



Agenda of Regular Meeting

The Board of Trustees McAllen Independent School District

VISION	The McAllen Independent School District is a multicultural community in which students are enthusiastically and actively engaged in the learning process. Students demonstrate academic excellence in a safe, nurturing and challenging environment enhanced by technology and the contributions of the total community.
MISSION	The mission of the McAllen Independent School District is to educate all students to become lifelong learners and productive citizens in a global society through a program of educational excellence utilizing technology and actively involving parents and the community.
GOALS	<ol style="list-style-type: none">1. Student Achievement/Student Focus2. People Development3. Facility Priorities4. Financial Priorities
STRATEGIES	<ol style="list-style-type: none">1. Branding2. Attract/Retain High Quality Staff3. Engaging Learning Environment4. Rigorous/World Class Standards to Customize for Every Learner5. Partnerships with Business/Civic/Education/Organizations6. Future Ready Students7. Financial Priorities

A Regular Meeting of the Board of Trustees of the McAllen Independent School District will be held Monday, June 15, 2020, beginning at 5:00 PM by Video-conference or by Telephone call, www.mcallenisd.org or 956 618-6094, McAllen, TX 78501. At this meeting there may be discussion and action by the Board on the item(s) and subject(s) listed as follows:

Items listed on this agenda may be taken in an order other than as shown on this agenda. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

Attention: The regular business portion of the meeting for the public, beginning with agenda item #4, will begin at approximately 6:00 p.m.

1. CALL MEETING TO ORDER

2. PUBLIC COMMENT(S)

3. RECESS TO CLOSED SESSION: Board of Trustees may go into Closed Session pursuant to Section(s) 551.071, 551.072, and 551.074 Texas Government Code, to discuss the following:

- A) Human Resources Recommendation(s) for School Year 2020-2021
- B) Human Resources Employee Resignation(s) for School Year 2019-2020
- C) Principal for Alonzo De Leon Middle School
- D) Pending and/or Potential Litigation

1. Zamarripa v. McAllen Independent School District

E) Possible Real Estate Acquisition

4. **RECONVENE IN OPEN SESSION**

5. **INVOCATION**

6. **PLEDGE OF ALLEGIANCE**

7. **SUPERINTENDENT'S REPORT(S)** Graduation Highlights 2020!

Presenter: Dr. J. A. Gonzalez, Superintendent

8. **BOARD REPORT**

9. **RECOGNITION(S)**

10. **PROCLAMATION(S)**

11. **DONATION(S)**

12. **BOARD MEMBER(S), BOARD COMMITTEE(S) AND DISTRICT REPORT(S)**

A) Board Committee Reports

1. Instructional Services Briefing - Chair - Sam Saldivar, Jr.
2. Human Resources Briefing - Chair - Tony Forina
3. District Operations Briefing - Chair - Debbie Crane Aliseda
4. Business Operations Briefing - Chair - Danny Vela

B) District Reports

1. Report Regarding 2019-2020 McAllen ISD Professional Employee Opinion Survey
Item Submitted: Todd Miller, Assistant Superintendent Human Resources

Presenter: Dr. J. A. Gonzalez, Superintendent

2. Report Regarding the All-Inclusive Park at Blanca E. Sanchez Elementary
Item Submitted: Arely Benavides, Assistant Superintendent District Operations

Presenter: Dr. J. A. Gonzalez, Superintendent

3. Report Regarding Interlocal Cooperative Agreement No. 2020-002 Texas
Association of School Board (TASB) Purchasing Cooperative Buyboard
Item Submitted: Cynthia Medrano Richards, Assistant Superintendent Business
Operations

Presenter: Dr. J. A. Gonzalez, Superintendent

4. Report Regarding Interlocal Cooperative Agreement No. 2020-003 State of Texas
Cooperative Purchasing Program
Item Submitted: Cynthia Medrano Richards, Assistant Superintendent Business
Operations

Presenter: Dr. J. A. Gonzalez, Superintendent

5. Report Regarding Interlocal Cooperative Agreement No. 2020-009 The GoodBuy
Purchasing Cooperative
Item Submitted: Cynthia Medrano Richards, Assistant Superintendent Business
Operations

Presenter: Dr. J. A. Gonzalez, Superintendent

13. **ACTION ON ITEM(S) IN CLOSED SESSION**

A) Approval of Human Resources Recommendation(s) for School Year 2020-2021
Item Submitted: Todd Miller, Assistant Superintendent Human Resources

Presenter: Dr. J. A. Gonzalez, Superintendent

B) Human Resources Employee Resignation(s) for School Year 2019-2020
Item Submitted: Todd Miller, Assistant Superintendent Human Resources

Presenter: Dr. J. A. Gonzalez, Superintendent

C) Approval of the Principal for Alonzo De Leon Middle School
Item Submitted: Todd Miller, Assistant Superintendent Human Resources

Presenter: Dr. J. A. Gonzalez, Superintendent

D) Pending and/or Potential Litigation

1. Zamarripa v. McAllen Independent School District

E) Possible Real Estate Acquisition

14. **CONSENT AGENDA ITEMS**

A) Approval of Agreement No. 2021- 071 Special Education Legal Services Retainer
Program with Walsh, Gallegos, Trevino, Russo, & Kyle P.C
Item Submitted: Dr. Silvia Ibarra, Assistant Superintendent Instructional Services

Presenter: Dr. J. A. Gonzalez, Superintendent

B) Approval of Bid No. 2020-311 Demolition and New Installation of Phenolic Restroom
Partitions at Brown Middle School and Alvarez Elementary School through Buyboard
Cooperative Contract

Item Submitted: Arely Benavides, Assistant Superintendent District Operations

Presenter: Dr. J. A. Gonzalez, Superintendent

15. **INSTRUCTIONAL SERVICES, INSTRUCTIONAL LEADERSHIP, HUMAN RESOURCES, DISTRICT OPERATIONS, BUSINESS OPERATIONS, AND BOARD OF TRUSTEES ITEMS**

A) **Instructional Services Item(s)** (Dr. Silvia Ibarra) **Instructional Leadership Item(s)**
(Bridgette Vieh)

1. Approval of Parent Notice Requirements for Students at Risk Waiver Request
Item Submitted: Dr. Silvia Ibarra, Assistant Superintendent Instructional Services

Presenter: Dr. J. A. Gonzalez, Superintendent

B) **Human Resources Item(s)** (Todd Miller)

1. Resolution of the Board of Trustees of the McAllen Independent School District
Regarding Board Policy FFAA (Local), Physical Examinations
Item Submitted: Todd Miller, Assistant Superintendent Human Resources

Presenter: Dr. J. A. Gonzalez, Superintendent

2. Approval of the Job Description for Assistant Director of Technology
Item Submitted: Todd Miller, Assistant Superintendent Human Resources

Presenter: Dr. J. A. Gonzalez, Superintendent

3. Approval of the Job Description for Assistant Director of Student Operations
Item Submitted: Todd Miller, Assistant Superintendent Human Resources

Presenter: Dr. J. A. Gonzalez, Superintendent

C) **District Operations Item(s)** (Arely Benavides)

1. Approval of 2019-2020 Missed School Day Waiver
Item Submitted: Arely Benavides, Assistant Superintendent District Operations
Presenter: Dr. J. A. Gonzalez, Superintendent
2. Approval of 2019-2020 Instructional Material Waiver
Item Submitted: Arely Benavides, Assistant Superintendent District Operations
Presenter: Dr. J. A. Gonzalez, Superintendent
3. Approval of 2020-2021 Staff Development Waiver
Item Submitted: Arely Benavides, Assistant Superintendent District Operations
Presenter: Dr. J. A. Gonzalez, Superintendent
4. Approval of CPR Instruction Requirement Waiver
Item Submitted: Arely Benavides, Assistant Superintendent
Presenter: Dr. J. A. Gonzalez, Superintendent

D) Business Operations Item(s) (Cynthia Medrano Richards)

E) Board of Trustees Item(s)

1. Approval of Board of Education Meeting Minutes
 - a) May 20, 2020-Special Board Meeting-5:30 PM - Video Conference
 - b) May 26, 2020-Regular Board Meeting-5:30 PM - Video Conference
 - c) May 27, 2020-Board Workshop -5:30 PM - Video Conference
 - d) June 4, 2020 - Board Workshop - 5:30 PM - Video Conference

16. SCHEDULE OF FUTURE MEETINGS

- A) June 17, 2020 - Board Workshop - 5:30 PM Video Conference
- B) June 22, 2020-Regular Board Meeting-5:00 PM - Video Conference

17. CLOSED SESSION: The Board of Trustees may reconvene in Closed Session for further discussion regarding the agenda item(s) listed.

18. OPEN SESSION: The Board of Trustees may reconvene into Open Session for discussion regarding the agenda item(s) listed.

19. ADJOURNMENT

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.

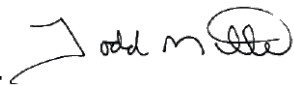
The notice for this meeting was posted in compliance with the Texas Open Meeting Act on June 11, 2020 at 4:00 P.M.

*Natalia Goza
For the Board of Trustees*

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: June 15, 2020

SUBMITTED BY: _____

SUPERVISOR: 

Approved for presentation to the Board of Education:



5 _____
Superintendent of Schools Jun 10, 2020

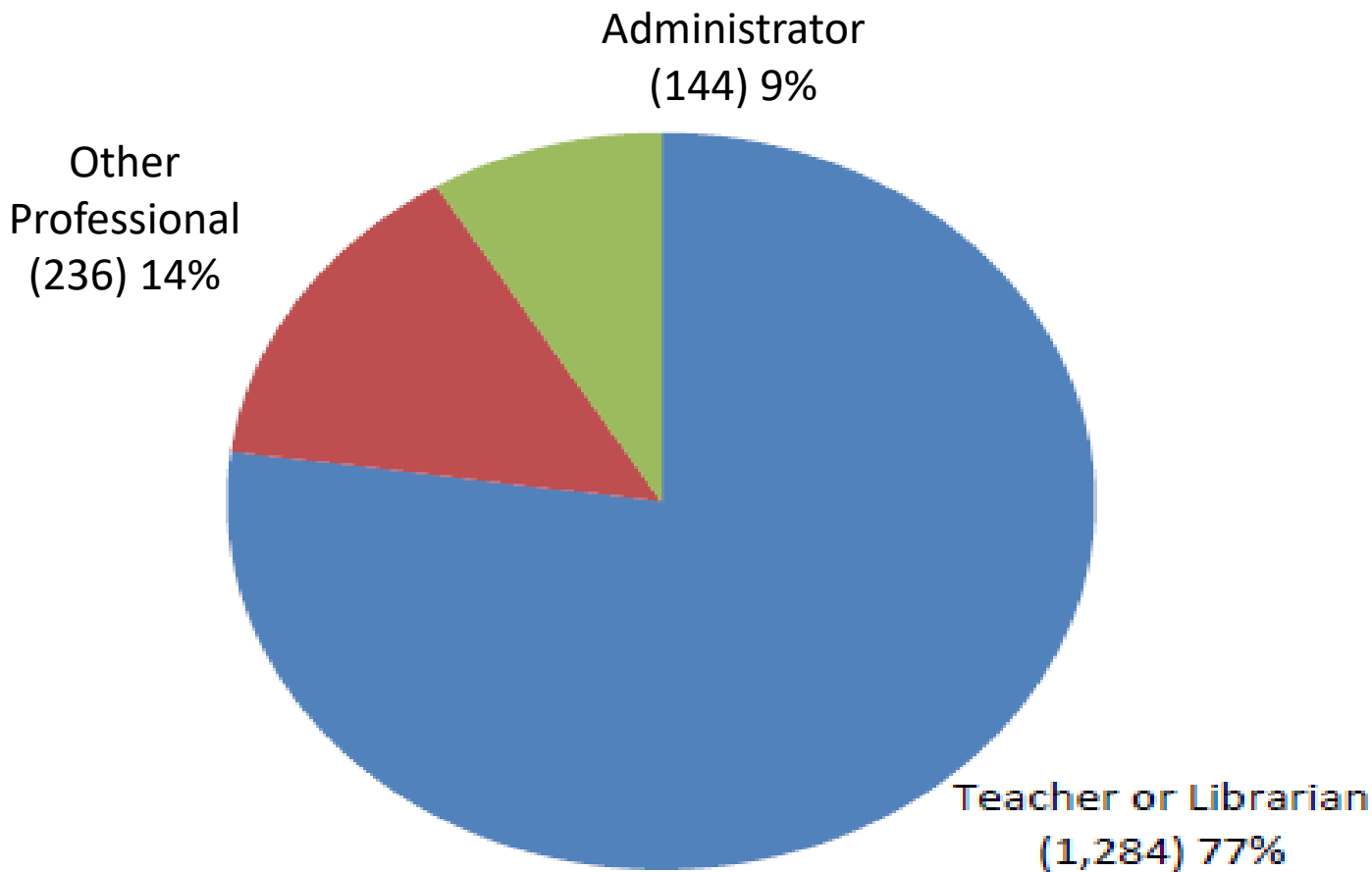


**Report Regarding
2019-2020 McAllen ISD
Professional Employee
Opinion Survey**

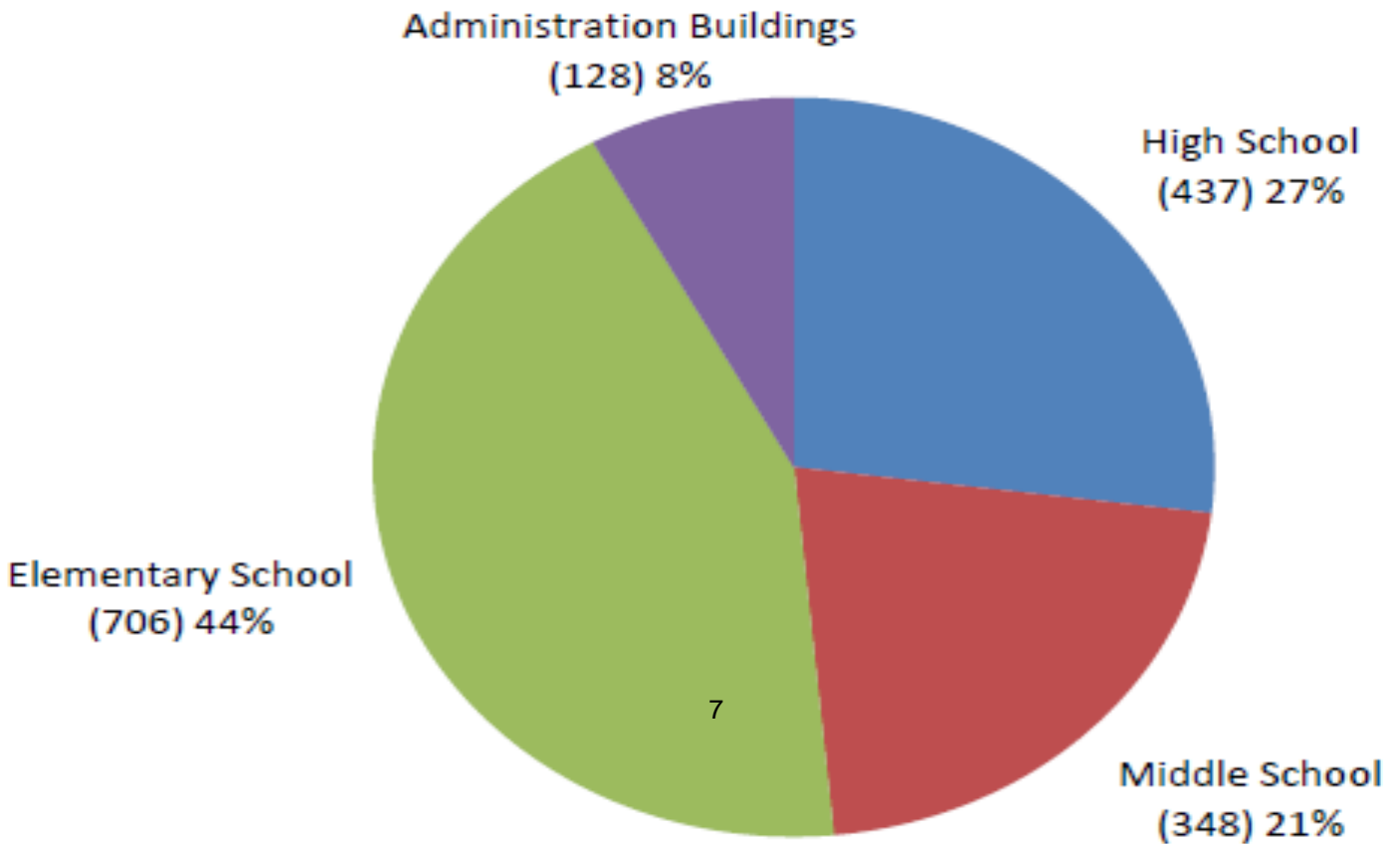


June 15, 2020

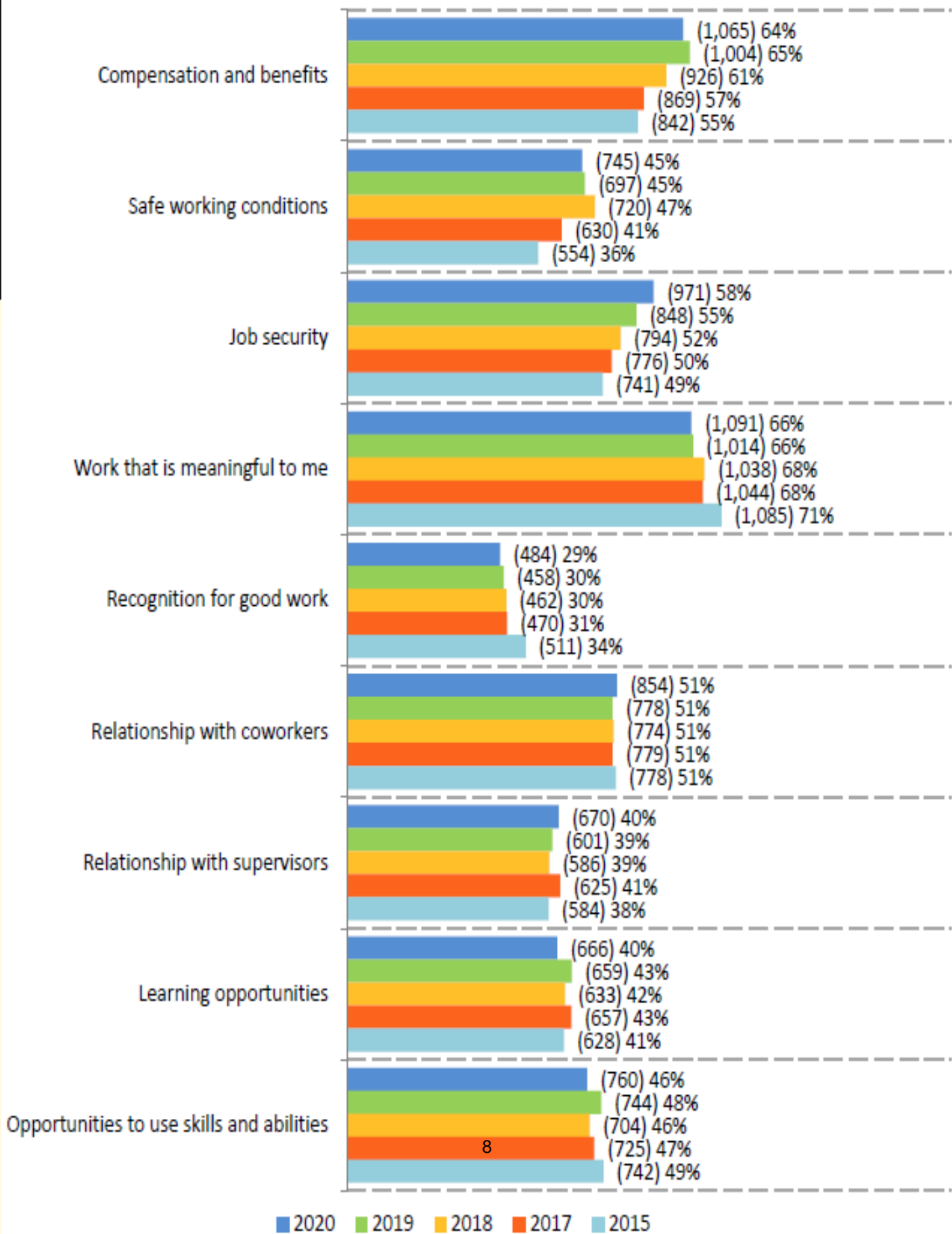
Representation by Job Type



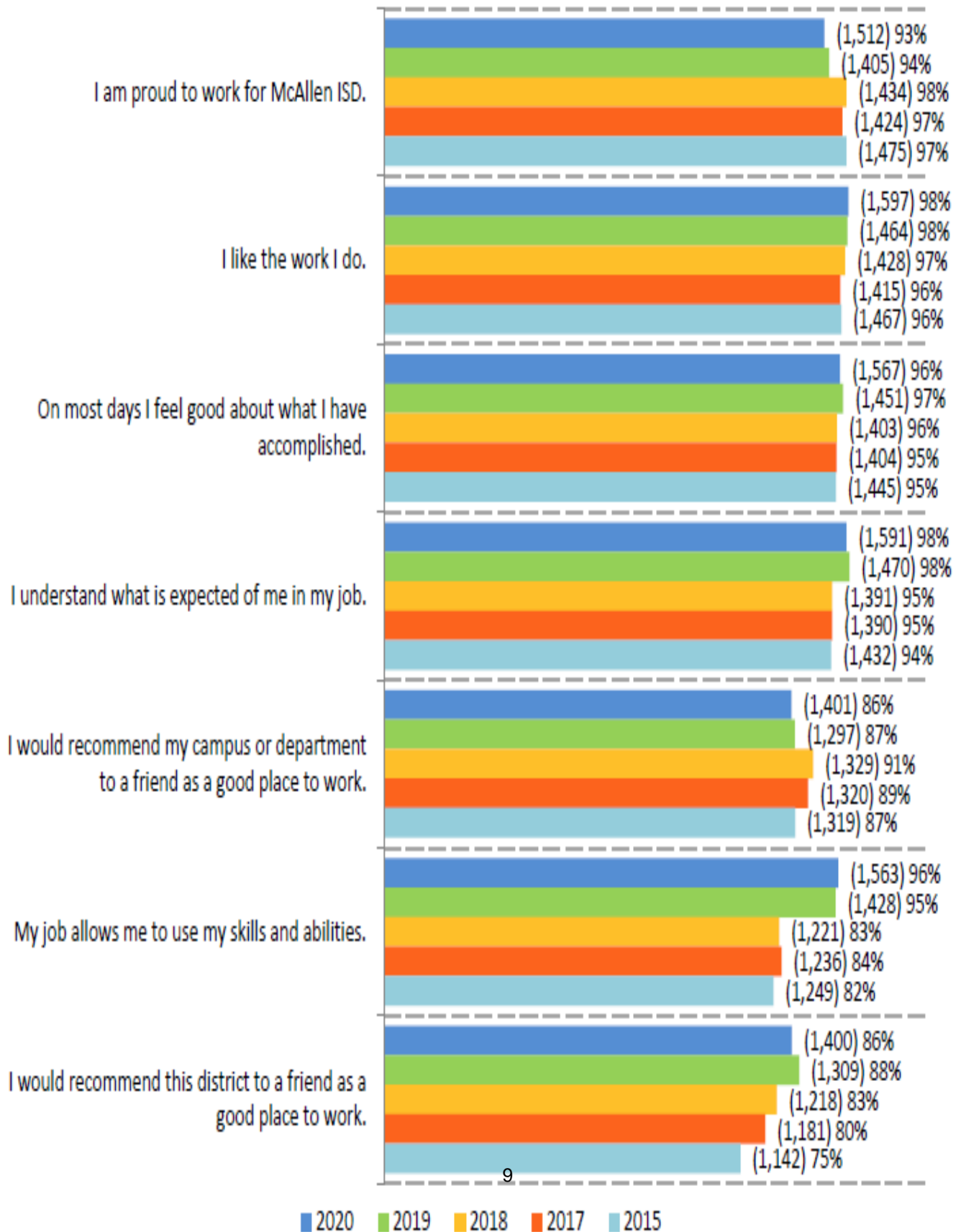
Representation by Work Location



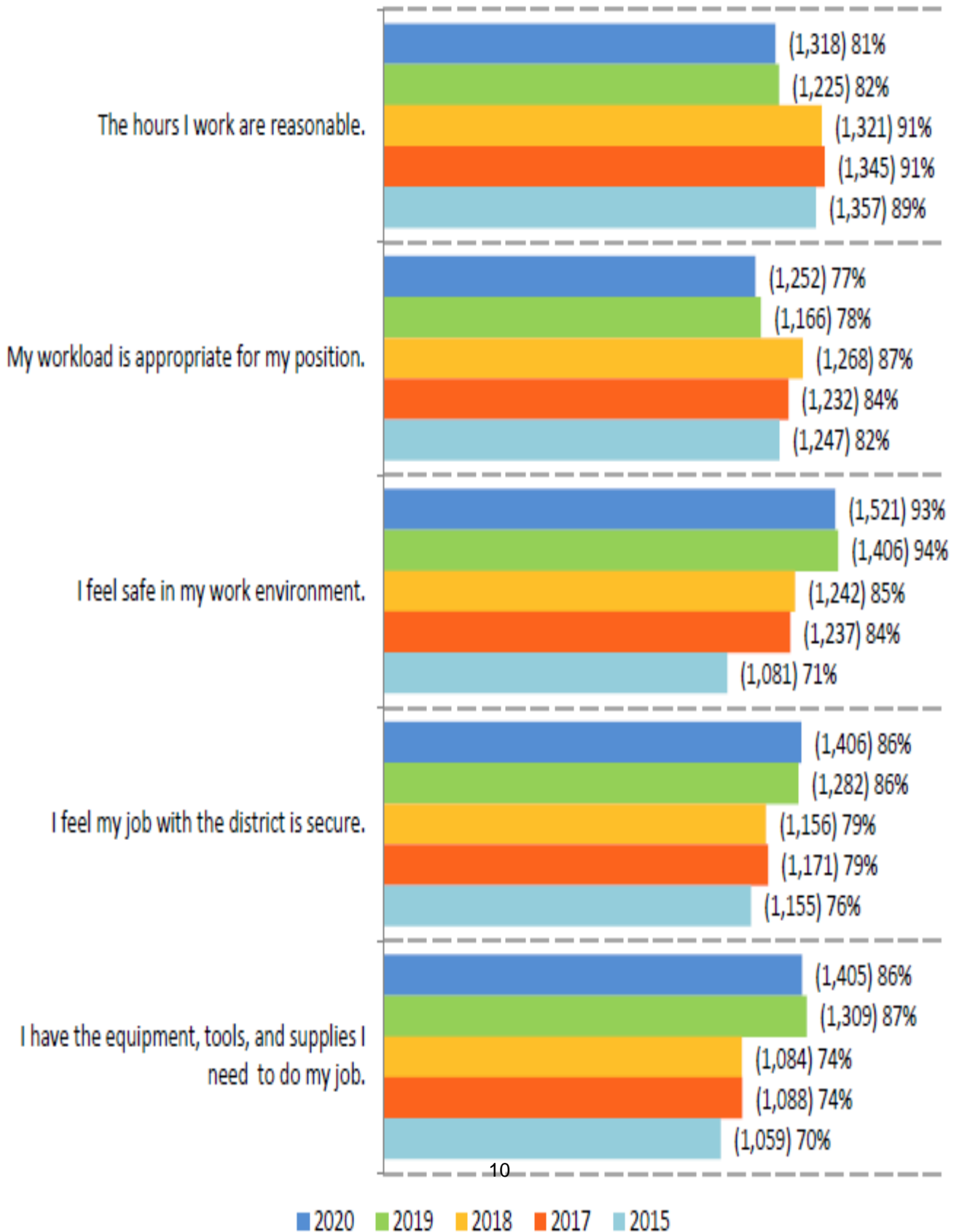
Factors that Contribute to Job Satisfaction



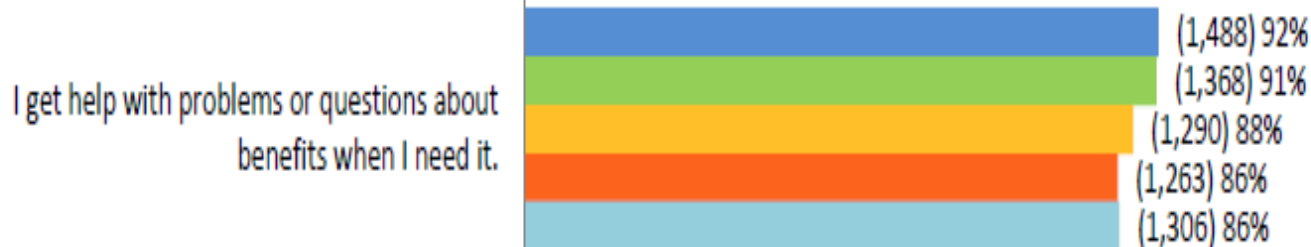
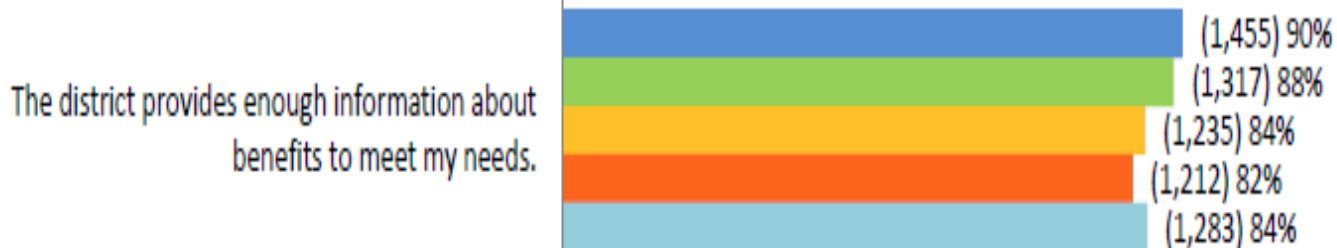
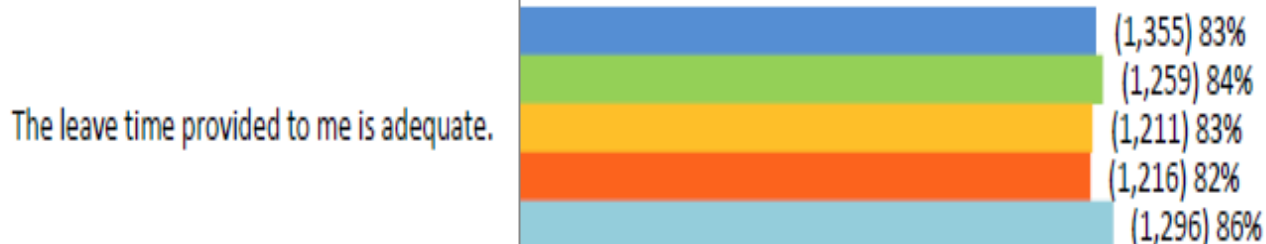
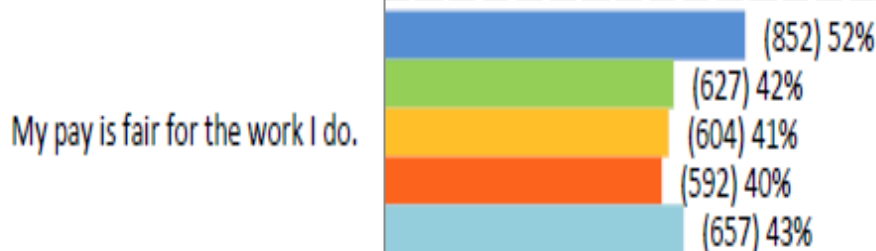
Job Satisfaction



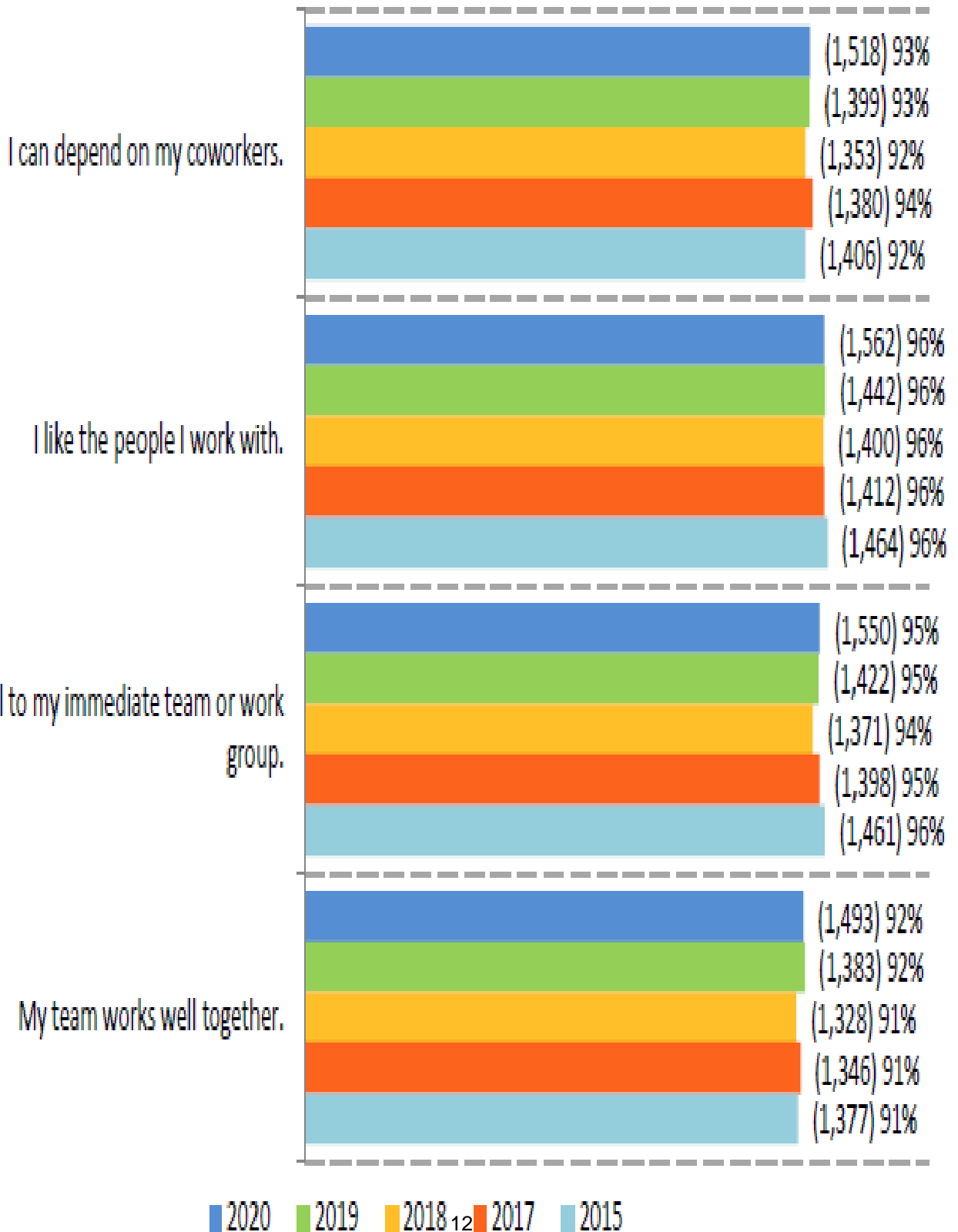
Working Conditions



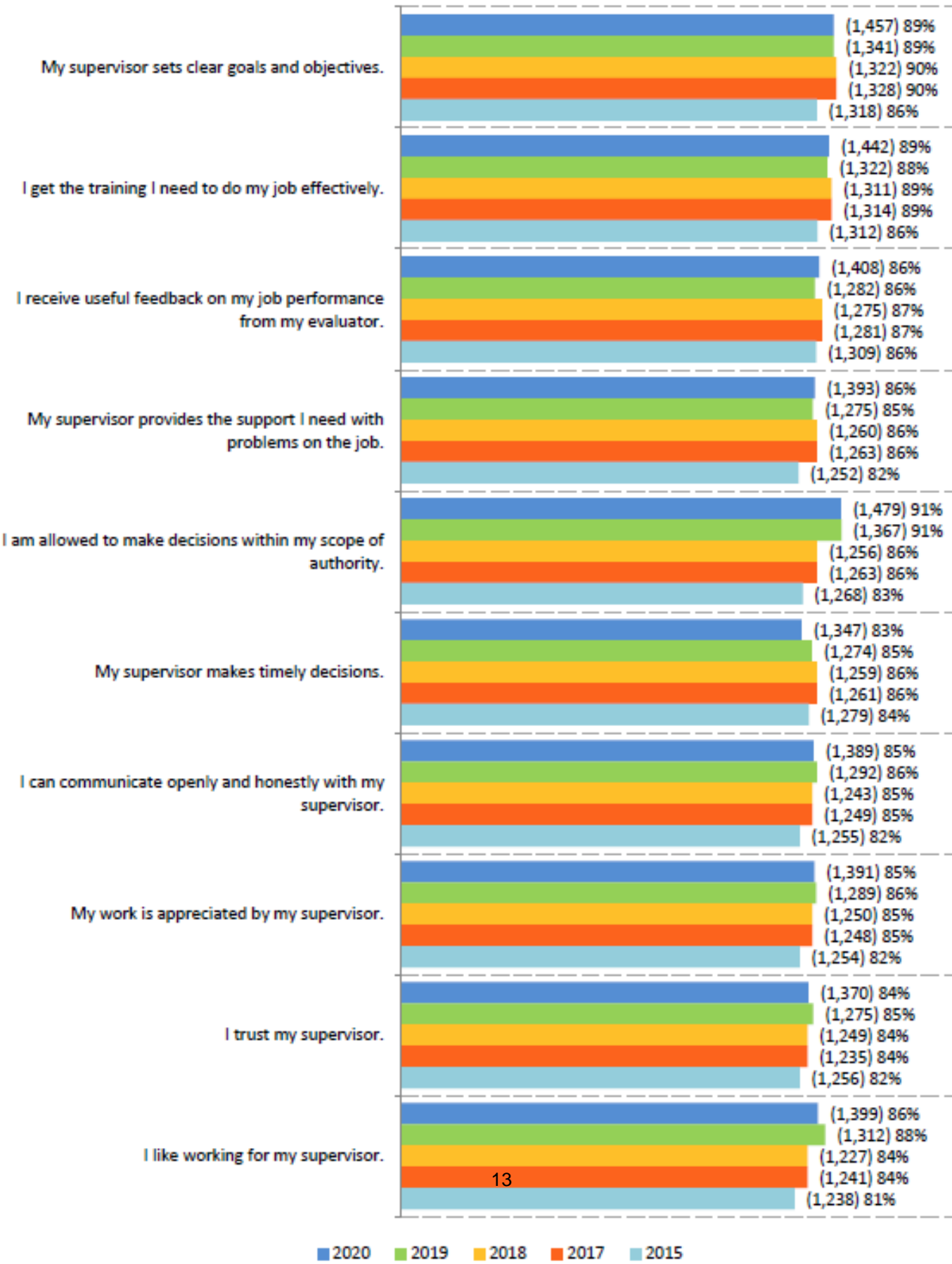
Compensation and Benefits



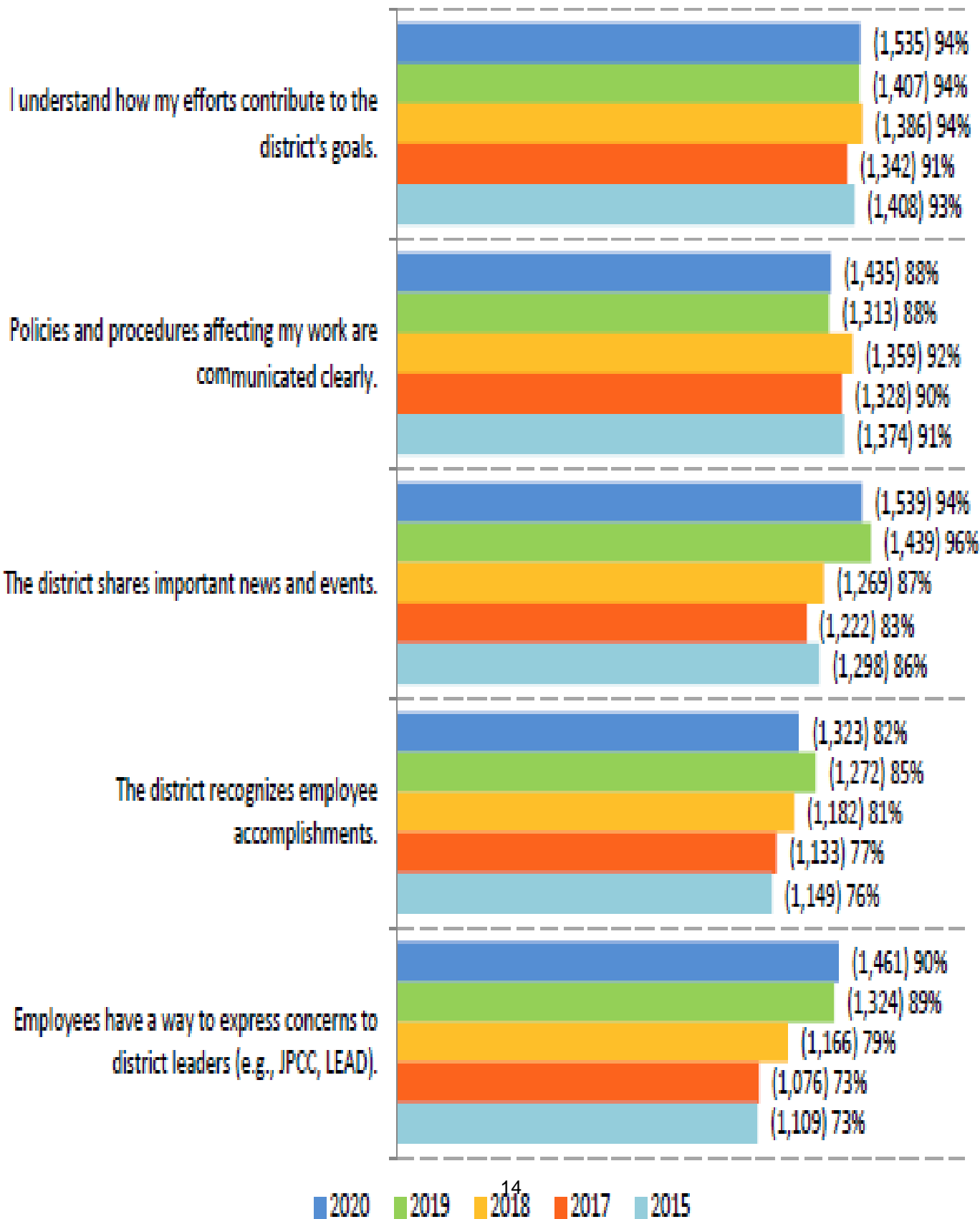
Relationship with Coworkers



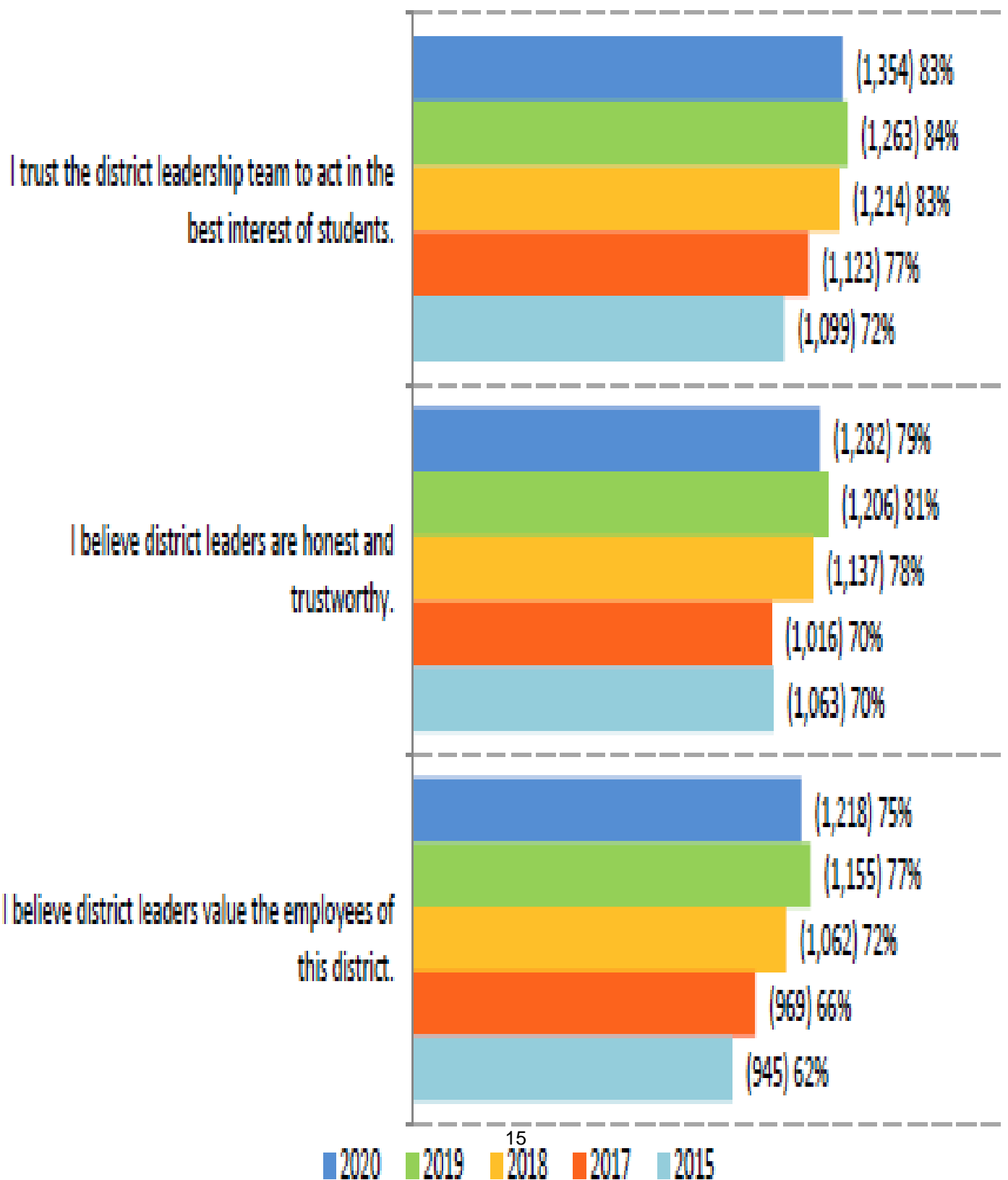
Relationship with Supervisor



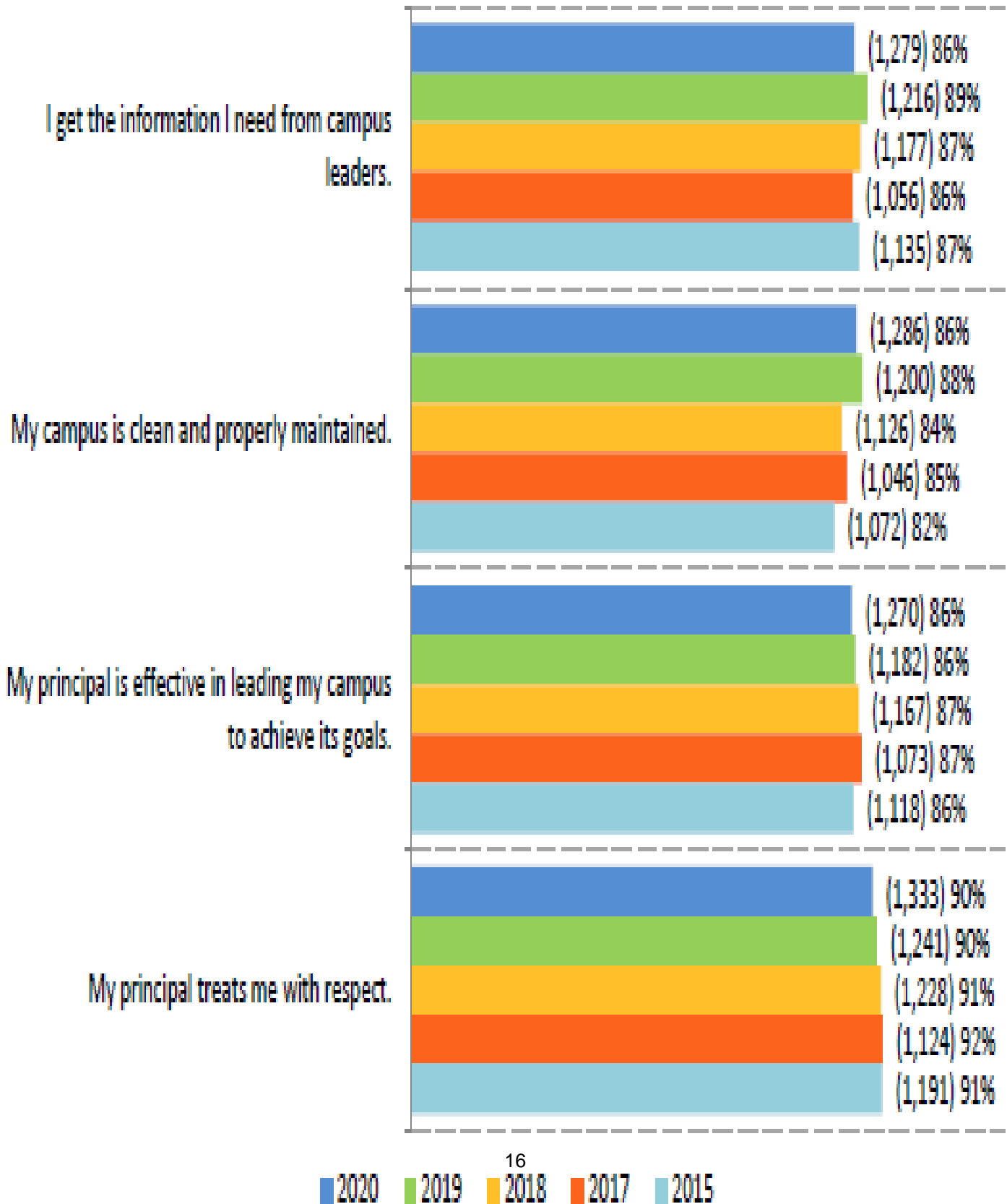
District Communications



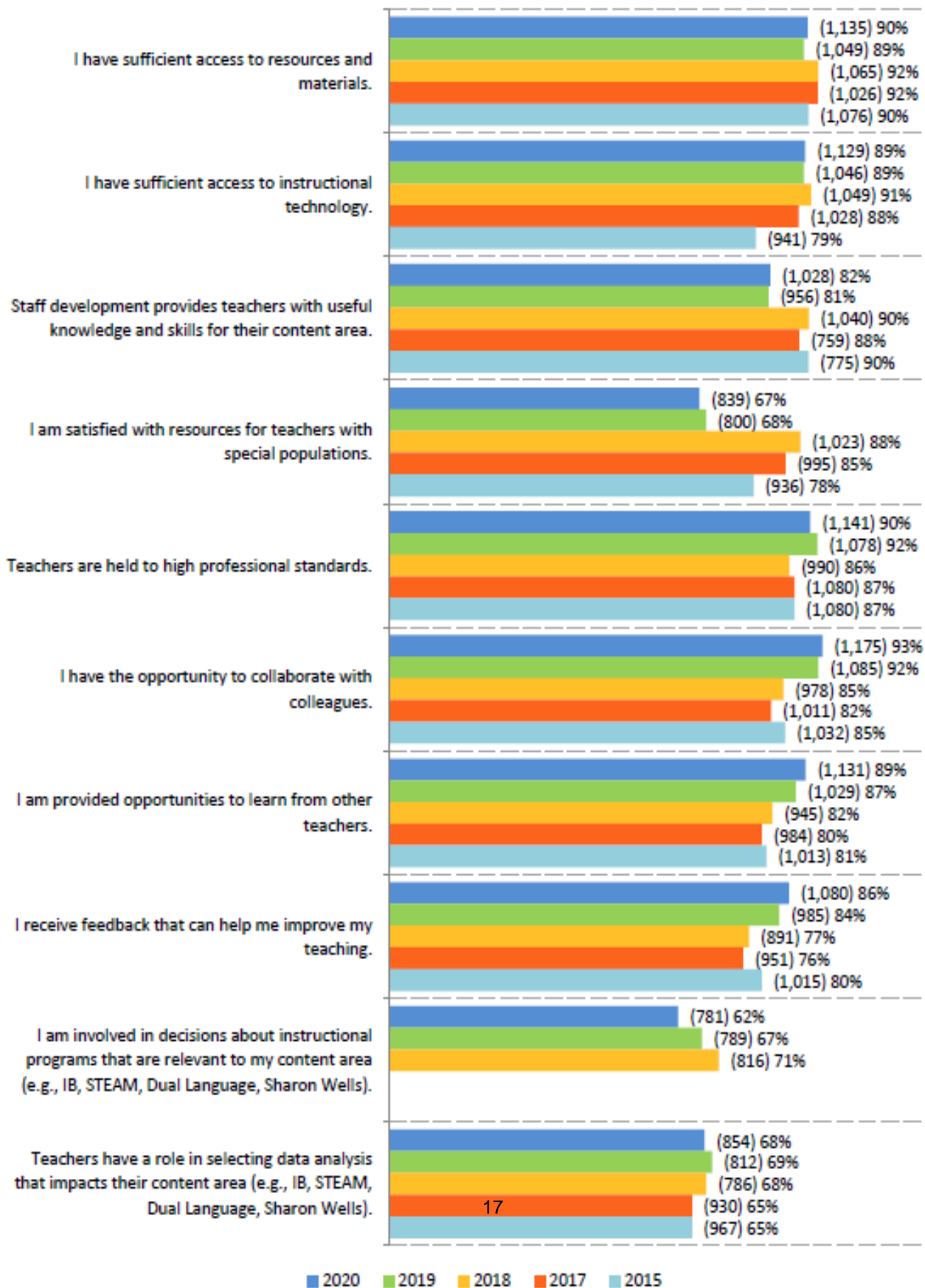
District Leadership (Superintendent, Board of Trustees)



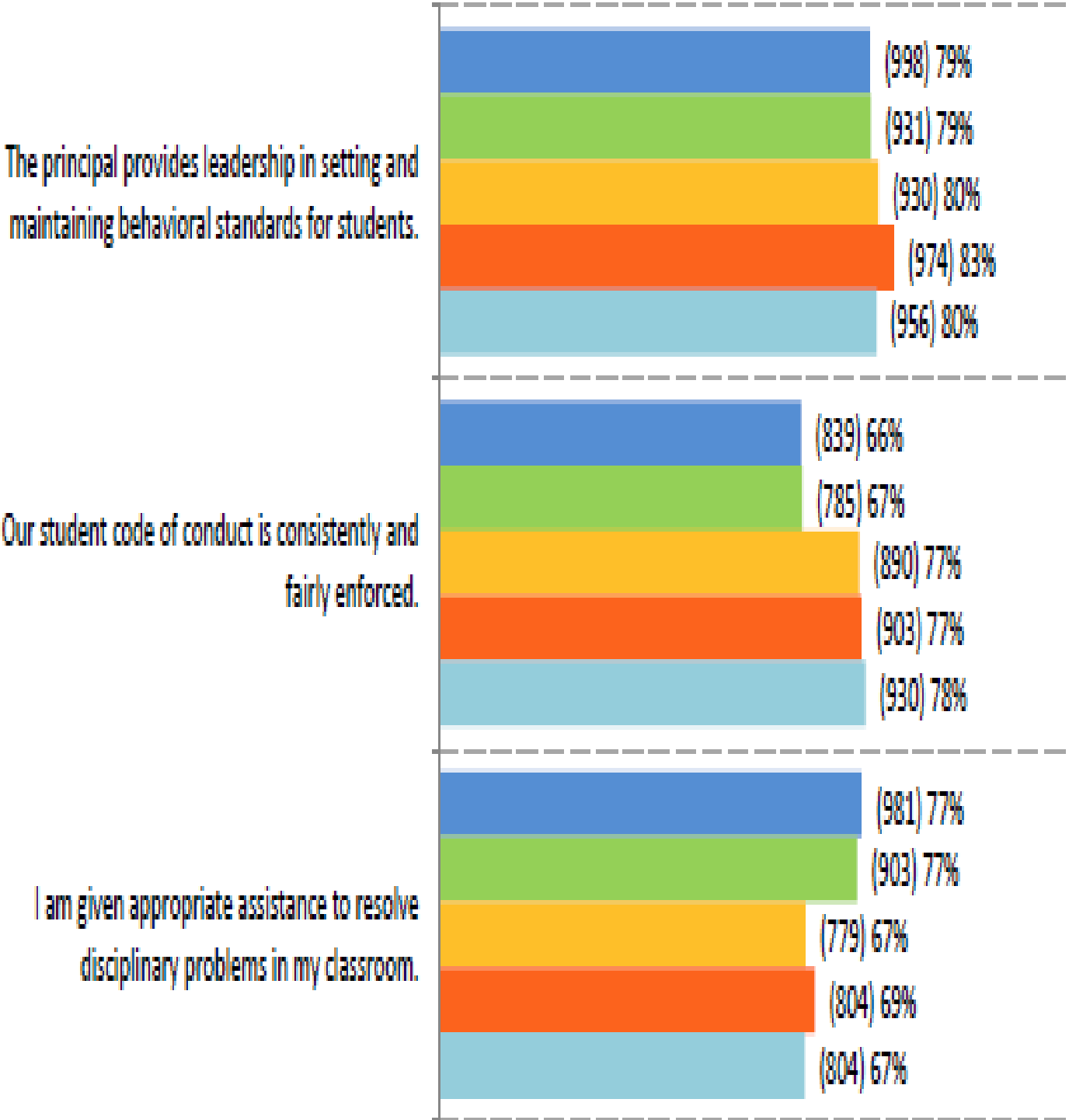
Campus Environment



Curriculum and Instruction Support



Student Discipline Support



All-Inclusive Playground City School Park at Blanca E. Sanchez Elementary School

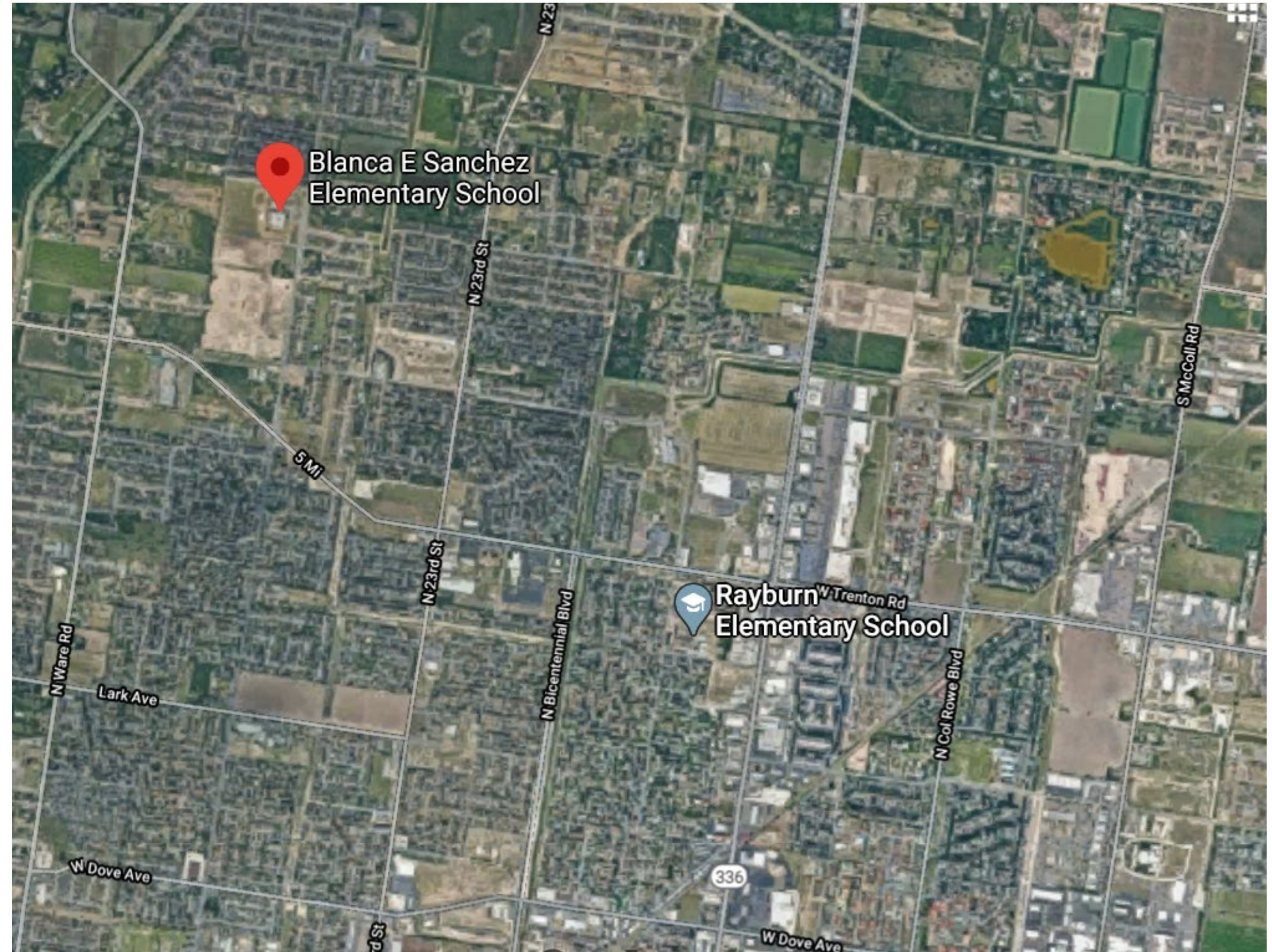


**McAllen ISD Board Report
June 15, 2020**

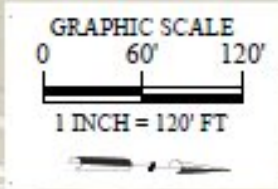
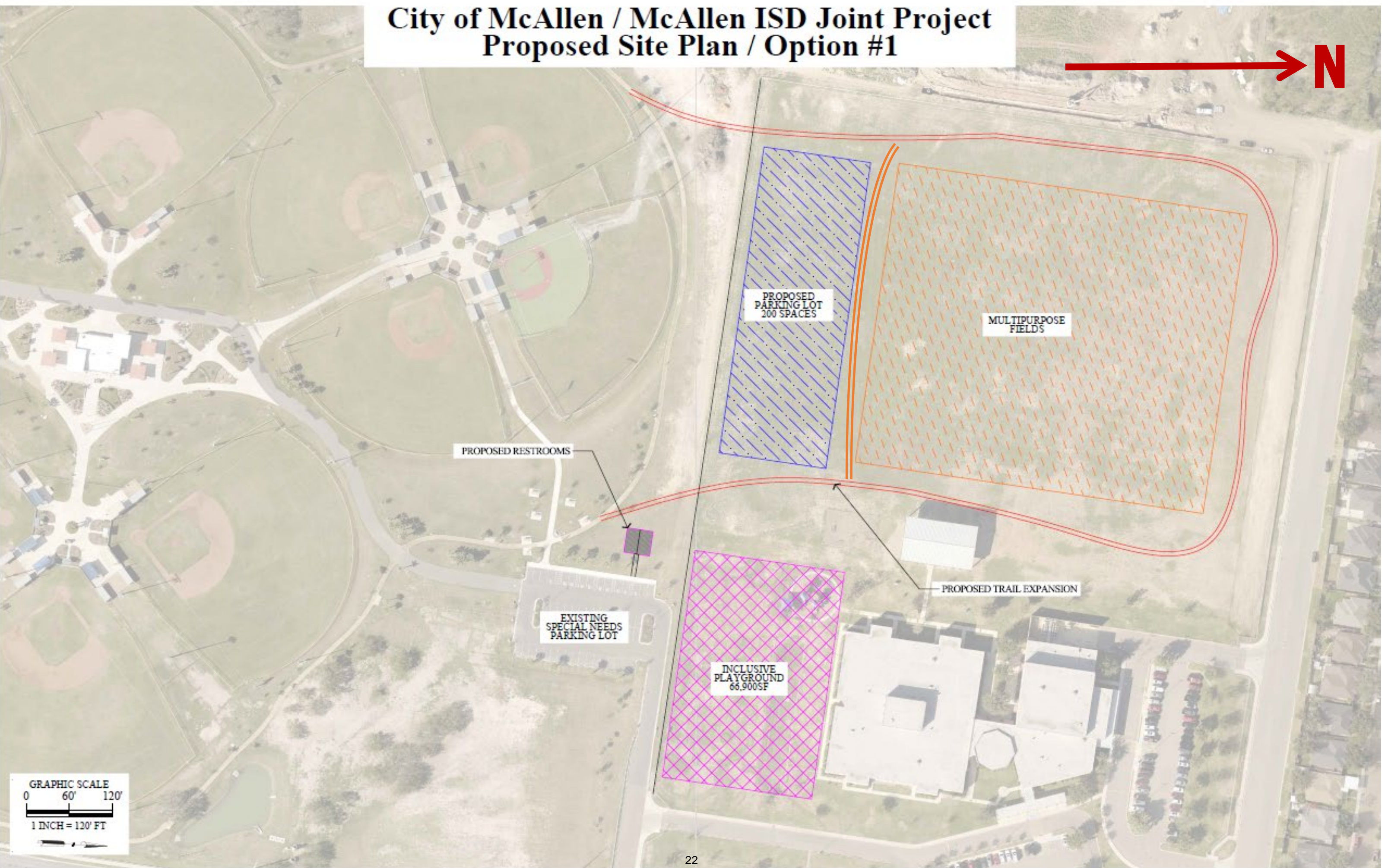
Space Layouts

All-Inclusive Park

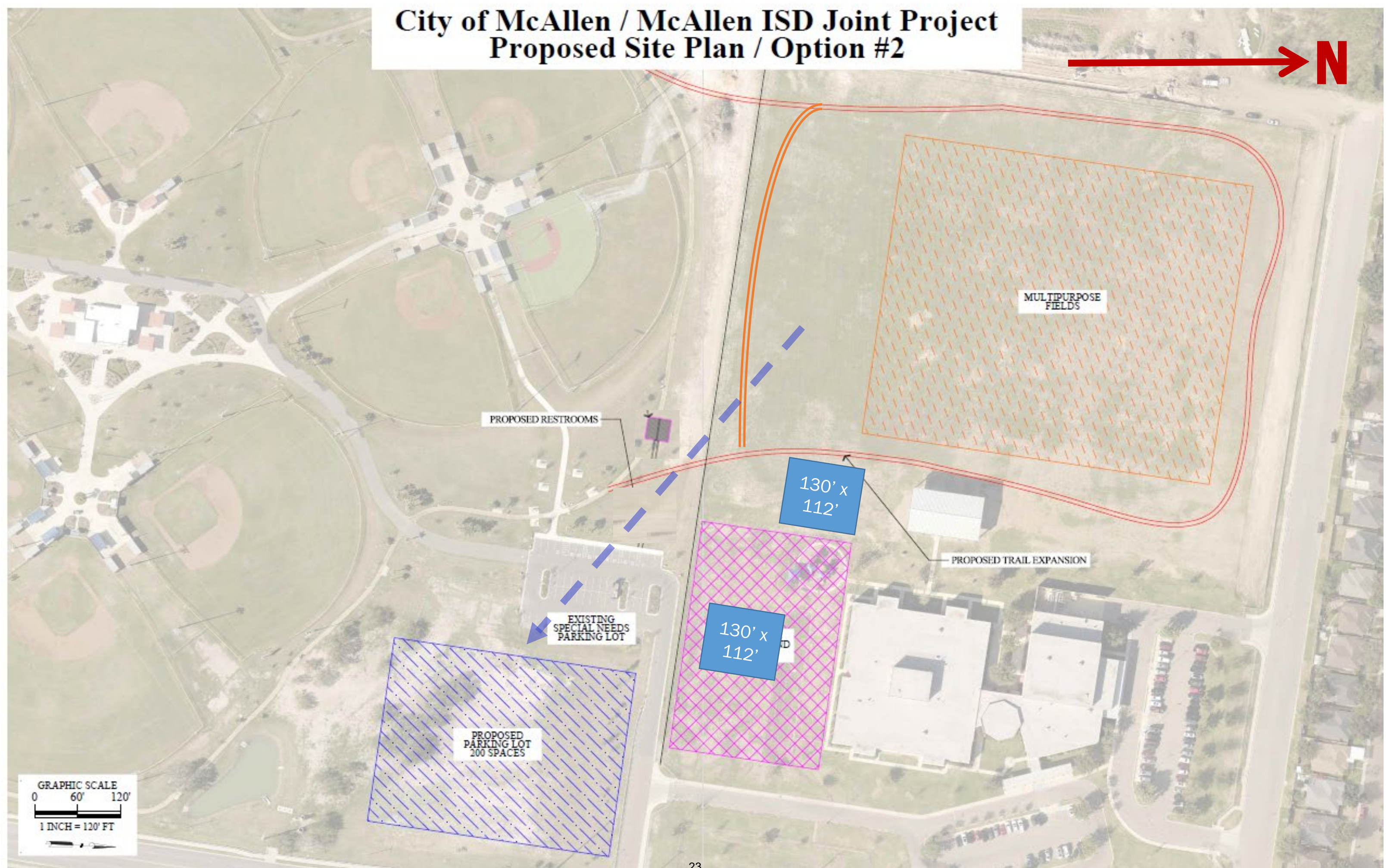
@Sanchez Elementary

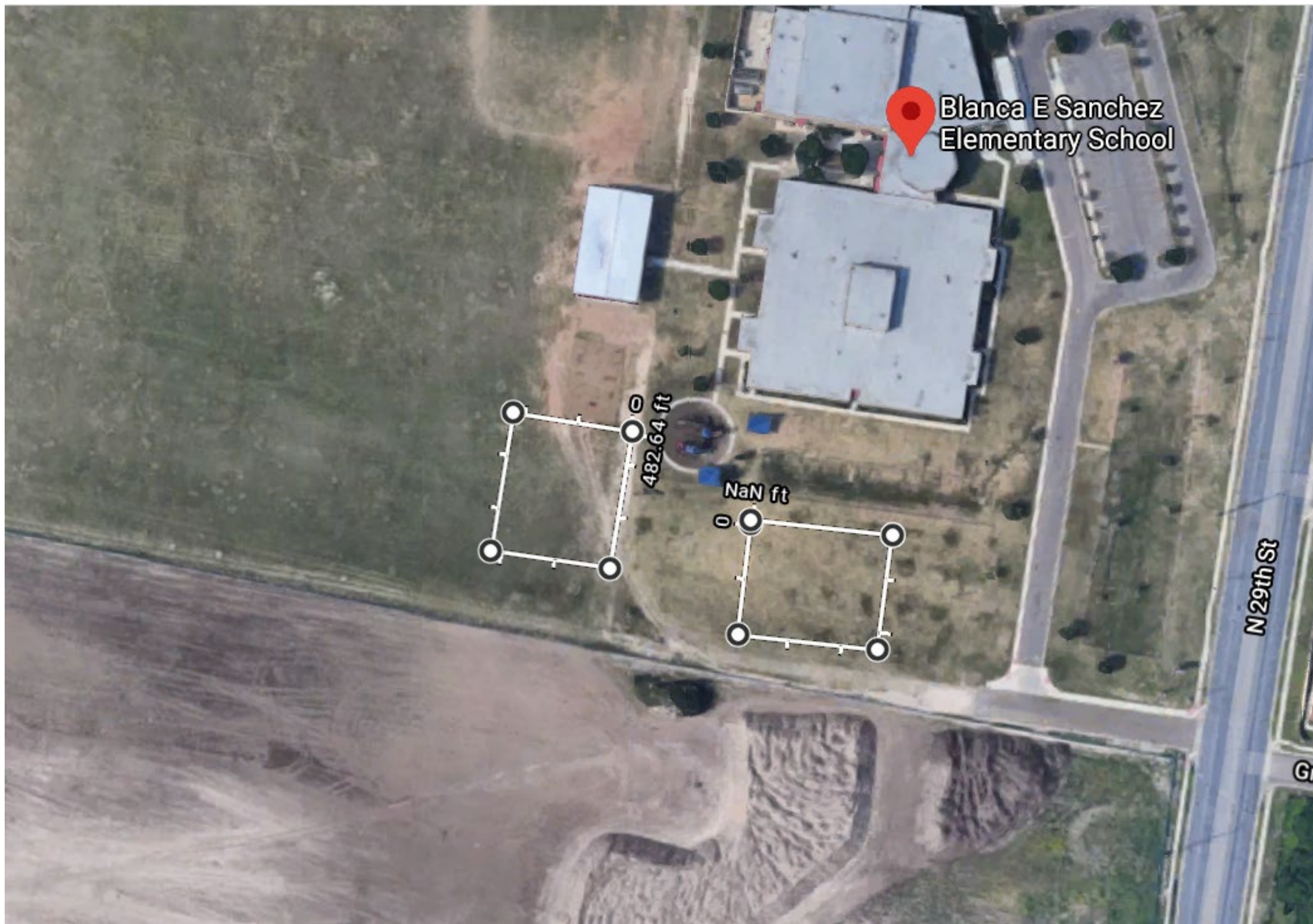


City of McAllen / McAllen ISD Joint Project Proposed Site Plan / Option #1



City of McAllen / McAllen ISD Joint Project Proposed Site Plan / Option #2

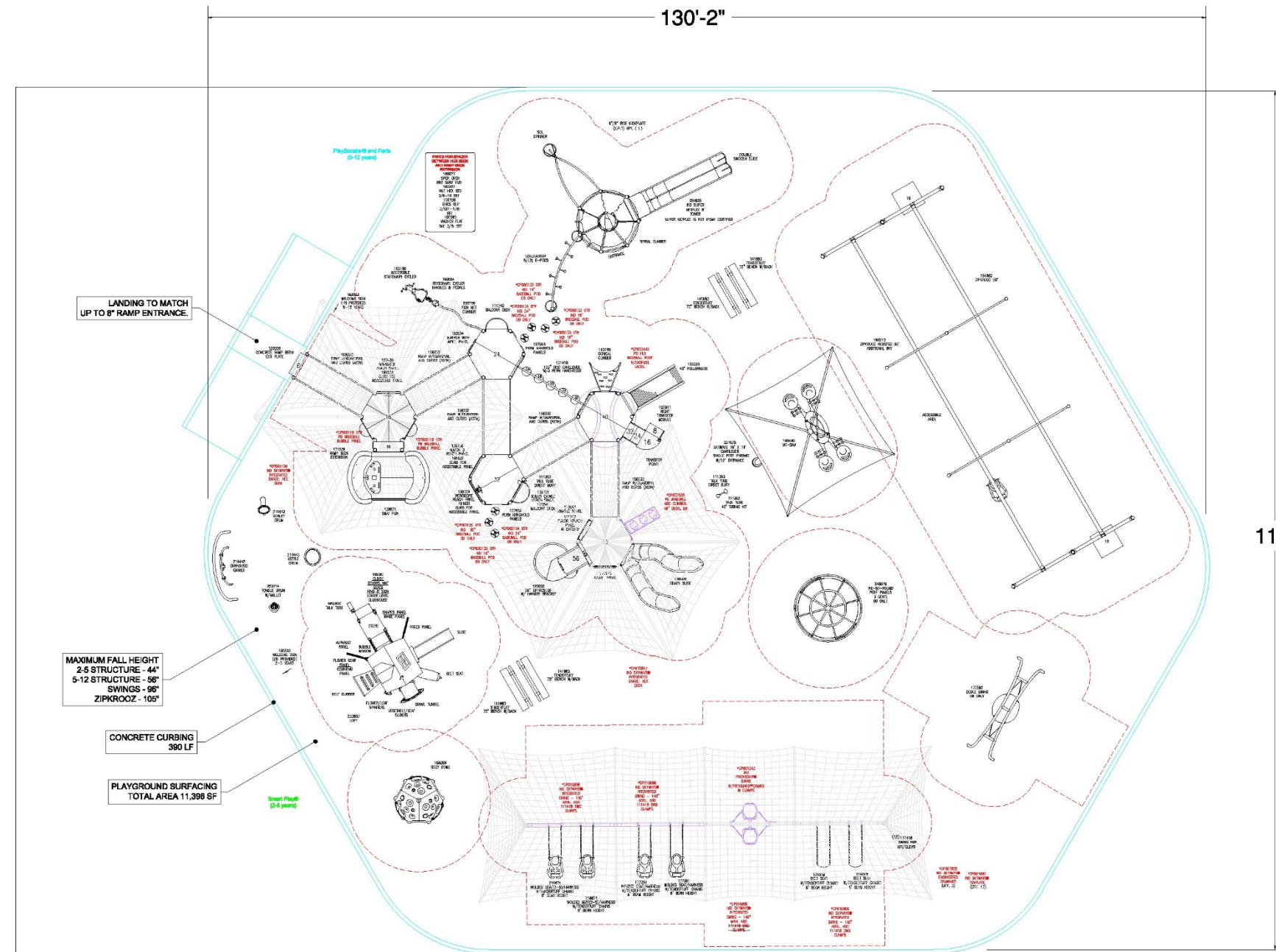




Total Square Footage: 11,396

Total Cost: \$859,169.47

143270-01-01 CBA
143270-01-02 CBA



112'

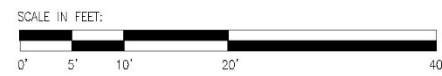
2-5 YEARS

TOTAL ELEVATED PLAY COMPONENTS	5		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	5	REQUIRED	3
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	10	REQUIRED	2
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	7	REQUIRED	7

Estimated manufacturing time:
8 weeks from the time of
LSI order acceptance, or receipt of
SkyWays release of fabrication
form if applicable.

5-12 YEARS

TOTAL ELEVATED PLAY COMPONENTS	19		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	15	REQUIRED	10
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	19	REQUIRED	0
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	16	REQUIRED	0
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	10	REQUIRED	10



Miracle League Park

ExerPlay, Inc.
Marissa Pecina

SYSTEM TYPE:
PB/FS

DRAWING #:
173578A



The play components identified on this plan are IPEMA certified. (Unless model number is preceded with *) The use and layout of these components conform to the requirements of ASTM F1487.

THIS PLAY AREA & EQUIPMENT IS DESIGNED FOR AGES 2-12 YEARS UNLESS OTHERWISE NOTED ON PLAN.

IT IS THE MANUFACTURERS OPINION THAT THIS PLAY AREA DOES CONFORM TO THE A.D.A. ACCESSIBILITY STANDARDS, ASSUMING AN ACCESSIBLE PROTECTIVE SURFACING IS PROVIDED, AS INDICATED, OR WITHIN THE ENTIRE USE ZONE.

THIS CONCEPTUAL PLAN WAS BASED ON INFORMATION AVAILABLE TO US. PRIOR TO CONSTRUCTION, DETAILED SITE INFORMATION INCLUDING SITE DIMENSIONS, TOPOGRAPHY EXISTING UTILITIES, SOIL CONDITIONS, AND DRAINAGE SOLUTIONS SHOULD BE OBTAINED, EVALUATED, & UTILIZED IN THE FINAL DESIGN. PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

CHOOSE A PROTECTIVE SURFACING MATERIAL THAT HAS A CRITICAL HEIGHT VALUE TO MEET THE MAXIMUM FALL HEIGHT FOR THE EQUIPMENT (REF. ASTM F1487 STANDARD CONSUMER SAFETY PERFORMANCE SPECIFICATION FOR PLAYGROUND EQUIPMENT FOR PUBLIC USE, SECTION 8 CURRENT REVISION).

AREA OF ACCESSIBLE/PROTECTIVE SURFACING (POURED-IN-PLACE SUGGESTED)

DESIGNED BY:

JDC

COPYRIGHT: 06 FEB 2020

EXERPLAY, INC.

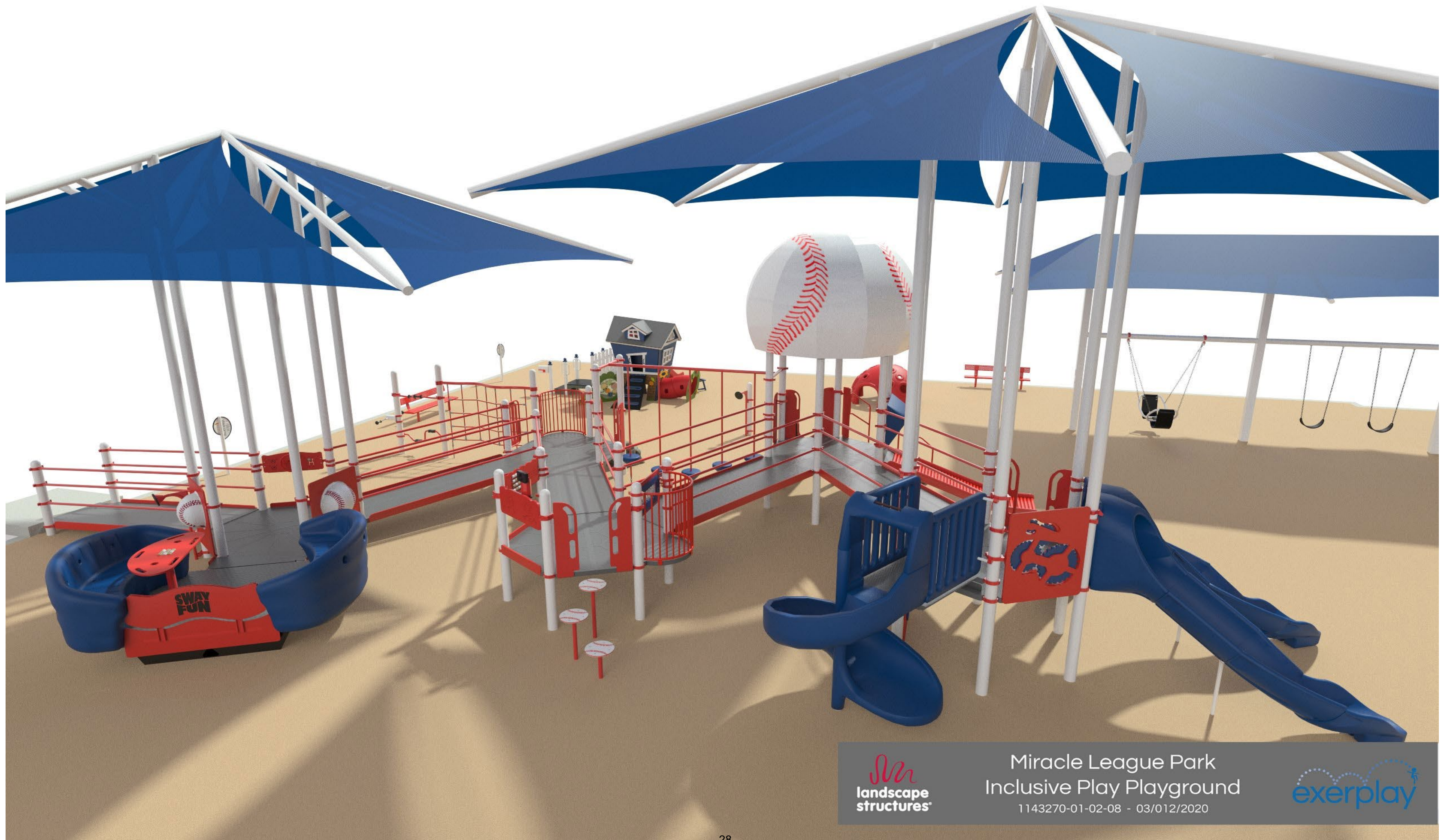
12220 N HWY 14 Suite 1

CEDAR CREST, NJ 07008

PH: 1-800-457-5444 FAX: 1-805-281-0155

Date	Previous Drawing #	Initials

Playground Renderings




 **landscape structures**


Miracle League Park
Inclusive Play Playground
1143270-01-02-08 - 03/012/2020





 **Miracle League Park
Inclusive Play Playground** 
1143270-01-02-08 - 03/012/2020




 **landscape structures**

Miracle League Park
Inclusive Play Playground
1143270-01-02-08 - 03/012/2020

 **exerplay**



 **Miracle League Park**
Inclusive Play Playground
1143270-01-02-08 - 03/012/2020 

Project Timeline

JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
X	--	--	--	--	--	Y					
	X	--	--	--	--	--	Y				
		X	--	--	--	--	--	Y			
			X	--	--	--	--	--	Y		
				X	--	--	--	--	--	Y	
					X	--	--	--	--	--	Y

- X Project Terms and MOU Finalization**
- Project Planning and Construction**
- Y Project Completion**

Project Budget & Responsibilities

	Cost	Capable Kids	Hidalgo County	City of McAllen	McAllen ISD
LAND	Phase 1: MISD				Start-Up + Maintenance
ALL INCLUSIVE PLAYGROUND STRUCTURE & FLOORING	Phase 1: \$859K	~\$500K from funders	\$350K		Maintenance
PARKING LOT (200 SPACES) & SIDEWALKS	Phase 1: \$400K City Budget (Frozen)			Start-Up + Maintenance	
RESTROOMS	Phase 1: \$100K City Budget (Frozen)			Start-Up + Maintenance	
TRAIL EXPANSION & DRAINAGE	Not in phase 1			Start-Up + Maintenance	
LIGHTING (TRAIL, PLAYGROUND, PARKING LOT)	Not in phase 1			Start-Up + Maintenance	
LANDSCAPING/IRRIGATION	Not in phase 1			Start-Up + Maintenance	
FENCING	City: Perimeter MISD: Interior Security dividing playground/school			Perimeter Fencing Start-Up + Maintenance	Interior Security Fencing Start-Up + Maintenance

Thank you.

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: June 15, 2020

SUBMITTED BY: Arely Benavides
Digitally signed by Arely Benavides
Date: 2020.06.09 16:10:47 -05'00'

SUPERVISOR: Arely Benavides
Digitally signed by Arely Benavides
Date: 2020.06.09 16:10:33 -05'00'

Approved for presentation to the Board of Education:



35
Superintendent of Schools

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: June 15, 2020

SUBMITTED BY: *Alejandra Gonzalez*
Alejandra Gonzalez (Jun 1, 2020 12:51 CDT)

SUPERVISOR: *Cynthia Medrano-Richards*

Approved for presentation to the Board of Education:

J. Alexander

36 _____
Superintendent of Schools

McALLEN ISD
Encumbered Accounts Report by Duty Code
FROM 7/1/2019 TO 5/28/2020

Fund: * Func: * Object: 6631 Sub Obj: * Org: * Fund Yr: * Prog: * PRJ Grp: * PRJ Cd: *

PR Number	PO Number	Security Code	PE ID	Vendor Name	Duty Cd	Status	Print Date	Receive Date	Account	BuyBoard Fee	Original Amount	PO Total
R2019551	P2017266	809	V1012904	LAKE COUNTRY CHEVROLET	PP		03/04/2020	03/11/2020	199-34-6631-1P-809-Y-99-W-AF	400	118,314.00	118,714.00
R2020072	P2017138	809	V1008880	RUSH TRUCK CENTERS OF TEXAS LP	PO		03/02/2020		199-34-6631-1P-809-Y-99-W-00 199-34-6631-1P-809-Y-99-W-AF	800	193,410.00	194,210.00
R2021583	P2018186	809	V1008880	RUSH TRUCK CENTERS OF TEXAS LP	PO		03/13/2020		199-34-6631-1P-809-Y-99-W-AF	800	102,692.00	103,492.00
R2004783	P2004592	809	V1012535	SILSBEE FORD INC	FP		09/20/2019	02/27/2020	199-51-6631-1P-808-Y-99-W-AF	400	74,796.00	75,196.00
R2022317	P2018860	809	V0303891	THOMAS BUS GULF COAST GP INC	PO		04/01/2020		199-34-6631-1P-809-Y-99-W-00	800	197,700.00	198,500.00
Report Total										3,200	686,912.00	690,112.00
Total BuyBoard Fees										3,200		

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: June 15, 2020

SUBMITTED BY: *Alejandra Gonzalez*
[Alejandra Gonzalez \(May 28, 2020 15:36 CDT\)](#)

SUPERVISOR: *Cynthia Medrano-Richards*

Approved for presentation to the Board of Education:

J. Adams

38 _____
Superintendent of Schools

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: June 15, 2020

SUBMITTED BY: *Alejandra Gonzalez*
Alejandra Gonzalez (Jun 10, 2020 15:22 CDT)

SUPERVISOR: *Cynthia Medrano-Richards*

Approved for presentation to the Board of Education:

J. X. Gonzalez

39
Superintendent of Schools

McALLEN ISD
Encumbered Accounts Report by Duty Code
FROM 7/1/2019 TO 5/28/2020

Fund: * Func: * Object: 6631 Sub Obj: * Org: * Fund Yr: * Prog: * PRJ Grp: * PRJ Cd: *

PR Number	PO Number	Security Code	PE ID	Vendor Name	Duty Cd	Status	Print Date	Receive Date	Account	GoodBuy Fee	Original Amount	Paid Total
R2007777	P2006726	801	V1012535	SILSBEE FORD INC		PO	11/18/2019		199-52-6631-1P-801-Y-99-T-AF	300	106,810.00	107,110.00
R2007960	P2006868	801	V1012535	SILSBEE FORD INC		FP	10/16/2019	02/19/2020	199-52-6631-1P-801-Y-99-T-AF	300	36,624.00	36,924.00

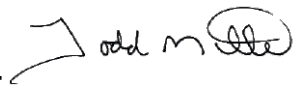
Report Total 600 143,434.00 144,034.00

Total GoodBuy Fees 600

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: June 15, 2020 _____

SUBMITTED BY: _____

SUPERVISOR:  _____

Approved for presentation to the Board of Education:



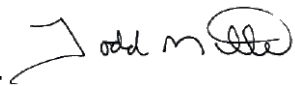
41 _____
Superintendent of Schools

Jun 10, 2020

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: June 15, 2020 _____

SUBMITTED BY: _____

SUPERVISOR:  _____

Approved for presentation to the Board of Education:



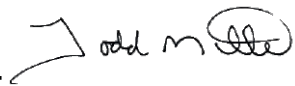
42 _____
Superintendent of Schools

Jun 10, 2020

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: June 15, 2020 _____

SUBMITTED BY: _____

SUPERVISOR:  _____

Approved for presentation to the Board of Education:



43 _____
Superintendent of Schools

Jun 10, 2020

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: June 15, 2020

SUBJECT: Approval of Agreement No. 2021-071 Special Education Legal Services Retainer Program with Walsh, Gallegos, Trevino, Russo, & Kyle P.C.

REFERENCE: Goal 2 - People Development; Strategy 7 - Partnership with Business/Civic/Education Organizations

BACKGROUND INFORMATION/REASON FOR BOARD CONSIDERATION:

The District utilizes this membership retainer program with Walsh, Gallegos, Trevino, Russo, & Kyle, P.C. as a legal resource for the Special Education Department.

ADMINISTRATIVE CONSIDERATIONS/FACTS AND ANALYSIS:

As members of this retainer program Walsh, Gallegos, Trevino, Russo, & Kyle, P.C. provides no-charge telephone consultation, reduced rates for legal work, reduced fees for inservices and other services that benefit the Special Education Department on an as-needed basis. The cost of this membership retainer program is \$1000.00 for the 2020-2021 school year.

LEGAL REVIEW:

The agreement has been approved by legal counsel.

BUDGETARY CONSIDERATIONS:

Funds for this purchase are budgeted through local funds.

RECOMMENDED BOARD ACTION:

Administration recommends that the Board of Trustees approves Agreement No. 2021-071 Special Education Legal Services Retainer Program with Walsh, Gallegos, Trevino, Russo, & Kyle P.C

SUBMITTED BY: *Silvia Ibarra*
Silvia Ibarra (May 28, 2020 17:48 CDT)

SUPERVISOR: *Silvia Ibarra*
Silvia Ibarra (May 28, 2020 16:05 CDT)

For further information contact:
Name: Silvia Ibarra
Office: (956) 618-6048
email: silvia.ibarra@mcallsisd.net

Approved for presentation to the Board of Education:

J. A. Langley



May 12, 2020

VIA FIRST CLASS MAIL

Dr. Jose A. Gonzalez
Superintendent
McAllen ISD
2000 North 23rd Street
McAllen, Texas 78501-6126

RE: Renewal of Membership in Walsh Gallegos' Retainer Program

Dear Dr. Gonzalez:

It is our privilege to serve McAllen Independent School District through the Walsh Gallegos Retainer Program. The District's membership is up for renewal on July 1, 2020, and so enclosed you will find our Legal Services Retainer Agreement. If the District chooses to continue its membership, please sign and return the agreement. The invoice for the renewal will be sent on or around 7/1/2020 with your regular monthly statement so there is no need to send a check with the signed agreement. This program includes the following valuable benefits for just \$1,000.00 per year:

- No-charge telephone consultation on day-to-day general and special education matters with attorneys in any of our offices,
- Reduced rates for legal work,
- Reduced fees for inservices,
- Reduced rates for practical Walsh Gallegos products such as the web-based Student Code of Conduct, The Legal Guide to DAEP & Expulsion and the Extracurricular Code of Conduct,
- A free subscription to our bi-monthly general education newsletter "*Time Out with Walsh Gallegos,*"
- A free subscription to our monthly special education newsletter "*This Just In,*" and
- Email updates about the latest developments in education law.

Dr. Jose A. Gonzalez, Superintendent

May 12, 2020

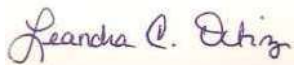
Page 2 of 2

More information about these services and other advantages of the retainer program are included in the attached description. Also enclosed is information about our EFT/ACH payment program that provides a convenient, efficient, secure, and less costly method of payment than paper checks.

It is an honor to be of service to McAllen Independent School District. Many districts have adopted the Texas Association of School Boards' policy BDD (local) which requires approval of the agreement by the Board of Trustees; check your policy to see who is authorized to approve and sign the Agreement. Additionally, please note that in accordance with the requirements of HB 1295 we have filed Form 1295 with the Texas Ethics Commission and are enclosing a certification of filing of Form 1295 for your records.

We look forward to receiving your signed contract. In the meantime, please remember that you can call any of our offices and speak with the attorney of your choice to get the guidance you need, when you need it. I am pleased to be your shareholder contact regarding the retainer program. Should you have any questions about the Retainer Agreement or wish to reach me directly, please contact me at (866) 770-6864.

Sincerely,

A handwritten signature in cursive script that reads "Leandra C. Ortiz". The signature is written in black ink on a light-colored background.

Leandra C. Ortiz

LCO/glo

Enclosures

cc: Mr. Marco Suarez, Board President
Ms. Maribelle Elizondo, Director of Special Education



**SPECIAL EDUCATION LEGAL SERVICES AGREEMENT
FOR MCALLEN INDEPENDENT SCHOOL DISTRICT**

The McAllen Independent School District (hereinafter "District"), acting by and through the authorized Trustee or Employee whose signature appears below, hereby retains the law firm of Walsh Gallegos Treviño Russo & Kyle P.C. (hereinafter "Law Firm"), to provide the services to the District set forth below.

1. Telephone Consultation: The Law Firm shall provide telephone consultation at no charge to the District's Board President, Superintendent, Special Education Director, or designee pertaining to questions arising out of the general operation of the District. The District shall have access to a statewide toll-free telephone number for calls to the Law Firm.
2. Additional Legal Work: The District shall be entitled to reduced hourly rates for additional legal work over and above general telephone consultation. Examples of such additional legal work are research, opinion letters, and legal advice or representation in adversarial matters. Expenses incurred by the Law Firm in providing such additional legal work shall be charged.
3. Publications: The Law Firm shall provide at no charge the monthly publication This Just In, dealing with special education law issues, and the bi-monthly general school law publication Time Out with Walsh Gallegos, both published by the Law Firm.
4. E-mail Updates: The Law Firm shall send periodic e-mail updates to designated District personnel and trustees relating to developments in school law. The content and publication schedule of such updates shall be determined solely by the Law Firm.
5. Retainer Term and Cost: There shall be a fee of \$1,000.00 for this Retainer Agreement due upon execution and annually thereafter on the anniversary of the execution date below. This Retainer Agreement shall remain in effect until notice of cancellation is received.
6. Compliance with HB 89: The Law Firm does not boycott Israel and will not boycott Israel during the term of this contract.

7. Scope of Attorney-Client Relationship: This Retainer Agreement establishes a limited attorney-client relationship only between the Law Firm and the District. The relationship exists only as to the consultations and additional legal work that are initiated by the District and accepted by the Law Firm pursuant to this Agreement. The Retainer Agreement does not impose any duty upon the Law Firm to provide advice or work to the District regarding legal matters absent a request by the District's Board President, Superintendent, Special Education Director, or designee for such advice or work on a matter. The Law Firm and the District acknowledge and represent that this Agreement does not establish an attorney-client relationship between the Law Firm and any individual Trustees or Employees of the District. If a lawsuit or other adversarial matter is brought against the District and/or any Trustee or Employee of the District, the Law Firm may require the execution of one or more separate Letters of Engagement prior to undertaking an attorney-client relationship in the matter.

MCALLEN INDEPENDENT SCHOOL DISTRICT

By: _____
(Signature)

Conrado Alvarado

(Print Name)

Board of Trustees President

(Title)

(Date)

Approved as to form:
Atlas, Hall, and Rodriguez
by: Stephen L. Crain
Stephen L. Crain (May 22, 2020 08:03 CDT)
Stephen L. Crain

WALSH GALLEGOS TREVIÑO RUSSO & KYLE P.C.


By: _____
Joe A. De Los Santos
Managing Shareholder

6/1/2020
(Date)



Program for EFT/ACH Payments

Walsh Gallegos Trevino Russo & Kyle P.C. is working to improve our services to you and assist you in saving time and money. To that end, we now offer our clients the option to pay their invoices electronically by either Electronic Funds Transfer (EFT) or Automated Clearing House (ACH) payment--instead of the traditional paper, check-by-mail method.

An EFT/ACH payment authorizes the client's bank to move funds from its bank account to the bank account of the authorized merchant (Walsh, Gallegos). This movement of funds is done between banks electronically—thus the term Electronic Funds Transfer (EFT) or Automated Clearing House (ACH). This electronic movement of funds between banks is more convenient, efficient, secure, and far less costly than the handling of paper checks.

If your district is interested in participating in our EFT/ACH payment program, please e-mail a request to WA-EFT@wabsa.com or call Lisa González at (800) 252-3405 to receive our bank account information for EFT/ACH payments.

We are excited to be able to extend this opportunity to our clients. Please feel free to contact us if you have any questions.



WALSH GALLEGOS
TREVINO RUSSO & KYLE P.C.

FEE SCHEDULE AS OF JULY 16, 2019
LEGAL SERVICES RETAINER AGREEMENT

For Region 1 Retainer Program Clients

Annual retainer fee is \$1,000 billed each year on the anniversary of the client joining the program.

Telephone consultation with school officials in this program regarding general routine legal matters is free of charge. The firm has toll-free telephone numbers that are made available to these clients.

An hourly rate of \$255/hour for attorneys and \$125/hour for paralegals and law clerks is charged for time spent on research, opinion letters, office visits, board meetings, and other work of a general nature.

For matters requiring more in-depth work, such as document review, negotiation of a contract, grievance, nonrenewal, review of constructions documents, litigation, administrative appeals, and the like, all time, including telephone calls, is charged at the current hourly retainer rates shown above, plus expenses. A new file is set up so that the billings show legal fees attributable to that particular matter.

For Region 1 Non-retainer Program Clients

An hourly rate of \$230/hour for associates licensed less than one year, \$240/hour for associates licensed one to two years, \$315/hour for associates licensed over two years, or \$335/hour for shareholders is charged for time spent on any work, including all telephone calls, office visits, litigation, research, opinion letters, hearings, and the like.

The above rates are subject to change at any time.



BENEFITS OF THE RETAINER PROGRAM

1. **FREE TELEPHONE CONSULTATION:** The law firm provides telephone consultation at no charge to the District's Board President, Superintendent, Special Education Director or any designee pertaining to questions arising out of the general operation of the District. Last year, our member clients received an average of 10 free hours of telephone consultation. That is a \$2,800 value in telephone calls alone!

As a retainer client, the District has exclusive access to the statewide toll-free telephone numbers for calls to the law firm. Before making decisions with legal consequences, use our exclusive toll-free number to reach any Walsh Gallegos attorney:

- Austin (800) 252-3405
- San Antonio (800) 232-9169
- Irving (800) 231-4207
- Houston (888) 565-6864
- Rio Grande Valley (866) 770-6864
- Amarillo (800) 622-6864
- Albuquerque (800) 771-6864

2. **REDUCED RATES FOR ADDITIONAL LEGAL WORK:** The District receives reduced hourly rates for additional works that goes beyond the initial general telephone consultations, such as analyzing documents, writing opinion letters, attending school board meetings, or follow up phone consultations. Though the hourly rates are reduced for retainer clients, any actual expenses (copy costs or mileage, for example) incurred by the law firm in providing such additional work are charged.

3. **FREE SUBSCRIPTIONS TO FIRM PUBLICATIONS:** Membership in the Walsh Gallegos Retainer Program also entitles the District to receive free subscriptions to both of the firm's newsletters:

- (1) the informative bi-monthly newsletter "*Time Out with Walsh Gallegos*" that provides timely reminders and practical suggestions about general education law issues arising throughout the school year, and
- (2) the monthly publication "*This Just In*" which addresses legal issues specific to the special needs of students with disabilities

4. **E-MAIL UPDATES:** As another benefit of the Retainer Program, Walsh Gallegos sends periodic e-mail updates to you (and to any other District personnel or trustees you designate) to help keep the District abreast of the latest developments in school law. These updates, averaging more than one per month, address a broad range of timely topics and are designed to keep you informed and better prepared in your work for the District. Examples of the topics of our updates include:
- Information about Chapter 313 of the Texas Tax Code
 - New TEA rules regarding appealing ejections from school property
 - A Fifth Circuit Decision emphasizing the importance of training staff
 - IRS penalties for ACA reporting violations
 - Information about the Digital Millennium Copyright Act and how to limit your District's liability
 - What the repeal of TEC 29.007 means for Shared Services Arrangements

Don't let your District personnel miss our next update!

5. **REDUCED RATES ON ALL WALSH GALLEGOS INSERVICES:** Our Retainer Program members also receive reduced rates on all inservices presented at the District. Our up-to-date training programs are presented by attorneys with firsthand experience and knowledge about the current legal issues confronting Texas school districts. Our retainer clients also receive priority scheduling for inservice training.
6. **REDUCED RATES ON ALL WALSH GALLEGOS PRODUCTS:** To assist clients in their day-to-day operations, we have developed several practical products to save you time and head off potential problems during the school year. These products are easy to navigate, written in plain language, and are full of useful suggestions. As a member of the Retainer Program, clients receive reduced rates on these helpful tools, including:
- Interactive Student Code of Conduct
 - Discipline Guide for DAEP & Expulsion
 - Administrator's Anti-Bullying Toolkit
7. **ONE FREE AUDIO CONFERENCE:** Our retainer clients are also eligible for one free audio conference of the District's choice, to be selected from our published audio conference schedule. Our audio conferences provide excellent training for school administrators without having to leave the district.



McALLEN ISD E-MAIL UPDATE FORM

The Walsh Gallegos E-mail Update program is designed to keep our clients informed of the latest developments in school law. These updates address a broad range of topics related to legal issues confronting school districts. In addition, e-mail update recipients will also be notified of upcoming audio/video conferences and specialty publications produced by Walsh Gallegos.

Below is the list of personnel and/or Board of Trustees that are currently in our system. Please review carefully and make any necessary changes or additions. Also note that there may be some names without an e-mail address or position. Please provide a current e-mail address, indicate whether the individual should remain one of our e-mail update recipients, and provide the named position of the individual. If you are having difficulty receiving our e-mail updates, please ask your technology department to add mypinpointe.com to the list of accepted domains.

<u>Name</u>	<u>Title</u>	<u>E-mail</u>
Dr. Jose A. Gonzalez	Superintendent	jose.gonzalez@mcallenisd.net
Mr. Marco Suarez	Board President	marco.suarez@mcallenisd.net
Ms. Maribelle Elizondo	Director of Special Education	maribelle.elizondo@mcallenisd.net
Ms. Natalie Goza	Secretary to Board of Trustees	natalie.goza@mcallenisd.net
Ms. Marta I. Garza	Secretary to Superintendent	migarza@mcallenisd.net
Mr. Sam Saldivar, Jr.	Board Vice-President	sam.saldivar@mcallenisd.net
Mr. Conrado Alvarado	Board Secretary	conrado.alvarado@mcallenisd.net
Mr. Lawrence Esparza	Board Trustee	larry.esparza@mcallenisd.net
Ms. Debbie Crane Aliseda	Board Trustee	debbie.aliseda@mcallenisd.net
Mr. Tony Forina	Board Trustee	tony.forina@mcallenisd.net
Mr. Daniel Vela	Board Trustee	daniel.vela@mcallenisd.net

Attach additional sheets if necessary. Please return this form to Client Services. If you have any questions or need additional information, please contact Client Services at (800) 252-3405.

VIA FAX
(512) 467-9318

VIA MAIL
Client Services
Walsh Gallegos
P.O. Box 52156
Austin, TX 78768

VIA E-MAIL
info@wabsa.com

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY
CERTIFICATION OF FILING**

Certificate Number:
2020-618456

Date Filed:
05/12/2020

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
Walsh Gallegos Trevino Russo & Kyle P.C.
Austin, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
McAllen Independent School District

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.
17640
Legal Services Retainer Agreement

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Walsh, Jim	Austin, TX United States	X	
	Gallegos, Elena	Austin, TX United States	X	
	Trevino, Oscar	Austin, TX United States	X	
	Kyle, Paige	Austin, TX United States	X	

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is Diana Stangl, and my date of birth is 9-29-1957.

My address is 2603 Tip Cove, Austin, TX, 78704, USA.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Travis County, State of Texas, on the 12th day of May, 2020.
(month) (year)


Diana Stangl, Firm Administrator
Signature of authorized agent of contracting business entity (Declarant)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY
CERTIFICATION OF FILING**

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2020-618456

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Walsh Gallegos Trevino Russo & Kyle P.C.
Austin, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
McAllen Independent School District

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17640
Legal Services Retainer Agreement

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Walsh, Jim	Austin, TX United States	X	
	Gallegos, Elena	Austin, TX United States	X	
	Trevino, Oscar	Austin, TX United States	X	
	Kyle, Paige	Austin, TX United States	X	

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the ____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)


Signature:

Email: jose.gonzalez@mcallenisd.net

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: June 15, 2020

SUBMITTED BY: 

SUPERVISOR: 
Arely Benavides (May 30, 2020 00:25 CDT)

Approved for presentation to the Board of Education:



57 _____
Superintendent of Schools

Project #2020-311 Demolition and New Installation of Phenolic Restroom Partitions at Brown Middle School and Alvarez Elementary School through Buyboard Cooperative Contract

Quotes Due: May 22, 2020 at 3:00 p.m.

Description	Indeco Sales, Inc. Belton, TX Buyboard Contract #584-19	Noble Texas Builders, LLC La Feria, TX Buyboard Contract #581-19
Base Bid A: Demolition and New Installation of Phenolic Restroom Partitions at Brown Middle School (Brown MS Gym Area, 300 Hall Restrooms, 400 Hall Restrooms and Library Area Restrooms) for (2) Boy's and (2) Girl's Restroom areas, as per specifications. Must be ADA compliant. (Turn-key Price to include demolition, installation, material, labor, equipment, dumpster, and bonds - if applicable.)	\$38,750.00	\$42,650.00
Base Bid B: Demolition and New Installation of Phenolic Restroom Partitions at Alvarez Elementary (East Restrooms and West Restrooms) for (2) Boy's and (2) Girl's Restroom areas, as per specifications. Must be ADA compliant. (Turn-key Price to include demolition, installation, material, labor, equipment, dumpster, and bonds - if applicable.)	\$28,550.00	\$30,950.00
GRAND TOTAL BASE BID A & B:	\$67,300.00	\$73,600.00
Centennial Contractors Enterprises, Inc. - No Response		
SpawGlass Contractors, Inc. - No Response		

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: June 15, 2020

SUBJECT: Approval of Parent Notice Requirements for Students at Risk Waiver Request

REFERENCE: Student Success Initiative (SSI) promotion/retention requirements - Texas Education Code (TEC), §28.0211 and Texas Administrative Code (TAC) §101.2009,

BACKGROUND INFORMATION/REASON FOR BOARD CONSIDERATION:

As announced in March, all State of Texas Assessments of Academic Readiness (STAAR®) administrations scheduled for April, May, and June 2020 are canceled. Student Success Initiative (SSI) promotion/retention requirements found in the Texas Education Code (TEC), §28.0211 are waived for the 2019–2020 school year. However, Texas school districts are still required to provide early notice to parents or guardians of students in grades 4 and 7 identified to be at risk of failure on the first administration of an assessment required for grade advancement in the next school year.

Under Texas Administrative Code (TAC) §101.2009, the superintendent must establish the instruments and procedures to be used to determine which students are at-risk. Given that the STAAR administrations for April, May, and June 2020 are canceled, the at-risk determination will need to be made through means that do not involve state testing results from the current year. The current rule requires this notice to be issued before the end of a school year. If a district or charter school is not able to or does not have sufficient information to make a determination about a student's risk of failure at this time, the school district or charter should request a waiver to delay the notice requirement from the Commissioner until the start of the 2020-2021 school year.

ADMINISTRATIVE CONSIDERATIONS/FACTS AND ANALYSIS:

The purpose of the waiver is to allow districts to delay the notice requirement from the Commissioner until the start of the 2020-2021 school year.

LEGAL REVIEW: None.

BUDGETARY CONSIDERATIONS: None.

RECOMMENDED BOARD ACTION: That the Board of Trustees Approve the delay of notice requirements until the start of the 2020-2021 school year.

SUBMITTED BY: 
Cynthia Noel (Jun 9, 2020 16:20 CDT)

SUPERVISOR: 
Silvia Ibarra (Jun 9, 2020 16:26 CDT)

For further information contact:
Name: Dr. Cynthia Noel
Office: (956) 632-3240
eMail: cynthia.noel@mcallenisd.net

Approved for presentation to the Board of Education:



As announced in March, all State of Texas Assessments of Academic Readiness (STAAR®) administrations scheduled for April, May, and June 2020 are cancelled. Student Success Initiative (SSI) promotion/retention requirements found in the Texas Education Code (TEC), §28.0211 are waived for the 2019–2020 school year. However, Texas school districts and open-enrollment charter schools are still required to provide early notice to parents or guardians of students in grades 4 and 7 identified to be at risk of failure on the first administration of an assessment required for grade advancement in the next school year.

Under Texas Administrative Code (TAC) [§101.2009](#), the superintendent must establish the instruments and procedures to be used to determine which students are at-risk. Given that the STAAR administrations for April, May, and June 2020 are cancelled, the at-risk determination will need to be made through means that do not involve state testing results from the current year. The current rule requires this notice to be issued before the end of a school year. If a district or charter school is not able to or does not have sufficient information to make a determination about a student's risk of failure at this time, the school district or charter should request a waiver to delay the notice requirement from the Commissioner until the start of the 20-21 school year.

Follow the instructions below to complete a waiver request:

1. Please visit TEA's webpage on State Waivers to access general information about the waiver process: <https://tea.texas.gov/texas-schools/waivers/state-waivers>.
2. Please also review Waiver Process FAQ for information on how to access TEAL for the purposes of submitting a waiver request: <https://tea.texas.gov/sites/default/files/Waiver%20Process%20FAQ.pdf>.
3. Once in the TEAL waiver application, under the "Create New Waiver" tab, select the waiver type "**Other Waiver**" to create and submit a waiver request for the required early notice of students at risk of failure (COVID-19 disruptions).
4. Please complete the LEA contact information, including filling in the date the board approved the waiver request.
5. For the section titled "Waiver Description," please use this language: "Waiver of required early notice of students at risk of failure (COVID-19)."
6. For "General Questions #1," please use this language: "Waiver of required early notice of students at risk of failure (COVID-19 disruptions)."
7. For "General Questions #2," please enter N/A.
8. For "General Question #3," please use this language: "TEC 28.0211(d)(3) and TAC 101.2009(b)."
9. For "General Question #4," please enter N/A.
10. For "General Question #5," please enter N/A.
11. For "General Question #6," please enter N/A.
12. For "Requested Years," please select only "2019-2020."

13. For “LEA Attachments,” please include the board agenda from the meeting in which the waiver application request was approved.
14. Please submit your completed waiver. For a *District Editor*, at the end of the waiver application you will find a **Complete & Route** button. This will route the application to your Superintendent for review and approval. For a *District Superintendent*, at the end of the waiver application you will find a **Review and Submit** button. This will take you to a review and submit details page. If the application is complete and ready for submission, select the **Submit to TEA** button.

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: June 15, 2020

Paula Gonzalez
SUBMITTED BY: _____

J. Gonzalez
SUPERVISOR: _____

Approved for presentation to the Board of Education:

J. Gonzalez

62 _____
Superintendent of Schools Jun 4, 2020

Resolution of the Board of Trustees of the McAllen Independent

School District Regarding Board Policy FFAA(LOCAL), Physical Examinations

WHEREAS, the University Interscholastic League (UIL) *Constitution and Contest Rules* are the official rules that govern all UIL-sponsored activities;

WHEREAS, on May 18, 2020, the UIL published approved amendments to the UIL *Constitution and Contest Rules*, Sections 1105, 1205, and 1478, adjusting requirements related to preparticipation physical examinations for the 2020–21 school year for the purposes of supporting social distancing and assisting with the workload of the medical professionals on the frontlines of the COVID-19 pandemic;

WHEREAS, Texas Education Code 11.151 gives the Board of Trustees the exclusive power and duty to govern and oversee the management of the public schools of the District; and

WHEREAS, the Board finds that a need exists to temporarily adjust local policy provisions requiring annual preparticipation physical examinations for the purposes of aligning practices with the revised UIL *Constitution and Contest Rules*.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of McAllen Independent School District makes the following temporary adjustments to policy FFAA(LOCAL), Physical Examinations:

- For the 2020-21 school year only, the District suspends its locally established requirement in FFAA(LOCAL) for annual physical examinations, and replaces the guidelines with the following:
 - Any participant in athletics or marching band, in any grade level, who has not previously completed a preparticipation physical examination (PPE) in 2019-2020, and been cleared for participation, will be required to complete the UIL Medical History Form as noted in current rule, as well as a PPE prior to participation in any UIL practices, games, performances, or matches.
 - Any “yes” answer to any of questions 1-6 on the Medical History Form will require a student to receive further medical evaluation, which may include a physical exam, and receive written clearance from a physician, physician assistant, chiropractor, or nurse practitioner before any participation in UIL practices, games, performances, or matches. Only those students with “yes” answers to questions 1-6 are required to receive written clearance through further medical evaluation.

The authority granted by this resolution to adjust FFAA(LOCAL) shall only apply for the 2020–21 school year unless the Board takes further action.

Adopted this _____ (date) day of _____ (month), _____ (year), by the Board of Trustees.

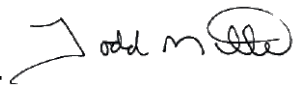
Presiding Officer

Secretary

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: June 15, 2020

SUBMITTED BY: _____

SUPERVISOR: 

Approved for presentation to the Board of Education:



64 _____
Superintendent of Schools

Jun 10, 2020

JOB TITLE: Assistant Director of Technology

JOB CODE: XXXX

REPORTS TO: Executive Director of Technology

PAY GRADE: AM-07

DEPARTMENT OR CAMPUS: Department of Technology

DATE: June 15, 2020

WAGE/HOUR STATUS: Exempt

FUNDING SOURCE: 199

PRIMARY PURPOSE:

The Assistant Director of Technology eliminates obstacles that prevent teachers, school leaders and departmental staff from focusing on instruction and the work that supports instruction every day. The Assistant Director of Technology accomplishes this by delivering high performing, fully integrated portfolio of enterprise applications that includes a reliable infrastructure for data management. In addition, the Assistant Director of Technology will assist the Executive Director of Technology with complex, time-sensitive, cross-functional projects and with crafting and executing the strategic vision for technology solution delivery. Specifically, the Assistant Director of Technology achieves excellence with emphasis in the following areas: technology solutions delivery, technology automation and integration, technology standardization, technology innovation and data governance.

QUALIFICATIONS:

Education/Certification:

Bachelor's Degree in Information Systems, Computer Science or related field, required
Master's Degree in Information Systems, Computer Science or related field, preferred

Special Knowledge/Skills:

Experience with operating systems and system implementation and maintenance required
Knowledge of configuring, deploying, and monitoring systems and databases required

Experience:

Three (3) years in information systems, technology or similar role, required
Two (2) years directly or indirectly managing others, required

MAJOR RESPONSIBILITIES AND DUTIES/ESSENTIAL FUNCTIONS:

1. Performs senior-level, highly advanced, supervisory work in projects, systems and data management.
2. Leverage existing, emerging, and innovative technologies to enhance, improve, and streamline business processes, by improving district processes, and by eliminating waste.
3. Drives critical, cross-functional technology projects and ensures high quality solution delivery.
4. Prioritize department projects to ensure high-quality outcomes, on-time delivery and budget goals.
5. Develop department protocols to ensure that systems and applications are reliable.
6. Ensure department platform interfaces and integrations are optimized, operable and reliable.
7. Drive department to provide superior application and service portfolio that exceeds the needs of the district.
8. Drive department strategies to ensure business continuity, emergency management and disaster recovery.

Job Description
Assistant Director of Technology

9. Set strategic direction for systems by designing and implementing an enterprise application portfolio for the district, protecting district data and delivering integrated application systems.
10. Oversee the upkeep, configuration, and reliable operation of applications used throughout the district.
11. Design a reliable database infrastructure and data governance strategy.
12. Design on-boarding and off-boarding processes to ensure staff has access to appropriate applications.
13. Oversee the system design, upgrade and replacement schedules.
14. Oversee the documentation and implementation of district systems and data standards and procedures.
15. Assist with hiring and developing department staff to perform with quality, promptness and accuracy.
16. Follow McAllen ISD customer service standards.
17. Perform other duties assigned by immediate supervisor (primary evaluator).

SUPERVISORY RESPONSIBILITIES:

System Analysts
Systems and Data Specialists

EQUIPMENT USED:

Computer, copier, printer, fax machine, multimedia equipment, computing devices, test equipment, electronic tool kit

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures and data; coordinate varied projects/programs; meet deadlines; ability to perform management assignments during non-scheduled working hours

Physical Demands/Environmental Factors:

Prolonged standing or sitting; repetitive hand movements, prolonged use of computer; prolonged and irregular hours; frequent district-wide travel and occasional out-of-district travel

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

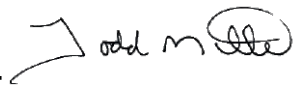
Approved by _____ Date _____

Reviewed by _____ Date _____

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: June 15, 2020

SUBMITTED BY: _____

SUPERVISOR: 

Approved for presentation to the Board of Education:



67 _____
Superintendent of Schools Jun 10, 2020

JOB TITLE: Student Operations Assistant Director

JOB CODE: XXXX

REPORTS TO: Director of Student Operations

PAY GRADE: AE-06

DEPARTMENT/CAMPUS: Department of Student Operations

DATE: June 15, 2020

WAGE/HOUR STATUS: Exempt

FUNDING SOURCE: 199

PRIMARY PURPOSE:

The Student Operations Assistant Director eliminates obstacles that prevent teachers and school leaders from focusing on instruction by providing actionable student data that advances student achievement and student graduation, by simplifying student schedules and grades interfaces at all points of data entry and by perfecting the student schedules and grades processing systems to achieve the highest-level of student data integrity. The Student Operations Assistant Director achieves excellence at every school with emphasis in the following areas: graduation requirements, grading guidelines, ranking guidelines, course catalogs, student rosters, master schedules, student grades, student report cards, progress reports and transcripts. In addition, the Student Operations Assistant Director drives data and process quality by continuously partnering with campus and department leaders that help execute student operations processes.

QUALIFICATIONS:

Education/Certification:

Bachelor's Degree in Education, Business, Computer Science, or related field, required

Master's Degree in Education, Business, Computer Science, or related field, required

Texas Principal's Certificate or Administrator or Mid-Management Administrator Certificate, required

Knowledge and Skills:

Knowledge of K-12 student schedules setup and grades processing, required

Familiarity with student information systems, required

Experience:

Three (3) years in education, business, information systems or similar role, required

Three (3) years directly managing others in a supervisory role, required

MAJOR RESPONSIBILITIES AND DUTIES/ESSENTIAL FUNCTIONS:

1. Lead senior-level process and systems work for Schedules and Grades in the areas of grading guidelines, ranking guidelines, course catalogs, student rosters, master schedules, student grades, student report cards, progress reports and transcripts.
2. Lead senior-level process and systems work for Student Operations in the areas of graduation requirements, end of year student processes, and beginning of year student processes.
3. Assist with hiring and development of department staff to ensure high quality and timely work is produced every day.
4. Assist the Director with setting strategic direction that aligns with district goals and establishing action plans for the team.
5. Design and develop department processes that improve efficiencies, reduce error and improve quality.
6. Establish standards and measurement tools to track progress towards meeting department goals.
7. Develop processes and partner with district and school leaders to execute timely and accurate course catalogs, master schedules, student schedules and student rosters.
8. Develop processes, systems and timelines to ensure accurate reporting of student grades in various forms including but not limited to progress reports, report cards, transcripts, student rankings and parent portals.

Job Description
Assistant Director, Student Operations

9. Develop strategies and operating mechanisms while partnering with district and school leaders to improve the collection, storing and disbursement of student records.
10. Develop and execute effective professional development for district departments and school leaders in the area of schedules and grades, graduation requirements and other student operations topics as needed including training documents and videos to assist campus staff with data entry for grades and schedules.
11. Design learning and vet strategies with PEIMS district leaders to effectively inform campus staff on how grades, course, and scheduling data affect PEIMS submissions.
12. Stay informed of changes in local, state and federal statutory, regulatory (TEA) and administrative policies regarding student operations areas, communicate changes to district staff and make necessary changes in processes to meet requirements.
13. Retain staff through proper hiring, supportive onboarding, effective professional development and a positive work environment
14. Follow McAllen ISD customer service standards.
15. Perform other duties assigned by the immediate supervisor (primary evaluator).

SUPERVISORY RESPONSIBILITIES:

Student Schedules and Grades Specialist
Student Operations Analyst

EQUIPMENT USED:

Computer, copier, printer, fax machine, multimedia equipment

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures and data; coordinate varied projects/programs; meet deadlines; ability to perform management assignments during non-scheduled working hours

Physical Demands/Environmental Factors:

Prolonged standing or sitting; repetitive hand movements, prolonged use of computer; prolonged and irregular hours; frequent district-wide travel and occasional out-of-district travel


The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

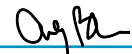
Approved by _____ Date _____

Reviewed by _____ Date _____

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: June 15, 2020

SUBMITTED BY: 

SUPERVISOR: 
Arely Benavides (Jun 11, 2020 15:31 CDT)

Approved for presentation to the Board of Education:




70 _____
Superintendent of Schools

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: June 15, 2020

SUBMITTED BY: 

SUPERVISOR: 
Arely Benavides (Jun 4, 2020 12:12 CDT)

Approved for presentation to the Board of Education:




71 Superintendent of Schools

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: June 15, 2020

SUBMITTED BY: 

SUPERVISOR: 
Arely Benavides (Jun 4, 2020 12:13 CDT)

Approved for presentation to the Board of Education:




72
Superintendent of Schools

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: June 15, 2020

SUBMITTED BY: 

SUPERVISOR: 
Arely Benavides (Jun 4, 2020 12:11 CDT)

Approved for presentation to the Board of Education:



73 Superintendent of Schools

For guidance and FAQs on grading, please see the **Guidance on Grading** document located under [Assessment](#).

For guidance on individual graduation committees, please see the **Guidance on Individual Graduation Committees** document located under [Assessment](#).

For guidance on EOC completion for graduating seniors, please see the **Assessment Guidance** document located under [Assessment](#).

Guidance for 2020 Seniors FAQs: Section Topics

Click on the section topics below to go directly to that section of the FAQ

- [Award of Diploma](#)
- [Graduation Requirements](#)
- [Class Rank and GPA](#)
- [Award of Credit](#)
- [Graduation Ceremonies](#)

Award of Diploma

1. What are the requirements for certifying a student is eligible to graduate? Posted April 21, 2020

To receive a high school diploma, a student must complete the following:

- Course requirements of the Foundation High School Program specified in §74.12 of this title (relating to Foundation High School Program)
- Assessment requirements for graduation as specified in Chapter 101 of this title (relating to Assessment); and
- Demonstrated proficiency, as determined by the district in which the student is enrolled, in delivering clear verbal messages; choosing effective nonverbal behaviors; listening for desired results; applying valid critical-thinking and problem-solving processes; and identifying, analyzing, developing, and evaluating communication skills needed for professional and social success in interpersonal situations, group interactions, and personal and professional presentations

Once a student has met all the above requirements, the student is eligible for a high school diploma. Please note that a student may satisfy assessment graduation requirements through an individual graduation committee review. **Guidance on Individual Graduation Committees** can be located on TEA's Coronavirus webpage under [Assessment](#).

2. Is there a deadline by which a district should certify a student's eligibility for graduation? Posted April 21, 2020

There is not a specific deadline by which a district should certify eligibility for graduation. It is possible for a student to satisfy all graduation requirements before the end of a school year. Once a student has satisfied all of the graduation requirements, a district may issue the student a diploma.

3. Can a district award a diploma to a student before the end of the school year if the student has an enlistment contract and requests to graduate early in order to enter the military early? Posted April 21, 2020

As soon as a student has met all graduation requirements including course credit and assessment requirements, the student is eligible to receive a diploma. Districts may wish to prioritize getting students who have enlistment contracts and wish to enter the military early to completion.

4. When ordering diplomas for the 2020 graduating class, can we use a "month year" or just "year" format due to COVID-19? Posted April 30, 2020

A student's academic achievement record (AAR) or transcript should indicate the date the student completed all graduation requirements using the standard PEIMS numerical date format of MM/YYYY. A district has the authority to determine the date format to use on high school diplomas.

New
5/19/2020

5. There are Seniors who were using the Interstate Compact on Educational Opportunity for Military Connected Students, TEC, Chapter 162 to graduate from the sending school (out of state) because they did not meet graduation requirements here in Texas. What happens to those seniors whose sending school (out of state) is closed for the remainder of the year? Will they still be able to graduate (Lever Code 90)?

Seniors who were planning to graduate under the provision of the Interstate Compact on Educational Opportunity for Military Connected Students (Military Compact) in [TEC Chapter 162, Article VII.C](#), which permits eligible military students transferring at the beginning of or during their senior year to graduate under the requirements of the sending school district/state may still graduate under the compact provision. In such circumstances, the receiving school should continue to work with the sending school to ensure the graduation requirements are clearly communicated to the student and reported back to the sending school. Receiving school districts that have questions regarding this provision or have difficulty contacting school officials in the receiving state due to school closures should contact the Texas military compact commissioner designee at curriculum@tea.texas.gov.

New
5/19/2020

6. How should districts document on the Academic Achievement Record seniors who are graduating by IGC and who were unable to retest in 2020 due to the cancellation of STAAR?

Please refer to the *IGC Guidance FAQ* on TEA's [COVID-19 Support: Academics](#) web page.

New
5/19/2020

7. If a senior who took an EOC tested course in a previous year but never took the EOC because the student was absent, and the student was scheduled to take the EOC this year, will that student be required to have an IGC to graduate?

Please refer to the *IGC Guidance FAQ* on TEA's [COVID-19 Support: Academics](#) web page.

New
5/19/2020

8. Would a student who is a senior and enrolled after the campus closed due to COVID-19 still be able to graduate?

Regardless of the time of year or the circumstances under which a student enrolls with a district, if the student has met all the graduation requirements, the student is eligible to graduate.

New
5/19/2020

9. What is TEA's guidance on how to get unofficial transcripts to students who need them for upcoming programs (EPP, Community colleges, etc)?

Districts should use the most reasonable and efficient process available to get unofficial transcripts to students. This might be done by sending an unalterable copy electronically or by sending a paper copy by mail.

Graduation Requirements

1. What do we do if a graduating senior was scheduled to meet the requirement that students receive hands-on CPR instruction this spring? Posted April 21, 2020

School districts and open-enrollment charter schools are required to provide instruction to students in grades 7 through 12 in cardiopulmonary resuscitation (CPR). If seniors have not completed this requirement, a school district should request a waiver of the requirement from the Commissioner. Steps for submitting a waiver request to the Commissioner can be found on **the Instructions for Submitting a CPR Waiver** document located on the TEA Coronavirus webpage under [Waivers & Funding](#).

2. What do we do if a graduating senior was scheduled to meet the requirement that students receive instruction in proper interaction with law enforcement this spring? Posted March 30, 2020

This requirement applies to students who entered grade 9 in the 2018-2019 school year or later. Consequently, the requirement would only apply to a student who was in grade 9 last year and is graduating early. A student may access and watch the flashing lights video at <https://www.texasgateway.org/resource/flashing-lights-senate-bill-30> in order to meet this requirement.

3. What do we do if a graduating senior was scheduled to meet the requirement that students demonstrate proficiency in speech skills this spring? Posted March 30, 2020

A student must demonstrate proficiency, as determined by the district, in the following:

- Delivering clear verbal messages

- Choosing effective nonverbal behaviors
- Listening for desired results
- Applying valid critical-thinking and problem-solving processes
- Identifying, analyzing, developing, and evaluating communication skills needed for professional and social success in interpersonal situations, group interactions, and personal and professional presentations

A district has the authority to determine when and how a student demonstrates proficiency in these skills. It may be possible to confirm that some or all skills were addressed in the past. If not, a district would need to identify a way for the student to demonstrate proficiency in the skills in order to meet the graduation requirement.

4. Are districts still required to collect parent signatures to opt out of endorsements? [Posted April 21, 2020](#)

Yes. Parents must still provide written permission allowing the student to graduate under the Foundation High School Program without earning an endorsement. A parent may provide written permission using one of the following methods:

- Download the electronic form ([ENGLISH](#)) ([SPANISH](#)), complete the form and add an electronic signature, and return the form to the district via email.
- Write the statement below, sign the statement, take a picture of the statement, and return the photo to the district by email.
- Write the statement below, sign the statement, and return the statement to the district by mail.

ENGLISH: “I have received written notice regarding the benefits to my child of graduating from high school with one or more endorsements and I grant permission for my child to graduate under the Foundation High School Program without earning an endorsement.”

SPANISH: “He recibido una notificación por escrito con respecto a los beneficios para mi hijo(a) de graduarse de la escuela secundaria con un plan o más de especialidades y otorgo permiso para que mi hijo(a) se gradúe bajo el Programa Básico/Fundamental sin una especialidad.”

5. What do we do if a graduating senior has started, but not completed requirements to earn a performance acknowledgment? [Posted April 21, 2020](#)

Students are permitted, but not required to earn performance acknowledgments.

Dual credit

A student may earn a performance acknowledgment by earning an associate degree while in high school or by earning 12 hours of college academic courses, including dual credit, with a grade of 3.0 or higher on a 4.0 scale.

If a determination cannot be made regarding successful completion of the requirements for a performance acknowledgment at the time of graduation, a school district may award the performance acknowledgment for college coursework after graduation once information from the college or university is available and should note the accomplishment on the student’s academic achievement record (transcript) when the determination is made.

Bilingualism and Biliteracy

A student may earn a performance acknowledgment by demonstrating proficiency in two or more languages if they meet the following criteria.

- Students must complete all English language arts requirements and maintain a minimum grade point average (GPA) of the equivalent of 80 on a scale of 100 and satisfy **one** of the following:
 - Complete a minimum of three credits in the same language in a language other than English with a minimum GPA of the equivalent of 80 on a scale of 100.
 - Demonstrate proficiency in the TEKS for Level IV or higher in a language other than English with a minimum GPA of the equivalent of 80 on a scale of 100.
 - Complete at least three credits in foundation subject area courses in a language other than English with a minimum GPA of 80 on a scale of 100.
 - Demonstrate proficiency in one or more language other than English by scoring a 3 or higher on an AP exam or a 4 or higher on an IB exam for a language other than English or performance on a national assessment of language proficiency in a language other than English of at least Intermediate High or its equivalent.
- An English Learner must participate in and meet the exit criteria for a bilingual or ESL program **and** score at the Advanced High level on TELPAS.

If all four domains of the 2019-2020 TELPAS cannot be completed, the LEA may wish to administer the LAS Links Assessment to English Learners with the potential for reclassification. See English Learner Guidance on TEA's [COVID-19 Support and Guidance](#) webpage for more details.

If a determination cannot be made regarding successful completion of the requirements for a performance acknowledgment at the time of graduation, a school district may award the performance acknowledgement after graduation once the information becomes available. Districts must note the accomplishment on the student's academic achievement record (transcript) when the determination is made.

AP and IB

A student may earn a performance acknowledgment by earning

- a score of 3 or above on a College Board advanced placement examination; or
- a score of 4 or above on an International Baccalaureate examination for a higher-level course.

The College Board May 2020 AP examinations will be modified and administered online. The College Board has provided free remote learning resources to help students prepare for an AP exam with live and on-demand AP courses and review sessions. A student who took an AP examination and scored 3 or above in a prior school year has met the requirement and should be awarded the performance acknowledgment.

May 2020 IB examinations will not be administered. A student who took an IB examination and scored 4 or above in a prior school year has met the requirement and should be awarded the performance acknowledgment.

If a student is not able to successfully complete an examination prior to graduation, a school district may award the performance acknowledgment at the time a student earns a qualifying score and should note the accomplishment on the student's academic achievement record (transcript) when the determination is made.

The most up-to-date information on AP and IB testing may be found on [TEA's COVID-19 Support and Guidance webpage](#).

SAT and ACT

A student may earn a performance acknowledgement by

- achieving the ACT® readiness benchmark score on at least three of the five subject tests on the ACT Aspire™ examination;
- earning a total score of at least 1310 on the SAT®; or
- earning a composite score on the ACT® examination of 28 (excluding the writing subscore).

The College Board cancelled the May and June 2020 SAT administrations and plans to provide weekend SAT administrations every month through the end of the calendar year, beginning in August. This includes a new administration in September and the previously scheduled tests on August 29, October 3, November 7, and December 5. In the event that schools do not reopen in the fall, the College Board will offer an at-home, remote delivery of the SAT. The College Board will continue to assess its status and determine which administrations will be held.

ACT will offer a flexible schedule for summer 2020 test dates and test-at-home options for fall/winter 2020. Students scheduled for summer 2020 may make free test date changes from the June to the July national test date. ACT is providing [free digital learning](#) and workforce resources to assist students, teacher, schools, and workers impacted by COVID-19. Additional details are available on the [ACT website](#).

If a student is not able to successfully complete an examination prior to graduation, a school district may award the performance acknowledgement at the time a student earns a qualifying score and should note the accomplishment on the student's academic achievement record (transcript) when the determination is made.

The most up-to-date information on SAT/ACT may be found on [TEA's COVID-19 Support and Guidance webpage](#).

Business or Industry Certification

Performance acknowledgements for business or industry certifications are awarded at the discretion of the district. If a student has the ability to test online or complete the assessment virtually, districts should award this acknowledgement once the student meets the established criteria. Districts should work with their vendors or certifying entities to determine options and feasibility. Information related to industry-based certifications for public school accountability can be found on [TEA's coronavirus webpage](#).

If a determination cannot be made regarding successful completion of the requirements for a performance acknowledgement at the time of graduation, a school district may award the performance acknowledgment after graduation once information from the college or university is available and should note the accomplishment on the student's academic achievement record (transcript) when the determination is made.

6. What should districts do regarding the off-campus physical activity substitution for the physical education graduation requirement? [Posted April 30, 2020](#)

Districts and open-enrollment charter schools may award a student credit toward the physical education graduation requirement for participation in a TEA-approved private or commercially sponsored physical activity programs conducted on or off-campus if the program provides documentation that the student completed the program remotely during the period of remote instruction. Alternatively, a district or charter school may award credit for physical education if they can determine that, through participation in the private or commercially sponsored physical activity program, the student demonstrated proficiency in all of the

for one of the high school physical education courses (Foundations of Personal Fitness, Adventure/Outdoor Education, Aerobic Activities, Individual Sports, or Team Sports).

New
5/19/2020

7. Can the IGC waive local graduation requirements or does that need to be a resolution/decision by the school board?

Please refer to the *IGC Guidance FAQ* on TEA's [COVID-19 Support: Academics](#) web page.

New
5/19/2020

8. How should districts collect signatures for changes in the high school personal graduation plan. This requirement is outlined in [TEC §28.02121\(c\)](#), which states “Before the conclusion of the school year, the student and the student’s parent or guardian must confirm and sign a personal graduation plan for the student.”

For the required confirmation and signature of an initial personal graduation plan (TEC, §28.02121(c)), state law does not designate a specific format of the signature. Consequently, a district may opt to obtain an electronic signature or an emailed photograph of the signed notice in lieu of an original signed document.

Additionally, a student may amend the student's personal graduation plan after the initial confirmation of the plan under. If a student amends the student's personal graduation plan, the school must send written notice to the student's parents regarding the change (TEC, §28.02121(f)), but a signature is not required.

New
5/19/2020

9. Do school districts get penalized in any way if students do not graduate with an endorsement?

The number of students who do not graduate with an endorsement will not affect accountability ratings. For designation distributions, this is an indicator considered for post-secondary, this a bonus, not a penalty. Additionally, the commissioner may authorize special accreditation investigations to be conducted when a disproportionate number of students of a particular demographic group is graduating with a particular endorsement or when an excessive number of students is graduating with a particular endorsement.

Class Rank and GPA

1. How should districts calculate GPAs for graduating seniors for this year? [Posted March 25, 2020](#)

Calculation of GPA is a local district decision and is not required. If a district chooses to modify the policy for calculation of GPA, care should be taken to ensure equity in the application of the policy for all impacted students.

2. How should districts handle class rank for graduating seniors for this year? [Posted March 25, 2020](#)

Class rank is a local district decision. Please note that while calculation of GPA and class ranking are not required, districts and open-enrollment charter schools must identify junior and senior students in the top 10% of their class for the purposes of eligibility for automatic college admission to a Texas institution of higher education.

Districts may choose to calculate GPA and class rank for the first four six weeks of the school year only. However, any method for calculation of GPA and class rank should be applied to all impacted students equitably.

3. Should districts identify the highest-ranking graduate so they may provide a certificate and notice for the college tuition waiver as in previous years? [Posted April 21, 2020](#)

Class rank is a local decision. Texas Education Code (TEC), §54.301 provides an opportunity for each public, charter, and accredited non-public high school in Texas to identify a student to award a “Highest Ranking Graduate” (HRG) certificate and tuition waiver document. These documents may be presented to the highest-ranking graduate in the senior class. Under no circumstances may a student ranked lower than the “highest” be award this honor. The HRG may present the tuition waiver document to the Texas public college or university upon admission. The HRG tuition waiver document authorizes the president of any state-supported college or university to provide a waiver for tuition in accordance with TEC, §54.301.

Visit [the HRG "frequently asked questions" web page](#) for additional information regarding the program. Each high school may award only one student.

TEA will send the superintendent and principal separate correspondence detailing the process for completing the certificate and tuition waiver document. Additional questions may be sent to hrg@tea.texas.gov.

4. Are there considerations we need to be aware of regarding students who are trying to meet NCAA eligibility requirements? [Posted April 30, 2020](#)

Please review the recently released NCAA Eligibility Center COVID-19 Response FAQs for information regarding the initial-eligibility certification process.

Award of Credit

1. What options does a district have for awarding credits/graduation? [Posted March 25, 2020](#)

Credit for courses for high school graduation should be awarded based on a student's demonstrated proficiency in the essential knowledge and skills for the course. If a district is closed for the remainder of the year, plans should be made to provide students with remote opportunities to receive instruction and demonstrate proficiency in the remaining content for a course so that students may be awarded credit for courses. If a student is unable to demonstrate proficiency in remaining content, districts have the authority to award proportionate credit if a student has successfully completed half of the course.

Credit by examination (CBE) is an option available to districts to determine demonstrated proficiency, should this option be useful in confirming proficiency in order to award credit. Texas Tech University (TTU) will be offering online proctored CBEs for a fee. For assistance with those seniors who need to earn credit and who do not have access to the internet to take a CBE online, please contact TTU directly at ttuk12@ttu.edu or 1-800-692-6877. Visit <http://www.depts.ttu.edu/k12/programs/testing/cbe/> for more information. The University of Texas at Austin High School expects to begin offering online proctoring for CBEs for a fee in May. Visit https://highschool.utexas.edu/credit_by_exam for more information.

2. Is there direction on course credit for graduation, meaning would first semester work constitute meeting credit requirement? [Posted March 25, 2020](#)

Districts have the option of awarding proportional credit to students who have successfully completed half of a course. Successful completion of half of a course would not constitute demonstrated proficiency for the entire course. Students may earn credit for the second semester by taking a CBE.

3. Our district was in the process of allowing a graduating senior to make up credit that was not originally awarded due to lack of attendance. What should we do now? Are we allowed to continue that process? [Posted March 25, 2020](#)

Yes. Districts should continue with processes to allow students to make up credit that was not awarded because the student was not in attendance for at least 90 percent of the days the class was offered in a prior school year or academic period (e.g. last semester). Processes should provide opportunities for students to meet the instructional requirements of the class by demonstrating proficiency in the essential knowledge and skills for the class. Please be aware that the waiver of the 90% attendance requirement of Texas Education Code, Section 25.092, now in effect only applies to students who lack the required days of attendance for a course taken in the current academic period (e.g. spring semester) of the 2019-2020 school year. The waiver does not affect students who lack credit for days missed for a course taken in a previous academic period (e.g. semester) or school year.

4. Do we need to have a waiver of some kind to waive course credit requirements for graduation and completion for HS students? [Posted April 30, 2020](#)

High school course credit requirements cannot be waived. Credit for courses for high school graduation should be awarded based on a student's demonstrated proficiency in the essential knowledge and skills for the course. If a district is closed for the remainder of the year, plans should be made to provide students with remote opportunities to receive instruction and demonstrate proficiency in the remaining content for a course so that students may be awarded credit for courses and graduate.

Graduation Ceremonies

1. How do we obtain approval to conduct a completely virtual graduation ceremony? [Updated May 5, 2020](#)

Graduation ceremonies that will be completely virtual are approved and may proceed in accordance with local plans.

A student may participate in a virtual graduation ceremony upon certification that the student has satisfied all graduation requirements. No action is required on the part of school districts to obtain approval for a virtual ceremony.

Ideas from Texas school districts for virtual ceremonies include the following:

- Real-time or pre-recorded interactive webinar events in which individuals are recognized while students, faculty, and friends join on their computers using audio and webcam to be part of the ceremony
- District- or campus-developed virtual ceremonies that include pre-recorded speeches from commencement speakers, students, and faculty members

- Vendor-produced ceremonies featuring premade content and templates, the ability to customize content, a choice of live or prerecorded speeches and award presentations, and an all-in-one platform to create a graduation ceremony
- To increase live interaction, webinar graduation ceremonies that incorporate social media elements (similar to a Twitter feed) to allow students to post pictures, short videos, and messages during the ceremony
- Live webinars that feature avatars in a gaming environment (sometimes referred to as a “Second Life” commencement ceremony approach) or in a virtual environment resembling a ceremony hall
- Virtual ceremonies that can be accessed via livestream or television broadcast

2. Are we able to compile a video of students filmed individually or in small groups to create a virtual graduation ceremony? [Posted May 5, 2020](#)

A hybrid ceremony (compilation video of students filmed individually or in small groups) that complies with relevant executive orders and guidelines is approved and may proceed **effective May 5** in accordance with local plans. See [Executive Order GA-23](#) for specifics requirements. Please note, though, that determining whether specific arrangements made in a hybrid ceremony are permissible under Governor Abbott’s current COVID-19 disaster orders, as well as any local orders not in conflict with Governor Abbott’s orders, a school system is advised to first consult with its legal counsel regarding such planned activities. Assuming its legal counsel considers the planned activities for a hybrid ceremony permissible, the school system could then seek written approval from applicable local jurisdictions tasked with enforcement of COVID-19-related gubernatorial or local orders to engage in the planned hybrid graduation ceremony.

Ideas from Texas school districts for hybrid ceremonies include the following:

- Students brought into school, another indoor venue, or an outdoor venue individually or in small groups, with or without family members, to be filmed and to have photos taken in caps and gowns walking across the stage to receive their diplomas
- Inclusion of pre-recorded speeches from commencement speakers, students, and faculty members uploaded into a clickable graduation program
- Individual student videos uploaded and linked to each student’s name in a clickable graduation program
- Availability of a compiled video of the ceremony to be viewed in its entirety online or on a district station on a designated day and time or in portions at an individual’s leisure

3. Are we able to conduct a graduation ceremony during which graduates and their families participate from their vehicles? [Posted May 5, 2020](#)

A vehicle ceremony that complies with relevant executive orders and guidelines is approved and may proceed **effective May 15** in accordance with local plans. See [Executive Order GA-23](#) for specifics requirements. Please note, though, that determining whether specific arrangements made in a hybrid ceremony are permissible under Governor Abbott’s current COVID-19 disaster orders, as well as any local orders not in conflict with Governor Abbott’s orders, a school system is advised to first consult with its legal counsel regarding such planned activities. Assuming its legal counsel considers the planned activities for a vehicle ceremony permissible, the school system could then seek written approval from applicable local jurisdictions tasked with enforcement of COVID-19-related gubernatorial or local orders to engage in the planned vehicle graduation ceremony.

Ideas from Texas school districts for vehicle ceremonies include the following:

- Participants arrive at a designated venue (one vehicle with the graduate and family members from the same household) and remain in their vehicles. When called
 - the family drives to a stage, the graduate exits the vehicle, and walks across the stage to receive a diploma from an administrator or dignitary wearing gloves (or picks the diploma up from a table or
 - the family drives to a designated location where an administrator or dignitary wearing gloves hands the graduate the diploma through an open window
- Participants arrive at a designated venue (one vehicle with the graduate and family members from the same household) and remain in their vehicles to view previously recorded speeches shown on a screen with audio provided through loud speakers or broadcast on a local radio station followed by each graduate's name being called

4. Are we able to conduct in-person, outdoor ceremonies? Revised May 6, 2020

An outdoor ceremony may take place in any county **on or after May 29**.

Be advised, the executive order guidance is subject to change as underlying public health conditions change.

Additionally, between **May 15 and May 28, 2020**, an outdoor ceremony will be permitted in a rural county that has an attestation as described in the *"Texans Helping Texans: The Governor's Report to Open Texas"* (April 27, 2020) that remains in effect 7 days prior to the ceremony.

See [Executive Order GA-23](#) for specifics requirements.

Ideas from Texas school districts for outdoor ceremonies that comply with executive orders and guidelines include the following:

- Identification of the largest outdoor venue in the area to allow for maximum spacing among participants
- Seating of graduates of sufficient distance from one another on the football field with limited guests in the bleachers or not guests at all
- Availability of a livestream or televised broadcast of ceremony to limit participant attendance and for those unable to attend.
- Providing non-medical grade face masks printed with the school name or logo to graduates
- Assigning seating and having graduates escort their families to the assigned location
- Spacing ceremonies apart by several hours to allow time for cleaning and sanitizing
- Predesignating/assigning parking so that arrivals and departures are carefully coordinated
- Staggering of release of students and guests to limit congregating after the ceremony

5. Are we able to conduct in-person, indoor ceremonies? Revised May 5, 2020

No. In-person indoor ceremonies are not yet permitted under current executive orders related to public health.

6. How can a school district or charter school (school system) determine if any of its planned activities that do not constitute support for remote instruction or food assistance program services are permissible under Governor Abbott’s current COVID-19 disaster orders, as well as any local orders not in conflict with Governor Abbott’s orders? [Posted April 23, 2020](#)

A school system is advised to first consult with its legal counsel regarding such planned activities. Assuming its legal counsel considers the planned activities permissible, the school system could then seek written approval from applicable local jurisdictions tasked with enforcement of COVID-19-related gubernatorial or local orders to engage in the planned activities.

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: June 15, 2020

SUBJECT: Approval of Board of Education Meeting Minutes

REFERENCE: N/A

BACKGROUND INFORMATION/REASON FOR BOARD CONSIDERATION:

The minutes for each meeting of the Board of Education are traditionally brought to the Board for approval. After approval, the minutes become the Official Record of Board Action.

ADMINISTRATIVE CONSIDERATIONS/FACTS AND ANALYSIS:

The Administration asks that the Board of Education consider approval of the attached minutes.

LEGAL REVIEW: None

BUDGETARY CONSIDERATIONS: None

RECOMMENDED BOARD ACTION:

That the Board approve the minutes of the following meeting(s):

Special Board Meeting - May 20, 2020 - 5:30 P.M.

Regular Board Meeting - May 26, 2020 5:00 P.M.

Board Workshop - May 27 2020 5:30 P.M.

Board Workshop - June 4, 2020 5:30 P.M.

Natalia Goza

SUBMITTED BY: Natalia Goza (Jun 10, 2020 15:44 CDT)

SUPERVISOR: _____

For further information contact:

Name: Natalia Goza

Office: 956-618-6094

eMail: natalie.goza@mcallenisd.net

Approved for presentation to the Board of Education:

J. X. Douglas

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Superintendent of Schools