

# Agenda of Regular Meeting

## The Board of Trustees Westwood Independent School District

A Regular Meeting of the Board of Trustees of Westwood Independent School District will be held November 8, 2021, beginning at 6:30 PM Westwood Primary  
1701 West Point Tap Road  
Palestine, TX 75803.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

Due to health and safety concerns related to COVID-19 coronavirus, the meeting will be conducted by video-conference. At least a quorum of the Board will be participating by videoconference or telephone call in accordance with the provisions of Sections 551.123 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

An electronic copy of the agenda packet is attached to the online notice [www.westwoodisd.net](http://www.westwoodisd.net)  
Members of the public who desire to address the Board regarding an item on this agenda must comply with the following registration procedures: send a request through Zoom Chat from 6:15 pm – 6:30 pm the day of the meeting. Including name and topic.

1. **CALL TO ORDER AND ESTABLISH QUORUM**
2. **ROLL CALL**
3. **INVOCATION**
4. **PLEDGE OF ALLEGIANCE/TEXAS PLEDGE**
5. **ACTION ITEMS**
  - A. Board to consider and approve the agenda as presented
6. Recognition of Students and Faculty  
**Presenter:** Principals
7. **PUBLIC COMMENTS**
8. **INFORMATION ITEMS**
  - A. Curriculum Moment  
**Presenter:** Katie Atkins

## Westwood ISD Agenda Item Information

**Meeting Date: November 8, 2021**

**Subject: November 2021 Curriculum Moment**

**Administrator Responsible: Katie Atkins, Ed.D**

**Summary: High quality instruction is a priority in Westwood ISD. The transactions among students, teachers, and content significantly impact student learning. This information will support the Board in observing learning during their upcoming campus visits.**

**Administration's Recommendation: n/a**

**Possible Motion: n/a**

**Attachments: November 2021 Curriculum Moment (ppt)**

**Board Approval Required**

**YES**

**NO**

# November 2021 Curriculum Moment

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Dr. Katie Atkins

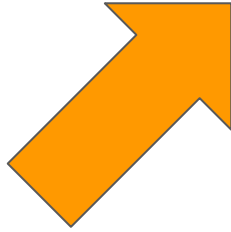
Assistant Superintendent of Curriculum, Instruction, and Leadership

November 8, 2021

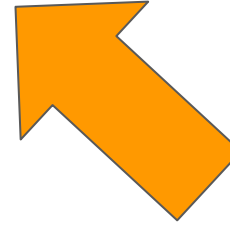


# Areas of Focus for 2021-2022

High Quality Instruction



High levels of support for students and staff



Resource and programming review to determine alignment to high priority areas of focus

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# The Professional Learning Community Culture

The work is an intentional and purposeful process to ensure that all students learn at high levels.

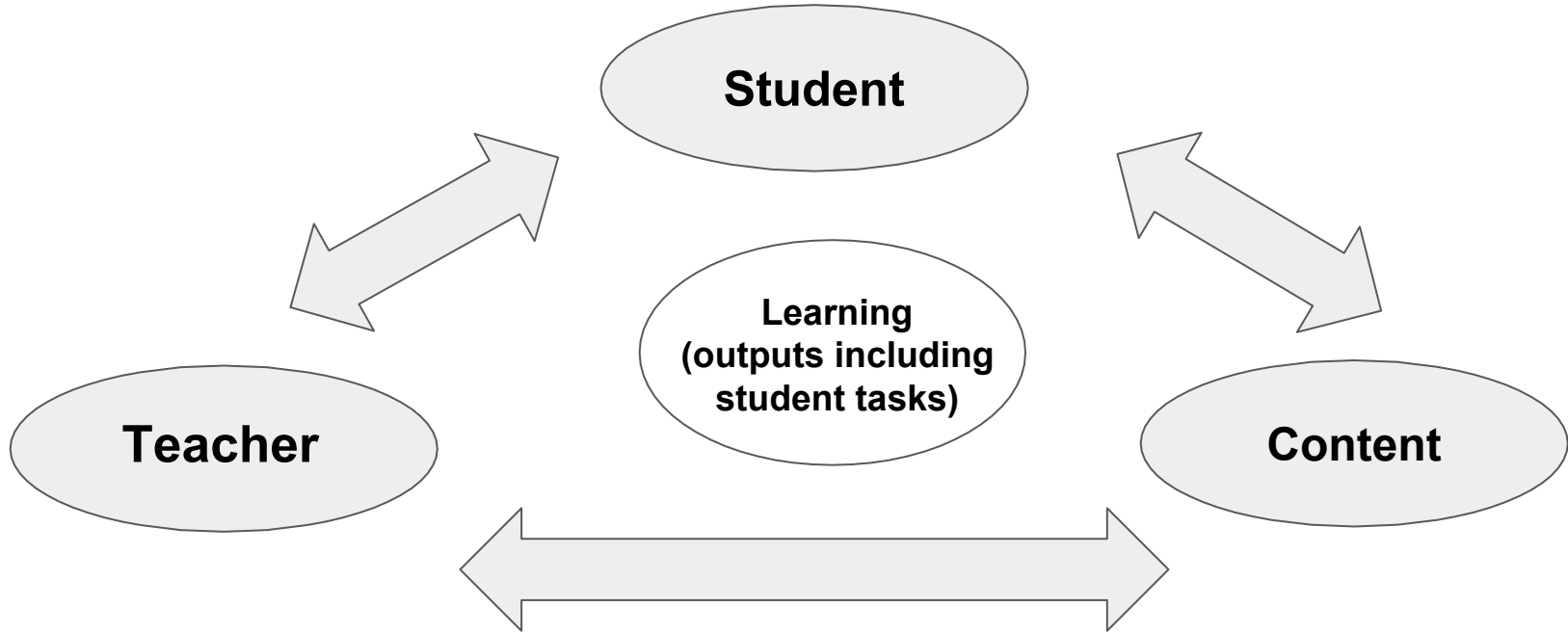
The progress a district or school experiences is largely dependent upon the extent to which the following ideas are considered, understood, and ultimately embraced by its members:

- A focus on learning
- A collaborative culture and collective responsibility
- A results orientation



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# The Instructional Core



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Adapted from City, E. et al. (2018). *Instructional rounds in education: A network approach to improving teaching and learning*.



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# Board Walks November 11th

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# Questions

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B. Finance Update  
**Presenter:** Kyle Johnson

# Westwood ISD Agenda Item Information Agenda Item Information

**Meeting Date:** November 8, 2021

**Subject:** Finance Update

**Administrator Responsible:** Mr. Johnson

**Summary:** Finance Update on expenditures by Function by percentage compared to previous 2 years as of October 31st. Enrollment/ADA update and the impact on the budget training about Program Intent Codes and the special allotments related to these in the Summary of Finance.

**Administration's Recommendation:** This is for information purposes only.

**Board Approval Required**      YES      **X** NO

# Finance Update

## Program Intent Codes (PIC's)

Kyle Johnson  
11/8/2021

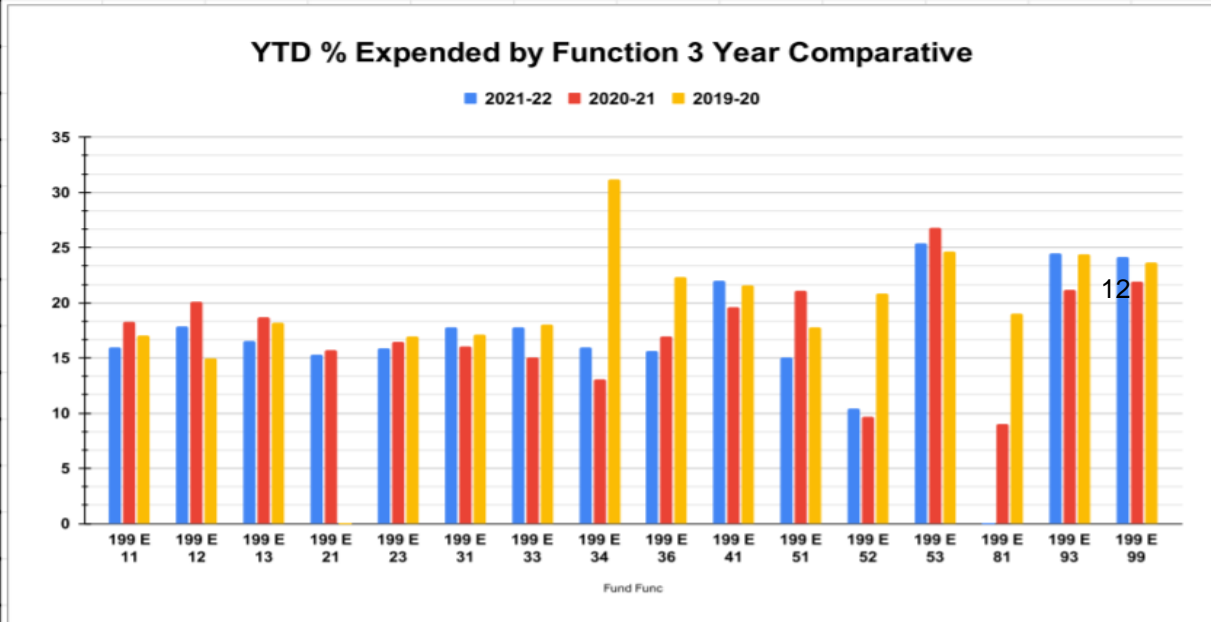
11



# % Budget by FUNC-compared to previous 2 years

Financial Update % Expensed Compared to Previous 2 Years - through Oct 31

Fund Func	2021-22	2020-21	2019-20
199 E 11	15.93	18.27	17.03
199 E 12	17.86	20.1	14.96
199 E 13	16.51	18.67	18.21
199 E 21	15.29	15.69	0
199 E 23	15.88	16.47	16.95
199 E 31	17.78	16.07	17.14
199 E 33	17.76	15.04	18.02
199 E 34	15.95	13.05	31.16
199 E 36	15.61	16.99	22.35
199 E 41	22.03	19.63	21.58
199 E 51	15.03	21.1	17.8
199 E 52	10.41	9.64	20.86
199 E 53	25.38	26.77	24.62
199 E 81	0.00	8.98	19.00
199 E 93	24.52	21.18	24.38
199 E 99	24.19	21.91	23.66



# Enrollment and ADA (Average Daily Attendance)

- Enrollment as of 11/3/2021 was 1,333 with an ADA rate of 94.9%
  - ADA = 1,265.02
- Budget made on assumption of 1,350 ADA
- Floor ADA number presented in August Budget Workshop <sup>13</sup>
  - 1,296
  - At enrollment of 1,333 we will need to be at ADA rate of 97.3%
  - If ADA rate stays at 94.9% enrollment will need to be at 1,366 to stay at floor ADA number



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# Program Intent Codes Overview

- Program Intent Codes (PIC's) are used to account for the cost of instruction and other services for a specific set of students
- Numbers are set in the accounting code for tracking of these expenses (always the last 2 number group in the code)

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199 E 11 61xx 00 002 0 **11** 000 = here the **PIC 11** stands for General Educational Services

199 E 34 62xx 00 041 0 **23** 000 = here the **PIC 23** stands for SPED Services

199 E 12 63xx 00 101 0 **24** 000 = here the **PIC 24** stands for State Comp Ed Services



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# Summary of Finance and Special Allotments

- The Summary of Finance is a state aid report produced by TEA for each school district
- Describes the district's funding elements and Foundation School Program (FSP) state aid
- Report includes
  - # of students in Average Daily Attendance (ADA)
  - # of students making up Special Pops
  - Property values, tax rates, and tax collections

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# Summary of Finance and Special Allotments (cont'd)

- Also, shows PIC Allotments and the amount to be spent

Program Intent Codes - Allotments		LPE
Tier One Subchapter B and C Allotments		
19.	11-Regular Program Allotment 48.051	\$7,308,187
20.	Small and Mid-Size Allotment 48.101	\$1,208,935
21.	23-Special Education Adjusted Allotment 48.102 (spend 55% of amount)	\$1,730,367
22.	37-Dyslexia Allotment 48.103 (spend 100% of amount)	\$38,808
23.	24-Compensatory Education Allotment 48.104 (spend 55% of amount)	\$1,477,000
24.	25-Bilingual Education Allotment 48.105 (spend 55% of amount)	\$49,935
25.	22-Career and Technology Allotment 48.106 (spend 55% of amount)	\$925,636
26.	11-Public Education Grant 48.107	\$0
27.	36-Early Education Allotment 48.108 (spend 100% of amount)	\$204,667
28.	21-Gifted & Talented Adjusted Allotment 48.109 (spend 100% of amount)	\$25,110
29.	38-CCMR Outcomes Bonus 48.110 (spend 55% of amount)	\$50,000
30.	Fast growth allotment 48.111	\$0
31.	Teacher Incentive Allotment 48.112	\$0
32.	Mentor Program Allotment 48.114	\$0
33.	School Safety Allotment 42.168	\$12,807



# Current Situation

- During the 2020-2021 budget cycle the District successfully met each expenditure requirement except for
  - Bilingual - PIC 25
- We have hired a full time Bilingual Paraprofessional and this added salary will help us exceed the spending requirement for PIC 25 in 2021-22 and in subsequent years to help for the 2 years of shortfall.



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# Questions?



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C. Bond 2021 Updates

9. **ACTION ITEMS**

10. **Board to consider approval of Consent Agenda;**

A. Fundraisers

**WESTWOOD INDEPENDENT SCHOOL DISTRICT**  
**Authorization to Conduct Fund Raising Event**

Organization: Student Council Campus: HS Date submitted 10/25

Fundraising Event: Winter Formal

Requested fundraising date/dates: Dec 4~~th~~ 2021

Vendor (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Telephone \_\_\_\_\_

List specific items that will be sold: tickets to enter / photos

Price per item: \$ \_\_\_\_\_ Will customer pay in advance? yes

Profit to organization should never be less than 50%; otherwise, explain \_\_\_\_\_

What will money raised from this fundraiser be used for? Future events for Student Council + Community Service

Board Approval

If NO vendor is involved; list location of event: \_\_\_\_\_  
Estimated cost to organization to start fundraiser \$ \_\_\_\_\_  
How much will you charge your customer? \$ \_\_\_\_\_ Will you accept donations? \_\_\_\_\_

I, Amanda Haney, am submitting this fund raising request before my organization starts raising funds. I understand that I am held responsible for ordering and distributing merchandise and collecting all funds submitting funds to the office, to be deposited in my activity account. With the conclusion of this fund raiser, I will complete this form and return to the campus office.

**PERMISSION IS GRANTED TO CONDUCT THIS EVENT:**

[Signature] 10-25-21  
Campus Principal's Signature Date WISD Superintendent's Signature Date

Total Proceeds collected \$ \_\_\_\_\_  
Total Deposited in activity account \$ \_\_\_\_\_ Total invoice from vendor \$ \_\_\_\_\_  
Expenses incurred for a successful fundraiser \$ \_\_\_\_\_ (advertising, t-shirts, supplies, etc.)  
Total Profit my organization benefitted from this fundraiser \$ \_\_\_\_\_

I, \_\_\_\_\_, understand that these funds will not be available until this form is completed and returned to the campus office

WESTWOOD INDEPENDENT SCHOOL DISTRICT  
Authorization to Conduct Fund Raising Event

Organization: WHS Class of 2023 Campus: HS Date submitted 11-5-21  
Fundraising Event: Pictures w/ the Panther Christmas Theme  
Requested fundraising date/dates: December 15, 2021  
Vendor (if applicable) Walmart 5x7 print .67¢

Address \_\_\_\_\_ City/State \_\_\_\_\_ Telephone \_\_\_\_\_  
List specific items that will be sold: pictures with the Panther 5x7 photo  
Price per item: \$ 7.00 Will customer pay in advance? Yes  
Profit to organization should never be less than 50%; otherwise, explain —

What will money raised from this fundraiser be used for? Junior Prom + Senior breakfast

If NO vendor is involved; list location of event: Elementary  
Estimated cost to organization to start fundraiser \$ 75-100  
How much will you charge your customer? \$ 7.00 Will you accept donations? Yes

I, Melanie Conway, am submitting this fund raising request before my organization starts raising funds. I understand that I am held responsible for ordering and distributing merchandise and collecting all funds submitting funds to the office, to be deposited in my activity account. With the conclusion of this fund raiser, I will complete this form and return to the campus office.

PERMISSION IS GRANTED TO CONDUCT THIS EVENT:

[Signature] 11-8-21  
Campus Principal's Signature Date WISD Superintendent's Signature Date

Total Proceeds collected \$ \_\_\_\_\_  
Total Deposited in activity account \$ \_\_\_\_\_ Total invoice from vendor \$ \_\_\_\_\_  
Expenses incurred for a successful fundraiser \$ \_\_\_\_\_ (advertising, t-shirts, supplies, etc.)  
Total Profit my organization benefitted from this fundraiser \$ \_\_\_\_\_  
I, \_\_\_\_\_, understand that these funds will not be available until this form is completed and returned to the campus office

**WESTWOOD INDEPENDENT SCHOOL DISTRICT**  
**Authorization to Conduct Fund Raising Event**

Organization: WHS Class of 2023 Campus: HS Date submitted 11-5-21

Fundraising Event: Chocolate covered Strawberries

Requested fundraising date/dates: 2-14-22

Vendor (if applicable) Brpbox.com 6x6 + 10x7 boxes \$43.86 + \$58.38

Brookshires for strawberries \$200 - \$350 depending on amount of preSales  
Address City/State Telephone

List specific items that will be sold: Chocolate covered strawberries 1/2 doz + dozen

Price per item: \$ \$12 + \$20 Will customer pay in advance? Yes

Profit to organization should never be less than 50%; otherwise, explain —

What will money raised from this fundraiser be used for? Junior Prom + Senior Breakfast

If NO vendor is involved; list location of event: High School  
 Estimated cost to organization to start fundraiser \$ \$300 - \$500  
 How much will you charge your customer? \$ \$12 + \$20 Will you accept donations? Yes

I, Melanie Conway, am submitting this fund raising request before my organization starts raising funds. I understand that I am held responsible for ordering and distributing merchandise and collecting all funds submitting funds to the office, to be deposited in my activity account. With the conclusion of this fund raiser, I will complete this form and return to the campus office.

**PERMISSION IS GRANTED TO CONDUCT THIS EVENT:**

[Signature] \_\_\_\_\_ / \_\_\_\_\_  
Campus Principal's Signature Date WISD Superintendent's Signature Date

Total Proceeds collected \$ \_\_\_\_\_  
 Total Deposited in activity account \$ \_\_\_\_\_ Total invoice from vendor \$ \_\_\_\_\_  
 Expenses incurred for a successful fundraiser \$ \_\_\_\_\_ (advertising, t-shirts, supplies, etc.)  
 Total Profit my organization benefitted from this fundraiser \$ \_\_\_\_\_  
 I, \_\_\_\_\_, understand that these funds will not be available until this form is completed and returned to the campus office

B. Minutes of Special Board Training, October 16, 2021, and Regular Board Meeting, October 18, 2021

Board Training  
Saturday, October 16, 2021 8:30 AM Central

Old Magnolia Sandwich Shop Conference  
Room  
120 West Oak  
Palestine, TX 75801

Leonard Armstrong: Present  
Carolyn Booker: Present  
Angela Choate: Present  
Jeff Cooper: Present  
Bryan Jones: Present  
Mike Kelly: Present  
Ronnie Stanhope: Absent  
Present: 6, Absent: 1.

### **1. CALL TO ORDER AND ESTABLISH QUORUM**

### **2. ROLL CALL**

### **3. INVOCATION**

Giving by Carolyn Booker

### **4. PLEDGE OF ALLEGIANCE/TEXAS PLEDGE**

### **5. ACTION ITEMS**

#### **5.A. Board to consider and approve the agenda as presented**

Board approved the agenda as presented. This motion, made by Bryan Jones and seconded by Mike Kelly, Passed.

Ronnie Stanhope: Absent, Leonard Armstrong: Yea, Carolyn Booker: Yea, Angela Choate: Yea, Jeff Cooper: Yea, Bryan Jones: Yea, Mike Kelly: Yea

Yea: 6, Nay: 0, Absent: 1

### **6. Board Training Workshop**

The Board received a Team building workshop by Nikki Spears.

### **7. ADJOURNMENT**

The board adjourned at 11:25 am.

Regular Meeting  
Monday, October 18, 2021 6:30 PM Central

Westwood Primary  
1701 West Point Tap Road  
Palestine, TX 75803

Leonard Armstrong: Absent  
Carolyn Booker: Present  
Angela Choate: Absent  
Jeff Cooper: Present  
Bryan Jones: Present  
Mike Kelly: Present  
Ronnie Stanhope: Present

Present: 5, Absent: 2.

Attendance via Zoom: Tiffany Carwell, Kyle Johnson, Brenda Bing, Katie Atkins, Sonya Brown, Charlotte May, Scott Nettles, Shinnita Foreman, Edwin Schuessler, see list for others.

### 1. CALL TO ORDER AND ESTABLISH QUORUM

Meeting called to order by President Dr. Carolyn Booker at 6:30 pm

### 2. ROLL CALL

### 3. INVOCATION

Invocation given by President Dr. Carolyn Booker.

### 4. PLEDGE OF ALLEGIANCE/TEXAS PLEDGE

### 5. ACTION ITEM

#### 5.A. Board to consider approval of the agenda as presented

Motion considering to approve the agenda as presented. This motion, made by Mike Kelly and seconded by Bryan Jones, Passed.

Leonard Armstrong: Absent, Angela Choate: Absent, Carolyn Booker: Yea, Jeff Cooper: Yea, Bryan Jones: Yea, Mike Kelly: Yea, Ronnie Stanhope: Yea

Yea: 5, Nay: 0, Absent: 2

### 6. Recognition of Students and Faculty

Students of the Month:

#### Primary

Pre K - Kennedy Prine

Kindergarten- Ramsey Lilly

1st - Randy Dasilva

2nd - Scarlett Reece

#### Elementary

3rd - Gideon Oputy

4th - Chason Perkins

5th - Laeken Pope

6th - Lillian Dowling

### **Junior High**

7th - Jayvyn Jones

8th - Emma Fuselier

### **High School**

9th - Taunee Ashford

10th - Hallie Armour

11th - Tireke Billups

12th - Cullen Pinney

Teacher of the month - LexAnne Royle, Clara Cummins, Alaina Verhelle and Delaney Knight

### **7. Public Comments**

None

### **8. Information Items**

#### **8.A. Finance Update**

Mr. Johnson gave the board an update on current enrollment and ADA numbers and how this will affect the budget. He then presented the board with a training over what happens during a school audit and gave some examples of the balance sheet as of August 31, 2021. He closed with presenting information on school buses that are being looked at for purchase by the district to update the bus fleet.

#### **8.B. ESL Program Evaluation**

Mrs. Carwell gave the annual update on the Emergent Bilingual Students (formerly ESL) program. WISD has 95 students that are Emergent Bilingual Students. She gave an overview of the TELPAS test and score ratings and the criteria for students to be reclassified out of the Emergent Bilingual Students Program. Talked about the ESL Waiver for 2021-2022.

#### **8.C. Curriculum Moment**

Dr. Atkins discussed another area of focus for the 2021-2022 school year. Last meeting she discussed focusing on High Level of Quality Instruction, and she continued with that discussion tonight. She has collected data and is going into PLC's to break down the data and discussing instruction strategies. She discussed what a PLC is... Professional Learning Community. It is intentional and purposeful and is to ensure all students receive high level of quality instruction. PLC's are also collaborative and results oriented. PLC members have to work interdependently to achieve common goals for which members are mutually accountable.

#### **8.D. Discussion of COVID-19 pandemic status and current health and legal guidance concerning mitigation of the spread of disease among students and district staff.**

Mr. Stanford said that things have improved dramatically and that unless something happens they will forego the interim COVID meeting next week.

#### **8.E. Board to acknowledge 2021-2022 employee handbook**

Mr. Stanford discussed that there are no major changes in the Employee Handbook other than dates. The board acknowledged the updated handbook.

### **9. ACTION ITEMS**

10. Board to consider approval of Consent Agenda

Motion to consider the approval of the consent agenda as presented. This motion, made by Mike Kelly and seconded by Jeff Cooper, Passed.

Leonard Armstrong: Absent, Angela Choate: Absent, Carolyn Booker: Yea, Jeff Cooper:

Yea, Bryan Jones: Yea, Mike Kelly: Yea, Ronnie Stanhope: Yea

Yea: 5, Nay: 0, Absent: 2

10.A. Fundraisers

10.B. Minutes of Regular Board Meetings September 13, 2021, and September 27, 2021

**11. ACTION ITEMS**

11.A. Possible action to adjust WISD COVID-19 policy and protocols in accordance with current health and legal guidelines

**12. CLOSED SESSION**

There is no Closed Session.

**13. Reconvene from Closed Session**

13.A. Board to possibly vote in open session on items discussed in closed session

**14. Future agenda items request and special events**

Academic Showcases coming up next week on each campus.

**15. Adjournment**

President Dr. Carolyn Booker closed the board meeting at 8:00 pm.

**11. ACTION ITEMS**

- A. Board to consider and possibly approve bus purchases for the district

# Westwood ISD Agenda Item Information Agenda Item Information

**Meeting Date:** November 8, 2021

**Subject:** 2021-2022 Bus Purchases

**Administrator Responsible:** Mr. Johnson

**Summary:** Quote for purchasing 2 regular buses was handed out at the October board meeting and will be handed out again with this agenda item. Money was designated in fund balance for these purchases.

**Administration's Recommendation:** The district would recommend a motion "to approve the purchase of 2 buses from Rush Bus Center as presented."

**Board Approval Required**       YES      NO

B. Board to consider and possibly approve budget amendment

# Westwood ISD Agenda Item Information Agenda Item Information

**Meeting Date:** November 8, 2021

**Subject:** 2021-2022 Budget Amendment 22-02

**Administrator Responsible:** Mr. Johnson

**Summary:** Money moved from Function 11 to Function 81 for the final payment to Fitzpatrick Architects. Money placed into the budget in Function 34 for the purchase of 2 regular buses.

**Administration's Recommendation:** The board approve the budget amendment 22-01 as presented. This has historically been a consent agenda item.

**Board Approval Required**

YES

NO

2021-2022 Budget Amendments					
<b>22-02</b>					
	REVENUE		CURRENT BUDGET	AMENDED BUDGET	INCREASE/ (DECREASE)
			\$ -		\$ -
		<b>Total Increase/Decrease in Revenues</b>			<b>\$ -</b>
	EXPENDITURE		CURRENT BUDGET	AMENDED BUDGET	INCREASE/ (DECREASE)
	199 E 11 6119 00 999 0 99 000		\$ -		\$ (12,027)
	199 E 81 6219 00 981 0 99 000	Fitzpatrick Architects	\$ -		\$ 12,027
	199 E 34 6631 00 934 0 99 000	Bus Purchase	\$ -		\$ 200,000
			\$ -		\$ -
		<b>Total Increase/Decrease in Expenditures</b>			<b>\$ 200,000</b>
					\$ -
		<b>Total Change to Budget</b>			<b>\$ (200,000)</b>

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12. **CLOSED SESSION**

A. Personnel

**Presenter:** Board/Wade Stanford

13. Reconvene from Closed Session
14. Discussion and Possible Approval of Action Arising from Closed Session
15. Future Agendas Items and Requests
16. Adjournment

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the ~~Texas Open Meetings Act~~, Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). 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. [See BEC(LEGAL)]

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on:

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For the Board of Trustees