a certified employee obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abused or otherwise committed an unlawful act with a student or minor
- Possessed, transferred, sold, or distributed a controlled substance
- Illegally transferred, appropriated, or expended school property or funds
- Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation
- Committed a criminal offense on school property or at a school-sponsored event, or
- Solicited or engaged in sexual conduct or a romantic relationship with a student or minor

**Uncertified Employees.** Misconduct or criminal history of an uncertified employee also must be reported to TEA. Information about misconduct or the allegations of misconduct obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or

criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abuse or unlawful act with a student or minor, or
- Involvement in a romantic relationship with or solicited or engaged in sexual contact with a student or minor

## **Alcohol and Drug-Abuse Prevention**

*Policy DH*

Waxaha ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use follows:

[DH \(Local\)](#)

## **Tobacco and Nicotine Products and E-Cigarette Use**

*Policies DH, FNCD, GKA*

State law prohibits smoking, using tobacco, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

## **Fraud and Financial Impropriety**

*Policy CAA*

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

## **Conflict of Interest**

### *Policy CB, DBD*

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship

- Non-school employment

Employees should contact their supervisor for additional information.

## **Gifts and Favors**

### *Policy DBD*

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

## **Copyrighted Materials**

### *Policy CY*

Employees are expected to comply with the provisions of federal copyright law and policy relating to the use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

## **Associations and Political Activities**

### *Policy DGA*

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of district resources including work time for political activities is prohibited.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

## **Charitable Contributions**

### *Policy DG*

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

## **Safety and Security**

### *Policy CK series*

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 58 for additional information.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact the Human Resources Office.

## **Possession of Firearms and Weapons**

*Policies DH, FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the campus security officer immediately.

## **Visitors in the Workplace**

*Policy GKC*

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

## **Asbestos Management Plan**

*Policy CSC*

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the Support Services office and is available for inspection during normal business hours.

## **Pest Control Treatment**

*Policies CLB, DI*

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located at the administration building. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric

means. Pest control information sheets are available from campus principals or facility managers upon request.

## **Dress Code for Teachers and Staff**

In order to present a professional appearance to district stakeholders, including students, parents, other staff members, and the community, Waxahachie ISD teachers and staff members are expected to maintain certain standards in dress, appearance, and grooming. The following guidelines should be adhered to by all above-named staff members (“employees,” hereafter) on a daily basis, unless an exception is made by the superintendent or the employee’s direct supervisor (principal or department head).

On days when students are present, the minimally acceptable attire for district teachers and staff will be business casual, described below:

- For men, business casual attire includes a long- or short-sleeved dress shirt or collared/banded polo/golf shirts, preferably tucked in, with dress trousers or khakis with a belt, which can be worn with dress shoes or boots.
- For women, business casual attire includes dress pants or khakis, dresses and skirts of at least fingertip length, and blouses or sweaters, which may be sleeveless, short-sleeved, or long-sleeved. Anything sleeveless must have a minimum strap width of two inches, and bras/bra straps should not be visible. Off-the-shoulder blouses are not allowed. Cleavage must be covered at all times, and no undergarments should be visible at any time. Acceptable shoes for women include dress shoes (high heels or flats) or boots. Open-toed dress shoes are allowed, but no flip-flops (rubber or Yellowbox-style) or athletic slides should be worn.

### **Exceptions:**

- On Fridays throughout the school year and on any staff work day or professional development day when students are not present, denim jeans may be worn with t-shirts bearing district or campus logos. Jeans and t-shirts must be in good condition and free from holes. Athletic shoes may be worn on jeans days, but flip-flops/athletic slides may not be worn on jeans days.
- During the summer months (from the last day of school to the day teachers return in August), jeans may be worn on Thursdays, since the district is closed on Fridays. Guidelines regarding flip-flops/athletic slides apply during the summer months as well. Holiday attire (including t-shirts) may be worn on Halloween, Valentine’s Day, or other holidays if they fall on a day the district is open. Christmas or other winter holiday attire may be worn during the month of December. Any holiday attire must fall within the dress code guidelines.
- Campus principals have the discretion to award a “jeans pass” or to create campus-wide dress days (for example, college shirt day) when exceptions to this dress code may be made.

- For those employees in the district who have jobs that require them to be outdoors or perform manual labor tasks, jeans are allowed any day of the week when paired with a district uniform shirt, and shorts are allowed during the summer months. Teachers and other staff members performing duties outside of those of a regular classroom teacher (including PE teachers and aides, special education teachers and aides, etc.) are also allowed to differ from the standard staff dress code at principal/director discretion.

### **Other Considerations:**

- Any staff member who does not meet the attire or grooming standards set by the district or campus will be subject to corrective action and may be asked to leave the premises to change their clothing.
- Staff members who do not reasonably conform to this dress code will receive written notice from their principal/supervisor. Repeated violations or refusal to comply with this dress code could result in disciplinary action up to and including termination.
- Clothing should fit in a manner that does not expose the abdomen, chest, or buttocks areas. This includes exposing these areas when moving around (for example, a top or sweater that shows the abdomen when arms are lifted).
- All clothing and shoes should be neat in appearance, and without tears or holes.
- Capri or cropped pants may be worn as long as they fall below the knee. No shorts may be worn by male or female employees unless specifically allowed for district-related activities.
- Leggings may be worn with a top or dress that is fingertip-length.
- No athletic wear (including loose sweatpants, shorts, etc.) should be worn unless specifically allowed for district-related activities. If shorts are worn for district-related activities, they must be at least fingertip length.
- No shirt should have a graphic other than school- or district-related artwork, or holiday graphics as allowed by the dress code.
- Jewelry, including body piercings, should not create a safety hazard or be distracting. Employees should not have facial piercings of any kind or gauges anywhere on the body. Tattoos must be appropriate in content, and should be covered whenever possible. Any tattoos on the neck or face should be covered at all times. Hair color should be natural (no rainbow colors, etc.) and should be styled in a professional manner. Men’s facial hair should be kept neat and clean at all times.
- An employee’s district-issued ID badge should be visibly worn at all times.
- A good rule of thumb to follow – if in doubt, don’t wear it!

## **Patriotic Observances**

Policy [FNA](#) (Legal)

As acknowledged within Waxahachie ISD Board Policy FNA (Legal), a school district may officially encourage students to express love for the United States by reciting historical documents or singing official anthems. *Engel v. Vitale*, 370 U.S. 421 (1962). In accordance with the authority provided by the United States Supreme Court, WISD officially endorses the recitals of the Pledges of the United States and Texas and the singing of the National Anthem as appropriate patriotic observances. In furtherance of this endorsement, all WISD employees are reasonably expected to stand at attention during the recitations of the Pledges and the playing of the National Anthem unless physically unable to do so due to a verifiable medical condition. Employees failing to meet this reasonable expectation will be subject to discipline.

During all recitations of the Pledges and the playing of the National Anthem, all WISD employees shall display appropriate affection and reverence to the United States and Texas and encourage full participation among students. A student who peacefully chooses to not participate in the recitations of the Pledges and the playing of the National Anthem shall not be subject to discipline, so long as the non-participating student takes no action that disturbs the appropriate patriotic observances of others.

# General Procedures

## Emergency School Closing

*Policy EB*

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify the following radio and television stations:

**WBAP-820 AM**  
**KBEC-1390 AM**  
**TV Channels – 4, 5, 8, or 11**

## Emergencies

*Policies CKC, CKD*

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

## Purchasing Procedures

*Policy CH*

All requests for purchases must be submitted to the Business department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Business Office for additional information on purchasing procedures.

## **Name and Address Changes**

It is important that employment records be kept up to date. Employees must notify the Human Resources office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the Human Resources Office.

## **Personnel Records**

*Policy DBA, GBA*

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email address is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to the Human Resources Office. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

## **Facility Use**

*Policies DGA, GKD*

Employees who wish to use district facilities after school hours must follow established procedures. The Support Services Department is responsible for scheduling the use of facilities after school hours. Contact Support Services to request to use school facilities and to obtain information on the fees charged.

# Termination of Employment

## Resignations

*Policy DFE, DHB*

**Contract Employees.** Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent or other persons designated by the board of trustees, which includes the Assistant Superintendent of Human Resources. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent or other person designated by board action.

Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 62. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

**Noncontract Employees.** Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the Assistant Superintendent of Human Resources at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or of knowing about an employee's resignation or termination following an alleged incident of misconduct described above.

## Dismissal or Nonrenewal of Contract Employees

*Policies DF Series, DHB*

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a

suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency on page \_\_\_\_\_. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available Online.

## **Dismissal of Noncontract Employees**

*Policies DCD, DP*

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 37.)

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

## **Discharge of Convicted Employees**

*Policy DF*

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

If the offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

## Exit Interviews and Procedures

Exit interviews will be scheduled for all employees leaving the district. Exiting employees may also choose to respond to an electronic exit survey. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

## Reports to Texas Education Agency

*Policies DF, DHB, DHC*

**Certified Employees.** The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

**Noncertified Employees.** The voluntary or involuntary separation of a noncertified employee from the district must be reported to the Division of Investigations at TEA by the

superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

## **Reports Concerning Court-Ordered Withholding**

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

# Student Issues

## Equal Educational Opportunities

*Policies FB, FFH*

In an effort to promote nondiscrimination and as required by law, Waxahachie ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to *Sean Cagle, Director of Campus and Student Services, 411 N. Gibson St. Waxahachie, TX 75165, 972-923-4631*, the district Title IX coordinator for students. Questions or concerns about discrimination on the basis of a disability should be directed to *Ginger Robinson, 411 N. Gibson St. Waxahachie, TX 75165* the district ADA/Section 504 coordinator for students. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

## Student Records

*Policy FL*

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

## **Parent and Student Complaints**

*Policy FNG*

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

## **Administering Medication to Students**

*Policy FFAC, FFAF*

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen®), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

## **Dietary Supplements**

*Policies DH, FFAC*

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

## **Psychotropic Drugs**

### *Policy FFAC*

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

## **Student Conduct and Discipline**

### *Policies in the FN series and FO series*

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

## **Student Attendance**

### *Policy FEB*

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must submit a note from the parent describing the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

## **Bullying**

### *Policy FFI*

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

## **Hazing**

### *Policy FNCC*

Students must have prior approval from the principal or designee for any type of “initiation rites” of a school club or organization. While most initiation rites are permissible, engaging in or permitting “hazing” is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

# **Addendum**

## **WISD Acceptable Use Procedures & Regulations**

### **COMPUTER ACCEPTABLE USE POLICY**

#### **Information Technology Guidelines for Staff Acceptable Use Policy for Waxahachie Independent School District Network and Technology Resources**

#### I. OVERVIEW

The Waxahachie Independent School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of Waxahachie ISD’s activities. All users are expected to use the computers and computer networks in a legal, responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with all WISD local policies.

*With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials, and an industrious user may discover*

*controversial information. Waxahachie ISD firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.*

*Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If an Internet/WISD Network user violates any of these provisions, his or her future access could possibly be denied and he or she may be subject to further disciplinary action. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.*

### **Definition of District Technology Resources**

The District's computer systems and networks are any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The District reserves the right to monitor all technology resource activity.

## **II. INTERNET/WISD NETWORK SPECIFIC TERMS AND CONDITIONS**

**A. Acceptable Use** -*The District's technology resources will be used only for learning, teaching, and administrative purposes consistent with the District's mission and goals. The District's e-mail system should not be used for mass mailings except for official school business. Commercial use of the District's system is strictly prohibited, except for such things that specifically have been approved by the Superintendent, i.e. employee discount program.*

*The District will make training available to all users in the proper use of the system and will make copies of acceptable use guidelines available to all users. All training in the use of the District's system will emphasize the ethical use of this resource.*

*Software may not be placed on any computer, whether stand-alone or networked to the District's system, without permission from the Director of Technology or designee. Only personnel authorized by the District's technology department may install software on District systems.*

### **Other issues applicable to acceptable use are:**

1. *Copyright: All users are expected to follow existing copyright laws, copies of which may be found in each campus library.*

2. *Supervision and Permission: Student use of the computers and computer network is only allowed when supervised or granted permission by a District staff member.*
3. *Network Access: Attempting to log on or logging on to a computer or e-mail system by using another's password is prohibited. Assisting others in violating this rule by sharing information or passwords is unacceptable.*
4. *Improper Use: Improper use of any computer or the network is prohibited. This includes, but is not limited to the following:*
  - *Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private*
  - *Using the network for financial gain, political or commercial activity*
  - *Attempting to or harming equipment, materials or data*
  - *Attempting to or sending anonymous messages of any kind*
  - *Using the network to access inappropriate material*
  - *Knowingly placing a computer virus on a computer or the network*
  - *Using the network to provide addresses or other personal information that others may use inappropriately*
  - *Accessing of information resources, files and documents of another user without authorization*
  - *Attempting to or accessing technology resources, network systems, or applications without authorization*
  - *Attempting to or bypassing school proxy servers to access the Internet*
  - *Posting personal information about others without proper authorization*
  - *Downloading or using copyrighted information without permission from the copyright holder*
  - *Attempting to "hack" into network resources*
  - *Storing inappropriate information (i.e. programs and .exe files) in home directories or student shared directories.*

**B. Privileges** *The use of the Internet/WISD Network is a privilege, not a right, and inappropriate use will result in an immediate cancellation of those privileges and may result in further disciplinary action, including but not limited to termination of employment. The Director of Technology or designee of Waxahachie ISD employees responsible for the operation of the WISD Network, will deem what is inappropriate use and their decision is final. Also, Director of Technology or designee may deny Internet/WISD Network access at any time as required or as they deem appropriate and without notice. The administration of Waxahachie ISD may request the Director of Technology or designee to deny, revoke, or suspend Internet/WISD Network access, with or without cause, for violation of Internet/WISD Network computing regulations and guidelines, or as a result of other disciplinary action against the user. With the exception of revocation of access privileges, other disciplinary actions taken against a student or employee shall be in accordance with Waxahachie ISD Board Policies.*

*Any attempt to violate the provisions of these guidelines may result in revocation of a user's account, regardless of the success or failure of the attempt. Improper, illegal or unethical use may result in disciplinary or legal actions consistent with existing District policies or applicable criminal laws.*

**C. Internet/WISD Network Computing Regulations and Guidelines** Waxahachie ISD is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions of these regulations and guidelines will result in disciplinary action in the form of temporary or permanent revocation of access to the Internet/WISD Network, regardless of the success or failure of the attempt, and may result in further disciplinary action including, but not limited to, termination of employment.

Access to the District's network systems will be governed as follows:

*1. Students will have access to the District's resources for class assignments and research with their teacher's permission and/or supervision.*

*Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.*

*Any system user identified as a security risk or having violated the District's acceptable use guidelines may be denied access to the District's system. Other consequences may also be assigned. The users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of the network shall be referred to the appropriate law enforcement entity, in addition to any disciplinary actions taken by the administration. If such an event should occur, Waxahachie ISD will fully cooperate with the authorities to provide any information necessary for the litigation process.*

#### **D. User Responsibilities**

*1. Campus-Level Coordinator Responsibilities - As the campus-level coordinator for the District's electronic communications systems and resources, the principal or designee will:*

- Be responsible for disseminating and enforcing the District's acceptable use guidelines for the District's technology resources at the campus level.*
- Ensure that employees supervising students who use the District's systems provide information emphasizing the appropriate and ethical use of this resource.*

*2. Individual User Responsibilities - The following standards will apply to all users of the District's electronic communications systems and resources:*

### *General Computing*

*Once a user receives a userID for accessing the WISD Network and computer systems on the WISD Network, they are solely responsible for all actions taken while using the userID. Therefore:*

- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District guidelines.*
- System users are responsible for following all copyright laws. Redistribution of copyrighted material is allowed only with the written permission of the copyrighted holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with the applicable copyright laws, District policy, and administrative regulations.*
- Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials, photographs, videos, images, or messages, public or private, is prohibited.*
- Submitting, publishing and sharing personal student or employee information that has been designated confidential by the student or employee and is protected by law, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) is prohibited. This includes photos and videos.*
- Applying for a userID under false pretenses is a punishable disciplinary offense.*
- Sharing your userID with any other person is prohibited. You are solely responsible for any actions which occur in relation to your userID number.*
- Revealing your personal address or phone numbers, or the address or phone numbers of students or colleagues, is prohibited.*
- Waxahachie ISD reserves the right to monitor, read, or otherwise access any/all file(s) that are received, transmitted, or stored on the WISD Network.*
- Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.*
- Attempts to evade or change resource quotas are prohibited.*
- Continued impedance of other users through mass consumption of system resources, after receipt of a request to cease such activity is prohibited.*
- Use of facilities and/or services for commercial purposes is prohibited.*
- Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.*
- Student information is considered confidential and is not to be sent to anyone by any means without the parent's permission.*

### *Electronic Mail*

*Whenever you send electronic mail, your name and userID are included in each mail message. You are responsible for all electronic mail originating from your userID. By*

*accepting an account, the employee authorizes the designated Waxahachie ISD system administrator(s) to have access to the employee's e-mail and to make that e-mail available to district, local, state, and federal officials in conjunction with any investigation. Therefore:*

- *Forgery, or attempted forgery, of electronic mail messages is prohibited.*
- *Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.*
- *Attempts at sending harassing, obscene and/or other threatening e-mail to another user is prohibited.*
- *Attempts at sending unsolicited junk mail, "for profit" messages, or chain letters is prohibited.*
- *Use of inappropriate language, swearing, vulgarities, ethnic or racial slurs is prohibited.*

#### *Internet Postings*

*The Internet, along with a host of next generation communications tools, has expanded the way in which employees can communicate internally and externally, while this creates new opportunities for communication and collaboration, it also creates new responsibilities for Waxahachie ISD employees. This Internet Postings Policy applies to employees who use the following:*

- *Multimedia and social networking websites such as MySpace, Facebook, Yahoo! Groups, Twitter and YouTube.*
- *Blogs (Internal and External)*
- *Wikis such as Wikipedia and any other site where text can be posted*

*All of these activities are referred to as "Internet Postings" in this Policy. Please be aware that violation of this policy may result in disciplinary action up to and including termination.*

1. *Internet Postings which do not identify the author/blogger as a Waxahachie ISD employee, do not discuss the District, and are purely about personal matters would normally fall outside this guidance.*
2. *Common sense is the best guide if you decide to post information in any way relating to Waxahachie ISD. If you are unsure about any particular posting, please contact the Human Resources Department.*
3. *If an Internet posting makes it clear that the author is employed by Waxahachie ISD, it should include a simple and visible disclaimer such as, "these are my personal views and NOT those of the Waxahachie ISD." When posting your points of view, you should never claim or imply you are speaking on the school's and/or the District's behalf.*
4. *Personal Internet postings should not reveal confidential information about*

*the Waxahachie ISD, including but not limited to aspects of District policy or details of internal District discussions. If in doubt about what might be confidential, contact the Human Resources Department.*

- 5. Internet postings should not include Waxahachie ISD logos or trademarks, and should respect copyright, privacy, fair use, personal or financial disclosure, and other applicable laws.*

*Internet postings should not violate any other applicable policy of the Waxahachie ISD. The author agrees that the Waxahachie ISD shall not be liable, under any circumstances, for any errors, omissions, loss or damages claimed or incurred due to any of your Internet postings.*

### *Network Security*

*As a user of the WISD Network, you may be allowed to access other networks and/or the computer systems attached to those networks. Therefore:*

- Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.*
- Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.*
- Decryption of system or user passwords is prohibited.*
- The copying of system files is prohibited.*
- The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license, is prohibited.*
- Intentional attempts to “crash” network systems or programs are punishable disciplinary offenses.*
- Any attempts to secure a higher level of privilege on network systems are punishable disciplinary offenses.*
- The willful introduction of computer “viruses” or other disruptive/destructive programs into the WISD Network or into external networks is prohibited.*

*Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet/WISD Network, you must notify a system administrator. Do not demonstrate the problem to other users. Do not download any applications programs from the Internet without prior approval of the administration. Application programs may not only contain embedded viruses, but also are often untested and may interfere with the functioning of standard applications being run by Waxahachie ISD. Do not use another individual’s account. A Waxahachie ISD staff member shall not allow students to access the system through the staff person’s account. WISD Network account users shall not let others use their account and password. Attempts to login to the system using another member’s account or as a system administrator will result in cancellation of user privileges. Members should immediately notify a system administrator if their*

*password or equipment is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet/WISD Network.*

**E. Disclaimer and Limitation of Liability - Access to the Internet/WISD Network is provided on an “as is, as available” basis.**

*The Waxahachie Independent School District, its Board of Trustees, agents, and staff members make no representations or warranties, whether expressed or implied, of any kind with respect to our Internet Service Provider (ISP), the WISD Network, the services to be provided by the WISD Network, or any information or software accessed or received by the user or contacts made by the user, and disclaim any implied warranties, including any implied warranties of merchantability or fitness for a particular purpose. The system administrators and Waxahachie ISD do not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user’s requirements or that the operation of the system will be uninterrupted or error free or that defects in the system will be corrected. Waxahachie ISD will not be responsible to you or liable to you for any claims, losses, or damages you may suffer as a result of these Terms and Conditions or your access to our ISP or the WISD Network, including without limitation, any losses, claims, or damages arising from Waxahachie ISD’s negligence or your own errors or omissions. YOU AGREE THAT THIS LIMITATION IS INTENDED TO AND DOES RELEASE WAXAHACHIE ISD FROM ANY CLAIMS, DAMAGES, OR LOSSES THAT YOU MAY SUFFER THAT MAY ARISE OUT OF THE USE OF THIS SYSTEM. Use of any information obtained via your connection with the Internet/WISD Network is at your own risk. While WISD has in place computer software and teacher directed restrictions, the employees are ultimately responsible for their computer use. Waxahachie ISD specifically denies any responsibility for the accuracy or quality of information obtained through this service. Furthermore, Waxahachie ISD assumes no responsibility or liability for any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by the user while accessing the Internet/WISD Network. Any dispute or problems regarding phone service are strictly between the user and his or her local phone company and/or long distance service provider. The Waxahachie ISD shall not be liable for any inappropriate use of the Internet/WISD Network. All such liability shall be borne directly by the user.*

**F. Monitored Use** - *The use of the Internet/WISD Network is not a private activity and is reserved exclusively for educational and administrative functions of Waxahachie ISD. Internet/WISD Network users have no expectation of privacy with respect to the use of or access to the Internet/WISD Network. Waxahachie ISD reserves the right to monitor Internet/WISD Network use at any time by a designated administrator to ensure the appropriateness of its use. Furthermore, Waxahachie ISD reserves the absolute right to monitor, read or otherwise access any electronic communication or file that is received, transmitted or stored on the WISD Network.*

*Each and every user of the Internet/WISD Network should assume that every “electronic communication” (e-mail) will be read by the designated administrator. A USER HAS NO PRIVACY RIGHTS OR INTERESTS IN ELECTRONIC COMMUNICATIONS SENT OR RECEIVED VIA THE INTERNET/WISD NETWORK.*

**G. Vandalism, Mischief and Forgery** - *Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District’s system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance will be viewed as violations of District guidelines and, possibly, as criminal activity under applicable state and federal laws, including the Texas Penal Code, Computer Crimes, Chapter 33. This includes, but is not limited to, the uploading or creating of computer viruses, and the use of system hacking programs and utilities. Any interference with the work of others, with or without malicious intent, will be construed as vandalism. Vandalism, as defined above, may result in the permanent cancellation of system use privileges, possible prosecution, and will require restitution for costs associated with system restoration, hardware, and software repair or replacement.*

*Forgery or attempted forgery of electronic files or messages is prohibited. Attempts to read, delete, copy, or modify the electronic data of other system users or deliberate interference with the ability of other system users to access technology resources is prohibited.*

**H. Personal Technology Resources Prohibited** - *System users are prohibited from connecting personal technology resources, including but not limited to the following: hubs, switches, routers, wireless access points/devices, personal (home) computers, personal (home) printers, and mobile/handheld devices to the District’s data communications network, unless specifically authorized by the Director of Technology. Additionally, system users are prohibited from installing or setting up any device that would alter the network technology or any server-based software or technologies without approval from the Director of Technology.*

**I. Information Content/Third Party Supplied Information** - *System users and parents of students with access to the District’s system should be aware that use of the system may provide access to other electronic communications systems outside the District’s networks that may contain inaccurate and/or objectionable material. A student or employee bringing prohibited materials into the District’s electronic environment will be subject to a suspension and/or a revocation of privileges on the District’s system and will be subject to disciplinary action in accordance with District policies.*

**J. Internet Filtering** - *The District uses Internet filtering software, as required by the Children’s Internet Protection Act that blocks access to inappropriate content, including sites that are obscene, pornographic, and/or harmful to minors. Internet web sites currently being blocked by the districts web filter that are deemed appropriate for educational use may be submitted for evaluation. These requests should be submitted via email to the curriculum instructional coordinator. The requests will be evaluated by a committee, if approved an exception will be*

*made to the web filter and the appropriate links will be posted on an approved curriculum district web page. No exceptions will be made to this policy. Users must seek approval 5 days in advanced to allow adequate time for the request to be processed.*

**K. Internet Safety** - *Student and employee computer safety is important, and the district has taken appropriate measures. These include blocking student and staff access to inappropriate content on the Internet; providing secondary students with electronic mail accounts that are managed by teachers; and deploying software and hardware that denies unauthorized access and other unlawful online activities.*

*Students will be educated on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. This includes cautions regarding the disclosure of personal information and cyber-bullying awareness and response.*

**L. Employee Email Usage Agreement** - The District's electronic communications system is property of Waxahachie ISD. Therefore, the District owns all email. Employees have no right to privacy with regard to district email and can be monitored at any time to ensure appropriate use.

Waxahachie ISD technology resources are strategic, valuable assets that must be managed as such. Thus this agreement is established to achieve the following:

To ensure compliance with applicable statutes, regulations, and mandates regarding the management of information resources.

To establish prudent and acceptable practices regarding the use of email.

To educate individuals using email with respect to their responsibilities associated with such use.

#### Purpose

The purpose of the Waxahachie ISD Email Agreement is to establish the rules for the use of Waxahachie ISD email for the sending, forwarding, posting, receiving, or storing of electronic mail.

#### Audience

The Waxahachie ISD Email Agreement applies equally to all individuals granted access privileges to any Waxahachie ISD information resource with the capacity to send, forward, post, receive, or store electronic mail.

#### ACTIVITIES THAT ARE NOT PERMITTED WITH EMAIL

1. Inappropriately distributing protected or copyrighted works.

2. Using District email to operate a personal business.
3. Sending, forwarding or posting an email anonymously.
4. Sending, forwarding or posting email that contains any items involving partisan party politics, political lobbying or campaigning.
5. Sending, forwarding or posting email that is illegal, intimidating or harassing including that of a racist, sexist, threatening, obscene, pornographic or otherwise objectionable nature or language is strictly prohibited.
6. Impeding the conduct of school business by sending, forwarding or posting and receiving personal email other than stated in the email usage guidelines.

THE FOLLOWING ACTIVITIES ARE PROHIBITED BECAUSE THEY IMPEDE THE FUNCTIONING OF NETWORK COMMUNICATIONS AND THE EFFICIENT OPERATIONS OF ELECTRONIC MAIL SYSTEMS

1. Sending, forwarding or posting chain letters.
2. Sending, forwarding or posting unsolicited messages to large groups of 10 or more except as required to conduct District business. (District permission must be received to send out a message to everyone's mailbox district-wide. Waxahachie ISD has established email distribution groups for the easy and convenience of employees. All campus employees must gain the approval of their campus principal to disseminate information using the campus distribution groups.
3. Sending, forwarding or posting excessively large messages/attachments.
4. Sending, forwarding or posting email that is likely to contain computer viruses. The use of unauthorized communication software such as but not limited to instant messaging and other non-educational online communication tools.

GENERAL EMAIL USAGE GUIDELINES

Staff members should set aside time to check and respond to email messages at least once per work day.

1. Personal use of email is a privilege granted by the District and as such, must be limited to personal time and must be content appropriate. Access to the District's email is primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:
  - Imposes no tangible cost on the District;
  - Does not unduly burden the District's computer or network resources; and
  - Has no adverse effect on an employee's job performance or on a student's academic performance.
2. Your email address identifies you as a Waxahachie ISD employee. Therefore, the employee is responsible for sending, forwarding or posting emails that are consistent with Waxahachie ISD policies and opinions.
3. Employees need to keep in mind that all email is recorded and stored along with the

source and destination.

4. Employees have no right to privacy with regard to email. The District has the ability and right to view employees' email. Employees need to be aware that electronic mail messages can be retrieved even if they have been deleted and that statements made in electronic mail can form the basis of various legal claims against the individual author. Messages relating to or in support of illegal activities will be reported to the authorities.
5. In order to maintain an efficient email system will have a disk size limitation set up on each user. Archiving is recommended to employees wanting to preserve mail and to stay within the designated disk size limitation.
6. Subscriptions to an Internet listserv should be limited to professional digests due to the amount of email traffic generated by general subscriptions.
7. All user activity on Waxahachie ISD Technology Resources is subject to logging and review.
8. The Family Rights and Privacy Act (FERPA) govern disclosure of confidential student records. Therefore, sharing student records or other confidential information with persons or agencies outside the school district via email is prohibited without prior written consent of the student's parent/guardian.
9. Individuals must not send, forward, post or receive confidential or sensitive Waxahachie ISD information through non-Waxahachie ISD email accounts. Examples of non-Waxahachie ISD email accounts include, but are not limited to, Hotmail, Yahoo mail, AOL mail, and email provided by other Internet Service Providers (ISP).
10. District employees are prohibited from accessing another employee's electronic mail without the expressed consent of the employee. An exception would be designated district personnel with just cause for review.
11. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders and loading data from unprotected computers.
12. Please notify your immediate supervisor if you receive email of a threatening nature. The Technology Department will attempt to track down the source of that email and prevent you from receiving any additional unsolicited mail.

## DISCIPLINARY ACTIONS

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See Employee Handbook] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Violation of this policy may result in disciplinary action that may include termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion

in the case of a student. Additionally, individuals are subject to loss of Waxahachie ISD Information Resources access privileges, civil, and criminal prosecution.

**M. Application of Terms and Conditions** - *All terms and conditions as stated in this document are applicable to the applicant's use of the Internet/WISD Network. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Texas and the United States of America.*

*This agreement is binding for the duration of a staff member's employment in the District and must be reviewed and signed annually at the start of each school term.*



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**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025      **Presented By:** Andy Reeves

**Subject:** Report regarding maintenance department work orders      **Related Page(s)** 1



**EXECUTIVE SUMMARY:**

Informational report on the maintenance department’s work orders for the month of June 2025.

**ATTACHMENTS:**

Monthly work order report

		<b>BOARD PRIORITY GOALS</b>
X	<b>Priority #1</b>	<b>Student Growth</b>
X	<b>Priority #2</b>	<b>Honor and Support Staff</b>
	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
X	<b>Priority #4</b>	<b>Financial Integrity</b>

# JUNE 2025 WO REPORT

Campus	HVAC	Elec	Plumbing	General	Doors & Locks	Total
Challenge/AEP	2	0	0	4	1	7
Clift	1	0	3	19	1	24
Coleman JH	0	2	5	16	1	24
Dunaway	0	0	2	10	1	13
Felty	0	4	3	34	2	43
Finley JH	0	2	4	12	1	19
Global High	1	1	2	20	2	26
Howard JH	1	0	1	10	0	12
Marvin	3	0	0	7	0	10
Northside	0	0	3	11	3	17
Ray	0	0	2	7	0	9
Shackelford	1	3	1	16	2	23
Simpson	3	4	4	24	0	35
Turner Pre-K	1	0	1	15	0	17
Wedgeworth	0	2	2	13	0	17
WHS	3	18	26	108	6	161
Wilemon	2	0	5	16	2	25
Misc.	3	2	4	70	3	82
<b>Total Count</b>	<b>21</b>	<b>38</b>	<b>68</b>	<b>412</b>	<b>25</b>	<b>564</b>



**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025 **Presented By:** Nisa Redd

**Subject:** Board Meeting Minutes June 10, and June 16, 2025 **Related Page(s)** Minutes



**EXECUTIVE SUMMARY:**

Attached are the proposed minutes from the June 10, and June 16, 2025, meetings.

**ATTACHMENTS:**

Board minutes from the June 10, and June 16, 2025, meetings.

		<b>BOARD PRIORITY GOALS</b>
X	<b>Priority #1</b>	<b>Student Growth</b>
X	<b>Priority #2</b>	<b>Honor and Support Staff</b>
X	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
X	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

Administration recommends that the attached minutes be approved as presented.

**Minutes June 10, 2025**  
**Board of Trustees Regular Meeting and Workshop**  
**Waxahachie Independent School District**

---

The Board of Trustees of the Waxahachie Independent School District met on June 10, 2025, in the WISD Board room. President Dusty Autrey called the workshop portion of the meeting to order at 4:00 pm. Trustees Adrian Cooper, Clay Schoolfield, Debbie Timmermann, Ryan Pitts, Judd McCutchen, and Kim Kriegel were present in person. WISD Superintendent Becky McCutchen, Associate Superintendent of Educational Operations Dr. David Averett, Assistant Superintendent of Learning Stephanie Heimbuch, Chief Financial Officer Ryan Kahlden, Assistant Superintendent of Human Resources Theresa Burkhalter, and Director of Student Services Sean Cagle, as well as other administrators, were also present.

Chief Financial Officer Ryan Kahlden conducted a board workshop on the 2025-2026 budget.

No one spoke in open forum.

The Board entered closed session at 5:03 pm. The Board reconvened to Open Session at 5:50 pm to begin the regular portion of the board meeting.

Jimmie Ray Elementary students Jaci and Hannah Hinds led the audience in the pledges to the Texas and US flags.

**ACTION ITEMS:**

- A. Trustee Adrian Cooper motioned to approve the hiring of Aisha Mason as the Principal of Felty Elementary School. Trustee Kim Kriegel seconded, and it passed 7-0.
- B. Trustee Judd McCutchen motioned to approve the hiring of Ashley Gabbard as the Principal of Marvin Biomedical Academy. Trustee Ryan Pitts seconded, and it passed 7-0.
- C. Trustee Debbie Timmermann motioned to approve the hiring of Cindy Wiedemann as the Director of Accounting. Trustee Clay Schoolfield seconded, and it passed 7-0.

Superintendent Rebecca McCutchen presented the Trustees with her Superintendent report which highlighted the recent graduation ceremonies, the final enrollment numbers for the 24-25 school year, her first week in WISD, and a few upcoming events for the district.

WISD Project Manager Stephen Mott gave an update on 2023 bond projects.

Associate Superintendent of Educational Operations Dr. David Averett and Chief Financial Officer Ryan Kahlden gave an update on summer campus moves.

Chief Financial Officer Ryan Kahlden gave an informational report on Waxahachie ISD's intent to apply for federal grant funds for the 2025-2026 school year.

Director of Health and Wellness Melissa Bousquet presented the Trustees with a report on random drug testing procedures.

#### CONSENT ITEMS:

Trustee Judd McCutchen made a motion to approve Consent Agenda Items A-T. Trustee Debbie Timmermann seconded, and the motion passed 7-0.

Those items were:

- A. Minutes from previous meetings.
- B. Monthly bid reports, purchase orders requiring board approval, and proposed budget amendments.
- C. Monthly financial reports that include cash position, revenue reports, budget summary, tax collection report.
- D. Monthly report on maintenance department's work orders.
- E. Monthly report on student attendance, student discipline, student drug offenses, and drug prevention measures.
- F. The approval of new and/or modified positions.
- G. The approval of a waiver request for the 2025-2026 Professional Development days.
- H. The approval of a low attendance waiver.
- I. The approval of the WHS Theater Department to travel to NYC in March 2026.
- J. The approval of the Annual Investment Report.
- K. The approval of a Memorandum of Understanding between WISD and the Ellis County Juvenile Board.
- L. The approval of a Memorandum of Understanding with Region 10 for Texas Reading Academies.
- M. The approval of a sewer line replacement project at Finley Junior High with Concord Commercial Services.
- N. The approval of the purchase of HVAC control replacements for Marvin Biomedical Academy, Northside Elementary, and Turner Pre-K Academy.
- O. The approval of the playground project at Dunaway Elementary.
- P. The approval of the replacement of additional HVAC units at Marvin Biomedical Academy.
- Q. The approval of the purchase of cafeteria and commons furniture for Global High School.
- R. The approval of furniture for Global High School.
- S. The approval of the playground replacement project at Northside Elementary.
- T. The approval of an Adjunct Facility Agreement for the Ellis County Texas A&M AgriLife Extension Service Agents.

#### ACTION ITEMS:

D. Trustee Ryan Pitts motioned to approve the plan of finance and adopt an Order authorizing the issuance of school building bonds, and delegating authority to the administration to approve the sale and execute the final documents. Trustee Debbie Timmermann seconded, and it passed 7-0.

E. Trustee Debbie Timmermann motioned to approve Great Minds as the approved provider for the Strong Foundations Implementation Part B. Trustee Kim Kriegel seconded, and it passed 7-0.

F. Trustee Judd McCutchen motioned to approve an amendment to the WISD District of Innovation Plan. Trustee Clay Schoolfield seconded, and it passed 7-0.

Trustee Kim Kriegel made a motion to adjourn. Trustee Debbie Timmermann seconded, and the motion passed 7-0. The meeting adjourned at 7:34 pm.

\_\_\_\_\_  
Dusty Autrey, President

\_\_\_\_\_  
Ryan Pitts, Secretary

\_\_\_\_\_  
Date

**Minutes June 16, 2025**  
**Board of Trustees Called Meeting**  
**Waxahachie Independent School District**

---

The Board of Trustees of the Waxahachie Independent School District met on June 16, 2025, in the WISD Board room. President Dusty Autrey called the meeting to order at 9:00 am. Trustees Adrian Cooper, Clay Schoolfield, Judd McCutchen, and Kim Kriegel were present in person. The Trustees went straight into closed session and Trustee Ryan Pitts joined them in closed session at approximately 9:03 am.

No one spoke in Open Forum.

No action was taken at the meeting.

Trustee Kim Kriegel made a motion to adjourn. Trustee Ryan Pitts seconded, and the motion passed 6-0. The meeting was adjourned at 1:50 pm.

---

Dusty Autrey, President

---

Debbie Timmermann, Secretary

---

Date

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025      **Presented By:** Ryan Kahlden

**Subject:** Purchase Orders & Budget Transfers requiring Board approval      **Related Page(s)** 26

**Consent  
Agenda Item**

**EXECUTIVE SUMMARY:**

Purchase Orders over \$50,000 requiring Board approval and budget transfers between functions requiring Board approval.

**ATTACHMENTS:**

Purchase Orders and corresponding vendor quotes; report detailing various budget transfers

BOARD PRIORITY GOALS		
	<b>Priority #1</b>	<b>Student Growth</b>
	<b>Priority #2</b>	<b>Honor and Support Staff</b>
	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
X	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

Administration recommends that purchase orders and budget transfers be approved as presented.

Waxahachie ISD 2024-25 Proposed Budget Amendments for July 2025

	Adopted	Amended	Proposed	Proposed	Proposed Revised	Explanation
	Gen. Fund 1XXX	Gen. Fund 1XXX	Budget Amendments- Increases Gen. Fund 1XXX	Budget Amendments- (Decreases) Gen. Fund 1XXX	Budget Gen. Fund 1XXX	
<b>REVENUES</b>						
5700 LOCAL & INTER. SOURCE REVENUE	70,114,500	70,697,530			70,697,530	
5800 STATE PROGRAM REVENUES	52,688,875	52,688,875			52,688,875	
5900 FEDERAL REVENUES	1,000,000	1,000,000			1,000,000	
7900 OTHER RESOURCES					-	
<b>TOTAL REVENUES</b>	<b>123,803,375</b>	<b>124,386,405</b>	<b>-</b>	<b>-</b>	<b>124,386,405</b>	
11 INSTRUCTIONAL RESOURCES & MEDIA SER	71,971,467	72,820,342	13,966	(17,442)	72,816,866	Moving \$10,197 from function 11 to 21 & 13 for CTE budget for misc./travel. Moving \$10,000 from 81 Global move budget into function 11. Moving \$1,700 from 11 to 13 for Finley travel budget. Moving \$5,545 from 11 to 13 for CTE supply budget. Moving \$3,966 from 13 to 11 for band supply budget.
12 INSTRUCTIONAL RESOURCES & MEDIA SER	1,456,066	1,456,066			1,456,066	
13 CURRICULUM & INSTRUCTIONAL STAFF DEV.	1,816,094	1,797,186	17,298	(3,966)	1,810,518	Moving \$10,053 from 11 to 13 for CTE travel budget. Moving \$1,700 from 11 to 13 for Finley travel budget. Move \$5,545 from 11 to 13 for CTE supply budget. Moving \$3966 from 13 to 11 for band supply budget.
21 INSTRUCTIONAL LEADERSHIP	3,373,731	3,366,391	144		3,366,535	Moving \$144 from 11 to 21 for CTE misc budget.
23 SCHOOL ADMINISTRATION	7,412,791	7,421,293			7,421,293	
31 GUIDANCE AND COUNSELING SERVICES	3,728,833	3,722,647			3,722,647	
32 SOCIAL WORK SERVICES					-	
33 HEALTH SERVICES	1,652,780	1,652,880			1,652,880	
34 STUDENT (PUPIL) TRANSPORTATION	4,444,482	4,444,482			4,444,482	
35 FOOD SERVICES						
36 CURRICULAR/EXTRACURRICULAR ACTIV.	5,226,836	5,237,684			5,237,684	
41 GENERAL ADMINISTRATION	3,339,074	3,331,824			3,331,824	
51 PLANT MAINTENANCE AND OPERATION	12,464,326	12,534,326	5,000		12,539,326	Moving \$5,000 from 81 Global move budget into function 51.
52 SECURITY & MONITORING SERVICES	2,221,432	2,228,682			2,228,682	

Waxahachie ISD 2024-25 Proposed Budget Amendments for July 2025

53 DATA PROCESSING SERVICES	1,960,159	2,020,298			2,020,298	
61 COMMUNITY SERVICES	250,304	250,304			250,304	
91 CONT. INST. SVCE/PUBL	820,000	820,000			820,000	
81 FACILITIES	700,000	317,000	(15,000)		302,000	Moving \$15,000 from function 81 Global move budget into function 11 and 51.
95 JJAEP	40,000	40,000			40,000	
99 OTHER GOVERNMENTS	925,000	925,000			925,000	
<b>TOTAL APPROPRIATIONS</b>	<b>123,803,375</b>	<b>124,386,405</b>	<b>(36,408)</b>	<b>36,408</b>	<b>124,386,405</b>	
<b>Approved by Board:</b>	<b>Yes</b>	<b>No</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

P.O. NUMBER: 9980025024  
 VENDOR KEY : AMPLIFY 000  
 PAGE NUMBER: 1  
 P.O. DATE : 06/24/2025  
 SHIP DATE : 06/24/2025  
 SHIP VIA : BEST WAY  
 FISCAL YEAR: 2024-2025  
 ENTERED BY : JOHNSRHO001

PRINTED 06/24/2025  
 \*REPRINTED PO\*

COMPANY:  
 AMPLIFY EDUCATION, INC  
 PO BOX 9178  
 UNIONDALE, NY 11555-9178

DELIVER TO:  
 WISD TEXTBOOK WAREHOUSE  
 300 BRYSON ST.  
 WAXAHACHIE, TX 75165

ATTN: RODGER WILT

QUANT.	UNIT OF MEASURE	DESCRIPTION	UNIT COST	TOTAL COST
		SKILLS ONLY, GRADE K ELAR/SLAR	39208.00000	39208.00
		SKILLS ONLY GRADE 1 ELAR/SLAR	25520.00000	25520.00
		SKILLS ONLY GRADE 2 ELAR/SLAR	26862.50000	26862.50
1 EACH		AMPLIFY SHIPPING AND HANDLING	9158.68000	9158.68

SEE QUOTE: Q-555006-1

TEXTBOOK WAREHOUSE: RODGER  
 WILT rowilt@wisd.org

USE P.O. NUMBER ON ALL CORRESPONDENCE

TOTAL

100,749.18

T A X E X E M P T I O N S

TAX EXEMPT ENTITY  
 NO BACK ORDERS ACCEPTED

PURCHASE APPROVED BY:

CHIEF FINANCIAL OFFICER

=====

P.O.: 9980025024 ACCOUNT SUMMARY (FOR INTERNAL USE) VENDOR KEY : AMPLIFY 000

ACCOUNT	AMOUNT
199 A 00 1410 00 000 0 00 000	92,353.41
410 E 11 6321 00 999 0 11 000	8,395.77

158

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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: 0730025134  
VENDOR KEY : COLLEBPU001  
PAGE NUMBER: 1  
REQ. DATE : 06/05/2025  
SHIP DATE : 06/02/2025  
FISCAL YEAR: 2024-2025  
ENTERED BY : ECHOLPAI000

PRINTED 06/24/2025

COMPANY:  
COLLEGE BOARD  
PO BOX 30171  
NEW YORK, NY 10087-0171

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

ATTN: PAISLEE ECHOLS

QUANT.	UNIT OF MEASURE	DESCRIPTION	UNIT COST	TOTAL COST
1	UNIT	AP EXAMS FOR WAXAHACHIE HIGH SCHOOL (INVOICE #A261279841)	72020.00000	72020.00
		WISD CONTACT: JENNIFER FOLEY 9729234600		
		TOTAL		72,020.00

#####  
#  
# 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.: 730025134 ACCOUNT SUMMARY (FOR INTERNAL USE) VENDOR KEY : COLLEBPU001  
ACCOUNT AMOUNT  
199 E 11 6334 73 999 0 11 000 72,020.00

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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

P.O. NUMBER: 9000025267  
VENDOR KEY : DELCOM G000  
PAGE NUMBER: 1  
P.O. DATE : 06/10/2025  
SHIP DATE : 06/10/2025  
SHIP VIA : BEST WAY  
FISCAL YEAR: 2024-2025  
ENTERED BY : ROSS WEN001

PRINTED 06/10/2025

COMPANY:

DELCOM GROUP  
PO BOX 560158  
THE COLONY, TX 75056

DELIVER TO:

WISD TECHNOLOGY DEPT  
405 W Third S.  
WAXAHACHIE, TX 75165

ATTN: JOE O'DANIEL

QUANT.	UNIT OF MEASURE	DESCRIPTION	UNIT COST	TOTAL COST
1	EACH	PROP C BOND PROJECT  RE-INSTALLATION OF BOARDS AT WILEMON BUILDING FOR GLOBAL RELOCATION  PER QUOTE 55336 DATED 2/12/2025	56819.30000	56819.30

USE P.O. NUMBER ON ALL CORRESPONDENCE

T A X E X E M P T I O N S

TAX EXEMPT ENTITY  
NO BACK ORDERS ACCEPTED

PURCHASE APPROVED BY:

\_\_\_\_\_  
CHIEF FINANCIAL OFFICER

=====

P.O.: 9000025267 ACCOUNT SUMMARY (FOR INTERNAL USE)	VENDOR KEY : DELCOM G000
ACCOUNT	AMOUNT
629 E 51 6299 00 004 0 99 000	56,819.30

# Waxahachie Independent School District

## Quote Comparison Form

In accordance with Board policy CH (LOCAL), all purchases over \$5,000 are required to record at least three quotes received before a purchase order is issued. The use of this form is recommended, though not required, for all purchases below \$5,000. All quotes for purchases over \$5,000 should be remitted to the business office for recordkeeping. Purchases should be including of all items within a given project (equipment, installation, consulting, etc).

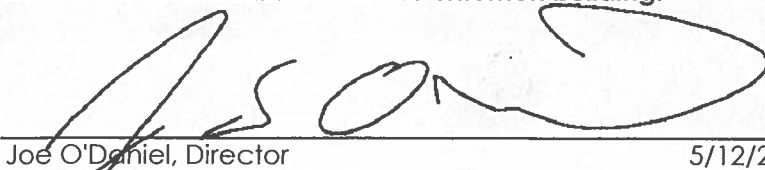
Name of Person securing quote Shelly Murphree  
Department: Technology  
Budget Allocated for Purchase: Global move *Prop C*  
Item(s) being quoted: Reinstallation of boards at Wilemon building

Vendor #1: Company Name: Delcom  
Representative: Carlos Figueroa  
Vendor Approved via: Tips  
Amount Quoted: \$ 56,819.30

Vendor #2: Company Name: GTS  
Representative: Justin Easton  
Vendor Approved via: Buy Board  
Amount Quoted: \$ 71,264.75

Vendor #3: Company Name: ProComputing (incomplete quote)  
Representative: Justin Franks  
Vendor Approved via: TX Dir  
Amount Quoted: \$ 12,750.00

Based on the quotes received, I believe it is the most advantegous to Waxahachie ISD to use **Delcom to reinstall boards at the Wilemon building.**

  
Joe O'Daniel, Director 5/12/2025

Business Office Approval  
*RKahld*

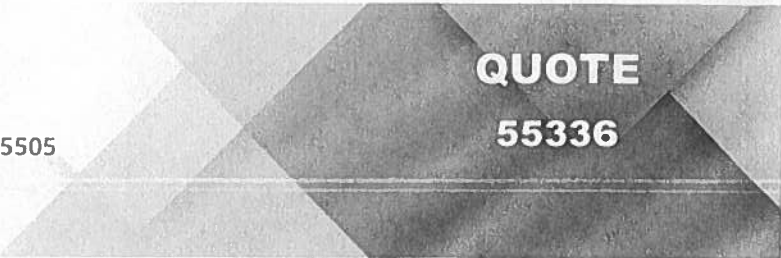
161

*6/9/25*





Corporate Office  
 2525B E SH 121, Ste 400  
 Lewisville, TX 75056  
 Phone: 214.389.5500 | Fax: 214.389.5505  
 www.delcomgroup.com



**Hardware**

OFE Newline panel mount will be re-used

**Owner Deliverables**

- One (1) network drop available IFP as necessary to support their wireless casting solution
- The customer will provide network support on their existing network to support the audio-visual system.

**General Assumptions**

- It's assumed that walls are CMU block wall and will need LD10 Raceway to cover cable runs
- The client has accurately communicated their audio-visual needs, preferences, and objectives.
- The project site will be ready for installation, including access to live power sources, operational network infrastructure, and any necessary construction or renovations completed.
- Existing audio-visual equipment and infrastructure (e.g., cabling, wiring, mounts) are in good working condition unless otherwise specified.
- Existing audio-visual equipment and infrastructure (e.g., cabling, wiring, mounts) are installed using manufacturer and industry-standard methods.
- The technical specifications provided by the client are complete and accurate. Any changes to these specifications may result in adjustments to the proposal.
- The client is responsible for obtaining all necessary permits, licenses, and regulatory approvals (e.g., building permits, fire safety, ADA compliance).
- The client's network infrastructure (wired or wireless) can support the proposed audio-visual systems without requiring significant upgrades. Any necessary network upgrades will be the client's responsibility.
- The project area will maintain suitable environmental conditions (e.g., temperature, humidity, lighting) to ensure optimal performance of the audio-visual equipment.
- The project will proceed according to the proposed timeline, assuming timely decision-making, approvals, and access to the project site.
- The costs of audio-visual equipment are based on current market prices and could be subject to significant price fluctuations during the project.
- Comprehensive testing and commissioning of the audio-visual systems will be conducted to ensure functionality and performance, and any issues identified during this phase will be resolved promptly.
- The client may receive training on operating and maintaining the audio-visual systems as part of the quote. Additional training sessions, if required, may incur extra costs.
- The proposed audio-visual equipment comes with standard manufacturer warranties. Any extended warranties or ongoing support agreements will be discussed separately.
- Any changes to the project scope will be documented and agreed upon in writing, with adjustments to cost and timelines as necessary.
- The proposal is contingent on normal operating conditions, and unforeseen events (e.g., natural disasters, pandemics) may affect the project timeline or costs.

**Proprietary Information**

The Bill of Materials and any associated project documentation contain proprietary information of Delcom Group and are subject to confidentiality and non-disclosure provisions. The client agrees not to disclose or utilize this information for any purpose beyond this project's scope.

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<b>Display Devices and Mounting Hardware</b>				
OFE	NEWLINE PANEL	30.00	\$0.00	\$0.00
OFE	NEWLINE PANEL MOUNT	30.00	\$0.00	\$0.00
<b>Display Devices and Mounting Hardware TOTAL:</b>				<b>\$0.00</b>
<b>Video Devices and Cabling</b>				
HD18-HD18-15ST	Standard Series HDMI 18G High Speed Cable 15ft	30.00	\$15.26	\$457.80
USB2-AB-10ST	USB 2.0 A Male To B Male Cable 10ft.	30.00	\$4.96	\$148.80
<b>Video Devices and Cabling TOTAL:</b>				<b>\$606.60</b>



Corporate Office  
 2525B E SH 121, Ste 400  
 Lewisville, TX 75056  
 Phone: 214.389.5500 | Fax: 214.389.5505  
 www.delcomgroup.com

**QUOTE**  
**55336**

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<b>Optional HDBaseT Kit</b>				
USB2-AB-15ST	USB 2.0 A Male To B Male Cable 15ft. - OPTIONAL	30.00	\$6.86	\$205.80
CHE-HDBTWP121K	Pro AV/IT HDBaseT 4K60 18G HDMI, USB 2.0 over CATX Single Gang Wall Plate Extender TX/RX Kit up to 2 - OPTIONAL	30.00	\$550.68	\$16,520.40
MK-2N	MagnaKlamp - OPTIONAL	30.00	\$41.60	\$1,248.00
CAT6SH-50BLK	Cat6 Snagless Solid Shielded Black Patch Cable 50ft - OPTIONAL	30.00	\$38.18	\$1,145.40
NFHD18G-3PROBLK	Pro AV/IT Integrator Series NanoFlex HDMI 18G Cable 3 feet - OPTIONAL	30.00	\$16.03	\$480.90
USB2-AB-3ST	USB 2.0 A Male To B Male Cable 3ft. - OPTIONAL	30.00	\$3.65	\$109.50
<b>OPTIONAL OPTIONAL HDBASET KIT TOTAL: \$19,710.00</b>				<b>Optional HDBaseT Kit TOTAL: \$0.00</b>
<b>Network Devices and Cabling</b>				
CAT6-7BLU-USA	Cat6 Snagless Patch Cable 7ft Blue - USA Made & TAA Compliant	30.00	\$15.26	\$457.80
<b>Network Devices and Cabling TOTAL:</b>				<b>\$457.80</b>
<b>Power Device &amp; Cabling</b>				
WB-200-2	WattBox Power Conditioner   2 Outlets	30.00	\$65.26	\$1,957.80
WB-PWR-IEC-6FT-BLK	Male Power Cord with 3-Prong IEC Socket - 6 Feet	30.00	\$26.46	\$793.80
<b>Power Device &amp; Cabling TOTAL:</b>				<b>\$2,751.60</b>
<b>Hardware and Consumables</b>				
51542-EA	1/4" x 2-1/4" CONCRETE ANCHORS-Tapcon	240.00	\$0.45	\$108.00
LD10WH10-A	Surface Raceway, LD10 Low Voltage Single Channel, 10 ft, White	90.00	\$44.61	\$4,014.90
DCF10WH-X	Surface Raceway, LD10 Low Volt. , Entr. End Fitng, White	60.00	\$2.78	\$166.80
JB1DWH-A	Surface Raceway, Low Voltage Junction Box, 1-gang, White	90.00	\$10.67	\$960.30
45-0018-WH	Decor Brush Plate Insert White	60.00	\$6.84	\$410.40
80719-W	1-GANG NO DEVICE BLANK WALLPLATE WHITE	30.00	\$1.75	\$52.50
MISC-EXPENSE	Misc Material	30.00	\$53.85	\$1,615.50
<b>Hardware and Consumables TOTAL:</b>				<b>\$7,328.40</b>
<b>Professional Services</b>				
<b>Professional Services TOTAL:</b>				<b>\$23,637.52</b>
<b>Logistics</b>				
<b>Logistics TOTAL:</b>				<b>\$2,127.38</b>
SHIP-HANDLE	Shipping and Handling	1.00	\$200.00	\$200.00
<b>To prevent processing delays, please email all purchase orders to: orders@delcomgroup.com</b>				<b>Subtotal: \$37,109.30</b>
<b>Terms and Conditions</b>				<b>Tax: \$0.00</b>
				<b>Total: \$37,109.30</b>
				<b>Optional Items: \$19,710.00</b>
				<b>Grand Total: \$56,819.30</b>



**TECHNOLOGY SOLUTIONS**

GTS Technology Solutions, Inc.  
9211 Waterford Centre Blvd Suite 275  
Austin, Texas 78758  
Phone: 512.452.0651

**QUOTE**

Quote Number: **Q-14419**  
Quoted Date: 04/23/2025  
Expiration Date: 05/01/2025  
Account Exec: Teresa Perkins  
Inside Sales Rep: Jacob Jiongo  
jacob.jiongo@gts-ts.com  
(512) 681-6281  
NET 30

Terms:

**QUOTE FOR:**

Waxahachie Independent School District

LINE	ITEM	DESCRIPTION	SPECIFICATIONS	CONTRACT	QTY	PRICE	EXTENDED PRICE
1	SERVICES: Project Management - AV	Project Management - AV		DIR-CPO-4754	6	\$ 0.00	\$ 0.00
2	3P SERVICES: AV Installation	3P Services: AV Cable Installation, Running, Testing, Labeling, and Connecting		DIR-CPO-4754	1	\$ 9,668.11	\$ 9,668.11

LINE	ITEM	DESCRIPTION	SPECIFICATIONS	CONTRACT	QTY	PRICE	EXTENDED PRICE
3	SERVICES: Project Management - AV	Project Management - AV		DIR-CPO-4754	6	\$ 0.00	\$ 0.00
4	3P SERVICES: AV Installation	3P Services: AV Cable Installation, Running, Testing,		DIR-CPO-4754	1	\$ 7,379.49	\$ 7,379.49

Quote Number:

Q-14419

Labeling, and Connecting

Room 117							
LINE	ITEM	DESCRIPTION	SPECIFICATIONS	CONTRACT	QTY	PRICE	EXTENDED PRICE
5	SERVICES: Project Management - AV	Project Management - AV		DIR-CPO-4754	6	\$ 0.00	\$ 0.00
6	3P SERVICES: AV Installation	3P Services: Av Cable Installation, Running, Testing, Labeling, and Connecting		DIR-CPO-4754	1	\$ 9,190.11	\$ 9,190.11

Room 118							
LINE	ITEM	DESCRIPTION	SPECIFICATIONS	CONTRACT	QTY	PRICE	EXTENDED PRICE
7	SERVICES: Project Management - AV	Project Management - AV		DIR-CPO-4754	6	\$ 0.00	\$ 0.00
8	3P SERVICES: AV Installation	3P Services: Av Cable Installation, Running, Testing, Labeling, and Connecting		DIR-CPO-4754	1	\$ 10,786.28	\$ 10,786.28

Room 101							
LINE	ITEM	DESCRIPTION	SPECIFICATIONS	CONTRACT	QTY	PRICE	EXTENDED PRICE
9	SERVICES: Project	Project Management - AV		DIR-CPO-4754	6	\$ 0.00	\$ 0.00

Quote Number:

Q-14419

10	Management - AV	3P SERVICES: AV Installation	3P Services: Av Cable Installation, Running, Testing, Labeling, and Connecting	1	DIR-CPO-4754	\$ 12,781.83	\$ 12,781.83
----	-----------------	------------------------------	--	---	--------------	--------------	--------------

Room 313	LINE	ITEM	DESCRIPTION	SPECIFICATIONS	CONTRACT	QTY	PRICE	EXTENDED PRICE
	11	SERVICES: Project Management - AV	Project Management - AV		DIR-CPO-4754	6	\$ 0.00	\$ 0.00
	12	3P SERVICES: AV Installation	3P Services: Av Cable Installation, Running, Testing, Labeling, and Connecting		DIR-CPO-4754	1	\$ 6,130.93	\$ 6,130.93

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Mini IDF + Fiber Connection	LINE	ITEM	DESCRIPTION	SPECIFICATIONS	CONTRACT	QTY	PRICE	EXTENDED PRICE
	13	3P SERVICES: AV Installation	3P Services: Av Installation Mini IDF + Fiber Connection		DIR-CPO-4754	1	\$ 6,346.27	\$ 6,346.27

Aerial Fiber Run	LINE	ITEM	DESCRIPTION	SPECIFICATIONS	CONTRACT	QTY	PRICE	EXTENDED PRICE
	14	3P SERVICES: AV Installation	3P Services: Av Installation		DIR-CPO-4754	1	\$ 8,981.73	\$ 8,981.73

# GTS

TECHNOLOGY SOLUTIONS

## QUOTE

Quote Number:

Q-14419

Aerial Fiber Run

Prices do NOT include taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. If a customer requests expedited or special delivery, causes carrier delays or requests redelivery, customer will be responsible for any additional charges for these services directly billed by the carrier. All prices are subject to change without notice. Supply subject to availability. Dell maintains a strict zero-return policy. Therefore, purchases of incorrect quantity, specifications, items, or configurations are non-refundable and non-returnable. Please ensure that you have reviewed your quote thoroughly.

\*\*This quote does not include the applicable sales tax for our commercial customers\*\*

Sales Total:

\$ 71,264.75

Freight & Misc:

\$ 0.00

Tax Total:

\$ 0.00

Total (USD):

\$ 71,264.75

**Waxahachie ISD - Newline Relocation**

**Prepared For:**

Waxahachie ISD

Tamara Johnson  
tjohnson@arlingtontx.com  
1001 Butcher Rd  
Waxahachie, TX 75165

**Prepared By:**

ProComputing, LLC dba Lockstep Technology Group

Justin Franks  
Justin.Franks@lockstepgroup.com  
PO Box 2720  
Grapevine, TX 76099-2720

**Hardware/Software**

Part #	Description	Price	Qty	Ext. Price
1	LABOR <b>Relocate 30 Newline IFP's from Coleman building to the Wilemon building using existing mounts and cabling.</b>	\$425.00	30	\$12,750.00
Subtotal:				\$12,750.00

**State Contract**

TIPS (Contract# 230504) Information Technology Equipment, Software, and Services

Quote Summary	Amount
Hardware/Software	\$12,750.00
Total:	\$12,750.00

E-Mail all purchase orders to sales@procomputing.com, send all payments to the address above. Prices subject to change without notice, In the event any tax or tariffs are imposed upon the import of the products purchased hereunder, the cost of such tariff shall be added to the purchase price accordingly. Prices reflect purchase of all equipment listed on quote.

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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

P.O. NUMBER: 9000025266  
VENDOR KEY : NETSYNC 000  
PAGE NUMBER: 1  
P.O. DATE : 06/10/2025  
SHIP DATE : 06/10/2025  
SHIP VIA : BEST WAY  
FISCAL YEAR: 2024-2025  
ENTERED BY : ROSS WEN001

PRINTED 06/10/2025

COMPANY:

NETSYNC NETWORK SOLUTIONS  
2500 WEST LOOP SOUTH STE 410  
HOUSTON, TX 77027

DELIVER TO:

WISD TECHNOLOGY DEPT  
405 W Third S.  
WAXAHACHIE, TX 75165

ATTN: JOE O'DANIEL

QUANT.	UNIT OF MEASURE	DESCRIPTION	UNIT COST	TOTAL COST
1	EACH	E RATE CATEGORY TWO - NETWORK EQUIPMENT FY 2024-25	224243.76000	224243.76

PURCHASE OF EQUIPMENT AND SERVICES UP TO THE AMOUNT OF 224,243.76 ANNUAL FOR 156 ACCESS POINTS AND LICENSES.

TO BE REIMBURSED THROUGH ERATE

USE P.O. NUMBER ON ALL CORRESPONDENCE

T A X E X E M P T I O N S

TAX EXEMPT ENTITY  
NO BACK ORDERS ACCEPTED

PURCHASE APPROVED BY:

CHIEF FINANCIAL OFFICER

=====

P.O.: 9000025266 ACCOUNT SUMMARY (FOR INTERNAL USE)	VENDOR KEY : NETSYNC 000
ACCOUNT	AMOUNT
161 E 53 6319 58 999 0 99 000	224,243.76

## AGREEMENT FOR E-RATE PRODUCTS AND/OR SERVICES FY2025-26

APPLICANT		PROVIDER	
Organization	Waxahachie Independent School District	Company Name	Netsync Network Solutions
Contact Name	Brian Crouse	Contact Name	Joshua Parker
Contact Email	bcrouse@wisd.org	Contact Email	jparker@netsync.com
Address	411 N Gibson St	Address	2500 West Loop South, Ste 410/510
City, ST, Zip	Waxahachie, TX 75165	City, ST, Zip	Houston, TX, 77027
USAC BEN	140530	USAC SPIN	143028685
FCC Form 470 #	250008317	Bid #	
E-Rate RFP #	WAXA 2025-C2	Bid Amount \$	\$224,243.76
Number of annual renewals allowed for this agreement:		Initial one year with up to four renewals.	

### SERVICES

The Provider agrees to provide to the Applicant the products and/or services as specified in the Provider's Bid and incorporated with the Applicant's E-Rate RFP and FCC Form 470 as listed above.

### RECITALS

Pursuant to the Schools and Libraries Universal Services Support Mechanism (E-Rate) contained in the Universal Service Provisions of the Telecommunications Act of 1996 [47 U.S.C. § 254. Telecommunications Act of 1996, Pub. L. No. 104-104, 110 Stat. 56 (1996) ("1996 Act"), Applicant advertised for certain products and services. The provider submitted a bid to provide same. In accordance with the requirements of the regulations implementing the Act, Applicant considered the bid and determined that it should be accepted. The parties are now ready to enter a contract for the furnishing of such products and/or services and they set their agreement in writing as follows:

### AGREEMENT

For and in consideration of the payment of the sums of money specified herein, together with other good and valuable consideration, Provider does hereby agree to furnish, and Applicant does hereby agree to accept and pay the discounted price for the products and/or services bid.

The term of this agreement shall commence (a) on or after July 1, 2025, and shall terminate on June 30, 2026, for recurring services or (b) on or after April 1, 2025, and shall terminate on September 30, 2026, for non-recurring services. The agreement expiration for non-recurring services and software/license purchases that may be classified as recurring by USAC shall be automatically extended to align with SLD authorized extensions due to late funding and changes in products and/or services approved on or after March 1st or upon certification of a FCC Form 500 Service Delivery Deadline Extension Request. This agreement may be extended annually and voluntarily by mutual written ratification up to the number of renewals listed above. The Applicant must issue a written notice to proceed to the Provider prior to commencement of service, delivery or installation. The Applicant is under no obligation to pay if the Provider commences work without the Applicant's written notice to proceed.

If the Schools and Libraries Division ("SLD"), Administrator of the Universal Services Support Mechanism, or its successor, should fail to approve all of or any part of the products and services covered by this agreement, the Applicant shall have the right, at its option, to cancel this agreement, as to that part of the products and services disallowed for discount pricing. If, after approval of discount funding by SLD or its successor, Applicant's governing board should fail to approve all of or any part of the products and services covered by this agreement, the Applicant shall have the right, at its option, to cancel this agreement as to that part of the products and services disallowed by the governing board. The total costs of the products and services shall not exceed the Bid Amount. In no circumstances shall Applicant be liable for an amount exceeding the Applicant's non-discount share unless Applicant's governing board specifically waives this provision in writing.

**For Applicant:**

**For Provider:**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Title:

[add district's letterhead]

March 21, 2025

Netsync Network Solutions  
Attn: Joshua Parker  
2500 West Loop  
South, Ste 410/510  
Houston, TX 77027

**Subject: Waxahachie Independent School District BEN 140530  
E-Rate Category Two– Network Equipment (FY2024-25)**

**Re: NOTICE OF INTENT TO AWARD CONTRACT**

Waxahachie Independent School District has completed its evaluation of the proposals submitted in response to the FCC Form 470 application #250008317 for Network Equipment listed under E-Rate Category 2 for the district and hereby provides notification of its intent to award the services to Netsync Network Solutions at the **district's next board meeting scheduled for April 2025.**

This letter will confirm our intent to purchase the equipment and services up to the amount of **\$224,243.76** annual for 156 Access Points and Licenses, from your company during the next E-RATE funding year (07/01/2025 to 09/30/2026). The contract expiration for non-recurring services shall be automatically extended to align with SLD authorized extensions due to late funding and changes in products and/or services approved on or after March 1st. This agreement may be extended annually and voluntarily by mutual written ratification up to 4 voluntary renewals with the contract expiring on 09/30/2030. The Applicant must issue a written notice to proceed to the Provider prior to commencement of service, delivery, or installation. The Applicant is under no obligation to pay if the Provider commences work without the Applicant's written notice to proceed.

Purchase of the equipment and services is contingent upon E-Rate fund availability and can begin July 1, 2025, or upon the execution of a district's purchase order, whichever is later.

The procurement of these products and services will be dependent upon the award of associated E-RATE funding and a purchase order for the applicant's portion will be issued upon receipt of an approved Funding Commitment Decision Letter (FCDL).

Even after the award of contract(s) and/or E-RATE funding approval is obtained, the district may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the district.

To accept these terms and conditions, please sign <sup>172</sup>below and return by email to Waxahachie Independent

School District, to Shelly Murphree via email: [smurphree@wisd.org](mailto:smurphree@wisd.org).

We will be unable to complete our E-Rate application process without full execution of this document by both parties.

Waxahachie Independent School District

Netsync Network Solutions

\_\_\_\_\_  
Signature:  
Print Name:  
Title:  
Date:

\_\_\_\_\_  
Signature:  
Print Name:  
Title:  
Date:

# NETSYNC

2500 West Loop South, Ste.  
410/510  
Houston, TX 77027 USA  
713.218.5000

# QUOTE

AAAQ454968

Quote #:	AAAQ454968
Date:	02/28/2025
Valid for:	30 Days

Customer	Inside Sales	Account Manager
Waxahachie ISD jodaniel@wisd.org 972.923.4631	Timothy Fain tfain@netsync.com 512-762-1365	Joshua Parker jparker@netsync.com

Please send purchase order to: [PO@netsync.com](mailto:PO@netsync.com)

Line #	Part	Description	Qty	Unit Price	Ext Price
FCC FORM 470 250008317, WAXA 2025-C2 - Requested BOM					Sub Total 709,590.58
Access Points					
1.0	CW9166I-B	Catalyst 9166I AP (W6E, tri-band 4x4, XOR) w/Reg-B	<del>156</del> 156	977.91	<del>152,553.96</del>
1.1.0	CDNA-A-C9166	Wireless Cisco DNA On-Prem Advantage, 9166 Tracking	375	0.00	0.00
1.1.1.0	DNA-A-5Y-C9166	C9166I Cisco DNA On-Prem Advantage, 5Y Term, Trk Lic	375	0.00	0.00
1.2.0	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	375	0.00	0.00
1.2.1.0	AIR-DNA-A-5Y	Wireless Cisco DNA On-Prem Advantage, 5Y Term Lic	<del>156</del> 156	459.55	<del>71,689.80</del>
1.3.0	AIR-DNA-A-T	Wireless Cisco DNA On-Prem Advantage, Term, Tracker Lic	375	0.00	0.00
1.3.1.0	AIR-DNA-A-T-5Y	Wireless Cisco DNA On-Prem Advantage, 5Y Term, Tracker Lic	375	0.00	0.00
1.4.0	SPACES-EXT-T	Cisco Spaces Extend Term License for Cisco DNA Advantage	375	0.00	0.00
1.4.1.0	SPACES-EXT-5Y	Cisco Spaces Extend for Cisco DNA Advantage	375	0.00	0.00
1.5.0	SW9166-CAPWAP-K9	Capwap software for Catalyst 9166I	375	0.00	0.00
1.6.0	AIR-AP-T-RAIL-R	Ceiling Grid Clip for APs & Cellular Gateways-Recessed	375	0.00	0.00
1.7.0	AIR-AP-BRACKET-1	802.11 AP Low Profile Mounting Bracket (Default)	375	0.00	0.00
1.8.0	AIR-DNA-NWSTACK-A	Wireless DNA Perpetual Network Stack - Advantage	375	0.00	0.00
1.9.0	NETWORK-PNP-LIC	Network Plug-n-Play Connect for zero-touch device deployment	375	0.00	0.00
1.10.0	CW9166I-MULTI	Minimum Quantity = 10	375	0.00	0.00
Labor					
2.0	NET-PRO-SRVC	Installation & Deployment per SoW.   EN: Wireless Install	<del>1</del>	<del>8,045.20</del>	<del>8,045.20</del>
Potential Tariff Estimate					
3.0	Tariff	25% Estimated Tariff for Manufacturer's Networking Equipment Manufactured Abroad, if applicable.	<del>1</del>	<del>134,761.88</del>	<del>134,761.88</del>

\$ 224,243.76

## Notes: 340000953-175310-01

FCC FORM 470 250008317 (WAXA 2025-C2)  
Requested BOM

174

Total	<del>709,590.58</del>
Tax/Vat	0.00
Shipping	0.00
<b>Grand Total USD</b>	\$ 224,243.76 <del>709,590.58</del>

# NETSYNC

2500 West Loop South, Ste.  
410/510  
Houston, TX 77027 USA  
713.218.5000

# QUOTE

AAAQ454970

Quote #:	AAAQ454970
Date:	02/28/2025
Valid for:	30 Days

Customer	Inside Sales	Account Manager
Waxahachie ISD jodaniel@wisd.org 972.923.4631	Timothy Fain tfain@netsync.com 512-762-1365	Joshua Parker jparker@netsync.com

Please send purchase order to: [PO@netsync.com](mailto:PO@netsync.com)

Line #	Part	Description	Qty	Unit Price	Ext Price
FCC FORM 470 250008317, WAXA 2025-C2 - Alternate BOM					Sub Total 739,989.02
WIFI 7 AP Option (5 Year)					
1.0	CW9176I-RTG	Cisco Wireless 9176I(W7,3 radio,3 band, rx4,UWB),Global	375	977.91	366,716.25
2.0	CISCO-NETWORK-SUB	Cisco Networking Subscription	1	0.00	0.00
2.1.0	SVS-LOSPT-CN	Cisco Network Product Support	1	0.00	0.00
2.2.0	LIC-CW-A	Cisco Wireless License - Advantage Unit Price: 6.74 Each per Month Duration: 5 Years, Billing Frequency: Prepaid	375	524.40	196,650.00
2.3.0	LIC-SPACES-A-ACT	Cisco Spaces Act for Unified Advantage Licensing	375	0.00	0.00
Labor					
3.0	NET-PRO-SRVC	Installation & Deployment per SoW.   EN: Wireless Install	4	8,945.30	35,781.20
Potential Tariff Estimate					
4.0	Tariff	25% Estimated Tariff for Manufacturer's Networking Equipment Manufactured Abroad, if applicable.	1	140,841.57	140,841.57

**Notes: 340000953-175310-02**

FCC FORM 470 250008317 (WAXA 2025-C2)  
Alternate BOM

175

Total	739,989.02
Tax/Vat	0.00
Shipping	0.00
<b>Grand Total USD</b>	<b>739,989.02</b>

# NETSYNC

Waxahachie Independent School District  
FCC FORM 470 # 250008317 (WAXA 2025-C2)  
Category 2 Network Equipment  
FCC 470 Application No. 250008317  
SPIN No. 143028685

## 6. Forms

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Netsync has included the following forms in compliance with this offer:

- Attachment A – Pricing—please see **Pricing** section for detailed information.
- Attachment B - Certifications, Experience and References.

*The rest of this page is intentionally left blank.*

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: 9980025022  
 VENDOR KEY : PURPLE M000  
 PAGE NUMBER: 1  
 P.O. DATE : 06/17/2025  
 SHIP DATE : 06/17/2025  
 SHIP VIA : BEST WAY  
 FISCAL YEAR: 2024-2025  
 ENTERED BY : JOHNSRHO001

PRINTED 06/17/2025

COMPANY: PURPLE MOONTOWER LLC TRUE+WAY ASL 2028 E BEN WHITE BLVD 240-1157 AUSTIN, TX 78741	DELIVER TO: WISD TEXTBOOK WAREHOUSE 300 BRYSON ST. WAXAHACHIE, TX 75165  ATTN: RODGER WILT - GLORIA WALKER
--	---

<u>QUANT.</u>	<u>UNIT OF MEASURE</u>	<u>DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
		MULTI-YEAR DISCOUNT PACKAGE 3-YR CONTRACT, 3% DISCOUNT: TRUE+WAY ASL THIRD EDITION: K-12 PREMIUM		
354	RATE	YEAR 1: 2025-2026 ACADEMIC YEAR 9781953197184	67.90000	24036.60
354	RATE	YEAR 2: 2026-2027 ACADEMIC YEAR 9781953197184	67.90000	24036.60
354	RATE	YEAR 3: 2027-2028 ACADEMIC YEAR 9781953197184	67.90000	24036.60
		SEE QUOTE: WISD.25b		
		TLI COORDINATOR: GLORIA WALKER glwalker@wisd.org		
		TEXTBOOK WAREHOUSE: RODGER WILT rowilt@wisd.org		
		TECHNOLOGY CONTACT: JENNIFER WILT jwilt@wisd.org		
USE P.O. NUMBER ON ALL CORRESPONDENCE			TOTAL	72,109.80

( C O N T I N U E D O N N E X T P A G E )

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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

P.O. NUMBER: 9980025022  
VENDOR KEY : PURPLE M000  
PAGE NUMBER: 2  
P.O. DATE : 06/17/2025  
SHIP DATE : 06/17/2025  
SHIP VIA : BEST WAY  
FISCAL YEAR: 2024-2025  
ENTERED BY : JOHNSRHO001

PRINTED 06/17/2025

COMPANY:

PURPLE MOONTOWER LLC  
TRUE+WAY ASL  
2028 E BEN WHITE BLVD 240-1157  
AUSTIN, TX 78741

DELIVER TO:

WISD TEXTBOOK WAREHOUSE  
300 BRYSON ST.  
WAXAHACHIE, TX 75165

ATTN: RODGER WILT - GLORIA WALKER

T A X E X E M P T I O N S

TAX EXEMPT ENTITY  
NO BACK ORDERS ACCEPTED

PURCHASE APPROVED BY:



CHIEF FINANCIAL OFFICER

ACCOUNT	AMOUNT
P.O.: 9980025022 ACCOUNT SUMMARY (FOR INTERNAL USE)	VENDOR KEY : PURPLE M000
199 A 00 1410 00 000 0 00 000	70,106.75
410 E 11 6321 00 999 0 11 000	2,003.05
178	

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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

P.O. NUMBER: 9980025021  
 VENDOR KEY : CARNEGIE000  
 PAGE NUMBER: 1  
 P.O. DATE : 06/17/2025  
 SHIP DATE : 06/17/2025  
 SHIP VIA : BEST WAY  
 FISCAL YEAR: 2024-2025  
 ENTERED BY : JOHNSRHO001

PRINTED 06/17/2025

COMPANY:  
 CARNEGIE LEARNING, INC.  
 PO BOX 646003  
 PITTSBURGH, PA 15264-6003

DELIVER TO:  
 WISD TEXTBOOK WAREHOUSE  
 300 BRYSON ST.  
 WAXAHACHIE, TX 75165  
  
 ATTN: RODGER WILT - GLORIA WALKER

QUANT.	UNIT OF MEASURE	DESCRIPTION	UNIT COST	TOTAL COST
2000	UNITS	SPANISH 1-4 CARNEGIE LEARNING SPANISH 3e SOLUTION - BUNDLE, 3 YRS	186311.60000	186311.60
2000	UNITS	AI-GENERATED SIMULATED LIVECHATS FOR LANGUAGE PRACTICE AND ASSESSMENT, 3 YRS		
2000	UNITS	iCULTURE + SPANISH eREADERS + MY LANGUAGE TOWN VIDEO LIBRARY		
2000	UNITS	ACCESS TO ALL DIGITAL PROGRAM STUDENT COMPONENTS		
20	UNITS	PRINT ANNOTATED TEACHER'S EDITION		
20	UNITS	ACCESS TO ALL DIGITAL PROGRAM TEACHER COMPONENTS, 3 YRS		
1	UNITS	LIVE, VIRTUAL WORKSHOP SESSION, PER SESSION, UP TO 20 PARTICIPANTS PER FACILITATOR		
150	UNITS	FRENCH 1-2 CARNEGIE LEARNING FRENCH e3 SOLUTION -BUNDLE, 3 YRS	14144.28000	14144.28
150	UNITS	ACCESS TO ALL DIGITAL PROGRAM STUDENT COMPONENTS, 3 YRS		
150	UNITS	iCULTURE + FRENCH eREADERS + MY LANGUAGE TOWN VIDEO LIBRARY, 3 YRS		

USE P.O. NUMBER ON ALL CORRESPONDENCE

SUB TOTAL

200,455.88

179

( C O N T I N U E D O N N E X T P A G E )

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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

P.O. NUMBER: 9980025021  
 VENDOR KEY : CARNEGIE000  
 PAGE NUMBER: 2  
 P.O. DATE : 06/17/2025  
 SHIP DATE : 06/17/2025  
 SHIP VIA : BEST WAY  
 FISCAL YEAR: 2024-2025  
 ENTERED BY : JOHNSRHO001

PRINTED 06/17/2025

COMPANY:  
 CARNEGIE LEARNING, INC.  
 PO BOX 646003  
 PITTSBURGH, PA 15264-6003

DELIVER TO:  
 WISD TEXTBOOK WAREHOUSE  
 300 BRYSON ST.  
 WAXAHACHIE, TX 75165

ATTN: RODGER WILT - GLORIA WALKER

QUANT.	UNIT OF MEASURE	DESCRIPTION	UNIT COST	TOTAL COST
150	UNITS	AI-GENERATED SIMULATED LIVECHATS FOR LANGUAGE PRACTICE AND ASSESSMENT, 3 YRS		
3	UNITS	PRINT ANNOTATED TEACHER'S EDITION		
3	UNITS	ACCESS TO ALL DIGITAL PROGRAM TEACHER COMPONENTS, 3 YRS		
1	UNITS	LIVE, VIRTUAL WORKSHOP SESSION, PER SESSION, UP TO 20 PARTICIPANTS PER FACILITATOR		
1	EACH	SHIPPING AND HANDLING SEE QUOTE: Q-60761 TLI COORDINATOR: GLORIA WALKER glwalker@wisd TEXTBOOK WAREHOUSE: RODGER WILT rowilt@wisd.org TECHNOLGY CONTACT: JENNIFER WILT jwilt@wisd.org	125.30000	125.30

USE P.O. NUMBER ON ALL CORRESPONDENCE

TOTAL

200,581.18

( C O N T I N U E D O N N E X T P A G E )

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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

P.O. NUMBER: 9980025021  
VENDOR KEY : CARNEGIE000  
PAGE NUMBER: 3  
P.O. DATE : 06/17/2025  
SHIP DATE : 06/17/2025  
SHIP VIA : BEST WAY  
FISCAL YEAR: 2024-2025  
ENTERED BY : JOHNSRHO001

PRINTED 06/17/2025

COMPANY:  
CARNEGIE LEARNING, INC.  
PO BOX 646003  
PITTSBURGH, PA 15264-6003

DELIVER TO:  
WISD TEXTBOOK WAREHOUSE  
300 BRYSON ST.  
WAXAHACHIE, TX 75165

ATTN: RODGER WILT - GLORIA WALKER

T A X E X E M P T I O N S

TAX EXEMPT ENTITY  
NO BACK ORDERS ACCEPTED

PURCHASE APPROVED BY:



CHIEF FINANCIAL OFFICER

=====

P.O.: 9980025021 ACCOUNT SUMMARY (FOR INTERNAL USE) VENDOR KEY : CARNEGIE000

ACCOUNT	AMOUNT
199 A 00 1410 00 000 0 00 000	183,866.08
410 E 11 6321 00 999 0 11 000	16,715.10

181

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025 **Presented By:** Ryan Kahlden

**Subject:** Monthly financial reports from May 2025 **Related Page(s)** 21

**Consent  
Agenda Item**

**EXECUTIVE SUMMARY:**

Monthly financial reports from May 2025 that include cash position, revenue reports, budget summary, and tax collection reports.

**ATTACHMENTS:**

21 pages of May 2025 monthly financial reports.

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
X	Priority #4	Financial Integrity

**RECOMMENDATION:**

Administration recommends that the monthly financial reports for May 2025 be approved as presented.

**GENERAL OPERATING  
CASH POSITION  
AS OF MAY 2025**

Actual Invested Funds:	\$43,959,507.72
Actual Cash Balance:	<u>990,263.94</u>

**Total Cash Balance (May 2025):** **\$44,949,771.66**

Estimated June 25 Tax Revenue:	\$ 250,400.00
Estimated June 25 State/Other Revenue:	\$ 3,120,900.00
Estimated June 25 Payroll Expenses:	\$ - 7,965,800.00
Estimated June 25 A/P Expenses:	<u>\$ - 2,575,800.00</u>
<b>Projected Cash Balance end (June 2025):</b>	<b>\$ 37,779,471.66</b>

There are no anticipated cash flow problems for the District.

**GENERAL OPERATING REVENUE AND EXPENSE PROJECTIONS 2024-25**  
(updated monthly with actuals)

Projected 2024-25 Cashflow

	September	October	November	December	January	February	March	April	May	June	July	August	TOTALS
Beginning Balance	\$ 26,591,076	\$ 29,602,049	\$ 32,180,756	\$ 32,927,903	\$ 45,619,136	\$ 60,490,899	\$ 62,650,900	\$ 55,394,736	\$ 50,145,996	\$ 44,949,771	\$ 37,779,471	\$ 30,944,671	
Local Tax Revenue	\$ 102,018	\$ 305,775	\$ 4,222,005	\$ 22,727,962	\$ 23,091,393	\$ 10,117,557	\$ 787,107	\$ 312,877	\$ 330,020	\$ 250,400	\$ 233,000	\$ 107,400	\$ 62,587,515
State/Other Revenue	\$ 14,710,453	\$ 12,698,732	\$ 6,713,646	\$ 1,282,521	\$ 1,238,069	\$ 1,216,915	\$ 1,421,489	\$ 4,672,035	\$ 5,089,041	\$ 3,120,900	\$ 3,785,900	\$ 6,795,800	\$ 62,745,500
Payroll Expenses	\$ (8,121,252)	\$ (8,068,855)	\$ (8,073,968)	\$ (9,584,758)	\$ (7,961,534)	\$ (7,949,240)	\$ (7,952,715)	\$ (8,037,639)	\$ (8,142,695)	\$ (7,965,800)	\$ (7,958,300)	\$ (8,145,800)	\$ (97,942,558)
Accounts Payable	\$ (3,680,246)	\$ (2,356,945)	\$ (2,114,535)	\$ (1,754,491)	\$ (1,496,165)	\$ (1,225,230)	\$ (1,512,045)	\$ (2,196,013)	\$ (2,472,590)	\$ (2,575,800)	\$ (2,895,400)	\$ (3,645,200)	\$ (27,924,661)
Ending Balance	\$ 29,602,049	\$ 32,180,756	\$ 32,927,903	\$ 45,619,136	\$ 60,490,899	\$ 62,650,900	\$ 55,394,736	\$ 50,145,996	\$ 44,949,771	\$ 37,779,471	\$ 30,944,671	\$ 26,056,871	\$ (125,867,219)

**GENERAL OPERATING REVENUE AND EXPENSE PROJECTIONS 2024-25**  
(original projections)

Projected 2024-25 Cashflow

	September	October	November	December	January	February	March	April	May	June	July	August	TOTALS
<b>Beginning Balance</b>	\$ 26,591,076	\$ 29,602,049	\$ 29,211,779	\$ 28,700,579	\$ 50,609,489	\$ 62,789,039	\$ 68,071,379	\$ 62,567,979	\$ 56,175,679	\$ 48,064,579	\$ 39,899,279	\$ 33,137,579	
Local Tax Revenue	\$ 102,018	\$ 175,400	\$ 3,675,900	\$ 29,750,800	\$ 19,740,500	\$ 12,820,500	\$ 1,175,200	\$ 375,800	\$ 195,800	\$ 250,400	\$ 233,000	\$ 107,400	\$ 68,602,718
State/Other Revenue	\$ 14,710,453	\$ 9,745,930	\$ 6,012,000	\$ 2,533,900	\$ 2,740,300	\$ 2,965,040	\$ 3,799,600	\$ 3,759,400	\$ 2,175,300	\$ 2,175,500	\$ 3,785,900	\$ 6,795,800	\$ 61,199,123
Payroll Expenses	\$ (8,121,252)	\$ (8,125,700)	\$ (8,123,800)	\$ (8,275,400)	\$ (8,125,400)	\$ (8,127,300)	\$ (8,137,500)	\$ (8,131,200)	\$ (8,201,700)	\$ (8,225,400)	\$ (8,129,800)	\$ (8,145,800)	\$ (97,870,252)
Accounts Payable	\$ (3,680,246)	\$ (2,185,900)	\$ (2,075,300)	\$ (2,100,390)	\$ (2,175,850)	\$ (2,375,900)	\$ (2,340,700)	\$ (2,396,300)	\$ (2,280,500)	\$ (2,365,800)	\$ (2,650,800)	\$ (3,645,200)	\$ (30,272,886)
<b>Ending Balance</b>	\$ 29,602,049	\$ 29,211,779	\$ 28,700,579	\$ 50,609,489	\$ 62,789,039	\$ 68,071,379	\$ 62,567,979	\$ 56,175,679	\$ 48,064,579	\$ 39,899,279	\$ 33,137,579	\$ 28,249,779	\$ (128,143,138)

Projections based on these assumptions:

The beginning balance is based on the 8/31/24 cash balance of \$825,666.31 plus the actual invested balance of \$25,765,409.65.

Tax revenue is based on total taxes budgeted for 24-25 and divided per month based on 23-24 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.

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 24-25 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  
MAY 2025

	<u>LOCAL MAIN</u>	<u>I &amp; S</u>	<u>OSCB ESCROW</u>	<u>CAPITAL</u>	<u>ENTERPRISE</u>	<u>TOTAL</u>
Beginning Balances	04/30/25 \$ 669,870.05	\$ 1,382,033.36	\$ -	\$ 345,336.38	\$ 6,671,963.01	\$ 9,069,202.80
Add: Deposits	\$ 10,935,679.86	\$ 4,440.68	\$ -	\$ 3,545,956.04	\$ 435,014.15	\$ 14,921,090.73
Less: Disbursements	<u>\$ (10,615,285.97)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (3,532,176.08)</u>	<u>\$ -237,167.59</u>	<u>\$ (14,384,629.64)</u>
Ending Balances	05/31/25 \$ 990,263.94	\$ 1,386,474.04	\$ -	\$ 359,116.34	\$ 6,869,809.57	\$ 9,605,663.89
Add: Investments	\$ 43,959,507.72	\$ 30,712,393.79	\$ 2,519,217.70	\$ 264,755,178.84	\$ 0.00	\$ 341,946,298.05
<b>TOTALS</b>	\$ 44,949,771.66	\$ 32,098,867.83	\$ 2,519,217.70	\$ 265,114,295.18	\$ 6,869,809.57	\$ 351,551,961.94

PERCENTAGE OF CURRENT YEAR REVENUES  
General Operating and Interest & Sinking

	<u>Total Levy</u> (Budgeted)	<u>5/31/2025</u>	<u>Percentage</u>
2023-24 Tax Collections			
Current	\$ 94,451,499	88,294,380.92	93.48%
Prior Yr. Delinquent	\$ 390,000	223,233.36	57.24%
Penalties	\$ 330,000	512,316.82	155.25%
2024-25 Tax Collections			
Current	\$ 105,450,530	95,115,921.85	90.20%
Prior Yr. Delinquent	\$ 390,000	97,804.86	25.08%
Penalties	\$ 330,000	602,671.02	182.63%
2023-24 Other Revenue	\$ 57,968,851	34,080,250.08	58.79%
2024-25 Other Revenue	\$ 60,088,933	95,867,118.92	159.54%
2023-24 Total Revenue	\$ 153,140,350	123,110,181.18	80.39%
2024-25 Total Revenue	\$ 166,259,463	191,683,516.65	115.29%

WAXAHACHIE INDEPENDENT SCHOOL DISTRICT INVESTMENT PORTFOLIO

DATE	FUND	TYPE	DESCRIPTION	PUR.AMT.	MATURITY RATE	YIELD COST	PROJ. INT.	PAR
5/1/2025	G/O	POOL	TASB LONE STAR	\$43,941,078.72	4.302	4.302	\$160,561.06	\$44,101,639.78
5/1/2025	G/O	POOL	TEX-POOL	\$5,535,047.04	4.308	4.308	\$19,597.25	\$5,554,644.29
5/6/2025	G/O	POOL	TASB LONE STAR	-\$ 273,244.99	withdrawal		\$0.00	-\$273,244.99
5/6/2025	G/O	POOL	TASB LONE STAR	\$ 4,488.88	4.302	4.302	\$13.23	\$4,502.11
5/7/2025	G/O	POOL	TASB LONE STAR	\$ 15,139.92	4.302	4.302	\$42.83	\$15,182.75
5/8/2025	G/O	POOL	TASB LONE STAR	\$ 57,318.53	4.302	4.302	\$155.39	\$57,473.92
5/9/2025	G/O	POOL	TASB LONE STAR	\$ 2,945.28	4.302	4.302	\$7.64	\$2,952.92
5/9/2025	G/O	POOL	TASB LONE STAR	-\$ 777,000.00	withdrawal		\$0.00	-\$777,000.00
5/9/2025	G/O	POOL	TASB LONE STAR	\$ 1,117.50	4.302	4.302	\$2.90	\$1,120.40
5/9/2025	G/O	POOL	TASB LONE STAR	\$ 451,592.59	4.302	4.302	\$1,171.06	\$452,763.65
5/12/2025	G/O	POOL	TASB LONE STAR	\$ 6,103.15	4.302	4.302	\$13.67	\$6,116.82
5/13/2025	G/O	POOL	TASB LONE STAR	\$ 25,567.51	4.302	4.302	\$54.25	\$25,621.76
5/14/2025	G/O	POOL	TASB LONE STAR	\$ 2,676.69	4.302	4.302	\$5.36	\$2,682.05
5/15/2025	G/O	POOL	TASB LONE STAR	-\$ 448,506.73	withdrawal		\$0.00	-\$448,506.73
5/15/2025	G/O	POOL	TASB LONE STAR	-\$ 451,592.59	withdrawal		\$0.00	-\$451,592.59
5/16/2025	G/O	POOL	TASB LONE STAR	-\$ 350,000.00	withdrawal		\$0.00	-\$350,000.00
5/16/2025	G/O	POOL	TASB LONE STAR	\$ 2,591.84	4.302	4.302	\$4.58	\$2,596.42
5/16/2025	G/O	POOL	TASB LONE STAR	\$ 6,197.02	4.302	4.302	\$10.96	\$6,207.98
5/20/2025	G/O	POOL	TASB LONE STAR	\$ 2,381.64	4.302	4.302	\$3.09	\$2,384.73
5/20/2025	G/O	POOL	TASB LONE STAR	\$ 9,754.47	4.302	4.302	\$12.65	\$9,767.12
5/20/2025	G/O	POOL	TASB LONE STAR	\$ 600,989.79	4.302	4.302	\$779.23	\$601,769.02
5/20/2025	G/O	POOL	TASB LONE STAR	\$ 241,475.85	4.302	4.302	\$313.09	\$241,788.94
5/20/2025	G/O	POOL	TASB LONE STAR	\$ 1,082.69	4.302	4.302	\$1.40	\$1,084.09
5/20/2025	G/O	POOL	TASB LONE STAR	\$ 9,142.09	4.302	4.302	\$11.85	\$9,153.94
5/20/2025	G/O	POOL	TASB LONE STAR	\$ 109,070.21	4.302	4.302	\$141.42	\$109,211.63
5/20/2025	G/O	POOL	TASB LONE STAR	\$ 12,342.35	4.302	4.302	\$16.00	\$12,358.35
5/20/2025	G/O	POOL	TASB LONE STAR	\$ 99,999.96	4.302	4.302	\$129.66	\$100,129.62
5/21/2025	G/O	POOL	TASB LONE STAR	\$ 350.55	4.302	4.302	\$0.41	\$350.96
5/21/2025	G/O	POOL	TASB LONE STAR	\$ 126,097.27	4.302	4.302	\$148.63	\$126,245.90
5/21/2025	G/O	POOL	TASB LONE STAR	\$ 4,250.00	4.302	4.302	\$5.01	\$4,255.01
5/23/2025	G/O	POOL	TASB LONE STAR	-\$ 7,226,020.95	withdrawal		\$0.00	-\$7,226,020.95
5/23/2025	G/O	POOL	TASB LONE STAR	-\$ 300,000.00	withdrawal		-\$282.89	-\$300,282.89
5/23/2025	G/O	POOL	TASB LONE STAR	-\$ 1,117.50	withdrawal		\$0.00	-\$1,117.50
5/23/2025	G/O	POOL	TASB LONE STAR	\$ 30,946.62	4.302	4.302	\$29.18	\$30,975.80
5/23/2025	G/O	POOL	TASB LONE STAR	\$ 2,788,077.00	4.302	4.302	\$2,629.07	\$2,790,706.07
5/27/2025	G/O	POOL	TASB LONE STAR	\$ 34,789.88	4.302	4.302	\$16.40	\$34,806.28
5/28/2025	G/O	POOL	TASB LONE STAR	\$ 5,776.36	4.302	4.302	\$2.04	\$5,778.40
5/29/2025	G/O	POOL	TASB LONE STAR	-\$ 650,000.00	withdrawal		\$0.00	-\$650,000.00
5/29/2025	G/O	POOL	TASB LONE STAR	\$ 29,249.67	4.302	4.302	\$6.90	\$29,256.57
5/30/2025	G/O	POOL	TASB LONE STAR	\$ 29,346.48	4.302	4.302	\$3.46	\$29,349.94
5/30/2025	G/O	POOL	TASB LONE STAR	\$ 153,220.48	interest		\$0.00	\$153,220.48
5/30/2025	G/O	POOL	TEX-POOL	\$ 20,250.34	interest		\$0.00	\$20,250.34
6/3/2025	G/O	POOL	TASB LONE STAR	\$ 25,788.05	in transit		\$0.00	\$25,788.05
6/4/2025	G/O	POOL	TASB LONE STAR	\$ 50,744.06	in transit		\$0.00	\$50,744.06
			SUB-TOTAL:	\$43,959,507.72			\$0.00	\$43,959,507.72

\*\*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
5/1/2025	I&S	POOL	TASB-LONE STAR	\$30,423,451.80	4.302	4.302	\$111,159.79	\$30,534,611.59
5/6/2025	I&S	POOL	TASB-LONE STAR	\$ 2,438.84	4.302	4.302		\$ 2,438.84
5/7/2025	I&S	POOL	TASB-LONE STAR	\$ 8,281.30	4.302	4.302		\$ 8,281.30
5/8/2025	I&S	POOL	TASB-LONE STAR	\$ 31,380.37	4.302	4.302		\$ 31,380.37
5/9/2025	I&S	POOL	TASB-LONE STAR	\$ 1,610.23	4.302	4.302		\$ 1,610.23
5/12/2025	I&S	POOL	TASB-LONE STAR	\$ 3,336.60	4.302	4.302		\$ 3,336.60
5/13/2025	I&S	POOL	TASB-LONE STAR	\$ 13,971.49	4.302	4.302		\$ 13,971.49
5/14/2025	I&S	POOL	TASB-LONE STAR	\$ 1,463.47	4.302	4.302		\$ 1,463.47
5/16/2025	I&S	POOL	TASB-LONE STAR	\$ 1,608.93	4.302	4.302		\$ 1,608.93
5/16/2025	I&S	POOL	TASB-LONE STAR	\$ 3,384.61	4.302	4.302		\$ 3,384.61
5/21/2025	I&S	POOL	TASB-LONE STAR	\$ 126.47	4.302	4.302		\$ 126.47
5/23/2025	I&S	POOL	TASB-LONE STAR	\$ 16,802.38	4.302	4.302		\$ 16,802.38
5/27/2025	I&S	POOL	TASB-LONE STAR	\$ 18,803.63	4.302	4.302		\$ 18,803.63
5/28/2025	I&S	POOL	TASB-LONE STAR	\$ 3,130.36	4.302	4.302		\$ 3,130.36
5/29/2025	I&S	POOL	TASB-LONE STAR	\$ 15,753.99	4.302	4.302		\$ 15,753.99
5/30/2025	I&S	POOL	TASB-LONE STAR	\$ 15,968.93	4.302	4.302		\$ 15,968.93
5/30/2025	I&S	POOL	TASB-LONE STAR	\$ 2.94	interest			\$ 2.94
5/30/2025	I&S	POOL	TASB-LONE STAR	\$ 111,373.90	interest			\$ 111,373.90
6/3/2025	I&S	POOL	TASB-LONE STAR	\$ 13,285.99	in transit			\$ 13,285.99
6/4/2025	I&S	POOL	TASB-LONE STAR	\$ 26,217.56	in transit			\$ 26,217.56
			SUB-TOTAL:	\$30,712,393.79				\$30,712,393.79
5/1/2025	QSCB	POOL	TASB-LONE STAR	\$2,510,045.44	4.302	4.302	\$9,171.09	\$2,519,216.53
5/30/2025	QSCB	POOL	TASB-LONE STAR	\$9,172.26	interest		\$0.00	\$9,172.26
			SUB-TOTAL:	\$2,519,217.70				\$2,519,217.70
5/1/2025	CAP PROJ	POOL/BANK	COMBINED	\$267,309,324.49	4.333	4.333	\$983,720.28	\$268,293,044.77
5/9/2025	CAP PROJ	POOL/BANK	TEX-POOL	-\$18,511.20	withdrawal		\$0.00	-\$18,511.20
5/12/2025	CAP PROJ	POOL/BANK	TEX-POOL	-\$24,543.67	withdrawal		\$0.00	-\$24,543.67
5/16/2025	CAP PROJ	POOL/BANK	TEX-POOL	-\$1,010.00	withdrawal		\$0.00	-\$1,010.00
5/21/2025	CAP PROJ	POOL/BANK	TEX-POOL	-\$1,754,082.69	withdrawal		\$0.00	-\$1,754,082.69
5/21/2025	CAP PROJ	POOL/BANK	TEX-POOL	-\$1,103,637.80	withdrawal		\$0.00	-\$1,103,637.80
5/21/2025	CAP PROJ	POOL/BANK	TEX-POOL	-\$1,739.97	withdrawal		\$0.00	-\$1,739.97
5/21/2025	CAP PROJ	POOL/BANK	TEX-POOL	-\$5,498.91	withdrawal		\$0.00	-\$5,498.91
5/23/2025	CAP PROJ	POOL/BANK	TEX-POOL	-\$27,373.00	withdrawal		\$0.00	-\$27,373.00
5/30/2025	CAP PROJ	POOL/BANK	TEX-POOL	\$139,088.25	interest		\$0.00	\$139,088.25
5/9/2025	CAP PROJ	POOL/BANK	TASB-LONE STAR	-\$33,527.88	withdrawal		\$0.00	-\$33,527.88
5/23/2025	CAP PROJ	POOL/BANK	TASB-LONE STAR	-\$2,000.00	withdrawal		\$0.00	-\$2,000.00
5/30/2025	CAP PROJ	POOL/BANK	TASB-LONE STAR	\$662,068.63	interest		\$0.00	\$662,068.63

\*\*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
5/9/2025	CAP PROJ	POOL/BANK	FFB	-\$4,607.74		-\$4,607.74	\$0.00	-\$4,607.74
5/9/2025	CAP PROJ	POOL/BANK	FFB	-\$60,939.50		-\$60,939.50	\$0.00	-\$60,939.50
5/16/2025	CAP PROJ	POOL/BANK	FFB	-\$65,262.66		-\$65,262.66	\$0.00	-\$65,262.66
5/23/2025	CAP PROJ	POOL/BANK	FFB	-\$429,441.06		-\$429,441.06	\$0.00	-\$429,441.06
5/30/2025	CAP PROJ	POOL/BANK	FFB	\$176,873.55		\$176,873.55	\$0.00	\$176,873.55
			SUB-TOTAL:	\$264,755,178.84		\$264,755,178.84		
			TOTAL INVESTED:	\$341,946,298.05				
			total does not include					
			scholarship investments					
5/1/2025	SCH.	POOL-PLUS	TASB-LONE STAR	\$937,015.27	5/31/2025	\$937,015.27	\$3,533.21	\$940,548.48
5/30/2025	SCH.	POOL-PLUS	TASB-LONE STAR	\$3,533.19	interest	\$3,533.19	\$0.00	\$3,533.19
			SCHOLARSHIP TOTAL:	\$940,548.46		\$940,548.46		
<p>THEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT SUMMARY OF THE DISTRICT'S INVESTMENTS AS OF 5/31/2025.  INVESTMENTS REPRESENTED IN THIS REPORT ARE IN COMPLIANCE WITH THE ADOPTED WISD INVESTMENT STRATEGY AND POLICY.</p>								
<p>RYAN KAHLDEN, ASST. SUP. FOR BUSINESS &amp; FINANCE</p>								
<p>WENDY ROSS, DIRECTOR OF ACCOUNTING</p>								

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

FC OBJ	2024-25		2024-25		2024-25		2024-25	
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget	Unencumbered Balance	FYTD %		
00 LOCAL/INTER. SOURCES	64,967,861.97	0.00	70,114,500	70,697,530	5,729,668.03	91.90		
00 STATE PROGRAM REV.	40,408,624.00	0.00	52,688,875	52,688,875	12,280,251.00	76.69		
00 FEDERAL PROG. REV.	100,871.01	0.00	1,000,000	1,000,000	899,128.99	10.09		
00 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00		
00 OTHER RESOURCES	16,159.38	0.00	0	0	-16,159.38	0.00		
00 gen	105,493,516.36	0.00	123,803,375	124,386,405	18,892,888.64	84.81		
-- Revenue	105,493,516.36	0.00	123,803,375	124,386,405	18,892,888.64	84.81		
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	43,943,472.89	0.00	68,464,958	68,008,120	24,064,647.11	64.62		
11 PRO./CONTRACTED SVC.	1,151,632.94	81,882.80	1,217,003	1,496,268	262,752.26	82.44		
11 SUPPLIES	1,912,553.89	959,977.32	1,957,596	3,015,396	142,864.79	95.26		
11 OTHER OPERATING EXP.	184,352.18	43,421.35	326,910	283,865	56,091.47	80.24		
11 CAPITAL PROJECTS	16,692.97	0.00	5,000	16,693	0.03	100.00		
11 INSTRUCTION	47,208,704.87	1,085,281.47	71,971,467	72,820,342	24,526,355.66	66.32		
12 PAYROLL COSTS	810,641.80	0.00	1,319,536	1,319,536	508,894.20	61.43		
12 PRO./CONTRACTED SVC.	20,787.99	0.00	20,262	26,877	6,089.01	77.34		
12 SUPPLIES	88,229.18	11,645.02	111,868	104,593	4,718.80	95.49		
12 OTHER OPERATING EXP.	4,700.00	149.00	4,400	5,060	211.00	95.83		
12 CAPITAL PROJECTS	0.00	0.00	0	0	0.00	0.00		
12 INST. RESOURCES & ME	924,358.97	11,794.02	1,456,066	1,456,066	519,913.01	64.29		
13 PAYROLL COSTS	1,089,263.93	0.00	1,537,981	1,533,481	444,217.07	71.03		
13 PRO./CONTRACTED SVC.	45,934.18	1,005.32	64,187	67,230	20,290.50	69.82		
13 SUPPLIES	26,180.40	7,224.09	47,517	61,235	27,830.51	54.55		
13 OTHER OPERATING EXP.	74,947.04	29,613.21	166,409	135,240	30,679.75	77.31		
13 CURRICULUM DEV.& INS	1,236,325.55	37,842.62	1,816,094	1,797,186	523,017.83	70.90		
21 PAYROLL COSTS	2,227,940.85	0.00	3,313,071	3,313,071	1,085,130.15	67.25		
21 PRO./CONTRACTED SVC.	2,579.38	0.00	4,500	4,500	1,920.62	57.32		
21 SUPPLIES	13,265.01	2,074.80	20,600	17,550	2,210.19	87.41		
21 OTHER OPERATING EXP.	20,649.91	1,271.82	35,560	31,270	9,348.27	70.10		
21 INSTRUCTIONAL LEADER	2,264,435.15	3,346.62	3,373,731	3,366,391	1,098,609.23	67.37		

FC OBJ	2024-25 FYTD Activity	Encumbered Amount	2024-25 Original Budget	2024-25 Revised Budget	Unencumbered Balance	2024-25 FYTD %
23 PAYROLL COSTS	5,360,341.64	0.00	7,266,641	7,266,641	1,906,299.36	73.77
23 PRO./CONTRACTED SVC.	1,602.98	0.00	3,500	3,185	1,582.02	50.33
23 SUPPLIES	63,583.06	12,588.56	82,040	95,281	19,109.38	79.94
23 OTHER OPERATING EXP.	23,039.04	6,059.30	60,610	56,186	27,087.66	51.79
23 SCHOOL LEADERSHIP	5,448,566.72	18,647.86	7,412,791	7,421,293	1,954,078.42	73.67
31 PAYROLL COSTS	2,342,292.30	0.00	3,276,453	3,276,453	934,160.70	71.49
31 PRO./CONTRACTED SVC.	288,316.00	0.00	325,000	322,879	34,563.00	89.30
31 SUPPLIES	91,308.65	971.27	101,220	106,975	14,695.08	86.26
31 OTHER OPERATING EXP.	12,092.20	0.00	26,160	16,340	4,247.80	74.00
31 GUIDANCE & COUNSELIN	2,734,009.15	971.27	3,728,833	3,722,647	987,666.58	73.47
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	986,387.44	0.00	1,610,080	1,608,980	622,592.56	61.31
33 PRO./CONTRACTED SVC.	13,251.06	0.00	15,000	15,000	1,748.94	88.34
33 SUPPLIES	17,286.40	625.07	24,900	25,000	7,088.53	71.65
33 OTHER OPERATING EXP.	3,925.00	688.50	2,800	3,900	-713.50	118.29
33 DEBT SERVICE	0.00	0.00	0	0	0.00	0.00
33 HEALTH SERVICES	1,020,849.90	1,313.57	1,652,780	1,652,880	630,716.53	61.84
34 PAYROLL COSTS	2,787,754.60	0.00	3,185,132	3,182,132	394,377.40	87.61
34 PRO./CONTRACTED SVC.	42,591.99	10,811.96	101,000	96,500	43,096.05	55.34
34 SUPPLIES	391,565.00	108,555.62	608,000	610,000	109,879.38	81.99
34 OTHER OPERATING EXP.	160,754.53	2,966.55	168,000	173,500	9,778.92	94.36
34 CAPITAL PROJECTS	310,276.00	64,936.86	382,350	382,350	7,137.14	98.13
34 PUPIL TRANSPORTATION	3,692,942.12	187,270.99	4,444,482	4,444,482	564,268.89	87.30
35 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00
35 OTHER OPERATING EXP.	0.00	0.00	0	0	0.00	0.00
35 CAPITAL PROJECTS	0.00	0.00	0	0	0.00	0.00
35 FOOD SERVICES	0.00	0.00	0	0	0.00	0.00
36 PAYROLL COSTS	2,606,492.42	0.00	3,790,925	3,790,925	1,184,432.58	68.76
36 PRO./CONTRACTED SVC.	247,768.72	6,700.00	219,739	265,334	10,865.28	95.91
36 SUPPLIES	163,321.76	96,401.94	288,744	299,075	39,351.30	86.84
36 OTHER OPERATING EXP.	664,427.90	53,436.56	927,428	882,350	164,485.54	81.36

FC_OBJ	2024-25		2024-25		2024-25		2024-25	
	FYTD Activity	Amount	Original Budget	Revised Budget	Unencumbered Balance	FYTD %		
36 CAPITAL PROJECTS	0.00	0.00	0	0	0.00	0.00		
36 COCURR./EXTRACURR.AC	3,682,010.80	156,538.50	5,226,836	5,237,684	1,399,134.70	73.29		
41 PAYROLL COSTS	1,608,420.95	0.00	2,385,785	2,360,785	752,364.05	68.13		
41 PRO./CONTRACTED SVC.	317,076.28	1,009.00	495,000	507,796	189,710.72	62.64		
41 SUPPLIES	47,718.40	7,938.39	68,000	77,600	21,943.21	71.72		
41 OTHER OPERATING EXP.	159,221.01	24,697.57	383,289	378,643	194,724.42	48.57		
41 CAPITAL PROJECTS	0.00	0.00	7,000	7,000	7,000.00	0.00		
41 GENERAL ADMINISTRATI	2,132,436.64	33,644.96	3,339,074	3,331,824	1,165,742.40	65.01		
51 PAYROLL COSTS	5,392,061.41	0.00	7,030,895	6,882,895	1,490,833.59	78.34		
51 PRO./CONTRACTED SVC.	2,441,824.27	141,815.27	2,595,813	2,629,191	45,551.46	98.27		
51 SUPPLIES	682,680.84	61,000.00	791,618	956,718	213,037.16	77.73		
51 OTHER OPERATING EXP.	1,575,747.10	1,740.28	1,786,000	1,737,180	159,692.62	90.81		
51 CAPITAL PROJECTS	150,799.96	52,203.54	260,000	328,342	125,338.50	61.83		
51 PLANT MAINTENANCE &	10,243,113.58	256,759.09	12,464,326	12,534,326	2,034,453.33	83.77		
52 PAYROLL COSTS	1,400,810.96	0.00	1,471,571	1,463,571	62,760.04	95.71		
52 PRO./CONTRACTED SVC.	35,103.20	2,300.00	718,461	712,386	674,982.80	5.25		
52 SUPPLIES	40,855.62	0.00	26,000	42,075	1,219.38	97.10		
52 OTHER OPERATING EXP.	4,974.76	2,334.62	5,400	10,650	3,340.62	68.63		
52 CAPITAL PROJECTS	0.00	0.00	0	0	0.00	0.00		
52 SECURITY & MONITORIN	1,481,744.54	4,634.62	2,221,432	2,228,682	742,302.84	66.69		
53 PAYROLL COSTS	815,236.34	0.00	1,043,842	1,028,842	213,605.66	79.24		
53 PRO./CONTRACTED SVC.	481,195.71	12,157.05	585,345	599,545	106,192.24	82.29		
53 SUPPLIES	262,028.41	13,503.82	277,472	352,672	77,139.77	78.13		
53 OTHER OPERATING EXP.	2,299.12	100.00	8,500	9,100	6,700.88	26.36		
53 CAPITAL PROJECTS	29,145.00	0.00	45,000	30,139	994.00	96.70		
53 DATA PROCESSING SERV	1,589,904.58	25,760.87	1,960,159	2,020,298	404,632.55	79.97		
61 PAYROLL COSTS	168,747.29	0.00	214,367	214,367	45,619.71	78.72		
61 PRO./CONTRACTED SVC.	8,796.80	471.80	0	15,100	5,831.40	61.38		
61 SUPPLIES	5,136.87	0.00	27,400	12,300	7,163.13	41.76		
61 OTHER OPERATING EXP.	5,642.62	0.00	8,537	8,537	2,894.38	66.10		
61 COMMUNITY SERVICES	188,323.58	471.80	250,304	250,304	61,508.62	75.43		
71 DEBT SERVICE	0.00	0.00	0	0	0.00	0.00		
71 DEBT SERVICES	0.00	0.00	0	0	0.00	0.00		

FC OBJ	2024-25		2024-25		2024-25		2024-25		2024-25	
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget	Unencumbered Balance	FYTD &	Unencumbered Balance	Unencumbered Balance	Unencumbered Balance	FYTD &
81 PRO./CONTRACTED SVC.	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00
81 SUPPLIES	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00
81 CAPITAL PROJECTS	0.00	94,487.54	700,000	317,000	222,512.46	222,512.46	222,512.46	222,512.46	222,512.46	29.81
81 FACILITIES ACQ. & CO	0.00	94,487.54	700,000	317,000	222,512.46	222,512.46	222,512.46	222,512.46	222,512.46	29.81
91 PRO./CONTRACTED SVC.	0.00	0.00	820,000	820,000	820,000.00	820,000.00	820,000.00	820,000.00	820,000.00	0.00
91 CONT.INST.SVCS.\PUBL	0.00	0.00	820,000	820,000	820,000.00	820,000.00	820,000.00	820,000.00	820,000.00	0.00
95 PRO./CONTRACTED SVC.	33,580.00	0.00	40,000	40,000	6,420.00	6,420.00	6,420.00	6,420.00	6,420.00	83.95
95 PYMTS.TO JJAEP PROGR	33,580.00	0.00	40,000	40,000	6,420.00	6,420.00	6,420.00	6,420.00	6,420.00	83.95
99 PRO./CONTRACTED SVC.	673,305.35	0.00	925,000	925,000	251,694.65	251,694.65	251,694.65	251,694.65	251,694.65	72.79
99 OTHER OPERATING EXP.	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00
99 Other Governmental C	673,305.35	0.00	925,000	925,000	251,694.65	251,694.65	251,694.65	251,694.65	251,694.65	72.79
-- Expense	84,554,611.50	1,918,765.80	123,803,375	124,386,405	37,913,027.70	37,913,027.70	37,913,027.70	37,913,027.70	37,913,027.70	69.52
Grand Revenue Totals	105,493,516.36	0.00	123,803,375	124,386,405	18,892,888.64	18,892,888.64	18,892,888.64	18,892,888.64	18,892,888.64	84.81
Grand Expense Totals	84,554,611.50	1,918,765.80	123,803,375	124,386,405	37,913,027.70	37,913,027.70	37,913,027.70	37,913,027.70	37,913,027.70	69.52
Grand Totals	20,938,904.86	1,918,765.80	0	0	19,020,139.06	19,020,139.06	19,020,139.06	19,020,139.06	19,020,139.06	0.00
Profit		Loss								

Number of Accounts: 13796

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

FC OBJ	2024-25		2024-25		Encumbered Amount	2024-25		2024-25 Comment	2024-25	
	FYTD Activity	Original Budget	Revised Budget	Unencumbered Balance		FYTD \$				
00 LOCAL/INTER. SOURCES	23,044.00	0.00	88,902.00	65,858.00	25.92					
00 STATE PROGRAM REV.	1,504,300.48	0.00	3,151,765.00	1,647,464.52	47.73					
00 FEDERAL PROG. REV.	2,380,287.46	0.00	5,305,418.54	2,925,131.08	44.87					
00 PAYROLL COSTS	0.00	0.00	0.00	0.00	0.00					
00 OTHER RESOURCES	0.00	0.00	0.00	0.00	0.00					
00 gen	3,907,631.94	0.00	8,546,085.54	4,638,453.60	45.72					
-- Revenue	3,907,631.94	0.00	8,546,085.54	4,638,453.60	45.72					
00 PAYROLL COSTS	0.00	0.00	0.00	0.00	0.00					
00 PRO./CONTRACTED SVC.	0.00	0.00	0.00	0.00	0.00					
00 SUPPLIES	0.00	0.00	0.00	0.00	0.00					
00	0.00	0.00	0.00	0.00	0.00					
00 gen	0.00	0.00	0.00	0.00	0.00					
11 PAYROLL COSTS	566,071.34	0.00	1,115,386.40	549,315.06	50.75					
11 PRO./CONTRACTED SVC.	61,365.55	0.00	96,704.55	32,785.34	63.46					
11 SUPPLIES	394,150.49	0.00	1,141,224.99	309,140.34	34.54					
11 OTHER OPERATING EXP.	9,456.43	0.00	10,542.00	1,085.57	89.70					
11 CAPITAL PROJECTS	5,170.00	0.00	10,200.00	5,030.00	50.69					
11 INSTRUCTION	1,036,213.81	0.00	2,374,057.94	897,356.31	43.65					
12 PAYROLL COSTS	0.00	0.00	0.00	0.00	0.00					
12 SUPPLIES	0.00	0.00	0.00	0.00	0.00					
12 CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00					
12 INST. RESOURCES & ME	0.00	0.00	0.00	0.00	0.00					
13 PAYROLL COSTS	268,394.92	0.00	475,131.00	206,736.08	56.49					
13 PRO./CONTRACTED SVC.	1,501,675.71	0.00	2,351,536.00	842,040.59	63.86					
13 SUPPLIES	19,042.15	0.00	43,644.00	24,346.95	43.63					
13 OTHER OPERATING EXP.	68,482.39	0.00	234,956.00	155,878.72	29.15					
13 CURRICULUM DEV.& INS	1,857,595.17	0.00	3,105,267.00	1,229,002.34	59.82					
21 PAYROLL COSTS	29,398.12	0.00	45,153.00	15,754.88	65.11					
21 PRO./CONTRACTED SVC.	0.00	0.00	0.00	0.00	0.00					
21 SUPPLIES	0.00	0.00	0.00	0.00	0.00					
21 OTHER OPERATING EXP.	0.00	0.00	0.00	0.00	0.00					
21 INSTRUCTIONAL LEADER	29,398.12	0.00	45,153.00	15,754.88	65.11					
23 PAYROLL COSTS	0.00	0.00	0.00	0.00	0.00					

FC OBJ	2024-25		2024-25		2024-25 Comment	Unencumbered Balance	2024-25 FYTD
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget			
23 PRG./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.	9,364.42	3,766.12	0.00	17,100.00		3,969.46	54.76
23 SCHOOL LEADERSHIP	9,364.42	3,766.12	0.00	17,100.00		3,969.46	54.76
31 PAYROLL COSTS	1,380,352.60	0.00	0.00	2,113,305.60		732,953.00	65.32
31 PRG./CONTRACTED SVC.	0.00	0.00	0.00	0.00		0.00	0.00
31 SUPPLIES	0.00	0.00	0.00	0.00		0.00	0.00
31 OTHER OPERATING EXP.	1,302.89	0.00	0.00	1,400.00		97.11	93.06
31 CAPITAL PROJECTS	0.00	0.00	0.00	0.00		0.00	0.00
31 GUIDANCE & COUNSELIN	1,381,655.49	0.00	0.00	2,114,705.60		733,050.11	65.34
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 PRG./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	0.00	0.00	0.00	0.00		0.00	0.00
34 PUPIL TRANSPORTATION	0.00	0.00	0.00	0.00		0.00	0.00
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 PRG./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 OTHER OPERATING EXP.	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

FC OBJ	2024-25		2024-25		Encumbered Amount	2024-25		2024-25 Comment	2024-25	
	FYTD Activity	Original Budget	Revised Budget	Unencumbered Balance		FYTD &				
51 PAYROLL COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
51 PRO./CONTRACTED SVC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
51 CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
51 PLANT MAINTENANCE &	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
52 PAYROLL COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
52 PRO./CONTRACTED SVC.	53,292.50	0.00	95,000.00	0.00	41,317.50	0.00	390.00		390.00	56.10
52 SUPPLIES	22,726.94	0.00	63,937.00	0.00	1,881.00	0.00	39,329.06		39,329.06	35.55
52 OTHER OPERATING EXP.	0.00	0.00	100.00	0.00	0.00	0.00	100.00		100.00	0.00
52 CAPITAL PROJECTS	25,119.00	0.00	280,119.00	0.00	800.00	0.00	254,200.00		254,200.00	8.97
52 SECURITY & MONITORIN	101,138.44	0.00	439,156.00	0.00	43,998.50	0.00	294,019.06		294,019.06	23.03
53 PAYROLL COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
53 OTHER OPERATING EXP.	0.00	0.00	450,646.00	0.00	32,237.32	0.00	418,408.68		418,408.68	0.00
53 DATA PROCESSING SERV	0.00	0.00	450,646.00	0.00	32,237.32	0.00	418,408.68		418,408.68	0.00
61 PAYROLL COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
61 PRO./CONTRACTED SVC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
61 OTHER OPERATING EXP.	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
61 COMMUNITY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
71 DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
71 DEBT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
81 PAYROLL COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
81 CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
81 FACILITIES ACQ. & CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
-- Expense	4,415,365.45	0.00	8,546,085.54	0.00	539,159.25	0.00	3,591,560.84		3,591,560.84	51.67
Grand Revenue Totals	3,907,631.94	0.00	8,546,085.54	0.00	0.00	0.00	4,638,453.60		4,638,453.60	45.72
Grand Expense Totals	4,415,365.45	0.00	8,546,085.54	0.00	539,159.25	0.00	3,591,560.84		3,591,560.84	51.67
Grand Totals	507,733.51	0.00	0.00	0.00	539,159.25	0.00	1,046,892.76		1,046,892.76	0.00
Loss					Loss		Profit			

Number of Accounts: 12454

FC OBJ	2024-25		2024-25		2024-25		2024-25	
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget	Unencumbered Balance	FYTD %		
00 LOCAL/INTER. SOURCES	35,305,281.89	0.00	39,029,122	39,029,122	3,723,840.11	90.46		
00 STATE PROGRAM REV.	4,067,639.00	0.00	3,326,966	3,326,966	-740,673.00	122.26		
00 FEDERAL PROG. REV.	105,986.07	0.00	100,000	100,000	-5,986.07	105.99		
00 OTHER RESOURCES	46,711,093.33	0.00	0	0	-46,711,093.33	0.00		
00 gen	86,190,000.29	0.00	42,456,088	42,456,088	-43,733,912.29	203.01		
-- Revenue	86,190,000.29	0.00	42,456,088	42,456,088	-43,733,912.29	203.01		
00 DEBT SERVICE	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		
71 DEBT SERVICE	67,759,114.42	0.00	42,456,087	42,456,087	-25,303,027.42	159.60		
71 DEBT SERVICES	67,759,114.42	0.00	42,456,087	42,456,087	-25,303,027.42	159.60		
-- Expense	67,759,114.42	0.00	42,456,087	42,456,087	-25,303,027.42	159.60		
Grand Revenue Totals	86,190,000.29	0.00	42,456,088	42,456,088	-43,733,912.29	203.01		
Grand Expense Totals	67,759,114.42	0.00	42,456,087	42,456,087	-25,303,027.42	159.60		
Grand Totals	18,430,885.87	0.00	1	1	18,430,884.87	????????		
	Profit		Profit	Profit	Loss			

Number of Accounts: 29

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

FC OBJ	2024-25		2024-25		2024-25 Comment	2024-25		Unencumbered Balance	2024-25 FYTD &
	FYTD Activity	Amount	Original Budget	Revised Budget		Balance	FYTD &		
00 LOCAL/INTER. SOURCES	9,904,975.76	0.00	0	13,500,000		3,595,024.24	73.37		
00 STATE PROGRAM REV.	0.00	0.00	0	0		0.00	0.00		
00 OTHER RESOURCES	0.00	0.00	0	0		0.00	0.00		
00 gen	9,904,975.76	0.00	0	13,500,000		3,595,024.24	73.37		
-- Revenue	9,904,975.76	0.00	0	13,500,000		3,595,024.24	73.37		
00	0.00	0.00	0	0		0.00	0.00		
00 gen	0.00	0.00	0	0		0.00	0.00		
11 PAYROLL COSTS	0.00	0.00	0	0		0.00	0.00		
11 PRO./CONTRACTED SVC.	0.00	0.00	0	0		0.00	0.00		
11 SUPPLIES	1,195,665.22	2,228.20	0	2,000,000		802,106.58	59.78		
11 CAPITAL PROJECTS	0.00	0.00	0	0		0.00	0.00		
11 INSTRUCTION	1,195,665.22	2,228.20	0	2,000,000		802,106.58	59.78		
12 SUPPLIES	56,254.68	20,808.98	0	150,000		72,936.34	37.50		
12 CAPITAL PROJECTS	0.00	0.00	0	0		0.00	0.00		
12 INST. RESOURCES & ME	56,254.68	20,808.98	0	150,000		72,936.34	37.50		
35 SUPPLIES	15,928.09	0.00	0	0		-15,928.09	0.00		
35 FOOD SERVICES	15,928.09	0.00	0	0		-15,928.09	0.00		
36 SUPPLIES	0.00	0.00	0	0		0.00	0.00		
36 CAPITAL PROJECTS	0.00	0.00	0	0		0.00	0.00		
36 COCURR./EXTRACURR.AC	0.00	0.00	0	0		0.00	0.00		
51 PRO./CONTRACTED SVC.	29,161.67	37,820.00	0	25,000		-41,981.67	116.65		
51 SUPPLIES	57,904.81	27,819.93	0	0		-85,724.74	0.00		
51 OTHER OPERATING EXP.	0.00	0.00	0	600,000		600,000.00	0.00		
51 CAPITAL PROJECTS	14,842.72	36,675.00	0	0		-51,517.72	0.00		
51 PLANT MAINTENANCE &	101,909.20	102,314.93	0	625,000		420,775.87	16.31		
52 PRO./CONTRACTED SVC.	0.00	0.00	0	0		0.00	0.00		
52 SUPPLIES	0.00	0.00	0	0		0.00	0.00		
52 OTHER OPERATING EXP.	0.00	0.00	0	0		0.00	0.00		
52 CAPITAL PROJECTS	0.00	0.00	0	0		0.00	0.00		
52 SECURITY & MONITORIN	0.00	0.00	0	0		0.00	0.00		
71 DEBT SERVICE	0.00	0.00	0	0		0.00	0.00		

FC OBJ	2024-25		Encumbered Amount	2024-25		2024-25 Comment	2024-25	
	FYTD Activity	Original Budget		Revised Budget	Balance		FYTD %	
71 DEBT SERVICES	0.00	0	0.00	0	0		0.00	0.00
81 PAYROLL COSTS	0.00	0	0.00	0	0		0.00	0.00
81 PRO./CONTRACTED SVC.	0.00	0	0.00	0	0		0.00	0.00
81 SUPPLIES	0.00	0	0.00	0	0		0.00	0.00
81 OTHER OPERATING EXP.	0.00	0	0.00	0	0		0.00	0.00
81 CAPITAL PROJECTS	49,803,205.76	0	24,091,562.98	0	298,253,880		224,359,111.26	16.70
81 FACILITIES ACQ. & CO	49,803,205.76	0	24,091,562.98	0	298,253,880		224,359,111.26	16.70
-- Expense	51,172,962.95	0	24,216,915.09	0	301,028,880		225,639,001.96	17.00
Grand Revenue Totals	9,904,975.76	0	0.00	0	13,500,000		3,595,024.24	73.37
Grand Expense Totals	51,172,962.95	0	24,216,915.09	0	301,028,880		225,639,001.96	17.00
Grand Totals	41,267,987.19	0	24,216,915.09	0	287,528,880		222,043,977.72	14.35
	Loss		Loss		Loss		Loss	

Number of Accounts: 345

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

FC OBJ	2024-25		2024-25		Unencumbered Balance	FYTD %
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget		
00 LOCAL/INTER. SOURCES	2,564,249.54	0.00	2,400,000	2,400,000	-164,249.54	106.84
00 STATE PROGRAM REV.	156,150.35	0.00	490,485	490,485	334,334.65	31.84
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	3,063,634.55	0.00	3,350,000	3,350,000	286,365.45	91.45
00 gen	5,784,034.44	0.00	6,240,485	6,240,485	456,450.56	92.69
-- Revenue	5,784,034.44	0.00	6,240,485	6,240,485	456,450.56	92.69
00	0.00	0.00	0	0	0.00	0.00
00 gen	0.00	0.00	0	0	0.00	0.00
11 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00
11 INSTRUCTION	0.00	0.00	0	0	0.00	0.00
35 PAYROLL COSTS	2,010,754.98	0.00	3,072,062	3,072,062	1,061,307.02	65.45
35 PRO./CONTRACTED SVC.	5,736.45	13,249.00	24,000	38,300	19,314.55	49.57
35 SUPPLIES	2,343,571.20	518,891.17	2,369,500	3,217,854	355,391.63	88.96
35 OTHER OPERATING EXP.	1,270.00	2,670.00	9,500	6,500	2,560.00	60.62
35 CAPITAL PROJECTS	148,719.32	0.00	100,000	208,720	60,000.68	71.25
35 FOOD SERVICES	4,510,051.95	534,810.17	5,575,062	6,543,436	1,498,573.88	77.10
51 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00
51 PRO./CONTRACTED SVC.	0.00	0.00	82,397	82,397	82,397.00	0.00
51 PLANT MAINTENANCE &	0.00	0.00	82,397	82,397	82,397.00	0.00
61 PAYROLL COSTS	351,404.47	0.00	578,333	578,333	226,928.53	60.76
61 PRO./CONTRACTED SVC.	5,447.18	0.00	15,569	21,561	16,113.82	25.26
61 SUPPLIES	28,317.56	1,364.82	41,700	39,983	10,300.62	74.24
61 OTHER OPERATING EXP.	741.76	0.00	5,162	887	145.24	83.63
61 CAPITAL PROJECTS	0.00	0.00	0	0	0.00	0.00
61 COMMUNITY SERVICES	385,910.97	1,364.82	640,764	640,764	253,488.21	60.44
81 CAPITAL PROJECTS	0.00	0.00	0	0	0.00	0.00
81 FACILITIES ACQ. & CO	0.00	0.00	0	0	0.00	0.00
-- Expense	4,895,962.92	536,174.99	6,298,223	7,266,597	1,834,459.09	74.75
Grand Revenue Totals	5,784,034.44	0.00	6,240,485	6,240,485	456,450.56	92.69

FC OBJ	2024-25		Encumbered		2024-25		2024-25		Unencumbered		2024-25	
	FYTD Activity	Amount	Original Budget	Revised Budget	Balance	FYTD &	Unencumbered	Balance	FYTD &	Unencumbered	Balance	FYTD &
Grand Expense Totals	4,895,962.92	536,174.99	6,298,223	7,266,597	1,834,459.09	74.75		1,834,459.09		1,834,459.09	74.75	
Grand Totals	888,071.52	536,174.99	57,738	1,026,112	1,378,008.53	-86.55		1,378,008.53		1,378,008.53	-86.55	
	Profit	Loss	Loss	Loss	Loss	Loss		Loss		Loss	Loss	

Number of Accounts: 1031

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

**WAXAHACHIE ISD SUMMARY OF ACTIVITY AS OF MAY 2025**

<b>GENERAL FUND</b>	<b>YTD ACTUAL</b>	<b>ORIGINAL BUDGET</b>	<b>REVISED BUDGET</b>	<b>YTD %</b>	<b>PRIOR YTD %</b>
REVENUES	105,493,516.36	123,803,375	124,386,405	84.81%	74.24%
EXPENDITURES	84,554,611.50	123,803,375	124,386,405	67.98%	72.59%
<b>SPECIAL PROGRAMS</b>					
REVENUES	3,907,631.94	5,296,042	8,546,086	45.72%	33.61%
EXPENDITURES	4,415,365.45	5,296,042	8,546,086	51.67%	39.11%
<b>INTEREST &amp; SINKING</b>					
REVENUES	86,190,000.29	42,456,088	42,456,088	188.88%	102.11%
EXPENDITURES	67,759,114.42	42,456,087	42,456,087	159.60%	59.92%
<b>CAPITAL PROJECTS</b>					
REVENUES	9,904,975.76	-	13,500,000	73.37%	0.00%
EXPENDITURES	51,172,962.95	-	301,028,880	17.00%	102.45%
<b>ENTERPRISE FUNDS</b>					
REVENUES	5,784,034.44	6,240,485	6,240,485	92.69%	110.07%
EXPENDITURES	4,895,962.92	6,298,223	7,266,597	67.38%	79.62%

Waxahachie ISD 2024-25 Budget Summary May 2025

	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 REVENUE	70,114,500	70,697,530	64,967,862	88,902	23,044	39,029,122	35,305,282	13,500,000	9,904,976	2,400,000	2,564,250
5800 STATE PROGRAM REVENUES	52,688,875	52,688,875	40,408,624	3,151,765	1,504,300	3,326,966	4,067,639			490,485	156,150
5900 FEDERAL REVENUES	1,000,000	1,000,000	100,871	5,305,419	2,380,287	100,000	105,986				
7900 OTHER RESOURCES/TRANSFERS			16,159				46,711,093			3,350,000	3,063,635
<b>TOTAL REVENUES</b>	<b>123,803,375</b>	<b>124,386,405</b>	<b>105,493,516</b>	<b>8,546,086</b>	<b>3,907,632</b>	<b>42,456,088</b>	<b>86,190,000</b>	<b>13,500,000</b>	<b>9,904,976</b>	<b>6,240,485</b>	<b>5,784,034</b>
<b>APPROPRIATIONS BY FUNCTION</b>											
00 TRANSFERS BETWEEN FUNDS											
11 INSTRUCTIONAL RESOURCES & MEDIA SER	71,971,467	72,820,342	47,208,705	2,374,058	1,036,214			2,000,000	1,195,665		
12 INSTRUCTIONAL RESOURCES & MEDIA SER	1,456,066	1,456,066	924,359					150,000	56,255		
13 CURRICULUM & INSTRUCTIONAL STAFF DEV.	1,816,094	1,797,186	1,236,326	3,105,267	1,857,595						
21 INSTRUCTIONAL LEADERSHIP	3,373,731	3,366,391	2,264,435	45,153	29,398						
23 SCHOOL ADMINISTRATION	7,412,791	7,421,293	5,448,567	17,100	9,364						
31 GUIDANCE AND COUNSELING SERVICES	3,728,833	3,722,647	2,734,009	2,114,706	1,381,655						
32 SOCIAL WORK SERVICES											
33 HEALTH SERVICES	1,652,780	1,652,880	1,020,850								
34 STUDENT (PUPIL) TRANSPORTATION	4,444,482	4,444,482	3,692,942								
35 FOOD SERVICES											
36 CURRICULAR/EXTRACURRICULAR ACTIV.	5,226,836	5,237,684	3,682,011						15,928	6,543,436	4,510,052
41 GENERAL ADMINISTRATION	3,339,074	3,331,824	2,132,437								
51 PLANT MAINTENANCE AND OPERATION	12,464,326	12,534,326	10,243,114					625,000	101,909	82,397	
52 SECURITY & MONITORING SERVICES	2,221,432	2,228,682	1,481,745	439,156	101,138						
53 DATA PROCESSING SERVICES	1,960,159	2,020,298	1,589,905	450,646							
61 COMMUNITY SERVICES	250,304	250,304	188,324							640,764	385,911
71 DEBT SERVICE 91-G/O	820,000	820,000	0			42,456,087	67,759,114	298,253,880	49,803,206		
81 FACILITIES	700,000	317,000	0								
95 JJAEP	40,000	40,000	33,580								
99 OTHER	925,000	925,000	673,305								
<b>TOTAL APPROPRIATIONS AND TRANSFERS</b>	<b>123,803,375</b>	<b>124,386,405</b>	<b>84,554,612</b>	<b>8,546,086</b>	<b>4,415,365</b>	<b>42,456,087</b>	<b>67,759,114</b>	<b>301,028,880</b>	<b>51,172,963</b>	<b>7,266,597</b>	<b>4,895,963</b>
<b>TOTAL REVENUES OVER (UNDER) APPROPRIATIONS</b>	<b>-</b>	<b>-</b>	<b>20,938,905</b>	<b>-</b>	<b>(507,733)</b>	<b>1</b>	<b>18,430,886</b>	<b>(287,528,880)</b>	<b>(41,267,987)</b>	<b>(1,026,112)</b>	<b>888,072</b>

Waxahachie Independent School District  
**BOARD OF TRUSTEES**

**Date:** July 14, 2025 **Presented By:** Theresa Burkhalter

**Subject:** New Position Request **Related Page(s)** \_\_\_\_\_



**EXECUTIVE SUMMARY:**

In response to continued enrollment growth and the expansion of separate settings classrooms within our special education program, additional staffing is required to adequately support students with significant instructional and behavioral needs. These positions are essential to ensure compliance with IEP requirements and to maintain safe, supportive learning environments.

**ATTACHMENTS:**

Memorandum

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
X	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
X	Priority #4	Financial Integrity

**RECOMMENDATION:**

Approve the addition of 7 special education aide positions to support new and existing separate settings classrooms, with an estimated annual cost of \$245,000.



**Financial Impact**

Each paraprofessional position is estimated to cost \$35,000 annually and the teacher position will cost \$70,00, inclusive of salary and benefits.

**Total Estimated Cost: \$315,000**

Funding will be allocated from the Special Education budget and/or other designated funding sources, as appropriate.

**Recommendation**

The District recommends approval of seven (7) additional special education aide positions for the 2025–2026 school year to support growth in Life Skills, SLE, and PBSE programs across elementary and junior high campuses.

# Waxahachie Independent School District BOARD OF TRUSTEES

**Date:** July 14, 2025      **Presented By:** Dawn Hilburn

**Subject:** NWEA MAP Quote Comparison      **Related Page(s)** 3 Attachments



**EXECUTIVE SUMMARY:**

In accordance with Board policy CH (LOCAL), all purchases over \$5,000 are required to record at least three quotes for purchases exceeded \$5000. NWEA MAP is a universal screener that best supports and assesses students using a national norm in which we are best able to support students and their learning needs. The NWEA MAP assessment is highly valued for its ability to accurately measure student achievement and growth in K-12 mathematics, reading, language arts, and science. It is widely trusted and utilized by school districts to evaluate educational progress, supporting both the WISD's Balanced Scorecard 1.1 and the Teacher Incentive Allotment (TIA). Additionally, the MAP assessment serves as our GT screener, as well as our grade 7 Reading Instrument, as listed on the approved Commissioner's list for Texas Education Codes (TEC) 28.006 (c-1). This program stands out from others by providing teachers with precise and actionable data to guide instructional practices and effectively support students. Its diagnostic capabilities, which include norm-referenced results, inform instructional strategies to help ensure students achieve their academic goals.

**ATTACHMENTS:**

- NWEA Sales Order
- Imagine Learning Price Quote
- i-Ready Curriculum Associates Proce Quote

		BOARD PRIORITY GOALS
X	<b>Priority #1</b>	<b>Student Growth</b>
	<b>Priority #2</b>	<b>Honor and Support Staff</b>
	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
	<b>Priority #4</b>	<b>Financial Integrity</b>

# Curriculum Associates®

## Prepared For:

Halee Tucker  
Waxahachie ISD  
411 N Gibson St,  
Waxahachie, TX 75165

## Budgeting Quote - final quantities needed prior to purchase order

11/8/2024

Dear Halee Tucker,

Thank you for requesting a price quote from Curriculum Associates. The chart below provides a summary of the products and i-Ready Partner Services included. If you have any questions or would like any changes, please contact us.

Implementation Starting: 2025-2026    Quote ID: 389479.2    Quote Valid through: 12/31/2025

Product	List Price	Net Price
i-Ready	\$179,440.00	\$173,877.36
Toolbox	\$51,290.00	\$44,468.43
Professional Learning	\$66,300.00	\$59,800.00
i-Ready Partners Services	\$39,000.00	\$0.00
<i>i-Ready Partners Services Includes:</i>		
<ul style="list-style-type: none"><li>• <i>Initial Implementation Services:</i> Provisioning, Initial Rostering, Hosting, Technology Assessment</li><li>• <i>Implementation Management:</i> Partner Success Manager You Know On A First Name Basis, Implementation Guidance, Realtime Achievement Data After Every Assessment, Ongoing Data Management</li><li>• <i>Staff Development Consultation and Resources:</i> Consultative services to help you plan and make the most of Professional Learning sessions; Access to Online Educator Learning (OEL) Digital Courses, and i-Ready Central Self-Service Resources</li><li>• <i>Technical Support:</i> Proactive Network Monitoring &amp; Issue Notification, Annual Health Check, Technical Support</li></ul>		
	List Total:	\$336,030.00
	Savings:	\$57,884.21
	Shipping/Tax/Other:	\$0.00
	<b>Total:</b>	<b>\$278,145.79</b>

Thank you again for your interest in Curriculum Associates.

Sincerely

Treyton Stender  
(972) 922-3394  
tstender@cainc.com

**This quote is for budgeting/estimate purposes only - cannot be used to purchase**

# Curriculum Associates®

Quote ID: 389479.2    Date: 11/8/2024    Quote Valid through: 12/31/2025

**Prepared For:**  
**Halee Tucker**  
**Waxahachie ISD**  
**411 N Gibson St,**  
**Waxahachie, TX 75165**  
**htucker@wisd.org**  
**9729234631**

**Your Representative:**  
**Treyton Stender**  
**(972) 922-3394**  
**tstender@cainc.com**

## Budgeting Quote - final quantities needed prior to purchase order

### Coleman JHS 1000 N Dallas Hwy, Waxahachie, TX 75165

Total Building Enrollment: 776, Grade Range: 6 - 8

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Site License - Digital PL Courses and Personalized Learning to Compliment Professional Learning Sessions	Multiple	40124.0	1	\$500.00	\$0.00	\$0.00
Professional Learning Session (up to 6 hours) AY 25-26	Multiple	38558.0	2	\$2,300.00	\$2,300.00	\$4,600.00
i-Ready Assessment and Personalized Instruction Math Site License 501-800 Students 1 Year	K-8	14944.0	1	\$14,330.00	\$13,885.77	\$13,885.77
Teacher Toolbox Access Math Per Site 501-800 students 1 Year	K-8	28270.0	1	\$4,080.00	\$3,537.36	\$3,537.36
i-Ready Implementation Support Services - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 6 Months	Multiple	27970.0	1	\$1,000.00	\$0.00	\$0.00
i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	Multiple	27939.0	1	\$2,000.00	\$0.00	\$0.00
					Subtotal:	\$22,023.13
					Shipping:	\$0.00
					Tax:	\$0.00
					School Subtotal:	\$22,023.13

### Dunaway ES 600 S Highway 77, Waxahachie, TX 75165

Total Building Enrollment: 526, Grade Range: K - 5

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Site License - Digital PL Courses and Personalized Learning to Compliment Professional Learning Sessions	Multiple	40124.0	1	\$500.00	\$0.00	\$0.00
Professional Learning Session (up to 6 hours) AY 25-26	Multiple	38558.0	2	\$2,300.00	\$2,300.00	\$4,600.00
i-Ready Assessment and Personalized Instruction Math Site License 501-800 Students 1 Year	K-8	14944.0	1	\$14,330.00	\$13,885.77	\$13,885.77
Teacher Toolbox Access Math Per Site 501-800 students 1 Year	K-8	28270.0	1	\$4,080.00	\$3,537.36	\$3,537.36
i-Ready Implementation Support Services - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 6 Months	Multiple	27970.0	1	\$1,000.00	\$0.00	\$0.00
i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	Multiple	27939.0	1	\$2,000.00	\$0.00	\$0.00
Subtotal:						\$22,023.13
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$22,023.13

### Eddie Finley Jr HS 2401 Brown St, Waxahachie, TX 75165

Total Building Enrollment: 839, Grade Range: 6 - 8

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Site License - Digital PL Courses and Personalized Learning to Compliment Professional Learning Sessions	Multiple	40124.0	1	\$500.00	\$0.00	\$0.00
Professional Learning Session (up to 6 hours) AY 25-26	Multiple	38558.0	2	\$2,300.00	\$2,300.00	\$4,600.00
i-Ready Assessment and Personalized Instruction Math Site License 801-1200 Students 1 Year	K-8	14945.0	1	\$18,430.00	\$17,858.67	\$17,858.67
Teacher Toolbox Access Math Per Site 801-1200 students 1 Year	K-8	28271.0	1	\$5,060.00	\$4,387.02	\$4,387.02
i-Ready Implementation Support Services - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 6 Months	Multiple	27970.0	1	\$1,000.00	\$0.00	\$0.00
i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	Multiple	27939.0	1	\$2,000.00	\$0.00	\$0.00
Subtotal:						\$26,845.69
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$26,845.69

**Jimmie Ray ES 250 Saratoga Dr, Waxahachie, TX 75165**

Total Building Enrollment: 373, Grade Range: K - 5

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Site License - Digital PL Courses and Personalized Learning to Compliment Professional Learning Sessions	Multiple	40124.0	1	\$500.00	\$0.00	\$0.00
Professional Learning Session (up to 6 hours) AY 25-26	Multiple	38558.0	2	\$2,300.00	\$2,300.00	\$4,600.00
i-Ready Assessment and Personalized Instruction Math Site License 351-500 Students 1 Year	K-8	14943.0	1	\$12,180.00	\$11,802.42	\$11,802.42
Teacher Toolbox Access Math Per Site 351-500 students 1 Year	K-8	28269.0	1	\$3,550.00	\$3,077.85	\$3,077.85
i-Ready Implementation Support Services - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 6 Months	Multiple	27970.0	1	\$1,000.00	\$0.00	\$0.00
i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	Multiple	27939.0	1	\$2,000.00	\$0.00	\$0.00
					Subtotal:	\$19,480.27
					Shipping:	\$0.00
					Tax:	\$0.00
					School Subtotal:	\$19,480.27

**Margaret L Felty ES 231 Park Place Blvd, Waxahachie, TX 75165**

Total Building Enrollment: 470, Grade Range: K - 5

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Site License - Digital PL Courses and Personalized Learning to Compliment Professional Learning Sessions	Multiple	40124.0	1	\$500.00	\$0.00	\$0.00
Professional Learning Session (up to 6 hours) AY 25-26	Multiple	38558.0	2	\$2,300.00	\$2,300.00	\$4,600.00
i-Ready Assessment and Personalized Instruction Math Site License 351-500 Students 1 Year	K-8	14943.0	1	\$12,180.00	\$11,802.42	\$11,802.42
Teacher Toolbox Access Math Per Site 351-500 students 1 Year	K-8	28269.0	1	\$3,550.00	\$3,077.85	\$3,077.85
i-Ready Implementation Support Services - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 6 Months	Multiple	27970.0	1	\$1,000.00	\$0.00	\$0.00
i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	Multiple	27939.0	1	\$2,000.00	\$0.00	\$0.00
					Subtotal:	\$19,480.27
					Shipping:	\$0.00
					Tax:	\$0.00
					School Subtotal:	\$19,480.27

**Marvin Biomedical Academy 110 Brown St, Waxahachie, TX 75165**

Total Building Enrollment: 489, Grade Range: PK - 5

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Site License - Digital PL Courses and Personalized Learning to Compliment Professional Learning Sessions	Multiple	40124.0	1	\$500.00	\$0.00	\$0.00
Professional Learning Session (up to 6 hours) AY 25-26	Multiple	38558.0	2	\$2,300.00	\$2,300.00	\$4,600.00
i-Ready Assessment and Personalized Instruction Math Site License 351-500 Students 1 Year	K-8	14943.0	1	\$12,180.00	\$11,802.42	\$11,802.42
Teacher Toolbox Access Math Per Site 351-500 students 1 Year	K-8	28269.0	1	\$3,550.00	\$3,077.85	\$3,077.85
i-Ready Implementation Support Services - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 6 Months	Multiple	27970.0	1	\$1,000.00	\$0.00	\$0.00
i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	Multiple	27939.0	1	\$2,000.00	\$0.00	\$0.00
Subtotal:						\$19,480.27
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$19,480.27

**Max Simpson ES 470 Washington Ave, Waxahachie, TX 75165**

Total Building Enrollment: 592, Grade Range: K - 5

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Site License - Digital PL Courses and Personalized Learning to Compliment Professional Learning Sessions	Multiple	40124.0	1	\$500.00	\$0.00	\$0.00
Professional Learning Session (up to 6 hours) AY 25-26	Multiple	38558.0	2	\$2,300.00	\$2,300.00	\$4,600.00
i-Ready Assessment and Personalized Instruction Math Site License 501-800 Students 1 Year	K-8	14944.0	1	\$14,330.00	\$13,885.77	\$13,885.77
Teacher Toolbox Access Math Per Site 501-800 students 1 Year	K-8	28270.0	1	\$4,080.00	\$3,537.36	\$3,537.36
i-Ready Implementation Support Services - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 6 Months	Multiple	27970.0	1	\$1,000.00	\$0.00	\$0.00
i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	Multiple	27939.0	1	\$2,000.00	\$0.00	\$0.00
Subtotal:						\$22,023.13
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$22,023.13

**Northside ES 801 Brown St, Waxahachie, TX 75165**

Total Building Enrollment: 446, Grade Range: PK - 5

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Site License - Digital PL Courses and Personalized Learning to Compliment Professional Learning Sessions	Multiple	40124.0	1	\$500.00	\$0.00	\$0.00
Professional Learning Session (up to 6 hours) AY 25-26	Multiple	38558.0	2	\$2,300.00	\$2,300.00	\$4,600.00
i-Ready Assessment and Personalized Instruction Math Site License 351-500 Students 1 Year	K-8	14943.0	1	\$12,180.00	\$11,802.42	\$11,802.42
Teacher Toolbox Access Math Per Site 351-500 students 1 Year	K-8	28269.0	1	\$3,550.00	\$3,077.85	\$3,077.85
i-Ready Implementation Support Services - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 6 Months	Multiple	27970.0	1	\$1,000.00	\$0.00	\$0.00
i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	Multiple	27939.0	1	\$2,000.00	\$0.00	\$0.00
Subtotal:						\$19,480.27
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$19,480.27

**Oliver E Clift ES 650 Parks School House Rd, Waxahachie, TX 75165**

Total Building Enrollment: 447, Grade Range: K - 5

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Site License - Digital PL Courses and Personalized Learning to Compliment Professional Learning Sessions	Multiple	40124.0	1	\$500.00	\$0.00	\$0.00
Professional Learning Session (up to 6 hours) AY 25-26	Multiple	38558.0	2	\$2,300.00	\$2,300.00	\$4,600.00
i-Ready Assessment and Personalized Instruction Math Site License 351-500 Students 1 Year	K-8	14943.0	1	\$12,180.00	\$11,802.42	\$11,802.42
Teacher Toolbox Access Math Per Site 351-500 students 1 Year	K-8	28269.0	1	\$3,550.00	\$3,077.85	\$3,077.85
i-Ready Implementation Support Services - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 6 Months	Multiple	27970.0	1	\$1,000.00	\$0.00	\$0.00
i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	Multiple	27939.0	1	\$2,000.00	\$0.00	\$0.00
Subtotal:						\$19,480.27
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$19,480.27

**Robbie E Howard JHS 265 Broadhead Rd, Waxahachie, TX 75165**

Total Building Enrollment: 917, Grade Range: 6 - 8

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Site License - Digital PL Courses and Personalized Learning to Compliment Professional Learning Sessions	Multiple	40124.0	1	\$500.00	\$0.00	\$0.00
Professional Learning Session (up to 6 hours) AY 25-26	Multiple	38558.0	2	\$2,300.00	\$2,300.00	\$4,600.00
i-Ready Assessment and Personalized Instruction Math Site License 801-1200 Students 1 Year	K-8	14945.0	1	\$18,430.00	\$17,858.67	\$17,858.67
Teacher Toolbox Access Math Per Site 801-1200 students 1 Year	K-8	28271.0	1	\$5,060.00	\$4,387.02	\$4,387.02
i-Ready Implementation Support Services - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 6 Months	Multiple	27970.0	1	\$1,000.00	\$0.00	\$0.00
i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	Multiple	27939.0	1	\$2,000.00	\$0.00	\$0.00
					Subtotal:	\$26,845.69
					Shipping:	\$0.00
					Tax:	\$0.00
					School Subtotal:	\$26,845.69

**Shackelford ES 1001 Butcher Rd, Waxahachie, TX 75165**

Total Building Enrollment: 453, Grade Range: K - 5

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Site License - Digital PL Courses and Personalized Learning to Compliment Professional Learning Sessions	Multiple	40124.0	1	\$500.00	\$0.00	\$0.00
Professional Learning Session (up to 6 hours) AY 25-26	Multiple	38558.0	2	\$2,300.00	\$2,300.00	\$4,600.00
i-Ready Assessment and Personalized Instruction Math Site License 351-500 Students 1 Year	K-8	14943.0	1	\$12,180.00	\$11,802.42	\$11,802.42
Teacher Toolbox Access Math Per Site 351-500 students 1 Year	K-8	28269.0	1	\$3,550.00	\$3,077.85	\$3,077.85
i-Ready Implementation Support Services - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 6 Months	Multiple	27970.0	1	\$1,000.00	\$0.00	\$0.00
i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	Multiple	27939.0	1	\$2,000.00	\$0.00	\$0.00
					Subtotal:	\$19,480.27
					Shipping:	\$0.00
					Tax:	\$0.00
					School Subtotal:	\$19,480.27

### Wedgeworth ES 405 Solon Rd, Waxahachie, TX 75165

Total Building Enrollment: 594, Grade Range: K - 5

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Site License - Digital PL Courses and Personalized Learning to Compliment Professional Learning Sessions	Multiple	40124.0	1	\$500.00	\$0.00	\$0.00
Professional Learning Session (up to 6 hours) AY 25-26	Multiple	38558.0	2	\$2,300.00	\$2,300.00	\$4,600.00
i-Ready Assessment and Personalized Instruction Math Site License 501-800 Students 1 Year	K-8	14944.0	1	\$14,330.00	\$13,885.77	\$13,885.77
Teacher Toolbox Access Math Per Site 501-800 students 1 Year	K-8	28270.0	1	\$4,080.00	\$3,537.36	\$3,537.36
i-Ready Implementation Support Services - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 6 Months	Multiple	27970.0	1	\$1,000.00	\$0.00	\$0.00
i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	Multiple	27939.0	1	\$2,000.00	\$0.00	\$0.00
Subtotal:						\$22,023.13
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$22,023.13

### Wilemon Steam Academy 600 W 2nd St, Waxahachie, TX 75165

Total Building Enrollment: 437, Grade Range: K - 5

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Site License - Digital PL Courses and Personalized Learning to Compliment Professional Learning Sessions	Multiple	40124.0	1	\$500.00	\$0.00	\$0.00
Professional Learning Session (up to 6 hours) AY 25-26	Multiple	38558.0	2	\$2,300.00	\$2,300.00	\$4,600.00
i-Ready Assessment and Personalized Instruction Math Site License 351-500 Students 1 Year	K-8	14943.0	1	\$12,180.00	\$11,802.42	\$11,802.42
Teacher Toolbox Access Math Per Site 351-500 students 1 Year	K-8	28269.0	1	\$3,550.00	\$3,077.85	\$3,077.85
i-Ready Implementation Support Services - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 6 Months	Multiple	27970.0	1	\$1,000.00	\$0.00	\$0.00
i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	Multiple	27939.0	1	\$2,000.00	\$0.00	\$0.00
Subtotal:						\$19,480.27
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$19,480.27

### Waxahachie ISD 411 N Gibson St, Waxahachie, TX 75165

Total Building Enrollment: 7485, Grade Range: PK - 12

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Professional Learning Add On Leadership Session AY 25-26	Multiple	38631.0	1	\$0.00	\$0.00	\$0.00
Subtotal:						\$0.00
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$0.00

Total		
	List Total:	\$336,030.00
	Savings:	\$57,884.21
	Merchandise Total:	\$278,145.79
	Voucher/Credit:	\$0.00
	Estimated Tax:	\$0.00
	Estimated Shipping:	\$0.00
	<b>Total:</b>	<b>\$278,145.79</b>

Special Notes	
<ul style="list-style-type: none"> <li>• 2026 start projected pricing applied; Pricing subject to at-then current pricing of current year.</li> <li>• 5% discount applied to i-Ready based on scope of quote.</li> <li>• 15% i-Ready Partnership Discount applied to Toolbox contingent upon purchase of i-Ready.</li> <li>• All i-Ready purchases require professional learning.</li> <li>• For budgeting purposes only, final quote needed with updated quantities.</li> </ul>	

F.O.B.: N. Billerica, MA 01862  
 Shipping: Shipping based on MDSE total  
 Terms: Net 30 days, pending credit approval  
 Fed. ID: #26-3954988

**This quote is for budgeting/estimate purposes only - cannot be used to purchase**

Y14

# Curriculum Associates®

## Information on Professional Learning Sessions and COVID-19

Protecting the health and safety of the educators we serve and their students, as well as the health and safety of our employees, is of paramount importance to Curriculum Associates. While it is our preference to deliver PL sessions in person, circumstances related to COVID-19 may require us to provide sessions virtually instead. Curriculum Associates' policy is to only provide PL sessions in person where one of our employees can reach the session site by car and where adequate safety measures are in place to protect the health of our session leaders and participants. Curriculum Associates reserves the right to switch any session from in-person to virtual if we cannot reach a session site by car, if adequate safety measures cannot be put in place, or if Curriculum Associates determines that it would otherwise put its employees at risk to provide an in-person session.

If your school or district will not permit visitors at the time of a scheduled session, Curriculum Associates would be happy to provide an equivalent live, virtual session via videoconference. Similarly, Curriculum Associates will comply with your school or district's health and safety requirements regarding on-site visitors if we are given adequate advance notice. Our PL Operations team will work with school or district personnel to hold sessions in a manner that protects the safety of educators and your school community as well as Curriculum Associates employees.

We are pleased to be able to serve you in these challenging times and look forward to providing productive learning sessions to your staff. Any questions regarding scheduling in-person or virtual training sessions should be directed to [pdoperations@cainc.com](mailto:pdoperations@cainc.com).

# Curriculum Associates®

## Notice for Usage of Teacher Toolbox Materials

Thank you for your interest in Teacher Toolbox! Teacher Toolbox is a digital collection of instructional materials, designed to support teachers in delivering research-based instruction, remediation, and enrichment to students in Grades K–8.

Your Teacher Toolbox subscription provides access to Teacher Toolbox content for Grades K–8. During this time, educators may use Teacher Toolbox materials during whole class and small group instruction, for individual assignments, and may post student-facing Teacher Toolbox PDFs on a password-protected learning management system (LMS). Please be aware that files expire on June 30 of each year for purposes of Teacher Toolbox maintenance and updates. If you add files to an LMS, this expiration date may require that you re-load these files after this date.

## Unparalleled Service and Educator Support

The *i-Ready Partners* team was born from our core value: the quality of our services is as important as the quality of our products. Know that when you implement our programs, your local *i-Ready Partners* will be there to support your team every step of the way.

### Service Components

Our *i-Ready Partners* team is tasked with helping you implement our programs to meet ambitious district goals. *i-Ready Partners* support includes:

- **An Account Manager You Know on a First-Name Basis:** Dedicated account managers are your point of connection to a powerful network of *i-Ready* experts focused on making your implementation successful.
- **Consultative Professional Development Planning:** Tailored professional development plans ensure that PD is tied to your implementation goals and that educators are equipped to optimize the use of our programs from day one.
- **Real-Time Achievement Data after Every Assessment:** Detailed student achievement analytics to empower data-driven practices in classrooms.
- **Educational Consultants to Help You Know What's Coming Next:** Educational consultants to keep you up to speed on our latest research, development, and best practices.
- **Technical Support and Health Checks:** Proactive support that anticipates and heads off issues before they start—and is there for you should they arise.



**Account Management**



**Professional Development**



**Educational Consultants**



**Achievement Analytics**



**Technical Support**

### Your *i-Ready Partners* Team

Dedicated to helping you implement *i-Ready* programs and achieve your district goals



# Curriculum Associates®

## Placing an Order

**Email:** [Orders@cainc.com](mailto:Orders@cainc.com)

**Fax:** 1-800-366-1158

**Mail:**

ATTN: CUSTOMER SERVICE DEPT.

Curriculum Associates LLC

153 Rangeway Rd

North Billerica, MA 01862-2013

Please visit [CurriculumAssociates.com](http://CurriculumAssociates.com) for more information about placing orders or contact CA's customer service department (1-800-225-0248) and reference quote number for questions.

Please attach quote to all signed purchase orders.

If tax exempt, please submit a valid exemption certificate with PO and quote in order to avoid processing delays. Exemption certificates can also be submitted to [exempt@cainc.com](mailto:exempt@cainc.com).

## Shipping Policy

Unless otherwise noted, shipping costs are calculated as follows:

Order Amount	Freight Amount
\$74.99 or less	Max charge of \$12.75
\$75.00 to \$999.99	12% of order
\$1,000 to \$4,999.99	10% of order

Order Amount	Freight Amount
\$5,000.00 to \$99,999.99	9% of order
\$100,000 and more	7% of order

Please contact your local CA representative or customer service (1-800-225-0248) for expedited shipping rates. The weight limit for an expedited order is 500lbs.

The enhanced shipping and handling services listed below are available upon request subject to the availability of our carrier partners. Please notify us of these delivery requests prior to submitting your PO so that we can include the service on your quote appropriately:

- White Glove Delivery Service \$500/shipment location

If our carrier partners are unable to deliver to the location instructed on the PO or you need to change the time or location of delivery, one or more of the following fees may be applicable:

- Delivery Address Change \$400/shipment location
- Freight Storage \$600 /shipment location
- Freight Carrier Redelivery \$100/pallet

Unless otherwise expressly indicated, the shipping terms for all deliveries is FOB CA's Shipping Point (whether to a CA or third party facility). Risk of loss and title is passed to purchaser upon transfer of the goods to carrier, standard shipping charges (listed above) are added to the invoice or included in the unit price unless otherwise specified.

Supply chain challenges outside of Curriculum Associates' control may impact inventory availability for print product. We recommend submission of purchase orders as soon as possible to help ensure timely delivery.

## Payment Terms

Payment terms are as follows:

- With credit approval: Net 30 days
- Without credit approval: payment in full at time of order
- Accounts must be current before subsequent shipments are made

To ensure payment processing is timely and environmentally conscious, CA encourages ACH payments. If you would like to pay via ACH, please request remittance information by emailing [AR@cainc.com](mailto:AR@cainc.com).

Please send any payment notifications to [payments@cainc.com](mailto:payments@cainc.com). Credit card payments are only accepted for purchases under \$50,000.

## Invoice Receipt Preference

CA is pleased to offer electronic invoice delivery. Electronic invoice delivery allows CA to deliver your invoice in a timely and environmentally friendly manner. To request electronic invoice delivery please contact the CA Accounts Receivable team at [invoices@cainc.com](mailto:invoices@cainc.com) or by fax (1-800-366-1158). Please reference your quote number, provide a valid email address where the invoice should be directed, and indicate you would like to opt into electronic invoice delivery.

## Terms of Service

Customer's use of i-Ready® shall be subject to the i-Ready Terms and Conditions of Use, which can be found at [i-ready.com/support](http://i-ready.com/support). Customer's professional-learning sessions will expire two years following the date of your purchase order or the implementation year noted on your quote, whichever comes first and are subject to the Professional Learning Terms of Service, which can be found at [i-ready.com/support](http://i-ready.com/support).

## Return Policy

For any non-print products - your subscription may be terminated and you may request a pro-rata refund for unused services within 90 days of license start date. For Professional Learning services, you may request a refund for unused services within 90 days of purchase date. After 90 days, your non-print products and Professional Learning purchase shall be final and no refunds are available. Except for materials sold on a non-refundable basis, purchaser may return, at purchaser risk and expense, purchased print materials with pre-approval from CA's Customer Service department within 12 months of purchase. Please examine your order upon receipt. Before returning material, call CA's Customer Service department (1-800-225-0248 option 2) for return authorization and documentation. When returning material, please include your return authorization number and the return form that will be provided to you by CA's Return department. We do not accept returns on unused i-Ready or Toolbox licenses®, materials that have been used and/or are not in "saleable condition," and individual components of kits or sets including but not limited to BRIGANCE® Kits, Ready® student and teacher sets, Ready Classroom® student and teacher sets, and Magnetic Reading classroom kits.





## SALES ORDER

Order Date: 06/15/2025

Start Date: 09/01/2025

Order #: 00115571

End Date: 08/31/2026

### Prepared For

Account Name: Waxahachie ISD

Agency Code: 19294

Primary Contact: Dawn Hilburn

Email: dhilburn@wisd.org

#### Customer Information

Waxahachie ISD  
401 N Gibson  
Waxahachie, TX 75165  
United States

#### Bill-To Information

Waxahachie ISD  
401 N Gibson  
Waxahachie, TX 75165  
United States

### NWEA Sales Point of Contact

Jennifer Little

jennifer.little@nwea.org

### Products & Services

Product	Catalog Price	Sales Price	Quantity	Total Price	Item Discount
MAP Growth K-12	\$14.50	\$12.25	10,419	\$127,632.75	-\$23,442.75
MAP Growth Science (Add-On)	\$2.75	\$2.50	6,020	\$15,050.00	-\$1,505.00
MAP Reading Fluency Add-on for Bundle price (incl. English & Spanish)	\$7.00	\$5.00	160	\$800.00	-\$320.00
MAP Growth- Foundations Online – Bundle Add-on	\$750.00	\$750.00	1	\$750.00	-\$0.00
MAP Reading Fluency- Foundations Online – Bundle Add-on	\$750.00	\$750.00	1	\$750.00	-\$0.00
Growth Report +1hr Virtual Consulting	\$3,000.00	\$0.00	1	\$0.00	-\$3,000.00

Discount	-\$28,267.75
Subtotal	\$144,982.75
Estimated Tax	\$0.00
<b>Grand Total</b>	<b>\$144,982.75</b>

### Invoicing Information

Unless otherwise specified, payment terms are Net 30. Remittance instructions will be included with your invoice.

Until this Sales Order is signed, the pricing is valid for 30 days from the Order Date listed at the top of this document. Please confirm the billing address or specify changes to your Sales Point of Contact.



For a copy of the latest NWEA division W-9, it is available at <https://support.hmhco.com/s/article/Billing-and-Invoices>. Click on "Requesting a W-9" and select "NWEA".

The Tax ID for NWEA, a division of Houghton Mifflin Harcourt Publishing Company, is 04-1456030.

## Terms and Conditions

This Sales Order is between Customer and NWEA, a division of Houghton Mifflin Harcourt Publishing Company, and is subject to the HMH Standard PreK-12 Terms of Purchase located at <https://www.hmhco.com/terms-of-purchase> (the "Agreement") for the Products and Services listed above. By signing this Sales Order, you agree you have read, understand, and agree to the Agreement.

## Signature

Customer  
Signature: \_\_\_\_\_

Customer  
Printed Name: \_\_\_\_\_

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

Customer Title \_\_\_\_\_





# Price Quote

100 S. Mill Ave  
 Suite 1700  
 Tempe, AZ 85281  
 877-725-4257

**Date** 2/24/2025  
**Quote No.** Q-122044  
**Acct. No.** 12205262  
**Total** 88,338.05  
**Pricing Expires** 08/23/2025

Waxahachie Independent School District  
 411 N Gibson St  
 Waxahachie TX 75165  
 United States

Payment Term	Contract Start	Contract End
Net 30	9/1/2025	8/31/2026

Site	Description	End Date	Qty
Waxahachie Independent School District	Integration - Clever or Classlink Sync and SSO	08/31/2026	1
	PD Onsite Day (CW-SUPP)	08/31/2026	2
	PD Webinar Session (CW-SUPP)	08/31/2026	4
	Edgenuity Academic Integrity	08/31/2026	1
Waxahachie High School	Edgenuity 9-12 Comprehensive Site License	08/31/2026	1
	Edgenuity Enhanced CTE Site License	08/31/2026	1
	IS 6-12 On-Demand Tutoring Site License	08/31/2026	1
Waxahachie High School of Choice	Edgenuity 9-12 Comprehensive Site License	08/31/2026	1
	Edgenuity Enhanced CTE Site License	08/31/2026	1
	Imagine Purpose Focus Site License	08/31/2026	1
	IS 6-12 On-Demand Tutoring Site License	08/31/2026	1
Waxahachie Global High School	Edgenuity 9-12 Comprehensive Site License	08/31/2026	1
	Edgenuity Enhanced CTE Site License	08/31/2026	1
	IS 6-12 On-Demand Tutoring Site License	08/31/2026	1

**Subtotal** 88,338.05  
**Tax Total** 0.00  
**Total** 88,338.05

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Standard Terms and Conditions . These Terms and Conditions are available at [www.imaginelearning.com/standard-terms-and-conditions](http://www.imaginelearning.com/standard-terms-and-conditions), may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing

document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Imagine Learning's written consent.

**Waxahachie Independent  
School District**

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Imagine Learning Representative**

Jordan Wolf  
Account Executive -  
jordan.wolf@imaginelearning.com  
imaginethefutureoflearning.com

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to [AR@imaginelearning.com](mailto:AR@imaginelearning.com) or fax to 480-423-0213.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025 **Presented By:** Sean Cagle

**Subject:** MOU with Ellis Co Juvenile Board to set up  
Ellis Co. Juvenile Services Detention Center **Related Page(s)** 10



**EXECUTIVE SUMMARY:**

Ellis County Juvenile Board has presented a Memorandum of Understanding (MOU). The purpose of the MOU is to create an entity that will provide state and federally required educational services to detained juveniles. It is very similar to our MOU with the Juvenile Justice Alternative Education Program (JJAEP). The Ellis County Juvenile Services Detention Center will house up to 8 students that are being detained on felony level charges, for a minimum of 72 hours up to months.

**ATTACHMENTS:**

Attached is the MOU.

		BOARD PRIORITY GOALS
X	<b>Priority #1</b>	<b>Student Growth</b>
	<b>Priority #2</b>	<b>Honor and Support Staff</b>
X	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

Administration recommends approving the MOU between WISD and Ellis County Juvenile Board as presented.

PROPOSED JUVENILE SERVICES  
DETENTION EDUCATION MOU



Honorable Bob Carroll, 40th District Court  
Honorable William Wallace, 378th District Court  
Honorable Grace Pandithurai, 443rd District Court  
Honorable Jim Chapman, County Court at Law No. 1  
Honorable Gene Calvert, County Court at Law No. 2  
Honorable Joe Gallo, County Court at Law No. 3  
Honorable Todd Little, Ellis County Judge

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**ELLIS COUNTY JUVENILE SERVICES DETENTION EDUCATION MEMORANDUM  
OF UNDERSTANDING WITH WAXAHACHIE INDEPENDENT SCHOOL DISTRICT  
FOR THE 2025-2026 SCHOOL YEAR**

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Pursuant to Texas Education Code §89.1801, subchapter HH (Commissioner's Rules Concerning Education in a Juvenile Residential Facility), and Texas Administrative Code §343.488 (Educational Program), the state of Texas, along with Federally implemented educational programs, require a free and appropriate education for all students, regardless of residential status.

It is against the preceding backdrop that the parties named herein, Ellis County Juvenile Services Detention and Waxahachie Independent School District, have reached an agreement as follows-

**WHEREAS,** the Ellis County Juvenile Board and the Waxahachie Independent School District Board desire the best educational outcomes for the at-risk juveniles who have been detained at the Ellis County Juvenile Services Detention Center in compliance with the Texas Education Agency (TEA) and the Texas Juvenile Justice Department (TJJD).

**WHEREAS,** the Ellis County Juvenile Board and the Waxahachie Independent School District Board desire to provide at-risk juveniles, whom have been detained at the Ellis County Juvenile Services Detention Center with a qualitative and quantitative level of intervention and educational services, appropriately designed to meet the educational needs of students, per the Texas Essential Knowledge and Skills (TEKS).

**WHEREAS,** the Ellis County Juvenile Board and the Waxahachie Independent School District Board desire to provide quality education to at-risk juveniles, detained at the Ellis County Juvenile Detention Center, in compliance with federal Individuals with Disabilities Act (IDEA), to meet accommodations and modifications when necessary to meet the individual educational goals.

**WHEREAS,** The parties to this agreement recognize the cooperative effort between the educational community and the juvenile justice system in achieving the primary goals of (1) responsibility mitigating at-risk factors; (2) deterring future juvenile delinquent conduct and criminal behavior; (3) improving essential life skills, to include goal-setting and career readiness (4) to improve personal responsibility, acceptance, self-discipline, and accountability.

**WHEREAS,** the parties dually seek to meet the educational needs, to include federal and state educational mandates, with a framework that provides strict compliance and reporting.

**NOW THEREFORE,** in service to the detained youth of Ellis county, and in compliance of Texas Education Agency §89.1801 and Texas Administrative Code §343.488, the Ellis County Juvenile Board and the Waxahachie Independent School District Board hereby agree as follows:

**1. Agreement & Parties to the Agreement**

This agreement shall be known as the Ellis County Juvenile Services Detention Center Memorandum of Understanding (MOU), and is hereby entered into by and between the Ellis County Juvenile Board (Board) and the Waxahachie Independent School District (WISD) Board.

## **Subject Matter of Agreement - Detention Center**

The Board, in cooperation with WISD, hereby establishes, provides and shall operate all and any educational aspects of juveniles detained at the Ellis County Juvenile Services Detention Center, in accordance with Texas Education Agency Chapter 37 and Chapter 89 and Texas Administrative Code 343.

Unless the context indicates otherwise, as used in this MOU, the term “day” means “school day” and the term “days” means “school days”.

### **2. Student Eligibility**

The Ellis County Detention Center will provide educational services to juveniles detained starting the 1st day after their initial detention hearing, in conjunction with enrollment services through WISD, per Texas Education Code §89.1801(b)(1).

### **3. Statutory Amendments**

In the event the statutory law is amended to add, delete, or otherwise modify the ground of education served to juveniles in a detention setting, then by operation of this provision all such amendments are deemed included within section 3 of this MOU.

### **4. Educational Procedural Requirements**

- A. All juveniles will be enrolled with the WISD immediately following the juveniles initial detention hearing, in collaboration with WISD Administration (PEIMS) and Ellis County Juvenile Services Detention Educational Compliance Liaison.
- B. All educational requirements will be pursuant to Texas Education Code §89.1801(e), aligned with educational requirements outlined in Texas Education Code §28.002, and the Texas Essential Knowledge and Skills (TEKS)
- C. Upon discharge from the Ellis County Juvenile Services Detention Center, the Ellis County Juvenile Services Detention Educational Compliance Liaison will collaborate with WISD, to ensure proper withdrawal, through the approved Texas Education Agency detention center withdrawal from.

**5. Attendance Reporting**

WISD will maintain enrollment of all juveniles who are detained at the Ellis County Juvenile Detention center subsequent to the juveniles pre-adjudication hearing. Upon enrollment, attendance will be reported weekly to WISD in collaboration with the Educational Compliance Liaison.

**6. Funding for Ellis County Detention Center**

- A. WISD will be the recipient of all Texas Education Agency funding. There will be no exchange of funds between Ellis County Juvenile Services and WISD.
- B. In the case of juvenile special populations, as defined in Section 10 of this MOU, WISD will be financial responsible for the provision of any related services determined necessary for such juveniles.

**7. Facilities, Staffing, and Daily Operations**

- A. Any and all educational aspects of Ellis County Detention Center will be operated and maintained by Ellis County, specifically the Ellis County Juvenile Services' facility located at 2272 FM 878, Waxahachie, TX, 75165.
- B. The facility must comply with all applicable federal, state, and county regulations, as well as Texas Juvenile Justice Department (TJJD) standards.
- C. The Ellis County Juvenile Detention Center will operate in accordance with §89.1801(g), with at least 7 hours per day, with a minimum of 5.5 secondary educational hours, and provide at least 180 days of instructional days per school year.
- D. The daily population of the Ellis County Detention Center will not exceed its current long-term capacity of 8 juveniles.
- E. Ellis County Juvenile Services licensed education staff, with paraprofessional collaboration, will be responsible for daily academic instruction of juveniles in the Ellis County Detention Center, per Texas Education Code §343.488 and §89.1801(e). Ellis County Juvenile Services teachers are licensed through Texas Education Agency (TEA) and are responsible for maintaining such licensing through continuing education, professional development, and TEA licensing requirements.

## **8. Curriculum**

As a part of the Ellis County Juvenile Detention Center curriculum, it is agreed that:

- A. The Ellis County Detention Center will provide curriculum pursuant to §89.1801(e)(1), stating each school district in a pre-adjudication secure detention facility or a post-adjudication secure correctional facility shall, at a minimum, provide students with the subjects and courses necessary to complete the minimum high school program, as specified in §74.62 of this title (relating to Minimum High School Program).
- B. The Ellis County Educational Compliance Liaison will communicate the juvenile's academic progress to both WISD and the juveniles parent/guardian. Such reporting will follow timelines for quarterly and semester grading, as established by the Juvenile Services academic calendar.
- C. All completed coursework will be accepted by WISD and any credit(s) earned by the student earned while detained at the Ellis County Juvenile Detention Center will be reflected on the juveniles high school transcript of record.

## **9. Special Populations**

- A. Special Education Services - the following provisions pertain to those juveniles who are eligible for Special Education Services.
  - a. Any juvenile who enters the Ellis County Juvenile Services Detention Center with Special Education Services, and has qualified by the Admission, Review, and Dismissal Committee (ARD), will be reviewed and adapted by WISD in compliance to meet federal Individuals with Disabilities Education Act (IDEA) guidelines.
  - b. The Ellis County Detention Center Educational Compliance Liaison, in collaboration with Ellis County Juvenile Services Special Education Staff, will be notified and invited to participate in all ARD facilitated meetings.
  - c. If a juvenile who is either eligible for, or receiving special education services, WISD will provide any related services as outlined in the IEP and/or BIP which are not available, or provided by, Ellis County Detention Center Special Education Staff.

- d. If the Ellis County Detention staff determines that a student who has not been previously qualified as a student eligible for special education, may be eligible for services, then the Ellis County Educational Compliance Liaison may refer the student to WISD for evaluation and determination of eligibility for special education.
- B. English as a Second Language Learners - juveniles identified as English as a Second Language (ESL) will be assisted by the Detention Center educational staff as follows:
- a. The Ellis County Detention Center will provide ESL Learners with the necessary services, instruction, and/or accommodations as recommended by the Language Proficiency Assessment Committee (LPAC). To the extent that the Detention Center Educational Staff is unable to provide such services, then WISD will continue to provide and pay for the related services recommended by LPAC which the Detention Center Educational Staff is unable to provide.
- C. Students with 504 Plans - The Ellis County Juvenile Detention Center special education staff will serve identified students who require a Section 504 plan to address a physical or mental impairment, by providing the necessary instruction, services, accommodations, and modifications as presented by the 504 Committee and the ARD paperwork. WISD will provide and pay for any related services which the Ellis County Detention Center education staff are unable to provide.

## **11. Assessment Testing**

- A. In compliance with §89.1801(d), all juveniles will receive a pre-assessment within 10 days of being detained. The Ellis County Juvenile Detention Center will administer the IOWA assessment, to determine basic skills in the area of reading and mathematics, in comparison to their same aged peers.
- B. Statewide Assessment Testing will be provided by WISD, within the allotted dates provided by Texas Education Agency. WISD will provide all required materials, supplies, and be actively monitoring juveniles, per TEA testing guidelines at the time of testing. However, in lieu of sending a WISD staff, WISD may choose to fully train an Ellis County Juvenile Services Staff to administer the STAAR testing. WISD will provide all testing materials, to include school issued chromebooks, for such tests.

## **12. Exit and Transition of Students**

- A. A process associated with juveniles exiting the Ellis County Juvenile Detention Center will include the following:
- a. A certified teacher assigned by the Ellis County Educational Compliance Liaison will review all work prior to the exit of the facility, and will communicate via grade report of the students current progress and academic grade.
  - b. The Ellis County Educational Compliance Liaison will have the TEA approved withdrawal form completed and forwarded to WISD within (1) business day of the juveniles release and/or withdrawal.
  - c. The Ellis County Educational Compliance Liaison will have all Educational Discharge Records to WISD Administration, the juvenile's parent/guardian, and/or the students new district of enrollment, within (3) business days.

## **13. Term of MOU**

The term of this MOU will be from August 1, 2025 through December 31, 2025, with the approvals of the Ellis County Juvenile Board, as well as the Waxahachie Independent School District (WISD) Board. Review and revisions will be completed annually.

## **14. Miscellaneous Provisions**

- A. This MOU may be amended at any time, only by a written agreement which has been approved by both parties, the Ellis County Board and the WISD Board, and signed respectively.
- B. In the event any provision, or provisions, contained in this MOU is/are held to be unenforceable, then this MOU shall be construed without such provision(s), and the remaining provisions shall continue in full force and effect. This MOU constitutes the complete, exclusive, and final agreement between the parties, and supersedes all oral or written proposals, prior written agreements, and/or other prior communications between the parties concerning the subject matter in this MOU.

## **15. Signatures**

This MOU is hereby approved and signed by the Ellis County Juvenile Board and the WISD Board. (See signature page that follows)

**ELLIS COUNTY JUVENILE BOARD**

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Judge William Wallace  
Chair, Juvenile Board  
378th District Court

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Date

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Chelsea Smith, Chief Director  
Ellis County Juvenile Services

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Date

**WAXAHACHIE INDEPENDENT SCHOOL DISTRICT**

Approved and signed on \_\_\_\_\_, 2025.

Board of Trustees President or Designee

\_\_\_\_\_  
(Signature of President/Designee)

\_\_\_\_\_  
(Printed Name of President/Designee)

Address:

\_\_\_\_\_  
\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** June 16, 2025 **Presented By:** Ryan Kahlden

**Subject:** 2025-2026 Meal Charge Policy **Related Page(s)** 1



**EXECUTIVE SUMMARY:**

The district is seeking approval of the proposed 2025-2026 meal charge policy for student meals. This policy is the same policy that is in place currently, just updating the dates to reflect applicability for the 2025-2026 school year.

**ATTACHMENTS:**

2025-2026 Meal Charge Policy

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
X	Priority #4	Financial Integrity

**RECOMMENDATION:**

Approve 2025-2026 meal charge policy as presented.

# Waxahachie ISD 2025-26 Charge Policy

- Students will be allowed to charge up to \$10.00 (menu meals only).
- All students over the charge limit of \$10.00 will be offered a sack lunch.
- Snacks or a la carte items will not be sold to students with a negative balance.
- WISD Student Nutrition will make every attempt to notify parents by phone, mail, and/or email, with student information available.
- All students are set up with a meal account and parents are encouraged to set up low balance notifications at [www.myschoolbucks.com](http://www.myschoolbucks.com).
- Prompt remediation of an insufficient account is expected and appreciated.
- **Payment plans** may be setup through WISD Student Nutrition, 972-923-4630.

## Lunch Applications

Your child may qualify to receive Free or Reduced-Price meal benefits.

Visit [www.myschoolapps.com](http://www.myschoolapps.com) to fill out your 2025-26 Free & Reduced-Price meal application online or [www.wisd.org](http://www.wisd.org) for a link or to print a paper application.

Applications are available at all campus locations, cafeterias, and Student Nutrition Services, 631 Solon Rd. Waxahachie, TX 75165.

### **A new application must be completed each school year.**

You may apply for meal benefits at any time during the school year.

The previous school year's meal benefit **expires 30 operating days** after the beginning of the new school year.

Charges made before an application for Free or Reduced-Price Meals is processed are the parent's responsibility and must be paid in a timely manner. Your child's meal benefit is not retroactive.

***Please call 972-923-4630 if you have any questions, need assistance with applications, or need help setting up a payment plan for your student's outstanding lunch charges.***

### **USDA Nondiscrimination Statement (English)**

*Assistance available in English and Spanish. Please call **877-TEX-MEAL (877-839-6325)** for help.*

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

#### **1. Mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**2. Fax: (833) 256-1665 or (202) 690-7442; or**

**3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).**

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This institution is an equal opportunity provider.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025      **Presented By:** Ryan Kahlden

**Subject:** 2025-2026 Meal Pricing      **Related Page(s)** 1



**EXECUTIVE SUMMARY:**

The district is seeking approval of the proposed 2025-2026 meal prices. All student and adult meal prices are proposed to stay the same as meal prices in the 2024-2025 school year.

**ATTACHMENTS:**

2025-2026 Meal prices

		<b>BOARD PRIORITY GOALS</b>
	<b>Priority #1</b>	<b>Student Growth</b>
	<b>Priority #2</b>	<b>Honor and Support Staff</b>
	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
X	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

Approve 2025-2026 meal prices as presented.

## Waxahachie ISD - Campus Meal Prices/Precios de las comidas del campus 2025-2026

	Breakfast Pricing	Lunch Pricing
	Breakfast/Desayuno	Lunch/Comida
Elementary & Pre-K	\$2.50	\$3.25
Junior High	\$2.50	\$3.50
High School	\$2.50	\$4.00
Adults	\$3.50	\$5.25

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Para todos los demás programas de asistencia de nutrición del FNS, agencias estatales o locales y sus subreceptores, deben publicar la siguiente Declaración de No Discriminación:

De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual puede obtenerse en línea en: <https://www.fns.usda.gov/sites/default/files/resource-files/usda-program-discrimination-complaint-form-spanish.pdf>, de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a USDA por:

- (1) correo: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- (2) fax: (833) 256-1665 o (202) 690-7442; o
- (3) correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Esta entidad es un proveedor que brinda igualdad de oportunidades.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025      **Presented By:** David Averett

**Subject:** UT Tyler-WISD Memorandum of Understanding      **Related Page(s)** MOU



**EXECUTIVE SUMMARY:**

The University of Texas at Tyler and Waxahachie ISD are continuing a partnership to provide eligible high school students with the opportunity to enroll in UT Tyler courses and receive simultaneous academic credit (dual credit) from UT Tyler and Waxahachie Global High School. Results of the dual credit/concurrent enrollment courses will be noted on transcripts from both institutions.

**ATTACHMENTS:**

MOU

BOARD PRIORITY GOALS		
X	<b>Priority #1</b>	<b>Student Growth</b>
	<b>Priority #2</b>	<b>Honor and Support Staff</b>
X	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

It is recommended that the Board approve the MOU between UT Tyler and Waxahachie ISD.

## **Memorandum of Understanding for UT Tyler Dual Credit Program the University of Texas at Tyler and Waxahachie Global High School**

The University of Texas at Tyler (UT Tyler) and Waxahachie Global High School are collaborating to provide eligible high school students with the opportunity to enroll in UT Tyler courses and receive simultaneous academic credit from the UT Tyler and Waxahachie Global High School. Results of the dual credit courses will be noted on transcripts from both institutions.

Students will be eligible to participate in dual credit courses if they meet state eligibility requirements (THECB Title 19, part 1, Chapter 4, Subchapter D, Rule 4.85) and the admission requirements of UT Tyler's dual credit program.

UT Tyler and Waxahachie Global High School are committed to ensuring the success of dual credit students by aligning our dual credit program with the following statewide goals.

1. UT Tyler and Waxahachie Global High School will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit. Examples of information shared and provided include:

- a) an inventory of the dual credit courses offered and their alignment with the UT Tyler general education undergraduate core and academic major requirements;
- b) tuition and fee schedules;
- c) documentation of how dual credit courses influence students' federal aid opportunities; and
- d) sample timelines to complete a baccalaureate degree with and without dual credit courses. UT Tyler will post documentation of materials on the UT Tyler website enabling easy access for Waxahachie Global High School administration, parents, and students. Waxahachie Global High School will share these resources with students and parents.

2. UT Tyler will provide dual credit students with supports for a successful transition to UT Tyler such as a Canvas course for students and parents, degree plan for the desired major, etc.

3. UT Tyler will provide dual credit students with services and supports to enhance their opportunities for successfully completing a course and make timely progress toward earning a baccalaureate degree. These services include [PASS tutoring](#), supplemental instruction, Upswing online tutoring, [academic advising](#), and [library resources](#). UT Tyler will work to ensure the quality and rigor of dual credit courses by working regularly with the dual credit teacher/facilitator, reviewing instruction provided by UT Tyler faculty and administrators, initiating consistent communication between UT Tyler faculty and Waxahachie Global High School administrators and instructors, seeking feedback from Waxahachie Global High School administrators, and utilizing student evaluations to ensure high quality levels for all students.

### **Courses**

UT Tyler and Waxahachie Global High School will grant simultaneous credit for the course(s) listed in Appendix A. Delivery methods for the dual credit courses are also outlined in Appendix A.

UT Tyler will ensure the courses offered to Waxahachie Global High School students are equivalent to other sections of courses with respect to the content, materials, instructional activity, contact time, standard of grading, and method/rigor of evaluation of student performance. The syllabi for the course

will be developed by UT Tyler faculty in the academic department/school and approved by the chairperson/director of the department/school.

### **Course Structure**

Online courses will be taught through a collaboration with a faculty member at UT Tyler and an instructor at Waxahachie Global High School. The UT Tyler faculty will serve as the official instructor of record and will provide the content of the course. The high school instructor will serve as a facilitator to deliver content and assist students with application and comprehension of material. The UT Tyler faculty or support staff and Waxahachie Global High School instructor will communicate regularly to ensure students are learning the course content. The course will be delivered via UT Tyler's Learning Management System (Canvas) and the students and Waxahachie Global High School instructor/facilitator will have access to the respective course shell.

If the Waxahachie Global High School teacher has been credentialed according to the requirements for The University of Texas at Tyler's standards, the dual credit course will be taught online or in a face-to-face setting. The credentialing requirements align with The Commission on Colleges of the Southern Association of Colleges and Schools requirements. The credentialed teacher will be required to assign and submit the student work and grading for all undergraduate general core curriculum assignments at the conclusion of each course.

### **Tuition and Fees**

Tuition and fees for the 2025-2026 academic year are waived for Waxahachie Global High School students. The Waxahachie Global High School are responsible for purchasing required textbooks. Students will be responsible for the fee when requesting an official transcript. Students should also be aware that UT Tyler does not provide transcripts if the student has a financial hold (owes money to the University).

### **Student Eligibility**

To be eligible for admission to the UT Tyler's dual credit program, an applicant must be a registered student at Waxahachie Global High School. As noted in Texas statute, a high school student is not limited to registering for a certain number of credit hours per semester and students in 9th, 10th, 11th, and 12th grades are eligible to participate upon completion of the application for admission and appropriate registration documents. However, students should understand that all courses taken may not apply to the degree plan for their intended major due to misalignment of course selection. In addition, students and their parents should understand that all dual credit courses count toward a student's lifetime allotment of federal financial aid. Students are required to apply and course(s) request list, official high school transcripts, and official scores on the Texas Success Initiative (TSI) and/or additional scores (ACT, SAT, STAAR, PSA in order to be eligible to enroll in courses. Students must meet college readiness standards in certain sections of the TSI depending on the course(s) in which they wish to enroll.

### **Minimum Enrollment**

UT Tyler reserves the right to request a minimum enrollment for each course depending on course demand and availability of UT Tyler faculty. Minimum enrollment requirements may differ among departments depending on staffing needs. Minimum enrollment requirements (if applicable) will be communicated to Waxahachie Global High School by July 15, 2025.

### **Application Process**

UT Tyler staff will work with the Waxahachie Global High School administration and school counselor to ensure all paperwork is accurate and completed in a timely fashion for students to engage in the required orientation and coursework. The deadline for submission of applications, transcripts, placement test scores, and registration forms is August 18, 2025 for the fall 2025 semester and December 19, 2025 for the spring 2026 semester.

### **Course Selection Process**

Waxahachie Global High School must work with the students and parents to determine appropriate courses. School counselors, parents, and each student should carefully use the dual credit course inventory information and degree plan information based upon the student's intended major provided by UT Tyler to ensure that the courses taken are appropriate for the student's academic and career goals. Waxahachie Global High School personnel must work with UT Tyler staff and advisors to determine that each student meets the prerequisites for the courses selected. Waxahachie Global High School should also make sure to discuss with the student and parent that the course is appropriate and aligns with the degree requirements for the student's desired major.

### **Student Services**

The dual credit courses will follow traditional university procedures in faculty selection, course content, course evaluation, transcription of credit, student grading, and student support services. Students will have access to online and on-campus academic resources available to traditional students at UT Tyler. These services include [PASS tutoring](#), supplemental instruction, Upswing online tutoring, [academic advising](#), and [library resources](#). Dual credit students are also held to the same university policies regarding academic integrity and behavior as traditional students.

### **Academic Policies**

Regular academic policies applicable to courses taught at UT Tyler must also apply to dual credit courses for Waxahachie Global High School students. Policies include the appeal process for disputed grades, drop policy, syllabus distribution, academic suspension/probation policies, and grade replacement policies. More information regarding UT Tyler academic policies can be found at <https://www.uttyler.edu/catalog/>

### **Dates and Deadlines**

Dual credit students must adhere to the dates and deadlines about application, registration, adding/dropping/withdrawing from courses, and assignments. Pertinent dates and deadlines will be provided on the course syllabus as required by policy. All dates and deadlines for the Academic Calendar can be found on the UT Tyler website at <https://www.uttyler.edu/academics/academic-calendar/> In addition, tuition due dates and refund policies follow the UT Tyler schedule each semester, which can be found at <https://www.uttyler.edu/catalog/tuition/>.

### **High School Instructor/Administrator Training**

All high school faculty acting as facilitators and/or instructor of record for UT Tyler dual credit must attend a required workshop on the UT Tyler campus in order to connect with UT Tyler faculty and receive current information pertaining to the successful operation of UT Tyler dual credit courses. This includes, but is not limited to, Canvas training, entering grades, managing rosters, and college advising. In addition, the high school instructor of record and/or facilitator must provide the content covered in course sections taught by UT Tyler faculty.

**Student Training**

All dual credit students must complete a Canvas course designed exclusively for dual credit students prior to starting any UT Tyler dual credit courses. This orientation will provide important information such as strategies for success as a college student, understanding important policies and procedures for UT Tyler students, navigating in Canvas, contacting your UT Tyler faculty member, understanding higher education vocabulary, offices on campus, resources, and more.

**Timeline for MOU**

This agreement shall remain valid for the 2025-2026 academic year or until one or both parties deem it necessary to terminate.

**AS SIGNED BY:**

**UNIVERSITY:**

**The University of Texas at Tyler  
Representative**

DocuSigned by:  
*Amir Mirmiran*  
Signature

Provost, VP Acad  
Title

4/22/2025  
Date

**CONTRACTOR:**

**Waxahachie Global High School  
Representative**

Signed by:  
*D. Bandt*  
Signature

Principal  
Title

4/22/2025  
Date

**Appendix A: Waxahachie Global High School Courses and Delivery methods:**

College Course	High School Equivalent Course	College Credit Hours	Tuition	Duration of Course	Delivery Method*
BIOL 1106	General Biology 1 Lab	1	\$0	Fall 2025	1
BIOL 1306	General Biology 1	3	\$0	Fall 2025	1
CHEM 1111	General Chemistry 1 Lab	1	\$0	Fall 2025	1
CHEM 1311	General Chemistry 1	3	\$0	Fall 2025	1
MATH 1314	College Algebra	3	\$0	Fall 2025	1
MATH 2413	Calculus I	4	\$0	Year-Long	1
MATH 1342	Statistics I	3	\$0	Fall 2025	1
MATH 2312	Precalculus	3	\$0	Fall 2025	1
PHYS 1301	College Physics I	3	\$0	Fall 2025	1
PHYS 1101	College Physics I Lab	1	\$0	Fall 2025	1
MATH 1314	College Algebra	3	\$0	Spring 2026	1
MATH 1342	Statistics I	3	\$0	Spring 2026	1
MATH 2312	Precalculus	3	\$0	Spring 2026	1
BIOL 1107	General Biology 2 Lab	1	\$0	Spring 2026	1
BIOL 1307	General Biology 2	3	\$0	Spring 2026	1
CHEM 1112	General Chemistry 2 Lab	1	\$0	Spring 2026	1
CHEM 1312	General Chemistry 2	3	\$0	Spring 2026	1
PHYS 1302	College Physics II	3	\$0	Spring 2026	1
PHYS 1102	College Physics II Lab	1	\$0	Spring 2026	1

**Delivery Methods**

1. **High School Campus (high school teacher):** A credentialed high school instructor teaches the course on the high school campus and serves as the Instructor of Record. These courses are only offered during Fall, Spring, or Year-Long terms.
2. **Online or Hybrid Dual Credit (UT Tyler faculty):** Online or hybrid dual credit course taught at the high school with UT Tyler faculty as instructor of record and high school teacher as facilitator/coach. This method also includes hybrid courses with online content and face-to-face requirements at either high school or college campus. These courses are offered in Fall, Spring, or Year-Long terms. Some courses could be available online during Summer terms.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025      **Presented By:** David Averett

**Subject:** Navarro College-Global ECHS MOU      **Related Page(s)** MOU



**EXECUTIVE SUMMARY:**

Navarro College and Waxahachie ISD are partnering to provide eligible Global high school students with the opportunity to enroll in Navarro College courses and receive simultaneous academic credit (dual credit) from Navarro College and Waxahachie ISD. Results of the dual credit/concurrent enrollment courses will be noted on transcripts from both institutions.

**ATTACHMENTS:**

MOU

BOARD PRIORITY GOALS		
X	<b>Priority #1</b>	<b>Student Growth</b>
	<b>Priority #2</b>	<b>Honor and Support Staff</b>
X	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

It is recommended that the Board approve the MOU between Navarro College and Waxahachie ISD.

## Memorandum of Understanding

Navarro College and the Waxahachie Independent School District

For 2025-2026 Waxahachie Global High School

This Memorandum of Understanding is hereby entered into by and between Navarro College, a political subdivision, (hereinafter called "the College" or NC), acting by and through its President; and the Independent School District, a Texas political subdivision (hereinafter called "the School District" or "the ECHS"), acting by and through its Superintendent.

### PREAMBLE

WHEREAS the parties of this Memorandum of Understanding desire to establish the agreement between the School District and Navarro College, the goal will be to provide dual enrollment for dual credit college courses for high school students, serving grades 9-12. Most of the student population of the School District will be composed of first-generation college students, low-income families, at-risk students, disadvantaged groups, students who may not have received the academic preparation necessary to meet for credit colleges entrance standards, students who are English language learners, and students for whom the cost of college is prohibitive. Potential students for the ECHS will be screened through an application process to determine motivation and commitment to the rigor of a precollege and college level curricula.

WHEREAS traditionally, Early College High Schools are small schools with enrollments between 400-500 or fewer students (100-125 students per grade cohort), which provide the students the opportunity to earn both a high school diploma and up to two years of transferable college credits (60) and/or a certificate or an associate's degree;

WHEREAS Early College High Schools prepare this population of high school students for successful career and educational futures through a full integration of high school, college, high demand/high skill career preparation, improve academic performance, and increase high school and college/university completion rates;

WHEREAS both the School District and NC are willing and able to participate in the facilitation of this program to benefit the students the program seeks to assist.

NOW, THEREFORE, in consideration of the covenants and conditions and provisions set forth herein, the parties hereto agree as follows:

### GOALS

GOAL 1: Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of ECHS, including enrollment and fee policies.

- Update the website at <https://www.navarrocollege.edu/admissions/dual-credit/> to include information regarding Early College High School benefits to students, such as cost, convenience, access, transfer of credit.
- Develop collaborative information sessions for students and parents at NC and the School District.

GOAL 2: ECHS programs will assist high school students in the successful transition to, and acceleration through, postsecondary education.

- Provide a summer bridge program for new and transitioning Early College High School (ECHS) students.
- Guide students from application through completion at NC through clear pathways, advising and career planning.

GOAL 3: All ECHS students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.

- Provide academic advising for all ECHS students after each student completes 15 hours of college credit.
- Provide face-to-face and/or online access to advising, disability services, and tutoring for ECHS students.

GOAL 4: The quality and rigor of ECHS courses will be sufficient to ensure student success in subsequent courses.

- Academic Advisory Committee: a committee comprised of NC faculty, deans, and department chairs will develop processes and procedures to ensure academic integrity of college courses, including content, instruction, and rigor.
- High School Accountability Committee: a committee comprised of school district designated representatives.

## STATEMENT OF GENERAL DUTIES AND OBLIGATIONS

- GOVERNANCE
  - TEXAS ADMINISTRATIVE CODE: Governance of the ECHS is provided in Texas Administrative Code (TAC), Title 19, Part 1, Chapter 4, Subchapter G. Additional laws governing Dual credit are found in Subchapter D.

Subchapter G: [Home - Rules & Meetings](#) and Subchapter D: [Home - Rules & Meetings](#)

- APPLICATION FOR ECHS: The ECHS established under this agreement is to be governed by state and federal laws and regulations, as well as School District and College policies requirements. The School District shall apply, at its sole discretion, to the Texas Education Agency for the establishment and continual approval of an Early College High School designation.  
Responsibilities of the College are subject to approval of the NC Leadership Team. Failure to apply or seek approval from the Texas Education Agency shall not be a breach of this Memorandum of Understanding (MOU).
- PRINCIPAL: The ECHS Principal will be appointed by the Superintendent of the School District and will be an employee of the School District. The School District will be responsible for payment of benefits, if any, to the administrator, and the administrator shall not be entitled to receive employee benefits from the College, including but not limited to, unemployment compensation, workers' compensation, health insurance and retirement benefits. The School District assumes full responsibility for workers' compensation insurance and for payment of all federal, state and local taxes or contributions, including, but not limited to, unemployment insurance, Medicare and income taxes with respect to the administrator. Should the school administrator position become vacant, the need to appoint a new administrator arises, following all School District Human Resources Policies, and Procedures, NC, upon approval by the School District, will have the opportunity to be represented on the administrator search committee and take part in the selection process. The School District agrees to assign the ECHS Principal as soon as a qualified candidate is identified and hired.
- This Agreement does not create a partnership or a joint venture between the parties hereto, nor does it authorize either party to serve as the legal representative or agent of the other. Neither party will have any right or authority to assume, create, or incur any liability or any obligation of any kind, expressed or implied, against or in the name of or on behalf of the other party.

LOCATION OF CLASSES

Navarro College - Waxahachie  
1900 John Arden Drive  
Waxahachie TX 75165

Waxahachie Global High School  
275 Indian Drive  
Waxahachie TX 75165

INSTRUCTIONAL CALENDAR:

- The instructional calendar of the ECHS will contain and reflect all of the College's major holidays and location closings. All ECHS students and faculty are required to follow the NC academic calendar and deadlines. The entire college-level course must be taught within the NC academic term.

## COURSES AND CURRICULUM

- **PROVISION OF ELIGIBLE COURSES:** The ECHS will provide all courses for high school only credit. The College will award transcript credit for dual credit courses that have been approved by NC and the ECHS, provided that courses shall be evaluated and approved through the College curriculum approval process and shall be taught at the college level. Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit courses.
- **COMPOSITION OF CLASS:** Dual credit courses may be comprised of ECHS and dual credit students only or of ECHS, dual credit and college credit students. Exceptions for a mixed class that combines college credit and high school credit-only students may be allowed only when the creation of a high school credit-only class is not financially viable for the high school and only under one of the following conditions outlined in the TAC, Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.85 listed below:
  - If the course involved is required for completion under the State Board of Education High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
  - If the high school credit-only students are College Board Advanced Placement students. (ACGM and WECM student learning outcomes for the College course will supersede additional content required for College Board advanced placement exams.)
  - If the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credits. (Please note that NC does not articulate credit. Therefore, all NC career and technical dual credit course sections are for dual credit only and may not be mixed with regular high school students.)
- **DEGREE PLAN:** The College will approve Associate of Arts, Associate of Science, and Associate of Applied Science degrees and Certificates in which ECHS students may enroll. Career planning and academic advising will guide students toward selection of a degree plan. Students must declare a major and receive advising after taking 9 hours of college credit.
- **COURSES OF STUDY AND CURRICULUM:** NC and the ECHS shall provide a rigorous course of study that enables a participating student to receive a high school diploma and complete the Texas Higher Education Coordinating Board's (THECB) core curriculum as defined by the Texas Administrative Code (TAC Sub. D, Rule 4.28), an applied associate degree, or an academic associate degree with a completed field of study curriculum.(Texas Education Code: 29.908). Selected courses must be from the declared and approved degree plan.
  - The ECHS will provide students with academic, social, and student support services in the high school course of study.
  - The ECHS is responsible for ensuring that state course requirements for high school graduation are fulfilled.
  - The ECHS will provide students access to instructional materials on or before the first class day according to the College academic calendar.
  - The College will provide students with academic and student support services for the college level course of study.

- o The College shall ensure that curricula offered for college credit and comparable courses offered by the College are equivalent with respect to the curriculum, materials, instructional activity, and method/rigor of evaluation of student performance. (TAC Sub. G, Rule 4.157) o The College will regularly update the ECHS counselor and principal regarding College curricular changes.
- COLLEGE COURSES:
    - o Dual credit courses under the governance and assessment of NC are college level classes in curricula, content, rigor, grading and weighting, and instruction during the college term, which may provide both college transcript credit and high school credit.
    - o Dual credit courses must follow the NC departments' established syllabi, as well as the grading/weighting of assignments, exams, labs, and projects to maintain the academic integrity and rigor of the college course.
    - o The School District may not impose additional curricular requirements on the college class or the instructor of record for the college course.
    - o Dual credit courses use the College's approved learning management system and gradebook. The gradebook must be kept up to date weekly for students to maintain awareness of status in the course.
    - o All evaluations and observations of NC College classes and dual credit professors must be completed by a NC department chair or faculty member designated by the department chair. School District evaluations taking place cannot change the college curriculum, rigor, grading, weighting, or pedagogy.
  - COURSE COMPLIANCE: Designated NC personnel will monitor the quality of instruction to assure compliance with the standards established by NC. Regardless of location, dual credit courses will be equivalent in all aspects. Syllabi, course outlines, and departmental requirements will be completed by the College as determined for courses that are offered for college credit. Coursework is expected to be college level and not include additional high school assignments or projects.
  - TRANSCRIPTION OF CREDIT: The College and the School District will transcript dual credit courses for both college credit and high school credit, respectively, immediately upon student completion of the performance required in each course and the professor entering grades by the submission deadline.
  - ADMINISTRATION OF STATEWIDE INSTRUMENTS AND COLLEGE ASSESSMENTS: The School District and ECHS shall comply with State Board of Education rules regarding administration of the assessment instruments as required by Subchapter B, Chapter 39 and shall adopt a policy that requires a student's performance on an end-of-course assessment instrument for a course listed in this subsection in which the student is enrolled when required by the state. In addition, The School District must administer the Texas Success Initiative (TSI) college placement exam beginning with (9th) graders to assess college readiness and to enable students to begin college courses based on their performance as soon as students are able to do so.

## FACULTY

- **PROVISION OF FACULTY:** The ECHS will provide and be responsible for the evaluation and assessment of instructors and staff for high school credit-only courses conducted at the ECHS. The College will credential, and where appropriate, provide instructors for all dual-credit courses, provided each class meets the minimum (16) and maximum allotments as indicated by NC standards. Internet classes without the minimum of sixteen students may be paired with an internet section from another NC section in order to provide the course and faculty. The ISD will be responsible for payment of the college course section(s), at the adjunct rate, comprised of (16) or more ECHS students, enrolled on an NC location, online, or if a non-embedded faculty member is sent to the ECHS.
- **HIRING AND SELECTION OF FACULTY:** The College shall select and/or approve instructors of all college-level curricula offered for college credit in an ECHS. These instructors must be regularly employed faculty members of the College or meet the same standards indicated in the NC Board Policy Manual (OBA-Regulation). All college-level faculty must complete the hiring process at NC in addition to being hired by the School District. A criminal background check must be provided for all professors as required by Texas Government Code Chapter 411. (TAC, Title 19, Part 1, Ch. 4, Subchapter G, 4.156) TRS benefits for full-time faculty will be provided by the full-time employment institution.
- **SUPERVISION AND EVALUATION OF FACULTY:** The School District will provide, and will be responsible for, the evaluation, assessment, and approval of teachers and staff for high school credit-only courses. The College shall supervise and evaluate instructors of college-level curricula offered for college credit using the same or comparable procedures used for faculty at all College locations. (TAC, Title 19, Part 1, Ch. 4, Subchapter G, 4.156)
- **GOVERNANCE:** Faculty of the College are responsible to the College. Faculty of the School District are responsible to both the College and the School District as follows:
  - The College governs the curriculum, content, rigor, textbook, resources, grading/weighting, instruction, and evaluation of college-level teaching.
  - The School District governs all non-academic and School District aspects of employment.
  - Faculty of college credit courses are required to follow the departmentally established syllabi, timelines, and weighting of course assignments/ testing/labs to maintain the integrity of college courses. Dual credit and ECHS faculty must attend College department meetings as required by the Department Chair.
- **HUMAN RESOURCES:** The School District will collaborate with the College to ensure that all School District faculty applying to teach dual credit courses meet the credential requirements as stated in the College's Board Policy Manual (OBA-Regulation). The School District is required to agree to full information sharing in the event of an investigation of a personnel matter regarding dual credit faculty.

- o Academic complaints or grievances against any dual credit faculty member should follow the NC Grievance Policy in the NC Board Policy Manual (FLDBRegulation).
  - o Complaints or concerns against or proposed removals of dual credit faculty teaching a College course are required to be reported to the Director of School District Partnerships, as well as, the appropriate Department Chair, Dean, and the College's Office of Human Resources to the attention of Human Resources Assistant Director of Employee Relations and Compliance for investigation (DLRegulation).
  - o The School District will comply with Title IX of the Education Amendments 1972 regulations as stated in the College's Board Policy, Freedom from Discrimination, Harassment, Retaliation and Sexual Misconduct and the School District Title IX policy in resolving complaints.
  - o The College and the School District will work collaboratively and timely to share all information necessary in the event of an investigation of a personnel matter.
  - o Reassignment of dual credit faculty for dual credit courses currently being offered should not impede the progress of the course and should occur only under extreme circumstances. As the credit granting authority of the college course, NC retains the right to approve, reassign, and/or end association with credentialed faculty teaching its courses.
  - o Any termination or suspension of employment with the School District will automatically cause termination or suspension from the College.
  - o NC reserves the right to end association with any dual credit professor employed by the School District who refuses to abide by NC departmental and College standards, who continues to exhibit poor performance, receives poor evaluations, and/or violates NC Board Policy, processes and/or procedures.
  - o NC acknowledges and understands that nothing in this MOU is intended to give NC any authority to employ or release any employee of the School District from the School District, and that any decisions regarding the employment of School District employees may only be made by, and are at the sole discretion of the School District.
- **PROFESSIONAL DEVELOPMENT FOR ECHS FACULTY:** The ECHS and NC shall provide opportunities for dual credit faculty and higher education faculty to collaborate through planning, teaching, and professional development. The ECHS will, provide common planning time for dual credit instructional faculty and other appropriate staff, including school leaders and, when possible, higher education faculty. The college requires all dual credit faculty to complete professional development requirements of adjunct faculty in compliance with Board Policy (DK-Regulation). Additionally, dual credit faculty employed by the School District may be provided by NC.
    - o A full-time NC faculty mentor to assist with College procedures and standards.
    - o Annual professional development sessions.

- RESPONSIBILITIES OF FACULTY: All full-time, adjunct, dual credit and ECHS faculty must follow the job description and requirements of NC faculty as designated in NC Board Policy and as found in the Addendums of this MOU, including, but not limited to the following aspects:
  - ENROLLMENT REPORTING, VERIFICATION AND ATTENDANCE: All full-time, adjunct, dual credit faculty are required to report enrollment according to the NC Academic Calendar deadline. Enrollment reporting completes verification of rosters for the College. Only students on the College roster will receive college credit for the course. Faculty must verify rosters between the High School and the College. Dual credit faculty must keep accurate records of attendance, including last date of attendance for students who receive a grade of F.
  - GRADEBOOKS: Faculty are required to maintain college credit grades in the current gradebook system of the College. Faculty are required to complete NC's online or face-to-face gradebook training before classes begin. All full-time and adjunct faculty are required to maintain accurate grades using the grading rubric set by the specific NC department. Faculty are required to deliver final grades according to the NC Academic Calendar.
  - GRADE REPORTING: All full-time, adjunct, and dual credit faculty are required to report final semester grades according to the NC Academic Calendar. Faculty are not required by the College to report 6-week or 9-week grades. Faculty must maintain letter and numeric grading for the College and the ECHS, respectively. The only official grades currently assigned at NC are mid-term and final course number grades. NC does not assign progress grades to our college students. All course-grading conventions are stipulated in each instructor's course syllabus. Students are responsible for managing their status in their college course(s) and for reporting progress to their high school officials. Students may obtain their current grade or course grade by the gradebook method outlined in their course syllabi. Grades provided by students should only be used as an academic check for intervention purposes and to monitor student success. As always, faculty report academic or behavioral concerns through NC's Care Report system as appropriate.
  - ASSESSMENT REPORTING: Faculty are required to administer and evaluate student assessment materials, both general education and department level, as well as collect and report data to the respective Department Chair.
  - SICK LEAVE: Faculty requiring absence due to illness should prepare a college-level assignment/project for students to complete in place of a face-to-face class. The assignment should be equivalent in length to a traditional class time. In the event that an extended administrative/FMLA/sick leave of more than 3 days or cumulative absences that extend more than 3 days over a semester involves a SCHOOL DISTRICT employee/NC adjunct, it is

the responsibility of the School District to inform the appropriate Department Chair or Dean within 24 hours.

- **GRADING PERIODS AND POLICIES:** Semester grades and grading policies are outlined in each professor's course syllabus and posted in the online learning management system, as well as on the College website. ECHS students will be informed by the course instructor regarding academic progress/grade status prior to the last day to Drop/Withdraw deadline at the College. Students should speak with the course instructor, request support services, including tutoring, prior to withdrawal from the college course. ECHS students struggling to maintain a passing grade should weigh the pros and cons of withdrawing from the class. Withdrawal from the college course does not result in a withdrawal from the high school course or ECHS. ECHS personnel are responsible for advising ECHS students concerning academic progress in the high school component of the program. The School District may request a grade report from students, if necessary.
- **FINAL GRADE REPORTS:** All grade reports for students will be produced and disseminated electronically through the student portal of NC following the end of NC's academic semester. Semester and cumulative GPAs will be reflected on grade reports. All transcript corrections are updated prior to the next grade reporting period. It is the responsibility of the College Registrar to ensure that all applicable security and confidentiality requirements for the reporting and posting of grades and the maintenance of transcripts are met. Grade reports to the School Districts will occur within one week of the end of the semester.
- **WEIGHTING, GPA, AND ACADEMIC STANDING:** The ECHS shall follow School District policy as to the weighting system of college grades for the ECHS student's final high school grade point average (GPA). ECHS students are expected to meet academic standards for coursework completed through NC as defined in the College's Academic Catalog.
- **GRADING METRIC:** NC utilizes the following grading policy, and provides final grades to the School District. Faculty will maintain letter and numeric grades for use by the College and the ECHS, respectively.

Grade	Interpretation	Grade points Per Semester hour
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Minimum Passing	1.0
F	Failing	0.0
I	Incomplete	Not Computed
W	Withdrawal	Not computed

- **UIL ELIGIBILITY:** As the College does not provide six (6) week or nine (9) week grades, the College recommends that the high school review the UIL and TEA rules regarding eligibility of students enrolled in dual credit courses.

## STUDENT ENROLLMENT REQUIREMENTS AND ACADEMIC POLICIES

- **STUDENT ELIGIBILITY:** Students accepted to the ECHS are eligible to participate in dual credit courses within their declared major upon meeting the eligibility requirements as listed in Texas Administrative Code Title 19, Part 1, Chapter 4, Subchapter D, § 4.85.
- **ENROLLMENT PROCESS:** The College will assist with enrollment for all ECHS students eligible for dual credit courses. ECHS students must follow the College's Admissions, Advising, and Registration requirements as stated in the College Catalog found on the NC website.
- **CONTINUED ENROLLMENT:** Enrollment in dual credit courses is contingent upon the following:
  - An ECHS student will maintain academic standards for coursework completed through NC.
  - If a student's academic standards placing them on Academic Probation or Suspension, the student will be required to meet with the appropriate academic dean for approval to register for the upcoming term.
  - An ECHS student who has failed a course will be allowed to have one repeat of the course with tuition and fees waived by NC. Any attempts after the first repeat of the course, the student will assume the financial responsibility for the tuition and fees of the course(s) retaking.
  - An ECHS student who is indebted to NC for any reason will not be allowed to register until all financial obligations due to the College are cleared.
- **COURSE OFFERINGS:** The ECHS administrator's office and counseling center, working with the College's Early College High School Programs and Service Office, will maintain a schedule of courses that will be offered to every cohort class for planning and advising and will share information regarding student enrollment.
- **STUDENT ATTENDANCE POLICIES:** ECHS students will be required to maintain regular and punctual attendance in class and laboratories to meet the required number of contact hours per semester. Therefore, absences, dismissal of classes, and early release (except in emergency or inclement weather or when related to state-mandated assessments), are in violation of the contract between the ECHS, the College and the Texas Higher Education Coordinating Board (THECB). Students absent from NC classes due to competitive athletic events and/or competitive academic extracurricular high school activities abide by the same policies as all other NC students in giving prior notice to the professor and submitting or completing assignments before the absence.  
<https://navarrocollege.edu/handbook/>

- STUDENT CONDUCT: ECHS students will be required to adhere to the regulations of the College regarding facilities and equipment usage, NC and School District codes of conduct and policies, and are subject to appropriate action taken by the School District and the College.  
<https://navarrocollege.edu/handbook/>
- STUDENT COMPLAINTS: Student grievance or complaint procedures for handling student complaints, regarding the college course, are applicable to all students including those enrolled in ECHS courses. Early College students with complaints shall follow the procedures as stated in the Student Grievance or Complaint Procedures as published in the College Student Handbook.  
<https://navarrocollege.edu/handbook/table-of-contents/administrative-policy-and-collegecredit-policy/student-grievance-procedures/>
- WITHDRAWAL FROM ECHS: Students withdrawing at any time during a semester from the ECHS will be dropped from all college courses.

### STUDENT SUPPORT, TEXTS AND RESOURCES

- SERVICES FOR STUDENTS: Specific services, programs, and activities that may be used by dual credit students include the following: Academic Advising, Navarro College Applications, Alerts and the Immediate Notification System, Career Planning, Computer Lab Center/Technical Assistance Center, Computers and Information Technology Service Desk, NC Student Portal, Distance Education (Online Degrees Website, Testing, Surveys, Calling Online Students), Google Apps, Student Support Services (Counseling, Disability Services, Tutoring, Testing Services, University Transfer Center, Library/Learning Resource Center), and Student Programs and Activities (Athletic Events, Clubs/Organizations and Honor Societies).
- ACADEMIC ADVISING: The College and School District shall offer comprehensive college advising services for all dual credit and ECHS students consisting of group advising using NC Student Planning, face-to-face or online advising with the College's ECHS advisor. Academic advising for each student includes interpretation of test scores, selection of a major field of study, development of an educational plan, selection of courses and confirmation of final coursework.
  - The College will provide academic and workforce advising consistent with the policies of the Office of Academic Advising.  
<https://navarrocollege.edu/handbook/?s=Academic+Advising>
  - The School District will provide information to NC to verify student eligibility to enroll in dual credit courses.
- DISABILITY SERVICES: The College and the School District will adhere to the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 {ADA}, and the ADA Amendments Act of 2008. Accommodations for a dual credit student will be reviewed after the student has requested accommodations through his/her Apache Access {Student Life, Support Services, Request Accommodations) then meets with the Director of Disability Services or College designee may coordinate class accommodations with the College faculty pending the outcome of discussing the request and needs with the student.  
<https://www.navarrocollege.edu/supportservices/disability-services/>

- TUTORING: The College provides free tutoring to all NC students in a face-to-face and online format. All tutors have been trained and are eager to help students succeed in college.  
<https://www.navarrocollege.edu/support-services/learning-commons/>

### BOOKS, DIGITAL RESOURCES AND SUPPLEMENTAL MATERIALS

The School District must provide all textbooks (printed or digital resources), lab equipment, required workforce equipment, software, materials and supplemental materials needed for ECHS students taking dual credit courses and regular college courses on or before the first-class day. The College approves and updates textbooks as indicated in NC Board Policy. The following procedures must be strictly observed:

- o The College Office of School District Partnerships must provide the School District a list of approved textbooks, digital resources, and supplemental materials for the following academic year by May 1.
- o Students attending classes on a College location or via internet must have the current text and materials as required for all NC students enrolled in the course.
- o Textbooks and materials purchased by the ECHS for college courses on the ECHS campus may be used for a period of up to three (3) years from the date of purchase if bought in the first year of the approved cycle. If the text is not purchased in the first year of the three-year cycle, the textbook will be approved for the remaining years of the cycle.

### FACILITIES AND TEACHING ENVIRONMENT

Early College courses included in this Memorandum will be taught on the School District's campus, an NC location, or by distance education. For Early College courses taught exclusively to high school students on the high school campus, and for Early College courses taught electronically, NC shall comply with applicable rules and procedures for offering courses at a distance as related to Approval of Distance Education Courses and Programs for Public Institutions and Approval of Off-Campus and Self-Supporting Courses and Programs for Public Institutions.

- ECHS FACILITIES: The School District will work with the College to ensure that the School District's facilities meet the expectations and criteria required for college classes and are appropriate for college-level instruction that includes the following:
  - o The School District will ensure that College faculty and ECHS students have appropriate access to all available instructional resources and essential technology;
  - o The School District shall permit access to the College's electronic learning resources when the course is taught at the School District; and
  - o The School District shall meet the required safety standards and have material/equipment that comply with College science or workforce program requirements.

- TEACHING ENVIRONMENTS: The School District will ensure that the classroom environment is conducive to college-level learning by:
  - Designating a classroom for the college dual credit classes;
  - Assuring no interruptions take place in the College dual credit class while in session, such as removing students for high school activities or making announcements except for emergencies.
  - Meeting each course for the appropriate number of college contact hours.

FUNDING, COSTS, TRANSPORTATION, SAFETY

- FUNDING AND AVERAGE DAILY ATTENDANCE (ADA): The ECHS shall generate ADA funds for the School District from the attendance of students, which will be used to provide funding for the operations and expenditures of the high school as authorized by the Texas Education Code.
- TUITION AND FEES: The College waives all student tuition and course fees of NC college courses for ECHS students. The College does not waive tuition and fees for courses that have already been successfully completed (repeat courses}.
- FOOD SERVICE: The School District will provide meals for all students and staff as appropriate under State and Federal Law and School District rules and procedures. The School District may purchase food on college visit days from NC's Food Services Department.
- SAFETY: If any high school student, professor, or administrator should experience an accident or sudden illness while on the premises of the College, the response to such incidents will be based upon the guidelines and operational procedures of the School District and the regulations of the College as well as any other agreements between the two entities.

CONFIDENTIALITY, STUDENT RECORDS AND DATA SHARING

- FERPA: In accordance with the Family Education Rights and Privacy Act {FERPA) (20 U.S.C.§1232g) and School District Board Policy series FL, all records relating to students which are generated or maintained by either party shall be considered educational records in accordance with applicable laws and policies. All parties shall maintain the confidentiality of these records, and all education records, in accordance with all applicable state, federal and local laws and regulations, including FERPA and School District Board Policy series FL. FERPA allows protected student data to be exchanged between the College and School District for students that are dually enrolled without the consent of either the parents or the student under §99.34. If the student is under 18, the parents still retain the right under FERPA to inspect and review and education records maintained by the School District, including records that the College disclosed. The College and the School District are expected to meet FERPA requirements to maintain the privacy of student data.

- CONFIDENTIALITY AND SAFEGUARDING OF NC RECORDS:** Under this agreement the School District may: (1) create, (2) receive from or on behalf of NC, or (3) have access to, records or record systems (collectively, "NC Records"). Among other things, NC records may contain Social Security Numbers or data protected or made confidential or sensitive by applicable laws, including the Gramm-Leach-Bliley Act {Public Law No: 106-102), the Texas Identity Theft Enforcement and Protection Act {ITEPA), and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g (FERPA). If NC records are subject to FERPA, 1) NC will designate the School District as a NC official with a legitimate educational interest in NC records, and (2) the School District will acknowledge that its improper disclosure or re-disclosure of personally identifiable information from NC records will result in the School District's exclusion from eligibility to contract with NC for at least five (5) years. The School District represents, warrants, and agrees that it will: (1) hold NC records in strict confidence and will not use or disclose NC records except as {a) permitted or required by this Memorandum of Understanding (MOU), {b) required by applicable laws, or {c) otherwise authorized by NC in writing; (2) safeguard NC records according to reasonable administrative, physical and technical standards (such as standards established by (i) the National Institute of Standards and Technology and (ii) the Center for Internet Security, as well as the Payment Card Industry Data Security Standards) that are no less rigorous than the standards by which the School District protects its own confidential information; (3) continually monitor its operations and take any action necessary to assure that NC records are safeguarded and the confidentiality of NC records is maintained in accordance with all applicable laws, including FERPA, ITEPA and the Gramm-Leach Bliley Act, and the terms of this Agreement; and (4) comply with NC's rules, policies, and procedures regarding access to and use of NC's computer systems. At the request of NC, the School District agrees to provide NC with a written summary of the procedures used to safeguard and maintain the confidentiality of NC records.
- PUBLIC INFORMATION:** NC strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information under the Texas Public Information Act, Chapter 552, Texas Government Code.
- NOTICE OF IMPERMISSIBLE USE:** If an impermissible use or disclosure of any NC records occurs, the School District will provide written notice to NC within one (1) business day after the School District's discovery of that use or disclosure. The School District will promptly provide NC with all information requested by NC regarding the impermissible use or disclosure.
- RETURN OF NC RECORDS:** The School District agrees that within thirty (30) days after the expiration or termination of this Memorandum of Understanding for any reason, all NC records created or received from or on behalf of NC, will be (1) returned to NC, with no copies retained by School District; or (2) if return is not feasible, records will be destroyed. Twenty (20) days before destruction of any NC records, the contractor will provide NC with written notice of the School District's intent to destroy NC records. Within five (5) days after destruction, the School District will confirm to NC in writing of the destruction of NC records. Any such destruction will be done in compliance with the requirements of ITEPA or the Gramm-Leach Bliley Act.

- **DATA AGREEMENT:** The School District and NC agree to collect data associated with Early College as required for reporting purposes and to share the data with the appropriate agencies, or as needed for internal purposes for use by either entity. In addition, the School District and NC agree to share any data required for the successful completion of the Early College students' graduation plans. When applicable, NC's Institutional Review Board (IRS) will be conferred with when requesting and sharing data.
- **PROVISION OF DATA:** The School District and NC will collect, review, and share via secure method the following aggregated/disaggregated data: number of credit hours taken and earned; number of credit hours dropped; GPAs; state assessment results; SAT/ACT, PSAT, CLEP, and TSI readiness by grade level; qualifications of the ECHS staff; location(s) where courses are taught, final semester grades; and any other data needed to provide appropriate services for the student's education. Provisions for implementing program improvements will be based on the collection, review, and sharing of the following data: NC's data; the School District's data; articulation of high school students in four-year colleges/universities and level of entry and enrollment/retention rates; and leaver codes and attrition rates, by grade level.
- **POINTS OF CONTACT:** The School District will provide the College with a District-level point of contact, as well as a campus-level point of contact. NC's Director of School District Partnerships will be the primary point of contact for all ECHS data collection for the College.
- **STUDENT GRADES:** The NC Registrar will be responsible for collection and sharing of all student grades.
- **SURVEYS:** When selected, the School District's ECHS students enrolled in dual credit courses will participate in instructional success and faculty satisfaction surveys and other local or national surveys administered to the School District's students.
- **COLLEGE RECORDS AUTHORIZATION:** A student may authorize the parent(s) to view and discuss his or her grades, attendance, and other necessary information; the parent(s) will be allowed to confer with NC faculty, administration, and employees. This authorization release is accepted with submission of the Student/Parent Consent form on the NC website. In accordance with the Family Education Rights and Privacy Act (FERPA) (20 U.S.C. §1232g) and School District Board Policy series FL, all records relating to students which are generated or maintained by either party shall be considered educational records in accordance with applicable laws and policies. All parties shall maintain the confidentiality of these and all education records in accordance with all applicable state, federal and local laws, and regulations, including FERPA and School District Board Policy series FL.
- **STUDENT DIRECTORY INFORMATION:** Upon enrolling in a dual credit course, the ECHS student's information will become part of the College's student directory information and subject to the

Texas Public Information Act. Students will be able to designate release of directory information at both the College and ECHS. Collecting and sharing data between the College, ECHS and the School District will follow College and the School District procedures and policies to provide support for decision making processes.

#### STATEMENT OF GENERAL TERMS AND CONDITIONS

- **SUSTAINABILITY:** The School District and NC will develop a plan for yearly evaluation of the ECHS program that will include, but is not limited to, attendance and retention rates, GPA of high school credit only courses and college courses, satisfactory progress in college courses, adequate progress toward the college-readiness of the students in the program, articulation of high school students into four year colleges and universities, attrition rates by grade level and student participation in activities at the College.
- **DISCONTINUATION OF ECHS OPERATION:** Should the School District or the College elect to discontinue the operation of the ECHS, the provision for serving the students will include the following:
  - The ECHS may discontinue operation at the end of the school year in which only 9th grade and 10th grade cohorts are enrolled. ECHS students in the 9th and 10th grade will be received by the School District.
  - An ECHS with 11th grade and 12th grade cohorts must continue operation through those cohorts' scheduled graduation from the ECHS but may elect not to enroll any additional students in the ECHS, unless such students would be added to already existing cohorts within the ECHS. While in the process of discontinuing operation, the ECHS must continue to meet all applicable standards and regulations as mandated by the Texas Education Agency (TEA).
- **AMENDMENT:** The parties to this MOU acknowledge that it may be necessary to amend and/or modify this MOU from time to time to address additional concerns or issues that arise as the program progresses. However, no amendment, modification, or alteration of the terms of this MOU shall be binding unless the same is in writing, dated subsequent to the date hereof and duly executed by an authorized representative of the parties hereto.
- **TERM, RENEWAL AND TERMINATION OF AGREEMENT:** This MOU, for the operation of SCHOOL DISTRICT Early College High School will be in effect, pending continued approval and reaffirmation by TEA. This Agreement will be reviewed on an annual basis. During any fiscal year, the College and/or the School District reserves the right to terminate this MOU upon service of written notice to the other party no later than the first business day in November. If notice of termination is given, the contract will terminate at the end of the fall semester in that fiscal year during which the terminating party gives the other such written notice and after the provisions for serving students through the discontinuation process of the School District ECHS, as outlined in this MOU, have been fulfilled.

- **SEVERABILITY:** If any clause or provision of this Memorandum of Understanding is determined to be illegal, invalid, or unenforceable under present or future laws effective during the term of this agreement, including any renewals, then in the event it is the intent of the parties hereto that the remainder of this agreement shall not be affected thereby, and it is also the intent of the parties to this agreement that in lieu of each clause or provision of this agreement that is illegal, invalid or unenforceable, there be added as part of this agreement a clause or provision as similar in terms to such illegal, invalid or unenforceable clause or provision as may be possible and be legal, valid and enforceable.
- **NON-DISCRIMINATION:** Any discrimination by either party or their agents or employees on account of race, color, sex, age, religion, disability, or national origin in relation to the performance of any obligations or duties under this Memorandum of Understanding is prohibited.
- **NOTICES:** Notices to the parties hereto required or appropriate under this agreement shall be deemed sufficient if in writing and mailed, registered, or certified mail, postage prepaid, addressed to:

Waxahachie Global High School  
 Ms. Becky McCutchen, Superintendent  
 411 N. Gibson Street  
 Waxahachie, TX 75165

Navarro College  
 Dr. Kevin Fegan, District President  
 3200 W. 7<sup>th</sup> Ave.  
 Corsicana, TX 75110

- **TEXAS LAW TO APPLY:** This MOU shall be construed under and in accordance with the laws of the State of Texas. Exclusive venue for any action arising from this Agreement will lie in the state courts located in Ellis County, Texas. NC agrees that it will not file any lawsuit against the School District without first having exhausted the complaint procedure.
- **FORCE MAJEURE:** Neither party to this agreement shall be required to perform any term, condition, or covenant in this agreement so long as performance is delayed or prevented by force majeure, which shall mean acts of God, strikes, lockouts, material or labor restrictions by a governmental authority, civil riots, floods, and any other cause not reasonably within the control of either party to this agreement and which by the exercise of due diligence such party is unable, wholly or in part, to prevent or overcome. If by reason or force majeure, either party is prevented from full performance of its obligations under this agreement, written notice shall be provided to the other party within three days.
- **CAPTIONS:** The captions contained in this agreement are for convenience of reference only and in no way limit or enlarge the terms and conditions of this agreement.
- **AUTHORITY:** The signers of this agreement hereby represent and warrant that they have authority to execute this agreement on behalf of each of their respective entities.
- **COMMITMENT OF CURRENT REVENUES ONLY (NO APPROPRIATION):** In the event that during any term hereof, the governing body of any party anticipates not appropriating, or does not appropriate, sufficient funds earmarked to meet the obligations of such party for a succeeding

fiscal year, the non-appropriating party covenants to give written notice of non-appropriation to the other party. Such notice shall entitle both parties to terminate the agreement for the subsequent fiscal year beginning September 1<sup>st</sup>. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of each party hereto pursuant to the provisions of the Tex. Loc. Govt. Code Ann. §271.903.

- INDEMNIFICATION: TO THE FULLEST EXTENT PERMITTED BY LAW, BOTH PARTIES WILL AND DO HEREBY AGREE TO INDEMNIFY, PROTECT, DEFEND WITH RESPECTIVE COUNSEL, AND HOLD HARMLESS THEIR RESPECTIVE AFFILIATED ENTERPRISES, BOARD OF TRUSTEES, OFFICERS, DIRECTORS, ATTORNEYS, EMPLOYEES, REPRESENTATIVES AND AGENTS (COLLECTIVELY "INDEMNITEES") FROM AND AGAINST ALL DAMAGES, LOSSES, LIENS, CAUSES OF ACTION, SUITS, JUDGMENTS, EXPENSES, AND OTHER CLAIMS OF ANY NATURE, KIND, OR DESCRIPTION, INCLUDING REASONABLE ATTORNEYS' FEES AND COSTS INCURRED INVESTIGATING, DEFENDING OR SETTLING ANY OF THE FOREGOING (COLLECTIVELY "CLAIMS") BY ANY PERSON OR ENTITY, ARISING OUT OF, CAUSED BY, OR RESULTING FROM EITHER PARTY'S PERFORMANCE UNDER OR BREACH OF THIS AGREEMENT AND THAT ARE CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT, NEGLIGENT OMISSION OR WILLFUL MISCONDUCT OF EITHER PARTY, ANYONE DIRECTLY EMPLOYED BY EITHER PARTY OR ANYONE FOR WHOSE ACTS AS EITHER PARTY MAY BE LIABLE. THE PROVISIONS OF THIS SECTION WILL NOT BE CONSTRUED TO ELIMINATE OR REDUCE ANY OTHER INDEMNIFICATION OR RIGHT WHICH ANY INDEMNITV HAS BY LAW OR EQUITY.
- VENUE; GOVERN ING LAW: Ellis County, Waxahachie, Texas, will be the proper place of venue for suit on or in respect to this Agreement. This Agreement and all of the rights and obligations of the parties and all of the terms and conditions will be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of Texas
- COMPLIANCE WITH LAW: The School District is aware of, fully informed about, and in full compliance with its obligations under all applicable, federal, state and local laws, regulations, codes, ordinances, and orders with those of any other body or authority having jurisdiction ("Applicable Laws"), including Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000(D)), Executive Order 11246, as amended (41 CFR 60-1 and 60-2), Vietnam Era Veterans

Readjustment Act of 1974, as amended (41 CFR 60-250), Rehabilitation Act of 1973, as amended (41 CFR 60-741), Age Discrimination Act of 1975 (42 USC 6101 et seq.), Non-segregated Facilities

(41 CFR 60-1), Fair Labor Standards Act of 1938, Sections 6, 7, and 12, as amended, Immigration

Reform and Control Act of 1986, Utilization of Small Business Concerns and Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals (PL 95507), Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), Civil Rights Act of 1991,

Occupational Safety and Health Act of 1970, as amended (PL 91-596), Immigration and Nationality Act (8 United States Code 1324a), and all other applicable laws. The School District represents and warrants that neither the School District nor any firm, corporation or institution represented by the School District, nor anyone acting for that firm, corporation or institution, (1) has violated the antitrust laws of the State of Texas, Chapter 15, Texas Business and Commerce Code, or Federal antitrust laws, or (2) has communicated directly or indirectly the content of the School District's response to NC's procurement solicitation to any competitor or any other person engaged in a similar line of business during the procurement process for this Agreement.

- TOBACCO FREE POLICY: NC provides a friendly, tobacco-free environment at all of its sites and satellite facilities.
  
- WEAPONS POLICY: Texas Penal Code 46.03 Places Weapons Prohibited and Penal Code 46.035 Unlawful Carrying of a Handgun by License Holder identify premises where handguns are not permitted by Texas Statutes.
  - A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club or prohibited weapon listed in Section 46.05 (a) on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or education institution is being conducted or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private.
  - A license holder is prohibited from carrying a concealed handgun on any Navarro College premises were prohibited by law and were prohibited by NC policy.
  
- LIMITATIONS: THE PARTIES ARE AWARE THAT THERE ARE CONSTITUTIONAL AND STATUTORY LIMITATIONS ON THE AUTHORITY OF A SCHOOL DISTRICT AND TJC TO ENTER INTO CERTAIN TERMS AND CONDITIONS THAT MAY BE A PART OF THIS AGREEMENT, INCLUDING THOSE TERMS AND CONDITIONS RELATING TO LIENS ON A SCHOOL DISTRICT AND NC'S PROPERTY; DISCLAIMERS AND LIMITATIONS OF WARRANTIES: DISCLAIMERS AND LIMITATIONS OF LIABILITY FOR DAMAGES; WAIVERS, DISCLAIMERS AND LIMITATIONS OF LEGAL RIGHTS, REMEDIES,

REQUIREMENTS AND PROCESSES; LIMITATIONS OF PERIODS TO BRING LEGAL ACTION;  
GRANTING CONTROL OF LITIGATION OR SETTLEMENT TO ANOTHER PARTY;  
LIABILITY FOR ACTS  
OR OMISSIONS OF THIRD PARTIES; PAYMENT OF ATTORNEYS' FEES; DISPUTE RESOLUTION;  
INDEMNITIES; AND CONFIDENTIALITY (COLLECTIVELY, THE "LIMITATIONS"), AND TERMS AND  
CONDITIONS RELATED TO THE LIMITATIONS WILL NOT BE BINDING ON A SCHOOL DISTRICT AND NC EXCEPT TO THE EXTENT AUTHORIZED BY THE LAWS AND CONSTITUTION OF THE STATE OF TEXAS.

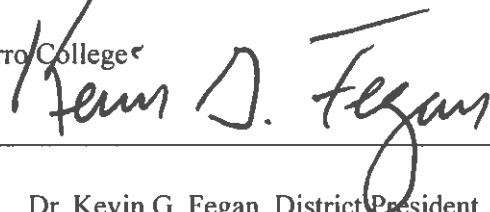
**SIGNATURES**

SIGNATURES: The terms and provisions, as outlined above, are true and exact to the best of the knowledge by the parties whose signatures appear below and their assignees. This Agreement constitutes the entire agreement of the parties, and replaces and supersedes any prior verbal understandings, written communications or representations related to the subject matter contained in this Agreement. In the event any portion of this Agreement is deemed illegal or unenforceable, the entire remaining portion of this Agreement shall remain valid and in effect. A waiver by either party of any breach or default by the other party is not a waiver of any other breach of default of this Agreement that may occur. This Agreement, including any rights ore obligations hereunder, may not be assigned or otherwise transferred, to any third party without the express written consent of the other party. This Agreement is nonexclusive between the parties; both parties have the right to enter similar relationships with any other party. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

Date: June 2, 2025

Navarro College

By: \_\_\_\_\_

A handwritten signature in black ink that reads "Kevin G. Fegan". The signature is written over a horizontal line.

Dr. Kevin G. Fegan, District President

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

Waxahachie ISD

By: \_\_\_\_\_

Ms. Becky McCutchen, Superintendent

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025      **Presented By:** David Averett

**Subject:** Navarro College-WISD Memorandum of Understanding      **Related Page(s)** MOU



**EXECUTIVE SUMMARY:**

Navarro College and Waxahachie ISD are partnering to provide eligible high school students with the opportunity to enroll in Navarro College courses and receive simultaneous academic credit (dual credit) from Navarro College and Waxahachie ISD. Results of the dual credit/concurrent enrollment courses will be noted on transcripts from both institutions.

**ATTACHMENTS:**

MOU

		BOARD PRIORITY GOALS
X	<b>Priority #1</b>	<b>Student Growth</b>
	<b>Priority #2</b>	<b>Honor and Support Staff</b>
X	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

It is recommended that the Board approve the MOU between Navarro College and Waxahachie ISD.

**Part I: General Information**

Navarro College is pleased to propose a joint partnership effort with Waxahachie ISD for the 2025-2026 academic year, hereafter referred to as “the I.S.D.,” to provide high school students an opportunity to take selected college-level academic and/or career and technical courses for both high school credit and college credit. Students must meet requirements established by the Texas Higher Education Coordinating Board (THECB) and the Texas Education Agency as outlined in the Texas Administrative Code Rule 4.85:

Pursuant to Texas House Bill 1638 (85th Legislature, 2017), Navarro College and the ISD set forth the following goals for dual credit programs in Texas, as prescribed by the Texas Higher Education Coordinating Board (THECB) and the Texas Education Agency (TEA).

1. Collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit including enrollment and fee policies.
  - a. Constant collaboration with ISD partners to plan student and parent events.
  - b. The Dual Credit Department will hold student information sessions and parent meetings to share general program information, eligibility requirements, potential benefits/risks, enrollment process, and cost.
  - c. Dual Credit Staff will collaborate with the ISD to provide contact information for parents and students needing assistance with enrollment processes, seeking information, and related questions.
  - d. The Dual Credit Department maintains records of all dual credit events and enrollment.
2. The Dual Credit Program will assist students in a successful transition to and acceleration through postsecondary education.
  - a. Navarro College enrolls all dual credit students into a Dual Credit 101 Canvas course in their first semester. This course provides student support information and tips for being a successful college student.
  - b. Dual Credit Staff schedule onboarding training with our new students at their high school prior to classes beginning for the semester. These include how to log into all Navarro College applications, resources, contact information, and tips on navigating college courses and communicating with faculty.
  - c. Dual Credit Staff completes bi-weekly grade interventions and communicates to the ISD with any students that are not in good standing.
  - d. The Dual Credit Department tracks enrollment, persistence through dual credit coursework, does degree audits to determine hours to degree completion.
3. Promote student success through college advising and student support services.
  - a. Dual Credit Staff have assigned case loads for advising by school. We provide academic and career goal advisement each semester to ensure students are on-track to meet their goals.

- b. Provide students with detailed student services information and host workshops for students needing further support.
  - c. Collaborate with ISD's to offer more dual credit course offerings that are of high need/interest with the majority of the student's field of study goals.
4. The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.
- a. The Dual Credit Department continuously analyzes student success by course by term.
  - b. Faculty are routinely evaluated.
  - c. Student feedback is reviewed and accessed by course each term.

### Eligible Courses

- Courses offered for college credit must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual (ACGM) adopted by the Texas Higher Education Coordinating Board, or as college-level workforce education courses in the current edition of the Workforce Education Course Manual (WECM) adopted by the Texas Higher Education Coordinating Board.
- A college course offered for dual credit must be: (A) in the core curriculum of the public institution of higher education providing the credit; (B) a career and technical education course; (C) a foreign language course; or (D) a college field of study course that satisfies specific degree plan requirements leading to the completion of a Board approved certificate; AA, AS, AAS degree program, or FOSC.
- Public colleges may not offer remedial and developmental courses for dual credit. Navarro College participates with the Texas College Bridge Program to assist our service area students by accepting successful completion of the Texas College Bridge college preparatory mathematics and English language arts courses to meet college readiness measures.

### Student Eligibility

- High school students admitted as a non-degree seeking student will be waived from the Texas Success Initiative Assessment (college readiness measures) to attempt college courses up to 15 semester credit hours.  
Criteria for non-degree seeking dual credit students:
  - Applies to 9th through 12th grade high school students.
  - Students must be in good academic standing.
  - Students must be recommended and have approval from their high school counselor to be considered.
  - Students must be designated by Navarro College as non-degree seeking.
  - Students must complete a stratified college course(s) (listed below) with a C or better to lock in their TSI college readiness requirements to continue enrollment after 15 semester credit hours.
  - Stratified courses include:
    - TSI Reading Coursework: History 1301; History 1302; Government 2304; Government 2305; Government 2306; Psychology 2301; any 2000-level literature course.
    - TSI Writing Coursework: English 1301.

- TSI Math Coursework: All college-level mathematics courses.
  - Prerequisite and corequisite course requirements for Navarro College credit courses will still apply.
- Once students hit the 15-semester credit hour mark they will be required to select a degree program and will no longer be considered a non-degree seeking student. At that point students must demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative to be eligible for continued enrollment in a dual credit course offered by a public college.
- A student may enroll in workforce education college courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute and shall not be required to provide any additional demonstration of college readiness. Students enrolling in a Level 2 certificate or applied associate degree program must demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative.
- Students must maintain a minimum GPA of a 2.0 per the Navarro College academic standing guidelines. Students enrolling in Career and Technical Programs must adhere to the specific program requirements in addition to the requirements of the Dual Credit Program.
- To be eligible for enrollment in a dual credit course offered by Navarro College, students must meet all the College's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.) to be eligible for enrollment in a college course offered by a public college.

### **Dual Credit Admissions**

- Students must meet the following admission requirements:
  - Complete an application for Navarro College through Apply Texas.
  - Complete the online Dual Credit Enrollment Form on the NC Self-Service student portal. New students must have parent approval upon initial enrollment and all students must have high school official approval each semester enrolling.
  - Provide a current high school transcript. Incoming 9<sup>th</sup> graders may provide a final 8<sup>th</sup> grade report card.
  - Provide when applicable test score reports.
  - Provide a vaccination record indicating a current bacterial meningitis vaccination if the student will be taking courses on the Navarro College campus.
- High school students will be academically advised by their assigned Navarro College Dual Credit Coordinator prior to enrolling in coursework each semester.
- High school students taking Navarro College courses are recognized as college students and will be treated as such, regardless of the course location. All Navarro College students, including students enrolled for dual credit, are expected to abide by the Navarro College Code of Conduct and Academic Decorum standards located in the Navarro College Student Handbook. A collegiate classroom environment is expected at all times.

- Navarro College courses, including those offered on high school campuses, may contain controversial material and mature content. Navarro College courses will not be tailored to high school learners. Parents and high school officials are encouraged to consider the maturity level of the individual student prior to approving that student's enrollment in college courses.
- Dual credit students who earn a Navarro College GPA of less than 2.0 may be removed from the dual credit program.
- It is strongly recommended that students complete their sophomore year of high school to be eligible to enroll in summer courses.
- Additional enrollment requirements may apply.

### **Deadline Requirements**

- Please refer to the Navarro College Dual Credit Program deadlines for the dual credit enrollment periods. All course offering requests for the upcoming school year must be submitted to the Dual Credit Department no later than April 1st.

### **Location of Class**

- College courses may be taught on the college campus, on the high school campus, or via distance learning. In addition, college courses taught electronically shall comply with the Navarro College Standards for Quality Online Course Design and Instruction.

### **Composition of Class**

College courses taught for dual credit may be composed of:

- Dual credit students only
- Dual credit and college credit students
- Dual credit and high school credit-only students if one of the following conditions apply:
  - The course is required by State Board of Education and the high school is otherwise unable to offer such a course.
  - The high school credit-only students are College Board Advanced Placement (AP) students.
  - The course is a career and technical or college workforce education course and the high school credit-only students are earning articulated college credit. Please note that Navarro College does not articulate credit. Therefore, all Navarro College career and technical dual credit course sections are for dual credit only and may not be mixed with regular high school students.

### **Faculty Selection, Supervision, and Evaluation**

- Faculty members who are employed with the school district on a full-time basis and teach a Navarro College course, either inside or outside of their regular ISD duty hours, are considered employees of Navarro College for the purposes of the college course taught for dual credit and are required to meet all other Navarro College adjunct faculty requirements.
- The College shall approve instructors of college courses taught for dual credit. These adjunct faculty members must meet the same credentialing standards and complete the same approval processes as other faculty who are selected to teach the same courses at Navarro College. This includes, but is not limited to, adhering to the minimum requirements set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- The College cannot guarantee that a faculty member will be available to teach every dual credit course requested by the I.S.D.
- The College will supervise and evaluate instructors of college courses taught for dual credit using the same criteria and procedures as those used for other faculty at Navarro College.

### **Course Curriculum, Instruction, and Grading**

- The College shall ensure that a college course taught for dual credit is equivalent to the corresponding course offered at Navarro College in relation to the curriculum, materials, instruction, method, and rigor of student evaluation. These standards must be maintained regardless of the student composition of the class.
- College courses taught for dual credit, regardless of location, will start and end with Navarro College's semester dates. Faculty will follow the College's calendar for all course planning, curriculum, reporting, and grading.
- College courses taught for dual credit must meet the appropriate contact hours required for each course taught.
- Final course grades must be submitted on the College's schedule.
- The only official grades currently assigned at Navarro College are mid-term and final course number grades. Navarro College does not assign progress grades to our college students. All course-grading conventions are stipulated in each instructor's course syllabus. Students are responsible for managing their status in their college course(s) and for reporting progress to their high school officials. Students may obtain their current grade or course standing by the gradebook method outlined in their course syllabi. Grades provided by students should only be used as an academic check for intervention purposes and to monitor student success. As always, faculty report academic or behavioral concerns through Navarro College's Care Report system as appropriate.

## **Academic Policies and Student Support Services**

- Regular academic policies applicable to courses taught at Navarro College also apply to college courses taught for dual credit. These policies include, but are not limited to, syllabus distribution, communication of grading policies to students, course drops, academic integrity, scholastic probation and suspension, student/instructor conflict resolution, and final course grade challenges.
- High school students in college courses are eligible to utilize the same support services that are afforded by all Navarro College students. The College is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), learning materials (e.g., library resources), and to other benefits for which the student may be eligible.
- High school students may not participate in any of Navarro College's athletics or extracurricular activities.
- High school students requesting disability accommodation in their college classes must file with Navarro College's Disability Services Department at least two weeks prior to the start of each semester. Please refer to the Navarro College Student Handbook or Navarro College Catalog for additional information.
- High School students violating the student code of conduct or academic policies while on a Navarro College location will follow the policies and procedures set by the College. The College will collaborate with the ISD and share any related information. Depending on violation, any disciplinary procedures could be deferred to the ISD or to both institutions.

## **Data Sharing**

- Under this Agreement both parties will share information and records as needed for dual credit students. Student records transferred between the College and the ISD shall remain the sole property of the institution that created the records. Information that is transferred must be used consistently with the Family Educational Rights & Privacy Act (FERPA), HIPAA, and both ISD and the College policies and procedures for managing students' records and other confidential information.

## **Transcription of Credit**

- For dual credit courses, both high school and college credit should be transcribed immediately upon a student's completion of the college course.

## **Tuition and Fees**

- Navarro College offers a dual credit discount for tuition and fees for the fall and spring terms only. Navarro County residents receive a 50% discount and residents outside of Navarro County receive a 51% discount. For current tuition and fee schedules, please refer to the Navarro College Website at: <https://www.navarrocollege.edu/costs-aid/>

- Navarro College is a participant in the HB 8 Financial Aid for Swift Transfer (FAST) program, set forth by the Texas Education Agency and the Texas Higher Education Coordinating Board. The FAST program provides funding to colleges and other public institutions so they can offer dual credit courses to educationally disadvantaged students at no cost to these students. The Texas Education Code (TEC) defines “educationally disadvantaged” as those students eligible for the national free/reduced-price lunch program. Students are “eligible students” under the FAST program if they (1) are enrolled in an eligible dual credit course at a public school district or charter school and (2) were qualified for free/reduced-price lunch in any of the four school years before enrolling in the dual credit course. By statute, the FAST program requires that eligible students at participating institutions incur no cost for their dual credit coursework. An eligible student will not pay tuition and fees for an eligible dual credit course. Books, supplies, and other course materials must also be provided at no cost to an eligible student. Dual Credit courses eligible for FAST funding are those offered through either TEC, Section 130.008, Courses for Joint High School, and Junior College Credit (see Texas Administrative Code, Chapter 4, Subchapter D, Rules 4.81–4.85), or other courses offered by a public institution of higher education for which a high school student may earn credit. By statute, the courses must also satisfy at least one of the following:
  - A requirement necessary to obtain an associate degree or an industry-recognized credential or certificate (using the definition of industry-recognized credential or certificate that is established for other parts of House Bill 8)
  - A foreign language requirement at an institution of higher education
  - A core curriculum requirement
  - A field of study requirement

Navarro College will continue the current dual credit rates for those dual credit students who are not FAST-eligible during the fall and spring semesters only.

### **Responsibilities of Navarro College**

1. Navarro College will verify FAST-eligible students and dual credit eligibility with the high school official for each student enrolling in the dual credit program.
2. Navarro College will use the allotted FAST dollars to cover the tuition and fees at \$55.00 per scheduled credit hour per course per student enrolling into the dual credit program.
3. Navarro College will be responsible for incurring all remaining educational costs for the eligible FAST student enrolled in the dual credit program. These costs may include course fees, lab fees, IA/Couse materials, textbooks, supplies, and credential fees.
4. Navarro College will collaborate with school officials to develop and provide information to students and parents about the FAST program and eligibility.

### **Responsibilities of the School District**

1. The ISD will identify will provide a TSDS Unique ID number for each student enrolling in the dual credit program. This number is required for submission of the certified enrollment roster to the Texas Education Agency and the Texas Higher Education Coordinating Board to verify student FAST eligibility each semester.
2. The ISD will collaborate with Navarro College to develop and provide information to students and parents about the FAST program and verify eligibility.

## Funding

The state funding for dual credit courses will be available to both public school districts and colleges based on the current funding rules of the State Board of Education.

## Part II: Responsibilities of Navarro College

1. A Navarro College administrator or full-time faculty member may visit dual credit classes for evaluation purposes.
2. Navarro College will conduct an orientation session for I.S.D. faculty teaching Navarro College courses as needed.
3. Appropriate Navarro College faculty and/or administrators may review major examinations in each course to determine whether students are required to master the skills and concepts identified in the course syllabus.
4. Navarro College is responsible for maintaining a college transcript for each student. All courses will be identified on the college transcript as regular college-level courses.
5. Navarro College will work with the high school administration to determine which courses will be offered for dual credit and will review the list of dual credit courses annually.
6. Navarro College reserves the right to require a minimum number of students for enrollment in each course section. If the minimum is not met, Navarro College reserves the right to cancel the course offering. Navarro College cannot guarantee the availability of every course requested by the high school.
7. All reasonable accommodation for disability services and special needs must be approved by the Navarro College Disability Services Office.
8. Navarro College is responsible for maintaining the confidentiality of all student information and records as required by the Family Educational Rights and Privacy Act (FERPA). Students who wish to allow parents or guardians to access grades or other student information must complete the Navarro College Student Record Release Form available in the Navarro College Office of Admissions or MyNC Student Portal.
9. Navarro College reserves the right to deny continued enrollments for students who display unsatisfactory academic progress.
10. Navarro College reserves the right to deny enrollment or readmission for students who violate the Navarro College Student Code of Conduct.
11. Navarro College will provide academic advisement to all dual credit students.
12. Navarro College will provide intervention reports to school officials regarding the academic status of the dual credit population several times throughout the semester.

13. Navarro College will collaborate with school administrators to schedule dual credit information sessions, parent meetings, advising sessions, and other related events.
14. Navarro College will provide routine updates to our service area partners about tuition and fees, enrollment policies and procedures, and deadlines.

### **Part III: Responsibilities of the Dual Credit Instructor**

1. The instructor is responsible for providing any necessary employment documents and official college transcripts to the appropriate Navarro College dean or department chair.
2. The instructor shall meet all the same requirements and guidelines as other Navarro College adjunct faculty.
3. All Navarro College faculty are required to use their Navarro College email and to check it on a regular basis.
4. Each course must be taught using and conforming to the Navarro College course syllabus for each specific course.
5. The instructor is responsible for verifying the accuracy of the Navarro College class roster(s) and reporting discrepancies to the Registrar's Office prior to the official census date.
6. The instructor is responsible for teaching the material outlined in the College course syllabus and departmental requirements.
7. The instructor will adhere to the policies and practices of Navarro College. This includes using the approved departmental syllabus, textbooks, and other related materials. The high school text may serve as a supplement, if necessary, to meet the TEKS requirements.
8. Faculty members teaching a dual credit course must record student grades in Navarro College's system in accordance with the College calendar and deadlines.
9. Faculty are required to inform students of course standing, grades, etc., and must comply with all Navarro College departmental and grading policies.
10. Faculty are encouraged to report progress or potential problems to the I.S.D. as requested.
11. Faculty may not give any accommodation to students without written approval from the Navarro College Disability Services Department.
12. Instructors should treat dual credit students in the same manner as other college students.
13. Dual credit instructors will attend Convocation and/or departmental meetings each fall and spring semester. New instructors will also need to attend Canvas training as well as any training provided by the department regarding topics such as publisher materials. Competency evaluations may be required when teaching a career and technical dual credit course. Any instructor teaching hybrid or online classes must complete Canvas training

and be approved for online or hybrid courses prior to teaching them. Information about upcoming Canvas training is provided by the Instructional Design staff.

## **Part IV: Responsibilities of the School District**

1. The high school is responsible for maintaining the high school transcript.
2. Every semester, the designated high school official must approve each student's enrollment in college courses, regardless of whether the student is enrolling for dual credit or college credit only.
3. The I.S.D. must provide all final official high school transcripts for graduating seniors who have completed coursework with Navarro College. Official Navarro College transcripts will not be released until the final official high school transcript is on file.
4. The I.S.D. will provide Navarro College personnel with a school calendar (including teacher in-service days, holidays, and special events).
5. The I.S.D. will provide Navarro College faculty teaching courses on the high school campus with an overview and orientation of the high school facility and procedures.
6. The I.S.D. is responsible for covering all course time outside of the College calendar and regular meeting dates and times.
7. The high school must provide a safe and secure campus environment.
8. The high school must provide an adequate college learning environment and appropriately equipped classroom facilities for each dual credit course taught on the high school campus.
9. The I.S.D., a stakeholder in student success, will communicate issues and concerns to the appropriate dean in a timely manner.
10. The high school will establish the weighted value of college-credit courses in determining high school class rank and honor graduates.
11. All dual credit enrollment and schedule changes must be finalized with the Dual Credit Department prior to the first day of classes each semester.
12. The I.S.D. will provide Navarro College personnel with a proposed course offering schedule and anticipated enrollment per course by the end of March for planning the upcoming school year.
13. The I.S.D. will provide Navarro College with meeting dates and times for each scheduled college course section taught on the high school campus.
14. The I.S.D. will collaborate with Navarro College dual credit staff to establish dates for information sessions, parent meetings, and student advising sessions.

15. The I.S.D. will provide professional-level personnel, as needed, to assist with enrollment and advisement of dual credit students.
16. Dual credit students must have access to all online student resources provided by the College. The Navarro College website and library resources must not be blocked by the I.S.D.
17. The I.S.D. will schedule dual credit courses in a manner which minimizes student absences due to school-related activities.
18. The I.S.D. will minimize interruptions during scheduled dual credit courses.

## **Part V: Responsibilities of the Student**

1. All students in the program must have written approval from the high school principal or counselor as well as the student's parent or guardian.
2. In order for college credit to be awarded the student must be registered for the course and the required tuition must be paid by the stated deadline.
3. Students anticipating completion of a certificate or degree must provide an updated current high school transcript and meet the graduation requirements as outlined in the Navarro College Admissions and Records policies and procedures. The student is responsible for applying for graduation. This includes monitoring the Navarro College student email and following instructions regarding any additional graduation requirements.
4. Students will be required to have the necessary college textbooks and course materials for each course in which the student is enrolled. These may be purchased by the student or provided by the I.S.D.
5. Students are expected to adhere to all policies of Navarro College and the I.S.D.
6. Students and their parents/guardians should communicate any dual credit questions or concerns to their high school counselor.
7. Students must complete a "Navarro College Student Record Release Form" to give permission for parents or designated individuals to have access to their student academic and/or financial records. Students may access this form through their MyNC Student Portal under the Admissions and Records page.
8. Navarro College expects all students to do their own schoolwork at all times. Any student found in violation of academic integrity is subject to instructional consequences as defined in the course syllabus or departmental handbook. This may include any of the following: a grade of zero, course failure, or removal from a program.
9. The student is required to use all Navarro College student portals and to keep all Navarro College passwords and access codes confidential.

10. Students are responsible for keeping up with their progress in their college courses and for communicating with their instructors for any clarifications, questions, or concerns.
11. Maintaining eligibility in University Interscholastic League (UIL) activities is the responsibility of the student.
12. High school students are not eligible for federal financial aid.

## **Part VI: Attachments**

Appendix A: 2025-2026 Dual Credit Crosswalk

*Signatures appear on the following page}*

**Part VII: Signatures of Authorization**

With the understanding that this Dual Credit Program is being offered to assist students, Navarro College and the I.S.D. agree to the above.

**APPROVAL SIGNATURES:**

*Kevin D. Fegan*

Dr. Kevin G. Fegan  
Navarro College, District President

*4-1-25*

Date

*J. Johnson*

Dr. Jeanetta Johnson  
Navarro College, Vice President of Academic Affairs

*4-1-2025*

Date

\_\_\_\_\_  
ISD Administrator Signature

\_\_\_\_\_  
Date

**WAXAHACHIE HS DUAL CREDIT CROSSWALK 2025-2026**

Navarro College ID	Navarro College Course Title	NC Credit Hours	HS Course	HS Credits	Grade	Code	AAR Code
ARTS 1301	Art Appreciation	3	Art 1, Art Appreciation	0.5	9-12	03500110	Fine Arts
BIOL 1406/1407	Biology for Science Majors I & II	8	SRD 3	1	12	13037220	Science
BIOL 2401/2402	Anatomy & Philosophy I & II	8	Anatomy & Philosophy	1	12	13020600	CTE
CHEM 1405/1411	Intro to Chemistry I & Gen. Chemistry I	8	SRD1	1	12	13037200	Science
COSC 1301	Intro to Computing	3	Fundamental of Computer Sci	0.5	9-12	03580140	Tech Apps
ECON-2301	Principles-Economics Macro	3	Economics	0.5	12	03310300	Social Studies
EDUC 1301	Intro to Teaching Profession	3	Instr. Practices or Pract in Edu	1/2	11/12	13014400/130114500	CTE
EDUC 2301	Intro to Special Populations	3	Instr. Practices or Pract in Edu	1/2	11/12	13014400/130114500	CTE
ENGL-1301/1302	Composition I & II	6	English III & IV	1	11	03220300	English
ENGL-2321/2326	British Literature & American Literature	6	English IV	1	12	03220400	English
ENGL 2307	Creative Writing	3	English IV	1	12	03220400	English
ENGL 2311	Business Technical Writing	3	English IV	1	12	03220400	English
GEOL-1401/1402	Earth Sciences Non Majors 1 & II	8	SRD 2	1	12	13037210	Science
GOVT-2305	Federal Government	3	United States Government	0.5	12	03330100	Social Studies
GOVT 2306	Texas Government	3	SSADV I	0.5	11/12	03380001	Social Studies Elective
HIST-1301/1302	United States History I & UU	6	United States History	1	11	03340100	Social Studies
MATH-1314	College Algebra	3	Pre Calculus	0.5	11/12	03101100	Math
MATH-2412	Pre-Calculus	3	Pre Calculus	0.5	11/12	03101100	Math
MATH 1314	College Algebra	3	Statistics	0.5	11/12	03102500	Math
MATH-1342	Elem. Statistical Methods	3	Statistics	0.5	11/12	03102500	Math
MUSI-1306	Music Appreciation	3	Music Theory-Music Appreciation I	0.5	9-12	03155600	Fine Arts
PSYC 2301	General Psychology	3	Psychology	0.5	11/12	03350100	Social Studies
PSYC 2314	Human Growth & Development	3	Human Growth	1	11/12	13014300	Other Elective
SOCI 1301	Intro to Sociology	3	Sociology	0.5	9-12	03370100	Social Studies
SPAN 1411	Beginning Spanish III	4	Spanish III	1	10-12	03440300	Foreign Lang
SPAN 1412	Beginning Spanish IV	4	Spanish IV	1	10-12	03440400	Foreign Lang
SPCH 1315	Public Speaking	3	Public Speaking I	0.5	9-12	03240900	Speech
<b>CTE DC Pathways</b>							
Navarro College ID	Navarro College Course Title	NC Credit Hours	HS Course	HS Credits	Grade	Code	AAR Code
BMGT 1327	Principals of Management	3	Business Management	0.5	11/12	13011200	CTE
BMGT 1301	Supervision	3	Business Management	0.5	11/12	13012100	CTE
MRKG 1311	Principals of Marketing	3	Entrepreneursip I	0.5	10/12	13011101	CTE
MRKG 2312	e-Commerce Marketing	3	Entrepreneursip I	0.5	10/12	13011101	CTE
HRPO 2301	Human Resource Management	3	Practicum in Entrepreneursip	1	11/12	13011111	CTE

BMGT 1369 or BUSI 1301	Practicum-Bus Adm& Mgmt or Business Principles	3	Practicum in Entrepreneurship	1	11/12	13011111	CTE
CJSA 1312	Crime in America	3	Law Enforcement I (fall)	0.5	10/12	13029300	CTE
CJSA 1322	Intro to Criminal Justice	3	Law Enforcement I (spring)	0.5	10/12	13029300	CTE
CJSA 1342	Criminal Investigation	3	Law Enforcement II (fall)	0.5	11/12	13029400	CTE
CJSA 1317	Juvenile Justice System	3	Law Enforcement II (spring)	0.5	11/12	13029400	CTE
CJCR 2324	Comm. Resources in Correction	3	Correctional Services (spring)	0.5	11/12	13029700	CTE
CJSA 1313	Correctional Systems and Practices	3	Correctional Services (fall)	0.5	11/12	13029700	CTE
WLDG-1423	Welding Safety, Tools, & Eq	4	Welding I	1	10/11	13032300	CTE
WLDG-1417	Intro to Layout & Fabrication	4	Welding II	1	11/12	13032400	CTE
WLDG-1428	Intro Shielded Metal Arc Wel	4	Welding I	1	10/11	13032300	CTE
WLDG-1430	Intro Gas Metal Arc Welding	4	Welding II	1	11/12	13032400	CTE
EMT Basic	EMSP 1160/1501	6	Project Based Research	1	11/12	12701101	CTE
<b>FIRE/EMS Pathway Option 1</b>							
CRIJ 1301 OR CJSA 1322	Intro - Criminal Justice	3	Disaster Response	0.5	11/12	N1303011	CTE
HMSY 1337	Intro to Homeland Security	3	Disaster Response	0.5	11/12	N1303011	CTE
FIRS 1301	FireFighter Certification I	3	Firefighter I	1	11	13029900	CTE
FIRS 1407	FireFighter Certification I	4	Firefighter I	1	11	13029900	CTE
FIRS 1313	FireFighter Certification II	3	Firefighter II	0.5	11	13030000	CTE
FIRS 1319	FireFighter Certification II	3	Firefighter II	1	11	13030000	CTE
FIRS 1323	FireFighter Certification II	3	Firefighter II	0.5	12	13030000	CTE
FIRS 1329	FireFighter Certification II	3	Firefighter II	0.5	12	13030000	CTE
FIRS 1333	FireFighter Certification II	3	Firefighter II	0.5	12	13030000	CTE
EMSP 1501	EMT Basic	3	EMT Basic	1	12	N1303015	CTE
EMSP 1160	EMT Basic	3	EMT Basic	1	12	N1303015	CTE

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025 **Presented By:** Ryan Kahlden

**Subject:** Change in Authorized Users **Related Page(s)** \_\_\_\_\_

**Consent  
Agenda Item**

**EXECUTIVE SUMMARY:**

With the employment of Ms. Reed Wiedemann as our Director of Finance upon the retirement of Ms. Ross, and other staff movements, there are numerous authorization forms that need to be approved and submitted for access to our financial accounts. For security and privacy reasons, those forms are not attached to this agenda item, but the board is requested to approve these items and authorize the administration to execute all necessary documents to add and remove access as appropriate.

**ATTACHMENTS:**

None

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
X	Priority #4	Financial Integrity

**RECOMMENDATION:**

Approve changes in authorized users and authorize the administration to execute all necessary documents for these changes, as presented.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025 **Presented By:** Ryan Kahlden

**Subject:** WCHS Land Easement **Related Page(s)** \_\_\_\_\_



**EXECUTIVE SUMMARY:**

The district is seeking to execute a land easement with an adjacent landowner of the Waxahachie Creek High School property site for the purpose of making drainage improvements that would benefit our site.

**ATTACHMENTS:**

Land easement document

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
X	Priority #4	Financial Integrity

**RECOMMENDATION:**

Approve land easement related to property surrounding Waxahachie Creek High School site as presented.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025 **Presented By:** Ryan Kahlden

**Subject:** Change Interactive Board at TC Wilemon **Related Page(s)** \_\_\_\_\_



**EXECUTIVE SUMMARY:**

Our elementary campuses utilize Promethean brand interactive/smart boards for classroom instruction. Our secondary campuses utilize Newline branded interactive/smart boards for the same purpose. TC Wilemon is equipped with Promethean boards as a result of formerly housing Wilemon STEAM Academy. These boards need to be replaced with Newline boards to accommodate Global High School in that building starting with the 2025-2026 school year. The district is seeking approval of a quote from Delcom Group to relocate boards from the Coleman building to the TC Wilemon building at a cost not to exceed \$56,819.30.

**ATTACHMENTS:**

None

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
X	Priority #4	Financial Integrity

**RECOMMENDATION:**

Approve proposal from Delcom Group to relocate Newline interactive boards at TC Wilemon building for Global High School at a cost not to exceed \$56,819.30.



Corporate Office  
 2525B E SH 121, Ste 400  
 Lewisville, TX 75056  
 Phone: 214.389.5500 | Fax: 214.389.5505  
 www.delcomgroup.com

**QUOTE**  
**55336**

BILL TO		JOB LOCATION	
<b>Company:</b> WAXAHACHIE ISD	<b>Address:</b> 411 N. GIBSON STREET WAXAHACHIE, TX 75165	<b>Company:</b> WAXAHACHIE ISD	<b>Address:</b> 411 N. GIBSON STREET WAXAHACHIE, TX 75165
<b>Contact:</b> STEPHEN CASTANEDA	<b>Phone:</b>	<b>Contact:</b>	<b>Phone:</b>
		<b>Date:</b> 2025-02-12	<b>Sales Rep:</b> CARLOS FIGUEROA
		<b>Phone:</b> (817) 832 6435	<b>Email:</b> CARLOSF@DELCOMGROUP.COM
		<b>Engineer:</b> JUSTIN SCROGGINS	<b>Contract:</b>

**TITLE**  
 MOVE AND INSTALL THE NEWLINES FROM THE COLEMAN BUILDING TO WILEMON

**SCOPE OF WORK**

**Project Summary**

De-installation of Newline Panels at Coleman. Transfer of OFE Panels from Coleman JH to Wilemon along with new video cabling installation.  
*This is a budgetary quote. A site survey must be conducted by a Delcom rep to ensure accurate bill of materials.*

**De-installation, Site Prep, Ingress/Egress, General Site notes**

Coleman:

- Pull qty (30) Newline Panels and Mounts from Coleman Junior High **Do Not Pull Cabling**

Transfer:

- Install qty (30) Pulled panels from Coleman into Wilemon
- Wiring of installed panels will continue to use HDMI direct to PC

**Display Installation**

- Install Newline Panel and Fixed Mount in previous Promethean board panel location with the same center line and above floor finish

**Video System**

Wilemon:

- Inputs
  - HDBaseT Wall Plate
- Outputs
  - OFE Newline Panel

HDBaseT system will be installed to connect end-user from wall plate to OFE Newline Panel.

**Audio System**

Wilemon:

Audio will be provided via built-in panel

**Control System**

Panel will be controlled via remote or touch feature

**Network**

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Delcom to provide and install network cabling to connect OFE Newline Panel to customer LAN



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**Hardware**

OFE Newline panel mount will be re-used

**Owner Deliverables**

- One (1) network drop available IFP as necessary to support their wireless casting solution
- The customer will provide network support on their existing network to support the audio-visual system.

**General Assumptions**

- It's assumed that walls are CMU block wall and will need LD10 Raceway to cover cable runs
- The client has accurately communicated their audio-visual needs, preferences, and objectives.
- The project site will be ready for installation, including access to live power sources, operational network infrastructure, and any necessary construction or renovations completed.
- Existing audio-visual equipment and infrastructure (e.g., cabling, wiring, mounts) are in good working condition unless otherwise specified.
- Existing audio-visual equipment and infrastructure (e.g., cabling, wiring, mounts) are installed using manufacturer and industry-standard methods.
- The technical specifications provided by the client are complete and accurate. Any changes to these specifications may result in adjustments to the proposal.
- The client is responsible for obtaining all necessary permits, licenses, and regulatory approvals (e.g., building permits, fire safety, ADA compliance).
- The client's network infrastructure (wired or wireless) can support the proposed audio-visual systems without requiring significant upgrades. Any necessary network upgrades will be the client's responsibility.
- The project area will maintain suitable environmental conditions (e.g., temperature, humidity, lighting) to ensure optimal performance of the audio-visual equipment.
- The project will proceed according to the proposed timeline, assuming timely decision-making, approvals, and access to the project site.
- The costs of audio-visual equipment are based on current market prices and could be subject to significant price fluctuations during the project.
- Comprehensive testing and commissioning of the audio-visual systems will be conducted to ensure functionality and performance, and any issues identified during this phase will be resolved promptly.
- The client may receive training on operating and maintaining the audio-visual systems as part of the quote. Additional training sessions, if required, may incur extra costs.
- The proposed audio-visual equipment comes with standard manufacturer warranties. Any extended warranties or ongoing support agreements will be discussed separately.
- Any changes to the project scope will be documented and agreed upon in writing, with adjustments to cost and timelines as necessary.
- The proposal is contingent on normal operating conditions, and unforeseen events (e.g., natural disasters, pandemics) may affect the project timeline or costs.

**Proprietary Information**

The Bill of Materials and any associated project documentation contain proprietary information of Delcom Group and are subject to confidentiality and non-disclosure provisions. The client agrees not to disclose or utilize this information for any purpose beyond this project's scope.

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<b>Display Devices and Mounting Hardware</b>				
OFE	NEWLINE PANEL	30.00	\$0.00	\$0.00
OFE	NEWLINE PANEL MOUNT	30.00	\$0.00	\$0.00
<b>Display Devices and Mounting Hardware TOTAL:</b>				<b>\$0.00</b>
<b>Video Devices and Cabling</b>				
HD18-HD18-15ST	Standard Series HDMI 18G High Speed Cable 15ft	30.00	\$15.26	\$457.80
USB2-AB-10ST	USB 2.0 A Male To B Male Cable 10ft.	289	\$4.96	\$148.80
<b>Video Devices and Cabling TOTAL:</b>				<b>\$606.60</b>



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**QUOTE**  
**55336**

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<b>Optional HDBaseT Kit</b>				
USB2-AB-15ST	USB 2.0 A Male To B Male Cable 15ft. - OPTIONAL	30.00	\$6.86	\$205.80
CHE-HDBTWP121K	Pro AV/IT HDBaseT 4K60 18G HDMI, USB 2.0 over CATX Single Gang Wall Plate Extender TX/RX Kit up to 2 - OPTIONAL	30.00	\$550.68	\$16,520.40
MK-2N	MagnaKlamp - OPTIONAL	30.00	\$41.60	\$1,248.00
CAT6SH-50BLK	Cat6 Snagless Solid Shielded Black Patch Cable 50ft - OPTIONAL	30.00	\$38.18	\$1,145.40
NFHD18G-3PROBLK	Pro AV/IT Integrator Series NanoFlex HDMI 18G Cable 3 feet - OPTIONAL	30.00	\$16.03	\$480.90
USB2-AB-3ST	USB 2.0 A Male To B Male Cable 3ft. - OPTIONAL	30.00	\$3.65	\$109.50
<b>OPTIONAL OPTIONAL HDBASET KIT TOTAL: \$19,710.00   Optional HDBaseT Kit TOTAL:</b>				<b>\$0.00</b>
<b>Network Devices and Cabling</b>				
CAT6-7BLU-USA	Cat6 Snagless Patch Cable 7ft Blue - USA Made & TAA Compliant	30.00	\$15.26	\$457.80
<b>Network Devices and Cabling TOTAL:</b>				<b>\$457.80</b>
<b>Power Device &amp; Cabling</b>				
WB-200-2	WattBox Power Conditioner   2 Outlets	30.00	\$65.26	\$1,957.80
WB-PWR-IEC-6FT-BLK	Male Power Cord with 3-Prong IEC Socket - 6 Feet	30.00	\$26.46	\$793.80
<b>Power Device &amp; Cabling TOTAL:</b>				<b>\$2,751.60</b>
<b>Hardware and Consumables</b>				
51542-EA	1/4" x 2-1/4" CONCRETE ANCHORS-Tapcon	240.00	\$0.45	\$108.00
LD10WH10-A	Surface Raceway, LD10 Low Voltage Single Channel, 10 ft, White	90.00	\$44.61	\$4,014.90
DCF10WH-X	Surface Raceway, LD10 Low Volt. , Entr. End Fitng, White	60.00	\$2.78	\$166.80
JB1DWH-A	Surface Raceway, Low Voltage Junction Box, 1-gang, White	90.00	\$10.67	\$960.30
45-0018-WH	Decor Brush Plate Insert White	60.00	\$6.84	\$410.40
80719-W	1-GANG NO DEVICE BLANK WALLPLATE WHITE	30.00	\$1.75	\$52.50
MISC-EXPENSE	Misc Material	30.00	\$53.85	\$1,615.50
<b>Hardware and Consumables TOTAL:</b>				<b>\$7,328.40</b>
<b>Professional Services</b>				
<b>Professional Services TOTAL:</b>				<b>\$23,637.52</b>
<b>Logistics</b>				
<b>Logistics TOTAL:</b>				<b>\$2,127.38</b>
SHIP-HANDLE	Shipping and Handling	1.00	\$200.00	\$200.00
<b>To prevent processing delays, please email all purchase orders to: <a href="mailto:orders@delcomgroup.com">orders@delcomgroup.com</a></b>			<b>Subtotal:</b>	\$37,109.30
<b>Terms and Conditions</b>			<b>Tax:</b>	\$0.00
			<b>Total:</b>	\$37,109.30
			<b>Optional Items:</b>	\$19,710.00
			<b>Grand Total:</b>	<b>\$56,819.30</b>

# Waxahachie Independent School District

## Quote Comparison Form

In accordance with Board policy CH (LOCAL), all purchases over \$5,000 are required to record at least three quotes received before a purchase order is issued. The use of this form is recommended, though not required, for all purchases below \$5,000. All quotes for purchases over \$5,000 should be remitted to the business office for recordkeeping. Purchases should be including of all items within a given project (equipment, installation, consulting, etc).

Name of Person securing quote Shelly Murphree  
Department: Technology  
Budget Allocated for Purchase: Global move  
Item(s) being quoted: **Reinstallation of boards at Wilemon building**

Vendor #1: Company Name: **Delcom**  
Representative: Carlos Figueroa  
Vendor Approved via: Tips  
Amount Quoted: \$ 56,819.30

Vendor #2: Company Name: **GTS**  
Representative: Justin Easton  
Vendor Approved via: Buy Board  
Amount Quoted: \$ 71,264.75

Vendor #3: Company Name: **ProComputing** (incomplete quote)  
Representative: Justin Franks  
Vendor Approved via: TX Dir  
Amount Quoted: \$ 12,750.00

Based on the quotes received, I believe it is the most advantegous to Waxahachie ISD to use **Delcom to reinstall boards at the Wilemon building.**

  
\_\_\_\_\_  
Joe O'Daniel, Director 5/12/2025

Business Office Approval



**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025 **Presented By:** Ryan Kahlden

**Subject:** Ratify Instructure Orders **Related Page(s)** 6



**EXECUTIVE SUMMARY:**

The district is seeking to ratify two orders for individual programs from the same company. These two programs total more than \$50,000 and when combined on the same purchase order will appear as such. These programs are used at Waxahachie High School and Global High School as learning management systems and to prepare and distribute academic transcripts for current and former students.

**ATTACHMENTS:**

Order Forms for Canvas and Parchment

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
X	Priority #4	Financial Integrity

**RECOMMENDATION:**

Ratify purchase of Canvas and Parchment from Instructure, Inc for the 2025-2026 school year in an amount not to exceed \$57,436.80.



Instructure, Inc.  
 6330 South 3000 East, Suite 700  
 Salt Lake City, UT 84121  
 United States

Order Form

Order: Q-461662-  
 Date: 2025-06-18  
 Order Valid Through: 2025-06-30

Order Form for Waxahachie ISD

Bill to Information

**Entity Name:** Waxahachie ISD  
**Address:** 411 N Gibson St  
**City:** Waxahachie  
**State/Province:** Texas  
**Zip/Postal Code:** 75165  
**Country:** United States

Billing Contact

**Name:**  
**Email:**  
**Phone:**

Ship to Information

**Entity Name:** Waxahachie ISD  
**Address:** 411 N Gibson St  
**City:** Waxahachie  
**State/Province:** Texas  
**Zip/Postal Code:** 75165  
**Country:** United States

Shipping Contact

**Name:** Ryan Kahlden  
**Email:** rkahlden@wisd.org  
**Phone:** +1 972 923 4631

Billing Information

**Billing Frequency:** Annual Upfront

**Billing Frequency Term:** Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.

**Payment Terms:** Net 30

Year 1								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S6	Canvas Studio Standard Implementation	2025-10-01		Non-Recurring	Per Implementation	1	USD 1,620.00	USD 1,620.00
S1	Canvas LMS Cloud Subscription	2025-10-01	2026-09-30	Recurring	User	4,800	USD 22,656.00	USD 22,656.00
S2	24x7 Tier 1 Support (Faculty Only)	2025-10-01	2026-09-30	Recurring	30% of Subscription (Minimums Apply)	1	USD 6,796.80	USD 6,796.80
S3	Canvas Studio Cloud Subscription	2025-10-01	2026-09-30	Recurring	User	4,800	USD 2.50	USD 12,000.00
S4	Training Portal Standard - Core + Advanced On-Demand Content	2025-10-01	2026-09-30	Recurring	Per Event	4,800	USD 4,200.00	USD 4,200.00

Billing Summary			
Segment	Recurring	Non-Recurring	Total
Year 1	USD 45,652.80	USD 1,620.00	USD 47,272.80
<b>Total</b>	<b>USD 45,652.80</b>	<b>USD 1,620.00</b>	<b>USD 47,272.80</b>

Products	Description	Qty
Canvas Studio Standard Implementation		1.00
Canvas Studio Implementation	Implementation will include the following: Creation of Canvas Studio Instance Integration with Canvas LMS via LTI Admin creation	1.00

Canvas Studio - On Demand Training	One year of unlimited access to On Demand training content on Canvas Studio.	1.00
Canvas LMS Cloud Subscription	Canvas LMS Cloud Subscription: Per User	4,800.00
24x7 Tier 1 Support (Faculty Only)	24x7 Tier 1 support (faculty only) per year (30% of subscription - min \$4,500 USD)	1.00
Canvas Studio Cloud Subscription	Canvas Studio Cloud Subscription: Per User	4,800.00
Training Portal Standard - Core + Advanced On-Demand Content	Unlimited access to core and advanced on-demand training content for teachers and admins through the Training Portal.	4,800.00

**Quote Special Terms**

Recurring items on this Order Form (other than any 3<sup>rd</sup> Party Products) shall automatically renew for succeeding terms of 12-month duration at an annual price increase of 5% unless either party gives the other party 60 days' written notice of its intent not to renew prior to the expiration of the then-current term.

The services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related services prior to the first year Start Date at its sole discretion.

**User Clause:** User Metric reflects the maximum number of individuals authorized by the Customer to access and/or use the Service and Customer has paid for such access and/or use.

**User Typical Use Clause:** In the event Customer enables access to the Service to more Users over a given contract year than are allocated to such contract year as set forth above, then Instructure reserves the right, in its sole discretion, to invoice the Customer for such additional number of Users. In addition, the User fees set forth above are based on the assumption that Customer's Users will use the Service commensurate with the average usage patterns of users across Instructure's user base in the aggregate (such average usage being referred to herein as "Typical Use") and do not account for usage of the Service by Customer's Users beyond such Typical Use. To the extent the Users' usage of the Service, in the aggregate, exceeds the Typical Use at any given time, Instructure reserves the right, in its sole discretion, to increase the fees by an amount proportional to such excess usage. In the event Instructure increases the fees pursuant to this paragraph, Instructure shall send an invoice to Customer for the applicable increase along with documentation evidencing the additional usage of or additional Users who have access to the Service giving rise to such fee increase. Any invoice sent pursuant to the foregoing shall be due and payable within 30 days of receipt.

**Payment Terms - Renewal Order Form:** In the event that Customer fails to execute this Order Form prior to the Start Date listed above, all fees shall become due payable upon Customer's receipt of an invoice.

**Non-Recurring Expiration:** Unless otherwise stated in an applicable Statement of Work or this Order Form, Non-Recurring Products and 3<sup>rd</sup> Party Products must be completed within 12 months beginning on the later of the last date of signature or the Initial Start Date specified in this Order Form.

**Product Special Terms**

Instructure's support terms are available as follows: <https://www.instructure.com/canvas/support-terms>

**Terms and Conditions**

**Governing Terms:** This Order Form shall be governed by the Master Terms and Conditions which can be found here: <https://www.instructure.com/policies/mastertermsconditions>

**Data Processing Addendum:** The data processing addendum between the parties is available at: <https://www.instructure.com/policies/data-processing-addendum>

**Conflict Clause:** In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

**Product Supplement Terms:** Product Specific Supplements which can be found here: <https://www.instructure.com/policies/product-supplements>, govern the use of the applicable product and/or feature offerings listed in this Order Form and/or utilized by Customer, and are incorporated into the Master Terms and Conditions.

**Notes:**

The pricing on this Order Form is valid only if it is signed in conjunction with the execution of Q-461037 on or before 6/30/25. If both signed Order Forms are not received by that date, this Order Form will be considered null and void.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form?  Please Enter (Yes or No):	Check here if your company is exempt from US state sales tax:
If Yes, please enter PO Number:	Please email all US state sales tax exemption certifications to <a href="mailto:ar@instructure.com">ar@instructure.com</a>

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

By executing this Order Form, each party agrees to be legally bound by this Order Form.

**Waxahachie ISD**

Signature: Ry Kahlden

Name: Ryan Kahlden

Title: CFD

Date: 6/30/2025

**Instructure, Inc. (USA/CAN)**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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



Instructure, Inc.  
 6330 South 3000 East, Suite 700  
 Salt Lake City, UT 84121  
 United States

Order Form

Order: Q-461037-1  
 Date: 2025-06-19

Order Valid Through: 2025-06-30

Order Form for Waxahachie ISD

Bill to Information

**Entity Name:** Waxahachie ISD  
**Address:** 411 N Gibson St  
**City:** Waxahachie  
**State/Province:** Texas  
**Zip/Postal Code:** 75165  
**Country:** United States

Billing Contact

**Name:**  
**Email:**  
**Phone:**

Ship to Information

**Entity Name:** Waxahachie ISD  
**Address:** 411 N Gibson St  
**City:** Waxahachie  
**State/Province:** Texas  
**Zip/Postal Code:** 75165  
**Country:** United States

Shipping Contact

**Name:** Joshua Perry  
**Email:** joperry@wisd.org  
**Phone:**

Billing Information

**Billing Frequency:** Annually Upfront Upon Start Date

**Billing Frequency Term:** Non-recurring items will be invoiced upon signing. Recurring items will be invoiced on the subscription start date.

**Payment Terms:** Net 30

Year 1								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S3	Implementation Fee - Transcript Services	2025-10-01	2026-09-30	Non-Recurring	Per Each	1	USD 1,200.00	USD 1,200.00
S3	Implementation Fee - Transcript Services	2025-10-01	2026-09-30	Non-Recurring	Per Each	1	USD 0.00	USD 0.00
S2	Transcript Services	2025-10-01	2026-09-30	Recurring	Enrollment	1	USD 8,964.00	USD 8,964.00

Year 1 Transaction Pricing:				
Reference	Description	Start Date	End Date	Price
S2	Transcript Services	2025-10-01	2026-09-30	USD \$5.00
T6	Transcript Services TPO	2025-10-01	2026-09-30	USD \$15.00

Billing Summary			
Segment	Recurring	Non-Recurring	Total
Year 1	USD 8,964.00	USD 1,200.00	USD 10,164.00
<b>Total</b>	<b>USD 8,964.00</b>	<b>USD 1,200.00</b>	<b>USD 10,164.00</b>

Reference	Products	Description
S2	Transcript Services	Learner Type: Alumni Only Delivery Method: Parchment Print and Digital Financing Option: Transaction - Requestor Pay

S2	Transcript Services	Learner Type: Current Only Delivery Method: Digital Only Financing Option: Subscription - Recurring
----	---------------------	---

Products	Description	Qty
Implementation Fee - Transcript Services	A dedicated implementation team will guide you through the setup of your purchased service/s. An implementation meeting will be held where final configuration will be reviewed and training held. The Go-Live date will be scheduled. Applicable documentation will be provided.	1.00
Implementation Fee - Transcript Services	A dedicated implementation team will guide you through the setup of your purchased service/s. An implementation meeting will be held where final configuration will be reviewed and training held. The Go-Live date will be scheduled. Applicable documentation will be provided.	1.00

**Quote Special Terms**

Recurring items on this Order Form (other than any 3<sup>rd</sup> Party Products) shall automatically renew for succeeding terms of 12-month duration at an annual price increase of 5% unless either party gives the other party 60 days' written notice of its intent not to renew prior to the expiration of the then-current term.

The services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related services prior to the first year Start Date at its sole discretion.

**Non-Recurring Expiration:** Unless otherwise stated in an applicable Statement of Work or this Order Form, Non-Recurring Products and 3rd Party Products must be completed within 12 months beginning on the later of the last date of signature or the Initial Start Date specified in this Order Form.

**Payment Processing Fee:** Subject to limitations and prior written approval of Instructure, Customer can add a surcharge to each credential request as a method of cost recovery for some or all of Customer's fees, or an auxiliary revenue source. Due to the processing fees assessed by Instructure's credit card processing vendor, there will be a 20% processing fee on all credit card (including debit) charges in excess of the credential request fee. Instructure will remit to Customer any surcharges (less any processing fees on a monthly basis, no later than 45 days following the end of each calendar month).

**Overages:** The annual subscription fee is non-refundable, and any credential requests included within the subscription must be used within each annual period of the Term. If the cumulative number of credential requests during an annual period exceeds the subscription's credential request limit, Customer will be charged an overage fee for each additional credential request at the rates specified in the applicable Order Form ("Overage Fee"). Overage Fees will be invoiced by Instructure monthly in arrears for the remainder of the then-current subscription period.

**Pricing:** Unless otherwise expressly specified in the Order Form, after the first twelve (12) months of the Agreement, Instructure, in its sole discretion, may increase the fees payable for Services under this Agreement annually. Instructure will provide at least sixty (60) days advance notice of such fees increase, which will be effective as of the date in such notice.

**Terms and Conditions**

**Governing Terms:** This Order Form shall be governed by the Master Terms and Conditions which can be found here:

<https://www.instructure.com/policies/mastertermsconditions>

**Conflict Clause:** In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

**Product Supplement Terms:** Product Specific Supplements which can be found here: <https://www.instructure.com/policies/product-supplements>, govern the use of the applicable product and/or feature offerings listed in this Order Form and/or utilized by Customer, and are incorporated into the Master Terms and Conditions.

**Notes:**

The pricing on this Order Form is valid only if it is signed in conjunction with the execution of Q-461662 on or before 6/30/25. If both signed Order Forms are not received by that date, this Order Form will be considered null and void.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form?  Please Enter (Yes or No):	Check here if your company is exempt from US state sales tax:
If Yes, please enter PO Number:	Please email all US state sales tax exemption certifications to <a href="mailto:ar@instructure.com">ar@instructure.com</a>

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

By executing this Order Form, each party agrees to be legally bound by this Order Form.

**Waxahachie ISD**

Signature: Ry Kahlden

Name: Ryan Kahlden

Title: CFD

Date: 6/30/2025

**Instructure, Inc. (USA/CAN)**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025      **Presented By:** Averett/Heimbuch

**Subject:** Credit By Exam Dates      **Related Page(s)** 0



**EXECUTIVE SUMMARY:**

The Texas Education Code §28.023 allows students in secondary courses to earn credit for a course by examination. Credit-by-examination (CBE) must be approved by each local board of trustees. The WISD CBE test methods and dates are listed below.

**ATTACHMENT:**

**Credit by Examination (CBE)**

**CBE with prior instruction:** Students may earn credits by examination (CBE) in any academic course that is required for graduation if the student *has had prior instruction but has not successfully passed* the course. The state of Texas Education Agency has determined four testing windows that school districts will offer CBE's testing. WISD administers CBE tests in conjunction with the Texas Tech University Independent School District (TTUISD) and /or University of Texas at Austin UT High School 4 times a year. The school district will determine and publicize in the community at the beginning of each school year the CBE testing dates that will take place between January 1 and March 31, April 1 and June 30, July 1 and September 30, and October 1 and December 31. A student who is homeless or in substitute care who transfers to the district after the start of the school year to be administered credit by examination at any point during the school year. A student may take a specific examination only once during each testing window and may not attempt to earn CBE for a specific high school course more than two times. CBE scores will be reported by the testing institution to the school district and to the student within approximately 4-6 weeks. A student in any of Grades 6-12 may be given credit for an academic subject in which he or she had prior instruction if the student scores an average of 70% or higher is achieved on both semesters of the CBE that has been approved by the school district board of trustees for the applicable course. Exam fees apply and will be paid by the student to WISD prior to the exam. *\*Students that are denied credit due to excessive absences may not take a Credit by Exam to regain credit for that course.*

*Note: Prospective college-bound athletes should be aware that NCAA programs do not recognize high school credits earned by Credit by Examination (CBE).*

**CBE without prior instruction:** Students may earn credit by examination (CBE) in any academic course that is required for graduation other than courses that require a state assessment for End of Course (EOC) completion, if the student has *not had prior instruction* in that subject area. The state of Texas Education Agency has determined four testing windows that school districts will offer CBE's testing. WISD administers

CBE tests in conjunction with the Texas Tech University Independent School District (TTUISD) and /or University of Texas at Austin UT High School 4 times a year. The school district will determine and publicized in the community at the beginning of each school year the CBE testing dates that will take place between January 1 and March 31, April 1 and June 30, July 1 and September 30, and October 1 and December 31. A student who is homeless or in substitute care who transfers to the district after the start of the school year to be administered credit by examination at any point during the school year. A student may take a specific examination only once during each testing window and may not attempt to earn CBE for a specific high school course more than two times. There is no charge for a first-time CBE for acceleration purposes; Second attempts will be paid for by the student’s parent or guardian. CBE scores will be reported by the testing institution to the school district and to the student in approximately 4-6 weeks. If an average of 80% or higher is achieved on both semesters of the CBE that has been approved by the school district board of trustees for the applicable course, the student is given credit for the course and the school district must enter the examination score on the student’s transcript.

CBE exam dates for the 2025-2026 school year will be as follows:

September 3-12, 2025

November 5-14, 2025

February 11-20, 2026

June 17-26, 2026

BOARD PRIORITY GOALS		
X	Priority #1	Student Growth
	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
	Priority #4	Financial Integrity

**RECOMMENDATION:**

It is recommended that the Board approve the CBE methods and dates.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025      **Presented By:** Stephanie Heimbuch

**Subject:** Strong Foundations Implementation  
Part C Grant Approved Provider      **Related Page(s)** 12



**EXECUTIVE SUMMARY:**

The TEA Strong Foundations Implementation Part C Grant was recently awarded as an addition to Part A and B1. This grant in the amount of \$352,500.00 provides additional funding for all elementary in the implementation of Bluebonnet Learning Math K-5. This is in addition to the grant previously approved in the June board meeting for two targeted campuses. This grant requires 50% of the funding to go to an approved provider that will provide support for the district and identified campuses in the implementation process. The approved provider that we are recommending is Great Minds, which is the company we have agreed to work with for LASO Part B1 in June. This grant will allow us to provide increased support to all elementary campuses for the implementation of Bluebonnet Learning Math.

**ATTACHMENTS:**

- Great Minds Purchase, Sales, and Training Agreement
- Quote from Great Minds

BOARD PRIORITY GOALS		
X	<b>Priority #1</b>	<b>Student Growth</b>
	<b>Priority #2</b>	<b>Honor and Support Staff</b>
	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
	<b>Priority #4</b>	<b>Financial Integrity</b>

**Recommendation:**

It is recommended that the Board approve Great Minds as our approved provider for the Strong Foundations Implementation Part C Grant as presented.



every child  
is capable of  
greatness

**Great Minds Quote**

Date June 25, 2025  
 Expiration Date September 22, 2025  
 Prepared By Chad Culpepper  
 Email chad.culpepper@greatminds.org

Quote Number 00474004  
 Contact Name Stephanie Heimbuch  
 Phone (972) 923-4631  
 Email sheimbuch@wisd.org

Bill to Name AP Waxahachie ISD  
 Bill To 411 N Gibson St  
 Waxahachie, TX 75165

Ship to Name Stephanie Heimbuch  
 Ship To 411 North Gibson St  
 Waxahachie, TX 75165

End User Waxahachie Independent School District

**Make Payment to:**  
 Great Minds PBC Tax ID: 84-3785772  
**Mail payment to:**  
 Great Minds PBC  
 P.O. Box 200283  
 Pittsburgh, PA 15251-0283

**Phone:** 202.223.1854  
**Email:** ordertracking@greatminds.org

**Wire/ACH** details are available by visiting this link: <https://digitalsupport.greatminds.org/s/ach-instructions>

Coaching - Services	ISBN	Quantity	List Price	Discounts	Total Price
Grade Multiple					
Bluebonnet Learning (GM) K-5 Math- On Site Coaching Services - Full Day	GM-03939	90.00	\$3,900.00	0.00%	\$351,000.00
Bluebonnet Learning (GM) K-5 Math- Virtual Coaching Services - Full Day	GM-03940	1.00	\$2,500.00	40.00%	\$1,500.00

Services	\$353,500.00
Solution Subtotal	\$353,500.00
Discount	(\$1,000.00)
Shipping and Handling	\$0.00
<b>*Pre-Tax Solution Total</b>	<b>\$352,500.00</b>
Estimated Sales Tax	\$0.00
Estimated S&H Tax	\$0.00
Total Solution:	<b>\$352,500.00</b>

This Quote is governed by the Terms and Conditions at <https://greatminds.org/customer-quote-terms> which are hereby incorporated by reference as if fully set forth herein.

***\*Tax Exemption: If Customer is exempt from paying any or all taxes, customer shall provide written evidence of such tax exemption issued by the applicable taxing authority.***

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025      **Presented By:** Stephanie Heimbuch

**Subject:** Edgenuity Contract      **Related Page(s)** 2



**EXECUTIVE SUMMARY:**

To enter into a one-year contract with Imagine Learning at price not to exceed \$74,535.00 for Edgenuity, an online platform used for credit recovery, extension opportunities, and test prep at WHS and Global HS.

**ATTACHMENT:**

- Quote from Imagine Learning for Edgenuity

		<b>BOARD PRIORITY GOALS</b>
X	<b>Priority #1</b>	<b>Student Growth</b>
	<b>Priority #2</b>	<b>Honor and Support Staff</b>
	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
	<b>Priority #4</b>	<b>Financial Integrity</b>

**Recommendation:**

It is recommended that the Board approve the contract with Imagine Learning/ Edgenuity for one year not to exceed \$74,535.00



# Price Quote

100 S. Mill Ave  
 Suite 1700  
 Tempe, AZ 85281  
 877-725-4257

**Date** 5/6/2025  
**Quote No.** Q-122044  
**Acct. No.** 12205262  
**Total** 74,534.30  
**Pricing Expires** 08/23/2025

Waxahachie Independent School District  
 411 N Gibson St  
 Waxahachie TX 75165  
 United States

Payment Term	Contract Start	Contract End
Net 30	9/1/2025	8/31/2026

Site	Description	End Date	Qty
Waxahachie Independent School District	Integration - Clever or Classlink Sync and SSO	08/31/2026	1
	PL - Onsite Day	08/31/2026	2
	PL - CW/Supp/SS Virtual Session	08/31/2026	4
	Edgenuity Academic Integrity	08/31/2026	1
Waxahachie High School	Edgenuity 9-12 Comprehensive Site License	08/31/2026	1
	Edgenuity Enhanced CTE Site License	08/31/2026	1
	IS 6-12 On-Demand Tutoring Site License	08/31/2026	1
Waxahachie Global High School	Edgenuity 9-12 Comprehensive Site License	08/31/2026	1
	Edgenuity Enhanced CTE Site License	08/31/2026	1
	IS 6-12 On-Demand Tutoring Site License	08/31/2026	1

**Subtotal** 74,534.30  
**Tax Total** 0.00  
**Total** 74,534.30

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Standard Terms and Conditions . These Terms and Conditions are available at [www.imaginelearning.com/standard-terms-and-conditions](http://www.imaginelearning.com/standard-terms-and-conditions), may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Imagine Learning's written consent.

**Waxahachie Independent  
School District**

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Imagine Learning Representative**

Jordan Wolf  
Account Executive -  
jordan.wolf@imaginelearning.com  
imaginethefutureoflearning.com

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to [AR@imaginelearning.com](mailto:AR@imaginelearning.com) or fax to 480-423-0213.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025                      **Presented By:** Stephen Mott

**Subject:** District wide Badge reader and ID card upgrade                      **Related Page(s)** 3



**EXECUTIVE SUMMARY:**

To upgrade the entire district with newer and more secure badge readers and new badges at price not to exceed \$136,788.00 to be completed by Bat Security and Allegion. \$111,300 of the costs of this project will be paid with Proposition C funds and the remaining \$25,500 will be paid with general funds.

**ATTACHMENTS:**

Quotes from BAT Security and letter from Allegion acknowledging contribution of 2,000 smart technology credentials for new readers.

		BOARD PRIORITY GOALS
	<b>Priority #1</b>	<b>Student Growth</b>
	<b>Priority #2</b>	<b>Honor and Support Staff</b>
X	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
X	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

Administration recommends the approval of quotes from BAT Security and Allegion to replace and upgrade existing badge access system at a cost not to exceed \$136,788.



Proposal # 20227	Customer # 3641	System Type Access Control System	PO Number	Term Net 30 Days	Proposal Date June 30, 2025
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**Customer:**  
Waxahachie ISD  
Attn: Accounts Payable  
411 N. Gibson St.  
Waxahachie, TX 75165

**Site Location:**  
Waxahachie ISD  
411 N. Gibson St.  
Waxahachie, TX 75165

<b>Contact Information:</b> <b>Customer</b> Contact Stephen Mott Phone: (469) 853-2395 Email: smott@wisd.org  <b>Salesperson</b> Name: Jeff Hughes Phone: (972) 937-1102 Email: jhughes@batsecurity.com	<b>Brief Description:</b> Card Reader Upgrade for Simpson Elementary, High School, Curriculum, Credit Union, Support Services, Transportation, Technology, and Administration.
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## Charges

Description	QTY	Rate	Amount
Simpson Elementary- Reader Upgrad and Labor	1.00	7,816.00	7,816.00
Waxahachie High School- Reader Upgrad and Labor	1.00	9,160.00	9,160.00
Cirriculum- Reader Upgrad and Labor	1.00	1,792.00	1,792.00
Credit Union- Reader Upgrad and Labor	1.00	1,096.00	1,096.00
Support Services- Reader Upgrad and Labor	1.00	2,788.00	2,788.00
Transportation- Reader Upgrad and Labor	1.00	1,096.00	1,096.00
Technology- Reader Upgrad and Labor	1.00	1,096.00	1,096.00
Administration- Reader Upgrad and Labor	1.00	648.00	648.00
<b>Total Charges:</b>			25,492.00
<b>Sales Tax:</b>			0.00
<b>Amount: 0</b>			<b>Grand Total: \$25,492.00</b>

## Notes

Note	Modified Date	User
------	---------------	------

x \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
 Agreed To By

### CONTACT US

Billing Questions (972) 937-1102	Sales (972) 937-1102	Central Station (877) 622-8626	Service (972) 937-1102	Email info@batsecurity.com
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To view this proposal online, please visit: <https://batsecurity.alarmbiller.com> | Registration Key: A733FA



June 26, 2025

Attn: Waxahachie Independent School District

Allegion is excited to propose an upgrade to Waxahachie ISD's existing card reader and credential access control technology. This upgrade comes highly recommended as a strategic investment in the safety, efficiency, and long-term reliability of Waxahachie ISD facilities.

The proposed upgrade involves replacing existing legacy proximity-based card reader hardware and credentials, with advanced smart readers and smart credentials. Upgrading to smart technology provides enhanced security through advanced encryption, making it far more effective at preventing unauthorized access compared to legacy proximity systems. The upgraded smart readers and credentials are compatible with existing district wiring infrastructure and electronic access control software, helping minimize disruption during the proposed transition. This new smart technology also positions the district for future advancements, such as mobile credentials and cloud-based management, while streamlining access management for administrators. Additionally, smart systems reduce long-term costs by lowering maintenance needs and mitigating security risks.

**Scope review:** Waxahachie ISD to replace the legacy proximity card readers with (331) Schlage MTB series Smart Readers, sourced by their choice of Security Integrator contractor. While Allegion (Schlage) will provide the district with the replacement of (2,000) Schlage Mifare DesFire Smart Technology credentials for distribution to district teachers & staff.

At Allegion, we support schools who promote safe and secure environments for students and staff!

Sincerely,  
Matthew Linch  
Project Sales Manager – North TX, OK, AR

Allegion  
Mobile: 657.220.0782  
Email: [Matt.Linch@allegion.com](mailto:Matt.Linch@allegion.com)  
Website: [www.allegion.com](http://www.allegion.com)

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025 **Presented By:** Stephen Mott

**Subject:** Finley Jr High added group bathroom **Related Page(s)** 2



**EXECUTIVE SUMMARY:**

At the March 2025 meeting, Trustees approved renovations to the Finley Junior High restrooms and girls' locker room not to exceed \$910,000. Unfortunately, the administration missed counting one set of restrooms in the gym area and now would like to increase the amount for this project by \$75,000 to ensure all restrooms are updated.

**ATTACHMENTS:**

Quote for the renovations of additional restrooms at Finley Junior High

		BOARD PRIORITY GOALS
	<b>Priority #1</b>	<b>Student Growth</b>
	<b>Priority #2</b>	<b>Honor and Support Staff</b>
X	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
X	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

Administration recommends increasing the amount of the authorized restrooms renovations at Finley Junior High by \$75,000 for additional restrooms to be remodeled.



**Harts Flooring**  
 4420 Mint Way  
 DALLAS, TX 75236 USA  
 harts-flooring@att.net  
 hartsflooring.com

## Estimate

**ADDRESS**

Waxahachie ISD

**ESTIMATE #** 3262

**DATE** 06/02/2025

**JOB NAME**

Finley Gym Restrooms

DESCRIPTION	QTY	RATE	AMOUNT
Mens and womens by Gym hall			
take-up ceramic tile, includes wall prep	2,160	4.00	8,640.00
Supply and install ceramic tile	1,640	15.00	24,600.00
Supply and install epoxy flake system, includes subfloor prep	520	12.00	6,240.00
Supply and install epoxy base	180	7.50	1,350.00
Supply and Install Schluters	220	5.00	1,100.00
demo existing, supply and install stainless steel partitions and urinal screens	1	21,000.00	21,000.00
remove plumbing fixtures and reinstall after work is completed, fixtures to be stored on site	10	700.00	7,000.00
Supply and install paint for ceiling hardtops in restrooms	520	1.25	650.00

SUBTOTAL	70,580.00
TAX	0.00
<b>TOTAL</b>	<b>\$70,580.00</b>

Accepted By

Accepted Date

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025                      **Presented By:** Stephen Mott

**Subject:** Howard Jr High change order for bathroom remodel                      **Related Page(s)** 2



**EXECUTIVE SUMMARY:**

At the March 2025 meeting, Trustees approved renovations to the Howard Junior High restrooms and girls' locker room not to exceed \$900,000. Currently, the administration is seeking to amend this approval to increase the cost \$5,000 to make needed repairs to the mud base.

**ATTACHMENTS:**

Quote for the cost of additional repairs to the restrooms at Howard Junior High

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
	Priority #2	Honor and Support Staff
X	Priority #3	Community and Stakeholder Relationships
X	Priority #4	Financial Integrity

**RECOMMENDATION:**

Administration recommends increasing the amount of the authorized restrooms renovations at Howard Junior High by \$5,000 for additional repairs.

## CHANGE ORDER REQUEST

<b>PROJECT:</b> Waxa ISD – Howard Junior High 265 Broadhead Rd Waxahachie TX 75165	<b>CONTRACTOR:</b> Concord Commercial Services, Inc. 11400 Long Street Balch Springs, TX 75180	<b>CO#</b> 1  <b>DATE:</b> 6/2/25
<b>OWNER:</b> Waxahachie ISD 411 N Gibson Street Waxahachie, TX 75165	<b>ARCHITECT:</b> None	

### DESCRIPTION OF CHANGES

**General Scope: Strengthen and Cap Mud Beds at Girls Shower**

Prepare mud bed to remove loose prep & surface contamination	\$	14,500.00
Set up dams and forms to keep leveler in place, apply mud bed strengthening coat		
Apply epoxy primer & sand broadcast coat, install Uzin NC157 to create flat surface		
Based on 4-man crew, 2 grinders , walk behind auto scrubbers, OSHA compliant vacuum/dust system		
Supervision	\$	1,000.00
<b>Subtotal</b>	<b>\$</b>	<b>15,500.00</b>
OH & P      15.00%	\$	2,325.00
<b>TOTAL</b>	<b>\$</b>	<b>17,825.00</b>

The Contract Time will be increased by..... 0 Days

This scope of work will become a part of and in conformance with the existing contract. We hereby agree to make the change(s) specified above at the price indicated per this Change Order Request. All work is to be performed under the established terms and conditions specified in the original contract unless otherwise specified.

**ACCEPTED BY:**

Concord Commercial Services, Inc.  
 \_\_\_\_\_  
**CONTRACTOR**

Waxahachie ISD  
 \_\_\_\_\_  
**OWNER**

\_\_\_\_\_  
**SIGNATURE**  
 Robert Boe, Project Manager  
 \_\_\_\_\_  
**PRINTED NAME AND TITLE**

\_\_\_\_\_  
**SIGNATURE**  
 Stephen Mott/ Project Manager  
 \_\_\_\_\_  
**PRINTED NAME AND TITLE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025                      **Presented By:** Stephen Mott

**Subject:** Shackelford Elementary change order for bathroom remodel                      **Related Page(s)** 2



**EXECUTIVE SUMMARY:**

At the board meeting in March 2025, Trustees approved renovations to the restrooms at Shackelford Elementary at a price not to exceed \$345,000. Currently, the administration is asking to increase the approval for this project by \$7,000, to a new project total of \$352,000. The additional pricing is to improve the mud beds in two restrooms near the gym.

**ATTACHMENTS:**

		BOARD PRIORITY GOALS
	<b>Priority #1</b>	<b>Student Growth</b>
	<b>Priority #2</b>	<b>Honor and Support Staff</b>
X	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
X	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

Administration recommends increasing the approved price for the Shackelford Elementary bathroom remodel project as presented.

**CHANGE ORDER REQUEST**

<b>PROJECT:</b> Waxa ISD- Shackelford Elem 1001 Butcher Rd Waxahachie TX 75165	<b>CONTRACTOR:</b> Concord Commercial Services, Inc. 11400 Long Street Balch Springs, TX 75180	<b>CO#</b> 1	<b>DATE:</b> 6/2/25
<b>OWNER:</b> Waxahachie ISD 411 N Gibson Street Waxahachie, TX 75165	<b>ARCHITECT:</b> None		

**DESCRIPTION OF CHANGES**

**General Scope: Strengthen and Cap Mud Beds at 2 RR's**

Prepare mud bed to remove loose prep & surface contamination	\$	14,500.00
Set up dams and forms to keep leveler in place, apply mud bed strengthening coat		
Apply epoxy primer & sand broadcast coat, install Uzin NC157 to create flat surface		
Based on 4-man crew, 2 grinders , walk behind auto scrubbers, OSHA compliant vacuum/dust system		
Supervision	\$	1,000.00
<b>Subtotal</b>	<b>\$</b>	<b>15,500.00</b>
OH & P 15.00%	\$	2,325.00
<b>TOTAL</b>	<b>\$</b>	<b>17,825.00</b>

The Contract Time will be increased by..... 0 Days

This scope of work will become a part of and in conformance with the existing contract. We hereby agree to make the change(s) specified above at the price indicated per this Change Order Request. All work is to be performed under the established terms and conditions specified in the original contract unless otherwise specified.

**ACCEPTED BY:**

Concord Commercial Services, Inc.  
 \_\_\_\_\_  
**CONTRACTOR**

\_\_\_\_\_  
**SIGNATURE**  
 Robert Boe, Project Manager  
 \_\_\_\_\_  
**PRINTED NAME AND TITLE**

\_\_\_\_\_  
**DATE**

Waxahachie ISD  
 \_\_\_\_\_  
**OWNER**

\_\_\_\_\_  
**SIGNATURE**  
 Stephen Mott/ Project Manager  
 \_\_\_\_\_  
**PRINTED NAME AND TITLE**

\_\_\_\_\_  
**DATE**

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025                      **Presented By:** Stephen Mott

**Subject:** Turner Pre K change order for bathroom remodel                      **Related Page(s)** 2



**EXECUTIVE SUMMARY:**

At the March 2025 meeting, Trustees approved renovations to the Turner Pre K restrooms not to exceed \$615,000. Currently, the administration is seeking to amend this approval to increase the cost \$7,000 to make needed repairs to the mud base.

**ATTACHMENTS:**

Quote for additional repair work at Turner Pre K

		BOARD PRIORITY GOALS
	<b>Priority #1</b>	<b>Student Growth</b>
	<b>Priority #2</b>	<b>Honor and Support Staff</b>
X	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
X	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

Administration recommends increasing the amount of the authorized restrooms renovations at Turner Pre K by \$7,000 for additional repairs.

# Concord Commercial Services, Inc.

## CHANGE ORDER REQUEST

<b>PROJECT:</b> Waxa ISD-Turner Pre-K 614 Getzendaner Rd Waxahachie TX 75165	<b>CONTRACTOR:</b> Concord Commercial Services, Inc. 11400 Long Street Balch Springs, TX 75180	<b>CO#</b> 1  <b>DATE:</b> 6/2/25
<b>OWNER:</b> Waxahachie ISD 411 N Gibson Street Waxahachie, TX 75165	<b>ARCHITECT:</b> None	

## DESCRIPTION OF CHANGES

**General Scope: Strengthen and Cap Mud Beds at 2 RR's**

Prepare mud bed to remove loose prep & surface contamination	\$	14,500.00
Set up dams and forms to keep leveler in place, apply mud bed strengthening coat		
Apply epoxy primer & sand broadcast coat, install Uzin NC157 to create flat surface		
Based on 4-man crew, 2 grinders , walk behind auto scrubbers, OSHA compliant vacuum/dust system		
Supervision	\$	1,000.00
<b>Subtotal</b>	<b>\$</b>	<b>15,500.00</b>
OH & P      15.00%	\$	2,325.00
<b>TOTAL</b>	<b>\$</b>	<b>17,825.00</b>

The Contract Time will be increased by..... 0 Days

This scope of work will become a part of and in conformance with the existing contract. We hereby agree to make the change(s) specified above at the price indicated per this Change Order Request. All work is to be performed under the established terms and conditions specified in the original contract unless otherwise specified.

**ACCEPTED BY:**

Concord Commercial Services, Inc.  
 \_\_\_\_\_  
 CONTRACTOR

Waxahachie ISD  
 \_\_\_\_\_  
 OWNER

SIGNATURE  
 Robert Boe, Project Manager  
 \_\_\_\_\_  
 PRINTED NAME AND TITLE

SIGNATURE  
 Stephen Mott/ Project Manager  
 \_\_\_\_\_  
 PRINTED NAME AND TITLE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 DATE

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025                      **Presented By:** Stephen Mott

**Subject:** Turner Pre K for Asbestos Removal in Nurse Bathroom                      **Related Page(s)** 2



**EXECUTIVE SUMMARY:**

To remove Asbestos found in Turner Pre K Nurse Bathroom at price not to exceed \$13,205.45 to be completed by Concord Commercial Services Inc.

**ATTACHMENTS:**

Quote for removal of asbestos at Turner

		BOARD PRIORITY GOALS
	<b>Priority #1</b>	<b>Student Growth</b>
	<b>Priority #2</b>	<b>Honor and Support Staff</b>
X	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
X	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

Administration recommends the Turner PreK asbestos abatement in the nurse's bathroom project be approved at a cost not to exceed \$13,205.45.

# Concord Commercial Services, Inc.

## CHANGE ORDER REQUEST

<b>PROJECT:</b> Waxa ISD-Turner Pre-K 614 Getzendaner Waxahachie TX 75165	<b>CONTRACTOR:</b> Concord Commercial Services, Inc. 11400 Long Street Balch Springs, TX 75180	<b>CO#</b> 4  <b>DATE:</b> 6/20/25
<b>OWNER:</b> Waxahachie ISD 411 N Gibson Street Waxahachie, TX 75165	<b>ARCHITECT:</b> None	

## DESCRIPTION OF CHANGES

**General Scope:** Asbestos repair in nurse restroom at Turner Pre-K

Asbestos removal and air testing at nurse restroom starting on July 2, 2025	\$	4,200.00
Flooring leveling at nurse restroom following asbestos removal	\$	6,483.00
Supervision	\$	800.00
<b>Subtotal</b>	<b>\$</b>	<b>11,483.00</b>
OH & P 15.00%	\$	1,722.45
<b>TOTAL</b>	<b>\$</b>	<b>13,205.45</b>

The Contract Time will be increased by..... **0 Days**

This scope of work will become a part of and in conformance with the existing contract. We hereby agree to make the change(s) specified above at the price indicated per this Change Order Request. All work is to be performed under the established terms and conditions specified in the original contract unless otherwise specified.

**ACCEPTED BY:**

Concord Commercial Services, Inc.  
 \_\_\_\_\_  
**CONTRACTOR**

Waxahachie ISD  
 \_\_\_\_\_  
**OWNER**

SIGNATURE  
 Robert Boe, Project Manager  
 \_\_\_\_\_  
 PRINTED NAME AND TITLE

SIGNATURE  
 Stephen Mott/ Project Manager  
 \_\_\_\_\_  
 PRINTED NAME AND TITLE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 DATE

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025                      **Presented By:** Stephen Mott

**Subject:** TC Wilemon building bathroom partitions remodel                      **Related Page(s)** 2



**EXECUTIVE SUMMARY:**

One of the listed campus improvement items in Proposition C included the restroom renovations at multiple campuses. The district received pricing to update all of the restroom partitions at the TC Wilemon building at a proposed cost of \$83,500. It is recommended that we approve replacement of the restroom partitions at the TC Wilemon building at price not to exceed \$85,000.00 to be completed by Harts Flooring.

**ATTACHMENTS:**

Quote for the replacement of the restroom partitions at the TC Wilemon building

		BOARD PRIORITY GOALS
	<b>Priority #1</b>	<b>Student Growth</b>
	<b>Priority #2</b>	<b>Honor and Support Staff</b>
X	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
X	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

Administration recommends Harts Flooring for the restroom partition replacement project at the TC Wilemon building at a cost not to exceed \$85,000.



**Harts Flooring**  
 4420 Mint Way  
 DALLAS, TX 75236 USA  
 harts-flooring@att.net  
 hartsflooring.com

## Estimate

**ADDRESS**

Waxahachie ISD

**ESTIMATE #** 3291

**DATE** 07/02/2025

**JOB NAME**

Wilemon Restroom Partitions

DESCRIPTION	QTY	RATE	AMOUNT
3rd floor - 1 men's 1 women's			
Remove existing partitions, Supply and install Light Grey baked Enamel FM/OHB Partitions, continuous stainless steel brackets with standard side latch, reinstall existing accessories	1	13,500.00	13,500.00
2nd floor - 1 men's 1 women's			
Remove existing partitions, Supply and install Light Grey baked Enamel FM/OHB Partitions, continuous stainless steel brackets with standard side latch, reinstall existing accessories	1	17,000.00	17,000.00
1st floor - 3 men's 3 women's			
Remove existing partitions, Supply and install Light Grey baked Enamel FM/OHB Partitions, continuous stainless steel brackets with standard side latch, reinstall existing accessories	1	50,500.00	50,500.00
Supply and install new sanitary napkin disposals with lock	1	2,500.00	2,500.00

Includes new urinal screens where none are currently, please note some clean outs will be affected and not all existing meets ADA.

SUBTOTAL	83,500.00
TAX	0.00
<b>TOTAL</b>	<b>\$83,500.00</b>

Accepted By

Accepted Date

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025                      **Presented By:** Stephen Mott

**Subject:** Shackelford Elementary change order for bathroom remodel                      **Related Page(s)** 2



**EXECUTIVE SUMMARY:**

At the board meeting in March 2025, Trustees approved renovations to the restrooms at Shackelford Elementary at a price not to exceed \$345,000. Currently, the administration is asking to increase the approval for this project by \$105,000, to a new project total of \$450,000. The additional pricing is for renovations to the restrooms that are with classrooms that were originally overlooked as part of the renovation project. The cost to renovate these additional restrooms was listed as option 1 on the original quote. Additionally, the restrooms at Shackelford are not shared between classrooms, as they are at Dunaway, so we have 8 additional restrooms that were not previously accounted for. The additional work in these restrooms is presented as a change order for \$36,982.05. The administration is requesting a total increase on this project of \$105,000.

**ATTACHMENTS:**

Quotes showing pricing for additional restroom renovations

		BOARD PRIORITY GOALS
	<b>Priority #1</b>	<b>Student Growth</b>
	<b>Priority #2</b>	<b>Honor and Support Staff</b>
X	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
X	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

Administration recommends increasing the approved price for the Shackelford Elementary bathroom remodel project for additional restrooms to be renovated, as presented.



11400 Long Street  
 Balch Springs, TX 75180-3232  
 Phone: 972-557-8789  
 Fax: 972-557-7209  
 Website: www.concordcommercialservices.com

# Estimate

Date	Estimate #
2/20/2025	25-100

Name / Address
Waxahachie ISD 411 N. Gibson Street Waxahachie, TX 75165

Location of Work
Shackelford Elementary School 1001 Butcher Rd. Waxahachie, TX 75165

P.O. Number	CCS Estimator	CCS Project	Customer Contact
	RB		Stephen Mott

Description	Total
Scope of Work - Three (3) Gang Restrooms and One (1) Each - Admin and Teachers Lounge.  1. Mobilize to job site 2. Remove sinks, urinals, toilets, gang sinks, clean out covers, all accessories, grab bars, mirrors and store locally 3. Remove and dispose of restroom partitions 4. Remove water fountains and store locally. 5. Demo and dispose of wall and floor tile 6. Supply and install green rock on walls 7. Install epoxy flake coating system on floors 8. Supply and install tile and grout on all walls floor to ceiling 8. Install saved sinks, urinals, toilets, gang sinks, and clean out covers 9. Install saved water fountains. 10. Purchase and install three (3) bottle filler water fountains 11. Supply and install toilet partitions and saved accessories 12. Install saved mirrors 13. Sand, prep and paint door openings 14. Clean up and remove any construction debris as generated by this Contractor  Labor, Material and Equipment	333,317.13
<b>Option 1.</b> Renovations to Fight (8) Classroom Restroom - Add to Base Bid \$65,302.41  Note: Pricing on Option 1 are based on performing work scope in conjunction with the base bid and is not a stand alone quote.  Maintain a Clean and Safe work environment at all times. Will coordinate with on site personnel to limit and control any business disruption.	

Maintain a Clean and Safe work environment at all times.	<b>Subtotal</b> \$333,317.13
	<b>Sales Tax (8.25%)</b> \$0.00
	<b>Total</b> \$333,317.13

Acceptance:  
 The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

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

# Concord Commercial Services, Inc.

## CHANGE ORDER REQUEST

<b>PROJECT:</b> Waxa ISD – Shackelford Elem 1001 Butcher Rd Waxahachie, TX 75165	<b>CONTRACTOR:</b> Concord Commercial Services, Inc. 11400 Long Street Balch Springs, TX 75180	<b>CO#</b> 6  <b>DATE:</b> 7/3/25
<b>OWNER:</b> Waxahachie ISD 411 N Gibson St Waxahachie, TX 75165	<b>ARCHITECT:</b> None	

## DESCRIPTION OF CHANGES

**General Scope:** Addition of 8 Restroom

Demo of tile	\$	3,445.00
Install epoxy floor	\$	1,852.00
Install Ceramic tile	\$	16,478.30
Remove and replace fixtures	\$	5,684.00
Remove and replace restroom accessories	\$	3,199.00
<b>Sub-Total</b>	\$	30,658.30
 Supervision	 \$	 1,500.00
<b>Subtotal</b>	\$	<b>32,158.30</b>
 OH & P      15.00%	 \$	 4,823.75
<b>TOTAL</b>	\$	<b>36,982.05</b>

The Contract Time will be increased by..... **Days**

This scope of work will become a part of and in conformance with the existing contract. We hereby agree to make the change(s) specified above at the price indicated per this Change Order Request. All work is to be performed under the established terms and conditions specified in the original contract unless otherwise specified.

**ACCEPTED BY:**

Concord Commercial Services, Inc.  
 \_\_\_\_\_  
**CONTRACTOR**  
*Robert Boe*  
 \_\_\_\_\_  
**SIGNATURE**  
 Robert Boe, Project Manager  
 \_\_\_\_\_  
**PRINTED NAME AND TITLE**

7/3/2025  
 \_\_\_\_\_  
**DATE**

Waxa ISD  
 \_\_\_\_\_  
**OWNER**

\_\_\_\_\_  
**SIGNATURE**  
 Stephen Mott, Project Manager  
 \_\_\_\_\_  
**PRINTED NAME AND TITLE**

\_\_\_\_\_  
**DATE**

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025                      **Presented By:** Stephen Mott

**Subject:** Global High School Commons & Cafeteria  
Furniture change order                      **Related Page(s)** 3

**Consent  
Agenda Item**

**EXECUTIVE SUMMARY:**

At the June 2025 meeting, Trustees approved an agenda item for the purchase of cafeteria and commons furniture at Global High School. Unfortunately, the agenda included an incorrect amount for the order - \$40,000 compared to the \$100,000 needed to place the order. Trustees are asked for additional authority to purchase the cafeteria and commons furniture for Global High School at a price not to exceed \$70,000.00 to be completed by School Specialty.

**ATTACHMENTS:**

Quote for cafeteria and commons furniture for Global High School

BOARD PRIORITY GOALS		
	<b>Priority #1</b>	<b>Student Growth</b>
	<b>Priority #2</b>	<b>Honor and Support Staff</b>
X	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
X	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

The Administration recommends additional purchasing authority of \$70,000 for the Global High School commons area & cafeteria furniture be approved as presented.

**QUOTE**

**SSL Quote Number:** Q-577891  
**Status:** Approved  
**Quote Name:**  
**Currency:** USD  
**Created Date:** 06-18-2025  
**Expiration Date:** 08-31-2025  
**Customer Number:** 275663  
**Requestor Name:** Stephen Mott  
 smott@wisd.org  
 9729234645  
**Customer Program:** OMNIA

To place an order using this quote,  
 contact:  
 Phone 888-388-3224  
 Email:  
 F&E\_Orders\_Quotes\_Questions@schoolspecialty.com















**Sales Rep Name:** Lisa Darbelnet  
**Sales Rep Email:** lisa.darbelnet@schoolspecialty.com  
**Sales Rep Phone:** (214) 601-2140

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

**Ship To:** WAXAHACHIE GLOBAL HIGH SCHOOL  
 275 INDIAN DR  
 WAXAHACHIE, TX 75165-1424

**Lift Gate Truck Required:**   
**Inside Delivery:**   
**Installation:** By School Specialty  
**Notes:**

Quantity	SSL Item	Customer Item #	MFG Item	Image	Item Description	Your Price	Extended Price
2			X-FBPT429 642HN- L0335		TABLE-AIS-EP TABLE-96L X 42W X 42H-FLUSH-HALF MODESTY-AIMTOO SAVEATRE LAMINATE	\$866.72	\$1,733.44
1			T-RDR301 6SXG- L0335- P0093		TABLE-AIS-ROUND TABLE WITH 2MM EDGE -30L X 30W X 16H-AIMTOO SAVATRE T MOLD EDGE AND LAMINATE- METALLIC SILVER STEEL BASE	\$349.86	\$349.86
2			T-RDR241 6SXG- L0335- P0093		TABLE-AIS-ROUND TABLE WITH 2MM EDGE -24D X 16H- AIMTOO SAVATRE T MOLD EDGE AND LAMINATE-METALLIC SILVER STEEL BASE	\$321.56	\$643.12
1			T-RDR421 6SXG- L0335- P0093		TABLE-AIS-ROUND TABLE WITH 2MM EDGE -42D X 16H- AIMTOO SAVATRE T MOLD EDGE AND LAMINATE-METALLIC SILVER STEEL BASE	\$440.14	\$440.14
1	5008893		X-DB4824		AIS CALIBRATE SERIES DESK BRIDGE WITH FULL MODESTY FLUSH - 48 X 24 X 29 IN - SPECIFY LAMINATE COLOR Top Color: Absolute Acajou	\$273.47	\$273.47
2	5008902		X-DS7230		AIS CALIBRATE SERIES DESK SHELL - FULL MODESTY PANEL - 72 X 30 X 29 IN - SPECIFY LAMINATE COLOR Top Color: Absolute Acajou	\$519.78	\$1,039.56
1			X-DSS7230 -L0386		DESK SHELL-AIS-CALIBRATE DESK SHELL WITH ACCESS MOD- 72L X 30W X 29H-ABSOLUTE ACAJOU LAMINATE	\$509.17	\$509.17
1			X-BBFPFS2 42818- L1027		PEDESTAL-AIS-CALIBRATE FULL DEPTH BBF PED-18L X 24W X 28H-ABSOLUTE ACAJOU-SILVER LOCK-METALLIC SILVER BAR PULL	\$695.32	\$695.32
1			X-FPFS24 2818- L1027		PEDESTAL-AIS-CALIBRATE FULL DEPTH FF PED-18L X 24W X 28H-ABSOLUTE ACAJOU-SILVER LOCK-METALLIC SILVER BAR PULL	\$654.60	\$654.60

Quantity	SSL Item	Customer Item #	MFG Item	Image	Item Description	Your Price	Extended Price
2	5008916		X-SHCD37 72		AIS CALIBRATE SERIES SINGLE HUTCH WITH CABINET DOORS - 72 X 14 X 37 IN - SPECIFY LAMINATE COLOR Top Color: Absolute Acajou	\$1,052.57	\$2,105.14
4	2106416		RH-WFB16		ACCESSORY - AIS - WESKO FILE BAR 16	\$21.24	\$84.96
2	2091255		WPS-VC48		ACCESSORY - AIS - CALIBRATE SERIES U-CHANNEL - 48 IN W	\$37.13	\$74.26
2			K781X-CALI PIER		LOUNGE-NATIONAL OFFICE FURNITURE-BLOOM LOUNGE CHAIR-CALI PIER UPHOLSTERY-LIGHT BRUSHED ALUMINUM BASE-CLEAR GLIDE	\$1,873.74	\$3,747.48
3			KB6G1P A-CALI SURF		LOUNGE-NATIONAL OFFICE FURNITURE-LOLITA LOUNGE CHAIR-PLAIN BACK-CALI SURF UPHOLSTERY-SABLE FINISH	\$2,452.57	\$7,357.71
2			KB6G1P A-CALI COAST		LOUNGE-NATIONAL OFFICE FURNITURE-LOLITA LOUNGE CHAIR-PLAIN BACK-CALI COAST UPHOLSTERY-SABLE FINISH	\$2,452.57	\$4,905.14
3			KB6L3PA -CALI SURF		LOUNGE-NATIONAL OFFICE FURNITURE-LOLITA LOUNGE SOFA-PLAIN BACK-ARMS-CALI SURF UPHOLSTERY-SABLE FINISH	\$4,817.99	\$14,453.97
28			T-RDR424 2SXG- L0335- P0093		TABLE-AIS-DAY TO DAY MULTI PURPOSE 42IN TABLE-42D X 42H-AIMTOO SAVATRE LAMINATE AND TMOLD EDGE-METALLIC SILVER BASE	\$379.00	\$10,612.00
128	5008519		3570-??		STOOL - AFFORDABLE INTERIOR SYSTEMS - PIERCE STOOL - 40 IN SEAT HEIGHT - SPECIFY SEAT AND BACK COLOR Seat and Back Color: Baltic Blue	\$240.33	\$30,762.24
1	5004869		HM1??* -585S		CHILDCRAFT - CARPETS - SIMPLE BORDER - RECTANGLE - 10 FT 6 IN X 13 FT 2 IN - SPECIFY COLOR Color: Navy	\$440.49	\$440.49
2	5011164		X-BC6630 15-XXX		AFFORDABLE INTERIOR SYSTEMS LAMINATE BOOKCASE - 30 W X 14 D X 66 H IN - SPECIFY COLOR Color: Absolute Acajou	\$594.49	\$1,188.98
1			X-FFPFS23 2818- L1027		PEDESTAL-AIS-CALIBRATE FULL DEPTH FF PED-18L X 23W X 28H-ABSOLUTE ACAJOU-SILVER LOCK-METALLIC SILVER BAR PULL	\$566.61	\$566.61
1			X-DR7224 R- L0386- GRC3GV 1		DESK RETURN-AIS-CALIBRATE RH DESK RETURN-72L X 24W X 29H-ABSOLUTE ACAJOU LAMINATE-GREY GROMMET COVER OPTION B CENTER REAR	\$375.58	\$375.58
1			X-BBFPFS2 32818- L1027		PEDESTAL-AIS-CALIBRATE PARTIAL DEPTH BBF PEDESTAL-23 X 18W X 28H-ABSOLUTE ACAJOU LAMINATE-METALLIC SILVER PULL-SILVER LOCK	\$604.56	\$604.56
1	INSTALL				INSTALLATION CHARGES OF TANGIBLE PROPERTY	\$10,605.88	\$10,605.88

**Subtotal** \$94,223.68  
**Estimated Taxes** \$0.00

**Shipping & Handling** \$0.00

**Total** \$94,223.68

Accept this quote by sending back your purchase order number or signing it electronically. For orders over \$15,000.00, please submit a hard copy of your Purchase Order.

Prices subject to change until all finish selections have been completed. Order will not be placed until all finish options are selected.

Signature:

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Name:

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Date:

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Purchase Order Number:

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**Pack Slip Notes:**

Waxahachie Independent School District  
**BOARD OF TRUSTEES**

**Date:** July 14, 2025      **Presented By:** Theresa Burkhalter

**Subject:** Certified Appraisers      **Related Page(s)** 3



**EXECUTIVE SUMMARY:**

The Human Resources Department is requesting the approval of certified appraisers.

**ATTACHMENTS:**

Memorandum

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
X	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
X	Priority #4	Financial Integrity

**RECOMMENDATION:**

Approve certified appraisers.

<b>First Name</b>	<b>Last Name</b>	<b>Cert Status</b>
Angela	Strong	In Progress
Christopher	Walker	Certified
James	East	Certified
Jenni	McLemore	Certified
Shandra	Sanders	Certified
Christi	Kubin	Certified
Dawn	Hilburn	Certified
Gary	Barnard	Not Certified
Lisa	Mott	Certified
Rebecca	McCutchen	Certified
Sean	Cagle	In Progress
Stephanie	Heimbuch	Certified
Theresa	Burkhalter	Certified
Traci	Gilby	Certified
Sonia	Champion	Certified
Brittany	Griffith	Certified
Ginger	Aleman	Certified
Samatha	Morgan	Certified
Ben	Bridges	Certified
Heather	Jackson	Certified
Aisha	Mason	Certified
Aimee	Friesenhann	In Progress
Derek	Zandt	Certified
Ryan	Cavazos	Certified
Christopher	Lynch	Certified
Marlie	Mobley	In Progress
Michael	Williams	Certified
Rachel	Rector	In Progress
Elizabeth	Thornton	In Progress
Yulia	Cedeno-Alicea	In Progress
Ashley	Gabbard	Certified
Claudia	Davis	In Progress
Stefani	Foster	Certified
Paige	Davis	Certified
Veronica	Schaeffer	Certified
Christy	Bragg	Certified
Karen	Morales	Certified
Normel	Gilliam	Certified
Karina	White	Certified
Anteneshia	Jones	Certified
Daniel	Harrison	Certified
Eric	McCarty	In Progress
Jacob	Perry	In Progress
Jennifer	Burkhalter-Foley	Certified
Joshua	Perry	In Progress
Lee	Coleman	Certified
Tony	Escoto	Certified
Erica	Brown	Certified

Al	Benskin	Certified
Julianne	Denton	Certified
Naomi	McAdoo	In Progress
Jessica	Nelson	In Progress
Kate	Authier	Certified

School Name	Highest Role
Clift Elementary School	Observer
Clift Elementary School	Assistant School Administrator
Coleman Junior High	School Administrator
Coleman Junior High	Assistant School Administrator
Coleman Junior High	School Administrator
District Staff	Observer
District Staff	Assistant School Administrator
District Staff	Observer
District Staff	District Administrator
District Staff	District Administrator
District Staff	Observer
District Staff	School Administrator
District Staff	District Administrator
District Staff	Observer
District Staff	Observer
District Staff	Assistant School Administrator
Dunaway Elementary School	School Administrator
Dunaway Elementary School	School Administrator
Eddie Finley Sr Junior High School	Assistant School Administrator
Eddie Finley Sr Junior High School	Assistant School Administrator
Felty Elementary School	Assistant School Administrator
Felty Elementary School	Assistant School Administrator
Global High School	School Administrator
Global High School	School Administrator
Howard Junior High School	Assistant School Administrator
Howard Junior High School	Assistant School Administrator
Howard Junior High School	School Administrator
Jimmie Ray Elementary	School Administrator
Jimmie Ray Elementary	Assistant School Administrator
Marvin Elementary School	Assistant School Administrator
Marvin Elementary School	Assistant School Administrator
Northside Elementary School	Assistant School Administrator
Northside Elementary School	School Administrator
Shackelford Elementary School	Assistant School Administrator
Shackelford Elementary School	School Administrator
Simpson Elementary	School Administrator
Simpson Elementary	Assistant School Administrator
Turner Pre-K	School Administrator
Waxahachie High School	Assistant School Administrator
Waxahachie High School	School Administrator
District Staff	School Administrator
Waxahachie High School	Assistant School Administrator
Waxahachie High School	School Administrator
Waxahachie High School	Assistant School Administrator
Waxahachie High School	Assistant School Administrator
Waxahachie High School	Assistant School Administrator
Waxahachie High School	Assistant School Administrator
Waxahachie High School	Assistant School Administrator

Waxahachie High School Of Choice	School Administrator
Wedgeworth Elementary School	School Administrator
Wedgeworth Elementary School	Assistant School Administrator
Wilemon Elementary	Assistant School Administrator
Wilemon Elementary	School Administrator

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025 **Presented By:** Theresa Burkhalter

**Subject:** New Hire: Director of Public Relations **Related Page(s)** Memorandum



**EXECUTIVE SUMMARY:**

Consideration and action to approve the Director of Public Relations as recommended by the superintendent.

**ATTACHMENTS:**

Memorandum

		BOARD PRIORITY GOALS
X	Priority #1	Student Growth
X	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
	Priority #4	Financial Integrity

**RECOMMENDATION:**

Approve hire.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025      **Presented By:** Theresa Burkhalter

**Subject:** New Hire: Director of Curriculum      **Related Page(s)** Memorandum



**EXECUTIVE SUMMARY:**

Consideration and action to approve the Director of Curriculum as recommended by the superintendent.

**ATTACHMENTS:**

Memorandum

		BOARD PRIORITY GOALS
X	Priority #1	Student Growth
X	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
	Priority #4	Financial Integrity

**RECOMMENDATION:**

Approve hire.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** July 14, 2025      **Presented By:** Theresa Burkhalter

**Subject:** New Hire: Principal, Finley Jr. High      **Related Page(s)** Memorandum



**EXECUTIVE SUMMARY:**

Consideration and action to approve Principal, Finley Jr. High as recommended by the superintendent.

**ATTACHMENTS:**

Memorandum

		BOARD PRIORITY GOALS
X	Priority #1	Student Growth
X	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
	Priority #4	Financial Integrity

**RECOMMENDATION:**

Approve hire.