



Waxahachie
INDEPENDENT SCHOOL DISTRICT

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

Regular Meeting | AGENDA

Monday, January 12, 2026

5:00 PM

Live Stream:

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

A Regular Meeting of the Board of Trustees of Waxahachie Independent School District will be held Monday, January 12, 2026, beginning at 5:00 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. Invocation and Pledges of Allegiance to the American and Texas Flags.
- III. OPEN FORUM: Hearing of individuals or committees.**
- IV. 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.
- V. RECONVENE TO OPEN SESSION.
- VI. REPORTS.
 - A. Superintendent's Report. 3
 - B. Bond 2023 Construction Update. 4
 - C. Policy Update 126. 5
 - D. Mid-Year Financial Update. 142
- VII. INFORMATIONAL ITEMS.
 - A. Informational report on the maintenance department's work orders. 143
 - B. Informational report regarding monthly student attendance, student discipline, student drug offenses and drug prevention measures.
 - C. Informational report on the transportation department. 149
 - D. Human Resources department overview of resignations, retirements, and new hires in the past month. 164
- VIII. CONSENT AGENDA.
 - A. Consideration and approval of minutes from previous meetings. 165
 - B. Consideration and approval of monthly bid reports, purchase orders 168

	requiring board approval, and proposed budget amendments.	
C.	Consideration and approval of monthly financial reports that include cash position, revenue reports, budget summary, and tax collection reports.	173
D.	Consideration with possible approval of the budget calendar for 2026-2027.	195
E.	Consideration with possible action to approve the TC Wilemon building EMS replacement project as presented.	198
F.	Consideration with possible action to approve payment of project retainage on the summer 2025 projects at Finley Junior High school and Howard Junior High School.	209
G.	Consideration with possible approval of the application for delay of teacher certification.	244
H.	Consideration with possible approval of the Memorandum of Understanding (MOU) with the Teachers of Tomorrow.	249
I.	Consideration with possible action to approve the Memorandum of Understanding with Texas Commission on Law Enforcement.	252
J.	Consideration with possible action to approve the Memorandum of Understanding (MOU) between WISD and Tarleton State University for dual credit courses.	257
K.	Consideration with possible action to approve an amended purchase order to purchase 3–53 passenger buses by \$800 for a new total of \$455,483.	286
L.	Consideration with possible approval of certified TTESS appraisers.	287
IX.	ACTION ITEMS.	
A.	Consideration with possible action to approve fiscal year ended August 31, 2025 audit report.	289
B.	Consideration with possible action to approve a Memorandum of Understanding (MOU) with Texas Tech University.	290
C.	Consideration with possible action to approve stipends for Clift Elementary.	295
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)]

*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: January 12, 2026 **Presented By:** Becky McCutchen

Subject: Superintendent's Report **Related Page(s)** Slide Presentation



EXECUTIVE SUMMARY:

Superintendent Becky McCutchen will provide to the Board an overview of major activities related to leadership and learning throughout the district.

**Waxahachie Independent School District
BOARD OF TRUSTEES**

Date: January 12, 2026 **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

ATTACHMENTS:

Update 126 (LOCAL) policy update packet (summary and draft changes).

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

Policy Update 126 and other Policy Recommendations (Informational Report)

(January 12, 2026)

Overview of Update 126

Both (LEGAL) and (LOCAL) policies are addressed

(LEGAL) policies: Although (LEGAL) policies are not adopted by the board, TASB recommends that the board review them.

- 143 (LEGAL) policies put forth for replacement (including 4 new policies)
- 1288 pages

(LOCAL) policies: Board action is required on (LOCAL) policies included in the update. Action must occur within a properly posted, open meeting of the board.

- 29 (LOCAL) policies put forth for replacement (including 3 new policies)
- 80 pages

Update 126 (LOCAL) Policy changes

(LOCAL)

- BE(LOCAL)-BOARD MEETINGS
 - SB 12 prompted new language at Meeting Place and Time indicating that board meetings will be held outside of typical work hours. Language at Notice to Members has been adjusted to reflect HB 1522, which requires board agendas to be posted for three business days, rather than 72 hours, before the meeting.
 - At Deadline, the recommendation is to adopt language that requires agenda items to be submitted 10 calendar days before the meeting.
 - SB 413 requires roll call voting

Update 126 (LOCAL) Policy changes

(LOCAL)

- BED(LOCAL) -BOARD MEETINGS: PUBLIC PARTICIPATION
 - Revisions based on SB 12 compliance, the policy language addresses when necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may adjust the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.

Update 126 (LOCAL) Policy changes

(LOCAL)

- CJ(LOCAL) -CONTRACTED SERVICES
 - Recommended new provisions reflect that contractors may not engage in or assign instructional activities prohibited by law or diversity, equity, and inclusion (DEI) duties under SB 12. Violations will result in termination of the contract.
- CJA(LOCAL)-CONTRACTED SERVICES: BACKGROUND CHECKS AND REQUIRED REPORTING
 - The subtopic name has been adjusted to Background Checks and Required Reporting to more accurately describe the contents of the legal framework at this code. No changes have been made to the local text.

Update 126 (LOCAL) Policy changes

(LOCAL)

- CLE(LOCAL) - BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: REQUIRED DISPLAYS
 - The subtopic name has been adjusted to Required Displays to more accurately describe the contents of the legal framework at this code.
- CQ(LOCAL) - TECHNOLOGY RESOURCES
 - Provisions regarding artificial intelligence (AI) have been recoded to CQD(LOCAL), which is a new policy code created to specifically address AI training and the use of AI in the district.

Update 126 (LOCAL) Policy changes

(LOCAL)

- CQB(LOCAL) - TECHNOLOGY RESOURCES: CYBERSECURITY
 - Recommended revisions comply with HB 150, which moves cybersecurity training requirements from the Department of Information Resources to the Texas Cyber Command and includes details about notifications for cybersecurity incidents in addition to security breaches.
- CQD(LOCAL) - TECHNOLOGY RESOURCES: ARTIFICIAL INTELLIGENCE
 - This new recommended policy addresses artificial intelligence training requirements based on HB 150 and HB 1500, as well as the use of artificial intelligence by district employees and students.

Other (LOCAL) Policy changes

(LOCAL)

- CSA(LOCAL) - FACILITY STANDARDS: SAFETY AND SECURITY
 - SB 8 from the Second Special Session prompted the inclusion of a section on Designation and Use of Private Spaces. The superintendent is directed to designate private spaces in accordance with law and to develop regulations to ensure compliance.
- CV(LOCAL) - FACILITIES CONSTRUCTION
 - As reflected in CH(LEGAL), the competitive purchasing threshold established in law has changed from \$50,000 to \$100,000. The language at Construction Contracts is recommended for revision here to refer to the legal threshold rather than a specific dollar amount. Policy BJA(LOCAL) establishes the superintendent's delegation authority; therefore “or designee” is recommended for deletion at Project Administration.

Other (LOCAL) Policy changes

(LOCAL)

- DBD(LOCAL) - EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CONFLICT OF INTEREST
 - New section: Personal Services Performed by an Administrator relating to HB 3372. Uses general language to require administrative regulations to guide administrators to seek board approval for performing personal services permitted by law.
- DEC(LOCAL) - COMPENSATION AND BENEFITS: LEAVES AND ABSENCES
 - Prompted by HB 2 the recommendation establishes the process of calculating the Daily Rate of Pay for contract employees including: teacher, school counselor or librarian. There is also a section regarding Concurrent Use of Paid Leave during Family and Medical Leave for teachers.

Other (LOCAL) Policy changes

(LOCAL)

- DFBB(LOCAL) - TERM CONTRACTS: NONRENEWAL
 - Based on SB 12, engaging or assigning diversity, equity, and inclusion duties, as well as instructional activities prohibited by law, are recommended for inclusion in the list of reasons a term contract employee may be nonrenewed. The item related to disability and the ability to perform the essential functions of the job has been amended for clarity.
- DGBA(LOCAL) - PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES
 - Several changes to the employee complaint process due to SB 12.

Other (LOCAL) Policy changes

(LOCAL)

- DH(LOCAL) - EMPLOYEE STANDARDS OF CONDUCT
 - The recommended revision to the text at Weapons Prohibited – Exceptions reflects changes under SB 706 regarding reciprocity with a handgun license from another state. Sections on Prohibited Classroom Instruction or Activities; Prohibited Diversity, Equity, and Inclusion Duties; and Social Transitioning are recommended for inclusion pursuant to SB 12. At Relationships with Students, the recommended revision addresses the requirement under SB 571 regarding notice of suspected misconduct by an educator or district service provider.
- EEP(LOCAL) - INSTRUCTIONAL ARRANGEMENTS: LESSON PLANS
 - This new local policy includes recommended language from SB 12 on instructional plans and course syllabi.

Other (LOCAL) Policy changes

(LOCAL)

- EFA(LOCAL) - INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS
 - In accordance with SB 12, a section on Parent Request for Instructional Material Review is recommended for inclusion. The policy requires the superintendent to develop administrative regulations to ensure that parents or guardians can request review of instructional materials individually or through a petition process with other parents.
- EHBAF(LOCAL) - SPECIAL EDUCATION: VIDEO/AUDIO MONITORING
 - The term "contractor" has been added at Parent Consent Not Required due to SB 12. The definition of "self-contained" has been deleted and that term has been replaced with "special educational classroom" throughout in accordance with HB 2. A definition of "special education classroom or other special education setting" has been added.

Other (LOCAL) Policy changes

(LOCAL)

- EIA(LOCAL) - ACADEMIC ACHIEVEMENT: GRADING/PROGRESS REPORTS TO PARENTS
 - Language added to be in accordance with HB 2 regarding progress reports timelines and in-person conferences between parent and teacher.
- FA(LOCAL) - PARENT RIGHTS AND RESPONSIBILITIES
 - This new local policy is recommended for inclusion in the district's manual to address the SB 12 requirement to establish a parent portal on the district's website, through which parents may submit comments to administrators or the board.
- FEF(LOCAL) -ATTENDANCE: RELEASED TIME
 - New recommended language reflects SB 1049 requirements regarding released time courses.

Other (LOCAL) Policy changes

(LOCAL)

- FFAC(LOCAL) - WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT
 - A recommended revision at Medication Provided by Parent has been made due to SB 920, which now allows school employees, including nurses, to administer non prescription medication in accordance with legal requirements.
 - At Epinephrine, references to “epinephrine auto-injector” have been updated to “epinephrine delivery system” in accordance with SB 1619.
- FFAC(LOCAL) - STUDENT WELFARE: CRISIS INTERVENTION
 - As required by HB 2, a provision is recommended for inclusion addressing the required notification that must be provided to teaching staff when a threat is made against the campus.

Other (LOCAL) Policy changes

(LOCAL)

- FFF(LOCAL) - STUDENT WELFARE: STUDENT SAFETY
 - HB 2 prompted recommended revisions to this local policy regarding notifying a parent of a student with whom an employee or service provider is alleged to have engaged in misconduct.
- FFG(LOCAL) - STUDENT WELFARE: CHILD ABUSE AND NEGLECT
 - A recommended change at Reporting Child Abuse or Neglect reflects that SB 571 requires reporting within 24 hours of learning of the facts giving rise to suspicion of abuse or neglect of a child. The revision to item 1 at Making a Report also comes from SB 571.

Other (LOCAL) Policy changes

(LOCAL)

- FNG(LOCAL) - STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES
 - Substantial revisions to this student and parent complaint policy are recommended to reflect requirements in SB 12 and other legal requirements reflected in the legal framework at this code.
- FO(LOCAL) - STUDENT DISCIPLINE
 - Minor edits are recommended to the language regarding Video and Audio Monitoring that make such monitoring permissive and clarify what should happen when video and audio recording equipment is in use.

Other (LOCAL) Policy changes

(LOCAL)

- GF(LOCAL) - PUBLIC COMPLAINTS
 - Revisions throughout are the result of SB 12. These include timelines related to receiving and responding to complaints and the complaint process.
- GKA(LOCAL) - COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES
 - Language regarding handguns is recommended for revision due to SB 706.

Update 126 (LEGAL) Policy changes

(LEGAL)

Section A - Basic District Foundations

AE
AF
AG
AIA
AIB
AIC
AIE

Section B - Local Governance

B BBA
BBB BBBA
BBD BBE
BE BEC
BED BF
BJA BJB
BT

Section C - Business and Support Services

C CBA CCA
CCG CCGA CCGB
CE CFEA CH
CHE CHF CJ
CJA CK CKA
CKC CKD CKE
CKEA CKEB CL
CLB CLE CMD
CNA CNC COB
CQA CQB CQD
CRD CS CSA
CV

Section D - Personnel

DBA DBAA
DBD DC
DEA DEAA
DEC DF
DFBA DFD
DFE DG
DGA DGBA
DGC DH
DHB DHC
DMA DP

Section E - Instruction

EA EEP EFA
EFB EHA EHAA
EHAC EHB
EHBA EHBA
EHBAB EHBAC
EHBAF EHBC
EHBCA EHBE
EHBFB EHBG
EHBH EHBK
EHDD EHDE
EIA EIF EK
EKB EK C EK D
EL EMB

Section F - Students

FA FD FEA
FEB FED FEF
FFA FFAC FFB
FFEA FFEB FFF
FFG FFH FL
FM FNA FNAB
FNCD FNCE FNCG
FNG FO FOA
FOB FOC FOD
FODA FOE FOF
FP

Section G - Community and Governmental Relations

GBA
GBAA
GC
GF
GKA
GNB
GRAA

Update 126 Policy changes

Next Steps

- This is the informational presentation.
- Attached to your board book are:
 - Instruction Sheet from Update 126
 - (LOCAL) Policy Comparison Packet showing the (LOCAL) policy changes in Update 126
 - Explanatory notes for (LEGAL) and (LOCAL) policy changes in Update 126
- We recommend action on these (LOCAL) policy changes at the next board meeting.

- Questions?



(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.

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.

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.

Community Colleges, call 800-580-1488 or email colleges@tasb.org.

Meeting Place and Time

Board meetings shall be held during a time that is outside of typical work hours. [See FA(LEGAL)]

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

Regular meetings of the Board shall normally be held on the second Monday of each month at 5:00 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

Special or Emergency Meetings

The Board President shall call special meetings at the Board President's discretion or on request by two members of the Board.

The Board President shall call an emergency meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Agenda

Deadline

The deadline for submitting items for inclusion on the agenda is the ~~third~~10th calendar day before regular meetings and the ~~third~~10th calendar day before special meetings.

Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least ~~72 hours~~three business days prior to the scheduled ~~time~~date of the meeting and at least one hour prior to the time of an emergency meeting.

Closed Meeting

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

Order of Business

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

Rules of Order

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Record Vote

Voting

~~Voting on any item shall be by voice~~ a record vote ~~or~~ by show of hands ~~or roll call~~, as directed by the Board President. Any member may abstain from voting ~~on an item~~, and a member's vote or failure to vote shall be recorded ~~upon that member's request~~ in the minutes. [See BDAA(LOCAL) for the Board President's voting rights]

Consent Agenda

When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Minutes

Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.

~~The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.~~

[See CPC regarding retention of records.]

Discussions and Limitation

Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

Limit on Participation

Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with this policy. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

Public Comment

Public comment shall occur at the beginning of the meeting. [See FA]

Regular Meetings

At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.

Special Meetings

At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.

Procedures

Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the Board.

~~Public comment shall occur at the beginning of the meeting.~~

Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed five minutes per meeting.

Meeting Management

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may ~~make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker.~~ adjust the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.

Board's Response

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

Complaints and Concerns

The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution:

- Employee complaints: DGBA
- Student or parent complaints: FNG
- Public complaints: GF

Disruption

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting.

Employment Assistance Prohibited

No District employee shall assist a contractor or agent of the District or of any other school district in obtaining a new job if the employee knows, or has probable cause to believe, that the contractor or agent engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative file does not violate this prohibition.

No District contractor or agent shall assist an employee, contractor, or agent of the District or of any other school district in obtaining a new job if the contractor or agent knows, or has probable cause to believe, that the individual engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition.

[See also DC for prohibitions relating to employees].]

Prohibited Classroom Instruction or Activities

A District contractor is prohibited from intentionally or knowingly engaging in or assigning to another individual instruction, guidance, activities, or programming prohibited by law [see EMB(LEGAL)]. Violation of this policy shall result in termination of the contract. A District contractor shall be permitted to appeal this action in accordance with GF(LOCAL).

Prohibition on Diversity, Equity, and Inclusion

A contract is subject to termination if the District contractor intentionally or knowingly:

- Engages in diversity, equity, and inclusion (DEI) duties.
- Assigns to another individual DEI duties.

A District contractor shall be permitted to appeal this action in accordance with GF(LOCAL).

[See BT(LEGAL)]

CONTRACTED SERVICES

~~CRIMINAL HISTORY~~BACKGROUND CHECKS AND REQUIRED REPORT-
ING

CJA
(LOCAL)

Emergencies

In an emergency due to a health or safety concern, a reasonably unforeseeable situation, or other exigent circumstance, the District employee who is in charge of the facility shall be authorized to determine whether an employee of a contracting or subcontracting entity who does not have the required criminal history record information (CHRI) review or who has a disqualifying conviction will be permitted to enter a District facility.

If allowed to enter the facility, the employee of the contracting or subcontracting entity shall be accompanied by a District employee at all times.

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT
~~FLAG~~REQUIRED DISPLAYS

CLE
(LOCAL)

The U.S. and Texas flags shall be prominently displayed in each classroom to which a student is assigned during the time that the pledges of allegiance to those flags are recited.

Note: For Board member use of District technology resources, see BBI. For student use of personal electronic devices, see FNCE.

For purposes of this policy, “technology resources” means electronic communication systems and electronic equipment.

Availability of Access

Access to the District’s technology resources, including the internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

Limited Personal Use

Limited personal use of the District’s technology resources shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District’s technology resources; and
3. Has no adverse effect on an employee’s job performance or on a student’s academic performance.

Use by Members of the Public

Access to the District’s technology resources, including the internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

1. Imposes no tangible cost on the District; and
2. Does not unduly burden the District’s technology resources.

Acceptable Use

The Superintendent shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

Access to the District’s technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District’s technology resources 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 DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Artificial Intelligence

~~Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of~~

~~AI shall only be as a support tool to enhance student outcomes and shall never take the place of teacher and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security.~~

~~A student shall only use AI tools with teacher permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work. [See Academic Dishonesty at EIA(LOCAL)] Students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with the Student Code of Conduct and policy. [See FFH, FFI, and the FO series]~~

Internet Safety

The Superintendent shall develop and implement an internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities;
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and
5. Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

Filtering

Each District computer with internet access and the District's network systems shall have filtering devices or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent.

The Superintendent shall enforce the use of such filtering devices. Upon approval from the Superintendent, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

Monitored Use

Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private. Designated District staff

shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.

Disclaimer of Liability

The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the internet.

Record Retention

A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's record management program. [See CPC]

Electronically Signed Documents

At the District's discretion, the District may make certain transactions available online, including student admissions documents, student grade and performance information, contracts for goods and services, and employment documents.

To the extent the District offers transactions electronically, the District may accept electronic signatures in accordance with this policy.

When accepting electronically signed documents or digital signatures, the District shall comply with rules adopted by the Department of Information Resources, to the extent practicable, to:

- Authenticate a digital signature for a written electronic communication sent to the District;
- Maintain all records as required by law;
- Ensure that records are created and maintained in a secure environment;
- Maintain appropriate internal controls on the use of electronic signatures;
- Implement means of confirming transactions; and
- Train staff on related procedures as necessary.

Plan The District shall develop a cybersecurity plan to secure the District's cyberinfrastructure against a cyberattack or any other cybersecurity incidents, determine cybersecurity risk, and implement appropriate mitigation planning.

Coordinator The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency in cybersecurity matters.

Training The Board delegates to the Superintendent the authority to:

1. Determine the cybersecurity training program to be used in the District;
2. Verify and report compliance with training requirements in accordance with guidance from the [Department of Information Resources Texas Cyber Command](#); and
3. Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.

The District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.

Security Breach and Cybersecurity Incident Notifications Upon discovering or receiving notification of a breach of system security or a [security](#) [cybersecurity](#) incident, as defined by law, the District shall disclose the breach or incident to affected persons or entities [and provide any other notices](#) in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:

1. Written notice.
2. Email, if the District has email addresses for the affected persons.
3. Conspicuous posting on the District's websites.
4. Publication through broadcast media.

The District shall disclose a breach or incident involving sensitive, protected, or confidential student information as required by law.

Training

The Board delegates to the Superintendent the authority to:

1. Determine the artificial intelligence (AI) training program to be used in the District;
2. Verify and report compliance with training requirements in accordance with guidance from the Department of Information Resources; and
3. Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.

The District shall complete periodic audits to ensure compliance with the AI training requirements.

Use in District

Employees and students shall be permitted to explore AI and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes and shall never take the place of teacher and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security.

A student shall only use AI tools with teacher permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work. Students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with the Student Code of Conduct and policy. [See EIA(LOCAL), FFH, FFI, and the FO series]

**Building Access
Control**

Audits of building access control shall include weekly inspections of instructional facilities during school hours to certify all exterior doors are, by default, set to closed, latched, and locked status and cannot be opened from the outside without a key.

The Superintendent shall ensure that the findings of the weekly inspections are:

1. Reported to the District safety and security committee; and
2. Reported to the campus principal or lead administrator of the instructional facility to ensure awareness of any deficiencies identified.

The campus principal or lead administrator shall assign appropriate staff to take action to reduce the likelihood of similar deficiencies in the future.

The results of the weekly reports shall be kept for review as part of the required safety and security audit.

The District's building access control procedures shall not be interpreted as discouraging parents or guardians who have been properly verified as authorized visitors from visiting their student's campus. [See GKC]

**Designation and Use
of Private Spaces**

The Board shall ensure that the Superintendent, or appropriate staff as determined by the Superintendent, designates private spaces in accordance with law.

The Superintendent shall develop administrative regulations to ensure compliance with law and policy regarding the use of private spaces in District facilities.

FACILITIES CONSTRUCTION

CV
(LOCAL)

Compliance with Law

The Superintendent shall establish procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.

Construction Contracts

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above ~~\$50,000~~ **the competitive purchasing threshold established in law**. To assist the Board, the Superintendent shall recommend the project delivery/contract award method that he or she determines provides the best value to the District. [See CV series generally and CBB(LEGAL) for requirements if federal funds are involved.]

For construction contracts valued at or above ~~\$50,000~~ **\$50,000**, the Superintendent shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH and CBB(LEGAL)]

Note: For provisions regarding delegation of authority for construction contracts in the event of a catastrophe, emergency, or natural disaster affecting the District, see CH(LOCAL).

Change Orders

Change orders permitted by law shall be approved by the Board or its designee prior to any changes being made in the approved plans or the actual construction of the facility.

Project Administration

All construction projects shall be administered by the Superintendent ~~or designee~~.

The Superintendent shall keep the Board informed concerning construction projects and also shall provide information to the general public.

Final Payment

The District shall not make final payments for construction or the supervision of construction until the work has been completed and the Board has accepted the work.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

Note: For conflicts of interest and gifts and gratuities related to federal grants and awards, see CB and CBB.

Disclosure — —
General Standard

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

Specific Disclosures
Substantial Interest

The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest, as defined by Local Government Code 171.002, shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.

Interest in Property

The Superintendent shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

Annual Financial
Management
Report

The Superintendent, as the executive officer of the District, shall provide to the District in a timely manner information necessary for the District's annual financial management report.

[See BBFA]

Gifts

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA, CB, and CBB]

Endorsements

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

Sales

An employee shall not use his or her position with the District to attempt to sell products or services.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

**Nonschool
Employment**

An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

Private Tutoring

An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.

**Personal Services
Performed by an
Administrator**

An administrator, as defined in law, shall not receive any financial benefit for the performance of personal services except as permitted by and in accordance with law.

An administrator, other than a Superintendent or an assistant superintendent, who wishes to seek Board approval to perform personal services permitted by law shall submit that request to the Superintendent in accordance with administrative regulations.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

**Leave
Administration**

The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy.

Definitions

The term “immediate family” is defined as:

Immediate Family

1. Spouse.
2. 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*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

School Year

A “school year” for purposes of earning, using, or recording leave shall mean the term of the employee’s annual employment as set by the District for the employee’s usual assignment, whether full-time or part-time.

Daily Rate of Pay

The “daily rate” of a contract employee, including a teacher, school counselor, or librarian, shall be computed by dividing the employee’s annual salary by the number of duty days in the employee’s contract year.

Catastrophic Illness
or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions

relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Note: For District contribution to employee insurance during leave, see CRD(LOCAL).

Availability

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

State Leave Proration

If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.

Medical Certification

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
3. The employee requests FMLA leave for the employee's serious health condition; a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

State Personal Leave

The Board requires employees to differentiate the manner in which state personal leave is used.

Nondiscretionary Use

Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

Discretionary Use

Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

*Request for
Leave*

In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.

Local Leave

Each employee shall earn five paid local leave days per school year in accordance with administrative regulations.

Local leave shall accumulate without limit.

Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]

Sick Leave Bank

The District shall establish a sick leave bank that employees may join through contribution of local leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and any applicable compensatory time.

The Superintendent shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

Unpaid 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 work-days of unpaid leave to be used:

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

1. For the employee's personal illness or injury, including pregnancy-related illness or injury;
2. For absences related to the illness, injury, or disability of a member of the employee's immediate family; or
3. 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.

Family and Medical Leave

The District shall make FMLA leave available to employees in accordance with DECA(LEGAL) and the following provisions.

Concurrent Use of Paid Leave

FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable, **except as provided below.**

Note: — See DECA(LEGAL) for provisions addressing FMLA.

Exception

A teacher shall notify the appropriate administrator if they choose not to use paid leave concurrently with FMLA leave for an absence related to pregnancy or the birth or adoption of child.

Twelve-Month Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured backward from the date an employee uses FMLA leave.

Combined Leave for Spouses

When both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks.

Intermittent or Reduced Schedule Leave

The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Certification of Leave

When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.

Fitness-for-Duty Certification

In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.

Leave at the End of Semester

When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.

Temporary Disability Leave

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave.

The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.

Workers' Compensation

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

Paid Leave Offset

The District shall permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]

Court Appearances

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

Payment for Accumulated Leave Upon Retirement

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 is retiring under the Teacher Retirement System of Texas (TRS).
3. 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.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

- b. A noncampus-based employee shall provide advanced written notice to retire three months before the employee's last day of employment.
4. The employee has at least 15 years of continuous service with the District.
5. 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.

Reasons

The recommendation to the Board and its decision not to renew a contract under this policy shall not be based on an employee's exercise of Constitutional rights or based unlawfully on an employee's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. Reasons for proposed nonrenewal of an employee's term contract shall be:

1. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Inability to maintain discipline in any situation in which the employee is responsible for the oversight and supervision of students.
5. Insubordination or failure to comply with official directives.
6. Failure to comply with Board policies or administrative regulations.
7. Excessive absences.
8. Conducting personal business during school hours when it results in neglect of duties.
9. Reduction in force because of financial exigency. [See DFFA]
10. Reduction in force because of a program change. [See DFFB]
11. The employee is not retained at a campus in accordance with the provisions of a campus turnaround plan. [See AIC]
12. Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on District property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
13. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
14. Failure to meet the District's standards of professional conduct.
15. Failure to report any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime

- involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]
16. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]
 17. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.
 18. Disability, not otherwise protected by law, that prevents the employee from performing the essential functions of the job, [with or without reasonable accommodation](#).
 19. Any activity, school-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, or the community, impairs or diminishes the employee's effectiveness in the District.
 20. Any breach by the employee of an employment contract or any reason specified in the employee's employment contract.
 21. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
 22. A significant lack of student progress attributable to the educator.
 23. Behavior that presents a danger of physical harm to a student or to other individuals.
 24. Assault on a person on District property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.
 25. Use of profanity in the course of performing any duties of employment, whether on or off school premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
 26. Falsification of records or other documents related to the District's activities.
 27. Falsification or omission of required information on an employment application.
 28. Misrepresentation of facts to a supervisor or other District official in the conduct of District business.

29. Failure to fulfill requirements for state licensure or certification, including passing certification or licensing examinations required by state or federal law or by the District, for the employee's assignment.
30. Failure to maintain licensing and certification requirements, including the completion of required continuing education hours, for the employee's assignment.
31. Failure to complete certification or permit renewal requirements, or failure to fulfill the requirements of a deficiency plan, under an Emergency Permit or a Temporary Classroom Assignment Permit.
32. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
33. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
34. Engaging in or assigning to another individual, whether intentionally or knowingly, an instruction, guidance, activities, or programming prohibited by law. [See EMB]
35. Engaging in or assigning to another individual, whether intentionally or knowingly, diversity, equity, and inclusion duties prohibited by law.
- ~~34-36.~~ Any reason constituting good cause for terminating the contract during its term.

Recommendations
from Administration

Administrative recommendations for renewal or proposed nonrenewal of term contracts shall be submitted to the Superintendent. A recommendation for proposed nonrenewal shall be supported by any relevant documentation. The final decision on the administrative recommendation to the Board on each employee's contract rests with the Superintendent.

Superintendent's
Recommendation

The Superintendent shall prepare lists of employees whose contracts are recommended for renewal or proposed nonrenewal by the Board. Supporting documentation, if any, and reasons for the recommendation shall be submitted for each employee recommended for proposed nonrenewal.

The Board shall consider such information, as appropriate, in support of recommendations for proposed nonrenewal and shall then act on all recommendations.

Notice of Proposed
Nonrenewal

After the Board votes to propose nonrenewal, the Superintendent or designee shall deliver written notice of proposed nonrenewal in accordance with law.

If the notice of proposed nonrenewal does not contain a statement of the reason or all the reasons for the proposed action, and the employee requests a hearing, the District shall give the employee notice of all reasons for the proposed nonrenewal at a reasonable time before the hearing. The initial notice or any subsequent notice shall contain the hearing procedures.

Request for Hearing

If the employee desires a hearing after receiving the notice of proposed nonrenewal, the employee shall notify the Board in writing not later than the 15th day after the date the employee received the notice of proposed nonrenewal.

When a timely request for a hearing on a proposed nonrenewal is received by the presiding officer, the Board shall notify the employee whether the hearing will be conducted by the Board [see Hearing by the Board, below] or an attorney designated by the Board [see Hearing by an Attorney Designated by the Board, below].

In either case, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The employee shall be given notice of the hearing date as soon as it is set.

Hearing by the Board

Unless the employee requests that the hearing be open, the hearing shall be conducted in closed meeting with only the members of the Board, the employee, the Superintendent, their representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

Hearing Procedures

The conduct of the hearing shall be under the presiding officer's control and shall generally follow the steps listed below:

1. After consultation with the parties, the presiding officer shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the administration's presentation, supported by such proof as it desires to offer.
3. The employee may cross-examine any witnesses for the administration.

4. The employee may then present such testimonial or documentary proof, as desired, to offer in rebuttal or general support of the contention that the contract be renewed.
5. The administration may cross-examine any witnesses for the employee and offer rebuttal to the testimony of the employee's witnesses.
6. Closing arguments may be made by each party.

A record of the hearing shall be made so that a certified transcript can be prepared, if required.

Board Decision

The Board may consider only evidence presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to not renew the employee's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the employee by a written notice not later than the 15th day after the date on which the hearing is concluded. This notice shall also include the Board's decision on renewal, which decision shall be final.

**Hearing by an
Attorney Designated
by the Board**

The hearing must be private unless the employee requests in writing that the hearing be public, except that the attorney may close the hearing to maintain decorum. If the employee does not request a public hearing, only the attorney designated by the Board, the employee, the Superintendent, their representatives, and witnesses shall be permitted to be in attendance, and witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

The conduct of the hearing shall be under the control of the attorney designated by the Board and shall generally follow the steps listed at Hearing by the Board.

Not later than the 15th day after the completion of the hearing, the attorney shall provide to the Board a record of the hearing and his or her recommendation on renewal.

Board Review

The Board shall consider the record of the hearing and the attorney's recommendation at the first Board meeting for which notice can be posted, unless the parties agree in writing to a different date. The Board shall notify the employee of the meeting date as soon as it is set. At the meeting, the Board shall allow each party an equal amount of time to present oral arguments. The Board

shall notify the employee in writing of the Board's decision on re-
newal not later than the 15th day after the date of the meeting.

No Hearing

If the employee fails to request a hearing, the Board shall take the
appropriate action and notify the employee in writing of that action
not later than the 30th day after the date the notice of proposed
nonrenewal was sent.

Complaints

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

Other Complaint Processes

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process [has been followed](#):

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with ~~the DIA series~~.
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with ~~the DIA series~~.
3. Complaints concerning retaliation ~~relating~~[related](#) to discrimination and harassment shall be submitted in accordance with ~~the DIA series~~.
4. Complaints concerning instructional resources shall be submitted in accordance with the EF series.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.
6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

Notice to Employees

The District shall inform employees of this policy through appropriate District publications [and on the District's website](#).

~~**Guiding Principles**~~

Informal Process

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate [campus or District administrator](#) who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

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

Filing Deadlines

If an employee has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a resolution during the process, the employee must file a complaint within 15 business days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

Deadline Extensions

All deadlines shall be strictly followed unless otherwise required by law or modified by mutual written consent.

~~Direct Communication with Board Members~~

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

Formal Process

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

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

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

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

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

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

Option to Continue Informal Process	Even after initiating the formal complaint process, the employee is encouraged to seek informal resolution of their concerns. <u>An employee whose concerns are resolved may withdraw a formal complaint at any time.</u>
Notice of Complaint	A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.
Freedom from Retaliation	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
Whistleblower Complaints	Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]
Complaints Against Supervisors	Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms. Complaints alleging a violation of law by the Superintendent may be submitted directly to the Board or Board's designee.
<u>Direct Communication with Board Members</u>	<u>Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.</u>
General Provisions Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three business days after the deadline.
Scheduling Conferences Hearings	The District shall make reasonable attempts to schedule conferences hearings at a mutually agreeable time. If the employee fails to appear at a scheduled conference hearing , the District may hold the conference hearing and issue a decision in the employee's absence.

Response At Levels One and Two, “response Decision	<p>A “decision” shall mean a written communication to the employee from the appropriate administrator. Responses that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested.</p> <p>The decision shall also include information regarding the filing of an appeal in accordance with this policy. After a hearing at Level Three, the decision shall include information on submitting an appeal to the commissioner.</p> <p>A decision may be hand-delivered, sent by electronic communication to the employee’s email address of record, or sent by U.S. Mail to the employee’s mailing address of record. Mailed responsesdecisions shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
Days	“Days” shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”
Representative	<p>“Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or herthe employee in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three business days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressedTo promote efficiency in one complaint. Employees shall not fileaddressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from anan event or series of related events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
Untimely Filings	All time limits shall be strictly followed unless modified by mutual written consent.

~~If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.~~ consolidated.

Costs Incurred

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

Complaint and Appeal Forms

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

Copies of any documents that support the complaint should be ~~attached to~~ included with the complaint form. If the employee does not have copies of these documents, ~~they~~ copies may be presented at the Level One ~~conference~~ hearing. After the Level One ~~conference, no new~~ hearing, the employee may supplement the record with additional documents ~~may~~ or include additional claims.

Record

A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the employee ~~unless the employee did not know the documents existed before~~ who filed the Level One ~~conference~~ complaint, documents determined relevant by District personnel, and the decision.

Remand

A complaint or appeal form that is incomplete in any material aspect ~~may be dismissed but may~~ shall be refiled ~~with~~, if at Level One, and remanded at all ~~the required information if~~ other levels in order to develop an adequate record of the ~~refiling is within~~ complaint.

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

Assignment of Hearing Officer

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

Investigation

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

Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a ~~conference or~~ hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

Complaint Levels

Level One

~~Complaint forms must be filed:~~

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

~~In most circumstances, employees on a school campus shall file At Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.~~

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

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

~~The, the~~ appropriate ~~administrator~~ ~~hearing officer~~ shall ~~investigate as necessary and schedule~~ ~~hold~~ a ~~conference~~ ~~hearing~~ with the employee within ~~ten~~ ~~10~~ calendar days after receipt of the written complaint. The ~~administrator~~ ~~hearing officer~~ may set reasonable time limits for the ~~conference~~ ~~hearing~~.

~~Absent extenuating circumstances, the administrator~~ ~~The hearing officer~~ shall provide the employee a ~~written response~~ ~~decision~~ within ~~ten~~ ~~20~~ calendar days following the ~~conference~~. ~~The written response shall set forth the basis of the decision~~ ~~hearing~~. In reaching a decision, the ~~administrator~~ ~~hearing officer~~ may consider information provided ~~at~~ ~~with~~ the ~~Level One conference~~ ~~complaint form~~ and any other relevant documents or information the ~~administra-~~ ~~tor~~ ~~hearing officer~~ believes will help resolve the complaint.

Level Two

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

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~20 calendar days of the date of the ~~written~~ Level One ~~response~~decision or, if no ~~response was received~~decision has been communicated to the employee, within ~~ten~~20 calendar days of the Level One ~~response~~decision deadline.

After receiving notice of the appeal, the Level One ~~administra-~~~~tor~~hearing officer shall prepare and forward a record of the Level One complaint to the Level Two administrator. ~~The employee may request~~hearing officer and provide a copy of the Level One record to the employee.

The Level One record shall include:

1. The original complaint form and any attachments.
2. ~~All~~Any other documents submitted by the employee at Level One.
3. ~~The~~If the complaint is against a District employee, the written response of the District employee, if any.
- ~~3.4.~~4. The decision issued at Level One and any attachments.
- ~~4.5.~~5. All other documents relied upon by the Level One ~~administra-~~~~tor~~hearing officer in reaching the Level One decision.

The ~~Superintendent or designee~~hearing officer shall ~~schedule~~hold a ~~conference~~hearing within ~~ten~~10 calendar days after the appeal notice is filed. The ~~conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee~~hearing officer may set reasonable time limits for the ~~conference~~hearing.

The ~~Superintendent or designee~~hearing officer shall provide the employee a ~~written response~~decision within ~~ten~~20 calendar days following the ~~conference. The written response shall set forth the basis of the decision.~~hearing. In reaching a decision, the ~~Superintendent or designee~~hearing officer may consider the Level One record, any additional information provided ~~at~~prior to the Level Two ~~conference~~hearing, and any other relevant documents or information the ~~Superintendent or designee~~hearing officer believes will help resolve the complaint.

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

Level Three

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

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~20 calendar days of the date of the ~~written~~ Level Two ~~response~~decision or, if no ~~response was received~~decision has been communicated to the employee, within ~~ten~~20 calendar days of the Level Two ~~response~~decision deadline.

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

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

The Superintendent ~~or designee~~ shall inform the employee whether the Board or a Board committee will hear the appeal and of the date, time, and place of the ~~Board~~ meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.

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

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

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. Any other documents submitted by the employee at Level Two.
- ~~3.4.~~ The ~~written response~~decision issued at Level Two and any attachments.
- ~~4.5.~~ All other documents relied upon by the administration in reaching the Level Two decision.

~~The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level~~

~~Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.~~

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

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

In addition to any other record of the ~~Board~~ meeting required by law, the Board ~~or Board committee~~ shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from ~~the Board~~ members with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board ~~or Board committee~~ shall then consider the complaint. It ~~may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting~~. ~~If the Board does not~~shall make a decision ~~regarding~~no later than 30 calendar days after the date of the Board ~~or Board committee~~ meeting at which the complaint ~~by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two~~was presented. The employee shall be provided a decision in accordance with this policy and state law.

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Violations of Standards of Conduct

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD, DCE, and DF series]

Weapons Prohibited

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

Exceptions

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action [see the CKE series];
2. A District employee who holds a ~~Texas~~ handgun license in accordance with state law stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

Electronic Communication

Use with Students

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee

shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use

All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or 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.

Reporting Improper Communication

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

Disclosing Personal Information

An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

EMPLOYEE STANDARDS OF CONDUCT

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Prohibited Classroom Instruction or Activities An employee is prohibited from intentionally or knowingly engaging in or assigning to another individual instruction, guidance, activities, or programming prohibited by law [see EMB].

Prohibited Diversity, Equity, and Inclusion Duties An employee shall be subject to disciplinary action, including termination of employment, if the employee, intentionally or knowingly:

- Engages in diversity, equity, and inclusion (DEI) duties.
- Assigns to another individual DEI duties.

[See BT(LEGAL)]

Social Transitioning An employee shall be prohibited from assisting a District student with social transitioning, as the term is defined in law. This prohibition includes providing any information to a District student about social transitioning or guidelines intended to assist a District student with social transitioning.

Safety Requirements Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Harassment or Abuse An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

Relationships with Students An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. ~~[See FFH]~~

As required by law, the District shall notify the parent of a student with whom ~~an educator~~ a District employee or person acting as a service provider for the District is alleged to have engaged in certain misconduct.

[See FFF] for parent notification requirements and DHB and DHC for reporting requirements.]

**Tobacco and
Nicotine Products
and E-Cigarettes**

An employee is prohibited from possessing or using any type of tobacco product, e-cigarette, or any other electronic vaporizing device while on school property, in a District vehicle, or while attending an off-campus school-related activity. An employee is also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on District property, in a District vehicle, or while attending an off-campus school-related activity.

An employee's supervisor is authorized to approve an exception to this policy for a smoking cessation product.

**Alcohol and Drugs /
Notice of Drug-Free
Workplace**

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or

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3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

Arrests, Indictments, Convictions, and Other Adjudications

An employee shall 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 the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. 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;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
 - 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;
 - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Felony driving while intoxicated (DWI); or
 - Acts constituting abuse or neglect under the Texas Family Code.

Dress and Grooming An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

**Instructional Plan
and Course Syllabus**

Prior to the beginning of each semester, each teacher shall provide a copy of the teacher's instructional plan or course syllabus for each class for which the teacher provides instruction.

The teacher shall provide this information to the District administration and the parent of each student enrolled in the teacher's class. Additional copies of the instructional plan or course syllabus shall be made available to a parent of a student enrolled upon that parent's request.

District Website

The Superintendent shall develop administrative procedures for the posting of the instructional plans and course syllabi for each class offered in the District on the District's website.

Note: For information related to the accounting of instructional materials, as this term is defined by state law and rule, see CMD.

For information related to the selection process of library materials, see EFB.

The District shall provide instructional materials designed to teach the Texas Essential Knowledge and Skills and further the District's educational mission. Although the Superintendent shall ensure that professional staff select instructional materials in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

Objectives

In this policy, "instructional materials" may include textbooks, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional materials are to implement, enrich, and support the District's educational program.

Selection

Instructional materials that are textbooks and related supplemental materials, which may include items from the list of resources adopted by the State Board of Education, shall be chosen in accordance with administrative regulations and the objectives above.

The Board shall rely on District professional staff to select and acquire instructional materials that:

1. Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and objectives of individual schools and specific courses, and the District and campus improvement plans.
2. Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom they are selected.
3. Meet high standards for artistic quality, literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.
4. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives. [See also EMB regarding instruction about controversial issues.]
5. Promote literacy.

District professional staff may select additional instructional materials in accordance with administrative regulations and the criteria above.

Administrators, teachers, other District personnel, parents, and community members, as appropriate, may recommend instructional materials for selection. Gifts of instructional materials shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).

Selection of instructional materials is an ongoing process that includes the removal of materials no longer appropriate and the periodic replacement or repair of materials that still have educational value.

Parent Request for Instructional Material Review

The Superintendent shall develop administrative regulations to ensure compliance with state law and rules that a parent or guardian of a District student may request an instructional materials review for a subject area in the grade level in which their student is enrolled on the basis of the following:

1. The material is not aligned with District-adopted materials; or
2. The material does not have the appropriate rigor for the grade level for the subject area in which the instructional material is used.

The regulations shall also address procedures for submitting a parent petition to review instructional materials, the appeal process if a petition for review is denied, criteria for reviewing any appeal, and timelines for each step in the process.

Reconsideration of Instructional Materials

A District employee or a parent or guardian of a District student may request reconsideration of instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy.

Guiding Principles

The following principles shall guide the Board and staff in responding to a request for reconsideration of instructional materials:

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(LOCAL)

3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged instructional materials is the appropriateness of the material for its intended educational use. No challenged instructional material shall be removed solely because of the ideas expressed therein.

Informal
Reconsideration

When the District or a campus receives an objection to the appropriateness of an instructional material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the administrator may offer a concerned parent an alternative instructional material to be used by that parent's child in place of the challenged material.

If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the instructional material.

Formal Request for
Reconsideration

A complainant shall make any formal request to reconsider an instructional material on the form provided by the District and shall submit the completed and signed form to the assistant superintendent. Upon receipt of the form, the assistant superintendent shall appoint a reconsideration committee.

The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may include District-level staff, secondary-level students, parents, and any other appropriate individuals.

All members of the committee shall review the challenged instructional material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

*Frequency of
Review*

After an instructional material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the periodic local selection process.

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]

Note: Unless otherwise noted, the terms “video recording,” “video surveillance,” and “video monitoring” shall also include any associated audio recordings. In addition, the term “classroom” shall also include other special education settings subject to video and audio recording required by law.

To promote student safety, the District shall comply with requests for video and audio monitoring of certain ~~self-contained~~ special education classrooms as required by law. Regular or continual monitoring of video recordings shall be prohibited. Video recordings shall not be used for teacher evaluation or monitoring or for any purpose other than the promotion of student safety.

The Superintendent is responsible for coordinating the provision of equipment to campuses in compliance with the law.

The Superintendent shall ensure that administrative regulations are developed to implement this policy.

Requests

For Following Year

A parent of a student receiving special education services and whose placement for the following school year will be in a ~~self-contained~~ special education classroom eligible for video surveillance may request in writing that a video camera be placed in the classroom by the end of the current school year or by the ~~tenth~~ 10th business day after the student’s admission, review, and dismissal (ARD) committee determines the student’s placement, whichever is later. If such a request is made, the campus shall begin operation of the camera by the deadlines in law.

For Current Year

Written requests from a parent, assistant principal, principal, staff member, or the Board shall be submitted and processed in accordance with the procedures in law.

Response

As required by law, the District shall provide a response to the requester not later than the seventh business day after receipt of the request.

Notice

Before a camera is activated, the principal shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom that video and audio surveillance will be conducted in the classroom.

Installation and Operation

The classroom subject to the request shall begin operation of video surveillance not later than the time frames required in law, except when the District is granted an extension of time.

When the District has installed video cameras in a classroom as required by law, the District shall operate the cameras during the

instructional day at all times when one or more students are in the classroom. For purposes of this policy, the instructional day shall be defined as the portion of a school day during which instruction is taking place in the classroom.

For the school year in which a campus receives a request for video and audio surveillance, the campus shall continue to operate and maintain any video cameras placed in the classroom for as long as the classroom continues to satisfy the requirements in Education Code 29.022(a). However, the campus may discontinue operation of the video camera during the year if the requester withdraws the request in writing and no request is submitted to continue the surveillance. Before a camera is deactivated, the principal shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom that video and audio surveillance will be discontinued in the classroom and of the opportunity to request continued video and audio surveillance.

Video cameras must be capable of recording video and audio of all areas of the classroom, including a room attached to the classroom used for time out as defined by law. No visual monitoring, other than incidental coverage, shall be conducted of the inside of a bathroom or other area used for changing a student's clothes.

The District shall post notice at the entrance to a classroom in which video cameras are placed stating that video and audio surveillance is conducted in that classroom.

Retention of Recordings

Video recordings shall be retained for at least three months after the date of the recording but may be retained for a longer period in accordance with the District's records management program, or as required by law. [See CPC]

Confidentiality of Recordings

Video recordings made in accordance with this policy shall be confidential and shall only be released or viewed by the individuals and in the limited circumstances permitted by law. The following individuals shall have authority to view video recordings to the extent permitted by the Family Educational Rights and Privacy Act (FERPA):

1. A District employee or a parent of a student who is involved in an alleged incident documented by a recording and reported to the District;
2. Appropriate Department of Family and Protective Services (DFPS) personnel as part of an investigation of alleged abuse or neglect of a child;

3. A peace officer, school nurse, District administrator trained in de-escalation and restraint techniques, or human resource staff member in response to a report of an alleged incident or an investigation of an employee or a report of alleged abuse committed by a student; and
4. Appropriate Texas Education Agency or State Board for Educator Certification personnel or their agents as part of an investigation.

For purposes of this policy, the term “human resource staff member” shall include the Superintendent, a principal, an assistant principal or other campus administrator, and any supervisory position within the District’s human resources office. If an individual listed in items 2–4, above, believes that a recording shows a violation of District policy or campus procedures, the individual may allow access to the recording by appropriate legal and human resources personnel designated by the District for the purpose of determining whether a policy or procedure has been violated.

Any person who suspects that child abuse or neglect has occurred shall report this suspicion as required by law and District policy.
[See FFG]

Reporting an Incident

A person alleging that an incident, as defined by law, has occurred in a classroom in which video surveillance is conducted shall file a report on the form provided by the District with the principal as soon as possible after the person suspects the alleged incident. If possible, an incident report form shall be filed within ~~48~~24 hours of the facts giving rise to the allegation. The principal shall promptly view, or direct an authorized individual to view, the video surveillance footage to identify the relevant portion of the recording. No later than 10 District business days after the report is filed, the principal or designee shall respond by notifying the person whether the alleged incident was recorded in the District’s video surveillance footage and shall initiate other steps as required by law, District policy, or local procedures.

Complaints

Complaints related to video and audio recordings under this policy shall be filed in accordance with DGBA, FNG, or GF, as applicable. A complainant who is dissatisfied with the outcome of the District’s complaint process may appeal in writing to the commissioner of education in accordance with Education Code 7.057 and 19 Administrative Code 103.1303. A parent, staff member, or District administrator may request an expedited review in accordance with 19 Administrative Code 103.1303.

Relation to Essential Knowledge and Skills

The District shall establish instructional objectives that relate to the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses.

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that each student's performance indicates the level of mastery of the designated District objectives.

Guidelines for Grading

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.

The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

Progress Reporting

The District shall issue grade reports/report cards every ~~six~~six weeks on a form approved by the Superintendent or designee. Performance shall be measured in accordance with this policy and the standards established in EIE.

Interim Reports

Interim progress reports ~~shall be issued for all students after the third week of each grading period. Supplemental progress reports~~ may be issued at the teacher's discretion; however, notice of a student's consistent unsatisfactory performance shall be issued in accordance with law.

Conferences

~~A teacher shall document efforts to contact the parent of any student with a grade of 74 or below on a progress report. In addition to conferences scheduled on the campus calendar,~~ Each year, the District shall provide at least two opportunities for in-person conferences between each parent and the student's teacher. Additional conferences may be requested by a teacher or parent as needed.

Academic Dishonesty

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, the use of artificial intelligence (AI) to complete an assignment in part or in whole unless approved by the classroom teacher, [see CQD], and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on

the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, information from students, or the use of an ~~A~~artificial intelligence detection tool selected by the District.

PARENT RIGHTS AND RESPONSIBILITIES

FA
(LOCAL)

Parent Portal

The District shall establish a parent portal on the District's website through which parents may submit comments to campus administrators, District administrators, and the Board.

The Superintendent shall develop administrative regulations related to the portal, including placement on the District or campus websites and how campus or District administrators are to address comments received from parents through the portal.

**Students Release
from School**

A student shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. The teacher shall determine that such permission has been granted before allowing the student to leave.

Private Lessons

~~Students shall not
be excused during
school
hours~~ Exception for
Released Time
Course

For purposes of this policy, a "released time course" shall have the same definition as provided in law.

A student shall be permitted to attend a released time course in accordance with the following requirements:

1. The parent or guardian has provided written consent for the student to attend the released time course;
2. The ~~private lessons of~~ entity offering the released time course maintains attendance records and will make those records available to the District;
3. The private entity, parent or guardian, or student assumes responsibility for transportation, including transportation for a student with a disability, to and from the location at which the released course is offered;
4. The private entity assumes liability for the student enrolled in the released time course while the student is under the private entity's care; and
5. The student is responsible for ~~any nature~~ school work and assignments issued during the student's absence from the District.

The District shall be prohibited from using District funds, excluding de minimis costs, to facilitate the student attending a released time course.

A private entity shall be prohibited from offering the released time course on District property unless the use is in accordance with policy GKD.

The District shall not interfere with a parent's or guardian's ability to request or access a released time course for the student.

No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by this or other District policy.

Medication Provided by Parent

The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations:

1. Prescription medication in accordance with legal requirements.
2. Nonprescription medication, ~~upon a parent's written request, when properly labeled and in the original container~~ in accordance with legal requirements.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan for a student with disabilities.

Medication Provided by District

Except as required by law and provided by this policy, the District shall not purchase medication to administer to a student.

Epinephrine

The District authorizes school personnel and volunteers who have agreed in writing and been adequately trained to administer an unassigned epinephrine **delivery system, such as an auto-injector or nasal spray**, in accordance with law and this policy. Administration of epinephrine shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing anaphylaxis.

On Campus

Authorized and trained individuals may administer an unassigned epinephrine ~~auto-injector~~ **delivery system** at any time to a person experiencing anaphylaxis on a school campus.

The District shall ensure that at each campus a sufficient number of authorized individuals are trained to administer epinephrine so that at least one trained individual is present on campus during all hours the campus is open. In accordance with state rules, the campus shall be considered open for this purpose during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

Maintenance, Availability, and Training

The Superintendent shall develop administrative regulations designating a coordinator to manage policy implementation and addressing annual training of authorized individuals in accordance

with law; procedures for ~~auto-injector~~ **delivery system** use; and acquisition or purchase, maintenance, expiration, disposal, and availability of unassigned epinephrine ~~auto-injectors~~ at each campus.

Notice to Parents

In accordance with law, the District shall provide notice of the policy to parents regarding the epinephrine program, including notice of any change to or discontinuation of this program.

Opioid Antagonist

This provision shall be applicable to every campus.

On Campus

The District authorizes school personnel who have been adequately trained to administer an opioid antagonist in accordance with law and this policy. Administration of an opioid antagonist shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing an opioid-related overdose.

Each applicable campus shall have at least one individual who is authorized and trained to administer an opioid antagonist present during regular school hours.

*Maintenance,
Availability,
Training, and
Reporting*

Each applicable campus shall have at least two unused, unexpired opioid antagonist doses available.

All opioid antagonists shall be stored in a secure location and shall be easily accessible by individuals who are authorized and trained to administer an opioid antagonist.

The Superintendent shall develop administrative regulations addressing acquisition, maintenance, expiration, and disposal of opioid antagonists in the District, as well as reporting, employee training, and emergency notification requirements.

Psychotropics

Except as permitted by law, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

Medical Treatment

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.

The District shall seek appropriate emergency care for a student as required or deemed necessary.

**Threat Assessment
and Safe and
Supportive Team**

In compliance with law, the Superintendent shall ensure that a multidisciplinary threat assessment and safe and supportive team is established to serve each campus. The Superintendent shall appoint team members. The team shall be responsible for developing and implementing a safe and supportive school program at each campus served by the team and shall support the District in implementing its multi-hazard emergency operations plan.

Training

Each team shall complete training provided by an approved provider on evidence-based threat assessment programs.

Student Reports

Each campus shall establish a clear procedure for a student to report concerning behavior exhibited by another student for assessment by the team or other appropriate District employee.

Employee
Confidentiality

A District employee who reports a potential threat may elect for the employee's identity to remain confidential and not be subject to disclosure under the state's public information law. The employee's identity shall only be revealed when necessary for the team, the District, or law enforcement to investigate the reported threat.

The District shall maintain a record of the identity of a District employee who elects for the employee's identity to remain confidential.

Notification to
Teaching Staff of
Threat

As soon as safe and practicable after an administrator or team receives information regarding a threat against a campus, including a threat made through social media, the appropriate administrator or the team shall immediately provide to each member of the teaching staff, including teacher aides, who may be directly affected by the threat a statement containing the following information:

1. The existence of the threat;
2. The nature of the threat; and
3. Any other pertinent detail to ensure student and staff safety.

The Superintendent shall develop administrative regulations to ensure that the required notice is provided to the teaching staff in accordance with law. The administrative regulations may also address notification of other appropriate employees on the affected campus.

Imminent Threats or
Emergencies

A member of the team or any District employee may act immediately to prevent an imminent threat or respond to an emergency, including contacting law enforcement directly.

Threat Assessment
Process

The District shall develop procedures as recommended by the Texas School Safety Center. In accordance with those procedures,

the threat assessment and safe and supportive team shall conduct threat assessments using a process that includes:

1. Identifying individuals, based on referrals, tips, or observations, whose behavior has raised concerns due to threats of violence or exhibition of behavior that is harmful, threatening, or violent.
2. Conducting an individualized assessment based on reasonably available information to determine whether the individual poses a threat of violence or poses a risk of harm to self or others and the level of risk.
3. Implementing appropriate intervention and monitoring strategies, if the team determines an individual poses a threat of harm to self or others. These strategies may include referral of a student for a mental health assessment and escalation procedures as appropriate.

For a student or other individual the team determines poses a serious risk of violence to self or others, the team shall immediately report to the Superintendent, who shall immediately attempt to contact the student's parent or guardian. Additionally, the Superintendent shall coordinate with law enforcement authorities as necessary and take other appropriate action in accordance with the District's multihazard emergency operations plan.

For a student the team identifies as at risk of suicide, the team shall follow the District's suicide prevention program.

For a student the team identifies as having a substance abuse issue, the team shall follow the District's substance abuse program.

For a student whose conduct may constitute a violation of the District's Student Code of Conduct, the team shall make a referral to the campus behavior coordinator or other appropriate administrator to consider disciplinary action.

As appropriate, the team may refer a student:

1. To a local mental health authority or health-care provider for evaluation or treatment; or
2. For a full individualized and initial evaluation for special education services.

The team shall not provide any mental health-care services, except as permitted by law.

STUDENT WELFARE
CRISIS INTERVENTION

FFB
(LOCAL)

Guidance to School Community	The team shall provide guidance to students and District employees on recognizing harmful, threatening, or violent behavior that may pose a threat to another person, the campus, or the community and methods to report such behavior to the team, including through anonymous reporting.
Reports	The team shall provide reports to the Texas Education Agency as required by law.

Note: See policies DHB and DHC for information on other required reports regarding alleged misconduct against a student.

The District shall notify a parent of a student with whom ~~an educator~~ a District employee or a person acting as a service provider for the District is alleged to have engaged in misconduct, informing the parent:

1. As soon as feasible that the alleged misconduct may have occurred;
2. Whether the ~~educator~~ individual was terminated following an investigation of the alleged misconduct or resigned before completion of the investigation; and
3. Whether a report was submitted to the Texas Education Agency or State Board for Educator Certification ~~(SBEC)~~ concerning the alleged misconduct.

For purposes of this policy, misconduct is defined as an ~~educator's~~ individual's alleged abuse or commission of an otherwise unlawful act with ~~the~~ student or involvement in a romantic relationship, or soliciting or engaging in sexual contact with ~~the~~ student.

Notice of Suspected Criminal Offense

Except as provided by state law regarding child abuse investigations, the District shall notify a parent not later than one business day after the date an employee first suspects that a criminal offense has been committed against the parent's child.

[See also FFG for reporting requirements related to child abuse and FFH for parental notification requirements regarding prohibited conduct as defined by that policy.]

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

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

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

Training

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

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

**Reporting Child
Abuse and Neglect**

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

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

The following individuals have an additional legal obligation to submit a written or oral report within ~~48~~24 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

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

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a

child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

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

Oral Reports

As required by law, an oral report made to the Texas Department of Family and Protective Services (DFPS) is recorded.

Restrictions on Reporting

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

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

Making a Report

Reports may be made to any of the following:

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

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility. As defined by law, a person responsible for the care, custody, or welfare of a child includes school personnel and volunteers and day-care workers. [See FFG(LEGAL)]

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

In accordance with law, an individual must provide their name and telephone number when making a report. If the individual making the report is a school employee, agent, or contractor, they must also provide their business address and profession.

Confidentiality

The identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the law and the rules of the investigating agency.

Immunity

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

Failing to Report Suspected Child Abuse or Neglect

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

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

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

Responsibilities Regarding Investigations

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

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

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

¹ Texas Abuse Hotline website: <http://www.txabusehotline.org>

Complaints

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

Other Complaint Processes

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

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

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

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

Notice to Students and Parents

The District shall inform students and parents of this policy through appropriate District publications [and on the District's website](#).

Guiding Principles
Informal Process

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

Filing Deadlines

After Informal Process

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

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

[See Formal Process, below]

No Prior Informal Process

If the student or parent has not engaged in the informal process, the student or parent shall ~~not extend any~~ have no more than 60 calendar days from the date the student or parent first knew, or

with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance to file a complaint using the appropriate forms.

Deadline Extensions All deadlines ~~in this policy, except~~ shall be strictly followed unless otherwise required by law or modified by mutual written consent.

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

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

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

The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, students and parents shall file Level One complaints with the campus principal for any complaint on a matter related to a campus. For a complaint that arises on a matter that is unrelated to a campus, the complaint shall be filed with the appropriate District-level administrator.

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

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

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

Option to Continue Informal Process

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

Notice of Complaint

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

Freedom from Retaliation

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

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, ~~including email and fax,~~ or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three **business** days after the deadline.

Scheduling
~~Conferences~~ Hearings

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

~~Response~~
~~At Levels One and Two,~~
~~response~~ Decision

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

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

A **decision** may be hand-delivered, sent by electronic communication to the ~~student's or parent's complainant's~~ email address of record, or sent by U.S. Mail to the ~~student's or parent's complainant's~~ mailing address of record. Mailed ~~responses~~ **decisions** shall be timely if they are postmarked by U.S. Mail on or before the deadline.

~~Days~~

STUDENT RIGHTS AND RESPONSIBILITIES
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(LOCAL)

	<p>“Days” shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”</p>
Representative	<p>“Representative” shall mean any person who or organization that is designated by the student or parentcomplainant to represent the student or parentcomplainant in the complaint process. A student may be represented by an adult at any level of the complaint.</p> <p>The student or parentcomplainant may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the student or parentcomplainant designates a representative with fewer than three business days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressedTo promote efficiency in one complaint. A student or parent shall not fileaddressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from anyan event or series of related events that have been or could have been addressed in a previous complaint.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timelinessconsolidated.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached toincluded with the complaint form. If the student or parentcomplainant does not have copies of these documents, copies may be presented at the Level One conferencehearing. After the Level One conference, no newhearing, the complainant may supplement the record with additional documents may or include additional claims.</p>

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

Record	<p>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the student or parent unless the student or parent did not know the documents existed before complainant, documents determined relevant by District personnel, and the Level One conference decision.</p>
Remand	<p>A complaint or appeal form that is incomplete in any material aspect may be dismissed but may shall be refiled with, if at Level One, and remanded at all other levels in order to develop an adequate record of the required information if complaint.</p> <p>If an adequate record has not been developed, the refiling is with appropriate administrator may remand the designated time for filing complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.</p>
Assignment of Hearing Officer	<p>When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.</p>
Investigation	<p>The District may conduct an investigation at any level in the complaint process. If the District and the complainant mutually agree, all deadlines shall be suspended during an investigation.</p>
Complaint Levels	<p>Complaint forms must be filed:</p> <ol style="list-style-type: none">1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and2. With the lowest level administrator who has the authority to remedy the alleged problem. <p>In most circumstances, students and parents shall fileAt Level One complaints with, the campus principal.</p> <p>If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.</p> <p>If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.</p>
Level One	

~~The appropriate administrator~~ appropriate hearing officer shall ~~investigate as necessary and schedule~~ hold a ~~conference~~ hearing with the ~~student or parent~~ complainant within ~~ten~~ 10 calendar days after receipt of the written complaint. The ~~administrator~~ hearing officer may set reasonable time limits for the ~~conference~~ hearing.

~~Absent extenuating circumstances, the administrator~~ The hearing officer shall provide the ~~student or parent~~ complainant a ~~written response decision~~ within ~~ten~~ 20 calendar days following the ~~conference~~. ~~The written response shall set forth the basis of the decision~~ hearing. In reaching a decision, the ~~administrator~~ hearing officer may consider information provided ~~at~~ with the ~~Level One conference complaint form~~ and any other relevant documents or information the ~~administrator~~ hearing officer believes will help resolve the complaint.

Level Two

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

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~ 20 calendar days of the date of the ~~written~~ Level One ~~response~~ decision or, if no ~~response was received~~ decision has been communicated to the complainant, within ~~ten~~ 20 calendar days of the Level One ~~response~~ decision deadline.

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

The Level One record shall include:

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

The ~~Superintendent or designee~~ hearing officer shall ~~schedule~~ hold a ~~conference~~ hearing within ~~ten~~ 10 calendar days after the appeal

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

The ~~Superintendent or designee~~hearing officer shall provide the ~~student or parent~~complainant a ~~written response~~decision within ~~ten~~20 calendar days following the ~~conference~~. The ~~written response shall set forth the basis of the decision~~hearing. In reaching a decision, the ~~Superintendent or designee~~hearing officer may consider the Level One record, any additional information provided ~~at~~prior to the Level Two ~~conference~~hearing, and any other relevant documents or information the ~~Superintendent or designee~~hearing officer believes will help resolve the complaint.

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

Level Three

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

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~20 calendar days of the date of the ~~written~~ Level Two ~~response~~decision or, if no ~~response was received~~decision has been communicated to the complainant, within ~~ten~~20 calendar days of the Level Two ~~response~~decision deadline.

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

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

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

At least five business days before the Board or Board committee meeting, the Superintendent shall provide the complainant a description of any information the Board intends to rely on that is not

contained in the record created at the previous hearing levels, including any preliminary hearing.

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

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. Any other documents submitted by the complainant at Level Two.
- ~~3.4.~~ The ~~written response~~ decision issued at Level Two and any attachments.
- ~~4.5.~~ All other documents relied upon by the administration in reaching the Level Two decision.

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

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

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

In addition to any other record of the ~~Board~~ meeting required by law, the Board ~~or Board committee~~ shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the ~~student or parent~~ complainant or the ~~student's~~ complainant's representative, any presentation from the administration, and questions from ~~the~~ Board members with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board or Board committee shall then consider the complaint. It ~~may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not~~ shall make a decision ~~regarding~~ no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint ~~by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two~~ was presented. The complainant shall be provided a decision in accordance with this policy and state law.

Student Code of Conduct

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's website and/or as a hard copy to students, parents, teachers, administrators, and others on request.

Revisions

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

Extracurricular Standards of Behavior

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

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“Parent” Defined

Throughout the Student Code of Conduct and discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

General Discipline Guidelines

A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student’s behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
 - a. The seriousness of the offense;
 - b. The student’s age;
 - c. The frequency of misconduct;
 - d. The student’s attitude;
 - e. The potential effect of the misconduct on the school environment;
 - f. Requirements of Chapter 37 of the Education Code; and
 - g. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student’s parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Corporal Punishment

Corporal punishment may be used as a discipline management technique in accordance with this policy and the Student Code of Conduct.

Corporal punishment shall not be administered to a student whose parent has submitted to the principal a signed statement for the current school year prohibiting the use of corporal punishment with his or her child. The parent may reinstate permission to use corporal punishment at any time during the school year by submitting a signed statement to the principal.

Guidelines

Corporal punishment shall be limited to spanking or paddling the student and shall be administered in accordance with the following guidelines:

1. The student shall be told the reason corporal punishment is being administered.

2. Corporal punishment shall be administered only by the principal or designee.
3. Corporal punishment shall be administered only by an employee who is the same sex as the student.
4. The instrument to be used in administering corporal punishment shall be approved by the principal.
5. Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

Disciplinary
Records

The disciplinary record reflecting the use of corporal punishment shall include any related disciplinary actions, the corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment.

Physical Restraint

Note: A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]

Within the scope of an employee's duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.

**Video and Audio
Monitoring**

Video and audio recording equipment ~~shall~~ may be used for safety purposes to monitor student behavior on District property.

~~The~~ When video and audio recording equipment is in use, the District shall post signs notifying students and parents about the District's use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.

Use of Recordings

The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in

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violation of the District's Student Code of Conduct shall be subject to appropriate discipline.

Access to
Recordings

Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

Complaints

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

Other Complaint Processes

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

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

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

~~Guiding Principles~~ Informal Process

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

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

Filing Deadlines

If a member of the public has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a resolution during the process, the individual must file a complaint within 15 business days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

Deadline Extensions

All deadlines shall be strictly followed unless otherwise required by law or modified by mutual written consent.

Formal Process

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

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

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board

policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

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

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

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

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

Option to Continue Informal Process

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

Notice of Complaint

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

Freedom from Retaliation

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

General Provisions

Filing

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

appropriate administrator or designated representative no more than three **business** days after the deadline.

Scheduling
~~Conferences~~Hearin
gs

The District shall make reasonable attempts to schedule ~~confer-
ences~~hearings at a mutually agreeable time. If the ~~individual~~com-
plainant fails to appear at a scheduled ~~conference~~hearing, the Dis-
trict may hold the ~~conference~~hearing and issue a decision in the
~~individual's~~complainant's absence.

~~Response~~
~~At Levels One and~~
~~Two,~~
~~response~~Decision

A "decision" shall mean a written communication to the ~~individual~~-
complainant from the appropriate administrator. ~~Responses that~~
provides an explanation of the basis of the decision, an indication
of each document that supports the decision, and any relief or red-
ress to be provided. A decision shall be issued on the merits of
the concern raised in the complaint notwithstanding any procedural
errors or the type of relief or redress requested.

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

A **decision** may be hand-delivered, sent by electronic communica-
tion to the ~~individual's~~complainant's email address of record, or
sent by U.S. Mail to the ~~individual's~~complainant's mailing address
of record. Mailed ~~responses~~decisions shall be timely if they are
postmarked by U.S. Mail on or before the deadline.

~~Days~~

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

Representative

"Representative" shall mean any person who or organization that is
designated by ~~an individual~~a complainant to represent the ~~individu-
al~~complainant in the complaint process.

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

Consolidating
Complaints

~~Complaints arising out of an event or a series of related events
shall be addressed~~To promote efficiency in ~~one complaint.~~ An indi-
vidual shall not file ~~addressing~~complaints, the appropriate adminis-
trator shall determine if separate or serial complaints arising from

	<p>any an event or series of related events that have been or could have been addressed in a previous complaint.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness consolidated.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to included with the complaint form. If the individual complainant does not have copies of these documents, they copies may be presented at the Level One conference hearing. After the Level One conference, no new hearing, the complainant may supplement the record with additional documents may or include additional claims.</p>
Record	<p>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the individual unless the individual did not know the complainant, documents existed before determined relevant by District personnel, and the Level One conference decision.</p>
Remand	<p>A complaint or appeal form that is incomplete in any material aspect may be dismissed but may shall be refiled with, if at Level One, and remanded at all other levels in order to develop an adequate record of the required information if complaint.</p> <p>If an adequate record has not been developed, the refiling is with in appropriate administrator may remand the designated time for filing complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.</p>
Assignment of Hearing Officer	<p>When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.</p>

Investigation

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

Complaint Levels

Level One

~~Complaint forms must be filed:~~

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

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

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

~~The,~~ the appropriate administrator/hearing officer shall investigate as necessary and schedule/hold a conference/hearing with the individual/complainant within ten/10 calendar days after receipt of the written complaint. The administrator/hearing officer may set reasonable time limits for the conference/hearing.

~~Absent extenuating circumstances, the administrator~~The hearing officer shall provide the individual/complainant a written response decision within ten/20 calendar days following the conference/hearing. ~~The written response shall set forth the basis of the decision.~~ In reaching a decision, the administrator/hearing officer may consider information provided at/with the Level One conference/complaint form and any other relevant documents or information the administrator/hearing officer believes will help resolve the complaint.

Level Two

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

The appeal notice must be filed in writing, on a form provided by the District, within ten/20 calendar days of the date of the written Level One response/decision or, if no response was received/decision has been communicated to the complainant, within ten/20 calendar days of the Level One response/decision deadline.

After receiving notice of the appeal, the Level One ~~administra-
tor~~hearing officer shall prepare and forward a record of the Level One complaint to the Level Two administrator. ~~The individual may request~~hearing officer and provide a copy of the Level One record to the complainant.

The Level One record shall include:

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

The ~~Superintendent or designee~~hearing officer shall ~~schedule~~hold a ~~conference~~hearing within ~~ten~~10 calendar days after the appeal notice is filed. ~~The conference shall be limited to the issues and documents considered at Level One. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee~~hearing officer may set reasonable time limits for the ~~conference~~hearing.

The ~~Superintendent or designee~~hearing officer shall provide the ~~in-
dividual~~complainant a ~~written response~~decision within ~~ten~~20 calendar days following the ~~conference~~hearing. In reaching a decision, the ~~Superintendent or designee~~hearing officer may consider the Level One record, any additional information provided ~~at~~prior to the Level Two ~~conference~~hearing, and any other relevant documents or information the ~~Superintendent or designee~~hearing officer believes will help resolve the complaint.

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

Level Three

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

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~20 calendar days of the date of the ~~written~~

Level Two ~~response~~decision or, if no ~~response was received~~decision has been communicated to the complainant, within ~~ten~~20 calendar days of the Level Two ~~response~~decision deadline.

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

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

The Superintendent ~~or designee~~ shall inform the ~~individual~~complainant whether the Board or a Board committee will hear the appeal and of the date, time, and place of the ~~Board~~meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.

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

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

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. Any other documents submitted by the complainant at Level Two.
- ~~3.4.~~ The ~~written response~~decision issued at Level Two and any attachments.
- ~~4.5.~~ All other documents relied upon by the administration in reaching the Level Two decision.

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

~~The District shall determine whether~~ the complaint will be ~~presented~~heard in open or closed meeting ~~in accordance with~~. The District

shall honor that request unless the Texas Open Meetings Act ~~and~~ other applicable law ~~requires otherwise~~. [See BE]

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

In addition to any other record of the ~~Board~~ meeting required by law, the Board ~~or Board committee~~ shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the ~~individual complainant~~ or ~~his or her~~the complainant's representative, any presentation from the administration, and questions from ~~the Board~~ members with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board ~~or Board committee~~ shall then consider the complaint. It ~~may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not~~shall make a decision ~~regarding~~no later than 30 calendar days after the date of the Board ~~or Board committee~~ meeting at which the complaint ~~by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two~~was presented. The complainant shall be provided a decision in accordance with this policy and state law.

Access to District Property

Authorized District officials, including school resource officers and District police officers if applicable, may refuse to allow a person access to property under the District's control in accordance with law.

District officials may request assistance from law enforcement in an emergency or when a person is engaging in behavior rising to the level of criminal conduct.

Ejection or Exclusion under Education Code 37.105

In accordance with Education Code 37.105, a District official shall provide a person refused entry to or ejected from property under the District's control written information explaining the right to appeal such refusal of entry or ejection under the District's grievance process.

A person appealing under the District's grievance process shall be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See FNG and GF]

Off-Campus Activities

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

Prohibitions

Tobacco and E-Cigarettes

The District prohibits smoking and the use of tobacco products, e-cigarettes, or other electronic vaporizing devices on District property, in District vehicles, or at school-related activities.

Weapons

The District prohibits the unlawful use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on all District property at all times.

Exceptions

No violation of this policy occurs when:

1. ~~A Texas~~ An individual who holds a handgun license holder in accordance with state law stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, as long as the handgun or other firearm is not in plain view; or
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

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ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Please note:

Changes at Update 126 are based almost exclusively on legislation from the 89th Regular Legislative Session. Please note that documents provided in the legal framework are not adopted by the board.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB), House Bills (HB), or House Concurrent Resolutions (HCR) from the 89th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

TASB Policy Service hosted and recorded a webinar to review the content of Update 126. That recorded webinar is available with your Update 126 materials on Policy Online.

AE(LEGAL)

EDUCATIONAL PHILOSOPHY

HB 2 updated the existing goals of education and added an additional two.

AF(LEGAL)

INNOVATION DISTRICTS

The ability for a district to exempt itself from certain laws through a District of Innovation plan was impacted by SB 12, HB 2, and HB 6. SB 571 amended and redesignated the requirements related to termination of a district's designation as a District of Innovation.

AG(LEGAL)

HOME-RULE DISTRICTS

SB 571 amended the language at Education Code 12.0271 and redesignated material from Education Code 22.085 and 22.092. Changes to the legal framework have been made accordingly.

AIA(LEGAL)

ACCOUNTABILITY: ACCREDITATION AND PERFORMANCE INDICATORS

An Appeal and Revision section has been added to reflect changes in 19 Administrative Code 97.1002.

AIB(LEGAL)

ACCOUNTABILITY: PERFORMANCE REPORTING

A section addressing the Performance of Students Receiving Special Education Services has been added to reflect changes from HB 2.

AIC(LEGAL)

ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

The section on Intervention Programs has been amended to reflect changes from HB 2.

AIE(LEGAL)

ACCOUNTABILITY: INVESTIGATIONS

SB 571 added a reason the commissioner is authorized to conduct a special investigation.

B(LEGAL)

LOCAL GOVERNANCE

The section B table of contents has been revised to add the new code BT, Prohibition on Diversity, Equity, and Inclusion Activities.

BBA(LEGAL)

BOARD MEMBERS: ELIGIBILITY/QUALIFICATIONS

Registration as a Sex Offender has been added under Ineligibility in response to HB 3629, which prohibits an individual who must register as a sex offender from serving as a trustee.

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BBB(LEGAL) BOARD MEMBERS: ELECTIONS

The board may adopt a resolution to change the length of terms of trustees no later than December 31, 2030, and may change its election date to the November uniform election date in accordance with HB 3546.

BBBA(LEGAL) ELECTIONS: CONDUCTING ELECTIONS

Electioneering may not be conducted within 20 feet of a parking space designated for curbside voting in accordance with HB 521.

BBD(LEGAL) BOARD MEMBERS: TRAINING AND ORIENTATION

Revisions throughout are due to adopted amendments to 19 Administrative Code 61.1 related to board member training.

BBE(LEGAL) BOARD MEMBERS: AUTHORITY

A section relating to access to information by board members under the Public Information Act has been added pursuant to HB 4310.

BE(LEGAL) BOARD MEETINGS

SB 413 requires the recording of all board meetings. SB 413 also added language regarding inclusion in board meeting minutes of each board member's vote on any item and a requirement to post on the district's website any resolution adopted by the board. HB 1522 changed the required posting time for board agendas from 72 hours to 3 business days.

BE(LOCAL) BOARD MEETINGS

Several recommended revisions have been made to this policy on board meetings. SB 12 prompted new language at Meeting Place and Time indicating that board meetings will be held outside of typical work hours. Language at Notice to Members has been adjusted to reflect HB 1522, which requires board agendas to be posted for three business days, rather than 72 hours, before the meeting. This recommended revision appropriately adjusts when the notice of the meeting will be provided to board members.

At Deadline, the recommended revisions are also in response to HB 1522. We offer for your consideration language requiring that agenda items be submitted 10 calendar days before a meeting. This deadline would provide the district sufficient time to compile items and post an agenda by the statutory deadline. If the district would like to adjust the deadline, please contact your policy consultant.

SB 413 requires roll call voting, so the language at Record Vote has been revised accordingly. A paragraph in the Minutes section has been removed, as the statement is true for all district records and it is not necessary to separately address retention in this policy. Please refer to CPC(LOCAL) and your district's record retention procedures.

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.

BEC(LEGAL) BOARD MEETINGS: CLOSED MEETINGS

Trustees may now address matters of cybersecurity and critical infrastructure facilities in closed meetings, in accordance with HB 3112.

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BED(LEGAL) BOARD MEETINGS: PUBLIC PARTICIPATION

HB 5238 amended the offense of disruption of a meeting to include virtual meetings and electronic disturbances like hacking.

BED(LOCAL) BOARD MEETINGS: PUBLIC PARTICIPATION

Recommended revisions comply with the SB 12 requirement that public comment occur at the beginning of board meetings.

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.

BF(LEGAL) BOARD POLICIES

A Compliance section has been added pursuant to SB 12's requirement that districts must implement and comply with policies the district is required to adopt.

BJA(LEGAL) SUPERINTENDENT: QUALIFICATIONS AND DUTIES

Provisions regarding required certifications to TEA have been added to this policy. Information on the do-not-hire registry are in accordance with HB 2. SB 12 requires board approval of the superintendent's certification relating to diversity, equity, and inclusion prohibitions. A section on Testimony Before the SBOE has also been added pursuant to SB 12.

BJB(LEGAL) SUPERINTENDENT: RECRUITMENT AND APPOINTMENT

Notice of vacant positions must now be posted five, rather than 10, school days before the date on which a district fills the position according to HB 2.

BT(LEGAL) PROHIBITION ON DIVERSITY, EQUITY, AND INCLUSION ACTIVITIES

This new policy code addresses SB 12's prohibition on diversity, equity, and inclusion activities. Definitions and prohibited activities and certification requirements are included.

C(LEGAL) BUSINESS AND SUPPORT SERVICES

The section C table of contents has been updated to reflect revised subtopics for CJA, now named Background Checks and Required Reporting, and CLE, now named Required Displayed. A new code CQD, on Artificial Intelligence, has also been added.

CBA(LEGAL) STATE AND FEDERAL REVENUE SOURCES: STATE

A section has been included to reflect that HB 2 added an allotment for basic costs of \$106 for each student. At New Instructional Facility Allotment, HB 2 and HB 120 add a renovated portion of an instructional facility to the definition of a new instructional facility.

CCA(LEGAL) LOCAL REVENUE SOURCES: BOND ISSUES

HB 103, HB 3526, and SB 843 all relate to bond databases. Extensive revisions throughout comport with these new laws. HB 4395 required the addition of an Electronic Submission and Delivery subsection under Attorney General Review and Approval.

CCG(LEGAL) LOCAL REVENUE SOURCES: AD VALOREM TAXES

HB 1522 requires specific notices to be provided when the board will discuss or adopt the budget, and HB 1453 allows districts to approve an interest and sinking (I & S) rate that exceeds the rate to maintain the

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same level of maintenance and operations revenue and pay debt service under specific conditions. Sections have been added to address these requirements. A deletion at Voter-Approval Tax Rate is due to HB 2. SB 1502 restricts a district's ability to approve disaster pennies. At Proposition, SB 1025 requires a proposition that increases a tax to include the statement "THIS IS A TAX INCREASE."

CCGA(LLEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

Contingent on a constitutional amendment, SB 4 will raise the homestead exemption to \$140,000. SB 23, also contingent on a constitutional amendment, raises the disabled and elderly exemption to \$60,000. HB 2742 amends the requirements around split payments for districts that collect their own taxes and eliminates Tax Code 31.04(c). Other revisions have been made for clarity.

CCGB(LLEGAL) AD VALOREM TAXES: ECONOMIC DEVELOPMENT

SB 2900 repealed the JETI Oversight Committee, so related language in the Governor Action on Application section has been removed. HB 1620 repealed Tax Code 313.007, which was found in the Texas Economic Development Act section.

CE(LLEGAL) ANNUAL OPERATING BUDGET

Language at Authorized Expenditures has been updated to reflect changes from HB 2.

CFEA(LLEGAL) PAYROLL PROCEDURES: SALARY DEDUCTIONS AND REDUCTIONS

The Professional or Other Dues section has been amended to address HB 2 changes for salary deductions.

CH(LLEGAL) PURCHASING AND ACQUISITION

SB 1173 changes the competitive procurement threshold from \$50,000 to \$100,000.

Please note: In many districts' CH(LOCAL), the purchasing authority of the superintendent is established. This is a different threshold from what has been changed statutorily. For that reason, CH(LOCAL) is not included in this update. Please review your CH(LOCAL) and, if any revisions are necessary, please contact your policy consultant.

CHE(LLEGAL) PURCHASING AND ACQUISITION: VENDOR DISCLOSURES AND CONTRACTS

HB 210 creates a criminal offense for a vendor to bid or contract with the district if it has a close relationship with a trustee. A new section called Prohibited Activities by Vendors has been created to reflect this change. SB 33 adds to the prohibition against using taxpayer resource transactions for abortion-related expenses.

CHF(LLEGAL) PURCHASING AND ACQUISITION: PAYMENT PROCEDURES

Language has been added to reflect an exception to the Exception for bona fide disputes between a district and vendor for purposes of prompt payment in construction projects, in accordance with HB 3005.

CJ(LLEGAL) CONTRACTED SERVICES

A section on Severance Pay has been added to address HB 762, which restricts severance agreements for independent contractors. The provisions also apply to employees, as reflected in policy DEA.

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CJ(LOCAL) CONTRACTED SERVICES

Recommended new provisions reflect that contractors may not engage in or assign instructional activities prohibited by law or diversity, equity, and inclusion (DEI) duties under SB 12. Violations will result in termination of the contract.

CJA(LEGAL) CONTRACTED SERVICES: BACKGROUND CHECKS AND REQUIRED REPORTING

The subtopic of this code, previously Criminal History, has been renamed Background Checks and Required Reporting. SB 571 transferred Education Code 22.085 to Chapter 22A and redesignated it as 22A.157. That change is reflected at Disqualifying Conviction and District Responsibility to Ensure Compliance. Extensive new sections on Requirement to Report Service Provider Misconduct and Consent for Release of Records and Preservice Affidavit have been added pursuant to SB 571.

CJA(LOCAL) CONTRACTED SERVICES: BACKGROUND CHECKS AND REQUIRED REPORTING

The subtopic name has been adjusted to Background Checks and Required Reporting to more accurately describe the contents of the legal framework at this code. No changes have been made to the local text, and the district has not been charged for this revision.

CK(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT

SB 57 changes at the Responsibilities subsection under Safety and Security Committee reflect the need to recommend accommodations for a student with an IEP or 504 plan. Additional changes from SB 57 are reflected in the Meetings subsection. HB 33 and HB 121 both speak to Sheriff-Led School Safety Meetings, which apply differently depending on the size of the county. A section about Public Information Officer for Emergency Communications has been added based on new requirements in HB 33. A clerical error in a citation as well as codes that were redesignated during the legislative session have been corrected.

CKA(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT: SAFETY AND SECURITY AUDITS AND MONITORING

Revisions throughout are in compliance with HB 33, HB 2, and HB 121.

CKC(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

At Emergency Response Map and Walk-Through, the requirement to provide a map to the Department of Public Safety has been included in compliance with HB 121. Changes in the Emergency Operations Plan section are due to changes from HB 33, HB 131, SB 57, and HB 121. SB 57 made significant changes to Education Code 37.1086, as reflected in the Recommendations and Guidelines for Individuals with Disabilities or Impairments section. The requirement to provide information to parents about safe firearm storage three times per year pursuant to HB 121 is in the Safe Firearm Storage section. At Confidential Information under the Texas Disaster Act, the language has been amended to reflect changes from HB 132.

CKD(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY MEDICAL EQUIPMENT AND PROCEDURES

The Automated External Defibrillators section has been amended to include, amongst other changes, an Inspection subsection that is required under SB 865. The Cardiac Emergency Response Plan has also been amended to meet the requirements of that bill. A section on Airway Clearance Devices has been added pursuant to HB 549.

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CKE(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL

Retired and reserve police officers are addressed in the Armed Security Officer Required section pursuant to HB 1458. Language regarding the expiration and renewal of good cause exceptions to the armed security officer requirement is included from HB 121. HB 121 also necessitated additional language in the Alternative Standard section.

CKEA(LLEGAL) SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS

Language has been added pursuant to HB 33, which requires law enforcement agencies to have a Public Information Officer for Emergency Communications. Reserve police officers, as allowed in HB 1458, are similarly addressed in a new section. In accordance with HB 33, an Active Shooter Incident subsection has been added under Required Policies, along with a section requiring Access to a Breaching Tool and Ballistic Shield. A section on Donation of Surplus Law Enforcement Equipment to a School District has been included pursuant to HB 1851. Law enforcement agencies are authorized to acquire and possess epinephrine delivery systems, and that section has been updated due to changes in SB 1619. HB 4504 from the 88th Regular Legislative Session necessitated an update to the Code of Criminal Procedure citations throughout.

CKEB(LLEGAL) SECURITY PERSONNEL: SCHOOL MARSHALS

Language at Board Regulations has been revised to reflect that uniformed school marshals may now open carry a firearm on campus pursuant to SB 870. HB 4504 from the 88th Regular Legislative Session necessitated an update to the Code of Criminal Procedure citations throughout.

CL(LLEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT

HB 2 creates a requirement for districts to report facility usage to TEA.

CLB(LLEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: MAINTENANCE

A section on Fire Safety Inspection Reports has been included to reflect that SB 1177 requires fire safety inspections to include inspections of automated external defibrillators (AEDs) and that fire safety reports be filed at the campus level.

CLE(LLEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: REQUIRED DISPLAYS

The subtopic name has been adjusted to Required Displays to more accurately describe the contents at this code. A section heading for Flags has been added for clarity. SB 10's requirements regarding conspicuously displaying the Ten Commandments have been added.

CLE(LOCAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: REQUIRED DISPLAYS

The subtopic name has been adjusted to Required Displays to more accurately describe the contents of the legal framework at this code. No changes have been made to the local text, and the district has not been charged for this revision.

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

19 Administrative Code 67.1003(i), which became effective June 8, 2025, relates to district entitlement to state aid regardless of whether the district uses the amount provided during the school year, and has been included here. Extensive additions regarding open education resource instructional materials has

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been added pursuant to 19 Administrative Code 67.1004, which also became effective June 8, 2025. SB 13 allows instructional material and technology allotment funds to be used for costs associated with complying with Education Code 33.023, which is set out more fully in EFB, and is referenced here. Beginning in the 2026-27 school year, districts may not adopt or use instructional material included on the list of rejected instructional materials maintained by the SBOE, and that has been included at Prohibited Expenditures. New provisions regarding commissioner's rules relating to the Instructional Materials and Technology Allotment have been added in accordance with 19 Administrative Code 67.1001, which became effective June 8, 2025. Changes at Requisitions, Use, and Distribution have been made pursuant to HB 2.

CNA(LLEGAL) TRANSPORTATION MANAGEMENT: STUDENT TRANSPORTATION

A section on Special Transportation Services has been added after HB 2 amended Education Code 48.151(g).

CNC(LLEGAL) TRANSPORTATION MANAGEMENT: TRANSPORTATION SAFETY

School buses are required to be equipped with three-point seat belts by 2029 in accordance with SB 546. Language to that effect has been added, including required reports that must be submitted to TEA if a board determines that the district's budget does not permit the district to purchase a bus equipped with the required seat belts.

COB(LLEGAL) FOOD AND NUTRITION MANAGEMENT: FREE AND REDUCED-PRICE MEALS

SB 314 applies beginning with the 2026-27 school year, which necessitated a section on Prohibition on Certain Additives.

CQ(LLOCAL) TECHNOLOGY RESOURCES

Provisions regarding artificial intelligence (AI) have been recoded to CQD(LLOCAL), which is a new code created to specifically address AI training and the use of AI in the district.

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

SB 12 creates a deadline for updating board information online and adds annual updating to TEA. Those changes are reflected in the Required Trustee Information subsection. Rule changes also necessitated an update to a citation in the Required Website Postings section. Additional required postings listed come from SB 12 and SB 13.

CQB(LLEGAL) TECHNOLOGY RESOURCES: CYBERSECURITY

HB 150 moves cybersecurity duties from the Department of Information Resources (DIR) to Texas Cyber Command. Both HB 150 and HB 1500 amend the requirements relating to training. HB 1500 also changes who takes cybersecurity training. HB 150 provides a definition of "cybersecurity incident." Finally, HB 5331 affects contracts for cybersecurity insurance.

CQB(LLOCAL) TECHNOLOGY RESOURCES: CYBERSECURITY

Recommended revisions comply with HB 150, which moves cybersecurity training requirements from the Department of Information Resources to the Texas Cyber Command and includes details about notifications for cybersecurity incidents in addition to security breaches.

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CQD(LEGAL) TECHNOLOGY RESOURCES: ARTIFICIAL INTELLIGENCE

This new code includes information relating to artificial intelligence (AI) based on new laws from SB 1964 (regulating the use of AI by governmental entities), HB 149 (regulating the use of AI), and HB 150 and HB 1500 (addressing training related to AI).

CQD(LOCAL) TECHNOLOGY RESOURCES: ARTIFICIAL INTELLIGENCE

This new recommended policy addresses artificial intelligence training requirements based on HB 150 and HB 1500, as well as the use of artificial intelligence by district employees and students.

CRD(LEGAL) INSURANCE AND ANNUITIES MANAGEMENT: HEALTH AND LIFE INSURANCE

Qualifying districts that discontinued participation in TRS-ActiveCare may elect to participate based on HB 3126.

CS(LEGAL) FACILITY STANDARDS

The date of the International Energy Conservation Code is no longer relevant and has been removed.

CSA(LEGAL) FACILITY STANDARDS: SAFETY AND SECURITY

HB 121 puts an expiration date on the HB 3 good cause exception relating to Safety and Security Requirements for Facilities, so the requirement to renew the exception at least every five years has been included, in addition to a subsection on Security Review. The requirement to have at least one breaching tool and one ballistic shield available for use at each campus has also been included. SB 1620 necessitated a citation adjustment.

SB 8 from the Second Special Session becomes effective December 4, 2025. In addition to providing definitions, it requires districts to designate each multiple-occupancy private space for use only by individuals of one sex and to take every reasonable step to ensure an individual does not enter the wrong private space. SB 8 also provides for investigations by the attorney general, private causes of action, and civil penalties.

CSA(LOCAL) FACILITY STANDARDS: SAFETY AND SECURITY

SB 8 from the Second Special Session prompted the inclusion of a section on Designation and Use of Private Spaces. The superintendent is directed to designate private spaces in accordance with law and to develop regulations to ensure compliance.

CV(LEGAL) FACILITIES CONSTRUCTION

The procurement threshold for contracts has increased to \$100,000. HB 1620 required a citation adjustment. SB 687 adds land surveyors to the statute pertaining to architects and engineers.

CV(LOCAL) FACILITIES CONSTRUCTION

As reflected in CH(LEGAL), the competitive purchasing threshold established in law has changed from \$50,000 to \$100,000. The language at Construction Contracts is recommended for revision here to refer to the legal threshold rather than a specific dollar amount. Policy BJA(LOCAL) establishes the superintendent's delegation authority; therefore "or designee" is recommended for deletion at Project Administration.

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.

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Please note: The superintendent's authority to approve construction contracts is reflected with a dollar amount in many districts' CV(LOCAL) that matched the previous competitive purchasing threshold. We have not revised the provisions reflecting the superintendent's authority to approve construction contracts. If the board wishes to update the superintendent's authority to approve contracts, please contact your policy consultant.

DBA(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS

Under Notice to Parents, HB 2 requires the superintendent to use, if available, the model notice provided by TEA. HB 2 also prohibits using a District of Innovation plan to exempt from the notice requirement. Teacher certification requirements were impacted heavily by HB 2, which required additional language at Professional Personnel. HB 2 also impacted the School District Teaching Permit section. SB 865 amends the requirement for cardiopulmonary resuscitation (CPR) certifications, which has been updated at CPR and AED Certification.

DBAA(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: PRE-EMPLOYMENT REVIEWS

Revisions throughout are due to SB 571. New language reflects additional offenses included in the crimes prohibiting employment with the district and removes the victim age requirement.

DBD(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CONFLICT OF INTEREST

A section on Personal Services Performed by Administrators, often referred to as "moonlighting," has been added to reflect changes from HB 3372.

DBD(LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CONFLICT OF INTEREST

A new recommended section on Personal Services Performed by an Administrator includes language relating to administrator work from HB 3372.

DC(LEGAL) EMPLOYMENT PRACTICES

HB 2 amends Education Code 11.1513 to change the requirement for posting of vacancies from 10 days to five days. HB 2 also requires an employment policy relating to daily rate of pay, which is found in DEC(LOCAL).

DEA(LEGAL) COMPENSATION AND BENEFITS: COMPENSATION PLAN

The Increase in Basic Allotment and Maintenance of Salary sections have been deleted after HB 2 repealed those provisions. A section on Severance Pay has been added based on HB 762. Under TRS Surcharge for Rehired Retirees, the No Recovery of Costs subsection has been deleted pursuant to HB 2. The Temporary Exception subsection has been deleted as that provision has expired.

DEAA(LEGAL) COMPENSATION PLAN: INCENTIVES AND STIPENDS

Extensive revisions throughout this policy reflect changes from HB 2.

DEC(LEGAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

A subsection addressing the option for classroom teachers to use noncurrent use of Family Medical Leave has been added pursuant to HB 2. A section on Daily Rate of Pay has also been added pursuant to HB 2.

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DEC(LOCAL)

COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

HB 2 prompted recommended revisions to include Daily Rate of Pay under the Definitions section, as well as a section regarding Concurrent Use of Paid Leave during Family and Medical Leave for classroom teachers.

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.

DF(LEGAL)

TERMINATION OF EMPLOYMENT

SB 12 adds sanctions through the State Board for Educator Certification for encouraging a child to withhold evidence. SB 571 renumbered the provisions regarding the do-not-hire registry and expanded the misconduct included. SB 571 also changes the offenses requiring termination, which is reflected here. Based on SB 12, sections addressing Prohibition on DEI and Prohibited Classroom Instruction have also been included.

DFBA(LEGAL)

TERM CONTRACTS: SUSPENSION/TERMINATION DURING CONTRACT

SB 571 renumbered the statute and changed timelines for principals to report misconduct to the superintendent.

DFBB(LOCAL)

TERM CONTRACTS: NONRENEWAL

Based on SB 12, engaging or assigning diversity, equity, and inclusion duties, as well as instructional activities prohibited by law, are recommended for inclusion in the list of reasons a term contract employee may be nonrenewed. The item related to disability and the ability to perform the essential functions of the job has been amended for clarity.

DFD(LEGAL)

TERMINATION OF EMPLOYMENT: HEARINGS BEFORE HEARING EXAMINER

A section on Dismissal of hearings before a hearing examiner has been included to reflect changes in HB 2.

DFE(LEGAL)

TERMINATION OF EMPLOYMENT: RESIGNATION

Under Contract Abandonment, a subsection on Sanctions Prohibited has been included pursuant to HB 2. The Good Cause subsection has been removed as the rule it is based on conflicts with provisions in HB 2. Revisions in the Mitigating Factors section are due to rule changes found in 19 Administrative Code 249.17 that were published on May 18, 2025. Revisions in Required Report to SBEC, Investigation, and Report by Principal are due to SB 571.

DG(LEGAL)

EMPLOYEE RIGHTS AND PRIVILEGES

In response to SB 11, new provisions are included to address the option of a board to adopt a policy designating a time for prayer and reading of the Bible or other religious text. The new law requires the board to take a vote on whether to permit this activity within six months of the legislation's effective date. Since the law was effective on September 1, the board would need to take a vote prior to March 1, 2026. [See also FNA(LEGAL), below.]

Also, a section on Right to Engage in Religious Speech or Prayer has been included pursuant to SB 965.

DGA(LEGAL)

EMPLOYEE RIGHTS AND PRIVILEGES: FREEDOM OF ASSOCIATION

HB 2 tasks TEA with providing services for a classroom teacher and prohibits districts from interfering.

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DGBA(LEGAL)

PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES

All of the revisions in this policy reflect applicable changes from SB 12. Substantially similar revisions are being made to the grievance policies at FNG, regarding student and parent complaints, and GF, regarding public complaints.

DGBA(LOCAL)

PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES

All recommended revisions to this local policy on employee complaints stem from the applicable portions of SB 12.

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.

DGC(LEGAL)

EMPLOYEE RIGHTS AND PRIVILEGES: IMMUNITY

SB 920 necessitated a revision related to immunities under Administration of Medication. HB 6 led to the addition of the section on Immunity for Disciplinary Actions.

DH(LEGAL)

EMPLOYEE STANDARDS OF CONDUCT

Provisions regarding Duty to Report have always been in FFG(LEGAL) but have been duplicated here to ensure prominent placement and understanding. Sections on Retaliation Against Grievant and Social Transitioning have been included pursuant to SB 12. In the Low-THC Cannabis section, storage has been added pursuant to HB 46.

DH(LOCAL)

EMPLOYEE STANDARDS OF CONDUCT

The recommended revision to the text at Weapons Prohibited – Exceptions reflects changes under SB 706 regarding reciprocity with a handgun license from another state. Sections on Prohibited Classroom Instruction or Activities; Prohibited Diversity, Equity, and Inclusion Duties; and Social Transitioning are recommended for inclusion pursuant to SB 12. At Relationships with Students, the recommended revision addresses the requirement under SB 571 regarding notice of suspected misconduct by an educator or district service provider.

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.

DHB(LEGAL)

EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO STATE BOARD FOR EDUCATOR CERTIFICATION

Substantial revisions throughout this code are required pursuant to SB 571. Revisions relating to Solicitation of a Romantic Relationship are due to rule changes at 19 Administrative Code 249.3.

DHC(LEGAL)

EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO TEXAS EDUCATION AGENCY

Substantial revisions throughout reflect changes from SB 571.

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DMA(LLEGAL) PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

Revisions at Cybersecurity are due to HB 150. A new section on Artificial Intelligence Training is included in accordance with HB 3512. A new section for Mathematics Achievement Academies is included to reflect changes in HB 2. Information relating to CPR has been included pursuant to SB 865.

DP(LLEGAL) PERSONNEL POSITIONS

Changes relating to school psychologists result from HB 2598. All other revisions are due to SB 571.

EA(LLEGAL) INSTRUCTIONAL GOALS AND OBJECTIVES

Revisions at College, Career, and Military Readiness Plans as well as at Website Posting are due to HB 2.

EEP(LLEGAL) INSTRUCTIONAL ARRANGEMENTS: LESSON PLANS

This new legal framework document contains the SB 12 legal requirements for Disclosure of Instructional Plans.

EEP(LOCAL) INSTRUCTIONAL ARRANGEMENTS: LESSON PLANS

This new local policy includes recommended language from SB 12 on instructional plans and course syllabi.

EFA(LLEGAL) INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

A subsection on Notice of Entitlement to Review Materials has been added pursuant to SB 12. Provisions at Parent Request for Instructional Material Review, including Mandatory Review on Petition by Group of Parents, have been added based on a new rule at 19 Administrative Code 67.69.

EFA(LOCAL) INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

In accordance with SB 12, a section on Parent Request for Instructional Material Review is recommended for inclusion. The policy requires the superintendent to develop administrative regulations to ensure that parents or guardians can request review of instructional materials individually or through a petition process with other parents.

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.

EFB(LLEGAL) INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS

The School Library section has been deleted based on the 5th Circuit decision in *Little v. Llano County* and new provisions in SB 13 related to removal of library materials during challenges. The remaining revisions regarding the procurement of library materials are also in response to SB 13.

EHA(LLEGAL) CURRICULUM DESIGN: BASIC INSTRUCTIONAL PROGRAM

Changes to Videotape or Recording to include "or contractor" are from SB 12.

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EHAA(LEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)

A subsection on Parent Consent within the Human Sexuality Instruction section has been added due to SB 12. A cross-reference to EEP(LEGAL) has been added at Scope and Sequence and Instructional Materials for clarity after SB 12 revisions.

EHAC(LEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (SECONDARY)

A change relating to substituting AP courses has been added at Personal Financial Literacy, pursuant to HB 27. Nutrition and Wellness information has also been included, based on SB 25.

EHB(LEGAL) CURRICULUM DESIGN: SPECIAL PROGRAMS

Removal of the definitions of dyslexia and related disorders and changes at Screening, Testing, and Identification and at Talking Book Program Notification are all based on HB 2.

EHBA(LEGAL) SPECIAL PROGRAMS: SPECIAL EDUCATION

HB 2 prompted new language related to specialized technical assistance at Interventions and Sanctions as well as the removal of a parenthetical at State-Supported Living Center referring to state schools.

EHBAA(LEGAL) SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY

SB 2 prompted the addition of a Students Not Enrolled in District section, which contains full and individual initial evaluation requirements. The language at Psychological Examinations was repealed by HB 2 and has been removed. A new section at Children with Visual Impairments and revisions at Eligibility and Reevaluations and at Visual and Auditory Impairments are also due to HB 2.

EHBAB(LEGAL) SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM

Language at Intellectual Disability and Developmental Delay Information has been added as a result of HB 1188. All other revisions have been made pursuant to HB 2.

EHBAC(LEGAL) SPECIAL EDUCATION: STUDENTS IN NONDISTRICT PLACEMENT

HB 2 prompted revisions at Residential Placement as well as at Grant for Community-Based Support Services.

EHBAF(LEGAL) SPECIAL EDUCATION: VIDEO/AUDIO MONITORING

The term "contractor" has been added at Parent Consent Not Required due to SB 12. The definition of "self-contained" has been deleted and that term has been replaced with "special educational classroom" throughout in accordance with HB 2. A definition of "special education classroom or other special education setting" has been added.

EHBAF(LOCAL) SPECIAL EDUCATION: VIDEO/AUDIO MONITORING

The enclosed revisions are recommended to update language regarding special education classrooms in accordance with HB 2 and to update the timeframe for reporting suspected misconduct or child abuse as required by SB 571.

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EHBC(LEGAL) SPECIAL PROGRAMS: COMPENSATORY SERVICES AND INTENSIVE PROGRAMS

The Use subsection under Compensatory Education Allotment has been deleted due to HB 2, which repealed Education Code 48.104(k). The provision on Virtual School Network has also been deleted, as it was repealed by SB 569. Amendments at At-Risk Student are due to SB 991. The Accelerated Instruction Program section has been deleted due to the repeal of Education Code 28.006(g) and (g-1) by HB 2.

EHBCA(LEGAL) COMPENSATORY SERVICES AND INTENSIVE PROGRAMS: ACCELERATED INSTRUCTION

HB 2 prompted the addition of language at High-Impact Tutoring Providers.

EHBE(LEGAL) SPECIAL PROGRAMS: BILINGUAL EDUCATION/ESL

Revisions at Exceptions and Waivers under the Bilingual and ESL Programs section are due to HB 2.

EHBF(LEGAL) SPECIAL PROGRAMS: CAREER AND TECHNICAL EDUCATION

Revisions at Certification Subsidy are due to HB 2. A section on Applied Sciences Pathway Program has been added pursuant to HB 20.

EHBG(LEGAL) SPECIAL PROGRAMS: PREKINDERGARTEN

Revisions throughout are due to HB 2.

EBBH(LEGAL) SPECIAL PROGRAMS: OTHER SPECIAL POPULATIONS

Revisions throughout are pursuant to HB 2.

EBBK(LEGAL) SPECIAL PROGRAMS: OTHER INSTRUCTIONAL INITIATIVES

A section on Gifted and Talented Week has been added pursuant to HCR 64.

EHDD(LEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT: COLLEGE COURSE WORK/DUAL CREDIT

A note referencing the Texas Virtual School Network (TXVSN) has been removed pursuant to a repeal by SB 569. Language added at the FAST Program section is from HB 2, and other revisions to that section are due to SB 1786.

EHDE(LEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT: DISTANCE LEARNING

Substantial additions to this legal framework document have been made related to Virtual and Hybrid Courses due to SB 569. Provisions related to the TXVSN have been removed, also due to SB 569.

EIA(LEGAL) ACADEMIC ACHIEVEMENT: GRADING/PROGRESS REPORTS TO PARENTS

SB 12 prompted amended language at Progress Reports and Conferences.

EIA(LOCAL) ACADEMIC ACHIEVEMENT: GRADING/PROGRESS REPORTS TO PARENTS

Recommended revisions reflect the SB 12 requirement that each parent of a student be afforded the opportunity for at least two in-person conferences with the student's teacher per year.

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EIF(LLEGAL) ACADEMIC ACHIEVEMENT: GRADUATION

SB 2314 prompted amendments at High School Diploma as well as an additional section on Direct Admissions Data Sharing Election. Revisions in the Endorsements section are due to HB 2.

EK(LLEGAL) TESTING PROGRAMS

Amended language at Benchmark Assessment Instruments is due to terminology changes found in SB 1418. College Preparation Assessments revisions were prompted by HB 2.

EKB(LLEGAL) TESTING PROGRAMS: STATE ASSESSMENT

Revisions at Accountability Testing are due to rule changes found at 19 Administrative Code 101.4002.

EKC(LLEGAL) TESTING PROGRAMS: READING ASSESSMENT

Substantial revisions throughout are due to HB 2.

EKD(LLEGAL) TESTING PROGRAMS: MATHEMATICS ASSESSMENT

The Mathematics Diagnosis section has been removed since Education Code 28.007 was repealed by HB 2. A section on Mathematics Instruments has been added based on the same bill.

EL(LLEGAL) CAMPUS OR PROGRAM CHARTERS

The Failure to Discharge or Refuse to Hire section has been amended based on SB 571.

EMB(LLEGAL) MISCELLANEOUS INSTRUCTIONAL POLICIES: TEACHING ABOUT CONTROVERSIAL ISSUES

Revisions throughout are due to SB 12.

F(LLEGAL) STUDENTS

The section F table of contents has been revised to update the subtopic name for policy code FOB from Out-of-School Suspension to Suspension since that code now houses provisions on in-school and out-of-school suspension. In addition, the subtopic for policy code FNCE has been updated from Personal Telecommunications/Electronic Devices to Personal Communication Devices/Electronic Devices.

FA(LLEGAL) PARENT RIGHTS AND RESPONSIBILITIES

A section on Right to Select School has been added pursuant to HB 2495. A statement prohibiting boards from adopting rules or policy regulating home schools has been added due to HB 2674. All other revisions have been made because of SB 12, including the addition of a Policy on Parental Engagement section. A district's policy on parental engagement must provide for an internet portal through which parents may submit comments to administrators and the board, require the board to prioritize public comments by presenting those comments at the beginning of the meeting, and require board meetings to be held outside of typical work hours.

FA(LOCAL) PARENT RIGHTS AND RESPONSIBILITIES

This new local policy is recommended for inclusion in the district's manual to address the SB 12 requirement to establish a parent portal on the district's website, through which parents may submit comments to administrators or the board.

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FD(LLEGAL)

ADMISSIONS

A section on Parental Child Safety Placement has been added pursuant to SB 226. The section on Foreign Military Force Parent has been added due to HB 2757.

FEA(LLEGAL)

ATTENDANCE: COMPULSORY ATTENDANCE

Revisions and citation changes at Accelerated, Intervention, and Compensatory Programs are due to HB 2. Under Excused Absences for Compulsory Attendance Determinations, attending a released time course has been added pursuant to SB 1049. SB 207 made clear that Health-Care Appointments includes appointments with mental health professionals, which has been added. HB 367 added specific requirements relating to Serious or Life-Threatening Illness and the form that the district must use for this purpose.

FEB(LLEGAL)

ATTENDANCE: ATTENDANCE ACCOUNTING

A new section on Emergency or Crisis has been added pursuant to SB 569.

FED(LLEGAL)

ATTENDANCE: ATTENDANCE ENFORCEMENT

HB 4504 from the 2023 88th Regular Legislative Session necessitated an update to the Code of Criminal Procedure citation relating to expunction of records.

FEF(LLEGAL)

ATTENDANCE: RELEASED TIME

This new legal framework document reflects the requirements around released time courses in SB 1049.

FEF(LOCAL)

ATTENDANCE: RELEASED TIME

New recommended language reflects SB 1049 requirements regarding released time courses.

FFA(LLEGAL)

STUDENT WELFARE: WELLNESS AND HEALTH SERVICES

Substantial revisions throughout are due to SB 12.

FFAC(LLEGAL)

WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

SB 9 permits employees, including nurses, to administer nonprescription medication to a student without receiving additional documentation from that student's health care provider if the parent consents. Revisions at Administering Medication reflect those changes. SB 1619 required adding a definition of epinephrine delivery system and replacing "epinephrine auto-injector" with "epinephrine delivery system" throughout the policy. New Concussion Response Policy and Academic Accommodations sections were added in response to SB 2398. A citation error has been corrected at Maintenance and Administration of Medication for Respiratory Distress.

FFAC(LOCAL)

WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

A recommended revision at Medication Provided by Parent has been made due to SB 920, which now allows school employees, including nurses, to administer nonprescription medication in accordance with legal requirements.

At Epinephrine, references to "epinephrine auto-injector" have been updated to "epinephrine delivery system" in accordance with SB 1619.

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.

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FFB(LLEGAL) STUDENT WELFARE: CRISIS INTERVENTION

A new item 6 at Threat Assessment and Safe and Supportive Schools Team has been added due to HB 2. Revisions to the General Team Composition subsection under Membership have been made pursuant to HB 6. All other revisions are due to HB 121.

FFB(LOCAL) STUDENT WELFARE: CRISIS INTERVENTION

As required by HB 2, a provision is recommended for inclusion addressing the required notification that must be provided to teaching staff when a threat is made against the campus.

FFEA(LLEGAL) COUNSELING AND MENTAL HEALTH: COUNSELING

Additional text at Higher Education Counseling has been included due to HB 2. The citation adjustment at Automatic Admission is due to rule redesignation to 19 Administrative Code 78.2001.

FFEB(LLEGAL) COUNSELING AND MENTAL HEALTH: MENTAL HEALTH

Changes have been made at Consent to Examinations, Tests, and Treatment and a cross-reference to materials regarding parental consent for psychological and psychiatric exams, tests, and treatment has been added in response to changes made by SB 12.

FFF(LLEGAL) STUDENT WELFARE: STUDENT SAFETY

A section on Notice of Suspected Criminal Offense has been added due to SB 12. All other revisions and additions have been made pursuant to SB 571.

FFF(LOCAL) STUDENT WELFARE: STUDENT SAFETY

HB 2 prompted recommended revisions to this local policy regarding notifying a parent of a student with whom an employee or service provider is alleged to have engaged in misconduct.

FFG(LLEGAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

Definition changes are due to HB 1106, HB 1151, and SB 571. Reports of suspected abuse or neglect must now be made within 24, rather than 48, hours pursuant to SB 571. SB 571 additionally defined the law enforcement agencies to which such a report may be made at Abuse and Neglect Involving School Personnel and Those Responsible for Care. A section on Civil Liability has been included due to HB 4623. Citation changes at SBEC Disciplinary Action have been made pursuant to SB 571. The new 24 hour reporting requirement from SB 571 is also reflected in the Reporting Policy section.

FFG(LOCAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

A recommended change at Reporting Child Abuse or Neglect reflects that SB 571 requires reporting within 24 hours of learning of the facts giving rise to suspicion of abuse or neglect of a child. The revision to item 1 at Making a Report also comes from SB 571.

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.

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

A section on Civil Liability has been added pursuant to HB 4623.

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FL(LEGAL)

STUDENT RECORDS

A section on Vital Statistics Records has been added due to changes in HB 229. Under Disclosure with Consent, a reference to FFA has been added for clarity in light of SB 12 requirements. SB 12 also prompted changes relating to Access by Parents. A new section on My Texas Future Admissions Data Sharing has been added to reflect changes in SB 2314. A section on Records Requests Under Education Savings Account Program has been added pursuant to SB 2.

FM(LEGAL)

STUDENT ACTIVITIES

A cross-reference to FFAC has been included to ensure clarity around the rules surrounding concussions from SB 2398. Revisions in Parental Notice and Consent are due to SB 12. SB 401 prompted additional information at Participation by Homeschooled Students.

Please note: Information and a survey was emailed to districts in July regarding homeschool student participation in UIL activities. Districts that responded they were opting out of permitting homeschool students to participate in UIL activities received a draft of FD(LOCAL) with that opt-out language; a cross reference to FD(LOCAL) was placed at FM(LOCAL) for those same districts. Please contact your policy consultant if you have questions.

FNA(LEGAL)

STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION

The word "encouraged" has been deleted under Prayer at School Activities pursuant to SB 11. A section on Designated Time for Prayer and Religious Reading has been included in alignment with SB 11.

In response to SB 11, new provisions are included to address the option of a board to adopt a policy designating a time for prayer and reading of the Bible or other religious text. The new law requires the board to take a vote on whether to permit this activity within six months of the legislation's effective date. Since the law was effective on September 1, the board would need to take a vote prior to March 1, 2026.

FNAB(LEGAL)

STUDENT EXPRESSION: USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES

A section on Student Clubs has been added pursuant to SB 12.

FNCD(LEGAL)

STUDENT CONDUCT: TOBACCO USE AND POSSESSION

Revisions to this code are due to SB 2024.

FNCE(LEGAL)

STUDENT CONDUCT: PERSONAL COMMUNICATION DEVICES/ELECTRONIC DEVICES

Extensive revisions throughout are due to HB 1481. In addition, the subtopic for this policy code has been updated from Personal Telecommunications/Electronic Devices to Personal Communication Devices/Electronic Devices.

FNCG(LEGAL)

STUDENT CONDUCT: WEAPONS

SB 1596 repealed short-barrel firearms as a prohibited weapon in the Penal Code, so that provision has been deleted.

FNG(LEGAL)

STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

A section on Notice to Teacher or Employee has been added pursuant to HB 2. The provisions at Disruption have been removed at this code but remain in BED(LEGAL). All other revisions are due to SB 12.

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

Substantial revisions to this student and parent complaint policy are recommended to reflect requirements in SB 12 and other legal requirements reflected in the legal framework at this code.

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.

FO(LEGAL) STUDENT DISCIPLINE

Requirements relating to discipline for first-time vape offenses and information about parental involvement policies for school disciplinary placements have been added pursuant to HB 6. A section on Determination of Antisemitism has been added due to SB 326. Substantial revisions in the section on Campus Behavior Coordinators and the Parent Involvement Policy are due to HB 6. A section called No Restriction of Recess or Physical Activity has been added pursuant to SB 25. Inclusion of contractors in Video-tapes and Recordings is due to SB 12.

FO(LOCAL) STUDENT DISCIPLINE

Minor edits are recommended to the language regarding Video and Audio Monitoring that make such monitoring permissive and clarify what should happen when video and audio recording equipment is in use.

FOA(LEGAL) STUDENT DISCIPLINE: REMOVAL BY TEACHER OR BUS DRIVER

Extensive revisions throughout this legal framework are due to HB 6.

FOB(LEGAL) STUDENT DISCIPLINE: SUSPENSION

Revisions throughout are due to HB 6, including changes regarding both in- and out-of-school suspension, necessitating a change to the policy subtopic name.

FOC(LEGAL) STUDENT DISCIPLINE: PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING

HB 1422 changed the victim age relating to the crime of voyeurism from younger than 14 to younger than 18. All other revisions are pursuant to HB 6.

FOD(LEGAL) STUDENT DISCIPLINE: EXPULSION

The section on Consideration of Virtual Education as Alternative to Expulsion is included pursuant to SB 569. All other revisions are due to HB 6.

FODA(LEGAL) EXPULSION: JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM

A citation adjustment has been made at Court-Ordered Placement after HB 6 repealed Education Code 37.007(d).

FOE(LEGAL) STUDENT DISCIPLINE: EMERGENCY AND ALTERNATIVE PLACEMENT

A subsection called Single Incident has been added under Emergency Placements due to changes from HB 6.

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FOF(LLEGAL) STUDENT DISCIPLINE: STUDENTS WITH DISABILITIES

HB 6 amended Education Code 37.001(b-1), and a slight revision under ARD Committee Required has been made as a result.

FP(LLEGAL) STUDENT FEES, FINES, AND CHARGES

The section on TXVSN has been retitled Hybrid or Virtual Course with language revised in accordance with SB 569. Attorney general guidance regarding Authorized Fees has also been added.

GBA(LLEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO PUBLIC INFORMATION

In the Information That Must Be Disclosed section, a subsection on Personal Services Contract has been added pursuant to HB 3372. A citation at Student Victim Information has been revised based on SB 571. Employee Victims has been amended based on revisions in SB 2601. Language has been added at Cybersecurity Information pursuant to HB 3112. HB 150 Cyber Command revisions prompted language and citation changes in the Texas VIRT Information section. SB 1540 adds election officials to the list of individuals who have the option to restrict access to some personal information. Additional language is included in Board Member and Employee Personnel Information due to SB 370.

GBAA(LLEGAL) ACCESS TO PUBLIC INFORMATION: REQUESTS FOR INFORMATION

Changes throughout are due to HB 4219.

GC(LLEGAL) PUBLIC NOTICES

A section on Digital Newspaper has been added due to SB 1062.

GF(LLEGAL) PUBLIC COMPLAINTS

Revisions throughout are the result of SB 12.

GF(LOCAL) PUBLIC COMPLAINTS

All recommended revisions to this local policy on public complaints stem from the applicable portions of SB 12.

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.

GKA(LLEGAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

Additional language at Refusal of Entry or Ejection of Unauthorized Persons has been included pursuant to SB 2929.

GKA(LOCAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

Language regarding handguns is recommended for revision due to SB 706.

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.

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GNB(LLEGAL)

**RELATIONS WITH EDUCATIONAL ENTITIES: REGIONAL EDUCATION
SERVICE CENTERS**

The revisions relating to special education service group and dyslexia are due to HB 2.

GRAA(LLEGAL)

**STATE AND LOCAL GOVERNMENTAL AUTHORITIES: LAW
ENFORCEMENT AGENCIES**

Citation revisions are due to HB 6 and to correct a formatting issue.

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Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
AE	(LEGAL)	Replace policy	Revised policy
AF	(LEGAL)	Replace policy	Revised policy
AG	(LEGAL)	Replace policy	Revised policy
AIA	(LEGAL)	Replace policy	Revised policy
AIB	(LEGAL)	Replace policy	Revised policy
AIC	(LEGAL)	Replace policy	Revised policy
AIE	(LEGAL)	Replace policy	Revised policy
B	(LEGAL)	Replace table of contents	Revised table of contents
BBA	(LEGAL)	Replace policy	Revised policy
BBB	(LEGAL)	Replace policy	Revised policy
BBBA	(LEGAL)	Replace policy	Revised policy
BBD	(LEGAL)	Replace policy	Revised policy
BBE	(LEGAL)	Replace policy	Revised policy
BE	(LEGAL)	Replace policy	Revised policy
BE	(LOCAL)	Replace policy	Revised policy
BEC	(LEGAL)	Replace policy	Revised policy
BED	(LEGAL)	Replace policy	Revised policy
BED	(LOCAL)	Replace policy	Revised policy
BF	(LEGAL)	Replace policy	Revised policy
BJA	(LEGAL)	Replace policy	Revised policy
BJB	(LEGAL)	Replace policy	Revised policy
BT	(LEGAL)	ADD policy	See explanatory note
C	(LEGAL)	Replace table of contents	Revised table of contents
CBA	(LEGAL)	Replace policy	Revised policy
CCA	(LEGAL)	Replace policy	Revised policy
CCG	(LEGAL)	Replace policy	Revised policy
CCGA	(LEGAL)	Replace policy	Revised policy
CCGB	(LEGAL)	Replace policy	Revised policy
CE	(LEGAL)	Replace policy	Revised policy
CFEA	(LEGAL)	Replace policy	Revised policy
CH	(LEGAL)	Replace policy	Revised policy
CHE	(LEGAL)	Replace policy	Revised policy
CHF	(LEGAL)	Replace policy	Revised policy

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Code	Type	Action To Be Taken	Note
CJ	(LEGAL)	Replace policy	Revised policy
CJ	(LOCAL)	Replace policy	Revised policy
CJA	(LEGAL)	Replace policy	Revised policy
CJA	(LOCAL)	Replace policy	Revised policy
CK	(LEGAL)	Replace policy	Revised policy
CKA	(LEGAL)	Replace policy	Revised policy
CKC	(LEGAL)	Replace policy	Revised policy
CKD	(LEGAL)	Replace policy	Revised policy
CKE	(LEGAL)	Replace policy	Revised policy
CKEA	(LEGAL)	Replace policy	Revised policy
CKEB	(LEGAL)	Replace policy	Revised policy
CL	(LEGAL)	Replace policy	Revised policy
CLB	(LEGAL)	Replace policy	Revised policy
CLE	(LEGAL)	Replace policy	Revised policy
CLE	(LOCAL)	Replace policy	Revised policy
CMD	(LEGAL)	Replace policy	Revised policy
CNA	(LEGAL)	Replace policy	Revised policy
CNC	(LEGAL)	Replace policy	Revised policy
COB	(LEGAL)	Replace policy	Revised policy
CQ	(LOCAL)	Replace policy	Revised policy
CQA	(LEGAL)	Replace policy	Revised policy
CQB	(LEGAL)	Replace policy	Revised policy
CQB	(LOCAL)	Replace policy	Revised policy
CQD	(LEGAL)	ADD policy	See explanatory note
CQD	(LOCAL)	ADD policy	See explanatory note
CRD	(LEGAL)	Replace policy	Revised policy
CS	(LEGAL)	Replace policy	Revised policy
CSA	(LEGAL)	Replace policy	Revised policy
CSA	(LOCAL)	Replace policy	Revised policy
CV	(LEGAL)	Replace policy	Revised policy
CV	(LOCAL)	Replace policy	Revised policy
DBA	(LEGAL)	Replace policy	Revised policy
DBAA	(LEGAL)	Replace policy	Revised policy
DBD	(LEGAL)	Replace policy	Revised policy

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Code	Type	Action To Be Taken	Note
DBD	(LOCAL)	Replace policy	Revised policy
DC	(LEGAL)	Replace policy	Revised policy
DEA	(LEGAL)	Replace policy	Revised policy
DEAA	(LEGAL)	Replace policy	Revised policy
DEC	(LEGAL)	Replace policy	Revised policy
DEC	(LOCAL)	Replace policy	Revised policy
DF	(LEGAL)	Replace policy	Revised policy
DFBA	(LEGAL)	Replace policy	Revised policy
DFBB	(LOCAL)	Replace policy	Revised policy
DFD	(LEGAL)	Replace policy	Revised policy
DFE	(LEGAL)	Replace policy	Revised policy
DG	(LEGAL)	Replace policy	Revised policy
DGA	(LEGAL)	Replace policy	Revised policy
DGBA	(LEGAL)	Replace policy	Revised policy
DGBA	(LOCAL)	Replace policy	Revised policy
DGC	(LEGAL)	Replace policy	Revised policy
DH	(LEGAL)	Replace policy	Revised policy
DH	(LOCAL)	Replace policy	Revised policy
DHB	(LEGAL)	Replace policy	Revised policy
DHC	(LEGAL)	Replace policy	Revised policy
DMA	(LEGAL)	Replace policy	Revised policy
DP	(LEGAL)	Replace policy	Revised policy
EA	(LEGAL)	Replace policy	Revised policy
EEP	(LEGAL)	ADD policy	See explanatory note
EEP	(LOCAL)	ADD policy	See explanatory note
EFA	(LEGAL)	Replace policy	Revised policy
EFA	(LOCAL)	Replace policy	Revised policy
EFB	(LEGAL)	Replace policy	Revised policy
EHA	(LEGAL)	Replace policy	Revised policy
EHAA	(LEGAL)	Replace policy	Revised policy
EHAC	(LEGAL)	Replace policy	Revised policy
EHB	(LEGAL)	Replace policy	Revised policy
EHBA	(LEGAL)	Replace policy	Revised policy
EHBAA	(LEGAL)	Replace policy	Revised policy

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Code	Type	Action To Be Taken	Note
EHBAB	(LEGAL)	Replace policy	Revised policy
EHBAC	(LEGAL)	Replace policy	Revised policy
EHBAF	(LEGAL)	Replace policy	Revised policy
EHBAF	(LOCAL)	Replace policy	Revised policy
EHBC	(LEGAL)	Replace policy	Revised policy
EHBCA	(LEGAL)	Replace policy	Revised policy
EHBE	(LEGAL)	Replace policy	Revised policy
EHBF	(LEGAL)	Replace policy	Revised policy
EHBG	(LEGAL)	Replace policy	Revised policy
EBBH	(LEGAL)	Replace policy	Revised policy
EBBK	(LEGAL)	Replace policy	Revised policy
EHDD	(LEGAL)	Replace policy	Revised policy
EHDE	(LEGAL)	Replace policy	Revised policy
EIA	(LEGAL)	Replace policy	Revised policy
EIA	(LOCAL)	Replace policy	Revised policy
EIF	(LEGAL)	Replace policy	Revised policy
EK	(LEGAL)	Replace policy	Revised policy
EKB	(LEGAL)	Replace policy	Revised policy
EKC	(LEGAL)	Replace policy	Revised policy
EKD	(LEGAL)	Replace policy	Revised policy
EL	(LEGAL)	Replace policy	Revised policy
EMB	(LEGAL)	Replace policy	Revised policy
F	(LEGAL)	Replace table of contents	Revised table of contents
FA	(LEGAL)	Replace policy	Revised policy
FA	(LOCAL)	ADD policy	See explanatory note
FD	(LEGAL)	Replace policy	Revised policy
FEA	(LEGAL)	Replace policy	Revised policy
FEB	(LEGAL)	Replace policy	Revised policy
FED	(LEGAL)	Replace policy	Revised policy
FEF	(LEGAL)	ADD policy	See explanatory note
FEF	(LOCAL)	Replace policy	Revised policy
FFA	(LEGAL)	Replace policy	Revised policy
FFAC	(LEGAL)	Replace policy	Revised policy
FFAC	(LOCAL)	Replace policy	Revised policy

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Code	Type	Action To Be Taken	Note
FFB	(LEGAL)	Replace policy	Revised policy
FFB	(LOCAL)	Replace policy	Revised policy
FFEA	(LEGAL)	Replace policy	Revised policy
FFEB	(LEGAL)	Replace policy	Revised policy
FFF	(LEGAL)	Replace policy	Revised policy
FFF	(LOCAL)	Replace policy	Revised policy
FFG	(LEGAL)	Replace policy	Revised policy
FFG	(LOCAL)	Replace policy	Revised policy
FFH	(LEGAL)	Replace policy	Revised policy
FL	(LEGAL)	Replace policy	Revised policy
FM	(LEGAL)	Replace policy	Revised policy
FNA	(LEGAL)	Replace policy	Revised policy
FNAB	(LEGAL)	Replace policy	Revised policy
FNCD	(LEGAL)	Replace policy	Revised policy
FNCE	(LEGAL)	Replace policy	Revised policy
FNCG	(LEGAL)	Replace policy	Revised policy
FNG	(LEGAL)	Replace policy	Revised policy
FNG	(LOCAL)	Replace policy	Revised policy
FO	(LEGAL)	Replace policy	Revised policy
FO	(LOCAL)	Replace policy	Revised policy
FOA	(LEGAL)	Replace policy	Revised policy
FOB	(LEGAL)	Replace policy	Revised policy
FOC	(LEGAL)	Replace policy	Revised policy
FOD	(LEGAL)	Replace policy	Revised policy
FODA	(LEGAL)	Replace policy	Revised policy
FOE	(LEGAL)	Replace policy	Revised policy
FOF	(LEGAL)	Replace policy	Revised policy
FP	(LEGAL)	Replace policy	Revised policy
GBA	(LEGAL)	Replace policy	Revised policy
GBAA	(LEGAL)	Replace policy	Revised policy
GC	(LEGAL)	Replace policy	Revised policy
GF	(LEGAL)	Replace policy	Revised policy
GF	(LOCAL)	Replace policy	Revised policy
GKA	(LEGAL)	Replace policy	Revised policy

Instruction Sheet
TASB Localized Policy Manual Update 126

Waxahachie ISD

Code	Type	Action To Be Taken	Note
GKA	(LOCAL)	Replace policy	Revised policy
GNB	(LEGAL)	Replace policy	Revised policy
GRAA	(LEGAL)	Replace policy	Revised policy

**Waxahachie Independent School District
BOARD OF TRUSTEES**

Date: January 12, 2026 **Presented By:** Ryan Kahlden

Subject: Mid-Year Budget Update **Related Page(s)** _____

**Report
Agenda Item**

EXECUTIVE SUMMARY:

Ryan Kahlden will present the board a mid-year budget update on the financial status of the district roughly half way through the 2025-2026 fiscal year.

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
	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: January 12, 2026 **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 December 2025.

ATTACHMENTS:

Monthly work order report

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

DECEMBER (12/01-12/17) 2025 WORK ORDER REPORT

Campus	HVAC	Elec	Plumbing	General	Doors & Locks	Total
Challenge/AEP	1	1	1	0	1	4
Clift	1	7	2	5	0	15
Coleman JH	8	5	3	21	3	40
Dunaway	5	2	4	13	1	25
Felty	2	1	1	19	2	25
Finley JH	4	5	3	14	4	30
Global High	4	2	4	13	1	24
Howard JH	1	4	2	7	0	14
Marvin	4	1	4	5	0	14
Northside	8	1	2	7	0	18
Ray	2	2	0	6	3	13
Shackelford	4	2	1	9	3	19
Simpson	1	0	3	6	1	11
Turner Pre-K	6	2	9	3	0	20
Wedgeworth	17	0	2	7	0	26
WHS	11	13	16	21	6	67
Wilemon	1	2	3	9	0	15
Misc.	4	9	9	61	6	89
Total Count	84	59	69	226	31	469

WISD YEARLY COMPLETED WORK ORDER REPORT



Electric	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Total	Trend
HVAC	254	164	143	84										
ELEC	132	98	74	59										
PLUMBING	201	98	89	69										
GENERAL	1,296	202	284	226										
DOORS & LOCKS	181	73	110	31										
Total	2,064	635	700	469	0	3,868								

Utilities Percentage Saved

Sep-17	Oct-17
9.98%	11.45%
\$15,019.71	\$14,800.25

WISD YEARLY OUTSTANDING WORK ORDER REPORT



Electric	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Trend
Pending	na	na	343	282									
On hold	na	na	29	14									
Overdue	na	na	0	2									
Total	0	0	372	298	0								

Pending WO's are request not yet completed.

On hold work orders are request that we are waiting on parts can not yet be completed due to certain circumstances.

Overdue WO's are request that have exceeded the 10 day limit per our Departmental Balanced Scorecard.

This is a screenshot at the time the WO report is due. This is not a count of work orders completed per month. Please see completed work orders page.

Utilities Percentage Saved

Sep-17	Oct-17
9.98%	11.45%
\$15,019.71	\$14,800.25

**Waxahachie Independent School District
BOARD OF TRUSTEES**

Date: January 12, 2026 **Presented By:** Christian Garippa

Subject: Transportation Update **Related Page(s)** 14



EXECUTIVE SUMMARY:

Informational update for the Transportation department.

ATTACHMENTS:

Slide presentation

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

Waxahachie ISD Transportation Accountability Update



December 2025



WAXAHACHIE ISD TRANSPORTATION

By the Numbers



Routes

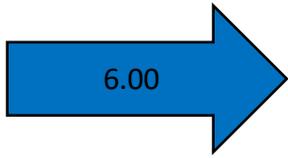
- Elementary Routes – 39
- Junior High Routes – 29
- High School Routes – 36
- SPED Routes – 12
- Global Runs – 4
- Staff Transfers – 140
- JJAEP Runs – 2
- MCV - 4
- Mid-Day Runs – 5
- Sports Shuttles - 8
- 24/25 Daily Students Transported – 7,636

Fleet Size

- Full Size Diesel Buses – 55
- SPED Diesel Buses – 14
- District White Fleet – 64
 - Bookmobile – 1
 - CTE – 2
 - Food Services – 3
 - Grounds – 8
 - Maintenance – 25
 - Security – 8
 - Technology – 2
 - Transportation – 9
 - Warehouse – 3
 - SPED – 2
 - Highschool - 1
- Trailers/Off-Road/Misc. – 22

Total – 152

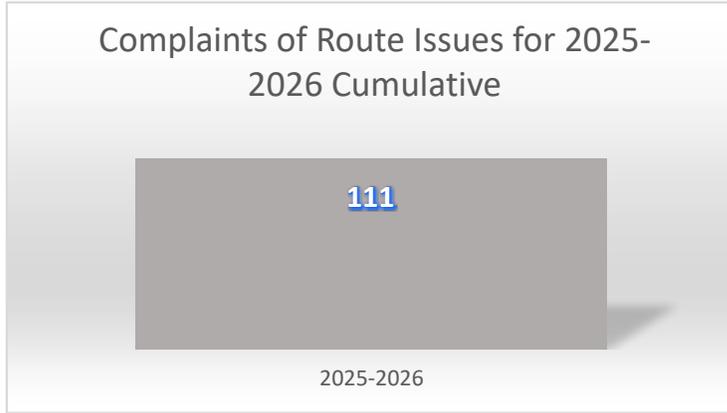
Transportation



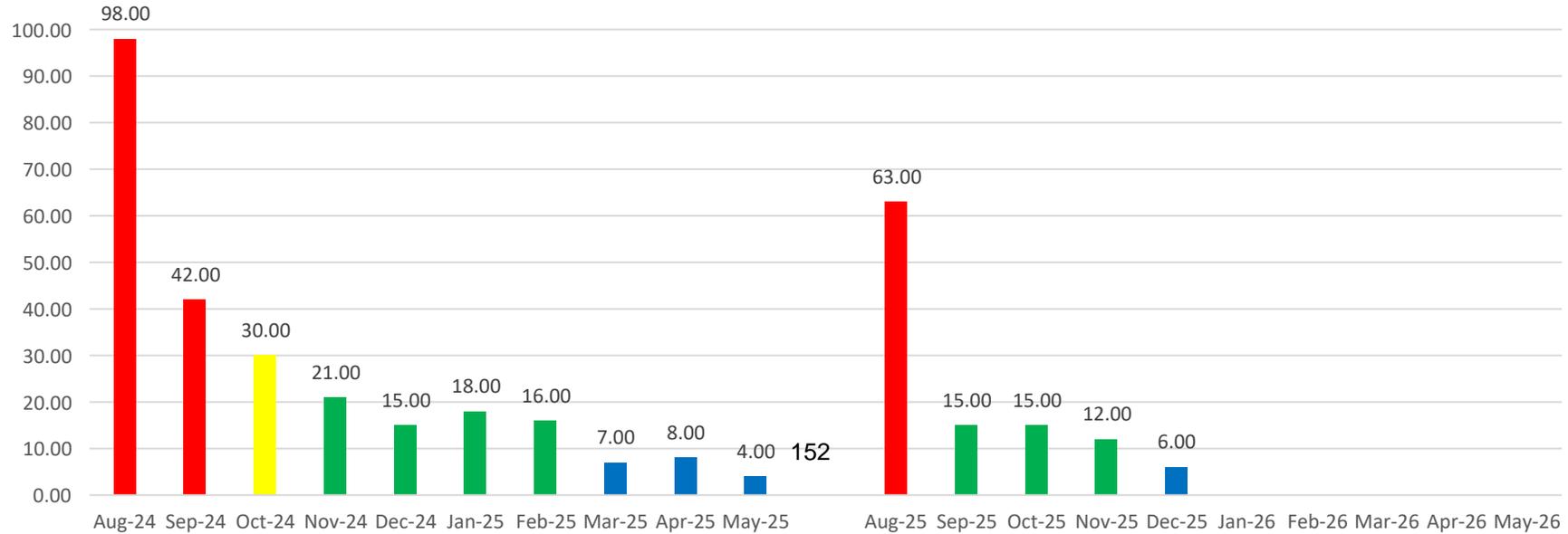
	Below Goal
	At Goal
	Near Goal
	Above Goal
	No Data

	<12
	12-24
	24 - 36
	>36

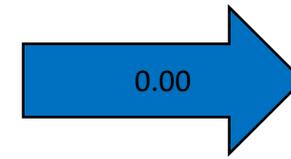
2.1 Complaints of Route Issues



Complaints of Route Issues



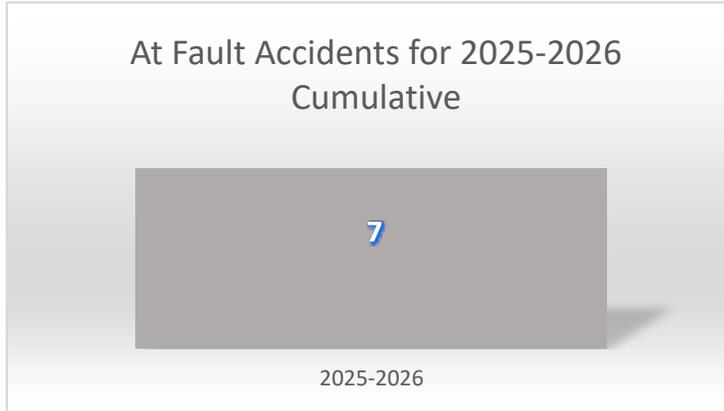
Transportation



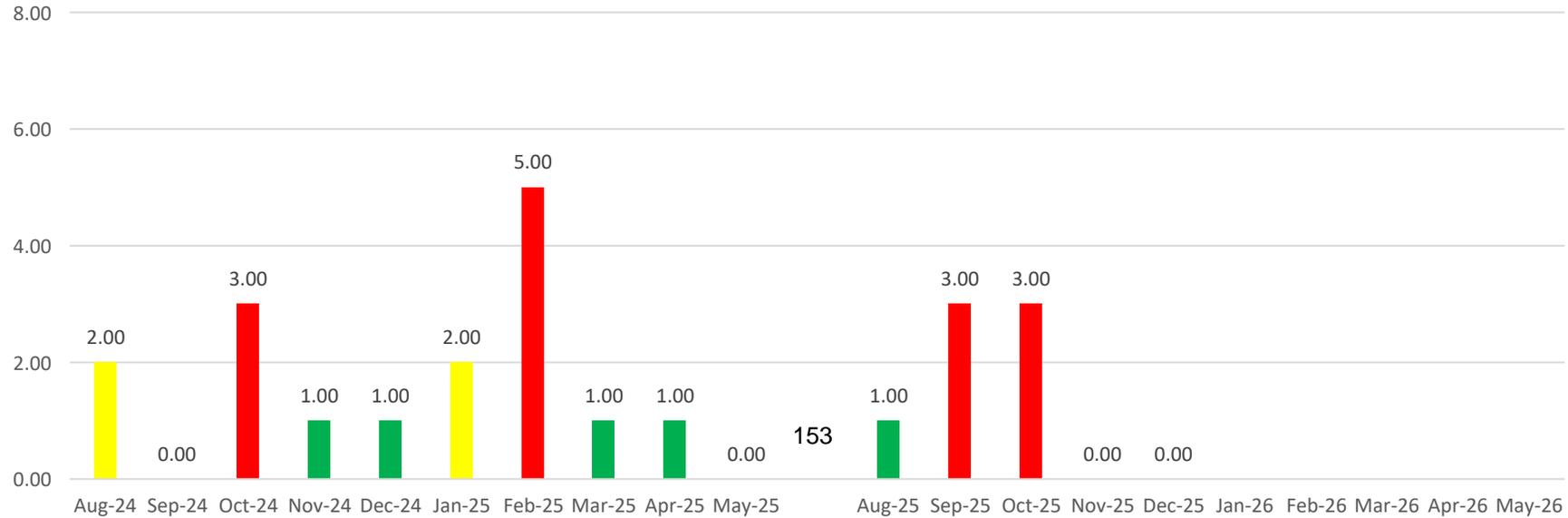
	Below Goal
	At Goal
	Near Goal
	Above Goal
	No Data

	0
	1
	2
	>2

3.1 At Fault Accidents

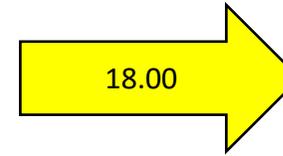


At Fault Accidents



Transportation

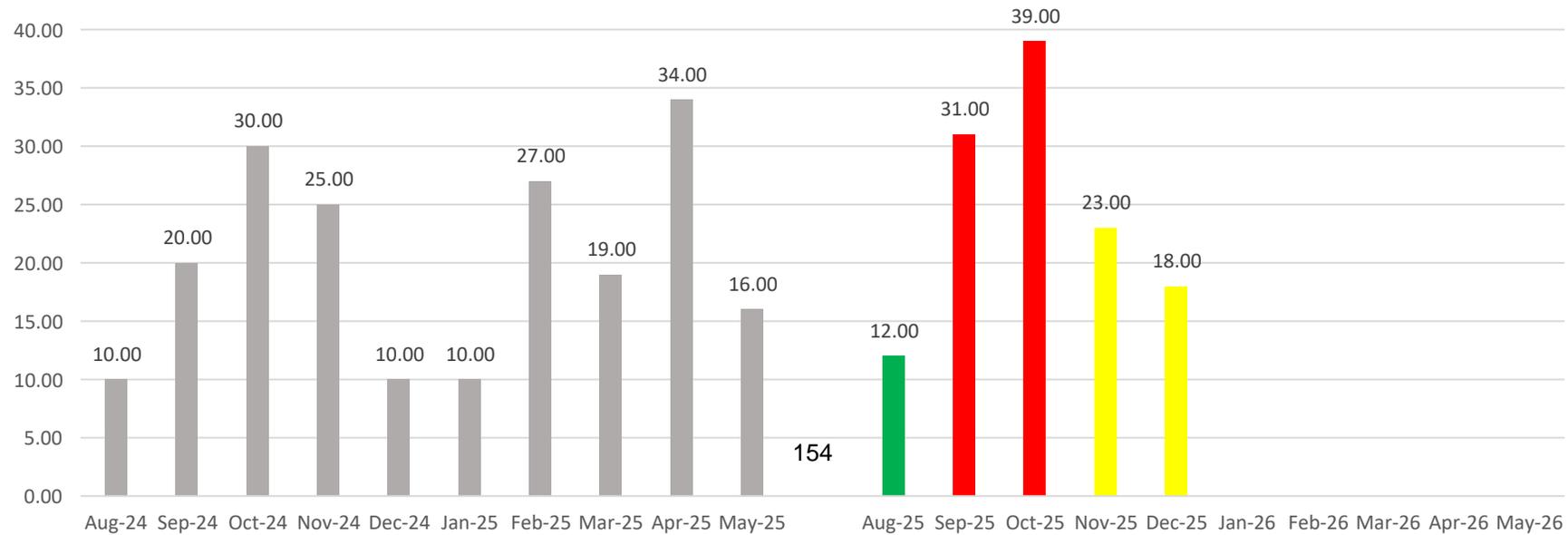
3.2 Video Investigation



	Below Goal
	At Goal
	Near Goal
	Above Goal
	No Data

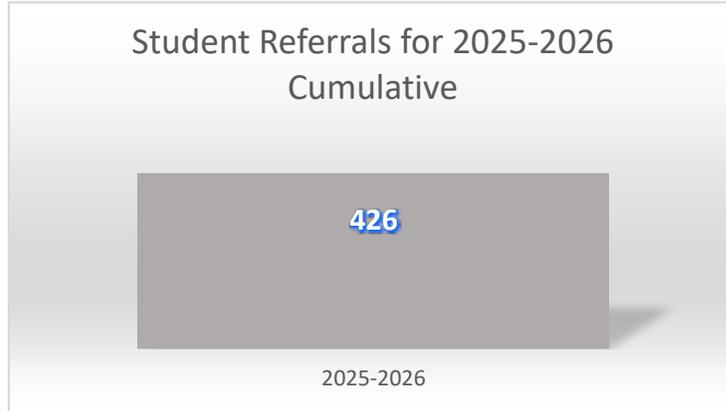
	<8
	8 - 16
	17 - 24
	>24

Video Investigation



Transportation

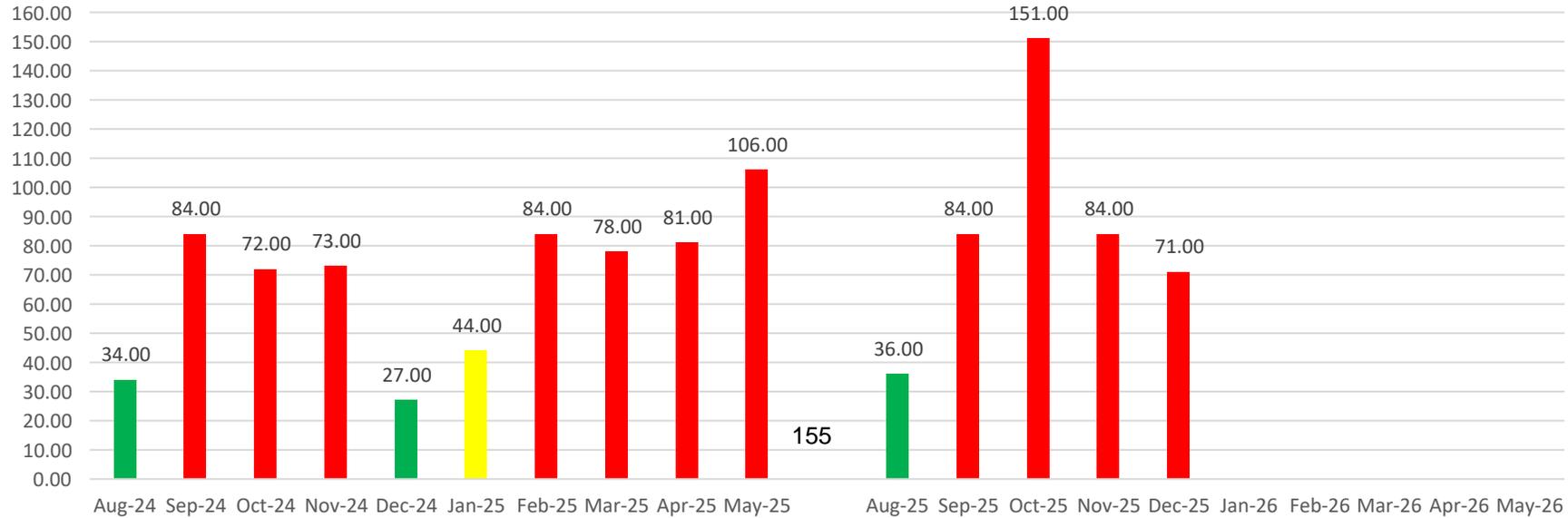
4.1 Student Referrals



	Below Goal
	At Goal
	Near Goal
	Above Goal
	No Data

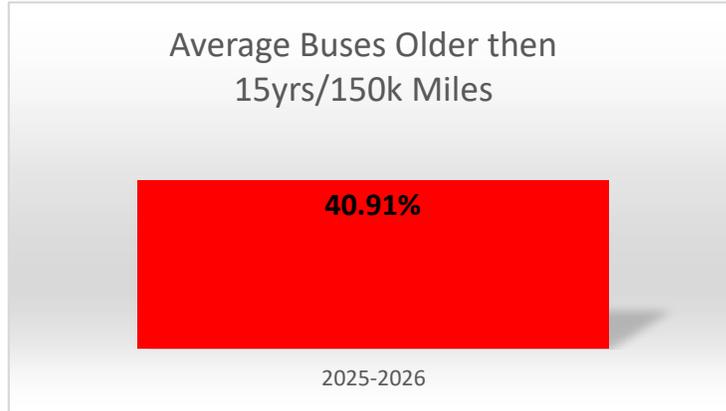
	<20
	20 - 40
	40 - 60
	>60

Student Referrals



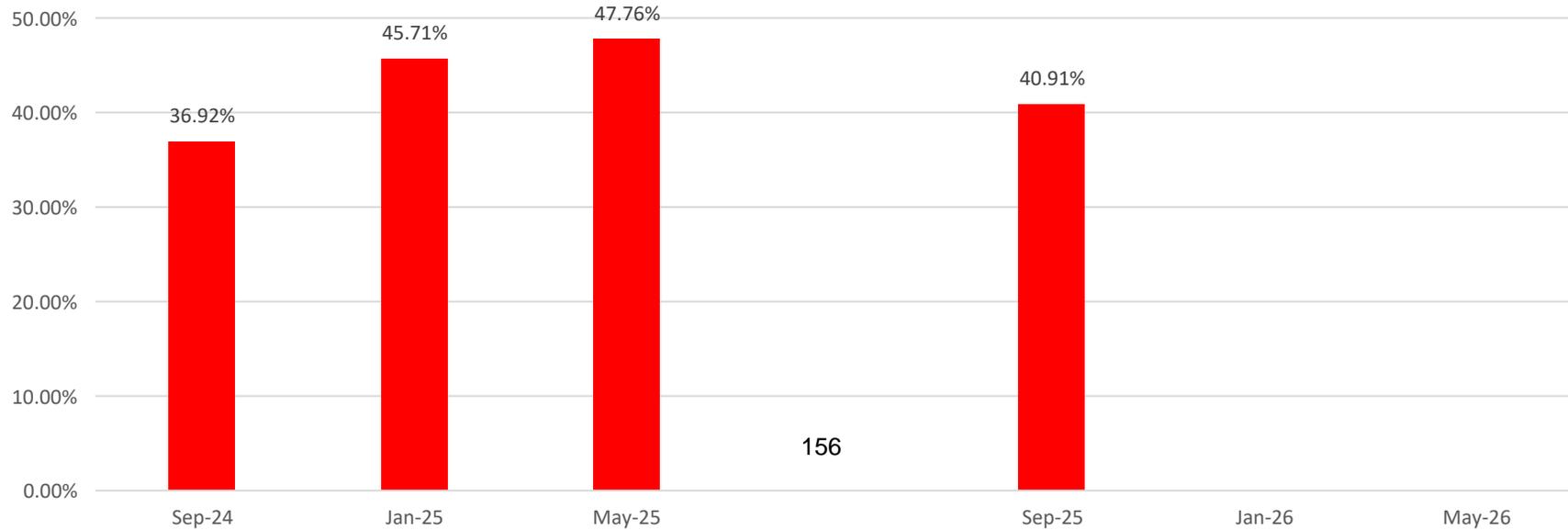
Transportation

5.1 Buses Older than 15yrs/150k Miles

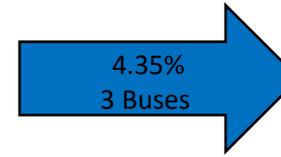


	Below Goal		<12%
	At Goal		12%-18%
	Near Goal		18%-25%
	Above Goal		>25%
	No Data		

Buses Older then 15yrs/150k Miles

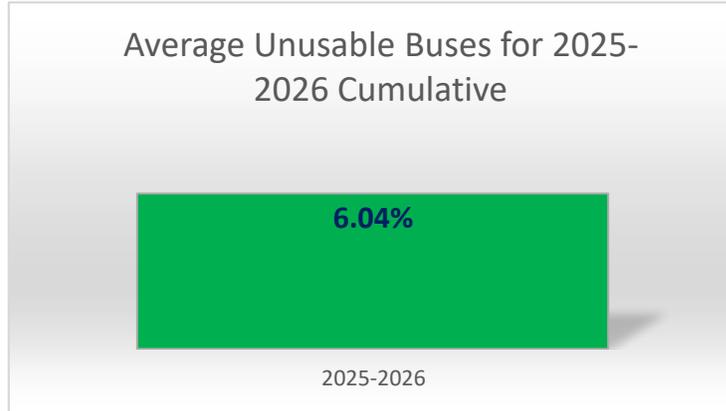


Transportation

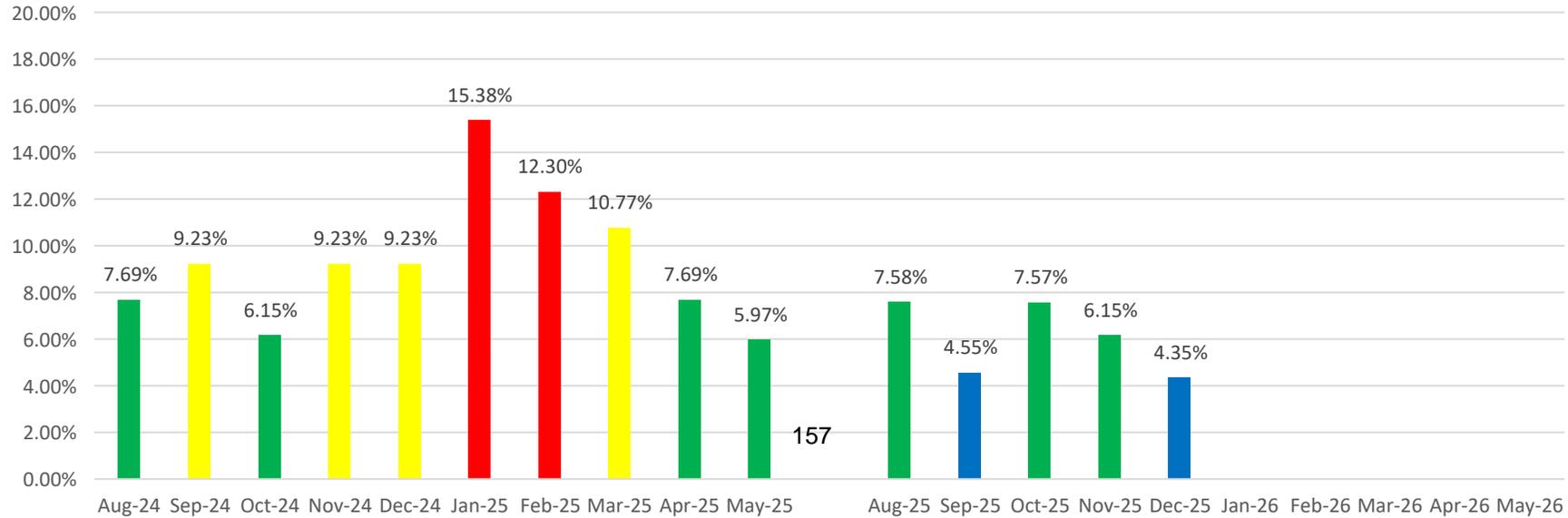


	Below Goal		< 5 %
	At Goal		5-8%
	Near Goal		9-12%
	Above Goal		>12%
	No Data		

5.2 Average Unusable Buses

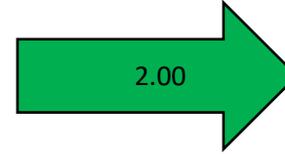
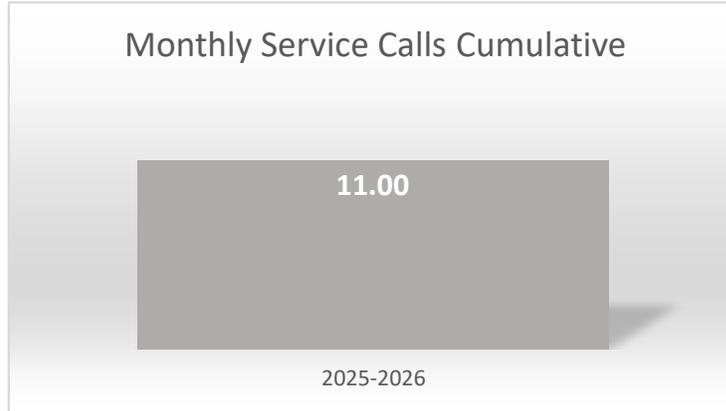


Average Monthly Unusable Buses



Transportation

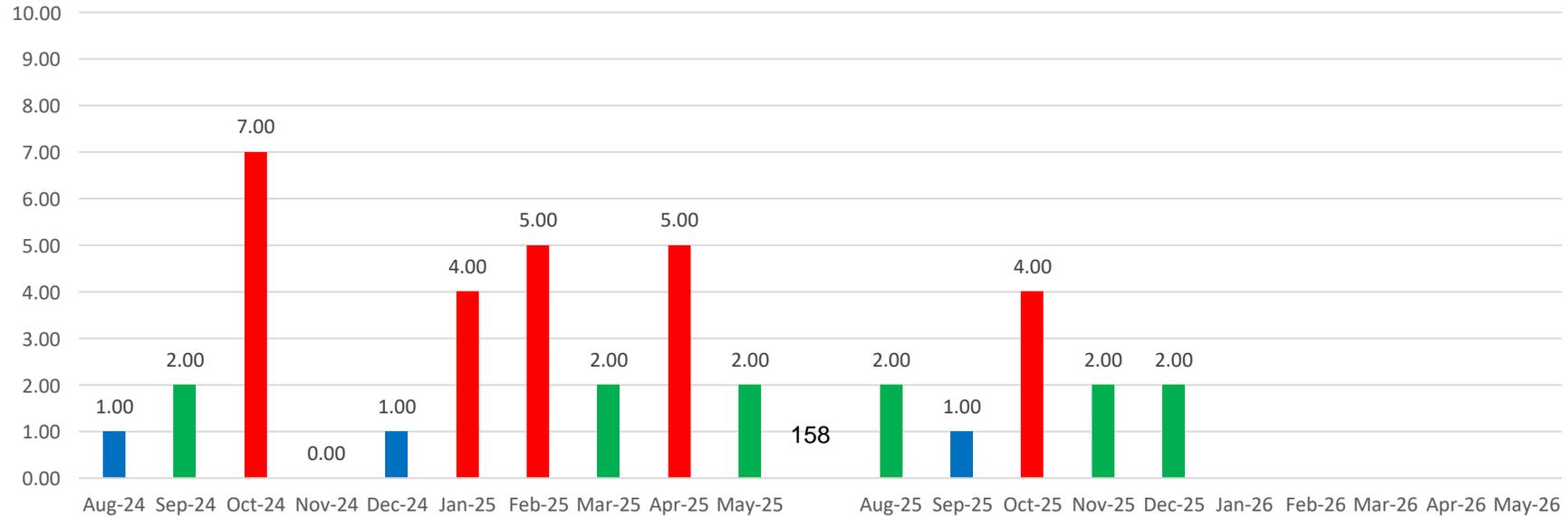
5.3 Monthly Service Calls



	Below Goal
	At Goal
	Near Goal
	Above Goal
	No Data

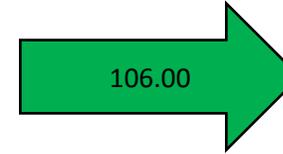
	<2
	2
	3
	>3

Monthly Service Calls



Transportation

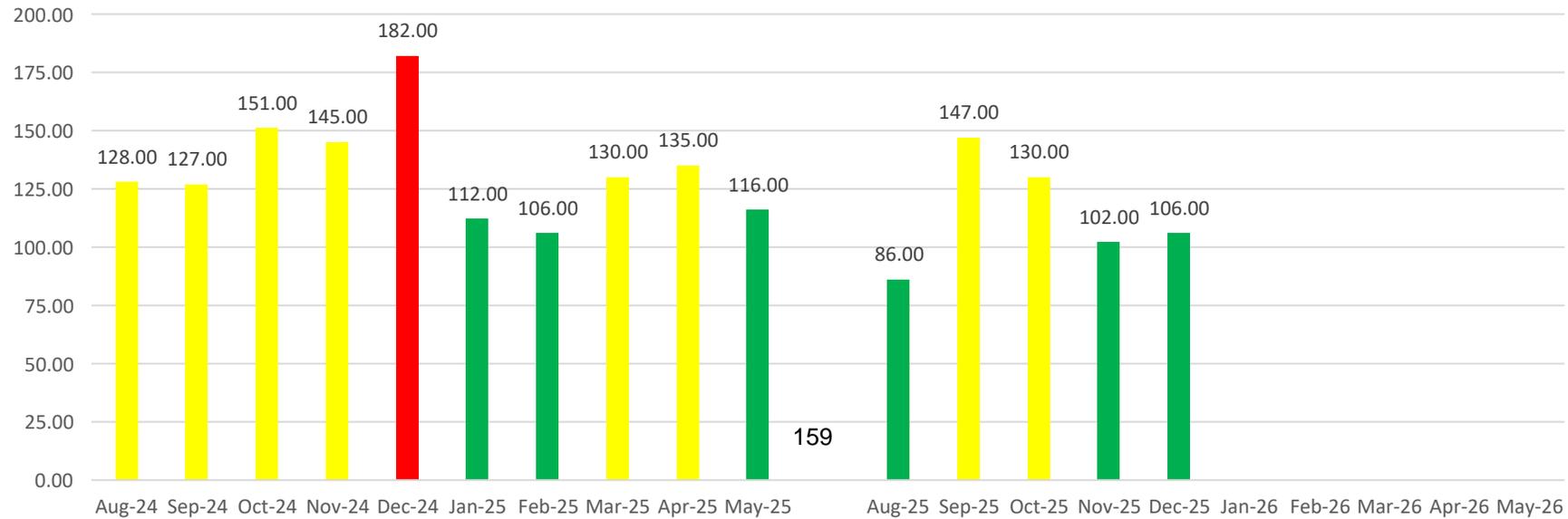
5.4 Monthly Shop Jobs Completed



	Below Goal
	At Goal
	Near Goal
	Above Goal
	No Data

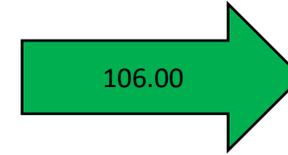
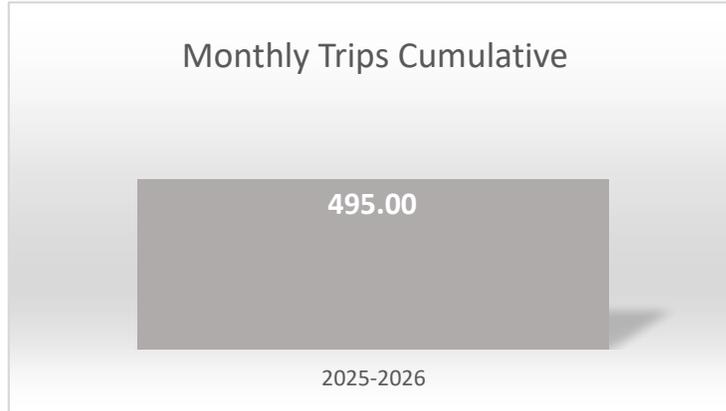
	<75
	75 - 125
	126 - 175
	>175

Monthly Shop Jobs Completed



Transportation

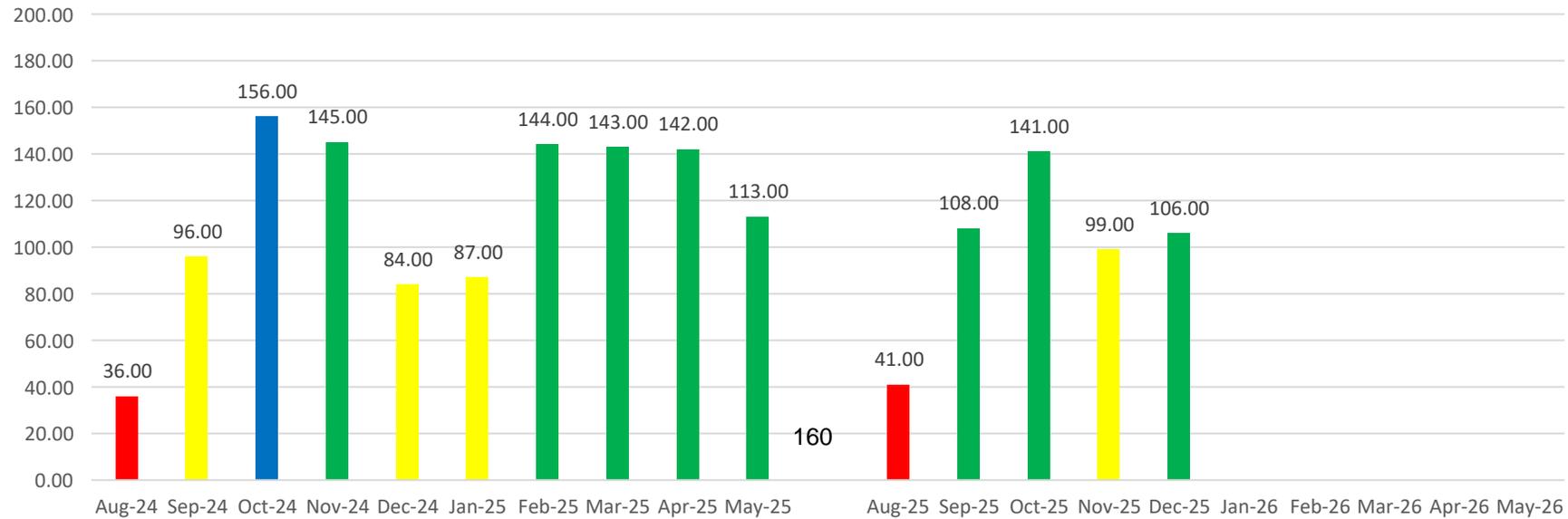
6.1 Monthly Trips



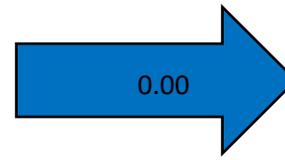
	Above Goal
	At Goal
	Near Goal
	Below Goal
	No Data

	>150
	100 - 150
	50 - 100
	<50

Monthly Trips



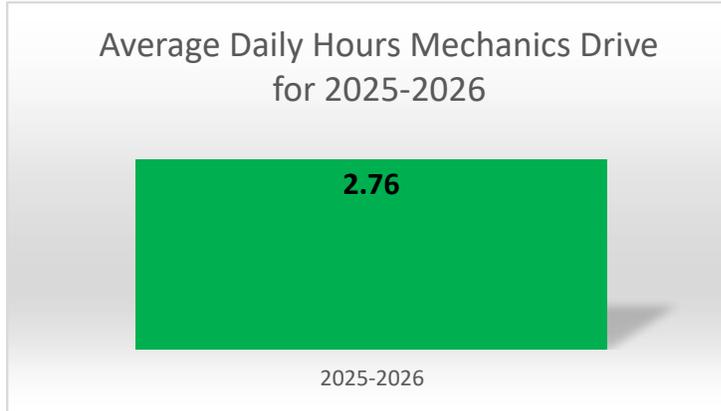
Transportation



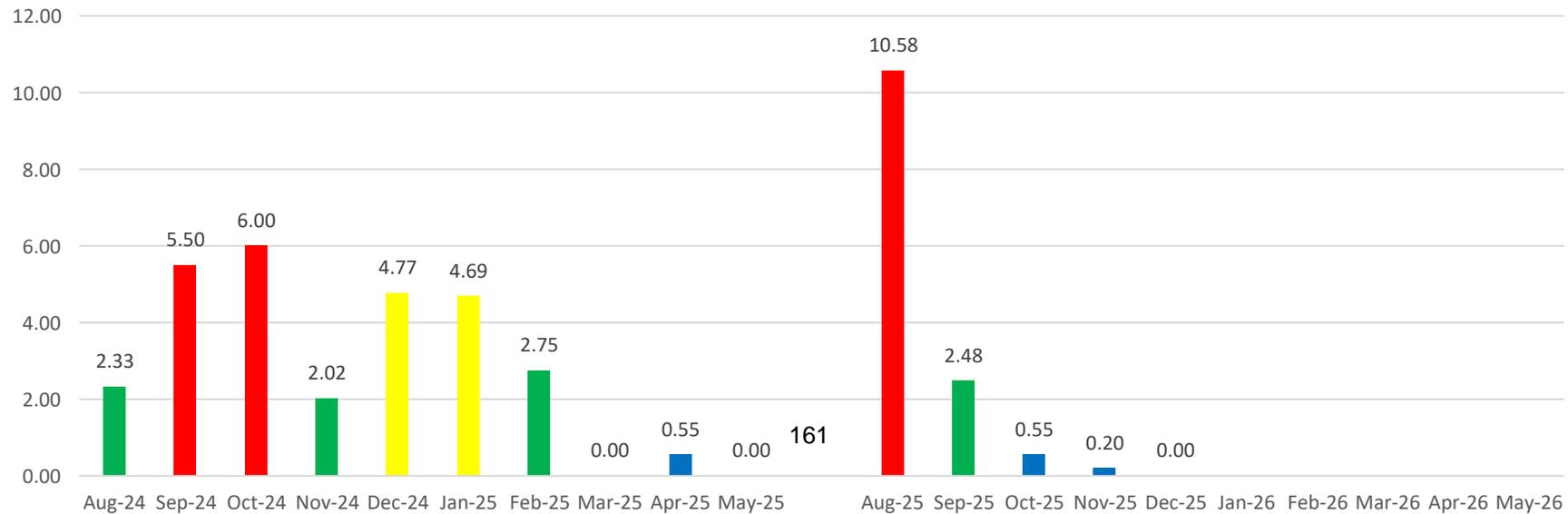
	Below Goal
	At Goal
	Near Goal
	Above Goal
	No Data

	<1
	1-3
	3-5
	>5

7.1 Number of Daily Hours Mechanics Have to Drive Routes



Average Daily Hours Mechanics Drive

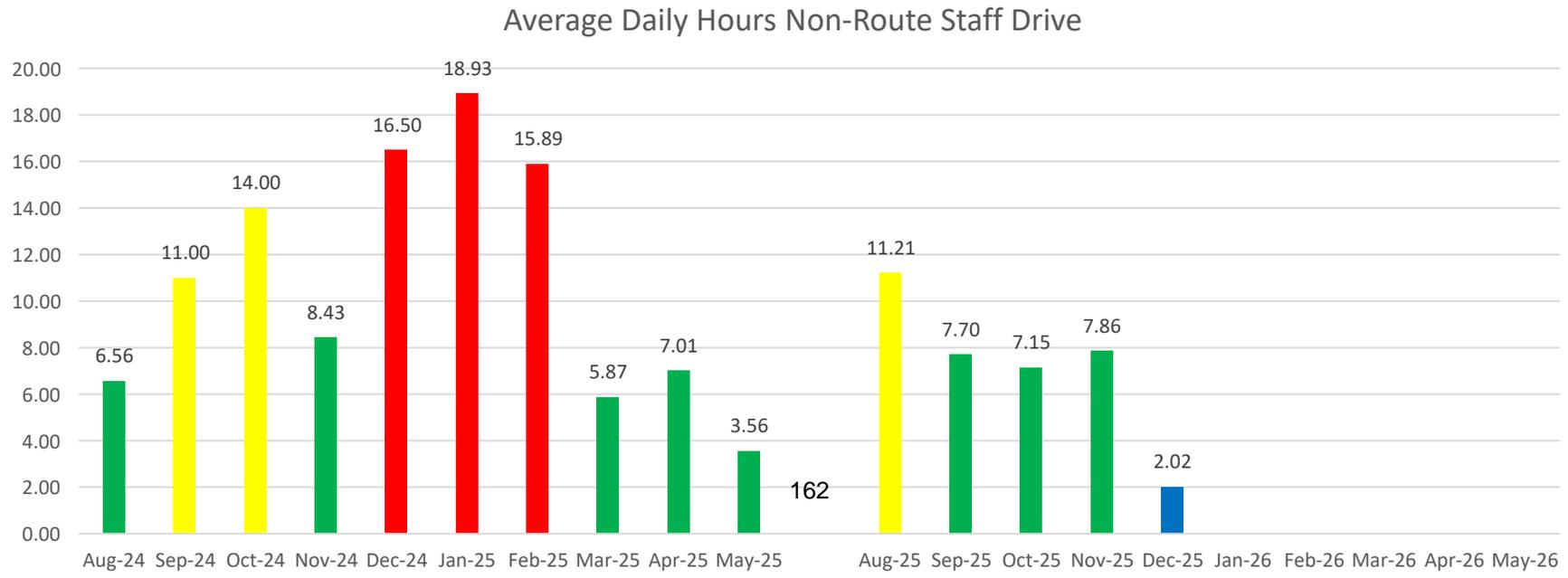
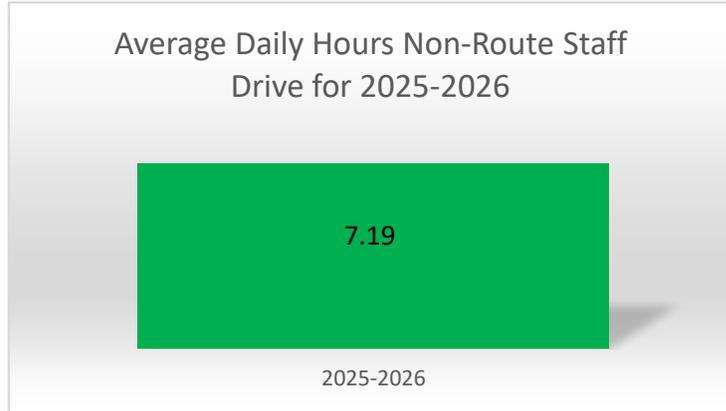


Transportation



	Below Goal		<3
	At Goal		3-8
	Near Goal		9-15
	Above Goal		>15
	No Data		

7.2 Number of Daily Hours Non-Route Staff Have to Drive Routes



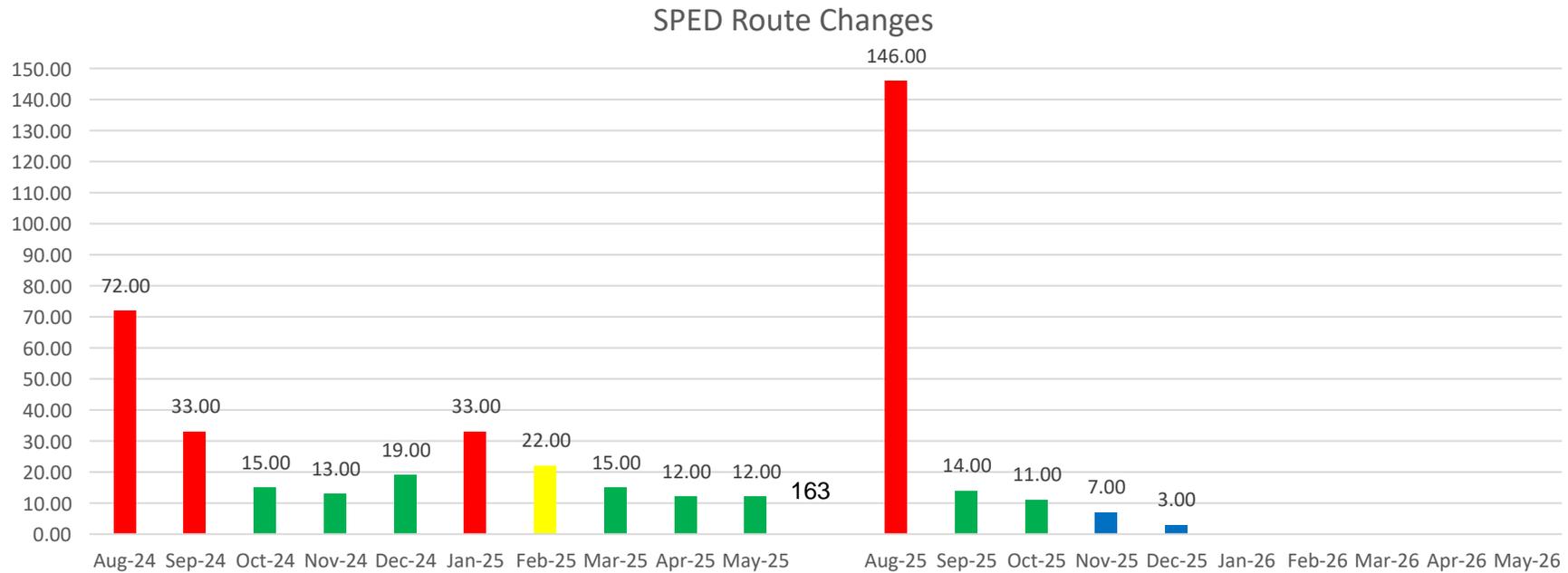
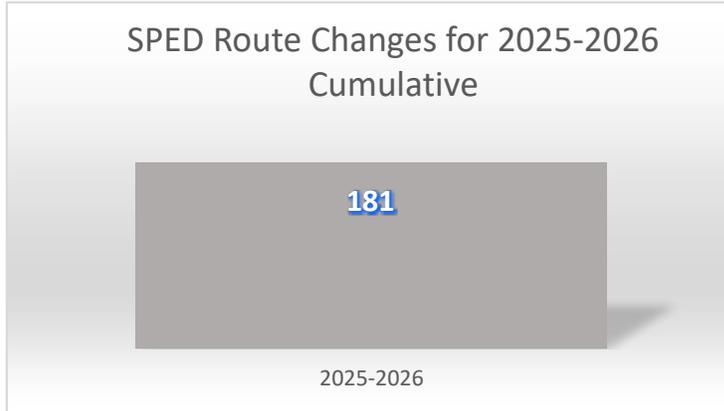
Transportation



	Below Goal
	At Goal
	Near Goal
	Above Goal
	No Data

	<10
	10 - 20
	21 - 30
	>30

8.1 SPED Route Changes



**Waxahachie Independent School District
BOARD OF TRUSTEES**

Date: January 12, 2026 **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: January 12, 2026 **Presented By:** Nisa Redd

Subject: Board meeting minutes December 15, 2025,
meeting **Related Page(s)** Minutes



EXECUTIVE SUMMARY:

Attached are the proposed minutes from the December 15, 2025, Board meeting.

ATTACHMENTS:

December 15, 2025, board meeting minutes.

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

RECOMMENDATION:

Administration recommends that the attached minutes be approved as presented.

Minutes December 15, 2025
Board of Trustees Regular Meeting and Level 3 Grievance Hearing
Waxahachie Independent School District

The Board of Trustees of the Waxahachie Independent School District met on December 15, 2025, in the WISD Board room. President Dusty Autrey called the meeting to order at 5:00 pm. Trustees Adrian Cooper, Debbie Timmermann, Judd McCutchen, Clay Schoolfield, Ryan Pitts, and Kim Kriegel were present in person. WISD Superintendent Rebecca McCutchen, Assistant Superintendent of Secondary Leadership Jacob Perry, Assistant Superintendent of Learning Stephanie Heimbuch, Assistant Superintendent Lisa Mott, 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.

WHS students withTPSA (Texas Public Safety Association) Chyle Shireman and Elvin Whetten led the audience in the pledges to the Texas and US flags.

Pat Moriarty spoke in open forum.

The Board entered closed session at 5:09 pm. A Level 3 parent grievance hearing with the district's counsel was conducted while in closed session. The Board reconvened to Open Session at 7:01 pm to begin the regular portion of the board meeting.

ACTION ITEMS:

- A. Trustee Judd McCutchen motioned to deny the action regarding the Level Three parent grievance appeal and to uphold the decision of the Level Two decision. Trustee Debbie Timmermann seconded, and it passed 7-0.
- B. Trustee Kim Kriegel motioned to approve the hiring of the Northside Elementary Principal, Erica Brown. Trustee Debbie Timmermann seconded, and it passed 7-0.
- C. Trustee Debbie Timmermann motioned to approve the hiring of the Waxahachie High School Principal, Tony Escoto. Trustee Kim Kriegel seconded, and it passed 7-0.
- D. Trustee Ryan Pitts motioned to approve the hiring of the Assistant Superintendent of Elementary Leadership, Rusty East. Trustee Adrian Cooper seconded, and it passed 7-0.
- E. No action was taken.
- F. No action was taken.
- G. Trustee Judd McCutchen motioned to approve the proposed additions to the District's library materials catalog. Trustee Debbie Timmermann seconded, and it passed 7-0.
- H. Trustee Debbie Timmermann motioned to approve the Waxahachie Creek High School mascot and colors. Trustee Judd McCutchen seconded, and it passed 7-0.

Trustee Debbie Timmermann left the meeting at 7:36pm.

Superintendent Rebecca McCutchen presented the Trustees with her Superintendent report which highlighted the current enrollment numbers, and the WHS varsity football team and coaches' on an amazing season.

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

WISD Secondary Math Coordinator Bev Malke and WISD Director of Curriculum Brandee Morris gave a report on the Instructional Materials Adoption process for 6-12 Math resources to be adopted for the 2026-2027 school year.

INFORMATIONAL ITEMS:

- Monthly update on the maintenance department's work orders.
- Monthly update regarding monthly student attendance, student discipline, student drug offenses, and drug prevention measures.
- Monthly update on the transportation department.
- Human Resources department overview of resignations, retirements, and new hires in the past month.

CONSENT ITEMS:

Trustee Judd McCutchen made a motion to approve Consent Agenda Items A-C. Trustee Adrian Cooper seconded, and the motion passed 6-0. Those items were:

- A. Minutes from previous meetings.
- B. Monthly financial reports that include monthly bid reports, purchase orders requiring board approval, and proposed budget amendments.
- C. An amendment to the original agreement with Great Minds to increase the cost of agreed upon work to \$431,500.

Trustee Kim Kriegel made a motion to adjourn. Adrian Cooper seconded, and the motion passed 6-0. The meeting adjourned at 7:51 pm.

Dusty Autrey, President

Ryan Pitts, Secretary

Date

**Waxahachie Independent School District
BOARD OF TRUSTEES**

Date: January 12, 2026 **Presented By:** Ryan Kahlden

Subject: Purchase Orders over \$50,000, Budget Revisions and Competitive Bid Report **Related Page(s)** 4

**Consent
Agenda Item**

EXECUTIVE SUMMARY:

Purchase orders over \$50,000, Budget Revisions and Bid Report requiring Board approval.

ATTACHMENTS:

Reports detailing purchase orders over \$50,000, Budget Revisions and Competitive Bid Report.

		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 purchase orders over \$50,000, budget revisions and competitive bid report be approved as presented.

COPIES
 WHITE VENDOR
 YELLOW RECEIVING

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

REQ. NUMBER: 9370026070
 VENDOR KEY : LABATFOS001
 PAGE NUMBER: 1
 REQ. DATE : 12/02/2025
 SHIP DATE : 12/02/2025
 SHIP VIA : Best way
 FISCAL YEAR: 2025-2026
 ENTERED BY : HODGEMAR000

PRINTED 12/03/2025 EMAIL: ACCOUNTSPAYABLE@WISD.ORG

COMPANY:	LABATT FOOD SERVICE PO BOX 137 SAN ANTONIO, TX 78291-0137	DELIVER TO: WISD CHILD NUTRITION 631 SOLON RD WAXAHACHIE, TX 75165 ATTN: MARY HODGE
----------	---	---

QUANT.	UNIT OF MEASURE	DESCRIPTION	UNIT COST	TOTAL COST
1	EACH	Program Food	392850.00000	392850.00
1	EACH	Non-Program Food	30500.00000	30500.00
1	EACH	Non-Food Supplies	76650.00000	76650.00
Region 10 Vendor				
			TOTAL	500,000.00

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

P.O.: 9370026070 ACCOUNT SUMMARY (FOR INTERNAL USE) VENDOR KEY : LABATFOS001

ACCOUNT	AMOUNT
701 E 35 6341 00 937 0 99 000	392,850.00
701 E 35 6341 00 937 0 99 131	30,500.00
701 E 35 6342 00 937 0 99 000	76,650.00

Waxahachie ISD 2024-25 Proposed Budget Amendments for January 2026

	Adopted Gen. Fund 1XXX	Amended Gen. Fund 1XXX	Proposed Budget Increases- Gen. Fund 1XXX	Proposed Budget Decreases- Gen. Fund 1XXX	Proposed Revised Budget Gen. Fund 1XXX	Explanation
5700 LOCAL & INTER. SOURCE REVENUE	65,914,500	65,914,500	27,671	-	65,942,171	To record Insurance Revenue due to accident (\$26,090) & To record donation from CNB (\$1,581.10)
5800 STATE PROGRAM REVENUES	62,459,362	62,459,362			62,459,362	
5900 FEDERAL REVENUES	100,000	100,000			100,000	
7900 OTHER RESOURCES	-	-			-	
TOTAL REVENUES	128,473,862	128,473,862			128,501,533	
11 INSTRUCTIONAL RESOURCES & MEDIA SER	75,701,782	75,814,180			75,814,180	
12 INSTRUCTIONAL RESOURCES & MEDIA SER	1,333,636	1,333,636			1,333,636	
13 CURRICULUM & INSTRUCTIONAL STAFF DEV.	1,888,070	1,888,070	1,581		1,889,651	Move \$1,581.10 from 00 to 13 for donation received from CNB
21 INSTRUCTIONAL LEADERSHIP	3,285,172	3,283,074			3,283,074	
23 SCHOOL ADMINISTRATION	6,842,850	6,842,850			6,842,850	
31 GUIDANCE AND COUNSELING SERVICES	3,886,926	3,886,926			3,886,926	
32 SOCIAL WORK SERVICES	83,394	83,394			83,394	
33 HEALTH SERVICES	1,625,365	1,625,365			1,625,365	
34 STUDENT (PUPIL) TRANSPORTATION	4,941,783	4,941,783	26,090		4,967,873	Move \$26,089.97 from 00 to 34 to cover insurance repair.
35 FOOD SERVICES	-	-				
36 COCURRICULAR/EXTRACURRICULAR ACTIV.	5,002,704	4,995,904			4,995,904	
41 GENERAL ADMINISTRATION	3,316,723	3,316,723			3,316,723	
51 PLANT MAINTENANCE AND OPERATION	13,334,587	13,334,587			13,334,587	
52 SECURITY & MONITORING SERVICES	2,566,319	2,716,319			2,716,319	
53 DATA PROCESSING SERVICES	2,171,124	2,171,124			2,171,124	
61 COMMUNITY SERVICES	264,202	264,202			264,202	
91 CONT. INST. SVCE/PUBL	820,000	820,000			820,000	
81 FACILITIES	300,000	300,000			300,000	
95 JJAEP	60,000	60,000			60,000	
99 OTHER GOVERNMENTS	925,000	925,000			925,000	
TOTAL APPROPRIATIONS	128,349,637	128,603,137	27,671	-	128,630,808	
Approved by Board:	Yes	No	Date:		Signed:	

WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

Evaluation of responses to RFP#-26-002

Date of Evaluation: December 10, 2025

Persons doing evaluation:

Cindy S. Reed Wiedemann, Ginger Robinson, Wendy Ross

Respondents	Total				Administrative Points
	50 Points Price	20 Points Reputation	20 Points Experience	10 Points Quality/Reliability	
NEXT STEP COMMUNITY SOLUTIONS	50	20	19	8	97
NATIONAL RECRUITING CONSULTANTS, LLC.	27	0	3	1	31
THE STEPPING STONES GROUP	22	15	18	3	58
RCM HEALTHCARE SERVICES	34	4	3	2	43
THE LINCOLN CENTER FOR FAMILY & YOUTH	45	5	18	3	71
TEXAS THERAPY CONSULTANTS	-----	-----	-----	-----	-----
A&A ADVANTAGE CARE	41	0	6	3	50
DELTA-T GROUP, INC.	47	0	3	5	55
LOVE IS OUTREACH	-----	-----	-----	-----	-----
ESS CLINICAL	32	0	1	1	34

* Average points for each category based on persons evaluating.

** Respondents with no score (-----) did not respond correctly to RFP and were not able to be scored.

We are recommending **NEXT STEP COMMUNITY SOLUTIONS** as awarded vendor based on Total Administrative Points.

**Waxahachie Independent School District
BOARD OF TRUSTEES**

Date: January 12, 2026 **Presented By:** Ryan Kahlden

Subject: Monthly financial reports for Nov. 2025 **Related Page(s)** 21

**Consent
Agenda Item**

EXECUTIVE SUMMARY:

Monthly financial reports from November 2025 that include cash position, revenue reports, budget summary, and tax collection reports.

ATTACHMENTS:

21 pages of November 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 November 2025 be approved as presented.

**GENERAL OPERATING
CASH POSITION
AS OF NOVEMBER 2025**

Actual Invested Funds:	\$33,445,800.91
Actual Cash Balance:	<u>\$ 1,776,183.88</u>

Total Cash Balance (Nov. 2025): **\$35,221,984.79**

Estimated December 25 Tax Revenue:	\$ 20,640,000.00
Estimated December 25 State/Other Revenue:	\$ 2,533,000.00
Estimated December 25 Payroll Expenses:	\$ - 8,650,000.00
Estimated December 25 A/P Expenses:	<u>\$ - 2,100,390.00</u>
Projected Cash Balance end (December 2025):	\$ 47,644,594.79

There are no anticipated cash flow problems for the District.

GENERAL OPERATING REVENUE AND EXPENSE PROJECTIONS 2025-26

Projected 2025-26 Cashflow

	September	October	November	December	January	February	March	April	May	June	July	August	TOTALS
Beginning Balance	\$ 37,785,696	\$ 38,273,778	\$ 38,171,718	\$ 35,221,985	\$ 47,644,595	\$ 66,524,045	\$ 67,613,185	\$ 60,147,085	\$ 53,730,766	\$ 45,123,366	\$ 39,993,716	\$ 36,901,816	
Local Tax Revenue	\$ 543,167	\$ 147,917	\$ 298,430	\$ 20,640,000	\$ 26,940,000	\$ 9,825,000	\$ 1,650,000	\$ 375,800	\$ 195,800	\$ 250,400	\$ 233,000	\$ 107,400	\$ 61,206,914
State/Other Revenue	\$ 13,407,914	\$ 10,941,882	\$ 7,247,398	\$ 2,533,000	\$ 2,740,300	\$ 1,965,040	\$ 1,799,600	\$ 4,199,181	\$ 2,175,300	\$ 5,675,750	\$ 7,500,900	\$ 8,475,250	\$ 68,661,315
Payroll Expenses	\$ (8,578,034)	\$ (8,447,863)	\$ (8,452,859)	\$ (8,650,000)	\$ (8,625,000)	\$ (8,425,000)	\$ (8,675,000)	\$ (8,595,000)	\$ (8,698,000)	\$ (8,790,000)	\$ (8,575,000)	\$ (8,505,000)	\$ (103,016,556)
Accounts Payable	\$ (4,884,965)	\$ (2,743,997)	\$ (2,042,702)	\$ (2,100,390)	\$ (2,175,850)	\$ (2,275,900)	\$ (2,240,700)	\$ (2,396,300)	\$ (2,280,500)	\$ (2,265,800)	\$ (2,250,800)	\$ (2,575,000)	\$ (30,232,905)
Ending Balance	\$ 38,273,778	\$ 38,171,718	\$ 35,221,985	\$ 47,644,595	\$ 66,524,045	\$ 67,613,185	\$ 60,147,085	\$ 53,730,766	\$ 45,123,366	\$ 39,993,716	\$ 36,901,816	\$ 34,404,466	\$ (133,249,460)

GENERAL OPERATING REVENUE AND EXPENSE PROJECTIONS 2025-26

(original projections)

Projected 2025-26 Cashflow

	September	October	November	December	January	February	March	April	May	June	July	August	TOTALS
Beginning Balance	\$ 37,785,696	\$ 38,273,778	\$ 36,767,579	\$ 35,105,667	\$ 47,528,277	\$ 66,407,727	\$ 67,496,867	\$ 60,030,767	\$ 53,614,448	\$ 45,007,048	\$ 39,877,398	\$ 36,785,498	
Local Tax Revenue	\$ 543,167	\$ 175,400	\$ 2,575,000	\$ 20,640,000	\$ 26,940,000	\$ 9,825,000	\$ 1,650,000	\$ 375,800	\$ 195,800	\$ 250,400	\$ 233,000	\$ 107,400	\$ 63,510,967
State/Other Revenue	\$ 13,407,914	\$ 11,054,301	\$ 6,288,388	\$ 2,533,000	\$ 2,740,300	\$ 1,965,040	\$ 1,799,600	\$ 4,199,181	\$ 2,175,300	\$ 5,675,750	\$ 7,500,900	\$ 8,475,250	\$ 67,814,924
Payroll Expenses	\$ (8,578,034)	\$ (8,550,000)	\$ (8,450,000)	\$ (8,650,000)	\$ (8,625,000)	\$ (8,425,000)	\$ (8,675,000)	\$ (8,595,000)	\$ (8,698,000)	\$ (8,790,000)	\$ (8,575,000)	\$ (8,505,000)	\$ (103,116,034)
Accounts Payable	\$ (4,884,965)	\$ (2,185,900)	\$ (2,075,300)	\$ (2,100,390)	\$ (2,175,850)	\$ (2,275,900)	\$ (2,240,700)	\$ (2,396,300)	\$ (2,280,500)	\$ (2,265,800)	\$ (2,250,800)	\$ (2,575,000)	\$ (29,707,405)
Ending Balance	\$ 38,273,778	\$ 38,767,579	\$ 35,105,667	\$ 47,528,277	\$ 66,407,727	\$ 67,496,867	\$ 60,030,767	\$ 53,614,448	\$ 45,007,048	\$ 39,877,398	\$ 36,785,498	\$ 34,288,148	\$ (132,823,439)

Projections based on these assumptions:

The beginning balance is based on the 8/31/25 cash balance of \$1,269,585 plus the actual invested balance of \$36,516,111.

Tax revenue is based on total taxes budgeted for 25-26 and divided per month based on 24-25 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 25-26 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
NOVEMBER 2025

	<u>LOCAL MAIN.</u>	<u>I & S</u>	<u>OSCB ESCROW</u>	<u>CAPITAL</u>	<u>ENTERPRISE</u>	<u>TOTAL</u>
Beginning Balances	10/31/25 \$ 1,656,032.21	\$ 1,460,776.49	\$ -	\$ 755,879.23	\$ 6,452,562.61	\$ 10,325,250.54
Add: Deposits	\$ 10,615,712.76	\$ 173,832.65	\$ -	\$ 11,351,788.68	\$ 496,555.13	\$ 22,637,889.22
Less: Disbursements	<u>\$ (10,495,561.09)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (11,132,086.42)</u>	<u>\$ -269,345.86</u>	<u>\$ (21,896,993.37)</u>
Ending Balances	11/30/25 \$ 1,776,183.88	\$ 1,634,609.14	\$ -	\$ 975,581.49	\$ 6,679,771.88	\$ 11,066,146.39
Add: Investments	\$ 33,445,800.91	\$ 12,924,791.18	\$ 2,745,200.81	\$ 283,230,746.99	\$ 0.00	\$ 332,346,539.89
TOTALS	\$ 35,221,984.79	\$ 14,559,400.32	\$ 2,745,200.81	\$ 284,206,328.48	\$ 6,679,771.88	\$ 343,412,686.28

PERCENTAGE OF CURRENT YEAR REVENUES
General Operating and Interest & Sinking

	<u>Total Levy (Budgeted)</u>	<u>11/30/2025</u>	<u>Percentage</u>
2024-25 Tax Collections			
Current	\$ 105,450,530	6,838,586.54	6.49%
Prior Yr. Delinquent	\$ 390,000	172,993.06	44.36%
Penalties	\$ 330,000	84,130.08	25.49%
2025-26 Tax Collections			
Current	\$ 97,926,672	1,209,245.59	1.23%
Prior Yr. Delinquent	\$ 390,000	61,930.21	15.88%
Penalties	\$ 330,000	100,139.37	30.35%
2024-25 Other Revenue	\$ 60,088,933	33,528,276.73	55.80%
2025-26 Other Revenue	\$ 70,672,643	31,094,254.02	44.00%
2024-25 Total Revenue	\$ 166,259,463	40,623,986.41	24.43%
2025-26 Total Revenue	\$ 169,319,315	32,465,569.19	19.17%

WAXAHACHIE INDEPENDENT SCHOOL DISTRICT INVESTMENT PORTFOLIO

DATE	FUND	TYPE	DESCRIPTION	PUR.AMT.	MATURITY	TOTAL INVESTED DAYS	RATE	YIELD	COST	PROJ. INT.	PAR
11/1/2025	GIO	POOL	TASB LONE STAR	\$30,860,441.95	11/30/2025	30	3.968	3.968	\$30,860,441.95	\$100,652.39	\$30,961,094.34
11/1/2025	GIO	POOL	TEX-POOL	\$5,655,243.14	11/30/2025	30	3.968	3.968	\$5,655,243.14	\$18,444.77	\$5,673,687.91
11/1/2025	GIO	POOL	TASB LONE STAR	-\$46,044.14	WITHDRAWAL				-\$46,044.14	\$0.00	-\$46,044.14
11/1/2025	GIO	POOL	TASB LONE STAR	-\$308,452.78	WITHDRAWAL				-\$308,452.78	\$0.00	-\$308,452.78
11/1/2025	GIO	POOL	TASB LONE STAR	\$1,928.42	11/30/2025	23	3.968	3.968	\$1,928.42	\$4.82	\$1,933.24
11/1/2025	GIO	POOL	TASB LONE STAR	-\$635,736.87	WITHDRAWAL				-\$635,736.87	\$0.00	-\$635,736.87
11/10/2025	GIO	POOL	TASB LONE STAR	\$3,148.20	11/30/2025	20	3.968	3.968	\$3,148.20	\$6.85	\$3,155.05
11/10/2025	GIO	POOL	TASB LONE STAR	\$15,656.00	11/30/2025	20	3.968	3.968	\$15,656.00	\$34.04	\$15,690.04
11/10/2025	GIO	POOL	TASB LONE STAR	\$191,811.60	11/30/2025	20	3.968	3.968	\$191,811.60	\$0.00	\$191,811.60
11/10/2025	GIO	POOL	TASB LONE STAR	\$31,312.00	11/30/2025	20	3.968	3.968	\$31,312.00	\$68.08	\$31,380.08
11/10/2025	GIO	POOL	TASB LONE STAR	\$17,325.00	11/30/2025	20	3.968	3.968	\$17,325.00	\$37.67	\$17,362.67
11/10/2025	GIO	POOL	TASB LONE STAR	\$25,757.65	11/30/2025	20	3.968	3.968	\$25,757.65	\$56.01	\$25,813.66
11/13/2025	GIO	POOL	TASB LONE STAR	-\$480,018.31	WITHDRAWAL				-\$480,018.31	\$0.00	-\$480,018.31
11/17/2025	GIO	POOL	TASB LONE STAR	-\$266,235.88	WITHDRAWAL				-\$266,235.88	\$0.00	-\$266,235.88
11/17/2025	GIO	POOL	TASB LONE STAR	\$4,273.00	11/30/2025	13	3.968	3.968	\$4,273.00	\$6.04	\$4,279.04
11/17/2025	GIO	POOL	TASB LONE STAR	\$75,002.50	11/30/2025	13	3.968	3.968	\$75,002.50	\$106.00	\$75,108.50
11/18/2025	GIO	POOL	TASB LONE STAR	-\$65,000.00	WITHDRAWAL				-\$65,000.00	\$0.00	-\$65,000.00
11/20/2025	GIO	POOL	TASB LONE STAR	\$17,523.14	11/30/2025	10	3.968	3.968	\$17,523.14	\$19.05	\$17,542.19
11/20/2025	GIO	POOL	TASB LONE STAR	-\$7,497,847.61	WITHDRAWAL				-\$7,497,847.61	\$0.00	-\$7,497,847.61
11/20/2025	GIO	POOL	TASB LONE STAR	-\$780,756.64	WITHDRAWAL				-\$780,756.64	\$0.00	-\$780,756.64
11/21/2025	GIO	POOL	TASB LONE STAR	\$76,882.77	11/30/2025	9	3.968	3.968	\$76,882.77	\$75.23	\$76,958.00
11/21/2025	GIO	POOL	TASB LONE STAR	-\$474,992.71	WITHDRAWAL				-\$474,992.71	\$0.00	-\$474,992.71
11/21/2025	GIO	POOL	TASB LONE STAR	-\$5,818.45	WITHDRAWAL				-\$5,818.45	\$0.00	-\$5,818.45
11/24/2025	GIO	POOL	TASB LONE STAR	\$49,620.65	11/30/2025	6	3.968	3.968	\$49,620.65	\$32.37	\$49,653.02
11/25/2025	GIO	POOL	TASB LONE STAR	\$86,068.58	11/30/2025	5	3.968	3.968	\$86,068.58	\$46.79	\$86,115.37
11/25/2025	GIO	POOL	TASB LONE STAR	\$5,725,897.00	11/30/2025	5	3.968	3.968	\$5,725,897.00	\$3,112.53	\$5,729,009.53
11/25/2025	GIO	POOL	TASB LONE STAR	\$30,720.00	11/30/2025	5	3.968	3.968	\$30,720.00	\$16.70	\$30,736.70
11/25/2025	GIO	POOL	TASB LONE STAR	\$332,216.34	11/30/2025	5	3.968	3.968	\$332,216.34	\$180.59	\$332,396.93
11/25/2025	GIO	POOL	TASB LONE STAR	\$3,137.13	11/30/2025	5	3.968	3.968	\$3,137.13	\$1.71	\$3,138.84
11/25/2025	GIO	POOL	TASB LONE STAR	\$16,599.99	11/30/2025	5	3.968	3.968	\$16,599.99	\$9.02	\$16,609.01
11/25/2025	GIO	POOL	TASB LONE STAR	\$3,892.86	11/30/2025	5	3.968	3.968	\$3,892.86	\$2.12	\$3,894.98
11/25/2025	GIO	POOL	TASB LONE STAR	\$155,946.04	11/30/2025	5	3.968	3.968	\$155,946.04	\$84.77	\$156,030.81
11/25/2025	GIO	POOL	TASB LONE STAR	\$14,010.90	11/30/2025	5	3.968	3.968	\$14,010.90	\$7.62	\$14,018.52
11/25/2025	GIO	POOL	TASB LONE STAR	\$4,617.00	11/30/2025	5	3.968	3.968	\$4,617.00	\$2.51	\$4,619.51
11/26/2025	GIO	POOL	TASB LONE STAR	\$66,406.63	11/30/2025	4	3.968	3.968	\$66,406.63	\$28.88	\$66,435.51
11/26/2025	GIO	POOL	TASB LONE STAR	\$50,784.16	11/30/2025	4	3.968	3.968	\$50,784.16	\$22.08	\$50,806.24
11/28/2025	GIO	POOL	TASB LONE STAR	\$92,357.18	INTEREST	0			\$92,357.18	\$0.00	\$92,357.18
11/28/2025	GIO	POOL	TEX-POOL	\$18,539.30	INTEREST	0			\$18,539.30	\$0.00	\$18,539.30
12/1/2025	GIO	POOL	TASB LONE STAR	\$166,641.57	IN TRANSIT	0			\$166,641.57	\$0.00	\$166,641.57
12/2/2025	GIO	POOL	TASB LONE STAR	\$119,509.48	IN TRANSIT	0			\$119,509.48	\$0.00	\$119,509.48
12/4/2025	GIO	POOL	TASB LONE STAR	\$93,434.12	IN TRANSIT	0			\$93,434.12	\$0.00	\$93,434.12
			SUB-TOTAL:	\$33,445,800.91					\$33,445,800.91		\$33,568,859.54
11/1/2025	I&S	POOL	TASB-LONE STAR	\$11,963,931.79	11/30/2025	30	3.968	3.968	\$11,963,931.79	\$39,020.77	\$12,002,952.56
11/1/2025	I&S	POOL	BOKF	\$552,956.14	11/30/2025	30	3.968	3.968	\$552,956.14	\$1,803.49	\$552,956.14
11/7/2025	I&S	POOL	TASB-LONE STAR	\$1,031.92	11/30/2025	23	3.968	3.968	\$1,031.92	\$2.58	\$1,034.50
11/20/2025	I&S	POOL	TASB-LONE STAR	\$8,539.58	11/30/2025	10	3.968	3.968	\$8,539.58	\$9.28	\$8,548.86

**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	TOTAL INVESTED DAYS	RATE	YIELD	COST	PROJ. INT.	PAR
11/21/2025	I&S	POOL	TASB-LONE STAR	\$ 41,753.45	11/30/2025	9	3.968	3.968	\$ 41,753.45	\$40.85	\$ 861.02
11/24/2025	I&S	POOL	TASB-LONE STAR	\$ 27,117.70	11/30/2025	6	3.968	3.968	\$ 27,117.70	\$17.69	\$ 254.75
11/25/2025	I&S	POOL	TASB-LONE STAR	\$ 47,057.23	11/30/2025	5	3.968	3.968	\$ 47,057.23	\$25.58	\$ 825.93
11/26/2025	I&S	POOL	TASB-LONE STAR	\$ 36,307.35	11/30/2025	4	3.968	3.968	\$ 36,307.35	\$15.79	\$ 4,177.43
11/28/2025	I&S	POOL	TASB-LONE STAR	\$ 2.69	INTEREST	0			\$ 2.69	\$0.00	\$ 1,553.44
11/28/2025	I&S	POOL	TASB-LONE STAR	\$ 38,576.49	INTEREST	0			\$ 38,576.49	\$0.00	\$ 8,663.31
12/1/2025	I&S	POOL	TASB-LONE STAR	\$ 91,107.38	IN TRANSIT	0			\$ 91,107.38	\$0.00	\$ 8,239.53
12/2/2025	I&S	POOL	TASB-LONE STAR	\$ 65,324.79	IN TRANSIT	0			\$ 65,324.79	\$0.00	\$ 18,340.87
12/4/2025	I&S	POOL	TASB-LONE STAR	\$ 51,084.67	IN TRANSIT	0			\$ 51,084.67	\$0.00	\$ 318.92
			SUB-TOTAL:	\$12,924,791.18					\$12,924,791.18		\$12,599,341.48
11/1/2025	QSCB	POOL	TASB-LONE STAR	\$2,736,277.91	11/30/2025	30	3.968	3.968	\$2,736,277.91	\$8,924.01	\$2,745,201.92
11/28/2025	QSCB	POOL	TASB-LONE STAR	\$8,922.90	INTEREST				\$8,922.90	\$0.00	\$8,922.90
			SUB-TOTAL:	\$2,745,200.81					\$2,745,200.81		
11/1/2025	CAP PROJ	POOL/BANK	COMBINED	\$293,433,713.32	11/30/2025	30	3.968	3.968	\$293,433,713.32	\$956,995.87	\$294,390,709.19
11/7/2025	CAP PROJ	POOL/BANK	TEX-POOL	-\$1,035.00	WITHDRAWAL				-\$1,035.00	\$0.00	-\$1,035.00
11/14/2025	CAP PROJ	POOL/BANK	TEX-POOL	-\$628,843.38	WITHDRAWAL				-\$628,843.38	\$0.00	-\$628,843.38
11/20/2025	CAP PROJ	POOL/BANK	TEX-POOL	-\$5,401.48	WITHDRAWAL				-\$5,401.48	\$0.00	-\$5,401.48
11/28/2025	CAP PROJ	POOL/BANK	TEX-POOL	\$61,685.99	INTEREST	0			\$61,685.99	\$0.00	\$61,685.99
11/14/2025	CAP PROJ	POOL/BANK	TASB-LONE STAR	-\$9,996,600.86	WITHDRAWAL				-\$9,996,600.86	\$0.00	-\$9,996,600.86
11/28/2025	CAP PROJ	POOL/BANK	TASB-LONE STAR	\$762,737.74	INTEREST	0			\$762,737.74	\$0.00	\$762,737.74
11/17/2025	CAP PROJ	POOL/BANK	FFB	-\$390,545.20	WITHDRAWAL				-\$390,545.20	\$0.00	-\$390,545.20
11/14/2025	CAP PROJ	POOL/BANK	FFB	-\$105,418.50	WITHDRAWAL				-\$105,418.50	\$0.00	-\$105,418.50
11/20/2025	CAP PROJ	POOL/BANK	FFB	-\$4,242.00	WITHDRAWAL				-\$4,242.00	\$0.00	-\$4,242.00
11/30/2025	CAP PROJ	POOL/BANK	FFB	\$104,696.36	INTEREST	0			\$104,696.36	\$0.00	\$104,696.36
			SUB-TOTAL:	\$283,230,746.99					\$283,230,746.99		
			TOTAL INVESTED:	\$332,346,539.89							
			total does not include								
			scholarship investments								
11/1/2025	SCH.	POOL-PLUS	TASB-LONE STAR	\$931,078.11	11/30/2025	30	4.136	4.136	\$922,721.37	\$3,165.46	\$925,886.83
11/28/2025	SCH.	POOL-PLUS	TASB-LONE STAR	\$3,155.61	Interest				\$3,356.74	\$0.00	\$3,356.74
			SCHOLARSHIP TOTAL:	\$934,233.72					\$926,078.11		
I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT SUMMARY OF THE DISTRICT'S INVESTMENTS AS OF 11/30/2025.											
INVESTMENTS REPRESENTED IN THIS REPORT ARE IN COMPLIANCE WITH THE ADOPTED WISD INVESTMENT STRATEGY AND POLICY.											
RYAN KAHLDEN, ASST. SUP. FOR BUSINESS & FINANCE				CINDY S. REED WIEDEMANN, DIRECTOR OF ACCOUNTING							

**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	TOTAL INVESTED DAYS	RATE	YIELD	COST	PROJ. INT.	PAR

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

FC OBJ	2025-26		2025-26		2025-26		2025-26		2025-26	
	FYTD Activity	Amount	Original Budget	Revised Budget	Unencumbered Balance	FYTD %	Unencumbered Balance	FYTD %	Unencumbered Balance	FYTD %
00 LOCAL/INTER. SOURCES	1,653,627.40	0.00	65,914,500	65,914,500	64,260,872.60	2.51	64,260,872.60	2.51	64,260,872.60	2.51
00 STATE PROGRAM REV.	30,166,346.58	0.00	62,459,362	62,459,362	32,293,015.42	48.30	32,293,015.42	48.30	32,293,015.42	48.30
00 FEDERAL PROG. REV.	14,834.96	0.00	100,000	100,000	85,165.04	14.83	85,165.04	14.83	85,165.04	14.83
00 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00
00 OTHER RESOURCES	7,281.30	0.00	0	0	-7,281.30	0.00	-7,281.30	0.00	-7,281.30	0.00
00 gen	31,842,090.24	0.00	128,473,862	128,473,862	96,631,771.76	24.78	96,631,771.76	24.78	96,631,771.76	24.78
-- Revenue	31,842,090.24	0.00	128,473,862	128,473,862	96,631,771.76	24.78	96,631,771.76	24.78	96,631,771.76	24.78
00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00
00 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00
00 OTHER OPERATING EXP.	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00
00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00
00 gen	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00
11 PAYROLL COSTS	16,869,839.11	0.00	71,250,584	71,250,584	54,480,244.89	23.64	54,480,244.89	23.64	54,480,244.89	23.64
11 PRO./CONTRACTED SVC.	857,682.01	1,341,077.50	1,233,299	1,233,299	-958,950.51	177.35	-958,950.51	177.35	-958,950.51	177.35
11 SUPPLIES	574,448.64	318,992.46	2,897,575	2,903,963	2,010,521.90	30.77	2,010,521.90	30.77	2,010,521.90	30.77
11 OTHER OPERATING EXP.	128,272.02	20,255.12	298,324	298,324	149,796.86	49.79	149,796.86	49.79	149,796.86	49.79
11 CAPITAL PROJECTS	0.00	93.98	22,000	22,000	21,906.02	0.43	21,906.02	0.43	21,906.02	0.43
11 INSTRUCTION	18,430,241.78	1,680,419.06	75,701,782	75,814,180	55,703,519.16	26.53	55,703,519.16	26.53	55,703,519.16	26.53
12 PAYROLL COSTS	289,924.31	0.00	1,197,106	1,197,106	907,181.69	24.22	907,181.69	24.22	907,181.69	24.22
12 PRO./CONTRACTED SVC.	0.00	0.00	26,100	26,100	26,100.00	0.00	26,100.00	0.00	26,100.00	0.00
12 SUPPLIES	0.00	5,331.52	105,930	105,930	100,598.48	5.03	100,598.48	5.03	100,598.48	5.03
12 OTHER OPERATING EXP.	0.00	0.00	4,500	4,500	4,500.00	0.00	4,500.00	0.00	4,500.00	0.00
12 CAPITAL PROJECTS	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00
12 INST. RESOURCES & ME	289,924.31	5,331.52	1,333,636	1,333,636	1,038,380.17	22.14	1,038,380.17	22.14	1,038,380.17	22.14
13 PAYROLL COSTS	383,333.49	0.00	1,650,066	1,650,066	1,266,732.51	23.23	1,266,732.51	23.23	1,266,732.51	23.23
13 PRO./CONTRACTED SVC.	35,923.62	0.00	42,876	42,876	10,952.38	76.64	10,952.38	76.64	10,952.38	76.64
13 SUPPLIES	3,739.69	5,673.73	47,161	47,161	37,747.58	19.96	37,747.58	19.96	37,747.58	19.96
13 OTHER OPERATING EXP.	31,082.98	13,834.83	147,967	143,967	99,049.19	31.20	99,049.19	31.20	99,049.19	31.20
13 CURRICULUM DEV. & INS	454,079.78	19,508.56	1,888,070	1,888,070	1,414,481.66	25.08	1,414,481.66	25.08	1,414,481.66	25.08
21 PAYROLL COSTS	749,601.44	0.00	3,232,192	3,232,192	2,482,590.56	23.19	2,482,590.56	23.19	2,482,590.56	23.19
21 PRO./CONTRACTED SVC.	18,358.92	17,500.00	4,500	4,500	-31,358.92	796.86	-31,358.92	796.86	-31,358.92	796.86
21 SUPPLIES	1,754.36	230.76	17,500	17,500	15,514.88	11.34	15,514.88	11.34	15,514.88	11.34
21 OTHER OPERATING EXP.	2,053.87	1,769.86	30,980	28,882	25,058.27	13.24	25,058.27	13.24	25,058.27	13.24
21 INSTRUCTIONAL LEADER	771,768.59	19,500.62	3,285,172	3,283,074	2,491,804.79	24.10	2,491,804.79	24.10	2,491,804.79	24.10

FC OBJ	2025-26		Encumbered Amount	2025-26		Unencumbered Balance	2025-26	
	FYTD Activity	Original Budget		Revised Budget	Balance		FYTD %	
23 PAYROLL COSTS	1,636,564.94	6,709,672	0.00	6,709,672	6,709,672	5,073,107.06	24.39	
23 PRO./CONTRACTED SVC.	792.39	2,500	0.00	2,500	2,500	1,707.61	31.70	
23 SUPPLIES	27,022.18	86,490	9,539.03	86,490	85,990	49,428.79	42.52	
23 OTHER OPERATING EXP.	12,318.28	44,188	4,736.69	44,188	44,688	27,633.03	38.16	
23 SCHOOL LEADERSHIP	1,676,697.79	6,842,850	14,275.72	6,842,850	6,842,850	5,151,876.49	24.71	
31 PAYROLL COSTS	905,096.30	3,235,966	0.00	3,235,966	3,235,966	2,330,869.70	27.97	
31 PRO./CONTRACTED SVC.	1,294.17	526,000	0.00	526,000	526,000	524,705.83	0.25	
31 SUPPLIES	8,017.36	100,820	2,626.55	100,820	100,820	90,176.09	10.56	
31 OTHER OPERATING EXP.	5,589.52	24,140	0.00	24,140	24,140	18,550.48	23.15	
31 GUIDANCE & COUNSELIN	919,997.35	3,886,926	2,626.55	3,886,926	3,886,926	2,964,302.10	23.74	
32 PAYROLL COSTS	20,052.18	80,894	0.00	80,894	80,894	60,841.82	24.79	
32 PRO./CONTRACTED SVC.	0.00	0	0.00	0	0	0.00	0.00	
32 SUPPLIES	0.00	1,500	0.00	1,500	1,500	1,500.00	0.00	
32 OTHER OPERATING EXP.	0.00	1,000	0.00	1,000	1,000	1,000.00	0.00	
32 SOCIAL WORK SERVICES	20,052.18	83,394	0.00	83,394	83,394	63,341.82	24.05	
33 PAYROLL COSTS	390,094.10	1,582,315	0.00	1,582,315	1,582,315	1,192,220.90	24.65	
33 PRO./CONTRACTED SVC.	17,097.15	15,000	0.00	15,000	15,000	-2,097.15	113.98	
33 SUPPLIES	7,982.21	25,250	21,829.71	25,250	25,250	-4,561.92	118.07	
33 OTHER OPERATING EXP.	2,140.00	2,800	0.00	2,800	2,800	660.00	76.43	
33 DEBT SERVICE	0.00	0	0.00	0	0	0.00	0.00	
33 HEALTH SERVICES	417,313.46	1,625,365	21,829.71	1,625,365	1,625,365	1,186,221.83	27.02	
34 PAYROLL COSTS	984,522.90	3,679,433	0.00	3,679,433	3,679,433	2,694,910.10	26.76	
34 PRO./CONTRACTED SVC.	8,322.25	58,000	5,263.87	58,000	58,000	44,413.88	23.42	
34 SUPPLIES	126,911.59	650,350	96,275.77	650,350	598,350	375,162.64	37.30	
34 OTHER OPERATING EXP.	116,021.60	171,000	4.53	171,000	151,000	34,973.87	76.84	
34 CAPITAL PROJECTS	0.00	383,000	454,683.00	383,000	455,000	317.00	99.93	
34 PUPIL TRANSPORTATION	1,235,778.34	4,941,783	556,227.17	4,941,783	4,941,783	3,149,777.49	36.26	
35 PAYROLL COSTS	0.00	0	0.00	0	0	0.00	0.00	
35 PRO./CONTRACTED SVC.	0.00	0	0.00	0	0	0.00	0.00	
35 OTHER OPERATING EXP.	0.00	0	0.00	0	0	0.00	0.00	
35 CAPITAL PROJECTS	0.00	0	0.00	0	0	0.00	0.00	
35 FOOD SERVICES	0.00	0	0.00	0	0	0.00	0.00	
36 PAYROLL COSTS	902,807.91	3,606,586	405.00	3,606,586	3,606,586	2,703,373.09	25.04	
36 PRO./CONTRACTED SVC.	118,949.31	215,690	2,100.00	215,690	221,690	100,640.69	54.60	

FC OBJ	2025-26 FYTD Activity	Encumbered Amount	2025-26 Original Budget	2025-26 Revised Budget	Unencumbered Balance	2025-26 FYTD %
36 SUPPLIES	61,054.48	38,357.19	292,194	284,779	185,366.91	34.91
36 OTHER OPERATING EXP.	293,934.09	86,682.56	897,234	882,849	502,232.77	43.11
36 CAPITAL PROJECTS	0.00	0.00	0	0	0.00	0.00
36 COCURE./EXTRACURR.AC	1,376,745.79	127,544.75	5,011,704	4,995,904	3,491,613.46	30.11
41 PAYROLL COSTS	629,488.08	0.00	2,450,933	2,450,933	1,821,444.92	25.68
41 PRO./CONTRACTED SVC.	159,241.77	15,174.54	431,000	431,000	256,583.69	40.47
41 SUPPLIES	10,869.48	4,823.36	69,300	69,300	53,607.16	22.64
41 OTHER OPERATING EXP.	83,047.16	6,879.22	358,490	358,490	268,563.62	25.08
41 CAPITAL PROJECTS	0.00	0.00	7,000	7,000	7,000.00	0.00
41 GENERAL ADMINISTRATI	882,646.49	26,877.12	3,316,723	3,316,723	2,407,199.39	27.42
51 PAYROLL COSTS	1,904,927.33	0.00	7,680,587	7,680,587	5,775,659.67	24.80
51 PRO./CONTRACTED SVC.	721,397.33	55,151.19	2,667,000	2,667,000	1,890,451.48	29.12
51 SUPPLIES	271,017.20	105,714.55	916,000	916,000	539,268.25	41.13
51 OTHER OPERATING EXP.	1,464,743.73	15,600.38	1,823,000	1,823,000	342,655.89	81.20
51 CAPITAL PROJECTS	28,933.00	38,831.53	248,000	248,000	180,235.47	27.32
51 PLANT MAINTENANCE &	4,391,018.59	215,297.65	13,334,587	13,334,587	8,728,270.76	34.54
52 PAYROLL COSTS	483,853.48	0.00	1,941,269	1,941,269	1,457,415.52	24.92
52 PRO./CONTRACTED SVC.	33,320.00	12,000.00	559,900	709,900	664,580.00	6.38
52 SUPPLIES	20,591.59	11,222.32	58,000	56,000	24,186.09	56.81
52 OTHER OPERATING EXP.	380.89	609.03	7,150	9,150	8,160.08	10.82
52 CAPITAL PROJECTS	0.00	0.00	0	0	0.00	0.00
52 SECURITY & MONITORIN	538,145.96	23,831.35	2,566,319	2,716,319	2,154,341.69	20.69
53 PAYROLL COSTS	293,137.50	0.00	1,241,957	1,241,957	948,819.50	23.60
53 PRO./CONTRACTED SVC.	263,074.67	6,254.93	598,395	598,395	329,065.40	45.01
53 SUPPLIES	343,539.82	139,315.09	276,672	276,672	-206,182.91	174.52
53 OTHER OPERATING EXP.	1,846.92	1,244.61	9,100	9,100	6,008.47	33.97
53 CAPITAL PROJECTS	0.00	0.00	45,000	45,000	45,000.00	0.00
53 DATA PROCESSING SERV	901,598.91	146,814.63	2,171,124	2,171,124	1,122,710.46	48.29
61 PAYROLL COSTS	50,488.30	0.00	228,265	228,265	177,776.70	22.12
61 PRO./CONTRACTED SVC.	1,965.70	5,377.70	15,100	10,760	3,416.60	68.25
61 SUPPLIES	8,840.00	0.00	12,407	16,747	7,907.00	52.79
61 OTHER OPERATING EXP.	890.00	200.00	8,430	8,430	7,340.00	12.93
61 COMMUNITY SERVICES	62,184.00	5,577.70	264,202	264,202	196,440.30	25.65
71 DEBT SERVICE	0.00	0.00	0	0	0.00	0.00

EC OBJ	2025-26 FYTD Activity	Encumbered Amount	2025-26 Original Budget	2025-26 Revised Budget	Unencumbered Balance	2025-26 FYTD %
71 DEBT SERVICES	0.00	0.00	0	0	0.00	0.00
81 PRO./CONTRACTED SVC.	0.00	0.00	300,000	300,000	300,000.00	0.00
81 SUPPLIES	0.00	0.00	0	0	0.00	0.00
81 CAPITAL PROJECTS	87,643.60	110,000.00	0	0	-197,643.60	0.00
81 FACILITIES ACQ. & CO	87,643.60	110,000.00	300,000	300,000	102,356.40	65.88
91 PRO./CONTRACTED SVC.	0.00	0.00	820,000	820,000	820,000.00	0.00
91 CONT.INST.SVCS.\PUBL	0.00	0.00	820,000	820,000	820,000.00	0.00
95 PRO./CONTRACTED SVC.	9,250.00	0.00	60,000	60,000	50,750.00	15.42
95 PYMTS.TO JJAEP PROGR	9,250.00	0.00	60,000	60,000	50,750.00	15.42
99 PRO./CONTRACTED SVC.	475,764.36	0.00	925,000	925,000	449,235.64	51.43
99 OTHER OPERATING EXP.	0.00	0.00	0	0	0.00	0.00
99 Other Governmental C	475,764.36	0.00	925,000	925,000	449,235.64	51.43
-- Expense	32,940,851.28	2,975,662.11	128,358,637	128,603,137	92,686,623.61	27.93
Grand Revenue Totals	31,842,090.24	0.00	128,473,862	128,473,862	96,631,771.76	24.78
Grand Expense Totals	32,940,851.28	2,975,662.11	128,358,637	128,603,137	92,686,623.61	27.93
Grand Totals	1,098,761.04	2,975,662.11	115,225	129,275	3,945,148.15	849.94
	Loss	Loss	Profit	Loss	Profit	

Number of Accounts: 13970

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

FC OBJ	2025-26		Encumbered Amount	2025-26		2025-26 Comment	Unencumbered Balance	2025-26 FYTD %
	FYTD Activity	Original Budget		Revised Budget	Original Budget			
00 LOCAL/INTER. SOURCES	23,044.00	0.00	0.00	0.00	85,592.00		62,548.00	26.92
00 STATE PROGRAM REV.	148,403.28	0.00	0.00	0.00	1,007,507.00		859,103.72	14.73
00 FEDERAL PROG. REV.	680,684.44	0.00	0.00	0.00	3,996,044.00		3,315,359.56	17.03
00 PAYROLL COSTS	0.00	0.00	0.00	0.00	0.00		0.00	0.00
00 OTHER RESOURCES	0.00	0.00	0.00	0.00	0.00		0.00	0.00
00 gen	852,131.72	0.00	0.00	0.00	5,089,143.00		4,237,011.28	16.74
-- Revenue	852,131.72	0.00	0.00	0.00	5,089,143.00		4,237,011.28	16.74
00 PAYROLL COSTS	0.00	0.00	0.00	0.00	0.00		0.00	0.00
00 PRO./CONTRACTED SVC.	0.00	0.00	0.00	0.00	0.00		0.00	0.00
00 SUPPLIES	0.00	0.00	0.00	0.00	0.00		0.00	0.00
00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
00 gen	0.00	0.00	0.00	0.00	0.00		0.00	0.00
11 PAYROLL COSTS	183,916.53	0.00	0.00	0.00	925,084.00		741,167.47	19.88
11 PRO./CONTRACTED SVC.	39,708.14	0.00	55,250.00	0.00	233,328.00		138,369.86	17.02
11 SUPPLIES	367,761.74	0.00	77,173.56	0.00	578,867.00		133,931.70	63.53
11 OTHER OPERATING EXP.	0.00	0.00	0.00	0.00	10,600.00		10,600.00	0.00
11 CAPITAL PROJECTS	0.00	0.00	0.00	0.00	10,000.00		10,000.00	0.00
11 INSTRUCTION	591,386.41	0.00	132,423.56	0.00	1,757,879.00		1,034,069.03	33.64
12 PAYROLL COSTS	0.00	0.00	0.00	0.00	0.00		0.00	0.00
12 SUPPLIES	0.00	0.00	0.00	0.00	0.00		0.00	0.00
12 CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00		0.00	0.00
12 INST. RESOURCES & ME	0.00	0.00	0.00	0.00	0.00		0.00	0.00
13 PAYROLL COSTS	63,490.46	0.00	0.00	0.00	356,539.00		293,048.54	17.81
13 PRO./CONTRACTED SVC.	315,965.67	0.00	89,459.94	0.00	804,757.00		399,331.39	39.26
13 SUPPLIES	0.00	0.00	0.00	0.00	43,000.00		43,000.00	0.00
13 OTHER OPERATING EXP.	11,829.22	0.00	13,901.40	0.00	58,407.00		32,676.38	20.25
13 CURRICULUM DEV. & INS	391,285.35	0.00	103,361.34	0.00	1,262,703.00		768,056.31	30.99
21 PAYROLL COSTS	0.00	0.00	0.00	0.00	0.00		0.00	0.00
21 PRO./CONTRACTED SVC.	0.00	0.00	0.00	0.00	0.00		0.00	0.00
21 SUPPLIES	0.00	0.00	0.00	0.00	0.00		0.00	0.00
21 OTHER OPERATING EXP.	0.00	0.00	0.00	0.00	0.00		0.00	0.00
21 INSTRUCTIONAL LEADER	0.00	0.00	0.00	0.00	0.00		0.00	0.00
23 PAYROLL COSTS	0.00	0.00	0.00	0.00	0.00		0.00	0.00

EC OBJ	2025-26		2025-26		2025-26 Comment	Unencumbered Balance	2025-26 FYTD %
	FYTD Activity	Amount	Original Budget	Revised Budget			
23 PRO./CONTRACTED SVC.	0.00	0.00	0.00	0.00		0.00	0.00
23 SUPPLIES	0.00	0.00	0.00	0.00		0.00	0.00
23 OTHER OPERATING EXP.	1,589.04	1,215.62	0.00	2,806.00		1.34	56.63
23 SCHOOL LEADERSHIP	1,589.04	1,215.62	0.00	2,806.00		1.34	56.63
31 PAYROLL COSTS	465,769.17	0.00	0.00	1,764,248.00		1,298,478.83	26.40
31 PRO./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.	0.00	0.00	0.00	0.00		0.00	0.00
31 CAPITAL PROJECTS	0.00	0.00	0.00	0.00		0.00	0.00
31 GUIDANCE & COUNSELIN	465,769.17	0.00	0.00	1,764,248.00		1,298,478.83	26.40
32 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00
32 OTHER OPERATING EXP.	0.00	0.00	0.00	0.00		0.00	0.00
32 SOCIAL WORK SERVICES	0.00	0.00	0.00	0.00		0.00	0.00
33 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00
33 SUPPLIES	0.00	0.00	0.00	0.00		0.00	0.00
33 HEALTH SERVICES	0.00	0.00	0.00	0.00		0.00	0.00
34 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00
34 PRO./CONTRACTED SVC.	0.00	0.00	0.00	0.00		0.00	0.00
34 OTHER OPERATING EXP.	0.00	0.00	0.00	0.00		0.00	0.00
34 CAPITAL PROJECTS	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 PRO./CONTRACTED SVC.	0.00	0.00	0.00	0.00		0.00	0.00
36 SUPPLIES	0.00	0.00	0.00	0.00		0.00	0.00
36 OTHER OPERATING EXP.	0.00	0.00	0.00	0.00		0.00	0.00
36 COCURR./EXTRACURR.AC	0.00	0.00	0.00	0.00		0.00	0.00
41 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00
41 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	2025-26		2025-26		2025-26 Comment	Unencumbered Balance	2025-26 FYTD %
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget			
51 PAYROLL COSTS	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
51 CAPITAL PROJECTS	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
52 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00
52 PRO./CONTRACTED SVC.	46,713.00	0.00	0.00	50,713.00		4,000.00	92.11
52 SUPPLIES	0.00	0.00	0.00	28,044.00		28,044.00	0.00
52 OTHER OPERATING EXP.	0.00	0.00	0.00	100.00		100.00	0.00
52 CAPITAL PROJECTS	0.00	9,844.67	0.00	223,650.00		213,805.33	0.00
52 SECURITY & MONITORIN	46,713.00	9,844.67	0.00	302,507.00		245,949.33	15.44
53 PAYROLL COSTS	0.00	0.00	0.00	0.00		0.00	0.00
53 OTHER OPERATING EXP.	0.00	0.00	0.00	0.00		0.00	0.00
53 DATA PROCESSING SERV	0.00	0.00	0.00	0.00		0.00	0.00
61 PAYROLL COSTS	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
61 OTHER OPERATING EXP.	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
71 DEBT SERVICE	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
81 PAYROLL COSTS	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
81 FACILITIES ACQ. & CO	0.00	0.00	0.00	0.00		0.00	0.00
-- Expense	1,496,742.97	246,845.19	0.00	5,090,143.00		3,346,554.84	29.40
Grand Revenue Totals	852,131.72	0.00	0.00	5,089,143.00		4,237,011.28	16.74
Grand Expense Totals	1,496,742.97	246,845.19	0.00	5,090,143.00		3,346,554.84	29.40
Grand Totals	644,611.25	246,845.19	0.00	1,000.00		890,456.44	???
	Loss	Loss		Loss		Profit	

Number of Accounts: 12663

FC OBJ	2025-26		Encumbered Amount	2025-26		Unencumbered Balance	2025-26	2025-26
	FYTD Activity	Original Budget		Revised Budget	FYTD %			
00 LOCAL/INTER. SOURCES	623,478.89	36,446,672	0.00	36,446,672	35,823,193.11	1.71		
00 STATE PROGRAM REV.	0.00	4,298,781	0.00	4,298,781	4,298,781.00	0.00		
00 FEDERAL PROG. REV.	0.00	100,000	0.00	100,000	100,000.00	0.00		
00 OTHER RESOURCES	0.00	0	0.00	0	0.00	0.00		
00 gen	623,478.89	40,845,453	0.00	40,845,453	40,221,974.11	1.53		
-- Revenue	623,478.89	40,845,453	0.00	40,845,453	40,221,974.11	1.53		
00 DEBT SERVICE	0.00	0	0.00	0	0.00	0.00		
00	0.00	0	0.00	0	0.00	0.00		
00 gen	0.00	0	0.00	0	0.00	0.00		
71 DEBT SERVICE	0.00	42,080,116	0.00	42,080,116	42,080,116.00	0.00		
71 DEBT SERVICES	0.00	42,080,116	0.00	42,080,116	42,080,116.00	0.00		
-- Expense	0.00	42,080,116	0.00	42,080,116	42,080,116.00	0.00		
Grand Revenue Totals	623,478.89	40,845,453	0.00	40,845,453	40,221,974.11	1.53		
Grand Expense Totals	0.00	42,080,116	0.00	42,080,116	42,080,116.00	0.00		
Grand Totals	623,478.89	1,234,663	0.00	1,234,663	1,858,141.89	-50.50		
	Profit	Loss		Loss	Loss			

WAXAHACHIE ISD
Capital Projects Board Report (Date: 11/2025)

12/11/25

FC OBJ	2025-26		2025-26		2025-26 Comment	2025-26	
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget		Unencumbered Balance	FYTD %
00 LOCAL/INTER. SOURCES	3,063,035.84	0.00	0	0		-3,063,035.84	0.00
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	3,063,035.84	0.00	0	0		-3,063,035.84	0.00
-- Revenue	3,063,035.84	0.00	0	0		-3,063,035.84	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	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	5,064.13	0.00	0	0		-5,064.13	0.00
11 CAPITAL PROJECTS	0.00	0.00	0	0		0.00	0.00
11 INSTRUCTION	5,064.13	0.00	0	0		-5,064.13	0.00
12 SUPPLIES	0.00	0.00	0	0		0.00	0.00
12 CAPITAL PROJECTS	0.00	0.00	0	0		0.00	0.00
12 INST. RESOURCES & ME	0.00	0.00	0	0		0.00	0.00
35 SUPPLIES	0.00	0.00	0	0		0.00	0.00
35 FOOD SERVICES	0.00	0.00	0	0		0.00	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.	61,288.76	400,246.00	0	0		-461,534.76	0.00
51 SUPPLIES	3,098.68	102,299.26	0	0		-105,397.94	0.00
51 OTHER OPERATING EXP.	0.00	0.00	0	0		0.00	0.00
51 CAPITAL PROJECTS	17,010.00	0.00	0	0		-17,010.00	0.00
51 PLANT MAINTENANCE &	81,397.44	502,545.26	0	0		-583,942.70	0.00
52 PRO./CONTRACTED SVC.	0.00	0.00	0	0		0.00	0.00
52 SUPPLIES	0.00	0.00	0	0		0.00	0.00
52 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	2025-26		2025-26		2025-26 Comment	Unencumbered		2025-26
	FYTD Activity	Amount	Original Budget	Revised Budget		Balance	FYTD %	
71 DEBT SERVICES	0.00	0.00	0	0		0.00	0.00	0.00
81 PAYROLL COSTS	0.00	0.00	0	0		0.00	0.00	0.00
81 PRO./CONTRACTED SVC.	78,084.82	0.00	0	0		-78,084.82	0.00	0.00
81 SUPPLIES	0.00	0.00	0	0		0.00	0.00	0.00
81 OTHER OPERATING EXP.	0.00	0.00	0	0		0.00	0.00	0.00
81 CAPITAL PROJECTS	25,346,859.54	12,039,161.34	0	0		-37,386,020.88	0.00	0.00
81 FACILITIES ACQ. & CO	25,424,944.36	12,039,161.34	0	0		-37,464,105.70	0.00	0.00
-- Expense	25,511,405.93	12,541,706.60	0	0		-38,053,112.53	0.00	0.00
Grand Revenue Totals	3,063,035.84	0.00	0	0		-3,063,035.84	0.00	0.00
Grand Expense Totals	25,511,405.93	12,541,706.60	0	0		-38,053,112.53	0.00	0.00
Grand Totals	22,448,370.09	12,541,706.60	0	0		34,990,076.69	0.00	0.00
	Loss	Loss				Profit		

190 Number of Accounts: 352

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

FC OBJ	2025-26		Encumbered Amount	2025-26		Unencumbered Balance	2025-26 FYTD %
	FYTD Activity	Original Budget		Revised Budget	Balance		
00 LOCAL/INTER. SOURCES	887,418.94	2,742,000	0.00	2,742,000	1,854,581.06	32.36	
00 STATE PROGRAM REV.	59,880.50	423,750	0.00	423,750	363,869.50	14.13	
00 FEDERAL PROG. REV.	0.00	0	0.00	0	0.00	0.00	
00 PAYROLL COSTS	0.00	0	0.00	0	0.00	0.00	
00 OTHER RESOURCES	1,235,243.02	3,350,000	0.00	3,350,000	2,114,756.98	36.87	
00 gen	2,182,542.46	6,515,750	0.00	6,515,750	4,333,207.54	33.50	
-- Revenue	2,182,542.46	6,515,750	0.00	6,515,750	4,333,207.54	33.50	
00	0.00	0	0.00	0	0.00	0.00	
00 gen	0.00	0	0.00	0	0.00	0.00	
11 PAYROLL COSTS	0.00	0	0.00	0	0.00	0.00	
11 INSTRUCTION	0.00	0	0.00	0	0.00	0.00	
35 PAYROLL COSTS	788,479.95	3,343,992	0.00	3,343,992	2,555,512.05	23.58	
35 PRO./CONTRACTED SVC.	16,125.99	24,000	33,149.21	24,000	-25,275.20	205.31	
35 SUPPLIES	877,712.54	2,369,500	590,324.27	2,369,500	901,463.19	61.96	
35 OTHER OPERATING EXP.	79.00	9,500	0.00	9,500	9,421.00	0.83	
35 CAPITAL PROJECTS	0.00	100,000	0.00	100,000	100,000.00	0.00	
35 FOOD SERVICES	1,682,397.48	5,846,992	623,473.48	5,846,992	3,541,121.04	39.44	
51 PAYROLL COSTS	0.00	0	0.00	0	0.00	0.00	
51 PRO./CONTRACTED SVC.	0.00	82,397	0.00	82,397	82,397.00	0.00	
51 PLANT MAINTENANCE &	0.00	82,397	0.00	82,397	82,397.00	0.00	
61 PAYROLL COSTS	145,237.69	631,797	0.00	631,797	486,559.31	22.99	
61 PRO./CONTRACTED SVC.	0.00	15,569	0.00	15,569	15,569.00	0.00	
61 SUPPLIES	10,726.75	41,700	3,766.76	41,700	27,206.49	34.76	
61 OTHER OPERATING EXP.	359.54	5,162	431.41	5,162	4,371.05	15.32	
61 CAPITAL PROJECTS	0.00	0	0.00	0	0.00	0.00	
61 COMMUNITY SERVICES	156,323.98	694,228	4,198.17	694,228	533,705.85	23.12	
81 CAPITAL PROJECTS	0.00	0	0.00	0	0.00	0.00	
81 FACILITIES ACQ. & CO	0.00	0	0.00	0	0.00	0.00	
-- Expense	1,838,721.46	6,623,617	627,671.65	6,623,617	4,157,223.89	37.24	
Grand Revenue Totals	2,182,542.46	6,515,750	0.00	6,515,750	4,333,207.54	33.50	

FC OBJ	2025-26		Encumbered		2025-26		2025-26		Unencumbered	
	FYTD Activity	Amount	Original Budget	Revised Budget	Balance	FYTD \$	Profit	Loss	Profit	
Grand Expense Totals	1,838,721.46	627,671.65	6,623,617	6,623,617	4,157,223.89	37.24				
Grand Totals	343,821.00	627,671.65	107,867	107,867	175,983.65	-318.75				
		Profit		Loss						

Number of Accounts: 1032

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

WAXAHACHIE ISD SUMMARY OF ACTIVITY AS OF NOVEMBER 2025

GENERAL FUND	YTD ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	YTD %	PRIOR YTD %
REVENUES	31,842,090.24	128,473,862	128,473,862	24.78%	18.88%
EXPENDITURES	32,940,851.28	128,349,637	128,603,137	25.61%	16.62%
SPECIAL PROGRAMS					
REVENUES	852,131.72	0	5,089,143	16.74%	1.33%
EXPENDITURES	1,496,742.97	0	5,089,143	29.41%	15.84%
INTEREST & SINKING					
REVENUES	623,478.89	40,845,453	40,845,453	1.53%	0.89%
EXPENDITURES	0.00	42,080,116	42,080,116	0.00%	0.00%
CAPITAL PROJECTS					
REVENUES	3,063,035.84	0	0	0.00%	18.99%
EXPENDITURES	25,511,405.93	0	0	0.00%	2.15%
ENTERPRISE FUNDS					
REVENUES	2,182,542.46	6,515,750	6,515,750	33.50%	18.97%
EXPENDITURES	1,838,721.46	6,623,617	6,623,617	27.76%	19.07%

Waxahachie ISD 2025-26 Budget Summary November 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
REVENUES											
5700 LOCAL REVENUE	65,914,500	65,914,500	1,653,627	85,592	23,044	36,446,672	623,479	-	3,063,036	2,742,000	887,419
5800 STATE PROGRAM REVENUES	62,459,362	62,459,362	30,166,347	1,007,507	148,403	4,298,781	-	-	-	423,750	59,881
5900 FEDERAL REVENUES	100,000	100,000	14,835	3,996,044	680,684	100,000	-	-	-	-	-
7900 OTHER RESOURCES/TRANSFERS	-	-	7,281	-	-	-	-	-	-	3,350,000	1,235,243
TOTAL REVENUES	128,473,862	128,473,862	31,842,090	5,089,143	852,132	40,845,453	623,479	-	3,063,036	6,515,750	2,182,543
APPROPRIATIONS BY FUNCTION											
00 TRANSFERS BETWEEN FUNDS	-	-	-	-	-	-	-	-	-	-	-
11 INSTRUCTIONAL RESOURCES & MEDIA SER	75,701,782	75,814,180	18,430,242	1,757,879	591,386	-	-	-	5,064	-	-
12 INSTRUCTIONAL RESOURCES & MEDIA SER	1,333,636	1,333,636	289,924	-	-	-	-	-	-	-	-
13 CURRICULUM & INSTRUCTIONAL STAFF DEV.	1,888,070	1,888,070	454,080	1,262,703	391,285	-	-	-	-	-	-
21 INSTRUCTIONAL LEADERSHIP	3,285,172	3,283,074	771,769	-	-	-	-	-	-	-	-
23 SCHOOL ADMINISTRATION	6,842,850	6,842,850	1,676,698	2,806	1,589	-	-	-	-	-	-
31 GUIDANCE AND COUNSELING SERVICES	3,886,926	3,886,926	919,997	1,764,248	465,769	-	-	-	-	-	-
32 SOCIAL WORK SERVICES	83,394	83,394	20,052	-	-	-	-	-	-	-	-
33 HEALTH SERVICES	1,625,365	1,625,365	417,313	-	-	-	-	-	-	-	-
34 STUDENT (PUPIL) TRANSPORTATION	4,941,783	4,941,783	1,235,778	-	-	-	-	-	-	-	-
35 FOOD SERVICES	-	-	-	-	-	-	-	-	-	5,846,992	1,682,397
36 CURRICULAR/EXTRACURRICULAR ACTIV.	5,002,704	4,995,904	1,376,746	-	-	-	-	-	-	-	-
41 GENERAL ADMINISTRATION	3,316,723	3,316,723	882,646	-	-	-	-	-	-	-	-
51 PLANT MAINTENANCE AND OPERATION	13,334,587	13,334,587	4,391,019	-	-	-	-	-	81,397	82,397	-
52 SECURITY & MONITORING SERVICES	2,566,319	2,716,319	538,146	302,507	46,713	-	-	-	-	-	-
53 DATA PROCESSING SERVICES	2,171,124	2,171,124	901,599	-	-	-	-	-	-	-	-
61 COMMUNITY SERVICES	264,202	264,202	62,184	-	-	-	-	-	-	694,228	156,324
71 DEBT SERVICE 91-G/O	820,000	820,000	-	-	-	42,080,116	-	-	-	-	-
81 FACILITIES	300,000	300,000	87,644	-	-	-	-	-	25,424,944	-	-
96 JJAEP	60,000	60,000	9,250	-	-	-	-	-	-	-	-
99 OTHER	925,000	925,000	475,764	-	-	-	-	-	-	-	-
TOTAL APPROPRIATIONS AND TRANSFERS	128,349,637	128,603,137	32,940,851	5,090,143	1,496,742	42,080,116	623,479	-	25,511,405	6,623,617	1,838,721
TOTAL REVENUES OVER (UNDER) APPROPRIATIONS	124,225	(129,275)	(1,098,761)	(1,000)	(644,610)	(1,234,663)	623,479	-	(22,448,369)	(107,867)	343,822

**Waxahachie Independent School District
BOARD OF TRUSTEES**

Date: January 12, 2026 **Presented By:** Ryan Kahlden

Subject: Budget Calendar for 2026-27 **Related Page(s)** 2

**Consent
Agenda Item**

EXECUTIVE SUMMARY:

Budget calendar for the 2026-27 budget is presented for Board review and approval.

ATTACHMENTS:

2026-27 Budget Calendar

		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 2026-27 budget calendar be approved as presented.

WAXAHACHIE INDEPENDENT SCHOOL DISTRICT 2026-27 BUDGET CALENDAR

JANUARY 2026

Review the 2025-26 employees charged to federal and state grants, stipends, salary schedules, substitute pay, etc. with Chief Financial Officer, Chief HR Officer, Director of Accounting, SPED Director, Fed/State Grants Director.

Chief HR Officer updates staffing formulas

January 12, 2026

Monthly board meeting

FEBRUARY 2026

Start principal meetings with site-based committees for budget development

Preliminary revenue estimates

Project enrollment based on demographer reports

Training to Principals/Secretaries/Directors on inputting budget in Skyward - budget allotments sent out

February 9, 2026

Monthly board meeting

MARCH 2026

Discuss raises to be built into the 2026-27 budget, if any

March 9, 2026

Monthly board meeting

March 23, 2026

Board budget workshop to identify goals/parameters

APRIL 2026

Continue projections of revenue and expenditures based upon estimates from appraisal district

April 13, 2026

Monthly board meeting

April 30, 2026

Deadline to have Campus/Department budgets input into Skyward. (Campus/Departments given access to input their own budgets)

April 30, 2026

Estimated values due from Chief Appraiser

WAXAHACHIE INDEPENDENT SCHOOL DISTRICT 2026-27 BUDGET CALENDAR

MAY 2026

May 11, 2026	Monthly board meeting. Preliminary 2026-27 budget reviews.
May 25, 2026	Optional budget workshop if needed

JUNE 2026

June 8, 2026	Monthly board meeting
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JULY 2026

July 13, 2026	Monthly board meeting. Set tentative tax rate to publish in paper
July 24, 2026	Certified Values due from Chief Appraiser

AUGUST 2026

August 5, 2026	Notice must be published in paper before August 5, 2026 for August 31, 2026 public hearing
August 10, 2026	Monthly board meeting and budget workshop
August 31, 2026	Public hearing on 2026-27 budget. Adopt 2026-27 budget and set tax rate. Amend final 2025-26 budget.

**Waxahachie Independent School District
BOARD OF TRUSTEES**

Date: January 12, 2026 **Presented By:** Stephen Mott

Subject: Full replacement of TC Wilemon EMS System **Related Page(s)** 10



EXECUTIVE SUMMARY:

To do a full school replacement of the EMS, Energy Management System, at TC Wilemon Building at a price not to exceed \$175,000 completed by Enviromatic Systems

		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 the TC Wilemon Building full EMS replacement project be approved as presented.

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 quotes: Stephen Mott

Department: Support Services

Budget Allocated for Purchase: _____

Item(s) being quoted: TC Wilemon EMS upgrade/changeover

Vendor #1: Company Name: Enviromatic Systems

Representative: Trevyn Sergeant

Vendor Approved via: Local

Amount Quoted: \$162,000.00 Power meters

Vendor #2: Company Name: APS

Representative: Josh Crain

Vendor Approved via: Local

Amount Quoted: \$135,100.00 power meters

Vendor #3: Company Name: Team Solutions

Representative: Matt Kudelka

Vendor Approved via: Buy Board

Amount Quoted: \$115,500.00 power meters

Based on the quotes received, I believe it is the most advantageous to Waxahachie ISD to use

Enviromatic Systems

TC Wilemon EMS upgrade/changeover

(vendor) _____ for the procurement of (item) _____

Campus Principal / Department Head / Administrator

Date

Business Office Approval

Date

Building automation specialists

**Scope Letter/Proposal**

7/11/2025

Mr. Mark Klis
 Assistant Project Manager
 631 Solon Rd.
 Waxahachie, TX 75165

Project: Waxahachie ISD- T.C. Wilemon Campus
Address: 602 W 2nd St, Waxahachie, TX 75165

Dear Mr. Klis,

Enviromatic Systems, Inc is pleased to provide this pricing to install new HVAC controls for the T.C. Wilemon Campus.

Items included:

Reliable Control front-end user interface graphics with floorplans, equipment graphics, scheduling tool, and trend logs
 Setup of trend logs for all inputs and setup of runtime logs
 Installation of new controllers, sensors, and control space sensor
 Installation of new controllers in Roof Top Units
 Web Based Custom User Interface Graphics to match district standard
 5- Year Manufacture Warranty

DDC Control system:

- **Thirty-Two (32) DX Roof Top Units:**
 - Dedicated field installed DDC controller
 - Reuse of existing control wire
 - Reuse of existing communication wire
 - Supply start/stop
 - Supply fan status (reuse of existing current sensor)
 - Supply fan speed control (where necessary)
 - Supply air temperature (new sensor and installation)
 - Control of stages of heating and cooling
 - Control of outside air damper actuator (reuse of existing outside air damper actuator and damper)
 - Outside air damper feedback
 - Space temperature and humidity sensor with display
- **Thirteen (13) DX Split Units:**
 - Dedicated field installed DDC controller
 - Reuse of existing control wire
 - Reuse of existing communication wire
 - Supply start/stop
 - Supply fan status (reuse of existing current sensor)
 - Supply air temperature (new sensor and installation)
 - Control of compressor
 - Control of reversing valve
 - Control of Auxiliary heat
 - Control of outside air damper actuator (reuse of existing outside air damper actuator and damper)
 - Outside air damper feedback
 - Space temperature and humidity sensor with display
- **One (2) Kitchen Exhaust Fans:**
 - Dedicated field installed DDC controller
 - All required control cable and installation
 - Exhaust fan status

2337 West Warrior Trail, Grand Prairie, TX 75052
 Phone: (972) 206-2590 Fax: (972) 206-2635 ²⁰⁰www.enviromaticsystems.com



- Misc. Items:
 - Monitoring OA temperature and humidity
 - Cooler and Freezer high temperature alarm
 - Control of exterior lighting contactors (9 total)
 - Monitoring spaces temperature of IDF room served by ductless mini split units (2 total)
 - Monitoring spaces temperature of IDF room served by DX Split Unit (1 total)

- Four (4) Site Electrical Meters (provided and installed Enviromatic Systems):
 - All control wire, sensors, communication wire, panels, controllers, conduit and installation
 - One (1) 2000 Amp Service Feed-
 - Monitoring the following:
 - Phase A, B and C- Voltage
 - Phase A, B and C- Amperage
 - Phase A, B and C- Kw
 - Power Factor
 - One (1) 400 Amp Service Feed (Science Wing)-
 - Monitoring the following:
 - Phase A, B and C- Voltage
 - Phase A, B and C- Amperage
 - Phase A, B and C- Kw
 - Power Factor
 - Two (2) 200 Amp Service Feeds (Gym Area)-
 - Monitoring the following:
 - Phase A, B and C- Voltage
 - Phase A, B and C- Amperage
 - Phase A, B and C- Kw
 - Power Factor

Clarifications and exclusions:

- This proposal includes salvaging the existing BMS controllers and returning them to the district.
- This proposal excludes repair of existing mechanical equipment.
- This base proposal includes reuse of existing communication wire, control wire and space sensor wire.
- This proposal excludes providing unit heaters or VFDs.
- This proposal excludes work on fire systems, smoke detectors, fire dampers, smoke dampers or combination smoke and fire dampers.
- This proposal includes a 1-year warranty on the above-mentioned energy management control system.
- Sales tax, bonds and permits not included.

Total Base Price: \$162,300.00

Thank you for this opportunity to be of service. If you have any questions or would like to discuss this proposal, please contact me at 214-517-8232 (cell).

Sincerely,

Trevyn Sergeant

7/15/2025

Proposal # 337808

Waxahachie ISD
600 West 2nd Street
Waxhachie, TX 75165

Reference: Controls Retro
Building: 600 West 2nd Street (Wilemon Steam)

Pursuant to your request, APS Building Services, Inc is pleased to estimate the following work at the above referenced property. Please find our services and associated cost as follows:

Scope of Work:

- Provide and install a BACnet UPS to serve as backup power for the Jace.
- Provide a Niagara Jace to be installed in the existing Location of the Alerton System to include:
 - 18 Month SMA
 - 100 Device License
- Provide and install a unitary Distech Controller to control each RTU (32) to also include:
 - Room Air Sensor (District Standard with Temperature & Humidity)
 - Fan Status Sensor
 - Discharge Air Sensor
 - Programming & Testing for proper operation
 - Two stage cooling control with economizer control / (2) Units have 4 Stages on Gym.
- Provide and install a unitary Distech Controller to control each Split-System (13) to also include:
 - Room Air Sensor (District Standard with Temperature & Humidity)
 - Fan Status Sensor
 - Discharge Air Sensor
 - Programming & Testing for proper operation
- Provide and install a controller to control the exterior lights. (Contactor located near the kitchen)
- Provide and install a controller to monitor the following items in the kitchen:
 - Kitchen Exhaust Fan
 - Kitchen Cooler/Freezer Temperatures
- Provide a controller for each MDF/IDF (4) room with a space temperature to monitor active space temperature.
- Create a Graphical user interface similar to the graphics within this quote to enable the end user the ability to monitor and control setpoints throughout the building.
- Develop and design a 3D graphical floor plan of the building and place the above scoped controllers and place links for each controller scoped above in the area that it serves for end-user monitoring and control of the installed devices scoped above.
- Connect the Jace to the District Supervisor Server.
- Check out with Customer.

Clarifications & Exclusions

- All labor quoted in this quote is quoted at normal business hours of Monday-Friday 8am-5pm.
- Customer is responsible for providing up to date floor plan to allow APS the ability to render 3D floor plans.
- Customer is responsible for ensuring adequate power is at each unit to power the DDC Controller.
- Customer is responsible for providing access to all areas where work is to be performed.
- This quote excludes any cost for any Test & Balance services. If APS services are needed for T&B, this will be at an additional cost to the customer with customer approval.
- This quote excludes conduit, electrical, and/or tying into any life safety devices.
- APS assumes all existing mechanical equipment is in working order. APS will provide a deficiency report for any issues found while performing the above scope of work.
- APS is not responsible for patching, painting, or cosmetic touch up that installation of these devices may cause.
- APS will provide a 1 year warranty on parts, and a 90 day warranty on labor for poor/faulty workmanship.

Estimated Cost: \$135,100.00
Tax: \$0.00
Total: \$135,100.00

Note: This quote does not include any additional tariffs, duties, or government-imposed fees that may be enacted after the date of issuance. Any such costs will be the responsibility of the buyer and may result in adjustments to the final pricing.

This estimated cost is for the services, to be performed during regular business hours unless otherwise noted above. Excluded from this amount are permits, freight, restocking fee, and any additional parts, repairs or services not listed. **This quote is effective for a period of 30 days.**

Upon acceptance of this proposal, APS reserves the right to bill for the equipment and material costs when it ships from the manufacturer. The labor and any additional material will be progressively billed monthly based on the duration of the project. The remainder of the balance will be billed at the completion of the project and in accordance with our billing terms unless otherwise specified and agreed upon between APS and the customer.

APS Building Services, Inc. appreciates the opportunity to provide you with a quality service on which to rely. If you have any questions or concerns, please do not hesitate to contact me at 972-387-3334.

Sincerely,

Josh Crain

Josh Crain / Automation Account Manager

Approved by: _____

Date: _____



Texas Energy & Automation Management Solutions
Empowering Our Clients to be Successful in Their Mission

Proposal No. undefined
Date: 8/6/2025

Project: TC Wilemon Upgrade
Scope: Mechanical Controls
Proposal: T.E.A.M. Solutions, Inc. proposes to provide installation of low voltage controls associated with equipment identified below for the above project.

Pricing: The following scope of work and services detailed below will be provided for the net sum of:

Base Scope: **\$ 115,500.00**

Inclusions:

- Database Development – Alarming & Trending, Programming Sequences of Operations as specified.
- Electronic O&M Manuals.
- Electronic Submittals – Flow Diagrams, End to End Wiring Details, Control Panel Details, & Commissioning Sheets.
- Point-to-Point Testing & Verification.
- Sequence Testing & Verification.
- T&B Coordination.
- Standard and Summary Graphics as Specified.
- Installation will comply with all applicable codes. Cables will be installed without a raceway in concealed accessible areas.
- Jobsite Coordination Meetings.
- Delta enteliWEB BACnet Software with DDC Controllers and peripheral devices
- Re-use peripheral devices, transformers, enclosures, raceways and cable where possible.

Exclusions:



Texas Energy & Automation Management Solutions, LLC

Page 1 of 5

Phone Number: 1-877-732-215

Licensed by the Texas Private Security Board – Lic. No. B17574

Direct Complaints to: Texas Department of Public Safety – Private Security Bureau, PO Box 4087, Austin, TX 77873 (512) 424-7293

- Additional Safety Devices.
- Control Dampers and Actuators.
- Control Valves.
- Electric Meters.
- Equipment Override Switches.
- Exhaust Fan Control and Associated Interlock Wiring.
- Gas Meters.
- Motor Starters & VFDs.
- Wall Louvers and Exhaust Fan Isolation Dampers & Actuators.
- Water Meters.
- Smoke & Fire Alarm Management System, Devices and/or Associated Work including Duct Smoke Detectors, Shutdown Relays, and Combination Fire and Smoke Dampers (CFSD).
- 120VAC power to Control Panels.
- 3rd Party Commission.
- Access Panels, Cutting, Coring, Patching, Penetrations, Painting, Demolition and Abatement.
- After Hours work.
- Applicable Sales Tax, Performance and Payment Bonds and Permits.
- Certified Payroll.
- Test & Balance.
- Mechanical Equipment Repairs or Replacement.
- Repairs to existing non-working Controls System and/or Peripheral Devices.
- Warranty of existing Controls System and/or Peripheral Devices.

Clarifications:

- No Wage Rates Specified.
- Network connection required by owner, Ethernet CAT5e minimum.
- Owner to provide internet connection with static IP address and SMTP email account for alarms if desired.
- Unless otherwise indicated, prices quoted are subject to cancellation or escalation if proposal is not accepted within 30 days.
- Submittals will be issued within 4 to 6 weeks after receiving current construction documents and approved set of equipment submittals.



Controlled Equipment:

- **Typical of (32) 20|RTU-#**
 - [TTE-2] Sup_Temp
 - [CT-1] SF_Amps
 - [FAN-1] SF_Start_Stop
 - [HTG - 2] Gas_Stg2_Cmd
 - [HTG - 1] Gas_Stg1_Cmd
 - [CLG-2] DX_Stg2_Cmd
 - [CLG-1] DX_Stg1_Cmd
 - [ECO-1] Econ_Enab
 - [SIG-1] Hum_Sig
 - [AE-1] Econ_Dmpr_Cmd
 - [HTE-3A] Room_Hum
 - [TTE-3A] Room_Temp
 - T.E.A.M to re use existing sensors on all RTU's

- **Typical of (13) Split Systems Humidity Sensors**
 - T.E.A.M to run new wire from closet controller to stat
 - T.E.A.M to replace stat with combo Temp/Humidity EZNS Sensor



Proposal Accepted:
T.E.A.M. Solutions, Inc. is authorized to begin
Work on this project as proposed.

Proposal Submitted by:
T.E.A.M. Solutions, Inc.
Waco, Texas

Purchaser _____
Signature _____
Title _____
Date _____
Phone _____
E-mail _____

Seller Matt Kudelka
Signature *Matt Kudelka*
Title Account Executive
Date 8/6/2025
Phone 254-366-0961
E-mail matt.kudelka@teamsol.net



TERMS & CONDITIONS

AGREEMENT AND LIMITATIONS: Client accepts these Standard Terms and Conditions by signing and returning T.E.A.M. Solutions' Proposal, by sending a purchase order in response to Proposal, or Client's instructions to T.E.A.M. Solutions to begin work. Upon Client's acceptance, T.E.A.M. Solutions Proposal and related terms and conditions referred to in the Proposal shall constitute the entire agreement relating to the products and services covered by the Proposal. No terms, conditions or warranties other than those identified in the Proposal and no agreement or understanding, oral or written, in any way purporting to modify such terms and conditions whether contained in Client's purchase order or elsewhere shall be binding unless hereafter made in writing and signed by T.E.A.M. Solutions' authorized representative.

SCOPE OF WORK: This proposal is based upon the use of straight time labor only. T.E.A.M. Solutions shall perform on behalf of Client services as described in the scope of work section and shall be compensated according to the pricing set forth herein. Plastering, patching and painting are excluded. T.E.A.M. Solutions agrees to keep the job site clean of debris arising out of its own operations. Client shall not back charge T.E.A.M. Solutions for any costs or expenses without T.E.A.M. Solutions' written consent.

PAYMENT TERMS: Client shall pay T.E.A.M. Solutions, at the time Client signs this agreement, an advance payment equal to 50% of the contract price, and Client agrees to pay T.E.A.M. Solutions' additional amounts invoiced within net-30 days of invoice date. T.E.A.M. Solutions may invoice Client monthly for all materials furnished, whether delivered to the installation site or to an off-site storage facility and for all work performed on-site or off-site. No retention shall be withheld from any payments except as expressly agreed in writing by T.E.A.M. Solutions, in which case retention shall be reduced per the contract documents and released no later than the date of substantial completion. If payment is not received as required hereby, T.E.A.M. Solutions may suspend performance and the time for completion shall be extended for a reasonable period of time no less than the period of suspension. Client shall be liable to T.E.A.M. Solutions for all reasonable shut down, standby and start-up costs as a result of the suspension. All amounts outstanding 10 days beyond the due date are subject to a service charge not to exceed 1.5% of the principal amount due or the maximum allowable legal interest rate, retroactive to the due date. Client shall pay all costs (including attorney's fees) incurred by T.E.A.M. Solutions in attempting to collect amounts due and otherwise enforcing these terms and conditions.

MATERIALS: If the materials or devices included in this proposal become temporarily or permanently unavailable for reasons beyond the control and without the fault of T.E.A.M. Solutions, then in the case of such temporary unavailability, the time for performance of the work shall be extended to the extent thereof, and in the case of permanent unavailability, T.E.A.M. Solutions shall (a) be excused from furnishing said materials or devices, and (b) be reimbursed for the difference between the cost of the materials or devices permanently unavailable to and the cost of a reasonable available substitute therefore. T.E.A.M. Solutions shall be allowed to substitute materials if the materials or devices specified in the proposal become unavailable for reasons beyond the control of T.E.A.M. Solutions.

WARRANTY: T.E.A.M. Solutions warrants that, for a period of one year from the date of substantial completion (the "Warranty Period"), materials and devices installed hereunder and Work shall be free from defects in material, manufacture, and workmanship. Substantial completion date shall be the earlier of the date that the Work is sufficiently complete so that Client can utilize the Work for its intended use or the date that Client receives beneficial use of the Work. If such defect is discovered within the Warranty Period, T.E.A.M. Solutions will correct the defect or furnish replacement equipment (or, at its option, parts therefore). No liability whatever shall attach to T.E.A.M. Solutions until said equipment and Work have been paid for in full and then said liability shall be limited to T.E.A.M. Solutions' cost to correct the defective Work and/or the purchase price of the equipment shown to be defective. T.E.A.M. Solutions' warranties expressly exclude any remedy for damage or defect by corrosion, erosion, or deterioration, abuse, modifications, alterations, misuse, or which has not been properly and reasonably maintained, or repairs not performed by T.E.A.M. Solutions. Improper operation, or normal wear and tear under normal usage. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO, THOSE OF MERCHANTABILITY AND FITNESS FOR A SPECIFIC PURPOSE. T.E.A.M. Solutions shall not be obligated to pay for the cost of lost refrigerant.

TAXES: The price of the proposal does not include duties, sales, use, excise, or other similar taxes, unless required by federal, state or local law. Client shall pay, in addition to the stated price, all taxes not legally required to be paid by T.E.A.M. Solutions or, alternatively, shall provide T.E.A.M. Solutions with acceptable tax exemption certificates. T.E.A.M. Solutions shall provide Client with any tax payment certificate upon request and after completion and acceptance of the work.

INSURANCE: Each Party shall take out and maintain at its own expense all insurance necessary to cover its obligations under the Agreement.

LIABILITY: T.E.A.M. Solutions shall not be liable for any special, indirect or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement.

T.E.A.M. SOLUTIONS AND CLIENT MUTUALLY AND EXPRESSLY AGREE TO WAIVE ALL CLAIMS AGAINST ONE ANOTHER FOR ANY CONSEQUENTIAL (SPECIAL) DAMAGES REGARDLESS OF THE BASIS FROM WHICH SUCH CLAIMS ARISE OR THE THEORY OF RECOVERY UPON WHICH SUCH CLAIMS ARE FOUNDED. THESE DAMAGES INCLUDE, BUT ARE NOT LIMITED TO, CLAIMS FOR LOSS OF PROFIT OR REVENUE, LOSS OF USE OR OPPORTUNITY, LOSS OF GOODWILL, COST OF SUBSTITUTE FACILITIES, GOODS OR SERVICES, COST OF CAPITAL, OR ANY INDIRECT, PUNITIVE/EXEMPLARY DAMAGES.

THE PARTIES HERETO AGREE TO INDEMNIFY EACH OTHER FROM ANY AND ALL LIABILITIES, CLAIMS, EXPENSES, LOSSES OR DAMAGES, INCLUDING ATTORNEY'S FEES, WHICH MAY ARISE IN CONNECTION WITH THE EXECUTION OF THE WORK HEREIN SPECIFIED AND WHICH ARE CAUSED, IN WHOLE OR IN PART, BY THE NEGLIGENCE ACT OR OMISSION OF THE INDEMNIFYING PARTY.

INDEMNITY IS NOT INTENDED TO EXTEND TO ANY CLAIM ARISING FROM THE NEGLIGENCE OF THE ARCHITECT OR ENGINEER RELATING TO OR ARISING FROM THE DESIGN AND/OR ENGINEERING FOR THE PROJECT.

UTILITIES: Client agrees to provide T.E.A.M. Solutions with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge.

HAZARDOUS MATERIALS: T.E.A.M. Solutions under this Agreement expressly excludes any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of environment Hazards or dangerous substances to include but not limited to asbestos or PCBs, discovered in or on the premises. Client warrants and represents that, except as set forth in a writing signed by T.E.A.M. Solutions, there are no Hazardous Materials on the Premises that will in any way affect T.E.A.M. Solutions' Work and Customer has disclosed to T.E.A.M. Solutions the existence and location of any Hazardous Materials in all areas within which T.E.A.M. Solutions will be performing the Work. Should T.E.A.M. Solutions become aware of or suspect the presence of Hazardous Materials, T.E.A.M. Solutions may immediately stop work in the affected area and shall notify Client. Client will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for any claims, including the payment thereof, arising out of or relating to any Hazardous Materials on or about the Premises. T.E.A.M. Solutions shall be required to resume performance of the Work in the affected area only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall T.E.A.M. Solutions be obligated to transport or handle Hazardous Material, to provide any notices to any governmental agency, or to examine the Premises for the presence of Hazardous Materials.

DELAYS: T.E.A.M. Solutions shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond T.E.A.M. Solutions' control, including, but not limited to: acts of God, governmental or judicial authority, fires, explosions, riots, labor disputes, conditions of the premises, acts or omissions of the Client, Owner, or the Contractors or delays caused by suppliers or subcontractors of T.E.A.M. Solutions. This Agreement shall at T.E.A.M. Solutions' election (i) remain in effect but T.E.A.M. Solutions' obligations shall be suspended until the uncontrollable event terminates, or (ii) be terminated upon ten (10) days notice to Client, in which event Client shall pay T.E.A.M. Solutions for all parts of the Work furnished to the date of termination.

DISPUTES: Any claim arising out of or related to this agreement shall be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party. The parties shall endeavor to resolve their claims by mediation through the use of a mutually agreed upon mediator. Any claim(s) arising out of or related to this agreement exceeding \$15,000.00 and not resolved by mediation shall be subject to binding arbitration in accordance with the American Arbitration Association Construction Industry Rules currently in effect. The parties agree that the laws of the State of Texas shall govern all disputes and venue for all proceedings referred to herein shall be in McLennan County, Texas. The prevailing party in the arbitration shall be entitled to recover, in addition to any award made by the arbitrator(s), its legal costs incurred in resolving the dispute, including, but not limited to reasonable attorney's fees. Nothing herein shall be construed as limiting any rights of T.E.A.M. Solutions to assert and perfect all applicable lien rights.

TERMINATIONS: Either party may, with or without cause, terminate the work/services at any time upon ten (10) working days' written notice to the other Party. In either case, T.E.A.M. Solutions shall be paid costs incurred and fees earned to date of termination and through demobilization.

PERMITS AND GOVERNMENTAL FEES: T.E.A.M. Solutions shall comply with all applicable federal, state and local laws and regulations and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits of a permanent nature shall be procured and paid for by the Client.



Texas Energy & Automation Management Solutions, LLC

Page 5 of 5

Phone Number: 1-877-732-215

Licensed by the Texas Private Security Board - Lic. No. B17574

Direct Complaints to: Texas Department of Public Safety - Private Security Bureau, PO Box 4087, Austin, TX 77783 (512) 424-7293

**Waxahachie Independent School District
BOARD OF TRUSTEES**

Date: January 12, 2026 **Presented By:** Ryan Kahlden

Subject: Release Retainage on Finley/Howard Project **Related Page(s)** 34



EXECUTIVE SUMMARY:

Buford-Thompson Construction (BTC) completed the renovation work at Finley Junior High and the cafeteria expansion and small room additions at Howard Junior High right as school was beginning for the 2025-2026 academic year. Through the fall semester, we have been working with BTC and their contractors to complete installations of various components and work through punch list items. At this time, the district is recommending that retainage on the summer 2025 projects at Finley and Howard Junior Highs be approved for payment.

ATTACHMENT:

Pay Application #17 seeking the release of project retainage

		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 the payment of project retainage for the summer 2025 work at Finley JH and Howard JH as presented.

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: Waxahachie ISD ISD

411 N. Gibson Street
Waxahachie, TX 75165

FROM CONTRACTOR: BTC
1450 N. Jim Wright Freeway
Fort Worth, Texas 76108

PROJECT: Finley Junior High (additions and renovations) & Howard Junior HS Addition & Renovation
2401 Brown St. 265 Broadhead Rd
Waxahachie, TX 75165 Waxahachie, TX 75165

VIA ARCHITECT: VLK|Architects
1320 Hemphill Street, Suite 400
Fort Worth Texas, 76104

APPLICATION NO.: 17-Retainage Release 01
PERIOD TO: 25-Nov-25
CONTRACT FOR: Construction Manager At Risk Services
CONTRACT DATE: July 22, 2024
BTC PROJECT NO.: 24-464
ARCHITECT PROJ. NO.: 23-129.00 & 23-153.00

Distribution to:
OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, facsimile of AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$23,653,265.00
2. NET CHANGE BY CHANGE ORDERS	\$1,104,056.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$24,757,321.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$22,521,716.62
5. RETAINAGE:	
a: 5 % of Completed Work (Column D+E on G703)	\$1,126,085.83
b: 5 % of Stored Material (Column F of G703)	\$0.00
c: Retainage Release 01 - Pay App 17	(\$1,126,085.83)
Total Retainage (Line 5a + 5b + 5c or Total in Column I of G703)	\$0.00
6. TOTAL EARNED LESS RETAINAGE	\$22,521,716.62
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$21,395,630.79
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$1,126,085.83
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$2,235,604.38
(Line 3 minus Line 6)	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner.	\$1,104,056.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTAL	\$1,104,056.00	\$0.00
NET CHANGES by Change Order	\$1,104,056.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: BTC

By: _____

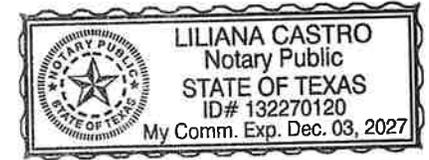
Date: 12/11/2025

State of: Texas
County of: Tarrant

Subscribed and sworn to before
me this 11th day of December 2025

Liliana Castro

Notary Public: Liliana Castro
My Commission expires: 12/3/2027



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 1,126,085.83

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: VLK|Architects

By: _____

Date: 12/15/2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

Waxahachie ISD - Finley JH & Howard JH

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.
In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Request 1 of 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

\$24,757,321.00

\$0.00

\$24,757,321.00

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		% (G ÷ C)			
	General Conditions								
	Supervision								
01-100-10	Project Manager	\$275,194.00	\$275,194.00	\$0.00	\$0.00	\$275,194.00	100.00%	\$0.00	\$13,759.70
OCO-001	Project Manager (Alt. #1 Howard)	\$19,344.00	\$19,344.00	\$0.00	\$0.00	\$19,344.00	100.00%	\$0.00	\$967.20
01-100-15	Assistant Project Manager	\$102,044.00	\$102,044.00	\$0.00	\$0.00	\$102,044.00	100.00%	\$0.00	\$5,102.20
OCO-001	Assistant Project Manager (Alt. #1 Howard)	\$14,346.00	\$14,346.00	\$0.00	\$0.00	\$14,346.00	100.00%	\$0.00	\$717.30
01-102-15	Superintendent	\$520,399.00	\$520,399.00	\$0.00	\$0.00	\$520,399.00	100.00%	\$0.00	\$26,019.95
OCO-001	Superintendent (Alt. #1 Howard)	\$18,290.00	\$18,290.00	\$0.00	\$0.00	\$18,290.00	100.00%	\$0.00	\$914.50
01-102-20	Assistant Superintendent	\$212,599.00	\$212,599.00	\$0.00	\$0.00	\$212,599.00	100.00%	\$0.00	\$10,629.95
OCO-001	Assistant Superintendent (Alt. #1 Howard)	\$15,454.00	\$15,454.00	\$0.00	\$0.00	\$15,454.00	100.00%	\$0.00	\$772.70
99-220-01	Bonds	\$199,321.00	\$199,321.00	\$0.00	\$0.00	\$199,321.00	100.00%	\$0.00	\$9,966.05
OCO-001	Bonds (Alt. #1 Howard)	\$14,541.00	\$14,541.00	\$0.00	\$0.00	\$14,541.00	100.00%	\$0.00	\$727.05
99-220-10	Builders Risk Insurance	\$58,757.00	\$58,757.00	\$0.00	\$0.00	\$58,757.00	100.00%	\$0.00	\$2,937.85
OCO-001	Builders Risk Insurance (Alt. #1 Howard)	\$4,858.00	\$4,858.00	\$0.00	\$0.00	\$4,858.00	100.00%	\$0.00	\$242.90
99-220-15	General Liability Insurance	\$141,543.00	\$141,543.00	\$0.00	\$0.00	\$141,543.00	100.00%	\$0.00	\$7,077.15
OCO-001	General Liability Insurance (Alt. #1 Howard)	\$11,703.00	\$11,703.00	\$0.00	\$0.00	\$11,703.00	100.00%	\$0.00	\$585.15
	Temporary Structures								
01-120-05	Project Office	\$46,652.00	\$46,652.00	\$0.00	\$0.00	\$46,652.00	100.00%	\$0.00	\$2,332.60
OCO-001	Project Office (Alt. #1 Howard)	\$2,877.00	\$2,877.00	\$0.00	\$0.00	\$2,877.00	100.00%	\$0.00	\$143.85
01-120-06	Deliver and Set-Up Project Office	\$29,355.00	\$29,355.00	\$0.00	\$0.00	\$29,355.00	100.00%	\$0.00	\$1,467.75
01-120-20	Storage Container	\$9,732.00	\$9,732.00	\$0.00	\$0.00	\$9,732.00	100.00%	\$0.00	\$486.60
OCO-001	Storage Container (Alt. #1 Howard)	\$574.00	\$574.00	\$0.00	\$0.00	\$574.00	100.00%	\$0.00	\$28.70
01-120-37	Temporary Toilets	\$22,355.00	\$22,355.00	\$0.00	\$0.00	\$22,355.00	100.00%	\$0.00	\$1,117.75
OCO-001	Temporary Toilets (Alt. #1 Howard)	\$1,706.00	\$1,706.00	\$0.00	\$0.00	\$1,706.00	100.00%	\$0.00	\$85.30
01-120-45	Temporary Fencing - Trailer Compound	\$5,758.00	\$5,758.00	\$0.00	\$0.00	\$5,758.00	100.00%	\$0.00	\$287.90
OCO-001	Temporary Fencing - Trailer Compound (Alt. #1 Howard)	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	\$0.00	\$75.00
01-120-60	Project Signage	\$7,903.00	\$7,903.00	\$0.00	\$0.00	\$7,903.00	100.00%	\$0.00	\$395.15
OCO-001	Project Signage (Alt. #1 Howard)	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	\$0.00	\$75.00
01-120-75	Temporary Barricades	\$11,290.00	\$11,290.00	\$0.00	\$0.00	\$11,290.00	100.00%	\$0.00	\$564.50
OCO-001	Temporary Barricades (Alt. #1 Howard)	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	\$0.00	\$75.00
	Safety								
01-130-11	Jobsite Safety	\$16,936.00	\$16,936.00	\$0.00	\$0.00	\$16,936.00	100.00%	\$0.00	\$846.80
OCO-001	Jobsite Safety (Alt. #1 Howard)	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	\$0.00	\$50.00
01-130-30	Fire Extinguishers	\$1,129.00	\$1,129.00	\$0.00	\$0.00	\$1,129.00	100.00%	\$0.00	\$56.45
OCO-001	Fire Extinguishers (Alt. #1 Howard)	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	\$0.00	\$25.00

CONTINUATION SHEET

Waxahachie ISD - Finley JH & Howard JH

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ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

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			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		% (G ÷ C)			
	Temporary Technology								
01-144-12	Mobile Phone	\$10,308.00	\$10,308.00	\$0.00	\$0.00	\$10,308.00	100.00%	\$0.00	\$515.40
OCO-001	Mobile Phone (Alt. #1 Howard)	\$750.00	\$750.00	\$0.00	\$0.00	\$750.00	100.00%	\$0.00	\$37.50
01-144-50	Internet Service	\$4,245.00	\$4,245.00	\$0.00	\$0.00	\$4,245.00	100.00%	\$0.00	\$212.25
OCO-001	Internet Service (Alt. #1 Howard)	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	\$0.00	\$25.00
	Temporary Utilities								
01-146-10	Temp. Electrical Distribution and Meters	\$16,936.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$16,936.00	\$0.00
OCO-001	Temp. Electrical Distributuion and Meters (Alt. #1 Howard)	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
01-146-30	Temp. Water Distribution and Meters	\$6,774.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,774.00	\$0.00
OCO-001	Temp. Water Distribution and Meters (Alt. #1 Howard)	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$400.00	\$0.00
01-155-15	Water, Cups, & Ice	\$3,387.00	\$3,387.00	\$0.00	\$0.00	\$3,387.00	100.00%	\$0.00	\$169.35
OCO-001	Water, Cups, & Ice (Alt. #1 Howard)	\$250.00	\$250.00	\$0.00	\$0.00	\$250.00	100.00%	\$0.00	\$12.50
01-155-30	Office Supplies	\$6,774.00	\$6,774.00	\$0.00	\$0.00	\$6,774.00	100.00%	\$0.00	\$338.70
OCO-001	Office Supplies (Alt. #1 Howard)	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	\$0.00	\$25.00
01-155-40	Postage	\$1,694.00	\$1,694.00	\$0.00	\$0.00	\$1,694.00	100.00%	\$0.00	\$84.70
OCO-001	Postage (Alt. #1 Howard)	\$250.00	\$250.00	\$0.00	\$0.00	\$250.00	100.00%	\$0.00	\$12.50
01-155-62	Construction Plans/Record Documents	\$33,871.00	\$33,871.00	\$0.00	\$0.00	\$33,871.00	100.00%	\$0.00	\$1,693.55
OCO-001	Construction Plans/Record Documents (Alt. #1 Howard)	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%	\$0.00	\$125.00
01-155-90	Office Security	\$24,839.00	\$24,839.00	\$0.00	\$0.00	\$24,839.00	100.00%	\$0.00	\$1,241.95
OCO-001	Office Security (Alt. #1 Howard)	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	\$0.00	\$75.00
	Cleaning & Waste Management								
01-300-25	Dumpsters	\$16,936.00	\$16,936.00	\$0.00	\$0.00	\$16,936.00	100.00%	\$0.00	\$846.80
OCO-001	Dumpsters (Alt. #1 Howard)	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%	\$0.00	\$125.00
	Equipment								
01-600-85	Miscellaneous Small Tools	\$6,774.00	\$6,774.00	\$0.00	\$0.00	\$6,774.00	100.00%	\$0.00	\$338.70
OCO-001	Miscellaneous Small Tools (Alt. #1 Howard)	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	\$0.00	\$25.00
99-235-20	Construction Manager Fee	\$473,066.00	\$421,907.17	\$0.00	\$0.00	\$421,907.17	89.19%	\$51,158.83	\$21,095.36
OCO-001	Construction Manager Fee (Alt. #1 Howard)	\$22,081.00	\$19,695.12	\$0.00	\$0.00	\$19,695.12	89.19%	\$2,385.88	\$984.76
	Allowances								
01-930-01	Owner Contingency - Initial Balance	\$473,066.00							
	Owner Contingency - Current Balance	\$17,067.00						\$17,067.00	
PR-01	City Comments Round 1			212					
PR-02	City Comments Round 2 (Utilities) - See 01-930-12	\$0.00							
PR-03	Revisions Required per Fire Marshal - To Finley 08-010-10	(\$22,799.00)							

CONTINUATION SHEET

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APPLICATION NO.: 17-Retainage Request 9 OF 33 PAGES

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			FROM PREVIOUS APPLICATION <i>(D+E)</i>	THIS PERIOD		% <i>(G ÷ C)</i>			
PR-04	Switch Gear A4 Program for Finley & Howard - To Finley 26-010-10	(\$28,884.00)							
PR-05	VE Valcom to Carehawk Revision - From Finley - 27-051-10	\$37,805.00							
PR-05	VE Valcom to Carehawk Revision - From Howard - 27-051-10	\$39,241.00							
PR-06	Electrical & AV Changes - To Finley 11-052-10	(\$7,867.00)							
PR-06	Electrical & AV Changes - To Finley 26-010-10	(\$8,570.00)							
PR-06	Electrical & AV Changes - To Finley 27-040-10	(\$25,731.00)							
PR-07	Re-purpose Finley RTU - To Finley 23-010-10	(\$117,147.00)							
PR-07	Re-purpose Finley RTU - To Finley 26-010-10	(\$3,923.00)							
PR-08	Finley & Howard - Door & Hardware Schedule Changes - From Howard 04-020-10	\$67,799.00							
PR-08	Finley & Howard - Door & Hardware Schedule Changes - From Finley 08-010-10	\$34,488.00							
PR-08	Finley & Howard - Door & Hardware Schedule Changes - From Finley 08-041-10	\$28,789.00							
PR-08	Finley & Howard - Door & Hardware Schedule Changes - To Howard 09-021-10	(\$51,621.00)							
PR-08	Finley & Howard - Door & Hardware Schedule Changes - To Finley 09-091-10	(\$932.00)							
PR-08	Finley & Howard - Door & Hardware Schedule Changes - To Howard 09-091-10	(\$1,242.00)							
PR-08	Finley & Howard - Door & Hardware Schedule Changes - To Finley 28-010-10	(\$43,164.00)							
PR-08	Finley & Howard - Door & Hardware Schedule Changes - To Howard 28-010-10	(\$26,021.00)							
PR-09	Finley Louvers & Frames - VOID	\$0.00							
PR-10	Finley & Howard Electrical VE Items - From Finley - 26-010-10	\$34,119.00							
PR-10	Finley & Howard Electrical VE Items - From Howard - 26-010-10	\$10,881.00							
PR-11	Owner Requested Flooring Replacement - To 02-041-10	(\$5,452.00)							
PR-11	Owner Requested Flooring Replacement - To 09-065-10	(\$20,032.00)							
PR-12	Kitchen Relocation - To 01-300-15	(\$5,141.00)							
PR-12	Kitchen Relocation - To 09-021-35	(\$4,154.00)							
PR-12	Kitchen Relocation - To 26-010-35	(\$21,665.00)							

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PR-13	Finley - Revised Duct Drawings Per RFI Response - VOID	\$0.00							
PR-14	Howard Wenger Revisions - To 12-038-10	(\$19,452.00)							
PR-15	Howard Band Changes - From 09-021-10	\$17,902.00							
PR-15	Howard Band Changes - To 22-010-10	(\$2,075.00)							
PR-16	Finley Signage - To Finley 10-014-10	(\$57,155.00)							
PR-17	Hardware Revisions - From Finley 08-010-10	\$2,242.00							
PR-18	Claridge to Polyvision. MB Revisions - From Finley 10-011-10	\$13,291.00							
PR-18	Claridge to Polyvision. MB Revisions - From Howard 10-011-10	\$8,598.00							
PR-19	Finley Crawlspace Cleaning - See 01-930-02	\$0.00							
PR-20	Oncor Required Transformer Replacement - To Finley 26-010-10	(\$70,830.00)							
PR-20	Oncor Required Transformer Replacement - See 01-930-11	\$0.00							
PR-21	Theater Lighting Credits - From Finley 26-010-10	\$31,841.00							
PR-21	Theater Lighting Credits - From Howard 26-010-10	\$35,412.00							
PR-22	Kitchen Power Relocation - See 01-930-02	\$0.00							
PR-23	Kitchen Camera Revisions - Pricing in PR-24	\$0.00							
PR-24	Owner Requested PA Revisions - To Finley 26-010-10	(\$5,531.00)							
PR-24	Owner Requested PA Revisions - To Howard 26-010-10	(\$6,925.00)							
PR-24	Owner Requested PA Revisions - To Finley 27-051-10	(\$37,050.00)							
PR-24	Owner Requested PA Revisions - To Finley 28-010-10	(\$12,543.00)							
PR-25	Owner Requested Concessions Revisions - To Finley 03-030-10	(\$1,992.00)							
PR-25	Owner Requested Concessions Revisions - To Finley 22-020-10	(\$4,229.00)							
PR-26	Ramp and Stairs Details - To Howard 03-030-10	(\$16,828.00)							
PR-27	Howard - Added Roof Ladder - To Howard 05-012-10	(\$6,101.00)							
PR-27	Howard - Added Roof Ladder - To Howard 05-012-36	(\$1,254.00)							
PR-28	Howard - Signage - To Howard 10-014-10	(\$61,798.00)							
PR-29	Finley - FRP To Tile in the Kitchen Area - From Howard 09-021-10	\$6,811.00		214					
PR-29	Finley - FRP To Tile in the Kitchen Area - To Finley 09-030-10	(\$25,500.00)							

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PR-30	Under Floor Plumbing Replacement - SEE 01-930-12	\$0.00							
PR-31	Stage Revisions - Finley & Howard - SEE 01-930-12	\$0.00							
PR-32	AV Revisions at Howard JH - To Howard 26-010-10	(\$4,456.00)							
PR-32	AV Revisions at Howard JH - To 27-040-10	(\$20,943.00)							
PR-33	Security Film Revisions - From 08-041-10	\$12,434.00							
PR-33	Security Film Revisions - To 08-041-31	(\$34,240.00)							
PR-34	Howard - Drama Lights per Owner Request - To Howard 26-010-10	(\$6,577.00)							
PR-35	Howard - Tile @ EWC per RFI Response - To Howard 09-030-10	(\$18,739.00)							
PR-36	Finley - Serving Line Tile Revisions - To Finley 09-030-10	(\$2,750.00)							
PR-37	Sound and Light Controls - To 11-061-10	(\$3,148.00)							
PR-38	EWC and Display at Finley - VOID	\$0.00							
PR-39	Pier Reconciliation - To 03-030-10	(\$14,503.00)							
PR-40	Howard Condensing Unit - To Howard 23-010-10	(\$7,363.00)							
PR-40	Howard Condensing Unit - To Howard 26-010-10	(\$9,119.00)							
PR-41	Finley - Owner Added Cameras at Kitchen and Serving Areas at Finley - See 01-930-12	\$0.00							
PR-42	Finley - Added Sprinkler at Stage and Alternate Area - See 01-930-12	\$0.00							
PR-43	Finley Landscaping - See 01-930-13	\$0.00							
PR-44	Finley - Added Canopy at Kitchen - See 01-930-12	\$0.00							
PR-45	Finley - Replacement of 35 Existing Cameras Per Owner Request - See 01-930-12	\$0.00							
PR-46	Additional Microphones for Finley and Howard Per Owners Request - See 01-930-12	\$0.00							
PR-47	Building Letter Credit - From 10-014-10	\$7,794.00							
01-930-02	CM Contingency - Initial Balance	\$473,066.00							
	CM Contingency - Current Balance	\$426,839.00						\$426,839.00	
PR-19	Finley Crawlspace Cleaning - To Finley 22-010-10	(\$28,625.00)							
PR-22	Kitchen Power Relocation - To 26-010-10	(\$17,602.00)							
01-930-11	Power Company Coordination Allowance - Initial Balance	\$30,000.00		215					
	Power Company Coordination Allowance - Current Balance	\$0.00							

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			FROM PREVIOUS APPLICATION <i>(D+E)</i>	THIS PERIOD		% <i>(G ÷ C)</i>			
	Field Engineering								
01-105-10	Site Engineering	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	\$0.00	\$2,500.00
01-105-40	Utility Locates	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.00%	\$0.00	\$1,000.00
	Temporary Structures								
01-120-21	Deliver and Set-Up Storage Container	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100.00%	\$0.00	\$225.00
01-120-37	Temporary Toilets (Jobsite)	\$58,470.00	\$58,470.00	\$0.00	\$0.00	\$58,470.00	100.00%	\$0.00	\$2,923.50
01-120-45	Temporary Fencing (Jobsite)	\$43,500.00	\$43,500.00	\$0.00	\$0.00	\$43,500.00	100.00%	\$0.00	\$2,175.00
01-120-46	Temporary Fencing Wind Screen	\$29,000.00	\$29,000.00	\$0.00	\$0.00	\$29,000.00	100.00%	\$0.00	\$1,450.00
01-120-47	Staging Compound	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.00%	\$0.00	\$1,000.00
01-120-55	Temporary Roads	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00	100.00%	\$0.00	\$2,000.00
01-120-76	Street Maintenance	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$75,000.00	100.00%	\$0.00	\$3,750.00
01-120-80	Interior Protection	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%	\$0.00	\$750.00
	Safety								
01-130-10	Safety Program	\$43,240.00	\$43,240.00	\$0.00	\$0.00	\$43,240.00	100.00%	\$0.00	\$2,162.00
01-130-20	Floor Opening Protection	\$5,250.00	\$5,250.00	\$0.00	\$0.00	\$5,250.00	100.00%	\$0.00	\$262.50
01-130-30	Fire Extinguishers (Jobsite)	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
01-130-40	Overhead Protection	\$8,600.00	\$8,600.00	\$0.00	\$0.00	\$8,600.00	100.00%	\$0.00	\$430.00
	Temporary Technology								
01-144-60	Office Meeting Requirements	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.00%	\$0.00	\$400.00
	Temporary Services								
01-155-25	Office Furnishings	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	\$0.00	\$150.00
01-155-35	Office Equipment	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	100.00%	\$0.00	\$350.00
01-155-36	Software and Technology	\$29,000.00	\$29,000.00	\$0.00	\$0.00	\$29,000.00	100.00%	\$0.00	\$1,450.00
01-155-63	Advertising Costs	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%	\$0.00	\$60.00
01-155-67	Punch List/ Closouts	\$17,000.00	\$17,000.00	\$0.00	\$0.00	\$17,000.00	100.00%	\$0.00	\$850.00
01-155-80	Furniture Protection	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%	\$0.00	\$750.00
	Cleaning & Waste Management								
01-174-23	Final Cleaning - Site	\$35,500.00	\$35,500.00	\$0.00	\$0.00	\$35,500.00	100.00%	\$0.00	\$1,775.00
01-174-30	Final Cleaning - Building	\$112,820.00	\$112,820.00	\$0.00	\$0.00	\$112,820.00	100.00%	\$0.00	\$5,641.00
01-300-15	Clean-Up Labor	\$176,400.00	\$176,400.00	\$0.00	\$0.00	\$176,400.00	100.00%	\$0.00	\$8,820.00
PR-12	Kitchen Relocation - From 01-930-01	\$5,141.00	\$5,141.00	\$0.00	\$0.00	\$5,141.00	100.00%	\$0.00	\$257.05
01-300-25	Dumpsters	\$156,960.00	\$156,960.00	\$0.00	\$0.00	\$156,960.00	100.00%	\$0.00	\$7,848.00
	Equipment								
01-600-25	Equipment Rental	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$60,000.00	100.00%	\$0.00	\$3,000.00
01-600-27	Fuel	\$150,680.00	\$150,680.00	\$0.00	\$0.00	\$150,680.00	100.00%	\$0.00	\$7,534.00
	Permits								
01-550-05	SWPPP Permit(s)	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%	\$0.00	\$300.00
01-550-10	Misc. Permits and Fees	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00

CONTINUATION SHEET

Waxahachie ISD - Finley JH & Howard JH

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Request #1 OF 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

\$24,757,321.00

\$0.00

\$24,757,321.00

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
General Conditions & 01A TOTALS		4,421,212.00	3,536,601.29	0.00	0.00	3,536,601.29	80%	\$884,610.71	\$176,830.06
FINLEY									
02-041-10	Demolition	\$414,337.00	\$414,337.00	\$0.00	\$0.00	\$414,337.00	100.00%	\$0.00	\$20,716.85
PR-11	Owner Requested Flooring Replacement - From 01-930-01	\$5,452.00	\$5,452.00	\$0.00	\$0.00	\$5,452.00	100.00%	\$0.00	\$272.60
	Subcontractor Cost Savings	\$4,083.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,083.00	\$0.00
02-041-20	02A.1 - Demolition Supplement - Finley								
02-041-20	Temporary Partitions and Walkways	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$45,000.00	100.00%	\$0.00	\$2,250.00
02-041-20	Temporary Patching and Weatherproofing	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.00%	\$0.00	\$1,750.00
02-041-20	Marking, Handling, and Storage of Salvage Items	\$2,400.00	\$2,400.00	\$0.00	\$0.00	\$2,400.00	100.00%	\$0.00	\$120.00
02-041-20	Protection of Adjacent Finishes	\$19,250.00	\$19,250.00	\$0.00	\$0.00	\$19,250.00	100.00%	\$0.00	\$962.50
02-041-20	Protection of Existing Structures	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
02-041-20	Relocating Temporary Fencing per Construction Schedule	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	\$0.00	\$100.00
02-041-20	Slab Protection During Demolition	\$1,100.00	\$1,100.00	\$0.00	\$0.00	\$1,100.00	100.00%	\$0.00	\$55.00
	Estimated Cost of Work (02A) - Finley								
02-041-31	Additional Unforeseen Demolition	\$25,000.00	\$15,898.43	\$0.00	\$0.00	\$15,898.43	63.59%	\$9,101.57	\$794.92
02-041-32	Miscellaneous Temporary Shoring	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%	\$0.00	\$750.00
02-041-33	Mechanical, Electrical, & Plumbing Demolition Coordination	\$12,500.00	\$2,661.60	\$0.00	\$0.00	\$2,661.60	21.29%	\$9,838.40	\$133.08
02-041-34	Sawcut, Patching, and Coring Coordination	\$18,750.00	\$1,136.41	\$0.00	\$0.00	\$1,136.41	6.06%	\$17,613.59	\$56.82
03-030-10	Cast-In-Place Concrete	\$492,321.00	\$492,321.00	\$0.00	\$0.00	\$492,321.00	100.00%	\$0.00	\$24,616.05
PR-25	Owner Requested Concessions Revisions - From 01-930-01	\$1,992.00	\$1,992.00	\$0.00	\$0.00	\$1,992.00	100.00%	\$0.00	\$99.60
PR-39	Pier Reconciliation - To 03-030-10	\$14,503.00	\$14,503.00	\$0.00	\$0.00	\$14,503.00	100.00%	\$0.00	\$725.15
	Subcontractor Cost Savings	\$5,159.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,159.00	\$0.00
03-030-20	Unload and Handle Embedded Items	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%	\$0.00	\$300.00
03-030-20	Excavation and Regrading for Sidewalks	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.00%	\$0.00	\$1,750.00
03-030-20	Backfill Curbs and Sidewalks	\$9,800.00	\$9,800.00	\$0.00	\$0.00	\$9,800.00	100.00%	\$0.00	\$490.00
03-030-20	Pumping and Dewatering	\$12,500.00	\$12,500.00	\$0.00	\$0.00	\$12,500.00	100.00%	\$0.00	\$625.00
03-030-20	Clean Pavement (during construction)	\$3,200.00	\$3,200.00	\$0.00	\$0.00	\$3,200.00	100.00%	\$0.00	\$160.00

CONTINUATION SHEET

Waxahachie ISD - Finley JH & Howard JH

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Request 9 OF 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

\$24,757,321.00

\$0.00

\$24,757,321.00

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G		H BALANCE TO FINISH <i>(C-G)</i>	I RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D+E)</i>	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>	% <i>(G ÷ C)</i>		
03-030-31	Enhancing Admixtures (high early, retarding, etc.)	\$5,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,500.00	\$0.00
03-030-32	Patching for Plumbing Rough-In at Existing Slabs	\$5,000.00	\$3,550.44	\$0.00	\$0.00	\$3,550.44	71.01%	\$1,449.56	\$177.52
03-030-33	Slab Recess Coordination	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
03-030-34	Additional Concrete Pads	\$3,500.00	\$979.30	\$0.00	\$0.00	\$979.30	27.98%	\$2,520.70	\$48.97
03-030-35	Additional Mobilization Requirements	\$10,000.00	\$5,981.86	\$0.00	\$0.00	\$5,981.86	59.82%	\$4,018.14	\$299.09
03-030-36	Rock Excavation	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,500.00	\$0.00
03-030-37	Additional Modifications to Existing Building Foundations	\$7,500.00	\$4,215.71	\$0.00	\$0.00	\$4,215.71	56.21%	\$3,284.29	\$210.79
03-030-38	Restriping as Necessary after Construction Operations	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
	Concrete Floor Finishing								
03-035-10	Concrete Floor Finishing	\$1,940.63	\$1,940.63	\$0.00	\$0.00	\$1,940.63	100.00%	\$0.00	\$97.03
	Subcontractor Cost Savings	\$9.37	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9.37	\$0.00
03-035-20	Finished Floor Protection (Sealed)	\$1,290.00	\$1,290.00	\$0.00	\$0.00	\$1,290.00	100.00%	\$0.00	\$64.50
03-035-20	Finished Floor Protection (Polished)	\$2,760.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,760.00	\$0.00
03-035-31	Degreasing and Cleaning Floors Prior to Finishing	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
03-035-32	Tinted Sealer/Dye Color	\$570.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$570.00	\$0.00
04-020-10	Masonry	\$364,744.00	\$364,744.00	\$0.00	\$0.00	\$364,744.00	100.00%	\$0.00	\$18,237.20
	Subcontractor Cost Savings	\$3,231.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,231.00	\$0.00
04-020-20	Staging and Access Provisions	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%	\$0.00	\$300.00
04-020-20	Grading and Leveling for Scaffold	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100.00%	\$0.00	\$225.00
04-020-20	Unload and Handle Embedded Items and Lintels	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	\$0.00	\$75.00
04-020-20	Sealing Penetrations and Top of Walls	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
04-020-31	Through-Wall Flashing Coordination	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
04-020-32	Misc. Additional Stainless Steel Flashings	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
04-020-33	Expansion Joint Coordination	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
04-020-34	Embed Coordination	\$7,350.00	\$7,010.00	\$0.00	\$0.00	\$7,010.00	95.37%	\$340.00	\$350.50
04-020-35	CMU Wall Dowel Coordination	\$12,000.00	\$10,681.00	\$0.00	\$0.00	\$10,681.00	89.01%	\$1,319.00	\$534.05
04-020-36	Load-Bearing CMU Coordination	\$7,500.00	\$6,085.00	\$0.00	\$0.00	\$6,085.00	81.13%	\$1,415.00	\$304.25
05-012-10	Structural Steel Framing	\$239,490.00	\$239,490.00	\$0.00	\$0.00	\$239,490.00	100.00%	\$0.00	\$11,974.50
PR-44	Finley - Added Canopy at Kitchen - From 01-930-12	\$2,399.00	\$2,399.00	\$0.00	\$0.00	\$2,399.00	100.00%	\$0.00	\$119.95
	Subcontractor Cost Savings	\$1,174.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,174.00	\$0.00

CONTINUATION SHEET

Waxahachie ISD - Finley JH & Howard JH

APPLICATION AND CERTIFICATE FOR PAYMENT,
containing Contractor's signed Certification, is attached.
In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Release OF 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

\$24,757,321.00

\$0.00

\$24,757,321.00

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		% (G ÷ C)			
05-012-20	Cut Openings in Metal Deck	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
05-012-20	Core, Sleeve, and Epoxy Handrails	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	\$0.00	\$100.00
05-012-20	Install Wall-Mounted Handrails	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	\$0.00	\$150.00
05-012-31	Miscellaneous Steel for Equipment	\$6,250.00	\$6,250.00	\$0.00	\$0.00	\$6,250.00	100.00%	\$0.00	\$312.50
05-012-32	Miscellaneous In-Wall Bracing and Angles	\$7,500.00	\$3,555.30	\$0.00	\$0.00	\$3,555.30	47.40%	\$3,944.70	\$177.77
05-012-33	Prefabricated Walkway Canopy Connections Coordination	\$3,000.00	\$1,595.00	\$0.00	\$0.00	\$1,595.00	53.17%	\$1,405.00	\$79.75
05-012-34	Stage Curtain Structural Support Coordination	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,500.00	\$0.00
05-012-35	Steel Deck Replacement Coordination	\$4,580.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,580.00	\$0.00
06-010-10	Rough Carpentry	\$62,860.00	\$62,860.00	\$0.00	\$0.00	\$62,860.00	100.00%	\$0.00	\$3,143.00
06-040-10	Architectural Woodwork	\$144,662.00	\$144,662.00	\$0.00	\$0.00	\$144,662.00	100.00%	\$0.00	\$7,233.10
PR-31	Stage Revisions - Finley & Howard - From 01-930-12	\$4,834.00	\$4,834.00	\$0.00	\$0.00	\$4,834.00	100.00%	\$0.00	\$241.70
	Subcontractor Cost Savings	\$29,242.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$29,242.00	\$0.00
06-040-20	Countertop Protection	\$3,380.00	\$3,380.00	\$0.00	\$0.00	\$3,380.00	100.00%	\$0.00	\$169.00
06-040-20	Caulking Millwork to Wall Transitions	\$2,250.00	\$2,250.00	\$0.00	\$0.00	\$2,250.00	100.00%	\$0.00	\$112.50
06-040-31	Miscellaneous Field Adjustments & Coordination	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,500.00	\$0.00
06-040-32	Additional Misc. In-Wall Blocking Coordination	\$2,000.00	\$1,928.71	\$0.00	\$0.00	\$1,928.71	96.44%	\$71.29	\$96.44
06-040-33	Custom Plastic Laminate Color Coordination	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
06-040-34	Tread and Riser at Platform Steps Coordination	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
06-040-35	P-Lam Wall Panel Coordination at Platform Walls	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
07-010-10	Waterproofing	\$135,761.00	\$135,761.00	\$0.00	\$0.00	\$135,761.00	100.00%	\$0.00	\$6,788.05
07-010-20	Remove Compressible Joint Filler	\$2,100.00	\$2,100.00	\$0.00	\$0.00	\$2,100.00	100.00%	\$0.00	\$105.00
07-010-31	Misc. Additional Flashing	\$2,500.00	\$233.36	\$0.00	\$0.00	\$233.36	9.33%	\$2,266.64	\$11.67
07-010-32	Misc. Additional Sealants	\$1,500.00	\$1,046.03	\$0.00	\$0.00	\$1,046.03	69.74%	\$453.97	\$52.30
07-010-33	Additional Transition Material at Tie-In to EIFS/Plaster	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,200.00	\$0.00
07-010-34	Exterior Wall Assembly Mockup Coordination	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
07-010-35	Coordination at Existing Walls Adjacent to New Construction	\$2,500.00	\$0.00 220	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
07-010-36	Miscellaneous Substrate Preparation	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,000.00	\$0.00

CONTINUATION SHEET

Waxahachie ISD - Finley JH & Howard JH

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Retainage 11 OF 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

\$24,757,321.00

\$0.00

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			D FROM PREVIOUS APPLICATION (D+E)	E THIS PERIOD		% (G ÷ C)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)		
07-020-10	Spray-Applied Insulation	\$22,030.00	\$22,030.00	\$0.00	\$0.00	\$22,030.00	100.00%	\$0.00	\$1,101.50
	Subcontractor Cost Savings	\$551.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$551.00	\$0.00
07-020-20	Protection of Equipment & Finishes	\$2,750.00	\$2,750.00	\$0.00	\$0.00	\$2,750.00	100.00%	\$0.00	\$137.50
07-020-31	Misc. Additional Insulation Coordination	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,200.00	\$0.00
07-020-32	Water Supply for Contractor	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00
07-020-33	Patch and repair coordination	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,500.00	\$0.00
07-041-10	Pre-Fabricated Metal Panel Assemblies	\$241,275.00	\$241,275.00	\$0.00	\$0.00	\$241,275.00	100.00%	\$0.00	\$12,063.75
	Subcontractor Cost Savings	\$1,367.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,367.00	\$0.00
07-041-20	Cleaning of panels	\$4,400.00	\$4,400.00	\$0.00	\$0.00	\$4,400.00	100.00%	\$0.00	\$220.00
07-041-31	Exterior Wall Assembly Mockup Coordination	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,200.00	\$0.00
07-041-32	Additional Engineering Coordination	\$1,250.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,250.00	\$0.00
07-041-33	Additional Framing Coordination	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
07-041-34	Additional Waterproofing Coordination	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
07-041-35	Misc. Add. Flashing and Sealants Coordination	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
07-041-36	Coordination w/ abutting Façades	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
07-041-37	Metal Panel to Brick Transition Trim Coordination	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,500.00	\$0.00
07-050-10	Roofing	\$193,290.00	\$193,290.00	\$0.00	\$0.00	\$193,290.00	100.00%	\$0.00	\$9,664.50
	Subcontractor Cost Savings	\$948.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$948.00	\$0.00
07-050-20	Final Cleaning of Roof	\$8,250.00	\$8,250.00	\$0.00	\$0.00	\$8,250.00	100.00%	\$0.00	\$412.50
07-050-20	Temporary Safety Rails for Roof Hatches	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$750.00	\$0.00
07-050-20	Test Roof Drains	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	\$0.00	\$75.00
07-050-20	Cast Iron Downspout Boots	\$12,000.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	37.50%	\$7,500.00	\$225.00
07-050-31	Additional Misc. Roof-Related Rough Carpentry	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,500.00	\$0.00
07-050-32	Additional MEP Penetration Flashing	\$3,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,750.00	\$0.00
07-050-33	Additional Misc. Sheet Metal Flashing	\$4,130.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,130.00	\$0.00
07-050-34	Coordination for Additional Work to Existing Roof System	\$7,500.00	\$897.19	\$0.00	\$0.00	\$897.19	11.96%	\$6,602.81	\$44.86
07-050-35	Roof Parapet Flashing Coordination	\$8,500.00	\$8,500.00	\$0.00	\$0.00	\$8,500.00	100.00%	\$0.00	\$425.00
07-050-36	Walk Pads Coordination	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,000.00	\$0.00
07-050-37	Roof Ladder Coordination	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00

CONTINUATION SHEET

Waxahachie ISD - Finley JH & Howard JH

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.
In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Release 10 OF 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

\$24,757,321.00

\$0.00

\$24,757,321.00

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>		H BALANCE TO FINISH <i>(C-G)</i>	I RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D+E)</i>	THIS PERIOD		% <i>(G ÷ C)</i>			
07-095-10	Expansion Joint Cover Assemblies	\$25,200.00	\$25,200.00	\$0.00	\$0.00	\$25,200.00	100.00%	\$0.00	\$1,260.00
08-010-10	Doors, Frames, and Hardware	\$313,947.00	\$313,947.00	\$0.00	\$0.00	\$313,947.00	100.00%	\$0.00	\$15,697.35
PR-03	Revisions Required per Fire Marshal - From 01-930-01	\$22,799.00	\$22,799.00	\$0.00	\$0.00	\$22,799.00	100.00%	\$0.00	\$1,139.95
PR-08	Finley & Howard - Door & Hardware Schedule Changes - To 01-930-01	(\$34,488.00)	(\$34,488.00)	\$0.00	\$0.00	(\$34,488.00)	100.00%	\$0.00	(\$1,724.40)
PR-17	Hardware Revisions - To 01-930-01	(\$2,242.00)	(\$2,242.00)	\$0.00	\$0.00	(\$2,242.00)	100.00%	\$0.00	(\$112.10)
08-010-20	Unloading, Storing, and Staging Frames	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.00%	\$0.00	\$375.00
08-010-20	Unloading, Storing, and Staging Doors	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100.00%	\$0.00	\$450.00
08-010-20	Unloading, Storing, and Sorting Door Hardware	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.00%	\$0.00	\$600.00
08-010-20	Wood Door Protection	\$3,550.00	\$3,550.00	\$0.00	\$0.00	\$3,550.00	100.00%	\$0.00	\$177.50
08-010-20	Install Temporary Doors at Electrical Rooms	\$700.00	\$700.00	\$0.00	\$0.00	\$700.00	100.00%	\$0.00	\$35.00
08-010-20	Temporarily Secure Exterior Hollow Metal Doors	\$300.00	\$300.00	\$0.00	\$0.00	\$300.00	100.00%	\$0.00	\$15.00
08-010-31	Misc. Hardware Replacements / Adjustments	\$2,240.00	\$1,600.15	\$0.00	\$0.00	\$1,600.15	71.44%	\$639.85	\$80.01
08-010-32	Smoke-Seal and Weather-Stripping Adjustments	\$1,300.00	\$1,242.00	\$0.00	\$0.00	\$1,242.00	95.54%	\$58.00	\$62.10
08-010-33	Keying Coordination	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$750.00	\$0.00
08-010-34	Access Control Coordination	\$2,410.00	\$2,100.00	\$0.00	\$0.00	\$2,100.00	87.14%	\$310.00	\$105.00
08-010-35	Practice Room Door Coordination	\$48,000.00	\$13,941.00	\$0.00	\$0.00	\$13,941.00	29.04%	\$34,059.00	\$697.05
08-010-36	WISD Hardware Standards Coordination	\$3,000.00	\$740.00	\$0.00	\$0.00	\$740.00	24.67%	\$2,260.00	\$37.00
08-010-10	Overhead Doors	\$37,677.00	\$37,677.00	\$0.00	\$0.00	\$37,677.00	100.00%	\$0.00	\$1,883.85
08-033-20	Unloading, Staging, and Storing of Overhead Doors	\$4,360.00	\$4,360.00	\$0.00	\$0.00	\$4,360.00	100.00%	\$0.00	\$218.00
08-033-20	Low Voltage Control Wiring	\$2,200.00	\$2,200.00	\$0.00	\$0.00	\$2,200.00	100.00%	\$0.00	\$110.00
08-033-31	Electrical Coordination	\$2,749.00	\$2,249.64	\$0.00	\$0.00	\$2,249.64	81.83%	\$499.36	\$112.48
08-033-32	Additional Steel Framing at Door Frames	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,000.00	\$0.00
08-010-12	Door Installation	\$61,500.00	\$61,500.00	\$0.00	\$0.00	\$61,500.00	100.00%	\$0.00	\$3,075.00
08-041-10	Glass & Glazing	\$362,055.00	\$362,055.00	\$0.00	\$0.00	\$362,055.00	100.00%	\$0.00	\$18,102.75
PR-08	Finley & Howard - Door & Hardware Schedule Changes - To 01-930-01	(\$28,789.00)	(\$28,789.00)	\$0.00	\$0.00	(\$28,789.00)	100.00%	\$0.00	(\$1,439.45)
PR-33	Security Film Revisions - To 01-930-01	(\$12,434.00)	(\$12,434.00)	\$0.00	\$0.00	(\$12,434.00)	100.00%	\$0.00	(\$621.70)
	Subcontractor Cost Savings	\$1,775.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,775.00	\$0.00
08-041-20	Protect Aluminum Frames	\$9,750.00	\$9,750.00	\$0.00	\$0.00	\$9,750.00	100.00%	\$0.00	\$487.50

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Retainage Page 9 OF 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

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			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
08-041-20	Final Cleaning of Glass	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.00%	\$0.00	\$600.00
08-041-20	Temporarily Secure Exterior Aluminum Doors	\$1,400.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	100.00%	\$0.00	\$70.00
08-041-20	Temporarily Secure Window Openings	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.00%	\$0.00	\$200.00
08-041-31	Additional Perimeter Caulking	\$5,000.00	\$4,041.00	\$0.00	\$0.00	\$4,041.00	80.82%	\$959.00	\$202.05
PR-33	Security Film Revisions - From 01-930-01	\$34,240.00	\$34,240.00	\$0.00	\$0.00	\$34,240.00	100.00%	\$0.00	\$1,712.00
08-041-32	Miscellaneous Brake Metal and Trim	\$7,500.00	\$5,819.00	\$0.00	\$0.00	\$5,819.00	77.59%	\$1,681.00	\$290.95
08-041-33	Additional Structural Steel Support	\$5,000.00	\$3,720.00	\$0.00	\$0.00	\$3,720.00	74.40%	\$1,280.00	\$186.00
08-041-34	Modifications to Existing Openings at New Frames	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
09-020-10	Plaster Assemblies	\$41,228.00	\$41,228.00	\$0.00	\$0.00	\$41,228.00	100.00%	\$0.00	\$2,061.40
PR-44	Finley - Added Canopy at Kitchen - From 01-930-12	\$5,881.00	\$5,881.00	\$0.00	\$0.00	\$5,881.00	100.00%	\$0.00	\$294.05
	Subcontractor Cost Savings	\$1,237.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,237.00	\$0.00
09-020-31	Exterior Wall Assembly Mockup Coordination	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,200.00	\$0.00
09-020-32	Coordination with Adjacent Construction	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$750.00	\$0.00
09-020-33	Unlabeled Soffit Areas	\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,500.00	\$0.00
09-020-34	Plaster related sealant coordination	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
09-021-10	Gypsum Board Assemblies	\$484,500.00	\$484,500.00	\$0.00	\$0.00	\$484,500.00	100.00%	\$0.00	\$24,225.00
PR-29	Finley - FRP To Tile in the Kitchen Area - To 01-930-01	(\$6,811.00)	(\$6,811.00)	\$0.00	\$0.00	(\$6,811.00)	100.00%	\$0.00	(\$340.55)
PR-31	Stage Revisions - Finley & Howard - From 01-930-12	\$5,323.00	\$5,323.00	\$0.00	\$0.00	\$5,323.00	100.00%	\$0.00	\$266.15
09-021-20	Replace Ceiling Tile After Above-Ceiling Work by Other Trades at New and Existing Areas	\$18,980.00	\$18,980.00	\$0.00	\$0.00	\$18,980.00	100.00%	\$0.00	\$949.00
09-021-20	Replace Ceiling Tile After Above-Ceiling Work for Owner Items at New and Existing Areas	\$6,340.00	\$6,340.00	\$0.00	\$0.00	\$6,340.00	100.00%	\$0.00	\$317.00
09-021-31	Above-Ceiling Coordination	\$4,550.00	\$3,245.00	\$0.00	\$0.00	\$3,245.00	71.32%	\$1,305.00	\$162.25
09-021-32	Moisture Resistant Gypsum Board	\$9,000.00	\$8,542.00	\$0.00	\$0.00	\$8,542.00	94.91%	\$458.00	\$427.10
09-021-33	Additional Furr Outs/ Furr Downs	\$5,000.00	\$3,816.72	\$0.00	\$0.00	\$3,816.72	76.33%	\$1,183.28	\$190.84
09-021-34	Firestopping Coordination	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100.00%	\$0.00	\$225.00
09-021-35	Misc. Additional Work to Existing Conditions	\$7,500.00	\$7,382.73	\$0.00	\$0.00	\$7,382.73	98.44%	\$117.27	\$369.14
PR-12	Kitchen Relocation - From 01-930-01	\$4,154.00	\$4,154.00	\$0.00	\$0.00	\$4,154.00	100.00%	\$0.00	\$207.70
09-021-36	Patching for Fire Alarm Devices	\$17,500.00	\$13,200.00	\$0.00	\$0.00	\$13,200.00	75.43%	\$4,300.00	\$660.00
09-021-37	Acoustical Wall Panel Coordination	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,500.00	\$0.00
09-021-38	Miscellaneous Trim at Suspended Ceilings Coordination	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00

CONTINUATION SHEET

Waxahachie ISD - Finley JH & Howard JH

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APPLICATION NO.: 17-Retainage Retainage Page 10 of 33 PAGES

APPLICATION DATE: December 11, 2025

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ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

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			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
09-030-10	Tiling	\$149,040.37	\$149,040.37	\$0.00	\$0.00	\$149,040.37	100.00%	\$0.00	\$7,452.02
PR-29	Finley - FRP To Tile in the Kitchen Area - From 01-930-01	\$25,500.00	\$25,500.00	\$0.00	\$0.00	\$25,500.00	100.00%	\$0.00	\$1,275.00
PR-31	Stage Revisions - Finley & Howard - From 01-930-12	\$11,861.00	\$11,861.00	\$0.00	\$0.00	\$11,861.00	100.00%	\$0.00	\$593.05
PR-36	Finley - Serving Line Tile Revisions - Tfrom 01-930-01	\$2,750.00	\$2,750.00	\$0.00	\$0.00	\$2,750.00	100.00%	\$0.00	\$137.50
	Subcontractor Cost Savings	\$719.63	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$719.63	\$0.00
09-030-20	Finished Floor Protection	\$1,130.00	\$1,130.00	\$0.00	\$0.00	\$1,130.00	100.00%	\$0.00	\$56.50
09-030-20	Protection of Finished Wall Surfaces	\$1,350.00	\$1,350.00	\$0.00	\$0.00	\$1,350.00	100.00%	\$0.00	\$67.50
09-030-31	Grout Sealer	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	\$0.00	\$75.00
09-030-32	Caulking Corners	\$1,000.00	\$886.04	\$0.00	\$0.00	\$886.04	88.60%	\$113.96	\$44.30
09-030-33	Additional Waterproof Membrane	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	\$0.00	\$150.00
09-030-34	Additional Floor Prep	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$450.00	\$0.00
09-030-35	Tile Layout Coordination	\$750.00	\$634.54	\$0.00	\$0.00	\$634.54	84.61%	\$115.46	\$31.73
09-065-10	Resilient Flooring & Carpeting	\$184,931.00	\$184,931.00	\$0.00	\$0.00	\$184,931.00	100.00%	\$0.00	\$9,246.55
PR-11	Owner Requested Flooring Replacement - From 01-930-01	\$20,032.00	\$20,032.00	\$0.00	\$0.00	\$20,032.00	100.00%	\$0.00	\$1,001.60
PR-31	Stage Revisions - Finley & Howard - From 01-930-12	\$9,173.00	\$9,173.00	\$0.00	\$0.00	\$9,173.00	100.00%	\$0.00	\$458.65
09-065-20	Finished Floor Protection	\$37,500.00	\$37,500.00	\$0.00	\$0.00	\$37,500.00	100.00%	\$0.00	\$1,875.00
09-065-20	Additional Vinyl Tile Cleaning	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%	\$0.00	\$750.00
09-065-31	Additional Floor Prep	\$18,000.00	\$17,999.73	\$0.00	\$0.00	\$17,999.73	100.00%	\$0.27	\$899.99
PR-31	Stage Revisions - Finley & Howard - From 01-930-12	\$13,342.00	\$13,342.00	\$0.00	\$0.00	\$13,342.00	100.00%	\$0.00	\$667.10
09-065-32	Moisture Remediation/High Moisture Glue	\$45,000.00	\$44,503.34	\$0.00	\$0.00	\$44,503.34	98.90%	\$496.66	\$2,225.17
09-065-33	Cafeteria Floor Prep after Masonry Demo	\$10,000.00	\$9,253.01	\$0.00	\$0.00	\$9,253.01	92.53%	\$746.99	\$462.65
09-068-10	Fluid-Applied Flooring	\$65,205.00	\$65,205.00	\$0.00	\$0.00	\$65,205.00	100.00%	\$0.00	\$3,260.25
	Subcontractor Cost Savings	\$315.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$315.00	\$0.00
09-068-20	Finished Floor Protection	\$5,770.00	\$5,770.00	\$0.00	\$0.00	\$5,770.00	100.00%	\$0.00	\$288.50
09-068-31	Additional Floor Prep	\$2,770.00	\$2,600.00	\$0.00	\$0.00	\$2,600.00	93.86%	\$170.00	\$130.00
09-091-10	Painting	\$138,173.00	\$138,173.00	\$0.00	\$0.00	\$138,173.00	100.00%	\$0.00	\$6,908.65
PR-08	Finley & Howard - Door & Hardware Schedule Changes - From 01-930-01	\$932.00	\$932.00	\$0.00	\$0.00	\$932.00	100.00%	\$0.00	\$46.60

CONTINUATION SHEET

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APPLICATION NO.: 17-Retainage Retainage Page 9 of 33 PAGES

APPLICATION DATE: December 11, 2025

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			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
09-091-20	Label Rated Walls Above Ceiling	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	\$0.00	\$150.00
09-091-20	Minor Touch-Up of Walls After Work by Other Trades	\$3,300.00	\$3,300.00	\$0.00	\$0.00	\$3,300.00	100.00%	\$0.00	\$165.00
09-091-20	Seal Between Tile and Drywall	\$2,750.00	\$2,750.00	\$0.00	\$0.00	\$2,750.00	100.00%	\$0.00	\$137.50
09-091-31	Painting of MEP Items	\$3,300.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,300.00	\$0.00
09-091-32	Fire-Rating Coordination	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,500.00	\$0.00
09-091-33	Exposed Wire Protection	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
09-091-34	Misc. Wall Patching/Painting at Fire Alarm Devices	\$19,250.00	\$5,260.11	\$0.00	\$0.00	\$5,260.11	27.33%	\$13,989.89	\$263.01
09-091-35	Misc. Wall Patching/Painting at Renovation of Existing Conditions	\$9,000.00	\$1,990.21	\$0.00	\$0.00	\$1,990.21	22.11%	\$7,009.79	\$99.51
10-011-10	Visual Display Boards	\$26,026.00	\$26,026.00	\$0.00	\$0.00	\$26,026.00	100.00%	\$0.00	\$1,301.30
PR-18	Claridge to Polyvision. MB Revisions - To 01-930-01	(\$13,291.00)	(\$13,291.00)	\$0.00	\$0.00	(\$13,291.00)	100.00%	\$0.00	(\$664.55)
	Subcontractor Cost Savings	\$89.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$89.00	\$0.00
10-011-31	Adjustment and coordination with other systems	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,000.00	\$0.00
	Display Cases								
10-012-10	Display Cases	\$14,486.00	\$14,486.00	\$0.00	\$0.00	\$14,486.00	100.00%	\$0.00	\$724.30
	Subcontractor Cost Savings	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$50.00	\$0.00
10-012-31	Coordination with Other Trades	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
10-014-10	Signage	\$33,804.00	\$33,804.00	\$0.00	\$0.00	\$33,804.00	100.00%	\$0.00	\$1,690.20
PR-16	Finley Signage - From 01-930-01	\$57,155.00	\$57,155.00	\$0.00	\$0.00	\$57,155.00	100.00%	\$0.00	\$2,857.75
PR-47	Building Letter Credit - From 10-014-10	(\$7,794.00)	(\$7,794.00)	\$0.00	\$0.00	(\$7,794.00)	100.00%	\$0.00	(\$389.70)
10-014-31	Glass Backers	\$2,500.00	\$1,789.80	\$0.00	\$0.00	\$1,789.80	71.59%	\$710.20	\$89.49
10-014-32	Additional Signage Coordination	\$1,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,400.00	\$0.00
10-014-33	TEA Exterior Door Number Signs	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
10-021-10	Toilet Compartments & Accessories	\$4,421.00	\$4,421.00	\$0.00	\$0.00	\$4,421.00	100.00%	\$0.00	\$221.05
	Subcontractor Cost Savings	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15.00	\$0.00
10-021-31	Miscellaneous Additional Accessories	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
10-026-10	Wall & Door Protection	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%	\$0.00	\$750.00

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are in US dollars.

\$24,757,321.00

\$0.00

\$24,757,321.00

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>		H BALANCE TO FINISH <i>(C-G)</i>	I RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D+E)</i>	THIS PERIOD		% <i>(G ÷ C)</i>			
10-044-10	Fire Protection Specialties	\$4,818.00	\$4,818.00	\$0.00	\$0.00	\$4,818.00	100.00%	\$0.00	\$240.90
	Subcontractor Cost Savings	\$329.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$329.00	\$0.00
10-044-31	Additional Misc. Fire Marshall Requirements	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
10-051-10	Storage Specialties	\$14,000.00	\$14,000.00	\$0.00	\$0.00	\$14,000.00	100.00%	\$0.00	\$700.00
	Subcontractor Cost Savings	\$490.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$490.00	\$0.00
10-051-31	Locker Base Coordination	\$1,000.00	\$681.60	\$0.00	\$0.00	\$681.60	68.16%	\$318.40	\$34.08
10-070-10	Awnings & Canopies	\$40,800.00	\$40,800.00	\$0.00	\$0.00	\$40,800.00	100.00%	\$0.00	\$2,040.00
PR-44	Finley - Added Canopy at Kitchen - From 01-930-12	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	\$0.00	\$500.00
	Subcontractor Cost Savings	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$200.00	\$0.00
10-070-20	Canopy Foundations	\$12,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$12,750.00	\$0.00
10-070-20	Connection of Storm Drains to Site Utilities	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,500.00	\$0.00
10-070-31	Sheet Metal Flashing and Sealant Coordination	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
10-070-32	Through-Wall Coordination	\$5,000.00	\$1,832.00	\$0.00	\$0.00	\$1,832.00	36.64%	\$3,168.00	\$91.60
10-070-33	Canopies for Exterior Doors Coordination	\$5,000.00	\$542.82	\$0.00	\$0.00	\$542.82	10.86%	\$4,457.18	\$27.14
10-070-34	Final Finish Coordination	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
10-073-10	Flagpoles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
10-073-20	Removal, Storage, and Re-Installation of Flagpole	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
10-073-20	Concrete Bases	\$16,000.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	50.00%	\$8,000.00	\$400.00
10-073-31	Flagpole Sleeve	\$2,400.00	\$438.12	\$0.00	\$0.00	\$438.12	18.26%	\$1,961.88	\$21.91
10-099-10	Other Specialties	\$2,398.00	\$2,398.00	\$0.00	\$0.00	\$2,398.00	100.00%	\$0.00	\$119.90
	Subcontractor Cost Savings	\$2,059.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,059.00	\$0.00
	Estimated Cost of Work (10M) - Finley								
10-099-31	Misc. Additional Accessories	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
11-030-10	Appliances	\$20,400.00	\$20,400.00	\$0.00	\$0.00	\$20,400.00	100.00%	\$0.00	\$1,020.00
11-030-31	Electrical Coordination	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00

CONTINUATION SHEET

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\$24,757,321.00

\$0.00

\$24,757,321.00

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
11-030-32	Plumbing Coordination	\$1,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,750.00	\$0.00
11-030-33	Misc. Additional Accessories/Trims/Connections	\$5,250.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,250.00	\$0.00
11-040-10	Food Service Equipment	\$1,510,686.00	\$1,510,686.00	\$0.00	\$0.00	\$1,510,686.00	100.00%	\$0.00	\$75,534.30
	Subcontractor Cost Savings	\$14,884.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$14,884.00	\$0.00
11-040-20	Protection of Finished Surfaces	\$7,250.00	\$7,250.00	\$0.00	\$0.00	\$7,250.00	100.00%	\$0.00	\$362.50
11-040-20	Handling and Placement of Movable Items	\$6,500.00	\$6,500.00	\$0.00	\$0.00	\$6,500.00	100.00%	\$0.00	\$325.00
11-040-20	Material Handling of Walk-in Cooler and Ventahood	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.00%	\$0.00	\$375.00
11-040-31	Roof Curb for Refrigeration Condensing Unit	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,000.00	\$0.00
11-040-32	MEP Coordination	\$6,500.00	\$5,413.09	\$0.00	\$0.00	\$5,413.09	83.28%	\$1,086.91	\$270.65
11-040-33	Coiling Counter Door Coordination	\$4,800.00	\$4,647.00	\$0.00	\$0.00	\$4,647.00	96.81%	\$153.00	\$232.35
11-040-34	Cooler / Freezer Coordination	\$4,500.00	\$3,137.83	\$0.00	\$0.00	\$3,137.83	69.73%	\$1,362.17	\$156.89
11-040-35	Outside Equipment Concrete Coordination	\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,500.00	\$0.00
11-052-10	Audio Video Mounting Equipment	\$20,939.00	\$20,939.00	\$0.00	\$0.00	\$20,939.00	100.00%	\$0.00	\$1,046.95
PR-06	Electrical & AV Changes - From 01-930-01	\$7,867.00	\$7,867.00	\$0.00	\$0.00	\$7,867.00	100.00%	\$0.00	\$393.35
	Subcontractor Cost Savings	\$523.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$523.00	\$0.00
11-052-31	Electrical Coordination	\$850.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$850.00	\$0.00
11-052-32	AV Coordination	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$750.00	\$0.00
11-061-10	Theatrical Equipment	\$200,679.00	\$200,679.00	\$0.00	\$0.00	\$200,679.00	100.00%	\$0.00	\$10,033.95
PR-31	Stage Revisions - Finley & Howard - From 01-930-12	\$85,349.00	\$85,349.00	\$0.00	\$0.00	\$85,349.00	100.00%	\$0.00	\$4,267.45
PR-37	Sound and Light Controls - From 01-930-01	\$3,148.00	\$3,148.00	\$0.00	\$0.00	\$3,148.00	100.00%	\$0.00	\$157.40
	Subcontractor Cost Savings	\$33.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$33.00	\$0.00
11-061-20	Floor Protection for Installation	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%	\$0.00	\$125.00
11-061-20	Paint Exposed Conduit and Pipe	\$3,300.00	\$3,300.00	\$0.00	\$0.00	\$3,300.00	100.00%	\$0.00	\$165.00
11-061-31	MEP Overhead Coordination	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
12-020-10	Window Treatments	\$22,212.00	\$22,212.00	\$0.00	\$0.00	\$22,212.00	100.00%	\$0.00	\$1,110.60
	Subcontractor Cost Savings	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
12-020-31	Windows not called out (additional blinds/shades)	\$2,000.00	\$737.31	\$0.00	\$0.00	\$737.31	36.87%	\$1,262.69	\$36.87
21-010-10	Fire Suppression Systems	\$145,741.00	\$145,741.00	\$0.00	\$0.00	\$145,741.00	100.00%	\$0.00	\$7,287.05

CONTINUATION SHEET

Waxahachie ISD - Finley JH & Howard JH

APPLICATION AND CERTIFICATE FOR PAYMENT,
containing Contractor's signed Certification, is attached.
In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Retainage Page 10 of 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

\$24,757,321.00

\$0.00

\$24,757,321.00

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		% (G ÷ C)			
PR-42	Finley - Added Sprinkler at Stage and Alternate Area - From 01-930-12	\$42,568.00	\$42,568.00	\$0.00	\$0.00	\$42,568.00	100.00%	\$0.00	\$2,128.40
	Subcontractor Cost Savings	\$3,644.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,644.00	\$0.00
21-010-20	Sealing Penetrations	\$8,750.00	\$8,750.00	\$0.00	\$0.00	\$8,750.00	100.00%	\$0.00	\$437.50
21-010-20	Cut Holes in Ceiling Tiles for Sprinkler Heads	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100.00%	\$0.00	\$450.00
21-010-32	Above-Ceiling Coordination	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
21-010-33	Concrete Coring	\$6,250.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,250.00	\$0.00
22-010-10	Plumbing Systems	\$585,826.00	\$585,826.00	\$0.00	\$0.00	\$585,826.00	100.00%	\$0.00	\$29,291.30
PR-19	Finley Crawlspace Cleaning - From 01-930-02	\$28,625.00	\$28,625.00	\$0.00	\$0.00	\$28,625.00	100.00%	\$0.00	\$1,431.25
PR-25	Owner Requested Concessions Revisions - From 01-930-01	\$4,229.00	\$4,229.00	\$0.00	\$0.00	\$4,229.00	100.00%	\$0.00	\$211.45
PR-30	Under Floor Plumbing Replacement - From 01-930-12	\$71,283.00	\$71,283.00	\$0.00	\$0.00	\$71,283.00	100.00%	\$0.00	\$3,564.15
	Subcontractor Cost Savings	\$15,111.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,111.00	\$0.00
22-010-20	Sealing Penetrations	\$9,800.00	\$9,800.00	\$0.00	\$0.00	\$9,800.00	100.00%	\$0.00	\$490.00
22-010-20	Concrete Around Clean-Outs and Covers	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%	\$0.00	\$175.00
22-010-31	Piping and Valves for Temporary Water Service	\$1,750.00	\$949.00	\$0.00	\$0.00	\$949.00	54.23%	\$801.00	\$47.45
22-010-32	Kitchen Equipment Coordination	\$5,000.00	\$3,615.22	\$0.00	\$0.00	\$3,615.22	72.30%	\$1,384.78	\$180.76
22-010-33	Condensate Drain Coordination	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,500.00	\$0.00
22-010-34	Access Panels	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,250.00	\$0.00
22-010-35	Final Connections Coordination	\$7,500.00	\$6,983.00	\$0.00	\$0.00	\$6,983.00	93.11%	\$517.00	\$349.15
22-010-36	Plumbing to Site Utility Coordination	\$20,000.00	\$15,218.60	\$0.00	\$0.00	\$15,218.60	76.09%	\$4,781.40	\$760.93
22-010-37	Existing Plumbing Systems Coordination	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
22-010-38	Masonry Rough-In Coordination	\$6,650.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,650.00	\$0.00
22-010-39	Video Inspection & Flushing Sewer Lines	\$8,900.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,900.00	\$0.00
23-010-10	HVAC Systems	\$326,876.00	\$326,876.00	\$0.00	\$0.00	\$326,876.00	100.00%	\$0.00	\$16,343.80
PR-07	Re-purpose Finley RTU - From 01-930-01	\$117,147.00	\$117,147.00	\$0.00	\$0.00	\$117,147.00	100.00%	\$0.00	\$5,857.35
	Subcontractor Cost Savings	\$9,806.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,806.00	\$0.00
23-010-20	Sealing Penetrations	\$9,200.00	\$9,200.00	\$0.00	\$0.00	\$9,200.00	100.00%	\$0.00	\$460.00
23-010-20	Filter Replacements During Construction	\$8,500.00	\$8,500.00	\$0.00	\$0.00	\$8,500.00	100.00%	\$0.00	\$425.00
23-010-20	Maintain Seals of Duct Openings During Construction	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%	\$0.00	\$300.00
23-010-20	Filter Fabric at Duct Openings During Construction	\$7,130.00	\$7,130.00	\$0.00	\$0.00	\$7,130.00	100.00%	\$0.00	\$356.50

CONTINUATION SHEET

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\$24,757,321.00 \$0.00
\$24,757,321.00

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
23-010-31	Roof Penetration Coordination	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,500.00	\$0.00
23-010-32	Motor Starter Coordination	\$6,250.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,250.00	\$0.00
23-010-33	Controls Coordination	\$4,550.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,550.00	\$0.00
23-010-34	Roof Curb Height and Slope Coordination	\$9,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,500.00	\$0.00
23-010-35	Existing HVAC System Coordination	\$20,000.00	\$230.00	\$0.00	\$0.00	\$230.00	1.15%	\$19,770.00	\$11.50
23-050-10	Test, Adjust, & Balance	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$16,000.00	100.00%	\$0.00	\$800.00
	Subcontractor Cost Savings	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$960.00	\$0.00
23-050-31	Misc. Final TAB Adjustments	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
26-010-10	Electrical Systems	\$2,885,844.00	\$2,885,844.00	\$0.00	\$0.00	\$2,885,844.00	100.00%	\$0.00	\$144,292.20
PR-04	Switch Gear A4 Program for Finley & Howard - To Finley 26-010-10	\$28,884.00	\$28,884.00	\$0.00	\$0.00	\$28,884.00	100.00%	\$0.00	\$1,444.20
PR-06	Electrical & AV Changes - From 01-930-01	\$8,570.00	\$8,570.00	\$0.00	\$0.00	\$8,570.00	100.00%	\$0.00	\$428.50
PR-07	Re-purpose Finley RTU - From 01-930-01	\$3,923.00	\$3,923.00	\$0.00	\$0.00	\$3,923.00	100.00%	\$0.00	\$196.15
PR-10	Finley & Howard Electrical VE Items - To 01-930-01	(\$34,119.00)	(\$34,119.00)	\$0.00	\$0.00	(\$34,119.00)	100.00%	\$0.00	(\$1,705.95)
PR-20	Oncor Required Transformer Replacement - From 01-930-01	\$70,830.00	\$70,830.00	\$0.00	\$0.00	\$70,830.00	100.00%	\$0.00	\$3,541.50
PR-20	Oncor Required Transformer Replacement - From 01-930-11	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	100.00%	\$0.00	\$1,500.00
PR-21	Theater Lighting Credits - To 01-930-01	(\$31,841.00)	(\$31,841.00)	\$0.00	\$0.00	(\$31,841.00)	100.00%	\$0.00	(\$1,592.05)
PR-22	Kitchen Power Relocation - From 01-930-02	\$17,602.00	\$17,602.00	\$0.00	\$0.00	\$17,602.00	100.00%	\$0.00	\$880.10
PR-24	Owner Requested PA Revisions - From 01-930-01	\$5,531.00	\$5,531.00	\$0.00	\$0.00	\$5,531.00	100.00%	\$0.00	\$276.55
PR-31	Stage Revisions - Finley & Howard - To 01-930-12	(\$463.00)	(\$463.00)	\$0.00	\$0.00	(\$463.00)	100.00%	\$0.00	(\$23.15)
	Subcontractor Cost Savings	\$19,870.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,870.00	\$0.00
26-010-20	Maintain Temporary Lighting	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100.00%	\$0.00	\$450.00
26-010-20	Sealing Penetrations for Division 26 Trades	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	\$0.00	\$500.00
26-010-20	Sealing Penetrations for Division 27 Trades	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.00%	\$0.00	\$375.00
26-010-20	Sealing Penetrations for Division 28 Trades	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
26-010-31	Temporary Electric for Project Office	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
26-010-32	Pathway Coordination for Transformer	\$20,000.00	\$11,750.00	\$0.00	\$0.00	\$11,750.00	58.75%	\$8,250.00	\$587.50
26-010-33	R/I Coordination	\$12,000.00	\$1,247.79	\$0.00	\$0.00	\$1,247.79	10.40%	\$10,752.21	\$62.39
26-010-34	Light Fixture Coordination	\$9,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,500.00	\$0.00
26-010-35	Coordination with Existing Systems	\$30,000.00	\$7,571.19	\$0.00	\$0.00	\$7,571.19	25.24%	\$22,428.81	\$378.56
PR-12	Kitchen Relocation - From 01-930-01	\$21,665.00	\$21,665.00	\$0.00	\$0.00	\$21,665.00	100.00%	\$0.00	\$1,083.25
26-010-36	Concrete Coring Coordination	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Release of 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

\$24,757,321.00

\$0.00

\$24,757,321.00

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE (If variable rate)	
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
26-010-37	Masonry Rough-In Coordination	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
26-010-38	Floor Box Rough-In Coordination	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
27-010-10	Structured Cabling	\$48,931.00	\$48,931.00	\$0.00	\$0.00	\$48,931.00	100.00%	\$0.00	\$2,446.55
27-010-31	Additional Data Drops	\$9,000.00	\$5,796.00	\$0.00	\$0.00	\$5,796.00	64.40%	\$3,204.00	\$289.80
27-010-32	Cat6A Coordination	\$10,000.00	\$9,301.00	\$0.00	\$0.00	\$9,301.00	93.01%	\$699.00	\$465.05
27-040-10	Audio-Video Communications	\$101,044.00	\$101,044.00	\$0.00	\$0.00	\$101,044.00	100.00%	\$0.00	\$5,052.20
PR-06	Electrical & AV Changes - From 01-930-01	\$25,731.00	\$25,731.00	\$0.00	\$0.00	\$25,731.00	100.00%	\$0.00	\$1,286.55
PR-46	Additional Microphones for Finley and Howard Per Owners Request - To 27-040-10	\$47,570.00	\$47,570.00	\$0.00	\$0.00	\$47,570.00	100.00%	\$0.00	\$2,378.50
	Subcontractor Cost Savings	\$4,608.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,608.00	\$0.00
27-040-31	Network Coordination	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
27-051-10	Public Address Systems	\$261,470.00	\$261,470.00	\$0.00	\$0.00	\$261,470.00	100.00%	\$0.00	\$13,073.50
PR-05	VE Valcom to Carehawk Revision - To 01-930-01	(\$37,805.00)	(\$37,805.00)	\$0.00	\$0.00	(\$37,805.00)	100.00%	\$0.00	(\$1,890.25)
PR-24	Owner Requested PA Revisions - From 01-930-01	\$37,050.00	\$37,050.00	\$0.00	\$0.00	\$37,050.00	100.00%	\$0.00	\$1,852.50
27-060-10	Emergency Responder Radio Enhancement System	\$53,820.00	\$53,820.00	\$0.00	\$0.00	\$53,820.00	100.00%	\$0.00	\$2,691.00
28-010-10	Electronic Safety & Security	\$131,232.00	\$131,232.00	\$0.00	\$0.00	\$131,232.00	100.00%	\$0.00	\$6,561.60
PR-08	Finley & Howard - Door & Hardware Schedule Changes - From 01-930-01	\$43,164.00	\$43,164.00	\$0.00	\$0.00	\$43,164.00	100.00%	\$0.00	\$2,158.20
PR-24	Owner Requested PA Revisions - From 01-930-01	\$12,543.00	\$12,543.00	\$0.00	\$0.00	\$12,543.00	100.00%	\$0.00	\$627.15
	Subcontractor Cost Savings	\$2,855.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,855.00	\$0.00
28-010-31	Storefront Coordination	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,500.00	\$0.00
28-010-32	Power Supply Coordination	\$4,250.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,250.00	\$0.00
28-010-33	Additional Video System Requirements Coordination	\$9,000.00	\$7,441.00	\$0.00	\$0.00	\$7,441.00	82.68%	\$1,559.00	\$372.05
28-047-10	Electronic Safety & Security (Video Surveillance)	\$42,736.00	\$42,736.00	\$0.00	\$0.00	\$42,736.00	100.00%	\$0.00	\$2,136.80
PR-41	Finley - Owner Added Cameras at Kitchen and Serving Areas at Finley - From 01-930-12	\$5,488.00	\$5,488.00	\$0.00	\$0.00	\$5,488.00	100.00%	\$0.00	\$274.40
PR-45	Finley - Replacement of 35 Existing Cameras Per Owner Request - To Finley 28-047-10	\$29,057.00	\$29,057.00	\$0.00	\$0.00	\$29,057.00	100.00%	\$0.00	\$1,452.85

CONTINUATION SHEET

Waxahachie ISD - Finley JH & Howard JH

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.
In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Retainage Page 21 of 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

\$24,757,321.00

\$0.00

\$24,757,321.00

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
31-010-10	Earthwork	\$102,445.00	\$102,445.00	\$0.00	\$0.00	\$102,445.00	100.00%	\$0.00	\$5,122.25
31-010-20	Maintain SWPPP BMP's Beyond Earthwork Operations	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	100.00%	\$0.00	\$350.00
31-010-20	Dust Control Beyond Earthwork Operations	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.00%	\$0.00	\$375.00
31-010-20	Street Sweeping Beyond Earthwork Operations	\$14,700.00	\$14,700.00	\$0.00	\$0.00	\$14,700.00	100.00%	\$0.00	\$735.00
31-010-20	Minor Fine Grading	\$10,340.00	\$10,340.00	\$0.00	\$0.00	\$10,340.00	100.00%	\$0.00	\$517.00
31-010-20	Pumping and Dewatering	\$4,200.00	\$4,200.00	\$0.00	\$0.00	\$4,200.00	100.00%	\$0.00	\$210.00
31-010-31	Temporary Water Usage Fees	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$12,500.00	\$0.00
31-010-32	Additional Subgrade Preparation Requirements	\$7,500.00	\$1,837.27	\$0.00	\$0.00	\$1,837.27	24.50%	\$5,662.73	\$91.86
31-010-33	Import Topsoil	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
PR-43	Finley Landscaping - To Finley 31-010-33	\$53,685.00	\$53,685.00	\$0.00	\$0.00	\$53,685.00	100.00%	\$0.00	\$2,684.25
31-010-34	Miscellaneous Adjustments to Final Grade Elevations	\$4,300.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,300.00	\$0.00
31-010-35	Rock Excavation	\$2,500.00	\$700.00	\$0.00	\$0.00	\$700.00	28.00%	\$1,800.00	\$35.00
31-010-36	Site Restoration	\$13,770.00	\$1,600.00	\$0.00	\$0.00	\$1,600.00	11.62%	\$12,170.00	\$80.00
31-020-10	Termite Control	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	\$0.00	\$75.00
	Subcontractor Cost Saving	\$38.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$38.00	\$0.00
31-020-31	Additional Mobilizations	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00	\$0.00
33-010-10	Utilities	\$287,630.00	\$287,630.00	\$0.00	\$0.00	\$287,630.00	100.00%	\$0.00	\$14,381.50
33-010-20	Misc Utilities Concrete	\$8,500.00	\$8,500.00	\$0.00	\$0.00	\$8,500.00	100.00%	\$0.00	\$425.00
33-010-31	Rock Sawing & Excavation	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
33-010-32	Temporarily Reroute Utilities to Maintain Service	\$25,000.00	\$18,132.79	\$0.00	\$0.00	\$18,132.79	72.53%	\$6,867.21	\$906.64
33-010-33	Demolish Existing Utilities Coordination	\$5,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,500.00	\$0.00
33-010-34	Patching Flatwork/Paving Coordination	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
33-010-35	Roof Drain Coordination for Vestibule	\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,500.00	\$0.00
33-010-36	Sanitary Sewer Extension Coord. C05.00 Revision #2	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
33-010-37	Storm Drain Piping Coordination	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
33-010-15	Trench Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
	FINLEY TOTALS	13,695,359.00	12,895,468.99	0.00	0.00	12,895,468.99	94%	\$799,890.01	\$644,773.45

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Retainage 21 OF 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

\$24,757,321.00

\$0.00

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		% (G ÷ C)			
Howard									
02-041-10	Demolition	\$148,708.00	\$148,708.00	\$0.00	\$0.00	\$148,708.00	100.00%	\$0.00	\$7,435.40
OCO-001	Demolition (Alt. #1 Howard)	\$41,805.00	\$41,805.00	\$0.00	\$0.00	\$41,805.00	100.00%	\$0.00	\$2,090.25
	Subcontractor Cost Savings	\$1,465.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,465.00	\$0.00
02-041-20	Temporary Partitions and Walkways	\$27,000.00	\$27,000.00	\$0.00	\$0.00	\$27,000.00	100.00%	\$0.00	\$1,350.00
02-041-20	Temporary Patching and Weatherproofing	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%	\$0.00	\$750.00
02-041-20	Marking, Handling, and Storage of Salvage Items	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	\$0.00	\$50.00
02-041-20	Protection of Adjacent Finishes	\$8,750.00	\$8,750.00	\$0.00	\$0.00	\$8,750.00	100.00%	\$0.00	\$437.50
02-041-20	Protection of Existing Structures	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%	\$0.00	\$125.00
02-041-20	Relocating Temporary Fencing per Construction Schedule	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	\$0.00	\$50.00
02-041-20	Slab Protection During Demolition	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	\$0.00	\$50.00
02-041-35	Additional Unforeseen Demolition	\$14,000.00	\$981.86	\$0.00	\$0.00	\$981.86	7.01%	\$13,018.14	\$49.09
02-041-36	Miscellaneous Temporary Shoring	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
02-041-37	Mechanical, Electrical, & Plumbing Demolition Coordination	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$12,500.00	\$0.00
02-041-38	Sawcut, Patching, and Coring Coordination	\$3,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,750.00	\$0.00
03-030-10	Cast-In-Place Concrete	\$292,424.00	\$292,424.00	\$0.00	\$0.00	\$292,424.00	100.00%	\$0.00	\$14,621.20
PR-26	Ramp and Stairs Details - From 01-930-01	\$16,828.00	\$16,828.00	\$0.00	\$0.00	\$16,828.00	100.00%	\$0.00	\$841.40
	Subcontractor Cost Savings	\$3,459.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,459.00	\$0.00
03-030-20	Unload and Handle Embedded Items	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.00%	\$0.00	\$200.00
03-030-20	Excavation and Regrading for Sidewalks	\$5,750.00	\$5,750.00	\$0.00	\$0.00	\$5,750.00	100.00%	\$0.00	\$287.50
03-030-20	Backfill Curbs and Sidewalks	\$1,610.00	\$1,610.00	\$0.00	\$0.00	\$1,610.00	100.00%	\$0.00	\$80.50
03-030-20	Pumping and Dewatering	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
03-030-20	Clean Pavement (during construction)	\$3,200.00	\$3,200.00	\$0.00	\$0.00	\$3,200.00	100.00%	\$0.00	\$160.00
03-030-39	Enhancing Admixtures (high early, retarding, etc.)	\$3,300.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,300.00	\$0.00
03-030-40	Patching for Plumbing Rough-In at Existing Slabs	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
03-030-41	Additional Concrete Pads	\$5,550.00	\$1,038.65	\$0.00	\$0.00	\$1,038.65	18.71%	\$4,511.35	\$51.93
03-030-42	Additional Mobilization Requirements	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
03-030-43	Rock Excavation	\$2,500.00	\$170.96	\$0.00	\$0.00	\$170.96	6.84%	\$2,329.04	\$8.55
03-030-44	Additional Modifications to Existing Building Foundations	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Retainage Page 23 of 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

\$24,757,321.00

\$0.00

\$24,757,321.00

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		% (G ÷ C)			
03-030-45	Restriping as Necessary after Construction Operations	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,000.00	\$0.00
03-035-10	Concrete Floor Finishing	\$10,920.00	\$10,920.00	\$0.00	\$0.00	\$10,920.00	100.00%	\$0.00	\$546.00
OCO-001	Concrete Floor Finishing (Alt. #1 Howard)	\$3,052.50	\$3,052.50	\$0.00	\$0.00	\$3,052.50	100.00%	\$0.00	\$152.63
	Subcontractor Cost Savings	\$47.50	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$47.50	\$0.00
03-035-20	Finished Floor Protection (Sealed)	\$260.00	\$260.00	\$0.00	\$0.00	\$260.00	100.00%	\$0.00	\$13.00
03-035-20	Finished Floor Protection (Polished)	\$3,490.00	\$3,490.00	\$0.00	\$0.00	\$3,490.00	100.00%	\$0.00	\$174.50
03-035-33	Degreasing and Cleaning Floors Prior to Finishing	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$800.00	\$0.00
03-035-34	Tinted Sealer	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$100.00	\$0.00
04-020-10	Masonry	\$401,320.00	\$401,320.00	\$0.00	\$0.00	\$401,320.00	100.00%	\$0.00	\$20,066.00
PR-08	Finley & Howard - Door & Hardware Schedule Changes - To 01-930-01	(\$67,799.00)	(\$67,799.00)	\$0.00	\$0.00	(\$67,799.00)	100.00%	\$0.00	(\$3,389.95)
	Subcontractor Cost Savings	\$3,555.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,555.00	\$0.00
04-020-20	Staging and Access Provisions	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100.00%	\$0.00	\$225.00
04-020-20	Grading and Leveling for Scaffold	\$3,600.00	\$3,600.00	\$0.00	\$0.00	\$3,600.00	100.00%	\$0.00	\$180.00
04-020-20	Unload and Handle Embedded Items and Lintels	\$1,800.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	100.00%	\$0.00	\$90.00
04-020-20	Sealing Penetrations and Top of Walls	\$3,750.00	\$3,750.00	\$0.00	\$0.00	\$3,750.00	100.00%	\$0.00	\$187.50
04-020-37	Through-Wall Flashing Coordination	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,500.00	\$0.00
04-020-38	Misc. Additional Stainless Steel Flashings	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
04-020-39	Above-Roof Masonry Coordination	\$5,500.00	\$5,004.00	\$0.00	\$0.00	\$5,004.00	90.98%	\$496.00	\$250.20
04-020-40	Expansion Joint Coordination	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,500.00	\$0.00
04-020-41	Embed Coordination	\$5,000.00	\$1,718.00	\$0.00	\$0.00	\$1,718.00	34.36%	\$3,282.00	\$85.90
04-020-42	CMU Wall Dowel Coordination	\$10,000.00	\$5,186.47	\$0.00	\$0.00	\$5,186.47	51.86%	\$4,813.53	\$259.32
04-020-43	Load-Bearing CMU Coordination	\$5,000.00	\$4,759.00	\$0.00	\$0.00	\$4,759.00	95.18%	\$241.00	\$237.95
05-012-10	Structural Steel Framing	\$215,723.00	\$215,723.00	\$0.00	\$0.00	\$215,723.00	100.00%	\$0.00	\$10,786.15
PR-27	Howard - Added Roof Ladder - To Howard 05-012-10	\$6,101.00	\$6,101.00	\$0.00	\$0.00	\$6,101.00	100.00%	\$0.00	\$305.05
	Subcontractor Cost Savings	\$1,057.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,057.00	\$0.00
OCO-001	Structural Steel Framing (Alt. #1 Howard)	\$10,762.00	\$10,762.00	\$0.00	\$0.00	\$10,762.00	100.00%	\$0.00	\$538.10
	Subcontractor Cost Savings (Alt. #1 Howard)	\$53.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$53.00	\$0.00
05-012-20	Cut Openings in Metal Deck	\$6,500.00	\$6,500.00	\$0.00	\$0.00	\$6,500.00	100.00%	\$0.00	\$325.00
05-012-20	Core, Sleeve, and Epoxy Handrails	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	\$0.00	\$100.00

CONTINUATION SHEET

Waxahachie ISD - Finley JH & Howard JH

APPLICATION AND CERTIFICATE FOR PAYMENT,
containing Contractor's signed Certification, is attached.
In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage **Page 21** OF 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

\$24,757,321.00

\$0.00

\$24,757,321.00

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
05-012-20	Install Wall-Mounted Handrails	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	\$0.00	\$75.00
05-012-36	Miscellaneous Steel for Equipment	\$3,500.00	\$1,041.97	\$0.00	\$0.00	\$1,041.97	29.77%	\$2,458.03	\$52.10
PR-27	Howard - Added Roof Ladder - To Howard 05-012-10	\$1,254.00	\$1,254.00	\$0.00	\$0.00	\$1,254.00	100.00%	\$0.00	\$62.70
05-012-37	Miscellaneous In-Wall Bracing and Angles	\$5,500.00	\$5,500.00	\$0.00	\$0.00	\$5,500.00	100.00%	\$0.00	\$275.00
05-012-38	Prefabricated Walkway Canopy Connections Coordination	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,500.00	\$0.00
05-012-39	Stage Curtain Structural Support Coordination	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,500.00	\$0.00
05-012-40	Steel Deck Replacement Coordination	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
06-010-10	Rough Carpentry	\$36,110.00	\$36,110.00	\$0.00	\$0.00	\$36,110.00	100.00%	\$0.00	\$1,805.50
OCO-001	Rough Carpentry (Alt. #1 Howard)	\$7,718.00	\$7,718.00	\$0.00	\$0.00	\$7,718.00	100.00%	\$0.00	\$385.90
06-040-10	Architectural Woodwork	\$69,838.00	\$69,838.00	\$0.00	\$0.00	\$69,838.00	100.00%	\$0.00	\$3,491.90
OCO-001	Architectural Woodwork (Alt. #1 Howard)	\$16,800.00	\$16,800.00	\$0.00	\$0.00	\$16,800.00	100.00%	\$0.00	\$840.00
	Subcontractor Cost Savings	\$27,791.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$27,791.00	\$0.00
06-040-20	Countertop Protection	\$2,510.00	\$2,510.00	\$0.00	\$0.00	\$2,510.00	100.00%	\$0.00	\$125.50
06-040-20	Caulking Millwork to Wall Transitions	\$1,980.00	\$1,980.00	\$0.00	\$0.00	\$1,980.00	100.00%	\$0.00	\$99.00
06-040-36	Miscellaneous Field Adjustments & Coordination	\$2,250.00	\$1,895.00	\$0.00	\$0.00	\$1,895.00	84.22%	\$355.00	\$94.75
06-040-37	Additional Misc. In-Wall Blocking Coordination	\$1,000.00	\$767.04	\$0.00	\$0.00	\$767.04	76.70%	\$232.96	\$38.35
06-040-38	Custom Plastic Laminate Color Coordination	\$1,000.00	\$500.00	\$0.00	\$0.00	\$500.00	50.00%	\$500.00	\$25.00
06-040-39	Tread and Riser at Platform Steps Coordination	\$1,000.00	\$950.00	\$0.00	\$0.00	\$950.00	95.00%	\$50.00	\$47.50
06-040-40	P-Lam Wall Panel Coordination at Platform Walls	\$2,500.00	\$432.20	\$0.00	\$0.00	\$432.20	17.29%	\$2,067.80	\$21.61
07-010-10	Waterproofing	\$90,291.00	\$90,291.00	\$0.00	\$0.00	\$90,291.00	100.00%	\$0.00	\$4,514.55
OCO-001	Waterproofing (Alt. #1 Howard)	\$1,920.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,920.00	\$0.00
07-010-20	Remove Compressible Joint Filler	\$1,150.00	\$1,150.00	\$0.00	\$0.00	\$1,150.00	100.00%	\$0.00	\$57.50
07-010-37	Misc. Additional Flashing	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,250.00	\$0.00
07-010-38	Misc. Additional Sealants	\$1,130.00	\$682.03	\$0.00	\$0.00	\$682.03	60.36%	\$447.97	\$34.10
07-010-39	Exterior Wall Assembly Mockup Coordination	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
07-010-40	Coordination at Existing Walls Adjacent to New Construction	\$2,500.00	\$0.00	234	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
07-010-41	Miscellaneous Substrate Preparation	\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,400.00	\$0.00

CONTINUATION SHEET

Waxahachie ISD - Finley JH & Howard JH

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Ret-23 OF 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

\$24,757,321.00

\$0.00

\$24,757,321.00

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G		H BALANCE TO FINISH <i>(C-G)</i>	I RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D+E)</i>	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>	% <i>(G ÷ C)</i>		
07-020-10	Spray-Applied Insulation	\$4,740.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,740.00	\$0.00
07-020-20	Protection of Equipment & Finishes	\$1,630.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,630.00	\$0.00
07-020-34	Misc. Additional Insulation Coordination	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00	\$0.00
07-020-35	Water Supply for Contractor	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,800.00	\$0.00
07-020-36	Patch and repair coordination	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00	\$0.00
07-041-10	Pre-Fabricated Metal Panel Assemblies	\$46,394.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$46,394.00	\$0.00
07-041-20	Cleaning of panels	\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,400.00	\$0.00
07-041-38	Exterior Wall Assembly Mockup Coordination	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$750.00	\$0.00
07-041-39	Additional Engineering Coordination	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
07-041-40	Additional Framing Coordination	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,200.00	\$0.00
07-041-41	Additional Waterproofing Coordination	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$750.00	\$0.00
07-041-42	Misc. Add. Flashing and Sealants Coordination	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
07-041-43	Coordination w/ abutting Façades	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$750.00	\$0.00
07-041-44	Metal Panel to Brick Transition Trim Coordination	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
07-050-10	Roofing	\$247,350.00	\$247,350.00	\$0.00	\$0.00	\$247,350.00	100.00%	\$0.00	\$12,367.50
	Subcontractor Cost Savings	\$1,213.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,213.00	\$0.00
07-050-20	Final Cleaning of Roof	\$1,350.00	\$1,350.00	\$0.00	\$0.00	\$1,350.00	100.00%	\$0.00	\$67.50
07-050-20	Temporary Safety Rails for Roof Hatches	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,200.00	\$0.00
07-050-20	Roof Protection for Above Roof Work	\$5,200.00	\$5,200.00	\$0.00	\$0.00	\$5,200.00	100.00%	\$0.00	\$260.00
07-050-20	Test Roof Drains	\$750.00	\$750.00	\$0.00	\$0.00	\$750.00	100.00%	\$0.00	\$37.50
07-050-20	Cast Iron Downspout Boots	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%	\$0.00	\$300.00
07-050-38	Additional Misc. Roof-Related Rough Carpentry	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
07-050-39	Additional MEP Penetration Flashing	\$3,290.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,290.00	\$0.00
07-050-40	Additional Misc. Sheet Metal Flashing	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,250.00	\$0.00
07-050-41	Coordination for Additional Work to Existing Roof System	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00
07-050-42	Rooftop Parapet Flashing Coordination	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,000.00	\$0.00
07-050-43	Walk Pads Coordination	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$800.00	\$0.00
07-050-44	Roof Ladder Coordination	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
07-095-10	Expansion Joint Cover Assemblies	\$15,100.00	\$15,100.00	\$0.00	\$0.00	\$15,100.00	100.00%	\$0.00	\$755.00

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Retainage 20 OF 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

\$24,757,321.00

\$0.00

\$24,757,321.00

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		% (G ÷ C)			
08-010-10	Doors, Frames, and Hardware	\$50,445.00	\$50,445.00	\$0.00	\$0.00	\$50,445.00	100.00%	\$0.00	\$2,522.25
OCO-001	Doors, Frames, and Hardware (Alt. #1 Howard)	\$46,056.00	\$46,056.00	\$0.00	\$0.00	\$46,056.00	100.00%	\$0.00	\$2,302.80
	Subcontractor Cost Savings	\$23,468.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$23,468.00	\$0.00
08-010-20	Unloading, Storing, and Staging Frames	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	\$0.00	\$50.00
08-010-20	Unloading, Storing, and Staging Doors	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%	\$0.00	\$60.00
08-010-20	Unloading, Storing, and Sorting Door Hardware	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	\$0.00	\$100.00
08-010-20	Wood Door Protection	\$800.00	\$800.00	\$0.00	\$0.00	\$800.00	100.00%	\$0.00	\$40.00
08-010-20	Unloading, Storing, and Staging Frames (Alt. #1)	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	\$0.00	\$50.00
08-010-20	Unloading, Storing, and Staging Doors (Alt. #1)	\$1,225.00	\$1,225.00	\$0.00	\$0.00	\$1,225.00	100.00%	\$0.00	\$61.25
08-010-20	Unloading, Storing, and Sorting Door Hardware (Alt. #1)	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	\$0.00	\$75.00
08-010-20	Wood Door Protection (Alt. #1)	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	\$0.00	\$100.00
08-010-37	Misc. Hardware Replacements / Adjustments	\$880.00	\$402.97	\$0.00	\$0.00	\$402.97	45.79%	\$477.03	\$20.15
08-010-38	Smoke-Seal and Weather-Stripping Adjustments	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00	\$0.00
08-010-39	Keying Coordination	\$280.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$280.00	\$0.00
08-010-40	Access Control Coordination	\$940.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$940.00	\$0.00
08-010-41	Practice Room Door Coordination	\$48,000.00	\$47,999.89	\$0.00	\$0.00	\$47,999.89	100.00%	\$0.11	\$2,399.99
08-010-42	WISD Hardware Standards Coordination	\$1,180.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,180.00	\$0.00
08-010-12	Door Installation	\$12,750.00	\$12,750.00	\$0.00	\$0.00	\$12,750.00	100.00%	\$0.00	\$637.50
OCO-001	Door Installation (Alt. #1 Howard)	\$15,375.00	\$15,375.00	\$0.00	\$0.00	\$15,375.00	100.00%	\$0.00	\$768.75
08-041-10	Glass & Glazing	\$142,325.00	\$142,325.00	\$0.00	\$0.00	\$142,325.00	100.00%	\$0.00	\$7,116.25
	Subcontractor Cost Savings	\$697.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$697.00	\$0.00
OCO-001	Glass & Galzing (Alt. #1 Howard)	\$5,834.00	\$5,834.00	\$0.00	\$0.00	\$5,834.00	100.00%	\$0.00	\$291.70
	Subcontractor Cost Savings	\$29.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$29.00	\$0.00
08-041-20	Protect Aluminum Frames	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	\$0.00	\$150.00
08-041-20	Final Cleaning of Glass	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	\$0.00	\$150.00
08-041-20	Temporarily Secure Exterior Aluminum Doors	\$1,050.00	\$1,050.00	\$0.00	\$0.00	\$1,050.00	100.00%	\$0.00	\$52.50
08-041-20	Temporarily Secure Window Openings	\$2,800.00	\$2,800.00	\$0.00	\$0.00	\$2,800.00	100.00%	\$0.00	\$140.00
08-041-35	Additional Perimeter Caulking	\$3,250.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,250.00	\$0.00
08-041-36	Miscellaneous Brake Metal and Trim	\$3,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,750.00	\$0.00
08-041-37	Additional Structural Steel Support	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
08-041-38	Modifications to Existing Openings at New Frames	\$1,950.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,950.00	\$0.00

CONTINUATION SHEET

Waxahachie ISD - Finley JH & Howard JH

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.
In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Release 1 OF 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

\$24,757,321.00

\$0.00

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Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G		H BALANCE TO FINISH <i>(C-G)</i>	I RETAINAGE <i>(If variable rate)</i>
			D FROM PREVIOUS APPLICATION <i>(D+E)</i>	E THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>	% <i>(G ÷ C)</i>		
09-021-10	Gypsum Board Assemblies - (Includes Alt #1 Howard)	\$576,300.00	\$576,300.00	\$0.00	\$0.00	\$576,300.00	100.00%	\$0.00	\$28,815.00
PR-08	Finley & Howard - Door & Hardware Schedule Changes - From 01-930-01	\$51,621.00	\$51,621.00	\$0.00	\$0.00	\$51,621.00	100.00%	\$0.00	\$2,581.05
PR-15	Howard Band Changes - To 01-930-01	(\$17,902.00)	(\$17,902.00)	\$0.00	\$0.00	(\$17,902.00)	100.00%	\$0.00	(\$895.10)
09-021-20	Replace Ceiling Tile After Above-Ceiling Work by Other Trades at New and Existing Areas	\$22,950.00	\$22,950.00	\$0.00	\$0.00	\$22,950.00	100.00%	\$0.00	\$1,147.50
09-021-20	Replace Ceiling Tile After Above-Ceiling Work for Owner Items at New and Existing Areas	\$7,650.00	\$7,650.00	\$0.00	\$0.00	\$7,650.00	100.00%	\$0.00	\$382.50
09-021-39	Above-Ceiling Coordination	\$3,000.00	\$36.51	\$0.00	\$0.00	\$36.51	1.22%	\$2,963.49	\$1.83
09-021-40	Moisture Resistant Gypsum Board	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,500.00	\$0.00
09-021-41	Additional Furr Outs/ Furr Downs	\$3,200.00	\$2,323.07	\$0.00	\$0.00	\$2,323.07	72.60%	\$876.93	\$116.15
09-021-42	Firestopping Coordination	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,500.00	\$0.00
09-021-43	Misc. Additional Work to Existing Conditions	\$5,500.00	\$3,960.00	\$0.00	\$0.00	\$3,960.00	72.00%	\$1,540.00	\$198.00
09-021-44	Patching for Fire Alarm Devices	\$18,500.00	\$15,730.00	\$0.00	\$0.00	\$15,730.00	85.03%	\$2,770.00	\$786.50
09-021-45	Acoustical Wall Panel Coordination	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
09-021-46	Miscellaneous Trim at Suspended Ceilings Coordination	\$5,000.00	\$3,449.00	\$0.00	\$0.00	\$3,449.00	68.98%	\$1,551.00	\$172.45
09-030-10	Tiling	\$33,242.50	\$33,242.50	\$0.00	\$0.00	\$33,242.50	100.00%	\$0.00	\$1,662.13
OCO-001	Tiling (Alt. #1 Howard)	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%	\$0.00	\$175.00
PR-31	Stage Revisions - Finley & Howard - From 01-930-12	\$11,643.00	\$11,643.00	\$0.00	\$0.00	\$11,643.00	100.00%	\$0.00	\$582.15
PR-35	Howard - Tile @ EWC per RFI Response - From 01-930-01	\$18,739.00	\$18,739.00	\$0.00	\$0.00	\$18,739.00	100.00%	\$0.00	\$936.95
	Subcontractor Cost Savings	\$187.50	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$187.50	\$0.00
09-030-20	Protection of Finished Wall Surfaces	\$2,250.00	\$2,250.00	\$0.00	\$0.00	\$2,250.00	100.00%	\$0.00	\$112.50
09-030-36	Grout Sealer	\$850.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$850.00	\$0.00
09-030-37	Caulking Corners	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$750.00	\$0.00
09-030-38	Additional Waterproof Membrane	\$1,200.00	\$1,062.86	\$0.00	\$0.00	\$1,062.86	88.57%	\$137.14	\$53.14
09-030-39	Tile Layout Coordination	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$750.00	\$0.00
09-065-10	Resilient Flooring & Carpeting	\$106,463.00	\$106,463.00	\$0.00	\$0.00	\$106,463.00	100.00%	\$0.00	\$5,323.15
OCO-001	Resilient Flooring & Carpeting (Alt. #1 Howard)	\$30,910.00	\$30,910.00	\$0.00	\$0.00	\$30,910.00	100.00%	\$0.00	\$1,545.50
	Sub-Contractor Cost Savings	\$304.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$304.00	\$0.00

CONTINUATION SHEET

Waxahachie ISD - Finley JH & Howard JH

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Release Page 28 of 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

Use Column I on Contracts where variable retainage for line items may apply.

\$24,757,321.00

\$0.00

\$24,757,321.00

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
09-065-20	Finished Floor Protection	\$19,380.00	\$19,380.00	\$0.00	\$0.00	\$19,380.00	100.00%	\$0.00	\$969.00
09-065-20	Additional Vinyl Tile Cleaning	\$7,750.00	\$7,750.00	\$0.00	\$0.00	\$7,750.00	100.00%	\$0.00	\$387.50
09-065-34	Additional Floor Prep	\$9,300.00	\$5,645.75	\$0.00	\$0.00	\$5,645.75	60.71%	\$3,654.25	\$282.29
OCO-001	Additional Floor Prep (Alt. #1 Howard)	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,500.00	\$0.00
09-065-35	Moisture Remediation/High Moisture Glue	\$15,000.00	\$7,268.29	\$0.00	\$0.00	\$7,268.29	48.46%	\$7,731.71	\$363.41
09-091-10	Painting	\$63,135.00	\$63,135.00	\$0.00	\$0.00	\$63,135.00	100.00%	\$0.00	\$3,156.75
OCO-001	Painting (Alt. #1 Howard)	\$30,015.00	\$30,015.00	\$0.00	\$0.00	\$30,015.00	100.00%	\$0.00	\$1,500.75
PR-08	Finley & Howard - Door & Hardware Schedule Changes - From 01-930-01	\$1,242.00	\$1,242.00	\$0.00	\$0.00	\$1,242.00	100.00%	\$0.00	\$62.10
09-091-20	Label Rated Walls Above Ceiling	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	\$0.00	\$75.00
09-091-20	Minor Touch-Up of Walls After Work by Other Trades	\$1,650.00	\$1,650.00	\$0.00	\$0.00	\$1,650.00	100.00%	\$0.00	\$82.50
09-091-20	Seal Between Tile and Drywall	\$2,200.00	\$2,200.00	\$0.00	\$0.00	\$2,200.00	100.00%	\$0.00	\$110.00
09-091-36	Painting of MEP Items	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
09-091-37	Fire-Rating Coordination	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
09-091-38	Exposed Wire Protection	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00	\$0.00
09-091-39	Misc. Wall Patching/Painting at Fire Alarm Devices	\$25,000.00	\$7,200.00	\$0.00	\$0.00	\$7,200.00	28.80%	\$17,800.00	\$360.00
09-091-40	Misc. Wall Patching/Painting at Renovation of Existing Conditions	\$5,000.00	\$3,361.51	\$0.00	\$0.00	\$3,361.51	67.23%	\$1,638.49	\$168.08
10-011-10	Visual Display Boards	\$1,979.00	\$1,979.00	\$0.00	\$0.00	\$1,979.00	100.00%	\$0.00	\$98.95
OCO-001	Visual Display Boards (Alt. #1 Howard)	\$8,193.00	\$8,193.00	\$0.00	\$0.00	\$8,193.00	100.00%	\$0.00	\$409.65
PR-18	Claridge to Polyvision. MB Revisions - To 01-930-01	(\$8,598.00)	(\$8,598.00)	\$0.00	\$0.00	(\$8,598.00)	100.00%	\$0.00	(\$429.90)
	Sub-Contractor Cost Savings	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$35.00	\$0.00
10-012-10	Display Cases								
OCO-001	Display Cases (Alt. #1 Howard)	\$14,486.00	\$14,486.00	\$0.00	\$0.00	\$14,486.00	100.00%	\$0.00	\$724.30
	Sub-Contractor Cost Savings	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$50.00	\$0.00
10-011-32	Adjustment and coordination with other systems	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
10-014-10	Signage	\$26,236.00	\$26,236.00	\$0.00	\$0.00	\$26,236.00	100.00%	\$0.00	\$1,311.80
OCO-001	Signage (Alt. #1 Howard)	\$3,571.00	\$3,571.00	\$0.00	\$0.00	\$3,571.00	100.00%	\$0.00	\$178.55
PR-28	Howard - Signage - From 01-930-01	\$61,798.00	\$61,798.00	\$0.00	\$0.00	\$61,798.00	100.00%	\$0.00	\$3,089.90
10-014-34	Glass Backers	\$2,300.00	\$1,789.80	\$0.00	\$0.00	\$1,789.80	77.82%	\$510.20	\$89.49

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Release 2019 of 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

\$24,757,321.00

\$0.00

\$24,757,321.00

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G		H BALANCE TO FINISH <i>(C-G)</i>	I RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D+E)</i>	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>	% <i>(G ÷ C)</i>		
10-014-35	Additional Signage Coordination	\$1,400.00	\$382.76	\$0.00	\$0.00	\$382.76	27.34%	\$1,017.24	\$19.14
10-014-36	TEA Exterior Door Number Signs	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
10-026-10	Wall & Door Protection	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%	\$0.00	\$300.00
OCO-001	Wall & Door Protection (Alt. #1 Howard)	\$4,750.00	\$4,750.00	\$0.00	\$0.00	\$4,750.00	100.00%	\$0.00	\$237.50
10-044-10	Fire Protection Specialties	\$1,488.00	\$1,488.00	\$0.00	\$0.00	\$1,488.00	100.00%	\$0.00	\$74.40
	Sub-Contractor Cost Savings	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5.00	\$0.00
10-044-32	Additional Misc. Fire Marshall Requirements	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
10-044-33	Fire Extinguisher at Existing Coord. OCO-001 (Alt. #1 Howard)	\$1,950.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,950.00	\$0.00
10-070-10	Awnings & Canopies	\$173,910.00	\$173,910.00	\$0.00	\$0.00	\$173,910.00	100.00%	\$0.00	\$8,695.50
	Subcontractor Cost Savings	\$853.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$853.00	\$0.00
10-070-20	Canopy Foundations	\$16,500.00	\$16,500.00	\$0.00	\$0.00	\$16,500.00	100.00%	\$0.00	\$825.00
10-070-35	Sheet Metal Flashing and Sealant Coordination	\$2,500.00	\$437.16	\$0.00	\$0.00	\$437.16	17.49%	\$2,062.84	\$21.86
10-070-36	Through-Wall Coordination	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
10-070-38	Final Finish Coordination	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00
10-099-10	Other Specialties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
10-099-32	Misc. Additional Accessories	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
11-052-10	Audio Video Mounting Equipment	\$13,122.00	\$13,122.00	\$0.00	\$0.00	\$13,122.00	100.00%	\$0.00	\$656.10
	Subcontractor Cost Savings	\$328.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$328.00	\$0.00
11-052-33	Electrical Coordination	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$750.00	\$0.00
11-052-34	AV Coordination	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$650.00	\$0.00
11-061-10	Theatrical Equipment	\$197,059.00	\$197,059.00	\$0.00	\$0.00	\$197,059.00	100.00%	\$0.00	\$9,852.95
	Subcontractor Cost Savings	\$33.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$33.00	\$0.00
11-061-20	Floor Protection for Installation	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%	\$0.00	\$125.00
11-061-20	Paint Exposed Conduit and Pipe	\$3,300.00	\$3,300.00	\$0.00	\$0.00	\$3,300.00	100.00%	\$0.00	\$165.00
11-061-32	MEP Overhead Coordination	\$2,500.00	\$491.21	\$0.00	\$0.00	\$491.21	19.65%	\$2,008.79	\$24.56

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Release Page 30 of 33 PAGES

APPLICATION DATE: December 11, 2025

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ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

\$24,757,321.00

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			D FROM PREVIOUS APPLICATION <i>(D+E)</i>	E THIS PERIOD		G TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>	% <i>(G ÷ C)</i>		
12-020-10	Window Treatments	\$24,020.00	\$24,020.00	\$0.00	\$0.00	\$24,020.00	100.00%	\$0.00	\$1,201.00
OCO-001	Window Treatments (Alt. #1 Howard)	\$669.00	\$669.00	\$0.00	\$0.00	\$669.00	100.00%	\$0.00	\$33.45
	Subcontractor Cost Savings	\$1,098.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,098.00	\$0.00
12-020-32	Windows not called out (additional blinds/shades)	\$1,480.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,480.00	\$0.00
12-038-10	Performing Arts Casework (Alternate Only)	\$88,338.00	\$88,338.00	\$0.00	\$0.00	\$88,338.00	100.00%	\$0.00	\$4,416.90
PR-14	Howard Wenger Revisions - From 01-930-01	\$19,452.00	\$19,452.00	\$0.00	\$0.00	\$19,452.00	100.00%	\$0.00	\$972.60
	Subcontractor Cost Savings	\$2,208.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,208.00	\$0.00
21-010-10	Fire Suppression Systems	\$51,736.00	\$51,736.00	\$0.00	\$0.00	\$51,736.00	100.00%	\$0.00	\$2,586.80
	Subcontractor Cost Savings	\$1,293.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,293.00	\$0.00
OCO-001	Fire Suppression Systems (Alt. #1 Howard)	\$33,478.00	\$33,478.00	\$0.00	\$0.00	\$33,478.00	100.00%	\$0.00	\$1,673.90
	Subcontractor Cost Savings	\$837.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$837.00	\$0.00
21-010-20	Sealing Penetrations	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
21-010-20	Cut Holes in Ceiling Tiles for Sprinkler Heads	\$5,630.00	\$5,630.00	\$0.00	\$0.00	\$5,630.00	100.00%	\$0.00	\$281.50
21-010-35	Above-Ceiling Coordination	\$4,000.00	\$1,634.00	\$0.00	\$0.00	\$1,634.00	40.85%	\$2,366.00	\$81.70
21-010-36	Concrete Coring	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
22-010-10	Plumbing Systems	\$64,962.00	\$64,962.00	\$0.00	\$0.00	\$64,962.00	100.00%	\$0.00	\$3,248.10
OCO-001	Plumbing Systems (Alt. #1 Howard)	\$27,621.00	\$27,621.00	\$0.00	\$0.00	\$27,621.00	100.00%	\$0.00	\$1,381.05
PR-15	Howard Band Changes - From 01-930-01	\$2,075.00	\$2,075.00	\$0.00	\$0.00	\$2,075.00	100.00%	\$0.00	\$103.75
	Subcontractor Cost Savings	\$2,188.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,188.00	\$0.00
22-010-20	Sealing Penetrations	\$4,750.00	\$4,750.00	\$0.00	\$0.00	\$4,750.00	100.00%	\$0.00	\$237.50
22-010-20	Concrete Around Clean-Outs and Covers	\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$1,750.00	100.00%	\$0.00	\$87.50
22-010-40	Piping and Valves for Temporary Water Service	\$1,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,750.00	\$0.00
22-010-41	Condensate Drain Coordination	\$3,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,200.00	\$0.00
22-010-42	Access Panels	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
22-010-43	Final Connections Coordination	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
22-010-44	Plumbing to Site Utility Coordination	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$12,000.00	\$0.00
22-010-45	Existing Plumbing Systems Coordination	\$8,000.00	\$1,387.66	\$0.00	\$0.00	\$1,387.66	17.35%	\$6,612.34	\$69.38
22-010-46	Masonry Rough-In Coordination	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
22-010-47	Video Inspection & Flushing Sewer Lines	\$8,900.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,900.00	\$0.00

CONTINUATION SHEET

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APPLICATION NO.: 17-Retainage Release Page 11 of 33 PAGES

APPLICATION DATE: December 11, 2025

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			FROM PREVIOUS APPLICATION <i>(D+E)</i>	THIS PERIOD		% <i>(G ÷ C)</i>			
23-010-10	HVAC Systems	\$231,996.00	\$231,996.00	\$0.00	\$0.00	\$231,996.00	100.00%	\$0.00	\$11,599.80
OCO-001	HVAC Systems (Alt. #1 Howard)	\$124,388.00	\$124,388.00	\$0.00	\$0.00	\$124,388.00	100.00%	\$0.00	\$6,219.40
PR-40	Howard Condensing Unit - From 01-930-12	\$7,363.00	\$7,363.00	\$0.00	\$0.00	\$7,363.00	100.00%	\$0.00	\$368.15
	Subcontractor Cost Savings	\$6,960.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,960.00	\$0.00
23-010-20	Sealing Penetrations	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
23-010-20	Filter Replacements During Construction	\$5,500.00	\$5,500.00	\$0.00	\$0.00	\$5,500.00	100.00%	\$0.00	\$275.00
23-010-20	Maintain Seals of Duct Openings During Construction	\$2,250.00	\$2,250.00	\$0.00	\$0.00	\$2,250.00	100.00%	\$0.00	\$112.50
23-010-20	Filter Fabric at Duct Openings During Construction	\$2,630.00	\$2,630.00	\$0.00	\$0.00	\$2,630.00	100.00%	\$0.00	\$131.50
23-010-36	Roof Penetration Coordination	\$3,250.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,250.00	\$0.00
23-010-37	Motor Starter Coordination	\$6,000.00	\$5,122.66	\$0.00	\$0.00	\$5,122.66	85.38%	\$877.34	\$256.13
23-010-38	Controls Coordination	\$4,500.00	\$4,220.45	\$0.00	\$0.00	\$4,220.45	93.79%	\$279.55	\$211.02
23-010-39	Roof Curb Height and Slope Coordination	\$4,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,200.00	\$0.00
23-010-40	Existing HVAC System Coordination	\$9,550.00	\$9,550.00	\$0.00	\$0.00	\$9,550.00	100.00%	\$0.00	\$477.50
23-050-10	Test, Adjust, & Balance	\$12,500.00	\$12,500.00	\$0.00	\$0.00	\$12,500.00	100.00%	\$0.00	\$625.00
	Subcontractor Cost Savings	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$750.00	\$0.00
23-050-32	Misc. Final TAB Adjustments	\$1,880.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,880.00	\$0.00
23-050-33 OCO-001	Test, Adjust, & Balance (Alt. #1 Howard)	\$2,153.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,153.00	\$0.00
26-010-10	Electrical Systems	\$887,175.00	\$887,175.00	\$0.00	\$0.00	\$887,175.00	100.00%	\$0.00	\$44,358.75
OCO-001	Electrical Systems (Alt. #1 Howard)	\$81,833.00	\$81,833.00	\$0.00	\$0.00	\$81,833.00	100.00%	\$0.00	\$4,091.65
PR-10	Finley & Howard Electrical VE Items - To 01-930-01	(\$10,881.00)	(\$10,881.00)	\$0.00	\$0.00	(\$10,881.00)	100.00%	\$0.00	(\$544.05)
PR-21	Theater Lighting Credits - To 01-930-01	(\$35,412.00)	(\$35,412.00)	\$0.00	\$0.00	(\$35,412.00)	100.00%	\$0.00	(\$1,770.60)
PR-24	Owner Requested PA Revisions - From 01-930-01	\$6,925.00	\$6,925.00	\$0.00	\$0.00	\$6,925.00	100.00%	\$0.00	\$346.25
PR-31	Finley & Howard - Stage Revisions - From 01-930-12	\$3,332.00	\$3,332.00	\$0.00	\$0.00	\$3,332.00	100.00%	\$0.00	\$166.60
PR-32	AV Revisions at Howard JH - From 01-930-01	\$4,456.00	\$4,456.00	\$0.00	\$0.00	\$4,456.00	100.00%	\$0.00	\$222.80
PR-34	Howard - Drama Lights per Owner Request - From 01-930-01	\$6,577.00	\$6,577.00	\$0.00	\$0.00	\$6,577.00	100.00%	\$0.00	\$328.85
PR-40	Howard Condensing Unit - From 01-930-12	\$9,119.00	\$9,119.00	\$0.00	\$0.00	\$9,119.00	100.00%	\$0.00	\$455.95
26-010-20	Maintain Temporary Lighting	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%	\$0.00	\$300.00
26-010-20	Sealing Penetrations for Division 26 Trades	\$9,500.00	\$9,500.00	\$0.00	\$0.00	\$9,500.00	100.00%	\$0.00	\$475.00
26-010-20	Sealing Penetrations for Division 27 Trades	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%	\$0.00	\$300.00
26-010-20	Sealing Penetrations for Division 28 Trades	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.00%	\$0.00	\$200.00

CONTINUATION SHEET

Waxahachie ISD - Finley JH & Howard JH

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Release of 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

\$24,757,321.00

\$0.00

\$24,757,321.00

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		% (G ÷ C)			
26-010-39	Temporary Electric for Project Office	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
26-010-40	Pathway Coordination for Transformer	\$8,250.00	\$5,783.00	\$0.00	\$0.00	\$5,783.00	70.10%	\$2,467.00	\$289.15
26-010-41	R/I Coordination	\$3,200.00	\$2,207.99	\$0.00	\$0.00	\$2,207.99	69.00%	\$992.01	\$110.40
26-010-42	Light Fixture Coordination	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%	\$0.00	\$175.00
26-010-43	Coordination with Existing Systems	\$7,550.00	\$7,539.00	\$0.00	\$0.00	\$7,539.00	99.85%	\$11.00	\$376.95
26-010-44	Concrete Coring Coordination	\$2,500.00	\$2,099.88	\$0.00	\$0.00	\$2,099.88	84.00%	\$400.12	\$104.99
26-010-45	Masonry Rough-In Coordination	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%	\$0.00	\$175.00
27-010-10	Structured Cabling	\$7,415.00	\$7,415.00	\$0.00	\$0.00	\$7,415.00	100.00%	\$0.00	\$370.75
OCO-001	Structured Cabling (Alt. #1 Howard)	\$2,977.00	\$2,977.00	\$0.00	\$0.00	\$2,977.00	100.00%	\$0.00	\$148.85
27-010-33	Additional Data Drops	\$3,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,600.00	\$0.00
27-010-34	Cat6A Coordination	\$2,500.00	\$1,654.17	\$0.00	\$0.00	\$1,654.17	66.17%	\$845.83	\$82.71
27-040-10	Audio-Video Communications	\$54,031.00	\$54,031.00	\$0.00	\$0.00	\$54,031.00	100.00%	\$0.00	\$2,701.55
OCO-001	Audio-Video Communications (Alt. #1 Howard)	\$13,269.00	\$13,269.00	\$0.00	\$0.00	\$13,269.00	100.00%	\$0.00	\$663.45
PR-32	AV Revisions at Howard JH - From 01-930-01	\$20,943.00	\$20,943.00	\$0.00	\$0.00	\$20,943.00	100.00%	\$0.00	\$1,047.15
	Subcontractor Cost Savings	\$2,464.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,464.00	\$0.00
27-040-32	Network Coordination	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
27-051-10	Public Address Systems	\$245,134.00	\$245,134.00	\$0.00	\$0.00	\$245,134.00	100.00%	\$0.00	\$12,256.70
PR-05	VE Valcom to Carehawk Revision - To 01-930-01	(\$39,241.00)	(\$39,241.00)	\$0.00	\$0.00	(\$39,241.00)	100.00%	\$0.00	(\$1,962.05)
27-060-10	Emergency Responder Radio Enhancement System	\$55,890.00	\$55,890.00	\$0.00	\$0.00	\$55,890.00	100.00%	\$0.00	\$2,794.50
28-010-10	Electronic Safety & Security	\$44,310.00	\$44,310.00	\$0.00	\$0.00	\$44,310.00	100.00%	\$0.00	\$2,215.50
OCO-001	Electronic Safety & Security (Alt. #1 Howard)	\$41,943.00	\$41,943.00	\$0.00	\$0.00	\$41,943.00	100.00%	\$0.00	\$2,097.15
PR-08	Finley & Howard - Door & Hardware Schedule Changes - From 01-930-01	\$26,021.00	\$26,021.00	\$0.00	\$0.00	\$26,021.00	100.00%	\$0.00	\$1,301.05
	Subcontractor Cost Savings	\$69,247.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$69,247.00	\$0.00
28-010-34	Storefront Coordination	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
28-010-35	Power Supply Coordination	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%	\$0.00	\$175.00
28-010-36	Additional Video System Requirements Coordination	\$3,500.00	\$3,322.59	\$0.00	\$0.00	\$3,322.59	94.93%	\$177.41	\$166.13
31-010-10	Earthwork	\$61,532.00	\$61,532.00	\$0.00	\$0.00	\$61,532.00	100.00%	\$0.00	\$3,076.60

CONTINUATION SHEET

Waxahachie ISD - Finley JH & Howard JH

APPLICATION AND CERTIFICATE FOR PAYMENT,
containing Contractor's signed Certification, is attached.
In tabulations below, amounts are in US dollars.

APPLICATION NO.: 17-Retainage Retainage Page 31 OF 33 PAGES

APPLICATION DATE: December 11, 2025

PERIOD TO: November 25, 2025

ARCHITECTS PROJECT NO: 23-129.00 & 23-153.00

Use Column I on Contracts where variable retainage for line items may apply.

\$24,757,321.00

\$0.00

\$24,757,321.00

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>		H BALANCE TO FINISH <i>(C-G)</i>	I RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D+E)</i>	THIS PERIOD		% <i>(G ÷ C)</i>			
31-010-20	Maintain SWPPP BMP's Beyond Earthwork Operations	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
31-010-20	Dust Control Beyond Earthwork Operations	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
31-010-20	Street Sweeping Beyond Earthwork Operations	\$9,800.00	\$9,800.00	\$0.00	\$0.00	\$9,800.00	100.00%	\$0.00	\$490.00
31-010-20	Minor Fine Grading	\$6,150.00	\$6,150.00	\$0.00	\$0.00	\$6,150.00	100.00%	\$0.00	\$307.50
31-010-20	Pumping and Dewatering	\$1,100.00	\$1,100.00	\$0.00	\$0.00	\$1,100.00	100.00%	\$0.00	\$55.00
31-010-37	Temporary Water Usage Fees	\$12,050.00	\$11,359.00	\$0.00	\$0.00	\$11,359.00	94.27%	\$691.00	\$567.95
31-010-38	Additional Subgrade Preparation Requirements	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%	\$0.00	\$175.00
31-010-39	Import Topsoil	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
31-010-40	Miscellaneous Adjustments to Final Grade Elevations	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	\$0.00	\$150.00
31-010-41	Rock Excavation	\$2,500.00	\$170.06	\$0.00	\$0.00	\$170.06	6.80%	\$2,329.94	\$8.50
31-010-42	Site Restoration	\$9,210.00	\$8,140.23	\$0.00	\$0.00	\$8,140.23	88.38%	\$1,069.77	\$407.01
31-020-10	Termite Control	\$750.00	\$750.00	\$0.00	\$0.00	\$750.00	100.00%	\$0.00	\$37.50
	Subcontractor Cost Savings	\$19.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19.00	\$0.00
31-020-32	Additional Mobilizations	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00	\$0.00
33-010-10	Utilities	\$40,495.00	\$40,495.00	\$0.00	\$0.00	\$40,495.00	100.00%	\$0.00	\$2,024.75
33-010-20	Misc Utilities Concrete	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%	\$0.00	\$175.00
33-010-38	Rock Sawing & Excavations	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%	\$0.00	\$125.00
33-010-39	Temporarily Reroute Utilities to Maintain Service	\$25,000.00	\$24,999.56	\$0.00	\$0.00	\$24,999.56	100.00%	\$0.44	\$1,249.98
33-010-40	Demolish Existing Utilities Coordination	\$5,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	80.00%	\$1,000.00	\$200.00
33-010-41	Patching Flatwork/Paving Coordination	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%	\$0.00	\$750.00
33-010-42	GeoTherma Coordination	\$30,000.00	\$28,689.13	\$0.00	\$0.00	\$28,689.13	95.63%	\$1,310.87	\$1,434.46
33-010-15	Trench Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
HOWARD TOTALS		6,640,750.00	6,089,646.34	0.00	0.00	\$6,089,646.34	92%	\$551,103.66	\$304,482.32
PROJECT TOTALS		24,757,321.00	22,521,716.62	0.00	0.00	\$22,521,716.62	91%	\$2,235,604.38	\$1,126,085.83

Waxahachie Independent School District
BOARD OF TRUSTEES

Date: January 12, 2026 **Presented By:** Theresa Burkhalter

Subject: Teacher Certification Extension **Related Page(s)** 4



EXECUTIVE SUMMARY:

The Human Resources Department is recommending approval of the application for delay of teacher certification requirements.

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:

To approve the application for delay of teacher certification requirements.



Waxahachie INDEPENDENT SCHOOL DISTRICT

411 N. Gibson St. Waxahachie, TX 75165 • 972-923-4631 Phone • 972-923-4759 Fax • [wisd.org](http://www.wisd.org)

Application for Delay of Teacher Certification Requirements Waxahachie Independent School District Superintendent: Rebecca McCutchen

Purpose and Overview

Waxahachie ISD is committed to ensuring that all students are taught by appropriately certified and highly qualified teachers. The district recognizes the Texas Education Agency's requirement that all teachers must hold the required certification before the start of the 2029-2030 academic year.

The plan outlines Waxahachie ISD's strategy, timeline, and partnerships to reduce the number of uncertified teachers, with the ultimate goal of having all teachers certified by 2029. The plan includes measurable goals, support for uncertified teachers to complete certification, and actions to strengthen recruitment and retention of certified educators.

Current Outlook (as of Fall 2025)

Category	Total Teachers	Uncertified	% Uncertified
Elementary (K-5)	360	47	13%
Middle School (6-8)	172	27	16%
High School (9-12)	243	31	13%

Annual Reduction Percentage Targets

The table below displays the percentage of uncertified teachers in Waxahachie ISD for each school year. As of Fall 2025, the district currently has 14% uncertified teachers. By establishing this plan, our goal is to decrease that number by 4% each school year and be in full compliance one year before the deadline (2028-2029).

School Year	Target % of Uncertified Teachers
2025-2026	10%
2026-2027	6%
2027-2028	2%
2028-2029	Full Compliance
2029-2030	Full Compliance - Deadline School Year

Strategy One: Targeted Support for Uncertified Teachers

Waxahachie ISD will provide individualized certification pathways for every uncertified teacher.

1. Certification Completion Plans

Each uncertified teacher will have a written plan that includes:

- Enrollment in an approved Educator Preparation Program (EPP) within 30 days of hire.
- Established deadlines for completing required TExES exams.
- Assigned a district mentor and progress monitoring each semester

2. Monthly Update Meetings

Human Resource Certification Specialists will meet individually to provide uncertified teaching staff with support and guidance on certification requirements while monitoring staff progression towards certification.

3. Mentoring and Coaching

Uncertified teachers will be assigned campus mentors (District Instructional Coaches) who will provide weekly instructional support and guidance.

4. Time and District Resources

Principals will provide release time (District Deep Dive Days/Campus Time) or embedded professional development for opportunities to support exam preparation and coursework completion.

5. Accountability

Uncertified teachers who do not demonstrate certification progress according to their plan may be subject to nonrenewal or reassignment.

Strategy Two: Partnerships with Educator Preparation Programs

Waxahachie ISD will partner with the following EPPs to support certification efforts:

- **Texas Tech University, East Texas State University, and the University of North Texas at Dallas** - All three universities have programs that allow teachers to obtain their certification while teaching in Waxahachie ISD.
- **Region 10 ESC Alternative Certification Program** - primary partner for certification in general education, ESL, and special education.
- **iTeach Texas** - Alternative Certification Program
- **Teachers of Tomorrow** - Alternative Certification Program
- **Teachworthy** - Alternative Certification Program
- **Planned Activities with EPP Partners:**
 - Cohort-based ACP program (East Texas A&M University) for Waxahachie ISD uncertified teachers starting in Summer 2026.
 - Human Resources will serve on the Teacher Education Supervisory Board for Nelson University, East Texas State University, and the University of North Texas at Dallas.
 - Recruitment fairs in the spring and fall.
 - Regular progress reports from EPPs to Human Resources to monitor completion

Strategy Three: Recruitment and Future Teacher Pipeline

Waxahachie ISD will implement proactive measures to strengthen the pipeline of certified teachers.

1. "Grow Your Own" Teacher Program:

- Recruit paraprofessionals and substitute teachers to enroll in district Alternative Certification Program cohorts.
- Support our high school education pathway students throughout the year and offer guidance in becoming a teacher at Waxahachie ISD

2. Internship University Partnerships:

- Host student teachers and interns and provide interview opportunities for completers from partner universities.

3. District Job Fairs and Open Interviews

- Waxahachie ISD will schedule a job fair in the spring to allow principals to meet prospective staff for their open positions on their campus.
- Waxahachie ISD will schedule and host specialized (SPED, ESL, Bilingual Teachers) job fairs for spring and fall to allow principals a convenient way to meet, screen, and interview applicants.

4. Marketing and Outreach

- Promote teaching careers through the district website, social media, and district events.
- Attend University job fairs throughout the spring to attract college students to choose Waxahachie ISD.

Strategy Four: Monitoring and Accountability

Waxahachie ISD will maintain a continuous monitoring process to ensure compliance.

- Human Resources will produce biannual certification reports to the Cabinet and Board of Trustees.
- Certification specialists will ensure accurate documentation, timely permit filings, and withdrawal of emergency permits when certification is obtained.

Waxahachie Independent School District
BOARD OF TRUSTEES

Date: January 12, 2026 **Presented By:** Theresa Burkhalter

Subject: Teachers of Tomorrow MOU **Related Page(s)** 2



EXECUTIVE SUMMARY:

The Human Resources Department has provided an overview of Teachers of Tomorrow Teacher Certification MOU

ATTACHMENTS:

MOU

		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:

To approve the district to enter into an MOU with Teachers of Tomorrow.

TEACHERS *of*
TOMORROW

TEACHER CERTIFICATION™

2401 Fountain View Dr., STE 700

Houston, TX 77057

Tel: 877-342-1202

Program Description

Teachers of Tomorrow (TOT), enters this Memorandum of Understanding (MOU) with the Waxahachie Independent School District (District) with the shared commitment to collaboratively identify, support, and prepare aspiring educators who are pursuing their certification. Recognizing the paramount importance of ensuring the success of educators in the classroom, TOT and the District pledge to work in tandem to provide comprehensive assistance and resources to these individuals, fostering their growth and proficiency as effective educators within Waxahachie ISD's schools.

The intent of this MOU is to strengthen the communication between ToT and the District regarding progress toward certification for all ToT candidates. It will ensure all candidates currently enrolled with ToT and employed with Waxahachie ISD are on a clearly defined path to certification based on the timeline established by the District. This MOU will create a shared level of visibility regarding candidate progress toward certification, consistent communication to the candidate regarding expectations and timelines, as well as additional support provided by ToT to maximize a candidate's successful completion of their certification.

MOU Detail

Item

Teachers of Tomorrow: Pathways to Certification Partnership

Program Details:

Data Sharing & Communication

- ToT and the District will share available data to correctly identify all ToT candidates who are currently employed with the District
- ToT detailed dashboards are available for the district to track progress of candidates in various stages
- The District will provide an intended completion date or timeline for certification
- ToT will provide the District with real time updates on candidate progress via the District Portal

Basic Level Partnership Benefits

- Access to our listing of eligible candidates, "The List"
- District Portal Credentials for HR team to follow employee progress and status
- Coordination of Uncertified Staff
- Access to Account Management Team

- Discount of \$200 off program fees for district referrals: the district will be given a unique code, and the candidate must be a new enrollee or a transfer from another program
- Access to Mometrix Test Prep: 3-years for each candidate
- TLL Subscription Model landing page: 50% discount; the district will be given a link which can be used by any teacher in the district, regardless of program or certification status
- SK12 Professional Development: 7-Day free trial once Intern Certificate is recommended

MOU action items and timeline

- District will provide ToT with a designated HR contact(s)
- Within five business days of the MOU being signed ToT will provide the District with a complete list of candidates ToT shows as being employed by the District
- Within five business days of receiving the list of candidates from ToT the District will confirm all employment information for candidates included. ToT will add employment information into our systems for progress monitoring.
- Within five business days of the candidate list being confirmed the District will provide the expected timeline for completion of certification requirements.
- The District agrees to allow ToT to use Waxahachie Independent School District's name and logo (with approval) in marketing.
- MOU is in effect for a period of one (1) year from the date of the signature below. District may upgrade to a different partnership package at any time during that year.

SCHOOL DISTRICT: Waxahachie Independent School District

Print Name: _____

Print Title: _____

Date

TEACHERS OF TOMORROW, LLC

Charlotte Arnold, Director of Partnerships

Date

**Waxahachie Independent School District
BOARD OF TRUSTEES**

Date: January 12, 2026 **Presented By:** Jacob Perry

Subject: MOU with Texas Commission on Law Enforcement for School Marshal Licensing **Related Page(s)** 4



EXECUTIVE SUMMARY:

For many years Waxahachie ISD has entered into a Memorandum of Understanding (MOU) with Texas Commission on Law Enforcement (TCOLE) to provide standards of, and funding for, School Marshal Licensee training. Each MOU is a two-year agreement between Waxahachie ISD and TCOLE.

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

RECOMMENDATION:

It is recommended that the Board approve the Memorandum of Understanding to continue the relationship the district has with TCOLE for School Marshal Licensing Training.

MEMORANDUM OF UNDERSTANDING

between

TEXAS COMMISSION ON LAW ENFORCEMENT

and

This Memorandum of Understanding ("MOU") is entered into by and between TEXAS COMMISSION ON LAW ENFORCEMENT, State of Texas State Agency, hereinafter referred to as "TCOLE" and _____, hereinafter referred to as a "Participating ISD" in the School Marshal Licensing Program.

WHEREAS, TCOLE offers standards of and funding for School Marshal Licensee Training in the State of Texas; and,

WHEREAS, Participating ISD has or intends to appoint employed Licensed School Marshal(s) in the State of Texas; and,

WHEREAS, it is deemed in the best interest of both parties that the parties enter into a mutually satisfactory agreement to share in this educational process;

NOW THEREFORE, based on this document, the parties hereto, intending to be legally bound, have agreed as follows:

Article I. School Marshal Training

TCOLE has qualified Training Providers available to conduct both the initial School Marshal Licensee Training AND the School Marshal Recertification Training in the State of Texas for qualified individuals:

- a. Employed by an Independent School District (ISD) in the State of Texas**
- b. Meets eligibility requirements as a School Marshal in the State of Texas**
- c. Eligible to attend either the initial School Marshal Training or School Marshal Recertification Training**

1.1 TCOLE shall:

- 1. Recruit training providers to conduct the live, in-person School Marshal Training course for qualified ISD candidates.**
- 2. Vet qualified potential ISD candidates before scheduling School Marshal Training course.**
- 3. Open seats up to Participating ISD for School Marshal Training courses offered in or near the region the ISD is in. TCOLE reserves the right to reduce enrollment seats to Participating ISD.**

4. Maintain a waitlist of licensee qualified ISD candidates if the Participating ISD has more candidates needing School Marshal Training.
5. Contact and directly schedule and enroll all qualified ISD candidates to attend an upcoming School Marshal Training in or near their region.
6. Manage scheduling and enrollment for each School Marshal Training course offered. Meeting a standard of 20 candidates enrolled for each course offered.
7. Send representatives to inspect and observe all or a portion of each School Marshal Training course offered by a qualified Training Provider.
8. Contact enrolled candidates in the event of rescheduling or canceling a course they were scheduled for.

1.2 Participating ISD shall:

1. Provide to TCOLE qualified licensee candidates to enter the School Marshal Training Program.
2. Ensure that qualified licensee candidates complete the application process and submit required documentation to TCOLE.
3. Ensure that qualified licensee candidates have the required psychological examination (L3) completed prior to attending each School Marshal Training or School Marshal Recertification Training. Participating ISD is financially responsible for paying the entire cost of the L3.
4. Ensure that qualified licensee candidates attend in person and complete all School Marshal Training courses dates they are enrolled in.
5. Provide personal safety gear, printed and electronic materials range ammunition, travel costs, transportation to any off-site training locations for all licensee candidates at each course attended.

1.3 Joint Responsibilities:

1. TCOLE and Participating ISD shall coordinate scheduling candidates in open seats of upcoming School Marshal Training courses in or near their region.
2. TCOLE and Participating ISD shall share any candidate eligibility documentation either party requires with each other.
3. Rescheduling candidates for Training course dates, if warranted due to natural disaster damage to Training Provider facilities.

Article II. Duration of the MOU

2.1. Term. This MOU will become effective upon the date of its signing and shall have a term of two (2) years unless terminated by either party. This MOU may be extended by mutual written consent of the parties.

2.2. Termination of the MOU. This MOU may be terminated by either party at any time prior to the expiration of the MOU provided written notice is given to the other party (30) days in advance.

2.3. Contingent upon Appropriation Funding. This MOU is contingent upon the availability of appropriated funds for School Marshal Training by the State of Texas.

Article III. Modification

This MOU may be modified by prior mutual written consent of the parties. However, such modifications shall not retroactively alter the terms or conditions in force in such ways as to jeopardize the successful completion of existing activities.

Article IV. Billing and Financial Responsibilities

IV.1. Participating ISD shall:

1. Submit to TCOLE upon signing this agreement the following documents:
 - a. Current, signed W-9
 - b. Taxpayer Identification Number (TIN)
2. Submit an Invoice to TCOLE no later than 10 business days after qualified candidate(s) complete a School Marshal Training offered. The Invoice Total must not exceed \$1,250/ per attendee. Invoice details must specify the following:
 - a. Names of candidates who attended 1 School Marshal Training.
 - b. Dates, location, and Training Provider name of this School Marshal Training.

IV.2. TCOLE shall:

1. Upon receipt of an Invoice by this Participating ISD, review invoice and approve for reimbursement to Participating ISD within 30 business days.
2. Not reimburse Participating ISD for any other expenses under this MOU. The \$1,250/ per attendee is intended to cover any Participating ISD psychological examination and ammunition costs associated with sending 1 candidate to a School Marshal Training.

Article V. Audit

V.1. State Auditor's Right to Audit

The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under this MOU or indirectly through a subcontract under the MOU. The acceptance of funds directly under the MOU or indirectly through a subcontract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, an entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

Article VI. Points of Contact:

TCOLE: Brian Roth, CFO _____
Phone: (512) 936-7724 _____
E-mail: brian.roth@tcole.texas.gov

Participating ISD: Rebecca McCutchen
Phone: _____
E-mail: _____

Article VI. Execution

The undersigned parties bind themselves to the faithful performance of this MOU:

Signature
Name: Rebecca McCutchen
Title: _____
Date: _____

TCOLE

Signature
Name: _____
Title: _____
Date: _____

**Memorandum of Understanding
Between
Tarleton State University
and
WAXAHACHIE ISD**

FOR THE 2026-2027 TARLETON TODAY PROGRAM

This Memorandum of Understanding (MOU) with an Effective Date of April 1, 2026, is entered by WAXAHACHIE ISD (WISD) and TARLETON STATE UNIVERSITY, a member of The Texas A&M University System, an agency of the State of Texas, hereinafter referred to as "Tarleton State".

Contracting Parties:

Receiving Party (WISD)
WAXAHACHIE ISD
411 N GIBSON ST
WAXAHACHIE, TX 75165-3007

Performing Party Tarleton State University
1333 W. Washington St.
Stephenville, TX 76402

WHEREAS, Tarleton State and WISD are collaborating to offer eligible high school students the opportunity to enroll in college courses while attending high school and receive simultaneous academic credits from Tarleton State and their WISD high school(s).

WHEREAS, eligible students will be able to participate in a dual enrollment, distance education program called Tarleton Today.

NOW THEREFORE, in consideration of the mutual promises herein contained, the Parties agree as follows:

1. Nature of Tarleton Today

Tarleton State and WISD enter into this Agreement to implement Tarleton Today by offering distance college courses through a dual-enrollment model, as well as high school teacher training and professional learning. Tarleton Today offers high school students the opportunity to earn high school credits from WISD and college credits from Tarleton State through a distance education course.

WISD and Tarleton State will share the responsibility to implement the Tarleton Today program. By entering into this Agreement for the delivery of distance college courses, WISD becomes an active participant in ensuring the effectiveness and quality of the implementation of Tarleton Today at WISD.

2. Fees and Payments

Enrollment Fees:

If joining the Tarleton Today program on or after the Effective Date, the cost of the Tarleton Today course materials, technical support and course implementation support outlined in this Agreement for WISD will be defined on a per-student, per-course basis. Program costs will be evaluated annually.

Texas public school districts or charter schools will pay a subsidized rate of \$50 per student per semester credit hour during the 2026-2027 school year (3 credit courses = \$150; 4 credit courses = \$200). Pending Texas FAST Program funding reimbursement, WISD students qualifying for the FAST program will receive a course fee credit equal to the course fee charge. Tarleton Today will be directly reimbursed for course fees through the FAST Program for these students after completion. Private, parochial, and out-of-state schools are not eligible for the subsidized rate and will be charged \$65 per semester credit hour.

The Tarleton Today course fee is assessed for each student registered in each Tarleton Today course on the designated enrollment date. The program fee covers access to course materials and technology tools. Refunds will not be given at the end of a course for any reason, including if a student does not earn college credit in the course or withdraws after the enrollment date.

Professional Learning Fee:

The cost of Tarleton Today professional development will be assessed on a per-teacher basis at a rate of \$500 for all teachers, both new and returning to the program. If a teacher is participating in more than one course, each subsequent course will be billed at 50% the professional learning fee. This fee covers professional learning and development requirements during the entire term of this agreement, including summer professional development courses, virtual learning modules, and coaching sessions from Tarleton State. If WISD or the WISD high school teacher joins after the conclusion of summer professional development, the total fee is still required based upon the status of the teacher at student enrollment date. For teachers that complete the Tarleton Today course with at least 60% of their enrolled students accepting college credit and active participation in Tarleton Today Professional Learning activities, Tarleton Today will provide them a \$500 end-of-year bonus.

Any professional development fees do not include lodging, transportation, or teacher substitute cost.

WISD is responsible for paying within 30 days of receipt of any undisputed invoice.

All checks should be made payable to Tarleton State University. Payments should be mailed and/or delivered to:

Tarleton State University
Business Services
Box T-0120
Stephenville, TX 76402

3. Scope of Work and Responsibilities

Responsibilities to implement Tarleton Today distance college courses will be shared by WISD and Tarleton Today. WISD is an active participant in ensuring the effectiveness and quality of Tarleton Today implementation at its facilities. The Parties agree to provide the following, collectively referred to as the "Services."

Responsibilities of Tarleton Today

Enrollment and Records

- A. Register high school students for Tarleton Today courses (as listed in Exhibit A) through the Tarleton Today student information system.
- B. Maintain, as part of routine educational effectiveness evaluation at Tarleton State, Tarleton Today student educational records, including registration, enrollment, orientation, and course evaluation data for purposes of administering, implementing, and improving the program and providing official reporting to Tarleton State and WISD. Tarleton Today engages in additional data sharing with Tarleton State departments as defined in the data sharing agreement between Parties, attached and incorporated herein.
- C. Record grades on Tarleton State transcripts for students who accept college credit for the distance college course.
- D. Support documentation of distance college course credit, including enrollment and non-enrollment confirmation letters and assistance in securing official transcripts.

Curriculum and Instruction

- E. Provide Tarleton State faculty and academic staff to develop and define college-level course materials and curriculum and assume primary responsibility for oversight of distance college courses.
- F. Deliver instructional materials via distance education. All college course-related materials will be available to the student through unique login in Canvas Learning Management System (Canvas LMS).
- G. Administer Tarleton Today distance college courses via a dual enrollment model. Tarleton State faculty and academic course staff ensure comparability of distance college courses to campus-based courses and are approved by Tarleton State department heads and supported by deans. College courses use the Texas Common Course Numbering System to maximize transferability within Texas institutions. All courses are applicable to one or more bachelor's degrees at Tarleton State University. All Tarleton Today students register for semester- or year-long courses. The college enrollment process differs between the two course types.
 - a. Semester-long and year-long course college enrollment information
 - i. Students must complete a series of required assignments and summative assessments as published in the college syllabus that are designed, designated, and evaluated by Tarleton State faculty and college Instructors of Record to earn college credit.
 - ii. Students who earn a passing grade (D or above) in the college course may accept their college credit or withdraw from the course.
 - iii. Students who accept college credit will have an official Tarleton State transcript showing the letter grade earned in the course.
 - b. Provide technology and support services necessary for teaching and learning in Tarleton Today courses and program implementation:
 - c. Maintain servers operated by or hosted on Tarleton Today's web-based Canvas LMS.
 - d. Provide access and training on the Canvas LMS for every Tarleton Today student to access course content and instructional experiences.
 - e. Provide online and phone-based technical support for Tarleton Today teachers, students, and Tarleton State faculty using the curriculum when that support is not provided through Canvas LMS.
 - f. Provide access to teleconference functions in Canvas LMS or other commensurate distance technology with consultants available to students for writing consultation related to distance college course writing assignments.
 - g. Provide a student orientation module in Canvas LMS for all Tarleton Today courses that detail program enrollment, student academic integrity, and FERPA rights.

- h. Provide information in the Tarleton Today college courses and through Canvas notifications related to distance college course enrollment activities, including registration, credit type selection, credit status, and official transcript requests.
- i. Provide academic resources and advising for enrolled Tarleton Today students.
- j. Provide adequate procedures for submitting and resolving complaints, grade appeals, information requests, and other inquiries related to participation in Tarleton Today.

Professional Development and Support

- H. Deliver professional learning to participating WISD teachers who teach a Tarleton Today course.
 - a. Summer professional development for participating WISD teachers will be delivered by Tarleton Today using distance education and virtual learning technologies, or in-person trainings at one of the Tarleton State locations. Summer professional development is required for all Tarleton Today high school teachers.
 - b. Academic year Professional Learning: One-day Professional Learning for new and returning participating WISD teachers will be held at Tarleton State or designated regional sites, or delivered virtually during the fall and spring semesters, at Tarleton State's sole discretion. WISD teachers are **required** to participate in and fully complete the one-day workshop during each semester in which the teacher delivers a Tarleton Today course, regardless of whether the course will be offered in the subsequent year.
 - c. Participating WISD teachers will be provided certificates of completion for the hours of documented attendance, which may count as continuing professional education hours with their district.
- I. Deliver professional learning and development opportunities specific to administrative and counselor roles and functions to WISD and its administration.
- J. Deliver in-person or virtual presentations and/or workshops to WISD staff and community members regarding the Tarleton Today program overview, implementation, and strategies for success.
- K. Tarleton Today will hire and assign a qualified course coordinator for each course offered. The coordinator will serve as the content expert and point of contact and support for the high school teacher.
- L. Provide ongoing, one-on-one feedback and guidance to the high school teacher.
- M. Provide virtual coaching to each Tarleton Today high school teacher to support course implementation and enhance their professional practice.

Institutional Effectiveness

- N. Provide feedback regarding course implementation to Tarleton State faculty and academic staff, as well as WISD high school teachers and administrators. To ensure Tarleton Today is implemented and facilitated with quality and fidelity, Tarleton Today staff will provide updates at the end of the fall and spring semesters and, as needed, throughout the year regarding the status of Tarleton Today implementation, based on communication with the Tarleton Today WISD high school teacher(s) and classroom observations.
 - a. Tarleton Today staff will alert WISD administration of any serious concerns regarding WISD or campus implementation of the Tarleton Today course pertaining to quality and fidelity. If WISD implementation of the Tarleton Today course is deemed unsatisfactory, Tarleton Today reserves the right to deny the opportunity to offer the Tarleton Today course in the future or to require a replacement high school teacher.
 - b. A WISD high school teacher deemed by Tarleton Today to be unsatisfactorily implementing the course will be given the opportunity to bring course implementation into alignment with Tarleton Today expectations and be provided coaching and support as available through the course staff, Tarleton Today Professional Learning, virtual coaching, and ongoing communication. Should the high school teacher's

implementation of Tarleton Today continue to be unsatisfactory or without improvement in Tarleton Today's sole discretion, Tarleton Today will notify WISD, who will use its best efforts to identify an alternate high school teacher, and WISD will work with Tarleton Today to continue implementation of the course with the alternate high school teacher. Tarleton Today reserves the right to deny any unsatisfactorily performing teacher the opportunity to offer the course in the future.

- c. Should Tarleton Today deem a Tarleton Today WISD high school teacher as not compatible with or not in the best interest of the program in Tarleton Today's sole discretion, Tarleton Today will notify WISD who will work with Tarleton Today to continue the course through an alternate teacher.
- d. Any person performing Services under this Agreement on behalf of Tarleton Today must be actively employed or eligible for employment by Tarleton State and may not be on administrative or medical leave. Tarleton State must comply with applicable criminal background check requirements for their respective faculty, staff, and employees performing Services under this Agreement. If Tarleton State becomes aware that one of its faculty, staff, or employees performing Services does not meet these requirements, a representative of the Tarleton Today program must inform the WISD district contact.

Extended Student Absences [subject to WISD policies]

- O. In a case where a student is removed from their home campus and assigned to an alternative campus due to disciplinary reasons, the WISD point of contact, campus principal and/or the high school teacher of the campus must notify the Tarleton Today Program Coordinator. Information needs to include the length of the placement to determine if the student will continue in the enrolled Tarleton Today course. If the alternative placement is longer than seven (7) school days, then the following will need to be done:
 - a. The administrator, Tarleton Today WISD high school teacher, and Tarleton Today course staff will work together to determine if the student has the opportunity to continue the course at the alternative campus. If determined, the student will not have the appropriate instruction and access to the course; the student will be dropped from the Tarleton Today course.
 - i. If this occurs prior to the identified course enrollment date, then the WISD will not be invoiced for this student.
 - ii. If the student is enrolled in a year-long Tarleton Today course, the student will be dropped from the Tarleton Today course, the Canvas LMS system, and a schedule change will be made for the student's high school schedule.
- P. In a case where a student is hospitalized or removed from instruction or the school setting for longer periods due to illness, accident, or other circumstance, the WISD point of contact, campus principal and/or the high school instructor must notify the Tarleton Today Program Coordinator immediately to determine if enrollment may continue, which decision will be made on Tarleton Today in its sole discretion.

4. Responsibilities of WISD [subject to WISD policies and applicable law]

- A. Implement one or more Tarleton Today courses.
 - a. Assign a(n) WISD contact responsible for overseeing the implementation of Tarleton Today high school course(s) and participating in meetings designated for WISD administration with Tarleton Today staff.
 - i. This WISD contact will provide up-to-date contact information for WISD and its campus administration. In the event there is a change in administration at WISD or at its campuses, the WISD contact will update Tarleton Today.

- b. Assign 1-2 campus administrators to attend the Tarleton Today train-the-trainer session(s) held online in a webinar-based format. The training will model the parent night presentation, resources, and retention strategies.
 - c. Assign a designated contact for ensuring websites, email addresses, and support for technology related requests. This person will also be responsible for uploading course rosters following a specific format prior to the start of the school year.
 - d. Tarleton Today courses do not replace Advanced Placement (AP) curriculum or prepare students for AP exams. Neither Tarleton Today syllabi nor course content may be used for submission to satisfy the requirements for third-party evaluation.
- B. Recruit high school teacher(s) with appropriate qualifications to teach the Tarleton Today course(s), all consistent with WISD policies.
- a. Minimum requirements for all Tarleton Today WISD high school teachers include:
 - i. Bachelor's degree in discipline or related field.
 - ii. One (1) or more years of teaching experience in the relevant course or a higher-level course (e.g. calculus for precalculus).
 - iii. Completed annual Tarleton Today teacher application.
 - iv. Obtain a Tarleton State UID in order to access Canvas LMS and other systems required for implementation of the Tarleton Today program. Tarleton Today will provision the UID as high assurance and may suspend, terminate, or revoke access to its systems through the UID affiliation at Tarleton Today sole discretion. The UID affiliation with Tarleton Today will be revoked if this agreement is terminated or if a Tarleton Today WISD high school teacher can no longer complete the course.
 - v. Successful completion of required tasks before the start of summer professional development, including, but not limited to, completion of FERPA training module provided by Tarleton Today. Tasks will be determined and shared by the Tarleton Today professional learning and development staff in advance of summer professional development. WISD high school teachers approved on a conditional basis may be required to complete additional tasks. Any high school teacher who does not complete the required pre-professional development tasks may not be eligible to attend the summer professional development. The decision to admit or deny such teacher and any accompanying conditions will be determined by the Tarleton State Faculty Lead and Program Coordinator at their discretion.
 - vi. Successful completion of summer professional development. New Tarleton Today WISD high school teachers must participate in the entire Summer professional development and complete all assigned work, both before and during the training.
 - vii. Attendance at and completion of all required virtual conferences or virtual learning modules, academic year trainings, and professional development assignments.
 - viii. Attendance at the Fall and Spring Professional Development
 - 1. WISD teachers are required to participate in and fully complete both academic year professional developments in which the teacher delivers a Tarleton Today course, regardless of whether the course will be offered in the subsequent year. Each Fall and Spring professional development will provide up to eight hours of continuing professional education hours.
 - ix. Review communication from Tarleton Today course staff in weekly newsletters and respond accordingly to routine requests.
 - x. Adhere to guidelines regarding Tarleton Today course content intellectual property. WISD is responsible for informing teachers that they do not have a license to use any Tarleton Today provided materials outside of the scope of this agreement.
 - xi. Deliver Tarleton Today instructional materials through the Tarleton Today instance of Canvas LMS.
 - b. Additional requirements for Tarleton Today returning WISD teachers include:

- i. Successful implementation of Tarleton Today course during the previous academic year according to requirements under section D below.
- C. Ensure Tarleton Today WISD high school teachers and students have the necessary resources to implement the program with fidelity, including, but not limited to:
 - a. Access to Canvas LMS. Participating WISD campuses will work with the Tarleton Today support team to ensure their campus and students can fully access the Canvas LMS.
 - b. Access to computers, internet, and allow lists, as specified by Tarleton Today, and adhere to requirements outlined in the most recent Tarleton Today Technology Manual.
 - c. Scheduled access to technology that meets the specifications defined by Tarleton Today for each course. This includes regular in-class and out-of-class, one-to-one (1:1) access to computers and the internet to view materials and complete and submit assignments, quizzes, tests, and exams, and the following technology for specific course implementation (as applicable).
 - d. Audio/visual projection and/or whiteboard.
 - e. Copy/scanning services to duplicate some course materials and distribute to students in the Tarleton Today course and upload assignments.
 - f. Provide course specific requirements as listed in Exhibit C.
- D. Ensure Tarleton Today WISD high school teachers implement the program with fidelity, including the following:
 - a. Tarleton Today instructors are expected to adhere to Texas Administrative and Education Code, including the Educators' Code of Ethics (19 TAC Chapter 247).
 - b. Administer and facilitate Tarleton Today-required assignments and assessments without alteration through the Tarleton Today instance of Canvas LMS.
 - c. Have students create a Tarleton State UID and register for Tarleton Today sections.
 - d. Use Canvas LMS to assign and grade high school work as specified by Tarleton Today course staff.
 - e. Participate in professional learning, including summer professional development, one-day workshops, video conferences or virtual learning modules, virtual coaching, and ongoing opportunities during each semester in which they teach the Tarleton Today course. To facilitate teacher participation in the one-day workshops, WISD agrees to pay the cost of substitute teachers for the days the teacher will attend the workshops.
 - f. Maintain regular communication via email, phone, video web conferencing, etc. with Tarleton Today course coordinator and other staff regarding the success and challenges of implementation, responding in a timely manner to requests for information, including turning in any requested documentation to evaluate student progress or success by specified deadlines.
 - g. Notify Tarleton Today of WISD high school teacher absences that exceed four or more consecutive class days or of teacher resignations using the provided form in the case when the teacher cannot self-report.
- E. Recruit and approve eligible students to participate in the Tarleton Today courses.
 - a. Students eligible to participate in Tarleton Today courses must:
 - i. Be enrolled in a WISD high school
 - ii. Demonstrate commitment to completing academic requirements
- F. Ensure students enrolled in the Tarleton Today program meet the minimum academic requirements for each course as shown in Exhibit A.
- G. Ensure students complete the Tarleton Today registration process within the first two weeks of school. The student and, if the student is under 18 years of age at the time of registration, the student's parent or guardian shall acknowledge and consent the student is enrolling in a college course with the opportunity to earn college credit. **Consent forms must be submitted within one week of the WISD school start date.**

- H. Any person performing Services under this Agreement on behalf of WISD must be actively employed or eligible for employment by WISD and may not be on administrative leave. WISD must comply with applicable criminal background check requirements for their respective faculty, staff, and employees performing Services under this Agreement. If WISD becomes aware that one of its faculty, staff, or employees performing Services does not meet these requirements, the district contact, who oversees the Tarleton Today program, must inform Tarleton Today within 24 business hours.

5. Summer Professional Development, Teacher Registration, and Attendance

1. WISD high school teachers are required to register for Summer Professional Development **two weeks prior** to the start of Summer Professional Development.
2. New Tarleton Today WISD high school teachers must participate in the entire Summer Professional Development and complete all assigned work, both pre- and during Professional Development. New Tarleton Today high school teachers are defined as those who are implementing a Tarleton Today course for the first time or for the first time after more than one year of absence.
 - a. The WISD teacher assigned to the course **must** successfully complete the New Teacher Summer Professional Development experience at least once, in its entirety, before implementing a Tarleton Today course for the first time. If the teacher continues to offer the course in subsequent years, they are required to attend the Returning Instructor Summer Professional Development for each subsequent year they implement that course. If a teacher is assigned to implement a new Tarleton Today course in addition to their current Tarleton Today course, the instructor must complete the New Teacher Summer Professional Development for the new course.
3. Cancellation policy:
 - a. All high school teachers must cancel their registration in writing at least one week prior to any in-person Professional Development. WISD will be invoiced for all registered high school teachers two weeks prior to the event starting and will pay such invoices within thirty (30) days.
 - b. If a high school teacher registers for Summer Professional Development and is unable to attend, the teacher must communicate this change to the Tarleton Today Professional Learning and Development team in writing at least one week prior to the start of Summer Professional Development. The district contact may coordinate with Tarleton Today to identify an appropriate replacement. Fees will be assessed based on teachers who complete Summer Professional Development.
 - c. In the event of an emergency about which Tarleton Today staff and the teacher's principal are notified, a teacher may arrange to make up as much as 20% of Summer Professional Development and still be eligible to teach the Tarleton Today course. Tarleton Today WISD high school teachers who miss more than 20% of Summer Professional Development, regardless of the reason, will be on probationary status and their approval to serve as a Tarleton Today high school teacher will be evaluated by Tarleton Today on a case-by-case basis.
4. If a high school teacher attends Summer Professional Development, and the course for which the teacher is trained is not offered for the school year, WISD will be:
 - a. Charged the full fee based on whether they are new or returning, for Summer Professional Development.
 - b. All materials provided to WISD for the course must be returned to Tarleton Today within 30 days.

6. Educational Records and Data Sharing

- A. WISD and Tarleton Today create, maintain, and manage their own educational records for students and teachers. Tarleton Today maintains all educational records created as a result of the Tarleton Today program consistent with FERPA, as well as applicable Texas A&M

University System (TAMUS) policy 16.01.02 and any applicable law. In order to provide the Tarleton Today program and related services to WISD and for WISD's accountability reporting purposes, Tarleton Today requires specific student information from WISD. All such records are provided the same security as those outlined in TAMUS Policy 16.01.02 and the Data Sharing Agreement and will not be sold or shared with external sources except as allowed by law. See Exhibit B Data Sharing Agreement which sets terms and conditions for the exchange by the Parties of data needed to support the Tarleton Today program.

- B. Following Tarleton State's Institutional Review Board standards and policy, as applicable, Tarleton Today may obtain and maintain data and/or feedback about student and teacher experiences with the program for the purpose of understanding outcomes and program improvements.
- C. For legitimate educational interests, Tarleton Today will facilitate the exchange of information among institutions, with the Texas Higher Education Coordinating Board, the Texas Education Agency, Tarleton Today high school teachers, Tarleton Today faculty and staff, and WISD contacts 1) pertaining to students' progress toward the opportunity to earn college credit; 2) to verify student's economic status related to state funding reimbursement, 3) to verify student accommodations under IDEA and/or Section 504; 4) to facilitate early intervention and support student success; 5) pertaining to whether college credit is earned, accepted, and/or declined; 6) to facilitate accurate recordkeeping; and 7) to address academic integrity issues. If either party obtains access to WISD and/or Tarleton State records or record systems protected under FERPA, each party agrees to adhere to the provisions of FERPA. While in possession of FERPA records and data, only persons authorized to access the student data related to the Tarleton Today program will be granted access consistent with FERPA.

7. Insurance.

WISD acknowledges that, because Tarleton State is an agency of the state of Texas, liability for the tortious conduct of employees of Tarleton State or for injuries caused by conditions or use of tangible state property is provided solely by the provisions of the Texas Tort Claims Act (Texas Civil Practice and Remedies Code Chapters 101 and 104); and that workers' compensation insurance coverage for employees of Tarleton State is provided by the [A&M SYSTEM] as mandated by the provisions of Chapter 502, Texas Labor Code. Tarleton State shall have the right, at its option, to (a) obtain liability insurance protecting Tarleton State and its employees and property insurance protecting Tarleton State's buildings and contents, to the extent authorized by Section 51.966, Texas Education Code, or other law, or (b) self-insure against any risk that may be incurred by Tarleton State as a result of its operations under the Agreement.

8. FERPA.

For purposes of the Family Educational Rights and Privacy Act ("FERPA"), Tarleton State hereby designates WISD as a school official with a legitimate educational interest in any education records (as defined in FERPA) that WISD is required to create, access, receive, or maintain in order to fulfill its obligations under this Agreement. WISD shall comply with FERPA as to any such education records and is prohibited from redisclosure of the education records except as provided for in this Agreement or otherwise authorized by FERPA or Tarleton State in writing. WISD is only permitted to use the education records for the purpose of fulfilling its obligations under this Agreement and shall restrict disclosure of the education records solely to those employees, subcontractors or agents who have a need to access the education records for such purpose. WISD shall require any such subcontractors or agents to comply with the same restrictions and obligations imposed on WISD in this Section, including without limitation, the prohibition on redisclosure. WISD shall implement and maintain reasonable administrative, technical, and physical safeguards to secure the education records from unauthorized access, disclosure or use.

9. Indemnification

To the extent allowed by law and without waiving any immunities, WISD shall indemnify and hold harmless The Texas A&M University System, Tarleton State, and their regents, employees and agents (collectively, the "A&M System Indemnitees") from and against any third-party claims, damages, liabilities, expense or loss asserted against A&M System Indemnitees arising out of any acts or omissions of WISD or its employees or agents pertaining to the activities and obligations under this Agreement, except to the extent such liability, loss or damage arises from an A&M System Indemnitee's gross negligence or willful misconduct.

10. Term and Termination

A. This Agreement shall commence on April 1, 2026 (the "Effective Date") and continue through August 31, 2027 (the "Term") unless earlier terminated as provided herein.

B. This Agreement may be terminated without cause by either Party upon 30 days' written notice to the other Party.

11. Loss of Funding.

Performance by Tarleton State under this Agreement may be dependent upon the appropriation and allotment of funds by the Texas State Legislature (the "Legislature"). If the Legislature fails to appropriate or allot the necessary funds, Tarleton State will issue written notice to WISD and Tarleton State may terminate this Agreement without further duty or obligation hereunder. WISD acknowledges that appropriation of funds is beyond the control of Tarleton State. In the event of a termination or cancellation under this Section, Tarleton State will not be liable to WISD for any damages that are caused or associated with such termination or cancellation.

12. PAYMENT TERMS/PROMPT PAYMENT

Tarleton State's payment shall be made in accordance with Chapter 2251, *Texas Government Code* (the "Texas Prompt Payment Act"), which shall govern remittance of payment and remedies for late payment and non-payment.

13. Ownership of Created Works.

WISD irrevocably assigns, transfers and conveys to Tarleton State, for no additional consideration, all of WISD's ownership, rights, title and interest in and to all works prepared by WISD under this Agreement ("Deliverables"), including, without limitation, all copyrights, patents, trademarks, trade secrets and other intellectual property rights and all other rights that may hereafter be vested relating to the Deliverables under law. Deliverables include but are not limited to curricula, lesson plans, assessments, software code, multimedia content, instructional materials, training modules, data compilations, reports, and other materials developed specifically under the Agreement. This assignment does not apply to any pre-existing intellectual property owned by WISD that is merely referenced or incorporated into program materials. This assignment does not apply to materials developed by WISD without using or relying on Tarleton State course materials. All materials provided by Tarleton State are for sole use within the courses under this Agreement. WISD certifies that all Deliverables will be original, or that WISD will have obtained all rights necessary for the ownership and unrestricted use of the Deliverables by Tarleton State. WISD shall secure for Tarleton State all consents, releases, and contracts and perform other reasonable acts as Tarleton State may deem necessary to secure and evidence Tarleton State's rights in any Deliverable.

14. Independent Contractor

Notwithstanding any provision of this Agreement to the contrary, the Parties hereto are independent contractors. No employer-employee, partnership, agency, or joint venture relationship is created by this Agreement or by WISD's service to Tarleton State. Except as specifically required under the terms of this Agreement, WISD (and its representatives, agents, employees and subcontractors) will not represent themselves to be an agent or representative of Tarleton State or [A&M SYSTEM]. As an independent contractor, WISD is solely responsible for all taxes, withholdings, and other

statutory or contractual obligations of any sort, including but not limited to workers' compensation insurance. WISD and its employees shall observe and abide by all applicable Tarleton State policies, regulations, rules and procedures, including those applicable to conduct on its premises.

15. Dispute Resolution.

To the extent that Chapter 2260, *Texas Government Code* is applicable to this Agreement, the dispute resolution process provided in Chapter 2260, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by Tarleton State and WISD to attempt to resolve any claim for breach of contract made by WISD that cannot be resolved.

16. Notice.

Any notice required or permitted under this Agreement must be in writing, and shall be deemed given: (a) three (3) business days after it is deposited and post-marked with the United States Postal Service, postage prepaid, certified mail, return receipt requested, (b) the next business day after it is sent by overnight carrier, (c) on the date sent by email transmission with electronic confirmation of receipt by the party being notified, or (d) on the date of delivery if delivered personally. Tarleton State and WISD can change their respective notice address by sending to the other Party a notice of the new address. Notices should be addressed as follows:

WISD at:

WAXAHACHIE ISD
411 N GIBSON ST
WAXAHACHIE, TX 75165-3007

Tarleton State at:

Dr. Jolena Waddell
Box T-0010
1333 W. Washington St.
Stephenville, TX 76402
jwaddell@tarleton.edu

With a copy to:

Tarleton State University
Attn: Contract Specialist
Box T-0120
Stephenville, TX 76402
contracts@tarleton.edu

17. Venue; Governing Law

Pursuant to Section 85.18(b), *Texas Education Code*, mandatory venue for all legal proceedings against Tarleton State is to be in the county in which the principal office of Tarleton State's governing officer is located. The validity of this Agreement and all matters pertaining to this Agreement, including but not limited to, matters of performance, non-performance, breach, remedies, procedures, rights, duties, and interpretation or construction, shall be governed and determined by the Constitution and the laws of the State of Texas.

18. Entire Agreement

This Agreement constitutes the entire and only agreement between the Parties hereto and supersedes any prior understanding, written or oral agreements between the Parties, or "side deals" which are not described in this Agreement. This Agreement may be amended only by a subsequent written agreement signed by authorized representatives of both parties.

19. Non-Assignment

WISD shall neither assign its rights nor delegate its duties under this Agreement without the prior written consent of Tarleton State.

20. Survival

Any provision of this Agreement that may reasonably be interpreted as being intended by the Parties to survive the termination or expiration of this Agreement will survive the termination or expiration of this Agreement.

21. Cybersecurity Training Program

Pursuant to Section 2054.5192, *Texas Government Code*, WISD's employees, officers, and subcontractors who have access to Tarleton State's computer system and/or database must complete a cybersecurity training program certified under Section 2054.519, *Texas Government Code*, and selected by Tarleton State. The cybersecurity training program must be completed by WISD's employees, officers, and subcontractors during the Term and any renewal period of this Agreement. WISD shall verify completion of the program in writing to Tarleton State within the first thirty (30) calendar days of the Term and any renewal period of this Agreement. WISD acknowledges and agrees that its failure to comply with the requirements of this paragraph are grounds for Tarleton State to terminate this Agreement for cause.

22. Access by Individuals with Disabilities

WISD represents and warrants that the electronic and information resources and all associated information, documentation, and support that it provides to Tarleton State under this Agreement (collectively, the "EIRs") comply with the applicable requirements set forth in Title 1, Chapter 213 of the *Texas Administrative Code* and Title 1, Chapter 206 of the *Texas Administrative Code* (as authorized by Chapter 2054, Subchapter M of the *Texas Government Code*) (the "EIR Accessibility Warranty"). If WISD becomes aware that the EIRs, or any portion thereof, do not comply with the EIR Accessibility Warranty, WISD shall, at no cost to Tarleton State, either (1) perform all necessary remediation to make the EIRs satisfy the EIR Accessibility Warranty or (2) replace the EIRs with new EIRs that satisfy the EIR Accessibility Warranty. In the event that WISD fails or is unable to do so, Tarleton State may immediately terminate this Agreement, and WISD will refund to Tarleton State all amounts paid by Tarleton State under this Agreement within thirty (30) days following the effective date of termination.

23. Payment of Debt or Delinquency to the State

Pursuant to Sections 2107.008 and 2252.903, *Texas Government Code*, WISD agrees that any payments owing to WISD under this Agreement may be applied directly toward certain debts or

delinquencies that WISD owes the State of Texas or any agency of the State of Texas regardless of when they arise, until such debts or delinquencies are paid in full.

24. State Auditor's Office

WISD understands that acceptance of funds under this Agreement constitutes acceptance of the authority of the Texas State Auditor's Office, or any successor agency (collectively, "Auditor"), to conduct an audit or investigation in connection with those funds pursuant to Section 51.9335(c), Texas Education Code. WISD agrees to cooperate with the Auditor in the conduct of the audit or investigation, including without limitation, providing all records requested. WISD will include this provision in all contracts with permitted subcontractors.

25. Severability

In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions hereof, and this Agreement shall be construed as if such invalid, illegal, and unenforceable provision had never been contained herein. The Parties agree that any alterations, additions, or deletions to the provisions of the Agreement that are required by changes in federal or state law or regulations are automatically incorporated into the Agreement without written amendment hereto and shall become effective on the date designated by such law or by regulation.

26. Public Information.

WISD acknowledges that Tarleton State is obligated to strictly comply with the Public Information Act, Chapter 552, *Texas Government Code*, in responding to any request for public information pertaining to this Agreement, as well as any other disclosure of information required by applicable Texas law. Upon Tarleton State's written request, WISD will promptly provide specified contracting information exchanged or created under this Agreement for or on behalf of Tarleton State to Tarleton State in a non-proprietary format acceptable to Tarleton State that is accessible by the public. WISD acknowledges that Tarleton State may be required to post a copy of the fully executed Agreement on its Internet website in compliance with Section 2261.253(a)(1), *Texas Government Code*. The requirements of Subchapter J, Chapter 552, *Texas Government Code*, may apply to this Agreement and WISD agrees that this Agreement can be terminated if WISD knowingly or intentionally fails to comply with a requirement of that subchapter.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as shown below.

Receiving Party
WAXAHACHIE ISD

Performing Party
TARLETON STATE UNIVERSITY

Signature: _____

Signature: _____

Name: Jacob Perry

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit A
2026-27 Tarleton Today Courses

Tarleton Today Course Name	Tarleton State Course Code	TCCNS Equivalency	Texas Core Code	High School Course	Required Prerequisites
Intro to Agricultural Economics	AGEC 2317	AGRI 2317	080	Agribusiness Management & Marketing	
Agronomy	AGRI 1307 +1107	AGRI 1407, AGRI 1307 + 1107		Advanced Plant and Soil Science	Prerequisites: Biology; either Chemistry or Integrated Physics and Chemistry (IPC); Algebra I; Geometry; and either Horticultural Science, Greenhouse Operation and Production, or Floral Design.
General Animal Science	ANSC 1319 + 1119	AGRI 1419, AGRI 1319 + 1119	030	Advanced Animal Science	Biology & Chemistry or Integrated Physics & Chemistry (IPC); Algebra I & Geometry; and either Small Animal Management, Equine Science, or Livestock Production.
Business Computer Applications	BCIS 1305	BCIS 1305		Foundations of Business Communication and Technologies	
Anatomy and Physiology	BIOL 2401	BIOL 2401	030	Anatomy and Physiology	one credit in Biology and one credit in Chemistry, Integrated Physics and Chemistry, or Physics
Business Principles	BUSI 1301	BUSI 1301		Principles of Business, Marketing, and Finance	
Personal Finance	BUSI 1307	BUSI 1307	080	Economics or Personal Financial Literacy	
Business Law I	BUSI 2301	BUSI 2301		Business Law	
College Chemistry I	CHEM 1311 + 1111	CHEM 1311, CHEM 111	030	Chemistry	Credit in Algebra II or Coenrollment in Algebra II
Public Speaking	COMM 1315	COMM 1315, SPCH 1315	010	Public Speaking	
Composition I	ENGL 1301	ENGL 1301	010	English III	Credit in English I and English II
Composition II	ENGL 1302	ENGL 1302	010	English IV	Credit in English I, English II, and English III, ENGL 1301
Intro to Creative Writing	ENGL 2307	ENGL 2307	050	English IV	Credit in English I, English II, and English III, ENGL 1301
British Literature	ENGL 2321	ENGL 2321	040	English IV	Credit in English I, English II, and English III

American Literature	ENGL 2326	ENGL 2326	040	English III	Credit in English I and English II, and English III
Federal Government	GOVT 2305	GOVT 2305	070	United States Government	
United States History I	HIST 1301	HIST 1301	060		
United States History II	HIST 1302	HIST 1302	060	US History since 1877	
College Algebra	MATH 1314	MATH 1314	020	Algebra II or Independent Study in Math	Credit in Algebra I
Elementary Statistical Methods	MATH 1342	MATH 1342	020	Statistics, Statistics and Business Decision Making, or Independent Study of Mathematics	Credit in Algebra I
Precalculus	MATH 2412	MATH 2412	020	Precalculus or Independent Study of Mathematics	Credit in Algebra II & Geometry
Music Appreciation	MUSI 1306	MUSI 1306	050	Music Studies-Music Appreciation I or II	
General Psychology	PSYC 2301	PSYC 2301	080	Psychology	
Accounting I – Financial	ACCT 2301	ACCT 2301		Accounting I	Credit in Algebra II or Coenrollment in Algebra II
Intro to the Teaching Profession	EDUC 1301	EDUC 1301		Instructional Practices in Education and Training or Principles of Education and Training	
Introduction to Special Populations	EDUC 2301	EDUC 2301		Instructional Practices or Practicum in Education and Training	
Adapting Instruction to Today's Learners	EDUC 2330	EDUC 2330		Instructional Practices or Practicum in Education and Training	
Horticulture	HORT 1301	HORT 1301		Horticultural Science	
Foundations of Leadership	LDRS 2301			Through Junior ROTC only	

**Exhibit B
Data Sharing Agreement**

**DATA SHARING AGREEMENT BY AND BETWEEN
WAXAHACHIE ISD
AND
TARLETON TODAY AT TARLETON STATE UNIVERSITY**

Pursuant to this Data Sharing Agreement, WAXAHACHIE ISD agrees to provide individual student-level data to Tarleton Today at Tarleton State University (Tarleton State) for the purpose of implementing, billing, and evaluating the Tarleton Today dual enrollment program and informing Tarleton Today students of academic opportunities at Tarleton. WISD hereby appoints Tarleton Today as a legitimate educational official of WISD in accordance with the Family Educational Rights and Privacy Act (FERPA). Likewise, Tarleton Today hereby appoints WISD as a legitimate educational official of Tarleton Today in accordance with FERPA. Tarleton Today agrees to provide individual student-level data to WISD for the purpose of evaluation, accountability, and student record-keeping. The terms of this Data Sharing Agreement are in effect until August 31, 2027 unless terminated in writing by one or both Parties.

1. Data type and exchange timeline

WISD Designee for Student Data and Tarleton Today will coordinate data exchange for all Tarleton Today program participants for the 2026-2027 academic year, as follows:

Responsible Party	Time Period	Type of Data
Tarleton Today	June 2026 – July 2027	<p>Throughout the academic year Tarleton Today will provide information about student enrollments, including course rosters, and final grades. Access to the information will be limited to pre-identified campus and WISD personnel who must obtain a TARLETON Electronic Identification and password in order to access the information.</p> <p>The following enrollment and performance data is provided throughout the academic year, as information becomes available.</p> <ul style="list-style-type: none"> • Course enrollments • Final letter grade • Credit decision (credit accepted or declined) • University transcript grade • Student qualifying status for FAST funding • Student qualifying status for accommodations under IDEA or Section 504
WISD	<p>July 2026 (one month prior to student start date)</p> <p>October 2026 (for Spring only enrollments)</p>	<p>Student registration information will be provided by the district to Tarleton Today to enroll students in courses and create their Tarleton State University accounts. This data transfer will include the following information.</p> <ul style="list-style-type: none"> • Student First Name • Student Middle Name • Student Last Name • Student Date of Birth • Student School Email Address • Student Projected High School Graduation Year • Student Gender • Student Ethnicity

		<ul style="list-style-type: none"> • Student Physical Address • Student Mailing Address (if different) • Student TSDS • Student School ID • Student Free/Reduced Lunch Status • Student Citizenship (Country) • Parent/Guardian Name • Parent/Guardian Email Address • Parent/Guardian Phone Number <p>In order for Tarleton Today to identify students who qualify for the reduced course enrollment fee, Tarleton Today must obtain Student State IDs. Based on the Student State IDs, the Texas Education Agency (TEA) provides Tarleton Today with students' Economic Disadvantage Status.</p> <ul style="list-style-type: none"> • TEA-assigned TX-UNIQUE-STUDENT-ID (Student Unique ID)
WISD	May 2026 – July 2027	<p>In order for Tarleton Today to engage in ongoing learning about student experiences, high school grades are exchanged.</p> <ul style="list-style-type: none"> • High school grade in Tarleton Today course, semester 1 • High school grade in Tarleton Today course, semester 2 • High school grade in Tarleton Today course, cumulative

2. Data protection

All data will be exchanged using secure systems and in an encrypted, password-protected electronic format by WISD and Tarleton Today.

Tarleton Today endeavors that in all reports, electronic or otherwise, derived from information made available under this Data Sharing Agreement, all data shall be aggregated in such a way that no individual will be identified directly or by deduction. Tarleton Today further endeavors that the data elements will not be released to a third party without written parental or student (as applicable) consent.

While in possession of this data, both Parties shall permit access only to employees and contractors authorized to assist in the implementation or evaluation of Tarleton Today or other Tarleton program to have access to the data. Both Parties agree to store the data in an encrypted format, in a secure area and to prevent unauthorized access.

3. Information shared with TEA and THECB

- Share rosters of individual students, including student state ID (TSDS), for all students enrolled in a Tarleton Today course at fall or spring enrollment to determine student eligibility for reduced course fee, AND
- Share rosters of individual students, including student state ID (TSDS), for students who complete a Tarleton Today course for the purpose of calculating state accountability and other required state performance reporting and metrics.

Exhibit C
COURSE SPECIFIC REQUIREMENTS

Course	Requirements
College Algebra, Precalculus, Elementary Statistical Methods	<ul style="list-style-type: none"> • Graphing calculators or access to Desmos
Agronomy	<ul style="list-style-type: none"> • Basic Soil Testing Kit • pH meter • Soil Probe • Access to a variety of soil samples to test, identify, use with textural triangle, and send off for official analysis • Hand magnifiers • Access to microscopes • Ability to make slides and/or have access to a slide set that includes plant tissues, specialized plant cells, samples of cells from roots, leaves, stems, flower parts, etc. • Ability to test and observe different nutrient deficiencies • Access to seed for evaluation, identification, and germination testing
General Animal Science Laboratory	<ul style="list-style-type: none"> • Access to at least two livestock species (e.g., cattle, horses, sheep, goats, pigs, rabbits, poultry) • 10 gummy bears per student • 1 plastic knife per student • Paper plates • Napkins • Tape • Scissors • 1 kitchen sponge per group • 3 small funnels per group • 3 large diameter drinking straws per group • 1 small plastic water bottle per group • 1 rubber glove per group • 1 cotton ball per group • 1 small safety pin per group • Masking tape • Waterproof tape • Strong tape • Small bucket for water • 5 oz plastic cups • Milk powder • Corn starch • Betadine antiseptic solution • Water pitcher • Popsicle sticks • Sharpies • Labels • Paper towels
Music Appreciation	<ul style="list-style-type: none"> • Headphones for assessments • Attend two concerts/performances

<p>Intro to the Teaching Profession and Intro to Special Populations</p>	<ul style="list-style-type: none"> • 16 field experience hours over at least six site visits
<p>Anatomy & Physiology</p>	<p>Models from Ward's Science: Sexless Teaching Torso Somso Full-Figure Muscular Human Anatomy Model Heart of America Model Respiratory System and Heart 3B Scientific Introductory Circulatory System Somso Skin Model Female Disarticulated Skeleton 3B Scientific Rod Mount Skeleton Ward's Bone Structure Model 3B Scientific MICROanatomy Bone Structure Model ElSCO Skull Model 3B Scientific Half-Head with Musculature ElSCO Brain with Arteries Somso Kidney Structures Model Somso Ovary Model 3B Scientific Pelvic Relief Models- Male 3B Scientific Pelvic Relief Models- Female 3B Scientific Introductory Eye in Orbit Model 3B Scientific Ear Model Dissection Specimen (recommend one specimen for every 3-5 students): 9"-11" Single Fetal Pig Sheep eye Sheep Brains with Dura Sheep Heart- Uncut Student Dissecting set Dissecting Tray with Wax Microscope Slides: Ward's Science: Giant Multipolar Motor Neurons Artery & Vein Ovary (mammalian) Mautre Follicles Muscle (mammalian) 3 Types Meissner's Corpuscle Adult Scalp, Unpigmented, Lung, Pseudostratified, Ciliated, Columnar, Epithelium Kidney (Mammal) Elastic Cartilage (Rabbit) Reticular tissue Areolar Stomach (fundic region) Pituitary Gland Lymph node (mammal) Thyroid and Parathyroid Triarch Incorporated: Human Blood, Bone Human Ground CS Bone Decalcified CS LS Testis Spermatogenesis</p>

	<p>Mitosis Slide Whitefish Blastodisc Jejunum Squamous Epithelium Adrenal Gland Pancreas (Islands of Langerhans)</p>
<p>College Chemistry I (for class of 32 working in pairs):</p>	<p>Lab Equipment:</p> <ul style="list-style-type: none"> Safety Splash Goggles (32) 50 mL graduated cylinder (16) 50 mL beaker (32) 100 mL beaker (16) Analytical balance (at least 4 or more) Glass stirring rod (32) 25 mL volumetric flask (16) Vernier Caliper (16) Alcohol-based thermometer (32) ruler (16) funnel 70 mm (16) large ice bucket (8) scissors (16) hot hands (32) 150 mL beakers (32) Ring stand (32) funnel support or ring support (32) Spatulas (32) burette (32) burette clamp (32) 125 mL Erlenmeyer Flasks (48) 250 mL Erlenmeyer flasks (32) Wash/water bottle (32) Molecular model kit (instructor) Lcontains trigonal planar central atom 600 mL beakers (32) 100 mL Graduated cylinder (32) 500 mL graduated cylinder (32) size 5 one-holed rubber stopper (16) size 6 – one-holed rubber stopper (16) hot plate (16) Droppers (32) Pennies (32) 10 mL graduated cylinder (32) 400 mL beakers (32) Borosilicate glass test tubes 25 x 150 mm heat resistant (32) <p>Chemicals (amount needed for entire course):</p> <ul style="list-style-type: none"> DI water readily available (distilled water as sub) Sand (200 g+) sodium chloride (400 g+)

	<p>Benzoic acid (200 g+) iron filings (100g +) Specific gravity metal cylinders 4 different if possible Cu, Zn, Al, Steel (8 of each) aluminum pellets (500 g+) Magnet bars 32 zinc sulfate heptahydrate (200 g+) potassium carbonate (200g+) Sodium carbonate (200 g+) magnesium sulfate heptahydrate (200 g+) calcium chloride dihydrate (200 g+) Phenolphthalein indicator dry potassium hydrogen phthalate (KHP) (200 g+) Sodium hydroxide (200 g+) store bought vinegar (1 gallon) citric acid (100 g+) boiling chips (1 container) isopropanol (100 mL) ethanol (100 mL) ethanol (100 mL) acetone (100 mL) hexane (1600 mL) 1.00 M Hydrochloric acid (1000 mL) 1.00 M sodium hydroxide (1000 mL) ammonium nitrate anhydrous (200 g+) magnesium sulfate anhydrous (200 g+) steel shot (500 g) Zinc mossy (500 g) Consumables (for entire course): aluminum foil (one roll) nitrile gloves (as needed) 12.5 cm filter paper (needed for two experiments) weighing boat (as needed) paper towels (as needed) lighter (2) crushed ice (as needed) plastic wrap (1 roll) weighing paper (2 boxes) white paper (1 ream) plastic cup/coffee cup (32) 1 mL pipets (150 or box) capillary tubes (32 or 2 tubes for stock) balloons (32) Styrofoam coffee cups (64) handmade cardboard lid for Styrofoam cups (16)</p>
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Certificate Of Completion

Envelope Id: F628D24F-1E59-4F5E-BF50-A996C1B447A6
 Subject: Tarleton Today MOU - Partner: WAXAHACHIE ISD
 Source Envelope:
 Document Pages: 23
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent

 Envelope Originator:
 Shayla Hoffman
 1333 W. Washington
 Stephenville, TX 76402
 shoffman@tarleton.edu
 IP Address: 13.64.159.171

Record Tracking

Status: Original 12/3/2025 9:55:30 AM	Holder: Shayla Hoffman shoffman@tarleton.edu	Location: DocuSign
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Signer Events

Jacob Perry
jperry@wisd.org

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
 Accepted: 12/5/2025 9:49:03 AM
 ID: f2be8754-6c1f-475a-a1fb-ecd3f530cbb9

Jolena Waddell
jwaddell@tarleton.edu

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
 Accepted: 1/19/2024 9:04:19 AM
 ID: a28ff212-2ce1-44e1-82c5-e8d0355b8dc1

Signature

Timestamp

Sent: 12/3/2025 9:55:56 AM
 Viewed: 12/5/2025 9:49:03 AM

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Kenda Rasco
 RASCO@tarleton.edu
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Shayla Hoffman
 shoffman@tarleton.edu
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Accepted: 9/2/2025 4:37:00 PM
 ID: bef0562f-f837-4ac1-90c4-60fdab2b2c5e

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/3/2025 9:55:56 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Tarleton State University (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Tarleton State University:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: buckalew@tarleton.edu

To advise Tarleton State University of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at buckalew@tarleton.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Tarleton State University

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to buckalew@tarleton.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Tarleton State University

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to buckalew@tarleton.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Tarleton State University as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Tarleton State University during the course of your relationship with Tarleton State University.

**Waxahachie Independent School District
BOARD OF TRUSTEES**

Date: January 12, 2026 **Presented By:** Ryan Kahlden

Subject: Amended Purchase Order **Related Page(s)** _____

**Consent
Agenda Item**

EXECUTIVE SUMMARY:

At the October 14 meeting, Trustees approved a consent agenda item to purchase 3 53-passenger school buses at a cost of \$454,683. The cost that was presented for approval did not include the \$800 fee for using the buyboard purchasing cooperative. Staff is requesting the board approved amount be increased to \$455,483 to account for the \$800 purchasing cooperative fee.

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 an \$800 amendment to purchase order for procurement of 3-53 passenger buses.

Waxahachie Independent School District
BOARD OF TRUSTEES

Date: January 12, 2026 **Presented By:** Theresa Burkhalter

Subject: Certified Appraisers **Related Page(s)** 1



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.

First Name	Last Name	Cert Status	School Name	Highest Role
Ken	Lynch	Certified	Clift Elementary	Assistant Principal
Dana	James	Certified	Clift Elementary	Assistant Principal
Vanessa	Kelsey	Certified	WHS	Assistant Principal
Kristen	Neff	Certified	Coleman Junior High	Observer

**Waxahachie Independent School District
BOARD OF TRUSTEES**

Date: January 12, 2026 **Presented By:** Ryan Kahlden

Subject: Annual Financial Audit **Related Page(s)** Audit Report



EXECUTIVE SUMMARY:

Scott Scarborough with Hankins, Eastup, Deaton, Tonn & Seay, PC presented the fiscal year ended August 31, 2025, audit report.

ATTACHMENTS:

A copy of the FYE August 31, 2025 audit report will be provided at the meeting.

		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 fiscal year ended August 31, 2025, audit report as presented.

Waxahachie Independent School District
BOARD OF TRUSTEES

Date: January 12, 2026 **Presented By:** Theresa Burkhalter

Subject: Texas Tech MOU **Related Page(s)** Memo



EXECUTIVE SUMMARY:

The Human Resources Department has provided an overview for the district to enter into an MOU with Texas Tech University to participate in the Tech Texas Teach Texas program

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:

To approve the district to enter into an MOU with Texas Tech University to participate in the Tech Teach Across Texas program.



Board Memorandum

Action Item

To: Rebecca McCutchen, Superintendent
From: Theresa Burkhalter, Assistant Superintendent of Human Resources
Date: January 12, 2026
Subject: Texas Tech MOU

Background:

The district seeks to enter into an MOU with Texas Tech University to participate in the Tech Teach Across Texas program. This partnership will provide WISD with an onsite site coordinator from Texas Tech University and allow the district to grant access for video recording of clinical teachers.

Purpose and Impact:

- Strengthen WISD's internal teacher pipeline by preparing and developing future educators within the district.
- Support the Raider Teach program, which offers pathways for alternative teacher certification.
- Enhance collaboration between WISD and Texas Tech University to ensure high-quality teacher preparation and retention.

Recommendation:

Approve the MOU with Texas Tech University for the Tech Teach Across Texas program as presented.



Tech Teach Across Texas Partnership

Supporting the teacher-talent pipeline in Waxahachie ISD



Pathways to Teacher Education:

- **Tech Teach 2+2** - Traditional 4 year program
- **Tech Teach 2+1** - Fast Track Program
- District embedded “Grow Your Own” cohort based program
- Courses at a distance, with experience in WISD classrooms
- Stipend for up to 6 intern/clinical teachers/year. (approved 8/25)
- MOU includes site facilitator and permission for video recording



RAIDER Teach - Alternative Certification Program

- For candidates with a bachelors degree
- Earn graduate credit while becoming certified
- Online learning model

Waxahachie Independent School District
BOARD OF TRUSTEES

Date: January 12, 2026 **Presented By:** Theresa Burkhalter

Subject: Clift Elementary Campus Support Plan **Related Page(s)** Memo



EXECUTIVE SUMMARY:

To assist in ensuring sustainable and measurable growth along with the targeted improvement plan, it is essential that a core team of high-performing, mission-aligned educators and support staff transition with the principal. This continuity will provide stability and a shared vision.

ATTACHMENTS:

Memorandum

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

RECOMMENDATION:

To approve stipends as presented



Board Memorandum

Action Item

To: Rebecca McCutchen, Superintendent
From: Theresa Burkhalter, Assistant Superintendent of Human Resources
Date: January 12, 2026
Subject: Clift Elementary Campus Support

Clift Elementary School 2025-2026

Staffing Structure for Turnaround Success

To assist in ensuring sustainable and measurable growth along with the targeted improvement plan, it is essential that a core team of high-performing, mission-aligned educators and support staff transition with the principal. This continuity will provide stability and shared vision.

The following personnel and incentives/stipends are requested to accompany the transition:

Incentive & Stipend Proposal

Given the scope and intensity of the targeted improvement work required at Clift Elementary, the following stipend structure is proposed to recognize the additional workload, accountability expectations, and extended duties associated with this assignment:

Instructional Coach - \$2,000 stipend for added responsibilities for professional learning opportunities, data analysis, and instructional modeling

Counselor - \$2,000 – Additional work in SEL programming, behavior support, student intervention coordination, and parent partnerships.

Receptionist - \$2.00/hour increase – Increased responsibilities in family engagement, campus culture building, attendance support, and front office systems.

Expected Outcomes

By strategically aligning proven leadership with data-validated staff, Clift Elementary can expect the following measurable results within two academic years:

- +10% increase in Domain I performance (Meets/Masters)
- Campus rating improvement from “Improvement Required” to “D or higher”
- Reduction in discipline referrals by 25% through proactive SEL and culture systems

- Increased parent satisfaction and community engagement, measured through district surveys.