

# Agenda of Regular

## The Board of Trustees Mineral Wells ISD

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A Regular of the Board of Trustees of Mineral Wells ISD will be held Tuesday, June 21, 2005, beginning at 6:00 PM in the District Services Complex.

The subjects to be discussed or considered or 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.

**1. Call to Order/Establish Quorum**

**2. Closed Session**

- A. Parent Complaint - Thomas C. Gibbs
- B. Resignations of Certified Personnel
- C. Employment/Appointment/Reassignment/ Evaluation/ Compensation/Duties of Personnel
- D. Renewal/Nonrenewal/Assignment/Reassignment/Probationary Status/Return to Probationary Status/Continuing Status of District Personnel
- E. Discuss Land Purchase

**3. Open Session**

**4. Prayer**

**5. Pledge of Allegiance**

**6. Certification of Public Notice**

**7. Public Forum - Delegations/Communications**

**8. Comments & Compliments**

**9. Superintendent's Report**

**10. Consent Agenda Items**

- A. Monthly financial report - bills and checks written since the last meeting 3
- B. Minutes of the May 17, 2005, meeting of the Board 8
- C. ESC, XI Principal Assessment Annual Contract for 2005-2006 15
- D. Contract for Assessment and Collection for the tax year of 2005-2006 17
- E. Appraisal Calendar and Appraisers for 2005-2006 20
- F. July Board Meeting 23

<b>11. Appointment of Delegate and Alternate for the 45th Annual TASA/TASB Convention</b>	<b>24</b>
<b>12. Appointment of Budget Committee</b>	
<b>13. Student Athletic/Accident Insurance for the 2005-2006 School Year</b>	<b>26</b>
<b>14. Proposed Substitute Pay Scale</b>	<b>28</b>
<b>15. Policy Changes</b>	
A. DEC(LOCAL) - Compensation and Benefits: Leaves and Absences	29
B. FO(LOCAL) - Student Discipline	34
<b>16. Vote on Closed Session Items</b>	
<b>17. Adjournment</b>	

**BREAKDOWN OF TAX RECEIPTS RECEIVED FROM TAX ASSESSOR-COLLECTOR**

REPORT #	22		DATE: 5/10/2005			
	RECEIPTS		GENERAL FUND		INT & SINK	
YEAR	TAXES	P/I	TAXES	P/I	TAXES	P/I
2004	\$36,698.39	\$3,962.97	\$32,903.78	\$3,553.20	\$3,794.61	\$409.77
2003	\$3,769.30	\$1,004.78	\$3,375.41	\$899.78	\$393.89	\$105.00
2002	\$1,423.92	\$511.65	\$1,300.61	\$467.34	\$123.31	\$44.31
2001	\$658.03	\$335.57	\$601.04	\$306.51	\$56.99	\$29.06
2000	\$79.58	\$49.85	\$71.52	\$44.80	\$8.06	\$5.05
1999	\$39.48	\$29.61	\$35.73	\$26.80	\$3.75	\$2.81
1998	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1997	\$24.43	\$24.18	\$20.93	\$20.72	\$3.50	\$3.46
1996	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1995	\$19.69	\$24.22	\$16.95	\$20.85	\$2.74	\$3.37
PRIOR	\$4.63	\$6.81	\$3.10	\$4.56	\$1.53	\$2.25
CED	\$0.00		\$0.00			
<b>TOTAL</b>	<b>\$42,717.45</b>	<b>\$5,949.64</b>	<b>\$38,329.07</b>	<b>\$5,344.55</b>	<b>\$4,388.38</b>	<b>\$605.09</b>
1% CURR	\$366.98	\$39.63	\$406.61			
1% PRIOR	\$60.19	\$19.87	\$80.06			
1% TOTAL	\$427.17	\$59.50	\$486.67			
<b>TOTAL</b>	<b>\$42,290.28</b>	<b>\$5,890.14</b>	<b>\$37,842.40</b>	<b>\$5,344.55</b>	<b>\$4,388.38</b>	<b>\$605.09</b>

DEPOSIT BREAKDOWN	LM FUND	I & S FUND	TOTAL
CURRENT YEAR			
CURR YEAR PAST DUE	\$32,497.17	\$3,794.61	\$36,291.78
CURRENT YEAR P/I	\$3,553.20	\$409.77	\$3,962.97
PRIOR YEAR	\$5,345.23	\$593.77	\$5,939.00
PRIOR YEAR P/I	\$1,791.35	\$195.32	\$1,986.67
IN LIEU OF TAXES			\$0.00
MH RELOC TAX OVERAGE	\$0.00		\$0.00
CED	\$0.00		\$0.00
INTEREST ON DEPOSITS	\$0.00		\$0.00
<b>TOTAL</b>	<b>\$43,186.95</b>	<b>\$4,993.47</b>	<b>\$48,180.42</b>

YTD TAX COLLECTIONS-LM FUND	\$10,907,128.15
YTD TAX COLLECTIONS-I&S FUND	\$670,056.49
<b>TOTAL YTD TAXES COLLECTED</b>	<b>\$11,577,184.64</b>

**BREAKDOWN OF TAX RECEIPTS RECEIVED FROM TAX ASSESSOR-COLLECTOR**

REPORT #	23		DATE: 5/24/2005			
	<b>RECEIPTS</b>		<b>GENERAL FUND</b>		<b>INT &amp; SINK</b>	
YEAR	TAXES	P/I	TAXES	P/I	TAXES	P/I
2004	\$44,195.78	\$5,246.74	\$39,625.94	\$4,704.23	\$4,569.84	\$542.51
2003	\$2,200.45	\$607.62	\$1,970.50	\$544.12	\$229.95	\$63.50
2002	\$2,990.54	\$1,194.87	\$2,731.56	\$1,091.39	\$258.98	\$103.48
2001	\$1,406.67	\$730.07	\$1,284.85	\$666.85	\$121.82	\$63.22
2000	\$94.58	\$60.39	\$85.00	\$54.27	\$9.58	\$6.12
1999	\$47.11	\$35.80	\$42.63	\$32.40	\$4.48	\$3.40
1998	\$317.54	\$278.76	\$228.15	\$200.29	\$89.39	\$78.47
1997	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1996	\$10.38	\$11.63	\$8.84	\$9.90	\$1.54	\$1.73
1995	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PRIOR	\$4.04	\$11.33	\$2.71	\$7.59	\$1.33	\$3.74
CED	\$0.00		\$0.00			
<b>TOTAL</b>	<b>\$51,267.09</b>	<b>\$8,177.21</b>	<b>\$45,980.18</b>	<b>\$7,311.04</b>	<b>\$5,286.91</b>	<b>\$866.17</b>
1% CURR	\$441.97	\$52.47	\$494.44			
1% PRIOR	\$70.71	\$29.30	\$100.01			
1% TOTAL	\$512.68	\$81.77	\$594.45			
<b>TOTAL</b>	<b>\$50,754.41</b>	<b>\$8,095.44</b>	<b>\$45,385.73</b>	<b>\$7,311.04</b>	<b>\$5,286.91</b>	<b>\$866.17</b>

DEPOSIT BREAKDOWN	LM FUND	I & S FUND	TOTAL
CURRENT YEAR			
CURR YEAR PAST DUE	\$39,131.50	\$4,569.84	\$43,701.34
CURRENT YEAR P/I	\$4,704.23	\$542.51	\$5,246.74
PRIOR YEAR	\$6,254.23	\$717.07	\$6,971.30
PRIOR YEAR P/I	\$2,606.81	\$323.66	\$2,930.47
IN LIEU OF TAXES			\$0.00
MH RELOC TAX OVERAGE	\$0.00		\$0.00
CED	\$0.00		\$0.00
INTEREST ON DEPOSITS	\$28.38		\$28.38
<b>TOTAL</b>	<b>\$52,725.15</b>	<b>\$6,153.08</b>	<b>\$58,878.23</b>

YTD TAX COLLECTIONS-LM FUND	\$10,953,108.33
YTD TAX COLLECTIONS-I&S FUND	\$675,343.40
<b>TOTAL YTD TAXES COLLECTED</b>	<b>\$11,628,451.73</b>

## ACCOUNTS PAYABLE INVOICE LISTING REPORT

ADAMS MARK HOTEL	613	CAMT	\$ 162.41
ADAMS MARK HOTEL	0613-1	C.A.M.T.	324.82
ADAMS MARK HOTEL	0613-2	C.A.M.T.	360.82
AGS PUBLISHING	2808281.01	SUPPLIES	43.49
ALESHIA PIERCE	613	C.A.M.T.	75.00
ASCD	719651	SUPPLIES	36.90
AWARDS & MORE ENGRAVING	13234	STUDENT AWARDS	84.48
AWARDS & MORE ENGRAVING	13248	STUDENT AWARDS	8.00
AWARDS & MORE ENGRAVING	13266	STUDENT AWARDS	10.56
BILL CANNON	613	TRAVEL	150.00
BLAIR'S LOCKSMITH	6869	KEYS	7.20
BLAIR'S LOCKSMITH	6870	KEYS	3.60
BROOKSHIRES	T1 TRX351	SUPPLIES	37.96
DCS INFORMATION SYSTEMS	52821-0505	Criminal Search	5.70
D C WHITTENBURG, JR	613	TRAVEL	475.79
EDUCATION SERVICE CTR REG XI	38802	Line Charge for Virtual Field	100.00
EDUCATION SERVICE CTR REG XI	38865	SUPPLIES	60.00
EDUCATION SERVICE CTR REG XI	38965	ESC XI workshop	25.00
THE FAULK COMPANY	1838	CONTRACTED SERVICES	41,483.00
FRANCES ACKER	613	TRAVEL	71.63
GARNER PIPE & SUPPLY	19273	SUPPLIES	33.70
GARNER PIPE & SUPPLY	19276	SUPPLIES	33.70
GARNER PIPE & SUPPLY	19342	SUPPLIES	40.20
HOLIDAY INN	613	TRAVEL	83.74
THE HYATT REGENCY	613	Hotel Reservations	476.00
JONES SCHOOL SUPPLY COMPANY	427339	END OF YEAR AWARDS	57.50
KID'S GARDENING STORE	40505A	SCIENCE SUPPLIES	388.36
KYOCERA MITA AMERICA, INC	6931	COPIER RENTAL	232.17
KYOCERA MITA AMERICA, INC	6932	COPIER RENTAL	184.10
KYOCERA MITA AMERICA, INC	7235	COPIER RENTAL	224.51
LARRY GRIFFIN	613	TRAVEL	150.00
LAURA MANER	613	Meals	60.00
LEANN HOWERTON	613	C.A.M.T.	75.00
LESLEE BARHAM	613	Meals	76.00
LINDA ALLEN	613	Meals	60.00
LOCKHART, MELISSA R.	613	Meals	60.00
LUNA, LORINA	613	C.A.M.T.	75.00
LYNN DEISHER	613	TRAVEL	210.00
MARLA WHARTON	613	C.A.M.T.	75.00
MCBROOM, KAREN	613	Meals	60.00
MINERAL WELLS PRINT CENTER	A034576	SUPPLIES	483.00
OMNI CORPUS CHRISTI HOTEL MARINA TOWER	613	TRAVEL	610.40

OMNI CORPUS CHRISTI HOTEL MARINA TOWER	0613-1	TRAVEL TRANSPORTATION	757.55
PUBLIC TRANSIT SERVICES ROGERS, KATHY SANDY COX STONE, MICHELLE TASSP THOMPSON, MELINDA U.S. TECH	558 613 613 613 613 613 77804	EXPENSE Meals C.A.M.T. TRAVEL SUPPLIES CAMT SUPPLIES	303.50 60.00 75.00 420.00 672.00 85.00 87.00

**General Fund Total** **\$49,734.79**

<u>VENDOR</u>	<u>INVOICE NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
BOBBY EVANS SPORTING	81903	TRACK TOPS	\$553.13
BROOKSHIRES	T1 TRX174	SUPPLIES	\$ 35.94
BROOKSHIRES	T5 TRX5	SUPPLIES	\$ 38.97

**Co-Curricular Total** **\$628.04**

<u>VENDOR</u>	<u>INVOICE NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
DICKIE'S FARM FRESH PRODUCE	621	Produce	\$1,970.19
MR. JIM'S PIZZA	2355	Pizza to be sold in campus cafeterias.	\$1,107.75
MR. JIM'S PIZZA	2356	Pizza to be sold in campus cafeterias.	\$ 472.50
MR. JIM'S PIZZA	2357	Pizza to be sold in campus cafeterias.	\$1,669.50

**Food Service Total** **\$5,219.94**

<u>VENDOR</u>	<u>INVOICE NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
THE SCHOLARS BOOKSHELF	59387	SUPPLIES	\$ 321.43

**Advanced Placement Incentives  
Total** **\$ 321.43**

<u>VENDOR</u>	<u>INVOICE NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
EDUCATION SERVICE CTR REG IV	RL00006648	SUPPLIES	\$ 137.50
<u>Accelerated Reading Total</u>			<u>\$ 137.50</u>

<u>VENDOR</u>	<u>INVOICE NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
EFilliate INC	P03669410101	SUPPLIES	\$ 204.38
<u>Technology Fund Total</u>			<u>\$ 204.38</u>

<u>VENDOR</u>	<u>INVOICE NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
TEXAS EDUCATION NEWS	25465	Subscription Renewal	\$ 175.00
<u>Special Education Total</u>			<u>\$ 175.00</u>

<u>VENDOR</u>	<u>INVOICE NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
FEDERAL EXPRESS	3-857-66485	Instructional Materials	\$ 38.36
GATEWAY COMPANIES, INC	1405618	Computers	\$7,525.00
GREY HOUSE PUBLISHING	488920	Complete Learning	\$ 159.50
OTICON, INC.	SVI099214	Hearing Aid Repair	\$ 65.50
<u>SHARS-MEDICAID TOTAL</u>			<u>\$7,788.36</u>

<u>VENDOR</u>	<u>INVOICE NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
BROOKSHIRES	T1 TRX470	SUPPLIES	\$ 14.97
BROOKSHIRES	T2 TRX20	SUPPLIES	\$262.58
<u>Campus Activity Fund Total</u>			<u>\$277.55</u>

**MINERAL WELLS INDEPENDENT SCHOOL DISTRICT  
MINERAL WELLS, TEXAS**

**REGULAR BOARD MEETING**

The Board of Trustees of the Mineral Wells Independent School District met on Tuesday, May 17, 2005, in the District Services Complex, 906 S.W. 5th Avenue, Mineral Wells, Texas. Board President Dr. Ty L. Gore called the meeting to order at 6:02 p.m.

BOARD MEMBERS PRESENT:

Dr. Ty L. Gore, President; Rodney Henderson, Vice-President; Doug Pennington, Secretary; Dr. Moss Dickerson, Reyes Garcia III, Joel Hardeman, and Holt Price

MEMBERS ABSENT:

None

CENTRAL ADMINISTRATORS PRESENT:

Linda Porter-Bradford, Assistant Superintendent; Russell Cotton, Assistant Superintendent; and Bobby Estes, Assistant Superintendent

CERTIFICATION OF PUBLIC NOTICE OF MEETING:

Linda Porter-Bradford, assistant superintendent, certified that the provisions of Texas Government Code Chapter 551 had been complied with in connection with public notice of meeting.

ORDER CANVASSING ELECTION RETURNS FOR MAY 7, 2005:

Ray Madrigal, election judge, presented all election materials for the Board's examination. After examining all election materials as prescribed by the Secretary of State, Section 65.014, V.T.C.A., Election Code, Rodney Henderson moved and Reyes Garcia III seconded a motion to approve the canvassed votes as presented and certify the election results as follows:

Place 6

Joel Hardeman	171 votes
David Bullock	144 votes
Peggy Tate	124 votes
Bill Jenkins	48 votes
No Votes	2

Place 7

Doug Pennington	324 votes (uncontested race)
No Votes	167

The motion carried 7-0.

OATH OF OFFICE FOR NEWLY ELECTED BOARD MEMBERS:

The Oath of Office was administered to board members Joel Hardeman and Doug Pennington by Judy Brown, Notary Public for the State of Texas.

CLOSED SESSION:

The Board adjourned into closed session at 6:06 p.m.

The Board adjourned from closed session at 7:02 p.m.

OPEN SESSION:

The Board reconvened in open session at 7:03 p.m.

BOARD INTERNAL ORGANIZATION:

Dr. Ty L. Gore turned the chair over to Assistant Superintendent Linda Porter-Bradford for nominations for Board President. Mrs. Porter-Bradford announced that nominations are now in order for the office of Board President. Doug Pennington nominated Dr. Ty L. Gore and it was seconded by Rodney Henderson. The motion carried 7-0. She declared that Dr. Ty L. Gore was reelected for the position of Board President.

Dr. Ty L. Gore assumed the chair and opened the floor up for nominations for Board Vice-President. Holt Price nominated Rodney Henderson and it was seconded by Reyes Garcia III. The motion carried 7-0. Dr. Gore declared that Rodney Henderson was reelected for the position of Board Vice-President.

Dr. Ty L. Gore opened the floor up for nominations for Board Secretary. Rodney Henderson and Reyes Garcia III dually nominated Doug Pennington and it was seconded by Dr. Moss Dickerson. The motion carried 7-0. Dr. Gore declared that Doug Pennington was elected for the position of Board Secretary.

PRAYER:

Reyes Garcia III opened the meeting with prayer.

PLEDGE OF ALLEGIANCE:

The Board led the audience in the pledge of allegiance.

PUBLIC FORUM - DELEGATIONS/COMMUNICATIONS:

None

## COMMENTS & COMPLIMENTS:

Linda Porter-Bradford, assistant superintendent of human resources, requested that Jay Walsworth, Mineral Wells Junior High principal, come forward and introduce the **“Teacher of the Month”** for May.

Jay Walsworth stated that it is his pleasure to introduce Jacki Bandy as the “Teacher of the Month” for May. Mr. Walsworth reported that Mrs. Bandy has taught in MWISD for eleven years. He mentioned that she taught eight years at junior high and three years at Travis Elementary. He stated that they are very lucky to have Mrs. Bandy on their campus. He stated that Mrs. Bandy currently serves on the Lamar and Houston PTO boards. In addition, he reported that she is the junior high Designation Imagination Coach, coaches the art team, art history coach next year, a member of the Academic Excellence Committee, designs and decorates their Academic banquet, designed the beautiful landscaping in front of the junior high, and designed the color scheme at the junior high. He announced that she does these things for the students. He stated that she has a desire for the students to excel to the absolute top of the pinnacle. He reported that everything she does is for the benefit of the students. He stated that what he really admires in her is that she demands excellence, but she demands it from herself first. He reported that she leads by example, and we are extremely lucky to have her in the school district. He asked Mrs. Bandy to speak on the accomplishments of the art students at the Quad County competition.

Jacki Bandy reported that they came home with a total of 36 first, second, and third place medals and eight ribbons from the competition. Mrs. Bandy stated that they did very well.

Linda Porter-Bradford presented Mrs. Bandy with a genuine leather pen engraved with “Teacher of the Month” to show appreciation for her outstanding job performance and dedication.

Linda Porter-Bradford requested that Kelly Wilkerson, Houston Elementary principal, come forward and introduce the **“Support Staff of the Month”** for May.

Kelly Wilkerson introduced Elvira Maldonado as the “Support Staff of the Month” for May. Mrs. Wilkerson reported that Mrs. Maldonado works with the ESL and bilingual students. She stated that she not only helps on their campus, but she has done a lot of other things for the district. She reported that Mrs. Maldonado translated a document for the special education department during the summer. She announced that when they receive a merchant’s flier in the mail Mrs. Maldonado translates it for the Houston students. In addition, she reported that Mrs. Maldonado translates into Spanish all of their newsletters, notes, etc. that are sent home to the parents. She announced that she works diligently with their students. She stated that the Hispanic students are successful because of the work that she does. On a personal note, she reported that Mrs. Maldonado has three sons, and she became a U.S. Citizen in October of 2003. Mrs. Wilkerson announced that this was a big celebration at their campus and everyone was very proud of her accomplishment. Mrs. Wilkerson stated that she wished that she spoke Spanish as well as Mrs. Maldonado speaks English. She reported that she does an

extremely good job, and you could not have a better representative for the district as a support staff.

Linda Porter-Bradford presented Mrs. Maldonado with a plaque from the district to show appreciation for her outstanding job performance and dedication.

Linda Porter-Bradford reported that there are two **"Partners in Education"** for the month of May. Mrs. Porter-Bradford announced that she would like to recognize Donnie Hoover who is representing the Parks and Recreation Department of the City of Mineral Wells. She stated that not only are they "Partners in Education" with our students, but they are a vital service to the community. She announced that they provide different activities like youth basketball, swimming lessons, swimming teams, and track for our children. Mrs. Porter-Bradford presented a plaque of appreciation to Mr. Hoover for the City Recreation Department. She requested that Mary Ball from Boyce Ditto Library come forward to be recognized as another "Partner in Education." She announced that the Boyce Ditto Library does a tremendous job with the summer reading program. She reported that it allows the students to keep up with their reading skills that might be lost during the summer months. Also, she announced that the library provides programs for adult literacy. She presented a plaque of appreciation to Mary Ball for the Boyce Ditto Library to thank them for all that they do for MWISD.

#### SUPERINTENDENT'S REPORT:

Linda Porter-Bradford announced that several months back the MWISD Board of Trustees approved a program and a partnership with CCA. Mrs. Porter-Bradford reported that CCA brought to the district a program that they had seen in Idaho, which was called "Every 15 Minutes." She stated that it is a program designed to help deter students from drinking alcohol. She reported that the program in Mineral Wells was done in partnership with the Police Department, Fire Department, Palo Pinto General Hospital, DPS Office, CCA, MWISD, etc. The board and audience viewed the "Every 15 Minutes" video.

#### CONSENT AGENDA ITEMS:

Reyes Garcia III moved and Dr. Moss Dickerson seconded a motion to approve the consent agenda items as follows:

- Approved the monthly financial report – bills and checks written since the last meeting.
  - Approved a budget amendment as presented. (copy attached)
  - Approved the minutes for April 12, 2005, meeting of the Board.
  - Approved Education Service Center Region XI Contracts. (copies attached)
1. Migrant Education Program Shared Services Arrangement Agreement  
July 1, 2005 – June 30, 2006

2. Basic Contract and Cooperative
  3. Management Information System (MIS) Department Service Agreement
- Approved a change to the 2005-2006 School Calendar. Added a staff development day on Monday, August 15, 2005. (copy attached)
  - Approved a textbook certification for 2005 as presented. (copy attached)

The motion carried 7-0.

PUBLIC HEARING FOR THE PURPOSE OF DONATING REAL PROPERTY TO A NONPROFIT ORGANIZATION:

Russell Cotton, assistant superintendent of support services, stated that the MWISD Board of Trustees are authorized to transfer buildings of historical significance to non profit organizations pursuant to Texas Education Code §11.1541. Mr. Cotton reported that MWISD is not currently using the property nor will MWISD need the school in the future. He stated that the building is of historical significance in the community.

Dr. Ty L. Gore opened the public hearing portion of the meeting for discussion of donating real property located at 603 South Oak Avenue to Dunbar Neighborhood Council, Inc. (a nonprofit organization). There were no comments from the audience.

DONATION OF REAL PROPERTY TO THE DUNBAR NEIGHBORHOOD COUNCIL, INC. (a nonprofit organization) FOR THE PURPOSE OF RESTORATION AND USE OF THE FACILITY:

Reyes Garcia III moved and Doug Pennington seconded a motion to approve a resolution to donate Dunbar School to the Dunbar Neighborhood Council, Inc. The motion carried 7-0. (copy attached)

POLICY UPDATE 75, AFFECTING (LOCAL) POLICIES:

Holt Price moved and Reyes Garcia III seconded a motion that the Board add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 75. The motion carried 7-0.

BANK DEPOSITORY BIDS FOR 2005-2006 AND 2006-2007:

Russell Cotton announced that it was four years ago that the district went out for bank depository bids. Mr. Cotton reported that bank depository bids are normally good for two years. However, he stated that the Texas Education Agency does allow for one two year extension, which was granted two years ago. According to TEA guidelines, he reported that it was time for the school district to go out for bank depository bids. He gave a brief analysis of the two bids provided. Doug Pennington moved and Holt Price seconded a motion to award the bank depository contract for 2005-2007 to City National Bank of Mineral Wells. The motion carried 6-0-1. Dr. Ty L. Gore, Doug Pennington,

Reyes Garcia III, Dr. Moss Dickerson, Holt Price, and Joel Hardeman voted yes and Rodney Henderson abstained.

CAFETERIA PRICE INCREASE FOR 2005-2006:

After a brief overview of rising food prices and wage increases by Kathy Haney, Food Service Director, Reyes Garcia III moved and Doug Pennington seconded a motion to approve the cafeteria price increase for 2005-2006. The motion carried 7-0.

The cafeteria price increase is as follows:

<u>Breakfast:</u>	All students @ \$1.00 All adults @ \$1.50
<u>Lunch:</u>	Pre-K through sixth grade @ \$1.75 Seventh through twelfth grade @ \$2.00 All adults @ \$2.50

REQUEST FOR "NO PARKING SIGNS" ON RAM BOULEVARD FROM THE INTERSECTION OF FM 1821 TO THE INTERSECTION AT INDUSTRIAL BOULEVARD:

Eddie Lang, Director of Operations for the Mineral Wells Steam, requested that "No Parking Signs" be placed on Ram Boulevard from the intersection of FM 1821 to the intersection at Industrial Boulevard. Mr. Lang informed the Board that there is a potential danger to the crossing pedestrians when they park on the side streets, plus cars are susceptible to foul balls, and the proceeds collected for parking in the allotted space to the west go back into the community in the form of return to the fund-raising groups working at Steam games. For lack of a motion, the item was not acted upon by the MWISD Board of Trustees.

VOTE ON CLOSED SESSION ITEMS:

Reyes Garcia III moved and Rodney Henderson seconded a motion to employ the following individuals for the 2005-2006 school year:

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>
Donna Wagner	Houston Elementary	August 15, 2005
Richard (Brett) Lang	Mineral Wells High School	August 15, 2005
Greg Wright	Mineral Wells High School	August 15, 2005
Clifton Payne	Mineral Wells High School	August 15, 2005

The motion carried 7-0.

Doug Pennington moved and Holt Price seconded a motion to approve the retirement resignations of the following individuals:

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>
David L. Moore	DSC – Technology Director	May 31, 2005
Betty Hawkins	Mineral Wells High School	May 27, 2005
L. Phyllis Bruton	Lamar Elementary	May 27, 2005

The motion carried 7-0.

Rodney Henderson moved and Reyes Garcia III seconded a motion to accept the resignations of the following individuals:

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>
William M. Dills	Mineral Wells High School	May 27, 2005
Alice Dills	Mineral Wells High School	May 27, 2005
Wayland Damron	Mineral Wells High School	May 27, 2005
Lizette Fraga	Mineral Wells High School	May 27, 2005
Jennifer Edwards	Mineral Wells High School	May 27, 2005
Diane S. Bell	Travis Elementary	May 27, 2005
Jodi Larner	Mineral Wells Junior High	May 27, 2005

The motion carried 7-0.

ADJOURNMENT:

Upon a motion by Doug Pennington and a second by Rodney Henderson, the meeting was adjourned at 7:53 p.m. The motion carried 7-0.

---

Dr. Ty L. Gore, President

---

Doug Pennington, Secretary

Education Service Center  
Region XI

**Mineral Wells Independent School District**  
**906 S.W. 5th Avenue**  
**Mineral Wells, Texas 76067-4895**

**Principal Assessment Annual Contract**  
**2005-2006**

Please review, sign below and return this contract to continue your participation in the Education Service Center, Region XI Principal Assessment Cooperative.

We have used best estimates or district data provided to ESC Region XI and PEIMS data for the number of principals and assistant principals in your district for the 2004-2005 school year. We provide these numbers to help you calculate your costs for budget planning. This number should reflect your total number of campus administrators at the present time. However, only 1/5 of the total will be assessed and will be charged to the district.

Please verify that we have the correct total numbers. Make changes to this contract, if necessary, and return the contract to the address below. Actual billing to your district, based on the numbers below, will occur in September 2004 and will be renewed each subsequent year for this five year assessment cycle.

Description	District Total Number	1/5 total to be assessed	Admin. Services Members (\$750)	Admin. Services Non-Members (\$900)
Principals @ \$750.00/\$900.00	6	3	\$2250	\$2700
Assistant Principals @ \$750.00/\$900.00 *	8			
Discounts (\$150.00) / <u>approved</u> assessor/ assessment	0		0	0
		<b>TOTAL COSTS</b>	\$2250	\$2700
		<b>2005-2006</b>		

- Please check if you are a member of Administrative Services Contract for 2005 - 2006

Mineral Wells ISD  
School District  
Linda Porter Bradford  
Asst. Superintendent

Education Service Center Region XI

Mr. Richard Ownby, Executive Director

**Please return this signed contract by mail or fax by July 15, 2005 to:**

Education Service Center Region XI  
Attention: Jennifer Coffey  
3001 North Freeway  
Fort Worth, TX 76106  
Or Fax: (817) 740-3608

\*Instructional Dean 1

Action Required  
Due: July 15, 2005

Mineral Wells ISD  
Principal and/or Assistant Principal  
Assessment List for the 2005 - 2006 School Year

We will contact the administrator directly for a specific assessment date

Estimated number for Assessment 3

Last Name	First Name	Social Security #	Years of Experience as an Administrator	Contact Phone #	Campus	Position (Principal or Asst. Principal)	District E-mail Address
Stewig	Brandon	454-61-4507			Travis Elementary		
Griffin	Natalie	450-47-4338	1	940-325-3427	Houston	Asst. Prin.	ngriffin@mwisd.net
Moore	Phillip	450-82-8056	11	940-325-0711	Junior High	Asst. Prin	pmoore@mwisd.net
Yancey	Jim	457-74-6511	13	940-325-4408	High School	Asst. Prin	jyancey@mwisd.net
Walsworth	Jay	454-86-9363	5	940-325-0711	Junior High	Principal	jwalsworth@mwisd.net
Lawson	Linda	450-86-4895	7	940-325-3033	DREAM Aca.	Principal	llawson@mwisd.net

Please Mail or Fax to 817/740-3601 Attention Cheryl Grier



P.O. Box 160  
Palo Pinto, Texas 76484-0160

(940) 659-1271  
Fax # (940) 659-3628

Sandra R. Long  
Tax Assessor-Collector  
sandra.long@co.palo-pinto.tx.us

June 2, 2005

To: Mineral Wells ISD  
906 SW 5<sup>th</sup> Ave.  
Mineral Wells, TX 76067

From: Sandra R. Long  
Tax Assessor-Collector  
Palo Pinto County

Enclosed you will find the Contract for Assessment and Collection for the tax year of 2005-2006. It is very important that you take action on this contract as soon as possible. Please sign and return both copies to this office. Once approved by Commissioners Court and signed by proper authorities an original contract will be returned to you.

It will certainly be appreciated if you will get this matter on your agenda and take prompt action concerning the Contract. All contracts need to be signed by the 1st day of August, 2005. If this office can be of further assistance to you, please feel free to contact us.

Sincerely,

Sandra R. Long

SRL/lgt

Enc: Contract for Assessment and Collection

**THE STATE OF TEXAS**

**COUNTY OF PALO PINTO**

**CONTRACT FOR ASSESSMENT AND COLLECTION SERVICES**

On this the 1st day of August, 2005, the Palo Pinto County Tax Assessor-Collector and MINERAL WELLS INDEPENDENT SCHOOL DISTRICT, (hereinafter called "Taxing Unit"), enter into the following agreement for a period of one year from the date above.

**PURPOSE**

The parties to this agreement wish to consolidate the assessment and collection of property taxes in one agency; Palo Pinto County Tax Assessor-Collector. The Taxing Unit enters this agreement to eliminate the duplication of services and to promote governmental efficiency.

The parties enter this contract pursuant to the authority granted by Section 6.24, Texas Property Tax Code, and TEX. REV. CIV. STAT. ANN. ART. 4413 (32c) (Vernon 1979).

**SERVICES TO BE PERFORMED**

- (1) The county shall collect the taxes owing to the Taxing Unit. The county further agrees to perform for the Taxing Unit all of the duties provided by the laws of the State of Texas for the collection of taxes for said Taxing Unit.
- (2) The county shall perform all the functions in the definitions section of this contract. Specifically, the County agrees to prepare tax statements for each taxpayer. The county shall mail said tax statement to each taxpayer within the Taxing Unit.
- (3) Each Taxing Unit hereby designates the Tax Assessor-Collector as its Tax Assessor-Collector for purposes of compliance with TEX. REV. CIV. STAT. ANN. ART 7244c (Vernon Supp. 1980). In addition the parties agree that the Tax Assessor-Collector shall perform all of the duties of the Tax Assessor-Collector of the taxing unit as set forth in Chapter 26, 31 and 33 of the Property Tax Code.
- (4) The county shall issue tax certificates regarding properties in said Taxing Unit by the authority granted by Section 31.08, State Property Tax Code. Said fee for tax certificate to be retained by the county to cover cost of this service.

**PAYMENT**

- (1) The county has estimated its cost of assessing and collecting taxes for all participating taxing units for the period of this contract during the normal budgeting process. The estimate of the cost of assessing and collecting has been approved in the same manner as the rest of the budget.
- (2) Based upon budgeted estimates and methods set forth in paragraph (1) of this Section, the Taxing Unit agrees to pay the Palo Pinto County Tax Assessor-Collector one Percent (1%) of the gross taxes collected for services rendered during the term of this contract.

**REMITTANCE OF COLLECTIONS**

During the tax collection year, disbursements shall be made to the Taxing Unit on a weekly basis by the Tax Assessor-Collector.

**LOCATION OF TAX OFFICE**

The tax assessing and collecting office shall be located during the term of this contract within the Courthouse of Palo Pinto County, Palo Pinto, Texas as determined by the Commissioners Court.

**ADMINISTRATIVE PROVISIONS**

(1) The County shall not be liable to the Taxing Unit on account of any failure to collect taxes nor shall the Tax Assessor-Collector be liable unless the failure to collect taxes results from some failure on his part to perform the duties imposed upon him by law and by this agreement.

(2) An annual audit of the County Tax Assessor-Collector's operations shall be made by an independent certified public accountant selected by the County. The costs and expenses related to such audit shall be carried as an item of expense in the budget of the county and paid from operational expense funds of the County Tax Office. Reports and financial statements prepared by the independent auditor in accordance with generally accepted accounting principles shall be furnished directly to the Taxing Unit. Said certified audit shall contain an unqualified auditor's opinion and shall specifically contain an analysis of the methods used by the Tax Assessor-Collector.

**DELINQUENT TAX COLLECTIONS**

The Tax Assessor-Collector of the County of Palo Pinto shall be required to exert a good faith effort to collect taxes due and payable for the benefit of the Taxing Unit when and if same shall have become delinquent by mailing adequate notices to such delinquent taxpayers in a timely manner. Such notices shall include information regarding the tax years being delinquent and information related to penalties, interest and related costs that may become due and payable prior to turning such delinquent accounts over to an attorney for additional collection efforts.

**DELINQUENT TAX SUITS**

The Taxing Unit reserves the right to institute such suits for the collection of delinquent taxes as they deem necessary and to contract with an attorney for the collection of delinquent taxes.

In the event it is necessary to employ an attorney to collect delinquent taxes, the Taxing Unit reserves the right to pay such fees as prescribed by the Property Tax Code or the statutes of the State of Texas to an attorney mutually acceptable to the County and the Taxing Unit under such terms and conditions as may be determined during the life of this contract.

**DEFINITIONS**

For purpose of this agreement the terms "Assessment and Collections" shall include the following: calculation of tax, preparation of tax rolls, proration of taxes, correction of clerical errors in tax rolls, collection of current liabilities, collections of delinquent taxes, issuance of refunds, and calculations of an effective tax rate required by the TEX. REV. CIV. STAT. ANN. ART. 7244c (Vernon Supp. 1980).

Executed at Palo Pinto, Texas on the \_\_\_\_\_ day of \_\_\_\_\_, 2005.

\_\_\_\_\_  
MICKEY WEST  
COUNTY JUDGE  
PALO PINTO COUNTY  
PALO PINTO, TEXAS

\_\_\_\_\_  
SANDRA R. LONG  
TAX ASSESSOR-COLLECTOR  
PALO PINTO COUNTY  
PALO PINTO, TEXAS

ATTEST:

\_\_\_\_\_  
BOBBIE SMITH  
COUNTY CLERK  
PALO PINTO COUNTY  
PALO PINTO, TEXAS

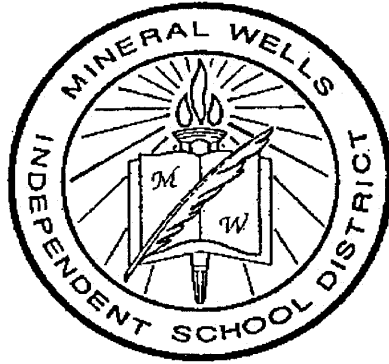
ATTEST:

TAXING UNIT:

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

# MINERAL WELLS INDEPENDENT SCHOOL DISTRICT



July 2005

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January 2006

M	T	W	T	F
✘	2	3	4	5
8	9	10	11	✘
15	✘	17	18	19
22	23	24	25	26
29	30			

August 2005

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
✘	✘	✘	✘	✘
✘	✘	✘	✘	✘
✘	✘	✘		

February 2006

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

September 2005

M	T	W	T	F
			✘	✘
5	✘	✘	✘	✘
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

March 2006

M	T	W	T	F
		1	2	3
6	7	8	9	✘
13	14	15	16	17
✘	21	22	23	24
27	28	29	30	31

October 2005

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**2005-2006  
Appraisal Calendar**

August 15th      Appraisal Period Begins  
 August 15 - Sept. 6      No Observations

✘ Indicates No Observations Permitted

▲ Last Day for Observations April 21

◇ Last Day for Summative Conferences May 5

Teacher self-report is due by September 9

No observations can start before September 12

April 2006

M	T	W	T	F
3	4	5	6	7
10	11	12	✘	14
✘	18	19	20	▲
24	25	26	27	28

November 2005

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	✘	23	24	25
✘	29	30		

No observations shall occur during state-mandated testing on each individual campus (see attached calendar)

May 2006

M	T	W	T	F
1	2	3	4	5
✘	✘	✘	✘	✘
✘	✘	✘	✘	✘
✘	✘	✘	✘	✘
✘	✘	✘		

December 2005

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
✘	✘	21	22	23
26	27	28	29	30

- Staff Development Day      ○ Holiday  
 October 10th is a Student Early Release Day

June 2006

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

( ) Beginning/End of a Six Weeks Period

## **Testing Dates**

### **Mineral Wells High School/ DREAM**

October 18-21

Feb. 21-24

April 18-21

### **Mineral Wells Junior High**

Feb. 21

April 18-21

### **Travis**

Feb. 21

April 4

April 18-21

### **Houston**

Feb. 21

April 18-19

# **Mineral Wells Independent School District 2005 – 2006 PDAS APPRAISERS**

**Ray M. Crass  
Linda Porter-Bradford  
Bobbie Estes  
Carolyn Cooper  
Lupe Ortiz  
Cathey Drew  
Dennis Scott  
Myra Lawrence  
Jay Walsworth  
Nan Brandt  
Philip Moore  
John Corsi  
Angela Myrick  
Linda Lawson  
Bruce Butler  
John Uptergrove  
Millie Ragle  
Kelly Wilkerson  
Natalie Griffin  
Michelle Oswalt  
Parisa Lerma**

## **July Board Meeting Change of Date**

It is recommended that the board meeting scheduled on **July 12** be moved to **July 19**, due to the district being closed for vacation from June 27-July 1 and July 4 for the observance of Independence Day. Changing the date of the meeting will allow the district sufficient time to post the agenda and prepare board information.



Home Overview > Governance > Delegate Assembly

- TASB Overview
  - Overview
  - Mission Statement
  - Membership
  - Governance
  - Overview
  - Delegate Assembly
  - Board of Directors
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  - Careers
  - Contact Us

- Supporting Schools
- Issues + Advocacy Services
- Training + Events
- News + Media
- Related Sites
- TASB Store

## TASB Overview 2005 Delegate Assembly



### More Options

- 2004 Delegate Assembly
- Advocacy Positions Deadline

TASB's Delegate Assembly, held in conjunction with the TASB/TASA Convention in Houston, is a vital component of the Association's governance structure. During the half-day Assembly, local trustees from across Texas provide crucial direction to the TASB Board and staff in representing members' interest before state and national policy makers.

While the gavel opening the 2005 Delegate Assembly won't fall until 2 p.m., caucuses and lunch for delegates and alternates will begin at 12:30 p.m.

Delegates and alternates in each region to meet with TASB Directors over lunch to discuss the issues coming before the Delegate Assembly and to clarify Delegate Assembly processes. This year, delegates and alternates from each of the 20 regions will meet in separate rooms to allow more one-on-one conversation with the region's TASB Director and other named delegates and alternates from that area. To be admitted to the caucuses, delegates and alternates will need to display their Delegate Assembly credentials: the delegate/alternate ribbon and button showing which region is represented.

In the past, the deadline for delegates to submit proposed amendments to [Advocacy Priorities and Positions](#), changes to bylaws amendments, and pulls of individual Advocacy Priorities and Positions for discussion was about 20 minutes after the start of the Assembly. For the 2005 Delegate Assembly, the deadline will be the fall of the gavel at the start of the Assembly. This change will allow a little more time for processing the requests from the delegates and alternates and an opportunity to be sure the delegate's submission is understood. (See the "Downloads" box at right for the Advocacy Position Submission Form.)

Participants in the 2005 Delegate Assembly will:

- elect TASB officers and members of the TASB Board,
- hear reports from the TASB Board and its committees,
- consider various changes to the TASB Bylaws, and
- adopt TASB's Advocacy Agenda.

The deadline for naming delegates and alternates has been moved from July 1 as in years past to September 9. You may designate your local board's delegate and alternate [online](#) or by mail or fax, using the form available in the "Downloads" box at the right of this page.

Because of the complexity of various education issues, delegates and alternates should be the more experienced members of your local board. The success of TASB's advocacy efforts ultimately rests on the active involvement of board members from every district. Be thoughtful in your selection of a delegate and alternate to assure your district's meaningful participation in the Assembly, and in turn, TASB's effectiveness as the unified voice of Texas districts.

Robert Sepulveda  
TASB President

James B. Crow  
TASB Executive Director

Contact TASB Help

### Search

Search:

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- Sitemap Index Search

### Downloads

- Delegate Designation (96 KB PDF)
- 2005 Advocacy Position Submission Form (27 KB PDF)

### Related Information

- Nominations Q&A
- 2005 Nomination Information
- 2004-06 Advocacy Agenda



# Official Delegate Designation

**Please note:**

- Only board members of TASB Active Members (public schools and ESCs) may serve as delegates or alternates.
- TASB Directors are delegates by virtue of their position. If one of your board members is also a TASB Trustee, do not designate this member; he or she will already be participating as a voting delegate in the Assembly.
- If you are designating an individual newly elected to your board, be sure you have submitted your membership update information to Anisa Pope at TASB.

**Delegate** \_\_\_\_\_

Board Title \_\_\_\_\_ E-mail \_\_\_\_\_

Send Delegate Assembly materials to the delegate at this address:

\_\_\_\_\_

**Alternate** \_\_\_\_\_

Board Title \_\_\_\_\_ E-mail \_\_\_\_\_

Send Delegate Assembly materials to the alternate at this address:

\_\_\_\_\_

**Name of school district** \_\_\_\_\_

**County-district number** \_\_\_\_\_ **TASB (ESC) region number** \_\_\_\_\_

I hereby certify that the above persons were chosen by our board as our official voting delegate and alternate to the 2005 TASB Delegate Assembly in Houston, Texas, on September 24, 2005 (as provided by the TASB Bylaws).

**Board president's signature** \_\_\_\_\_

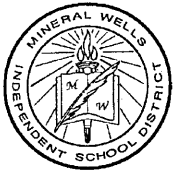
**Date** \_\_\_\_\_

*Please return your board's designations by September 9, 2005, to the following address:*

**Credentials Committee**

c/o Anisa Pope  
Texas Association of School Boards  
P.O. Box 400  
Austin, Texas 78767-0400

or fax this completed form to:  
Anisa Pope  
512-467-3554



# MINERAL WELLS INDEPENDENT SCHOOL DISTRICT

906 S.W. 5<sup>th</sup> Ave.  
Mineral Wells, Texas 76067

---

Office of:

**Russell Cotton**  
Assistant Superintendent  
Support Services

June 21, 2005

To: Board of Trustees, Mineral Wells I.S.D.  
RE: Student Athletic/Accident Insurance

We recently solicited bids/quotes for the purpose of providing student and athletic insurance for our students that participate in athletic activities and other UIL sponsored activities. The insurance company selected will also provide all students with a voluntary supplemental accident policy if the parents so choose.

Attached is a 5-year claims history for Mineral Wells I.S.D. Because of our poor claims versus premium history, we had three companies that declined to offer quotes.

Summary of bids:

	<b>Premier</b>	<b>Premier Plus</b>	<b>Texas Custom</b>	<b>Catastrophic</b>
Texas Monarch Mgt.	\$37,500	\$41,417	\$52,000	\$3,025
The Baker Agency		\$41,500		\$1,769
Bene-Marc	<b>Plan II</b>	<b>Plan II-C</b>	<b>Plan I-A</b>	\$4,000
	\$25,000	\$35,000	\$55,000	

Recommendation: Although the Plan II-C offered by the Baker Agency is less expensive, the coverage and schedule of benefits is not as "rich" as the other plans, therefore, the recommendation is to continue with the "Premiere Plus" coverage and the Texas Monarch Management Corporation.

Russell Cotton  
Assistant Superintendent for Support Services

Office: (940) 325-6404 • Fax: (940) 325-6378 • e-mail: cotton@mwisd.esc11.net

Mineral Wells Independent School District  
**Student Athletic Claims History**

<b>YEAR</b>	<b>PREMIUM PAID</b>	<b>CLAIMS PAID</b>
2000-2001	11,450.00	63,983.00
2001-2002	11,975.00	21,419.00
2002-2003	20,480.00	23,272.00
2003-2004	27,880.00	33,593.00
2004-2005	29,900.00	36,095.00

Proposed Changed to Current Substitute Pay Scale:

All substitutes assigned in a professional capacity and meeting the District requirements will be paid a rate of \$60.00 per day.

This replaces the current practice:

\$45.00---No college hours

\$50.00---50-60 college hours

\$55.00---college degree

All substitutes assigned in a paraprofessional capacity and meeting the District requirements will be paid a rate of \$45.00 per day.

Proposed Changes to Local Policy DEC (Local)

Change the policy to read:

When all accumulated leave has been used, each employee shall be granted 10 workdays of local extended leave to be used under the terms and conditions applicable to state sick leave accumulated prior to May 30, 1995, with one-half the daily rate of pay deducted.

A written request for use of extended sick leave shall be submitted to the Assistant Superintendent of Personnel in advance in accordance with administrative regulations.

Mineral Wells ISD  
132903

COMPENSATION AND BENEFITS:  
LEAVES AND ABSENCES

DEC  
(LOCAL)

DEFINITIONS

FAMILY For the purposes of state sick leave accrued before May 30, 1995, and local sick leave, the term "immediate family" shall include:

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, sibling-in-law.
5. Grandparent and grandchild.
6. Any person who may be residing in the employee's household at the time of illness or death.

For purposes of the Family and Medical Leave Act, the definition of "family" includes only spouse, parent, and child.

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.

WORKDAY A "workday" for purposes of accumulation, use, or recording shall mean the number of hours per day equivalent to the employee's usual assignment, whether full time or part time.

STATE PERSONAL LEAVE - RATE OF ACCRUAL

Each employee shall earn state personal leave at the rate of one-half a workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually.

TYPES OF STATE PERSONAL LEAVE

Under authority of Education Code 22.003 and to preserve the employee's leave entitlement while minimizing disruption to the instructional program, the Board requires employees to differentiate between uses of personal leave:

- DISCRETIONARY 1. To be taken at the individual employee's discretion, subject to limitations set out below.
- NON-DISCRETIONARY 2. To be used for the same reasons and in the same manner as state sick leave accumulated prior to May 30, 1995. [See DEC(LEGAL)]

USE OF DISCRETIONARY LEAVE

REQUEST FOR LEAVE A written request for use of discretionary personal leave shall be submitted to the immediate supervisor or designee in advance in accordance with administrative regulations. The reasons for which personal leave may be used shall not be limited by the District. In deciding to approve personal leave, however, the supervisor or designee shall consider the

effect of the employee's absence on the educational program, as well as the availability of substitutes. [See DEC(LEGAL)]

DURATION OF LEAVE	Discretionary personal leave may not be taken for more than three consecutive days.
SCHEDULE LIMITATIONS	Discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for TAAS tests, professional or staff development days, or on the first and last day of school.
LOCAL PERSONAL BUSINESS LEAVE	All employees shall have two workdays of local leave per year to be used for personal business days. Local personal business days shall accumulate without limit and shall be taken with no loss of pay. Prior approval shall be obtained from the supervisor for the use of personal business leave.
EXTENDED SICK LEAVE	When all accumulated leave has been used, each employee shall be granted 15 workdays of local extended leave to be used under the terms and conditions applicable to state sick leave accumulated prior to May 30, 1995, with the cost of the substitute deducted from the employee's pay.
USE AND RECORDING	<p>When the above provision has been exhausted, each employee shall be granted 15 workdays of local extended leave to be used under the terms and conditions applicable to state sick leave accumulated prior to May 30, 1995, with one-half the daily rate of pay deducted.</p> <p>For purposes of personal illness, illness in the immediate family, family emergency, or death in the immediate family, available leave shall be used in the following order:</p> <ol style="list-style-type: none"> <li>1. State sick leave accumulated prior to the 1995-96 school year.</li> <li>2. Local personal leave.</li> <li>3. State personal leave.</li> <li>4. Extended sick leave.</li> </ol> <p>Employees shall be charged leave as used even if a substitute is not employed.</p> <p>Leave shall be recorded in whole workdays and half workdays only, except in accordance with provisions for intermittent leave in the Family and Medical Leave Act or when coordinated with workers' compensation benefits as provided in this policy.</p>
AVAILABILITY	Leave shall not be approved for more workdays than have been accumulated in prior years plus those earned during the current year. Leave for the current year shall be available for use at the beginning of the school year. When an employee who has used more leave than he or she had accumulated ceases to be employed by the District, the cost of the unearned leave days shall be deducted from the employee's final paycheck.
OTHER ABSENCES	Any other leaves granted or days of absence shall result in a deduction of the daily rate of pay for each day of absence, unless otherwise provided. [See DMD(LOCAL)]
MEDICAL CERTIFICATION	<p>An employee absent more than five consecutive workdays because of personal illness or illness in the immediate family shall submit medical certification of the illness.</p> <p>Medical certification shall be made by a health care provider as defined by the Family and Medical Leave Act. [See DEC(LEGAL)]</p>
FAMILY AND MEDICAL LEAVE	The 12-month period within which employees shall be eligible for 12 weeks of family and medical leave shall be defined as July 1 through June 30.
CONCURRENT USE OF LEAVE	The District shall require employees to use family and medical leave concurrently with paid leave and with temporary disability leave, if applicable.

COMBINED LEAVE FOR SPOUSES	If both spouses are employed by the District, combined family and medical leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition may be limited to a combined total of 12 weeks as determined by the needs of the District.
INTERMITTENT LEAVE FOR CHILD CARE	Use of intermittent family and medical leave shall not be permitted for the care of a newborn child or upon the adoption or placement of a child with the employee.
CERTIFICATION OF ILLNESS	Upon request for family and medical leave for the employee's serious health condition or that of a spouse, parent, or child, and at 30-day intervals thereafter, the employee shall provide medical certification of the illness or disability.
MEDICAL RELEASE	The employee's request for reinstatement shall be accompanied by medical certification of the employee's ability to perform essential job functions.
TEACHER REINSTATEMENT	A teacher desiring to return to work at or near the conclusion of a semester shall be reinstated in accordance with the END-OF-TERM LEAVE section in DEC(LEGAL).
RESIGNATION	If, at the expiration of the family and medical leave, the employee is able to return to work but chooses not to do so, the District shall require reimbursement of the employee benefits contribution made by the District during the period in which such leave was taken as unpaid leave.
TEMPORARY DISABILITY	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.
COURT APPEARANCES	Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.
WORKERS' COMPENSATION	An employee absent because of a job-related injury or illness shall be assigned to family and medical leave, if applicable.  An employee eligible for workers' compensation wage benefits, and not on assault leave, shall indicate whether he or she chooses to: <ol style="list-style-type: none"> <li>1. Receive workers' compensation wage benefits; or</li> <li>2. Use available paid leave. Workers' compensation wage benefits shall begin when: <ol style="list-style-type: none"> <li>a. Paid leave is exhausted; or</li> <li>b. The employee elects to discontinue use of paid leave; or</li> <li>c. Leave payments are less than the employee's pre-injury average weekly wage.</li> </ol> </li> </ol>
REIMBURSEMENT AT RETIREMENT	As an incentive for employees to accumulate sick leave, employees who have completed ten years of service with the District shall be paid upon retirement at the current daily rate for substitutes for all unused accumulated state or local leave.  A retired employee who is rehired by the District within three months of retirement shall have reinstated any unused state or local sick leave from previous employment with the District that was not reimbursed upon retirement.
SICK LEAVE POOL	The District sick leave pool shall be established from voluntary donations by the District staff to assist a fellow employee suffering from personal illness or disability. To receive days from the pool, the requesting employee must first use all of his or her state or local sick leave and personal leave days. The employee may participate in the pool until he or she has used 50 days from the pool.
ESTABLISHMENT	A request for the establishment of a sick leave pool shall be made in writing to the Superintendent. Pooling may be requested when an employee has exhausted his or her state

leave, local personal days, and extended sick leave.

The Superintendent or designee shall then initiate the sick leave pool for the employee and notify District staff.

The sick leave pool shall be created by voluntary contributions by District staff for a specific individual and donated days shall be designated to a specific pool. Contributions may consist of one to three personal leave days per person. No staff member may contribute more than three of his or her personal leave days to the pool per school year. A maximum of 50 days may be contributed to a sick leave pool.

CESSATION OF  
SICK LEAVE POOL

The sick leave pool ceases to exist when the employee returns to work or when each voluntary donation reaches the three-day maximum contribution and the sick leave pool is exhausted. Unused sick leave pool days shall revert to the donors and shall be divided proportionately among individuals according to the amount contributed. Reimbursed days shall be divided in increments of no less than one-half days. No general pool shall remain in existence.

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FO (Local)

Replace the Section with Corporal Punishment to read:

Corporal punishment is prohibited as a discipline management technique.

Mineral Wells ISD  
182903

## STUDENT DISCIPLINE

FO  
(LOCAL)

GENERAL  
GUIDELINES

When imposing discipline, District personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful 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.

STUDENT CODE OF  
CONDUCT

The Student Code of Conduct containing information regarding student discipline shall be distributed at the beginning of the school year to students and parents, teachers, and administrators. The Student Code of Conduct shall be provided also to newly hired professional employees, newly enrolled students, and any other person on request.

## REVISIONS

Revisions to the Student Code of Conduct during the year shall be communicated promptly to students and parents, teachers, and administrators and shall also be posted on campus.

## 'PARENTS' DEFINED

Throughout the Student Code of Conduct and discipline policies, the term "parents" includes the single parent, legal guardian, or person having lawful control of the child.

## DETENTION

For minor infractions of the Student Code of Conduct or campus or classroom rules, teachers or administrators may detain students after school hours on one or more days, as provided by the discipline management program and/or Student Code of Conduct. Before being assigned to detention, a student shall be informed of the behavior that allegedly constitutes the violation, and shall be given an opportunity to explain his or her version of the incident. The period of time for which a student is assigned to detention shall be used for educational purposes.

NOTICE TO  
PARENTS

When detention is used, notice shall first be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for the necessary transportation of the student. Except in the case of a student who is 18 years of age or older, the detention shall not begin until the parents

have been notified. The student's parents, if the student is a minor, may be required to provide transportation when the student has been assigned to detention.

## CORPORAL PUNISHMENT

Corporal punishment may be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment shall be limited to spanking or paddling the student, and shall be administered only in accordance with the following guidelines:

### GUIDELINES

1. The student shall be told the reason corporal punishment is being administered.
2. Corporal punishment shall be administered only by the principal, assistant principal, or a teacher.
3. The instrument to be used in administering corporal punishment shall be approved by the principal or a designee.
4. 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.

### PARENT REQUEST

The District shall honor a parent request that corporal punishment not be administered to his or her child; however, the District shall impose other disciplinary measures consistent with the offense.

### DISCIPLINARY RECORDS

The disciplinary record of any corporal punishment shall include any previous disciplinary actions, the type of corporal punishment administered, the name of the person administering the punishment, the names of witnesses present, and the date and time of punishment.

## PHYSICAL RESTRAINT

Any District employee may, within the scope of the employee's duties, use and apply physical restraint to 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.
5. Restrain an irrational student.

## EXTRACURRICULAR STANDARDS OF BEHAVIOR

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities, including interscholastic athletics and marching band, 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. No provision of an extracurricular behavioral standard shall have the effect of discriminating on the basis of sex, race, disability, religion, or ethnicity.

Students shall be informed of any extracurricular behavior standards at the beginning of each school year or, in the case of interscholastic athletics and marching band, at the time the students report for workouts or practices that

occur prior to the actual beginning of classes. Students and their parents 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.

Organizational standards of behavior of 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 organizational standards of behavior of an extracurricular activity or for violation of the Student Code of Conduct.

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