



Melissa ISD

Regular

Monday, February 11, 2019 6:00 PM

Agenda of Regular Meeting

Melissa ISD

A Regular Meeting of Melissa ISD will be held February 11, 2019, beginning at 6:00 PM in the Melissa Schools Home Office, 1904 Cooper Street, Melissa.

Due to the Melissa Girls Basketball Play-off Game, The Regular Board Meeting of Melissa ISD scheduled for February 11, 2019 at 6:00 p.m. has been rescheduled for February 12, 2019 at 6:00p.m.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

If, during the course of the meeting, 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, Government Code, Chapter 551, Subchapters D and E. 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.

1. Call to Order and Establish Quorum - Announcement by President 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 as required by law. *Please make sure your cell phones are silenced.*
2. Invocation
3. Pledges of Allegiance
(U.S.) I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.
(Texas) Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.
4. Recognitions
 - A. Cardinal Commendations
5. **BREAK**
6. Consent Agenda
Superintendent Recommendation: Board to approve the consent agenda
 - A. Minutes of previous meeting 6
 - B. Finance
 1. Budget Report 10

2. Investment Report

13

7. Lance Rainey, Chief Financial Officer

A. Budget Overview

B. Donations

1. Harry McKillop Elementary PTO \$1,900 Donation toward Purchasing Extra Playground Security Cameras
2. Douglass Distributing \$500 Donation to Melissa High School
3. Harry McKillop Elementary PTO \$7,260 Donation toward replacing the Playground Tarp.
4. Varsity Turf, LLC. Donation of a Triplex Mower to Melissa ISD For Lawn Care.

8. Sharon Carroll - Executive Director of Curriculum & Instruction

A. Curriculum & Instruction Update

B. Overview of Policy Update 112 affecting local policies (see attached list)

9. Kim Boedeker, Executive Director of Academic Leadership

A. Executive Update

1. Principal Reports
2. Visioning Video

10. Debi Crawford, Executive Director of Technology & HIRE Education

A. CTE Advisory Council Update
Presenter: Debi Crawford

11. Dr. Robert Rich, Deputy Superintendent

A. Personnel Update

12. Board President Reports

A. SLI Fort Worth June 20-22

Let Lisa know if you wish to attend

13. Superintendent Reports

14. Open Forum

If anyone signs up to speak, please address audience: **Citizens may make comments about existing policy, present commendations, or express areas of concern or need. Topics may not be specific to individual students or school personnel and should be limited to five minutes.**

15. Action Items

A. Consider Approval of Second Reading of MISD Board Goals.

14

Superintendent Recommendation: Board to Approve MISD Board Goals.

B. Consider Approval of the First Reading of the Melissa High School Band Trip to Orlando, Florida December 18-23, 2019.

15

Superintendent Recommendation: Board to approve the First Reading of the Melissa High School Band Trip to Orlando, Florida December 18-23, 2019.

C. Consider Approval of First Reading of Update 112 affecting local policies (see attached list)

21

Superintendent Recommendation: Board to approve First Reading of Policy Update 112 affecting local policies

- D. Consider Approval of Resolution to Order May 4 Trustee Election 29
Superintendent Recommendation: Board to approve Resolution to order May 4 Trustee Election
- E. Consider Approval of Contract for Election Services 31
Superintendent Recommendation: Board to approve May 5, 2018, Joint General & Special Election Contract for Election Services for City of Melissa & Melissa ISD
16. Consideration and possible action regarding approval of architectural contract with Pacheco & Koch for construction of the Tennis Courts at The Melissa Sports Complex and authorization of Superintendent to execute an architectural contract with Pacheco & Koch for construction of Tennis Courts at Melissa Sports Complex within the terms presented to the Board by the Administration.
Superintendent Recommendation: Board to Approve the Architectural Contract with Pacheco & Koch for Construction of Tennis Courts at The Melissa Sports Complex and Authorization of Superintendent to Execute an Architectural Contract With Pacheco & Koch for Construction of Tennis Courts at The Melissa Sports Complex Within the Terms Presented to the Board and Administration.
17. Consideration and possible action regarding approval of architectural contract with Parkhill, Smith and Cooper for construction of the Multi-Purpose Indoor Facility and authorization of Superintendent to execute an architectural contract with Parkhill, Smith and Cooper for construction of the Multi-Purpose Indoor Facility within the terms presented to the Board by the Administration.
Superintendent Recommendation: Board to Approve the Architectural Contract with Parkhill, Smith and Cooper for Construction of the Multi-Purpose Indoor Facility and Authorization of Superintendent to Execute an Architectural Contract With Parkhill, Smith and Cooper for Construction of the Multi-Purpose Indoor Facility Within the Terms Presented to the Board and Administration.
18. Consideration and possible action regarding approval of contract with Harrison, Walker and Harper, LP, for construction of the Multi-Purpose Indoor Facility and authorization of Superintendent to execute a contract with Harrison, Walker and Harper, LP, for construction of the Multi-Purpose Indoor Facility, within the terms presented to the Board by the Administration.
Superintendent Recommendation: Board to Approve the Contract with Harrison, Walker, and Harper, LP, For Construction of the Multi-Purpose Indoor Facility and Authorization of Superintendent to Execute a Contract With Harrison, Walker, and Harper, LP, For Construction of the Multi-Purpose Indoor Facility Within the Terms Presented to the Board and Administration.
19. Closed Session
- A. Texas Government Code Section
1. Section 551.071 Attorney Consultation
 2. Section 551.072 Real Property Negotiations
 - a. Pursuant to Texas Government Code Section 551.071, private

consultation with the District's attorney in person or by phone to seek the advice of the District's attorney regarding pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, specifically contracts related to the Multi-Purpose Indoor Facility, and Tennis Courts in Conjunction with the City of Melissa.

3. Section 551.074 Personnel Issues
 - a. Personnel Recommendations
 1. Review Superintendent Recommendations for Administrative Contracts
 4. Section 551.076 Security
 5. Section 551.082 Student Discipline
 6. Section 551.088 Assessment Instruments
 7. Section 418.183(f) Emergency Management
20. Return to Open Session
21. Discussion and Possible Action on Matters Discussed in Closed Session
- A. Consideration and Possible Action Regarding Recommendations
- Motion: "I move that the Board approve the recommendations of the Superintendent, as presented." "Any discussion?" Vote. How many voted for # against # abstained #**
22. Adjournment

**MELISSA INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
January 14, 2019**

The Board of Trustees of the Melissa Independent School District met in Regular Session on January 14, 2019, at Melissa Home Office Board Room, 1904 Cooper Street. Member present: Paul Anderson, Russell Cox, Dr. Bill Gray, George James, Omar Landrum, Bruce Minchey and Jason Granger. Also present: Superintendent Keith Murphy, Dr. Robert Rich, and Lisa Lakey.

Board President George James called the meeting to order at 6:23 p.m. with a quorum present.

Bill Gray gave the invocation.

Maddie Pickett led the Pledges of Allegiance.

Superintendent Murphy and administration celebrated Board Appreciation Month by presenting thank-you gift baskets to the Board.

Marcus Eckert recognized the following Middle School students, and staff

- Maya Gilbert
- Dax Laber
- Lance Riley
- Stella Rose
- Mikell Morrow
- Lance Riley
- Stella Rose

Kenneth Wooten, Coach Depaolo, and Coach Pitzer recognized the following High School students and staff:

- Melissa Volleyball Team
- XC Team
- Band Staff
- Debra Arvin
- Kevin Davis

The Principals also recognized the following our law enforcement staff:

- Chief Officer Davidson
- Officer Scribner
- Officer Barrett
- Office Edwards

Chief Davidson also recognized the following Melissa High School Nurse :

- Melissa Withers

The Board unanimously approved the consent agenda.

Kenny Deel gave a construction update on Melissa High School's punch list items.

Ms. Carroll provided an overview of the 2017-18 Texas Academic Performance Report (TAPR). Ms. Carroll also informed the Board Update 112 is out, and will be presented at February's meeting.

A Public Hearing regarding the Texas Academic Performance Report began at 6:54 p.m. and closed at 6:55 p.m. No one addressed the Board in the Public Hearing.

Ms. Carroll provided a report of the Melissa ISD High School Allotment Annual Performance Review per 19 TAC 61.1099.

No one addressed the Board in open forum.

Paul Anderson informed the Board of the Proclamation he and Mr. Sparks received from the City of Melissa, declaring January Board Appreciation Month.

The Board thanked the administration for the Board Appreciation Pep Rally they attended at Melissa Middle School.

Dr. Rich spoke regarding the architectural agreement with Perkins and Will for phase II of Melissa High School.

Dr. Rich also gave an update on the contract for the upcoming construction project at Melissa High School for an indoor multi-purpose facility with Harrison Walker & Harper, and Parkhill Smith & Cooper.

Mr. Murphy let Board know those architectural contracts with those firms will be ready by February and be voted on at the February Board meeting.

On a motion by Bruce minchey and seconded by Dr. Gray the Board unanimously approved the second reading of the 2019/20 school calendar

On a motion by Bruce and seconded by Jason Granger the Board unanimously approved the first reading of the MISD Board Goals.

On a motion by and seconded by the Board went into closed session at:7:09

On a motion by Bruce Minchey and seconded by Omar Landrum the Board unanimously approved extending Superintendent Keith Murphy's contract through June 2021.

On a motion by Bruce Minchey and seconded by Jason Granger, the Board adjourned at 9:45 p.m.

Date Approved

George James, President

Paul Anderson, Secretary

DRAFT
MELISSA INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING
January 15, 2019

The Board of Trustees of the Melissa Independent School District met in a Special Session on January 15, 2019, at Melissa Home Office Board Room, 1904 Cooper Street. Member present: Paul Anderson, Russell Cox,, George James,, Bruce Minchey and Jason Granger. Also present: Superintendent Keith Murphy, Dr. Robert Rich, Lisa Lakey, and Lance Rainey. Members Absent: Dr. Bill Gray, and Omar Landrum

Board President George James called the meeting to order at 11:00 a.m. with a quorum present.

Steve Davis with Morgan, Davis and Company discussed the Annual Independent Financial Audit.

On a motion by Bruce Minchey and seconded by Paul Anderson the Board unanimously approved the Annual Independent Financial Audit for Fiscal Year Ended August 2018.

On a motion by Bruce Minchey and seconded by Russell Cox Board unanimously approved the Committed Fund Balance of \$1,300,000 to \$5,400,000 of Available Fund Balance to Future Construction, Repairs and Renovation.

The Board adjourned at 12:16 p.m.

Date Approved

George, James President

Paul Anderson, Secretary

Board Report
 Recap Comparison of Revenue to Budget
 Melissa ISD
 As of January

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
000					
183 / 9 UIL DISTRICT CHAIR	1,000.00	.00	.00	1,000.00	.00%
198 / 9 ACADEMY/SUMMER CAMP	211,000.00	-34,292.75	-175,839.94	35,160.06	83.34%
199 / 9 GENERAL FUND	27,180,441.00	-3,302,254.38	-19,445,813.42	7,734,627.58	71.54%
211 / 9 TITLE I PART A	40,384.82	.00	-6,379.72	34,005.10	15.80%
224 / 8 IDEA B FORMULA 2017-2018	.00	.00	.00	.00	.00%
224 / 9 IDEA B FORMULA (224)	342,403.00	.00	-35,812.67	306,590.33	10.46%
225 / 9 IDEA B PRESCHOOL (225)	3,654.00	.00	.00	3,654.00	.00%
240 / 9 FOOD SERVICE	670,943.00	-55,965.99	-440,289.87	230,653.13	65.62%
255 / 9 TITLE II PART A	14,535.50	-4,700.00	-12,546.00	1,989.50	86.31%
263 / 9 TITLE III PART A: LEP	11,987.13	.00	-3,902.89	8,084.24	32.56%
288 / 9 TITLE 4 PART B	12,250.00	.00	-37.40	12,212.60	.31%
410 / 9 STATE TEXBOOK FUND	177,417.41	-3,197.35	-73,941.42	103,475.99	41.68%
599 / 9 DEBT SERVICE FUND	8,333,933.33	-1,365,841.42	-7,938,448.34	395,484.99	95.25%
694 / 9 40 M BOND SALE	.00	-3,075.33	-14,155.99	-14,155.99	.00%
696 / 9 35M BOND 2018	35,000,000.00	.00	-35,000,000.00	.00	100.00%
753 / 9 WORKMAN COMPENSATION INSURANCE	90,000.00	.00	.00	90,000.00	.00%
Totals for 000	72,089,949.19	-4,769,327.22	-63,147,167.66	8,942,781.53	87.59%
999 - DISTRICT WIDE					
695 / 9 24 M BOND SALE 2016-B	.00	-5,567.88	-30,460.04	-30,460.04	.00%
696 / 9 35M BOND 2018	.00	-59,677.09	-192,154.90	-192,154.90	.00%
Totals for 999 - DISTRICT WIDE	.00	-65,244.97	-222,614.94	-222,614.94	.00%
Total 5000 Revenues	35,021,015.86	-4,834,572.19	-26,127,628.51	8,893,387.35	74.61%
Total 7000 Revenues	37,068,933.33	.00	-37,242,154.09	-173,220.76	100.47%
Total Revenues	72,089,949.19	-4,834,572.19	-63,369,782.60	8,720,166.59	175.07%

Board Report
Recap Comparison of Expenditures and Encumbrances to Budget
Melissa ISD
As of January

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
001 - Melissa High School						
199 / 9 GENERAL FUND	-6,368,232.16	39,180.38	3,059,524.09	555,286.72	-3,269,527.69	48.04%
224 / 8 IDEA B FORMULA 2017-2018	.00	.00	.00	.00	.00	.00%
224 / 9 IDEA B FORMULA (224)	-258,612.00	.00	62,317.74	12,262.04	-196,294.26	24.10%
Totals for 001 - Melissa High School	-6,626,844.16	39,180.38	3,121,841.83	567,548.76	-3,465,821.95	47.11%
101 - Melissa Middle School						
199 / 9 GENERAL FUND	-4,358,460.00	6,188.15	1,824,809.24	343,428.26	-2,527,462.61	41.87%
Totals for 101 - Melissa Middle School	-4,358,460.00	6,188.15	1,824,809.24	343,428.26	-2,527,462.61	41.87%
102 - Harry McKillop Elementary						
198 / 9 ACADEMY/SUMMER CAMP	.00	.00	35,642.85	6,701.34	35,642.85	.00%
199 / 9 GENERAL FUND	-3,384,451.00	2,170.24	1,577,505.98	256,812.53	-1,804,774.78	46.61%
211 / 9 TITLE I PART A	.00	.00	.00	.00	.00	.00%
225 / 9 IDEA B PRESCHOOL (225)	-3,654.00	.00	1,229.49	.00	-2,424.51	33.65%
Totals for 102 - Harry McKillop Elementary	-3,388,105.00	2,170.24	1,614,378.32	263,513.87	-1,771,556.44	47.65%
105 - North Creek Elementary						
199 / 9 GENERAL FUND	-3,585,046.00	23.46	1,921,011.08	421,910.11	-1,664,011.46	53.58%
Totals for 105 - North Creek Elementary	-3,585,046.00	23.46	1,921,011.08	421,910.11	-1,664,011.46	53.58%
701 - SUPERINTENDENT						
199 / 9 GENERAL FUND	-305,353.00	1,038.28	136,252.41	23,972.11	-168,062.31	44.62%
Totals for 701 - SUPERINTENDENT	-305,353.00	1,038.28	136,252.41	23,972.11	-168,062.31	44.62%
702 - BOARD OF TRUSTEES						
199 / 9 GENERAL FUND	-49,000.00	1,896.50	12,446.17	4,233.91	-34,657.33	25.40%
Totals for 702 - BOARD OF TRUSTEES	-49,000.00	1,896.50	12,446.17	4,233.91	-34,657.33	25.40%
703						
199 / 9 GENERAL FUND	-135,000.00	.00	59,037.75	.00	-75,962.25	43.73%
Totals for 703	-135,000.00	.00	59,037.75	.00	-75,962.25	43.73%
750 - BUSINESS SERVICES						
199 / 9 GENERAL FUND	-969,251.00	2,993.84	361,528.65	67,429.41	-604,728.51	37.30%
753 / 9 WORKMAN COMPENSATION INSURANCE	-90,000.00	.00	74,969.49	6,637.97	-15,030.51	83.30%
Totals for 750 - BUSINESS SERVICES	-1,059,251.00	2,993.84	436,498.14	74,067.38	-619,759.02	41.21%
802 - TECHNOLOGY						
199 / 9 GENERAL FUND	.00	.00	.00	.00	.00	.00%
Totals for 802 - TECHNOLOGY	.00	.00	.00	.00	.00	.00%
905 - MAINTENANCE						
199 / 9 GENERAL FUND	.00	.00	.00	.00	.00	.00%
Totals for 905 - MAINTENANCE	.00	.00	.00	.00	.00	.00%
999 - DISTRICT WIDE						
183 / 9 UIL DISTRICT CHAIR	-1,000.00	.00	.00	.00	-1,000.00	-.00%

Board Report
Recap Comparison of Expenditures and Encumbrances to Budget
Melissa ISD
As of January

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
198 / 9 ACADEMY/SUMMER CAMP	-211,000.00	800.33	19,043.90	4,081.73	-191,155.77	9.03%
199 / 9 GENERAL FUND	-8,025,647.84	108,249.72	3,694,113.22	517,988.05	-4,223,284.90	46.03%
211 / 9 TITLE I PART A	-40,384.82	.00	21,053.03	4,104.23	-19,331.79	52.13%
224 / 8 IDEA B FORMULA 2017-2018	.00	8,252.16	.00	.00	8,252.16	.00%
224 / 9 IDEA B FORMULA (224)	-83,791.00	72.84	71,796.53	18,877.77	-11,921.63	85.69%
240 / 9 FOOD SERVICE	-670,943.00	195.40	492,065.43	198,771.03	-178,682.17	73.34%
255 / 9 TITLE II PART A	-14,535.50	.00	13,771.52	2,016.07	-763.98	94.74%
263 / 9 TITLE III PART A: LEP	-11,987.13	.00	2,108.10	1,765.96	-9,879.03	17.59%
288 / 9 TITLE 4 PART B	-12,250.00	.00	4,985.92	963.71	-7,264.08	40.70%
410 / 9 STATE TEXBOOK FUND	-177,417.41	29,112.97	88,612.53	1,726.52	-59,691.91	49.95%
599 / 9 DEBT SERVICE FUND	-8,428,914.33	.00	2,938,444.71	2,765,223.95	-5,490,469.62	34.86%
694 / 9 40 M BOND SALE	-1,717,509.62	.00	40,531.96	.00	-1,676,977.66	2.36%
695 / 9 24 M BOND SALE 2016-B	-4,980,526.75	183,085.39	1,956,203.10	286,611.48	-2,841,238.26	39.28%
696 / 9 35M BOND 2018	-35,000,000.00	.00	.00	.00	-35,000,000.00	-.00%
Totals for 999 - DISTRICT WIDE	-59,375,907.40	329,768.81	9,342,729.95	3,802,130.50	-49,703,408.64	15.73%
Total 6000 Expenditures	-78,882,966.56	383,259.66	18,469,004.89	5,500,804.90	-60,030,702.01	23.41%
Total 8000 Expenditures	.00	.00	.00	.00	.00	.00%
Total Expenditures	-78,882,966.56	383,259.66	18,469,004.89	5,500,804.90	-60,030,702.01	23.41%

End of Report

2018 Q4 INVESTMENTS REPORT

GENERAL FUND (199)		ACCOUNT BALANCE		INTEREST EARNED
OCTOBER	\$	10,344,954.94	\$	16,293.95
NOVEMBER	\$	9,821,151.28	\$	15,699.18
DECEMBER	\$	16,329,301.62	\$	23,360.49
TOTAL			\$	<u>55,353.62</u>
DEBT SERVICE (599)		ACCOUNT BALANCE		INTEREST EARNED
OCTOBER	\$	2,359,737.37	\$	1,287.35
NOVEMBER	\$	2,612,192.58	\$	4,105.61
DECEMBER	\$	6,596,302.37	\$	7,975.83
TOTAL			\$	<u>13,368.79</u>
40 M BOND (694)		ACCOUNT BALANCE		INTEREST EARNED
OCTOBER	\$	1,843,949.51	\$	3,126.88
NOVEMBER	\$	1,846,980.66	\$	3,031.15
DECEMBER	\$	1,814,357.31	\$	3,096.23
TOTAL			\$	<u>9,254.26</u>
24 M BOND (695)		ACCOUNT BALANCE		INTEREST EARNED
OCTOBER	\$	4,735,525.85	\$	8,285.27
NOVEMBER	\$	3,662,947.25	\$	6,555.97
DECEMBER	\$	3,458,975.13	\$	5,980.40
TOTAL			\$	<u>20,821.64</u>
35 M BOND (696)		ACCOUNT BALANCE		INTEREST EARNED
OCTOBER	\$	35,000,383.56	\$	15,343.28
NOVEMBER	\$	35,072,901.93	\$	57,558.65
DECEMBER	\$	35,132,477.81	\$	59,575.88
TOTAL			\$	<u>132,477.81</u>

TOTAL INTEREST EARNED Q4 \$ 231,276.12

TOTAL INVESTMENTS Q4 \$ 63,331,414.24

* ACCOUNT BALANCE DENOTES BALANCE AT END OF MONTH ACCORDING TO BANK STATEMENTS



MELISSA SCHOOLS

Melissa Independent School District

"A Special Time in a Special Place"

OUR GOALS

AT MELISSA SCHOOLS

1. Provide a high standard of care shaped by the core values; Integrity, Loyalty, Honesty, Humility, Hope.
2. Recruit and retain quality staff that have a passion for the academic and **extracurricular success** of our students leading to a positive campus culture.
3. Work with students and parents to develop **meaningful experiences** that give a competitive edge and an accelerated path to college, career, or military readiness.
4. Build a culture of academic excellence where students demonstrate mastery of grade level subject matter and continuously improve year after year relative to themselves based on STAAR, EOC, and Common Assessments.
5. Promote student involvement in extra-curricular and co-curricular programs.
6. Collaborate with Melissa City Leadership

Out of State Trip

To: Mr. Murphy, Board of Trustees
From: Jerry Whorton
cc: Mr. Kenneth Wooten
Date: 1/31/19
Re: **High School Band to attend Disney / Universal Studios**

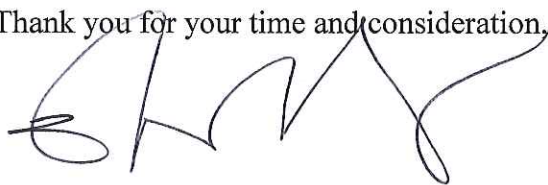
Mr. Murphy & Board of Trustees,

On behalf of the Melissa High School Band Program, I would like to seek permission for the Melissa High School Band to attend Disney / Universal Studios in Orlando, Florida on December 18 through December 23, 2019. We would leave on a Wednesday afternoon and arrive back in Melissa Monday evening. This trip would cultivate relationships that will last a lifetime through performing at one of the most sought after venues in the United States, Disney's Magic Kingdom.

Parents and administrators are welcome to attend the trip. Any person attending who is not a student or employee of Melissa ISD must complete a volunteer form and pass all background checks in order to stay in the same block of hotel rooms. The students and chaperones attending the trip fund this.

The students and parents attending this trip would need to cover all proposed expenses. The average expense per person attending this trip is \$1,159.00 based off 80 paying members.

Thank you for your time and consideration.



Jerry Whorton
Director of Bands
Melissa ISD



Dear Jerry:

Thank you so much for contacting us about your Group's upcoming travel plans. Please find the attached Tour Proposal. This proposal should give you a good initial overview of what you are looking at in terms of pricing for this destination.

When you are ready to move forward, we will be with you every step of the way. The attached proposal gives us a starting point. We can customize it in any way that you like. Also, before you review the proposal, we would like to share some information about our company.

Unique Travels & Tours, Inc. ("UNIQUE") specializes in student group performance and educational tours. Located in Northeast Texas, UNIQUE is Texas' oldest student tour operator company. Celebrating 35 years in business, we know what it takes for a successful tour. Our full-time staff includes professionals who have experience in the travel industry, the hospitality industry (hotels, restaurants, etc...) and music education.

UNIQUE is active in the travel industry. Our staff participates in continuing education with respect to student travel, safety and security, and current industry practices and trends in an ongoing effort to provide a quality experience for our groups. Four staff members have achieved the industry designation of Certified Student Travel Professional by the Student & Youth Travel Association.

UNIQUE is a member of the Student & Youth Travel Association ("SYTA"), which is the premier association for student travel. This is important because student tour operators who are members of SYTA must comply with stringent criteria. Our company adheres to a Code of Ethics that provides for honesty, integrity, full disclosure and truth in advertising among other things. We have a Consumer Protection Plan and a professional and general liability insurance policy of \$2,000,000.00. UNIQUE is also a member of the Texas' Tourism Industry Association.

We are happy to provide you with any references you may need. In fact, there are plenty on our website if you wish to take a look.

It has been a pleasure providing you with this proposal and we look forward to the opportunity of working with you and your group. UNIQUE provides a memorable educational, cultural, and musical experience of a lifetime!

Sincerely,



Group Name: Melissa High School Band

REVISION #1

Director: Jerry Whorton

Date: 1/31/2019

Dear Jerry:

It is with great pleasure that we offer you this customized tour package proposal. Your customized tour package includes the following:

Tour #: 1540 from Wednesday, December 18, 2019 through Monday, December 23, 2019

- * 3 nights hotel accommodations at the new Universal Studio's Endless Summer Resort — Surfside Inn & Suites
- * 1 extra night to allow showers and meal before departing for home
- * 3 resort breakfast vouchers
- * 1-day excursion to DisneyWorld's Magic Kingdom
- * Universal Studios 2-day Park-to-Park admission including Universal Studios & Islands of Adventure
- * Excursion to Blue Man Group, including Talkback
- * 3 Universal Studios meal cards
- * 2 DisneyWorld meal vouchers (no dessert included)
- * Meal at Hard Rock Cafe, Universal CityWalk
- * Meal (TBD) for last night
- * One complimentary package for every 15 paying participants (based on double occupancy)
- * Tour Manager
- * All Taxes and Gratuities with the exception of Tour Manager, whose gratuity is at your discretion.
- * \$5,000.00 Medical accident insurance with no deductible

Quad occupancy: \$1,159.00 per person

Triple occupancy: \$1,199.00 per person

Double occupancy: \$1,289.00 per person

Single occupancy: \$1,529.00 per person

Unique Travels & Tours, Inc. encourages the purchase of Travel Insured's Student Basic Group Travel Protection Plan with Cancel For Any Reason coverage. Attachments highlighting the coverage and cost are included. Payment of the premium is due with the second payment. Failure to remit timely payment will be deemed a rejection of this coverage.

* 2 - 56 passenger motor coach(es) - TV & DVD equipped. Price per motor coach is \$10,091.00. Total for 2 motor coach(es) is \$20,182.00. **Please note that motor coach price plus drivers' rooms and gratuity IS INCLUDED in the per person prices.**

*NOTE: Transportation rates do not include surcharges which may be imposed at a later date by the carrier. **Driver gratuity IS INCLUDED at the suggested amount of \$50 per bus per day. The coach price is based upon the information that was provided during the quote process. This charge is subject to change in accordance with the final itinerary. Price does not include any additional hours, fuel surcharges, drivers' gratuity, and/or miles due to subsequent changes in the itinerary or any other additional fees not already included.**

This quote is based upon a **minimum of 80** paying participants. Reduction in group size may result in a price increase. All inclusions, including transportation, are subject to availability and pricing at time of booking.



NOTE: This pricing is based on a minimum of 40 paying travelers per bus; therefore, 2 motor coaches are included in this pricing. If total number of travelers exceeds 110, another bus will be needed, and the minimum will go up to 120.

Unique Travels & Tours, Inc. is a proud member of the Student & Youth Travel Association. Membership requires adherence to a Code of Ethics, Consumer Protection Plan, and a professional and general liability insurance policy of at least \$1,000,000. If you have any questions, or need further assistance, please call.

Group: Melissa High School Band
Address: 3150 Cardinal Drive
Melissa, TX 75454

MELISSA HIGH SCHOOL BAND
Orlando Itinerary DRAFT
December 18-23, 2019

Wednesday, December 18, 2019

1120 miles = 22 hours
Florida = +1 hour

4:00 PM Depart for Orlando
Meals on your own in route

Thursday, December 19, 2019

3:00 PM Arrive at Orlando hotel/resort for check-in
Depart for Hard Rock Café
 *Universal CityWalk
Dinner at Hard Rock Café
Depart for Blue Man Group Theater
 *Universal CityWalk
9:00 PM Blue Man Group & Talkback
Return to hotel
Room Check
Lights out

Friday, December 20, 2019

Breakfast at the hotel/resort
Depart for Magic Kingdom
Use your meal vouchers for lunch & dinner
"Happily Ever After" Fireworks Show
Depart for hotel
Room Check
Lights out

Saturday, December 21, 2019

Breakfast at the hotel
Depart for Universal Studios
Use your meal vouchers for lunch & dinner
TBD Fireworks Celebration
Depart for hotel
Room Check
Lights out

Sunday, December 22, 2019

Breakfast at the hotel
Depart for Universal Studios
Use your meal vouchers for lunch
8:00 PM Depart for hotel/resort for showers & dinner (TBD)
Clean up, pack up, & check out!
 Take what's yours, & leave what isn't!
10:00 PM Depart for home

Monday, December 23, 2019

7:00 PM Arrive Melissa

Charter Information: Echo Transportation
9314 W. Jefferson Blvd.
Dallas, TX 75211
Phone: 972.993.7500

Group Information: Melissa High School Band
Jerry Whorton, Director

Hotel Information:

Tour Manager:

•Please Note – The bus driver(s) must be off for an uninterrupted 9 hours from the time they arrive at the hotel until the group departs the next morning.

THANK YOU FOR CHOOSING UNIQUE TRAVELS & TOURS, INC., AS YOUR 2019 TRAVEL CONSULTANT!

(LOCAL) Policy Action List

MELISSA ISD(043908) - Update / LDU 112

BJA(LOCAL): SUPERINTENDENT - QUALIFICATIONS AND DUTIES

CCG(LOCAL): LOCAL REVENUE SOURCES - AD VALOREM TAXES

CCGA(LOCAL): AD VALOREM TAXES - EXEMPTIONS AND PAYMENTS

CH(LOCAL): PURCHASING AND ACQUISITION

CQ(LOCAL): TECHNOLOGY RESOURCES

CV(LOCAL): FACILITIES CONSTRUCTION

DCB(LOCAL): EMPLOYMENT PRACTICES - TERM CONTRACTS

DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT

DIA(LOCAL): EMPLOYEE WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT,
AND RETALIATION

FMA(LOCAL): STUDENT ACTIVITIES - SCHOOL-SPONSORED PUBLICATIONS

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

GF(LOCAL): PUBLIC COMPLAINTS

GKA(LOCAL): COMMUNITY RELATIONS - CONDUCT ON SCHOOL PREMISES

GKB(LOCAL): COMMUNITY RELATIONS - ADVERTISING AND FUNDRAISING

Vantage Points

A Board Member's Guide to Update 112

Please note: *Vantage Points* is an executive summary, prepared specifically for board members, of the TASB Localized Update. The topic-by-topic outline and the brief descriptions focus attention on key issues to assist local officials in understanding changes found in the policies. The description of policy changes in *Vantage Points* is highly summarized and should not substitute for careful attention to the more detailed, district-specific Explanatory Notes and the policies within the localized update packet. **Your district may not have all policy provisions addressed in this update's *Vantage Points*.**

We welcome your comments or suggestions for improving *Vantage Points*. Please write to us at TASB Policy Service, P.O. Box 400, Austin, TX 78767-0400, e-mail us at policy.service@tasb.org, or call us at 800-580-7529 or 512-467-0222.

For more information about Policy Service, visit our website at <http://policy.tasb.org>.

This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.

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Update 112 focuses on updating (LEGAL) policies that were affected by changes in administrative rule and commissioner of education rulings. Several (LOCAL) policies have been updated as well to better align with these changes or for organization and restructuring purposes.

Board Ethics

Two legal policies have been revised regarding board member ethics—BBFA(LEGAL) and BBFB(LEGAL). Revisions to BBFA(LEGAL) reflect amended Administrative Code rules addressing financial accountability ratings. Formatting changes were made to BBFB(LEGAL) for accessibility purposes, and existing statutory provisions have been added. Additionally, provisions addressing conflicts of interest for depository contracts were removed, as they are addressed in BDAE(LEGAL).

Superintendent

Minor formatting changes were made to BJA(LOCAL) to improve accessibility for individuals with disabilities, and changes to BJCD(LEGAL) were made to include an existing provision in statute that requires the board to adopt a policy stating that the board employs and evaluates the superintendent.

Business Operations

Extensive revisions were made to several policies in the C section of the manual, which required revisions to the table of contents to add two new codes—CCGA and CCGB—and to rename policies in the CO series.

State and Federal Revenue

Revisions to CBB(LEGAL) were based on changes to federal law increasing certain thresholds under the Education Department General Administrative Regulations (EDGAR) procurement rules and to include links to resources that provide additional information on the issue.

Ad Valorem Taxes

Significant restructuring of CCG(LEGAL) breaks up the content on ad valorem taxes into multiple policy codes, leading to two new policies: CCGA, Exemptions and Payments, and CCGB, Economic Development. CCG(LEGAL) now focuses on adoption of the tax rate and conducting an election to ratify taxes.

CCG SERIES (LOCAL) POLICY CONSIDERATIONS

The district’s local policy provisions on exemptions and payments of ad valorem taxes have been moved from CCG to CCGA, and districts with provisions on economic development now have that language coded at CCGB.

Financial Accountability

Revisions to CFA(LEGAL) were made to reflect amended Administrative Code rules that revised the notice provisions for the public hearing on the Financial Management Report.

Additionally, the amended rules allow for the commissioner to change a financial accountability rating in disaster situations, which is reflected in CFC(LEGAL).

Purchasing and Construction

References to COA(LEGAL) have been added to CH(LEGAL) to align with newly added material on food purchases, and the board delegation provision applicable in disaster circumstances has been updated.

CH(LOCAL) AND CV(LOCAL) POLICY CONSIDERATIONS

Recommended revisions to CH(LOCAL) and CV(LOCAL) add a cross-reference to CBB(LEGAL), which addresses procurement requirements for federal awards, as a reminder that other requirements may be applicable if federal funds are involved in a purchase or contract.

We also recommend an adjustment in CH(LOCAL) to acknowledge that any rejection of bids or proposals will be in accordance with state or federal law, as some purchases with federal funds may require a sound, documented reason for rejecting a bid.

Student Transportation

New Administrative Code rules have been added to CNA(LEGAL). The rules include definitions, eligibility and local policy requirements, and reporting requirements for districts seeking additional funds for transportation of students living within two miles of school. Please note that if your district will seek transportation funds for these students or if your district has a community walking transportation program but does not have policy provisions at CNA(LOCAL), then the district should contact its TASB policy consultant for adjustments to the policy.

Food and Nutrition Management

Existing federal and state provisions have been added to the CO(LEGAL) series to provide more thorough coverage of school nutrition compliance and professional standards, fundraiser standards, unpaid meal policy requirements, food procurement, and the Community Eligibility Provision program.

Technology Resources

CQ(LOCAL) POLICY CONSIDERATIONS

Districts may accept electronic signatures in accordance with state law; however, the rules adopted by the board for allowing such signatures must be consistent, to the extent practicable, with rules from the Department of Information Resources. In order to be in compliance with these rules and to align with most districts' practice of accepting electronic signatures, new language on electronic signatures has been recommended for CQ(LOCAL).

Personnel

Details on the bloodborne pathogen exposure control plan from the Texas Department of State Health Services has been added to DBB(LEGAL).

DP(LEGAL) has been revised in accordance with new rules from the State Board for Educator Certification regarding principal certification.

Term Contracts

Included in DCB(LEGAL) are provisions from a commissioner of education decision explaining that if a district requires a person—by policy, job description, or contract—to hold certification, the district must employ that person under a Chapter 21 contract.

DCB(LOCAL) POLICY CONSIDERATIONS

Reorganization of this local policy on term contracts is recommended to better distinguish the provisions applicable when SBEC requires certification versus when the district requires certification. An adjustment clarifies that only full-time professional employees in positions for which the district requires SBEC certification are entitled to a term contract.

Employee Standards of Conduct

Amended Administrative Code rules have been included in DFE(LEGAL) to clarify that a principal is subject to sanctions for failing to notify the superintendent within seven days after an educator resigns following an alleged incident of misconduct.

DIA(LOCAL) AND DH(LOCAL) POLICY CONSIDERATIONS

We recommend moving to DH(LOCAL) a provision previously at DIA(LOCAL) subjecting employees to discipline for making false claims of discrimination, harassment, and retaliation or refusing to participate in an investigation. Placement of this provision in DH(LOCAL), which addresses the broader topic of employee standards of conduct, clarifies that the district may discipline employees for such conduct in any circumstance, not just in relation to claims of discrimination, harassment, and retaliation.

Additional revisions to DIA(LOCAL) add the word “sex” to the statement of nondiscrimination and to the definition of discrimination for a complete listing of all the protected categories under law and for consistency throughout the policy manual.

**Alcohol and
Drug Testing**

Added provisions at DHE(LEGAL) clarify that Department of Transportation (DOT) alcohol and drug testing must be completely separate from non-DOT testing.

Instruction

New Administrative Code rules addressing the required instruction on proper interaction with a peace officer have been added to EHAC(LEGAL).

The policy on elective instruction, EHAD(LEGAL), has been updated to include provisions permitting districts to offer courses in cybersecurity and other elective classes a student would need to obtain an industry-recognized credential or certificate.

Amended Administrative Code rules resulted in revisions to dyslexia provisions in EHB(LEGAL), including those regarding screening, parental notification, parent education programs, and access to appropriate programs.

Provisions in EHBC(LEGAL) regarding the Optional Extended Year Program have been deleted, as the program has not been funded for several years, and additional details have been added regarding the Optional Flexible School Day Program.

Extensive revisions to EHBE(LEGAL) on bilingual education are from amended Administrative Code rules that were revised to align with TEA practice and the Every Student Succeeds Act (ESSA) State Plan.

**Credit By
Examination**

The State Board of Education changed the rules regarding credit by examination without prior instruction to include audit and annual reporting requirements. Language has been revised in EHDC(LEGAL) to reflect these recent changes.

**Academic
Achievement**

Amended rules required changes to EI(LEGAL) regarding notations on a student's transcript. Changes to EIF(LEGAL) were made in accordance with amended Administrative Code rules that permit a student to satisfy one of the two credits required in a language other than English by completing a dual language immersion program.

**Students
Health**

There were several revisions made to the policy on medical treatment for students, FFAC(LEGAL). The revisions cover existing statutory provisions and provisions from new Administrative Code rules regarding the maintenance and administration of unassigned epinephrine auto-injectors.

School-Sponsored Publications

FMA(LOCAL) POLICY CONSIDERATIONS

Recommended revisions to FMA(LOCAL) clarify that district and campus publications are under the district’s control and school-sponsored publications approved by a principal and published by students are part of the instructional program. We also recommend adding a Note pointing to GKB for relevant advertising provisions and deleting the unnecessary complaint provision.

Juvenile Justice Alternative Education Program

Newly adopted Administrative Code provisions regarding juvenile justice alternative education programs (JJAEPs) incorporated in FODA(LEGAL) include requirements for a JJAEP to develop entry and exit transition plans for a student, file the annual memorandum of understanding with the district and county juvenile board by a certain date, and provide a copy of the JJAEP’s performance report to the district superintendent.

Community Relations

Conduct on District-Controlled Property

Revisions to GKA(LEGAL) stem from a commissioner of education rule addressing Education Code 37.105, which authorizes district officials to refuse entry to or eject a person from property under the district’s control in certain circumstances. The new rule also requires the board to adopt a policy that allows a person refused entry to or ejected from the property to appeal using the district’s current grievance process and permits a person appealing to address the board in person within 90 days of filing the complaint unless the complaint is resolved before reaching the board. Another revision to GKA(LEGAL) adds the separate trespass provision from the Education Code to distinguish the district’s authority to pursue trespass charges from the Education Code 37.105 provisions.

FNG(LOCAL), GF(LOCAL), GKA(LOCAL) POLICY CONSIDERATIONS

The new rule at GKA(LEGAL) also affects FNG, GF, and GKA(LOCAL). Revisions to GKA(LOCAL) clarify that a district official will give a person refused entry to or ejected from property under the district’s control written information explaining the right to appeal and explain the relevant complaint timeline. A paragraph addressing the 90-day timeline to address the board has been added to FNG(LOCAL) and GF(LOCAL).

District Speech

A recent U.S. Supreme Court case clarifies that the district’s statements and actions that take the form of speech do not create a forum for private speech and a district does not engage in unconstitutional viewpoint discrimination by sharing its viewpoints on permissible goals. These revisions have been added to GKB(LEGAL).

Advertising

GKB(LOCAL) POLICY CONSIDERATIONS

In line with current case law, recommended revisions to the advertising provisions in GKB(LOCAL) specify when a district may reject advertising. New provisions are also recommended to clarify that a district's acknowledgment of sponsorships and donations may be in the manner the district deems appropriate and that the district retains full editorial control.

**CPS
Investigations**

Finally, GRA(LEGAL) has been updated to add details on Department of Family and Protective Services investigations regarding allegations of child abuse or neglect in schools.

RESOLUTION NO. 021119

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE MELISSA INDEPENDENT SCHOOL DISTRICT ORDERING THE GENERAL ELECTION TO BE HELD JOINTLY WITH THE CITY OF MELISSA, NORTH COLLIN SPECIAL UTILITY DISTRICT, COLLIN COLLEGE AND ADMINISTERED BY THE COLLIN COUNTY ELECTIONS ADMINISTRATION ON MAY 4, 2019, FOR THE PURPOSE OF ELECTING TWO (2) BOARD MEMBERS TO THE MELISSA ISD BOARD OF TRUSTEES TO HOLD OFFICE FOR A PERIOD OF THREE YEARS; DESIGNATING LOCATIONS OF POLLING PLACES; DESIGNATING FILING DEADLINES; ORDERING NOTICES OF ELECTION TO BE GIVEN AS PRESCRIBED BY LAW IN CONNECTION WITH SUCH ELECTION.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MELISSA INDEPENDENT SCHOOL DISTRICT, MELISSA, TEXAS, THAT:

SECTION 1: An election is hereby ordered to be held jointly with the City of Melissa on Saturday, May 4, 2019, for the purpose of electing two (2) board members to fill the following expiring terms on the Melissa ISD Board of Trustees: Place 6, and Place 7.

SECTION 2: The polling places where qualified voters shall cast ballots at such locations in the Melissa Independent School District General Election are as follows:

<u>Polling Place</u>	<u>Address</u> <u>City</u>
Collin County Election Office	2010 Redbud Blvd. #102 McKinney
Melissa City Hall	3411 Barker Ave. Melissa

Election polls shall be open from 7:00 a.m. until 7:00 p.m. on the date of the election.

SECTION 3: Early voting by personal appearance shall be available at the Collin County Elections Administration Office, 2010 Redbud Blvd., Suite 102, McKinney, Texas, and City of Melissa, 3411 Barker Avenue, Melissa, Texas, on April 22, 23, 24, 26, 27 during the normal working hours of 8:00 a.m. to 5:00 p.m., with extended voting hours on April 25 from 8:00 a.m. to 7:00 p.m., and on April 29, and April 30 from 7:00 a.m. to 7:00 p.m. Applications for ballot by mail shall be requested from and mailed to the Collin County Elections Administration Office, ATTN: Elections Administrator, 2010

Redbud Blvd., Suite 102, McKinney, Texas, 75069. Applications for ballots by mail must be received no later than the close of business on Tuesday, April 23, 2019.

School District voters may vote at any of the additional Early Voting locations open under full contract services with the Collin County Elections Administrator.

SECTION 4: Candidates must file for a specific place and adhere to the filing deadlines accordingly. Candidate packets are available in the Melissa ISD Home Office. The candidate filing deadlines for the General Election for Trustees, Place 6 and Place 7, are as follows:

<u>General Election Filing the Board of Trustee Positions for Place 6 and Place 7</u>	
January 16, 2019	8:00 a.m.-5:00 p.m.
January 17, 2019-February 14, 2019	8:00 a.m.-4:30 p.m.
February 15, 2019	8:00 a.m. to 5:00 p.m.

Candidates must file in the Melissa ISD Home Office located at 1904 Cooper, Melissa, Texas.

SECTION 5: The Melissa ISD Superintendent's Secretary is hereby authorized and directed to publish and/or post, in the time and manner prescribed by law, all notices required to be so published and/or posted in connection with the conduct of this election. The Collin County Election contract shall designate the election judges for the joint election.

DULY PASSED AND APPROVED by the Board of Trustees of the Melissa Independent School District , Melissa, Texas, on this the 11th day of February, 2019.

George James
Melissa ISD Board President

ATTEST:

Paul Anderson
Melissa ISD Board Secretary

May 4, 2019
Joint General & Special Election
Contract for Election Services
City of Melissa/Melissa ISD

May 4, 2019
Joint General & Special Election

Table of Contents

I.....Duties and Services of Contracting Officer
II.....Duties and Services of City and School District
III.....Cost of Election
IV.....Joint General Agreement
V.....General Provisions

Exhibits

Exhibit A.....Early Voting Schedule and Locations
Exhibit B.....Election Day Vote Centers
Exhibit C.....Cost of Services
Exhibit D.....Joint General Agreement

THE STATE OF TEXAS
COUNTY OF COLLIN
CITY – SCHOOL MELISSA
SERVICES

§

CONTRACT FOR
ELECTION

BY THE TERMS OF THIS CONTRACT made and entered into by and between the CITY OF MELISSA, hereinafter referred to as the "CITY," and the BOARD OF TRUSTEES OF THE MELISSA INDEPENDENT SCHOOL DISTRICT, hereinafter referred to as the "SCHOOL DISTRICT," and BRUCE SHERBET, Elections Administrator of Collin County, Texas, hereinafter referred to as "Contracting Officer," pursuant to the authority in Subchapter D, Section 31.092, of Chapter 31, of the Texas Election Code, agree to the following particulars in regard to coordination, supervision and running of the City and School District's May 4, 2019 Joint General & Special Election and a City Runoff Election, if necessary, on June 8, 2019. An additional cost estimate, early voting calendar, and Election Day polling place schedule will be prepared should a Runoff Election be necessary.

THIS AGREEMENT is entered into in consideration of the mutual covenants and promises hereinafter set out. IT IS AGREED AS FOLLOWS:

I. DUTIES AND SERVICES OF CONTRACTING OFFICER. The Contracting Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:

A. The Contracting Officer shall arrange for appointment, notification (including writ of election), training and compensation of all presiding judges, alternate judges, the judge of the Central Counting Station and judge of the Early Voting Ballot Board.

a. The Contracting Officer shall be responsible for notification of each Election Day and Early Voting presiding judge and alternate judge of his or her appointment. The recommendations of the City and the School District will be the accepted guidelines for the number of clerks secured to work in each Vote Center. The presiding election judge of each Vote Center, however, will use his/her discretion to determine when additional manpower is needed during peak voting hours. The Contracting Officer

will determine the number of clerks to work in the Central Counting Station and the number of clerks to work on the Ballot Board. Election judges shall be secured by the Contracting Officer with the approval of the City and the School District.

b. Election judges shall attend the Contracting Officer's school of instruction (Elections Seminar); calendar will be provided.

c. Election judges shall be responsible for picking up from and returning election supplies to the county election warehouse located at 2010 Redbud Blvd., Suite 102, McKinney. Compensation for this pickup and delivery of supplies will be \$25.00.

d. The Contracting Officer shall compensate each election judge and worker. Each judge shall receive \$12.00 per hour for services rendered. Each alternate judge and clerk shall receive \$10.00 per hour for services rendered. Overtime will be paid to each person working over 40 hours per week.

B. The Contracting Officer shall procure, prepare, and distribute voting machines, election kits and election supplies.

a. The Contracting Officer shall secure election kits which include the legal documentation required to hold an election and all supplies including locks, pens, magic markers, etc.

b. The Contracting Officer shall secure all tables, chairs, and legal documentation required to run the Central Counting Station.

c. The Contracting Officer shall provide all lists of registered voters required for use on Election Day and for the early voting period required by law.

d. The Contracting Officer shall procure and arrange for the distribution of all election equipment and supplies required to hold an election.

1. Equipment includes the rental of voting machines, ADA compliance headphones and keypads (1 per site), transfer cases, voting signs and election supply cabinets.

2. Supplies include smart cards, sample ballots, provisional forms, maps, labels, pens, tape, markers, etc.

C. The Contracting Officer, Bruce Sherbet, shall be appointed the Early Voting Clerk by the City and the School District.

a. The Contracting Officer shall supervise and conduct Early Voting by mail and in person and shall secure personnel to serve as Early Voting Deputies.

b. Early Voting by personal appearance for the City and School District's May 4, 2019, Joint General & Special Election shall be conducted during the time period and at the locations listed in Exhibit "A", attached and incorporated by reference into this contract.

c. All applications for an Early Voting mail ballot shall be received and processed by the Collin County Elections Administration Office, 2010 Redbud Blvd., Suite 102, McKinney, Texas 75069.

1. Application for mail ballots erroneously mailed to the City or School District shall immediately be faxed to the Contracting Officer for timely processing. The original application shall then be forwarded to the Contracting Officer for proper retention.

2. All Federal Post Card Applicants (FPCA) will be sent a mail ballot. No postage is required.

d. All Early Voting ballots (those cast by mail and those cast by personal appearance) shall be prepared for count by the Early Voting Ballot Board in accordance with Section 87.000 of the Texas Election Code. The presiding judge of this Board shall be appointed by the Contracting Officer.

D. The Contracting Officer shall arrange for the use of all Election Day Vote Centers. The City and School District shall assume the responsibility of remitting the cost of all employee services required to provide access, provide security or provide custodial services for the Vote Centers. The Election Day Vote Centers are listed in Exhibit “B”, attached and incorporated by reference into this contract.

E. The Contracting Officer shall be responsible for establishing and operating the Central Counting Station to receive and tabulate the voted ballots in accordance with Section 127.001 of the Election Code and of this agreement. Counting Station Manager and Central Count Judge shall be Bruce Sherbet. The Tabulation Supervisor shall be Patty Seals.

a. The Tabulation Supervisor shall prepare, test and run the county's tabulation system in accordance with statutory requirements and county policies, under the auspices of the Contracting Officer.

b. The Public Logic and Accuracy Test of the electronic voting system shall be conducted.

c. Election night reports will be available to the City and School District at the Central Counting Station on election night. Provisional ballots will be tabulated after election night in accordance with law.

d. The Contracting Officer shall prepare the unofficial canvass report after all precincts have been counted, and will provide a copy of the unofficial canvass to the City and School District as soon as possible after all returns have been tallied.

e. The Contracting Officer shall be appointed the custodian of the voted ballots and shall retain all election material for a period of 22 months.

1. Pending no litigation and as prescribed by law, the voted ballots shall be shredded 22 months after the election.

2. The City and School District can obtain the list of registered voters from the Elections Administration Office after this retention period. Pending no litigation and if the City or School District does not request the lists, the Contracting Officer shall destroy them.

f. The Contracting Officer shall conduct a manual count as prescribed by Section 127.201 of the Texas Election Code and submit a written report to the City and School District in a timely manner. The Secretary of State may waive this requirement. If applicable, a written report shall be submitted to the Secretary of State as required by Section 127.201(E) of the aforementioned code.

II. DUTIES AND SERVICES OF THE CITY AND SCHOOL DISTRICT. The City and School District shall assume the following responsibilities:

A. The City and School District shall prepare the election orders, resolutions, notices, official canvass and other pertinent documents for adoption by the appropriate office or body. The City and School District assumes the responsibility of posting all notices and likewise promoting the schedules for Early Voting and Election Day.

B. The City and School District shall provide the Contracting Officer with an updated map and street index of their jurisdiction in an electronic (shape file preferred) or printed format as soon as possible but no later than Friday, March 8, 2019.

C. The City and School District shall procure and provide the Contracting Officer with the ballot layout and Spanish interpretation in an electronic format.

a. The City and School District shall deliver to the Contracting Officer as soon as possible, but no later than 5:00 PM Thursday, February 21, 2019, the official wording for the City and School District's May 4, 2019, Joint General & Special Election.

b. The City and School District shall approve the "blue line" ballot format prior to the final printing.

D. The City and School District shall post the publication of election notice by the proper methods with the proper media.

E. The City and School District shall compensate the Contracting Officer for any additional verified cost incurred in the process of running this election or for a manual count this election may require, consistent with charges and hourly rates shown on Exhibit "C" for required services.

F. The City and School District shall pay the Contracting Officer 90% of the estimated cost to run the said election prior to Friday, April 5, 2019. The Contracting Officer shall place the funds in a "contract fund" as prescribed by Section 31.100 of the Texas Election Code. The Deposit should be delivered within the mandatory time frame to:

**Collin County Treasury
2300 Bloomdale Rd. #3138
McKinney, Texas 75071**

Made payable to: "Collin County Treasury" with the note "for election services" included with check documentation.

G. The City and School District shall pay the cost of conducting said election, less partial payment, including the 10% administrative fee, pursuant to the Texas Election Code, Section 31.100, within 30 days from the date of final billing.

III. COST OF SERVICES. See Exhibit "C."

IV. JOINT GENERAL AGREEMENT. See Exhibit "D".

V. GENERAL PROVISIONS.

A. Nothing contained in this contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the City and School District's May 4, 2019, Joint General & Special Election is to be filed or the

place at which any function is to be carried out, or any nontransferable functions specified under Section 31.096 of the Texas Election Code.

B. Upon request, the Contracting Officer will provide copies of all invoices and other charges received in the process of running said election for the City and School District.

C. If the City and/or School District cancel their election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall be paid a contract preparation fee of \$75. An entity canceling an election will not be liable for any further costs incurred by the Contracting Officer in conducting the May 4, 2019, Joint General & Special Election. All actual shared cost incurred in the conduct of the election will be divided by the actual number of entities contracting with the Contracting Officer **and** holding a May 4, 2019, Joint General & Special Election.

D. The Contracting Officer shall file copies of this contract with the County Judge and the County Auditor of Collin County, Texas.

WITNESS BY MY HAND THIS THE ____ DAY OF _____ 2019.

Bruce Sherbet
Collin County, Texas

WITNESS BY MY HAND THIS THE ____ DAY OF _____ 2019.

By: _____
Jason Little, City Manager
City of Melissa

Attest: _____
Linda Bannister, City Secretary
City of Melissa

WITNESS BY MY HAND THIS THE ____ DAY OF _____ 2019.

By: _____
Keith Murphy, Superintendent
Melissa Independent School District

Attest: _____
Sarah Dezern, Secretary
Melissa Independent School District

**MAY 4, 2019
JOINT GENERAL & SPECIAL ELECTION**

**Early Voting Locations and Hours
City of Melissa & MISD***

Polling Place			Address		City	
Collin County Election Office (Main Early Voting Location)			2010 Redbud Blvd., #102		McKinney	
Melissa City Hall			3411 Barker Avenue		Melissa	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>April 21</i>	<i>April 22</i>	<i>April 23</i>	<i>April 24</i>	<i>April 25</i>	<i>April 26</i>	<i>April 27</i>
	8am – 5pm	8am – 5pm	8am – 5pm	8am - 7pm	8am - 5pm	8am - 5pm
<i>April 28</i>	<i>April 29</i>	<i>April 30</i>	<i>May 1</i>	<i>May 2</i>	<i>May 3</i>	<i>May 4</i>
	7am – 7pm	7am – 7pm				7am – 7pm Election Day

* City and School District voters may vote at any of the additional Early Voting locations open under full contract services with the Collin County Elections Administration.

Exhibit “B”

**MAY 4, 2019
JOINT GENERAL & SPECIAL ELECTION**

Election Day Vote Centers – City of Melissa & MISD*

Precincts	Location	Address	City
“VOTE CENTER”	Melissa City Hall	3411 Barker Avenue	Melissa

*City and School District voters may vote at any of the additional Election Day Vote Centers open under full contract services with the Collin County Elections Administration.