

# Agenda of Regular Meeting

## The Board of Trustees Anahuac Independent School District

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A Regular Meeting of the Board of Trustees of Anahuac Independent School District will be held January 23, 2023, beginning at 6:00 PM in the Anahuac Elementary School Cafeteria, 905 South Ross Sterling, Anahuac, Texas 77514.

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.

- I. Convene in a Quorum and Call to Order; United States and Texas Flags Pledges of Allegiance; Invocation
- II. PUBLIC COMMENTS/AUDIENCE PARTICIPATION (Please fill out the form provided at the meeting & present it to the President prior to the beginning of the meeting)
- III. STAFF Recognition
- IV. STUDENT Recognition
- V. MONTHLY REPORTS
  - A) Superintendent's Report
    - 1) Student Success Coordinator/Safety Report
      - a) Capsule Tek/Verkada Presentation
    - 2) Principal Monthly Board Reports
  - B) Presentation of Monthly Financial Reports, Investment Reports, and Budget Update
- VI. Bond Update
  - A) Consider Adoption of New Texas Education Association (TEA) Guidelines for Compliance of Design Standards for Construction
  - B) Consider Adopting Prevailing Wages Rate for Bond Projects
- VII. NEW ITEMS
  - A) Consider Audit Report (2021-2022 fiscal year) Presented by Weaver
  - B) Consider Budget Transfer/s
  - C) Consider Minutes of December 12, 2022 Regular Meeting
  - D) Consider Revision to Policy DEC (Local)
  - E) Consider 2023-2024 School Year Calendar
  - F) Consider Order of Election for May 6, 2023 Joint Election
  - G) Consider Safety and Security Proposal from Capsule Tek (Verkada)
  - H) Discuss TASB Policy Update 120 (LEGAL) Policies and (LOCAL) Policies (See attached list of codes)
- VIII. CLOSED SESSION

- A) Discussion/Evaluation of Personnel: Texas Government Code 551.074
- B) Superintendent Evaluation and Contract: Texas Government Code 551.074
- C) Consultation with Board Attorney Regarding All Matters As Authorized By Law:  
Texas Government Code Section 551.071

IX. RECONVENE INTO OPEN SESSION

X. TAKE ACTION ON ITEM(S) DISCUSSED IN CLOSED SESSION

XI. Consider Board Operating Procedures

XII. Consider Amendment to Superintendent's Contract

XIII. ADJOURNMENT

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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

\_\_\_\_\_.

# ANAHUAC ELEMENTARY

## #OneVision

Grade	12/6	Enrolled	1/17	12/6	% Attendance	1/17
PK + EE	52+6		52 + 6	93%		92 + 94
K	99		102	93		93
1	120		121	95		94
2	105		102	95		95
3	119		120	95		95
4	107		106	95		95
5	105		109	95		95
Total as of January 17, 2023	713		718	94%		94%

### Instructional Focus: MOY Testing and UIL

This week is UIL!! Our students have been practicing for months and are so ready to participate in our UIL competition in Winnie on Tuesday and Thursday!

We are in the middle of completing our Middle of the Year assessments in Reading and in Math. We have scaled back on some of the assessments as we found with Amplify that we were doing double assessments. First grade is completing their dyslexia screeners for all students that have not already been evaluated or that are already receiving dyslexia services.

We have seen growth in reading with all of our RtI (Response to Intervention) Reading students! This is a sign that we are moving in the right direction with our Tier 1 and Tier 2 instruction using Amplify and with our Tier 3 pull out intervention using Reading By Design. We are also seeing growth in all of our special education students that are receiving dyslexia support. Students are continuing to grow in the foundational skills to improve fluent reading because of the intentional instruction of our interventionists and special education teachers.

We have hired an additional special education paraprofessional which has allowed us to service and support students with challenging behaviors. The campus is creating and working on implementing a behavior RtI system to better support our students and staff when the classroom environment becomes disrupted. As you walk the campus, you will see QR codes outside of every classroom. This will allow us to track behavior check ins with students, classroom visits by admin, and academic inclusion support by paraprofessionals. We are so excited to add this support!

### ANAHUAC ELEMENTARY



"Be the change you wish to see in the world." - Mahatma Gandhi

# ANAHUAC ELEMENTARY

**#OneVision**

## Pawsome Panther Students!

Levi Young - DuBois 1st  
Ami Lewis - Sutton 2nd  
Bryanna Martinez - E. Rodriguez 3rd

## Pawsome Panther School Board!

**Thank you AISD School Board members for serving our community with your time and vision to continue to improve AISD! We appreciate each of you!!**

## JANUARY—FEBRUARY 2023

- January 24 and 26—UIL at East Chambers
- January 25—100th Day of School!!
- January 27—January Birthday Celebrations!!
- January 31—TTAP 5th Science
- February 1—College/Military Shirt Day
- February 7-8—Interim Testing 3rd-5th grade
- February 14—Valentines' Day
- February 17—Pictures
- February 24—February Birthday Celebrations!!
- February 27-March 3—Scholastic Book Fair

**Be looking for information about more campus  
Musical Performances coming soon!**

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ANAHUAC ELEMENTARY



**"Be the change you wish to see in the world." - Mahatma Gandhi**



# AMS January Happenings 2023



- AMS will honor our AMS Scholars: Rylee Rhame, Kolby Shiver-Vasquez and Brayli VanVickle. Our AMS Character Awards will be awarded to Darion Williams, Cesar Echeverria and Dylan Hill.
- Our Monthly attribute is Integrity.
- AMS staff came back to work on January 3rd ready to start a new fresh year and semester. Grades were due for teachers at 8am when they returned. Audit sheets were returned to the office on January 4th.
- The 3rd 6 weeks Report Cards were handed out on January 5 during 6th period.
- AMS Conducted our monthly Fire Drill on January 6. Mrs. Stephenson emailed the teachers on the great work they did in getting students out and in an orderly manner.
- ELA teachers had their planning day on January 11. Math teachers had their planning day on January 12. Social Studies teachers had their planning day on January 13. Science teachers had their planning day on January 18. These planning days allow them to work with Mrs. Vernon for any curriculum concerns, daily teaching plans and ideas for them to perform more effectively in the classroom. Our teachers are very appreciative of this opportunity every 6 weeks to work as a team to help encourage each other and share ideas.
- AMS Admin treated the teachers who had perfect attendance for the 3rd 6 weeks with a blizzard of their choice from Dairy Queen.
- AMS staff and students enjoyed the 3 day weekend as we observed Martin Luther King, Jr Day on January 16.
- The Progress Reporting period ends on January 23. Grades will be due January 30th and students can regain eligibility at 3:30pm. Progress Reports will be passed out on February 2nd.
- AMS Students will be taking the Interim ELA test on January 25 and the Interim Science test for 8th graders during their science classes on January 26. The Interim Math and Algebra tests for all AMS students will be held on January 31.

**AMS DAEP students for November :1 students (1-8th grade)**

**Ending enrollment for AMS for January totals 332 (108-6th grade, 108-7th grade and 116-8th grade).**

# Anahuac High School

## January Board Report 2022-2023

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### Recognitions:

- Teacher of the Month: Jennifer Bogie
- Student: Brady Barrier, Ainslea Andrews, Brooke Muniz, Chris Evans

### Goal 1: AHS will increase student performance in Reading and Math by June 2023.

- ELA I is focusing on annotation and the importance of it followed by writing an informative essay over their own chosen topic. ELA I Honors is reading "Romeo and Juliet".
- ELA II is working on informational text by writing an informational essay over anything historical that they would like to share. ELA II Honors is reading Shakespeare
- ELA III is writing argumentative essays. ELA III AP is working on a rhetorical analysis refresher with disney songs
- ELA IV is writing resumes
- CPELA is diving into dystopian literature by reading "The Handmaid's Tale"
- AP Literature is working on their second poetry unit of the year.
- Geometry is working with Medians, Centroid, Altitudes, and Orthocenter of a Triangle.
- Algebraic Reasoning is working on solving Linear Systems by Elimination then the students will move on Substitution.
- Algebra 1 students are reviewing last semester material and finishing up systems of equations.
- Algebra 2 is completing Factoring methods and starting polynomials with rational exponents.
- Precalculus completed Rational functions and inequalities before the break and are starting up exponential and logarithmic functions.
- Calculus students are taking the second derivatives implicitly.
- College Prep. Math are on Lesson 26 which is mainly over systems of linear equations but concentrating on real life situations.

### Goal 2: AHS will increase the percentage of graduates who meet postsecondary standards for CCMR by 2023.

- The Principal and Counselor are currently conducting individual senior meetings.

**Goal 3:** AHS will continue to actively recruit, develop, and retain highly qualified and effective personnel with high expectations for learning.

- Nurse was hired at AHS.

**Goal 4:** AHS will provide opportunities for active engagement in the district for all parents, community members, and business partners to enhance student-learning experiences and strengthen community support.

- A monthly newsletter is sent home to parents.
- Social Media posts made weekly, sometimes daily, to highlight student and staff accomplishments.

#### **CTE OVERVIEW:**

- **Chemistry:** Students are working on Stoichiometry to start this six weeks. This is historically one of the hardest units for the year, and the students are working hard to master the practical applications of how calculations regarding chemical equations are utilized in the real world.
- **Environmental Systems-** Students are deep in a unit on freshwater conservation. Students are being challenged to explore their own "water footprint" and discover ways to reduce their water usage. Students are also conducting independent research on desalination and the practice of adding fluoride to water municipalities.
- **Biology-** We have covered 4 TEKS this semester and have completed 2 labs. Students are showing comprehension through exit tickets, assignments, lab reports, conversations, and assessments.
- **Anahuac FFA:** The Texas State FFA Office visited with students at AHS.
- **UIL:** Madelyn DeVault, Tina Ly, and Tristan Deen competed January 4th at UIL State Congress in Austin. UIL Academics went to Sabine Pass for the first open tournament on Saturday the 14th.
- **Anatomy** – students are learning about the muscular system. They rotated through discovery stations and will be building a model of a muscle from the cellular level.
- **Forensic Science** – students are learning about blood, blood typing, blood spatter, and analyzing blood at a crime scene. They will be doing a lab to simulate some of the different blood spatter patterns and determining blood type for a fictional case to see if some of the suspects were actually at the crime scene.
- **Medical Terminology** – students are learning the medical terms, diseases, conditions, and treatments associated with the blood, lymphatic and immune systems.
- Health is finishing up with Lyme Disease Case Study Projects in which they read a case study, answer questions about the study, and present it visually to the class.

- Kinesiology- is learning flexion, radial flexion, ulnar flexion, hyperextension, and extension of the hand and wrist. They have to show with their own hand, the various positions from the wrist perspective.
- Sports Medicine 1- Learning about the injury healing process and we just did an activity with hand cut outs representing each phase of the wound healing process.
- Sports Medicine 2- They have been working on a project of the lower extremity, creating each muscle out of clay and layering them from deep to most superficial muscle, and they will be soon adding the nerves to their project using yarn.
- Sports Medicine 3- We just revisited our emergency action plan and practiced using vacuum splints.

Goal 5: AHS will provide exceptional facilities to create a safe and successful learning environment.

- Staff and students have practiced the fire drills this month.

Counselor Update:

- Working with Bay Area Turning Point for February presentation
- Dual Credit meeting at Lee College Liberty Center
- Collaborating with Lee College representative on revamping out dual credit program
- Currently have one student benefiting from TCHAT services
- Omni Point is currently servicing 6 students at the high school every Friday
- Started 'Character of the Month' to promote positive character traits
- Utilizing AA period to implement SEL. Continue working on AA schedule to balance UIL, HB 4545, and remediation.
- 504, ARDs, parent and student conferences completed.
- Meeting with each senior individually
- Spring Semester for Lee College begins 1-17-23 / finalizing all enrolments and adjustments to schedules.
- 125 dual credit courses passed last semester
- 93 students will be taking dual credit this semester
- Met with AISD counselors to collaborate and plan
- Enrolled in new counselor academy with Region 4
- Met with all freshmen during English classes to discuss four year plans and pathways.
- Attended Mental and Behavioral Health Webinar
- Finalizing local scholarship applications to go out February 1st
- Student / Teacher check ins
- Weekly campus days
- Writing reference letters and online reference forms for our seniors.
- Collaborating with CTE teachers for CCMR status
- Created powerpoint for How to Act when Stopped by a Cop (Officer Davis will present this month)

- Dual Credit Sign Ups have started for summer and fall 2023
- McKinney Vento 101 Training

Monthly and Upcoming events:

- 1/9- Yearbook begins taking Senior Chair photos
- 1/11-Positive Character Traits Activity- Integrity during AA period
- 1/12- 4 year plans in ELA Classes
- 1/13- Blood Drive at AHS Band Hall
- 1/18- Senior meetings will begin through 2/8/23.

Enrollment:

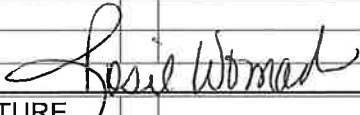
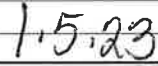
9th	125
10th	130
11th	108
12th	95

Total: 458

DAEP Placement: 2

ANAHUAC INDEPENDENT SCHOOL DISTRICT  
GENERAL FUNDS INVESTMENT LOG

12/31/2022

EOM Bank				MONTHLY			
Balance	CD #	Purchased	Matures	Rate	INVESTED	Current	Interest
	FIRST PUBLIC	9/30/2022		2.4842	\$ 1,786,135.99		1,222.93
	FIRST PUBLIC	9/30/2022		2.6774	\$ 12,346,993.99		28,260.63
\$197,252.12	TEXAS CLASS	9/30/2022		2.6789	\$ 51,701.16		113.71
	FIRST PUBLIC	10/31/2022		3.0729	\$ 1,652,605.11		1,808.04
	FIRST PUBLIC	10/31/2022		3.2504	\$ 11,812,183.92		35,189.93
\$1,032,790.73	TEXAS CLASS	10/31/2022		3.2287	\$ 51,843.12		141.96
	FIRST PUBLIC	11/30/2022		3.7402	\$ 888,249.90		4,062.54
	FIRST PUBLIC	11/30/2022		3.9894	\$ 13,052,270.93		40,087.01
\$293,141.57	TEXAS CLASS	11/30/2022		3.7402	\$ 52,007.61		164.49
	FIRST PUBLIC	12/31/2022		4.3934	\$ 94,901.90	\$ 94,901.90	1,454.55
	FIRST PUBLIC	12/31/2022		4.0784	\$ 12,725,483.66	\$ 12,725,483.66	48,212.73
\$237,414.81	TEXAS CLASS	12/31/2022		4.3170	\$ 52,198.64	\$ 52,198.64	191.03
TOTAL						\$ 12,872,584.20	\$ 160,909.55
							
SIGNATURE				DATE			







Anahuac ISD
One Page expenditure summary - Fund 199 Only
12-31-2022

Table with columns: Fund, 2022-2023 Revised Budget, 2022-23 Actual Expenditures, Remaining, % Exp, Object, 2022-2023 Revised Budget, 2022-23 Actual Expenditures, Remaining, % Exp. Rows include categories like Funds, Functions, Organizations, and Program Intent Codes.

## Cash Posting

Check #	Payee Key	Payee Name	T	Check Date	Check Amount	Date	Stmnt Date
GO	<b>ANAHUAC NATIONAL BANK</b>						
7026111	CHAMBERS011	CHAMBERS COUNTY TAX OFFIC	V	12/10/2022	\$-7.50	12/12/2022	12/10/2022
7026149	COUNCIL 000	COUNCIL FOR EXCEPTIONAL	V	11/29/2022	\$-195.00	11/29/2022	11/29/2022
7026325	A1 FILTE000	A1 FILTER SERVICE	R	11/19/2022	\$1,494.00	11/19/2022	11/25/2022
7026326	ARC HOME000	ARC HOME CENTER & LUMBER	R	11/19/2022	\$21.78	11/19/2022	11/23/2022
7026327	ATTABOY 000	ATTABOY TERMITE & PEST	R	11/19/2022	\$480.00	11/19/2022	11/28/2022
7026328	BROWNANT000	BROWN, ANTOINETTE	R	11/19/2022	\$630.00	11/19/2022	11/28/2022
7026329	BROWNANT000	BROWN, ANTOINETTE	R	11/19/2022	\$210.00	11/19/2022	11/21/2022
7026330	BROWNANT000	BROWN, ANTOINETTE	R	11/19/2022	\$210.00	11/19/2022	11/21/2022
7026331	BROWNANT000	BROWN, ANTOINETTE	R	11/19/2022	\$630.00	11/19/2022	12/02/2022
7026332	BROWNANT000	BROWN, ANTOINETTE	R	11/19/2022	\$210.00	11/19/2022	12/12/2022
7026333	BROWNANT000	BROWN, ANTOINETTE	R	11/19/2022	\$210.00	11/19/2022	12/01/2022
7026334	BROWNANT000	BROWN, ANTOINETTE	R	11/19/2022	\$630.00	11/19/2022	12/29/2022
7026335	BROWNANT000	BROWN, ANTOINETTE	R	11/19/2022	\$210.00	11/19/2022	01/04/2023
7026336	BROWNCOR000	Brown, Cornelius L.	R	11/19/2022	\$132.00	11/19/2022	11/28/2022
7026337	BROWNCOR000	Brown, Cornelius L.	R	11/19/2022	\$300.00	11/19/2022	11/28/2022
7026338	BROWNCOR000	Brown, Cornelius L.	R	11/19/2022	\$198.00	11/19/2022	11/28/2022
7026339	CHALKS T000	CHALKS TRUCK PARTS INC	R	11/19/2022	\$1,450.00	11/19/2022	11/25/2022
7026340	CHAMBERS011	CHAMBERS COUNTY TAX OFFIC	R	11/19/2022	\$7.50	11/19/2022	12/12/2022
7026341	CITI BAN000	CITI BANK	R	11/19/2022	\$172.56	11/19/2022	
7026342	COBURN'S000	Coburn's	R	11/19/2022	\$3,418.28	11/19/2022	11/23/2022
7026343	FOLLETT 001	FOLLETT LIBRARY BOOK COMP	R	11/19/2022	\$145.90	11/19/2022	11/28/2022
7026344	FOUR COR000	FOUR CORNER TIRES	R	11/19/2022	\$35.00	11/19/2022	12/05/2022
7026345	GULF COA002	GULF COAST AREA ASSOCIATO	R	11/19/2022	\$100.00	11/19/2022	11/29/2022
7026346	HIGH ISL000	HIGH ISLAND ISD	R	11/19/2022	\$700.00	11/19/2022	12/02/2022
7026347	HILLYLAU001	HILLYER, LAUREN	R	11/19/2022	\$21.66	11/19/2022	11/29/2022
7026348	INTERNET000	INTERNET MANAGEMENT SERVI	R	11/19/2022	\$2,660.00	11/19/2022	11/29/2022
7026349	INTERQUE000	INTERQUEST GROUP INC	R	11/19/2022	\$300.00	11/19/2022	12/05/2022
7026350	JASPER H000	JASPER HIGH SCHOOL	R	11/19/2022	\$621.25	11/19/2022	11/29/2022
7026351	KIRBYVIL002	KIRBYVILLE CONSOLIDATED I	R	11/19/2022	\$372.00	11/19/2022	12/01/2022
7026352	MARSHASH001	MARSHALL, ASHLEY M.	R	11/19/2022	\$72.00	11/19/2022	12/01/2022
7026353	NEDERLAN000	NEDERLAND ISD	R	11/19/2022	\$325.00	11/19/2022	12/19/2022
7026354	RIVERSID005	RIVERSIDE ASSESSMENTS, LL	R	11/19/2022	\$1,229.80	11/19/2022	11/28/2022
7026355	SMART'S 000	SMART'S TRUCK & TRAILER	R	11/19/2022	\$257.16	11/19/2022	12/01/2022
7026356	SOUTHEAS003	SOUTHEAST TEXAS WATER CON	R	11/19/2022	\$228.71	11/19/2022	11/30/2022
7026357	STRATTON000	STRATTON'S INC	R	11/19/2022	\$121.25	11/19/2022	11/30/2022
7026358	TASB 000	TASB	R	11/19/2022	\$3,321.97	11/19/2022	11/23/2022
7026359	TASB LEG000	TASB LEGAL ASSISTANCE FUN	R	11/19/2022	\$200.00	11/19/2022	11/25/2022
7026360	TCASE 000	TCASE	R	11/19/2022	\$615.00	11/19/2022	
7026361	TXTAG 000	TXTAG	R	11/19/2022	\$19.10	11/19/2022	11/29/2022
7026362	VERIZON 000	VERIZON	R	11/19/2022	\$291.63	11/19/2022	12/01/2022
7026363	WELDON 000	WELDON WILLIAMS & LICK I	R	11/19/2022	\$781.98	11/19/2022	11/21/2022
7026364	COUNCIL 000	COUNCIL FOR EXCEPTIONAL	R	11/29/2022	\$195.00	11/29/2022	12/08/2022
7026365	KIM SWOP000	KIM SWOPE	R	11/29/2022	\$116.85	11/29/2022	11/30/2022
7026366	ATSSB RE000	ATSSB REGION 10	R	11/30/2022	\$250.00	11/30/2022	12/20/2022
7026367	BOND STE001	BOND, STEWART	R	11/30/2022	\$450.00	11/30/2022	12/01/2022
7026368	CITI BAN000	CITI BANK	R	11/30/2022	\$465.99	11/30/2022	
7026369	DEVERS I000	DEVERS ISD	R	11/30/2022	\$150.00	11/30/2022	12/27/2022
7026370	LANSFMAT001	LANSFORD, MATTELYNN	R	11/30/2022	\$72.00	11/30/2022	12/06/2022
7026371	LIBERTY 005	LIBERTY ISD	R	11/30/2022	\$150.00	11/30/2022	01/10/2023
7026372	MARSHASH001	MARSHALL, ASHLEY M.	R	11/30/2022	\$240.00	11/30/2022	12/01/2022
7026373	LERCY'S 000	LERCY'S DINER	R	12/06/2022	\$300.00	12/06/2022	12/09/2022
7026374	ARCHIORL000	ARCHIBALD, ORLANDO	R	12/12/2022	\$710.00	12/12/2022	12/27/2022

Cash Posting

Check #	Payee Key	Payee Name	T	Check Date	Check Amount	Date	Stmnt Date
<b>GO ANAHUAC NATIONAL BANK</b>							
*****Continued*****							
7026375	BAILEWIL000	BAILEY, WILLIAM	R	12/12/2022	\$125.00	12/12/2022	01/04/2023
7026376	BAINERON000	BAINES, RONNIE	R	12/12/2022	\$125.00	12/12/2022	01/04/2023
7026377	BAND SHO000	BAND SHOPPE	R	12/12/2022	\$373.29	12/12/2022	12/22/2022
7026378	BEAUMONT004	BEAUMONT FREIGHTLINER	R	12/12/2022	\$2,907.47	12/12/2022	12/20/2022
7026379	BLICK AR000	BLICK ART MATERIALS	R	12/12/2022	\$58.38	12/12/2022	12/29/2022
7026380	BOSWORTH000	BOSWORTH	R	12/12/2022	\$3,900.80	12/12/2022	12/22/2022
7026381	BRENT AB000	BRENT ABERNATHY	R	12/12/2022	\$517.50	12/12/2022	01/06/2023
7026382	BROOKS D000	BROOKS DUPLICATOR COMPANY	R	12/12/2022	\$235.95	12/12/2022	01/06/2023
7026383	BROOKSHI001	BROOKSHIRE BROS.	R	12/12/2022	\$32.97	12/12/2022	12/23/2022
7026384	BROWNCOR000	Brown, Cornelius L.	R	12/12/2022	\$414.00	12/12/2022	12/13/2022
7026385	BROWNCOR000	Brown, Cornelius L.	R	12/12/2022	\$648.00	12/12/2022	12/13/2022
7026386	BUCK SPR000	BUCK SPRINGS	R	12/12/2022	\$1,824.00	12/12/2022	12/21/2022
7026387	CALDWTER000	CALDWELL, TERRY W.	R	12/12/2022	\$165.00	12/12/2022	12/29/2022
7026388	CANON FI000	CANON FINANCIAL SERVICES	R	12/12/2022	\$10,970.60	12/12/2022	12/20/2022
7026389	CANON SO000	CANON SOLUTIONS AMERICA	R	12/12/2022	\$10,231.00	12/12/2022	12/19/2022
7026390	CENTERPO000	CENTERPOINT	R	12/12/2022	\$1,760.84	12/12/2022	12/22/2022
7026391	CERTIFIE000	CERTIFIED LABORATORIES	R	12/12/2022	\$548.15	12/12/2022	12/19/2022
7026392	CEV MULT000	CEV MULTI MEDIA LTD	R	12/12/2022	\$2,100.00	12/12/2022	12/21/2022
7026393	CHALKS T000	CHALKS TRUCK PARTS INC	R	12/12/2022	\$456.73	12/12/2022	01/03/2023
7026394	CHAMBERS002	CHAMBERS COUNTY	R	12/12/2022	\$5,999.60	12/12/2022	01/10/2023
7026395	CHAMBERS003	CHAMBERS COUNTY APPRAISAL	R	12/12/2022	\$21,239.00	12/12/2022	12/20/2022
7026396	CHAMBERS011	CHAMBERS COUNTY TAX OFFIC	R	12/12/2022	\$7.50	12/12/2022	12/15/2022
7026397	CHAMBERS011	CHAMBERS COUNTY TAX OFFIC	R	12/12/2022	\$7.50	12/12/2022	01/12/2023
7026398	CHAMBERS011	CHAMBERS COUNTY TAX OFFIC	R	12/12/2022	\$7.50	12/12/2022	12/15/2022
7026399	CHICK FI006	CHICK FIL A - MONT BELVIE	R	12/12/2022	\$101.33	12/12/2022	12/22/2022
7026400	CITI BAN000	CITI BANK	R	12/12/2022	\$46.75	12/12/2022	
7026401	CITI BAN000	CITI BANK	R	12/12/2022	\$37.74	12/12/2022	
7026402	CITI BAN000	CITI BANK	R	12/12/2022	\$328.74	12/12/2022	
7026403	CITY OF 000	CITY OF ANAHUAC	R	12/12/2022	\$5,024.95	12/12/2022	12/15/2022
7026404	COASTAL 004	COASTAL WELDING SUPPLY IN	R	12/12/2022	\$859.40	12/12/2022	12/19/2022
7026405	COCA COL000	COCA COLA	R	12/12/2022	\$2,171.61	12/12/2022	12/22/2022
7026406	COFFEBIL000	COFFEY, BILL	R	12/12/2022	\$125.00	12/12/2022	01/05/2023
7026407	CURRYDAR000	CURRY, DARRELL	R	12/12/2022	\$125.00	12/12/2022	12/27/2022
7026408	DAVISRIC000	DAVIS, RICK	R	12/12/2022	\$2,995.00	12/12/2022	01/18/2023
7026409	DERANERI000	DERANIERI, ERIC	R	12/12/2022	\$75.00	12/12/2022	12/21/2022
7026410	EDMENTUM000	EDMENTUM	R	12/12/2022	\$12,012.80	12/12/2022	12/22/2022
7026411	ENTERGY 000	ENTERGY TEXAS INC.	R	12/12/2022	\$835.51	12/12/2022	12/20/2022
7026412	ENTRE CO000	ENTRE COMPUTER CENTER	R	12/12/2022	\$8,100.60	12/12/2022	12/21/2022
7026413	FERGUSON000	FERGUSON FACILITIES SUPPL	R	12/12/2022	\$1,119.98	12/12/2022	12/21/2022
7026414	FOUR COR000	FOUR CORNER TIRES	R	12/12/2022	\$7.00	12/12/2022	12/20/2022
7026415	FRANKCHA001	FRANKLIN, CHASE	R	12/12/2022	\$414.00	12/12/2022	01/12/2023
7026416	FUQUAKED000	FUQUA, KEDRIN	R	12/12/2022	\$575.00	12/12/2022	12/20/2022
7026417	GILBEELI000	GILBERT, ELIZABETH	R	12/12/2022	\$135.00	12/12/2022	12/20/2022
7026418	GOLD STA000	GOLD STAR FOODS, INC.	R	12/12/2022	\$743.14	12/12/2022	12/21/2022
7026419	GORDON A000	GORDON ANDREWS	R	12/12/2022	\$810.00	12/12/2022	
7026420	GUY ROBE000	GUY ROBERT JACKSON	R	12/12/2022	\$1,225.00	12/12/2022	12/16/2022
7026421	H&H TRAC000	H&H TRACTOR & LAWN EQUIPM	R	12/12/2022	\$269.90	12/12/2022	12/21/2022
7026422	HAMSHIRE001	HAMSHIRE FANNETT ISD	R	12/12/2022	\$500.00	12/12/2022	12/19/2022
7026423	HARDIES 000	HARDIES FRUIT & VEGETABLE	R	12/12/2022	\$2,949.52	12/12/2022	12/21/2022
7026424	HARRIS C005	HARRIS COUNTY DEPARTMENT	R	12/12/2022	\$1,485.00	12/12/2022	01/10/2023
7026425	HART TAR000	HART, TARON L.	R	12/12/2022	\$225.00	12/12/2022	

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<b>GO ANAHUAC NATIONAL BANK</b>							
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7026426	HATFILOG000	HATFIELD, LOGAN	R	12/12/2022	\$75.00	12/12/2022	01/06/2023
7026427	HERNANES000	HERNANDEZ, NESTER	R	12/12/2022	\$75.00	12/12/2022	12/23/2022
7026428	HILAND D000	HILAND DAIRY FOODS	R	12/12/2022	\$6,231.56	12/12/2022	12/27/2022
7026429	HILLYLAU001	HILLYER, LAUREN	R	12/12/2022	\$34.70	12/12/2022	
7026430	HOLLEMAR000	HOLLEY, MARK	R	12/12/2022	\$125.00	12/12/2022	
7026431	HOME DEPO00	HOME DEPOT	R	12/12/2022	\$388.93	12/12/2022	12/27/2022
7026432	HOTCHKIS000	HOTCHKISS	R	12/12/2022	\$1,832.90	12/12/2022	12/19/2022
7026433	HUTTOSTA000	HUTTON, STALI	R	12/12/2022	\$110.00	12/12/2022	12/20/2022
7026434	INTERNET000	INTERNET MANAGEMENT SERVI	R	12/12/2022	\$2,660.00	12/12/2022	12/23/2022
7026435	INTERQUE000	INTERQUEST GROUP INC	R	12/12/2022	\$300.00	12/12/2022	12/20/2022
7026436	JOEY'S G000	JOEY'S GLASS	R	12/12/2022	\$632.50	12/12/2022	12/30/2022
7026437	JOHN MUL000	JOHN MULRYAN	R	12/12/2022	\$1,620.00	12/12/2022	12/19/2022
7026438	SPALDING000	SPALDING, NICHOLS, LAMP,	R	12/12/2022	\$748.75	12/12/2022	12/20/2022
7026439	KAREN MO000	KAREN MOSS WILSON	R	12/12/2022	\$88.13	12/12/2022	12/15/2022
7026440	KING JES001	KING, JESSICA	R	12/12/2022	\$1,867.50	12/12/2022	12/16/2022
7026441	KOMMERCIO000	KOMMERCIAL KITCHENS	R	12/12/2022	\$23,465.31	12/12/2022	12/22/2022
7026442	LABATT F000	LABATT FOOD SERVICE	R	12/12/2022	\$40,832.22	12/12/2022	12/20/2022
7026443	LAKESHOR000	LAKESHORE	R	12/12/2022	\$8,209.72	12/12/2022	12/13/2022
7026443	LAKESHOR000	LAKESHORE	V	12/13/2022	\$-8,209.72	12/14/2022	12/13/2022
7026444	LANSFMAT001	LANSFORD, MATTELYNN	R	12/12/2022	\$72.00	12/12/2022	
7026445	LANSFMAT001	LANSFORD, MATTELYNN	R	12/12/2022	\$72.00	12/12/2022	
7026446	LAURA K.000	LAURA K. UNDERWOOD D/B/A	R	12/12/2022	\$140.00	12/12/2022	12/19/2022
7026447	LEE COLL000	LEE COLLEGE	R	12/12/2022	\$711.26	12/12/2022	01/04/2023
7026448	LEE COLL000	LEE COLLEGE	R	12/12/2022	\$711.26	12/12/2022	01/04/2023
7026449	LEE COLL000	LEE COLLEGE	R	12/12/2022	\$742.60	12/12/2022	01/04/2023
7026450	LERCY'S 000	LERCY'S DINER	R	12/12/2022	\$180.00	12/12/2022	12/20/2022
7026451	LEVECMIC000	LEVECK, MICHAEL	R	12/12/2022	\$125.00	12/12/2022	01/05/2023
7026452	LIBERTY 005	LIBERTY ISD	R	12/12/2022	\$6,339.27	12/12/2022	01/06/2023
7026453	LITTLE C001	LITTLE CYPRESS MAURICEVIL	R	12/12/2022	\$300.00	12/12/2022	
7026454	LOFTOLAU001	LOFTON, LAURA	R	12/12/2022	\$200.00	12/12/2022	
7026455	LOWE'S 000	LOWE'S	R	12/12/2022	\$284.41	12/12/2022	12/23/2022
7026456	MAXSOBRA000	MAXSON, BRANDALE	R	12/12/2022	\$125.00	12/12/2022	01/12/2023
7026457	MCFARJER000	MCFARLAND, JERRY	R	12/12/2022	\$90.00	12/12/2022	12/21/2022
7026458	MCNEEJOE000	MCNEELY, JOEL	R	12/12/2022	\$75.00	12/12/2022	12/21/2022
7026459	MEGUEYAN000	MEGUESS, YANCY	R	12/12/2022	\$90.00	12/12/2022	12/19/2022
7026460	MSB 000	MSB	R	12/12/2022	\$1,192.21	12/12/2022	12/22/2022
7026461	N2Y 000	N2Y - UNIQUE LEARNING SYS	R	12/12/2022	\$283.80	12/12/2022	12/21/2022
7026462	NATALIE 000	NATALIE HUDSON, COGNITIVE	R	12/12/2022	\$7,325.00	12/12/2022	12/19/2022
7026463	NATIONAL045	NATIONAL SCOREBOARD SERVI	R	12/12/2022	\$775.00	12/12/2022	12/23/2022
7026464	NCS PEAR000	NCS PEARSON	R	12/12/2022	\$1,115.50	12/12/2022	12/19/2022
7026465	NEVILJEF000	NEVILS, JEFFERY	R	12/12/2022	\$135.00	12/12/2022	12/21/2022
7026466	NICHOBRY000	NICHOLS, BRYCE	R	12/12/2022	\$125.00	12/12/2022	12/20/2022
7026467	ODP BUSI000	ODP BUSINESS SOLUTIONS, L	C	12/12/2022	\$0.00	12/12/2022	12/12/2022
7026467	ODP BUSI000	ODP BUSINESS SOLUTIONS, L	C	12/12/2022	\$0.00	12/12/2022	12/12/2022
7026467	ODP BUSI000	ODP BUSINESS SOLUTIONS, L	R	12/12/2022	\$3,535.46	12/12/2022	12/29/2022
7026468	PARKIRAY000	PARKINSON, RAY	R	12/12/2022	\$75.00	12/12/2022	12/22/2022
7026469	PASADENA001	PASADENA SPORTING GOODS	C	12/12/2022	\$0.00	12/12/2022	12/12/2022
7026469	PASADENA001	PASADENA SPORTING GOODS	R	12/12/2022	\$5,331.80	12/12/2022	12/20/2022
7026470	PEARSON 001	PEARSON	R	12/12/2022	\$251.22	12/12/2022	12/19/2022
7026471	PINNACLE000	PINNACLE MEDICAL MANAGEME	R	12/12/2022	\$3,315.50	12/12/2022	12/21/2022
7026472	PITNEY B002	PITNEY BOWES	R	12/12/2022	\$857.22	12/12/2022	12/23/2022

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<b>GO ANAHUAC NATIONAL BANK</b>							
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7026473	PORT NEC000	PORT NECHES-GROVES ISD	R	12/12/2022	\$500.00	12/12/2022	12/20/2022
7026474	POWELJUS001	POWELL, JUSTIN	R	12/12/2022	\$84.00	12/12/2022	12/13/2022
7026475	PURCHASE000	PURCHASE POWER	R	12/12/2022	\$278.61	12/12/2022	01/18/2023
7026476	RAPTOR T000	Raptor Technologies	R	12/12/2022	\$110.00	12/12/2022	12/20/2022
7026477	RCN TECH000	RCN TECHNOLOGIES	R	12/12/2022	\$30,028.62	12/12/2022	12/27/2022
7026478	REEVENOR000	REEVES, NORMAN JR	R	12/12/2022	\$65.00	12/12/2022	12/20/2022
7026479	REGION 5000	Region 5 ESC Child Nutri	R	12/12/2022	\$55.00	12/12/2022	01/04/2023
7026480	REGION I001	REGION IV	C	12/12/2022	\$0.00	12/12/2022	12/12/2022
7026480	REGION I001	REGION IV	R	12/12/2022	\$5,730.00	12/12/2022	12/14/2022
7026480	REGION I001	REGION IV	V	12/14/2022	\$-5,730.00	12/14/2022	12/14/2022
7026481	REGION V000	REGION V EDUCATION SERVIC	R	12/12/2022	\$2,190.00	12/12/2022	01/04/2023
7026482	REGION V001	REGION V FOOD SERVICE	R	12/12/2022	\$1,539.00	12/12/2022	01/04/2023
7026483	RMA TOLL000	RMA TOLL PROCESSING	R	12/12/2022	\$15.95	12/12/2022	12/20/2022
7026484	SANDWCHA000	SANDWELL, CHAD	R	12/12/2022	\$75.00	12/12/2022	01/04/2023
7026485	SCALFCAV000	SCALF, CAVAN	R	12/12/2022	\$135.00	12/12/2022	12/21/2022
7026486	SCHIMOTT000	SCHIMEK, OTTMAR	R	12/12/2022	\$75.00	12/12/2022	12/27/2022
7026487	SCHOOL S002	SCHOOL SPECIALTY	R	12/12/2022	\$252.52	12/12/2022	12/23/2022
7026488	SEAN PER000	SEAN PERRY	R	12/12/2022	\$607.50	12/12/2022	12/22/2022
7026489	SIMMOOBA000	Simmons, Obadiah J. III	R	12/12/2022	\$120.00	12/12/2022	01/06/2023
7026490	SIMMOOBA000	Simmons, Obadiah J. III	R	12/12/2022	\$222.00	12/12/2022	12/13/2022
7026491	SMITHALV000	SMITH, ALVIE	R	12/12/2022	\$125.00	12/12/2022	12/23/2022
7026492	SONGELEO000	SONGE, LEONARD	R	12/12/2022	\$125.00	12/12/2022	12/27/2022
7026493	SOUTHEAS003	SOUTHEAST TEXAS WATER CON	R	12/12/2022	\$200.25	12/12/2022	12/21/2022
7026494	SOUTHERN009	SOUTHERN ICE CREAM	R	12/12/2022	\$362.38	12/12/2022	12/30/2022
7026495	SPORTS E000	SPORTS ENDEAVORS LLC D/B/	R	12/12/2022	\$907.29	12/12/2022	12/20/2022
7026496	SPRAYMEL001	SPRAY, MELISSA	R	12/12/2022	\$191.18	12/12/2022	12/21/2022
7026497	STEINSTE000	STEINBERG, STEVEN	R	12/12/2022	\$125.00	12/12/2022	12/19/2022
7026498	SUN COAS001	SUN COAST RESOURCES INC.	R	12/12/2022	\$15,364.83	12/12/2022	12/19/2022
7026499	SUN COAS001	SUN COAST RESOURCES INC.	R	12/12/2022	\$12,336.96	12/12/2022	12/19/2022
7026500	TASA/SUP000	TASA/SUPT WORKSHOP	R	12/12/2022	\$282.00	12/12/2022	01/11/2023
7026501	TAYLOJOS001	TAYLOR, JOSHUA	R	12/12/2022	\$125.00	12/12/2022	12/20/2022
7026502	TEACHER 002	TEACHER DIRECT	R	12/12/2022	\$98.50	12/12/2022	01/17/2023
7026503	TEXAS AS005	TEXAS ASSOCIATION FOR THE	R	12/12/2022	\$75.00	12/12/2022	
7026504	TEXAS DE005	TEXAS DEPT. OF PUBLIC SAF	R	12/12/2022	\$10.00	12/12/2022	01/05/2023
7026505	TEXAS ED004	TEXAS EDUCATIONAL PAPERBA	R	12/12/2022	\$118.76	12/12/2022	01/11/2023
7026506	TEXAS HI001	TEXAS HIGH SCHOOL BASEBAL	R	12/12/2022	\$300.00	12/12/2022	12/27/2022
7026507	TEXAS LE000	TEXAS LETTER JACKETS	R	12/12/2022	\$1,640.00	12/12/2022	12/23/2022
7026508	THEODERI000	THEODORE, ERIC	R	12/12/2022	\$610.00	12/12/2022	12/19/2022
7026509	THEUSCAL000	THEUS, CALVIN	R	12/12/2022	\$275.00	12/12/2022	12/21/2022
7026510	THOMADWI000	THOMAS, DWIGHT	R	12/12/2022	\$275.00	12/12/2022	12/27/2022
7026511	TODD SUT000	TODD SUTHERLAND	R	12/12/2022	\$90.00	12/12/2022	12/21/2022
7026512	TOUCHKEL000	TOUCHET, KELLY	R	12/12/2022	\$90.00	12/12/2022	12/20/2022
7026513	TREBRON 000	TREBRON	R	12/12/2022	\$6,127.00	12/12/2022	12/23/2022
7026514	TRIDENT 000	TRIDENT BEVERAGE	R	12/12/2022	\$2,155.00	12/12/2022	12/20/2022
7026515	TWEEDMIC000	TWEEDEL, MICHAEL Q.	R	12/12/2022	\$65.00	12/12/2022	12/21/2022
7026516	UNIVERSI016	UNIVERSITY OF TEXAS AT AU	R	12/12/2022	\$465.28	12/12/2022	12/13/2022
7026516	UNIVERSI016	UNIVERSITY OF TEXAS AT AU	V	12/13/2022	\$-465.28	12/13/2022	12/13/2022
7026517	VERDOANT000	VERDONE, ANTHONY	R	12/12/2022	\$65.00	12/12/2022	12/20/2022
7026518	VERIZON 000	VERIZON	R	12/12/2022	\$402.00	12/12/2022	12/22/2022
7026519	VIDOR HI000	VIDOR HIGH SCHOOL	R	12/12/2022	\$400.00	12/12/2022	01/11/2023
7026520	VIRCO MF000	VIRCO MFG CORPORATION	R	12/12/2022	\$83,740.40	12/12/2022	12/20/2022

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<b>GO ANAHUAC NATIONAL BANK</b>							
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7026521	W W GRAI000	W W GRAINGER INC	R	12/12/2022	\$2,953.62	12/12/2022	12/19/2022
7026522	WAGNEDEN000	Wagner, Dennis J.	R	12/12/2022	\$643.75	12/12/2022	12/16/2022
7026523	WALLER I000	WALLER ISD	R	12/12/2022	\$3,619.96	12/12/2022	01/13/2023
7026524	WARE ADR000	WARE, ADRIANNE	R	12/12/2022	\$12,200.00	12/12/2022	12/14/2022
7026525	WEST SAB000	WEST SABINE HIGH SCHOOL A	R	12/12/2022	\$325.00	12/12/2022	01/05/2023
7026526	WEVIDEO 000	WEVIDEO INC.	R	12/12/2022	\$299.00	12/12/2022	12/27/2022
7026527	WILLIS I000	WILLIS ISD	R	12/12/2022	\$1,492.80	12/12/2022	12/19/2022
7026528	WINDSTRE000	WINDSTREAM	R	12/12/2022	\$1,789.89	12/12/2022	12/29/2022
7026529	MARSHASH001	MARSHALL, ASHLEY M.	R	12/12/2022	\$180.00	12/12/2022	01/18/2023
7026530	UNIVERSI013	UNIVERSITY OF TEXAS - AUS	R	12/13/2022	\$465.28	12/13/2022	
7026531	JOHN WHE000	JOHN WHEELER GENERAL CONT	R	12/13/2022	\$4,350.00	12/13/2022	12/14/2022
7026532	BARRINAT001	BARRIER, NATHAN	R	12/14/2022	\$147.00	12/14/2022	12/15/2022
7026533	LAKESHOR000	LAKESHORE	R	12/14/2022	\$4,104.86	12/14/2022	12/21/2022
7026534	REGION I001	REGION IV	C	12/14/2022	\$0.00	12/14/2022	12/14/2022
7026534	REGION I001	REGION IV	R	12/14/2022	\$5,650.00	12/14/2022	12/15/2022
7026534	REGION I001	REGION IV	V	12/15/2022	\$-5,650.00	12/15/2022	12/15/2022
7026535	REGION I001	REGION IV	C	12/15/2022	\$0.00	12/15/2022	12/15/2022
7026535	REGION I001	REGION IV	R	12/15/2022	\$5,390.00	12/15/2022	01/10/2023
7026536	A1 FILTE000	A1 FILTER SERVICE	R	12/16/2022	\$1,494.00	12/16/2022	12/22/2022
7026537	ACCELEA001	ACCELERATE LEARNING	R	12/16/2022	\$1,566.00	12/16/2022	12/21/2022
7026538	ACME ARC000	ACME ARCHITECTURAL HARDWA	R	12/16/2022	\$4,173.03	12/16/2022	12/21/2022
7026539	APPLIED 001	APPLIED EDUCATIONAL SYSTE	R	12/16/2022	\$3,900.00	12/16/2022	12/27/2022
7026540	ATTABOY 000	ATTABOY TERMITE & PEST	R	12/16/2022	\$240.00	12/16/2022	12/20/2022
7026541	BOND STE001	BOND, STEWART	R	12/16/2022	\$35.00	12/16/2022	12/16/2022
7026542	BROWNANT000	BROWN, ANTOINETTE	R	12/16/2022	\$210.00	12/16/2022	01/04/2023
7026543	BROWNCOR000	Brown, Cornelius L.	R	12/16/2022	\$318.00	12/16/2022	12/16/2022
7026544	CHAMBERS011	CHAMBERS COUNTY TAX OFFIC	R	12/16/2022	\$7.50	12/16/2022	01/12/2023
7026545	CHAMBERS011	CHAMBERS COUNTY TAX OFFIC	R	12/16/2022	\$7.50	12/16/2022	01/12/2023
7026546	COASTAL 004	COASTAL WELDING SUPPLY IN	R	12/16/2022	\$1,264.89	12/16/2022	12/20/2022
7026547	DAVISLOR000	DAVIS, LORIN	R	12/16/2022	\$90.00	12/16/2022	12/27/2022
7026548	EARLSJAM000	EARLS, JAMES JR	R	12/16/2022	\$195.00	12/16/2022	12/21/2022
7026549	EDUCATIO000	EDUCATION ASSOCIATES INC	R	12/16/2022	\$350.00	12/16/2022	12/29/2022
7026550	FRONTLIN000	FRONTLINE TECHNOLOGIES	R	12/16/2022	\$4,900.22	12/16/2022	12/21/2022
7026551	FUQUAKED000	FUQUA, KEDRIN	R	12/16/2022	\$90.00	12/16/2022	01/05/2023
7026552	GILBEELI000	GILBERT, ELIZABETH	R	12/16/2022	\$165.00	12/16/2022	01/03/2023
7026553	H&H TRAC000	H&H TRACTOR & LAWN EQUIPM	R	12/16/2022	\$106.30	12/16/2022	12/21/2022
7026554	HENDRCLE000	HENDRICKS, CLEVELAND	R	12/16/2022	\$195.00	12/16/2022	12/21/2022
7026555	HOME DEP000	HOME DEPOT	R	12/16/2022	\$35.00	12/16/2022	12/27/2022
7026556	INDUSTRI001	INDUSTRIAL & COMMERCIAL M	R	12/16/2022	\$10,711.93	12/16/2022	12/28/2022
7026557	MARSHASH001	MARSHALL, ASHLEY M.	R	12/16/2022	\$20.60	12/16/2022	01/18/2023
7026558	MSB 000	MSB	R	12/16/2022	\$671.58	12/16/2022	12/21/2022
7026559	ODP BUSI000	ODP BUSINESS SOLUTIONS, L	R	12/16/2022	\$493.19	12/16/2022	12/30/2022
7026560	PASADENA001	PASADENA SPORTING GOODS	R	12/16/2022	\$55.00	12/16/2022	12/22/2022
7026561	REGION I001	REGION IV	R	12/16/2022	\$150.00	12/16/2022	01/10/2023
7026562	SANITARY000	SANITARY SUPPLY CO INC	R	12/16/2022	\$6,787.00	12/16/2022	12/21/2022
7026563	SCHOOL S002	SCHOOL SPECIALTY	R	12/16/2022	\$118.30	12/16/2022	12/27/2022
7026564	TASB HUM000	TASB HUMAN RESOURCE SERVI	R	12/16/2022	\$225.00	12/16/2022	12/22/2022
7026565	TEXAS DE005	TEXAS DEPT. OF PUBLIC SAF	R	12/16/2022	\$2.00	12/16/2022	01/04/2023
7026566	THEODERI000	THEODORE, ERIC	R	12/16/2022	\$185.00	12/16/2022	12/21/2022
7026567	THEUSCAL000	THEUS, CALVIN	R	12/16/2022	\$240.00	12/16/2022	12/21/2022
7026568	THOMADOR000	THOMAS, DORSEY	R	12/16/2022	\$425.00	12/16/2022	12/20/2022

Cash Posting

Check #	Payee Key	Payee Name	T	Check Date	Check Amount	Date	Stmnt Date
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GO ANAHUAC NATIONAL BANK

\*\*\*\*\*Continued\*\*\*\*\*

7026569	THOMAS B000	THOMAS BUS GULF COAST GP	R	12/16/2022	\$114,375.00	12/16/2022	12/20/2022
7026570	YOUNGAAR000	YOUNG-HABORTE, AARON	R	12/16/2022	\$185.00	12/16/2022	

Number Of Checks: 258 \$604,530.78

Total Checks: 258 \$604,530.78

Totals:	Bank	Total \$\$
	GO	\$604,530.78

\*\*\*\*\* End of report \*\*\*\*\*

# Prevailing Wage Rates

## Worker Classification Definition Sheet

CLASSIFICATION	DEFINITION
ASBESTOS WORKER	Worker who removes and disposes of asbestos materials.
BRICKLAYER; MASON	Craftsman who works with masonry products, stone, brick, block, or any material substituting those materials and accessories.
CARPENTER; CASEWORKER	Worker who build wood structures or structures of any material which has replaces wood. Includes rough and finish carpentry, hardware and trim.
CARPET LAYER; FLOOR INSTALLER	Worker who installs carpets and /or floor coverings, vinyl tile.
CONCRETE FINISHER	Worker who floats, trowels, and finishes concrete.
DATA COMM/TELE COMM	Worker who installs data/telephone and television cable and associate equipment and accessories.
DRYWALL; CEILING INSTALLER	Worker who installs metal framed walls and ceiling, drywall coverings, ceiling grids, and ceilings.
ELECTRICIAN	Skilled craftsman who installs or repairs electrical wiring and devices. Includes fire alarm systems and HVAC electrical controls.
ELEVATOR MECHANIC	Craftsman skilled in the installation and maintenance of elevators.
FIREPROOFING INSTALLER	Worker who sprays or applies fire proofing materials.
GLAZIER	Worker who installs glass, glazing, and glass framing.
HEAVY EQUIPMENT OPERATOR	Includes but not limited to: all CAT tractors, all derrick-powered, all power operated cranes, back-hoes, back-fillers, power operated shovels, winch trucks, and all trenching machines.
INSULATOR	Worker who applies, sprays, or installs insulation.
IRONWORKER	Skilled craftsman who erects structural steel framing, and installs structural concrete Rebar.
LABORER, HELPER	Worker qualified for only unskilled or semi-skilled work. Lifting, carrying materials or tools, hauling, digging, clean up.
LATHERER; PLASTERER	Worker who installs metal framing and lath. Worker who applies plaster to lathing and installs associated accessories.
LIGHT EQUIPMENT OPERATOR	Includes but not limited to , air compressors, truck crane drivers, flex planes, building elevators, form graders, concrete mixers less than 14cf, conveyers.
METAL BUILDING ASSEMBLER	Worker who assembles pre-made metal buildings.
MILLWRIGHT	Mechanic specializing in the installation of heavy machinery, conveyance, wrenches, dock levelers, hydraulic lifts, and align pumps.
PAINTER; WALL COVERING INSTALLER	Worker who prepares wall surfaces and applies paint and/or wall coverings, tape, and bedding.
PIPEFITTER	Trained worker who installs piping systems, chilled water piping and hot water (boiler) piping, pneumatic tubing controls, chillers, boilers, and associated mechanical equipment.
PLUMBER	Skilled craftsman who installs domestic hot and cold water piping, waste piping, storm system piping, water closets, sinks, urinals, and related work.
ROOFER	Worker who installs roofing materials, Bitumen (asphalt and coal tar) felts, flashings, all types of roofing membranes, and associated products.
SHEET METAL WORKER	Worker who installs sheet metal products, Roof metal, flashings and curbs, ductwork, mechanical equipment, and associated metals.
SPRINKLER FITTER	Worker who installs fire sprinklers systems and fire protectant equipment.
STEEL ERECTOR	Worker who erects and dismantles structural steel frames of buildings and other structures.
TERRAZZO WORKER	Craftsman who places and finishes Terrazzo
TILE SETTER	Worker who prepares wall and/or floor surfaces and applies ceramic tiles to these surfaces.
WATERPROOFER; CAULKER	Worker who applies water proofing material to buildings. Products include sealant, caulk, sheet membranes, and liquid membranes, sprayed, rolled or brushed.

# Prevailing Wage Rate Determination Information

*The following information is from Chapter 2258 Texas Government Code:*

## **Sec. 2258.021. Right to be Paid Prevailing Wage Rates.**

- (a) A worker employed on a public work by or on behalf of the state or a political subdivision of the state shall be paid:
  - (1) not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the work is performed; and
  - (2) not less than the general prevailing rate of per diem wages for legal holiday and overtime work.
- (b) Subsection (a) does not apply to maintenance work.
- (c) A worker is employed on a public work for the purposes of this section if the worker is employed by a contractor or subcontractor in the execution of a contract for the public work with the state, a political subdivision of the state, or any officer or public body of the state or a political subdivision of the state.

## **Sec. 2258.023. Prevailing Wage Rates to be paid by Contractor and Subcontractor; Penalty.**

- (a) The contractor who is awarded a contract by a public body or a subcontractor of the contractor shall pay not less than the rates determined under Section 2258.022 to a worker employed by it in the execution of the contract.
- (b) A contractor or subcontractor who violates this section shall pay to the state or a political subdivision of the state on whose behalf the contract is made, \$60 for each worker employed for each calendar day or part of the day that the worker is paid less than the wage rates stipulated in the contract. A public body awarding a contract shall specify this penalty in the contract.
- (c) A contractor or subcontractor does not violate this section if a public body awarding a contract does not determine the prevailing wage rates and specify the rates in the contract as provided by Section 2258.022.
- (d) The public body shall use any money collected under this section to offset the costs incurred in the administration of this chapter.
- (e) A municipality is entitled to collect a penalty under this section only if the municipality has a population of more than 10,000.

## **Sec. 2258.051. Duty of Public Body to Hear Complaints and Withhold Payment.**

A public body awarding a contract, and an agent or officer of the public body, shall:

- (1) take cognizance of complaints of all violations of this chapter committed in the execution of the contract; and
- (2) withhold money forfeited or required to be withheld under this chapter from the payments to the contractor under the contract, except that the public body may not withhold money from other than the final payment without a determination by the public body that there is good cause to believe that the contractor has violated this chapter.

## Prevailing Wage Rates – School Construction Trades

June 1, 2022

Texas Gulf Coast Area

CLASSIFICATION	2022 HOURLY RATE
ASBESTOS WORKER	\$21.13
BRICKLAYER; MASON	\$25.32
CARPENTER; CASEWORKER	\$23.38
CARPET LAYER; FLOOR INSTALLER	\$25.12
CONCRETE FINISHER	\$23.40
DATA COMM/TELE COMM	\$23.50
DRYWALL INSTALLER; CEILING INSTALLER	\$26.65
ELECTRICIAN	\$25.93
ELEVATOR MECHANIC	\$28.80
FIREPROOFING INSTALLER	\$22.25
GLAZIER	\$22.30
HEAVY EQUIPMENT OPERATOR	\$22.40
INSULATOR	\$20.50
IRONWORKER	\$25.50
LABORER, HELPER	\$16.71
LATHERER; PLASTERER	\$23.25
LIGHT EQUIPMENT OPERATOR	\$20.50
METAL BUILDING ASSEMBLER	\$21.10
MILLWRIGHT	\$33.63
PAINTER; WALL COVERING INSTALLER	\$19.60
PIPEFITTER	\$26.97
PLUMBER	\$26.71
ROOFER	\$20.50
SHEET METAL WORKER	\$19.90
SPRINKLER FITTER	\$26.13
STEEL ERECTOR	\$23.25
TERRAZZO WORKER	\$23.50
TILE SETTER	\$19.58
WATERPROOFER; CAULKER	\$19.88

This document was developed by PBK Architects, Inc., in strict accordance with Chapter 2258 of the Texas Government Code.

# Prevailing Wage Rates

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BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00031	move money for increase in HUDL	2022-2023	NOT POSTED	Submit Transfer	Batch

*To: From:*

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		move to cover increase in HUDL	199 E 36 6399 29 001 0 91 000	<i>Extra Curr</i>	01/17/2023	4,350.00	0.00
2		move to cover increase in HUDL	199 E 36 6399 30 001 0 91 000	<i>Extra Curr</i>	01/17/2023	4,350.00	0.00
3		moved to 36 for HUDL	199 E 11 6129 00 001 0 11 000	<i>Student</i>	01/17/2023	0.00	8,700.00
TOTALS						8,700.00	8,700.00

\*\*\*\*\* End of report \*\*\*\*\*

**Minutes of Regular Meeting  
The Board of Trustees  
Anahuac Independent School District**

Monday, December 12, 2022 6:00 PM  
Anahuac Elementary School Cafeteria, 905 South Ross Sterling, Anahuac, Texas  
77514

Carlton Carrington: Present  
Stacey Davis: Present  
Samantha Humphrey: Present  
Michael Morehead: Present  
John Redman: Present  
Kaley Smith: Present  
Melinda Trainer: Present

**I. Convene in a Quorum and Call to Order; United States and Texas Flags Pledges of Allegiance; Invocation**

*Noting the presence of a Quorum, President Redman called the meeting to order, led the pledges of allegiance to the United States and Texas flags and the invocation.*

**II. PUBLIC HEARING - Financial Integrity Rating System of Texas (FIRST)**

**III. PUBLIC COMMENTS/AUDIENCE PARTICIPATION (Please fill out the form provided at the meeting & present it to the President prior to the beginning of the meeting)**

Hilary Otto and Mandy Vercher spoke regarding the Anahuac Ag department and the Anahuac FFA.

**IV. STUDENT Recognition**

**V. STAFF Recognition**

**VI. Bond Update**

**VII. MONTHLY REPORTS**

VII.A) Superintendent's Report

VII.A)1) Student Success Coordinator/Safety Report

VII.A)2) Principal Reports

VII.B) Presentation of Monthly Financial Reports, Investment Reports, and Budget Update

**VIII. NEW ITEMS**

VIII.A) Consider Budget Transfer

**Action(s):**

Move to approve budget transfer as recommended.  
This motion, made by Michael Morehead and seconded by Carlton Carrington, Passed.

**Voting Detail:**

Carlton Carrington: Yea  
Stacey Davis: Yea  
Samantha Humphrey: Yea  
Michael Morehead: Yea  
John Redman: Yea  
Kaley Smith: Yea  
Melinda Trainer: Yea

**Voting Summary:** Yea: 7, Nay: 0

VIII.B) Consider Minutes of November 28, 2022  
Regular Board Meeting

**Action(s):**

Move to approve Minutes of November 28, 2022  
Regular Board Meeting. This motion, made by  
Stacey Davis and seconded by Melinda Trainer,  
Passed.

**Voting Detail:**

Carlton Carrington: Yea  
Stacey Davis: Yea  
Samantha Humphrey: Yea  
Michael Morehead: Yea  
John Redman: Yea  
Kaley Smith: Yea  
Melinda Trainer: Yea

**Voting Summary:** Yea: 7, Nay: 0

IX. **CLOSED SESSION**

The Board entered into Closed Session at 6:50  
p.m.

IX.A) Discussion/Evaluation of Personnel: Texas  
Government Code 551.074

IX.B) Consultation with Board Attorney  
Regarding All Matters As Authorized By Law: Texas  
Government Code Section 551.071

IX.B)1) Update and Consultation With Attorneys  
(Anahuac ISD versus Texas Windstorm Insurance  
Association)

X. **RECONVENE INTO OPEN SESSION**

The Board reconvened into Open Session at 8:08  
p.m.

XI. **TAKE ACTION ON ITEM(S) DISCUSSED IN CLOSED  
SESSION**

**XIII. Consider Authorizing Superintendent to Approve and Execute a Settlement with Texas Windstorm Association**

**Action(s):**

Move to Approve Authorizing Superintendent to Approve and Execute a Settlement with Texas Windstorm Association. This motion, made by Carlton Carrington and seconded by Stacey Davis, Passed.

**Voting Detail:**

Carlton Carrington: Yea  
Stacey Davis: Yea  
Samantha Humphrey: Yea  
Michael Morehead: Yea  
John Redman: Yea  
Kaley Smith: Yea  
Melinda Trainer: Yea

**Voting Summary:** Yea: 7, Nay: 0

**XIII. Consider Hiring Elementary and Secondary School Emergency Relief (ESSER) Counselor**

The Board took no action.

**XIV. Consider Resolution Finding No Good Cause Exists for Resignation and Initiating Report to TEA (Rebecca Carpenter)**

**Action(s):**

Move to approve Resolution Finding No Good Cause Exists for Resignation and Initiating Report to TEA (Rebecca Carpenter). This motion, made by Michael Morehead and seconded by Stacey Davis, Passed.

**Voting Detail:**

Carlton Carrington: Yea  
Stacey Davis: Yea  
Samantha Humphrey: Nay  
Michael Morehead: Yea  
John Redman: Yea  
Kaley Smith: Yea  
Melinda Trainer: Nay

**Voting Summary:** Yea: 5, Nay: 2

**XV. Discuss Board Operating Procedures**

**XVI. ADJOURNMENT**

**Action(s):**

Move to adjourn at 8:11 p.m. This motion, made by Carlton Carrington and seconded by Michael Morehead, Passed.

**Voting Detail:**

Carlton Carrington: Yea  
Stacey Davis: Yea

Samantha Humphrey: Yea  
Michael Morehead: Yea  
John Redman: Yea  
Kaley Smith: Yea  
Melinda Trainer: Yea  
**Voting Summary:** Yea: 7, Nay: 0

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Board President

Secretary

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**Leave  
Administration**

The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy.

**Definitions**

The term "immediate family" is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee's household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

Leave Day

A "leave day" for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.

School Year

A "school year" for purposes of earning, using, or recording leave shall mean the term of the employee's annual employment as set by the District for the employee's usual assignment, whether full-time or part-time.

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**Note:** For District contribution to employee insurance during leave, see CRD(LOCAL).

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**Availability**

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

**State and Local  
Leave Proration**

If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave and local leave the employee used beyond his or her pro rata entitlement for the school year.

**Medical Certification**

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
3. The employee requests FMLA leave for the employee's serious health condition; a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

**State Personal Leave**

The Board requires employees to differentiate the manner in which state personal leave is used.

**Nondiscretionary Use**

Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

**Discretionary Use**

Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

*Request for Leave*

In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.

Discretionary use of state personal leave shall not exceed five consecutive workdays.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

<b>Local Leave</b>	<p>Each employee shall earn five, six, or seven paid local leave days per school year based on the number of months of service required by the position in accordance with administrative regulations.</p> <p>Local leave shall accumulate to a maximum of 120 leave days.</p> <p>Local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995–96 school year. [See DEC(LEGAL)]</p>
<b>Family and Medical Leave</b>	<p>FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable.</p> <hr/> <p><b>Note:</b> See DECA(LEGAL) for provisions addressing FMLA.</p> <hr/>
Twelve-Month Period	For purposes of an employee’s entitlement to FMLA leave, the 12-month period shall be July 1 through June 30.
Combined Leave for Spouses	When both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks.
Intermittent or Reduced Schedule Leave	The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.
Certification of Leave	When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.
Fitness-for-Duty Certification	In accordance with administrative regulations, when an employee takes FMLA leave due to the employee’s own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.
Leave at the End of Semester	When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.
<b>Temporary Disability Leave</b>	Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave.

The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.

Noncertified  
Employees

A noncertified employee shall be granted up to 90 days of unpaid temporary disability leave. A noncertified employee may be reinstated following temporary disability leave if:

1. The position is available; and
2. The employee reports to his or her supervising administrator within three days following release by the health-care provider and presents medical certification of fitness for duty.

If the employee's position is unavailable when he or she requests reinstatement, the employee may be placed on the substitute list for the position and may be considered for any subsequent vacancy for which the employee is qualified.

The District shall require a noncertified employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.

**Workers'  
Compensation**

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**Note:** Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.

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An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

No Paid Leave  
Offset

The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]

**Court Appearances**

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

**Payment for  
Accumulated Leave  
Upon Separation**

The following leave provisions shall apply to local leave accumulated beginning on the original effective date of this program.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

An employee who separates from employment with the District shall be eligible for payment for accumulated local leave under the following conditions:

1. The employee's separation from employment is voluntary, i.e., the employee is retiring or resigning and is not being discharged or nonrenewed.
2. The employee has at least **five ten** years of service with the District.

The employee shall receive payment for each day of accumulated local leave, to a maximum of 20 days, at his or her daily rate at the time of retirement or resignation.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

2023							<b>Anahuac ISD</b>							2024						
JULY							<b>2023-2024-DRAFT</b>							JANUARY						
S	M	T	W	TH	F	S	July 31-Aug 1	New Teacher Orientation	S	M	T	W	TH	F	S					
						1	Aug 2-9	Staff Development		1	2	3	4	5	6					
2	3	4	5	6	SH	8	Aug 10	First Day of School/Start of 1st six weeks	7	8	[9	10	11	12	13					
9	10	11	12	13	SH	15			14	15	16	17	18	19	20					
16	17	18	19	20	SH	22	Sept 4	Labor Day - Staff/Student Holiday	21	22	23	24	25	26	27					
23	24	25	26	27	SH	29	Sept 22	Staff/Student Holiday	28	29	30	31								
30	31						Sept 25	Beginning of 2nd Six Weeks												
AUGUST							Oct 6	Staff/Student Holiday	FEBRUARY											
S	M	T	W	TH	F	S	Oct 9	Student Holiday/Staff Development	S	M	T	W	TH	F	S					
			1	2	3	4	5							1	2	3				
6	7	8	9	[10	11	12	Nov 6	Beginning of 3rd Six Weeks	4	5	6	7	8	9	10					
13	14	15	16	17	18	19	Nov 20-22	Student Holiday/Staff Dev. Exchange Day	11	12	13	14	15	[16	17					
20	21	22	23	24	25	26	Nov 23-24	Thanksgiving Holidays	18	19	[20	21	22	23	24					
27	28	29	30	31					25	26	27	28	29							
SEPTEMBER							Dec 20	Early Release	MARCH											
S	M	T	W	TH	F	S	Dec 21-Jan 5	Christmas Holidays	S	M	T	W	TH	F	S					
						1								1	2					
3	4	5	6	7	8	9	Jan 8	Student Holiday/Teacher Work Day	3	4	5	6	7	8	9					
10	11	12	13	14	15	16	Jan 9	Beginning of 4th Six Weeks	10	11	12	13	14	15	16					
17	18	19	20	21	[22	23	Jan 15	Martin Luther King Jr.- Staff/Student Holiday	17	18	19	20	21	22	23					
24	[25	26	27	28	29	30	Feb 16	Staff/Student Holiday	24	25	26	27	28	[29	30					
OCTOBER							Feb 20	Beginning of 5th Six Weeks	31											
S	M	T	W	TH	F	S	Mar 11-15	Spring Break	APRIL											
1	2	3	4	5	6	7	Mar 29	Good Friday - Staff/Student Holiday	S	M	T	W	TH	F	S					
8	9	10	11	12	13	14				1	2	3	4	5	6					
15	16	17	18	19	20	21	Apr 1	Staff/Student Holiday	7	[8	9	10	11	12	13					
22	23	24	25	26	27	28	Apr 8	Beginning of 6th Six Weeks	14	15	16	17	18	19	20					
29	30	31							21	22	23	24	25	26	27					
NOVEMBER							May 23	Early Release/Last Day of School	28	29	30									
S	M	T	W	TH	F	S	May 24	Teacher Workday/Graduation	MAY											
						1	May 27	Memorial Day - Staff Holiday	S	M	T	W	TH	F	S					
5	[6	7	8	9	10	11							1	2	3	4				
12	13	14	15	16	17	18	SH - Summer Hours/Admin Offices Closed			5	6	7	8	9	10	11				
19	20	21	22	23	24	25	New Teacher Inservice	12	13	14	15	16	17	18						
26	27	28	29	30			Teacher Work Day	19	20	21	22	23	[24	25						
DECEMBER							Student Holiday/Staff Development	26	[27	28	29	30	SH							
S	M	T	W	TH	F	S	Student/Staff Holiday	JUNE												
						1	Make up days if needed	S	M	T	W	TH	F	S						
3	4	5	6	7	8	9	Testing Dates are Underlined							1						
10	11	12	13	14	15	16	First Semester - 38530 Instructional minutes (86 days)	2	3	4	5	6	SH	8						
17	18	19	20 <sup>E</sup>	21	22	23	Second Semester -39430 Instructional minutes (88 days)	9	10	11	12	13	SH	15						
24	25	26	27	28	29	30	TOTAL - 77960 Instructional minutes (174 days)	16	17	18	19	20	SH	22						
31							Required minutes 75600	23	24	25	26	27	SH	29						
									30											

**ORDER OF GENERAL ELECTION FOR OTHER POLITICAL SUBDIVISIONS  
 ORDEN DE ELECCIÓN GENERAL PARA OTRAS SUBDIVISIONES POLÍTICAS**

An election is hereby ordered to be held on 5 / 06 /2023 for the purpose of voting on:  
 (date)

(Por la presente se ordena celebrar una elección el 5 / 06 /2023 con el propósito de votar sobre.)  
 (fecha)

List Offices/Propositions/Measures on the ballot (*Enúmere los puestos/proposiciones/medidas oficiales en la boleta*)

Trustee Position 3
Trustee Position 4
Trustee Position 5 - (unexpired term ending May 2024)

Early voting by personal appearance will be conducted each weekday at:  
 (La votación adelantada en persona se llevará a cabo de lunes a viernes en:)

The Main Early Voting Location (*sitio principal de votación adelantada*)

Location ( <i>sitio</i> )	Hours ( <i>horas</i> )
AISD Admin Bldg. 804 Mikhael Ricks Dr. Anahuac TX	April 24-May 2, 2023 8:00 am-5:00 pm

Branch Early Voting Locations (*sucursal sitios de votación adelantada*)

Location ( <i>sitio</i> )	Hours ( <i>horas</i> )
Not applicable	

Early voting by personal appearance will be conducted each weekend at:  
 (La votación adelantada en persona se llevará a cabo en el fin de semana en:)

The Main Early Voting Location (*sitio principal de votación adelantada*)

Location ( <i>sitio</i> )	Hours ( <i>horas</i> )
Not Applicable	

Branch Early Voting Locations (*sucursal sitios de votación adelantada*)

Location ( <i>sitio</i> )	Hours ( <i>horas</i> )
Not Applicable	

Applications for ballot by mail shall be mailed to: (Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)
--

Kimberly Swope  
 Name of Early Voting Clerk  
*(Nombre del Secretario/a de la Votación Adelantada)*

P.O. Box 369  
 Address *(Dirección)*

Anahuac, TX                      77514  
 City *(Ciudad)*                      Zip Code *(Código Postal)*

409-267-2001  
 Telephone Number *(Número de teléfono)*

swopek@aisdpanthers.com  
 Email Address *(Dirección de Correo Electrónico)*

https://sites.google.com/aisdpanthers.com/anahuacid/home  
 Early Voting Clerk's Website *(Sitio web del Secretario/a de Votación Adelantada)*

Applications for Ballots by Mail (ABBMs) must be received no later than the close of business on:  
*(Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el:)*

April / 25 / 2023  
 (date)(fecha)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on:  
*(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)*

April / 25 / 2023  
 (date)(fecha)

Issued this 23rd day of January, 2023.  
(day) (month) (year)

*(Emitida este día 23 de Enero, 2023.)*  
(día) (mes) (año)

\_\_\_\_\_  
 Signature of Presiding Officer (Firma del Dirigente que Preside)

\_\_\_\_\_  
 Signature of Board Member  
*(Firma del Director)*

\_\_\_\_\_  
 Signature of Board Member  
*(Firma del Director)*

\_\_\_\_\_  
 Signature of Board Member  
*(Firma del Director)*

\_\_\_\_\_  
 Signature of Board Member  
*(Firma del Director)*

\_\_\_\_\_  
 Signature of Board Member  
*(Firma del Director)*

\_\_\_\_\_  
 Signature of Board Member  
*(Firma del Director)*

\_\_\_\_\_  
 Signature of Board Member  
*(Firma del Director)*

\_\_\_\_\_  
 Signature of Board Member  
*(Firma del Director)*

\_\_\_\_\_  
 Signature of Board Member  
*(Firma del Director)*

\_\_\_\_\_  
 Signature of Board Member  
*(Firma del Director)*

**Instruction Note: A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before election day.**  
*Nota de Instrucción: Se deberá entregar una copia de esta orden de elección al/a la Secretario(a) del Condado/Administrador(a) de Elecciones y el/la Registrador(a) de Votantes a más tardar 60 días antes del día de elección.*

Agenda Posting

ANAHUAC ISD (036901) - Update 120

TASB Update 120 (LOCAL) Policies

CB(LOCAL): STATE AND FEDERAL REVENUE SOURCES

CKC(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - EMERGENCY PLANS

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

FO(LOCAL): STUDENT DISCIPLINE

**Grants and Awards**

The Superintendent shall be authorized to:

1. Apply, on behalf of the Board, for any and all special federal and state grants and awards as deemed appropriate for the District's operations;
2. Approve commitment of District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the District budget approved by the Board; and
3. Approve grant and award amendments as necessary.

The District shall comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity. The Superintendent shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the District is complying with requirements for state and federal grants and awards.

[See CAA, CBB]

**Federal Awards**

Public Notice and Input

The District shall provide public notice of federal grant applications through an information item at a Board meeting and by publishing information on the District's website. The District shall make available opportunities for public input as required by law or the granting agency.

Plan Approval

Approval of required grant and award plans shall be by the Superintendent.

Conflict of Interest

Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest as defined at Code of Federal Regulations, title 2, section 200.318, shall disclose to the District, in writing, any conflict that meets the disclosure threshold in Chapter 176 of the Local Government Code. [See CBB]

In addition, each employee, Board member, or agent of the District shall comply with any other conflict of interest requirements imposed by the granting agency or a pass-through entity.

For purposes of this policy, "immediate family member" shall have the same meaning as "family member" as described in Chapter 176 of the Government Code. [See BBFA]

STATE AND FEDERAL REVENUE SOURCES

CB  
(LOCAL)

For purposes of this policy, “partner” shall have the same meaning as defined in Business Organizations Code Chapter 1, Subchapter A.

An employee, Board member, or agent of the District who is required to disclose a conflict in accordance with the provisions above shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Gifts and Gratuities

Employees, Board members, and agents of the District shall not solicit any gratuities, favors, or items from a contractor or a party to a subcontract for a federal grant or award and shall not accept:

1. Any single item with a value at or above ~~\$50; or \$50; or~~
2. Items from a single contractor or subcontractor that have an aggregate monetary value exceeding \$100 in a 12-month period.

[See BBFA, BBFB, CBB, DBD. In the event of a violation of these requirements, see CAA and DH.]

**Emergency  
Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

1. Reasonable security measures when District property is used as a polling place;
2. Response to an active shooter emergency; ~~and~~
3. Response to a nearby train derailment, as applicable; and
- 3.4. Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.

## Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

### Other Complaint Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with FFH.
2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, ~~within the scope of Section 504~~ shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints within the scope of the Individuals with Disabilities Education Act, including complaints ~~Complaints~~ concerning identification, evaluation, educational placement, or discipline of a student with a disability, ~~within the scope of the Individuals with Disabilities Education Act~~ shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with the EF series.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.

14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

**Notice to Students and Parents**

The District shall inform students and parents of this policy through appropriate District publications.

**Guiding Principles**

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

**Freedom from Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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(LOCAL)

**General Provisions**

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling  
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating  
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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**Untimely Filings** | All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

**Costs Incurred** | Each party shall pay its own costs incurred in the course of the complaint.

**Complaint and Appeal Forms** | Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refileing is within the designated time for filing.

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

### **Level Two**

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The

written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

### **Level Three**

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or

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parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**Student Code of Conduct**

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's website and/or as a hard copy to students, parents, teachers, administrators, and others on request.

Revisions

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

**Extracurricular Standards of Behavior**

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

**“Parent” Defined**

Throughout the Student Code of Conduct and discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

**General Discipline Guidelines**

A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student’s behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
  - a. The seriousness of the offense;
  - b. The student’s age;
  - c. The frequency of misconduct;
  - d. The student’s attitude;
  - e. The potential effect of the misconduct on the school environment;
  - f. Requirements of Chapter 37 of the Education Code; and
  - g. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student’s parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

**Corporal Punishment**

Corporal punishment may be used as a discipline management technique in accordance with this policy and the Student Code of Conduct.

Corporal punishment shall not be administered to a student whose parent has submitted to the principal a signed statement for the current school year prohibiting the use of corporal punishment with his or her child. The parent may reinstate permission to use corporal punishment at any time during the school year by submitting a signed statement to the principal.

Guidelines

Corporal punishment shall be limited to spanking or paddling the student and shall be administered in accordance with the following guidelines:

1. The student shall be told the reason corporal punishment is being administered.

2. Corporal punishment shall be administered only by the principal or designee.
3. The instrument to be used in administering corporal punishment shall be approved by the principal.
4. Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

Disciplinary  
Records

The disciplinary record reflecting the use of corporal punishment shall include any related disciplinary actions, the corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment.

Physical Restraint

**Note:** A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]

Within the scope of an employee's duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.

~~5. Control an irrational student.~~

~~6.5. Protect property from serious damage.~~

~~A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]~~

Video and Audio  
Monitoring

Video and audio recording equipment shall be used for safety purposes to monitor student behavior on District property.

The District shall post signs notifying students and parents about the District's use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.

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Use of Recordings	The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline.
Access to Recordings	Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

# **Board Operating Procedures**

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**ANAHUAC INDEPENDENT SCHOOL DISTRICT**  
**Board Operating Procedures**

**Topic: How to handle parent and community complaints**

1. The Board member is not to attempt to resolve a complaint from a community member, but rather to listen respectfully and remain impartial.
2. The Board member can remind the citizen of due process and the Board member can clarify for the person that the Board member must remain impartial in case the situation comes before the Board in the future.
3. The Board member should ask the complainant what procedure, if any, he/she followed.
4. If he/she has not spoken with the appropriate administrator, the Board member can advise them to do so. If he/she says they have already done so, and are not satisfied, the Board member should explain the complaint process.

**Informal complaint:**

- a. It is important to clarify if the person has had a formal meeting or an informal meeting with the appropriate Administrator. This is a point at which misunderstandings often occur. If the person has had an informal meeting with the appropriate teacher, principal, or another campus Administrator, and is still not satisfied, the person may initiate the formal process.

**Level One:**

- b. The formal complaint process is initiated when the person fills out a written Level One Grievance form and either faxes, mails, or delivers it to the appropriate person who can resolve the complaint at the lowest level. (This person is most often the principal of the campus.) (All Grievance forms can be picked up at the Administration office or at any campus office.)
- c. After receiving the written complaint, the Administrator has ten (10) days to hold a conference with the complainant. Once the conference has been held, the Administrator has ten (10) days to reply to the person in writing.

### **Level Two:**

- d. If the person did not receive the remedy sought at Level One, he/she can appeal by filing a Level Two Grievance with the Superintendent within ten (10) days of receiving a response to the Level One Grievance. The Superintendent will schedule a conference with the complainant within ten (10) days after receiving the Level Two Grievance. Following the conference, the Superintendent will respond to the person in writing within ten (10) days. The Superintendent will either maintain the outcome of the Level One Grievance, grant a portion of the desired remedy sought, or grant the desired remedy sought.

### **Level Three:**

- e. If the person did not receive the remedy sought at Level Two, he/she can appeal the Superintendent's decision by filing a Level Three Grievance with the Board within ten (10) days of receiving a response to the Level Two Grievance. The Superintendent will inform the person of the date, time, and place of the Board meeting where the Level Three Grievance will be presented. The Superintendent will present the Board with copies of the complaint form, all responses, appeal notices, and any written documentation previously submitted by the complainant. Usually, the District determines whether the Level Three Grievance is heard in closed or open session. However, if the grievance concerns a complaint against an employee, the employee may determine whether the complaint will be heard in open or closed session. The Board then considers the complaint and makes its decision orally or in writing any time up to and including the next regularly scheduled Board meeting. If the Board fails to reach a decision by the end of the next regularly scheduled Board meeting, the decision of the Level Two Grievance is upheld.
5. Board members will inform the Superintendent of any complaints they receive.
  6. The Superintendent will inform the Board member of the resolution of any referred issue.

**Topic: How to handle employee complaints**

1. The Board member is not to attempt to resolve a complaint from an employee but rather to listen respectfully and remain impartial.
2. Refer the complainant to the appropriate person in the chain of command and to policy DGBA (Local).
3. Board members will inform the Superintendent of the complaint and its potential to escalate.

**Topic: How to visit campuses and/or communicate with Employees**

1. Board members are encouraged to attend school functions such as open houses and student performances.
2. When a Board member visits a campus, he/she should follow all rules applicable to any district visitor.
3. Legal Policy DGBA states, “The policy may not restrict the ability of an employee to communicate directly with a member of the Board regarding a matter relating to the operation of the District, except that the policy may prohibit ex parte communication relating to:
  - a. A hearing under Education Code Chapter 21, Subchapter E (Term Contracts) or F (Hearing Examiners); and
  - b. Another appeal or hearing in which ex parte communication would be inappropriate pending a final decision by the Board. *Education Code 11.1513*”

Local Policy DGBA states, “Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee. (DGBA Local)

4. In accordance with DGBA Local, when a Board member communicates with an employee it is important to remember the following:
  - a. Chain of command (DGBA Local)
  - b. If there is a non-renewal hearing of a contract employee, the Board member will sit in judgment on the non-renewal. If the Board member has been speaking with the employee about the non-renewal, he/she may have to recues himself/herself from judgment on the non-renewal hearing.
  - c. In many grievance situations, the Board member will sit in judgment on the grievance. If the Board member has been speaking with the employee about the grievance situation, he/she may have to recues himself/herself from judgment on the grievance.
5. Official visits to campuses by the Board as a whole or a committee of the Board can only take place as the result of an action by the Board.
6. Board members are not to go into teacher's classrooms or individual buildings for the purposes of evaluation.

**Topic: How to prepare for Board meetings**

1. The Board receives the agenda packets at least three calendar days before Board meetings. (Friday before the Monday meeting). The Board may also log into Boardbook Premier to view the working agenda as it is being prepared at any time.
2. All participants will be prepared to address the agenda.
  - a. Board members will read the agenda packet materials before each Board meeting.
  - b. Board members will ask agenda related questions of the Superintendent at least one day before each scheduled Board meeting so that he/she will be able to respond to all.
  - c. If a Board member fails to do 1 or 2 above, they are expected to follow the lead of the other Board members and not delay the meeting by asking questions.

**Topic: How to place items on the Board meeting agenda**

1. Any Board member wishing to place an item on the agenda should call the Board president and ask that the item be placed on the agenda.
2. If the President feels the item is not an appropriate agenda item, he will inform the person making the request and the other board members of his decision and why.
3. If the Board member does not agree with the President, he can ask any other Board member to support him in the request to place the item on the agenda and it will be posted, unless there is a legal reason not to do so.
4. Items that Board members desire be included on the Board meeting agenda are forwarded to the Board president at least seven days prior to the meeting.
5. In accordance with Texas open meeting laws, no item can be placed on the agenda less than 72 hours in advance of the meeting, except in an emergency as per Texas Code.
6. The person who has asked for an item to be placed on the agenda will be called upon by the President at the meeting to present the item and his or her thoughts or reasons for the placement.

**Topic: How to request a report not related to agenda items (a document or report that does not exist)**

1. Any Board member may request a report. All requests are to be made to the Superintendent. If the Superintendent determines that the development of the report will take over two hours of staff time, then the request must be sent to the Board as a whole for approval. All reports and the name of the person who requested the report, once completed, must be distributed to all Board members.
2. Information available to any citizen shall be available to a Board member at no cost up to the use of two hours of staff time per month per Board member. Requests for information requiring in excess of two hours per month must be referred to the Board as a whole for approval.

3. The Superintendent will gather the information and/or report and disseminate it in a timely manner to the entire Board unless a Board member declines to receive the report.
4. Board members shall not attempt to solicit information from staff members other than the Superintendent. If the Superintendent becomes aware that this procedure is not being followed, he/she must report it to the Board President who shall present the information to the Board.

**Topic: How to communicate with other Board members**

1. Communications should not be used to lobby for votes, to conduct “straw polls” with a majority of Board members, or to otherwise circumvent the Texas Open Meetings Act. Remember, anytime four or more members discuss school business outside of a regular board meeting may constitute an “illegal meeting” and be a violation of the Texas Open Meetings Act. This is why all communication should run through the superintendent.)

**Topic: How to conduct closed sessions**

1. The President will state the purpose of the closed session as permitted by the Open Meetings Act before going into closed session.
2. Members will discuss only the issues pertinent to the agenda items stated as the purpose for closed session.
3. The session will be limited to the least amount of time necessary to address the agenda items under consideration.
4. Members may share information or express their opinions freely, understanding that team members may not discuss information disclosed in the closed session. The Board will take no straw votes in closed sessions, but will take any action related to items discussed in closed session after the Board has reconvened in open session, in accordance with law and policy BEC (LEGAL)
5. The presiding officer will direct any staff member or advisor in attendance that all discussion during closed sessions must remain confidential.
6. Closed meetings will not be recorded by an individual trustee against the wishes of a majority of the Board.

**Topic: How to orient new Board members**

**Local District Orientation by the Superintendent for New Board Members**

1. Local district orientation should take place within 60 days before or after the election date.

**Board Review and Orientation for New and Existing Members:**

1. Board review and orientation for new and existing members should take place within 30 days after the election date.
2. The orientation will include, but is not limited to:
  - a. Board Vision and Goals
  - b. Board Code of Conduct
  - c. Board Operating Procedures
  - d. Superintendent Evaluation Instrument and Process (copy of instrument and its use)
  - e. Board Self Evaluation Instrument and Process

**Topic: How to communicate with each other and the community**

1. The Superintendent will send a weekly report to all Board members via e-mail.
2. The Superintendent will meet with the Board President as needed to discuss issues of the District.
3. Requests to the Superintendent from the Board President will be distributed to all Board members. *(Any questions asked of the superintendent from individual Board members will be answered and shared with all Board members)*
4. The Board will keep the Superintendent informed via e-mail, telephone, or in person.
5. The Board will communicate with its community through public hearings and regular Board meetings.

6. Individual Board members when speaking outside the Board Room may state his/her opinion provided that the Board member emphasizes that the opinion being expressed is his/hers and not the opinion of the Board.

## **Topic: How to conduct Board Officer Elections**

### **The Selection Process:**

1. In the first scheduled meeting of May, the presiding officer will call the Board into executive session for the purpose of discussion of officer nominations.
2. Upon exit of executive session, the presiding officer will solicit nominations for Board President. Once nominations are complete, the Board will move on said nominations for the election of President. The elected President will assume control of the meeting and complete the officer election process.
3. The President will solicit nominations for Vice-President. Upon completion of nominations, the Board will move on said nominations for the election of Vice-President. Once elected, the Vice-President will assume his/her position.
4. The President will then solicit nominations for Secretary. Upon completion of nominations the Board will move on said nominations for the election of Secretary. Once elected the Secretary will assume his/her position.

### **Criteria for Selecting a Board President:**

The role of the President is to bring focus to Board discussions and facilitate Board decision-making. Any member nominated to serve as Board President shall have completed at least 1 year of service on the Board. To be effective, the President cannot use the office of president to foster his/her own agenda. To do so creates disharmony and mistrust. The President must believe that reasoned, thoughtful, data-driven discussion will bring about the best decisions, even if he/she may not personally agree with the decision. In addition to being a Board member, the President must remove him/herself from the fray of the discussion and work constantly to bring the Board together as a team and seek a consensus position that everyone can live with. To accomplish these objectives, a President must:

1. Be a consensus builder
  - a. Not take sides

- b. Get people to compromise
  - c. Insist that decisions be “data-driven” rather than “I think”
2. Be strong
    - a. Control meetings
    - b. Be able to live with criticism
    - c. Be willing to take unpopular stands
  3. Listen (but not necessarily accept, believe, or act on everything he/she hears)
  4. Be trustworthy
    - a. Dependable (do what he/she promises to do)
    - b. Open (no hidden agendas)
    - c. Honest (always ethical and truthful)
  5. Work effectively with the Superintendent
  6. Be secure (i.e. does not “need” to be president)
  7. Be effective in conflict resolution

A person should be selected to be president because he/she has the skills and values described above, not because it is his/her “turn.” Some people can be excellent Board members but are simply not suited to be President.

**Topic: How to define the role and authority of Board Members and/or Board Officers**

1. No Board member or officer has authority outside the Board meeting.
2. No Board member can direct employees in regard to performance of their duties.
3. The President:
  - a. Shall preside at all Board meetings when in attendance.
  - b. Appoint committees after consultation with the Board (Board sub-committees or committees that report to the Board.)

- c. Shall call special meetings.
- d. Shall sign all legal documents required by law.

4. The Vice-President:

- a. Shall act in the capacity of the president in his/her absence.

5. The Secretary:

- a. Shall cause accurate records of meetings to be kept.
- b. Shall act in the capacity of the President in the absence of the President and Vice-president.

6. Administrative Committees:

- a. Board members will not be members of committees that will make recommendations to the Board.

**Topic: How to travel as a Board Member**

*(Conferences and workshops are for member growth and education. Remember, the prohibition against discussing school business outside of a regular Board meeting and the Texas Open Meetings Act still applies when traveling to conferences and workshops.)*

- 1. When traveling on business for the District, the expenses of the Board member will be paid.

**Hotel Accommodations**

- 1. Hotel reservations for Board members will be arranged by the Central Office personnel. The Board member shall express to the Superintendent's Secretary the type of room required (single or double, smoking or non-smoking) and the nights for which the room is required.
- 2. If a member is registered to attend a function and finds that he/she will not be able to attend for part or all of the function, he/she should notify the AISD central office as soon as possible so that hotel reservations may be cancelled.

3. When staying in a hotel, personal charges such as TV rentals, personal calls on the room bill, etc. shall be cleared by the Board members upon checkout.
4. Spouses may accompany Board members in their rooms at no charge to the spouse.
5. The Central Office will provide Board members with a packet of information concerning the reservations, a tax free form, a request for reimbursement form, and instructions as to how the bill will be handled by the Superintendent, the Board member, or another Board member.

## **Meals**

1. Board members' meals will be paid by the District. The Board member may charge them to the room and leave them on the bill, pay for them him/herself and fill out a request for reimbursement form, or ask the Superintendent to take care of the bill.
2. Spouses' meals will not be paid for. The Board member is asked to assume responsibility for these meals.
3. No liquor is to be charged to or paid for by AISD.

## **Transportation**

1. Transportation for Board members traveling on school business will be paid for by the District.
2. A Board member may fill out a request for reimbursement obtained from the Central Office for mileage to attend a Board function.
3. A Board member may request a school car through the Superintendent's Secretary.
4. If it is expedient for a Board member to fly rather than drive and the expense is within \$100 of what driving would cost, the member may ask the Central Office to make plane reservations for him/her.

## **Attendance at Conferences**

1. Board members may attend up to two overnight conferences a year.

2. Board members may attend up to six Board training events that do not require overnight stays a year.
3. Should a Board member desire to attend more than the amount of functions listed above, he shall ask that his request be taken before the entire Board.
4. The Board shall approve all out of state conferences for Board members.

**Topic: How to address media complaints**

1. Superintendent will be the official spokesperson for the District. The Board President will be the official spokesperson for the Board.
2. Members reserve the right to speak to the media regarding issues, provided that the Board member emphasizes that the opinion being expressed is his/hers not the opinion of the Board.

**Topic: How to address anonymous phone calls or letters**

1. The Board of Trustees encourages input. However anonymous calls or letters, except those containing a clear and present threat to the safety of persons or property, will not receive Board attention, discussion, or response and will not result in directives to the administration.

**Topic: How to resolve conflicts**

1. In the event that a Board member observes or hears of a violation of the Board Code of Conduct, Board Operating Procedures, law, or a breach of ethics, he/she will go to the “offending” Board member and tell him/her what he/she has heard or observed.
2. The “offending” Board member will first thank the other Board member for the information and then explain his/her version of what happened.
3. At the next Board meeting, in executive session, the “offending” Board member will report the entire conversation to the Board.
4. If the “offending” Board member does not report the incident to the entire Board, the reporting Board member should report the issue to the Board President.

5. The Board President will notify the “offending” Board member that the item will be placed on the next board agenda.
6. In the case that the “offending” Board member is the Board President, the same process is followed, with the exception that the reporting member will take the item to the Vice-President who will take it to the Superintendent for placement on the agenda in executive session.
7. In the event that the Board is convinced that the “offending” Board member is truly guilty of an infraction, and the “offending” Board member refuses to alter his/her behavior, then by a majority vote of the Board, the Board may censure the “offending” Board member publicly.
8. In a case where the behavior is so egregious that the Board as a whole feels the member should be removed from the Board, the Board should consult their attorney.

**Topic: How to override procedures**

1. By a simple majority vote, the Board can authorize overriding any of the above procedures.

**Topic: How to create Board committees**

1. The Board may from time to time appoint Board Committees.
2. If a committee includes one or more Board members and has supervision or control over public business or policy, it is subject to the Open Meetings Act and committee meetings must be posted.
3. The Board President may appoint special committees as necessary.
4. These committees may include district personnel and citizens. The function of the committees shall be fact finding, deliberate, and advisory, but not administrative.
5. Special committees shall be dissolved upon completion of the assigned task or vote of the Board.

6. The Board President and Superintendent shall be ex officio members of all Board committees.
7. Committees may only transact business when they have been granted the authority to do so by the Board. To be binding, all business must be reported to the Board at the next regular or special meeting for approval and entry into the minutes as a public record.

**Topic: How to contact the district's attorney**

There may be times when it is necessary for the Board to hold a discussion with the district's attorney without involving the Superintendent. Because consultation with an attorney is expenditure, no expenditures, by law, can be made without Board approval. The Board gives approval in the following instances:

1. The Board President is authorized, in case of emergencies or in cases of contractual or disciplinary matters involving the superintendent, to call the district's attorney. Prior to calling the attorney, the Board President will consult with the Vice President and the Secretary. At the next board meeting following the call/s, he or she shall report to the entire board the reason for the call and the information gained from the call.
2. In all other cases, where it becomes necessary for the board to enter into discussion with the district's attorney directly instead of through the Superintendent, the board shall authorize the President, at a scheduled meeting, to call the district's attorney. At the next board meeting following the call/s, the President shall report to the entire board the reason for the call and the information gained from the call.

**Topic: Reviewing Board Operating Guidelines**

1. Standard Board Operating Guidelines will be reviewed and updated as needed at the annual Board Meeting where new Board members are sworn in.