

Agenda of Regular Meeting

The Board of Trustees Splendora ISD

A Regular meeting of the Board of Trustees of Splendora ISD will be held August 21, 2023, beginning at 6:00 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. ROLL CALL
2. CLOSED SESSION ITEM(S)
 - A. Personnel - Section 551.074
 - B. Real Estate - Section 551.072
 - C. Consultations with Attorney - Section 551.071
 - D. Safety - Section 551.076
3. INVOCATION
4. U.S. & STATE OF TEXAS PLEDGE OF ALLEGIANCES
5. GOOD THINGS
6. BOARD LEADERSHIP GUIDELINES & CODE OF ETHICS 3
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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

Splendoria Independent School District
Governance Team Guidelines & Operating Procedures

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Introduction

Governance Team Guidelines & Operating Procedures (hereinafter referred to as ‘the document’) defines the “partnership” between the superintendent and board members to a great extent. It clarifies expectations for one another, as well as responsibilities for practices and issues that are anticipated to occur on a frequent basis. It does not attempt to cover all potential scenarios as the document is meant to be a brief reference guide for each member of the team. Just like a partnership in the business world, each individual wants to know what he or she is responsible for accomplishing in order for the organization to be successful.

The *Governance Team* in Splendor ISD will operate more effectively and efficiently if the expectations for “how we will function as a team” are clearly defined. *Governance Team Guidelines & Operating Procedures* is based on practice, not theory. It is also a “living document” in that it should be reviewed annually and modifications should be made at the pleasure of the Governance Team and the needs of the district. A good time to review this document is after each school board election as it is an excellent tool for new board member orientation.

The update and development of *Governance Team Guidelines & Operating Procedures* assures a common understanding among members of the Governance Team and provides an excellent foundation for new Board member orientation as it provides district and Board member responsibilities. Additionally, the document will describe the mode of operation of the Governance Team to new, district level administrative staff. The document should be reviewed periodically to ensure it accurately reflects the expectations of the Governance Team and that its contents reflect actual practices of the team and individual members.

Governance Team Members

Dr. Jeff Burke	Superintendent
Allen Wells	President
Dan Muirhead	Vice President
Kimberly Klepcyk	Secretary
Barry Welch	Assistant Secretary
Jason Sessum	Member
Brandon Fry	Member
Ken Key	Member

Board Organization, Duties, and Responsibilities

Organization

At the first meeting following school board elections, an agenda item will be placed to disband the present Board and select new officers. Nominations and voting must take place in open session.

The Board shall elect a President, Vice-President, Secretary, and an Assistant Secretary, who shall be members of the Board. Officers shall be elected by plurality vote of the members present and voting. Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. A vacancy among officers of the Board shall be filled by a majority action of the Board.

Typically the selection of officers will follow the outline below:

- Motion made, seconded, and passed to disband the current board and appoint the Superintendent as temporary chairperson.
- The Superintendent then asks the Board for nominations for the office of Board President.
- After nominations have ceased, the Superintendent then calls for the vote, with the selection being made by majority vote of those members present.
- The Superintendent then turns the chair to the newly elected President. The President then conducts the election of the Vice-President using the same nominating and voting process. The same procedure is then used for the Secretary position and then the Assistant Secretary position.

Duties

President:

The legal duties and powers of the Board President are described in detail in policy BDAA Legal. He/she also has the right to discuss, make motions and resolutions, and vote on all matters coming before the Board. The Board President also appoints all Board committees, unless otherwise provided by policy or Board consensus.

Vice-President:

The Board Vice-President shall act in the capacity and perform the duties of the Board President in the event of the absence or incapacity of the president and will perform other duties as prescribed by the Board.

Secretary:

The Secretary of the Board shall keep or cause to be kept, an accurate record of the proceedings of each board meeting and will send, or cause to be sent, notices of board meetings. In the absence of the President and Vice-President of the Board, the Secretary shall call the meeting to order and conduct the election of a president pro tem. The Secretary will also perform other duties as directed by the Board.

Assistant Secretary:

The Assistant Secretary of the Board shall act in the capacity and perform the duties of the Secretary of the Board in the event of the Secretary's absence.

Responsibilities

In addition to the responsibilities of Board Officers listed above, Policy BAA Legal provides an overview of key Board responsibilities. Key responsibilities are briefly described as follows:

- Review and adopt the district's vision and mission statements (August)
- Conduct an annual evaluation of the superintendent (January)
- Conduct an annual board self-evaluation (May)
- Approve district goals (March)
- Review and adopt the annual district budget (June)

SISD related policies: (BEC Legal) (BDAA Local)

Board Essential Roles (See insert on next page)

Board Meetings

Board Meeting Agenda

- A. In consultation with the board president, the superintendent shall prepare the agenda for all board meetings. The deadline for including board agenda items will be the third business day prior to the board meeting. On request in writing of any board member, an agenda item may be included on the board agenda. If the agenda item has been acted upon within the previous twelve months, two board members are needed to request that it be placed on another board agenda.
- B. The draft agenda may include items from the board agenda calendar as scheduled in advance by the Board of Trustees as well as actions required by law. Before the agenda is finalized, the superintendent will consult with the board president for approval of the final agenda.
- C. The consent agenda may include items listed below and action may be taken with a single vote without discussion. Placement of items on the consent agenda will be done at the discretion of the superintendent and board president. At the board meeting, any board member may ask questions or discuss a consent agenda item by asking the board president to remove it from the consent agenda for the purpose of giving the item individual consideration. The board president will allow discussion on any item requested for removal from the consent agenda by a board member.

Examples of Consent Agenda Items

1. Minutes of regular and special board meetings
2. Acceptance of financial reports
3. Routine bid recommendations in alignment with district policy
4. Approval of personnel contracts that comply with district policy
5. Requests to use district facilities
6. Routine, non-controversial items
7. Board policy updates

The above items are examples only. Not all topics listed may be included as part of the consent agenda.

SISD related policies:

BE (LEGAL)

BE (LOCAL)

BJA (LOCAL)

Items Eligible for Executive Session

- A. 551.071. Consultation with attorney. A governmental body may conduct a private consultation with its attorney when the government body seeks advice about pending or contemplated litigation, a settlement offer, or any of the appropriate exceptions listed for an executive session. Example: Discussing a real estate transaction with an attorney.
- B. 551.072. Deliberation regarding real property. A governmental body may conduct a closed meeting (executive session) to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body.
- C. 551.074. Personnel matters. An executive session may be conducted to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee. Also, to hear a complaint or charge against an employee unless the employee who is the subject of the charge or complaint requests an open meeting or hearing to hear the complaint.
- D. 551.076. Deliberation regarding security devices. A governmental body may deliberate the deployment of security personnel or devices in an executive session.
- E. 551.0821. Personally identifiable information about public school student. Deliberation concerning a student in which personally identifiable information is discussed will be held in executive session – even if the student’s name is not mentioned in the deliberation.
- F. 551.084. Exclusion of witness from hearing. A governmental body that is conducting a hearing may exclude a witness from the hearing while another witness is testifying.
- G. 551.073. Prospective gift. The governmental body may conduct an executive session to deliberate a negotiated contract for a prospective gift or donation if deliberation in an open session would have a detrimental effect.
- H. Ed. Code 39.030. The Board of Trustees shall conduct an executive session to discuss or adopt individual assessment instruments or assessment instrument items.
- I. 418.183. Emergency management – homeland security. Issues related to 418.175 in the Government Code are exempted from the open meeting requirement; however, a tape recording of the proceedings should be made.

- J. 551.087. Economic development. Deliberations concerning the offer of financial incentives for companies to locate in the school district may be held in executive session.

SISD related policies: BEC (LEGAL) DCE (LEGAL) GF (LEGAL)
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Notice of Meetings

Members of the Board shall be given notice of regular and special meetings on Thursday prior to regularly scheduled Monday Board Meetings. Notice for special meetings will be at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.

The district shall provide special notice of each meeting to any news media that has requested notification. When an emergency meeting is called or an emergency item is added to an agenda, the district shall notify any news media that have previously requested special notice of all meetings. (BE Legal)

Executive Session/Closed Meetings

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. (BEC Legal)

For each closed meeting, except for consultations with its attorney, the board shall keep a certified agenda of the proceedings. The presiding officer and secretary shall certify that the agenda is a true and correct record of the proceedings. (BEC Legal) Board members must limit discussion to those items specified in the closed session.

No voting or polling of members is allowed in closed session. A final decision, or vote must take place in an open meeting. (BEC Legal)

No board member or other participant in a closed meeting shall, without lawful authority, disclose to a member of the public any deliberations made in a closed session.

Board Meetings/Audience Participation

Participants must have signed up prior to Board Meeting start time. At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting. At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting. 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. The Board of Trustees shall not deliberate, respond, or make decisions regarding any subject that is not included on the agenda that is posted.

Board Member Preparation for Meetings

- A. The Superintendent will ensure that all information needed for informed decision-making is supplied to each Board member in agenda information delivered four days prior to the regular board meeting. The agenda and support materials will be provided electronically unless a request is made for a written copy. If a written copy is requested, Board members are asked to discuss delivery options at the time of the request.
- B. Each Board member will prepare for the Board meeting by studying the agenda and support materials and asking clarifying questions of the Superintendent at least one day in advance of the meeting if possible. While it is likely that questions often result as part of the discussion of an agenda item, when a Board member knows that he/she will have a specific question it is appreciated if that question is asked prior to the meeting.

Board Member Questions Concerning the Agenda

- A. Board members are encouraged to ask for information from the Superintendent at least one day prior to the Board meeting. This will allow time for appropriate research, if needed.
- B. Any questions about agenda items or requests for additional information prior to the board meeting will be directed to the Superintendent. The Superintendent or his/her designee for that particular agenda item will respond to the Board member and an electronic copy of the question and response will be provided to all Board members.
- C. The Superintendent will determine if the information requested is readily available or will require additional time to gather or research. If additional time is needed the Superintendent and the Board member will agree upon an appropriate time frame in which the information will be provided.
- D. If a written summary or report is requested, the Superintendent will present a copy of it to each Board member.
- E. Even when information about agenda items is provided in advance or Board members receive answers to specific questions prior to the Board meeting; they are not prohibited from discussing or asking additional questions during the Board meeting.

- F. Board members seeking information during the Board meeting should ensure that the question pertains to agenda items.

Exhibiting Professionalism and Courtesy in Board Meetings

Board members shall observe and adhere to parliamentary procedures according to *Robert's Rules of Order, Newly Revised* and the Board President will ensure that discussion is related to the agenda item being addressed.

The Board President may recognize Board members prior to comments being given about an agenda item, particularly if several members wish to speak to the item.

Professional courtesy will be extended to all members of the Governance Team, school district staff, and visitors to the Board meeting.

Communication

Governance Team Communication

- A. The Superintendent will communicate with each Board member via weekly reports (emails) that will include information such as:
 - 1. District events
 - 2. Progress reports on Board goals and directives
 - 3. Follow-up reports in answer to Board member questions
 - 4. Information or reports requested by a Board member
 - 5. General program updates
- B. The Superintendent will communicate requested information to all Board members in as timely a manner as possible without interfering with the regular conduct of district business.
- C. The Superintendent will meet with the Board President as needed, or communicate by telephone or electronic means to inform him/her of district issues that may need to come before the Board for discussion or action.
- D. Board member phone calls to the Superintendent will be returned during the same day if at all possible.

- E. Board members may communicate with other individual members for purposes of asking questions, clarifying information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.
- F. Board members may not communicate with other individual members for purposes of soliciting votes in support of or opposition to items of business that may come before the Board.
- G. Board members who wish to share information relevant to district business or issues before the Board will relay the information to the Superintendent for distribution to all members in his/her weekly reports.

Splendora ISD related policies: BE (LEGAL)	BJA (LOCAL)
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Board Member Requests for Information Not Related to Meeting Agendas

- A. Board members will contact the Superintendent to request information about the school district or Board of Trustee business.
- B. The Superintendent, at his/her discretion, may refer the Board member to a staff person with direct knowledge about the information requested.
- C. The Superintendent will determine if the information requested is readily available or additional time is needed to gather information or research the issue.
- D. If the information is available, the Superintendent will provide it to the requesting Board member.
- E. If a written response is provided, a copy of the information will be provided to each Board member.
- F. If the Superintendent determines that the request is unreasonable and will divert staff time or attention from Board priorities, the Superintendent or the requesting Board member may ask the Board President to place the request on a meeting agenda. The requesting Board member may then ask if a majority of the Board wishes to direct the Superintendent to generate a report to include the requested information.

Board Member Contact with Campuses

- A. Board members are encouraged to attend as many school events as their time and schedule permits.
- B. Board members will check in with the principal's office when he/she arrives at a campus during the school day, as per guidelines for all visitors to campuses.
- C. Board members will not go into classrooms or other areas on campus for the purposes of conducting personnel evaluations or investigations.
- D. Board members may not give direction to any staff or student except when immediate safety or liability is an issue.
- E. While Board members have no authority when not at the board table, as individuals, it is sometimes difficult for staff members to see them as ordinary parents, therefore;
 - a. When visiting with teachers of their own children, Board members should make it clear that they are acting as parents rather than as a member of the Board.
 - b. Board members will not request or accept extraordinary consideration for themselves or their children.
- F. Board members will not ask district employees for extraordinary consideration for anyone.

Splendora ISD related policies: GKA (LEGAL) BBF (LOCAL)

Response by Board Members to Community Member or Employee Complaints

- A. Listen briefly and respectfully; remain impartial
- B. Ask if the complainant has followed the complaint procedure (following the “chain of command”) outlined in district policy
- C. Remind the complainant of the Board’s responsibility to remain impartial regarding complaints that may ultimately be brought to the Board on appeal.
- D. If the complainant does not know the district’s complaint procedures or “chain of command,” the Board member should provide the following information:

- a. The complainant must first discuss the problem with the authority closest to the problem. In most cases this is the immediate supervisor if it is an employee or the principal if it is a campus issue.
 - b. If the complainant is not satisfied with the resolution, he/she may file a formal grievance according to procedures outlined in policy for students and parents, employees, or community members.
 - c. If the complainant is not satisfied with the resolution offered through the formal complaint process, the complainant may appeal to the next level of authority as outlined in policy.
 - d. When all levels of administrative appeal have been exhausted without satisfaction by the complainant, he/she may appeal the complaint to the Board of Trustees according to procedures outlined in policy. The Board President will place the complaint on the agenda for presentation to and discussion by the Board.
 - e. The Board may uphold the decision of the Superintendent or designee regarding the complaint, overturn it, offer an alternative solution, or the Board may take no action.
 - f. Complaints regarding an individual will be heard in closed session unless specific law or local policy provides otherwise.
- E. Board members should inform the Superintendent of all relevant complaints from staff and community. If requested by the Board member forwarding the request, the Superintendent will notify the individual Board member as to the resolution of the complaint.

SISD related policies:

DGBA (LOCAL) FNG (LOCAL) GF (LOCAL) BBF (LOCAL)

Communicating with the Community and/or Personnel

- A. Board members are encouraged to participate in community activities. When doing so, Board members may choose to provide information and/or respond to questions based on the following:
 - a. Relay information about district goals or other district information the Board member is comfortable providing
 - b. Interact in a positive manner
 - c. Listen politely and respectfully to comments
 - d. Refer questions about specific district activities to the Superintendent when they do not know the answers or if the individual wants detailed information.

- B. The Board of Trustees encourages community input, however, it will not respond to anonymous calls or letters unless they involve the safety and security of students and/or employees. If the anonymous communication refers to a significant issue, the Board member will contact the Superintendent to inform him/her of its' content.
- C. Signed letters addressed to the Board or a Board member will be forwarded to the Superintendent for inclusion in the weekly information provided to the Board.
- D. The Board will communicate to the community collectively through district communication strategies authorized by the Board in policy or the district communication plan.

SISD related policies: BBF (LOCAL)

Communicating with the Media

- A. The Superintendent and the Board President shall act as spokespersons for the Board of Trustees to the media on all school district related issues. Generally speaking, questions concerning district operations should be referred to the Superintendent and questions regarding board policy or actions taken by the Board should be referred to the Board President. This practice will promote a single “position statement” which can be clearly understood by the public as opposed to potentially having multiple statements on an issue.
- B. A Board member who receives a call from the media requesting information, comments, or an interview regarding district related issues will direct them to the Superintendent and/or Board President, depending on the nature of the questions.
- C. Board members retain the right to speak to the media as individuals but are strongly encouraged to direct all media inquiries to the Superintendent and/or Board President.
- D. When speaking to a media representative, a Board member should clarify when speaking as an individual rather than as a spokesperson for the Board of Trustees. When speaking as an individual, the Board member will remind the media representative of the position or action of the Board of Trustees as a body – if the Board has taken action on the issue.

SISD related policies:

Evaluation of the Superintendent

Updating the Superintendent Evaluation Instrument

After district goals are identified and priorities of the Board are established for the next school year, the Governance Team should review the content of the Superintendent's evaluation instrument to ensure proper alignment. This will ensure that the Board and Superintendent have an understanding of the challenges and priorities that are going to be emphasized in the coming year and that appropriate evaluation indicators may be developed. The evaluation instrument shall be based on the Superintendent's job description, student performance, and Governance Team priorities. The document evaluating the performance of the Superintendent is confidential.

Objectives of the Superintendent Evaluation Process

Based on law and board policy the following objectives are associated with the superintendent evaluation process:

- Clarify to the Superintendent his or her role and priorities, as seen by the Board
- Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the district's goals and priorities
- Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities
- Develop and sustain a harmonious working relationship between the Board and the Superintendent
- Include indicators on the evaluation instrument that reflect high expectations and outstanding Governance for the day-to-day operations of the school district
- Ensure fairness and objectivity in the evaluation process

The superintendent evaluation process and evaluation instrument will be provided to Board members with agenda items for the meeting in which the evaluation is to be conducted.

SISD related policies:

BJA (LEGAL)

BJCD (EXHIBIT)

BJCD (LOCAL)

BJCD (LEGAL)

New Board Member Orientation & Governance Team Training

Reporting Requirements

The minutes of the last regular meeting of the Board held during a calendar year must reflect whether each Trustee has met or is delinquent in meeting the training required to be completed as of the date of the meeting. *Education Code 11.159*

Training Requirements

New Board members shall receive a district orientation session within 60 days before or after their election or appointment and an orientation to the Texas Education Code within the first 120 days of election or appointment. Texas Education Code orientation sessions are offered through the Regional Education Service Center. New Board members are also encouraged to attend the TASB Summer Governance Conference, if possible. New Board members will also be trained on parliamentary procedures according to *Robert's Rules of Order, Newly Revised*. Once a year all Board members will receive a review of parliamentary procedures according to *Robert's Rules of Order, Newly Revised*.

All Board members shall receive an update session following each session of the Texas Legislature and the entire Board and Superintendent shall annually participate in a team building session. The lengths of these trainings are not specified, but are usually at least three hours.

In addition to the orientation and team building training, all Board members shall receive additional continuing education on an annual basis. To the extent possible, the entire Board shall participate in continuing education programs together. In the first year of service, Board members shall receive at least ten hours of continuing education in fulfillment of assessed needs in addition to required orientations and team building training. Within 90 days of election or appointment, new board members should receive one (1) hour of Open Meetings Training provided by the Attorney General's Office.

After the first year of service Board members shall receive at least five hours of continuing education annually in fulfillment of assessed needs. This of course is in addition to required team building training and a Texas Education Code update if a session of the Texas Legislature has been held that year.

The Board President shall receive continuing education related to Governance duties of the Board President as some portion of the annual requirement.

SISD related policies: BBD (LEGAL) BBD (EXHIBIT)
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Professional Development for Board Members

Board members and the Superintendent are encouraged to seek and attend relevant opportunities for professional development in addition to required training activities. Membership in state and national organizations and attendance at conventions, conferences, clinics, and workshops provide opportunities to learn about best practices and bring new ideas back to Splendora ISD.

Subscriptions to school board newsletter services, journals, and other written works are also efficient ways to learn examples of new or best practices.

Board members wishing to participate or attend professional development activities that are not planned for the entire Board should contact the Superintendent and Board President. If either should have a question as to the appropriateness of the request, the matter shall be brought to the Board as an agenda item for consideration.

Board Member Reimbursement for Expenses

Professional development for Board members is encouraged and reimbursement for travel and related expenses should be included in the district's budget each year. Utilize policy BBG (LOCAL) for Board member reimbursement when attending meetings, workshops, and conventions as an official representative of the Board.

SISD related policies:

BBG (LOCAL) BBG (LEGAL)

Board Member Ethics & Vendor Influence

In addition to Splendora ISD Board Member Ethics, BBF (LOCAL) attached, Board members will comply with state required annual Conflict of Interest reports outlined in BBFA (LEGAL), if applicable. The Conflict of Interest form is provided by the Texas Ethics Commission and applies to any Board member when he or she, or any member of the family, receives more than \$2,500 per year from a business that contracts with the school district, or when a Board member, or member of his or her family, receives \$250 or more in aggregate gifts from a business that contracts with the school district.

Board members may be a reference as to the professionalism and quality of a potential vendor for the school district, but he or she should communicate to the vendor and school district personnel that their personal knowledge of the vendor should not be represented as individual preference or support. Vendor selection is based on school district business practices and guidelines, state law, and district policy.

Board members should not request assistance, information, or school district equipment from school district employees for the purpose of personal or professional gain or on behalf of a friend or relative.

SISD related policies:

BBF (LOCAL)

BBFA (LEGAL)

Gov't Code 171.004

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

**Equity
In Attitude**

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

**Trustworthiness
In Stewardship**

- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

**Honor
In Conduct**

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

**Integrity
Of Character**

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

**Commitment
To Service**

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

**Student-Centered
Focus**

- I will be continuously guided by what is best for all students of the District.



STRATEGIC DIRECTION 2.0 - *why we exist*

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

MISSION Cultivating Exceptional People

BELIEFS - <i>why we act</i>	PRINCIPLES
<u>Student-Focused</u> : We believe the greatest outcomes result when students come first.	<ul style="list-style-type: none"> • Be accountable. • Live with integrity. • Focus on student needs.
<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"> • Value each other.
<u>Culture</u> : We believe a healthy, collaborative culture fosters exploration and innovation in a supportive environment.	<ul style="list-style-type: none"> • Ensure a safe physical, emotional, + social environment.
<u>Servant Leaders</u> : We believe servant leaders and critical thinkers strengthen our community and democracy.	<ul style="list-style-type: none"> • Develop servant leaders.
<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"> • Create a dynamic learning environment.

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 PRIORITIES

Click here for the most recent [SISD Strategic Priorities](#).

Bi-Monthly Report

Splendora ISD | 2022 Bond – Elementary Schools



8/17/2023



Lockwood, Andrews
& Newnam, Inc.
A LEO A DALY COMPANY

Executive Summary

Lockwood, Andrews & Newnam, Inc. (LAN) was selected by Splendora ISD to provide Program Management Services for 2 new Elementary Schools to replace the existing Peach Creek and Greenleaf Elementary Schools. The projects are part of a larger bond program that consists of other projects that are being managed by others. Below is a brief description of the projects.

New Peach Creek Elementary School:

Capacity: 1,000 students to accommodate grades PK – 5.
Size: Approximately 130,000 square feet
Location: District owned property on the corner of Tram Rd. and Hill & Dale Ave.
Budget: \$43,000,000.00
Architect: Huckabee
Delivery: Competitive Sealed Proposal (CSP)
Completion: Open for the 2025 – 2026 School Year

New Greenleaf Elementary School:

Capacity: 1,000 students to accommodate grades PK – 5.
Size: Approximately 130,000 square feet
Location: Property located in the Pinewood Trails subdivision off Morgan Cemetery Rd.
Budget: \$43,000,000.00
Architect: Huckabee
Delivery: Competitive Sealed Proposal (CSP)
Completion: Open for the 2025 – 2026 School Year



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6 Appendix C – Construction Site Observation Reports..... 8



1 Critical Project Activities

	Project	Item	Discussion Points and Updates
1.	Peach Creek Elementary	Water / Sanitary Sewage	<ul style="list-style-type: none"> Discussions are ongoing with MUD 16 & the City of Patton Village to provide Water & Sanitary Sewage to the site. Both entities are interested in providing services. The district will select the entity that provides the best value.
2.	Peach Creek Elementary	Schematic Design	<ul style="list-style-type: none"> Huckabee will present the Schematic Design at the August Regular Board Meeting to the Board of Trustees.
3.	Greenleaf Elementary	Site	<ul style="list-style-type: none"> The district is in litigation with the developer to secure the site. Permission to enter the site was received on 07/31/23. Topographic survey and geotechnical engineering have commenced.
4.	Greenleaf Elementary	Water / Sanitary Sewage	<ul style="list-style-type: none"> Discussions have commenced with the City of Cleveland to provide Water & Sanitary Sewage to the site.
5.	Greenleaf Elementary	Schematic Design	<ul style="list-style-type: none"> Huckabee will present the Schematic Design at the August Regular Board Meeting to the Board of Trustees.



Splendora ISD 2022 Bond – Elementary Schools

2 Peach Creek Elementary School

2.1 Financial Reporting

Peach Creek Elementary School					
LINE ITEM DESCRIPTION	TOTAL BUDGET	% OF PROJECT BUDGET	TOTAL COMMITTED COST	COST TO DATE	BALANCE TO FINISH
Construction	37,050,000.00	86.16%	-	-	-
Cost of Work	37,050,000.00	86.16%	-	-	-
Owner Allowance	1,500,000.00	3.49%	-	-	-
Owner Allowance	1,500,000.00	3.49%	-	-	-
Architect/Engineer	2,230,000.00	5.19%	-	-	-
Architect/Engineer	2,230,000.00	5.19%	-	-	-
Specialty Consulting Services	100,000.00	0.23%	-	-	-
Specialty Consulting Services	100,000.00	0.23%	-	-	-
Land Survey	100,000.00	0.23%	27,300.00	-	27,300.00
Land Survey	100,000.00	0.23%	27,300.00	-	27,300.00
Geotechnical and Materials Testing and Inspection	200,000.00	0.47%	35,500.00	-	35,500.00
Geotechnical and Materials Testing and Inspection	200,000.00	0.47%	35,500.00	-	35,500.00
Technology & Security	500,000.00	1.16%	-	-	-
Technology & Security	500,000.00	1.16%	-	-	-
FF&E	1,100,000.00	2.56%	-	-	-
FF&E	1,100,000.00	2.56%	-	-	-
General Miscellaneous Work & Equipment	100,000.00	0.23%	-	-	-
General Miscellaneous Work & Equipment	100,000.00	0.23%	-	-	-
Move & Relocation	120,000.00	0.28%	-	-	-
Move & Relocation	120,000.00	0.28%	-	-	-
Land Acquisition & Development	-	0.00%	-	-	-
Grand Totals:	43,000,000.00	100.00%	62,800.00	-	62,800.00

2.2 Schedule Reporting

A complete project schedule is located in Appendix A – Program Schedule.

2.2.1 Completed Activities

	Date	Discussion Points and Updates
1.	05/23/2023	<ul style="list-style-type: none"> Design Meeting with Child Nutrition to discuss district standards for new facilities.
2.	05/30/2023	<ul style="list-style-type: none"> Meeting with SISD Attorney to discuss district’s construction contract general conditions.
3.	06/20/2023	<ul style="list-style-type: none"> Meeting with MUD 16, Huckabee, Kimley-Horn, & LAN to review site and potential for needs to establish an agreement for water and sanitary sewage connections.
4.	06/29/2023	<ul style="list-style-type: none"> Design Meeting with Custodial to discuss district standards for new facilities.
5.	07/10/2023	<ul style="list-style-type: none"> Design Meeting with Maintenance & Technology to review access control systems.
6.	07/20/2023	<ul style="list-style-type: none"> Design Meeting with Maintenance, Technology, & Police to review door hardware, access control, and security system designs.
7.	07/27/2023	<ul style="list-style-type: none"> Design Meeting with new Director of Child Nutrition to discuss district standards for new facilities.



Splendora ISD 2022 Bond – Elementary Schools

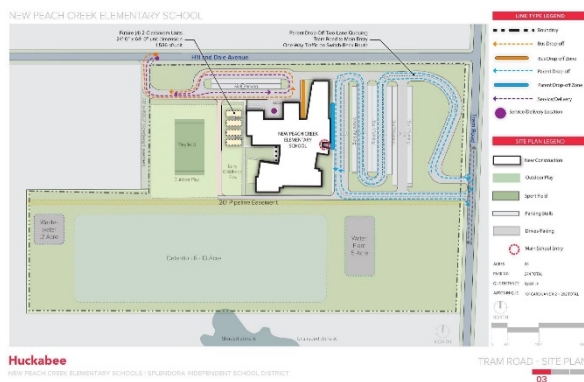
8.	07/31/2023	<ul style="list-style-type: none"> West Belt Surveying provided a topographic survey of the site. LAN forwarded information to Huckabee.
9.	07/31/2023	<ul style="list-style-type: none"> Meeting with MUD 16, SISD, Huckabee, Kimley-Horn, & LAN to review potential financial impact to provide water & sanitary sewage connections.
10.	08/01/2023	<ul style="list-style-type: none"> Design Meeting with Maintenance to discuss lighting control systems for new facilities.
11.	08/02/2023	<ul style="list-style-type: none"> Meeting with City of Patton Village, SISD, Huckabee, Kimley-Horn, & LAN to review site and potential for needs to establish an agreement for water and sanitary sewage connections.
12.	08/15/2023	<ul style="list-style-type: none"> Design Meeting with SISD, Huckabee, & LAN to review front exterior of the building.
12.	08/16/2023	<ul style="list-style-type: none"> Terracon received an executed agreement to proceed with geotechnical engineering.
13.	08/17/2023	<ul style="list-style-type: none"> Design Meeting with SISD, Huckabee, LAN to review building finishes.

2.2.2 Upcoming Activities

	Date	Discussion Points and Updates
1.	08/21/2023	<ul style="list-style-type: none"> Huckabee to present schematic design for new elementary schools.
2.	08/22/2023	<ul style="list-style-type: none"> Design Meeting with Police Department to discuss security for new facilities.
3.	10/16/2023	<ul style="list-style-type: none"> Huckabee to present design development for the new elementary schools.

2.3 Progress Images

The following images illustrate the work progress for the project:



Preliminary Site Plan



Preliminary Floor Plan



Splendora ISD 2022 Bond – Elementary Schools

3 Greenleaf Elementary School

3.1 Financial Reporting

Greenleaf Elementary School					
LINE ITEM DESCRIPTION	TOTAL BUDGET	% OF PROJECT BUDGET	TOTAL COMMITTED COST	COST TO DATE	BALANCE TO FINISH
Construction	37,050,000.00	86.16%	-	-	-
Cost of Work	37,050,000.00	86.16%	-	-	-
Owner Allowance	1,500,000.00	3.49%	-	-	-
Owner Allowance	1,500,000.00	3.49%	-	-	-
Architect/Engineer	2,230,000.00	5.19%	-	-	-
Architect/Engineer	2,230,000.00	5.19%	-	-	-
Specialty Consulting Services	100,000.00	0.23%	-	-	-
Specialty Consulting Services	100,000.00	0.23%	-	-	-
Land Survey	100,000.00	0.23%	33,500.00	-	33,500.00
Land Survey	100,000.00	0.23%	33,500.00	-	33,500.00
Geotechnical and Materials Testing and Inspection	200,000.00	0.47%	48,000.00	-	48,000.00
Geotechnical and Materials Testing and Inspection	200,000.00	0.47%	48,000.00	-	48,000.00
Technology & Security	500,000.00	1.16%	-	-	-
Technology & Security	500,000.00	1.16%	-	-	-
FF&E	1,100,000.00	2.56%	-	-	-
FF&E	1,100,000.00	2.56%	-	-	-
General Miscellaneous Work & Equipment	100,000.00	0.23%	-	-	-
General Miscellaneous Work & Equipment	100,000.00	0.23%	-	-	-
Move & Relocation	120,000.00	0.28%	-	-	-
Move & Relocation	120,000.00	0.28%	-	-	-
Land Acquisition & Development	-	0.00%	-	-	-
Grand Totals:	43,000,000.00	100.00%	81,500.00	-	81,500.00

3.2 Schedule Reporting

A complete project schedule is located in Appendix A – Program Schedule.

3.2.1 Completed Activities

	Date	Discussion Points and Updates
1.	05/23/2023	• Meeting with Child Nutrition to discuss district standards for new facilities.
2.	05/30/2023	• Meeting with SISD Attorney to discuss district’s construction contract general conditions.
3.	06/29/2023	• Meeting with Custodial to discuss district standards for new facilities.
4.	07/10/2023	• Meeting with Maintenance & Technology to review access control systems.
5.	07/20/2023	• Meeting with Maintenance, Technology, & Police to review door hardware, access control, and security system designs.
6.	07/27/2023	• Meeting with new Director of Child Nutrition to discuss district standards for new facilities.
7.	08/01/2023	• Meeting with Maintenance to discuss lighting control systems for new facilities.
8.	08/01/2023	• Civil-Surv received an executed agreement to proceed with a topographic survey.



Splendora ISD 2022 Bond – Elementary Schools

8.	08/15/2023	• Design Meeting with SISD, Huckabee, & LAN to review front exterior of the building.
9.	08/15/2023	• Meeting with City of Cleveland, SISD, Huckabee, Kimley-Horn, IEG, & LAN to review site and potential for needs to establish an agreement for water, sanitary sewage connections, permitting, and plat requirements.
10.	08/16/2023	• Terracon received an executed agreement to proceed with geotechnical engineering.

3.2.2 Upcoming Activities

	Date	Discussion Points and Updates
1.	08/21/2023	• Huckabee to present schematic design for new elementary schools.
2.	08/22/2023	• Design Meeting with Police Department to discuss security for new facilities.
3.	09/08/2023	• Anticipated date to receive topographic survey from Civil-Surv.
4.	10/16/2023	• Huckabee to present design development for the new elementary schools.

3.3 Progress Images

The following images illustrate the work progress for the project:

SISD ELEMENTARY SCHOOL: New Greenleaf Elementary School
SITE LAYOUT A



Huckabee
10000 S. GREENLEAF BLVD. SUITE 100 • SPLENDORA INDEPENDENT SCHOOL DISTRICT
SPLENDORA, TEXAS 77479 • PH: 281.345.1100

Preliminary Site Plan



Huckabee
10000 S. GREENLEAF BLVD. SUITE 100 • SPLENDORA INDEPENDENT SCHOOL DISTRICT

Preliminary Floor Plan



Huckabee
10000 S. GREENLEAF BLVD. SUITE 100 • SPLENDORA INDEPENDENT SCHOOL DISTRICT



4 Appendix A – Program Schedule

Attached are Schedules for each project.



ID	Task Mode	Task Name	Duration	Start	Finish	Calendar																																							
						2nd Half							1st Half							2nd Half							1st Half							2nd											
						A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
1		Peach Creek Elementary School (Tram Road Site)	803 days	Wed 5/17/23	Sat 6/13/26	[Summary Bar]																																							
2		Design	214 days	Wed 5/17/23	Mon 3/11/24	[Summary Bar]																																							
3	✓	Notice to Proceed With Design	1 day	Thu 5/25/23	Thu 5/25/23	◆ 5/25																																							
4	✓	Survey (Topographic and Utility)	23 days	Wed 6/21/23	Fri 7/21/23	[Task Bar]																																							
5	📅	Geotechnical (Additional Borings if Required)	25 days	Mon 7/31/23	Fri 9/1/23	[Task Bar]																																							
6	✓	Program of Requirements (POR)	19 days	Wed 5/17/23	Mon 6/12/23	[Task Bar]																																							
7	✓	POR Review & Approval	1 day	Tue 6/13/23	Tue 6/13/23	[Task Bar]																																							
8	✓	Schematic Design	43 days	Wed 6/14/23	Fri 8/11/23	[Task Bar]																																							
9		SD Review & Approval	5 days	Mon 8/14/23	Fri 8/18/23	[Task Bar]																																							
10		Board Approval	1 day	Mon 8/21/23	Mon 8/21/23	◆ 8/21																																							
11		Design Development	50 days	Tue 8/22/23	Mon 10/30/23	[Task Bar]																																							
12		DD Review & Approval	9 days	Tue 10/31/23	Fri 11/10/23	[Task Bar]																																							
13		Board Approval	1 day	Mon 11/13/23	Mon 11/13/23	◆ 11/13																																							
14		Construction Documents to 100%	40 days	Tue 11/14/23	Mon 1/8/24	[Task Bar]																																							
15		Permit Submission & Review	45 days	Tue 1/9/24	Mon 3/11/24	[Task Bar]																																							
16		CD 100% Review & Approval	14 days	Tue 1/9/24	Fri 1/26/24	[Task Bar]																																							
17		MEP Early Bid Package	43 days	Tue 9/5/23	Thu 11/2/23	[Summary Bar]																																							
18	📅	Provide copy of RFP and Contract to Atty.	1 day	Tue 9/5/23	Tue 9/5/23	[Task Bar]																																							
19	📅	Bid Documents Ready for Pick Up	1 day	Fri 9/29/23	Fri 9/29/23	[Task Bar]																																							
20	📅	1st Bid Advertisement	1 day	Wed 10/4/23	Wed 10/4/23	◆ 10/4																																							
21	📅	2nd Bid Advertisement	1 day	Wed 10/11/23	Wed 10/11/23	◆ 10/11																																							
22	📅	Bids Due	1 day	Thu 10/19/23	Thu 10/19/23	◆ 10/19																																							
23		Review Proposals	3 days	Fri 10/20/23	Tue 10/24/23	[Task Bar]																																							
24		Negotiate with Best Value Provider	4 days	Wed 10/25/23	Mon 10/30/23	[Task Bar]																																							
25		Bid Award Recommendation	1 day	Tue 10/31/23	Tue 10/31/23	[Task Bar]																																							
26		Board Approval (Special Called Meeting)	1 day	Wed 11/1/23	Wed 11/1/23	◆ 11/1																																							
27		NTP Issued to Contractor	1 day	Thu 11/2/23	Thu 11/2/23	◆ 11/2																																							

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Project: SISD_PCE_PM Schedu
Date: Thu 8/17/23

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

ID	Task Mode	Task Name	Duration	Start	Finish	Half 2, 2023							Half 1, 2024							Half 2, 2024							Half 1, 2025							Half 2, 2025							Half 1, 2026							Hal
						A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	J		
1		Greenleaf Elementary School (LGI Site)	803 days	Wed 5/17/23	Sat 6/13/26	[Gantt bar]																																										
2		Design	214 days	Wed 5/17/23	Mon 3/11/24	[Gantt bar]																																										
3	✓	Notice to Proceed With Design	1 day	Mon 7/24/23	Mon 7/24/23	◆ 7/24																																										
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26		Board Approval (Special Called Meeting)	1 day	Wed 11/1/23	Wed 11/1/23	◆ 11/1																																										
27		NTP Issued to Contractor	1 day	Thu 11/2/23	Thu 11/2/23	◆ 11/2																																										

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Project: SISD_GLE_PM Schedu
Date: Thu 8/17/23

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

5 Appendix B – Construction Meeting Minutes

Not currently applicable.



6 Appendix C – Construction Site Observation Reports

Not currently applicable.



Headquarters

2925 Briarpark Drive
Suite 400
Houston, TX 77042
713.266.6900

Info@lan-inc.com

Texas

Austin
College Station
Corpus Christi
Dallas
Fort Worth
Houston
San Antonio
San Marcos
Waco

Arizona

Phoenix

California

Los Angeles
Milpitas
Orange
Sacramento

Florida

Miami
Tampa Bay

Illinois

Chicago

Michigan

Flint
Lansing

www.lan-inc.com



**Lockwood, Andrews
& Newnam, Inc.**
A LEO A DALY COMPANY

TEA School Facilities Standard Compliance Board Presentation

Peach Creek Elementary School (Replacement Campus)
Greenleaf Elementary School (Replacement Campus)

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Lockwood, Andrews
& Newnam, Inc.
A LEO A DALY COMPANY



Huckabee
MORE THAN ARCHITECTS

Agenda

- Texas Education Agency (TEA) School Facilities Standards Board Engagement
- Method of Compliance



TEA School Facilities Standards Board Engagement

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Lockwood, Andrews
& Newnam, Inc.
A LEO A DALY COMPANY



Huckabee
MORE THAN ARCHITECTS

TEA School Facilities Standards Board Engagement

- Texas Administrative Code Chapter §61.1040 Subchapter CC went into effect November 1, 2021
- Five circumstances requiring board engagement:
 - Designation of rules **NOT REQUIRED**
 - Adoption of Educational Specification **ADOPTED SEPTEMBER 2022**
 - Presentation of Long-Range Facility Plan **ADOPTED MAY 2022**
 - Designation of Method of Compliance **FOR CONSIDERATION TONIGHT**
 - Quantitative Method Qualitative Method
 - Adoption of innovative policies and practices if pursuing Qualitative Method of Compliance **NOT REQUIRED IF BOARD APPROVES RECOMMENDATION**

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METHOD OF COMPLIANCE



Lockwood, Andrews
& Newnam, Inc.
A LEO A DALY COMPANY



Huckabee
MORE THAN ARCHITECTS

METHODS OF COMPLIANCE

1

Quantitative Method
of Compliance

2

Qualitative Method
of Compliance

Methods of Compliance

- **Maximum instructional capacity definition**

- The maximum number of students who can be served by an instructional facility at any point in time.

- **Maximum student enrollment definition**

- The maximum number of students a school district expects to enroll at an instructional facility.
 - For the *quantitative* method of compliance, maximum student enrollment must **equal** the maximum instructional capacity.
 - For the *qualitative* method of compliance, maximum student enrollment is allowed to be **higher** than the maximum instructional capacity.

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Methods of Compliance

- **Minimum aggregate square footage**

- Flexibility Level (1-4) determines square footage per student required
- Square footage per student X maximum student capacity (1,250 students) = minimum aggregate square footage
- Minimum aggregate square footage range:
 - Flexibility Level 1-2: 36 SF/student
 - Flexibility Level 3-4: 42 SF/student
- Core classrooms, collaboration spaces, specials classrooms/labs may be used to comply
- For *qualitative* method of compliance, library and cafeteria may be used to comply

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Methods of Compliance: New Elementary Schools

- **Minimum aggregate square footage**
 - Minimum aggregate square footage range for Elementary Schools:
 - New Elementary Schools: 1,000
 - Flexibility Level 1 - 2: 36 SF/student = 36,000 SF
 - Flexibility Level 3 - 4: 42 SF/student = 42,000 SF
 - **Proposed project scope DOES exceed both at 49,500 SF**



Methods of Compliance

- **Designation by board of trustees**
 - A school district board of trustees shall approve compliance with the *quantitative* or *qualitative* method of compliance before the commencement of design development for a capital improvement project for an instructional facility.
- **Recommendation**
 - The New Elementary School projects should be designated to comply with the *quantitative* method of compliance.



Questions + Thank You



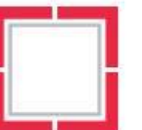
Lockwood, Andrews
& Newnam, Inc.
A LEO A DALY COMPANY



Huckabee
MORE THAN ARCHITECTS

SPLENDORA INDEPENDENT SCHOOL DISTRICT
NEW PEACH CREEK ELEMENTARY SCHOOL (REPLACEMENT CAMPUS)
NEW GREENLEAF ELEMENTARY SCHOOL (REPLACEMENT CAMPUS)
August 21, 2023

SCHEMATIC DESIGN PRESENTATION





SPLENDORA INDEPENDENT SCHOOL DISTRICT
 NEW PEACH CREEK & GREENLEAF ELEMENTARY SCHOOLS

DISTRICT BOARD OF TRUSTEES

Allen Wells
President

Dan Muirhead
Vice President

Kim Klepcyk
Secretary

Barry Welch
Assistant Secretary

Brandon Fry
Member

Ken Key
Member

Jason Sessum
Member

SPLENDORA ISD DESIGN TEAM

Dr. Jeff Burke
Superintendent

Kevin Lynch
Chief Financial Officer

Dr. Glenn Barnes
Chief of Leadership & Culture

Dr. Shane Conklin
Chief Administration Officer

Carrie Garza
Teaching & Learning Staff

PROGRAM MANAGER

Lockwood, Andrews & Newman
(LAN)
 Robert Arcement
Program Manager

Scotty Lewis
Program Manager

HUCKABEE PROJECT TEAM

Devin Wilson
Houston Office Director

Karla Castillo, AIA
Principal

Kerri Brady, AIA
VP of Education Practice

Lauren Yonker
Planner

Ashad Satchu
Senior Designer

Darrick Jahn, RID
Director of Interior Design

Marcie James, RID
Interior Designer

Justina Alford, AIA
Project Architect

Adolfo Gonzalez, AIA
Architectural Associate

Jesus Rodriguez
Architectural Associate

Brian Eilerts
Director of Structural Operations

Craig McKee
Regional Structural Engineer

Blaine Odom
Structural Lead

Emmie Crosley
Lead Environmental Graphic Design

Denise White
Environmental Graphic Design

CIVIL & LANDSCAPE

Kimley-Horn Engineering
Houston, TX

MEP ENGINEERING

IEG
Houston, TX

TECHNOLOGY

Combs Group
Sugarland, TX

ROOFING

Kuhn and Associates
Houston, TX

FOOD SERVICE

Food Design Professionals
The Woodlands, TX



PROJECT GOALS & GUIDING PRINCIPLES



This project will foster a safe and collaborative culture of innovation that creates optimal conditions for learning.



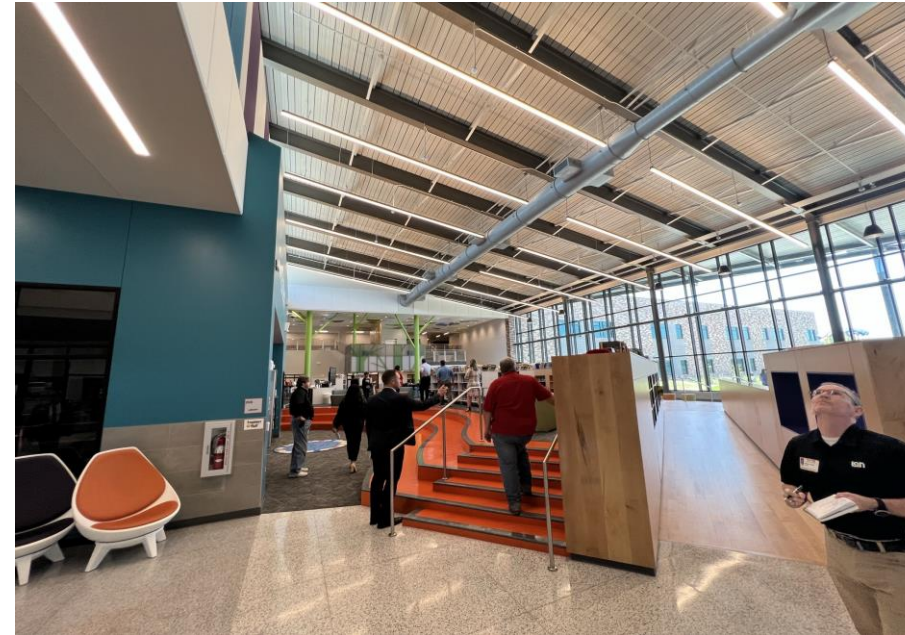
This project will promote exceptional learning experiences to achieve the learner profile for staff and students.



This project will reflect fiscal responsibility and operational efficiency over the building's life cycle.



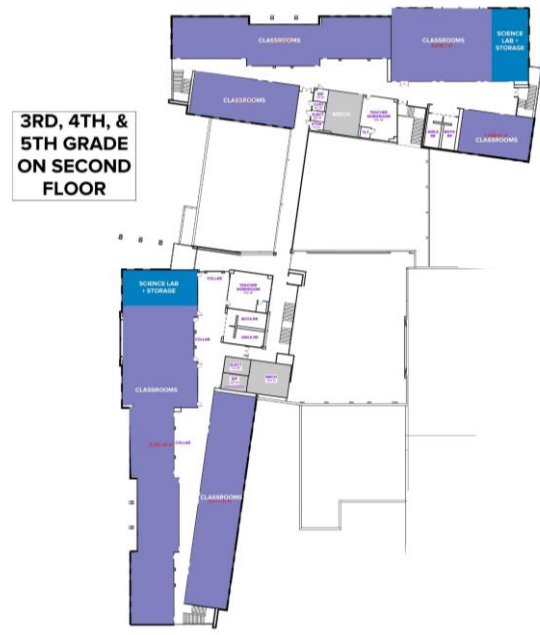
SPLENDORA INDEPENDENT SCHOOL DISTRICT NEW PEACH CREEK & GREENLEAF ELEMENTARY SCHOOLS



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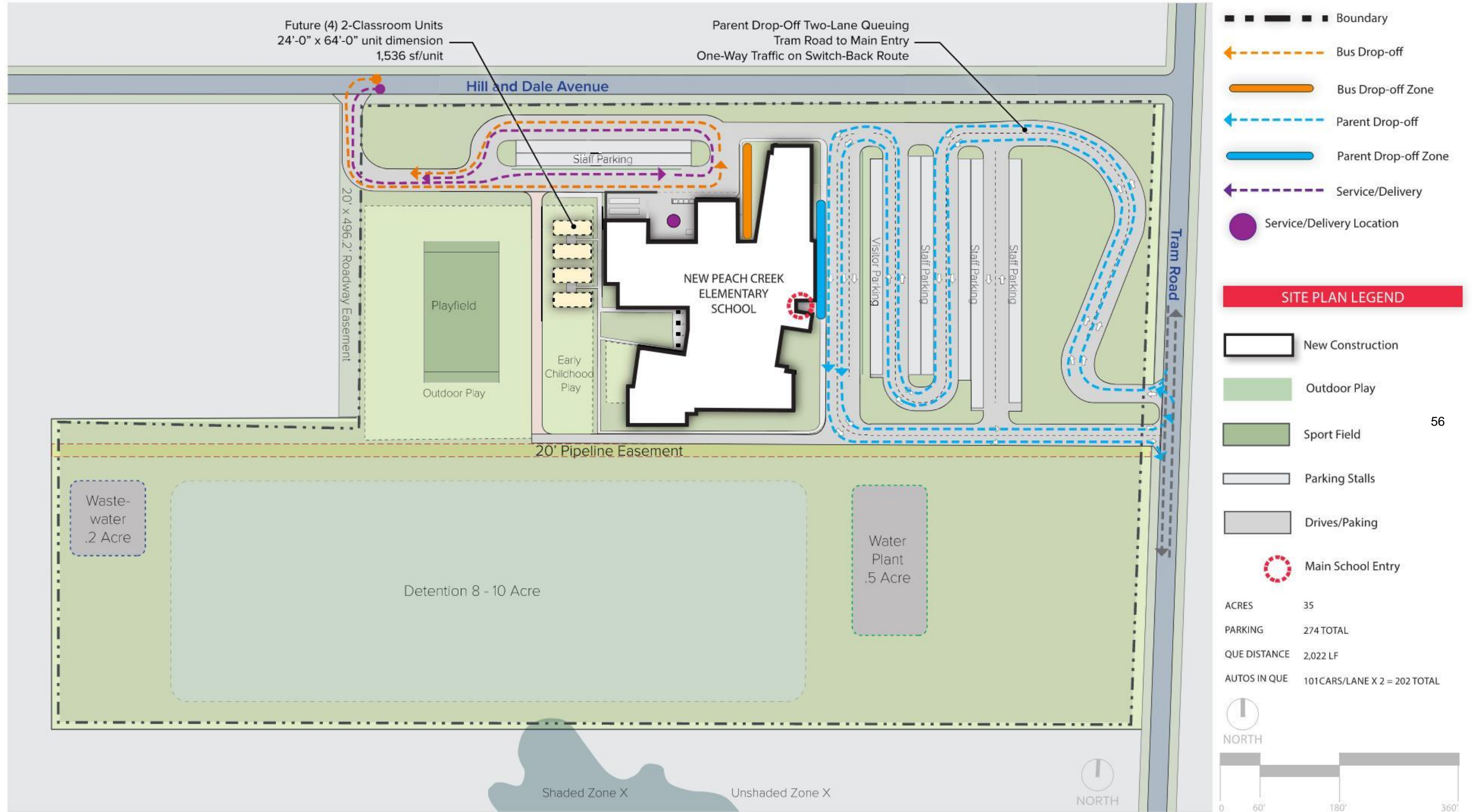


1ST & 2ND GRADE ON FIRST FLOOR



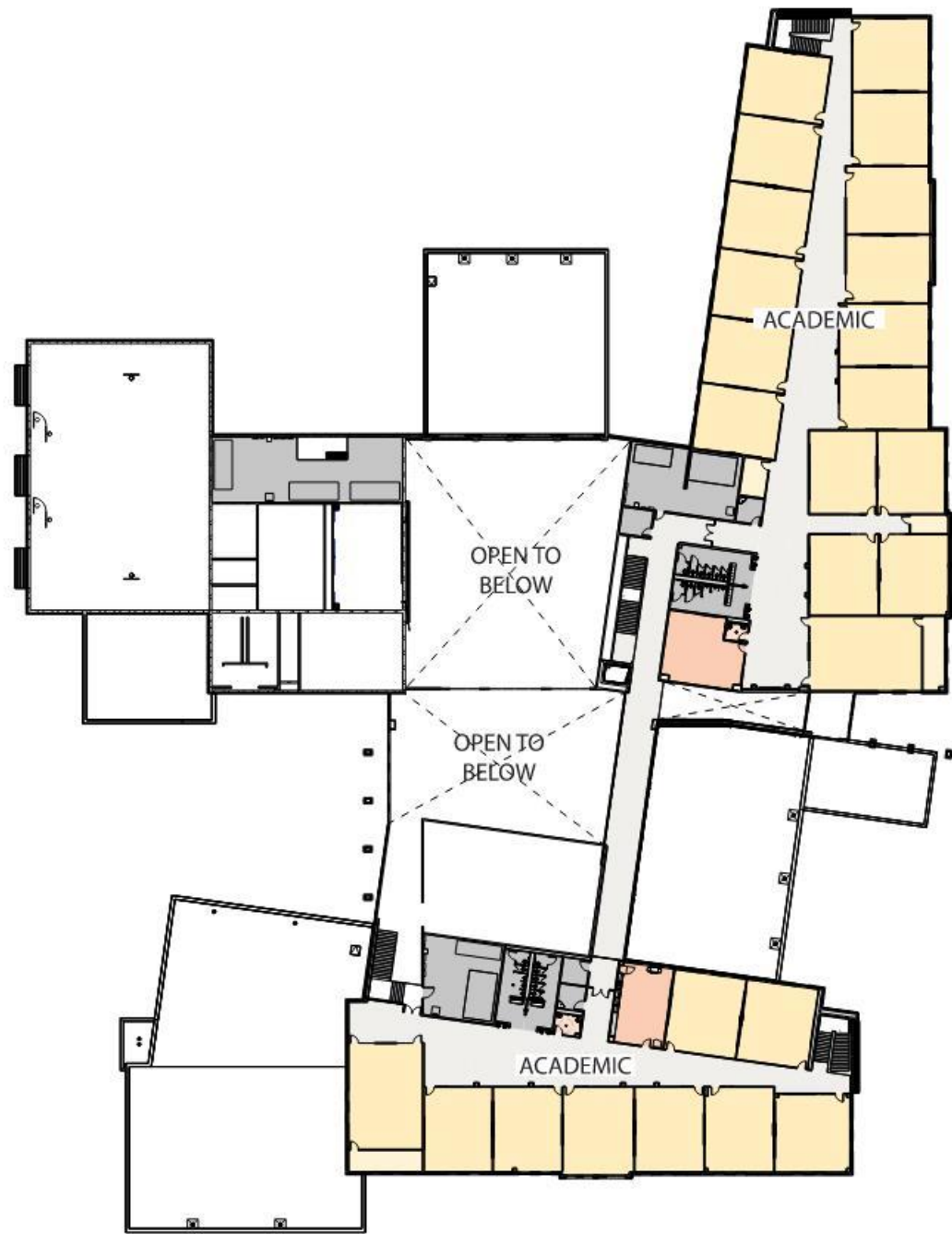


NEW PEACH CREEK ELEMENTARY SCHOOL



COLOR LEGEND

- Administration
- Administration Support
- Academic
- Academic Support
- Library
- Library Support
- Dining
- Kitchen
- Athletic
- Athletic Support
- Fine Art
- Fine Art Support
- Special Space
- Special Space Support
- Circulation
- Restrooms/Support Spaces



SECOND FLOOR

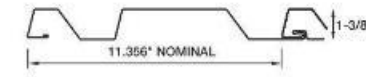
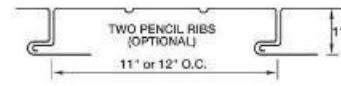


FIRST FLOOR





SPLENDORA INDEPENDENT SCHOOL DISTRICT
 NEW PEACH CREEK ELEMENTARY SCHOOL



METAL WALL PANEL
 PROFILES



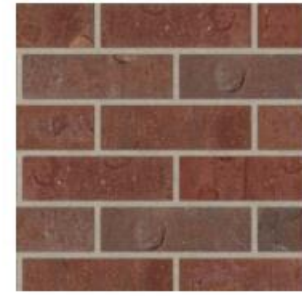
METAL WALL PANEL



STONE
 SMOOTH FACE



STONE
 CHOPPED



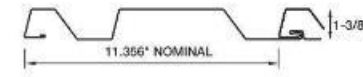
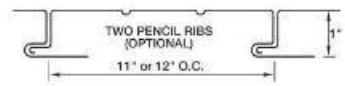
BRICK



58



SPLENDORA INDEPENDENT SCHOOL DISTRICT
NEW GREENLEAF ELEMENTARY SCHOOL



METAL WALL PANEL
 PROFILES



METAL WALL PANEL



STONE
 SMOOTH FACE

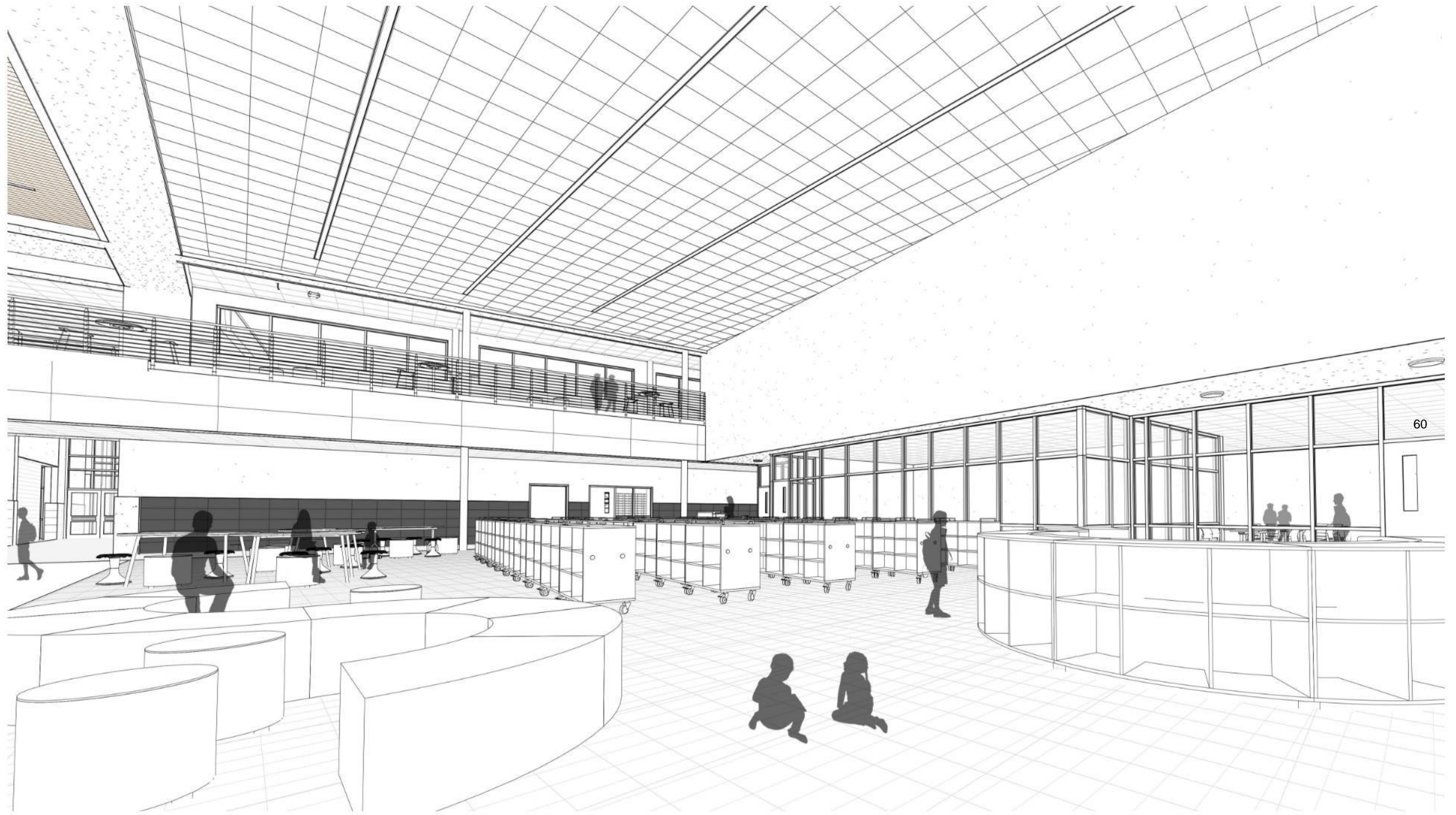


STONE
 CHOPPED

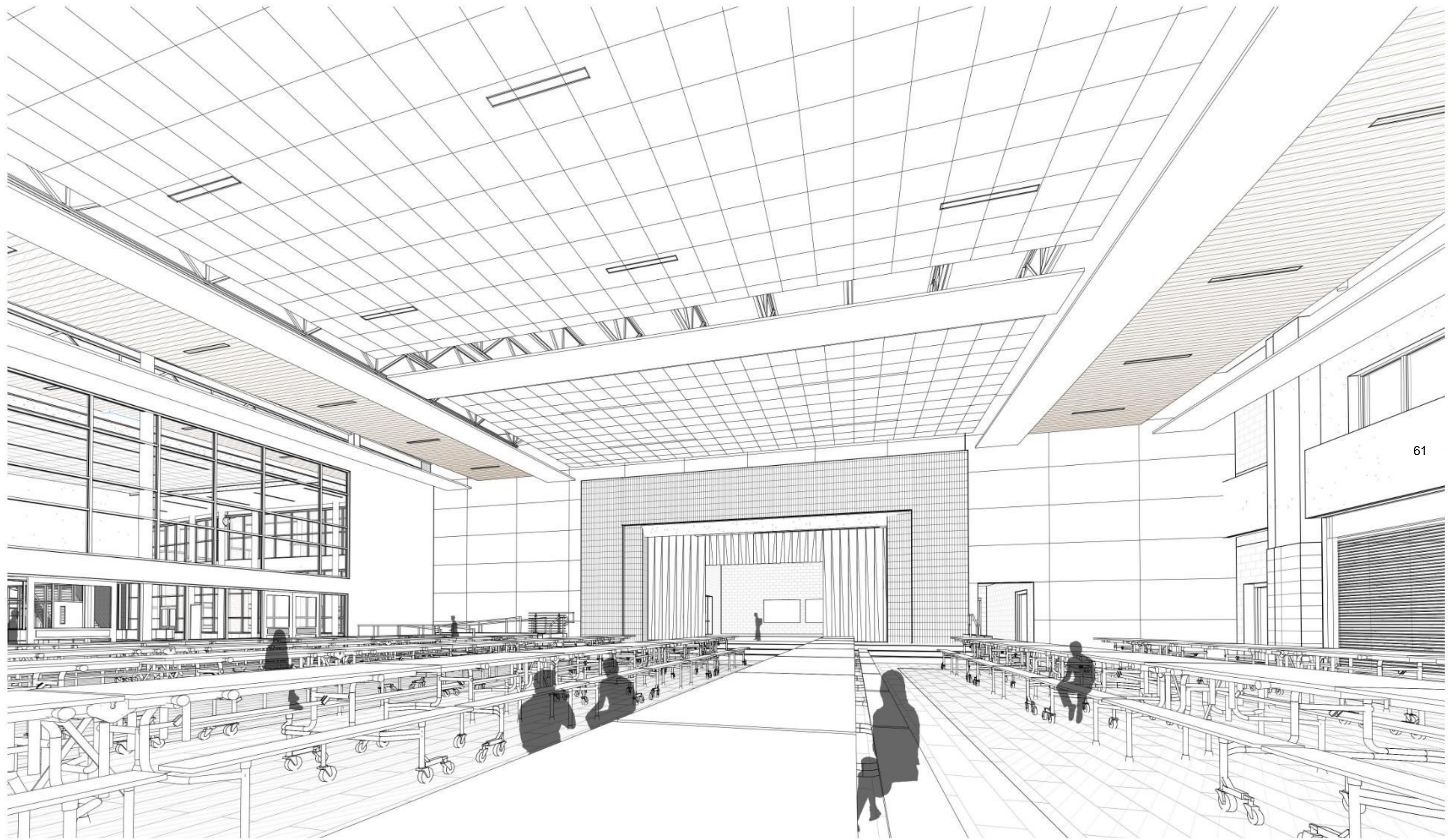


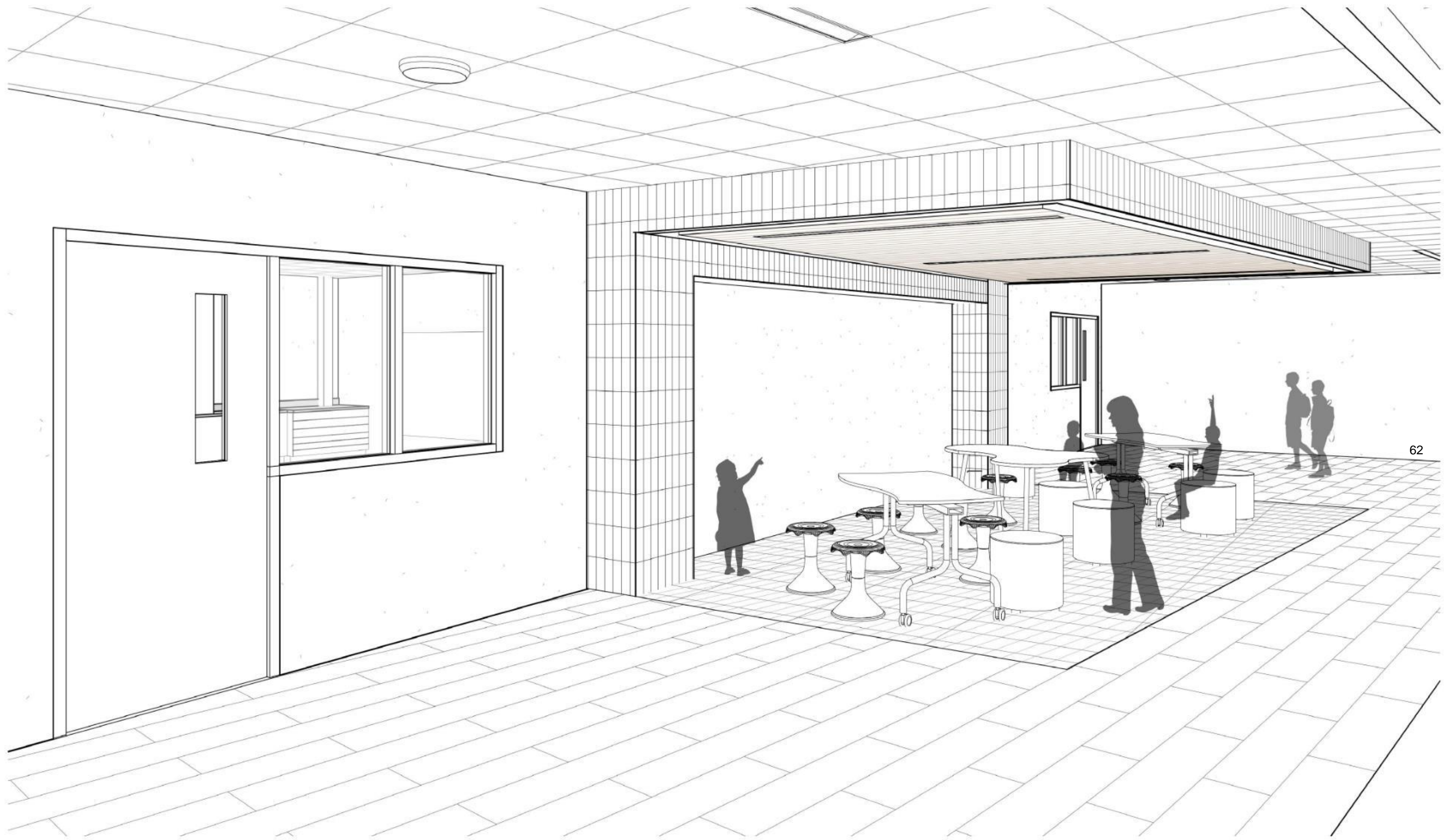
BRICK





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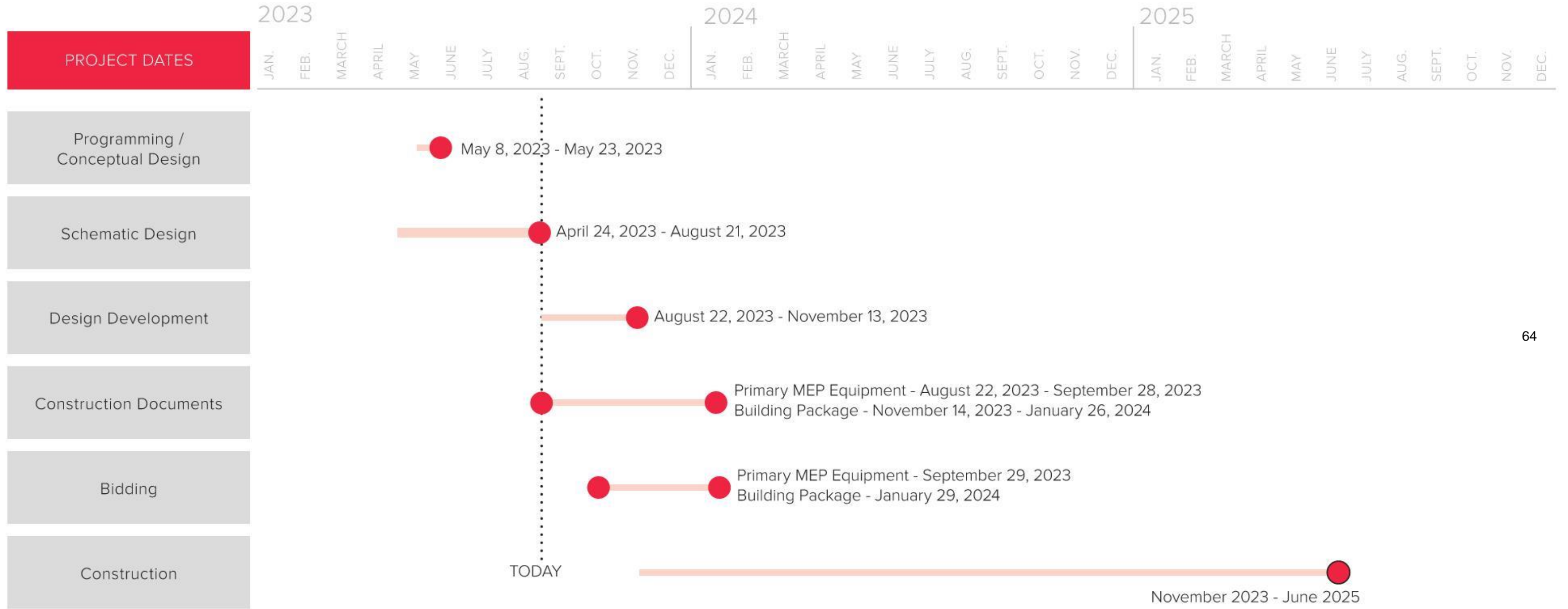
62





SPLENDORA INDEPENDENT SCHOOL DISTRICT

NEW PEACH CREEK & GREENLEAF ELEMENTARY SCHOOLS





MORE THAN ARCHITECTS



08.09.23																Enrollment All served			In Membership Eligible (ADA)		
Campus	EE	PK	KG	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total	Last Day 5/26/23	Diff.	Total	Last Day 5/27/22	Diff.
Splendor HS												435	361	368	286	1450	1311	139	1281	935	346
Splendor Jr High										383	371					754	794	-40	794	615	179
Peach Creek Elem		40	75	91	88	70	102	79	87							632	552	80	531	447	84
Greenleaf Elem	4	49	93	80	81	79	86	88	100							660	837	-177	786.5	648.5	138
Piney Woods Elem		55	70	91	74	95	87	112	94							678	548	130	523	485.5	37.5
Timber Lake Elem	1	57	73	120	92	91	89	94	98							715	889	-174	862.5	803	59.5
JJAEP																0	1	-1	0	0	0
District Total	5	201	311	382	335	335	364	373	379	383	371	435	361	368	286	4889	4932	-43	4778	3934	844
First Day 2022-2023	7	169	323	293	321	344	338	342	353	347	396	345	353	311	252	4494			4303.5		
Difference	-2	32	-12	89	14	-9	26	31	26	36	-25	90	8	57	34	395			474.5		
Current Day	6	228	329	400	349	353	376	390	391	403	389	455	369	390	297	5125			4778		
This Day Last Year	8	194	351	314	339	360	353	358	369	356	405	359	368	323	267	4724			4001.5		
Difference	-2	34	-22	86	10	-7	23	32	22	47	-16	96	1	67	30	401			776.5		

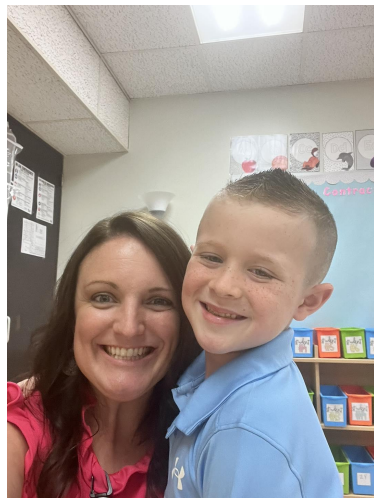
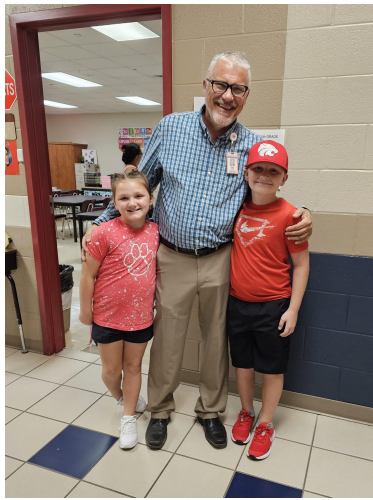
Current Day
08.17.23



- The Rusty Buckle, Italianos, and the Pop-In helped us welcome new teachers.
- The H-Town Dream Center blessed about 500 students with new shoes, school supplies, and clothes.
- The high school welcomed 9th graders to SHS during Cub Camp.



- We held Convocation at Faith Family Church in Kingwood. It was a beautiful set-up where our students shined.
- The Education Foundation donated \$500 to each campus.



First Day Smiles and Senior Sunrise!

Superintendent Spotlight



FFA Progress Show

Meet the Wildcats





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

Board Meeting Date:
Submitted Date:

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: Carrie Garza & Sarah Crawford

Department or Campus: Teaching and Learning

Topic:
22-23 STAAR Data
2023 Summer Curriculum Work

Background Information:
The board will be updated on a regular basis regarding The Balanced Scorecard Priority 1: Focus on Student Success

Attachments:

Board Meeting_8.21.23

Superintendent's Resolutions:

STAAR / EOC Data



STAAR EOC

STAAR 3 -8

2023 Summer Work



STAAR EOC

Spring 2023

	Number of Students	Did Not Meet Grade Level	Approaches	Meets	Masters
Algebra 1	423	159 (38%)	264 (62%)	84 (20%)	31 (7%)
Biology	370	35 (9%)	335 (91%)	159 (43%)	32 (9%)
English 1	430	169 (39%)	261 (61%)	172 (40%)	26 (6%)
English 2	401	120 (30%)	281 (70%)	182 (45%)	21 (5%)
US History	308	14 (5%)	294 (95%)	200 (65%)	64 (21%)



STAAR EOC

Summer 2023

	Number of Students	Did Not Meet Grade Level	Approaches	Meets	Masters
Algebra 1	46	23 (50%)	23 (50%)	2 (4%)	0 (0%)
Biology	9	4 (44%)	5 (56%)	0 (0%)	0 (0%)
English 1	62	43 (69%)	19 (31%)	4 (6%)	0 (0%)
English 2	40	28 (70%)	12 (30%)	2 (5%)	0 (0%)
US History	3	1 (N/A)	2 (N/A)	1 (N/A)	0 (N/A)



STAAR 3 - 8

Spring 2023

	Number of Students	Did Not Meet Grade Level	Approaches	Meets	Masters
3rd Math	347	153 (44%)	194 (56%)	91 (26%)	23 (7%)
3rd Reading	338	123 (36%)	215 (64%)	116 (34%)	18 (5%)
4th Math	372	132 (35%)	240 (65%)	121 (33%)	44 (12%)
4th Reading	371	110 (30%)	261 (70%)	122 (33%)	30 (8%)
5th Math	361	111 (31%)	250 (69%)	108 (30%)	26 (7%)
5th Reading	361	97 (27%)	264 (73%)	146 (40%)	52 (14%)
5th Science	359	171 (48%)	188 (52%)	63 (18%)	20 (6%)
6th Math	378	147 (39%)	231 (61%)	62 (16%)	7 (2%)
6th Reading	380	118 (31%)	262 (69%)	135 (36%)	26 (7%)
7th Math	258	171 (66%)	87 (34%)	26 (10%)	1 (0%)
7th Reading	371	127 (34%)	244 (66%)	114 (31%)	42 (11%)
8th Math	433	167 (39%)	266 (61%)	101 (23%)	20 (5%)
8th Reading	414	101 (24%)	313 (76%)	185 (45%)	68 (16%)
8th Science	348	161 (46%)	187 (54%)	71 (21%)	5 (1%)
8th Social Studies	411	249 (61%)	162 (39%)	45 (11%)	15 (4%)

STAAR 3 - 5 Spanish Spring 2023



	Number of Students	Did Not Meet Grade Level	Approaches	Meets	Masters
3rd Math	21	11 (52%)	10 (48%)	5 (24%)	2 (10%)
3rd Reading	30	17 (57%)	13 (43%)	8 (27%)	7 (23%)
4th Math	3	3 (N/A)	0 (N/A)	0 (N/A)	0 (N/A)
4th Reading	3	3 (N/A)	0 (N/A)	0 (N/A)	0 (N/A)
5th Math	5	3 (60%)	2 (40%)	1 (20%)	0 (0%)
5th Reading	5	4 (80%)	1 (20%)	1 (20%)	0 (0%)
5th Science	5	4 (80%)	1 (20%)	0 (0%)	0 (0%)

Teaching and Learning Summer 2023 Work and Implementation



- Implemented phonics program to include 3rd grade (**Reading**)
- Adopted Amplify to support reading instruction for grades K-6
- Provided district professional development for Stemscoops (**K-8 Math & Science, Alg. & Bio.**)
- Provided district professional development for Progress Learning (**K-12 all subjects**)
- Added Early Literacy position (**Reading PK-3**)
- Added District Assessment Coordinator position
- Contracted with Solution Tree to streamline a coaching model
- Revised the honors math track to ensure all students receive exposure to all the TEKS (**7th & 8th grade Math & Science**)



Summer 2023 Curriculum Work

- Aligned Dual Language Phonics instruction (**Reading K-3**)
- Implemented Amplify into the **4th grade Reading** curriculum
- Integrated instructional Dual Language strategies into the curriculum (**All subjects**)
- Designed curriculum for 4th grade Dual Language (**all subjects**)
- Updated science pacing (**5th-8th grade and Pre-Ap Biology/Biology**)
- Updated the math curriculum (**5th-8th grade Math, Pre-AP Algebra/Algebra**)
- Developed English I & II curriculum
- Revised and completed Social Studies curriculum (**4th-6th Grade**)



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

Board Meeting Date: 08/21/2023

Submitted Date: 08/15/2023

Agenda Business Items:

Consent Agenda Item

New Action

Information Only Items:

Presentation

Recognition

Information

Name of Person Responsible:

Brian Kroeger Laura Wildman

Department or Campus:

Human Resources

Topic:

Elevate Presentation

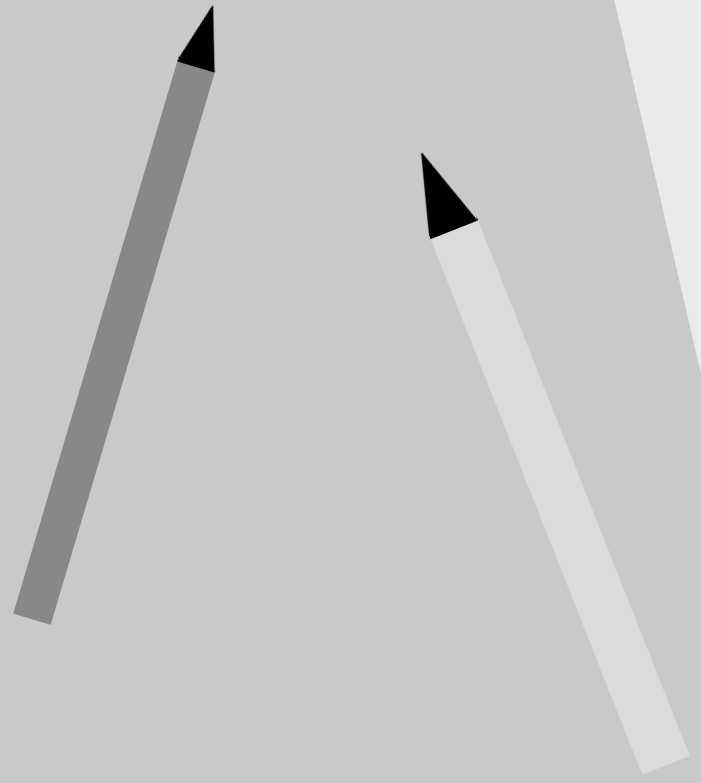
Background Information:

Elevate is our GYO program that allows us to take paraprofessionals and turn them into classroom teachers.

Attachments:

Elevate- August 2023 Board Meeting

Superintendent's Resolutions: Reviewed



Elevate Program

August 2023 Board Meeting



What is Elevate?

The Elevate program is a collaboration between Splendora ISD, Indiana Wesleyan University, and Teachworthy.

The goal is to move high quality employees into a Classroom Instructor position, while paying for their Bachelor's Degree and alternative certification.

Eligibility and Selection Process

Be employed
by Splendora
ISD for at least
1 school year.

Have a Principal
or Director
willing to sign off
on employee
recommendation.

Submit an
application form
for the Elevate 2
Cohort.

Interview with
Committee

Pool of selected
candidates sent to
campus principals

Current Numbers

Cohort 1- 9 Classroom Instructors

Cohort 2- 12 Classroom Instructors

Greenleaf:

4

Peach Creek:

4

Piney Woods:

4

Timber Lakes:

4

SJH:

1

SHS:

4

Coursework:

College
coursework
through Indiana
Wesleyan
University

Alternative
Certification
Program
through
Teachworthy

Additional
college credit
through
Splendora ISD
(up to 30 hours)

SPLENDORA INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
July 17, 2023
6:00 PM

The Trustees of the Splendor Independent School District met in the Boardroom at Splendor Independent School District Administration building, located at 23419 FM 2090, Splendor TX 77372, on Monday, July 17, 2023, 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. The meeting was recorded as required by law.

1. Meeting began at **6:01 PM. ROLL CALL:** (1) Ken Key - Member, (2) Dan Muirhead – Vice President, (3) Barry Welch – Assistant Secretary, (4) Jason Sessum - Member, (5) Allen Wells - President, (6) Brandon Fry - Member, (7) Kimberly Klepcyk - Secretary, and Dr. Jeff Burke – Superintendent

Presiding: Allen Wells Recording: Kimberly Klepcyk Absent: Barry Welch, Dan Muirhead

2. CLOSED SESSION ITEM(S)

“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) Personnel - Section 551.074, Real Estate - Section 551.072, Consultation with Attorney - Section 551.071, and Safety - Section 551.076, concerning any and all purposes permitted by the Act. 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 6:00 pm.”

BREAK AT 6:00 PM

CLOSED SESSION BEGAN AT 6:00 PM

RECONVENED FROM CLOSED SESSION AT 6:40 PM

- A. Personnel - Section 551.074
 - a.1. Resignation(s)
- B. Real Estate - Section 551.072
- C. Consultations with Attorney - Section 551.071
- D. Safety - Section 551.076

3. INVOCATION by Jason Sessum

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

5. GOOD THINGS

6. BOARD LEADERSHIP GUIDELINES & CODE OF ETHICS
7. STRATEGIC DIRECTION REVIEW
8. DISTRICT RECOGNITION - SISD YOU Participants Travis Schmidt and Abby Dittman were recognized for participating in SISD YOU.
9. SUPERINTENDENT'S REPORT
 - A. Enrollment
 - B. Month at a Glance
 - C. Balanced Scorecard Board Presentation - Strategic Priority 4 - Bond Project Updates - Gary Whittle from Turner Townsend & Heery updated the bond project. Huckabee also gave a design update on the new Junior High design.
10. 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.

No one asked to address the Board.

11. PRESENTATION(S)
 - A. FFA Social Media Page Presentation - Splendora FFA Chapter Reporter Erin Harris presented to the Board.
12. CONSENT AGENDA ITEMS
 - A. Minutes
 - B. Financials, Tax Report, Investment Report, and Accounts Payable
 - C. Set Date for 2023-2024 Tax Rate Public Hearing
 - D. Consider Renewal of Property/Casualty Insurance with Texas Political Subdivisions
 - E. Consider and Accept Excess Collections for 2022 Debt Service and Certification for Debt Service Collection Rate for 2023/2024

A motion was made by Kimberly Klepcyk, seconded by Jason Sessum to approve both the June 13 special meeting minutes, the June 19 regular meeting minutes, the June 26 special meeting minutes, the Financials, Tax Report, Investment Report, and Accounts Payable in the General Operating Account in the total amount of \$2,390,211.46, the date of August 21, 2023, for the 2023-2024 Tax Rate Public Hearing, the renewal of the Property/Casualty Insurance with Texas Political Subdivisions, the Excess Collections for 2022 Debt Service and Certification for

Debt Service Collection Rate for 2023/2024 as presented. Voting for: 5, Against 0
Motion carried.

13. ACTION ITEMS

- A. Discussion and Possible Action to Approve the Purchase of Three 78 passenger buses

A motion was made by Jason Sessum and seconded by Ken Key to approve the Purchase of Three 78-passenger buses as presented. Voting For: 5 Against 0
Motion carried

- B. Discussion and Possible Action to Approve the Proposed Amendment to the Ed Spec

A motion was made by Ken Key and seconded by Jason Sessum to approve the Proposed Amendment to the Ed Spec as presented. Voting For: 5 Against 0 Motion carried.

- C. Discussion and Possible Action to Approve Adoption of a Method of Compliance

A motion was made by Kimberly Klepcyk and seconded by Jason Sessum to approve the Adoption of a Quantitative Method of Compliance as presented. Voting For: 5 Against 0, Motion carried.

- D. Discuss and consider board approval of a Delegate and Alternate to the 2023 Texas Association of School Boards (TASB) Delegate Assembly.

A motion was made by Ken Key and seconded by Jason Sessum to approve Kimberly Klepcyk as the Delegate and Allen Wells as the Alternate to the 2023 Texas Association of School Boards (TASB) Delegate Assembly. Voting For: 5 Against 0, Motion carried.

14. CLOSED SESSION ITEM(S)

"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) Personnel - Section 551.074, concerning any and all purposes permitted by the Act. 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 7:39 pm."

BREAK AT 7:39 PM

CLOSED SESSION BEGAN AT 7:41 PM

RECONVENED FROM CLOSED SESSION AT 7:57 PM

A. Personnel - Section 551.074

15. POSSIBLE ACTION ARISING FROM CLOSED SESSION

No action taken

16. POSSIBLE AGENDA ITEMS FOR NEXT MEETING:

- A. T & L Presentation
- B. Public Hearing to Adopt Tax Rate 2023-2024
- C. Workers Compensation Insurance
- D. Review Board Self Evaluation
- E. Call for Election/Election Items
- F. Balanced Scorecard Priority 1

17. ADJOURN
ADJOURNMENT AT **7:57 pm.**

President

Secretary

SPLENDORA INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
July 31, 2023
5:00 PM

The Trustees of the Splendora Independent School District met at Splendora Independent School District, located at 23419 FM 2090, Splendora, TX 77372, in the Boardroom, on Monday, July 31, 2023, at 5:00 pm for a special meeting. It is the intent of the District to have, and the meeting will have, a quorum of the Board of Trustees physically present. The meeting will be recorded as required by law.

1. Meeting began at **5:04 PM. ROLL CALL:** (1) Ken Key - Member, (2) Dan Muirhead – Vice President, (3) Barry Welch – Assistant Secretary, (4) Jason Sessum - Member, (5) Allen Wells - President, (6) Brandon Fry - Member, (7) Kimberly Klepcyk - Secretary, and Dr. Jeff Burke – Superintendent

Presiding: Allen Wells Recording: Ken Key (arrived at 5:08pm)
Absent: Dan Muirhead, Kimberly Klepcyk

2. WORKSHOP

A. Communications Department - Communications Director Deitra Johnson

3. INFORMATION ITEM(S)

- A. Social Media Policy Discussion - Communications Director Deitra Johnson
- B. Residency Policy Discussion - Chief Administration Officer Dr. Shane Conklin
- C. Academic Achievement: Acceleration Discussion - Executive Director of Teaching and Learning Carrie Garza and Director of Advanced Academics Kristy Dietrich

4. ACTION ITEM(S)

A. Discussion and Possible Action to Approve DH (Regulation) (Social Media)

A motion was made by _____ and seconded by _____ to approve the DH (Regulation) as presented. Voting for _____, Against _____
Motion _____

No action taken.

B. Discussion and Possible Action to Consider Approval of the JJAEP MOU for 2023-2024

A motion was made by Ken Key and seconded by Barry Welch to approve the JJAEP MOU for 2023-2024 as presented. Voting for 5, Against 0
Motion carried

~~C. Discussion and Possible Action to Approve the Student Handbook & Code of Conduct for 2023-2024~~

This item was moved to after Item E.

D. Discussion and Possible Action to Approve Budget Amendment #1

A motion was made by Jason Sessum and seconded by Ken Key to approve Budget Amendment #1 as presented. Voting for 5, Against 0 Motion carried.

E. Discussion and Possible Action to Approve the EIC (Local Policy)

A motion was made by Brandon Fry and seconded by Jason Sessum to approve EIC (Local Policy) as presented. Voting for 5, Against 0 Motion carried

F. Discussion and Possible Action to Approve the Student Handbook & Code of Conduct for 2023-2024

A motion was made by Allen Wells and seconded by Brandon Fry to approve the Student Handbook & Code of Conduct for 2023-2024 and to include 14 credits to be a junior and to include that Pre AP and AP students have one week to turn in their assignment from the date the work is issued. Voting for 5, Against 0 Motion carried.

~~**G. Discussion and Possible Action to Approve the Superintendent Contract Amendment 2023**~~

This Item moved to after the 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 concerning any and all purposes permitted by the Act. 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 6:48 pm."

CLOSED SESSION ITEM(S)

A. PERSONNEL - Section 551.074. Personnel

BREAK AT 6:48 PM

STARTED CLOSED SESSION AT 6:48 PM

RECONVENED FROM CLOSED SESSION AT 7:27 PM

Action taken after Closed Session

A. Discussion and Possible Action to Approve the Superintendent Contract Amendment 2023

A motion was made by Allen Wells and seconded by Brandon Fry to approve the Superintendent Contract Amendment 2023, including Appendix A. Voting for 5, Against 0 Motion carried.

3. ADJOURN
ADJOURNMENT AT **7:33 PM**

President

Secretary

SPLENDORA INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
July 17, 2023
4:30 PM

The Trustees of the Splendor Independent School District met in the Boardroom at Splendor Independent School District Administration building, located at 23419 FM 2090, Splendor TX 77372, on Monday, July 17, 2023, for a special meeting. It was the intent of the District to have, and the meeting did have, a quorum of the Board of Trustees physically present. The meeting was recorded as required by law.

1. Meeting began at **4:31 PM. ROLL CALL:** (1) Ken Key - Member, (2) Dan Muirhead – Vice President, (3) Barry Welch – Assistant Secretary, (4) Jason Sessum - Member, (5) Allen Wells - President, (6) Brandon Fry - Member, (7) Kimberly Klepcyk - Secretary, and Dr. Jeff Burke – Superintendent

Presiding: Allen Wells Recording: Kimberly Klepcyk Absent: Dan Muirhead, Barry Welch and Ken Key arrived at 4:46 pm

2. 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.

No one asked to address the Board.

3. LEVEL THREE GRIEVANCE HEARING BY JENNIFER SOUSA MCCUNN

4. ~~CLOSED SESSION ITEM(S)~~

~~"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) Personnel-Section 551.074, concerning any and all purposes permitted by the Act. 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 _____ pm."~~

BREAK AT _____ PM

CLOSED SESSION BEGAN AT _____ PM

RECONVENED FROM CLOSED SESSION AT _____ PM

The Board did not go into Closed Session.

5. ~~_____~~ ACTION ITEMS

a. ~~_____~~ Consider and take Possible Action on Level 3 Grievance filed by Jennifer Sousa McCunn

~~_____~~

~~_____~~ "I make a motion to _____

~~_____~~ A motion was made by _____ and seconded by _____ to

~~_____~~ _____ . Voting For: _____ Against

~~_____~~ Motion _____

The Board did not take any action.

6. ADJOURN

ADJOURNMENT AT **5:05 pm.**

President

Secretary

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
002807	07-13-2023	A-1 CARPET & FINE FLO	240005	3574	199-51-6629.00-999-499000	BAND HALL CARPET	1,903.10	N
			240153	3581	199-51-6629.00-999-499000	CARPET INSTALL @ AUX SUPP S	1,816.72	N
Totals for Check 002807							3,719.82	
002808	07-13-2023	AMERICAN INDUSTRIAL	240072	38147	199-11-6269.61-001-422000	WELDING BOTTLE RENTAL	217.50	N
002809	07-13-2023	AT&T	240112	2172140805	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	2,118.52	N
002810	07-13-2023	AT&T	240104	28168959656359	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	67.24	N
			240104	28168993920142	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	75.91	N
			240104	28168905120518	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	51.81	N
			240104	28168993315129	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	256.25	N
			240104	28168993305872	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	975.25	N
			240104	28168974305560	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	95.08	N
			240104	28168971282960	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	53.72	N
			240104	28168936436818	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	47.54	N
			240104	28168979759266	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	142.62	N
			240104	2816895180495	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	106.07	N
			240104	28168963113892	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	95.08	N
			240104	28168951983892	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	95.08	N
			240104	28168936936080	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	53.72	N
			240104	28168920980227	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	140.87	N
			240104	28168932136818	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	47.60	N
			240104	28168978266081	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	53.72	N
Totals for Check 002810							2,357.56	
002811	07-13-2023	BARNES & NOBLE EDUC	004391	138893	199-00-2210.00-000-400000	ECHS BOOKS	3,136.62	N
002812	07-13-2023	CENTERPOINT ENERGY	240091	2624185-1	199-51-6259.73-999-499000	DISTRICT GAS	75.68	N
002813	07-13-2023	CHRISTINE SMIKAL	004406	07/16-20	199-13-6411.00-001-422000	THOA CONF TRAVEL	208.00	N
002814	07-13-2023	CINTAS CORPORATION	004392	4159B30573	199-00-2210.00-000-400000	TRANSPORTATION UNIFORMS	100.45	N
			240042	4160508693	199-34-6299.00-999-499000	Dry Cleaning	100.45	N
Totals for Check 002814							200.90	
002815	07-13-2023	CITY OF SPLENDORA	240090	07-4143-01	168-51-6259.70-999-499000	DISTRICT WATER	1,061.95	N
			240090	04-4241-01	199-51-6259.70-999-499000	DISTRICT WATER	280.91	N
			240090	07-4148-01	199-51-6259.70-999-499000	DISTRICT WATER	159.88	N
			240090	07-4145-01	199-51-6259.70-999-499000	DISTRICT WATER	163.77	N
			240090	07-4146-01	199-51-6259.70-999-499000	DISTRICT WATER	194.73	N
Totals for Check 002815							1,861.24	
002816	07-13-2023	CLASS INTERCOM	240157	2039	199-61-6299.00-999-499000	Communication Platform	2,995.00	N
002817	07-13-2023	CONROE WELDING SUP	004393	R06232555	199-00-2210.00-000-400000	BOTTLE RENTAL	8.50	N
002818	07-13-2023	DE LAGE LANDEN PUBLI	240169	80139175	169-36-6269.00-001-491000	DISTRICT COPIERS 2023-2024	138.52	N
			240169	80139175	199-11-6269.00-001-411000	DISTRICT COPIERS 2023-2024	855.34	N
			240169	80139175	199-11-6269.00-001-411039	DISTRICT COPIERS 2023-2024	135.37	N
			240169	80139175	199-11-6269.00-001-422000	DISTRICT COPIERS 2023-2024	34.63	N
			240169	80139175	199-11-6269.00-041-411000	DISTRICT COPIERS 2023-2024	371.29	N
			240169	80139175	199-11-6269.00-101-411000	DISTRICT COPIERS 2023-2024	220.16	N

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			240169	80139175	199-11-6269.00-102-411000	DISTRICT COPIERS 2023-2024	220.16	N
			240169	80139175	199-11-6269.00-104-411000	DISTRICT COPIERS 2023-2024	220.16	N
			240169	80139175	199-11-6269.00-105-411000	DISTRICT COPIERS 2023-2024	233.40	N
			240169	80139175	199-11-6269.00-999-411000	DISTRICT COPIERS 2023-2024	82.80	N
			240169	80139175	199-21-6269.00-999-423023	DISTRICT COPIERS 2023-2024	114.85	N
			240169	80139175	199-21-6269.00-999-499043	DISTRICT COPIERS 2023-2024	169.94	N
			240169	80139175	199-23-6269.00-001-499000	DISTRICT COPIERS 2023-2024	194.61	N
			240169	80139175	199-23-6269.00-041-499000	DISTRICT COPIERS 2023-2024	114.85	N
			240169	80139175	199-23-6269.00-101-499000	DISTRICT COPIERS 2023-2024	114.85	N
			240169	80139175	199-23-6269.00-102-499000	DISTRICT COPIERS 2023-2024	114.85	N
			240169	80139175	199-23-6269.00-104-499000	DISTRICT COPIERS 2023-2024	114.85	N
			240169	80139175	199-23-6269.00-105-499000	DISTRICT COPIERS 2023-2024	118.45	N
			240169	80139175	199-31-6269.00-001-499000	DISTRICT COPIERS 2023-2024	79.76	N
			240169	80139175	199-34-6269.00-999-499000	DISTRICT COPIERS 2023-2024	114.85	N
			240169	80139175	199-41-6269.00-750-499000	DISTRICT COPIERS 2023-2024	197.65	N
			240169	80139175	199-51-6269.00-999-499000	DISTRICT COPIERS 2023-2024	52.74	N
			240169	80139175	199-51-6269.00-999-499025	DISTRICT COPIERS 2023-2024	34.53	N
			240169	80139175	199-52-6269.00-999-499000	DISTRICT COPIERS 2023-2024	34.53	N
			240169	80139175	199-53-6269.00-999-499000	DISTRICT COPIERS 2023-2024	34.53	N
			240169	80139175	240-35-6269.00-999-499000	DISTRICT COPIERS 2023-2024	52.74	N
					Totals for Check 002818		4,170.41	
002819	07-13-2023	TEL/LOGIC INC.	240029	SISD-2022	199-53-6239.00-999-499000	E-RATE CONSULTANT SERVICES	13,000.00	N
002820	07-13-2023	EAST MONGOMERY CO.	240093	30550092003520	199-51-6259.70-999-499000	DISTRICT WATER/SEWER	114.38	N
			240093	30550092003510	199-51-6259.70-999-499000	DISTRICT WATER/SEWER	193.96	N
					Totals for Check 002820		308.34	
002821	07-13-2023	ELTON BLAKE	004405	07/16-21	199-13-6411.00-001-422000	TIVA CONF TRAVEL	256.00	N
002822	07-13-2023	FAITH FAMILY BAPTIST	240177	08082023	199-41-6299.00-750-499042	FACILITY USE AGREEMENT	250.00	N
002823	07-13-2023	FAITH FAMILY BAPTIST	240178	08082023	199-41-6299.00-750-499042	FACILITY USE DEPOSIT	500.00	N
002824	07-13-2023	FAST GROWTH SCHOOL	240089	1245	199-41-6495.00-702-499000	MEMBERSHIP DUES ANNUAL	1,600.00	N
002825	07-13-2023	FINALSITE	240025	INV053587	199-11-6299.00-999-411053	BLACKBOARD WCM	12,974.01	N
			240105	INV053625	199-11-6299.00-999-411053	LDAP ACTIVE DIRECTORY INTE	1,000.00	N
					Totals for Check 002825		13,974.01	
002826	07-13-2023	FRONTLINE TECHNOLO	240015	INVESP17108	199-11-6397.00-999-430043	FRONTLINE RTI SOFTWARE	8,721.39	N
			240038	INVUS185979	199-41-6299.00-750-499041	ASSET MANAGEMENT SUBSCRIP	4,533.48	N
			240022	INVUS185966	199-41-6299.00-750-499041	ABSENCE & TIME SOLUTION	33,848.61	N
					Totals for Check 002826		47,103.48	
002827	07-13-2023	GALENA PARK ISD FINE	240121	202308	199-36-6499.29-001-499000	MARCHING BAND FESTIVAL 2023	500.00	N
002828	07-13-2023	GREATER EMC CHAMBE	240087	97540	199-41-6411.00-701-499000	CHAMBER LUNCHEON 7-12-23	30.00	N
002829	07-13-2023	HOME DEPOT CREDIT S	004387	631983	199-00-2210.00-000-400000	SUPPLIES	349.00	N
			004387	9036630	199-00-2210.00-000-400000	SUPPLIES	464.82	N
			004387	6122337	199-00-2210.00-000-400000	SUPPLIES	267.88	N
			004387	4122459	199-00-2210.00-000-400000	SUPPLIES	857.47	N

For the Month of July

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			004387	4523771	199-00-2210.00-000-400000	SUPPLIES	9.97	N
			004387	3113830	199-00-2210.00-000-400000	SUPPLIES	320.30	N
			004387	7524523	199-00-2210.00-000-400000	SUPPLIES	126.11	N
			004387	2114770	199-00-2210.00-000-400000	SUPPLIES	5,047.26	N
			004387	2145159	199-00-2210.00-000-400000	SUPPLIES	219.00	N
						Totals for Check 002829	7,661.81	
002830	07-13-2023	HUCKABEE & ASSOCIAT	004397	100741	699-00-2210.00-000-400000	NEW JH	291,772.08	N
			004397	100742	699-00-2210.00-000-400000	NEW PCE	220,622.73	N
						Totals for Check 002830	512,394.81	
002831	07-13-2023	IMPACT PROMOTIONAL	240088	INV60244	199-52-6395.00-999-499000	SISD PD UNIFORMS	1,027.37	N
002832	07-13-2023	INDIANA WESLEYAN UNI	004407	07122023	279-13-6221.00-999-499000	TUITION	4,760.65	N
002833	07-13-2023	COLOSSUS, INC.	240071	CPSMN0003771	199-52-6299.00-999-499000	RENEWAL 2023/2024	1,123.50	N
002834	07-13-2023	INTEGRATED SYSTEMS	240033	0732530	199-53-6639.00-750-499000	HOSTING SVCS JULY 23- JUNE 2	8,674.56	N
002835	07-13-2023	JESSICA SOWELL	004414	07/05-07	199-13-6411.00-101-499000	LEADERSHIP RETREAT TRAVEL	80.00	N
002836	07-13-2023	JOYCE BROOKS	004412	07/05-07	199-13-6411.00-101-499000	LEADERSHIP RETREAT TRAVEL	80.00	N
002837	07-13-2023	KEV GROUP, INC.	240010	368586	199-53-6397.00-750-499000	SCHOOLCASH - ACTIVITY FUND	11,235.00	N
002838	07-13-2023	LAMAR UNIVERSITY	240109	2169	199-41-6411.00-750-499041	LAMAR CAREER FAIR	150.00	N
002839	07-13-2023	LEAF CAPITAL	240161	14977725	199-53-6299.58-999-499000	PALO ALTO FIREWALLS, LICENSE	87,918.24	N
002840	07-13-2023	LINDSEY MIXON	004415	07/05-07	199-13-6411.00-101-499000	LEADERSHIP RETREAT TRAVEL	80.00	N
002841	07-13-2023	MCGRIFF INSURANCE S	004390	5060548	199-34-6429.00-999-499000	POLLUTION POLICY RENEWAL	3,003.00	N
002842	07-13-2023	MELISSA RICHARDS	004413	07/05-07	199-13-6411.00-101-499000	LEADERSHIP RETREAT TRAVEL	80.00	N
002843	07-13-2023	MONTGOMERY COUNTY	004400	11/22 ELECTION	199-00-2210.00-000-400000	NOV 2022 ELECTION	25,510.00	N
002844	07-13-2023	NASSP/NASC	240131	9001658817	199-11-6495.40-001-411000	STUCO 7/23-6/24 MEMBERSHIP	95.00	N
002845	07-13-2023	ODP BUSINESS SOLUTI	240097	321628791001	199-00-1312.00-000-400000	DISTRICT STOCK 2023-2024	105.00	N
002846	07-13-2023	OPTIMUM	240156	101067832	199-11-6299.00-999-411053	OPTICAL ETHERNET 10G INTRA	599.20	N
002847	07-13-2023	PATRICIA TILLERY	004409	07/05-07	199-13-6411.00-101-499000	LEADERSHIP RETREAT TRAVEL	40.00	N
002848	07-13-2023	PERRY WEATHER LLC	240164	4582	169-36-6299.00-001-491000	OUTDOOR WARNING SYSTEM	3,888.25	N
002849	07-13-2023	PINNACLE MEDICAL MA	004394	102259	199-00-2210.00-000-400000	PHYSICAL	70.00	N
002850	07-13-2023	PLATINUM COPIER SOU	240170	80271919	169-36-6269.00-001-491000	DISTRICT COPIERS 2023-2024	134.47	N
			240170	80271919	199-11-6269.00-001-411000	DISTRICT COPIERS 2023-2024	952.83	N
			240170	80271919	199-11-6269.00-001-411039	DISTRICT COPIERS 2023-2024	139.44	N
			240170	80271919	199-11-6269.00-001-422000	DISTRICT COPIERS 2023-2024	46.37	N
			240170	80271919	199-11-6269.00-041-411000	DISTRICT COPIERS 2023-2024	420.58	N
			240170	80271919	199-11-6269.00-101-411000	DISTRICT COPIERS 2023-2024	256.33	N
			240170	80271919	199-11-6269.00-102-411000	DISTRICT COPIERS 2023-2024	196.51	N
			240170	80271919	199-11-6269.00-104-411000	DISTRICT COPIERS 2023-2024	256.33	N
			240170	80271919	199-11-6269.00-105-411000	DISTRICT COPIERS 2023-2024	256.33	N
			240170	80271919	199-11-6269.00-999-411000	DISTRICT COPIERS 2023-2024	92.14	N

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			240170	80271919	199-21-6269.00-999-423023	DISTRICT COPIERS 2023-2024	114.86	N
			240170	80271919	199-21-6269.00-999-499043	DISTRICT COPIERS 2023-2024	144.53	N
			240170	80271919	199-23-6269.00-001-499000	DISTRICT COPIERS 2023-2024	184.57	N
			240170	80271919	199-23-6269.00-041-499000	DISTRICT COPIERS 2023-2024	114.86	N
			240170	80271919	199-23-6269.00-101-499000	DISTRICT COPIERS 2023-2024	114.86	N
			240170	80271919	199-23-6269.00-102-499000	DISTRICT COPIERS 2023-2024	114.86	N
			240170	80271919	199-23-6269.00-104-499000	DISTRICT COPIERS 2023-2024	114.86	N
			240170	80271919	199-23-6269.00-105-499000	DISTRICT COPIERS 2023-2024	102.43	N
			240170	80271919	199-31-6269.00-001-499000	DISTRICT COPIERS 2023-2024	69.72	N
			240170	80271919	199-34-6269.00-999-499000	DISTRICT COPIERS 2023-2024	114.86	N
			240170	80271919	199-41-6269.00-750-499000	DISTRICT COPIERS 2023-2024	207.00	N
			240170	80271919	199-51-6269.00-999-499000	DISTRICT COPIERS 2023-2024	59.74	N
			240170	80271919	199-52-6269.00-999-499000	DISTRICT COPIERS 2023-2024	46.37	N
			240170	80271919	199-53-6269.00-999-499000	DISTRICT COPIERS 2023-2024	46.37	N
			240170	80271919	240-35-6269.00-999-499000	DISTRICT COPIERS 2023-2024	59.75	N
					Totals for Check 002850		4,360.97	
002851	07-13-2023	PS LIGHTWAVE, INC.	240002	RC00092886	199-11-6299.00-999-411053	SISD ISP FOR 2023-2024	3,509.00	N
			240002	RC00093266	199-11-6299.00-999-411053	SISD ISP FOR 2023-2024	1,400.00	N
			240002	RC00093628	199-11-6299.00-999-411053	SISD ISP FOR 2023-2024	3,509.00	N
			240002	RC00094016	199-11-6299.00-999-411053	SISD ISP FOR 2023-2024	1,400.00	N
					Totals for Check 002851		9,818.00	
002852	07-13-2023	REGION 4 ESC	004388	175292216	199-00-2210.00-000-400000	ADVANCING EDUATIONAL LEADE	450.00	N
002853	07-13-2023	REGION VI - ED. SERV.	004395	063701	199-00-2210.00-000-400000	BUS DRIVER CERTIFICATION	125.00	N
			004395	063702	199-00-2210.00-000-400000	BUS DRIVER CERTIFICATION	125.00	N
					Totals for Check 002853		250.00	
002854	07-13-2023	REMIND 101, INC	240026	2021-124616	199-41-6299.00-750-499042	Communication Platform	21,000.00	N
002855	07-13-2023	ALLIED WASTE SERVICE	240165	0853007381736	199-51-6259.75-999-499000	DIST DUMPSTER 23-24	5,943.10	N
002856	07-13-2023	ROTARY CLUB OF EAST	004399	1373	199-00-2210.00-000-400000	QUARTERLY DUES BURKE	100.00	N
002857	07-13-2023	RYAN MEADOWS	004403	07/19-22	199-13-6411.29-001-499000	PD BAND CONF TRAVEL	164.00	N
002858	07-13-2023	RYAN RAMSEY	004404	07/19-22	199-13-6411.29-001-499000	PD BAND CONF TRAVEL	164.00	N
002859	07-13-2023	SANDY YANES	004416	07/05-07	199-13-6411.00-101-499000	LEADERSHIP RETREAT TRAVEL	80.00	N
002860	07-13-2023	SFA CARRER SERVICES	240108	5183	199-41-6411.00-750-499041	SFA CAREER FAIR	250.00	N
002861	07-13-2023	SKYLINE EQUIPMENT , L	004417	SV-INV024599	169-00-2210.00-000-400000	SERVICE HS WASHER	265.00	N
002862	07-13-2023	SOUTHERN TIRE MART	240056	4560104625	199-34-6319.00-999-499000	Tires	839.04	N
002863	07-13-2023	STANTEC ARCHITECTU	004396	2102726	699-00-2210.00-000-400000	SHS ADDITION	45,332.67	N
002864	07-13-2023	STEPHANIE BILLINGSLY	004410	07/05-07	199-13-6411.00-101-499000	LEADERSHIP RETREAT TRAVEL	40.00	N
002865	07-13-2023	STEVE WEISS MUSIC	240124	INV1216995.1	199-11-6399.29-001-411000	R. MEADOWS - BAND	1,047.95	N
002866	07-13-2023	TAMARA ABKE	004411	07/05-07	199-13-6411.00-101-499000	LEADERSHIP RETREAT TRAVEL	40.00	N

For the Month of July

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002867	07-13-2023	TASBO	004408	40484-2023	199-41-6495.00-750-499000	MEMBERSHIP UNTERREINER	145.00	N
002868	07-13-2023	TASPA	240018	200015127	199-41-6411.00-750-499041	TASPA CONFERENCE CAMPBELL	295.00	N
002869	07-13-2023	TEXAS BANDMASTERS	240128	7548	199-13-6495.29-001-499000	R. MEADOWS MEMBERSHIP -	175.00	N
			240127	6569	199-13-6495.29-001-499000	RAMSEY MEMBERSHIP JUNE 24	175.00	N
Totals for Check 002869							350.00	
002870	07-13-2023	TEXAS POLITCAL SUBDI	004401	104048	199-34-6429.00-999-499000	AUTO LIABILITY	50,709.00	N
			004401	104048	199-34-6429.00-999-499000	AUTO PHYSICAL DAMAGE	28,395.00	N
			004401	104048	199-41-6429.00-750-499000	GENERAL LIABILITY	4,847.00	N
			004401	104048	199-41-6429.00-750-499000	SCHOOL BOARD LEGAL	21,231.00	N
			004401	104048	199-41-6429.00-750-499000	CRIME	1,477.00	N
			004401	104048	199-41-6429.00-750-499000	CYBER LIABILITY	4,312.00	N
			004401	104048	199-51-6429.00-999-499000	PROPERTY	376,227.00	N
			004401	104048	199-52-6429.00-999-499000	LAW ENFORCEMENT	2,734.00	N
Totals for Check 002870							489,932.00	
002871	07-13-2023	TEXAS STATE BILLING S	004402	234MAC	199-00-2210.00-000-400000	MAC SERVICES	800.00	N
			004402	220MAC	199-00-2210.00-000-400000	MAC SERVICES	800.00	N
Totals for Check 002871							1,600.00	
002872	07-13-2023	THE FLIPPEN GROUP LL	240179	72762	199-21-6299.00-999-499040	DISTRICT TRAINING	45,800.00	N
002873	07-13-2023	THOMAS BUS GULF	004389	SIS00466292	199-00-2210.00-000-400000	BUS AC JOB	13,750.00	N
002874	07-13-2023	THORNTON PRINTERS	240096	1635	199-00-1312.00-000-400000	DISTRICT STOCK 2023-2024	730.50	N
002875	07-13-2023	TRANSFINDER	240060	52085	199-34-6397.00-999-499000	Routing Software Renewal	6,300.00	N
002876	07-13-2023	TURNER & TOWNSEND	004398	PJIN0037054	699-00-2210.00-000-400000	PROJECT MANAGEMENT	48,076.00	N
002877	07-13-2023	ULTIMATE DRILL BOOK,	240125	11189	199-36-6399.29-001-499000	R. MEADOWS - BAND	1,200.00	N
002878	07-13-2023	BD PERFORMING ARTS	240120	1422-2023	199-36-6499.29-001-499000	R. MEADOWS - ENTRY FEE 2023	500.00	N
002879	07-13-2023	ATAT	240078	79838	199-11-6411.00-001-422000	CABLO CONFERENCE REGIS.	375.00	N
002880	07-13-2023	VERIZON	240167	9937494677	199-52-6299.00-999-499000	YEARLY MDT WIRELESS CARDS	38.13	N
002881	07-13-2023	YELLOW FOLDER, LLC	240021	20213507	199-41-6299.00-750-499041	ANNUAL ONLINE SERVICES	2,198.76	N
002882	07-27-2023	ALL SONS ASPHALT AN	240262	2400	168-51-6249.00-999-499000	SKATING RINK-DRIVEWAY REPAI	5,000.00	N
002883	07-27-2023	ALLDATA LLC	240064	INVC03136843	199-34-6397.00-999-499000	Vehicle Maintenance Software	1,500.00	N
002884	07-27-2023	AMAZON CAPITAL	240095	07/06-12	199-00-1312.00-000-400000	DISTRICT STOCK 2023-2024	9,312.05	N
002885	07-27-2023	ARC MECHANICAL LLC	004419	i13131	240-35-6249.00-104-499000	HOT WELL	295.00	N
002886	07-27-2023	ASHLEY PRINCE	004437	07/11-13	169-36-6411.00-001-491000	COACHING SCHOOL TRAVEL	112.00	N
002887	07-27-2023	ASTRO FENCE COMPA	240151	26550	199-81-6629.00-999-499000	TLE PORTABLES-FENCING	3,980.00	N
			240152	26551	199-81-6629.00-999-499000	PWE PORTABLES-FENCING	3,980.00	N
			240255	26577	199-81-6629.00-999-499000	FENCE REPAIR-TLE PORTABLES	2,985.00	N
Totals for Check 002887							10,945.00	
002888	07-27-2023	AT&T	240104	28168993920142	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	163.20	N
			240104	28168959656359	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	144.56	N
Totals for Check 002888							307.76	

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002889	07-27-2023	AT&T	240111	0592900751001	199-51-6259.71-999-499000	DISTRICT PHONE SERVICE	109.76	N
002890	07-27-2023	BRANDI PERKINS	004434	07/09-12	199-21-6411.00-999-423023	TCASE TRAVEL	344.25	N
002891	07-27-2023	BRANDON CAMPBELL	004441	07/19-21	199-41-6411.00-750-499041	TASPA CONF TRAVEL	348.60	N
002892	07-27-2023	BRIAN KROEGER	004442	07/18-21	199-41-6411.00-750-499041	TASPA CONF TRAVEL	396.60	N
002893	07-27-2023	BRIGHTVIEW	240006	8473364	199-51-6299.79-999-499000	DISTRICT LANDSCAPING	12,039.81	N
002894	07-27-2023	BULLDOG UNDERBRUS	240139	072323	199-51-6299.79-999-499000	RETENTION POND SERVICE	3,500.00	N
002895	07-27-2023	CDW GOVERNMENT	240160	KQ31113	169-36-6399.00-001-491000	TWO MONITORS FOR ATHLETICS	247.04	N
			240094	KP26218	199-00-1312.00-000-400000	TRANSPORTATION WRISTBANDS	3,024.30	N
			240188	KR77694	199-11-6398.00-001-430000	PROJECTORS FOR CLASSROOM	3,875.15	N
			240274	KT13896	199-11-6398.00-101-430000	THREE MONITORS FOR PCE	370.56	N
			240253	KS81827	199-11-6398.00-999-425000	DOCKING STATIONS	911.52	N
			240295	KT63642	199-23-6399.00-105-499000	DESKTOP MONITORS TLE	247.04	N
						Totals for Check 002895	8,675.61	
002896	07-27-2023	CINTAS CORPORATION	240042	4161213447	199-34-6299.00-999-499000	Dry Cleaning	115.32	N
			240042	4161846197	199-34-6299.00-999-499000	Dry Cleaning	115.32	N
			240066	5166686207	199-34-6319.00-999-499000	First Aid Kit Supplies	103.63	N
			240313	4160508680	199-51-6299.00-999-499000	UNIFORM SERVICE	71.26	N
			240313	4161213390	199-51-6299.00-999-499000	UNIFORM SERVICE	80.55	N
			240313	4161846236	199-51-6299.00-999-499000	UNIFORM SERVICE	80.55	N
			240314	5166686232	199-51-6299.00-999-499000	FIRST AID KIT SERVICE	30.63	N
						Totals for Check 002896	597.26	
002897	07-27-2023	CITIBANK	004421	3651729142	168-00-2210.00-000-400000	KL POS SKATING RINK	199.65	N
			004421	3651729142	169-00-2210.00-000-400000	DE HOTEL AND CHEER MEALS	681.22	N
			004421	3651729142	199-00-2210.00-000-400000	KL HOTEL	338.35	N
			004421	3651729142	199-00-2210.00-000-400000	SJH HOTEL	1,639.26	N
			004421	3651729142	199-00-2210.00-000-400000	AL TEA CERTS	229.00	N
			004421	3651729142	199-00-2210.00-000-400000	CN SUBWAY	335.52	N
			004421	3651729142	199-00-2210.00-000-400000	CURR HOTEL	196.24	N
			004421	3651729142	199-00-2210.00-000-400000	ECHS UIL CONF	659.14	N
			004421	3651729142	199-00-2210.00-000-400000	ATH CHEER CAMP	8,700.00	N
			004421	3651729142	199-00-2210.00-000-400000	PUR HOTEL	1,549.54	N
			004421	3651729142	199-00-2210.00-000-400000	SC HOTEL	313.01	N
			004421	3651729142	199-00-2210.00-000-400000	HIGH SCHOOL TASSP CONF	1,768.05	N
			004421	3651729142	199-00-2210.00-000-400000	GLE ITALIANOS	320.38	N
			004421	3651729142	199-00-2210.00-000-400000	STE PSI EXAMS	76.00	N
			004421	3651729142	199-00-2210.00-000-400000	AG HOTELS	408.72	N
			004421	3651729142	199-00-2210.00-000-400000	PWE HOTEL AND RETREAT	2,160.62	N
			004421	3651729142	199-00-2210.00-000-400000	JB ZOOM, MEETING FOOD AND M	916.48	N
			004421	3651729142	199-00-2210.00-000-400000	SHS HOTELS	1,071.29	N
			004421	3651729142	199-00-2210.00-000-400000	TLE RETREAT	911.05	N
			004421	3651729142	199-00-2210.00-000-400000	GB MEETING FOOD FLOWERS H	1,684.75	N
			004421	3651729142	199-00-2210.00-000-400000	GT CAMPS AND TCASE	1,195.00	N
			004421	3651729142	199-00-2210.00-000-400000	BUSINESS HOTEL	214.73	N

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			004421	3651729142	199-00-2210.00-000-400000	SS HOTEL	1,702.48	N
			240263	3651729142	199-13-6411.00-101-499000	LEADERSHIP RETREAT	1,661.47	N
			004444	3651729142	199-13-6411.00-101-499000	CAMT CONF HOTEL	786.04	N
			240001	3651729142	199-23-6411.00-041-499000	JH ADMIN RETREAT	520.00	N
			240020	3651729142	199-41-6411.00-750-499041	HOTEL DEPOSIT TASPACONFER	259.00	N
			004421	3651729142	282-00-2210.00-000-400000	SS HOTEL	3,445.75	N
						Totals for Check 002897	33,942.74	
002898	07-27-2023	CITY GLASS & HOME CE	004422	75630	199-51-6249.00-999-499000	HS WINDOW REPAIR	394.11	N
002899	07-27-2023	CLASSIC PROTECTION	004420		199-51-6249.77-999-499000	ALARM REPAIR @ PURCH WH	515.00	N
002900	07-27-2023	CONROE WELDING SUP	240233	PS512024	168-61-6399.00-999-499000	HELIUM FOR PARTIES	361.89	N
002901	07-27-2023	COOLVU OF COLLEGE S	240004	51403104	429-51-6299.00-999-499052	SAFETY FILM	46,505.90	N
002902	07-27-2023	CRAWFORD ELECTRIC	240142	S011993248.001	199-81-6629.00-999-499000	PORTABLES-ELEC SUPPLIES	4,884.70	N
002903	07-27-2023	CRISTINA CABRERA	004424	07/16-18	263-00-2210.00-000-400000	STATE TITLE III SYMPOSIUM	76.00	N
002904	07-27-2023	CYBERSOFT TECHNOLO	240182	96767	240-35-6397.00-999-499000	SOFTWARE	8,955.00	N
002905	07-27-2023	DEPT. OF INFORMATION	240345	LH00000623	199-53-6299.58-999-499000	SECURITY MONITORING -PHEON	1,602.54	N
002906	07-27-2023	DJ NEW ILLUSION	240353	DJ SERVICES	199-11-6299.00-102-411000	STU/COMMUNITY EVENT BACK T	300.00	N
002907	07-27-2023	DUSTY HART	004439	07/17-20	199-11-6411.61-001-422000	BUS DRIVER CERT MILEAGE REI	348.52	N
			004439	07/13 TIRE REIM	199-34-6249.00-999-499000	BUS DRIVER CERT MILEAGE REI	121.24	N
						Totals for Check 002907	469.76	
002908	07-27-2023	EC GRAPHICS ,LLC	240382	000258	199-41-6399.00-750-499042	Convocation Supplies	70.00	N
002909	07-27-2023	EDUCATIONAL ENTERP	240272	ATTACHED	199-36-6399.22-001-499000	C. REYNA - CHOIR SSC ST RECO	105.00	N
002910	07-27-2023	ENTERGY	240103	175007109740	168-51-6259.72-999-499000	ELECTRICITY	1,478.59	N
			240101	135007219055	199-51-6259.72-999-499000	DISTRICT ELECTRICITY	200.32	N
			240101	95007413747	199-51-6259.72-999-499000	DISTRICT ELECTRICITY	388.75	N
			240101	115007308405	199-51-6259.72-999-499000	DISTRICT ELECTRICITY	47.88	N
			240101	115007308404	199-51-6259.72-999-499000	DISTRICT ELECTRICITY	623.24	N
			240101	225006669338	199-51-6259.72-999-499000	DISTRICT ELECTRICITY	10,831.81	N
			240101	225006669337	199-51-6259.72-999-499000	DISTRICT ELECTRICITY	8,858.78	N
			240101	70007763718	199-51-6259.72-999-499000	DISTRICT ELECTRICITY	829.57	N
			240101	290005711084	199-51-6259.72-999-499000	DISTRICT ELECTRICITY	2,542.72	N
			240101	315005421768	199-51-6259.72-999-499000	DISTRICT ELECTRICITY	1,270.51	N
			240101	475004224207	199-51-6259.72-999-499000	DISTRICT ELECTRICITY	9,064.11	N
						Totals for Check 002910	36,136.28	
002911	07-27-2023	FACILITIES MANAGEME	240241	29336	199-51-6299.00-999-499000	FACILITY REQUEST SW SUBSCR	4,961.25	N
002912	07-27-2023	FISH WINDOW CLEANIN	240037	144364	199-51-6299.00-999-499078	CONTRACTED SERVICES	1,999.00	N
			240037	144364	199-51-6299.00-999-499078	CONTRACTED SERVICES	399.00	N
			240037	144364	199-51-6299.00-999-499078	CONTRACTED SERVICES	1,599.00	N
			240037	144364	199-51-6299.00-999-499078	CONTRACTED SERVICES	399.00	N
						Totals for Check 002912	4,396.00	

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002913	07-27-2023	LOS CAPORALES LLC	240275	17	199-13-6497.00-999-423023	WELCOME BACK MEETING	110.00	N
002914	07-27-2023	GOOD PROMOTIONS	240259	27211	199-81-6629.00-999-499000	DOOR NUMBERS FOR PORTABLE	84.00	N
002915	07-27-2023	GRAINGER	240049	9752188814	199-51-6248.77-999-499000	HVAC SUPPLIES @ CTE	168.69	N
			240030	9745547159	199-51-6319.00-999-499000	ELECTRICAL SUPPLIES	53.34	N
Totals for Check 002915							222.03	
002916	07-27-2023	GRINGO'S MEXICAN KIT	240340	ACCT# 1405	169-36-6411.00-001-491000	COACHES MEETING	259.95	N
002917	07-27-2023	HERR'S LANDSCAPE SE	240331	0055	199-51-6629.00-999-499000	LANDSCAPING IMPROVEMENTS	7,670.00	N
002918	07-27-2023	HIGH POINT	240034		199-51-6399.02-999-499078	DEPARTMENT SUPPLIES	1,052.33	N
			240034		199-51-6399.02-999-499078	DEPARTMENT SUPPLIES	646.45	N
Totals for Check 002918							1,698.78	
002919	07-27-2023	HILDA RAMOS	004431	07/16-18	263-00-2210.00-000-400000	STATE TITLE III SYMPOSIUM	76.00	N
002920	07-27-2023	HILLTOP SECURITIES IN	240134	R19972	199-41-6299.00-750-499000	ARBITRAGE CALCULATION SVCS	1,940.00	N
002921	07-27-2023	INDUSTRIAL FIRE EQUIP	240051	PS-INV119882	199-34-6299.00-999-499000	Fire Extinguisher Inspections	1,721.31	N
002922	07-27-2023	JASON'S DELI	240173	23071806902002	199-21-6497.00-999-499044	AP ACADEMY	161.85	N
002923	07-27-2023	JEFFREY BURKE	004435	07/09-11	199-41-6411.00-701-499000	ATPE SUMMIT TRAVEL	96.00	N
			004435	07/19-21	199-41-6411.00-701-499000	JOHN OHORN SUMMIT TRAVEL	112.00	N
Totals for Check 002923							208.00	
002924	07-27-2023	JENNIFER HAMPTON	004433	CPR 07/23	169-36-6299.00-001-491000	CPR TRAINING COACHES	1,320.00	N
002925	07-27-2023	JILL GRIFFIN	004436	07/11-13	169-36-6411.00-001-491000	COACHING SCHOOL TRAVEL	112.00	N
002926	07-27-2023	JULIANA IBANEZ	004423	07/16-18	263-00-2210.00-000-400000	STATE TITLE III SYMPOSIUM	76.00	N
002927	07-27-2023	KELLY GALLO	004429	07/16-18	263-00-2210.00-000-400000	STATE TITLE III SYMPOSIUM	76.00	N
002928	07-27-2023	KENTECH INC.	240031	32052	282-51-6629.01-999-499001	ADMIN GENERATOR ADDITION	42,555.00	N
002929	07-27-2023	LAW ENFORCEMENT SY	240297	219924	199-52-6399.00-999-499000	CASE MANAGEMENT FILE ENVEL	78.00	N
002930	07-27-2023	LOCKWOOD ANDREWS	240136	171100330014	699-81-6629.00-999-499000	BOND PROGRAM MANAGEMENT	62,343.75	N
002931	07-27-2023	LONE STAR A/C	004418	JLA2155	240-35-6249.00-001-499000	DIAGNOSTIC	100.00	N
002932	07-27-2023	MARCOS MILANO	004428	07/16-18	263-00-2210.00-000-400000	STATE TITLE III SYMPOSIUM	76.00	N
002933	07-27-2023	MARIA AVELLANEDA	004430	07/16-18	263-00-2210.00-000-400000	STATE TITLE III SYMPOSIUM	76.00	N
002934	07-27-2023	MARTIN CHRYSER LLC	240342		199-51-6631.00-999-499000	MAINTENANCE VEHICLE	34,886.78	N
002935	07-27-2023	MICRO INTEGRATION IN	240187	230347	199-11-6398.00-001-430000	OFFICE/CLASSROOM PHONES	840.15	N
			240068	230346	199-21-6399.00-999-499043	PHONES FOR OUR NEW T&L PER	560.10	N
Totals for Check 002935							1,400.25	
002936	07-27-2023	PINNACLE MEDICAL MA	240054	102447	199-34-6218.00-999-499000	Physicals & Drug Testing	70.00	N
			240054	102508	199-34-6218.00-999-499000	Physicals & Drug Testing	240.00	N
			240054	102560	199-34-6218.00-999-499000	Physicals & Drug Testing	4,760.00	N
Totals for Check 002936							5,070.00	
002937	07-27-2023	FOUR PZ PIZZA, INC.	240232	7/07 00002	168-61-6399.00-999-499000	PIZZAS FOR CONC/PARTIES	35.00	N
			240232	7/07 00003	168-61-6399.00-999-499000	PIZZAS FOR CONC/PARTIES	35.00	N
			240289	7/17 00022	199-41-6497.00-702-499000	BOARD MEETING FOOD	78.00	N
Totals for Check 002937							148.00	

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002938	07-27-2023	PITNEY BOWES BANK IN	004432	80090001141102	199-00-1311.00-000-400000	POSTAGE METER REFILL	2,000.00	N
002939	07-27-2023	RAPTOR TECHNOLOGIE	240354	INV82806	199-61-6299.00-999-499000	Criminal History for Volunteer	800.00	N
002940	07-27-2023	RUAIDA ACHJI	004427	07/16-18	263-00-2210.00-000-400000	STATE TITLE III SYMPOSIUM	76.00	N
002941	07-27-2023	SHANE CONKLIN	004443	07/18-21	199-41-6411.00-750-499041	TASPA CONF TRAVEL	396.60	N
002942	07-27-2023	SIRCHIE ACQUISITION C	240154	0600292-IN	199-52-6399.00-999-499000	TEST KITS/EVDENCE BAGS	60.28	N
002943	07-27-2023	SUNSET FIRE & SECURI	240251	020286	199-51-6249.77-999-499000	SECURITY MONITORING FEE	1,190.70	N
			240140	020265	199-51-6249.77-999-499000	ALARM REPAIR @ TLE	560.50	N
						Totals for Check 002943	1,751.20	
002944	07-27-2023	SYMMETRY ENERGY SO	240100	16801704	199-51-6259.73-999-499000	DISTRICT GAS	3,127.20	N
002945	07-27-2023	SYN-TECH SYSTEMS, IN	240174	268429	199-34-6397.00-999-499000	Fuel Dispensary Software	550.00	N
002946	07-27-2023	TASBT	240323	F27E121T1	199-34-6411.00-999-499000	TASBT classes	195.00	N
			240323	F27E180T1	199-34-6411.00-999-499000	TASBT classes	195.00	N
			240323	F25E11T1	199-34-6411.00-999-499000	TASBT classes	35.00	N
						Totals for Check 002946	425.00	
002947	07-27-2023	TEPSA	240301	300067189	199-23-6495.00-102-499000	23-24 MEMBERSHIP PARKER	368.00	N
			240302	300067190	199-23-6495.00-102-499000	23-24 MEMBERSHIP SIMPSON	368.00	N
						Totals for Check 002947	736.00	
002948	07-27-2023	TERRACON CONSULTA	240012	97235066	699-81-6629.00-999-499073	GEOTECHNICAL SVCS/NEW JH SI	20,150.00	N
002949	07-27-2023	TEXAS ASCD	240199	SHANE	199-41-6411.00-750-499045	2023 ANNUAL CONFERENCE	499.00	N
002950	07-27-2023	TEXAS ASSOCIATION MI	240155	JEFF BURKE	199-41-6495.00-701-499000	MEMBERSHIP DUES 2023-2024	500.00	N
002951	07-27-2023	TEXAS DEPT OF PUBLIC	240023	CR-264530	199-41-6499.00-750-499041	CRIMINAL HISTORIES	62.00	N
002952	07-27-2023	THE WOODLANDS HIGH	240172	44574	199-36-6499.29-001-499000	R. MEADOWS - BAND	600.00	N
002953	07-27-2023	THOMAS BUS GULF	240057	SIP-02573431	199-34-6319.00-999-499000	PO Created by Req: 010131	64.04	N
			240057	SIP-02573480	199-34-6319.00-999-499000	PO Created by Req: 010131	331.18	N
			240057	SIP-02573546	199-34-6319.00-999-499000	PO Created by Req: 010131	963.64	N
						Totals for Check 002953	1,358.86	
002954	07-27-2023	THORNTON PRINTERS	240218	1642	199-00-1312.00-000-400000	DISTRICT ENVELOPES	474.00	N
002955	07-27-2023	TIFFANY BUNTION	004438	07/11-13	169-36-6411.00-001-491000	COACHING SCHOOL TRAVEL	112.00	N
002956	07-27-2023	TIVA	240083	ELTON BLAKE	199-11-6411.00-001-422000	TIVA CONFERENCE REGISTRATI	625.00	N
002957	07-27-2023	TOP HAT CATERING	240293	2023-48	199-41-6399.00-750-499042	Breakfast - New Teachers	562.50	N
002958	07-27-2023	TSNAP	240193	300008986	199-21-6495.00-999-499043	YEARLY MEMBERSHIP FEE	40.00	N
002959	07-27-2023	UNIVERSAL NATURAL G	240092	400650	199-51-6259.73-999-499000	DISTRICT GAS	822.29	N
002960	07-27-2023	UNIVERSITY INTERSCH	004440	23-24 FEES	199-36-6495.00-999-499000	DISTRICT UIL MEMBERSHIP FEES	2,950.00	N
002961	07-27-2023	VANESSA CALDERA	004426	07/16-18	263-00-2210.00-000-400000	STATE TITLE III SYMPOSIUM	76.00	N
002962	07-27-2023	WENDY TABOADA	004425	07/16-18	263-00-2210.00-000-400000	STATE TITLE III SYMPOSIUM	76.00	N
002963	07-27-2023	WORTH HYDROCHEM O	240141	125048	199-51-6248.77-999-499000	HVAC WATER TREATMENT SERVI	795.00	N

Cnty Dist: 170-907

From To

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
002964	07-27-2023	YU SOUTH & ASSOCIAT	240024	7884	199-41-6211.00-750-425041	LEGAL SERVICES	825.00	N
136013	07-26-2023	ATPE	DEDCH		863-00-2159.00-800-400000	JUL DED MISCELLANEOUS DEDU	44.00	N
136014	07-26-2023	TEXAS CLASSROOM TE	DEDCH		863-00-2159.00-802-400000	JUL DED MISCELLANEOUS DEDU	174.22	N
136015	07-26-2023	TIVA	DEDCH		863-00-2159.00-709-400000	JUL DED MISCELLANEOUS DEDU	29.16	N
136016	07-26-2023	TEXAS AFT/PROF EDUC	DEDCH		863-00-2159.00-804-400000	JUL DED MISCELLANEOUS DEDU	175.00	N
136017	07-26-2023	WILLIAM E. HEITKAMP, T	DEDCH		863-00-2159.00-108-400000	JUL DED MISCELLANEOUS DEDU	1,460.00	N
136018	07-26-2023	TCG ADMINISTRATORS	DEDCH		863-00-2159.00-100-400000	JUL DED 457 DEFERRED COMP.	912.94	N
			DEDCH		863-00-2159.00-415-400000	JUL DED TAX SHEL. ANNUITY	11,452.66	N
			DEDCH		863-00-2159.00-416-400000	JUL DED ROTH ANNUITY	2,712.00	N
			DEDCH		863-00-2159.00-418-400000	JUL DED PAYROLL DEDUCTION	5,400.00	N
			DEDCH		863-00-2159.00-419-400000	JUL DED 457 DEFERRED COMP.	6,780.00	N
Totals for Check 136018							27,257.60	
136019	07-26-2023	FINANCIAL BENEFIT SE	DEDCH		863-00-2153.00-310-400000	JUL DED LIFE INSURANCE	583.20	N
			DEDCH		863-00-2153.00-311-400000	JUL DED LIFE INSURANCE	9,340.50	N
			DEDCH		863-00-2159.00-312-400000	JUL DED MISCELLANEOUS DEDU	2,257.82	N
			DEDCH		863-00-2159.00-313-400000	JUL DED MISCELLANEOUS DEDU	188.00	N
			DEDCH		863-00-2159.00-504-400000	JUL DED MISCELLANEOUS DEDU	13,915.78	N
			DEDCH		863-00-2159.00-508-400000	JUL DED MISCELLANEOUS DEDU	5,874.12	N
			DEDCH		863-00-2159.00-512-400000	JUL DED MISCELLANEOUS DEDU	5,747.44	N
			DEDCH		863-00-2159.00-514-400000	JUL DED MISCELLANEOUS DEDU	755.30	N
			DEDCH		863-00-2159.00-520-400000	JUL DED MISCELLANEOUS DEDU	2,198.00	N
			DEDCH		863-00-2159.00-521-400000	JUL DED MISCELLANEOUS DEDU	5,223.24	N
			DEDCH		863-00-2159.00-522-400000	JUL DED MISCELLANEOUS DEDU	4,590.64	N
			DEDCH		863-00-2159.00-523-400000	JUL DED MISCELLANEOUS DEDU	850.80	N
			DEDCH		863-00-2159.00-600-400000	JUL DED MISCELLANEOUS DEDU	461.10	N
			DEDCH		863-00-2159.00-601-400000	JUL DED MISCELLANEOUS DEDU	1,750.30	N
			DEDCH		863-00-2159.00-607-400000	JUL DED MISCELLANEOUS DEDU	3,565.20	N
			DEDCH		863-00-2159.00-613-400000	JUL DED MISCELLANEOUS DEDU	3,199.04	N
			DEDCH		863-00-2159.00-614-400000	JUL DED MISCELLANEOUS DEDU	13,086.02	N
			DEDCH		863-00-2159.00-619-400000	JUL DED MISCELLANEOUS DEDU	3,505.00	N
			DEDCH		863-00-2159.00-620-400000	JUL DED MISCELLANEOUS DEDU	4,765.46	N
Totals for Check 136019							81,856.96	
136020	07-26-2023	EECU	DEDCH		863-00-2159.00-616-400000	JUL DED HSA	3,334.16	N
136021	07-26-2023	HIGGINBOTHAM	DEDCH		863-00-2159.00-611-400000	JUL DED DEPENDENT CHILD CAR	1,266.66	N
			DEDCH		863-00-2159.00-612-400000	JUL DED MISCELLANEOUS DEDU	10,245.70	N
Totals for Check 136021							11,512.36	
Total Checks							1,994,526.05	

End of Report

BOARD CHECK PAYMENT RECAP
For the month ending Jul 31, 2023

ACCOUNTS PAYABLE

Skating Rink	8,172.08
Athletics	7,270.45
General Fund	1,155,480.34
Food Service	9,462.49
Bond Fund	688,297.23
Payroll Clearing	125,843.46
TOTAL ACCOUNTS PAYABLE*	\$ 1,994,526.05

PAYROLL

Skating Rink	10,819.30
General Fund	3,236,931.91
Food Service	76,231.13
Grants	321,182.84
TOTAL PAYROLL	\$ 3,645,165.18

WIRE TRANSFERS

Bond Payments to Computershare	-
Bond Payments to Bank of NY Mellon	-
Other Wires	-
TOTAL OUTGOING WIRES	\$ -

TOTAL DISBURSEMENTS	\$ 5,639,691.23
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*See attached Check Register

Signed:



Stacey Swanson, Accountant



Kevin Lynch, CFO

For the Month of July

Check Nbr	Check Date	Payee	Organization	Fnd-Fnc-Obj.S0-0rg-Pr0g	Reason	Amount
					Totals for Fund 168 / 4	8,172.08
					Totals for Fund 169 / 4	7,270.45
					Totals for Fund 199 / 4	1,057,529.04
					Totals for Fund 240 / 4	9,462.49
					Totals for Fund 263 / 4	684.00
					Totals for Fund 279 / 4	4,760.65
					Totals for Fund 282 / 4	46,000.75
					Totals for Fund 429 / 4	46,505.90
					Totals for Fund 699 / 4	688,297.23
					Totals for Fund 863 / 4	125,843.46
					Totals For Checks	1,994,526.05

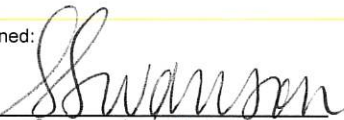
Estimated Number Of Unpaid Checks To Print:

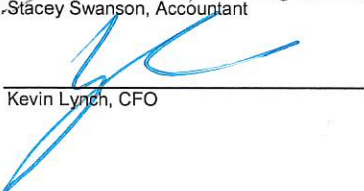
End of Report

**Splendora ISD Investment Report
July-23**

FUND ACCOUNT	INTEREST RATE	INVESTMENT LOCATION	BEGINNING BALANCE	DEPOSITS / (WITHDRWS)	INTEREST EARNED	FISCAL YTD INTEREST	ENDING BALANCE	TOTAL BY FUND
199 GENERAL OPERATING								
Checking Account	0.70%	Southside Bank	3,031,774.38	398,896.57	1,556.15	1,556.15	3,432,227.10	
TexPool	5.12%	TexPool	8,325,635.83	(2,500,000.00)	31,622.76	31,622.76	5,857,258.59	
Government Overnight Fund	5.12%	LoneStar Inv Pool	1,762,041.43	(0.00)	7,659.23	7,659.23	1,769,700.66	
Texas CLASS Government	5.00%	Texas CLASS Pool	1,059,658.72	0.00	4,509.28	4,509.28	1,064,168.00	
								12,123,354.35
599 DEBT SERVICE								
Money Market Account	1.41%	Southside Bank	4,326,137.88	67,349.51	5,192.11	5,192.11	4,398,679.50	
								4,398,679.50
699 CAPITAL PROJECTS								
Checking Account	0.70%	Southside Bank	789,603.33	416,674.33	495.08	495.08	1,206,772.74	
TexPool	5.12%	TexPool	1,103,641.20	(0.00)	4,802.71	4,802.71	1,108,443.91	
Bond Trust Account	5.34%	Southside Trust	101,070,225.66	(6,000,000.00)	499,119.38	499,119.38	95,569,345.04	
								97,884,561.69
240 FOOD SERVICES								
Checking Account	0.70%	Southside Bank	1,558,445.01	(85,581.13)	903.78	903.78	1,473,767.66	
TexPool	5.12%	TexPool	535,633.90	(0.00)	2,330.93	2,330.93	537,964.83	
								2,011,732.49
		TOTALS	123,562,797.34	(7,702,660.72)	558,191.41	558,191.41	116,418,328.03	116,418,328.03

Signed:


Stacey Swanson, Accountant


Kevin Lynch, CFO

SPLENDORA ISD MC TAX COLLECTION
June-23

YEAR	M&O AMOUNT	I&S AMOUNT	LEVY PAID	P&I AMOUNT	ATTORNEY	TOTAL
2022	138,440.40	65,366.09	203,806.49	26,182.44	4,176.09	234,165.02
2021	18,177.84	8,427.38	26,605.22	6,878.86	5,027.59	38,511.67
2020	4,846.00	2,136.98	6,982.98	2,763.60	731.82	10,478.40
2019	322.89	129.96	452.85	75.86	27.59	556.30
2018	259.39	95.33	354.72	1,391.06	0.00	1,745.78
2017	49.61	18.22	67.83	52.12	24.00	143.95
2016	0.00	0.00	0.00	0.00	0.00	0.00
2015	0.00	0.00	0.00	0.00	0.00	0.00
2014	0.00	0.00	0.00	0.00	0.00	0.00
2013	275.34	72.93	348.27	418.36	145.17	911.80
2012	416.14	110.23	526.37	709.38	241.55	1,477.30
PRIOR	2,427.88	692.31	3,120.19	5,660.87	1,756.21	10,537.27
TOTAL	\$165,215.49	\$77,049.43	\$242,264.92	\$44,132.55	\$12,130.02	\$298,527.49

Board Report
 Recap Comparison of Revenue to Budget
 SPLENDORA ISD
 As of July

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
168 / 4 SKATING RINK	250,000.00	-22,265.92	-22,265.92	227,734.08	8.91%
169 / 4 ATHLETICS	80,000.00	.00	.00	80,000.00	.00%
199 / 4 GENERAL FUND	55,370,000.00	-91,872.70	-91,872.70	55,278,127.30	.17%
240 / 4 NATL SCHOOL LUNCH	3,600,000.00	-4,389.21	-4,389.21	3,595,610.79	.12%
599 / 4 DEBT SERVICE	8,255,000.00	-5,192.11	-5,192.11	8,249,807.89	.06%
699 / 4 CAPITAL PROJECTS	.00	-517,050.90	-517,050.90	-517,050.90	.00%
Total 5000 Revenues	67,555,000.00	-640,770.84	-640,770.84	66,914,229.16	.95%
Total 7000 Revenues	.00	.00	.00	.00	.00%
Total Revenues	67,555,000.00	-640,770.84	-640,770.84	66,914,229.16	.95%

Board Report
Recap Comparison of Expenditures and Encumbrances to Budget
SPLENDORA ISD
As of July

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
168 / 4 SKATING RINK	-243,000.00	24,728.37	22,270.96	22,270.96	-196,000.67	9.17%
169 / 4 ATHLETICS	-315,000.00	31,342.79	6,324.23	6,324.23	-277,332.98	2.01%
199 / 4 GENERAL FUND	-57,623,000.00	3,203,415.60	4,258,836.66	4,258,836.66	-50,160,747.74	7.39%
240 / 4 NATL SCHOOL LUNCH	-4,350,000.00	20,755.00	80,731.21	80,731.21	-4,248,513.79	1.86%
599 / 4 DEBT SERVICE	-8,456,000.00	.00	.00	.00	-8,456,000.00	-.00%
699 / 4 CAPITAL PROJECTS	-103,237,076.88	9,084,184.97	95,127.48	95,127.48	-94,057,764.43	.09%
Total 6000 Expenditures	-174,224,076.88	12,364,426.73	4,463,290.54	4,463,290.54	-157,396,359.61	2.56%
Total 8000 Expenditures	.00	.00	.00	.00	.00	.00%
Total Expenditures	-174,224,076.88	12,364,426.73	4,463,290.54	4,463,290.54	-157,396,359.61	2.56%

End of Report



Monthly Newsletter: August 2023

ANNOUNCEMENTS

We welcome the following entities who joined TexPool in July 2023:

TexPool

- City of West Orange
- Town of Holiday Lakes
- Atascosa MUD 1
- Upper Sabine Valley SWMD
- Housing Opportunity and Management Enterprises

TexPool Prime

- City of West Orange
- Town of Holiday Lakes
- Atascosa MUD 1
- Tarkington ISD
- Housing Opportunity and Management Enterprises

Upcoming Events

August 30, 2023 - September 1, 2023
Texas Association of Counties (TAC) Legislative Conference
 Austin, TX

September 18, 2023 - September 21, 2023
75th Annual County Treasurers' Association of Texas Conference
 McAllen, TX

September 29, 2023 - October 1, 2023
Texas Association of School Administrators/Texas Association of School Boards Annual Conference 2023
 Dallas, TX

TexPool Advisory Board Members

- | | |
|--------------------|-----------------|
| Patrick Krishock | David Landeros |
| Belinda Weaver | Sharon Matthews |
| Deborah Laudermilk | David Garcia |
| Valarie Van Vlack | Dina Edgar |

Overseen by the State of Texas Comptroller of Public Accounts Glenn Hegar

Operated under the supervision of the Texas Treasury Safekeeping Trust Company

Economic and Market Commentary: The middle ground

August 1, 2023

A compromise pleases no one completely, but the Federal Reserve had to take the middle ground at its policy-setting meeting in the last full week of July. Despite reports of a growing divide among Federal Open Market Committee (FOMC) participants as to the proper course of monetary policy, there was no evidence of dissension in the post-meeting statement. Far from it. Their hike of the fed funds target range by 25 basis points to a 22-year high of 5.25-5.0% was unanimous. It's that they simply don't know where the economy is situated and are wisely being cautious.

The issue is that economic growth is more robust than expected and inflation is declining at an uncertain pace—factors arguing for continued tightening. Yes, June was a good month. The Consumer Price Index (CPI) rose at a slower pace, with an annualized increase of 3% for the headline and 4.8% for core (which strips out volatile food and energy prices). The Personal Consumption Expenditures index followed suit, with an increase of 3%, the lowest level since March of 2021, 4.2% for core, the lowest since September 2021.

But all of these numbers are appreciatively higher than the 2% level that the Fed targets. And in any case, we can't expect inflation to stick a landing because of the uncertain timing of the

(continued page 6)

Performance as of July 31, 2023

	TexPool	TexPool Prime
Current Invested Balance	\$28,912,616,411	\$11,636,903,930
Weighted Average Maturity**	25 Days	31 Days
Weighted Average Life**	91 Days	70 Days
Net Asset Value	0.99974	0.99993
Total Number of Participants	2,794	502
Management Fee on Invested Balance	0.0450%	0.0550%
Interest Distributed	\$129,035,557.28	\$53,739,368.02
Management Fee Collected	\$1,003,894.93	\$483,129.78
Standard & Poor's Current Rating	AAAm	AAAm

Month Averages

Average Invested Balance	\$29,655,538,628	\$11,802,792,233
Average Monthly Rate*	5.12%	5.36%
Average Weighted Average Maturity**	26	34
Average Weighted Average Life**	90	77

*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.

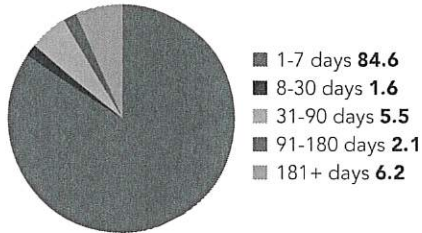
**See page 2 for definitions.

Past performance is no guarantee of future results.



Portfolio by Maturity (%)

As of July 31, 2023



Portfolio by Type of Investment (%)

As of July 31, 2023



Portfolio Asset Summary as of July 31, 2023

	Book Value	Market Value
Uninvested Balance	\$431.12	\$431.12
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	120,432,598.26	120,432,598.26
Interest and Management Fees Payable	-129,036,097.50	-129,036,097.50
Payable for Investments Purchased	-25,000,000.00	-25,000,000.00
Accrued Expenses & Taxes	-31,797.54	-31,797.54
Repurchase Agreements	12,053,794,000.00	12,053,794,000.00
Mutual Fund Investments	2,025,074,000.00	2,025,085,200.00
Government Securities	11,799,492,441.67	11,790,947,648.67
US Treasury Bills	1,767,849,957.87	1,767,691,931.41
US Treasury Notes	1,300,040,877.38	1,301,466,224.10
Total	\$28,912,616,411.26	\$28,905,350,138.52

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	615	\$8,447,811,468.83
Higher Education	60	\$1,275,579,257.67
County	197	\$3,666,705,621.56
Healthcare	92	\$1,595,631,101.09
Utility District	915	\$4,832,139,429.20
City	495	\$7,424,750,543.01
Emergency Districts	102	\$404,332,807.67
Economic Development Districts	89	\$186,610,997.57
Other	229	\$1,079,113,968.05

**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

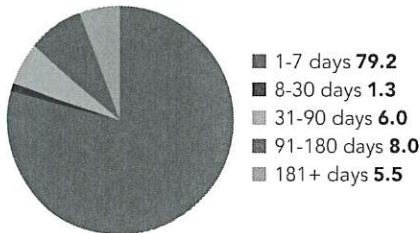
Date	Money Mkt. Fund Equiv. (SEC Std.)	Dividend Factor	TexPool Invested Balance	NAV	WAM Days	WAL Days
7/1	5.0909%	0.000139478	\$29,764,881,249.55	0.99982	26	93
7/2	5.0909%	0.000139478	\$29,764,881,249.55	0.99982	26	93
7/3	5.0681%	0.000138851	\$29,991,026,338.69	0.99993	24	89
7/4	5.0681%	0.000138851	\$29,991,026,338.69	0.99993	24	89
7/5	5.0939%	0.000139559	\$30,016,076,766.05	0.99985	24	89
7/6	5.0802%	0.000139184	\$29,904,342,074.12	0.99979	25	89
7/7	5.0846%	0.000139305	\$29,855,117,886.74	0.99981	26	89
7/8	5.0846%	0.000139305	\$29,855,117,886.74	0.99981	26	89
7/9	5.0846%	0.000139305	\$29,855,117,886.74	0.99981	26	89
7/10	5.0851%	0.000139319	\$29,840,451,783.03	0.99981	24	87
7/11	5.0911%	0.000139482	\$29,801,884,208.56	0.99981	24	88
7/12	5.0914%	0.000139491	\$29,705,312,654.57	0.99983	24	88
7/13	5.0880%	0.000139396	\$29,656,488,639.20	0.99982	26	89
7/14	5.0917%	0.000139498	\$29,806,700,316.70	0.99982	28	89
7/15	5.0917%	0.000139498	\$29,806,700,316.70	0.99982	28	89
7/16	5.0917%	0.000139498	\$29,806,700,316.70	0.99982	28	89
7/17	5.0894%	0.000139435	\$29,825,557,569.85	0.99983	27	89
7/18	5.0967%	0.000139635	\$29,774,913,501.16	0.99981	27	90
7/19	5.0974%	0.000139656	\$29,711,359,954.18	0.99983	27	90
7/20	5.0953%	0.000139598	\$29,603,707,624.10	0.99980	27	90
7/21	5.0991%	0.000139701	\$29,536,253,192.51	0.99980	28	90
7/22	5.0991%	0.000139701	\$29,536,253,192.51	0.99980	28	90
7/23	5.0991%	0.000139701	\$29,536,253,192.51	0.99980	28	90
7/24	5.0966%	0.000139632	\$29,459,431,084.97	0.99981	25	87
7/25	5.0988%	0.000139693	\$29,808,320,249.89	0.99978	25	86
7/26	5.1032%	0.000139814	\$29,450,302,297.26	0.99978	25	89
7/27	5.2181%	0.000142962	\$29,264,482,802.99	0.99978	26	91
7/28	5.3156%	0.000145633	\$29,160,140,156.59	0.99980	27	92
7/29	5.3156%	0.000145633	\$29,160,140,156.59	0.99980	27	92
7/30	5.3156%	0.000145633	\$29,160,140,156.59	0.99980	27	92
7/31	5.3203%	0.000145762	\$28,912,616,411.26	0.99974	25	91
Average:	5.1238%	0.000140377	\$29,655,538,627.59	0.99981	26	90



TexPool Prime

Portfolio by Maturity (%)

As of July 31, 2023



Portfolio by Type of Investment (%)

As of July 31, 2023



Portfolio Asset Summary as of July 31, 2023

	Book Value	Market Value
Uninvested Balance	\$297.35	\$297.35
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	27,294,003.84	27,294,003.84
Interest and Management Fees Payable	-53,739,366.03	-53,739,366.03
Payable for Investments Purchased	0.00	0.00
Accrued Expenses & Taxes	-15,338.72	-15,338.72
Repurchase Agreements	1,036,598,000.00	1,036,598,000.00
Commercial Paper	6,846,612,850.22	6,844,937,919.89
Mutual Fund Investments	830,153,483.22	829,860,060.74
Government Securities	0.00	0.00
Variable Rate Notes	2,950,000,000.00	2,951,113,949.80
Total	\$11,636,903,929.88	\$11,636,049,526.87

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	144	\$3,934,304,083.47
Higher Education	19	\$495,989,835.16
County	50	\$1,025,814,112.61
Healthcare	20	\$456,213,290.67
Utility District	56	\$465,437,850.94
City	100	\$2,374,241,217.91
Emergency Districts	23	\$64,695,797.74
Economic Development Districts	19	\$29,863,009.17
Other	76	\$2,790,234,971.18



TEXPOOL *Prime*

Daily Summary

Date	Money Mkt. Fund Equiv. (SEC Std.)	Dividend Factor	TexPool Prime Invested Balance	NAV	WAM Days	WAL Days
7/1	5.3365%	0.000146205	\$11,830,355,028.13	0.99982	34	79
7/2	5.3365%	0.000146205	\$11,830,355,028.13	0.99982	34	79
7/3	5.3362%	0.000146196	\$11,828,093,950.54	0.99977	35	80
7/4	5.3362%	0.000146196	\$11,828,093,950.54	0.99977	35	80
7/5	5.3262%	0.000145922	\$11,900,385,716.67	0.99984	34	78
7/6	5.3262%	0.000145922	\$11,875,054,845.03	0.99983	34	78
7/7	5.3304%	0.000146037	\$11,804,324,885.36	0.99969	38	81
7/8	5.3304%	0.000146037	\$11,804,324,885.36	0.99969	38	81
7/9	5.3304%	0.000146037	\$11,804,324,885.36	0.99969	38	81
7/10	5.3295%	0.000146015	\$11,876,865,031.03	0.99986	35	78
7/11	5.3313%	0.000146062	\$11,894,676,494.24	0.99987	35	77
7/12	5.3279%	0.000145970	\$11,886,770,419.14	0.99989	35	78
7/13	5.3265%	0.000145932	\$11,879,576,346.57	0.99991	35	79
7/14	5.3310%	0.000146054	\$11,834,263,282.99	0.99977	36	79
7/15	5.3310%	0.000146054	\$11,834,263,282.99	0.99977	36	79
7/16	5.3310%	0.000146054	\$11,834,263,282.99	0.99977	36	79
7/17	5.3303%	0.000146036	\$11,876,066,994.66	0.99991	33	76
7/18	5.3323%	0.000146090	\$11,861,106,154.79	0.99991	33	76
7/19	5.3345%	0.000146150	\$11,826,900,172.37	0.99992	33	76
7/20	5.3303%	0.000146036	\$11,873,701,241.59	0.99990	33	75
7/21	5.3406%	0.000146319	\$11,702,168,839.14	0.99974	34	76
7/22	5.3406%	0.000146319	\$11,702,168,839.14	0.99974	34	76
7/23	5.3406%	0.000146319	\$11,702,168,839.14	0.99974	34	76
7/24	5.3423%	0.000146365	\$11,740,870,887.31	0.99992	32	73
7/25	5.3433%	0.000146393	\$11,720,061,146.22	0.99992	32	72
7/26	5.3627%	0.000146922	\$11,704,278,566.87	0.99992	32	72
7/27	5.4135%	0.000148314	\$11,756,201,670.73	0.99992	32	72
7/28	5.4995%	0.000150672	\$11,745,990,213.15	0.99978	33	72
7/29	5.4995%	0.000150672	\$11,745,990,213.15	0.99978	33	72
7/30	5.4995%	0.000150672	\$11,745,990,213.15	0.99978	33	72
7/31	5.5429%	0.000151860	\$11,636,903,929.88	0.99993	31	70
Average:	5.3597%	0.000146840	\$11,802,792,233.43	0.99982	34	77

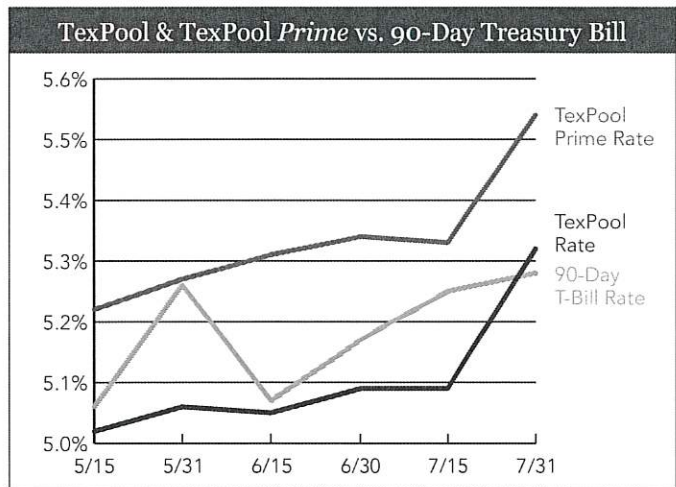


Participant Services
 1001 Texas Ave. Suite 1150
 Houston, TX 77002

lags with which policy takes. If the rapid pace of hikes has indeed blunted activity, it hasn't shown in an unequivocal manner. If the lags are more traditional—12 to 18 months, if not more—then a wave of restriction has yet to hit. This is more likely, as policy only stopped being accommodative in the second half of last year. And therefore the compromise makes sense: being open to more tightening but allowing data to show the way. To this point, in his press conference, Chair Jerome Powell said the Fed will have a trove of economic reports before its next FOMC meeting, which is not until September. If inflation does dip consistently below 3% and the economy (specifically the labor market) is still in good shape, the Fed will be overjoyed.

The Fed also should be pleased with how well the market has absorbed the recent deluge of Treasury securities without any corresponding impact on the functioning of the funding markets. The Treasury Department has issued over \$700 billion in bills since the suspension of the federal debt limit in early June. This rapid replenishing of its cash balance, boosting its coffers more than \$500 billion, had the potential to put downward pressure on bank reserves. But bank reserves did not decline as feared.

At the end of the month, yields on 1-, 3-, 6- and 12-month U.S. Treasuries were 5.32%, 5.37%, 5.45%, and 5.41% respectively; the 1-, 3-, 6- and 12-month Bloomberg Short-Term Bank Yield Index rates (BSBY) were 5.35%, 5.53%, 5.77% and 5.96%, 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.

First Public
12007 Research Blvd.
Austin, Texas 78759
800-558-8875 • firstpublic.com

Fund Performance Update

June 30, 2023

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:*



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.

With the debt ceiling resolution passed on the last day of May, the market shifted its focus back to the Federal Open Market Committee's (FOMC) inflation battle. For the first time in eleven meetings, the Federal Reserve (Fed) left the target rate unchanged at the June 14 FOMC meeting at the current range of 5.00% – 5.25%. Many considered it a "hawkish pause" as Committee members indicated this was not the end of the tightening cycle. At the end of June, the market was expecting at least one more hike of 25 basis points with a 34% chance for two more hikes. U.S. Treasury yields in securities maturing beyond six months rose in June with the two-year note leading the way at +49 basis points. June CPI fell to 4.0% in June but remains well above the Fed's target of 2% annual inflation. The unemployment rate rose in May but remains at a strong 3.7%. With inflation still high and a solid labor market, the Fed expects to be able to justify additional policy firming.

Active Participants This Month

Schools and Colleges	583
Other Governmental Entities	83
<i>Total</i>	<i>666</i>

Government Overnight Fund

Return Information

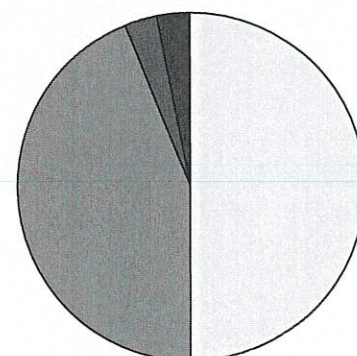
June 30, 2023

Average Monthly Return (a)	5.08%
SEC 7-day Fund Yield (b)	5.10%
Weighted Average Maturity One (c)	23 days
Weighted Average Maturity Two (c)	96 days
Portfolio Maturing beyond One Year	8%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

Inventory Position

	Book Value	Market Value
Cash/Repo	2,786,802,193.35	2,786,802,193.35
US Treasuries	175,046,456.07	175,011,850.00
Agencies	2,485,148,887.00	2,485,549,304.32
Money Market Funds	151,128,986.76	151,128,986.76
Total Assets	5,598,126,523.18	5,598,492,334.43

Investment Distribution



□	Cash/Repo	50%
■	Agencies	44%
■	Treasuries	3%
■	Money Market	3%

(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

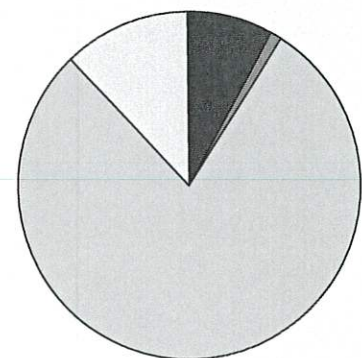
June 30, 2023

Average Monthly Return (a)	5.27%
SEC 7-day Fund Yield (b)	5.29%
Weighted Average Maturity One (c)	26 days
Weighted Average Maturity Two (c)	65 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	425,634,050.24	425,634,050.24
US Treasuries	-	-
Agencies	19,783,100.00	19,784,520.00
Commercial Paper	2,893,158,445.65	2,892,887,817.67
Money Market Funds	307,495,594.05	307,488,094.15
Total Assets	3,646,071,189.94	3,645,794,482.06

Investment Distribution



Commercial Paper	79%
Cash/Repo	12%
Money Market	8%
Agencies	1%

(b)

SEC 7-Day Yield Calculation

$$\text{Yield} = 2 \left[\left[\frac{a-b}{cd} + 1 \right]^6 - 1 \right]$$

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

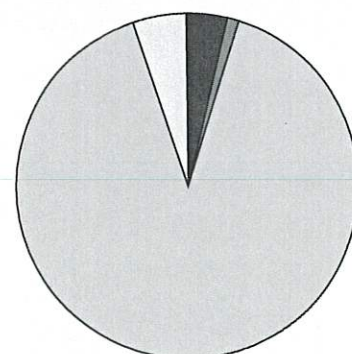
June 30, 2023

Average Monthly Return (a)	5.30%
SEC 7-day Fund Yield (b)	5.35%
Weighted Average Maturity One (c)	35 days
Weighted Average Maturity Two (c)	80 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	569,718,091.94	569,718,091.94
US Treasuries	-	-
Agencies	49,457,750.00	49,461,300.00
Commercial Paper	9,383,644,589.68	9,382,548,671.95
Money Market Funds	360,876,032.71	360,875,009.24
<i>Total Assets</i>	<i>10,363,696,464.33</i>	<i>10,362,603,073.13</i>

Investment Distribution



(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.

SPLENDORA INDEPENDENT SCHOOL DISTRICT

FINANCIAL STATEMENT

August 21, 2023

THIS IS TO CERTIFY THAT THE BOARD OF EDUCATION OF THE SPLENDORA
INDEPENDENT SCHOOL DISTRICT IN A MEETING WITH A QUORUM PRESENT ON THIS
DATE APPROVED THE FINANCIAL STATEMENT FOR THE PERIOD ENDING JULY 31, 2023.

PRESIDENT

SECRETARY



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

Board Meeting Date: August 21, 2023

Submitted Date: August 17, 2023

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: Dr Jeff Burke

Department or Campus: Admin

**Topic: Continuance of Existing Resolution Regarding
Extracurricular Status of 4-H Organization**

Background Information:

**Attachments: Resolution
Adjunct Faculty Agreement**

Superintendent's Resolutions: Recommended



August 1, 2023

Dr. Jeffrey Burke
Splendora Independent
School District
23419 FM 2090
Splendora, TX 77372

Dear Dr. Burke,

On behalf of the 4-H members of Montgomery County, I hereby respectfully request that the 4-H organization, by the attached resolution, be sanctioned as an extracurricular activity. We request the enclosed RESOLUTION be presented for consideration at the next scheduled meeting of the Board of Trustees of the Splendora Independent School District. I further request that questions regarding this RESOLUTION be directed to me in a timely manner so that I may prepare and present an appropriate response so as not to delay action on this request.

Finally, I request that a signed copy of this RESOLUTION, along with a copy of the minutes of the Board meeting, be forwarded to me for my files.

Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. Michelle Mihalek'.

M. Michelle Mihalek
County Extension Agent-
4-H Youth Development
Montgomery County

Attachment: Resolution for Extracurricular Status of 4-H Organization

Montgomery County
Extension Office
9020 Airport Rd.
Conroe, Texas 77303

<https://agrilife.org/montgomery4h> | Tel. 936.539.7823

RESOLUTION

EXTRACURRICULAR STATUS OF 4-H ORGANIZATION

Be it hereby resolved that upon this date, the duly elected Board of Trustees of the

Splendora Independent School District

meeting in public with a quorum present and certified,
did adopt this resolution that recognizes the

Montgomery

County Texas 4-H Organization as approved for recognition and eligible
for extracurricular status consideration under 19 Texas Administrative Code,
Chapter 76.1, pertaining to extracurricular activities.

Participation by 4-H members under provisions of this resolution are subject
to all rules and regulations set forth under the 19 Texas Administrative Code
as interpreted by this Board and designated officials of this school district.

Texas A&M AgriLife Extension
will request academic eligibility for all 4-H competitive activities,
regardless if a school absence is or is not required, and
for non-competitive purposes when an absence is required.

Approved this _____ day of _____, 20_____.

Board of Trustee



Superintendent



Montgomery County 4-H

2023- 2024 Schedule of Major Activities

East Montgomery County Fair	September 8-17, 2023
State Fair of Texas (Dallas)	September 29 – October 22, 2023
Heart O’ Texas (Waco)	September 27-October 15, 2023
Fort Worth Stock Show & Rodeo	January 12 – February 3, 2024
San Antonio Livestock Exposition	February 6-26, 2024
San Angelo Livestock Show	February 1-18, 2024
Houston Livestock Show & Rodeo	February 27 - March 17, 2024
Rodeo Austin	March 8-23, 2024
Montgomery County Fair	April 11 – April 21, 2024
District 9 4-H Roundup	April 25-27, 2024

*4-H activities are not limited to above listed. There are many events throughout the year.

August 1, 2023

Dr. Jeffrey Burke
Splendora Independent
School District
23419 FM 2090
Splendora, TX 77372

Dear Dr. Burke,

On behalf of the Montgomery County Extension Staff, I hereby respectfully request approval of the attached Adjunct Faculty Agreement with the Splendora Independent School District.

The State Board of Education passed an amendment to 19 TAC§129.21 (j). Requirements for Student Attendance Accounting for State Funding Purposes allows public school students to be considered “in attendance” when participating in off-campus activities with an adjunct staff member of the school district. Section 3 of the Student Attendance Handbook states:

(1) The student is participating in an activity that is approved by the local board of school trustees and is under the direction of a member of the professional or paraprofessional staff of the school district, or an adjunct staff member who:

(A) has a minimum of a bachelor's degree; and

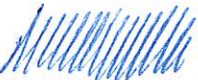
(B) is eligible for participation in the Teacher Retirement System of Texas.

Montgomery County requests the agents listed on the enclosed Adjunct Faculty Agreement be awarded adjunct staff member status for the period of time indicated on the agreement.

I hope Splendora Independent School District will accept this request. Please let me know if you would like to schedule an appointment to discuss the amendment and request or if you need further information.

Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,



M. Michelle Mihalek
County Extension Agent-4-H Youth Development
Montgomery County

Attachment: Adjunct Faculty Request

Montgomery County
Extension Office
9020 Airport Rd.
Conroe, Texas 77303

ADJUNCT FACULTY REQUEST

**THE STATE OF TEXAS
COUNTY OF MONTGOMERY**

On this date, at a regularly scheduled and posted meeting, came the Board of Trustees of the Splendora Independent School District, hereinafter referred to as "District." A quorum having been established; the Board proceeded to consider the appointment of the herein named individual(s) as an adjunct member of the Splendora Independent School District.

Upon consideration and vote of _____ in favor, Montgomery County Extension Agents are hereby named as adjunct faculty member(s) of the Splendora Independent School District subject to the following considerations and provisions of such appointment to wit:

1. This appointment shall commence on the 9th day of August 2023 and remain in effect until the 24th day of May 2024.
2. This appointment will include the Texas A&M AgriLife Extension Service employees listed below:

NAME	TITLE	DEGREE	INSTITUTION	DATE
M. Michelle Mihalek	CEA-4-H Youth Development	M.Ed.	Texas A&M University	May 1994
Brandon Gregson	CEA-Agriculture	M.S	Sam Houston State University	December 2006
Caroline Cruz	CEA-Family & Consumer Science	B.S.	Sam Houston State University	December 2002
Michael Potter	CEA-Horticulture	M.S.	Texas A&M University	May 2009
Michelle Scaife	CEA-Better Living for Texans	B.A.	Patriot University	May 1999
Alyssa Sims	Asst. CEA-Agriculture and Natural Resources	B.S.	Texas A&M University	May 2021

3. Adjunct faculty member(s) will receive no compensation, salary, or remuneration from Splendora Independent School District.
4. Adjunct faculty member(s) is and shall remain an employee, in good standing, of the Texas A&M AgriLife Extension Service.
5. Adjunct faculty member(s) is and shall remain under the direct supervision of either the District Extension Administrator of District 9 or Montgomery County Extension Director.
6. Adjunct faculty member(s) shall receive all group insurance benefits, workman's compensation insurance benefits, unemployment insurance, and any and all other plans for the benefit of Texas A&M AgriLife Extension Service employees. District shall have no responsibility for any of such benefits or plans.

Adjunct faculty member(s) shall direct the activities and participation of students of the school district in sponsored and approved activities as designated from time to time by adjunct faculty members for which notice shall be given to School District administrative personnel. Adjunct faculty members' activities and participation with students of the School District are directed, supervised, and controlled by and through supervisory personnel of Texas A&M AgriLife Extension Service pursuant to the supervisory authority of the District Extension Administrator or County Extension Director. Adjunct faculty member(s) is not the employee of the School District, and School District does not nor shall not supervise, direct, or control the activities and/or participation of such Montgomery County Extension Agent(s) who have/has been herein designated as an adjunct faculty member.

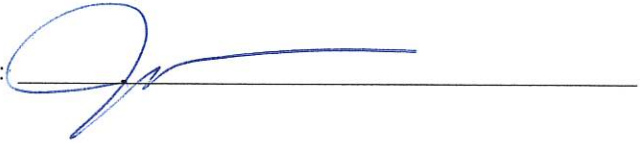
This appointment is made by the Independent School District by and through the Board of Trustees of said district for the benefit of allowing voluntary student participation in programs conducted by the Texas A&M AgriLife Extension Service in recognition of the educational benefits arising from such participation and activities and/or directed by the Texas A&M AgriLife Extension Service. This appointment is made in accordance with the provisions of Section 129.21 (j)(1) of the Texas Administrative Code authorizing the school to deem such participating students in attendance for foundation school program purposes.

This appointment of the herein named Montgomery County Extension Agent(s), (Extension employee) is/are not intended nor shall be construed as a waiver of any claim or defense of sovereign or governmental immunity from liability now possessed by Splendor Independent School District or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this 31st day of July, 2023.

Splendor Independent School District

By:





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

Board Meeting Date: August 21, 2023

Submitted Date: August 17, 2023

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: Deana Eubanks

Department or Campus: Athletics Director

Topic: Athletic Donation from Athletic Booster Club

Background Information: Donation from Principle Services LTD for \$3,000 to Girls Basketball

Attachments: Copy of Check(s)

Superintendent's Resolutions: Recommended

THIS CHECK IS VOID WITHOUT A TWO-TONED COLORED BACKGROUND AND AN ARTIFICIAL WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW

Principal Services LTD
27080 Mandell Rd
Cleveland TX 77328
832-480-5447

CADENCE BANK
Operating Account

VOID 18396
7/23/2023

PAY TO THE ORDER OF Splendor High School

\$3,000.00

Three Thousand and 00/100 ***** DOLLARS

Splendor High School
23747 FM 2090 W
Splendor TX 77372

[Signature]

MEMO girls basketball

SECURITY FEATURES INCLUDED. DETAILS ON BACK

SIGNATURE HAS A COLORED BACKGROUND

⑈018396⑈ ⑆084201278⑆ 78826286⑈

Principal Services LTD

18396

Splendor High School

Date Type Reference
7/23/2023 Bill 7.23.23

Original Amt.
3,000.00

Balance Due
3,000.00

7/23/2023

Discount

Payment
3,000.00

Check Amount

3,000.00

WWW.CHECKSNEXTDAY.COM - (877) 350-1224

Bancorp Checking - 6 girls basketball

3,000.00



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

Board Meeting Date: 08/21/2023

Submitted Date: 08/10/2023

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:

Joining Interlocal Agreement for School Comp

Background Information:

We have been with TASB for the past several years, however School Comp is a more thorough program that allows local money to stay local. The overall program investigates and is more customer reactive than our current system.

Attachments:

Interlocal Agreement

Superintendent's Resolutions: Recommended

Recommended

TEXAS PUBLIC SCHOOLS WORKERS' COMPENSATION PROJECT

INTERLOCAL AGREEMENT

This Contract and Interlocal Agreement is entered into by and between the Texas Public Schools Workers' Compensation Project (hereinafter referred to as **SchoolComp**) and the undersigned political subdivision school district of the State of Texas (hereinafter referred to as the "Member") for the purpose of providing the statutory benefits prescribed by the Texas Workers' Compensation Act (hereinafter referred to as the "Act") for employees of the Member and those of other public school districts who participate in **SchoolComp**.

WITNESSETH:

The undersigned Member in consideration of the adoption of an individual or group self-insurance program as authorized by Sec. 504.011 of the Texas Labor Code to provide workers' compensation benefits and in further consideration of other political subdivision school districts executing this Interlocal Agreement to adopt the same or similar program of self-insurance, does hereby agree to become a Member of **SchoolComp**. The conditions of membership agreed upon by and between the parties are as follows:

DEFINITIONS

1. Definition of terms used in this Interlocal Agreement:
 - A. Board refers to the Executive Trustees of the Texas Public Schools Workers' Compensation Project.
 - B. Premium and Contribution are used interchangeably in some parts of this Interlocal Agreement.
 - C. Contractor refers to the entity selected by the Executive Trustees to provide on-going **SchoolComp** Management. **SchoolComp** will recommend to the Board that it retain Creative Risk Funding, Inc. (CRF) to serve as the Contractor for Program Management; CRF is the current year's Contractor. CRF is an affiliate of the creators of **SchoolComp**.
 - D. Manual Rate is the benchmark workers' compensation rate applicable to each Classification Code (describing employees) promulgated by the Texas Department of Insurance or the Board.
 - E. Manual Premium is the premium determined by applying the Manual Rate for each Classification Code to the payroll in that classification.
 - F. Experience Rating Factor or Experience Modifier is that factor which reflects the Member's individual loss experience and is based on the Texas Department of Insurance experience rating plan.
 - G. Standard Premium is the premium that is determined by applying the Experience Rating Factor of each individual Member to its Manual Premium.
 - H. Standard Funding is the amount annually determined which each Fund Member must have available on deposit to cover its estimated costs attributable to each year of Fund participation.
 - I. Required Contribution is the amount annually determined which each Fund Member must deposit every year to cover its estimated costs attributable to that year's Fund participation.
 - J. Plan Year is September 1 through August 31.
 - K. Employee. This Agreement adopts by reference and incorporates herein the definition of "employee" found in Sec. 401.012 of the Act. In addition, by an endorsement to this Agreement, a Member may include as employees for purposes of providing benefits under this Agreement specifically named volunteers, elected officials, and/or others as enumerated in Sec. 504.012 of the Act entitled Optional Coverages.
 - L. Member refers both to school districts which either participate in **SchoolComp** Group Self-Insurance Fund or which participate with a **SchoolComp** Cash Flow Plan.
 - M. The **SchoolComp** Fund is the total money the Members have earmarked or set aside to cover claims and expenses.

2. EFFECTIVE DATES AND TERMINATION. This Interlocal Agreement shall commence as 12:01 AM on the date shown as "effective date" found of the signatory page of this agreement, and shall remain in full force and effect until terminated as hereinafter provided. This agreement may be terminated by:

- A. mutual consent; or
- B. by either party by giving notice of intent to terminate sixty (60) days prior to the end of any program year. Notice must be transmitted by means of certified mail; or
- C. by **SchoolComp** by giving ten (10) days written notice by certified mail for non-compliance of the Member with any provision of this Interlocal Agreement.

Termination of this Interlocal Agreement will not affect the ongoing management of open claims. (See paragraph 22, below.)

3. GENERAL MEMBERSHIP REQUIREMENTS. The Member must be a political subdivision school district of the State of Texas which agrees to be bound by the provisions of the Act and this Interlocal Agreement and related **SchoolComp** Bylaws.

4. MEMBERS WILL PROVIDE INFORMATION. The Member agrees to provide all necessary information to **SchoolComp** or the Contractor and to execute all necessary documents as may be needed or required for the administration of **SchoolComp**.

5. MEMBERS WILL PROVIDE AUTHORIZATIONS. The Member agrees to execute the necessary authorization forms permitting **SchoolComp** and the Contractor to obtain from the Texas Department of Insurance, or others, the experience rating information for the Member that has previously carried workers' compensation insurance, or has been previously self-insured. The Member agrees that **SchoolComp** may file with the Texas Department of Insurance, loss and payroll data pertaining to the Member as used to develop the experience rating factor.

6. THE SchoolComp FUND.

A. Primary responsibility for funding **SchoolComp** Fund claims shall rest with Members which participate in **SchoolComp** Group Self-Insurance Fund (hereinafter the "Fund" or "Fund Member(s)"). As further detailed below, each Fund Member will fund claim payments: within an individual self-insured retention, and within a shared self-insured retention. Specific and aggregate excess of loss insurance maintained by **SchoolComp** for the Fund will reduce each Fund Member's potential responsibility for paying claims. Financial responsibility for Fund claims shall be allocated for each Plan Year as follows:

- I.) Individual Fund Members' Per Claim Retention. Each Fund Member will fund the cost of each of its claim occurrences. Where a Fund Member's Standard Funding is less than \$350,000, the Fund Member will be required to fund its claim occurrences up to a limit equivalent to thirty percent

(30%) of its Standard Funding for the Plan Year in which the claim occurred. Where a Fund Member's Standard Funding is greater than \$350,000 but less than \$800,000, the Fund member will be required to fund its claim occurrences up to \$100,000 per claim occurrences. Where a Fund Member's Standard Funding is greater than \$800,000, the Fund member will be required to fund its claim occurrences up to \$150,000 per claim occurrences. Each Fund Member's financial exposure within this retention is capped as described below.

ii.) Shared Retention: Specific. Fund Members will share responsibility for funding the cost of every claim occurrence exceeding thirty percent (30%) of Standard Funding of the Fund Member or the individual Fund Member's per claim retention, where the claim occurred (as described in 6.A.i. above). Such sharing shall be on a pro rata basis relative to each Fund Member's Standard Funding for the Plan Year in which the claim was incurred. Each Fund Member's financial exposure within this retention is capped as described below.

iii.) Shared Retention: Aggregate. A Fund Member's financial responsibilities attributable to claims in any one Plan Year shall cease at the time its expenditures arising under 6.A.i., and 6.A.ii. above, and under 6.B.i. and 6.B.ii below, equal to its total Standard Funding set for that Plan Year.

iv.) Specific and Aggregate Excess of Loss Insurance.

SchoolComp will maintain specific and aggregate excess of loss insurance capping the Fund Member's self-insured retentions.

B. Required Contributions by Fund Members. Annually, each Fund Member shall submit to the Contractor on a Payroll Estimate Worksheet its estimated payroll for each Classification Code of employees. The Manual Rates shall be applied to these payrolls to arrive at estimated annual Manual Premium, and the Experience Modifier shall be applied to determine Standard Premium. Standard Premium adjusted by an amount determined by the Board for each Plan Year for each Fund Member shall equal Standard Funding. The Contractor shall determine for each Member the Required Contribution to be deposited as hereinafter described for each Plan Year. Such Standard Funding shall be placed on deposit in a separate, discrete account maintained by each Fund Member. Charges against such Standard Funding accounts shall consist of items described in 6.B.i. and 6.B.ii. below.

l.) General Expense Charges. Upon joining the Fund and for each Plan Year, a Fund Member shall pay from its Standard Funding account its share of **SchoolComp** general expenses comprised of:

- a) Fund administration costs,
- b) Fund safety and loss control engineering costs,
- c) Fund claim unallocated management costs, and
- d) Fund specific and aggregate excess of loss insurance premium costs.

ii.) Claim Charges. Subject to any Fund Member fulfilling its maximum annual responsibility for funding claims and general expenses (as described above) for a given Plan Year, each Fund Member shall be billed for claim expense as follows:

- a.) Individual Per Claim Retention. Each Fund Member will be billed on an on-going basis to cover claim payment obligations arising under its Individual Per Claim Retention (6.A.i., above).
- b.) Shared Retention, Specific and Aggregate. The amount of any Fund Member's claim reserved in excess of its maximum individual Per Claim or Shared Aggregate Retention responsibility, will be billed to all Fund Members on a pro rata basis in relation to other contributing Fund Members' Standard Funding (6.A.ii. and iii. above). Such billings will be due upon receipt.

C. As the administrator of the self-insurance Fund, the

Contractor shall keep foremost in its deliberations and decisions that each participating Member is self-insured. At least annually, the Contractor shall evaluate the actual loss experience of each Fund Member, the Experience Rating Factor developed by each Fund Member, the cost of specific and aggregate excess of loss insurance attributable to each Fund Member, as well as the allocation of general expenses of the Fund, so as to maintain as nearly as possible to equitable "self-insurance" administration of the Fund as applied to each Fund Member.

D. The Contractor shall require the Fund and Fund Members to maintain secured reserves for claims computed in accordance with standard actuarial principles, taking into account historical and other data designed to measure the cost of claims, claims development and claims incurred but not yet reported, so that monies will be available to pay all Fund claims as claim payment obligations mature.

E. The Contractor will secure excess Employers Liability coverage (Coverage B) attaching at the same per occurrence level as the specific excess of loss insurance protecting the Fund. Any loss attributable to an Employers Liability action brought against a Fund Member shall be funded in the same manner as a workers' compensation claim with excess coverage contributing to the extent that it is available.

7. **SchoolComp CASH FLOW PLANS.**

A. A Member which elects to participate in **SchoolComp** with a Cash Flow Self-Insurance Plan (hereinafter the "Cash Flow Plan" or "Plan" and "Plan Member") shall have sole responsibility for funding claims and costs arising under its respective Plan as hereinafter described. Each Plan Member will make claim payments within a self-insured retention defined as the exposure outside the limits of coverage provided under specific and/or aggregate excess of loss insurance maintained by **SchoolComp** according to the specifications selected by the Plan Member.

B. General Expenses and Claim Payments By Each Plan Member.

i.) Excess Coverage Cost. Each Cash Flow Plan Member shall submit to the Contractor on a Payroll Estimate Worksheet its estimated payroll for each Classification Code of employee as well as the specific and/or aggregate excess of loss insurance coverage limits it wishes **SchoolComp** to maintain for it. Thereafter the Contractor or its designated **SchoolComp** Manager shall obtain that desired coverage.

ii.) Safety and Loss Control Engineering Cost. The Plan Member will be billed for safety and loss control engineering services provided by the Contractor's certified safety professionals at the level required by the Project pursuant to Sec. 504.071 of the Act and/or the Texas Division of Workers' Compensation (Texas Division of Workers' Compensation). Additional such services will be provided at the request of the Plan Member and billed at prevailing hourly rates plus expenses.

iii.) Admin/Claim Management Charges. Each Plan Member will be billed for all unallocated claim management charges for each Plan Year (see paragraph 8., below) in four equal installments during that Plan Year.

iv. Claim Payments. Each Plan Member shall at the direction of the Contractor promptly make all claim payments within its self-insured retention and coordinate therewith the payment and reimbursement of claim(s), if any, covered by the Plan Member's excess of loss coverage.

8. **PAYROLL AUDITS.** After each Plan Year, there shall be submitted by each Member, actual payrolls for each Classification Code of employees as reflected by the books of the Member. Any additional premiums due for specific and/or aggregate excess of loss insurance based upon actual payrolls as opposed to estimated payrolls shall be paid by the Member to

SchoolComp within sixty (60) days of the date each year-end audit additional premium invoice is mailed to the Member. **SchoolComp** reserves the right to audit the payroll records of any Member.

9. ADVISORY RATES. In order to have a consistent basis for determining **SchoolComp** Funding, workers' compensation rate relativities, premium determination guidelines, rules of the Texas Department of Insurance are hereby adopted as a guide. However it is recognized that the rating structure promulgated by the Texas Department of Insurance is not applicable to self-insurance, and there is no intention to bestow rating authority over this program of self-insurance upon the Texas Department of Insurance. Any reference in this Interlocal Agreement to an insurance term not ordinarily a part of self-insurance shall be deemed for convenience only.

10. FINANCIAL DEFAULT. In the event that the Member fails or refuses to make any required contribution or payment as herein provided, the Project reserves the right to terminate such Member by giving ten (10) days written notice by certified mail and to thereafter collect any and all funds due.

11. RETURN TO WORK PROGRAM. The **SchoolComp** Administrator is required by the Texas Division of Workers' Compensation to facilitate employees returning to work as early as possible after a workplace injury. The Member agrees to cooperate fully with the Project Administrator to attempt to find return-to-work opportunities for injured employees. The **SchoolComp** Administrator understands that not every injured employee is a candidate for early return-to-work, and will carefully evaluate all circumstances on a case-by-case basis with the Member.

12. SAFETY ENGINEERING. **SchoolComp** has contracted with the Contractor to supply safety engineering services to the Members to assist them in following a plan of loss control that may result in reduced losses. The Contractor shall provide all of the services as provided in the service contract entered into by and between the Contractor and **SchoolComp** on behalf of the Member. The Member agrees that it will cooperate in instituting any and all reasonable safety measures and/or regulations that may be recommended to it or adopted by the Board pursuant **SchoolComp** Bylaws or to Sec. 504.071(2) of the Act for the purpose of eliminating or minimizing hazards that would contribute to workers' compensation losses.

13. MEMBER **SchoolComp COORDINATORS.** The Member agrees that it will appoint a Workers' Compensation Coordinator of department head rank or higher, and that **SchoolComp** and its Contractor shall not be required to contact any other individual except this one person. Any notice to or any agreements with the Workers' Compensation Coordinator shall be binding upon the Member. The Member reserves the right to change the coordinator from time to time but when doing so agrees to give written notice to the **SchoolComp** Contractor.

14. WORKERS' COMPENSATION CLAIMS MANAGEMENT. **SchoolComp**, through its Contractor, will manage all claims after notice of injury has been given, prepare all required DWC forms, and provide a defense. The Member hereby appoints **SchoolComp** and the Contractor as its agent to act in all matters pertaining to processing and handling of workers' compensation claims and shall cooperate fully in supplying any information needed or helpful. The Member does hereby agree that any suit brought by one of its employees pursuant to the provisions of Chapter 451 of the Act (relating to discrimination against employees) or pursuant to Chapter 554 Government

Code, shall be defended in the name of the Member by the counsel selected by the Contractor, on behalf of **SchoolComp**. Full cooperation by the Member shall be extended to supply any information needed or helpful in such defense.

The Contractor shall conduct all negotiations with Member's injured employee and his attorney at the pre-hearing conference and negotiate within authority previously granted by **SchoolComp**. If a personal appearance by the Member employer or a co-employee is necessary, the expense of this appearance will be paid by the Member. All decisions on individual cases shall be made by **SchoolComp** through the Contractor, which includes the decision to appeal or not to appeal a DWC final ruling and decision. However, any Member shall have the right in any case involving one of its employees, to consult with **SchoolComp** on any decision made by the Contractor.

Notwithstanding any provisions of this paragraph, all reports and filings required by the Act of any employer and not related to claim management will be the responsibility of the Member. It is further understood that this agreement does not cover discrimination suits under Chapter 451 of the Act or suits brought under Chapter 554 Government Code.

15. INFORMATION ON MEMBER CLAIM EXPERIENCE. Periodically each Member will be provided a statement of claims cumulative for each Plan Year pertinent to that Member.

16. **SchoolComp BYLAWS ACKNOWLEDGMENT.** The Member acknowledges that it has received a copy of the Bylaws of **SchoolComp**, and it agrees to abide by these Bylaws and any amendments thereto and by any and all reasonable policies and procedures adopted by the Board and **SchoolComp**.

17. **SchoolComp AUDITS.** **SchoolComp** agrees that all **SchoolComp** transactions will be annually audited.

18. MAINTENANCE TAXES AND IRS FORMS. **SchoolComp** shall pay on behalf of each Member any workers' compensation-related maintenance tax that may be imposed and file the necessary tax forms with the Internal Revenue Service. Members may be assessed the cost of such maintenance tax or fees.

19. **SchoolComp MEMBER PAYMENTS FROM CURRENT REVENUES.** Any Political Subdivision which is a party hereto paying for the performance of governmental functions or services shall make payments therefore from current revenues available to the paying party.

20. DISCRIMINATION ACTIONS EXCLUDED. It is understood that Employers' Liability coverage does not cover discrimination suits brought under Chapter 451 of the Act nor under Chapter 554 of the Government Code, and that the Members share no responsibility under this Interlocal Agreement for funding the loss of any Member resulting from a claim brought under the above cited provisions.

21. MEMBER RIGHT OF APPEAL. The Member shall have the right to appeal any decision not irrevocably delegated to the Contractor by the Board whose determination will be final. Any appeal shall be made in writing to the Chairman of the Board of **SchoolComp** within sixty (60) days of decision or recommendation of the Contractor.

22. CONTINUATION OF CLAIM MANAGEMENT. If this Agreement is terminated as provided for in paragraph 2 (above),

claim management services provided by the Contractor as described in paragraph 13 (above) shall continue for all claims occurring during the Member's participation under this Agreement. Said services shall be provided and billed by the Contractor at an annual rate for each claim handled, billable in advance on September 1 of each year.

23. ENFORCEABILITY. If any portion of this Interlocal Agreement shall be declared illegal or held unenforceable for any reason, the remaining portions hereof shall continue in full force and effect.

24. HOLD HARMLESS. It is the intent of **SchoolComp**, the Contractor and the Member that each shall bear the burden of its own negligence, or its own error and omission, including but not limited to claims alleging violations of the Texas Insurance

Code Article 21.21 the Deceptive Trade Practices and Consumer Protection Act, and the common law duty of good faith. In addition, **SchoolComp** and the Contractor shall not be held accountable for any increased cost or expense to the Member involving payment of indemnity, medical, or expense under any contention by the Member that a claim service, risk management service, safety engineering service, or administrative service could have been handled differently in any matter involving professional judgement, strategy, and/or discretion.

To Be Completed By <i>SchoolComp</i> Member	
Member Name	Splendora ISD
Signature of Authorized Official	
Date	

OR

To Be Completed By <i>SchoolComp</i> Cash Flow Member	
Member Name	
Signature of Authorized Official	
Date	

Texas Public Schools Workers' Compensation Project Member Coordinator (Paragraph 12)	
Coordinator Name & Title	
Mailing Address	
Street Address	
Phone	
Fax	
Email	

To Be Completed by <i>SchoolComp</i> Office	
Effective Date of Agreement	09.01.2023
Contract Number	
Signature of SchoolComp Secretary	
Date	



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

Board Meeting Date: Aug 21st, 2023

Submitted Date: Aug 14th, 2023

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: Shannon Watson

Department or Campus: CTE

Topic: Approve out of state travel for FFA officer team. Travel to Indianapolis, Ind. Nov 1-4th, 2023

Background Information: FFA officers travel to National Convention every other year.

Attachments: Out of State travel form.

Superintendent's Resolutions: Recommended

Splendor ISD
Request for Approval to for Overnight/Out-of-State Student Travel

Name of Sponsor/Organization: Splendor FFA

Date: 08/14/23

Title of Meeting: 2023 National FFA Convention

Location of Meeting: Indianapolis, Indiana

Date(s) of Meeting: Nov 1-4, 2023

Instructional Reason for the Trip: To develop personal growth, demonstrate leadership skills and collaborate with others to accomplish organizational goals

TEK(s)/IEP Addressed: 130.2 5A

Total Cost: \$1000-\$1500 per student

Budget Account: Not school budget- students fundraise and Booster Club

Recommended:

Principal/Director

Date 8/14/23

Executive Director of Finance

Date 8-14-23

Superintendent for Instruction

Date

Approved/Not Approved

Board approval is required if the trip is out-of-state.

Signature of Board President if needed:

*Comments (If Any)

Important Information:

1. Submit the form to the Administration Office two weeks in advance of the anticipated trip. Make no plans or reservations until the Approval form has been approved and signed by all required parties.
2. Submit request for reimbursement of expense upon return from meeting. 3. Keep registration and hotel receipts. These are to be attached to "Request for Travel Reimbursement".
4. Attach one copy of this approved form to the "Request for Travel Reimbursement" form.



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

Board Meeting Date: August 21, 2023

Submitted Date: August 15, 2023

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:

Dianna Archer

Department or Campus:

Student Services

Topic:

Amendments to the 2023-2024 SISD Handbook and Code of Conduct

Background Information:

The following will need to be amended in the 2023-2024 SISD Student Handbook and Code of Conduct. These items were in discussion or approved by the board after the Handbook and Code of Conduct was approved on July 21st.

Proposed Amendments:

- Mandatory DAEP Placement for Non-THC Vapes
 - 1st offense - 5 days DAEP
 - 2nd offense - 5 days DAEP
 - 3rd offense - 15 days DAEP
- [Acceleration Plan](#) as presented by Kristy Dietrich on July 21st

- **Opioid Antagonist Administration**

Only a registered nurse or other designated and trained District employee shall be authorized to administer, in accordance with a standing order or procedures approved by a physician licensed to practice medicine in the state of Texas, an opioid antagonist such as Naloxone to a person who is believed to be in a life-threatening drug related emergency on a school campus, at an off-campus school event, or while in transit to or from a school event.

The Superintendent shall develop administrative procedures addressing acquisition, maintenance, expiration, disposal, and availability of opioid antagonist medication in the District as well as employee training and emergency notification requirements.

Superintendent's Resolutions: Recommended



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

Board Meeting Date: August 21, 2023

Submitted Date: August 17, 2023

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:

Shane Conklin

Department or Campus:

Administrative Services

Topic:

Residency Defined

Background Information:

The Board has requested we add additional language to our residency definition to provide more clarity to our community. We can do this by adding language to our FDA Local Policy.

Attachments:

Residency is defined as the physical residence at which the student actually lives, keeps their personal possessions, sleeps, and intends to remain. Students are assigned to the campus in the attendance zone where they live.

Superintendent's Resolutions:

Recommend



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

Board Meeting Date: August 21, 2023

Submitted Date: August 17, 2023

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:

Department or Campus:

Splendoria School Board

Topic:

Election Items: 14 A1. Order of Election
 14 A2. Joint Election Agreement
 14 A3. Election Services Agreement

Background Information:

General election held annually in November.

Attachments:

Order for Election of SISD Board of Trustees
Joint Election Agreement
Election Services Agreement

Superintendent's Resolutions: Recommended

ORDER FOR ELECTION
ORDEN DE ELECCION
Splendor Independent School District
Distrito Escolar Independiente de Splendor

An election is hereby ordered to be held on November 7, 2023, for the purpose of electing trustees to the Splendor Independent School District Board: Positions #1, #2 and #3. *Se llevará a cabo una elección el 7 de noviembre de 2023 con el propósito de elegir fideicomisarios para la Junta del Distrito Escolar Independiente de Splendor: Posiciones #1, #2 y #3.*

The first day for early voting by personal experience is October 23, 2023 and the last day of early voting is November 3, 2023. *El primer día de votación anticipada por experiencia personal es el 23 de octubre de 2023 y el último día de votación anticipada es el 3 de noviembre de 2023.*

Early Voting times are:

Los tiempos de votación temprana son:

October 23 – 28 Monday – Friday 8:00 am – 5:00 pm

October 30 – November 1 Monday – Wednesday 8:00 am – 5:00 pm

November 2 – 3 Thursday – Friday 7:00 am – 7:00 pm

Early voting will be conducted at the following location(s) during the early voting period:

East Montgomery County Fair Association Building, 21675A McCleskey Road, New Caney 77357, Main Room

La votación temprana se llevará a cabo en el siguiente lugar durante el período de votación temprana:

East Montgomery County Fair Association Building, 21675A McCleskey Road, New Caney 77357, Sala Principal

Applications for ballot by mail shall be mailed to:

Las solicitudes de boleta electoral por correo se enviarán por correo a:

Election Central, 9159 Airport Road, Conroe 77303

Applications for ballot by mail must be received no later than the close of business on October 27, 2023.

Las solicitudes de boletas por correo deben recibirse antes del cierre de operaciones del 27 de octubre de 2023.

Additional early voting will be held at the following locations:

La votación temprana adicional se llevará a cabo en los siguientes lugares:

Central Library (Main Early Voting Polling Place) 104 I-45 North, Conroe 77301

North Montgomery County Community Center 600 Gerald Street, Willis 77378

Lone Star Community Center 2500 Lone Star Parkway, Montgomery 77356

West Montgomery County Community Development Center, 31355 Friendship Drive, Magnolia 77355

Magnolia Event Center 11659 FM 1488 Magnolia 77354

South County Community Center 2235 Lake Robbins Drive, The Woodlands 77380

Spring Creek Greenway Nature Center 1300 Riley Fuzzel Road, Spring 77386

Issued this ____ day of August 2023.

Publicado el ____ de agosto de 2023.

Signature of Splendor ISD Board of Trustees President, Allen Wells

Firma del presidente de la Junta Directiva de Splendor ISD, Allen Wells

Signature of Splendor ISD Board of Trustees Secretary, Kimberly Klepcyk

Firma del Secretaria, Distrito Escolar Independiente de Splendor, Kimberly Klepcyk

Joint Election Agreement

Political Subdivision of _____

WHEREAS, the undersigned Political Subdivisions (collectively referred to hereinafter as "Participating Entities") will each hold an election on November 7, 2023; and

WHEREAS, Montgomery County Elections Administrator, Suzie Harvey, as Montgomery County's Election Officer, has entered into separate Election Services Agreements with each of the undersigned Participating Entities wherein the County's Election Officer will administer elections occurring on November 7, 2023, to be held in precincts in Montgomery County, as authorized under Subchapter D of Chapter 31 of the Texas Election Code ("Election Services Agreements"); and

WHEREAS, the Participating Entities desire to enter into a Joint Election Agreement, as authorized under Chapter 271 of the Texas Election Code, for the purpose of sharing election equipment, election officials, polling places, and costs where appropriate.

NOW, THEREFORE, Participating Entities enter this Joint Election Agreement under the terms that follow:

I. Scope of Joint Election Agreement

The Participating Entities enter this Joint Election Agreement ("Agreement") for the purpose of jointly conducting elections to be held on November 7, 2023 ("Joint Election").

II. Appoint Election Officer

The Participating Entities appoint Suzie Harvey, Montgomery County Elections Administrator ("Contracting Officer"), to serve as the Election Officer to perform the duties and responsibilities of Election Officer itemized in the Election Services Agreements for the Joint Election.

III. Early Voting and Election Day

Early voting and election day voting shall be held in common precincts where appropriate, at the dates, times, and locations adopted by Montgomery County Commissioners' Court and/or authorized and ordered by the governing body of each Participating Entity.

IV. Joint Election Costs; Adjustment of Costs in the Event of Cancellation of Election; Payment

The estimated election expenses for each Participating Entity, including administrative costs and expenses for facilities, personnel, supplies, equipment, and training, are reflected in the Exhibit D - Cost Estimate incorporated into each Election Services Agreement. The Participating Entities agree that they will be responsible for and will pay from budgeted funds their share of the actual election expenses attributable to each entity according to the table incorporated into the Election Services Agreements as the Final Invoice.

V. Reasonable Cooperation

The Participating Entities agree to reasonably cooperate with each other as is necessary to carry out the terms of this Agreement.


VI. Miscellaneous Provisions

1. This Agreement becomes effective with respect to each Participating Entity upon execution by that Participating Entity. The obligations of this Agreement will continue as to each Participating Entity until each Participating Entity has made full payment of its share of election costs under this Agreement and its respective Election Services Agreement, which costs are related to the Joint Election.
2. If for any reason a Participating Entity does not participate in the Joint Election, this Joint Election Agreement shall remain in effect between all remaining Participating Entities.
3. Notices given under this Agreement must be in writing and may be effected by hand delivery, fax, email, or by certified mail to the Contracting Officer and/or the Participating Entities at the addresses listed on their respective signature blocks below.
4. This Agreement may not be amended or modified except in writing executed by the Contracting Officer and each respective Participating Entity with whom the amendment or modification has been mutually agreed.
5. The obligations under this Agreement are performable in Montgomery County, Texas.
6. Venue for any dispute arising under this Agreement shall be in Montgomery County, Texas. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and the United States of America.
7. If any provision of this Agreement is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such invalidity, illegality, or unenforceability shall not affect the remaining provisions of this Agreement; and the Participating Entities shall perform their obligations under this Agreement as expressed in the terms and provisions of this Agreement.
8. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original for all purposes. Faxed signatures and/or electronic signatures shall have the same force and effect as an original signature.

IN TESTIMONY WHEREOF, this Agreement is executed by Montgomery County, Texas or the Contracting Officer, as applicable, and each Participating Entity on the dates indicated below.

See attached signature page(s):

July 11, 2023
Date

Signature: 
Printed name: Mark Keough
Title: County Judge
Political Subdivision: Montgomery County, Texas
All correspondence to be directed to:
Montgomery County Elections Office
Address: P. O. Box 2646
City, State, Zip: Conroe, Texas 77305-2646
Telephone: (936) 539-7843
Fax: (936) 788-8340
Email: suzie.harvey@mctx.org

Date

Signature: _____
Printed name: _____
Title: _____
Political Subdivision: _____
Address: _____
City, State, Zip: _____
Telephone: () _____
Fax: () _____
Email: _____

Date

Signature: _____
Printed name: _____
Title: _____
Political Subdivision: _____
Address: _____
City, State, Zip: _____
Telephone: () _____
Fax: () _____
Email: _____

Date

Signature: _____
Printed name: _____
Title: _____
Political Subdivision: _____
Address: _____
City, State, Zip: _____
Telephone: () _____
Fax: () _____
Email: _____

ELECTION SERVICES AGREEMENT

STATE OF TEXAS ()
COUNTY OF MONTGOMERY ()

THIS CONTRACT is made this 11th day of July, 2023, by and between the Political Subdivision of _____, hereinafter called “Political Subdivision,” and Montgomery County, Texas, by its County Election Officer, Suzie Harvey, hereinafter called “Contracting Officer,” pursuant to Texas Election Code Section 31.092. The parties agree to hold a November 7, 2023 Joint Election with all participating Political Subdivisions in accordance with Chapter 271 of the Texas Election Code and this Agreement. This Agreement is entered into in consideration of the mutual covenants and promises hereinafter set out:

1. **RECITALS.** Contracting Officer is the Elections Administrator of Montgomery County, Texas, and is the County Officer in charge of election duties. Political Subdivision is a political entity situated wholly or partially within Montgomery County, Texas. Political Subdivision and Contracting Officer have determined that it is in the public interest of Montgomery County voters that the following contract be made and entered into for the purpose of having Contracting Officer furnish to Political Subdivision certain election services and equipment needed by Political Subdivision in connection with holding its November 7, 2023 Election. Montgomery County’s certified Hart InterCivic Verity Voting System Version 2.5 voting equipment is to be used in the November 7, 2023 Joint Election, hereinafter called “Joint Election.”
2. **DUTIES AND SERVICES OF CONTRACTING OFFICER.** Contracting Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:
 - (a) Determine the number of election officials and voting equipment units needed for each polling location. Notify and coordinate presiding election judges, alternate judges, and all other election officials appointed by Montgomery County Commissioners’ Court and the County Election Board or recommended by Contracting Officer, as applicable. Montgomery County or Contracting Officer, as applicable, will make emergency appointments of election officials if necessary.
 - (b) Conduct necessary training of election officials or arrange for training through a third party. Notify all early voting and Election Day officials of the date, time, and place thereof.
 - (c) Arrange for the use of early voting locations per the attached Exhibit A and Election Day polling locations per the attached Exhibit B. If the need arises for emergency replacement polling location(s), make necessary alternate arrangements and notify Political Subdivision as soon as possible.

- (d) Procure election kits and supplies and distribute to the election judges and deputy early voting clerks. Assemble and edit lists of registered voters to be used in conducting the election in conformity with the boundaries of Political Subdivision and the election precincts established for the election. The Election Day list of registered voters shall be arranged in alphabetical order, as applicable to the election, in lieu of alphabetical order by political entity.
- (e) Prepare and test all voting equipment, format ballot styles, record audio, oversee all equipment and voter registration database programming, assure compliance with equipment security requirements, and arrange for transport of equipment to and from polling locations.
- (f) Serve as Early Voting Clerk for the Joint Election. Process, print, mail, email, or deliver in person, as applicable, and tabulate ballots for any eligible voter who applies for a mail ballot including all eligible Federal Post Card Application voters. Supervise the conduct of early voting in person and appoint sufficient personnel to serve as deputy early voting clerks. Provide lists of early voters as provided by law through the Montgomery County Elections website and Public Information web access program.
- (g) Provide the publication in English and Spanish of one legal notice of the date, time, and place of the public logic and accuracy test and first test of automatic tabulating equipment in *The Conroe Courier*. Prepare test materials and conduct internal election testing and the required public logic and accuracy test and tests of tabulation equipment. Provide the publication in English and Spanish of a legal notice of joint election one time in Montgomery County newspaper(s).
- (h) Arrange for all personnel, equipment, and supplies needed for the early voting ballot board, signature verification committee if applicable, tabulation, and central counting station. Tabulate early voting and Election Day results, including mail ballots and provisional ballots. Tabulate unofficial returns and assist in preparing the tabulation for the official canvass. Provide Political Subdivision its voter history report following the election through the Montgomery County Elections Public Information web access program.
- (i) Serve as Custodian of Records for election records in Contracting Officer's custody and provide the required temporary storage and permanent storage of said election records as provided by law.
- (j) Provide information services for voters and election officers.
- (k) Maintain accurate records of all expenses incurred in connection with the responsibilities under this Agreement and provide Political Subdivision a final invoice after the conduct of the election. Provide any detailed backup to such invoice, if requested, reflecting the charges or components of the costs set forth on the invoice submitted to Political Subdivision.
- (l) Conduct a partial manual count as provided by Section 127.201 of the Texas Election Code if required for the County election or if Political Subdivision provides Contracting Officer precincts and races ordered by the Secretary of State to be manually counted. Contracting

Officer shall deliver a written report of the results of any such count to the Office of the Secretary of State in accordance with Section 127.201(e) of the Texas Election Code and, if requested, to Political Subdivision in a timely manner.

(m) Place the funds paid by Political Subdivision hereunder in a "contract fund" as prescribed by Section 31.100 of the Texas Election Code.

3. **DUTIES AND SERVICES OF POLITICAL SUBDIVISION.** Political Subdivision shall be responsible for performing the following duties:

- (a) Prepare all election orders, resolutions, notices, and other pertinent documents for adoption and execution by the appropriate Political Subdivision officer or body. Take all actions necessary for calling Political Subdivision's election which are required by the Texas Election Code and/or the Political Subdivision's governing body, charter, ordinances, or other applicable laws. Execute a Joint Election Agreement with all participating Political Subdivisions for the purpose of sharing election equipment, election officials, polling places, and costs. Serve as Custodian of Records for all election records in its possession as provided by law.
- (b) Political Subdivision shall be responsible for the legal sufficiency of any order calling its election. Political Subdivision shall be responsible for all substantive and procedural legal issues governing the conduct of its election. Political Subdivision understands and agrees that Contracting Officer provides no legal advice to Political Subdivision.
- (c) Adopt the County Election Precincts, consolidated County Election Precincts ordered by the Montgomery County Commissioners' Court, or precincts recommended by Contracting Officer, as applicable, for this election. Adopt all early voting dates, times, and locations on the attached Exhibit A. Adopt the election day polling locations on the attached Exhibit B at which Political Subdivision's election will be held.
- (d) If required, prepare any necessary preclearance submission on all voting changes made by Political Subdivision and timely submit to the U. S. Department of Justice under the Federal Voting Rights Act of 1965, as amended.
- (e) Prepare, post, and publish all required election notices for Political Subdivision with the exception of the joint election notice and the notice of the public test, which Contracting Officer shall publish. In addition, if polling locations for Joint Election are different than those for Political Subdivision's previous election, Political Subdivision shall post notice at the entrance to any previous polling places in its jurisdiction stating that the polling location has changed and shall provide the polling location and address for those voters for this election, pursuant to Texas Election Code Section 43.062, unless Contracting Officer has posted notice of the change at that location for Joint Election. Educate the voters in Political Subdivision as much as possible about early voting dates, times, and locations and election day polling locations.
- (f) Timely confirm with Contracting Officer Political Subdivision's boundaries, County Election Precincts, and street details within those boundaries. If boundaries are not defined properly within Montgomery County Elections voter registration database, maps and street

lists with block ranges and odd/even/both indicators must be provided to Contracting Officer. Proof and approve all programming work done for the jurisdiction according to the Exhibit C Timetable.

- (g) Deliver to Contracting Officer, according to the attached Exhibit C Timetable, an Entity Fact Sheet, Ballot Template with Spanish translations, candidate names or measures, copies of candidate applications, and the order in which all items are to be printed on the ballot with the exact form and spelling. Provide pronunciation for difficult names or words for use on the ballot audio recording. Review ballot proofs and approve by signature within deadlines provided.
- (h) Appoint Contracting Officer as Early Voting Clerk to receive applications for ballot by mail at

<u>Mail</u>	<u>Email*</u>	<u>Fax*</u>
Suzie Harvey Elections Administrator P. O. Box 2646 Conroe, TX 77305-2646	election.ballot@mctx.org	(936) 788-8340

*If an Application for Ballot By Mail is submitted by email or fax or if a Federal Post Card Application is submitted by fax, to be effective, the original application must also be physically submitted and be received not later than the fourth business day after it is received by email or fax.

All requests for early voting ballots to be voted by mail that are received by Political Subdivision must be forwarded in person or by email or fax to Contracting Officer on the day of receipt. Original applications that are received by mail and forwarded by email or fax must also be mailed to Contracting Officer for all processing.

- (i) Appoint election officials as appointed by Montgomery County Commissioners' Court and the County Election Board or recommended by Contracting Officer, as applicable.
- (j) If requested, assist Contracting Officer with recruiting bilingual poll workers and provide documentation of Political Subdivision's efforts if requested by the U. S. Department of Justice.
- (k) If candidate information packet is provided to Political Subdivision by Contracting Officer, distribute to all candidates at time of candidate filing or in another appropriate manner.
- (l) Pay additional costs incurred by Contracting Officer for any ballot or election changes after deadlines, recount, election contest, newly ordered election, or a runoff election, if required, unless prohibited by law.
- (m) Immediately forward to Contracting Officer any information received from the Secretary of State regarding a manual count of precincts and races or a waiver of the manual count. Contracting Officer must receive this information on the same day received by Political Subdivision because of the short deadline for Contracting Officer to begin the process.

- (n) Canvass the returns and declare the election results for Political Subdivision. Political Subdivision is responsible for filing any precinct reports with the Secretary of State if required, unless both parties agree that Contracting Officer will submit precinct reports.
- (o) Pay a deposit of 60% of its estimated cost per the Exhibit D Cost Estimate within thirty days from the date of Exhibit D Cost Estimate, if required. Pay the balance for conducting said election within thirty days from the date of final invoice. All payments shall be made from current revenues available to Political Subdivision. If the amount owed for conducting the election is less than the deposit paid by Political Subdivision, Contracting Officer shall refund the overpayment in a prompt manner.

Checks shall be made payable to:

Montgomery County Elections Administrator
P O Box 2646, Conroe, Texas 77305-2646.

- 4. **COST OF SERVICES.** Political Subdivision shall share some expenses for the above services, supplies, and equipment in accordance with the Exhibit D Cost Estimate. This cost estimate may be amended, if necessary, after filing deadlines and election cancellations. Additional elections may reduce costs for each entity, and election cancellations may increase costs for each remaining entity. It is understood that other political entities may wish to participate in the use of the County's voting equipment and polling locations, and it is agreed that Contracting Officer may enter into other contracts with entities for those purposes on terms and conditions generally similar to those set forth in this Agreement. Only the actual expenses directly attributable to this Agreement and any prorated shared expenses plus a 10% administrative fee may be charged to Political Subdivision.

5. **GENERAL CONDITIONS.**

- (a) The parties agree that the timing is critical for all duties in this Agreement. Failure to adhere to any deadline in the Exhibit C Timetable without prior agreement of Contracting Officer may result in cancellation of Contracting Officer's duties and obligations to conduct Political Subdivision's election under this Agreement or, at the discretion of Contracting Officer, a late penalty surcharge in an amount not to exceed 10% of the final election cost. Adherence to the Timetable is critical because of Montgomery County's obligation to complete all programming and testing, process, print, and mail or email, as applicable, any military and overseas ballots by state and federal deadlines, and conduct federal, state, county, and/or other contracted elections, as applicable.
- (b) In accordance with Section 31.098 of the Texas Election Code, Contracting Officer is authorized to contract with third persons for election services and supplies and hire necessary temporary personnel to perform contracted duties. Part-time and seasonal personnel will be compensated at the hourly rate set by Montgomery County.
- (c) Pursuant to Section 31.100(d) of the Texas Election Code, Contracting Officer may not be personally compensated for election services performed under this Agreement. In accordance with Section 31.100(e) of the Texas Election Code, only costs for contractual duties performed outside of normal business hours by personnel regularly employed by Contracting Officer will be allocated to Political Subdivision under this Agreement.

- (d) Political Subdivision acknowledges that voting equipment is highly technical and it is conceivable that, despite the best effort of the parties and technical assistance, it might fail during the election. Contracting Officer will take every possible action to remedy the situation, but Political Subdivision agrees that should such equipment fail, it will not make any claim for damages of any kind.
- (e) The county early voting sites as per the attached Exhibit A will be used for the Joint Election. Any eligible Montgomery County voter in the Joint Election may vote early by personal appearance at any one of the joint early voting locations in Exhibit A.
- (f) Montgomery County Elections Department is contracting with numerous political entities for the Joint Election, and the parties agree that all ballot styles will be programmed into one electronic voting system. Each voter will receive one ballot that contains all races and measures in the Joint Election for which the voter is eligible at the address and in the precinct of the voter's current registration in Montgomery County. One joint voter sign-in process consisting of a common list of Montgomery County registered voters and common signature rosters shall be used.
- (g) In accordance with Section 31.099 of the Texas Election Code, Contracting Officer shall file copies of this Agreement with the Auditor and Treasurer of Montgomery County not later than the 10th day from receipt of the fully executed Agreement by Contracting Officer.
- (h) Montgomery County is self-insured for personal liability issues. Should Political Subdivision desire insurance for injuries during this election or other liabilities, it shall make such arrangements separate from this Agreement.
- (i) In the event that the performance by Contracting Officer of any of its obligations hereunder shall be interrupted or delayed by any occurrence not occasioned by its own conduct, whether such occurrence be an act of God or the result of war, riot, civil commotion, sovereign conduct, or the act or condition of any persons not a party thereof, then it shall be excused from such performance for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof.
- (j) The parties to this Agreement agree that Political Subdivision may cancel this Agreement in the event that it has no need to participate in Joint Election. If Political Subdivision cancels its participation after the deadline in Exhibit C Timetable, a \$1,000 contract preparation and processing fee will be assessed to Political Subdivision in addition to any costs incurred by Contracting Officer on behalf of Political Subdivision prior to said cancellation. A 10% administrative fee will be added to all charges for services provided under this agreement, including services related to a canceled election or canceled participation for which notification is provided to Contracting Officer after the deadline in Exhibit C Timetable.
- (k) Political Subdivision has the option of extending the applicable terms of this Agreement through its runoff election, if required. Political Subdivision shall be responsible for locating acceptable runoff polling locations, although Contracting Officer may assist. Political Subdivision may reduce the number of early voting locations and/or election day


polling locations in a runoff election. If Political Subdivision elects to have Contracting Officer conduct a runoff election, the date must be acceptable to Contracting Officer and shall be coordinated with other participating entities. Costs will be allocated to the participating entities, plus a 10% administrative fee shall be charged. Political Subdivision shall be responsible for all orders, notices, and notice of election postings and publications required for its runoff, except the publication of the notice of public logic and accuracy test which Contracting Officer will publish.

The foregoing Election Services Agreement is made in Montgomery County, Texas, and is signed on the dates below.

[Remainder of this page intentionally left blank; signature page to follow.]

MONTGOMERY COUNTY, TEXAS

July 11, 2023
Date Signed

By: 
Suzie Harvey, Elections Administrator
"Contracting Officer"
9159 Airport Road
Conroe, Texas 77303
Phone: (936) 539-7843 Fax: (936) 788-8340
Email: suzie.harvey@mctx.org

"Political Subdivision"

Date Signed

By: _____
Name: _____
Title: _____
Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____
Email: _____



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

Board Meeting Date: August 21, 2023

Submitted Date: August 14, 2023

Agenda Business Items:

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

X (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: Discussion and Possible Action to approve the Junior High GMP Package 1-Early Procurement.

Background Information: Joeris received bids on GMP Package 1 for early procurement items. The bid summary and recommendation will be provided.

Attachments: Summary and Recommendation from Joeris.

Superintendent's Resolutions: Recommended

SPLENDORA ISD

New Junior High School

Guaranteed Maximum Price Proposal # 1

Early Procurement of HVAC and Electrical Equipment

August 14, 2023

Summary

These Clarifications and Assumptions supplement the information provided by the Owner and contained in the Drawings and Specifications. The Clarifications and Assumptions supersede all other documents and communications concerning the Project. These Clarifications and Assumptions are based on the drawings and specifications issued by Huckabee Architects dated July 24, 2023.

I. Guaranteed Maximum Price

Joeris agrees to procure the HVAC and Electrical equipment for the Work of this project in accordance with the Plans and Specifications and Clarifications and Assumptions for the following Guaranteed Maximum Price: **\$966,554.00**.

In submitting this proposal, Joeris agrees to hold this proposal open for acceptance for thirty (30) calendar days from the date of this proposal.

II. Contract Time

Joeris agrees to commence the Work within seven (7) calendar days from Notice to Proceed and be substantially complete by June 2025.

The date of equipment procurement of the Work shall occur after Joeris' receipt of the following: (1) executed Contract Documents with all addenda, building permit changes, accepted alternates and cost reduction changes incorporated; (2) approved submittals from Huckabee and their consultants and (4) written Notice to Proceed issued by the Architect.

III. Addenda Received and Incorporated in Paragraph I

GMP Package 1 Addendum 1, dated August 3rd, 2023.

IV. Allowances and Contingency

None Included

V. Proposed Alternates (Not included in GMP)

Alternate 1 – Cummins Generator \$186,916.00

Alternate 2 – Generac Generator..... \$16,965.00

Clarifications and Assumptions

General Notes

1. This GMP is based upon the project documents as prepared by Huckabee Architects dated July 24, 2023.
2. This deliverable assumes that every specification, either referenced by manufacturer or performance, is designed so that more than one manufacturer for each specification will be able to meet the design intent of the project, and that details shown in the contract documents will not preclude any manufacturer specified from participating in the proposal process. Excludes proprietary specifications.
3. The Clarifications and Assumptions supplement the information contained in the Drawings and Specifications for the Project. The Clarifications and Assumptions supersede all other documents and communications concerning the Project.

Division 1 General Requirements

This GMP includes:

1. General liability insurance at a fixed rate of 0.75% of the Contract Sum.
2. Builder's risk insurance at a fixed rate of 0.10% of the Contract Sum.
3. Payment and performance bonds
4. Joeris will identify and provide any "Long Lead" or critical procurement items which have the potential to impact the construction milestones identified above.
5. Procurement savings cannot be fully identified until the procurement process is complete as any savings from one scope may be required to offset scope issues or materials expediting on another. Joeris will maintain a procurement log that will be made available to Splendora ISD upon request. Once the procurement process is complete, Joeris will seek Splendora ISD direction on remaining funds.

This GMP excludes:

6. Expediting fees for the procurement of equipment.
7. Sales Tax
8. A line-item guarantee. Line items are only shown for convenience of review.
9. Escalation allowances or contingencies
10. General Conditions
11. Permit Fees

12. Cost or time impacts resulting from supply chain disruptions in the marketplace, price escalations in the marketplace or price increases due to labor or materials shortages.
13. Provisions for, or any impacts from, any errors or omissions in the contract documents prepared and/or issued by the Owner, Owner's vendors/separate contracts, Architect, Engineer, Consultant, or similar party.
14. Construction and material testing. Testing assumed to be paid for by the Owner.
15. Excludes the potential impacts of any "Buy American" legislation, as the scope of such legislation and the potential cost impacts cannot be estimated at this time.
16. Building code changes, life safety code changes, or other regulatory changes that may occur beyond what is currently designed.
17. Excludes FM Global Requirements.
18. Document reproduction and/or shipping. Reproduction assumed to be paid for by the Owner. It is also assumed that electronic files be provided to the Construction Manager and/or its subcontractors by the design team at no cost.
19. Cost Loading and Resource-Loading of the CPM Construction Schedule.
20. Providing Earnings Reports.
21. Requirements for the engagement of a scheduling consultant.
22. All municipal utility fees, water impact, or sewage fees.
23. Full-Time dedicated Quality Control personnel.
24. Geo-Technical Report, Soils Testing, Energy Compliance Inspections, Texas Accessibility Standards (TAS), and all cost associated with any testing or inspection by a third party.
25. Design responsibility inherent in performance specifications that involve assemblies or interfaces among design elements performed by different trades or are otherwise not customary proprietary specifications obtained from single manufacturers.
26. Specifications that state 1) "delegated design: design assembly or interface, including comprehensive engineering analysis by a qualified professional engineer, using performance requirements and design criteria indicated"; 2) requirements for code compliance and design features "whether or not indicated on the drawings," and 3) references to design "by others" on the drawings.
27. Preparing and furnishing a full set of corrected digital data files of the Contract Drawings.
28. Developing and implementing an instruction program for training the Owner's personnel on the Buildings new equipment.
29. Recovery of any commodity items out of any construction items including, but not limited to spoils, trash, and unused materials.

30. Modification of any existing systems or conditions to bring them up to code compliance unless the scope of such modifications is clearly shown in these Clarification and Assumptions or Construction Documents.

Division 23 Heating, Ventilating and Air-Conditioning (HVAC)

Includes:

1. Procurement of HVAC Equipment
2. The manufacture of each piece of HVAC equipment per school is as follows:
 - a. (Qty 3) Air-Cooled Scroll Water Chillers
 - b. Proposal is based on a *TRANE* Ascend ACSA215 Air-cooled Scroll Chiller, 215 Nominal Tons of cooling

Excludes:

1. Installation of HVAC Equipment and all other HVAC work.

Division 26 Electrical

Includes:

1. Procurement of Electrical equipment including the following:
 - a. Main Service Equipment "MCB" – proposal is based on an *EATON* Pow-R-Line Xpert Switchboard
 - b. Switchboard "MSB" – proposal is based on an *EATON* Pow-R-Line Xpert Swtichboard
 - c. 500kW Natural Gas Engine-Driven Emergency Standby Generator – this proposal is based on a *KOHLER* Model 500RWZXD Generator

Excludes:

1. Installation of Electrical equipment and all other electrical work.

END OF CLARIFICATION AND ASSUMPTIONS



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

Board Meeting Date: August 21, 2023

Submitted Date: August 16, 2023

Agenda Business Items:

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

X (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: Discussion and Possible Action to Approve the Method of Compliance for the GLE and PCE Replacement Projects

Background Information: Recommended Method of Compliance from Huckabee

Attachments: Proposed Method

Superintendent's Resolutions: Recommended



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

Board Meeting Date: August 21, 2023

Submitted Date: August 9, 2023

Agenda Business Items:

- Consent Agenda Item**
- New Action**

Information Only Items:

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

Name of Person Responsible: Chief Colin Weatherly

Department or Campus: Police

Topic: EOP Annual Review and Approval of Changes

Background Information:

Attachments: Updated EOP (2023)

Superintendent's Resolutions: Reviewed

Splendora ISD

Basic Plan



August 1, 2023

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 ISD and its stakeholders expect that schools are safe havens for education. However, the district cannot predict exactly when and where an incident is going to happen. This unpredictability means that every campus, each facility, all faculty and staff, substitute teachers, and students must be prepared to respond efficiently and effectively to an incident. Through its comprehensive emergency management program, Splendora ISD strives to ensure it continues to provide a safe and orderly environment for students, faculty, and staff while supporting the community. As a result, the Splendora ISD emergency management program focuses on the five phases of emergency management; supports local, state, and federal legal authorities; and incorporates mandated requirements and best practices.

This Basic Plan is the core of the Splendora ISD Multi-hazard Emergency Operations Plan (EOP). This EOP, including its supporting documents, provides a framework that outlines our intended approach to manage incidents of all types. It is designed to allow for integration with local, state, and federal emergency management agencies. This EOP is reviewed and updated at least annually and is to be regarded as guidelines rather than performance guarantees.

The Superintendent is responsible for approving and ensuring promulgation of this EOP, which supersedes all previous versions of this EOP. If any portion of this EOP, or its supporting documents, are held to be invalid by judicial or administrative review, such ruling shall not affect the validity of the rest of this EOP.

The Superintendent is responsible for emergency management planning for the district and may designate an individual to serve as the emergency management coordinator who oversees the emergency management program. The Superintendent may also identify individuals whose responsibilities are to support the district emergency management program. Significant changes to this EOP will be signed by the Superintendent.

Jeff Burke
Superintendent of Schools

Date Signed _____

APPROVAL FOR IMPLEMENTATION

This Basic Plan is hereby approved for implementation and supersedes all previous versions.

Approved: _____
Colin Weatherly
Chief of Police/Emergency Management Director

Date: _____

Concurred: _____
Allen Wells
Splendora ISD Board President

Date: _____

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SECTION 1.0 – PURPOSE AND SCOPE

A. Purpose

The purpose of this multi-hazard emergency operations plan (EOP) is to educate and inform the district on what to do before, during, and after an incident by outlining the responsibilities and duties of administrators, faculty, staff, substitute teachers, students, response agencies, and the community. The goal of this EOP is to minimize the loss of life and damage to property. As a result, it identifies emergency management practices, relationships, responsibilities, and general considerations for facilities and campuses within the district. This EOP has been tailored to meet the specific and unique needs, capabilities, and circumstances found throughout the district.

Splendor ISD will review and update this EOP at least annually. These revisions will enhance our ability to support all phases of emergency management.

B. Scope

This EOP addresses district planning for all incidents and is applicable to all district facilities and campuses and ensures that individuals with disabilities, those with access and functional needs, and those with limited English language proficiency are addressed.

SECTION 2.0 – LEGAL REQUIREMENT

Texas Education Code 37.108 states that “each school district or public junior college district shall adopt and implement a multi-hazard emergency operations plan for use in the district’s facilities. The plan must address prevention, mitigation, preparedness, response, and recovery.”

SECTION 3.0 – SITUATION OVERVIEW AND ASSUMPTIONS

A. Situation Overview

To provide an effective response to an incident, this multi-hazard emergency operations plan (EOP) may be activated in part or in whole, as necessary, by the Superintendent, Chief of Police, Emergency Management Director or designee.

The intent of this EOP is to prevent or mitigate the effects of hazards that may affect the district. The district is located within Montgomery County, and is serviced by Education Service Center (ESC) 6.

1. Individuals with Disabilities or Access and Functional Needs

It is the district's policy to provide equal safety during an incident for individuals with disabilities or access and functional needs in accordance with Texas Education Code 37.108. Students, faculty, or staff may require temporary assistance due to injuries (for example: on crutches or wearing a cast).

2. Individuals with Limited English Proficiency.

It is the district's policy to provide equal safety during an incident for individuals with limited English proficiency.

3. Facilities and Campuses

The district has a total of 7 non-campus facilities. The district has 1 high school, 1 middle school, 1 alternative disciplinary campus and 4 elementary schools. A master list of facilities is available at the Administration Building. A map of each facility annotated with evacuation routes, shelter locations, fire alarm pull-stations, fire alarm control panel stations, fire standpipe connections, fire hydrants, fire extinguishers, first aid kits, bleeding control stations, automated external defibrillators (AEDs), hazardous materials storage, server rooms, mechanical rooms, electrical rooms, and utility shutoffs is included in the Facilities Access Management Annex.

The district has 7 campuses.

Campus maps including campus demographics and responding agencies information are located in the Facilities Access Management Annex.

4. Hazard Summary.

There are many hazards that have the potential to disrupt district operations resulting in loss of life and damage to property. Specific hazards have been identified through conducting a district hazard analysis. The Hazard Priority Table for identified district's hazards is located in Attachment 1: District Hazard Analysis Summary Data (page 19). The district has addressed each hazard in a separate annex attached to this Basic Plan (refer to Section 12 – Annexes).

5. Resources

Splendora ISD will use its own resources to respond to incidents. If these resources prove to be inadequate, the district has formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and community organizations to ensure the district has access to needed resources during an incident impacting the district.

The district has formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and community organizations to ensure they have access to needed district resources during an incident impacting the community.

A list of current agreements is found in Attachment 2: Formal Agreements (page 20). These agreements can be obtained through the district's legal office unless they are police agency specific as these will be housed in the main police office.

B. Assumptions

Planning requires a commonly accepted set of assumptions that provide a foundation for establishing emergency management protocols and procedures. The following assumptions identify what the district regards to be true in this EOP. Should an assumption prove to be false, this EOP will be modified accordingly.

1. This EOP is a framework that provides guidance and structure to support our educational mission within a safe and secure environment.
2. This EOP is intended to provide guidance but does not imply performance guarantees. We may deviate from this plan as necessary.
3. Those individuals or agencies listed in the Record of Distribution acknowledge receipt, review, and intent to use this plan during an incident.
4. All facilities and campuses have created site-specific plans addressing their identified hazards.
5. Students, faculty, and staff are empowered to assess the seriousness of a situation and respond accordingly which may prevent an incident from occurring.
6. An incident such as a fire, gas leak, or hazardous material spill could occur without warning. Faculty and staff should not wait for directions from local response agencies before activating this EOP, thus protecting lives and property.
7. Probable or developing conditions may result in leadership making the decision to delay or cancel events in order to avoid potential injury or loss of life if conditions were to evolve into an incident.
8. Incident management will be conducted in a manner consistent with the principles contained in the U.S. Department of Homeland Security National Incident Management System (NIMS) doctrine.

9. We are prepared to take initial response actions until help from responding agencies is available.
10. The Splendora ISD Police Chief and/or Emergency Management Director will assume the Incident Commander (IC) position or establish a Unified Command (UC) depending on the incident.
11. An intentional threat against the district will result in security and law enforcement response actions.
12. A quick and appropriate response will reduce the number and severity of injuries.
13. A large-scale incident requires an effective and coordinated response between the district, community, and response agencies resulting in minimizing public concern; assisting in recovery efforts; and reducing the impact on students, faculty, and staff.
14. During an incident, faculty and staff are expected to perform tasks beyond their daily duties.
15. Utilities (for example: water, electrical power, natural gas, telephone communications, radio systems, cell towers, information systems) may be interrupted due to an incident.
16. Buildings, major roads, overpasses, bridges, and local streets may be damaged. Individuals may become stranded on campus due to unsafe traveling conditions.
17. Conducting regular drills, exercises, and trainings with students, faculty, and staff on the hazards identified in this EOP improves our readiness to respond to incidents and reduce incident related losses.

SECTION 4.0 – CONCEPT OF OPERATIONS

A. Approach to Emergency Management

The multi-hazard emergency operations plan (EOP) is based on an all-hazards approach and may be activated in its entirety or in part, based on the incident and decisions of leadership.

This EOP does not replace the responsibility of each facility and campus to develop and test emergency plans. To the extent possible, the same personnel and resources used for daily operations will transition to response operations. Faculty, staff, and resources may be limited, so some routine services and activities that do not contribute to the incident response will be redirected or suspended to accomplish response and recovery efforts.

The Superintendent is responsible for emergency management planning for the district and may designate an individual to serve as the emergency management coordinator who oversees the emergency management program. The Superintendent may also identify individuals whose responsibilities are to support the district's emergency management program.

In order to ensure the district has a more efficient and effective response to incidents, and is eligible to receive federal preparedness funds, we have formally adopted and implemented the National Incident Management System (NIMS) on June 27, 2022.

B. Emergency Operations Organization

To manage all planned events and incidents the district will implement the Incident Command System (ICS). ICS is the standardized approach used to support events and emergency operations by defining roles and responsibilities while creating a system for decision making.

C. Phases of Emergency Management

In compliance with Texas Education Code 37.108, this EOP addresses each of the five phases of emergency management, as defined by the Texas School Safety Center (TxSSC), in conjunction with the Governor's Office of Homeland Security, and the Commissioner of Education.

1. **Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Examples: Cyberbullying prevention, pandemic influenza sanitation measures, building access control procedures, security systems and cameras, etc.
2. **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. Examples: Structural changes to buildings, elevating utilities, bracing and locking chemical cabinets, properly mounting lighting fixtures, ceiling systems, cutting vegetation to reduce wildland fires, etc.

3. Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Examples: Conducting drills, preparing homework packages to allow continuity of learning if school closures are necessary, etc.
4. Response: Activities that address the short-term, direct effects of an incident. Examples: Lockdown, shelter-in-place, evacuation of students, search and rescue operations, fire suppression, etc.
5. Recovery: Encompasses both short-term and long-term efforts for the rebuilding and revitalization of affected communities. Examples: Short-term recovery focuses on crisis counseling and restoration of lifelines such as water and electric supply, and critical facilities. Long-term recovery includes more permanent rebuilding.

D. Physical and Psychological Safety

The physical safety of students, faculty, staff, and others in the community during an incident is addressed throughout every annex.

In addition to physical safety, this EOP ensures provisions for supporting the psychological safety of students, faculty, staff, and others in the community during an incident. These provisions are aligned with best practice-based programs and research-based practices in accordance with Texas Education Code 37.108, and in alignment with Section 161.325 of the Health and Safety Code.

This EOP, in compliance with Texas Education Code 37.108, includes strategies for ensuring any required professional development training for suicide prevention, grief-informed and trauma-informed care, and psychological first aid is provided to appropriate school personnel. These strategies, and additional information regarding psychological safety, are located in the Psychological Resilience Annex (page ##).

SECTION 5.0 – ASSIGNMENT OF RESPONSIBILITIES

This section provides an overview of the responsibilities of district personnel during each phase of emergency management. Key personnel in the following tables have been trained in the National Incident Management System (NIMS) and the Incident Command System (ICS) to ensure effective emergency management planning and decision making.

While it is expected that personnel will take action to manage an incident until response agencies arrive, there are additional responsibilities prior to, and after an incident, that personnel will need to fulfill. We acknowledge that the primary responsibility concerning the response to an incident needs to be assigned to the individual who has the most subject matter expertise to managing the incident.

Tables signifying roles, responsibilities, and during which phase of emergency management each responsibility is to be fulfilled are located on the following pages.

ROLES, RESPONSIBILITIES, AND DURING WHICH PHASE OF EMERGENCY MANAGEMENT EACH RESPONSIBILITY IS TO BE FULFILLED		
Executive Staff	Responsibility	During Which Phase of Emergency Management it is Fulfilled
Superintendent	Assumes responsibility for emergency management planning, ensuring the process includes each phase of emergency management.	All Phases
	May designate an individual to serve as the emergency management coordinator who oversees the emergency management program.	Preparedness
	May identify individuals whose responsibilities are to support the emergency management program.	All Phases
	Approves and ensures promulgation of the multi-hazard emergency operations plan (EOP).	Preparedness
	Signs-off on all significant changes to this EOP.	Preparedness
	Activates, in part or in whole, this EOP in order to provide for an effective response to an incident.	Response
	Provides guidance for the direction and control of an incident according to NIMS and the district's emergency management program.	All Phases
	Assigns a district representative, with decision-making authority, to the Emergency Operations Center (EOC) to support and coordinate district activities during the community response to an incident.	Response
	Establishes a line of succession for making district decisions during an incident.	Preparedness Response
	Ensures this EOP is reviewed annually.	Preparedness
	Communicates with the School Safety and Security Committee regarding the objectives and priorities for the emergency management program.	All Phases
	Advises the board of trustees of incidents and provides periodic reports as needed.	Response Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Principals	Ensures development of campus site-specific emergency management plans.	Preparedness
	Responsible for the emergency management program on their campus.	All Phases
	Takes steps to ensure overall safety of students, faculty, and staff.	All Phases
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
	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	Preparedness

ROLES, RESPONSIBILITIES, AND DURING WHICH PHASE OF EMERGENCY MANAGEMENT EACH RESPONSIBILITY IS TO BE FULFILLED		
Committees	Responsibility	During Which Phase of Emergency Management it is Fulfilled
School Safety and Security Committee	Participates in the development and implementation of emergency plans ensuring they are consistent with this EOP and reflect the specific needs that exist for each facility and campus.	Preparedness
	Provides, periodically to the board of trustees and administration, recommendations to update this EOP according to the best practices identified by the Texas Education Agency (TEA), the Texas School Safety Center (TxSSC), or an individual in the Registry established by the TxSSC.	Preparedness
	Provides information required to complete the safety and security audit, safety and security audit report, or any other report required to be submitted to the TxSSC.	Preparedness
	Ensures a safety and security audit has been conducted for all facilities at least once every three years in compliance with Texas Education Code 37.108.	Preparedness
	Ensures a Safety and Security Audit Report is submitted to the board of trustees.	Preparedness
	Reviews each report submitted to the TxSSC to ensure it contains accurate and complete information regarding each facility and campus and follows the criteria established by the TxSSC.	Preparedness
	Consults with local law enforcement agencies on how to increase their presence near campuses.	Preparedness
	Selects where bleeding control stations are to be placed in schools, ensuring they are in easily accessible areas.	Preparedness
	Meets as required by Texas Education Code 37.109.	Preparedness
	Attends Psychological First Aid Training.	Preparedness

ROLES, RESPONSIBILITIES, AND DURING WHICH PHASE OF EMERGENCY MANAGEMENT EACH RESPONSIBILITY IS TO BE FULFILLED		
Departments	Responsibility	During Which Phase of Emergency Management it is Fulfilled
SISD Police Department	Support for District strategic, operational, and tactical planning before, during, and after incidents	All phases
	Assist with campus safety drills	Preparedness
	Coordinate with multiple local, state, federal agencies on planning and assistance for incidents	All phases
	Take the lead role with any agency interaction involving an incident	All phases
Transportation Department	Develops plans to recalls bus drivers.	Response
	Transport food and emergency supplies as needed	Response
	Develops plans to adjust bus routes.	Response
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Maintenance Department	Ensure adequate warning systems is always available	Preparedness
	Maintain emergency generators on a scheduled program	Preparedness
	When school facilities are used as shelters, district personnel should, as much as practical, assist the shelter manager in securing, protecting, and using the school facility.	All phases
	Assist personnel in locating, operating, and shut off of utilities.	All phases
	Assist post-disaster cleanup	Response
	Maintain fire extinguishers in all facilities	Preparedness
	Assist building personnel in gathering of any additional supplies	All phases
	Develops plans to surveys and reports the condition of buildings.	Preparedness Response Recovery
Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery	
Food Service Department		

	Plan for and stock emergency food, supplies, and water	Preparedness
	Direct the rationing, use, and preparation of food and water supplies when the feeding of students/staff is necessary.	All phases
	Develops plans to inventory existing food and supplies.	Preparedness Response Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Legal Department	Creates formal agreements with agencies and community organizations to ensure the district has access to needed resources during an incident	All Phases
	Protects, maintains, and stores essential records in collaboration with the Superintendent, in accordance with legal requirements for document retention.	All Phases
Custodial Department	Take necessary actions to limit additional damage to any facility	Response/Recovery
	Assist in rescue operations if necessary	Response
	Assist maintenance personnel in post disaster cleanup	Response/Recovery
Technology Department	Setup and maintain any additional technological resources, such as hot spots, computers, cell phones, radios, etc	Response/Recovery

ROLES, RESPONSIBILITIES, AND DURING WHICH PHASE OF EMERGENCY MANAGEMENT EACH RESPONSIBILITY IS TO BE FULFILLED		
Personnel	Responsibility	During Which Phase of Emergency Management it is Fulfilled
Counselors	Ensure that staff is trained on suicide prevention protocols	Preparedness
	Ensure that staff and students get grief-informed trauma and mental health care when needed	All phases
	Takes steps to ensure the safety of students, faculty, and staff.	All Phases
	Assists with the reunification of students with parents or guardians.	Response
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Nurses	Organizes first aid and medical supplies.	All Phases
	Administers first aid or emergency treatment as needed.	Response
	Supervises those trained to provide first aid to others.	Response
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Teachers	Remains with students until directed otherwise.	Response
	Takes attendance of their class when relocating to a safe location.	Response
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Emergency Management Coordinator (EMC)	Oversees the emergency management program.	All Phases
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Public Information Officer (PIO)	Assumes responsibility as the official spokesperson for the district during an incident.	Response
	Creates and maintains an updated Media Roster that contains the contact information for each local media outlet listed in the Emergency Communications Annex of the District's Basic Plan.	Preparedness
	Prepared and delivers accurate messages in a timely and professional manner.	Preparedness Response
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery

SECTION 6.0 – DIRECTION AND CONTROL

A. General Information

To provide for the effective direction and control of an incident impacting the health and safety of the district, this Multi-hazard Emergency Operations Plan (EOP) will be activated. The Superintendent or designee will provide guidance for the direction and control of an incident according to the National Incident Management System (NIMS) and the emergency management program. The district will implement the Incident Command System (ICS) to manage the incident.

The first ICS trained individual to arrive at the incident will serve as the Incident Commander (IC) until relieved by a more qualified individual. The IC will establish an Incident Command Post (ICP), assign individuals to fill positions in order to effectively respond to the incident, direct the on-scene response from the ICP, and provide an assessment of the situation to district officials and responding agencies. When an incident expands beyond the district's response capabilities, multiple agencies will respond bringing with them their own IC. As a result, the district IC, and all other agency ICs, come together under a Unified Command (UC) in order to make collaborative decisions and coordinated an effective response. If the first IC is a district employee, that individual will be prepared to become a member of the UC and represent the district.

In an incident impacting the community, the local office of emergency management may activate their Emergency Operations Center (EOC) to manage the response. A representative from the district, with decision-making authority, will be sent to the EOC to support and coordinate district activities.

B. Chain of Command

In accordance with Texas Education Code 37.108, the district has established the following line of succession for making district decisions during an incident.

1. Superintendent and/or Chief of Police
2. Assistant Superintendent and/or Lieutenant of Police
3. Second Assistant Superintendent

C. Coordination with Response Agencies

In accordance with Texas Education Code 37.108, Splendora ISD has measures in place to ensure coordination with the following agencies during an incident. When possible, these agencies will also be included in district drills, exercises, trainings, and after-action reviews.

1. Department of State Health Services
2. Montgomery County Office of Homeland Security and Emergency Management
3. Montgomery County 911 Center

4. Montgomery County Hospital District
5. East County Fire Department
6. Montgomery County Sheriff's Department
7. City of Splendora Police Department
8. Montgomery County Precinct 4 Constable's Office
9. City of Roman Forest Police Department
10. City of Patton Village Police Department
11. Texas Department of Public Safety

SECTION 7.0 – PUBLIC INFORMATION OFFICER

The district Public Information Officer (PIO) is the official spokesperson for the district. The PIO maintains an updated Media Roster that contains the contact information for each local media outlet listed in the Communications Annex (page 33). The PIO is responsible for delivering accurate messages in a timely and professional manner.

SECTION 8.0 – ADMINISTRATION AND SUPPORT

A. Purchasing

1. The Operations Section follows established policy while:
 - a. Overseeing all financial activities during an incident including purchasing resources.
 - b. Arranging contracts for services.
 - c. Tracking incident costs.
 - d. Timekeeping for personnel.
 - e. Verifying compliance with applicable laws and policies for financial coding.
 - f. Submitting forms for reimbursement.
 - g. Preserving all incident-related documentation.
2. 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. The purchasing process is outlined in a separate district document titled SISD Emergency Purchasing Procedures.

B. Reporting

1. Situational Reports

Situational reports will be completed daily and distributed by members of the Incident Command Post (ICP) and as requested by the Incident Commander (IC) during the incident.

2. Federal Emergency Management Agency (FEMA) Incident Command System (ICS) Forms To Be Used

- a. ICS Form 213, General Message, will be used immediately as needed.
- b. ICS Form 214, Activity Log, will be completed throughout the incident by individuals assisting with the incident.
- c. The FEMA forms can be downloaded using this link:
<https://training.fema.gov/emiweb/is/icsresource/icsforms/>.

C. Recordkeeping

1. The following records will be kept during an incident and retained in the manner described in point three below for as long as the district's legal department recommends:
 - a. Records related to purchases (mentioned above in the Purchasing paragraph).
 - b. Activation and deactivation of incident policies, procedures, and resources.
 - c. Major commitments of resources or requests for additional resources through formal agreements.
 - d. Significant changes in the incident situation.

2. Records can be easily damaged during an incident. Efforts will be made to protect them in order to resume daily operations. These records include but are not limited to: legal documents, student files, and faculty and staff files.
3. Essential records will be protected and are maintained in collaboration with the Chief Financial Officer and Splendora ISD. These records will be stored and kept in accordance with legal requirements for document retention.

SECTION 9.0 – DEVELOPMENT AND MAINTENANCE PROCESS

The following process has been established to ensure this Multi-hazard Emergency Operations Plan (EOP) is continuously developed and maintained to provide guidance during all phases of emergency management.

- A. After-action reviews (AARs) will be conducted by the district following every drill, exercise, planned event, and incident. An AAR captures feedback on what went right, and what went wrong; gathers information and perspectives to create lessons learned; generates recommendations for the next drill, exercise, planned event, or incident; and becomes a catalyst for updating the current EOP.
- B. The current EOP will be reviewed annually by the EOP Planning Team, response agencies, and others having roles and responsibilities mentioned in this EOP. This annual review has been established by the Superintendent. This review process also includes AAR feedback captured since the previous annual review.
- C. Once the annual review has been completed, minor edits (such as grammar or spelling changes) require no notification to stakeholders. Significant changes (such as changes in guidelines, roles, or responsibilities) will be tracked in an updated version of this EOP and distributed to all relevant stakeholders for a period of review and comment.
- D. At the end of the review and comment period all significant changes will be recorded in the Record of Changes and Annual Review table. If no significant changes were made to the current EOP, the phrase “Annual EOP Review Conducted” will be noted in the Summary of Significant Changes and Annual Review column of the Record of Changes and Annual Review table. The Record of Changes and Annual Review table also verifies the EOP has been reviewed annually. The updated EOP is then forwarded to the appropriate authorities for their review and approval for implementation.
- E. Once the EOP’s Approval for Implementation page has been signed, the updated EOP will be forwarded to the Superintendent to sign the Promulgation Statement. Additionally, the Promulgation Statement will be signed, as soon as possible, when a new Superintendent assumes leadership.
- F. The Record of Distribution indicates who receives each version of this EOP. Specifically, the Record of Distribution is updated to identify the receipt, review, and intent to use this EOP during an incident by those individuals and agencies (both internal and external) responsible for assisting the district during all phases of emergency management.

SECTION 10.0 – EXPLANATION OF TERMS

A. Acronyms

AAR	After-Action Review
AED	Automated External Defibrillator
EOC	Emergency Operations Center
EOP	Multi-hazard Emergency Operations Plan
ESC	Education Service Center
FEMA	Federal Emergency Management Agency
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
PIO	Public Information Officer
TEA	Texas Education Agency
TxSSC	Texas School Safety Center
UC	Unified Command

B. Definitions

1. **Actions:** Critical activities that need to be accomplished during all phases of emergency management.
2. **Agreement:** Can consist of contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements between the district, responding agencies, and community organizations to ensure resources are available during an incident.
3. **Contracts:** Legally binding agreements between parties obligating one to provide goods or services for consideration or payment.
4. **Drill:** A preparedness activity designed to train individuals on responding effectively during an incident when loss of life or property are at risk.
5. **EOP Planning Team:** An individual, a collaborative team of individuals, a new team, or an existing team or committee that is responsible for developing, reviewing, and updating the district's multi-hazard emergency operations plan (EOP).
6. **Exercise:** A preparedness activity designed to practice and assess, in a more realistic setting than a drill, the actions of individuals responding to an incident when loss of life or property are at risk.
7. **Hazard:** A situation that has the potential to adversely impact the safety of individuals or cause damage to property.
8. **Incident:** A situation that adversely impacts the safety of individuals or causes damage to property.

9. Incident Action Plan: A document that is prepared after the first 24 hours of an incident that identifies the goals and objectives that need to be accomplished during a stated time period.
10. Incident Command Post: The location where incident leadership coordinates and communicates decisions to ensure a strategic and effective response to the incident is accomplished.
11. Incident Command System: The standardized approach globally used during an incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies.
12. Incident Commander: The individual who has overall responsibility for managing the response to the incident.
13. Interlocal Agreement: Written formal agreements between two governmental entities made in accordance with Texas Government Code Title 7, Chapter 791, that are often binding and include performance expectations. These agreements essentially act like contracts between government entities.
14. Memoranda of Understanding: Formal or informal agreements between two government entities that, in its simplest use, creates a general understanding or level of cooperation between the entities that may not be binding. In practice these are often used as a more formal agreement, similar to an Interlocal Agreement, where they may define the responsibilities of each party, provide the scope and authority of the agreement, clarify terms and timelines, and outline compliance issues.
15. Mutual Aid Agreement: A formal written agreement between the district and another government entity that commits the participating parties to a mutually beneficial, cooperative agreement based on principles of contract law that support protecting lives and property. In most circumstances, participating parties provide resources, materials, or services during emergency incidents with the idea that there will be a future reciprocal exchange of roughly comparable value, if and when required.
16. National Incident Management System: A set of principles used by agencies across the Nation to coordinate and work effectively during all phases of emergency management in order to reduce the loss of life or property.
17. Resources: Includes personnel, equipment, supplies, and facilities available to be used during an incident.
18. Unified Command: Similar to the Incident Commander; however, now two or more individuals, with authority in different agencies, join together to create one leadership role that has overall responsibility for managing the response to the incident.

SECTION 11.0 – ATTACHMENTS

Attachment 1: District Hazard Analysis Summary Data (more information found in Section 3.0, A.4)

Splendora ISD Hazard Analysis Tool (TxSSC, 2002)					
Hazard	Probability (0-9)	Severity of Impact - Life Safety (0-10)	Severity of Impact - Property (0-3)	Severity of Impact - District Operations (0-6)	TOTAL SCORE
Active Shooter (Attacker)	3	10	3	6	22
Flooding	9	6	2	4	21
Hurricane/Tropical Storm	9	6	2	4	21
Communicable Disease	6	6	1	4	17
Highway Accident/HAZMAT	3	8	2	4	17
Cyber Attack/Ransomware	6	2	1	6	15
Tornado	3	6	2	4	15
Haz Mat Release	3	6	1	4	14
Pipeline Release	3	6	1	4	14
Severe Thunderstorm	9	2	0	2	13
Winter Storm	6	2	1	4	13
Train Derailment	6	2	1	2	11
Major Utility Loss	6	0	0	2	8
Earthquake	1	2	1	2	6
Wildfire	1	2	1	2	6
List additional hazards					0
					0
					0
					0
					0

Attachment 2: Formal Agreements (more information found in Section 3.0, A.5

A. Resources Needed by the District

The district has the following formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and community organizations to ensure the district has access to needed resources during an incident impacting the district.

RESOURCES NEEDED BY THE DISTRICT PROVIDED THROUGH FORMAL AGREEMENTS WITH AGENCIES AND COMMUNITY ORGANIZATIONS		
Agency	Type of Agreement	Resource(s)
High Point Fellowship Church	MOU	Reunification site
Faith Family Baptist Church	MOU	Reunification site
Montgomery County Sheriff's Department	Mutual Aid Agreement	Police backup
Montgomery County Constable's Office	Mutual Aid Agreement	Police backup
Splendora Police Department	Mutual Aid Agreement	Police backup
Texas Department of Public Safety	Mutual Aid Agreement	Police backup
Patton Village Police Department	Mutual Aid Agreement	Police backup
Roman Forest Police Department	Mutual Aid Agreement	Police backup

B. Resources Needed by Agencies and Community Organizations from the District.

The district has the following formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and community organizations to ensure they have access to needed district resources during an incident impacting the community.

RESOURCES NEEDED BY AGENCIES AND COMMUNITY ORGANIZATIONS PROVIDED THROUGH FORMAL AGREEMENTS WITH THE DISTRICT		
Agency	Type of Agreement	Resource(s)
Montgomery County Emergency Management Office	Mutual Aid Agreement	Use of skating center to house potential displaced residents during a natural disaster
All police agencies in East Montgomery County area	Mutual Aid Agreement	Police backup

Attachment 3: School Safety and Security Committee (more information found in Section 5.0, Committees Table).

In accordance with Texas Education Code 37.109, the School Safety and Security Committee, to the greatest extent practicable, includes:

AGENCY	NAME	TITLE
City or County's Office of Emergency Management	Meghan Arthur	Montgomery County OEM Homeland Security Planner
Local Police Department or Sheriff's Office	Troy Teller	Lieutenant – City of Splendora Police Department
District Police Department	Colin Weatherly Mike Bryant	Chief of Police Lieutenant of Police
President of the Board of Trustees	Alan Wells	President of SISD School Board
A member of the Board of Trustees	Barry Welch	Member of SISD School Board
Superintendent	Jeff Burke	Superintendent of SISD
Designee(s) of the Superintendent	Glen Barnes Kevin Lynch David Young Damon Lawrence	Asst Superintendent SISD CFO SISD Splendora Community Member Teacher in SISD
SISD Team Members	Diana Archer Darcas Moody Loydette Youngblood Buddy Denman Eric Reimer Brandi Perkins Bay Hill	Student Services SISD Transportation Director SISD Lead Counselor SISD Technology Director SISD Maintenance Director SISD SPED Director SISD Splendora HS Asst Principal
Parents or Guardians of Enrolled Students	Jennifer Flores Ms. Almagara	Parent of SISD Student Parent of SISD Student

In accordance with Texas Education Code 37.109, except as otherwise provided in the Code, the School Safety and Security Committee shall meet at least once during each academic semester and at least once during the summer. The committee is subject to Chapter 551, Government Code, has the freedom to meet in executive session as provided by that chapter, and posts notice of their committee meetings in the same manner as notice of a meeting of the board of trustees. The table below includes data concerning the previous year's meetings.

SCHOOL SAFETY AND SECURITY COMMITTEE MEETINGS HELD DURING THE 2022-2023 ACADEMIC YEAR	
Meeting Date	Meeting Time
08/10/2022	09:00
11/07/2022	10:00
03/20/2023	09:30

Attachment 4: Safety and Security Audits (more information found in Section 5.0, Committees Table, included in responsibilities for the School Safety and Security Committee.

A safety and security audit has been conducted for all facilities at least once every three years in compliance with Texas Education Code 37.108. A Safety and Security Audit Report has been submitted to the board of trustees.

SAFETY AND SECURITY AUDIT CERTIFICATION STATEMENT		
Date Safety and Security Audit Was Completed	Person or Agency Who Conducted the Safety and Security Audit	Date Safety and Security Audit Report Was Submitted to the Board of Trustees
May 2023	C. Weatherly – Chief of Police SISD	05/15/2023

Attachment 5: 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/stepparents/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.

Attachment 6: School used as Polling Location

Guidelines

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.

Attachment – Reserved for Future Attachments

SECTION 12.0 – FUNCTIONAL ANNEXES

Functional annexes address general strategies for a specific set of broad actions such as how our district will handle communications or evacuations through the five phases of emergency management.

Communications Annex

SPLENDORA ISD
Functional Annex: Communications

Record of Changes

Change #	Date of Change	Change Entered By	Change Notes	Location/Section of Change
Example	XX/XX/XXXX	John Doe	Updated Hazard Assessment	Section XX.X
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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 is be maintained by the Communications Department.

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.

SECTION 13.0 – HAZARD SPECIFIC ANNEXES

Hazard-specific annexes utilize the five phases of emergency management to address actions and responsibilities needed to manage an incident. Hazard specific annexes are kept under separate cover due to security and specific processes. Hazard specific annexes are available only to law enforcement/emergency response agencies or those that the Safety/Security Committee gives prior approval to.

- #1 Hazardous Materials Annex
 - #1A Train Derailment Appendix
- #2 Communicable Disease Annex
- #3 Severe Weather Annex
- #4 Active Threat Annex
- #5 Active Shooter
- #6 Reunification

HAZARD SPECIFIC ANNEXES

Security Statement

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Splendora ISD

Hazardous Materials Annex



August 2023

Security Statement

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Section 1 – Purpose and Scope

1.1 Purpose

This annex establishes the policies and procedures under which the district will operate in the event of an incident involving hazardous materials (Hazmat) by addressing planning and operational actions for all five phases of emergency management: Prevention, Mitigation, Preparedness, Response, and Recovery.

1.2 Scope

This annex is meant to address district planning for Hazmat and applies to the whole district and the surrounding community and all district property.

Section 2 – General Information

2.1 Hazard Overview

A hazardous material is any substance in a quantity or form that could pose a reasonable risk to health, environment, or property. Hazardous materials are commonly used within the district as they are often used, transported, and produced in the surrounding community. Due to the widespread presence of hazardous materials, many facilities are potentially at risk of a hazardous material release. An effective response to a hazardous material incident may require response assistance from the responsible party. In some situations, assistance may be needed from local, state, and federal agencies with jurisdictional responsibilities for incidents involving hazardous materials.

2.2 District-Specific Hazard Risk

Splendora ISD identifies the following hazards as a high priority. Where noted, these hazards are addressed in a separate appendix to this annex.

On-Campus Chemical Release

Chemicals can be found throughout a school: in classrooms, laboratories, storerooms, maintenance sheds, and numerous other areas as they are used both for maintenance and in the classroom. While useful, chemicals can be dangerous to students and staff if managed improperly.

Fixed-Facility Incident

Hazardous materials are produced or stored in many different types of fixed facilities such as petroleum refineries, chemical plants, grain elevators, distribution warehouses, automotive repair shops, propane distribution companies, pool supply companies, and drinking water and wastewater plants. School districts should identify facilities that store hazardous materials in the proximity of their campuses.

Highway Hazmat Incidents

Transportation of hazardous materials near schools and other district facilities is common. Smaller communities are more likely to have Hazmat shipments travel through town because they often lack highway bypasses to divert these shipments.

Pipeline Incidents

When pipelines are damaged or ruptured, the release of their contents may result in a variety of hazards ranging from health hazards to fires and explosions. Because of this, it is important for any school district with a campus or facility that could be affected by a pipeline rupture to have a plan in place for such an event.

Train Derailment

A train derailment incident involves one or more railway cars exiting the track. This could result in a material release, explosion, or physical damage along the railway car's path.

2.3 Hazard Preparedness and Warning

Splendora ISD is committed to being prepared for high-priority hazards as identified in the Hazard Analysis and efficiently notifying the district community in the event of their occurrence.

Splendora ISD acknowledges that the following campuses have been identified as at-risk of being exposed to an incident involving Hazmat based on the Hazard Analysis (e.g., railroad tracks within 1000 yards of a railroad track as measured from any point on the school’s real property boundary line, nuclear power plants, natural gas pipelines, large grain silos, anhydrous ammonia storage tanks, oil fields, etc.):

Facility	Address	Hazard
Peach Creek Elementary	14455 Cox Street, 77372	Near RR Track
Greenleaf Elementary	26275 FM 2090, 77372	Near RR Track
At Risk Services	26175 FM 2090, 77372	Near RR Track
Splendora High School	23747 FM 2090, 77372	On Campus Chemicals/Pipeline
Splendora Junior High	23411 FM 2090, 77372	On Campus Chemicals
All Campuses		Highway HazMat

Splendora ISD coordinates with Montgomery County Office of Homeland Security and Montgomery County Haz-Mat in planning for incidents involving Hazmat that affect the school district. A staff member designated as the District Chemical Safety Officer attends Local Emergency Planning Committee (LEPC) meetings to assist in planning for hazardous material incidents in the region.

Warning the Affected Campus Community

The district has comprehensive plans for alerting the campus community and collaborating with emergency responders during an incident involving Hazmat. Splendora ISD uses the following methods to disseminate emergency information about Hazmat events to the campus community:

- Mass Communication through email and text to employees and community
- Splendora ISD App
- Local News

For informative event notifications to district stakeholders, see the guidance provided in the Communications Annex of the District Emergency Operations Plan (EOP).

2.4 Safety in Portable Buildings

In compliance with Texas Education Code 37.108, Splendora ISD employs the following measures to ensure the safety and security of those in portable buildings during an incident involving Hazmat:

- Lockable doors from the inside of each building classroom

Splendora ISD Hazardous Materials Annex

- Video monitoring outside the building area
- Notification of emergencies through PA system

2.5 Access and Functional Needs

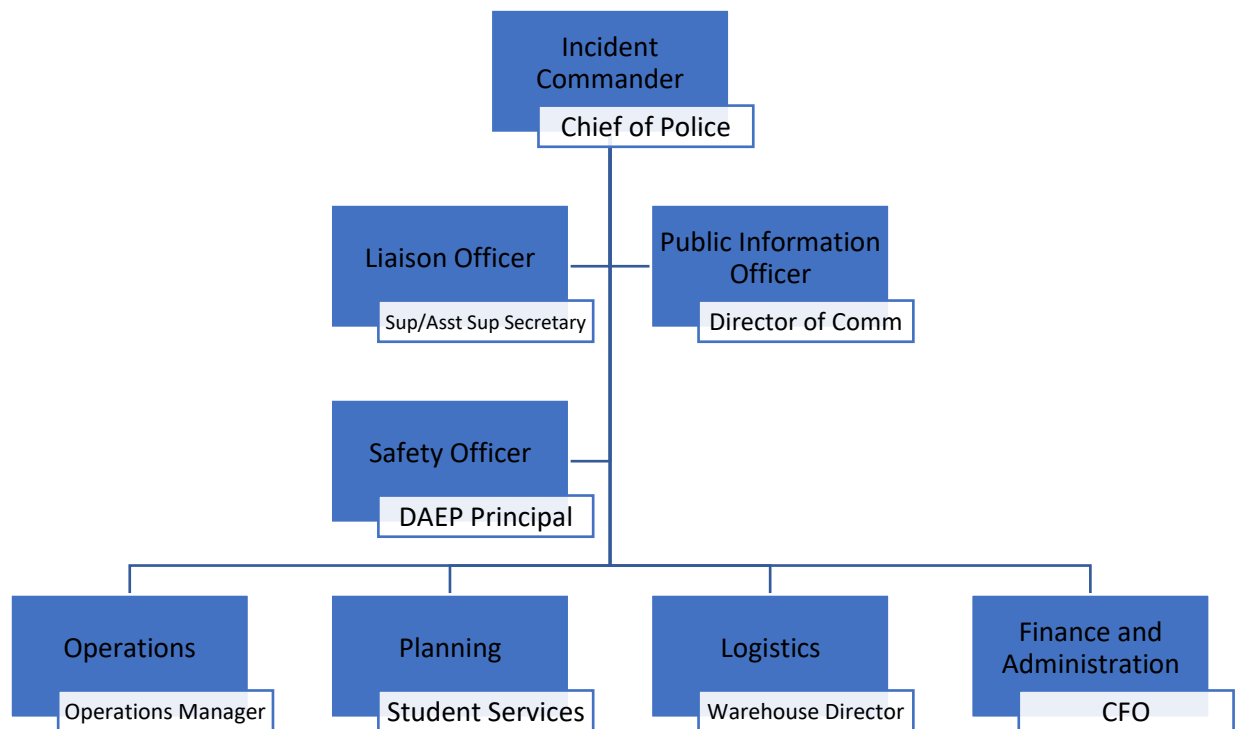
In compliance with Texas Education Code 37.108, Splendora ISD employs the following measures to ensure the safety and security of those with access and functional needs during an incident involving Hazmat:

- Staff members are with these students during the whole time
- Talking points with students, staff, and substitute teachers in advance of potential hazards
- Designated areas of each campus for safety of specific needs individuals

Section 3 – Annex-Specific Incident Command System (ICS)

3.1 Annex-Specific ICS Organizational Chart

Splendora ISD will designate an Incident Commander for an incident involving Hazmat. The Incident Commander will have the ability to expand or contract the ICS structure as necessary during the incident.



Section 4 – Actions and Responsibilities

District Actions and Responsibilities Table

Prevention Phase	
Safeguard against consequences unique to specific incidents involving hazardous materials	
District Action	Responsible Role (Individual or position responsible for this action)
Identify Chemical Safety Officer	Emergency Management Director
Identify campuses that store potential hazmat chemicals	Chemical Safety Officer
Identify local hazmat routes	Chemical Safety Officer
Coordinate with local fire departments and remediation companies in case of hazmat spill	Chemical Safety Officer
Identify any specific hazmat potential such as pipelines, storage facilities, etc in and around entire district	Chemical Safety Officer

Mitigation Phase	
Reduce the impact of specific incidents involving hazardous materials	
District Action	Responsible Role (Individual or position responsible for this action)
Identify emergency response resources such as Montgomery County Haz-Mat, Porter Fire Department, Remediation services, and Montgomery County Emergency Management	Chemical Safety Officer
Test emergency equipment in science labs such as eye wash stations and emergency showers	Chemical Safety Officer
Chemicals located in campuses (science labs) are properly labeled and stored	Chemical Safety Officer
Ensure chemical spill kits are readily available at all campus locations that utilize and store chemicals	Chemical Safety Officer
Establish hazmat go-kits at each school to mitigate potential spills	Chemical Safety Officer

Preparedness Phase	
Regularly review district readiness for specific incidents involving hazardous materials	
District Action	Responsible Role (Individual or position responsible for this action)
Test campus and district wide communication systems including specific scripts for a hazmat incident	Communications Director
Make sure all staff and substitute teachers know responsibilities during a hazmat incident through drills and training	Emergency Management Director
Make sure all proper SDS Sheets are updated and available for chemicals on site	Chemical Safety Officer
Coordinate with the local fire department on all issues related to hazmat materials in campuses and community	Chemical Safety Officer
Complete mandatory drills involving hazmat as directed by Texas School Safety Center	Emergency Management Director
Make sure all proper PPE is available as needed for staff and students	Chemical Safety Officer
Research and construct go-kits for each school building containing the necessary supplies for a hazmat shelter in place incident	Emergency Management Director
All local first responders have the ability to familiarize themselves with all campuses and buildings within SISD	Chief of Police

Response Phase	
District actions during specific incidents involving hazardous materials	
District Action	Responsible Role (Individual or position responsible for this action)
Coordinate emergency response and cleanup of a potential hazmat incident	Chemical Safety Officer
Notify all staff, student, parents, and community of initial incident and any potential evacuations	Communications Director
Coordinate evacuation and reunification plans if needed	Emergency Management Director
Account for all staff and students	Building Principal
Activate Continuity of Operations plan	Superintendent
Track all expenditures related to incident	Chief Financial Officer
Repair any damage of facilities	Maintenance Director

Recovery Phase	
Return to normal district operations following specific incidents involving hazardous materials	
District Action	Responsible Role (Individual or position responsible for this action)
Psychological support services will be coordinated by the counseling services as shown in the EOP Basic Plan	Counselors
Coordinate with local emergency groups to remediate all potential hazardous material and certify that area is safe for students and staff return	Chemical Safety Officer
Monitor facilities for any potential residual effects	Chemical Safety Officer
Prepare students and staff to return to either campus affected by making necessary repairs or moving students to other campuses or locations	Superintendent
Obtain damage assessments and repair facilities according to SISD policies	Maintenance Department
Conduct a full after action report by bringing all parties involved together to receive the most comprehensive report possible	Superintendent/Chief of Police
Schedule follow ups with multiple stakeholders on how to make any improvements to overall plan or specifics of plan as needed	Chief of Police/All stakeholders needed

Section 5 – Resources

5.1 Acronyms

LEPC Local Emergency Planning Committee

5.2 Definitions

Local Emergency Planning Committee (LEPC)

An LEPC is a voluntary organization that is established in an Emergency Planning District designated by the State Emergency Response Commission (SERC). Most Texas counties have a single LEPC, although some counties have multiple LEPCs that serve individual cities or communities in that county.

Splendora ISD

Train Derailment Appendix

to the Hazardous Materials

Annex



August 2023

Security Statement

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Purpose and Scope

Purpose

A school district's Multi-Hazard Emergency Operations Plan (EOP) should include a policy for responding to a train derailment near a district facility if appropriate. Per Texas Education Code 37.108(d), a school district is only required to adopt the policy if a district facility is located within 1,000 yards of a railroad track, as measured from any point on the school's real property boundary line. The school district may use any available community resources in developing the policy described by this subsection.

This Train Derailment Appendix identifies specific district tasks necessary before, during, and after a train derailment incident.

Scope

This document applies to the whole district and the surrounding community, including first responder agencies. All district staff, including substitutes, who are assigned emergency management roles and responsibilities should receive training in and have access to all district emergency plans. External stakeholders likely to respond to an incident should also review this appendix for compatibility with their operations and resources.

Specific Actions Taken Before, During, and After an Incident

Before a Train Derailment Incident	
Task	Responsible Role
Use Google Earth to determine the distance to the railroad tracks for all district campuses and facilities. Currently facilities are Peach Creek Elementary, Greenleaf Elementary, ISS Building, All buildings currently in ISS complex area.	Emergency Management Director
Identify which railroad companies operate the tracks near your school and locate their emergency contact information.	Emergency Management Director
Reach out to the local fire department (FD) for assistance and pre-planning guidance. The FD can help identify common hazardous materials, minimum safe evacuation distance standards, and other response protocols to help develop plans to fit your district.	Emergency Management Director
Reach out to your local or county Emergency Manager (EM) for assistance.	Emergency Management Director
Ask your FD, EM, or Local Emergency Planning Committee (LEPC) to request a Commodity Flow Report from the railroad company. This will identify the most common hazardous materials that are transported through the area.	Emergency Management Director
Identify the most common hazardous materials transported in your area, look up the response procedures in the Emergency Response Guidebook (ERG), and list them in the appendix.	Emergency Management Director
Contact the railroad company and ask about any applicable training provided in your area. Generally, there are signs located at railroad crossings that identify the owner of the railroad and contact information.	Emergency Management Director
Preplan your evacuation routes making sure to have alternate routes in place as a backup in the case that one is inaccessible Assume that the train derailment will block traffic along with any crossings for up to one mile.	Emergency Management Director
Ensure your team knows how to turn off Heating, Ventilation, and Air-Conditioning (HVAC) systems if a shelter-in-place for Hazmat is ordered.	Maintenance Director
Conduct drills for staff, students, and substitutes for reverse evacuations, shelter in place, relocation, and evacuation of student drills	Emergency Management Director

During a Train Derailment Incident	
Task	Responsible Role
Call 911.	Emergency Management Director but any party can call
Turn off HVAC systems.	Maintenance Director
Determine if there is a Hazmat release or potential for a release.	Chief of Police or Emergency Management Director
Make the decision to reverse evacuate, shelter-in-place for Hazmat, or evacuate based on the situation. Refer to the Evacuation and Shelter-in-Place Annex. If more information about reverse evacuation is needed, please refer to the back of this document.	Emergency Management Director
Do not turn on or off lights, fans, or any other electronic switches.	Classroom Teachers
Activate your Continuity of Operations Plan (COOP) if needed.	Emergency Management Director
Activate emergency mass communication	Communications Director
Report any missing or injured students	Classroom teachers
Ask for mutual aid and/or additional assistance as needed	Emergency Management Director or Chief of Police

After a Train Derailment Incident	
Task	Responsible Role
Contact the Incident Commander (IC), EM, or other authorities for confirmation that it is safe to resume normal operations.	Emergency Management Director or Chief of Police
Make any improvements needed to EOPs, annexes, or appendices based on the IP or incident debriefing.	Emergency Management Director
Conduct damage assessment of properties	Maintenance Director
If facility is unusable seek additional locations to continue operations	Superintendent
Provide Grief and or Psychological Resilience Care	Lead Counselor

After a Train Derailment Incident	
Task	Responsible Role
Conduct an after-action review (AAR). <ul style="list-style-type: none"> • Contact the local emergency management agency and LEPC representative and ask them to be part of the AAR or incident debriefing. • Create an Improvement Plan (IP) as part of the after-action report following the AAR. • If more information about an AAR is needed, please refer to the back of this document. 	Superintendent

Resources

Acronyms

AAR	After-Action Report
IP	Improvement Plan

Definitions

After-Action Report: Documentation of the after-action review process.

After-Action Review (AAR): A structured review or debrief process that analyzes actions during an incident or emergency. It is designed to provide feedback on what went right and what went wrong and to gather data and perspectives from responders to help improve plans and response.

Improvement Plan (IP): A document that includes a consolidated list of corrective actions, responsible parties, and a timeline for completion.

Reverse Evacuation: Rapidly and safely moving people inside a facility when it would be dangerous to remain outside. Reverse evacuation may be appropriate when:

- People are located outside, such as on playgrounds, on sports fields, or at an outdoor event.
- The danger, such as an armed aggressor, is outside.

UN Numbers: Located on the back or sides of trailers or other containers, UN numbers (or UN IDs) are four-digit numbers ranging from 0004–3534 that identify dangerous goods or hazardous substances (e.g., explosives, flammable liquids, toxic substances) in the framework of international transport. These numbers are assigned by the United Nations (UN) Committee of Experts on the Transport of Dangerous Goods and must be listed on the Safety Data Sheet (SDS) of each shipment. Goods that are not classified or regulated by the UN are given four-digit North American (NA) numbers ranging from 8000–9279. These numbers are designated by the United States Department of Transportation (DOT).

SPLENDORA ISD

Hazard Specific Annex: Communicable Disease



May 31, 2023

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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 Splendor Independent School District and/or in the surrounding area.

This Plan is to promote the safety and well-being of Splendor 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 (Splendor 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 Splendor 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

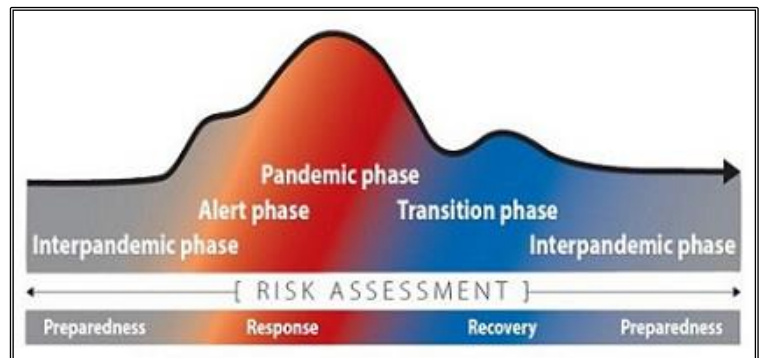
Independent School District recognizes as most likely to occur on campuses include norovirus, measles, mumps, and meningitis.

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:

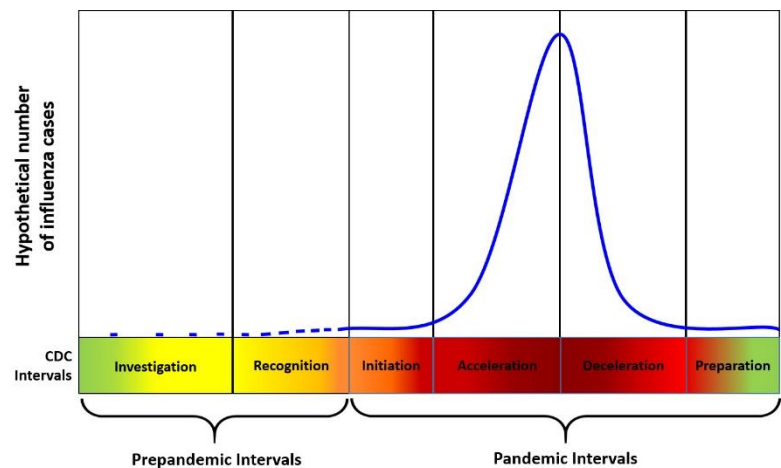
1. Inter-Pandemic Phase (the period between pandemics)
 - i. A new virus appears in animals but there is no or low risk of human cases
2. Pandemic Alert Phase (influenza caused by a new subtype has been identified in humans)
 - i. New virus in animals with higher risk of human cases
 - ii. Increased 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

Splendora 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 Splendora 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 Splendora 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 Splendora 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 Splendora 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
Measles (Rubeola)	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>
Meningitis	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>
Mumps	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>
Norovirus	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
Hepatitis A	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>
Influenza	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>
Tuberculosis		<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>
Varicella (chicken pox)	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>

Splendora ISD

Severe Weather Annex



Aug 31, 2023

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Record of Changes

Change #	Date of Change	Change Entered By	Change Notes	Location/Section of Change
Example	XX/XX/XXXX	John Doe	Updated Hazard Assessment	Section XX.X
1.				
2.				
3.				
4.				
5.				
6.				
7.				
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9.				
10.				
11.				
12.				
13.				
14.				

Section 1 – Purpose and Scope

1.1 Purpose

This annex establishes the policies and procedures under which the district will operate in the event of a severe weather incident by addressing the planning and operational actions for four of the five phases of emergency management: Mitigation, Preparedness, Response, and Recovery. Prevention will not be covered because severe weather hazards are acts of nature and cannot be prevented. However, they can be planned for.

1.2 Scope

This annex is meant to address district planning for a severe weather incident and applies to the whole district and surrounding community and all district property.

Section 2 – General Information

2.1 Hazard Overview

Severe weather can happen anytime and anywhere. Severe weather can include thunderstorms, tornadoes, large hail, flooding, flash flooding, and winter storms associated with freezing rain, sleet, snow, and strong winds. The Splendora ISD Hazard Analysis will inform which weather events will be addressed in appendices to this annex.

2.2 District-Specific Hazard Risk

Splendora ISD identifies the following severe weather incidents as high priority. Where noted, these hazards are addressed in an appendix to this annex.

Flooding

Flooding is an overflowing of water onto land that is normally dry.

Hurricane

A hurricane is a tropical cyclone that has maximum sustained surface winds of 74 mph or greater (64 knots or greater).

Thunderstorm

A thunderstorm is a rain shower accompanied by thunder. Because thunder comes from lightning, all thunderstorms have lightning.

Tornado

A tornado is a narrow, violently rotating column of air that extends from a thunderstorm to the ground.

Winter Weather

A winter storm is a combination of heavy snow, blowing snow, and may have dangerous wind chills.

2.3 Hazard Preparedness and Warning

Notification and resources of severe weather incidents will be a combination of all of the following sources.

Notification Sources

- Local news weather stations
- Local first responders including SISD Police and the shared radio channel in East Montgomery County
- Montgomery County Emergency Management Office
- TEA Region 6
- Eyewitness information of weather-related areas

Additional Resources

- Shared mutual aid from local fire and police departments
- Montgomery County Emergency Management Office

- Local churches/community organizations
- Additional state and federal resources as needed

2.4 Safety in Portable Buildings

In compliance with [TEC 37.108](#), Splendora ISD utilizes the following measures to ensure the safety and security of those in portable buildings during a severe weather incident:

- Shelter in Place in current location depending on weather situation
- Move all students to main building of school
- Move students to another building on campus footprint

2.5 Access and Functional Needs

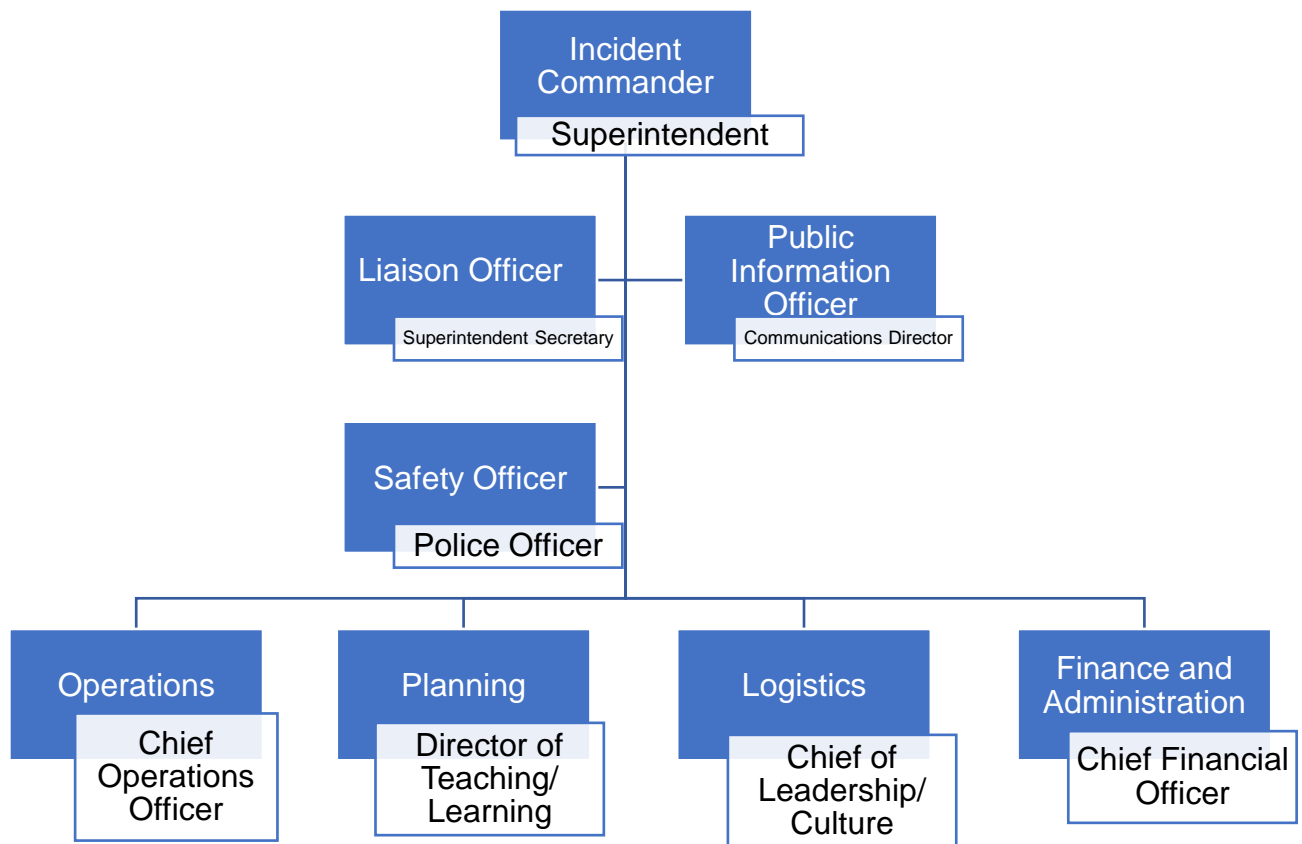
In compliance with [TEC 37.108](#), Splendora ISD utilizes the following measures to ensure the safety and security of those with access and functional needs during a severe weather incident:

- Specific staff members have been trained on how to assist those with special needs in a severe weather incident
- Specific areas have been designated in each campus for those with specific needs.
- Make sure go bags are ready with needed potential supplies

Section 3 – Annex-Specific Incident Command System (ICS)

3.1 Annex-Specific ICS Organizational Chart

Splendora ISD will designate an Incident Commander for a severe weather incident. The Incident Commander will have the ability to expand or contract the ICS structure as necessary during the incident.



Section 4 – Actions and Responsibilities

District Actions and Responsibilities Table

Prevention Phase

Severe Weather hazards are acts of nature and cannot be prevented.

Mitigation Phase

Reduce the impact of a severe weather incident.

District Action	Responsible Role (Position responsible for this action)
Specific areas of each campus have been designated safe areas for severe weather events	Campus Principal
Maintain drainage and clear debris to reduce flooding	Maintenance Director
Shut off utilities when needed during event	Maintenance Director
Maintain building improvements that will reduce risk of severe weather injuries and damage	Maintenance Director
Backup records electronically or offsite in case of emergency	Technology Director
Prepare food storage and distribution in case of shelter in place longevity	Child Nutrition Director
Notifications from outside agencies (police/weather service/fire etc) on status of severe weather	Superintendent

Preparedness Phase

Regularly review district readiness for a severe weather incident.

District Action	Responsible Role (Position responsible for this action)
Each campus will have a plan for shelter in place or evacuation if needed	Campus Principal/Student Services Director
Conduct yearly shelter in place weather drills that will include all staff, students, and substitutes including those in portable buildings	Chief of Police
Conduct evacuation drills and logistics of move	Chief of Police
Test/Maintain district and community wide communication system	Communications Director
Maintain ability (tv/radio/etc) to receive communications regarding weather events	Technology Director

Preparedness Phase	
Regularly review district readiness for a severe weather incident.	
District Action	Responsible Role (Position responsible for this action)
Make sure EOP weather plan is shared with responding fire/police agencies	Safety Security Chairperson
Maintain busses and additional transportation options in case of evacuation	Transportation Director
Maintain location if needed for large scale evacuation and reunification	Student Services Director
Maintain food resources in case of long-term shelter in place	Child Nutrition Director
Campus officers to regularly assist in tours of other first responders to campus to allow familiarity	Campus Officer

Response Phase	
District actions during a severe weather incident.	
District Action	Responsible Role (Position responsible for this action)
Special Needs Staff to assist in potential relocation of special needs staff and supplies	Special Ed Director
Guidelines of when and how to move students from portable buildings on each campus	Campus Principal
Issue communication to students, staff, and community on plans or other information during event	Communication Director
Ask for outside assistance as needed	Superintendent/Chief of Police
Maintain NIMS response system	Chief of Police
Track/secure/repair damaged property during event	Maintenance Director
Maintain safety and security of all staff and students	Superintendent
Issue reunification plan if needed	Student Services Director
Account for all students and staff	Student Services Director
Initiate Continuity of Operations Plan	Superintendent

Recovery Phase	
Return to normal district operations following a severe weather incident.	
District Action	Responsible Role (Position responsible for this action)
Document and use any emergency funds process available for purchases	Chief Financial Officer
Document any employee injuries	Benefits Coordinator

Recovery Phase	
Return to normal district operations following a severe weather incident.	
District Action	Responsible Role (Position responsible for this action)
Account for all personnel and students	Campus Principals/Department Directors
Initiate damage assessment and repairs	Maintenance Director
Provide security of all district assets	Chief of Police
Provide grief and/or other psychological support to all staff and students	District Counselor
Recovery or potential search and rescue	Chief of Police
Conduct an AAR	Superintendent
Plan for continuation of services if assets or damaged or destroyed	Superintendent
Create/Design improvement plan	Superintendent
Initiate insurance and cost recovery claims	Chief Financial Officer

Section 5 – Resources

5.1 Acronyms

5.2 Definitions

SPLENDORA ISD

Hazard Specific Annex:

Active Threat



May 31, 2023

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Section 1 – Purpose and Scope

1.1 Purpose

This annex establishes the policies and procedures under which the district will operate in the event of an active threat incident by addressing planning and operational actions for the five phases of emergency management (prevention, mitigation, preparedness, response, and recovery).

1.2 Scope

This annex is meant to address district planning for an active threat incident and applies to the whole district community and all district property.

Section 2 – General Information

2.1 Hazard Overview

The US Department of Homeland Security defines an active shooter as “...an individual actively engaged in killing or attempting to kill people in a confined and populated area...” (n.d.). This definition is applicable to all forms of active killers, regardless of the weapon used.

2.2 District Specific Hazard Risk

Splendora ISD identifies the following active threats as high priority.

Shooting

A shooting incident involves an attack with firearms being discharged at others. An Active Shooter Appendix to this Active Threat Annex includes specific tasks taken before, during, and after an active shooter incident.

Stabbing and Blunt Force Trauma

A stabbing attack involves use of a pointed object intended to harm others. A blunt force attack involves use of a dull, firm surface or object. Trauma from these attacks could result in stab wounds, contusions, lacerations, or fractures.

Bomb Threat

A bomb threat incident occurs when an individual threatens to harm others with a bomb or improvised explosive device. A bomb may look as harmless as a coffee cup or as obvious as a pipe bomb with a timer. Bomb threats may be received by telephone, written message, in person, or by electronic means.

Vehicular Assault

A vehicular assault incident involves an individual operating a vehicle with the intent to cause harm.

2.3 Hazard Preparedness and Warning

Splendora ISD acknowledges that districts across the country are equally at risk for an active threat incident; therefore, the risk for a campus is unpredictable. Consequently, it is difficult to determine an individual’s risk for harming themselves or others without the assistance of a comprehensive Multi-tiered System of Support (MTSS), which includes threat assessment and case management. MTSS is one of six student support components within Texas Education Agency’s Safe and Supportive School Program (SSSP).

Threat Assessment Team

Splendora ISD has a threat assessment team(s), consistent with Texas Education Code 37.115. Threat assessment team operations are rooted in best practices established by the United States Secret Service National Threat Assessment Center and are guided by state legislation. The threat assessment team is a

multidisciplinary group that meets regularly to assess two distinct categories of behavior: concerning and prohibited. The threat assessment team maintains a low threshold for intervention and may offer resources from the MTSS to assist in the prevention and de-escalation of threats.

Splendor ISD's threat assessment team acts as a buffer to violence and provides support to district community members in crisis before persons pose a threat to themselves or others. The threat assessment team reviews observed and reported concerning and prohibited behaviors objectively to assess the risk to the school community. The team maintains a record of these reviews within its case management system. Splendor ISD acknowledges that a key goal of threat assessment is to distinguish between *making* a threat and *posing* a threat.

Splendor ISD's district policy for School Behavioral Threat Assessment (SBTA) contains more specific information regarding threat assessment, including parent notification and records retention.

Detecting Suspicious Activity

Splendor ISD uses the following methods to detect suspicious activity on campuses:

- High visibility from Splendor ISD Police Department
- Reports from Splendor ISD Staff
- Anonymous Tip Reporting App

2.4 Safety in Portable Instructional Buildings

In compliance with Texas Education Code 37.108, Splendor ISD utilizes the following measures to ensure the safety and security of individuals in portable instructional buildings during an active threat incident:

- Fencing around portable buildings
- Lockable doors from the inside of each building classroom
- Video monitoring outside the building area
- Notification of emergencies through PA system

2.5 Access and Functional Needs

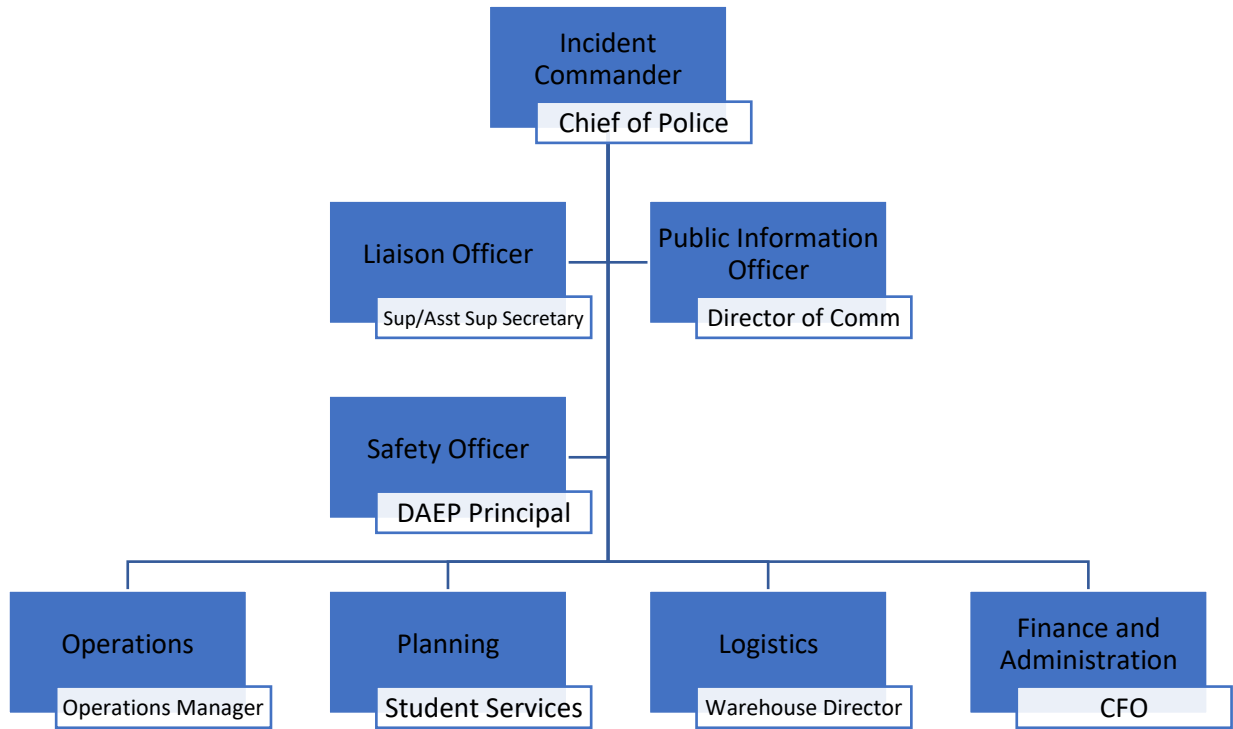
In compliance with Texas Education Code 37.108, Splendor ISD utilizes the following measures to ensure the safety and security of individuals with access and functional needs during an active threat incident:

- Staff members are with these students during the whole time
- Talking points with students, staff, and substitute teachers in advance of potential threats

Section 3 – Annex-Specific Incident Command System (ICS)

3.1 Annex-Specific ICS Organizational Chart

Splendora ISD will designate an Incident Commander for an active threat incident. The Incident Commander will have the ability to expand or contract the ICS structure as necessary during the incident.



Section 4 – Actions and Responsibilities

District Actions and Responsibilities Table – Specifics of actions may be listed in the General EOP

Prevention Phase	
Safeguard against consequences unique to an active threat incident.	
District Actions	Responsible Role
Monitor exterior security of building	All Personnel
All staff and students have school identification at all times	All Personnel
All visitors must follow visitor procedures	All Personnel
Utilize School Behavioral Threat Assessment Teams	SBTA Teams
Check all interior/exterior doors on a routine basis for proper operation	Maintenance Department
Conduct drills, specifically intruder drills, to test security procedures of district	SISD Police
Utilize anonymous reporting app for reporting suspicious actions	All Personnel and Community

Mitigation Phase	
Reduce the impact of an active threat incident.	
District Actions	Responsible Role
Constantly keep all classroom doors locked during instruction	Teachers
Joint training between SISD Police and other local first responders on building layout and access	SISD Police
Constant upgrade of security cameras and system overall	Technology
Install additional stop the bleed/life saving measure kits	Building Administrators
Allow other emergency responders to walk throughs to familiarize them with building layouts	SISD Police

Preparedness Phase	
Regularly review district readiness for an active threat incident.	
District Actions	Responsible Role
Increase safety awareness training for staff and substitute teachers, which could include CRASE and bleeding control training. SRP is already being taught each year to staff and substitute teachers.	SISD Police
Constantly stay up to date on drills and execution	SISD Police

Preparedness Phase	
Regularly review district readiness for an active threat incident.	
District Actions	Responsible Role
Maintain and test communication and security system frequently	Technology/Communications
Training for nurses and additional staff and/or substitute teachers on trauma care	Nurse
Required and additional training for SISD Police Officers	Police
Maintain contact with external resources in case of joint needs	Police/Superintendent
Weekly spot checks of interior and exterior doors	Maintenance/Police
Up to date and additional training for all staff members and substitute teachers.	All personnel
ALL SISD officers have keys to all doors and locks in district as well as access to all cameras in district along with floor plan maps.	SISD Police Chief/Technology
SISD has knox boxes located in front of every campus. Not all outside agency's officers have keys to the knox boxes as this is a constant cost for the outside agencies as well as the ISD due to constant change of personnel from all agencies. In the event of an actual emergency outside agencies will use all means necessary to gain entry to the location such as breaching kits, and any other type of tactical entry to make forced entry to provide assistance and stop the threat.	SISD Police Chief/ Superintendent/ Maintenance Director
In contact with Montgomery County Fusion Center to provide access to all cameras in SISD in case of a joint operational need. Due to FERPA rules and limits on technology regarding the SISD camera program Montgomery County Fusion Center is the most secure and reliable resource for camera access as multiple agencies would be involved in a large operation such as an Active Threat Event. The Fusion Center would be able to provide information and coordination to all agencies on the scene reducing the chance of multiple outside agencies not coordinating entry methods strictly from individual camera access.	SISD Police Chief/Superintendent/ Technology

Response Phase	
District actions during an active threat incident.	
District Actions	Responsible Role
Notify additional first responder resources with shared radio channel	SISD Police
Additional options to notify 911 such as apps for phone or additional classroom notification devices	Police/Technology
Neutralize the threat while caring for the wounded	Police/Nurse
Activate Continuity of Operations Plan if needed by contacting neighboring districts and churches for assistance	Superintendent
Activate reunification plan which includes specifics on care/transport for special needs staff/students	Police/Student Services

Response Phase	
District actions during an active threat incident.	
District Actions	Responsible Role
Move students from portable buildings to a safer location if needed and able	All personnel
Notification to all staff and community about the response	Communications
Begin tracking all necessary expenses and reports	Financial/CFO
During an active threat event, district staff such as aides and/or instructional assistants will be assigned directly to assist persons with access and functional needs to direct them to the best available refuge area, until additional resources arrive.	Building Administrators/SPED staffing
Building staff will use prepared scripts such as those suggested in the SRP of specific actions during an event.	Building Staff
Prepared Scripts: Communications Department will handle all communications to staff, substitute teachers, students, parents, and community of any specific actions needed. Communications Department keeps a standard prepared script for different situations that can be modified as needed depending on the situation. These prepared scripts could provide information such as our standard reunification location and procedures to access it, active threats that were going on, and any other information needed to push out. Currently the Communications Department uses standard scripts to notify the community of items such as threats in schools, traffic conditions, and other specific communication to the community. This communication is sent through email, SISD app, text, and any other means necessary.	Communications Department
Create and maintain secure environment for students/staff/ while accounting for all students/staff/	Teachers/Building Administrators

Recovery Phase	
Return to normal district operations following an active threat incident.	
District Actions	Responsible Role
Psychological support services will be coordinated by the counseling services as shown in the EOP Basic Plan	Counselors
Prepare students and staff to return to either campus affected by making necessary repairs or moving students to other campuses or locations	Superintendent
Obtain damage assessments and repair facilities according to SISD policies	Maintenance Department
Conduct a full after action report by bringing all parties involved together to receive the most comprehensive report possible	Superintendent/Chief of Police
Initiate Cost Recovery Activities – The district business office will evaluate costs associated with recovery of the incident and will develop and implement a budget plan for long term recovery	CFO
Schedule follow ups with multiple stakeholders on how to make any improvements to overall plan or specifics of plan as needed	Chief of Police/All stakeholders needed

Recovery Phase	
Return to normal district operations following an active threat incident.	
District Actions	Responsible Role
Depending on type of damage and repairs needed funds will be coordinated through all local, state, and federal possibilities	CFO

Section 5 – Resources

5.1 Acronyms

ICS Incident Command System

5.2 Definitions

Incident Command System: The standardized approach globally used during an incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies.

SPLENDORA ISD

Hazard Specific Annex:

Active Shooter



May 31, 2023

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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 shooter, 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 suspect access or incapacitate the suspect 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.

Pre-Incident Preparation

- The Splendora ISD Police Chief will make sure that all drills as required by law are completed each school year and will adjust as necessary.
- These specific drills will be documented on individual documentation for each school with dates and times of each drill. This information will be kept and can be provided as needed to state and/or local authorities.
- The nurses at each campus will train staff in the use of bleeding control kits and other life saving methods.
- Stop the Bleed Kits will be installed throughout each campus
- All staff will be instructed on SRP (Standard Response Protocol) and the latest updates in dealing with a potential active shooter by either building administrators or the SISD Police Department each year.
- Agreements both formal and informal will be made with local law enforcement and fire and medical departments to assist in the need for a large response.

- Building administrators will assign and discuss proper “school radio” communication for their specific campus.
- Communications Department will test and ensure mass communication methods are adequate and responsive.
- Provide opportunities for other local first responders to tour building and facilities in preparation for a joint response.
- Communications and Student Services will insure that all documentation relating to student guardians is up to date and active.
- Regularly check outside and inside doors for proper operation and improve as needed by building services and SISD Police Department.
- Superintendent and his staff will enforce security procedures regarding security concerns at each campus.
- Counselling services will stay up to date on School Behavioral Threat Team guidelines and suicide prevention programs.

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. Upon the situation enact all Splendora ISD lockdown procedures according to the Standard Response Protocol. Any staff member capable will announce the SRP script for the affected campus of the situation. Calls to 911, SISD Communications Department, and SISD Police can be obtained through campus radios, cell phone, text messages, desk phones, email or any other method that can immediately notify SISD Police and 911. SISD Police will use Montgomery County shared radio access to notify Montgomery County Dispatcher which also notifies multiple local agencies that share the same radio channel. SISD Communications Department will then follow their pre-scripts on notifying staff, substitute teachers, students, parents, and the community at not only the immediately affected campus but any other campus that could be affected. Due to the constant change and movement at each campus each member of the campus has a responsibility to notify 911, SISD Police, and SISD Communications Department in any way possible of an active situation.

Currently the district is looking at purchasing an app on cell phones that would provide immediate notification to not only 911 but also SISD Police, staff, substitute teachers, students and other administrators to assist in mass notification. This specific app will allow any staff member to activate a notification to the parties listed above.

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 suspect(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 medical and 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
- Others as needed
- 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
- Accounting for all students, staff, and visitors
- 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 including reunification of students

In the case of an evacuation during the event the SISD Police Chief or Incident Commander will make that determination. There are no specific actions that will determine if an evacuation is needed. Consideration must be made on the number of suspects, location of suspects, number of casualties or injured, safety in evacuating staff/students compared to remaining inside, availability of staff to assist in evacuation, and multiple other factors. As this will always be a fluid situation that will have multiple factors that must be considered it will be up to the Chief of Police or Incident Commander to start or stop an evacuation. Any details on specific evacuation procedures is addressed in the reunification appendix of the EOP.

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.

As with any incident the need will arise for not only trauma care but also grief care. Any specific additional care regarding trauma will be coordinated through the Lead Nurse at Splendora ISD. Currently there are multiple resources through Montgomery County Hospital District and other local hospitals both inside Montgomery and Harris County that will provide assistance. Splendora ISD Counselling staff will take the lead on providing any grief care associated with the incident. Currently the counselling staff has multiple contacts throughout the community that will be asked to help with any short- or long-term care needed. This care will be coordinated through the Lead Counselor of Splendora ISD.

The school safety committee will work with multiple parties (dependent on who exactly was involved) on creating an after-action report. This report will detail all activities from the onset of the incident until the very end. Once this report has been completed any needed actions or improvements will be designed by the school safety committee and both documents will be presented to the school board for review.

Specific damage assessments will be conducted by the Maintenance Department in coordination with any other needed resources for repairs. The Maintenance Director along with the Superintendent will determine if the affected facilities can continue to be utilized. If there is damage to the facilities a timeline will be established for repairs and/or occupancy of staff and or students which could be different times. If an extended timeline is expected the Superintendent and his cabinet will determine alternative locations and/or plans to continue educational instruction for affected students and staff. All of these decisions will be shared with affected staff, students, parents, and community members through the SISD Communications Department through the most direct means necessary as determined by the SISD Communications Department.

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

Student Services

- 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



May 31, 2023

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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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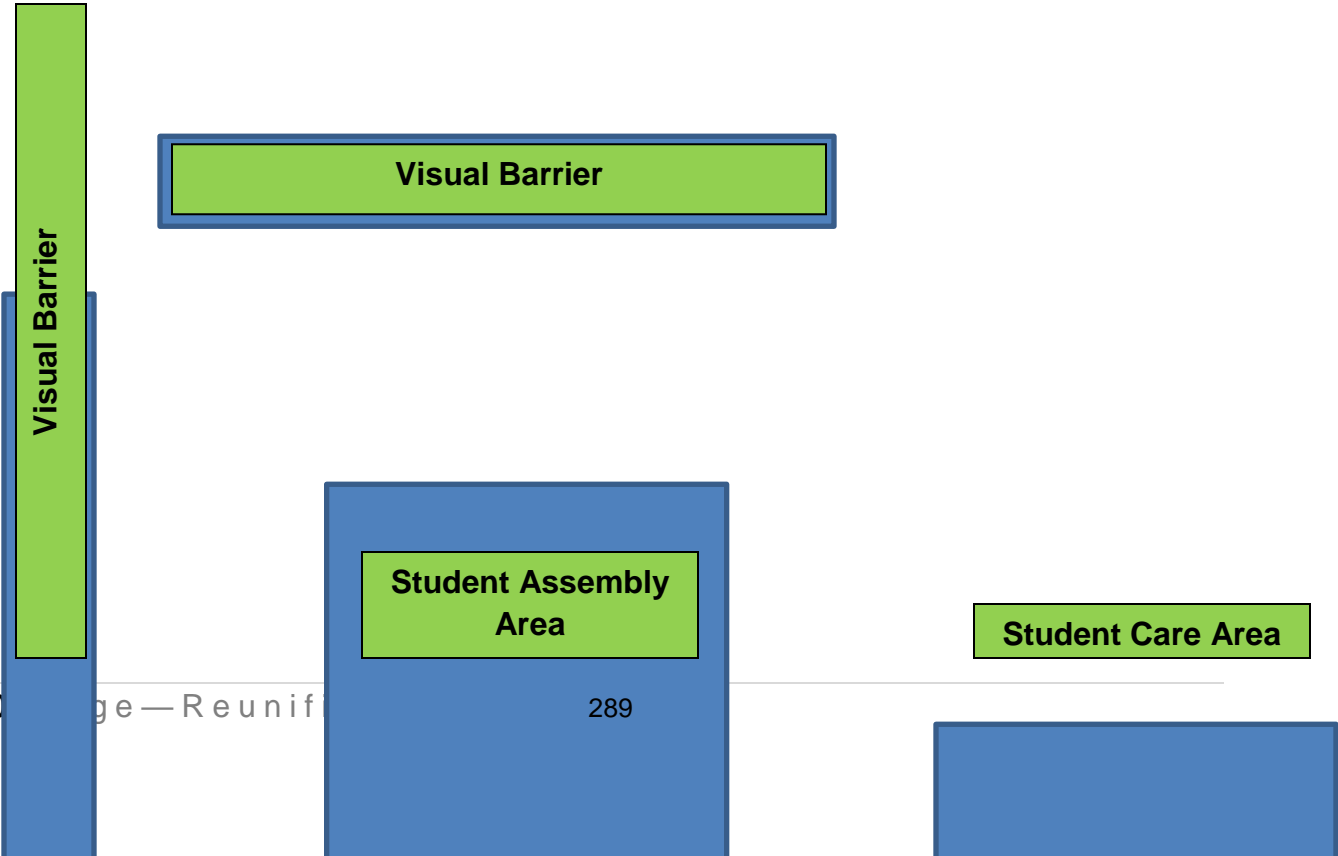
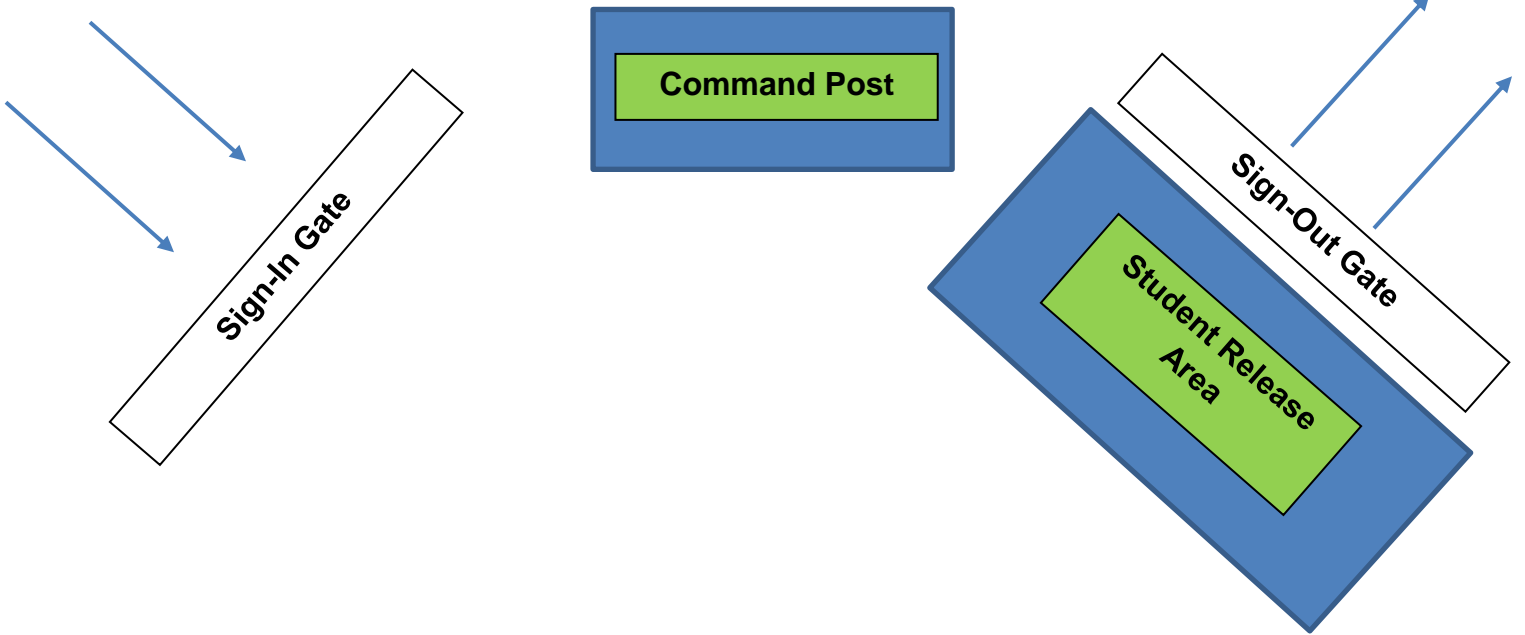
Suggested Reunification Supplies/Equipment

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





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

Board Meeting Date: August 21, 2023

Submitted Date: August 11, 2023

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: Kevin Lynch

Department or Campus: Chief Financial Officer

Topic: Discussion and Possible Action to Authorize the Superintendent to negotiate the Purchase contract of 32.09 acres of land at 14017 Cox Street, Splendoria Tx. (Yarborough Tract)

Background Information: Initial offer, at the direction of the Land and Facility Committee Chairman, Allen Wells, was settled on at \$40,000. Jared Fargo, Mike Winkler, and Marianna Evans are working to execute a contract.

Attachments: None

Superintendent's Resolutions: Recommended

POSSIBLE AGENDA ITEMS FOR NEXT MEETING:

September Board meeting:

- A. Campus Spotlight: Splendora Junior High
- B. T & L Presentation: Advanced Academics
- C. Public Hearing to Adopt Tax Rate 2023-2024
- D. Review Board Self Evaluation
- E. Balanced Scorecard Priority 2