

# Agenda of Regular Meeting

## The Board of Trustees Splendora ISD

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A Regular meeting of the Board of Trustees of Splendora ISD will be held June 27, 2022, beginning at 6:45 PM in the Administration Building Boardroom, 23419 FM 2090, Splendora, Texas 77372.

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

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

1. Strategic Direction - Why We Exist 4
2. ROLL CALL
3. GOOD THINGS
4. DISTRICT RECOGNITION
  - A. Exceptional Leader II Candidates
5. AUDIENCE
6. CLOSED SESSION ITEMS
  - A. Personnel - Section 551.074
    1. RESIGNATION(S)
  - B. Security - Section 551.076
7. POSSIBLE ACTION ARISING FROM CLOSED SESSION
  - A. Consider the Acceptance of the resignation of Board member Adam Dietrich, Position 1 5
  - B. Discuss and Consider Appointment to Fill Vacant Board Trustee Position 1 6
  - C. Discuss and Consider the Rescission of May 2, 2022 Action to Approve Employee Cost of Living Adjustment 7
  - D. Discussion and Possible Action to approve the Revised 22-23 COLA 8
  - E. Consider Approval of the 2022-2023 Budget 11
  - F. Consider Approval of the 2022-2023 Emergency Operations Plan 15
  - G. Consider Approval of Hire of Director of Multilingual Services 216
  - H. Consider Approval of Hire of Assistant Principal of Timber Lakes Elementary 217
  - I. Consider Approval of Hire of Assistant Principal for Peach Creek Elementary 218

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J. Consider Renewal of Property/Casualty Insurance with Texas Political Subdivisions	377
12. ACTION ITEMS	
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B. Discussion and Possible Action to Approve the 2022-2023 District Goals	387
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14. ADJOURN	

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*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 \_\_\_\_\_, at  
\_\_\_\_\_

\_\_\_\_\_  
For the Board of Trustees



## STRATEGIC DIRECTION - *why we exist*

**VISION** Right People. Right Things. Right Way. Right Resources. Right Relationships

**MISSION** Cultivating Exceptional People

<b>BELIEFS</b> - <i>why we act</i>	<b>PRINCIPLES</b>
<u>Student-Focused</u> : We believe the greatest outcomes result when students come first.	<ul style="list-style-type: none"> <li>• Be accountable.</li> <li>• Live with integrity.</li> <li>• Focus on student needs.</li> </ul>
<u>Relationships</u> : We believe positive and supportive relationships create the conditions for students to be advocates in their education.	<ul style="list-style-type: none"> <li>• Value each other.</li> </ul>
<u>Culture</u> : We believe a healthy, collaborative culture fosters exploration and innovation in a supportive environment.	<ul style="list-style-type: none"> <li>• Ensure a safe physical, emotional, + social environment.</li> </ul>
<u>Servant Leaders</u> : We believe servant leaders and critical thinkers strengthen our community and democracy.	<ul style="list-style-type: none"> <li>• Develop servant leaders.</li> </ul>
<u>Learning</u> : We believe all students deserve high-quality, engaging learning experiences that honor the potential in each student.	<ul style="list-style-type: none"> <li>• Create a dynamic learning environment.</li> </ul>

## LEARNER PROFILE

The Splendor ISD Learner Profile provides an educational setting where every student is empowered to be: Self Motivated, Confident, An Adaptable Learner, A Critical Thinker, A Productive Citizen

## STRATEGIC GOALS

Goal 1: Establish a shared commitment to district beliefs, the need for continuous innovation, and a focus on the future.

Goal 2: Ensure the focus of school district activity is on improving the quality of learning experiences for all.

Goal 3: Enhance the capacity to increase student engagement through digital learning.

Goal 4: Enact a communication strategy that results in a common language and a shared commitment to student success.

Goal 5: Establish a culture that promotes social, emotional and physical well-being for all.



**Splendoria ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: June 27, 2022**

**Submitted Date: June 16, 2022**

**Agenda Business Items:**

- Consent Agenda Item
- New Action

**Information Only Items:**

- Presentation
- Recognition
- Information

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**Name of Person Responsible: Suzanne Soto**

**Department or Campus: School Board of Trustees President**

**Topic: Consider the Acceptance of the resignation of Board member Adam Dietrich, Position 1**

**Background Information:**

**Attachments: Resignation Letter**

**Superintendent's Resolutions: Recommended**



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**Name of Person Responsible: Suzanne Soto**

**Department or Campus: School Board of Trustees President**

**Topic: Discuss and Consider Appointment to Fill Vacant Board Trustee Position 1**

**Background Information:**

**Attachments: n/a**

**Superintendent's Resolutions: Recommended**



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Consent Agenda Item  
(Board has acted on items such as this previously)

X New Action  
(Board has not seen information previously and allows for more time to discuss)

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**Name of Person Responsible:** Kevin Lynch

**Department or Campus:** Chief Financial Officer

**Topic:** Motion to Rescind the Previous Action.

**Background Information:** After passage of the motion, “A motion was made by Jason Sessum, seconded by Allen Wells, to approve the higher of either a \$2,000 or 3% cost of living adjustment for all employees excluding the Superintendent, regardless of the number of days worked.”,

In the board workshop dated May 2, 2022, it was discovered that severe inequities specific to our bus drivers and bus aides would occur in the administration of the plan. After review and guidance from TASB HR and our legal counsel, it is recommended that we rescind the original action and pass new action to more accurately address the intent of the original action in a way that would be more equitable to all staff. Further explanation of that plan will be provided under the Background Information for the new action item.

**Attachments:** N/A

**Superintendent's Resolutions:** Recommended



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**Name of Person Responsible:** Kevin Lynch

**Department or Campus:** Chief Financial Officer

**Topic:** Discussion and Possible Action to approve the Revised 22-23 COLA

**Background Information:** Our bus drivers and bus aides run various route lengths daily ranging from 4.75 hours to 8 hours shift. To implement a blanket \$2000 COLA resulted in severe inequities of pay for those mostly in that department. After long hours of discussion between district staff, TASB HR, and our district legal counsel; we are recommending the attached motion language in order to administer the 22-23 COLA in a more equitable manner for all employees. The new language for the

transportation staff is based on the average route length of 5.7666 hours, average pay of \$17.91 an hour for 172 days.

**Attachments:** New Motion Language

**Superintendent's Resolutions:** Recommended

I move that SISD increase salaries of all eligible employees in the following manner,

1. Full time (Full Time=Minimum 37.5 hours/weekly) employees by \$2000 or 3%, whichever is greater, (Excluding Bus Drivers and Bus Aides)

2. Part time (Part time=Minimum 20 hours/weekly) employees by \$1000 or 3%, whichever is greater, (Excluding Bus Drivers and Bus Aides)

3. Bus Drivers and Bus Aides by \$2.00 per hour. (\$2000 increase based on the Average route length and hourly wage)



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**Name of Person Responsible:** Kevin Lynch

**Department or Campus:** Chief Financial Officer

**Topic:** Approval of the 2022-23 SISD Operating Budget

**Background Information:** The Administration recommends the approval of the 22-23 budget as presented.

**Attachments:** 2022-2023 Proposed Budget

**Superintendent's Resolutions:** Recommended

**Splendora ISD**  
**2022-2023 Original Budget**  
**General Operating, Food Service and Debt Service Funds**

	Gen Operating	Food Service	Debt Service	Total Funds	
	199	240	599	Budget	%
5700 Local Revenue	15,193,000	329,700	6,872,000	22,394,700	37.00%
5800 State Revenue	33,521,000	13,000	815,000	34,349,000	56.75%
5900 Federal Revenue	786,000	2,995,300	-	3,781,300	6.25%
7900 Other Resources	-	-	-	-	0.00%
<b>Total Revenues</b>	<b>49,500,000</b>	<b>3,338,000</b>	<b>7,687,000</b>	<b>60,525,000</b>	<b>100.00%</b>
11 Instruction	28,615,802	-	-	28,615,802	45.42%
12 Library	224,350	-	-	224,350	0.36%
13 Staff/Curr Develop	1,266,078	-	-	1,266,078	2.01%
21 Instruct Leader	1,202,740	-	-	1,202,740	1.91%
23 School Admin	2,587,815	-	-	2,587,815	4.11%
31 Guidance Counsel	2,092,935	-	-	2,092,935	3.32%
32 Social Worker Services	1,500	-	-	1,500	0.00%
33 Health Service	413,675	-	-	413,675	0.66%
34 Student Transport	2,521,465	-	-	2,521,465	4.00%
35 Food Service	-	3,838,000	-	3,838,000	6.09%
36 Extra Curricular	1,365,345	-	-	1,365,345	2.17%
41 General Admin	2,288,760	-	-	2,288,760	3.63%
51 Plant M&O	5,018,660	-	-	5,018,660	7.97%
52 Security	817,620	-	-	817,620	1.30%
53 Data Process Svc	762,255	-	-	762,255	1.21%
61 Community Services	181,000	-	-	181,000	0.29%
71 Debt Service	-	-	6,667,000	6,667,000	10.58%
81 Facilities Acquisition	3,000,000	-	-	3,000,000	4.76%
93 Payments to Fiscal Agent	-	-	-	-	0.00%
99 AE Services	140,000	-	-	140,000	0.22%
8900 Other Uses	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>52,500,000</b>	<b>3,838,000</b>	<b>6,667,000</b>	<b>63,005,000</b>	<b>100.00%</b>
<b>Budgeted Fund Balance</b>	<b>(3,000,000)</b>	<b>(500,000)</b>	<b>1,020,000</b>	<b>(2,480,000)</b>	

Beginning Fund Balance (est.)	13,523,465	701,730	225,795	14,450,990
Ending Fund Balance (est.)	10,523,465	201,730	1,245,795	11,970,990

**\*\*NOTES\*\***

The General Operating deficit budgeted fund balance is due to land purchases/construction projects out of the general fund.

The Food Service deficit budgeted fund balance is due an overage of excess fund balance that needs to be spent.

DESCRIPTION	CODE	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET
<i>Anticipated ADA / Enroll</i>		3,610	3,757	3,850	4,020	4,000	4,600
Skating Rink 168	5XXX	100,000	110,000	110,000	150,000	30,000	220,000
Athletics 169	5XXX	55,000	48,000	48,000	40,000	50,000	80,000
<b>TOTAL</b>		<b>155,000</b>	<b>158,000</b>	<b>158,000</b>	<b>190,000</b>	<b>80,000</b>	<b>300,000</b>
Current Tax	5711	8,250,000	8,990,000	8,800,000	9,500,000	10,713,000	14,325,000
Delinquent Tax	5712	150,000	150,000	150,000	150,000	165,000	250,000
P&I	5719	90,000	120,000	150,000	150,000	165,000	165,000
<b>TOTAL TAX</b>		<b>8,490,000</b>	<b>9,260,000</b>	<b>9,100,000</b>	<b>9,800,000</b>	<b>11,043,000</b>	<b>14,740,000</b>
Pre-K Tuition	5738	25,000	25,000	14,000	14,000	14,000	16,000
Tuition	5739	40,000	40,000	40,000	40,000	40,000	40,000
Interest	5742	50,000	180,000	350,000	200,000	20,000	30,000
Tower / Facility Rent	5743	12,000	10,000	10,000	10,000	10,000	10,000
Gifts & Bequests	5744	4,500	5,000	5,000	10,000	10,000	10,000
Other Local Rev	5749	35,000	35,000	35,000	35,000	35,000	35,000
Athletic Facility Rental	5752	20,000	18,000	12,000	12,000	12,000	12,000
Scoreboard Ad Revenue	5759	47,500	48,000	22,000	10,000	-	-
<b>TOTAL OTHER LOCAL</b>		<b>234,000</b>	<b>361,000</b>	<b>488,000</b>	<b>331,000</b>	<b>141,000</b>	<b>153,000</b>
<b>TOTAL</b>	<b>57XX</b>	<b>8,724,000</b>	<b>9,621,000</b>	<b>9,588,000</b>	<b>10,131,000</b>	<b>11,184,000</b>	<b>14,893,000</b>
State Per Capita	5811	717,000	1,380,000	750,000	1,520,000	778,000	1,795,000
Foundation	5812	24,000,000	24,290,000	26,100,000	29,747,000	29,919,000	29,300,000
TRS On Behalf	5831	1,255,000	1,450,000	1,625,000	2,100,000	2,200,000	2,425,000
State Revenue / Not TEA	5839	1,000	1,000	1,000	1,000	1,000	1,000
<b>STATE FUNDING</b>	<b>58XX</b>	<b>25,973,000</b>	<b>27,121,000</b>	<b>28,476,000</b>	<b>33,368,000</b>	<b>32,898,000</b>	<b>33,521,000</b>
Federal E-Rate	5919	100,000	65,000	60,000	43,000	33,000	61,000
Medicaid SHARS	5931	300,000	500,000	700,000	700,000	500,000	700,000
Medicaid MAC	5932	10,000	15,000	18,000	20,000	15,000	25,000
<b>TOTAL FEDERAL</b>	<b>59XX</b>	<b>410,000</b>	<b>580,000</b>	<b>778,000</b>	<b>763,000</b>	<b>548,000</b>	<b>786,000</b>
<b>TOTAL GEN OPERATING</b>		<b>35,262,000</b>	<b>37,480,000</b>	<b>39,000,000</b>	<b>44,452,000</b>	<b>44,710,000</b>	<b>49,500,000</b>
<b>INTEREST &amp; SINKING 599</b>							
Current Tax	5711	3,000,000	3,300,000	3,200,000	3,900,000	4,778,000	6,750,000
Delinquent Tax	5712	20,000	25,000	70,000	70,000	70,000	70,000
P&I	5719	12,000	20,000	50,000	50,000	50,000	50,000
Interest	5742	1,000	4,000	12,000	12,000	2,000	2,000
Other State / IFA	5829	2,205,000	2,545,000	2,680,000	2,520,000	1,557,000	815,000
<b>TOTAL INTEREST &amp; SINKING</b>		<b>5,238,000</b>	<b>5,894,000</b>	<b>6,012,000</b>	<b>6,552,000</b>	<b>6,457,000</b>	<b>7,687,000</b>

Description	Payroll 6100	Contract Serv 6200	Supplies 6300	avel / Fees 6400	Debt Payments 6500	Capital Outlay 6600	Expenditure Budget	Per ADA Cost	Revenue Budget	Budget Fund Balance
<b>General Fund</b>								<b>4,600</b>		
11 Instruction	26,919,800	392,189	1,187,663	96,150		20,000	<b>28,615,802</b>	6,221		
12 Media	108,650	18,000	25,950	7,950		63,800	<b>224,350</b>	49		
13 Curriculum	1,060,220	96,650	9,858	99,350		-	<b>1,266,078</b>	275		
21 Instructional Leadership	1,082,390	71,600	13,500	35,250		-	<b>1,202,740</b>	261		
23 School Leadership	2,495,985	36,420	15,800	39,610		-	<b>2,587,815</b>	563		
31 Counseling	1,989,825	11,000	76,400	15,710		-	<b>2,092,935</b>	455		
32 Social Worker	-	-	1,000	500		-	<b>1,500</b>	0		
33 Nursing	398,175	600	13,250	1,650		-	<b>413,675</b>	90		
34 Transportation	1,781,465	126,000	391,030	2,970		220,000	<b>2,521,465</b>	548		
36 Extra Curricular	888,195	83,875	166,420	226,855		-	<b>1,365,345</b>	297		
41 General Administration	1,561,760	435,300	57,150	234,550		-	<b>2,288,760</b>	498		
51 Maintenance	2,179,660	2,010,795	275,280	422,625		130,300	<b>5,018,660</b>	1,091		
52 Security	677,620	26,400	58,100	5,500		50,000	<b>817,620</b>	178		
53 Technology	528,255	159,000	34,500	10,500		30,000	<b>762,255</b>	166		
61 Community Services	95,000	12,200	58,400	15,400		-	<b>181,000</b>	39		
81 Facilities Acquisition	-	-	-	-		3,000,000	<b>3,000,000</b>	652		
93 Payments to Fiscal Agent	-	-	-	-		-	<b>-</b>	-		
99 Tax Collection	-	140,000	-	-		-	<b>140,000</b>	30		
<b>Total General Operating</b>	<b>\$ 41,767,000</b>	<b>\$ 3,620,029</b>	<b>\$ 2,384,301</b>	<b>\$ 1,214,570</b>	<b>\$ -</b>	<b>\$ 3,514,100</b>	<b>\$ 52,500,000</b>	<b>\$ 11,413</b>	<b>\$ 49,500,000</b>	<b>\$ (3,000,000)</b>
35 Food Service	1,265,000	158,000	1,790,681	10,819		613,500	<b>3,838,000</b>	834	<b>\$ 3,338,000</b>	(500,000)
71 Debt Service					6,667,000		<b>6,667,000</b>	1,449	<b>\$ 7,687,000</b>	1,020,000
<b>Total District Budget</b>	<b>\$ 43,032,000</b>	<b>\$ 3,778,029</b>	<b>\$ 4,174,982</b>	<b>\$ 1,225,389</b>	<b>\$ 6,667,000</b>	<b>\$ 4,127,600</b>	<b>\$ 63,005,000</b>	<b>\$ 13,697</b>	<b>\$ 60,525,000</b>	<b>\$ (2,480,000)</b>



**Splendoria ISD Board of Trustees  
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**Board Meeting Date: Jun 27, 2022**

**Submitted Date: Jun 6, 2022**

**Agenda Business Items:**

- Consent Agenda Item
- New Action

**Information Only Items:**

- Presentation
- Recognition
- ✓ Information

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Name of Person Responsible: Chief Colin Weatherly

Department or Campus: Police

Topic: Updated Emergency Operations Plan SISD

Background Information:

Attachments: EOP SISD with multiple appendices

Superintendent's Resolutions: Recommended

## Appendix 1 - District Facilities

<b>Name of Facility</b>	<b>Address</b>	<b>Number of Employees</b>
Transportation Facility	26271 FM 2090, Splendora, Texas, 77372	
Maintenance/Child Nutrition/Custodial Facility	26267 FM 2090, Splendora, Texas, 77372	
Technology Facility/ISS	26175 FM 2090 A, Splendora, Texas 77372	
Administration Building	23419 FM 2090, Splendora, Texas, 77372	
Purchasing Warehouse	26259 FM 2090, Splendora, Texas, 77372	
Splendora ISD (Wildcat) Stadium Complex	23411 FM 2090, Splendora, Texas, 77372	
Splendora Skate Center	26293 FM 2090, Splendora, Texas, 77372	

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## Appendix 2 Facility Information

<u>Name of Campus/Facility</u>	<u>Address</u>	<u>Main Number</u>
<i>Splendora High School</i>	23747 FM 2090, Splendora, Texas, 77372	281-689-8008
Number of buildings on property:		4
Presence of adequate communication equipment / cell phone coverage?		Yes

Which EMS provider services your campus/facility?	<i>Name of provider</i>	MCHD
Is there an extended response for EMS services?	<i>Yes / No</i>	Somewhat
Which Fire / HazMat services your campus/facility?	<i>Name of provider</i>	East County Fire
Is there an extended response for Fire / HazMat Services?	<i>Yes / No</i>	No
Which Law Enforcement services your campus/facility?	<i>Name of provider</i>	SISD PD, MCSO, Pct 4 Constable
Is there an extended response for Law Enforcement?	<i>Yes / No</i>	No
Are there any Chemical Plants that may impact the campus/facility?	<i>Yes / No</i>	No
Are there any Pipelines that may impact the campus/facility?	<i>Yes / No</i>	Yes
Are there any Power Plants (nuclear, ethanol, etc.) that may impact the campus/facility?	<i>Yes / No</i>	No
Are there Railroad Tracks within 1000 yards of the campus/facility fence line?	<i>Yes / No</i>	No

<u>Staffing</u>	<u>Number of Employees</u>
Administrators	
Cafeteria Staff	
Custodial Staff	
Instructional Assistants	
Law Enforcement / SROs	

## Appendix 2 Facility Information

<b>Substitute Teachers</b>	
<b>Support Staff</b>	
<b>Teachers</b>	
<i>Other</i>	

<u>Students with Disabilities or Access and Functional Needs</u>	<u>Students</u>	<u>Staff</u>
<b>Blindness or Visual Disabilities</b>		
<b>Cognitive or Emotional Disabilities</b>		
<b>Deafness or Hearing Loss</b>		
<b>Limited English Proficiency</b>		
<b>Medically Fragile Health (including asthma and severe allergies)</b>		
<b>Mobility / Physical Disabilities (permanent or temporary)</b>		
<i>Unaccompanied Minors</i>		

## Appendix 2 Facility Information

<u>Name of Campus/Facility</u>	<u>Address</u>	<u>Main Number</u>
<i>Splendora Jr High School</i>	23411 FM 2090, Splendora, Texas, 77372	281-689-6343
Number of buildings on property:		2
Presence of adequate communication equipment / cell phone coverage?		Yes

Which EMS provider services your campus/facility?	<i>Name of provider</i>	MCHD
Is there an extended response for EMS services?	<i>Yes / No</i>	Somewhat
Which Fire / HazMat services your campus/facility?	<i>Name of provider</i>	East County Fire
Is there an extended response for Fire / HazMat Services?	<i>Yes / No</i>	No
Which Law Enforcement services your campus/facility?	<i>Name of provider</i>	SISD PD, MCSO, Pct 4 Constable
Is there an extended response for Law Enforcement?	<i>Yes / No</i>	No
Are there any Chemical Plants that may impact the campus/facility?	<i>Yes / No</i>	No
Are there any Pipelines that may impact the campus/facility?	<i>Yes / No</i>	Yes
Are there any Power Plants (nuclear, ethanol, etc.) that may impact the campus/facility?	<i>Yes / No</i>	No
Are there Railroad Tracks within 1000 yards of the campus/facility fence line?	<i>Yes / No</i>	No

<u>Staffing</u>	<u>Number of Employees</u>
Administrators	
Cafeteria Staff	
Custodial Staff	
Instructional Assistants	
Law Enforcement / SROs	

## Appendix 2 Facility Information

<b>Substitute Teachers</b>	
<b>Support Staff</b>	
<b>Teachers</b>	
<i>Other</i>	

<u>Students with Disabilities or Access and Functional Needs</u>	<u>Students</u>	<u>Staff</u>
<b>Blindness or Visual Disabilities</b>		
<b>Cognitive or Emotional Disabilities</b>		
<b>Deafness or Hearing Loss</b>		
<b>Limited English Proficiency</b>		
<b>Medically Fragile Health (including asthma and severe allergies)</b>		
<b>Mobility / Physical Disabilities (permanent or temporary)</b>		
<i>Unaccompanied Minors</i>		

## Appendix 2 Facility Information

<u>Name of Campus/Facility</u>	<u>Address</u>	<u>Main Number</u>
<i>PineyWoods Elementary</i>	23395 FM 2090, Splendora, Texas, 77372	281-689-3073
Number of buildings on property:		1
Presence of adequate communication equipment / cell phone coverage?		Yes

Which EMS provider services your campus/facility?	<i>Name of provider</i>	MCHD
Is there an extended response for EMS services?	<i>Yes / No</i>	Somewhat
Which Fire / HazMat services your campus/facility?	<i>Name of provider</i>	East County Fire
Is there an extended response for Fire / HazMat Services?	<i>Yes / No</i>	No
Which Law Enforcement services your campus/facility?	<i>Name of provider</i>	SISD PD, MCSO, Pct 4 Constable
Is there an extended response for Law Enforcement?	<i>Yes / No</i>	No
Are there any Chemical Plants that may impact the campus/facility?	<i>Yes / No</i>	No
Are there any Pipelines that may impact the campus/facility?	<i>Yes / No</i>	Yes
Are there any Power Plants (nuclear, ethanol, etc.) that may impact the campus/facility?	<i>Yes / No</i>	No
Are there Railroad Tracks within 1000 yards of the campus/facility fence line?	<i>Yes / No</i>	No

<u>Staffing</u>	<u>Number of Employees</u>
Administrators	
Cafeteria Staff	
Custodial Staff	
Instructional Assistants	
Law Enforcement / SROs	

## Appendix 2 Facility Information

<b>Substitute Teachers</b>	
<b>Support Staff</b>	
<b>Teachers</b>	
<i>Other</i>	

<u>Students with Disabilities or Access and Functional Needs</u>	<u>Students</u>	<u>Staff</u>
<b>Blindness or Visual Disabilities</b>		
<b>Cognitive or Emotional Disabilities</b>		
<b>Deafness or Hearing Loss</b>		
<b>Limited English Proficiency</b>		
<b>Medically Fragile Health (including asthma and severe allergies)</b>		
<b>Mobility / Physical Disabilities (permanent or temporary)</b>		
<i>Unaccompanied Minors</i>		

## Appendix 2 Facility Information

<u>Name of Campus/Facility</u>	<u>Address</u>	<u>Main Number</u>
<i>PineyWoods Elementary</i>	14455 Cox Street, Splendora, Texas, 77372	281-689-7128
Number of buildings on property:		1
Presence of adequate communication equipment / cell phone coverage?		Yes

Which EMS provider services your campus/facility?	<i>Name of provider</i>	MCHD
Is there an extended response for EMS services?	<i>Yes / No</i>	Somewhat
Which Fire / HazMat services your campus/facility?	<i>Name of provider</i>	East County Fire
Is there an extended response for Fire / HazMat Services?	<i>Yes / No</i>	No
Which Law Enforcement services your campus/facility?	<i>Name of provider</i>	SISD PD, Splendora PD, Pct 4 Constable
Is there an extended response for Law Enforcement?	<i>Yes / No</i>	No
Are there any Chemical Plants that may impact the campus/facility?	<i>Yes / No</i>	No
Are there any Pipelines that may impact the campus/facility?	<i>Yes / No</i>	Yes
Are there any Power Plants (nuclear, ethanol, etc.) that may impact the campus/facility?	<i>Yes / No</i>	No
Are there Railroad Tracks within 1000 yards of the campus/facility fence line?	<i>Yes / No</i>	No

<u>Staffing</u>	<u>Number of Employees</u>
Administrators	
Cafeteria Staff	
Custodial Staff	
Instructional Assistants	
Law Enforcement / SROs	

## Appendix 2 Facility Information

<b>Substitute Teachers</b>	
<b>Support Staff</b>	
<b>Teachers</b>	
<i>Other</i>	

<u>Students with Disabilities or Access and Functional Needs</u>	<u>Students</u>	<u>Staff</u>
<b>Blindness or Visual Disabilities</b>		
<b>Cognitive or Emotional Disabilities</b>		
<b>Deafness or Hearing Loss</b>		
<b>Limited English Proficiency</b>		
<b>Medically Fragile Health (including asthma and severe allergies)</b>		
<b>Mobility / Physical Disabilities (permanent or temporary)</b>		
<i>Unaccompanied Minors</i>		

## Appendix 2 Facility Information

<u>Name of Campus/Facility</u>	<u>Address</u>	<u>Main Number</u>
<i>Greenleaf Elementary</i>	26275 FM 2090, Splendora, Texas, 77372	281-689-8020
Number of buildings on property:		1
Presence of adequate communication equipment / cell phone coverage?		Yes

Which EMS provider services your campus/facility?	<i>Name of provider</i>	MCHD
Is there an extended response for EMS services?	<i>Yes / No</i>	Somewhat
Which Fire / HazMat services your campus/facility?	<i>Name of provider</i>	East County Fire
Is there an extended response for Fire / HazMat Services?	<i>Yes / No</i>	No
Which Law Enforcement services your campus/facility?	<i>Name of provider</i>	SISD PD, Splendora PD, Pct 4 Constable
Is there an extended response for Law Enforcement?	<i>Yes / No</i>	No
Are there any Chemical Plants that may impact the campus/facility?	<i>Yes / No</i>	No
Are there any Pipelines that may impact the campus/facility?	<i>Yes / No</i>	Yes
Are there any Power Plants (nuclear, ethanol, etc.) that may impact the campus/facility?	<i>Yes / No</i>	No
Are there Railroad Tracks within 1000 yards of the campus/facility fence line?	<i>Yes / No</i>	No

<u>Staffing</u>	<u>Number of Employees</u>
Administrators	
Cafeteria Staff	
Custodial Staff	
Instructional Assistants	
Law Enforcement / SROs	

## Appendix 2 Facility Information

<b>Substitute Teachers</b>	
<b>Support Staff</b>	
<b>Teachers</b>	
<i>Other</i>	

<u>Students with Disabilities or Access and Functional Needs</u>	<u>Students</u>	<u>Staff</u>
<b>Blindness or Visual Disabilities</b>		
<b>Cognitive or Emotional Disabilities</b>		
<b>Deafness or Hearing Loss</b>		
<b>Limited English Proficiency</b>		
<b>Medically Fragile Health (including asthma and severe allergies)</b>		
<b>Mobility / Physical Disabilities (permanent or temporary)</b>		
<i>Unaccompanied Minors</i>		

## Appendix 2 Facility Information

<u>Name of Campus/Facility</u>	<u>Address</u>	<u>Main Number</u>
<i>Timberlakes Elementary</i>	15450 Harrington Drive, New Caney, Tx 77357	281-689-4375
Number of buildings on property:		1
Presence of adequate communication equipment / cell phone coverage?		Yes

Which EMS provider services your campus/facility?	<i>Name of provider</i>	MCHD
Is there an extended response for EMS services?	<i>Yes / No</i>	Somewhat
Which Fire / HazMat services your campus/facility?	<i>Name of provider</i>	East County Fire
Is there an extended response for Fire / HazMat Services?	<i>Yes / No</i>	No
Which Law Enforcement services your campus/facility?	<i>Name of provider</i>	SISD PD, MCSO, Pct 4 Constable
Is there an extended response for Law Enforcement?	<i>Yes / No</i>	No
Are there any Chemical Plants that may impact the campus/facility?	<i>Yes / No</i>	No
Are there any Pipelines that may impact the campus/facility?	<i>Yes / No</i>	Yes
Are there any Power Plants (nuclear, ethanol, etc.) that may impact the campus/facility?	<i>Yes / No</i>	No
Are there Railroad Tracks within 1000 yards of the campus/facility fence line?	<i>Yes / No</i>	No

<u>Staffing</u>	<u>Number of Employees</u>
Administrators	
Cafeteria Staff	
Custodial Staff	
Instructional Assistants	
Law Enforcement / SROs	

## Appendix 2 Facility Information

<b>Substitute Teachers</b>	
<b>Support Staff</b>	
<b>Teachers</b>	
<i>Other</i>	

<u>Students with Disabilities or Access and Functional Needs</u>	<u>Students</u>	<u>Staff</u>
<b>Blindness or Visual Disabilities</b>		
<b>Cognitive or Emotional Disabilities</b>		
<b>Deafness or Hearing Loss</b>		
<b>Limited English Proficiency</b>		
<b>Medically Fragile Health (including asthma and severe allergies)</b>		
<b>Mobility / Physical Disabilities (permanent or temporary)</b>		
<i>Unaccompanied Minors</i>		

## Appendix 3 - Hazard Summary

Hazard	Probability	Severity of Impact	Warning Time	Duration of Incident	Risk Priority
<b>HAZARD</b>	Highly Likely - 4	Catastrophic - 4	Minimal - 4	>12 hours - 4	High
	Likely - 3	Critical - 3	6-12 Hours - 3	6-12 hours - 3	Medium
	Possible - 2	Limited - 2	12-24 hours - 2	3-6 hours - 2	Low
	Unlikely - 1	Negligible - 1	> 24 hours - 1	<3 hours - 1	
<b>Natural Hazards</b>					
Pandemic /Disease Outbreak	4	2	1	4	Low
Hurricane	4	3	1	4	Medium
Severe Storm	4	3	3	3	Medium
Earthquake	1	3	4	1	Low
Tornado	2	3	4	1	Medium
Flood	3	3	2	4	Medium
Wildfire	1	2	2	4	Low
Winter Storm	2	3	1	4	Low
Hazard	Probability	Severity of Impact	Warning Time	Duration of Incident	Risk Priority
<b>HAZARD</b>	Highly Likely - 4	Catastrophic - 4	Minimal - 4	>12 hours - 4	High
	Likely - 3	Critical - 3	6-12 Hours - 3	6-12 hours - 3	Medium
	Possible - 2	Limited - 2	12-24 hours - 2	3-6 hours - 2	Low
	Unlikely - 1	Negligible - 1	> 24 hours - 1	<3 hours - 1	
<b>TECHNOLOGICAL</b>					
Hazardous Materials Release	2	4	4	4	Medium
Vehicle Accident	4	1	4	1	Low
Pipeline Explosion	2	4	4	4	Low
Train Derailment	3	3	4	4	Medium
Power Outage	2	2	4	1	Low
Hazard	Probability	Severity of Impact	Warning Time	Duration of Incident	Risk Priority
<b>HAZARD</b>	Highly Likely - 4	Catastrophic - 4	Minimal - 4	>12 hours - 4	High
	Likely - 3	Critical - 3	6-12 Hours - 3	6-12 hours - 3	Medium
	Possible - 2	Limited - 2	12-24 hours - 2	3-6 hours - 2	Low
	Unlikely - 1	Negligible - 1	> 24 hours - 1	<3 hours - 1	
<b>HUMAN CAUSED</b>					
Civil Disorder	1	2	4	2	Low
Cyber Attack	3	3	4	4	Medium
Active Shooter	2	4	4	2	Low
Bomb Threat	2	4	4	2	Low
Sabotage	2	3	4	4	Low
Mass Violence	1	2	4	2	Medium
Terrorism	1	2	4	2	Low

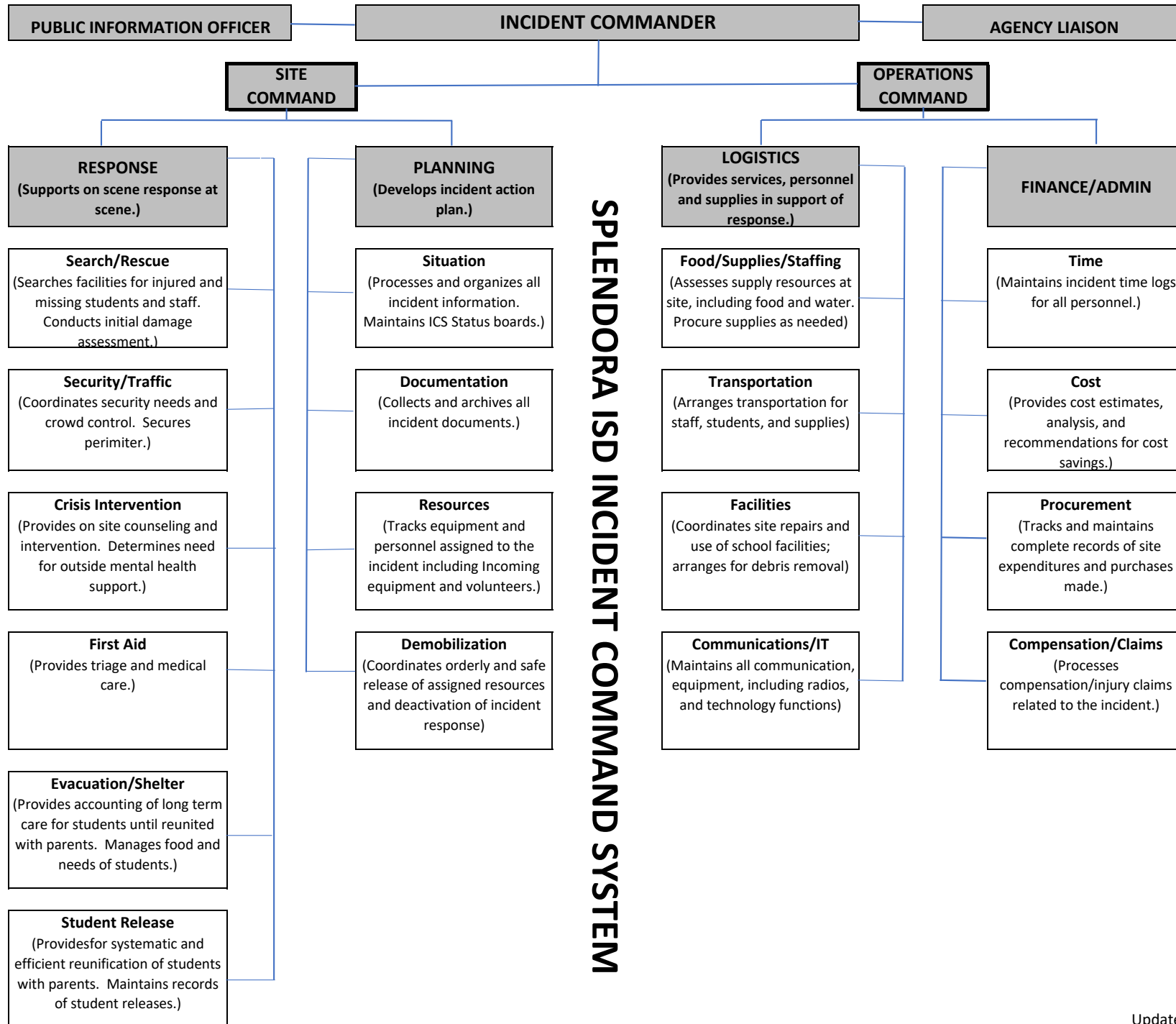
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## Appendix 4 – Support Agreements

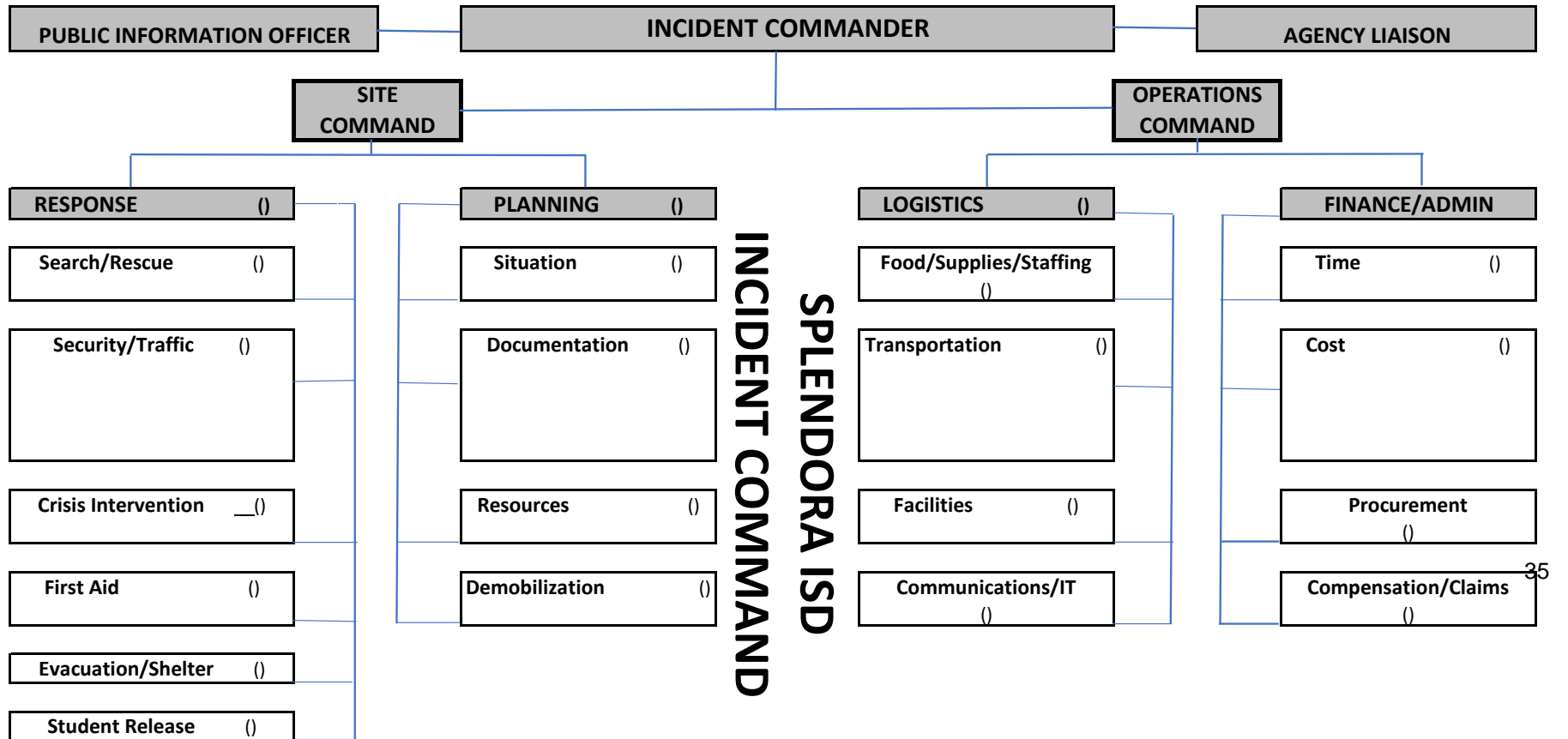
- MOU with High Point Church for Reunification Point – last signed 2-22-2021
- MOU with Faith Family Baptist Church for Reunification Point – 12-31-2021

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## Appendix 5 - ICS Chart



## Appendix 5 - ICS Chart



Appendix 6 - District Emergency Team

**District Emergency Team  
2021-2022**

Name	Title
Jeff Burke	Superintendent
Kevin Lynch	Chief Financial Officer
Glen Barnes	Assistant Superintendent of Leadership and Culture
Diana Archer	Director of Student Services
Deitra Johnson	Director of Communications
Colin Weatherly	Chief of Police
Eric Reimer	Director of Maintenance
Buddy Denman	Director of Technology
Loydette Youngblood	Director of Counseling and Wellness
Veronica Castille	Director of Custodial Services
Darla Baker	Director of Purchasing
Darcas Moody	Director of Transportation

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# **Splendorra Independent School District**



## **Threat Assessment Manual 2021-2022**

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**Forms to be completed by the Threat Assessment Teams are in the google folder “Threat Assessment”**

# INTRODUCTION

Splendora ISD is committed to providing a safe and supportive environment for all students and staff. This guide is to ensure consistency for all campuses and provide all administrators clear guidance on how to prevent, identify, and respond to student threats.

## SENATE BILL 11 (86<sup>TH</sup> LEGISLATIVE SESSION)

*Senate Bill 11* of the 86<sup>th</sup> session of the Texas Legislature made significant changes to Subchapter D, Chapter 37, of the *Texas Education Code*, relative to threat assessment and parent notification in Texas public schools. This bill requires campus threat assessment teams, tracking of actions taken relative to students who make threats, and notification of parents if threats are made. SB 11 mandates a Threat Assessment Team at each campus and defines: "Harmful, threatening, or violent behavior" includes behaviors, such as verbal threats, threats of self-harm, bullying, cyberbullying, fighting, the use or possession of a weapon, sexual assault, sexual harassment, dating violence, stalking, or assault.

Each team shall conduct a threat assessment that includes: assessing and reporting individuals who make threats of violence or exhibit harmful, threatening, or violent behavior in accordance with the policies and procedures adopted under Subsection (c); and gathering and analyzing data to determine the level of risk and appropriate intervention.

Subchapter D. Sec. 37.113. NOTIFICATION REGARDING BOMB THREAT OR TERRORISTIC THREAT.

A school district that receives a bomb threat or terroristic threat relating to a campus or other district facility at which students are present shall provide notification of the threat as soon as possible to the parent or guardian of or other person standing in parental relation to each student who is assigned to the campus or who regularly uses the facility, as applicable (*Texas Education Code*).

## THREAT MANAGEMENT AND ASSESSMENT

The Threat Assessment Team will assess potential risks of violent acts and resolve them to ensure a safe and secure school environment. Teams must take appropriate action when there are indications that a student is planning to commit a violent act. Keep in mind that the student must pose a threat (not just make a threat). A threat assessment is conducted when a person (or persons) threatens to commit a violent act or engages in behavior that appears to threaten an act of violence.

A threat assessment process provides school personnel with the ability to review a potential threat and determine the appropriate response. This process gives trained school personnel a framework for considering intent and response; its purpose is not to predict violence, but to prevent violence. Threat assessment is NOT a crisis response, but an approach to violence prevention and response that involves teamwork, frequent follow-up, and constant communication.

# OUR APPROACH TO STUDENT THREATS

SISD has identified Dr. Dewey Cornell's approach to threat assessment as the model that supports the mission and vision of SISD. Combined with the training and material presented by SIGMA Threat Management Associates, the following principles are supported by the Threat Assessment Teams and SISD.

The basic principles of the Dewey model are:

1. Prevention is possible.
2. Consider the context.
3. Adopt an investigative mindset.
4. Rely on facts, not profiles.
5. Gather information from multiple sources.
6. Does the student pose a threat?

## CAMPUS THREAT ASSESSMENT TEAM

### The Campus Threat Assessment Team

The Campus Threat Assessment Team should convene and investigate any threat of violence from a student on your campus. The Campus Threat Assessment Team should include representatives from the campus that have knowledge in each of the following areas:

- Campus Administration
- Counselor
- Behavior Management
- Mental Health and Substance Abuse
- Classroom Instruction
- Special Education Services
- School Safety and Security
- Law Enforcement
- Emergency Management

One person may fill more than one role on the interdisciplinary team.

The Campus Threat Assessment Team should investigate threats, develop safety plans, and develop behavioral interventions to reduce the risk of violence. The Campus Threat Assessment Team first evaluates the threat to consider the circumstances and the student's intentions. The team determines if the student intended to make a threat or simply made statements in anger and can resolve the issue quickly. The campus team may take steps to respond to substantive threats by protecting and warning the victim and parents, recommending disciplinary action when appropriate, and conducting a safety evaluation for very serious substantive threats. The Campus Threat Assessment Team should reconvene on a regular basis to discuss the investigation and update safety plans. Finally, the Campus Threat Assessment Team should always document and track threat assessments in accordance with established procedures and consult with the District Student Threat Assessment Team for substantive threats.

# DISTRICT THREAT ASSESSMENT TEAM

## The District Threat Assessment Team

Members of the District Threat Assessment Team should include representatives from District Administration with knowledge of:

- School Administration
- Counseling
- Behavior Management Mental Health
- Substance Abuse
- Instruction
- Special Education Services
- School Safety and Security
- Law Enforcement
- Emergency Management

One person may fill more than one role on the interdisciplinary team.

The District Threat Assessment Team should be contacted when the Campus Threat Assessment Team has concluded their investigation of a threat on the campus and determined that a threat is substantive in nature (serious or very serious), may have a weapon involved, has the potential for media involvement, or may require community and/or school notification of threat.

The duties of the District Threat Assessment Team are to provide guidance and assessment to campuses for substantive threats (serious and very serious).

# METHODS TO REPORT THREATS

Any individuals wishing to report concerns for threats of school violence may notify any school personnel, administrator, Splendora ISD police officer, or the Tip Line (Let's Talk) located on the SISD District website.

Once a tip is received through the tip line, the Director of Student Services will communicate with district administration and law enforcement to determine necessary action.

Suspicious or illegal activities that take place on school property should be reported immediately to a school administrator. Title IX offenses should also be reported to the Title IX Coordinator Designee.

## OTHER SERIOUS THREATS OR BEHAVIORS

Threats of self-harm and all types of suicidal ideation are referred to school counselors under the Splendora ISD Suicide Prevention Procedures and not the Threat Assessment Team. Sometimes students make threats to both others and themselves. In these instances, they should be screened in accordance with the SISD Suicide Prevention Procedures as well as the steps outlined in this Threat Assessment Manual. Students may be referred to the Threat Assessment Team if they are being screened for suicidal ideation by the counselor and a threat is made or an intent to harm others is discovered.

## STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

Campuses should first determine if statements or behaviors from a student indicate a threat. For students receiving services under Special Education, the Campus Threat Assessment Team should convene to determine the level of threat. If the threat is determined to be substantive, a member of the campus threat assessment team should contact the Director of Special Services indicating that support is needed.

Depending on the level of support needed, the special education leadership will assign someone from the special services department to assist the campus.

## STEPS FOR HANDLING SCHOOL THREATS

**\*\*Threat assessment is NOT DESIGNED to determine whether a student has MADE a threat, but whether the student POSES a threat and to determine the level of risk.**

**All forms needed to complete the threat assessment are in the Threat Assessment Folder.**

### **STEP ONE: EVALUATE THE THREAT**

- Ensure the safety of the alleged victim, then proceed with the campus investigation.
- Obtain a detailed account of the threat, usually by interviewing the person who made the threat, the intended victim and other witnesses. (Have them write statements)
- As the administrator, make the determination if a threat assessment is necessary. Use the **Threat Assessment Screening Form** as a tool/guideline to make this determination. If no threat assessment is needed, document and take the necessary steps to resolve the reported incident.
- If it is determined that a threat assessment is needed, determine who (which campus administrator) is leading the process of investigating and completing the **Threat Report Form** and **Interview Forms** for each party involved.
- The Campus Threat Assessment Team then should gather information from multiple sources that may have knowledge of the student or the threat. This may include the student, teachers, coaches, other staff members, counselors, law enforcement/SRO, parents, other students, social media, internet sites, community entities, etc.

- Include documentation of all information received on SISD Statement Forms.
- Once relevant information has been gathered, the Campus Threat Assessment Team should meet and discuss the **Key Observations** Worksheet.
- Proceed to Step Two

## TYPES OF THREATS

<b>TRANSIENT THREAT</b>	<b>vs</b>	<b>SUBSTANTIVE THREAT</b>				
<p>A transient threat meets one or more of the following:</p> <ul style="list-style-type: none"> <li>• Easily resolved; no fear from victim</li> <li>• Non-sustainable intent to harm</li> <li>• Temporary feelings of anger</li> <li>• Tactic in argument</li> <li>• Intended as joke or figure of speech</li> <li>• Resolved on scene or office (time-limited)</li> <li>• Conflict is resolved and ends with apology, retraction, or clarification</li> </ul>	<p>A substantive threat meets one or more of the following:</p> <ul style="list-style-type: none"> <li>• Specific, plausible details such as a specific victim, time, place, and method</li> <li>• Threat has been repeated over time or related to multiple persons</li> <li>• Threat is reported as a plan or planning has taken place</li> <li>• Recruitment of accomplices or invitation for an audience</li> <li>• Physical evidence of intent to carry out threat (e.g., lists, drawings, written plan)</li> <li>• Attempts to intimidate or frighten</li> <li>• Teen dating violence, stalking, sexual assault</li> </ul> <p>Factors to consider in which substantive threats are more likely:</p> <ol style="list-style-type: none"> <li>1. Age of student</li> <li>2. Credibility of account</li> <li>3. Documented history of aggression</li> </ol>	<p style="text-align: center;"><b>DETERMINE IF SUBSTANTIVE THREAT IS SERIOUS OR VERY SERIOUS</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: center; padding: 5px;"><b>Serious</b></th> <th style="text-align: center; padding: 5px;"><b>Very Serious</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">A threat to hit, fight, or beat up, intimidate</td> <td style="text-align: center; padding: 5px;">Threat to kill, rape, or inflict severe injury and may involve a weapon</td> </tr> </tbody> </table>	<b>Serious</b>	<b>Very Serious</b>	A threat to hit, fight, or beat up, intimidate	Threat to kill, rape, or inflict severe injury and may involve a weapon
<b>Serious</b>	<b>Very Serious</b>					
A threat to hit, fight, or beat up, intimidate	Threat to kill, rape, or inflict severe injury and may involve a weapon					

## **STEP TWO: ATTEMPT TO RESOLVE THE THREAT AS TRANSIENT**

- A transient threat is an expression of humor, anger, or frustration, and can sometimes be resolved by the person retracting or apologizing for the behavior.
- The team will organize and analyze the information that has been collected using the **Key Observations Form** (and attach/include any relevant information items) to determine if the threat is transient or substantive
- If the threat is transient, look for ways to resolve the conflict. The Campus Threat Assessment Team should take reasonable precautions to resolve the threat as transient.
- After resolving a transient threat, the following options may be considered by the Campus Team: Counseling, Mental Health Plan, 504/ARD (MDR), Disciplinary Action, Other Interventions.
- Younger students are more likely to make threats that are transient, rather than substantive. Elementary students may have different discipline requirements.
- If the threat is found to be substantive, proceed to step three.

## **STEP THREE: RESPOND TO THE SUBSTANTIVE THREAT**

- Protective actions depend on the circumstances of the threat, as well as how soon and where the threat might be carried out. Location and safety of the alleged aggressor is ensured. Important note: if the alleged aggressor is sent home with parents before the Campus Threat Assessment Team is completed, securing the safety of the campus and all involved may be challenging. When possible do not send home a student that has made threats until the entire threat assessment process is completed.
- The Campus Threat Assessment Team should take immediate precautions to protect potential victims, including notifying the victim and victim's parents.
- Immediate protective actions include the Campus Threat Assessment Team developing and using a **Stay Away Agreement** and **Safety Plan**, cautioning the student about the consequences of carrying out the threat and notifying the District Threat Assessment Team if necessary.
- The Campus Threat Assessment Team should contact the District Threat Assessment Team if support is needed while conducting the threat assessment on campus.
- If the threat is determined to be substantive, identify whether it is **SERIOUS or VERY SERIOUS**.
  - A serious threat suggests a threat to hit, fight, beat up, or attempt to intimidate or frighten.
  - A very serious threat suggests a threat to kill, rape, or cause very serious injury that may include a weapon.
  - Teen dating violence, stalking, and sexual assault are always substantive threats.
  - The team will determine if the threat is serious or very serious.
- If the threat is serious, document and add services as needed.

Complete the documentation which **may** include:

**Threat Report Form**

**Key Observations Form**

**Interview Forms**

**Statements**

**Observations Suggesting Need for Intervention**

**Threat Response Form**

**Stay Away Agreements**

**Safety Plan**

- In the event of a serious threat ensure that all safety measures are in place. Establish a plan for follow up. Upon follow up if the threat is resolved, document on the **Threat Response Form** and close the case (see Step 5).
- If the threat is very serious, proceed to Step Four.

#### **STEP FOUR: CONDUCT SAFETY EVALUATION**

- In addition to steps listed above, the student may be briefly placed elsewhere or suspended pending the completion of the the following:
  - To provide guidance in planning for interventions, complete the **Observations Suggesting Need For Intervention Form** (if not already completed).
  - Screen student for mental health services and counseling; make referrals as necessary.
  - Law Enforcement investigation for evidence of planning and preparation, criminal activity.
  - The Campus Team should develop a safety plan that reduces the risk and addresses student needs. The plan should include a review of IEP if the student already is receiving special education services and further assessment if possible.

#### **STEP FIVE: IMPLEMENT AND MONITOR CARE AND SAFETY PLAN**

- The Campus team should document the safety plan on the **Threat Response Form** (if not already completed).
- A designated person from the campus team should maintain contact with the alleged aggressor and victim(s).
- The campus team or designee should monitor whether the plan is working and revise as needed.
- The Campus Threat Assessment Team is encouraged to make appropriate referrals to address problem behaviors, threats, anger management, emotional regulation, special services, etc., even with substantive threats that may or may not remain on campus.

*The student under investigation must be monitored by school personnel in a safe place within the school. Before releasing the student to go home (if appropriate), parents should be advised of safety concerns.* The Campus Threat Assessment Team in consultation with the District Threat Assessment Team and law enforcement, shall make a preliminary determination of the seriousness of threats and when to safely release the alleged aggressor to parents.

#### **OTHER THREATS (EMPLOYEE/PARENT-RELATED)**

When the threat to a school involves a parent, adult, or employee, the campus principal should consult with human resources, their supervisory chain of command, and the Splendor ISD Police Department (as appropriate) for additional information and support. The District Threat Assessment Team will be available to support the campus and district. If a threat involves immediate risk after hours, the individual should contact their local law enforcement agency. The Splendor ISD Police Department should also be contacted if a threat exists to any individual on an Splendor ISD campus.

# Threat Assessment Checklist

Before you begin, please review the threat assessment steps in this manual. Once a task has been completed, the person completing the task will need to date and initial.

- Collected statements from alleged aggressor, intended victim and/or witnesses. Date: \_\_\_\_\_  
Initials: \_\_\_\_\_
- Determine a threat assessment is needed by evaluating statements of students involved and/or use the threat assessment screening form. Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Notify Campus Administration (Principal) that a Threat Assessment is needed. Date: \_\_\_\_\_  
Initials: \_\_\_\_\_
- The principal/designee/Campus Behavior Coordinator notifies the threat assessment team and determines who will complete the Threat Report Form for information regarding the threat. Date: \_\_\_\_\_  
Initials: \_\_\_\_\_
- The Threat Report Form is completed by the designated administrator. Date: \_\_\_\_\_  
Initials: \_\_\_\_\_
- The principal/designee will designate who will interview the person who made the threat and complete the Interview Form. The interview form is completed by campus administrator. Date: \_\_\_\_\_  
Initials: \_\_\_\_\_
- The principal/designee determines who interviews the target of the threat or witness (person with relevant information) using the Interview Form. You may want to interview both. Make sure the correct form (target/witness) is used. Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- The threat assessment team receives all documentation of information in regards to the aggressor (information from teachers, students, coaches, staff members, counselors, law enforcement, parents, social media, etc). Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- The Campus Threat Assessment team convenes and discusses the Key Observations worksheet. Date: \_\_\_\_\_  
Initials: \_\_\_\_\_
- The Campus team will determine if the threat is transient or substantive and document on the Key Observations worksheet. Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- If a transient threat - document any intervention or action taken. (stay away agreement, disciplinary action, safety plan, counseling, etc.). Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Is the threat substantive serious or very serious? Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Law enforcement notified? Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- District Threat Assessment team notified of a substantive threat? Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Is the student SPED? Was the Director of Special Education contacted? Date: \_\_\_\_\_

Initials: \_\_\_\_\_

- A safety plan/interventions are put into place using the Observations Suggesting Need for Intervention Form and Threat Response Form. Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Campus Threat Assessment Team meets to determine safety plan/interventions are working. Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Communicate Findings with the targeted student's and alleged aggressor's parents to notify them of the threat and findings. (Best practice is to meet face to face if possible.) If you conference over the phone, document and send a summary email with a read receipt and include it with your documentation. Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Scan all documents and email to the Director of Student Services. The Campus Behavior Coordinator will keep the original documentation on campus. Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Appendix 7 - Campus Threat Assessment Teams

**Splendora High School  
Threat Assessment Teams  
2021-2022**

Name	Title	Contact Number
	Campus Police Officer	
	Campus Administrator	
	Campus Counselor	
	Campus Nurse	
	Campus Special Services	

Appendix 7 - Campus Threat Assessment Teams

**Splendor Junior High  
Threat Assessment Teams  
2021-2022**

Name	Title	Contact Number
	Campus Police Officer	
	Campus Administrator	
	Campus Counselor	
	Campus Nurse	
	Campus Special Services	

Appendix 7 - Campus Threat Assessment Teams

**Pineywoods Elementary  
Threat Assessment Teams  
2021-2022**

Name	Title	Contact Number
	Campus Police Officer	
	Campus Administrator	
	Campus Counselor	
	Campus Nurse	
	Campus Special Services	

Appendix 7 - Campus Threat Assessment Teams

**Greenleaf Elementary  
Threat Assessment Teams  
2021-2022**

Name	Title	Contact Number
	Campus Police Officer	
	Campus Administrator	
	Campus Counselor	
	Campus Nurse	
	Campus Special Services	

Appendix 7 - Campus Threat Assessment Teams

**Peach Creek Elementary  
Threat Assessment Teams  
2021-2022**

Name	Title	Contact Number
	Campus Police Officer	
	Campus Administrator	
	Campus Counselor	
	Campus Nurse	
	Campus Special Services	

Appendix 7 - Campus Threat Assessment Teams

**Timberlakes Elementary  
Threat Assessment Teams  
2021-2022**

Name	Title	Contact Number
	Campus Police Officer	
	Campus Administrator	
	Campus Counselor	
	Campus Nurse	
	Campus Special Services	

# Threat Assessment Screening Form

Use this form as a guide to help determine if the full threat assessment process is necessary.

**Screening Questions:** Read through the initial report and answer the following questions.

1. Based on the initial report, is this an emergency? Is there an immediate danger or imminent safety concerns?

- YES
- NO

- If YES, follow emergency procedures and, when safe to do so, run a Threat Assessment.
- If NO, answer additional Screening Questions below:

1a) In the initial report, is there any mention of sexual harassment, sexual assault, stalking, domestic violence, or dating violence?

- YES
- NO

- If YES, NOTIFY the District Title IX Coordinator and proceed to Screening Question 2.
  - If NO, proceed to Screening Question 2.
- 

2. Based on the initial report, is there a need to run a threat assessment? Answer each of the following questions, based upon the initial report:

2a) Has the person threatened violence or made any other communications about intent or plans for violence?

- YES
- NO

2b) Have other behaviors raised concern about violence to others / self & others?

- YES
- NO

2c) is there a fearful victim or third party (e.g., someone who is taking protective action)?

- YES
- NO

2d) Is there another reason to run a threat assessment? Specify:

- YES
- NO

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FOLLOW THESE INSTRUCTIONS:

- If NO to ALL parts of Question 2 (i.e., Question 2a, 2b, 2c, AND 2d), document your responses and close the case.
  - If YES to ANY part of Question 2 (Question 2a, 2b, 2c, OR 2d), answer the following question:
- 

3). Determine if the student has a Functional Behavior Assessment (FBA)/Behavior Intervention Plan (BIP), 504 Plan, Individualized Education Program (IEP), and/or health plan?

- YES
- NO

- If NO, run a Threat Assessment.
- If YES, notify FBA/SPED/504 personnel involved and answer Question 3a

3a). Is the threatening behavior a known baseline behavior?

- YES
- NO

- If NO, run a Threat Assessment.
- If YES, answer Question 3b)

3b). Can the threatening behavior be managed under existing FBA/BIP/IEP/504 Plan?

- YES
- NO

- If NO or DON'T KNOW, run a Threat Assessment.
- If YES, refer to SPED/504 personnel, then document and close matter.

**FINAL DETERMINATION: Is there a need to run a threat assessment?**

- YES
- NO

# Student Safety Plan

Splendora ISD

This is a customized plan for each individual student. Please refer to the **Possible Interventions Sheet** for guidance on different interventions that may be used for a student's safety plan.

<b>Student Name</b>	
<b>Grade/Homeroom</b>	
<b>Brief Description of Behaviors</b>	
<b>Safety Plan</b> <ul style="list-style-type: none"> <li>• a</li> <li>• b</li> <li>• c</li> </ul>	
<b>Transitions</b> <ul style="list-style-type: none"> <li>• a</li> <li>• b</li> <li>• c</li> </ul>	
<b>Non-Academic Activities</b> <ul style="list-style-type: none"> <li>• a</li> <li>• b</li> <li>• c</li> <li>•</li> </ul>	
<b>Crisis Plan</b> <ul style="list-style-type: none"> <li>• a</li> <li>• b</li> <li>• c</li> </ul>	
<b>Interventions:</b> <ul style="list-style-type: none"> <li>• a</li> <li>• b</li> <li>• c</li> </ul>	

**Persons who will receive a copy of this plan:**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Parent/Guardian</li> <li>• Teachers</li> <li>• Cafeteria staff</li> <li>• Administrators</li> <li>• Office Staff</li> <li>• Transportation</li> </ul> | <ul style="list-style-type: none"> <li>• Campus Resource Officer</li> <li>• Case Manager</li> <li>• Counselors</li> <li>• _____</li> </ul> |
|--|--|

Upon completion of the investigation, school administrators should report their findings to both the alleged targeted student and the alleged aggressor and their parent(s).

Investigating Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Behavior Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Principal: \_\_\_\_\_ Date: \_\_\_\_\_

### **Possible Interventions for Safety Plans**

This is not an exhaustive list. Each plan should be customized to address the specific needs of each individual situation and student.

- Conference held with targeted student and parent
- Conference held with alleged aggressor's parents
- Conflict resolution facilitated by campus staff
- Referral to behavioral specialist
- Counseling or group sessions
- Counselor Check in - documented
- Class/Schedule change
- Stay-Away Agreement
- Assigned direct adult supervision at various points in the day
- Designated locations for student at release and dismissal
- Establishment of a "safe room" for the targeted student
- Early release from class hall pass
- Adjustment to lunch schedule
- Preferential seating in the classroom or other designated areas
- Adult escort in the building
- Supervision of same gender adult for restrooms
- Disciplinary actions taken
- Other interventions as needed

Appendix 8 - School Safety Committee

**Splendora ISD Safety Committee  
2021-2022**

Name	Title
Diana Archer	Student Services Director
Damon Lawrence	Teacher Splendora Jr. High
Darcus Moody	Transportation Director
Glen Barnes	Assistant Superintendent of Leadership and Culture
Jeff Burke	Superintendent
Jennifer Stewart	Director of Special Services
Kevin Lynch	Chief Financial Officer
Loydette Youngblood	Director of Counseling and Wellness
Buddy Denman	Director of Technology
Barry Welch	School Board Member
Colin Weatherly	Chief of Police
Eric Reimer	Director of Maintenance
Jason Sessum	School Board Member
Troy Teller	Lieutenant City of Splendora Police
Lori Keefe	Teacher
Ms. Almagara	Parent

Meeting Date	9/29/2021
Meeting Date	5/2/2022
Meeting Date	

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Appendix 9 - Order of Succession

**Order of Succession  
2022-2023**

<b>Superintendent - Jeff Burke</b>	<b>CFO - Kevin Lynch</b>	<b>Asst Super of Leadership/Culture - Glen Barnes</b>	<b>Chief of Police - Colin Weatherly</b>
			Lt. Mike Bryant

<b>Exec Director of Teaching/Learning - Carrie Garza</b>	<b>Dir of Counselling - Loydette Youngblood</b>	<b>Dir of Child Nutrition - Nancy Montalbo</b>	<b>Dir of Communications - Deitra Johnson</b>

<b>Dir of Custodial - Veronica Castille</b>	<b>Dir of Human Resources - Brian Kroeger</b>	<b>Dir of Maintenance - Eric Reimer</b>	<b>Dir of Purchasing - Darla Baker</b>

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<b>Dir of Technology - Buddy Denman</b>	<b>Dir of Transportation - Darcas Moody</b>	<b>Dir of Student Services - Diana Archer</b>	<b>Dir of Special Services - Jennifer Stewart</b>

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## Anytown ISD After Action Review

### AFTER ACTION REVIEW - DATA CAPTURE FORM

<b>Facilitator:</b>	<b>Jonathan Doe, Safety/Security Team Chair</b>	
<b>Participants:</b> (attach roster if needed)	<b>See attached roster</b>	
<b>Event:</b>	<b>March 2018 Anytown Elementary School Fire Drill</b>	
<b>Location(s):</b>	<b>Anytown Elementary School 123 Main Street, Anytown, TX 12345</b>	
<b>Time/Date Under Review:</b>	<b>March 26, 2018 5:00 PM</b>	

#### Discussion:

#### 1. What was supposed to happen?

- Teachers evacuate their classrooms, assisting students as necessary
- Support staff evacuate work areas
- All personnel and students gather at far end of playground. Teachers report accountability of students using clipboard signals as defined in campus guidebook
- School nurse provides accountability of essential medical records and student medications
- Campus Secretary provides accountability of essential student and campus records

#### 2. What actually happened?

- Fire alarm sounded at 11:04 AM on 3/21/2018
- All classrooms and work areas were evacuated and persons reported to designated area. Accountability reported within 16 minutes. The students and faculty at lunch were delayed due to faculty having to return to lunch room to gather their students before evacuating.
- RM113 and RM128 did not signal using clipboards when reporting accountability.
- School nurse brought medications but did not have all student medical records
- Campus Secretary provided accountability of appropriate records.

#### 3. Why were there differences?

- While some faculty eat in the cafeteria with the students, others eat in the faculty lounge. This requires that they either return to assist with evacuation or meet up with evacuated students at the designated location. Either case increases the time until accountability is reported accurately.
- Teacher for RM128 states that there is no clipboard with the signal colors on it in the classroom.

## Anytown ISD After Action Review

- Teacher for RM113 and the School nurse are both new and report that they did not receive the campus guidebook or training on specific response roles during their orientation.

### 4. What can we learn?

- We need to reassess how cafeteria evacuations and accountability is addressed in the campus EOP.
- We need to ensure that orientation training includes common response roles and activities for staff and faculty.
- We need to ensure that all classrooms and work areas have the appropriate resources for emergency operations.

### Comments And/OR Immediate Follow Up Actions (As Needed)

- Immediately replace the clipboard in RM128
- Immediately email all personnel with instructions on how to access the EOP guidebooks for their campus
- School nurse also requests a deployable medical bag that can be carried out during evacuations. He states that this would assist with transporting student medications and would provide resources needed should a student be injured or become ill once they are evacuated.

### Knowledge Share

What is to be shared/followed up?	Who is responsible for follow up?	How will that happen?	With whom will it be shared
Need for clipboard replacement in RM128	School Secretary	School Secretary will print colored sheets and attach them to a clipboard from campus supplies.	RM128 teacher
EOP guidebook links shared with all personnel	Principal	Principal will email all staff/faculty with the link to the district's website containing the EOP guidebook	All campus faculty/staff
Request for medical bag	School Nurse	School nurse will identify requested equipment and issue purchase request to District Admin (must follow procurement policy).	All campus nurses/medical staff (other campuses may need the same)

# Anytown ISD After Action Review

## What happens next?

- All knowledge share items will be follow-up on by the Safety/Security Team chair no later than 4/6/2018.
- AAR and roster (see Safety/Security Team meeting roster dated 3/26/2018) will be forwarded to District Emergency Manager.
- Safety/Security Team will work with Human Resources to ensure that appropriate emergency training is included in orientation processes.
- Safety/Security Team will discuss cafeteria evacuation practices at the next meeting to determine the necessary revisions to the campus and district EOPs.
- Recommendations on district EOP revisions will be forwarded to the District Emergency Manager.

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# Appendix 12 – Drill Guidance

## **Overview**

Drills are a first and important step in keeping schools safe and secure, they are filled with teachable moments and they are important to schools as reading, writing, and arithmetic. Drills are a set of tools that campus and facility administrators can use to ensure that plans and procedures are tailored to the unique needs of students and staff and to the hazards to which the campus or facility is exposed. Drills are only valuable as the willingness of campus administrators to seek feedback from staff and students and to share lessons learned. Lessons learned should be shared with not only campus or facility staff but also with District administration, facilities and other campuses.

While drills are an important part of school safety and security, they are not a one-stop solution to preparedness. Lessons learned from drills are used to update plans and procedures. They are also used as the first step in the District’s larger preparedness process including tabletop and functional exercises designed to improve coordination, clarify roles and responsibilities, improve individual performance and manage expectations.

## **Drill Requirements**

Secure	1 per school year
Lockdown	2 per school year (1 per semester)
Evacuate	1 per school year
Shelter in Place (Hazmat)	1 per school year
Shelter in Place (Weather)	1 per school year
Fire Evacuation	4 per school year (2 per semester)

## **Drill Definitions**

**Drill:** A set of procedures that test a single, specific operation or function. Drill examples include evacuating for a fire or locking down from an internal threat.

**Secure (Lockout):** A response action schools take to secure the perimeter of school buildings and grounds during incidents that pose a threat or hazard outside of the school building. Secure (Lockout) uses the security of the physical facility to act as protection to deny entry.

**Lockdown:** A response action schools take to secure interior portions of school buildings and grounds during incidents that pose an immediate threat of violence inside the school. The primary objective is to quickly ensure all school students, staff, and visitors are secured away from immediate danger.

**Evacuate:** A response action schools take to quickly move students and staff from one place to another. The primary objective of an evacuation is to ensure that all staff, students, and visitors can quickly move away from the threat. Evacuation examples include a bomb threat or internal gas leak.

## Appendix 12 – Drill Guidance

**Shelter-in-Place for Hazmat:** A response action schools take to quickly move students, staff, and visitors indoors, perhaps for an extended period of time, because it is safer inside the building than outside. Affected individuals may be required to move to rooms without windows or to rooms that can be sealed. Shelter-in-Place for hazmat examples include train derailment with chemical release or smoke from a nearby fire.

**Shelter for Severe Weather:** A response action schools take to quickly move students, staff, and visitors indoors, perhaps for an extended period of time, because it is safer inside the building than outside. For severe weather, depending on the type and/or threat level (watch vs. warning), affected individuals may be required to move to rooms without windows on the lowest floor possible or to a weather shelter.

**Hold:** A response action schools take when hallways need to be cleared. Subsequent bells and any/all scheduled class changes are disregarded. Movement throughout building is stopped until an all-clear signal is given.

**Fire Evacuation Drill:** A method of practicing how a building would be vacated in the event of a fire. The purpose of fire drills in buildings is to ensure that everyone knows how to exit safely as quickly as possible.

### Drill Documentation

Each facility will document drills for the school year on Drill Documentation Form. Currently all drill documentation is kept in the District Police Office, except for fire drills which are kept on the respective facility.

Each facility will document any needs, concerns, improvements on the Post Drill Assessment Form.

**SY:** \_\_\_\_\_

## DRILL DOCUMENTATION FORM

**District:** \_\_\_\_\_ **School/Facility:** \_\_\_\_\_

Drills	Date conducted	Time conducted	Time required to conduct drill	Date After-Action Review Conducted
<b>BUILDING EVACUATION</b>  (Fire Drill)				
<b>SECURE (LOCKOUT)</b>				
<b>LOCKDOWN</b>				
<b>SHELTER (SEVERE WEATHER)</b>				
<b>SHELTER (HAZMAT)</b>				
<b>HOLD (BEST PRACTICE-NOT REQUIRED BY LAW)</b>				
<b>OTHER</b>				

### Post-Drill Assessment Form

Campus or Facility Name: _____			Drill Date: _____		
In accordance with the district's Emergency Operations Plan and this campus' commitment to safety and security, this campus conducted a drill with the following results:					
Check all that apply:					
<input type="checkbox"/> Fire/ Evacuation	<input type="checkbox"/> Secure (Lockout)	<input type="checkbox"/> Lockdown	<input type="checkbox"/> Shelter (Severe Weather)	<input type="checkbox"/> Shelter (Hazmat)	<input type="checkbox"/> Hold (Not mandated by law)
Date of Drill:		Percent of Campus Involved:			
Drill Start Time:		Drill End Time:			
During this drill we tested our ability to do the following:					
<i>(if an actual event, summarize what happened)</i>					
Was a Campus Command Post Established?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If <b>yes</b> , where?/If <b>no</b> , why not:					
Was the Incident Command System Used?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Were first responders or district police involved (including school based law enforcement)?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
How long did drill and student/faculty accountability process take?					
Were any special circumstances tested?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If <b>yes</b> explain and/or indicate below:					
<input type="checkbox"/> Obstructed		<input type="checkbox"/> Unobstructed	<input type="checkbox"/> Accountability	<input type="checkbox"/> Other	
<b>Lessons Learned</b>					
What happened during the drill?					
What was supposed to happen?					
Why were there differences?					
Will this drill result in changes to plans, policies or procedures?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Person who will ensure updates:	
Report Completed by:		Date Submitted:			
Do you have questions for district emergency management or other responders?				<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Appendix 13 – Training

- Training is provided at the beginning of every year during teacher in-service for new and current teachers of any changes regarding safety and security procedures for the district as well as individual campuses and/or facilities.
- Substitute teachers are required to attend a SISD orientation session where they are provided information on the safety and security procedures of the district.
- All staff members are provided a “Staff ICS Survey Form” at the beginning of each school year so that the district will be made aware of who has First Aid/CPR training as well as any additional ICS training. This specific form is reviewed and updated yearly as needed.
- All members of the school district who have received ICS training is updated yearly in this appendix.
- Additional training requirements and/or information is updated yearly as needed on this specific appendix.

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# SPLENDORA ISD

## Staff ICS Survey Form

Teachers,

Every year the School Safety and Security Committee must review our school's *Emergency Response Plan*. As part of that review we want to make sure that we have made the best decisions as we assign staff members to emergency response teams.

Please take a minute to fill out this questionnaire and tell us about your preferences, training, skills and aptitudes. We will use the responses to make sure that our school's Safe School Plan reflects the best use of all of our skills. Please remember that in the event of an emergency, plans and assignments are flexible, depending on needs.

**NAME:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**I HAVE HAD THE FOLLOWING TRAINING:**

First Aid/CPR/AED

ICS 100

ICS 200

ICS 300

ICS 400

ICS 700

ICS 800

Other: \_\_\_\_\_

Please return this form to \_\_\_\_\_ by \_\_\_\_\_.

Executive Leaders	General Personnel	Command Staff	Incident Managers
<p><b>Executive Leaders</b> must be familiar with the comprehensive systems supporting emergency management, even though they may not have a designated role in the incident command system. <b>Executive Leaders</b> are often responsible for making financial, administrative, and managerial decisions supporting the school or IHE emergency management program and will likely have very high-level responsibilities before and after an incident, as opposed to command responsibilities in the field during an actual incident response.</p>	<p><b>General Personnel</b> are those with any role in emergency preparedness, incident management, or response.</p>	<p><b>Command Staff</b> are personnel assigned to lead any key campus emergency management effort; they have a specific role within the ICS.</p>	<p>Personnel with a leadership role in command (e.g. district, school or IHE Incident Commander, School Police Chief). These individuals are typically obligated to command and manage incidents that occur on the school or IHE campus in the absence of traditional incident response personnel (local Fire Chief, local Police Chief). These personnel also include those school officials, including school police, who would likely be integrated into a more advanced ICS role (e.g. unified command) should it be necessary.</p>
<p><b>Executive Leaders</b> should take the following two courses:</p> <ul style="list-style-type: none"> <li>• <b>G-402 Incident Command System (ICS) Overview for Executive/Senior Officials</b></li> <li>• <b>IS-700 NIMS, An Introduction</b></li> </ul>	<p><b>General Personnel</b> should complete the following two courses:</p> <ul style="list-style-type: none"> <li>• <b>IS-700 NIMS, An Introduction</b></li> <li>• <b>IS-100 An Introduction to ICS</b></li> </ul>	<p><b>Command Staff</b> should complete the following four courses at a minimum:</p> <ul style="list-style-type: none"> <li>• <b>IS-700 NIMS, An Introduction</b></li> <li>• <b>IS-100 An Introduction to ICS</b></li> <li>• <b>IS-800.B National Response Framework, An Introduction</b></li> <li>• <b>IS-200 ICS for Single Resources and Initial Action Incidents</b></li> </ul>	<p><b>Incident Managers</b> should complete the following two courses:</p> <ul style="list-style-type: none"> <li>• <b>ICS-300 Intermediate ICS for Expanding Incidents</b></li> <li>• <b>ICS-400 Advanced Incident Command</b></li> </ul>
<p><b>NOTE:</b> Depending upon the unique school, LEA, or IHE, <b>Executive Leaders</b> <u>may</u> include:</p> <ul style="list-style-type: none"> <li>• Institution President</li> <li>• Superintendent</li> <li>• Provost</li> <li>• Chancellor</li> <li>• Principal</li> </ul>	<p><b>NOTE:</b> Depending on the school, LEA or IHE campus, <b>General Personnel</b> <u>may</u> include:</p> <ul style="list-style-type: none"> <li>• Emergency Management (ICS) Team members</li> <li>• Nurses and Health Officials</li> <li>• Counselors, Psychologists, Psychiatrists</li> <li>• School Resource Officers</li> <li>• School Security Officials</li> <li>• Information Technology Specialists</li> <li>• Bus Drivers</li> <li>• Administrators</li> <li>• Educators/Faculty</li> <li>• Coaches and Athletic Staff</li> <li>• Facilities, Housing, and Food Prep Staff</li> <li>• Campus Citizen Emergency Response</li> <li>• Team (CERT) members</li> <li>• Resource staff, paraprofessionals, and support personnel</li> </ul>	<p><b>NOTE:</b> Depending on the school, LEA or IHE campus, <b>Command Staff</b> <u>may</u> include:</p> <ul style="list-style-type: none"> <li>• Public Information Officer</li> <li>• Safety Officer</li> <li>• Liaison Officer</li> <li>• Any staff that plays a vital role on the operations, planning, logistics, or finance/administration branches of the ICS team for the school, LEA, or IHE.</li> </ul>	<p><b>NOTE:</b> Depending on the unique school, LEA, or IHE, <b>Incident Managers</b> would likely include the following personnel:</p> <ul style="list-style-type: none"> <li>• Director of School/Campus Security</li> <li>• School/Campus Chief of Police School Security Chief</li> </ul>

# HAZARD SPECIFIC ANNEX

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# SPLENDORA ISD

## Hazard Annex: Train Derailment

### ***Security Statement***

This document is designated FOR OFFICIAL USE ONLY (FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5 USC 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with School District, State of Texas and/or Department of Homeland Security policy relating to FOUO information, and is not to be released to the public or personnel who do not have a valid need without prior approval from the Superintendent or their duly authorized designee. Copying, dissemination, or distribution of these documents, appendices or graphics to unauthorized users is prohibited.

## Record of Changes

<b>Change #</b>	<b>Date of Change</b>	<b>Change Entered By</b>	<b>Change Notes</b>	<b>Location/Section of Change</b>
Example	XX/XX/XXXX	John Doe	Updated Hazard Assessment	Section XX.X
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
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# Hazard-Specific Annex: Train Derailment

## **Purpose**

The purpose of this annex is to outline the means, organization, and process by which the District will provide appropriate preparedness for, response to, recovery from, and mitigation of the impact of a train derailment/hazardous materials release that can affect school and/or district operations and facilities.

## **Scope**

The District has identified the following areas where a train derailment would have the greatest impact on safety

- Peach Creek Elementary
- Greenleaf Elementary
- Instructional Support Services Building
- All other buildings currently on the East Campus area

## **Situation Overview**

A train derailment event can have an impact on District operations up to and including the need for early dismissal, late opening, or cancellation of all or portions of District operations, including classes. It also could affect continuity of operations and continuity of credit that include decisions associated with student accountability, student reunification, and the resumption of classes. Evacuation, transportation, and protection of critical facilities and operations also must be considered.

## **Planning Assumptions**

The District assumes that a train derailment will be coordinated by the local fire department and emergency responders as well as railroad operations. Warning of a chemical emergency involved in a train derailment would usually be received from the fire department or police department.

## **Concept of Operations**

If a train derailment occurred the District's primary concern is the safety and well being of students and staff.

During the initial stages of a trail derailment, the Emergency Management Coordinator or Chief of Police will be the liaison within the District, as well as with outside agencies to coordinate, as needed, operational requests and status updates. While the District may accept the advice and guidance of local, regional, and state officials, it is the responsibility

of the Superintendent or their designee to take appropriate actions on behalf of the District.

The District may activate the District Emergency Operations Center (EOC) as a location for operational decisions.

### **Organization and Assignment of Responsibilities**

All District employees are encouraged to communicate to their immediate supervisor, any information they may have related to a potential train derailment that potentially could disrupt District operations, endanger students and staff, or disrupt transportation services. It is the responsibility of the supervisor to share information with the District EOC, Emergency Management Coordinator, and/or the Superintendent or their designee.

The District Emergency Management Coordinator will provide updates and make recommendations to the Superintendent and/or their designee to facilitate decisions related to mitigation strategies, protective measures, and schedule changes. They also will ensure that appropriate information is shared with each campus and is provided to the staff members tasked with disseminating public information.

### **Direction, Control and Coordination**

#### Internal Coordination

- When a train derailment occurs campuses will monitor changing conditions and be ready to take appropriate protective measures. They will work with the District administration for status updates. Campus/Facility measures may include:
  - o Reverse Evacuations
  - o Special Needs Population Concerns
  - o Shelter-In-Place
  - o Relocation
  - o Evacuation
  - o Parent-Student Reunification

#### External Coordination

- The Splendora ISD will be supported by mutual aid and similar agreements, involving local fire and police departments, as well as state police departments, and potentially other area school district resources.

## Incident Commander Actions

- Issue stand-by instruction if school is in session.
- Determine what procedures should be activated.
- Consider a reverse evacuation to bring all persons inside the building.
- Notify Maintenance/Building and Grounds Manager to shut off mechanical ventilating systems.
- Notify local law enforcement of intent to shelter in place or evacuate.
- Notify the principal/Board of Trustees of the status and action taken.
- Activate communications plan.
- Issue directed transportation instruction if students will be evacuated to a safer location by means of buses and cars.
- Update the principal/Board of Trustees of any significant changes.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
- Give the "all clear" signal after the threat has passed.
- Determine whether school will be closed or remain open.
- Document all actions taken.

## Incident Management Team

- Review procedures with staff if needed.
- Implement the internal and external communications plan.
- Monitor radio and Internet for additional information and report any developments to the Incident Commander.
- Disseminate information about the incident and follow up actions such as where the school has relocated and parent-student reunification procedures.
- Notify relocation centers and determine an alternate relocation center if necessary.
- Implement additional procedures as instructed by the Incident Commander.
- Take appropriate action to safeguard school property.
- Document all actions taken.

## Staff Actions

- Move students away from immediate vicinity of danger.
- Implement the reverse evacuation procedure if students are outside; observe wind direction by observing flags or leaves and move students appropriately.
- Execute shelter-in-place/evacuation procedures when instructed by the Incident Management Team.
- Remain with students throughout the process.
- Report any missing or injured students to the Incident Commander.
- Remain in sheltered area until the “all clear” signal has been issued.
- In the event of building damage, evacuate students to safer areas of the building or from the building. If evacuation does occur, do not re-enter the building until an “all clear” signal is issued.
- Document all actions taken.

## Public Information and Outreach

Information on the closing of schools or modifications in schedules will be released to the media through the District Public Information Office. Individual announcements by campuses, extracurricular activities, transportation, or Student Services will be coordinated through the District communications office prior to release. The following processes will be used to notify the public and school staff.

### Public Notification

During a hazardous materials train derailment, the District will use the news media, the school’s website home page, social media, and campus list-serves as the primary means of communicating public information such as closures, dismissals, cancellations, and resumption of classes to the community at large. The District will use mass notification systems for more directed communication with parents and staff.

The District will support communications through the Joint Information System (JIS) in conjunction with local, regional, and state entity public information and communications staff. All major District operational announcements will be shared with the City/County EOC public information officer(s) to ensure message consistency and coordination.

## Staff Notification

The District will use various methods to notify employees of changes in school schedules, closures, curtailments, and other actions to include the following:

- Website Updates using both public and private portals
- Social media, texting, and Twitter using only official District account
- Mass Notification System (employee specific functions)
  - o Each employee is responsible for ensuring that their information in the District’s notification system is up to date.

## District Email

Because not all email messages regarding the cancellation or delay of school are from authorized District sources, employee notification messages will carry a subject message that reads: “Splendora ISD Message Regarding Train Derailment-Hazardous Materials”. The email message will include the name and title of the person within the District who authorized the message, usually the Superintendent. Each employee who has an email account with the District is responsible for checking their email to verify schedules.

## **Administration, Finance and Logistics**

See basic plan

## **Plan Development and Maintenance**

See basic plan

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# **SPLENDORA ISD**

## **Hazard Annex: Communicable Disease**

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# Hazard-Specific Annex: Communicable Disease

## **Purpose**

The purpose of the Infectious/Communicable Disease Annex is to provide standardized guidance in the response to the onset and spread of an infectious/communicable disease within the Splendora Independent School District and/or in the surrounding area.

This Plan is to promote the safety and well-being of Splendora Independent School District students, faculty, staff, and visitors by:

- Preventing the spread of disease
- Protecting School District workers who will need to keep the operations and educational programs functional
- Providing support for the essential services that must be maintained

There are several aspects of an infectious/communicable disease emergency that differentiate it from other emergencies and that require variation in widespread planning, response, and recovery. The intention of this document is to provide guidance throughout an outbreak situation, but nothing in this document precludes the primary parties (Splendora Independent School District stakeholders) from modifying their actions to meet the unique conditions presented. These unique actions and responses may be based on one or more of the following:

- The current threat of disease in the world, region, state, and local area
- The unique nature of the disease including the incidence, morbidity, and mortality of the disease
- The novel nature of the disease pathogen, particularly whether it mutates rapidly, has high virulence, and spreads easily from person-to-person
- Mandates and/or orders by federal, state, or local public health or public safety authorities

## **Scope**

This annex incorporates, by reference, a similar emergency planning and response structure of the Splendora Independent School District Core Emergency Operations Plan (EOP). However, the special circumstances of an infectious/communicable disease outbreak may require some variance from the EOP.

This Infectious/Communicable Disease Annex applies to all Splendora Independent School District Campuses. While the general concepts and considerations remain constant for all district campuses, each campus will assign critical tasks and responsibilities differently based on their respective structure and governance.

Each campus is responsible for developing response plans that are more targeted and appropriate for their locations while ensuring alignment and with this overall plan (such as off-campus leased locations, field stations, and faculty, staff, and students travelling outside of the district under campus auspices).

Staff, students, and faculty who have been in travel status internationally and who are at risk of carrying a novel infection may be required to practice social distancing measures for a designated amount of time to minimize the likelihood of disease transmission.

This annex provides a general framework for prevention, preparedness planning, response, and recovery for a large-scale outbreak of an infectious/communicable disease. It outlines the roles and responsibilities of School District personnel and units and the functions that public partners can be expected to provide to the School District.

## **Situation Overview**

A pandemic is a “geographically widespread outbreak” of communicable disease. An emergency can result when there is enough morbidity and mortality to disrupt the essential operations of a community and when the communicable disease:

- is highly virulent (harmful),
- is readily transmissible from person-to-person, and
- has high clinical severity (causing sudden, serious, illness and death in a large number of people).

The communicable diseases with the highest risk for a pandemic event are those that are new to the population, either a mutated strain of a known pathogen or a newly emerging pathogen to which the general population has little or no immunity (resistance). Therefore, it spreads easily and is sufficiently virulent enough to cause social disruption. In the remainder of this document, “novel pathogen” will be used to refer to the latter agents. Animal viruses infecting humans are considered novel pathogens, thus the avian influenza concern in 2006 and the H1N1 influenza (aka “swine” influenza) in 2009 both had the pandemic potential to significantly interrupt usual operations.

The pandemic flu will be used as a primary example for the Infectious/Communicable Disease Annex because this communicable disease provides the information and structure for almost any outbreak. Other infectious disease outbreaks that the Splendora

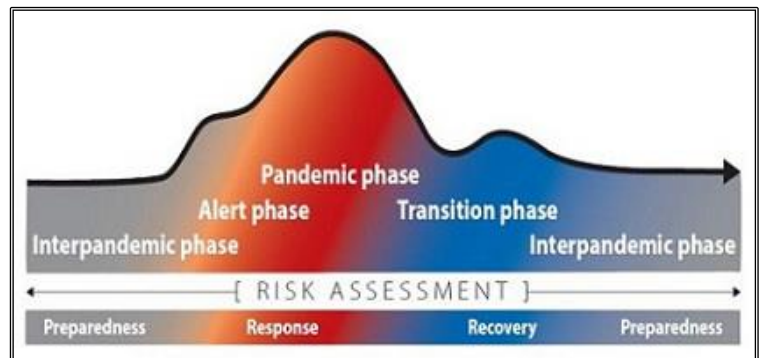
Independent School District recognizes as most likely to occur on campuses include norovirus, measles, mumps, and meningitis.

## Planning Assumptions

### Phased Pandemic Framework

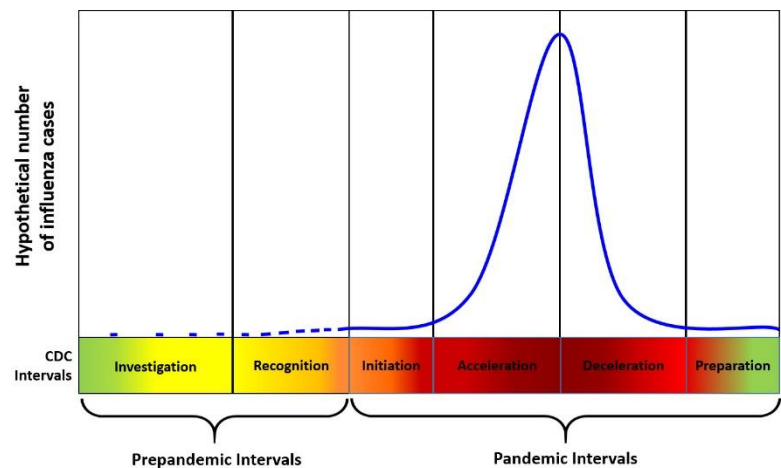
To assist communities in planning for a potential pandemic, the World Health Organization (WHO) developed a phased pandemic alert system framework:

1. Inter-Pandemic Phase (the period between pandemics)
  - i. A new virus appears in animals but there is no or low risk of human cases
2. Pandemic Alert Phase (influenza caused by a new subtype has been identified in humans)
  - i. New virus in animals with higher risk of human cases
  - ii. Increased H2H transmission
  - iii. Significant H2H transmission
  - iv. Efficient and sustained H2H transmission
3. Pandemic Phase
  - i. Global spread of communicable disease caused by new subtype
4. Transition Phase
  - i. Reduction in global risk
  - ii. Reduction in response activities
  - iii. Progression towards recovery actions



Further, the Centers for Disease Control and Prevention (CDC) has developed an interval system framework which can be applied to federal, state, or local indicators:

1. Investigation (of a novel pathogen in humans or animals)
2. Recognition (of increased potential for ongoing transmission of the novel pathogen)
3. Initiation (of a pandemic wave)
4. Acceleration (of a pandemic wave)
5. Deceleration (of a pandemic wave)
6. Preparation (for future pandemic waves)



The WHO and CDC frameworks complement one another, giving governments, institutions, and individuals information and timeframes to plan their response to a communicable disease outbreak. Relying on both frameworks, this Communicable Disease Outbreak Management Plan has developed a five-level action plan to follow throughout the course of a communicable disease outbreak:

1. Plan
2. Prepare
3. Mobilize
4. Sustain
5. Recovery

Additionally, the CDC has released the Influenza Risk Assessment Tool (IRAT) which evaluates potential pandemic risk based on emergence and public health impact and the Pandemic Severity Assessment Framework (PSAF) which predicts the severity of a pandemic by considering clinical severity and transmissibility during an initial assessment and then again during the refined assessment provided that more information becomes available. Clinical severity asks about the

strength of the illnesses' association with the infection and transmissibility considers the ability of the pandemic virus to spread person-to-person.

Federal, state, and local public health agencies such as the Centers for Disease Control and Prevention (CDC), the Texas Department of State Health Services (TDSHS), and the local health department also provide communicable disease planning and response guidance and support. The School District planning and response levels described in this document are informed by the WHO pandemic alert system and are consistent with the TDSHS planning levels wherever appropriate. Splendora Independent School District and campus actions may deviate from WHO and/or CDC recommendations when necessary in order to follow guidance or directives from local public health authorities that more closely reflect the current situation in the surrounding communities in Texas.

## **Concept of Operations**

This section contains general information about the tasks that will most likely need to be completed to ensure an effective **Infectious/Communicable Disease** response. The following tasks represent a logical flow of response from the time an impending or actual Infectious/Communicable Disease Incident is perceived through recovery.

The Infectious/Communicable Disease Annex is based upon the concept that the incident management functions that must be performed by the School District and its partners generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

### General

- Splendora Independent School District public safety and response staff will act according to their Standard Operating Procedures/Guidelines (SOP/SOG) when alerted to a Infectious/Communicable Disease Incident affecting the Splendora Independent School District.
- When a potential Infectious/Communicable Disease Incident in the Splendora Independent School District is reported, the person receiving the initial report will immediately notify the districts superintendent's office.
  - o The districts superintendent's office should work with the local health department to confirm the report.

- The local health department will be the primary entity for coordinating the incident within the School District and liaising with TDSHS. In cases where a local, county, or health district jurisdiction is not present, the TDSHS will work directly with the school district.
- If appropriate, the district superintendent shall assign a position to manage and track operational duties on campus(s) related to the possible infectious/communicable disease exposure. This operations manager will:
  - o coordinate with environmental services for any decontamination services needed in the School District.
  - o coordinate with the School District support services for any classroom closure or area quarantine needed on School District
  - o provide district-wide communications notification support as necessary to the incident requirements
- The Infectious/Communicable Disease Annex assumes mutual aid agreements, memorandum of understandings, and inter-governmental agreements between school district authorities, local/state/federal public health agencies, hospital/healthcare facilities, and other public health stakeholder agencies.

## **Organization and Assignment of Responsibilities**

### Public Health Incident Operations

#### *Confirming a Public Health Incident*

Determining if there is an outbreak hinges on if the number of cases is unusually high for the given population for that time of year. Factors included in determining if an outbreak exists are:

- Etiologic agent
- Size and composition of the population
- Previous occurrence of the specific disease in the community
- Season

If a disease is common, such as seasonal influenza, the number of cases before an outbreak is declared likely need to be incredibly high; however, if the disease is rare, like smallpox, a single case may be considered an outbreak.

Disease tracking in the School District is based on incidental reporting from the student population. The local health department may identify one case of a rare or uncommon disease, or notice an increase in cases of a common disease during a given period. When this occurs, the local health department shall commence with notification procedures to the school district.

Should the Splendora Independent School District be made aware of a potential outbreak (or a confirmed case of a rare disease) by the local health department, the TDSHS, or any other health agency, the district superintendent's office shall alert the Principal(s) of the affected campus(s), and subsequently, the district board of trustees. Following actions and notifications should be at the direction of the local, county, health district, and/or TDSHS.

### *General Procedures*

Procedures for responding to an infectious/communicable disease follow the same general pattern including monitoring, detection, implementation of pharmaceutical and non-pharmaceutical interventions, and coordinating with local and state health authorities. Specific application of interventions depends on the specific disease.

This plan may be activated for situations including but not limited to:

- Unusual cluster of disease in the School District population
- Disease with unusual geographic or seasonal distribution
- Single case of an unusual disease
- Endemic disease with unexplained increase in incidence
- Significant media inquiries or public calls concerning a health-related issue
- Local public health emergency in one or more of the surrounding jurisdictions
- Statewide disease outbreak

### Infectious/Communicable Disease Response Protocol

When faced with an actual outbreak, local authorities may be required to use absolute limits to determine when to institute isolation, quarantine, vaccination, and other methods of infection control to protect the public health and safety. A balance must be struck between the implementation of such limits with an awareness of the public's rights to liberty.

This protocol recommends employing the most conservative authoritative medical and epidemiological evidence when faced with a range of possible actions. This statement is based upon the principle that lack of scientific certainty or consensus must not be used to postpone preventive action in the face of a threat to public health or safety. Preventative actions may include vaccination, medical prophylaxis, or social distancing.

The protocols outlined below shall serve as a guide in the event of an infectious disease outbreak in the Splendor Independent School District. Depending on the disease and the spread of the disease, some or all of these steps may be expanded, modified, or eliminated. The district superintendent, or their delegated representative, will work directly with the local health department and TDSHS to implement appropriate actions based on the public health hazard.

### *Social Distancing*

Social distancing measures that reduce opportunities for person-to-person virus transmission can help delay the spread and slow the exponential growth of a pandemic. Social distancing measures can reduce virus transmission by decreasing the frequency and duration of social contact among persons of all ages. These measures are common-sense approaches to limiting face-to-face contact, which reduces person-to-person transmission.

During outbreaks of highly infectious diseases or rare viral strains with high rates of mortality, the following social distancing procedures should be considered in the Splendor Independent School District:

- Postponement or cancelation of classes during an infectious outbreak (at least until pharmaceutical preventative measures can be enacted). This will reduce exposure of person-to-person contact for students, faculty, and staff.
- Postponement or cancelation of mass gatherings: Group events such as concerts, festivals, and sporting events bring people into close contact for extended periods. Even when a circulating virus has a relatively low basic reproductive rate, intensely crowded settings might lead to high secondary attack rates.

Multiple social distancing measures can be implemented simultaneously.

### *Isolation Protocols*

If isolation/quarantine is recommended for exposed/infected persons, in most cases voluntary isolation is encouraged based on guidance and directed education from the local health department and TDSHS. In cases of highly infectious diseases or rare viral strains with high rates of mortality, the local health department has the authority to "...order the individual, or the individual's parent, legal guardian, or managing conservator if the individual is a minor, to implement control measures

that are reasonable and necessary to prevent the introduction, transmission, and spread of the disease in this state.”

- The local health department shall recommend isolation, if necessary. A list of isolated students, faculty, and staff shall be prepared and updated daily by each affected campus and sent to the district superintendent’s office.
- The affected patient(s) should remain isolated for the duration of time specified by the local health department.

### *Cleaning Protocols*

These procedures are for cleaning, disinfecting, and/or sanitizing for communicable diseases in non-healthcare settings. Increased cleaning shall be activated by the Splendora Independent School District and its campus stakeholders upon recommendation from the local health department.

- The local health department shall consult with the district superintendent’s office about campus locations that need enhanced sanitation efforts. This information will be shared with the appropriate Splendora Independent School District campuses and campus housekeeping staff (based on areas to be sanitized).
  - o These locations may be based on where confirmed ill students and/or employees were on campus.
  - o Viruses generally survive on surfaces for about 48 hours.
- If necessary, the local health department shall supply guidance to the district’s housekeeping staff, and any other necessary departments to ensure all those who may be conducting sanitation operations are properly trained and fitted with PPE appropriate for the infectious disease at hand.
- Housekeeping and the appropriate campus environmental services shall conduct sanitation operations in all designated locations using appropriate cleaners/disinfectants

## **Direction, Control, and Coordination**

### Responders Standard Operating Procedures/Guidelines (SOP/SOGs)

Responders' department policy manuals provide said departments' members with best practice guidelines and procedures to conduct emergency operations. The policies provide department members with guidance that is both legal and practical. The department SOP/SOGs establish consistent procedures and provide members with a common understanding and focus. This common understanding and focus should translate into more effective operations during emergency incidents.

### Emergency Operations Plan

Splendor Independent School District maintains an Emergency Operations Plan (EOP) to address threats/hazards and incidents. The EOP has been developed to fit into the larger City/County and State EOPs in the case of a large-scale incident. The Splendor Independent School District maintains the plan, and conducts regular training and exercises to validate operational efficiency and readiness of the EOP. The EOP and other Splendor Independent School District emergency plans may also make critical School District personnel available beyond their regular job description in an incident or crisis event taking place on the Splendor Independent School District.

### Coordination with Responders

An important component of emergency operations is interagency agreements with various neighboring agencies to aid timely response to, and recovery from, emergencies on campus. Agreements with these agencies and services (including such local governmental agencies as law enforcement, EMS, and public health) help coordinate services between the agencies and the Splendor Independent School District. The agreements specify the type of communication and services provided by one agency to another.

If the campuses or City/County resources are insufficient or inappropriate to respond to the emergency situation, a request may be made for assistance from other jurisdictions, the state, or federal government. All response agencies are expected to fulfill mission assignments directed by the Incident Commander/Unified Command.

## **Communications**

### General Communication

In coordination with the local health department, the Splendora Independent School District shall coordinate and disseminate all communications related to the specific infectious disease. Communications should include:

- General communications to the School District
  - o information about the disease in general
  - o information about the disease impacts on School District
  - o what the School District is doing
  - o what the School District should/should not do
- Targeted communications to affected or vulnerable populations on the School District, as needed
- Specific information on preventing the spread of the disease
- Any combination of the above to the media and neighboring communities

## Disease Descriptions

Name	Vaccine Preventable	Description of Symptoms
<b>Measles (Rubeola)</b>	Yes	<p><u>Symptoms</u>: high fever; cough; runny nose; red/watery eyes; tiny white spots (Koplik spots) in mouth; rash</p> <p><u>Transmission</u>: coughing and sneezing; virus can live up to two hours in contaminated air or on a surface</p>
<b>Meningitis</b>	Yes	<p><i>Bacterial</i></p> <p><u>Symptoms</u>: fever; headache; stiff neck; nausea; vomiting; sensitivity to light; confusion</p> <p><u>Transmission</u>: germs spread person-to-person (depends on type of bacteria)</p>
		<p><i>Viral</i></p> <p><u>Symptoms</u>: fever; headache; stiff neck; sensitivity to bright light; sleepiness or trouble waking up from sleep; nausea; irritability; vomiting; lack of appetite; lethargy</p> <p><u>Transmission</u>: caused by other viruses like mumps, measles, influenza, etc.</p>
<b>Mumps</b>	Yes	<p><u>Symptoms</u>: fever; headache; muscle aches; tiredness; loss of appetite; swollen/tender salivary glands approximately 16-18 days after infection</p> <p><u>Transmission</u>: coughing, sneezing, or talking; sharing items; touching contaminated objects</p>
<b>Norovirus</b>	No	<p><u>Symptoms</u>: diarrhea; vomiting; nausea; stomach pain</p> <p><u>Transmission</u>: contaminated food or drink; touching contaminated surfaces and then putting fingers in mouth; having direct contact with someone who is infected</p>

Name	Vaccine Preventable	Description of Symptoms
<b>Hepatitis A</b>	Yes	<p><u>Symptoms:</u> Fatigue; Sudden nausea and vomiting; Abdominal pain or discomfort (especially on the upper right side beneath your lower ribs by your liver); Clay-colored bowel movements; Loss of appetite; Low-grade fever; Dark urine; Joint pain</p> <p><u>Transmission:</u> fecal-oral route; that is when an uninfected person ingests food or water that has been contaminated with the feces of an infected person</p>
<b>Influenza</b>	Yes	<p><u>Symptoms:</u> fever; cough; sore throat; runny or stuffy nose; muscle/body aches; headaches; fatigue; sometimes vomiting and diarrhea</p> <p><u>Transmission:</u> person-to-person via droplets</p>
<b>Tuberculosis</b>		<p><u>Symptoms:</u> A bad cough that lasts 3 weeks or longer; Pain in the chest; Coughing up blood or sputum (mucus from deep inside the lungs)</p> <p><u>Transmission:</u> person-to-person via droplets</p>
<b>Varicella (chicken pox)</b>	Yes	<p><u>Symptoms:</u> fever; tiredness; loss of appetite; headache; itchy, fluid-filled blisters</p> <p><u>Transmission:</u> touching or breathing in the virus particles that come from the blisters</p>

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# SPLENDORA ISD

## Hazard Annex: Severe Weather

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# Hazard-Specific Annex: Severe Weather

## **Introduction**

Splendora ISD and its stakeholders expect that schools are safe and secure environments; however, schools cannot predict exactly when and where an incident is going to happen. Texas weather in particular is unpredictable, which means that every campus, each facility, and all staff must be prepared to respond appropriately when weather events occur or threaten. Splendora ISD recognizes that the success of its weather emergency plan is contingent upon collaboration with and support from local, regional, state, and federal partners as well as the news media.

## **Purpose**

The purpose of this annex is to outline the means, organization, and process by which the District will provide appropriate preparedness for, response to, recovery from, and mitigation of the impact of severe weather events that can affect school and/or district operations and facilities.

## **Scope**

The District has identified the following severe weather events as most likely to affect its operations either directly or indirectly. They include:

- Thunderstorms/Hail/High Winds
- Tornadoes
- Hurricane Impact
- Winter Weather/Ice Storms
- Flooding/Flash Flooding
- Extreme Heat

The District also recognizes that additional severe weather threats may be possible.

## **Situation Overview**

A severe weather event or potential event can have an impact on District operations up to and including the need for early dismissal, late opening, or cancellation of all or portions of District operations, including classes. It also could affect continuity of operations and continuity of credit that include decisions associated with student accountability, student reunification, and the resumption of classes. Evacuation, transportation, and protection of critical facilities and operations also must be considered.

## **Planning Assumptions**

The District has identified employees who by virtue of their presence, specialized function, or necessary skills are essential to sustaining business, educational, or certain operational needs and who may be required to report for duty even when District schedules are altered or curtailed.

### Essential Employees

While not all employees may be required to report to work, those individuals identified as essential employees should expect to be called upon to support emergency operations. This includes but is not limited to: Staff from maintenance, grounds, custodial, transportation, food services, information technology, District and Campus administration, and security and/or school-based law enforcement. Since essential employee designation is dictated by the circumstances of an emergency, staff must understand that their status as an essential employee is subject to change depending on operational needs.

### Other Employees

School staff participate in training and drills to help them respond appropriately when severe weather events affect school operations. Also, the District uses various forms of communication to notify employees of severe weather threats as well as for changes in school schedules, including closures and curtailments.

When schedule changes occur, it is the responsibility of each employee to verify the changes with their supervisor or designee. District policy reflects human resources expectations related to schedule changes that affect hours worked.

## **Concept of Operations**

When severe weather threatens or occurs, the District's primary concern is the safety and well being of students and staff, including those who are on field trips, assigned to non-campus or off site works areas, housed in portable buildings, and those on school buses.

During the initial stages of a severe weather event, the Superintendent will be the liaison within the District, as well as with outside agencies and meteorologists, to monitor weather status and coordinate, as needed, operational requests and status updates. While the District may accept the advice and guidance of meteorologists, and of local, regional, and state officials, it is the responsibility of the Superintendent or their designee to take appropriate actions on behalf of the District.

To monitor the weather, the District may activate the District Emergency Operations Center (EOC) as a location for operational decisions. If changing weather conditions warrant, Splendora ISD may also be represented at the City/County EOC, located at Montgomery County EOC. In some cases, the City/County EOC and the District EOC may both be operational. In instances where travel is restricted, such as for winter weather or flooding, the Superintendent or their designee may coordinate decisions via conference call or electronic meetings. This communication can be internal to the District or part of local, regional, and/or state coordination. Shared information may include, but is not limited to:

- Personal observations from checking facilities, campuses, neighborhoods, and bus routes;
- Texas Department of Transportation (TXDOT) reports of impending flooding, ice, or snow moving toward Montgomery County;
- National Weather Service or local meteorologist's reports;
- Input from neighboring school districts also affected by the threat;
- Awareness that public works, utility services, sanding crews, etc., are mobilized in anticipation of or response to changing weather conditions;
- The City and/or County Office of Emergency Management notifies the District of an impending activation of the EOC or any of its primary components.

### **Organization and Assignment of Responsibilities**

All District employees are encouraged to communicate to their immediate supervisor, any information they may have related to changing weather conditions that potentially could disrupt District operations, endanger students and staff, or disrupt transportation services. It is the responsibility of the supervisor to share information with the District EOC, Emergency Management Coordinator, and/or the Superintendent or their designee.

The District Emergency Management Coordinator will provide updates and make recommendations to the Superintendent and/or their designee to facilitate decisions related to mitigation strategies, protective measures, and schedule changes. They also will ensure that appropriate information is shared with each campus and is provided to the staff members tasked with disseminating public information.

#### District Support Services

- The Splendora ISD Facilities staff is responsible for preparing facilities for approaching severe weather, for monitoring the status of facilities, for damage assessment after an event, and for reparations. This includes actions necessary to protect critical infrastructure including utilities, communications, and security systems.

- The department will monitor facilities for electrical outages, alarms, water line breaks, and other possible failures and will ensure the integrity of each campus and District facility prior to opening those facilities for students, faculty, and staff use. Facilities will report power outages to the City/County EOC as well as to the appropriate utility responsible for the affected services.
- In cases where storm conditions cause power failures or rolling blackouts, the EOC will coordinate activities to support individuals or services where the interruption of power represents a life safety issue. Priority will be given to the school only if school is in session and priority within the District will be given to those facilities housing individuals with special needs and those serving younger children.

## **Direction, Control and Coordination**

### Internal Coordination

- When severe weather threatens, campuses will monitor changing conditions and be ready to take appropriate protective measures. They will work with the District administration for status updates. Campus preparedness measures may include:
  - o Reminding staff to be vigilant to changing weather conditions and to be ready to support emergency actions should they be needed;
  - o Moving students and staff from portable buildings to permanently constructed facilities if severe weather, flooding, or when extreme heat or cold become an issue;
  - o Adjusting dismissal schedules or release procedures to facilitate a safe and efficient release of students and staff; and
  - o Preparing to house students and staff beyond normal operating hours as an alternative to releasing them to unsafe conditions.
- Employees cannot rely solely on news reports or social media messages to determine their schedule; they must verify it through one of the methods listed below.

### External Coordination

- The City/County Office of Emergency Management is the lead governmental entity to assess, monitor, and communicate regarding a severe weather

situation. To the extent possible participating city, county, school, regional, and state agencies will be consulted prior to the issuance of emergency orders such as closures and evacuation. These operations may be conducted from that entity's EOC.

- For school needs, the District's liaison to the EOC will be responsible for input of District requests on behalf of Splendora ISD. Campuses will work through the Superintendent or their designee and/or the District EOC for help and support.
- To the extent possible, and as supported by mutual aid and similar agreements, the District will support shelter, evacuation, and reunification efforts of the community. These agreements and expectations are maintained under separate cover and are outlined in the District Emergency Operations Plan (EOP).
- The City/County Office of Emergency Management, will coordinate governmental activities related to emergency severe weather operations. Coordination with schools includes, but is not limited to:
  - o Ensuring operation of critical governmental functions such as public safety and infrastructure;
  - o Assessing the impact of decisions related to closures, dismissals, and resumptions of activities;
  - o Assessing road operations within its jurisdiction including the closing and opening of roads and communicating that information to the District;
  - o Collecting and assessing data about weather, observed conditions, and damage reports, including information provided by the District;
  - o Assessing impact of a severe weather event on overall operations; and
  - o Coordinate the release of public information related to city and county operations and share information released by the District related to school closures, delays, and protective measures.
- The EOC will coordinate protective measures such as sandbagging, barricades and emergency support requests using the appropriate National Incident Management System (NIMS)/Incident Command System (ICS) protocols and documentation.

### Public Information and Outreach

Information on the closing of schools or modifications in schedules will be released to the media through the District Public Information Office. Individual announcements by campuses, extracurricular activities, transportation, or Student Services will be

coordinated through the District communications office prior to release. The following processes will be used to notify the public and school staff.

### Public Notification

During a major severe weather event, the District will use the news media, the school's website home page, social media, and campus list-serves as the primary means of communicating public information such as closures, dismissals, cancellations, and resumption of classes to the community at large. The District will use mass notification systems for more directed communication with parents and staff. Emergency communication for staff members is addressed in the Functions and Responsibilities section of this Annex.

The District will support communications through the Joint Information System (JIS) in conjunction with local, regional, and state entity public information and communications staff. All major District operational announcements will be shared with the City/County EOC public information officer(s) to ensure message consistency and coordination. Neither the District nor the EOC will post information on the closings of individual or private schools, daycares, or other events not directly related to school functions or school-sponsored activities.

### Staff Notification

The District will use various methods to notify employees of changes in school schedules, closures, curtailments, and other actions to include the following:

- Website Updates using both public and private portals
- Social media, texting, and Twitter using only official District account
- Mass Notification System (employee specific functions)
  - o Each employee is responsible for ensuring that their information in the District's notification system is up to date.

### District Email

Because not all email messages regarding the cancellation or delay of school are from authorized District sources, employee notification messages will carry a subject message that reads: "Splendora ISD Message Regarding Severe Weather Conditions". The email message will include the name and title of the person within the District who authorized the message, usually the Superintendent. Each employee who has an email account with the District is responsible for checking their email to verify schedules.

## Phone Tree

The District phone tree is organized by position within the District and by function, including the time certain employees report to work. Notification is not necessarily completed by organizational seniority. This ensures that the people who report earliest to work each day have time to adjust their schedule or assignment in the event that severe weather forces the cancellation or delay of the school day. The District phone tree establishes the following notification priority:

- Superintendent and District Administration
- Essential Employees and Department Head or Supervisor of employees with reporting times of 6:30 a.m. or earlier
- Primary contact for contract services within the District
- Other department heads and supervisors
- At the bottom of the phone tree are at least two individuals who are empowered to call a designated member of the District administration to verify that the entire call down process is complete
- While all employees are responsible for staying informed about the closure or curtailment process, it is the responsibility of each immediate supervisor to ensure that their employees are notified.
- If in making a notification, the person called does not answer, it is the responsibility of the person making the notification to contact the next person on the list.
- Once an employee receives a notification call, if they are tasked with making additional notifications, they must do so immediately.

## **Administration, Finance and Logistics**

See basic plan

## **Plan Development and Maintenance**

See basic plan

## **Appendices**

*Appendix 1 is an overview of awareness levels and preparedness measures associated with the onset of various severe weather events, including job aids.*

## **Awareness Levels**

### General

Many severe weather events follow a recognizable build-up period during which actions can be taken to achieve a gradually increasing state of preparedness. General awareness levels are detailed in this plan and more specific actions are contained in the District Standard Operating Guidelines (SOGs). The District recognizes that when an incident occurs, or severity escalates quickly, protective actions may occur in quick succession and some activities may be merged.

The following awareness levels reflect District efforts to increase alertness posture for severe weather events:

- Level 4: Normal Conditions—Regular operations are unaffected.

District personnel remain alert to hazards and vulnerabilities and share concerns with administrators and/or first responders. Examples of activities at Level 4 include, but are not limited to:

- o District Safety and Security Committee members may review floodplain maps with a focus on the impact of future and existing school sites and transportation routes. The Committee may also identify flood gauges in the District and work with local emergency managers to ensure notification and coordination during periods of flood and flood risk.

- Level 3: Increased Readiness—Regular operations are affected slightly, if at all.

Incident Command and the District safety team are alerted. A situation presents a greater potential threat than Level 4, but poses no immediate threat to District operations, life, and/or property. Evolving situations are monitored in the event that protective measures are needed. Increased readiness actions may be appropriate when situations similar to the following occur:

- o Tropical Weather Threat: A tropical weather system has developed that has the potential to impact the local area or trigger inland shelter and emergency support operations. Readiness actions include regular monitoring of the situation, reviewing of plans and resources, determining staff availability, placing personnel on-call, ensuring that parent notification procedures are in place, and assessing resource

availability. The Safety and Security Committee reviews potential impact on school operations.

- Tornado or Severe Weather Watch: The possibility for severe weather or tornado development exists. Readiness actions include increased monitoring of the situation, ensuring that weather radios are activated and monitored at each campus, verifying that parent notification procedures are in place, reminding staff about tornado safety measures, placing selected staff on alert, and notifying transportation staff to curtail operations if conditions worsen.
  - Flash Flood Watch: Heavy rains may produce severe or flash flooding. Readiness actions include increased monitoring of low-lying areas and flood gauges; utilizing transportation staff reconnaissance of known trouble spots and reviewing alternate bus routes. Other readiness measures include: Adjustment of school schedules to facilitate the safe release of students and mass notification messages related to protective measures, school schedules, student release, or bus routes changes.
- Level 2: High Readiness -- Regular operations experience some level of disruption.

Weather conditions are carefully monitored. An evolving situation presents a significant potential and probability of disrupting the educational process, threatening school safety and security and/or causing loss of life and/or property. This condition will require some degree of warning to students, staff, and parents. High readiness actions may be appropriate when situations similar to the following occur:

- Tropical Weather Threat: An imminent tropical weather system may impact the local area or trigger inland shelter and emergency support operations within 72 hours. Readiness actions include continuous monitoring of the situation, identifying worst-case decision points and potential resource requests, ensuring staff availability, and providing parent notification. The Safety and Security Committee should establish specific trigger points for curtailing school operations and supporting evacuation/sheltering operations, as appropriate.
- Tornado Warning: Tornado warnings are issued when a tornado has been sighted in the vicinity or is indicated by radar. Readiness includes taking immediate severe weather safety actions as outlined in District and Campus emergency plans, removing students and staff from

outdoor activities, and notifying transportation staff to curtail operations immediately. The District should be prepared to provide support to students, staff, and the community in the wake of the storm.

- Flash Flood Warning: When flash flooding occurs or is reported, immediate decisions are required related to school schedules and bus routes. Readiness actions include notifying transportation staff to curtail or adjust routes and to communicate hazardous areas encountered (this information may also be relayed by first responders) and making arrangements to retain all students and staff at school who safely cannot return to their homes.
- Winter Storm Warning: When snow, sleet, freezing rain or other adverse severe weather conditions make traveling treacherous or disrupt utility service to campuses, the District must take immediate action to adjust or cancel school schedules. Readiness actions include notifying parents and the community of temporary school closures and/or schedule adjustments. Additional actions include, assigning key staff to assess campuses and facilities for damage, downed trees and wires, icy sidewalks and parking lots as well as other hazards that affect school infrastructure. District officials should coordinate with school transportation and city/county public works for reconnaissance along bus routes.

- Level 1: Maximum Readiness—Large-scale disruption of District operations occurs.

An array of outside agencies and District departments are activated, including the District EOC and/or the City/County EOC(s). Coordination is ongoing among the District EOC and Campus Command Post(s) as well as with first responders and local emergency management. This level of readiness and may be appropriate when situations similar to the following occur:

- Tropical Weather: The impact of a tropical weather system is imminent and will require evacuation, shelter, and resource activations on a regional or statewide basis. Readiness actions may include continuous situation monitoring, activating decision points and resource requests, assigning staff extra duties and adjusting both staff and school schedules as appropriate, providing parent notification and activating the District EOC.
- Tornado: A tornado has been sighted within or near District boundaries. Readiness actions include taking immediate shelter, halting all District

transportation operations and student dismissals, ensuring student accountability and preparing for possible search and rescue and damage assessment.

### Protective Measures

When changing weather conditions result in the need for protective measures on behalf of the District, the District priority is the health, safety, and security of students and staff. To the extent it is possible and when prudent to do so, the District will endeavor to maintain regular or adjusted schedules. If school is in session and severe weather threatens, the District will take into consideration the likelihood of impact, the risk to people and property, and the expected duration of the event. Campuses will review the protective measures that would best address the risk.

- Schedule Changes

If it is safe and sensible to do so, the District will maintain a regular schedule to ensure that students are not sent home to empty houses or placed in harm's way due to an approaching storm or imminent flooding.

- Delayed Release

In such cases where release of students is dangerous, the District will be prepared to retain students on campus or if they already are on buses, take them to the nearest District location. In some situations, the nearest appropriate location may not be a District location, but may be another District, or a community, city or county building.

The District will then work with local authorities and parents to determine the length of a temporary shelter and alternate ways to reunite parents and students.

- Early Dismissal

When weather conditions appear to be worsening during the school day, the District, in consultation with area emergency management and local meteorologists, will determine the appropriate protective measures for students and staff and whether early dismissal is feasible.

If it is feasible, the District will use the notification processes identified in the Emergency Public Information section of this Annex and will begin the dismissal process in a way that ensures the safe and effective dismissal of students and

the efficient running of buses. The actual dismissal process will vary depending upon the time of day that the decision is made.

- Delayed Start/Cancellation

If classes are not in session and worsening weather conditions are such that it is unlikely that school can run on schedule, the District will either make a decision to institute a two-hour delay or close school. The purpose of the two-hour delay is to allow a staggered start that facilitates getting staff on site and bus schedules operating smoothly. If a delayed start is not feasible, then the District may decide to close school for the day.

The decision to close school for the day usually will be made the morning of the closure day. Only in rare circumstances will the decision be made the evening before, as changing weather patterns and community preparedness can affect the decision. Figure 1 outlines the closure consideration process. If a weather event is expected to last more than one day, the District reserves the right to make the closure or delay decision on a day-to-day basis.

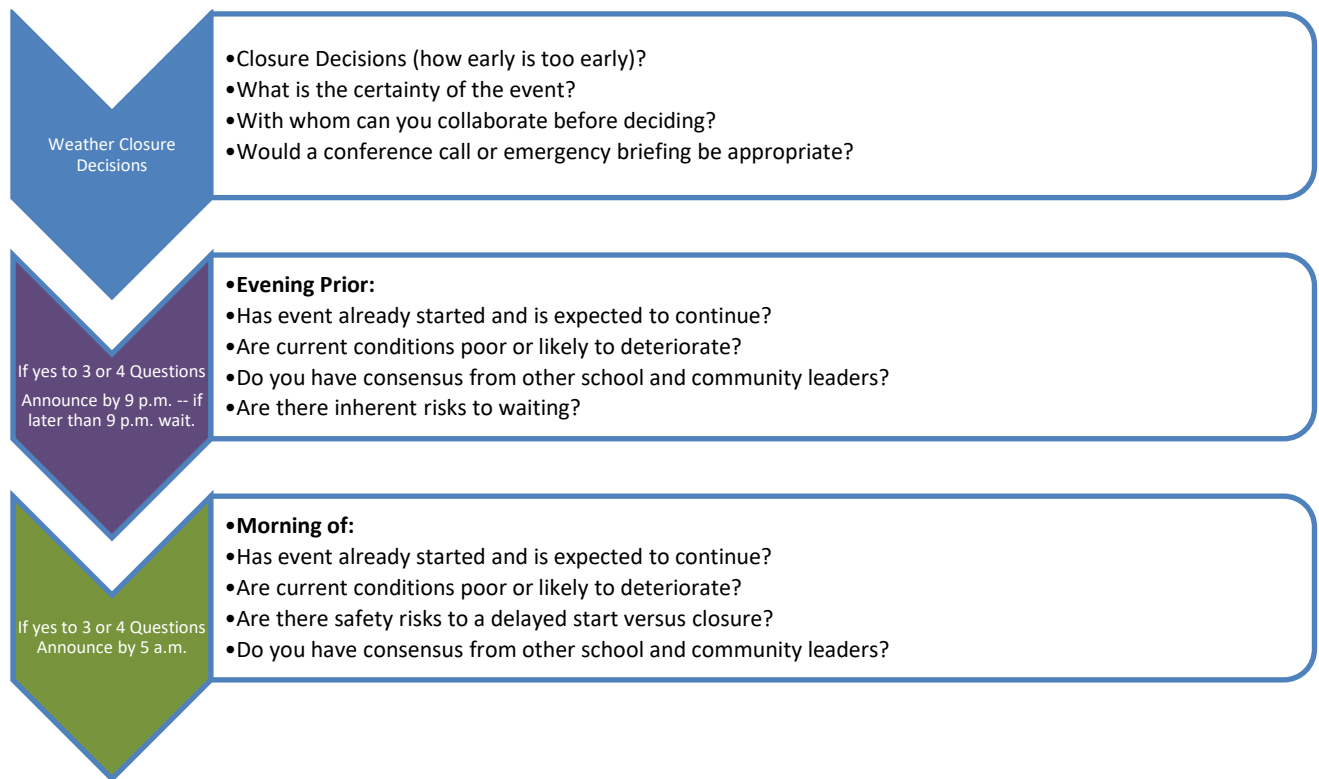


Figure 1: Closure Considerations

## Safety

Basic safety and risk management rules apply when addressing severe weather concerns. The District recognizes the following as important in terms of response to weather events:

- If weather conditions are worsening or a severe weather threat exists, employees are not expected to put themselves in harm's way to verify conditions.
- All employees are aware of severe weather safety and versed in lightning safety, restrictions about crossing flooded roadways or walkways, driving on slick surfaces and know the places to go to take cover from threatening weather.
- Employees are expected to support response and recovery efforts as is safe and prudent to do so. They must not take unnecessary risks to carry out those duties.
- Administrative processes are in place whereby, if emergency measures are required to protect property or make repairs, select staff is empowered to make emergency purchases and take emergency actions.

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# SPLENDORA ISD

## Hazard Annex: Active Shooter

### ***Security Statement***

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## Record of Changes

<b>Change #</b>	<b>Date of Change</b>	<b>Change Entered By</b>	<b>Change Notes</b>	<b>Location/Section of Change</b>
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**Record of Distribution**

*The following table provides a record of distribution.*

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# Hazard-Specific Annex: Active Shooter

## **Introduction**

Splendora ISD and its stakeholders expect that schools are safe and secure environments; however, schools cannot predict exactly when and where an incident is going to happen. No true profile exists for an active shooter; however, research indicates there may be signs or indicators. Institutes of higher education should learn the signs of a potentially volatile situation that may develop into an active shooter situation and proactively seek ways to prevent an incident with internal resources, or additional external assistance.

## **Purpose**

The threat associated with acts of violence and most notably an active shooter on campus presents an immediate danger to students, faculty, staff and visitors of Splendora ISD. When these life threatening incidents occur, they will require specific and immediate response actions in order to stop the attack, minimize injuries and loss of life, and begin recovery efforts. This Annex reflects and incorporates the primary goal of the Splendora ISD to protect lives, preserve property, and provide for the resumption of essential services and normal activities as soon as possible. Implementation of this Annex as a response to acts of violence incidents involves making management and executive decisions during emergencies which may affect campus operations, schedules and work assignments in the campus community. This annex applies to all Splendora ISD incidents on campus and Splendora ISD property.

Many innocent lives are at risk in concentrated areas. This is why it is critical that campus personnel work with their community partners (e.g., first responders, emergency managers) to identify, prepare, prevent, and effectively respond to an active shooter situation in a swift but coordinated fashion. Active shooter situations are unpredictable and evolve quickly. Because of this, individuals must be prepared to deal with an active shooter situation before law enforcement personnel arrive on the scene. An active threat is any incident which creates an immediate threat or presents an imminent danger to the campus community.

## **Scope**

The District completes drills as required by state law in preparation for any type of active shooter incident. The District also completes table top exercises as additional preparation for these events.

## **Situation Overview**

SISD Police officers may not be present when a shooting begins. Providing information on how staff and students can respond to the incident can help prevent and reduce the

loss of life. No single response fits all active shooter situations; however, making sure each individual knows his or her options for response and can react decisively will save valuable time. Depicting scenarios and considering response options in advance will assist individuals and groups in quickly selecting their best course of action. Understandably, this is a sensitive topic. There is no single answer for what to do, but a survival mindset can increase the odds of surviving. During an active shooter situation, the natural human reaction, even if you are highly trained, is to be startled, feel fear and anxiety and even experience initial disbelief and denial. You can expect to hear noise from alarms, gunfire, explosions and people shouting and screaming. Training provides the means to regain your composure, recall at least some of what you have learned and commit to action. There are three basic options: run, hide or fight. You can run away from the shooter, seek a secure place where you can hide and/or deny the shooter access or incapacitate the shooter in order to survive and protect others from harm.

As the situation develops, it is possible that you will need to use more than one option. During an active shooter situation, individuals will rarely have all of the information they need to make a fully informed decision about which option is best. While they should follow the plan and any instructions given during an incident, they will often have to rely on their own judgment to decide which option will best protect lives.

## **Planning Assumptions**

The District conducts drills with students and staff yearly as required by Texas State Law. The SISD Police Department also speaks to each school staff at the beginning of each school year to provide answers to any specific questions they have. The SISD Police Department constantly trains and updates techniques to stay in a ready state.

## **Concept of Operations**

### Respond Immediately

It is not uncommon for people confronted with a threat to first deny the possible danger rather than respond. Repetition in training and preparedness shortens the time it takes to orient, observe and act. Upon recognizing the danger, as soon as it is safe to do so, staff or others must alert responders by contacting 911 or campus law enforcement with as clear and accurate information as possible.

### Interacting with First Responders

Employees should be trained to understand and expect that law enforcement's first priority must be to locate and stop the person or persons believed to be the shooter(s); all other actions are secondary. Students and employees should be trained to cooperate and not to interfere with first responders. When law enforcement arrives, students and

employees must display empty hands with open palms. Law enforcement may instruct everyone to place their hands on their heads or they may search individuals.

The Splendora ISD Police Department is the primary law enforcement agency of jurisdiction for acts of violence on Splendora ISD campuses and will respond in accordance to police procedures.

### Incident Response

Splendora ISD Police is responsible for on-scene incident management of all tactical response and rescue operations. The Incident Commander may choose to establish a Unified Command dependent on the circumstances of the incident. If the situation exceeds the response capability of the Splendora ISD Police, mutual aid may be requested from the following local, state, and federal law enforcement agencies:

- City of Splendora Police Department
- Montgomery County Sheriff's Department
- Montgomery County Precinct 4 Constable's Office
- Texas Department of Public Safety
- Patton Village Police Department
- Roman Forest Police Department
- Cleveland ISD Police Department
- New Caney ISD Police Department
- Montgomery County Hospital District
- Federal Bureau of Investigation

Depending on the duration and circumstances of an act of violence, the Incident Commander or the Superintendent of Splendora ISD may activate the ICS to provide centralized coordination and communications, organize public information services, establish a family assistance center, and facilitate resource requests to support on-scene tactical response.

The Incident Commander and district administration should consider the following:

- Frequency and content of notifications and warnings
- Interoperable communications with outside agencies
- Emergency public information to include:
  - Frequency of media releases and press conferences
  - On-site media management
- Traffic management, including alternate bus operations
- Perimeter control and building security

- Mass casualty and mass fatality management

### After an Active Shooter Incident

Once the scene is secured, first responders will work with campus officials and victims on a variety of matters. This will include transporting the injured, interviewing witnesses and initiating the investigation.

Trained personnel should provide assistance to victims and their families. This should include establishing an incident response team (including first responders) that is trained to appropriately assess and triage an active shooter situation (as well as other emergencies) and provide emergency intervention services and victim assistance beginning immediately after the incident and throughout the recovery efforts. This team may integrate with state and federal resources when an emergency occurs.

With an on-going and/or evolving emergency, where the immediate reunification of loved ones is not possible, providing family members with timely, accurate and relevant information is paramount. Having family members wait for long periods of time for information about their loved ones not only adds to their stress and frustration but can also escalate the emotions of the entire group. When families are reunited, it is critical that there are child release processes in place where minors might be involved (e.g., childcare) to assure that no child is released to an unauthorized person, even if that person is well-meaning.

Essential steps to help establish trust and provide family members with a sense of control can be accomplished by:

- Identifying a safe location separate from distractions and/or media and the general public, but close enough to allow family members to feel connected in proximity to their children/loved ones;
- Scheduling periodic updates even if no additional information is available; \ Being prepared to speak with family members about what to expect when reunified with their child/loved ones; and
- Ensuring effective communication with those that have language barriers or need other accommodations, such as sign language interpreters for deaf family members.

When reunification is not possible because an individual is missing, injured or killed, how and when this information is provided to families is critical. Law enforcement typically takes the lead on death notifications, but all parties must understand their roles and responsibilities. This will ensure that families and loved ones receive accurate and timely information in a compassionate way.

While law enforcement and medical examiner procedures must be followed, families should receive accurate information as soon as possible. Having trained personnel to talk to loved ones about death and injury on-hand or immediately available can ensure the notification is provided to family members with clarity and compassion. Counselors should be on hand to immediately assist family members.

Pre-identified points of contact will work with and support family members (e.g., counselors, police officers). These points of contact should be connected to families as early in the process as possible, including while an individual is still missing but before any victims have been positively identified. After an incident, it is critical to confirm that each family is getting the support it needs, including over the long-term.

Campus officials should consider printed and age-appropriate resources to help families recognize and seek help in regard to a variety of reactions that they or their loved ones can experience during and after an emergency. For example, a family that has lost a child may have other family members in the area or on campus. It is critical that these families and loved ones are supported as they both grieve their loss and support their surviving family members. Campus personnel should also explicitly address how impacted families will be supported if they prefer not to engage with the media. This includes strategies for keeping the media separate from families and students while the emergency is ongoing and support for families that may experience unwanted media attention at their homes.

## **Organization and Assignment of Responsibilities**

### Splendora ISD Police Department

- Mitigate threat and save lives
- Establish an Incident Command Post and Staging Area (as needed)
- Provide incident scene control and security
- Coordinate tactical communications
- Ensure emergency notifications are timely and accurate
- Approve public information releases
- Coordinate with supporting agencies

### Splendora ISD Maintenance and Custodial Department

- Provide building and facility plans as requested to support law enforcement response
- Supports response of various departments with a departmental communications center

- Provide equipment and personnel as requested
- Provides support in custodial/remediation/clean-up in the recovery process

#### Transportation Services

- Provide mass transit capacity to the school district community
- Provide additional support with communications and manpower as needed

#### Division of Student Affairs

- Provide counseling and crisis intervention services for students
- Provide support for family assistance center, as needed
- Assist law enforcement with accessing emergency contacts and next of kin information

#### Human Resources/Counseling Department/Communications Department

- Provide counseling and crisis intervention services for affected staff and faculty
- Assist law enforcement with accessing emergency contacts and next of kin information
- Serve as the primary point of contact for news media
- Manage the Joint Information Center and all press conferences
- Update appropriate websites and maintain the university's social media (e.g., Facebook, Twitter)

Additional direction can be found in the basic plan.

### **Direction, Control, and Coordination**

See basic plan

### **Administration, Finance and Logistics**

See basic plan

### **Plan Development and Maintenance**

See basic plan

# SPLENDORA ISD

## Hazard Specific Annex: Reunification

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Planning Assumptions.....	<b>Error! Bookmark not defined.</b>
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# Hazard-Specific Annex: Reunification

## Introduction

Reunification strategies are designed for all-hazards use, meaning reunification plans may be implemented in response to a wide range of incidents, including: Severe weather, fire, an active shooter or other major event that could affect the educational process. Reunification plans can be tailored to unique circumstances such as those associated with students or staff with special needs or for continuity of operations with neighboring school districts. District reunification plans take into account student and staff safety and accountability including the movement of individuals from affected areas.

## Purpose

The overall purpose of the reunification plan is to:

- Promote the safe and effective reunification of each child with their parent or guardian;
- Outline the procedures for the movement of students to an alternative site;
- Provide faculty and staff with the process and procedures needed for student accountability;
- Address custodial concerns; and
- Provide faculty and staff with a mechanism to ensure that the impact on students is minimal.

## Scope

Reunification plans include, but are not limited to, the:

- Management of students and staff safety and accountability;
- Management of parents/guardians, community members and the news media who report to the incident scene or other affected location;
- Coordination with first responders;
- Protection of crime scenes and/or potential crime scenes; and
- Effective communication of expectations regarding student privacy, parental rights, and safeguards to ensure a safe and secure reunification scene.

## Situation Overview

Reunification plans represent the school's intended approach to reunification for any major event or incident within the District including all of its campuses. Student and staff safety and accountability are the cornerstones of this plan and the procedures contained

herein. They are considered procedural guidelines that will need to be tailored to the specific conditions of an event and should not be considered as performance guarantees.

## **Planning Assumptions**

Reunification for non-emergency or minor incidents, such as those associated with severe weather events or reverse evacuation, will mirror daily pick-up procedures to the extent possible. Whenever prudent and safe to do so, reunification will occur on campus grounds. For significant events where evacuation from the site has occurred or where the incident precludes orderly reunification on site, the reunification location may be moved to an alternate site either identified in advance or based on the recommendations of law enforcement and other first responders in conjunction with the school officials.

The District recognizes that in some scenarios, reunification requirements are extensive and could last several hours, while in other cases reunification could be limited to ensuring that students can return home safely. In some cases, campus administrators may determine that it is appropriate for students who usually ride buses home to do so. In a significant event, administrators may determine that all student-parent reunification should occur at the reunification site.

## **Concept of Operations**

To better understand the reunification demand on the campus, District administrators have assessed parent/guardian and student populations in order to establish basic expectations for reunification that include, but are not limited to:

- Use of District transportation data and student records to determine the number of students who walk to school and the number of students that ride the bus or arrive by other means;
- Use of student files and/or on-line visitor and data management systems to help determine the adult(s) who are allowed to interact with, or take custody of, a child;
- Use of available campus, District and community resources to facilitate a safe and effective reunification process; and
- General guidance to follow during the school day if an emergency occurs that forces school officials to curtail activities at the campus whereby administrators can initiate the parent/guardian/student reunification process. For the purposes of this plan, the terms parent/guardian/authorized adult and "requestor" refer to the person(s) authorized to take custody of a student at school. Only designated adults will be allowed to claim their child during the reunification process.

For the reunification process to function effectively, the District must:

- Educate both parents/guardians and students about the policies and procedures for releasing students;
- Help parents/guardians understand what to expect when an incident occurs;
- Consider access and functional needs of students and staff;
- Account for technology and language barriers;
- Involve parents/guardians, staff and students in drills and exercises to the extent possible; and
- Have copies of policies and procedures pre-printed and ready to distribute to parents/guardians while they wait to reunite with their child(ren).

The following process will be implemented for significant incidents requiring reunification (a sufficient number of individuals will be required to perform reunification, excluding law enforcement and first responders):

### **Reunification Site**

- The reunification site will be dependent on the circumstances surrounding a needed reunification. If possible another Splendora ISD school site or athletic facility will be used for a site. Due to the specific condition requiring a possible evacuation of students and the need for a reunification this will be a fluid decision.
- Faith Family Baptist Church located at 23915 Hwy 59 North, Kingwood, Texas, 77339 is currently an offsite reunification site used for catastrophic issues or as needed as directed by the Chief of Police or Emergency Management Director.
- Transportation of students to the alternate reunification site will require significant resources, coordination and oversight. It is critical to maintain adequate records as to the location of students during the relocation process and if possible, teachers should remain with their respective classes. Additionally, transport for students with special needs will require additional consideration.

### **Reunification Command Post**

The following roles should be assigned and practiced prior to an event necessitating reunification.

- Campus staff will bring to the Reunification Command Post necessary supplies, forms and documentation to facilitate reunification of students with parents/guardians.
- The School Nurse will bring to the Command Post all student health information, records and medications.

- Communications will report to the Command Post and be prepared to provide information related to missing students and staff, casualties, medical transport, security concerns and other situational intelligence that may be required.

### **Parent/Guardian/Authorized Adult Sign-In Gate**

- Parents/guardians must show photo identification (i.e., driver's license, military identification, passport, etc.), so that only authorized parties have access to student(s). Individuals without proper identification shall not be allowed into restricted areas where students are located.
- After verification of identification and authorization to receive a student has occurred, Sign-In Gate staff will verify that the student requested is at the reunification site.
  - o If so, then the requestor (parent/guardian/authorized adult) moves through the reunification process.
  - o If the student is not at the reunification site, then the requestor will be referred to a separate staff member who will gather additional information and escort the requestor to the Student Care Area for follow up. Student status information will not be provided at the Sign-In Gate.
  - o Requestors moved to the Student Care Area will NOT receive a wrist band until they reach that location.
- Sign-In Gate staff will verify the identity of each requestor by using student records and student release forms.
- Verified requestors will receive a **wrist band** indicating their name and the name (s) of the student(s) for which they are authorized to pick-up.
  - o Individuals who are not specifically authorized access to the requested students, or who are allowed access but not release, will not be allowed into the reunification area. If problems occur, notify law enforcement or the safety officer on site.
- Sign-In Gate staff will radio or send a runner to the Student Release Staff and identify by name(s) the student(s) that should be brought to the release area.
- A Sign-In Gate staff member escorts the parent/guardian/authorized adult to the student release area for reunion with the student.

- The district/campus visitor/data management system may be used to facilitate student release.

### **Student Release Area**

- The parent/guardian/authorized adult will await the student at the release area. Only one student/set of students at a time will be escorted to the release area. The release area should be established in a controlled location.
- The student(s) will not be released to the parent/guardian until the wrist band is verified and a release mark is applied to the wrist band and/or paperwork.
- Parent/guardian/authorized adult should not remove the wrist band until they are no longer on school/reunification site property. It is important to note that both law enforcement and school staff reserve the right while on school/reunification site property to verify student/parent/guardian/authorized adult information.

### **Student Care Area**

- The Student Care Area serves multiple functions as it is the location where first aid, casualty status, custodial concerns and security concerns are addressed. No parent/guardian or authorized adult should be left unattended at the student care area and if possible, should be assigned a Reunification Liaison Assistant.
- The command staff Liaison Officer will maintain lists of individuals needing medical attention, those absent or missing and any status updates.
- If a student is unaccounted for, then a Reunification Liaison Assistant is assigned to that individual until the whereabouts of the student are verified, at which time they can proceed through the normal flow of the reunification process. If a student's status cannot be verified, the individual should remain under the escort of their Reunification Liaison Assistant until the status changes or they leave. The assistant shall then write a brief narrative of the situation and status before returning to the care area to continue supporting reunification.
- Privacy is vital. Only authorized requestors can receive information about the status of their student(s).

### **Parent/Guardian/Authorized Adult Sign-Out Gate**

- Only parent/guardian/authorized adults who have completed the release process and obtained a wrist band are authorized to leave the reunification area with their student(s).

- Parent/guardian/authorized adults should not remove their wrist band until they no longer are on school district or reunification site property, whichever is the greatest distance.

Law enforcement reserves the right to check all vehicles and individuals entering and exiting the reunification area or school property.

## **Activities by Phases of Emergency Management**

### Mitigation:

1. Print Standard Reunification Method Signage.
2. Build Reunification Go Kits.
3. Attend Standard Reunification Method (SRM) train the trainer.
- 4.

### Prevention:

1. Predetermine parent check-in locations throughout the district.
2. Send Reunification Information Cards home for parents to complete.
- 3.

### Preparedness:

1. Exercise and train students and staff, including substitute teachers on this annex.
2. Train students, staff, including substitute teachers, and parents on this annex.
3. Identify evacuation routes.

### Response:

1. Deliver students to the staging area.
2. Notify parents of location.
- 3.

### Recovery:

1. Return students to their parents.
2. Account for all students.
- 3.

## Organization and Assignment of Responsibilities

The reunification process will function within the Incident Command System (ICS) to the extent possible. The following areas of responsibility will be integral to that process:

- **Liaison:** Maintains forms in alphabetical order and accesses visitor and student management system data to facilitate accountability; and has available reunification information and procedures to provide to parents/guardians during the reunification process.
- **Operations:** Assign staff and trained volunteers in appropriate reunification procedures; assigns volunteers or select students as runners for the reunification process; identifies team leaders for a student status team.
- **Logistics:** Identifies a reunification area separate from emergency responders, parents, and the media; has available supplies, equipment and staff required for the reunification operation.

## Direction, Control, and Coordination

### Readiness Levels

#### A. Level IV – Normal Conditions

1. Conduct training over SRM, including substitute teachers.
2. Brief facility administrators, campuses, and departments on procedures.
3. Review and update this annex.
4. Review assignments of district personnel.
- 5.

#### B. Level III – Increased Readiness

1. Alert Key personnel of possible activation of this annex.
2. Check inventory and go-kits.
3. Review lists of key response agencies.
- 4.

#### C. Level II – High Readiness

1. Alert district personnel of possible emergency duties and activation.
2. Mobilize district personnel.

3. Deploy resources to reunification sites.
- 4.

**D. Level I – Maximum Readiness**

1. Review situation and current status with district administration.
2. Implement reunification procedures.
- 3.

**Training, Testing, and Exercises**

The District has established an effective Training, Testing and Exercises (TT&E) program to support preparedness and validate reunification capabilities. The testing, training and exercising of reunification capabilities is essential to demonstrating, assessing and improving the District’s ability to execute the reunification process, plans and procedures.

- Training familiarizes personnel with their roles and responsibilities in support of the performance of onsite as well as alternate site reunification events.
- Tests and exercises serve to assess, validate or identify for subsequent correction, all components of reunification plans, policies, procedures, systems and facilities used in response to an event requiring reunification. Periodic testing also ensures that equipment and procedures are kept in a constant state of readiness.

The District performs TT&E events at regular intervals, as shown in the table below.

Reunification Training & Exercise Requirements	Monthly	Quarterly	Annually	As Required
Test and validate equipment to ensure internal and external interoperability and viability of communications systems	✓			
Test alert, notification, and activation procedures for all reunification personnel		✓		
Test primary and back-up infrastructure systems and services at reunification facilities/sites			✓	
Test capabilities to perform reunification			✓	
Test EOP Annexes for acquiring vital records, critical information systems, services, and data			✓	

Reunification Training & Exercise Requirements	Monthly	Quarterly	Annually	As Required
Test and exercise of required physical security capabilities at reunification facilities/sites			✓	
Test internal and external interdependencies with respect to performance of essential functions			✓	
Train personnel on roles and responsibilities			✓	
Conduct awareness briefings or orientation for all staff			✓	
Train School/District's leadership on essential functions			✓	
Allow opportunity for personnel to demonstrate familiarity with reunification procedures and demonstrate School/District's capability to implement			✓	
Conduct exercise that incorporates the deliberate and movement of personnel and students to reunification facilities/sites			✓	
Conduct assessment of School/District's reunification TT&E plan			✓	
Report findings of all annual assessments to the Superintendent of Schools			✓	
Conduct successor training for all School/District personnel who assume the authority and responsibility of the School/District's leadership if that leadership is incapacitated or becomes otherwise unavailable during a reunification situation			✓	
Train on the identification, protection, and ready availability of electronic and hardcopy documents, references, records, information systems, and data management software and equipment needed to support student accountability and reunification functions			✓	

Reunification Training & Exercise Requirements	Monthly	Quarterly	Annually	As Required
Test capabilities for protecting classified and unclassified vital records and for providing access to them from the reunification facility/site			✓	
Conduct personnel briefings on reunification plans that involve using or relocating to alternate facilities/sites				✓
Allow opportunity to demonstrate intra- and interagency communications capability				✓
Allow opportunity to demonstrate access to data and records required for supporting essential functions at reunification facilities/sites are sufficient, complete, and current				✓
Allow opportunity for personnel to demonstrate their familiarity with the reunification procedures to transition from a reunification environment to normal activities				✓

The District formally documents all reunification TT&E events, including the event date, type, and participants. Documentation may also include test results, feedback forms, participant questionnaires, and other documents resulting from the event. TT&E documentation for the District is managed by [REDACTED] and is found at Central Office. Further, the District conducts a comprehensive debriefing after each exercise, which allows participants to identify systemic weaknesses in plans and procedures and recommend revisions to the School/District’s reunification annex.

**SAMPLE: TT&E Documentation**

*The following table shows possible documentation for a TT&E event.*

Event	Event Type and Purpose	Date	Confirmation Initials or Signature
Reunification Facility/Site Communications Check	Test and validate equipment to ensure internal and external interoperability and viability of communications systems		

Event	Event Type and Purpose	Date	Confirmation Initials or Signature
Participants	Office	Phone/Email	

### **Administration, Finance and Logistics**

See Emergency Operations Plan

### **Plan Development and Maintenance**

See Emergency Operations Plan

### **Appendices**

*Appendix 1 is an overview for staff use during reunification and should be considered "just in time training" for the reunification process.*

*Appendix 2 can be given to parents and guardians as they arrive on site to make them aware of expectations in the reunification process.*

*Appendix 3 provides a list of suggested supplies/equipment to be prepared ahead of time and taken to the reunification location.*

*Appendix 4 provides a sample reunification layout.*

# Upon Arrival at Reunification Site

## Reunification Command Post

Campus staff will bring signs, status cards, student records, file forms, and other documentation to facilitate reunification to the reunification command post. The school nurse will bring student health information and student medications to the site.

Logistics will ensure staff availability and deliver wrist bands, additional radios, laptop access for Raptor, and other supplies to reunification site.

Liaison will provide information related to missing, casualties, medical transport, security awareness etc. to reunification command. All staff report to assigned reunification post.

## Sign-in Gate

All individuals must show ID-- only authorized parties can sign out students or proceed into the reunification area. Requestor signs student(s) out, receives a wrist band, and moves to the student Release Area.

Gate staff verifies "requestor" for each student on Release Form, checks for wrist band, marks band, requests student(s) be escorted to student Release Area.

Issues with student status or reunification authorization are referred to student Care.

## Student Release Area

Requestor waits for student(s) to be brought to the area to be released. Student is released to the authorized requestor.

Student are escorted to the student Release Area, but not released to requestor until wrist band is verified and verification mark applied.

## Sign-out Gate

Requestor and student(s) prepare to exit, where final verification occurs. Requestor must not remove wrist band until no longer on school district or reunification site property.

## Student Care Area

Reunification Assistant makes notation of student status and actions taken (e.g.: first aid, absent, missing, custody concern) and meets with requestor regarding student status. Requestor receives a wrist band (if one not already in place from the Sign-in Gate).

If student is located, reunification occurs at care area and requestor and student are escorted to Sign-out Gate. If exigent circumstances exist, other release may be needed.

Only requestors who complete release process and obtain a wrist band may receive student status information.)

Note: Law Enforcement reserves the right to check all vehicles and individuals entering and exiting the reunification area.

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## **Parents' Guide to Student Reunification**

In the event school is closed prematurely, parents will be notified of the reason for the closure (e.g. – severe weather, fire, power failure, chemical spill, etc.). To ensure the efficient reunification of students with parents, guardians and/or authorized adults, the following procedures will be utilized:

- Students will only be released to an authorized parent, guardian or adult who presents photo identification at the Sign-In Gate. It is important to remain calm and cooperative.
- Students will not be bussed home from school unless it has been established that a parent, guardian or an authorized adult is at home to receive the student.
- Students will NOT be allowed to leave with a non-custodial person (babysitter, relative or neighbor), unless the school has prior written authorization on file. It is imperative that each student's records are regularly updated.
- Parents, guardians and/or authorized adults must present photo identification and sign the student out at the student Release Area. This location is subject to change depending on the situation and parents should verify the location before proceeding to the school or to the expected release location.
- Remember that roads near the school may be closed except for emergency vehicles. If you normally drive to school, park away from the campus and walk in. If you live within walking distance, leave your car at home. Always follow the instructions of law enforcement.
- The school is prepared to care for students until they can be picked up. If necessary, the District will set up temporary shelters or relocate the students to another facility. If relocation is necessary, this information will be conveyed to parents through individual contact and official media/social media sites.
- Realize that information posted on social media may not be completely accurate; therefore, please verify information via the official District website before attempting to locate your child.
- Please do not call the campus—including teachers, secretaries, principals or other staff members, as the reunification process requires their full attention.
- Each teacher or staff member has been assigned specific role to ensure the efficient reunification of students occurs as quickly as possible. In some instances, your child's teacher may have a much larger responsibility than monitoring his/her classroom. If this is the case, another authorized staff member will be assigned responsibility for the class.

## What Happens Now?

Arrive at  
Reunification  
Site

### Parent Sign-in Gate

Be prepared to show ID--  
only authorized parties can  
sign out students.



Move to the  
Student Release Area

Be sure to keep all paper  
work and wear the wrist  
band.



### Parent Sign-in Gate

Receive a wrist band.



### Student Release Area Expectations

- Student is released to the Parent or Authorized Party only
- Parent should not remove wrist band until no longer on school District or reunification site property
- Parent/Authorized Adult will wait for the student(s) to be brought to the release area, they are not allowed into staging areas, classrooms, command post or other secure areas.



Note: Law Enforcement reserves the right to check all vehicles and individuals entering and exiting the reunification area.

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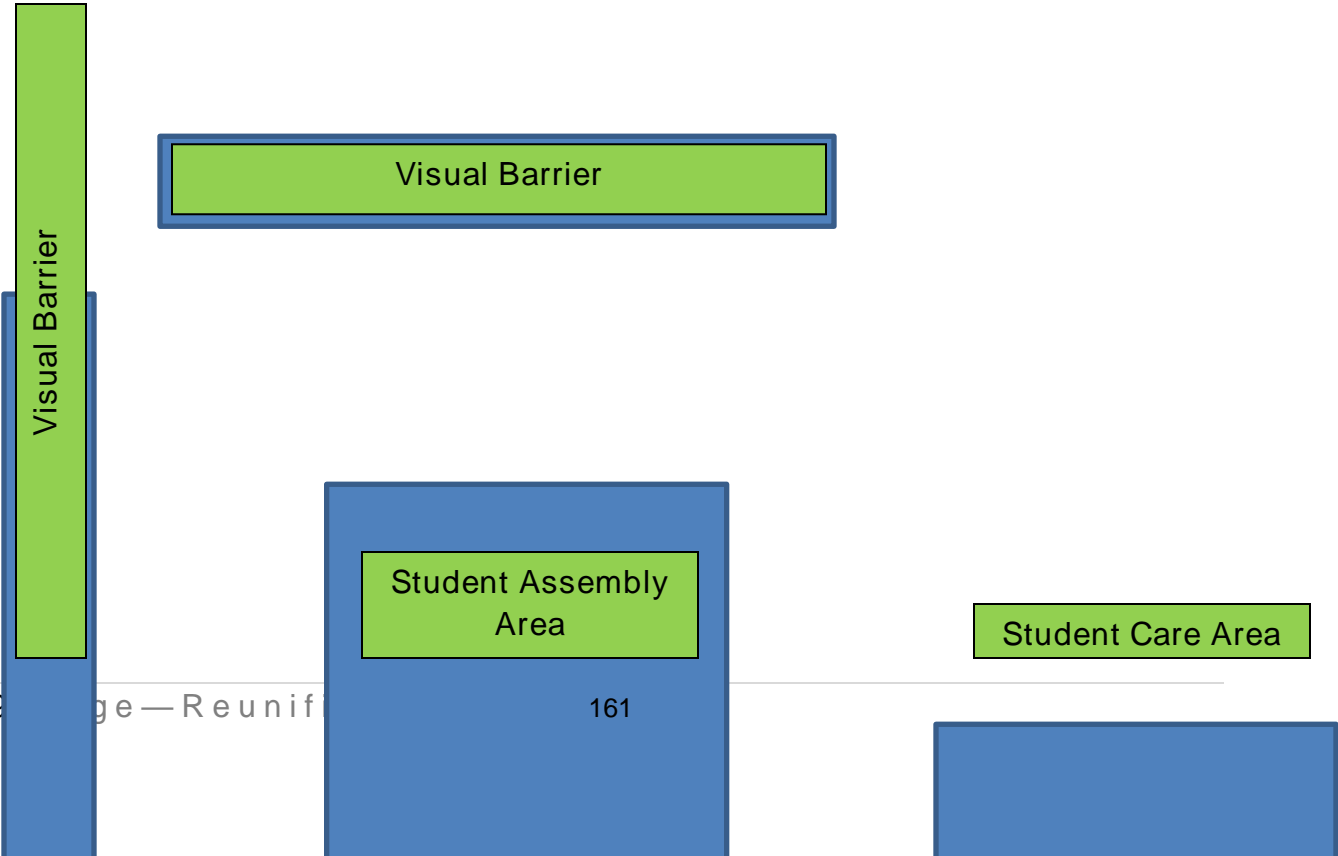
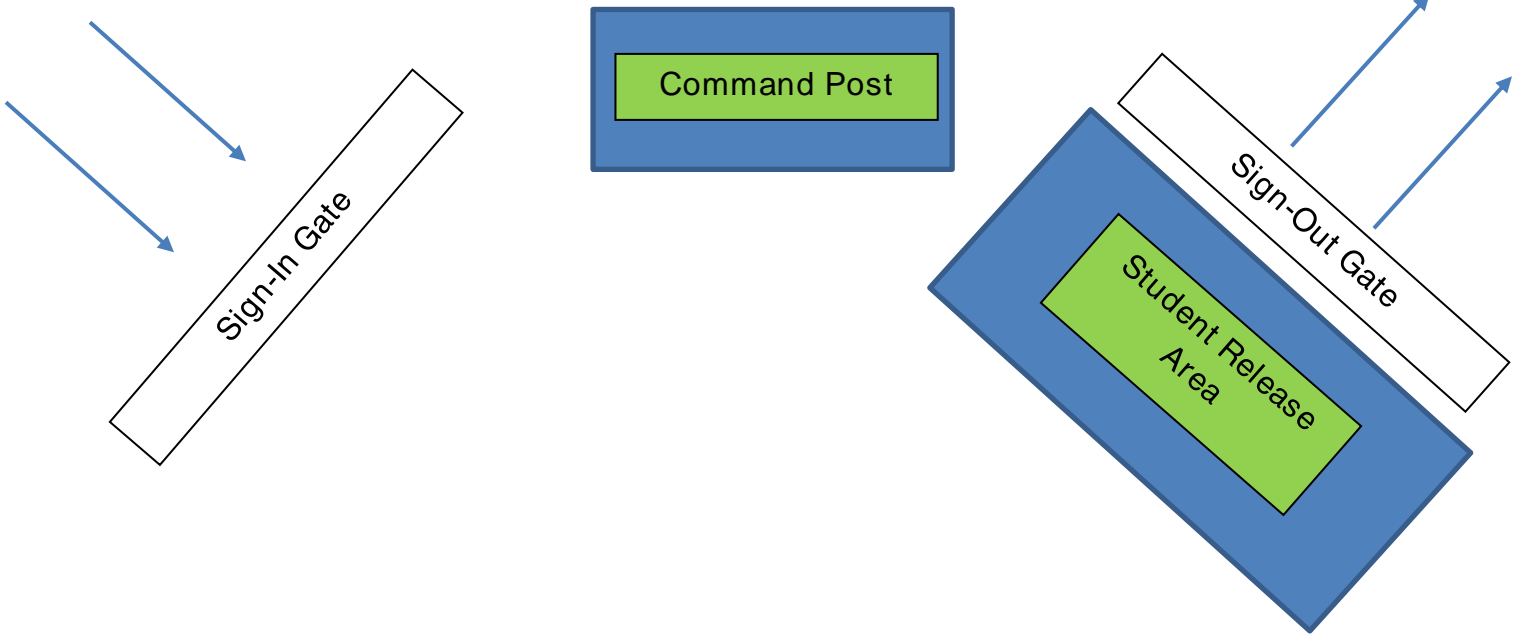
## Suggested Reunification Supplies/Equipment

Appendix 3

1.	Signage for Sign-In/Sign-Out Gates and Student Care Area including Signage Mounting Devices
2.	Parent Information Sheets & Registration Forms
3.	Pre-printed Updated Student Rosters, Emergency Contact/Student Release Information, Medical for Special Needs, etc.
4.	Pre-printed Forms for Documenting Those Requiring Medical/Psychological First-Aid
5.	Wrist Bands in Green and 2 to 3 Alternate Colors
6.	Site Maps, Maps of Surrounding Area and Maps to Reunification Site
7.	Portable Radios, Bullhorns, Large First-Aid Kit
8.	Laptops, Extension Cords (locate power-supply prior to event), Portable Power Banks
9.	Vests for Reunification Staff
10.	Duct or Gaffe Tape, Markers, Pens, Pencils, Paper, Clipboards, Stapler, Staples, Scissors
11.	Traffic/Crowd Control Devices (stanchions, retractable belt barriers, sign posts/brackets, etc.), Barricades, Gates, Cones
12.	Tables, Folding Chairs, Tents
13.	Water, cups

# Sample Reunification Lay-Out

Appendix 4



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# OPERATIONS SUPPORT ANNEX

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SPLENDORA ISD  
**Operational Annex:  
Communication**

## Record of Changes

<b>Change #</b>	<b>Date of Change</b>	<b>Change Entered By</b>	<b>Change Notes</b>	<b>Location/Section of Change</b>
Example	XX/XX/XXXX	John Doe	Updated Hazard Assessment	Section XX.X
1.				
2.				
3.				
4.				
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9.				
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14.				

# Record of Distribution

*The following table provides a record of distribution.*

<b>Date of Delivery</b>	<b>Number of Copies Delivered</b>	<b>Delivery Method</b>	<b>Name, Title and Campus</b>

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# Operational Specific Annex: Communications

## Purpose

The purpose of this annex is to provide information about the district's communications equipment and capabilities available during emergency operations. The district's communication systems are listed and procedures for use are outlined.

## Situation Overview

As noted in the general situation statement in the District's Basic Plan, we are at risk from hazards that could threaten public health and safety and personal and district property. A reliable and interoperable communications system is essential to obtain the most complete information on emergency situations and to direct and control our responding to those situations.

## Planning Assumptions

Adequate communications are available for effective and efficient warning, response and recovery operations.

Natural or manmade hazards may neutralize communications currently in place for emergency operations.

Additional communications equipment required for emergency operations may be made available from residents, business, volunteer organizations, and/or other response agencies.

## Concept of Operations

### General

Communications play a critical role in emergency operations. Extensive communications networks and facilities are in existence throughout the State of Texas. Texas maintains a statewide Interoperability Plan.

- The existing district's communications network consists of *telephones, cellular, computers, facsimile and radios (portable, base & mobile), voice, data, and video equipment* to perform the initial and basic communications effort for emergency operations.
- During emergency operations, all district campuses will maintain their existing equipment and procedures for communications during emergency operations. In addition, procedures are in place for all campuses to stay in contact with all district command staff.

- When day-to-day operations are insufficient to meet the increased communications needs created by an emergency, various stakeholders and response partners may be asked to assist or expand the communication capabilities.

### **Actions by Phases of Emergency Management**

#### Mitigation:

- Maintain a current technology based reliable, interoperable, and sustainable communications system.
- Ensure warning communications systems meet district needs.
- Ensure vital information networks are operational.
- Ensure integrated communication procedures are in place to meet the needs and requirements of the district.

#### Prevention:

- Each campus shall develop communications procedures that are documented and implemented through communications operating instructions (including connectivity with response partners, private-sector and non-governmental organizations).
- Ensure all equipment has a regular schedule of testing, maintenance, and repair.

#### Preparedness:

- Review and update this communications annex.
- Thoroughly and continually review the system for improvement including the implementation and institutionalized use of information management technologies.
- Ensure plans and actions are integrated into all phases of emergency management.
- Ensure personnel, including substitute teachers, are trained on appropriate equipment and communication procedures.
- Review emergency notification list of key stakeholders and response agencies.

Response:

- Emergency communications will follow the Incident Command Structure (ICS) and will be managed by the Incident Commander (IC) using a common communications plan and an incident-based communications center.
- All individuals responding should use of common language during emergency communications. This will reduce confusion when multiple agencies or entities are involved.
- Initiate warning procedures.

Recovery:

- All activities in the emergency operations phase will continue until such time that they are no longer needed.
- Inventory all equipment.
- Test all equipment.
- Replace/repair equipment.

## **Organization and Assignment of Responsibilities**

All district's telecommunication systems and data mainframe computer equipment are purchased, installed, and maintained by the technology department for the district. The emergency communications system is organized and coordinated by the district's communication department. It's the technology department and police department to ensure the warning systems telecommunications services, radios, and data servers are staffed and operational.

### Incident Command System and EOC Interface

If the district activates an Emergency Operations Center (EOP) and an Incident Command Post are operating, the Incident Commander at the command post and the manager of the district's EOC must agree upon a specific division of responsibilities for emergency response activities to avoid duplication of effort as well as conflicting guidance and direction. The district's EOC and the command post must maintain a regular two-way information flow.

## **Readiness Levels**

### **Readiness Level IV – Normal Conditions**

- Conduct personnel training programs, including substitute teachers.
- Test existing systems for serviceability.
- Brief facility administrators, campuses, and departments on procedures.
- Review and update this annex.

### **Readiness Level III – Increased Readiness**

- Alert key personnel.
- Check the readiness of all equipment.
- Review lists of key stakeholders and response agencies.

### **Readiness Level II – High Readiness**

- Alert district personnel of possible emergency duties and activation.
- Mobilize all district personnel.
- Check the readiness of all equipment.
- Pre-deploy equipment and key district personnel.
- Review plans with support personnel.

### **Readiness Level I – Maximum Readiness**

- Recall all district personnel with roles and responsibilities related to the incident.
- Review situation and current status with district management.
- Prepare staffing requirements.
- Issue assignments to district personnel.
- Implement plans as described in procedure manuals.

## **Administration and Support**

### **Reporting**

- A complete listing of the radio assets and frequencies, equipment and capabilities should be maintained by the district

### **Maintenance and Preservation of Records**

- All records generated during an emergency will be collected and filled in an orderly manner, so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.
- Vital records should be protected from the effects of a disaster to the maximum extent feasible. Should records be damaged during an emergency, professional assistance in preserving and restoring the records should be obtained as soon as possible.

### **Training**

All support personnel, including substitute teachers, will be trained over this annex and trained on communication equipment.

### **Exercises**

The district will conduct exercises over this annex and communication equipment. All support personnel, including substitute teachers, should be included in these exercises.

## **Annex Development and Maintenance**

The Communications Department will be responsible for the development and maintenance of this annex. Annual reviews and updates will be conducted as needed. All departments included in this annex will develop and maintain separate guidelines, procedures, and manuals for the communication assets available to the district.

# Splendora Independent School District

## Emergency Operations Plan



Latest Update: June 1, 2022

## **SECURITY STATEMENT**

This document is designated FOR OFFICIAL USE ONLY (FOUO). It contains sensitive but unclassified information that may be exempt from public release under the Freedom of Information Act (5 USC 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Splendora Independent School District, State of Texas and/or Department of Homeland Security policy relating to FOUO information, and will not be released to the public or personnel who do not have a valid need without prior approval from the Superintendent or their duly authorized designee. Copying, dissemination, or distribution of these documents, attachments or graphics to an unauthorized user is prohibited.

## PROMULGATION STATEMENT

Splendora Independent School District (Splendora ISD) and its stakeholders expect that schools are safe havens for education. However, Splendora ISD cannot predict exactly when and where an incident is going to happen. This unpredictability means that every campus, each facility and all staff must be prepared to efficiently and effectively respond to an incident. Through its emergency management program, the district strives to ensure that Splendora ISD continues to provide a safe, orderly environment for students, staff, visitors, and support the community. The Splendora ISD emergency management program is comprehensive, all-hazard in nature and embraces state and federal standards as well as proven practices.

This plan is known as the Splendora ISD Emergency Operations Plan (EOP). **The plan and its support documents provide a framework that outlines the district’s intended approach to managing emergencies and disasters of all types and should be regarded as guidelines rather than performance guarantees.** The Splendora ISD planning process is supported by collaboration, training and exercise. This plan is designed to allow for integration with local, regional, state and federal emergency management and continuity of operations plans. The District EOP and related documents are reviewed at least annually by the District’s School Safety and Security Committee, as set forth in Chapter 37.109 of the Texas Education Code. It shall be updated at least every three years as required by Chapter 37 of the Texas Education Code district audit process or as District policy changes dictate.

The Splendora ISD Superintendent is responsible for approving and ensuring promulgation of this plan, which supersedes and rescinds all previous Splendora ISD emergency plans. In the event that any portion of this Plan or support documents are held invalid by judicial or administrative review, such ruling shall not affect the validity of the rest of the Plan. The Superintendent may designate, in writing, an individual who assumes the role of District emergency management coordinator (EMC) and is authorized to develop and distribute plan changes and updates. However, comprehensive or major revisions will be signed by the Superintendent of Schools.

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Superintendent of Schools

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Date

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Chief of Police/Emergency Management Coordinator

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Date



## RECORD OF DISTRIBUTION

Updated or revised plans must be distributed district wide.

Title and Name of Person Receiving the Plan	Agency (school office, government agency, or private-sector entity)	Date of Delivery	Number of Copies Delivered
<i>All Board Members</i>	<i>SISD Board</i>	<i>06/27/2022</i>	<i>1 each</i>
<i>Superintendent/Asst Superintendent/CFO</i>	<i>SISD</i>	<i>06/27/2022</i>	<i>1 each</i>

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# PURPOSE

## Overview

This plan embraces school-centered emergency management strategic and operational processes before, during, and after an emergency. It helps outline the responsibilities and duties of Splendor ISD and its employees. Developing, maintaining, and exercising the plan empowers employees to act quickly and knowledgeably.

In addition, the plan educates staff, faculty, students, and other key stakeholders about their roles and responsibilities before, during, and after an incident. It also provides parents and other members of the community with assurances that the district has established guidelines and guidance to respond to incidents or hazards in an effective and efficient way.

Guidelines for dealing with the existing and potential student and school incidents are identified in the plan. It addresses the process for developing and maintaining capabilities for a whole-community approach, both pre- and post-incident. As a strategic plan, it addresses capabilities needed for prevention, protection, response, recovery, and mitigation activities and addresses processes for identifying and meeting training needs based upon expectations created herein. The process and schedule for developing, conducting, and evaluating drills and exercises, and for correcting identified deficiencies are addressed. The plan and attachments also address operational considerations and infrastructure activities designed to mitigate the impacts of hazards that the District faces.

Splendor ISD will review and update the plan and support documents in a way that is consistent with the Texas Unified School Safety and Security Standards. Revisions will enhance the District's ability to support all phases of emergency management and homeland security mission areas.

## Goal

The goal of this plan is to identify school-centered emergency management practices, relationships, responsibilities, and general strategic considerations for the District and guidance for departments and campuses to integrate emergency management into their emergency plans and processes in order to sustain educational and support missions.

## Audience

This plan is intended for the "Splendor ISD community," which refers to the students, faculty, staff, emergency responders and community members and other stakeholders who regularly interact with the district.

## Scope

At all times, a safe and secure learning environment remains a priority for the District and its stakeholders. The Splendor ISD Emergency Operations Plan outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, state, and federal government

mandates; common and specialized guidelines and procedures; and specific hazard vulnerabilities and responses/recovery.

The Splendora ISD plan operates within the framework of the Splendora ISD Board of Trustees policy. This plan applies to all District sites -- campuses, administration, and support facilities. It ensures that specific concerns of population segments, including children and individuals with access and functional needs, are addressed.

This plan is based on an all-hazard approach to emergency management. It addresses general functions that may need to be performed during any emergency. This plan includes a hazard analysis, which identifies district specific hazards and addresses those in the basic plan, annexes, and appendices.

### **Support Documents**

The attachments to this plan serve as support documents and may contain private or secure information vital to a safe and secure school environment. They include operational and tactical tools and job aids designed to provide incident-specific and action-oriented guidance as well as processes to test, review, and sustain operations. Maintained under separate cover are tactical Standard Operating Guidelines (SOGs) that represent approved methods for accomplishing a task or set of tasks. They are prepared and maintained by the sections and departments that know their operations, requirements, and best practices. SOGs provide a higher degree of detail than are contained in Emergency Operations Plans and support documents. They also may contain private or secure information and will be used as a part of regular drills, exercises, and review.

## LEGAL AUTHORITY

### A. Local

1. MOU's with local law enforcement and other entities

### B. State

1. Texas Education Code, Chapter 37:
  - i. Education Code 37.108(a) states that a district shall adopt and implement multi-hazard emergency operations plan for use in the district's facilities. The plan must address mitigation, prevention, preparedness, response, and recovery.
  - ii. Education Code 37.108(c-2) states that a document relating to a district's multi-hazard emergency operations plan is subject to disclosure if the document enables a person to:
    1. Verify that the district has established a plan and determine the agencies involved in the development of the plan and the agencies coordinating with the district to respond to an emergency, including the Department of State Health Services, local emergency services agencies, law enforcement agencies, health departments, and fire departments. See the district's Open Records Policy.
  - iii. Education Code 37.108(c-2)(7) verify that the district has completed a safety and security audit under Subsection (b) and determine the date the audit was conducted, the person conducting the audit, and the date the district presented the results of the audit to the district's board of trustees. See the district's Open Records Policy.
2. Texas Education Code, Chapter 38
3. Texas Government Code, Chapter 418

### C. Federal

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act
2. Homeland Security Presidential Directive 5: Management of Domestic Incidents
3. Presidential Policy Directive 8: National Preparedness
4. National Incident Management System

## EXPLANATION OF TERMS

### Acronyms

AAR	After-Action Report
AED	Automated External Defibrillators
EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
HHSC	Health and Human Services Commission
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD-5	Homeland Security Directive – 5
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
MAA	Mutual Aid Agreement
MOU	Memorandum of Understanding
NRF	National Response Framework
NIMS	National Incident Management System
PBIS	Positive Behavioral Interventions and Supports
PIO	Public Information Officer
TEA	Texas Education Agency
TEC	Texas Education Code
UC	Unified Command

## Definitions

1. **Agreement:** An agreement can consist of a contract, MAA, or MOU between the district and another entity.
2. **Drill:** A drill is typically operations based and designed to practice certain tasks or routines, such as a lock-down.
3. **Emergency:** Any incident that requires responsive action to protect life or property.
4. **EOP Planning Team:** The district's EOP Planning Team represents the personnel tasked with writing, reviewing, and updating the district's EOP. This team can mirror the district's Safety and Security Committee.
5. **Exercise:** An exercise is a hypothetical emergency scenario designed to encourage practical applications from lessons learned from drills such as a tabletop exercise. This could mirror an existing team such as the Safety and Security Committee.
6. **Function:** A function is a critical activity that needs to be accomplished during an incident.
7. **Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
8. **Incident:** An occurrence, caused by either human action or natural phenomena that may bring about harm and may require action.
9. **Incident Action Plan:** An IAP formally documents incident goals, operational period objectives, and the response strategy defined by incident command during response planning.
10. **Incident Commander:** The IC has responsibility for the management of all emergency activities.
11. **Incident Command Post:** The ICP is the location where the primary functions are performed.
12. **Incident Command System:** ICS is the response infrastructure designed under the National Incident Management System to facilitate effective and efficient management of an incident.
13. **Incident Command System Forms:** These forms are intended for use as tools for the creation of Incident Action Plans (IAPs), for other incident management activities, and for support and documentation of ICS activities.
14. **Mutual Aid Agreement:** An MAA commit parties to a mutually beneficial, cooperative agreement. The agreement is usually to provide staff, resources, and/or services during an emergency with the expectation of a future reciprocal exchange of comparable value, if needed.
15. **Memorandum of Understanding:** An MOU is a written agreement designed to ensure that needed resources are available.
16. **National Incident Management System:** NIMS coordinates emergency preparedness and incident management among various federal, state, and local agencies. NIMS provides a consistent nationwide approach for organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity.
17. **National Response Framework:** NRF is a guide to how the nation will conduct all-hazards incident response including the development of policies, plans, and procedures governing how to effectively allocate and provide resources.
18. **President's Homeland Security Directive 5:** A presidential order that established a single, comprehensive national Incident Management System and requires all federal

departments make adoption of the NIMS by state, tribal, and local organizations a condition for federal preparedness assistance through grants, contracts, and other activities.

19. **Unified Command:** The UC is a structure in which the role of the incident commander is shared by two or more individuals, having authority in a different responding agency.

## SITUATIONS AND ASSUMPTIONS

### **Situation**

The Splendora ISD Emergency Operations Plan (EOP) is a strategic framework that includes guidance and structures to support the district's educational mission within a safe and secure environment. It is supported by a series of operational and tactical planning tools and documents. The objective of this plan is to minimize or mitigate the effects of natural, accidental, or malicious incidents affecting infrastructure, safety, security, and health. This plan is applicable to all district sites – including campuses and support facilities.

The Splendora ISD is a diverse school district that covers over 79 square miles and is located within Montgomery County, Texas. The district has multiple campuses with students and non-campus facilities. The specific facilities information are listed in Appendix 1 – Facilities Information. The District includes individuals with disabilities, others with access and functional needs, plus individuals with limited English proficiency. It also is recognized that schools serve as en loco parentis, the legal doctrine under which an individual assumes parental obligations and responsibilities, including those related to safeguarding children.

The district will be exposed and subjected to the hazards described in the appendices to this plan as well as other hazards inherent to school settings. With each hazard, the District bears unique responsibilities for student safety accountability, whether or not school is in session. Hazard and risk levels may vary from site to site and differ to some degree from the overall District analysis. This is to be expected because of the variations of geography and demographics from one end of the District to the other. Additionally, the district, like most school systems, is part of the whole community and, therefore may be called upon, or need to call upon, partner jurisdictions, entities, and organizations in support of emergency or disaster response. As such, the District is prepared to work with local jurisdictions and volunteer, state, and federal organizations, to both access and share resources during an emergency. This may include but is not limited to, facilities, personnel, vehicles, equipment, food, and supplies. The district's specific hazard summary is show in Appendix 3 – Hazard Analysis.

A map of each facility, annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, bleeding control stations, automated external defibrillators (AEDs), hazardous materials storage, and utility shutoffs is included in the Appendix 2 Campus Information.

### **Planning Assumptions**

The Splendora ISD EOP assumes:

- The strategic-level Emergency Operations Plan (EOP) is a framework that provides guidance and structures to support the District's educational mission within a safe and secure environment. As every incident is different, no single document can outline a specific chronology for response and

recovery. Therefore, this plan is intended to reduce the effects of natural, accidental, or malicious incidents affecting infrastructure, safety, security, and health.

- The District is not an emergency response organization and therefore depends upon local emergency first responders for life safety and protection, including the services of law enforcement, fire, emergency medical, and public health.
- An incident could occur at any time and any place. In many cases, dissemination of warning and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- Action is required immediately to save lives and protect school property. An incident (e.g., fire, gas main breakage) could occur at any time without warning, and the employees of the school affected cannot, and should not, wait for direction from District administration or local response agencies.
- Outside assistance from local fire, law enforcement, and emergency managers will be available in most incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the incident scene.
- In some cases, external resources covered by the mutual aid agreement will be provided when requested. On occasion, however, they may not be available. Therefore, following a major or catastrophic incident, the District, or any of its campuses or facilities, may have to rely on their resources to be self-sustaining for several hours or even days.
- There may be injuries to faculty, staff, and/or students. A rapid and appropriate response will reduce the number and severity of injuries.
- Students, staff, and visitors with disabilities and other access and functional needs have the right to be included in all phases of the District emergency management program and supported in the response and recovery operations.
- Proper prevention and mitigation actions, such as creating a positive school environment, maintaining fire and health protocols, and conducting inspections, will prevent or reduce incident-related losses.
- Emergency functions tend to parallel day-to-day functions. Therefore, to the extent possible, the same personnel and resources used daily will be employed during emergencies.
- Personnel and equipment may be limited, so some routine functions and activities that do not contribute to the emergency response may be suspended and/or redirected to accomplish emergency tasks. Personnel with special assignments, training, or capabilities may be asked to perform tasks other than their daily duties.

- Whenever possible, the District will provide public information and instructions prior to and during emergencies and will coordinate response and recovery with local emergency managers and first responders.
- Faculty and staff are empowered to assess the seriousness of incidents and respond. The District regularly schedules training for faculty and staff.
- Non-District personnel who support the District, through a written agreement or as identified in plans or guidelines, are vetted through the District and authorized to work on its behalf. They may include representatives of the local community, volunteer, or faith-based organizations, as outlined in a separate Appendix 4 – Support Agreements.

The plan is intended to provide guidance but does not imply performance guarantees. Splendora ISD may deviate from the plan if certain assumptions prove not to be true during operations.

It is the policy of Splendora ISD that no guarantee is implied by this plan for an exact incident management. As personnel and resources may be overwhelmed, Splendora ISD will endeavor to make every reasonable effort to manage the situation, with the resources, capabilities and information available at the time.

## CONCEPT OF OPERATIONS

The Splendora ISD multi-hazard Emergency Operations Plan (EOP) neither replaces the responsibility of each campus and department within the District to develop and test emergency processes nor does it change traditional classroom management. Rather, it establishes delegation of authority, division of responsibilities and chains of command; strategic & operational guidance; interface with local and state partners; processes for emergency planning, auditing, training, drilling, and exercising; operational sustainability and continuity of operations.

The Superintendent is responsible for overall emergency managing planning for the District and may designate an individual to serve as District Emergency Management Coordinator/Assistant Superintendent of Administrative and Pupil Services to support a strong school-centered emergency management program for the district. The superintendent also may identify individuals whose responsibility it is to support emergency management programs and emergency response.

The district has adopted the National Incident Management System (NIMS) in accordance with the Homeland Security Presidential Directive 5 (HSPD-5), Texas Governor's Executive Orders, and the National Response Framework (NRF). Additional information about the District's NIMS implementation is contained in Annex A: Direction and Control. In addition, the District takes a comprehensive, all-hazard approach to emergency management; it will endeavor to review and update its plan and support documents through activities that enhance the District's ability to prepare for, respond to and recover from emergency incidents of all kinds.

### **Emergency Operations Organization**

Splendora ISD personal area likely to be first on the scene of an emergency situation within the school. THE ICS will be employed. District personnel assigned and trained in ICS functions will normally take charge, assume appropriate ICS functions, and remain in charge of the incident until it is resolved or transfer of command is assigned to others who have legal authority to take command.

The organizational operations chart is attached in Appendix 5 SISD Incident Command System Chart.

### **Phases of Emergency Management**

In compliance with Education Code 37.108(a), the district has identified the following actions for all phases of emergency management

**Mitigation** includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities will have a long-term sustained effect. Examples include structural changes to buildings, elevating utilities, bracing and locking chemical cabinets, properly mounting lighting fixtures, ceiling systems, etc. Examples specific to the district include monthly drills with pre & post documentation requirements, required pieces of training, and constant evaluations of all practices within the district.

**Prevention** includes activities to avoid an incident or to intervene to stop an incident from occurring. Prevention involves activities to protect lives and protect property. Examples include: cyberbullying prevention, pandemic influenza sanitation measures, building access control procedures, security systems, and cameras, etc. Examples specific to the district include threat assessment training, cyberbullying alerts, anti-bullying policies and procedures, pandemic & wellness plans, suicide prevention plans.

**Preparedness** is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action to ensure effective coordination during incident response. Examples include conducting drills, preparing homework packages to allow continuity of learning if school closures are necessary. Examples specific to the district include monthly Standard Response Protocol drills, substitute trainings, campus retrainings, and new employee safety trainings.

**Response** includes activities that address the short-term, direct effects of an incident. The response includes immediate actions to save lives, protect property, and meet basic human needs. The response also includes the execution of emergency operations plans and activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. Response activities include lockdown, sheltering, evacuation, search and rescue operations, fire suppression, etc. Examples specific to the district include monitoring of monthly drilling activities.

**Recovery** encompasses both short-term and long-term efforts for rebuilding and revitalization of affected communities. Recovery activities include crisis counseling, restoration of utilities, rebuilding facilities, etc. The district is working on implementing more strategies for dealing with recovery situations.

## **Stakeholders**

While there is no reason to believe that any district campus or facility is in imminent danger from natural, accidental, or malicious hazards, all stakeholders must be aware of what to do and how to protect themselves and students in an emergency. It is important for parents, caregivers, and the community at large to understand the District's expectations of the safety and well-being of students and the community. Managing these expectations is vital to overall community resilience.

It is imperative to involve the whole district and campus community in school planning and to integrate the resources necessary to allow for people with disabilities and others with access and functional needs or with limited English proficiency to maintain their safety, independence and dignity during an emergency incident.

The District intends to ensure that people with disabilities and others with access and functional needs are considered in District and campus emergency management processes and guidance. The District recognizes the Americans with Disabilities Act and the Individuals with Disabilities Education Act as cornerstones of integration for people with disabilities.

## **Interoperability**

The district uses the National Incident Management System (NIMS) to integrate response activities with internal and external partners using a set of standardized organizational structures that improves interoperability, including commonality of terms and standards for efficient and effective management of

an emergency or disaster. Neither the District nor any of its campuses will use code words as part of emergency operations. NIMS provides the District with a set of principles that affords a systematic, proactive approach to work seamlessly with all stakeholders to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity. NIMS provides the District with a consistent approach to the effective management of situations involving natural, human-caused, or terrorism events.

The district is responsible for organizing, training and equipping its campuses and staff, including substitute teachers, for emergencies. Cities and counties are responsible for emergency management programs in their communities, and it is incumbent upon both local officials and school districts to build a collaborative process to support these missions.

## **Readiness Levels**

The Superintendent or designee is responsible for determining appropriate readiness levels based on current conditions effecting the district.

Splendora ISD will insure that resources are in place to ensure safety and well-being of students, faculty and staff. When an incident occurs, or severity escalates quickly, readiness actions will occur in rapid succession and some activities may be merged. The Readiness Levels in reflect District efforts to increase alert posture.

- **Level 4: Normal Conditions – Regular campus operations are unaffected.**

- Emergency incidents occur and local officials are notified. One or more external and/or internal departments or agencies respond to handle the incident. Limited assistance may be requested from them.
- Normal functions of the Splendora ISD will proceed as normal with all scheduled functions.

- **Level 3: Increased Readiness -- Regular campus operations are affected slightly, if at all. Incident Command and safety team are alerted.**

A situation presents a greater potential threat than Level 4, but poses no immediate threat to District operations, life and/or property. Evolving situations are monitored when protective measures are needed. Increased readiness actions may be appropriate when situations like the following occur:

- **Tropical Weather Threat:** A tropical weather system has developed that has the potential to impact the local area or to trigger inland shelter and emergency support operations.

Readiness actions may include making campuses aware of potential threats via email or phone messaging system. Principals will be alerted to remind staff to review their “Shelter in Place” documents. They are also instructed to remind substitutes where their safe areas are located. The Executive Team should consider potential impact upon normal school operations.

- **Tornado or Severe Weather Watch:** The possibility for severe weather or tornado development exists.

Readiness actions may include making campuses aware of potential threats via email or phone messaging system. Principals will be alerted to remind staff to review their “Shelter in Place” documents. They are also instructed to remind substitutes where their safe areas are located. The Executive Team should consider potential impact upon normal school operations.

- **Flash Flood Watch:** The possibility of severe or flash flooding is possible due to heavy rains occurring or expected to occur.

Readiness actions may include increased situational monitoring, transportation staff reconnaissance of known trouble spots, review of alternate bus routes, adjustment of school schedules to facilitate the safe release of students and preparedness of parent notification messages related to protective measures, school schedules, student release or bus routes change.

- **Violence Threat:** Threats can be directed at the school or personnel therein or involve vicinity events such as a bank robbery or SWAT stand-off.

Readiness actions should include close coordination with law enforcement, implementation of Reverse Evacuation or Lockdown (as appropriate), ongoing coordination with Executive and Response Teams, preparation of appropriate and timely messages for parents and the community.

Declaration of Level 3 may require the initiation of increased readiness activities within Department and Campus SOGs.

- Staff will monitor weather radio, local news media, Internet and other sources through which emergency notification may be relayed and ensure that contingency plans and resources are in place.
- Personnel with emergency responsibilities ensure individual and staff readiness. All personnel remain alert to hazards and report unusual activities and safety or security concerns.

- **Level 2: High Readiness** -- Incident impact is limited to a specific area or is an off-campus or vicinity event with either a direct or indirect impact upon the campus and/or District. Regular campus operations experience some level of disruption. Incident Command and safety team are activated.

A situation presents a significant potential and probability of disrupting the educational process, threatening school safety and security and/or causing loss of life and/or property. This condition will require some degree of warning to students, staff and parents. Actions could be triggered by either Natural (e.g. weather) or Human Caused (e.g. verified bomb threat) events. High readiness actions may be appropriate when situations similar to the following occur:

- **Tropical Weather Threat:** A tropical weather system may impact the local area or to trigger inland shelter and emergency support operations within 72 hours.

Readiness actions may include continuous situation monitoring, identifying worst-case decision points and potential resource requests, ensuring staff availability, providing parent notification and Executive Team trigger points for curtailing school operations and supporting evacuation/sheltering operations, as appropriate.

- **Tornado Warning:** Tornado warnings are issued when a tornado has been sighted in the vicinity or is indicated by radar to be threatening the immediate area. Readiness actions includes taking immediate severe weather safety actions as outlined in District and Campus emergency plans and notifying transportation staff to curtail operations immediately. The District also will be ready to provide support to students, staff and the community in the wake of the storm.

- **Flash Flood Warning:** When flash flooding occurs or is reported in the District immediate decisions are related to school schedules and bus routes.

Readiness actions include notifying transportation staff to curtail or adjust routes and to communicate hazardous areas encountered (this information also may be relayed to first responders) and making arrangements to retain at school all students and staff who safely cannot return to their homes.

- **Winter Storm Warning:** When snow, sleet, freezing rain or other adverse weather conditions make traveling treacherous or disrupt utility service to campuses, the District must take immediate action to adjust or cancel school schedules.

Readiness actions may include notifying parents and the community of temporary school closures and/or schedule adjustments, assigning key staff to assess campuses and facilities for damage, downed trees and wires, icy sidewalks and parking lots and other hazards that affect school infrastructure, coordinating with transportation and city/county public works for reconnaissance along bus routes.

- **Violence Threat:** Threats are considered legitimate or vicinity events are not contained or pinpointed whereby schools and students are at risk.

Readiness actions should include close coordination with law enforcement, implementation of Reverse Evacuation or Lockdown (as appropriate), considerations put in place for school schedules such as dismissal and outdoor activities, ongoing coordination with Executive and Response Teams, initial release of appropriate and timely messages for parents and the community.

Declaration of Level 2 likely will require the initiation of high readiness activities within Department and Campus SOGs.

- The District Emergency Operations Center may be activated with limited staffing.
- Staff members monitor emergency notification sources, including warning systems, Emergency Alert System broadcasts, weather radio, local news media, social media and other communication sources. School faculty and staff should initiate appropriate protective measures.

- All personnel must remain alert to hazards, follow instructions of district and local authorities and report unusual activities or safety/security concerns to their supervisors or command post immediately.
- **Level 1: Maximum Readiness** -- Large-scale disruption of District operations occurs. Large-scale disruption of District operations occurs. An array of outside agencies and District departments are activated. District EOC is operational, possibly around-the-clock, and a Unified Command System may be required. Multiple Incident Command Posts may be in use and the District may request additional support from outside sources.

Incident Command is in place with coordination between District EOC and Campus Command Post as well as with first responders and local emergency management. Actions could be generated by either Natural or Human Caused events. Maximum readiness actions may be appropriate when situations similar to the following occur:

- **Tropical Weather Threat:** The impact of a tropical weather system is imminent and will require evacuation, shelter and resource activations on a regional or statewide basis.

Readiness actions may include continuous situation monitoring, activating decision points and resource request scenarios, assigning staff extra duties and adjusting both staff and school schedules as appropriate, providing parent notification and activating the District EOC.

- **Tornado Warning:** A tornado has been sighted within or near District boundaries.

Readiness actions include taking immediate shelter, halting all District transportation operations and student dismissals, ensuring student accountability and preparing for search/rescue and damage assessment processes.

- **Violence Threat:** Threats are verified or ongoing either on campus or in immediate vicinity.

Readiness actions should include close coordination with law enforcement, implementation of Lockdown or other precautionary measures. Considerations are in place for release from Lockdown, reunification and accountability. Scene management is turned over to law enforcement with a strong school presence in the liaison and operational roles of ICS. All affected areas should be treated as potential crime scenes.

Declaration of “Level 1” will generally require the initiation of the “maximum Readiness” activities identified in each annex of this plan.

## **Emergency Authorities**

Both Texas statutes and executive orders of the Governor provide school districts and local governments with certain emergency powers. Those authorities include:

**Emergency Declaration:** In the event of an emergency that overwhelms local and mutual aid resources or should an imminent threat of such an event exist, the chief elected official (mayor /county judge) may ask the Governor to issue an emergency declaration for the entire jurisdiction, including LISD, and take action to control the situation.

**Disaster Declaration:** When an emergency has caused severe damage, injury or loss of life or appears likely to do so, the Mayor/County Judge may, by executive order or proclamation, declare a local disaster, which could include all or part of LISD.

**School District Emergency Declaration:** When an emergency poses an undue threat or causes severe damage, injury or loss of life, or appears capable of doing so, the Superintendent, in collaboration with the school Board of Trustees, may declare a District emergency and implement appropriate emergency procedures, up to and including curtailment or suspension of educational and school-based activities.

**Authority for Evacuations:** State law, under specific conditions, authorizes the Governor or local officials to issue mandatory evacuation orders. District officials have evacuation authority only as it relates to school property and student safety accountability.

## **Resource Management**

Various private and public sector entities and volunteer organizations respond routinely and/or provide critical services to Splendora ISD. A list of service providers, providers and contract information is maintained by the Splendora ISD office of the business manager. Additionally, the District relies upon Mutual Aid Agreements, Memorandums of Understanding (MOU) or similar agreements to supplement emergency management programs and support activities. Agreements and contracts involving the District are authorized by the officially designated administrator of each involved entity or organization and shall identify the District officials authorized to request assistance pursuant to those documents and include appropriate cost accounting details. Agreements involving the District may involve private and public entities, other jurisdictions including other school districts, and non-profit organizations.

## **Physical and Psychological Safety**

The district takes measures to provide physical and psychological safety and support of students, district personnel, and others in the community during any emergency or disaster including the response and recovery phase. It also explains how psychological safety measures are aligned with best practice-based programs and research-based practices in accordance with Education Code 37.108(f)(6)(a).

In accordance with Education Codes 37.108(f)(2), 37.108(f)(6), 37.108(f)(6)(D), and in alignment with Section 161.325 of the Health and Safety Code, the district will describe implemented measures taken to provide professional development for staff on mental health conditions, suicide prevention, substance abuse, as well as grief-informed and trauma-informed care.

For additional information regarding physical and psychological safety refer to the Physical and Psychological Safety Annex.

## **Visitor Policy**

### **Guidelines**

Parents and others are welcome to visit Splendora ISD schools. For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. All visitors to a campus must report to the front office to sign in and receive a visitor pass to wear while on campus.

### **Lunch Visitors**

All lunch visitors must follow established check-in and check-out procedures. Due to space and safety concerns, lunch visitors are restricted to the following:

**Elementary:** Lunch visitors are restricted to parents/step-parents/guardians, non-school-aged siblings and grandparents (accompanied by a parent or with written permission from a parent). Visits will be limited to the 30-minute lunch period.

Principals may designate a guest table for lunch visitors. Only an authorized lunch visitor and the student for whom the visitor is approved may sit at the guest table.

**Secondary:** Lunch visitors will be restricted to parents/guardians, grandparents (with written permission).

### **Classroom Observations**

Parents/Guardians who wish to visit their child's classroom must make arrangements at least one day in advance with the principal, principal's designee, and/or the teacher. Parents/Guardians in classrooms are there as observers and should not become involved in discussions or classroom activities unless invited to do so by the teacher. If there is a need for a discussion with the teacher, a conference must be scheduled outside of instructional time.

To maintain an orderly educational environment, parents/guardians should not bring siblings or other children with them for classroom observations. Cell phones and paging devices must be turned off while in instructional settings.

### **Raptor Visitor Tracking System**

For the safety and security of your child, Splendora ISD has implemented a visitor tracking system in all of its schools. The purpose of this system is to ensure that adult visitors on campus do not pose a threat to any students.

Upon entering your child's campus, you will be asked to present one of the following forms of identification in order to move beyond the front desk:

- Valid Driver's License (any state)
- State-Issued I.D. Card
- Work Visa
- Green Card

Your license or identification card will be scanned. Once cleared you will be issued a visitor's badge, which must be worn while you are on campus. Upon your departure the visitor's badge must be returned to the front office.

In addition to having all campus visitors scan their identification at the front desk when they visit, we are asking all parents to allow their children to walk to class in the morning on their own. For elementary students, there will be certain exceptions granted specifically by the principal such as during the first week of school so you can assist your child in learning their way to class.

### **School as Polling Location**

As concerns about school safety increase, both school and election officials have raised questions and concerns about the use of school facilities as polling places during elections. The Texas Elections Code requires that each polling place be located in a public building, if practicable. The entity that owns or controls a public building, including a school district, must make the building available for use as a polling place in any election that covers territory in which the building is located. Tex. Elec. Code § 43.031. Thus, a district may not prohibit the use of a school building as a polling place. However, as discussed below, schools may strategically locate polling places on school property so as to minimize interaction between voters and students and disruption to campus operations. A school district may not charge for any expenses associated with the use of a school facility as a polling place if election day is a day the building is normally open for business. Otherwise, the district may seek reimbursement only for the actual expenses resulting from the use of the building in the election. Tex. Elec. Code § 43.033.

**Logistics and Safety Considerations:** As stated, a polling place location on school property should minimize voter interaction with students and disruption to campus operations. A polling place requires a large, open, accessible space. Thus, an ideal location is an area on the outskirts of campus, an area away from students (e.g., an auditorium, gym, or foyer), or an administrative building. The site should be clearly partitioned or segregated from the rest of campus so that voters cannot interact with students or pass through the polling place and into the rest of the building without clearance through the school district's visitor management process. It should be clearly discernible where the polling place begins and ends. This is especially important because some activities or items may be allowed in the polling place and not on school property, and vice versa. In addition to carefully choosing the location of a polling place, districts should consider other precautions to minimize disruption to school operations and safeguard students. Such precautions might include the following:

- Ensuring that a staff member is present on campus from poll opening at 7:00 a.m. until closing at 7:00 p.m. on election day;
- Increasing staff presence in common areas and during activities, such as passing periods, near a polling place;
- Planning for an increase in both vehicle and pedestrian traffic on or near school property during morning drop-off, afternoon pickup, lunch, and recess, including increasing the number of staff or volunteers involved in monitoring and assisting students during these times;
- Ensuring that all faculty and staff, campus visitors, and election workers wear appropriate identification;

- Communicating plans and expectations to the school community in advance through direct communications and information on the district and campus websites.

### **Current Polling Locations at SISD**

- Splendor Administrative Building – Normally does not have students in the facility and currently the polling is done inside the board meeting room which is separate from the staff.
- Splendor Instructional Services Building
  - DAEP, Reach students and other staff is located in this facility.
  - Restrooms inside this facility are not available to the public.
  - The students located in the Reach classroom next to the polling area will be relocated on days that polling is occurring inside the building to minimize classroom disruptions and limit possible contact between students and public.
  - A physical barrier will be placed separating the hallway so that DAEP students can still utilize their designated area while limiting potential contact with polling location.
  - All students and staff will be made aware of polling dates in order to make additional adjustments as needed.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

This section provides an overview of organizational functions, as well as the roles and responsibilities, of district administration, faculty and staff, students, parents, first responders, and emergency management. It describes the expected actions of those impacted or responding to a district emergency.

In an emergency or disaster, one or more campuses may be damaged or need to be evacuated, individuals may be injured, and other actions may need to be initiated. District personnel are usually first on the scene of an incident in a district setting. District officials and staff are expected to take charge and manage the incident until it is resolved, or response partners arrive to manage the emergency.

Primary responsibility for an emergency function generally is assigned to an individual who has similar functional responsibilities under normal operations and/or possesses the most appropriate knowledge and skills.

All activities necessary to manage the incident must be organized and coordinated to ensure the most efficient response. The district will use the Incident Command System (ICS) for incidents occurring throughout the district. The below responsibilities are a general planning guideline for any emergencies. Specific responsibilities will be made from the ICS Command System and are dependent on the specific hazard.

### **District Emergency Team**

- Assess emergency or threat and impact to students, staff, school property, and surrounding community.
- Activate and staff Emergency Operations Center and/or activate Incident Command System.
- Make decisions on early school release and/or closure of school/district.
- Authorize any release of public information.
- Additional information shown in Appendix 6 – District Emergency Team

### **Campus Threat Assessment Team**

- Identify, evaluate, and address threats or potential threats
- Review incidents of threatening behavior by students, parents, school employees, or other individuals.
- If a threat is imminent contact SISD police immediately.
- If a threat needs additional resources, contact appropriate resources.
- Conduct after action report on all issues that involved campus threat assessment team.
- Additional information shown in Appendix 7 – Campus Threat Assessment Teams

### **Superintendent**

- Develop, implement, and promote a multi-hazard school-centered emergency management program where the planning process embraces each emergency management phase.

- Communicate to the District’s School Safety and Security Committee the objectives and priorities for a District emergency management program.
- Advise school board members of emergencies and provide periodic reports as needed.
- Monitor situations; provide direction related to closing the District or a campus; seek mutual aid or other outside assistance; initiate requests for assistance from other jurisdictions at all levels of government; and authorize extraneous expenditures and use of resources using ICS.
- Upon activation of District EOC, serve as the EOC lead or assign a representative to do so.
- Ensure, without compromising the confidentiality of the plan, that the public is informed about District efforts related to all phases of emergency management.
- Authorize actions designed to effectively and efficiently manage an emergency and mitigate potential liabilities, losses, and execute appropriate mutual aid agreements and similar documents.
- Maintain documentation of administrative and legal activities. Assist in the gathering of information for situation or status reports and other recovery documentation. District Emergency Management Coordinator:
- Serve as the emergency management lead for the District.
- Ensure that departments and agencies participate in emergency planning, training, and drills/exercises.
- Ensures the District and campus emergency management programs include strategic, operational, and tactical components.
- Oversee a viable emergency management program including audit reporting, plan maintenance, personnel, equipment, facility, and resource needs; assigning program tasks to departments and agencies, as appropriate.

**Principal/Building Administrators**

- Develop a disaster plan for the campus that correlates with the directives and guidelines of the district’s Incident Management Handbook.
- Keep school personnel current on potential disaster situations and responses.
- Ensure that an adequate warning system is always operational.
- Develop a backup plan in case of power blackouts.
- Keep school personnel current on the meaning of all emergency alarms.

- Plan ahead by surveying the physical and structural advantages and disadvantages of the campus and select areas of comparative safety for groups in any disaster.
- Plan primary and alternate traffic patterns within the school plant.
- Conduct all required drills for student and staff safety.
- Maintain and inspect periodically all emergency equipment and supplies.
- Know the location and mechanics of the main electrical power disconnects and gas shut-off valves on campus.
- Appoint an alternate who shall assume the duties of the principal in his/her absence and serve as the administrator-in-charge during emergency situations.
- In conjunction with the campus nurse, assign a qualified member of the staff to assume emergency first-aid duties in the absence of the school nurse until emergency medical personnel arrive.
- Make sure all fire lanes are kept clear of parked vehicles and other obstructions.
- Conduct an evaluation of the campus response to each crisis to improve procedures.
- Make certain that at least one campus staff member is trained in incident response management.

### **Teachers**

- The teacher's primary responsibility in any crisis is the care and supervision of the children charged to them.
- Know and understand the crisis guidelines outlined in the Incident Management Handbook.
- Participate in all drills and emergency activities.
- Keep student information, current roll sheets, and grade books readily accessible in case of emergencies.
- Prepare planned activities (music, games, lessons, etc.) for use during periods of confinement or evacuation to lessen possible tension and hysteria caused by the disaster situation.
- Direct the evacuation of children under supervision to predetermined assembly areas, in accordance with signals, alarms, warnings and orders.
- Remain with the pupils until relieved by the principal or someone in authority.
- Take roll when class relocates in an outside or inside assembly area or to another location as soon as a condition of order and safety has been sufficiently established.

- Report any missing students to the principal. If a student appears to be endangered, attempt rescue with any competent personnel.
- Contact school nurses when first aid is needed.
- If not on classroom duty, report at once to pre-assigned stations or to the principal.

#### **District Secretarial Staff**

- Operate telephones.
- Monitor radio emergency broadcasts.
- Acts as messengers when needed.

#### **School Nurses**

- Stock, maintain and keep a current stock and inventory of all first aid supplies.
- Conduct first aid and medical self-help courses for school personnel and students.
- Assist the principal in designating a qualified member of the staff to assume emergency first aid duties in the absence of the nurse until emergency personnel arrive. Nurses from other campuses will be available as needed.
- Set up procedures for care of injured within the school including first aid teams.
- Establish locations on campus for a first aid station, crisis intervention and temporary morgue.
- Devise a plan for solving potential health and sanitation problems.
- Organize the distribution and use of first aid.
- Triage.
- Maintain a list of all staff trained in emergency medical response protocols.
- Supervise administration of first aid by those trained in it.
- Identify and tag victims.
- Maintain a list of hospitals where victims are sent.

#### **School Counselors and Social Workers**

- Support for District strategic, operational, and tactical planning before, during, and after incidents.
- Ensure that staff is trained on suicide prevention protocols.

- Ensure that staff and students get grief-informed trauma when needed.
- Work with all students who require mental health assistance

### **Lead Building Custodians**

- Train custodial staff in disaster preparation and disaster management.
- Know the location of all fire fighting equipment for immediate use.
- Check fire extinguishers for maintenance inspection date. Report any out of date extinguisher to the building administrator.
- Know the location of the main electrical power panel, all lighting panels, disconnects for mechanical equipment, shut-off valves to gas supply.
- Assist in rescue operations if necessary.
- Take necessary actions to limit additional damage to the facility.
- Survey and report damage to the building administrator.
- Assist food service personnel in safeguarding water supplies in the building.

### **Food Service Managers**

- Plan for and stock emergency food, supplies and water within practical limits.
- Turn off all utility outlets in the kitchen.
- Cover and preserve usable food and water.
- Secure all available water storage containers. Fill with water and cover.
- Direct the rationing, use, and preparation of food and water supplies, whenever the feeding of children is necessary, under the direction of the building administrator.
- Conduct damage control to limit damage to school facilities.
- Report damage to the building administrator and district director of food service.

### **Transportation/Bus Drivers**

- Assist in the evacuation of the bus fleet to inland communities in the threat of hurricane.
- Secure all loose equipment.
- Service and ready all emergency vehicles, i.e., high water bus, diesel wheelchair buses.
- Transport food and emergency supplies to schools as needed.

- Place all emergency generators in “ready” position to control gasoline pumps and radio repeaters. Portable radios will be available in maintenance, operations and transportation.
- Service government agency and emergency vehicles.
- When emergencies occur while students are on the bus, the bus driver will be responsible for the care and safety of the students.
- Buses should head away from a tornado’s path at a right angle. If danger is imminent, the bus driver should move children to the nearest shelter or ditch to take cover.
- Render first aid as needed.
- Take roll call after any emergency to account for each child.
- Bus drivers shall remain with their students until relieved by authority of the school district.
- Prepare to assist in the immediate evacuation of students from danger zones.

#### **Maintenance and Operations Personnel**

- Maintain emergency generators on a scheduled program.
- Deliver fuel where needed if long-term use of generators will be required.
- Move portable generators on site and install or prepare for installation
- Prepare water trucks for non-potable water use in instances where the municipal water system is out of service for an extended period of time.
- Distribute radios to district facilities as needed for communications.
- Supply keys as needed to the shelter manager.
- When school facilities are used as shelters, district personnel should, as much as is practical, assist the shelter manager in securing, protecting and using the school facility.
- Assist personnel in locating and operating water, gas and electrical systems.
- Assist building personnel in gathering emergency equipment and supplies (fans, extension cords, small pieces of equipment).
- Provide fans as needed for ventilation.
- Provide post-disaster clean up.

#### **Splendor ISD Police**

- Support for District strategic, operational, and tactical planning before, during, and after

incidents.

- Attend all District Safety Team meetings.
- Assist with campus safety drills when possible.
- Coordinate with the following agencies for additional assistance as needed
  - Montgomery County Sheriff's Office
  - City of Splendora Police Department
  - Montgomery County Precinct 4 Constable's Office
  - Texas Department of Public Safety
  - Local health department
  - Montgomery County Office of Emergency Management
  - East County Fire Department
  - Montgomery County Hospital District
  - Any other resources or agencies needed
- The local SISD police department will work and coordinate all operations with additional law enforcement and emergency response agencies.

#### **All District Administrators**

- Identify a chain of command for emergency incidents and order of succession to ensure operational redundancy for an effective response and to maintain primary functions.
- Establish a redundant notification system to alert employees regarding emergency situations and expectations that includes emergency tasking and details of operational closings or delays.
- Remain current on planning, training, and exercise requirements.
- Develop training and conduct drills designed to strengthen the emergency management plan.

#### **All Campus Administrators**

- Identify a chain of command for emergency incidents and order of succession to ensure operational redundancy for an effective response and to maintain primary functions.
- Establish a redundant notification system to alert employees regarding emergency situations and expectations that includes emergency tasking and details of operational closings or delays.
- Remain current on planning, training, and exercise requirements.

- Develop training and conduct drills designed to strengthen the emergency management plan.
- Train staff in safety procedures.
- Hold staff accountable for safety
- Ensure that the campus interior, exterior, and documentation are kept in accordance with directives.

### **All Campus/Facility Staff**

- Be empowered to take protective action for the safety of students and staff.
- Take on appropriate support roles as qualified and authorized.
- Help ensure student, faculty, and staff accountability and safety.
- Relay emergency information and report concerns.
- Support emergency shelter and mass care operations.
- Support District outreach efforts to educate themselves, students, and the community about ongoing District preparedness efforts.
- Participate in planning, training, and exercising to become familiar with District emergency operations plans.
- Help ensure that facilities are maintained, clean, safe, and orderly.
- Support damage assessment and emergency protective measures.

Additional Support District personnel not assigned a specific function in this plan may be called upon to support emergency operations at either the campus or District levels. Volunteer agencies that traditionally coordinate efforts with Splendora ISD and/or local government may be called upon to assist.

Splendora ISD will use its own resources and equipment to respond to incidents until response agencies arrive. If Splendora ISD's resources prove to be inadequate during an incident, the district will request assistance from local emergency services, other agencies, and the community in accordance with existing agreements and contracts. Such assistance includes equipment, supplies, and personnel. All specific agreements are entered into by authorized district officials and in writing when applicable.

Splendora ISD has established a Safety and Security Committee. The committee shall:

- Periodically provide recommendations to the district's board of trustees and district administrators regarding developing and implementing the district's EOP in accordance with Education Code 37.109(b)(1).
- Consult with local law enforcement agencies on methods to increase law enforcement presence near district campuses.

- Meet at least once during each academic semester and at least once during the summer.

In accordance with Education Code 37.108(f)(8), a roster of the Safety and Security Committee members and their titles as well as the date of each committee meeting during the preceding year is provided in Appendix 8 – School Safety Committee.

# DIRECTION AND CONTROL

## General

To provide for the effective direction and control of an incident impacting the health and safety of the district, the district EOP will be activated. The Superintendent or designee will provide guidance for the direction and control function pursuant to NIMS and the district's emergency management program. The district will implement ICS to manage the emergency.

The first ICS trained district staff member to arrive at the scene of an incident will implement ICS and serve as the Incident Commander (IC) until relieved by a more qualified individual. The IC will establish an Incident Command Post (ICP) and provide an assessment of the situation to district officials and local emergency responders. The primary incident command post is the Administrative Building of Splendora ISD with the backup command post defaulting to the Splendora ISD Police main office. The IC will identify resources required and direct the on-scene response from the ICP. The district's IC will be prepared to remain as a member of unified command (UC) with expectations of remaining accountable for students, staff, and property.

In a large disaster or an incident effecting the community, the local office of emergency management may activate their EOC to manage initial response actions. A representative from the district may be sent to the local office of emergency management's EOC to support and coordinate district activities.

## Chain of Command

In accordance with Education Code 37.108(f)(1), the district's chain of command that designates the individual and other individuals responsible for making final decisions during a disaster or emergency situation and identifies other individuals responsible for making those decisions if the designated person is unavailable is listed on the Succession Index. The specific chain of command is shown in Appendix 9 – Order of Succession

## Local Emergency Resources / Facilities

This district has the following emergency resources / facilities within the community to support the district during emergencies.

- District's Incident Command Post
- District's Emergency Operations Center
- Montgomery County Emergency Operations Center
- Montgomery County Health Department
- Department of State Health Services
- Other local and state law enforcement/fire/medical agencies

## **COMMUNICATIONS AND PUBLIC INFORMATION**

The district's Public Information Officer (PIO) is the official spokesperson for the district. The PIO communicates and interacts with all forms of public media. The PIO will maintain a Media Roster that contains the names, telephone numbers, and email addresses of each of the media resources listed in the Communication Annex.

The EOP minimum requirement mandates implemented in Education Codes 37.108(a)(2), 37.108(a)(3) and 37.108(f)(5) will be addressed in the Communications Annex

## **ADMINISTRATION AND SUPPORT**

An incident of any kind requires documentation such as reports, logs, safety accountability, damage assessment, assistance requests, resource use, expenditures, timekeeping and related notes, paperwork, and forms generated as part of the incident. The extent of documentation is contingent upon the size and scope of the incident.

### **Documentation**

It is the responsibility of each campus, facility, or District department to compile, maintain and submit documentation and reports in a timely fashion and to assist with the preparation of documentation needed to ensure compliance with records management and open records. All original notes and records are legal documents that should be preserved.

The District will maintain an incident log and collect documentation for any incident. Individual departments, facilities, and campuses will maintain logs of decisions, timelines, logistical deployment, and other actions related to their areas of responsibility and accountability.

In addition, after each emergency incident, disaster response, drill or exercise, the District will ensure that After Action Reviews (AAR) are conducted and the results captured in a written format that may include a Corrective Action Plan (CAP) designed to ensure that plans, guidance, and policies are up to date and reflective of the requirements of the District to provide a safe and secure learning environment. Documents to support this process are discussed in Appendix 10 of this plan.

Splendora ISD is a political subdivision of the State of Texas and operates under specific legal requirements for the procurement of goods and services. The district is a tax-exempt entity and will supply tax-exempt verification upon request sent to the Splendora ISD. The purchasing process is specifically controlled by the Purchasing Department of Splendora ISD.

### **Vital Record Preservation**

Normal District operations will continue following an emergency or disaster; vital records must be protected. These include:

- Legal documents including plans and contracts
- Financial accountability
- Student accountability
- Other documents deemed essential to District operations
- If records are damaged during an emergency, the District may seek professional assistance to preserve and restore them.

The Splendora ISD is responsible for maintaining records summarizing the use of personnel, equipment, and supplies to obtain an estimate of incident response costs. The detailed records of costs for incident management and operations include:

- Personnel costs, including overtime costs.
- Equipment operations costs.
- Costs for leased or rented equipment.
- Costs for contract services to support incident management operations.
- Costs of specialized supplies expended for incident management operations.

These records may be used to recover costs from the responsible party or insurers, or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

### **Agreements**

The District recognizes that during an emergency, additional resources not reflected within existing agreements may be needed by the District and/or requested of the District. In these cases, the District may enter into agreements that initially may be verbal. Execution of agreements will be managed by individuals identified within the Executive Group, and as described in the Organization and Assignment of Responsibilities section of this plan. It is understood that verbal emergency agreements enabled by this plan will be reduced to writing by the District as soon as possible and always within 30-days of the request. Implementation of agreements, either to access school resources or to supplement the District's emergency response, shall be coordinated through the Executive Group.

External agencies and organizations working with the District in the management of resources and support are expected to work through the District Executive Group and appropriate state channels for requesting assistance as well.

## DEVELOPMENT AND MAINTENANCE

The Superintendent is responsible for approving and promulgating this plan.

The Superintendent will oversee and coordinate with appropriate agencies to conduct the review and update of the district's EOP. Substantive changes between the annual review periods, such as changes in roles or responsibilities, will prompt notification to stakeholders. Minor edits such as grammar or spelling changes require no notification to stakeholders. If updates of the EOP involve substantive changes, Chief of Police/Emergency Management Director will generate a draft document for distribution to relevant stakeholders for review and comment. After the review and comment period by stakeholders, the updated plan becomes effective upon completion of all signatures.

The approved EOP will be disseminated following these steps:

- The EOP will be reviewed and validated by appropriate individuals and agencies, including the School Safety and Security Committee.
- Annually the EOP will be disseminated to appropriate individuals and agencies.
- The planning team will obtain plan approval from appropriate individuals and agencies.
- The EOP will be distributed to appropriate individuals and agencies.
- The Record of Distribution table will be used to track who has received the EOP.

Each update and change to the EOP will be tracked using the Record of Changes table. The record of changes will include:

- The change numbers.
- The date of the change.
- The name of the person or the agency who made the change.
- A summary of the change.

The EOP will be reviewed annually by the district's EOP planning team, response agencies, and others having roles and responsibilities in the EOP. The Superintendent will establish a schedule for annual review of the EOP, in accordance with Education Code 37.108(c-2)(8). Appendix 11 -District Review/Audit Records will contain a certification statement showing improvement based on deficiencies identified during an incident, during trainings, during exercises; or when hazards, resources, or capabilities have been changed. This statement will include the date the recommended changes were reported to the district's board of trustees, as well as the information reflecting the district's board of trustees' recommendations for improvement.

In addition to the annual review of the district's EOP listed above, the district will also implement a safety and security audit of all district facilities to be completed at least once every three years in compliance with Education Code 37.108(a)(6). A certification statement providing the date the audit was complete,

who conducted the audit and the date the results of the audit were submitted to the district's board of trustees is also included on the District Review/Audit Records Appendix.

### **Drills and Exercises**

As identified in state law (TEC §37.1081), as well as in state and national best practices, every campus and key facility within the District shall schedule appropriate drills and exercises each school year and evaluate the effectiveness of each including reports and after-action reports as needed. Drill and exercise guidance is contained in Appendix 12 Drill Guidance. Individual drill dates, except fire drills, are currently stored in the main police office. Fire Drill dates are stored by each individual campus and/or facility.



**Splendoria ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: June 27, 2022**

**Submitted Date: May 3, 2022**

**Agenda Business Items:**

- Consent Agenda Item
- New Action

**Information Only Items:**

- Presentation
- Recognition
- Information

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**Name of Person Responsible: Dr Jeff Burke**

**Department or Campus: Superintendent**

**Topic: Consider Approval of Hire of Director of Multilingual Services**

**Background Information:**

**Attachments: n/a**

**Superintendent's Resolutions: Recommended**



**Splendor ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: June 27, 2022**

**Submitted Date: June 16, 2022**

**Agenda Business Items:**

- Consent Agenda Item
- New Action

**Information Only Items:**

- Presentation
- Recognition
- Information

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**Name of Person Responsible: Dr Jeff Burke**

**Department or Campus: Superintendent**

**Topic: Consider Approval of Hire of Timber Lakes Elementary Assistant Principal**

**Background Information:**

**Attachments: n/a**

**Superintendent's Resolutions: Recommended**



**Splendor ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: June 27, 2022**

**Submitted Date: June 16, 2022**

**Agenda Business Items:**

- Consent Agenda Item
- New Action

**Information Only Items:**

- Presentation
- Recognition
- Information

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**Name of Person Responsible: Dr Jeff Burke**

**Department or Campus: Superintendent**

**Topic: Consider Approval of Hire of Peach Creek Elementary Assistant Principal**

**Background Information:**

**Attachments: n/a**

**Superintendent's Resolutions: Recommended**



**Splendor ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: June 27, 2022**

**Submitted Date: June 16, 2022**

**Agenda Business Items:**

- Consent Agenda Item
- New Action

**Information Only Items:**

- Presentation
- Recognition
- Information

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**Name of Person Responsible: Dr Jeff Burke**

**Department or Campus: Superintendent**

**Topic: Consider Approval of Hire of Splendor Junior High Assistant Principal**

**Background Information:**

**Attachments: n/a**

**Superintendent's Resolutions: Recommended**



**Splendoria ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: June 27, 2022**

**Submitted Date: June 16, 2022**

**Agenda Business Items:**

- Consent Agenda Item
- New Action

**Information Only Items:**

- Presentation
- Recognition
- Information

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**Name of Person Responsible: Dr Jeff Burke**

**Department or Campus: Superintendent**

**Topic: Consider Approval of Hire of Content Coordinator -  
Humanities**

**Background Information:**

**Attachments: n/a**

**Superintendent's Resolutions: Recommended**



**Splendoria ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: June 27, 2022**

**Submitted Date: June 16, 2022**

**Agenda Business Items:**

- Consent Agenda Item
- New Action

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- Information

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**Name of Person Responsible: Dr Jeff Burke**

**Department or Campus: Superintendent**

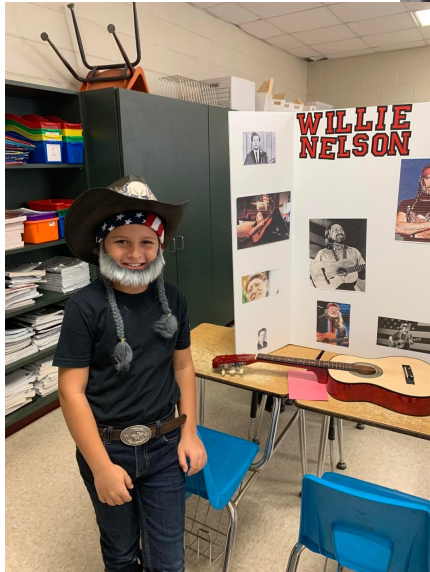
**Topic: Consider Approval of Hire of Content Coordinator -  
STEM**

**Background Information:**

**Attachments: n/a**

**Superintendent's Resolutions: Recommended**

During the last few days of school, elementary students enjoyed field days, attendance celebrations, wax museum presentations, and 6th-grade clap outs. This summer they've been participating in sports camps and STEAM camp.





Secondary students received awards, diplomas, and certificates. This summer the Clay Club took 2nd in the State Championship.



## Superintendent Spotlight



Region 6 Education Service Center  
Superintendent of the Year  
Dr. Jeff Burke



*Congratulations!!*



# Splendor ISD Strategic Plan Balanced Scorecard 2022-2026

<ul style="list-style-type: none"> <li>● <b>Mission:</b> Cultivating Exceptional People</li> <li>● <b>Vision:</b> Right People. Right Things. Right Way. Right Resources. Right Relationships</li> </ul>
<p><b>In Splendor ISD We Believe...</b></p> <ul style="list-style-type: none"> <li>● Student-Focused: We believe the greatest outcomes result when students come first.</li> <li>● Relationships: We believe positive and supportive relationships create the conditions for students to be advocates in their education.</li> <li>● Culture: We believe a healthy, collaborative culture fosters exploration and innovation in a supportive environment.</li> <li>● Servant Leaders: We believe servant leaders and critical thinkers strengthen our community and democracy.</li> <li>● Learning: We believe all students deserve high-quality, engaging learning experiences that honor the potential in each student.</li> </ul>

Strategic Priorities	Performance Goals
Priority 1: Focus On Student Success	1.1 Increase opportunities to support student engagement 1.2 Increase focus on student learning and growth and the acquisition of future-ready skills 1.3 Ensure Social/Emotional Wellness and Physical Safety for All Students
Priority 2: Focus on Staff Well-Being, Engagement and Growth	2.1 Increase Staff Engagement 2.2 Focus on Staff wellness, safety, and retention 2.3 Increase Staff Satisfaction & Trust
Priority 3: Focus on Community Engagement, Transparency and Trust	3.1 Augment Community Partnerships 3.2 Increase Engagement with All Parents 3.3 Measure Perception of Increased Transparency
Priority 4: Focus on Strategic Alignment of Financial and Operational Systems for Long Term District Growth	4.1 Develop a 10-year plan for growth 4.2 Ensure Efficiency, Cost Avoidance, and Strategic Alignment of Resources 4.3 Ensure Coherent and Transparent Budget Development, Adoption and Management



**Splendoria ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: Jun 27, 2022**

**Submitted Date: Jun 6, 2022**

**Agenda Business Items:**

- Consent Agenda Item**
- New Action**

**Information Only Items:**

- Presentation**
- Recognition**
- Information**

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Name of Person Responsible: Chief Colin Weatherly

Department or Campus: Police

Topic: Monthly Report

Background Information:

Attachments: Monthly Report(s)

Superintendent's Resolutions: Reviewed

# MONTHLY PRODUCTIVITY REPORT

5/1/2022 to 5/31/2022

Assignment	Felony	Class A/B Misdemeanor	Class C (No Tickets)	Suspects Placed in Jail	Traffic Stops	Warnings	Moving Citations	Non Moving Citations	Parking	Primary Calls	Secondary Calls	Incident Reports	Accident Reports	Welfare/Residency Checks	Safety Checks	Crime Initiatives/ Community Service	Traffic Mobility	Admin Assignments	Training/Court Hours	Drills
Admin	0	0	0	0	0	0	0	0	0	2	1	1	0	0	0	8	1	34	2	0
Patrol	0	0	0	0	0	0	0	0	0	13	2	2	0	0	0	121	34	6	2	0
Peach Creek	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30	34	32	9	0	0
Piney Woods	0	0	0	0	0	0	0	0	0	3	0	3	0	0	35	1	2	54	0 <sup>226</sup>	0
Splendora High School	0	0	0	0	0	0	0	0	0	4	0	4	0	0	8	43	16	5	4	0
Splendora Jr High	0	0	0	0	0	0	0	0	0	2	0	2	0	0	28	36	15	2	0	1
Timber Lakes	0	0	0	0	0	0	0	0	0	1	0	1	0	2	22	26	25	44	0	0
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>3</b>	<b>13</b>	<b>0</b>	<b>2</b>	<b>123</b>	<b>269</b>	<b>125</b>	<b>154</b>	<b>8</b>	<b>1</b>

Currently have 5 Officers, 2 Sergeants, 1 Chief

## **June 2022 Police Report**

- MONTHLY ACTIVITY May 2022
  - Multiple cases involving threats and assaults
  
- SIGNIFICANT EVENTS
  - Graduation - Parking seemed smoother this year
  
- PERSONNEL ISSUES
  -
  
- BUDGET ISSUES
  -
  
- OTHER
  - 1 Ford Explorer not repairable so will be salvaged
  - New Traverse and Tahoe should be arriving in June/July 2022
  - Attempting to purchase additional Tahoe in July 2022
  - Approval of updated EOP and annexes for SISD



**Splendor ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: Jun 27, 2022**

**Submitted Date: Jun 20, 2022**

**Agenda Business Items:**

- Consent Agenda Item
- New Action

**Information Only Items:**

- Presentation
- Recognition
- Information

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Name of Person Responsible: Chief Colin Weatherly

Department or Campus: Police

Topic: School Safety Recommendations

Background Information:

Attachments: Recommendations

Superintendent's Resolutions: Reviewed

## **Spring 2022 School Safety Recommendations Recap**

- Meeting held 05/03/2022
  - Discussed new/updated Splendora ISD Emergency Operations Procedures
    - Living document that must be updated at the beginning of every school year
  - Adjustments to Reunification Drill held at Faith Family Baptist Church
  - Additional fencing around areas of schools
    - Greenleaf Elementary portable buildings
  - Identification for all students at all grade levels
    - Identification machines purchased for every campus
  - Create Behavioral Threat Assessment Team guidelines
  - Creating a culture that everyone is responsible for school safety with additional accountability requirements on all staff.
- 
- Meeting with Representative Metcalf and other local ISD's on financing, mental health, identification procedures on potential threats



**Splendoria ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: June 27, 2022**

**Submitted Date: June 15, 2022**

**Agenda Business Items:**

- Consent Agenda Item
- New Action

**Information Only Items:**

- Presentation
- Recognition
- Information

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Name of Person Responsible:

Brian Kroeger

Department or Campus:

Human Resources

Topic:

2022 - 2023 Substitute Pay Rates

Background Information:

We need to evaluate the substitute pay rates for 2022-2023. This is for information only. I will evaluate and research any recommendations. I will bring the pay rates to the Board in July.

Attachments:

 SUB PAY.docx

Superintendent's Resolutions:

Recommended

	Regular Pay	Long-Term Pay (begins on 11th day)
Non-Degreed/Uncertified	\$95	\$105
Four Year Degree	\$105	\$115
Certified Teachers	\$125	\$135
Registered Nurse	\$125	N/A
LVN	\$95	N/A

	Regular Pay	Long-Term Pay (begins on 11th day)
Non-Degreed/Uncertified	\$70	\$80
Four Year Degree	\$80	\$100
Certified Teachers	\$100	\$130
Registered Nurse	\$100	N/A
LVN	\$75	N/A



**Splendor ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: Jun 27, 2022**

**Submitted Date: Jun 20, 2022**

**Agenda Business Items:**

- Consent Agenda Item**
- New Action**

**Information Only Items:**

- Presentation**
- Recognition**
- Information**

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Name of Person Responsible: Carrie Garza

Department or Campus: Teaching & Learning

Topic: Teaching & Learning Update

Background Information:

Attachments: Report/Presentation

Superintendent's Resolutions: Reviewed

## **Curriculum Feedback and Review Project**

### **Summary of Findings and Recommendations**

#### **Board of Trustees Update**

#### **June 2022**

Splendor ISD has been engaged in a multi-year effort to transform teaching and learning systems, including developing curriculum, designing engaging learning experiences, aligning programs and resources, enhancing assessment and accountability systems, and supporting professional growth. To inform their work, Splendor ISD leadership sought feedback regarding the efficacy of teaching and learning transformation efforts relative to the current context and in preparation for future enrollment growth. According to Dr. Jeff Burke, Superintendent of Schools, the purpose of the curriculum feedback and review project was to three-fold: 1) determine perceptions of the quality and efficacy of curriculum and related efforts, 2) identify gaps or needs regarding curriculum and related efforts, and 3) propose recommendations for consideration to enhance the quality and efficacy of curriculum and related efforts.

The findings and recommendations delineated in the tables below should be viewed and considered as an integrated, “whole cloth” effort rather than a piecemeal, fragmented set of action steps. The nature of the interrelationships between and among the strands of the teaching and learning system necessitates a systemic, integrated response.

<b>Curriculum Responsiveness to Students</b>	
To what extent and in what ways do the curriculum and related tools and services respond to the needs of students and advance their learning toward attainment of the graduate profile expectations? What improvements should be considered and why?	
<b>Findings</b>	<b>Recommendations for Consideration</b>
<ul style="list-style-type: none"> <li>● The district has articulated a clear picture of success for students, in the Splendor Learner Profile.</li> <li>● Student-centered instruction is at the core of the district’s culture.</li> <li>● Curriculum documents guide instruction toward mastery of expected standards, but do not yet fully articulate supports and scaffolds for students to meet curricular expectations.</li> <li>● The district has devoted considerable time, effort, and resources to developing a core academic program for students, but the scope of the curriculum is limited to about half of the content areas and courses students will encounter.</li> </ul>	<ol style="list-style-type: none"> <li>1. Consider enhancing curriculum HPLS with instructional guidance for meeting the unique learning needs including the needs of emergent bilingual learners, student with disabilities, and those working above and below grade level.</li> <li>2. Ensure that intervention programs and resources designed to accelerate learning of students not yet meeting grade level standards are explicitly connected to curriculum HPLS.</li> <li>3. Consider expanding curriculum efforts to ensure students have access to a high-quality, coherent curriculum in all grades and courses.</li> </ol>

<b>Curriculum Direction &amp; Support for Teachers and Principals</b>	
To what extent and in what ways do the curriculum and related tools and services provide teachers and principals with clear direction and support for successful implementation of the expected curriculum? What improvements should be considered and why?	
<b>Findings</b>	<b>Recommendations for Consideration</b>
<ul style="list-style-type: none"> <li>● The district has committed significant and sustained effort, time, and resources to develop a curriculum system and set of curricular tools to guide and support teachers as they design learning opportunities, but the scope of the curriculum is limited to core academic areas with a focus on literacy and mathematics.</li> <li>● Curriculum documents rely on linked resources for designing learning experiences, but in some areas resources are not connected to the HPLS, may be misaligned with each other, or are too numerous for teachers to make sense of and students to successfully navigate.</li> <li>● As student enrollment continues to increase, the ability to effectively sustain current efforts, take on any new initiatives, and onboard &amp; support new staff is of concern to focus group participants (teachers, principals, central administration, and campus specialists).</li> </ul>	<ol style="list-style-type: none"> <li>4. Consider adapting or abandoning resources that are not fully aligned with and connected to the learning expectations in the curriculum HPLS, especially relative to early literacy, reading and math interventions, and ELAR/writing coherence.</li> <li>5. Consider integrating the separate reading and writing HPLS into a single, integrated English Language Arts curriculum framework.</li> <li>6. Consider enhancing HPLS with clearer guidance about effective practices and include sample tasks, lessons, videos, etc.</li> <li>7. Consider developing clear parameters for curriculum enactment in collaboration with representative teachers and principals.</li> <li>8. Consider developing a system for engaging teachers in the design and improvement of common assessments, including a process for feedback when assessment issues arise.</li> <li>9. Consider creating a tiered professional development system for teachers and school leaders to ensure equitable access to learning as district enrollment continues to increase.</li> </ol>

<b>Central Administration Services and Support</b>	
To what extent and in what ways does central administration (including, but not limited to the curriculum staff) provide services and support to teachers, principals, and students to ensure all students have equitable access to the curriculum and related services? What improvements should be considered and why?	
<b>Findings</b>	<b>Recommendations for Consideration</b>
<ul style="list-style-type: none"> <li>• Central administration teaching and learning leadership and campus instructional specialists are both valued and seen as understaffed.</li> <li>• There is common agreement about the need to fill the current leadership vacancy and expand central support staff with content-focused expertise.</li> <li>• There appears to be a need for clarifying and differentiating the roles and responsibilities of teaching and learning central support staff and campus-based instructional specialists.</li> <li>• There appears to be a need for clearer <b>staffing standards and guidelines</b>.</li> </ul>	<p>10. Consider redesigning and expanding staffing of the Teaching and Learning Department to improve support to schools based on current needs, and develop a phased-in staffing growth plan in consideration of future needs as district enrollment continues to increase.</p> <p>11. Clarify roles, responsibilities, and supervisory relationships of teaching and learning central support staff and campus instruction specialists.</p> <p>12. Create standards-of-service staffing formulas for the school level (elementary, junior high, high school) and for district teaching &amp; learning departments to guide staffing decisions in the core areas of teaching, school leadership, and central support.</p>

# Splendora ISD

Curriculum Feedback & Review Project:  
Process, Findings, and Recommendations

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Update to the Board of Trustees  
June 2022

# Purpose and Process

The purpose of the curriculum review was to:

- Solicit feedback for improvement to teaching and learning systems, tools, resources, and supports,
- Determine perceptions of the quality and efficacy of curriculum and related efforts, and
- Identify gaps or needs in curriculum and related efforts.

The feedback and review was structured in four phases:

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1. Role-based focus groups  
*(students, teachers, principals, specialists, central administration)*
2. Curriculum resource/document review
3. Follow-up interviews or questionnaires
4. Report of findings and recommendations for consideration

# Research-based Promising Practices

A few of the promising practices evident in Splendora ISD

- **Clarity in direction** (mission, vision, learner profile)
- **Focus on high quality instruction for every learner** (designing meaningful learning)
- **Equitable access to a robust, coherent curriculum** beyond state test minimums (HPLS)
- Sustaining a **culture of learning and support** for all (organizational learning)
- **Commitment to continuous improvement** (community-based accountability)

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# Overarching Findings

- The district has articulated a **clear picture of success** for students
- **Student-centered instruction** is at the core of the district's culture
- **Considerable time, effort, and resources** devoted to developing a core curriculum for students
- The **scope of the curriculum is limited, but increasing** (scope refers to all<sup>239</sup> courses and grade levels where TEKS are to be mastered).
- **Curriculum documents** guide instruction, but **do not yet fully:**
  - **articulate supports for meeting unique learner needs** (students with disabilities, emergent bilingual learners, etc.)
  - **Ensure all instructional resources are linked, aligned, and coherent** with each other
- **Central support staffing** (curriculum leaders) are both valued and seen as under staffed

# Recommendations

Twelve recommendations were submitted for consideration.

- Three recommendations relative to **curriculum responsiveness to students** (#1-3 in summary document)
- Six recommendations relative to **curriculum direction & support for teachers and principals** (#4-9 in summary document) <sup>240</sup>
- Three recommendations relative to **central administration services and support** (#10-12 in summary document)

# Initial Completed Next Steps (June)

- Prioritizing and Responding to Recommendations
  - Collaborate with principals, instructional specialists, and central support to prioritize recommendations
  - Develop implementation plan and timeline
  
- Staffing Teaching and Learning Team
  - Content specialists
  - Role of instructional specialists
  
- Teaching and Learning Advisory Council
  - Cross-functional leadership group

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SPLENDORA INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES  
WORKSHOP MINUTES  
May 2, 2022  
6:00 PM

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The Trustees of the Splendora Independent School District met on Monday, May 2, 2022, for a workshop meeting. It was the intent of the District to have, and the meeting did have, a quorum of the Board of Trustees physically present at 23419 FM 2090 Splendora, TX 77372, although one or more Trustees may have participated by video conference in compliance with the Texas Open Meetings Act. The meeting was recorded as required by law.

1. STRATEGIC DIRECTION - WHY WE EXIST

2. Meeting began at **6:00 PM. ROLL CALL:** (1) Adam Dietrich - Member (2) Dan Muirhead – Assistant Secretary, (3) Barry Welch – Member, (4) Jason Sessum - Member, (5) Allen Wells - Vice President, (6) Jackie Knott - Secretary, (7) Suzanne Soto - President, and Dr. Jeff Burke – Superintendent

Presiding: Suzanne Soto Recording: Jackie Knott Absent: 0  
Barry Welch arrived at 6:09 pm

3. INVOCATION given by Jackie Knott

4. US & STATE OF TEXAS PLEDGE OF ALLEGIANCES

5. GOOD THINGS

6. AUDIENCE - Participants must have signed up prior to Board Meeting start time. Participants may address the Board on any agenda item. Participation is limited to three minutes to make comments to the Board unless the participant requires the use of a translator, in which case participation is limited to six minutes. The Board will only consider complaints that remain unresolved after being addressed through proper administrative channels and when they have been placed on the agenda. Please note the Board of Trustees shall not deliberate, respond, or make decisions regarding any subject that is not included on the agenda that is posted. For further information on these requirements, contact Katie Key, Superintendent Secretary at 281-689-4441.

**No one asked to address the Board.**

7. ACTION ITEM(S)

A. Discussion and Possible Action on Student Fees Schedule

A motion was made by Jackie Knott, seconded by Allen Wells to approve the Student Fee schedule for 2022-2023 as presented. Voting for: 4, Against: 3. Motion carried.

8. CLOSED SESSION

*"The Board of Trustees will now go into a Closed session. This Closed Session will be held for purposes authorized by the Texas Open Meetings Act, Texas Government Code(s) Section 551.074. Personnel Matters, concerning any and all*

*purposes permitted by the Act(s). No voting will take place in the closed meeting. Any action the Board wishes to take as a part of discussions in closed session will take place after the board reconvenes in the open meeting. It is now 6:20 pm."*

**BREAK AT 6:20 PM**

**CLOSED SESSION BEGAN AT \_\_\_\_\_ PM**

**RECONVENED FROM CLOSED SESSION AT 7:43 PM**

- A. Personnel - Section 551.074
  - a. Employee Compensation Plan
  - b. Organizational Chart

**9. POSSIBLE ACTION ARISING FROM CLOSED SESSION**

A motion was made by Jason Sessum, seconded by \_\_\_\_\_ to approve the \$2,000 or 3% (whichever is higher) cost of living raise for all staff excluding the Superintendent as presented. Voting for: 7, Against: 0. Motion carried.

**10. WORKSHOP**

- A. Superintendent Evaluation

**11. CLOSED SESSION**

*"The Board of Trustees will now go into a Closed session. This Closed Session will be held for purposes authorized by the Texas Open Meetings Act, Texas Government Code(s) Section 551.074. Personnel Matters, concerning any and all purposes permitted by the Act(s). No voting will take place in the closed meeting. Any action the Board wishes to take as a part of discussions in closed session will take place after the board reconvenes in the open meeting. It is now 7:55 pm."*

**BREAK AT 7:55 PM**

**CLOSED SESSION BEGAN AT 7:59 PM**

**RECONVENED FROM CLOSED SESSION AT 10:14 PM**

- 11. A. Personnel Matters - Section 551.074

**12. POSSIBLE ACTION ARISING FROM CLOSED SESSION**

**No action was taken following Closed session.**

**13. ADJOURN**

**ADJOURNMENT AT \_\_\_\_\_ pm.**

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President

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Secretary

SPLENDORA INDEPENDENT SCHOOL DISTRICT  
SPECIAL BOARD WORKSHOP MEETING MINUTES

May 5, 2022

6:00 PM

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The trustees of the Splendora Independent School District met at 6:00pm at Timber Lakes Elementary 15450 Harrington Dr, New Caney, TX 77357, in the cafeteria for a special workshop meeting.

1. STRATEGIC DIRECTION - WHY WE EXIST
2. Meeting began at **6:00 PM. ROLL CALL:** (1) Adam Dietrich - Member (2) Dan Muirhead – Assistant Secretary, (3) Barry Welch – Member, (4) Jason Sessum - Member, (5) Allen Wells - Vice President, (6) Jackie Knott - Secretary, (7) Suzanne Soto - President, and Dr. Jeff Burke – Superintendent

Presiding:

Recording:

Absent:

**A QUORUM OF THE BOARD WAS NOT PRESENT.**

3. AUDIENCE - Participants must have signed up prior to Board Meeting start time. Participants may address the Board on any agenda item. Participation is limited to three minutes to make comments to the Board unless the participant requires the use of a translator, in which case participation is limited to six minutes. The Board will only consider complaints that remain unresolved after being addressed through proper administrative channels and when they have been placed on the agenda. Please note the Board of Trustees shall not deliberate, respond, or make decisions regarding any subject that is not included on the agenda that is posted. For further information on these requirements, contact Katie Key, Superintendent Secretary at 281-689-4441.

4. WORKSHOP - Bond Steering Committee

4. A. Agenda: Discussion relating to Bond Steering Committee

AGENDA: Discussion relating to Bond Steering Committee

- Recap Meeting #1
- Facility Assessment
- Construction Cost Update
- Finance and Bond Capacity
- Q+A
- Campus Tour

5. ADJOURNMENT AT \_\_\_\_\_ PM

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President

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Secretary

SPLENDORA INDEPENDENT SCHOOL DISTRICT  
REGULAR BOARD MEETING MINUTES

May 16, 2022

6:30 PM

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The Trustees of the Splendora Independent School District met at Splendora ISD Administration Boardroom located at 23419 FM 2090, Splendora, TX 77372, on Monday, May 16, 2022, for a regular monthly meeting. It was the intent of the District to have, and the meeting did have, a quorum of the Board of Trustees physically present at 23419 FM 2090 Splendora, TX 77372, although one or more Trustees may have participated by video conference in compliance with the Texas Open Meetings Act. The meeting was recorded as required by law.

1. STRATEGIC DIRECTION - WHY WE EXIST

2. Meeting began at **6:30 PM. ROLL CALL:** (1) Adam Dietrich - Member (2) Dan Muirhead – Assistant Secretary, (3) Barry Welch – Member, (4) Jason Sessum - Member, (5) Allen Wells - Vice President, (6) Jackie Knott - Secretary, (7) Suzanne Soto - President, and Dr. Jeff Burke – Superintendent

Presiding: Suzanne Soto

Recording: Dan Muirhead

Absent: Jackie Knott

**JACKIE KNOTT ARRIVED AT 6:32 PM**

3. INVOCATION by Barry Welch.

4. U.S. & STATE OF TEXAS PLEDGE OF ALLEGIANCES

5. GOOD THINGS

6. Campus Spotlight - Piney Woods Elementary was the spotlight campus of the month. Students from Robotics, FIRST Lego League, Piney Woods Elementary Treblemakers, and dancer Ava Allen.

7. AUDIENCE - Participants must have signed up prior to the Board Meeting start time. Participants may address the Board on any agenda item. Participation is limited to three minutes to make comments to the Board unless the participant requires the use of a translator, in which case participation is limited to six minutes. The Board will only consider complaints that remain unresolved after being addressed through proper administrative channels and when they have been placed on the agenda. Please note the Board of Trustees shall not deliberate, respond, or make decisions regarding any subject that is not included on the agenda that is posted. For further information on these requirements, contact Katie Key, Superintendent Secretary at 281-689-4441.

8. SUPERINTENDENT'S REPORT

- A. Enrollment
- B. Month-at-a-Glance
- C. Miscellaneous

9. INFORMATION ITEM(S)

- A. Transfer Policy Discussion - Director of Student Services Dianna Archer discussed the current policy.
- B. Student Services Update Report - The report was included in the Boardbook packet. Director of Student Services Dianna Archer was available for questions.
- C. Monthly Police Report - The report was included in the Boardbook packet. SISD Police Sargent Mike Bryant was available for questions.

10. ADMINISTRATIVE PRESENTATION(S)

- A. Athletics Update Presentation - Athletics Director Deana Eubanks presented her annual report.

**DAN MUIRHEAD LEFT MEETING AT 8:08 PM**

11. CONSENT AGENDA ITEMS

- A. Minutes
- B. Financials, Tax Report, Investment Report, and Accounts Payable
- C. Set a date for 2022-2023 Budget Public Hearing
- D. Consider the 2022-2023 Shared Services Arrangement with Conroe ISD Regional Day School for the Deaf
- E. Consider Out of State Travel for SkillsUSA Event
- F. Consider the 2022-2023 Contract with Harris County Department of Education - Academic Behavior School East
- G. Consider the 2022 Extended School Year (ESY) Contract with Harris County Department of Education - Academic Behavior School East
- H. Consider Athletic Donation
- I. Consider Approval of Staff Development Waiver 2022-2023 school year
- J. Consider Approval of Budget Amendment #4

A motion was made by Jackie Knott, seconded by Adam Dietrich to approve the April 4, 2022 special minutes; April 18, 2022 regular meeting minutes; April 21 special meeting minutes; financials, tax reports, investment and collections reports, and accounts payable in the General Operating Account in the total amount of \$895,153.61; 2022-2023 Budget Public Hearing for June 27, 2022 at 6:30 pm; 2022-2023 Shared Services Arrangement with Conroe ISD Regional Day School for the Deaf; Out-of-State Travel for Skills USA Event, the 2022-2023 Contract with Harris County Department of Education - Academic Behavior School East, the 2022 Extended School Year (ESY) Contract with Harris County Department of Education - Academic Behavior School East, the Athletic Donation of \$1422.90, the Staff Development Waiver 2022-2023 school year, and the Budget Amendment #4 as presented. Voting for: 6, Against: 0. Motion carried.

12. ACTION ITEM(S)

**ITEM 12A WAS MOVED.**

B. Discussion and Possible Action to approve the Facility Rental Fee Schedule

A motion was made by Suzanne Soto, seconded by Allen Wells to approve the Facility Rental Fee Schedule as presented. Voting for: 5, Against: 1 (Knott). Motion carried.

C. Discussion and Possible Action to approve opening a New Passthrough Account at Southside Bank

A motion was made by Allen Wells, seconded by Barry Welch to approve opening a New Passthrough Account at Southside Bank as presented. Voting for: 6, Against: 0. Motion carried.

13. CLOSED SESSION ITEMS

*"The Board of Trustees will now go into a Closed session. This Closed Session will be held for purposes authorized by the Texas Open Meetings Act, Texas Government Code(s) Section 551.074. Personnel Matters, Attorney Consultation - 551.071; 551.129 concerning any and all purposes permitted by the Act(s). No voting will take place in the closed meeting. Any action the Board wishes to take as a part of discussions in closed session will take place after the board reconvenes in the open meeting. It is now 8:41 pm."*

A. Personnel - Section 551.074

1. Resignation(s)//Retirement(s)
2. Discuss and Consider potential appointment, employment, resignation, and/or duties of a public officer and/or professional personnel.
3. Attorney Consultation - 551.071; 551.129 - Private consultation with attorney, in person or by phone, to discuss and consider potential appointment, employment, resignation or duties of a public officer and/or professional personnel.

**BREAK AT 8:46 PM**

**CLOSED SESSION BEGAN AT 8:51 PM**

**RECONVENED FROM CLOSED SESSION AT 9:46 PM**

12A. Discussion and Possible Action to approve the 2022-2023 Employee Compensation Plan with Stipend Schedule

A motion was made by Adam Dietrich, seconded by Barry Welch to approve the 2022-2023 Employee Compensation Plan with Stipend Schedule as presented. Voting for: 6, Against: 0. Motion carried.

14. POSSIBLE ACTION ARISING FROM CLOSED SESSION

A. Consider Approval of Hire of Executive Director of Curriculum & Instruction

A motion was made by Jackie Knott, seconded by Adam Dietrich to approve the hire of Carrie Garza as Executive Director of Curriculum & Instruction. Voting for: 6, Against: 0. Motion carried.

B. Consider Approval of Hire of Director of Recruitment & Retention

A motion was made by Suzanne Soto, seconded by Jackie Knott to approve the hire of Kent Broussard as Director of Recruitment & Retention. Voting for: 6, Against: 0. Motion carried.

C. Consider Approval of Hire of Director of Multilingual Services

No action was taken.

15. POSSIBLE AGENDA ITEMS FOR THE NEXT REGULAR MEETING

- Monthly Police Report
- ECHS Designation Renewal
- Public Hearing for Proposed 2022-2023 Budget
- Student Handbook and Code of Conduct
- Employee Handbook
- Safety Committee Recommendations
- Adoption of Budget
- Adoption of 2022-2023 Operational Goals
- Superintendent Evaluation
- TASB Advocacy
- Counseling Audit
- R.B. Tullis Award Nomination

16. ADJOURNMENT at **9:49 PM**

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Board President

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Board Secretary

## For the Month of May

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
100473	05-20-2022	LITTLE CYPRESS MAURI	002638	REGION MEET	199-36-6499.36-999-299000	UIL FEES PD BY HUFFMAN ISD	-2,515.00	N
100484	05-06-2022	ORHS SPORTS BOOSTE	002649	BOYS ENTRY	169-36-6499.00-001-291035	DID NOT ATTEND	-100.00	N
100505	05-12-2022	TABC	002646	CODY HORN	169-36-6411.00-001-291000	REISSUE CHECK NEVER RECEIV	-75.00	N
			002646	JASON VELA	169-36-6411.00-001-291000	REISSUE CHECK NEVER RECEIV	-75.00	N
<b>Totals for Check 100505</b>							<b>-150.00</b>	
100688	05-05-2022	A TO Z SPECIALTIES	002757	28441	199-23-6399.00-101-299000	EOY AWARDS	105.00	N
			002757	28576	199-23-6399.00-101-299000	EOY AWARDS	35.00	N
<b>Totals for Check 100688</b>							<b>140.00</b>	
100689	05-05-2022	ALERT SERVICES, INC.	222011	5079389	169-36-6399.08-001-291000	CHARGER CORDS	238.75	N
100690	05-05-2022	AMAZON CAPITAL	221979	03/07-04/22	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	8,278.33	N
100691	05-05-2022	AMERICAN INDUSTRIAL	220153	34916	199-11-6269.61-001-222000	WELDING OPEN BOTTLE RENTAL	203.00	N
100692	05-05-2022	AMPLIFIED IT, LLC	221373	39208	199-11-6397.00-999-211053	ANNUAL GOPHER SUBSCRIPTIO	1,100.00	N
100693	05-05-2022	AMS OF HOUSTON, LLC	220069	1274299	199-51-6248.77-999-299000	HVAC SERVICES	735.55	N
			220069	1274300	199-51-6248.77-999-299000	HVAC SERVICES	478.75	N
			220069	1274301	199-51-6248.77-999-299000	HVAC SERVICES	478.75	N
			220069	1274302	199-51-6248.77-999-299000	HVAC SERVICES	569.80	N
			220069	1274303	199-51-6248.77-999-299000	HVAC SERVICES	631.27	N
<b>Totals for Check 100693</b>							<b>2,894.12</b>	
100694	05-05-2022	ANIMAL CARE TECHNOL	221731	23784	199-11-6399.00-001-222000	VET ASSIST CIRTIFICATION TRAI	6.84	N
			221731	23784	199-11-6399.61-001-222000	VET ASSIST CIRTIFICATION TRAI	883.16	N
<b>Totals for Check 100694</b>							<b>890.00</b>	
100695	05-05-2022	HOUSTON PASADENA A	222105	G86888-IN	199-34-6311.00-999-299000	Fuel	30,438.07	N
100696	05-05-2022	ARC MECHANICAL LLC	002737	I6551	240-35-6249.00-001-299000	REPLACED IGNITOR IN PIZZIA OV	760.97	N
			002737	I6567	240-35-6249.00-102-299000	REPLACED IGNITOR IN PIZZIA OV	269.13	N
<b>Totals for Check 100696</b>							<b>1,030.10</b>	
100697	05-05-2022	ARCHIES	221403	04282022	199-00-1312.00-000-200000	DISTRICT STOCK 21-22	8.55	N
100698	05-05-2022	AT&T	220112	2816899330	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	48.85	N
100699	05-05-2022	BARNES & NOBLE EDUC	222015	5435	199-11-6321.00-001-211039	TEXTBOOKS	481.26	N
100700	05-05-2022	BUTLER BUSINESS PRO	221739	106423-0	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	528.14	N
			221739	106423-1	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	18.48	N
<b>Totals for Check 100700</b>							<b>546.62</b>	
100701	05-05-2022	CASCO AUTO PARTS #2	221990	9151-261969	199-51-6249.00-999-299078	EQUIPMENT REPAIR	62.94	N
			221871	9151-261960	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	143.99	N
			221871	9151-261892	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	2.62	N
<b>Totals for Check 100701</b>							<b>209.55</b>	
100702	05-05-2022	CDW GOVERNMENT	222007	W156501	199-11-6398.00-104-211000	PWE - STUDENT CHROMEBOOKS	402.87	N
			222007	W148751	199-11-6398.00-104-211000	PWE - STUDENT CHROMEBOOKS	4,186.39	N
<b>Totals for Check 100702</b>							<b>4,589.26</b>	
100703	05-05-2022	CENTERPOINT ENERGY	220117	2624185-1	199-51-6259.73-999-299000	DISTRICT GAS	121.27	N

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100704	05-05-2022	CHARLES BROUSSARD	002748	04262022	169-36-6294.00-001-291000	BASEBALL OFFICIAL	105.00	N
100705	05-05-2022	CINTAS CORPORATION	222125	4118309613	199-34-6299.00-999-299000	Dry Cleaning	75.27	N
			222125	5106615667	199-34-6299.00-999-299000	Dry Cleaning	95.50	N
			220224	4117594679	199-51-6249.00-999-299000	UNIFORM SERVICE	64.51	N
<b>Totals for Check 100705</b>							<b>235.28</b>	
100706	05-05-2022	COCA-COLA	221577	25939200388	168-61-6399.00-999-299000	SYRUP FOR CONCESSION	510.64	N
			221577	25957200405	168-61-6399.00-999-299000	SYRUP FOR CONCESSION	1,264.67	N
			221577	25938200242	168-61-6399.00-999-299000	SYRUP FOR CONCESSION	830.04	N
<b>Totals for Check 100706</b>							<b>2,605.35</b>	
100707	05-05-2022	CONROE WELDING SUP	221807	R3222521	168-61-6399.00-999-299000	HELIUM FOR PARTIES	7.20	N
			221807	R4222517	168-61-6399.00-999-299000	HELIUM FOR PARTIES	7.20	N
<b>Totals for Check 100707</b>							<b>14.40</b>	
100708	05-05-2022	CROCKETT SERVICES	222017	3751	240-35-6249.00-041-299000	COMBI OVEN	2,050.00	N
100709	05-05-2022	DAVID ROSAS	002750	04/26/2022	199-36-6299.86-001-291000	SOFTBALL PLAYOFF 4/26	90.00	N
100710	05-05-2022	DEANA EUBANKS	002746	04/21/22	169-36-6411.00-001-291000	AREA TRACK MEET TRAVEL	28.66	N
100711	05-05-2022	DEPT. OF INFORMATION	220116	22031381N	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	407.15	N
100712	05-05-2022	EDUCATOR'S DEPOT	221936	14445	199-00-1312.00-000-200000	DISTRICT STOCK 21-22	3,825.70	N
100713	05-05-2022	ELLIOTT ELECTRIC SUP	221794	33-21771-01	199-51-6248.77-999-299000	HVAC SUPPLIES	80.00	N
100714	05-05-2022	EMMANUEL F SANCHEZ	222040	2021229	199-11-6299.00-999-223023	Bi lingual Assessment	700.00	N
100715	05-05-2022	FOLLETT CONTENT SOL	221566	436624F	199-12-6669.00-101-299000	books for circulation	3,466.73	N
			221567	436620	199-12-6669.00-105-299000	books for circulation	669.16	N
			221567	436620F	199-12-6669.00-105-299000	books for circulation	86.52	N
<b>Totals for Check 100715</b>							<b>4,222.41</b>	
100716	05-05-2022	GBI INK	222075	14315	199-34-6319.00-999-299000	Hiring Banners	650.00	N
100717	05-05-2022	GLASS & MIRROR OF TH	222090	093559	199-34-6249.00-999-299000	Repairs	265.00	N
100718	05-05-2022	GOLD STAR FOODS, INC	002736	3109314	240-35-6341.00-999-299000	PROGRAM FOOD DELIVERY	2,278.57	N
100719	05-05-2022	HARDIE'S FRUIT & VEGE	002741	05118626	240-35-6341.00-001-299000	PROGRAM FOOD FRUITS/VEGET	760.84	N
			002741	05118626	240-35-6341.00-001-299021	PROGRAM FOOD FRUITS/VEGET	131.35	N
			002741	05118627	240-35-6341.00-041-299021	PROGRAM FOOD FRUITS/VEGET	819.29	N
			002741	05118624	240-35-6341.00-101-299000	PROGRAM FOOD FRUITS/VEGET	523.28	N
			002741	05118624	240-35-6341.00-101-299021	PROGRAM FOOD FRUITS/VEGET	288.20	N
			002741	05140067	240-35-6341.00-101-299021	PROGRAM FOOD FRUITS/VEGET	64.00	N
			002741	05118623	240-35-6341.00-102-299000	PROGRAM FOOD FRUITS/VEGET	524.46	N
			002741	05118623	240-35-6341.00-102-299021	PROGRAM FOOD FRUITS/VEGET	267.82	N
			002741	05118625	240-35-6341.00-104-299000	PROGRAM FOOD FRUITS/VEGET	681.23	N
			002741	05118625	240-35-6341.00-104-299021	PROGRAM FOOD FRUITS/VEGET	155.22	N
			002741	05140214	240-35-6341.00-104-299021	PROGRAM FOOD FRUITS/VEGET	15.47	N
			002741	05118628	240-35-6341.00-105-299021	PROGRAM FOOD FRUITS/VEGET	906.32	N
<b>Totals for Check 100719</b>							<b>5,137.48</b>	

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100720	05-05-2022	HIGH POINT	221468	188838	168-61-6399.00-999-299000	CLEANING SUPPLIES	447.03	N
			222058	189229	199-34-6319.00-999-299000	Trash Bags	150.04	N
			221817	188922	199-51-6249.00-999-299078	CUSTODIAL MAINT & REPAIRS	65.82	N
			221817	188361	199-51-6249.00-999-299078	CUSTODIAL MAINT & REPAIRS	709.40	N
			222142	188361	199-51-6249.00-999-299078	CUSTODIAL MAINT & REPAIRS	254.17	N
			222042	188610-2	199-51-6399.00-999-299078	PUBLIC SUPPLIES	866.10	N
						<b>Totals for Check 100720</b>	<b>2,492.56</b>	
100721	05-05-2022	IMPACT PROMOTIONAL	221916	INV28392	199-52-6395.00-999-299000	Uniforms Replacement Items	733.55	N
			221914	INV28395	199-52-6395.00-999-299000	PD Uniforms	140.63	N
			221913	INV28393	199-52-6395.00-999-299000	PD Uniforms	140.63	N
						<b>Totals for Check 100721</b>	<b>1,014.81</b>	
100722	05-05-2022	JASON'S DELI	002756	22042606906000	169-36-6411.00-001-291000	PHYSICAL NIGHT MEALS	329.40	N
100723	05-05-2022	JDP PALATINE	221819	73226	199-61-6299.00-999-299000	Criminal History for Volunteer	98.70	N
100724	05-05-2022	JEFFREY BURKE	002745	04/27-28	199-41-6411.00-701-299000	RAISE YOUR HAND TX TRAVEL	36.00	N
100725	05-05-2022	JOE W. FLY CO., INC.	220355	HOUINV025017	199-51-6248.77-999-299000	HVAC-FILTER CHANGES	950.55	N
			220355	HOUINV025018	199-51-6248.77-999-299000	HVAC-FILTER CHANGES	675.44	N
						<b>Totals for Check 100725</b>	<b>1,625.99</b>	
100726	05-05-2022	JOSHUA DULIN	002760	ESL TEST	199-13-6499.00-999-225000	ESL TEST REIMB DULIN	131.00	N
100727	05-05-2022	JUSTIN ROBINSON	002747	04/26/22	169-36-6294.00-001-291000	BASEBALL OFFICIAL	105.00	N
	05-12-2022	JUSTIN ROBINSON	002747	04/26/22	169-36-6294.00-001-291000	CHECK RIPPED	-105.00	N
						<b>Totals for Check 100727</b>	<b>.00</b>	
100728	05-05-2022	KIKISTEES.COM	221971	70427	199-11-6399.35-001-211000	T-SHIRTS	307.90	N
			221971	70427	199-36-6399.35-001-299000	T-SHIRTS	27.90	N
						<b>Totals for Check 100728</b>	<b>335.80</b>	
100729	05-05-2022	KURZ AND COMPANY	002739	211171160013	240-35-6341.00-001-299021	PROGRAM FOOD/ BREAD	159.60	N
			002739	211171160016	240-35-6341.00-041-299021	PROGRAM FOOD/ BREAD	99.75	N
			002739	211171160013	240-35-6341.00-101-299021	PROGRAM FOOD/ BREAD	54.80	N
			002739	211171160014	240-35-6341.00-102-299000	PROGRAM FOOD/ BREAD	116.52	N
			002739	211171160012	240-35-6341.00-105-299021	PROGRAM FOOD/ BREAD	106.18	N
						<b>Totals for Check 100729</b>	<b>536.85</b>	
100730	05-05-2022	LABATT FOOD SERVICE	002742	04269916	240-35-6341.00-001-299000	PROGRAM FOOD DELIVERY	4,263.14	N
			002742	04269916	240-35-6341.00-001-299000	NON PROGRAM FOOD DELIVERY	1,176.11	N
				04269916	240-35-6341.00-001-299000	CREDIT TOWARDS ACCOUNT PR	-174.43	N
			002742	04269915	240-35-6341.00-001-299021	PROGRAM FOOD DELIVERY	153.60	N
			002742	04269916	240-35-6341.00-001-299021	PROGRAM FOOD DELIVERY	1,676.95	N
			002742	04269914	240-35-6341.00-041-299000	PROGRAM FOOD DELIVERY	3,065.51	N
				04269914	240-35-6341.00-041-299000	CREDIT TOWARDS ACCOUNT PR	-295.68	N
			002742	04269914	240-35-6341.00-041-299021	PROGRAM FOOD DELIVERY	211.22	N
			002742	04269918	240-35-6341.00-101-299000	PROGRAM FOOD DELIVERY	2,122.59	N
				04269918	240-35-6341.00-101-299000	CREDIT TOWARDS ACCOUNT PR	-263.99	N
			002742	04269918	240-35-6341.00-101-299021	PROGRAM FOOD DELIVERY	816.33	N
			002742	04269920	240-35-6341.00-102-299000	PROGRAM FOOD DELIVERY	2,688.31	N
			002742	04269920	240-35-6341.00-102-299000	NON PROGRAM FOOD DELIVERY	202.76	N

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			002742	04269920	240-35-6341.00-102-299021	PROGRAM FOOD DELIVERY	863.29	N
				04269920	240-35-6341.00-102-299021	CREDIT TOWARDS ACCOUNT PR	-467.45	N
			002742	04269912	240-35-6341.00-104-299000	PROGRAM FOOD DELIVERY	480.71	N
			002742	04269912	240-35-6341.00-104-299000	NON PROGRAM FOOD DELIVERY	157.40	N
				04269911	240-35-6341.00-104-299000	CREDIT TOWARDS ACCOUNT PR	-183.54	N
			002742	04269911	240-35-6341.00-104-299021	PROGRAM NON FOOD DELIVERY	45.96	N
			002742	04269912	240-35-6341.00-104-299021	PROGRAM FOOD DELIVERY	122.52	N
			002742	04269910	240-35-6341.00-105-299000	PROGRAM FOOD DELIVERY	3,902.17	N
			002742	04269910	240-35-6341.00-105-299000	NON PROGRAM FOOD DELIVERY	86.66	N
				04269910	240-35-6341.00-105-299000	CREDIT TOWARDS ACCOUNT PR	-235.42	N
			002742	04269910	240-35-6341.00-105-299021	PROGRAM FOOD DELIVERY	908.37	N
			002742	04269919	240-35-6341.00-999-299000	PROGRAM FOOD DELIVERY	496.37	N
			002742	04269916	240-35-6342.00-001-299000	PROGRAM NON FOOD DELIVERY	389.96	N
			002742	04269916	240-35-6342.00-001-299021	PROGRAM NON FOOD DELIVERY	62.56	N
			002742	04269914	240-35-6342.00-041-299000	PROGRAM NON FOOD DELIVERY	35.33	N
			002742	04269913	240-35-6342.00-041-299021	PROGRAM FOOD DELIVERY	113.40	N
			002742	04269918	240-35-6342.00-101-299000	PROGRAM FOOD DELIVERY	117.52	N
			002742	04269918	240-35-6342.00-101-299021	PROGRAM FOOD DELIVERY	117.52	N
			002742	04269920	240-35-6342.00-102-299000	PROGRAM NON FOOD DELIVERY	112.77	N
			002742	04269920	240-35-6342.00-102-299021	PROGRAM NON FOOD DELIVERY	226.03	N
			002742	04269912	240-35-6342.00-104-299000	PROGRAM NON FOOD DELIVERY	15.21	N
			002742	04269912	240-35-6342.00-104-299021	PROGRAM NON FOOD DELIVERY	15.21	N
						<b>Totals for Check 100730</b>	<b>23,024.97</b>	
100731	05-05-2022	LANSDOWNE-MOODY	002740	WD08931	199-51-6399.79-999-299000	GROUNDS SUPPLIES	84.46	N
100732	05-05-2022	LEAD4WARD, LLC	221526	2RPL14016907	211-13-6411.00-101-230020	STARR TRAINING	735.00	N
100733	05-05-2022	LEARNING A-Z	221779	9726103	199-11-6397.00-104-230000	AMANDA WEAVER PK	125.00	N
100734	05-05-2022	LONE STAR COLLEGE KI	222031	SPRING 22	199-11-6223.00-001-211039	EKG MONITOR TECHNICIAN LECT	5,000.00	N
			222031	SPRING 22	199-11-6499.00-001-222000	EKG MONITOR TECHNICIAN LECT	1,480.00	N
						<b>Totals for Check 100734</b>	<b>6,480.00</b>	
100735	05-05-2022	LSC	222032	MC SISD 22 SP	199-11-6499.00-001-222000	SPRING FEES	1,716.00	N
100736	05-05-2022	LONNY HARRIS	002744	04292022	199-13-6411.00-999-225000	ESL CLASS OBSERVATION TRAV	58.73	N
100737	05-05-2022	MCCOY CORPORATION	220049	9819041	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	63.68	N
			220049	9819157	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	19.39	N
			220049	9819169	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	50.08	N
			220049	9819340	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	155.03	N
						<b>Totals for Check 100737</b>	<b>288.18</b>	
100738	05-05-2022	MICRO INTEGRATION IN	221322	222122	199-11-6397.00-999-211053	CLASSROOM COMM AND LICENS	10,357.80	N
			221734	222066	199-11-6399.00-102-211000	DIAG PHONE GLE	252.75	N
			220657	222153	199-11-6399.50-999-211000	SOCIAL WORKER PHONE	252.75	N
			221766	222161	199-52-6398.00-999-299000	MICROSOFT OFFICE FOR SISD P	92.00	N
						<b>Totals for Check 100738</b>	<b>10,955.30</b>	

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100739	05-05-2022	NEW DAIRY OPCO, LLC	002738	485444774	240-35-6341.00-001-299021	PROGRAM FOOD MILK	214.20	N
			002738	485759893	240-35-6341.00-001-299021	PROGRAM FOOD MILK	520.20	N
			002738	486073071	240-35-6341.00-001-299021	PROGRAM FOOD MILK	260.10	N
			002738	485444775	240-35-6341.00-041-299000	PROGRAM FOOD MILK	198.90	N
			002738	486073070	240-35-6341.00-041-299021	PROGRAM FOOD MILK	183.60	N
			002738	485759892	240-35-6341.00-041-299021	PROGRAM FOOD MILK	336.60	N
			002738	485759894	240-35-6341.00-101-299000	PROGRAM FOOD MILK	122.40	N
			002738	485444777	240-35-6341.00-101-299000	PROGRAM FOOD MILK	260.10	N
			002738	486073073	240-35-6341.00-101-299000	PROGRAM FOOD MILK	153.00	N
			002738	485759894	240-35-6341.00-101-299021	PROGRAM FOOD MILK	122.40	N
			002738	485444777	240-35-6341.00-101-299021	PROGRAM FOOD MILK	260.10	N
			002738	486073073	240-35-6341.00-101-299021	PROGRAM FOOD MILK	153.00	N
			002738	485444778	240-35-6341.00-102-299000	PROGRAM FOOD MILK	214.20	N
			002738	485759895	240-35-6341.00-102-299000	PROGRAM FOOD MILK	183.60	N
			002738	486073072	240-35-6341.00-102-299000	PROGRAM FOOD MILK	198.90	N
			002738	485444778	240-35-6341.00-102-299021	PROGRAM FOOD MILK	214.20	N
			002738	485759895	240-35-6341.00-102-299021	PROGRAM FOOD MILK	214.20	N
			002738	486073072	240-35-6341.00-102-299021	PROGRAM FOOD MILK	198.90	N
			002738	485759891	240-35-6341.00-104-299000	PROGRAM FOOD MILK	221.85	N
			002738	485444776	240-35-6341.00-104-299000	PROGRAM FOOD MILK	76.50	N
			002738	485759891	240-35-6341.00-104-299021	PROGRAM FOOD MILK	221.85	N
			002738	485444776	240-35-6341.00-104-299021	PROGRAM FOOD MILK	76.50	N
			002738	485444772	240-35-6341.00-105-299000	PROGRAM FOOD MILK	291.00	N
			002738	485444772	240-35-6341.00-105-299021	PROGRAM FOOD MILK	145.50	N
			002738	486073068	240-35-6341.00-105-299021	PROGRAM FOOD MILK	232.80	N
			002738	485759890	240-35-6341.00-105-299021	PROGRAM FOOD MILK	378.30	N
						<b>Totals for Check 100739</b>	<b>5,652.90</b>	
100740	05-05-2022	PAR, INC.	222050	IN00084290	284-11-6399.00-999-223000	Protocols	219.52	N
			222050	IN00084509	284-11-6399.00-999-223000	Protocols	98.00	N
						<b>Totals for Check 100740</b>	<b>317.52</b>	
100741	05-05-2022	PINNACLE MEDICAL MA	222107	94653	199-34-6218.00-999-299000	Physical and Drug Testing	475.00	N
100742	05-05-2022	PITNEY BOWES GLOBAL	220401	3315608666	199-00-1311.00-000-200000	DISTRICT MAIL LEASE 21-22	774.33	N
100743	05-05-2022	FOUR PZ PIZZA, INC.	221578	00001 04/03	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	60.92	N
			221578	00015 04/01	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	39.95	N
			221578	00002 04/02	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	25.97	N
			221578	00002 04/03	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	60.92	N
			221578	0018 04/09	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	25.97	N
			221578	0014 04/09	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	75.91	N
			221578	00059 04/04	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	93.89	N
			222064	00003 04/09	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	27.96	N
			222064	00163 04/08	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	34.95	N
			222064	00051 04/15	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	88.88	N
			222064	00001 04/16	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	74.90	N
			222064	00026 04/22	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	46.94	N

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			222064	0025 04/22	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	32.96	N
			222064	00067 04/23	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	25.97	N
			222064	0037 04/23	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	46.94	N
			222064	00038 04/23	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	25.97	N
			222064	0119 04/24	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	127.40	N
			221778	00019 04/08	199-11-6399.98-104-211000	ATTENDANCE PARTIES	44.94	N
			221983	00020 04/04	199-41-6497.00-702-299000	BOARD MEETING FOOD 4-4-22	137.41	N
						<b>Totals for Check 100743</b>	<b>1,098.75</b>	
100744	05-05-2022	PURDUE UNIVERSITY G	002751	ID 43748279	279-13-6221.00-999-299000	SO TUITION	3,515.00	N
100745	05-05-2022	PURIFY	221490	151295730657	199-51-6259.74-999-299000	WWTP CHEMICALS	540.00	N
			221490	141295730667	199-51-6259.74-999-299000	WWTP CHEMICALS	305.00	N
			221490	141295730683	199-51-6259.74-999-299000	WWTP CHEMICALS	260.00	N
						<b>Totals for Check 100745</b>	<b>1,105.00</b>	
100746	05-05-2022	QUILL CORP.	221705	24117601	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	650.60	N
			221705	24160748	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	154.90	N
						<b>Totals for Check 100746</b>	<b>805.50</b>	
100747	05-05-2022	REGION 4 ESC	221321	F94735	199-11-6399.93-105-211000	Instructional	153.00	N
100748	05-05-2022	RIVER OAKS ACADEMY	221862	4585	284-11-6299.00-999-223000	Out of district behavior place	5,500.00	N
			221862	4583	284-11-6299.00-999-223000	Out of district behavior place	7,000.00	N
						<b>Totals for Check 100748</b>	<b>12,500.00</b>	
100749	05-05-2022	RIVERSIDE INSIGHTS	222048	INV120475	199-11-6399.00-999-237000	Protocols	400.00	N
			222048	INV120475	284-11-6399.00-999-223000	Protocols	5,855.70	N
						<b>Totals for Check 100749</b>	<b>6,255.70</b>	
100750	05-05-2022	ROTARY CLUB OF EAST	002752	1250	199-21-6495.00-999-299040	QUARTERLY DUES BARNES	100.00	N
			220311	1261	199-41-6495.00-750-299042	MEMBERSHIP DUES	100.00	N
						<b>Totals for Check 100750</b>	<b>200.00</b>	
100751	05-05-2022	SAM HOUSTON STATE U	002753	K. INGROM	429-13-6221.00-999-299038	TUITION / REG FEES INGROM	3,000.20	N
100752	05-05-2022	SAM HOUSTON STATE U	002754	M.BURCH	429-13-6221.00-999-299038	TUITION / REG FEES BURCH	3,473.30	N
100753	05-05-2022	SAM HOUSTON STATE U	002755	000624690	429-13-6221.00-999-299038	TUITION / REG FEES DEFRANCIS	3,473.30	N
100754	05-05-2022	SAM'S CLUB DIRECT	221553	DSTRIC	199-00-1312.00-000-200000	DISTRICT STOCK 21-22	6,442.93	N
100755	05-05-2022	SKELTON BUSINESS EQ	221847	102565	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	632.50	N
100756	05-05-2022	SOUTHERN TIRE MART	222089	4560072132	199-34-6319.00-999-299000	Tires	672.00	N
			222092	4560072245	199-34-6319.00-999-299000	Tires	6,658.48	N
						<b>Totals for Check 100756</b>	<b>7,330.48</b>	
100757	05-05-2022	MIDWAY FAST FOODS	221964	474313	199-11-6497.50-999-211000	STUDENT ADVISORY LUNCHEON	66.27	N
100758	05-05-2022	MCKNIGHT INVESTMEN	222037	52231	199-21-6399.00-999-223023	Employee of the Year	106.59	N
100759	05-05-2022	TASC - TX ASSOC OF ST	002758	23881	199-11-6412.40-001-211000	SUMMER WORKSHOP CONF	2,800.00	N
100760	05-05-2022	TC CLEANERS	002759	01-332719	199-41-6299.00-750-299041	CLEANING OF TABLE CLOTHS	262.24	N
100761	05-05-2022	TEXAS STATE FLORISTS	221802	618487	199-11-6299.00-001-222000	FLORAL CERTIFICATIONS	4,140.00	N

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100762	05-05-2022	THERESA BAILEY	002749	04/26/2022	199-36-6299.86-001-291000	SOFTBALL PLAYOFF 4/26	106.84	N
100763	05-05-2022	THOMAS BUS GULF	221279	SIP-02566721	199-34-6319.00-999-299000	Parts	46.75	N
			221279	SIP-0255601	199-34-6319.00-999-299000	Parts	83.12	N
			222149	SIP-02556744	199-34-6319.00-999-299000	Parts	505.78	N
			222149	SIP-02556862	199-34-6319.00-999-299000	Parts	10,634.50	N
			222149	SIP-02557064	199-34-6319.00-999-299000	Parts	786.14	N
			221757	SIV00015550	199-34-6631.00-999-299000	78 Passenger School Bus	118,775.00	N
						<b>Totals for Check 100763</b>	<b>130,831.29</b>	
100764	05-05-2022	VERIZON	221931	9904389725	199-52-6399.00-999-299000	Access Fees Wireless Card	38.13	N
100765	05-05-2022	CAPITAL ONE	221554	1641482877	199-00-1312.00-000-200000	DISTRICT STOCK 21-22	1,770.07	N
			221831	1641482877	199-11-6399.98-041-211000	ATTENDANCE PRIZES	50.00	N
			002743	1641482877	199-11-6499.99-999-211000	HS LIFESKILLS REIMB WALMART	108.63	N
			221265	1641482877	199-34-6399.00-999-299000	Cakes For Safety Meetings	59.48	N
			222006	1641482877	199-61-6399.00-102-299000	PURCHASE VOLUNTEER SUPPLI	122.21	N
			221995	1641482877	199-61-6399.00-999-299000	Volunteer of the Year	34.53	N
			221995	1641482877	199-61-6399.00-999-299000	Volunteer of the Year	14.61	N
						<b>Totals for Check 100765</b>	<b>2,159.53</b>	
100766	05-05-2022	WETZELS STATE INSPE	220100	T-17-2023	199-34-6249.00-999-299000	Vehicle Inspections	25.50	N
			220100	T-119-2023	199-34-6249.00-999-299000	Vehicle Inspections	25.50	N
						<b>Totals for Check 100766</b>	<b>51.00</b>	
100767	05-05-2022	YELLOWSTONE LANDSC	220046	NH 356926	199-51-6299.79-999-299000	LANDSCAPING SERVICES	11,318.70	N
100768	05-10-2022	LINDSAY WRIGHT	002763	05/11-12	199-36-6412.00-999-291000	STATE TRACK MEET MEALS	96.00	N
100769	05-12-2022	A-1 CARPET & FINE FLO	222016	CA4341B	168-51-6249.00-999-299000	SKATING RINK TILE	3,202.40	N
100770	05-12-2022	ADVANCED GRAPHICS	221791	107123	199-11-6399.98-102-211000	ATTENDANCE/POSTER & CUTTE	199.90	N
100771	05-12-2022	AMAZON CAPITAL	222076	04/24-28	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	8,746.22	N
			221979	03/17-04/25	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	2,908.94	N
						<b>Totals for Check 100771</b>	<b>11,655.16</b>	
100772	05-12-2022	ARC MECHANICAL LLC	002762	I6525	240-35-6249.00-001-299000	COILS FROZEN OVER/COMPRES	360.00	N
			002762	I6582	240-35-6249.00-041-299000	REPLACED DIAPHRAM KIT	505.02	N
			002762	I6583	240-35-6249.00-041-299000	THERMOMETER WASH/RISE	1,297.27	N
			002762	I6691	240-35-6249.00-102-299000	COILS FROZEN OVER	225.00	N
			002762	I6655	240-35-6249.00-102-299000	REPLACED THE THERMOSTAT	313.60	N
						<b>Totals for Check 100772</b>	<b>2,700.89</b>	
100773	05-12-2022	ARMKO INDUSTRIES, IN	221780	E860342	282-51-6299.00-999-299000	GLE ROOF REPAIR CONSULTING	6,400.00	N
100774	05-12-2022	BALFOUR	002786	1446725	199-11-6399.89-001-211000	DIPLOMAS	61.63	N
100775	05-12-2022	BOOKELICIOUS, LLC	222033	1283756	199-11-6399.00-999-225000	ESL & BILINGUAL	4,000.00	N
			221929	120026	199-13-6299.00-999-225000	TRAINING AND TRAINING MATERI	3,600.00	N
						<b>Totals for Check 100775</b>	<b>7,600.00</b>	
100776	05-12-2022	BSN SPORTS, LLC	221156	304568876A	199-11-6399.51-041-211000	PE SUPPLIES	1,181.42	N

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100777	05-12-2022	CASCO AUTO PARTS #2	221871	9151-262089	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	1.50	N
			221871	9151-262090	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	53.86	N
<b>Totals for Check 100777</b>							<b>55.36</b>	
100778	05-12-2022	CDW GOVERNMENT	221941	V731243	199-11-6398.00-041-211000	JUNIOR HIGH CAMPUS EQUIPME	644.06	N
			221941	V397750	199-11-6398.00-041-211000	JUNIOR HIGH CAMPUS EQUIPME	61.98	N
			221941	V513483	199-11-6398.00-041-211000	JUNIOR HIGH CAMPUS EQUIPME	1,647.06	N
			222005	W679460	199-11-6398.00-102-211000	GLE ELMO & PROJECTORS	823.53	N
			222005	W087959	199-11-6398.00-102-211000	GLE ELMO & PROJECTORS	945.36	N
			221970	W545847	199-11-6398.00-102-211000	MONITOR AND DOCKING STATIO	490.99	N
<b>Totals for Check 100778</b>							<b>4,612.98</b>	
100779	05-12-2022	CINTAS CORPORATION	222125	4118B98626	199-34-6299.00-999-299000	Dry Cleaning	75.27	N
			220224	4118309549	199-51-6249.00-999-299000	UNIFORM SERVICE	64.51	N
			221853	5106615612	199-51-6299.00-999-299000	FIRST AID SUPPLY SERVICE	54.77	N
<b>Totals for Check 100779</b>							<b>194.55</b>	
100780	05-12-2022	CITY OF SPLENDORA	220120	08017201262000	199-51-6259.73-999-299000	DISTRICT GAS	16.50	N
100781	05-12-2022	CITY OF SPLENDORA-W	220121	08016104451500	168-51-6259.70-999-299000	DISTRICT WATER	400.92	N
			220121	08016104460500	199-51-6259.70-999-299000	DISTRICT WATER	1,858.06	N
			220121	08016104452000	199-51-6259.70-999-299000	DISTRICT WATER	244.79	N
			220121	08016104451550	199-51-6259.70-999-299000	DISTRICT WATER	193.66	N
			220121	08016104451000	199-51-6259.70-999-299000	DISTRICT WATER	209.73	N
<b>Totals for Check 100781</b>							<b>2,907.16</b>	
100782	05-12-2022	CONROE GOLF CARS	222117	JOB 38	199-11-6299.00-001-211000	GOLF CAR REPAIR	1,543.40	N
100783	05-12-2022	CONROE WELDING SUP	220099	R04222518	199-34-6249.00-999-299000	lease of tank	7.20	N
			220061	R 03222520	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	17.70	N
			220061	R 04222516	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	17.70	N
<b>Totals for Check 100783</b>							<b>42.60</b>	
100784	05-12-2022	DE LAGE LANDEN FINAN	220361	76075503	169-36-6269.00-001-291000	DISTRICT COPIERS	138.52	N
			220361	76075503	199-11-6269.00-001-211000	DISTRICT COPIERS	855.34	N
			220361	76075503	199-11-6269.00-001-211039	DISTRICT COPIERS	135.37	N
			220361	76075503	199-11-6269.00-001-222000	DISTRICT COPIERS	34.63	N
			220361	76075503	199-11-6269.00-041-211000	DISTRICT COPIERS	371.29	N
			220361	76075503	199-11-6269.00-101-211000	DISTRICT COPIERS	220.16	N
			220361	76075503	199-11-6269.00-102-211000	DISTRICT COPIERS	220.16	N
			220361	76075503	199-11-6269.00-104-211000	DISTRICT COPIERS	220.16	N
			220361	76075503	199-11-6269.00-105-211000	DISTRICT COPIERS	233.40	N
			220361	76075503	199-11-6269.00-999-211000	DISTRICT COPIERS	82.80	N
			220361	76075503	199-21-6269.00-999-223023	DISTRICT COPIERS	114.85	N
			220361	76075503	199-23-6269.00-001-299000	DISTRICT COPIERS	194.61	N
			220361	76075503	199-23-6269.00-041-299000	DISTRICT COPIERS	114.85	N
			220361	76075503	199-23-6269.00-101-299000	DISTRICT COPIERS	114.85	N
			220361	76075503	199-23-6269.00-102-299000	DISTRICT COPIERS	114.85	N
			220361	76075503	199-23-6269.00-104-299000	DISTRICT COPIERS	114.85	N
			220361	76075503	199-23-6269.00-105-299000	DISTRICT COPIERS	118.45	N
			220361	76075503	199-31-6269.00-001-299000	DISTRICT COPIERS	79.76	N

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			220361	76075503	199-34-6269.00-999-299000	DISTRICT COPIERS	114.85	N
			220361	76075503	199-41-6269.00-750-299000	DISTRICT COPIERS	197.65	N
			220361	76075503	199-51-6269.00-999-299000	DISTRICT COPIERS	52.74	N
			220361	76075503	199-51-6269.00-999-299025	DISTRICT COPIERS	34.53	N
			220361	76075503	199-52-6269.00-999-299000	DISTRICT COPIERS	34.53	N
			220361	76075503	199-53-6269.00-999-299000	DISTRICT COPIERS	34.53	N
			220361	76075503	240-35-6269.00-999-299000	DISTRICT COPIERS	52.74	N
						<b>Totals for Check 100784</b>	<b>4,000.47</b>	
100785	05-12-2022	DEMCO	221942	7109137	199-12-6399.00-101-299000	Library supplies	280.64	N
100786	05-12-2022	DUKE COMMUNICATION	222109	8534	199-51-6249.77-999-299000	ALARM SERVICE CALL @ PW	955.00	N
100787	05-12-2022	EAST MONGOMERY CO.	220119	30550092003520	199-51-6259.70-999-299000	TLE - SEWER & WATER	84.77	N
			220119	30550092003510	199-51-6259.70-999-299000	TLE - SEWER & WATER	590.00	N
			002772	30550092003510	199-51-6259.70-999-299000	WATER METER REPAIR	4,245.03	N
						<b>Totals for Check 100787</b>	<b>4,919.80</b>	
100788	05-12-2022	EECU	002776	HSA SHORTAGE	863-00-2159.00-616-200000	HSA SHORTAGE	200.00	N
100789	05-12-2022	ELLIOTT ELECTRIC SUP	002761	33-25412-01	199-51-6319.00-999-299000	VOLT TIME CLOCK @ CATE BLDG	263.01	N
100790	05-12-2022	FASTENAL	220094	TXCLV92093	199-34-6319.00-999-299000	PO Created by Req: 000125	99.35	N
100791	05-12-2022	HARDIE'S FRUIT & VEGE	002764	05136860	240-35-6341.00-001-299000	PROGRAM FOOD FRUITS/VEGET	642.98	N
			002764	05136860	240-35-6341.00-001-299021	PROGRAM FOOD FRUITS/VEGET	93.35	N
			002764	05136863	240-35-6341.00-041-299000	PROGRAM FOOD FRUITS/VEGET	519.46	N
			002764	05136863	240-35-6341.00-041-299021	PROGRAM FOOD FRUITS/VEGET	141.35	N
			002764	05136855	240-35-6341.00-101-299000	PROGRAM FOOD FRUITS/VEGET	645.50	N
			002764	05136855	240-35-6341.00-101-299021	PROGRAM FOOD FRUITS/VEGET	261.87	N
			002764	05136853	240-35-6341.00-102-299000	PROGRAM FOOD FRUITS/VEGET	490.35	N
			002764	05136853	240-35-6341.00-102-299021	PROGRAM FOOD FRUITS/VEGET	280.87	N
			002764	05136858	240-35-6341.00-104-299000	PROGRAM FOOD FRUITS/VEGET	620.53	N
			002764	05136858	240-35-6341.00-104-299021	PROGRAM FOOD FRUITS/VEGET	201.80	N
			002764	05136865	240-35-6341.00-105-299000	PROGRAM FOOD FRUITS/VEGET	852.54	N
						<b>Totals for Check 100791</b>	<b>4,750.60</b>	
100792	05-12-2022	LITERACY RESOURCES,	222078	200175	199-11-6399.55-105-230000	Instructional Reading	561.45	N
100793	05-12-2022	HEINEMANN	222030	7435530	199-11-6399.00-999-225000	ESL & BILINGUAL	165.00	N
100794	05-12-2022	HIGH POINT	222042	189370	199-51-6399.00-999-299078	PUBLIC SUPPLIES	2,004.00	N
			222174	189370	199-51-6399.01-999-299078	CUSTODIAL SUMMER SUPPLIES	61.35	N
			221755	189368	199-51-6399.02-999-299078	DEPARTMENT SUPPLIES	2,608.22	N
			221755	189370	199-51-6399.02-999-299078	DEPARTMENT SUPPLIES	325.20	N
			221755	189488	199-51-6399.02-999-299078	DEPARTMENT SUPPLIES	165.34	N
			221594	189368	289-51-6399.78-999-299019	COVID CLEANING PPE	499.95	N
			222173	189368	289-51-6399.78-999-299019	COVID CLEANING PPE	1,579.80	N
						<b>Totals for Check 100794</b>	<b>7,243.86</b>	
100795	05-12-2022	HILLTOP SECURITIES IN	002787	R18896	199-41-6299.00-750-299000	ARBITRAGE CALCULATIONS	535.00	N

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100796	05-12-2022	HOME DEPOT CREDIT S	221691	9014293	199-11-6399.00-001-222000	CONSRUCTION TRADES SUPPLI	198.05	N
			221691	6815043	199-11-6399.00-001-222000	CONSRUCTION TRADES SUPPLI	67.68	N
			221444	30815	199-11-6399.61-001-222000	AG BARN SUPPLIES	1,170.98	N
			221944	1511825	199-11-6499.99-999-211000	COLOR WARS MARKING SUPPLIE	79.80	N
			002770	4014830	199-11-6499.99-999-211000	CONSTRUCTION CLUB ACTIVITY	220.67	N
			221700	9510912	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	94.17	N
			221700	8511014	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	46.16	N
			221700	90793	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	428.71	N
			221700	5973946	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	187.94	N
			221700	8522837	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	60.04	N
			221700	5023710	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	26.94	N
			221700	2032383	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	59.94	N
			221700	7973471	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	680.40	N
						<b>Totals for Check 100796</b>	<b>3,321.48</b>	
100797	05-12-2022	HOUSTON CHRONICLE	221959	34192577	199-41-6211.00-750-225041	BILINGUAL AD	2,020.00	N
100798	05-12-2022	HOUSTON FREIGHTLINE	222104	SIS-00456803	199-34-6249.00-999-299000	Towing	1,803.75	N
100799	05-12-2022	JAMES PAULETTE	002777	05/6-7/22	199-36-6299.86-001-291000	SOFTBALL OFFICIAL 05/6-7	375.00	N
100800	05-12-2022	JASON'S DELI	002785	22042903106000	169-36-6412.00-001-291000	REG TRACK MEET MEALS	77.65	N
			222141	22033006906004	199-41-6497.00-702-299000	SISD YOU MEETING	286.48	N
						<b>Totals for Check 100800</b>	<b>364.13</b>	
100801	05-12-2022	JOHNSON SUPPLY	222110	04263509	199-51-6248.77-999-299000	HVAC SUPPLIES	1,144.90	N
			222110	04263663	199-51-6248.77-999-299000	HVAC SUPPLIES	226.76	N
			222110	04263475	199-51-6248.77-999-299000	HVAC SUPPLIES	628.34	N
			221792	04263475	199-51-6248.77-999-299000	HVAC SUPPLIES	370.08	N
			222169	04263663	199-51-6248.77-999-299000	HVAC SUPPLIES	1,065.71	N
						<b>Totals for Check 100801</b>	<b>3,435.79</b>	
100802	05-12-2022	JONES SCHOOL SUPPL	222079	1880651	199-31-6399.00-001-299000	SENIOR AWARD NIGHT	245.70	N
100803	05-12-2022	JORDAN YOUNG	002778	05/6-7/22	199-36-6299.86-001-291000	SOFTBALL OFFICIAL	375.00	N
100804	05-12-2022	JUSTIN ROBINSON	002774	04262022	169-36-6294.00-001-291000	BASEBALL OFFICIAL	105.00	N
100805	05-12-2022	JW PEPPER & SON INC.	221722	364117847	199-11-6399.46-102-211000	MUSIC INST./SUPPLIES	246.96	N
100806	05-12-2022	KEVIN RINN	002783	05062022	199-36-6299.86-001-291000	BASKETBALL OFFICIAL	215.00	N
100807	05-12-2022	KURZ AND COMPANY	002765	211171230010	240-35-6341.00-001-299000	PROGRAM FOOD/ BREAD	119.70	N
			002765	211171230011	240-35-6341.00-041-299021	PROGRAM FOOD/ BREAD	55.86	N
			002765	211171230008	240-35-6341.00-101-299021	PROGRAM FOOD/ BREAD	43.89	N
			002765	211171230009	240-35-6341.00-102-299021	PROGRAM FOOD/ BREAD	124.07	N
			002765	211171230012	240-35-6341.00-104-299021	PROGRAM FOOD/ BREAD	62.25	N
			002765	211171230007	240-35-6341.00-105-299021	PROGRAM FOOD/ BREAD	96.19	N
						<b>Totals for Check 100807</b>	<b>501.96</b>	
100808	05-12-2022	LABATT FOOD SERVICE	002766	05030500	240-35-6341.00-001-299000	PROGRAM FOOD DELIVERY	5,518.24	N
			002766	05030500	240-35-6341.00-001-299000	NON PROGRAM FOOD DELIVERY	1,320.25	N
			002766	05030500	240-35-6341.00-001-299021	PROGRAM FOOD DELIVERY	1,033.04	N
			002766	05030499	240-35-6341.00-041-299000	PROGRAM FOOD DELIVERY	2,383.22	N

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			002766	05030499	240-35-6341.00-041-299021	PROGRAM FOOD DELIVERY	247.72	N
			002766	05030501	240-35-6341.00-101-299000	PROGRAM FOOD DELIVERY	1,536.38	N
			002766	05030501	240-35-6341.00-101-299021	PROGRAM FOOD DELIVERY	1,130.05	N
			002766	05030502	240-35-6341.00-102-299000	PROGRAM FOOD DELIVERY	2,039.15	N
			002766	05030502	240-35-6341.00-102-299000	NON PROGRAM FOOD DELIVERY	137.36	N
			002766	05030502	240-35-6341.00-102-299021	PROGRAM FOOD DELIVERY	1,096.54	N
			002766	05030498	240-35-6341.00-104-299000	PROGRAM FOOD DELIVERY	1,240.60	N
			002766	05030498	240-35-6341.00-104-299000	NON PROGRAM FOOD DELIVERY	291.36	N
			002766	05030498	240-35-6341.00-104-299021	PROGRAM FOOD DELIVERY	1,142.97	N
			002766	05030497	240-35-6341.00-105-299000	PROGRAM FOOD DELIVERY	1,461.38	N
			002766	05030497	240-35-6341.00-105-299000	NON PROGRAM FOOD DELIVERY	110.81	N
			002766	05030497	240-35-6341.00-105-299021	PROGRAM FOOD DELIVERY	674.35	N
			002766	05030500	240-35-6342.00-001-299000	PROGRAM NON FOOD DELIVERY	416.49	N
			002766	05030500	240-35-6342.00-001-299021	PROGRAM NON FOOD DELIVERY	85.05	N
			002766	05030499	240-35-6342.00-041-299000	PROGRAM NON FOOD DELIVERY	193.40	N
			002766	05030499	240-35-6342.00-041-299021	PROGRAM NON FOOD DELIVERY	193.39	N
			002766	05030501	240-35-6342.00-101-299000	PROGRAM FOOD DELIVERY	105.66	N
			002766	05030501	240-35-6342.00-101-299021	PROGRAM NON FOOD DELIVERY	105.66	N
			002766	05030502	240-35-6342.00-102-299000	PROGRAM NON FOOD DELIVERY	537.16	N
			002766	05030502	240-35-6342.00-102-299021	PROGRAM NON FOOD DELIVERY	212.91	N
			002766	05030498	240-35-6342.00-104-299000	PROGRAM NON FOOD DELIVERY	172.42	N
			002766	05030498	240-35-6342.00-104-299021	PROGRAM NON FOOD DELIVERY	172.42	N
<b>Totals for Check 100808</b>							<b>23,557.98</b>	
100809	05-12-2022	LAKESHORE LEARNING	222025	846645042822	199-11-6399.93-105-211000	Instructional	783.72	N
100810	05-12-2022	LANNY THIBODEAUX	002781	05/6-7/22	199-36-6299.86-001-291000	SOFTBALL OFFICIAL	375.00	N
100811	05-12-2022	LANSDOWNE-MOODY	002767	ID64794	199-51-6399.79-999-299000	GROUNDS SUPPLIES	6.00	N
100812	05-12-2022	LEAD4WARD, LLC	222154	INV3202	199-11-6397.00-999-230043	CAMPUS SOFTWARE	2,700.00	N
100813	05-12-2022	MOAK, CASEY & ASSOCI	222144	04-9023	199-41-6299.00-701-299000	CONSORTIUM IMPROVEMENT DU	800.00	N
100814	05-12-2022	MOBILE	002771	742000076-1	199-34-6319.00-999-299000	RADIOS	1,442.62	N
100815	05-12-2022	NEW DAIRY OPCO, LLC	002768	486599165	240-35-6341.00-001-299000	PROGRAM FOOD MILK	367.20	N
			002768	486280310	240-35-6341.00-001-299000	PROGRAM FOOD MILK	122.40	N
			002768	486912817	240-35-6341.00-001-299000	PROGRAM FOOD MILK	180.00	N
			002768	486599165	240-35-6341.00-001-299021	PROGRAM FOOD MILK	153.00	N
			002768	486280310	240-35-6341.00-001-299021	PROGRAM FOOD MILK	107.10	N
			002768	486912817	240-35-6341.00-001-299021	PROGRAM FOOD MILK	80.10	N
			002768	486280309	240-35-6341.00-041-299000	PROGRAM FOOD MILK	139.20	N
			002768	486912816	240-35-6341.00-041-299000	PROGRAM FOOD MILK	93.00	N
			002768	486280309	240-35-6341.00-041-299021	PROGRAM FOOD MILK	136.20	N
			002768	486912816	240-35-6341.00-041-299021	PROGRAM FOOD MILK	60.00	N
			002768	486599167	240-35-6341.00-101-299000	PROGRAM FOOD MILK	122.40	N
			002768	486280314	240-35-6341.00-101-299000	PROGRAM FOOD MILK	260.10	N
			002768	486912819	240-35-6341.00-101-299021	PROGRAM FOOD MILK	306.00	N
			002768	486599167	240-35-6341.00-101-299021	PROGRAM FOOD MILK	122.40	N

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			002768	486280314	240-35-6341.00-101-299021	PROGRAM FOOD MILK	260.10	N
			002768	486599166	240-35-6341.00-102-299000	PROGRAM FOOD MILK	229.50	N
			002768	486280315	240-35-6341.00-102-299000	PROGRAM FOOD MILK	229.50	N
			002768	486912818	240-35-6341.00-102-299000	PROGRAM FOOD MILK	198.90	N
			002768	486599166	240-35-6341.00-102-299021	PROGRAM FOOD MILK	229.50	N
			002768	486280315	240-35-6341.00-102-299021	PROGRAM FOOD MILK	229.50	N
			002768	486912818	240-35-6341.00-102-299021	PROGRAM FOOD MILK	198.90	N
			002768	486280308	240-35-6341.00-104-299000	PROGRAM FOOD MILK	175.95	N
			002768	486599163	240-35-6341.00-104-299000	PROGRAM FOOD MILK	237.15	N
			002768	486280308	240-35-6341.00-104-299021	PROGRAM FOOD MILK	175.95	N
			002768	486599163	240-35-6341.00-104-299021	PROGRAM FOOD MILK	237.15	N
			002768	486912815	240-35-6341.00-105-299000	PROGRAM FOOD MILK	203.70	N
			002768	486280313	240-35-6341.00-105-299000	PROGRAM FOOD MILK	291.00	N
			002768	486599162	240-35-6341.00-105-299000	PROGRAM FOOD MILK	320.10	N
			002768	486912815	240-35-6341.00-105-299021	PROGRAM FOOD MILK	116.40	N
			002768	486280313	240-35-6341.00-105-299021	PROGRAM FOOD MILK	145.50	N
			002768	486599162	240-35-6341.00-105-299021	PROGRAM FOOD MILK	145.50	N
						<b>Totals for Check 100815</b>	<b>5,873.40</b>	
100816	05-12-2022	O'REILY AUTOMOTIVE S	221131	APR 2022	199-34-6319.00-999-299000	Parts	1,746.07	N
100817	05-12-2022	NCS PEARSON, INC.	221571	17499129	199-11-6399.00-102-211000	DRA FOLDERS FOR K-3	188.00	N
			222026	17977207	199-11-6399.93-105-211000	Instructional	107.50	N
						<b>Totals for Check 100817</b>	<b>295.50</b>	
100818	05-12-2022	FOUR PZ PIZZA, INC.	222064	0001 04/26	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	179.79	N
			222064	00027 04/29	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	74.90	N
			222064	00026 04/29	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	32.96	N
			222064	0038 04/30	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	29.97	N
			222073	0001 04/29	199-36-6412.00-105-299000	UIL Student Celebration	105.61	N
						<b>Totals for Check 100818</b>	<b>423.23</b>	
100819	05-12-2022	PPG ARCHITECTURAL FI	220239	961303082173	199-51-6319.00-999-299000	PAINT SUPPLIES	375.30	N
100820	05-12-2022	PS LIGHTWAVE, INC.	220316	RC00083091	199-11-6299.00-999-211053	HIGH SPEED INTERNET	3,509.00	N
			221189	RC00083442	199-51-6259.71-999-299000	NEW SERVICE WAN CONNECTIO	1,400.00	N
						<b>Totals for Check 100820</b>	<b>4,909.00</b>	
100821	05-12-2022	QUILL CORP.	221740	23555447	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	957.03	N
			221938	24117744	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	1,203.03	N
			221938	24121016	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	203.13	N
			221938	24113224	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	87.84	N
			221938	24099579	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	1,602.00	N
			221938	24126981	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	237.00	N
			222066	24739360	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	11.88	N
			222066	24744775	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	98.95	N
			222066	24736344	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	617.83	N
			221985	24626935	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	2,486.90	N
						<b>Totals for Check 100821</b>	<b>7,505.59</b>	

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100822	05-12-2022	RANDALL CLARK	002782	05062022	199-36-6299.86-001-291000	BASEBALL OFFICIAL	215.00	N
100823	05-12-2022	REGION VI - ED. SERV.	221957	056763	199-11-6399.93-041-211000	WORKSHOP	120.00	N
			221957	056764	199-11-6399.93-041-211000	WORKSHOP	120.00	N
			002769	056763	199-13-6411.00-001-299000	BEHAVIOR STRATEGIES	120.00	N
			221775	056763	199-13-6411.00-999-223023	Behavior Strategies	240.00	N
			221775	056653	199-13-6411.00-999-223023	Behavior Strategies	360.00	N
			221775	056654	199-13-6411.00-999-223023	Behavior Strategies	120.00	N
			221980	056851	199-13-6411.00-999-299043	CPI Training	300.00	N
			221980	056888	199-13-6411.00-999-299043	CPI Training	100.00	N
			221980	056852	199-13-6411.00-999-299043	CPI Training	300.00	N
					<b>Totals for Check 100823</b>		<b>1,780.00</b>	
100824	05-12-2022	ROGER THORPE	002779	05/6-7/22	199-36-6299.86-001-291000	SOFTBALL OFFICIAL	235.00	N
100825	05-12-2022	ROTARY CLUB OF EAST	222128	1253	199-41-6495.00-701-299000	MEMBERSHIP DUES QUARTERLY	100.00	N
100826	05-12-2022	SALLY BEAUTY SUPPLY	220842	22090103150193	199-11-6399.87-001-222000	COSMETOLOGY SUPPLIES	137.28	N
100827	05-12-2022	SCHOLASTIC BOOKS	222024	38808898	199-11-6399.00-101-225000	ESL/BIL LIBRARY	300.38	N
100828	05-12-2022	SCHOOLMART	222123	442997	199-11-6399.93-041-211000	MATH SUPPLIES	4,545.00	N
100829	05-12-2022	SKELTON BUSINESS EQ	220340	107901	169-36-6269.00-001-291000	DISTRICT COPIERS	264.20	N
			220340	107901	199-11-6269.00-001-211000	DISTRICT COPIERS	1,163.14	N
			220340	107901	199-11-6269.00-001-211039	DISTRICT COPIERS	258.19	N
			220340	107901	199-11-6269.00-001-222000	DISTRICT COPIERS	66.05	N
			220340	107901	199-11-6269.00-041-211000	DISTRICT COPIERS	708.17	N
			220340	107901	199-11-6269.00-101-211000	DISTRICT COPIERS	419.92	N
			220340	107901	199-11-6269.00-102-211000	DISTRICT COPIERS	419.92	N
			220340	107901	199-11-6269.00-104-211000	DISTRICT COPIERS	419.92	N
			220340	107901	199-11-6269.00-105-211000	DISTRICT COPIERS	445.17	N
			220340	107901	199-11-6269.00-999-211000	DISTRICT COPIERS	157.93	N
			220340	107901	199-21-6269.00-999-223023	DISTRICT COPIERS	219.06	N
			220340	107901	199-23-6269.00-001-299000	DISTRICT COPIERS	371.18	N
			220340	107901	199-23-6269.00-041-299000	DISTRICT COPIERS	219.06	N
			220340	107901	199-23-6269.00-101-299000	DISTRICT COPIERS	219.06	N
			220340	107901	199-23-6269.00-102-299000	DISTRICT COPIERS	219.06	N
			220340	107901	199-23-6269.00-104-299000	DISTRICT COPIERS	219.06	N
			220340	107901	199-23-6269.00-105-299000	DISTRICT COPIERS	225.92	N
			220340	107901	199-31-6269.00-001-299000	DISTRICT COPIERS	152.13	N
			220340	107901	199-34-6269.00-999-299000	DISTRICT COPIERS	219.06	N
			220340	107901	199-41-6269.00-750-299000	DISTRICT COPIERS	376.98	N
			220340	107901	199-51-6269.00-999-299000	DISTRICT COPIERS	100.59	N
			220340	107901	199-51-6269.00-999-299025	DISTRICT COPIERS	66.05	N
			220340	107901	199-52-6269.00-999-299000	DISTRICT COPIERS	66.05	N
			220340	107901	199-53-6269.00-999-299000	DISTRICT COPIERS	66.05	N
			220340	107901	240-35-6269.00-999-299000	DISTRICT COPIERS	100.58	N
					<b>261</b>	<b>Totals for Check 100829</b>	<b>7,162.50</b>	

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100830	05-12-2022	SMART HORIZONS	222106	15-051884	199-34-6411.00-999-299000	Online Classes	240.00	N
100831	05-12-2022	SOUTHERN TIRE MART	222160	4560073600	199-34-6319.00-999-299000	Tires	672.00	N
100832	05-12-2022	SUDDENLINK B2B DEPT	220488	100775750	199-11-6299.00-999-211053	TLE FIBER - MONTHLY	410.17	N
100833	05-12-2022	SULLIVAN SUPPLY SOU	221476	MONT -	199-11-6399.61-001-222000	ANIMAL SCIENCE SUPPLIES	69.50	N
100834	05-12-2022	SWICEGOOD MUSIC CO	221215	R214419	199-11-6249.29-001-211000	OPEN PO FOR REPAIRS	125.00	N
			221215	R214423	199-11-6249.29-001-211000	OPEN PO FOR REPAIRS	85.00	N
			221215	R214418	199-11-6249.29-001-211000	OPEN PO FOR REPAIRS	95.00	N
			221215	R214428	199-11-6249.29-001-211000	OPEN PO FOR REPAIRS	95.00	N
			221215	R214435	199-11-6249.29-001-211000	OPEN PO FOR REPAIRS	75.00	N
			221215	R214395	199-11-6249.29-001-211000	OPEN PO FOR REPAIRS	95.00	N
			221215	R214422	199-11-6249.29-001-211000	OPEN PO FOR REPAIRS	75.00	N
			221243	r214132	199-11-6249.29-041-211000	BAND REPAIRS	75.00	N
			221243	R214139	199-11-6249.29-041-211000	BAND REPAIRS	60.00	N
			221243	S433849	199-11-6249.29-041-211000	BAND REPAIRS	502.70	N
			221243	S425259	199-11-6249.29-041-211000	BAND REPAIRS	140.00	N
			221243	R207663	199-11-6249.29-041-211000	BAND REPAIRS	145.00	N
			221243	R207249	199-11-6249.29-041-211000	BAND REPAIRS	110.00	N
			221243	R207548	199-11-6249.29-041-211000	BAND REPAIRS	95.00	N
			221243	R206974	199-11-6249.29-041-211000	BAND REPAIRS	85.00	N
			221243	R207328	199-11-6249.29-041-211000	BAND REPAIRS	95.00	N
			221243	R207251	199-11-6249.29-041-211000	BAND REPAIRS	175.00	N
			002775	S433198	199-11-6396.29-041-211000	BAND SUPPLIES	1,400.00	N
			002775	S428624	199-11-6399.29-041-211000	BAND SUPPLIES	88.00	N
<b>Totals for Check 100834</b>							<b>3,615.70</b>	
100835	05-12-2022	TABC	002773	JASON VELA	169-36-6411.00-001-291000	BBALL COACHES CLINIC VELA	85.00	N
			002773	CODY HORN	169-36-6411.00-001-291000	BBALL COACHES CLINIC VELA	85.00	N
<b>Totals for Check 100835</b>							<b>170.00</b>	
100836	05-12-2022	TASBO	222148	377474	199-34-6411.00-999-299000	Online Training	75.00	N
			222148	377475	199-34-6411.00-999-299000	Online Training	75.00	N
			222148	377476	199-34-6411.00-999-299000	Online Training	75.00	N
<b>Totals for Check 100836</b>							<b>225.00</b>	
100837	05-12-2022	TEXAS DEPT OF PUBLIC	220252	CR235076	199-41-6499.00-750-299041	CRIMINAL HISTORIES	21.00	N
100838	05-12-2022	THE COLLEGE BOARD	222121	ES00114154	199-31-6339.00-001-299039	PSAT 9TH	256.00	N
			222121	EA00112648	199-31-6339.00-001-299039	PSAT 9TH	3,270.00	N
<b>Totals for Check 100838</b>							<b>3,526.00</b>	
100839	05-12-2022	THE DBQ COMPANY	222153	2022-05-20	199-11-6399.00-999-230043	TEACHER RESOURCES BINDER	6,042.00	N
100840	05-12-2022	THERESA BAILEY	002784	04262022	199-36-6299.86-001-291000	OFFICAL	75.00	N
100841	05-12-2022	TOLEDO PHYSICAL EDU	222088	310392-01	199-11-6399.00-105-211024	PE Supplies	120.15	N
			222088	310392-00	199-11-6399.00-105-211024	PE Supplies	169.85	N
			222035	310104-00	199-11-6399.51-105-211000	PE Supplies	277.55	N
<b>Totals for Check 100841</b>							<b>567.55</b>	

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100842	05-12-2022	WILLIE WILLAIMS	002780	05/6-7/22	199-36-6299.86-001-291000	SOFTBALL OFFICIAL	140.00	N
100843	05-12-2022	WORTH HYDROCHEM O	220006	119945	199-51-6248.77-999-299000	HVAC SERVICES	775.00	N
100844	05-19-2022	AMAZON CAPITAL	222076	04/26-05/13	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	12,038.11	N
100845	05-19-2022	HOUSTON PASADENA A	222187	G88881-IN	199-34-6311.00-999-299000	Fuel	28,395.41	N
100846	05-19-2022	AT&T	220114	8310001362996	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	274.15	N
100847	05-19-2022	AT&T	220730	28168993920142	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	56.16	N
			220730	28168959656359	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	58.66	N
			220730	28168971282960	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	43.28	N
			220730	28/16897430556	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	74.22	N
			220730	28168978266081	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	43.28	N
			220730	28168993305872	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	626.46	N
			220730	28168905120518	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	278.41	N
			220730	28168920980227	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	110.08	N
			220730	28168932136818	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	37.16	N
			220730	28168936936080	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	43.28	N
			220730	28168951983892	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	74.22	N
			220730	28168963113892	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	74.22	N
			220730	28139951804958	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	104.41	N
			220730	28168979759266	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	111.33	N
			220730	28168936436818	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	37.11	N
						<b>Totals for Check 100847</b>	<b>1,772.28</b>	
100848	05-19-2022	BEACON EQUIPMENT S	221844	47253/Z	199-11-6399.00-001-222000	GLUE TAB DENT REPAIR/WINDSH	495.47	N
			221835	47253/ Z	199-11-6399.00-001-222000	BODYLOC 10 TON POST PULLER	2,435.00	N
			221835	47253/ Z	199-11-6639.00-001-222000	BODYLOC 10 TON POST PULLER	3,000.00	N
			221844	47253/Z	244-11-6399.00-001-222000	GLUE TAB DENT REPAIR/WINDSH	1,094.53	N
						<b>Totals for Check 100848</b>	<b>7,025.00</b>	
100849	05-19-2022	BRIAN BEST	002793	05/30 MEALS	199-36-6412.29-001-299000	PERFORMANCE	254.00	N
100850	05-19-2022	CASCO AUTO PARTS #2	221871	9151-262529	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	12.23	N
			221871	9151-262528	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	16.98	N
						<b>Totals for Check 100850</b>	<b>29.21</b>	
100851	05-19-2022	CDW GOVERNMENT	221992	W226693	199-11-6398.00-001-211039	LAPTOP FOR EC BOOKROOM	2,031.17	N
			221427	T202613	199-11-6398.00-101-211000	PROJECTORS FOR PCE	1,200.00	N
			222134	W859106	199-11-6398.00-101-211000	PCE - CB AND DOCKING STATION	715.07	N
			222134	W864858	199-11-6398.00-101-211000	PCE - CB AND DOCKING STATION	30.99	N
			221427	T202613	199-11-6398.00-101-230000	PROJECTORS FOR PCE	3,000.00	N
			221313	Q186412	199-11-6398.00-999-211053	STUDENT WIFI UPGRADE	45,523.94	N
			222127	W854054	199-11-6399.93-041-211000	SJH CLASSROOM PROJECTORS	1,647.06	N
			222112	W880328	211-11-6399.00-101-230020	CHROMEBOOKS FOR PCE	10,590.60	N
						<b>Totals for Check 100851</b>	<b>64,738.83</b>	
100852	05-19-2022	CHAMPALE THOMAS	002804	ESL TEST	199-13-6499.00-999-225000	ESL TEST REIMB	131.00	N

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100853	05-19-2022	CHARLIE'S PLUMBING, I	002788	0000103588	199-51-6249.00-999-299000	PUMP REPAIR @ HS	1,344.00	N
100854	05-19-2022	CINTAS CORPORATION	222125	4119639279	199-34-6299.00-999-299000	Dry Cleaning	75.27	N
			220224	4118898628	199-51-6249.00-999-299000	UNIFORM SERVICE	64.51	N
<b>Totals for Check 100854</b>							<b>139.78</b>	
100855	05-19-2022	CONFERENCE TECHNO	221987	18244613	199-11-6268.89-001-211000	GRADUATION STAGE RENTAL	5,425.00	N
100856	05-19-2022	CPI	222130	CUS0293230	255-13-6411.00-999-224000	CPI Training	3,899.00	N
100857	05-19-2022	CURTNIE HALEY	002797	TUITION REIMB	279-13-6221.00-999-299000	TUITION REIMB	938.50	N
100858	05-19-2022	D & G TRACTOR SERVIC	222062	2022-02	199-51-6299.79-999-299000	BRUSH HOG SERVICES @ HS	2,300.00	N
100859	05-19-2022	DATA RECOGNITION CO	222176	160598	199-31-6339.00-999-225000	ESL & BILINGUAL	1,005.15	N
100860	05-19-2022	DIRECT ATHLETICS, INC	002803	20736	169-36-6412.00-001-291000	TRACK ENTRIES	87.75	N
100861	05-19-2022	TEL/LOGIC INC.	222186	SISD 2021	199-11-6299.00-999-211053	E-RATE CONSULTING SRVCE 21/	13,000.00	N
			221347	SISD ECF21	199-53-6239.00-750-299000	ECF CONSULTING SERVICES	2,812.50	N
			221347	SISD ECF21	199-53-6239.00-999-299000	ECF CONSULTING SERVICES	8,437.50	N
<b>Totals for Check 100861</b>							<b>24,250.00</b>	
100862	05-19-2022	EDUCATIONAL THERAP	221870	OT APR22SISD	199-11-6299.00-999-223023	OT Services	2,825.00	N
100863	05-19-2022	ELIAS ROJAS	002795	TOEFL REIMB	279-13-6499.00-999-299000	TOEFL REIMB	235.00	N
			002795	240 TUTOR	279-13-6499.00-999-299000	240 TUTORING REIMB	39.99	N
<b>Totals for Check 100863</b>							<b>274.99</b>	
100864	05-19-2022	FASTENAL	220094	TXCLV92213	199-34-6319.00-999-299000	PO Created by Req: 000125	79.64	N
100865	05-19-2022	FRONTLINE TECHNOLO	220384	INVESP14475	199-11-6299.00-999-223000	Medicaid Filing	2,347.20	N
100866	05-19-2022	GRAINGER	221989	9311496252	199-51-6399.02-999-299078	DEPARTMENT SUPPLIES	324.00	N
100867	05-19-2022	HARDIE'S FRUIT & VEGE	002790	05145849	240-35-6341.00-001-299000	PROGRAM FOOD DELIVERY	790.25	N
			002790	05145849	240-35-6341.00-001-299021	PROGRAM FOOD DELIVERY	93.35	N
			002790	05145850	240-35-6341.00-041-299000	PROGRAM FOOD DELIVERY	570.49	N
			002790	05145850	240-35-6341.00-041-299021	PROGRAM FOOD DELIVERY	94.00	N
			002790	05145847	240-35-6341.00-101-299000	PROGRAM FOOD DELIVERY	575.14	N
			002790	05145847	240-35-6341.00-101-299021	PROGRAM FOOD DELIVERY	261.87	N
			002790	05145846	240-35-6341.00-102-299000	PROGRAM FOOD DELIVERY	774.07	N
			002790	05145846	240-35-6341.00-102-299021	PROGRAM FOOD DELIVERY	353.37	N
			002790	05145848	240-35-6341.00-104-299000	PROGRAM FOOD DELIVERY	620.32	N
			002790	05145848	240-35-6341.00-104-299021	PROGRAM FOOD DELIVERY	203.94	N
			002790	05145851	240-35-6341.00-105-299000	PROGRAM FOOD DELIVERY	870.00	N
			002790	05145851	240-35-6341.00-105-299021	PROGRAM FOOD DELIVERY	99.30	N
<b>Totals for Check 100867</b>							<b>5,306.10</b>	
100868	05-19-2022	HELLAS CONSTRUCTIO	222054	26982	199-51-6299.79-999-299091	FOOTBALL FIELD-TURF MAINT	4,800.00	N
100869	05-19-2022	HIGH POINT	222042	189668	199-51-6399.00-999-299078	PUBLIC SUPPLIES	2,004.00	N
			222042	189370-1	199-51-6399.00-999-299078	PUBLIC SUPPLIES	1,002.00	N
			222174	189668	199-51-6399.01-999-299078	CUSTODIAL SUMMER SUPPLIES	2,080.58	N
			221755	189668	199-51-6399.02-999-299078	DEPARTMENT SUPPLIES	361.00	N
			220596	186519	199-51-6649.00-999-299078	EQUIPMENT<5000	797.52	N

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			222183	186519	199-51-6649.00-999-299078	CUSTODIAL EQUIPMENT<5000	2,001.48	N
						<b>Totals for Check 100869</b>	<b>8,246.58</b>	
100870	05-19-2022	JEFFREY BURKE	002799	05/11-12	199-41-6411.00-701-299000	STATE TRACK MEET TRAVEL	36.00	N
100871	05-19-2022	JENNIFER KNIGHT	002796	ITEACH REIMB	279-13-6499.00-999-299000	ITEACH TEX REIMB	250.00	N
100872	05-19-2022	JESUS HERNANDEZ	002800	5/26 TENT RENT	199-11-6268.89-001-211000	GRADUATION TENT RENTAL	800.00	N
100873	05-19-2022	JOHNSON SUPPLY	222169	04263829	199-51-6248.77-999-299000	HVAC SUPPLIES	1,333.70	N
			222169	04264003	199-51-6248.77-999-299000	HVAC SUPPLIES	3,906.49	N
						<b>Totals for Check 100873</b>	<b>5,240.19</b>	
100874	05-19-2022	JW PEPPER & SON INC.	221820	364162586	199-11-6399.46-101-211000	UPDATING MUSIC PROGRAMS	381.94	N
100875	05-19-2022	KAMICO INSTRUCTIONA	221617	11254	199-11-6399.00-101-230000	HELPING DIFFERENTIATE STUDI	25.95	N
			220982	121000	211-11-6399.00-101-230000	INSTRUCTIONAL SUPPLIES	233.55	N
			221863	11420	211-11-6399.00-101-230020	5.3-3	59.95	N
						<b>Totals for Check 100875</b>	<b>319.45</b>	
100876	05-19-2022	KURZ AND COMPANY	002789	211171300012	240-35-6341.00-001-299000	PROGRAM FOOD/ BREAD	175.56	N
			002789	211171300012	240-35-6341.00-001-299021	PROGRAM FOOD/ BREAD	3.99	N
			002789	211171300011	240-35-6341.00-101-299000	PROGRAM FOOD/ BREAD	43.89	N
			002789	211171300013	240-35-6341.00-104-299000	PROGRAM FOOD/ BREAD	56.29	N
			002789	211171300013	240-35-6341.00-104-299021	PROGRAM FOOD/ BREAD	2.98	N
			002789	211171300010	240-35-6341.00-105-299000	PROGRAM FOOD/ BREAD	87.78	N
						<b>Totals for Check 100876</b>	<b>370.49</b>	
100877	05-19-2022	LABATT FOOD SERVICE	002792	05100450	240-35-6341.00-001-299000	PROGRAM FOOD DELIVERY	5,092.84	N
			002792	05100450	240-35-6341.00-001-299000	NON PROGRAM FOOD DELIVERY	619.77	N
			002792	05100451	240-35-6341.00-001-299021	PROGRAM FOOD DELIVERY	108.44	N
			002792	05100450	240-35-6341.00-001-299021	PROGRAM FOOD DELIVERY	1,283.88	N
			002792	05100449	240-35-6341.00-041-299000	PROGRAM FOOD DELIVERY	2,946.06	N
			002792	05100449	240-35-6341.00-041-299000	NON PROGRAM FOOD DELIVERY	132.31	N
			002792	05100449	240-35-6341.00-041-299021	PROGRAM FOOD DELIVERY	290.41	N
			002792	05100452	240-35-6341.00-101-299000	PROGRAM FOOD DELIVERY	1,289.53	N
			002792	05100452	240-35-6341.00-101-299021	PROGRAM FOOD DELIVERY	816.12	N
			002792	05100454	240-35-6341.00-102-299000	PROGRAM FOOD DELIVERY	310.32	N
			002792	05100455	240-35-6341.00-102-299000	PROGRAM FOOD DELIVERY	1,846.29	N
			002792	05100455	240-35-6341.00-102-299000	NON PROGRAM FOOD DELIVERY	110.81	N
			002792	05100455	240-35-6341.00-102-299021	PROGRAM FOOD DELIVERY	1,221.93	N
			002792	05100447	240-35-6341.00-104-299000	PROGRAM FOOD DELIVERY	1,898.98	N
			002792	05100446	240-35-6341.00-104-299021	PROGRAM FOOD DELIVERY	113.20	N
			002792	05100447	240-35-6341.00-104-299021	PROGRAM FOOD DELIVERY	200.97	N
			002792	05100448	240-35-6341.00-104-299021	PROGRAM FOOD DELIVERY	54.22	N
			002792	05100444	240-35-6341.00-105-299000	PROGRAM FOOD DELIVERY	18.59	N
			002792	05100445	240-35-6341.00-105-299000	PROGRAM FOOD DELIVERY	2,117.56	N
			002792	05100445	240-35-6341.00-105-299021	PROGRAM FOOD DELIVERY	1,344.07	N
			002792	05100450	240-35-6342.00-001-299000	PROGRAM NON FOOD DELIVERY	158.24	N
			002792	05100450	240-35-6342.00-001-299021	PROGRAM NON FOOD DELIVERY	150.22	N
			002792	05100449	240-35-6342.00-041-299000	PROGRAM FOOD DELIVERY	73.92	N

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			002792	05100449	240-35-6342.00-041-299021	PROGRAM NON FOOD DELIVERY	73.92	N
			002792	05100452	240-35-6342.00-101-299000	PROGRAM NON FOOD DELIVERY	111.34	N
			002792	05100452	240-35-6342.00-101-299021	PROGRAM NON FOOD DELIVERY	111.34	N
			002792	05100455	240-35-6342.00-102-299000	PROGRAM FOOD DELIVERY	444.63	N
			002792	05100447	240-35-6342.00-104-299000	PROGRAM NON FOOD DELIVERY	142.77	N
			002792	05100447	240-35-6342.00-104-299021	PROGRAM NON FOOD DELIVERY	142.76	N
			002792	05100444	240-35-6342.00-105-299000	PROGRAM NON FOOD DELIVERY	34.34	N
						<b>Totals for Check 100877</b>	<b>23,259.78</b>	
100878	05-19-2022	LAKESHORE LEARNING	222139	870530050622	199-11-6396.00-101-211000	ADDING FURNITURE TO CLASSR	516.72	N
			221828	729722032222	211-11-6399.00-101-230020	BLENDED LEARNING FURN.	1,823.01	N
			222132	870543050622	211-11-6399.00-101-230020	ADDING WORKSPACE FOR STUD	2,637.20	N
						<b>Totals for Check 100878</b>	<b>4,976.93</b>	
100879	05-19-2022	LANSDOWNE-MOODY	222167	ID65049	199-51-6399.79-999-299000	GROUNDS SUPPLIES	4.80	N
			222167	ID65033	199-51-6399.79-999-299000	GROUNDS SUPPLIES	735.78	N
						<b>Totals for Check 100879</b>	<b>740.58</b>	
100880	05-19-2022	LEHMAN'S PIPES AND S	222014	379034	199-11-6399.00-001-222000	CERTIFICATION PLATE	1,000.00	N
100881	05-19-2022	LOWMAN CONSULTING	221813	3062	211-11-6399.00-101-230020	STUDENT PRACTICE	2,000.00	N
100882	05-19-2022	MACGILL & CO.	221758	IN0793202	199-33-6399.00-999-299000	NURSE SUPPLIES	3,151.82	N
100883	05-19-2022	MARISSA GONZALES	222041	2001204	199-11-6299.00-999-223023	Bi lingual Assessment	2,100.00	N
100884	05-19-2022	MCCOY CORPORATION	220049	9819582	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	70.99	N
			220049	9819582	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	57.45	N
						<b>Totals for Check 100884</b>	<b>128.44</b>	
100885	05-19-2022	MONTGOMERY CENTRA	002794	ACCT - SSP	199-99-6213.00-703-299000	QUARTERLY BILLING	29,302.03	N
100886	05-19-2022	MOTOROLA SOLUTIONS	221185	1187075870	199-52-6399.00-999-299000	PD Radios	2,001.85	N
			221185	1187075870	289-52-6399.00-999-299052	PD Radios	19,295.00	N
						<b>Totals for Check 100886</b>	<b>21,296.85</b>	
100887	05-19-2022	NEW DAIRY OPCO, LLC	002791	487116647	240-35-6341.00-001-299000	PROGRAM FOOD MILK	367.20	N
			002791	487431424	240-35-6341.00-001-299000	PROGRAM FOOD MILK	145.35	N
			002791	487116647	240-35-6341.00-001-299021	PROGRAM FOOD MILK	153.00	N
			002791	487431424	240-35-6341.00-001-299021	PROGRAM FOOD MILK	145.35	N
			002791	487747995	240-35-6341.00-001-299021	PROGRAM FOOD MILK	260.10	N
			002791	487116646	240-35-6341.00-041-299000	PROGRAM FOOD MILK	137.70	N
			002791	487431423	240-35-6341.00-041-299000	PROGRAM FOOD MILK	91.80	N
			002791	487116646	240-35-6341.00-041-299021	PROGRAM FOOD MILK	137.70	N
			002791	487431423	240-35-6341.00-041-299021	PROGRAM FOOD MILK	91.80	N
			002791	487747994	240-35-6341.00-041-299021	PROGRAM FOOD MILK	198.90	N
			002791	487431427	240-35-6341.00-101-299000	PROGRAM FOOD MILK	122.40	N
			002791	487116651	240-35-6341.00-101-299000	PROGRAM FOOD MILK	260.10	N
			002791	487747997	240-35-6341.00-101-299000	PROGRAM FOOD MILK	153.00	N
			002791	487431427	240-35-6341.00-101-299021	PROGRAM FOOD MILK	122.40	N
			002791	487116651	240-35-6341.00-101-299021	PROGRAM FOOD MILK	260.10	N
			002791	487747997	240-35-6341.00-101-299021	PROGRAM FOOD MILK	153.00	N
			002791	487116650	240-35-6341.00-102-299000	PROGRAM FOOD MILK	229.50	N

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Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			002791	487431426	240-35-6341.00-102-299000	PROGRAM FOOD MILK	229.50	N
			002791	487747996	240-35-6341.00-102-299000	PROGRAM FOOD MILK	214.20	N
			002791	487116650	240-35-6341.00-102-299021	PROGRAM FOOD MILK	229.50	N
			002791	487431426	240-35-6341.00-102-299021	PROGRAM FOOD MILK	229.50	N
			002791	487747996	240-35-6341.00-102-299021	PROGRAM FOOD MILK	214.20	N
			002791	487431422	240-35-6341.00-104-299000	PROGRAM FOOD MILK	206.55	N
			002791	487116645	240-35-6341.00-104-299021	PROGRAM FOOD MILK	183.60	N
			002791	487116645	240-35-6341.00-104-299021	PROGRAM FOOD MILK	183.60	N
			002791	487431422	240-35-6341.00-104-299021	PROGRAM FOOD MILK	206.55	N
			002791	487116649	240-35-6341.00-105-299000	PROGRAM FOOD MILK	378.30	N
			002791	487431425	240-35-6341.00-105-299000	PROGRAM FOOD MILK	232.80	N
			002791	487116649	240-35-6341.00-105-299021	PROGRAM FOOD MILK	174.60	N
			002791	487431425	240-35-6341.00-105-299021	PROGRAM FOOD MILK	116.40	N
			002791	487747992	240-35-6341.00-105-299021	PROGRAM FOOD MILK	261.90	N
						<b>Totals for Check 100887</b>	<b>6,090.60</b>	
100888	05-19-2022	PINNACLE MEDICAL MA	222107	94921	199-34-6218.00-999-299000	Physical and Drug Testing	45.00	N
100889	05-19-2022	POTETZ HOME CENTER	220058	I200896681	199-51-6319.00-999-299000	MISC REPAIR SUPPLIES	28.50	N
100890	05-19-2022	QUILL CORP.	222077	24801369	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	494.49	N
100891	05-19-2022	REGION VI - ED. SERV.	002801	054774	199-21-6411.00-999-223023	SESSION 444758 STEWART	30.00	N
100892	05-19-2022	ALLIED WASTE SERVICE	220206	0853006778271	199-51-6259.75-999-299000	DISTRICT DUMPSTER 21-22	4,878.40	N
100893	05-19-2022	RIVERSIDE INSIGHTS	222175	INV123192	199-31-6339.00-999-225000	IOWA FORMS SURVEY	990.00	N
100894	05-19-2022	RYDIN DECAL	222080	391449	199-11-6399.89-001-211000	GRADUATION PARKING PASSES	716.47	N
100895	05-19-2022	SAM HOUSTON STATE U	002798	ID#877947	279-13-6221.00-999-299000	TUITION ANDREWS	6,290.55	N
100896	05-19-2022	SCHOLASTIC BOOKS	221991	39520907	211-11-6399.00-101-230020	5.3-3	38.40	N
			221991	39532950	211-11-6399.00-101-230020	5.3-3	58.81	N
						<b>Totals for Check 100896</b>	<b>97.21</b>	
100897	05-19-2022	SKELTON BUSINESS EQ	221939	102539	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	107.28	N
100898	05-19-2022	SKILLS USA TEXAS	221933	S87848	199-11-6412.00-001-222000	SKILLS USA REGISTRATION	100.00	N
100899	05-19-2022	SUNSET FIRE & SECURI	220244	019162	199-51-6299.00-999-299000	ALARM SYSTEM MONITORING FE	1,090.70	N
100900	05-19-2022	SWICEGOOD MUSIC CO	221215	R212357	199-11-6249.29-001-211000	OPEN PO FOR REPAIRS	125.00	N
			221215	R208092	199-11-6249.29-001-211000	OPEN PO FOR REPAIRS	95.00	N
			221215	R206464	199-11-6249.29-001-211000	OPEN PO FOR REPAIRS	85.00	N
			221215	R212310	199-11-6249.29-001-211000	OPEN PO FOR REPAIRS	135.00	N
			221215	R208023	199-11-6249.29-001-211000	OPEN PO FOR REPAIRS	135.00	N
			221215	R206471	199-11-6249.29-001-211000	OPEN PO FOR REPAIRS	65.00	N
						<b>Totals for Check 100900</b>	<b>640.00</b>	
100901	05-19-2022	TASB	222210	625659	199-41-6299.00-750-299041	TASB PAY SYSTEM REVIEW	10,400.00	N
			221918	624998	282-51-6299.00-999-299000	AIR QUALITY TESTING	1,336.00	N
						<b>Totals for Check 100901</b>	<b>11,736.00</b>	

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100902	05-19-2022	TEXAS DEPT OF PUBLIC	220252	CR237043	199-41-6499.00-750-299041	CRIMINAL HISTORIES	18.00	N
100903	05-19-2022	TEXAS GIRLS COACHES	002805		169-36-6495.00-001-291000	MEMBERSHIPS & COACHING CLI	475.00	N
100904	05-19-2022	THOMAS BUS GULF	222192	SIP-02557016	199-34-6319.00-999-299000	Parts	288.39	N
100905	05-19-2022	THOMPSON & HORTON	222188	50371	199-41-6211.00-702-299000	LEGAL FEE	2,718.75	N
100906	05-19-2022	THSCA	002802		169-36-6411.00-001-291000	MEMBERSHIPS & COACHING	175.00	N
			002802		169-36-6495.00-001-291000	MEMBERSHIPS & COACHING	2,675.00	N
<b>Totals for Check 100906</b>							<b>2,850.00</b>	
100907	05-19-2022	TRANSFINDER	222196	48496	199-34-6397.00-999-299000	Upgrade Maps	1,500.00	N
100908	05-19-2022	TCASE	222036	200033443	199-21-6411.00-999-223023	TCASE	555.00	N
			222036	200033449	199-21-6411.00-999-223023	TCASE	630.00	N
<b>Totals for Check 100908</b>							<b>1,185.00</b>	
100909	05-19-2022	TY ALLEN	221520	177	199-11-6399.00-001-222000	TREADMILL BELT	700.00	N
100910	05-19-2022	UNIVERSAL NATURAL G	220118	400650	199-51-6259.73-999-299000	TLE- GAS	226.95	N
100911	05-19-2022	US GAMES	222091	91676428	199-11-6399.00-102-211000	GYM EQUIPMENT FOR K-6TH GR.	2.49	N
			222091	91676428	199-11-6399.51-102-211000	GYM EQUIPMENT FOR K-6TH GR.	186.07	N
<b>Totals for Check 100911</b>							<b>188.56</b>	
100912	05-19-2022	VERTICAL SCHOOL PAR	002806	1932	199-34-6397.00-999-299000	iNFINITI-I SOFTWARE ANNUAL	2,992.00	N
100913	05-19-2022	WETZELS STATE INSPE	220100	M-72-2023	199-34-6249.00-999-299000	Vehicle Inspections	25.50	N
			220100	PD-12-2023	199-34-6249.00-999-299000	Vehicle Inspections	25.50	N
			220100	T-3-2023	199-34-6249.00-999-299000	Vehicle Inspections	7.00	N
			220100	T-8-2023	199-34-6249.00-999-299000	Vehicle Inspections	25.50	N
			220100	TN-12-2023	199-34-6249.00-999-299000	Vehicle Inspections	25.50	N
			220100	T-18-2023	199-34-6249.00-999-299000	Vehicle Inspections	25.50	N
<b>Totals for Check 100913</b>							<b>134.50</b>	
100914	05-26-2022	4IMPRINT, INC.	222140	9972766	199-11-6399.00-102-211000	BACKPACK TAGS FOR K-5TH GR,	449.29	N
			222140	9972766	199-11-6399.93-102-211000	BACKPACK TAGS FOR K-5TH GR,	505.55	N
<b>Totals for Check 100914</b>							<b>954.84</b>	
100915	05-26-2022	ACME ARCHITECTURAL	222116	4032347	199-51-6319.00-999-299000	DOOR SUPPLIES	287.34	N
100916	05-26-2022	AMS OF HOUSTON, LLC	002815	1278636	199-51-6248.77-999-299000	EMERGENCY CHILLER REPAIR @	401.31	N
100917	05-26-2022	ARC MECHANICAL LLC	002809	16904	240-35-6249.00-104-299000	TRAULSEN CABINET WARMER A	688.74	N
100918	05-26-2022	AT&T	220112	2816899330	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	48.84	N
100919	05-26-2022	BAILEY'S BBQ	222218	5312022	240-35-6341.00-999-299000	END OF THE YEAR MEETING	460.00	N
100920	05-26-2022	BALFOUR	002822	1509	199-11-6399.89-001-211000	GOLD CORDSQ	235.00	N
100921	05-26-2022	BMF SOLUTIONS LLP	220076	212827	199-51-6299.00-999-299000	INSPECTIONS	280.00	N
			220076	212826	199-51-6299.00-999-299000	INSPECTIONS	280.00	N
			220076	212825	199-51-6299.00-999-299000	INSPECTIONS	830.00	N
<b>Totals for Check 100921</b>							<b>1,390.00</b>	
100922	05-26-2022	BOOKSOURCE	222029	P67756	199-11-6399.00-999-225000	ESL & BILINGUAL	4,026.16	N

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100923	05-26-2022	BOSWORTH PAPER	221604	20730460001	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	167.82	N
			221604	20730460002	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	117.92	N
<b>Totals for Check 100923</b>							<b>285.74</b>	
100924	05-26-2022	BSN SPORTS, LLC	221934	917070705	169-36-6399.06-001-291000	POLOS	4.01	N
			221934	917070705	169-36-6399.17-001-291000	POLOS	179.99	N
<b>Totals for Check 100924</b>							<b>184.00</b>	
100925	05-26-2022	CASCO AUTO PARTS #2	221871	9151-262595	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	51.17	N
			221871	9151-262624	199-51-6319.00-999-299000	MAINTENANCE SUPPLIES	33.09	N
<b>Totals for Check 100925</b>							<b>84.26</b>	
100926	05-26-2022	CHALK'S TRUCK PARTS	221955	K63161-1	199-34-6319.00-999-299000	Parts	1,000.67	N
			222147	164717-1	199-34-6319.00-999-299000	Parts	610.20	N
			222146	163158-1	199-34-6319.00-999-299000	Safety vest	2,147.85	N
<b>Totals for Check 100926</b>							<b>3,758.72</b>	
100927	05-26-2022	CINTAS CORPORATION	222125	4120365646	199-34-6299.00-999-299000	Dry Cleaning	75.27	N
			220224	4119639336	199-51-6249.00-999-299000	UNIFORM SERVICE	64.51	N
<b>Totals for Check 100927</b>							<b>139.78</b>	
100928	05-26-2022	CITIBANK	220862		168-61-6499.00-999-299000	POS SYSTEM FOR SKATING RINK	184.00	N
			222083		169-36-6411.00-001-291000	HOTEL ROOMS DEPOSIT	199.00	N
			002816		169-36-6411.00-001-291000	CANVA SOFTWARE	249.00	N
			222061		169-36-6412.00-001-291000	HOTEL ROOMS	103.38	N
			222061		169-36-6412.00-001-291035	HOTEL ROOMS	716.90	N
			222056		169-36-6412.00-001-291035	HOTEL ROOMS BOYS GOLF	635.82	N
			222044		169-36-6412.00-001-291035	REG TENNIS HOTEL	717.78	N
			221719		199-11-6299.00-001-222000	PSI COSMO WRITTEN EXAM VOU	50.00	N
			222013		199-11-6299.00-001-222000	SERVSAFE CERTIFICATION	629.00	N
			002816		199-11-6397.00-105-211000	CANVA SOFTWARE	54.94	N
					199-11-6411.61-001-222000	HOTEL CREDIT	-60.84	N
			002808		199-11-6412.00-001-222000	FFA REIMB CITIBANK	1,187.03	N
			222008		199-11-6497.00-041-211000	VOLUNTEER RECOGNITION	267.58	N
			002807		199-11-6499.99-999-211000	C/O 22 REIMB CITIBANK	844.81	N
			002808		199-11-6499.99-999-211000	THEATRE REIMB CITIBANK	95.13	N
			002808		199-11-6499.99-999-211000	FFA REIMB CITIBANK	108.48	N
			002808		199-11-6499.99-999-211000	ROBOTICS REIMB CITIBANK	465.98	N
			002808		199-11-6499.99-999-211000	CHEER REIMB CITIBANK	3,400.00	N
			222129		199-12-6399.00-999-299000	Team Building	207.87	N
			221537		199-12-6411.00-999-299000	Hotel for TLA	2,359.16	N
					199-13-6411.00-104-299000	HOTEL CREDIT	-28.62	N
			222100		199-13-6411.00-105-299000	PD & Planning Retreat	496.86	N
			221897		199-13-6497.00-041-299000	FACULTY MEETING	840.11	N
			222001		199-34-6299.00-999-299000	Finger Printing	49.25	N
			222001		199-34-6299.00-999-299000	Finger Printing	49.25	N
			221895		199-34-6299.00-999-299000	Tolls & Tags	1,050.00	N
			221969		199-36-6412.36-001-299000	UIL REGIONALS	409.10	N
			221966		199-41-6499.00-701-299000	TXEDFEST 2022 HOTEL DEPOSIT	239.00	N

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			222010		199-41-6411.00-750-299041	SUMMER CONFERENCE	199.00	N
			221919		199-41-6419.00-702-299000	TASB LAC MEETING	197.73	N
			222000		199-41-6499.00-701-299000	SHSU NIGHT @ ROCKETS GAME	650.00	N
			220486		199-41-6499.00-701-299000	ZOOM VIRTUAL MEETINGS	42.00	N
			221825		255-41-6411.00-750-224041	SFA CAREER FAIR	116.63	N
			221827		255-41-6411.00-750-224041	TAMU CAREER FAIR	115.80	N
			222047		282-13-6411.50-999-299000	ASCA MEMBERSHIP DUES	1,176.00	N
						<b>Totals for Check 100928</b>	<b>18,017.13</b>	
100929	05-26-2022	CLASSIC PROTECTION	220040	Q19921	199-51-6299.00-999-299000	FIRE ALARM MAINT/REP	245.00	N
100930	05-26-2022	CONROE WELDING SUP	221807	PS492614	168-61-6399.00-999-299000	HELIUM FOR PARTIES	333.66	N
100931	05-26-2022	DEPT. OF INFORMATION	220116	22041381N	199-51-6259.71-999-299000	DISTRICT PHONE SERVICE	403.53	N
100932	05-26-2022	Dinah Might Adventures, L	222177	21030	199-11-6399.00-999-225000	ESL & BILINGUAL	933.13	N
100933	05-26-2022	DR. YACOVODONATO	222223	ESL 6 29 22	199-13-6299.00-999-225000	ESL & BILINGUAL	300.00	N
			222223	ESL 6 29 22	263-13-6291.00-999-225000	ESL & BILINGUAL	1,300.00	N
						<b>Totals for Check 100933</b>	<b>1,600.00</b>	
100934	05-26-2022	EASY STREET FLORIST	002819	100005052	199-11-6399.89-001-211000	GRADUATION SUPPIES	395.00	N
100935	05-26-2022	ELIAS ROJAS	002820	REIMB	279-13-6399.00-999-299000	PREP SCHOLAR CLASS REIMB	187.00	N
100936	05-26-2022	EMC Towing EMC Car	222195	6610	199-34-6249.00-999-299000	Towing #369 Total Loss	375.00	N
100937	05-26-2022	EMMANUEL F SANCHEZ	222040	20212210	199-11-6299.00-999-223023	Bi lingual Assessment	1,400.00	N
100938	05-26-2022	ENTERGY	220124	180005622346	168-51-6259.72-999-299000	ELECTRICITY - SKATING RINK	1,215.96	N
			220123	240005184040	199-51-6259.72-999-299000	DISTRICT ELECTRICITY	242.20	N
			220123	130005592438	199-51-6259.72-999-299000	DISTRICT ELECTRICITY	795.91	N
			220123	190005759578	199-51-6259.72-999-299000	DISTRICT ELECTRICITY	629.15	N
			220123	190005759579	199-51-6259.72-999-299000	DISTRICT ELECTRICITY	46.98	N
			220123	100005745975	199-51-6259.72-999-299000	DISTRICT ELECTRICITY	370.42	N
			220123	115006764455	199-51-6259.72-999-299000	DISTRICT ELECTRICITY	1,331.00	N
			220123	260005234054	199-51-6259.72-999-299000	DISTRICT ELECTRICITY	2,693.23	N
			220123	2024789263	199-51-6259.72-999-299000	DISTRICT ELECTRICITY	10,743.03	N
			220123	2024789521	199-51-6259.72-999-299000	DISTRICT ELECTRICITY	10,577.04	N
			220123	35007271167	199-51-6259.72-999-299000	DISTRICT ELECTRICITY	8,912.98	N
						<b>Totals for Check 100938</b>	<b>37,557.90</b>	
100939	05-26-2022	FASTENAL	222145	TXCLV92381	199-34-6319.00-999-299000	Tools	1,335.02	N
100940	05-26-2022	FOLLETT SCHOOL SOLU	221539	436628F	199-12-6669.00-104-299000	books for circulation	1,384.12	N
100941	05-26-2022	FRONTLINE TECHNOLO	222207	INVUS163391	199-41-6411.00-750-299000	PAYROLL COURSES	695.00	N
			222207	INVUS163389	199-41-6411.00-750-299000	BENEFITS COURSES	695.00	N
						<b>Totals for Check 100941</b>	<b>1,390.00</b>	
100942	05-26-2022	GETPOMS.COM	221912	11800	199-36-6399.21-001-299000	POMS AND STREAMERS	782.20	N
100943	05-26-2022	GLASS & MIRROR OF TH	222198	093741	199-34-6249.00-999-299000	M-59 driver door window	219.00	N
100944	05-26-2022	GLENN BARNES	002821	REIMB	199-21-6411.00-999-299040	EMCC BREAKFAST	20.00	N

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100945	05-26-2022	GOOD PROMOTIONS	222211	01002051	199-34-6249.00-999-299000	Decals M-85	150.00	N
			222157	01001931	199-34-6249.00-999-299000	Maintenance Vehicle Decals	1,500.00	N
			222157	01001946	199-34-6249.00-999-299000	Maintenance Vehicle Decals	2,250.00	N
<b>Totals for Check 100945</b>							<b>3,900.00</b>	
100946	05-26-2022	GREATER EMC CHAMBE	222234	94610	199-41-6411.00-701-299000	CHAMBER LUNCHEON JUNE 1, 20	25.00	N
			222236	94627	199-41-6411.00-701-299000	CHAMBER BREAKFAST 6-15-22	15.00	N
			222234	94610	199-41-6419.00-702-299000	CHAMBER LUNCHEON JUNE 1, 20	50.00	N
<b>Totals for Check 100946</b>							<b>90.00</b>	
100947	05-26-2022	HARDIE'S FRUIT & VEGE	002810	05157053	240-35-6341.00-001-299000	PROGRAM FOOD FRUITS/VEGET	816.15	N
			002810	05157053	240-35-6341.00-001-299021	PROGRAM FOOD FRUITS/VEGET	131.35	N
			002810	05157054	240-35-6341.00-041-299000	PROGRAM FOOD FRUITS/VEGET	697.05	N
			002810	05157054	240-35-6341.00-041-299021	PROGRAM FOOD FRUITS/VEGET	94.00	N
			002810	05157049	240-35-6341.00-101-299000	PROGRAM FOOD FRUITS/VEGET	517.93	N
			002810	05157049	240-35-6341.00-101-299021	PROGRAM FOOD FRUITS/VEGET	242.87	N
			002810	05157048	240-35-6341.00-102-299000	PROGRAM FOOD FRUITS/VEGET	495.75	N
			002810	05157048	240-35-6341.00-102-299021	PROGRAM FOOD FRUITS/VEGET	307.87	N
			002810	05157052	240-35-6341.00-104-299000	PROGRAM FOOD FRUITS/VEGET	582.27	N
			002810	05157052	240-35-6341.00-104-299021	PROGRAM FOOD FRUITS/VEGET	200.70	N
			002810	05157055	240-35-6341.00-105-299000	PROGRAM FOOD FRUITS/VEGET	1,019.43	N
			002810	05157055	240-35-6341.00-105-299021	PROGRAM FOOD FRUITS/VEGET	229.93	N
<b>Totals for Check 100947</b>							<b>5,335.30</b>	
100948	05-26-2022	HARRELL'S, LLC	222165	INV01628896	199-51-6399.79-999-299091	ATHLETIC FIELD SUPPLIES	636.84	N
100949	05-26-2022	HIGH POINT	222142	188361-1	199-51-6249.00-999-299078	CUSTODIAL MAINT & REPAIRS	445.83	N
			222233	188361-1	199-51-6249.00-999-299078	CUSTODIAL MAINT & REPAIRS	470.17	N
			222233	188471	199-51-6249.00-999-299078	CUSTODIAL MAINT & REPAIRS	697.00	N
			222042	189668-1	199-51-6399.00-999-299078	PUBLIC SUPPLIES	682.45	N
			222231	189668-1	199-51-6399.00-999-299078	PUBLIC SUPPLIES	2,565.00	N
			221755	188361-1	199-51-6399.02-999-299078	DEPARTMENT SUPPLIES	102.38	N
			221755	189668-1	199-51-6399.02-999-299078	DEPARTMENT SUPPLIES	43.70	N
			221755	189668-1	199-51-6399.02-999-299078	DEPARTMENT SUPPLIES	173.55	N
<b>Totals for Check 100949</b>							<b>5,180.08</b>	
100950	05-26-2022	HOPE MONACO	002823	1	199-13-6411.00-104-299000	ADMIN RETREAT	288.00	N
100951	05-26-2022	HUMBLE CAMERA CENT	222081	100012	199-61-6399.00-999-299000	FRAMED PICTURES	309.60	N
100952	05-26-2022	HUNTON SERVICES	222171	SVC186385	199-51-6248.77-999-299000	BLDG AUTOMATION REPAIR @ J	2,656.53	N
100953	05-26-2022	INNOVATIVE SOLUTION	221884	05232022	199-11-6299.50-999-211000	SISD OPPORTUNITY GUIDES	1,400.00	N
			222193	SISD-1003	199-41-6399.00-750-299042	Annual Report Copies 2021	365.00	N
<b>Totals for Check 100953</b>							<b>1,765.00</b>	
100954	05-26-2022	JASON'S DELI	222202	22051806906011	199-33-6497.00-999-299033	SHAC MEETING FOOD	109.80	N
100955	05-26-2022	KOZHI MAKAI WORLDWI	222219	1639	199-41-6299.00-701-299000	SUMMER DLT JUNE 2, 2022	1,997.00	N
100956	05-26-2022	KURZ AND COMPANY	002811	211171370013	240-35-6341.00-041-299000	PROGRAM FOOD/ BREAD	68.21	N
			002811	211171370012	240-35-6341.00-101-299000	PROGRAM FOOD/ BREAD	79.80	N
			002811	211171370011	240-35-6341.00-105-299000	PROGRAM FOOD/ BREAD	139.65	N
<b>Totals for Check 100956</b>							<b>287.66</b>	

## For the Month of May

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
100957	05-26-2022	LABATT FOOD SERVICE	002814	05179633	240-35-6341.00-001-299000	PROGRAM FOOD DELIVERY	319.40	N
			002814	05179634	240-35-6341.00-001-299000	PROGRAM FOOD DELIVERY	208.93	N
			002814	05179634	240-35-6341.00-001-299000	NON PROGRAM FOOD DELIVERY	53.50	N
			002814	05179632	240-35-6341.00-041-299000	PROGRAM FOOD DELIVERY	2,379.76	N
			002814	05179632	240-35-6341.00-041-299021	PROGRAM FOOD DELIVERY	375.51	N
			002814	05179635	240-35-6341.00-101-299000	PROGRAM FOOD DELIVERY	1,337.09	N
			002814	05179635	240-35-6341.00-101-299021	PROGRAM FOOD DELIVERY	633.71	N
			002814	05179636	240-35-6341.00-102-299000	PROGRAM FOOD DELIVERY	864.15	N
			002814	05179636	240-35-6341.00-102-299000	NON PROGRAM FOOD DELIVERY	168.72	N
			002814	05179636	240-35-6341.00-102-299021	PROGRAM FOOD DELIVERY	881.52	N
			002814	05179631	240-35-6341.00-104-299000	PROGRAM FOOD DELIVERY	527.60	N
			002814	05179631	240-35-6341.00-104-299000	NON PROGRAM FOOD DELIVERY	10.70	N
			002814	05179631	240-35-6341.00-104-299021	PROGRAM FOOD DELIVERY	226.78	N
			002814	05179630	240-35-6341.00-105-299000	PROGRAM FOOD DELIVERY	1,272.38	N
			002814	05179630	240-35-6341.00-105-299021	PROGRAM FOOD DELIVERY	367.75	N
			002814	05179634	240-35-6342.00-001-299000	PROGRAM NON FOOD DELIVERY	279.35	N
			002814	05179634	240-35-6342.00-001-299021	PROGRAM NON FOOD DELIVERY	279.35	N
			002814	05179632	240-35-6342.00-041-299000	PROGRAM NON FOOD DELIVERY	49.28	N
			002814	05179632	240-35-6342.00-041-299021	PROGRAM NON FOOD DELIVERY	49.28	N
			002814	05179635	240-35-6342.00-101-299000	PROGRAM NON FOOD DELIVERY	105.66	N
			002814	05179635	240-35-6342.00-101-299021	PROGRAM NON FOOD DELIVERY	105.66	N
			002814	05179636	240-35-6342.00-102-299000	PROGRAM NON FOOD DELIVERY	248.14	N
			002814	05179636	240-35-6342.00-102-299021	PROGRAM NON FOOD DELIVERY	55.20	N
			002814	05179631	240-35-6342.00-104-299000	PROGRAM NON FOOD DELIVERY	236.60	N
			002814	05179631	240-35-6342.00-104-299021	PROGRAM NON FOOD DELIVERY	236.60	N
					<b>Totals for Check 100957</b>		<b>11,272.62</b>	
100958	05-26-2022	MACGILL & CO.	221758	IN0796351	199-33-6399.00-999-299000	NURSE SUPPLIES	496.90	N
100959	05-26-2022	MARISSA GONZALES	222041	2001205	199-11-6299.00-999-223023	Bi lingual Assessment	700.00	N
100960	05-26-2022	MORRISON SUPPLY CO	222115	S112880579.001	199-51-6319.00-999-299000	BOILER PARTS	1,127.74	N
100961	05-26-2022	MULTI HEALTH SYSTEM	222052	SIP00189003	284-11-6399.00-999-223000	Protocols	2,152.50	N
100962	05-26-2022	NEW DAIRY OPCO, LLC	002812	487952828	240-35-6341.00-001-299000	PROGRAM FOOD MILK	68.85	N
			002812	488271518	240-35-6341.00-001-299000	PROGRAM FOOD MILK	336.60	N
			002812	488587372	240-35-6341.00-001-299000	PROGRAM FOOD MILK	183.60	N
			002812	487952828	240-35-6341.00-001-299021	PROGRAM FOOD MILK	68.85	N
			002812	488271518	240-35-6341.00-001-299021	PROGRAM FOOD MILK	122.40	N
			002812	488587372	240-35-6341.00-001-299021	PROGRAM FOOD MILK	122.40	N
			002812	488271519	240-35-6341.00-041-299000	PROGRAM FOOD MILK	114.75	N
			002812	488587371	240-35-6341.00-041-299000	PROGRAM FOOD MILK	61.20	N
			002812	487952827	240-35-6341.00-041-299021	PROGRAM FOOD MILK	229.50	N
			002812	488271519	240-35-6341.00-041-299021	PROGRAM FOOD MILK	114.75	N
			002812	488587371	240-35-6341.00-041-299021	PROGRAM FOOD MILK	61.20	N
			002812	488587374	240-35-6341.00-101-299000	PROGRAM FOOD MILK	153.00	N
			002812	488271522	240-35-6341.00-101-299000	PROGRAM FOOD MILK	122.40	N

## For the Month of May

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			002812	487952832	240-35-6341.00-101-299000	PROGRAM FOOD MILK	260.10	N
			002812	488587374	240-35-6341.00-101-299021	PROGRAM FOOD MILK	153.00	N
			002812	488271522	240-35-6341.00-101-299021	PROGRAM FOOD MILK	122.40	N
			002812	487952832	240-35-6341.00-101-299021	PROGRAM FOOD MILK	260.10	N
			002812	487952831	240-35-6341.00-102-299000	PROGRAM FOOD MILK	214.20	N
			002812	488271521	240-35-6341.00-102-299000	PROGRAM FOOD MILK	214.20	N
			002812	488587373	240-35-6341.00-102-299000	PROGRAM FOOD MILK	183.60	N
			002812	487952831	240-35-6341.00-102-299021	PROGRAM FOOD MILK	214.20	N
			002812	488271521	240-35-6341.00-102-299021	PROGRAM FOOD MILK	214.20	N
			002812	488587373	240-35-6341.00-102-299021	PROGRAM FOOD MILK	183.60	N
			002812	488323135	240-35-6341.00-104-299000	PROGRAM FOOD MILK	76.50	N
			002812	487952826	240-35-6341.00-104-299000	PROGRAM FOOD MILK	137.70	N
			002812	488271520	240-35-6341.00-104-299000	PROGRAM FOOD MILK	183.60	N
			002812	487952826	240-35-6341.00-104-299021	PROGRAM FOOD MILK	137.70	N
			002812	488271520	240-35-6341.00-104-299021	PROGRAM FOOD MILK	183.60	N
			002812	487952830	240-35-6341.00-105-299000	PROGRAM FOOD MILK	320.10	N
			002812	488271517	240-35-6341.00-105-299000	PROGRAM FOOD MILK	320.10	N
			002812	488587370	240-35-6341.00-105-299000	PROGRAM FOOD MILK	349.20	N
			002812	487952830	240-35-6341.00-105-299021	PROGRAM FOOD MILK	174.60	N
			002812	488271517	240-35-6341.00-105-299021	PROGRAM FOOD MILK	145.50	N
						<b>Totals for Check 100962</b>	<b>5,807.70</b>	
100963	05-26-2022	OKAPI EDUCATIONAL P	222097	18625	199-11-6399.00-102-225000	DL INSTRUCTIONAL SUPPLIES	1,553.96	N
			222060	18624	199-11-6399.00-999-225000	ESL & BILINGUAL	1,991.32	N
			222059	18623	199-11-6399.00-999-225000	ESL & BILINGUAL	2,582.16	N
						<b>Totals for Check 100963</b>	<b>6,127.44</b>	
100964	05-26-2022	NCS PEARSON, INC.	221830	17808246	199-11-6399.00-999-237000	Dyslexia Testing Supplies	1,756.44	N
100965	05-26-2022	PINNACLE MEDICAL MA	222107	95092	199-34-6218.00-999-299000	Physical and Drug Testing	60.00	N
100966	05-26-2022	FOUR PZ PIZZA, INC.	220740	05/04 0113	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	67.45	N
			222064	05/07 00002	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	25.97	N
			222064	05/06 00031	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	25.97	N
			222064	05/06 00034	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	60.92	N
			222064	05/07 00001	168-61-6399.00-999-299000	PIZZAS FOR CONC/PARTIES	39.95	N
			221653	05/13 00004	199-11-6497.50-999-211000	STUDENT ADVISORY	65.96	N
			222074	05/06 00002	199-13-6497.00-105-299000	Pro Dev Food	351.60	N
						<b>Totals for Check 100966</b>	<b>637.82</b>	
100967	05-26-2022	QUILL CORP.	222189	25146402	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	329.63	N
			222189	25110987	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	144.49	N
			222189	25102177	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	568.39	N
			222189	25169409	199-00-1312.00-000-200000	DISTRICT STOCK 2021-22	218.23	N
						<b>Totals for Check 100967</b>	<b>1,260.74</b>	
100968	05-26-2022	REGION VI - ED. SERV.	220105	056998	199-34-6239.00-999-299000	School Bus Driver Certificatio	120.00	N
			221859	056676	211-13-6239.00-101-230020	5.3-3	2,160.00	N
						<b>Totals for Check 100968</b>	<b>2,280.00</b>	

## For the Month of May

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
100969	05-26-2022	ROMEO MUSIC	222046	62285	199-11-6649.00-102-211000	SPKR CART FOR SCHOOL PROG	860.00	N
100970	05-26-2022	MIDWAY FAST FOODS	222224	486790	199-11-6497.50-999-211000	WORKING PRINCIPAL MEETING	19.35	N
			222224	486789	199-11-6497.50-999-211000	WORKING PRINCIPAL MEETING	81.97	N
			222039	1/A 487019	199-13-6497.00-999-223023	Transportation Week	68.17	N
			222201	486653	199-41-6497.00-701-299000	REGULAR BOARD MEETING	47.35	N
			222201	486637	199-41-6497.00-701-299000	REGULAR BOARD MEETING	86.96	N
<b>Totals for Check 100970</b>							<b>303.80</b>	
100971	05-26-2022	SYMMETRY ENERGY SO	220122	13479514	199-51-6259.73-999-299000	DISTRICT GAS	4,937.06	N
100972	05-26-2022	T & R MECHANICAL, INC.	222222	B22-0425	199-51-6248.77-999-299000	HVAC REPAIR @ HS	1,164.22	N
100973	05-26-2022	STATE COMPTROLLER	002824	S1703	199-51-6495.00-999-299025	STATEWIDE CONTRACTS	100.00	N
100974	05-26-2022	TEXAS POLITICAL SUBDI	002813	1428	199-41-6429.00-750-299000	SCHOOL BOARD LEGAL	15,000.00	N
100975	05-26-2022	THE COLLEGE BOARD	222155	EA00123717	199-11-6399.00-999-230043	STUDENT RESOURCES	907.50	N
			222155	EA00123730	199-11-6399.00-999-230043	STUDENT RESOURCES	4,922.50	N
			002817	EP00120351	199-31-6339.00-001-299000	AP TESTS	1,375.00	N
			221193	EP00120351	199-31-6339.39-001-299039	AP tests	19,200.00	N
<b>Totals for Check 100975</b>							<b>26,405.00</b>	
100976	05-26-2022	THOMAS BUS GULF	222192	SIP-02557351	199-34-6319.00-999-299000	Parts	3,372.84	N
			222192	SIP-02557481	199-34-6319.00-999-299000	Parts	783.61	N
			222192	SIP-02557524	199-34-6319.00-999-299000	Parts	9,114.23	N
			222192	SIP-02557748	199-34-6319.00-999-299000	Parts	323.35	N
			222192	SIP-02557843	199-34-6319.00-999-299000	Parts	152.06	N
			222192	SIP-02557750	199-34-6319.00-999-299000	Parts	628.53	N
			222192	SIP-02557850	199-34-6319.00-999-299000	Parts	1,424.87	N
			222192	SIP-02557866	199-34-6319.00-999-299000	Parts	182.07	N
			222192	SIP-02557877	199-34-6319.00-999-299000	Parts	186.76	N
			222192	SIP-02557986	199-34-6319.00-999-299000	Parts	1,104.87	N
				SIP-02557984	199-34-6319.00-999-299000	Wrong Part	-1,424.87	N
<b>Totals for Check 100976</b>							<b>15,848.32</b>	
100977	05-26-2022	THORNTON PRINTERS	002818	153	199-11-6399.89-001-211000	GRADUATION PROGRAMS	2,650.00	N
100978	05-26-2022	WETZELS STATE INSPE	220100	A-4-2023	199-34-6249.00-999-299000	Vehicle Inspections	25.50	N
			220100	M-82-2023	199-34-6249.00-999-299000	Vehicle Inspections	25.50	N
			220100	M-83-2023	199-34-6249.00-999-299000	Vehicle Inspections	25.50	N
			220100	M-70-2023	199-34-6249.00-999-299000	Vehicle Inspections	25.50	N
			220100	M-81-2023	199-34-6249.00-999-299000	Vehicle Inspections	25.50	N
<b>Totals for Check 100978</b>							<b>127.50</b>	
100979	05-26-2022	WRIGHT EXPRESS FINA	221435	80843146	199-34-6311.00-999-299000	Fuel	1,445.17	N
135719	05-31-2022	TEXAS CLASSROOM TE	DEDCH		863-00-2159.00-802-200000	MAY DED MISCELLANEOUS DED	118.00	N
135720	05-31-2022	TIVA MEMBERSHIP	DEDCH		863-00-2159.00-709-200000	MAY DED MISCELLANEOUS DED	29.50	N
135721	05-31-2022	TEXAS AFT/PROF EDUC	DEDCH		863-00-2159.00-804-200000	MAY DED MISCELLANEOUS DED	140.00	N

## For the Month of May

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
135722	05-31-2022	WILLIAM E. HEITKAMP, T	DEDCH		863-00-2159.00-108-200000	MAY DED MISCELLANEOUS DED	1,460.00	N
135723	05-31-2022	TCG ADMINISTRATORS	DEDCH		863-00-2159.00-100-200000	MAY DED 457 DEFERRED COMP.	6,154.20	N
			DEDCH		863-00-2159.00-415-200000	MAY DED TAX SHEL. ANNUITY	16,672.00	N
			DEDCH		863-00-2159.00-416-200000	MAY DED ROTH ANNUITY	1,437.00	N
			DEDCH		863-00-2159.00-418-200000	MAY DED PAYROLL DEDUCTION	3,960.00	N
			DEDCH		863-00-2159.00-419-200000	MAY DED 457 DEFERRED COMP.	8,350.00	N
					<b>Totals for Check 135723</b>		<b>36,573.20</b>	
135724	05-31-2022	FINANCIAL BENEFIT SE	DEDCH		863-00-2153.00-310-200000	MAY DED LIFE INSURANCE	544.40	N
			DEDCH		863-00-2153.00-311-200000	MAY DED LIFE INSURANCE	7,836.80	N
			DEDCH		863-00-2159.00-312-200000	MAY DED MISCELLANEOUS DED	1,850.12	N
			DEDCH		863-00-2159.00-313-200000	MAY DED MISCELLANEOUS DED	176.00	N
			DEDCH		863-00-2159.00-504-200000	MAY DED MISCELLANEOUS DED	12,017.66	N
			DEDCH		863-00-2159.00-508-200000	MAY DED MISCELLANEOUS DED	5,781.60	N
			DEDCH		863-00-2159.00-512-200000	MAY DED MISCELLANEOUS DED	5,081.24	N
			DEDCH		863-00-2159.00-514-200000	MAY DED MISCELLANEOUS DED	603.16	N
			DEDCH		863-00-2159.00-520-200000	MAY DED MISCELLANEOUS DED	1,750.00	N
			DEDCH		863-00-2159.00-521-200000	MAY DED MISCELLANEOUS DED	4,631.71	N
			DEDCH		863-00-2159.00-522-200000	MAY DED MISCELLANEOUS DED	2,811.78	N
			DEDCH		863-00-2159.00-523-200000	MAY DED MISCELLANEOUS DED	819.60	N
			DEDCH		863-00-2159.00-600-200000	MAY DED MISCELLANEOUS DED	458.50	N
			DEDCH		863-00-2159.00-601-200000	MAY DED MISCELLANEOUS DED	1,588.80	N
			DEDCH		863-00-2159.00-607-200000	MAY DED MISCELLANEOUS DED	3,370.12	N
			DEDCH		863-00-2159.00-613-200000	MAY DED MISCELLANEOUS DED	4,000.40	N
			DEDCH		863-00-2159.00-614-200000	MAY DED MISCELLANEOUS DED	13,686.23	N
			DEDCH		863-00-2159.00-619-200000	MAY DED MISCELLANEOUS DED	3,350.00	N
			DEDCH		863-00-2159.00-620-200000	MAY DED MISCELLANEOUS DED	3,782.38	N
					<b>Totals for Check 135724</b>		<b>74,140.50</b>	
135725	05-31-2022	NATIONAL BENEFIT SER	DEDCH		863-00-2159.00-611-200000	MAY DED DEPENDENT CHILD CA	883.32	N
			DEDCH		863-00-2159.00-612-200000	MAY DED MISCELLANEOUS DED	9,813.10	N
					<b>Totals for Check 135725</b>		<b>10,696.42</b>	
135726	05-31-2022	EECU	DEDCH		863-00-2159.00-616-200000	MAY DED HSA	5,503.68	N
					<b>Total Checks</b>		<b>1,145,051.90</b>	

End of Report

**BOARD CHECK PAYMENT RECAP**  
**For the month ending May 31, 2022**

**ACCOUNTS PAYABLE**

Skating Rink	9,858.00
Athletics	7,425.81
General Fund	862,778.78
Food Service	136,128.01
Bond Fund	-
Payroll Clearing	128,861.30
<b>TOTAL ACCOUNTS PAYABLE*</b>	<b><u>\$ 1,145,051.90</u></b>

**PAYROLL**

Skating Rink	9,353.57
General Fund	2,860,693.21
Food Service	76,389.55
Grants	213,026.88
<b>TOTAL PAYROLL</b>	<b><u>\$ 3,159,463.21</u></b>

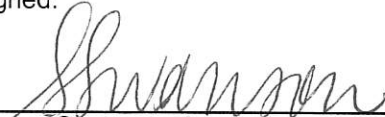
**WIRE TRANSFERS**

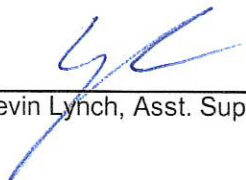
Bond Payments to Wells Fargo Bank	-
Bond Payments to Bank of NY Mellon	-
Other Wires	-
<b>TOTAL OUTGOING WIRES</b>	<b><u>\$ -</u></b>

**TOTAL DISBURSEMENTS** **\$ 4,304,515.11**

\*See attached Check Register

Signed:

  
\_\_\_\_\_  
Stacey Swanson, Accountant

  
\_\_\_\_\_  
Kevin Lynch, Asst. Superint of Business

For the Month of May

Check Nbr	Check Date	Payee	Organization	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount
					Totals for Fund 168 / 2	9,858.00
					Totals for Fund 169 / 2	7,425.81
					Totals for Fund 199 / 2	763,400.99
					Totals for Fund 211 / 2	20,336.52
					Totals for Fund 240 / 2	136,128.01
					Totals for Fund 244 / 2	1,094.53
					Totals for Fund 255 / 2	4,131.43
					Totals for Fund 263 / 2	1,300.00
					Totals for Fund 279 / 2	11,456.04
					Totals for Fund 282 / 2	8,912.00
					Totals for Fund 284 / 2	20,825.72
					Totals for Fund 289 / 2	21,374.75
					Totals for Fund 429 / 2	9,946.80
					Totals for Fund 863 / 2	128,861.30
					<b>Totals For Checks</b>	<b>1,145,051.90</b>

Estimated Number Of Unpaid Checks To Print:

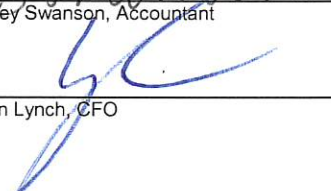
End of Report

**Splendora ISD Investment Report  
May-22**

FUND ACCOUNT	INTEREST RATE	INVESTMENT LOCATION	BEGINNING BALANCE	DEPOSITS / (WITHDRWS)	INTEREST EARNED	FISCAL YTD INTEREST	ENDING BALANCE	TOTAL BY FUND
<b>199 GENERAL OPERATING</b>								
Checking Account	0.26%	Southside Bank	5,665,469.85	(820,392.63)	1,018.58	9,924.36	4,846,095.80	
TexPool	0.58%	TexPool	5,005,062.39	0.00	2,647.36	5,709.22	5,007,709.75	
Government Overnight Fund	0.58%	LoneStar Inv Pool	1,694,616.19	0.00	829.28	1,456.29	1,695,445.47	
Texas CLASS Government	0.53%	Texas CLASS Pool	5,004,055.30	-	2,236.00	4,561.10	5,006,291.30	<b>16,555,542.32</b>
<b>599 DEBT SERVICE</b>								
Money Market Account	0.24%	Southside Bank	453,693.46	60,503.16	95.49	2,083.08	514,292.11	<b>514,292.11</b>
<b>699 CAPITAL PROJECTS</b>								
Checking Account	0.26%	Southside Bank	837,696.23	0.00	185.44	1,635.35	837,881.67	
TexPool	0.58%	TexPool	2,024,338.98	0.00	1,070.77	2,309.01	2,025,409.75	<b>2,863,291.42</b>
<b>240 FOOD SERVICES</b>								
Checking Account	0.26%	Southside Bank	1,187,508.43	120,347.67	253.47	1,116.38	1,308,109.57	
TexPool	0.58%	TexPool	18,185.03	(0.00)	9.64	20.83	18,194.67	<b>1,326,304.24</b>
<b>TOTALS</b>					<b>8,346.03</b>	<b>28,815.62</b>	<b>21,259,430.09</b>	<b>21,259,430.09</b>

Signed:

  
 \_\_\_\_\_  
 Stacey Swanson, Accountant

  
 \_\_\_\_\_  
 Kevin Lynch, CFO

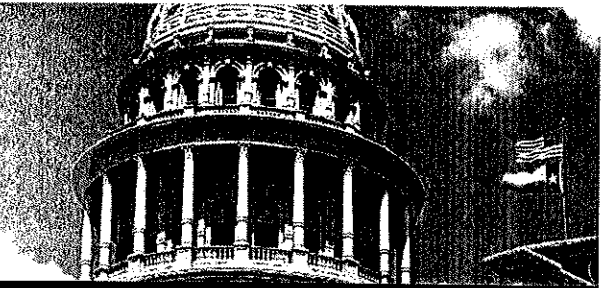
**Board Report**  
**Recap Comparison of Expenditures and Encumbrances to Budget**  
**SPLENDORA ISD**  
**As of May**

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
168 / 2 SKATING RINK	-210,000.00	11,456.92	171,887.41	42,466.90	-26,655.67	81.85%
169 / 2 ATHLETICS	-275,000.00	13,878.73	254,993.18	10,607.81	-6,128.09	92.72%
199 / 2 GENERAL FUND	-47,780,500.00	766,903.06	41,421,413.15	9,927,963.61	-5,592,183.79	86.69%
240 / 2 NATL SCHOOL LUNCH	-2,862,000.00	78,035.32	2,387,027.66	359,814.87	-396,937.02	83.40%
599 / 2 DEBT SERVICE	-6,886,000.00	.00	6,663,510.83	.00	-222,489.17	96.77%
699 / 2 CAPITAL PROJECTS	-3,188,825.11	.00	140,310.46	.00	-3,048,514.65	4.40%
<b>Total 6000 Expenditures</b>	<b>-61,202,325.11</b>	<b>870,274.03</b>	<b>51,039,142.69</b>	<b>10,340,853.19</b>	<b>-9,292,908.39</b>	<b>83.39%</b>
<b>Total 8000 Expenditures</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00%</b>
<b>Total Expenditures</b>	<b>-61,202,325.11</b>	<b>870,274.03</b>	<b>51,039,142.69</b>	<b>10,340,853.19</b>	<b>-9,292,908.39</b>	<b>83.39%</b>

End of Report

**SPLENDORA ISD MC TAX COLLECTION**  
**April-22**

<b>YEAR</b>	<b>M&amp;O AMOUNT</b>	<b>I&amp;S AMOUNT</b>	<b>LEVY PAID</b>	<b>P&amp;I AMOUNT</b>	<b>ATTORNEY</b>	<b>TOTAL</b>
2021	161,579.59	74,909.05	236,488.64	23,238.33	1,764.42	261,491.39
2020	6,130.98	2,703.67	8,834.65	2,369.29	2,234.10	13,438.04
2019	3,352.35	1,349.21	4,701.56	1,833.63	1,306.91	7,842.10
2018	1,608.45	591.16	2,199.61	1,121.79	664.28	3,985.68
2017	1,481.60	544.53	2,026.13	1,269.73	642.60	3,938.46
2016	449.85	165.35	615.20	461.40	215.32	1,291.92
2015	146.96	18.27	165.23	143.76	61.80	370.79
2014	135.62	16.86	152.48	150.63	60.61	363.72
2013	66.87	17.72	84.59	93.90	35.70	214.19
2012	66.87	17.72	84.59	104.05	37.74	226.38
2011	72.18	20.13	92.31	124.56	43.37	260.24
PRIOR	363.37	80.20	443.57	852.08	257.36	1,553.01
<b>TOTAL</b>	<b>\$175,454.69</b>	<b>\$80,433.87</b>	<b>\$255,888.56</b>	<b>\$31,763.15</b>	<b>\$7,324.21</b>	<b>\$294,975.92</b>



# Monthly Newsletter: June 2022

## ANNOUNCEMENTS

We welcome the following entities who joined TexPool in May 2022:

### TexPool

- McKinney MUD 2 of Collin County
- North Hays County MUD 2
- Montgomery County MUD 186

### TexPool Prime

- Viridian Municipal Management District

### Upcoming Events

- June 15, 2022 - June 17, 2022  
Texas Association of Community College Business Officers (TACCBO) Annual Meeting and Conference  
Waco Convention Center, Waco, TX
- June 23, 2022 - June 25, 2022  
Association of Water Board Directors Annual Conference  
Fort Worth Convention Center, Fort Worth, TX
- June 26, 2022 - June 28, 2022  
Texas Association of State Senior College and University Business Officers (TASSCUBO) Summer Conference  
Hyatt Regency - Lost Pines Resort, Bastrop, TX

### TexPool Advisory Board Members

- |                     |                 |
|---------------------|-----------------|
| Patrick Krishock    | Jerry Dale      |
| Belinda Weaver      | David Landeros  |
| Deborah Lauder milk | Sharon Matthews |
| Valarie Van Vlack   | David Garcia    |

Overseen by the State of Texas Comptroller of Public Accounts Glenn Hegar

Operated under the supervision of the Texas Treasury Safekeeping Trust Company

### TexPool Participant Services is Now Paperless!

As of January 3, 2022, participants are no longer required to send original documentation for requests that have been submitted via email or fax. For questions, contact 1-866-839-7665.

## Economic and Market Commentary: Ear to the ground

June 1, 2022

The cautious and shrewd way Federal Reserve policymakers communicate can put diplomats to shame. But the success of their decisions in the coming months will depend upon how well they listen.

Managing monetary policy in the midst of a global pandemic has been, and remains extraordinarily difficult. No one can deny that. But the Fed's response to mounting inflation in the last several quarters showed it wanted to stick to its new paradigm in the face of facts. If you recall, in August of 2020, it recast its policy framework to allow inflation to exceed 2% as long as the labor market is strong. Officials not only viewed rising prices in 2021 as "transient," but also a positive after years of undershooting 2%.

While telegraphing 50 basis-point hikes in the next two FOMC meetings, minutes from the last meeting and recent official speeches suggest the committee might pause to assess their impact. In other words, they will—and should—return to making decisions based on data in the fight against inflation without inducing a recession. Policymakers have to listen to what the economy is telling them on a

(continued page 6)

### Performance as of May 31, 2022

	TexPool	TexPool Prime
Current Invested Balance	\$26,022,107,081	\$10,635,158,204
Weighted Average Maturity**	25 Days	20 Days
Weighted Average Life**	93 Days	58 Days
Net Asset Value	0.99978	0.99978
Total Number of Participants	2,709	459
Management Fee on Invested Balance	0.0450%	0.0550%
Interest Distributed	\$13,838,421.11	\$7,424,020.28
Management Fee Collected	\$646,076.49	\$412,632.62
Standard & Poor's Current Rating	AAAm	AAAm
<b>Month Averages</b>		
Average Invested Balance	\$26,221,171,318	\$10,775,834,407
Average Monthly Rate*	0.62%	0.81%
Average Weighted Average Maturity**	23	20
Average Weighted Average Life**	94	60

\*This average monthly rate for TexPool Prime for each date may reflect a waiver of some portion or all of each of the management fees.

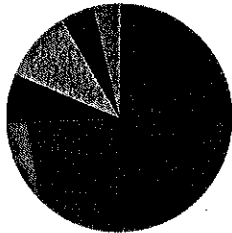
\*\*See page 2 for definitions.

Past performance is no guarantee of future results.



### Portfolio by Maturity (%)

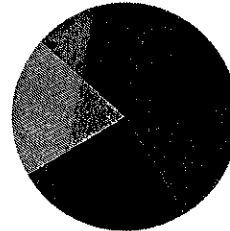
As of May 31, 2022



- 1-7 days **74.4**
- 8-30 days **6.9**
- 31-90 days **10.3**
- 91-180 days **4.7**
- 181+ days **3.7**

### Portfolio by Type of Investment (%)

As of May 31, 2022



- Agencies **41.2**
- Treasuries **25.4**
- Repurchase Agreements **20.0**
- Money Market Funds **13.4**

### Portfolio Asset Summary as of May 31, 2022

	Book Value	Market Value
Uninvested Balance	\$746.58	\$746.58
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	13,239,410.71	13,239,410.71
Interest and Management Fees Payable	-13,838,432.26	-13,838,432.26
Payable for Investments Purchased	-124,001,527.50	-124,001,527.50
Accrued Expenses & Taxes	-22,376.48	-22,376.48
Repurchase Agreements	5,243,484,686.00	5,243,484,686.00
Mutual Fund Investments	3,523,074,000.00	3,523,074,000.00
Government Securities	9,245,226,335.03	9,244,988,725.23
US Treasury Bills	4,134,504,337.74	4,131,382,419.99
US Treasury Notes	4,000,439,901.11	3,998,160,483.24
<b>Total</b>	<b>\$26,022,107,080.93</b>	<b>\$26,016,468,135.51</b>

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool. The only source of payment to the Participants is the assets of TexPool. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services.

### Participant Summary

	Number of Participants	Balance
School District	600	\$7,638,449,744.20
Higher Education	60	\$1,289,120,802.59
County	196	\$2,995,984,987.19
Healthcare	90	\$1,532,766,056.58
Utility District	886	\$4,393,089,869.11
City	484	\$6,901,234,828.38
Emergency Districts	98	\$330,418,973.51
Economic Development Districts	84	\$171,186,657.74
Other	211	\$769,869,228.35

#### \*\*Definition of Weighted Average Maturity and Weighted Average Life

WAM is the mean average of the periods of time remaining until the securities held in TexPool (a) are scheduled to be repaid, (b) would be repaid upon a demand by TexPool, or (c) are scheduled to have their interest rate readjusted to reflect current market rates. Securities with adjustable rates payable upon demand are treated as maturing on the earlier of the two dates set forth in (b) and (c) if their scheduled maturity is 397 days or less; and the later of the two dates set forth in (b) and (c) if their scheduled maturity is more than 397 days. The mean is weighted based on the percentage of the amortized cost of the portfolio invested in each period.

WAL is calculated in the same manner as WAM, but is based solely on the periods of time remaining until the securities held in TexPool (a) are scheduled to be repaid or (b) would be repaid upon a demand by TexPool, without reference to when interest rates of securities within TexPool are scheduled to be readjusted.



### Daily Summary

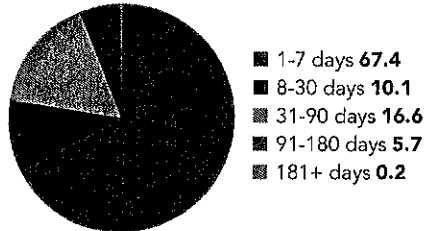
Date	Money Mkt. Fund Equiv. (SEC Std.)	Dividend Factor	TexPool Invested Balance	NAV	WAM Days	WAL Days
5/1	0.3209%	0.000008791	\$26,686,291,199.96	0.99971	24	99
5/2	0.3282%	0.000008993	\$26,721,113,902.65	0.99972	22	95
5/3	0.3236%	0.000008865	\$26,749,907,699.92	0.99971	22	95
5/4	0.3305%	0.000009055	\$26,779,341,693.65	0.99971	22	95
5/5	0.4123%	0.000011296	\$26,933,106,444.34	0.99973	21	94
5/6	0.6406%	0.000017551	\$26,648,179,969.34	0.99974	22	94
5/7	0.6406%	0.000017551	\$26,648,179,969.34	0.99974	22	94
5/8	0.6406%	0.000017551	\$26,648,179,969.34	0.99974	22	94
5/9	0.6336%	0.000017359	\$26,552,367,695.53	0.99974	20	92
5/10	0.6405%	0.000017549	\$26,154,271,419.60	0.99974	21	93
5/11	0.6402%	0.000017539	\$26,106,387,490.90	0.99974	21	93
5/12	0.6523%	0.000017870	\$25,998,946,761.15	0.99975	20	93
5/13	0.6550%	0.000017946	\$26,137,115,435.18	0.99974	21	94
5/14	0.6550%	0.000017946	\$26,137,115,435.18	0.99974	21	94
5/15	0.6550%	0.000017946	\$26,137,115,435.18	0.99974	21	94
5/16	0.6764%	0.000018532	\$25,995,106,573.71	0.99973	21	93
5/17	0.6792%	0.000018608	\$25,969,460,405.71	0.99972	22	92
5/18	0.6861%	0.000018798	\$26,064,506,012.10	0.99973	22	92
5/19	0.6806%	0.000018647	\$26,054,847,987.47	0.99975	22	93
5/20	0.6850%	0.000018767	\$25,994,738,308.41	0.99976	23	93
5/21	0.6850%	0.000018767	\$25,994,738,308.41	0.99976	23	93
5/22	0.6850%	0.000018767	\$25,994,738,308.41	0.99976	23	93
5/23	0.6878%	0.000018845	\$25,869,010,549.74	0.99976	24	93
5/24	0.6883%	0.000018857	\$25,848,336,382.55	0.99979	24	93
5/25	0.7080%	0.000019398	\$26,060,476,934.71	0.99979	24	94
5/26	0.7154%	0.000019600	\$26,127,323,709.97	0.99980	24	94
5/27	0.7145%	0.000019576	\$25,955,824,946.20	0.99979	26	95
5/28	0.7145%	0.000019576	\$25,955,824,946.20	0.99979	26	95
5/29	0.7145%	0.000019576	\$25,955,824,946.20	0.99979	26	95
5/30	0.7145%	0.000019576	\$25,955,824,946.20	0.99979	26	95
5/31	0.7023%	0.000019242	\$26,022,107,080.93	0.99978	25	93
<b>Average:</b>	<b>0.6228%</b>	<b>0.000017063</b>	<b>\$26,221,171,318.33</b>	<b>0.99975</b>	<b>23</b>	<b>94</b>



## TexPool Prime

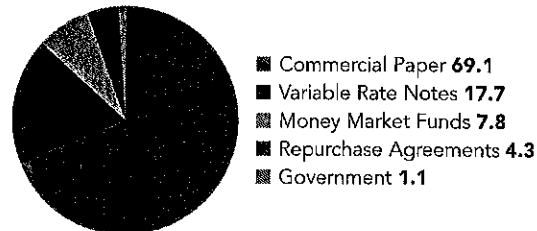
### Portfolio by Maturity (%)

As of May 31, 2022



### Portfolio by Type of Investment (%)

As of May 31, 2022



### Portfolio Asset Summary as of May 31, 2022

	Book Value	Market Value
Uninvested Balance	\$172,209.74	\$172,209.74
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	2,305,265.68	2,305,265.68
Interest and Management Fees Payable	-7,424,019.61	-7,424,019.61
Payable for Investments Purchased	0.00	0.00
Accrued Expenses & Taxes	-13,738.82	-13,738.82
Repurchase Agreements	460,454,000.00	460,454,000.00
Commercial Paper	7,347,003,373.21	7,345,362,559.43
Mutual Fund Investments	830,153,483.22	829,941,055.05
Government Securities	117,508,597.69	117,650,987.50
Variable Rate Notes	1,884,999,033.14	1,884,304,550.00
<b>Total</b>	<b>\$10,635,158,204.25</b>	<b>\$10,632,752,868.97</b>

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool Prime. The assets of TexPool Prime are the only source of payments to the Participants. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services

### Participant Summary

	Number of Participants	Balance
School District	132	\$3,675,800,727.03
Higher Education	19	\$638,277,676.04
County	49	\$751,731,964.49
Healthcare	18	\$460,878,852.44
Utility District	50	\$652,575,465.98
City	90	\$2,120,789,558.85
Emergency Districts	21	\$46,607,373.85
Economic Development Districts	15	\$23,419,852.07
Other	65	\$2,264,987,709.79



## TEXPOOL Prime

### Daily Summary

Date	Money Mkt. Fund Equiv. (SEC Std.)	Dividend Factor	TexPool Prime Invested Balance	NAV	WAM Days	WAL Days
5/1	0.4725%	0.000012944	\$11,093,562,421.49	0.99970	19	56
5/2	0.4784%	0.000013108	\$11,032,374,624.30	0.99970	17	54
5/3	0.4814%	0.000013189	\$10,889,890,600.35	0.99970	17	57
5/4	0.5316%	0.000014564	\$10,807,687,211.16	0.99968	18	58
5/5	0.6486%	0.000017771	\$10,747,437,932.84	0.99969	20	61
5/6	0.7633%	0.000020911	\$10,840,794,096.32	0.99968	22	62
5/7	0.7633%	0.000020911	\$10,840,794,096.32	0.99968	22	62
5/8	0.7633%	0.000020911	\$10,840,794,096.32	0.99968	22	62
5/9	0.8768%	0.000024023	\$10,863,709,272.42	0.99973	20	60
5/10	0.8593%	0.000023543	\$10,863,522,289.39	0.99974	21	61
5/11	0.8467%	0.000023198	\$10,904,091,617.65	0.99974	20	60
5/12	0.8568%	0.000023475	\$10,862,638,002.65	0.99974	21	61
5/13	0.8575%	0.000023492	\$10,825,997,281.72	0.99970	21	60
5/14	0.8575%	0.000023492	\$10,825,997,281.72	0.99970	21	60
5/15	0.8575%	0.000023492	\$10,825,997,281.72	0.99970	21	60
5/16	0.8608%	0.000023583	\$10,773,001,551.25	0.99974	19	58
5/17	0.8702%	0.000023841	\$10,755,459,027.46	0.99975	20	59
5/18	0.8756%	0.000023989	\$10,829,862,665.85	0.99975	20	61
5/19	0.8833%	0.000024200	\$10,802,201,862.94	0.99974	21	62
5/20	0.8837%	0.000024210	\$10,721,565,463.46	0.99971	21	62
5/21	0.8837%	0.000024210	\$10,721,565,463.46	0.99971	21	62
5/22	0.8837%	0.000024210	\$10,721,565,463.46	0.99971	21	62
5/23	0.8800%	0.000024073	\$10,637,552,318.25	0.99975	19	60
5/24	0.8849%	0.000024245	\$10,666,262,957.23	0.99975	19	59
5/25	0.8878%	0.000024324	\$10,684,032,418.31	0.99976	19	59
5/26	0.9016%	0.000024700	\$10,685,983,896.88	0.99976	21	61
5/27	0.9166%	0.000025113	\$10,587,841,801.45	0.99972	23	62
5/28	0.9166%	0.000025113	\$10,587,841,801.45	0.99972	23	62
5/29	0.9166%	0.000025113	\$10,587,841,801.45	0.99972	23	62
5/30	0.9166%	0.000025113	\$10,587,841,801.45	0.99972	23	62
5/31	0.9122%	0.000024992	\$10,635,158,204.25	0.99978	20	58
<b>Average:</b>	<b>0.8125%</b>	<b>0.000022260</b>	<b>\$10,775,834,406.61</b>	<b>0.99972</b>	<b>20</b>	<b>60</b>



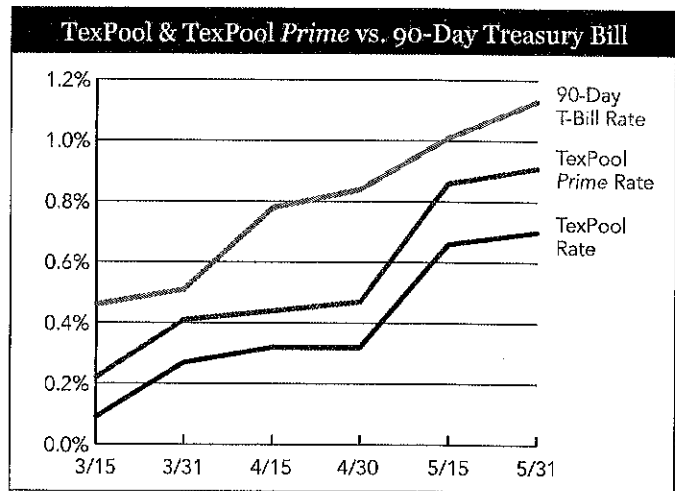
Participant Services  
 1001 Texas Ave. Suite 1150  
 Houston, TX 77002

scale much smaller and a timeframe much shorter than they prefer. This is no time for long-view academic studies.

Reports already indicate that this economy might be more responsive to shifts in monetary policy than traditionally expected. The housing market, consumer outlook and industrial production are cooling off. It is not unreasonable to think that supply-chain bottlenecks and energy prices exacerbated by China's shutdown and the war in Ukraine could improve by the fall. Data dependency is a cliché that completely applies here.

What of investors? The bond market seems to be declaring victory over inflation and the stock market is betting on the worst-case scenario. Investors in the short end of the Treasury yield curve are acting more rationally, although the supply/demand imbalance, especially in the front end, has caused it to trade much lower in yield. In addition to the supply/demand imbalance, the flight-to-safety trade has depressed Treasury yields further. You have to go to the 6-month section of the curve to find yields above the Fed's Reverse Repo Facility. But administered rates on bank deposits have not budged much because banks still are flush with cash and don't want deposits—especially now that the cost of lending is increasing. We think the money market securities in which government pools can invest are in a good place and are a good place for investment.

At the end of May, yields on 1-, 3-, 6- and 12-month U.S. Treasuries were 0.71%, 1.05%, 1.54% and 2%, respectively;



*90-Day Treasury Bill is a short-term debt instrument backed by the national government. These are used to collect immediate cash to meet outstanding obligations.*

*Any private investor can invest in a Treasury bill. The 90-Day Treasury Bill is a weighted average rate of the weekly auctions of 90-Day Treasury Bills.*

*Past performance is no guarantee of future results.*

the 1-, 3-, 6- and 12-month Bloomberg Short-Term Bank Yield Index rates (BSBY) were 0.96%, 1.54%, 2.04% and 2.68%, respectively; and the 1-, 3-, 6- and 12-month London interbank offered rates were 1.12%, 1.63%, 2.11% and 2.78%, respectively.



First Public  
12007 Research Blvd  
Austin, Texas 78759  
800.558.8875 [firstpublic.com](http://firstpublic.com)

## Fund Performance Update

April 30, 2022

Comments by Mellon, Investment Manager

Custodian Bank: State Street Bank

Investment Managers:

American Beacon Advisors and  
Mellon Investments Corp (Dreyfus)

The Lone Star Investment Pool is endorsed by:

**TASA**



The Lone Star Investment Pool Information Statement should be read carefully before investing. Investors should consider the investment objectives, risks, changes, and expenses associated with this or any security prior to investing. Investment in Lone Star Investment Pool is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency, and although Lone Star seeks to preserve the value of the investment at a fixed share price, it is possible to lose money by investing in Lone Star. For further information or for an Information Statement contact First Public at 800.558.8875. The return information is net of all current operating expenses. The return represents past performance and is no indication of future results.

U.S. Treasury yields continued their upward trend in April. The yield curve steepened a bit as the two-year note rose 38 basis points versus an increase of 55 basis points for the thirty-year bond. As inflation continues to move to the highest levels in more than 40 years, the market is pricing in a more aggressive Federal Reserve. At the end of April, the Fed funds futures market was pricing in a target rate of 2.75-3.00% by the end of 2022. Less accommodative monetary policy, soaring inflation, and the invasion of Ukraine has put downward pressure on equity prices as the S&P 500 index has lost more than 13% year-to-date. The first estimate of first quarter GDP unexpectedly fell by 1.4% as net exports and inventories were the biggest laggards. The next FOMC meeting is scheduled for May 4th. The market is fully expecting a hike of 50 basis points at that meeting.

### Active Participants This Month

Schools and Colleges	573
Other Governmental Entities	79
<b>Total</b>	<b>652</b>

## Government Overnight Fund

### Return Information

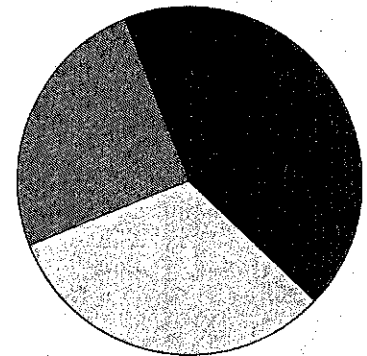
April 30, 2022

Average Monthly Return (a)	0.25%
SEC 7-day Fund Yield (b)	0.27%
Weighted Average Maturity One (c)	20 days
Weighted Average Maturity Two (c)	94 days
Portfolio Maturing beyond One Year	6%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

### Inventory Position

	Book Value	Market Value
Cash/Repo	1,651,523,414.58	1,651,523,414.58
US Treasuries	1,877,904,137.48	1,876,427,119.61
Agencies	1,251,383,869.58	1,251,348,494.00
Money Market Funds	324,153,753.19	324,153,753.19
<b>Total Assets</b>	<b>5,104,965,174.83</b>	<b>5,103,452,781.38</b>

### Investment Distribution



Treasuries	37%
Cash Repo	32%
Agencies	25%
Money Market	6%

(a) The return information represents the average annualized rate of return on investments for the time period referenced. Return rates reflect a partial waiver of the Lone Star Investment Pool operating expense. Past performance is no guarantee of future results.

## Corporate Overnight Fund

### Return Information

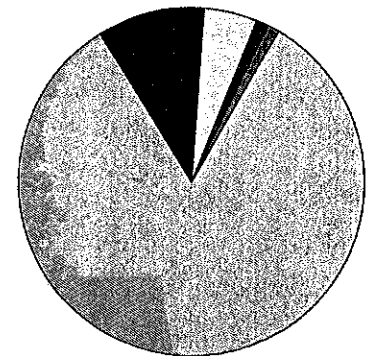
April 30, 2022

Average Monthly Return (a)	0.42%
SEC 7-day Fund Yield (b)	0.48%
Weighted Average Maturity One (c)	23 days
Weighted Average Maturity Two (c)	68 days
Portfolio Maturing beyond One Year	0%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

### Inventory Position

	Book Value	Market Value
Cash/Repo	165,148,306.96	165,148,306.96
US Treasuries	49,999,686.11	49,999,875.00
Agencies	10,000,000.00	10,001,727.35
Commercial Paper	3,071,174,963.84	3,070,481,285.40
Money Market Funds	387,998,605.06	387,996,100.32
<b>Total Assets</b>	<b>3,684,321,561.97</b>	<b>3,683,627,295.03</b>

### Investment Distribution



Commercial Paper	83%
Money Market	10%
Cash Repo	5%
Treasuries	1%
Agencies	1%

(b)

SEC 7-Day Yield Calculation

$$\text{Yield} = 2 \left[ \left[ \frac{a+b}{cd} + 1 \right]^{\frac{1}{5}} - 1 \right]$$

*a* - Dividend and interest income  
*b* - Expenses accrued for the period  
*c* - Average daily number of shares outstanding during the period that was entitled to dividends  
*d* - Maximum offering price per share on the last day of the period

## Corporate Overnight Plus Fund

### Return Information

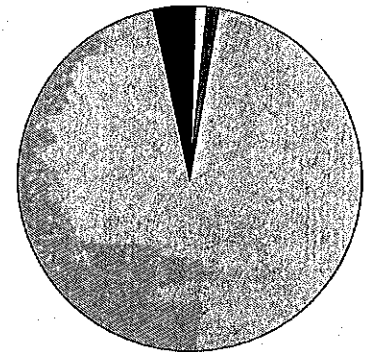
April 30, 2022

Average Monthly Return (a)	0.46%
SEC 7-day Fund Yield (b)	0.50%
Weighted Average Maturity One (c)	26 days
Weighted Average Maturity Two (c)	71 days
Portfolio Maturing beyond One Year	0%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAf/S1+

### Inventory Position

	Book Value	Market Value
Cash/Repo	30,310,246.50	30,310,246.50
US Treasuries	-	-
Agencies	30,000,000.00	30,005,182.05
Commercial Paper	8,655,523,765.27	8,653,286,861.12
Money Market Funds	360,838,533.69	360,837,209.57
<b>Total Assets</b>	<b>9,076,672,545.46</b>	<b>9,074,439,499.24</b>

### Investment Distribution



Commercial Paper	94%
Money Market	4%
Cash/Repo	1%
Agencies	1%

(c) The Weighted Average Maturity One calculation uses the industry standard definition of state maturity for floating rate instruments, the number of days until the next reset date. The Weighted Average Maturity Two calculation uses the final maturity of any floating rate instruments, as opined in Texas Attorney General Opinion No. JC0359.



**Splendor ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: June 27, 2022**

**Submitted Date: June 14, 2022**

**Agenda Business Items:**

- X Consent Agenda Item  
(Board has acted on items such as this previously)
- New Action  
(Board has not seen information previously and allows for more time to discuss)

**Information Only Items:**

- Presentation
- Recognition
- Information

---

**Name of Person Responsible:** Kevin Lynch

**Department or Campus:** Assistant Superintendent of Business and Operations.

**Topic:** Approval of Budget Amendment #5.

**Background Information:** Budget Amendment #5 accounts for the revenue and expenditure adjustment to the General Operating Budget for the following:

1. The movement of payroll funds between functions to clean up the 2021-2022 Payroll Budget.

**Attachments:** 2021-2022 Original Budget with Amendments.

**Superintendent's Resolutions:** Recommended

**BUDGET AMENDMENTS 2021-22**

**AMENDMENT # 5**

6/27/2022

<b>FUND</b>	<b>BUDGET CODE</b>	<b>CURRENT BUDGET</b>	<b>ADD / (REDUCE)</b>	<b>TOTAL AMENDED BUDGET</b>	<b>DESCRIPTION</b>
<b>GENERAL OPERATING</b>					
	<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	168 61 612900 999 2 99099	57,000	(2,000)	55,000	Adjust Payroll Budget
	199 11 611900 102 2 23099	313,550	160,000	473,550	Adjust Payroll Budget
	199 12 611900 999 2 99099	89,000	(3,000)	86,000	Adjust Payroll Budget
	199 13 611900 001 2 30099	175,800	(117,000)	58,800	Adjust Payroll Budget
	199 21 611900 999 2 23099	242,030	(29,000)	213,030	Adjust Payroll Budget 292
	199 23 612900 001 2 99099	241,580	(18,000)	223,580	Adjust Payroll Budget
	199 31 611900 999 2 23099	530,500	50,000	580,500	Adjust Payroll Budget
	199 33 611900 104 2 99099	68,700	12,000	80,700	Adjust Payroll Budget
	199 34 612900 999 2 23099	122,920	20,000	142,920	Adjust Payroll Budget
	199 36 611900 001 2 91099	596,000	(25,000)	571,000	Adjust Payroll Budget
	199 41 612900 750 2 99099	205,450	(30,000)	175,450	Adjust Payroll Budget
	199 53 612900 999 2 99099	316,000	(18,000)	298,000	Adjust Payroll Budget
	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,958,530</b>	<b>\$ -</b>	<b>\$ 2,958,530</b>	
	<b>BUDGET FUND BALANCE</b>		<b>\$ -</b>		



**Splendor ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date:** June 27, 2022

**Submitted Date:** June 6, 2022

**Agenda Business Items:**

- X Consent Agenda Item  
(Board has acted on items such as this previously)  
New Action  
(Board has not seen information previously and allows for more time to discuss)

**Information Only Items:**

- Presentation
- Recognition
- Information

---

**Name of Person Responsible:** Kevin Lynch

**Department or Campus:** Chief Financial Officer

**Topic:** Revision of the Teacher Compensation Plan

**Background Information:** A typographical error was discovered on the original approved document. The Starting pay should read \$59,000, not \$59,250.

**Attachments:** Original Document and the revised document.

**Superintendent's Resolutions:** Recommended

**Splendora ISD  
Teacher and Librarian COMPENSATION PLAN  
2022-2023**

**New Hires:**

**\$59,000 Starting Pay for 10-Months**

Starting salaries for all other new hire teachers will be based upon consideration for experience and area of teaching specialty up to a maximum base pay of \$66,400 for 25 years.

Continuing Teachers and Librarians.:  
\$2000 or 3%, whichever is greater, general pay increase for 2022-2023 school year.

***The salary ranges in this pay schedule do not reflect any statutorily required salary allotments enacted by the Texas Legislature in the 86th or 87th Session. The district reserves the right to adjust salary amounts for the 2022-2023 school year in response to legislative changes. Impacted district employees will receive written notice of salary adjustments, if any, prior to the penalty free resignation deadline for the 2022-2023 school year.***

***The district reserves the right to provide additional, one-time longevity compensation to any/all employees if and when funds are available.***

**Incentives:**

\$1,000	Master's Degree in an area not required per assignment
\$2,500	Meeting SACS/Kingwood qualifications and instructing college credit course in Splendora ISD (1250 per semester)
\$1,000	Critical Need Retention Stipend (Paid to returning Staff that are originally eligible for critical need stipend).
\$1,000	Self-Contained SpEd Aide(Life Skills, Applied Skills, ESCS, BSC, SLC)
\$2,500	Foreign Language(Should teach at least half the class load for HS Credit)

Additional critical needs stipends will be paid to teachers only for the listed courses taught at the high school level and the additional criteria as specified by the administration. The teachers must be certified in one of the critical need areas listed below. A teacher is limited to only one critical need stipend per year.

\$3,500	Math courses at high school level: Teach a minimum of half the class load in a critical shortage area for High School Credit.
\$3,500	Science courses at high school level: Teach a minimum of half the class load in a critical shortage area for High school Credit.
\$4,000	Health Science Instructor (CNA Certified Trainer)
\$2,500	Self-Contained SpEd Teacher (Life Skills, Applied Skills, BSC, SLC, PPCD)
\$4,000	Certified Bilingual Teacher
\$5,000	Auto Body Instructor

The salaries listed above are based on 10-month employment for the 2022-2023 school year. Salary plans are determined on an annual basis and **salary advancement is not guaranteed**. Pay increases are based on the annual cost of living adjustment budget approved by the Board of Trustees and the availability of funds.

**Salaries are determined individually with consideration for job related experience and credentials.**



**Splendora ISD  
Teacher and Librarian COMPENSATION PLAN  
2022-2023**

**New Hires:**

**\$59,250 Starting Pay for 10-Months**

Starting salaries for all other new hire teachers will be based upon consideration for experience and area of teaching specialty up to a maximum base pay of \$66,400 for 25 years.

Continuing Teachers and Librarians.:  
\$2000 or 3%, whichever is greater, general pay increase for 2022-2023 school year.

***The salary ranges in this pay schedule do not reflect any statutorily required salary allotments enacted by the Texas Legislature in the 86th or 87th Session. The district reserves the right to adjust salary amounts for the 2022-2023 school year in response to legislative changes. Impacted district employees will receive written notice of salary adjustments, if any, prior to the penalty free resignation deadline for the 2022-2023 school year.***

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**Salaries are determined individually with consideration for job related experience and credentials.**





**Splendoria ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: Jun 27, 2022**

**Submitted Date: Jun 22, 2022**

**Agenda Business Items:**

- Consent Agenda Item**
- New Action**

**Information Only Items:**

- Presentation**
- Recognition**
- Information**

---

Name of Person Responsible: Laura Wildman & Brian Kroeger

Department or Campus: Professional Learning & Human Resources

Topic: Professional Learning Board Policy

Background Information: SBEC must publish the continuing education and training clearinghouse not later than June 1, 2022. A district must adopt its professional development policy for district personnel not later than August 1, 2022.

Attachments: Proposed Policy

Superintendent's Resolutions: Recommended



# Splendoria ISD

## Professional Learning Board Policy

Splendoria ISD will provide teachers and staff with high-quality professional learning that will focus on student learning. Professional Learning will be aligned to the District's Strategic Direction.

### Professional Learning will be offered:

- During scheduled in-person summer professional learning days
- Through asynchronous online courses
- Throughout the school year on scheduled professional learning days
- Regularly throughout the school year built into the school schedule
- On individual basis based on teacher and staff needs

### Professional Learning will be aligned with the following areas:

- District's Strategic Direction
- State and federal requirements
  - The annual requirements will be offered through Eduhero. The requirements are:
    - Bloodborne Pathogens Refresher Training
    - Bullying Prevention for School Personnel
    - Child Maltreatment Responsibilities
    - Digital Citizenship for Educators
    - Mental Health SB460 Parts 1-3
    - Sexual Harassment for Educators
- Content specific
- Inclusive and research-based instructional strategies
- Positive, appropriate relationships
- Educating diverse student populations, including but not limited to:
  - Emergent Bilinguals
  - Special Education
  - Gifted & Talented
  - Dyslexia
- Mental Health
- Social and emotional learning
- Classroom management- processes and procedures
- Collecting and analyzing data
- Digital learning and technology integration
- New Teacher Mentor Program
- TEA Reading Academies



**Splendoria ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: June 27, 2022**

**Submitted Date: Jun 20, 2022**

**Agenda Business Items:**

- ~~Consent Agenda Item~~
- New Action

**Information Only Items:**

- Presentation
- Recognition
- Information

---

Name of Person Responsible:

Brian Kroeger

Department or Campus:

Human Resources

Topic:


2022-2023 Employee Handbook

Background Information:

Here is the link to all of the changes from the previous year:

<https://www.tasb.org/services/hr-services/mytasb/model-employee-handbook/documents/meh-guide.pdf>

Attachments:

 2022 Employee Handbook

Superintendent's Resolutions: Recommend



# Splendora ISD

## 2022–2023 Employee Handbook

If you have difficulty accessing the information in this document because of a disability, please email [bkroeger@splendoraisd.org](mailto:bkroeger@splendoraisd.org).



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# Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Department.

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

# District Information

## Description of the District

Splendora ISD encompasses an area of 79 square miles and has a student population of 4,200. While we are the smallest school district in Montgomery County, we offer big opportunities for our students. Our high school is a designated Early College High School where students can become core complete or earn an Associate of Arts or Science degree and our career-minded students have 23 career pathways to choose from. Our elementary schools offer bilingual and dual language to our youngest students and Pre-AP classes to sixth graders. Junior high students have Pre AP, career and technical education classes, and numerous extracurricular classes. Splendora ISD has embraced the Capturing Kids' Hearts processes and in 2020, earned the distinction of being 1 out of 6 districts across the nation to be named a CKH "National Showcase District." All of our staff and students are using the CKH processes to build better relationships, schools, and communities. We are #CultivatingExceptionalPeople

## Mission Statement, Goals, and Objectives

*Policy AE*

### District Mission, Vision, Core Principles, and Learner Profile

#### Mission:

Cultivating Exceptional People

#### Vision:

- Right People
- Right Things
- Right Way
- Right Resources
- Right Relationships

#### Core Principles:

- Create a Dynamic Learning Environment
- Ensure a Safe, Physical, Emotional, and Social Environment
- Be Accountable
- Value Each Other
- Live with Integrity
- Develop Servant Leaders
- Focus on Student Needs

#### Learner Profile:

- Self-motivated
- confident
- an adaptable learner
- a critical thinker
- productive citizen

## **Board of Trustees**

*Policies BA, BB series, BD series, and BE series*

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

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

Current board members include:

- Suzanne Soto, President
- Allen Wells, Vice-President
- Jackie Knott, Secretary
- Dan Muirhead, Ast. Secretary
- Jason Sessum
- Barry Welch
- Kim Klepcyk

The board usually meets the third Monday of the month at 6:30 pm. In the event that large attendance is anticipated, the board may meet at Splendora Junior High. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and the Splendora ISD Administration Building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed sessions may occur

for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

## **Board Meeting Schedule**

- August 15, 2022
- September 19, 2022
- October 17, 2022
- November 14, 2022
- December 12, 2022
- January 17, 2023
- February 21, 2023
- March 20, 2023
- April 17, 2023
- May 15, 2023
- June 19, 2023
- July 17, 2023

## **Administration**

- Dr. Jeff Burke, Superintendent
- Dr. Glenn Barnes, Assistant Superintendent of Leadership and Culture
- Mr. Kevin Lynch, C.F.O.
- Ms. Carrie Garza, Executive Director of Teaching and Learning
- Mr. Brian Kroeger, Executive Director of Human Resources
- Mr. Troy Reynolds, Director of Federal Programs and Compliance
- Ms. Deana Eubanks, Athletic Director
- Mr. Adam Lira, Director of Career and Technology
- Ms. Jennifer Stewart, Director of Special Services
- Dr. Susan Hoisington, Director of Advanced Academics and College Readiness
- Ms. Deitra Johnson, Director of Communications
- Ms. Dianna Archer, Director of Student Services

- Mr. John DeBrock, Director of At Risk Populations
- Ms. Laura Wildman, Director of Professional Learning
- Colin Weatherly, Chief of Police
- Ms. Loydette Youngblood, Director of Counseling and Wellness

## School Calendar

[https://docs.google.com/viewerng/viewer?url=https://www.splendoraisd.org//cms/lib/TX02203815/Centricity/Domain/62/SISD+2022-2023+Academic+Calendar\\_approved+2022-02-28.pdf](https://docs.google.com/viewerng/viewer?url=https://www.splendoraisd.org//cms/lib/TX02203815/Centricity/Domain/62/SISD+2022-2023+Academic+Calendar_approved+2022-02-28.pdf)

## Helpful Contacts

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

Payroll –	Laura Daniels - 4015
Custodial –	Veronica Castille – 4302
Child Nutrition –	Nancy Montalbo – 4451
Community Education and Communications –	Lisa Foster – 4358
Maintenance –	Erich Reimer – 4446
Personnel –	Brian Kroeger - 4462
Police –	Colin Weatherly – 4340
Technology –	Buddy Denman – 4356
Transportation –	Darcas Moody – 4335
Warehouse –	Darla Baker - 4351

## School Directory

Greenleaf Elementary School - 281-689-8020

Peach Creek Elementary School - 281-689-3114

Piney Woods Elementary School - 281-689-3073

Timber Lakes Elementary School - 281-689-4375

Splendora Junior High - 281-689-6343

Splendora High School - 281-689-8008

# Employment

## Equal Employment Opportunity

*Policies DAA, DIA*

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

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: *For Students -Dianna Archer, Director of Student Services, 23419 FM 2090, Splendora, TX 77372, [darcher@splendoraisd.org](mailto:darcher@splendoraisd.org), 281-689-4387. For Employees - Brian Kroeger, Executive Director of Human Resources, 23419 FM 2090, Splendora, TX 77372, [bkroeger@splendoraisd.org](mailto:bkroeger@splendoraisd.org), 281-689-4462.* Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Brian Kroeger, Executive Director of Human Resources, 23419 FM 2090, Splendora, TX 77372, [bkroeger@splendoraisd.org](mailto:bkroeger@splendoraisd.org), 281-689-4462 .

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

## Job Vacancy Announcements

*Policy DC*

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

## **Employment after Retirement**

### *Policy DC*

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

## **Contract and Non Contract Employment**

### *Policy DC series*

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

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

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

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

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

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

## **Certification and Licenses**

*Policies DBA, DF*

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

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

## **Recertification of Employment Authorization**

*Policy DC*

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

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

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

*Policy CQ, DHE*

Non Investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to

conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business.

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

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

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

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

## **Health Safety Training**

### *Policies DBA, DMA*

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Human Resources Department by September 1, 2022.

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

## **Reassignments and Transfers**

### *Policy DK*

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

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

## **Workload and Work Schedules**

### *Policies DEAB, DK, DL*

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

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

**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation on page 19 for additional information.

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

*Policies DEAB, DG*

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

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

## **Notification to Parents Regarding Qualifications**

*Policies DK, DBA*

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

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

## **Outside Employment and Tutoring**

*Policy DBD*

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

## **Performance Evaluation**

*Policy DN series*

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

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

## **Employee Involvement**

*Policies BQA, BQB*

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

## **Staff Development**

*Policy DMA*

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

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

# Compensation and Benefits

## Salaries, Wages, and Stipends

*Policies DEA, DEAA, DEAB*

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

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

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

## Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid every two weeks. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

The schedule of pay dates for the 2022–2023 school year follows:

SEPTEMBER	09/12/22
	09/26/22
OCTOBER	10/12/22
	10/26/22
NOVEMBER	11/10/22
	11/25/22
DECEMBER	12/12/22
	12/23/22
JANUARY	01/12/23
	01/26/23
FEBRUARY	02/10/23
	02/24/23

MARCH	03/10/23
	03/24/23
APRIL	04/12/23
	04/26/23
MAY	05/12/23
	05/26/23
JUNE	06/12/23
	06/26/23
JULY	07/12/23
	07/26/23
AUGUST	08/11/23
	08/25/23

## **Automatic Payroll Deposit**

Employees can have their paychecks electronically deposited into a designated account. A notification period of two weeks is necessary to activate this service. Contact the Payroll Department for more information about the automatic payroll deposit service.

## **Payroll Deductions**

### *Policy CFEA*

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

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

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

## **Overtime Compensation**

### *Policies DEAB, DEC*

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

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:01 am Sunday and ends at 12 pm Saturday .

Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

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

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

## **Travel Expense Reimbursement**

### *Policy DEE*

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

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

### *Policy CRD*

Group health insurance coverage is available to all employees. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a separate booklet entitled <http://www.mybenefitshub.com/splendoraisd>.

The health insurance plan year is from September 1 through August 31. New employees must complete enrollment forms within the first 30 days of employment. Current employees can make changes in their insurance coverage at <http://www.mybenefitshub.com/splendoraisd>. Employees should contact the Benefits and Leave Specialist for more information.

## **Supplemental Insurance Benefits**

### *Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs for Group Long Term Care. Premiums for these programs can be paid by payroll deduction. Employees should contact the Benefits and Leave Specialist for more information.

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

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

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

## **Workers' Compensation Insurance**

### *Policy CRE*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Texas Association of School Boards, , effective upon employment.

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

All work-related accidents or injuries should be reported immediately to an employee's immediate supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, page 29 for information on use of paid leave for such absences.

## **Unemployment Compensation Insurance**

### *Policy CRF*

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

## **Teacher Retirement**

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

Employees who plan to retire under TRS should notify the Human Resources Department as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web ([www.trs.texas.gov](http://www.trs.texas.gov)). See page 11 for information on restrictions of employment of retirees in Texas public schools.

# Leaves and Absences

## *Policies DEC, DECA, DECB*

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

Paid leave must be used in ½ day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local leave earned prior to July 1, 2010.
- Local leave earned after July 1, 2010, and thereafter.
- State sick leave accumulated before the 1995-96 school year.
- State personal leave.

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

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

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

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

**Medical Certification.** Any employee, who is absent more than 3 days because of a personal or family illness, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

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

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

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

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

## **Personal Leave**

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee’s usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: non discretionary and discretionary.

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

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

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

## **State Sick Leave**

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

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

## **Local Leave**

Splendora ISD provides 5 days of Local Leave per school year to all full time employees.

- For those employees who retire in a school year, Splendora ISD can buy back Local Leave days. To be eligible for a buy back, December retirees must notify their immediate supervisor by September 19th of that year. For those retiring at the end of the year, notification must be given before Spring Break of that school year.

## **Vacation**

### *Policy DED*

Non Contractual, full-time employees in positions that normally require 240 days or more of service shall be eligible for paid vacation. Vacation time shall be calculated annually from June 1 to May 31 and must be used by September 1. Any vacation time not used before this deadline shall be forfeited. When an employee retires, resigns, or is released, the employee shall be eligible to receive reimbursement for unused vacation time accrued prior to termination. The Superintendent shall develop specific procedures for implementing this policy

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

See Policy at <http://pol.tasb.org/Home/Index/913>

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

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

### **Leave Entitlements**

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child(Leave must be taken within 1 year of the child’s birth or placement);
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition;
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.

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

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

### **Benefits and Protections**

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

### **Eligibility Requirements**

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave\*; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special hours of service eligibility requirements apply to airline flight crew employees.

### **Requesting Leave**

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

### **Employer Responsibilities**

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

### **Enforcement**

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

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

For additional information:  
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[www.wagehour.dol.gov](http://www.wagehour.dol.gov)

## **Local Procedures for Implementing Family and Medical Leave Provisions**

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period.

- measured backward from the date an employee uses FMLA

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

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

**Intermittent Leave.** When medically necessary or in the case of a qualifying emergency, an employee may take leave intermittently or on a reduced schedule. The district does not permit

the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

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

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

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

**Failure to Return.** If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

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

## **Temporary Disability Leave**

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

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

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

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

## **Workers' Compensation Benefits**

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or -illness wages. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

## **Assault Leave**

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

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

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days

of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

## **Jury Duty**

*Policies DEC, DG*

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

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

## **Compliance with a Subpoena**

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

## **Truancy Court Appearances**

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

## **Religious Observance**

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

## **Military Leave**

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

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

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

# **Employee Relations and Communications**

## **Employee Recognition and Appreciation**

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

## **District Communications**

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

*District Academic Calendar*

*Wildcat Quarterly*

*Annual Report*

# Complaints and Grievances

## *Policy DGBA*

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

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

***[https://pol.tasb.org/Policy/Download/913?filename=DGBA\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/913?filename=DGBA(LOCAL).pdf)***

# Employee Conduct and Welfare

## Standards of Conduct

### *Policy DH*

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC no later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 55 for additional information.

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

## *Texas Educators' Code of Ethics*

### **Purpose and Scope**

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

### **Enforceable Standards**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **3. Ethical Conduct toward Students**

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

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

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

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

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

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

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

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

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

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

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

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

### *Policies DH, DIA*

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

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

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

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

**[https://pol.tasb.org/Policy/Download/913?filename=DIA\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/913?filename=DIA(LOCAL).pdf)**

## **Harassment of Students**

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

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

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

ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 38 and *Bullying*, page 59 for additional information.

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

[https://pol.tasb.org/Policy/Download/913?filename=DHB\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/913?filename=DHB(LEGAL).pdf)

[https://pol.tasb.org/Policy/Download/913?filename=FFH\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/913?filename=FFH(LOCAL).pdf)

## **Reporting Suspected Child Abuse**

*Policies DG, FFG, GRA*

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

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

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

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

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is

shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

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

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

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

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at [https://pol.tasb.org/Policy/Download/913?filename=FFG\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/913?filename=FFG(LOCAL).pdf). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

## **Reporting Crime**

### *Policy DG*

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

## **Scope and Sequence**

### *Policy DG*

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

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

## **Technology Resources**

### *Policy CQ*

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

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

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

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

## **Personal Use of Electronic Communications**

### *Policy CQ, DH*

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

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any

other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

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

- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH(EXHIBIT)]

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

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

### *Policy DH*

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

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

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

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an

employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not communication.

- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

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

- The employee shall not communicate directly with any student between the hours of 10 p.m. and 6 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

## **Public Information on Private Devices**

*Policy DH, GB*

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

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

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

## **Criminal History Background Checks**

### *Policy DBAA*

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

## **Employee Arrests and Convictions**

### *Policy DH*

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

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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation

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

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

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

*Policy DH*

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

[https://pol.tasb.org/Policy/Download/913?filename=DH\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/913?filename=DH(LOCAL).pdf)

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

*Policies DH, FNCD, GKA*

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

## **Fraud and Financial Impropriety**

*Policy CAA*

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

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

## **Conflict of Interest**

### *Policy CB, DBD*

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

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

- Non-school employment

Employees should contact their supervisor for additional information.

## **Gifts and Favors**

### *Policy DBD*

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

## **Copyrighted Materials**

### *Policy CY*

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

## **Associations and Political Activities**

### *Policy DGA*

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

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

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

## **Charitable Contributions**

### *Policy DG*

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

## **Safety**

### *Policy CK series*

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 51 for additional information.

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

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

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

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

## **Possession of Firearms and Weapons**

### *Policies DH, FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school

premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district-provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the Splendora ISD Police Department immediately.

## **Visitors in the Workplace**

### *Policy GKC*

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

## **Asbestos Management Plan**

### *Policy CKA*

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

## **Pest Control Treatment**

### *Policies CLB, DI*

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the front entrance of a building. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

# General Procedures

## Emergency School Closing

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

- the SISD website
- Twitter @SplendoralSD
- Facebook /SplendoralSD
- [SplendoralSD app](#)
- Blackboard phone and email messaging system
- Local Television and Radio Stations

## Emergencies

*Policies CKC, CKD*

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

## Purchasing Procedures

*Policy CH*

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

## **Name and Address Changes**

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

## **Personnel Records**

*Policy DBA, GBA*

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

Employees may choose to have the following personal information withheld:

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

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

## **Facility Use**

*Policies DGA, GKD*

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

# Termination of Employment

## Resignations

*Policy DFE, DHB*

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

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

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 55. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

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

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

## Dismissal or Nonrenewal of Contract Employees

*Policies DF Series, DHB*

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

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

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency on page 55. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

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

## **Dismissal of Noncontract Employees**

*Policies DCD, DP*

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 32.)

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

## **Discharge of Convicted Employees**

*Policy DF*

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

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

## Exit Interviews and Procedures

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

## Reports to Texas Education Agency

*Policies DF, DHB, DHC*

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

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

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

**Non Certified Employees.** The voluntary or involuntary separation of a noncertified employee from the district must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

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

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

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

# Student Issues

## Equal Educational Opportunities

*Policies FB, FFH*

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

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to *[Dianna Archer, Director of Student Services, 23419 FM 2090, Splendora, TX 77372, darcher@splendoraisd.org, 281-689-4387]* .

## Student Records

*Policy FL*

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

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

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

## Parent and Student Complaints

*Policy FNG*

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling

complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

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

## **Administering Medication to Students**

### *Policy FFAC*

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

## **Dietary Supplements**

### *Policies DH, FFAC*

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

## **Psychotropic Drugs**

### *Policy FFAC*

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

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

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis

- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

## **Student Conduct and Discipline**

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

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

## **Student Attendance**

### *Policy FEB*

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

## **Bullying**

### *Policy FFI*

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

***[https://pol.tasb.org/Policy/Download/913?filename=FFI\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/913?filename=FFI(LOCAL).pdf)***

## **Hazing**

### *Policy FNCC*

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

intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

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**Splendoria ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: June 27th, 2022**

**Submitted Date: June 22nd, 2022**

**Agenda Business Items:**

- Consent Agenda Item
- New Action

**Information Only Items:**

- Presentation
- Recognition
- Information

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Name of Person Responsible:

Darla Baker , Director of Purchasing

Department or Campus: Purchasing/Warehouse

Topic: District Waste Removal (Dumpster lease/pick up)

Background Information: Due to legal requirements, part of Splendoria ISD resides in the City of Splendoria and the City dictates what service we use in waste removal. Inquiries regarding cost effectiveness, does not warrant us using two different companies at this time.

(Quotes were done and republic still more cost effective)

Attachments: Google Sheet With Waste Connections/Prostar quote VS Republic pricing attached.

Superintendent's Resolutions: Recommended

Vendor Name	West Side District Cost (Monthly)
Waste Connections/ProStar	\$3,581.90
Republic	\$2,916.58



**Splendor ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: June 27th, 2022**

**Submitted Date: June 6th, 2022**

**Agenda Business Items:**

- ✓ **Consent Agenda Item**  
(Board has acted on items such as this previously)
- **New Action**  
(Board has not seen information previously and allows for more time to discuss)

**Information Only Items:**

- Presentation**
- Recognition**
- Information**

**Name of Person Responsible:**

Darla Baker, Director of Purchasing

**Department or Campus:**

Purchasing

**Topic:**

Renewal of District Copier Contract with Skelton Business for a 1 year term 2022-2023.

**Background Information:**

A formal quote was done through Cooperatives to select a new service for our Copiers in 2019-20. A committee chose this company through a point system and we would like to continue this service another year with Skelton Business % Sharp Machines. One additional copier was added in 2020 to our HS Addition to support the growth within our district.

**Attachments: NA**

**Superintendent's Resolutions:** Recommended



## Splendor Independent School District

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Purchasing and Warehouse Department  
26259 FM 2090, Splendor, Texas 77372  
281-689-4351 • Fax 281-689-3693

Date: June 6th, 2022

To: Skelton Business Equipment  
Attn: Kimberly Gonzalez  
President/CEO

Re: Copier Lease Contract

Please be advised that Splendora ISD has extended the contract for Skelton Business Equipment % Sharp Machines as the primary vendor for the 2022-2023 School-year for Copier Lease Contract. We look forward to working with you.

Sincerely,

Darla Baker, CTSBO  
Splendor ISD,  
Director of Purchasing

Cc: Kevin Lynch, SISD **Chief Financial Officer**  
Cc: Sheree Walker, H.S. Principal  
Cc: Kent Broussard, J.H. Principal  
Cc: Dr. Rob Davis, Greenleaf Elementary Principal  
Cc: Duana Brashear, Peach Creek Elementary Principal  
Cc: Heath Lucas, Piney Woods Elementary Principal  
Cc: Carrie Garza, Timber Lakes Elementary Principal  
Cc: Buddy Denman, Director of Technology



**Splendor ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: June 27, 2022**

**Submitted Date: May 27, 2022**

**Agenda Business Items:**

- ~~Consent Agenda Item~~
- New Action

**Information Only Items:**

- Presentation
- Recognition
- Information

---

Name of Person Responsible:

Brian Kroeger

Department or Campus:

Human Resources

Topic:

MOU with UH for TCLAS Decision 5 paid residencies.

Background Information:

We already have an MOU with SHSU. This would allow us to recruit more paid teacher residents in the upcoming school year.

Attachments:

[W MOU with UH-TeachHOUSTON Teacher Residencies -.docx](#)

Superintendent's Resolutions:

Recommend adoption

**MEMORANDUM OF UNDERSTANDING  
and  
INTERLOCAL AFFILIATION AGREEMENT**

This Interlocal Agreement (“Agreement”) is entered into by and between Splendora Independent School District (“SISD” or the “District”), 23419 FM 2090, Splendora, Texas, 77372, and the University of Houston TeachHOUSTON (“University”) for the establishment of a Texas Teacher Residency Program (“TxTRP”) pursuant to Texas COVID-19 Learning Acceleration Support grant funding requirements. This Agreement shall be effective upon execution and shall continue until terminated by the parties, and/or the end of the 2023-2024 school year, whichever is earlier.

Whereas, the State of Texas, via the Texas Education Agency (“TEA”), has made Texas COVID Learning Acceleration Supports (“TCLAS”), a set of target funding supports, available to Local Education Agencies (“LEA”) to accelerate student learning in the wake of COVID-19;

Whereas, through TCLAS, TEA aims to:

- Provide a strategic approach to accessing learning acceleration supports that meet the local needs of students, teachers, communities, and school systems;
- Leverage statewide resources to allow for deeper, more targeted supports and services for districts at a lower cost to the state;
- Develop coordinated and coherent supports for LEAs based on needs identified by Texas educators for the coming school year;

Whereas, SISD has applied for TCLAS grant funding, to create and support a TxTRP beginning with the 2021-2022 school year and continuing for the 2022-2023 and 2023-2024 school years;

Whereas, to receive TCLAS grant funding, SISD must partner with an approved Education Preparation Program (EPP) on the TEA’s Vetted Teacher Residency (VTR) Program list to develop and implement a sustainable teacher residency program;

Whereas, University is an-approved EPP on TEA’s Vetted Teacher Residency (VTR) Program list and SISD desires to partner with University to secure TCLAS grant funding, and create and support a sustainable teacher residency program;

Whereas, University desires to improve the preparation opportunities for aspiring teachers enrolled in the University’s College of Education by entering a partnership with SISD to provide teaching practicum coursework in which eligible students may be employed by SISD in a teacher residency position as part of the District’s TxTRP; and

Whereas, the Parties recognize that strong teaching residencies embrace collaboration, mutual benefit, and recognition of strengths across the Partnership.

Now therefore, for an in consideration of the individual and mutual promises of the parties, SISD and University agree as follows:

1. The Parties will collaborate to:

- a. Provide clinical teachers/field residency students/practicum students with professional instructional coaching, to supervise the work and activities of teacher/educator candidates, and to engage in co-teaching/supervision models throughout the field placement period;
- b. Establish a mentor/supervisor support program that provides the mentor/supervisor with the skill and resources to assist teacher/educator candidates in becoming highly competent in their subject areas, pedagogy, and specialized fields;
- c. Establish a framework for sharing non-identified District performance data among SISD and University for the purposes of monitoring and evaluating the preparation and effectiveness of University teacher/educator candidates to the extent allowed by law;
- d. Share and co-analyze non-identified PK-12 performance data with University for the purpose of specifically preparing teacher/educator candidates to positively impact PK-12 student learning and for the continuous improvement of the EPP to the extent allowed by law;
- e. Participate in ongoing collaborative assessment of the University's educator preparation program and the SISD TxTRP through the examination of clinical teacher and practicum student data, cooperating teacher and site supervisor feedback and all other data sources, as applicable.

The Parties will maintain open channels of communication between the by designating appropriate personnel to jointly oversee implementation of this Agreement, and foster an on-going partnership capable of supporting a sustainable teacher residency program within the District, including:

- f. Participating in quarterly meetings to address both short-term needs and long-term planning to achieve the ultimate goals of the partnership;
  - g. Developing of shared processes and responsibilities, including processes for ongoing communication and feedback between the Parties; and
  - h. Creating guidance documents necessary for implementation of the SISD TxTRP.
2. Nothing herein affects or limits any other existing relationship and/or agreement between the Parties related to the placement of practicum or internship students within SISD by the University to the extent that the student is not participating in SISD's TxTRP.
  3. University is not responsible for wages, social security taxes, medical insurance, or workers' compensation insurance for students participating in the District's TxTRP. To the extent that University students are employed by University independent of this Agreement, this paragraph will not apply.
  4. SISD is not responsible for wages, social security taxes, medical insurance, or workers' compensation insurance for University personnel or students under this Agreement. To the extent that SISD employs University students independent of this Agreement, this paragraph will not apply. SISD is solely responsible for all decisions related to its employment of a University student, including University students employed by SISD in a teacher residency position as part of the District's TxTRP.
  5. Any University student employed by SISD as a teacher resident in the District's TxTRP must meet all employment criteria established by SISD and is in no way entitled to, or guaranteed, continued employment by the District.

6. SISD may make legally permissible employment decisions regarding a University student employed by SISD as a teacher resident in the District's TxTRP, including but not limited to adverse employment actions up to and including termination of the University student's employment, at any time regardless of the student's completion of University coursework and/or practicum, internship, or residency program requirements. For purposes of this paragraph, "legally permissible employment decisions" includes all employment decisions not prohibited by state or federal law, or District policies.

7. The University further agrees to:

- a. Collaborate with the District to select high quality University field supervisors for the Educator Preparation Program, including the residency program;
- b. Restrict the activities of any faculty assigned under Paragraph 8(a) from performing any service of SISD, except in the course of the performance of University field instructions, unless otherwise contracted;
- c. Provide programming ensuring that teacher/educator candidates meet state and federal guidelines for quality educator preparation;
- d. Identify University students eligible to participate in a paid residency program based on the University's College of Education Program requirement;
- e. Provide SISD with written notice if a student becomes ineligible for participation in a paid residency program as soon as possible following the University's discovery of such information;
- f. Upon written request from SISD, withdraw any student whose performance is unsatisfactory or whose conduct is unacceptable to the District;
- g. Comply with SISD policies and procedures and ensure that all University course instructors, field supervisors, and clinical teachers, residents, practicum students are aware of these policies;
- h. Respect the mission of the District, and both respect and require all University personnel and students to accept SISD clientele, staff, and administrators, regardless of race, ethnic origin, sex, age, religion, or political belief;
- i. Require the residency students to comply with state and federal law, and SISD policies, procedures, and regulations, including but not limited to:
  - i. **FERPA:** For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), the University hereby designates the District as a school official with a legitimate educational interest in the educational records of the Students who participate in the Program to the extent that access to the records are required by the District to carry out the Program. SISD agrees to maintain the confidentiality of the educational records in accordance with the provisions of FERPA; and
  - ii. **HIPAA:** To the extent applicable to this Agreement, each party agrees to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320d ("HIPAA") and any current and future regulations promulgated thereunder, including without limitation, the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 ("Federal Privacy Regulations"), the federal security standard contained in 45 C.F.R. Parts 160, 162, and 164 ("Federal Security Regulations"), and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162 ("Federal Electronic Transaction Regulations") all as may be amended from time to time, and all collectively referred to herein as "HIPAA Requirements"). University agrees not to

use or further disclose any Protected Health Information (as defined in the Federal Privacy Regulations) or Individually Identifiable Health Information (as defined in the Federal Security Regulations), other than as permitted by the HIPAA Requirements and the terms of this Agreement. University agrees to make its internal practices, books, and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the HIPAA Requirements; and

- iii. **State and federal background/criminal history requirements:** State and/or federal background/criminal history requirements must be satisfied by any/all graduate assistants prior to performing any work under this Agreement. *See* Exhibit B (SB 9 Criminal History Information, and Certification).

8. SISD further agrees to:

- a. Designate a contact coordinator from the Department of Human Resources to serve as a liaison between SISD personnel and University personnel;
- b. Create and implement a TxTRP that meets all legal requirements of the TCLAS grant;
- c. Actively supervise, mentor, coach, and evaluate teacher candidates and practicum students using EPP processes, reporting requirements, and performance assessment tools in addition to any District-driven evaluation;
- d. Actively participate in program evaluation to support PK-12 student performance, inservice and preservice program effectiveness;
- e. Provide opportunities for teacher candidates and practicum students to attend District-level and school level professional development;
- f. When available, supply facility resources, such as a room, at a school site, to be used for trainings, collaborative meetings, and by educator candidates for course work and conferencing. To the extent possible, such room will be equipped with furnishings and technology to support programmatic, partnership usage;
- g. Ensure teacher candidates and PK-12 students are in the presence of a certified teacher of record to the maximum extent possible;
- h. To the extent not in conflict with District policies and procedures, provide teacher candidates with log-on credentials to access the District's online resources.

9. Independent Contractor Status. It is the intention of the parties that each remain an independent contractor of the opposite party and no employment relationship exists between the parties. Neither party, its trustees, officers, employees, nor agents act will act as, or otherwise be treated as, an employee, agent, joint venturer, or partner of the opposite party.

10. No Third Party Beneficiaries. Nothing in this Agreement shall be deemed or constructed to create any third party beneficiaries or otherwise give any third party any claim or right of action against any party to this Agreement. Nothing herein creates an individual or third-party entitlement or right to employment by the District.

11. Assignment. Neither this Agreement nor any duties or obligations under it shall be assignable by University without the prior written acknowledgment and authorization of SISD.

12. Liability. Neither Party, its trustees, officers, employees, or agents shall have any liability or responsibility for any claim or cause or action of any person or group arising from (a) the use of District property and/or equipment by the other Party and both Party's officers, volunteers,

employees, contractors, agents, invitees, licensees, participants, and visitors, or (b) noncompliance with the Agreement, or (c) any act, omission, or negligence of the other Party, or any of its officers, agents, employees, contractors, invitees, licensees, volunteers, participants, or visitors.

13. Entire Agreement. This Agreement and the attached and incorporated addendum or exhibits, if any, contain the entire agreement of the Parties relative to the purpose(s) of the Agreement and supersede any other representations, agreements, arrangements, negotiations, or understanding, oral or written, between the parties to this agreement.
14. Severability. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.
15. Force Majeure. The parties to this Agreement may be excused from performance hereunder during the time and to the extent that they are prevented from performance due to an act of God, fire, strike or lockout, when satisfactory evidence thereof is presented to the other party and provided that such non-performance is not due to the fault of the non-performing party.
16. Indemnification. University hereby indemnifies and holds SISD harmless from and against any and all loss, damage or claim against SISD, arising from University's acts or omissions, including acts and/or omissions by University's students not otherwise employed by SISD.
17. No Waiver of Immunity. The execution of this Agreement and the performance of either Party of any of its obligations hereunder does not, and are not intended to waive or relinquish, any governmental, sovereign immunity or defense from or to liability or prosecution available to Splendora I.S.D and its trustees, officers, employees, or agents under federal or Texas Law.
18. Termination. Either party for any reason upon thirty (30) days prior written notice may terminate this Agreement without cause.
19. Inadequate funds. If, at any time, University or SISD shall make a reasonable decision that adequate funding from federal, state or local sources shall not be available to enable SISD to carry out the District's TxTRP, then University or SISD shall have the option to terminate this Agreement by giving ten (10) days' written notice to the other party.
20. Changes & Amendments. During the Term of the Agreement, SISD reserves the right to make changes to the work the University is required to provide pursuant to this Agreement. This Agreement may be amended only by the mutual agreement of the parties, in a writing to be attached to and incorporated in this Agreement. All such changes shall be made in writing and agreed to by both parties.
21. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Harris County, Texas.
22. Certification Regarding Affiliation with Abortion Providers. Pursuant to Sections 2272.001-.005 of the Texas Government Code, University hereby certifies that it is not an "abortion provider,"

nor is it an “affiliate” of abortion provider, as those terms are defined in as defined in Texas Government Code Section 2272.001.

In witness whereof, SISD and University have executed this Agreement below:

University of Houston

Splendora ISD

BY:

BY:

\_\_\_\_\_  
Signature Date

[Click here to enter text.](#)  
[Click here to enter text.](#)  
[Click here to enter text.](#)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
President  
Splendora ISD Board of Trustees

\_\_\_\_\_  
Signature Date

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\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Secretary  
Splendora ISD Board of Trustees



**Splendoria ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: June 27th, 2022**

**Submitted Date: June 23rd, 2022**

**Agenda Business Items:**

**Consent Agenda Item**

(Board has acted on items such as this previously)

**New Action**

(Board has not seen information previously and allows for more time to discuss)

**Information Only Items:**

**Presentation**

**Recognition**

**Information**

---

**Name of Person Responsible:**

Darla Baker, Director of Purchasing

**Department or Campus:**

Purchasing

**Topic:**

Renewal of Property/Casualty Insurance with Texas Political subdivisions.

**Background Information:** The district has an inter-local agreement with Texas Political subdivisions Property/Casualty Joint Self-Insurance Fund. The administration recommends the approval at a cost of \$393,758, which is an increase of \$63,912 (19%) over last year. The main problem for increases is the restrictions on capacity, the value increases and the claim value increase in the overall loss profile of the Public Schools. So we got hit with a triple threat Values, Capacity, & Industry loss rates.

**ATTACHMENTS:** Comparison from Insurance attached

**Superintendent's Resolutions:** Recommended

# Statement of Values

Name of Entity: Splendora ISD  
 Contract #: F0688 Term: 7-1-22/23

\* Must select a Construction Type from the drop-down list for values to calculate

Item #	Building Name	Address	City	County	State	ZIP Code	Occupancy Description	Vacant or Occupied	*Construction Type	Protection Class	Square Feet	Core Logic per Sq Ft	Sq Ft per \$100	# of Stories	Year Built	Year of Upgrade	Sprinkler System?	Roof used by Core Logic	% Insured to Value Based on CoreLogic
1	Peach Creek Elementary	14455 Cox Street	Splendora	Montgomery	TX	77372	School	Occupied	Masonry Non-Combustible	7	73,073	167	\$ 135	1	1965			Single Ply Membrane	81%
2	AG Barn	23411 FM 2090	Splendora	Montgomery	TX	77372	Barn	Occupied	Non-Combustible	7	18,748		\$ 22	1	1994				
3	Jr. High School Voc. Building	23411 FM 2090	Splendora	Montgomery	TX	77372	Vocational Building	Occupied	Non-Combustible	7	14,400	129	\$ 140	1	1994			Steel	109%
4	Chlorinator Building	23411 FM 2090	Splendora	Montgomery	TX	77372	Chlorinator Building	Occupied	Frame	7	154		\$ 136	1	1982				
5	Concession Stand	23411 FM 2090	Splendora	Montgomery	TX	77372	Concession Stand	Occupied	Joisted Masonry	7	3,318		\$ 157	1	1992				
6	Home Ticket Booth (1)	23411 FM 2090	Splendora	Montgomery	TX	77372	Ticket Booth	Occupied	Joisted Masonry	7	48		\$ 677	1	2016				
7	HS Baseball Dugouts (2)	23411 FM 2090	Splendora	Montgomery	TX	77372	Dugout	Occupied	Joisted Masonry	7	280		\$ 61	1	1994				
8	HS Softball Dugout (2)	23411 FM 2090	Splendora	Montgomery	TX	77372	Dugout	Occupied	Masonry Non-Combustible	7	280		\$ 61	1	1994				
9	Jr. High School	23411 FM 2090	Splendora	Montgomery	TX	77372	School	Occupied	Joisted Masonry	7	118,050	136	\$ 141	1	1992		Yes	Shingle/Asphalt	104%
10	Visitor's Ticket Booth	23411 FM 2090	Splendora	Montgomery	TX	77372	Ticket Booth	Occupied	Frame	7	48		\$ 885	1	1992	2016			
11	Administration Building	23419 FM 2090	Splendora	Montgomery	TX	77372	Administrative Building	Occupied	Modified Fire Resistive	7	7,250		\$ 132	1	1998				
12	New High School	23747 FM 2090	Splendora	Montgomery	TX	77372	School	Occupied	Masonry Non-Combustible	7	148,220	204	\$ 163	2	1993	2004	Yes	Single Ply Membrane	80%
13	Tech Wing-Instruct Serv Bldg	26175 FM 2090	Splendora	Montgomery	TX	77372	School	Occupied	Modified Fire Resistive	7	38,941	154	\$ 123	1	1989			Single Ply Membrane	80%
14	Instructional Services	26175 FM 2090	Splendora	Montgomery	TX	77372	School	Occupied	Modified Fire Resistive	7	38,666	185	\$ 148	1	1970			Single Ply Membrane	80%
15	Food Service Warehouse	26227 FM 2090	Splendora	Montgomery	TX	77372	Warehouse	Occupied	Non-Combustible	7	3,060		\$ 105	1	1988				
16	Maintenance Shop	26267 FM 2090	Splendora	Montgomery	TX	77372	Maintenance Shop	Occupied	Non-Combustible	7	5,000		\$ 87	1	1980				
17	Bus Barn	26271 FM 2090	Splendora	Montgomery	TX	77372	Barn	Occupied	Non-Combustible	7	7,500		\$ 78	1	1998				
18	Greenleaf Elementary	26275 FM 2090	Splendora	Montgomery	TX	77372	School	Occupied	Modified Fire Resistive	7	62,893	181	\$ 145	1	1998			Single Ply Membrane	80%
19	Greenleaf Elementary	26275 FM 2090	Splendora	Montgomery	TX	77372	School	Occupied	Masonry Non-Combustible	7	82,339	156	\$ 125	1	1988	1990		Single Ply Membrane	80%
20	Peach Creek Pavilion	14455 FM 2090	Splendora	Montgomery	TX	77372	Pavilion	Occupied	Non-Combustible	7	6,000		\$ 31	1	1996				
21	Skating Rink	26293 FM 2090	Splendora	Montgomery	TX	77372	Skating Rink	Occupied	Non-Combustible	7	17,200		\$ 71	1	1998				
22	Pre-K Center (Dukes JH Complex)	26175 FM 2090	Splendora	Montgomery	TX	77372	School	Occupied	Masonry Non-Combustible	7	15,545	181	\$ 145	1	1977			Single Ply Membrane	80%
23	East Side Cafeteria (old-not used)	26175 FM Hwy 2090 E	Splendora	Montgomery	TX	77372	Cafeteri	Occupied	Non-Combustible	7	5,000		\$ 40	1	1980				
24	Transformers in Open	FM Hwy 2090 E	Splendora	Montgomery	TX	77372	Open	Occupied	Non-Combustible	7	600		\$ 83	1	9999				
25	Maintenance / Food Service Office	26275 FM Hwy 2090 E	Splendora	Montgomery	TX	77372	Office	Occupied	Non-Combustible	7	3,000		\$ 38	1	1990	2005			
26	HS Baseball Bleachers	FM Hwy 2090 W	Splendora	Montgomery	TX	77372	Bleachers	Occupied	Non-Combustible	7			\$ -	1	1994				
27	HS Baseball Scoreboard	FM Hwy 2090 W	Splendora	Montgomery	TX	77372	Scoreboard	Occupied	Frame	7			\$ -	1	1994				
28	HS BB&SB Field Lights	FM Hwy 2090 W	Splendora	Montgomery	TX	77372	Lights	Occupied	Non-Combustible	7			\$ -	1	9999				
29	HS FB Bleacher & Press	23411 FM Hwy 2090 W	Splendora	Montgomery	TX	77372	Bleachers	Occupied	Frame	7	1,179		\$ 352	1	1994	2016			
30	HS FB Lights	FM Hwy 2090 W	Splendora	Montgomery	TX	77372	Lights	Occupied	Non-Combustible	7			\$ -	1	9999				
31	HS FB Scoreboard	23411 FM 2090	Splendora	Montgomery	TX	77372	Scoreboard	Occupied	Frame	7			\$ -	1	2016				
32	HS FB Track/Turf Field	23411 FM 2090	Splendora	Montgomery	TX	77372	Field	Occupied	Non-Combustible	7			\$ -	1	2016				
33	HS FB Visitor Bleachers	FM Hwy 2090 W	Splendora	Montgomery	TX	77372	Bleachers	Occupied	Non-Combustible	7			\$ -	1	1994	2016			
34	HS Softball Bleachers	FM Hwy 2090 W	Splendora	Montgomery	TX	77372	Bleachers	Occupied	Non-Combustible	7			\$ -	1	1994				
35	HS Softball Scoreboard	FM Hwy 2090 W	Splendora	Montgomery	TX	77372	Scoreboard	Occupied	Frame	7			\$ -	1	2008				
36	HS Watertreatment Plant	23747 FM Hwy 2090 W	Splendora	Montgomery	TX	77372	Plant	Occupied	Frame	7			\$ -	1	1994	2005			
37	Tennis Court	23747 FM 2090	Splendora	Montgomery	TX	77372	Tennis Court	Occupied	Non-Combustible	7			\$ -	1	1998				
38	New HS Guard Shack	23747 FM 2090	Splendora	Montgomery	TX	77372	Guard Shack	Occupied	Frame	7	144		\$ 28	1	2008				
39	FB Storage Under Bleachers	23411 FM 2090	Splendora	Montgomery	TX	77372	Bleachers	Occupied	Frame	7	560		\$ -	1	1994				
40	Peach Creek Kitchen Storage Bldg	14455 Cox Street	Splendora	Montgomery	TX	77372	Storage	Occupied	Frame	7	238		\$ 76	1	1965				
41	Greenleaf Pavilion	26275 FM 2090	Splendora	Montgomery	TX	77372	Pavilion	Occupied	Non-Combustible	7	6,000		\$ 67	1	2009				
42	WS Chlorinator Bldg	23747 FM 2090	Splendora	Montgomery	TX	77372	Chlorinator Building	Occupied	Frame	7	36		\$ 153	1	1992				
43	CATE Building	23747 FM 2090	Splendora	Montgomery	TX	77372	School	Occupied	Non-Combustible	7	25,582	129	\$ 150	1	2008		Yes	Steel	116%
44	Piney Woods Elementary	23395 FM 2090	Splendora	Montgomery	TX	77372	School	Occupied	Modified Fire Resistive	7	119,321	182	\$ 145	1	2009		Yes	Single Ply Membrane	80%
45	Science Lab	23747 FM 2090	Splendora	Montgomery	TX	77372	Lab	Occupied	Non-Combustible	7	2,635		\$ 76	1	2010				
46	AG Barn	23747 FM 2090	Splendora	Montgomery	TX	77372	Barn	Occupied	Non-Combustible	7	5,000		\$ 100	1	2013		No		
47	Athletic Annex	23747 FM 2090	Splendora	Montgomery	TX	77372	School	Occupied	Masonry Non-Combustible	7	10,842	221	\$ 206	1	2014		Yes	Single Ply Membrane	93%
48	High School Addition	23747 FM 2090	Splendora	Montgomery	TX	77372	Addition	Occupied	Modified Fire Resistive	7	21,300	183	\$ 225	2	2014		Yes	Single Ply Membrane	123%
49	Junior High Addition	23411 FM 2090	Splendora	Montgomery	TX	77372	Addition	Occupied	Modified Fire Resistive	7	16,722	187	\$ 218	1	2014		Yes	Single Ply Membrane	117%
50	District Supply Warehouse	26259 FM 2090	Splendora	Montgomery	TX	77372	Warehouse	Occupied	Non-Combustible	7			\$ -	1			No		
51	Timberlake Elementary	15450 Harrington Drive	New Caney	Montgomery	TX	77357	School	Occupied	Non-Combustible	7	103,000	187	\$ 272	2	2020		Yes	Single Ply Membrane	111%

Statement of Values

Construction Type	Values		
	Building Value	BPP/Content Value	Total Insurable Value
Frame	\$ 1,224,000	\$ 13,000	\$ 1,237,000
Portable Classrooms	\$ -	\$ -	\$ -
Joisted Masonry	\$ 17,263,800	\$ 313,145	\$ 17,576,945
Non-Combustible	\$ 39,922,256	\$ 1,745,204	\$ 41,667,460
Masonry Non-Combustible	\$ 48,857,577	\$ 2,236,776	\$ 51,094,353
Modified Fire Resistive	\$ 46,334,844	\$ 1,238,088	\$ 47,572,932
Auxiliary Items	\$ -	\$ -	\$ -
<b>Building &amp; BBP/Contents Total</b>			<b>\$ 159,148,690</b>
EDP			\$ 2,302,600
Contractors Mobile Equipment			\$ 300,000
Musical Instruments			\$ 642,513
Other			\$ -
<b>Inland Marine Total</b>			<b>\$ 3,245,113</b>
<b>Total Insurable Value</b>	<b>\$ 153,602,477</b>	<b>\$ 5,546,213</b>	<b>\$ 162,393,803</b>

Statement of Values



Core Logic Replacement Cost	Building Value	Content Value	Total Insurable Value
\$ 12,167,577	\$ 9,864,855	\$ 447,290	\$ 10,312,145
\$ 405,000		\$ -	\$ 405,000
\$ 1,850,488	\$ 2,016,000	\$ 25,000	\$ 2,041,000
	\$ 21,000	\$ -	\$ 21,000
	\$ 520,000	\$ 36,405	\$ 556,405
	\$ 32,500	\$ -	\$ 32,500
	\$ 17,000	\$ -	\$ 17,000
	\$ 17,000	\$ -	\$ 17,000
\$ 16,065,182	\$ 16,694,300	\$ 276,740	\$ 16,971,040
	\$ 42,500	\$ -	\$ 42,500
	\$ 955,260	\$ 70,000	\$ 1,025,260
\$ 30,243,740	\$ 24,194,992	\$ 1,533,089	\$ 25,728,081
\$ 5,980,748	\$ 4,784,598	\$ 30,155	\$ 4,814,753
\$ 7,135,592	\$ 5,708,474	\$ 362,933	\$ 6,071,407
	\$ 320,000	\$ 12,946	\$ 332,946
	\$ 433,000	\$ 28,911	\$ 461,911
	\$ 586,000	\$ 25,000	\$ 611,000
\$ 11,368,089	\$ 9,094,471	\$ 125,000	\$ 9,219,471
\$ 12,874,168	\$ 10,299,334	\$ 26,759	\$ 10,326,093
	\$ 186,000	\$ -	\$ 186,000
	\$ 1,215,000	\$ 17,000	\$ 1,232,000
\$ 2,811,302	\$ 2,249,042	\$ 179,638	\$ 2,428,680
	\$ 201,391	\$ 40,278	\$ 241,669
	\$ 50,000	\$ -	\$ 50,000
	\$ 112,565	\$ 28,132	\$ 140,697
	\$ 15,000	\$ -	\$ 15,000
	\$ 9,000	\$ -	\$ 9,000
	\$ 150,000	\$ -	\$ 150,000
	\$ 415,000	\$ -	\$ 415,000
	\$ 100,000	\$ -	\$ 100,000
	\$ 300,000	\$ -	\$ 300,000
	\$ 500,000	\$ -	\$ 500,000
	\$ 375,000	\$ -	\$ 375,000
	\$ 2,000	\$ -	\$ 2,000
	\$ 9,000	\$ -	\$ 9,000
	\$ 400,000	\$ -	\$ 400,000
	\$ 68,000	\$ -	\$ 68,000
	\$ 4,000	\$ -	\$ 4,000
		\$ 13,000	\$ 13,000
	\$ 18,000	\$ -	\$ 18,000
	\$ 400,000	\$ -	\$ 400,000
	\$ 5,500	\$ -	\$ 5,500
\$ 3,309,054	\$ 3,837,300	\$ 350,000	\$ 4,187,300
\$ 21,699,124	\$ 17,359,299	\$ 350,000	\$ 17,709,299
	\$ 200,000	\$ -	\$ 200,000
	\$ 500,000	\$ -	\$ 500,000
\$ 2,394,666	\$ 2,232,354	\$ 50,000	\$ 2,282,354
\$ 3,905,008	\$ 4,790,145	\$ 150,000	\$ 4,940,145
\$ 3,120,837	\$ 3,642,597	\$ 150,000	\$ 3,792,597
	\$ 250,000	\$ 375,000	\$ 625,000
\$ 25,228,482	\$ 28,000,000	\$ 842,937	\$ 28,842,937
	\$ 153,602,477	\$ 5,546,213	\$ 159,148,690

159,148,690 check

Statement of Values

# Statement of Values

**Name of Entity:** Splendora ISD

**Mailing Address:** 23419 FM 2090, Splendora, TX 77372

**Expiring Premium:**

**Needed Rate:**

**Need By Date:**

**Comments:**

Statement of Values

Coverage	Limit of Liability
EDP	\$ 2,302,600
Contractors Mobile Equipment	\$ 300,000
Musical Instruments	\$ 642,513
Other	\$ -
<b>Total</b>	<b>\$ 3,245,113</b>

SPLENDORA ISD - P&C Insurance	(1) Expiring TPS 2021-22	(2) Renewal 2022-23	Change %
<b>General Liability</b>	<b>\$4,175</b>	<b>\$4,480</b>	7%
Student Population	4,137	4,516	9%
Deductible	Nil	Nil	0%
<b>School Board Legal Liability</b>	<b>\$18,026</b>	<b>\$19,092</b>	6%
Faculty Count	681	704	3%
Deductible	\$15,000	\$15,000	0%
<b>Law Enforcement Liability</b>	<b>\$2,625</b>	<b>\$2,430</b>	-7%
Average Rate Per Officer	\$262.50	\$303.75	16%
Officers	10	8	-20%
Deductible	\$2,500	\$5,000	
<b>Cyber Liability</b>	<b>\$1,197</b>	<b>\$2,457</b>	105%
Revenue/Budget	\$44,480,500	\$45,212,500	2%
Deductible	\$25,000	\$25,000	
<b>Auto Liability</b>	<b>\$36,803</b>	<b>\$40,290</b>	9%
Average Rate Per unit	\$331.56	\$347.33	5%
Auto Unit Count	111	116	5%
Deductible	Nil	Nil	
<b>Auto Physical Damage</b>	<b>\$18,905</b>	<b>\$22,609</b>	20%
Average Rate Per \$1,000 values	\$3.43	\$4.02	17%
Auto Unit Values - Physical Damage	\$5,504,720	\$5,624,601	2%
Deductible	\$1,000	\$1,000	
<b>Property</b>	<b>\$247,105</b>	<b>\$301,390</b>	22%
Average Rate per \$100 of Total Insured Value	\$0.17	\$0.19	11%
Property TIV	\$148,217,426	\$162,393,803	10%
<b>Deductibles:</b>			
EDP, Media & Hardware	\$2,500.00	\$2,500	
Contractors Equipment	\$2,500.00	\$2,500	
Musical Instruments & Band Uniforms	\$2,500.00	\$2,500	
Wind/Hail	\$250,000	\$350,000	
Flood	\$200,000.00	\$200,000	
Equipment Breakdown	\$10,000	\$10,000	
All other Perils	\$50,000	\$100,000	
<b>Crime</b>	<b>\$1,010</b>	<b>\$1,010</b>	0%
Average Rate per employee handling money	\$44	\$67	53%
Employees handling Money - Crime	23	15	-35%
Deductible - All other	\$1,000	\$1,000	
Deductible - Computer Fraud	384	\$5,000	

<b>TOTAL PREMIUM</b>	<b>\$329,846</b>	<b>\$393,758</b>	19%
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**Splendoria ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: June 27, 2022**

**Submitted Date: June 16, 2022**

**Agenda Business Items:**

- Consent Agenda Item
- New Action

**Information Only Items:**

- Presentation
- Recognition
- Information

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**Name of Person Responsible: Suzanne Soto**

**Department or Campus: School Board of Trustees President**

**Topic: Consider Approval of the Superintendent Evaluation for 2021-2022**

**Background Information:**

**Attachments:**

**Superintendent's Resolutions:**



**Splendoria ISD Board of Trustees  
Agenda Item Information Form**

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**Agenda Business Items:**

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- Information

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**Name of Person Responsible: Dr. Jeff Burke**

**Department or Campus: Superintendent**

**Topic: Consider Approval of the 2022-2023 District Goals**

**Background Information:**

**Attachments: 2022-2023 District Goals**

**Superintendent's Resolutions: Recommended**

# Splendor ISD Strategic Plan Balanced Scorecard 2022-2026

<ul style="list-style-type: none"> <li>● <b>Mission:</b> Cultivating Exceptional People</li> <li>● <b>Vision:</b> Right People. Right Things. Right Way. Right Resources. Right Relationships</li> </ul>
<p><b>In Splendor ISD We Believe...</b></p> <ul style="list-style-type: none"> <li>● <b>Student-Focused:</b> We believe the greatest outcomes result when students come first.</li> <li>● <b>Relationships:</b> We believe positive and supportive relationships create the conditions for students to be advocates in their education.</li> <li>● <b>Culture:</b> We believe a healthy, collaborative culture fosters exploration and innovation in a supportive environment.</li> <li>● <b>Servant Leaders:</b> We believe servant leaders and critical thinkers strengthen our community and democracy.</li> <li>● <b>Learning:</b> We believe all students deserve high-quality, engaging learning experiences that honor the potential in each student.</li> </ul>

Strategic Priorities	Performance Goals
Priority 1: Focus On Student Success	1.1 Increase opportunities to support student engagement 1.2 Increase focus on student learning and growth and the acquisition of future-ready skills 1.3 Ensure Social/Emotional Wellness and Physical Safety for All Students
Priority 2: Focus on Staff Well-Being, Engagement and Growth	2.1 Increase Staff Engagement 2.2 Focus on Staff wellness, safety, and retention 2.3 Increase Staff Satisfaction & Trust
Priority 3: Focus on Community Engagement, Transparency and Trust	3.1 Augment Community Partnerships 3.2 Increase Engagement with All Parents 3.3 Measure Perception of Increased Transparency
Priority 4: Focus on Strategic Alignment of Financial and Operational Systems for Long Term District Growth	4.1 Develop a 10-year plan for growth 4.2 Ensure Efficiency, Cost Avoidance, and Strategic Alignment of Resources 4.3 Ensure Coherent and Transparent Budget Development, Adoption and Management



**Splendor ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date:** June 27, 2022

**Submitted Date:** June 16, 2022

**Agenda Business Items:**

Consent Agenda Item

(Board has acted on items such as this previously)

X New Action

(Board has not seen information previously and allows for more time to discuss)

**Information Only Items:**

Presentation

Recognition

Information

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**Name of Person Responsible:** Kevin Lynch

**Department or Campus:** Chief Financial Officer

**Topic:** Discussion and Possible Action to install Security Lighting on the ring road.

**Background Information:** The Administration is requesting to utilize 2016 Bond savings to install 8 light poles along the ring road from the High School to the Ag Barn. Conduit to contain security camera infrastructure will also be installed. The cost is not to exceed \$75,000. We currently have just over \$3,000,000 in bond Savings.

**Attachments:** N/A

**Superintendent's Resolutions:** Recommended



**Splendoria ISD Board of Trustees  
Agenda Item Information Form**

**Board Meeting Date: June 27, 2022**

**Submitted Date: May 11, 2022**

**Agenda Business Items:**

- Consent Agenda Item**  
(Board has acted on items such as this previously)
- New Action**  
(Board has not seen information previously and allows for more time to discuss)

**Information Only Items:**

- Presentation**
- Recognition**
- Information**

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**Name of Person Responsible:** Dianna Archer

**Department or Campus:** Director of Student Services

**Topic:** Consider Revision to InterDistrict Transfer Policy

**Background Information:** Requesting a change to current policy FDA to say:  
A High School student who becomes a nonresident has been in continuous attendance in the district during the previous two years.

We are also requesting a change to the Exceptions.

**Attachments:** Current InterDistrict Transfer Policy FDA (Local) & changes recommended

**Superintendent's Resolutions:** Recommended

Request to make changes to our current policy regarding Interdistrict transfers:

[FDA \(Local\) - Admissions: Interdistrict Transfers](#)

FDA (Local) - Admissions: Interdistrict Transfers states the following:

***No Interdistrict Transfer***      ***A nonresident student shall not be permitted to attend District schools except as provided below.***

***Exceptions***                      ***The following nonresident students may be allowed to attend District schools:***

- 1. A high School student who becomes a nonresident and has been in continuous attendance in the district during the previous two school years. A sibling of such a student may also attend District schools until the student graduates from high school.***
- 2. A student who has been in attendance for more than one semester and becomes a nonresident for the remainder of the school year.***
- 3. A child of a nonresident full-time District employee.***

***Factors:***                              ***In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.***

Recommended Change:

A High School student who becomes a nonresident and has been in continuous attendance in the district during the previous two school years.

This would only allow the student currently in high school to stay in SISD until they graduate from high school.

We are also making a request to change # 2 under Exceptions to read:

A student who has been in attendance for more than one semester and becomes a nonresident for the remainder of the **CURRENT** school year.

The word current was not previously in this policy.

## Possible Agenda Items for Next Regular Meeting (July)

- A. Curriculum Management Plan Presentation - CCMR Update
- B. Monthly Police Report
- C. Workers Compensation Insurance
- D. Consider 2021-2022 Student Handbook and Code of Conduct
- E. Board Self Evaluation
- F. EOC/STAAR Results
- G. Set Date for Tax Rate Public Hearing
- H. Facility Usage Fee Schedule Discussion
- I. Counseling Audit Presentation
- J. CTE Audit Presentation