

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 December 12, 2022, 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
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**
 - 4.A. Swearing in Westwood ISD Police Chief - Mr. Michael Hoyt by Administrative Assistant Brenda Bing
Presenter: Brenda Bing
5. Recognition of Students and Faculty
Football Team and Cross Country
Presenter: Principals

Westwood ISD
Teacher of the Month
December 2022
Board Meeting – December 12, 2022

Primary - Lex Ann Royle
Elementary- Talia Hodge
Junior High- Cassie Huddleston
High School- Jessica Puckett
Auxiliary- William Moore

Student/Teacher/Para of the Month

I nominate n Royle for December

Student of the Month Teacher of the Month Para of the Month
(Please Circle One)

- Positive-Remains focused on the opportunities available in every challenge.
- Active-Creates a positive environment by being engaged and involved.
- Noble-Treats others kindly and does the right things even when no one is watching.
- Teamwork-Works together and lifts others up.
- Heartful-Compassionate and always thinking of others.
- Excellence-Performs at their personal best and believes in themselves and others.
- Ready-Ready to learn.

Using the PANTHER Criteria, give an example(s) of how this person shows PANTHER Qualities

Teamwork- Works together and makes sure we all have copies and reminds of all the little things. Also always supporting others and praising others for their accomplishments.

Nominated by Mrs. Deldine

Student of the Month

I nominate Cooper Henry for December

Student of the Month Teacher of the Month Para of the Month
(Please Circle One)

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Ready-Ready to learn.

Using the PANTHER Criteria, give an example(s) of how this person shows PANTHER Qualities:

Cooper is always ready to learn, he is always doing his best and is always willing to help others. He is always paying attention and eager to learn new things and when he does not understand, he always asks questions. He is kind and considerate of others at all times. He is a good friend when someone needs a hug.

Nominated by **Debbie Jenkins**

Student/Teacher/Para of the Month

I nominate **Greenley Snowden** for December Student of the Month

Student of the Month

Teacher of the Month

Para of the Month

(Please Circle One)

Nominated by Ms. Facklam

Positive-Remains focused on the opportunities available in every challenge.

Active-Creates a positive environment by being engaged and involved.

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Heartful-Compassionate and always thinking of others.

Excellence-Performs at their personal best and believes in themselves and others.

Ready-Ready to learn.

Greenley is always a helping friend. When she sees someone is having a hard time she is the 1st one to offer to help. She comes in every morning with a positive attitude and a smile on her face. She performs at her personal best. Greenley is always ready to learn.

Student/Teacher/Para of the Month

I nominate **Isabelle Berry** for December Student of the Month

Student of the Month
of the Month

Teacher of the Month

Para

(Please Circle One)

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Excellence-Performs at their personal best and believes in themselves and others.

Ready-Ready to learn.

Using the PANTHER Criteria, give an example(s) of how this person shows PANTHER Qualities

Isabell Berry is a leader and positively influences others. Her compassion for learning is truly obvious every school day. She takes care and exhibits excellence in leadership and her ability to complete all tasks.

Nominated by
Jane Maloney

Student/Teacher/Para of the Month

I nominate Coraleigh for December Student of the Month

Student of the Month Teacher of the Month Para of the Month
(Please Circle One)

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Noble-Treats others kindly and does the right things even when no one is watching.

Teamwork-Works together and lifts others up.

Heartful-Compassionate and always thinking of others.

Excellence-Performs at their personal best and believes in themselves and others.

Ready-Ready to learn.

Using the PANTHER Criteria, give an example(s) of how this person shows PANTHER Qualities

Cora is a leader and positively influences others. Her compassion for learning is truly obvious every school day. She takes care and exhibits excellence in leadership and her ability to complete all tasks.

Nominated by

Vicki Weatherford

1.2.2022



Westwood Elementary

Student of the Month Nomination Form

Proud to be a Panther!

- Prepared:** Punctual with good attendance, participates in class, and maintains grades.
- Respectful:** Follows teacher and staff directives at all times, exhibits care for others.
- Orientated:** Sets goals and works to achieve them. Believes is moving toward high standards.
- Understanding:** Accepting of others and logically analyzes choices and decisions to be made.
- Determined:** Strives to make each day a great day. Self motivated.

Student:	Jessa Huddleston	Grade:	3rd
Nominated By:	Ms. Cummings		

What **PROUD** characteristics has this **Panther** exhibited?

Jessa is just an awesome student. She is very bright/intelligent. She works to her ability and beyond. More importantly, if there is anyone in the room that needs assistance, she makes herself available to help, including her teacher.

A super kid.



Westwood Elementary

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- Determined:** Strives to make each day a great day. Self motivated.

Student:	Jackson Cumston	Grade:	4 th
Nominated By:	Mrs. McDonald		

What **PROUD** characteristics has this **Panther** exhibited?

I would like to nominate Jackson Cumston for Student of the Month for December because he is always working hard and he always does as he is asked even when everyone else does not follow directions. He is a great student.



Westwood Elementary

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- Determined:** Strives to make each day a great day. Self motivated.

Student:	Isaac Montez	Grade:	5th
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Nominated By:	Mrs. Sumrow, Mrs. Verner, Mrs. Knowles and Mrs. Englehart
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What PROUD characteristics has this Panther exhibited?

As a fifth grade team we'd like to nominate Isaac Montez. Isaac is a very polite young man. He is always working to his full potential as far as getting his work done and on time. Isaac makes great grades and is very attentive in class.



Westwood Elementary

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- Determined:** Strives to make each day a great day. Self motivated.

Student:	Killeen Hebert	Grade:	6th
Nominated By:	Mrs. Emanuel, Mrs. Velasquez, Mrs. Wilson, Mrs. Wendland		

What **PROUD** characteristics has this **Panther** exhibited?

Killeen Herbert- Brown is a great student who works hard and she sets a quiet example for others to follow. But her teachers do notice her. They notice her kindness, willingness to work hard, and her daily practice of treating others nicely. We are so glad to have gotten to know Killeen this year and we can't wait to see what great things the future holds for her.



**Westwood Junior High
Teacher of the Month Recognition**

PROUD TO BE A PANTHER

- Prepared:** Punctual and organized. Ready at all times!
- Respectful:** Works collegially with fellow staff and is a role model for students.
- Orientated:** Sets goals and works to achieve them. Believes in moving toward high standards.
- Understanding:** Builds positive relationships with students. Cares for each and every child.
- Determined:** Strives to make each day a great day. Determined to provide an excellent education for all students.

WJH December Teacher of the Month is Cassandra Huddleston

Cassie Huddleston has been selected as Teacher of the Month for a multitude of reasons. Staff members stated, "Cassie is an amazing coworker, always going above and beyond to help out people on our campus. The work that she does on campus is done with ease". Another said, " She has been working so hard to keep her classroom as a fun learning environment...".

Mrs. Huddleston is dedicated to improving our school and our district. She is intelligent, future thinking, and student focused. We are a better campus because of Cassie's diligence and mindfulness. Congratulations to Mrs. Cassandra Huddleston on a job well done!

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Where Panthers Excel Today and Lead Tomorrow

1820 Panther Blvd. Palestine, Texas 75803

Phone: 903.729.1773 Fax: 903.723-8695

www.westwoodisd.net

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Jeffery Tauber
Counselor
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Kelly Green
CTE Director
(903)729-1773

Shayla Skief
Band Director
(903)723-9309

Kay Denison
Administrative
Assistant
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WHS SOTM Nomination Form

STUDENT OF THE MONTH QUALIFICATIONS

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- Understanding: Accepting of others and logically analyzes choices and decisions to be made
- Determined: Strives to make each day a great day

I nominate Malachi Tolliver, grade 9th

He/She has proven to be an excellent, PROUD candidate exhibiting

hard work and dedication in
Chemistry. He is respectful and
is willing to do a great job at
whatever he is asked to do. He is
a pleasure to have in class

Nominated by: Varell Spacet



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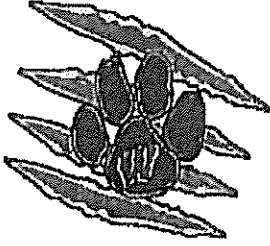
I nominate Malachi Tolliver, grade 9

He/She has proven to be an excellent, PROUD candidate exhibiting

Malachi works hard to achieve high grades, but is also willing to stop and help others that may be struggling.

Nominated by: Edwin Miller

Advanced World Geography



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Determined: Strives to make each day a great day

I nominate Alivia Angton, grade 10

He/She has proven to be an excellent, PROUD candidate exhibiting

Alivia is the co captain of the cheer squad, a member of Stucco, PCCLA and a member of HOBA. She shows great leadership, determination, understanding, and reliability in all of those organizations. She has a great attitude and a willingness to help those when needed. She is definitely mature beyond her years and well deserving

Nominated by: Tyler Hebert. For student of the month.



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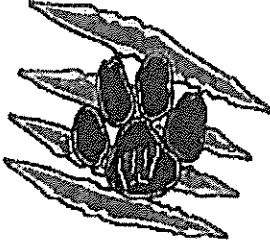
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- Determined: Strives to make each day a great day

I nominate Alivia Angton, grade 10th

He/She has proven to be an excellent, PROUD candidate exhibiting

Focus, Grit, Attitude, and
Respect. Student shows the
drive and joy of being a great
Student

Nominated by: Jesse Dyer



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Understanding: Accepting of others and logically analyzes choices and decisions to be made

Determined: Strives to make each day a great day

I nominate Samuel Wade, grade 11

He/She has proven to be an excellent, PROUD candidate exhibiting

Sam is an amazing student and leader in our school. Sam is an active member in Stucco and BPA. He is one of the most dependable, determined, and respectful students I know. He is always ready to work and isn't afraid to learn new things. He is competing in the computer animation contest and is excelling. I can't wait to see ~~what~~ ^{how} he continues to grow not just @ WHS but in life.

-Tyler Hebert



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- Understanding: Accepting of others and logically analyzes choices and decisions to be made
- Determined: Strives to make each day a great day

I nominate Diamond Walker, grade 12

He/She has proven to be an excellent, PROUD candidate exhibiting

respect for herself and fellow
classmates. She is a model student
who is punctual, participates in
class and maintains high grades. She
is cheerful + makes the most of every day.

Nominated by: Jennifer Berry

Business English



Where Panthers Excel Today and Lead Tomorrow

4524 W. Oak St. Palestine, Texas 75801

1801 Panther Blvd.

Phone: 903.723.0425 Fax: 903.729.3696

www.westwoodisd.net

To: Westwood ISD Board Members

From: Phil Nedbalek
Transportation Director

Date: 12/7/2022

Mr. David Moore is recognized as the Transportation Employee of the month for December 2022.

Mr. Moore has been with Westwood Transportation for a number of years. Mr. Moore is dependable, punctual and does a good job daily. He is an asset to our Department. He can be counted on at anytime to do any task. Thank you for the job you do. It is truly appreciated.

Thank You,
Phil Nedbalek
Westwood ISD Transportation
Director

Phil Nedbalek
Transportation Director
P.O. Box 260
Palestine, Texas 75802

5.A. Public Comments

6. Presentation of School (First) Financial Integrity Rating System of Texas for 2021-2022 school year

Presenter: Kyle Johnson

Westwood ISD



21

SUPERIOR rating
since initial ratings in 2002-2003

2021-2022 Ratings based on
2020-2021 Fiscal Year Data

Purpose

- Originated by SB218 of the 77th Texas Legislature in 2001.
 - Amended in 2007, 2009, 2011 and 2015
- Expands the public education accountability system in Texas to include Financial Services.
- Primary goal to improve management of school district's financial resources.

22

Objectives

- Assess the quality of financial management in Texas public schools.
- Fairly evaluate the quality of financial management decisions.
- Openly report results to the general public.

23

Ratings

Scores based on summation of points on 15 indicators (Maximum of 100 points)

A = Superior	90-100
B = Above Standard	80-89
C = Meets Standard	60-79
F = Substandard Achievement	<60

24

**No points awarded on questions 1-5
Yes (Pass) or No (Fail)**

Indicators

1. Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline depending on the school district's fiscal year end date of June 30 or August 31, respectively?

25

PASS

Was the Annual Financial Report filed by the deadline?

Yes

Indicators

2. Was there an unmodified opinion in the AFR on the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.)

26

PASS Indicator will be considered PASS if the District received a “clean audit” (unmodified opinion)

Indicators

3. Was the school district in compliance with the payment terms of all debt agreements at fiscal year end?

PASS This indicator will be considered PASS if there were no disclosures in the AFR and/or other sources of information concerning default on bonded indebtedness obligations. The district was able to make all bond payments. 27

Indicators

4. Did the school district make timely payments to the Teacher Retirement System (TRS), Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies?

28

PASS This indicator seeks to make sure the District fulfilled its obligation to these agencies to transfer payroll withholdings and to fulfill any additional payroll-related obligations required to be paid by the District.

Indicators

5. Was the total unrestricted net asset balance (net of the accretion of interest for capital appreciation bonds) in the governmental activities column in the Statement of Net Assets greater than zero? (If the school district's change of students in membership over 5 years was 10% or more, then the school district passes this indicator.

29

Not scored

Indicators

6. Was the average change in fund balances over 3 years less than a 25% decrease or did the current year's assigned and unassigned fund balances exceed 75 days of operational expenditures?

30

Ceiling Passed-District's fund balance has increased over the 3 years and has more than the required 75 days of operation expenditures

This indicator measures whether the fund balance is running out too quickly and if has sufficient funds to cover 75 days of expenses

Indicators

7. Was the number of days of cash on hand and current investments in the general fund for the school district sufficient to cover operating expenditures (excluding facilities acquisition and construction)?

31

Yes – 10 points

District

State Standard

209 Days

90 Days

This indicator measures how long in days after the end of the fiscal year the District could have disbursed funds for its operating expenditures without receiving any new revenues.

Indicators

8. Was the measure of current assets to current liabilities ratio for the school district sufficient to cover short-term debt?

Yes – 10 points

32

<i>District</i>	<i>State Standard</i>
<i>7.67</i>	<i>3.00</i>

This indicator measures whether the school district had sufficient short-term assets to pay off its short-term liabilities.

Indicators

9. Did the school district's general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)? If not, was the school district's number of days of cash on hand greater than or equal to 60 days?

33

Yes – 10 points

District

5.81% more Revenues than expenses and 209 days cash on hand

This indicator measures if the district spent more than we earned.

Indicators

10. Did the school district average less than 10% variance (90% to 110%) when comparing budgeted revenues to actual revenues for the last 3 fiscal years?

Not Scored

34

Indicators

11. Was the ratio of long-term liabilities to total assets for the school district sufficient to support long-term solvency?

Yes – 10 points

35

District currently has 0 long-term liabilities

This indicator measures the ability of the district to meet its long term debts

Indicators

12. Was the debt per \$100 of assessed property value ratio sufficient to support future debt repayments

Yes – 10 points

District has 0 debt to repay as this time

36

This indicator asks about the school district's ability to make debt principal and interest payments.

Indicators

13. Was the school district's administrative cost ratio equal to or less than the threshold ratio?

Yes – 10 points

District Ratio = 10%

37

State Standard for District ADA Size = less than 12%

This indicator measures the % of the budget that the district spent on administration.

Indicators

14. Did the school district not have a 15% decline in the students to staff ratio over 3 years (total enrollment to total staff)?

No – 0 points

District = -16%

State Standard = -15%

If the district had a decline in students over 3 years, this indicator asks if the district decreased the number of the staff on payroll in proportion to the decline in students

Indicators

15. Was the school district's ADA within the allotted range of the district's biennial pupil projection(s) submitted to TEA??

Not Scored

Indicators

16. Did the comparison of Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a total variance of less than 3% of all expenditures by function?

40

Passed

This indicator measures the quality of data reported to PEIMS and in your AFR to make certain that the data reported in each case matches

Indicators

17. Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, federal funds?

41

Passed

WISD had a clean audit that stated that the district had no material weaknesses in internal controls.

Indicators

18. Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds?

Passed-10 points; no material noncompliance

42

WISD is complying with laws, rules and regulations related to the expenditure of grant funds, contracts, and other state and federal funds.

Indicators

19. Did the school district post required financial information on its website in accordance with Government Code, Local Government Code, Texas Education Code, Texas Administrative Code and other statutes, laws and rules that were in effect at the school district's FY end?

43

Passed-5 points; all required postings present

WISD is complying with legal requirements related to financial reporting and transparency by posting all required information.

Indicators

20. Did the school board members discuss the district's property values at a board meeting within the 120 days before the district adopted its budget?

Passed

44

WISD board members had the opportunity to consider the impact of changes in property value on the finances of the district.

How Did Westwood Rate?

Pass on Indicators 1-5!!

***Scored 90 Points out of the Maximum
100 Points on Indicators 6-20!!***

45

A = Superior

Highest Level Available!

Disclosures

Reporting requirements for the financial management report for School FIRST public hearing are found in **Title 19 Texas Administrative Code Chapter 109, Budgeting, Accounting, and Auditing, Subchapter AA, Commissioner's Rules Concerning Financial Accountability Rating System**. This rule describes requirements for the six (6) disclosures explained below that are to be presented as appendices in the School FIRST financial management report. 46

1. Superintendent's Employment Contract

The school district is to provide a copy of the superintendent's employment contract that is effective on the date of the School FIRST hearing in calendar year 2021. In lieu of publication in the School FIRST financial management report, the school district may choose to publish the superintendent's employment contract on the school district's Internet site. **If published on the Internet**, the contract is to remain accessible for twelve months.

2. Reimbursements Received by the Superintendent and Board Members for Fiscal Year 2020

For the Twelve-month Period Ended June 30, or August 31, 2020

Description of Reimbursements	Wade Stanford	Mike Kelly	Jeff Cooper	Bryan Jones	Angela Choate	Carolyn Booker	Leonard Armstrong
Meals	\$	\$	\$	\$	\$	\$	\$
Lodging	\$288.60	\$	\$	\$	\$	\$	\$
Transportation	\$	\$	\$	\$	\$	\$	\$
Motor Fuel	\$55.19	\$	\$	\$	\$	\$	\$
Other	\$345.00	\$618.75	\$618.75	\$618.75	\$495.00	\$890.00	\$618.75
Total	\$688.79	\$618.75	\$618.75	\$618.75	\$495.00	\$890.00	\$618.75

47

Note – The spirit of the rule is to capture all “reimbursements” for fiscal year 2020, regardless of the manner of payment, including direct pay, credit card, cash, and purchase order. Reimbursements to be reported per category include:

Meals – Meals consumed off of the school district’s premises, and in-district meals at area restaurants (excludes catered meals for board meetings).

Lodging - Hotel charges.

Transportation - Airfare, car rental (can include fuel on rental), taxis, mileage reimbursements, leased cars, parking and tolls.

Motor fuel – Gasoline.

Other - Registration fees, telephone/cell phone, internet service, fax machine, and other reimbursements (or on-behalf of) to the superintendent and board member not defined above.



3. Outside Compensation and/or Fees Received by the Superintendent for Professional Consulting and/or Other Personal Services in Fiscal Year 2020

For the Twelve-Month Period	
Ended June 30, or August 31, 2020	
Name(s) of Entity(ies)	
N/A	\$0
	48
Total	\$0

Note – Compensation does not include business revenues from the superintendent’s livestock or agricultural-based activities on a ranch or farm. Report gross amount received (do not deduct business expenses from gross revenues). Revenues generated from a family business that have no relationship to school district business are not to be disclosed.

4. Gifts Received by the Executive Officer(s) and Board Members (and First Degree Relatives, if any) in Fiscal Year 2020 (in excess of \$250)

For the Twelve-Month Period Ended June 30, or August 31, 2020

	Wade Stanford	Mike Kelly	Craig Niven	Mike Bentley	Ronnie Stanhope	Don Rice	Carolyn Booker	Leonard Armstrong	Bryan Jones	Jeff Cooper	Angela Choate
Summary Amounts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	⁴⁹ \$0

- Note – An executive officer is defined as the superintendent, unless the board of trustees or the district administration names additional staff under this classification. Gifts received by first degree relatives, if any, will be reported under the applicable school official.**

5. Business Transactions Between School District and Board Members for Fiscal Year 2020

For the Twelve-Month Period Ended June 30, or August 31, 2020

	Wade Stanford	Mike Kelly	Craig Nivens	Mike Bentley	Ronnie Stanhope	Don Rice	Carolyn Booker	Leonard Armstrong	Bryan Jones	Jeff Cooper	Angela Choate
Summary Amounts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Note - The summary amounts reported under this disclosure are not to duplicate the items reported in the summary schedule of reimbursements received by board members.

Westwood Independent School District

51



6.A. Your School District's rating
Presenter: Kyle Johnson

Westwood ISD Agenda Item Information Agenda Item Information

Meeting Date: December 14, 2022

Subject: Westwood ISD FIRST Report for the 2021-2022 Fiscal Year

Administrator Responsible: Mr. Johnson

Summary: The Westwood ISD FIRST (Financial Integrity Rating System of Texas) Report will be presented. Westwood received a score of 90 out of 100 and a Superior Rating. The rating will be approved in the Consent Agenda.

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

Board Approval Required YES NO

7. **Public Comments in regards to (FIRST) Financial Integrity Rating System of Texas for 2021-2022 school year**
8. **Information Items**
 - 8.A. Finance update

Finance Update

Kyle Johnson
12/12/2022

55



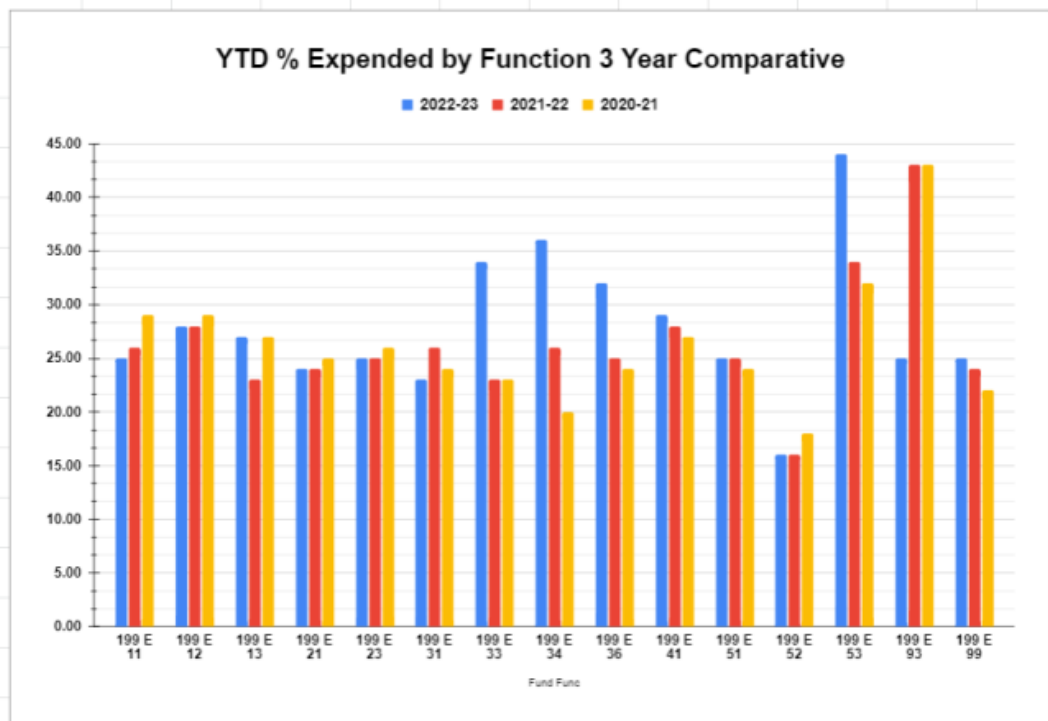
Enrollment and ADA (Average Daily Attendance)

- Average enrollment for 3rd 6 Weeks is 1,419 with an ADA rate of 94.99%
 - 3rd 6 Weeks ADA = 1,347.91 (through 2 weeks)
- Average enrollment for 22-23 FY = 1,397
 - 22-23 FY ADA (at 94.93%) = 1,326.17
- Budget made on assumption of 1,292 ADA
- Will continue to monitor the impacts on State Aid as we go⁵⁶ through the year



@WESTWOODISD
#WWWay
#WWEnergyBus

Fund Func	2022-23	2021-22	2020-21
199 E 11	25.00	26.00	29.00
199 E 12	28.00	28.00	29.00
199 E 13	27.00	23.00	27.00
199 E 21	24.00	24.00	25.00
199 E 23	25.00	25.00	26.00
199 E 31	23.00	26.00	24.00
199 E 33	34.00	23.00	23.00
199 E 34	36.00	26.00	20.00
199 E 36	32.00	25.00	24.00
199 E 41	29.00	28.00	27.00
199 E 51	25.00	25.00	24.00
199 E 52	16.00	16.00	18.00
199 E 53	44.00	34.00	32.00
199 E 93	25.00	43.00	43.00
199 E 99	25.00	24.00	22.00



3/12 = 25%



** Every Director, whose budget is over 30% spent, has been contacted about their spending and told that we will keep an eye on it moving into the Spring



@WESTWOODISD
 #WWWay
 #WWEnergyBus

December 2022									
12/6/2022	ACDP	Review Budget Calendar with the A-Team							
12/12/2022	B	Include Budget Calendar as an Information Item on December Board Agenda							
January 2023									
1/10/2023	ACDP	Begin gathering feedback from campuses, departments, and programs on possible personnel needs							
February 2023									
2/7/2023	ACDP	Discuss Budget Goals for 23-24 with A-Team							
2/13/2023	B	Discuss budget goals for 23-24 with the board. Discuss enrollment projections, property values, any financial constraints and options							
March 2023									
3/7/2023	ACDP	Review Budget Projection. Discuss enrollment projections and allocations with A-Team. Discuss updated staffing needs and vacancies with A-Team							
3/20/2023	CDP	Send Budget Request Forms to Campuses and Departments							
3/20/2023	B	Include Budget Projections as information item on board agenda. Review budget procedures, guidelines and updated staffing needs with the Board							
3/31/2023	CDP	Submission of major projects and new program budgets (not a part of the annual allocation)							
April 2023									
4/4/2023	ACDP	Discuss updated staffing needs and vacancies with A-Team. Updated staffing rosters (including approved vacancies) turned into Human Resources							
4/7/2023	CDP	Budget Request Forms for all campuses and departments returned to Business Office							
4/24/2023	A	Receive updated Property Values from Appraisal District							
May 2023									
5/8/2023	B	Updated budget projections during the board meeting							
5/22/2023	A	District Review Team discuss possible employee compensation and benefit adjustments							
June 2023									
6/12/2023	B	Board Meeting. Updates to budget, if applicable							
6/26/2023	B	Board Budget Workshop. Updated budget/Compensation Plan (11am)							
6/26/2023	B	Board Meeting to review and approve adjustments to Compensation Plan, if applicable (12:30pm)							
July 2023									
7/10/2023	B	Board Meeting. Updates to budget, if applicable							
7/10/2023	B	Approve officer to calculate tax rate and set Public Hearing date to discuss proposed budget and tax rate for 2023-24							
7/25/2023	A	Certified Appraisal District values due to WISD							
August 2023									
8/4/2023	A	Complete Truth-in-Taxation Forms and send off for publication/Finalize Budget							
8/10/2023	A	Send Notice of Public Hearing to adopt Budget and Tax Rate to the Palestine Herald Press							
8/17/2023	A	Notice of Public Hearing to adopt Budget and Tax Rate in the Palestine Herald Press							
8/21/2023	B	Board Budget Workshop (if needed) (11am)							
8/28/2023	B	Public Hearing on Proposed Budget and Tax Rate/Board approves Budget and Tax Rate for 23-24							
	Legend	A - Administration, B - Board, C - Campus, D - Department, P - Program							

Westwood ISD Agenda Item Information Agenda Item Information

Meeting Date: December 12, 2022

Subject: Finance Update

Administrator Responsible: Mr. Johnson

Summary: Finance Update, which includes an Enrollment/ADA update, 3 Year Percentage Spent by Function YTD and a review of the WISD 2023-2024 Budget Timeline.

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

Board Approval Required YES **X** NO

8.B. Auditor's Report for the 2021-2022 school year

Westwood ISD Agenda Item Information Agenda Item Information

Meeting Date: December 12, 2022

Subject: Westwood ISD Annual Financial Audit Report

Administrator Responsible: Mr. Johnson/Molly Abele from Axley & Rode

Summary: Molly Abele from Axley and Rode will present the Annual Financial Audit Report to the board via Zoom. Westwood ISD received a clean audit for the 2021-2022 fiscal year.

Administration's Recommendation: The board to make a motion, **“to approve the 2021-2022 Annual Financial Report as presented by Axley & Rode.”**

Board Approval Required

YES

NO

8.C. Discussion of the contract for Furniture, Fixtures, and Equipment included in the
2021 Bond Program
Presenter: Wade Stanford

Westwood ISD Agenda Item Information

Meeting Date: December 12, 2022

Subject: Discussion of the contract for Furniture, Fixtures, and Equipment included in the 2021 Bond Program.

Administrator Responsible: Wade Stanford

Summary: Pfluger and Fitzpatrick Architects meet several times with the Junior High staff and administrative team to gather input on the desired furniture, fixtures, and equipment. They then held multiple meetings with the campus and district administration to refine the selections based on quality, appearance, and cost.

After assembling the final list, they requested proposals from multiple vendors. We will discuss the final budget figures.

Administration's Recommendation: N/A

Attachments:

Board Approval Required

YES

NO

9. **Board to consider approval of Consent Agenda**
 - 9.A. Minutes of Regular Board Meeting November 14, 2022

Regular Meeting

Monday, November 14, 2022 6:30 PM

Westwood Primary, 1701 West Point Tap Road, Palestine, TX 75803

Carolyn Booker: Present

Angela Choate: Present

Jeff Cooper: Present

Sam Estes: Absent

Jess Huddleston: Present

Bryan Jones: Present

Ronnie Stanhope: Absent

Others present: Kyle Johnson, Wade Stanford, Brenda Bing, Katie Atkins, Tiffany Carwell, Sonya Brown, Richard Bishop, Brendan May, Charlotte May, Hollie Casteneda, Britni, Calzada, Phil Nedbalek, Scott Nettles, Shinitta Foreman, see list for others

1. CALL TO ORDER AND ESTABLISH QUORUM

Discussion: President Dr. Carolyn Booker called the meeting to order at 6:30 pm.

2. ROLL CALL

Discussion: Angela Choate-present

Bryan Jones-present

Carolyn Booker-present

Jess Huddleston-present

Jeff Cooper-present

3. INVOCATION

Discussion: Invocation given by Brendan May.

4. PLEDGE OF ALLEGIANCE/TEXAS PLEDGE

5. ACTION ITEMS

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

Action(s):

Motion to approve the agenda as presented. This motion, made by Jeff Cooper and seconded by Bryan Jones, Passed.

Voting Detail:

Carolyn Booker: Yea

Angela Choate: Yea

Jeff Cooper: Yea

Sam Estes: Absent

Jess Huddleston: Yea

Bryan Jones: Yea

Ronnie Stanhope: Absent

Voting Summary: Yea: 5, Nay: 0, Absent: 2

6. Recognition of Students and Faculty

Presenter: Principals

Discussion: Principals recognized their students and staff of the month:

High School:
Staff: Biff Knight
Students Xander Laurent, Madison Petri, Hailey Escobar, and Diego Ferretiz

Junior High:
Staff: Reagan Gray
Students: Logan Yates and Austin Cooper

Elementary:
Staff: Crystal Bayless
Students: Ivory Edwards, Morgan Titus, Mia Butler, and Anayi Martinez

Primary:
Staff: Abena Prempeh
Students: Andrew Morro, Jason Bates, Kinslee Mays and Arten Lara

7. **PUBLIC COMMENTS**

Discussion: None

8. **INFORMATION ITEMS**

8.A. District Department Goals

Discussion: Department Goals presented for Human Resources, Athletics, Transportation, and Public Relations.

Human Resources - Hollie Casteneda

Goal 1: Become a proactive advocate for employees by attending TASPA in December and attending 2 sessions related to leadership management

Goal 2: Become more knowledgeable about medical leave by attending 2 sessions at TASBO in February

Goal 3: Implement stay interviews in January for the district administration to review for possible changes

Athletics - Richard Bishop

Goal 1: Westwood will become a perennial top 25 ISD in the Lone Star Cup standings in the next 3 years

Goal 2: Hold monthly coaching staff collaborative to grow leaders and capacity within our athletic department by scaffolding our guiding documents

Goal 3: Coaches will connect bi-weekly with 3 parents or community members to create community partnerships/parental support

Transportation - Phil Nedbalek

Goal 1: Improve department communication by conducting 1-on-1 meetings with each team member and monthly meetings with campus principals

Goal 2: Increase positive reinforcement in the Transportation Department by focusing on District Core Values and Mission Statement in weekly staff meetings

Goal 3: Will develop the Panther Family Culture

by hosting birthday celebrations, quarterly meals, etc.

Public Relations - Britni Calzada

Goal 1: At least one post per day on each Social Media Platform (Facebook, Instagram, Twitter, TikTok)

Goal 2: Submit at least 3 articles per month to the Palestine Herald Press to be published (evaluate in 3 months)

Goal 3: Develop our branding material before the next hiring cycle

8.B. Curriculum Moment

Discussion: Dr. Katie Atkins updated the board on the STAAR Exam Redesign. She discussed the district's use of Interim Assessments to assess students' abilities and to gather data for the teachers. She also discussed the Texas Through-Year Assessment Pilot (TTAP). This is a Pilot program through TEA and Westwood is taking part in the program.

Presenter: Katie Atkins

8.C. 2023-2024 Academic Calendar First Read

Discussion: Dr. Katie Atkins gave an update on the 2023-2024 proposed Academic Calendar. This is a First Read for the board and will be brought back for approval in December. Staff Development/Waiver days are not on this calendar yet and will be discussed in the next Site-Based Committee Meeting and will be in place before the December board meeting.

Presenter: Katie Atkins

8.D. Finance Update

Discussion: Kyle Johnson discussed the upcoming legislative session and some of the hot topics including property values/taxes, inflation/teacher compensation, school safety, SPED funding, increased basic allotment, and teacher vacancies. He also gave an ADA update to the board.

Presenter: Kyle Johnson

8.E. Discussion of Safety and Security Vehicles

Discussion: Mike Hoyt discussed the possibility of purchasing 2 security vehicles for the district. 911 Responders out of Pennsylvania have 2 vehicles that are turnkey that can be delivered in 4-6 weeks and have already been upfitted. These are white Tahoes for \$60,686.16 each. The local quotes are for anywhere from \$46,000 to \$50,000 and can't be here until late spring and would then have to be upfitted for roughly \$14,000. There would be a shipping fee.

9. ACTION ITEMS

9.A. Board to consider and possibly approve the purchase of safety and security vehicles

Action(s):

Motion that we purchase 2 Chevrolet Tahoe(s) from 911 Rapid Response at a price of \$60,686.16 per vehicle plus shipping. This motion, made by

Angela Choate and seconded by Bryan Jones,
Passed.

Voting Detail:

Carolyn Booker: Yea

Angela Choate: Yea

Jeff Cooper: Abstain (With Conflict)

Sam Estes: Absent

Jess Huddleston: Yea

Bryan Jones: Yea

Ronnie Stanhope: Absent

Voting Summary: Yea: 4, Nay: 0, Absent: 2,
Abstain (With Conflict): 1

9.B. Board to consider approval of the Guaranteed Maximum Price for the Middle School Addition/Renovation and Districtwide Safety/Security Upgrades included in the 2021 Bond Program

Action(s):

Motion that we accept the Guaranteed Maximum Price for the Middle School Addition/Renovation and District-Wide Safety/Security Upgrades included in the 2021 Bond Program as presented. This motion, made by Jess Huddleston and seconded by Bryan Jones, Passed.

Voting Detail:

Carolyn Booker: Yea

Angela Choate: Yea

Jeff Cooper: Yea

Sam Estes: Absent

Jess Huddleston: Yea

Bryan Jones: Yea

Ronnie Stanhope: Absent

Voting Summary: Yea: 5, Nay: 0, Absent: 2

Discussion: Mr. Parma gave the GMP, which was within budget. Jeff Cooper asked how many local companies put in bids and Mr. Parma said that 70% were from East Texas. 2 were local to Palestine, one security, and one HVAC, and when conversations were had they decided they did not have the manpower to accomplish the job. Bryan Jones asked about allowances and that is for contingencies that arise. Dr. Booker asked about the timeline and Mr. Parma said that we are on time to start construction in January. Mr. Stanford reminded the board that Fund Balance still may have to be used to complete the bond package with high prices of materials.

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

Action(s):

Motion to approve the consent agenda as presented. This motion, made by Jeff Cooper and seconded by Angela Choate, Passed.

Voting Detail:

Carolyn Booker: Yea

Angela Choate: Yea

Jeff Cooper: Yea

Sam Estes: Absent

Jess Huddleston: Yea

Bryan Jones: Yea

Ronnie Stanhope: Absent

Voting Summary: Yea: 5, Nay: 0, Absent: 2

10.A. Fundraisers

10.B. Minutes of Regular Board Meeting October 17, 2022

11. **CLOSED SESSION**

Discussion: Meeting taken into closed session by Dr. Carolyn Booker at 8:31 pm

11.A. Personnel

Presenter: Board/Wade Stanford

12. **Reconvene from Closed Session**

Discussion: Came out of closed session at 9:37 pm

13. **Discussion and Possible Approval of Action Arising from Closed Session**

14. **Future Agendas Items and Requests**

15. **Adjournment**

Discussion: Adjournment 9:40 pm

Board Secretary

9.B. Quarterly Investment Report

Westwood ISD Agenda Item Information

Meeting Date: December 12, 2022

Subject: 1st Quarter Investment Report

Administrator Responsible: Mr. Johnson

Summary: This report gives an update on the 1st Quarter Investments for the District.

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

Board Approval Required YES **X** NO

Westwood I.S.D.

MEMO

TO: Board Members
 FROM: Kyle Johnson
 SUBJECT: Investment Report
 DATE: 12/12/22

This report is for the period September through November, 2022. All cash monies not needed for the everyday operation of the school district are invested in the Govt. Overnight Fund of the Lone Star Investment Pool, one Certificate Of Deposit with First Bank and Trust, and the CDARS program through Texas National Bank of Jacksonville.

General Operating Fund

Purchase Date	Security Type	Amount	Maturity	Int. Rate	Int. Earned
Lone Star Beginning Balance		\$7,390,103.00			
September	Deposit W/D	\$ 2,100,000 \$ (1,300,000)			\$15,617.78
October	Deposit W/D	\$ 2,100,000 \$ (1,200,000)			\$22,398.13
November	Deposit W/D	\$ 1,100,000 \$ (1,800,000)			\$26,233.22
Lone Star Ending Balance		\$ 8,454,352 (INC INTEREST)			\$ 64,249.13

Balance						
1/10/2022	1-Yr CD	\$ 1,108,678	01/10/2023	0.19%	\$ 530.95	\$ 1,109,209
3/18/2022	CDARS	\$ 1,108,479	3/17/2023	0.50%	\$ 546.78	\$ 1,109,026.14
					\$ 1,077.73	

Total Qtrly Interest **\$ 65,326.86**

2022 Bond Proceeds and Debt Service

Sept - November	
Bond Interest	72
304,081.47	
Debt Service Interest	
2,326.54	

	c-dars	
(Int rate 1/10/22)	Sept	546.23
	Oct	564.71
	Nov	546.78
		1657.72

This report is in compliance with the strategies as approved and the Public Funds Investment Act.

Wade Stanford
 Superintendent

Kyle Johnson
 Assistant Superintendent of Finance and Operations

9.C. 2021-2022 Financial Integrity Rating System of Texas (FIRST) rating
Presenter: Kyle Johnson

Westwood ISD Agenda Item Information Agenda Item Information

Meeting Date: December 14, 2022

Subject: Westwood ISD FIRST Report for the 2021-2022 Fiscal Year

Administrator Responsible: Mr. Johnson

Summary: The Westwood ISD FIRST (Financial Integrity Rating System of Texas) Report will be presented. Westwood received a score of 90 out of 100 and a Superior Rating. The rating will be approved in the Consent Agenda.

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

Board Approval Required YES NO

9.D. Fundraisers

WESTWOOD INDEPENDENT SCHOOL DISTRICT
Authorization to Conduct Fund Raising Event

Organization: Student Council Campus: JH Date submitted 12/6/22

Fundraising Event: Candy Cane Grams

Requested fundraising date/dates: 12/12/22 - 12/15/22

Vendor (if applicable) N/A

Address _____ City/State _____ Telephone _____

List specific items that will be sold: peppermint candy canes, hot chocolate mix
Price per item: \$ 0.10 to 0.30 Will customer pay in advance? yes packet
76

Profit to organization should never be less than 50%; otherwise, explain N/A

What will money raised from this fundraiser be used for? Buying items for events that our organization hosts

If **NO** vendor is involved; list location of event: on campus - JH only
Estimated cost to organization to start fundraiser \$ 40.00 (walmart)
How much will you charge your customer? \$ 1.00 to 1.50 Will you accept donations? No

I, Rhynne Acuff, 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:

Dorothy Brown / _____
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

10. ACTION ITEM

10.A. Board to accept the 2021-2022 Auditor's Report

Westwood ISD Agenda Item Information Agenda Item Information

Meeting Date: December 12, 2022

Subject: Westwood ISD Annual Financial Audit Report

Administrator Responsible: Mr. Johnson/Molly Abele from Axley & Rode

Summary: Molly Abele from Axley and Rode will present the Annual Financial Audit Report to the board via Zoom. Westwood ISD received a clean audit for the 2021-2022 fiscal year.

Administration's Recommendation: The board to make a motion, **“to approve the 2021-2022 Annual Financial Report as presented by Axley & Rode.”**

Board Approval Required

YES

NO

10.B. Board to consider and possibly approve the 2023-2024 Academic Calendar
Presenter: Wade Stanford

Westwood ISD Agenda Item Information

Meeting Date: December 12, 2022

Subject: Consider and possibly approve the 2023-2024 Academic Calendar

Administrator Responsible: Wade Stanford

Summary: During the November meeting, the 2023-2024 Academic Calendar was presented for a First Read. The only piece of information not included in that presentation was the placement of District Professional Learning Days. The District Site-Based Committee has since met and, after considering multiple factors, has placed those days on the proposed calendar. The calendar we are recommending was unanimously approved during a District Site-Based Committee in which slightly more than 70% of the members were in attendance.

Administration's Recommendation: The administration recommends approval of the 2023-2024 Academic Calendar as presented.

Possible Motion: I move that we approve the 2023-2024 Academic Calendar as presented.

Attachments:

Board Approval Required

XYES

NO

10.C. Budget Amendment
Presenter: Kyle Johnson

Westwood ISD Agenda Item Information Agenda Item Information

Meeting Date: December 12, 2022

Subject: 2022-2023 Budget Amendment 23-03

Administrator Responsible: Mr. Johnson

Summary: This budget amendment is to amend the budgeted revenue to include the \$17,940 received from Edward's Risk for insurance coverage for recovery of the stolen tractor. Will also amend the expense account in Function 51 for \$27,940 to purchase the new tractor. This will equal a (\$10,000) change in the budget.

Administration's Recommendation: The board make a motion **“to approve Budget Amendment 23-03, which will decrease the budget by \$10,000.”**

Board Approval Required YES NO

23-03						
	REVENUE		CURRENT		AMENDED	
			BUDGET		BUDGET	INCREASE/ (DECREASE)
	199 R 00 5745	Insurance Recovery for Tractor	\$ -		\$ 17,940	\$ 17,940
		Total Increase/Decrease in Revenues				\$ 17,940
	EXPENDITURE		CURRENT		AMENDED	INCREASE/ (DECREASE)
			BUDGET		BUDGET	
	199 E 51 66XX	Maintenance Tractor	\$ -		\$ 27,940	\$ 27,940
		Total Increase/Decrease in Expenditures				\$ 27,940
						\$ -
		Total Change to Budget				\$ (10,000)
Submitted to Board: 12/12/2022		Board approved 12//2022 and revision was made to budget on 12//2022				83

10.D. Consider and Possibly Approve the contract for Furniture, Fixtures, and Equipment included in the 2021 Bond Program
Presenter: Wade Stanford

Westwood ISD Agenda Item Information

Meeting Date: December 12, 2022

Subject: Consider and Possibly approve the contract for Furniture, Fixtures, and Equipment included in the 2021 Bond Program.

Administrator Responsible: Wade Stanford

Summary: Pfluger and Fitzpatrick Architects meet several times with the Junior High staff and administrative team to gather input on the desired furniture, fixtures, and equipment. They then held multiple meetings with the campus and district administration to refine the selections based on quality, appearance, and cost.

After assembling the final list, they requested proposals from multiple vendors. We will discuss the final budget figures.

Administration's Recommendation: The administration recommends that we approve the Furniture, Fixture, and Equipment contract as presented.

Possible Motion: I move that we approve the Furniture, Fixture, and Equipment contract to provide and install \$911,500 in Furniture, Fixtures, and Equipment at Westwood Middle School for all phases of the project. Proposed dealers were deemed best in value, and the budget accounts for the estimated inflation of future phase orders.

Attachments:

Board Approval Required

XYES

NO

11. **CLOSED SESSION**

11.A. Personnel

11.B. Superintendent's mid-year evaluation

11.C. Real property

11.D. District of Innovation Contract

12. Board to possibly vote on items discussed in closed session

12.A. Board to consider offering District of Innovation contract beginning January 2nd, 2023

12.A.1. **Future agenda items request and special events**

13. **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:

For the Board of Trustees